



# Sycamore

PARK DISTRICT

*Established 1923*

940 East State Street  
Sycamore, IL 60178  
email: info@sycamoreparkdistrict.com

(TEL) 815/895-3365  
(FAX) 815/895-3503  
www.sycamoreparkdistrict.com

**Sycamore Park District  
Regular Board Meeting**

**August 27, 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 Meetings – July 16, 2013 (Voice Vote)**

August 6, 2013

August 13, 2013

August 20, 2013

**9. Regular Meeting – July 30, 2013 (Voice Vote)**

**Executive Session Minutes – August 13, 2013**

**August 20, 2013**

**(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)**

**PUBLIC INPUT:**

**APPROVAL OF MONTHLY CLAIMS:**

**14. Claims Paid Since Board Meeting (Roll Call Vote)**

**23. Claims Presented (Roll Call Vote)**

**CONSENT AGENDA:**

**30. Superintendent of Finance Monthly Report**

**33. Budget Report/Monthly Cash Flow Monthly Report**

**49. Superintendent of Golf Operations Monthly Report**

**52. Superintendent of Parks and Facilities Monthly Report**

**57. Superintendent of Recreation Monthly Report**

**60. Executive Director Monthly Report**

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

August 27, 2013

PG 2

**CORRESPONDENCE-**

- 63. Old Mill Letter
- 65. DeKalb County Community Foundation
- 66. Gwen Gates – Thank you for the Scholarship
- 69. Anthony Guzzaldo & Family – Clubhouse Rental Questionnaire

**POSITIVE FEEDBACK/REPORTS**

**PRESENTATION BY SUPERINTENDENT OF SCHOOLS: How Parks and Recreation Can Work With CUSD #427**

**DEPARTMENT PRESENTATIONS: Pond Management—Jeff**

**OLD BUSINESS:**

- Discussion and Report Back from Presentations to CWSPT/CAC—  
Ted/Michelle
- Future Study Sessions—Dan
- 70. Minor Changes to Personnel Policy—Dan

**NEW BUSINESS:**

- 93. Discussion on Survey—Dan
- 95. Park Data and Records Project—Terri Gobble
- 98. Outline of Vision 2020—Dan
- 100. Plans for Contract Cleaning—Bart
- 105. Approval of Purchase of Excavator—Jeff

**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 6:06 p.m.

The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker, and Strack present. Staff members present were Dan Gibble and Jeanette Freeman

**Discussion of Parameters for Board Negotiations** – Director Gibble noted that he felt after last meeting things were left hanging regarding this. He feels he has a different impression of the discussion than what President Strack has. He shared his thoughts on the matter. He feels this needs to be discussed because the District is reaching an important point in certain items. Everyone needs to be comfortable with what is being communicating and how it is being communicated. In this process the Board needs to make sure no distractions of mixed messages or conflict on the Board. He is concerned about the roll that President Strack and Commissioner Schulz play as spokespeople for the rest of the Board as defined in our Board By-Laws. The Board needs to tell each other what are the confines of where, when and how President Strack and Commissioner Schulz are free to speak. Commissioner Kroeger noted he feels we need to be cautious and that the Board is on the same page before dialog goes too far with DeKalb on the pool. Commissioner Tucker noted she wants to make sure we do not commit to something we cannot do. She does not want anything negotiated in the paper either. Commissioner Graves doesn't want President Strack and Commissioner Schulz to feel a lack of trust. He feels they will handle things appropriately and gives full latitude – just do not make any promises. Commissioner Schulz noted no Board member can make any promises without the Board approval. Need to speak on behalf of all the Board. Commissioner Tucker, and Kroeger noted President Strack and Commissioner Schulz have their trust, but make sure all know that any issues will be brought back to the Board for a vote. Commissioner Schulz agreed with this and again noted no promises can be made. Director Gibble noted we need to have a consistent, clear message going forward.

**Discussion of Three Scenarios and Refinement by Board for Presentation Back to CWSPT -**

President Strack noted he, Commissioner Schulz and Director Gibble went over the different versions. There was then discussion with the Board on the different versions including the costs of each version and what the District gets with each version. Commissioner Kroeger noted that the Board needs to know what is needed or wanted in a Community Center. There was also discussion on the concept of where a Community Center should be. President Strack asked if the District wants a building, but not a campus. Commissioner Kroeger noted we need to make sure we are just not giving a quick Community Center and not thinking about down the road. There was then more discussion on the Vision 2020: First Framework. The Board came to a consensus to rank the space/location as follows: #1 Accessible by road and trails, #2 Open with room to grow, and #3 Visible/Frontage (64, 23, Somonauk, Peace, Bethany, and Airport Road). The Airport Road property might be better used to address our sports complex issues and not a community center. Director Gibble noted that around 30-40 acres would be a good amount for a community center, pool, splash pad and other things. Commissioner Kroeger noted it seems Airport Road seems the logical spot since there is already so much going on out there. Commissioner Schulz then discussed the different versions and the sellable package including the amounts for each version. President Strack noted the Board needs to think about what type of facility we want – a walk-in or structured plan. Commissioner Schulz noted there needs to be a place for younger kids to go. Commissioner Tucker noted the survey shows the adults want the walking paths. Commissioner Kroeger noted the Board needs more information from Director Gibble on what would be included in the square footage. He also feels the Board needs to hear what staff feels we need for programs, childcare, exercise rooms, bathrooms, etc. and what is wanted. Commissioner Schulz noted she trusts Director Gibble on what is needed. Her fear is that the product delivered to the taxpayers is not what they want and does not fill the need in the community.

**Discussion of Three Scenarios and Refinement by Board for Presentation Back to CWSPT-cont'd**

– President Strack noted he also would like to be more information on what would be included in a community center and how much room is needed. The Board feels there needs to be gym space in the building that can be used for open gym and also programs. There was a consensus on the Board that the Trail Connections and Sports Complex needs to be part of the package, along with the golf irrigation, splash pad, dog park and sled hill if possible. The Splash Pad was discussed and the need in the community for this. Commissioner Tucker noted that Kiwanis want to put money towards a splash pad. Director Gible noted he will sit with staff and see what they feel the needs are for square footage and get to the Board. He is also going to talk to Mike Cullen from NB & T to see what properties they might have in trust. Commissioner Schulz noted we need indoor space and walking area. President Strack asked the Board to individually think about what number or version they are comfortable with. Director Gible will email the board for other dates for another meeting . Each Board member needs to have a decision on which version they want to go with. Then the Board will take the top two choices to the CWSPT for their opinion on it. It was decided to also invite the CAC to the meeting with the CWSPT. It was decided the next study session meeting will be on August 6<sup>th</sup> at 6 pm.

**Adjournment**

**Motion**

The Board adjourned the Regular Session meeting at 8:17 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

**Roll Call**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary, Sycamore Park District

**Minutes of the Special Meeting Study Session of the Board of Commissioners  
Sycamore Park District  
Tuesday, August 6, 2013**

President Strack called the meeting to order at 6:02 p.m.

The roll was called with Commissioners Kroeger, Schulz, Tucker, and Strack present.

Commissioner Graves was absent. Staff members present were Bart Desch, Jeff Donahoe, Jackie Hienbuecher, Kirk Lundbeck, Dan Gobble and Jeanette Freeman

**Discussion of Three Scenarios and Refinement by Board for Presentation Back to CWSPT -**

President Strack handed out the information from the last study session meeting. He noted that Director Gobble added comments regarding keeping the pool alive until big items have to be replaced. Director Gobble noted the Board needs to come to an understanding regarding the pool. Also let the public know that at some time that the District cannot put any more money into the pool. He noted that in year 5 of the ADA transition there is about \$70,000 for modifications to meet current ADA requirements. He is approximating 4-6 years life left on the pool. Commissioner Kroeger noted that if this is stated ahead of time, then the public will be aware of the issues with the pool. Commissioner Schulz noted the District needs to do a better job of informing the public now. Also show the public the numbers of usage history, etc. President Strack noted to let the public know the concept that it may come a time when the repair bills will be so high the District cannot do the repair. Director Gobble asked what probably be next in the line of repairs. Supt. of Park Donahoe noted he felt the piping underground and decking will probably be next with the age of everything. They have already replaced the heater, pump and gauges. President Strack asked the staff to help the Board put together information that supports the decision. Commissioner Schulz suggested putting this information in the next newsletter. Commissioner Kroeger suggested getting out there the normal maintenance will continue each year, but not any major things. There was a consensus on the Board that the District is not in a position to keep the pool going in the future.

President Strack then went over the scenario chosen and there was discussion. He passed out a summary of the meeting with himself, Commissioner Schulz and Director Gobble. Director Gobble noted he is meeting with a bank representative regarding any trusts that may have land available. President Strack asked the Board if they are committed to one large central location or take advantage of existing buildings. There was discussion about some local buildings. Commissioner Tucker noted the dissatisfaction with the Field House is going to come up. The public does not know what happened between the School District and the Park District regarding the field house. There was more discussion on the local buildings and what they could be used for. Commissioner Tucker then noted that Kiwanis wants to help with startup money of approximately \$40,000 for a splash pad. There was some discussion on a splash pad and whether fee based or not. President Strack then handed out sheet on the estimation of space needs. Director Gobble discussed the handout regarding the current needs and additional space needs. Commissioner Schulz asked if the local buildings would take care of the list of space needed. She does not want to give up on the grand vision, but wants to keep in the mind the local buildings. President Strack noted he struggles with the cost of a new community center, but would still want to look for land for future development. Director Gobble noted he likes the value of the concept using an existing building, but it seems to sell out on what has been discussed so far. President Strack noted the Board needs to get a direction. He also stated that if an existing building is used, that could continue to be used and then another building for other programs, etc. Director Gobble noted that we need to start making recreation a priority. The community center has moved several times in the last 10-15 years. It is time for the District to make a stronger, longer commitment to the recreation programs.

**P 2**

President Strack continued to discuss the meeting summary including the list of contacts to help get the message out. There were additional names added to the list. Director Gible noted the Board would need to decide who would contact the names on the list. He noted the Board can inform them of what the CWSPT has suggested. He envisions the Board and some Administrative staff contacting the people. President Strack asked what the timeframe was for the contact. Commissioner Schulz noted the Board needs to meet with the CWSPT before going any further. President Strack noted the Board needs to decide before the 8-22 meeting of the CWSPT what the vision is. President Strack noted the Board can present to the CWSPT the vision as it stands now, but let them know there may be a local building that has presented itself. There was a consensus on the Board to meet again on Tuesday, 8-13 at 6:00 pm for more discussion before meeting with the CWSPT.

Director Gible then informed the Board of a few issues that came up today. There was an event that took place where an individual ran a program in the Park without our approval. He will bring to the Board in the fall a policy/fee structure to address this. He also noted that he and Supt. of Parks Donahoe met with Encap at Parkside to discuss where they are at in the process. Some neighbors are not happy with the process at this point.

**Adjournment**

**Motion**

The Board adjourned the Regular Session meeting at 7:44 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

**Roll Call**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary, Sycamore Park District

**Minutes of the Special Meeting Study Session of the Board of Commissioners  
Sycamore Park District  
Tuesday, August 13, 2013**

President Strack called the meeting to order at 6:00 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, Dan Gible and Jeanette Freeman

**Motion**

At this time the Commissioner Schulz moved to go into Executive Session for the reason listed below at 6:01 pm. The motion was seconded by Commissioner Graves.

**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 roll was called with Commissioners Graves, Kroeger, Schulz and Strack present. Also present was Director Gible, Staff Jackie Hienbuecher, Jeff Donahoe, Bart Desch, Kirk Lundbeck, and Recording Secretary Freeman.

#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.

**Motion**

The Board adjourned the Executive Session and returned to Regular Session at 7:48 p.m. on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Schulz.

**Voice Vote**

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

**Motion**

The Board adjourned the Regular Session at 7:54 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary, Sycamore Park District

**Minutes of the Special Meeting Study Session of the Board of Commissioners  
Sycamore Park District  
Tuesday, August 20, 2013**

President Strack called the meeting to order at 6:05 p.m.

The roll was called with Commissioners Kroeger, Schulz, Tucker and Strack present. Commissioner Graves was absent. Staff member present was Dan Gible. Resident John Owens was present

President Strack opened the meeting by asking if the group was ready to begin formulating their presentation, or if there was need for further discussion of matters related to County Market.

Commissioner Schulz indicated she felt it was necessary to move to Executive Session first, and Director Gible agreed.

At this time, Commissioner Graves arrived.

**Motion**

At this time the Commissioner Tucker moved to go into Executive Session for the reason listed below at 6:13 pm The motion was seconded by Commissioner Kroeger.

**Roll Call**

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

Resident John Owens was excused.

The Board reconvened the Regular Session at 7:12pm and spent the rest of the meeting forming the outline for their presentations to CWSPT and CAC. John Owens rejoined the meeting two minutes later, and the Board asked for his comments. Resident Owens pointed out the importance of explaining to the public why you wouldn't want to re-use a building, and being upfront about it, as he believes that was what was not done when the park district built the new Maintenance Building. He also expressed the opinion that it was time to ask the citizens to support the park district's vision for the future, along with a referenda. He also feels we should emphasize that this is a long-range plan and the park district should not come back in a few years for another referenda.

**Motion**

The Board adjourned the Regular Session at 7:31 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

Respectfully Submitted,

Daniel Gible  
Secretary, Sycamore Park District



**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, July 30, 2013**

President Strack called the meeting to order at 6:04 p.m.

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

Guests at the Board meeting were:

Scott Buzzard – CAC

Nancy Higdon, 1926 Beach Lane, Sycamore - Kiwanis

Dan Pritchard, 1218 Devonshire, Sycamore – Pony League

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Kroeger 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 4-0. Commissioner Schulz was absent.

**Approval of Minutes –**

**Motion**

Commissioner Kroeger moved to approve the June 25, 2013 Regular Meeting Minutes and June 18, 2013 Special Meeting Minutes. Commissioner Graves seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Tucker moved to approve the June 18 & June 25, 2013 Executive Session Minutes to remain confidential. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Petition and Public Comment –**

Nancy Higdon, Kiwanis – 1926 Beach Lane, Sycamore. She is a resident of Sycamore, representing the Kiwanis Club. They are interested in assessing the possibility of a splash park. They would like to help the Park District get a splash park, which is a zero depth water playground. They are interested in helping to do some fundraising for this, if the District is interested in partnering with this. She noted splash parks are easily grant funded because they are good for children of all ages and children with disabilities, and can be easily built for \$50,000 to \$200,000. Director Gibble noted that he felt it unlikely to build one for that amount, but that he was still a great supporter of spraygrounds/splash parks. He pointed out that the examples

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday July 30, 2013  
**P 2**

provided actually cost closer to a million dollars or more. President Strack noted that the District is in the process of a long term plan and a splash pad had been talked about along with other things as possible future projects.

### **Petition and Public Comment –**

Nancy Higdon, Kiwanis- cont'd – President Strack noted it would help to know what level of financial commitment the Kiwanis is wanting to make.

Dan Pritchard, 1218 Devonshire, Sycamore – He is representing Sycamore Pony Baseball. He wanted to bring to the attention of the Board their Banner Gate. This shows support of their sponsors instead of hats or shirts. Last year he had more sponsors than teams. He has between 50 and 60 corporate sponsors and feels it would be great to have the banners on the diamond fences. He would like to open dialogue with the Board on how to raise money. His group, along with other groups were frustrated with the increase in the coverage they had to have. Director Gibble noted that the District was able to cut our insurance cost by \$20,000 by asking for the increased coverage from the groups. Dan Pritchard noted the District has a great facility here. He realizes the District is doing this without a lot of funds. They would like to help the District figure out how to get things done. President Strack noted the District staff is willing to sit with them to discuss more. He feels that Sycamore Youth Baseball needs to be in the discussions also. Director Gibble noted this has been happening already with Sycamore Youth Baseball, of which Pony Baseball is a part, and that Dan Pritchard should share his information with the Youth Baseball Board.

### **Claims and Accounts Approval** **Motion**

Commissioner Graves moved to approve and pay the bills in the amount of \$127,983.82.  
 Commissioner Tucker seconded the Motion.

### **Roll Call**

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

### **Correspondence-**

- Clubhouse Rental Questionnaire – Nancy Leifheit
- Clubhouse Rental Questionnaire – Peggy Newby

### **Positive Feedback/Reports**

- President Strack noted the tennis courts are being used constantly and amazes him.
- Commissioner Tucker noted again she is impressed by the board packet.
- Commissioner Tucker said the KSO golf outing dinner was in the Clubhouse and it was wonderful.
- Commissioner Kroeger is hearing great things about the golf course.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday July 30, 2013  
 P 3

**Presentation by City Manager – Planning & Development -**

Brian Gregory – City Manager, City of Sycamore gave handouts/maps on future land use for the City. He went over where Sycamore plans to grow in the industrial/commercial areas and residential areas. Director Gibble noted the District would like to sit with the City to discuss trail connections and other things.

**Department Presentations: Status of 90<sup>th</sup> Anniversary – Bart Desch**

Supt. of Recreation Desch noted the next brochure will be out in approximately 2 weeks. Our State Representative Bob Pritchard wants to present an award to the District for the 90<sup>th</sup> – the date has yet to be determined. There will be a Touch-A-Truck event that will be in the Farm & Fleet parking lot. There is going to also be fireworks. In this brochure, there will be the trail systems in the parks along with the amenities in each park. He also noted there will be a brochure or flyer given to Brian Gregory for the City to hand out in the new homeowners packets. Commissioner Tucker suggested giving the businesses downtown posters to put in their windows.

**Old Business –**

**Discussion and Consensus on Report Back to CWSPT** - President Strack noted that he, Commissioner Schulz and Director Gibble met on this again. There was discussion about key players to contact. Director Gibble noted he will get the information discussed out to everyone before the August 6<sup>th</sup> Study Session meeting. President Strack suggested the Board come back to the August 6<sup>th</sup> meeting with their feelings and thoughts on the different versions.

**Future Study Sessions** – Director Gibble noted August 6<sup>th</sup> will be the next study session. There will be two dates for the CWSPT to meeting with the Board to report back to them. These will be held on 8-22<sup>nd</sup> and 8-26<sup>th</sup>. He has drafted a letter that will be sent to the CWSPT about the dates.

**Final Review & Approval of Personnel Policy** – Director Gibble noted there may be a few sections brought back for fine tuning. Counsel has also looked at the policy and he is looking for approval. He noted that Supt. of Golf Operations Lundbeck has some concerns about the changes to the policy on employees playing golf. Supt. Lundbeck is fine with the way the policy reads currently. President Stack noted that staff will work through this and make recommendations to the Board.

**Motion**

Commissioner Graves moved to approve the Personnel Policy as presented with current language. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday July 30, 2013  
**P 4**

**Begin Park Naming Process** – Director Gibble wanted to prompt discussion on this matter. He is suggesting maybe a school contest and he can talk to Kathy Countryman on this. Commissioner Graves suggested tying this into the 90<sup>th</sup>. Director Gibble noted they can announce it at the last 90<sup>th</sup> event. More information will follow on this.

### **New Business**

**Award ADA Plumbing & Carpentry Bid** – Director Gibble noted he is recommending authorization for the project to be rebid and reject all bids. He had contacted 8 local contractors and 6 that the engineer recommended. Only one bid came in and was twice the amount that was budgeted. This will be rebid in early fall.

#### **Motion**

Commissioner Tucker moved to approve the rejection of the bid and approve to rebid the project. Commissioner Kroeger seconded the Motion.

#### **Roll Call**

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

**Presentation of DRAFT Compilation of Ordinances** – Director Gibble noted this is for the last few years only at this point. We will do prior to 2008 in the future.

**Waiver of Impact Fees for Opportunity House** – Director Gibble noted he had received this letter from Opportunity House on this, but did not have the letter prior to the Board Packet going out, so he is passing it around now. The Opportunity House is in the process of building an 8 unit residential facility and would like the District to waive the impact fees on the construction.

#### **Motion**

Commissioner Graves moved to approve waiving the impact fees for Opportunity House. Commissioner Tucker seconded the Motion.

#### **Roll Call**

President Strack called for a roll call vote to approve the motion. Commissioners Graves, Kroeger, Tucker voted Aye. Commissioner Strack voted Nay. Motion carried 3-1. Commissioner Schulz was absent.

Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday July 30, 2013  
**P 5**

**Public Input - None**

**Adjournment**

**Motion**

The Board adjourned the Regular Session at 7:46 pm on a motion made by Commissioner Graves. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

DATE: 08/21/2013  
 TIME: 09:30:42  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 07/24/2013 TO 08/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ALLAB		ALL ABOUT LEARNING							
	6215	01 LEGO CAMP PAYMENT	205010186128	07/22/13		52256	07/25/13	1,199.00	1,199.00
									1,199.00
ARTHU		ARTHUR CLESEN, INC.							1,199.00
	288644	01 GREENS-FAIRWAY FUNGICIDE	504100076507	06/01/13		52280	08/12/13	3,956.31	1,468.00
									1,468.00
	290144	01 GREENS INSECTICIDE	504100076507	07/11/13		52280	08/12/13	3,956.31	187.41
									187.41
	290207	01 GREENS FUNGICIDE	504100076507	07/12/13		52280	08/12/13	3,956.31	124.50
									124.50
	290323	01 GREENSFUNGICIDE	504100076507	07/16/13		52280	08/12/13	3,956.31	203.78
									203.78
	290358	01 GREENS FUNGICIDE	504100076507	07/17/13		52280	08/12/13	3,956.31	315.00
									315.00
	290612	01 COURSE FUNGICIDE	504100076507	07/24/13		52280	08/12/13	3,956.31	1,605.00
									1,605.00
	290962	01 GREENS-LIQUID FERT	504100076506	08/06/13		52280	08/12/13	3,956.31	52.62
									52.62
CHESSWIZ		CHESS WIZARDS							3,956.31
	1085	01 CHESS CAMP FEE	205010116128	07/25/13		52257	07/25/13	840.00	840.00
									840.00
CITY		CITY OF SYCAMORE							840.00
		COMM PARK PRIDE							200.00
		01 TO REPL CHECK	101000003028	08/20/13		52300	08/20/13	200.00	200.00
	JULY 2013								
		01 CLUBHOUSE CITY SALES TAX	303000116852						438.00
		02 BEVERAGE CART - CITY SALES TAX	303100116852						245.00
		03 BB CONC CITY SALES TAX	303300116852						67.00
		04 POOL CONC CITY SALES TAX	303400116852						34.00
									63.00

DATE: 08/21/2013  
 TIME: 09:30:42  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 07/24/2013 TO 08/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	JULY 2013	05 CATERING CITY SALES TAX	303500116852	08/19/13		52285	08/19/13	438.00	438.00 29.00
								VENDOR TOTAL:	638.00
CITY2		CITY OF SYCAMORE							
	14205650/5650-731	01 WATER/SEWER-POOL	518100096704	07/31/13		52283	08/14/13	843.01	843.01 843.01
								VENDOR TOTAL:	843.01
COMCA		COMCAST							
	071913	01 CABLE	303000096705	07/19/13		52286	08/19/13	80.12	80.12 40.06 40.06
		02 CABLE	504000096705						
								VENDOR TOTAL:	80.12
COMMO		COMMONWEALTH EDISON							
	080913	01 FOUNDERS PARK	101500096702	08/09/13		52287	08/19/13	530.28	530.28 17.17 16.10 39.82 15.41 227.10 183.86 15.41 15.41
		02 BOYNTON PARK	101500096702						
		03 KIWANIS PARK	101500096702						
		04 EMIL CASSIER PARK	101500096702						
		05 COMMUNITY CENTER	207500096702						
		06 COMMUNITY CENTER	207500096702						
		07 SYCAMORE LAKE	101500096702						
		08 WETZEL PARK	101500096702						
								VENDOR TOTAL:	530.28
CONST		CONSTELLATION NEWENERGY							
	0010687109	01 BASEBALL CONCESSIONS	303300096702	07/06/13		52289	08/19/13	6,920.00	2,605.72 122.87 1,122.94 10.27 10.27 226.72 108.69 150.59 150.59 351.39 351.39
		02 POOL	518100096702						
		03 MAINTENANCE	101500096702						
		04 MAINTENANCE	504100096702						
		05 PUMP HOUSE	504100096702						
		06 CART BLDG	504000096702						
		07 CLUBHOUSE	303000096702						
		08 PRO SHOP	504000096702						
		09 ADMINISTRATION	101000096702						
		10 ADMINISTRATION	201000096702						
								VENDOR TOTAL:	530.28
	0011068138	01 SPORTS COMPLEX	202100096702	08/07/13		52289	08/19/13	6,920.00	869.98 832.26

DATE: 08/21/2013  
 TIME: 09:30:42  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

PAGE: 3

*Interim*

FROM 07/24/2013 TO 08/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
0011068138		02 MAINT BLDG	101500096702	08/07/13		52289	08/19/13	6,920.00	869.98
		03 MAINT BLDG	504100096702						18.86
								6,920.00	18.86
0011108229		01 BASEBALL CONCESSIONS	303300096702	08/10/13		52289	08/19/13	6,920.00	3,444.30
		02 POOL	518100096702						116.80
		03 MAINTENANCE	101500096702						1,291.23
		04 MAINTENANCE	504100096702						11.96
		05 PUMP HOUSE	504100096702						11.96
		06 CART BLDG	504000096702						641.58
		07 CLUBHOUSE	303000096702						109.43
		08 PROSHOP	504000096702						189.20
		09 ADMINISTRATION	101000096702						189.20
		10 ADMINISTRATION	201000096702						441.47
									441.47
								VENDOR TOTAL:	6,920.00
COUNTRY		COUNTRY STORE & CATERING							
080613		01 STAFF LUNCH	101000046213	08/06/13		52268	08/06/13	767.25	767.25
		02 STAFF LUNCH	201000046213						383.63
								767.25	383.62
								VENDOR TOTAL:	767.25
DEK3		DEKALB COUNTY COLLECTOR							
		2ND 2013		08/01/13		52290	08/19/13	1,116.51	1,116.51
		01 2013 TAXES	101500116850						1,116.51
								VENDOR TOTAL:	1,116.51
EUCL		EUCLID BEVERAGE LTD.							
		2355308954		07/26/13		52269	08/06/13	622.60	622.60
		01 BEER CANS	303000086634						325.60
		02 KEG BEER	303000086634						242.00
		03 KEG RETURN	303000086634						-60.00
		04 MIKES	303000086635						112.00
		05 DELIVERY CHARGE	303000086634						3.00
								622.60	
								VENDOR TOTAL:	830.60
2355309002		01 BEER	303000086634	08/02/13		52267	08/02/13	830.60	830.60
		02 MIKES	303000086635						718.60
								830.60	112.00
								VENDOR TOTAL:	431.80
2355309059		01 BEER - CANS	303000086634	08/09/13		52291	08/19/13	431.80	431.80
		02 EMPTY KEG	303000086634						458.80
								431.80	-30.00



DATE: 08/21/2013  
 TIME: 09:30:42  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*In the Kim*

FROM 07/24/2013 TO 08/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2355309059	03 DELIVERY CHARGE	303000086634	08/09/13		52291	08/19/13	431.80	431.80 3.00
FRONTIER	FRONTIER							VENDOR TOTAL:	1,885.00
	072813	01 COMMUNITY CENTER	207500096700	07/28/13		52292	08/19/13	1,518.01	1,518.01
		02 MAINT BLDG	101500096700						342.55
		03 MAINT BLDG	504100096700						201.04
		04 POOL	518000096700						201.04
		05 ADMINISTRATION	101000096700						42.00
		06 ADMINISTRATION	201000096700						326.00
		07 PRO SHOP	504000096700						325.99
GOR	GORDON FOOD SERVICE INC.							VENDOR TOTAL:	1,518.01
	152530631	01 NAPKINS	303000076550	07/26/13		52270	08/06/13	504.00	504.00
		02 DELIVERY CHARGE	303000076550						500.00
ILL1	ILLINOIS DEPT REVENUE							VENDOR TOTAL:	4.00
	JULY 2013								504.00
		01 STATE SALES TAX-PRO SHOP	504000116852	08/19/13		52293	08/19/13	2,435.00	2,435.00
		02 STATE SALES TAX-CLUBHOUSE	303000116852						679.00
		03 STATE SALES TAX-BEVERAGE C ART	303100116852						984.00
		04 STATE SALES TAX-BB CONC	303300116852						269.00
		05 STATE SALES TAX-POOL CONC	303400116852						136.00
		06 STATE SALES TAX-CATERING	303500116852						250.00
KISH	KISHWAUKEE SPECIAL RECREATION							VENDOR TOTAL:	117.00
	08-65	01 1/2 PMT SPECIAL REC	221000116855	07/26/13		52265	07/30/13	37,635.20	37,635.20
NATFIRE	NATIONAL FIRE SAFETY COUNCIL							VENDOR TOTAL:	37,635.20
	080613	01 NATIONAL FIRE SAFETY COUNCIL	101000046214	08/06/13		52271	08/06/13	95.00	95.00
		02 NATIONAL FIRE SAFETY COUNCIL	201000046214						47.50
									47.50
								VENDOR TOTAL:	95.00

DATE: 08/21/2013  
 TIME: 09:30:42  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

PAGE: 5

*Interim*

FROM 07/24/2013 TO 08/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
NEWBI		NEWBY POOL & SPA							
	10217	01 POOL CHEMICALS	518100076500	07/26/13		52264	07/26/13	255.49	255.49
	10218	01 DE POWDER	518100076550	07/26/13		52266	07/30/13	858.45	858.45
PEPSI		PEPSI COLA GEN. BOT.						VENDOR TOTAL:	1,113.94
	08556909	01 FOUNTAIN BIB POP	303000086630	07/22/13		52258	07/25/13	359.78	359.78
		02 CO2 TANK	303000086630					290.31	290.31
		03 FOUNT BIB POP	303400086630					24.26	24.26
								45.21	45.21
	327810565	01 20 OZ BOTTLE POP	303000086631	08/16/13		52294	08/19/13	554.96	554.96
		02 BIB FTN POP	303000086630					145.02	145.02
		03 CO2 TANKS	303000086630					361.42	361.42
								48.52	48.52
REINHART		REINHART FOOD SERVICE						VENDOR TOTAL:	914.74
	504422	01 GATORADE	303000086631	07/26/13		52272	08/06/13	554.84	554.84
		02 FRYER OIL - FRENCH FRIES	303000086617					39.72	39.72
		03 SAUSAGE PATTIES	303000086610					51.01	51.01
		04 HAMBURGERS/BUNS	303000086613					24.78	24.78
		05 BRATS	303000086615					129.64	129.64
		06 CHICKEN STRIPS/PATTIES	303000086616					107.16	107.16
		07 BACON	303000086629					52.08	52.08
		08 CUPS	303000076550					81.88	81.88
		09 DELIVERY CHARGE	303000086613					63.58	63.58
								4.99	4.99
	518375	01 CHIPS	303000086622	08/13/13		52295	08/19/13	704.70	704.70
		02 FRYER OIL	303000086617					109.23	109.23
		03 HAMBURGERS-BUNS	303000086613					28.14	28.14
		04 BRATS	303000086615					169.60	169.60
		05 CHICKEN STRIP-POPCORN-GRILLED	303000086616					71.44	71.44
		06 EGG PATTIES	303000086610					124.82	124.82
		07 SPORTS PEPPERS	303000086629					46.48	46.48
		08 BEER CUPS	303000076550					22.23	22.23
		09 DELIVERY CHARGE	303000086613					127.77	127.77
								4.99	4.99
								VENDOR TOTAL:	1,259.54

DATE: 08/21/2013  
 TIME: 09:30:42  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 07/24/2013 TO 08/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
RINKERS		RINKERS INSTALLATION SERV							
	5052	01 4-DRAWER LEGAL FIREKING	701000207004	08/14/13		52284	08/16/13	1,550.00	1,550.00
									1,550.00
SOU		SOUTHERN WINE & SPIRITS OF ILL							
	9387669	01 ALCOHOL	303000086636	07/23/13		52259	07/25/13	568.98	568.98
		02 DELIVERY CHARGE	303000086636						565.98
									3.00
	9400741	01 WINE	303000086640	07/30/13		52273	08/06/13	99.00	99.00
		02 WINE	303000086640						16.00
		03 DELIVERY CHARGE	303000086640						80.00
									3.00
SPEC		SPECIAL FX							
	39797	01 POOL STAFF SHIRTS	518000046215	07/24/13		52261	07/26/13	314.00	314.00
SUP		SUPERIOR BEVERAGE							
	535252	01 BEER CANS	303000086634	07/26/13		52274	08/06/13	1,092.40	736.20
		02 BEER KECS	303000086634						342.20
		03 ARNIE PALMER	303000086631						363.00
		04 EMPTY BEER KEG	303000086634						88.00
		05 DELIVERY CHARGE	303000086634						-60.00
									3.00
	535290	01 BEER CAN	303000086634	08/02/13		52274	08/06/13	1,092.40	356.20
		02 BEER KEG	303000086634						202.20
		03 MONSTER	303000086631						121.00
		04 DELIVERY CHARGE	303000086634						30.00
									3.00
	535333	01 BEER - CANS	303000086634	08/09/13		52296	08/19/13	658.40	241.20
		02 ARNIE PALMERS	303000086631						202.20
		03 EMPTY KEG	303000086634						66.00
		04 DELIVERY CHARGE	303000086634						-30.00
									3.00
	53582			08/16/13		52296	08/19/13	658.40	417.20

DATE: 08/21/2013  
 TIME: 09:30:42  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

PAGE: 7

*Int Kim*

FROM 07/24/2013 TO 08/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
53582		01 BEER - CANS	303000086634	08/16/13		52296	08/19/13	658.40	417.20
		02 BEER KEG	303000086634						202.20
		03 DELVIERY CHARGE	303000086634						242.00
		04 EMPTY KEG	303000086634						3.00
									-30.00
SYCPK		SYCAMORE PARK DISTRICT						VENDOR TOTAL:	1,750.80
072613		01 90TH SUPPLIES	201000046214	07/26/13		52262	07/26/13	221.41	221.41
		02 DEKALB CTY COPIES	101000046203						17.66
		03 POSTAGE	101000046202						90.00
		04 POSTAGE	201000046202						4.45
		05 CABLE FOR PRINTER	101000046200						4.46
		06 CABLE FOR PRINTER	201000046200						5.99
		07 PLAT BOOK	101000076500						5.98
		08 PLAT BOOK	201000076500						25.00
		09 BAR SUPPLIES	303000086636						25.00
									42.87
T0000531		WHITE, LISA						VENDOR TOTAL:	221.41
072513		01 MILEAGE	201000046211	07/25/13		52263	07/26/13	65.03	65.03
T0000804		FISCHER, HALEY						VENDOR TOTAL:	65.03
080113-MILEAGE		01 MILEAGE	201000046211	08/01/13		52275	08/06/13	20.45	20.45
T0000812		BOWREY, E. MARIE						VENDOR TOTAL:	20.45
080613		01 SHELTER RENTAL REFUND	101000004000	08/06/13		52276	08/06/13	70.00	70.00
T0000813		VITALE, JOANNE						VENDOR TOTAL:	70.00
080613		01 AQUA ZUMBA REFUND	205660186218	08/06/13		52279	08/08/13	37.00	37.00
								VENDOR TOTAL:	37.00

DATE: 08/21/2013  
 TIME: 09:30:42  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 07/24/2013 TO 08/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000814	GIBBLE, TERRI								
	REIMB-PAPERS			08/16/13		52297	08/19/13	338.00	338.00
	01 REIMB FOR DEKALB CO PAPERS		101000046203						169.00
	02 REIMB FOR DEKALB CO PAPERS		201000046203						169.00
							VENDOR TOTAL:	338.00	
TEK	TEK DIRECT								
	5006047-IN			08/01/13		52298	08/19/13	490.79	490.79
	01 FORKS-WHITE PAPER TOWELS		303000076550						42.57
	02 GAR BAGS-BR PAP TWL-TLT PPR-SO		303000076510						448.22
							VENDOR TOTAL:	490.79	
TITL	TITLEIST DRAWER CS								
	1883671	01 SPECIAL ORDER CLUBS	501000001302	07/15/13		52260	07/25/13	907.11	745.12
	1888940	01 SPECIAL ORDER CLUBS	501000001302	07/16/13		52260	07/25/13	907.11	161.99
	1930517	01 NIU HATS	501000001301	08/01/13		52281	08/13/13	364.42	364.42
							VENDOR TOTAL:	1,271.53	
TOUR	TOUR EDGE GOLF MFG. INC.								
	IN00970860	01 CLUBS	501000001302	07/16/13		52282	08/13/13	246.96	246.96
							VENDOR TOTAL:	246.96	
UNIT2	UNITED STATES POSTAL SERVICE								
	FALL 2013	01 POSTAGE - FALL BROCHURE	206500046202	08/06/13		52277	08/06/13	1,518.01	1,518.01
							VENDOR TOTAL:	1,518.01	
USFOODS	US FOODS INC								
	2879508	01 FOOD GLOVES	303000076550	08/14/13		52299	08/19/13	20.62	20.62
							VENDOR TOTAL:	20.62	
WIRTZ	WIRTZ BEVERAGE ILLINOIS								
	1011166481			07/26/13		52278	08/06/13	1,065.95	1,065.95

DATE: 08/21/2013  
TIME: 09:30:42  
ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
PAID INVOICE LISTING

PAGE: 9

*In tkim*

FROM 07/24/2013 TO 08/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
1011166481	01	ALCOHOL	303000086636	07/26/13		52278	08/06/13	1,065.95	1,065.95
									1,065.95

VENDOR TOTAL: 1,065.95  
TOTAL --- ALL INVOICES: 73,899.44

BLANK

*Board*

INVOICES DUE ON/BEFORE 08/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	2,793.75	372.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF	7,290.24	3,423.75
AT&T2	A T & T	543.62	17.96
BOCKY	BOCKYN, LLC	2,100.00	150.00
CINTA	CINTAS CORPORATION #355	832.85	19.84
ECO	ECOWATER SYSTEMS, INC.	368.48	78.99
ENVIR	ENVIRONMENTAL SERVICES	320.00	17.50
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,253.46	149.47
NEXT	NEXTEL COMMUNICATIONS	2,773.35	95.63
NICOR	NICOR GAS	16,220.10	74.15
OF	OFFICE DEPOT	1,094.14	121.92
SHAW	SHAW SUBURBAN MEDIA	2,234.90	17.61
SOFT	SOFT WATER CITY	3,353.57	41.50
STAPLES	STAPLES ADVANTAGE	807.76	18.72
T0000024	DOBBERSTEIN, MELISSA	354.15	2.95
TBC	TBC	12,963.18	335.76
UNIT1	U.S. POSTAL SERVICE-CMRS-FP	500.00	500.00
VISACA	VISA CARDMEMBER SERVICE	20,727.02	1,681.52
WASTE	WASTE MANAGEMENT	4,139.78	119.61
	ADMINISTRATION		7,239.38
15	PARKS		
BOBJO	BOB-JO CYCLE CO.	365.61	175.62
CARQ	CARQUEST AUTO PARTS	3,365.15	421.60
CEDAR	CEDAR RAPIDS TIRE	299.68	238.71
CHICAG	CHICAGOLAND TURF	461.66	213.60
CINTA	CINTAS CORPORATION #355	832.85	49.80
CRES	CRESCENT ELECTRIC SUPPLY CO.		143.93
DEKA	DEKALB LAWN & EQUIPMENT CO.	1,859.22	92.15
GRAI	GRAINGER	2,313.45	46.63
INTERS	INTERSTATE BATTERIES ROCKFORD	733.20	30.95
LOWE	LOWE'S	3,839.99	67.28
MAR	ARCH CHEM-MARINE BIOCHEM	3,122.50	1,349.00
MENA	MENARDS - SYCAMORE	4,118.05	228.54
MROUT	MR OUTHOUSE	7,580.00	870.00
NEXT	NEXTEL COMMUNICATIONS	2,773.35	41.97
NICOR	NICOR GAS	16,220.10	63.68
SOFT	SOFT WATER CITY	3,353.57	133.00
UNIT	UNITED LABORATORIES	1,333.53	192.17
VERM	VERMEER-ILLINOIS INC.	822.11	161.28
VISACA	VISA CARDMEMBER SERVICE	20,727.02	42.96

DATE: 08/21/2013  
TIME: 14:35:18  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 08/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
15	PARKS		
WASTE	WASTE MANAGEMENT	4,139.78	229.04
	PARKS		4,791.91
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	543.62	17.95
BOCKY	BOCKYN, LLC	2,100.00	150.00
CINTA	CINTAS CORPORATION #355	832.85	5.64
CINTA2	CINTAS CORP	732.79	25.91
ECO	ECOWATER SYSTEMS, INC.	368.48	78.99
ELM REX	ELM REX, SARAH	3,100.00	525.00
ENVIR	ENVIRONMENTAL SERVICES	320.00	17.50
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,253.46	149.47
MADBOMB	MAD BOMBER FIREWORKS PROD		6,500.00
NEXT	NEXTEL COMMUNICATIONS	2,773.35	35.12
NICOR	NICOR GAS	16,220.10	44.28
OF	OFFICE DEPOT	1,094.14	73.50
SHAW	SHAW SUBURBAN MEDIA	2,234.90	524.47
STAPLES	STAPLES ADVANTAGE	807.76	18.73
T0000013	DESCH, BART	465.27	118.14
T0000024	DOBBERSTEIN, MELISSA	354.15	2.95
T0000817	MAVEUS, JEFF		50.00
TBC	TBC	12,963.18	335.76
TRIO	TRIO/ROGER LEGEL	500.00	450.00
VISACA	VISA CARDMEMBER SERVICE	20,727.02	798.22
WDKB-FM	WDKB-FM	300.00	300.00
	ADMINISTRATION		10,221.63
21	SPORTS COMPLEX MAINTENANCE		
BURRI	BURRIS EQUIPMENT CO.	5,341.73	595.58
CARQ	CARQUEST AUTO PARTS	3,365.15	68.02
CEDAR	CEDAR RAPIDS TIRE	299.68	238.73
CHICAG	CHICAGOLAND TURF	461.66	213.60
COUR	COURSIGNS, INC.		500.00
DEKA	DEKALB LAWN & EQUIPMENT CO.	1,859.22	59.95
DEKA3	DEKALB IRON & METAL CO.	451.95	36.97
ENVIR	ENVIRONMENTAL SERVICES	320.00	25.00
FINN	FINNEY'S ELECTRIC	1,039.48	3,108.45



DATE: 08/21/2013  
TIME: 14:35:18  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 08/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
LOWE	LOWE'S	3,839.99	118.87
MROUT	MR OUTHOUSE	7,580.00	765.00
NEXT	NEXTEL COMMUNICATIONS	2,773.35	112.57
PION	PIONEER	1,913.50	180.00
PROS	PROSAFETY, INC.	94.63	27.20
TRUGR	TRUGREEN	770.00	770.00
VISACA	VISA CARDMEMBER SERVICE	20,727.02	28.98
WASTE	WASTE MANAGEMENT	4,139.78	96.65
	SPORTS COMPLEX MAINTENANCE		6,945.57
50	PROGRAMS - YOUTH		
STRAIGHT	STRAIGHT AIM ARCHERY		540.00
	PROGRAMS - YOUTH		540.00
51	PROGRAMS - TEENS		
T0000820	RIES, ARIEL		78.00
	PROGRAMS - TEENS		78.00
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS	2,773.35	17.56
	PROGRAMS - FAMILY		17.56
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION	8,747.00	74.00
T0000793	SPEARS, REBECCA		52.00
	PROGRAMS - YOUTH ATHLETICS		126.00
56	PROGRAMS - FITNESS		
T0000815	DEINES, JULIE		10.00

DATE: 08/21/2013  
TIME: 14:35:18  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

PAGE: 4 26

*Board*

INVOICES DUE ON/BEFORE 08/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
56	PROGRAMS - FITNESS		
T0000816	HOHERTZ, DORIS		62.00
T0000819	PORTER, HEATHER		24.00
T0000820	RIES, ARIEL		138.00
T0000821	SMITH, SUE		63.00
T0000822	WOMACK, CARLA		10.00
	PROGRAMS - FITNESS		307.00
65	BROCHURE		
ELM REX	ELM REX, SARAH	3,100.00	600.00
PROVIDEN	PROVIDENT DIRECT		344.00
SWIFT	JOHN B SWIFT COMPANY	7,734.89	5,767.38
	BROCHURE		6,711.38
70	WEIGHT ROOM		
THEFI	THE FITNESS CONNECTION	1,122.75	546.85
	WEIGHT ROOM		546.85
75	COMMUNITY CENTER		
AT&T1	A T & T	351.26	55.40
AT&T2	A T & T	543.62	58.08
C&L	C & L PROPERTIES, L.L.C.	37,547.57	5,195.00
DIREC	DIRECTV	659.93	94.99
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,253.46	169.86
MENA	MENARDS - SYCAMORE	4,118.05	19.94
MID	MID-CITY OFFICE PRODUCTS	335.63	31.99
NICOR	NICOR GAS	16,220.10	64.06
SOFT	SOFT WATER CITY	3,353.57	177.00
STAPLES	STAPLES ADVANTAGE	807.76	24.92
WASTE	WASTE MANAGEMENT	4,139.78	67.59
	COMMUNITY CENTER		5,958.83
SPECIAL RECREATION			
10	ADMINISTRATION		

DATE: 08/21/2013  
TIME: 14:35:18  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

PAGE: 5 27

*Board*

INVOICES DUE ON/BEFORE 08/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
SPECIAL RECREATION			
10	ADMINISTRATION		
PHN	PHN ARCHITECTS	7,437.50	1,312.50
	ADMINISTRATION		1,312.50
INSURANCE			
10	ADMINISTRATION		
AMTRUST	AMTRUST NORTH AMERICA INC	5,706.00	1,188.00
	ADMINISTRATION		1,188.00
CONCESSIONS			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC	2,120.32	-705.00
	ADMINISTRATION		-705.00
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	543.62	1.83
MENA	MENARDS - SYCAMORE	4,118.05	53.46
NEXT	NEXTEL COMMUNICATIONS	2,773.35	17.56
NICOR	NICOR GAS	16,220.10	18.98
T0000024	DOBBERSTEIN, MELISSA	354.15	6.00
WASTE	WASTE MANAGEMENT	4,139.78	77.08
	CLUBHOUSE CONCESSIONS		174.91
GOLF COURSE			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC	2,120.32	2,645.21
FOOT	FOOTJOY	2,255.94	66.09
HORN	HORNUNG'S PRO GOLF SALES INC.	2,287.60	157.30
TITL	TITLEIST DRAWER CS	22,993.10	147.44
TOUR	TOUR EDGE GOLF MFG. INC.	797.88	240.40
	ADMINISTRATION		3,256.44

DATE: 08/21/2013  
TIME: 14:35:18  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

PAGE: 6 28

*Board*

INVOICES DUE ON/BEFORE 08/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
40	GOLF OPERATIONS		
AT&T2	A T & T	543.62	2.49
CINTA	CINTAS CORPORATION #355	832.85	5.24
ELBURN	ELBURN HERALD		599.00
MENA	MENARDS - SYCAMORE	4,118.05	64.68
NEXT	NEXTEL COMMUNICATIONS	2,773.35	35.12
NICOR	NICOR GAS	16,220.10	18.98
NIV	NIVEL PARTS & MANUFACTURING	3,168.37	191.51
PLAY	PLAYERS GOLF CARS	3,315.00	3,060.00
SOFT	SOFT WATER CITY	3,353.57	158.50
	GOLF OPERATIONS		4,135.52
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	13,808.53	2,662.50
CEDAR	CEDAR RAPIDS TIRE	299.68	387.52
CINTA	CINTAS CORPORATION #355	832.85	49.80
COUR	COURSIGNS, INC.		525.00
DEKA2	DEKALB IMPLEMENT CO.,		30.78
GRAI	GRAINGER	2,313.45	44.12
GROWING	GROWING SOLUTIONS INC	419.00	439.00
JOHNDE	JOHN DEERE LANDSCAPES/LESCO	776.46	3,767.17
MARS	M.A.R.S., INC.	95.00	243.00
MENA	MENARDS - SYCAMORE	4,118.05	45.14
MROUT	MR OUTHOUSE	7,580.00	165.00
NEXT	NEXTEL COMMUNICATIONS	2,773.35	38.64
NICOR	NICOR GAS	16,220.10	94.22
REED	REED IRRIGATION	260.00	110.00
REIN	REINDERS, INC.	7,923.49	182.99
SAF	SAFETY-KLEEN CORP.	243.30	186.12
TYLER	TYLER ENTERPRISES	1,394.00	2,640.00
VISACA	VISA CARDMEMBER SERVICE	20,727.02	257.71
VULC	VULCAN MATERIALS CO.	132.47	38.03
WASTE	WASTE MANAGEMENT	4,139.78	171.68
	GOLF MAINTENANCE		12,078.42
SWIMMING POOL			
80	POOL		
HALO	HALOGEN SUPPLY COMPANY, INC.	1,160.72	195.42
	POOL		195.42

DATE: 08/21/2013  
TIME: 14:35:18  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 08/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
SWIMMING POOL			
81	POOL MAINTENANCE		
GRAI	GRAINGER	2,313.45	-7.92
GRAYBAR	GRAYBAR	37.89	650.00
HAWK	HAWKINS INC	2,624.59	251.85
NICOR	NICOR GAS	16,220.10	1,203.89
WASTE	WASTE MANAGEMENT	4,139.78	71.88
	POOL MAINTENANCE		2,169.70
82	SWIM LESSONS		
T0000721	WAGENECHT, ROSALIE		35.00
T0000818	MCGRAY, HEATHER		59.00
	SWIM LESSONS		94.00
CAPITAL PROJECTS			
10	ADMINISTRATION		
DEKA2	DEKALB IMPLEMENT CO.,		2,103.58
ENCAP	ENCAP, INC	70,015.00	17,910.00
SUPERIND	SUPERIOR INDUSTRIAL EQUIPMENT		8,005.59
TBC	TBC	12,963.18	2,006.89
VISACA	VISA CARDMEMBER SERVICE	20,727.02	1,808.17
	ADMINISTRATION		31,834.23
	TOTAL ALL DEPARTMENTS		99,218.25

*Interim \$ 73,899.44*  
*New \$ 99,218.25*  

---

*Total \$ 173,117.69*

To: Board of Commissioners  
From: Jackie Hienbuecher  
Subject: Monthly Report  
Date: August 27, 2013

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

- Attended Superintendent meetings.
- Attended study sessions.
- Attended CWSPT meetings.
- Attended CAC meeting.
- Met with Bond Finance counsel on debt service matters for current bonds and future planning.
- Participated in a conference call with Standard & Poors regarding the district's financial position, recent budget actions, and fund policies as part of their periodic review of Bond Ratings.
- Coordinated work to continue the project of consolidating Ordinances/Resolutions 2000-2007.
- Submitted invoices for claim with PDRMA for damages to electrical wiring out at sports complex due to lightening.
- Worked with TBC on installation of new hardware at Community Center Desk. Discussed future quotes to ensure that they are complete.
- Supervised cycle counts in both the pro shop and concessions.
- Checked on suggestion boxes and responded to comments/questions when contact information was provided.

- Finalized asset listing for concessions and administration.
- Participated in annual Sycamore Chamber Funday.
- Catering/special events/room rentals: 1 room rental, 5 outings, Club Championship

**Administrative Initiatives** (9/1/13 – 9/30/13)

- Work with Superintendents to gather projected 2013 year end financial data.
- Begin 2014 FY Budget process.
- Finalize purchase order form. Work with MSI to prepare for installation of purchase order module and training.
- Contact cellular providers to discuss options for service.
- 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, 2 outings, 90<sup>th</sup> celebration



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

**Corporate Fund (10)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>
<b>Revenues</b>									
Administration	10,229.00	19,071.97	86.4%	279,785.00	315,970.99	12.9% (1)	537,899.00	294,529.21	7.3% (2)
Parks	140.00	225.01	60.7%	7,146.00	6,664.62	-6.7%	14,012.00	7,789.25	-14.4%
Total Revenues	10,369.00	19,296.98	86.1%	286,931.00	322,635.61	12.4%	551,911.00	302,318.46	6.7%
<b>Expenses</b>									
Administration	24,659.00	24,840.48	0.7%	186,468.00	178,994.82	-4.0% (3)	357,119.00	191,447.86	-6.5% (4)
Parks	18,366.00	15,326.19	-16.6%	135,828.00	109,664.34	-19.3% (5)	234,067.00	117,837.77	-6.9% (6)
Total Expenses	43,025.00	40,166.67	-6.6%	322,296.00	288,659.16	-10.4%	591,186.00	309,285.63	-6.7%
Total Fund Revenues	10,369.00	19,296.98	86.1%	286,931.00	322,635.61	12.4%	551,911.00	302,318.46	6.7%
Total Fund Expenses	43,025.00	40,166.67	-6.6%	322,296.00	288,659.16	-10.4%	591,186.00	309,285.63	-6.7%
Surplus (Deficit)	(32,656.00)	(20,869.69)	-36.1%	(35,365.00)	33,976.45	-196.1%	(39,275.00)	(6,967.17)	-587.7%

(1) Annual 2013 Property Tax levy came in at 9.1% over budget. YTD Replacement tax is 45.8%, \$10,912, 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, Education and Public Relations), 27.5%, \$7,873.

(4) 2013 Expenses are less than 2012 due to allocating 25% of Admin salaries and related costs to the Recreation Fund. 15.8%, \$24,371

(5) Expenses are below budget in the following areas: Pt wages/taxes, 10.7%, \$6,012; Materials & Supplies (trees/shrubs, pond management, fish restocking, seed/sod/flowers, land development), 56.2%, \$19,802

(6) 2013 Expenses are less than 2012 in the following areas: Maintenance Expenses 14.2%, \$3,437 and Materials & Supplies 28.4%, \$6,132

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

**Recreation Fund (20)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>	
<b>Revenues</b>									
Administration	8,376.00	13,555.70	61.84%	427,182.00	434,316.00	1.67%	837,613.00	371,970.61	16.8% (1)
Sports Complex	6,500.00	450.00	-93.08%	11,100.00	5,108.00	-53.98% (2)	36,404.00	20,937.00	-75.6% (2)
Sports Complex Maintenance	375.00	176.20	-53.01%	19,134.00	20,020.96	4.64%	37,517.00	17,916.85	11.7%
Midwest Museum of Natural Hist	-	576.05		1,150.00	1,734.43	50.82%	2,300.00	1,146.09	51.3%
Programs-Youth	40.00	471.57	1078.93%	1,971.00	7,001.49	255.23% (3)	4,104.00	2,230.58	213.9% (3)
Programs-Teens	1.00	(13.06)	-1406.00%	3,064.00	3,262.91	6.49% (3)	6,126.00	2,233.59	46.1% (3)
Programs-Adult	625.00	100.00	-84.00%	2,665.00	1,285.00	-51.78% (3)	2,790.00	2,692.41	-52.3% (3)
Programs-Family	5.00	78.64	1472.80%	4,676.00	6,260.93	33.89% (3)	8,642.00	4,151.40	50.8% (3)
Programs-Leagues	2.00	(18.18)	-1009.00%	97.00	95.29	-1.76% (3)	4,191.00	136.96	-30.4% (3)
Programs-Youth Athletics	544.00	764.17	40.47%	20,645.00	15,752.18	-23.70% (3)	23,918.00	17,136.22	-8.1% (3)
Programs-Fitness	1,094.00	2,162.28	97.65%	18,095.00	26,132.90	44.42% (3)	28,495.00	23,000.73	13.6% (3)
Programs-Preschool	-	-	#DIV/0!	-	690.00	#DIV/0! (3)	-	653.04	5.7% (3)
Programs-Senior	-	-	#DIV/0!	285.00	175.00	-38.60% (3)	420.00	265.00	-34.0% (3)
Programs-Dance	28.00	-	-100.00%	1,228.00	3,759.00	206.11% (3)	1,980.00	3,004.00	25.1% (3)
Programs-Special Events	1.00	(2.35)	-335.00%	2,851.00	3,367.84	18.13% (3)	3,556.00	3,267.98	3.1% (3)
Programs-Concerts	1,100.00	2,200.00	100.00%	7,800.00	3,800.00	-51.28% (4)	10,000.00	6,000.00	-36.7% (4)
Programs-Trips	-	-	#DIV/0!	-	428.00	#DIV/0! (3)	-	3,435.00	-87.5% (3)
Brochure	1,300.00	-	-100.00%	3,900.00	2,150.00	-44.87% (4)	8,100.00	4,200.00	-48.8% (4)
Weight Room	1,028.00	1,106.12	7.60%	11,995.00	11,627.73	-3.06%	19,850.00	13,474.75	-13.7%
Community Center	36.00	(44.80)	-224.44%	1,816.00	1,924.00	5.95%	3,559.00	2,098.80	-8.3%
<b>Total Revenues</b>	<b>21,055.00</b>	<b>21,562.34</b>	<b>2.41%</b>	<b>539,654.00</b>	<b>548,891.66</b>	<b>1.71%</b>	<b>1,039,565.00</b>	<b>499,951.01</b>	<b>9.8%</b>

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

(2) Timing - Storm Dayz fee budgeted to receive \$6,500 in July, received 8/2, \$7,000. In 2012, received Boys Baseball in July as well.

(3) Revenue from programs is greater than budget 22.73% \$12,634 and increased 9.7%, \$6,004 compared to 2012.

(4) Timing

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

Expenses											
Administration	22,511.00	18,977.09	-15.70%	162,111.00	150,879.19	-6.93%	(1)	286,519.00	110,444.33	36.6%	(2)
Sports Complex	-	212.50	#DIV/0!	350.00	552.26	57.79%		350.00	215.00	156.9%	
Sports Complex Maintenance	32,410.00	27,759.11	-14.35%	221,755.00	205,492.85	-7.33%	(3)	364,579.00	175,693.19	17.0%	(4)
Midwest Museum of Natural Hist	775.00	-	-100.00%	5,525.00	2,985.00	-45.97%		9,500.00	5,416.99	-44.9%	
Programs-Youth	270.00	3,717.92	1277.01%	1,425.00	5,421.09	280.43%	(5)	2,018.00	1,446.50	274.8%	(5)
Programs-Teens	-	-	#DIV/0!	1,965.00	2,210.75	12.51%	(5)	3,930.00	2,441.88	-9.5%	(5)
Programs-Adult	595.00	170.00	-71.43%	1,450.00	720.00	-50.34%	(5)	2,045.00	1,776.42	-59.5%	(5)
Programs-Family	21.00	295.77	1308.43%	4,652.00	5,317.02	14.30%	(5)	8,549.00	4,499.14	18.2%	(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	4,853.00	5,961.61	22.84%	16,146.00	11,760.42	-27.16%	(5)	19,311.00	13,901.86	-15.4%	(5)
Programs-Fitness	1,233.00	1,613.23	30.84%	9,380.00	12,305.71	31.19%	(5)	15,552.00	10,466.75	17.6%	(5)
Programs-Preschool	-	-	#DIV/0!	-	128.00	#DIV/0!	(5)	-	668.72	-80.9%	(5)
Programs-Senior	75.00	-	-100.00%	165.00	-	-100.00%	(5)	240.00	170.00	-100.0%	(5)
Programs-Dance	125.00	696.00	456.80%	800.00	3,476.00	334.50%	(5)	1,750.00	1,872.00	85.7%	(5)
Programs-Special Events	-	-	#DIV/0!	2,594.00	3,488.63	34.49%	(5)	4,221.00	3,014.21	15.7%	(5)
Programs-Concerts	4,150.00	1,706.96	-58.87%	8,055.00	6,706.96	-16.74%	(6)	9,955.00	7,872.00	-14.8%	(6)
Programs-Trips	-	-	#DIV/0!	-	705.00	#DIV/0!	(5)	-	5,428.29	-87.0%	(5)
Brochure	-	-	#DIV/0!	8,000.00	8,500.42	6.26%		24,000.00	9,192.30	-7.5%	
Weight Room	50.00	-	-100.00%	1,600.00	600.81	-62.45%		3,000.00	414.00	45.1%	
Community Center	11,173.00	11,278.05	0.94%	81,433.00	80,992.62	-0.54%		141,210.00	82,649.61	-2.0%	
<b>Total Expenses</b>	<b>78,241.00</b>	<b>72,388.24</b>	<b>-7.48%</b>	<b>529,804.00</b>	<b>504,154.46</b>	<b>-4.84%</b>		<b>900,031.00</b>	<b>440,310.56</b>	<b>14.5%</b>	
Total Fund Revenues	21,055.00	21,562.34	2.41%	539,654.00	548,891.66	1.71%		1,039,565.00	499,951.01	9.8%	
Total Fund Expenses	78,241.00	72,388.24	-7.48%	529,804.00	504,154.46	-4.84%		900,031.00	440,310.56	14.5%	
Surplus (Deficit)	(57,186.00)	(50,825.90)	-11.12%	9,850.00	44,737.20	354.18%		139,534.00	59,640.45	-25.0%	

(1) Primary areas under budget were Misc. Consultants -24.18% \$1,269, Website Management -76.2% \$4,443 and Contracted Services -32.87% \$2,938.

(2) In 2013, allocating 25% of Executive Director, Supt. of Finance and Office Manager wages and insurance to Recreation fund resulted in 36.8% \$31,911 over 2012 expenses.

(3) Materials & Supplies under budget 57.23% \$13,807.

(4) Restructuring of maintenance department caused wages and related expenses to be 20.4% \$29,888 higher in 2013 compared to 2012.

(5) Expenses for programs are over budget 15.79% \$6,469 and decreased 2.0%, \$969 compared to 2012.

(6) Timing

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

**Donations (21)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	-	6.66	#DIV/0!	-	532.36	#DIV/0!	-	22.40	2276.6%
Total Revenues		6.66	#DIV/0!	-	532.36	#DIV/0!	-	22.40	2276.6%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	6.66	#DIV/0!	-	532.36	#DIV/0!	-	22.40	2276.6%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	6.66	#DIV/0!	-	532.36	#DIV/0!	-	22.40	2276.6%

**Special Recreation (22)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	1,760.00	2,645.17	50.29%	89,760.00	82,210.91	-8.41%	176,000.00	90,727.21	-9.4%
Total Revenues	1,760.00	2,645.17	50.29%	89,760.00	82,210.91	-8.41%	176,000.00	90,727.21	-9.4%
Expenses									
Administration	15,000.00	38,683.36	157.89%	77,040.00	46,658.36	-39.44%	191,040.00	2,725.00	1612.2%
Total Expenses	15,000.00	38,683.36	157.89%	77,040.00	46,658.36	-39.44%	191,040.00	2,725.00	1612.2%
Total Fund Revenues	1,760.00	2,645.17	50.29%	89,760.00	82,210.91	-8.41%	176,000.00	90,727.21	-9.4%
Total Fund Expenses	15,000.00	38,683.36	157.89%	77,040.00	46,658.36	-39.44%	191,040.00	2,725.00	1612.2%
Surplus (Deficit)	(13,240.00)	(36,038.19)	172.19%	12,720.00	35,552.55	179.50%	(15,040.00)	88,002.21	-59.6%

(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 July 31, 2013

**Insurance (23)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	430.00	715.21	66.33%	21,930.00	22,275.68	1.58%	43,000.00	59,325.23	-62.5% (1)
Total Revenues	430.00	715.21	66.33%	21,930.00	22,275.68	1.58%	43,000.00	59,325.23	-62.5%
Expenses									
Administration	64,350.00	29,241.50	-54.56%	82,250.00	84,955.15	3.29%	96,000.00	77,774.50	9.2% (2)
Total Expenses	64,350.00	29,241.50	-54.56%	82,250.00	84,955.15	3.29%	96,000.00	77,774.50	9.2%
Total Fund Revenues	430.00	715.21	66.33%	21,930.00	22,275.68	1.58%	43,000.00	59,325.23	-62.5%
Total Fund Expenses	64,350.00	29,241.50	-54.56%	82,250.00	84,955.15	3.29%	96,000.00	77,774.50	9.2%
Surplus (Deficit)	(63,920.00)	(28,526.29)	-55.37%	(60,320.00)	(62,679.47)	3.91%	(53,000.00)	(18,449.27)	239.7%

(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>July Budget</u>	<u>July 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	94.00	156.52	66.51%	4,794.00	4,870.44	1.59%	9,400.00	9,274.74	-47.5% (1)
Total Revenues	94.00	156.52	66.51%	4,794.00	4,870.44	1.59%	9,400.00	9,274.74	-47.5%
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	94.00	156.52	66.51%	4,794.00	4,870.44	1.59%	9,400.00	9,274.74	-47.5%
Total Fund Expenses	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00	-7.3%
Surplus (Deficit)	94.00	156.52	66.51%	(10,206.00)	(8,379.56)	-17.90%	(5,600.00)	(5,020.26)	66.9%

(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 July 31, 2013

**Paving & Lighting (25)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	1.00	3.27	227.00%	51.00	49.20	-3.53%	100.00	7.83	528.4%
Total Revenues	1.00	3.27		51.00	49.20		100.00	7.83	528.4%
Expenses									
Administration	22,000.00	6,968.75	-68.32%	22,000.00	11,298.40	-48.64%	72,000.00	-	#DIV/0!
Total Expenses	22,000.00	6,968.75		22,000.00	11,298.40		72,000.00	-	#DIV/0!
Total Fund Revenues	1.00	3.27	227.00%	51.00	49.20	-3.53%	100.00	7.83	
Total Fund Expenses	22,000.00	6,968.75	-68.32%	22,000.00	11,298.40	-48.64%	72,000.00	-	
Surplus (Deficit)	(21,999.00)	(6,965.48)	-68.34%	(21,949.00)	(11,249.20)	-48.75%	(71,900.00)	7.83	

**Park Police (26)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	1.00	1.59	59.00%	51.00	42.48	-16.71%	100.00	0.86	4839.5%
Total Revenues	1.00	1.59		51.00	42.48		100.00	0.86	4839.5%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	1.00	1.59	59.00%	51.00	42.48	-16.71%	100.00	0.86	4839.5%
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	1.00	1.59	59.00%	51.00	42.48	-16.71%	100.00	0.86	4839.5%

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

**IMRF (27)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	860.00	1,428.11	66.06%	43,860.00	44,503.27	1.47%	86,000.00	50,049.09	-11.1%
Total Revenues	860.00	1,428.11	66.06%	43,860.00	44,503.27	1.47%	86,000.00	50,049.09	-11.1%
Expenses									
Administration	860.00	1,428.11	66.06%	43,860.00	44,503.27	1.47%	86,000.00	50,049.09	-11.1%
Total Expenses	860.00	1,428.11	66.06%	43,860.00	44,503.27	1.47%	86,000.00	50,049.09	-11.1%
Total Fund Revenues	860.00	1,428.11	66.06%	43,860.00	44,503.27	1.47%	86,000.00	50,049.09	-11.1%
Total Fund Expenses	860.00	1,428.11	66.06%	43,860.00	44,503.27	1.47%	86,000.00	50,049.09	-11.1%
Surplus (Deficit)	-	-		-	-		-	-	

**Social Security (28)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	750.00	1,245.50	66.07%	38,250.00	38,812.37	1.47%	75,000.00	42,292.93	-8.2%
Total Revenues	750.00	1,245.50	66.07%	38,250.00	38,812.37	1.47%	75,000.00	42,292.93	-8.2%
Expenses									
Administration	750.00	1,245.50	66.07%	38,250.00	38,812.37	1.47%	75,000.00	42,292.93	-8.2%
Total Expenses	750.00	1,245.50	66.07%	38,250.00	38,812.37	1.47%	75,000.00	42,292.93	-8.2%
Total Fund Revenues	750.00	1,245.50	66.07%	38,250.00	38,812.37	1.47%	75,000.00	42,292.93	-8.2%
Total Fund Expenses	750.00	1,245.50	66.07%	38,250.00	38,812.37	1.47%	75,000.00	42,292.93	-8.2%
Surplus (Deficit)	-	-		-	-		-	-	

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

**Concessions (30)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>	
<b>Revenues</b>									
Clubhouse Concessions	12,251.00	13,830.52	12.89%	36,232.00	41,840.93	15.48% (1)	66,417.00	42,261.20	-1.0% (2)
Beverage Cart	2,991.00	3,819.24	27.69%	9,442.00	8,290.69	-12.19% (3)	15,091.00	9,000.22	-7.9% (3)
Sports Complex Concessions	2,693.00	2,320.40	-13.84%	27,966.00	22,909.48	-18.08% (4)	28,957.00	27,758.02	-17.5% (4)
Pool Concessions	4,823.00	3,570.48	-25.97%	9,867.00	6,901.50	-30.05% (5)	12,147.00	11,093.02	-37.8% (5)
Catering	2,466.00	1,607.87	-34.80%	9,861.00	9,005.51	-8.68% (6)	18,060.00	10,958.66	-17.8% (6)
<b>Total Revenues</b>	<b>25,224.00</b>	<b>25,148.51</b>	<b>-0.30%</b>	<b>93,368.00</b>	<b>88,948.11</b>	<b>-4.73%</b>	<b>140,672.00</b>	<b>101,071.12</b>	<b>-12.0%</b>
<b>Expenses</b>									
Clubhouse Concessions	9,393.00	10,483.46	11.61%	45,620.00	43,573.48	-4.49%	75,571.00	48,126.26	-9.5% (2)
Beverage Cart	2,368.00	2,519.21	6.39%	6,345.00	4,951.63	-21.96% (3)	10,857.00	5,514.11	-10.2% (3)
Sports Complex Concessions	5,495.00	9,613.27	74.95%	20,738.00	19,812.34	-4.46% (4)	21,813.00	20,964.11	-5.5% (4)
Pool Concessions	3,479.00	3,136.62	-9.84%	8,462.00	5,606.53	-33.74% (5)	11,711.00	9,192.29	-39.0% (5)
Catering	1,104.00	838.06	-24.09%	3,934.00	1,943.49	-50.60% (6)	7,637.00	3,769.97	-48.4% (6)
<b>Total Expenses</b>	<b>21,839.00</b>	<b>26,590.62</b>	<b>21.76%</b>	<b>85,099.00</b>	<b>75,887.47</b>	<b>-10.82%</b>	<b>127,589.00</b>	<b>87,566.74</b>	<b>-13.3%</b>
<b>Total Fund Revenues</b>	<b>25,224.00</b>	<b>25,148.51</b>	<b>-0.30%</b>	<b>93,368.00</b>	<b>88,948.11</b>	<b>-4.73%</b>	<b>140,672.00</b>	<b>101,071.12</b>	<b>-12.0%</b>
<b>Total Fund Expenses</b>	<b>21,839.00</b>	<b>26,590.62</b>	<b>21.76%</b>	<b>85,099.00</b>	<b>75,887.47</b>	<b>-10.82%</b>	<b>127,589.00</b>	<b>87,566.74</b>	<b>-13.3%</b>
<b>Surplus (Deficit)</b>	<b>3,385.00</b>	<b>(1,442.11)</b>	<b>-142.60%</b>	<b>8,269.00</b>	<b>13,060.64</b>	<b>57.95%</b>	<b>13,083.00</b>	<b>13,504.38</b>	<b>-3.3%</b>

(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. Excess inventory to be transferred back to clubhouse or used for KYFL and/or Fall Softball.

(5) Colder/wetter 2013 compared to 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. More of 2013 catering revenue is from rental fees.



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

**Developer Contributions (32)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	2,001.91	60.15%	5,000.00	29,536.19	490.72%	5,000.00	9,739.28	203.3%
Total Revenues	1,250.00	2,001.91		5,000.00	29,536.19		5,000.00	9,739.28	203.3%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	1,250.00	2,001.91		5,000.00	29,536.19		5,000.00	9,739.28	203.3%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	1,250.00	2,001.91		5,000.00	29,536.19		5,000.00	9,739.28	203.3%

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

**Golf Course (50)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>	
<b>Revenues</b>									
Golf Operations	71,898.00	66,061.01	-8.1%	344,413.00	339,279.65	-1.5% (1)	505,526.00	390,165.16	-13.0% (2)
Golf Maintenance	218.00	145.65	-33.2%	11,137.00	10,544.22	-5.3% (3)	21,837.00	14,796.32	-28.7% (3)
Total Revenues	72,116.00	66,206.66	-8.2%	355,550.00	349,823.87	-1.6%	527,363.00	404,961.48	-13.6%
<b>Expenses</b>									
Golf Operations	27,499.00	30,436.52	10.7%	135,969.00	135,579.82	-0.3%	235,972.00	189,644.12	-28.5% (4)
Golf Maintenance	25,381.00	22,297.97	-12.1%	174,241.00	146,671.06	-15.8% (5)	283,545.00	196,321.15	-25.3% (6)
Total Expenses	52,880.00	52,734.49	-0.3%	310,210.00	282,250.88	-9.0%	519,517.00	385,965.27	-26.9%
Total Fund Revenues	72,116.00	66,206.66	-8.2%	355,550.00	349,823.87	-1.6%	527,363.00	404,961.48	-13.6%
Total Fund Expenses	52,880.00	52,734.49	-0.3%	310,210.00	282,250.88	-9.0%	519,517.00	385,965.27	-26.9%
Surplus (Deficit)	19,236.00	13,472.17	-30.0%	45,340.00	67,572.99	49.0%	7,846.00	18,996.21	255.7%

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

- (1) Daily Greens Fees +20.09% \$16,677 Course opened later in 2013.  
 Golf Events & Misc +3.49% \$508  
 Lessons -61.98% -\$5,640  
 Carts +28.27% \$15,219  
 Season passes -19.73% -\$26,885 Non-resident passes are over budget 44.56%, \$8,016  
 Pro shop sales -14.31% -\$5,554
- (2) Daily Greens Fees 1.4% \$1,374 Course opened later in 2013.  
 Golf Events & Misc -9.35% -\$1,553  
 Lessons -36.22% -\$1,965  
 Carts -6.62 -\$4,897  
 Season passes -14.75% -\$18,927 2013 Non-resident passes are higher than 2012 67.02%, \$10,435  
 Pro shop sales -39.03% -\$21,278 2012 pro shop sales were higher than normal due to promotions to decrease inventory
- (3) The only revenue here is the transfer of IMRF/SS tax levy which is allocated based upon actual payroll.
- (4) 2013 Expenses are less than 2012 due to: wages and related expenses -25.6% \$28,890 and cost of goods sold -50.2% \$23,500
- (5) Expenses are below budget in two areas: Materials & Supplies -46.6% \$17,911 and Part time wages and related expenses -23.8% \$5,932
- (6) Restructuring of maintenance department caused wages and related expenses to be -24.1% \$33,524 lower in 2013 compared to 2012. Materials/Supplies are also less than 2012 by 41.0%, \$14,281

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

**Swimming Pool (51)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>	
<b>Revenues</b>									
Pool	13,700.00	11,485.26	-16.2%	58,466.00	53,396.70	-8.7%	75,406.00	62,621.89	-14.7%
Swim Lessons	2,421.00	3,339.21	37.9%	10,971.00	12,887.49	17.5%	11,584.00	11,584.66	11.2%
<b>Total Revenues</b>	<b>16,121.00</b>	<b>14,824.47</b>	<b>-8.0%</b>	<b>69,437.00</b>	<b>66,284.19</b>	<b>-4.5% (1)</b>	<b>86,990.00</b>	<b>74,206.55</b>	<b>-10.7% (2)</b>
<b>Expenses</b>									
Pool	16,275.00	18,037.47	10.8%	35,765.00	33,036.53	-7.6% (3)	50,270.00	38,958.77	-15.2% (3)
Pool Maintenance	5,349.00	5,257.94	-1.7%	14,352.00	16,567.34	15.4% (4)	28,600.00	17,757.84	-6.7%
Swim Lessons	2,899.00	3,503.09	20.8%	5,321.00	5,073.04	-4.7%	8,120.00	5,196.28	-2.4%
<b>Total Expenses</b>	<b>24,523.00</b>	<b>26,798.50</b>	<b>9.3%</b>	<b>55,438.00</b>	<b>54,676.91</b>	<b>-1.4%</b>	<b>86,990.00</b>	<b>61,912.89</b>	<b>-11.7%</b>
<b>Total Fund Revenues</b>	<b>16,121.00</b>	<b>14,824.47</b>	<b>-8.0%</b>	<b>69,437.00</b>	<b>66,284.19</b>	<b>-4.5%</b>	<b>86,990.00</b>	<b>74,206.55</b>	<b>-10.7%</b>
<b>Total Fund Expenses</b>	<b>24,523.00</b>	<b>26,798.50</b>	<b>9.3%</b>	<b>55,438.00</b>	<b>54,676.91</b>	<b>-1.4%</b>	<b>86,990.00</b>	<b>61,912.89</b>	<b>-11.7%</b>
<b>Surplus (Deficit)</b>	<b>(8,402.00)</b>	<b>(11,974.03)</b>	<b>42.5%</b>	<b>13,999.00</b>	<b>11,607.28</b>	<b>-17.1%</b>	<b>-</b>	<b>12,293.66</b>	<b>-5.6%</b>

(1) Daily Fees -24.27% \$4,781 (cool/wet weather)

Season passes +0.69% \$243

Misc income (includes pool rentals and middle school pool party) +62.79% \$980

Swim Lessons +17.8% \$1,902

(2) Daily Fees -31.15% \$6,750 (cooler/wetter weather in 2013)

Season passes -1.89% \$689

Misc income (includes pool rentals and middle school pool party) +12.24% \$277

Swim Lessons +11.795% \$1,328

(3) 2013 Payroll expenses are below budget 10.9% \$3,589 and less than 2012 by 16.1% \$5,598 due to weather.

(4) Pool chemicals are over budget 111.3% \$3,340

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

**Debt Service (60)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	5,650.00	9,442.74	67.1%	288,150.00	293,989.01	2.0%	565,000.00	284,458.32	3.4%
Total Revenues	5,650.00	9,442.74	67.1%	288,150.00	293,989.01	2.0%	565,000.00	284,458.32	3.4%
Expenses									
Administration	-	-	#DIV/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		562,243.00	21,363.75	-4.8%
Total Fund Revenues	5,650.00	9,442.74	67.1%	288,150.00	293,989.01	2.0%	565,000.00	284,458.32	3.4%
Total Fund Expenses	-	-		20,344.00	20,343.75		562,243.00	21,363.75	-4.8%
Surplus (Deficit)	5,650.00	9,442.74	67.1%	267,806.00	273,645.26	2.2%	2,757.00	263,094.57	4.0%

**Capital Projects (70)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	-	51.71	#DIV/0!	-	3,746.49	#DIV/0!	462,000.00	628.05	496.5%
Total Revenues	-	51.71	#DIV/0!	-	3,746.49	#DIV/0!	462,000.00	628.05	496.5%
Expenses									
Administration	15,300.00	15,364.99	0.4%	344,120.00	250,436.13	-27.2%	594,765.00	110,670.81	126.3%
Total Expenses	15,300.00	15,364.99	0.4%	344,120.00	250,436.13	-27.2%	594,765.00	110,670.81	126.3%
Total Fund Revenues	-	51.71		-	3,746.49	#DIV/0!	462,000.00	628.05	496.5%
Total Fund Expenses	15,300.00	15,364.99	0.4%	344,120.00	250,436.13	-27.2%	594,765.00	110,670.81	126.3%
Surplus (Deficit)	(15,300.00)	(15,313.28)	0.1%	(344,120.00)	(246,689.64)	-28.3%	(132,765.00)	(110,042.76)	124.2%
Total Fund Revenues	155,681.00	164,737.35		1,836,786.00	1,897,151.84	3.3%	3,768,101.00	1,929,034.56	
Total Fund Expenses	338,768.00	311,610.73	-8.0%	1,945,711.00	1,715,886.31	-11.8%	3,917,361.00	1,604,212.17	
Surplus (Deficit)	(183,087.00)	(146,873.38)	-19.8%	(108,925.00)	181,265.53	-266.4%	(149,260.00)	324,822.39	

## Sycamore Park District

	Unaudited 1/1/2013	Revenues	Expenses	7/31/2013	7/31/2013 Cash balance
10 Corporate	59,624.81	322,635.61	288,659.16	93,601.26	94,253.98
20 Recreation	36,127.00	548,891.66	504,154.46	80,864.20	77,191.52
21 Donations	220,678.26	532.36	-	221,210.62	221,210.62
22 Special Recreation	214,204.58	82,210.91	46,658.36	249,757.13	249,757.13
23 Insurance	78,716.85	22,275.68	84,955.15	16,037.38	16,037.38
24 Audit	17,022.29	4,870.44	13,250.00	8,642.73	8,642.73
25 Paving & Lighting	72,920.94	49.20	11,298.40	61,671.74	61,671.74
26 Park Police	7,989.31	42.48	-	8,031.79	8,031.79
27 IMRF	-	44,503.27	44,503.27	-	-
28 Social Security	-	38,812.37	38,812.37	-	-
30 Concessions	29,995.12	88,948.11	75,887.47	43,055.76	38,762.54
32 Developer Contributions	31,410.60	29,536.19	-	60,946.79	60,946.79
60 Debt Service	12,645.45	293,989.01	20,343.75	286,290.71	286,290.71
70 Capital Projects	819,620.80	3,746.49	250,436.13	572,931.16	572,931.16
<b>Total governmental fund balance</b>	<b>1,600,956.01</b>	<b>1,481,043.78</b>	<b>1,378,958.52</b>	<b>1,703,041.27</b>	<b>1,695,728.09</b>
50 Golf Course Net Assets	13,741.95 <u>(241,871.42)</u> (228,129.47)	349,823.87	282,250.88	81,314.94 <u>(241,871.42)</u> (160,556.48)	(164,412.32)
51 Swimming Pool Net Assets	293,509.55 <u>(290,235.35)</u> 3,274.20	66,284.19	54,676.91	305,116.83 <u>(290,235.35)</u> 14,881.48	14,881.48
<b>Total proprietary funds</b>	<b>307,251.50</b>	<b>416,108.06</b>	<b>336,927.79</b>	<b>386,431.77</b>	
<b>Net assets</b>	<b><u>(532,106.77)</u></b>			<b><u>(532,106.77)</u></b>	
<b>Proprietary funds minus net assets</b>	<b><u>(224,855.27)</u></b>			<b><u>(145,675.00)</u></b>	
	1,376,100.74			1,557,366.27	1,546,197.25

## Summary of depository accounts as of 8/15/2003

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,614.54	0.10
National Bank & Trust	953,937.18	0.03
Resource Bank	558,895.41	0.10
*Dekalb Co. Community Foundation	<u>12,751.98</u>	
	1,541,199.11	

\* 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 6/30/13.

	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	<b>1,370,114</b>	<b>1,370,114</b>	-	
January																				
Receipts																				
Replacement Taxes	6,061																	6,061	3,500	<b>2,561</b>
Shelters	-																	-	50	<b>(50)</b>
User Fees		13,079		5	1	0	2	0			615		1,003	-			14,697	14,936	<b>(239)</b>	
Misc	55	1	6	5	1	0	2	0				1			0	138	209	50	<b>159</b>	
Expenses	(38,488)	(66,901)	-	(80)	(1,902)	-	-	-	-	-	(1,619)	-	(26,235)	(545)	-	(12,420)	(148,190)	(158,912)	<b>10,722</b>	
1/31/2013	36,717	(5,041)	220,684	214,210	40,076	17,023	72,923	7,990	-	-	27,878	31,411	(253,625)	3,097	12,646	816,903	<b>1,242,891</b>	<b>1,229,738</b>	<b>13,153</b>	
February																				
Receipts																				
Replacement Taxes																		795	750	<b>45</b>
Shelters	795																	12,181	14,068	<b>(1,887)</b>
User Fees		12,021									50		109	-				91	50	<b>41</b>
Misc	0	0	5	3	1	0	1	0				0			0	79				
Expenses	(36,541)	(69,990)	-	-	(5,325)	-	-	-	-	-	(2,676)		(37,080)	(402)	-	(11,068)	(163,082)	(144,046)	<b>(19,036)</b>	
2/28/2013	970	(63,009)	220,689	214,213	34,752	17,023	72,924	7,990	-	-	25,252	31,412	(290,596)	2,696	12,646	805,914	<b>1,092,875</b>	<b>1,100,560</b>	<b>(7,685)</b>	
March																				
Receipts																				
Replacement Taxes	1,897																	1,897	2,100	<b>(203)</b>
Shelters	600																	600	550	<b>50</b>
User Fees		11,801									672	-	84,291	60			96,824	109,421	<b>(12,597)</b>	
Misc	487	107	3	3	0	0	1	0				0	582		0	68	1,252	50	<b>1,202</b>	
Expenses	(45,803)	(69,819)	-	-	(3,185)	(3,350)	(4,330)	-	-	-	(2,391)	-	(47,412)	(645)	-	(10,397)	(187,331)	(187,694)	<b>363</b>	
3/30/2013	(41,848)	(120,920)	220,692	214,216	31,568	13,673	68,595	7,990	-	-	23,533	31,412	(253,135)	2,111	12,646	795,585	<b>1,006,117</b>	<b>1,024,987</b>	<b>(18,870)</b>	
April																				
Receipts																				
Replacement Taxes	9,610																	9,610	7,700	<b>1,910</b>
Shelters	960																	960	1,350	<b>(390)</b>
User Fees		8,913									7,909	27,531	46,023	11,414			101,790	84,766	<b>17,024</b>	
Misc	10,851	0	8	2	0	0	1	0				1			0	66	10,928	10,825	<b>103</b>	
Expenses	(33,914)	(61,675)	-	(3,250)	(2,523)	(8,300)	-	-	-	-	(9,268)	-	(34,560)	(2,080)	-	(48,138)	(203,708)	(255,096)	<b>51,388</b>	
4/30/2013	(54,341)	(173,682)	220,700	210,968	29,045	5,373	68,596	7,990	-	-	22,173	58,944	(241,672)	11,445	12,646	747,513	<b>925,697</b>	<b>874,532</b>	<b>51,165</b>	

	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
<b>May</b>																			
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	(58,896)	(103,015)	-	(2,625)	(6,040)	(1,600)	-	-	-	-	(11,756)	-	(52,450)	(7,725)	-	(140,257)	(384,364)	(450,621)	66,257
5/31/2013	(54,306)	(176,597)	220,702	223,286	27,055	4,658	68,604	7,997	-	-	26,356	58,944	(222,133)	16,401	66,092	607,305	874,366	747,212	127,154
<b>June</b>																			
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	115,124	128,017	221,204	285,795	44,564	8,486	68,637	8,030	-	-	40,492	58,945	(178,788)	26,856	276,848	588,244	1,692,454	1,355,804	336,650
<b>July</b>																			
Receipts																			
Taxes	8,000	13,470		2,637	1,238	156	1	1	1,428	1,246					9,434		37,611	22,046	15,565
transfers in/out	401	166							(1,428)	(1,246)	386		625	1,096			-	172	(172)
Replacement Taxes	8,473																8,473	4,900	3,573
Shelters	2,320																2,320	600	1,720
User Fees	-	8,391									24,169	2,000	68,564	13,761			116,884	126,303	(9,419)
Misc	568		7	8	0.5	0	2	0				2			9	52	648	50	598
Expenses	(40,631)	(72,853)		(38,683)	(29,765)	-	(6,969)	-	-	-	(26,284)	-	(54,813)	(26,831)	-	(15,365)	(312,193)	(339,598)	27,405
7/31/2013	94,254	77,192	221,211	249,757	16,037	8,643	61,672	8,032	-	-	38,762	60,947	(164,412)	14,881	286,291	572,931	1,546,197	1,170,277	375,920
<b>August</b>																			
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	66,262	58,732	221,211	240,037	15,327	8,925	46,675	8,035	-	-	45,544	60,947	(140,851)	(1,080)	303,241	532,711	1,465,715	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
<b>September</b>																			
<b>Receipts</b>																			
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)			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)	-	(5,700)	(251,868)	(251,868)	
9/30/2013	224,594	365,089	221,211	259,957	31,387	12,873	46,717	8,077	-	-	46,731	60,947	(142,268)	(4,163)	540,541	527,011	<b>2,198,703</b>	<b>1,822,783</b>	
<b>October</b>																			
<b>Receipts</b>																			
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)	-	(2,500)	(185,424)	(185,424)	
10/31/2013	189,361	309,630	221,211	244,957	25,637	12,873	46,717	8,077	-	-	48,614	60,947	(164,660)	(5,949)	540,541	524,511	<b>2,062,466</b>	<b>1,686,546</b>	
<b>November</b>																			
<b>Receipts</b>																			
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)			2,261	159		695	695	
Replacement Taxes																	-	-	
Shelters	-																-	-	
User Fees		12,809															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)	(7,500)	(664,088)	(664,088)	
11/30/2013	161,576	277,323	221,211	241,997	25,357	13,249	46,721	8,081	-	-	45,161	60,947	(196,843)	(7,306)	101,585	979,011	<b>1,978,069</b>	<b>1,602,149</b>	
<b>December</b>																			
<b>Receipts</b>																			
Taxes																	-	-	
Replacement Taxes	1,400																1,400	1,400	
Shelters																	-	-	
User Fees		5,462															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)	(194,725)	(442,657)	(442,657)	
12/31/2013	143,325	204,123	221,211	231,997	23,357	13,249	46,721	8,081	-	-	43,701	60,947	(231,755)	882	21,242	784,286	<b>1,571,366</b>	<b>1,195,446</b>	
change	74,237	155,342	532	17,712	(18,620)	(3,774)	(26,200)	91	-	-	14,819	29,536	(3,362)	(2,760)	8,596	(44,900)	201,252	(174,668)	



To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: August 21, 2013

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

- Attended weekly Department Head meetings as scheduled.
- Attended Board of Commissioners Study Sessions as scheduled.
- Attended Sycamore Chamber of Commerce Ambassadors Club meeting.
- Administered and coordinated 7 major golf events for August, including Sycamore Chamber of Commerce Fun Day and “Chip-in for Charity” Outing for Opportunity House. These events had over 650 total participants.
- Scheduled fall staffing needs.
- Attended online Titleist Cub Fitting Seminar.
- Continued to increase participation in the Charitee Challenge. The pro shop staff sold 1261 tickets in the month of July, averaging 41 tickets per day, national average for Charitee Challenge courses is 16 per day. Generated \$3,783.00 in sales of tickets for the month.
- Developed new email marketing technique with Course Trends to promote fall rounds and revenue in green fees, cart fees and pro shop sales.
- Offered Saturday morning seminar in the USGA Rules of Golf for high school golf team participants.
- Met with Titleist Sales Representative concerning unsold hard good products for possible pick up and account credit.

- Generated additional pro shop sales by accepting expired Group Golfer Coupons with a minimum purchase of a dozen golf balls of the customer's choice.
- Continued to monitor golf cart performance and repair with the use of current rotation techniques developed in Goals and Objectives.

**Administrative Initiatives** (9/1/13 – 9/30/13)

- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend Sycamore Chamber of Commerce Ambassadors Club meeting.
- Hold Sycamore Park District 90<sup>th</sup> Anniversary Scramble.
- Help with the 90<sup>th</sup> Anniversary Special Event on September 14<sup>th</sup>.
- Offer Saturday morning seminar on Rules of Golf as offered through the Fall Brochure.
- Volunteer at Sycamore Chamber of Commerce Block Party.
- Begin to set up appointments with sales representatives to go over market trends and top sellers in the golf industry as per Goals and Objectives.
- Hold September Pro Shop Merchandise Sale to reduce remaining inventory as per Goals and Objectives.
- Continue to increase participation in the Charitee Challenge. The pro shop staff has sold 714 tickets during the first 18 days of August, averaging 39.6 tickets per day, national average for Charitee Challenge courses is 16 per day. Generated \$2,142.00 in sales of tickets so far in August.
- Hold final rounds of the Annual Sycamore Golf Club Club Championship reducing the prizes as directed.

- Coordinate and administer 3 major golf events in September, Voluntary Action Center, Auto Meter and a new event Riverside Community Church.
- Serve as Rules Official for all high school golf meets.
- Contact EZGO Corporate with possible cart trade in serial numbers to get an estimate on trade value.
- Coordinate training for Pumpkin Parade.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: August 27, 2013

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

**Golf**

- Drought conditions have arrived as the course has only received about two inches of rain during the past seven weeks. Cooler temperatures have helped the turf acclimate to the dry weather and the irrigation system is now being well used. Irrigation heads are checked often to verify they are spinning and not clogged.
- One of the two large irrigation system pump motors had to be replaced at the end of July. The twenty four year old motor was much worn and no longer worth trying to repair. A more energy efficient model was purchased and has been working well.
- Staff is working hard to keep up with all the mowing, trimming, weed eating, weeding of landscape beds, along with applying pesticide applications.
- Several dead trees have been removed and their stumps cut out as time allows.
- The right side of two green has been graded and sodded to repair the low spot that held water and kept the turf from growing in that area. Ten tee also had an area graded to allow water to flow off the path easier.
- Work continues on replacing wainscoting and trim in the board room where flood damage occurred as time allows, this will be completed sometime in September.

- Hired a new seasonal staff member as others have left for school.
- Met with Dan Gible, City of Sycamore staff, and ERA engineers about the paving east and southeast of the clubhouse. The work should take place at the end of September.

## Sports

- All ball field groups have been completing their end of year tournaments. Girls' softball will have a short one day a week fall league on two or three of our fields starting in September.
- AYSO soccer started games in full on August 17<sup>th</sup>. Practices started at the end of July. All twelve main fields and five mini U6 fields have been measured out and lined. Repainting of the lines takes place once per week.
- KYFL football will start on August 29<sup>th</sup>. Fields have already been measured and lined in the outfields of ball fields one and four.
- Staff continues to mow and weed eats at consistent rate. They have also been tree pruning and doing minor field repair with the lull in the ball schedule.
- I met with the Fire Chief and Assistant Fire Chief in regards to where the fireworks will be set off. The set off spot is the center west side of soccer field four where a 400 foot radius with no obstacles is located.
- Bart and I met with girls' softball and AYSO soccer leaders to discuss the fall sports needs from each group.
- Bart and I also met with Storm Dayz leaders as a follow up to the end of June tournament. They were very happy with how the event went and had no complaints. They received a lot of positive feedback from the many

travel teams on the fine field conditions, the concessions, and how the rain issues were dealt with.

- The pool has not had any major mechanical issues the past few weeks and will be closed on August 21<sup>st</sup>.

## **Parks**

- 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 steady rate.
- Staff has also repaired bridges and benches at Chief Black Partridge, repaired a drain line which runs under the mulch at Kiwanis Prairie play area, removed drying trees along the path at Merry Oaks Drive, repaired a playground landing at Charley Laing, and is in the process of adding eleven new bike trail signs through the course, park, and sports complex.
- WPA Main Shelter – Work continues on the shelter. The plumbers continue to work and will complete the plumbing portion soon. The doors will be replaced as part of our ADA transition plan now to be done later this fall. The electrical portion of the work should also be done this fall as our volunteers try to find time to get together.
- Staff weekly erected the stage and took down the following day as the concert series has now ended except for the fireworks day coming in September.
- Encap Environmental Group has cut down the grasses and weeds around all the ponds they are refurbishing and the prairie area at Old Mill Park. They also sprayed herbicide where needed to eliminate the invasive weed species. This will help the desired native plants to regrow and strengthen without so much weed competition. Keep in mind the transition to a quality prairie like border around the ponds is an at least three year process.

- I have been monitoring algae levels on our ponds and have had them treated as needed by Marine Biochemist.
- The roof at the Midwest Museum had a small leak. I found the company that installed the roof and they came out and made a repair at no cost to us.
- I acquired costs for a new mini excavator which was on the approved capital list for 2013.
- Attended staff, board, CAC, and long range planning committee meetings.
- For goals and objectives, have mostly completed drafting current maintenance practices at individual parks, frequency of practices, staffing required, and an inventory list of amenities at each park, will also start working on updating equipment inventory at the shop for replacement schedules.
- I have been conducting playground inspections and recording results. Worn parts have been replaced on various play structures as needed.
- The measured trails map is now in the brochure and on our web site.

#### **Administrative Initiatives** (9/1/13-9/30/13)

- AYSO will continue into October and I will meet with Steve Sapita weekly to discuss any issues they have.
- Will continue to monitor golf course for stress as summer winds down. Will price out protective products, meet with reps. and order as needed.

- Will plan out aeration schedule for golf turf to be completed when outings and leagues slow down.
- Will continue working on objectives for the two year strategic plan, specifically equipment replacement information.
- 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 complete the install of new bike trail signs throughout the sports complex and golf course in coordination with the County continuous bike trail effort.
- Staff will complete repair of the lower level of clubhouse.
- Will continue to meet and talk with all the field user groups as seasons finish for some, and fall ball leagues begin.
- Will continue to coordinate the rehab of the WPA Main Shelter as the plumbers finish their work and the electricians continue theirs.
- Will gather information from playground reps. to look into possibility of replacing the recently removed climber structure at the sports concession building.
- Will work with Bart in planning for the Fireworks and Fun day, and the touch-a-truck event at the end of September.
- Will meet and work with ERA engineers as the clubhouse parking lot project begins.



To: Park Board of Commissioners  
From: Bart Desch  
Subject: Monthly Board Report  
Date: August 27, 2013

**Administrative Initiatives:** 08/01/13 – 08/31/13

- Spoke to and “booked” State Representative Bob Pritchard for the Sept. 14, 90<sup>th</sup> celebration. He would like to present the Park District with an award. I then sent to his office the history of the Park District as reported in the last three brochures. The Mayor and the City Manager have been contacted as well. Officials from NB&T Bank (our sole sponsor for the event) will be presenting as well.
- Contacted and assisted Michael Hermes, the Sycamore High School Vice President regarding a class party at the Sports Complex in August.
- Attended the Middle School Registration Day and handed out flyers about teen dances and other programs.
- Attended the School District Health and Awareness Day at the Sycamore High School. This provided an opportunity to hand out information regarding fitness programs that the Park District offers, including membership information.
- Facilitated a request by the YMCA for Kiwanis Park for their youth sport league. They will begin at Kiwanis Park in late August.
- Completed a project requested by the Director regarding the current Community Center space and possible future needs.
- Delivered the new “pamphlets” and Fall Brochure to City Hall, the Library and the Chamber.
- Created/facilitated a mailing of postcards to the residents of Cortland, inviting them to the 90<sup>th</sup> Celebration on Sept. 14. The card also mentions the “Touch a Truck” event.
- Providing space to KSRA as well as some joint programming for the upcoming Fall season.
- Solicited and received from Kish Health Systems their participation in the “Touch and Truck” event as well as money to use for the event.

- Provided employment information to a possible intern for the Winter/Spring 2014. His academic supervisor was also interviewed and asked to provide background and input on this possible intern.
- Met with staff and a representative from the Chronicle to go over final details regarding advertising for the 90<sup>th</sup> event in September.
- Contacted and coordinating with instructors and the music groups regarding the 90<sup>th</sup> event in September.
- Contacted and coordinating with organizations registered for the “Touch a Truck” event, which will be held on September 28.
- Contacted and coordinated with groups who will be participating in the “Health and Fun Fairs” in September.
- Met with staff from “Mad Bomber” Fireworks Production regarding the show at the 90<sup>th</sup> event in September.
- Facilitated the final two Summer concerts on August 1 and August 8. The attendance was excellent for both, with over 900 people attending both. Overall the concert series attracted over 3300 people to the eight shows. This is an increase from last year of over 500 people.
- Coordinated with the Sycamore Police Department the use of 4 Auxiliary officers for the 90<sup>th</sup> event in September.
- Contacted by Kishwaukee Health Systems regarding a new “method” of requesting funds to meet their IRS requirements. This will be done to cover the time period of May 1, 2013 to 2014.
- Facilitated the mailing (both postage and email) of information regarding the 90<sup>th</sup> Event and the “Touch a Truck” events in September to three of our larger user groups. These include Sycamore Boys Baseball, Girls Softball and AYSO.
- Applied for a “Temporary Sign” permit from the City for a banner for the “Touch a Truck” event in September.
- Will facilitate the Fitness Special listed in the Fall Brochure of fitness members receiving a free month, when they bring a friend in, who registers for a three month pass. This is part of Goal 5, Objective 6, of the Short Term Goals and Objectives.
- Spoke to and will set up future programming with Lisa Brandt, a Registered Dietitian with HyVee regarding future “healthy eating” classes at the District.

- Met with Dave Pasch, manager of Farm and Fleet to plan details of the “Touch a Truck” event in September.
- Attended the CAC meeting in August.
- Attended the two CWSPT/CAC/Board meetings in August.

**Administrative Initiatives:** 09/01/13 – 09/30/13

- Will facilitate the 90<sup>th</sup> event on September 14. This is part of Goal 5, Objective 7, of the Short Term Goals and Objectives.
- Will facilitate the “Touch a Truck” event on September 28.
- Continue to plan/organize and facilitate the upcoming Health and Fun Fairs, which will be held on September 14 and 21. This is part of Goal 5, Objective 8 of the Short Term Goals and objectives.
- Plan programming for the Farmers Market on September 8.
- Coordinate with the new cleaning service its activities at the buildings it will clean.
- Begin to plan and coordinate the next mailing of the “Community Newsletter” with an anticipated mailing in October. This is part of Goal 4, Objective 5, of the Short Term Goals and Objectives.
- Will meet with the recreation supervisor to go over the totals of the pool this past summer.
- Will meet with Dave Pasch, manager of farm and Fleet regarding the “Touch a Truck” event.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: August 27, 2013

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

- Attended CAC meeting.
- Re-Bid plans for Year 1 ADA work.
- Held CWSPT Follow-up Meeting.
- Began meeting with Board/Community Leaders on Vision 2020.
- Drafted Outline of Vision 2020.
- Updated Agenda Planner and Distributed to Board/Administrative Staff.
- Continued budget analysis, capital option planning, and scenario assessment for the strategic planning process.
- Reviewed Tech Study Professional Services.
- Attended “Live Healthy DeKalb County” meeting.
- Planned Presentation on Land Issues: Plats, Easements, Acreage, Plans
- Met with IDOT Land Acquisition and Grant Personnel re: Trails.
- Planned meetings with Sycamore Creek HOA and met with City Manager about North Grove Crossing.

- Distributed the RFP for an independent consultant to assess and modify our website.
- Served at the CASA “50 Men Who Cook” event.
- Coordinated meetings with Bond Finance counsel on debt service matters for current bonds and future planning.
- Held conference call with Standard & Poors regarding the district’s financial position, recent budget actions, and fund policies as part of S&P’s periodic review of Bond Ratings.
- Met with banks regarding future planning matters and possible public/private opportunities.
- Carried out summer staff appreciation picnic.
- Met with citizens and contractor at pond sites to address questions and concerns.
- Met with YMCA Director regarding possible partnerships.
- Participated in Chamber Day.
- Finalized Board Objectives for Goals 4, 9 and 10.

#### **Administrative Initiatives** (9/1/13 – 9/30/13)

- Hold Board Study Session to develop goals for Vision 2020.
- Update Agenda Planner for Staff/Board.
- Begin Fiscal Year 2014 Operating Budget preparation.
- Distribute Personnel Policy Manual to all full-time and IMRF Eligible position employees.
- Let out for bid 2013 ADA work, and Award at October Study Session.
- Serve on Sycamore Chamber Long Range Planning Committee.

- Continue meeting with community leaders.
- Prepare information for DCEDC about the park district.
- Plan for an early Fall full-time staff/board appreciation event.
- Conduct Vision 2020 Planning Sessions.
- Begin Community Survey process.
- Review Proposals for Technology Study, and award contract at September Study Session.
- Refine Spreadsheets for Cost Scenarios for Vision 2020.
- Attend Meetings/Serve On:
  - KSRA
  - Living Healthy DeKalb
  - Rotary
  - Chamber
- Begin reviewing trail easement needs, and IDOT Grant opportunities for 2014.
- Plan October Public Hearings.

Hi! Again!

August 12, 2013  
63

It's me - the Old Mill Pond. I wrote you not long ago and asked for help with my algae and scummy foam growing on me. You did send out 2 guys in a boat - spraying something in me - and now I've gotten even worse. So .... if you decide to help me really then I have to tell you about a friend on Somonauk Street. She has been around a long time, too.

Her people use Copper Sulfate to get rid of all the algae growing in her. It isn't expensive and doesn't hurt all my friends that live with me. Eventually, all this scum and foam is going to sink and I will be even worse than I am right now. So please clean me up, help me soon. I look awful and feel awful.

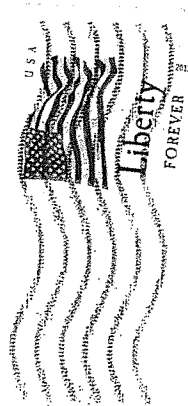
The people that love to sit outside and watch me are really saddened. The kids love to fish, sit and talk by me can't really cast and reel in because of all the grass, weeds and scum catching on their hooks and lines. It is fun to have people enjoy me and come out and love me. The ducks and geese don't come by anymore. They don't like to swim through all this. Help!

Clean me up from top to bottom!  
Please!

Sincerely  
the Old Mill Pond  
(written for me by a human friend)

PS - The parking lot needs a  
garbage can - seems like the  
humans like to clean out their  
cars when they come to the park.

Old Mill Pond  
Mt Dargy Rd  
Diner Edge  
Sydney, A. 60178

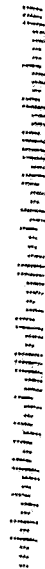


CAROL STEPHENSON

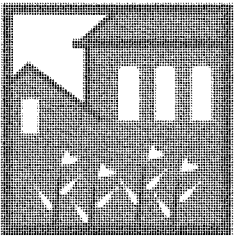
NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

Sydney Park District  
Airport Road  
Sydney, A. 60178

6017888888







DEKALB COUNTY  
COMMUNITY  
FOUNDATION

July 31, 2013

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

Tim Suter, President  
DeKalb

Donna Larson, Vice President  
Sycamore

Dear Dan:

Frank Roberts, Treasurer  
DeKalb

Greetings! I hope you are enjoying the summer. Enclosed are the Balance Sheet and Statement of Activities reports for the Sycamore Park District Endowment Fund as of the Second Quarter of 2013.

Daniel P. Templin  
Secretary/Executive Director

Marcy Billington  
Kingston

Our Board of Directors is highly committed to our fiduciary responsibilities. As **stewards** of yours and others' charitable gifts, our Finance Committee, chaired by Frank Roberts, oversees the financial administration within the Foundation.

Larry D. Bolles  
DeKalb

James E. Brunson  
DeKalb

Please remember that the Foundation provides these statements semi-annually. If you ever have any questions about your Fund, please do not hesitate to contact me at (815) 748-5383 or [dan@dekalbccf.org](mailto:dan@dekalbccf.org).

Kevin Buick  
Sycamore

Should you wish to make a tax-deductible contribution to your Fund, please use the enclosed envelope.

Amie S. Carey  
Hinckley

Tim Dunlop  
DeKalb

If you are not receiving our monthly e-newsletter, "**What Gives**", be sure to visit our website, [www.dekalbccf.org](http://www.dekalbccf.org), to sign up. It's a great way to stay connected to the various **Endowment & Donor Services, Stewardship, Grantmaking, and Community Initiative** aspects of your Community Foundation.

Patricia A. Foster  
Shabbona

Kevin Fuss  
DeKalb

Sincerely,

Kristina Garcia  
Sycamore

*Dan*

Marcia Goodrich  
DeKalb

Daniel P. Templin  
Executive Director

Lana Haines  
Kingston

Encl.

Alethia Hummel  
Sandwich

Dean Lundeen  
Somonauk

Kevin McArtor  
Malta

Charles McCormick  
Sycamore

Penny Rosenow  
DeKalb

Donna Turner  
Kingston

Beth K. White  
Waterman

**DEKALB COUNTY COMMUNITY FOUNDATION**  
**STATEMENT OF ACTIVITIES**  
**Sycamore Park Distr Endowment**  
**For the Month of June and Six Months Ended June 30, 2013**

	<u>Current-Period Amount</u>	<u>Year-to-Date Amount</u>
<b>REVENUE AND SUPPORT</b>		
Investment Income	\$ 31.22	\$ 87.65
Gain on Sale of Investments	46.49	598.75
Unrealized Gain on Investments	<u>(335.33)</u>	<u>96.03</u>
<b>TOTAL REVENUE AND SUPPORT</b>	<b>\$ <u>(257.62)</u></b>	<b>\$ <u>782.43</u></b>
<b>EXPENSES</b>		
Administrative Fees	\$ <u>.00</u>	\$ <u>61.98</u>
<b>TOTAL EXPENSES</b>	<b>\$ <u>.00</u></b>	<b>\$ <u>61.98</u></b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ <u><u>(257.62)</u></u></b>	<b>\$ <u><u>720.45</u></u></b>

**DEKALB COUNTY COMMUNITY FOUNDATION**  
**BALANCE SHEET**  
**Sycamore Park Distr Endowment**  
**June 30, 2013**

<b>ASSETS</b>		
	<b>Current Assets</b>	
Cash and Investments		\$ <u>12,751.98</u>
<b>Total Current Assets</b>		<b>\$ <u>12,751.98</u></b>
	<b>Fixed Assets</b>	
		\$ <u>.00</u>
<b>Total Fixed Assets</b>		<b>\$ <u>.00</u></b>
<b>Total Assets</b>		<b>\$ <u><u>12,751.98</u></u></b>
<b>LIABILITIES AND NET ASSETS</b>		
	<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>		\$ <u>.00</u>
	<b>Net Assets</b>	
Net Assets - Beginning		\$ 12,031.53
Change in Net Assets		<u>720.45</u>
<b>Total Net Assets</b>		<b>\$ <u>12,751.98</u></b>
<b>Total Liabilities and Net Assets</b>		<b>\$ <u><u>12,751.98</u></u></b>

Thank you so much for the money  
you are giving me to pay for college. It  
means so much to my family and I that  
you saw value in my educational needs.  
With this money my college-bound  
endeavor became more tangible.

With warmest regards,  
Green Gates

# Sycamore Park District Clubhouse

## Post Rental Questionnaire

Name: Anthony Guzzaldo & Family  
 Date of Event: May 18, 2013  
 Type of Event: Daughter's First Birthday Party

1. How was your event? Wonderful

---

2. How was the service of the Park District Staff? Excellent

---

3. How was the room rental fee? Very reasonable.

---

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

4. How was your menu/meal/bartending? We did use the bartending. The bartender was very polite, professional, and helpful.

---

5. How was the pricing? Very reasonable.

---

6. Would you change anything? If renters are charged for <sup>an hour of</sup> set up time then the seating area should be cleared at the start of that time. We had to set up around people drinking & watching TV at our tables even though we had paid for an additional hour of time in order to set up prior to the event

---

7. Would you recommend the Clubhouse to a friend? Yes  
 Why or Why not Overall a very positive experience & a nice place for a party.

---

8. How did you hear about us? Website.

---

9. Please note your overall experience. Everything, with the exception of the room being used during our paid hour of set up, was wonderful. We will host our next big family party here.

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: August 27, 2013  
**STAFF RECOMMENDATION**

**AGENDA ITEM: PERSONNEL POLICY MINOR CHANGES: Recommend Approval**

**BACKGROUND INFORMATION:**

The Board approved the entire, revised manual last month. However, as indicated at last month's meeting, we had our counsel make final review and we needed to make some minor wording changes to assist with more efficient business office management of health/wellness, FMLA, and paid leave records. Therefore, a few sections need final approval this month.

Those sections are attached.

Upon their approval, the final document will be printed, and distributed to the effected employees. I will then begin on the part-time/seasonal employee manual.

**FISCAL IMPACT:** No additional costs are created by these changes.

**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:**

## **2-6 POLICY ON PERFORMANCE APPRAISAL AND SALARY REVIEW**

**Purpose:** SYCAMORE PARK DISTRICT has a formal performance appraisal system for full-time employees to provide a means of attempting to evaluate an employee's performance and progress and to communicate its findings to the employee. The performance appraisal assists SYCAMORE PARK DISTRICT in making personnel decisions related to such matters as promotions, transfers, demotions, terminations, and salary adjustments. Performance appraisals become and are an essential part of an employee's personnel records.

**Frequency:** Under usual and appropriate circumstances, employees should receive a performance review annually. If an employee's job responsibilities change substantially at any time after the annual work review, however, another may be performed before the next annual review, after the new assignment has begun. A performance appraisal will be conducted at the end of the probationary period and annually in ~~January~~ the last quarter of each the fiscal year. In addition, an employee or the employee's supervisor may request an informal review at any time. Formal evaluations generally will be conducted by an employee's immediate supervisor.

**Review Process:** Performance appraisals include a discussion and written documentation of job duties, tasks and responsibilities, performance objectives and performance results.

**Unsatisfactory Review:** If you receive an unsatisfactory formal performance evaluation you are ineligible for a pay increase and may be subject to disciplinary action up to and including discharge.

**Appeal:** If you disagree with a formal performance evaluation, you may request another interview with your immediate supervisor to discuss the evaluation. If an agreement is not reached as to the evaluation, you may:

Request in writing, within five (5) working days upon receipt of your performance evaluation, a meeting with the supervisor at the succeeding level of authority in your department. Your request must include an explanation as to why you believe your formal performance evaluation should be changed. You must attach to your request any supporting documentation. If you fail to request a meeting, the evaluation of your immediate supervisor will be final and a copy of your evaluation will be placed in your personnel file. If you timely request a meeting, the supervisor will meet with you and investigate the circumstances surrounding your evaluation. The supervisor will generally issue a written determination within ten (10) working days of receipt of your written request. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level up to the Executive Director. Any decision of the Executive Director shall be final.

You may also prepare a written response stating your position or objection to your evaluation, and requesting that your response be placed in your personnel file. It is your responsibility to make certain that your response is placed in your personnel file.

Adopted on:

Revised on:



#### **Policy 4-0: General Policy on Benefits**

Sycamore Park District is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. The benefits program described in this Personnel Policies Manual represents a very large investment by Sycamore Park District.

A good benefits program is a solid investment in Sycamore Park District's employees. Sycamore Park District will periodically review the benefits program and will make modifications as appropriate to the district's condition. Sycamore Park District reserves the right to modify, add or delete the benefits it offers.

#### **Eligibility for Benefits**

If you are a regular full-time employee, or in an IMRF eligible position, you will enjoy all of the benefits described in this Personnel Policies Manual as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, or an employee who is a full-time employee for insurance (Patient Protection and Affordable Care Act) purposes only, you will enjoy only those benefits specifically required by law, or as singled out by direct reference in this Manual--provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary, ~~seasonal, non-IMRF eligible~~ employees are not eligible for benefits.

#### **Insurance Premium Payment During Leaves of Absence**

Sycamore Park District will continue to pay its share of insurance ~~premiums for employee coverage and dependent coverage~~ for a maximum of three (3) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from Sycamore Park District, you will be responsible for paying the total premiums for your coverage and that of your dependents if you have that coverage at time of disability. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please consult with the Administration Office to set up a payment schedule.

**Note:** Please see "Introductory Period"—[Section 1-5](#)—in the Employment section of this Personnel Policies Manual for further information.

Adopted On:

Revised On:

#### **4-1 POLICY ON VACATION LEAVE**

Vacation is a time for you to rest, relax, and pursue personal interests. Sycamore Park District has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents; all of which contribute to make Sycamore Park District a leader in its field.

Only regular full-time employees are eligible. Part-time and seasonal employees are not eligible. For Regular, Full-time Employees, the Vacation Leave hours begin accruing on your hire date.

Eligible employees accrue vacation for each month of service. The vacation accrual rate is based on length of employment, as follows:

<b>Years of Employment</b>	<b>Monthly Accrual Rate (In Hours)</b>	<b>Total Accrual Per Year (In Days)</b>
One (1) year	3.33	Five (5) days
Two (2) – Five (5) years	6.66	Ten (10) days
Six (6) – Ten (10) years	10.00	Fifteen (15) days
More than ten (10) years	13.33	Twenty (20) days

IMRF Eligible (part-time) positions may accrue **twenty-four (24) hours per fiscal year**. IMRF Eligible (part-time) positions only begin accruing their Health/Wellness Leave at the first full pay-period following the point at which that employee hits the IMRF hours threshold **in any given fiscal year**. **At that point they receive twenty-four (24) hours**. Then, upon return to work the following year, they begin, again, accruing hours toward the IMRF hours threshold.

IMRF Eligible (part-time) positions only begin accruing their Vacation Leave at the first full pay-period following the point at which that employee hits the IMRF hours threshold during their first year of service.

Sycamore Park District will always try to let you use your vacation time as desired, but vacations cannot interfere with your department's operation. Therefore, your vacation must be approved by your supervisor at least two (2) weeks in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

Normally, only accrued vacation may be taken. You may not receive advance vacation pay (for vacation time taken in excess of your vacation accrual balance) without written authorization from the Director. Such authorization is at the discretion of the Executive Director, and must be granted in advance of your vacation. Any amount of advanced vacation paid but not yet accrued at the time of termination of employment will be deducted from your final paycheck.

All vacation time must be taken in at least four (4) hour increments, unless otherwise authorized in writing, **but then in not less than two (2) hour increments.** Specific vacation dates must be approved by your supervisor. Your supervisor has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet operational needs. Requests will normally be granted as long as your absence will not seriously affect Sycamore Park District's operations. Usually, only one employee may be out on a vacation day in a department at any one time.

If you are on an approved leave of absence for less than thirty-one (31) days, your vacation eligibility will not be affected. If your approved leave of absence extends beyond thirty (30) days, vacation time will not continue to accrue.

Any vacation time remaining at year end can be rolled over to the following year. Your available vacation balance may never exceed your current annual benefit **plus five (5) work days/40 hours. Remember that once your accrual of days/hours of vacation time reach that limit, your vacation account will not add more hours/days.**

If you have unused vacation days upon the termination of your employment with Sycamore Park District, you will be paid for that time when your final paycheck is issued.

When a holiday falls during an employee's vacation and the employee is entitled to the holiday, said holiday will not be charged against the vacation time.

~~Eligible vacation days may be used in lieu of paid personal leave when all personal leave has been exhausted.~~ At the discretion of SYCAMORE PARK DISTRICT, vacation days may be required to be used for other types of leave.

If you fail to return to work following the end of an approved vacation leave, the District may consider you to have voluntarily resigned your position with SYCAMORE PARK DISTRICT effective immediately. Employees who have been terminated from the district will be reimbursed for un-used vacation days.

Adopted on:

Revised on:

4-1(b)

#### **4-5 POLICY ON JURY DUTY LEAVE**

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

Sycamore Park District will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. **Sycamore Park District will pay 100% of your regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days. Upon completion of your service, any compensation received from the county, or courts for your service must be "signed over" to the Sycamore Park District.**

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor. This document is issued by the court.

Adopted on:

Revised on:

#### 4-6 POLICY ON DISABILITY LEAVE (Including Pregnancy)

##### **Illinois Municipal Retirement Fund (IMRF)**

If, after the first year of employment, an employee in an IMRF eligible position becomes sick or injured on or off the job ~~or off the job~~ and is temporarily disabled from performing his/her duties and the disability persists for more than thirty days ~~or more~~, the employee may be eligible to receive disability benefits under the Illinois Municipal Retirement Fund. The employee shall be responsible for completing the necessary disability applications. During the first year of employment, the disability benefits of IMRF are not in effect. ~~Your regular pay from the park district discontinues on the day the disability begins.~~

##### **Short Term Disability Insurance**

~~Should the resources of the Sycamore Park District allow, a short-term disability insurance policy may be provided. Regular Full-time, and IMRF eligible positions may qualify for this small disability program provided by the district. The employee should check with the Superintendent of Finance's office for details. This policy is intended for shorter terms of absence than allowed in the IMRF Disability, and takes effect in the first year.~~

##### **Details**

~~At the time any ~~the~~ disability leave begins, any accrued ~~personal leave or health/wellness sick~~ leave ~~will~~ must be used, first, up to the time that any disability leave payments begin. Vacation time previously accrued (but not used) at that time ~~will~~ may also be ~~paid~~ used if the employee so desires, but only after all health/wellness leave is depleted.~~

~~These Health/Wellness and Vacation~~ benefits do not continue to accrue during a leave of more than thirty (30) days. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's statement. This statement must give approval that continued full-time employment in his/her present position will not jeopardize his/her health or the safety of others, in the event she/he continues to work. A similar statement is required upon return from a disability leave. In the case of pregnancy, please inform your supervisor as soon as possible of the date you and your doctor anticipate that you will begin or discontinue your ~~disability/leave leave~~. The Sycamore Park District may opt, at any time, to require the employee to submit to an independent analysis of their health/disability/physical condition by a doctor of Sycamore Park District's choice, at the Sycamore Park District's expense. Refusal by the employee to submit to that within 48 hours will result in termination.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law.

For the sake of the Family Medical Leave Act (FMLA), any disability/leave days are also counted toward days accrued for the purposes of FMLA.

Adopted on:

Revised on:

4-6 (b)

**4-7 VACANT SPACE in Manual**

Adopted on:

Revised on:

#### **4-8 POLICY ON FAMILY AND MEDICAL LEAVE ACT**

Employees that have been employed by the District for at least 12 months and have worked at least 1250 to qualify for leave under FMLA and may take up to a maximum of 12 calendar weeks of leave over a rolling 12 month period measured retroactively from the last day of leave for the following reasons. Where both husband and wife are employed by SYCAMORE PARK DISTRICT, their combined leave under this policy is 12 weeks over the 12 months where the leave involves the birth or adoption of a child or the care for a seriously ill parent.

- ◆ The birth and care of a newborn
- The placement of a child in the employee's home for either adoption or foster care;
- To care for the employee's parent, spouse or child (but not in-law) with a serious health condition which renders the employee unable to perform the functions of the employee's job.
- The employee's own serious health condition which renders the employee unable to perform the functions of the employee's job.

For purposes of this policy, "serious health condition" means an injury, illness, impairment, or physical or mental condition that involves one of the following:

Hospital Care: Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition.

Absence plus treatment: A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either: (1) treatment two or three times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider.



Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.  
Chronic conditions Requiring Treatment.

Chronic Conditions Requiring Treatment: A chronic condition that: requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity.

Permanent/Long-Term Conditions Requiring Supervision: A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.

Multiple Treatments (non-chronic conditions): Any period of absence to receive multiple treatment (including any period of recovery there from) by a healthcare provider or by a provider of health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

Where such leave is foreseeable, at least (30) days written notice must be given to the employee's Department Head and Executive Director prior to the start of leave. In cases of an emergency, notice should be given as soon as is practical (usually within one or two business days). A delay in submitting this request may result in a delay of the start of the leave.

The request must specify, in detail, the reasons for requesting the leave and the length of time the employee intends to be away. In cases where an employee requests leave for the employee's own serious health condition or to care for a seriously ill family member, SYCAMORE PARK DISTRICT may require medical certification from a health care provider to support the request.

If SYCAMORE PARK DISTRICT has reason to doubt the employee's initial certification, SYCAMORE PARK DISTRICT may: (1) with the employee's permission, have a designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (2) require the employee to obtain a second opinion by an independent SYCAMORE PARK DISTRICT designated provider at SYCAMORE PARK DISTRICT's expense. If the initial and second certifications differ, the District may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.

During FMLA leave, the District may request the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during the FMLA leave, the employee must provide the District with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the District with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date. If the employee gives the District notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

A request for a leave of absence must be approved by the employee's Department Head and the Executive Director. An approved medical leave of absence will be considered FMLA if it qualifies as such under the FMLA regulations promulgated by the U.S. Department of Labor. If an employee's request does not meet the requirements for FMLA leave of absence, the employee may apply for a personal leave of absence.

The ~~employee may elect, or~~ SYCAMORE PARK DISTRICT ~~may~~ requires you to substitute any accrued **health/wellness leave**, paid vacation or personal leave for unpaid leave under this policy, and any such paid time off must be taken at the same time as your Family and Medical Leave. All time missed from work that qualifies for both Family Medical Leave and for worker's compensation will be counted toward your twelve weeks of Family and Medical Leave.

Family medical leave taken to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the child and may not be taken intermittently or on a leave schedule that reduces the numbers of hours per week or day worked ("Reduced Leave Schedule") unless agreed to by the employee and the Executive Director. However, leave may be taken on a Reduced Leave Schedule for the employee's own serious health condition or to care for a spouse, child or parent with a serious condition. If a request is made for a Reduced Leave Schedule for foreseeable medical treatment, every reasonable effort must be made to schedule planned medical treatment on off-duty hours. If necessary, SYCAMORE PARK DISTRICT reserves the right to temporarily transfer the employee to an available position for which the employee is qualified.

While a regular, full-time employee is on FMLA leave, the District will maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of FMLA leave for a period not to exceed the FMLA 12 week period. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs.

Other benefits, if any, such as vacation, or personal leave, shall not accrue while an employee is on unpaid FMLA leave. Employees on FMLA leave, however, will not forfeit any benefits that accrued prior to the start of FMLA leave by virtue of taking FMLA leave.

The employee will not earn IMRF pension service credit for the month(s) in which the employee is not paid. To receive IMRF pension service credit, the employee must apply and pay for an IMRF Benefit Protection Leave. If the employee returns to work following family leave as scheduled, the District will return the employee to the position previously held or an equivalent position. However, the employee will not be restored to a previous position or an equivalent position if that employee would have been laid off had the leave not been taken.

An employee who fails to return to the available position on the first day after the leave of absence has expired will be considered to have voluntarily resigned. However, pursuant to SYCAMORE PARK DISTRICT's American with Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA. The District may recover health insurance premiums that the District paid on behalf of the employee during any unpaid FMLA leave except the District's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, the District may require the employee to provide medical certification of the employee's or the family member's serious health condition. **The Sycamore Park District may opt, at any time, to require the employee to submit to an independent analysis of their health/disability/physical condition by a doctor of Sycamore Park District's choice, at the Sycamore Park District's expense. This does not remove the employees responsibilities outlined in other areas of this policy to provide documentation. Refusal by the employee to submit to that within 48 hours will result in termination.**

In addition to the certifications described above that the park district may require from the employee, the employee shall also be expected to maintain periodic contact with the District regarding his or her status during the leave. If on leave for one's own serious health condition, that employee must submit a certification from the doctor that work may be resumed. Further, the District reserves any and all other rights granted to it by the Family Medical Leave Act of 1993, Employees seeking family leave may receive a detailed statement concerning their rights and privileges under the Act, as well as those of the District by making a request to the Executive Director.

Adopted on:

Revised on:

4-8 (d)

#### **Policy 4 -15 Miscellaneous Benefits**

For full-time, regular employees, and IMRF eligible positions, the following benefits are provided:

- Pool - Free admission
- Golf
  - Free play based upon availability
  - No tee times
  - Carts if available
  - 10% over cost on all pro shop merchandise
- Community Center
  - Free Fitness Center membership.
  - Free registration for programs.
    - ✓ Class must meet minimum size.
    - ✓ Does not include contractual programs, trips and day camps.
    - ✓ Employee responsible for any purchases of materials, books, etc.
- Clubhouse Rental
  - \$15.00 unlimited time
- Picnic Shelters – Free Rental
- Concessions – 20% off

#### **Disability Insurance**

~~— If you are a full-time, regular employee, you will be eligible to participate in Sycamore Park District's disability plan. Disability insurance is designed to assist you with your income should you become partially or totally disabled and are unable to perform the essential functions of your job.~~

~~— Refer to your Summary Plan Description for further details regarding your disability insurance. You may obtain the Summary Plan Description from the insurance carrier.~~

### Policy 4-16 Health/Wellness Leave

Regular Full-time employees are eligible to accrue health/wellness leave. For Regular, Full-time Employees, the health/wellness leave hours begin accruing on your hire date. If you must be absent from work because of a personal illness, you may be eligible to accrue leave at the rate of one (1) day per month of continuous service, up to twelve (12) days per year.

IMRF Eligible positions (part-time) may accrue **twenty-four (24) hours per fiscal year**. IMRF Eligible (part-time) positions only begin accruing their Health/Wellness Leave at the first full pay-period following the point at which that employee hits the IMRF hours threshold. **At that point they receive the twenty-four (24) hours. Then, upon return to work the following fiscal year, they begin, again, and earn their next twenty-four (24) hours after hitting the IMRF hours threshold for that year.**

If you are using your health/wellness leave for a personal illness, you would continue to be eligible to accrue health/wellness leave **except as outlined in other polices related to FMLA, Workmen's Compensation or Disability.**

You may use your leave in units of no less than ~~four (4)~~ **two (2)** hours at any one time. Please let your supervisor know that you will be absent from work due to illness as early as possible. Only accrued leave may be taken.

In addition to utilizing leave in the event of your own illness, leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners. Leave may also be used for the purpose of tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family includes spouse, child, parent, or sibling. **Be advised that accrual of days toward FMLA would occur.**

Sycamore Park District may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

If you are on an approved leave of absence for less than **thirty-one (301)** days, your leave eligibility will not be affected. Any accrued leave will be paid at the time the leave begins. Should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

In the event of an illness or injury which is covered by workers' compensation insurance, this Health/Wellness Leave Policy will not apply, but will defer to state statutes.

All eligible regular full-time employees, and IMRF Eligible (part-time) positions will be allowed to accumulate unused sick leave to a maximum of 240 days, however, unused sick days are not paid out upon separation of employment. This may allow the employee to qualify for a maximum of one year (240 days) of additional service credit with IMRF for unused, unpaid sick days earned. The service credit is earned at the rate of one month for every 20 days of unused, unpaid sick leave or fraction thereof. The effective date of pension must be within 60 days of the employee's termination/retirement, and all changes in IMRF regulations on this matter will supersede what is contained herein.

Adopted On:

Revised On:

#### **6-4 POLICY ON INSURANCE BENEFITS**

Sycamore Park District is dedicated to the health and well-being of both you and your family. A comprehensive, quality insurance program is available to you and your family. A full-time employee becomes eligible for coverage on your date of hire.

The following benefits are provided, as defined and limited in the literature provided by our insurance company(ies):

- Health Care Coverage
- Dental Care Coverage
- Short Term Disability Insurance
- Group Term Life Insurance / Accidental Death and Dismemberment Insurance

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail.

#### **Health/Dental Insurance**

Sycamore Park District **currently** offers all of its full-time regular employees, **and their spouse/children for whom coverage is elected**, Health and Dental Insurance coverage, **the full premium for which is paid by the Park District (subject to the maximum threshold set forth below)**. **Additionally, Any employee who is serving as a regular full-time employee, as defined in Section 1-1 of this Manual, as of December 31, 2013 has this extended to their Spouse/Domestic Partner and their children will be eligible, on and after January 1, 2014, to continue to receive Park District-paid (subject to the maximum threshold) individual Health and Dental Insurance coverage, and to elect to receive Park District-paid (subject to the maximum threshold) coverage for the employee's spouse/children (including a civil union partner). After December 31, 2013, Any employee hired or promoted after December 31, 2013 to a regular full-time employee position will only have these benefits extended to the employee be eligible for Park District-paid individual Health and Dental Insurance coverage only (subject to the maximum threshold), After December 31, 2013 the employee who qualifies for the individual coverage but may purchase, at full premium cost, coverage for their spouse/family. the employee's spouse/children (including civil union partner).**

Beginning January 1, 2014, any IMRF Eligible position may purchase, at full cost, health/dental insurance for themselves and their family/spouse. The premium for this coverage will be deducted from the employee's paycheck.

The health insurance plan is offered in conjunction with a Health Savings Account (HSA). Certain conditions may make an employee ineligible for an HSA. The administration office will assist in determining eligibility. SEE "HSA: Health Savings Accounts" section, on the next page.

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Sycamore Park District or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult the administration office for details.

#### **Life and Accidental Death and Dismemberment Insurance**

If you are a regular full-time employee of Sycamore Park District, you are covered by our Group Life Insurance. This insurance is payable in the event of your death, in accordance with the policy, while you are insured. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Administration Office. Refer to the literature provided by our insurance company for details on your life insurance coverage.

#### **Employee cost for Insurance Coverage**

Beginning in the calendar year 2008, the Sycamore Park District set a maximum threshold of \$224,000 to be used for the cost of insuring District employees in ~~all their insurance~~ ~~Dental/Health~~ policies. The Board also approved to increase that amount, annually, based upon the CPI. That new figure is referred to as the "Adjusted Threshold Figure". Furthermore, should a new regular full-time position be added after December 31, 2013, the district will add to the Adjusted Threshold Figure an amount equivalent to the annual cost, in that position's hiring year, to cover that regular full-time employee for medical and dental insurance (and the other minor benefits allowed by this personnel policy).

The Sycamore Park District Board of Commissioners has established a generous allowance for covering most of the cost of the insurance benefits. Any cost in excess of this amount will be allocated in a fair manner amongst the regular, full-time employees that are covered in the plans. The employee's cost will be automatically deducted on a pre-tax basis in equal installments from the employee's paycheck.



The Sycamore Park District reserves the right to adjust this amount at any time there is an increase on our policy renewal dates. The administration office will provide a thirty (30) day notice of any such change.

### **AFLAC**

All full-time and IMRF eligible positions are able to obtain AFLAC supplementary coverage. Policy premiums can be paid through a payroll deduction. If interested in learning more about the types of policies available, notify the administration office and a meeting with an AFLAC representative will be arranged.

### **HSA: Health Savings Accounts**

Employees may make additional contributions to their HSA. A pre-tax deduction can be set up for any desired amount up to the current legal standards. Employees wanting to do this must make arrangements with the administration office.

Contributions to the HSA by the Sycamore Park District may be made on a bi-annual basis, if funds permit, for all Regular Full-time Employees. Each year the total insurance costs are analyzed in comparison with the adjusted threshold figure (see "Employee Cost of Insurance Coverage", ~~above on prior page~~). If the total costs for insurance are less than the adjusted threshold figure, and other budgetary issues are not restricting the operation of the district, the Sycamore Park District may make a contribution to the employees' (full-time, only) HSA. If, because of laws governing HSA's prohibit a specific employee from having an HSA, the District may reimburse eligible expenses up to the stated contribution amount with the appropriate documentation.

The Sycamore Park District reserves the right to adjust the amount for HSA contributions and the type of coverage at any time. The administration office will provide a thirty (30) day notice of any such change. Most often, these changes will be due to requirements by healthcare law, or cost to the Sycamore Park District.

COBRA: the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Please contact the Executive Director for further information.

**Disability Insurance**

If you are a full-time, regular employee, or in an IMRF Eligible position you will be eligible to participate in Sycamore Park District's disability plan. Those in an IMRF Eligible position would have to elect to participate and pay the full cost. The park district pays the full cost for full-time employees. Disability insurance is designed to assist you with your income should you become partially or totally disabled and are unable to perform the essential functions of your job. Refer to your Summary Plan Description for further details regarding your disability insurance. You may obtain the Summary Plan Description from the insurance carrier.

Adopted on:

Revised on:

## **6-6 POLICY ON WORKERS COMPENSATION**

SPD employees are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if an employee sustains an injury arising out of and occurring in the course of his or her employment with SPD. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of an employee's assigned duties are not covered under the Act. Employees having any questions regarding workers' compensation, should see the Superintendent of Finance, or contact the Park District's Workers' Compensation Coverage provider.

All employees must adhere to the following conditions:

1. Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must immediately be reported directly to the employee's immediate supervisor or Superintendent of Finance. Even if the employee feels that there is no need to seek medical attention they must report their injury to their supervisor who must record the specifics of the incident.
2. Upon notification, SPD shall instruct the employee to report to SPD's designated Corporate Healthcare Provider or Emergency Room for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize SPD's Physician Network Referral Service if additional treatment is necessary. In either, case alcohol and substance testing will be required.
3. All medical evaluations by any licensed physician must be submitted to the Superintendent of Finance, for the duration of your period of leave.
4. SPD reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at SPD's expense and the physician will submit the results to SPD. The employee is entitled to a copy of this report.
5. SPD may assign an injured employee to a modified duty assignment in accordance with SPD's Modified Duty Program.
6. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to SPD.
7. SPD reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.

8. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. SPD reserves the right to verify the time of the visit. Time taken over and above that that is necessary will be charged to the employee's available personal or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.
9. For the purposes of the Family Medical Leave Act (FMLA), any missed days under workmen's compensation are accrued for the purposes of FMLA.

Adopted on:

Revised on:

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: August 27, 2013  
**STAFF RECOMMENDATION**

**AGENDA ITEM: COMMUNITY SURVEY: Discussion and Consensus**

**BACKGROUND INFORMATION:**

In 2010 a community survey was conducted with great, usable results. In fact, in our VISION 2020 planning process, CWSPT, CAC, the Board, and staff all reviewed the document and gleaned much information from it.

Now we have a refined plan in place, the question remains as to whether or not we should “test” that plan by surveying our market, again, with a shorter instrument that focuses in on what we think the CWSPT has said, and how the Board has refined that into our VISION 2020.

The cost of this effort, if we want a truly independent, statistically accurate/valid process to test the “package” would be around \$11,000. This cost will provide us with:

- A random sample of 2,000
- A guaranteed return, minimum of 400
- A confidence level of 95%
- A margin of error of +/- 5%
- An analysis and presentation of the findings

Members of CWSPT have suggested doing this, and the Executive Director seeks your direction as to your wishes. The questions you must ask are:

- How sure are you that what we propose can be supported at the ballot box?
- Do you know how hard you may or may not have to “work” to sell this VISION?
- Where does our support lie?
- Where must we build bridges?

**FISCAL IMPACT:** Approximately \$11,000.

**STAFF RECOMMENDATION:** I recommend discussion and consensus on whether or not to proceed with the survey.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: August 27, 2013  
**STAFF RECOMMENDATION**

**AGENDA ITEM: PARK DATA and RECORDS PROJECT: Presentation and Questions**

**BACKGROUND INFORMATION:**

In an ongoing effort to standardize and thoroughly organize key legal records to secure in safe and fireproof condition, AND to improve future management, assure we meet legal requirements for keeping of records, and to avoid loss of key records for historical purposes, I have identified the following records that are lacking in one or more of these features:

- Plats and Deeds of All Parks
- Easements on Park District Properties
- Records of Annexations
- Accurate Tallies of Park Land and Use Type
- Executive Session Records
- Future Development Plans
- Specifications and Plans of Improvements In and On Park Land or Facilities
- Personnel Records
- Public Meeting Records

Therefore, to move toward meeting the organizational and legal aspects of record-keeping in these areas the Board retained Terri Gible to address the park record issues to:

- **Finalizing a permanent, comprehensive, hard file for each park.**
- **Obtaining a plat(s) of the parcels of each park.**
- **Obtaining a current title for each park and its corresponding parcel(s).**
- **Obtaining records of immediate, prior use of the land in each park before the Sycamore Park District took possession of the land for park purposes.**
- **Obtaining documents of all easements on the land in each park.**
- **Obtaining any City of Sycamore Documents on subdivision agreements/annexation agreements related to any parks in the district.**
- **Creating flood maps for each of the parks, and deriving the acreage in floodway/floodplain.**

It should be noted that many of these records were also requested by PDRMA's Underwriter for Pollution Liability Insurance and the records were needed quickly. Unfortunately, we did not have them all, nor were the ones we did have to be found in any single location or organized fashion.

Terri Gible has finished this work. Additionally, fireproof files for the legal documents obtained in this process have been acquired, and the records secured. These files are expensive, so we purchased them on the used office supply market. Flat files for the large plat maps and other plans were secured, but they are not fireproof. We plan to budget in the future to make electronic files of these large maps and plans, but the cost will be high. The intention will then be to keep those electronic files in our server backup. Copying all the legal files could be much greater than the cost of the used fireproof file, so we will not make electronic files of those documents, and hope the county does not have a devastating fire like Adams County where I came from. There, many of the early files were lost forever.

The next phase in this process will be to find a way to get our records and files from public meetings in a more acceptable state along with our budget, payroll, and personnel records to meet records retention expectations for the State of Illinois. Right now we retain records far longer than we need to, and streamlining this will be essential to good management, as well.

However, for now, the aforementioned records (see bulleted items on prior page) have been addressed, and that work has been completed. Terri Gible is here to make a short presentation on her findings and to answer questions about those.

**FISCAL IMPACT:** With all professional fees, copying costs, plat/plan replication, and used fireproof file purchase, the final cost will be around \$4,400

**STAFF RECOMMENDATION:** Review of presentation and questions.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



# Sycamore Park District Land Stats

Year	Parcel Number	Description	New Acres	Neighborhood Parks		Community Parks		All Parks		Cumulative		Acres/ 1,000
				Total Acres	Flood Plain	Total Acres	Flood Plain	Total Acres	Flood Plain	Acres	Population	
1925	06-33-376-002	Original Main Park *	106.04			106.04	75.29	106.04	75.29	106.04	3,812	27.82
1938	09-04-201-001	Old Softball Fields (B-league) *	6.00			6.00	4.26	6.00	4.26	112.04	4,619	24.26
1970	06-29-206-009	Wetzel Park	1.93	1.93	-			1.93	-	113.97	7,843	14.53
1970	06-33-400-028	Sports Complex (Airport Rd.) *	37.00			37.00	26.27	37.00	26.27	150.97	7,843	19.25
1970	06-34-300-020	Sports Complex (Airport Rd.) *	6.00			6.00	4.26	6.00	4.26	156.97	7,843	20.01
1970	09-04-226-004	Sports Complex (Airport Rd.) *	9.01			9.01	6.40	9.01	6.40	165.98	7,843	21.16
1970	09-04-226-006	Sports Complex (Airport Rd.) *	47.67			47.67	33.85	47.67	33.85	213.65	7,843	27.24
1983	09-05-105-005	Kiwanis East	2.07	2.07	-			2.07	-	215.72	9,254	23.31
1990	06-29-103-001	Larson Tot Lot	0.27	0.27	-			0.27	-	215.99	9,708	22.25
1991	09-06-276-012	Kiwanis West	7.53	7.53	-			7.53	-	223.52	9,978	22.40
1997	09-04-400-004	Clark Farm (Airport Rd.) *	87.01			87.01	61.78	87.01	61.78	310.53	11,442	27.14
1997	09-03-351-004	Clark Farm (Airport Rd.) *	1.60			1.60	1.14	1.60	1.14	312.13	11,442	27.28
2001	06-29-477-003	Old Mill Park	0.58			0.58	0.29	0.58	0.29	312.71	12,631	24.76
2003	09-29-301-010	Leon D. Larson Park **	23.90	23.90	21.75			23.90	21.75	336.61	13,853	24.30
2003	06-21-451-001	Founder's Park	2.76	2.76	-			2.76	-	339.37	13,853	24.50
2003	06-29-300-041	Sycamore Lake	12.65			12.65	-	12.65	-	352.02	13,853	25.41
2004	06-32-254-007	MMNH Property (museum)	0.27			0.27	-	0.27	-	352.29	14,464	24.36
2004	06-20-425-024	Emil Cassier Park	2.02	2.02	-			2.02	-	354.31	14,464	24.50
2004	08-01-251-035	Brothers Park ***	2.35	2.35	1.41			2.35	1.41	356.66	14,464	24.66
2005	09-04-151-015	Parkside Preserve *	37.68			37.68	26.75	37.68	26.75	394.34	15,073	26.16
2005	09-04-171-015	Main Park (detention pond by 16)	1.74			1.74	1.24	1.74	1.24	396.08	15,073	26.28
2005	09-04-201-003	Sports Complex (Airport Rd.) *	8.10			8.10	5.75	8.10	5.75	404.18	15,073	26.81
2005	09-04-201-005	Main Park *	2.75			2.75	1.95	2.75	1.95	406.93	15,073	27.00
2005	09-04-302-001	Parkside Preserve *	6.14			6.14	-	6.14	-	413.07	15,073	27.40
2005	09-04-302-022	Parkside Preserve *	1.14			1.14	0.81	1.14	0.81	414.21	15,073	27.48
2005	06-32-409-011	Charlie Laing Park	0.55	0.55	-			0.55	-	414.76	15,073	27.52
2007	09-04-105-012	Krpans portion of Future Park 3	2.01	2.01	-			2.01	-	416.77	16,297	25.57
2007	09-04-156-001	Krpans portion of Future Park 4	0.67	0.67	-			0.67	-	417.44	16,297	25.61
2007	06-29-426-015	Old Mill Park	19.93			19.93	19.93	19.93	19.93	437.37	16,297	26.84
2007	09-05-405-009	Reston Ponds path	0.68	0.68	-			0.68	-	438.05	16,297	26.88
2007	09-05-405-010	Reston Ponds path	1.12	1.12	-			1.12	-	439.17	16,297	26.95
2007	09-05-451-016	Reston Ponds path	0.59	0.59	-			0.59	-	439.76	16,297	26.98
2007	09-05-452-010	Reston Ponds path	0.47	0.47	-			0.47	-	440.23	16,297	27.01
2007	09-05-453-010	Reston Ponds path	0.30	0.30	-			0.30	-	440.53	16,297	27.03
2008	06-20-377-001	Emil Cassier Pk (ac around HCE****)	9.64	9.64	1.93			9.64	1.93	450.17	16,908	26.62
2008	06-20-401-002	Chief Black Partridge Nature Preserve	11.91			11.91	2.38	11.91	2.38	462.08	16,908	27.33
2008	06-20-480-001	Emil Cassier Pk (ac around HCE****)	52.20	52.20	46.98			52.20	46.98	514.28	16,908	30.42
2008	06-21-176-001	Boynton Park	2.40	2.40	-			2.40	0.00	516.68	16,908	30.56
2008	06-29-300-045	Leon D. Larson Park (access trail)	0.84	0.84	0.84			0.84	0.84	517.52	16,908	30.61
2010	06-28-300-044	Old Mill Park	7.19			7.19	7.19	7.19	7.19	524.71	17,519	29.95
2010	06-29-477-005	Old Mill Park	0.10			0.10	-	0.10	-	524.81	17,519	30.59
			524.81	114.30	72.91	410.51	279.53	524.81	352.43			
				<b>22%</b>	<b>64%</b>	<b>78%</b>	<b>68%</b>	<b>100%</b>	<b>67%</b>			

\*Per an analysis of Shawn Van Kampen with Hanna Surveyors 71% of the "Main Park" is in the flood plain

\*\*Per an analysis of Shawn Van Kampen with Hanna Surveyors 91% of the Leon D. Larson Park is in the flood plain

\*\*\*Per an analysis of Shawn Van Kampen with Hanna Surveyors 60% of the Brothers Park is in the flood plain

\*\*\*\*ac = acreage; HCE = Heron Creek Estates

City of Sycamore holds Title to small amount of acreage in Kiwanis East, and approximately 10 acres in Parkside Preserve which are not currently included but should be deeded to SPD.

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: August 27, 2013  
**STAFF RECOMMENDATION**

**AGENDA ITEM: OUTLINE FOR VISION 2020: Discussion and Consensus**

**BACKGROUND INFORMATION:**

As the Board may recall from our Short-Term planning process, we took a few steps along the way to approval. Those included:

- Board and Staff Brainstorming and Study Sessions
- Refining the Core Issues
- Creating an Outline for the Plan
- Setting Goals and Objectives
- Public Hearings
- Final Approval

We have been experiencing high success with progress on that plans and its goals and objectives as witnessed in the quarterly updates presented to the Board.

NOW, with the Long-Range Plan, so many more decisions have higher stakes. Therefore, the public input process had to involve more public input up front, and in a more extensive fashion. As determined early on, the Board and Staff committed to this more extensive public input. SO, we planned on the following:

- Appointing a Community Wide Strategic Planning Team (21 citizens from all backgrounds, public/private, ages, etc.)
- Have CAC representation on CWSPT
- Spend 5 months gathering information and hearing reports from CAC, Site Visits, Staff, etc.
- Having that Planning Team develop three scenarios to solve the issues facing the park district and present to the Board
- Have the Board refine the plan with input from CWSPT and CAC
- Create the VISION 2020 Plan from that refined plan
- Allow for Public Input through Public Hearings

To reach the point of public hearings, staff will need to shortly begin the process of putting the refined plan into a document for public input at those public hearings. Toward that end, therefore, I am presenting a “draft outline” for the plan. I am not giving you the content, at this point. That will “move in” after the Board reaches consensus on the outline. I believe that VISION 2020 should be thorough, but not lengthy. Therefore, I suggest the following outline:

1. Introduction
2. Letter from the Board
3. Short History of the Park District
4. Executive Summary of the Plan: VISION 2020
5. Source Material:
  - a. Short-Term Plan
  - b. Community Wide Survey
  - c. Three Scenarios
  - d. Board Refined Plan
  - e. Budget Scenarios
  - f. Input from Public Hearings
  - g. Final Revisions
6. Contributing Parties
7. Conclusions

**FISCAL IMPACT:** No cost at this time.

**STAFF RECOMMENDATION:** I recommend discussion and consensus on the outline for VISION 2020.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 27, 2013

## STAFF RECOMMENDATION

### AGENDA ITEM: Contract Cleaning for the Sycamore Park District

**BACKGROUND INFORMATION:** In an effort to maintain the professional level of cleanliness among the facilities of the Park District, staff was asked to contact local professional cleaning companies to submit a bid for janitorial services. In the past, each department was responsible for the cleanliness of their respected facilities. What was brought to our attention from patrons attending each facility was that cleaning inconsistencies across the district were apparent. With each facility being responsible for their respective area, consistency and accountability for an incomplete job was problematic.

The main areas to be cleaned will be the Admin/Club House/Pro Shop, Community Center, and Maintenance Facility.

Superintendents were asked to provide a list of janitorial services needed at their respective facilities. Upon completion of all lists, staff contacted seven to nine cleaning agencies. These agencies were provided the compiled list and an Independent Contractors Agreement which contains basic requirements for bidding a job with the Park District. (example attached) The bid request was responded to by three companies. Two of the prospective companies decided to withdraw their proposals midway through the process.

Listed below are examples of services that will be provided.

### Admin/Club House/Pro Shop

#### **Offices and Board room**

- a. Vacuum carpeting
- b. Empty garbage and recycling
- c. Dust horizontal surfaces (when accessible)

**Entrance foyers**

- a. Clean entrance glass
- b. Dust window ledges
- c. Vacuum runners

**Restrooms**

- a. Sweep and mop floors
- b. Clean and sanitize all fixtures
- c. Empty garbage
- d. Clean mirrors
- e. Refill paper and soap products

**Common areas, admin, pro shop**

- a. Vacuum carpeting
- b. Dust horizontal surfaces, pictures, fans, and window frames etc. 1 x per week
- c. Empty garbage

**Concession**

- a. Sweep and mop floors
- b. Empty garbage
- c. Wipe down Stainless
- d. Refill paper and soap products
- e. Clean cabinet doors 1x per month

**Windows**

- a. Entrance doors daily
- b. Exterior 1x per month in season
- c. Mirrors in Restrooms daily

**Pro shop**

- a. Vacuum carpeting and clean entrance glass daily

**Community Center****Offices and Reception**

- a. Vacuum carpeting
- b. Empty garbage
- c. Dust horizontal surfaces (when accessible)

**Entrance foyers**

- a. Sweep and mop floors
- b. Clean entrance glass
- c. Dust window ledges
- d. Vacuum runners

**Restrooms (3 total)**

- a. Sweep and mop floors
- b. Clean and sanitize all fixtures
- c. Empty garbage
- d. Clean mirrors
- e. Refill paper and soap products

**Workout rooms (1 upstairs and 1 downstairs)**

- a. Sweep and mop mats
- b. Wipe down equipment 1x per week
- c. Empty garbage
- d. Dust ledges, pictures etc. 1x per week
- e. Disinfect yoga mats 1x per month
- f. Dust ceiling fans 1x per month

**Common areas**

- a. Vacuum carpeting
- b. Empty garbage
- c. Sweep and mop tile floors
- d. Vacuum stairs 1x per week

**2x per year clean outside windows**

**2x per year clean light fixture covers**

**Maintenance Facility****Break area**

- a. Sweep and mop floors
- b. Clean tables and counter
- c. Dust window ledges
- d. Clean entrance glass
- e. Empty garbage

**Entrance foyers**

- a. Sweep and mop floors
- b. Clean entrance glass
- c. Dust window ledges
- d. Vacuum runners

**Restrooms and locker area**

- a. Sweep and mop floors
- b. Clean and sanitize all fixtures
- c. Empty garbage
- d. Clean mirrors
- e. Refill paper and soap products

**Common areas**

- a. Vacuum carpeting runners
- b. Sweep and mop floors
- c. Clean door glass, dust ledges

**Conference Room**

- a. Vacuum carpeting
- b. Empty garbage
- c. Dust horizontal surfaces

**Cleaning duties will vary from location to location and time of year.**

The funding for this endeavor will be taken from each facility's custodial payroll, materials and supplies funds to finish out the 2013 year. At the conclusion of 2013, staff will reevaluate the quality of services provided to determine if a rebid is needed for 2014.

**FISCAL IMPACT:** The costs of cleaning the facilities for the remainder of 2013 are as follows:

Admin/Club House/Pro Shop	\$ 3,450.00
Community Center	\$ 3,150.00
Maintenance Facility	<u>\$ 1,125.00</u>
<b>2013 Total (based on 15 weeks)</b>	<b>\$ 7,725.00</b>

**STAFF RECOMMENDATION:** With the implementation of a cleaning service for the park district in place, the professionalism and quality appearance will match the professionalism and quality of the programs and services offered. By switching to one cleaning agency, this will provide a consistent level of cleanliness in a timely manner among the facilities. Other positive outcomes include the reduction of janitorial supplies being purchased, direct accountability and staff's time being used to accomplish other objectives.

Staff recommends the approval of Sparkle Janitorial Service, a local company, to facilitate the cleaning of our facilities for the remainder of 2013.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 27, 2013

## STAFF RECOMMENDATION

### AGENDA ITEM: PURCHASE OF A NEW MINI EXCAVATOR:

#### **Recommended Approval**

**BACKGROUND INFORMATION:** The Park District maintenance department often needs the use of a backhoe or excavator for a variety of operations throughout all areas of golf, park, and sports field maintenance. These operations include digging holes for trees, drainage, foundations, irrigation repairs, electric and plumbing repairs, stump removal, creek bed repairs, pond edge repair and rip rap placement, and large tree log removal. The current backhoe used by the staff is a 1984 tractor with a bucket loader on the front and a backhoe arm on the back. Over time, the digging torque and power has been reduced and the fact that the digging arm is on the back of a wheeled tractor limits its use and mobility.

As part of the 2013 Capital budget, \$32,000 was approved for the purchase of a new mini excavator. This type of backhoe is on tracks, rotates 360 degrees, can fit safely along creeks and ponds, and can better operate near other structures than our current model. Through the National Joint Powers Alliance, a joint bidding service of which we are now a member, we can purchase the excavator from a contract awarded vendors which also satisfies our public bidding requirements for purchases over \$20,000. The specific piece of equipment we are asking for approval on is a Bobcat E26 mini excavator. Bobcat has a parts and service location in Dekalb for this type of equipment which reduces down time and shipping costs if problems arise. To determine how much money the Joint Powers Alliance saved over non pre-bid costs, I found comparable John Deere and Case excavators for sale on line and slightly used for \$45,000 and \$42,564 respectively. Also, the list price for the exact excavator we are requesting without the Joint Powers Alliance municipal discount is \$13,058.52 more than the quote we received.

**FISCAL IMPACT:** The total cost of the mini excavator is \$32,265.48. This cost includes a protective cab, upgraded long dig arm option, hydraulic clamp to move awkward objects, and freight charges.

**STAFF RECOMMENDATION:** Recommend approval for the purchase of a new Bobcat E26 mini excavator.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

