



# Sycamore

PARK DISTRICT

*Established 1923*

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## Sycamore Park District

### Regular Board Meeting

December 17, 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 – (Voice Vote)

December 3, 2013

7. Regular Meeting –

November 26, 2013

Executive Session Minutes –

October 22, 2013

November 6, 2013

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

**PUBLIC INPUT:**

**APPROVAL OF MONTHLY CLAIMS:**

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

20. Claims Presented (Roll Call Vote)

**CONSENT AGENDA:**

25. Superintendent of Finance Monthly Report

28. Budget Report/Monthly Cash Flow Monthly Report

44. Superintendent of Golf Operations Monthly Report

46. Superintendent of Parks and Facilities Monthly Report

50. Superintendent of Recreation Monthly Report

52. Executive Director Monthly Report

“Sycamore Park District - we put the MORE in Sycamore”

“Sycamore Park District is an equal opportunity provider and employer”

**Board of Commissioners Meeting**

**December 17, 2013**

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**CORRESPONDENCE-**

- 55. Amanda & Claire – FSA Student Nurses
- 56. Live United-United Way
- 57. Andi Andree – Letter on Phyllis Dupre (SPD Instructor)
- 58. Sycamore High School – Ted Strack

**POSITIVE FEEDBACK/REPORTS**

**OLD BUSINESS:**

- Future Study Sessions—Dan
- Update on Re-Keying of District—Jeff
- 59. Vision 2020 Discussion and Possible Approval – Dan
- Finalizing Friend List—Michelle/Bill
- CAC Members—Daryl and Bill

**NEW BUSINESS:**

- 61. Tax Levy Ordinance—Jackie
- 68. Approve FY 2014 Operating Budget—Dan
- 170. Approve FY2014 Capital Budget—Dan
- 174. Award Bid for Cleaning in 2014—Bart
- 179. Change in Policy Regarding Cell Phones for Employees—Jackie
- 181. Mandatory Posting of Handgun Signs at Parks—Dan
- 184. Approve 2014 Board Meeting Schedule – Jeanette
- 186. Quarterly Capital Funds Update—Jackie
- 188. Year-End Review of Goal Progress—Jeanette
- 225. Farm Leases (2) for Approval—Dan

**PUBLIC INPUT**

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

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

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

**Minutes of the Special Meeting Study Session of the Board of Commissioners  
Sycamore Park District  
Tuesday, December 3, 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. Also present was Director Gibble, Bart Desch, Jeff Donahoe, Jackie Hienbuecher and Recording Secretary Freeman. Commissioner Graves was absent.

**Discussion of CAC Recruiting, purpose and appointments** – Commissioner Kroeger noted he and Commissioner Graves talked to CAC Chair Buzzard. Chair Buzzard told them he is frustrated with not getting anything from the members and the members do not show up. Commissioner Kroeger suggested to Chair Buzzard to possibly get younger members with younger kids which might help get some enthusiasm in the group, and that they may need to look at the time of the meetings. Chair Buzzard had mentioned that the group was pretty important back when it started when the park did not have much direction. The park is now headed in the right direction, so it seems there is not as much enthusiasm to work on things. Director Gibble noted he feels a citizen advisory committee is still important. Other park districts break down the town to areas and recruit people from each neighborhood or area. At this time, there was more discussion on what type of person we need on the CAC now. Also there was discussion on what role the Board wants the CAC to take. President Strack suggested letting CAC Chair Buzzard make his recommendations for appointments and go from there. Director Gibble will also forward the CAC Charter to the Board to review. He asked the Board to send him any suggestions or comments on the Charter.

**Interpretation of Dave Phillips Budget information** – Director Gibble went over information given to the Board by Dave Phillips on the referendum and bond issue. This included the schedule of when everything has to happen.

**Discussion of Survey Results** – President Strack asked staff about their observations on the survey results. Supt. of Parks Donahoe commented on the income level showing 81% at \$100,000 or more, which was surprising to him. Director Gibble noted it seemed it was skewed to the higher income levels and it seems like the average for Sycamore is about \$60,000. Supt. of Recreation Desch commented that it shows we have to have a really intelligent campaign and really show people what they will get for their money. There are a lot of people in this town that are not aware of what the park can do for them. Supt. of Golf Ops Lundbeck noted it was how he felt it would be based on the original survey. Trails came up to the top of the list. In order for a referendum to have the opportunity to pass, we need to build on the public's strength and what they believe in. Our presentation must be rock solid and cannot show any insecurity in the whole process. Supt. of Parks Donahoe noted it seems the pool and community center was close. Commissioner Schulz noted it goes back to the presentation. It comes down to spending the community money wisely, and on what can be used year round at this time. Director Gibble noted that these are the priorities that the CWSPT set for us and the survey shows there is a slight advantage towards the Community Center. We can't afford everything, so some decisions might have to be made. Supt. of Finance Hienbuecher noted she

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**Discussion of Survey Results- cont'd** – saw that going down in dollar value did not gain many points of support. Recording Secretary Freeman noted she was surprised the support for the pool was as high as it was when there does not seem to be that many people that use the pool. There is a strong identity for the pool and not so much for the community center. Commissioner Tucker noted the pool is on the radar because of the possible collaboration with DeKalb. She also noted that people that were surveyed did not see the big picture and they want things, but not willing to pay for it. She feels we might need to re-prioritize the items since there seems to be a lack of support of the 7 items. Commissioner Kroeger noted he felt the survey would be better. He feels we need to get the message out and still push for all the items. He doesn't feel the right approach is going back time and time again for more money. Commissioner Schulz noted she feels like Commissioner Kroeger. She goes back to the Board being told to go big or go home. When looking at the demographics it seems 41% were from people ages 45-74. These are empty nesters and do not have kids and do not use the facilities. We did not pull from the people that are regular users. She feels the list of 7 things is important and a lot of hard work went into getting to the 7 things. Director Gibble noted the Board needs to give serious consideration whether to scale back or become stronger in their ability to make a case of why it should be more. President Strack noted that all statements made tonight are accurate and went over the statements made. He is concerned going forward until we deal with all the issues. If we get to a point of adequate support, then we could move forward. We need to educate the community on what we can and cannot do with the current financial situation. Show the community the benefits. Commissioner Kroeger noted that the Board's position was to educate the community and if they vote it down, then they do. He feels the board feels this is the right direction to go, but if the community does not want, we have to accept it. President Strack noted the Board needs to decide if we move forward and see what happens or modify the plan, or shelve it for now. Director Gibble noted the board built into the plan 6 months to educate. Before the Board decides to shelve or delay this, realize we don't want to lose the energy from the public input we have received to this point. Supt. of Golf Ops noted that this Board could do this out of any Board before them. Commissioner Schulz feels they are capable of doing this, but she is concerned about the marketing side of this. She is concerned that the 5 of them cannot do this in the 6 months' timeline set. President Strack noted he feels the general impression of the park district is that we are moving in the right direction.

**Review of budget options and final revisions of Vision 2020**– Director Gibble went over the EAV and how this relates to the Vision 2020. The information on the spreadsheets was based on the EAV from two years ago. It has now gone from 440 to an estimate of 368 at this point. One thing he feels is important to note is that he has heard from people is that we really need new money just to continue to take care of what we have now. We can only cut so much and save so much on things. He then went over spreadsheets with revisions based on the current EAV. He

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**Review of budget options and final revisions of Vision 2020- cont'd** – did the revisions based on the survey findings and implications of the EAV. He feels that we probably will not be able to do all 7 of the items or scale some things back and keep the 7. He feels important to leave the meeting on a positive note. There is strength in this community for support, just at what level is the question. From the statistics the trails and the community center are the most important. President Strack noted he feels it is not an issue of need or should, it is an issue of when. Director Gible is concerned though, that if there are no new dollars to take care of what we have, we will reach a point the community will have less trust in the district. President Strack noted we need to let the community know that if we do not get new money, there are things that will not be taken care of. Commissioner Kroeger noted the Board needs to include all board members and one is missing tonight. He also noted that the City at one time had decided not to spend money on the infrastructure and streets. It is now taking a long time of getting the things back in shape that were neglected and he does not want that to happen to the Park District. We have new information and we need to possibly make some corrections in the plan or adjust and keep going forward. Commissioner Tucker noted she is disappointed we might not be able to ask for all 7, but she has no problem going forward with 4 or 5 as long as it looks feasible. The community has put their trust in us to take care of the parks and we need to do that and tell the community we have another vision for you. Director Gible noted it is ok to say the Board heard what the community said and as a result we have gone from 7 to whatever is decided. President Strack asked how the Board wants to proceed – possibly reflect on until the December 11<sup>th</sup> meeting. Commissioner Schulz noted that the Board needs to figure this out before talk about the timeline and message. President Strack noted the discussion has been excellent and will help the Board make the right decision. He also noted that this will be discussed at the December 11<sup>th</sup> meeting at 7:00 pm at the maintenance building and staff should be included in this discussion.

**Review and approval of insurance options** - Director Gible noted he had this on the agenda in case they had the final information. We are still waiting for more information. This will be on the December 17<sup>th</sup> meeting agenda.

### **Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:38 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Schulz.

### **Roll Call**

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

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The Board convened to Executive Session at 7:40 pm. The roll was called with Commissioners Kroeger, Schulz, Tucker and Strack present along with Director Gible, and Recording Secretary.

#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 at 7:59 p.m. and reconvened to Regular Session 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 Graves was absent.

**Motion**

The Board adjourned the Regular Session at 7:59 p.m. on a motion made by Commissioner Tucker. 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 Graves was absent.

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, November 26, 2013**

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

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

Guests at the Board meeting were:

Scott Buzzard, CAC Chair

Sarah Elm Rex

Julie Eggleston, KSRA

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Schulz moved to approve the Regular Agenda and Consent Agenda pulling Supt. of Recreation Desch report. 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 Graves was absent.

**Approval of Minutes –**

**Motion**

Commissioner Tucker moved to approve the October 22, 2013 Regular Meeting Minutes and November 6, 2013 Special Meeting Minutes. Commissioner Schulz seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Kroeger moved to approve the October 22, 2013 and November 6, 2013 Executive Session Minutes to remain confidential. Commissioner Tucker seconded the Motion.

**Voice Vote**

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

**Petition and Public Comment – None**

**Claims and Accounts Approval**

**Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of \$280,684.77. 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 Graves was absent.

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President Strack noted that Supt. of Recreation Desch had mentioned in his report that he assisted ComEd and Soft Water City to change out light fixtures to lower electric bills. He asked if we were going with LED lights. Supt. of Recreation Desch noted he is not sure on that, but ComEd is doing this for business owners. Director Gible noted this is supposed to create a 20% to 30% savings.

President Strack noted at this time that he would like to move the Ron Vine presentation before the positive feedback reports.

### **Correspondence-**

- Sycamore High School Thank You
- Sycamore Pumpkin Festival – Thank You to Dan Gible/Board
- Sycamore Pumpkin Festival – Thank You to Kirk Lundbeck
- SPD Thank You Letter to Jack & Rite Henne for Donations
- Sycamore Community Schools – Jerry Pelan

**Presentation of Survey Findings** – Director Gible noted that Ron Vine from ETC is here to clarify the survey findings. Ron Vine noted they had a goal of 400 surveys being returned and they received 785. The survey is broke down by age and gender of respondent. The survey showed that Trails were number one and the Community Center is number two. He continued to go over all the results of the survey.

### **Positive Feedback/Reports**

- President Strack noted he appreciated the community responses to the survey.
- Director Gible noted ETC did not have to make any phone calls since they received over the 400 surveys back.

**Department Presentations: Program Analysis – Supt. of Recreation Desch** – Supt. of Recreation Desch noted that Director Gible has asked him to put together a program analysis of the past years. He gave a handout of the analysis and went over the stats on the analysis. Director Gible noted he would like to see the actual visits from the programs not just the number of people. Commissioner Schulz asked if there is a way to track new members and if there is an exit survey being done. Supt. of Recreation Desch noted they could track new members by new enrollments and they are working on a new exit survey now. President Strack noted this is good information. Supt. of Recreation Desch noted they are very limited in what can be offered due to space and time availability constraints.

**Status Report of Kishwaukee Special Recreation Association – Julie Eggleston** –Director Gible noted he had told the Board he would have KSRA give an update each year. He then introduced Julie Eggleston –Director of KSRA. Julie gave a thanks for letting her come to talk about the Kishwaukee Special Recreation Association. She noted she is excited to be a part of this. She then gave a presentation on the history of KSRA. The KSRA was officially started in 1977. It evolved into DeKalb Sycamore Special Recreation when Sycamore joined. In 2011 it evolved into KSRA when Genoa came on board. She went on to present what they have



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**Status Report of Kishwaukee Special Recreation Association – Julie Eggleston-cont’d –** available to the community. Director Gibble noted the KSRA Board is made up of Park District representatives. Their main focus with Julie now is addressing some issues. One of the most challenging issues is how the Park Districts address non-resident use of KSRA.

### **Old Business**

**Future Study Sessions & Third Draft of Vision 2020** – Director Gibble just wanted to remind everyone about the next study session on December 3<sup>rd</sup>. He also wanted to make sure he had everything on the agenda the Board wanted to discuss. One will be the 3<sup>rd</sup> Draft of Vision 2020. He asked the Board to consider any changes before the December 3<sup>rd</sup> meeting. He would like to bring the final version back to the December regular meeting. President Strack noted he also would like the survey results and revisiting budget numbers on the agenda.

**Update on Paving** – Director Gibble noted the paving is complete. They did run short on one row, but that has been finished now. The new signs are up and the striping done. There is one low part that will be addressed in the spring.

**Update on Tech Study** – Supt. of Finance Hienbuecher noted she just recently met with a representative from Sikich. There were questions regarding our network and more tech questions. She is in the process of putting him in contact with TBC for the technology questions. They are in the process also of coordinating a meeting with Sikich, TBC, Director Gibble and herself. President Strack asked if there was any sense of time when this would be completed. Supt. of Finance Hienbuecher noted this is the last piece and they will then be analyzing all the data and put together for us.

**Develop List of CAC Members-** Commissioner Kroeger noted they have not developed a list of names yet. He and Commissioner Graves met with CAC Chair Buzzard to see what support he wanted. CAC Chair Buzzard noted he had a few names. He had also talked to Director Gibble and they went over the Charter. The Charter suggests we go to the public for volunteers so this will be done. There was also talk about how the Board wants the CAC to look in the future. He suggested that if the Board is looking for the CAC to go down a specific path, the Board might want to rethink about how the CAC is populated. Director Gibble noted he is concerned with the attendance and the ones attending are not speaking up. Commissioner Kroeger suggested to CAC Chair Buzzard to possibly have younger members with young kids. This may involve a change in the meeting times. President Strack suggested taking more time at the next meeting to discuss more. Director Gibble suggested this could be at the next study session.

**Timeline for Vision 2020 and Interpretation of Dave Phillips Information** – Director Gibble noted at the next study session he will go over the presentations of Dave Phillips and Ron Vine.

**Marketing Plan for “Top Ten” Braggin’ Rights** – Director Gibble noted that Sarah Elm Rex has been working with Supt. of Recreation Desch on bringing focus to our visual presence. Tonight she will be tying it to our bragging rights. Supt. of Recreation Desch introduced Sarah. He noted that Director Gibble has given him notes on the bragging rights from the Board. He and Sarah got together and broke them down into four areas. Sarah noted they are calling it

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**Marketing Plan for “Top Ten” Braggin’ Rights- cont’d** - “Providing More Campaign” and presenting it to get Board approval. Last year the whole marketing strategy was “Something for Everyone”. This year with the Vision 2020 document coming out and the actual vision of the Park District they decided to play off that: “Providing More”. This is also part of the Vision Statement. The ten accomplishments that the Board provided needs to get out to the community and these are how we are “Providing More”. They have them broke down into four groups, which are: Balanced – 1, 2, and 3; Planned – 4 and 5; Improved – 6, 7, and 8; Connected – 9 and 10. Sarah went over the different components that will be used to reach the community and the timeline for certain events. Director Gible noted that Sarah and Supt. of Recreation Desch are integrating the Boards discussion and blending with the bragging rights.

### **New Business**

**Approve Agreement for Audit Services** – Supt. of Finance Hienbuecher noted she sent out nine RFP’s and received seven back. Director Gible, Supt. of Golf Ops Lundbeck and herself reviewed all the proposals. There were clearly three firms that were very high with a lot of experience with park districts. She is recommending Lauterbach & Amen for 2013 and 2014.

### **Motion**

Commissioner Tucker moved to approve Lauterbach & Amen. Commissioner Schulz seconded the Motion.

### **Roll Call**

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

**First Draft of FY 2014 Operating Budget** – Director Gible noted this is the first draft of what staff has put together. This will be on the agenda at the study session and will be brought back at the December regular meeting with final changes along with recommendations relating to compensation and benefits.

**First Draft of FY2014 Capital Budget**– Director Gible noted this is the first draft as with the operating budget. Both of these will be on the December regular board meeting for approval.

**Property Abatements** – Supt. of Finance Hienbuecher noted this is finishing up the last year for Smart Motion Robotics tax abatement. She received notice from Brian Gregory to do the annual resolution on this. In 2011 a resolution was filed to cover each year of the abatement so no further action is needed.

**Determine Amount Estimate to be Raised by Taxation for 2013 Tax Levy**– Supt. of Finance Hienbuecher noted she went through the same process as in previous years. Our EAV is going down about 8% and the CPI is only 1.7%. She is proposing the same as last year and do a resolution to make an estimate just under 5%.

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**Resolution 05-2013 – Resolution for 2013 Tax Levy -**

**Motion**

Commissioner Schulz made a motion to approve Resolution #05-2013. Commissioner Tucker seconded the Motion.

**Roll Call**

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

**Ordinance 07-2013 – Authorizing Acceptance of Deed for Park Land in Sycamore Creek**

**Subdivision** – Director Gible noted that the CAC will be picking the name for this park soon. There were 65 entries. There are two resolutions that the Homeowners Association of Sycamore Creek must approve for this to reach the final conclusion. We do not have to wait to pass our ordinance. He recommends approval of Ordinance 07-2013 – approving the donation of real property to the Sycamore Park District for 4.95 acres in Sycamore Creek subdivision.

**Motion**

Commissioner Tucker made a motion to approve Ordinance 07-2013. Commissioner Kroeger seconded the Motion.

**Roll Call**

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

**Policy Regarding Use of Cell Phones by District Officials** – Director Gible noted this relates to a court case between Champaign City Council and the State of Illinois. Our counsel recommends adopting a policy regarding our board members use of cell phones. He is also recommending the adoption of the attached policy. This will become part of the Board Policy Manual.

**Motion**

Commissioner Schulz moved to approve the Cell Phone Policy. Commissioner Tucker seconded the Motion.

**Voice Vote**

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

**Presentation of Equipment Replacement Schedules** – Director Gible noted this is the first in a variety of steps moving us toward life cycle and eventually the budget component of handling the fixed assets that we have. The Board is receiving a list of equipment and what we define as equipment. There is no action required at this meeting.

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**Recommendation for Insurance** – Supt. of Finance Hienbuecher noted her original plan was to bring a recommendation tonight for the insurance for 2014. The quote received from our current carrier was for a 25% increase. She decided to look into other options that were out there. Under the Affordable Care Act, the groups are not allowed to ask about the medical history of our employees to base their rates on that. There are specific things they can base the rates on. These include age and geographical location. The only question they can ask related to health is about smoking. She has Jeff Hoffman providing more quotes to her. Based on the initial information she has received, we can do better than the 25% increase. Also looks like the out of pocket expense to the employee could be reduced going with a different plan. She will have a recommendation before the next board meeting for January renewal.

**Part-Time Policy Manual: First Review** – Director Gibble noted this is a first review and a lot of this is similar to the full time manual. He will be looking for approval at the December meeting.

**Public Input – None**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:48 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Tucker.

**Roll Call**

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

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

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

The Board convened to Executive Session at 8:53 pm. The roll was called with Commissioners Kroeger, Schulz, Tucker and Strack present along with Director Gibble, and Recording Secretary Freeman.

**Motion**

The Board adjourned the Executive Session at 9:01 p.m. and reconvened to Regular Session on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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

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**Motion**

The Board adjourned the Regular Session at 9:01 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

DATE: 12/12/2013  
 TIME: 10:18:55  
 ID: AP450000.WOM  
 4

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

PAGE: 1

FROM 11/21/2013 TO 12/12/2013

*Interim*

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
APPLE		APPLE RIVER STATE BANK							
	071122247-121513			12/01/13		52801	12/11/13	80,343.75	80,343.75
	01	INTEREST - 2009A BOND	601000156900						20,343.75
	02	PRINCIPAL - 2009A BOND	601000156901						60,000.00
									VENDOR TOTAL: 80,343.75
ARTHUR		ARTHUR CLESEN, INC.							
	293418			11/07/13		52774	11/26/13	1,162.74	1,162.74
	01	SNOW MOLD PESTICIDES -COURSE	504100076507						1,162.74
									VENDOR TOTAL: 1,162.74
BLUE		BLUE CROSS/BLUE SHIELD OF ILL							
	DECEMBER 2013			11/26/13		52789	11/26/13	15,425.16	15,425.16
	01	HEALTH INSURANCE PREMIUM	101000106801						3,229.58
	02	HEALTH INSURANCE PREMIUM	101500106801						506.50
	03	HEALTH INSURANCE PREMIUM	504100106801						2,902.89
	04	HEALTH INSURANCE PREMIUM	504000106801						1,604.80
	05	HEALTH INSURANCE PREMIUM	201000106801						2,075.81
	06	HEALTH INSURANCE PREMIUM	202100106801						5,105.58
									VENDOR TOTAL: 15,425.16
CASSIE'S		CASSIE'S POPCORN							
	104			11/29/13		52791	12/02/13	505.00	505.00
	01	SANTA EVENT-CHAMBER	101000046214						252.50
	02	SANTA EVENT-CHAMBER	201000046214						252.50
									VENDOR TOTAL: 505.00
CHARITTEE		CHARITTEE GOLF LLC							
	875			09/03/13		52792	12/02/13	2,084.78	1,800.94
	01	CHARITTEE TICKETS	501000002101						2,808.00
	02	DRINK TICKETS	301000001100						-260.00
	03	DONATION	501000002115						-196.56
	04	GIFT CERT	501000002110						-550.50
									VENDOR TOTAL: 2,084.78
	916			11/26/13		52792	12/02/13	2,084.78	283.84
	01	CHARITTEE TICKETS	501000002101						513.00
	02	DRINK TICKETS	301000001100						-80.00
	03	DONATION	501000002115						-35.91
	04	GIFT CERT	501000002110						-113.25
									VENDOR TOTAL: 2,084.78



DATE: 12/12/2013  
 TIME: 10:18:55  
 ID: AP450000.WOW  
 9

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Int Prim*

FROM 11/21/2013 TO 12/12/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ELM REX	ELM REX, SARAH								
	1010	01 FALL NEWSLETTER	101000046214	11/19/13	00000000	52776	11/26/13	150.00	150.00
	1011	01 WINTER-SPRING BROCHURE	201000036130	12/01/13	00000000	52793	12/02/13	750.00	750.00
		02 NEWSLETTER-ANNUAL	101000046214		00000000			150.00	150.00
								VENDOR TOTAL:	900.00
HYVEE2	HYVEE								
	121213	01 GIFT CARDS	101000046213	12/12/13	00000000	52803	12/12/13	3,900.00	3,900.00
		02 GIFT CARDS	201000046213		00000000			1,950.00	1,950.00
								VENDOR TOTAL:	3,900.00
IMGCOLLE	IMG COLLEGE LLC								
	4350569	01 TAILGATE TENT - NIU	101000046213	10/01/13	00000000	52794	12/02/13	750.00	750.00
		02 TAILGATE TENT - NIU	201000046213		00000000			375.00	375.00
								VENDOR TOTAL:	750.00
JEWEL	JEWEL								
	121213	01 GIFT CARDS	101000046213	12/12/13	00000000	52804	12/12/13	3,800.00	3,800.00
		02 GIFT CARDS	201000046213		00000000			1,900.00	1,900.00
								VENDOR TOTAL:	3,800.00
NEXT	NEXTEL COMMUNICATIONS								
	111213	01 ADMIN	101000096701	11/12/13	00000000	52785	11/26/13	375.15	375.15
		02 MAINTENANCE	101500096701		00000000			93.68	93.68
		03 MAINTENANCE	504100096701		00000000			39.57	39.57
		04 PRO SHOP	504000096701		00000000			36.43	36.43
		05 RECREATION	201000096701		00000000			33.11	33.11
		06 MOMS TIME OUT	205340016701		00000000			16.56	16.56
		07 MAINTENANCE	202100096701		00000000			106.13	106.13
		08 CONCESSIONS	303000096701		00000000			16.56	16.56
								VENDOR TOTAL:	375.15
OZI	OZINGA ILLINOIS RMC, INC.								
	381223			11/08/13		52795	12/02/13	334.00	334.00
								VENDOR TOTAL:	375.15



*Int Prim*

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

381223 01 CONCRETE FOR BENCH PAD-LAKE SY 101500066406 11/08/13 00000000 52795 12/02/13 334.00 334.00

VENDOR TOTAL: 334.00

PEKIN PEKIN INSURANCE  
 DECEMBER 2013  
 01 DENTAL INSURANCE PREMIUM 101000106801 11/26/13 00000000 52790 11/26/13 1,327.13 1,327.13  
 02 DENTAL INSURANCE PREMIUM 101500106801 00000000 275.88  
 03 DENTAL INSURANCE PREMIUM 504100106801 00000000 50.79  
 04 DENTAL INSURANCE PREMIUM 504000106801 00000000 247.14  
 05 DENTAL INSURANCE PREMIUM 201000106801 00000000 144.11  
 06 DENTAL INSURANCE PREMIUM 202100106801 00000000 163.00  
 446.21

VENDOR TOTAL: 1,327.13

SYCPK SYCAMORE PARK DISTRICT  
 120213  
 01 DEKALB CO COPIES 101000046203 12/02/13 00000000 52796 12/02/13 289.66 289.66  
 02 DEKALB CO COPIES 201000046203 00000000 32.50  
 03 POSTAGE 101000046202 00000000 32.50  
 04 POSTAGE 201000046202 00000000 4.51  
 05 BROOM-TOILET PAPER 207500076510 00000000 4.51  
 06 PIZZA 205120036216 00000000 11.50  
 07 TORTILLA CHIPS 303300086620 00000000 55.50  
 08 CHARCOAL-LIGHTER FLUID 303500086640 00000000 6.00  
 09 PROGRAM SUPPLIES 205660186216 00000000 12.00  
 10 CHAMBER DAY 101000046214 00000000 50.64  
 11 CHAMBER DAY 201000046214 00000000 40.00  
 40.00

VENDOR TOTAL: 289.66

T0000531 WHITE, LISA  
 112713 01 MILEAGE 201000046211 11/27/13 00000000 52797 12/02/13 91.64 91.64

120313 01 REIMBURSEMENT 90TH SUPPLIES 201000046214 12/03/13 00000000 52799 12/03/13 112.00 112.00

120413 01 PIZZA FOR DANCE 205120036216 12/04/13 00000000 52800 12/04/13 88.00 88.00

VENDOR TOTAL: 291.64

T0000872 COOVERT, DAVID  
 112613 11/26/13 52786 11/26/13 50.00 50.00

FROM 11/21/2013 TO 12/12/2013

*Interim*

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
TBC	112613	01 FOOTBALL KEY DEPOSIT REFUND	201000001104	11/26/13	00000000	52786	11/26/13	50.00	50.00
								VENDOR TOTAL:	50.00
TBC	7690-16203	01 ANNUAL FEE - WEBSITE	1010000056304	06/16/13	00000000	52787	11/26/13	240.00	240.00
		02 ANNUAL FEE - WEBSITE	2010000056304		00000000			120.00	120.00
								120.00	120.00
								VENDOR TOTAL:	240.00
TOM&JERR	112613	01 FOOD FOR BOARD MEETING	1010000046212	11/26/13	00000000	52777	11/26/13	96.75	96.75
		02 FOOD FOR BOARD MEETING	2010000046212		00000000			48.37	48.37
								48.38	48.38
								VENDOR TOTAL:	96.75
UNIT2		UNITED STATES POSTAL SERVICE							
		BROCHURE POSTAGE							
		01 BROCHURE POSTAGE	2065000046202	12/02/13	00000000	52798	12/02/13	1,524.04	1,524.04
								1,524.04	1,524.04
								VENDOR TOTAL:	1,524.04
UNUM		UNUM LIFE INSURANCE							
		120113							
		01 LIFE INSURANCE PREMIUM	101000106801	11/26/13	00000000	52788	11/26/13	334.03	334.03
		02 LIFE INSURANCE PREMIUM	101500106801		00000000			63.18	63.18
		03 LIFE INSURANCE PREMIUM	504100106801		00000000			11.26	11.26
		04 LIFE INSURANCE PREMIUM	504000106801		00000000			52.67	52.67
		05 LIFE INSURANCE PREMIUM	201000106801		00000000			30.90	30.90
		06 LIFE INSURANCE PREMIUM	202100106801		00000000			72.26	72.26
								103.76	103.76
								VENDOR TOTAL:	334.03
VISACA		VISA CARDMEMBER SERVICE							
		110413							
		01 PUMPKIN FESTIVAL	1010000046214	11/04/13	00000000	52779	11/26/13	4,015.50	4,015.50
		02 PUMPKIN FESTIVAL	2010000046214		00000000			99.87	99.87
		03 FOOD & SUPPLIES FOR MEETING	1010000046212		00000000			51.03	51.03
		04 FOOD & SUPPLIES FOR MEETING	2010000046212		00000000			51.03	51.03
		05 EMPLOYEE FUNCTIONS	1010000046213		00000000			321.30	321.30
		06 EMPLOYEE FUNCTIONS	2010000046213		00000000			321.29	321.29
								VENDOR TOTAL:	334.03

*Interkin*

FROM 11/21/2013 TO 12/12/2013

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

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
110413		07 CONSTANT CONTACT	101000046206	11/04/13	00000000	52779	11/26/13	4,015.50	4,015.50
		08 CONSTANT CONTACT	201000046206		00000000				33.25
		09 PREPAID IPRA DUES	101000001102		00000000				33.25
		10 PREPAID IPRA DUES	201000001102		00000000				512.46
		11 PREPAID BRIDAL EXPO	301000001102		00000000				657.54
		12 PREPAID CONFERENCE	101000001102		00000000				300.00
		13 PREPAID CONFERENCE	201000001102		00000000				165.00
		14 OVERNIGHT SHIPPING	101000046202		00000000				26.08
		15 OVERNIGHT SHIPPING	201000046202		00000000				26.09
		16 ADA SIGN UPGRADES	221000076500		00000000				670.32
		17 SHOP SUPPLIES	101500076500		00000000				241.06
		18 SHOP SUPPLIES	202100076500		00000000				241.06

WALM WARMART COMMUNITY  
 VENDOR TOTAL: 4,015.50

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
111613		01 GHOST STORIES SUPPLIES	206095116216	11/16/13	00000000	52780	11/26/13	74.50	74.50
		02 CLEANING SUPPLIES	303000076551		00000000				25.12
		03 ENGLISH MUFFINS	303000086610		00000000				4.97
		04 HOT DOG BUNS	303000086615		00000000				2.28
		05 ONION-LETTUCE-TOMATO	303000086629		00000000				8.90
		06 CRAMER-HOT CHOC-COFFEE	303000086632		00000000				7.82
		07 LIMES	303000086636		00000000				24.66
									0.75

WASTE WASTE MANAGEMENT  
 VENDOR TOTAL: 74.50

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
3403387-2011-3		01 REFUSE REMOVAL - ADMIN	101000056302	11/01/13	00000000	52781	11/26/13	451.46	506.01
		02 REFUSE REMOVAL - CLUBHOUSE	303000056302		00000000				95.09
		03 REFUSE REMOVAL - ADMIN	101000056302		00000000				63.40
		04 REFUSE REMOVAL - OLD SHOP	504100056302		00000000				4.00
		05 REFUSE REMOVAL - SC	202100056302		00000000				41.95
		06 REFUSE REMOVAL - PARKS	101500056302		00000000				72.24
		07 REFUSE REMOVAL - PICNIC	101500056302		00000000				72.25
		08 REFUSE REMOVAL - CC	207500056302		00000000				79.39
									77.69

WASTE WASTE MANAGEMENT  
 VENDOR TOTAL: 451.46

CREDIT #3741624  
 01 CREDIT ON INV 3403387-2011-3 101000056302 11/20/13 00000000 52781 11/26/13 451.46  
 02 CREDIT ON INV 3403387-2011-3 202100056302 00000000  
 VENDOR TOTAL: 120,993.83

DATE: 12/12/2013  
 TIME: 15:03:55  
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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 12/12/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	16,140.24	1,073.42
AT&T2	A T & T	901.71	15.37
BOCKY	BOCKYN, LLC	3,300.00	150.00
CINTA	CINTAS CORPORATION #355	1,382.68	19.84
DEK2	DEKALB COUNTY ECONOMIC DEVELOP		375.00
FRONTIER	FRONTIER	16,437.48	326.48
HARR	HARRIS	8,893.35	66.80
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	10,900.97	121.90
MID	MID-CITY OFFICE PRODUCTS	430.72	-14.95
NICOR	NICOR GAS	20,238.39	133.30
PLUNKETT	PLUNKETT'S PEST CONTROL	35.00	17.50
SOFT	SOFT WATER CITY	4,648.57	35.00
SPARKLE	SPARKLE JANITORIAL SERVICE	3,360.00	1,175.00
T0000230	FREEMAN, JEANETTE	1,520.97	7.28
T0000234	LUNDBECK, KIRK		47.46
TBC	TBC	20,926.15	529.63
VISACA	VISA CARDMEMBER SERVICE	33,279.90	1,219.61
WASTE	WASTE MANAGEMENT	6,465.55	87.17
	ADMINISTRATION		5,385.81
15	PARKS		
AUTOM	AUTO MACHINE INC.	282.95	244.19
CARR	CARROT-TOP INDUSTRIES	475.51	69.75
CINTA	CINTAS CORPORATION #355	1,382.68	49.80
COMMO	COMMONWEALTH EDISON	5,615.89	40.22
CONS	CONSERV FS	30,101.82	1,323.39
CONST	CONSTELLATION NEWENERGY	31,681.39	836.74
CSR	CSR BOBCAT EQUIPMENT CO.	187.16	1,124.78
FRONTIER	FRONTIER	16,437.48	204.44
LOWE	LOWE'S	4,583.76	130.55
NICOR	NICOR GAS	20,238.39	341.04
REIN	REINDERS, INC.	9,532.16	473.57
SOFT	SOFT WATER CITY	4,648.57	478.00
UNITED	UNITED INDUSTRIES		65.80
VISACA	VISA CARDMEMBER SERVICE	33,279.90	125.80
WASTE	WASTE MANAGEMENT	6,465.55	30.56
	PARKS		5,538.63

RECREATION

INVOICES DUE ON/BEFORE 12/12/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	901.71	15.36
BOCKY	BOCKYN, LLC	3,300.00	150.00
CINTA	CINTAS CORPORATION #355	1,382.68	5.64
DEK2	DEKALB COUNTY ECONOMIC DEVELOP		375.00
ELM REX	ELM REX, SARAH	6,986.25	587.50
FRONTIER	FRONTIER	16,437.48	326.49
HARR	HARRIS	8,893.35	66.80
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	10,900.97	121.91
MID	MID-CITY OFFICE PRODUCTS	430.72	23.79
NICOR	NICOR GAS	20,238.39	76.51
PLUNKETT	PLUNKETT'S PEST CONTROL	35.00	17.50
PRIO	PRIORITY PROMOTIONS	1,214.00	1,712.00
SHAW	SHAW SUBURBAN MEDIA	3,910.68	373.32
SPARKLE	SPARKLE JANITORIAL SERVICE	3,360.00	1,175.00
T0000230	FREEMAN, JEANETTE	1,520.97	7.29
TBC	TBC	20,926.15	529.63
VISACA	VISA CARDMEMBER SERVICE	33,279.90	1,103.61
	ADMINISTRATION		6,667.35
21	SPORTS COMPLEX MAINTENANCE		
CONS	CONSERV FS	30,101.82	150.43
DEKA2	DEKALB IMPLEMENT CO.,	3,837.95	356.66
REIN	REINDERS, INC.	9,532.16	200.00
WASTE	WASTE MANAGEMENT	6,465.55	62.56
	SPORTS COMPLEX MAINTENANCE		769.65
52	PROGRAMS - ADULT		
DICKMAN	DICKMAN, LORI	200.00	100.00
	PROGRAMS - ADULT		100.00
56	PROGRAMS - FITNESS		
T0000874	KEIL, MARY		48.00
T0000875	SCHLAGER, JILL		53.00
	PROGRAMS - FITNESS		101.00

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/12/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
RECREATION			
60	PROGRAMS - SPECIAL EVENTS		
FUNEXP	FUN EXPRESS	263.20	335.72
STMARYHA	ST MARYS MEMORIAL HALL	245.00	100.00
T0000566	HUBER, TIM		150.00
	PROGRAMS - SPECIAL EVENTS		585.72
61	PROGRAMS - CONCERTS		
VISACA	VISA CARDMEMBER SERVICE	33,279.90	364.49
	PROGRAMS - CONCERTS		364.49
65	BROCHURE		
SWIFT	JOHN B SWIFT COMPANY	15,271.27	5,562.88
	BROCHURE		5,562.88
75	COMMUNITY CENTER		
AT&T1	A T & T	574.16	56.17
AT&T2	A T & T	901.71	47.29
C&L	C & L PROPERTIES, L.L.C.	61,320.14	5,195.00
COMMO	COMMONWEALTH EDISON	5,615.89	222.11
FRONTIER	FRONTIER	16,437.48	357.79
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	10,900.97	93.16
NICOR	NICOR GAS	20,238.39	171.48
SOFT	SOFT WATER CITY	4,648.57	172.00
WASTE	WASTE MANAGEMENT	6,465.55	67.27
	COMMUNITY CENTER		6,382.27
SPECIAL RECREATION			
10	ADMINISTRATION		
VISACA	VISA CARDMEMBER SERVICE	33,279.90	165.40
	ADMINISTRATION		165.40

DATE: 12/12/2013  
 TIME: 15:03:55  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/12/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
PAVING & LIGHTING			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	29,737.57	3,073.55
	ADMINISTRATION		3,073.55
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
NICOR	NICOR GAS	20,238.39	32.79
REINHART	REINHART FOOD SERVICE	11,949.80	30.96
WASTE	WASTE MANAGEMENT	6,465.55	55.45
	CLUBHOUSE CONCESSIONS		119.20
35	CATERING		
T0000873	MARTIN GOODRICH & WADDELL		100.00
	CATERING		100.00
GOLF COURSE			
10	ADMINISTRATION		
TITL	TITLEIST DRAWER CS	25,213.53	621.94
	ADMINISTRATION		621.94
40	GOLF OPERATIONS		
AT&T2	A T & T	901.71	0.60
CINTA	CINTAS CORPORATION #355	1,382.68	5.24
FRONTIER	FRONTIER	16,437.48	80.12
NICOR	NICOR GAS	20,238.39	32.79
SOFT	SOFT WATER CITY	4,648.57	28.50
	GOLF OPERATIONS		147.25
41	GOLF MAINTENANCE		
BURRI	BURRIS EQUIPMENT CO.	6,439.11	30.70

DATE: 12/12/2013  
TIME: 15:03:56  
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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/12/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
41	GOLF MAINTENANCE		
CARQ	CARQUEST AUTO PARTS	4,762.73	6.29
CINTA	CINTAS CORPORATION #355	1,382.68	49.80
CONS	CONSERV FS	30,101.82	555.93
CONST	CONSTELLATION NEWENERGY	31,681.39	85.23
DEKA2	DEKALB IMPLEMENT CO.,	3,837.95	59.31
FRONTIER	FRONTIER	16,437.48	204.44
NICOR	NICOR GAS	20,238.39	387.97
	GOLF MAINTENANCE		1,379.67
SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER	16,437.48	45.42
	POOL		45.42
81	POOL MAINTENANCE		
CURR	CURRAN CONTRACTING CO		94.54
ILL	ILLINOIS DEPT OF PUBLIC HEALTH	35.00	400.00
NICOR	NICOR GAS	20,238.39	179.78
	POOL MAINTENANCE		674.32
	TOTAL ALL DEPARTMENTS		37,784.55



To: Board of Commissioners

From: Jackie Hienbuecher

Subject Monthly Report

Date: December 17, 2013

**Administrative Initiatives** (12/1/13 – 12/31/13)

- Attended Superintendent meetings.
- Attended study sessions.
- Attended 90<sup>th</sup> Anniversary Open House.
- Reviewed and finalized FY2014 Operating Budget.
- Reviewed and finalized FY2014 Capital Budget.
- Worked with TBC on problems with files being restricted as Read Only by the system.
- Continued to review various health insurance options and selected plan. Coordinated completion of applications. Presented plan changes to staff.
- Participated in conference call with representatives from Sikich and TBC to provide additional information regarding disaster recovery.
- Based upon the most recent estimated EAV received from the county, prepared the 2013 Tax Levy Ordinance. Filed with County after approval by the board.
- Contacted Lauterbach and Amen to notify them of the selection of the firm to perform our audit. Scheduled initial meeting for December 23.
- Finalized plan for future cell phone policy/benefit for employees.

- Facilitated year-end inventory for Pro Shop.
- Facilitated year-end inventory for Concessions.
- Catering/special events/room rentals: Open House, Cookies with Santa, 2 room rentals

**Administrative Initiatives** (1/1/14 – 1/31/14)

- Enter FY 2014 Budget into MSI Accounting System.
- Prepare Tax Abatement Ordinance and file with County.
- Assist in setting up payroll codes for cell phone allowances.
- Begin work on documentation required for annual audit.
- Update documentation for 2014 Executive Summary.
- Finalize purchase order procedures utilizing the new Purchase Order module in our accounting system. Train staff.
- Prepare first draft of Budget & Appropriation Ordinance.
- Meet with recreation staff to discuss what needs to be asked when meeting recreation software providers at conference.
- Attend IAPD/IPRA Annual Conference in Chicago.
- Attend Bridal Expo at NIU.
- Update paydown schedule to determine final transfer amounts for 2013.
- Work on a 5 – 7 year budget.
- Complete 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.

- Complete missing data on equipment replacement schedules.
- Review technology assessment findings.
- Contact boys baseball and girls softball to arrange meetings to discuss 2014 season.
- Complete concessions' staff evaluations. Will present at beginning of season.
- Begin gathering data to update Shelter information on website.
- Begin exploring opportunities for Museum grants and information regarding museum tax levy.
- Catering/special events/room rentals: 2 room rentals

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

**Corporate Fund (10)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	18,764.00	30,220.65	61.1%	520,287.00	592,871.12	14.0% (1)	537,899.00	528,980.05	12.1% (2)
Parks	561.00	523.85	-6.6%	14,012.00	12,845.68	-8.3%	14,012.00	14,887.71	-13.7%
<b>Total Revenues</b>	<b>19,325.00</b>	<b>30,744.50</b>	<b>59.1%</b>	<b>534,299.00</b>	<b>605,716.80</b>	<b>13.4%</b>	<b>551,911.00</b>	<b>543,867.76</b>	<b>11.4%</b>
<b>Expenses</b>									
Administration	34,476.00	37,026.57	7.4%	297,666.00	294,782.69	-1.0%	321,372.00	324,000.03	-9.0% (3)
Parks	12,807.00	18,290.71	42.8%	202,928.00	184,610.44	-9.0% (4)	215,396.00	182,033.88	1.4%
<b>Total Expenses</b>	<b>47,283.00</b>	<b>55,317.28</b>	<b>17.0%</b>	<b>500,594.00</b>	<b>479,393.13</b>	<b>-4.2%</b>	<b>536,768.00</b>	<b>506,033.91</b>	<b>-5.3%</b>
<b>Total Fund Revenues</b>	<b>19,325.00</b>	<b>30,744.50</b>	<b>59.1%</b>	<b>534,299.00</b>	<b>605,716.80</b>	<b>13.4%</b>	<b>551,911.00</b>	<b>543,867.76</b>	<b>11.4%</b>
<b>Total Fund Expenses</b>	<b>47,283.00</b>	<b>55,317.28</b>	<b>17.0%</b>	<b>500,594.00</b>	<b>479,393.13</b>	<b>-4.2%</b>	<b>536,768.00</b>	<b>506,033.91</b>	<b>-5.3%</b>
<b>Surplus (Deficit)</b>	<b>(27,958.00)</b>	<b>(24,572.78)</b>	<b>-12.1%</b>	<b>33,705.00</b>	<b>126,323.67</b>	<b>274.8%</b>	<b>15,143.00</b>	<b>37,833.85</b>	<b>233.9%</b>

(1) Annual 2013 Property Tax levy came in at 9.1%, \$41,574, over budget. YTD Replacement tax is 24.4%, \$8,193, higher than budget. Farm income received earlier than budget.

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

(3) 2013 Expenses are less than 2012 due to allocating 25% of Admin salaries and related costs to the Recreation Fund. 19.6%, \$49,153

(4) Expenses are below budget in the following areas: Pt wages/taxes, 12.8%, \$7,237; Materials & Supplies (trees/shrubs, fish restocking, seed/sod/flowers, tools, land development), 31.4%, \$16,004

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**Recreation Fund (20)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	33,505.00	23,006.48	-31.33%	837,613.00	843,107.71	0.66%	837,613.00	688,779.82	22.4% (1)
Sports Complex	8,300.00	850.00	-89.76%	36,404.00	27,391.00	-24.76%	36,404.00	28,529.00	-4.0%
Sports Complex Maintenance	1,500.00	1,312.53	-12.50%	37,517.00	38,239.25	1.93%	37,517.00	33,912.49	12.8% (3)
Midwest Museum of Natural Hist	-	-		1,725.00	2,310.48	33.94%	2,300.00	1,728.42	33.7%
Programs-Youth	3.00	370.28	#####	4,104.00	14,383.45	250.47%	4,104.00	6,084.96	136.4% (4)
Programs-Teens	5.00	16.49	229.80%	5,126.00	5,825.40	13.64%	6,126.00	4,924.35	18.3% (4)
Programs-Adult	-	-	#DIV/0!	2,790.00	2,655.00	-4.84%	2,790.00	4,019.06	-33.9% (4)
Programs-Family	922.00	1,668.69	80.99%	7,742.00	9,682.81	25.07%	8,642.00	6,883.21	40.7% (4)
Programs-Leagues	8.00	23.45	193.13%	4,191.00	4,999.47	19.29%	4,191.00	4,395.95	13.7% (4)
Programs-Youth Athletics	115.00	(13.45)	-111.70%	23,818.00	19,293.74	-19.00%	23,918.00	19,792.32	-2.5% (4)
Programs-Fitness	1,726.00	1,125.14	-34.81%	28,349.00	40,164.49	41.68%	28,495.00	35,790.31	12.2% (4)
Programs-Preschool	-	-	#DIV/0!	-	690.00	#DIV/0!	-	1,928.70	-64.2% (4)
Programs-Senior	-	-	#DIV/0!	420.00	325.00	-22.62%	420.00	405.00	-19.8% (4)
Programs-Dance	-	-	#DIV/0!	1,980.00	5,054.00	155.25%	1,980.00	4,956.00	2.0% (4)
Programs-Special Events	2.00	(2.95)	-247.50%	2,996.00	4,779.66	59.53%	3,556.00	4,646.27	2.9% (4)
Programs-Concerts	-	1,100.00	#DIV/0!	10,000.00	7,100.00	-29.00%	10,000.00	10,400.00	-31.7%
Programs-Trips	-	-	#DIV/0!	-	428.00	#DIV/0!	-	3,813.75	-88.8% (4)
Brochure	-	-	#DIV/0!	8,100.00	7,050.00	-12.96%	8,100.00	8,650.00	-18.5%
Weight Room	1,823.00	1,640.89	-9.99%	17,669.00	17,593.50	-0.43%	19,850.00	20,429.05	-13.9%
Community Center	142.00	129.08	-9.10%	3,559.00	3,676.16	3.29%	3,559.00	3,721.58	-1.2%
<b>Total Revenues</b>	<b>48,051.00</b>	<b>31,226.63</b>	<b>-35.01%</b>	<b>1,034,103.00</b>	<b>1,054,749.12</b>	<b>2.00%</b>	<b>1,039,565.00</b>	<b>893,790.24</b>	<b>18.0%</b>

(1) 2013 annual property tax amount is 16.1%, \$112,268, higher than 2012. Also, received donation from NB&T for our 90th celebration, \$10,000, in 2013.

(2) Timing - AYSO payment

(3) Increased allocation of IMRF/SS tax levy in 2013 due to restructuring of Maintenance Department.

(4) Revenue from programs is greater than budget 32.83% \$26,765 and increased 10.9%, \$10,641 compared to 2012.

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Expenses											
Administration	28,623.00	27,925.54	-2.44%	256,762.00	254,908.09	-0.72%	286,519.00	177,817.94	43.4%	(1)	
Sports Complex	-	-	#DIV/0!	350.00	552.26	57.79%	350.00	215.00	156.9%		
Sports Complex Maintenance	34,074.00	36,507.46	7.14%	340,474.00	334,322.15	-1.81%	(2)	364,579.00	289,923.33	15.3%	(3)
Midwest Museum of Natural Hist	775.00	-	-100.00%	8,675.00	2,985.00	-65.59%		9,500.00	6,694.91	-55.4%	
Programs-Youth	54.00	559.52	936.15%	1,937.00	10,098.69	421.36%	(4)	2,018.00	3,181.02	217.5%	(4)
Programs-Teens	-	100.00	#DIV/0!	3,273.00	3,733.52	14.07%	(4)	3,930.00	3,874.88	-3.6%	(4)
Programs-Adult	-	50.00	#DIV/0!	2,045.00	1,730.00	-15.40%	(4)	2,045.00	3,183.93	-45.7%	(4)
Programs-Family	959.00	1,413.98	47.44%	7,590.00	8,196.03	7.98%	(4)	8,549.00	7,237.62	13.2%	(4)
Programs-Leagues	571.00	673.61	17.97%	2,969.00	2,837.16	-4.44%	(4)	3,302.00	3,347.52	-15.2%	(4)
Programs-Youth Athletics	81.00	-	-100.00%	19,230.00	15,631.92	-18.71%	(4)	19,311.00	18,001.19	-13.2%	(4)
Programs-Fitness	2,114.00	2,658.71	25.77%	14,487.00	19,973.12	37.87%	(4)	15,552.00	16,409.43	21.7%	(4)
Programs-Preschool	-	-	#DIV/0!	-	128.00	#DIV/0!	(4)	-	1,455.72	-91.2%	(4)
Programs-Senior	75.00	-	-100.00%	240.00	45.00	-81.25%	(4)	240.00	245.00	-81.6%	(4)
Programs-Dance	125.00	-	-100.00%	1,750.00	3,786.00	116.34%	(4)	1,750.00	4,146.00	-8.7%	(4)
Programs-Special Events	-	25.12	#DIV/0!	3,215.00	4,322.30	34.44%	(4)	4,221.00	4,178.54	3.4%	(4)
Programs-Concerts	-	-	#DIV/0!	9,955.00	6,706.96	-32.63%		9,955.00	9,872.00	-32.1%	
Programs-Trips	-	-	#DIV/0!	-	705.00	#DIV/0!	(4)	-	5,428.29	-87.0%	(4)
Brochure	-	-	#DIV/0!	16,000.00	16,729.81	4.56%		24,000.00	16,802.50	-0.4%	
Weight Room	-	194.50	#DIV/0!	2,200.00	1,431.82	-34.92%		3,000.00	1,935.87	-26.0%	
Community Center	12,932.00	12,945.60	0.11%	130,292.00	131,806.95	1.16%		141,210.00	130,049.58	1.4%	
<b>Total Expenses</b>	<b>80,383.00</b>	<b>83,054.04</b>	<b>3.32%</b>	<b>821,444.00</b>	<b>820,629.78</b>	<b>-0.10%</b>		<b>900,031.00</b>	<b>704,000.27</b>	<b>16.6%</b>	
Total Fund Revenues	48,051.00	31,226.63	-35.01%	1,034,103.00	1,054,749.12	2.00%		1,039,565.00	893,790.24	18.0%	
Total Fund Expenses	80,383.00	83,054.04	3.32%	821,444.00	820,629.78	-0.10%		900,031.00	704,000.27	16.6%	
Surplus (Deficit)	(32,332.00)	(51,827.41)	60.30%	212,659.00	234,119.34	10.09%		139,534.00	189,789.97	23.4%	

- (1) In 2013, allocating 25% of Executive Director, Supt. of Finance and Office Manager wages and insurance to Recreation fund resulted in 40.2% \$54,353 over 2012 expenses. 2012 had no professional fees therefore 2013 higher \$10,216. Finally, 90th celebration expenses contributed to the higher expenses in 2013.
- (2) Materials & Supplies under budget 29.58% \$8,075.
- (3) The primary reason 2013 expenses are higher than 2012 is due to the restructuring of the maintenance department, wages and related expenses 14.6% \$36,024.
- (4) Expenses for programs are over budget 25.47% \$14,451 and increased 0.7%, \$498 compared to 2012.

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**Donations (21)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	-	-	#DIV/0!	-	615.74	#DIV/0!	-	42.90	1335.3%
Total Revenues		-	#DIV/0!	-	615.74	#DIV/0!	-	42.90	1335.3%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	615.74	#DIV/0!	-	42.90	1335.3%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	-	615.74	#DIV/0!	-	42.90	1335.3%

**Special Recreation (22)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	7,040.00	4,306.27	-38.83%	176,000.00	157,705.36	-10.39% (1)	176,000.00	168,033.20	-6.1%
Total Revenues	7,040.00	4,306.27	-38.83%	176,000.00	157,705.36	-10.39%	176,000.00	168,033.20	-6.1%
Expenses									
Administration	10,000.00	670.32	-93.30%	181,040.00	86,360.10	-52.30% (2)	191,040.00	77,524.00	11.4% (2)
Total Expenses	10,000.00	670.32	-93.30%	181,040.00	86,360.10	-52.30%	191,040.00	77,524.00	11.4%
Total Fund Revenues	7,040.00	4,306.27	-38.83%	176,000.00	157,705.36	-10.39%	176,000.00	168,033.20	-6.1%
Total Fund Expenses	10,000.00	670.32	-93.30%	181,040.00	86,360.10	-52.30%	191,040.00	77,524.00	11.4%
Surplus (Deficit)	(2,960.00)	3,635.95	-222.84%	(5,040.00)	71,345.26	-1515.58%	(15,040.00)	90,509.20	-21.2%

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

(2) Timing.

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**Insurance (23)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	1,720.00	1,167.03	-32.15%	43,000.00	61,032.89	41.94%	43,000.00	109,870.76	-44.5% (1)
Total Revenues	1,720.00	1,167.03	-32.15%	43,000.00	61,032.89	41.94%	43,000.00	109,870.76	-44.5%
Expenses									
Administration	2,000.00	-	-100.00%	94,000.00	95,185.88	1.26%	96,000.00	86,269.70	10.3%
Total Expenses	2,000.00	-	-100.00%	94,000.00	95,185.88	1.26%	96,000.00	86,269.70	10.3%
Total Fund Revenues	1,720.00	1,167.03	-32.15%	43,000.00	61,032.89	41.94%	43,000.00	109,870.76	-44.5%
Total Fund Expenses	2,000.00	-	-100.00%	94,000.00	95,185.88	1.26%	96,000.00	86,269.70	10.3%
Surplus (Deficit)	(280.00)	1,167.03	-516.80%	(51,000.00)	(34,152.99)	-33.03%	(53,000.00)	23,601.06	-244.7%

(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. Received in 2013 refund of investment with IPARKS \$18,300.67.

**Audit (24)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	376.00	255.13	-32.15%	9,400.00	9,342.81	-0.61%	9,400.00	17,178.92	-45.6% (1)
Total Revenues	376.00	255.13	-32.15%	9,400.00	9,342.81	-0.61%	9,400.00	17,178.92	-45.6%
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	376.00	255.13	-32.15%	9,400.00	9,342.81	-0.61%	9,400.00	17,178.92	-45.6%
Total Fund Expenses	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00	-7.3%
Surplus (Deficit)	376.00	255.13	-32.15%	(5,600.00)	(3,907.19)	-30.23%	(5,600.00)	2,883.92	-235.5%

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



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**Paving & Lighting (25)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	4.00	2.19	-45.25%	100.00	91.93	-8.07%	100.00	15.82	481.1%
Total Revenues	4.00	2.19		100.00	91.93		100.00	15.82	481.1%
Expenses									
Administration		124.85	#DIV/0!	72,000.00	13,081.58	-81.83% (1)	72,000.00	-	#DIV/0!
Total Expenses	-	124.85		72,000.00	13,081.58		72,000.00	-	#DIV/0!
Total Fund Revenues	4.00	2.19	-45.25%	100.00	91.93	-8.07%	100.00	15.82	
Total Fund Expenses	-	124.85	#DIV/0!	72,000.00	13,081.58	-81.83%	72,000.00	-	
Surplus (Deficit)	4.00	(122.66)	-3166.50%	(71,900.00)	(12,989.65)	-81.93%	(71,900.00)	15.82	

(1) Timing

**Park Police (26)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	4.00	2.19	-45.25%	100.00	81.29	-18.71%	100.00	1.73	4598.8%
Total Revenues	4.00	2.19		100.00	81.29		100.00	1.73	4598.8%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	4.00	2.19	-45.25%	100.00	81.29	-18.71%	100.00	1.73	4598.8%
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	4.00	2.19	-45.25%	100.00	81.29	-18.71%	100.00	1.73	4598.8%

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**IMRF (27)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	<u>3,440.00</u>	<u>2,331.82</u>	-32.21%	<u>86,000.00</u>	<u>85,371.98</u>	-0.73%	<u>86,000.00</u>	<u>92,689.60</u>	-7.9%
Total Revenues	3,440.00	2,331.82	-32.21%	86,000.00	85,371.98	-0.73%	86,000.00	92,689.60	-7.9%
Expenses									
Administration	<u>3,440.00</u>	<u>2,331.82</u>	-32.21%	<u>86,000.00</u>	<u>85,371.98</u>	-0.73%	<u>86,000.00</u>	<u>92,689.60</u>	-7.9%
Total Expenses	3,440.00	2,331.82	-32.21%	86,000.00	85,371.98	-0.73%	86,000.00	92,689.60	-7.9%
Total Fund Revenues	3,440.00	2,331.82	-32.21%	86,000.00	85,371.98	-0.73%	86,000.00	92,689.60	-7.9%
Total Fund Expenses	3,440.00	2,331.82	-32.21%	86,000.00	85,371.98	-0.73%	86,000.00	92,689.60	-7.9%
Surplus (Deficit)	-	-		-	-		-	-	

**Social Security (28)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	<u>3,000.00</u>	<u>2,033.65</u>	-32.21%	<u>75,000.00</u>	<u>74,454.94</u>	-0.73%	<u>75,000.00</u>	<u>78,325.43</u>	-4.9%
Total Revenues	3,000.00	2,033.65	-32.21%	75,000.00	74,454.94	-0.73%	75,000.00	78,325.43	-4.9%
Expenses									
Administration	<u>3,000.00</u>	<u>2,033.65</u>	-32.21%	<u>75,000.00</u>	<u>74,454.94</u>	-0.73%	<u>75,000.00</u>	<u>78,325.43</u>	-4.9%
Total Expenses	3,000.00	2,033.65	-32.21%	75,000.00	74,454.94	-0.73%	75,000.00	78,325.43	-4.9%
Total Fund Revenues	3,000.00	2,033.65	-32.21%	75,000.00	74,454.94	-0.73%	75,000.00	78,325.43	-4.9%
Total Fund Expenses	3,000.00	2,033.65	-32.21%	75,000.00	74,454.94	-0.73%	75,000.00	78,325.43	-4.9%
Surplus (Deficit)	-	-		-	-		-	-	

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**Concessions (30)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	1,194.00	1,060.32	-11.20%	66,417.00	75,325.80	13.41% (1)	66,417.00	69,852.51	7.8% (1)
Beverage Cart	15.00	(55.95)	-473.00%	15,091.00	15,012.37	-0.52%	15,091.00	14,439.09	4.0%
Sports Complex Concessions	14.00	(51.93)	-470.93%	28,957.00	25,024.16	-13.58% (3)	28,957.00	28,595.76	-12.5% (3)
Pool Concessions	12.00	(61.44)	-612.00%	12,147.00	8,099.55	-33.32% (4)	12,147.00	12,124.43	-33.2% (4)
Catering	202.00	705.06	249.04%	17,715.00	15,548.74	-12.23% (5)	18,060.00	19,056.95	-18.4% (5)
<b>Total Revenues</b>	<b>1,437.00</b>	<b>1,596.06</b>	<b>11.07%</b>	<b>140,327.00</b>	<b>139,010.62</b>	<b>-0.94%</b>	<b>140,672.00</b>	<b>144,068.74</b>	<b>-3.5%</b>
<b>Expenses</b>									
Clubhouse Concessions	4,784.00	4,016.74	-16.04%	73,866.00	76,502.59	3.57%	75,571.00	78,188.24	-2.2% (2)
Beverage Cart	12.00	-	-100.00%	10,857.00	9,753.29	-10.17%	10,857.00	10,140.34	-3.8%
Sports Complex Concessions	51.00	154.40	202.75%	21,813.00	20,274.14	-7.05% (6)	21,813.00	20,684.16	-2.0% (6)
Pool Concessions	-	-	#DIV/0!	11,711.00	8,201.12	-29.97% (6)	11,711.00	12,016.35	-31.8% (6)
Catering	43.00	74.00	72.09%	7,537.00	3,168.63	-57.96% (6)	7,637.00	7,776.58	-59.3% (6)
<b>Total Expenses</b>	<b>4,890.00</b>	<b>4,245.14</b>	<b>-13.19%</b>	<b>125,784.00</b>	<b>117,899.77</b>	<b>-6.27%</b>	<b>127,589.00</b>	<b>128,805.67</b>	<b>-8.5%</b>
<b>Total Fund Revenues</b>	<b>1,437.00</b>	<b>1,596.06</b>	<b>11.07%</b>	<b>140,327.00</b>	<b>139,010.62</b>	<b>-0.94%</b>	<b>140,672.00</b>	<b>144,068.74</b>	<b>-3.5%</b>
<b>Total Fund Expenses</b>	<b>4,890.00</b>	<b>4,245.14</b>	<b>-13.19%</b>	<b>125,784.00</b>	<b>117,899.77</b>	<b>-6.27%</b>	<b>127,589.00</b>	<b>128,805.67</b>	<b>-8.5%</b>
<b>Surplus (Deficit)</b>	<b>(3,453.00)</b>	<b>(2,649.08)</b>	<b>-23.28%</b>	<b>14,543.00</b>	<b>21,110.85</b>	<b>45.16%</b>	<b>13,083.00</b>	<b>15,263.07</b>	<b>38.3%</b>

(1) Business is good! A lot of new faces as a result of programs such as Groupon. Despite the cooler/wetter spring, sales have surpassed 2012.

(2) Lower cost of goods sold in 2013. Some new vendors have helped to keep costs down.

(3) Storm Dayz 2013, revenue down \$2,900 due to rain on Saturday.

(4) Colder/wetter 2013 compared to 2012.

(5) 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.

(6) Final inventories are being completed and excess inventories will be transferred to the clubhouse.

Sycamore Park District  
 Summarized Revenue & Expense Report  
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**Developer Contributions (32)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	-	4,682.00	#DIV/0!	5,000.00	38,222.82	664.46%	5,000.00	17,592.46	117.3%
Total Revenues	-	4,682.00		5,000.00	38,222.82		5,000.00	17,592.46	117.3%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	4,682.00		5,000.00	38,222.82		5,000.00	17,592.46	117.3%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	4,682.00		5,000.00	38,222.82		5,000.00	17,592.46	117.3%

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**Golf Course (50)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	16,079.00	4,889.94	-69.6%	501,957.00	483,341.24	-3.7% (1)	505,526.00	552,488.16	-12.5% (2)
Golf Maintenance	873.00	680.57	-22.0%	21,837.00	20,507.08	-6.1% (3)	21,837.00	25,767.51	-20.4% (3)
<b>Total Revenues</b>	<b>16,952.00</b>	<b>5,570.51</b>	<b>-67.1%</b>	<b>523,794.00</b>	<b>503,848.32</b>	<b>-3.8%</b>	<b>527,363.00</b>	<b>578,255.67</b>	<b>-12.9%</b>
<b>Expenses</b>									
Golf Operations	17,042.00	17,719.22	4.0%	224,599.00	229,885.24	2.4% (4)	235,972.00	308,406.37	-25.5% (5)
Golf Maintenance	23,413.00	25,011.02	6.8%	267,799.00	251,809.87	-6.0% (6)	283,545.00	280,788.85	-10.3% (7)
<b>Total Expenses</b>	<b>40,455.00</b>	<b>42,730.24</b>	<b>5.6%</b>	<b>492,398.00</b>	<b>481,695.11</b>	<b>-2.2%</b>	<b>519,517.00</b>	<b>589,195.22</b>	<b>-18.2%</b>
<b>Total Fund Revenues</b>	<b>16,952.00</b>	<b>5,570.51</b>	<b>-67.1%</b>	<b>523,794.00</b>	<b>503,848.32</b>	<b>-3.8%</b>	<b>527,363.00</b>	<b>578,255.67</b>	<b>-12.9%</b>
<b>Total Fund Expenses</b>	<b>40,455.00</b>	<b>42,730.24</b>	<b>5.6%</b>	<b>492,398.00</b>	<b>481,695.11</b>	<b>-2.2%</b>	<b>519,517.00</b>	<b>589,195.22</b>	<b>-18.2%</b>
<b>Surplus (Deficit)</b>	<b>(23,503.00)</b>	<b>(37,159.73)</b>	<b>58.1%</b>	<b>31,396.00</b>	<b>22,153.21</b>	<b>-29.4%</b>	<b>7,846.00</b>	<b>(10,939.55)</b>	<b>-302.5%</b>

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

- (1) Daily Greens Fees +4.85% \$7,651  
 Golf Events & Misc -12.94% \$2,576  
 Lessons -61.08% -\$5,925  
 Carts +12.29% \$12,782  
 Season passes -19.38% -\$26,563  
 Pro shop sales -7.71% -\$4,319  
 Course opened later in 2013.  
 Non-resident passes are over budget 43.12%, \$7,879
- (2) Daily Greens Fees 2.08% \$3,381  
 Golf Events & Misc -13.48% -\$2,700  
 Lessons -43.23% -\$2,875  
 Carts -7.04 -\$8,841  
 Season passes -15.14% -\$19,713  
 Pro shop sales -36.51% -\$29,744  
 Course opened later in 2013.  
 2013 Non-resident passes are higher than 2012 67.93%, \$10,578  
 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) Gas/Oil is over budget 96.5% \$4,509.
- (5) 2013 Expenses are less than 2012 due to: wages and related expenses -24.0% \$43,788 and cost of goods sold -49.5% \$34,479.
- (6) Expenses are below budget in two areas: Materials & Supplies(Pesticides and Gas/Oil) -16.2% \$8,910 and Part time wages and related expenses -13.0% \$5,391
- (7) Restructuring of maintenance department caused wages and related expenses to be -13.5% \$27,311 lower in 2013 compared to 2012.

Sycamore Park District  
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**Swimming Pool (51)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	138.00	(667.02)	-583.3%	66,440.00	59,235.65	-10.8%	75,406.00	69,436.70	-14.7%
Swim Lessons	21.00	(124.83)	-694.4%	11,584.00	15,183.63	31.1%	11,584.00	12,065.83	25.8%
<b>Total Revenues</b>	<b>159.00</b>	<b>(791.85)</b>	<b>-598.0%</b>	<b>78,024.00</b>	<b>74,419.28</b>	<b>-4.6% (1)</b>	<b>86,990.00</b>	<b>81,502.53</b>	<b>-8.7% (2)</b>
<b>Expenses</b>									
Pool	37.00	42.92	16.0%	50,232.00	48,104.85	-4.2% (3)	50,270.00	54,341.51	-11.5% (3)
Pool Maintenance	1,479.00	389.43	-73.7%	27,860.00	26,265.81	-5.7%	28,600.00	27,136.40	-3.2%
Swim Lessons	-	-	#DIV/0!	8,120.00	8,662.00	6.7%	8,120.00	7,608.10	13.9%
<b>Total Expenses</b>	<b>1,516.00</b>	<b>432.35</b>	<b>-71.5%</b>	<b>86,212.00</b>	<b>83,032.66</b>	<b>-3.7%</b>	<b>86,990.00</b>	<b>89,086.01</b>	<b>-6.8%</b>
<b>Total Fund Revenues</b>	<b>159.00</b>	<b>(791.85)</b>	<b>-598.0%</b>	<b>78,024.00</b>	<b>74,419.28</b>	<b>-4.6%</b>	<b>86,990.00</b>	<b>81,502.53</b>	<b>-8.7%</b>
<b>Total Fund Expenses</b>	<b>1,516.00</b>	<b>432.35</b>	<b>-71.5%</b>	<b>86,212.00</b>	<b>83,032.66</b>	<b>-3.7%</b>	<b>86,990.00</b>	<b>89,086.01</b>	<b>-6.8%</b>
<b>Surplus (Deficit)</b>	<b>(1,357.00)</b>	<b>(1,224.20)</b>	<b>-9.8%</b>	<b>(8,188.00)</b>	<b>(8,613.38)</b>	<b>5.2%</b>	<b>-</b>	<b>(7,583.48)</b>	<b>13.6%</b>

(1) Daily Fees -26.72% \$6,327 (cool/wet weather)

Season passes +0.69% \$243

Misc income (includes oscar, pool rentals and middle school pool party) +15.88% \$616

Swim Lessons +32.10% \$3,539

(2) Daily Fees -27.78% \$6,674 (cooler/wetter weather in 2013)

Season passes -1.89% \$689

Misc income (includes oscar, pool rentals and middle school pool party) +3.55% \$154

Swim Lessons +27.98% \$3,185

(3) 2013 Payroll expenses are below budget 6.0% \$2,795 and less than 2012 by 11.2% \$5,542 due to weather.

Sycamore Park District  
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**Debt Service (60)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	22,600.00	15,403.39	-31.8%	565,000.00	563,991.41	-0.2%	565,000.00	526,833.65	7.1%
Total Revenues	22,600.00	15,403.39	-31.8%	565,000.00	563,991.41	-0.2%	565,000.00	526,833.65	7.1%
Expenses									
Administration	461,556.00	461,555.54	0.0%	481,900.00	481,899.29	0.0%	562,243.00	464,502.40	3.7%
Total Expenses	461,556.00	461,555.54		481,900.00	481,899.29		562,243.00	464,502.40	3.7%
Total Fund Revenues	22,600.00	15,403.39	-31.8%	565,000.00	563,991.41	-0.2%	565,000.00	526,833.65	7.1%
Total Fund Expenses	461,556.00	461,555.54		481,900.00	481,899.29		562,243.00	464,502.40	3.7%
Surplus (Deficit)	(438,956.00)	(446,152.15)	1.6%	83,100.00	82,092.12	-1.2%	2,757.00	62,331.25	31.7%

**Capital Projects (70)**

<u>Department</u>	<u>November Budget</u>	<u>November 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	462,000.00	468,120.00	1.3%	462,000.00	471,993.58	2.2%	462,000.00	458,592.59	2.9%
Total Revenues	462,000.00	468,120.00	1.3%	462,000.00	471,993.58	2.2%	462,000.00	458,592.59	2.9%
Expenses									
Administration	7,500.00	210,620.03	2708.3%	400,040.00	554,586.60	38.6%	594,765.00	166,010.13	234.1%
Total Expenses	7,500.00	210,620.03	2708.3%	400,040.00	554,586.60	38.6%	594,765.00	166,010.13	234.1%
Total Fund Revenues	462,000.00	468,120.00		462,000.00	471,993.58	2.2%	462,000.00	458,592.59	2.9%
Total Fund Expenses	7,500.00	210,620.03	2708.3%	400,040.00	554,586.60	38.6%	594,765.00	166,010.13	234.1%
Surplus (Deficit)	454,500.00	257,499.97	-43.3%	61,960.00	(82,593.02)	-233.3%	(132,765.00)	292,582.46	-128.2%
Total Fund Revenues	586,108.00	566,649.52		3,732,147.00	3,840,648.89	2.9%	3,768,101.00	3,710,662.00	
Total Fund Expenses	662,023.00	863,115.26	30.4%	3,431,412.00	3,386,840.82	-1.3%	3,862,943.00	2,996,737.34	
Surplus (Deficit)	(75,915.00)	(296,465.74)	290.5%	300,735.00	453,808.07	50.9%	(94,842.00)	713,924.66	

## Sycamore Park District

	Unaudited 1/1/2013	Revenues	Expenses	11/30/2013	11/30/2013 Cash balance
10 Corporate	59,624.81	605,716.80	479,393.13	185,948.48	184,774.20
20 Recreation	36,127.00	1,054,749.12	820,629.78	270,246.34	264,536.89
21 Donations	220,678.26	615.74	-	221,294.00	221,294.00
22 Special Recreation	214,204.58	157,705.36	85,689.78	286,220.16	285,549.84
23 Insurance	78,716.85	59,865.86	95,185.88	43,396.83	42,294.54
24 Audit	17,022.29	9,342.81	13,250.00	13,115.10	13,115.10
25 Paving & Lighting	72,920.94	91.93	13,081.58	59,931.29	59,931.29
26 Park Police	7,989.31	81.29	-	8,070.60	8,070.60
27 IMRF	-	85,371.98	85,371.98	-	-
28 Social Security	-	74,454.94	74,454.94	-	-
30 Concessions	29,995.12	139,010.62	117,899.77	51,105.97	47,104.00
32 Developer Contributions	31,410.60	38,222.82	-	69,633.42	69,633.42
60 Debt Service	12,645.45	563,991.41	481,899.29	94,737.57	94,737.57
70 Capital Projects	819,620.80	471,993.58	554,586.60	737,027.78	737,027.78
<b>Total governmental fund balance</b>	<b>1,600,956.01</b>	<b>3,261,214.26</b>	<b>2,821,442.73</b>	<b>2,040,727.54</b>	<b>2,028,069.23</b>
50 Golf Course	13,741.95	503,848.32	481,695.11	35,895.16	
Net Assets	<u>(241,871.42)</u>			<u>(241,871.42)</u>	
	(228,129.47)			(205,976.26)	(202,991.90)
51 Swimming Pool	293,509.55	74,419.28	83,032.66	284,896.17	
Net Assets	<u>(290,235.35)</u>			<u>(290,235.35)</u>	
	3,274.20			(5,339.18)	(5,139.18)
<b>Total proprietary funds</b>	<b>307,251.50</b>	<b>578,267.60</b>	<b>564,727.77</b>	<b>320,791.33</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>(224,855.27)</b>			<b>(211,315.44)</b>	
	1,376,100.74			1,829,412.10	1,819,938.15

## Summary of depository accounts as of 12/13/2013

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,618.48	0.10
National Bank & Trust	1,231,596.46	0.03
Resource Bank	559,080.72	0.10

\*Dekalb Co. Community Foundation 13,671.44

1,819,967.10

\* 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 10/31/13.



	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									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	(45,553)	(70,069)	-	-	(3,185)	(3,350)	(4,330)	-	-	-	(2,391)	-	(47,412)	(645)	-	(10,397)	(187,331)	(187,694)	<b>363</b>	
3/30/2013	(41,598)	(121,170)	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	(33,907)	(61,682)	-	(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	(54,084)	(173,939)	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									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	(58,784)	(103,127)	-	(2,625)	(6,040)	(1,600)	-	-	-	-	(11,756)	-	(52,450)	(7,725)	-	(140,257)	(384,364)	(450,621)	66,257
5/31/2013	(53,936)	(176,966)	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									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	(44,335)	(69,802)		(2,100)	-	-	-	-	-	-	(24,077)	-	(44,320)	(18,191)	(20,344)	(22,355)	(245,523)	(418,546)	173,023
6/30/2013	115,672	127,469	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	(39,994)	(73,490)		(38,683)	(29,765)	-	(6,969)	-	-	-	(26,284)	-	(54,813)	(26,831)	-	(15,365)	(312,193)	(339,598)	27,405
7/31/2013	95,440	76,006	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	44,896	75,598		14,801	22,312	877	7	7	8,015	6,990					52,945		226,449	66,138	160,311
transfers in/out	3,624	6,108							(8,015)	(6,990)	581		3,596	1,096			-	520	(520)
Replacement Taxes	889																889	1,400	(511)
Shelters	895																895	650	245
User Fees		35,377									23,309		71,492	4,764			134,942	134,229	713
Misc	383		8	7	1	0	2	0				2			8	43	453	50	403
Expenses	(48,444)	(87,827)	-	(1,313)	(1,188)	-	-	-	-	-	(17,096)	-	(69,683)	(22,914)	-	(54,385)	(302,848)	(283,469)	(19,379)
8/31/2013	97,683	105,263	221,219	263,253	37,162	9,520	61,681	8,039	-	-	45,556	60,948	(159,007)	(2,173)	339,244	518,589	1,606,976	1,089,795	517,180

	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>																			
Receipts																			
Taxes	170,970	287,886		56,366	15,275	3,339	29	29	30,522	26,619					201,619		792,654	925,932	(133,278)
transfers in/out	14,434	25,619							(30,522)	(26,619)	2,018		13,598	1,472			(0)	7,283	(7,283)
Replacement Taxes																	-	-	-
Shelters	450																450	500	(50)
User Fees		24,523									15,723	-	43,246	1,950			85,442	51,091	34,351
Misc	9,523	8	108	6	1	0	1	0				1			11	44	9,704	50	9,654
Expenses	(40,123)	(68,575)	(45)		(6,040)	-	-	-	-	-	(13,093)	-	(48,600)	(3,059)	-	(3,644)	(183,178)	(251,868)	68,690
9/30/2013	252,936	374,725	221,283	319,625	46,398	12,860	61,711	8,068	-	-	50,204	60,950	(150,762)	(1,810)	540,874	514,989	2,312,048	1,822,783	489,265
<b>October</b>																			
Receipts																			
Replacement Taxes	6,192																6,192	8,400	(2,208)
Shelters	50																50	100	(50)
User Fees		19,575									7,351	4,000	19,594	-			50,520	40,637	9,883
Misc	287	10	11	8	1	0	2	0				2			16	41	379	50	329
Bond Proceeds																	-	-	-
Expenses	(50,061)	(76,985)		(37,719)	(5,272)	-	(1,658)	-	-	-	(8,052)	-	(35,834)	(2,105)	-	(35,501)	(253,187)	(185,424)	(67,763)
10/31/2013	209,404	317,325	221,294	281,914	41,128	12,860	60,054	8,068	-	-	49,503	64,951	(167,002)	(3,915)	540,890	479,528	2,116,002	1,686,546	429,456
<b>November</b>																			
Receipts																			
Taxes	13,062	21,994		4,306	1,167	255	2	2	2,332	2,034					15,403		60,557	88,184	(27,627)
transfers in/out	1,520	2,650							(2,332)	(3,000)	(70)		1,058	792			617	695	(78)
Replacement Taxes																	-	-	-
Shelters	-																-	-	-
User Fees		6,691									2,217	4,682	4,937				18,526	28,762	(10,236)
Misc	17,163																17,163	50	17,113
Bond Proceeds																468,120	468,120	462,000	6,120
Expenses	(56,375)	(84,123)		(670)		-	(125)	-	-	-	(4,545)	-	(41,984)	(432)	(461,556)	(210,620)	(860,431)	(664,088)	(196,343)
11/30/2013	184,774	264,537	221,294	285,550	42,295	13,115	59,931	8,071	-	(966)	47,104	69,633	(202,992)	(3,555)	94,737	737,028	1,820,555	1,602,149	218,405
<b>December</b>																			
Receipts																			
Taxes																	-	-	-
Replacement Taxes	1,400																1,400	1,400	-
Shelters																	-	-	-
User Fees		5,462									345	-	3,569	8,966			18,342	18,342	-
Misc	16,212																16,212	16,212	-
Expenses	(35,863)	(78,662)		(10,000)	(2,000)	-	-	-	-	-	(1,805)	-	(38,481)	(778)	(80,343)	(194,725)	(442,657)	(442,657)	-
12/31/2013	166,523	191,337	221,294	275,550	40,295	13,115	59,931	8,071	-	(966)	45,644	69,633	(237,904)	4,633	14,394	542,303	1,413,852	1,195,446	218,405
change	97,435	142,556	616	61,265	(1,683)	(3,907)	(12,990)	81	-	(966)	16,762	38,223	(9,511)	990	1,749	(286,883)	43,738	(174,668)	-

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: December 17, 2013

**Administrative Initiatives** (12/1/13 – 12/31/13)

- Attended weekly Department Head meetings as scheduled.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Attended Voluntary Action Center Board meeting.
- Attended 90<sup>th</sup> Anniversary Open House.
- Volunteered at Chamber of Commerce Walk with Santa.
- Volunteered at Goodfellows Annual Christmas Party.
- Attended CDGA Handicap Certification Seminar and now certified through 2016.
- Continued Pro Shop inventory reduction sale to reduce total inventory as per Goals and Objectives.
- Closed golf course November 25<sup>th</sup> and finalized the 2013 golf season.
- Began preparing Pro Shop inventory for auditing inventory counts.
- Continued to market 2014 golf rates.
- Continued to update golf course website with 2014 rates, pre-season sale information and list outings pre-booked for 2014.
- Contacted 2014 outing representatives concerning contracts for the 2014 season.
- Updated and prepared email list for mass marketing for the 2014 season.

- Continued work on 2014 golf outing brochure.
- Contacted Regional EZGO sales representative concerning trade in of a minimum of 10, year 2000 golf carts.
- Finalized cart storage for winter months.
- Schedule Pro Shop carpet cleaning.

**Administrative Initiatives** (1/1/14 – 1/31/14)

- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend Chamber of Commerce Ambassadors Club meeting.
- Touch up walls in pro shop from the 2013 season activities with fresh paint.
- Schedule Pro Shop carpet cleaning.
- Help with audit inventory counts.
- Begin marketing preparation for 2014 pre-season Season Pass Sale.
- Give golf clinic at Links and Tees Golf Dome.
- Redesign pro shop closet area once ADA updates have been completed to provide more efficient storage.
- Change display areas in pro shop.
- Contact 2014 outing coordinators who have not returned contracts.
- Schedule trade in of year 2000 golf carts with EZGO.
- Continue work on 2014 outing brochure.
- Take some time off as directed.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: December 17, 2013

**Administrative Initiatives** (12/1/13-12/31/13)

**Golf**

- The second half of November stayed cold and provided a little snow the week of Thanksgiving which prompted the closing of the course on the 26<sup>th</sup>.
- Prior to closing, staff finished mulching of leaves, pruning trees, cleaning debris from the mid November wind storm, and finished spraying preventatively for snow mold disease on the main turf areas.
- Closing the course included bringing in all flags, tee markers, rakes, ball washers, 150 markers, direction signs, and water coolers; roping off west side greens, chaining off the east side, and providing snowmobile route signs along the road thru the course and behind the pool. Pond fountains were brought in a couple of weeks earlier.
- All maintenance equipment was power washed and cleaned to prepare for winter maintenance. Staff is plowing when needed, starting to work on painting or repairing flagsticks, ball washers, etc., and also taking some time off.
- I have been meeting with sales reps to price turf products for 2014 and to take advantage of any early order discount programs available.
- Registered staff who will be taking training next month for pesticide license exams this winter.

- Have been organizing weather and pesticide application records for the season.
- I have met with Melin's locksmith to start planning the second phase of changing the locks to a secure uncopyable key system. The sports complex was completed in the spring and now the clubhouse area, old shop, and pool will be addressed. Keys will only work for staff that needs to access their areas of responsibility while full time staff will have master keys. This work will be completed soon.
- Met with Kirk and rep from National Golf Graphics to discuss new type of tee sign which will be used next spring. The new signs are made from long lasting high density polyurethane, will require just one post to hang from, and look great with much better colors and overall appearance.

## Sports

- Staff mulched all new trees and landscape beds throughout the complex as well as in front of the maintenance facility. All goal nets and baseball batting cage nets have been brought in, a couple of soccer goals were brought in for repair, equipment cleaned for winter work, and picnic tables and garbage cans brought into the shop area.
- Staff is plowing as needed and starting to work on picnic table repair and staining.
- I have already had discussions with Bart Desch and some user groups about tournaments and early planning for baseball and softball seasons in 2014.
- Met with Swedberg Associates about plans for ADA work at the complex and clubhouse. Work will be done inside starting in January at the clubhouse while drinking fountain and other changes at the sports complex will be completed in early spring as weather allows.

## **Parks**

- Staff performed final mowing and trimming of all park areas. Leaf blowing and mulching was also completed. Safety mulch was raked smooth at several playgrounds under swings and slides, picnic tables and garbage cans were brought into the shop area.
- Staff also finished cleanup and tree removal from the November wind event, cleaned all maintenance equipment for winter refurbish, and started to repair and build new picnic tables. Snow plowing is being completed as needed on main roads as well as main walk paths and parking lots at various parks.
- Staff began replacing ADA parking signs with current code required signs, setting correct sign height and correct distance from parking spots. We will continue this with improved weather.
- Attended staff, board study sessions, and CAC meetings.
- Attended 90<sup>th</sup> reception at the clubhouse on December 7<sup>th</sup>.
- Attended Park District sponsored Walk with Santa event downtown on December 6<sup>th</sup>.
- Updated goals and objectives list for the end of 2013.
- Completed budgets for 2014 for all areas of maintenance.
- Registered for PDERMA online training for safety coordinators in January.
- Organized older records for several parks and facilities into new file system.
- Pricing out service for all park facilities fire system inspections and maintenance.



**Administrative Initiatives** (1/1/14-1/31/14)

- Attend staff, CAC, board, and any Vision 2020 public meetings.
- Will continue working on goals and objectives for the two year strategic plan; specifically start to develop a checklist and service schedule for facility inspections.
- Attend second year of Maintenance Management School in Wheeling, W. Virginia the last week of January. Steve Tritt will also be attending the first year of the school.
- Will meet with PDERMA rep. to start planning of staff safety training and will attend online safety coordinator seminar.
- Will continue to gather information from playground reps. for replacing the recently removed climber structure at the sports concession building.
- Continue to edit and organize old and current office files.
- Work with locksmith as clubhouse, pool, and old shop locks are switched to new system.
- Order annual flowers for areas around clubhouse and west entrance.
- Continue to price out pesticide and fertilizer products and develop application timing and rate schedules for the course.
- Work with Swedberg Assoc. as they begin ADA updates in clubhouse and maintenance facility.
- Staff will continue snow removal as needed, winter equipment maintenance begins along with reel mower blade sharpening.

To: Park Board of Commissioners  
From: Bart Desch  
Subject: Monthly Board Report  
Date: December 10, 2013

**Administrative Initiatives:** 12/01/13 – 12/31/13

- Facilitated and provided the supplies to be handed out at the Chamber's "Walk with Santa" event for December 6<sup>th</sup>. Items handed out included a popcorn ball and a holiday decorated pen included in a district bag. These items will be handed out at the Chamber's Santa House during the month of December.
- Attended the CAC meeting on Dec. 5.
- Attended the Chamber's event promotion meeting on December 3. This is in regards to the District's sponsoring the Santa Walk.
- Facilitated the District's participation in the Santa walk event on Dec. 6. Provided two youth to carry the banner downtown.
- Facilitated along with the 90<sup>th</sup> committee the wrap up party and photo contest at the Clubhouse on Dec. 7. Thanks to Kirk and Lisa for their help in this event and all the 90<sup>th</sup> events for the whole year.
- Facilitated the "Cookies with Santa" event on December 13 and 14. This event is offered in conjunction with the Sycamore Lions Club. Special thanks to Kishwaukee Community Hospital for providing the picture frames as well.
- Delivered Winter/Spring 2014 brochures to the Library, City Hall and other local agencies.
- Escorted two cleaning agencies around the District offices for the cleaning bid.
- Attended the Sports Consortium meeting on Dec. 11.
- Begun discussing with NIU Rugby regarding their possible field rental in April.
- Gave a brief interview to Felix at the Chronicle regarding the "Park Naming Contest".
- Completed and returned 2014 recreation program budgets using the Director's system to him.

- Contacted Eric from the Chronicle regarding the 90<sup>th</sup> Photo Contest winners and the Chronicle publishing them.
- Contacted several park district agencies regarding their program evaluation forms.
- Attended the Board work session on December 11.

**Administrative Initiatives:** 01/01/14 – 01/31/14

- Will attend the Illinois State Conference on Jan. 23 – Jan. 25.
- Will attend the Park Board Meeting on Jan. 28.
- Will view the PDRMA Aquatic Risk Management Webinar.
- Will view and complete the PDRMA Back Injury Prevention Webinar.
- Will meet and assist with Nick Gould, our intern for the 2014 winter/spring season.
- Will work with Sarah regarding creating a document/presentation for the Vision 2020 document. As required, this will be shortened to a 8 – 12 piece presentation.
- Will begin searching for sponsors for the upcoming summer concert series, which will be our 10<sup>th</sup> Anniversary.
- Will begin contacting instructors regarding their respective programs beginning.
- Will sit down with Sara and plan the schedule for the upcoming summer brochure.
- Will send out a questionnaire to the Sports Consortium group to find out certain information including their contact information and web site. This may be placed on our web page to further assist the groups.
- Begin planning summer programs with instructors.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: December 17, 2013

**Administrative Initiatives** (12/1/13 – 12/31/13)

- Attended CAC meeting.
- Finalized Year 2 ADA bid work contract.
- Finalized Vision 2020 for approval.
- Updated Agenda Planner and Distribute to Board/Administrative Staff.
- Continued budget analysis, capital option planning, and scenario assessment for the strategic planning process.
- Coordinated meetings with Bond Finance counsel on debt service matters for current bonds and future planning.
- Finalized Capital Budget for approval.
- Finalized Operating Budget for approval.
- Began drafting 2014 Executive Summary.
- Finalized staff pay matters.
- Held second, quarterly meeting of new Youth Sports Consortium.
- Ordered ADA Signage for Buildings as part of Phase 1 ADA work.

**Administrative Initiatives** (1/1/14 – 1/31/14)

- Hold meetings with IDOT officials and neighbors about trail matters.
- Teach at NCSU/NRPA Maintenance Management School.
- Work with Board on Establishing Friends Committee.
- Finalize Executive Summary.
- Institute new phone policy.
- Formalize VISION 2020 into a smaller format for distribution.
- Begin specification process for 2014 ADA work.
- Finalize Part-time Personnel Manual.
- Finalize Aquatics Manual with Lisa White.
- Begin Goal Setting for VISION 2020 with Staff.
- Finalize survey numbers.
- Update Agenda Planner for Staff/Board.
- Finalize Fiscal Year 2014 Operating Budget.
- Finalize Life Cycle Documents for Major District Equipment.
- Continue meeting with community leaders.
- Plan for holiday staff “thank-you” event.
- Begin RFP Process for Website.
- Institute first phase of Tech Study.
- Attend Meetings/Serve On:

- KSRA
  - Living Healthy DeKalb
  - Rotary
  - Chamber
- 
- Begin reviewing trail easement needs, and IDOT Grant opportunities for 2014.

GARTNER

Dear Sycamore Golf Club,

Thank you so much for allowing us to come  
spend time with you and for giving us such a great  
experience in your community!

Thanks,

Amanda & Claire

PO Box 311  
115 N. First Street  
DeKalb, IL 60115  
ph: 815-756-7522  
fax: 815-748-5142  
[info@kishwaukeeunitedway.com](mailto:info@kishwaukeeunitedway.com)  
[www.kishwaukeeunited.com](http://www.kishwaukeeunited.com)



Kishwaukee United Way

November 25, 2013

Kirk Lundbeck  
Sycamore Park District  
940 East State St.  
Sycamore, IL 60178

Dear Kirk:

Kishwaukee United Way's annual Taste of the Vine and Silent Auction has become a tradition in our community. We were proud to host again this year an evening of entertainment featuring a *gift basket silent auction* benefiting 23 not-for-profit agencies which support people in need in our community. This year's event took place *November 14<sup>th</sup>, 2013* at St. Mary's Memorial Hall in Sycamore.

We want to **THANK YOU** for your donation of a **(4) Private Lessons and a Round of Golf for 4 with Cart** valued at **\$240**. We were pleased to list you/your organization as a contributor on our collateral and thank you materials. No goods or services were provided by the organization in return for your contribution. Please consider this letter a receipt for your tax deductible gift.

Contributions like yours help to keep event costs minimal, and allow us to host events which benefits children, the elderly and families in need in our area. *Thank you so much for your support!*

Sincerely,

*Dawn Littlefield*

Dawn Littlefield  
Executive Director,  
Kishwaukee United Way

*Jackie DiNatale*

Jackie DiNatale  
Coordinator of Outreach & Finance  
Kishwaukee United Way



**Jeanette Freeman**

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**Subject:** FW: An exceptional instructor

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**From:** Andi Andree [<mailto:anditeach@gmail.com>]  
**Sent:** Wednesday, December 04, 2013 8:10 PM  
**To:** Bart Desch  
**Subject:** An exceptional instructor

Bart,  
I wanted to let you know of an exceptional instructor you have at the community center and that is Phyllis, better known as Phyll.

I have been taking classes at the community center for years with various instructors. These instructors have all been good and that is the reason I continue to sign up for classes there. Phyll really stands out. Not only does she teach well and know her subject well but she cares about each and every individual that is in her class. She wants each person to feel good physically, mentally and emotionally when they leave her class and she accomplishes this goal, with sincerity, every time.

Phyll goes out of her way to accommodate individual needs. She makes sure that people of all physical levels can enjoy her class without injury or frustration. It is obvious to all that she enjoys what she does and is not just showing up and going through the motions. She takes time to make new CDs so that the music is enjoyable and appropriate. She sets the mood of the room with the lighting. She changes the routines each and every class so it is not monotonous or boring.

You have made a wise choice having Phyll as a staff member that represents the community center. Thank you for having her as an instructor and please pass these kudos on to her.

Sincerely,  
Andi Andree

---

Total Control Panel

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To: [bartd@sycamoreparkdistrict.com](mailto:bartd@sycamoreparkdistrict.com)      [Remove](#) this sender from my allow list  
From: [anditeach@gmail.com](mailto:anditeach@gmail.com)

*You received this message because the sender is on your allow list.*

Dear Mr. Strack,

On behalf of Sycamore High School staff and students I would like to personally thank you for making this year's Homecoming one of the best.

Your continued support of the high school and our students is part of what makes this such a great community to live and work in and it is greatly appreciated.

Thank you and I look forward to working with you on future Sycamore High School events.

Sincerely, 

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: December 17, 2013  
**STAFF RECOMMENDATION**

**AGENDA ITEM: ADOPTION OF VISION 2020**

**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 plan 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

Now that we have had our second public hearing, staff has integrated what we heard into the document.

Additionally, we have assessed the plan with a follow-up survey, and factored all of this into the attached FINAL version.

MOST SIGNIFICANTLY, our recent survey showed strong support for the ideas, HOWEVER, the survey also told us that we should consider lowering the cost to the taxpayer. THE LATEST REVISIONS TO THE PLAN HAVE TAKEN THE NECESSARY STEPS TO HONOR THAT SURVEY FINDING. By spreading out the cost and the timeline and bond issue timing of the seven key items identified through public input, we are able to reduce the impact on the taxpayer.

WE HAVE LISTENED!

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

**STAFF RECOMMENDATION:** I recommend ADOPTION of VISION 2020.

NOTE: We will not include the revised VISION 2020 in the Board Packet. Rather, we will deliver it separately.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 17, 2013

## STAFF RECOMMENDATION

**AGENDA ITEM: ADOPTION OF TAX LEVY ORDINANCE 08-2013:**  
Recommend approval

**BACKGROUND INFORMATION:** The District has the power to levy and collect taxes on all taxable property in the district. In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the last Tuesday in December. At the November meeting, the Board passed Resolution 05-2013 that indicated the estimated amounts to be collected in 2014. The most current estimate received from the county has not changed from the one on which the resolution was based upon.

Included is a copy of the ordinance, as well as the additional required documentation: Certification of Minutes and Certificate of Compliance with the Illinois Truth in Taxation Law.

**FISCAL IMPACT:** With last year's CPI being 1.7%, the amount that the District is requesting in the tax levy ordinance (excluding debt service), is \$1,747,900 for 2014. My estimate of what the District will actually receive is approximately \$1,689,500 which is an increase of approximately \$36,400 over what was collected for the current fiscal year—or about a 2.2 increase.

**STAFF RECOMMENDATION:** Recommend approval.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:**

**IN THE OFFICE OF THE COUNTY CLERK  
DEKALB COUNTY, ILLINOIS**

**CERTIFICATE OF COMPLIANCE  
WITH THE ILLINOIS TRUTH IN TAXATION LAW  
35 ILCS 200/18-55 THROUGH 200/18-100**

**SYCAMORE PARK DISTRICT**

I, Ted Strack, being first duly sworn on oath, hereby certify that I am the duly elected President of the SYCAMORE PARK DISTRICT, DeKalb County, Illinois; and that attached hereto is a true and correct copy of the Annual Tax Levy Ordinance assessing taxes of the Sycamore Park District for the fiscal year beginning on the 1st day of January, 2014 and ending on the 31st day of December, 2014.

I further certify that said Ordinance was adopted, pursuant to, and in all respects in compliance with, the provisions of Sections 18-55 through 18-90 of the Truth-in-Taxation Law. The notice and hearing requirements of Sections 18-60 through 18-85 of the Truth-in-Taxation Law are inapplicable.

WITNESS my signature this 17th day of December, 2013.

\_\_\_\_\_  
President of the Sycamore Park District

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

Ordinance No. 08-2013  
2013 TAX LEVY ORDINANCE  
SYCAMORE PARK DISTRICT  
DeKalb County, Illinois

AN ORDINANCE, Levying and Assessing Taxes for the  
SYCAMORE PARK DISTRICT, DEKALB COUNTY,  
ILLINOIS, for the Year 2013.

BE IT ORDAINED by the Board of Commissioners of the SYCAMORE  
PARK DISTRICT, DeKalb County, Illinois, that:

Section 1. In pursuance of the authority vested in this Board of  
Commissioners by Article 5 of the Park District Code, the Commissioners of the  
Sycamore Park District, in meeting duly assembled, do hereby find and declare  
that, in order to defray all necessary expenses and liabilities of the Sycamore  
Park District as required by law or voted by the voters of the District in the  
manner provided by law, there is necessary to be raised by taxation for the  
calendar year beginning January 1, 2014, upon all taxable property subject to  
taxation within the Sycamore Park District, at its full fair cash value as the same  
is assessed and equalized by the Department of Revenue of the State of Illinois,  
the following amounts for the particular objects and purposes herein below  
specified.

Section 2. For all general corporate purposes, as provided in Section 5-  
1 and 5-3 of the Park District Code (70ILCS 1205/5-1), and pursuant to the  
authority granted by Public Act 97-974, the amounts necessary to be raised by  
taxation are as follows and for the following uses and purposes:

General Corporate Fund \$500,000.00

and said amounts are hereby levied as the General Corporate Fund Tax.

Section 3. In Addition to the aforementioned tax and for purpose of  
paying part of the expense of planning, establishing and maintaining recreation  
programs, as provided in Section 5-2 and 5-3a of the Park District Code, (70  
ILCS 1205/5-2), and pursuant to the authority granted by Public Act 97-974, the  
amounts necessary to be raised by taxation are as follows for the following uses  
and purposes:

Recreation \$509,700.00

and such amount is hereby levied.

Section 4. In addition to the aforementioned taxes and for the purpose of paying employer contribution of the Sycamore Park District to the Dekalb-Sycamore Association of Special Recreation, a joint recreational program for the handicapped, as provided in Section 5-8 of the Park District Code (70 ILCS 1205/5-8), the amount necessary to be raised by taxation is as follows:

Joint Recreation Programs for Handicapped \$152,000.00

and such amount is hereby levied.

Section 5. In addition to the aforementioned taxes and for the purpose of paying employer contribution of the District to the Illinois Municipal Retirement Fund, as provided in Section 7-171 of the Illinois Pension Code (40 ILCS 5/7-171), the amount estimated to be necessary for such purpose for the fiscal year ending December 31, 2014 and necessary to be raised by taxation is as follows:

Illinois Municipal Retirement Fund \$88,000.00

and such amount is hereby levied.

Section 6. In addition to the aforementioned taxes and for the purpose of paying employer contribution of the District's portion of the tax under the Social Security Insurance Program, as provided in Section 21-110 of the Illinois Pension Code (40 ILCS 5/21-110), the amount estimated to be necessary for such purpose for the fiscal year ending December 31, 2014 and necessary to be raised by taxation is as follows:

Federal Social Security Insurance Program \$78,000.00

and such amount is hereby levied.

Section 7. In addition to the aforementioned taxes and for the purpose of paying the cost of auditing expense as provided is section 9 of "An Act in relation to audits of the accounts of certain governmental units and to repeal an Act therein named," approved May 10, 1967, as amended (50 ILCS 310-709), the amount necessary to be raised by taxation is as follows:

Audit Expenses \$15,000.00

and such amount is hereby levied.

Section 8. In addition to the aforementioned taxes and for the purpose of paying the cost of insurance to protect the District and its employees form



liability under the Local Governmental and Governmental Tort Immunity Act, and to protect the District under the Workers' Compensation Act and the Occupational Diseases Act, all as provided in Section 9-107 of the Local Governmental and Governmental Employee Tort Immunity Act (745 ILCS 10/9-107), the amount necessary to be raised by taxation is as follows:

Tort, Workers' Compensation and Occupational Diseases Ins.	\$55,000.00
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and such amount is hereby levied.

Section 9. In addition to the aforementioned taxes and for the purpose of establishing a paving and lighting fund to construct, maintain and light streets and roadways within the parks and playgrounds maintained by the District, as provided in Section 5-6 of The Park District Code (70 ILCS 1205/5-6), the amount necessary to be raised by taxation is as follows:

Paving and Lighting Fund	\$100.00
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and such amount is hereby levied.

Section 10. In addition to the aforementioned taxes and for the purpose of organizing and maintaining a police system within the parks and playgrounds maintained by the District as provided in Section 5-9 of The Park District Code (70 ILCS 105/5-6), the amount necessary to be raised by taxation is as follows:

Park Police System	\$100.00
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and such amount is hereby levied.

Section 11. In Addition to the aforementioned tax and for purpose of paying part of the expense of planning, establishing and maintaining recreation programs, as provided in Section 5-2b of the Park District Code, (70 ILCS 1205/5-2b), the amounts necessary to be raised by taxation are as follows for the following uses and purposes:

Recreation Program Fund	\$350,000.00
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and such amount is hereby levied.

Section 12. The Secretary of the Sycamore Park District shall file with the County Clerk of the County of Dekalb, State of Illinois, a certified copy of this Ordinance and the County Clerk shall ascertain the rate per centum, which, upon the total value of all property subject to taxation within the District, at its full, fair cash values as the same is assessed and equalized by the Department of Revenue of the State of Illinois for the calendar year beginning January 1, 2014, will produce the net amounts hereby levied and ordered certified, and she shall

extend the tax upon the tax books of the collector of the state and county taxes within said District as provided by law.

Section 13. This Ordinance shall be in full force and effect from and after its passage.

PASSED by the Board of Commissioners of the Sycamore Park District this 17th day of December, A.D., 2013.

\_\_\_\_\_  
Ted Strack  
President

(Park Seal)

Attest:  
\_\_\_\_\_  
Daniel Gibble  
Secretary

State of Illinois        )  
                                  ) SS  
County of DeKalb        )

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois (the "Board"), and as such official am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 08-2013 entitled "An Ordinance, levying and assessing taxes for the Sycamore Park District, DeKalb County, Illinois, for the Year 2013" enacted by the Board at its December 17, 2013, regular meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code with all of the procedural rules of the board in enacting this ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 17th day of December, 2013.

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

(SEAL)

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: December 17, 2013

**STAFF RECOMMENDATION**

**AGENDA ITEM: FINAL APPROVAL OF OPERATING BUDGET FOR F.Y. 2014: Recommend Adoption**

**BACKGROUND INFORMATION:** As we head into a new fiscal year, having set some clear goals for balancing our operating budgets, and beginning the “pay-down” of the accrued deficit in the golf course, plus beginning to re-build reserves necessary to be considered a financially stable district, staff have made strong headway toward those efforts and goals.

However, for now we must begin the process of adopting an operating budget that will make that final impact on putting our house in order.

If this FY 2014 budget functions as we project, we will, this time next year, be able to reach our reserve policy level for the Corporate Fund, and be very close on the Recreation Fund. MORE SIGNIFICANTLY, we can retire the accrued debt on the golf course.

NOTE: Reserves in many of the funds ARE NOT reflected in the revenues of this Operating Budget. THEREFORE, the Total Operating Budget shows a deficit. HOWEVER, our reserve position—especially in the Insurance Fund and the Special Recreation Fund have been created to address next year’s expenditures.

NOTE: For the first time this year we are budgeting the entire Health Insurance “THRESHOLD” though we will not spend it all. I will explain, further, at the Board meeting.

The Board reviewed the Budget last month, and discussion/comments were made. From that we have adjusted the budget. In addition to the highlights from last month’s detail provided to the Board, the final changes to this document include:

- Minor corrections to payments for upkeep on our pond shorelines, life insurance and dental insurance.
- Small increase in the amount budgeted for Training to address objectives set in our short-term plan.

- Allocation of dollars to support transitions on our Image Plan.
- Modification of the dollar amount to reflect the changes/reduction in cost of health insurance.
- Decrease in budgeted amount for liability insurance and corresponding bump in the General and Recreation Funds for the levy.
- Small addition to support the phone policy you will review later in the meeting.
- Expensing of the ADA Phase 2 Work in the Special Recreation Fund.

IN THE END, this budget allows us to:

- Build Our Reserves
- Pay Down our Accrued Debt at the Golf Course
- Move Dollars to the Accounts that Need It Without Borrowing from Other Funds

IT IS IMPORTANT TO NOTE, that while the bottom line for all funds is negative, it is only because:

- In the case of the Insurance Fund Savings lets us levy less in that fund and use reserves, PLUS we have reduced that cost by \$20,000±
- In the case of the Special Recreation Fund we are spending about \$190,000 for next year’s ADA WORK, but will use reserve funds to pay most of that.

**FISCAL IMPACT:** Bottom Line: Comparing FY 2013’s Budget to the Proposed Budget for FY2014 we are proposing an increase in Revenues of \$75,203 and Expenses by \$183, 681. HOWEVER, most of that increase in Expenses is being defrayed by Special Recreation Funds that have been built up in reserve over several years to pay for ADA Requirements that are being “EXPENSED” this year for Phase 2: Paving Work, and those REVENUES do not “show” in ~~an~~ a traditional Operating Budget.

**STAFF RECOMMENDATION:** Staff Recommends Approval/Adoption of the Proposed Operating Budget attached to this recommendation.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

CORPORATE				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget	
10	10	0000	3001	real estate taxes current	489,978	466,777	438,269	440,000	481,000	41,000	485,000
			3002	real estate taxes int current	67	33	23			-	
			3005	replacement taxes	45,011	39,664	39,736	35,000	43,000	8,000	40,000
			3007	interest income	76	49	25		15		
			3010	donations	800	1,181					
			3019	court judgements	-	-				-	
			3022	transfers from other funds	138,915	35,036	37,516	27,862	28,660	798	28,820
			3025	farm income	19,395	26,938	26,938	26,937	27,037	100	29,730
			3028	miscellaneous	1,652	2,360	1,181	600	9,700	9,100	200
			4000	shelter rentals	6,292	6,241	8,055	7,000	7,200	200	7,500
			4001	alcohol permits	850	1,450	750	500	400	(100)	400
TOTAL REVENUE				703,036	579,729	552,493	537,899	597,012	59,098	591,650	
EXPENSES											
WAGES											
10	10	0001	6000	wages-full time	187,855	170,500	189,139	148,703	148,703	-	151,393
				<i>transfer 25% to 20</i>							
			6002	part time			-	6,700	7,450	750	7,388
					<u>187,855</u>	<u>170,500</u>	<u>189,139</u>	<u>155,403</u>	<u>156,153</u>	<u>750</u>	<u>158,781</u>
PAYROLL EXPENSES											
10	10	0002	6100	imrf expense	18,841	18,950	20,893	16,863	16,863	-	17,365
				<i>rate increased from 11.34% to 11.47%</i>						-	
			6101	social security expense	11,004	10,000	10,797	9,635	9,682	47	9,844
			6102	medicare expense	2,574	2,339	2,546	2,253	2,264	11	2,302
					<u>32,419</u>	<u>31,289</u>	<u>34,236</u>	<u>28,751</u>	<u>28,809</u>	<u>58</u>	<u>29,511</u>
PROFESSIONAL SERVICES											
10	10	0003	6120	legal fees	14,013	9,820	11,360	10,000	15,000	5,000	18,000
			6125	misc consultants	3,680	9,450	4,195	8,750	5,000	(3,750)	5,750
				<i>idot grant appl. 2500</i>							
				<i>oslad grant appl. 1500</i>							
				<i>epa grant appl. 1000</i>							
				site plan syc creek 750	17,693	19,270	15,555	18,750	20,000	1,250	23,750

				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget	
CORPORATE											
ADMINISTRATIVE EXPENSES											
10	10	0004	6200	office supplies	2,048	2,145	2,694	2,200	2,400	200	2,400
				<i>administration 1,600</i>						-	
				<i>golf 600</i>						-	
			6201	office equipment	196	119	329	200	-	(200)	-
			6202	postage	1,918	1,276	850	1,150	950	(200)	1,150
				<i>normal business 1000</i>						-	
				<i>golf 150</i>						-	
			6203	printing & publication	990	1,219	613	350	650	300	400
				<i>truth in taxation 150 (11)</i>						-	
				<i>budget notice 25 (3)</i>						-	
				<i>treasurers report 25 (6)</i>						-	
				<i>misc 200</i>						-	
			6204	dues & subscriptions	4,913	4,875	4,857	4,920	5,100	180	5,155
				<i>ipra 250 - supt of finance (1)</i>						-	
				<i>chamber 75 -split (1)</i>						-	
				<i>genoa chamber 50 - split (1)</i>						-	
				<i>postmaster 100 - split (1)</i>						-	
				<i>iapd 2,050 - split (3)</i>						-	
				<i>postage meter 150 - split (3)</i>						-	
				<i>safe deposit box 57 (6)</i>						-	
				<i>discover sycamore 28 - split - (3)</i>						-	
				<i>nrpa 300 -split -(2)</i>						-	
				<i>nwiapr 25 - split (6)</i>						-	
				<i>pga 750 (6)</i>						-	
				<i>survey monkey 150 - split (7)</i>						-	
				<i>pest control management 15 (1)</i>						-	
				<i>midwest assoc of golf supt 180 (1)</i>						-	
				<i>il turfgrass assoc 125 (3)</i>						-	
				<i>gcsaa - jeff 365 (6)</i>						-	
				<i>gcsaa - steve 185 (6)</i>						-	
				<i>rotary - 300 - split</i>						-	
			6205	books & magazines	-	-	261	-	-	-	-
			6206	computer software	6,325	7,088	7,204	8,043	6,400	(1,643)	5,685
				<i>harris 4200 (10)</i>						-	
				<i>park pro 1800 - split</i>						-	
				<i>constant contact 160 - (1) split</i>						-	
				<i>symantic renewal 225 - split (10)</i>						-	

CORPORATE		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
6207	education & training	3,288	2,095	2,795	11,930	5,200	(6,730)	13,530
	<i>dan 3000</i>						-	
	<i>jackie 1000</i>						-	
	<i>national 2250</i>						-	
	<i>misc 2000 - split</i>							
	<i>nettie 1000</i>						-	
	<i>kirk 1000</i>						-	
	<i>board conference 4x600</i>							
	<i>golf ft (steve, armond)400x2</i>							
	<i>golf - bob 20% 80</i>							
6208	advertising printed	2,855	3,342	930	3,300	4,150	850	4,000
	<i>sycamore home pages - admin 250 split</i>						-	
	<i>sycamore home pages - golf 2000</i>						-	
	<i>sycamore, genoa/kingston/kirkland, hampshire/burlington, dekalb</i>						-	
	<i>village profile 500 split</i>							
	<i>misc 1250</i>						-	
6211	travel expense	2,579	3,074	8,120		400	400	400
	<i>see education &amp; training</i>						-	
6212	meetings expense	1,239	611	835	600	600	-	680
	<i>dan/ted - 2x month split 250</i>							
	<i>staff meetings split 150</i>							
	<i>annual chamber split 50</i>							
	<i>salute to scholars 30 split</i>							
	<i>misc 200 split</i>							
6213	employee relations	421	1,078	1,560	1,500	2,450	950	2,500
	<i>appreciation picnic 750 split</i>							
	<i>holiday party 750 split</i>							
	<i>2nd ft gathering 750 split</i>							
	<i>misc 250 split</i>							
6214	public relations	3,064	1,366	3,738	11,175	9,500	(1,675)	12,475
	<i>castle challenge 250 - split 9</i>						-	
	<i>community expo 50 split 3</i>							
	<i>dcedc 375 - split - 7</i>							
	<i>golf outings 300 - split</i>						-	
	<i>misc 2000 - split</i>						-	
	<i>newsletter 9500 ?</i>							
6215	brand/image (uniforms)	343			700	-	(700)	3,500
6218	refunds	30					-	



				2013	2013		2014				
CORPORATE				Budget	Projections	Diff	Proposed				
				2010 Actual	2011 Actual	2012 Actual	Budget				
				30,209	28,288	34,786	51,875				
				46,068	37,800	(8,268)					
CONTRACTED SERVICES											
10	10	0005	6300	building maintenance services	3,454	1,899	1,962	2,300	3,700	1,400	2,782
				<i>pest control 522 SPLIT (monthly)</i>							
				<i>security 610-SPLIT 3,6,9,12</i>						-	
				<i>water softener house 220</i>						-	
				<i>softener salt clubhouse 500 - SPLIT</i>						-	
				<i>carpet cleaning admin 330</i>						-	
				<i>misc 600 split</i>						-	
6301				Rag & rug	586	741	522	650	250	(400)	300
6302				refuse removal	1,045	678	979	1,100	1,100	-	1,100
6303				cleaning service ?					3,865		13,600
6304				office equipment	9,618	5,385	9,298	9,140	7,500	(1,640)	10,445
				<i>server maintenance 600 - split</i>						-	
				<i>email defense 360 - split</i>						-	
				<i>domain name 135 -split</i>						-	
				<i>tech support 1440-split</i>						-	
				<i>SSL CERTS 110 SPLIT (9)</i>						-	
				<i>copier 1800-split</i>						-	
				<i>misc overage 6000 - split (BACKUP BILLING)</i>						-	
6305				criminal background - split	511	385	420	600	500	(100)	500
6306				bank service charge - split	558	845	928	750	600	(150)	600
6310				credit card system expense	503	129	72	200	100		100
6311				MEDICAL SERVICES ?					200	200	500
					16,275	10,062	14,181	14,740	17,815	(690)	29,927
MAINTENANCE											
10	10	0006	6401	buildings	792	1,781	1,478	600	1,800	1,200	600
					792	1,781	1,478	600	1,800	1,200	600
MATERIALS & SUPPLIES											
10	10	0007	6500	misc	896	664	419	500	500	-	500
				<i>water/cooler rent 300</i>							
			6510	janitorial	363	110				-	
					1,259	774	419	500	500	-	500

utilities

		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
CORPORATE								
10 10 0009	6700 phone <i>att 180 - split</i> <i>FRONTIER 4000 - split</i>	6,656	3,865	4,008	4,020	4,020	-	4,180
	6701 cell	916	516	703	1,000	1,080	80	1,350
	6702 electricity - split	6,347	2,828	3,825	3,300	3,000	(300)	3,400
	6703 gas - split	1,733	1,207	1,371	1,500	1,500	-	1,500
	6706 internet - split	-	-	607	-	-	-	-
		<u>15,652</u>	<u>8,416</u>	<u>10,514</u>	<u>9,820</u>	<u>9,600</u>	<u>(220)</u>	<u>10,430</u>
insurance								
10 10 0010	6800 unemployment	3,539						
	6801 health ins premiums <i>25% INCREASE</i> <i>threshold reduction (2)</i>	49,898	47,674	52,476	43,140	42,822	(318)	38,148
	6803 addl funds for employee wellness	2,400		5,400	3,600	3,375	(225)	7,094
		<u>55,837</u>	<u>47,674</u>	<u>57,876</u>	<u>46,740</u>	<u>46,197</u>	<u>(543)</u>	<u>7,150</u>
miscellaneous								
10 10 0011	6860 operating transfer to	<u>105,000</u>		<u>12,975</u>				
		105,000		12,975				
	total expenses	462,991	318,054	371,159	321,372	318,674	(2,698)	357,766
	TOTAL REVENUE	703,036	579,729	552,493	537,899	597,012	59,113	591,650
	TOTAL EXPENSES	462,991	318,054	371,159	321,372	318,674	(2,698)	357,766
	NET INCOME(LOSS)	240,045	261,675	181,334	216,527	278,338	61,811	233,885

PARKS					2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
10	15	0000	3022	transfers from other accounts	16,706	18,494	15,383	14,012	13,220	(792)	13,233
TOTAL REVENUE					16,706	18,494	15,383	14,012	13,220	(792)	13,233
EXPENSES											
WAGES											
10	15	0001	6000	wages-full time	42,296	42,029	25,133	25,736	25,736	-	26,630
			6005	part time maintenance	47,844	46,746	49,337	55,184	52,000	(3,184)	52,000
			39088		90,140	88,775	74,470	80,920	77,736	(3,184)	78,630
									64,824		65,718
PAYROLL EXPENSES											
10	15	0002	6100	imrf expense (11.47%)	8,842	9,813	7,907	8,269	7,351	(918)	7,538
			6101	social security expense	5,571	5,426	4,624	5,017	4,820	(197)	4,875
			6102	medicare expense	1,303	1,269	1,081	1,173	1,127	(46)	1,140
					15,716	16,508	13,612	14,459	13,298	(1,161)	13,553
ADMINISTRATIVE EXPENSES											
10	15	0004	6200	office supplies	202	58	13	-	45	45	
			6201	office equipment	70	47	-	50	-	(50)	
			6204	dues & subscriptions	120	122	175	50	50	-	50
				<i>jeff 19% ipra</i>							
			6205	books & magazines	-	-	-	-	-	-	
			6207	education & training	225	225	173	1,755	1,500	(255)	1,355
				<i>Jeff - 19% of 2500</i>							
				<i>Bob - 20% of 400</i>							
				<i>yrpt (jeff,brent) 400x2</i>							
			6210	licenses/inspections/registrations	20	77	172	150	114	(36)	150
			6211	travel exp	318	352	134	-	-	-	
				<i>included in education</i>							
			6215	uniforms	-	306	202	300	450	150	300
					955	1,187	869	2,305	2,159	(146)	1,855
CONTRACTED SERVICES											
10	15	0005	6300	building maintenance services	469	1,574	1,477	1,200	1,500	300	1,200
				<i>servicemaster</i>						-	
			6301	Rag & rug	598	1,150	980	600	600	-	600
			6302	refuse removal	1,945	1,604	2,027	1,600	1,800	200	1,700
			6307	equipment maintenance	1,575	-	673	1,000	1,000	-	1,000
				<i>radar</i>						-	

		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
PARKS								
	<i>fire alarm maint</i>						-	
	<i>fire extinguisher inspec</i>						-	
	<i>misc</i>						-	
6308	landscape servies encap	-	-	-	-	2,000	2,000	15,440
6309	portable toilet rental	6,719	8,470	9,256	8,000	7,000	(1,000)	8,000
		<u>11,306</u>	<u>12,798</u>	<u>14,413</u>	<u>12,400</u>	<u>13,900</u>	<u>1,500</u>	<u>27,940</u>
MAINTENANCE								
10 15 0006	6400 small equipment purchase	3,073	190	1,284	500	500	-	500
	6401 buildings	3,673	2,113	2,009	3,500	2,000	(1,500)	3,000
	6402 vehicles/tractors	9,447	5,526	9,924	6,000	6,500	500	6,000
	6403 mowers/utility vehicles	10,624	7,065	6,874	7,500	7,500	-	7,500
	6404 shelters/open property	10,286	4,814	6,769	5,500	5,500	-	5,500
	6405 signs	772	1,952	1,815	800	800	-	800
	6406 bridges/roads	6,217	867	804	1,000	800	(200)	800
	6407 play areas	10,448	184	4,531	5,000	5,000	-	4,700
	6408 museum building	-	499	155	-	-	-	-
		<u>54,540</u>	<u>23,210</u>	<u>34,165</u>	<u>29,800</u>	<u>28,600</u>	<u>(1,200)</u>	<u>28,800</u>
MATERIALS & SUPPLIES								
10 15 0007	6500 misc	2,266	2,581	2,557	2,000	2,000	-	2,000
	6501 trees & shrubs	1,681	6,014	581	3,000	2,000	(1,000)	3,000
	<i>golf</i>						-	
	6502 seed/sod/flowers	11,756	5,625	579	4,000	2,000	(2,000)	3,500
	<i>golf</i>						-	
	6503 fish restocking	7,298	9,430	-	3,000	2,000	(1,000)	1,500
	6504 <i>pond management</i>	5,073	6,819	7,792	7,000	7,000	-	7,000
	6505 irrigation/drainage	333	1,103	-	500	-	(500)	400
	6506 fertilizer	-	-	-	500	-	(500)	400
	6507 pesticides	1,102	2,677	1,964	1,000	900	(100)	900
	6508 top dressings/soils	290	1,480	-	1,000	600	(400)	700
	6509 sand & gravel	66	21	-	100	100	-	100
	6510 janitorial	2,949	576	214	500	500	-	500
	6511 hardware	1,363	416	822	1,000	1,000	-	900
	6512 tools	5,611	3,165	312	1,500	500	(1,000)	750
	6513 first aid	401	575	37	300	300	-	300
	6514 safety	58	144	859	400	350	(50)	350
	6515 gas/oil	15,378	21,839	21,375	22,000	22,000	-	22,000
	6516 land development	365	545	-	5,900	4,000	(1,900)	1,000
		<u>55,990</u>	<u>63,010</u>	<u>37,092</u>	<u>53,700</u>	<u>45,250</u>	<u>(8,450)</u>	<u>45,300</u>

PARKS		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
utilities								
10	15 0009	6700 phone	2,287	2,348	2,169	2,400	-	2,400
		6701 cell	786	558	567	600	(50)	1,076
		jeff 19%, bob 20%						
		2 imrf pt parks						
		6702 electricity	7,274	7,381	6,740	5,000	700	5,700
		6703 gas	3,954	3,714	3,143	3,800	200	4,000
		6704 water/sewer	354	292	638	500	(50)	500
			14,655	14,293	13,257	12,300	800	13,676
insurance								
10	15 0010	6801 health ins premiums	8,715	9,529	5,874	6,888	18	6,000
		threshold reduction (2)						1,116
		6803 addl funds for employee wellness	560	-	1,012	624	(39)	1,239
			9,275	9,529	6,886	7,512	(21)	8,355
miscellaneous								
10	15 0011	6850 property tax expense	1,341	1,899	1,862	2,000	233	2,300
			1,341	1,899	1,862	2,000	233	2,300
		total expenses	253,918	231,209	196,626	215,396	(11,629)	220,409
		TOTAL REVENUE	16,706	18,494	15,383	14,012	(792)	13,233
		TOTAL EXPENSES	253,918	231,209	196,626	215,396	(11,629)	220,409
		NET INCOME(LOSS)	(237,212)	(212,715)	(181,243)	(201,384)	10,837	(207,176)
FUND		TOTAL REVENUE	719,742	598,223	567,876	551,911	58,321	604,883
		TOTAL EXPENSES	716,909	549,263	567,785	536,768	(14,327)	578,175
		NET INCOME(LOSS)	2,833	48,960	91	15,143	72,648	26,709

		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
RECREATION - ADMINISTRATION								
REVENUE								
20 10 0000	3001	297,367	334,865	358,895	450,000	453,000	3,000	495,000
	3002	40	24	19				
	3003	263,901	301,864	337,597	360,000	357,000	(3,000)	325,000
	3004	36	21	18				
	3007	98	39	35				
	3010	1,392				10,000	10,000	
	3022	19,056	21,828	22,233	27,613	28,354	741	29,016
	3028	-	390	44	-	-	-	
	TOTAL REVENUE	581,890	659,031	718,841	837,613	848,354	10,741	849,016
EXPENSES								
WAGES								
20 10 0001	6000	104,066	96,499	108,956	150,041	150,041	-	154,428
	6023							2,400
	6005	-	367	785	-	-	-	
		104,066	96,866	109,741	150,041	150,041	-	156,828
PAYROLL EXPENSES								
20 10 0002	6100	10,479	10,582	12,204	17,015	17,015	-	17,713
	6101	6,269	5,754	6,601	9,303	9,303	-	9,723
	6102	1,466	1,346	1,544	2,176	2,176	-	2,274
		18,214	17,682	20,349	28,494	28,494	-	29,710
PROFESSIONAL SERVICES								
20 10 0003	6125		9,450	4,195	8,750	5,000	(3,750)	6,000
	6130	-		626	10,000	5,000	(5,000)	7,500
		-	9,450	4,821	18,750	10,000	(8,750)	13,500
ADMINISTRATIVE EXPENSES								
20 10 0004	6200	947	1,465	2,167	1,600	1,800	200	1,800
	6201	56	95	84	150	-	(150)	
	6202	1,116	1,116	873	1,000	875	(125)	1,000
								<i>normal business 1,000</i>
	6203	947	1,219	525	350	550	200	400
								<i>truth in taxation 150 (11)</i>
								<i>budget notice 25 (3)</i>
								<i>treasurers report 25 (6)</i>
								<i>misc 200</i>

RECREATION - ADMINISTRATION		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
6204	dues & subscriptions	2,874	3,043	3,493	3,443	4,000	557	4,000
	<i>ipra 250 - ex dir, supt of finance (1)</i>						-	
	<i>ipra 500 - bart/lisa</i>							
	<i>sams 35 (5)</i>						-	
	<i>chamber 55 -split (1)</i>						-	
	<i>genoa chamber 50 - split (1)</i>						-	
	<i>postmaster 100 - split (1)</i>						-	
	<i>iapd 2,050 - split (1)</i>						-	
	<i>postage meter 150 - split (3)</i>						-	
	<i>discover sycamore 28 - split - (3)</i>						-	
	<i>nrpa 300 -split -(2)</i>						-	
	<i>nwiapr 25 - split (6)</i>						-	
	<i>survey monkey 150 - split (7)</i>						-	
	<i>rotary -300 split</i>							
6206	computer software	2,206	1,715	2,024	2,250	2,100	(150)	2,185
	<i>park pro - 1/2 - 1800</i>						-	
	<i>constant contact 160 - (1) split</i>							
	<i>symantic renewal 225 - split (10)</i>						-	
6207	education & training	823	463	1,103	4,250	2,100	(2,150)	6,250
	<i>bart 1000</i>						-	
	<i>lisa 1000</i>							
	<i>national 2250</i>						-	
	<i>misc 2000 - split</i>							
6208	advertising printed	995	2,072	-	1,300	2,300	1,000	2,000
	<i>sycamore home pages - admin 250</i>						-	
	<i>village profile 500 split</i>							
	<i>misc 1250</i>						-	
6211	travel exp	1,813	2,168	3,153	1,920	1,800	(120)	1,800
	<i>bart mileage reimbursement 1200</i>						-	
	<i>lisa mileage reimbursement 600</i>						-	
6212	meetings expense	-	44	845	600	600	-	600
	<i>dan/ted - 2x month split 250</i>							
	<i>staff meetings split 150</i>							
	<i>annual chamber split 50</i>							
	<i>salute to scholars 30 split</i>							
	<i>misc 120 split</i>							
6213	employee relations	68	884	1,722	1,500	1,700	200	2,500
	<i>appreciation picnic 750 split</i>							
	<i>holiday party 750 split</i>							
	<i>2nd ft gathering 750 split</i>							

		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
RECREATION - ADMINISTRATION								
	<i>misc 250 split</i>							
6214	public relations	677	935	3,565	6,675	16,000	9,325	2,975
	<i>castle challenge 250 - split 9</i>						-	
	<i>community expo 50 split 3</i>						-	
	<i>dcedc 375 - split - 7</i>						-	
	<i>golf outings 300 - split</i>							
	<i>misc 2000 - split</i>							
	<del><i>90th anniversary - 5,000</i></del>							
6215	brand/image (uniforms)	343	-	-	700	-	(700)	3,500
		<u>12,865</u>	<u>15,219</u>	<u>19,554</u>	<u>25,738</u>	<u>33,825</u>	<u>8,087</u>	<u>29,010</u>
contracted services								
20 10 0005 6300	building maintenance services	-	881	2,682	3,350	3,000	(350)	3,832
	<i>pest control 522 SPLIT (monthly)</i>						-	
	<i>security 610-SPLIT 3,6,9,12</i>							
	<i>softener salt clubhouse 500 - SPLIT</i>							
	<i>carpets/bathrooms - 1600</i>						-	
	<i>misc 600 split</i>						-	
6301	rag and rug	-	12	125	150	100	(50)	105
6303	cleaning service					865	865	13,600
6304	office equipment maintenance	7,693	5,631	9,488	9,140	7,500	(1,640)	10,335
	<i>server maintenance 600 - split</i>						-	
	<i>email defense 360 - split</i>						-	
	<i>domain name 135 -split</i>						-	
	<i>tech support 1440-split</i>						-	
	<i>copier 1800-split</i>						-	
	<i>misc overage 6000 - split</i>						-	
6305	criminal background	410	385	420	600	500	(100)	500
6306	bank service charge	559	845	928	750	600	(150)	600
6311	MEDICAL SERVICES					200	200	500
		<u>8,662</u>	<u>7,754</u>	<u>13,643</u>	<u>13,990</u>	<u>12,765</u>	<u>(1,225)</u>	<u>29,472</u>
MATERIALS & SUPPLIES								
10 10 0007 6500	misc	-	330	25	500	500	-	500
		<u>-</u>	<u>330</u>	<u>25</u>	<u>500</u>	<u>500</u>	<u>-</u>	<u>500</u>
utilities								
20 10 0009 6700	phone	1,114	3,886	4,008	4,020	4,020	-	4,180
	<i>att 180 - split</i>						-	
	<i>FRONTIER 4000 - split</i>						-	
6701	cell	662	410	536	500	500	-	900
6702	electricity - split	-	3,127	3,825	3,300	3,000	(300)	3,400



	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
RECREATION - ADMINISTRATION							
6703 gas - split	-	491	877	1,500	1,000	(500)	1,500
6706 internet	-	-	607	-	-	-	-
	<u>1,776</u>	<u>7,914</u>	<u>9,853</u>	<u>9,320</u>	<u>8,520</u>	<u>(800)</u>	<u>9,980</u>
insurance							
20 10 0010 6800 unemployment	3,539	-	-	-	-	-	-
6801 health ins premiums threshold reduction (2)	26,530	15,575	16,046	27,920	27,835	(85)	24,972
6803 addl funds for employee wellness	1,200	14,400	2,367	2,800	2,625	(175)	5,557
	<u>31,269</u>	<u>29,975</u>	<u>18,413</u>	<u>30,720</u>	<u>30,460</u>	<u>(260)</u>	<u>35,172</u>
miscellaneous							
20 10 0011 6860 operating transfer to	4,143	184,074	135,737	8,966	-	-	-
total expenses	180,995	369,264	332,136	286,519	274,605	(2,948)	304,172
TOTAL REVENUE	581,890	659,031	718,841	837,613	848,354	10,741	849,016
TOTAL EXPENSES	180,995	369,264	332,136	286,519	274,605	(2,948)	304,172
NET INCOME(LOSS)	400,895	289,767	386,705	551,094	573,749	13,689	544,844

RECREATION - SPORTS COMPLEX				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
REVENUE										
20	20	0000	3050 marketing income	2,129	-	400	400	-	(400)	200
			4010 little league	4,852	4,679	4,900	4,900	3,960	(940)	4,000
			4011 asa girls	2,745	3,015	2,500	2,500	2,429	(71)	2,500
			4012 pony league	1,938	2,356	1,500	1,500	828	(672)	1,000
			4013 mens 16"	1,855	1,740	1,700	1,700	1,508	(192)	1,500
			4014 womens softball	1,559	1,128	1,104	1,104	1,200	96	1,100
			4015 church league	1,920	1,728	1,600	1,600	1,658	58	1,600
			4016 specials leagues	113	828	-	-	-	-	-
			4017 ayso	8,290	7,980	7,500	7,500	6,000	(1,500)	6,000
			4020 other soccer	2,380	2,625	2,500	2,500	2,000	(500)	2,000
			4021 kyfl	2,528	800	800	800	600	(200)	600
			4025 team fees	725	283	400	400	158	(242)	400
			4026 team light fees	3,000	1,401	3,000	3,000	1,975	(1,025)	2,000
			4027 field rental	3,695	1,955	2,000	2,000	3,500	1,500	3,500
			4028 miscellaneous	4,395	6,600	6,500	6,500	7,000	500	7,000
			4030 liners	-	5,000	-	-	-	-	-
			TOTAL REVENUE	42,124	42,118	36,404	36,404	32,816	(3,588)	33,400
EXPENSES										
ADMINISTRATIVE EXPENSES										
20	20	0004	6220 sport complex banners	620	-	200	200	-	800	-
				620	-	200	200	-	800	-
MATERIALS & SUPPLIES										
20	20	0007	6500 miscellaneous	-	-	150	150	-	150	-
				-	-	150	150	-	150	-
			total expenses	620	-	350	350	-	950	-
			TOTAL REVENUE	42,124	42,118	36,404	36,404	32,816	(3,588)	33,400
			TOTAL EXPENSES	620	-	350	350	-	950	-
			NET INCOME(LOSS)	41,504	42,118	36,054	36,054	32,816	(4,538)	33,400

				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
sports complex maint										
20	21	0000	3022 transfers from other accounts	31,198	35,148	37,342	37,517	38,467	950	39,447
TOTAL REVENUE				31,198	35,148	37,342	37,517	38,467	950	39,447
EXPENSES										
WAGES										
20	21	0001	6000 wages-full time	171,875	161,988	180,594	201,854	201,854	-	208,865
jeff 81%, larry, boune, tyler, bob 60%										
			6005 part time maintenance	4,134	3,198	3,682	5,000	4,296	(704)	5,954
				<u>176,009</u>	<u>165,186</u>	<u>184,276</u>	<u>206,854</u>	<u>206,150</u>	<u>(704)</u>	<u>214,819</u>
PAYROLL EXPENSES										
20	21	0002	6100 imrf expense	16,980	18,509	20,233	22,890	22,890	-	23,957
			6101 social security expense	10,604	10,422	11,309	12,825	12,781	(44)	13,319
			6102 medicare expense	2,480	2,437	2,645	2,999	2,990	(9)	3,115
				<u>30,064</u>	<u>31,368</u>	<u>34,187</u>	<u>38,714</u>	<u>38,661</u>	<u>(53)</u>	<u>40,391</u>
ADMINISTRATIVE EXPENSES										
20	21	0004	6204 dues & subscriptions	385	232	130	200	150	(50)	150
<i>ipra 81%</i>										
			6207 education & training			121	3,465	3,000	(465)	3,465
<i>Jeff - 81% of 2500</i>										
<i>Bob - 60% of 400</i>										
<i>boune, tyler, larry 400x3</i>										
			6210 licenses/inspections/registrations	-	-	-	100	-	(100)	
				<u>385</u>	<u>232</u>	<u>251</u>	<u>3,765</u>	<u>3,150</u>	<u>(615)</u>	<u>3,615</u>
CONTRACTED SERVICES										
20	21	0005	6302 refuse removal	1,839	1,446	1,616	1,800	1,800	-	1,800
			6307 equipment maintenance	65	-	333	-	157	157	
			6309 portable toilet rental	4,570	3,492	5,902	3,500	4,000	500	3,500
				<u>6,474</u>	<u>4,938</u>	<u>7,851</u>	<u>5,300</u>	<u>5,957</u>	<u>657</u>	<u>5,300</u>
MAINTENANCE										
20	21	0006	6400 small equipment purchase	517	150	218	500	500	-	500
			6401 buildings	4,814	2,509	744	1,800	1,800	-	1,600
			6402 vehicles/tractors	958	1,274	1,593	1,500	1,510	10	1,500
			6403 mowers/utility vehicles	3,213	3,453	4,164	3,000	4,077	1,077	3,000
			6404 shelters/open property	1,974	1,547	1,856	2,000	4,733	2,733	2,000

				2013	2013		2014	
				Budget	Projections	Diff	Proposed	
							Budget	
sports complex maint		2010 Actual	2011 Actual	2012 Actual				
6405 signs		302	110	368	300	100	(200)	300
6406 bridges/roads		1,062	36	-	500	-	(500)	400
		<u>12,840</u>	<u>9,079</u>	<u>8,943</u>	<u>9,600</u>	<u>12,720</u>	<u>3,120</u>	<u>9,300</u>
<b>MATERIALS &amp; SUPPLIES</b>								
20 21 0007 6500 misc		156	276	2,056	1,000	1,000	-	1,000
6501 trees & shrubs		1,630	1,000	-	1,000	300	(700)	1,000
6508 top dressings/soils		-	-	-	300	200	(100)	300
6509 sand & gravel		245	-	342	300	200	(100)	300
6510 janitorial		1,267	231	-	200	115	(85)	200
6511 hardware		328	202	320	250	271	21	250
6512 tools		1,682	186	95	300	200	(100)	200
6513 first aid		67	623	159	300	300	-	300
6514 safety		-	34	-	100	100	-	100
6515 gas/oil		5,259	4,545	3,711	5,000	5,000	-	5,000
6516 land development		-	-	303	-	-	-	-
6519 athletic supplies		-	-	-	-	-	-	-
6520 seed/sod baseball		528	497	-	500	500	-	400
6521 seed/sod soccer		-	58	100	200	-	(200)	200
6522 seed/sod football		-	-	-	200	-	(200)	100
6523 athletic field marking baseball		2,510	807	1,715	2,500	2,500	-	2,500
6524 athletic field marking soccer		1,528	207	796	1,700	1,700	-	1,500
6525 athletic field marking football		1,528	29	703	1,000	600	(400)	700
6526 ball diamond lighting		-	6,846	316	4,000	1,500	(2,500)	4,000
6527 fertilizer baseball		2,229	2,816	2,816	2,800	2,800	-	2,500
6528 fertilizer soccer		2,800	-	20	1,000	-	(1,000)	400
6529 fertilizer football		446	-	-	500	-	(500)	300
6530 pesticides baseball		-	-	47	200	160	(40)	200
6531 pesticides soccer		10	-	-	200	214	14	200
6532 pesticides football		-	-	-	-	-	-	-
6533 top soils/amendments baseball		4,002	680	856	1,000	1,000	-	1,000
6534 top soils/amendments soccer		-	-	-	300	300	-	300
6535 top soils/amendments football		-	-	-	-	-	-	-
6536 accessories baseball		1,986	1,832	1,106	2,000	2,000	-	1,800
6537 accessories soccer		39	607	3	500	500	-	500
6538 accessories football		-	12	10	100	-	(100)	50
		<u>28,240</u>	<u>21,488</u>	<u>15,474</u>	<u>27,450</u>	<u>21,460</u>	<u>(5,990)</u>	<u>25,300</u>
<b>utilities</b>								
20 21 0009 6701 cell		1,531	1,262	1,482	1,400	1,300	(100)	1,984

		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget			
sports complex maint											
	jeff 81%, bob 60%, tyler, boune, larry										
	6702 electricity	6,438	6,238	5,741	5,400	4,500	(900)	4,500			
		7,969	7,500	7,223	6,800	5,800	(1,000)	6,484			
insurance											
20	21	0010	6801	health ins premiums	44,440	48,789	51,328	60,640	62,634	1,994	60,444
				threshold reduction (2)							11,239
			6803	addl funds for employee wellness	2,480	-	5,828	5,456	5,365	(91)	14,015
					46,920	48,789	57,156	66,096	67,999	1,903	85,698
				total expenses	308,901	288,580	315,361	364,579	361,897	(2,682)	390,907
				TOTAL REVENUE	31,198	35,148	37,342	37,517	38,467	950	39,447
				TOTAL EXPENSES	308,901	288,580	315,361	364,579	361,897	(2,682)	390,907
				NET INCOME(LOSS)	(277,703)	(253,432)	(278,019)	(327,062)	(323,430)	3,632	(351,460)

RECREATION - MMNH	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projection	Diff	2014 Proposed Budget
<b>REVENUE</b>							
20 25 0000 3010 donations	-	1,128	1,728	2,300	2,300	-	2,300
<b>TOTAL REVENUE</b>	-	-	-	-	-	-	-
<b>EXPENSES</b>							
<b>CONTRACTED SERVICES</b>							
20 25 0005 6300 buildings maint services	<u>1,214</u>	<u>5,562</u>	<u>10,279</u>	<u>5,000</u>	<u>5,000</u>	-	<u>5,000</u>
	1,214	5,562	10,279	5,000	5,000	-	5,000
<b>MAINTENANCE</b>							
20 25 0006 6401 buildings	3,703	2,829	1,299	3,000	2,000	(1,000)	3,000
<b>MATERIALS &amp; SUPPLIES</b>							
20 25 0007 6500 miscellaneous	<u>31</u>	<u>653</u>	<u>-</u>	<u>1,500</u>	<u>-</u>	(1,500)	<u>1,500</u>
	31	653	-	1,500	-	(1,500)	1,500
total expenses	4,948	9,044	11,578	9,500	7,000	(2,500)	9,500
TOTAL REVENUE	-	1,128	1,728	2,300	2,300	-	2,300
TOTAL EXPENSES	4,948	9,044	11,578	9,500	7,000	(2,500)	9,500
NET INCOME(LOSS)	(4,948)	(7,916)	(9,850)	(7,200)	(4,700)	2,500	(7,200)

PROGRAMS - YOUTH					2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
20	50	0000	3022	transfers from other accounts	33	33	49	66	157	91	119
<b>PAYROLL EXPENSES</b>											
20	50	0002	6101	social security expense	25	23	37	55	130	75	99
			6102	medicare expense	6	5	9	13	30	17	23
					<u>31</u>	<u>28</u>	<u>46</u>	<u>68</u>	<u>160</u>	<u>92</u>	<u>122</u>
<b>MISCELLANEOUS</b>											
revenue											
20	50	1000	4100	program fees	3,413						
expense											
20	50	1000	6020	instructors/supervisors							
			6128	contractual instruction	2,071		-				
			6215	uniforms							
			6216	program supplies/expenses	20						
					<u>2,091</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>MISCELLANEOUS</b>					<b>1,322</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>HORSEBACK RIDING</b>											
revenue											
20	50	1004	4100	program fees	1,340	1,715	1,100	1,200	1,250	50	1,200
expense											
20	50	1004	6128	contractual instruction	700	850	700	1,000	800	(200)	800
<b>HORSEBACK RIDING</b>					<b>640</b>	<b>865</b>	<b>400</b>	<b>200</b>	<b>450</b>	<b>250</b>	<b>400</b>
<b>LITTLE TUMBLERS</b>											
revenue											
20	50	1007	4100	program fees	500	739	1,265	1,000	2,580	1,580	2,000
expense											
20	50	1007	6020	instructors/supervisors	237	377	507	450	1,286	836	1,000
<b>LITTLE TUMBLERS</b>					<b>263</b>	<b>362</b>	<b>758</b>	<b>550</b>	<b>1,294</b>	<b>744</b>	<b>1,000</b>

						2013 Budget	2013 Projections	Diff	2014 Proposed Budget
PROGRAMS - YOUTH									
BOWLING									
revenue									
20	50	1008	4100	program fees		-	-	-	
expense									
20	50	1008	6128	contractual instruction		-	-	-	
<b>BOWLING</b>						<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
CHESS									
revenue									
20	50	1011	4100	program fees			1,550	1,550	
expense									
20	50	1011	6128	contractual instruction		-	1,400	1,400	
<b>CHESS</b>						<b>-</b>	<b>-</b>	<b>150</b>	<b>-</b>
GUITAR LESSONS									
revenue									
20	50	1011	4100	program fees			195	195	
expense									
20	50	1011	6128	contractual instruction		-	168	168	
<b>GUITAR LESSONS</b>						<b>-</b>	<b>-</b>	<b>27</b>	<b>1,550</b>
POMS/CHEERLEADING									
revenue									
20	50	1017	4100	program fees	233		378	(378)	
expense									
20	50	1017	6128	contractual instruction	182		-	-	
<b>POMS/CHEERLEADING</b>						<b>51</b>	<b>(64)</b>	<b>96</b>	<b>378</b>
LEGO CAMPS									
revenue									
20	50	1018	4100	program fees	-		1,944	1,944	



PROGRAMS - YOUTH				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
expense										
20	50	1018	6128 CONTRACTUAL INSTRUCTION	-	2,651	77		1,739	1,739	1,600
			<b>LEGO CAMPS</b>	-	<b>(124)</b>	-	-	<b>205</b>	<b>205</b>	<b>200</b>
OSCAR revenue										
20	50	1021	4100 program fees	-	198	2,700	1,350	3,080	1,730	3,000
expense										
20	50	1021	6020 instructors/supervisors	-	-	80	430	811	381	600
			6128 CONTRACTUAL INSTRUCTION			1,325		1,300		1,300
			6216 PROGRAM SUPPLIES/EXPENSE					131		100
						<u>1,405</u>	<u>430</u>	<u>2,242</u>		<u>2,000</u>
			<b>OSCAR</b>	-	<b>198</b>	<b>1,295</b>	<b>920</b>	<b>838</b>	<b>1,349</b>	<b>1,000</b>
NATURE: DOWN & DIRTY revenue										
20	50	1022	4100 program fees	-	-	160	110	-	(110)	110
expense										
20	50	1022	6128 contractual instruction	-	-	120	70	-	(70)	60
			<b>NATURE: DOWN &amp; DIRTY</b>	-	-	<b>40</b>	<b>40</b>	-	<b>(40)</b>	<b>50</b>
ARCHERY revenue										
20	50	1023	4100 program fees	-	-	-	-	1,203	1,203	1,200
expense										
20	50	1023	6128 contractual instruction	-	-	-	-	990	990	950
			<b>ARCHERY</b>	-	-	-	-	<b>213</b>	<b>213</b>	<b>250</b>
KIDS ROCK revenue										
20	50	1025	4100 program fees	-	-	-	-	368	368	380

PROGRAMS - YOUTH	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
expense							
20 50 1025 6128 contractual instruction	-	-	-	-	300	300	300
<b>KIDS ROCK</b>	-	-	-	-	<b>68</b>	<b>68</b>	<b>80</b>
TOT ROCK							
revenue							
20 50 1026 4100 program fees	-	-	-	-	772	772	800
expense							
20 50 1026 6128 contractual instruction	-	-	-	-	700	700	700
<b>TOT ROCK</b>	-	-	-	-	<b>72</b>	<b>72</b>	<b>100</b>
<b>TOTAL REVENUE</b>	5,519	5,464	5,870	4,104	13,099	8,995	12,159
<b>TOTAL EXPENSES</b>	3,241	4,130	3,155	2,018	9,785	7,767	7,532
<b>NET INCOME(LOSS)</b>	2,278	1,334	2,715	2,086	3,314	1,228	4,627

PROGRAMS - TEEN					2010 Actual	2011 Actual	2012 ACTUAL	2013 BUDGET	2013 Projections	Diff	2014 Proposed Budget
20	51	0000	3022	transfers from other accounts	100	179	179	126	105	(21)	126
PAYROLL EXPENSES											
20	51	0002	6101	social security expense	77	126	126	105	87	(18)	105
			6102	medicare expense	18	29	29	25	20	(5)	25
					95	155	155	130	107	(23)	130
TEEN DANCE											
revenue											
20	51	2003	4100	program fees	3,391	5,269	5,269	6,000	4,808	(1,192)	5,000
expense											
20	51	2003	6020	instructors/supervisors	1,242	1,949	1,949	1,700	1,401	(299)	1,700
			6128	contractual instruction	1,750	1,000	1,000	1,500	450	(1,050)	800
			6216	program supplies/expenses	741	1,531	1,531	600	984	384	1,000
					3,733	4,480	4,480	3,800	2,835	(965)	3,500
				<b>TEEN DANCE</b>	<b>(342)</b>	<b>789</b>	<b>789</b>	<b>2,200</b>	<b>1,973</b>	<b>(227)</b>	<b>1,500</b>
				<b>TOTAL REVENUE</b>	3,491	5,448	5,448	6,126	4,913	(1,213)	5,126
				<b>TOTAL EXPENSES</b>	3,828	4,635	4,635	3,930	2,942	(988)	3,630
				<b>NET INCOME(LOSS)</b>	(337)	813	813	2,196	1,971	(225)	1,496

PROGRAMS - ADULT					2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
20	52	0000	3022	transfers from other accounts	81	15	15	-	-	-	-
<b>PAYROLL EXPENSES</b>											
20	52	0002	6101	social security expense	62	11	11	-	-	-	-
			6102	medicare expense	14	3	3	-	-	-	-
					<u>76</u>	<u>14</u>	<u>14</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>KNIT &amp; CROCHET</b>											
revenue											
20	52	3002	4100	program fees					90	90	90
expense											
20	52	3002	6128	CONTRACTUAL INSTRUCTION						-	70
			6218	refunds						-	
					<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>70</u>
				<b>KNIT &amp; CROCHET</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>90</b>	<b>90</b>	<b>20</b>
<b>QUILTING</b>											
revenue											
20	52	3003	4100	program fees					90	90	90
expense											
20	52	3003	6128	CONTRACTUAL INSTRUCTION						-	70
			6218	refunds						-	
					<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>70</u>
				<b>QUILTING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>90</b>	<b>90</b>	<b>20</b>
<b>BEGINNING SEWING</b>											
revenue											
20	52	3004	4100	program fees	410			150	265	115	200
expense											
20	52	3004	6128	CONTRACTUAL INSTRUCTION	700	300	300	125	120	(5)	160
			6218	refunds						-	
					<u>700</u>	<u>300</u>	<u>300</u>	<u>125</u>	<u>120</u>	<u>(5)</u>	<u>160</u>

PROGRAMS - ADULT		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
	<b>BEGINNING SEWING</b>	<b>(290)</b>	<b>(300)</b>	<b>(300)</b>	<b>25</b>	<b>145</b>	<b>120</b>	<b>40</b>
GENEALOGY								
revenue								
20	52	3006	4100	program fees	140	140	-	140
expense								
20	52	3006	6128	CONTRACTUAL INSTRUCTION	80		(80)	100
			6218	refunds			-	
					<u>80</u>	<u>-</u>	<u>(80)</u>	<u>100</u>
					-			
					<b>60</b>	<b>140</b>	<b>80</b>	<b>40</b>
DOG OBEDIENCE								
revenue								
20	52	3008	4100	program fees		370	370	400
expense								
20	52	3008	6128	CONTRACTUAL INSTRUCTION		100	100	300
			6218	refunds			-	
					<u>-</u>	<u>100</u>	<u>100</u>	<u>300</u>
					-			
					<b>-</b>	<b>270</b>	<b>270</b>	<b>100</b>
HORSEBACK RIDING								
revenue								
20	52	3011	4100	program fees		440	440	555
expense								
20	52	3011	6128	CONTRACTUAL INSTRUCTION		420	420	500
			6218	refunds			-	
					<u>-</u>	<u>420</u>	<u>420</u>	<u>500</u>
					-			
					<b>-</b>	<b>20</b>	<b>20</b>	<b>55</b>
WEIGHT LOSS CHALLENGE								
revenue								
20	52	3025	4100	program fees	2,154	550	(1,950)	

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
PROGRAMS - ADULT expense							
20 52 3025 6128 contractual instruction	436	344	344	740	100	(640)	
6217 trophies awards	975	963	963	1,100	250	(850)	
	<u>1,411</u>	<u>1,307</u>	<u>1,307</u>	<u>1,840</u>	<u>350</u>	<u>(1,490)</u>	<u>-</u>
<b>WEIGHT LOSS CHALLENGE</b>	<b>743</b>	<b>888</b>	<b>888</b>	<b>660</b>	<b>200</b>	<b>(460)</b>	<b>-</b>
<b>TOTAL REVENUE</b>	2,645	2,210	2,210	2,790	1,945	(845)	1,475
<b>TOTAL EXPENSES</b>	2,187	1,621	1,621	2,045	990	(1,055)	1,200
<b>NET INCOME(LOSS)</b>	458	589	589	745	955	210	275

PROGRAMS - FAMILY	2010 Actual	2011 Actual	2012 actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
20 53 0000 3022 transfers from other accounts	690	723	590	542	497	(45)	522
<b>PAYROLL EXPENSES</b>							
20 53 0002 6101 social security expense	530	510	446	453	410	(43)	434
6102 medicare expense	124	119	104	106	96	(10)	102
	654	629	550	559	506	(53)	536
<b>MOMS TIME OUT</b>							
revenue							
20 53 4001 4100 program fees	9,072	8,770	7,010	8,000	7,383	(617)	8,000
expense							
20 53 4001 6020 instructors/supervisors	8,543	8,234	7,141	7,300	6,614	(686)	7,000
6216 program supplies/expenses	352	128	205	400	226	(174)	400
6701 cellular phone	291	207	240	250	220	(30)	250
	9,186	8,569	7,586	7,950	7,060	(890)	7,650
<b>MOMS TIME OUT</b>	<b>(114)</b>	<b>201</b>	<b>(576)</b>	<b>50</b>	<b>323</b>	<b>273</b>	<b>350</b>
<b>GREAT PUMPKIN HUNT</b>							
revenue							
20 53 4002 4100 program fees			45	100		(100)	100
expense							
20 53 4002 6020 instructors/supervisors						-	
6216 program supplies/expenses		50	45	40		(40)	40
	-	50	45	40	-	(40)	40
<b>GREAT PUMPKIN HUNT</b>	<b>-</b>	<b>(50)</b>	<b>-</b>	<b>60</b>	<b>-</b>	<b>(60)</b>	<b>60</b>
<b>TOTAL REVENUE</b>	9,762	9,493	7,645	8,642	7,880	(762)	8,622
<b>TOTAL EXPENSES</b>	9,840	9,248	8,181	8,549	7,566	(1,003)	8,226
<b>NET INCOME(LOSS)</b>	(78)	245	(536)	93	314	241	396

PROGRAMS - LEAGUES	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
20 54 0000 3022 transfers from other accounts	344	341	243	191	193	2	212
<b>PAYROLL EXPENSES</b>							
20 54 0002 6101 social security expense	264	241	184	160	160	-	177
6102 medicare expense	62	56	43	37	37	-	41
	<u>326</u>	<u>297</u>	<u>227</u>	<u>197</u>	<u>197</u>	<u>-</u>	<u>218</u>
<b>CO REC VOLLEYBALL</b>							
revenue							
20 54 9002 4100 program fees	2,499	2,180	1,650	1,600	1,600	-	1,600
expense							
20 54 9002 6020 instructors/supervisors	1,501	1,344	1,039	1,065	1,110	45	1,200
6128			136			-	-
6216 program supplies/expenses	30	123	7	25	60	35	65
6217 trophies/awards	140		250	175	175	-	175
	<u>1,671</u>	<u>1,467</u>	<u>1,432</u>	<u>1,265</u>	<u>1,345</u>	<u>80</u>	<u>1,440</u>
<b>CO REC VOLLEYBALL</b>	<b>828</b>	<b>713</b>	<b>218</b>	<b>335</b>	<b>255</b>	<b>(80)</b>	<b>160</b>
<b>WOMENS MON VOLLEYBALL</b>							
revenue							
20 54 9003 4100 program fees	2,131	790	850	800	800	-	800
expense							
20 54 9003 6020 instructors/supervisors	1,222	1,165	423	450	423	(27)	450
6216 program supplies/expenses	30	80		25		(25)	65
6217 trophies/awards	70		200	100		(100)	100
	<u>1,322</u>	<u>1,245</u>	<u>623</u>	<u>575</u>	<u>423</u>	<u>(152)</u>	<u>615</u>
<b>WOMENS MON VOLLEYBALL</b>	<b>809</b>	<b>(455)</b>	<b>227</b>	<b>225</b>	<b>377</b>	<b>152</b>	<b>185</b>
<b>WEDNESDAY VOLLEYBALL</b>							
revenue							
20 54 9004 4100 program fees	2,511	2,230	1,700	1,600	1,600	-	1,600
expense							



				2013	2013		2014			
PROGRAMS - LEAGUES				budget	Projections	Diff	Proposed			
20	54	9004	2010 Actual	2011 Actual	2012 actual		Budget			
		6020	instructors/supervisors	1,534	1,402	1,446	1,065	1,050	(15)	1,200
		6216	program supplies/expenses	30	123	-	25		(25)	65
		6217	trophies/awards	140		250	175	175	-	175
				<u>1,704</u>	<u>1,525</u>	<u>1,696</u>	<u>1,265</u>	<u>1,225</u>	<u>(40)</u>	<u>1,440</u>
			<b>WEDNESDAY VOLLEYBALL</b>	<b>807</b>	<b>705</b>	<b>4</b>	<b>335</b>	<b>375</b>	<b>40</b>	<b>160</b>
			<b>TOTAL REVENUE</b>	7,485	5,541	4,443	4,191	4,193	2	4,212
			<b>TOTAL EXPENSES</b>	5,023	4,534	3,978	3,302	3,190	(112)	3,713
			<b>NET INCOME(LOSS)</b>	2,462	1,007	465	889	1,003	114	499

PROGRAMS - YOUTH ATHLETICS					2010 Actual	2011 Actual	2012 actual	2013 BUDGET	2013 Projections	Diff	2014 Proposed Budget
20	55	0000	3022	transfers from other accounts	367	404	177	373	62	(311)	270
PAYROLL EXPENSES											
20	55	0002	6101	social security expense	282	285	134	312	51	(261)	225
			6102	medicare expense	66	67	31	73	12	(61)	53
					<u>348</u>	<u>352</u>	<u>165</u>	<u>385</u>	<u>63</u>	<u>(322)</u>	<u>278</u>
MISCELLANEOUS (2013 - spring soccer)											
revenue											
20	55	5000	4100	program fees	10,660	10,667	717	5,000	115	(4,885)	5,000
expense											
20	55	5000	6020	instructors/supervisors	3,247	2,297		2,930		(2,930)	2,930
			6216	program supplies/expenses	<u>4,501</u>	<u>5,616</u>	<u>773</u>	<u>1,500</u>	<u>115</u>	<u>(1,385)</u>	<u>1,500</u>
					<u>7,748</u>	<u>7,913</u>	<u>773</u>	<u>4,430</u>	<u>115</u>	<u>(4,315)</u>	<u>4,430</u>
<b>MISCELLANEOUS</b>					<b>2,912</b>	<b>2,754</b>	<b>(56)</b>	<b>570</b>	<b>-</b>	<b>(570)</b>	<b>570</b>
ALL STAR SPORTS											
revenue											
20	55	5002	4100	program fees	805	644	1,330	600	939	339	900
expense											
20	55	5002	6128	contractual instruction			780	400	1,596	1,196	600
			6218	refunds	<u>92</u>	<u>239</u>	<u>419</u>	<u>400</u>	<u>114</u>	<u>114</u>	<u>100</u>
					<u>92</u>	<u>239</u>	<u>1,199</u>	<u>400</u>	<u>1,710</u>	<u>1,310</u>	<u>700</u>
<b>ALL STAR SPORTS</b>					<b>713</b>	<b>405</b>	<b>131</b>	<b>200</b>	<b>(771)</b>	<b>(971)</b>	<b>200</b>
TBALL											
revenue											
20	55	5003	4100	program fees	4,108	6,150	4,164	4,000	4,171	171	4,000
expense											
20	55	5003	6128	contractual instruction	3,141	4,936	3,850	3,000	1,947	(1,053)	3,000
			6218	refunds	<u>10</u>	<u>215</u>	<u>88</u>	<u>3,000</u>	<u>372</u>	<u>372</u>	<u>150</u>
					<u>3,151</u>	<u>5,151</u>	<u>3,938</u>	<u>3,000</u>	<u>2,319</u>	<u>(681)</u>	<u>3,150</u>

		2010 Actual	2011 Actual	2012 actual	2013 BUDGET	2013 Projections	Diff	2014 Proposed Budget	
<b>PROGRAMS - YOUTH ATHLETICS</b>		<b>TBALL</b>	<b>957</b>	<b>999</b>	<b>226</b>	<b>1,000</b>	<b>1,852</b>	<b>852</b>	<b>850</b>
PARENT TOT SPORTS									
revenue									
20 55 5004	4100 program fees	392	-	399	275	109	(166)	300	
expense									
20 55 5004	6128 contractual instruction	294	167	350	156	319	163	260	
	6218 refunds	51		126		54	54		
		<u>345</u>	<u>167</u>	<u>476</u>	<u>156</u>	<u>373</u>	<u>217</u>	<u>260</u>	
<b>PARENT TOT SPORTS</b>		<b>47</b>	<b>(167)</b>	<b>(77)</b>	<b>119</b>	<b>(264)</b>	<b>(383)</b>	<b>40</b>	
YOUTH BASKETBALL LEAGUE									
revenue									
20 55 5005	4100 program fees	-	172	360	500	50	(450)		
expense									
20 55 5005	6020 instructors	-	-	88			-		
	6128 contractual instruction				350				
	6216 supplies			342					
	6218 refunds		122	25		50	50		
		<u>-</u>	<u>122</u>	<u>455</u>	<u>350</u>	<u>50</u>	<u>50</u>	<u>-</u>	
<b>YOUTH BASKETBALL LEAGUE</b>		<b>-</b>	<b>50</b>	<b>(95)</b>	<b>150</b>	<b>-</b>	<b>(150)</b>	<b>-</b>	
FLAG FOOTBALL									
revenue									
20 55 5006	4100 program fees	2,175	1,002	336	1,000	114	(886)	550	
expense									
20 55 5006	6128 contractual instruction	1,762	936	485	750	270	(480)	412	
<b>FLAG FOOTBALL</b>		<b>413</b>	<b>66</b>	<b>(149)</b>	<b>250</b>	<b>(156)</b>	<b>(406)</b>	<b>138</b>	
SOCCER									
revenue									
20 55 5007	4100 program fees	5,615	3,791	3,723	2,500	4,850	2,350	3,635	
expense									

				2010 Actual	2011 Actual	2012 actual	2013 BUDGET	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - YOUTH ATHLETICS</b>										
20	55	5007	6128 contractual instruction	4,464	2,753	2,621	2,000	2,672	672	2,800
			6218 refunds	112	622	398		124	124	
				<u>4,576</u>	<u>3,375</u>	<u>3,019</u>	<u>2,000</u>	<u>2,796</u>	<u>796</u>	<u>2,800</u>
			<b>SOCCER</b>	<b>1,039</b>	<b>416</b>	<b>704</b>	<b>500</b>	<b>2,054</b>	<b>1,554</b>	<b>835</b>
<b>INDOOR SOCCER LEAGUE</b>										
revenue										
20	55	5008	4100 program fees					410	410	
expense										
20	55	5008	6128 contractual instruction						-	
			6218 refunds					210	210	
				<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>210</u>	<u>210</u>	<u>-</u>
			<b>INDOOR SOCCER LEAGUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>200</b>	<b>-</b>
<b>TENNIS CAMP</b>										
revenue										
20	55	5012	4100 program fees	1,625	2,035	1,610	1,700	1,060	(640)	1,000
expense										
20	55	5012	6020 instructors/supervisors	1,146	1,526	1,181	1,500	823	(677)	700
			6216 program supplies/expenses	39						
			6218 refunds	30		70			-	
				<u>1,215</u>	<u>1,526</u>	<u>1,251</u>	<u>1,500</u>	<u>823</u>	<u>(677)</u>	<u>700</u>
			<b>TENNIS CAMP</b>	<b>410</b>	<b>509</b>	<b>359</b>	<b>200</b>	<b>237</b>	<b>37</b>	<b>300</b>
<b>LET'S CHEER LET'S DANCE</b>										
revenue										
20	55	5013	4100 program fees	-	-	312	300		(300)	220
expense										
20	55	5013	6128 contractual instruction	-	-	357	250		(250)	200
				<u>-</u>	<u>-</u>	<u>(45)</u>	<u>50</u>	<u>-</u>	<u>(50)</u>	<u>20</u>
			<b>LET'S CHEER LET'S DANCE</b>	<b>-</b>	<b>-</b>	<b>(45)</b>	<b>50</b>	<b>-</b>	<b>(50)</b>	<b>20</b>
<b>BASEBALL CAMP</b>										

				2010 Actual	2011 Actual	2012 actual	2013 BUDGET	2013 Projections	Diff	2014 Proposed Budget	
<b>PROGRAMS - YOUTH ATHLETICS</b>											
revenue											
20	55	5015	4100	program fees	-	-	614	970	820	(150)	820
expense											
20	55	5015	6020	instructors/supervisors	-	-	416	-	-	-	-
			6128	contractual instruction	-	99	337	790	64	(726)	180
					<u>-</u>	<u>99</u>	<u>753</u>	<u>790</u>	<u>64</u>	<u>(726)</u>	<u>180</u>
				<b>BASEBALL CAMP</b>	-	<b>(99)</b>	<b>(139)</b>	<b>180</b>	<b>756</b>	<b>576</b>	<b>640</b>
<b>TBALL LEAGUE</b>											
revenue											
20	55	5017	4100	program fees	3,761	-	1,958	2,000	3,552	1,552	3,090
expense											
20	55	5017	6128	contractual instruction	3,188	-	1,690	1,700	4,215	2,515	2,475
			6218	refunds	-	-	146	-	219	219	-
					<u>3,188</u>	<u>-</u>	<u>1,836</u>	<u>1,700</u>	<u>4,434</u>	<u>2,734</u>	<u>2,475</u>
				<b>TBALL LEAGUE</b>	<b>573</b>	-	<b>268</b>	<b>300</b>	<b>(663)</b>	<b>(1,182)</b>	<b>615</b>
<b>BULLS BASKETBALL CAMP</b>											
revenue											
20	55	5019	4100	program fees	-	6,539	3,642	4,000	806	(3,194)	2,280
expense											
20	55	5019	6128	contractual instruction	-	5,966	2,225	3,000	496	(2,504)	2,040
			6218	refunds	-	-	617	-	-	-	-
					<u>-</u>	<u>5,966</u>	<u>2,842</u>	<u>3,000</u>	<u>496</u>	<u>(2,504)</u>	<u>2,040</u>
				<b>BULLS BASKETBALL CAMP</b>	-	<b>573</b>	<b>800</b>	<b>1,000</b>	<b>310</b>	<b>(690)</b>	<b>240</b>
<b>INTRAMURALS</b>											
revenue											
20	55	5020	4100	program fees	-	920	410	700	-	(700)	-
expense											
20	55	5020	6020	instructors	-	480	537	600	-	(600)	-

PROGRAMS - YOUTH ATHLETICS	2010 Actual	2011 Actual	2012 actual	2013 BUDGET	2013 Projections	Diff	2014 Proposed Budget
<b>INTRAMURALS</b>	-	<b>440</b>	<b>(127)</b>	<b>100</b>	-	<b>(100)</b>	-
<b>TOTAL REVENUE</b>	29,508	32,324	19,752	23,918	16,648	(7,270)	22,065
<b>TOTAL EXPENSES</b>	22,425	26,326	18,086	19,311	13,513	(5,798)	17,625
<b>NET INCOME(LOSS)</b>	7,083	5,998	1,666	4,607	3,135	(1,472)	4,440

PROGRAMS - FITNESS	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2013 Proposed Budget
20 56 0000 3022 transfers from other accounts	1,659	1,614	1,278	995	1,187	192	1,438
<b>PAYROLL EXPENSES</b>							
20 56 0002 6101 social security expense	1,274	1,139	966	832	981	149	1,198
6102 medicare expense	298	266	226	195	229	34	280
	<u>1,572</u>	<u>1,405</u>	<u>1,192</u>	<u>1,027</u>	<u>1,210</u>	<u>183</u>	<u>1,478</u>
<b>TAE KWON DO</b>							
revenue							
20 56 6001 4100 program fees	4,161	3,588	1,952	2,000	1,700	(300)	1,800
expense							
20 56 6001 6020 instructors/supervisors	2,999	2,005	858	1,200	1,131	(69)	1,200
6216 supplies	1,400	3,605		-	-	-	
6218 refunds	-	-	64	-	32	32	-
	<u>4,399</u>	<u>5,610</u>	<u>922</u>	<u>1,200</u>	<u>1,163</u>	<u>(37)</u>	<u>1,200</u>
<b>TAE KWON DO</b>	<b>(238)</b>	<b>(2,022)</b>	<b>1,030</b>	<b>800</b>	<b>537</b>	<b>(263)</b>	<b>600</b>
<b>KAJUKENBO</b>							
revenue							
20 56 6002 4100 program fees	4,548	4,783	4,945	4,600	3,600	(1,000)	3,600
expense							
20 56 6002 6020 instructors/supervisors	1,433	1,434	1,429	1,400	1,319	(81)	1,600
<b>KAJUKENBO</b>	<b>3,115</b>	<b>3,349</b>	<b>3,516</b>	<b>3,200</b>	<b>2,281</b>	<b>(919)</b>	<b>2,000</b>
<b>FITNESS DROP IN</b>							
revenue							
20 56 6003 4100 program fees	3,221	111	322	250	52	(198)	150
expense							
20 56 6003 6216 program supplies/expenses <i>used in multiple fitness classes</i>	6,789	5,271		500	400	(100)	2,000
<b>FITNESS DROP IN</b>	<b>(3,568)</b>	<b>(5,160)</b>	<b>322</b>	<b>(250)</b>	<b>(348)</b>	<b>(98)</b>	<b>(1,850)</b>
<b>CARDIO INTERVAL TRAINING</b>							

	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2013 Proposed Budget
<b>PROGRAMS - FITNESS</b>							
revenue							
20 56 6005 4100 program fees		1,392	1,059		1,736	1,736	1,600
expense							
20 56 6005 6020 instructors/supervisors			681		1,083	1,083	1,100
<b>CARDIO INTERVAL TRAINING</b>	<b>-</b>	<b>1,392</b>	<b>378</b>	<b>-</b>	<b>653</b>	<b>653</b>	<b>500</b>
<b>YOGA/PILATES</b>							
revenue							
20 56 6006 4100 program fees		3,150	1,221		1,028	1,028	1,000
expense							
20 56 6006 6020 INSTRUCTORS		2,980	289		635	635	740
<b>YOGA/PILATES</b>	<b>-</b>	<b>170</b>	<b>932</b>	<b>-</b>	<b>393</b>	<b>393</b>	<b>260</b>
<b>YOGA FOR LIFE</b>							
revenue							
20 56 6007 4100 program fees	2,990	2,309	1,101	2,200	1,544	(656)	1,800
expense							
20 56 6007 6020 instructors/supervisors	2,200	2,306	1,574	1,650	1,150	(500)	1,260
6218 refunds	78	38			60	60	
	<u>2,278</u>	<u>2,344</u>	<u>1,574</u>	<u>1,650</u>	<u>1,210</u>	<u>(440)</u>	<u>1,260</u>
<b>YOGA FOR LIFE</b>	<b>712</b>	<b>(35)</b>	<b>(473)</b>	<b>550</b>	<b>334</b>	<b>(216)</b>	<b>540</b>
<b>PERSONAL TRAINING</b>							
revenue							
20 56 6008 4100 program fees	20	147		150	300	150	300
expense							
20 56 6008 6020 instructors/supervisors	-	-	-	100	60	(40)	200
<b>PERSONAL TRAINING</b>	<b>20</b>	<b>147</b>	<b>-</b>	<b>50</b>	<b>240</b>	<b>190</b>	<b>100</b>
<b>AGT</b>							
revenue							



				2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2013 Proposed Budget
<b>PROGRAMS - FITNESS</b>										
20	56	6009	4100	1,006	3,620	2,922	3,600	3,228	(372)	3,200
program fees										
expense										
20	56	6009	6020		486	2,107	3,000	2,084	(916)	2,300
instructors/supervisors										
<b>AGT</b>				<b>1,006</b>	<b>3,134</b>	<b>815</b>	<b>600</b>	<b>1,144</b>	544	<b>900</b>
<b>CARDIO STEP &amp; STRENGTH</b>										
revenue										
20	56	6010	4100	-	525	690	500	1,919	1,419	1,800
program fees										
expense										
20	56	6010	6020			238	375	432	57	834
instructors/supervisors										
<b>CARDIO STEP &amp; STRENGTH</b>				<b>-</b>	<b>525</b>	<b>452</b>	<b>125</b>	<b>1,487</b>	1,362	<b>966</b>
<b>COMPLETE FITNESS</b>										
revenue										
20	56	6011	4100	-				636	636	400
program fees										
expense										
20	56	6011	6020					425	425	275
instructors/supervisors										
<b>COMPLETE FITNESS</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>211</b>	211	<b>125</b>
<b>STRENGTH &amp; TONE</b>										
revenue										
20	56	6017	4100	-				1,107	1,107	1,000
program fees										
expense										
20	56	6017	6020					54	54	640
instructors/supervisors										
<b>STRENGTH &amp; TONE</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,053</b>	1,053	<b>360</b>
<b>ZUMBA</b>										
revenue										
20	56	6018	4100	2,133	3,312	10,986	8,000	11,228	3,228	11,000
program fees										
expense										
20	56	6018	6020	780	782	3,038	3,300	2,951	(349)	4,200
instructors/supervisors										

		2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2013 Proposed Budget
<b>PROGRAMS - FITNESS</b>								
6216	program supplies/expense		150	440	500	535	35	700
6218	refund		100	112	100	130	30	130
		<u>780</u>	<u>1,032</u>	<u>3,590</u>	<u>3,900</u>	<u>3,616</u>	<u>(284)</u>	<u>5,030</u>
	<b>ZUMBA</b>	<b>1,353</b>	<b>2,280</b>	<b>7,396</b>	<b>4,100</b>	<b>7,612</b>	<b>3,512</b>	<b>5,970</b>
<b>STEP CONDITIONING</b>								
revenue								
20 56 6024 4100	program fees		1,784	1,910	1,700		(1,700)	1,500
expense								
20 56 6024 6020	instructors/supervisors		378	1,729	500	1,350	850	1,200
	<b>STEP CONDITIONING</b>	<b>-</b>	<b>1,406</b>	<b>181</b>	<b>1,200</b>	<b>(1,350)</b>	<b>(2,550)</b>	<b>300</b>
<b>STRETCH &amp; STRENGTHEN</b>								
revenue								
20 56 6025 4100	program fees		1,201	2,493	2,000	3,464	1,464	1,620
expense								
20 56 6025 6020	instructors/supervisors				1,000		(1,000)	900
	<b>STRETCH &amp; STRENGTHEN</b>	<b>-</b>	<b>1,201</b>	<b>2,493</b>	<b>1,000</b>	<b>3,464</b>	<b>2,464</b>	<b>720</b>
<b>FUN FOR KIDS</b>								
revenue								
20 56 6026 4100	program fees					325	325	627
expense								
20 56 6026 6020	instructors/supervisors					180	180	280
	<b>FUN FOR KIDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>145</b>	<b>145</b>	<b>347</b>
<b>WORKOUT WARRIORS</b>								
revenue								
20 56 6027 4100	program fees		2,018	2,834	2,000	3,362	1,362	3,100
expense								
20 56 6027 6020	instructors/supervisors		113	815	500	798	298	1,100

PROGRAMS - FITNESS	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2013 Proposed Budget
<b>WORKOUT WARRIORS</b>	-	<b>1,905</b>	<b>2,019</b>	<b>1,500</b>	<b>2,564</b>	1,064	<b>2,000</b>
HATHA YOGA							
revenue							
20 56 6029 4100 program fees					1,720	1,720	1,500
expense							
20 56 6029 6020 instructors/supervisors					730	730	756
<b>HATHA YOGA</b>	-	-	-	-	<b>990</b>	990	<b>744</b>
STRETCH & STRENGTHEN W/YOGA (MISC 2010/2011)							
revenue							
20 56 6032 4100 program fees	1,718	813	577	500		(500)	
expense							
20 56 6032 6020 instructors/supervisors	1,953	1,634	1,684	400	1,336	936	
<b>STRETCH &amp; STRENGTHEN W/YOGA</b>	<b>(235)</b>	<b>(821)</b>	<b>(1,107)</b>	<b>100</b>	<b>(1,336)</b>	(1,436)	-
GET FIT WITH HULA HOOP							
revenue							
20 56 6034 4100 program fees					360	360	1,050
expense							
20 56 6034 6020 instructors/supervisors					100	100	735
<b>GET FIT WITH HULA HOOP</b>	-	-	-	-	<b>260</b>	260	<b>315</b>
<b>TOTAL REVENUE</b>	21,456	30,367	34,290	28,495	38,496	10,001	38,485
<b>TOTAL EXPENSES</b>	19,204	22,687	16,250	15,552	18,185	2,633	23,628
<b>NET INCOME(LOSS)</b>	2,252	7,680	18,040	12,943	20,311	7,368	14,857

PROGRAMS - PRESCHOOL					2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
20	57	0000	3022	transfers from other accounts	46	16	39			-	
<b>PAYROLL EXPENSES</b>											
20	57	0002	6101	social security expense	36	12	29			-	
			6102	medicare expense	8	3	7			-	
					44	15	36	-	-	-	-
<b>MISCELLANEOUS</b>											
revenue											
20	57	7000	4100	program fees	1,033	461	153			-	
expense											
20	57	7000	6020	instructors/supervisors	311					-	
			6216	program supplies/expenses	44	-	640	-	-	-	-
			6218	refunds	442	206	153	-	-	-	-
					797	206	793	-	-	-	-
<b>MISCELLANEOUS</b>					<b>236</b>	<b>255</b>	<b>(640)</b>	-	-	-	-
<b>PARENT TOT TUMBLE</b>											
revenue											
20	57	7007	4100	program fees	138	288				-	
expense											
20	57	7007	6128	contractual instruction						-	
			6216	program supplies/expenses	-	-	-	-	-	-	-
					-	-	-	-	-	-	-
<b>PARENT TOT TUMBLE</b>					<b>138</b>	<b>288</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LITTLE LEARNERS</b>											
revenue											
20	57	7009	4100	program fees	740	325	487			-	
expense											
20	57	7009	6020	instructors/supervisors	265	132	380			-	
			6216	program supplies/expenses	115	95	151			-	
					380	227	531	-	-	-	-
<b>LITTLE LEARNERS</b>					<b>360</b>	<b>98</b>	<b>(44)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

PROGRAMS - PRESCHOOL	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
FUN 2 PLAY							
revenue							
20 57 7015 4100 program fees	-	-	126	-	-	-	-
expense							
20 57 7015 6020 instructors/supervisors	-	-	96	-	-	-	-
<b>LITTLE LEARNERS</b>	-	-	<b>30</b>	-	-	-	-
LETS GET MESSY							
revenue							
20 57 7018 4100 program fees		150				-	
expense							
20 57 7018 6020 instructors/supervisors		74				-	
<b>LETS GET MESSY</b>	-	<b>76</b>	-	-	-	-	-
IDDY BIDDY POOL SCHOOL							
revenue							
20 57 7024 4100 program fees			1,114		690	690	
expense							
20 57 7024 6128 CONTRACTUAL			384		128	128	
<b>IDDY BIDDY POOL SCHOOL</b>	-	-	<b>730</b>	-	<b>562</b>	<b>562</b>	-
<b>TOTAL REVENUE</b>	1,957	1,240	1,919	-	690	690	-
<b>TOTAL EXPENSES</b>	1,221	522	1,840	-	128	128	-
<b>NET INCOME(LOSS)</b>	736	718	79	-	562	562	-

PROGRAMS - SENIOR	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
20 58 0000 3022 transfers from other accounts	-	-	-	-	-	-	-
<b>COMPUTER CLASS</b>							
revenue							
20 58 4501 4100 program fees	532	145	300	140	140	-	200
expense							
20 58 4501 6128 contractual instruction	285	20	140	80	100	20	100
<b>COMPUTER CLASS</b>	<b>247</b>	<b>125</b>	<b>160</b>	<b>60</b>	<b>40</b>	<b>(20)</b>	<b>100</b>
<b>DIGITAL PHOTOGRAPHY</b>							
revenue							
20 58 4502 4100 program fees	339	100	70	140	315	175	200
expense							
20 58 4502 6128 contractual instruction	230	60	35	80	100	20	100
<b>DIGITAL PHOTOGRAPHY</b>	<b>109</b>	<b>40</b>	<b>35</b>	<b>60</b>	<b>215</b>	<b>155</b>	<b>100</b>
<b>EBAY EDUCATION</b>							
revenue							
20 58 4507 4100 program fees	510	70	35	140	-	(140)	200
expense							
20 58 4507 6128 contractual instruction	435	20	35	80	-	(80)	100
<b>EBAY EDUCATION</b>	<b>75</b>	<b>50</b>	<b>-</b>	<b>60</b>	<b>-</b>	<b>(60)</b>	<b>100</b>
<b>TOTAL REVENUE</b>	<b>1,381</b>	<b>315</b>	<b>405</b>	<b>420</b>	<b>455</b>	<b>35</b>	<b>600</b>
<b>TOTAL EXPENSES</b>	<b>950</b>	<b>100</b>	<b>210</b>	<b>240</b>	<b>200</b>	<b>(40)</b>	<b>300</b>
<b>NET INCOME(LOSS)</b>	<b>431</b>	<b>215</b>	<b>195</b>	<b>180</b>	<b>255</b>	<b>75</b>	<b>300</b>

PROGRAMS - DANCE	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
20 59 0000 3022 transfers from other accounts	-	18	18	-	-	-	-
<b>PAYROLL EXPENSES</b>							
20 59 0002 6101 social security expense	-	12	12	-	-	-	-
6102 medicare expense	-	3	3	-	-	-	-
	-	15	15	-	-	-	-
<b>SWING DANCE</b>							
revenue							
20 59 8002 4100 program fees	1,065	2,075	760	580	1,320	740	500
expense							
20 59 8002 6128 contractual instruction	675	1,215	486	500	888	388	450
<b>SWING</b>	<b>390</b>	<b>860</b>	<b>274</b>	<b>80</b>	<b>432</b>	<b>352</b>	<b>50</b>
<b>SCHOOL BALLET &amp; DANCE</b>							
revenue							
20 59 8006 4100 program fees	1,608	2,108	3,308	1,400	3,827	2,427	2,500
expense							
20 59 8006 6128 contractual instruction	1,405	1,260	2,965	1,250	3,796	2,546	2,000
<b>SCHOOL BALLET &amp; DANCE</b>	<b>203</b>	<b>848</b>	<b>343</b>	<b>150</b>	<b>31</b>	<b>(119)</b>	<b>500</b>
<b>TOTAL REVENUE</b>	2,673	4,201	4,086	1,980	5,147	3,167	3,000
<b>TOTAL EXPENSES</b>	2,080	2,490	3,466	1,750	4,684	2,934	2,450
<b>NET INCOME(LOSS)</b>	593	1,711	620	230	463	233	550

PROGRAMS - SPECIAL EVENTS				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
20	60	0000	3022 transfers from other accounts	32	71	37	41	27	(14)	39
PAYROLL EXPENSES										
20	60	0002	6101 social security expense	25	50	28	34	23	(11)	32
			6102 medicare expense	6	12	7	8	5	(3)	8
				<u>31</u>	<u>62</u>	<u>35</u>	<u>42</u>	<u>28</u>	<u>(14)</u>	<u>40</u>
COOKIES WITH SANTA										
revenue										
20	60	9501	3010 donations	400	500	800	500	500	-	500
expense										
20	60	9501	6020 instructors/supervisors	93	293	218	198	198	-	200
			6128 contractual			150	150			150
			6216 program supplies/expenses	576	825	594	600	525	(75)	525
				<u>669</u>	<u>1,118</u>	<u>962</u>	<u>948</u>	<u>723</u>	<u>(75)</u>	<u>875</u>
			<b>COOKIES WITH SANTA</b>	<b>(269)</b>	<b>(618)</b>	<b>(162)</b>	<b>(448)</b>	<b>(223)</b>	<b>75</b>	<b>(375)</b>
BREAKFAST WITH THE BUNNY										
revenue										
20	60	9502	3010 donations	-	300	200	100	400	300	300
			4100 program fees	460	426	340	400	569	169	500
				<u>460</u>	<u>726</u>	<u>540</u>	<u>500</u>	<u>969</u>	<u>469</u>	<u>800</u>
expense										
20	60	9502	6020 instructors/supervisors	76	153	58	80	107	27	108
			6216 program supplies/expenses	400	498	332	400	436	36	400
				<u>476</u>	<u>651</u>	<u>390</u>	<u>480</u>	<u>543</u>	<u>63</u>	<u>508</u>
			<b>BREAKFAST WITH THE BUNNY</b>	<b>(16)</b>	<b>75</b>	<b>150</b>	<b>20</b>	<b>426</b>	<b>406</b>	<b>292</b>
DADDY DAUGHTER DANCE										
revenue										
20	60	9503	4100 program fees	1,084	1,164	1,363	1,300	1,704	404	1,500
expense										
20	60	9503	6020 instructors/supervisors	52	116	32	70	73	3	70



		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>PROGRAMS - SPECIAL EVENTS</b>								
6128	contractual	250	250		250		(250)	250
6216	program supplies/expenses	886	755	1,154	700	792	92	700
6221	transportation		105		110		(110)	120
		<u>1,188</u>	<u>1,226</u>	<u>1,186</u>	<u>1,130</u>	<u>865</u>	<u>(265)</u>	<u>1,140</u>
	<b>DADDY DAUGHTER DANCE</b>	<b>(104)</b>	<b>(62)</b>	<b>177</b>	<b>170</b>	<b>839</b>	<b>669</b>	<b>360</b>
<b>MOTHER SON DATE NIGHT</b>								
revenue								
20 60 9504 4100	program fees	181	117	82	140	22	(118)	270
expense								
20 60 9504 6020	instructors/supervisors	62	61		30		(30)	
6216	program supplies/expenses	75	72		70			190
6218	refunds			82		22	22	
		<u>137</u>	<u>133</u>	<u>82</u>	<u>100</u>	<u>22</u>	<u>(8)</u>	<u>190</u>
	<b>MOTHER SON DATE NIGHT</b>	<b>44</b>	<b>(16)</b>	<b>-</b>	<b>40</b>	<b>-</b>	<b>(110)</b>	<b>80</b>
<b>FISHING DERBY</b>								
revenue								
20 60 9505 4100	program fees	366	309	207	250	236	(14)	200
expense								
20 60 9505 6128	contractual	50	50				-	
6216	program supplies/expenses	303	275	198	200	233	33	180
		<u>353</u>	<u>325</u>	<u>198</u>	<u>200</u>	<u>233</u>	<u>33</u>	<u>180</u>
	<b>FISHING DERBY</b>	<b>13</b>	<b>(16)</b>	<b>9</b>	<b>50</b>	<b>3</b>	<b>(47)</b>	<b>20</b>
<b>MONSTER BASH</b>								
revenue								
20 60 9507 4100	program fees	-	-	-	-	-	-	-
expense								
20 60 9507 6020	instructors/supervisors	59	126	91	66		(66)	40
6128	contractual instruction	325	150		200		(200)	100
6216	program supplies/expenses	200	306	363	180	200	20	150
6217	trophies/awards	93		69	70		(70)	
		<u>677</u>	<u>582</u>	<u>523</u>	<u>516</u>	<u>200</u>	<u>(316)</u>	<u>290</u>

PROGRAMS - SPECIAL EVENTS				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>MONSTER BASH</b>				<b>(677)</b>	<b>(582)</b>	<b>(523)</b>	<b>(516)</b>	<b>(200)</b>	<b>316</b>	<b>(290)</b>
SANTA VISITS										
revenue										
20	60	9508	4100	program fees	90	60	60		(60)	60
expense										
20	60	9508	6020	instructors/supervisors	60	60	40		(40)	40
<b>SANTA VISITS</b>				<b>30</b>	<b>-</b>	<b>-</b>	<b>20</b>	<b>-</b>	<b>(20)</b>	<b>20</b>
PARK PRIDE DAY										
revenue										
20	60	9509	3010	donations	-	200	700	600	600	600
expense										
20	60	9509	6128	contractual instruction				1,682		
			6216	program supplies/expenses		1,042	587		-	550
					<u>-</u>	<u>1,042</u>	<u>587</u>	<u>-</u>	<u>-</u>	<u>550</u>
<b>PARK PRIDE DAY</b>				<b>-</b>	<b>(842)</b>	<b>113</b>	<b>-</b>	<b>(1,082)</b>	<b>600</b>	<b>50</b>
FLASHLIGHT EGG HUNTS										
revenue										
20	60	9510	4100	program fees		240	540	240	325	85
expense										
20	60	9510	6020	instructors/supervisors			50	60	(60)	60
			6216	program supplies/expenses		48	151	55	93	38
					<u>-</u>	<u>48</u>	<u>201</u>	<u>115</u>	<u>93</u>	<u>(22)</u>
<b>FLASHLIGHT EGG HUNT</b>				<b>-</b>	<b>192</b>	<b>339</b>	<b>125</b>	<b>232</b>	<b>107</b>	<b>160</b>
BATTLE OF THE BANDS										
revenue										
20	60	9512	3010	donations			350	350	(350)	350
			4100	program fees			50	175	(175)	100
					<u>-</u>	<u>-</u>	<u>400</u>	<u>525</u>	<u>(525)</u>	<u>450</u>

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
PROGRAMS - SPECIAL EVENTS							
expense						-	
20 60 9512 6216 program supplies/expenses			650	650	150	(500)	700
<b>BATTLE OF THE BANDS</b>	-	-	<b>(250)</b>	<b>(125)</b>	<b>(150)</b>	(25)	<b>(250)</b>
TOUCH A TRUCK							
revenue							
20 60 9513 3010 donations					-	-	150
4100 program fees					20	20	200
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	-	20	20	350
expense							
20 60 9513 6216 program supplies/expenses						-	50
						-	
<b>TOUCH A TRUCK</b>	-	-	-	-	<b>20</b>	20	<b>300</b>
<b>TOTAL REVENUE</b>	2,613	3,387	4,669	3,556	4,403	847	4,719
<b>TOTAL EXPENSES</b>	3,591	5,247	4,814	4,221	4,539	(1,144)	4,653
<b>NET INCOME(LOSS)</b>	(978)	(1,860)	(145)	(665)	(136)	1,991	66

PROGRAMS - CONCERTS	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2014 Proposed Budget
<b>MISCELLANEOUS</b>							
revenue							
20 61 9400 3050 marketing income	6,600	8,600	10,400	10,000	7,100	(2,900)	8,000
expense							
20 61 9400 6128 contractual instruction	6,375	8,300	9,500	9,400	6,700	(2,700)	7,200
6210 LICENSES			222	555	-	(555)	555
6203 printing & publication	102	365	150		7	7	
	<u>6,477</u>	<u>8,665</u>	<u>9,872</u>	<u>9,955</u>	<u>6,707</u>	<u>(3,248)</u>	<u>7,755</u>
<b>TOTAL REVENUE</b>	6,600	8,600	10,400	10,000	7,100	(2,900)	8,000
<b>TOTAL EXPENSES</b>	6,477	8,665	9,872	9,955	6,707	(3,248)	7,755
<b>NET INCOME(LOSS)</b>	123	(65)	528	45	393	348	245

PROGRAMS - TRIPS	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 Projections	Diff	2014 proposed budget
<b>BULLS TRIP</b>							
revenue							
20 62 9801 4100 program fees		1,355	2,210				
expense							
20 62 9803 6216 program supplies/expenses		1,053	2,253				
6221 transportation		704	851				
		<u>1,757</u>	<u>3,104</u>				-
<b>BULLS TRIP</b>		<b>(402)</b>	<b>(894)</b>				-
<b>CUBS TRIP</b>							
revenue							
20 62 9803 4100 program fees		1,549	1,604		428		
expense							
20 62 9803 6216 program supplies/expenses		1,366	1,476		372		
6221 transportation		728	848		333		
		<u>2,094</u>	<u>2,324</u>		<u>705</u>		-
<b>CUBS TRIP</b>		<b>(545)</b>	<b>(720)</b>		<b>(277)</b>		
<b>TOTAL REVENUE</b>		2,904	3,814	-	428		-
<b>TOTAL EXPENSES</b>		3,851	5,428	-	705		-
<b>NET INCOME(LOSS)</b>		(947)	(1,614)	-	(277)		-

PROGRAMS - BROCHURE	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 projection	Diff	2014 Proposed Budget
<b>REVENUE</b>							
20 65 0000 3050 marketing income	7,600	5,950	8,650	8,100	7,150	(950)	7,300
<b>EXPENSES</b>							
<b>ADMINISTRATIVE EXPENSES</b>							
20 65 0004 6202 postage	3,855	4,143	4,718	5,400	4,062	(1,338)	5,600
6203 printing & publication	14,701	17,668	19,716	18,600	13,146	(5,454)	19,000
	<u>18,556</u>	<u>21,811</u>	<u>24,434</u>	<u>24,000</u>	<u>17,208</u>	<u>(6,792)</u>	<u>24,600</u>
<b>TOTAL REVENUE</b>	7,600	5,950	8,650	8,100	7,150	(950)	7,300
<b>TOTAL EXPENSES</b>	18,556	21,811	24,434	24,000	17,208	(6,792)	24,600
<b>NET INCOME(LOSS)</b>	(10,956)	(15,861)	(15,784)	(15,900)	(10,058)	5,842	(17,300)

		2010 Actual	2011 Actual	2012 actual	2013 budget	2013 projections	Diff	2014 Proposed Budget
RECREATION - WEIGHT ROOM								
REVENUE								
20	70 0000 3022 transfers from other accounts	-	4	8	-	12	12	15
RESIDENT								
20	70 0500 4200 daily youth	-	-	-	-	-	-	-
	4201 daily adult	996	1,100	1,108	1,050	861	(189)	1,000
	4210 college	246	249	114	-	-	-	-
	4211 3 month adult	7,918	7,783	8,020	7,500	6,335	(1,165)	7,500
	4212 3 month senior	1,155	800	470	700	1,120	420	1,000
	4213 semi annual youth	160	74	256	150	271	121	200
	4214 semi annual adult	2,100	2,637	2,737	2,200	1,185	(1,015)	1,500
	4215 semi annual senior	1,450	1,069	1,044	1,000	1,334	334	1,100
	4216 annual youth	235	190	536	300	470	170	400
	4217 annual adult	3,875	5,411	5,425	4,800	4,750	(50)	4,900
	4218 annual senior	1,300	1,655	1,796	1,500	2,200	700	2,000
		<u>19,435</u>	<u>20,968</u>	<u>21,506</u>	<u>19,200</u>	<u>18,526</u>	<u>(674)</u>	<u>19,600</u>
NONRESIDENT								
20	70 0501 4200 daily youth	-	-	-	-	-	-	-
	4201 daily adult	182	186	7	-	-	-	-
	4210 college	-	-	-	-	-	-	-
	4211 3 month adult	680	602	634	400	544	144	500
	4212 3 month senior	-	106	106	100	227	127	150
	4213 semi annual youth	-	-	48	-	-	-	-
	4214 semi annual adult	188	-	-	-	113	113	100
	4215 semi annual senior	87	174	261	150	348	198	300
	4216 annual youth	-	-	-	-	-	-	-
	4217 annual adult	188	-	-	-	376	376	300
	4218 annual senior	150	150	400	-	-	-	-
		<u>1,475</u>	<u>1,218</u>	<u>1,456</u>	<u>650</u>	<u>1,608</u>	<u>958</u>	<u>1,350</u>
	TOTAL REVENUE	20,910	22,190	22,970	19,850	20,146	296	20,950
EXPENSES								
WAGES								
20	70 0001 6020 instructors/supervisors	-	57	94	-	168	168	200
PAYROLL EXPENSES								
20	70 0002 6101 social security expense	-	3	6	-	10	10	12

	2010 Actual	2011 Actual	2012 actual	2013 budget	2013 projections	Diff	2014 Proposed Budget
RECREATION - WEIGHT ROOM							
medicare expense	-	1	1	-	2	2	3
	-	4	7	-	12	12	15
ADMINISTRATIVE EXPENSES							
20 70 0004 6216 program supplies/expenses	232	467	360	800	379	(421)	700
CONTRACTED SERVICES							
20 70 0005 6307 equipment maintenance	2,938	2,965	1,681	2,200	1,849	(351)	2,200
total expenses	3,170	3,493	2,142	3,000	2,408	(592)	3,115
TOTAL REVENUE	20,910	22,190	22,970	19,850	20,146	296	20,950
TOTAL EXPENSES	3,170	3,493	2,142	3,000	2,408	(592)	3,115
NET INCOME(LOSS)	17,740	18,697	20,828	16,850	17,738	888	17,835



RECREATION - COMMUNITY CENTER				2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 projections	Diff	2014 Proposed Budget
<b>REVENUE</b>										
20	75	0000	3022 transfers from other accounts	3,625	4,204	3,954	3,559	3,610	51	3,201
			3060 rental income	50	100	170				
			3070 niu workstudy program		-	-				
			3090 cash over/short	9	21	16				
TOTAL REVENUE				3,684	4,325	4,140	3,559	3,610	51	3,201
<b>EXPENSES</b>										
<b>WAGES</b>										
20	75	0001	6005 part time maintenance	5,062	6,096	5,946	7,000	4,820	(2,180)	1,000
			6021 community center front desk	40,059	41,960	42,285	41,000	43,270	2,270	42,000
				45,121	48,056	48,231	48,000	48,090	90	43,000
<b>PAYROLL EXPENSES</b>										
20	75	0002	6101 social security expense	2,786	2,968	2,991	2,976	2,982	6	2,666
			6102 medicare expense	651	694	699	696	697	1	624
				3,437	3,662	3,690	3,672	3,679	7	3,290
<b>ADMINISTRATIVE EXPENSES</b>										
20	75	0004	6200 office supplies	1,325	1,216	854	1,000	674	(326)	1,000
			6201 office equipment	643	807	2,728	1,800	2,400	600	1,800
			6204 dues & subscriptions	45	-	-		-	-	
			6215 uniforms	352	312	216	200	325	125	300
			6216 program supplies/expenses	518	265	-	250	171	(79)	200
				2,883	2,600	3,798	3,250	3,570	320	3,300
<b>CONTRACTED SERVICES</b>										
20	75	0005	6300 building maintenance services	945	3,070	1,985	1,180	1,180	-	
			6302 refuse removal	1,131	981	1,011	1,020	900	(120)	1,020
			6310 credit card system expense	2,099	1,943	1,751	1,800	2,100	300	2,000
				4,175	5,994	4,747	4,000	4,180	180	3,020
<b>MAINTENANCE</b>										
20	75	0006	6401 buildings	81	140	13	100	-	(100)	
				81	140	13	100	-	(100)	-
<b>MATERIALS &amp; SUPPLIES</b>										
20	75	0007	6500 misc	2,501	2,505	2,635	1,800	2,400	600	2,000

	2010 Actual	2011 Actual	2012 Actual	2013 budget	2013 projections	Diff	2014 Proposed Budget
RECREATION - COMMUNITY CENTER							
6510 janitorial	1,501	1,376	1,713	1,500	855	(645)	1,500
	<u>4,002</u>	<u>3,881</u>	<u>4,348</u>	<u>3,300</u>	<u>3,255</u>	<u>(45)</u>	<u>3,500</u>
utilities							
20 75 0009 6700 phone	5,597	5,456	5,522	5,000	5,200	200	5,200
6702 electricity	4,641	4,984	4,564	4,500	4,300	(200)	4,300
6703 gas	1,917	1,718	1,677	1,700	2,200	500	2,200
6704 water/sewer	212	206	224	220	240	20	240
6705 cable/satellite	1,109	1,044	1,087	1,100	1,135	35	1,135
	<u>13,476</u>	<u>13,408</u>	<u>13,074</u>	<u>12,520</u>	<u>13,075</u>	<u>555</u>	<u>13,075</u>
miscellaneous							
20 75 0011 6850 property tax expense	5,829	5,909	6,040	6,200	5,986	(214)	6,000
6853 lease expense	57,996	57,996	57,996	60,168	60,168	-	64,518
	<u>63,825</u>	<u>63,905</u>	<u>64,036</u>	<u>66,368</u>	<u>66,154</u>	<u>(214)</u>	<u>70,518</u>
total expenses	137,000	141,646	141,937	141,210	142,003	793	139,703
TOTAL REVENUE	3,684	4,325	4,140	3,559	3,610	51	3,201
TOTAL EXPENSES	137,000	141,646	141,937	141,210	142,003	793	139,703
NET INCOME(LOSS)	(133,316)	(137,321)	(137,797)	(137,651)	(138,393)	(742)	(136,502)
	782,496	881,384	935,026	1,039,565	1,057,812	18,247	1,064,077
	734,257	927,894	909,474	900,031	877,550	(13,697)	952,709
	48,239	(46,510)	25,552	139,534	180,262	31,944	111,368
				-			

				2013 budget	2013 Projections	Diff	2014 Proposed Budget
<b>DONATIONS</b>							
Revenues							
21	10	0000	3007 interest income	-	50	50	-
			3010 donations	-	-	-	-
			<u>3,981</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
			7,677	-	50	50	-
<b>MISCELLANEOUS</b>							
21	10	0011	6860 operating transfer to 6851 donor restricted projects				
			<u>400,000</u>				
			<u>1,701</u>				
			401,701	-	-	-	-
			<b>TOTAL REVENUE</b>	-	50	50	-
			<b>TOTAL EXPENSES</b>	-	-	-	-
			<b>NET INCOME(LOSS)</b>	-	50	50	-

SPECIAL RECREATION				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget	
Revenues											
22	10	0000	3001	real estate taxes	90,659	186,723	175,316	176,000	158,000	(18,000)	144,000
			3007	interest	<u>13</u>	<u>25</u>	<u>47</u>	<u></u>	<u>40</u>	<u>40</u>	<u></u>
					90,672	186,748	175,363	176,000	158,040	(17,960)	144,000
22-	10	0003	6125	consultants	5,215	14,747	-	-	-	-	-
22	10	0007	6500	miscellaneous	-	-	2,805	113,040	113,336	296	201,889
								-			-
22	10	0011	6855	ksra operations	<u>74,799</u>	<u>74,799</u>	<u>74,799</u>	<u>78,000</u>	<u>75,270</u>	<u>(2,730)</u>	<u>76,000</u>
					80,014	89,546	77,604	191,040	188,606	(2,434)	277,889
				<b>TOTAL REVENUE</b>	90,672	186,748	175,363	176,000	158,040	(17,960)	144,000
				<b>TOTAL EXPENSES</b>	80,014	89,546	77,604	191,040	188,606	(2,434)	277,889
				<b>NET INCOME(LOSS)</b>	10,658	97,202	97,759	(15,040)	(30,566)	(15,526)	(133,889)

				2013 Budget	2013 Projections	Diff	2014 Proposed Budget			
INSURANCE				2010 Actual	2011 Actual	2012 Actual				
Revenues										
23	10	0000	3001 real estate taxes	135,448	97,984	114,656	43,000	43,000	-	51,000
			REFUND FROM IPARKS					18,301		
			3007 interest		2	6				
				<u>135,448</u>	<u>97,986</u>	<u>114,662</u>	<u>43,000</u>	<u>61,301</u>	<u>-</u>	<u>51,000</u>
MISCELLANEOUS										
23	10	0010	6800 unemployment	-	6,385	9,934	15,000	14,068	(932)	15,000
			6805 workers comp	17,365	17,291	17,206	20,000	20,739	739	7,900
			6806 general liability	80,834	55,622	59,032	60,000	62,995	2,995	49,660
			6807 liquor liability	848	862	884	1,000	525	(475)	
				<u>99,047</u>	<u>80,160</u>	<u>87,056</u>	<u>96,000</u>	<u>98,327</u>	<u>2,327</u>	<u>72,560</u>
<b>TOTAL REVENUE</b>				135,448	97,986	114,662	43,000	61,301	-	51,000
<b>TOTAL EXPENSES</b>				99,047	80,160	87,056	96,000	98,327	2,327	72,560
<b>NET INCOME(LOSS)</b>				36,401	17,826	27,606	(53,000)	(37,027)	(2,327)	(21,560)

AUDIT		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
Revenues								
24	10 0000 3001	17,935	23,015	17,925	9,400	9,400	-	14,000
	3007	<u>2</u>	<u>2</u>	<u>3</u>				
		17,937	23,017	17,928	9,400	9,400	-	14,000
MISCELLANEOUS								
24	10 0003 6122	<u>18,498</u>	<u>13,887</u>	<u>14,295</u>	<u>15,000</u>	<u>13,250</u>	<u>(1,750)</u>	<u>14,100</u>
		18,498	13,887	14,295	15,000	13,250	(1,750)	14,100
	<b>TOTAL REVENUE</b>	17,937	23,017	17,928	9,400	9,400	-	14,000
	<b>TOTAL EXPENSES</b>	18,498	13,887	14,295	15,000	13,250	(1,750)	14,100
	<b>NET INCOME(LOSS)</b>	(561)	9,130	3,633	(5,600)	(3,850)	1,750	(100)



					2012 Actual	2013 budget	2013 Projection	Diff	2014 Proposed Budget
POLICE									
Revenues									
26	10	0000	3001	real estate taxes		100	79	(21)	100
			3007	interest	2				
						<hr/>	<hr/>	<hr/>	<hr/>
						100	79	(21)	100
MISCELLANEOUS									
26	10	0003	6129	patrol services signs		-	-	-	4,000
						-	-	-	-
<b>TOTAL REVENUE</b>						100	79	(21)	100
<b>TOTAL EXPENSES</b>						-	-	-	4,000
<b>NET INCOME(LOSS)</b>						100	79	(21)	(3,900)



IMRF		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
Revenues								
27	10 0000 3001 real estate taxes	88,648	97,984	96,730	86,000	85,900	(100)	87,000
	3007 interest							
		<u>88,648</u>	<u>97,984</u>	<u>96,730</u>	<u>86,000</u>	<u>85,900</u>	<u>(100)</u>	<u>87,000</u>
MISCELLANEOUS								
27	10 0011 6860 OPERATING TRANSFER TO	88648	97984	96730	86000	85,900	(100)	87,000
		<u>88,648</u>	<u>97,984</u>	<u>96,730</u>	<u>86,000</u>	<u>85,900</u>	<u>(100)</u>	<u>87,000</u>
	<b>TOTAL REVENUE</b>	88,648	97,984	96,730	86,000	85,900	(100)	87,000
	<b>TOTAL EXPENSES</b>	88,648	97,984	96,730	86,000	85,900	(100)	87,000
	<b>NET INCOME(LOSS)</b>	-	-	-	-	-	-	-

					2013 Budget	2013 Projections	Diff	2014 Proposed Budget			
SOCIAL SECURITY					2010 Actual	2011 Actual	2012 Actual				
Revenues											
28	10	0000	3001	real estate taxes	85,660	88,973	81,740	75,000	74,900	(100)	77,000
			3007	interest							
					<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
					85,660	88,973	81,740	75,000	74,900	(100)	77,000
MISCELLANEOUS											
28	10	0011	6860	OPERATING TRANSFER TO	85660	88973	81,740	75000	74,900	-100	77000
					85,660	88,973	81,740	75,000	74,900	(100)	77,000
<b>TOTAL REVENUE</b>					85,660	88,973	81,740	75,000	74,900	(100)	77,000
<b>TOTAL EXPENSES</b>					85,660	88,973	81,740	75,000	74,900	(100)	77,000
<b>NET INCOME(LOSS)</b>					-	-	-	-	-	-	-

CONCESSIONS-CLUBHOUSE				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
30	30	0000	3022	3,594	4,075	4,046	3,872	3,963	91	4,045
			3050	4,626	4,583	3,598	3,500	3,373	(127)	3,300
			3090	19	119	(18)		84		
			4359	-	4,142	5,584	5,370	5,820	450	5,570
			4500	719	543	630	600	835	235	800
			4501	324	240	192	200	250	50	250
			4502	855	1,062	875	1,000	1,040	40	1,000
			4503	1,897	1,870	1,709	1,700	2,050	350	1,900
			4505	6,077	5,916	6,548	6,200	6,925	725	6,500
			4506	1,728	1,813	1,860	1,800	1,800	-	1,800
			4507	1,746	1,462	1,503	1,500	1,300	(200)	1,400
			4508	726	737	934	875	1,025	150	900
			4509	23	-	-				
			4510	162	58	22	-	-	-	
			4512	1,080	1,184	1,107	1,100	1,350	250	1,200
			4513	58	121	101	100	5	(95)	
			4514	1,455	1,354	1,723	1,500	1,575	75	1,500
			4516	11	72	45	50	-	(50)	
			4520	3,795	4,123	3,688	3,600	3,600	-	3,500
			4521	11,507	10,775	11,996	11,500	10,200	(1,300)	10,500
			4522	1,143	1,121	1,075	1,100	1,000	(100)	1,000
			4523	-	3	-				
			4524	9,877	16,124	19,166	17,500	22,000	4,500	20,000
			4525	509	594	511	500	550	50	550
			4526	1,606	2,267	2,924	2,500	2,400	(100)	2,500
			4527	328	111	145	100	85	(15)	100
			4528	214	333	350	250	200	(50)	200
			TOTAL REVENUE	54,079	64,802	70,314	66,417	71,430	4,929	68,515
WAGES										
30	30	0001	6040	14,158	14,240	14,240	15,805	15,805	-	16,279
			6041	12,144	12,505	12,505	13,000	13,000	-	13,500
				26,302	26,745	26,745	28,805	28,805	-	29,779
PAYROLL EXPENSES										
30	30	0002	6100	1,419	1,571	1,571	1,792	1,792	-	1,867
			6101	1,628	1,656	1,656	1,786	1,786	-	1,846

			2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>CONCESSIONS-CLUBHOUSE</b>									
6102	medicare expense		381	387	387	418	418	-	432
			<u>3,428</u>	<u>3,614</u>	<u>3,614</u>	<u>3,996</u>	<u>3,996</u>	<u>-</u>	<u>4,145</u>
<b>ADMINISTRATIVE EXPENSES</b>									
30 30 0004	6200 office supplies		31	18	18	25	25	-	25
	6207 education & training		-	-	-	400	100	(300)	400
	6208 advertising printed		195	-	-	150	-	(150)	100
	6210 licenses		2,690	2,700	2,700	2,800	2,730	(70)	2,750
	6211 travel expense		-	-	-	-	-	-	-
	6215 uniforms		-	-	-	500	469	(31)	500
			<u>2,916</u>	<u>2,718</u>	<u>2,718</u>	<u>3,875</u>	<u>3,324</u>	<u>(551)</u>	<u>3,775</u>
<b>CONTRACTED SERVICES</b>									
30 30 0005	6300 building maintenance services		673	-	-	-	300	300	300
	6301 Rag & rug		126	149	149	-	-	-	-
	6302 refuse removal		476	504	504	600	600	-	600
	6307 equipment maintenance		1,076	513	513	600	900	300	1,000
	6310 credit card system expense		158	298	298	350	350	-	400
			<u>2,509</u>	<u>1,464</u>	<u>1,464</u>	<u>1,550</u>	<u>2,150</u>	<u>600</u>	<u>2,300</u>
<b>MAINTENANCE</b>									
30 30 0006	6400 small equipment purchase		269	282	282	300	306	6	300
	deck furniture/umbrellas								8,000
	port-a-grill								4,700
	menu boards								1,500
	6401 buildings		2,392	989	989	500	50	(450)	100
	6409 golf carts		-	-	-	-	-	-	-
			<u>2,661</u>	<u>1,271</u>	<u>1,271</u>	<u>800</u>	<u>356</u>	<u>(444)</u>	<u>14,600</u>
<b>MATERIALS &amp; SUPPLIES</b>									
30 30 0007	6500 misc		882	886	886	800	500	(300)	800
	6510 janitorial		1,188	1,767	1,767	1,300	1,200	(100)	1,000
	6550 paper/plastic		2,413	2,065	2,065	2,200	2,200	-	2,200
	6551 cleaning - concessions		-	35	35	200	150	(50)	150
			<u>4,483</u>	<u>4,753</u>	<u>4,753</u>	<u>4,500</u>	<u>4,050</u>	<u>(450)</u>	<u>4,150</u>
<b>COST OF GOODS SOLD</b>									
30 30 0008	6610 breakfast sandwiches		231	235	235	200	225	25	225
	6611 donuts, etc		131	93	93	100	150	50	125
	6612 cold sandwiches		489	605	605	500	700	200	500

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>CONCESSIONS-CLUBHOUSE</b>							
6613 burgers	1,234	1,156	1,156	500	1,000	500	1,000
6615 hot dogs,etc	2,419	2,158	2,158	2,000	2,500	500	2,300
6616 chicken	1,221	1,148	1,148	900	800	(100)	800
6617 appetizers	1,120	1,135	1,135	600	900	300	700
6618 cookies, etc	259	412	412	400	500	100	400
6619 pretzels	-	-	-	-	-	-	-
6620 nachos	108	52	52	-	-	-	-
6622 chips	499	915	915	600	950	350	700
6623 cold snacks	22	14	14	50	17	(33)	-
6624 candy	1,301	766	766	750	1,200	450	800
6626 ice cream	-	80	80	25	-	(25)	-
6629 condiments	1,060	1,176	1,176	1,200	1,000	(200)	1,000
6630 fountain drinks	2,840	4,129	4,129	2,000	3,100	1,100	3,000
6631 pop	4,625	7,935	7,935	6,000	4,500	(1,500)	4,200
6632 hot drinks	244	308	308	400	450	50	400
6634 beer	4,724	5,200	5,200	6,000	8,200	2,200	7,500
6635 specialty drinks	120	339	339	300	300	-	300
6636 mixed drinks	2,371	1,934	1,934	1,500	1,800	300	1,500
6637 smoothies	306	-	-	25	-	(25)	25
6638 wine	204	253	253	100	-	(100)	100
	<u>25,528</u>	<u>30,043</u>	<u>30,043</u>	<u>24,150</u>	<u>28,292</u>	<u>4,142</u>	<u>25,575</u>
<b>UTILITIES</b>							
30 30 0009 6700 phone	10	10	10	25	10	(15)	25
6701 cell	571	207	207	250	210	(40)	450
6702 electricity	2,116	1,870	1,870	1,400	1,400	-	1,400
6703 gas	601	649	649	500	500	-	500
6705 cable	480	465	465	520	500	(20)	500
	<u>3,778</u>	<u>3,201</u>	<u>3,201</u>	<u>2,695</u>	<u>2,620</u>	<u>(75)</u>	<u>2,875</u>
<b>MISCELLANEOUS</b>							
30 30 0011 6852 sales tax	4,071	4,913	4,913	5,200	5,800	600	5,400
	<u>4,071</u>	<u>4,913</u>	<u>4,913</u>	<u>5,200</u>	<u>5,800</u>	<u>600</u>	<u>5,400</u>
total expenses	75,676	78,722	78,722	75,571	79,393	3,822	92,599
TOTAL REVENUE	54,079	64,802	70,314	66,417	71,430	4,929	68,515
TOTAL EXPENSES	75,676	78,722	78,722	75,571	79,393	3,822	92,599
NET INCOME(LOSS)	(21,597)	(13,920)	(8,408)	(9,154)	(7,963)	1,107	(24,084)

				2010 Actual	2011 Actual	2012 Actual	2013 Proposed Budget	2013 Projections	Diff	2014 Proposed Budget	
<b>CONCESSIONS-CART</b>											
30	31	0000	3022	transfers from other funds	380	417	367	341	327	(14)	335
			3090	cash over/short	9	50	-				
			4502	cold sandwiches	-	8	8	-		-	
			4508	cookies, etc	93	77	77	75	75	-	75
			4512	chips	123	109	109	125	160	35	200
			4513	cold snacks	2	4	4	-		-	
			4514	candy & gum	213	247	247	200	270	70	300
			4521	pop	3,013	3,163	3,163	3,000	2,300	(700)	2,400
			4524	beer	9,257	9,542	9,542	10,000	10,500	500	11,000
			4525	specialty drinks	676	734	734	750	905	155	900
			4526	mixed drinks	868	688	688	600	455	(145)	500
			4528	wine	-	-	-	-		-	
				<b>TOTAL REVENUE</b>	<u>14,634</u>	<u>15,039</u>	<u>14,939</u>	<u>15,091</u>	<u>14,992</u>	<u>(99)</u>	<u>15,710</u>
<b>WAGES</b>											
30	31	0001	6041	staff	<u>4,712</u>	<u>4,746</u>	<u>4,746</u>	<u>4,600</u>	<u>4,350</u>	<u>(250)</u>	<u>4,500</u>
					4,712	4,746	4,746	4,600	4,350	(250)	4,500
<b>PAYROLL EXPENSES</b>											
30	31	0002	6101	social security expense	292	294	294	285	270	(15)	279
			6102	medicare expense	<u>68</u>	<u>69</u>	<u>69</u>	<u>67</u>	<u>63</u>	<u>(4)</u>	<u>65</u>
					360	363	363	352	333	(19)	344
<b>MAINTENANCE</b>											
30	31	0006	6409	MAINTENANCE	<u>-</u>	<u>118</u>	<u>118</u>	<u>500</u>	<u>-</u>	<u>(500)</u>	<u>500</u>
					-	118	118	500	-	(500)	500
<b>COST OF GOODS SOLD</b>											
30	31	0008	6612	cold sandwiches	-	-	-	-		-	
			6618	cookies, etc	17	20	20	25	15	(10)	20
			6622	chips	52	45	45	60	60	-	60
			6623	cold snacks	-	-	-	-		-	
			6624	candy	124	106	106	100	70	(30)	130
			6631	pop	1,229	1,090	1,090	1,200	750	(450)	1,000
			6634	beer	2,450	2,079	2,079	2,300	2,020	(280)	2,250
			6635	specialty drinks	276	196	196	200	130	(70)	150
			6636	mixed drinks	230	187	187	200	200	-	200
			6638	wine	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

	2010 Actual	2011 Actual	2012 Actual	2013 Proposed Budget	2013 Projections	Diff	2014 Proposed Budget
CONCESSIONS-CART	4,379	3,723	3,723	4,085	3,245	(840)	3,810
MISCELLANEOUS							
30 31 0011 6852 sales tax	<u>1,259</u>	<u>1,316</u>	<u>1,316</u>	<u>1,320</u>	<u>1,310</u>	<u>(10)</u>	<u>1,450</u>
	1,259	1,316	1,316	1,320	1,310	(10)	1,450
total expenses	10,710	10,266	10,266	10,857	9,238	(1,619)	10,604
TOTAL REVENUE	14,634	15,039	14,939	15,091	14,992	(99)	15,710
TOTAL EXPENSES	10,710	10,266	10,266	10,857	9,238	(1,619)	10,604
NET INCOME(LOSS)	3,924	4,773	4,673	4,234	5,754	1,520	5,106

					2013	2013		2014			
CONCESSIONS-SPORTS COMPLEX					Budget	Projections	Diff	Proposed			
								Budget			
				2010 Actual	2011 Actual	2012 Actual					
30	33	0000	3022	transfers from other funds	325	427	411	357	432	75	410
			3065	contractual revenue			518	500	312		500
			4501	donuts, rolls, muffins	26	76	56	50	74	24	75
			4502	cold sandwiches	257	601	391	400	308	(92)	350
			4503	burgers	1,580	3,100	2,550	2,600	2,300	(300)	2,700
			4504	pizza	852	1,424	534	600	355	(245)	500
			4505	hot dogs, brats	3,204	3,673	3,108	3,300	3,660	360	4,000
			4506	chicken			280	250	135	(115)	250
			4508	cookies, etc	323	370	521	500	335	(165)	500
			4509	pretzels	2,059	2,188	1,739	2,000	1,600	(400)	2,000
			4510	nachos	1,712	1,520	1,349	1,500	1,325	(175)	1,350
			4511	popcorn	1,751	1,509	1,799	1,700	1,750	50	1,800
			4512	chips	393	686	404	400	620	220	600
			4513	cold snacks	192	250	200	200	175	(25)	200
			4514	candy & gum	1,523	2,113	2,221	2,200	2,150	(50)	2,200
			4515	monkey bags	220	188	111	-	21	21	-
			4516	ice cream	948	1,145	1,056	1,100	892	(208)	1,000
			4520	fountain drinks	526	844	1,973	1,800	1,015	(785)	1,500
			4521	pop	8,210	9,000	8,966	9,000	6,950	(2,050)	8,000
			4522	hot drinks	562	711	237	400	440	40	450
			4523	juice boxes	91	102	90	100	44	(56)	50
TOTAL REVENUE					24,754	29,927	28,514	28,957	24,893	(3,876)	28,435
WAGES											
30	33	0001	6041	staff	4,033	5,687	4,736	4,800	5,750	950	5,500
					4,033	5,687	4,736	4,800	5,750	950	5,500
PAYROLL EXPENSES											
30	33	0002	6101	social security expense	250	353	294	298	357	59	341
			6102	medicare expense	58	82	69	70	83	13	80
					308	435	363	368	440	72	421
ADMINISTRATIVE EXPENSES											
30	33	0004	6210	licenses	150	155	155	175	175	-	200
					150	155	155	175	175	-	200



					2013	2013		2014
CONCESSIONS-SPORTS COMPLEX					Budget	Projections	Diff	Proposed
								Budget
MAINTENANCE								
30	33	0006	6400	small equipment purchase	150	474	324	250
			6401	buildings	150	-	(150)	
					<u>300</u>	<u>474</u>	<u>174</u>	<u>250</u>
MATERIALS & SUPPLIES								
30	33	0007	6500	misc	200	94	(106)	150
			6510	janitorial	250	40	(210)	200
			6550	paper/plastic	600	170	(430)	500
			6551	cleaning - concessions	25	20	(5)	50
					<u>1,075</u>	<u>324</u>	<u>(751)</u>	<u>900</u>
COST OF GOODS SOLD								
30	33	0008	6611	donuts, etc	25	37	12	20
			6612	cold sandwiches	135	55	(80)	80
			6613	burgers	950	975	25	1,000
			6614	pizza	125	100	(25)	100
			6615	hot dogs,etc	1,100	1,350	250	1,300
			6616	chicken	75	124	49	150
			6618	cookies, etc	250	120	(130)	200
			6619	pretzels	750	449	(301)	750
			6620	nachos	400	269	(131)	300
			6621	popcorn	800	440	(360)	500
			6622	chips	200	300	100	300
			6623	cold snacks	100	345	245	100
			6624	candy	1,100	775	(325)	1,100
			6625	monkey bags	-	-	-	
			6626	ice cream	300	377	77	250
			6629	condiments	200	45	(155)	200
			6630	fountain drinks	700	384	(316)	700
			6631	pop	4,000	4,000	-	3,500
			6632	hot drinks	100	50	(50)	50
			6633	juice boxes	25	13	(12)	15
					<u>11,335</u>	<u>10,208</u>	<u>(1,127)</u>	<u>10,615</u>
					15,363	9,519	11,157	
UTILITIES								

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
CONCESSIONS-SPORTS COMPLEX							
30 33 0009 6702 electricity	<u>1,713</u>	<u>1,415</u>	<u>1,035</u>	<u>1,000</u>	<u>850</u>	<u>(150)</u>	<u>1,000</u>
	1,713	1,415	1,035	1,000	850	(150)	1,000
MISCELLANEOUS							
30 33 0011 6852 sales tax	<u>2,115</u>	<u>2,643</u>	<u>2,389</u>	<u>2,760</u>	<u>2,400</u>	<u>(360)</u>	<u>2,650</u>
	2,115	2,643	2,389	2,760	2,400	(360)	2,650
total expenses	25,996	20,684	20,738	21,813	20,621	(1,192)	21,536
TOTAL REVENUE	24,754	29,927	28,514	28,957	24,893	(3,876)	28,435
TOTAL EXPENSES	25,996	20,684	20,738	21,813	20,621	(1,192)	21,536
NET INCOME(LOSS)	(1,242)	9,243	7,776	7,144	4,272	(2,684)	6,899

				2013	2013		2014				
CONCESSIONS-POOL				Budget	Projections	Diff	Proposed Budget				
		2010 Actual	2011 Actual	2012 Actual							
30	34	0000	3022	transfers from other funds	278	335	333	297	283	(14)	298
			4502	cold sandwiches	38	4	9		(9)	(9)	
			4503	burgers	173	248	166	150	166	16	150
			4504	pizza	149	69	-		-	-	
			4505	hot dogs, brats	875	1,078	981	1,000	533	(467)	1,000
			4508	cookies, etc	241	163	236	200	232	32	250
			4509	pretzels	1,724	1,789	1,553	1,600	1,112	(488)	1,400
			4510	nachos	1,498	1,744	1,570	1,600	1,098	(502)	1,400
			4511	popcorn	439	431	452	500	355	(145)	500
			4512	chips	228	207	273	250	168	(82)	250
			4513	cold snacks	93	95	78	75	31	(44)	50
			4514	candy & gum	1,641	1,957	1,840	1,900	1,610	(290)	1,900
			4515	monkey bags	156	102	52	-	-	-	
			4516	ice cream	1,791	1,520	1,266	1,300	905	(395)	1,300
			4520	fountain drinks	1,719	1,794	1,762	1,800	974	(826)	1,700
			4521	pop	482	730	687	700	483	(217)	700
			4523	juice boxes	93	62	94	75	93	18	100
			4527	smoothies	-	397	690	700	46	(654)	500
				TOTAL REVENUE	11,618	12,725	12,042	12,147	8,080	(4,067)	11,498
WAGES											
30	34	0001	6041	staff	3,933	3,938	4,067	4,000	3,757	(243)	4,000
					3,933	3,938	4,067	4,000	3,757	(243)	4,000
PAYROLL EXPENSES											
30	34	0002	6101	social security expense	244	244	252	248	233	(15)	248
			6102	medicare expense	57	57	59	58	55	(3)	58
					301	301	311	306	288	(18)	306
ADMINISTRATIVE EXPENSES											
30	34	0004	6210	licenses	150	155	165	175	175	-	200
					150	155	165	175	175	-	200
CONTRACTED SERVICES											
30	34	0005	6307	equip maint	335	-	-	100	-	(100)	100
					335	-	-	100	-	(100)	100
MAINTENANCE											

				2013	2013		2014			
				Budget	Projections	Diff	Proposed			
				2010 Actual	2011 Actual	2012 Actual	Budget			
<b>CONCESSIONS-POOL</b>										
30	34	0006	6400 small equipment purchase	-	-	159	200	-	(200)	
			6401 buildings	74	26	-	100	-	(100)	
				<u>74</u>	<u>26</u>	<u>159</u>	<u>300</u>	<u>-</u>	<u>(300)</u>	<u>-</u>
<b>MATERIALS &amp; SUPPLIES</b>										
30	34	0007	6500 misc	-	-	250	150	-	(150)	
			6510 janitorial	8	-	129	50	24	(26)	100
			6550 paper/plastic	172	488	105	200	421	221	300
			6551 cleaning - concessions	-	15	154	150	15	(135)	100
				<u>180</u>	<u>503</u>	<u>638</u>	<u>550</u>	<u>460</u>	<u>(90)</u>	<u>500</u>
<b>COST OF GOODS SOLD</b>										
30	34	0008	6612 cold sandwiches	-	-	-		21	-	
			6613 burgers	93	89	55	50	58	8	50
			6614 pizza	120	18	-	-	-	-	
			6615 hot dogs,etc	130	243	340	350	105	(245)	350
			6618 cookies, etc	32	44	103	75	87	12	100
			6619 pretzels	502	486	788	800	380	(420)	700
			6620 nachos	110	459	592	600	318	(282)	500
			6621 popcorn	(17)	57	178	150	139	(11)	150
			6622 chips	34	-	63	125	76	(49)	125
			6623 cold snacks	41	27	51	50	26	(24)	25
			6624 candy	255	651	1,283	950	714	(236)	900
			6625 monkey bags	8	-	16	-	-	-	
			6626 ice cream	523	519	589	450	372	(78)	450
			6629 condiments	15	-	27	50	-	(50)	50
			6630 fountain drinks	476	225	793	800	390	(410)	500
			6631 pop	-	50	327	350	123	(227)	350
			6633 juice boxes	23	11	40	15	3	(12)	25
			6637 smoothies	-	111	367	300	-	(300)	100
				<u>2,345</u>	<u>2,990</u>	<u>5,612</u>	<u>5,115</u>	<u>2,812</u>	<u>(2,324)</u>	<u>4,375</u>
<b>MISCELLANEOUS</b>										
30	34	0011	6852 sales tax	1,002	1,112	1,064	1,165	701	(464)	1,100
				<u>1,002</u>	<u>1,112</u>	<u>1,064</u>	<u>1,165</u>	<u>701</u>	<u>(464)</u>	<u>1,100</u>
			total expenses	8,320	9,025	12,016	11,711	8,193	(3,539)	10,581
			TOTAL REVENUE	11,618	12,725	12,042	12,147	8,080	(4,067)	11,498

CONCESSIONS-POOL	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
TOTAL EXPENSES	8,320	9,025	12,016	11,711	8,193	(3,539)	10,581
NET INCOME(LOSS)	3,298	3,700	26	436	(113)	(528)	917

		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>CONCESSIONS-CATERING</b>								
30 35 0000 3022	transfers from other funds	9	59	63	60	69	9	56
4530	food	8,237	11,187	11,762	11,000	7,000	(4,000)	10,000
4531	bar	5,115	2,704	2,570	3,000	3,000	-	4,000
4532	room rental/bartendar	3,529	3,510	4,956	4,000	5,050	1,050	5,500
	<b>TOTAL REVENUE</b>	16,890	17,460	19,351	18,060	15,119	(2,941)	19,556
<b>WAGES</b>								
30 35 0001 6041	staff	110	672	762	800	914	114	750
		110	672	762	800	914	114	750
<b>PAYROLL EXPENSES</b>								
30 35 0002 6101	social security expense	7	42	47	50	57	7	47
6102	medicare expense	2	10	11	12	13	1	11
		9	52	58	62	70	8	58
<b>MATERIALS &amp; SUPPLIES</b>								
30 35 0007 6500	misc	-	390	469	400	375	(25)	500
6550	paper/plastic	-	-	-	-	-	-	-
		-	390	469	400	375	(25)	500
<b>COST OF GOODS SOLD</b>								
30 35 0008 6640	catering costs	4,579	4,409	5,351	5,000	3,000	(2,000)	3,500
		4,579	4,409	5,351	5,000	3,000	(2,000)	3,500
<b>MISCELLANEOUS</b>								
30 35 0011 6852	sales tax	1,144	1,344	1,263	1,375	950	(425)	1,375
		1,144	1,344	1,263	1,375	950	(425)	1,375
	<b>total expenses</b>	5,842	6,867	7,903	7,637	5,309	(2,328)	6,183
	<b>TOTAL REVENUE</b>	16,890	17,460	19,351	18,060	15,119	(2,941)	19,556
	<b>TOTAL EXPENSES</b>	5,842	6,867	7,903	7,637	5,309	(2,328)	6,183
	<b>NET INCOME(LOSS)</b>	11,048	10,593	11,448	10,423	9,810	(613)	13,373
		121,975	139,953	145,410	140,672	134,514	(6,304)	143,714
		126,544	125,564	129,770	127,589	122,754	(4,981)	141,503
		(4,569)	14,389	15,640	13,083	11,760	(1,323)	2,211



GOLF		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget		
50	40 0000	3022	transfers from other accounts	23,447	193,497	159,806	17,340	17,032	(308)	17,842
		3028	miscellaneous			1,685		542		
		3040	contributed asset		40,540	30,973				
		3080	administration fee			125		75	75	
				<u>23,447</u>	<u>234,037</u>	<u>192,589</u>	<u>17,340</u>	<u>17,649</u>	<u>(233)</u>	<u>17,842</u>
DAILY GREENS FEES, RESIDENT										
50	40 0300	4300	weekday 18 hole before 2	7,797	6,666	9,989	7,600	9,000	1,400	9,000
		4301	weekday 18 hole after 2	1,953	16,840	4,684	5,500	3,800	(1,700)	4,000
		4302	weekday 9 hole before 6	11,057	15,680	15,758	16,200	11,500	(4,700)	11,900
		4303	weekday 9 hole after 6	4,455	3,520	3,520	4,300	4,300	-	4,430
		4304	weekend 18 hole before 2	16,103	17,318	23,270	19,500	17,000	(2,500)	17,000
		4305	weekend 18 hole after 2	8,784	3,190	3,703	3,500	4,000	500	3,920
		4306	weekend 9 hole before 6	12,255	13,791	12,427	13,000	13,500	500	13,900
		4307	weekend 9 hole after 6	5,300	820	1,020	1,200	2,500	1,300	1,350
		4308	off season green fees	-	5,908	20,020	21,000	20,070	(930)	19,790
		4309	outing greens fees	-	100	19,500	16,500	22,080	5,580	22,660
		4318	walking 18 holes	-	3,888	5,670	4,300	5,000	700	3,900
		4319	walking 9 holes	-	3,591	5,823	4,500	5,200	700	5,150
				<u>67,704</u>	<u>91,312</u>	<u>125,384</u>	<u>117,100</u>	<u>117,950</u>	<u>850</u>	<u>117,000</u>
DAILY GREENS FEES, NONRESIDENT										
50	40 0301	4300	weekday 18 hole before 2	4,185	6,673	5,902	11,500	17,000	5,500	17,500
		4301	weekday 18 hole after 2	31,002	8,142	3,927	7,000	1,000	(6,000)	5,600
		4302	weekday 9 hole before 6	3,556	2,870	2,205	3,500	1,800	(1,700)	2,800
		4303	weekday 9 hole after 6	15,812	210	270	600	600	-	800
		4304	weekend 18 hole before 2	9,184	7,848	5,858	7,500	15,500	8,000	15,900
		4305	weekend 18 hole after 2	3,755	4,920	3,350	2,500	2,000	(500)	1,500
		4306	weekend 9 hole before 6	4,215	2,009	1,496	1,800	2,800	1,000	1,860
		4307	weekend 9 hole after 6	2,005	550	130	600	480	(120)	600
		4318	walking 18 holes	-	8,040	6,360	3,500	8,600	5,100	4,900
		4319	walking 9 holes	-	5,830	8,610	2,300	7,000	4,700	5,320
				<u>73,714</u>	<u>47,092</u>	<u>38,108</u>	<u>40,800</u>	<u>56,780</u>	<u>15,980</u>	<u>56,780</u>
GOLF EVENTS & MISC										
50	40 0305	4310	LEAGUE RATE	10,660	9,812	10,738	11,000	7,800	(3,200)	8,000
		4311	SPECIAL EVENTS	-	-	-	-	-	-	-
		4312	HANDICAP SERVICE	1,377	1,332	2,486	2,300	2,200	(100)	2,200
		4313	PERMANENT TEE TIMES	4,125	3,165	3,150	3,000	3,450	450	3,500
		4314	LOCKER RENTAL	550	650	700	600	600	-	600
		4319	LEAGUES	3,405	3,205	2,950	3,000	3,120	120	3,400
				<u>20,117</u>	<u>18,164</u>	<u>20,024</u>	<u>19,900</u>	<u>17,170</u>	<u>(2,730)</u>	<u>17,700</u>



GOLF			2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget		
<b>GOLF LESSONS</b>											
50	40	0306	4315	YOUTH LESSONS	14,260	12,156	4,740	6,500	2,410	(4,090)	
			4316	ADULT LESSONS	500	185	-	1,000	-	(1,000)	
			4317	PRIVATE LESSONS	3,035	2,320	1,910	2,200	1,400	(800)	1,500
					<u>17,795</u>	<u>14,661</u>	<u>6,650</u>	<u>9,700</u>	<u>3,810</u>	<u>(5,890)</u>	<u>1,500</u>
<b>CART RENTALS</b>											
50	40	0310	4320	early bird weekday 18 holes	8,892	7,679	10,476	8,300	8,600	300	8,600
			4321	early bird weekday 9 holes	2,975	3,829	4,223	3,200	3,800	600	3,500
			4322	18 hole before 2	27,922	30,456	42,144	25,000	44,800	19,800	44,800
			4323	18 hole after 2	32,495	25,160	11,672	12,000	8,600	(3,400)	8,600
			4324	9 hole before 6	25,840	23,285	29,372	31,000	25,000	(6,000)	25,700
			4325	9 hole after 6	3,730	2,140	2,249	2,500	3,000	500	3,200
			4326	GOLF CARD	2,310	30	-	300	-	(300)	
			4327	PULL CART	2,934	2,484	1,869	2,200	1,600	(600)	1,500
			4328	off season cart	-	1,925	13,676	8,500	13,500	5,000	12,300
			4329	outing cart	-	12	11,352	11,000	12,500	1,500	12,900
					<u>107,098</u>	<u>97,000</u>	<u>127,033</u>	<u>104,000</u>	<u>121,400</u>	<u>17,400</u>	<u>121,100</u>
<b>SEASON PASS, RESIDENT</b>											
50	40	0311	4330	ADULT UNLIMITED	57,285	47,430	50,351	48,500	47,900	(600)	49,500
			4331	SPOUSE UNLIMITED	6,100	4,560	4,998	5,200	3,589	(1,611)	3,700
			4332	SENIOR UNLIMITED	15,113	17,628	16,590	17,000	15,655	(1,345)	16,125
			4333	JUNIOR UNLIMITED	4,065	7,769	9,270	7,800	3,320	(4,480)	3,420
			4334	ADULT WEEKDAY	8,300	7,470	13,390	13,400	6,885	(6,515)	7,100
			4335	SPOUSE WEEKDAY	1,350	1,712	683	700	720	20	750
			4336	SENIOR WEEKDAY	16,588	10,703	7,523	12,200	6,050	(6,150)	6,250
			4337	JUNIOR WEEKDAY	7,613	1,421	-	2,000	-	(2,000)	2,000
			4338	SENIOR WEEKDAY RESTRICTED	5,261	6,100	11,853	12,000	-	(12,000)	9,000
			4339	JUNIOR WEEKDAY RESTRICTED	175	350	-	-	200	200	200
					<u>121,850</u>	<u>105,143</u>	<u>114,658</u>	<u>118,800</u>	<u>84,319</u>	<u>(34,481)</u>	<u>98,045</u>
<b>SEASON PASS, NONRESIDENT</b>											
50	40	0312	4330	ADULT UNLIMITED	4,675	4,974	3,842	3,800	2,363	(1,437)	2,500
			4331	SPOUSE UNLIMITED	515	1,313	-	1,200	595	(605)	620
			4332	SENIOR UNLIMITED	4,219	4,524	4,731	4,250	3,400	(850)	3,500
			4333	JUNIOR UNLIMITED	1,320	700	375	800	-	(800)	800
			4334	ADULT WEEKDAY	1,435	608	-	700	700	-	725
			4335	SPOUSE WEEKDAY	-	-	936	800	-	(800)	800
			4336	SENIOR WEEKDAY	2,725	3,823	2,419	2,420	605	(1,815)	625
			4337	JUNIOR WEEKDAY	1,150	683	-	400	2,665	2,265	2,750
			4338	SENIOR WEEKDAY RESTRICTED	4,728	1,899	3,268	3,500	15,679	12,179	16,200

				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
GOLF										
	4339	JUNIOR WEEKDAY RESTRICTED		-	-	-	400		(400)	
				20,767	18,524	15,571	18,270	26,007	7,737	28,520
SEASON PASS, CORPORATE										
50	40	0313	4330 ADULT UNLIMITED	2,850	1,170				-	
			4331 SPOUSE UNLIMITED	345	-				-	
			4332 SENIOR UNLIMITED	275	-				-	
			4333 JUNIOR UNLIMITED	330	347				-	
			4334 ADULT WEEKDAY	410	1,080				-	
			4335 SPOUSE WEEKDAY	-	-				-	
			4336 SENIOR WEEKDAY	-	-				-	
			4337 JUNIOR WEEKDAY	-	-				-	
			4338 SENIOR WEEKDAY RESTRICTED	-	250				-	
			4339 JUNIOR WEEKDAY RESTRICTED	-	-				-	
				4,210	2,847	-	-	-	-	-
PRO SHOP SALES										
50	40	0315	4350 GOLF BALLS	11,835	12,692	14,706	13,000	13,000	-	13,000
			4351 CLOTHING	10,275	10,941	17,374	10,000	9,800	(200)	10,000
			4352 CLUBS	21,579	20,036	22,608	18,500	9,000	(9,500)	14,000
			4353 CLUB REPAIR	1,519	3,491	3,413	3,000	2,500	(500)	2,700
			4354 BAGS	2,219	2,804	7,750	3,000	1,300	(1,700)	1,700
			4355 SHOES	2,693	3,061	5,969	2,700	2,300	(400)	2,500
			4356 MISC	5,032	5,289	5,204	5,000	2,500	(2,500)	3,000
			4359 SALES TAX COLLECTED	4,943	4,632	6,148	4,416	3,232	(1,184)	3,752
				60,095	62,946	83,172	59,616	43,632	(15,984)	50,652
			TOTAL REVENUE	516,797	691,726	723,189	505,526	488,717	(17,351)	509,139
EXPENSES										
WAGES										
50	40	0001	6000 wages-full time	111,245	108,934	103,458	76,653	76,653	-	79,316
50	40	0001	6010 golf lessons	5,714	4,514	2,538	2,470	800	(1,670)	1,275
50	40	0001	6011 pro shop cashier	4,186	2,956	9,689	17,420	17,420	-	18,000
50	40	0001	6012 rangers	6,961	5,529	5,124	5,500	4,500	(1,000)	8,500
50	40	0001	6013 cart handlers	15,001	19,049	18,792	14,060	10,000	(4,060)	11,000
50	40	0001	6014 golf instructors	1,219	937	137	500	-	(500)	
				144,326	141,919	139,738	116,603	109,373	(7,230)	118,091
50	40	0002	6100 imrf expense	11,594	12,627	12,114	8,973	8,783	(190)	9,244

			2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget		
<b>GOLF</b>											
	6101	social security expense	8,698	8,638	8,567	7,229	6,781	(448)	7,322		
	6102	medicare expense	2,034	2,020	2,004	1,691	1,586	(105)	1,712		
			<u>22,326</u>	<u>23,285</u>	<u>22,685</u>	<u>17,893</u>	<u>17,150</u>	<u>(743)</u>	<u>18,278</u>		
<b>PROFESSIONAL SERVICES</b>											
50	40	0003	6126	cart rentals	4,800	6,970	5,950	4,500	7,400	2,900	7,000
			6127	HANDICAP SERVICES	2,360	4,060	2,940	1,700	2,260	560	2,300
					<u>7,160</u>	<u>11,030</u>	<u>8,890</u>	<u>6,200</u>	<u>9,660</u>	<u>3,460</u>	<u>9,300</u>
<b>ADMINISTRATIVE EXPENSES</b>											
50	40	0004	6203	printing & publications	-	-	-	500	-	(500)	
			6208	advertising printed	1,974	3,160	5,797	3,500	4,381	881	5,000
			6209	advertising radio	1,990	-	-	-	-	-	
			6215	uniforms	-	810	506	800	549	(251)	600
			6216	PROGRAM SUPPLIES	-	1,636	210	500	280	(220)	250
			6217	TROPHIES/AWARDS	872	905	823	650	548	(102)	600
			6218	refunds	202	969	170	-	-	-	
			6219	FAIRWAY CLUB MENS LEAGUE	3,485	3,205	2,950	3,000	3,705	705	3,400
					<u>8,523</u>	<u>10,685</u>	<u>10,456</u>	<u>8,950</u>	<u>9,463</u>	<u>513</u>	<u>9,850</u>
<b>CONTRACTED SERVICES</b>											
50	40	0005	6301	Rag & rug	134	174	132	-	66	66	66
			6307	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-
			6310	credit card system expense	7,313	5,920	6,583	6,000	6,000	-	6,000
					<u>7,447</u>	<u>6,094</u>	<u>6,715</u>	<u>6,000</u>	<u>6,066</u>	<u>66</u>	<u>6,066</u>
<b>MAINTENANCE</b>											
50	40	0006	6401	buildings	1,073	1,715	1,102	1,200	2,300	1,100	1,200
			6409	golf carts	7,450	4,332	5,400	4,500	4,400	(100)	4,500
					<u>8,523</u>	<u>6,047</u>	<u>6,502</u>	<u>5,700</u>	<u>6,700</u>	<u>1,000</u>	<u>5,700</u>
<b>MATERIALS &amp; SUPPLIES</b>											
50	40	0007	6500	misc	1,783	2,414	1,915	1,500	4,000	2,500	4,000
			6515	gas/oil	6,413	4,301	7,151	5,000	8,000	3,000	7,500
			6518	ID SUPPLIES	-	1,115	-	250	-	(250)	
					<u>8,196</u>	<u>7,830</u>	<u>9,066</u>	<u>6,750</u>	<u>12,000</u>	<u>5,250</u>	<u>11,500</u>
<b>COST OF GOODS SOLD</b>											
50	40	0008	6600	golf balls	10,660	11,844	16,659	7,800	9,400	1,600	9,000
			6601	clothing	9,043	10,210	20,149	6,000	7,350	1,350	7,500
			6602	clubs	22,133	18,533	21,429	11,100	7,100	(4,000)	8,000
			6603	club repair supplies	1,504	3,258	4,080	1,800	2,270	470	2,000
			6604	golf bags	2,348	2,616	5,306	1,800	1,040	(760)	1,100

		2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
GOLF								
	6605 shoes	2,333	2,857	8,263	1,620	1,690	70	1,700
	6606 miscellaneous golf	4,168	7,626	4,030	3,000	1,570	(1,430)	1,600
		<u>52,189</u>	<u>56,944</u>	<u>79,916</u>	<u>33,120</u>	<u>30,420</u>	<u>(2,700)</u>	<u>30,900</u>
utilities								
50	40 0009 6700 phone	1,096	1,106	1,147	1,200	1,000	(200)	1,100
	6701 cell	1,550	1,159	362	500	400	(100)	450
	6702 electricity	10,206	11,518	6,029	4,500	5,000	500	5,000
	6703 gas	901	973	376	600	500	(100)	500
	6705 cable	480	465	522	480	500	20	500
		<u>14,233</u>	<u>15,221</u>	<u>8,436</u>	<u>7,280</u>	<u>7,400</u>	<u>120</u>	<u>7,550</u>
insurance								
50	40 0010 6801 health ins premiums	27,522	30,132	27,340	21,536	21,327	(209)	18,888
	threshold reduction (2)							3,512
	6803 addl funds for employee wellness	1,600	-	3,033	1,600	1,500	(100)	3,178
		<u>29,122</u>	<u>30,132</u>	<u>30,373</u>	<u>23,136</u>	<u>22,827</u>	<u>(309)</u>	<u>22,066</u>
miscellaneous								
50	40 0011 6852 sales tax	4,836	4,535	5,999	4,340	5,930	1,590	3,700
depreciations								
50	40 0025 8000 depreciation						-	
	total expenses	306,881	313,722	328,776	235,972	236,989	1,017	243,001

					2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
GOLF - MAINTENANCE											
50	41	0000	3022	transfers from other accounts	32,631	34,775	25,705	21,837	20,508	(1,329)	20,951
TOTAL REVENUE					32,631	34,775	25,705	21,837	20,508	(1,329)	20,951
EXPENSES											
WAGES											
50	41	0001	6000	wages-full time	153,838	147,712	104,874	94,175	94,175	-	97,446
			6005	part time maintenance	32,462	32,073	35,900	40,019	34,150	(5,869)	37,000
					<u>186,300</u>	<u>179,785</u>	<u>140,774</u>	<u>134,194</u>	<u>128,325</u>	<u>(5,869)</u>	<u>134,446</u>
50	41	0002	6100	imrf expense	17,094	16,918	12,444	12,267	10,827	(1,440)	11,177
			6101	social security expense	11,414	11,396	9,026	8,320	7,956	(364)	8,336
			6102	medicare expense	2,669	2,665	2,111	1,946	1,861	(85)	1,949
					<u>31,177</u>	<u>30,979</u>	<u>23,581</u>	<u>22,533</u>	<u>20,644</u>	<u>(1,889)</u>	<u>21,462</u>
ADMINISTRATIVE EXPENSES											
50	41	0004	6210	licenses/inspections/registrations	-	35	55	-	70	70	-
			6215	uniforms	-	170	101	170	167	(3)	150
					<u>-</u>	<u>205</u>	<u>156</u>	<u>170</u>	<u>237</u>	<u>67</u>	<u>150</u>
CONTRACTED SERVICES											
50	41	0005	6300	building maintenance services	265	100	200	1,200	1,200	-	800
			6301	Rag & rug	598	1,150	980	620	600	(20)	600
			6302	refuse removal	218	330	454	400	480	80	400
			6308	landscape servies	2,400	3,800	-	800	-	(800)	800
			6309	portable toilet rental	1,320	1,238	880	1,000	1,000	-	1,000
					<u>4,801</u>	<u>6,618</u>	<u>2,514</u>	<u>4,020</u>	<u>3,280</u>	<u>(740)</u>	<u>3,600</u>
MAINTENANCE											
50	41	0006	6400	small equipment purchase	-	-	-	-	525	525	1,000
			6401	buildings	667	1,064	-	1,000	100	(900)	500
			6402	vehicles/tractors	431	1,440	457	500	725	225	500
			6403	mowers/utility vehicles	12,087	15,592	11,024	12,000	12,500	500	12,000
			6405	signs	-	-	-	-	-	-	-
			6406	bridges/roads	135	21	25	-	-	-	-
			6408	CART PATHS	-	-	-	-	26	26	-
					<u>13,320</u>	<u>18,117</u>	<u>11,506</u>	<u>13,500</u>	<u>13,876</u>	<u>376</u>	<u>14,000</u>

				2013	2013		2014			
				Budget	Projections	Diff	Proposed			
				2010 Actual	2011 Actual	2012 Actual	Budget			
<b>GOLF - MAINTENANCE MATERIALS &amp; SUPPLIES</b>										
50	41	0007	6500 misc	1,712	1,274	1,036	1,200	1,226	26	1,100
			6505 irrigation/drainage	3,316	1,392	1,458	1,000	850	(150)	1,000
			6506 fertilizer	8,946	9,070	5,862	9,000	8,300	(700)	8,800
			6507 pesticides	31,982	31,283	26,339	27,000	22,000	(5,000)	25,000
			6508 top dressings/soils	93	835	871	900	400	(500)	900
			6509 sand & gravel	578	15	666	600	785	185	600
			6510 janitorial	573	231	28	50	122	72	50
			6511 hardware	177	148	151	150	85	(65)	100
			6512 tools	966	512	58	100	-	(100)	50
			6513 first aid	74	19	-	-	14	14	
			6514 safety	-	70	-	100	22	(78)	100
			6515 gas/oil	9,686	14,775	14,805	15,000	15,000	-	15,000
			6517 GOLF COURSE ACCESSORIES	826	1,070	1,594	1,000	1,000	-	1,000
				<u>58,929</u>	<u>60,694</u>	<u>52,868</u>	<u>56,100</u>	<u>49,804</u>	<u>(6,296)</u>	<u>53,700</u>
utilities										
50	41	0009	6700 phone	2,134	2,342	2,169	2,300	2,600	300	2,500
			6701 cell	931	662	609	500	450	(50)	990
			6702 electricity	5,504	4,066	6,205	4,000	4,200	200	4,200
			6703 gas	4,469	4,122	3,532	4,000	4,200	200	4,200
			6704 water/sewer	-	-	-	-	-	-	-
				<u>13,038</u>	<u>11,192</u>	<u>12,515</u>	<u>10,800</u>	<u>11,450</u>	<u>650</u>	<u>11,890</u>
insurance										
50	41	0010	6801 health ins premiums	52,746	57,759	44,563	38,708	38,378	(330)	34,308
			threshold reduction (2)							6,380
			6803 addl funds for employee wellness	2,560	-	4,960	3,520	3,300	(220)	6,992
				<u>55,306</u>	<u>57,759</u>	<u>49,523</u>	<u>42,228</u>	<u>41,678</u>	<u>(550)</u>	<u>47,680</u>
total expenses				362,871	365,349	293,437	283,545	269,294	(14,251)	286,928
TOTAL GOLF REVENUE				549,428	726,501	748,894	527,363	509,225	(18,680)	530,090
TOTAL GOLF EXPENSES				669,752	679,071	622,213	519,517	506,283	(13,234)	529,929
NET INCOME(LOSS)				(120,324)	47,430	126,681	7,846	2,942	(5,446)	161

POOL	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
<b>REVENUE</b>							
<b>MISC</b>							
51 80 0000 3022 transfers from other funds	4,869	20,871	17,405	12,406	3,062	(9,344)	3,045
4530 coupons redeemed					(1,630)		
3090 cash short/over	(22)	(213)	(8)	-	22	22	
	<u>4,847</u>	<u>20,658</u>	<u>17,397</u>	<u>12,406</u>	<u>1,454</u>	<u>(9,322)</u>	<u>3,045</u>
<b>DAILY FEES</b>							
<b>RESIDENT</b>							
51 80 0400 4400 youth 4 - 17	15,551	14,102	13,424	14,000	9,503	(4,497)	10,000
4401 adult 18 - 64	8,067	7,319	8,600	7,400	5,830	(1,570)	6,000
4402 senior 65+	113	156	187	170	150	(20)	150
4403 late swim	1,697	1,675	696	1,000	977	(23)	900
4404 lap swim	303	374	403	400	304	(96)	300
	<u>25,731</u>	<u>23,626</u>	<u>23,310</u>	<u>22,970</u>	<u>16,764</u>	<u>(6,206)</u>	<u>17,350</u>
<b>NON-RESIDENT</b>							
51 80 0401 4400 youth 4 - 17	264	314	287	300	240	(60)	200
4401 adult 18 - 64	234	341	244	250	302	52	250
4402 senior 65+	25	15	-	-	8	8	5
4403 late swim	123	132	167	130	32	(98)	30
4404 lap swim	31	10	17	25	3	(22)	5
	<u>677</u>	<u>812</u>	<u>715</u>	<u>705</u>	<u>585</u>	<u>(120)</u>	<u>490</u>
<b>SEASON PASS</b>							
<b>RESIDENT</b>							
51 80 0405 4410 youth 4 - 17	4,089	2,929	3,136	3,400	2,172	(1,228)	2,000
4411 adult 18 - 64	812	819	735	800	597	(203)	600
4412 senior 65+	179	126	336	150	93	(57)	100
4413 family	24,690	27,960	29,929	29,000	29,784	784	29,000
	<u>29,770</u>	<u>31,834</u>	<u>34,136</u>	<u>33,350</u>	<u>32,646</u>	<u>(704)</u>	<u>31,700</u>
<b>NON-RESIDENT</b>							
51 80 0406 4410 youth 4 - 17	211	327	316	300	-	(300)	100
4411 adult 18 - 64	-	-	113	100	120	20	100
4412 senior 65+	-	-	-	-	-	-	-
4413 family	3,734	2,096	1,646	1,700	1,811	111	1,700
	<u>3,945</u>	<u>2,423</u>	<u>2,075</u>	<u>2,100</u>	<u>1,931</u>	<u>(169)</u>	<u>1,900</u>

				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget	
POOL											
HALF SEASON											
RESIDENT											
51	80	0407	4410	youth 4 - 17	145	145	-	-	-	-	-
			4411	adult 18 - 64	136	68	-	-	-	-	-
			4412	senior 65+	(26)	-	-	-	-	-	-
			4413	family	828	1,407	170	-	112	112	-
					<u>1,083</u>	<u>1,620</u>	<u>170</u>	<u>-</u>	<u>112</u>	<u>112</u>	<u>-</u>
NON-RESIDENT											
51	80	0408	4410	youth 4 - 17	-	-	-	-	-	-	-
			4411	adult 18 - 64	-	-	-	-	-	-	-
			4412	senior 65+	-	-	-	-	-	-	-
			4413	family	364	245	-	-	1,005	1,005	-
					<u>364</u>	<u>245</u>	<u>-</u>	<u>-</u>	<u>1,005</u>	<u>1,005</u>	<u>-</u>
MISCELLANEOUS											
51	80	0409	4420	floating theatre	-	-	-	-	-	-	-
			4421	middle school pool party	754	742	926	800	1,014	214	900
			4422	pool rental	780	975	1,277	1,000	1,486	486	1,000
			4423	locker rental	52	41	84	50	31	(19)	30
			4424	replacement ids	30	40	25	25	10	(15)	10
			4425	misc	-	52	-	-	-	-	-
			4426	oscar	-	-	2,025	2,000	1,950	(50)	2,000
					<u>1,616</u>	<u>1,850</u>	<u>4,337</u>	<u>3,875</u>	<u>4,491</u>	<u>666</u>	<u>3,940</u>
TOTAL REVENUE					68,033	83,068	82,140	75,406	58,988	(14,738)	58,425
EXPENSES											
WAGES											
51	80	0001	6030	pool manager	8,774	-	-	-	-	-	-
			6031	pool asst. manager	4,006	6,431	7,646	6,600	7,139	539	7,000
			6032	front desk	9,279	5,579	6,710	5,800	5,353	(447)	5,400
			6033	life guards	38,289	34,072	31,596	31,000	28,311	(2,689)	28,500
					<u>60,348</u>	<u>46,082</u>	<u>45,952</u>	<u>43,400</u>	<u>40,803</u>	<u>(2,597)</u>	<u>40,900</u>
PAYROLL WAGES											
51	80	0002	6101	ss expense	3,741	2,857	2,849	2,691	2,529	(162)	2,536
			6102	medicare expense	875	668	666	629	591	(38)	593



POOL	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
	4,616	3,525	3,515	3,320	3,120	(200)	3,129
<b>ADMINISTRATIVE EXPENSES</b>							
51 80 0004 6200 office supplies	211	182	88	150	44	(106)	100
6207 education & training	395	440	680	400	-	(400)	-
6215 uniforms	799	566	631	600	616	16	600
6218 refunds	557	797	1,174		329	329	350
6216 program supplies/expenses	64	30	220	200	648	448	600
	2,026	2,015	2,793	1,350	1,637	287	1,650
51 80 0005 6310 CREDIT CARD EXP	214	41	543	400	750	350	650
<b>MATERIALS &amp; SUPPLIES</b>							
51 80 0007 6500 miscellaneous	565	830	572	600	746	146	600
6510 janitorial	188	758	167	300	97	(203)	200
6513 first aid	-	112	363	250	565	315	500
6518 id supplies	253	235	24	200	28	(172)	100
	1,006	1,935	1,126	1,350	1,436	86	1,400
<b>UTILITIES</b>							
51 80 0009 6700 telephone	453	453	450	450	480	30	480
6701 cell phone	93	-	-	-	-	-	-
	546	453	450	450	480	30	480
<b>depreciations</b>							
51 80 0025 8000 depreciation						-	
total expenses	68,756	54,051	54,379	50,270	48,226	(2,044)	48,209
TOTAL REVENUE	68,033	83,068	82,140	75,406	58,988	(14,738)	58,425
TOTAL EXPENSES	68,756	54,051	54,379	50,270	48,226	(2,044)	48,209
NET INCOME (LOSS)	(723)	29,017	27,761	25,136	10,762	(12,694)	10,216

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
POOL - MAINT							
EXPENSES							
ADMINISTRATIVE EXPENSES							
51 81 0004 6210 licenses/inspections/registrations	-	-	-	-	-	-	400
CONTRACTED SERVICES							
51 81 0005 6300 building maintenance services	-	446	2,100	600	274	(326)	600
6302 refuse removal	497	509	292	500	238	(262)	300
	<u>497</u>	<u>955</u>	<u>2,392</u>	<u>1,100</u>	<u>512</u>	<u>(588)</u>	<u>900</u>
MAINTENANCE							
51 81 0006 6401 buildings	3,023	1,423	1,695	1,200	1,263	63	1,200
6406 bridges/roads	651	55	-	200	-	(200)	200
6410 pool repair & improvements	3,391	3,031	2,418	4,000	3,500	(500)	2,500
	<u>7,065</u>	<u>4,509</u>	<u>4,113</u>	<u>5,400</u>	<u>4,763</u>	<u>(637)</u>	<u>3,900</u>
MATERIALS & SUPPLIES							
51 81 0007 6500 misc	1,514	2,481	402	1,000	820	(180)	850
6550 pool chemicals	2,965	4,178	5,718	5,000	6,700	1,700	5,000
	<u>4,479</u>	<u>6,659</u>	<u>6,120</u>	<u>6,000</u>	<u>7,520</u>	<u>1,520</u>	<u>5,850</u>
UTILITIES							
51 81 0009 6702 electricity	10,401	7,936	7,410	6,500	6,800	300	6,400
6703 gas	8,794	9,542	5,478	6,800	7,200	400	7,200
6704 water/sewer	3,981	2,762	2,741	2,800	2,400	(400)	2,200
	<u>23,176</u>	<u>20,240</u>	<u>15,629</u>	<u>16,100</u>	<u>16,400</u>	<u>300</u>	<u>15,800</u>
total expenses	35,217	32,363	28,254	28,600	29,195	595	26,850
TOTAL REVENUE	-	-	-	-	-	-	-
TOTAL EXPENSES	35,217	32,363	28,254	28,600	29,195	595	26,850
NET INCOME (LOSS)	(35,217)	(32,363)	(28,254)	(28,600)	(29,195)	(595)	(26,850)

POOL - LESSONS					2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
REVENUE											
MISC											
51	82	0000	3022	transfers from other funds	952	495	549	559	573	14	560
					952	495	549	559	573	14	560
SWIM LESSONS											
RESIDENT											
51	82	0709	4426	aqua zumba			769	800	1,129	329	1,000
51	82	0410	4430	mom and me	473	54	334	250	400	150	400
			4431	tiny tots	1,088	1,920	3,284	2,500	3,990	1,490	3,000
			4432	learn to swim	7,097	6,222	5,682	4,500	7,724	3,224	6,500
			4433	lifeguard	-	-	463	500	-	(500)	500
			4434	private	-	-	406	200	1,321	1,121	700
					8,658	8,196	10,169	7,950	13,435	5,485	11,100
NON-RESIDENT											
51	82	0411	4430	mom and me	74	74	-	50	-	(50)	50
			4431	tiny tots	588	178	-	700	-	(700)	500
			4432	learn to swim	2,280	1,119	342	1,500	-	(1,500)	1,000
			4433	lifeguard	-	-	-	-	-	-	-
			4434	private	-	-	100	25	-	(25)	25
					2,942	1,371	442	2,275	-	(2,275)	1,575
TOTAL REVENUE					12,552	10,062	11,929	11,584	15,137	3,553	14,235
EXPENSES											
WAGES											
51	82	0001	6034	swim lesson instructors	8,678	5,624	6,047	6,000	6,202	202	6,000
			6035	swim lesson coordinator	3,114			800	702		800
			6036	aqua zumba instructor	-	-	650	650	725	75	725
					11,792	5,624	6,697	7,450	7,629	277	7,525
PAYROLL WAGES											
51	80	0002	6101	ss expense	731	349	415	462	473	11	467
			6102	medicare expense	171	82	97	108	111	3	109
					902	431	512	570	584	14	576

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
POOL - LESSONS							
PROFESSIONAL SERVICES							
51 82 0003 6129 american red cross fees	-	-	-	-	-	-	-
ADMINISTRATIVE EXPENSES							
51 82 0004 6216 program supplies/expenses	-	143	16	100	81	(19)	100
6218 refunds	109	60	382	-	368	368	-
	109	203	398	100	449	349	100
total expenses	12,803	6,258	7,607	8,120	8,662	640	8,201
TOTAL REVENUE	12,552	10,062	11,929	11,584	15,137	3,553	14,235
TOTAL EXPENSES	12,803	6,258	7,607	8,120	8,662	640	8,201
NET INCOME(LOSS)	(251)	3,804	4,322	3,464	6,475	2,913	6,034
TOTAL FUND REVENUE	80,585	93,130	94,069	86,990	74,125	(11,185)	72,660
TOTAL FUND EXPENSES	116,776	92,672	90,240	86,990	86,083	(809)	83,260
FUND NET INCOME(LOSS)	(36,191)	458	3,829	-	(11,958)	(10,376)	(10,600)

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
DEBT SERVICE							
Revenues							
60 10 0000 3001 real estate taxes current	526,913	543,262	549,799	565,000	567,900	2,900	577,000
	<u>526,913</u>	<u>543,262</u>	<u>549,799</u>	<u>565,000</u>	<u>567,900</u>	<u>2,900</u>	<u>577,000</u>
DEBT SERVICE EXPENSES							
60 10 0015 6900 interest	85,255	54,913	51,376	44,703	44,703	-	43,680
6901 principle	438,405	482,890	494,490	517,540	517,540	-	528,120
	<u>523,660</u>	<u>537,803</u>	<u>545,866</u>	<u>562,243</u>	<u>562,243</u>	<u>-</u>	<u>571,800</u>
<b>TOTAL REVENUE</b>	526,913	543,262	549,799	565,000	567,900	2,900	577,000
<b>TOTAL EXPENSES</b>	523,660	537,803	545,866	562,243	562,243	-	571,800
<b>NET INCOME(LOSS)</b>	3,253	5,459	3,933	2,757	5,657	2,900	5,200

CAPITAL				2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget	
Revenues											
70	10	0000	3030	Bonds proceeds	427,890	434,490	457,540	462,000	468,000	6,000	472,680
			3010	donations		3,000	-				
			3011	grant income	126,300				3,250	3,250	
			3028	miscellaneous	1,500	20,500	-				
			3007	interest	523	859	1,191		900	900	
					556,213	458,849	458,731	462,000	468,900	6,900	472,680
DEBT SERVICE EXPENSES											
70	10	0015	6900	interest	88,450	84,650	80,650	76,450	76,450	-	72,050
			6901	principle	95,000	100,000	105,000	110,000	110,000	-	115,000
			6902	agent fees	225	225	225	225	225	-	225
			6901	bond issue costs	9,550	9,800	10,050	10,775	10,050	(725)	10,775
					193,225	194,675	195,925	197,450	196,725	(725)	198,050
CAPITAL some											
70	10	0020	7001	vehicles	-	-	-	-	-	-	-
			7002	maintenance equipment	16,090	-	22,249	47,000	48,228	1,228	12,000
			7003	buildings & structures	16,031	52,248	2,003	5,000	7,247	2,247	
			7004	equipment and furnishings	37,328	5,757	28,392	41,220	34,963	(6,257)	57,000
				tech study							45,000
				prof fees							15,000
			7005	golf course	17,076	12,348	62,352	41,300	30,185	(11,115)	105,650
			7006	swimming pool	31,248	795	16,981	3,500	-	(3,500)	
			7007	community center	10,000	10,528	3,315	8,700	6,225	(2,475)	5,200
			7008	parks & grounds	229,664	39,912	73,457	115,300	108,138	(7,162)	218,800
			7009	midwest museum	80,420	71,395	-	-	-	-	-
			7010	concessions			5,068	5,500	5,500	-	-
			7020	leon d larson park	-	-	-	18,740	18,740	-	-
			7021	wetzel park	284,635	-	-	-	-	-	-
			7022	kiwanis east park	-	-	-	-	-	-	-
			7023	parkside preserve	9,844	-	-	44,250	44,250	-	-
			7024	boynton park	69,821	-	-	-	-	-	-
			7025	old mill park	18,161	2,908	1,349	54,410	54,410	-	-
				chief black partridge				12,395	12,395	-	-
			7026	dog park	-	2,205	-	-	-	-	-
					820,318	198,096	215,166	397,315	370,281	(27,034)	458,650

CAPITAL	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projections	Diff	2014 Proposed Budget
TOTAL EXPENSES	1,013,543	392,771	411,091	594,765	567,006	(27,759)	656,700
<b>TOTAL REVENUE</b>	556,213	458,849	458,731	462,000	468,900	6,900	472,680
<b>TOTAL EXPENSES</b>	1,013,543	392,771	411,091	594,765	567,006	(27,759)	656,700
<b>NET INCOME(LOSS)</b>	(457,330)	66,078	47,640	(132,765)	(98,106)	34,659	(184,020)

**Sycamore Park District  
Summarized Revenue & Expense Report  
2013 Approved Budget vs. Proposed Actual  
With 2014 Proposed Budget**

**Corporate Fund (10)**

<u>Department</u>	2013 Approved Budget	2013 Projections	Diff	2014 Proposed Budget
Revenues				
Administration	537,899.00	597,012.00	59,113.00	591,650.00
Parks	<u>14,012.00</u>	<u>13,220.00</u>	<u>(792.00)</u>	<u>13,233.00</u>
Total Revenues	551,911.00	610,232.00	58,321.00	604,883.00
Expenses				
Administration	321,372.00	318,674.00	(2,698.00)	357,765.50
Parks	<u>215,396.00</u>	<u>203,767.00</u>	<u>(11,629.00)</u>	<u>220,409.00</u>
Total Expenses	536,768.00	522,441.00	(14,327.00)	578,174.50
Total Fund Revenues	551,911.00	610,232.00	58,321.00	604,883.00
Total Fund Expenses	536,768.00	522,441.00	(14,327.00)	578,174.50
Surplus (Deficit)	15,143.00	87,791.00	72,648.00	26,708.50
January 1, 2013 Beginning Fund Balance		59,624.81		
Projected December 31, 2013 Ending Fund Balance		147,415.81		



## Recreation Fund (20)

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
<b>Revenues</b>				
Administration	837,613.00	848,354.00	10,741.00	849,016.00
Sports Complex	36,404.00	32,816.00	(3,588.00)	33,400.00
Sports Complex Maintenance	37,517.00	38,467.00	950.00	39,447.00
Midwest Museum of Natural Hist	2,300.00	2,300.00	-	2,300.00
Programs-Youth	4,104.00	13,099.00	8,995.00	12,159.00
Programs-Teens	6,126.00	4,913.00	(1,213.00)	5,126.00
Programs-Adult	2,790.00	1,945.00	(845.00)	1,475.00
Programs-Family	8,642.00	7,880.00	(762.00)	8,622.00
Programs-Leagues	4,191.00	4,193.00	2.00	4,212.00
Programs-Youth Athletics	23,918.00	16,648.00	(7,270.00)	22,065.00
Programs-Fitness	28,495.00	38,496.00	10,001.00	38,485.00
Programs-Preschool	-	690.00	690.00	-
Programs-Senior	420.00	455.00	35.00	600.00
Programs-Dance	1,980.00	5,147.00	3,167.00	3,000.00
Programs-Special Events	3,556.00	4,403.00	847.00	4,719.00
Programs-Concerts	10,000.00	7,100.00	(2,900.00)	8,000.00
Programs-Trips	-	428.00	428.00	-
Brochure	8,100.00	7,150.00	(950.00)	7,300.00
Weight Room	19,850.00	20,146.00	296.00	20,950.00
Community Center	3,559.00	3,610.00	51.00	3,201.00
<b>Total Revenues</b>	<b>1,039,565.00</b>	<b>1,058,240.00</b>	<b>18,675.00</b>	<b>1,064,077.00</b>
<b>Expenses</b>				
Administration	286,519.00	274,605.00	(11,914.00)	304,172.00
Sports Complex	350.00	-	(350.00)	-
Sports Complex Maintenance	364,579.00	361,897.00	(2,682.00)	390,907.00
Midwest Museum of Natural Hist	9,500.00	7,000.00	(2,500.00)	9,500.00
Programs-Youth	2,018.00	9,785.00	7,767.00	7,532.00
Programs-Teens	3,930.00	2,942.00	(988.00)	3,630.00
Programs-Adult	2,045.00	990.00	(1,055.00)	1,200.00
Programs-Family	8,549.00	7,566.00	(983.00)	8,226.00
Programs-Leagues	3,302.00	3,190.00	(112.00)	3,713.00
Programs-Youth Athletics	19,311.00	13,513.00	(5,798.00)	17,625.00
Programs-Fitness	15,552.00	18,185.00	2,633.00	23,628.00
Programs-Preschool	-	128.00	128.00	-
Programs-Senior	240.00	200.00	(40.00)	300.00
Programs-Dance	1,750.00	4,684.00	2,934.00	2,450.00
Programs-Special Events	4,221.00	4,539.00	318.00	4,653.00
Programs-Concerts	9,955.00	6,707.00	(3,248.00)	7,755.00
Programs-Trips	-	705.00	705.00	-
Brochure	24,000.00	17,208.00	(6,792.00)	24,600.00
Weight Room	3,000.00	2,408.00	(592.00)	3,115.00
Community Center	141,210.00	142,003.00	793.00	139,703.00
<b>Total Expenses</b>	<b>900,031.00</b>	<b>878,255.00</b>	<b>(21,776.00)</b>	<b>952,709.00</b>
<b>Total Fund Revenues</b>	<b>1,039,565.00</b>	<b>1,058,240.00</b>	<b>18,675.00</b>	<b>1,064,077.00</b>
<b>Total Fund Expenses</b>	<b>900,031.00</b>	<b>878,255.00</b>	<b>(21,776.00)</b>	<b>952,709.00</b>
<b>Surplus (Deficit)</b>	<b>139,534.00</b>	<b>179,985.00</b>	<b>40,451.00</b>	<b>111,368.00</b>
January 1, 2013 Beginning Fund Balance		36,127.00		
Projected December 31, 2013 Ending Fund Balance		216,112.00		

**Donations (21)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	-	50.00	50.00	-
Total Revenues	-	50.00	50.00	-
Expenses				
Administration	-	-	-	-
Total Expenses	-	-	-	-
Total Fund Revenues	-	50.00	50.00	-
Total Fund Expenses	-	-	-	-
Surplus (Deficit)	-	50.00	50.00	-
January 1, 2013 Beginning Fund Balance		220,678.26		
Projected December 31, 2013 Ending Fund Balance		220,728.26		

**Special Recreation (22)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	176,000.00	158,040.00	(17,960.00)	144,000.00
Total Revenues	176,000.00	158,040.00	(17,960.00)	144,000.00
Expenses				
Administration	191,040.00	188,605.66	(2,434.34)	277,889.00
Total Expenses	191,040.00	188,605.66	(2,434.34)	277,889.00
Total Fund Revenues	176,000.00	158,040.00	(17,960.00)	144,000.00
Total Fund Expenses	191,040.00	188,605.66	(2,434.34)	277,889.00
Surplus (Deficit)	(15,040.00)	(30,565.66)	(15,525.66)	(133,889.00)
January 1, 2013 Beginning Fund Balance		214,204.58		
Projected December 31, 2013 Ending Fund Balance		183,638.92		49,749.92

**Insurance (23)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>43,000.00</u>	<u>61,300.67</u>	<u>18,300.67</u>	<u>51,000.00</u>
Total Revenues	43,000.00	61,300.67	18,300.67	51,000.00
Expenses				
Administration	<u>96,000.00</u>	<u>98,327.48</u>	<u>2,327.48</u>	<u>72,560.00</u>
Total Expenses	96,000.00	98,327.48	2,327.48	72,560.00
Total Fund Revenues	43,000.00	61,300.67	18,300.67	51,000.00
Total Fund Expenses	96,000.00	98,327.48	2,327.48	72,560.00
Surplus (Deficit)	(53,000.00)	(37,026.81)	15,973.19	(21,560.00)
January 1, 2013 Beginning Fund Balance		78,716.85		
Projected December 31, 2013 Ending Fund Balance		41,690.04		

**Audit (24)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>9,400.00</u>	<u>9,400.00</u>	<u>-</u>	<u>14,000.00</u>
Total Revenues	9,400.00	9,400.00	-	14,000.00
Expenses				
Administration	<u>15,000.00</u>	<u>13,250.00</u>	<u>(1,750.00)</u>	<u>14,100.00</u>
Total Expenses	15,000.00	13,250.00	(1,750.00)	14,100.00
Total Fund Revenues	9,400.00	9,400.00	-	14,000.00
Total Fund Expenses	15,000.00	13,250.00	(1,750.00)	14,100.00
Surplus (Deficit)	(5,600.00)	(3,850.00)	1,750.00	(100.00)
January 1, 2013 Beginning Fund Balance		17,022.29		
Projected December 31, 2013 Ending Fund Balance		13,172.29		

**Paving & Lighting (25)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>100.00</u>	<u>89.00</u>	<u>(11.00)</u>	<u>100.00</u>
Total Revenues	100.00	89.00	(11.00)	100.00
Expenses				
Administration	<u>72,000.00</u>	<u>78,298.00</u>	<u>6,298.00</u>	<u>-</u>
Total Expenses	72,000.00	78,298.00	6,298.00	-
Total Fund Revenues	100.00	89.00	(11.00)	100.00
Total Fund Expenses	72,000.00	78,298.00	6,298.00	-
Surplus (Deficit)	(71,900.00)	(78,209.00)	(6,309.00)	100.00
January 1, 2013 Beginning Fund Balance		72,920.94		
Projected December 31, 2013 Ending Fund Balance		(5,288.06)		

**Park Police (26)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>100.00</u>	<u>79.00</u>	<u>(21.00)</u>	<u>100.00</u>
Total Revenues	100.00	79.00	(21.00)	100.00
Expenses				
Administration	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,000.00</u>
Total Expenses	-	-	-	4,000.00
Total Fund Revenues	100.00	79.00	(21.00)	100.00
Total Fund Expenses	-	-	-	4,000.00
Surplus (Deficit)	100.00	79.00	(21.00)	(3,900.00)
January 1, 2013 Beginning Fund Balance		7,989.31		
Projected December 31, 2013 Ending Fund Balance		8,068.31		

**IMRF (27)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>86,000.00</u>	<u>85,900.00</u>	<u>(100.00)</u>	<u>87,000.00</u>
Total Revenues	86,000.00	85,900.00	(100.00)	87,000.00
Expenses				
Administration	<u>86,000.00</u>	<u>85,900.00</u>	<u>(100.00)</u>	<u>87,000.00</u>
Total Expenses	86,000.00	85,900.00	(100.00)	87,000.00
Total Fund Revenues	86,000.00	85,900.00	(100.00)	87,000.00
Total Fund Expenses	86,000.00	85,900.00	(100.00)	87,000.00
Surplus (Deficit)	-	-	-	-
January 1, 2013 Beginning Fund Balance		-		
Projected December 31, 2013 Ending Fund Balance		-		

**Social Security (28)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>75,000.00</u>	<u>74,900.00</u>	<u>(100.00)</u>	<u>77,000.00</u>
Total Revenues	75,000.00	74,900.00	(100.00)	77,000.00
Expenses				
Administration	<u>75,000.00</u>	<u>74,900.00</u>	<u>(100.00)</u>	<u>77,000.00</u>
Total Expenses	75,000.00	74,900.00	(100.00)	77,000.00
Total Fund Revenues	75,000.00	74,900.00	(100.00)	77,000.00
Total Fund Expenses	75,000.00	74,900.00	(100.00)	77,000.00
Surplus (Deficit)	-	-	-	-
January 1, 2013 Beginning Fund Balance		-		
Projected December 31, 2013 Ending Fund Balance		-		

**Concessions (30)**

<u>Department</u>	<u>2013</u> <u>Approved</u> <u>Budget</u>	<u>2013</u> <u>Projections</u>	<u>Diff</u>	<u>2014</u> <u>Proposed</u> <u>Budget</u>
Revenues				
Clubhouse Concessions	66,417.00	71,430.00	5,013.00	68,515.00
Beverage Cart	15,091.00	14,992.00	(99.00)	15,710.00
Sports Complex Concessions	28,957.00	24,893.00	(4,064.00)	28,435.00
Pool Concessions	12,147.00	8,080.00	(4,067.00)	11,498.00
Catering	<u>18,060.00</u>	<u>15,119.00</u>	<u>(2,941.00)</u>	<u>19,556.00</u>
Total Revenues	140,672.00	134,514.00	(6,158.00)	143,714.00
Expenses				
Clubhouse Concessions	75,571.00	79,393.00	3,822.00	92,599.00
Beverage Cart	10,857.00	9,238.00	(1,619.00)	10,604.00
Sports Complex Concessions	21,813.00	20,621.00	(1,192.00)	21,536.00
Pool Concessions	11,711.00	8,193.00	(3,518.00)	10,581.00
Catering	<u>7,637.00</u>	<u>5,309.00</u>	<u>(2,328.00)</u>	<u>6,183.00</u>
Total Expenses	127,589.00	122,754.00	(4,835.00)	141,503.00
Total Fund Revenues	140,672.00	134,514.00	(6,158.00)	143,714.00
Total Fund Expenses	127,589.00	122,754.00	(4,835.00)	141,503.00
Surplus (Deficit)	13,083.00	11,760.00	(1,323.00)	2,211.00
January 1, 2013 Beginning Fund Balance		29,995.12		
Projected December 31, 2013 Ending Fund Balance		41,755.12		

**Developer Contributions (32)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>5,000.00</u>	<u>29,536.00</u>	<u>24,536.00</u>	<u>5,000.00</u>
Total Revenues	5,000.00	29,536.00	24,536.00	5,000.00
Expenses				
Administration	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	-	-	-	-
Total Fund Revenues	5,000.00	29,536.00	24,536.00	5,000.00
Total Fund Expenses	-	-	-	-
Surplus (Deficit)	5,000.00	29,536.00	24,536.00	5,000.00
January 1, 2013 Beginning Fund Balance		31,410.60		
Projected December 31, 2013 Ending Fund Balance		60,946.60		

**Golf Course (50)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Golf Operations	505,526.00	488,717.00	(16,809.00)	509,139.00
Golf Maintenance	<u>21,837.00</u>	<u>20,508.00</u>	<u>(1,329.00)</u>	<u>20,951.00</u>
Total Revenues	527,363.00	509,225.00	(18,138.00)	530,090.00
Expenses				
Golf Operations	235,972.00	236,989.00	1,017.00	243,001.00
Golf Maintenance	<u>283,545.00</u>	<u>269,294.00</u>	<u>(14,251.00)</u>	<u>286,928.00</u>
Total Expenses	519,517.00	506,283.00	(13,234.00)	529,929.00
Total Fund Revenues	527,363.00	509,225.00	(18,138.00)	530,090.00
Total Fund Expenses	519,517.00	506,283.00	(13,234.00)	529,929.00
Surplus (Deficit)	7,846.00	2,942.00	(4,904.00)	161.00
January 1, 2013 Cash Balance		(227,793.22)		
Projected December 31, 2013 Ending Cash Balance		(224,851.22)		

**Swimming Pool (51)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Pool	75,406.00	58,988.00	(16,418.00)	58,425.00
Swim Lessons	<u>11,584.00</u>	<u>15,137.00</u>	<u>3,553.00</u>	<u>14,235.00</u>
Total Revenues	86,990.00	74,125.00	(12,865.00)	72,660.00
Expenses				
Pool	50,270.00	48,226.00	(2,044.00)	48,209.00
Pool Maintenance	28,600.00	29,195.00	595.00	26,850.00
Swim Lessons	<u>8,120.00</u>	<u>8,662.00</u>	<u>542.00</u>	<u>8,201.00</u>
Total Expenses	86,990.00	86,083.00	(907.00)	83,260.00
Total Fund Revenues	86,990.00	74,125.00	(12,865.00)	72,660.00
Total Fund Expenses	86,990.00	86,083.00	(907.00)	83,260.00
Surplus (Deficit)	-	(11,958.00)	(11,958.00)	(10,600.00)
January 1, 2013 Cash Balance		3,642.04		
Projected December 31, 2013 Ending Cash Balance		(8,315.96)		



**Debt Service (60)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>565,000.00</u>	<u>567,900.00</u>	<u>2,900.00</u>	<u>577,000.00</u>
Total Revenues	565,000.00	567,900.00	2,900.00	577,000.00
Expenses				
Administration	<u>562,243.00</u>	<u>562,243.00</u>	<u>-</u>	<u>571,799.61</u>
Total Expenses	562,243.00	562,243.00	-	571,799.61
Total Fund Revenues	565,000.00	567,900.00	2,900.00	577,000.00
Total Fund Expenses	562,243.00	562,243.00	-	571,799.61
Surplus (Deficit)	2,757.00	5,657.00	2,900.00	5,200.39
January 1, 2013 Beginning Fund Balance		12,645.45		
Projected December 31, 2013 Ending Fund Balance		18,302.45		

**Capital Projects (70)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>462,000.00</u>	<u>468,900.00</u>	<u>6,900.00</u>	<u>472,680.00</u>
Total Revenues	462,000.00	468,900.00	6,900.00	472,680.00
Expenses				
Administration	<u>594,765.00</u>	<u>567,006.00</u>	<u>(27,759.00)</u>	<u>656,700.00</u>
Total Expenses	594,765.00	567,006.00	(27,759.00)	656,700.00
Total Fund Revenues	462,000.00	468,900.00	6,900.00	472,680.00
Total Fund Expenses	594,765.00	567,006.00	(27,759.00)	656,700.00
Surplus (Deficit)	(132,765.00)	(98,106.00)	34,659.00	(184,020.00)
January 1, 2013 Beginning Fund Balance		819,620.80		
Projected December 31, 2013 Ending Fund Balance		721,514.80		
Total Fund Revenues	3,768,101.00	3,842,430.67	74,329.67	3,843,304.00
Total Fund Expenses	3,862,943.00	3,784,346.14	(78,596.86)	4,046,624.11
Surplus (Deficit)	(94,842.00)	58,084.53	152,926.53	(203,320.11)

**SYCAMORE PARK DISTRICT****Board of Commissioners****Date of Board Meeting: December 17, 2013****STAFF RECOMMENDATION****AGENDA ITEM: Approve FY 2014 CAPITAL BUDGET: Recommended Adoption**

**BACKGROUND INFORMATION:** Attached you will find the 2014-2018 Capital Funding Plan. Department Heads were asked to review and update information based upon current needs and financial data. While the primary focus is 2014, it is the desire of the District to continually maintain a five year capital plan in order to assist in planning for future projects.

The Board reviewed it last month, and no changes were made.


The projected balance forward for 2014 is \$47,626 higher than originally budgeted. This is due to 1) postponing specific items from 2013 and 2) 2013 actual costs coming in less than budget.

**FISCAL IMPACT:** Total 2014 Budgeted Capital Expenditures = \$662,200.

**STAFF RECOMMENDATION:** Staff recommends adoption of this Capital Budget.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

Sycamore Park District  
Capital Funding Plan

Department	Item	2014	2015	2016	2017	2018
Funding	Balance forward (approximate)	734,482	544,962	335,219	369,250	587,402
	General Obligation Bond	472,680	477,407	482,181	487,003	491,873
	Funding available	1,207,162	1,022,369	817,400	856,252	1,079,275
Administration	CONTINGENCY	30,000	30,000	30,000	30,000	30,000
	bond issue costs	11,000	11,000	11,000	11,000	11,000
	alternate bond payment	187,050	187,450	187,650	187,650	187,320
	PC Replacement/upgrades	5,000	5,000	5,000	5,000	5,000
	Server	22,000				
	Tech Study	45,000				
	Professional Fees for parking lot	15,000				
	Total Administration	315,050	233,450	233,650	233,650	233,320
Concessions	Freezer - baseball	3,500				
	Ice Machine - baseball	2,000				
	double oven			13,000		
	Total Concessions	5,500	-	13,000	-	-
Maintenance	pave grass area in maintenance yard			10,000		
	paint liner for sports fields	12,000				
	small tractor mounted leaf blower			9,000		
	large area mower		75,000			
	trim mower		23,000			
	dump truck with snow plow			42,000		
	front deck mounted mower			17,000		
	workhorse		8,000			
	paint mixing station			7,500		
	workman			16,000		
	Total Maintenance	12,000	106,000	101,500	-	-

Clubhouse							
	Total Clubhouse	-	-	-	-	-	
Golf Course	golf carts (10 each year)	30,000	30,000	30,000	30,000	30,000	
	bridge work-18		10,000				
	garbage receptacles (10)	4,000	4,000				
	asphalt cart paths		20,000	20,000			
	fairway mower	43,000					
	slit seeder		20,000				
	golf outing pavilion		200,000				
	Irrigation system18	7,500				1,000,000	
	new roof old shop	17,500					
	Encap - Area 1	3,650					
	Continous cart path					300,000	
	Total Golf Course	105,650	284,000	50,000	30,000	1,330,000	
Pool	new complex					5,000,000	
	Total Pool	-	-	-	-	5,000,000	
Community Center	new facility					3,000,000	
	fitness equipment	5,200	5,200	50,000	5,200	5,200	
	Total Community Center	5,200	5,200	50,000	5,200	3,005,200	

Parks & grounds	blacktop around good tymes		19,000			
	backstop improvements fields 5-8	20,000				
	Main shelter renovation	12,000				
	good tymes pond improvements		12,000			
	blacktop under bleachers (fields 9-12)		10,000			
	Emil Cassier/Merry Oaks - Encap	92,800	10,000			
	Paving Phase 2	65,000				
	storm drain	22,000				
	Old mill lights		7,500			
	play structure - sports complex	7,000				
	Main park renovation				925,000	
	Sports Complex				1,100,000	
	Kiwanis Prairie Park				30,000	
	Parkside preserves				481,400	
	Emil Cassier				78,000	
	*North Grove				300,000	
	*Reston Ponds				400,000	
	Chief Black Partridge				196,700	
	Clark Farm property				1,295,000	
	skate park				250,000	
	sled hill				???	
	<b>Total Parks &amp; Grounds</b>	<b>218,800</b>	<b>58,500</b>	<b>-</b>	<b>-</b>	<b>5,056,100</b>
	<b>Total Capital Expenses</b>	<b>662,200</b>	<b>687,150</b>	<b>448,150</b>	<b>268,850</b>	<b>14,624,620</b>
	Ending balance	544,962	335,219	369,250	587,402	(13,545,345)

\*property has not been conveyed by developer, costs are preliminary estimates

Funded by annual G.O. Bond (current year and carried over from previous years)

Unfunded

## SYCAMORE PARK DISTRICT

### Board of Commissioners

Date of Board Meeting: December 17, 2013

### STAFF RECOMMENDATION

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

**BACKGROUND INFORMATION:** After a trial period with cleaning of various components at different buildings, and making modifications based upon how that work is going, a request for proposals from cleaning firms was distributed to 6 cleaning companies, with a deadline for submission of December 11, 2013.

Modifications include adding some items in each of our buildings to the cleaning lists, and removal of others. Additionally, some of the items that were removed were added to the responsibilities of current staff. For example, while the cleaning company will clean the bathrooms at the Club House and the Community Center, staff will also be asked to check those places and clean them when time allows, as well.

The main areas to be cleaned will be the Admin/Club House/Pro Shop, Community Center, and Maintenance Facility. Also included are the bathrooms at the WPA Main Shelter.

Superintendents were asked to update a list of local cleaning tasks needed at their respective facilities based upon how things have worked during this trial period. Upon completion of all lists, staff contacted the cleaning agencies. These agencies were provided the updated 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 two companies.

This certainly does not clean everything, and when cleaning is bid like this, the exact list of cleaning items is provided and followed. The remaining tasks are still being done by full and part-time staff. 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 including shredder
- c. Dust horizontal surfaces (when accessible)

### **Entrance foyers**

- a. Clean entrance glass on both sides
- 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 including board room
- 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 both sides daily
- b. Mirrors in Restrooms daily

### **Pro shop**

- a. Vacuum carpeting and clean entrance glass both sides 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 for the 2014 year. The high bid was \$55,782 from Clean USA. The low bidder was Sparkle Janitorial Service of Sycamore in the amount of \$27,200.00

**FISCAL IMPACT:** The costs of cleaning the facilities for 2014 are as follows:

Admin/Club House/Pro Shop	\$ 13,300.00
Community Center	\$ 11,420.00
Maintenance Facility	<u>\$ 2,550.00</u>
<b>2014 Total (based on 52 weeks)</b>	<b>\$ 27,270.00</b>

**STAFF RECOMMENDATION:** Staff recommends the approval of Sparkle Janitorial Service to facilitate the cleaning of our facilities for the 2014 calendar year.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 17, 2013

### STAFF RECOMMENDATION

#### **AGENDA ITEM: CHANGE IN POLICY REGARDING CELL PHONES FOR EMPLOYEES: Recommend approval**

**BACKGROUND INFORMATION:** The Sycamore Park District currently provides cell phones for full-time and IMRF eligible part-time staff. The use of cell phones on the job increases safety, facilitates access in emergency situations, contributes to organizational efficiency and improves risk management coordination.

In the beginning our service was provided by Nextel as they were the only service that offered direct connect. For several years this service has worked well and each year we have found ways to reduce costs. Since Sprint's purchase of Nextel service has diminished to a point beyond frustration. A recent article in consumer reports ranked Sprint at the bottom of available providers.

During the process of reviewing options, I asked several agencies how they handled cell phones with their employees. I received responses from the following:

- Dekalb
- Huntley
- Belvidere
- Rochelle
- Geneva
- Lisle
- Fox Valley

Two districts provide phones for their staff. One district has their employees use a personal cell phone and pays them a monthly stipend. The remainder offer a combination of both with majority of the phones being personal phones and issuing a stipend. The stipend amount ranged from \$17 - \$50 per month.

Based upon the my findings, coupled with the fact that dealing with issues and monitoring usage take extra time, it is my recommendation that all full-time and

IMRF eligible part-time employees use personal phones for this purpose. In agreeing to use their personal phone for park district business, they will be given a monthly allowance of \$25, to be paid through payroll. They will also have to sign an agreement that outlines this basic understanding, and we will discourage the use of SPRINT.

Since the majority of staff don't already have personal phones, I would also recommend that the District also provide a one-time \$150 allowance for the purpose of obtaining a phone to offset some of the costs for equipment, activation, etc.

**FISCAL IMPACT:** The total annual cost of \$7,200 would be included in the 2014 operating budget. Subsequent years would not include \$2,400 for equipment. It should be noted that the annual cost is equivalent to what we currently spend to provide phones

**STAFF RECOMMENDATION:** Recommend approval.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: December 17, 2013

**STAFF RECOMMENDATION**

**AGENDA ITEM: MANDATORY POSTING OF HANDGUN SIGNS:**  
**Informational**

**BACKGROUND INFORMATION:** Recently the State of Illinois became the latest state to pass a “Concealed Carry” law. It is similar to laws in numerous states. Whether you agree or disagree with the law, it clearly defines that Parks are a place where carrying a gun is not allowed. It also mandated the posting of signs.

Parks are defined as a “Prohibited Area”, and the Act requires that a standardized 4” x 6” sign be clearly and conspicuously posted at the entrance of each prohibited area.

Therefore, I have instructed Jeff Donahoe to work with his staff and:

- A. To identify the entrance to each park based upon their observations of its use.
  - B. To list the parks by name for me.
  - C. To list the entrance next to the name of each park based upon “A”.
- We will then post a sign at that location to honor the law.

These actions are supported by our Counsel (see attached memo)

**FISCAL IMPACT:** Signs are \$6 a piece, and posts will be about \$8 a piece. With 16 parks this cost will be \$224. Labor is purely a guess.

**STAFF RECOMMENDATION:** This is informational, and staff will comply with the law.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

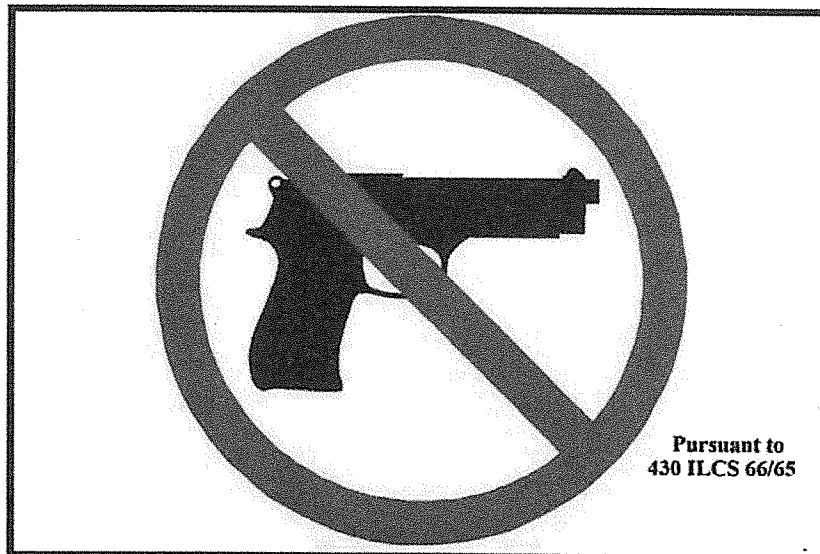


**BOARD ACTION:**

**Ancel  
Glink**DIAMOND BUSH  
DiGIANNI  
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www.ancelglink.com**Client Alert**To: Local Government Clients  
From: Ancel Glink

## Reminder to Post Sign for Concealed Carry Bans

As you know, the state legislature enacted the Firearm Concealed Carry Act to allow limited concealed carry in the state. The Act identifies areas where the possession of firearms are prohibited, and requires 4" x 6" standardized signs approved by Illinois State Police ("ISP") to be "clearly and conspicuously" posted at the entrance of each "prohibited area," informing the public that firearm possession is not allowed. Although the law became effective on July 9, 2013, the ISP only recently released its approved sign on its [website](#). A reduced-size image of the approved sign is below:



The Act does not identify who is responsible for posting the sign, or whether the failure to post a sign will affect the validity of the prohibition on firearm possession. Nevertheless, many prohibited areas are properties owned or controlled by units of local government, and we recommend that our clients take action to post the required sign in the prohibited areas

they own or control. Prohibited areas include:

- schools and areas within 1,000 feet of school grounds
- day cares
- government buildings
- jails
- hospitals
- public transit vehicles
- establishments primarily serving alcohol
- public gatherings requiring a local permit
- playgrounds
- parks
- universities
- racetracks and casinos
- stadiums
- libraries
- airports
- amusement parks
- zoos
- museums

The approved sign should be posted in prohibited areas as soon as possible to comply with the statute. However, local governments may wish to use temporary signs because larger signs with additional language could be permitted later this year. Proposed rules would allow prohibited areas to utilize signage larger than 4" x 6." Additionally, prohibited areas could include additional language on their signs. However, if prohibited areas use a larger sign or additional language, ISP's approved form would have to appear on the sign no smaller than the 4" x 6" dimension required by the Act. The proposed rules will be subject to a hearing in December 2013.

If you have any questions about identifying prohibited areas under your control, and the posting of required signs, please do not hesitate to contact Julie A. Tappendorf ([jtappendorf@ancelglink.com](mailto:jtappendorf@ancelglink.com)) or Daniel J. Bolin ([dbolin@ancelglink.com](mailto:dbolin@ancelglink.com)) in our Chicago office or your Ancel Glink attorney.

*This bulletin is provided as a service to our public sector clients and friends. It is intended to provide timely general information of interest, but should not be considered a substitute for legal advice. Be sure to consult with an attorney before taking action based on the contents. We welcome comments and questions. This may constitute advertising material as defined under the Illinois Rules of Professional Conduct.*

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: December 17, 2013

**STAFF RECOMMENDATION**

**AGENDA ITEM: APPROVAL OF REGULAR MEETING DATES FOR 2014: Recommended Adoption**

**BACKGROUND INFORMATION:** Each year the Open Meetings Act calls for adoption and promotion of the Regular Meeting Dates and Times of the Sycamore Park District Board of Commissioners.

Attached you will find the recommended dates and times. Upon approval, the Recording Secretary will make these available to the local median and they will be posted on our website.

**FISCAL IMPACT:** No additional cost over prior years.

**STAFF RECOMMENDATION:** Approval.

**PREPARED BY:** Jeanette Freeman, Office Manager

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



**Sycamore Park District Board of Commissioners**  
**Meeting Schedule for 2014**

<b>Tuesday, January 21, 2014</b>	<b>6:00 p.m.</b>
<b>Tuesday, February 25, 2014</b>	<b>6:00 p.m.</b>
<b>Tuesday, March 25, 2014</b>	<b>6:00 p.m.</b>
<b>Tuesday, April 22, 2014</b>	<b>6:00 p.m.</b>
<b>Tuesday, May 27, 2014</b>	<b>6:00 p.m.</b>
<b>Tuesday, June 24, 2014</b>	<b>6:00 p.m.</b>
<b>Tuesday, July 22, 2014</b>	<b>6:00 p.m.</b>
<b>Tuesday, August 26, 2014</b>	<b>6:00 p.m.</b>
<b>Tuesday, September 23, 2014</b>	<b>6:00 p.m.</b>
<b>Tuesday, October 28, 2014</b>	<b>6:00 p.m.</b>
<b>Tuesday, November 25, 2014</b>	<b>6:00 p.m.</b>
<b>Tuesday, December 16 , 2014</b>	<b>6:00 p.m.</b>

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 17, 2013

### STAFF RECOMMENDATION

**AGENDA ITEM: CAPITAL FUNDS UPDATE: Information Only**

**BACKGROUND INFORMATION:** As previously requested, on a quarterly basis you will be provided with the attached report that details the information in the Capital Fund. The report is intended to make clear:

- Where money has been spent thus far.
- Where money will be spent yet this year.
- How much is yet to be spent.
- Estimated completion dates for work in progress or yet to be done.
- Projects that, due to their complexity or timing must be moved to next year, but funds are committed.

Attached is that report.

**FISCAL IMPACT:** Part of Capital Projects. Dollar amounts shown in report.

**STAFF RECOMMENDATION:** Information only.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



PROJECT	2013	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$30,000				\$30,000	
Administration Copier			\$5,395		-\$5,395	complete
Drop Safes			\$1,808		-\$1,808	complete
new engine for field rake			\$2,104		-\$2,104	complete
irrigation system pump			\$8,006		-\$8,006	complete
pond signs			\$1,035		-\$1,035	complete
soccer goals			\$1,640		-\$1,640	complete
Rekey sports complex			\$3,514		-\$3,514	complete
Technology Replacement	\$3,000		\$6,021		-\$3,021	complete
Accounting Modules	\$5,720	\$5,195		\$525	\$0	December
Filing/Shelving for Administration	\$2,000		\$2,735		-\$735	complete
Ice Machine - Baseball	\$2,000				\$2,000	defer until 2014
Double Door Freezer at Baseball Concessions	\$3,500				\$3,500	defer until 2014
Backhoe	\$32,000		\$32,265		-\$265	September
Misc tools	\$4,000		\$4,000		\$0	complete
Field Rake	\$11,000		\$11,963		-\$963	complete
Remodeling of Clubhouse/Proshop/Bathrooms	\$5,000		\$7,247		-\$2,247	complete
Carpet Cleaner	\$500				\$500	Deleted
Golf Carts for Golf Course	\$30,000		\$29,575		\$425	complete
Bridge work	\$1,300		\$610		\$690	complete
Sound system for Golf Course	\$2,000				\$2,000	Deleted
Garbage Receptacles for Golf Course (10)	\$8,000				\$8,000	defer until 2014/2015
PA System	\$3,500				\$3,500	Deleted
Fitness Center Equipment at Comm. Center	\$4,200	\$650		\$3,550	\$0	December
Projection Unit/Sound System/Screen	\$4,500		\$2,025		\$2,475	complete
Tennis Courts	\$45,000		\$111,759		-\$26,759	June
Old Mill Parking Lot	\$40,000	see above			see above	June
Blacktop around Good Tymes	\$19,000				\$19,000	defer until 2014
Fencing Fields 13-16	\$8,500		\$1,467		\$7,033	complete
Backstop improvements 5-8	\$20,000		\$15,734		\$4,266	complete
WPA Main Shelter Renovation	\$7,800	\$5,411			\$2,389	work continues in 2014
Larry Steczo - Encap*	\$18,740		\$18,740		\$0	complete
Parkside Ponds - Encap*	\$44,250		\$44,250		\$0	complete
Old Mill - Encap*	\$14,410		\$14,410		\$0	complete
Chief Black Partridge - Encap*	\$12,395		\$12,395		\$0	complete
Lake Sycamore Fish Analysis	\$5,000		no charge		\$0	complete
Replace Fencing & Gate - 64	\$10,000		\$6,378		\$3,622	complete
	\$397,315	\$11,256	\$345,076	\$4,075	\$31,908	

\*These projects will have ongoing costs for development. Estimated Finish Date is based on current year's work to be done.

**SYCAMORE PARK DISTRICT****Board of Commissioners****Date of Board Meeting: December 17, 2013****STAFF RECOMMENDATION****AGENDA ITEM: 4<sup>th</sup> QUARTER SHORT TERM STRATEGIC PLAN 2013  
& 2014 GOALS AND OBJECTIVES: Review Only****BACKGROUND INFORMATION:** The staff and Board developed the Short Term Strategic Plan 2013 & 2014 Goals and Objectives in FY2012. These will be continually updated on a quarterly basis. Added to the last version you saw in September 2013 are any statements of progress and/or completion.**FISCAL IMPACT:** None.**STAFF RECOMMENDATION:** The staff recommends the Board review the updates and discuss if needed.**PREPARED BY:** Jeanette Freeman, Office Manager**EXECUTIVE DIRECTOR REVIEW/APPROVAL:****BOARD ACTION:**



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

### **Sycamore Park District Mission Statement:**

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

### **Sycamore Park District Vision Statement:**

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

### **Introduction:**

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

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

To address these, the Board of Commissioners will:

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

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

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

The cornerstone of this plan is its goals:

#### **Goal 1**

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

#### **Objective 1**

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

- **MARCH 2013** -As of Friday, March, 2013 an excel spreadsheet has been developed to monitor all part-time staff usage in both hours and payroll dollars. This spreadsheet monitors hours of Pro Shop Cashiers, Cart Attendants and Rangers, as well as the Superintendent of Golf Operations.
- **JUNE 2013** - Monitoring continues as of June 1<sup>st</sup>. A report will be processed during the month of June to show a comparison between 2012 part-time payroll dollars spent to 2013 over the same time period.

- SEPT. 2013 – Monitoring continues as of September 1<sup>st</sup>. Payroll costs continue to be reduced.
- DEC 2013 – I was able to keep track of hours very well with the spreadsheet included with this document. However, due to the amount of play this year I was unable to take much time off without exceeding part time staff payroll usage. I have also attached a sample spreadsheet (attached at the end of the entire update), which shows I would have run out of Pro Shop Cashier budget dollars by the end of September. This operation, with the amount of play we are now receiving due to my marketing techniques, cannot be covered by having only one person. I would have also run out of Cart Attendant money if I would have scheduled staffing more often than I did. By covering the job myself I was able to save approximately \$4,500.00 in part time payroll.

### **Objective 2**

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

- MARCH 2013 - The spreadsheet cited in Objective 1 will be used to reduce staff costs in 2014 by a minimum of 5%.
- JUNE 2013 - Ongoing as of June 1<sup>st</sup>.
- SEPT. 2013 – Ongoing as of September 1<sup>st</sup>.
- DEC. 2013 - Taking the information I collected in 2013 I have been able to adjust my part time payroll dollars for the 2014 budget. An additional \$5,000.00 has been added due to a concern expressed about Groupon play and that is also represented in the 2014 budget.

### **Objective 3**

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

- MARCH 2013 - This process began in the fall of 2012 with the ordering of 2013 inventory. Product lines have been reduced and order points have been developed to monitor inventory control measures. A new start to inventory was instituted in February, 2013 to help with this monitoring. A cycle count will be done periodically to check inventory and eliminate discrepancies.
- JUNE 2013 - As of June no major discrepancies found. Corrections have been made prior to daily close of business each day to insure proper posting of inventory sales.
- SEPT. 2013 – As of September a few minor discrepancies found. Continue to monitor prior to daily closing to minimize any errors.
- DEC. 2013 - I personally spot checked inventory at the end of each month against the POS monthly report and monitored each close of day transaction to insure proper inventory controls. The Administrative Office also did unannounced spot inventory checks with very little discrepancies found. Inventories in more areas are now fairly low with sell through in many product areas.

**Objective 4**

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

- **MARCH 2013** - During the 2013 season, golf industry market trends will be monitored closely through golf periodicals. New inventory items for 2014 will be based upon these trends.
- **JUNE 2013** - Ongoing as of June 1<sup>st</sup>. Market trends will be more readily available in August of 2013.
- **SEPT 2013** - Ongoing as of September 1<sup>st</sup>. Have begun looking at market trends and speaking with sales representatives.
- **DEC 2013** - I have been meeting with Sales Representatives since the beginning of October and have made some modifications in my ordering process based upon this years sales. For example I am no longer purchasing any products from Ping Golf. I am looking at Adams Golf Merchandise because any merchandise that does not sell will be PICKED UP by the representative and FULL CREDIT given.

**Objective 5**

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

- **MARCH 2013** - This began with approval of the FY2013 Budget, and the first draft of the Fund Balance Cash Flow Statement has been presented to the Board.
- **JUNE 2013** - In progress.

**Objective 6**

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

- **MARCH 2013** - The first draft of this was presented to the Board in January 2013. It will be revised upon approval of the FY2012 Audit.
- **JUNE 2013** – Done

**Objective 7**

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

- **MARCH 2013** - The Superintendent along with the Recreation Supervisor examined the budget for the pool and made reductions in the staffing and pool supplies to reach this goal.



- DEC 2013 – The Superintendent met with the Recreation Supervisor to find budget cuts for the 2014 pool season.

### **Objective 8**

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

- MARCH 2013 - The following new programs have been held and have increased recreation revenue: Hatha Yoga, Zumba Sentao & Toning, Zumba Gold and Kid Fit. The recreation staff has planned additional new programs for the Summer 2013 brochure such as Archery, Tot Rock, Kid Rock, and Skateboarding.
- JUNE 2013 - The following new programs are running in the summer: Archery, Tot Rock, Kid Rock I & II, Strings Booster Music, Guitar for Beginners, Intro to Music Theory, Skateboarding, Longboarding and Hula Hoop fitness.
- SEPT 2013 – Eleven new programs were added in the Fall of 2013. These include Jazz It Up, Fast Pitch Softball, Music Together, Knit and Crochet and Animal Explorers.
- DEC 2013 – 40 new programs created in 2013.

### **Objective 9**

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

- MARCH 2013 - Preparation of the FY2013 Budget was done with consideration of fund reserve balance guidelines. When preparing monthly financial statements comparing budget to actual, notes included in the Budget Report.
- JUNE 2013 - Each month when preparing the board packet a comparison is done of year to date actual vs. budget. Any significant variances are explained. Detailed Financial Statements are also given to Superintendents for review with notable items highlighted.
- SEPT 2013 – Requested Superintendents submit projected 2013 year-end results for their specific areas by September 19<sup>th</sup>. Over the next week, these projections will be consolidated and analyzed to determine the progress made on building fund reserves.
- DEC 2013 – Projections were consolidated and analyzed to determine the progress made on building fund reserves. Based upon the projections, prior to any transfers, all funds except Golf, Pool and Paving, will have met the 25% reserve goal.

**Objective 10**

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

- MARCH 2013 - Completed for 2012 Tax Levy (to be collected in 2013). Will begin the process for the 2013 Tax Levy in October 2013.
- JUNE 2013 - October 2013
- DEC 2013 – Used projected FY2013 fund balances and proposed 2014 budget figures to determine appropriate tax levy allocation. Prepared tax levy to be approved at the December board meeting.

**Objective 11**

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

- MARCH 2013 - Completed and ongoing each month when vendor bills are allocated to specific budget line items.
- SEPT 2013 – Ongoing each month during the bill coding process.
- DEC 2013 – Ongoing each month during the bill coding process.

**Objective 12**

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

- MARCH 2013 - Work on this will take place in October of 2013 and 2014.
- SEPT 2013 – Planned for mid-October of 2013.
- DEC 2013 – Completed.

**Objective 13**

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

- MARCH 2013 - Work on this will take place in late October of 2013 and 2014.
- SEPT 2013 – Ongoing since early summer 2013, will formalize in November of 2013.
- DEC 2013 – Completed and ongoing. Incorporated into proposed 2014 budget line items.

## Goal 2

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

### Objective 1

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

- MARCH 2013 - This process has begun with the purchase of 13, 2008 EZGO Carts. 13 of our oldest and most problematic carts will be traded in upon the arrival of the 13 newer carts. This is to take place by the beginning of April 2013. All carts will then be renumbered by serial number and the cart repair spreadsheet will be adjusted to monitor these carts in 2013.
- JUNE 2013 - Completed.
- DEC 2013 – These new carts have been a big help this season with the amount of play we have received.

### Objective 2

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

- MARCH 2013 - This process will begin in November 2013 using the data collected during the 2013 golf season.
- SEPT 2013 - Data collection of carts in for repair in 2013 continues.
- DEC 2013 - Conversations have begun with the EZGO Regional Office about next year's trade ins. A list of the cart serial numbers which are to be traded in has been sent to EZGO. These are all year 2000 carts and have caused us the most difficulties this season.

### Objective 3

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

- MARCH 2013 - A rotation schedule has been developed and is listed in the action statements for this objective. The rotation schedule will be strictly monitored.
- JUNE 2013 - Ongoing.
- SEPT 2013 – Cart rotation began in June of 2013. With the amount of play we have received this season most carts are on the course every day.

- DEC 2013 - This rotation has been a great benefit, especially on our older vehicles which burn a considerable amount of oil, as you have witnessed yourself. Due to this rotation I was able to run the lowest number carts less often and extend their life until trade in time.

#### **Objective 4**

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

- MARCH 2013 - This plan has been developed and may be instituted in the summer of 2013. The plan pulls 10 carts out of the rotation each week to receive routine maintenance and monitoring of any issues that may occur with each vehicle.
- JUNE 2013 - The process will begin Monday, June 17<sup>th</sup>.
- SEPT 2013 – This process has begun and continues.
- DEC 2013 - As stated above this rotation has worked very well to our benefit. However, with the amount of Groupon play this season almost all our carts were used every day which allowed consistent use of all our vehicles which helped us save on wear and tear of our older vehicles. Each week I pulled 10 carts out of the line up and did routine maintenance checks. Oil levels, tire pressure and a inspection was done on each vehicle before they went back into the rotation. A spreadsheet showing repairs of 2013 is included with this document.

#### **Objective 5**

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

- MARCH 2013 - Work has begun on Golf Carts, Maintenance Equipment, and Tech Hardware. Recreation Equipment must be started.
- JUNE 2013 - In progress.
- DEC 2013 – Lifecycle is complete. Replacement schedules will be established early in 2014.

#### **Objective 6**

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

- MARCH 2013 - Work has not yet begun on this.
- JUNE 2013 - Next year.
- DEC 2013 – After completion of Objective 5, above.

**Objective 7**

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

- MARCH 2013 - The Park District entered into a preventative maintenance agreement with The Fitness Connection for service every 6 months.
- SEPT 2013 - This agreement was extended for 2013-2014. Completed.

**Objective 8**

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

- MARCH 2013 - Staff has ascertained the age of all fitness equipment.
- SEPT 2013 - Some fitness equipment was put on the list to be auctioned off. In Progress.

**Objective 9**

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

- MARCH 2013 - Scheduled to complete inventory for concessions in stages, the first being the clubhouse/beverage cart operations by March 31<sup>st</sup>.
- JUNE 2013 - The list of assets within the Clubhouse concessions operation is completed. Sports Complex and Pool have been started. Anticipate completion by mid-July.
- SEPT 2013 – Basic list of assets is completed for all areas of concessions. Need to check into a couple of replacement values.
- DEC 2013 – Submitted to Dan.

**Objective 10**

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

- MARCH 2013 - As a part of the Tech Assessment completed by TBC, have an initial inventory of computer equipment. Remaining list to be done by May 1.
- JUNE 2013 - In addition to the Tech Assessment completed by TBC, the final list of assets located within the Administration Office will be complete by June 30<sup>th</sup>.
- SEPT 2013 – Finishing up schedule excluding computer equipment. Anticipate completion in October.
- DEC 2013 – Submitted to Dan.

**Objective 11**

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

- MARCH 2013 - An inventory list of all equipment with purchase dates and hours or miles has been completed. Remainder will be completed during the summer and early fall.
- SEPT 2013 – Started in late September, will be completed by mid-November.
- DEC 2013 – Completed and presented in November Board packet.

**Objective 12**

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

- MARCH 2013 - Work will take place in November of 2013.
- SEPT 2013 – Will be tied into Objective 11 and completed in December 2013.
- DEC 2013 – List of equipment and total replacement interval and cost completed. List of costs for replacement of parts in still viable equipment ongoing and used often as repair situations arise. Example: Toro workman utility cart is over ten years old but still functioning so recently replaced several parts of the motor to keep running for a few years as much less than total cart replacement.

**Objective 13**

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

- MARCH 2013 - Next year.

**Objective 14**

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

- MARCH 2013 - At IPRA/IAPD Conference gathered information from vendors that offer recreation software. Over the next month, will develop a list of pros/cons with current software.
- JUNE 2013 - Continuing to develop pros/cons of current software, in addition to wants/needs. Started contacting other districts to find out what recreation software they are currently using and their reviews. Will begin setting up demonstrations with software vendors over the next few months.

- SEPT 2013 – Sat for a demonstration of RecPro software. Program Supervisor spent some time and received some additional training on our current software which seemed to have positive results. Further review needs to be done over the next month.
- Staff viewed a presentation by RecPro Software regarding recreation registration software. Staff will continue to interview and view other product demonstrations. In progress.
- DEC 2013 - Contacted Wood Dale Park District and discussed at length with their staff about their situation and interactions with Bockyn software. They have opted to go with Activenet.
- I have communicated with several park districts to see what software they are using. The original plan was to make a recommendation in the Fall of who to use for our recreation software. We placed that on hold, temporarily, due to a couple of factors. First, a considerable amount was being spent on the technology assessment that Sikich is doing. Plus, we are interested in their observations and recommendations. Secondly, the Program Supervisor has been taking advantage of the “one hour free training per month” and has been able to resolve some of the concerns that we have had with the current software. Moving forward I would like to see: 1) see what the feedback from Sikich is, 2) meet again with Recreation Department and make a new list of what concerns we might have, and 3) take that list with to the 2014 IAPD/IPRA Conference and have a general discussion with various software vendors on the specific areas of concern that we have.

### **Objective 15**

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

- MARCH 2013 - The initial audit of hardware and infrastructure is complete. Work has begun on the RFP for an independent consultant to assess our systems from a management and functional standpoint.
- JUNE 2013 - RFP will go out in 2 weeks, and process complete in July.
- SEPT 2013 – Professional Services Contract will be presented at September Regular meeting.
- DEC 2013 – To be completed by December 31, 2013.

### **Objective 16**

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

- MARCH 2013 - Yet to be completed.
- JUNE 2013 - In progress.
- DEC 2013 – Will come early in 2014.

**Objective 17**

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

- MARCH 2013 - Next year.

**Objective 18**

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

- MARCH 2013 - Completed.
- JUNE 2013 - Done

**Objective 19**

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

- MARCH 2013 - The first 4 years have been laid out in a report to the Board, and the first year of capital costs “funded” by the Board. Operating costs have been integrated into the FY2013 Budget.
- JUNE 2013 - Done.

**Objective 20**

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

- MARCH 2013 - Next year.
- JUNE 2013 - Next year.
- DEC 2013 – Next year.

**Goal 3**

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

**Objective 1**

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

- MARCH 2013 - Partners, such as NB&T, Kishwaukee Health System and the Sycamore School District will receive information the first week of April concerning a special lesson program offered for these partners.
- JUNE 2013 - Information was delivered. One session begins Tuesday, June 11<sup>th</sup>.



- SEPT 2013 - Completed with minor participation in 2013. Will develop a new program for 2014.
- DEC 2013 – This had a lower turnout than anticipated. I was able to give 4 groups lesson classes with 3 individuals and was able to spark their interest. However, I plan on restructuring this program during the winter months and create more incentive to the customer to take the program. One idea is to give the participant free green fees for a month after they complete the program if they bring a paying customer with them.

### **Objective 2**

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

- MARCH 2013 - To be completed and offered in April of 2014.
- SEPT 2013 - -New program to begin registration in April 2014.
- DEC 2013 – As stated above, I will rework this program for 2014 to create more interest.

### **Objective 3**

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

- MARCH 2013 - This is in process. Three new golf programs will be offered in the 2013 Spring/Summer Brochure.
- JUNE 2013 - Registration has begun for these programs and the first class is scheduled for June 13<sup>th</sup>.
- SEPT 2013 - Completed.
- DEC 2013 - I offered 6 different clinics in the Spring Brochure. 2 putting clinics, 2 shortgame clinics and 2 full swing clinics during the months of May and June. I also offered two programs in the Fall Brochure one on Understanding the USGA Rules of Golf and the other on Exercises for Better Golf.

### **Objective 4**

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

- MARCH 2013 - The Superintendent of Recreation has met with the Superintendent of Golf Operations regarding the transition. The Superintendent of Recreation will be invited to monitor The Take Part in the 2013 SAY-Golf Program.

- JUNE 2013 - The SAY-Golf Program begins June 17<sup>th</sup>. The Superintendent of Recreation has monitored the Say Golf program and has had preliminary discussions with the Supt. of Golf about the changeover process and how to ensure that certain “aspects” of the program are not lost with the changeover to the Recreation Department.
- SEPT 2013 – SAY Golf program completed.
- Staff will continue to meet and plan for the Summer of 2014.
- DEC 2013 - I spoke to the Superintendent of Recreation prior to the beginning of this year’s program in mid-May and again after the conclusion of the program in mid-July. It is our plan to sit down during the winter months and develop the program for the recreation department to administer in 2014.

### **Objective 5**

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

- MARCH 2013 - No action has been taken on this objective yet. Supt. of Golf Operations is planning on the transition taking place in March of 2014.
- SEPT 2013 - Process will begin in February of 2014.
- The Superintendent of Recreation and Golf will continue to meet in 2013 and 2014 to make this transition.
- DEC 2013 - I spoke to the Superintendent of Recreation prior to the beginning of this years program in mid-May and again after the conclusion of the program in mid-July. It is our plan to sit down during the winter months and develop the program for the recreation department to administer in 2014.

### **Objective 6**

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

- MARCH 2013 - This objective will be in conjunction with programs offered by the Sycamore Chamber of Commerce during the summer of 2013.
- JUNE 2013 - Awaiting dates to be scheduled by the Sycamore Chamber of Commerce.
- SEPT 2013 - Completed, another program will be scheduled for 2014.
- DEC 2013 - Though I did speak to the Cortland Senior Center in June I was unable to get onto the Chamber program list for 2013. I have already spoken to Rose Trembl about hosting a program through the Sycamore Chamber of Commerce in 2014.

**Objective 7**

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

- MARCH 2013 - The first of the three for 2013 are complete.
- SEPT 2013 - In progress.
- DEC 2013 – Done, but only twice.

**Objective 8**

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

- MARCH 2013 - Initial email recommending these meetings has been sent, and some responses received. Follow-up will continue.
- JUNE 2013 - Discontinued.
- DEC 2013 – Began Youth Sports Consortium instead.

**Objective 9**

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

- MARCH 2013 - The Supt. of Recreation has met with the Sycamore School District officials regarding the “OSCAR” programming. Has also met with all local youth sports organizations to discover ways to strengthen the existing partnerships. Has met with staff from Kishwaukee Hospital’s marketing department about next year’s programs and exposure opportunities. Has met with staff from The National Bank & Trust and has planned a series of events that will be mutually beneficial.
- JUNE 2013 - Superintendent of Recreation has met with staff from the National Bank & Trust regarding marketing and the 90<sup>th</sup> Anniversary events.
- SEPT 2013 – Superintendent of Recreation met with Sycamore Baseball in September to discuss the past season and collect keys to the Sports Complex. Also will meet with Sycamore Girls Softball and the Sycamore Storm staff at the conclusion of their fall season. Also met with Deb Loitz of Northern Rehab to discuss future marketing and promotional efforts.

**Objective 10**

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

- **MARCH 2013** - Supt. of Recreation has met with Thomas Franks, administrator of the "OSCAR" program. Program ideas were discussed for the upcoming summer. Has also contacted individuals who will be able to assist us in this new programming.
- **JUNE 2013** - For the summer of 2013, programming was changed and added to the "OSCAR" offerings. The Superintendent changed one component of the program from golf to tennis. The Superintendent also added a Zumba component to the program as well. Completed.

**Objective 11**

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

- **MARCH 2013** - Met with Boys' baseball and Girls' softball regarding concerns from prior years. Discussed changes already planned for the season. Communication with Rugby and Storm organizations have started. Will finalize over the next two weeks.
- **JUNE 2013** - Scheduling a follow up meeting with Boys' baseball and Girls' softball for the end of July or first of August to review the 2013 season. Rugby has been completed. Preparing for Storm Dayz.
- **SEPT 2013** - Met with Boys baseball and Girls softball regarding the 2013 summer season. Very little feedback. Only negative was the condition of the bathrooms, especially at the beginning of the season. Seemed to improve. Spoke further with Girls softball as they are having a Fall season. Will follow up the end of October.
- **DEC 2013** - For Fall Girls softball, their overall response was positive however the number of games were fewer so they were concerned that we would be disappointed with less revenue. We offset that by reducing staff so it worked out well. KYFL seems to be dwindling year and after. They realize that they don't provide much revenue but appreciate us being open when they are out there. Discussed meeting again in 2014 to start off each season and was welcomed by all.

**Objective 12**

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

- **MARCH 2013** - Over the next two weeks, determine location of all boxes. Develop a standard form and stock.
- **JUNE 2013** - Stocked boxes with paper and writing utensil. Will check boxes on a weekly basis.

- SEPT 2013 – Checked boxes and passed along suggestions to appropriate staff. When contact information was provided, followed up with the individual.
- DEC 2013 – Not much utilization.

### **Objective 13**

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

- MARCH 2013 - Have already met with baseball and will again as well as with other groups in April of 2013. Supt. of Recreation has met with Sycamore Youth Baseball, Sycamore Youth Softball, KYFL, AYSO, and Kishwaukee Valley Storm. Has also met with groups that operate the following: Women's Softball, Mens' Softball, and Sunday Adult Soccer League.
- JUNE 2013 - Met with Storm Dayz leaders the week prior to the event. Will meet with these groups at the conclusion of their respective season to evaluate the partnership.
- SEPT 2013 – Met with spring and summer groups, will continue after fall sports completed at the end of October.
- Met with KYFL before their season began along with AYSO at the beginning of their season. Met with Girls softball at the beginning of their new Fall season. Because of the fall season, staff will meet with Softball at the end of their respective season.
- DEC 2013 – Talked frequently with AYSO president as season ended at the end of October. KYFL as well.

### **Objective 14**

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

- MARCH 2013 - Ongoing once seasons begin in late April.
- JUNE 2013 - Have been in almost daily contact with all groups thru phone or email as rain-outs have caused some changes for field use and availability.
- SEPT 2013 – Talk frequently with fall user groups to discuss fields issues or conflicts.
- DEC 2013 – Completed and continues even now as next year discussions have begun.

**Objective 15**

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

- **MARCH 2013** - Have made some suggestions to improve communication between golfers and beverage cart. Setting up meeting with all involved to discuss further and review best path.
- **JUNE 2013** - Placing Nextel phone on Beverage Cart to enable patrons to contact the Cart staff directly. Developing Golf Cart Tag to have number for both Cart and Concessions.
- **SEPT 2013** – Unfortunatley, with the problems we have been having with our Nextel/Sprint phones, it was decided not to place a phone on the beverage cart. We were concerned that our patrons would experience greater frustration with having a number to a phone that they couldn't always get through to. The wetter/cooler weather has reduced our beverage cart hours this season. As of August 31, the gross profit percentage (including cost of labor) has increased only 1.15%.
- **DEC 2013** – All in all, the season ended well despite the late start and we Spring. Net profit, as of November 30, 2013, increased 22.34% over 2012. The primary reason for such a large increase was that in 2012 we had a repair to the cart that was charged to concessions. In removing that for comparison, our increase was 4.5%.

**Goal 4**

Throughout 2013 and 2014, develop and initiate a park district awareness plan that creates an organized and scheduled effort to tell our story to the public using the talents, resources, time and commitment of the Board, Staff, and CAC to deliver this message

**Objective 1**

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

- **MARCH 2013** - The golf operations began collecting new data as of the “Swing into Spring” sale on March 1. This data includes updated emails which will be used to electronically send a newsletter each month to members of the data base. As of March 1, 2013 the Clubhouse reader board is being utilized.
- **JUNE 2013** - Developed an email data base for each league and Season Pass holder as a way to inform and update golfers and league members.
- **SEPT 2013** - Ongoing.

- DEC 2013 - I have included a sample of the Newsletter with this document. I also was diligent in changing the large reader board just outside the pro shop every month. I was also able to put regular pertinent information on our tee sheet and on our website on a regular basis and updated it regularly. I have also included with this material a sample of the emails the golf operations captures regularly.

### **Objective 2**

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

- MARCH 2013 - New advertising has been instituted in the Fox Valley area through Kane County Magazine, Chicagoland and Rockford Metro areas through Groupon and City Hits.
- JUNE 2013 – Ongoing.
- SEPT 2013 - Ongoing, have increased out of district play by 20%.
- DEC 2013 - Included in this document is a sample of the Groupon Marketing I did in 2013. I also did advertising in Kane County Magazine, New Values Magazine and a small marketing piece with Group Golfer.

### **Objective 3**

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

- MARCH 2013 - First discussion in regards to this matter took place with the Board on March 12, 2013.
- JUNE 2013 - Beginning Study Sessions now.
- SEPT 2013 – Finalizing VISION 2020 – September.
- DEC 2013- Draft presented at November regular meeting. Must be integrated with Michelle Schulz's plans.

### **Objective 4**

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

- MARCH 2013 - For the FY2013 Budget, this had been accomplished.
- JUNE 2013 - Done.

**Objective 5**

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

- MARCH 2013 - The Supt. of Recreation has created and published the annual newsletter that was featured in the Winter/Spring 2013 brochure. The first newsletter was created and will be mailed out the first week of April.
- JUNE 2013 - The first newsletter was mailed out in April. The next one is planned for October of 2013.
- SEPT 2013 - The third newsletter is scheduled to be mailed in November.
- DEC 2013 – Newsletter was mailed out the week of November 4<sup>th</sup>.

**Objective 6**

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

- MARCH 2013 - The 90<sup>th</sup> Committee created and submitted a marketing plan regarding the events to the Executive Director. The Winter/Spring 2013 brochure contained a history to assist in sharing of knowledge about the Park District with our residents. Tools such as Facebook, Constant Contact, the Sycamore Park District website, and Newsprint have been utilized to inform our residents further about the Park District's history and events.
- JUNE 2013 - Advertising has also been secured with the Chronicle and B96.
- SEPT 2013 – A number of promotional methods have been utilized regarding this to include, brochure, paid print advertisement, Constant Contact, paid radio ads, radio guest dj'ing, mailed postcard advertisement, and flyers distributed around the community and to local groups.
- DEC 2013 – Last ad promoting 90<sup>th</sup> ending events was out on November 18<sup>th</sup> 2013.

**Objective 7**

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

- MARCH 2013 - Attended Bridal Expo at NIU in January 2013. Will be attending the Community Expo in Sycamore on March 26.
- JUNE 2013 - Attended Bridal Expo at NIU in January 2013. Attended the Community Expo in Sycamore on March 26. Hosted Sycamore Chamber Thursday Night Live on April 11. Will look for additional opportunities for the Fall of 2013.



- DEC 2013 – No other events were attended. However, we continue to have information materials available at all rentals. Many of our rentals are the result of having attended a previous event held at the clubhouse.

### **Objective 8**

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

- MARCH 2013 - Next year.
- JUNE 2013 - Next year.
- DEC 2013 – Next year.

### **Objective 9**

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

- MARCH 2013 - Ongoing as needed.
- JUNE 2013 - Ongoing as needed, have attended all CAC, CWLRPC, Park Board study sessions, meetings with ADA architects, and tennis court/Old Mill parking lot meetings.
- SEPT 2013 – Ongoing as needed. Have attended clubhouse paving meetings with engineers. Attend use groups meetings as necessary.
- DEC 2013 – Completed as needed. Recently meetings with architects and ADA contractor.

### **Objective 10**

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

- MARCH 2013 - Articles will be provided prior to publications throughout 2013 and 2014.
- SEPT 2013 – Ongoing as needed. Conducted Park Tour in May and supplied booklet with individual park information included. Supplied trail measurement information for summer brochure and website information.
- DEC 2013 – Submitted article for Park District annual letter.

### **Objective 11**

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

- MARCH 2013 - At this time, it does not appear that this will be CAC's highest priority.
- JUNE 2013 - Not on CAC's priority list at this time.

## Goal 5

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

### Objective 1

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

- MARCH 2013 - This has been completed.
- DEC 2013 - The pre-season sale brought in over \$53,000 in revenue. Not as much as I had hoped but I did expect a smaller turnout due to the fact we did not offer an early season season pass discount. In 2014 we will be offering a discount and this will definitely increase our sales.

### Objective 2

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

- MARCH 2013 - This process began with the Swing into Spring sale beginning March 1, 2013.
- JUNE 2013 - Offered sale table of older clothing with good result in April and May. Offering a “Fathers Day Special” sale in June.
- SEPT 2013 - Continue for offer incentives to reduce inventory by season’s end.
- DEC 2013 - I offered a percentage off different pro shop merchandise each month, plus changed clothing displays on a regular basis which drove sales. I placed certain items close to the counter which sparked impulse buying. For example we had complete sell through of our Pinnacle 15 ball packs this season due to the fact they were placed directly in front of the counter.

### Objective 3

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

- MARCH 2013 - This process will begin when the 2013 golf season begins.
- JUNE 2013 - Created “Rewards” program through Groupon and have begun offering “incentives” for one time players to return. Also brought in the return of the Charitee Challenge and have set daily sales goals for staff.
- SEPT 2013 – Charitee Challenge continues with strong sales results. Rewards program through Groupon has generated almost \$5000.00 in additional sales.

- DEC 2013 - The rewards program through Groupon proved successful and helped with sell through of balls, reducing inventory of gloves and also logo balls. I was able to post signage to entice sales on smaller items to help move product. I am really proud of the staff buy in on the Charitee Challenge program. We were one of the top golf courses in sales this season according to Mike Butons owner of Charitee Inc. This will really benefit our scholarship with Sycamore High School.

#### **Objective 4**

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

- MARCH 2013 - The “Did You Know” effort has begun, but is currently revolving around our history, rather than individuals.
- JUNE 2013 - Started, but not focusing on people right now. Focus is on parks.
- SEPT 2013 – The campaign has been stopped.

#### **Objective 5**

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

- MARCH 2013 - Preliminary plans have begun for this, and information will be in the summer brochure about them.
- JUNE 2013 - Scheduled.
- SEPT 2013 – First one had two registered. Second one, none.

#### **Objective 6**

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

- MARCH 2013 - The Supt. of Recreation created a “Frequent Flyer” program for the members of the Fitness Center. The program was free to the members and attracted 45 participants. Each participant will receive 1 free month added to their current membership.
- JUNE 2013 - A fall special will displayed in the Fall 2013 brochure. This will reward existing customers if they get a friend to register, they will receive a free month.
- SEPT 2013 - A fall special began in September. This special will reward existing customers if they get a friend to register, they will receive a free month.

**Objective 7**

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

- MARCH 2013 - The Supt. of Recreation has implemented special events such as a Bike Rally (June 8<sup>th</sup>), Ice Cream Social (July 14<sup>th</sup>), Fireworks Celebration (August 24<sup>th</sup>) and an Open House Celebration (December 7<sup>th</sup>). Residents have been encouraged to visit our parks and take photos and participate in our photo contest.
- JUNE 2013 - Completed.
- DEC 2013 – Open House Celebration for the 90<sup>th</sup> was completed on December 7<sup>th</sup>.

**Objective 8**

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

- MARCH 2013 - The Supt. of Recreation has set the dates for these events which are September 14<sup>th</sup> (located at Kiwanis East Park) and 21<sup>st</sup> (Location TBD). Has also met with and received confirmation from the following groups: Kishwaukee Community Hospital, Sheedy Chiropractic, Northern Rehab Physical therapy. Supt. of Recreation is continuing to locate potential partners for our local events.
- JUNE 2013 - Founders Park will be the location for the second event. Completed.

**Objective 9**

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

- MARCH 2013 - Still discussing.
- JUNE 2013 - Has not been developed.
- SEPT 2013 – After further discussion, opted not to have a frequent buyer program due to concern of lowering our gross profit margin.

**Objective 10**

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

- MARCH 2013 - The first training of staff with Executive Director will take place in May of 2013 for maintenance staff.
- The Supt. of Recreation has taken no action at this time.
- JUNE 2013 - The first training for Community Center staff is being planned for September 2013.

- SEPT 2013 - Training is scheduled at the Community Center on Sept. 25 & 26. The second training for staff will be held in early November.
- DEC 2013 – Front Desk staff has had one in house front line training session.

### **Goal 6**

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

#### **Objective 1**

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

- MARCH 2013 - This process will be in May of 2013.
- JUNE 2013 - Have started “The Boss Buys Lunch” program for staff members who show extra effort in work duties.
- SEPT 2013 – “The Boss Buys Lunch” program went very well and has increased staff morale and work ethic.
- DEC 2013 - I did regular “The Boss Buys Lunch” programs each week and especially during outing weeks. Staff morale improved. I also created a special benefit to the pro shop cashier staff who sold the most Charitee Challenge Tickets and that person received an Amazon Gift Card.

#### **Objective 2**

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

- MARCH 2013 - This will begin in 2014.
- DEC 2013 - I did a test of this program this year holding a staff match play event. This started out great with all staff getting involved. However, as the season progressed and the amount of play increased on the course it became difficult to get the final matches in. Next year I will try something away from the golf course so that is not an issue.

#### **Objective 3**

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

- MARCH 2013 - This meeting has been scheduled for Saturday, May 11<sup>th</sup>.
- JUNE 2013 - Completed.

- DEC 2013 - We held a pizza party on May 11 and talked through the season and what was expected of the staff. I proved to be successful because the staff did an outstanding job in 2013.

#### **Objective 4**

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

- MARCH 2013 - To be completed in 2014.
- DEC 2013 - My plan is to meet with Jackie, Jeff and Bart early next year and come up with a team building project we can do together and help build a stronger park district part time staff.

#### **Objective 5**

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

- MARCH 2013 - Completed.
- JUNE 2013 - Done.

#### **Objective 6**

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

- MARCH 2013 - Budget to accomplish this was approved by the Board for FY2013, and is in progress.
- JUNE 2013 - Done and continuing.

#### **Objective 7**

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

- *How we treat a small number of committed, year-round/nearly full-time Staff*
- *Different degrees of being "part-time"*
- *Developing reward system for part-time employees*
- *Finding simple ways to reward full-time employees*
- MARCH 2013 - The Executive Director will begin work on this in June 2013.
- JUNE 2013 - Begun with Personnel Policy – March 2013.
- SEPT 2013 – FT Personnel Policy Adopted and Distributed September 2013. Beginning PT Personnel Policy now – September 2013.

- DEC 2013 – First draft of part-time manual now in the hands of the Board. Final will be presented for approval at December regular meeting.

### **Objective 8**

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

### **Objective 9**

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

- MARCH 2013 - Working with Concessions Manager to complete training procedure outline. Adding additional training by Health Department.
- JUNE 2013 - Standard training was provided to all concessions staff. Additional training needed for Sports Complex and Pool staff. In process.
- SEPT 2013 – Provided additional training for Sports Complex and Pool staff. Developed checklists for opening and closing procedures.
- DEC 2013 – Over the winter, CM and I will review the lists that were used for training and update them appropriately. Will make beverage cart a group training as that as been done on an individual basis.

### **Objective 10**

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

- MARCH 2013 - Will begin in April as staff returns.
- JUNE 2013 - Making notes as the season progresses to enable an end of season evaluation for each individual concession staff.
- SEPT 2013 – Meeting with Melissa to discuss staff performance. Will be scheduling evaluations over the next month.
- DEC 2013 – Going to work with CM over the next month to complete evaluations but decided that the evaluation will be given at the start of the season so it is fresh on staffs mind as they being the new season.

### **Objective 11**

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

- MARCH 2013 - Completed.
- JUNE 2013 - Done.

**Objective 12**

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

- MARCH 2013 - Completed.
- JUNE 2013 - Done.

**Objective 13**

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

- MARCH 2013 - The Executive Director has begun this process with input from the Superintendents.
- JUNE 2013 - Nearly completed.
- SEPT 2013 – Completed. Funding will be placed in FY2014 Operating Budget.

**Objective 14**

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

- MARCH 2013 - Yet to be determined.
- SEPT 2013 – In progress September 2013.

**Goal 7**

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

**Objective 1**

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

- MARCH 2013 - This objective is in coordination with Goal 1 and the excel spreadsheet used for that goal.
- JUNE 2013 - Ongoing.



- SEPT 2013 – Continues to be monitored as of September 1<sup>st</sup>.
- DEC 2013 - As stated in Goal 1 the spreadsheet for part time staffing I created has been beneficial in the monitoring of staff use in 2013. I was able to use staff at appropriate times and send staff home when their help was not needed. This did cause me to work more hours than anticipated but it was needed to make sure to stay within or below budgetary guidelines.

### **Objective 2**

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

- MARCH 2013 - Yet to be determined.
- SEPT 2013 - Process to begin during this year's budget process for 2014.
- DEC 2013 - The post meeting I had with all the outing planners said that all their needs were met which I didn't expect due to the fact I used less staff for events this year than in previous years. So with that being said I will continue to use as small of staff as possible in 2014 and expect the service level expected from our clientele not to change.

### **Objective 3**

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

- MARCH 2013 - The guide for such staffing guidelines has been completed and will go into effect in June of 2013.
- SEPT 2013 – Completed.
- DEC 2013 - I restructured the use of the cart staff. Using cart personnel on week days beginning at 3:30pm and having cart attendants leave for the day in the early evening when less than 10 carts on the course. I also redesigned the part time staff hours needed for major golf outing events by using only 1 cart attendant for set up and creating a split shift for other staff. I reduced the number of staff during play of the golf outing from 4 to 2, cutting part time payroll in half for each event. The savings in part-time payroll in line item Cart Attendant was approximately \$4,500.00.

### **Objective 4**

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

- MARCH 2013 - To be completed next month.
- JUNE 2013 - Completed. Using this data primarily for Beverage Cart hours and staffing for Sports Complex and Pool.

**Objective 5**

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

- MARCH 2013 - To be completed next month.
- JUNE 2013 - Hours for concessions operation have been set based upon historical data. Looking into appropriate signage to inform patrons of hours of operation.

**Objective 6**

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

- JUNE 2013 - Completed and distributed at the April Park Board meeting.

**Objective 7**

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

- MARCH 2013 - Work will begin in fall and winter of 2013.
- SEPT 2013 – Start working on in October with completion by mid-December.
- DEC 2013 – Completed and turned in to Executive Director for review.

**Objective 8**

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

- MARCH 2013 - Work will begin in April of 2013.
- JUNE 2013 - Half completed at the middle of June.
- SEPT 2013 – Completed.

**Objective 9**

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

- MARCH 2013 - Work will be completed throughout 2014.
- SEPT 2013 – Next year.

**Objective 10**

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

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

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

- MARCH 2013 - Work on the Purchase Order System has begun. Work on the Work Order System will begin in the Fall of 2013.
- JUNE 2013 - Finalizing the Purchase Order form. Working with MSI (accounting software) for addition of accounting module specifically for purchase order handling.
- SEPT 2013 – Jackie will go online in the Fall of 2013. Finalized purchase order form. These are some concerns with our current communication deficiencies, specifically with computers at Maintenance and Community Center, whether or not they will be able to access the purchase order module. However, I am moving forward with adding this to our Accounting System for accurate reporting/recording of purchase orders for the 2014 Fiscal Year.
- DEC 2013 – Purchase order module has been added to our accounting system. Ideally, staff will be able to access this program from their desktop to start a requisition. However, our current connection issues prevent this. Nettie, Stefanie and I will spend some time next month to develop procedures for utilizing the Purchase Order system for 2014.

**Objective 11**

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

- *Vehicle Service*
- *HVAC Inspections/Service*
- *Playground Inspections/Service*
- *ADA Inspections/Corrections*
- *Fire Suppression Systems and Equipment Inspections/Service*
- *Roads and Other Paving Inspections*
- *Plumbing and Drainage Inspections*
- *Bridge and Path Inspections*
- MARCH 2013 - Work to be completed in October and November of 2013.
- SEPT 2013 – November of 2013.
- DEC 2013 – Started in mid-December, will be completed in mid-January.

## Goal 8

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

### Objective 1

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

- MARCH 2013 - This process will coincide with work scheduled in Objective 3 of this goal.
- SEPT 2013 – Assessment and timeline will be made once clubhouse work has been completed.
- DEC 2013 - Since the Clubhouse work is to begin this winter, once this has been completed Jeff and I will be a part of developing a plan for the golf course. It should be noted that the ADA Accessible Golf Cart was used a total of 15 times this season and was never used at either of the DeKalb Municipal Facilities.

### Objective 2

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

- MARCH 2013 - This process has begun with the remodeling of the Proshop in February of 2013.
- SEPT 2013 – Completed.
- DEC 2013 - This remodeling of the pro shop floor plan has been very beneficial for our staff. We are able to see all the important holes from one location, keep an eye on merchandise to reduce leakage and better monitor the facility.

### Objective 3

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

- MARCH 2013 - Professional Services have been retained. Specification process had begun with two meetings already taking place. Bids will come late summer.
- JUNE 2013 - Just went to bid.
- SEPT 2013 – Re-bid August 2013 due to only one bidder. Award in October 2013.
- DEC 2013- Bid was awarded in November and work will begin shortly.

**Objective 4**

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

- MARCH 2013 - Future.
- SEPT 2013 – Beginning work, now, with RFP to be distributed in November of 2013 on PAVING.

**Objective 5**

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

- MARCH 2013 - An RFP for this process will be distributed in May, with retention of professional services by early summer.
- SEPT 2013 – First draft of RFP is complete. Will use consultant for Tech Study to get advice, and then finalize RFP.
- DEC 2013 – Awaiting technology study before proceeding further with this item.

**Objective 6**

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

- MARCH 2013 - Future.

**Objective 7**

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

- MARCH 2013 - Superintendent of Facilities and Parks, and the Building Foreman will attend their first training by the end of the Summer 2013.
- JUNE 2013 - First phase being scheduled.
- SEPT 2013 – Online training available from PDRMA for Fall 2013.
- DEC 2013 – Staff will be taking workshops on personnel matters and aquatics. They have gone to training on aquatics, and chamber workshops.

**Objective 8**

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

- MARCH 2013 - The Superintendent of Recreation completed a grant request from DeKalb County Community Foundation and submitted it on March 1<sup>st</sup>, 2013.

- JUNE 2013 - The Park District was given a grant in the amount of \$3250. Completed.

### **Goal 9**

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

#### **Objective 1**

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

- *Annexation Ordinance*
- *Land/Cash Ordinance*
- *Future Annexation Possibilities*
- *Consistency of Borders with Other Units of Local Government*
- MARCH 2013 - First discussion with the Board took place on this matter on March 12, 2013.
- JUNE 2013 - Begun.
- SEPT 2013 - Begun March 2013. Done on annexation and border consistency. Held initial meetings with City on Land/Cash Summer 2013.
- DEC 2013 – Meeting with school district is the next step.

#### **Objective 2**

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

- *Revised Annexation Ordinance*
- *Revised Land/Cash Ordinance*
- *Options for Future Annexations*
- MARCH 2013 - Future.
- SEPT 2013 – Not taking action on first and third bullets.

#### **Objective 3**

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

- MARCH 2013 – Future.
- SEPT 2013 – Provided summary to Board in late August/early September.

**Objective 4**

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

- SEPT 2013 - Done

**Goal 10**

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

**Objective 1**

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

- MARCH 2013 - Executive Director has begun reading Park District Code, and leases in regards to this matter.
- JUNE 2013 - Process begun.
- SEPT 2013 – Requested meeting of NHM leader. Nothing scheduled yet.\

**Objective 2**

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

- MARCH 2013 - The CAC is leaning toward making this their priority issue for 2013.
- JUNE 2013 - Next object of CAC's time.
- SEPT 2013 – CAC opted out of this study.

**Objective 3**

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

- MARCH 2013 - Future.
- JUNE 2013 - Future.
- DEC 2013 – To be completed

**Objective 4**

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

- MARCH 2013 - Future.
- JUNE 2013 - Future.
- DEC 2013 – To be completed.

**Objective 5**

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



## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 17, 2013

### STAFF RECOMMENDATION

**AGENDA ITEM: ANNUAL FARM LEASES (2): Recommended Approval**

**BACKGROUND INFORMATION:** Attached to this recommendation is the land lease agreement for the 107.75 acres of land roughly adjoining Airport Road and largely east of the Kishwaukee, south of the Sports Complex, but not connected otherwise, except for the Kishwaukee branch and some of the acreage on the west bank of the Kishwaukee adjoining Parkside Preserve.

Also attached is the agreement for the 20 acres +/- adjacent to Merry Oaks.

The first lease will generate \$29,631.25, up from \$26,937.50 last year. This money goes to the Corporate Fund for operations at the park district, and affords us the luxury of not having to currently maintain that land as park or open space. The lease rate is up to \$275/acre from last year--\$250/acre. It was a good year for farmers, and we had been told by some land managers that our rate last year was low. Additionally, I sought a multi-year agreement, which I have achieved. The rate will go to \$325/acre for the second and third years, which will yield \$35,019.75.

The other lease for 20+/- acres is for mowing, which earns us a whole \$100. That's not much, but for now the land has no other use, and it saves us \$1,500 a year, give or take, on the cost of mowing it ourselves, and the farmer bales the product and uses it for horse feed.

**FISCAL IMPACT:** A contribution of \$29,631.25, and a savings of about \$1,500 means a net positive impact of \$31,131.25 in 2014 for the operating budget.

**STAFF RECOMMENDATION:** Recommend approval of both leases.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

A handwritten signature in black ink, appearing to be 'D. Gibble', is written over the 'EXECUTIVE DIRECTOR REVIEW/APPROVAL:' line.

**BOARD ACTION:**

## DATE AND NAMES OF PARTIES

This lease is entered into on November 11, 2013 between Sycamore Park District Board, 940 E. State Street, Sycamore, IL 60178 landlord, and Hartmann Enterprises, 21105 Hartmann Road, Maple Park, IL 60151 tenant.

## DESCRIPTION OF LAND

The landlord rents and leases to the tenant, to occupy and to use for agricultural purposes, the following real estate located in the County of DeKalb and State of Illinois, described as follows; Part of Section 4, Township 40N, Range 5E, consisting of approximately 107.75 acres, together with improvements on the property.

## LENGTH OF TENURE

The term of this lease shall be from March 1, 2014 to March 1, 2017 and the tenant shall surrender possession at the end of this term of at the end of any extension thereof. Extensions on this lease are automatic unless termination notice is given by either party at least 30 days prior to expiration date. Both parties agree that conditions and terms expressed in this lease will stay in effect.

## AMOUNT OF RENT AND TIME OF PAYMENT

The cash rent shall be \$ 275.00 per tillable acre for 2014 and \$325 per tillable acre for 2015 and 2016 for 107.75 acres.

The cash rent will be due:

<u>May 1, 2014</u>	<u>\$14,815.63</u>	<u>December 1, 2014</u>	<u>\$14,815.62</u>
<u>May 1, 2015</u>	<u>\$17,509.38</u>	<u>December 1, 2015</u>	<u>\$17,509.37</u>
<u>May 1, 2016</u>	<u>\$17,509.38</u>	<u>December 1, 2016</u>	<u>\$17,509.37</u>

Sycamore Park District Board      36-6006122  
Tax ID#

\_\_\_\_\_  
Date

Hartmann Enterprises by Jeff Hartmann  
Hartmann Enterprises, Tenant

11-11-13  
Date

**FARM LICENSE AGREEMENT**

For the Eastern-most 20 Acres +/- Of the Southern-most Arm of Emil Cassier Park:  
Section 20 Sycamore Township E½ SE ¼ T41N R5E

THIS LICENSE AGREEMENT (“License”) made this 12th day of December, 2013, by and between the Sycamore Park District, an Illinois unit of local government, 940 East State Street, Sycamore, IL 60178 (“Lessor”), and Mark Heeter Farms, 7235 Cherry Valley Road; Kingston IL, 60145, (“Lessee”) (collectively, the “Parties”). 815-757-2693.

**WITNESSETH:**

**WHEREAS**, the Lessor is the owner of certain lands situated in the City of Sycamore, County of DeKalb, in the State of Illinois commonly known as Emil Cassier Park--Community Park Land (the “Licensed Premises”). The Licensed Premises are legally displayed in Exhibit A attached hereto and incorporated herein by this reference. The Licensed Premises consist of approximately 20 acres +/-; and

**WHEREAS**, Lessee desires to use the Licensed Premises for cutting, bailing, and harvesting field grasses at least 3 times a year between May 1 and October 31 and Lessor desires to allow Lessee to perform those activities on the Licensed Premises; and

**WHEREAS**, Lessor and Lessee hereby agree that the Licensed Premises contain 20 acres+/- suitable for growing and harvesting fielding grasses; and

**WHEREAS**, the Illinois Park District Code authorizes the Park District to lease real estate to a private individual or entity and collect rents there-from upon a finding that the real estate is not required for park and recreational purposes; and

**WHEREAS**, the Park District's Board of Park Commissioners has, prior to its adoption of this License, found and determined that the Licensed Premises are not required for park or recreational purposes during the term of this License.

**NOW THEREFORE**, in exchange for good and valuable consideration as set forth in this agreement, the receipt and sufficiency of which is hereby acknowledged and approved by the parties hereto, **IT IS HEREBY AGREED AS FOLLOWS**:

1. **INCORPORATION OF RECITALS**: All recitals set forth in the preamble above are hereby fully incorporated in this License as if set forth in their entirety in this Section 1.

2. **LICENSE GRANTED**: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the Licensed Premises for the term commencing on the 1st day of May, 2014 at 12:00 pm and ending on the 31st day of October, 2014 at 12:00 pm, with option to extend the license in 2015 at the Lessor's discretion, remaining subject to the terms and conditions of this License.

3. **RENT**: Lessee shall pay Lessor one hundred and 00/100 Dollars (\$100.00), payable no later than January 31, 2014. Lessee shall also cut the grasses on the Licensed Premises in such frequency and in such manner as the Licensed Property shall not be in violation of the Ordinances of the City of Sycamore. Failure of the Lessee to pay rent or to properly cut the grasses shall entitle the Lessor to immediately terminate this License and pursue any and all available legal and equitable remedies. Harvesting activities will cease on October 31, 2014, unless otherwise specified by the Lessor.

4. **CONDITION AND UPKEEP OF PREMISES**: Lessee will keep the Licensed Premises in a neat, clean and healthful condition during the term of this License at Lessee's expense, and upon the termination of this License, in any way, will yield up the Licensed

Premises to Lessor in a condition as good or better than the condition upon inception of this license. The Lessee shall not dump or utilize any detrimental items on or in the soil, including leaves, that will deter the Lessor from developing the Licensed Premises in a timely manner following the conclusion of the License. If the Lessee fails to return the Licensed Premises in an appropriate condition, Lessee may be subject to pay additional fees to the Lessor for any work required to properly amend the Licensed Premises.

5. PERMITTED USE, IMPROVEMENTS, TENANT'S RIGHTS UPON TERMINATION: Lessee will be permitted to use the Licensed Premises only for harvesting the grasses growing on the Licensed Premises up to three times in any calendar year. Lessee will not sublet the Licensed Premises or any part thereof to any other person or entity, and will not sublet the Licensed Premises or any part thereof, nor assign this License without first obtaining the written consent of the Lessor, which consent shall be at the sole and absolute discretion of the Lessor. Lessee will not permit any transfer by operation of law of any interest in the Licensed Premises acquired through this License, and will not permit the Licensed Premises to be used for any unlawful purpose. Lessee shall not have the right to improve the Licensed Premises without the prior express written approval of the Park District Board of Park Commissioners, including without limitation, grading, landscaping and drainage, and the installation of storage facilities. Lessee shall have the right to remove the grasses through traditional, approved methods of harvest. Lessee agrees to treat the land in a good and husband-like manner, utilizing conservation methods. Lessee shall not apply chemicals. Lessee shall indemnify, defend, save and hold the Lessor harmless from and against any and all claims arising from Lessee's use of the Licensed Premises during the term of this License or thereafter, including but not limited to, claims for

personal injury, death, property damage resulting from the use or storage or release in any form of chemicals on the Licensed Premises.

6. **LESSEE'S USE OF THE PREMISES:** The Lessee agrees to take good care of said Licensed Premises, not to alter or change the physical landscape or the property, and to farm and to maintain improvements in a careful and prudent manner.

**A. Activities required:**

1. To prevent noxious weeds from going to seed on said Leased Premises and to destroy the same and keep the weeds and grass cut.
2. To keep any open ditches, tile drains, tile outlets, grass waterways, and terraces in good repair.
3. To preserve established watercourses or ditches and to refrain from any operation that will injure them or in any way interfere with the development of the leased Premises by the Lessor.
4. To prevent all unnecessary waste, or loss, or damage to the property of the Lessor.
5. To comply with pollution control and environmental protection requirements as required by local, state, and federal agencies, as well as to implement soil erosion control practices to comply with the soil loss standards mandated by local, state, and federal agencies.

**B. Activities restricted.** The Lessee further agrees, unless the written consent of the Lessor has been obtained:

1. Not to assign this lease to any person or persons or sublet any part of the premises herein leased.
2. Not to erect or permit to be erected any structure or building or to incur any expense to the Lessor for such purposes.
3. Not to allow any stock.
4. Not to burn the grasses.
5. Not to erect or permit to be erected any commercial advertising signs on the Leased Premises.

6. Not to enter into any agreement, contract, or other farming or business arrangement that alters rights in the Lessor's security interest, right of entry, default or possession.
7. Not to permit, encourage, or invite other persons to use any part or all of this property for hunting or any other purpose or activity not directly related to its use for agricultural production.
8. Not to use chemical fertilizers or herbicides of any kind.

7. LESSOR'S RIGHT TO ACCESS THE LICENSED PREMISES: Lessor reserves the right to enter upon the Licensed Premises to inspect, make improvements thereon, and for any and all lawful purposes arising from the ownership of the Licensed Premises.

8. TERMINATION: Lessor may terminate this License at any time for convenience by giving thirty (30) days notice in writing to that effect to the Lessee.

9. INSURANCE: The Lessee shall maintain ONE MILLION DOLLARS (\$1,000,000.00) of comprehensive general liability insurance on the subject farm with an insurance company acceptable to the Lessor. Lessee shall purchase insurance with said company naming the Sycamore Park District, its Commissioners, officers, employees, agents and assigns as additional insureds, on or before entering the Licensed Premises. Failure to obtain the insurance and to submit proof acceptable to the Lessor by this date shall entitle the Lessor to terminate the License immediately without notice or legal process. Any and all contractors hired by Lessee for any purpose, including the application of soil amendments, shall obtain the same insurance coverage required of Lessee under this License and shall provide proof of said insurance in a form acceptable to the Lessor.

10. INDEMNIFICATION: The Lessee acknowledges that he enters upon operation of this License with full knowledge of the condition of the property, and that he assumes sole responsibility for any loss of life or injury that may be sustained. Lessee agrees to indemnify,



save, and hold harmless Lessor to all such liability, including but not limited to any and all claims, demands, suits and judgments, fees and expenses, including attorney's fees, which may result from Lessee's exercise of its rights contained herein. Lessee covenants and agrees that to the fullest extent permitted by law he will defend, protect, hold and save and keep the Lessor, its Commissioners, officers, employees, agents, volunteers and assigns forever harmless and indemnified against and from any penalty or damages or charges imposed for any violation of any laws or ordinances, whether occasioned by the neglect of Lessee or those holding under Lessee, and that Lessee will at all times defend, protect, indemnify and hold, save and keep harmless the Lessor, its Commissioners, officers, employees, agents, volunteers and assigns against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about the Licensed Premises, causing injury to any person or property except to the extent attributable to the negligence of a party indemnified hereunder, and will defend, protect, indemnify and hold, save and keep harmless the Lessor, its Commissioners, officers, employees, agents, volunteers and assigns against and from any and all claims and against and from any and all loss, cost, damage or expense arising out of any failure of Lessee in any respect to comply with and perform all the requirements and provisions hereof. ("Lessee's Indemnification Obligations").

11. NON-LIABILITY OF LESSOR: Lessor shall not be liable for any damage done or occasioned in, upon or about the Licensed Premises nor for any damages arising from acts or neglect of any owners or occupants of adjacent or contiguous property, except to the extent attributable to the reckless and/or willful/wanton acts of the Lessor and/or its employees. In the event that Lessor fails to perform any obligations under this License, Lessee's sole remedy shall be to terminate this License.

12. **HOLDING OVER:** Lessee will, at the termination of this License by lapse of time or otherwise, yield up immediate possession to Lessor.

13. **FIRE HAZARD:** There shall not be allowed, kept, or used on the Licensed Premises any inflammable or explosive liquids or materials, including fireworks, without the Lessor's prior written approval.

14. **DISCLAIMER:** Lessee expressly acknowledges that Lessor makes no representations or warranties, express or implied, as to the adequacy, fitness or condition of the Licensed Premises for the purposes set forth herein, or for any other purpose or use, express or implied, by the Lessee. **ALL IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY AND HABITABILITY ARE HEREBY EXCLUDED.** Lessee accepts use of the Licensed Premises and the improvements thereon, "AS-IS" and "WITH ALL FAULTS", Lessee acknowledges that it has inspected the Licensed Premises and has satisfied itself as to the adequacy, fitness and condition thereof.

15. **DEFAULT:** In the event of breach or default hereunder, the non-defaulting party shall be entitled to all remedies available at law and/or equity to enforce its rights under this License, including the right to reimbursement for reasonable attorney's fees. Notwithstanding any provision herein to the contrary, in the event the Lessor terminates this License in order to use the Licensed Premises for park district purposes, such Lessee's sole remedy shall be as set forth in section 8 of this License. In no event shall the Lessor be liable to Lessee for any consequential, incidental, special, and/or indirect damages or losses (in contract or tort), including but not limited to any lost revenues or savings in connection with this License and/or any breach and/or default by Lessee hereunder.

16. REAL ESTATE TAXES: Lessee acknowledges that the Licensed Premises are currently exempt (or a request for exemption filed by the Lessor with the appropriate county officials is pending) from all taxes, including, but not limited to, real estate taxes. The Parties intend that the Licensed Premises remain exempt from real estate and/or leasehold taxes, and that no such taxes should be assessed as a result of the License granted hereunder. In the event, however that (a) this License or the rights granted under this License, (b) any sub-License agreement or other grant of use or assignment by Lessee, and/or (c) the use and/or operations of Lessee or any of its sub-lessees and/or assignees results in a full or partial loss of such real estate tax exemption, or in the assessment of real estate taxes and/or a tax on any leasehold and/or sub-leasehold interest, then Lessee agrees to pay Lessor the amount of any such tax, but reserves the right to appeal such assessment, prior to the due date therefore for each tax year this License remains in effect, including any and all extensions and/or renewals thereof. Lessee shall have the right to terminate this License upon thirty (30) days prior written notice in the event of a full or partial loss of the real estate tax exemption for the reasons set forth in subparagraph (a) of this section; however, Lessee shall remain liable for any such taxes notwithstanding such termination of this License.

17. USE OF PREMISES:

a. Lessee specifically agrees not to use the Licensed Premises, or any part thereof, for any unlawful and/or immoral purpose and/or business.

b. Lessee covenants and agrees not to maintain any nuisance on the Licensed Premises which shall be in any manner injurious to or endanger the health, safety and comfort of any persons on or in the vicinity of the Licensed Premises.

c. Lessee covenants and agrees to keep the Licensed Premises in a clean, safe, and sanitary condition in accordance with all applicable local state, and federal laws, ordinances, statutes, codes and regulations.

d. Lessee covenants and agrees that it shall abide by any and all applicable, local, state, and federal laws, ordinances, statutes and regulations which regulate or control the Lessee's use of the Licensed Premises.

18. ACCESS: Nothing in this License shall restrict the access to the Licensed Premises by Lessor's employees, officers, officials or agents.

19. SECURITY: Lessee assumes and exercises full responsibility for the security of the Licensed Premises during all activities of Lessee. Lessee shall provide security for the Licensed Premises in the manner and to the extent it deems necessary, at its expense, provided that access by the Lessor is assured and not unreasonably restricted according to the provisions contained herein. This paragraph is inserted solely for the benefit of the contracting Parties, and is not intended to establish, impose or acknowledge any duty to provide security as to third parties.

20. SUPERVISION: During the term of this License and any renewal thereof, Lessee assumes and exercises full responsibility for the supervision of its employees, guests, invitees, members, volunteers, agents and assigns for any activities and/or use of the Licensed Premises. The Parties agree that Lessor has no duty to supervise any person or activity in connection with the use of the Licensed Premises. This paragraph is inserted solely for the benefit for the contracting Parties, and is not intended to establish, impose or acknowledge any duty to supervise as to third parties.

21. NOTICES: Every notice required or permitted under this License shall, unless otherwise specifically provided herein, be given in writing and shall be sent by United States certified mail, return receipt requested, addressed by the party giving, making or sending the same to the other at the other's address first above given, or to such other address as either party may designate from time to time by a notice given to the other party. During any postal strike or similar interruption with the mails, personal delivery shall be substituted for certified mail. Such notices shall be deemed duly given and served three days after mailing as provided herein.

22. AGREEMENT FOR BENEFIT OF PARTIES ONLY: This License is entered into solely for the benefit of the contracting Parties, and nothing in this License is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this License, or to acknowledge, establish or impose any legal duty to any third party. No provision, obligation, term and/or condition herein shall be construed or interpreted in any way as a waiver, express or implied, of any common law and/or statutory privileges and/or immunities of Lessor and/or Lessee, as to any claim, cause and/or cause of action of any kind or nature whatsoever by any person or entity not a party to this License.

23. MISCELLANEOUS:

a. Wherever in this instrument masculine pronouns are used, or words indicating the singular number appear, such words shall be construed as if feminine or neuter pronouns or words indicating the plural number had been used, where the context indicates the propriety of such use.

b. This License and all covenants and agreements herein contained shall be binding upon, apply, and inure to their respective heirs, successors, assigns and legal representatives of all parties to this License.

c. Where in this instrument rights are given to either Lessor or Lessee, such rights shall extend to the agents, employees, or representatives of such persons.

d. The Parties agree that no change or modification to this License, or any exhibits or attachments hereto, shall be of any force or effect unless such amendment is dated, reduced to writing, executed by both parties, and attached to and made a part of this License.

e. This License shall be construed, governed and enforced according to the laws of the State of Illinois and any action to enforce this License may be brought in the Circuit Court of DeKalb County, Illinois.

f. If any clause, phrase, provision or portion of this License or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this License, not shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

24. SPECIAL PROVISIONS:

Lessor will provide required copies of land deeds and execute paperwork as reasonably required to provide Lessee to participate in government farm programs.

See next page for signatures.

Agreed by and between the Parties as of the date first written above.

**LESSOR**

**LESSEE**

Sycamore Park District

Mark Heeter Farms

By: \_\_\_\_\_

By: \_\_\_\_\_

President

Name (print):

Title:

**ATTEST:**

**NOTARY:**

By: \_\_\_\_\_  
Secretary

\_\_\_\_\_