



**Sycamore**

**PARK DISTRICT**

*Established 1923*

940 East State Street  
Sycamore, IL 60178  
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**Sycamore Park District  
Regular Board Meeting  
February 26, 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:**

5. **Regular Meeting – January 22, 2013 (Voice Vote)**

**PUBLIC INPUT**

**APPROVAL OF MONTHLY CLAIMS:**

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

**CONSENT AGENDA:**

23. **Superintendent of Finance Monthly Report**
27. **Budget Report/Monthly Cash Flow Monthly Report**
41. **Superintendent of Golf Operations Monthly Report**
45. **Superintendent of Parks and Facilities Monthly Report**
49. **Superintendent of Recreation Monthly Report**
53. **Executive Director Monthly Report**

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



February 26, 2013

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**CORRESPONDENCE-**

- 55. Sycamore Chamber

**POSITIVE FEEDBACK/REPORTS**

**DEPARTMENT PRESENTATIONS: Annual Audit Outline: Jackie**

**OLD BUSINESS:**

- 57. Update on Short List of Topics for CAC – Dan  
Update on Progress of CWSPT – Ted and Michelle  
Update on MOU's – Bart
- 59. Final Review and Adoption of Executive Summary – Dan

**NEW BUSINESS:**

- 61. Review of Action Statements for Short-Term Plan – Dan
- 103. Budget and Appropriation Ordinance - Jackie  
Future Study Sessions - Dan

**PUBLIC INPUT**

**EXECUTIVE SESSION (Roll Call Vote):**

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

**ADJOURNMENT (Voice Vote)**



**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, January 23, 2013**

Vice President Schulz called the meeting to order at 6:04 p.m. The roll was called with Commissioners Graves, Kroeger, and Tucker present. Commissioner Strack was absent. Staff members present were Bart Desch, Jeff Donahoe, Jeanette Freeman, Dan Gibble, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Dave Torson, 317 Terrace Drive

Kim Colness, 1951 El Fran Dr., Sycamore

John Mayer, 35701 West Ave., Ste. 150, Warrenville

Andrew Kustus, 35701 West Ave., Ste. 150, Warrenville

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Tucker moved to approve the Regular and Consent Agenda. Commissioner Graves seconded the Motion.

**Voice Vote**

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

**Approval of Minutes –**

**Motion**

Commissioner Kroeger moved to approve the December 18, 2012 Regular Meeting Minutes. Commissioner Tucker seconded the Motion.

**Voice Vote**

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

**Petition and Public Comment**

Dave Torson, 317 Terrace Dr. – He is the President of the Board for Sycamore Girls Softball. He noted he has three topics he wants to bring up to the Park Board. The Sycamore Girls Softball is a nonprofit organization and all volunteer. He noted they have been approached by the Park District to agree to the MOU. He provided different agreement forms from other organizations that are a one or two page form. The MOU the Park is asking them to agree to is an eight page document. He would like the Park District to explain to them why the MOU is necessary. He is wondering why the adult leagues have not been approached regarding an MOU and only the youth groups have been asked to do this. He then brought up the re-keying process the Park is looking into. He has not heard of any instances of bases being stolen and is wondering why the District is spending money on this. He then asked about the sales at the Park policy that was approved last year. They would like to have tournaments at the Park. They are in a conference with six other towns that would be involved in the tournament. In the other towns the teams get a share of the food concessions and have full license to sell any souvenirs. At Sycamore they do not get any share of food concessions and are now being told they cannot sell souvenirs at the tournament. There is a process for them to ask the District to waive the fee to sell souvenirs at the tournament, but they cannot live by this policy. There would not be any guarantee they would have the fees waived each year. They would like a blanket on selling souvenirs. They do not feel they can commit to a tournament each year without the blanket

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Sycamore Park District  
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### **Petition and Public Comment-cont'd**

Dave Torson, 317 Terrace Dr.- cont'd - agreement. He then brought up Goal Three of the Park District and about relationships and partnerships. Commissioner Schulz noted these are all valid concerns. Director Gibble and staff will contact them and follow-up with them on this matter.

### **Claims and Accounts Approval**

#### **Motion**

Commissioner Kroeger moved to approve and pay the bills in the amount of \$75,650.33. Commissioner Graves seconded the Motion.

#### **Roll Call**

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

### **Correspondence –**

- Sycamore United Methodist Church Food Pantry
- Clubhouse Rental Questionnaire

### **Positive Feedback/Reports**

- Commissioner Graves noted he received the email from Director Gibble on the Old Mill Project. He felt it is incredible what was done in one day so far and feels it looks a lot better.
- Commissioner Kroeger noted the Clubhouse look stunning and it was a huge improvement. He asked about the Pro Shop.
- Commissioner Schulz noted to Supt. of Recreation Desch great job on the geocaching event – great coverage.

### **Department Presentations**

Superintendent of Golf Operations Kirk Lundbeck – Supt. Lundbeck gave a presentation on the current cart status. There are 59 in the fleet – 15 are from 2000, 24 from 2001, 10 from 2003, and 10 from 2006 purchased in 2012. There are major problems with the 2000 and 2001 carts. Thirteen of these will be traded in this year to help with this problem. We will be getting 2008 carts and when the new carts arrive the numbers and decals will be taken off and renumbered. He went over the rotation process of the carts. They will be keeping a spreadsheet for repairs to the carts for 2013. Commissioner Kroeger asked about the history of electric carts. Supt. Lundbeck noted there is more to repair on electric. Replacing the batteries on the carts is very expensive and the carts weigh more. The gas carts can go for a week before having to fill the tanks – electric can only go 54 hours on a charge. When Supt. Lundbeck started at the District there were 22 electric and 15 gas carts. There were constantly problems with the electric carts. When batteries die, you have to replace all batteries in the cart. Director Gibble noted they will be tracking longer term so they will have repair records. At a later date it would be worth checking the values in new carts versus used carts. Would also be a good time to check other courses history on electric cart repairs. Supt. of Lundbeck noted that down the road possibly looking at selling all the carts in exchange for a lease agreement. These would come with service agreements and would cut down on the cart maintenance staff would have to do.

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### Old Business –

**Discussion & Finalizing Short List of Topics for CAC** – Director Gibble noted the Board had the information from last month and the topics were to be discussed at this meeting. He is looking for a consensus from the Board for the topics he can give to the CAC at their February meeting. Commissioner Schulz asked the Board members for their ranking on the suggested topics. The Board ranked the topics as follows: 1-- #4 Assistance with Goal 4 of the Short Term Plan, 2 --#3 Studying the Natural History Museum, and 3 --#2 Evaluation of efficiency of key components of the District's systems. Commissioner Tucker noted these are three good topics, but feels the CAC should decide for sure which ones they want to tackle or how to prioritize them.

**Update on Progress of CWSPT** – Commissioner Schulz noted the CWSPT met in January. She felt there was plenty of education material provided from staff. Park District staff is doing a great job of educating the members that were there. She is amazed that the people that are on the committee are out spreading the information they have been given. Director Gibble noted the people that were not in attendance met with him at a later date to review the meeting material. Commissioner Schulz noted that Supt. of Recreation Desch and Program Supervisor White did a great job on the power point presentation on the Community Center visits. Supt. of Parks Donahoe also gave a great presentation on the Park tours.

**Final Review and Approval of MOU's** – Supt. of Recreation Desch noted that Supt. of Parks Donahoe come into the Parks side. There was a need to clarify what the Park does for the user groups. There was nothing on paper what is expected from both sides. He contacted ten Parks and received eight different types of agreements. He chose the Memorandum of Understanding agreement. It is a fluid document so the groups can meet yearly to change things if needed. He met with three groups on the agreements. All of the MOU's are fairly the same. He appreciated Baseball and Softball sitting down with him to go over these MOU's. Director Gibble noted that the MOU's are a common things in Park Districts. They allow what we agree on to be clear and in writing. This will help if staff changes over time also. Most organizations will get comfortable with the MOU's and be able to sign a multiyear agreement. Typically they start out with a one year agreement. When he first started with the District, he was at a meeting with Sycamore Youth Baseball. It seemed at that time that no one was clear on who was doing what. MOU's clarify who takes responsibility of features once built. It also clearly defines who has the liability. The MOU's do not prohibit the sales of product. The permit process needs to be followed to sell items. The liability part of the MOU's is required by our counsel and IPARKS. The MOU process was started with the youth groups and then will go to the adult groups. He recommended the Board approve the process of the MOU's. Supt. of Recreation Desch noted some of the other groups do not have Boards, so they will be treated as rentals. Director Gibble noted they started the MOU's to make the Districts roles clear and what we are responsible for. The intent is to strengthen the long term commitments with organizations. He also noted he can meet with the groups and if there are revisions he will bring them back to the Board. Commissioner Schulz noted she was elected in 2006. From the beginning Sycamore Youth Baseball was having issues with no field available and no concessions. From her standpoint, it is great that everyone would be on the same page and working from the same document.

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**Final Review and Approval of MOU's – cont'd -**

**Motion**

Commissioner Tucker moved to approve the MOU's. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**New Business**

**Pay-down Schedule on Debt**– Supt. of Finance Hienbuecher noted that she and Director Gibble worked on a schedule for paying down the debt on golf side. There have been losses in both pool and golf. Fund balance reserves have been used to pay on the pool. With the golf there has been a remaining balance. Our auditors have been looking for this also and have been given a draft of the proposal. The schedule shows paying off the balance by December of 2014. Then we will start growing the reserve balances. Director Gibble noted that all of the superintendents have put a lot of work on the budget to save money. He feels that staff will continue to find ways to save money and the numbers used were very conservative.

**Approval to Go to Bid on Old Mill Parking and Sycamore Park Tennis Courts** – Director Gibble noted this is just to approve going to bid and not approval on actual bids. He introduced John Mayer and Drew Kustus from Consulting Engineer ERA. They will present information on the projects and what the work will be. John Mayer showed the Board the information on both Old Mill Parking and the tennis courts. Old Mill will be a three week project and will be approximately \$45,000 to \$57,000. The tennis courts will be approximately \$135,000 for construction and the total cost of approximately \$148,000. Director Gibble noted again that this is just authorization to go out for bid, not approving bids.

**Motion**

Commissioner Graves moved to approve going out to bid on Old Mill Parking and the Sycamore Park District tennis courts. Commissioner Tucker seconded the Motion.

**Roll Call**

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

**Bi-Annual Review of Executive Session Minutes** – Commissioner Schulz noted that if anyone felt these needed to be discussed this would be moved to Executive Session. There was no need at this time to discuss.



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### **New Business – cont'd**

**Re-Keying Proposal for Sports Complex** – Supt. of Recreation Desch noted there are two main reasons for this. The amount of keys that staff needs to operate at all facilities and to control who has keys with access to our facilities. Supt. of Parks Donahoe noted the locks have not been changed in a long time. People still have access from years ago. We need to have a certain type of key that no one can copy. We can then have a library system of who has keys and they are checked out. Also in conjunction with ADA, we need to have levers and not knobs on the doors. The current locks need to be commercial grade with a special cylinder to fit a special key. They have found out also that a lot of people have keys to the sports boxes. The bases get stolen and we have to replace them at \$500 to \$600 per box. There are people with keys to the boxes and use the bases even if no affiliation with the current sports groups. Have also found that people have keys to the lights and the same issue happens. The lights will be turned on and left on during the night which is very costly. This will tie into an entire Park District system with a master system. Director Gibble noted he is looking for authorization to move forward with the process. Commissioner Tucker suggested using a credit card number for a deposit and charged if need be.

#### **Motion**

Commissioner Tucker moved to move forward on the rekeying process. Commissioner Kroeger seconded the Motion.

#### **Roll Call**

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

**First Review of Executive Summary**– Director Gibble noted the Board has about 2/3 of the content of the annual report that will be put out each February. This information will help the Board field questions from the community. He asked the Board to look at the information provided and let him know if there is something else the Board would like to see included. He would like final approval at the February meeting. Commissioner Graves noted he was impressed with it and asked if this could be put online also.

**Tax Abatement Ordinance** – Supt. of Finance Hienbuecher noted this is a house keeping item that is done each year. Just a formality with the County.

#### **Motion**

Commissioner Graves moved to approve the Tax Abatement Ordinance #01-2013..  
Commissioner Tucker seconded the Motion.

#### **Roll Call**

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

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**Petition and Public Comment - None**

**Adjournment**

**Motion**

The Board adjourned the Regular Session at 7:32 p.m. on a motion made by Commissioner Tucker for. The motion was seconded by Commissioner Graves.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

DATE: 02/19/2013  
 TIME: 11:22:15  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

PAGE: 1

*Inf print*

FROM 01/23/2013 TO 02/18/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BLUE	020113	BLUE CROSS/BLUE SHIELD OF ILL							
		01 HEALTH INSURANCE PREMIUM	101000106801	02/01/13		51462	02/04/13	14,828.30	14,828.30
		02 HEALTH INSURANCE PREMIUM	101500106801						3,229.58
		03 HEALTH INSURANCE PREMIUM	504100106801						506.50
		04 HEALTH INSURANCE PREMIUM	504000106801						2,902.89
		05 HEALTH INSURANCE PREMIUM	201000106801						1,604.80
		06 HEALTH INSURANCE PREMIUM	202100106801						2,075.81
									4,508.72
									VENDOR TOTAL: 14,828.30
CASTLE		CASTLE BANK NA							
		020413 - HSA		02/04/13		51463	02/04/13	1,000.00	1,000.00
		01 HSA CONTRIBUTION	504100106803						1,000.00
									VENDOR TOTAL: 1,000.00
CITY2		CITY OF SYCAMORE							
		14205650/5650-0103		01/31/13		51468	02/05/13	47.07	47.07
		01 WATER/SEWER -POOL	518100096704						47.07
									VENDOR TOTAL: 47.07
DIREC		DIRECTV							
		19599604708		01/17/13		51456	01/30/13	89.99	89.99
		01 SATELLITE - CC	207500096705						89.99
									VENDOR TOTAL: 89.99
GENOA		GENOA AREA CHAMBER OF COMMERCE							
		2013 DUES		02/11/13		51473	02/11/13	100.00	100.00
		01 2013 GENOA CHAMBER DUES	101000046204						50.00
		02 2013 GENOA CHAMBER DUES	201000046204						50.00
									VENDOR TOTAL: 100.00
HYVEE		HY-VEE ACCOUNTS RECEIVABLE							
		211539756-2ND		12/27/12		51457	01/30/13	525.00	525.00
		01 CHAFING DISHES	303500076500						525.00
		2115397576-1ST		12/27/12		51458	01/30/13	525.00	525.00
		01 CHAFING DISHES	303500076500						525.00
									VENDOR TOTAL: 1,050.00
ILL		ILLINOIS DEPT OF PUBLIC HEALTH							
		01424844		01/12/13		51464	02/04/13	35.00	35.00

*Interim*

SYCAMORE PARK DISTRICT  
PAID INVOICE LISTING

DATE: 02/19/2013  
TIME: 11:22:15  
ID: AP450000.WOW

FROM 01/23/2013 TO 02/18/2013

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

ACCOUNT NUMBER

01424844 01 FOOD SANITATION LISC RENEWAL 01/12/13 51464 02/04/13 35.00 35.00  
303000046207  
VENDOR TOTAL: 35.00

ILLIAG ILLINOIS DEPT OF AGRICULTURE  
2013 PEST LICs  
01 PEST CONTROL LICs - RS 02/08/13 51470 02/08/13 80.00 80.00  
02 PEST CONTROL LICs - AM 20.00  
03 PEST CONTROL LICs - LM 15.00  
04 PEST CONTROL LICs - JG 15.00  
05 PEST CONTROL LICs - JS 15.00  
101500046210  
101500046210  
101500046210  
101500046210  
101500046210  
VENDOR TOTAL: 80.00

KOHL KOHLER, JIM  
013013 01 DJ- DADDY DAUGHTER DANCE 01/30/13 51471 02/08/13 250.00 250.00  
206095036216  
VENDOR TOTAL: 250.00

NATION NATIONAL BANK & TRUST CO  
020413-HSA  
01 HSA CONTRUBTION 02/04/13 51465 02/04/13 7,000.00 7,000.00  
02 HSA CONTRUBTION 1,500.00  
03 HSA CONTRUBTION 390.00  
04 HSA CONTRUBTION 1,000.00  
05 HSA CONTRUBTION 200.00  
06 HSA CONTRUBTION 1,500.00  
202100106803  
202100106803  
202100106803  
VENDOR TOTAL: 7,000.00

NEWB NEWBY OIL COMPANY  
101455 01 ENGINE OIL-MAINT EQUIP 01/15/13 51474 02/11/13 665.79 441.00  
47449 01 ENGINE OIL - MAINT EQUIPMENT 01/03/13 51474 02/11/13 665.79 441.00  
101500076515  
101500076515  
VENDOR TOTAL: 665.79

RESOUR RESOURCE BANK  
020413 - HSA 01 HSA CONTRIBUTION 02/04/13 51466 02/04/13 2,000.00 2,000.00  
504100106803  
1,000.00

DATE: 02/19/2013  
 TIME: 11:22:15  
 ID: AP450000.NOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

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*Interim*

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	020413	HSA	202100106803	02/04/13		51466	02/04/13	2,000.00	2,000.00
		02 HSA CONTRIBUTION							1,000.00
									2,000.00
SCOTTAL		SCOTT ALLEN CONSTRUCTION							VENDOR TOTAL:
	013013	01 DEPOSIT FOR PRO SHOP WORK	701000207003	01/30/13		51459	01/30/13	550.00	550.00
	020413	01 PRO SHOP WORK-BALANCE	701000207003	02/04/13		51467	02/04/13	250.00	250.00
									250.00
									VENDOR TOTAL:
T0000024		DOBERSTEIN, MELISSA							800.00
	020613	01 FOOD-REIMB ALDI	2060995036216	02/06/13		51475	02/13/13	43.93	43.93
		02 PIC-CLUBHOUSE-REIMB-WALGREEN	101000046214						25.27
		03 PIC-CLUBHOUSE-REIMB-WALGREEN	201000046214						9.33
									9.33
									VENDOR TOTAL:
T0000039		TRITT, STEVE							43.93
	010913	01 MILEAGE	101000046211	01/09/13		51472	02/08/13	59.89	59.89
									59.89
									VENDOR TOTAL:
T0000531		WHITE, LISA							59.89
	013013	01 MILEAGE	201000046211	01/30/13		51455	01/30/13	35.81	35.81
									35.81
									VENDOR TOTAL:
T0000730		MERRYMAN, MONIKA							35.81
	012313	01 TEEN SKI TIP REFUND	205120026218	01/23/13		51460	01/30/13	70.00	70.00
									70.00
									VENDOR TOTAL:
UNUM		UNUM LIFE INSURANCE							70.00
	013113	01 LIFE INSURANCE PREMIUM	101000106801	01/31/13		51461	01/31/13	326.40	326.40
		02 LIFE INSURANCE PREMIUM	101500106801						61.65
		03 LIFE INSURANCE PREMIUM	504100106801						10.95
		04 LIFE INSURANCE PREMIUM	504000106801						50.38
									30.70

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SYCAMORE PARK DISTRICT  
PAID INVOICE LISTING

FROM 01/23/2013 TO 02/18/2013

DATE: 02/19/2013  
TIME: 11:22:15  
ID: AP450000.WOW

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	013113			01/31/13		51461	01/31/13	326.40	326.40
		05 LIFE INSURANCE PREMIUM	201000106801						70.66
		06 LIFE INSURANCE PREMIUM	202100106801						102.06
								VENDOR TOTAL:	326.40
VANGEM		VANGEMERT, LAURA		02/05/13		51469	02/05/13	860.00	860.00
	020513	01 PRO SHOP/OFFICE PAINTING	7010000207003						860.00
								VENDOR TOTAL:	860.00
WALM		WALMART COMMUNITY		01/16/13		51476	02/13/13	100.33	100.33
	011613								98.26
		01 TEEN DANCE SUPPLIES	205120036216						2.58
		02 PICTURES OF CLUBHOUSE	101000046214						2.59
		03 PICTURES OF CLUBHOUSE	201000046214						-3.10
		04 INTEREST CREDITED BACK	201000046214						
								VENDOR TOTAL:	100.33
								TOTAL ---- ALL INVOICES:	29,442.51

DATE: 02/19/2013  
TIME: 12:45:40  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

Board  
New #1

INVOICES DUE ON/BEFORE 02/19/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
15	PARKS		
COMMO	COMMONWEALTH EDISON	7,140.68	250.19
CONST	CONSTELLATION NEWENERGY	43,068.56	856.80
	PARKS		1,106.99
RECREATION			
55	PROGRAMS - YOUTH ATHLETICS		
T0000655	CARLSON, JUDITH		35.00
	PROGRAMS - YOUTH ATHLETICS		35.00
75	COMMUNITY CENTER		
COMMO	COMMONWEALTH EDISON	7,140.68	331.01
	COMMUNITY CENTER		331.01
INSURANCE			
10	ADMINISTRATION		
AMTRUST	AMTRUST NORTH AMERICA INC	22,331.00	1,902.00
	ADMINISTRATION		1,902.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
COMCA	COMCAST	2,099.16	44.06
	CLUBHOUSE CONCESSIONS		44.06
GOLF COURSE			
40	GOLF OPERATIONS		
COMCA	COMCAST	2,099.16	44.06
	GOLF OPERATIONS		44.06

DATE: 02/19/2013  
TIME: 12:45:40  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/19/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
41	GOLF MAINTENANCE		
CONST	CONSTELLATION NEWENERGY	43,068.56	3.15
	GOLF MAINTENANCE		3.15
TOTAL ALL DEPARTMENTS			3,466.27



DATE: 02/21/2013  
 TIME: 12:24:52  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

*Boqnd*  
*New #2*

INVOICES DUE ON/BEFORE 02/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	5,713.81	372.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF	11,705.37	810.00
AT&T2	A T & T	1,097.24	15.13
BOCKY	BOCKYN, LLC	3,900.00	150.00
CINTA	CINTAS CORPORATION #355	3,058.59	22.32
ECO	ECOWATER SYSTEMS, INC.	1,195.00	73.50
ENVIR	ENVIRONMENTAL SERVICES	605.00	17.50
FRONTIER	FRONTIER	16,592.59	312.22
GRAI	GRAINGER	3,303.10	128.39
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,446.72	90.58
KAR	KAR-FRE FLOWERS	241.04	25.37
LOWE	LOWE'S	8,212.62	13.71
MENA	MENARDS - SYCAMORE	4,255.40	68.28
MID	MID-CITY OFFICE PRODUCTS	599.95	16.47
NEXT	NEXTEL COMMUNICATIONS	4,809.25	46.73
NICOR	NICOR GAS	18,096.68	225.87
OF	OFFICE DEPOT	2,178.83	128.85
SHAW	SHAW SUBURBAN MEDIA	255.94	262.50
SOFT	SOFT WATER CITY	5,545.75	28.50
SYC	SYCAMORE CHAMBER OF COMMERCE	435.00	25.00
TBC	TBC	28,661.98	238.40
UNIT2	UNITED STATES POSTAL SERVICE	5,170.49	74.85
VILL	VILLAGE PROFILE	895.00	447.50
WASTE	WASTE MANAGEMENT	8,020.50	73.28
	ADMINISTRATION		3,667.45
15	PARKS		
AT&T2	A T & T	1,097.24	0.19
BARN	BARNES GROUP	1,238.69	33.91
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP	3,910.42	17.89
BURRI	BURRIS EQUIPMENT CO.	5,186.12	1,230.88
CARQ	CARQUEST AUTO PARTS	5,042.00	569.91
CINTA	CINTAS CORPORATION #355	3,058.59	55.35
CINTA2	CINTAS FAS LOCKBOX 636525	503.22	11.54
DEKA3	DEKALB IRON & METAL CO.	1,891.07	209.86
DEKANE	DEKANE EQUIPMENT CORP	36.88	206.23
FOX1	FOX VALLEY FIRE & SAFETY CO.	5,972.10	472.00
FRONTIER	FRONTIER	16,592.59	196.92
GRAI	GRAINGER	3,303.10	63.73
JOHNDEFI	JOHN DEERE FINANCIAL	1,428.58	973.22
LOWE	LOWE'S	8,212.62	95.66

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
15	PARKS		
MARS	M.A.R.S., INC.	296.00	22.00
MENA	MENARDS - SYCAMORE	4,255.40	33.54
MROUT	MR OUTHOUSE	18,248.00	420.00
NEXT	NEXTEL COMMUNICATIONS	4,809.25	37.23
NICOR	NICOR GAS	18,096.68	287.78
SAF	SAFETY-KLEEN CORP.	699.06	36.32
SOFT	SOFT WATER CITY	5,545.75	135.00
TELV	TELVENT DTN	2,222.32	1,134.00
VERM	VERMEER-ILLINOIS INC.	764.28	22.68
WASTE	WASTE MANAGEMENT	8,020.50	129.18
	PARKS		6,395.02
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	1,097.24	15.13
BOCKY	BOCKYN, LLC	3,900.00	150.00
CINTA	CINTAS CORPORATION #355	3,058.59	6.32
ECO	ECOWATER SYSTEMS, INC.	1,195.00	73.50
ELM REX	ELM REX, SARAH	1,376.25	562.50
ENVIR	ENVIRONMENTAL SERVICES	605.00	17.50
FRONTIER	FRONTIER	16,592.59	312.23
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,446.72	90.59
MID	MID-CITY OFFICE PRODUCTS	599.95	16.47
NEXT	NEXTEL COMMUNICATIONS	4,809.25	31.16
NICOR	NICOR GAS	18,096.68	139.78
OF	OFFICE DEPOT	2,178.83	110.82
SERVICE	SERVICEMASTER RESTORATION AND	1,980.00	785.00
SHAW	SHAW SUBURBAN MEDIA	255.94	262.50
SYC	SYCAMORE CHAMBER OF COMMERCE	435.00	325.00
T0000013	DESCH, BART	1,435.94	97.29
TBC	TBC	28,661.98	238.39
VILL	VILLAGE PROFILE	895.00	447.50
	ADMINISTRATION		3,681.68
21	SPORTS COMPLEX MAINTENANCE		
BARN	BARNES GROUP	1,238.69	33.92
BSN	BSN SPORTS	6,761.32	921.50
BURRI	BURRIS EQUIPMENT CO.	5,186.12	569.15

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

*Board  
New #2*

INVOICES DUE ON/BEFORE 02/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
CARQ	CARQUEST AUTO PARTS	5,042.00	881.85
DEKA	DEKALB LAWN & EQUIPMENT CO.	685.60	73.48
GRAI	GRAINGER	3,303.10	170.67
JOHNDEFI	JOHN DEERE FINANCIAL	1,428.58	722.53
LOWE	LOWE'S	8,212.62	57.62
MENA	MENARDS - SYCAMORE	4,255.40	16.86
NEXT	NEXTEL COMMUNICATIONS	4,809.25	99.85
REIN	REINDERS, INC.	43,162.80	133.07
WASTE	WASTE MANAGEMENT	8,020.50	51.15
	SPORTS COMPLEX MAINTENANCE		3,731.65
25	MIDWEST MUSEUM OF NATURAL HIST		
FOX1	FOX VALLEY FIRE & SAFETY CO.	5,972.10	650.00
KONE	KONE INC.	2,920.59	90.00
	MIDWEST MUSEUM OF NATURAL HIST		740.00
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS	4,809.25	15.58
	PROGRAMS - FAMILY		15.58
54	PROGRAMS - LEAGUES		
T0000531	WHITE, LISA	1,515.25	175.00
	PROGRAMS - LEAGUES		175.00
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION	10,236.50	70.00
T0000655	CARLSON, JUDITH		35.00
T0000731	EDWARDS, DAWN		20.00
	PROGRAMS - YOUTH ATHLETICS		125.00

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
RECREATION			
56	PROGRAMS - FITNESS		
T0000732	SCHWARTZ, MARCELLE		39.00
	PROGRAMS - FITNESS		39.00
62	PROGRAMS - TRIPS		
GENOAPK	GENOA TOWNSHIP PARK DISTRICT	700.00	705.00
	PROGRAMS - TRIPS		705.00
70	WEIGHT ROOM		
THEFI	THE FITNESS CONNECTION	6,195.55	448.85
	WEIGHT ROOM		448.85
75	COMMUNITY CENTER		
AT&T1	A T & T	657.56	50.21
AT&T2	A T & T	1,097.24	44.62
C&L	C & L PROPERTIES, L.L.C.	73,702.13	4,833.00
FRONTIER	FRONTIER	16,592.59	333.32
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,446.72	127.96
MID	MID-CITY OFFICE PRODUCTS	599.95	31.99
NICOR	NICOR GAS	18,096.68	273.76
OF	OFFICE DEPOT	2,178.83	48.29
SOFT	SOFT WATER CITY	5,545.75	242.00
SPEC	SPECIAL FX	1,684.00	175.00
SWAN	SWANSON VACUUM	137.65	45.85
WASTE	WASTE MANAGEMENT	8,020.50	55.71
	COMMUNITY CENTER		6,261.71
INSURANCE			
10	ADMINISTRATION		
CAYWO	CAYWOOD AND ASSOCIATES	59,980.00	900.00
FIRST	FIRST NONPROFIT UNEMPLOYMENT	9,726.00	2,522.50
	ADMINISTRATION		3,422.50

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

*board  
new #2*

INVOICES DUE ON/BEFORE 02/20/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
GEAR	GEAR FOR SPORTS	4,903.05	346.15
MAHONEY	MAHONEY ENVIRONMENTAL	135.00	135.00
NEXT	NEXTEL COMMUNICATIONS	4,809.25	15.58
NICOR	NICOR GAS	18,096.68	59.91
PRO	PROTECTCO, INC.	240.00	240.00
SERVICE	SERVICEMASTER RESTORATION AND	1,980.00	300.00
WASTE	WASTE MANAGEMENT	8,020.50	43.06
	CLUBHOUSE CONCESSIONS		1,139.70
GOLF COURSE			
10	ADMINISTRATION		
GEAR	GEAR FOR SPORTS	4,903.05	2,590.36
TITL	TITLEIST DRAWER CS	36,289.13	1,222.35
	ADMINISTRATION		3,812.71
GOLF OPERATIONS			
40	GOLF OPERATIONS		
AT&T2	A T & T	1,097.24	2.99
CINTA	CINTAS CORPORATION #355	3,058.59	5.91
FINN	FINNEY'S ELECTRIC	1,256.17	941.48
FRONTIER	FRONTIER	16,592.59	74.42
GEAR	GEAR FOR SPORTS	4,903.05	290.79
MASS	MASS MARKETING, INC.	550.00	400.00
NEXT	NEXTEL COMMUNICATIONS	4,809.25	15.58
NICOR	NICOR GAS	18,096.68	59.91
SOFT	SOFT WATER CITY	5,545.75	22.00
SYCDEK	SYCAMORE-DEKALB GLASS CO.		160.35
TELV	TELVENT DTN	2,222.32	1,134.00
	GOLF OPERATIONS		3,107.43
GOLF MAINTENANCE			
41	GOLF MAINTENANCE		
BARN	BARNES GROUP	1,238.69	33.91
BEREND	BERENDSEN FLUID POWER		227.95
BURRI	BURRIS EQUIPMENT CO.	5,186.12	716.14
CARQ	CARQUEST AUTO PARTS	5,042.00	759.09
CINTA	CINTAS CORPORATION #355	3,058.59	55.35

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/20/2013

VENDOR # . NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----		
GOLF COURSE		
41 GOLF MAINTENANCE		
FRONTIER FRONTIER	16,592.59	196.92
MENA MENARDS - SYCAMORE	4,255.40	62.42
NEXT NEXTEL COMMUNICATIONS	4,809.25	34.27
NICOR NICOR GAS	18,096.68	352.02
REIN REINDERS, INC.	43,162.80	3,184.85
		GOLF MAINTENANCE
		5,622.92
SWIMMING POOL		
80 POOL		
FRONTIER FRONTIER	16,592.59	39.34
		POOL
		39.34
81 POOL MAINTENANCE		
NICOR NICOR GAS	18,096.68	315.09
		POOL MAINTENANCE
		315.09
CAPITAL PROJECTS		
10 ADMINISTRATION		
ENCAP ENCAP, INC	2,048.39	7,800.00
STAPLES STAPLES ADVANTAGE	610.78	109.95
TBC TBC	28,661.98	2,048.43
		ADMINISTRATION
		9,958.38
		TOTAL ALL DEPARTMENTS
		53,404.01

Interim \$ 29,442.51  
 New #1 \$ 3,466.27  
 New #2 \$ 53,404.01  
 -----  
 Total \$ 86,312.79

To: Board of Commissioners  
From: Jackie Hienbuecher  
Subject: Monthly Report  
Date: February 26, 2013

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

- Prepared various reports and pulled requested documentation for the auditors. They came out the week of February 18<sup>th</sup> for final fieldwork.
- Attended CWSPT meeting.
- Attended Superintendent Meetings.
- Prepared draft of Budget & Appropriation Ordinance and placed on display as required.
- Developed action statements for the purpose of accomplishing goals established in the Strategic Plan for 2013 & 2014.
- Met with BJ's decorating to discuss options for window treatments in the clubhouse. Obtain additional quotes for similar treatments.
- Prepared documentation to be included in the Executive Summary.
- Discussed with Dan Gible and Tim Gavin, Sikich, additional inventory procedures to improve overall control.
- Coordinated independent inventory of Pro Shop stock. Reconcile discrepancies with internal count.
- Reviewed applications for Office Assistant position. Interviewed selected candidates.

- Met with Dan Gible and representatives from The PFM Group regarding Investment Advisory Services.
- Staff inventoried financial records for the purpose of evaluation by the State for record retention purposes. Staff met with State representative regarding same.
- Catering/special events/room rentals: 1- 7.5 hour room rental, Baseball/Softball registration, presentation by History Museum.

**Administrative Initiatives** (3/1/13 – 3/31/13)

- Update and finalize Budget & Appropriation Ordinance. Publish public hearing notice.
- Review and finalize 2012 Audit. Prepare Management's Discussion and Analysis and consider responses to any Management Letter concerns identified by the auditors.
- Complete action statements for the purpose of accomplishing goals established in the Strategic Plan for 2013 & 2014.
- Complete monthly allocation of 2013 annual budget and enter into MSI Accounting System. In conjunction, will update and provide Monthly Cash Flow worksheet.
- Schedule meeting with Frontier and TBC to discuss options to improve phone connections within the District.
- Finalize hiring of Office Assistant.
- Continue to work with Dan Gible, Kirk Lundbeck and Melissa Dobberstein to institute new procedures for inventory control.
- Coordinate opening of concessions with the opening of the golf course.



- Participate in the DeKalb & Sycamore Chambers of Commerce Community Expo, Tuesday, March 26<sup>th</sup>, at the Sycamore High School Field House.
- Attend CWSPT meeting.
- Join Sycamore Kiwanis.
- Catering/special events/room rentals: 1 room rental, Flashlight Egg Hunt, Breakfast with the Bunny.

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## Sycamore Park District

	Unaudited 1/1/2013	Revenues	Expenses	1/31/2013	1/31/2013 Cash balance
10 Corporate	72,416.43	6,061.13	30,938.07	47,539.49	55,567.89
20 Recreation	171,771.30	18,755.28	51,427.52	139,099.06	133,980.33
21 Donations	219,452.43	-	-	219,452.43	219,452.43
22 Special Recreation	214,204.58	-	-	214,204.58	214,204.58
23 Insurance	77,600.53	-	1,902.00	75,698.53	40,075.20
24 Audit	17,022.29	-	-	17,022.29	17,022.29
25 Paving & Lighting	72,920.94	-	-	72,920.94	72,920.94
26 Park Police	7,989.31	-	-	7,989.31	7,989.31
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	29,995.12	550.00	1,452.01	29,093.11	27,879.13
32 Developer Contributions	31,410.60	-	-	31,410.60	13,817.22
60 Debt Service	12,645.45	-	-	12,645.45	12,645.45
70 Capital Projects	819,620.80	-	-	819,620.80	816,765.80
<b>Total governmental fund balance</b>	<b>1,747,049.78</b>	<b>25,366.41</b>	<b>85,719.60</b>	<b>1,686,696.59</b>	<b>1,632,320.57</b>
50 Golf Course Net Assets	(123,855.01) <u>(230,164.82)</u> (354,019.83)	432.54	23,752.38	(147,174.85) <u>(230,164.82)</u> (377,339.67)	(388,597.31)
51 Swimming Pool Net Assets	279,871.46 <u>(280,239.30)</u> (367.84)	-	(267.63)	280,139.09 <u>(280,239.30)</u> (100.21)	(10,540.78)
<b>Total proprietary funds Net assets</b>	<b>156,016.45 <u>(510,404.12)</u></b>	<b>432.54</b>	<b>23,484.75</b>	<b>132,964.24 <u>(510,404.12)</u></b>	<b>(377,439.88)</b>
<b>Proprietary funds minue net assets</b>	<b>(354,387.67)</b>			<b>(377,439.88)</b>	
	1,392,662.11			1,309,256.71	1,233,182.48

## Summary of depository accounts as of 1/31/2013

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,606.80	0.1
National Bank & Trust	417,246.16	0.05
Resource Bank	808,535.21	0.2
*DeKalb Co. Community Foundation	<u>12,031.53</u>	
	1,253,419.70	

\* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 12/31/12.

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Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2013

**Corporate Fund (10)**

Department	January Actual	Annual Budget	2012 YTD Actual	Variance
<b>Revenues</b>				
Administration	6,061.13	537,899.00	6,061.13	0.0%
Parks	-	14,012.00	-	#DIV/0!
<b>Total Revenues</b>	<b>6,061.13</b>	<b>551,911.00</b>	<b>6,061.13</b>	<b>0.0%</b>
<b>Expenses</b>				
Administration	23,001.78	357,119.00	20,746.54	10.9% (1)
Parks	7,936.29	234,067.00	11,249.51	-29.5% (2)
<b>Total Expenses</b>	<b>30,938.07</b>	<b>591,186.00</b>	<b>31,996.05</b>	<b>-3.3%</b>
<b>Total Fund Revenues</b>	<b>6,061.13</b>	<b>551,911.00</b>	<b>6,061.13</b>	<b>0.0%</b>
<b>Total Fund Expenses</b>	<b>30,938.07</b>	<b>591,186.00</b>	<b>31,996.05</b>	<b>-3.3%</b>
<b>Surplus (Deficit)</b>	<b>(24,876.94)</b>	<b>(39,275.00)</b>	<b>(25,934.92)</b>	<b>-4.1%</b>

(1) No Executive Director in January 2012

(2) Restructuring of Maint department has reduced wages for 2013.

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2013

**Recreation Fund (20)**

Department	January Actual	Annual Budget	2012 YTD Actual	
Revenues				
Administration	-	837,613.00	0.21	-100.0%
Sports Complex	50.00	36,404.00	-	#DIV/0!
Sports Complex Maintenance	-	37,517.00	-	#DIV/0!
Midwest Museum of Natural Hist	582.33	2,300.00	563.76	3.3%
Programs-Youth	1,204.00	4,104.00	480.00	150.8% (1)
Programs-Teens	1,146.45	6,126.00	-	#DIV/0! (1)
Programs-Adult	730.00	2,790.00	696.00	4.9% (1)
Programs-Family	634.00	8,642.00	670.00	-5.4% (1)
Programs-Leagues	-	4,191.00	-	#DIV/0! (1)
Programs-Youth Athletics	522.00	23,918.00	1,210.00	-56.9% (1)
Programs-Fitness	8,395.50	28,495.00	6,505.00	29.1% (1)
Programs-Preschool	552.00	-	488.00	13.1% (1)
Programs-Senior	105.00	420.00	185.00	-43.2% (1)
Programs-Dance	1,559.00	1,980.00	1,187.00	31.3% (1)
Programs-Special Events	705.00	3,556.00	582.00	21.1% (1)
Programs-Concerts	500.00	10,000.00	-	#DIV/0!
Programs-Trips	-	-	1,690.00	-100.0% (1)
Brochure	-	8,100.00	2,450.00	-100.0%
Weight Room	2,070.00	19,850.00	3,796.75	-45.5%
Community Center	-	3,559.00	-	#DIV/0!
<b>Total Revenues</b>	<b>18,755.28</b>	<b>1,039,565.00</b>	<b>20,503.72</b>	<b>-8.5%</b>

(1) Revenue from programs has increased 17.2%, \$2,360 compared to 2012.

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2013

Expenses	2013	2012	2011	% Change
Administration	14,846.20	286,519.00	15,334.12	-3.2%
Sports Complex	-	350.00	-	#DIV/0!
Sports Complex Maintenance	25,492.03	364,579.00	23,445.01	8.7% (1)
Midwest Museum of Natural Hist	-	9,500.00	-	#DIV/0!
Programs-Youth	54.96	2,018.00	35.00	57.0% (2)
Programs-Teens	498.75	3,930.00	-	#DIV/0! (2)
Programs-Adult	-	2,045.00	-	#DIV/0! (2)
Programs-Family	397.85	8,549.00	467.20	-14.8% (2)
Programs-Leagues	322.95	3,302.00	553.39	-41.6% (2)
Programs-Youth Athletics	50.00	19,311.00	51.96	-3.8% (2)
Programs-Fitness	876.15	15,552.00	899.35	-2.6% (2)
Programs-Preschool	-	-	32.34	-100.0% (2)
Programs-Senior	-	240.00	-	#DIV/0! (2)
Programs-Dance	82.00	1,750.00	167.00	-50.9% (2)
Programs-Special Events	-	4,221.00	174.79	-100.0% (2)
Programs-Concerts	-	9,955.00	-	#DIV/0!
Programs-Trips	-	-	3,103.64	-100.0% (2)
Brochure	-	24,000.00	-	#DIV/0!
Weight Room	36.53	3,000.00	26.89	35.8%
Community Center	8,770.10	141,210.00	9,482.23	-7.5%
<b>Total Expenses</b>	<b>51,427.52</b>	<b>900,031.00</b>	<b>53,772.92</b>	<b>-4.4%</b>
<b>Total Fund Revenues</b>	<b>18,755.28</b>	<b>1,039,565.00</b>	<b>20,503.72</b>	<b>-8.5%</b>
<b>Total Fund Expenses</b>	<b>51,427.52</b>	<b>900,031.00</b>	<b>53,772.92</b>	<b>-4.4%</b>
<b>Surplus (Deficit)</b>	<b>(32,672.24)</b>	<b>139,534.00</b>	<b>(33,269.20)</b>	<b>-1.8%</b>

(1) Restructuring of Maint department increased wages for 2013.

(2) Program expenses decreased 58.4% from 2012.

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2013

**Donations (21)**

Department	January Actual	Annual Budget	2012 YTD Actual
Revenues			
Administration	-	-	3.32 -100.0%
<b>Total Revenues</b>	-	-	3.32 -100.0%
Expenses			
Administration	-	-	- #DIV/0!
<b>Total Expenses</b>	-	-	- #DIV/0!
<b>Total Fund Revenues</b>	-	-	3.32 -100.0%
<b>Total Fund Expenses</b>	-	-	- #DIV/0!
<b>Surplus (Deficit)</b>	-	-	3.32 -100.0%

**Special Recreation (22)**

Department	January Actual	Annual Budget	2012 YTD Actual
Revenues			
Administration	-	176,000.00	1.85 -100.0% (1)
<b>Total Revenues</b>	-	176,000.00	1.85 -100.0%
Expenses			
Administration	-	191,040.00	- #DIV/0! (3)
<b>Total Expenses</b>	-	191,040.00	- #DIV/0!
<b>Total Fund Revenues</b>	-	176,000.00	1.85 -100.0%
<b>Total Fund Expenses</b>	-	191,040.00	- #DIV/0!
<b>Surplus (Deficit)</b>	-	(15,040.00)	1.85 -100.0%



Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2013

**Insurance (23)**

Department	January Actual	Annual Budget	2012 YTD Actual	
Revenues				
Administration	-	43,000.00	0.22	-100.0%
Total Revenues	-	43,000.00	0.22	-100.0%
Expenses				
Administration	1,902.00	96,000.00	1,676.00	13.5%
Total Expenses	1,902.00	96,000.00	1,676.00	13.5%
Total Fund Revenues	-	43,000.00	0.22	-100.0%
Total Fund Expenses	1,902.00	96,000.00	1,676.00	13.5%
Surplus (Deficit)	(1,902.00)	(53,000.00)	(1,675.78)	13.5%

**Audit (24)**

Department	January Actual	Annual Budget	2012 YTD Actual	
Revenues				
Administration	-	9,400.00	0.21	-100.0% (1)
Total Revenues	-	9,400.00	0.21	-100.0%
Expenses				
Administration	-	15,000.00	-	#DIV/0! (2)
Total Expenses	-	15,000.00	-	#DIV/0!
Total Fund Revenues	-	9,400.00	0.21	-100.0%
Total Fund Expenses	-	15,000.00	-	#DIV/0!
Surplus (Deficit)	-	(5,600.00)	0.21	-100.0%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2013

**Paving & Lighting (25)**

Department	January Actual	Annual Budget	2012 YTD Actual	
Revenues				
Administration	-	100.00	1.16	-100.0%
<b>Total Revenues</b>	-	100.00	1.16	-100.0%
Expenses				
Administration	-	72,000.00	-	#DIV/0!
<b>Total Expenses</b>	-	72,000.00	-	#DIV/0!
<b>Total Fund Revenues</b>	-	100.00	1.16	
<b>Total Fund Expenses</b>	-	72,000.00	-	
<b>Surplus (Deficit)</b>	-	(71,900.00)	1.16	

**Park Police (26)**

Department	January Actual	Annual Budget	2012 YTD Actual	
Revenues				
Administration	-	100.00	0.13	-100.0%
<b>Total Revenues</b>	-	100.00	0.13	-100.0%
Expenses				
Administration	-	-	-	#DIV/0!
<b>Total Expenses</b>	-	-	-	#DIV/0!
<b>Total Fund Revenues</b>	-	100.00	0.13	-100.0%
<b>Total Fund Expenses</b>	-	-	-	
<b>Surplus (Deficit)</b>	-	100.00	0.13	-100.0%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2013

<b>IMRF (27)</b>		January Actual	Annual Budget	2012 YTD Actual
Department				
Revenues				
Administration		-	86,000.00	-
				#DIV/0!
Total Revenues		-	86,000.00	-
				#DIV/0!
Expenses				
Administration		-	86,000.00	-
				#DIV/0!
Total Expenses		-	86,000.00	-
				#DIV/0!
Total Fund Revenues		-	86,000.00	-
Total Fund Expenses		-	86,000.00	-
Surplus (Deficit)		-	-	-

<b>Social Security (28)</b>		January Actual	Annual Budget	2012 YTD Actual
Department				
Revenues				
Administration		-	75,000.00	-
				#DIV/0!
Total Revenues		-	75,000.00	-
				#DIV/0!
Expenses				
Administration		-	75,000.00	-
				#DIV/0!
Total Expenses		-	75,000.00	-
				#DIV/0!
Total Fund Revenues		-	75,000.00	-
Total Fund Expenses		-	75,000.00	-
Surplus (Deficit)		-	-	-

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2013

**Concessions (30)**

Department	January Actual	Annual Budget	2012 YTD Actual	
<b>Revenues</b>				
Clubhouse Concessions	-	66,417.00	-	#DIV/0!
Beverage Cart	-	15,091.00	-	#DIV/0! (1)
Vending	-	-	-	#DIV/0!
Sports Complex Concessions	-	28,957.00	-	#DIV/0! (2)
Pool Concessions	-	12,147.00	-	#DIV/0! (3)
Catering	615.00	18,060.00	550.00	0.0%
<b>Total Revenues</b>	<b>615.00</b>	<b>140,672.00</b>	<b>550.00</b>	<b>0.0%</b>
<b>Expenses</b>				
Clubhouse Concessions	1,406.79	75,571.00	1,453.89	2.2%
Beverage Cart	-	10,857.00	-	#DIV/0!
Vending	-	-	-	#DIV/0!
Sports Complex Concessions	-	21,813.00	-	#DIV/0!
Pool Concessions	-	11,711.00	-	#DIV/0!
Catering	-	7,637.00	-	#DIV/0!
<b>Total Expenses</b>	<b>1,406.79</b>	<b>127,589.00</b>	<b>1,453.89</b>	<b>-0.1%</b>
<b>Total Fund Revenues</b>	<b>615.00</b>	<b>140,672.00</b>	<b>550.00</b>	<b>0.0%</b>
<b>Total Fund Expenses</b>	<b>1,406.79</b>	<b>127,589.00</b>	<b>1,453.89</b>	<b>-0.1%</b>
<b>Surplus (Deficit)</b>	<b>(791.79)</b>	<b>13,083.00</b>	<b>(903.89)</b>	<b>-0.2%</b>

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2013

**Developer Contributions (32)**

Department	January Actual	Annual Budget	2012 YTD Actual	
<b>Revenues</b>				
Administration	-	5,000.00	0.22	-100.0%
<b>Total Revenues</b>	-	5,000.00	0.22	-100.0%
<b>Expenses</b>				
Administration	-	-	-	#DIV/0!
<b>Total Expenses</b>	-	-	-	#DIV/0!
<b>Total Fund Revenues</b>	-	5,000.00	0.22	-100.0%
<b>Total Fund Expenses</b>	-	-	-	#DIV/0!
<b>Surplus (Deficit)</b>	-	5,000.00	0.22	-100.0%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2013

**Golf Course (50)**

Department	January Actual	Annual Budget	2012 YTD Actual	
<b>Revenues</b>				
Golf Operations	432.54	505,526.00	814.98	-46.9%
Golf Maintenance	-	21,837.00	-	#DIV/0!
<b>Total Revenues</b>	432.54	527,363.00	814.98	-46.9%
<b>Expenses</b>				
Golf Operations	9,085.22	235,972.00	14,519.72	-37.4% (1)
Golf Maintenance	14,667.16	283,545.00	26,578.18	-44.8%
<b>Total Expenses</b>	23,752.38	519,517.00	41,097.90	-42.2%
<b>Total Fund Revenues</b>	432.54	527,363.00	814.98	-46.9%
<b>Total Fund Expenses</b>	23,752.38	519,517.00	41,097.90	-42.2%
<b>Surplus (Deficit)</b>	(23,319.84)	7,846.00	(40,282.92)	-42.1%

(1) Expenses less in 2013 due to elimination of position.

(2) Restructuring of Maint department has reduced wages for 2013.

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2013

**Swimming Pool (51)**

Department	January Actual	Annual Budget	2012 YTD Actual	
<b>Revenues</b>				
Pool	-	75,406.00	-	#DIV/0!
Swim Lessons	-	11,584.00	-	#DIV/0!
<b>Total Revenues</b>	-	86,990.00	-	#DIV/0!
<b>Expenses</b>				
Pool	39.49	50,270.00	27.61	0.0%
Pool Maintenance	184.47	28,600.00	(295.24)	0.0%
Swim Lessons	-	8,120.00	-	#DIV/0!
<b>Total Expenses</b>	223.96	86,990.00	(267.63)	0.0%
<b>Total Fund Revenues</b>	-	86,990.00	-	#DIV/0!
<b>Total Fund Expenses</b>	223.96	86,990.00	(267.63)	0.0%
<b>Surplus (Deficit)</b>	(223.96)	-	267.63	0.0%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2013

Department	January Actual	Annual Budget	2012 YTD Actual	
<b>Debt Service (60)</b>				
Revenues				
Administration	-	565,000.00	0.14	-100.0%
Total Revenues	-	565,000.00	0.14	-100.0%
Expenses				
Administration	-	562,243.00	-	#DIV/0!
Total Expenses	-	562,243.00	-	#DIV/0!
Total Fund Revenues	-	565,000.00	0.14	-100.0%
Total Fund Expenses	-	562,243.00	-	#DIV/0!
Surplus (Deficit)	-	2,757.00	0.14	-100.0%
<b>Capital Projects (70)</b>				
Revenues				
Administration	-	462,000.00	132.50	-100.0%
Total Revenues	-	462,000.00	132.50	-100.0%
Expenses				
Administration	2,855.00	594,765.00	-	#DIV/0!
Total Expenses	2,855.00	594,765.00	-	#DIV/0!
Total Fund Revenues	-	462,000.00	132.50	-100.0%
Total Fund Expenses	2,855.00	594,765.00	-	#DIV/0!
Surplus (Deficit)	(2,855.00)	(132,765.00)	132.50	-100.0%
Total Fund Revenues	25,863.95	3,768,101.00	28,069.58	
Total Fund Expenses	112,505.72	3,917,361.00	129,729.13	
Surplus (Deficit)	(86,641.77)	(149,260.00)	(101,659.55)	



To: Board of Commissioners  
From: Kirk T. Lundbeck  
Subject: Monthly Report  
Date: January 21, 2013

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

- Attended weekly Department Head meetings as scheduled.
- Attended monthly all staff meeting.
- Continued to collect all signed and pending contracts golf outings to finalize outing schedule for the 2013 season and finalize 2013 Tournament Schedule.
- Finalized 2013 SAY-Golf Junior Golf Lesson Schedule.
- Finalized guidelines for all golf leagues for the 2013 golf season.
- Finalized new cart sign out sheet to offer more specific information to clientele on cart usage and guidelines for use.
- Finalized pro shop remodeling. Work to begin Saturday, February 2<sup>nd</sup>.
- Attended Voluntary Action Center Board of Directors Meeting.
- Attended Illinois PGA Training Seminar.
- Developed new tee sheet templates and Update EZLinks Point of Sale System.
- Worked with the Superintendent of Finance on inventory control measures.
- Brought in 2013 inventory and prepare for Swing into Spring Pass Sale.

Before.....



After!

### **Administrative Initiatives** (3/1/12 – 3/31/12)

- Attended weekly Department Head meetings as scheduled.
- Attended monthly all staff meeting.
- Finalize collection all signed and pending contracts golf outings to finalize outing schedule for the 2013 season and finalize 2013 Tournament Schedule.
- Receive 13, 2008 Golf Carts from EZGO and trade-in 13 of our oldest or most problematic carts.
- Finalize surplus inventory transfer to GolfStix Value Guide in Minneapolis and receive payment for said inventory.
- Hold “Swing into Spring” Golf Season Pass and Registration sale March 1 through March 3.
- Attend Sycamore Chamber of Commerce Ambassadors Club meeting.
- Attend CWSPT meeting as scheduled.
- Continue to develop new website configuration with Course Trends.
- Renumber golf cart fleet once newly acquired carts arrive to reflect age of vehicles for better repair and usage tracking.
- Develop “Partners in Golf” lesson program for all Sycamore Park District’s current partnerships.
- Develop “Using Golf as a Business Tool” seminar for submission in the spring/summer park district brochure.
- Create more consistent use of the reader board located outside of the pro shop to create awareness to our patrons.

- Contact Elburn Herald to begin marketing blitz outside our area and focus on the Fox Valley corridor.
- Open the 2013 golf season.
- Develop new Excel spreadsheet to monitor part-time golf staff scheduling.

To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: February 26, 2013

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

**Golf**

- Over 4 inches of needed precipitation has fallen from the beginning of January to the middle of February.
- Ball washers, tee markers, flagsticks, trap rakes, and broken tee cups have been cleaned, painted, and repaired.
- Equipment repair and preventive maintenance continues on all equipment. All mower reels and bed knives are being sharpened and worn parts replaced. Golf cart maintenance will begin this week.
- The entire Park District maintenance staff has been plowing roads, lots, paths, and sidewalks at our various properties as weather dictates.
- I have written up pesticide and fertilizer spray programs for the course, and have been pricing out chemical and fertilizer products.
- I continue to meet with course product sales reps to gather new product information.
- The east entrance gate and replacement fencing behind 11 tee towards the river are currently being installed and will be completed with improved weather.
- Planned and ordered plant material for the various annual flower beds around the course. Ordered other golf specific maintenance supplies.

- Worked with Kirk on pro shop changes, electric and computer line changes, clubhouse bathroom lights and ceiling tiles were changed, new t.p. holders installed, and replacement covers for clubhouse main area vents installed. Concessions kitchen cookers and grills were also cleaned by our staff.

## **Sports**

- Met with Melin's locksmith to begin the process for replacing locks and handles at the sports complex buildings and equipment boxes.
- Met with Dan Gible, Bart Desch, and Sycamore Youth Baseball about project and field use options for the 2013 season. I have also been in touch with several SYB leaders to answer various questions about facility usage.
- Ordered several replacement bases to replace the most worn bases in the equipment boxes. Also ordered and set up delivery dates for field paint and chalk.
- Researched and priced out riding infield rakes and accessory options.
- Drew up maps of all soccer fields with the various dimensions used last year to help organize for future field layout.
- Researched other methods for chlorinating the swimming pool. Met with reps. from different pool companies and products to get details on how other systems work.

## **Parks**

- Attended Maintenance Management School in Wheeling, West Virginia. Learned a lot about all areas of Park District maintenance, people management, legal and safety issues, organization and planning.

- Attended IAPD conference in Chicago. I gathered a lot of information at seminars, and met contacts and suppliers that I deal with regarding playgrounds, sports facilities, and pool management.
- Researched and gathered updated checklists and safety manuals to be used while consistently inspecting our park playgrounds to improve our documentation process.
- Old Mill Park pond had the majority of the willow and other contaminant trees removed around the edge by Encap Inc. Other pond improvement projects will begin in April with improved weather.
- Met with Dan Gible and PHN architects to plan the start the first phase of the ADA improvements.
- Completed action statements for the short range plan goals and objectives. Started working on current maintenance practices and updating equipment inventory as part of completing objectives.
- Contributed information for the Park District's 2012 major accomplishment document.
- Attended staff, board, CAC, and long range planning committee meetings.

#### **Administrative Initiatives** (3/1/13-3/31/13)

- Staff will continue to perform and complete winter maintenance on all park district equipment, mower reels, carts, etc.
- Steve Tritt and I will take Illinois Dept. of Agriculture spray license applicator renewal exams.

- Information and pricing will continue to be gathered, and interviews with other districts conducted for making a change in chlorine system at the pool.
- The golf course and sports complex will be cleaned and prepared for opening season once the weather improves. Parks will be cleaned, newly painted cans and tables distributed, and equipment/facilities checked as well.
- WPA Main Shelter rehab planning will resume, while work will continue this spring with better weather.
- 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 architects on ADA planning process.



To: Park Board of Commissioners  
From: Bart Desch  
Subject: Monthly Board Report  
Date: February 19, 2013

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

- Began production of the Community Newsletter which is scheduled to be mailed in late March.
- Attended the IPRA State Conference.
- Met with Sycamore Girls Softball representatives at their Feb. 12 board meeting to discuss the MOU's and the concessions policy. This is part of Goal 3, Objective 13 of the short term goals and objectives.
- Met with Kiswaukee Valley Storm representatives at their Feb. 11 board meeting to discuss the MOU and the concessions policy. This is part of Goal 3, Objective 13 of the Short term goals and objectives.
- Attended the CWSPT meeting on Feb. 21.
- Attended the CAC meeting on Feb. 7.
- In preliminary discussions with the School District and the Fire Department about 90<sup>th</sup> Anniversary fireworks. The tentative date is August 24.
- Met and discussed with Tami Armstrong of NB&T Bank (our 90<sup>th</sup> Anniversary Sponsor) about the August 24 date and discussed what activities we could do and how the bank would like to be involved.
- Was informed by Kishwaukee Community Hospital that the next issue of their Community Wellness Guide will be their last. This will affect the "Community Partners" pages that we participate in. A re-vamping of the program and partnership may be necessary.
- Submitted the marketing plan for the 90<sup>th</sup> Anniversary Events. This is part of Goal 4, Objective 6 of the short term goals and objectives.

- Met and discussed with Thomas Franks of the School District summer programming for the "OSCAR" program. We will add tennis to the programming for the summer. This is part of Goal 3, Objective 10 of the short term goals and objectives.
- Two new programs began this month, Hatha Yoga and Zumba Gold. This is part of Goal 1, Objective 8 of the short term goals and objectives.
- Attracted 1356 visitors to the fitness area of the Community Center in January. This was a slight decline from January 2012 which had 1510 visits.
- Began registering fitness members into the "Frequent Flyer" program being offered in February and March. This program rewards fitness members for their attendance and dedication to getting healthy. At the end of March members will be rewarded with a free month after meeting some attendance goals. This is part of Goal 5, Objective 6 of the short term goals and objectives. Over 45 people have taken advantage.
- Written and submitted, in conjunction with KSRA, the grant application for the chair lift for the pool, to the Dekalb County Community Foundation. This is part of Goal 8, Objective 8 of the short term goals and objectives.
- Met with Christel Springmire of the Kiwanis Club regarding the scholarship program that the Kiwanis Club will be introducing this summer for the Tiny Tots Swim 1 program. This scholarship will provide an opportunity for 45 youth to participate in the swim program.
- Written and submitted to Theresa Komitas of Kishwaukee Community Hospital, the 2012-2013 marketing/advertising agreement. This agreement was written down for the first time last year. It documents what the Park District will do for the Hospital and what the Hospital will do for the District over the next year. It includes advertisement, sponsorship and saves time from contacting the sponsor constantly over the course of the year with requests.
- Requested and received signatures on the MOU's with Sycamore Baseball and Sycamore Softball.
- Met with Community Wide "Pride" team along with the Director on February 20.
- Met and received from the football team, the "Chaos" a deposit for field rental beginning in March.
- The Community Center carpets will be cleaned on February 23.
- Donated to the Kishwaukee Symphony Orchestra several passes for their fundraiser in March.

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**Administrative Initiatives:** 03/01/13 – 03/31/13

- 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.
- Will meet with the Kane County Chaos the weekend of March 10, which will be their first day using our facility for their football practice.
- Continue booking bands for the Summer Concert Series.
- Will mail out the Community Connection newsletter.
- Will attend the Chamber Community Expo on March 26 which will be held at the Sycamore High School Fieldhouse.
- Begin lining up entertainers for the Summer Concert Series, the 90<sup>th</sup> Event and the Community Health Fairs.
- Will be discussing skateboarding lessons and clinics in the summer with Ariel Ries, of Smalltown Skate shop for the upcoming summer.
- Requested labels from the Chamber to send out "Touch a Truck" information and registration forms to area businesses. Those letters will go out in March. The event is scheduled for September 28.

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

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

- Finalized re-keying process for district with Bart Desch and Jeff Donahoe.
- Attended CAC meeting.
- Finalized plans for ADA work.
- Finalized FY 2013 Operating Budget and Levy Ordinance.
- Updated Agenda Planner and Distributed to Board/Administrative Staff.
- Continued meeting with community leaders.
- Continued budget analysis, capital option planning, and scenario assessment for the strategic planning process.
- Continued guiding the preparations for public sale of surplus inventory.
- Prepared budget information for third meeting of the Community Wide Strategic Planning Team.
- Finished Inventory review for pro-shop and concession. Work with staff to institute inventory control measures.
- Began review of the park district's liquor license.
- Visited Leon Larson site with representatives of Commonwealth Edison.

- Began review of Personnel Policy.
- Finalized *Executive Summary*.
- Finished filings for License Agreements at 1612 Parkside and 1620 Parkside.
- Worked with adjacent landholder at Old Mill Park on Easement for parking lot project.
- Taught at the North Carolina State University/National Recreation and Park Association Maintenance Management School.

**Administrative Initiatives** (3/1/13 – 3/31/13)

- Prepare information for DCEDC about the park district.
- Continue program planning workshops with Recreation staff.
- Finalize Pay-Down and Fund Reserve projections for Board.
- Hold fourth Community Wide Team meeting to develop scenarios for Vision 2020. Plan Park Tour for team.
- Update Agenda Planner for Staff/Board.
- Continue planning process on “image” standards for employees at the district, and framing the marketing/communication plan.
- Award bids for the Tennis Court and Parking Log Projects.
- Retain and begin work with Professional Services for ADA work, and begin specifications for ADA work.
- Put out Bid Specifications for Golf Course Parking Lot.
- Begin serving on Sycamore Chamber of Commerce.
- Conduct first, quarterly review of Goals and Objectives.



January 28, 2013

Daniel Gibble  
Sycamore Park District  
940 E. State Street  
Sycamore, IL 60178

Dear Daniel,

Thank you for your investment in our business community and the Sycamore Chamber of Commerce. Your membership is important, because it amplifies our voice and provides the necessary funding for us to advocate on behalf of our 500 plus members to improve our business climate.

Standing together, the Chamber and its membership will continue to combine our expertise, energy, vision, and leadership to shape today's business environment and our community.

We encourage you to support your fellow Chamber Members. Your support keeps our economy vibrant and promotes retention and growth of our business community.

Please feel free to contact us at (815) 895-3456 with questions about your membership.

Connecting Businesses . . .  
Influencing the future . . .

Sincerely,

Rose Trembl  
Executive Director

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SYCAMORE PARK DISTRICT  
 Board of Commissioners  
 Date of Board Meeting: February 26, 2013

**STAFF RECOMMENDATION**

**AGENDA ITEM: UPDATE ON SHORT LIST OF TOPICS FOR CAC: Discussion**

**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

This year CAC recommended topics, and the Board discussed them. Afterwards, the Board prioritized that list. The CAC discussed this at their February 7, 2013 Meeting. The Executive Director then met with the Chair, Scott Buzzard. At this point, Scott plans to propose the following to CAC at its next meeting:

- To take on the study of the Natural History Museum, first.
- To do the work as a “committee of the whole”.
- Should the CAC finish their work on this topic, they would then move on to assisting with Goal 4.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** It is recommended that the Board discuss the list, above, and provide any further direction to CAC, should the need arise.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

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SYCAMORE PARK DISTRICT  
 Board of Commissioners  
 Date of Board Meeting: February 26, 2013

**STAFF RECOMMENDATION**

**AGENDA ITEM: EXECUTIVE SUMMARY: Final Review and Adoption**

**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)

Last month the Board was given a first draft of this, along with the Table of Contents, above, for review and suggestions. Some were received and integrated into the final version provided to the Board.

Therefore, you now have the final version, and Staff seeks final discussion and adoption of this Executive Summary for 2013.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** It is recommended that the Board adopt the 2013 Executive Summary.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

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SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: February 26, 2013

**STAFF RECOMMENDATION**

**AGENDA ITEM: REVIEW OF ACTION STATEMENTS FOR SHORT-TERM PLAN: Information Only**

**BACKGROUND INFORMATION:** The outline of the process for developing our short-term plan included:

- A. Goal-setting by Board and Staff.
- B. Drafting of Objectives for the Goals, by staff, but with Board approval.
- C. Creation of “working” statements, referred to as Action Statements, by staff to guide them in accomplishing each objective and goal set out in the Short-Term Plan.

The first two items, A and B, were completed, and approved in December 2012. Since then, staff have been working on their Action Statements. The first draft of those is attached for your information. NO approval is necessary. Questions are welcome.

**FISCAL IMPACT:** These actions have been considered in the budgeting process, or relate to capital projects, both of which are overseen by the Board through their approval of the Annual Operating Budget, and Capital Projects budget. NO additional impact is expected.

**STAFF RECOMMENDATION:** Staff provides this for the Board as information for their reference.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

BLANK



## Sycamore Park District Strategic Plan 2013 & 2014 Goals and Objectives

### Sycamore Park District Mission Statement:

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

### Sycamore Park District Vision Statement:

"To provide more for Sycamore - superior programming, superior facilities, superior parks."

### Introduction:

The Board, Staff, and Citizens Advisory Committee (CAC) of the Sycamore Park District are beginning a **two-phase process** in order to plan for its future. The ultimate outcome will be a five year plan—Vision 2020—which will attempt to address some large, pressing issues that the district faces:

- Aging Infrastructure and Equipment
- 30+ Year-Old Swimming Pool
- 400 Acres of Existing Park and Open Space that Need Care
- Outgrown and Inflexible Community Center on a Short-Term Lease
- 30 Acres of Additional Park Land to Be Added in New Subdivisions
- Growing Budget Deficits at the Golf Course
- Shrinking Equalized Assessed Value in the District
- Depletion of All Budget Reserves
- Reductions in Staff While Acres Maintained Increase and Aging Facilities Require More Labor to Maintain
- Connecting Segments of Trails to Each Other

To address these, the Board of Commissioners will:

- A. Develop a Two Year Strategic Plan to Address Key Matters Related to:
  - 1. Taking care of what we have.
  - 2. Getting our financial house in order.
- B. Create a Long-Term Plan to address very crucial and costly issues facing the Sycamore Park District to:
  - 1. Lay a path for our future: 2015-2020.
  - 2. Establish a Community-Wide Planning Team of Citizens, Staff, Board, Community and Business Leaders to:
    - a. Consider alternatives and ideas for addressing the challenges facing the district.
    - b. Provide recommendations to the Board of Commissioners on three possible scenarios the Board might follow in addressing the challenges.
  - 3. Create a final Strategic Plan for the Sycamore Park District through 2020.

### **Phase One: Two Year Strategic Plan:**

During this phase, the Board and Staff have worked together in multiple study sessions, and with input from the CAC to create a short-term plan for addressing some key pressing matters that the Park District feels must be dealt with before any plans for the future (Phase Two: Vision 2020) can be made. When a draft of this plan is completed, there will be opportunity for public input before it is finalized.

The cornerstone of this plan is its goals:

#### **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 1**

*The Superintendent of Golf Operations will monitor part time payroll costs more closely during the three periods of the golf season, Early Season, (March, April, May), Peak Season, (June, July, August), and Late Season, (September, October, November), reducing or eliminating Staff wherever possible to reduce operating costs thus reducing the need for Sycamore Park District Fund Balance assistance.*

**Action Statement 1:** From March through May review hours accrued for all staff, and keep them to a maximum of:

- A. 50 hours per week for the Superintendent of Golf Operations
- B. 20 hours per week in March for Pro Shop Cashiers
- C. 35 hours per week in April for Pro Shop Cashiers
- D. 50 hours per week in May for Pro Shop Cashiers
- E. 2 hours per weekday in March for Cart Attendants (if necessary)
- F. 6 hours per weekend day in March for Cart Attendants (if necessary)



- G. 3 hours per weekday in April for Cart Attendants
- H. 8 hours per weekend day in April for Cart Attendants
- I. 4 hours per weekday in May for Cart Attendants
- J. 10 hours per weekend day in May for Cart Attendants
- K. 4 hours per day in March for Rangers (but only 2 days per week, if necessary)
- L. 4 hours per day in April for Rangers (but only 3 days per week)
- M. 4 hours per day in May for Rangers (but a maximum of 4 days per week)

The Superintendent of Golf Operations will meet with the Superintendent of Finance on May 31, to review status of payroll dollars accrued during the first golf season period and adjust staff dollars based upon the payroll expenditures for the first golf season period.

**Action Statement 2:** From June 1 through August 31 the Superintendent of Golf Operations will review hours accrued for all staff, and keep them to a maximum of:

- A. 60 hours per week for the Superintendent of Golf Operations
- B. 60 hours per week in June, July and August for Pro Shop Cashiers
- C. 4 hours per weekday in June, July and August for Cart Attendants (modified for large outing days)
- D. 10 hours per weekend day in June, July and August for Cart Attendants
- E. 5 hours per day in June, July and August for Rangers (but a maximum of 4 days per week)

Superintendent of Golf Operations will meet with the Superintendent of Finance on August 31, to review status of payroll dollars accrued during the second golf season period and adjust staff dollars based upon the payroll expenditures for the second golf season period.

**Action Statement 3:** From September 1 through November 31 the Superintendent of Golf Operations will review hours accrued for all staff, and keep them a maximum of:

- A. 50 hours per week for the Superintendent of Golf Operations
- B. 50 hours per week in September for Pro Shop Cashiers
- C. 35 hours per week in October for Pro Shop Cashiers
- D. 20 hours per week in November for Pro Shop Cashiers
- E. 4 hours per weekday in September for Cart Attendants
- F. 8 hours per weekend day in September for Cart Attendants
- G. 3 hours per weekday in October for Cart Attendants
- H. 6 hours per weekend day in October for Cart Attendants
- I. 2 hours per weekday in November for Cart Attendants (if necessary)
- J. 4 hours per weekend day in November for Cart Attendants (if necessary)
- K. 4 hours per day in September for Rangers (but only 3 days per week)
- L. 4 hours per day in October for Rangers (but only 2 days per week)
- M. 3 hours per day in November for Rangers (but a maximum of 2 days per week, if necessary)

The Superintendent of Golf Operations will meet with the Superintendent of Finance on or before December 6, 2013 to review payroll dollars accrued during the 2013 golf season and begin to adjust staffing cost by a minimum of 5% for the 2014 golf season.

### **Objective 2**

*In 2014 Staffing hours will be adjusted with the data monitored and collected in Goal 1 to further reduce Staff costs by at least 5%.*

**Action Statement 1:** In December of 3013, the Superintendent of Golf Operations will meet with the Superintendent of Finance to review payroll dollar usage for each period of the the 2013 season, adjusting staff time downward, if necessary to meet or exceed the 5% goal.

**Objective 3**

*The Superintendent of Golf Operations will reduce pro shop inventory to 25% of sales, by narrowing the product line, controlling order points, instituting inventory control measures, adjusting types of inventory maintained in stock, and creating faster and complete sell through.*

**Action Statement 1:** Beginning in October of 2012, the Superintendent of Golf Operations will develop a "menu" of sale items in the pro shop and reduce quantities ordered based solely on the budget dollars allotted for pro shop sales.

**Action Statement 2:** During the 2013 golf season the re-ordering of merchandise will be monitored closely and minimum quantities of fill-in orders will be done to help with greater sell through of product lines offered. This process will include the development of order points. Order points will be based on the minimum quantities of merchandise held in stock. There will only be reorders on top selling items based upon the "top sellers" report from the EZLINKS POS System. This report will be printed and reviewed on the last day of every month during the months of May, June July and August. Only best-selling items which show sell through will be ordered in the minimum quantities allowed by the manufacturer of those product lines. No orders, other than special orders, will be done after August 31<sup>st</sup>.

**Action Statement 3:** During the 2013 golf season the Superintendent of Golf Operation will do a monthly physical inventory report on the last day of each month during the golf season. A physical inventory of a selected amount of merchandise will be done on that date to cross check the printed report. Any discrepancies will be noted and researched and solutions or problems in reporting will be addressed. Items that are slow sellers will be reduced in price to the consumer to reduce inventory.

**Objective 4**

*With the new inventory control measures in place from 2013 the Superintendent will, during the 2014 season, use market place trends and golf industry statistics to control the type, quality and amount of product in the pro shop, offering the best of product lines with money allocated to create sell through and thus reducing year-end inventory to at least the 25% level.*

**Action Statement 1:** Beginning in October of 2013 the Superintendent of Golf Operations will study market trends of products both nationally and locally and use this information to determine spring orders for 2014.

**Action Statement 2:** Based on sales generated in the pro shop during the 2013 season the Superintendent of Golf Operations will further reduce product lines, if necessary or look for other alternatives of product lines to reduce costs but still offer a quality product to the consumer.

**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.*

Action Statement 1: The Executive Director will review, quarterly (April, July, October) the YTD in relation to Budget, and bring concerns to the attention of Superintendents.

Action Statement 2: The Executive Director will update the Reserve Balance Projections bi-annually.

### **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.*

Action Statement 1: By June 2013, the Executive Director will present that plan to the BOC for review and approval.

### **Objective 7**

*The Superintendent of Recreation will work to continue to reduce operating costs of the pool by 10% for each year, 2013 and 2014, to help with the debt that the pool incurs.*

Action Statement 1: Meet with the recreation supervisor to go over budget of the pool from last year and look at costs and find areas to trim by January 1, 2013. Completed.

Action Statement 2: Will meet with the recreation supervisor in March of 2013 to go over the future summer and expected costs with an eye on what areas we can cut for 2014.

Action Statement 3: Meet with the recreation supervisor no later than September 30, 2013 and look at the pool budget and begin to find areas in the pool budget to cut costs.

### **Objective 8**

*The Recreation Staff will create at least ten new programs, each year, that will increase net program revenue in those years.*

Action Statement 1: By December 15, 2012, create new programs that will increase revenue. Two programs of note in the 2013 Winter/Spring brochure include "Zumba Sentao & Toning" and "Youth Spring Soccer League". There are a total of 10 new recreation programs in the 2013 Winter/Spring brochure.

Action Statement 2: Meet with the recreation supervisor in March 2013 to begin to plan summer programs.

Action Statement 3: Meet with other part time staff no later than March 31, 2013 to motivate and generate new program ideas.

Action Statement 4: Meet with the recreation supervisor in June 2013 to begin to plan Fall 2013 programs.

Action Statement 5: Create a new fitness program no later than September 1, 2013 that will increase the value of a membership at the fitness center.

**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.*

**Action Statement 1:** The Supt. of Finance will provide estimated figures for minimum fund reserve balance as defined in the fund reserve policy.

**Action Statement 2:** By the second Tuesday of each month, Supt of Finance will provide Superintendents with a preliminary financial statement for the prior month. Included with these statements, the Supt of Finance will provide an update on the status of meeting the year end goal. Items of concern will be highlighted and review/comment will be expected.

**Objective 10**

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

**Action Statement 1:** Beginning in October, DeKalb County will be contacted to get estimated EAV for the tax year. Updates will be requested every two weeks until the tax levy is finalized.

**Action Statement 2:** The Supt. of Finance will review fund balances as of October 31 for those funds that receive property tax revenue to determine an estimated amount of what will be needed to maintain required fund balance levels.

**Action Statement 3:** Based upon data gathered in the first two steps, the Supt of Finance will provide an estimate of the tax levy figures in the form of a resolution to be approved by the Board of Commissioners at the November board meeting.

**Action Statement 4 :** The Supt of Finance will review and finalize the tax levy ordinance. The ordinance will need to be approved by the Board of Commissioners at the December board meeting and filed with the County by year end.

**Objective 11**

*The Superintendent of Parks and Facilities will, throughout 2013 and 2014, examine budgets monthly to monitor all line items of expense. Adjustments in spending in other line items will be made if overages become necessary in particular line items.*

**Action Statement 1:** The Supt. of Parks designates expenses for each bill in the maintenance department to a line item in the various budgets the third week of each month. During this process, each budget line item will be examined to determine if the allotted dollar amount for the year can accept the new expense being deducted. Up to date budget sheets will be collected from the SOF by the third Tuesday of each month.

**Action Statement 2:** If a line item exceeds its assigned budget limit, other line items will be kept below their expense limits to balance out the overage in other areas.

Action Statement 3: During the year end budget planning process in November of 2013 and 2014, expenses in overdrawn line items will be adjusted accordingly to better plan for the following year expenses.

**Objective 12**

*The Superintendent of Parks and Facilities will work with the Superintendent of Finance in 2013 and 2014 to create yearly expense budgets based on historical need and future projects.*

Action Statement 1: By October 15th of 2013 and 2014, the Supt. of Parks will receive up- to-date budget expense worksheets and meet with the Supt. of Finance to plan out the following year line item expenses for all maintenance budgets.

Action Statement 2: Future project costs will be obtained that affect individual line items by the beginning of November of each year within the varied maintenance budgets to better plan allocated dollars in certain budget line items. For example, if mulch needs to be added to several playgrounds the following summer, addition funds will be allocated to the play areas line item.

**Objective 13**

*The Superintendent of Parks and Facilities will conduct an annual review in 2013 and 2014 of methods used to maintain the district's parks to seek at least 10% reductions in operating costs.*

Action Statement 1: At the end of October of 2013 and 2014, prior to the late fall budget planning, the Supt. of Parks will meet with the Parks Foreman to discuss methods and products used that season to maintain the parks systems and where expense cuts could be made.

Action Statement 2: A list of possible cost cuts in each line item of the Parks budget will be submitted to the Director and Supt. of Finance by November 15th each year to work into the following years' budget.

**Goal 2**

By the end of 2013, the park district will establish a comprehensive policy for the replacement/refurbishment of its assets when they exceed their depreciated lifecycles.

**Objective 1**

*The Superintendent of Golf Operations will develop a cart trade-in/replacement policy by April of 2013 to reduce repair costs of older vehicles and insure consistent dependability for our customers.*

Action Statement 1: The Superintendent of Golf Operation will contact the regional manager of the EZGO Corporation to reduce the cost per purchased by avoiding the middle-man and thus creating the opportunity to replace more carts in the current fleet faster and reduce capital expenditures.

**Objective 2**

*In 2014 with control measures in place, and with data collected of cart usage and repair cost the Superintendent of Golf Operations will use capital and/or operating dollars to trade in and purchase 5 to 10 replacement carts each year beginning in the fall of 2014.*

**Action Statement 1:** In November of 2013 the Superintendent of Golf Operation will contact the regional manager of the EZGO and begin the trade in process for 2014.

**Action Statement 2:** In early march of 2013 all carts will be renumbered based on age of cart, not by year of purchase to assist in the monitoring of repair dated collected.

**Action Statement 3:** During the 2013 season the Superintendent of Golf Operation will monitor closely and document all repairs. The repair spreadsheet will be examined beginning December 1 of 2013 and the most problematic carts will then be traded in, up to 12 vehicles, to EZGO for replacement.

**Objective 3**

*The Superintendent of Golf Operations will, by February of 2013, have a definitive preventative maintenance schedule for all golf carts and develop a rotation schedule so all carts will be used equally to reduce wear and tear.*

**Objective 4**

*Based on cart usage and play demands, the Superintendent of Golf Operations—working with the Superintendent of Parks and Facilities—will, in 2014, begin to rotate 50 of a fleet of 60 each week. The 10 carts not scheduled will receive routine maintenance and repair extending the life of each cart and creating equal usage of all carts.*

**Action Statement 1:** The Superintendent of golf operation will develop and put in place a consistent rotation schedule for the 59 vehicle fleet. Each week during the months of June, July and August 10 carts will be taken from the fleet to be inspected and repaired as needed to reduce repair costs through preventative measures.

The rotation schedule will be as follows:

**April**

Monday, Wednesdays and Fridays – Carts #1 - #21 will start the days play  
 Tuesday, Thursday and Saturday – Carts #22 - #42 will start the days play  
 Sunday – All Carts used.

**May**

Week 1 – Carts #1 - #10 out for maintenance check  
 Monday and Wednesday - Carts #11 - #30 will start the days play  
 Tuesday and Thursday – Carts #31 - #50 will start the days play

Friday, Saturday and Sunday all carts used in order starting at #51

Week 2 – Carts #11 - #20 out for maintenance check

Monday and Wednesday – Carts #1 - #10 and #21 - #30 will start play

Tuesday and Thursday – Carts #31 - #50 will start play

Friday, Saturday and Sunday all carts used in order starting at #51

Week 3 – Carts #21 - #30 out for maintenance check

Monday and Wednesday – Carts #1 - #20 will start play

Tuesday and Thursday – Carts #31 - #50 will start play

Friday, Saturday and Sunday all carts used in order starting at #51

Week 4 – Carts #31 - #40 out for maintenance check

Monday and Wednesday – Carts #1 - #21 will start play

Tuesday and Thursday – Carts #22 - #30 and #41 - #50 will start play

Friday, Saturday and Sunday all carts used in order starting at #51

June

Week 1 – Carts #41 - #50 out for maintenance check

Monday and Wednesday – Carts #1 - #21 will start play

Tuesday and Thursday – Carts #22 - #40 and #51 - #60 will start play

Friday, Saturday and Sunday all carts used in order starting at #51

Week 2 – Carts #51 - #60 out for maintenance check

Monday and Wednesday - Carts #1- #21 will start play

Tuesday and Thursday – Carts #22 - #42 will start play

Friday, Saturday and Sunday all carts used in order starting at #43

Week 3 – The rotation schedule reverts back to Week 1 of May and follows the same rotation schedule for the remainder of the summer season.

The late season, beginning September 1 the cart rotation will be as follows:

Monday, Wednesdays and Fridays – Carts #1 - #21 will start the days play

Tuesday, Thursday and Saturday – Carts #22 - #42 will start the days play

Sunday – All Carts used.

### **Objective 5**

*The Executive Director will coordinate the work of the Superintendents throughout 2013 on the preparation of lifecycle information and equipment/asset replacement schedules by the end of the fiscal year.*

Action Statement 1: An initial planning meeting will take place in April 2013.

Action Statement 2: A timeline for the work will be established by the second meeting of the Superintendents.

Action Statement 3: By June 2013 a format for the replacement schedules will be established.

Action Statement 4: The remainder of 2013 will be used to gather the data and supporting documentation.

### **Objective 6**

*The Executive Director will, by August 2014, prepare a lifecycle policy regarding key infrastructure assets (Roads, Buildings/Structures, Trees, Facilities, etc.)*

Action Statement 1: By the Fall of 2013, the Executive Director will present a plan for retaining an engineering firm to do a complete assessment of our infrastructure to determine life expectancy of key assets.

Action Statement 2: By December 2013, the BOC will budget to retain the engineering firm.

Action Statement 3: In February 2014, an engineering firm will be retained, and the work begun.

Action Statement 4: The Engineering firm will report its findings by Summer of 2014.

Action Statement 5: A Lifecycle Report will be presented to the BOC by August of 2014 in DRAFT form for review in Fall 2014 and final approval in December 2014.

### **Objective 7**

*The Superintendent of Recreation will develop a preventative maintenance schedule for all fitness equipment that will ensure maximum use of each piece by August 2013.*

Action Statement 1: Entered into an agreement with The Fitness Connection in August of 2012 for a preventative maintenance schedule for the year. This agreement calls for the fitness equipment to be checked twice yearly. Once in August and once in January. Completed.

Action Statement 2: Contact fitness equipment agencies no later than July 31, 2013 to ask for bids to do preventative maintenance.

Action Statement 3: Put a plan into place, no later than August 31, 2013.



**Objective 8**

*The Superintendent of Recreation will create and provide a trade in/replacement schedule for fitness equipment by December 2013 to ensure that each piece of equipment is traded in or sold to ensure customer satisfaction and attract new members/users.*

**Action Statement 1:** Ascertain the age of all the fitness equipment January 1, 2013. Completed.

**Action Statement 2:** Ascertain fitness equipment life expectancy. Contact the manufacturer by January 1, 2013. Completed.

**Action Statement 3:** Identify which fitness equipment will need to be traded in based on age, miles, parts availability by July 1, 2013.

**Action Statement 4:** Identify which fitness equipment to purchase no later than September 1, 2013.

**Action Statement 5:** Utilize this information when considering the Capital Budget at budget time.

**Objective 9**

*The Superintendent of Finance will finalize, by summer 2013, a listing of all assets in concessions with location, approximate remaining life and replacement values.*

**Action Statement 1:** The Supt of Finance will coordinate with the Concessions Manager to develop a list of all assets currently used in the clubhouse operation by March 31. This list will include Beverage Carts.

**Action Statement 2:** The Supt of Finance will coordinate with the Concessions Manager to develop a list of all assets currently used at the Sports Complex concessions operation by April 30.

**Action Statement 3:** The Supt of Finance will coordinate with the Concessions Manager to develop a list of all assets currently used at the Pool concessions operation by May 15.

**Action Statement 4 :** Assets will be reviewed and researched to determine remaining useful life and replacement values. This will be done through contacting current vendors and researching costs online.

**Action Statement 5:** A complete list will be finalized by June 30, 2013.

**Objective 10**

*The Superintendent of Finance will get a listing of all assets in administration with approximate remaining life and replacement values. This is to include a replacement schedule for computer equipment.*

**Objective 11**

*By the Fall of 2013, a schedule will be developed by the Superintendent of Parks and Facilities which lists dates of maintenance equipment purchase, and industry lifecycle average years or hours of use for that equipment.*

**Action Statement 1:** An updated list of all maintenance equipment and the year purchased along with updated hours or miles on applicable equipment will be completed by February 28th of 2013.

**Action Statement 2:** During the spring and summer of 2013, an industry life span will be provided for all equipment based on requesting information from manufacturers, other product users at similar institutions, and utilizing social media shared forum sites from national golf course, park, and turf technician websites.

**Action Statement 3:** A schedule will be written for submission to the Director by September 20<sup>th</sup> of 2013 which will combine the above gathered data.

**Objective 12**

*By December 2013, the Superintendent of Parks and Facilities will develop a cost comparison which lists costs for complete replacement of maintenance equipment versus overhauling parts to prolong useful life of equipment.*

**Action Statement 1:** Starting October 1 of 2013 and continuing through Nov 1, prices will be obtained from equipment sales reps for the purpose of pricing out new equipment for machines thought to be in need of replacement.

**Action Statement 2:** The Supt. of Parks will work with the Park Mechanic during the first three weeks of November to obtain costs for needed replacement parts for equipment possibly in need of replacement.

**Action Statement 3:** By December 9th of 2013, a list will be submitted to the Director showing the cost of total replacement of needed equipment versus replacement of parts to prolong current equipment useful life.

**Objective 13**

*The Superintendent of Parks and Facilities will, by the Fall of 2014 complete a Board Approved Equipment Replacement Schedule with dates and costs, based upon the information gathered in Objectives 9 and 10, above.*

**Action Statement 1:** During the winter and spring of 2014, a more comprehensive list of replacement costs and dates for replacement will be produced for all equipment, not just those most in need as listed above.

**Action Statement 2:** A replacement schedule with dates and costs for all equipment will be provided to the Director and Board for first review by September 15th of 2014.

Action Statement 3: Adjustments will be made based on feedback from the Director and Board and be reviewed at the October 2014 board meeting.

**Objective 14**

*During 2013, the Superintendent of Finance will work with the Superintendent of Recreation to evaluate recreation software, and assess our current software to determine if there is a better alternative, and report that information to the Board in the Fall of 2013 with recommendations.*

Action Statement 1: Will make contact with various software vendors at the 2013 IAPD/IPRA Conference.

Action Statement 2: Make a complete list of the providers of recreation software by March 31.

Action Statement 3: Recreation and Administration staff will provide a list of pros/cons of current recreation software. In addition, will determine further needs that are not being met with the current software. This is to be complete by April 30, 2013.

Action Statement 4: Schedule meetings with new vendors during June – August of 2013 for demos.

Action Statement 5: Schedule meeting during Summer 2013 with current vendor (Bockyn) to express any concerns or questions regarding current software. Request 30 day response.

Action Statement 6: Contact other Districts to find out what they are currently using and level of satisfaction. Look for Districts that have recently made changes, especially those that may have left our current vendor.

Action Statement 7: Gather data and provide a report to submit to the Board by the October 2013 Board meeting.

**Objective 15**

*The Executive Director will, by the Summer of 2013, retain a professional consultant to conduct an independent audit of our technology (software, hardware, wiring, phone, web, and communications).*

Action Statement 1: An RFP will be released in March of 2014.

Action Statement 2: Proposal deadline will be in April

Action Statement 3: Review and hiring will take place in May.

Action Statement 4: Work will begin in May with report in late June or early July 2013.

**Objective 16**

*By the end of 2013, the results of the independent technology audit will be reported to the Board with a phased approach to updating our technology.*

**Action Statement 1:** The Executive Director will present a summary of the findings to the BOC in September 2013, with an initial phased plan and costs—for discussion.

**Action Statement 2:** The BOC will review and comment on the report at the October Regular Meeting.

**Action Statement 3:** Staff will finalize the plan, and integrate it into the Capital Budget for review at the November Regular Meeting and approval at the December Regular Meeting.

**Objective 17**

*In 2014, the Park Board will approve a technology replacement plan.*

See above.

**Objective 18**

*The Executive Director will, in 2013, develop a comprehensive plan for managing our ponds for erosion, wildlife, and low-cost maintenance.*

Completed

**Objective 19**

*The Executive Director will work with the Board, in 2013, to approve a phased approach to managing our ponds, and integrate that plan into our 5 Year Capital Program and the Strategic Plan for 2014 and beyond.*

**Objective 20**

*Using the updated asset schedules developed by other Staff in 2013 and 2014, the Superintendent of Finance will consolidate asset listings with estimated replacement schedules and use this data to improve the 5-Year Capital Plan for Fall of 2014.*

**Goal 3**

Continuously throughout 2013 and 2014, the Board and Staff will strive to strengthen its *current* community partnerships and internal working relationships to improve performance, and levels of satisfaction amongst our partners and the customers/citizens these partnerships/relationships serve.

**Objective 1**

*The Superintendent of Golf Operations will develop a “Partners in Golf” lesson program by April of 2013, only available to current partners with special incentives and rates for these partners.*

**Action Statement 1:** By March 20, 2013 the Superintendent of Golf Operation will develop the Partners in Golf to benefit the golf operation as well as our current partners.

Action Statement 2: By April 15, 2013 information concerning will be presented to each of Sycamore Park Districts current partners offering a special lesson program and special golf course privileges for those registering for the Partners in Golf Program.

Action Statement 3: By April 26, 2013 registration will begin for the Partners in Golf program with programs and lessons offered during the month of May. Times and dates will be based upon the partners availability. Specific dates will be posted once those dates are determined.

### **Objective 2**

*In 2014, the "Partners in Golf" will be extended to family members of our partnerships and subsidiaries of those partners extending a greater outreach to our community and building a larger customer base.*

Action Statement 1: With the data collected from the 2013 Partners in Golf Program, beginning in April of 2014 the Golf Operation will extend the invitation to family members and subsidiaries of those partners and also extend the invitation to the Partners in Golf Program to any new Partnerships of the Sycamore Park District created in 2013.

Action Statement 2: Registration for the 2014 Partners in Golf Program will begin on April 25, 2014 with programs beginning in May of 2014 based upon partners availability.

### **Objective 3**

*Expanding on the "Using Golf as a Business Tool" the Superintendent of Golf Operations will work with the Superintendent of Recreation to develop programs offered through our 3 brochures combining a business seminar and golf seminar into one complete and focused seminar program.*

Action Statement 1: The Superintendent of Golf Operations will contact the Superintendent of Recreation to place 3 programs in the 2013 Spring/Summer brochure. Programs will include using "Using Golf as a Business Tool" and 2 seminars on golf related topics such as the golf swing and the Rules of Golf.

### **Objective 4**

*The Superintendent of Golf Operations and the Superintendent of Recreation will, during 2013, work together to transition the youth golf instruction program to the supervision of the Recreation Department.*

Action Statement 1: By May 15, 2013 the Superintendent of Golf Operation will meet with the Superintendent of Recreation to go over previous instruction techniques and what classes were offered to develop a new program to begin in June 2014.

Action Statement 2: During the 2013 SAY-Golf program the Superintendent of Golf Operations will invite the Superintendent of Recreation or someone he designates to attend and monitor a class of students to see how the program is operated.

Action Statement 3: The Superintendent of Golf Operations will contact the Superintendent of Recreation to place 3 programs in 2014 brochures. Programs will include using "Using Golf as a Business Tool" and 2 seminars on golf related topics such as the golf swing, exercises for better golf, putting techniques and the Rules of Golf.

#### **Objective 5**

*The Superintendent of Golf Operations and the Superintendent of Recreation will, during 2014, institute the youth golf instruction program under the supervision of the Recreation Department.*

Action Statement 1: The Superintendent of Golf Operation and the Superintendent of Recreation will develop a new youth golf instruction program by the deadline of the fall winter brochure so the first publicity can be presented in the brochure.

Action Statement 2: In the 2014 Spring and Summer brochure the new youth golf instruction program will be offered with registration available both by mail and online.

#### **Objective 6**

*The Superintendent of Golf Operations will, by the spring of 2013, offer seminars entitled, "Using Golf as a Business Tool," to current partners to strengthen our current relationships and develop a stronger customer base.*

Action Statement 1: In conjunction with the "Partners in Golf Program," to be distributed by April 26, 2013, the Superintendent of Golf Operation will include information about the offering of the "Using Golf as a Business Tool" seminar to all current Sycamore Park District partners.

Action Statement 2: During the months of May, June and July of 2013 the Superintendent will offer the "Using Golf as a business Tool" seminar at the Sycamore Park District Clubhouse or a location as requested of one of the Sycamore Park District partners.

#### **Objective 7**

*The Executive Director will, at least three times per year, meet with their counterpart at affiliate agencies to conduct a review of our relationships and discuss common issues.*

On-going and in process.

#### **Objective 8**

*The Executive Director will, by the summer of 2013, establish and hold the first of on-going quarterly meetings with a group to be known as The Community Leader Forum, to build working relationships with all of our partners and like agencies.*

Action Statement 1: A list of possible attendees will be developed in March 2013.

Action Statement 2: Invitations will go out in April 2013.

Action Statement 3: First meeting will be held in May 2013.

**Objective 9**

*The Superintendent of Recreation will meet with current partners, and in 2013 assess/develop future needs of the partner, that the District can provide. This will take the form of contacting partners and engaging them to see how the Park District can strengthen the partnership.*

Action Statement 1: Contact Kreg Wesley at the Sycamore School District about programming and how to improve the partnership. I will speak with Kreg to give input on the "new" scheduling system no later than January 1, 2013. At that time I will also speak to him about our partnership. Completed.

Action Statement 2: Contact senior marketing people at Kishwaukee Community Hospital to speak with about how we can improve our partnership. This should be complete no later than March 31, 2013.

Action Statement 3: Contact John Klowseski at Kishwaukee Medical Associates about our partnership no later than March 31, 2013.

Action Statement 4: Contact Tammy Armstrong at NB&T Bank about our relationship and how we can strengthen it no later than May 15, 2013.

Action Statement 5: Contact the youth sports groups and speak to them about their programs and what the Park District can do to improve and build upon the relationship no later than May 1, 2013. The MOU's will start this process.

**Objective 10**

*The Superintendent of Recreation will by 2013 create further programming for the School District's "OSCAR" program to strengthen that partnership.*

Action Statement 1: Contact Ryan Ferrall, our tennis instructor about providing instructors and equipment for our proposed instruction to the participants in the "OSCAR" program, for the summer of 2013. Completed.

Action Statement 2: Contact Thomas Franks, "OSCAR" Director about creating further programming for the program no later than February 15, 2013. Completed.

Action Statement 3: Apply for a grant to help buy supplies for the tennis portion of the program. Completed.

Action Statement 4: Contact Ryan no later than April 1 about the tennis equipment and programming for the "OSCAR" program.

Action Statement 5: Meet with Thomas Franks about the actual schedule of the programming for the upcoming summer no later than April 30, 2013.

Action Statement 6: Meet with Molly Tricky of the Midwest Museum regarding programming for the summer OSCAR program no later than April 30, 2013.

Action Statement 7: Meet with Thomas no later than June 1, 2013 regarding the summer programming and pool schedule for the program. At this point the schedule will be formalized for the summer.

Action Statement 8: Meet with Thomas no later than August 31, 2013 to review the past summer and satisfaction level.

### **Objective 11**

*In 2013, the Superintendent of Finance, and the Concessions Manager will schedule meetings with user groups, each year, and prior to the groups' season to specifically evaluate if concessions operation is meeting the needs of our customers.*

Action Statement 1: By January 15, 2013, Supt. of Finance, with the assistance of the Concessions Manager and Supt. of Recreation, will develop a list of the user groups and their primary contacts currently utilizing the sports complex areas.

Action Statement 2: By January 31, 2013, Supt. of Finance will contact each user group as introduction, explain purpose and arrange meetings.

Action Statement 3: By February 28, 2013, Supt of Finance and Concessions Manager will meet with each of the Spring/Summer user groups to discuss specifically concessions concerns and needs.

Action Statement 4: During the month of March 2013, Supt of Finance and Concessions Manager will work on strategies to resolve items discussed in AS3.

Action Statement 5: Supt of Finance will follow-up with the users with a written response explaining the resolutions that have been developed by the end of March.

Action Statement 6: By May 31, 2013, Supt. of Finance and Concessions Manager will meet with each of the Fall user groups to discuss specifically concessions concerns and needs. Depending on the similarities to the Spring/Summer groups, we may be able to address these immediately.

Action Statement 7: By the end of June 2013, Supt of Finance will follow-up with the users with a written response explaining the resolutions.

Action Statement 8: After each user group's season comes to an end, Supt. of Finance will contact each organization to arrange a meeting to ensure that their needs have been met and discuss the 2014 season.

### **Objective 12**

*The Superintendent of Finance will coordinate and routinely check and maintain suggestion boxes throughout the district for comments, and manage communication to appropriate district Staff on those issues.*

Action Statement 1: By March 15<sup>th</sup>, determine location of all suggestion boxes.



Action Statement 2: Develop a standard comment sheet and provide supplies (comment sheets and pen/pencil) at each location.

Action Statement 3: Check all boxes the 1<sup>st</sup> of each month and distribute information to appropriate staff.

### **Objective 13**

*The Superintendent of Parks and Facilities and the Superintendent of Recreation will meet with leaders from all sports field group users before and after sport season to lay down clear lines of communication for what is expected from both parties.*

Action Statement 1: The Supt. of Parks will meet with the Supt. of Recreation and individual sports user groups at least one month prior to that group starting their activity to discuss expectations and to clear up any specific field set up issues.

Around March 10: High School baseball and softball

April 1: Sycamore Youth Baseball, Church, Men's Softball

Mid April: Youth Softball, Women's Softball

May 1: Storm girls softball

July 10: AYSO soccer

Action Statement 2: A similar meeting will take place within a month after each user group completes a season to discuss issues or recommendations for improvements from all parties involved.

### **Objective 14**

*The Superintendent of Parks and Facilities will communicate and stay in weekly contact with user groups of sports facilities during the season to solve any issues related to field maintenance and to ensure user group satisfaction.*

Action Statement 1: Through email and phone calls, the Supt. of Parks will be available and in contact with all user groups to discuss any issues with the fields as the sport seasons progress. Weather problems, equipment issues, and field problems will be quickly addressed and communicated to others within the user group and the SOR with this action.

### **Objective 15**

*By the 2013 Golf Season, the Superintendent of Finance and the Concessions Manager will work with the Superintendent of Golf Operations to develop methods to improve the Beverage Cart operation, resulting in a 5% increase in net profits for each calendar year (2013 and 2014).*

Action Statement 1: In March 2013, set up meeting, SOG, SOF and CM, to discuss suggestions for improving communications with golfers and beverage cart, and best route for Beverage Cart.

Action Statement 2: In April 2013, SOF and CM to determine schedule/staffing during normal season, leagues and outings. Establish standard stocking of carts to assist in inventory control.

Action Statement 3: Train all beverage cart staff, prior to working first shift, on preferred route, proper etiquette when on the course, and inventory control.

Action Statement 4: Review sales on monthly basis to monitor net profits.

#### **Goal 4**

Throughout 2013 and 2014, 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.

##### **Objective 1**

*The Superintendent of Golf Operations will offer once per month, beginning in March of 2013, a newsletter as well as a club house calendar, available on-site, in print and electronically to help educate our patrons about our maintenance schedule, upcoming events, special pro shop sales and other valuable information.*

Action Statement 1: Once Course Trends takes the place of 1-2-1 Marketing as our website provider the Superintendent of Golf Operations will develop a monthly newsletter through templates offered by Course Trends so send electronically to our data base, have posted on the website and print hard copies for patrons of the facility.

##### **Objective 2**

*Beginning in the 2013 golf season the Superintendent of Golf Operations will offer a more comprehensive marketing plan, in a variety of methods to insure awareness of those living outside our immediate area what is offered at our facility and how we can serve the customers golfing needs.*

Action Statement 1: By March 15, 2013 the Superintendent of Golf Operations will begin to market the operation to areas outside the local community through organizations such as Groupon, Fox Valley Newspapers and Rockford Metro publications,

Action Statement 2: Once Course Trends takes over our website the golf course will be able to target golfers who play our facility with direct emails that provide incentives for return rounds.

##### **Objective 3**

*The Executive Director will develop an information campaign by Fall of 2013 with a central focus that integrates the tenor of Vision 2020, and calls for outreach in several forms to communicate that message throughout the winter of 2013 and all of 2014.*

**Objective 4**

*The Executive Director will seek ways, throughout 2013, to derive funds for contracting professional services in the area of promotion and marketing.*

Completed

**Objective 5**

*In 2013 and 2014 the Superintendent of Recreation will publish two newsletters and one annual report, as well as the meeting locations, dates and times of all Board/CAC/Community groups.*

**Action Statement 1:** Created the first newsletter that went out in the 2013 Winter/Spring brochure. Completed.

**Action Statement 2:** Decide the dates for future newsletters. They will be mailed in March and October of 2013. Completed.

**Action Statement 3:** Contact individuals about the upcoming Spring newsletter and ask for an article from them no later than February 27, 2013. Completed.

**Action Statement 4:** Ensure that the newsletter goes out to the public no later than March 30, 2013.

**Action Statement 5:** Contact individuals September of 2013 about the upcoming newsletter and ask for an article from them no later than October 5, 2013.

**Action Statement 6:** Ensure that this newsletter is mailed no later than October 31, 2013.

**Objective 6**

*In 2013 the Superintendent of Recreation will use a variety of communication tools to inform our residents about the 90 Year History and progress of the District through a series of events. This will be assisted by the Staff of the 90<sup>th</sup> anniversary committee.*

**Action Statement 1:** Create a group of employees to form the 90<sup>th</sup> Committee. Completed.

**Action Statement 2:** With the aid of the group, create a series of events to help celebrate the 90<sup>th</sup> Anniversary. Completed.

**Action Statement 3:** Beginning with the 2013 Winter/Spring brochure, advertise the events for the year. Completed.

**Action Statement 4:** Will meet with the 90<sup>th</sup> Committee no later than January 1, 2013 to map out a media strategy to promote the 90<sup>th</sup> specials and activities. Completed.

**Action Statement 5:** Will promote, with the assistance of the committee, the first series of events and specials in January, 2013. This will be done in several ways; brochure, flyers, media and social media. Completed.

Action Statement 6: Will engage the Daily Chronicle to assist with the promotion of events and contests for the year, no later than February 27.

Action Statement 7: Promote the events in the Summer 2013 brochure including the two major summer events and the several minor events no later than May 31.

Action Statement 8: Promote the ending events in the Fall 2013 brochure, including the fireworks, photo contest and final event no later than August 31, 2013.

### **Objective 7**

*The Superintendent of Finance and/or Concessions Manager will attend three events per year, such as Bridal Expo, in order to showcase what Sycamore Park District has to offer in terms of banquet/meeting facilities and amenities.*

Action Statement 1: SOF to meet with CM in January to discuss possible events for the year.

Action Statement 2: Develop materials to provide to the public that provide information on renting out the clubhouse and catering options.

### **Objective 8**

*The Superintendent of Finance will work with website Staff to add more information, (pictures, prices, list of amenities) on our shelter rentals, by 2014.*

Action Statement 1: Summer 2013, obtain pictures of shelter locations.

Action Statement 2: Work with SOPF to develop list of amenities and each shelter location.

Action Statement 3: Work with website consultant to add information to our website, December 2013.

### **Objective 9**

*The Superintendent of Parks and Facilities will be available to meet with other Park District officials as they meet with groups to give details of Golf, Park, or Sports maintenance related issues.*

Action Statement 1: Throughout each year, the Supt. of Parks will be in contact with other Park District staff members through email, phone, and weekly staff meetings in order to communicate the need for participation in public or staff meetings to discuss maintenance related issues. Park Tours, presentations at Board and CAC meetings, writing information articles for brochures, directly contacting user group leaders, and attending user group pre and post season meetings are some examples of ways the SOPF can aid communication with the public.

### **Objective 10**

*The Superintendent of Parks and Facilities will contribute periodic articles or other information as needed for Park District publications to communicate the efforts of the maintenance Staff.*

**Action Statement 1:** The Supt. of Parks will write articles for the quarterly and year-end newsletters, and website as needed prior to deadlines throughout the year to explain details of maintenance efforts and issues for each maintenance department at the Park District.

**Objective 11**

*The Executive Director will work with CAC to continue the in-depth program analysis process during 2013.*

In process and on-going.

**Goal 5**

The Sycamore Park District will continue to value the strong foundation created by our patrons, by a renewed focus on our citizens, and returning customers.

**Objective 1**

*In March of 2013 the Golf Operation will offer a special Season Pass Sale for Season Pass Holders and returning customers with incentives for those customers as a special thank you to those valued customers. The objective would be to achieve 85% retention.*

**Action Statement 1:** The Golf Operation will hold the "Swing into Spring" preseason golf season pass and merchandise sale on Friday, March 1<sup>st</sup> through Sunday, March 3<sup>rd</sup>. This sale will feature 2012 merchandise at special sale prices and debut the new 2013 products. Also during this sale season passes can be purchased, sign up for leagues and permanent tee times will be offered. The sale, which in the past has been held in the clubhouse, will be in the newly remodeled pro shop.

**Objective 2**

*In 2014, the Golf Operation will offer special sales once per month, targeting our merchandise which is slower selling and offering special incentives to our Season Pass Holders, who are traditionally not the normal pro shop merchandise purchasers. The objective would be to increase gross sales by 15% over 2013.*

**Objective 3**

*The Superintendent of Golf Operations will create a "Rewards Program" beginning in the 2013 golf season for returning daily fee customers, with special rate and prices based upon number of rounds played and purchases made by these customers.*

**Action Statement 1:** Beginning on April 1, 2014 special incentives will be offered to patrons of the facility on slower moving inventory through signage, website posting and email marketing. A rewards program will be offered during the peak season to help reduce product lines to meet the objective of 15% growth in pro shop gross sales.

**Objective 4**

*The Executive Director will, as part of his "Did You Know" Facebook Campaign, seek out loyal patrons and feature their story in the campaign throughout 2013 and 2014.*

**Action Statement 1:** The Executive Director will, in April 2013 send out a call for nominations of "loyal patrons".

**Action Statement 2:** In June 2013, the list will be finalized, and a questionnaire sent out to those individuals who will be featured.

**Action Statement 3:** Monthly postings will begin in September 2013.

**Objective 5**

*The Executive Director will hold two "Ask the Director Cookouts" each year, in neighborhood parks, to invite neighborhoods to come out and get to know the park district better.*

**Action Statement 1:** To be planned with the SOR.

**Objective 6**

*In 2013 the Superintendent of Recreation will create one season "special" for our frequent users of the Fitness Center as a way of saying we appreciate you.*

**Action Statement 1:** Create a "Frequent Flyer Club" that will show our members that we appreciate them. Completed.

**Action Statement 2:** Inform the fitness members of the "special" no later than January 15, 2013. Completed.

**Action Statement 3:** Measure the participants during the months of February and March to see which ones met the requirements of the "Frequent Flyer Club".

**Action Statement 4:** No later than April 15, award the members who met the requirements of the "Frequent Flyer Club" one free month of membership.

**Objective 7**

*In 2013 the Superintendent of Recreation with the 90<sup>th</sup> Committee will offer a series of opportunities to show the District's thanks to our valuable customers.*

**Action Statement 1:** Create a group of employees to assist with the 90<sup>th</sup> Series. Completed.

**Action Statement 2:** Create a series of events and offerings to say thanks to our customers to offer throughout the year no later than January 1. Completed.

**Action Statement 3:** Promote these events throughout the year in the brochure and electronic means to inform our residents about these events.

Action Statement 4: In conjunction with the 90<sup>th</sup> Committee, operate the events, with the first one being the Geocache Treasure Event on January 20.

Action Statement 5: In conjunction with the 90<sup>th</sup> Committee, operate the Bike Rally on June 8.

Action Statement 6: In conjunction with the 90<sup>th</sup> Committee, operate the Ice Cream Social on July 14.

Action Statement 7: In conjunction with the 90<sup>th</sup> Committee, operate the fireworks show on August 24.

Action Statement 8: In conjunction with the 90<sup>th</sup> Committee, operate the Open House Celebration on December 7.

### **Objective 8**

*In 2013, the Superintendent of Recreation will add two neighborhood events that will take place in neighborhood parks, and involve our affiliates and fellow government agencies.*

Action Statement 1: Will contact health agencies no later than June 1, 2013 to gauge their interest in the "Community Health and Fun Fairs" that will be offered in Fall 2013.

Action Statement 2: Decide no later than June 15, 2013 the dates and locations of the "Community Health and Fun Fairs" in the District.

Action Statement 3: Promote these events in the Fall brochure and through other electronic means to the community.

Action Statement 4: Choose dates for these events no later than May 1, 2013.

Action Statement 5: Conduct these "Health and Fun Fairs" in September of 2013.

### **Objective 9**

*By Spring 2013, the Superintendent of Finance will develop a frequent buyer reward system for clubhouse concessions.*

### **Objective 10**

*During 2013, the maintenance Staff, community center Staff, and the administrative office Staff will receive at least two training programs on ways to deal with our patrons in a positive and gracious manner.*

### ***Superintendent of Parks & Facilities:***

Action Statement 1: Working with the Director, the Supt. of Parks will meet with the entire maintenance staff at the beginning of May and again during the summer to discuss the proper methods for interacting with the general public while working out in the field.

Action Statement 2: All meetings will be documented with a list of attendees and a signed sheet showing which staff members were present at the meeting.

***Superintendent of Recreation:***

**Action Statement 1:** Meet with Superintendents no later than June 1 to discuss needs for front line staff training.

**Action Statement 2:** Contact other agencies located in Dekalb County to find out who assists them in training front line staff. These agencies include the Sycamore Chamber, Kishwaukee Hospital, City of Sycamore, Dekalb Park District, Family Service Agency and the Genoa Park District no later than July 1.

**Action Statement 3:** Contact IPRA about possible speakers for workshops if none can be found locally, no later than July 15.

**Action Statement 4:** Offer the first customer service workshop no later than August 15 to front line staff.

**Action Statement 5:** Offer the second customer service workshop no later than December 1, 2013.

**Goal 6**

Within its available resources, the Sycamore Park District and Board will strive to support and provide for the Staff that has developed the strong and positive reputation the district has earned.

**Objective 1**

*During the Peak Season of the 2013 Golf Season, (June, July and August), the Superintendent of Golf Operations will partner with local businesses to offer rewards for part time Sycamore Park District Golf Staff who demonstrate extraordinary service.*

**Action Statement 1:** Beginning by May 1, 2013 the Superintendent of Golf Operations will contact local businesses for the purpose of receiving gift cards or coupons to be used as rewards to current golf staff members for demonstrating extraordinary service. Rewards will be given based on merit and also by the number of gift certificates or coupons received. This program will be offered during the months of June, July and August to outstanding employees.

**Objective 2**

*In 2014, in addition to the partnership with local businesses for gift cards incentives, the golf operations will offer special event days for golf Staff creating "service teams" of Staff working together in a competitive atmosphere creating unity and better service for our customers.*

**Action Statement 1:** During the months of June, July and August of 2014, the golf operation will offer team building events to enhance the growth of the golf operations team. Events will include, golf scrambles, a skills challenge and a scavenger hunt.

**Action Statement 2:** During large outing events in 2014 staff teams will be developed. Teams will be rewarded for outstanding service to the customers during the events. Rewards will include gift certificates, donated merchandise and food.



**Objective 3**

*Prior to the beginning of the 2013 golf season the Superintendent will offer a special “get together” for all returning Golf Operations Staff members to show appreciation and unity of the operation and develop a Staffing plan for the 2013 golf season.*

**Action Statement 1:** Once all staff has been determined for the 2013 season and the collage staff has returned from school by early May, the Golf Operation will hold a staff dinner where the staffing plan for the 2013 season and beyond will be introduced. This plan will include how all staff members will learn and be trained to do multiple jobs to help streamline the operation. Also the incentive rewards program will be explained and implemented.

**Objective 4**

*The Golf Staff will, beginning in 2014 have several, fun and rewarding team building sessions with different park district departments creating stronger bonds between all departments.*

**Action Statement 1:** By January 15, 2014 the Superintendent of Golf Operations will be meet with all other Superintendents and managerial staff to develop teams for team building challenges between departments. Challenges may include golf, softball, kickball and others. Each department will field a team of individual to compete against other departments in these challenges.

**Objective 5**

*The Executive Director will seek approval by the Board of his evaluation, review, and reward process for its full-time employees by 2013.*

Completed

**Objective 6**

*The Executive Director will institute in 2013, and expand in 2014, his plans for increasing the park district's investment in the quality, safety, knowledge, skills, and abilities of its full-time employees through training, education, and leadership.*

**Action Statement 1:** By February 2013, a structure for training and corresponding budget to support it will be in place. (Completed)

**Action Statement 2:** In November 2013, the structure in Action Statement 1 will be reviewed by Superintendents with the Executive Director, and a revision of those plans created for integration into the 2014 Operating Budget.

**Objective 7**

*During 2013, the Executive Director will, with the Board, review the current benefits package in relationship between part-time/seasonal, and full-time Staff with an eye toward revising benefits for the 2014 fiscal year, and a focus on:*

- *How we treat a small number of committed, year-round/nearly full-time Staff*

- *Different degrees of being “part-time”*
- *Developing reward system for part-time employees*
- *Finding simple ways to reward full-time employees*

Action Statement 1 In May 2013 an analysis will be presented to the Board for Study Session discussion.

Action Statement 2: In June 2013, a final review will be made.

Action Statement 3: Over the Summer of 2013, the changes will be reviewed with staff, and input received.

Action Statement 4: In September 2013 the BOC will approve final changes.

### **Objective 8**

*In 2013 the Board will continue to show support for Staff not only by educational means but by physically attending at least two events or programs to show support of Staff's hard work.*

### **Objective 9**

*The Superintendent of Finance, and the Concessions Manager will develop additional and standardized training procedures which will be mandatory prior to the first day of work ,to allow our Staff to be more effective representatives of the Sycamore Park District.*

### **Objective 10**

*Beginning with the 2013 season, the Superintendent of Finance will perform routine evaluations of concessions Staff in order to recognize their strengths and assist in improving on their weaknesses.*

### **Objective 11**

*The park district will institute a regular, annual, standardized review of Staff by the end of 2012.*

Completed

### **Objective 12**

*By 2013, the park district will use its standardized annual review as a basis for important communication of work performance strengths and weaknesses, and in determining pay increases for cost-of-living and merit as budget permits.*

Action Statement 1: In December 2012 the Board will review, approve, and use the process for the first time.

Action Statement 2: In November 2013 the BOC will review this process and modify it, should they feel the need.

**Objective 13**

*The Administrative Staff will, in 2013, develop a standardized image plan for its employees to address issues of common appearance, appearance standards, employee identification, how we respond to the public, and basic service expectations for all full-time and part-time employees.*

**Action Statement 1:** The Executive Director will, by June 2013 draft language for review by the BOC regarding image standards.

**Action Statement 2:** The Executive Director will revise and finalize for BOC approval in August 2013.

**Action Statement 3:** The Staff and BOC will budget in FY 2014 the necessary funds to adopt the standards.

**Objective 14**

*In 2014, Objective 13 will be instituted by funding in the operating budget any necessary components of the image plan, and adding key components to employees' job descriptions.*

**Goal 7**

By the end of 2013, the park district will develop a metric to help guide it in its decision-making regarding appropriate Staffing levels to serve the ongoing programs, maintenance, and service needs of the activities, operations, parks, facilities, products, and customers we serve/maintain.

**Objective 1**

*The Superintendent of Golf Operations will, beginning in the 2013 golf season, closely monitor all Staffing needs in the pro shop, cart handlers, rangers and program instructors, such as SAY-Golf, to insure the service needs of our clientele are being met and to help in the development of the metric guide.*

**Objective 2**

*Based on the data received in 2013 (Objective 1), the Superintendent of Golf Operations will restructure Staffing needs for all programs and operations thus honoring goal 7.*

**Action Statement 1:** Beginning in 2013 the Golf Operation will offer exit surveys to all outing events and programs offered to develop a better way to serve our customers and streamline the organization. It is possible that the data may show we need to increase service in certain areas of the operation.

**Action Statement 2:** At the conclusion of the golf season the 2013 exit surveys will be reviewed and outing staffing needs and program needs will be changed, if necessary, to exceed the needs of our clientele.

**Objective 3**

*The Superintendent of Golf Operations will develop, for the 2013 golf season, a guide for Staffing needs for large events based upon number of players in the event, type of event and the special needs of each event to create a better control of payroll dollars and to show both overages and limitations in Staff usage.*

**Action Statement 1:** The Superintendent of Golf Operation has developed a staffing plan for all large events. This plan includes the following. One Pro Shop Cashier from 2 hours prior to the outing to the conclusion of the event. Two Cart Handlers in the morning prior to the event for staging and preparation, 4 Cart Handlers from 2 hours prior to the event to the start. One cart Handler during the event, plus one ranger to monitor play during the event. Once the event has concluded 2 Cart Handlers will remain for cleanup. Once the cleanup has been completed then one Cart Handler only will remain until the last cart comes off the golf course.

**Action Statement 2:** The Superintendent of Golf Operation will monitor the results of the outing staffing plan for each event and make changes where necessary to insure proper service to our customers and also proper usage of staffing dollars.

**Objective 4**

*The Superintendent of Finance will determine, by April 2013, a break-even point for each concessions location. This will include Staffing levels.*

**Objective 5**

*By utilizing the POS System, the Superintendent of Finance will review sales levels during specific times of day within specific months, to evaluate hours of operation for clubhouse concessions.*

**Action Statement 1:** February 2013, print off reports from POS system to evaluate 2012 sales by day of the week, time, month.

**Action Statement 2 :** Based upon data, determine standard operating hours for entire 2013 by April 1.

**Action Statement 3:** Obtain and post permanent signage to indicate hours of operation to the public.

**Objective 6**

*The Superintendent of Parks will provide for the Park Board the current maintenance practices at each key maintenance area (golf, parks, sports) and how many employees are currently needed to maintain the park system as we do now.*

**Action Statement 1:** The Supt. of Parks will meet with the foreman of each maintenance area to discuss current practices and staff used to perform all duties by March 8th of 2013. A draft of the maintenance practices will be written and completed by March 29<sup>th</sup> for review by the Executive Director.

Action Statement 2: A revision will be completed by the 17<sup>th</sup> of April for first review by the Board at the April 23 Board meeting.

Action Statement 3: Revisions will be made requested and presented for Board approval by May 22 for the 2013 Board meeting.

**Objective 7**

*The Superintendent of Parks and Facilities will, by the end of 2013, develop a park-by-park list of maintenance standards for those park's care, in order to guide the establishment of Staffing metrics.*

Action Statement 1: During mid-September to mid-October of 2013, information gathered in Objectives 6 and 8 will be used to develop a written list of individual park area maintenance standards to guide future park care and staff needed to perform the necessary duties.

Action Statement 2: The standards will be turned into the Director for input and correction by November 20<sup>th</sup> of 2013.

Action Statement 3: After receiving input from the Director, final changes will be made by December 12<sup>th</sup> of 2013 for the final draft and Board review.

**Objective 8**

*The Superintendent of Parks and Facilities will provide, by the Summer of 2013, a park-by-park and facility-by-facility detail of the current maintenance that occurs at each location, and the Staff required to keep up with that maintenance.*

Action Statement 1: In March of 2013, the Supt. of Parks will work with the Parks, Sports, and Buildings Foreman to discuss individual parks and facilities maintenance practices that occur at each area of the Park system.

Action Statement 2: By April 29<sup>th</sup> of 2013, the gathered information will be written out in a schedule showing what maintenance is performed on a regular basis at each park area and the sports complex.

Action Statement 3: The written schedule will be submitted to the Director for input and correction by June 15<sup>th</sup> of 2013 with final changes submitted July 15<sup>th</sup> of 2013.

**Objective 9**

*In 2014 the Superintendent of Parks and Facilities will develop a Maintenance Management Plan for each park based upon consistent standards defined by Staff and approved by the Board.*

Action Statement 1: By March 31 of 2014, the Supt. of Parks using both information from objectives 6 thru 8 and park by park audits will have lists completed for all the tasks required for each park area along with maintenance standards required for all tasks.

**Action Statement 2:** During the season, a list of inventory for each park area will be updated; time, frequency, and staff needed for each task will be recorded. Labor schedules will be developed for each park area.

**Action Statement 3:** By Oct 10 of 2014, drafts of each park plan will be submitted to the Director for input and correction.

**Action Statement 4:** The plan will be submitted for Board review at the November of 2014 regular meeting. Changes will be made if directed and a final plan submitted for Board approval at the December of 2014 meeting.

**Objective 10**

*The Executive Director and the Superintendent of Finance will, by the end of 2013, establish:*

- *Work Order System*
- *Purchase Order System*

*to assist in tracking of information that will assist with the creation of metrics and equipment replacement schedules.*

**Objective 11**

*The Superintendent of Parks and Facilities will, by the end of 2013, create checklists, and put in place a regular schedule for key functions:*

- *Vehicle Service*
- *HVAC Inspections/Service*
- *Playground Inspections/Service*
- *ADA Inspections/Corrections*
- *Fire Suppression Systems and Equipment Inspections/Service*
- *Roads and Other Paving Inspections*
- *Plumbing and Drainage Inspections*
- *Bridge and Path Inspections*

**Action Statement 1:** By October 30 of 2013, the Supt. of Parks will gather information on checklist templates which will be used to create the above schedules for equipment inspections.

**Action Statement 2:** By November 20 of 2013, the Supt. of Parks will provide a checklist form along with dates during the year for each category to the Director for feedback.

**Action Statement 3:** By December 15 of 2013, changes will be made to finalize the checklist forms and service/inspections dates for Director approval and implementation.

## Goal 8

Throughout 2013 and 2014 initiate and carry out the work necessary to follow through on the Sycamore Park District ADA Transition Plan.

### Objective 1

*Beginning in early 2013 the Superintendent of Golf Operations will work with the Superintendent of Parks and Facilities to develop a strategic timeline to initiate changes needed for compliance with the ADA Transition Plan, including the division of the golf course facility into three separate phases to ease in the accessibility.*

Action Statement 1: In March of 2013 the Superintendent of Golf Operations will meet with the Superintendent of Parks and Facilities to evaluate the ADA compliance needs of the golf course. Once evaluated, a plan will be initiated to make the changes needed. Based on cost projects will be done to meet ADA compliance needs.

Action Statement 2: The Supt. of Parks will meet with the Supt. of Golf Operations by March 8th of 2013 to discuss all the recommended changes that have to do with the golf course ADA transition plan. Changes will be grouped into the three categories of changes taking place throughout the Park District.

Action Statement 3: Working with the ADA approved Architect firm, the changes will be worked into the current plan in by March 31st with dates assigned to changes that will not interfere with the course operation.

### Objective 2

*The Superintendent of Golf Operation will, in the spring of 2013 evaluate the space needed in the pro shop to be ADA compliant and develop a floor plan of the available space to store and display product lines while keeping in compliance accessibility needs.*

Action Statement 1: In February of 2013 the pro shop will be remodeled. This will include the relocation of the pro shop counter and create better visibility for both the pro shop counter staff as well as the patrons who use the facility. The counter will be altered to meet ADA compliance requirements. This includes proper spacing of the counter for accessibility, lowering of one portion of the counter for compliance and proper display of merchandise to meet compliance needs.

Action Statement 2: In the spring of 2013 displays of merchandise will be accessed and modified where necessary to insure compliance with ADA regulations.

### Objective 3

*The Executive Director will retain professional services, specify, bid, and carry out, by the end of 2013, improvements outlined in Year 1 of the ADA Transition Plan.*

Action Statement 1: Retain Professional Services by February 2013.

Action Statement 2: Complete Specifications by June 2013.

Action Statement 3: Bid Work in July 2013.

Action Statement 4: Award Bid by September 2013.

Action Statement 5: Conduct and Supervise work in Fall 2013

Action Statement 6: Have work complete by December 2013.

**Objective 4**

*The Executive Director will retain professional services, specify, bid, and carry out, by the end of 2014, improvements outlined in Year 2 of the ADA Transition Plan.*

Action Statement 1: Retain Professional Services by February 2014.

Action Statement 2: Complete Specifications by June 2014.

Action Statement 3: Bid Work in July 2014.

Action Statement 4: Award Bid by September 2014.

Action Statement 5: Conduct and Supervise work in Fall 2014

Action Statement 6: Have work complete by December 2014.

**Objective 5**

*The Executive Director will, by the end of 2013, have a plan in place, and take the first steps toward making the park district's website "accessible".*

Action Statement 1: Retain Professional Services by April 2013.

Action Statement 2: Conduct an assessment during April and May. Establish a cost for any necessary updates.

Action Statement 3: Present information to BOC in June with cost estimates and plans for taking the necessary steps.

**Objective 6**

*The Executive Director will, by the end of 2014, have the park district's website fully accessible.*

Action Statement 1: Complete work from Objective 5 and budget for work to be completed by February 2014.



**Objective 7**

*The Executive Director will, throughout 2013 and 2014, integrate into its expanded training commitment (see objectives 4 and 5 in goal 6) a number of training/education opportunities to expand our in-house knowledge of access management so that outside professional services in this area can be reduced (thus decreasing corresponding expenses for professional services).*

**Action Statement 1:** By August 2013, the SOPF and the MBF will attend the IPARKS Training for Safety, and one workshop on maintaining ADA Standards.

**Action Statement 2:** By December 2013, the SOPF and the MBF will attend one additional training on ADA Standards.

**Objective 8**

*In 2013 the Superintendent of Recreation will apply for a grant to help purchase a new entry device to the pool for people with disabilities.*

**Action Statement 1:** Meet with staff from KSRA to ascertain the mobile lift that is needed for the pool, no later than February 13. Completed.

**Action Statement 2:** Will complete a Dekalb County Community Foundation Grant Application no later than February 27, 2013.

**Action Statement 3:** Will turn the completed application in to the Foundation no later than March 1, 2013.

**Goal 9**

By the end of 2014, the Sycamore Park District will conduct a review of land/cash and annexation matters to determine their value and impact on the parks, recreation and services we offer to the community in relation to their resources provided.

**Objective 1**

*The Executive Director will, by the end of 2013, hold one or more study sessions with the Board to review:*

- *Annexation Ordinance*
- *Land/Cash Ordinance*
- *Future Annexation Possibilities*
- *Consistency of Borders with Other Units of Local Government*

**Action Statement 1:** Schedule the Study Sessions at the February Regular Meeting.

Action Statement 2: Hold the meetings in March, April, May, June, August, and September

**Objective 2**

*The Executive Director will, by the end of 2014, bring to the Board:*

- *Revised Annexation Ordinance*
- *Revised Land/Cash Ordinance*
- *Options for Future Annexations*

**Objective 3**

*By the end of 2013 conduct a study of communities that are similar to Sycamore as it relates to their land cash matters and review and update ours as needed.*

**Objective 4**

*The Board will approach appropriate city officials in 2014 with a plan to include those area's residents in the park district.*

**Goal 10**

By the end of 2013, the Board and Staff of Sycamore Park District will seek ways to make the Natural History Museum an expense neutral impact on the district's budget.

**Objective 1**

*By summer of 2013, the Executive Director, working with the Staff and Board, will conduct a review of lease, park district code, and city issues to create a list of options for how the park district can address the ongoing costs and implications of its ownership of the building that houses the Natural History Museum.*

Action Statement 1: In March, the Executive Director will begin review of the situation with CAC.

Action Statement 2: In April, a spreadsheet of issues will be created.

Action Statement 3: In June and July reading and research will be completed, and a first draft of complete information presented to the BOC.

**Objective 2**

*The Executive Director will work with a committee of CAC to review options from Goal 10, Objective 1 to seek recommendations for moving forward by December 2013.*

**Objective 3**

*By the end of 2013 the Superintendent of Finance will conduct a review of, and share with the Board, the implications of instituting a museum tax to support the operating costs incurred by the park district to maintain the building in which the Natural History Museum is housed.*

**Objective 4**

*In 2013, the Superintendent of Finance will conduct a search for possible grants to help pay for improvements to the physical structure of the Museum.*

**Objective 5**

*The Board will investigate/re-visit the creation of a Museum Board for Sycamore during the 2013 fiscal year.*

## **Phase Two—Vision 2020:**

Over the next 18 months the creation of Sycamore Park District’s Long-Term Strategic Plan will take place. As alluded to, earlier, it will involve extensive public input, and attempt to address the key challenges we face with far-reaching goals and a plan to fund those goals from 2015 to 2020.

A 21 member community wide team made up of Citizens, Staff, Board, Community and Business Leaders will lead this process. That team is comprised of:

1. Dennis O’Sullivan
2. Laramie O’Sullivan
3. Greg Martin
4. Danny Pivonka
5. Candy Smith
6. Darrell Johnson
7. Rick Turner
8. Chad Jewett
9. Kevin Porten
10. Don Clayberg
11. Julia Kerkove
12. Ellie Kerkove
13. Tim Carlson
14. Ted Strack
15. Michelle Schulz
16. Tim Suter
17. Ed Kuhn
18. John Hulseberg
19. Mike Maveus
20. Susan Prendergast
21. Barb Lynch

### **The timeline for the Vision 2020 Plan is:**

Board Appoints Community Team		October 2012
Board Hears Report from CAC Marketing Sub-Committee		October 2012
Introduction to the Community Wide	Review of Short-Term Plan Review of Community Survey	November 2012

Strategic Planning Team (CWSPT)	Talking to Your Constituents Next Steps	
Outreach	CWSPT Members Discuss the Park District's Planning with their organizations. Focus Groups with Elementary, Junior High, and High School Youth	November 2012 December 2012
Input	CWSPT Members Report Back to the Team CAC Reports Board Members Report on Park Tour Findings	January 2013
Input	Budget Primer: a. Operating .vs. Capital b. Dedicated Funds c. Sources of Funds Current Staff Levels	February 2013
Discussion	CWSPT Discusses What They Have Learned Since October 2012 and Begin to Frame Scenarios for What the District Should Accomplish Between 2015 and 2020	March 2013
Scenario Discussion	CWSPT Continues Scenario Development Staff Talks About What Things Will Cost <b>Separate Park Tour – On a Saturday</b>	April 2013
Scenarios Finalized	CWSPT finalizes three scenarios Executive Board Prepares Presentation on Three Scenarios	May 2013
Assessment Phase	Staff Develops Cost Estimates and Funding Options for Scenarios: Staff, Ted and Michelle meet with Executive Board (No Meeting with Entire CWSPT) <b>Visit the Pool on Your Own – Passes Provided</b>	June 2013
Report on Costs	Staff Presents Cost Estimates and Funding Options to CWSPT Integrated into Executive Board's DRAFT Presentation CWSPT Talks to Their Constituents About DRAFT	July 2013
Ranking	CWSPT Ranks Three Scenarios – Based Upon Executive Board "DRAFT" Presentation and Response from CWSPT's Constituents	July 2013
Presentation To Board	Executive Board Presents Scenarios to Board with Rankings – CWSPT may attend if they wish.	July 2013
Board Reviews Scenarios w/ CWSPT Executive Board	At Study Session: Review Scenarios--Modify If They Wish, Executive Board to Attend, Listen and Contribute	Early August 2013
Board and CWSPT	Reach Consensus on PUBLIC HEARINGS/INPUT	August 2013
CWSPT & Board Seek	CWSPT holds Events with Board:	Early September

Public Input	For Example: a. June 7: BBQ at Sycamore Park b. June 14: Neighborhood Park Event – North c. June 21: Neighborhood Park Event – South	2013
Revision and Finalize Plan	Input is documented and board discusses changes to the plan. Final Changes Are Made.	October 2013
Board Discusses Plan and Holds Final Public Hearing	At Regular Meeting or Study Session	November 2013
Final Approval	Fine Tuning from Public Hearing is Integrated Final Version is Reviewed and Approved by Board Thank You Celebration for CWSPT	December 2013 Board Meeting
Begin Communication Phase		January 2014

## SYCAMORE PARK DISTRICT

### Board of Commissioners

Date of Board Meeting: February 26, 2013

### STAFF RECOMMENDATION

#### **AGENDA ITEM: BUDGET AND APPROPRIATION ORDINANCE:** **Draft**

**BACKGROUND INFORMATION:** The combined annual budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the district may incur in its next budget year. The ordinance must be passed and approved within or before the first quarter of each fiscal year. The ordinance is first prepared in tentative form and made available for public inspection at least 30 days prior to final action. Additionally, a required public hearing is held by the Board, which is published, in advance, in an ad in the local paper.

The appropriation ordinance serves as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds are available. It is allowable and recommended that the appropriation should exceed the working budget, which the board has already adopted, to allow for some leeway in spending. The ordinance reflects a 15% increase over the working budget. This process and the 15% "buffer" is part of a larger process, as mandated by law.

**FISCAL IMPACT:** Not applicable.

**STAFF RECOMMENDATION:** This is a draft of the Ordinance that will be presented at the March Board meeting for approval. All Fund Balance numbers as of January 1, 2013 are unaudited figures. Audited numbers will be included in the final ordinance.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

1. 在 1990 年 12 月 31 日，A 公司有一笔应付账款，金额为 100 万元。该笔应付账款的账龄为 1 年。A 公司对该笔应付账款计提了 10% 的坏账准备。

2. 在 1991 年 1 月 1 日，A 公司对该笔应付账款进行了重新评估。根据最新的评估结果，A 公司认为该笔应付账款的可收回金额为 80 万元。因此，A 公司决定将坏账准备增加至 20 万元。

3. 在 1991 年 1 月 1 日，A 公司对该笔应付账款进行了重新评估。根据最新的评估结果，A 公司认为该笔应付账款的可收回金额为 80 万元。因此，A 公司决定将坏账准备增加至 20 万元。

4. 在 1991 年 1 月 1 日，A 公司对该笔应付账款进行了重新评估。根据最新的评估结果，A 公司认为该笔应付账款的可收回金额为 80 万元。因此，A 公司决定将坏账准备增加至 20 万元。

5. 在 1991 年 1 月 1 日，A 公司对该笔应付账款进行了重新评估。根据最新的评估结果，A 公司认为该笔应付账款的可收回金额为 80 万元。因此，A 公司决定将坏账准备增加至 20 万元。

6. 在 1991 年 1 月 1 日，A 公司对该笔应付账款进行了重新评估。根据最新的评估结果，A 公司认为该笔应付账款的可收回金额为 80 万元。因此，A 公司决定将坏账准备增加至 20 万元。

7. 在 1991 年 1 月 1 日，A 公司对该笔应付账款进行了重新评估。根据最新的评估结果，A 公司认为该笔应付账款的可收回金额为 80 万元。因此，A 公司决定将坏账准备增加至 20 万元。

8. 在 1991 年 1 月 1 日，A 公司对该笔应付账款进行了重新评估。根据最新的评估结果，A 公司认为该笔应付账款的可收回金额为 80 万元。因此，A 公司决定将坏账准备增加至 20 万元。

9. 在 1991 年 1 月 1 日，A 公司对该笔应付账款进行了重新评估。根据最新的评估结果，A 公司认为该笔应付账款的可收回金额为 80 万元。因此，A 公司决定将坏账准备增加至 20 万元。

10. 在 1991 年 1 月 1 日，A 公司对该笔应付账款进行了重新评估。根据最新的评估结果，A 公司认为该笔应付账款的可收回金额为 80 万元。因此，A 公司决定将坏账准备增加至 20 万元。



**ORDINANCE NO. 02-2013  
BUDGET AND APPROPRIATION ORDINANCE**

AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2013 AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2013.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS (the Board) of the SYCAMORE PARK DISTRICT (the "District"), DEKALB COUNTY, ILLINOIS:

**Section I.** It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon:
- (b) A public hearing was held at the Sycamore Park District, DeKalb County, Illinois on the 26th day of March, 2013 on said ordinance, notice of said hearing having been given by publication in the Daily Chronicle, being a newspaper published within this District, at least one week prior to such hearing; and,
- (c) That all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2013 and ending December 31, 2013 have heretofore been performed.

**Section II.** The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2013 and ending on the thirty-first (31st) day of December, 2013.

**I. CORPORATE FUND**

Salaries, Wages and Taxes	\$	321,463
Professional and Contracted Services	\$	52,773
Administrative Supplies and Expenses	\$	57,929
Repairs and Maintenance	\$	97,290
Utilities	\$	25,438
Insurance	\$	62,390
Total Estimated Expenditures	\$	<u>617,283</u>

**CORPORATE FUND SUMMARY**

Fund Balance January 1, 2013	\$	72,416
Estimated 2012 Property Taxes & Interest	\$	506,000
Estimated transfer of IMRF/SS tax levy	\$	48,155
Estimated 2013 Corporate Replacement	\$	40,250
Miscellaneous revenue	\$	<u>40,293</u>
Total Estimated Available Revenues	\$	707,114
Total Estimated Expenditures	\$	<u>617,283</u>
<b>Estimated Fund Balance December 31, 2013</b>	<b>\$</b>	<b><u>89,831</u></b>

**II. RECREATION FUND**

Salaries, Wages and Taxes	\$	586,088
Professional and Contracted Services	\$	86,757
Supplies	\$	76,133
Repairs and Maintenance	\$	54,223
Utilities	\$	33,224
Insurance	\$	111,338
Misc	\$	87,272
Total Estimated Expenditures	\$	<u>1,035,035</u>

**RECREATION FUND SUMMARY**

Fund Balance January 1, 2013	\$	171,771
Estimated 2012 Property Taxes & Interest	\$	931,500
Estimated transfer of IMRF/SS tax levy	\$	81,676
League & Sports Fees	\$	41,865
Programs/Events	\$	105,671
Fitness	\$	22,828
Miscellaneous revenue	\$	11,960
Total Estimated Available Revenues	\$	<u>1,367,271</u>
Total Estimated Expenditures	\$	<u>1,035,035</u>
Estimated Fund Balance December 31, 2013	\$	<b>332,236</b>

**III. RESTRICTED CONTRIBUTIONS**

Expenses	\$	5,000
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**RESTRICTED CONTRIBUTIONS SUMMARY**

Fund Balance January 1, 2013	\$	219,452
Miscellaneous revenue	\$	<u>5,000</u>
Total Estimated Available Revenues	\$	224,452
Total Estimated Expenditures	\$	<u>5,000</u>
Estimated Fund Balance December 31, 2013	\$	<b>219,452</b>

**IV. SPECIAL RECREATION FUND**

Expenses	\$	219,696
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**SPECIAL RECREATION FUND SUMMARY**

Fund Balance January 1, 2013	\$	214,205
Estimated 2012 Property Taxes & Interest	\$	202,400
Total Estimated Available Revenues	\$	<u>416,605</u>
Total Estimated Expenditures	\$	<u>219,696</u>
Estimated Fund Balance December 31, 2013	\$	<b>196,909</b>

**V. IMRF FUND**

Expenses	\$	98,900
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**IMRF FUND SUMMARY**

Fund Balance January 1, 2013	\$	-
Estimated 2012 Property Taxes & Interest	\$	98,900
Total Estimated Available Revenues	\$	98,900
Total Estimated Expenditures	\$	98,900
Estimated Fund Balance December 31, 2013	\$	-

**VI. SOCIAL SECURITY FUND**

Expenses	\$	86,250
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**SOCIAL SECURITY FUND SUMMARY**

Fund Balance January 1, 2013	\$	-
Estimated 2012 Property Taxes & Interest	\$	86,250
Total Estimated Available Revenues	\$	86,250
Total Estimated Expenditures	\$	86,250
Estimated Fund Balance December 31, 2013	\$	-

**VII. LIABILITY TORT FUND**

Expenses	\$	110,400
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**LIABILITY TORT FUND SUMMARY**

Fund Balance January 1, 2013	\$	77,601
Estimated 2012 Property Taxes & Interest	\$	49,450
Total Estimated Available Revenues	\$	127,051
Total Estimated Expenditures	\$	110,400
Estimated Fund Balance December 31, 2013	\$	16,651

**VIII. AUDIT FUND**

Expenses	\$	17,250
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**AUDIT FUND SUMMARY**

Fund Balance January 1, 2013	\$	17,022
Estimated 2012 Property Taxes & Interest	\$	10,810
Total Estimated Available Revenues	\$	27,832
Total Estimated Expenditures	\$	17,250
Estimated Fund Balance December 31, 2013	\$	10,582

**IX. PAVING & LIGHTING FUND**

Expenses	\$	82,800
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**PAVING & LIGHTING FUND SUMMARY**

Fund Balance January 1, 2013	\$	72,921
Estimated 2012 Property Taxes & Interest	\$	1,000
Total Estimated Available Revenues	\$	73,921
Total Estimated Expenditures	\$	82,800
<b>Estimated Fund Balance December 31, 2013</b>	<b>\$</b>	<b>(8,879)</b>

**X. POLICE FUND**

Expenses	\$	10,000
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**POLICE FUND SUMMARY**

Fund Balance January 1, 2013	\$	7,989
Estimated 2012 Property Taxes & Interest	\$	1,000
Total Estimated Available Revenues	\$	8,989
Total Estimated Expenditures	\$	10,000
<b>Estimated Fund Balance December 31, 2013</b>	<b>\$</b>	<b>(1,011)</b>

**XI. DEVELOPMENT CONTRIBUTION FUND**

Expenses	\$	5,000
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**DEVELOPMENT CONTRIBUTION FUND SUMMARY**

Fund Balance January 1, 2013	\$	31,411
Development Contributions	\$	5,750
Miscellaneous revenue	\$	-
Total Estimated Available Revenues	\$	37,161
Total Estimated Expenditures	\$	5,000
<b>Estimated Fund Balance December 31, 2013</b>	<b>\$</b>	<b>32,161</b>

**XII. GOLF COURSE FUND**

Salaries, Wages and Taxes	\$	334,906
Professional and Contracted Services	\$	18,653
Supplies	\$	48,576
Repairs and Maintenance	\$	94,358
Utilities	\$	20,792
Insurance	\$	75,169
Misc	\$	4,991
Total Estimated Expenditures	\$	597,445

**GOLF FUND SUMMARY**

Fund Balance January 1, 2013	\$ (360,486)
Estimated transfer of IMRF/SS tax levy	\$ 45,054
Daily Fees	\$ 181,585
Season Passes	\$ 157,631
Carts	\$ 119,600
Golf Events & Programs	\$ 34,040
Pro Shop Sales	\$ 68,558
Total Estimated Available Revenues	<u>\$ 245,982</u>
Total Estimated Expenditures	<u>\$ 597,445</u>
<b>Estimated Fund Balance December 31, 2013</b>	<b>\$ (351,463)</b>

**XIII. SWIMMING POOL FUND**

Salaries, Wages and Taxes	\$ 62,951
Supplies	\$ 3,680
Repairs and Maintenance	\$ 14,375
Utilities	\$ 19,033
Total Estimated Expenditures	<u>\$ 100,039</u>

**POOL FUND SUMMARY**

Fund Balance January 1, 2013	\$ -
Estimated transfer of IMRF/SS tax levy	\$ 14,910
Daily Fees	\$ 27,226
Season Passes	\$ 40,768
Special Events & Programs	\$ 4,456
Lessons	\$ 12,679
Total Estimated Available Revenues	<u>\$ 100,039</u>
Total Estimated Expenditures	<u>\$ 100,039</u>
<b>Estimated Fund Balance December 31, 2013</b>	<b>\$ -</b>

**XIV. CONCESSIONS**

Salaries, Wages and Taxes	\$ 55,302
Supplies	\$ 69,903
Repairs and Maintenance	\$ 3,680
Utilities	\$ 4,249
Misc.	\$ 13,593
Total Estimated Expenditures	<u>\$ 146,727</u>

**CONCESSIONS FUND SUMMARY**

Fund Balance January 1, 2013	\$ 29,995
Estimated transfer of IMRF/SS tax levy	\$ 5,666
Sports Complex	\$ 32,890
Clubhouse	\$ 67,902
Beverage Cart	\$ 16,963
Catering	\$ 20,700
Pool	\$ 13,628
Marketing Fund	\$ 4,025
<b>Total Estimated Available Revenues</b>	<b>\$ 191,769</b>
<b>Total Estimated Expenditures</b>	<b>\$ 146,727</b>
<b>Estimated Fund Balance December 31, 2013</b>	<b>\$ 45,042</b>

**XV. BOND AND INTEREST FUND**

Interest	\$ 51,408
Principal	\$ 595,171
<b>Total Expenses</b>	<b>\$ 646,579</b>

**BOND AND INTEREST FUND SUMMARY**

Fund Balance January 1, 2013	\$ 12,645
Estimated 2012 Property Taxes & Interest	\$ 649,750
Miscellaneous revenue	
<b>Total Estimated Available Revenues</b>	<b>\$ 662,395</b>
<b>Total Estimated Expenditures</b>	<b>\$ 646,579</b>
<b>Estimated Fund Balance December 31, 2013</b>	<b>\$ 15,816</b>

**XVI. CAPITAL FUND**

Vehicles	
Maintenance Equipment	\$ 54,050
Buildings & Structures	\$ 5,750
Equipment/Furnishings	\$ 47,403
Golf Course	\$ 47,495
Swimming Pool	\$ 4,025
Community Center	\$ 10,005
Parks & Grounds	\$ 281,859
Concessions	\$ 6,325
Miscellaneous	\$ 227,068
<b>Total Estimated Expenditures</b>	<b>\$ 683,980</b>

**CAPITAL FUND SUMMARY**

Fund Balance January 1, 2013	\$ 819,621
Bond Proceeds	\$ 531,300
Miscellaneous revenue	\$ -
<b>Total Estimated Available Revenues</b>	<b>\$ 1,350,921</b>
<b>Total Estimated Expenditures</b>	<b>\$ 683,980</b>
<b>Estimated Fund Balance December 31, 2013</b>	<b>\$ 666,941</b>

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Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2013 and ending December 31, 2013 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2013 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

**Section III.** The following determinations have been made and are hereby made a part of the aforesaid budget:

(a)	An estimate of the cash on hand at the beginning of the fiscal year is expected to be	\$	1,368,471
(b)	An estimate of the cash expected to be received during the fiscal year from all sources is	\$	4,144,628
(c)	An estimate of the expenditures contemplated for the fiscal year is	\$	4,277,234
(d)	An estimate of the cash expected to be on hand at the end of the fiscal year is	\$	1,264,269
(e)	An estimate of the amount of taxes to be received during the fiscal year is	\$	2,575,310

**Section IV.** The receipts and revenues of the Sycamore Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall first be placed to the credit of such fund.

**Section V.** All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Commissioners of the Sycamore Park District this day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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