



# Sycamore

PARK DISTRICT

*Established 1923*

940 East State Street  
Sycamore, IL 60178  
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**Sycamore Park District  
Regular Board Meeting  
September 23, 2014**

**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: (Voice Vote)**

- 3. Regular Meeting**
- August 26, 2014**

**PUBLIC INPUT:**

**APPROVAL OF MONTHLY CLAIMS:**

- 8. Claims Paid Since Board Meeting (Roll Call Vote)**
- 22. Claims Presented (Roll Call Vote)**

**CONSENT AGENDA:**

- 27. Superintendent of Finance Monthly Report**
- 30. Budget Report/Monthly Cash Flow Monthly Report**
- 47. Superintendent of Golf Operations Monthly Report**
- 49. Superintendent of Parks and Facilities Monthly Report**
- 55. Superintendent of Recreation Monthly Report**
- 58. 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**

**September 23, 2014**

**PG 2**

**CORRESPONDENCE-**

- 61. Michael Poorten – Staff thank you
- 62. McLaren Manor Townhome Association thank you
- 63. Sycamore Chamber – Rose Treml – Pumpkin Festival 10K

**POSITIVE FEEDBACK/REPORTS**

**MONTHLY PRESENTATION: Kirk Lundbeck—Comparing Groupon to Golf Now**

**OLD BUSINESS:**

- Review of Timeline/Calendar for Fall—Dan
- Update on Tile Work in Farm Fields—Dan
- Update on Progress of ADA/Parking Lot Work—Dan/Jeff
- 64. Quarterly Review of Goal Progress—Jeanette
- 68. Quarterly Review of Capital Funds/Projects—Jackie

**NEW BUSINESS:**

- 113. Review of and Approval of Change Order #2 for Phase 2 Paving and ADA Work—Dan (Roll Call)
- 116. First Review of Language for Subdivision Agreement with Shodeen Development—Dan
- 126. Authorization for Source of Funds for Carls Farm Property Debt Certificate Payment—Dan (Roll Call)
- 127. Announcement of April 7, 2015 Commissioner Election-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:

**ADJOURNMENT (Voice Vote)**

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, August 26, 2014**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, August 26, 2014.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Kroeger, Schulz, Tucker, and Strack.**

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None.**

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **Commissioner Graves – arrived at 6:50 pm.**

Staff members present were Director Dan Gible, Bart Desch, Jeff Donahoe, Jackie Hienbuecher, Kirk Lundbeck, and Recording Secretary Jeanette Freeman.

Guests at the Board meeting were:  
Scott Buzzard – CAC Chair  
Jessica Sida, 1348 Yorkshire, Sycamore

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Schulz moved to approve the Regular Agenda and Consent Agenda.  
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 at this time.

**Approval of Minutes –  
Motion**

Commissioner Tucker moved to approve the July 22, 2014 Regular 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 at this time.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday August 26, 2014  
**P 2**

**Motion**

Commissioner Schulz moved to approve the July 22, 2014 Executive Session Minutes to remain confidential. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Petition and Public Comment**

Jessica Sida, 1348 Yorkshire Drive North, Sycamore – She noted she came to talk about the Park District’s marketing. She noted the brochure and video that has been marketed seem to be lacking representation of the diverse residents in Sycamore. Through their family’s use of the paths, the parks and sports facilities, they have observed Sycamores diverse community. They are happy the Park District has recognized that this area needs improvement. Going forward she suggested a way of representing the diversity in the community would be inclusion in the images in the marketing. They want to be part of the solution and part of the vision. President Strack thanked her for taking the time to bring to our attention. Director Gible noted that we cannot use photos from affiliate organizations since the programs are not ours – they only use our fields. We do not have releases to use them, but he encouraged her to encourage the programs to get photos to us. Jessica noted she appreciated that the Board is open to this conversation.

**Claims and Accounts Approval**

**Motion**

Commissioner Tucker moved to approve and pay the bills in the amount of \$137,922.14. 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 at this time.

**Correspondence**

- Clubhouse Rental – Kari West
- Pay-It-Forward House – Joyce Mathey
- DeKalb County Comm. Foundation – Dan Templin
- Methodist Open Golf Outing – Ed Richter

President Strack noted these are all very positive. The image of the Sycamore Park District continues to grow in a positive way.

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Director Gibble noted he has been sending out thank yous to the groups that we have given the presentation to.

**Positive Feedback/Reports –**

- Commissioner Schulz noted the fall brochure is awesome.
- President Strack noted the presentations that have been given have gone very well. They had the Builders Association this morning and they were very gracious.
- Commissioner Tucker noted feels they were all in agreement this is where the Park needs to go and like the forward thinking.
- President Strack noted he has thought about pushing the idea of having the companies send a mass email to their employees with dates of the community wide meetings.
- President Strack noted overall the Park District has done a great job managing the budget, but also noted some areas are behind at this point of the year.
- Commissioner Tucker noted the KSO Fun Day was excellent.

**Monthly Presentation – Supt. of Parks Jeff Donahoe – Pond/Golf Course Restoration**

**w/Susan Rowley from Encap.** Supt. of Parks Donahoe noted he wanted to talk about the seven projects they are working on with Encap and he introduced Susan Rowley who manages the projects. He also handed out pictures of some of the areas and the progress. He then went over the pictures and the different areas or projects. He and Susan went over the different stages some of the areas are at now and the future status. They also went over some of the challenges.

**OLD BUSINESS**

Status of Asset Management Program – Director Gibble wanted the Board to know he has not asked staff to conquer this during this summer season. He will get back to this.

President Strack formally noted that Commissioner Graves arrived at this time – 6:50 pm.

**Review of Timeline/Calendar for Fall –** Director Gibble noted he wanted to go over dates the board had things they wanted to converse about. They then talked about when the schedule of letting writing, yard signs, posters, the parade float and other items. The Board then chose two dates for a community meeting at an offsite location. The dates are Wednesday, September 24 at 7:00 pm and Tuesday, October 21 at 7:00 pm.

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**Update on Tile Work in Farm Fields** – Supt. of Parks Donahoe noted we had a pipe replaced that was a 6 inch tile about 150 feet in length. They found a crushed piece, which explains why the water was there. He also noted he had to add hydrated lime to the area to get rid of the bacteria found. The company replacing the tile did not find any houses connected to it. Director Gibble noted he has asked the Health Department for updates as work proceeds on the neighbor who was flushing into the field. He has asked the Health Department for a letter of clearance stating that all the houses abutting Park District property have all been disconnected and are now operating appropriate waste management systems. The Health Department said they were not willing to do that yet because they feel there are a few houses not in compliance. Commissioner Kroeger asked what our risk is on this issue. Director Gibble noted we have taken care of the issues on our part.

**Update on Records Project** – Supt of Finance Hienbuecher noted they started last year putting all of the ordinances in a word file from 2008. We have now gone back to 1989. There have been some issues converting to word, so there are four separate files – three are in word and one in PDF. The word files kept getting corrupted. Director Gibble noted there was no one place to go to find an ordinance. We need to have a master file in the fire proof safe.

**Review of and Approval to Award Bid to Complete Phase 2 of Parking at Golf Course and ADA Paving Work Package** – Director Gibble noted we had this bid in the spring with one bidder and came in \$100,000 more than the engineer estimate. We got five bids this time and still higher than engineer estimate. We need to move forward on this and he has met with staff and looked at the capital budget for savings. He recommends approval and awarding the base bid to Copenhagen Construction for \$318,082.47. He noted he recommends not awarding the alternate at this time.

#### **Motion**

Commissioner Schulz moved to approve the base bid of \$318,082.47 to Copenhagen Construction and not award the alternate bid. . The motion was seconded by Commissioner Kroeger.

#### **Roll Call**

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

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 Sycamore Park District  
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## **NEW BUSINESS**

**Review of and Approval of Change Order for Phase 2 Paving and ADA Work – Director Gible noted they found dollars in things that were not essential to this project. He is recommending the change order with a savings of about \$2500.00.**

### **Motion**

Commissioner Kroeger moved to approve the change order to deduct \$2772.00. 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 5-0.

**Contribution to Sidewalk Project on Bethany Road** – President Strack noted he is involved with a group called Live Healthy DeKalb County. They are focusing on pathways and bicycle paths. They are trying to get a pathway on a grass corridor between Bethany Animal Hospital and the YMCA on Bethany Road. This area is owned by the Hospital. The group is trying to talk to DeKalb and Sycamore Park Districts, Sycamore and DeKalb Schools, DeKalb County, the Hospital and the YMCA to all make a donation of \$2000.00. The estimate for this project is about \$17,000.00. They have already received money from a Kiwanis Group. There was consensus on the Board to see what the Hospital is willing to pay for since it is on their property and could be a safety issue if the project is not done. Then bring back to the board for discussion.

**Public Input** - None

### **Motion**

The Board adjourned the Regular Session at 8:06 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

### **Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District

DATE: 09/16/2014  
 TIME: 16:20:31  
 ID: AP450000.WOW  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 08/22/2014 TO 09/16/2014

*Interim*

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

CHICA CHICAGO DISTRICT GOLF ASSOC. 082614 STMNT 01 HANDICAPS 504000036127 08/26/14 00000000 53933 08/26/14 960.00 960.00

CITY CITY OF SYCAMORE JULY 2014 01 CITY SALES TAX - CLUBHOUSE 303000116852 08/26/14 00000000 53934 08/26/14 528.00 528.00

02 CITY SALES TAX -BEV CART 303100116852 00000000 259.98  
 03 CITY SALES TAX -BB CONC 303300116852 00000000 56.51  
 04 CITY SALES TAX -POOL CONC 303400116852 00000000 51.44  
 05 CITY SALES TAX -CATERING 303500116852 00000000 49.67  
 110.40

WORK DAY 01 2ND ANNUAL WORKDAY DONATION 101000046214 08/21/14 00000000 53997 09/16/14 200.00 200.00

COMMO COMMONWEALTH EDISON 90914 01 FOUNDERS PARK 101500096702 09/09/14 00000000 53998 09/16/14 732.50 732.50

02 BOYNTON PARK 101500096702 00000000 20.38  
 03 KIWANIS PARK 101500096702 00000000 19.61  
 04 EMIL CASSIER PARK 101500096702 00000000 54.68  
 05 COMMUNITY CENTER 207500096702 00000000 17.68  
 06 COMMUNITY CENTER 207500096702 00000000 306.00  
 07 SYCAMORE LAKE 101500096702 00000000 208.26  
 08 GOOD TYMES SHELTER 101500096702 00000000 17.68  
 09 WETZEL PARK 101500096702 00000000 39.66  
 10 AIRPORT ROAD PROPERTY 101500096702 00000000 17.68  
 30.87

CONS CONSERV FS 1957158-IN 01 DIESEL - GOLF 504100076515 08/29/14 00000000 53993 09/15/14 1,448.62 899.76

02 DIESEL - PARKS 101500076515 00000000 528.33  
 03 DIESEL - SC 202100076515 00000000 340.91  
 30.52

1957159-IN 01 GASOLINE - GOLF 504100076515 08/29/14 00000000 53993 09/15/14 1,448.62 548.86  
 02 GASOLINE - PARKS 101500076515 00000000 71.57  
 03 GASOLINE -SC 202100076515 00000000 60.98  
 04 GASOLINE -TRUCKS 101500076515 00000000 23.62  
 392.69

VENDOR TOTAL: 1,448.62





FROM 08/22/2014 TO 09/16/2014

| VENDOR # | INVOICE #                | ITEM DESCRIPTION            | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|----------|--------------------------|-----------------------------|----------------|-----------|----------|---------|----------|---------------|--------------------------|
|          | 2453812171 & 172         |                             |                |           |          |         |          |               |                          |
|          |                          | 04 MGD                      | 303000086634   | 09/11/14  | 00000165 | 53979   | 09/11/14 | 662.00        | 662.00                   |
|          |                          | 05 MGD64                    | 303000086634   |           | 00000165 |         |          | 29.60         | 29.60                    |
|          |                          | 06 MIKES LEMONADE           | 303000086635   |           | 00000165 |         |          | 29.60         | 29.60                    |
|          |                          | 07 MIKES BLACK CHERRY       | 303000086635   |           | 00000165 |         |          | 56.00         | 56.00                    |
|          |                          | 08 KEG BEER                 | 303000086635   |           | 00000165 |         |          | 242.00        | 242.00                   |
|          |                          | 09 KEG RETURN               | 303000086634   |           | 00000165 |         |          | -60.00        | -60.00                   |
|          |                          | 10 SHIPPING                 | 303000086634   |           | 00000165 |         |          | 3.00          | 3.00                     |
|          | 8177914092               |                             |                |           |          |         |          |               |                          |
|          |                          | 01 MGD                      | 303000086634   | 08/15/14  | 00000156 | 53936   | 08/26/14 | 534.80        | 534.80                   |
|          |                          | 02 MILLER LITE              | 303000086634   |           | 00000156 |         |          | 29.60         | 29.60                    |
|          |                          | 03 COORS LITE               | 303000086634   |           | 00000156 |         |          | 177.60        | 177.60                   |
|          |                          | 04 MIKES BLACK CHERRY       | 303000086634   |           | 00000156 |         |          | 177.60        | 177.60                   |
|          |                          | 05 KEG BEER                 | 303000086634   |           | 00000156 |         |          | 56.00         | 56.00                    |
|          |                          | 06 KEG RETURN               | 303000086634   |           | 00000156 |         |          | 121.00        | 121.00                   |
|          |                          | 07 SHIPPING                 | 303000086634   |           | 00000156 |         |          | -30.00        | -30.00                   |
|          |                          |                             |                |           |          |         |          | 3.00          | 3.00                     |
| FAIR     | FAIRWAY CLUB MENS LEAGUE |                             |                |           |          |         |          |               |                          |
|          | 090314                   |                             |                |           |          |         |          |               |                          |
|          |                          | 01 PAYOUT FOR MENS LEAGUE   | 504000046219   | 09/03/14  | 00000000 | 53974   | 09/03/14 | 3,090.00      | 3,090.00                 |
|          |                          |                             |                |           |          |         |          | 3,090.00      | 3,090.00                 |
|          |                          |                             |                |           |          |         |          | VENDOR TOTAL: | 1,196.80                 |
| FRONTIER | FRONTIER                 |                             |                |           |          |         |          |               |                          |
|          | 082214                   |                             |                |           |          |         |          |               |                          |
|          |                          | 01 COMMUNITY CENTER         | 207500096700   | 08/22/14  | 00000000 | 54000   | 09/16/14 | 1,307.10      | 1,307.10                 |
|          |                          | 02 MAINT BLDG               | 101500096700   |           | 00000000 |         |          | 370.39        | 370.39                   |
|          |                          | 03 MAINT BLDG               | 504100096700   |           | 00000000 |         |          | 72.79         | 72.79                    |
|          |                          | 04 POOL                     | 518000096700   |           | 00000000 |         |          | 72.78         | 72.78                    |
|          |                          | 05 ADMINISTRATION           | 101000096700   |           | 00000000 |         |          | 47.23         | 47.23                    |
|          |                          | 06 ADMINISTRATION           | 201000096700   |           | 00000000 |         |          | 331.65        | 331.65                   |
|          |                          | 07 PRO SHOP                 | 504000096700   |           | 00000000 |         |          | 331.65        | 331.65                   |
|          |                          |                             |                |           |          |         |          | 80.61         | 80.61                    |
|          |                          |                             |                |           |          |         |          | VENDOR TOTAL: | 1,307.10                 |
| HUMANA   | HUMANA INSURANCE CO.     |                             |                |           |          |         |          |               |                          |
|          | SEPT 2014                |                             |                |           |          |         |          |               |                          |
|          |                          | 01 HEALTH INSURANCE PREMIUM | 101000106801   | 08/26/14  | 00000000 | 53931   | 08/26/14 | 17,253.92     | 17,253.92                |
|          |                          | 02 HEALTH INSURANCE PREMIUM | 101500106801   |           | 00000000 |         |          | 3,611.29      | 3,611.29                 |
|          |                          | 03 HEALTH INSURANCE PREMIUM | 504100106801   |           | 00000000 |         |          | 555.45        | 555.45                   |
|          |                          | 04 HEALTH INSURANCE PREMIUM | 504000106801   |           | 00000000 |         |          | 3,255.88      | 3,255.88                 |
|          |                          | 05 HEALTH INSURANCE PREMIUM | 201000106801   |           | 00000000 |         |          | 1,776.98      | 1,776.98                 |
|          |                          | 06 HEALTH INSURANCE PREMIUM | 202100106801   |           | 00000000 |         |          | 2,350.22      | 2,350.22                 |
|          |                          |                             |                |           |          |         |          | 5,704.10      | 5,704.10                 |
|          |                          |                             |                |           |          |         |          | VENDOR TOTAL: | 17,253.92                |

DATE: 09/16/2014  
 TIME: 16:20:31  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

PAGE: 4

FROM 08/22/2014 TO 09/16/2014

| VENDOR # | INVOICE #                     | ITEM DESCRIPTION               | ACCOUNT NUMBER | INV. DATE | P. O. NUM | CHECK # | CHK DATE | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|----------|-------------------------------|--------------------------------|----------------|-----------|-----------|---------|----------|---------------|--------------------------|
| IL       | IL ASSOC. OF PARK DISTRICTS   |                                |                |           |           |         |          |               |                          |
|          | AWARD 2014                    |                                |                |           |           |         |          |               |                          |
|          | 01                            | IAPD NOMINATION                | 101000046214   | 09/04/14  | 00000000  | 53977   | 09/04/14 | 35.00         | 35.00                    |
|          | 02                            | IAPD NOMINATION                | 201000046214   |           | 00000000  |         |          | 17.50         | 17.50                    |
|          |                               |                                |                |           |           |         |          | 17.50         |                          |
|          |                               |                                |                |           |           |         |          | VENDOR TOTAL: | 35.00                    |
| IL2      | IL STATE POLICE SERVICES FUND |                                |                |           |           |         |          |               |                          |
|          | 082614                        |                                |                |           |           |         |          |               |                          |
|          | 01                            | FINGERPRINT SUBMISSION         | 101000056305   | 08/26/14  | 00000000  | 53937   | 08/26/14 | 20.00         | 20.00                    |
|          | 02                            | FINGERPRINT SUBMISSION         | 201000056305   |           | 00000000  |         |          | 10.00         | 10.00                    |
|          |                               |                                |                |           |           |         |          | 10.00         |                          |
|          |                               |                                |                |           |           |         |          | VENDOR TOTAL: | 20.00                    |
| ILL1     | ILLINOIS DEPT REVENUE         |                                |                |           |           |         |          |               |                          |
|          | JULY 2014                     |                                |                |           |           |         |          |               |                          |
|          | 01                            | ILL STATE SALES TAX - PRO SHOP | 504000116852   | 08/26/14  | 00000000  | 53938   | 08/26/14 | 2,664.00      | 2,664.00                 |
|          | 02                            | ILL STATE SALES TAX - CLUBHOU  | 303000116852   |           | 00000000  |         |          | 513.00        | 513.00                   |
|          | 03                            | ILL STATE SALES TAX -BEV CART  | 303100116852   |           | 00000000  |         |          | 1,059.00      | 1,059.00                 |
|          | 04                            | ILL STATE SALES TAX - BB CONC  | 303300116852   |           | 00000000  |         |          | 230.00        | 230.00                   |
|          | 05                            | ILL STATE SALES TAX - POOL CON | 303400116852   |           | 00000000  |         |          | 210.00        | 210.00                   |
|          | 06                            | ILL STATE SALES TAX - CATERING | 303500116852   |           | 00000000  |         |          | 202.00        | 202.00                   |
|          |                               |                                |                |           |           |         |          | 450.00        | 450.00                   |
|          |                               |                                |                |           |           |         |          | VENDOR TOTAL: | 2,664.00                 |
| JOHNDE   | JOHN DEERE LANDSCAPES/LESCO   |                                |                |           |           |         |          |               |                          |
|          | 67840105                      |                                |                |           |           |         |          |               |                          |
|          | 01                            | FUNGICIDE                      | 504100076507   | 04/25/14  | 00000000  | 53975   | 09/03/14 | 436.18        | 436.18                   |
|          |                               |                                |                |           |           |         |          | 436.18        |                          |
|          |                               |                                |                |           |           |         |          | VENDOR TOTAL: | 436.18                   |
| JOHNHEAL | JOHNSON HEALTH TECH NA INC    |                                |                |           |           |         |          |               |                          |
|          | 9001491969                    |                                |                |           |           |         |          |               |                          |
|          | 01                            | TREADMILL                      | 701000207007   | 08/25/14  | 00000167  | 53980   | 09/11/14 | 4,073.00      | 4,073.00                 |
|          | 02                            | TRADE IN                       | 701000207007   |           | 00000167  |         |          | 3,898.00      | 3,898.00                 |
|          | 03                            | SHIPPING                       | 701000207007   |           | 00000167  |         |          | -200.00       | -200.00                  |
|          |                               |                                |                |           |           |         |          | 375.00        | 375.00                   |
|          |                               |                                |                |           |           |         |          | VENDOR TOTAL: | 4,073.00                 |
| JW       | J.W. TURF, INC.               |                                |                |           |           |         |          |               |                          |
|          | 06792194-ADDTL                |                                |                |           |           |         |          |               |                          |
|          | 01                            | SHIPPING & HANDLING            | 202100066400   | 06/27/14  | 00000000  | 53955   | 08/29/14 | 26.75         | 17.50                    |
|          |                               |                                |                |           |           |         |          | 17.50         |                          |
|          | 06792576-ADDTL                |                                |                |           |           |         |          |               |                          |
|          | 01                            | SHIPPING & HANDLING            | 202100066400   | 07/08/14  | 00000000  | 53955   | 08/29/14 | 26.75         | 9.25                     |
|          |                               |                                |                |           |           |         |          | 9.25          |                          |
|          |                               |                                |                |           |           |         |          | VENDOR TOTAL: | 26.75                    |

FROM 08/22/2014 TO 09/16/2014

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

KISHCOLL KISHWAUKEE COLLEGE

836 01 STAFF TRAINING 2075000046216 09/11/14 00000168 53981 09/11/14 650.00 650.00  
 650.00

MAIL MAILING EQUIPMENT SERVICES

34054 01 INK CARTRIDGES - POSTAGE METER 1010000046200 06/09/14 00000000 54001 09/16/14 74.00 74.00  
 02 INK CARTRIDGES - POSTAGE METER 2010000046200 00000000 37.00 37.00  
 74.00

OF OFFICE DEPOT

709503029001 01 SMALL PAPER CLIPS 1010000046200 08/11/14 00000137 53939 08/26/14 76.24 76.24  
 02 SMALL PAPER CLIPS 2010000046200 00000137 0.15 0.15  
 03 CYAN INK CART 1010000046200 00000137 8.54 8.54  
 04 CYAN INK CART 2010000046200 00000137 8.55 8.55  
 05 YELLOW INK CART 1010000046200 00000137 8.54 8.54  
 06 YELLOW INK CART 2010000046200 00000137 8.55 8.55  
 07 BLK INK CART 1010000046200 00000137 8.12 8.12  
 08 BLK INK CART 2010000046200 00000137 8.12 8.12  
 09 SMALL COIN ENVELOPE 1010000046200 00000137 11.40 11.40  
 10 SMALL COIN ENVELOPE 2010000046200 00000137 11.41 11.41  
 11 BATTERY 1010000046200 00000137 1.36 1.36  
 12 BATTERY 2010000046200 00000137 1.35 1.35  
 76.24

PEKIN PEKIN INSURANCE

SEPT 2014 01 DENTAL INSURANCE PREMIUM 1010000106801 08/26/14 00000000 53932 08/26/14 1,327.13 1,327.13  
 02 DENTAL INSURANCE PREMIUM 101500106801 00000000 275.88 275.88  
 03 DENTAL INSURANCE PREMIUM 504100106801 00000000 50.79 50.79  
 04 DENTAL INSURANCE PREMIUM 504000106801 00000000 247.14 247.14  
 05 DENTAL INSURANCE PREMIUM 201000106801 00000000 144.11 144.11  
 06 DENTAL INSURANCE PREMIUM 202100106801 00000000 163.00 163.00  
 446.21

PEPSI PEPSI COLA GEN. BOT.

98117953 01 WATER 3030000086631 09/08/14 00000164 53982 09/11/14 706.92 322.80  
 02 DT PEPSI 3030000086631 00000164 82.40 82.40  
 706.92

VENDOR TOTAL: 1,327.13

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| VENDOR # | INVOICE # | ITEM DESCRIPTION      | ACCOUNT NUMBER | INVT. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/<br>ITEM AMT |
|----------|-----------|-----------------------|----------------|------------|----------|---------|----------|-----------|--------------------------|
| 98117953 |           | 03 DT MT DEW          | 303000086631   | 09/08/14   | 00000164 | 53982   | 09/11/14 | 706.92    | 322.80                   |
|          |           | 04 BIB-MT DEW         | 303000086630   |            | 00000164 |         |          |           | 20.60                    |
|          |           | 05 SIERRA MIST        | 303000086630   |            | 00000164 |         |          |           | 66.05                    |
|          |           | 06 ROOT BEER          | 303000086630   |            | 00000164 |         |          |           | 41.34                    |
|          |           | 07 CO2 TANK           | 303300086630   |            | 00000164 |         |          |           | 41.34                    |
|          |           |                       |                |            |          |         |          |           | 25.47                    |
| 98559206 |           | 01 DT PEPSI - 20 OZ   | 303000086631   | 08/26/14   | 00000161 | 53982   | 09/11/14 | 706.92    | 384.12                   |
|          |           | 02 WATER              | 303000086631   |            | 00000161 |         |          |           | 82.40                    |
|          |           | 03 BIB-PINK LEMONADE  | 303000086630   |            | 00000161 |         |          |           | 45.60                    |
|          |           | 04 BIB-ICE TEA        | 303000086630   |            | 00000161 |         |          |           | 41.34                    |
|          |           | 05 BIB-RASP TEA       | 303000086630   |            | 00000161 |         |          |           | 41.34                    |
|          |           | 06 BIB-DT PEPSI       | 303000086630   |            | 00000161 |         |          |           | 41.34                    |
|          |           |                       |                |            |          |         |          |           | 132.10                   |
| REINHART | REINHART  | FOOD SERVICE          |                |            |          |         |          |           |                          |
|          |           |                       |                |            |          |         |          |           |                          |
| 756294   |           | 01 SLICED CHEESE      | 303000086629   | 07/22/14   | 00000149 | 53940   | 08/26/14 | 543.80    | 543.80                   |
|          |           | 02 ONION RINGS        | 303000086617   |            | 00000149 |         |          |           | 60.66                    |
|          |           | 03 HAMBURGER BUNS     | 303000086613   |            | 00000149 |         |          |           | 69.60                    |
|          |           | 04 FRENCH FRIES       | 303000086617   |            | 00000149 |         |          |           | 25.47                    |
|          |           | 05 GATORADE           | 303000086631   |            | 00000149 |         |          |           | 24.24                    |
|          |           | 06 LIQUID BUTTER      | 303000086629   |            | 00000149 |         |          |           | 47.44                    |
|          |           | 07 BAKED LAYS         | 303000086622   |            | 00000149 |         |          |           | 32.93                    |
|          |           | 08 TORTILLA SHELLS    | 303000086616   |            | 00000149 |         |          |           | 34.82                    |
|          |           | 09 14 OZ PLASTIC CUPS | 303000076550   |            | 00000149 |         |          |           | 25.41                    |
|          |           | 10 PLASTIC FORKS      | 303000076550   |            | 00000149 |         |          |           | 134.88                   |
|          |           | 11 COFFEE FILTERS     | 303000076550   |            | 00000149 |         |          |           | 18.49                    |
|          |           | 12 SOLO CONE CUPS     | 504000076500   |            | 00000149 |         |          |           | 13.10                    |
|          |           | 13 FREIGHT            | 303000076550   |            | 00000149 |         |          |           | 50.78                    |
|          |           |                       |                |            |          |         |          |           | 5.98                     |
| 769919   |           | 01 BRATS              | 303000086615   | 08/12/14   | 00000157 | 53985   | 09/11/14 | 2,290.76  | 1,282.97                 |
|          |           | 02 HOT DOGS           | 303000086615   |            | 00000157 |         |          |           | 147.36                   |
|          |           | 03 GATORADE           | 303000086631   |            | 00000157 |         |          |           | 131.48                   |
|          |           | 04 HAMBURGERS         | 303000086613   |            | 00000157 |         |          |           | 529.32                   |
|          |           | 05 SL AMER CHEESE     | 303000086629   |            | 00000157 |         |          |           | 153.86                   |
|          |           | 06 FRENCH FRIES       | 303000086617   |            | 00000157 |         |          |           | 56.81                    |
|          |           | 07 FRYER OIL          | 303000086617   |            | 00000157 |         |          |           | 24.24                    |
|          |           | 08 PRETZELS           | 303000086622   |            | 00000157 |         |          |           | 24.46                    |
|          |           | 09 FRYER BOATS        | 303000076550   |            | 00000157 |         |          |           | 30.64                    |
|          |           | 10 COFFEE LIDS        | 303000076550   |            | 00000157 |         |          |           | 21.97                    |
|          |           | 11 GATORADE G2        | 303000086631   |            | 00000157 |         |          |           | 27.66                    |
|          |           | 12 SHIPPING           | 303000086631   |            | 00000157 |         |          |           | 129.18                   |
|          |           |                       |                |            |          |         |          |           | 5.99                     |

VENDOR TOTAL: 706.92



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ITEM AMT

537514 01 BUDWEISER 303000086634 08/15/14 00000155 53941 08/26/14 443.10 443.10

02 BUD LITE 303000086634 00000155 67.40  
03 MICHELOB ULTRA 303000086634 00000155 202.20  
04 KEG BEER 303000086634 00000155 35.50  
05 KEG RETURN 303000086634 00000155 121.00  
06 MONSTER 303000086631 00000155 -60.00  
07 ARNIE PALMER 303000086631 00000155 30.00  
08 SHIPPING 303000086634 00000155 44.00  
3.00

537567 01 BUDWEISER 303000086634 08/22/14 00000162 53987 09/11/14 326.20 326.20

02 BUD LITE 303000086634 00000162 33.70  
03 KEG BEER 303000086634 00000162 168.50  
04 SHIPPING 303000086634 00000162 121.00  
3.00

SWEDEBERG SWEDEBERG & ASSOCIATES VENDOR TOTAL: 769.30

13119 01 ADA IMPROVEMENTS 221000076500 07/31/14 00000000 53942 08/26/14 25,008.70 25,008.70

SYCAMORE CHAMBER OF COMMERCE VENDOR TOTAL: 25,008.70

22625 01 EVENT SPONSOR 101000046214 09/02/14 00000170 53988 09/11/14 1,300.00 1,300.00  
02 EVENT SPONSOR 201000046214 00000170 650.00  
650.00

SYCAMORE SPORTS BOOSTERS VENDOR TOTAL: 1,300.00

105 01 CASTLE CHALLENGE 101000046214 09/11/14 00000000 53989 09/11/14 500.00 500.00  
02 CASTLE CHALLENGE 201000046214 00000000 250.00  
250.00

DOBBERSTEIN, MELISSA VENDOR TOTAL: 500.00

REIMB - ALDI 01 ALDI REIMBURSEMENT 303000086615 09/11/14 00000000 53990 09/11/14 35.60 35.60  
35.60

PIVONKA, CATHY VENDOR TOTAL: 35.60

082914 08/29/14 53956 08/29/14 48.04 48.04

PIVONKA, CATHY VENDOR TOTAL: 48.04

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| VENDOR # | INVOICE # | ITEM DESCRIPTION                  | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/<br>ITEM AMT |
|----------|-----------|-----------------------------------|----------------|-----------|----------|---------|----------|-----------|--------------------------|
| T0000531 | 082914    | 01 REIMB FOR ZUMBA PARTY SUPPLIES | 205660186216   | 08/29/14  | 00000000 | 53956   | 08/29/14 | 48.04     | 48.04                    |
|          |           |                                   |                |           |          |         |          |           | 48.04                    |
|          |           |                                   |                |           |          |         |          |           | VENDOR TOTAL: 48.04      |
| T0000531 | 082514    | 01 MILEAGE                        | 201000046211   | 08/26/14  | 00000000 | 53943   | 08/26/14 | 52.42     | 52.42                    |
|          |           |                                   |                |           |          |         |          |           | 52.42                    |
|          |           |                                   |                |           |          |         |          |           | VENDOR TOTAL: 52.42      |
| T0000981 | 082814    | 01 STRETCH-STRENG REFUND          | 205660256218   | 08/28/14  | 00000000 | 53957   | 08/29/14 | 15.00     | 15.00                    |
|          |           |                                   |                |           |          |         |          |           | 15.00                    |
|          |           |                                   |                |           |          |         |          |           | VENDOR TOTAL: 15.00      |
| T0001008 | 082614    | 01 REFUND FOR ADDITIONAL PERSON   | 205550066218   | 08/26/14  | 00000000 | 53944   | 08/26/14 | 75.00     | 75.00                    |
|          |           |                                   |                |           |          |         |          |           | 75.00                    |
|          |           |                                   |                |           |          |         |          |           | VENDOR TOTAL: 75.00      |
| T0001009 | 082814    | 01 REFUND DIFF-TRANSFERRED        | 205660466218   | 08/28/14  | 00000000 | 53958   | 08/29/14 | 4.00      | 4.00                     |
|          |           |                                   |                |           |          |         |          |           | 4.00                     |
|          |           |                                   |                |           |          |         |          |           | VENDOR TOTAL: 4.00       |
| T0001010 | 082714    | 01 EXTRA CHARGED REFUND           | 205660256218   | 08/27/14  | 00000000 | 53959   | 08/29/14 | 7.50      | 7.50                     |
|          |           |                                   |                |           |          |         |          |           | 7.50                     |
|          |           |                                   |                |           |          |         |          |           | VENDOR TOTAL: 7.50       |
| T0001011 | 082814    | 01 REFUND-TRANSFER DIFF           | 205550026218   | 08/28/14  | 00000000 | 53960   | 08/29/14 | 2.00      | 2.00                     |
|          |           |                                   |                |           |          |         |          |           | 2.00                     |
|          |           |                                   |                |           |          |         |          |           | VENDOR TOTAL: 2.00       |
| T0001013 | 082714    | 01 AQUA ZUMBA INSTRUCFOR FEE      | 518204096128   | 08/27/14  | 00000000 | 53961   | 08/29/14 | 500.00    | 500.00                   |
|          |           |                                   |                |           |          |         |          |           | 500.00                   |
|          |           |                                   |                |           |          |         |          |           | VENDOR TOTAL: 500.00     |



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|----------|-------------------|------------------------------|----------------|-----------|----------|---------|----------|-----------|--------------------------|
| T0001014 | JACOBS, RENE A    |                              |                |           |          |         |          |           |                          |
|          | 082814            | 01 LIONS-TIGERS-BEARS REFUND | 205010276218   | 08/28/14  | 00000000 | 53962   | 08/29/14 | 33.00     | 33.00                    |
|          |                   |                              |                |           |          |         |          |           | 33.00                    |
| T0001015 | KLEISER, KIM      |                              |                |           |          |         |          |           |                          |
|          | 082814            | 01 JR FLAG FOOTBALL REFUND   | 205550066218   | 08/28/14  | 00000000 | 53963   | 08/29/14 | 62.00     | 62.00                    |
|          |                   |                              |                |           |          |         |          |           | 62.00                    |
|          |                   |                              |                |           |          |         |          |           | VENDOR TOTAL: 33.00      |
| T0001017 | LAFR, JOEY        |                              |                |           |          |         |          |           |                          |
|          | 082714            | 01 CARDIO COMBO REFUND       | 205660486218   | 08/27/14  | 00000000 | 53965   | 08/29/14 | 30.00     | 30.00                    |
|          |                   |                              |                |           |          |         |          |           | 30.00                    |
|          |                   |                              |                |           |          |         |          |           | VENDOR TOTAL: 30.00      |
| T0001018 | LEIFHEIT, NANCY   |                              |                |           |          |         |          |           |                          |
|          | 082714            | 01 REFUND EXTRA CHARGE       | 205660256218   | 08/27/14  | 00000000 | 53966   | 08/29/14 | 7.50      | 7.50                     |
|          |                   |                              |                |           |          |         |          |           | 7.50                     |
|          |                   |                              |                |           |          |         |          |           | VENDOR TOTAL: 7.50       |
| T0001019 | MASSOVER, CILE    |                              |                |           |          |         |          |           |                          |
|          | 082714            | 01 REFUND EXTRA CHARGED      | 205660256218   | 08/27/14  | 00000000 | 53967   | 08/29/14 | 7.50      | 7.50                     |
|          |                   |                              |                |           |          |         |          |           | 7.50                     |
|          |                   |                              |                |           |          |         |          |           | VENDOR TOTAL: 7.50       |
| T0001020 | MCRICKARD, NICOLE |                              |                |           |          |         |          |           |                          |
|          | 082814            | 01 REFUND-TRANSFER DIFF      | 205550026218   | 08/28/14  | 00000000 | 53968   | 08/29/14 | 2.00      | 2.00                     |
|          |                   |                              |                |           |          |         |          |           | 2.00                     |
|          |                   |                              |                |           |          |         |          |           | VENDOR TOTAL: 2.00       |
| T0001021 | NIEWOLD, BARBARA  |                              |                |           |          |         |          |           |                          |
|          | 082714            | 01 REFUND -EXTRA CHARGED     | 205660256218   | 08/27/14  | 00000000 | 53969   | 08/29/14 | 7.50      | 7.50                     |
|          |                   |                              |                |           |          |         |          |           | 7.50                     |
|          |                   |                              |                |           |          |         |          |           | VENDOR TOTAL: 7.50       |
| T0001022 | THOMAS, SUSAN     |                              |                |           |          |         |          |           |                          |
|          | 082714            | 01 REFUND - EXTRA CHARGED    | 205660256218   | 08/27/14  | 00000000 | 53970   | 08/29/14 | 7.50      | 7.50                     |
|          |                   |                              |                |           |          |         |          |           | 7.50                     |
|          |                   |                              |                |           |          |         |          |           | VENDOR TOTAL: 7.50       |

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|----------|------------------------------|-------------------------------|----------------|-----------|----------|---------|----------|-----------|--------------------------|
| T0001023 | VAUGHN, DAN                  |                               |                |           |          |         |          |           |                          |
|          | 082814                       | 01 REFUND-TRANSFER DIFF       | 205550026218   | 08/28/14  | 00000000 | 53971   | 08/29/14 | 2.00      | 2.00                     |
|          |                              | VENDOR TOTAL:                 |                |           |          |         |          | 2.00      | 2.00                     |
| T0001024 | VAZQUEZ, FABIOLA             |                               |                |           |          |         |          |           |                          |
|          | 082814                       | 01 REFUND-TRANSFER DIFF       | 205550026218   | 08/28/14  | 00000000 | 53972   | 08/29/14 | 2.00      | 2.00                     |
|          |                              | VENDOR TOTAL:                 |                |           |          |         |          | 2.00      | 2.00                     |
| T0001026 | KWIDZINSKI, SUE              |                               |                |           |          |         |          |           |                          |
|          | 082214                       | 01 YOGA W/DEB CLASS CANCELLED | 205660496218   | 08/22/14  | 00000000 | 53991   | 09/11/14 | 40.00     | 40.00                    |
|          |                              | VENDOR TOTAL:                 |                |           |          |         |          | 40.00     | 40.00                    |
| TIPTOP   | TIP TOP ROOFING              |                               |                |           |          |         |          |           |                          |
|          | EST 8496 1ST HALF            |                               |                |           |          |         |          |           |                          |
|          | 01 1ST HALF PAYMENT          |                               | 701000207005   | 09/15/14  | 00000000 | 53995   | 09/15/14 | 9,421.50  | 9,421.50                 |
|          |                              | VENDOR TOTAL:                 |                |           |          |         |          | 9,421.50  | 9,421.50                 |
| UNIT1    | U.S. POSTAL SERVICE-CMRS-FP  |                               |                |           |          |         |          |           |                          |
|          | 090314 POSTAGE               |                               |                |           |          |         |          |           |                          |
|          | 01 POSTAGE                   |                               | 101000046202   | 09/03/14  | 00000000 | 53976   | 09/03/14 | 500.00    | 500.00                   |
|          |                              | VENDOR TOTAL:                 |                |           |          |         |          | 500.00    | 500.00                   |
| UNIT2    | UNITED STATES POSTAL SERVICE |                               |                |           |          |         |          |           |                          |
|          | POSTAGE 8-2014               |                               |                |           |          |         |          |           |                          |
|          | 01 POSTAGE FOR NEWSLETTER    |                               | 206500046202   | 08/29/14  | 00000000 | 53973   | 08/29/14 | 1,531.46  | 1,531.46                 |
|          |                              | VENDOR TOTAL:                 |                |           |          |         |          | 1,531.46  | 1,531.46                 |
| UNUM     | UNUM LIFE INSURANCE          |                               |                |           |          |         |          |           |                          |
|          | AUGUST 2014                  |                               |                |           |          |         |          |           |                          |
|          | 01 LIFE INSURANCE PREMIUM    |                               | 101000106801   | 08/26/14  | 00000000 | 53945   | 08/26/14 | 340.86    | 340.86                   |
|          | 02 LIFE INSURANCE PREMIUM    |                               | 101500106801   |           | 00000000 |         |          | 64.85     | 64.85                    |
|          | 03 LIFE INSURANCE PREMIUM    |                               | 504100106801   |           | 00000000 |         |          | 11.41     | 11.41                    |
|          | 04 LIFE INSURANCE PREMIUM    |                               | 504000106801   |           | 00000000 |         |          | 53.74     | 53.74                    |
|          | 05 LIFE INSURANCE PREMIUM    |                               | 201000106801   |           | 00000000 |         |          | 31.30     | 31.30                    |
|          | 06 LIFE INSURANCE PREMIUM    |                               | 202100106801   |           | 00000000 |         |          | 73.62     | 73.62                    |
|          |                              | VENDOR TOTAL:                 |                |           |          |         |          | 105.94    | 105.94                   |
|          |                              | VENDOR TOTAL:                 |                |           |          |         |          | 340.86    | 340.86                   |

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|----------|-----------|------------------|----------------|-----------|----------|---------|----------|-----------|--------------------------|
|----------|-----------|------------------|----------------|-----------|----------|---------|----------|-----------|--------------------------|

|         |         |                      |              |          |          |       |          |        |        |
|---------|---------|----------------------|--------------|----------|----------|-------|----------|--------|--------|
| USFOODS | 2582681 | 01 SL CHEESE         | 303000086629 | 08/19/14 | 00000160 | 53992 | 09/11/14 | 568.01 | 568.01 |
|         |         | 02 SHREADED CHEESE   | 303000086629 |          | 00000160 |       |          |        | 54.75  |
|         |         | 03 EGG PATTY         | 303000086610 |          | 00000160 |       |          |        | 53.89  |
|         |         | 04 MOZZARELLA STICKS | 303000086617 |          | 00000160 |       |          |        | 22.09  |
|         |         | 05 CHEDDAR NUGGETS   | 303000086617 |          | 00000160 |       |          |        | 157.52 |
|         |         | 06 LIDS              | 303000076550 |          | 00000160 |       |          |        | 150.94 |
|         |         | 07 CUPS              | 303000076550 |          | 00000160 |       |          |        | 15.70  |
|         |         | 08 LIDS              | 303000076550 |          | 00000160 |       |          |        | 40.32  |
|         |         | 09 PAPER TOWELS      | 303000076550 |          | 00000160 |       |          |        | 34.50  |
|         |         |                      | 303000076550 |          | 00000160 |       |          |        | 38.30  |

VISACA VISA CARDMEMBER SERVICE VENDOR TOTAL: 568.01

|        |  |                                 |              |          |          |       |          |          |          |
|--------|--|---------------------------------|--------------|----------|----------|-------|----------|----------|----------|
| 070414 |  | 01 TPASS REPLENISH              | 101000046211 | 07/04/14 | 00000000 | 53947 | 08/26/14 | 2,416.95 | 2,416.95 |
|        |  | 02 IPASS REPLENISH              | 201000046211 |          | 00000000 |       |          |          | 20.00    |
|        |  | 03 FOOD-SUPPLIES FOR MEETINGS   | 101000046212 |          | 00000000 |       |          |          | 20.00    |
|        |  | 04 FOOD-SUPPLIES FOR MEETINGS   | 201000046212 |          | 00000000 |       |          |          | 82.68    |
|        |  | 05 POSTAGE                      | 101000046202 |          | 00000000 |       |          |          | 82.67    |
|        |  | 06 POSTAGE                      | 201000046202 |          | 00000000 |       |          |          | 5.60     |
|        |  | 07 CONSTANT CONTRACT            | 101000046206 |          | 00000000 |       |          |          | 5.60     |
|        |  | 08 CONSTANT CONTRACT            | 201000046206 |          | 00000000 |       |          |          | 16.63    |
|        |  | 09 PRES SPEAKERS - EXT WARRANTY | 101000046214 |          | 00000000 |       |          |          | 16.62    |
|        |  | 10 PRES SPEAKERS - EXT WARRANTY | 201000046214 |          | 00000000 |       |          |          | 31.47    |
|        |  | 11 FACEBOOK MARKETING           | 101000046214 |          | 00000000 |       |          |          | 31.47    |
|        |  | 12 FACEBOOK MARKETING           | 201000046214 |          | 00000000 |       |          |          | 35.00    |
|        |  | 13 UMBRELLAS & BASES            | 303000066400 |          | 00000000 |       |          |          | 35.00    |
|        |  | 14 OVERPAYMENT ON COMCAST       | 101000001100 |          | 00000000 |       |          |          | 1,308.30 |
|        |  | 15 PROGRAM SUPPLIES             | 504000076500 |          | 00000000 |       |          |          | 556.65   |
|        |  | 16 BEV CART BATTERY             | 303100066409 |          | 00000000 |       |          |          | 148.93   |
|        |  |                                 |              |          |          |       |          |          | 20.33    |

WALM WALMART COMMUNITY VENDOR TOTAL: 2,416.95

|       |  |                    |              |          |          |       |          |        |        |
|-------|--|--------------------|--------------|----------|----------|-------|----------|--------|--------|
| 81614 |  | 01 CRANBERRY JUICE | 303000086636 | 08/16/14 | 00000130 | 53951 | 08/26/14 | 531.38 | 531.38 |
|       |  | 02 ORANGE JUICE    | 303000086636 |          | 00000130 |       |          |        | 2.28   |
|       |  | 03 DECAF COFFEE    | 303000086632 |          | 00000130 |       |          |        | 1.27   |
|       |  | 04 BAGEL           | 303000086610 |          | 00000130 |       |          |        | 17.56  |
|       |  | 05 LETTUCE         | 303000086629 |          | 00000130 |       |          |        | 2.56   |
|       |  | 06 HOT DOG BUNS    | 303000086615 |          | 00000130 |       |          |        | 3.16   |
|       |  | 07 HOT DOG BUNS    | 303000086615 |          | 00000130 |       |          |        | 6.40   |
|       |  | 08 HOT DOG BUNS    | 303300086615 |          | 00000130 |       |          |        | 22.00  |
|       |  |                    | 303300086615 |          | 00000129 |       |          |        | 47.08  |

| VENDOR # | INVOICE # | ITEM DESCRIPTION           | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/<br>ITEM AMT |
|----------|-----------|----------------------------|----------------|-----------|----------|---------|----------|-----------|--------------------------|
| 81614    |           | 09 COFFEE                  | 303000086632   | 08/16/14  | 00000129 | 53951   | 08/26/14 | 531.38    | 531.38                   |
|          |           | 10 CREAMER                 | 303000086632   |           | 00000129 |         |          |           | 11.96                    |
|          |           | 11 GARLIC POWDER           | 303500086640   |           | 00000129 |         |          |           | 3.88                     |
|          |           | 12 HAMBURGER BUNS          | 303500086640   |           | 00000129 |         |          |           | 2.00                     |
|          |           | 13 PASTA                   | 303500086640   |           | 00000129 |         |          |           | 2.64                     |
|          |           | 14 SPAGHETTI SAUCE         | 303500086640   |           | 00000129 |         |          |           | 6.00                     |
|          |           | 15 WATERMELON              | 303500086640   |           | 00000129 |         |          |           | 8.00                     |
|          |           | 16 STAINLESS STEEL CLEANER | 303000076510   |           | 00000129 |         |          |           | 3.98                     |
|          |           | 17 ADJ.                    | 303300086615   |           | 00000129 |         |          |           | 4.44                     |
|          |           | 18 ONION                   | 303000086629   |           | 00000131 |         |          |           | 0.04                     |
|          |           | 19 LETTUCE                 | 303000086629   |           | 00000131 |         |          |           | 4.56                     |
|          |           | 20 HOT DOG BUNS            | 303000086615   |           | 00000131 |         |          |           | 3.16                     |
|          |           | 21 FIRST AIDE              | 518000076513   |           | 00000135 |         |          |           | 9.68                     |
|          |           | 22 FIRST AIDE              | 518000076513   |           | 00000135 |         |          |           | 4.46                     |
|          |           | 23 FIRST AIDE              | 518000076513   |           | 00000135 |         |          |           | 2.37                     |
|          |           | 24 MARINARA SAUCE          | 303000086629   |           | 00000150 |         |          |           | 4.57                     |
|          |           | 25 LETTUCE                 | 303000086629   |           | 00000150 |         |          |           | 3.52                     |
|          |           | 26 BAGEL                   | 303000086610   |           | 00000150 |         |          |           | 3.16                     |
|          |           | 27 BREAD                   | 303000086612   |           | 00000152 |         |          |           | 3.84                     |
|          |           | 28 DANISHES                | 303000086611   |           | 00000152 |         |          |           | 22.98                    |
|          |           | 29 DANISHES                | 303000086611   |           | 00000152 |         |          |           | 6.38                     |
|          |           | 30 DANISHES                | 303000086611   |           | 00000152 |         |          |           | 14.96                    |
|          |           | 31 COOKIES                 | 303000086618   |           | 00000152 |         |          |           | 7.99                     |
|          |           | 32 CRACKERS                | 303000086618   |           | 00000152 |         |          |           | 11.58                    |
|          |           | 33 CHOCOLATE               | 303000086624   |           | 00000152 |         |          |           | 17.64                    |
|          |           | 34 HOT DOG BUNS            | 303000086615   |           | 00000153 |         |          |           | 98.40                    |
|          |           | 35 HAMBURGER BUNS          | 303000086613   |           | 00000153 |         |          |           | 1.76                     |
|          |           | 36 COFFEE                  | 303000086632   |           | 00000154 |         |          |           | 23.92                    |
|          |           | 37 CREAMER                 | 303000086632   |           | 00000154 |         |          |           | 4.89                     |
|          |           | 38 CREAMER                 | 303000086632   |           | 00000154 |         |          |           | 3.78                     |
|          |           | 39 BLOODY MARY MIX         | 303000086636   |           | 00000154 |         |          |           | 29.28                    |
|          |           | 40 MARGARITA MIX           | 303000086636   |           | 00000154 |         |          |           | 12.96                    |
|          |           | 41 CELERY SALT             | 303000086636   |           | 00000154 |         |          |           | 4.82                     |
|          |           | 42 HOT DOG BUNS            | 303000086615   |           | 00000154 |         |          |           | 17.60                    |
|          |           | 43 HORSERADISH             | 303000086636   |           | 00000154 |         |          |           | 1.78                     |
|          |           | 44 TUESDAYS ON THE TOWN    | 201000046214   |           | 00000000 |         |          |           | 23.53                    |
|          |           | 45 SOAP-CLEANING SUPPLIES  | 207500076510   |           | 00000000 |         |          |           | 31.12                    |

WAREHOUSE DIRECT BUSINESS  
 WARE  
 2386844-0  
 01 PAPER TOWELS  
 02 PAPER TOWELS

303000076510  
 207500076510  
 07/23/14  
 00000143  
 00000143  
 53952  
 08/26/14  
 142.80  
 142.80  
 114.24  
 28.56  
 531.38  
 142.80  
 142.80

VENDOR TOTAL:  
 531.38  
 142.80  
 142.80  
 142.80

DATE: 09/16/2014  
 TIME: 16:20:31  
 ID: APA50000.WOM  
 21

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 08/22/2014 TO 09/16/2014

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

| ITEM #         | DESCRIPTION             | ACCOUNT NUMBER | INV. DATE | P. O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/ITEM AMT |
|----------------|-------------------------|----------------|-----------|-----------|---------|----------|-----------|----------------------|
| 3437550-2011-6 |                         |                |           |           |         |          |           |                      |
| 01             | REFUSE REMOVAL - ADM    | 101000056302   | 09/01/14  | 00000000  | 53996   | 09/15/14 | 576.87    | 576.87               |
| 02             | REFUSE REMOVAL - CH     | 303000056302   |           | 00000000  |         |          |           | 73.95                |
| 03             | REFUSE REMOVAL - ADM    | 101000056302   |           | 00000000  |         |          |           | 73.95                |
| 04             | REFUSE REMOVAL - SC     | 202100056302   |           | 00000000  |         |          |           | 4.00                 |
| 05             | REFUSE REMOVAL - PARK   | 101500056302   |           | 00000000  |         |          |           | 66.65                |
| 06             | REFUSE REMOVAL - POOL   | 518100056302   |           | 00000000  |         |          |           | 66.66                |
| 07             | REFUSE REMOVAL - PICNIC | 101500056302   |           | 00000000  |         |          |           | 76.21                |
| 08             | REFUSE REMOVAL - CC     | 207500056302   |           | 00000000  |         |          |           | 83.02                |
| 09             | REFUSE REMOVAL GC       | 504100056302   |           | 00000000  |         |          |           | 71.00                |
|                |                         |                |           |           |         |          |           | 61.43                |

VENDOR TOTAL: 576.87

| ITEM #         | DESCRIPTION         | ACCOUNT NUMBER | INV. DATE | P. O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/ITEM AMT |
|----------------|---------------------|----------------|-----------|-----------|---------|----------|-----------|----------------------|
| 573-00011-0000 |                     |                |           |           |         |          |           |                      |
| 01             | IMAGE CAMPAIGN-JULY | 101000046214   | 07/31/14  | 00000000  | 53953   | 08/26/14 | 812.50    | 812.50               |
| 02             | IMAGE CAMPAIGN-JULY | 201000046214   |           | 00000000  |         |          |           | 406.25               |

VENDOR TOTAL: 812.50  
 TOTAL --- ALL INVOICES: 95,967.16

*Board*

INVOICES DUE ON/BEFORE 09/18/2014

| VENDOR #  | NAME                           | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-----------|--------------------------------|-----------------------|------------|
| -----     |                                |                       |            |
| CORPORATE |                                |                       |            |
| 10        | ADMINISTRATION                 |                       |            |
| AFLAC     | AFLAC                          | 3,166.25              | 372.50     |
| AT&T2     | A T & T                        | 719.03                | 15.51      |
| BOCKY     | BOCKYN, LLC                    | 2,400.00              | 150.00     |
| CINTA     | CINTAS CORPORATION #355        | 1,415.87              | 32.34      |
| COMCA     | COMCAST                        | 973.99                | -361.43    |
| ECO       | ECOWATER SYSTEMS, INC.         | 1,914.79              | 46.77      |
| INTEG     | INTEGRA BUSINESS SYSTEMS, INC. | 3,377.90              | 151.50     |
| MENA      | MENARDS - SYCAMORE             | 3,585.69              | 184.99     |
| NICOR     | NICOR GAS                      | 26,391.19             | 31.88      |
| OF        | OFFICE DEPOT                   | 2,263.26              | 40.49      |
| PLUNKETT  | PLUNKETT'S PEST CONTROL        | 287.00                | 236.00     |
| SOFT      | SOFT WATER CITY                | 3,089.07              | 20.25      |
| SPARKLE   | SPARKLE JANITORIAL SERVICE     | 17,540.00             | 1,580.82   |
| SUNDOG    | SUN DOG IT                     |                       | 923.37     |
| T0001037  | GAFFRON, KATLIN                |                       | 70.00      |
| TIMECLOC  | TIME CLOCK EXPRESS             |                       | 26.31      |
| WARE      | WAREHOUSE DIRECT BUSINESS      | 770.57                | 6.58       |
| WMLAMP    | WM LAMP TRACKER INC            |                       | 199.90     |
|           | ADMINISTRATION                 |                       | 3,727.78   |
|           |                                |                       |            |
| 15        | PARKS                          |                       |            |
| ARTHU     | ARTHUR CLESEN, INC.            | 15,844.22             | 146.06     |
| BURRI     | BURRIS EQUIPMENT CO.           | 14,958.05             | 671.75     |
| CINTA     | CINTAS CORPORATION #355        | 1,415.87              | 41.92      |
| CITY2     | CITY OF SYCAMORE               | 1,457.64              | 100.25     |
| DEKA2     | DEKALB IMPLEMENT CO.,          | 1,979.43              | 1,447.51   |
| DEKAM     | DEKALB MECHANICAL INC          | 2,624.95              | 208.16     |
| ENCAP     | ENCAP, INC                     | 102,940.00            | 2,995.00   |
| GAME      | GAMETIME                       |                       | 271.60     |
| GRAI      | GRAINGER                       | 2,827.87              | 53.93      |
| LOWE      | LOWE'S                         | 4,127.67              | 48.87      |
| MAR       | ARCH CHEM-MARINE BIOCHEM       | 7,171.00              | 1,110.00   |
| MENA      | MENARDS - SYCAMORE             | 3,585.69              | 52.92      |
| MROUT     | MR OUTHOUSE                    | 9,175.50              | 915.00     |
| MSC       | MSC INDUSTRIAL SUPPLY CO       | 653.40                | -64.51     |
| NICOR     | NICOR GAS                      | 26,391.19             | 157.33     |
| PENDL     | PENDELTON TURF SUPPLY          | 1,370.00              | 127.00     |
| RONDO     | RONDO ENTERPRISES, INC.        | 381.62                | 4.95       |
| SHER      | SHERWIN-WILLIAMS CO            |                       | 46.09      |
| SOFT      | SOFT WATER CITY                | 3,089.07              | 104.50     |
|           | PARKS                          |                       | 8,438.33   |

DATE: 09/17/2014  
 TIME: 15:48:54  
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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/18/2014

| VENDOR #   | NAME                           | PAID THIS FISCAL YEAR | AMOUNT DUE |
|------------|--------------------------------|-----------------------|------------|
| -----      |                                |                       |            |
| RECREATION |                                |                       |            |
| 10         | ADMINISTRATION                 |                       |            |
| AT&T2      | A T & T                        | 719.03                | 15.50      |
| BOCKY      | BOCKYN, LLC                    | 2,400.00              | 150.00     |
| CINTA      | CINTAS CORPORATION #355        | 1,415.87              | 8.56       |
| COMCA      | COMCAST                        | 973.99                | 195.23     |
| ECO        | ECOWATER SYSTEMS, INC.         | 1,914.79              | 46.76      |
| ELM REX    | ELM REX, SARAH                 | 5,714.09              | 725.00     |
| INTEG      | INTEGRA BUSINESS SYSTEMS, INC. | 3,377.90              | 151.50     |
| OF         | OFFICE DEPOT                   | 2,263.26              | 22.78      |
| PLUNKETT   | PLUNKETT'S PEST CONTROL        | 287.00                | 236.00     |
| SPARKLE    | SPARKLE JANITORIAL SERVICE     | 17,540.00             | 1,580.82   |
| SUNDOG     | SUN DOG IT                     |                       | 923.38     |
| T0001036   | SYCAMORE WOMENS SOFTBALL LEAGU |                       | 50.00      |
| TIMECLOC   | TIME CLOCK EXPRESS             |                       | 12.98      |
|            | ADMINISTRATION                 |                       | 4,118.51   |
|            |                                |                       |            |
| 21         | SPORTS COMPLEX MAINTENANCE     |                       |            |
| ARTHU      | ARTHUR CLESEN, INC.            | 15,844.22             | 200.00     |
| BATTERIE   | BATTERIES PLUS                 | 445.45                | 15.95      |
| DEKA       | DEKALB LAWN & EQUIPMENT CO.    | 968.72                | 43.10      |
| DEKA3      | DEKALB IRON & METAL CO.        | 438.48                | 115.62     |
| DEKAM      | DEKALB MECHANICAL INC          | 2,624.95              | 208.16     |
| DUNT       | DUNTEMAN TURF FARMS            |                       | 120.00     |
| MENA       | MENARDS - SYCAMORE             | 3,585.69              | 13.08      |
| MROUT      | MR OUTHOUSE                    | 9,175.50              | 599.00     |
| MSC        | MSC INDUSTRIAL SUPPLY CO       | 653.40                | 81.54      |
| PIO        | PIONEER MANUFACTURING CO.      |                       | 747.45     |
| REIN       | REINDERS, INC.                 | 56,525.14             | 106.38     |
|            | SPORTS COMPLEX MAINTENANCE     |                       | 2,250.28   |
|            |                                |                       |            |
| 50         | PROGRAMS - YOUTH               |                       |            |
| T0001031   | PACACCIO, JENNIFER             |                       | 10.00      |
|            | PROGRAMS - YOUTH               |                       | 10.00      |
|            |                                |                       |            |
| 56         | PROGRAMS - FITNESS             |                       |            |
| T0001027   | HOLDERMAN, LILNDA              |                       | 44.00      |

INVOICES DUE ON/BEFORE 09/18/2014

| VENDOR #           | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|--------------------|--------------------------------|--------------------------|------------|
| RECREATION         |                                |                          |            |
| 56                 | PROGRAMS - FITNESS             |                          |            |
| T0001028           | KNUDSON-VILASECA, EMILY        |                          | 36.00      |
| T0001029           | JOHNSON, BARBARA               |                          | 45.00      |
| T0001030           | MUHIUDDIN, AMEENA              |                          | 12.00      |
| T0001033           | SCHWARTZ, MARCELLE             |                          | 24.00      |
| T0001034           | STAHL, ALYSSA                  |                          | 44.00      |
| T0001035           | VINCENT, MARY                  |                          | 35.00      |
|                    | PROGRAMS - FITNESS             |                          | 240.00     |
| 58                 | PROGRAMS - SENIOR              |                          |            |
| T0001032           | RUMPF, GEORGE                  |                          | 70.00      |
|                    | PROGRAMS - SENIOR              |                          | 70.00      |
| 60                 | PROGRAMS - SPECIAL EVENTS      |                          |            |
| BANN               | BANNER UP SIGNS                | 4,437.88                 | 5.00       |
|                    | PROGRAMS - SPECIAL EVENTS      |                          | 5.00       |
| 75                 | COMMUNITY CENTER               |                          |            |
| AT&T1              | A T & T                        | 451.99                   | 55.60      |
| AT&T2              | A T & T                        | 719.03                   | 50.66      |
| CITY2              | CITY OF SYCAMORE               | 1,457.64                 | 34.70      |
| INTEG              | INTEGRA BUSINESS SYSTEMS, INC. | 3,377.90                 | 133.66     |
| MENA               | MENARDS - SYCAMORE             | 3,585.69                 | 149.29     |
| NICOR              | NICOR GAS                      | 26,391.19                | 53.74      |
| OF                 | OFFICE DEPOT                   | 2,263.26                 | 30.44      |
| SOFT               | SOFT WATER CITY                | 3,089.07                 | 114.25     |
| WARE               | WAREHOUSE DIRECT BUSINESS      | 770.57                   | 47.34      |
|                    | COMMUNITY CENTER               |                          | 669.68     |
| SPECIAL RECREATION |                                |                          |            |
| 10                 | ADMINISTRATION                 |                          |            |
| ENGIN              | ENGINEERING RESOURCE ASSOC     | 48,259.24                | 2,306.12   |
| KISH               | KISHWAUKEE SPECIAL RECREATION  | 20,135.50                | 20,135.50  |
|                    | ADMINISTRATION                 |                          | 22,441.62  |



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TIME: 15:48:55  
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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/18/2014

| VENDOR #    | NAME                          | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|-------------|-------------------------------|--------------------------|------------|
| -----       |                               |                          |            |
| CONCESSIONS |                               |                          |            |
| 30          | CLUBHOUSE CONCESSIONS         |                          |            |
| COMCA       | COMCAST                       | 973.99                   | 92.61      |
|             | CLUBHOUSE CONCESSIONS         |                          | 92.61      |
| 33          | SPORTS COMPLEX CONCESSIONS    |                          |            |
| AMER        | AMERIGAS                      | 140.72                   | 52.77      |
|             | SPORTS COMPLEX CONCESSIONS    |                          | 52.77      |
| GOLF COURSE |                               |                          |            |
| 10          | ADMINISTRATION                |                          |            |
| FOOT        | FOOTJOY                       | 4,461.75                 | 161.74     |
| HORN        | HORNUNG'S PRO GOLF SALES INC. | 1,514.42                 | 157.89     |
| TITL        | TITLEIST DRAWER CS            | 21,358.21                | 246.00     |
|             | ADMINISTRATION                |                          | 565.63     |
| 40          | GOLF OPERATIONS               |                          |            |
| AT&T2       | A T & T                       | 719.03                   | 4.09       |
| CINTA       | CINTAS CORPORATION #355       | 1,415.87                 | 8.00       |
| COMCA       | COMCAST                       | 973.99                   | 92.61      |
| HIRS        | HIRSCHBIEN TROPHIES           | 323.00                   | 311.50     |
| PLAY        | PLAYERS GOLF CARS             | 6,035.00                 | 425.00     |
| SOFT        | SOFT WATER CITY               | 3,089.07                 | 60.75      |
|             | GOLF OPERATIONS               |                          | 901.95     |
| 41          | GOLF MAINTENANCE              |                          |            |
| ARTHU       | ARTHUR CLESEN, INC.           | 15,844.22                | 1,173.68   |
| BURRI       | BURRIS EQUIPMENT CO.          | 14,958.05                | 458.22     |
| CARQ        | CARQUEST AUTO PARTS           | 5,419.89                 | 11.43      |
| CINTA       | CINTAS CORPORATION #355       | 1,415.87                 | 41.92      |
| DEKAM       | DEKALB MECHANICAL INC         | 2,624.95                 | 208.18     |
| JOHNDE      | JOHN DEERE LANDSCAPES/LESCO   | 4,412.04                 | 344.00     |
| MROUT       | MR OUTHOUSE                   | 9,175.50                 | 165.00     |
| NICOR       | NICOR GAS                     | 26,391.19                | 176.92     |

DATE: 09/17/2014  
TIME: 15:48:55  
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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/18/2014

| VENDOR #         | NAME                   | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|------------------|------------------------|--------------------------|------------|
| -----            |                        |                          |            |
| GOLF COURSE      |                        |                          |            |
| 41               | GOLF MAINTENANCE       |                          |            |
| R&R              | R & R PRODUCTS INC.    | 482.72                   | 69.85      |
|                  | GOLF MAINTENANCE       |                          | 2,649.20   |
| SWIMMING POOL    |                        |                          |            |
| 80               | POOL                   |                          |            |
| SOFT             | SOFT WATER CITY        | 3,089.07                 | 66.50      |
|                  | POOL                   |                          | 66.50      |
| 81               | POOL MAINTENANCE       |                          |            |
| DEKAM            | DEKALB MECHANICAL INC  | 2,624.95                 | 618.75     |
| ECO              | ECOWATER SYSTEMS, INC. | 1,914.79                 | 77.94      |
| HAWK             | HAWKINS INC            | 5,454.11                 | 65.00      |
|                  | POOL MAINTENANCE       |                          | 761.69     |
| CAPITAL PROJECTS |                        |                          |            |
| 10               | ADMINISTRATION         |                          |            |
| SELDAL           | SELDAL PLUMBING        |                          | 1,406.05   |
|                  | ADMINISTRATION         |                          | 1,406.05   |
|                  | TOTAL ALL DEPARTMENTS  |                          | 48,467.60  |

To: Board of Commissioners  
From: Jackie Hienbuecher  
Subject: Monthly Report  
Date: September 23, 2014

**Administrative Initiatives** (9/1/14 – 9/30/14)

- Attended Superintendent and Board meetings.
- Continued to review gas rates for consideration of setting a fixed rate. Anticipate locking in prior to board meeting.
- Continued to work on IMRF project to ensure that proper enrollment has been made in the past.
- Continued to check suggestion boxes and respond as needed.
- Continued process of reviewing and checking on status of old outstanding checks.
- Worked with TBC to set up [Vision2020@sycamoreparkdistrict.com](mailto:Vision2020@sycamoreparkdistrict.com) for the purpose of email blasts. Established contact group of 3,131 emails.
- Continued to analyze financial statements and highlight any areas of concern to communicate with department heads.
- Provided documentation to assist department heads with year-end projections.
- Began process of updating of 5 year capital plan.
- Provided information in order to obtain quotes on electricity rates. Current contract expires in December 2014.

- Began process of determining eligibility for health insurance through PDRMA.
- Assisted in evaluating proposals for the Web Site RFP.
- Continued to review status of old outstanding checks. Prepared standard form letter to send out in order to inform valid recipients of amounts due.
- Assisted with concessions at the Fireworks Celebration. Gross Sales were \$1,320.00.
- Updated status of short term goals.
- Updated annual PCI compliance report for credit card processing.
- Catering/special events/room rentals: 3 room rentals, Fireworks celebration.

**Administrative Initiatives** (10/1/14 – 10/31/14)

- Continue to analyze financial statements and highlight any areas of concern to communicate with department heads.
- Consolidate and review projected 2014 year-end financial data.
- Begin 2015 FY Operating Budget process.
- Begin process for calculating the 2014 Tax Levy.
- Continue to work on IMRF project to ensure that proper enrollment has been made in the past.
- Finalize facility rental tri-fold and add to website.
- Finalize bid for the installation of fiber optic line for the Technology Study recommendation.

- Review quotes on electricity rates. Current contract expires in December 2014. Make recommendation on acceptance.
- Continue process of determining eligibility for health insurance through PDRMA.
- Send out letters regarding outstanding checks.
- Begin training of new Office Assistant.
- Close down Sports Complex concessions for the season. Transfer excess inventory.
- Catering/special events/room rentals: 1 room rentals

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended August 31, 2014

**Corporate Fund (10)**

| <u>Department</u>          | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u>  | <u>YTD Actual</u>  | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> | <u>Variance</u> |
|----------------------------|----------------------|----------------------|-----------------|--------------------|--------------------|-----------------|----------------------|------------------------|-----------------|
| <b>Revenues</b>            |                      |                      |                 |                    |                    |                 |                      |                        |                 |
| Administration             | 17,960.00            | 31,192.28            | 73.7%           | 329,092.00         | 379,149.38         | 15.2% (1)       | 592,324.00           | 365,305.95             | 3.8% (1)        |
| Parks                      | 396.00               | 707.67               | 78.7%           | 7,126.00           | 8,243.09           | 15.7% (2)       | 13,196.00            | 7,810.47               | 5.5% (2)        |
| <b>Total Revenues</b>      | <b>18,356.00</b>     | <b>31,899.95</b>     | <b>73.8%</b>    | <b>336,218.00</b>  | <b>387,392.47</b>  | <b>15.2%</b>    | <b>605,520.00</b>    | <b>373,116.42</b>      | <b>3.8%</b>     |
| <b>Expenses</b>            |                      |                      |                 |                    |                    |                 |                      |                        |                 |
| Administration             | 26,298.00            | 28,250.38            | 7.4%            | 237,783.00         | 244,896.93         | 3.0%            | 362,679.00           | 206,017.23             | 18.9% (3)       |
| Parks                      | 26,819.00            | 23,402.86            | -12.7%          | 152,619.00         | 160,016.12         | 4.8% (4)        | 220,433.00           | 130,204.51             | 22.9% (5)       |
| <b>Total Expenses</b>      | <b>53,117.00</b>     | <b>51,653.24</b>     | <b>-2.8%</b>    | <b>390,402.00</b>  | <b>404,913.05</b>  | <b>3.7%</b>     | <b>583,112.00</b>    | <b>336,221.74</b>      | <b>20.4%</b>    |
| <b>Total Fund Revenues</b> | <b>18,356.00</b>     | <b>31,899.95</b>     | <b>73.8%</b>    | <b>336,218.00</b>  | <b>387,392.47</b>  | <b>15.2%</b>    | <b>605,520.00</b>    | <b>373,116.42</b>      | <b>3.8%</b>     |
| <b>Total Fund Expenses</b> | <b>53,117.00</b>     | <b>51,653.24</b>     | <b>-2.8%</b>    | <b>390,402.00</b>  | <b>404,913.05</b>  | <b>3.7%</b>     | <b>583,112.00</b>    | <b>336,221.74</b>      | <b>20.4%</b>    |
| <b>Surplus (Deficit)</b>   | <b>(34,761.00)</b>   | <b>(19,753.29)</b>   | <b>-43.2%</b>   | <b>(54,184.00)</b> | <b>(17,520.58)</b> | <b>-67.7%</b>   | <b>22,408.00</b>     | <b>36,894.68</b>       | <b>-147.5%</b>  |

(1) 2014 Replacement Tax Is above budget 29.0% \$7,877 and 1.1% \$365 higher than 2013. Received 57.3% of Property Tax Receipts in 2014, budgeted to receive 54%. 2014 also has insurance reimbursement of \$2,330, farm income of \$5,000 (Carls Farm) and \$3,714 received for surplus equipment, all of which were not budgeted.

(2) The only revenue is the allocation of IMRF and SS tax levies.

(3) 2014 YTD has additional expenses of \$6,840 from payroll (PT Office Asst and Grant Writing) that had not occurred for the same time period in 2013. This is also the case for Cleaning Services \$7,921, Uniforms \$4,974 and Employee Relations (timing of holiday party) \$1,390. Also higher in 2014: Legal fees \$5,888; Public Relations \$10,841.

(4) Parks maintenance is over budget in the following areas: Gas/Oil 29.3% \$4,312; Pond Management 106.9% \$3,850; and Property Tax Expense 222.7% \$5,122. In regards to the property tax expense, this is higher due to the purchase of land on Airport Road.

(5) Areas where 2014 ytd expenses exceed 2013: PT Wages 13.6% \$4,393; Landscape Services (Encap), \$4,735; Maintenance Expenses (Mowers, Shelters/Open Property, Signs) 15.8% \$3,345; Gas/Oil 32.1% \$4,616; Pond Management 99.4% \$3,714; Gas 74.7% \$2,576 and Property Tax Expense 232.4% \$5,189.

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**Recreation Fund (20)**

| Department                     | August Budget    | August Actual    | Variance      | YTD Budget        | YTD Actual        | Variance      | Annual Budget       | 2013 YTD<br>Actual |             |
|--------------------------------|------------------|------------------|---------------|-------------------|-------------------|---------------|---------------------|--------------------|-------------|
| <b>Revenues</b>                |                  |                  |               |                   |                   |               |                     |                    |             |
| Administration                 | 25,471.00        | 48,839.35        | 91.74%        | 458,473.00        | 502,284.45        | 9.56% (1)     | 849,024.00          | 512,312.19         | -2.0%       |
| Sports Complex                 | 13,600.00        | 12,902.26        | -5.13%        | 26,350.00         | 25,840.26         | -1.93%        | 33,400.00           | 24,606.00          | 5.0%        |
| Sports Complex Maintenance     | 1,181.00         | 2,034.30         | 72.25%        | 21,250.00         | 22,976.66         | 8.13%         | 39,350.00           | 23,353.43          | -1.6%       |
| Midwest Museum of Natural Hist | -                | -                |               | 1,150.00          | 599.52            | -47.87%       | 2,300.00            | 1,734.43           | -65.4%      |
| Programs-Youth                 | 554.00           | 2,262.73         | 308.44%       | 8,125.00          | 15,606.29         | 92.08% (2)    | 12,159.00           | 8,829.24           | 76.8% (2)   |
| Programs-Teens                 | 4.00             | (2.07)           | -151.75%      | 2,668.00          | 2,325.96          | -12.82% (2)   | 5,126.00            | 3,414.34           | -31.9% (2)  |
| Programs-Adult                 | -                | 975.00           | #DIV/0!       | 1,275.00          | 1,840.00          | 44.31% (2)    | 1,475.00            | 2,150.00           | -14.4% (2)  |
| Programs-Family                | 16.00            | 59.34            | 270.88%       | 5,181.00          | 7,357.38          | 42.01% (2)    | 8,621.00            | 6,455.94           | 14.0% (2)   |
| Programs-Leagues               | 6.00             | (4.81)           | -180.17%      | 114.00            | 84.63             | -25.76% (2)   | 4,212.00            | 325.88             | -74.0% (2)  |
| Programs-Youth Athletics       | 1,893.00         | 3,213.35         | 69.75%        | 21,701.00         | 22,426.45         | 3.34% (2)     | 22,065.00           | 18,777.53          | 19.4% (2)   |
| Programs-Fitness               | 4,553.00         | 5,221.77         | 14.69%        | 29,333.00         | 32,577.12         | 11.06% (2)    | 38,484.00           | 31,521.95          | 3.3% (2)    |
| Programs-Preschool             | -                | -                | #DIV/0!       | -                 | -                 | #DIV/0! (2)   | -                   | 690.00             | -100.0% (2) |
| Programs-Senior                | 75.00            | 195.00           | 160.00%       | 450.00            | 345.00            | -23.33% (2)   | 600.00              | 255.00             | 35.3% (2)   |
| Programs-Dance                 | 605.00           | 140.00           | -76.86%       | 2,810.00          | 2,935.00          | 4.45% (2)     | 3,000.00            | 4,679.00           | -37.3% (2)  |
| Programs-Special Events        | 1.00             | 127.57           | #####         | 4,041.00          | 4,568.23          | 13.05% (2)    | 5,069.00            | 3,447.92           | 32.5% (2)   |
| Programs-Concerts              | 1,100.00         | -                | -100.00%      | 6,900.00          | 6,900.00          | 0.00%         | 8,000.00            | 4,900.00           | 40.8%       |
| Programs-Trips                 | -                | -                | #DIV/0!       | -                 | -                 | #DIV/0! (2)   | -                   | 428.00             | -100.0% (2) |
| Brochure                       | 1,135.00         | -                | -100.00%      | 3,015.00          | 7,150.00          | 137.15%       | 7,300.00            | 3,450.00           | 107.2%      |
| Weight Room                    | 1,235.00         | 1,111.65         | -9.99%        | 14,584.00         | 12,733.70         | -12.69%       | 20,965.00           | 12,451.75          | 2.3%        |
| Community Center               | 96.00            | 68.12            | -29.04%       | 1,728.00          | 1,914.18          | 10.77%        | 3,199.00            | 2,192.38           | -12.7%      |
| <b>Total Revenues</b>          | <b>51,525.00</b> | <b>77,143.56</b> | <b>49.72%</b> | <b>609,148.00</b> | <b>670,464.83</b> | <b>10.07%</b> | <b>1,064,349.00</b> | <b>665,974.98</b>  | <b>0.7%</b> |

(1) 2014 Property Tax receipts were budgeted to receive 54% through July. Actually received 57.3%. 2014 Annual Property Tax amount was 2% \$16,553 higher than 2013.

(2) Revenue from programs are greater than budget by 18.98% \$14,368 and increased 11.2%, \$9,091 compared to 2013.

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| Expenses                       |                  |                  |              |                   |                   |               |                   |                   |             |
|--------------------------------|------------------|------------------|--------------|-------------------|-------------------|---------------|-------------------|-------------------|-------------|
| Administration                 | 22,207.00        | 25,249.86        | 13.70%       | 205,746.00        | 198,530.99        | -3.51% (1)    | 304,837.00        | 181,127.95        | 9.6% (2)    |
| Sports Complex                 | -                | -                | #DIV/0!      | -                 | -                 | #DIV/0!       | -                 | 552.26            | -100.0%     |
| Sports Complex Maintenance     | 32,393.00        | 29,909.42        | -7.67%       | 257,350.00        | 248,724.10        | -3.35%        | 391,122.00        | 239,556.15        | 3.8% (3)    |
| Midwest Museum of Natural Hist | 775.00           | 266.00           | -65.68%      | 6,300.00          | 6,602.34          | 4.80%         | 9,500.00          | 2,985.00          | 121.2%      |
| Programs-Youth                 | 3,450.00         | 2,964.20         | -14.08%      | 6,395.00          | 10,050.19         | 57.16% (4)    | 7,532.00          | 6,070.94          | 65.5% (4)   |
| Programs-Teens                 | -                | -                | #DIV/0!      | 1,817.00          | 1,414.64          | -22.14% (4)   | 3,630.00          | 2,288.75          | -38.2% (4)  |
| Programs-Adult                 | -                | 230.00           | #DIV/0!      | 1,050.00          | 520.00            | -50.48% (4)   | 1,200.00          | 720.00            | -27.8% (4)  |
| Programs-Family                | -                | -                | #DIV/0!      | 4,920.00          | 6,105.82          | 24.10% (4)    | 8,226.00          | 5,334.58          | 14.5% (4)   |
| Programs-Leagues               | -                | -                | #DIV/0!      | 2,400.00          | 1,988.69          | -17.14% (4)   | 3,713.00          | 1,911.73          | 4.0% (4)    |
| Programs-Youth Athletics       | 190.00           | 305.00           | 60.53%       | 14,498.00         | 14,037.72         | -3.17% (4)    | 17,625.00         | 11,834.42         | 18.6% (4)   |
| Programs-Fitness               | 1,476.00         | 1,889.23         | 28.00%       | 15,225.00         | 15,678.09         | 2.98% (4)     | 23,628.00         | 13,880.76         | 12.9% (4)   |
| Programs-Preschool             | -                | -                | #DIV/0!      | -                 | -                 | #DIV/0! (4)   | -                 | 128.00            | -100.0% (4) |
| Programs-Senior                | -                | -                | #DIV/0!      | 180.00            | 35.00             | -80.56% (4)   | 300.00            | -                 | #DIV/0! (4) |
| Programs-Dance                 | -                | 162.00           | #DIV/0!      | 2,385.00          | 2,897.00          | 21.47% (4)    | 2,450.00          | 3,476.00          | -16.7% (4)  |
| Programs-Special Events        | -                | -                | #DIV/0!      | 3,337.00          | 2,892.87          | -13.31% (4)   | 4,703.00          | 3,488.63          | -17.1% (4)  |
| Programs-Concerts              | -                | 1,300.00         | #DIV/0!      | 7,755.00          | 10,185.36         | 31.34%        | 7,755.00          | 6,706.96          | 51.9%       |
| Programs-Trips                 | -                | -                | #DIV/0!      | -                 | -                 | #DIV/0! (4)   | -                 | 705.00            | -100.0% (4) |
| Brochure                       | 8,250.00         | 10,300.71        | 24.86%       | 16,350.00         | 18,255.76         | 11.66%        | 24,600.00         | 16,729.81         | 9.1%        |
| Weight Room                    | -                | -                | #DIV/0!      | 2,058.00          | 976.30            | -52.56%       | 3,115.00          | 1,147.66          | -14.9%      |
| Community Center               | 13,835.00        | 13,786.01        | -0.35%       | 93,542.00         | 96,214.25         | 2.86%         | 139,703.00        | 95,157.79         | 1.1%        |
| <b>Total Expenses</b>          | <b>82,576.00</b> | <b>86,362.43</b> | <b>4.59%</b> | <b>641,308.00</b> | <b>635,109.12</b> | <b>-0.97%</b> | <b>953,639.00</b> | <b>593,802.39</b> | <b>7.0%</b> |
| Total Fund Revenues            | 51,525.00        | 77,143.56        | 49.72%       | 609,148.00        | 670,464.83        | 10.07%        | 1,064,349.00      | 665,974.98        | 0.7%        |
| Total Fund Expenses            | 82,576.00        | 86,362.43        | 4.59%        | 641,308.00        | 635,109.12        | -0.97%        | 953,639.00        | 593,802.39        | 7.0%        |
| Surplus (Deficit)              | (31,051.00)      | (9,218.87)       | -70.31%      | (32,160.00)       | 35,355.71         | -209.94%      | 110,710.00        | 72,172.59         | -51.0%      |

(1) Below budget: Misc. Consultants \$6,000; Contracted Services (Cleaning services and Office Equip Maint - Tech services) \$6,593.

(2) 2014 YTD has expenses that had not occurred for the same time period in 2013. Cleaning Services \$7,921, Uniforms \$4,933, Employee Relations (holiday party) \$1,390 and Intern \$2,422.

(3) 2014 ytd expenses exceed 2013 in Health insurance (due to change in coverage: single to emp/spouse) 25.0% \$10,021

(4) Expenses for programs exceed budget by 6.54% \$3,413 and increased 11.6%, \$5,781 compared to 2013.



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**Donations (21)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |          |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|----------|
| Revenues            |                      |                      |                 |                   |                   |                 |                      |                        |          |
| Administration      | -                    | 280.00               | #DIV/0!         | -                 | 1,470.03          | #DIV/0!         | -                    | 540.75                 | 171.9%   |
| Total Revenues      |                      | 280.00               | #DIV/0!         | -                 | 1,470.03          | #DIV/0!         | -                    | 540.75                 | 171.9%   |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |          |
| Administration      | -                    | -                    |                 | -                 | 14,550.00         | #DIV/0! (1)     | -                    | -                      | #DIV/0!  |
| Total Expenses      | -                    | -                    |                 | -                 | 14,550.00         |                 | -                    | -                      | #DIV/0!  |
| Total Fund Revenues | -                    | 280.00               | #DIV/0!         | -                 | 1,470.03          | #DIV/0!         | -                    | 540.75                 | 171.9%   |
| Total Fund Expenses | -                    | -                    |                 | -                 | 14,550.00         |                 | -                    | -                      | #DIV/0!  |
| Surplus (Deficit)   | -                    | 280.00               | #DIV/0!         | -                 | (13,079.97)       | #DIV/0!         | -                    | 540.75                 | -2518.9% |

(1) Board approved paying topography bill out of donation fund.

**Special Recreation (22)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |            |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|------------|
| Revenues            |                      |                      |                 |                   |                   |                 |                      |                        |            |
| Administration      | 4,320.00             | 8,428.91             | 95.11%          | 77,760.00         | 86,290.90         | 10.97% (1)      | 144,000.00           | 97,018.82              | -11.1% (1) |
| Total Revenues      | 4,320.00             | 8,428.91             | 95.11%          | 77,760.00         | 86,290.90         | 10.97%          | 144,000.00           | 97,018.82              | -11.1%     |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |            |
| Administration      | 50,495.00            | 26,823.16            | -46.88%         | 291,185.00        | 152,773.45        | -47.53% (2)     | 379,674.00           | 47,970.86              | 218.5% (2) |
| Total Expenses      | 50,495.00            | 26,823.16            | -46.88%         | 291,185.00        | 152,773.45        | -47.53%         | 379,674.00           | 47,970.86              | 218.5%     |
| Total Fund Revenues | 4,320.00             | 8,428.91             | 95.11%          | 77,760.00         | 86,290.90         | 10.97%          | 144,000.00           | 97,018.82              | -11.1%     |
| Total Fund Expenses | 50,495.00            | 26,823.16            | -46.88%         | 291,185.00        | 152,773.45        | -47.53%         | 379,674.00           | 47,970.86              | 218.5%     |
| Surplus (Deficit)   | (46,175.00)          | (18,394.25)          | -60.16%         | (213,425.00)      | (66,482.55)       | -68.85%         | (235,674.00)         | 49,047.96              | -235.5%    |

(1) 2014 Property Tax receipts were budgeted to receive 54% through July. Actually received 57.3%.

(2) Varied projects and timing. Also payment to KSRA lowered.

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**Insurance (23)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |        |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|--------|
| Revenues            |                      |                      |                 |                   |                   |                 |                      |                        |        |
| Administration      | 1,530.00             | 2,979.57             | 94.74%          | 27,540.00         | 30,498.10         | 10.74%          | 51,000.00            | 26,287.82              | 16.0%  |
| Total Revenues      | 1,530.00             | 2,979.57             | 94.74%          | 27,540.00         | 30,498.10         | 10.74%          | 51,000.00            | 26,287.82              | 16.0%  |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |        |
| Administration      | -                    | 3,299.00             | #DIV/0!         | 40,230.00         | 42,407.68         | 5.41%           | 72,560.00            | 31,102.83              | 36.3%  |
| Total Expenses      | -                    | 3,299.00             | #DIV/0!         | 40,230.00         | 42,407.68         | 5.41%           | 72,560.00            | 31,102.83              | 36.3%  |
| Total Fund Revenues | 1,530.00             | 2,979.57             | 94.74%          | 27,540.00         | 30,498.10         | 10.74%          | 51,000.00            | 26,287.82              | 16.0%  |
| Total Fund Expenses | -                    | 3,299.00             | #DIV/0!         | 40,230.00         | 42,407.68         | 5.41%           | 72,560.00            | 31,102.83              | 36.3%  |
| Surplus (Deficit)   | 1,530.00             | (319.43)             | -120.88%        | (12,690.00)       | (11,909.58)       | -6.15%          | (21,560.00)          | (4,815.01)             | 147.3% |

**Audit (24)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |        |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|--------|
| Revenues            |                      |                      |                 |                   |                   |                 |                      |                        |        |
| Administration      | 420.00               | 830.23               | 97.67%          | 7,560.00          | 8,497.77          | 12.40%          | 14,000.00            | 5,747.60               | 47.8%  |
| Total Revenues      | 420.00               | 830.23               | 97.67%          | 7,560.00          | 8,497.77          | 12.40%          | 14,000.00            | 5,747.60               | 47.8%  |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |        |
| Administration      | -                    | -                    | #DIV/0!         | 14,100.00         | 14,100.00         | 0.00%           | 14,100.00            | 13,250.00              | 6.4%   |
| Total Expenses      | -                    | -                    | #DIV/0!         | 14,100.00         | 14,100.00         | 0.00%           | 14,100.00            | 13,250.00              | 6.4%   |
| Total Fund Revenues | 420.00               | 830.23               | 97.67%          | 7,560.00          | 8,497.77          | 12.40%          | 14,000.00            | 5,747.60               | 47.8%  |
| Total Fund Expenses | -                    | -                    | #DIV/0!         | 14,100.00         | 14,100.00         | 0.00%           | 14,100.00            | 13,250.00              | 6.4%   |
| Surplus (Deficit)   | 420.00               | 830.23               | 97.67%          | (6,540.00)        | (5,602.23)        | -14.34%         | (100.00)             | (7,502.40)             | -25.3% |

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**Paving & Lighting (25)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |            |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|------------|
| Revenues            |                      |                      |                 |                   |                   |                 |                      |                        |            |
| Administration      | 3.00                 | 4.16                 | 38.67%          | 54.00             | 44.56             | -17.48%         | 100.00               | 58.21                  | -23.4%     |
| Total Revenues      | 3.00                 | 4.16                 |                 | 54.00             | 44.56             |                 | 100.00               | 58.21                  | -23.4%     |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |            |
| Administration      |                      |                      | #DIV/0!         |                   | 58.80             | #DIV/0! (1)     | -                    | 11,298.40              | -99.5% (1) |
| Total Expenses      | -                    | -                    |                 | -                 | 58.80             |                 | -                    | 11,298.40              | -99.5%     |
| Total Fund Revenues | 3.00                 | 4.16                 | 38.67%          | 54.00             | 44.56             | -17.48%         | 100.00               | 58.21                  |            |
| Total Fund Expenses | -                    | -                    | #DIV/0!         | -                 | 58.80             | #DIV/0!         | -                    | 11,298.40              |            |
| Surplus (Deficit)   | 3.00                 | 4.16                 | 38.67%          | 54.00             | (14.24)           | -126.37%        | 100.00               | (11,240.19)            |            |

(1) In 2013, engineering for paving work had begun.

**Park Police (26)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |         |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|---------|
| Revenues            |                      |                      |                 |                   |                   |                 |                      |                        |         |
| Administration      | 3.00                 | 4.16                 | 38.67%          | 54.00             | 43.38             | -19.67%         | 100.00               | 50.17                  | -13.5%  |
| Total Revenues      | 3.00                 | 4.16                 |                 | 54.00             | 43.38             |                 | 100.00               | 50.17                  | -13.5%  |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |         |
| Administration      | -                    | -                    | #DIV/0!         | 4,000.00          | 151.76            | -96.21%         | 4,000.00             | -                      | #DIV/0! |
| Total Expenses      | -                    | -                    |                 | 4,000.00          | 151.76            |                 | 4,000.00             | -                      | #DIV/0! |
| Total Fund Revenues | 3.00                 | 4.16                 | 38.67%          | 54.00             | 43.38             | -19.67%         | 100.00               | 50.17                  | -13.5%  |
| Total Fund Expenses | -                    | -                    | #DIV/0!         | 4,000.00          | 151.76            | -96.21%         | 4,000.00             | -                      |         |
| Surplus (Deficit)   | 3.00                 | 4.16                 | 38.67%          | (3,946.00)        | (108.38)          | -97.25%         | (3,900.00)           | 50.17                  | -316.0% |

Sycamore Park District  
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**IMRF (27)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |       |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|-------|
| Revenues            |                      |                      |                 |                   |                   |                 |                      |                        |       |
| Administration      | <u>2,610.00</u>      | <u>5,040.46</u>      | 93.12%          | <u>46,980.00</u>  | <u>51,587.09</u>  | 9.81%           | <u>87,000.00</u>     | <u>52,518.22</u>       | -1.8% |
| Total Revenues      | 2,610.00             | 5,040.46             | 93.12%          | 46,980.00         | 51,587.09         | 9.81%           | 87,000.00            | 52,518.22              | -1.8% |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |       |
| Administration      | <u>2,610.00</u>      | <u>5,040.46</u>      | 93.12%          | <u>46,980.00</u>  | <u>51,587.09</u>  | 9.81%           | <u>87,000.00</u>     | <u>52,518.22</u>       | -1.8% |
| Total Expenses      | 2,610.00             | 5,040.46             | 93.12%          | 46,980.00         | 51,587.09         | 9.81%           | 87,000.00            | 52,518.22              | -1.8% |
| Total Fund Revenues | 2,610.00             | 5,040.46             | 93.12%          | 46,980.00         | 51,587.09         | 9.81%           | 87,000.00            | 52,518.22              | -1.8% |
| Total Fund Expenses | 2,610.00             | 5,040.46             | 93.12%          | 46,980.00         | 51,587.09         | 9.81%           | 87,000.00            | 52,518.22              | -1.8% |
| Surplus (Deficit)   | -                    | -                    |                 | -                 | -                 |                 | -                    | -                      |       |

**Social Security (28)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |       |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|-------|
| Revenues            |                      |                      |                 |                   |                   |                 |                      |                        |       |
| Administration      | <u>2,310.00</u>      | <u>4,467.28</u>      | 93.39%          | <u>41,580.00</u>  | <u>45,720.87</u>  | 9.96%           | <u>77,000.00</u>     | <u>45,802.39</u>       | -0.2% |
| Total Revenues      | 2,310.00             | 4,467.28             | 93.39%          | 41,580.00         | 45,720.87         | 9.96%           | 77,000.00            | 45,802.39              | -0.2% |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |       |
| Administration      | <u>2,310.00</u>      | <u>4,467.28</u>      | 93.39%          | <u>41,580.00</u>  | <u>45,720.87</u>  | 9.96%           | <u>77,000.00</u>     | <u>45,802.39</u>       | -0.2% |
| Total Expenses      | 2,310.00             | 4,467.28             | 93.39%          | 41,580.00         | 45,720.87         | 9.96%           | 77,000.00            | 45,802.39              | -0.2% |
| Total Fund Revenues | 2,310.00             | 4,467.28             | 93.39%          | 41,580.00         | 45,720.87         | 9.96%           | 77,000.00            | 45,802.39              | -0.2% |
| Total Fund Expenses | 2,310.00             | 4,467.28             | 93.39%          | 41,580.00         | 45,720.87         | 9.96%           | 77,000.00            | 45,802.39              | -0.2% |
| Surplus (Deficit)   | -                    | -                    |                 | -                 | -                 |                 | -                    | -                      |       |

Sycamore Park District  
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**Concessions (30)**

| <u>Department</u>          | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |                  |
|----------------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|------------------|
| <b>Revenues</b>            |                      |                      |                 |                   |                   |                 |                      |                        |                  |
| Clubhouse Concessions      | 13,740.00            | 16,566.42            | 20.57%          | 51,952.00         | 63,086.71         | 21.43%          | 68,491.00            | 57,384.19              | 9.9%             |
| Beverage Cart              | 4,725.00             | 4,662.60             | -1.32%          | 13,415.00         | 13,850.70         | 3.25%           | 15,709.00            | 12,934.87              | 7.1%             |
| Sports Complex Concessions | 12.00                | (24.98)              | -308.17%        | 26,016.00         | 26,672.58         | 2.52%           | 28,434.00            | 22,927.36              | 16.3%            |
| Pool Concessions           | 2,069.00             | 1,091.72             | -47.23%         | 11,361.00         | 6,902.95          | -39.24%         | 11,497.00            | 8,045.43               | -14.2%           |
| Catering                   | 1,802.00             | 1,786.61             | -0.85%          | 14,730.00         | 15,859.69         | 7.67%           | 19,556.00            | 11,695.73              | 35.6%            |
| <b>Total Revenues</b>      | <b>22,348.00</b>     | <b>24,082.37</b>     | <b>7.76%</b>    | <b>117,474.00</b> | <b>126,372.63</b> | <b>7.57%</b>    | <b>143,687.00</b>    | <b>112,987.58</b>      | <b>11.8% (1)</b> |
| <b>Expenses</b>            |                      |                      |                 |                   |                   |                 |                      |                        |                  |
| Clubhouse Concessions      | 11,367.00            | 12,425.22            | 9.31%           | 70,296.00         | 65,247.95         | -7.18%          | 92,511.00            | 56,237.28              | 16.0% (2)        |
| Beverage Cart              | 2,846.00             | 2,641.90             | -7.17%          | 8,326.00          | 7,738.98          | -7.05%          | 10,604.00            | 7,682.82               | 0.7%             |
| Sports Complex Concessions | 791.00               | 410.74               | -48.07%         | 19,887.00         | 23,627.53         | 18.81%          | 21,536.00            | 18,756.06              | 26.0%            |
| Pool Concessions           | 2,313.00             | 1,432.79             | -38.05%         | 10,379.00         | 6,351.04          | -38.81%         | 10,581.00            | 7,976.76               | -20.4%           |
| Catering                   | 870.00               | 1,180.56             | 35.70%          | 4,955.00          | 5,961.41          | 20.31%          | 6,183.00             | 2,608.82               | 128.5% (3)       |
| <b>Total Expenses</b>      | <b>18,187.00</b>     | <b>18,091.21</b>     | <b>-0.53%</b>   | <b>113,843.00</b> | <b>108,926.91</b> | <b>-4.32%</b>   | <b>141,415.00</b>    | <b>93,261.74</b>       | <b>16.8%</b>     |
| <b>Total Fund Revenues</b> | <b>22,348.00</b>     | <b>24,082.37</b>     | <b>7.76%</b>    | <b>117,474.00</b> | <b>126,372.63</b> | <b>7.57%</b>    | <b>143,687.00</b>    | <b>112,987.58</b>      | <b>11.8%</b>     |
| <b>Total Fund Expenses</b> | <b>18,187.00</b>     | <b>18,091.21</b>     | <b>-0.53%</b>   | <b>113,843.00</b> | <b>108,926.91</b> | <b>-4.32%</b>   | <b>141,415.00</b>    | <b>93,261.74</b>       | <b>16.8%</b>     |
| <b>Surplus (Deficit)</b>   | <b>4,161.00</b>      | <b>5,991.16</b>      | <b>43.98%</b>   | <b>3,631.00</b>   | <b>17,445.72</b>  | <b>380.47%</b>  | <b>2,272.00</b>      | <b>19,725.84</b>       | <b>-11.6%</b>    |

(1) Overall revenue is over budget and exceeded 2013. Storm Dayz revenue for 2014, \$9 920 was slightly higher than 2013 \$8,656. However, it was lower than years past due to wet weather. The pool's performance is also down in part to reducing the hours and weather. There may be some catering revenue that has to be moved from the clubhouse to catering but rentals are higher than last year by 31.3% 1,327.

(2) Capital items being purchased in 2014 using proceeds for Concessions Fund: Menu Board \$1,237.50; Deck Furniture (5 tables, 20 chairs, umbrellas and bases) \$8,508.07.

(3) Some of the catering revenue has been room rental fees resulting in lower cost of goods sold. There are also some transfers that needed to be recorded.

Sycamore Park District  
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**Developer Contributions (32)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD<br/>Actual</u> |         |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|----------------------------|---------|
| Revenues            |                      |                      |                 |                   |                   |                 |                      |                            |         |
| Administration      | -                    | 8,682.00             | #DIV/0!         | 2,500.00          | 24,615.28         | 884.61%         | 5,000.00             | 29,537.70                  | -16.7%  |
| Total Revenues      | -                    | 8,682.00             |                 | 2,500.00          | 24,615.28         |                 | 5,000.00             | 29,537.70                  | -16.7%  |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                            |         |
| Administration      | -                    | -                    |                 | -                 | -                 |                 | -                    | -                          | #DIV/0! |
| Total Expenses      | -                    | -                    |                 | -                 | -                 |                 | -                    | -                          | #DIV/0! |
| Total Fund Revenues | -                    | 8,682.00             |                 | 2,500.00          | 24,615.28         |                 | 5,000.00             | 29,537.70                  | -16.7%  |
| Total Fund Expenses | -                    | -                    |                 | -                 | -                 |                 | -                    | -                          | #DIV/0! |
| Surplus (Deficit)   | -                    | 8,682.00             |                 | 2,500.00          | 24,615.28         |                 | 5,000.00             | 29,537.70                  | -16.7%  |

Sycamore Park District  
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**Golf Course (50)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |           |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|-----------|
| <b>Revenues</b>     |                      |                      |                 |                   |                   |                 |                      |                        |           |
| Golf Operations     | 71,629.00            | 67,096.74            | -6.3%           | 429,971.00        | 401,082.36        | -6.7%           | 508,950.00           | 411,289.85             | -2.5% (2) |
| Golf Maintenance    | 625.00               | 1,172.17             | 87.5%           | 11,258.00         | 11,737.26         | 4.3%            | 20,849.00            | 12,414.00              | -5.5%     |
| Total Revenues      | 72,254.00            | 68,268.91            | -5.5%           | 441,229.00        | 412,819.62        | -6.4%           | 529,799.00           | 423,703.85             | -2.6%     |
| <b>Expenses</b>     |                      |                      |                 |                   |                   |                 |                      |                        |           |
| Golf Operations     | 31,989.00            | 31,246.63            | -2.3%           | 168,494.00        | 166,818.54        | -1.0%           | 245,640.00           | 169,960.67             | -1.8%     |
| Golf Maintenance    | 40,248.00            | 23,669.65            | -41.2%          | 195,655.00        | 185,961.61        | -5.0%           | 286,674.00           | 183,864.11             | 1.1%      |
| Total Expenses      | 72,237.00            | 54,916.28            | -24.0%          | 364,149.00        | 352,780.15        | -3.1%           | 532,314.00           | 353,824.78             | -0.3%     |
| Total Fund Revenues | 72,254.00            | 68,268.91            | -5.5%           | 441,229.00        | 412,819.62        | -6.4%           | 529,799.00           | 423,703.85             | -2.6%     |
| Total Fund Expenses | 72,237.00            | 54,916.28            | -24.0%          | 364,149.00        | 352,780.15        | -3.1%           | 532,314.00           | 353,824.78             | -0.3%     |
| Surplus (Deficit)   | 17.00                | 13,352.63            | 78444.9%        | 77,080.00         | 60,039.47         | -22.1%          | (2,515.00)           | 69,879.07              | -14.1%    |

- (1) Daily Greens Fees +5.29% +\$7,464  
 Golf Events & Misc -6.12% -\$1,050  
 Lessons -16.07% -\$225  
 Carts -11.77% -\$11,137  
 Season passes -17.58% -\$22,246  
 Pro shop sales -5.95% -\$2,361

- (2) Daily Greens Fees +10.64% +\$14,282  
 Golf Events & Misc -3.98% -\$668  
 Lessons -68.11% -\$2,510  
 Carts -10.75 -\$10,056  
 Season passes -5.48% -\$6,046  
 Pro shop sales -10.34% -\$4,298

SAY GOLF now in recreation

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

| <u>Department</u>          | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u>  | <u>Variance</u>   | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |                   |
|----------------------------|----------------------|----------------------|-----------------|-------------------|--------------------|-------------------|----------------------|------------------------|-------------------|
| <b>Revenues</b>            |                      |                      |                 |                   |                    |                   |                      |                        |                   |
| Pool                       | 2,615.00             | 3,425.65             | 31.0%           | 54,903.00         | 47,231.41          | -14.0%            | 58,199.00            | 56,700.02              | -16.7%            |
| Swim Lessons               | 717.00               | 89.97                | -87.5%          | 13,978.00         | 12,546.27          | -10.2%            | 14,235.00            | 15,088.78              | -16.9%            |
| <b>Total Revenues</b>      | <b>3,332.00</b>      | <b>3,515.62</b>      | <b>5.5%</b>     | <b>68,881.00</b>  | <b>59,777.68</b>   | <b>-13.2% (1)</b> | <b>72,434.00</b>     | <b>71,788.80</b>       | <b>-16.7% (2)</b> |
| <b>Expenses</b>            |                      |                      |                 |                   |                    |                   |                      |                        |                   |
| Pool                       | 13,035.00            | 13,683.51            | 5.0%            | 44,270.00         | 41,609.80          | -6.0% (3)         | 44,430.00            | 46,779.54              | -11.1% (3)        |
| Pool Maintenance           | 4,180.00             | 5,745.84             | 37.5%           | 21,515.00         | 24,121.19          | 12.1% (4)         | 25,400.00            | 21,994.22              | 9.7% (4)          |
| Swim Lessons               | 3,227.00             | 2,369.24             | -26.6%          | 8,201.00          | 8,414.65           | 2.6%              | 8,201.00             | 8,662.00               | -2.9%             |
| <b>Total Expenses</b>      | <b>20,442.00</b>     | <b>21,798.59</b>     | <b>6.6%</b>     | <b>73,986.00</b>  | <b>74,145.64</b>   | <b>0.2%</b>       | <b>78,031.00</b>     | <b>77,435.76</b>       | <b>-4.2%</b>      |
| <b>Total Fund Revenues</b> | <b>3,332.00</b>      | <b>3,515.62</b>      | <b>5.5%</b>     | <b>68,881.00</b>  | <b>59,777.68</b>   | <b>-13.2%</b>     | <b>72,434.00</b>     | <b>71,788.80</b>       | <b>-16.7%</b>     |
| <b>Total Fund Expenses</b> | <b>20,442.00</b>     | <b>21,798.59</b>     | <b>6.6%</b>     | <b>73,986.00</b>  | <b>74,145.64</b>   | <b>0.2%</b>       | <b>78,031.00</b>     | <b>77,435.76</b>       | <b>-4.2%</b>      |
| <b>Surplus (Deficit)</b>   | <b>(17,110.00)</b>   | <b>(18,282.97)</b>   | <b>6.9%</b>     | <b>(5,105.00)</b> | <b>(14,367.96)</b> | <b>181.4%</b>     | <b>(5,597.00)</b>    | <b>(5,646.96)</b>      | <b>154.4%</b>     |

(1) Daily Fees -18.76% \$3,348

Season passes -11.07% -\$3,720

Misc income (includes oscar, pool rentals and middle school pool party) -15.26% -\$296

Swim Lessons -11.66% -\$1,595

(2) Daily Fees -16.46% -\$2,856

Season passes -16.29% \$5,814

Misc income (includes oscar, pool rentals and middle school pool party) -35.29% -\$897

Swim Lessons -20.49 -\$2,984

(3) Labor for general pool hours is below budget 7.0% \$2,875 and less than 2013 11.2% \$4,766. This is due to change in hours and weather.

(4) 2014 Plumbing costs \$2,482.



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**Debt Service (60)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |       |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|-------|
| Revenues            |                      |                      |                 |                   |                   |                 |                      |                        |       |
| Administration      | 17,310.00            | 33,085.60            | 91.1%           | 311,580.00        | 338,619.38        | 8.7%            | 577,000.00           | 346,941.91             | -2.4% |
| Total Revenues      | 17,310.00            | 33,085.60            | 91.1%           | 311,580.00        | 338,619.38        | 8.7%            | 577,000.00           | 346,941.91             | -2.4% |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |       |
| Administration      | -                    | -                    | #DIV/0!         | 19,294.00         | 19,293.75         | 0.0%            | 571,800.00           | 20,343.75              | -5.2% |
| Total Expenses      | -                    | -                    |                 | 19,294.00         | 19,293.75         |                 | 571,800.00           | 20,343.75              | -5.2% |
| Total Fund Revenues | 17,310.00            | 33,085.60            | 91.1%           | 311,580.00        | 338,619.38        | 8.7%            | 577,000.00           | 346,941.91             | -2.4% |
| Total Fund Expenses | -                    | -                    |                 | 19,294.00         | 19,293.75         |                 | 571,800.00           | 20,343.75              | -5.2% |
| Surplus (Deficit)   | 17,310.00            | 33,085.60            | 91.1%           | 292,286.00        | 319,325.63        | 9.3%            | 5,200.00             | 326,598.16             | -2.2% |

**Capital Projects (70)**

| <u>Department</u>   | <u>August Budget</u> | <u>August Actual</u> | <u>Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>Variance</u> | <u>Annual Budget</u> | <u>2013 YTD Actual</u> |       |
|---------------------|----------------------|----------------------|-----------------|-------------------|-------------------|-----------------|----------------------|------------------------|-------|
| Revenues            |                      |                      |                 |                   |                   |                 |                      |                        |       |
| Administration      | -                    | -                    | #DIV/0!         | -                 | 3,501.57          | #DIV/0!         | 472,680.00           | 3,789.16               | -7.6% |
| Total Revenues      | -                    | -                    | #DIV/0!         | -                 | 3,501.57          | #DIV/0!         | 472,680.00           | 3,789.16               | -7.6% |
| Expenses            |                      |                      |                 |                   |                   |                 |                      |                        |       |
| Administration      | -                    | 9,921.20             | #DIV/0!         | 317,675.00        | 279,155.90        | -12.1%          | 662,200.00           | 304,821.42             | -8.4% |
| Total Expenses      | -                    | 9,921.20             | #DIV/0!         | 317,675.00        | 279,155.90        | -12.1%          | 662,200.00           | 304,821.42             | -8.4% |
| Total Fund Revenues | -                    | -                    |                 | -                 | 3,501.57          | #DIV/0!         | 472,680.00           | 3,789.16               | -7.6% |
| Total Fund Expenses | -                    | 9,921.20             | #DIV/0!         | 317,675.00        | 279,155.90        | -12.1%          | 662,200.00           | 304,821.42             | -8.4% |
| Surplus (Deficit)   | -                    | (9,921.20)           | #DIV/0!         | (317,675.00)      | (275,654.33)      | -13.2%          | (189,520.00)         | (301,032.26)           | -8.4% |
| Total Fund Revenues | 196,321.00           | 268,712.78           |                 | 2,088,558.00      | 2,247,716.16      | 7.6%            | 3,843,669.00         | 2,255,864.38           |       |
| Total Fund Expenses | 301,974.00           | 282,372.85           | -6.5%           | 2,358,732.00      | 2,195,674.17      | -6.9%           | 4,156,845.00         | 1,981,654.28           |       |
| Surplus (Deficit)   | (105,653.00)         | (13,660.07)          | -87.1%          | (270,174.00)      | 52,041.99         | -119.3%         | (313,176.00)         | 274,210.10             |       |

## Sycamore Park District

|   | 1/1/2014   | Revenues            | Expenses            | 8/31/2014  | 8/31/2014<br>Cash balance |
|---|--|---------------------|---------------------|--|---------------------------|
| 10 Corporate                              | 131,195.37                                       | 387,392.47          | 404,913.05          | 113,674.79                                       | 107,217.86                |
| 20 Recreation                             | 36,127.00  | 670,464.83          | 635,109.12          | 71,482.71  | 70,489.77                 |
| 21 Donations                              | 223,513.80                                       | 1,470.03            | 14,550.00           | 210,433.83                                       | 210,433.83                |
| 22 Special Recreation                     | 285,021.65                                       | 86,290.90           | 152,773.45          | 218,539.10                                       | 218,539.10                |
| 23 Insurance                              | 42,998.28  | 30,498.10           | 42,407.68           | 31,088.70  | 30,387.20                 |
| 24 Audit                                  | 13,115.80  | 8,497.77            | 14,100.00           | 7,513.57   | 7,513.57                  |
| 25 Paving & Lighting                      | 7,373.77   | 44.56               | 58.80               | 7,359.53   | 7,359.53                  |
| 26 Park Police                            | 8,071.03   | 43.38               | 151.76              | 7,962.65   | 7,962.65                  |
| 27 IMRF                                   | -  | 51,587.09           | 51,587.09           | -  | -                         |
| 28 Social Security                        | -  | 45,720.87           | 45,720.87           | -  | -                         |
| 30 Concessions                            | 49,188.82  | 126,372.63          | 108,926.91          | 66,634.54  | 63,859.02                 |
| 32 Developer Contributions                | 74,064.11  | 24,615.28           | -                   | 98,679.39  | 98,679.39                 |
| 60 Debt Service                           | 14,398.84  | 338,619.38          | 19,293.75           | 333,724.47                                       | 333,724.47                |
| 70 Capital Projects                       | 737,132.43                                       | 3,501.57            | 279,155.90          | 461,478.10                                       | 458,098.70                |
| <b>Total governmental fund balance</b>    | <b>1,622,200.90</b>                              | <b>1,775,118.86</b> | <b>1,768,748.38</b> | <b>1,628,571.38</b>                              | <b>1,614,265.09</b>       |
| 50 Golf Course<br>Net Assets              | 140,612.56<br><u>(224,878.42)</u><br>(84,265.86) | 412,819.62          | 352,780.15          | 200,652.03<br><u>(224,878.42)</u><br>(24,226.39) | (18,495.73)               |
| 51 Swimming Pool<br>Net Assets            | 275,778.45<br><u>(276,233.35)</u><br>(454.90)    | 59,777.68           | 74,145.64           | 261,410.49<br><u>(276,233.35)</u><br>(14,822.86) | (14,423.89)               |
| <b>Total proprietary funds</b>            | <b>416,391.01</b>                                | <b>472,597.30</b>   | <b>426,925.79</b>   | <b>462,062.52</b>                                |                           |
| <b>Net assets</b>                         | <b><u>(501,111.77)</u></b>                       |                     |                     | <b><u>(501,111.77)</u></b>                       |                           |
| <b>Proprietary funds minus net assets</b> | <b><u>(84,720.76)</u></b>                        |                     |                     | <b><u>(39,049.25)</u></b>                        |                           |
|   | 1,537,480.14                                     |                     |                     | 1,589,522.13                                     | 1,581,345.47              |

## Summary of depository accounts as of 9/17/2014

| <u>Location</u>       | <u>Balance</u> | <u>Interest</u> |
|-----------------------|----------------|-----------------|
| Castle Bank           | 15,631.49      | 0.10            |
| National Bank & Trust | 958,179.86     | 0.03            |
| Resource Bank         | 559,499.04     | 0.10            |

\*Dekalb Co. Community Foundation 14,665.50

1,547,975.89

\* 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 7/31/14.

|                   | 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      |  |
| 1/1/2014          | 129,720  | 54,281    | 223,514   | 285,400  | 42,297  | 13,116   | 56,861   | 8,071  | -    | -  | 47,788  | 74,064      | (77,386)  | -       | 14,399 | 737,132  | <b>1,609,258</b> | <b>1,609,258</b> | -               |  |
| January           |          |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          |                  |                  |                 |  |
| Receipts          |          |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          |                  |                  |                 |  |
| Replacement Taxes | 7,645    |           |           | -        |         |          |          |        |      |    |         |             |           |         |        |          | 7,645            | <b>4,000</b>     | <b>3,645</b>    |  |
| Shelters          | 50       |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          | 50               | -                | <b>50</b>       |  |
| User Fees         |          | 13,286    |           |          |         |          |          |        |      |    | 73      |             | 2,971     | -       |        |          | 16,329           | <b>15,944</b>    | <b>385</b>      |  |
| Misc              | 472      | 505       | 5         | 7        | 1       | 0        | 1        | 0      |      |    |         | 2           |           |         | 0      | 53       | 1,048            | <b>1,500</b>     | <b>(452)</b>    |  |
| Expenses          | (37,113) | (61,804)  | -         | (90)     | (5,042) | -        | -        | -      | -    | -  | (1,832) | -           | (25,377)  | (497)   | -      | (807)    | (132,562)        | <b>(173,493)</b> | <b>40,931</b>   |  |
| 1/31/2014         | 100,775  | 6,268     | 223,519   | 285,316  | 37,256  | 13,116   | 56,862   | 8,071  | -    | -  | 46,029  | 74,066      | (99,791)  | (497)   | 14,399 | 736,378  | <b>1,501,768</b> | <b>1,457,209</b> | <b>44,559</b>   |  |
| February          |          |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          |                  |                  |                 |  |
| Receipts          |          |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          |                  |                  |                 |  |
| Replacement Taxes | -        |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          | 940              | <b>750</b>       | <b>190</b>      |  |
| Shelters          | 940      |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          | 940              | -                | -               |  |
| User Fees         |          | 10,397    |           |          |         |          |          |        |      |    | 566     |             | 43,061    | -       |        |          | 54,025           | <b>10,332</b>    | <b>43,693</b>   |  |
| Misc              | 505      | 4,000     | 5         | 7        | 1       | 0        | 0        | 0      |      |    |         | 2           |           |         | 0      | 48       | 4,568            | <b>1,280</b>     | <b>3,288</b>    |  |
| Expenses          | (38,964) | (84,340)  | -         | (466)    | -       | -        | (49,487) | -      | -    | -  | (3,364) |             | (45,622)  | (948)   | -      | -        | (223,192)        | <b>(193,395)</b> | <b>(29,797)</b> |  |
| 2/28/2014         | 63,256   | (63,674)  | 223,524   | 284,857  | 37,257  | 13,116   | 7,375    | 8,071  | -    | -  | 43,231  | 74,068      | (102,352) | (1,446) | 14,400 | 736,426  | <b>1,338,109</b> | <b>1,276,176</b> | <b>61,933</b>   |  |
| March             |          |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          |                  |                  |                 |  |
| Receipts          |          |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          |                  |                  |                 |  |
| Replacement Taxes | 2,269    |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          | 2,269            | <b>2,400</b>     | <b>(131)</b>    |  |
| Shelters          | 460      |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          | 460              | <b>600</b>       | <b>(140)</b>    |  |
| User Fees         |          | 8,495     |           |          |         |          |          |        |      |    | 568     | 2,000       | 57,611    | -       |        | -        | 68,673           | <b>97,918</b>    | <b>(29,245)</b> |  |
| Misc              | 5,176    | 2,201     | 6         | 6        | 1       | 0        | 0        | 0      |      |    |         | 2           |           |         | 0      | 52       | 7,446            | <b>625</b>       | <b>6,821</b>    |  |
| Expenses          | (48,177) | (70,329)  | -         | (61,519) | (5,039) | (12,100) | (59)     | (152)  | -    | -  | (2,238) | -           | (41,489)  | (2,149) | -      | (60,932) | (304,182)        | <b>(245,810)</b> | <b>(58,372)</b> |  |
| 3/30/2014         | 22,984   | (123,307) | 223,530   | 223,344  | 32,219  | 1,016    | 7,317    | 7,920  | -    | -  | 41,561  | 76,070      | (86,230)  | (3,595) | 14,400 | 675,545  | <b>1,112,775</b> | <b>1,131,909</b> | <b>(19,134)</b> |  |
| April             |          |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          |                  |                  |                 |  |
| Receipts          |          |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          |                  |                  |                 |  |
| Replacement Taxes | 10,140   |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          | 10,140           | <b>8,800</b>     | <b>1,340</b>    |  |
| Shelters          | 825      |           |           |          |         |          |          |        |      |    |         |             |           |         |        |          | 825              | <b>825</b>       | -               |  |
| User Fees         |          | 13,260    |           |          |         |          |          |        |      |    | 6,381   | 4,682       | 38,071    | 11,874  |        |          | 74,268           | <b>81,971</b>    | <b>(7,703)</b>  |  |
| Misc              | 25,042   | 600       | 4         | 4        | 230     | 0        | 0        | 0      |      |    |         | 2           |           |         | 0      | 49       | 25,931           | <b>200</b>       | <b>25,731</b>   |  |
| Expenses          | (44,594) | (79,438)  | -         | -        | -       | -        | -        | -      | -    | -  | (8,519) | -           | (36,127)  | (459)   | -      | (450)    | (169,587)        | <b>(218,265)</b> | <b>48,678</b>   |  |
| 4/30/2014         | 14,397   | (188,885) | 223,534   | 223,348  | 32,448  | 1,016    | 7,317    | 7,920  | -    | -  | 39,423  | 80,753      | (84,286)  | 7,820   | 14,400 | 675,145  | <b>1,054,352</b> | <b>1,005,440</b> | <b>48,912</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 |          |   |
| May               |          |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         |           |            |            | -        |   |
| Receipts          |          |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         |           |            |            |          | - |
| Taxes             | 61,362   | 104,452   |           | 18,573   | 6,566    | 1,829   | 9      | 9      | 11,107   | 9,844    |        |             |          |          | 72,905    |         | 286,657   | 225,520    | 61,137     | -        |   |
| Transfers in/out  | 5,913    | 9,950     |           |          |          |         |        |        | (11,107) | (9,844)  | 519    |             | 4,541    | 27       |           |         | 0         | -          | 0          | 0        |   |
| Replacement Taxes | 7,484    |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         | 7,484     | 6,400      | 1,084      | 1,084    |   |
| Shelters          | 1,525    |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         | 1,525     | 850        | 675        | 675      |   |
| User Fees         |          | 18,267    |           |          |          |         |        |        |          |          | 20,881 | 4,000       | 56,711   | 11,795   |           |         | 111,654   | 117,674    | (6,020)    | (6,020)  |   |
| Misc              | 65       | -         | 200       |          |          |         |        |        |          |          |        |             |          |          |           | 3,300   | 3,565     | 17,416     | (13,851)   | (13,851) |   |
| Expenses          | (58,271) | (105,878) | (14,650)  | (4,481)  | -        | -       | -      | -      | -        | (16,124) | -      | (52,073)    | (3,896)  | -        | (125,447) |         | (380,819) | (353,900)  | (26,919)   | (26,919) |   |
| 5/31/2014         | 32,476   | (162,093) | 209,084   | 237,441  | 39,014   | 2,846   | 7,326  | 7,929  | -        | -        | 44,700 | 84,753      | (75,107) | 15,747   | 87,306    | 552,997 | 1,084,418 | 1,019,400  | 65,018     | 65,018   |   |
| June              |          |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         |           |            |            | -        |   |
| Receipts          |          |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         |           |            |            |          | - |
| Taxes             | 187,969  | 319,964   |           | 56,895   | 20,112   | 5,604   | 28     | 28     | 34,023   | 30,154   |        |             |          |          | 223,328   |         | 878,107   | 902,080    | (23,973)   | (23,973) |   |
| transfers in/out  | 17,685   | 29,401    |           |          |          |         |        |        | (34,023) | (30,154) | 1,941  |             | 14,171   | 981      |           |         | -         | -          | -          | -        |   |
| Replacement Taxes | -        |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         | -         | -          | -          | -        |   |
| Shelters          | 2,420    |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         | 2,420     | 1,075      | 1,345      | 1,345    |   |
| User Fees         |          | 18,927    |           |          |          |         |        |        |          |          | 40,264 | 5,244       | 72,616   | 22,564   |           |         | 159,615   | 156,301    | 3,314      | 3,314    |   |
| Misc              | 2,019    | 6,200     | 1,500     |          |          |         |        |        |          |          |        |             |          |          |           | -       | 9,719     | 2,602      | 7,117      | 7,117    |   |
| Expenses          | (74,256) | (78,974)  |           | (34,769) | -        | (2,000) | -      | -      | -        | (30,909) | -      | (53,608)    | (20,874) | (19,294) | (40,980)  |         | (355,664) | (533,132)  | 177,468    | 177,468  |   |
| 6/30/2014         | 168,313  | 133,424   | 210,584   | 259,567  | 59,126   | 6,450   | 7,354  | 7,957  | -        | -        | 55,996 | 89,997      | (41,929) | 18,417   | 291,340   | 512,017 | 1,778,614 | 1,548,326  | 230,289    | 230,289  |   |
| July              |          |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         |           |            |            | -        |   |
| Receipts          |          |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         |           |            |            |          | - |
| Taxes             | 7,827    | 13,323    |           | 2,532    | 837      | 233     | 1      | 1      | 1,417    | 1,256    |        |             |          |          | 9,299     |         | 36,726    | 22,552     | 14,174     | 14,174   |   |
| transfers in/out  | 443      | 254       |           |          |          |         |        |        | (1,417)  | (1,256)  | 326    |             | 688      | 961      |           |         | -         | -          | -          | -        |   |
| Replacement Taxes | 7,540    |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         | 7,540     | 5,600      | 1,940      | 1,940    |   |
| Shelters          | 500      |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         | 500       | 2,425      | (1,925)    | (1,925)  |   |
| User Fees         | -        | 12,346    |           |          |          |         |        |        |          |          | 30,965 | -           | 57,290   | 8,391    |           |         | 108,992   | 119,859    | (10,867)   | (10,867) |   |
| Misc              | 500      | 2,850     | 180       |          |          |         |        |        |          |          |        |             |          |          |           |         | 3,530     | 1,098      | 2,432      | 2,432    |   |
| Expenses          | (57,595) | (82,624)  | (610)     | (25,165) | (29,257) | -       | -      | -      | -        | (29,225) | -      | (51,976)    | (24,110) | -        | (43,997)  |         | (344,559) | (255,123)  | (89,436)   | (89,436) |   |
| 7/31/2014         | 127,528  | 79,574    | 210,154   | 236,933  | 30,707   | 6,683   | 7,355  | 7,958  | -        | -        | 58,062 | 89,997      | (35,927) | 3,659    | 300,639   | 468,020 | 1,591,343 | 1,444,737  | 146,606    | 146,606  |   |
| August            |          |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         |           |            |            | -        |   |
| Receipts          |          |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         |           |            |            |          | - |
| Taxes             | 27,847   | 47,402    |           | 8,429    | 2,980    | 830     | 4      | 4      | 5,040    | 4,467    |        |             |          |          | 33,086    |         | 130,090   | 67,656     | 62,434     | 62,434   |   |
| transfers in/out  | 2,277    | 3,658     |           |          |          |         |        |        | (2,610)  | (2,310)  | 374    |             | 2,391    | 808      |           |         | 4,588     | -          | 4,588      | 4,588    |   |
| Replacement Taxes | 811      |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         | 811       | 1,600      | (789)      | (789)    |   |
| Shelters          | 965      |           |           |          |          |         |        |        |          |          |        |             |          |          |           |         | 965       | 925        | 40         | 40       |   |
| User Fees         |          | 30,016    |           |          |          |         |        |        |          |          | 24,199 | 8,682       | 66,706   | 2,908    |           |         | 132,511   | 118,983    | 13,528     | 13,528   |   |
| Misc              | 6        | -         | 280       |          |          |         |        |        |          |          |        |             |          |          |           |         | 286       | 2,237      | (1,951)    | (1,951)  |   |
| Expenses          | (52,216) | (90,160)  | -         | (26,823) | (3,299)  | -       | -      | -      | -        | (18,776) | -      | (51,666)    | (21,799) |          | (9,921)   |         | (274,659) | (297,054)  | 22,395     | 22,395   |   |
| 8/31/2014         | 107,218  | 70,490    | 210,434   | 218,539  | 30,387   | 7,514   | 7,360  | 7,963  | 2,430    | 2,157    | 63,859 | 98,679      | (18,496) | (14,424) | 333,724   | 458,099 | 1,585,933 | 1,339,084  | 246,850    | 246,850  |   |

|                   | 10         | 20       | 21        | 22       | 23       | 24     | 25     | 26     | 27       | 28       | 30       | 32          | 50       | 51       | 60        | 70        |           | Original   |            |         |
|-------------------|------------|----------|-----------|----------|----------|--------|--------|--------|----------|----------|----------|-------------|----------|----------|-----------|-----------|-----------|------------|------------|---------|
|                   | Corp       | rec      | Donations | spec rec | ins      | audit  | paving | police | imrf     | ss       | conc     | development | Golf     | pool     | bonds     | capital   | total     | Projection | Difference |         |
| September         |            |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           |           |            |            |         |
| Receipts          |            |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           |           |            |            |         |
| Taxes             | 203,700    | 344,400  |           | 60,480   | 21,420   | 5,880  | 42     | 42     | 36,540   | 32,340   |          |             |          |          | 242,340   |           | 947,184   | 947,184    | -          |         |
| transfers in/out  | 17,930     | 31,210   |           |          |          |        |        |        | (36,540) | (32,340) | 2,150    |             | 16,171   | 1,419    |           |           | -         | -          | -          |         |
| Replacement Taxes | -          |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           | -         | -          | -          |         |
| Shelters          | 375        |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           | 375       | 375        | -          |         |
| User Fees         |            | 15,095   |           |          |          |        |        |        |          |          | 14,673   | 1,250       | 41,482   | 2,000    |           |           | 74,500    | 74,500     | -          |         |
| Misc              | 49         | 5,475    | -         |          |          |        |        |        |          |          |          |             |          |          |           |           | 5,524     | 5,524      | -          |         |
| Expenses          | (45,809)   | (68,710) | -         | (50,489) | (3,750)  | -      | -      | -      | -        | -        | (13,108) | -           | (51,158) | (1,745)  | -         | (30,200)  | (264,969) | (264,969)  | -          |         |
|                   | 9/30/2014  | 283,463  | 397,960   | 210,434  | 228,530  | 48,057 | 13,394 | 7,402  | 8,005    | 2,430    | 2,157    | 67,574      | 99,929   | (12,001) | (12,750)  | 576,064   | 427,899   | 2,348,547  | 2,101,698  | 246,850 |
| October           |            |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           |           |            |            |         |
| Receipts          |            |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           |           |            |            |         |
| Replacement Taxes | 9,600      | -        |           |          |          |        |        |        |          |          |          |             |          |          |           |           | 9,600     | 9,600      | -          |         |
| Shelters          | 75         |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           | 75        | 75         | -          |         |
| User Fees         |            | 7,236    |           |          |          |        |        |        |          |          | 6,527    | -           | 17,892   | -        |           |           | 31,655    | 31,655     | -          |         |
| Misc              | -          | -        |           |          |          |        |        |        |          |          |          |             |          |          |           |           | -         | -          | -          |         |
| Bond Proceeds     |            |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           | -         | -          | -          |         |
| Expenses          | (55,531)   | (89,876) |           | (38,000) | -        | -      | -      | -      | -        | -        | (8,036)  | -           | (45,709) | (960)    | -         | (22,000)  | (260,112) | (260,112)  | -          |         |
|                   | 10/31/2014 | 237,607  | 315,320   | 210,434  | 190,530  | 48,057 | 13,394 | 7,402  | 8,005    | 2,430    | 2,157    | 66,065      | 99,929   | (39,818) | (13,710)  | 576,064   | 405,899   | 2,129,765  | 1,882,916  | 246,850 |
| November          |            |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           |           |            |            |         |
| Receipts          |            |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           |           |            |            |         |
| Taxes             | 19,400     | 32,800   |           | 5,760    | 2,040    | 560    | 4      | 4      | 3,480    | 3,080    |          |             |          |          | 23,080    |           | 90,208    | 90,208     | -          |         |
| transfers in/out  | 1,710      | 2,972    |           |          |          |        |        |        | (3,480)  | (3,080)  | 204      |             | 1,540    | 134      |           |           | -         | -          | -          |         |
| Replacement Taxes | -          |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           | -         | -          | -          |         |
| Shelters          | -          |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           | -         | -          | -          |         |
| User Fees         |            | 10,974   |           |          |          |        |        |        |          |          | 1,759    | -           | 5,333    | -        | -         | -         | 18,066    | 18,066     | -          |         |
| Misc              | (2)        | -        |           |          |          |        |        |        |          |          |          |             |          |          |           |           | (2)       | (2)        | -          |         |
| Bond Proceeds     |            |          |           |          |          |        |        |        |          |          |          |             |          |          |           | 472,680   | 472,680   | 472,680    | -          |         |
| Expenses          | (40,350)   | (63,757) |           | -        | -        | -      | -      | -      | -        | -        | (3,990)  | -           | (35,112) | (280)    | (473,212) | (284,825) | (901,526) | (901,526)  | -          |         |
|                   | 11/30/2014 | 218,365  | 298,309   | 210,434  | 196,290  | 50,097 | 13,954 | 7,406  | 8,009    | 2,430    | 2,157    | 64,038      | 99,929   | (68,057) | (13,856)  | 125,932   | 593,754   | 1,809,191  | 1,562,342  | 246,850 |
| December          |            |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           |           |            |            |         |
| Receipts          |            |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           |           |            |            |         |
| Taxes             | -          |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           | -         | -          | -          |         |
| Replacement Taxes | 1,600      |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           | 1,600     | 1,600      | -          |         |
| Shelters          |            |          |           |          |          |        |        |        |          |          |          |             |          |          |           |           | -         | -          | -          |         |
| User Fees         |            | 3,329    |           |          |          |        |        |        |          |          | 900      | 1,250       | 6,152    | -        |           |           | 11,631    | 11,631     | -          |         |
| Misc              | 14,865     | 1,710    |           |          |          |        |        |        |          |          |          |             |          |          |           |           | 16,575    | 16,575     | -          |         |
| Expenses          | (51,020)   | (89,988) |           | -        | (28,580) | -      | -      | -      | -        | -        | (2,438)  | -           | (36,186) | (1,060)  | (79,294)  | (7,500)   | (296,066) | (296,066)  | -          |         |
|                   | 12/31/2014 | 183,810  | 213,360   | 210,434  | 196,290  | 21,517 | 13,954 | 7,406  | 8,009    | 2,430    | 2,157    | 62,500      | 101,179  | (98,091) | (14,916)  | 46,638    | 586,254   | 1,542,931  | 1,296,082  | 246,850 |

|        | 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     |
| change | 54,089 | 159,078 | (13,080)  | (89,109) | (20,780) | 838   | (49,455) | (62)   | 2,430 | 2,157 | 14,712 | 27,115      | (20,705) | (14,916) | 32,240 | (150,879) | (66,326) | <b>(313,176)</b> | <b>246,850</b> |

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: September 23, 2014

**Administrative Initiatives (9/1/14 – 9/30/14)**

- Attended weekly Department Head meetings as scheduled.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Attended Voluntary Action Center Board Meeting.
- Developed September Newsletter for golf operation.
- Updated reader board outside pro shop with July special events and leagues, including high school golf meet schedules
- Continued to place new logo on remainder of golf carts.
- Continued to offer a pro shop sale for slow selling items, such as golf shirts and tops to begin to reduce 2014 inventory.
- Met with additional golf course patrons concerning alternative ways to generate dollars needed for new irrigation system.
- Met with Golfnow representatives and begin to develop 2015 marketing strategy.
- Completed league schedule for both in house and corporate leagues. Develop payout of in house leagues and distributed prizes.
- Continue to prepare up to 40 carts for Sycamore Homecoming Parade.

### **Administrative Initiatives (10/1/14 – 10/31/14)**

- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend Chamber of Commerce Ambassadors Club meeting.
- Attend Voluntary Action Center Board Meeting.
- Develop October Newsletter for golf operation.
- Update reader board outside pro shop with October special events and leagues, including high school golf meet schedules.
- Continue to find ways to generate funds for a possible new irrigation system focusing efforts in researching the possibly of “Crowdfunding” through the current park district websites.
- Continue to offer a pro shop sale for slow selling items, such as golf shirts and tops to begin to reduce 2014 inventory.
- Finish preparation of up to 40 golf carts for the Sycamore High School Homecoming Parade. Preparation includes cleaning, gassing, tire pressure checks and replenishing oil.
- Finish placing park district official logo on remainder of golf carts.
- Begin process of mailing outing contracts to prospective 2015 outing planners.
- Develop and prepare golf cart “drill team” for 2014 Pumpkin Festival Parade.
- Contact EZGO Corporate office and begin the process of trading in the remaining 14 year old golf carts for newer models with the use of capital dollars.



To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: September 23, 2014

**Administrative Initiatives** (9/1/14-9/30/14)

**Golf**

- Very cool conditions along with 1.5 inches of rain on Sept. 10<sup>th</sup> have helped the turf recover from the very wet, hot, and humid end of August weather. The course actually had a minor frost delay on September 14<sup>th</sup>, one of the earliest in many years.
- The end of August moisture and heat caused a severe outbreak of dollar spot disease on the fairways even though they were treated with fungicide sprays two weeks prior to the rain and high temperatures. Even with fungicide applications, perfect disease climate conditions can overcome the treatment and a disease outbreak can occur. We treated all the fairways after the outbreak and the weather cooled allowing the turf to quickly recover.
- In addition to consistent mowing and trimming, staff has removed trees and stumps, worked on testing and replacing failed sprinkler heads, fall fertilized various areas, sprayed for turf diseases and weeds, seeded thin turf areas, maintained annual flower beds, pruned shrubs, and started aerating the turf.
- I have worked with area roofing contractors to obtain quotes for replacing the old maintenance shop roof as was planned in the capital budget. The roof work will be completed by middle of October by Tip-Top Roofing.
- Encap Inc. serviced the newly planted natural area by 5 green in mid-August. Several desirable plant species are now flowering and the thin areas have been seeded. Weedy plants are being removed regularly as the natural plantings go thru the maturation process.

- Have been ordering plant protectant products and seed as needed and meeting with product reps. I will be ordering snow mold disease fungicide prevention products during the next few weeks.
- I have coordinated with our equipment reps to demo mowers as we plan replacements of older equipment.
- Worked with Kiwanis Sycamore group as they volunteered to paint the 15 tee bridge on August 26<sup>th</sup>. We provided the supplies and eight members participated in the bridge painting. We thank Kiwanis for their continued support, and I sent a letter of gratitude from the Park District to the organization.

## Sports

- AYSO soccer continues on Saturday mornings. They use 12 fields each week for games and two practices during the week. I meet with league leaders weekly to discuss any issues with the fields and preparations for games.
- Sycamore Girls' Fall Softball season has begun. They play on Saturday afternoons during the fall on three fields, and practice twice during the week.
- KYFL football is now being played every Thursday night thru October 16<sup>th</sup> on the outfield of ball field #1. I continue to meet or talk with all the current user groups regularly to discuss field issues or concerns.
- Staff has been dragging and chalking remaining scheduled fields, adding ag lime infield surfacing to needed areas, mowing and weed eating consistently, emptying garbage as needed, painting foul lines and soccer lines weekly, rolling fields, cutting down dead trees as time allows, sodding bare areas on fields 13-16, and assembled/placed the new soccer goals on fields 1 and 10.

- Sports and Park staff and I spent time preparing for the Fireworks show on September 13<sup>th</sup>. We set up the stage, moved picnic tables, garbage cans, and port-o-pots to the concert area, set up several lines of rope at various areas in the sports complex for parking, painted the 400 foot radius safety line from the set off spot, prepared generators for the bands' electrical needs, and helped prepare concessions with their power and grilling supplies. The evening of the event I helped the band hook up power, and spent the evening helping Bart coordinate our parking volunteers and guiding cars to parking spots. Staff then took down all ropes and the stage along with cleaning up firework debris and garbage the following days.
- The last day the pool opened was August 19<sup>th</sup>. I am working on pricing to replace the intake pipe and parts that connect to the main water pump. It has become quite rusted through the years. We will also need to replace the hot tub chemical feeder digital unit prior to opening next year along with having the diving boards resurfaced for user safety.

## **Parks**

- Staff continues to perform daily mowing, trimming, and cleanup of all park areas. They are also completing minor repairs of structures, playgrounds and playground equipment, landscape areas have had mulch added, dead ash trees and stumps have been removed consistently, installed the Ovitz park sign, have been performing safety checks of playground structures, leveled mulch at playground areas, parking lines at various parks are also being repainted, and wasp nest are being sprayed as discovered at playground and shelter areas.
- Attended staff, board, and CAC meetings.

- Attended several meetings with ERA engineers and Copenhagen Construction Company as the ADA paving work has begun. I am working daily with the foreman as the many projects throughout the city are started. This work will continue thru October as weather allows. Park staff is in the process of removing the old playground just south of the clubhouse by the river to make room for the drain pipe that will be installed along with the tennis court paving. The playground equipment was outdated and no longer met current safety compliance requirements. The area was also occasionally reached by golf balls from the 18<sup>th</sup> tee.
- WPA Main Shelter work is finally just about complete. The City of Sycamore building inspection revealed that the code has changed and warm or hot water is now required of all restrooms in Illinois being constructed, so we had to add a water heater and have the electric line for the heater hooked up into the breaker box. This is being completed the week of Sept. 15<sup>th</sup>.
- I continue to work with Encap as our various pond/prairie projects are continued or maintenance of past work is scheduled and completed. We are now discussing options and schedules for next years' maintenance and completion of the Merry Oaks pond.
- Midwest Museum - still in the process of obtaining information on changing a portion of the sprinkler system to a dry system to eliminate winter pipes from freezing.
- The work has been completed on the drain tile in the farm land along Airport Road. A 150 foot section of damaged pipe is being replaced to elevate standing water in the low section of the field that currently cannot be planted. I also spread hydrated lime in the area to raise the pH of the soil to eliminate some bacteria the health dept. found.
- Have been meeting with people wanting to donate trees at various parks, and a concrete picnic table at Charley Laing Park.

**Administrative Initiatives** (10/1/14-10/31/14)

- Attend staff, CAC, board, and future park planning meetings.
- Staff will continue to focus on mowing and trimming of all areas, completing various repairs and inspections, updating ADA parking signage and repaint parking lines, prepping sports fields as games continue for soccer and fall ball leagues, and planting new trees/removing others as time allows.
- The golf course will be aerating various areas thru the fall, hosting outings and high school events, and continue working on ash tree removal as time allows.
- I will continue to meet with sports user groups to discuss field maintenance use and issues as games continue soccer, fall softball, and KYFL football.
- Continue PDRMA compliance requirements for future insurance review. I registered several staff and myself for a PDRMA general info risk seminar in early October.
- Continue work on capital assets for future replacement planning.
- Will resume playground inspections and document work completed.
- Will attend follow-up meetings with league leaders as seasons end as planning for next season is already taking place.
- Will meet with engineers and contractor for ADA paving and clubhouse/tennis paving project as work continues in several areas throughout the district.

- Continue to work with contractors as the roof for the old shop is replaced this fall.
- Continue to communicate with all staff to coordinate maintenance needs as the season continues.
- Will work on Goals and Objectives for the short term plan. Specifically a rough draft of the maintenance management plan for parks.
- Will work on budget planning for 2015 and budget projections for 2014.
- Will participate in the Touch-A-Truck event at the end of September as we supply a truck, our enclosed trailer, and a mower for the event.

To: Park Board of Commissioners

From: Bart Desch

Subject: Monthly Board Report

Date: September 16, 2014

**Administrative Initiatives:** (09/01/14 – 09/30/14)

- Attended the CAC meeting on September 3.
- Attended the Board meeting on September 23.
- Contacted several families regarding a new poster for the Vision 20/20 campaign and the upcoming brochure. The Sida family is active in local sports groups and user of our parks.
- Attended the City Council meeting on September 10, in regards to the Fireworks and Fun event.
- Met with staff from Mad Bomber regarding the Fireworks event.
- Facilitated the Fireworks and Fun event on September 13. Special thanks to all the staff for their help.
- Updated the Short Term Goals and Objectives document.
- Submitted a list of Capital budget items for the 2015 year, in regards to the Recreation budget and the Marketing/website area.
- Met with Amy Doll, the new Superintendent of Recreation for the Dekalb Park District regarding future joint programming.
- Met with staff from the Sycamore Fire Department regarding the “Fireworks and Fun” event.
- Gave an interview to staff from the Chronicle regarding the “Fireworks and Fun” event.
- Assisted, created and planned the recent newsletter that was in the mail the week of September 6. Sarah Elm also assisted and played an important part of this process.
- Received and placed the new tread mill for the Community Center. Patrons are extremely pleased with the new equipment.

- Met with the future leaders of AYSO Soccer regarding a possible Spring season for 2015.
- Updated program budget revenue/expenses for the 2014 year.
- Submitted updated information for the Short Term Goals and Objective's document.
- Submitted budget information with regards to end of year projections for revenue and expenses.
- Submitted information on the Summer Concert Series to the Dekalb County Online website for 2015.
- Coordinating with a Sycamore School District teacher, Janet Deja regarding a group of students assisting with cleaning our park, Lake Sycamore on Sept. 23, beginning at 10am.
- Coordinating with Jessica Sida, the PTO Vice President at South Prairie School regarding a 3k Walk/Run that will be held on October 18 at South Prairie and Kiwanis Park. This event is to help raise funds for PTO. They would like us to come out that day and possibly take some pictures for future brochures. The event will begin at 10am.
- Formed and will lead a group of employees to review Web Site RFP's proposals. This group will include Kirk, Jackie, Lisa and Sarah Elm, our web/brochure person. We received 4 proposals and they will be evaluated and the list will be narrowed to two vendors. They will be given an opportunity to give a presentation on October 2. Staff will meet the following week with a decision coming no later than the week of October 13.

**Administrative Initiatives:** (10/01/14 – 10/31/14)

- Will attend the Board meeting on October 28.
- Will attend the CAC meeting on October 9.
- Facilitate the creation and mailing of the Fall newsletter for mailing in October.



- Will attend a PDRMA Risk workshop on October 3<sup>rd</sup>.
- Continue to promote the Vision 20/20 document through several media methods and outlets.
- Will work with and evaluate the Web proposals with the employee group. Final presentations will be given on October 2.
- Will help create and send out a postcard with regards to the Vision 20/20 document, this will be mailed in late October.
- Will ask staff from the School District to allow the Park District to hand out two (Hard copies) of flyers in the upcoming months regarding the Vision 20/20 plan.
- Write and submit a grant request to the Mary E. Stevens Concert and Lecture Fund for the 2015 Summer Concerts in the Park.
- Facilitating the Fishing Derby on October 9 at Lake Sycamore.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: September 23, 2014

**Administrative Initiatives** (9/1/14 – 9/30/14)

- Met with Builders Group.
- Continued to push for transfer of deeds on two parcels from City to Park District related to Kiwanis East Park and Parkside Preserve.
- Held follow-up meetings with Jane Ovitz and Sycamore Creek HOA to review first draft of design concept for Dr. John Ovitz Park.
- Continued seeking cooperation from Shodeen Development and Krpan Estates to get final Development Agreements.
- Continued presenting at multiple community organizations and businesses about Vision 20/20.
- Continued serving on Pumpkin Festival Committee.
- Began Finalizing Capital Asset lists.
- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
- Finalized bid process and contracts for Phase II ADA work and Golf Course Parking work.

- Held pre-construction meeting on ADA/Paving Work.
- Sent out information to numerous organizations/units of local government informing them of work to be done in numerous parks so there are no surprises.
- Attended a meeting with the Editor of the Daily Chronicle.
- Attempted to mitigate outstanding problems with the east lot parking at the golf course—trying to get City, Park District and Contractor on the same page.
- Worked on two legal matters.
- Maintained FACEBOOK PAGE with ongoing information about the parks in Sycamore, and the Fireworks Event.

**Administrative Initiatives** (10/1/14 – 10/31/14)

- Finalize legal work on ballot and bond matters.
- Update Agenda Planner and Distributed to Board/Administrative Staff.
- Serve on Pumpkin Festival Committee.
- Coordinate planning of Dr. John Ovitz Park Dedication.
- Coordinate site planning for Dr. John Ovitz Park and Sports Complex.
- Prepare information for ballot for commissioner.
- Hold meetings with Key Contacts about Vision 20/20.
- Work with County Health Department on addressing matters related to the farm acres on South Airport Road.
- Coordinate the beginning discussions on FY 2015 Capital and Operating Budgets.

- Coordinate the preparation of tree removal and replacement bid for 2015.
- Work on revising Personnel Policy Manual based upon most recent changes.
- Keep up a regular presence on the district's FACEBOOK page.

Mr. GIBBLE -

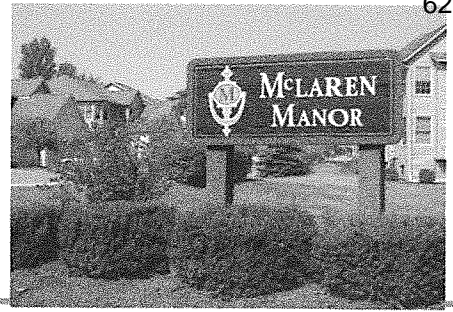
I WOULD LIKE TO EXPRESS THANKS FOR THE  
KIND GIFTING I RECENTLY RECEIVED. IT HAS  
BEEN A PLEASURE WORKING FOR THE WHOLE ORGANIZ  
THE PAST 3 SUMMERS; I AM VERY FORUNNATE  
TO HAVE THE JOBS I DO. I HOPE YOU  
ENJOY THE REST OF SUMMER; BEYOND THANKS AGAIN.

Sincerely,

Michael John Foster  
SPD Lieutenant, Kristina Manager

Mc Laren Manor Townhome Association  
P O Box 63  
Sycamore, IL 60178

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September 11, 2014

Mr. Kirt Lundbeck  
940 E. State St.  
Sycamore, IL 60178

Dear Kirk,

Thank you for helping us out during our time of need! By letting us use a golf cart while our road and parking were sealed you allowed some of our handicapped residents the mobility to attend Dr.'s and rehab appointments. You also helped reduce the fear residents had that they may be trapped in their homes for three days.

This kindness is appreciated and will be remembered during the upcoming referendum election.

Sincerely,  
The McLaren Manor Townhome Association Board



August 29, 2014

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

Dear Dan,

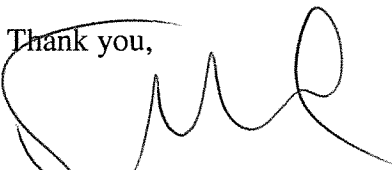
The Sycamore Chamber of Commerce is planning our 2014 Sycamore Pumpkin Festival 10K Road Race. The date of this year's event is Sunday, October 26, 2014. This is a great fundraiser for the Chamber and we could not pull it off without the help and cooperation with the many community organizations and businesses such as the Sycamore Park District.

I am writing to you today to request the use of the park and golf course on that day. As you are aware our race runs through the park off of Airport Road, past the Good Times Shelter, over the foot bridge, around the small baseball diamonds, back around the east side of the pool, past the flag pole and follows the road to the park's west side entrance for a finish. The race starts at 9:35 a.m. and we are usually cleaned up and gone by noon.

As with previous years, we will inspect the property to make certain it is clean prior to our departure.

Please feel free to contact me if you have any questions.

Thank you,



RoseMarie M. Trembl  
 Executive Director

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: September 23, 2014

### STAFF RECOMMENDATION

**AGENDA ITEM: 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 June of 2014 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.
- MARCH 2014 – I have developed a new calendar for this season based on 2013 results.
- JUNE 2014 - Continue to follow the new calendar of part time payroll calendar developed for 2013 results.
- SEPT 2014 – Followed Guidelines as developed in 2013.

### **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.
- MARCH 2014 – I have developed a new calendar for this season based on 2013 results.
- JUNE 2014 – Continue to follow the new calendar of part time payroll calendar developed for 2013 results.
- SEPT 2014 – Completed.

### **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.
- MARCH 2014 – New inventory controls are in place.
- JUNE 2014 – Inventory controls continue to be monitored.
- SEPT 2014 – Inventory controls continue to be monitored.

#### **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.
- MARCH 2014 – Sales representatives have been seen, adjustments have been made in product lines for 2014.
- JUNE 2014 – No product lines changes will be made during the 2014 season.

- SEPT 2014 – Will begin to look at 2015 product lines in October.

### **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.
- MARCH 2014 - Continuing and On-Going.
- JUNE 2014 – Continuing and On-Going
- SEPT 2014 – Nearing completion.

### **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.
- MARCH 2014 - The Park District Board approved a list of hour and fee changes to the pool that will reduce the costs of operation by over \$3,000.00.
- JUNE 2014 – The Superintendent of Recreation along with the Recreation Supervisor examined the budget for the pool and made reductions in the staffing and pool supplies to reach the goal. Completed.

### **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.
- **MARCH 2014** - The Winter/Spring brochure offered 14 new program options, while the upcoming Summer 2014 Brochure will be offering 19 new options.
- **JUNE 2014** – For the Summer of 2014 there were a total of 19 new programs offered.
- **SEPT 2014** – 14 new recreation programs were offered in the Fall 2014 brochure.

### **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.

- MAR 2014 - Preparation of FY2014 was done with consideration of fund reserve balance guidelines. Will continue to review and comment on monthly basis as part of board report.
- JUNE 2014- Ongoing.
- SEPT 2014 – Ongoing.

### **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.
- Mar 2014 – Anticipating final levy from county next month.
- JUNE 2014 – October 2014.

### **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.
- MARCH 2014 – Ongoing each month during the bill coding process.
- JUNE 2014 - Ongoing each month during the bill coding process.
- SEPT 2014 – Ongoing.

**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.
- MARCH 2014- Ongoing, continue to look at costs of products used during winter maintenance.
- JUNE 2014 – Ongoing.
- SEPT 2014 – Will look at savings options end of year as we plan to order for winter equipment work.

**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.



- MARCH 2014 - Completed.
- JUNE 2014 – Completed.
- SEPT 2014 – Completed.

### **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.
- MARCH 2014 - Trade in of a minimum of 10, year 2000 EZGO carts from our current fleet by the end of March 2014. The trade ins will be replaced by 2010 EZGO carts.
- JUNE 2014 – 13 each 2010 EZGO Golf Carts received on June 2 and 12 each 2000 EZGO Cards traded in. This brings our cart fleet back to 60 carts.
- SEPT 2014 – Will begin process of contacting EZGO Corporate Offices to trade-in the remainder of our year 2000 EZGO golf carts in 2015.

### **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.

- MARCH 2014 – This rotation will continue in the 2014 golf season.
- JUNE 2014 – Cart rotation continues.
- SEPT 2014 – Though the cart rotation established in 2013 continues, the increased use of golf carts due to Golfnow, Groupon and Group Golfer most of our entire fleet goes out every day, especially on weekends.

#### **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.
- MARCH 2014 – Rotation program in place.
- JUNE 2014 – Cart rotation in place.
- SEPT 2014 – Cart rotation remains in place.

#### **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.

- MARCH 2014 – Done.

### **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.
- MARCH 2014 – Work has begun.
- JUNE 2014 – Work is continuing.
- SEPT 2014 – Work is continuing. Deadline is now December 2014.

### **Objective 7**

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

- 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.
- JUNE 2014 – Completed.

### **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 – Completed.

### **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 – Completed.

### **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.
- DECEMBER 2013 – Completed for maintenance equipment located at the maintenance facility.
- MARCH 2014 – Beginning process for assets/structures at various facilities.
- JUNE 2014 – Starting process for assets/structures at various facilities.
- SEPT 2014 – - Process for fixed assets beginning.

### **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.

- March 2014 – Still pending on Technology Assessment. Stopped and met with approximately 6 different software vendors at the exhibit hall during the IAPD/IPRA conference. Obtained contact information in order to set up demos as needed.
- JUNE 2014 – Technology Assessment recommended Vermont Systems. Need to work into future budget.

### **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.
- MARCH 2014 – Done.

### **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.
- MARCH 2014 - Work is done. Report will be at April 2014 Board meeting.
- JUNE 2014 – Work is Done. Superintendent of Finance has acted upon first recommendations.

### **Objective 17**

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

- MARCH 2013 - Next year.
- JUNE 2014 – Done.

**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.
- JUNE 2014 – Basic schedule of fixed assets with replacement schedule is prepared. Schedule of larger asset items to be completed. Will utilize in the Fall to update 5-year capital budget.
- SEPT 2014 – Update of 5-year capital plan started.

**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 2013.
- 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.
- MARCH 2014 – The new Partners in Golf Lesson Program will be sent to interested partners on May 1, 2014.
- JUNE 2014- Currently offering a group lesson program for Sycamore Chamber of Commerce Members.

### **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 being registration in April 2014.
- DEC 2013 – As stated above, I will rework this program for 2014 to create more interest.
- MARCH 2014 – The new Partners in Golf Lesson Program will be sent to interested partners on May 1, 2014.
- JUNE 2014 – New program in place and offered in June.

### **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.

- MARCH 2014 – New clinics to be offered in June and July of 2014.
- JUNE 2014 – Offered a golf clinic for YPS members. Putting clinic schedule for June 25<sup>th</sup>. Free 10 minute lessons will be offered Saturday, June 28<sup>th</sup>.
- SEPT 2014 – Completed.

#### **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.
- MARCH 2014 – Junior Golf is now in the hands of the Recreation Department.
- JUNE 2014 – Completed.
- SEPT 2014 – Completed.

**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.
- MARCH 2014 - The Recreation staff has created and will implement a new youth golf instruction program with the release of the Summer 2014 Brochure.
- Junior Golf is now in the hands of the Recreation Department.
- JUNE 2014 – Completed.
- SEPT 2014 – Completed.

**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.
- MARCH 2014 – Currently in the process of scheduling speaking events with the Sycamore Chamber, DeKalb Kiwanis, and the Elks Clubs of Sycamore and DeKalb.
- JUNE 2014 – Offered program following the YPS clinic. Gave each participant a hand out and talked about using golf as a business tool.
- SEPT 2014 – Completed.

**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.
- SEPT 2014 – Met with Amy Doll, the new Superintendent of Recreation for the DeKalb Park District regarding future programming.

### **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.
- **March 2014** - Scheduled to meet with Boys baseball and Girls softball.
- **JUNE 2014** - Scheduling a follow up meeting with Boys' baseball and Girls' softball for the end of July or first of August to review the 2014 season. Girls softball held a tournament Mother's Day weekend for which we provided a concessions cart for the outer fields that they played on. Great feedback! Rugby has been completed. Preparing for Storm Dayz.

**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.
- March 2014 - Will prepare boxes for the upcoming season.
- JUNE 2014 – Not much utilization but continue to check each week.
- SEPT 2014 - Same.

**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.
- MARCH 2014 - The Recreation staff has created and will implement a new youth golf instruction program with the release of the Summer 2014 Brochure.
- Began to correspond with softball and baseball groups for upcoming season.

- JUNE 2014 – Met with Storm Dayz reps and continue to meet with all user groups for future planning process. Attend sports consortium meetings with all users groups.
- SEPT 2014 – Attended several user group meetings about future development and needs of programs.

#### **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.
- MARCH 2014 – Will begin again when season starts next month.
- JUNE 2014 – Communicate almost daily with commissioners and leaders of all sports users groups as schedules change and field issues arise. Plan staffing of larger tournaments and coordination of field maintenance on a daily basis.
- SEPT 2014 – Working weekly with KYFL, AYSO and Syc. Girls’ Softball as games proceed into the fall. Schedule changes, overlap of user groups, practice space, and field condition issues are addressed.

#### **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%.
- March 2014 – Discussing possible changes for 2014 season, primarily in staff training.
- JUNE 2014 – Primary change for 2014 is setting up the beverage cart on the POS system. This change will improve the tracking and recording of cost of goods sold.
- SEPT 2014 – As of August 31, 2014 the beverage cart net profit is 16% higher than the same time in 2013.

#### **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!
- MARCH 2014 - New database has over 8700 email addresses. Along with the 980 address mailing sent for our 2014 Swing into Spring Sale proved to be successful. These databases will continue to be used during the 2014 season to increase sales and participation.

- JUNE 2014 – With the additions to our database we have added Golfnow to our third party marketing which has generated a significant growth in tee sheet booking. This increase represents a 6% increase on weekdays and almost 10% on weekends.
- SEPT 2014 – Golfnow has proven to be the most viable third party marketing group. Better Golfers and a better return on our investment. Groupon and Group Golfer coupons will continue to be used but in a much lower capacity in 2015.

### **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.
- MARCH 2014 – Groupon marketing and Group Golfer Marketing will continue. We are also now a member of GolfNow. GolfNow is the largest third party golf booking firm in the nation.
- JUNE 2014 – Golfnow has generated additional sales and interest in the golf operation. We continue to use Groupon and Golf Golfer but have seen a better return with customers using Golfnow.
- SEPT 2014 – Golfnow has proven to be the most viable third party marketing group. Better golfers and a better return on investment. Groupon and Group Golfer coupons will continue to be used but in a much lower capacity in 2015.

### **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.
- MARCH 2014 – Campaign in place. Outreach beginning.
- JUNE 2014 – The “More” Campaign is well underway. Ads are running this summer on B95, and printed materials have already begun.
- SEPT 2014 – Well underway. Will be done in November 2014.

#### **Objective 4**

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

- 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>.
- MARCH 2014 - The annual newsletter was created and released in the Winter/Spring 2014 Brochure. The Spring newsletter was created and will be mailed out during the month of March 2014.
- JUNE 2014 – The next newsletter will go out in July. The last newsletter is scheduled to be mailed in October.
- SEPT 2014 – - The Fall newsletter was mailed in September. The next issue is scheduled to go out in October.

### **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.
- March 2014 – Attended Bridal Expo at NIU. Lots of good feedback. Will be attending the Community Expo in DeKalb, March 27, 2014.

### **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.
- March 2014 – Gathering data to include. Will set up meeting with Sarah Elm to discuss further.
- JUNE 2014 – Finalizing data to be posted to website.

### **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.
- MARCH 2014 – Ongoing as needed.
- JUNE 2014 – Have been and continue to attend planning meetings with use groups future plans, and communicate daily with park staff leaders about needs for all summer events and issues.
- SEPT 2014 – Attended all sports and park planning meetings as they relate to Vision 20/20 and as new park plans develop. Meet with ADA engineers and contractors regularly.

### **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.
- MARCH 2014 – Helped update city-wide map of parks for brochure. Will updated and provide new Park Tour information for the spring.
- JUNE 2014 – Working on update of late summer Park Tour booklet. Wrote letter for pro shop communicating with customers Encap project south of 5 green.

- SEPT 2014 – Wrote thank you note to Kiwanis Club for volunteering to paint 15 tee bridge. Post letters about golf course work (aerating) in pro shop as needed.

### **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.
- MARCH 2014 – The 2014 Swing into Spring Sale was very successful. Over \$79,000.00 in revenue was generated and 159 season passes sold. Up from \$53,000.00 and 107 passes sold in 2013.

### **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 place directly in front of the counter.

- MARCH 2014 – Special sale items will be offered once a month again in 2014.

### **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 intice 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.
- MARCH 2014 – The rewards program through Groupon will continue and also with the newly added GolfNow marketing firm. Charitee will be back this season.
- JUNE 2014 – Groupon rewards program in place. The addition of “Deal Caddy” through Golfnow has also shown promise in increasing of sales.

### **Objective 4**

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

- 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.
- JUNE 2014 – Replaced with the Vision 20/20 campaign.
- SEPT 2014 – Summer has introduced the “park information campaign”.

**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.
- JUNE 2014 – A summer special was instituted in 2014 for members to receive a free month with the registration of a 3 month pass.

**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.
- MARCH 2014 – Working with Concessions to create various specials throughout the season.
- SEPT 2014 - After reviewing various offers that we have made available to golf patrons, we have found that very few, if any, take advantage of them. The main offer that they take advantage of is the free drink by participating in the Charitee program. Approximately 80% are redeemed.

### **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.
- MARCH 2014 - The Recreation Staff was involved in a Bockyn Park Pro software training in February that entailed correct operating procedures and avenues for troubleshooting issues that have risen. An extensive question and answer segment allowed for a better understanding for staff to be more efficient in processing registrations and overall customer service.
- SEPT 2014 – A customer service workshop was offered this quarter.

## 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 begin 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.
- MARCH 2014 - Boss Buy Lunch program will continue in 2014, as well as a staff match play event.
- JUNE 2014 – Pizza Fridays has become a big hit with the staff.
- SEPT 2014 – Completed for the 2014 season.

### 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.
- MARCH 2014 - I have contacted other golf facilities in our area to see if I can have our golf operations part time staff play at either a reduced rate or free of charge. Most are willing to accommodate our staff by only charging a cart fee. I will be sending staff to other facilities this season, not only as a get-a-way for them but also to see how other facilities operate.



### **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. It proved to be successful because the staff did an outstanding job in 2013.
- MARCH 2014 – Once all staff members have returned and other new staff hired I will hold a staff meeting/pizza party in Late May.
- JUNE 2014 – Completed.

### **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.
- MARCH 2014 – This has been stopped due to lack of time of all full time staff. It will be revisited in the fall of 2014.
- JUNE 2014 – Due to the number of projects and commitments the Superintendents are currently involved in I have placed this program on hold for now.
- SEPT 2014 – On hold.

### **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.
- MARCH 2014 – Work is done.

**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.
- MARCH 2014 – Finalize training procedures for concessions staff.
- SEPT 2014 – Have made additional notes from this season to assist in training for next season. More specifically related to situations with transactions on the cash register.

### **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 being 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.
- MARCH 2014 – Prepared to evaluate returning staff.
- JUNE 2014- Continuing.
- SEPT 2014- Beginning to complete evaluations for the 2014 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.
- MARCH 2014 – Work is done. Report will be at April 2014 Board Meeting.
- JUNE 2014 – Apparel requirements are in place. Ads are in place. Radio promotion will begin this month.

**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.
- MARCH 2014 – The excel spreadsheet will again be used in 2014 to monitor all part time staffing needs.
- JUNE 2014 – Monitoring continues.

### **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.
- MARCH 2014 – New staffing started in 2013 for outings will continue in 2014.
- JUNE 2014 – New staffing for outings continues.

### **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.

- MARCH 2014 – Completed and new staffing needs have been implemented for 2014.
- JUNE 2014 – Completed.

#### **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.
- MARCH 2014 – reviewing and planning for new season.

#### **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.

- MARCH 2014 – Presented to Park Board during March Board meeting.

### **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.
- MARCH 2014 – Process has begun with current practices and standards completed. Next steps will progress as time allows during 2014.
- JUNE 2014 – Completed and presented Park Standards. Working on staff time and costs for general maintenance of parks and sports. Will continue through year as time allows.
- SEPT 2014 – Work will be done through the end of the year as time allows.

### **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.
- March 2014 - Finalizing purchase order procedures with April 1 “live” date. Work order system will be delayed until 2015.
- JUNE 2014- Currently working with purchase order system. Met with DeKalb Park District to see how they utilize the system.
- SEPT 2014 – Utilizing purchase order system as much as we are able. Connectivity issues diminish the effectiveness of this module; since the department heads are unable to enter purchase orders directly in to the system, they have to be hand written and then entered by administrative staff.

### **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.
- MARCH 2014 – Completed. Lists will be put into use as the season progresses.



## 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.
- MARCH 2014 – Ongoing. Working with Superintendent of Parks and Facilities to develop ADA plan for the golf course once buildings have been completed.
- JUNE 2014 – Ongoing. Working with Superintendent of Parks and Facilities to develop ADA plan for the golf course once buildings have been completed.
- SEPT 2014 – Ongoing.

### 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.
- MARCH 2014 – Completed.
- JUNE 2014 – Completed.
- SEPTEMBER 2014 – Completed

**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.
- MARCH 2014 – Work is done.

**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.
- MARCH 2014 – Engineering and Bid Specifications are done. Going out to bid in April.
- JUNE 2014 – Bids were rejected in May. Re-bid in July.
- SEPT 2014 - Bid is awarded and work has begun.

**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.
- MARCH 2014 – Because of delay in Tech Study, this will go to bid in April.
- JUNE 2014 – RFQ's will go out this month, and professional services retained in August.
- SEPT 2014 – Proposals have been returned. Recommendation will come to the Board at October meeting.

**Objective 6**

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

- MARCH 2013 - Future.
- MARCH 2014- In progress. Hope to catch up after delay in Tech Study.
- JUNE 2014 – In progress. May be a little late.

**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.
- MARCH 2014 – Work is done.

**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.
- MARCH 2014 – This has been addressed, and in alternate fashion.

### **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.
- MARCH 2014 – Meetings with City and School District have taken place.
- JUNE 2014 – Annexations have been put to rest. Discussion on Land/Cash will continue.

### **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.
- MARCH 2014 – Work is done.

### **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.
- MARCH 2014 – Have made multiple requests for meeting, with no response.
- JUNE 2014 – With new leadership in place at all levels in the MMNH, the Executive Director plans to re-start this effort in the Fall of 2014.
- SEPT 2014 – New leadership will be contacted this fall to discuss this.

### 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
- MARCH 2014 – Finalizing documentation

**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.
- MARCH 2014 – additional research required. Will finalize in April.
- JUNE 2014 – Has not been finalized. Will complete by July board meeting.

**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: September 23, 2014

## 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                                     | 2014      | 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  |             |           |                   |              |             |
| Re-key buildings                            |           |             | \$4,167   |                   |              |             |
| signs                                       |           |             | \$5,395   |                   |              |             |
| PC Replacement/Upgrades                     | \$5,000   | \$2,131     |           | \$2,869           |              | December    |
| Server                                      | \$22,000  |             |           | \$22,000          |              | December    |
| Tech Study                                  | \$45,000  |             | \$31,464  | \$0               | \$13,536     | completed   |
| Professional Fees for Parking lot           | \$15,000  |             |           | \$15,000          |              | November    |
| Double Door Freezer at Baseball Concessions | \$3,500   |             | \$3,334   |                   | \$166        | completed   |
| Ice Machine - Baseball                      | \$2,000   |             | \$2,979   |                   | -\$979       | completed   |
| Paintliner                                  | \$12,000  |             | \$11,659  |                   | \$342        | completed   |
| Golf Carts for Golf Course                  | \$30,000  |             | \$28,775  |                   | \$1,225      | completed   |
| Garbage Receptacles for Golf Course (5)     | \$4,000   |             | \$3,679   |                   | \$321        | completed   |
| Fairway Mower                               | \$43,000  |             | \$43,218  |                   | -\$218       | completed   |
| Irrigation System 18                        | \$7,500   |             | \$7,300   |                   | \$200        | completed   |
| New roof old shop                           | \$17,500  | \$9,422     |           | \$9,422           |              | September   |
| Encap Area 1*                               | \$3,650   | \$3,275     |           | \$375             |              | June        |
| Fitness equipment                           | \$5,200   |             | \$4,768   |                   | \$432        | completed   |
| Backstop improvements 5-8                   | \$20,000  |             | \$15,734  |                   | \$4,266      | completed   |
| WPA Main Shelter Renovation                 | \$12,000  |             | \$11,838  | \$162             |              | September   |
| Emil Cassier/Merry Oaks - Encap*            | \$92,800  |             | \$94,930  |                   | -\$2,130     | completed   |
| Paving Phase 2                              | \$65,000  |             |           | \$65,000          |              | November    |
| Storm Drain                                 | \$22,000  |             |           | \$22,000          |              | November    |
| Play Structure - Sports Complex**           | \$7,000   |             | \$5,940   |                   | \$1,060      | completed   |
|   | \$464,150 | \$14,828    | \$275,179 | \$136,827         | \$18,221     |             |

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

\*\*Donation of \$3,300 was received towards this project.



# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: September 23, 2014

### STAFF RECOMMENDATION

**AGENDA ITEM: APPROVAL OF CHANGE ORDER #2 for PHASE 2 PAVING & ADA WORK: Recommend Approval**

**BACKGROUND INFORMATION:** This year's ADA work was all paving and path work, we decided to lump the second phase of the paving of the Golf Course parking lot with the ADA paving work. I now ask the Board to consider a change order to address drainage matters that we attempted to do last year when we paved the east lot, and as an alternate in this year's ADA bid, but did not have the funds to do it all.

Specifically, Change Order #2 would authorize Copenhaver Construction to, while trenching the drain pipes for the main drains already awarded in the original bid, install an extension to near the edge of the east parking lot on its southern most point where it would also be rough graded and topsoil added and reinforced until the spring when we would do a wetland prairie planting of some sort to "finalize" this RAIN GARDEN.

Again, this rain garden was in both last year's paving and this year's, as well, but cut to save money. Now, since the trenching of the drain lines will be done with this year's paving, it only makes sense to, while the contractor is mobilized, get the pipe in and the rough grading done. We can come back next year and do the plantings.

**STAFF RECOMMENDATION:** Approval of change order #2 in the amount of \$9,408.15 for Copenhaver Construction.

**FISCAL IMPACT:** This will cost by \$9,408.15. Funds will be found in the following sources: \$5,000 from the remaining "contingency" in this year's Capital Budget, and the remaining \$4,408.15 from the funds we budgeted, this year, for replacement of the Server, which is on hold until we get Fiber Optic line installed.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

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

**BOARD ACTION:**

**SYCAMORE PARK DISTRICT  
CONTRACT CHANGE ORDER NO. 2**

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

DATE: September 10, 2014

PROJECT NAME: ADA & Phase II Parking Lot and Site Improvements

PROJECT NO: ERA No. 131209

I. You are directed to make the following changes in this contract:

Rain Garden addition including 200CY excavation,  
' Aggregate, 20.37CY Topsoil, 240SF Turf Reinforcement  
4"PVC Underdrain

II. The following referenced documents further describe the changes outlined in Paragraph I, and are to be considered a part of the Change Order.

SEE ATTACHED BREAKDOWN

The changes result in the following adjustment of Contract Price and Contract Time:

|  |                              |
|--|------------------------------|
| Contract Sum prior to this Change Order.....                           | \$ 315,310.47                |
| Contract Sum will be <b>INCREASED</b> by the Change Order.....         | \$ 9,408.15                  |
| New Contract Sum including this Change Order.....                      | \$ 324,718.62                |
| Contract Time Prior to this Change Order <u> 0 </u> Days               | <u> N/A </u> Completion Date |
| Net increase/decrease resulting from this Change Order <u> 0 </u> Days |                              |
| Current Contract Time including this Change Order <u> 0 </u> Days      | <u> N/A </u> Completion Date |

This Change Order is for full and final settlement of all direct, indirect impact costs and time extensions incurred at any time resulting from the performance of the changed work.

The Above Changes are Recommended:

The Above Changes are Accepted:

**Engineering Resource Assoc. Inc.**  
Engineer  
3S701 West Avenue  
Warrenville, IL 60555

**Copenhaver Construction**  
Contractor  
75 Koppie Drive  
Gilberts, IL 60136

**Sycamore Park District**  
Owner  
940 E State Street  
Sycamore, IL 60178

By:  Stephanie Beadle EI.

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

By:  Daniel Gibble

Phone:  (630) 393-3060

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 23, 2014

### STAFF RECOMMENDATION

**AGENDA ITEM: FIRST REVIEW OF LANGUAGE FOR  
SUBDIVISION AGREEMENT WITH SHODEEN DEVELOPMENT:  
Information and Discussion Only**

**BACKGROUND INFORMATION:** There are many matters related to land management that I inherited upon coming to Sycamore Park District. They include:

- Drainage problems behind homes along airport road abutting our Sports Complex, and the 89 acres on South Airport Road.
- Nine ponds/lakes with design issues causing slumping, erosion, algae blooms, fish population challenges, water quality, overpopulation of geese, and dumping.
- Property infringement by neighbors.
- Park parcels that we were caring for, but had no deed/title or management agreements for.
- Flooding/Stormwater.
- Non-existent annexation agreements for Reston Ponds parks (2), Parkside Preserve dirt pile, Sycamore Creek Subdivision, and North Grove Crossing Subdivision.

These are problems that will take a great amount of time. I have kept you posted on the first two, and, in fact, have ironed out the third. We adopted Pond Maintenance Standards, and should begin next year to work with the City of Sycamore on new design standards/language regarding pond design. Regarding the parcels that we are caring for but do not have title to: We have come close to completion of this work and are waiting for the City to finish legal work—as they are the party holding two deeds that are in question.

Flooding and stormwater is an issue way out of our control and requires a large scale, county wide approach. I am active in the Virgil Ditch Stormwater Management process, and attend meetings on these matters. I believe our South Airport Road site could play a significant role in assisting with these matters, and have offered as much to city and county officials.

The last item on the list is the lack of Annexation Agreements for Reston Ponds, and to a small degree Parkside Preserve. Additionally, the North Grove Crossing future park site is held by a bank, currently, and there is no movement on that bankruptcy front, though City Manager Brian Gregory has indicated that a party involved with that location may be contacting me in the near future, as my name has been provided to that party.

TO begin to make headway on these annexation agreements, you should know a few facts:

1. It is “BEST PRACTICE” to be sure that the park district have an agreement with the City that specific language related to the park district MUST be included in the ORIGINAL annexation, and approved by the park district Board.
2. This was not the practice by the City/Park District when all the current subdivisions were platted and annexation agreements adopted.
3. None of my predecessors completed agreements with the developers, so 10 to 14 years, now, have gone by with nothing done.
4. Annexation agreements have a legal standing of 21/22 years.
5. That means we have 8 years left before we lose legal standing on any of the park matters in these subdivisions.

With these matters in mind, it should be noted that Dave Patzelt from Shodeen Development (Reston Ponds—2 Park sites) approached me to see if they could give us \$25,000 to put a playground on the parksite with the large dirt pile, but NOT REMOVE the dirt pile. I explained that we would not develop the park unless we had deed to the entire property and the dirt pile removed. He did not agree with that saying that they would not be able to move the dirt pile. Separately, City Manager Brian Gregory approached me to see if we could “develop” an acre of the large park site in Reston Ponds on the corner of Parkside and Becker (1 acre park site) and put a playground there. Putting a playground close to a busy corner like that—or a street corner of any kind—does not make sense. Long story short, I told Dave I would take a shot at drafting an agreement that would give Shodeen some way to demonstrate that the small park site (dirt pile) would be a future park.

The result of that is the attached document. I hope you will read it before Tuesday’s meeting.

I will present additional information at that time, and we need to reach common ground on what our minimum expectations are, so we can communicate clearly, and with one voice, those to all parties with which I need to complete annexation agreements.

**STAFF RECOMMENDATION:** Question and Comment at This Time.  
Consensus on base expectations.

**FISCAL IMPACT:** None at This Time.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**IMPROVEMENT & DEDICATION AGREEMENT  
WITH THE SYCAMORE PARK DISTRICT**

Parks in Reston Ponds Subdivision

This Improvement & Dedication Agreement (this “**Agreement**”) is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between **SHODEEN, INC.** (hereinafter referred to as “**Developer**”), and the **SYCAMORE PARK DISTRICT** (hereinafter referred to as the “**Park District**”),

**WITNESSETH**

**WHEREAS**, Developer is the record owner of certain land in that subdivision commonly known as Reston Ponds which is in the City of Sycamore (hereinafter referred to as the “**City**”), developed as a residential use area as defined by the Final Plat of Subdivision approved by the City; and

**WHEREAS**, Developer in relation to its obligations under the City of Sycamore Land/Cash Ordinance has agreed to improve and convey to the Park District the following described land: Lots # 405 (Parcel #0904105020) and #399 (Parcel #0905427011). Lot #405 being a parcel containing approximately 3 acres of land, more or less, as shown on the attached Attachment A, and Lot #399 being a parcel containing approximately 12 acres of land, more or less, as shown on the attached Attachment A (collectively the “**Park Lots**”); and

**WHEREAS**, to pursue its own development, Developer has used the Park Lots as storage for certain top soils and other materials; and

**WHEREAS**, Developer is required to convey Lot # 405 in accordance with the grading plan set forth on plans approved by the City of Sycamore that were prepared by Intech and dated 12/15/03; and

**WHEREAS**, Developer is required to convey Lot # 399 in accordance with the grading plan set forth on plans approved by the City of Sycamore that were prepared by Intech and dated 2/28/03; and

**WHEREAS**, the parties desire to set forth a plan and timeline for the grading, improvement and eventual conveyance of the Park Lots to the Sycamore Park District; and

**NOW, THEREFORE**, in consideration of the mutual agreements and covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Preambles. The preambles are incorporated by reference and agreed to as if set forth in full in this Paragraph 1.
2. Park Improvements to be Performed by Developer. Developer will complete, or cause to be completed, the following:
  - A. The final civil engineering and grading of the Park Site shall be completed as per the respective grading Plans and Developer shall work with Park District on any amendments to the plans. For Lot # 405, Developer shall achieve all of the requirements of Sections 2, 3 and 4 of this agreement on or before December 31, 2020. For Lot # 399, Developer shall achieve all of the requirements of Sections 2, 3 and 4 of this agreement on or before December 31, 2018.
  - B. High and Dry Park Areas:
    - Working within the plat approved by the city, the Park Site shall be relatively flat with a 1½% - 2% slope maximum to allow for positive drainage to be used for active recreation (i.e. playground, basketball, baseball/soccer fields, etc.) or bike trail corridors.
    - Storm sewers shall be provided at appropriate locations to properly drain the park site, as approved by the Park District.
    - The Park Site shall receive a minimum of 12 inches of topsoil.
    - All storm sewer inlets, manhole covers and sanitary manhole covers shall be flush with proposed finished grade with proposed spot elevations shown on the plans.
    - Except as called for in the plat, the Park Site shall not be included as part of a storm water management system, and shall be above all known maximum flood levels in the area. Stormwater detention for the Park Site shall be accommodated off site in other detention areas.
    - The storage and use of overburden on the Park Site and the use of the Park Site as a borrow pit is prohibited. No foreign material shall be added to the Park Site.
  - C. All areas of the Park Site shall be fine graded, fertilized and seeded with a turfgrass agreed to by the park district to provide an acceptable stand of grass. The Developer shall be responsible for the mass grading of the Park Site as defined on the plat. Once the Park Site is mass graded, pursuant to Paragraph 2A and B above, and the grass is established to Park District expectations, the Park District shall accept the Park Site as conveyed as long as As-built drawings are provided and the Park Site is approved by the Park District following a rainfall or Developer provides sprinkling to observe positive drainage. The Park District shall provide the specifications for types and mixes of seed and fertilizer.
  - D. All property pins differentiating the Park Site from private or city property shall be clearly marked and visible at time of acceptance.
  - G. Landscaping to satisfy the City open space landscape requirements for park property will be provided by the developer and parkway trees shall be planted across the frontage of the park per City requirements. Any previously planted trees that have died shall be replaced by the developer as specified by the Park District.



H. All park property to be deeded to the Park District shall be free from encroachment at the time of dedication.

3. Park Improvements.

A. Developer will prepare and submit, or has caused to be prepared and submitted, the final engineering plans for the aforementioned improvements to be constructed on the Park Site to the Park District for its review and written approval that the plans conform with the requirements of this Agreement. Developer shall complete, or cause to be completed, the grading of the Park Site in conformity with such final engineering plans approved by the City, the Park District's plans and details (if any), and the "*Park District Park Development Specifications*". Developer shall provide As-Built drawings to the Park District upon completion of the grading and improvements in Paragraph 4 "Subdivision Improvements". Developer hereby grants access to Park District to have the Park Site inspected and approved for conformance with such requirements. Developer shall complete, or cause to be completed, the grading as promptly as practicable following execution of this Agreement, provided that such improvements shall be completed no later than two full growing seasons before conveyance of the site to the Park District so as to allow for substantial establishment of the turfgrass before conveyance. Upon conveyance, Park District agrees that it shall bear all responsibility for fertilization and maintenance of the Park Site and for all other park improvements not required by Developer unless otherwise outlined in this Agreement.

B. The Developer shall cause no covenants, rules or regulations to be placed on the Park Site. The deed conveying the Park Site shall be accompanied by a Title Policy in an amount equal to the land/cash value of the lands being conveyed and only the standard ALTA exceptions shall be permitted. 45 days prior to conveyance, the Developer shall tender a Title Commitment to the Park District for its review and comment.

4. Subdivision Improvements. In addition to the improvements required in Paragraph 2 above, Developer shall construct or cause to be constructed, at no cost to the Park District, as required by the final engineering and landscape plans approved by the City, the subdivision improvements on and adjacent to the Park Site, including without limitation, public street improvements with the required curb and gutter, concrete sidewalk, sod or seed with erosion control blanket, and street trees in parkway, etc. before dedication of the Park site to the Park District.

(The improvements to the Park Site described in Paragraphs 2, 3, and 4 are hereinafter referred to as the "**Park Improvements**").

5. Interim Improvements. In regards to Lot 405 (Parcel #0904105020) the Park District agrees with the Developer that an area 20 feet deep, inward, from the arc of the City Right-of-Way for Walkways, to permit the Developer to final grade according to the City approved plat by Intech, dated 12/15/03, which should include a minimum of 12 inches of topsoil. The Developer may seed that area using a turfgrass seed approved by the Park District. After the

seed is established to a point where the Park District agrees it is “established”, it will agree to begin to maintain that 20 foot wide arc until final conveyance of the entire site by the Developer. “Maintenance” will be according to Park District standards, previously approved for all parks in the community. Additionally, once the Park District begins “maintenance” it will agree to place a sign indicating, at minimum: “Site of A Future Park: Coming in 2021”. Also, the Park District will plant some trees within the arc to supplement whatever the City of Sycamore will require the Developer to place in the parkway outside the arc of the City required sidewalk. The Developer does not need to abide by these Interim Improvements within a 40 foot wide area at the north end of the arc closest to the lot line meeting the street (Greenleaf) until final conveyance December 21, 2020—at which time all other matters defined in the Agreement will be required.

None of this Agreement to Interim Improvements shall be intended to supercede any City of Sycamore requirements, or for what the City of Sycamore requires within its right of ways for walks or the parkways outside/streetside of the walks. Those improvements must be worked out between the Developer and the City of Sycamore.

During the period between when the Park District takes on “maintenance” of the 20 foot deep arc, and final conveyance of the entire site, the Developer shall maintain full liability insurance on the entire site, plus it will “hold harmless” the Park District for any and all liability {NOTE: Our counsel is currently working on full language for this “hold harmless”}

6. Deed of Dedication. Subject to the provisions hereof, Developer hereby agrees to cause the Park to be conveyed to the Park District upon written approval by the City of Sycamore that the Developer has honored all requirements set out by the City of Sycamore. The conveyance will be by deed once Developer has graded the Park Site and completed the matters outline in this Agreement. When the Park Site’s grading has been completed, Developer shall send As-Built drawings and notice to the City and the Park District advising them that the grading and Subdivision Improvements have been completed pursuant to the As-builts and the Developer is prepared to cause execution of a deed conveying the Park Site to the Park District. Developer shall also furnish the Park District with a title commitment as referenced above. Within thirty (30) days after receipt of notice that the grading of the Park Site has been completed, Park District shall advise Developer if any portion of the grading has not been completed as provided in this Agreement. Upon determining that the Developer has completed the grading pursuant to this Agreement, the Park District will issue a letter of acceptance to the Developer contingent upon the Developer providing the following items in satisfactory form: 1) an original Warranty Deed from Developer conveying the Park Site to the Park District; 2) an executed PTAX-203 form; 3) Title Insurance Policy in the amount of the land/cash value of the site; 4) ALTA Survey; 5) Affidavit of Title; 6) Affidavit of Environmental Hazardous Substances (to the effect that, to the knowledge of the Developer, there are no such substances on the property); and 7) any wetland information in the Developer’s possession concerning the property. Only the standard ALTA exceptions shall be permitted (the permitted exceptions do not include homeowners association fees, special service areas, recapture fees, mortgages, liens or any other financial obligation).

6. Real Estate Taxes. It is hereby agreed and understood that all general real estate taxes on the Park Site up to and including the date on which the instrument is recorded shall be paid by Developer and the Park District shall have the right to seek reimbursement from Developer for any such taxes paid by the Park District. It is further agreed that any and all general real estate taxes accruing or arising after the date of recording of said Deed shall be paid by Park District, if required.
7. Reservation of Easements.
- a. Construction Easements. The Park District agrees that easements may be reserved in the Deed conveying the Park Site to the Park District in favor of the City and Developer, their employees, agents, representatives and contractors, to enter upon, cross and recross the Park Site as may be necessary for the City and Developer to carry out their obligations set forth herein or other obligations required by law when shown to be required by a public utility. All restoration to the said area shall be done without cost to the Park District (unless the damage is caused by the Park District, its agents or contractors).
  - b. Utility Easements. The Park District agrees that it will, at the request of the Developer and without cost, grant to the City, to Commonwealth Edison Company, or to other public utilities, temporary and permanent easements and rights-of-way, across, over, under and through the Park Site which are reasonably required for the construction, installation and maintenance of water and sewer facilities, or other public utility services required for the improvements of this development, provided, however, that the location of such easements and rights-of-way shall be subject to the approval of the Park District, which approval may include consideration of aesthetic, functional and safety factors given the use of the land as a public park but which approval in all events shall not be unreasonably withheld.
  - c. Easement Conditions. As a condition to the granting of any such easement of right-of-way, the grantee thereof shall agree that in the event of any use of such easement or right-of-way for the construction, installation or maintenance of the facility for which such easement or right-of-way was granted, that (a) the grantee shall be solely responsible for continuing maintenance, (b) the grantee shall hold the Park District harmless from any claims for personal injury or property damage which may arise or result from the activities of the grantee, its employees, agents, representatives and contractors, in connection with such construction, installation or maintenance, and (c) all restoration to the said area shall be done without cost to the Park District according to the "*Oswegoland Park District Park Development Specifications*".

### GENERAL PROVISIONS

1. This Agreement shall be and remain binding upon and inure to the benefit of the respective successors and assigns of the parties hereto. In order to provide for compliance with the terms of this Agreement, the Park District may record this Agreement (or a memorandum as evidence of this Agreement) as a covenant to create an encumbrance upon the land.

- 2. Nothing herein contained shall be deemed to create any rights in any other person or entity not a party to this Agreement.
- 3. Either party shall have the right to compel specific performance of the terms and conditions of this Agreement.
- 4. All notices or other documents required, given or served hereunder shall be in writing and addressed as follows:

If to Developer:

With copies to:

If to Park District:      Mr. Daniel Gibble  
    Executive Director  
    Sycamore Park District  
    940 East State Street  
    Sycamore, IL 60178

- 5. The paragraph headings used herein are for convenience only and in no way are intended to define or limit the substantive provisions of this Agreement.
- 6. In the event of a default by Developer hereunder, Park District's remedy shall be limited to specific performance under this Agreement and shall not include actual, punitive or consequential damages.
- 7. Time is of the essence in this Agreement. All approvals required under this Agreement shall not be unreasonably withheld, conditioned or delayed.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the day and year first above written.

**SHODEEN, INC.**

**SYCAMORE PARK DISTRICT**

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

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_

ATTEST: \_\_\_\_\_

4815-6881-3594, v. 1

DRAFT

**SYCAMORE PARK DISTRICT****Board of Commissioners****Date of Board Meeting: September 23, 2014****STAFF RECOMMENDATION****AGENDA ITEM: AUTHORIZATION FOR SOURCE OF FUNDS ON DEBT CERTIFICATE PAYMENT: Recommend Approval**

**BACKGROUND INFORMATION:** In February the Board approved a debt certificate to purchase the land on Airport Road, sometimes referred to as the CARLS FARM. That certificate calls for three payments of interest only, followed by payment in full. Payments are every six months. The first is due, and we plan to pay it from our donation fund where we have around \$400,000. The interest payment is roughly \$6,500. We seek Board authorization to make this payment and the remaining payments from the Donation Fund.

**STAFF RECOMMENDATION:** Approval of payment on the CARLS Farm debt certificate from the Donation Fund.

**FISCAL IMPACT:** This will cost approximately \$6,500.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: September 23, 2014

### STAFF RECOMMENDATION

**AGENDA ITEM: ANNOUNCEMENT of APRIL 7, 2015  
COMMISSIONER ELECTION: Information Only**

**BACKGROUND INFORMATION:** Three Commissioner positions are up for election on April 7, 2015. The following Commissioners' terms are ending:

Ann Tucker  
Daryl Graves  
Bill Kroeger

The election to fill these will all be for four year terms.

Petitions may be circulated beginning September 23, 2014, and must be filed with the Park District Secretary, Daniel Gible, between December 15 and 22, 2014.

Since there are considerable rules and regulations governing candidates, interested individuals must review candidate information provided by the State of Illinois at:

[http://dekalbcounty.org/Elections/2015/candidates\\_guide.pdf](http://dekalbcounty.org/Elections/2015/candidates_guide.pdf)

Should someone be interested in filing petitions for the election, contact the Sycamore Park District Secretary, Daniel Gible at 815-895-3365. He can answer questions and/or provide you with a packet of information for beginning the petition process.

**STAFF RECOMMENDATION:** This is information only item.

**FISCAL IMPACT:** None

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

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

**BOARD ACTION:**