

Sycamore Park District
Regular Board Meeting
July 30, 2013
6:00 pm

Maintenance Building, 435 Airport Road

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES:

- 3. Special Meeting – June 18, 2013 (Voice Vote)
- 5. Regular Meeting – June 25, 2013 (Voice Vote)
 - Executive Session Minutes – June 18, 2013 (Voice Vote)
 - Executive Session Minutes – June 25, 2013 (Voice Vote)
 - (APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

PUBLIC INPUT:

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 29. Superintendent of Finance Monthly Report
- 32. Budget Report/Monthly Cash Flow Monthly Report
- 48. Superintendent of Golf Operations Monthly Report
- 51. Superintendent of Parks and Facilities Monthly Report
- 57. Superintendent of Recreation Monthly Report
- 61. Executive Director Monthly Report

Board of Commissioners Meeting**July 30, 2013****PG 2****CORRESPONDENCE-**

- 64. Clubhouse Rental Questionnaire – Nancy Leifheit**
- 65. Clubhouse Rental Questionnaire – Peggy Newby**

POSITIVE FEEDBACK/REPORTS**PRESENTATION BY CITY MANAGER: Planning and Development on Sycamore’s “Edge”****DEPARTMENT PRESENTATIONS: Status of 90th Anniversary—Bart****OLD BUSINESS:**

- Discussion and Consensus on Report Back to CWSPT—Ted/Michelle**
- Future Study Sessions—Dan**
- 66. Final Review and Approval of Personnel Policy—Dan**
- 68. Begin Park Naming Process—Dan**

NEW BUSINESS:

- 70. Award ADA Plumbing and Carpentry Bid—Dan (Roll Call Vote)**
- 72. Presentation of DRAFT Compilation of Ordinances—Jackie**
Waiver of Impact Fees for Opportunity House—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:

- 5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.**

ADJOURNMENT (Voice Vote)

President Strack called the meeting to order at 6:05 p.m.
The roll was called with Commissioners Graves, Kroeger, Schulz, and Strack present.
Commissioner Tucker was absent. Staff members present were Bart Desch, Jeff Donahoe, Jackie Hienbuecher, Kirk Lundbeck and Dan Gibble.

Approval of Board's Objectives & Action Statements for Short Term Plan – Goals 4, 9, & 10 –

President Strack noted these were discussed at the last study session. Director Gibble is recommending approval unless there are changes the Board wants to make.

Motion

Commissioner Schulz moved to approve the Board's Objectives & Actions Statements for the Short Term Plan Goals 4, 9, & 10. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Presentation of Three Scenarios Developed by Strategic Planning Team – President Strack suggested the Board give their comments on the outcome. Commissioner Schulz felt it was similar to the community survey that has been done. Commissioner Kroeger was surprised to hear that a new community center was at the top of the list and the pool has moved down. It seems it has always been both at the top. The talks about having a new community center located in the park area surprised him. He assumed they would want it in the downtown area somewhere. President Strack noted he was surprised there was that much support for a community center. He was also pleased there was a lot of support for the trails and surprised not as much for the pool. He felt these also supported what the survey said. The challenge is going to be what the community is willing to pay for. Commissioner Schulz noted that Director Gibble had asked what need is not being fulfilled in our area. There is not a splash park and there is a definite need. Let DeKalb have the pool and Sycamore have the splash park which can be put on our current footprint. President Strack suggested putting it in a different area that can then be expanded in the future. There was more discussion about the CWSPT findings and that it seems that a referendum would be the only way to pay for anything new. Director Gibble talked about the survey done in 2011 and the percentage of community members would be willing to pay more. Ron Vine that did the survey would want the percentage higher. Commissioner Graves noted he feels the community center is a priority also. President Strack noted the Board needs to decide if they go with the top items from the CWSPT or do another survey. Commissioner Schulz noted the District is going to need to address the sports complex area. Commissioner Kroeger felt that if we did a survey it would take away from the work that the CWSPT did. Commissioner Graves also felt we should not do a survey. Director Gibble noted it sounds like the Board is in agreement with what the CWSPT came up with as the top things. The Board needs to decide if we just go with the top things or try to include other smaller things. Supt. of Golf Operations suggested surveying our players or customers internally with specific questions based on what the CWSPT came up with. Director Gibble noted the Board needs to take the ideas from the CWSPT and refine them. Then come up with a plan and take back to the CWSPT. Then work on ways to fund these ideas. Commissioner Schulz noted the Board needs to think about down the road – that we stay contiguous when adding things. President Strack suggested breaking down the projects and not combining them. Let the community decide which ones they would pay more for.

Presentation of Three Scenarios Developed by Strategic Planning Team- cont'd – Director Gibble noted that there can be no more than 2 questions on a ballot. By President Strack wanting to break down though, this is a start of the Board prioritizing the ideas from the CWSPT. President Strack feels we would not be able to get all the money to do trails, community center and pool together. Director Gibble noted we should keep the trails in the mix because there are 80% grants available for trails. If it gets to the point of deciding on where to build things, the District should bring in the City Manager and look things over. The Board was comfortable with the A group (Trail Connections & Community Center). Commissioner Kroeger feels the community needs to know that we have a plan for a focused location all in the same area. The Board came to a consensus that under the B group should be the Sports Complex and Irrigation at the Golf Course and under the C group should be a Pool and a Splash Pad. Lastly, the group identified a Dog Park and a Skate Park for Group D. Director Gibble suggested coming up with a starting point budget at the July meeting and come up with a timeline. Then present to the CWSPT in August.

Adjournment
Motion

The Board adjourned the Regular Session to go into Executive Session at 7:29 p.m. on a motion made by Commissioner Strack for the reason listed below. The motion was seconded by Commissioner Schulz.

Roll Call

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

The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

The Board convened to Executive Session at 7:33 p.m. The roll was called with Commissioners Graves, Kroeger, Schulz and Strack present along with Director Gibble.

Motion

The Board adjourned the Executive Session at 8:11p.m. and reconvened to Regular Session on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Graves.

Voice Vote

President track called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 4-0. Commissioner Tucker was absent.

Motion

The Board adjourned the Regular Session at 8:11 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted,

Daniel Gibble
Secretary, Sycamore Park District

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, June 25, 2013**

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

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

Guests at the Board meeting were:

Scott Buzzard – CAC

Anita Zurbrugg – DeKalb County Community Foundation

**Regular and Consent Agenda Approval –
Motion**

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

Voice Vote

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

**Approval of Minutes –
Motion**

Commissioner Schulz moved to approve the May 28, 2013 Regular Meeting Minutes and May 28, 2013 Special Meeting Minutes. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Motion

Commissioner Tucker moved to approve the May 28, 2013 Executive Session Minutes to remain confidential. Commissioner Schulz seconded the Motion.

Voice Vote

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

Petition and Public Comment – None

Presentation by DeKalb County Community Foundation – Supt. of Recreation Desch introduced Anita Zurbrugg from the DeKalb County Community Foundation. He noted she is here to present the District with a check. Since 2005 we have received over \$12,000 for different projects from the Foundation. We are fortunate to now receive a check in the amount of \$3250 for the new aquatic lift. This will pay for part of this. He noted he would like to thank Julie Eggleston – Director of KSRA who helped with the grant for the lift. Anita Zurbrugg then presented the check to the District.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday June 25, 2013
 P 2

Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$215,673.51.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

Correspondence-

- Cornerstone Christian Academy
- Sycamore Pumpkin Festival Committee
- Clubhouse Rental Questionnaire – Virginia Jones
- Clubhouse Rental Questionnaire – Yvonne Vallong
- Clubhouse Rental Questionnaire – Monica SanPedro

Positive Feedback/Reports

- President Strack noted consistently the clubhouse questionnaires are very positive. That is a tribute to the people in concessions. The Board appreciates their efforts.
- President Strack noted he has had some influential people come up to him to comment on how beautiful the course looks. This is positive for the District as a whole.
- Commissioner Tucker noted the course looks great and the tennis courts are great. The packet this month was impressive.
- Commissioner Kroeger noted he is hearing positive things on the course also. They are liking the longer rough.
- Commissioner Kroeger noted he felt the Park Tour went well. All did a nice job putting it together.
- Commissioner Schulz noted the Chief Black Partridge Park walkway is beautiful. She gave credit to Terri Gibble on her piece on the Reston Ponds.
- Commissioner Graves noted the response from the Merry Oaks Board was nice. He also noted the golf website is great and easy to read.
- President Strack noted he is impressed where the budget is with the golf course. Looks like concessions is ahead of budget and the pool is holding its own. All are doing great.
- Commissioner Graves noted concessions did a great job handling the number of people during the Shriners outing that was rained out.
- President Strack noted the concessions staff is always positive and always with a smile.

Department Presentations

Supt. of Finance Hienbuecher –Status of Inventory Control Measures – Supt. of Finance Hienbuecher handed out information on the inventory. She noted the District started using the POS system to monitor inventory in the pro shop and concessions. She went over the procedure set in place for both locations to handle inventory from the beginning to the end.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday June 25, 2013
 P 3

Old Business –

Discussion and Consensus on Report Back to CWSPT - President Strack noted that he, Commissioner Schulz, and Director Gibble talked about the three of them getting together to make a basic framework and bring back to the board based on the discussion from the last study session. Director Gibble noted the next study session is scheduled for July 16th. He will send out a meeting wizard to find a date on another meeting to get with the CWSPT again.

Parameters for Board Negotiations - President Strack noted he is still looking for more definition or a parameter on how he should represent the Board. Commissioner Kroeger noted we need to be careful dealing with the negotiations with DeKalb and what is said. Commissioner Tucker noted the President is always wearing the hat of the President. Director Gibble noted this is tied in our By-Laws. He noted that President Strack needs to know how much room he has and needs to be able to have opportunities to get the Boards perceptions on certain issues before he can speak on them. Director Gibble suggested giving thought to how to manage this and put in the by-laws, so structures are in place. President Strack noted he is hearing the Board wants him to be very cautious in any situation.

Future Study Sessions – This was already discussed.

Second DRAFT Review of Personnel Policy - Director Gibble noted this is a second review and looking for final approval at the next month's meeting. He has sent to counsel and PDRMA to check over. Staff has had copies available to view. He also went over a few of the changes. He asked the Board to let him know if there are any concerns or questions.

Final Review of Future Grant Opportunities - Director Gibble noted he wants the Board to be familiar with the grants that are available.

Adoption of Image Plans for Sycamore Park District – Director Gibble noted the Board had this last month and he recommends approval.

Motion

Commissioner Schulz moved to approve the Sycamore Park District Image Plan.
 Commissioner Kroeger seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday June 25, 2013
P 4

Adoption of Policy on Director Approval of After Hours Events – President Strack noted in the past things come to the Board for approval. Director Gibble noted this is an addition to our conduct ordinance. Commissioner Kroeger had brought up about the sports groups after dusk. Director Gibble noted this is covered under the affiliate agreements.

Motion

Commissioner Tucker moved to approve the addition to the conduct ordinance to allow Director Gibble to make approvals on requests. Commissioner Schulz seconded the Motion.

Roll Call

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

Quarterly Review of Goals and Objectives – Director Gibble noted the Board will see this every three months.

Award Parking Paving Bid – Director Gibble noted we are working with the City of Sycamore again. There were five bidders for the work and the low bidder was Schroeder. The City has approved it and he recommends the Board approve the low bidder in the amount of \$65,927.00. This will probably start in the fall.

Motion

Commissioner Schulz moved to approve the bid by Schroeder for the paving. Commissioner Kroeger seconded the Motion.

Roll Call

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

New Business

Adoption of Prevailing Wage Ordinance –

Motion

Commissioner Schulz moved to adopt the Prevailing Wage Ordinance. Commissioner Graves seconded the Motion.

Roll Call

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

Annual Review of CAC By-Laws – President Strack noted the language was cleaned up.

Motion

Commissioner Graves moved to approve the CAC By-Laws. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday June 25, 2013
 P 5

Annual Review of Board By-Laws –

Motion

Commissioner Graves moved to approve the Board By-Laws. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Bi-Annual Review of Executive Session Minutes – President Strack noted that Director Gibble is recommending approval of all of the 2008 Executive Session minutes except April 22, 2008. Director Gibble noted we are required by law to review twice a year, so this will happen in January and July of each year. You are entitled to go into Executive Session to discuss specifics of any meeting.

Motion

Commissioner Tucker moved to approve to release all of the 2008 Executive Session Minutes except April 22, 2008 and staff is authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago. Commissioner Schulz seconded the Motion.

Roll Call

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

Quarterly Capital Funds Update – Supt. of Finance Hienbuecher noted this is in the format the Board requested. Commissioner Kroeger asked about the back hoe on the list. Supt. of Parks & Facilities Donahoe noted ours is 30 years old and is looking to get a mini excavator. He has been looking at joint purchasing alliance pricing.

Technology Assessment Update – Director Gibble noted this process is part of the Short Term Goals and Objectives. The assessment will let us look at different ways of solving our technology issues. We need to have someone outside from the current organizations we now use to give us an independent assessment. It will identify the problems and what the cost will be. This needs to be done before deciding on a new server. He is recommending not doing the server work now, but concentrate on our backup system. He has already authorized Supt. of Finance Hienbuecher to get the backup system updated since this is an urgent issue.

Public Input - None

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday June 25, 2013
P 6

Adjournment

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:32 pm on a motion made by Commissioner Schulz for the reason listed below. The motion was seconded by Commissioner Graves.

Roll Call

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

#5 The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

The Board convened to Executive Session at 7:35 pm. on a motion by Commissioner Schulz. The motion was seconded by Commissioner Kroeger. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present along with Director Gibble and Recording Secretary Freeman.

Motion

The Board adjourned the Executive Session at 8:00 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

Voice Vote

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

Motion

The Board adjourned the Regular Session at 8:04 p.m. on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 07/17/2013
 TIME: 08:29:59
 CD: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 06/26/2013 TO 07/17/2013

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

AT&T A T & T
 031118609001070613
 01 COMM CTR 207500096700 07/06/13 52132 07/17/13 79.86 79.86
 02 ADMIN 101000096700 50.67
 03 ADMIN 201000096700 6.69
 04 ADMIN - FAX 101000096700 4.54
 05 ADMIN-FAX 101000096700 4.53
 06 PRO SHOP 101000096700 6.74

VENDOR TOTAL: 79.86

BANK THE BANK OF NEW YORK MELLON

252-1703859 01 AGENT FEES 701000156902 05/02/13 52117 07/02/13 225.00 225.00

VENDOR TOTAL: 225.00

CITY CITY OF SYCAMORE

1020502000-0713 01 WATER-SEWER- CC 2075000096704 06/28/13 52118 07/02/13 105.40 34.75

1271000000-0713 01 WATER-SEWER MAINT 1015000096704 06/28/13 52118 07/02/13 105.40 70.65

VENDOR TOTAL: 105.40

COMMONWEALTH EDISON

060413 01 FOUNDERS PARK 101500096702 06/06/13 52133 07/17/13 533.89 533.89

02 BOYNTON PARK 101500096702 18.01

03 KIWANIS PARK 101500096702 16.10

04 EMIL CASSIER PARK 101500096702 39.24

05 COMM CTR 207500096702 15.64

06 COMM CTR 207500096702 212.95

07 SYCAMORE LAKE 101500096702 157.61

08 GOOD TYMES SHELTER 101500096702 15.64

09 WETZEL PARK 101500096702 43.06

101500096702 15.64

VENDOR TOTAL: 533.89

CONSTELLATION NEWENERGY

0010695225 01 SPORTS COMPLEX 202100096702 07/07/13 52134 07/17/13 743.95 743.95

02 MAINT BLDG 101500096702 481.07

03 MAINT BLDG 101500096702 131.44

VENDOR TOTAL: 743.95

DATE: 07/17/2013
 TIME: 08:29:59
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 06/26/2013 TO 07/17/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
EUCL		EUCLID BEVERAGE LTD.							
	2355303978	01 BEER CANS	303000086634	07/12/13		52135	07/17/13	624.20	624.20
		02 KEG BEER	303000086634						355.20
		03 KEG RETURN	303000086634						242.00
		04 MIKES	303000086632						-60.00
		05 DELIVERY CHARGE	303000086634						84.00
									3.00
								VENDOR TOTAL:	624.20
FOOT		FOOTJOY							
	5060350	01 SHOES	501000001305	06/24/13		52136	07/17/13	77.94	77.94
									77.94
								VENDOR TOTAL:	77.94
FOX		FOX RIVER FOODS							
	33537	01 FRYER OIL	303000086617	06/25/13		52108	06/28/13	1,367.66	-100.50
									-100.50
	578244	01 CUPS	303300076550	06/25/13		52108	06/28/13	1,367.66	1,468.16
		02 CUPS	303400076550						115.44
		03 SLICED CHEESE	303000086612						74.49
		04 SLICED CHEESE	303300086612						49.89
		05 POPCORN	303300086621						49.89
		06 NACHO CHEESE	303300086620						245.00
		07 HOT DOGS-BRATS	303300086615						183.45
		08 RIBAQUE-PORK CHOPS	303300086613						465.37
		09 FRYER OIL	303000086617						178.88
		10 DELIVERY CHARGE	303300086621						100.50
									5.25
								VENDOR TOTAL:	1,367.66
FRONTIER		FRONTIER							
	062813	01 COMMUNITY CTR	207500096700	06/28/13		52137	07/17/13	1,492.31	1,492.31
		02 MAINT BLDG	207500096700						340.54
		03 MAINT BLDG	504100096700						196.68
		04 POOL	504100096700						196.67
		05 ADMINISTRATION	504100096700						39.50
		06 ADMINISTRATION	504100096700						320.95
		07 PRO SHOP	504100096700						320.96
									77.01
								VENDOR TOTAL:	1,492.31

FROM 06/26/2013 TO 07/17/2013

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ALO	00437056-2	01 FRT FOR INV 00437056-2	518100066410	06/12/13		52109	06/28/13	11.54	11.54
									11.54
									VENDOR TOTAL: 11.54
INT	15817	HINTZSCHE OIL							
	15818	01 OLD TANKS - GAS GOLF	504000076515	05/22/13		52111	06/28/13	6,284.94	1,144.29
									1,144.29
									VENDOR TOTAL: 1,037.67
									103.31
									169.97
									94.15
									670.24
	15819	01 DIESEL - GOLF	504100076515	05/22/13		52111	06/28/13	6,284.94	1,718.85
									642.85
									728.14
									347.86
	8743	02 DIESEL - PARKS	101500076515						
		03 DIESEL - SC	202100076515						
									VENDOR TOTAL: 503.86
									47.15
									63.56
									23.15
									370.00
	8744	01 GASOLINE - GOLF	504100076515	06/03/13		52111	06/28/13	6,284.94	1,372.48
									526.39
									537.31
									308.78
									VENDOR TOTAL: 6,284.94
IL2	071613	IL STATE POLICE SERVICES FUND		07/16/13		52138	07/17/13	1,000.00	1,000.00
									500.00
									500.00
									VENDOR TOTAL: 1,000.00
KELLEYW		KELLY WILLIAMSON COMPANY							
									VENDOR TOTAL: 1,054.50
									1,054.50

FROM 06/26/2013 TO 07/17/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
IN-048590		01 GARBAGE CANS - PARKS & SPORTS	101500066404	03/13/13		52129	07/12/13	1,054.50	1,054.50
		02 GARBAGE CANS - PARK & SPORTS	202100066404						704.50
									350.00
NICOR	NICOR GAS						VENDOR TOTAL:		1,054.50
062713		01 COMM CTR	207500096703	06/27/13		52139	07/17/13	3,382.47	3,382.47
		02 MAINT BLDG	101500096703						40.37
		03 MAINT BLDG	504100096703						678.35
		04 POOL	518100096703						678.36
		05 UPSTAIRS OFFICE	101000096703						1,816.03
		06 ADMINISTRATION	101000096703						26.21
		07 ADMINISTRATION	201000096703						41.16
		08 PRO SHOP	504000096703						41.16
		09 CLUBHOUSE	303000096703						17.64
		10 PUMP HOUSE	504100096703						25.55
PEPSI	PEPSI COLA GEN. BOT.						VENDOR TOTAL:		3,382.47
23299909		01 WATER-BOTTLE POP	303300086631	06/24/13		52140	07/17/13	2,403.16	2,403.16
		02 BIB FNT POP	303300086630						1,844.93
		03 WATER-BOTTLE POP	303400086631						154.81
		04 WATER-BOTTLE POP	303000086631						39.01
		05 BIB FNT POP	303000086630						280.71
									83.70
REINHART	REINHART FOOD SERVICE						VENDOR TOTAL:		2,403.16
432129		01 RETURN-WRONG ITEM	303000086610	04/11/13		52131	07/15/13	3,333.76	-25.90
									-25.90
432132		01 SAUSAGE	303000086610	04/11/13		52131	07/15/13	3,333.76	21.24
									21.24
468893		01 EVENT REBATE	303000086615	06/06/13		52131	07/15/13	3,333.76	-4.00
									-4.00
481787		01 GATORADE	303300086631	06/25/13		52131	07/15/13	3,333.76	2,757.33
		02 CHIPS	303300086632						595.80
									217.30

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

DATE: 07/17/2013
TIME: 08:29:59
D: AP450000.WOW

FROM 06/26/2013 TO 07/17/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
481787		03 CHKN BRSTS--BURGERS	303300086613	06/25/13		52131	07/15/13	3,333.76	2,757.33
		04 HOT DOGS - BRATS	303300086615						579.26
		05 SOFT PRETZELS	303300086619						700.16
		06 GATORADE	303400086631						247.04
		07 GATORADE	303000086631						19.86
		08 HOT DOGS - BRATS	303000086615						79.44
		09 HAMBURGER BUNS	303000086613						175.04
		10 ITALIAN BEEF	303500086640						24.92
		11 DELIVERY CHARGE	303300086615						113.52
									4.99
489068		01 CHIPS	303300086622	07/05/13		52131	07/15/13	3,333.76	585.09
		02 SOFT PRETZELS	303400086619						55.79
		03 KETCHUP-RELISH	303000086629						61.76
		04 SHORTENING/FRYER OIL	303000086617						56.63
		05 SOUR CREAM	303000086629						22.49
		06 COLD MEAT	303000086612						24.50
		07 GATORADE	303000086631						164.17
		08 CUPS	303000076550						39.72
		09 GLOVES-FIRST AID POOL	518000076513						125.15
		10 DELIVERY CHARGE	303000086612						29.89
									4.99
492771		01 STEAKS	303500086640	07/11/13		52141	07/17/13	321.11	280.01
493819		01 POTATO SALAD	303500086640	07/12/13		52141	07/17/13	321.11	280.01
									41.10
									41.10
									3,654.87
STATE		STATE CHEMICAL MFG.						VENDOR TOTAL:	
96181870		01 HAND CLEANER-SHOP	504100076510	03/26/13		52128	07/11/13	172.22	172.22
		02 HAND CLEANER - SHOP	202100076510						57.40
		03 HAND CLEANER - SHOP	101500076510						57.40
									57.42
SUP		SUPERIOR BEVERAGE						VENDOR TOTAL:	172.22
00229498		01 BEER CAN	303000086634	07/05/13		52142	07/17/13	502.30	192.10
		02 ARNIE PALMERS	303000086631						101.10
		03 DELIVERY CHARGE	303000086631						88.00
									3.00
535051				06/21/13		52112	06/28/13	336.40	336.40

DATE: 07/17/2013
 TIME: 08:29:59
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 06/26/2013 TO 07/17/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
535051		01 BEER CANS	303000086634	06/21/13		52112	06/28/13	336.40	336.40
		02 BEER KEG	303000086634						242.20
		03 KEG RETURN	303000086634						121.00
		04 DELIVERY CHARGE	303000086634						-30.00
									3.20
535165		01 BEER CANS	303000086634	07/12/13		52142	07/17/13	502.30	310.20
		02 KEG BEER	303000086634						202.20
		03 KEG RETURN	303000086634						121.00
		04 ARNIE PALMERS	303000086631						-60.00
		05 DELIVERY CHARGE	303000086634						44.00
									3.00
SYCPK2		SYCAMORE PARK DISTRICT						VENDOR TOTAL:	838.70
062713		01 REIMB TO PETTY CASH FOR STORM	301000001010	06/27/13		52099	06/27/13	200.00	200.00
SYCPUMP		SYCAMORE PUMPKIN FESTIVAL COMM						VENDOR TOTAL:	200.00
		PARADE ENTRY 1							
		01 PARADE ENTRY	101000046214	07/09/13		52125	07/09/13	30.00	30.00
		PARADE ENTRY 2							
		01 PARADE ENTRY 2	101000046214	07/09/13		52126	07/09/13	30.00	30.00
									30.00
								VENDOR TOTAL:	60.00
00000024		DOBBERSTEIN, MELISSA							
063013		01 ALDI REIMBURSE	303500086640	06/30/13		52119	07/02/13	57.87	57.87
		02 ALDI REIMBURSE	303000086632						27.85
		03 ALDI REIMBURSE	303000086629						5.27
		04 ZANDER TIP	303500003090						1.99
									22.76
									57.87
									27.85
									5.27
									1.99
									22.76
00000531		WHITE, LISA						VENDOR TOTAL:	57.87
063013		01 MILEAGE	201000046211	06/30/13		52120	07/02/13	54.24	54.24
									54.24
								VENDOR TOTAL:	54.24

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

DATE: 07/17/2013
TIME: 08:29:59
D: AP450000.WOW

FROM 06/26/2013 TO 07/17/2013

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
0000800	SPEARS, REBECCA								
	062813	01 JR SOCCER REFUND	205550076218	06/28/13		52113	06/28/13	52.00	52.00
									52.00
									VENDOR TOTAL: 52.00
0000802	MCADAMS, JENNIFER								
	062513	01 FOOTBALL REFUND	205550026218	06/25/13		52127	07/09/13	52.00	52.00
									52.00
									VENDOR TOTAL: 52.00
0000803	VIERECKL								
	071113	01 DOG OBEDIENCE REFUND	205230086218	07/11/13		52143	07/17/13	50.00	50.00
									50.00
									VENDOR TOTAL: 50.00
0000804	FISCHER, HALEY								
	MILEAGE	01 MILEAGE	201000046211	07/17/13		52144	07/17/13	34.52	34.52
									34.52
									VENDOR TOTAL: 34.52
TEK	TEK DIRECT								
	3005443	01 PAPER TOWELS-TOILET PAPER	303000076510	07/05/13		52145	07/17/13	405.00	405.00
		02 TOILET BOWL CLEANER	303300076510						225.69
		03 BLEACH	303000076510						13.44
		04 BLEACH	303300076510						4.92
		05 BLEACH	303400076510						1.23
		06 TOILET PAPER-PAPER TOWEL-CC	207500076510						1.23
		07 TOILET PAPER - POOL	518000076510						71.43
		08 PAPER TOWELS-MAINT	504100076510						73.53
		09 PAPER TOWELS-MAINT	101500076510						6.76
									6.77
									VENDOR TOTAL: 405.00
HELIFE	THE LIFEGUARD STORE								
	INV153408	01 UNIFORMS	518000046215	06/28/13		52121	07/02/13	71.00	71.00
									71.00
									VENDOR TOTAL: 71.00
TITL	TITLEIST DRAWER CS								
	1764145			06/03/13		52122	07/02/13	3,964.19	2,825.98

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 06/26/2013 TO 07/17/2013

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

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
	1764145	01 BALLS FOR STOCK	501000001300	06/03/13		52122	07/02/13	3,964.19	2,825.98 2,825.98
	1775291	01 BALLS FOR STOCK	501000001300	06/05/13		52122	07/02/13	3,964.19	910.14 910.14
	1792768	01 BALLS FOR STOCK	501000001300	06/11/13		52122	07/02/13	3,964.19	228.07 228.07
	1844462	01 SPECIAL ORDER CLUBS	501000001302	06/21/13		52146	07/17/13	1,192.26	427.06 427.06
	1856669	01 CUSTOM GOLF BALLS	501000001300	07/02/13		52146	07/17/13	1,192.26	765.20 765.20
TOUR	TOUR EDGE GOLF MFG. INC.							VENDOR TOTAL:	5,156.45
	IN-00968510	01 SPECIAL ORDER CLUBS	501000001302	07/01/13		52147	07/17/13	307.92	307.92 307.92
JFOODS	US FOODS INC							VENDOR TOTAL:	307.92
	1095785	01 ICE CREAM	303300086626	06/17/13		52115	06/28/13	840.13	840.13
		02 NACHO CHIPS	303300086620						85.19
		03 HAMBURGER	303300086613						43.95
		04 HOT DOGS	303300086615						52.38
		05 SOFT PRETZELS	303300086619						25.80
		06 ICE CREAM	303400086626						71.64
		07 NACHO CHIPS	303400086620						43.67
		08 HOT DOGS	303400086615						14.65
		09 SOFT PRETZELS	303400086619						25.80
		10 CHIPS	303000086622						71.64
		11 FRYER OIL-FRIES-ORINGS-CHED	303000086617						146.64
		12 NUG-MOZZ STICKS	** COMMENT **						212.24
		13 MAYO PACKETS	303000086629						0.00
		14 POP LIDS	303000076550						13.20
								VENDOR TOTAL:	33.33
VISACA	VISA CARDMEMBER SERVICE							VENDOR TOTAL:	840.13
	060413			06/04/13		52116	06/28/13	1,330.07	1,330.07

DATE: 07/17/2013
 TIME: 08:29:59
 D: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 9

FROM 06/26/2013 TO 07/17/2013

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
060413		01 GARAGE DOOR OPENER-LIONS	2021000066401	06/04/13		52116	06/28/13	1,330.07	1,330.07
		02 RAINSUITS	1015000046215						38.52
		03 SAFETY MASKS-GLOVES-GOGGLES	1015000076514						54.71
		04 CONSTANT CONTACT	1010000046214						16.62
		05 CONSTANT CONTACT	2010000046214						16.63
		06 SUPPLIES	1015000076500						19.98
		07 SUPPLIES	2021000076500						19.98
		08 SUPPLIES	5041000076500						19.98
		09 FOOD & SUPPLIES FOR MEETINGS	1010000046212						60.46
		10 FOOD & SUPPLIES FOR MEETINGS	2010000046212						60.46
		11 MAINT MGMT SCHOOL - BOARD	1010000046207						464.44
		12 MAINT MGMT SCHOOL - BOARD	2010000046207						464.44
		13 POSTAGE	1010000046202						19.58
		14 POSTAGE	2010000046202						19.57

VENDOR TOTAL: 1,330.07

WALMART COMMUNITY

ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
61613	01 OSCAR SUPPLIES-RACQUETS	205010216216	06/16/13	52124	07/02/13	1,344.42	1,344.42
	02 MTO SNACKS	205340016216					131.14
	03 LYSOL	303000076551					10.48
	04 ENGLISH MUFFINS-DANISHES	303000086610					3.96
	05 SUB BUNS-BREAD	303000086612					31.06
	06 HOT DOG BUNS	303000086615					24.08
	07 PEANUTS-SNACK MIX-COOKIES	303000086618					70.31
	08 FRUIT SNACKS-CANDY	303000086624					72.49
	09 ONIONS-KETCHUP-LETTUCE-TOMATO	303000086629					99.26
	10 CREAMER-COFFEE	303000086632					47.50
	11 LIMES-LEMONS-BLOODY MARY MIX	303000086636					67.71
	12 HOT DOG BUNS	303300086615					21.80
	13 COOKIES-GRANOLA BARS-PEANUTS	303300086618					47.17
	14 POPCORN	303300086621					70.57
	15 STRING CHEESE	303300086623					7.24
	16 303300086624	303300086624					8.98
	17 HOT CHOCOLATE	303300086632					236.62
	18 HOT DOG BUNS	303400086615					9.92
	19 COOKIES-PEANUTS-SNACK MIX	303400086618					12.46
	20 POPCORN SALT	303400086621					52.06
	21 STRING CHEESE	303400086623					7.24
	22 FRUIT SNACKS-CANDY	303400086624					8.98
	23 BREAD-HAM SALAD	303500086640					267.46
	24 FIRST AID SUPPLIES	5180000076513					15.90

VENDOR TOTAL: 1,344.42

TOTAL --- ALL INVOICES: 34,068.23

BLANK

DATE: 07/17/2013
TIME: 10:51:47
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board

PAGE: 1 21

INVOICES DUE ON/BEFORE 07/18/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	4,608.99	2,681.25
BOCKY	BOCKYN, LLC	1,800.00	150.00
CINTA	CINTAS CORPORATION #355	735.11	14.88
CLEANUSA	CLEAN USA CLEANING & RESTORATI		244.80
DEKAM	DEKALB MECHANICAL INC	710.52	392.25
ECO	ECOWATER SYSTEMS, INC.	343.00	12.74
ENVIR	ENVIRONMENTAL SERVICES	260.00	17.50
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,492.50	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	7,848.47	126.55
KISHCORP	KISHWAUKEE CORPORATE HEALTH		92.27
MID	MID-CITY OFFICE PRODUCTS	216.15	89.94
NEXT	NEXTEL COMMUNICATIONS	2,336.91	100.07
OF	OFFICE DEPOT	1,013.84	44.11
SOFT	SOFT WATER CITY	2,879.07	19.50
STAPLES	STAPLES ADVANTAGE	636.82	85.46
TBC	TBC	12,104.16	429.51
	ADMINISTRATION		4,652.71
15	PARKS		
BANN	BANNER UP SIGNS	346.00	64.00
CINTA	CINTAS CORPORATION #355	735.11	37.35
DEKA	DEKALB LAWN & EQUIPMENT CO.	1,808.07	51.15
DEKA3	DEKALB IRON & METAL CO.	415.35	36.60
HOWARD	HOWARD LEE & SONS INC		132.00
JOHNDEFI	JOHN DEERE FINANCIAL	4,795.84	78.43
LOWE	LOWE'S	3,101.39	724.36
MAR	ARCH CHEM-MARINE BIOCHEM	1,973.50	1,149.00
MENA	MENARDS - SYCAMORE	3,646.85	298.98
MROUT	MR OUTHOUSE	5,870.00	780.00
NAPA	NAPA AUTO PARTS - GENOA		71.32
NEXT	NEXTEL COMMUNICATIONS	2,336.91	47.29
PROS	PROSAFETY, INC.	63.80	30.83
REESE	REESE RECREATION		335.60
SOFT	SOFT WATER CITY	2,879.07	39.00
VERM	VERMEER-ILLINOIS INC.	537.19	284.92
VULC	VULCAN MATERIALS CO.	26.01	28.17
	PARKS		4,189.00
RECREATION			

INVOICES DUE ON/BEFORE 07/18/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
10	ADMINISTRATION		
BOCKY	BOCKYN, LLC	1,800.00	150.00
CINTA	CINTAS CORPORATION #355	735.11	4.23
ECO	ECOWATER SYSTEMS, INC.	343.00	12.74
ENVIR	ENVIRONMENTAL SERVICES	260.00	17.50
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,492.50	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	7,848.47	126.55
KISHCORP	KISHWAUKEE CORPORATE HEALTH		92.27
MID	MID-CITY OFFICE PRODUCTS	216.15	29.54
NEXT	NEXTEL COMMUNICATIONS	2,336.91	39.57
OF	OFFICE DEPOT	1,013.84	8.02
SERVICE	SERVICEMASTER RESTORATION AND	2,334.00	95.00
SHAW	SHAW SUBURBAN MEDIA	1,775.92	373.32
STAPLES	STAPLES ADVANTAGE	636.82	85.48
TBC	TBC	12,104.16	429.51
	ADMINISTRATION		1,615.60
21	SPORTS COMPLEX MAINTENANCE		
BSN	BSN SPORTS	2,740.19	127.17
ENVIR	ENVIRONMENTAL SERVICES	260.00	25.00
GRAYBAR	GRAYBAR		37.89
MROUT	MR OUTHUSE	5,870.00	765.00
NEXT	NEXTEL COMMUNICATIONS	2,336.91	126.83
PIO	PIONEER MANUFACTURING CO.	120.00	180.00
WAGN	WAGNER AGGREGATE, INC.	516.31	167.48
WASTE	WASTE MANAGEMENT	2,687.92	730.95
	SPORTS COMPLEX MAINTENANCE		2,160.32
50	PROGRAMS - YOUTH		
ONEAG	ON EAGLES WINGS EQUINE CENTER	600.00	200.00
ROCKNKID	ROCK-N-KIDS INC		500.00
	PROGRAMS - YOUTH		700.00
52	PROGRAMS - ADULT		
DICKMAN	DICKMAN, LORI		120.00
T0000811	VIERECKL, LORI		50.00
	PROGRAMS - ADULT		170.00

DATE: 07/17/2013
TIME: 10:51:47
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/18/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS	2,336.91	19.79
	PROGRAMS - FAMILY		19.79
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION	3,792.00	4,955.00
CHICABUL	CHICAGO BULLS/WHITE SOX ACADEM		496.00
T0000793	SPEARS, REBECCA		52.00
T0000808	MELNICK, JEN		115.00
	PROGRAMS - YOUTH ATHLETICS		5,618.00
56	PROGRAMS - FITNESS		
T0000807	HANS, CONNIE		30.00
T0000809	PESKA, KATIE		32.00
T0000810	SEBBY, ANDREA		10.00
	PROGRAMS - FITNESS		72.00
59	PROGRAMS - DANCE		
PERF	PERFORMING ARTS ACADEMY	2,050.00	696.00
	PROGRAMS - DANCE		696.00
61	PROGRAMS - CONCERTS		
CRAZYTAL	CRAZY TALK - FRANK BAILEY		800.00
DIGG	DIGGING RECORDS, INC.	200.00	900.00
	PROGRAMS - CONCERTS		1,700.00
75	COMMUNITY CENTER		
AT&T1	A T & T	301.31	49.95
C&L	C & L PROPERTIES, L.L.C.	32,352.57	5,195.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	7,848.47	151.89

DATE: 07/17/2013
TIME: 10:51:47
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/18/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
SOFT	SOFT WATER CITY	2,879.07	143.00
SWAN	SWANSON VACUUM	45.85	61.80
	COMMUNITY CENTER		5,601.64
SPECIAL RECREATION			
10	ADMINISTRATION		
PHN	PHN ARCHITECTS	6,475.00	962.50
SHAW	SHAW SUBURBAN MEDIA	1,775.92	85.66
	ADMINISTRATION		1,048.16
INSURANCE			
10	ADMINISTRATION		
FIRST	FIRST NONPROFIT UNEMPLOYMENT	5,045.00	2,522.50
PDRMA	PDRMA		27,242.00
	ADMINISTRATION		29,764.50
PAVING & LIGHTING			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	16,632.15	6,968.75
	ADMINISTRATION		6,968.75
CONCESSIONS			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC	715.64	-417.60
	ADMINISTRATION		-417.60
30	CLUBHOUSE CONCESSIONS		
LOWE	LOWE'S	3,101.39	14.24
MENA	MENARDS - SYCAMORE	3,646.85	123.47

DATE: 07/17/2013
TIME: 10:51:47
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/18/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
NEXT	NEXTEL COMMUNICATIONS	2,336.91	19.79
SPEC	SPECIAL FX	1,351.00	123.00
	CLUBHOUSE CONCESSIONS		280.50
33	SPORTS COMPLEX CONCESSIONS		
BATTERIE	BATTERIES PLUS	60.95	4.95
T0000024	DOBBERSTEIN, MELISSA	246.35	19.52
	SPORTS COMPLEX CONCESSIONS		24.47
GOLF COURSE			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC	715.64	1,822.28
HORN	HORNUNG'S PRO GOLF SALES INC.	2,084.14	203.46
	ADMINISTRATION		2,025.74
40	GOLF OPERATIONS		
ALLST	ALL STAR PRO GOLF		271.01
CINTA	CINTAS CORPORATION #355	735.11	3.93
NEXT	NEXTEL COMMUNICATIONS	2,336.91	39.57
NORTHSTA	NORTHERN STAR		430.08
PLAY	PLAYERS GOLF CARS		3,315.00
SOFT	SOFT WATER CITY	2,879.07	52.00
	GOLF OPERATIONS		4,111.59
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	6,881.48	2,970.74
CARQ	CARQUEST AUTO PARTS	3,348.16	16.99
CINTA	CINTAS CORPORATION #355	735.11	37.35
CINTA2	CINTAS FAS LOCKBOX 636525	719.25	13.54
FAULK	FAULKS BROS. CONSTRUCTION		668.64
GROWING	GROWING SOLUTIONS INC		419.00
JOHNDE	JOHN DEERE LANDSCAPES/LESCO	296.20	480.26

DATE: 07/17/2013
 TIME: 10:51:47
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/18/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
41	GOLF MAINTENANCE		
MENA	MENARDS - SYCAMORE	3,646.85	38.77
MROUT	MR OUTHOUSE	5,870.00	165.00
NEXT	NEXTEL COMMUNICATIONS	2,336.91	43.53
VULC	VULCAN MATERIALS CO.	26.01	78.29
	GOLF MAINTENANCE		4,932.11
SWIMMING POOL			
80	POOL		
GRAI	GRAINGER	1,689.73	255.80
OF	OFFICE DEPOT	1,013.84	28.17
SOFT	SOFT WATER CITY	2,879.07	221.00
T0000805	GEISER, DEBBIE		32.00
	POOL		536.97
81	POOL MAINTENANCE		
CLEAR	CLEARVIEW POOLS, INC.		112.83
FASTSER	FAST SERVICE		123.59
GRAI	GRAINGER	1,689.73	367.92
HALO	HALOGEN SUPPLY COMPANY, INC.	705.71	455.01
HAWK	HAWKINS INC	2,609.59	15.00
MENA	MENARDS - SYCAMORE	3,646.85	9.98
NEWB1	NEWBY POOL & SPA	224.84	885.00
UNIT	UNITED LABORATORIES	1,046.51	287.02
	POOL MAINTENANCE		2,256.35
82	SWIM LESSONS		
T0000806	DEMPSEY, MARY		49.00
	SWIM LESSONS		49.00
CAPITAL PROJECTS			
10	ADMINISTRATION		
BANN	BANNER UP SIGNS	346.00	1,035.00

DATE: 07/17/2013
TIME: 10:51:47
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/18/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CAPITAL PROJECTS			
10	ADMINISTRATION		
BSN	BSN SPORTS	2,740.19	1,639.99
ENCAP	ENCAP, INC	57,550.00	12,465.00
	ADMINISTRATION		15,139.99
	TOTAL ALL DEPARTMENTS		93,915.59

Interim \$ 34,068.23
New \$ 93,915.59

total \$ 127,983.82

BLANK

To: Board of Commissioners

From: Jackie Hienbuecher

Subject Monthly Report

Date: July 30, 2013

Administrative Initiatives (7/1/13 – 7/31/13)

- Attended Superintendent Meetings.
- Reviewed and made recommendations to finalize the Sycamore Park District Personnel Manual.
- Discussed with IMRF representative, Jon Renner, benefit options.
- Staff completed consolidation of Ordinances/Resolutions 2008-present.
- Reviewed various spreadsheets for staff to ensure accuracy.
- Filed Prevailing Wage Ordinance with appropriate State departments and published required notice with the Daily Chronicle.
- Worked with Joan Baltusis, Administrative Services Manager, PDRMA, regarding updating certificates of insurance.
- Began claim process with PDRMA for damages to electrical wiring out at sports complex due to lightening.
- Worked with National Bank & Trust to increase our collateralization to cover the property tax installment.
- Oversaw installation of new backup system for main server.
- Worked with TBC on installation of new hardware at Community Center Desk.

- Supervised cycle counts in both the pro shop and concessions.
- Checked on suggestion boxes and responded to comments/questions when contact information was provided.
- Worked with TBC to increase the file size limit for attachments to email. Will be testing this and other options this month.
- Trained on procedure to update scanners as needed for administrative password changes.
- Prepared and submitted a bid for the Sycamore Chamber Funday Luncheon.
- Concessions ran a very well organized event at Storm Dayz despite everything thrown at them: electric problems and no running water on Friday, rain shortened day on Saturday, and health department inspection on Saturday during the storm, for which we received a score of 90. Gross revenues for the three days was \$8,656.25, down \$2,900 from last year.
- Health department also inspected the clubhouse concessions, for which we received a 97, and the pool concessions, where we received a 92.
- Met with Bart Desch and Andrew Knox, Mudslingers, regarding possible vendor alternative.
- Viewed demonstration of RecPro recreation software.
- Catering/special events/room rentals: 1 room rental, 3 outings

Administrative Initiatives (8/1/13 – 8/31/13)

- Finalize purchase order form. Work with MSI to prepare for installation of purchase order module and training.
- Review Debt Restructuring options.

- Finalize asset listing at for all concessions locations.
- Finalize asset listing for administration office.
- Continue discussions with Recreation staff regarding current program software: pros, cons, needs. Contact other districts to find out what software they are using.
- Continue to monitor inventory controls and review EZLinks data to ensure accuracy.
- Develop first draft of RFP for Auditing Services.
- Supervise additional cycle counts.
- Continue to work with Office Assistant to set up “stores” within the EZLinks system for Beverage Cart, Sports Complex and Pool in order to improve inventory controls.
- Continue to review actual financial data to budget and note any areas of concern.
- Schedule follow up meetings with Boys’ baseball, Girls’ Softball and Storm regarding concessions.
- Catering/special events/room rentals: 1 room rental, 6 outings

Sycamore Park District

	Unaudited 1/1/2013	Revenues	Expenses	6/30/2013	6/30/2013 Cash balance
10 Corporate	59,624.81	304,091.22	247,839.03	115,877.00	114,213.63
20 Recreation	36,127.00	526,129.32	431,863.97	130,392.35	125,625.63
21 Donations	220,678.26	525.70	-	221,203.96	221,203.96
22 Special Recreation	214,204.58	79,565.74	7,975.00	285,795.32	285,795.32
23 Insurance	78,716.85	21,560.47	18,974.00	81,303.32	44,563.67
24 Audit	17,022.29	4,713.92	13,250.00	8,486.21	8,486.21
25 Paving & Lighting	72,920.94	45.93	4,329.65	68,637.22	68,637.22
26 Park Police	7,989.31	40.89	-	8,030.20	8,030.20
27 IMRF	-	43,075.16	43,075.16	-	-
28 Social Security	-	37,556.87	37,556.87	-	-
30 Concessions	29,995.12	63,799.60	49,296.85	44,497.87	40,492.05
32 Developer Contributions	31,410.60	27,534.28	-	58,944.88	58,944.88
60 Debt Service	12,645.45	284,546.27	20,343.75	276,847.97	276,847.97
70 Capital Projects	819,620.80	3,694.78	235,071.14	588,244.44	588,244.44
Total governmental fund balance	1,600,956.01	1,396,880.15	1,109,575.42	1,888,260.74	1,841,085.18
50 Golf Course Net Assets	13,741.95 <u>(241,871.42)</u> (228,129.47)	283,617.21	229,516.31	67,842.85 <u>(241,871.42)</u> (174,028.57)	(178,167.95)
51 Swimming Pool Net Assets	293,509.55 <u>(290,235.35)</u> 3,274.20	51,459.72	27,925.48	317,043.79 <u>(290,235.35)</u> 26,808.44	26,855.51
Total proprietary funds	307,251.50	335,076.93	257,441.79	384,886.64	
Net assets	<u>(532,106.77)</u>			<u>(532,106.77)</u>	
Proprietary funds minus net assets	(224,855.27)			(147,220.13)	
	1,376,100.74			1,741,040.61	1,689,772.74

Summary of depository accounts as of 7/18/2013

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,613.21	0.10
National Bank & Trust	1,101,116.26	0.03
Resource Bank	558,844.88	0.10
*Dekalb Co. Community Foundation	<u>12,853.69</u>	
	1,688,428.04	

* 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 4/30/13.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2013

Corporate Fund (10)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	189,345.00	208,654.69	10.2%	269,556.00	297,651.61	10.4% (1)	537,899.00	281,905.13	5.6% (2)
Parks	5,605.00	5,238.59	-6.5%	7,006.00	6,439.61	-8.1%	14,012.00	7,865.54	-18.1%
Total Revenues	194,950.00	213,893.28	9.7%	276,562.00	304,091.22	10.0%	551,911.00	289,770.67	4.9%
Expenses									
Administration	28,592.00	22,796.05	-20.3%	161,809.00	153,692.48	-5.0% (3)	357,119.00	164,169.90	-6.4% (4)
Parks	25,169.00	21,203.60	-15.8%	117,462.00	94,146.55	-19.8% (5)	234,067.00	100,105.25	-6.0% (6)
Total Expenses	53,761.00	43,999.65	-18.2%	279,271.00	247,839.03	-11.3%	591,186.00	264,275.15	-6.2%
Total Fund Revenues	194,950.00	213,893.28	9.7%	276,562.00	304,091.22	10.0%	551,911.00	289,770.67	4.9%
Total Fund Expenses	53,761.00	43,999.65	-18.2%	279,271.00	247,839.03	-11.3%	591,186.00	264,275.15	-6.2%
Surplus (Deficit)	141,189.00	169,893.63	20.3%	(2,709.00)	56,252.19	-2176.5%	(39,275.00)	25,495.52	120.6%

(1) Annual 2013 Property Tax levy came in at 9.1% over budget. YTD Replacement tax is 42.8%, \$8,092, higher than budget.

(2) Annual 2013 Property Tax levy is 9.5%, \$41,966, higher than 2012.

(3) Primarily below budget in Administrative Expenses (Dues, Computer Tech Services, Education and Public Relations), 23.6%, \$6,115.

(4) 2013 Expenses are less than 2012 due to allocating 25% of Admin salaries and related costs to the Recreation Fund.

(5) Expenses are below budget in the following areas: Pt wages/taxes, 13.8%, \$6,689; Materials & Supplies (trees/shrubs, pond management, fish restocking, misc), 53.2%, \$16,182 and Maintenance Expenses 12.9%, \$2,405

(6) 2013 Expenses are less than 2012 in the following areas: Wages and related costs (due to Maint. Restructuring) 7.2%, \$3,476; Maintenance Expenses 18.2%, \$3,596

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2013

Recreation Fund (20)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	335,045.00	341,649.43	1.97%	418,806.00	420,760.30	0.47%	837,613.00	365,327.44	15.2% (1)
Sports Complex	600.00	1,676.00	179.33%	4,600.00	4,658.00	1.26%	36,404.00	3,945.00	18.1%
Sports Complex Maintenance	15,007.00	16,019.29	6.75%	18,759.00	19,844.76	5.79%	37,517.00	17,463.56	13.6%
Midwest Museum of Natural Hist	575.00	-		1,150.00	1,158.38	0.73%	2,300.00	1,146.09	1.1%
Programs-Youth	586.00	2,164.57	269.38%	1,931.00	6,529.92	238.16% (2)	4,104.00	2,111.68	209.2% (2)
Programs-Teens	50.00	167.13	234.26%	3,063.00	3,275.97	6.95% (2)	6,126.00	2,248.24	45.7% (2)
Programs-Adult	450.00	195.00	-56.67%	2,040.00	1,185.00	-41.91% (2)	2,790.00	2,536.92	-53.3% (2)
Programs-Family	217.00	1,010.33	365.59%	4,671.00	6,182.29	32.35% (2)	8,642.00	4,203.90	47.1% (2)
Programs-Leagues	76.00	86.48	13.79%	95.00	113.47	19.44% (2)	4,191.00	162.33	-30.1% (2)
Programs-Youth Athletics	4,499.00	4,093.01	-9.02%	20,101.00	14,988.01	-25.44% (2)	23,918.00	16,466.31	-9.0% (2)
Programs-Fitness	3,147.00	3,013.80	-4.23%	17,001.00	23,970.62	41.00% (2)	28,495.00	21,735.45	10.3% (2)
Programs-Preschool	-	-	#DIV/0!	-	690.00	#DIV/0! (2)	-	659.34	4.7% (2)
Programs-Senior	60.00	-	-100.00%	285.00	175.00	-38.60% (2)	420.00	265.00	-34.0% (2)
Programs-Dance	86.00	540.00	527.91%	1,200.00	3,759.00	213.25% (2)	1,980.00	2,944.00	27.7% (2)
Programs-Special Events	16.00	211.19	1219.94%	2,850.00	2,970.19	4.22% (2)	3,556.00	2,919.82	1.7% (2)
Programs-Concerts	1,800.00	-	-100.00%	6,700.00	1,600.00	-76.12% (3)	10,000.00	4,900.00	-67.3% (3)
Programs-Trips	-	-	#DIV/0!	-	428.00	#DIV/0! (2)	-	2,875.00	-85.1% (2)
Brochure	-	-	#DIV/0!	2,600.00	1,350.00	-48.08% (3)	8,100.00	2,850.00	-52.6% (3)
Weight Room	1,112.00	1,785.20	60.54%	10,967.00	10,521.61	-4.06%	19,850.00	12,192.60	-13.7%
Community Center	1,424.00	1,590.60	11.70%	1,780.00	1,968.80	10.61%	3,559.00	2,164.31	-9.0%
Total Revenues	364,750.00	374,202.03	2.59%	518,599.00	526,129.32	1.45%	1,039,565.00	469,116.99	12.2%

(1) 2013 annual property tax amount is 16.1%, \$112,268, higher than 2012.

(2) Revenue from programs is greater than budget 20.86% \$11,104 and increased 8.8%, \$5,213 compared to 2012.

(3) Timing

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2013

Expenses											
Administration	21,374.00	19,486.11	-8.83%	139,600.00	131,901.59	-5.51%	(1)	286,519.00	95,069.94	38.7%	(2)
Sports Complex	-	-	#DIV/0!	350.00	339.76	-2.93%		350.00	215.00	58.0%	
Sports Complex Maintenance	29,701.00	28,462.93	-4.17%	189,345.00	177,733.74	-6.13%	(3)	364,579.00	147,920.28	20.2%	(4)
Midwest Museum of Natural Hist	825.00	1,853.40	124.65%	4,750.00	2,985.00	-37.16%		9,500.00	1,762.16	69.4%	
Programs-Youth	1,021.00	562.27	-44.93%	1,155.00	1,703.17	47.46%	(5)	2,018.00	1,022.51	66.6%	(5)
Programs-Teens	-	380.00	#DIV/0!	1,965.00	2,309.01	17.51%	(5)	3,930.00	2,441.88	-5.4%	(5)
Programs-Adult	125.00	-	-100.00%	855.00	550.00	-35.67%	(5)	2,045.00	1,259.23	-56.3%	(5)
Programs-Family	20.00	713.80	3469.00%	4,631.00	5,021.25	8.43%	(5)	8,549.00	4,480.67	12.1%	(5)
Programs-Leagues	-	-	#DIV/0!	2,398.00	1,911.73	-20.28%	(5)	3,302.00	2,727.37	-29.9%	(5)
Programs-Youth Athletics	3,945.00	1,083.81	-72.53%	11,293.00	5,798.81	-48.65%	(5)	19,311.00	7,909.94	-26.7%	(5)
Programs-Fitness	1,136.00	1,788.99	57.48%	8,147.00	10,692.48	31.24%	(5)	15,552.00	9,351.27	14.3%	(5)
Programs-Preschool	-	-	#DIV/0!	-	128.00	#DIV/0!	(5)	-	628.72	-79.6%	(5)
Programs-Senior	-	-	#DIV/0!	90.00	-	-100.00%	(5)	240.00	170.00	-100.0%	(5)
Programs-Dance	-	-	#DIV/0!	675.00	2,780.00	311.85%	(5)	1,750.00	1,872.00	48.5%	(5)
Programs-Special Events	-	717.09	#DIV/0!	2,594.00	3,488.63	34.49%	(5)	4,221.00	3,014.21	15.7%	(5)
Programs-Concerts	2,000.00	2,600.00	30.00%	3,905.00	5,000.00	28.04%	(6)	9,955.00	3,425.00	46.0%	(6)
Programs-Trips	-	-	#DIV/0!	-	705.00	#DIV/0!	(5)	-	5,428.29	-87.0%	(5)
Brochure	-	1,037.50	#DIV/0!	8,000.00	8,500.42	6.26%		24,000.00	7,645.11	11.2%	
Weight Room	500.00	-	-100.00%	1,550.00	600.81	-61.24%		3,000.00	404.87	48.4%	
Community Center	12,229.00	10,946.31	-10.49%	70,260.00	69,714.57	-0.78%		141,210.00	72,018.46	-3.2%	
Total Expenses	72,876.00	69,632.21	-4.45%	451,563.00	431,863.97	-4.36%		900,031.00	368,766.91	17.1%	
Total Fund Revenues	364,750.00	374,202.03	2.59%	518,599.00	526,129.32	1.45%		1,039,565.00	469,116.99	12.2%	
Total Fund Expenses	72,876.00	69,632.21	-4.45%	451,563.00	431,863.97	-4.36%		900,031.00	368,766.91	17.1%	
Surplus (Deficit)	291,874.00	304,569.82	4.35%	67,036.00	94,265.35	40.62%		139,534.00	100,350.08	-6.1%	

(1) Primary areas under budget were Website Management -72.31% \$3,622 and Contracted Services -42.54% \$3,416.

(2) In 2013, allocating 25% of Executive Director, Supt. of Finance and Office Manager wages and insurance to Recreation fund resulted in 36.6% \$27,506 over 2012 expenses.

(3) Materials & Supplies under budget 53.35% \$11,524.

(4) Restructuring of maintenance department caused wages and related expenses to be 23.9% \$26,121 higher in 2013 compared to 2012.

(5) Expenses for programs are over budget 3.58% \$1,211 and decreased 13.1%, \$5,292 compared to 2012.

(6) Timing

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2013

Donations (21)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	501.66	#DIV/0!	-	525.70	#DIV/0!	-	14.49	3528.0%
Total Revenues		501.66	#DIV/0!	-	525.70	#DIV/0!	-	14.49	3528.0%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	501.66	#DIV/0!	-	525.70	#DIV/0!	-	14.49	3528.0%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	501.66	#DIV/0!	-	525.70	#DIV/0!	-	14.49	3528.0%

Special Recreation (22)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	70,400.00	64,608.85	-8.23%	88,000.00	79,565.74	-9.58%	176,000.00	89,056.36	-10.7%
Total Revenues	70,400.00	64,608.85	-8.23%	88,000.00	79,565.74	-9.58%	176,000.00	89,056.36	-10.7%
Expenses									
Administration	54,000.00	2,100.00	-96.11%	62,040.00	7,975.00	-87.15%	191,040.00	2,725.00	192.7%
Total Expenses	54,000.00	2,100.00	-96.11%	62,040.00	7,975.00	-87.15%	191,040.00	2,725.00	192.7%
Total Fund Revenues	70,400.00	64,608.85	-8.23%	88,000.00	79,565.74	-9.58%	176,000.00	89,056.36	-10.7%
Total Fund Expenses	54,000.00	2,100.00	-96.11%	62,040.00	7,975.00	-87.15%	191,040.00	2,725.00	192.7%
Surplus (Deficit)	16,400.00	62,508.85	281.15%	25,960.00	71,590.74	175.77%	(15,040.00)	86,331.36	-17.1%

(1) 2013 actual annual property tax amount is 9.76%, \$17,235, below budget due to reduced EAV.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2013

Insurance (23)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	17,200.00	17,508.91	1.80%	21,500.00	21,560.47	0.28%	43,000.00	58,237.58	-63.0% (1)
Total Revenues	17,200.00	17,508.91	1.80%	21,500.00	21,560.47	0.28%	43,000.00	58,237.58	-63.0%
Expenses									
Administration	-	-	#DIV/0!	17,900.00	18,974.00	6.00%	96,000.00	14,349.00	32.2% (2)
Total Expenses	-	-	#DIV/0!	17,900.00	18,974.00	6.00%	96,000.00	14,349.00	32.2%
Total Fund Revenues	17,200.00	17,508.91	1.80%	21,500.00	21,560.47	0.28%	43,000.00	58,237.58	-63.0%
Total Fund Expenses	-	-	#DIV/0!	17,900.00	18,974.00	6.00%	96,000.00	14,349.00	32.2%
Surplus (Deficit)	17,200.00	17,508.91	1.80%	3,600.00	2,586.47	-28.15%	(53,000.00)	43,888.58	-94.1%

(1) 2013 annual property tax amount was reduced by 62.59% compared to 2012. This was done to bring fund balance down to policy standard and allow for other funds to increase.

(2) Timing. Workers Comp renewal was paid as a single payment in 2013 rather than installment payments as in 2012.

Audit (24)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	3,760.00	3,827.76	1.80%	4,700.00	4,713.92	0.30%	9,400.00	9,104.70	-48.2% (1)
Total Revenues	3,760.00	3,827.76	1.80%	4,700.00	4,713.92	0.30%	9,400.00	9,104.70	-48.2%
Expenses									
Administration	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00	-7.3%
Total Expenses	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00	-7.3%
Total Fund Revenues	3,760.00	3,827.76	1.80%	4,700.00	4,713.92	0.30%	9,400.00	9,104.70	-48.2%
Total Fund Expenses	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00	-7.3%
Surplus (Deficit)	3,760.00	3,827.76	1.80%	(10,300.00)	(8,536.08)	-17.13%	(5,600.00)	(5,190.30)	64.5%

(1) 2013 annual property tax amount was reduced by 47.68% compared to 2012. This was done to bring fund balance down to policy standard and allow for other funds to increase.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2013

Paving & Lighting (25)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	40.00	33.24		50.00	45.93		100.00	5.06	807.7%
Total Revenues	40.00	33.24		50.00	45.93		100.00	5.06	807.7%
Expenses									
Administration		-		-	4,329.65		72,000.00	-	#DIV/0!
Total Expenses	-	-		-	4,329.65		72,000.00	-	#DIV/0!
Total Fund Revenues	40.00	33.24		50.00	45.93		100.00	5.06	
Total Fund Expenses	-	-		-	4,329.65		72,000.00	-	
Surplus (Deficit)	40.00	33.24		50.00	(4,283.72)		(71,900.00)	5.06	

Park Police (26)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	40.00	32.76		50.00	40.89		100.00	0.56	7201.8%
Total Revenues	40.00	32.76		50.00	40.89		100.00	0.56	7201.8%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	40.00	32.76		50.00	40.89		100.00	0.56	7201.8%
Total Fund Expenses	-	-		-	-		-	-	
Surplus (Deficit)	40.00	32.76		50.00	40.89		100.00	0.56	7201.8%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2013

IMRF (27)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	34,400.00	34,984.42	1.70%	43,000.00	43,075.16	0.17%	86,000.00	49,131.48	-12.3%
Total Revenues	34,400.00	34,984.42	1.70%	43,000.00	43,075.16	0.17%	86,000.00	49,131.48	-12.3%
Expenses									
Administration	34,400.00	34,984.42	1.70%	43,000.00	43,075.16	0.17%	86,000.00	49,131.48	-12.3%
Total Expenses	34,400.00	34,984.42	1.70%	43,000.00	43,075.16	0.17%	86,000.00	49,131.48	-12.3%
Total Fund Revenues	34,400.00	34,984.42	1.70%	43,000.00	43,075.16	0.17%	86,000.00	49,131.48	-12.3%
Total Fund Expenses	34,400.00	34,984.42	1.70%	43,000.00	43,075.16	0.17%	86,000.00	49,131.48	-12.3%
Surplus (Deficit)	-	-		-	-		-	-	

Social Security (28)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	30,000.00	30,510.74	1.70%	37,500.00	37,556.87	0.15%	75,000.00	41,517.53	-9.5%
Total Revenues	30,000.00	30,510.74	1.70%	37,500.00	37,556.87	0.15%	75,000.00	41,517.53	-9.5%
Expenses									
Administration	30,000.00	30,510.74	1.70%	37,500.00	37,556.87	0.15%	75,000.00	41,517.53	-9.5%
Total Expenses	30,000.00	30,510.74	1.70%	37,500.00	37,556.87	0.15%	75,000.00	41,517.53	-9.5%
Total Fund Revenues	30,000.00	30,510.74	1.70%	37,500.00	37,556.87	0.15%	75,000.00	41,517.53	-9.5%
Total Fund Expenses	30,000.00	30,510.74	1.70%	37,500.00	37,556.87	0.15%	75,000.00	41,517.53	-9.5%
Surplus (Deficit)	-	-		-	-		-	-	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2013

Concessions (30)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Clubhouse Concessions	13,393.00	14,587.05	8.92%	23,981.00	28,435.91	18.58% (1)	66,417.00	32,301.07	-12.0% (2)
Beverage Cart	4,848.00	3,206.96	-33.85%	6,451.00	4,471.45	-30.69% (3)	15,091.00	6,097.12	-26.7% (3)
Vending	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Sports Complex Concessions	20,279.00	15,273.79	-24.68%	25,273.00	20,589.08	-18.53% (4)	28,957.00	25,028.45	-17.7% (4)
Pool Concessions	4,739.00	3,330.52	-29.72%	5,044.00	3,331.02	-33.96% (5)	12,147.00	6,668.81	-50.1% (5)
Catering	1,814.00	2,199.35	21.24%	7,395.00	6,972.14	-5.72% (6)	18,060.00	9,488.84	-26.5% (6)
Total Revenues	45,073.00	38,597.67	-14.37%	68,144.00	63,799.60	-6.38%	140,672.00	79,584.29	-19.8%
Expenses									
Clubhouse Concessions	10,701.00	11,775.38	10.04%	36,227.00	33,207.46	-8.34%	75,571.00	35,878.46	-7.4% (2)
Beverage Cart	3,143.00	1,908.22	-39.29%	3,977.00	2,432.42	-38.84% (3)	10,857.00	3,397.01	-28.4% (3)
Vending	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Sports Complex Concessions	10,303.00	6,180.98	-40.01%	15,243.00	10,199.07	-33.09% (4)	21,813.00	10,676.75	-4.5% (4)
Pool Concessions	4,233.00	2,111.51	-50.12%	4,983.00	2,469.91	-50.43% (5)	11,711.00	5,273.94	-53.2% (5)
Catering	524.00	339.44	-35.22%	2,830.00	987.99	-65.09% (6)	7,637.00	2,970.29	-66.7% (6)
Total Expenses	28,904.00	22,315.53	-22.79%	63,260.00	49,296.85	-22.07%	127,589.00	58,196.45	-15.3%
Total Fund Revenues	45,073.00	38,597.67	-14.37%	68,144.00	63,799.60	-6.38%	140,672.00	79,584.29	-19.8%
Total Fund Expenses	28,904.00	22,315.53	-22.79%	63,260.00	49,296.85	-22.07%	127,589.00	58,196.45	-15.3%
Surplus (Deficit)	16,169.00	16,282.14	0.70%	4,884.00	14,502.75	196.94%	13,083.00	21,387.84	-32.2%

(1) Business is good! A lot of new faces as a result of programs such as Groupon.

(2) Concessions/Golf Course opened later in 2013, cooler/wetter.

(3) Beverage Cart started later than budget and 2012 due to weather. Missed beverage cart days in 2013 due to wetter weather. Lost approximately \$1,000 from Shriners outing.

(4) Storm Dayz 2013, revenue down \$2,900 due to rain on Saturday. Inventory was purchased, will be used at softball tournament in July.

(5) Colder/wetter June 2013 compared to June 2012.

(6) Below budget and compared to 2012 primarily due to the NIU Rugby. The weather was very cold and windy thus reducing our sales \$1,200. Also had a wedding reception cancel because they were nervous about flooding. Most of 2013 catering revenue is from rental fees.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended June 30, 2013

Developer Contributions (32)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	1,250.00	0.47	-99.96%	3,750.00	27,534.28	634.25%	5,000.00	9,738.39	182.7%
Total Revenues	1,250.00	0.47		3,750.00	27,534.28		5,000.00	9,738.39	182.7%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	1,250.00	0.47		3,750.00	27,534.28		5,000.00	9,738.39	182.7%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	1,250.00	0.47		3,750.00	27,534.28		5,000.00	9,738.39	182.7%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2013

Golf Course (50)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Golf Operations	61,867.00	74,607.70	20.6%	272,515.00	273,218.64	0.3% (1)	505,526.00	318,209.80	-14.1% (2)
Golf Maintenance	8,735.00	8,442.52	-3.3%	10,919.00	10,398.57	-4.8%	21,837.00	15,268.83	-31.9%
Total Revenues	70,602.00	83,050.22	17.6%	283,434.00	283,617.21	0.1%	527,363.00	333,478.63	-15.0%
Expenses									
Golf Operations	26,624.00	24,932.03	-6.4%	108,470.00	105,143.22	-3.1%	235,972.00	152,763.72	-31.2% (3)
Golf Maintenance	28,779.00	22,755.74	-20.9%	148,860.00	124,373.09	-16.4% (4)	283,545.00	166,684.18	-25.4% (5)
Total Expenses	55,403.00	47,687.77	-13.9%	257,330.00	229,516.31	-10.8%	519,517.00	319,447.90	-28.2%
Total Fund Revenues	70,602.00	83,050.22	17.6%	283,434.00	283,617.21	0.1%	527,363.00	333,478.63	-15.0%
Total Fund Expenses	55,403.00	47,687.77	-13.9%	257,330.00	229,516.31	-10.8%	519,517.00	319,447.90	-28.2%
Surplus (Deficit)	15,199.00	35,362.45	132.7%	26,104.00	54,100.90	107.3%	7,846.00	14,030.73	285.6%

Golf course opened March 13, 2012 compared to April 5, 2013. Wetter/colder 2013.

- (1) Daily Greens Fees +34.76% \$18,068 Course opened later in 2013.
 Golf Events & Misc +12.35% \$1,427
 Lessons -55.74% -\$4,130
 Carts +45.57% \$14,628
 Season passes -18.6% -\$24,565 Non-resident passes are over budget 48%, \$8,326
 Pro shop sales -17.22% -\$4,950
- (2) Daily Greens Fees 1.63% \$1,122 Course opened later in 2013.
 Golf Events & Misc -10.37% -\$1,501
 Lessons -30.21% -\$1,420
 Carts -6.67 -\$3,341
 Season passes -14.75% -\$18,602 2013 Non-resident passes are higher than 2012 64.87%, \$10,100
 Pro shop sales -42.52% -\$17,604 2012 pro shop sales were higher than normal due to promotions to decrease inventory
- (3) 2013 Expenses are less than 2012 due to: wages and related expenses -27.2% \$25,064 and cost of goods sold -54.9% \$20,586
- (4) Expenses are below budget in two areas: Materials & Supplies -57.4% \$19,687 and Part time wages and related expenses -26.4% \$5,161
- (5) Restructuring of maintenance department caused wages and related expenses to be -27.2% \$33,397 lower in 2013 compared to 2012.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2013

Swimming Pool (51)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Pool	28,029.00	24,024.55	-14.3%	44,766.00	41,911.44	-6.4%	75,406.00	50,215.30	-16.5%
Swim Lessons	5,044.00	4,551.02	-9.8%	8,550.00	9,548.28	11.7%	11,584.00	8,776.60	8.8%
Total Revenues	33,073.00	28,575.57	-13.6%	53,316.00	51,459.72	-3.5% (1)	86,990.00	58,991.90	-12.8% (2)
Expenses									
Pool	18,999.00	12,230.69	-35.6%	19,490.00	14,999.06	-23.0% (3)	50,270.00	21,994.97	-31.8% (3)
Pool Maintenance	4,560.00	4,521.04	-0.9%	9,003.00	11,356.47	26.1% (4)	28,600.00	12,471.04	-8.9%
Swim Lessons	2,422.00	1,369.01	-43.5%	2,422.00	1,569.95	-35.2%	8,120.00	1,374.99	14.2%
Total Expenses	25,981.00	18,120.74	-30.3%	30,915.00	27,925.48	-9.7%	86,990.00	35,841.00	-22.1%
Total Fund Revenues	33,073.00	28,575.57	-13.6%	53,316.00	51,459.72	-3.5%	86,990.00	58,991.90	-12.8%
Total Fund Expenses	25,981.00	18,120.74	-30.3%	30,915.00	27,925.48	-9.7%	86,990.00	35,841.00	-22.1%
Surplus (Deficit)	7,092.00	10,454.83	47.4%	22,401.00	23,534.24	5.1%	-	23,150.90	1.7%

(1) Daily Fees -29.8% \$2,569 (cool/wet weather)

Season passes +1.74% \$593

Misc income (includes pool rentals and middle school pool party) +395.6% \$1,484

Swim Lessons +14.27% \$1,180

(2) Daily Fees -50.02% \$6,058 (cooler/wetter weather in 2013)

Season passes -2.09% \$739

Misc income (includes pool rentals and middle school pool party) +44.57% \$573

Swim Lessons +8.95% \$776

(3) 2013 Payroll expenses are below budget 25.9% \$4,446 and less than 2012 by 30.8% \$5,647 due to weather.

(4) Suspect timing of expenses

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2013

Debt Service (60)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	226,000.00	231,099.55	2.3%	282,500.00	284,546.27	0.7%	565,000.00	279,232.99	1.9%
Total Revenues	226,000.00	231,099.55	2.3%	282,500.00	284,546.27	0.7%	565,000.00	279,232.99	1.9%
Expenses									
Administration	20,344.00	20,343.75	0.0%	20,344.00	20,343.75	0.0%	562,243.00	21,363.75	-4.8%
Total Expenses	20,344.00	20,343.75		20,344.00	20,343.75		562,243.00	21,363.75	-4.8%
Total Fund Revenues	226,000.00	231,099.55	2.3%	282,500.00	284,546.27	0.7%	565,000.00	279,232.99	1.9%
Total Fund Expenses	20,344.00	20,343.75		20,344.00	20,343.75		562,243.00	21,363.75	-4.8%
Surplus (Deficit)	205,656.00	210,755.80	2.5%	262,156.00	264,202.52	0.8%	2,757.00	257,869.24	2.5%

Capital Projects (70)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	3,294.25	#DIV/0!	-	3,694.78	#DIV/0!	462,000.00	554.43	566.4%
Total Revenues	-	3,294.25	#DIV/0!	-	3,694.78	#DIV/0!	462,000.00	554.43	566.4%
Expenses									
Administration	64,495.00	22,355.09	-65.3%	328,820.00	235,071.14	-28.5%	594,765.00	102,121.39	130.2%
Total Expenses	64,495.00	22,355.09	-65.3%	328,820.00	235,071.14	-28.5%	594,765.00	102,121.39	130.2%
Total Fund Revenues	-	3,294.25		-	3,694.78	#DIV/0!	462,000.00	554.43	566.4%
Total Fund Expenses	64,495.00	22,355.09	-65.3%	328,820.00	235,071.14	-28.5%	594,765.00	102,121.39	130.2%
Surplus (Deficit)	(64,495.00)	(19,060.84)	-70.4%	(328,820.00)	(231,376.36)	-29.6%	(132,765.00)	(101,566.96)	127.8%
Total Fund Revenues	1,091,538.00	1,124,721.38		1,681,105.00	1,731,957.08	3.0%	3,768,101.00	1,767,536.05	
Total Fund Expenses	440,164.00	312,049.90	-29.1%	1,606,943.00	1,367,017.21	-14.9%	3,917,361.00	1,292,030.56	
Surplus (Deficit)	651,374.00	812,671.48	24.8%	74,162.00	364,939.87	392.1%	(149,260.00)	475,505.49	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original			
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference		
1/1/2013	69,088	48,781	220,678	214,285	41,977	17,022	72,921	7,989	-	-	28,882	31,411	(228,393)	3,642	12,645	829,186	1,370,114	1,370,114	-		
January																					
Receipts																					
Replacement Taxes	6,061																	6,061	3,500	2,561	
Shelters	-																	-	50	(50)	
User Fees		13,079									615		1,003	-				14,697	14,936	(239)	
Misc	55	1	6	5	1	0	2	0				1			0	138		209	50	159	
Expenses	(38,217)	(67,172)	-	(80)	(1,902)	-	-	-	-	-	(2,669)	-	(26,235)	(545)	-	(11,370)		(148,190)	(158,912)	10,722	
1/31/2013	36,987	(5,312)	220,684	214,210	40,076	17,023	72,923	7,990	-	-	26,828	31,411	(253,625)	3,097	12,646	817,953	1,242,891	1,229,738	13,153		
February																					
Receipts																					
Replacement Taxes																			795	750	45
Shelters	795																	12,181	14,068	(1,887)	
User Fees		12,021									50		109	-					91	50	41
Misc	0	0	5	3	1	0	1	0				0			0	79		91	50	41	
Expenses	(36,541)	(69,990)	-	-	(5,325)	-	-	-	-	-	(2,676)		(37,080)	(402)	-	(11,068)		(163,082)	(144,046)	(19,036)	
2/28/2013	1,241	(63,280)	220,689	214,213	34,752	17,023	72,924	7,990	-	-	24,202	31,412	(290,596)	2,696	12,646	806,964	1,092,875	1,100,560	(7,685)		
March																					
Receipts																					
Replacement Taxes	2,650																		2,650	2,100	550
Shelters	600																		600	550	50
User Fees		11,801									672	-	84,291	60					96,824	109,421	(12,597)
Misc	423	0	3	3	0	0	1	0				0			0	68			499	50	449
Expenses	(45,803)	(69,819)	-	-	(3,185)	(3,350)	(4,330)	-	-	-	(2,391)	-	(47,412)	(645)	-	(10,397)		(187,331)	(187,694)	363	
3/30/2013	(40,889)	(121,297)	220,692	214,216	31,568	13,673	68,595	7,990	-	-	22,483	31,412	(253,717)	2,111	12,646	796,635	1,006,117	1,024,987	(18,870)		
April																					
Receipts																					
Replacement Taxes	9,610																		9,610	7,700	1,910
Shelters	960																		960	1,350	(390)
User Fees		8,913									7,909	27,531	46,023	11,414					101,790	84,766	17,024
Misc	10,851	0	8	2	0	0	1	0				1			0	66			10,928	10,825	103
Expenses	(34,788)	(62,003)	-	(3,250)	(2,523)	(8,300)	-	-	-	-	(9,268)	-	(33,357)	(2,080)	-	(48,138)		(203,708)	(255,096)	51,388	
4/30/2013	(54,256)	(174,387)	220,700	210,968	29,045	5,373	68,596	7,990	-	-	21,123	58,944	(241,052)	11,445	12,646	748,563	925,697	874,532	51,165		

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference
May																			
Receipts																			
Taxes	45,321	76,313		14,941	4,049	885	8	8	8,091	7,056					53,445		210,116	220,460	(10,344)
Transfers in/out	3,973	7,301							(8,091)	(7,056)	370		3,479	24			0	1,734	(1,734)
Replacement Taxes	8,671																8,671	5,600	3,071
Shelters	745																745	800	(55)
User Fees		16,485			0	0					15,568	-	68,510	12,657			113,220	94,657	18,563
Misc	223		2	3	0	0	1	0				1			1	50	280	50	230
Expenses	(56,356)	(103,015)	-	(2,625)	(6,040)	(1,600)	-	-	-	-	(11,756)	-	(52,450)	(7,725)	-	(142,797)	(384,364)	(450,621)	66,257
5/31/2013	(51,680)	(177,302)	220,702	223,286	27,055	4,658	68,604	7,997	-	-	25,306	58,944	(221,513)	16,401	66,092	605,815	874,366	747,212	127,154
June																			
Receipts																			
Taxes	195,967	329,977		64,607	17,509	3,828	33	33	34,984	30,511					231,097		908,544	881,840	26,704
transfers in/out	16,840	30,425							(34,984)	(30,511)	1,987		15,208	1,035			0	6,936	(6,936)
Replacement Taxes	-																-	-	-
Shelters	1,085																1,085	2,150	(1,065)
User Fees		13,834			0	0					36,226		72,457	27,610			150,127	136,162	13,965
Misc	52	1	502	2	0	0	1	0				0			2	3,294	3,855	50	3,805
Expenses	(44,514)	(69,623)		(2,100)	-	-		-	-	-	(24,077)	-	(44,320)	(18,191)	(20,344)	(22,355)	(245,523)	(418,546)	173,023
6/30/2013	117,749	127,312	221,204	285,795	44,564	8,486	68,637	8,030	-	-	39,442	58,945	(178,168)	26,856	276,848	586,754	1,692,454	1,355,804	336,650
July																			
Receipts																			
Taxes	4,400	8,100		1,760	430	94	1	1	860	750					5,650		22,046	22,046	
transfers in/out	419	710							(860)	(750)	49		564	40			172	172	
Replacement Taxes	4,900																4,900	4,900	
Shelters	600																600	600	
User Fees	-	12,245									25,175	1,250	71,552	16,081			126,303	126,303	
Misc	50		-														50	50	
Expenses	(43,272)	(75,488)		(15,000)	(64,350)	-	(22,000)	-	-	-	(21,839)	-	(57,826)	(24,523)	-	(15,300)	(339,598)	(339,598)	
7/31/2013	84,846	72,879	221,204	272,555	(19,356)	8,580	46,638	8,031	-	-	42,827	60,195	(163,878)	18,454	282,498	571,454	1,506,927	1,170,277	
August																			
Receipts																			
Taxes	13,200	24,300		5,280	1,290	282	3	3	2,580	2,250					16,950		66,138	66,138	
transfers in/out	1,256	2,131							(2,580)	(2,250)	148		1,695	120			520	520	
Replacement Taxes	1,400																1,400	1,400	
Shelters	650																650	650	
User Fees		25,158									25,335		77,108	6,628			134,229	134,229	
Misc	50		-														50	50	
Expenses	(44,548)	(70,049)	-	(15,000)	(2,000)	-	(15,000)	-	-	-	(18,701)	-	(55,242)	(22,709)	-	(40,220)	(283,469)	(283,469)	
8/31/2013	56,854	54,419	221,204	262,835	(20,066)	8,862	31,641	8,034	-	-	49,609	60,195	(140,317)	2,493	299,448	531,234	1,426,445	1,089,795	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference
September																			
Receipts																			
Taxes	184,800	340,200		73,920	18,060	3,948		42	42	36,120	31,500				237,300		925,932	925,932	
transfers in/out	17,587	29,830								(36,120)	(31,500)			2,068	23,738	1,680	7,283	7,283	
Replacement Taxes																	-	-	
Shelters	500																500	500	
User Fees		14,808									10,350			25,933			51,091	51,091	
Misc	50																50	50	
Expenses	(44,605)	(78,481)		(54,000)	(2,000)						(11,231)			(51,088)	(4,763)		(251,868)	(251,868)	
9/30/2013	215,186	360,776	221,204	282,755	(4,006)	12,810	31,683	8,076			50,796	60,195	(141,734)	(590)	536,748	525,534	2,159,433	1,822,783	
October																			
Receipts																			
Replacement Taxes	8,400																8,400	8,400	
Shelters	100																100	100	
User Fees		9,971									7,871			22,795			40,637	40,637	
Misc	50																50	50	
Bond Proceeds																			
Expenses	(43,783)	(65,430)		(15,000)	(5,750)						(5,988)			(45,187)	(1,786)		(185,424)	(185,424)	
10/31/2013	179,953	305,317	221,204	267,755	(9,756)	12,810	31,683	8,076			52,679	60,195	(164,126)	(2,376)	536,748	523,034	2,023,196	1,686,546	
November																			
Receipts																			
Taxes	17,600	32,400		7,040	1,720	376		4	4	3,440	3,000				22,600		88,184	88,184	
transfers in/out	1,675	2,842								(3,440)	(3,000)			198	2,261	159	695	695	
Replacement Taxes																	-	-	
Shelters																	-	-	
User Fees		12,809									1,239			14,714			28,762	28,762	
Misc	50																50	50	
Bond Proceeds																	462,000	462,000	
Expenses	(47,110)	(80,358)		(10,000)	(2,000)						(4,890)			(49,158)	(1,516)	(461,556)	(664,088)	(664,088)	
11/30/2013	152,168	273,010	221,204	264,795	(10,036)	13,186	31,687	8,080			49,226	60,195	(196,309)	(3,733)	97,792	977,534	1,938,799	1,602,149	
December																			
Receipts																			
Taxes																			
Replacement Taxes	1,400																1,400	1,400	
Shelters																	-	-	
User Fees		5,462									345			3,569	8,966		18,342	18,342	
Misc	16,212																16,212	16,212	
Expenses	(35,863)	(78,662)		(10,000)	(2,000)						(1,805)			(38,481)	(778)	(80,343)	(442,657)	(442,657)	
12/31/2013	133,917	199,810	221,204	254,795	(12,036)	13,186	31,687	8,080			47,766	60,195	(231,221)	4,455	17,449	782,809	1,532,096	1,195,446	
change	64,829	151,030	526	40,511	(54,014)	(3,836)	(41,234)	91			18,884	28,784	(2,828)	812	4,804	(46,377)	161,982	(174,668)	

To: Board of Commissioners
From: Kirk T. Lundbeck
Subject: Monthly Report
Date: July 30, 2013

Administrative Initiatives (7/1/13 – 7/31/13)

- Attended weekly Department Head meetings as scheduled.
- Attended monthly all staff meeting.
- Attended Sycamore Chamber of Commerce Ambassadors Club meeting.
- Contacted Greg Mark, Corporate VP of EZGO to begin negotiations with EZGO Corporate concerning the trade in of 10 to 12 2000 EZGO golf cars for 10 to 12, 2008 or newer EZGO Golf Cars.
- Began golf staff match play event to build staff morale and unity.
- Monitored golf ball “par stock” replacing missing ball styles in limited quantities.
- Updated 2013 cart repair spreadsheet with current repairs.
- Completed and scheduled fall programs for fall brochure.
- Administrated and coordinated 6 large golf events in July. These served over 350 participants.
- Held 2 additional golf clinics in putting and chipping for league players.
- Administered and monitored in house handicap system for Wednesday Men’s League.

- Continued to increase participation in the Charitee Challenge. The pro shop staff sold 761 tickets during the month of June, averaging 25.5 tickets per day, national average for Charitee Challenge courses is 16 per day. Generated \$2,283.00 in sales of tickets in one month of sales.
- Contacted Course Trends to help modify minor changes in the website design and develop a Facebook page for the golf course.
- Attended Footjoy online seminar to help glove, sock and shoe sell-through.
- Volunteered for Sycamore Chamber “Summer on State” event.
- Generated an additional \$7,345.81 in green fee and cart fee revenue through Groupon Sales.
- Generated an additional \$3,994.00 in green fee and cart fee revenue in Group Golfer sales.

Administrative Initiatives (8/1/13 – 8/31/13)

- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend Sycamore Chamber of Commerce Ambassadors Club meeting.
- Administer and coordinate 5 major golf events for August, including Sycamore Chamber of Commerce Fun Day and “Chip-in for Charity” Outing for Opportunity House.
- Begin scheduling fall staffing needs.
- Attend online Titleist Cub Fitting Seminar.
- Continue to increase participation in the Charitee Challenge. The pro shop staff has currently sold 629 tickets as of July 14, 2013, averaging 45 tickets per day, national average for Charitee Challenge courses is 16 per day. Generated \$1,887.00 in sales of tickets in the first 14 days of the month.

- Develop new email marketing technique with Course Trends to promote fall rounds and revenue in green fees, cart fees and pro shop sales.
- Offer Saturday morning seminar in the USGA Rules of Golf.
- Meet with Titlesit Sales Representative concerning unsold hard good products for possible pick up and account credit.
- Generate additional pro shop sales by accepting expired Group Golfer Coupons with a minimum purchase of a dozen golf balls of the customer's choice.
- Continue to monitor golf cart performance and repair with the use of current rotation techniques developed in Goals and Objectives.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: July 30, 2013

Administrative Initiatives (7/1/13-7/31/13)

Golf

- Seven inches of rain fell during the month of June which is almost twice the average amount. The three inch rain on June 22 caused flooding of the turf for the weekend but the river handled the runoff. The turf responded to the high moisture and temperatures by continuing to grow at a prolific rate.
- Very high day and night temperatures along with one and a half inches of rain on July 8th caused a disease outbreak on the tees and fairways. While we do apply preventive applications of fungicide, the heavy rain and high humidity provided disease pressure conditions the fungicide could not contain. The spotty thin areas will grow out with time and we will continue to apply fungicide to needed areas to contain further disease outbreaks.
- Staff is working hard to keep up with all the mowing, trimming, weed eating, weeding of landscape beds, pesticide applications, and tree removal as time allows.
- Mid-July has presented hotter days and dry stretches which we are now maintaining the irrigation system and hand water hot spots on greens on a regular basis.
- Continue to monitor turf conditions and order turf products as needed.
- Work continues on replacing wainscoting and trim in the board room where flood damage occurred as time allows.

- Meet with Kirk Lundbeck daily to discuss daily events and upcoming tournaments to better organize course maintenance around play.

Sports

- The new tennis courts have been well used and I have personally received a lot of positive feedback about the rebuild.
- We continue to prepare fields for all users groups at the Sports Complex. Youth baseball was finished at the end of June. Youth softball will be done on July 21 when their tournament finished. All other groups continue to play until mid-August. A couple of groups have expressed interest in fall ball leagues so we will update if that happens.
- The Storm Dayz softball tourney took place on June 28-30. 76 teams played nearly 200 games even with a Friday rain delay and a Saturday mid-day cancellation due to the weather. The turf where cars were parked received some damage but has already mostly recovered with the rains and the grass growing at a high rate. Thanks to those staff members from all areas of maintenance that worked three very long days to help ensure success of the event.
- A lightning strike near the Sports Complex on June 24th caused the main underground primary power line to blow out about 80 feet south of the sports concession building. Finney Electric worked with High Voltage Electric Co. to locate and repair the line on Friday the 28th. The entire line from the concessions building to the Lions Building where the light controls are located is aging and will need to be replaced in the future.
- I continue to constantly meet and talk with user group representatives to discuss make-up games and field issues.

- At the pool, the thirty-one year old electric motor which runs the hot tub was replaced at the beginning of July. All other systems are running well at the moment. We will be replacing a pool parking lot light fixture soon.
- I talked with Steve Sapita to discuss the upcoming soccer field needs. We also used some of the money saved from the backstop project to replace two aging goals on soccer field two.

Parks

- We put up signs on the ponds at Chief Black Partridge and Parkside Preserves where Encap is restoring the banks. The signs explain the process of pond restoration being done and ask that no fishing or walking on the area take place. We plan on keeping the signs up for the next two years.
- Encap has also added new plugs and plantings at the Larry Steczo Nature area at Leon Larson Park along with spraying invasive species.
- Staff is doing their best to keep up with the mowing, weed eating, path cleaning, and trimming of the turf as growth continues at a rapid clip.
- WPA Main Shelter – Work continues on the shelter. The plumbers continue to work and will complete the plumbing portion soon at which time the electricians will perform their portion as their free time allows. The doors will be replaced as part of our ADA transition plan later this summer.
- Staff continues to erect the stage and take down the following day as the concert series progresses.
- The old merry-go-round behind the pool near the ball fields was removed along with the wood play structure located next to the sports concessions building. Both play components no longer satisfied current safety or

construction standards for playgrounds. PDERMA, our new risk management insurance group, also required the removal of both structures.

- Attended staff, board, CAC, and long range planning committee meetings.
- Attended ADA meetings with PHN Architects.
- Attended meeting with City of Sycamore and Schroeder Paving Company to discuss the paving of the east and south clubhouse parking lot. Schroeder was awarded the City road paving for the summer and the parking lot project was included with the bid package. At this time, the work is planned to be completed at the end of September.
- Signed the Park District up with the National Joint Powers Alliance which allows municipal agencies to purchase equipment through nationally awarded competitive bid contracts.
- I completed wheel measuring all major walk paths through our various parks and met with Sarah to discuss details for inclusion in the next brochure and also on the park web site.
- For goals and objectives, have almost completed drafting current maintenance practices at individual parks, frequency of practices, staffing required, and an inventory list of amenities at each park.
- I have been conducting playground inspections and recording results. Worn parts have been replaced on various play structures as needed.
- Algae control on major ponds around town is being performed by Marine Biochemists on an as needed basis.
- The trail at Chief Black Partridge has been recently cleared by staff and will be included on the measured trails map.

- Met with Dan Gible, homeowners assoc., and management team at Sycamore Creek park to discuss improvements to be made to the land prior to the Park District taking possession of the area.

Administrative Initiatives (8/1/13-8/31/13)

- AYSO soccer will begin practices by the end of July and games will start on Saturdays beginning August 10th. We will be staking out and lining all twelve fields in July. I will meet with Bart Desch and Steve Sapita prior to games starting to discuss the upcoming season.
- Will continue to monitor golf course as summer stress conditions. Will price out protective products, meet with reps. and order as needed.
- Will work with Kirk as many tournaments take place this month to allocate time for staff to prepare course prior to play.
- Will continue working on objectives for the two year strategic plan, specifically park by park and facility by facility current maintenance practices and equipment replacement information.
- Will continue work on acquiring mini excavator machine through the National Joint Powers Alliance the Park District recently joined.
- Will continue to work with Encap as weather allows the pond projects and native area work to continue.
- Will continue to perform and document playground equipment inspections.
- Attend all staff, board, CAC, and long term planning meetings.

- We will install bike trail signs throughout the sports complex and golf course in coordination with the County continuous bike trail effort.
- Staff will continue repair of the lower level of clubhouse.
- Will continue to meet and talk with all the field user groups as seasons wind down to coordinate field use and maintenance issues.
- Will continue to coordinate the rehab of the WPA Main Shelter as the plumbers finish their work and the electricians continue theirs.
- Will set meetings for fall user groups including AYSO soccer and KYFL football and communicate with both groups consistently as seasons begin.
- Will gather information from playground reps. to look into possibility of replacing the recently removed climber structure at the sports concession building.

To: Park Board of Commissioners
From: Bart Desch
Subject: Monthly Board Report
Date: July 30, 2013

Administrative Initiatives: 07/01/13 – 07/30/13

- Assisted and facilitated a request from the staff of the Northern Illinois football team, a request for pool passes for their staff and families.
- Assisted with the production of the radio ads for the “Ice Cream Social”.
- Conducted the Ice Cream Social on July 14, held at Wetzel Park. The event drew over 170 people. This is part of Goal 5, Objective 7 of the Short Term Goals and Objectives. Thanks to all the staff for their help in making this event a success.
- Coordinated with AYSO Soccer regarding the upcoming season. This is part of Goal 3, Objective 9 of the Short Term Goals and Objectives.
- Met with management of Sparkle Cleaning and received their bid for the cleaning of the buildings. Will facilitate the schedule of all the cleaning, for all of the buildings once the contract is signed by all parties.
- Facilitated the beginning of “Chess Camp”, “Lego Camp”, “Hula Hoop Fitness” and multiple Tennis Camps.
- Continued production of the Fall brochure. The goal is for the brochure to be mailed out the second week in August.
- Established a “partnership” with the Stage Coach Players regarding the “Summer Concerts in the Park”. On August 1, the company will do a demonstration of their series and they will hand out materials at their facility regarding the Summer Concert Series. We will begin to discuss the following year and how to promote each other in the future.
- Viewed an online demonstration of “REC PRO” registration software program with the Supt. of Finance. This is part of Goal 2, Objective 14 off the Short Term Goals and Objectives.
- Submitted to the Director a set of quotes for a postcard direct mailing to the community and other local areas.

- Met with staff from Culvers regarding the “Ice Cream Social” in July and the “Touch a Truck” event in September. Culvers will provide free ice cream and services for the event in July and in return they will sell ice cream at the “Touch a Truck” event in September. This will result in a \$200.00 savings for the July event.
- Conducted, in conjunction with the Front Desk Supervisor, a Front Desk Staff meeting on July 19.
- Interviewed on the radio by staff from B96, regarding upcoming Park District events. The original focus of this interview was not Park District news but I was given the opportunity to speak about future events happening at the District.
- Completed and turned in to the City, our application for the fireworks show in September, celebrating our 90th. This is part of Goal 5, Objective 7 of the Short Term Goals and Objectives.
- Facilitated the demonstration at the Farmers Market on July 14. Special thanks to the Midwest Museum for providing the staff and animals for this event. Staff also handed out Park District promotional material at the event.
- Gave an interview to staff at the DeKalb Chronicle regarding the “Scholarship Assistance Program” which the District offers to families who are under economic hardship.
- Interviewed a prospective intern on July 2. Staff is in the process of writing some possible responsibilities for this position, which is slated to begin in January 2014.
- Facilitating requests for the Sports Complex for July and August.
- Met with KYFL Football staff about the upcoming season. This is part of Goal 3, Objective 9, of the Short Term Goals and Objectives.
- Contacted management from Farm and Fleet and Culvers with regards to creating the banners and other materials for the “Touch a Truck” event in September.
- Contacted staff from the DeKalb County Community Foundation regarding moving the “Cookies with Santa” event to their “Freight Room” in December. This has been accomplished and will happen. Staff will attend a “training” seminar at the Foundation in regards to the “opening and closing” of the building, as we get closer to the event.
- Met with Andrew Know, of the Advantage Group Companies regarding food and beverage needs during special events and possible sponsorship in the future.
- Conducted one outdoor “Summer Concerts in the Park” on July 1. The attendance for the July 11 show was over 450.

- Continued work on the “pamphlet” that will be given to new home owners in Sycamore. They will be handed out by officials at city Hall.

Administrative Initiatives: 08/01/13 – 08/30/13

- Continue to plan/organize for the upcoming 90th event on September 14.
- Continue work on an asset inventory to support an equipment replacement schedule for Recreation equipment, as part of the Short-Term Plan Goals and Objectives.
- Continue to plan/organize for the upcoming Health and Fun Fairs, which will be held in September. This is part of Goal 5, Objective 8 of the Short Term Goals and objectives.
- Plan programming for and attend the next Farmers Market event on August 11, at 11am.
- Plan to attend the School District’s Health Fair on August 20, from 6:30am to 11:00am. Staff will hand out promotional material regarding fitness classes, memberships and 90th Anniversary events at the health fair.
- Attend the School District’s Registration Day at the Middle School on August 8, from 3:00pm to 7:00pm. Staff will hand out promotional material to promote Park District programs.
- Plan to assist the Director with the “Chow and Chat with the Director” event to be held on August 10, at Larson Park.
- Will deliver Fall brochures to local agencies such as City Hall, the Sycamore Library and other groups.
- Will begin to input Fall program details/information into the Park Pro Recreation Software System.
- Will contact leadership at the Lions Club regarding the changes made to the “Cookies with Santa” event, since they are an integral part of the program.
- Will create and send a bill to the School District for the Summer “OSCAR” programming that the District provided.

- Will begin production of a full page ad thanking NB&T Bank for their sponsorship of the 90th Anniversary events and promotion of the event on September 14. This is part of Goal 4, Objective 6, of the Short term Goals and Objectives.
- Will deliver the “pamphlets” to City Hall for them to hand out to new home owners in the community.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: July 30, 2013

Administrative Initiatives (7/1/13 – 7/31/13)

- Held Board Study Session to develop goals for Vision 2020.
- Updated Agenda Planner for Staff/Board.
- Finalized “image” standards for park district to be approved the Board at the July Regular Meeting.
- Finalized Personnel Policy Manual for park district to be approved the Board at the July Regular Meeting.
- Let bids for ADA work.
- Attended Chamber Board Meetings.
- Coordinated a “Community Pride Day” meeting in conjunction with City, School District, and Park District.
- Supervised work on Pond Restoration projects.
- Continued meeting with community leaders.
- Prepared information for DCEDC about the park district.
- Planned for an early Fall full-time staff/board appreciation event.
- Conducted July 16 Study Session.
- NOTE: July Regular Board Meeting moved to July 30th.

- Put out RFP for Technology Study.
- Developed Spreadsheets for Cost Scenarios on CWSPT Scenarios

Administrative Initiatives (8/1/13 – 8/31/13)

- Attend CAC meeting.
- Re-Bid plans for Year 1 ADA work.
- Hold CWSPT Follow-up Meeting.
- Begin meeting with Board/Community Leaders on Vision 2020.
- Draft Outline of Vision 2020.
- Update Agenda Planner and Distributed to Board/Administrative Staff.
- Continue budget analysis, capital option planning, and scenario assessment for the strategic planning process.
- Award Tech Study Professional Services.
- Attend “Live Healthy DeKalb County” meeting.
- Plan Presentation on Land Issues: Plats, Easements, Acreage, Plans
- Meet with IDOT Land Acquisition and Grant Personnel re: Trails.
- Attend KSRA Board Meeting.
- Plan meetings with Sycamore Creek HOA and met with City Manager about North Grove Crossing.
- Complete review of the park district’s liquor license.
- Finished work on the RFP for an independent consultant to assess and modify our website.

- Finalized Board Objectives for Goals 4, 9 and 10.
- Attended NB&T training program on Small Business Fraud.
- Hold the Second “Ask the Director” cookouts.
- Hold a joint meeting with the Midwest Museum of Natural History.

Sycamore Park District Clubhouse Post Rental Questionnaire

Name: Peggy Newby
 Date of Event: 6-30-13
 Type of Event: Baby Shower

1. How was your event? Very nice
2. How was the service of the Park District Staff? did not use bar or catering, but staff was helpful when needed
3. How was the room rental fee? average

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

4. How was your menu/meal/bartending? _____
5. How was the pricing? _____
6. Would you change anything? The bathrooms were not as clean as would have liked.
7. Would you recommend the Clubhouse to a friend? Yes
 Why or Why not Nicely decorated - services available if needed.
8. How did you hear about us? past experience - had been to bridal shower years ago
9. Please note your overall experience. Very good.

Sycamore Park District Clubhouse

Post Rental Questionnaire

Name: Nancy Reifheit
 Date of Event: June 30, 2013
 Type of Event: Family Reunion

1. How was your event? Excellent!
2. How was the service of the Park District Staff? Your staff was wonderful - helpful + accommodating
3. How was the room rental fee? Fair

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

4. How was your menu/meal/bartending? great, thanks
5. How was the pricing? Fair
6. Would you change anything? No - perfect!
7. Would you recommend the Clubhouse to a friend? Yes
 Why or Why not Great space - roomy, adaptable
8. How did you hear about us? Use the golf course regularly
9. Please note your overall experience. Excellent!

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: July 30, 2013
STAFF RECOMMENDATION

AGENDA ITEM: PERSONNEL POLICY FINAL REVIEW: Recommend Approval

BACKGROUND INFORMATION:

As we continue to seek ways to cut costs, and manage better, we are also challenged to be sure that the quality of the work that our employees do is recognized, and we take care of the hardworking employees at our district. The Board recognized that necessity when we adopted 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.

To that end, one of several Objectives set forth was the following:

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

Additionally, the Board charged the Executive Director with finding ways to save money and demonstrate the district’s commitment to staff tightening their belts along with the rest of the community by down-scaling some the fringe benefits available to staff.

Furthermore, it is noted that the Personnel Policy of the district had not been reviewed in ten years, and many of the items are out of date. The new Healthcare regulations, alone, have changed rules and regulations, plus the way in which the district provided certain benefits have evolved, by policy changes, and have not been updated/approved in the policy manual itself.

With cost savings in mind, AND, at the same time, not losing sight of how we provide for our staff, therefore, I am presenting this final draft of our revised Personnel Policy Manual for approval. It should be noted that the majority of the final changes, shown in red, are based upon a complete review by our legal counsel.

FISCAL IMPACT: The additional benefits provided to 3 IMRF eligible positions will be at a cost to the district of approximately \$3,600 annually.

STAFF RECOMMENDATION: I recommend approval of the Personnel Policy Manual including the latest revisions noted in red.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 30, 2013

STAFF RECOMMENDATION

AGENDA ITEM: BEGINNING OF NAMING PROCESS FOR 4.95 ACRE PARK in SYCMAORE CREEK SUBDIVISION: Discussion and Possible Action

BACKGROUND INFORMATION:

As you know we have begun the Deed process for obtaining Title to the 4.95 acre site in Sycamore Creek Subdivision that was designated in the original development agreement for future park.

The Homeowners Association (HOA), along with their management firm, Townsend Management, have approached us following their purchase of the land when it came up for auction on back taxes. The group has been very cooperative and constructive, and we have held several planning meetings with them. We believe there is about a 90 day process to get us to the point where Sycamore Park District will take possession and care of the parcel.

Board President, Ted Strack, was very careful in our meetings to make it clear that we currently have no funds to add any development at the site, and I indicated that we would mow the site on the same schedule as our other parks, once we take possession. I shared with them that we have stated that we generally do not want to accept a dedicated park, by title, until at least a third of the lots have been built on, as that assists us in additional revenue to substantiate and fiscally support the cost of, for example:

- a. A playground
- b. A small pavilion
- c. Paths
- d. Benches
- e. Other basic amenities

NOW, THEREFORE, we must address naming the park. In the Board By-Laws is the following rules for naming a park:

VIII. NAMING OF PARKS, RECREATION AREAS, AND FACILITIES

- A. The Park District Board of Commissioners will be responsible for accepting, reviewing, and acting upon all nominations for public dedication of park district property.
- B. The decision to name a specific property (whether land or structure) in honor or memory of a deserving person or group will be made at a regularly scheduled meeting.
- C. The public will be informed that written nominations will be accepted by the Board. Applications may be obtained at the District office and must be returned not less than seven days prior to the next regular meeting of the Board. At the next regular meeting the nominations will be voted upon by the entire Board.
- D. The requirement that nominations be submitted may be waived, if the district has received a property as a donation, or a cash endowment that is earmarked for a specific facility or structure, and the Board has voted to accept that donation/cash endowment.

Staff has discussed this, and we would like to work with the school district to have a naming competition, and have CAC be the judges to make a final recommendation to the Board by October 2013. Of course, it is the Board's discretion to approach this as they wish within their by-laws.

FISCAL IMPACT: It is estimated that the legal work and the signage for the park will be about \$5,000.

STAFF RECOMMENDATION: We seek the Board's approval of our suggested approach in the "Background Information" above, or some other thoughts on the approach. A final decision is not necessary if you wish more thought, but we would seek a final decision no later than our Regular Meeting in August.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 30, 2013

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL OF ADA PLUMBING & CARPENTRY BIDS: Recommend Re-Bidding

BACKGROUND INFORMATION: As part of GOAL 8 of our Short-Term Plan we are initiating work on our ADA Transition Plan. This is a managed solution to addressing all of the deficiencies identified by the Independent Audit by RAC, Inc. In the first year of the plan—2013—we are focusing on all the Plumbing and Carpentry Work. In 2014 we will focus on paving.

As part of this plan we have taken the following actions, already, to address the ADA Transition Plan:

- A. We have retained an architect to review the plumbing and carpentry items in the RAD Audit.
- B. We have conducted a walk-through with the Architect, PHN Architects of Aurora, of all locations where plumbing and carpentry deficiencies exist to finalize plans for correcting them.
- C. We have let work on the Tennis Courts in Sycamore Park which will be rendered accessible with the improvements. The parking will be rendered accessible for those courts in 2014.
- D. We have let work on a new parking lot at Old Mill Park. That will meet ADA Requirements.

We let bids according to all legal requirements, and held our bid opening on Friday July 12, 2013. We received only one bid (from Edwin Anderson of Schiller Park), and that bid was very high in relation to the architect's estimate for the work. We distributed the Bid Documents to about 15 contractors. Eight of them were local contractors. We also published the bid announcement, and received two inquiries as a result of that. Nonetheless, we only had one bidder. One of the local contractors that we sent a bid package to actually called us and indicated that they were too busy, and

would not bid. The only firm submitting a bid also indicated that they were very busy.

FISCAL IMPACT: It is estimated that all of this work will cost around \$113,000. The items let for bid were estimated at around \$89,000 of that amount.

STAFF RECOMMENDATION: Since it appears that the market may be busy at this time, and since the one bid received did come in way high, I recommend rejecting the bid received, and re-bidding the work in early Fall.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 30, 2013

STAFF RECOMMENDATION

AGENDA ITEM: FIRST DRAFT OF COMPILATION OF ORDINANCES:
Review Only

BACKGROUND INFORMATION: In an effort to improve record retention and accessibility, all Ordinances passed by the Park Board of Commissioners are to be consolidated into a single word document. This initial draft includes Ordinances from 2008 to present. Changes already in process are:

1. Inserting pages in front of each year so they are divided and identified, and
2. Creating a table of contents.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: The staff recommends the Board read, review, discuss, ask questions, and make recommendations.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:
BOARD ACTION: