



Sycamore

PARK DISTRICT

Established 1923

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Sycamore Park District Regular Board Meeting

December 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

November 25, 2014

9. Special Meeting

December 17, 2014

Executive Session Special Meeting

December 17, 2014

TRUTH IN TAXATION HEARING

PUBLIC INPUT:

APPROVAL OF MONTHLY CLAIMS:

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

21. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

25. Superintendent of Finance Monthly Report

28. Budget Report/Monthly Cash Flow Monthly Report

45. Superintendent of Golf Operations Monthly Report

47. Superintendent of Parks and Facilities Monthly Report

52. Superintendent of Recreation Monthly Report

55. Executive Director Monthly Report

58. CAC Minutes

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

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

Board of Commissioners Meeting

December 23, 2014

PG 2

CORRESPONDENCE-

- 60. Tom & Kelly Doty Card
- 61. Jeff Keicher, State Farm Insurance Donation
- 62. Take Root Thank You
- 63. Clubhouse Questionnaire – Kim Hurley
- 64. Clubhouse Questionnaire – Jim & Jackie Cleven

POSITIVE FEEDBACK/REPORTS

OLD BUSINESS:

IPRA Conference Final Details—Jackie

NEW BUSINESS:

- 65. Accept Bid for Professional Cleaning Services (Roll Call)—Bart
- 81. Action to Re-Purpose CAC – Dan
- 89. Ordinance 11- 2014 Tax Levy (Roll Call) - Jackie
- 96. Consider and Approve 2015 Regular Meeting Dates – Jeanette
- 98. Adopting Resolution 03-2014 – Authorizing Membership in the PDRMA Health Program (Roll Call) - Jackie
- 101. Discussion and Possible Approval of Enterprise Zone Agreement—Dan
- 117. Farm Lease (Roll Call) – Dan
- 131. Final Review of Short-Term Plan Goals and Objectives – Jeanette
- 184. Approve FY2015 Budget (Roll Call)—Jackie

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

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

ADJOURNMENT (Voice Vote)

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, November 25, 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, November 25, 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 Tucker, Schulz, and Strack.**
Commissioner Kroeger arrived at 6:10 pm

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. Commissioner Kroeger at this time**

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

**Regular and Consent Agenda Approval –
Motion**

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

Voice Vote

President Strack called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioners Graves and Kroeger were absent.

**Approval of Minutes –
Motion**

Commissioner Tucker moved to approve the October 28, 2014 Regular Meeting Minutes and November 19, 2014 Special Study Session 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 3-0. Commissioners Graves and Kroeger were absent.

Petition and Public Comment - None

Minutes of the Regular Meeting of the Board of Commissioners
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Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$54,566.93.
 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 3-0. Commissioners Graves and Kroeger were absent

Correspondence

- Sycamore Pumpkin Festival
- The Sycamore Chamber
- CH Rental Questionnaire – Annette Metelica
- CH Rental Questionnaire – Carolyn Acosta
- Syc. Schools Financial Ad Comm
- Encap – Larry Stezco Park Burn
- Mrs. Wilmina Ladd letter & Pres. Strack response
- Tom Fewell Letter

Positive Feedback/Reports –

- Commissioner Tucker noted this is the first meeting after the referendum and noted excellent job by everyone. She has had people congratulate her and the Park District.
- Commissioner Schulz noted she has had the same thing happening and it's all good news.
- President Strack noted it has been very positive
- Director Gibble noted that DeKalb Park District gave us applause at our joint meeting with them.

Monthly Presentation – Superintendent of Finance Jackie Hienbuecher – Jackie went over the accrued leaves and the three basic leaves that we have which include Vacation, Sick and Comp time. She went over how these are treated on the financial statements.

President Strack noted at this time: Let the record show that Commissioner Kroeger arrived at 6:10 pm.

OLD BUSINESS

IPR Conference Final Details – Director Gibble noted he wanted it confirmed who was attending. Supt. of Finance Hienbuecher noted she has booked the rooms based on what she has been given at this point. She will be doing registrations on Monday.

Minutes of the Regular Meeting of the Board of Commissioners
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Reminder of Revised Date for December Meeting–The December meeting will be on December 23, 2014 at 6:00 pm. We will send out notification.

Consider of Donation to Bethany Road Sidewalk – President Strack gave an update on this. He went over the different donations that have been received so far. The path is done and they had enough money to fund all of it. Any donation now would go towards a subsequent project. His reason for wanting us to donate was to have a collaborate effort. Director Gibble noted that until he heard the funds had been raised he was leaning toward donating. This could create cooperation later with other entities. Commissioner Schulz noted that if another project comes up in the future the Board would be open to discussion.

Consideration of Park Planning Work Proposal –President Strack noted there is a proposal from Terri Gibble to do grant writing for us. Director Gibble noted this would be for grants and for administration function if we get the grants. President Strack is proposing that we engage Terri Gibble again and she would report to President Strack.

Motion

Commissioner Schulz moved to approve engaging Terri Gibble for Park Planning. 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 4-0. Commissioner Graves was absent.

Finalizing Plans for Golf Course Fundraising – The Board noted they liked the proposal. Supt. of Golf Ops Lundbeck went over more information on the proposal.

NEW BUSINESS

Accept Bid for Annual General Obligation Bond – Supt. of Finance Hienbuecher introduced Dave Phillips with Speer Financial. Dave then congratulated the District on the Vision 20/20. He then noted they took the bids on the bond and the low bid was from Park Ridge Community Bank at 1.03%. He recommends accepting the low bid of 1.03% from Park Ridge Community Bank and then pass the Ordinance before the Board.

Motion

Commissioner Tucker moved to accept the bond bid of 1.03% from Park Ridge Community Bank. The motion was seconded by Commissioner Schulz.

Roll Call

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

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Bond Ordinance 10-2014: Consideration and action on an Ordinance providing for the issue of not to exceed \$475,000 General Obligation Limited Tax Park Bonds, Series 2014, of the District, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide payment for outstanding obligations of the District and for the levy of a direct annual tax to pay principal and interest on said bonds.

Motion

Commissioner Schulz moved to approve Bond Ordinance 10-2014. 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 4-0. Commissioner Graves was absent.

Year-End Budget Projections – Director Gibble went over the projection changes. He also noted he had provided the Board a summary of each major fund and where the current projections are for the end of the fiscal year.

Golf Rates for 2015 – Supt. of Golf Ops Lundbeck noted he gave the Board his recommendation. He noted he does not want to increase rates. He would like to offer discounts for certain days. He would also like the Board to consider an incentive to current pass holders bringing in new people.

Motion

Commissioner Kroeger moved to approve the recommendation with the amendment of the additional 5% discount to an existing passholder. The motion was seconded by Commissioner Tucker.

Roll Call

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

Electricity Rates – Supt. of Finance Hienbuecher went over the rates and her recommendation. She is recommending Utility Management Homefield for 24 months at 0.06448.

Motion

Commissioner Tucker moved to approve the electricity rates as recommended. The motion was seconded by Commissioner Schulz.

Roll Call

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

Director Gibble noted that next time he may ask the Board for approval for Jackie to strike on the rates before a regular board meeting.

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Review and Approve 5 Year G.O. Bond/Capital Budget Plan – Supt. of Finance Hienbuecher noted she had given the Board the 5 year Capital Plan. She went over the different items that were moved.

Motion

Commissioner Tucker moved to approve the 5 Year Capital Budget Plan as presented. Commissioner Kroeger seconded the Motion.

Roll Call

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

CAC Members and Organization – Director Gibble noted if there is a consensus on the Board he can then bring a final proposal next month . There are 4 to 5 potential positions to fill. The next CAC meeting is on December 4th and he and CAC Chair Buzzard would like to discuss this with the CAC at that meeting. President Strack noted he and Commissioner Schulz talked to Director Gibble about what direction the CAC should go. They are suggesting there be separate committees for each area of the Vision and a Board member on each committee. The CAC could become involved on these committees if they have an interest in an area. They could transition from the CAC to the committees. The CAC could reconvene at a later date. President Strack noted that Director Gibble and staff will get together to develop the framework for the committees. Director Gibble noted this will be brought to the Board in January.

Resolution 01-2014 Regarding Estimate of Levy – Supt of Finance Hienbuecher noted that we are required to pass this resolution before the passing the tax levy. The hearing for the levy will be at the December meeting.

Motion

Commissioner Tucker moved to approve Resolution 01-2014 Regarding Estimate of Levy. Commissioner Schulz seconded the Motion.

Roll Call

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

First review of Fundraising Policy – Director Gibble noted questions are starting to come up. We need to start thinking about what a name is worth among other things. He also noted we need to think about what we allow groups to put on our fences or fields, etc. He is asking the Board to start thinking about this and a policy on fundraising.

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Sycamore Park District
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P 6

Consideration of Future Medical Insurance Rates Director Gibble noted there have been recent jumps with insurance rates. He is suggesting the Board consider bumping up the threshold that was set by the Board some time ago. This will give us time to take a longer view on how we address this. We are still waiting to hear from BC/BS. President Strack noted he feels Jackie has done a great job maintaining coverage at a reasonable level within the cap for several years. He can't support putting the additional cost on the staff. He is in support of the proposal. Director Gibble noted he would like consensus of the Board and he would then bring back the operating budget with this included. This would also give more time to hear back from the other carriers. President Strack and the Board gave a consensus of the Board to move forward with the recommendation.

Public Input - None

Motion

The Board adjourned the Regular Session at 7:51 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Meeting Study Session of the Board of Commissioners
Sycamore Park District
Wednesday, December 17, 2014**

President Strack called the meeting to order at 6:01 p.m.

The roll was called with Commissioners Kroeger, Schulz, Tucker, Graves and President Strack present. Also present was Executive Director Gible. Kirk Lundbeck, Bart Desch, Jackie Hienbuecher, and Jeff Donahoe.

Approve Overall Budget & Timeline of Vision 20/20

These two items were combined, and Executive Director, Gible, explained the intertwining nature of budget and timeline, and that budget really drove the timeline. He reviewed the discussion from the prior meeting about these items, and then asked for questions. President Strack asked each Board member if they had questions, which included matters related to professional fees in the early years. President Strack also asked about and explained the “savings” from retiring the two current bonds.

Commissioner Schulz moved, and Commissioner Tucker seconded the adoption of the 3rd and 4th versions of the 20 year Vision 20/20 budget and its associated timeline. President Strack asked if there was any further discussion. There being none, Strack called for the roll call.

Kroeger: Yes

Graves: Yes

Schulz: Yes

Tucker: Yes

Strack: Yes

Finalizing Planning Structures and Roles

a. Review and Approve Committee Purpose Statements and Outcomes

Executive Director explained that this was his first stab at these, and did not expect to necessarily finalize them tonight if there were significant changes. The general consensus was that they had a lot of similarities, but some had more emphasis on fundraising. Commissioners Kroeger and Schulz both felt that the fundraising area needed to be better defined to control random groups contacting the same organizations and businesses, and to time the various “asks” that would need to take place. Kroeger recommended getting someone who does this for a living to advise the Fundraising Group on how to structure all of this. Commissioner Graves shared the fundraising plan for the School District fields, and suggested hiring a professional fundraiser. President Strack and E.D. Gible felt that may not be necessary. It was agreed that Gible would come back in January with revised Purpose/Outcome Statements with more emphasis on:

1. The ADVISORY role of the committees.
2. The limits on fundraising.
3. Stating that the committees must prioritize their recommendations.
4. Oversight of fundraising by the Fundraising Group.

Page 2**Minutes of December 17, 2014 Special Meeting Study Session****b. Approve Assignment of Board and Staff to Committees/Roles**

The Board and Staff discussed the roles for:

1. Committees (with changes):
 - a. Community Center: Michelle, Lisa, Bart, Nettie
 - b. Splashpad: Ann, Jeff, Lisa
 - c. Dog Park: Daryl, Jeff, Lisa
 - d. Sled Hill: Michelle, Bart
 - e. Golf Irrigation: Daryl, Kirk, Jeff
 - f. Trails: Ted, Kirk, Jeff, Dan
2. Groups (with changes, if any):
 - a. Fundraising: Ted, Dan, Jackie, Ann, Bart
 - b. Marketing: Ann, Bart, Sarah
 - c. Professional Services: Bill, Dan and assignments from Golf Irrigation, Community Center, Splashpad, and Sled Hill committees.

The group discussed these and Commissioner Schulz moved that they be adopted, and Tucker seconded. There being no further discussion the Ayes and Nays were called for and all voted Aye.

c. Naming of the campaign to accomplish VISION 20/20

President Strack confirmed with E.D. Gibble that his recommendation was to adopt "Action 2020", Board members nodded their agreement, and Commissioner Kroeger called the motion and Tucker seconded. There being no further discussion the Ayes and Nays were called for and all voted Aye for "ACTION 2020".

d. First major donor

President Strack tabled this directing the Fundraising Group to come back with a recommendation after meeting with a fundraising professional.

e. Next Steps

E.D. Gibble took this time to review how he will create the timelines for each of the committees/groups now that the Board has approved the overall budget and timeline. He also reviewed how this impact timing of bonds, and that we have until May 2017 to issue and then three years after issue to "spend" the proceeds. He also explained how items in the 20 year cash flow will show up in this year's Operating Budget that will be approved at the December 23 Regular Meeting. President Strack indicated that once we finalize the committee purpose/outcome statements we will begin contacting CAC about the changes.

Fundraising**a. Approve Targets**

There was much discussion about the Targets and the Overall Goal. In the end, there was consensus to approve both Targets and Goal together, as presented.

Page3**Minutes of December 17, 2014 Special Meeting Study Session****b. Approve Goal**

See "a" immediately above.

c. Discuss/Approve the Park Facility Naming Policy Guidelines

The Board spent much time discussing the chart presented, and in the end moved to approve the naming dollar amounts as presented with elimination of the endowment column.

Commissioner Schulze moved, and Tucker seconded. The roll call resulted in 5 "Yes" votes.

President Strack began to move the meeting along, but E.D. Gible brought them back to discussion of:

d. Current Board Policy on Naming from Manual

E.D. Gible recommended approval of the addition of the following language to item **VIII. D.** of the Board Policy manual:

"The Board has the authority to adopt an acceptable level of gift threshold to justify the commitment to naming a facility, and may even set terms or lengths of time (the life of the naming) for which the gift justifies that naming."

Commissioner Schulz moved, and Tucker seconded. Roll was called and all five commissioners voted "YES", and the motion carried.

Remaining items on the Agenda were tabled as the Board was ready to conclude.

Motion

The Board adjourned the Regular Session to go into Executive Session at 8:02pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Graves.

Roll Call

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

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

11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

Page 4**Minutes of December 17, 2014 Special Meeting Study Session**

The Board convened to Executive Session at 8:07 pm. The roll was called with Commissioners Kroeger, Schulz, Graves, Tucker, and Strack present along with Director Gibble as Secretary and Recording Secretary Freeman absent. Supt. of Finance, Hienbuecher joined in for the first agenda item.

Motion

The Board adjourned the Executive Session at 8:50 p.m. and reconvened to Regular Session 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.

Motion

The Board adjourned the Regular Session at 8:51 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

Voice Vote

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

Respectfully Submitted,

Daniel Gibble
Secretary
Sycamore Park District

Interim

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
APPLE	071122247-121514	APPLE RIVER STATE BANK							
	01 INTEREST 2009A BOND		601000156900	12/15/14	00000000	54350	12/17/14	79,293.75	79,293.75
	02 INTEREST 2009A PRINCIPAL		601000156901		00000000				19,293.75
									60,000.00
								VENDOR TOTAL:	79,293.75
AT&T1	0532794887001-112814	A T & T	207500096700	11/28/14	00000000	54351	12/17/14	55.42	55.42
	01 DSL - CC								55.42
								VENDOR TOTAL:	55.42
AT&T2	0301118609001-110614	A T & T	207500096700	11/06/14	00000000	54353	12/17/14	186.69	94.05
	01 COMMUNITY CENTER								46.96
	02 ADMINISTRATION								18.90
	03 ADMINISTRATION								18.89
	04 ADMINISTRATION-FAX								1.27
	05 ADMINISTRATION-FAX								1.27
	06 PRO SHOP								5.22
	07 MAINT BLDG								0.68
	08 CLUBHOUSE								0.86
								VENDOR TOTAL:	186.69
AUTOM	0301118609001-120614	AUTO MACHINE INC.	207500096700	12/06/14	00000000	54353	12/17/14	186.69	92.64
	01 COMMUNITY CENTER								74.14
	02 ADMINISTRATION								8.10
	03 ADMINISTRATION								8.09
	04 ADMINISTRATION-FAX								0.78
	05 ADMINISTRATION-FAX								0.79
	06 PRO SHOP								0.55
	07 CLUBHOUSE								0.19
								VENDOR TOTAL:	186.69
BRIAN	W33045	01 935 BLOWER ENGINE REBUILD	101500066403	10/14/14	00000000	54339	12/09/14	598.71	598.71
								VENDOR TOTAL:	598.71
BRIAN	108434	BRIAN BEMIS AUTOMOTIVE GROUP	101500066402	10/09/14	00000000	54354	12/17/14	116.72	116.72
	01 FORD TRUCK-ACCELERATOR CHECK								115.00
	02 SERVICE CHARGE								1.72
								VENDOR TOTAL:	116.72

DATE: 12/17/2014
 TIME: 11:19:11
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

"I have Air"

FROM 11/24/2014 TO 12/17/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CINTAS	CINTAS CORP								
8401501297	01	1ST AID CABINET	202100076514	09/12/14	00000000	54355	12/17/14	18.98	18.98
									18.98
									VENDOR TOTAL: 18.98
CITY2	CITY OF SYCAMORE								
14205600/5650-11/14	01	WATER-SEWER-POOL	518100096704	11/28/14	00000000	54340	12/09/14	333.63	333.63
									333.63
									VENDOR TOTAL: 333.63
COMMO	COMMONWEALTH EDISON								
120814									
		01 FOUNDERS PARK	101500096702	12/08/14	00000000	54356	12/17/14	607.92	607.92
		02 BOYNTON PARK	101500096702		00000000			22.58	22.58
		03 KIWANIS PARK	101500096702		00000000			19.61	19.61
		04 EMIL CASSIER PARK	101500096702		00000000			66.58	66.58
		05 COMMUNITY CENTER	207500096702		00000000			17.92	17.92
		06 COMMUNITY CENTER	207500096702		00000000			203.85	203.85
		07 SYCAMORE LAKE	101500096702		00000000			126.44	126.44
		08 GOOD TYNES SHELTER	101500096702		00000000			17.68	17.68
		09 WETZEL PARK	101500096702		00000000			62.39	62.39
		10 AIRPORT ROAD PROPERTY	101500096702		00000000			17.68	17.68
								53.19	53.19
									VENDOR TOTAL: 607.92
COMSTOCK	COMSTOCK, DAVE								
12-4-14	DANCE								
	01	DJ FEE	205120036216	12/01/14	00000000	54333	12/02/14	100.00	100.00
									100.00
									VENDOR TOTAL: 100.00
CONST	CONSTELLATION NEWENERGY								
0020239682									
		01 SPORTS COMPLEX	202100096702	12/05/14	00000000	54357	12/17/14	893.17	893.17
		02 MAINT BLDG	101500096702		00000000			122.15	122.15
		03 MAINT BLDG	504100096702		00000000			385.51	385.51
									385.51
									VENDOR TOTAL: 893.17
COPE	COPENHAVER CONSTRUCTION INC.								
120314									
		01 PARKING LOT & SEWER	701000207008	12/03/14	00000000	54338	12/03/14	179,540.71	179,540.71
									179,540.71
									VENDOR TOTAL: 179,540.71

DATE: 12/17/2014
 TIME: 11:19:11
 ID: AP45000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

11 Int'l Rm

FROM 11/24/2014 TO 12/17/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
DIREC	24500786878	01 CC - SATELLITE	207500096705	11/17/14	00000000	54319	11/25/14	97.99	97.99
ELM REX	ELM REX, SARAH							VENDOR TOTAL:	97.99
1026	01	WEB SITE MAIN-UPDATE	201000036130	12/02/14	00000000	54341	12/09/14	950.00	100.00
1027	01	BROCHURE	206500046203	12/02/14	00000000	54341	12/09/14	950.00	100.00
120514	01	MARKETING-DAN	201000046214	12/05/14	00000000	54341	12/09/14	950.00	600.00
	02	MARKETING-DAN	101000046214		00000000				600.00
EUCL	EUCLID BEVERAGE LTD.							VENDOR TOTAL:	950.00
2453812800	01	BEER-MGD-MILLER LITE	303000086634	11/14/14	00000251	54324	11/26/14	175.65	175.65
	02	BEER-HEINKEN	303000086634		00000251				148.00
	03	SHIPPING	303000086634		00000251				24.65
FRONTIER	FRONTIER							VENDOR TOTAL:	3.00
112814	01	COMMUNITY CENTER	207500096700	11/28/14	00000000	54358	12/17/14	1,357.63	1,357.63
	02	MAINT BLDG	101500096700		00000000				362.88
	03	MAINT BLDG	504100096700		00000000				102.16
	04	POOL	518000096700		00000000				102.16
	05	ADMINISTRATION	101000096700		00000000				46.91
	06	ADMINISTRATION	201000096700		00000000				331.07
	07	PRO SHOP	504000096700		00000000				331.08
HUMANA	HUMANA INSURANCE CO.							VENDOR TOTAL:	81.37
DEC 2014	01	HEALTH INSURANCE PREMIUM	101000106801	11/26/14	00000000	54330	11/26/14	9,202.26	9,202.26
	02	HEALTH INSURANCE PREMIUM	101500106801		00000000				3,612.33
	03	HEALTH INSURANCE PREMIUM	504100106801		00000000				555.61
	04	HEALTH INSURANCE PREMIUM	504000106801		00000000				3,256.83
									1,777.49

DATE: 12/17/2014
 TIME: 11:19:11
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

11 *Inferim*

FROM 11/24/2014 TO 12/17/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
DEC 2014 - 2ND				11/26/14	00000000	54331	11/26/14	8,056.67	8,056.67
		01 HEALTH INSURANCE PREMIUM	201000106801		00000000				2,350.90
		02 HEALTH INSURANCE PREMIUM	202100106801		00000000				5,705.77
INTERS		INTERSTATE BATTERIES ROCKFORD						VENDOR TOTAL:	17,258.93
100240084		01 BATTERY-CART	101500066403	10/15/14	00000000	54342	12/09/14	45.95	45.95
LE PRINT		LE PRINT EXPRESS						VENDOR TOTAL:	45.95
17613-ADDTL		01 ADDTL AMT ON INVOICE	101000076500	11/11/14	00000000	54334	12/02/14	10.00	10.00
PEKIN		PEKIN INSURANCE						VENDOR TOTAL:	10.00
DEC 2014				11/26/14	00000000	54332	11/26/14	1,327.13	1,327.13
		01 DENTAL INSURANCE PREMIUM	101000106801		00000000				275.88
		02 DENTAL INSURANCE PREMIUM	101500106801		00000000				50.79
		03 DENTAL INSURANCE PREMIUM	504100106801		00000000				247.14
		04 DENTAL INSURANCE PREMIUM	504000106801		00000000				144.11
		05 DENTAL INSURANCE PREMIUM	201000106801		00000000				163.00
		06 DENTAL INSURANCE PREMIUM	202100106801		00000000				446.21
PEPSI		PEPSI COLA GEN. BOT.						VENDOR TOTAL:	1,327.13
00653159				11/24/14	00000250	54325	11/26/14	215.54	215.54
		01 BIB-PEPSI - DT PEPSI	303000086630		00000250				66.05
		02 BIB-POP-TEA	303000086630		00000250				124.02
		03 CO2 TANK	303000086630		00000250				25.47
ROCKNKID		ROCK-N-KIDS INC						VENDOR TOTAL:	215.54
11-19-14		01 INSTRUCTOR FEE	205010256128	11/19/14	00000000	54320	11/25/14	200.00	200.00
SPEC		SPECIAL FX						VENDOR TOTAL:	200.00
40353				10/10/14		54321	11/25/14	154.00	154.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 11/24/2014 TO 12/17/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
40353	01	UNIFORMS FOR CC STAFF	207500046215	10/10/14	00000000	54321	11/25/14	154.00	154.00 154.00
		SUPERIOR BEVERAGE						VENDOR TOTAL:	154.00
538162	01	BEER-BUD-BUD LITE	303000086634	11/14/14	00000252	54326	11/26/14	206.00	206.00
	02	BEER-BUD LIME	303000086634		00000252				162.80
	03	SHIPPING	303000086634		00000252				40.20 3.00
		SWEET DREAM CATERING						VENDOR TOTAL:	206.00
6215	01	CHRISTMAS PARTY PAYMENT	101000046213	12/10/14	00000000	54349	12/10/14	1,270.79	1,270.79
	02	CHRISTMAS PARTY PAYMENT	201000046213		00000000				635.40 635.39
		SYCAMORE UMC						VENDOR TOTAL:	1,270.79
		SANTA-ROOM RENTAL		11/18/14	00000000	54335	12/02/14	200.00	200.00 200.00
	01	COOKIES WITH SANTA ROOM RENTAL	206095016216					VENDOR TOTAL:	200.00
T0000024		DOBBERSTEIN, MELISSA							
120214	01	REIMBURSE - ALDI	303000086613	12/02/14	00000000	54336	12/02/14	32.52	32.52 32.52
		REIMB OCT 2014		12/09/14	00000000	54343	12/09/14	33.02	33.02
	01	ALDI REIMBURSEMENT 10-16-14	303500086640		00000000				3.87
	02	ALDI REIMBURSEMENT 10-13-14	303500086640		00000000				29.15
		WHITE, LISA						VENDOR TOTAL:	65.54
120414	01	MILEAGE	201000046211	12/04/14	00000000	54347	12/09/14	86.24	86.24 86.24
		HUBER, TIM						VENDOR TOTAL:	86.24
120914				12/09/14		54344	12/09/14	150.00	150.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 11/24/2014 TO 12/17/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
120914	01	PAYMENT FOR SANTA	206095016128	12/09/14	00000000	54344	12/09/14	150.00	150.00
T0001090	PATTON, ASHLYN						VENDOR TOTAL:		150.00
112114	01	REPL CHECK	101000001000	11/21/14	00000000	54322	11/25/14	176.46	176.46
T0001091	STADIE, JESSICA						VENDOR TOTAL:		176.46
112114	01	REPL PAYROLL CHECK 7-07 & 9-08	101000001000	11/25/14	00000000	54323	11/25/14	216.88	216.88
T0001093	HANSON, JESSICA						VENDOR TOTAL:		216.88
120814	01	CANCELLED CLASS	205010346218	12/08/14	00000000	54348	12/09/14	25.00	25.00
UNIT2	UNITED STATES POSTAL SERVICE						VENDOR TOTAL:		25.00
2015	WINTER SPRING								
01	2015 WIN/SRING BROCHURE POSTAG	206500046202		11/26/14	00000000	54327	11/26/14	1,617.88	1,617.88
VISACA	VISA CARDMEMBER SERVICE						VENDOR TOTAL:		1,617.88
110214	01	PLAYGROUND TELESCOPE	101500076500	11/02/14	00000000	54329	11/26/14	4,460.09	4,460.09
02	AIRFARE MAINT MGMT SCHOOL	10100001102			00000000				30.05
03	AIRFARE MAINT MGMT SCHOOL	20100001102			00000000				247.20
04	FOOD & SUPPLIES FOR MEETINGS	101000046212			00000000				494.40
05	FOOD & SUPPLIES FOR MEETINGS	201000046212			00000000				88.75
06	SITE PLAN SUPPLIES	101000046200			00000000				88.76
07	SITE PLAN SUPPLIES	201000046200			00000000				16.69
08	CONSTANT CONTACT	101000046206			00000000				16.68
09	CONSTANT CONTACT	201000046206			00000000				28.50
10	LEGAL SYMPOSIUM	101000046207			00000000				28.50
11	COMCAST INTERNET	101000096706			00000000				370.00
12	COMCAST INTERNET	201000096706			00000000				96.42
13	COMCAST CABLE	303000096705			00000000				96.43
									43.51

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 11/24/2014 TO 12/17/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
110214		14 COMCAST CABLE	504000096705	11/02/14	00000000	54329	11/26/14	4,460.09	4,460.09
		15 ASCAP	206194006210		00000000			43.52	43.52
		16 IPASS	101000046211		00000000			361.89	361.89
		17 BLOWER PARTS	202100076500		00000000			40.00	40.00
		18 MOWER TIRE	101500066403		00000000			20.42	20.42
		19 FACEBOOK MARKETING	101000046214		00000000			26.99	26.99
		20 FACEBOOK MARKETING	201000046214		00000000			77.42	77.42
		21 IAPD AWARDS GALA	101000046214		00000000			77.42	77.42
		22 IAPD AWARDS GALA	201000046214		00000000			870.00	870.00
		23 TENT FOR PARK DEDICATION	101000046214		00000000			870.00	870.00
		24 TENT FOR PARK DEDICATION	201000046214		00000000			167.50	167.50
		25 VOLLEYBALL BALL BAGS	205490026216		00000000			167.50	167.50
		26 VOLLEYBALL BALL BAGS	205490036216		00000000			8.92	8.92
		27 VOLLEYBALL BALL BAGS	205490046216		00000000			8.91	8.91
		28 OFFICE CHAIR- GOLF	101000046201		00000000			8.92	8.92
								64.79	64.79

VENDOR TOTAL: 4,460.09

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
111614		01 GHOST STORIES IN THE PARK	206095116216	11/16/14	00000277	54346	12/09/14	259.43	259.43
		02 CLEANER	207500076510		00000277			32.02	32.02
		03 MOMS TIME OUT SUPPLIES	205340016216		00000274			7.92	7.92
		04 COMMUNITY CENTER	207500076510		00000273			61.29	61.29
		05 CO-REC VOLLEYBALL	205490026216		00000273			7.92	7.92
		06 WOMENS MONDAY VOLLEYBALL	205490036216		00000273			1.62	1.62
		07 WOMENS WEDNESDAY VOLLEYBALL	205490046216		00000273			1.62	1.62
		08 CATERING	303500086640		00000271			41.39	41.39
		09 CINNAMON	303000086632		00000271			0.88	0.88
		10 RED PEPPER FLAKES	303000086613		00000271			0.88	0.88
		11 BAGELS	303000086610		00000271			3.84	3.84
		12 CIDER	303000086632		00000271			11.94	11.94
		13 LETTUCE	303500086640		00000271			4.14	4.14
		14 HOT DOG BUNS	303000086615		00000271			8.80	8.80
		15 TOMATOES	303000086615		00000271			1.69	1.69
		16 ONIONS	303000086615		00000271			4.56	4.56
		17 HOT DOG BUNS	303000086615		00000276			2.56	2.56
		18 HOT DOG BUNS	303000086615		00000276			0.88	0.88
		19 COFFEE REGULAR	303000086632		00000272			33.92	33.92
		20 COFFEE DECAF	303000086632		00000272			8.78	8.78
		21 LIMES	303000086636		00000272			1.68	1.68
		22 CRANBERRY JUICE	303000086636		00000272			9.96	9.96
		23 GRAPEFRUIT JUICE	303000086636		00000272			2.48	2.48
		24 CREAMER	303000086632		00000272			7.04	7.04

VENDOR TOTAL: 259.43

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
WASTE		WASTE MANAGEMENT							
	3444769-2011-3								
		01 REFUSE REM - ADM	101000056302	12/01/14	00000000	54337	12/02/14	363.33	363.33
		02 REFUSE REM - CH	303000056302		00000000				73.22
		03 REFUSE REM - ADM	101000056302		00000000				73.21
		04 REFUSE REM - GC	504100056302		00000000				4.00
		05 REFUSE REM - SC	202100056302		00000000				60.88
		06 REFUSE REM - PARK	101500056302		00000000				66.05
		07 REFUSE REM - CREDIT- PICNIC	101500056302		00000000				66.04
		08 REFUSE REM - CC	207500056302		00000000				-50.40
									70.33

VENDOR TOTAL: 363.33
 TOTAL --- ALL INVOICES: 292,636.16

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board

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INVOICES DUE ON/BEFORE 12/17/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	4,470.00	372.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF	17,128.81	195.69
BOCKY	BOCKYN, LLC	3,300.00	150.00
CARQ	CARQUEST AUTO PARTS	5,703.06	37.35
CINTA	CINTAS CORPORATION #355	1,849.51	38.30
CONST	CONSTELLATION NEWENERGY	32,036.75	183.07
FUNEXP	FUN EXPRESS	445.40	84.00
HARR	HARRIS	4,461.46	95.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	4,321.13	57.70
LE PRINT	LE PRINT EXPRESS	204.95	41.00
NICOR	NICOR GAS	28,150.71	13.28
OF	OFFICE DEPOT	2,644.22	74.98
PDRMA	PDRMA	29,681.68	398.00
PLUNKETT	PLUNKETT'S PEST CONTROL	911.00	42.00
SHAW	SHAW SUBURBAN MEDIA	1,732.85	31.49
SOFT	SOFT WATER CITY	4,085.57	35.50
SPARKLE	SPARKLE JANITORIAL SERVICE	25,996.64	1,030.00
SUNDOG	SUN DOG IT	4,139.56	405.15
SYCROT	SYCAMORE ROTARY CLUB	760.00	217.50
USGA	USGA CLUB MEMBERSHIP		110.00
	ADMINISTRATION		3,613.39
15	PARKS		
	UNDEFINED		90.22
ARCO	ARCO MECHANICAL EQUIP SALES	1,260.00	440.00
CARQ	CARQUEST AUTO PARTS	5,703.06	210.34
CINTA	CINTAS CORPORATION #355	1,849.51	50.70
CONST	CONSTELLATION NEWENERGY	32,036.75	16.73
DEKA2	DEKALB IMPLEMENT CO.,	6,107.21	405.87
GRAI	GRAINGER	2,881.80	71.02
LOWE	LOWE'S	4,447.55	53.03
MAR	ARCH CHEM-MARINE BIOCHEM	8,281.00	600.00
MEL	MELIN'S LOCK & KEY	4,400.95	12.04
MENA	MENARDS - SYCAMORE	4,483.06	144.32
NICOR	NICOR GAS	28,150.71	54.74
PDRMA	PDRMA	29,681.68	37.81
RICHM	RICHMOND FISHERIES	570.00	430.00
SOFT	SOFT WATER CITY	4,085.57	184.50
UNIT	UNITED LABORATORIES	1,289.46	500.00
	PARKS		3,301.32

INVOICES DUE ON/BEFORE 12/17/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
BOCKY	BOCKYN, LLC	3,300.00	150.00
CINTA	CINTAS CORPORATION #355	1,849.51	10.70
CONST	CONSTELLATION NEWENERGY	32,036.75	183.07
FUNEXP	FUN EXPRESS	445.40	132.00
HARR	HARRIS	4,461.46	95.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	4,321.13	57.70
LE PRINT	LE PRINT EXPRESS	204.95	58.50
OF	OFFICE DEPOT	2,644.22	74.96
PDRMA	PDRMA	29,681.68	398.00
PLUNKETT	PLUNKETT'S PEST CONTROL	911.00	42.00
SHAW	SHAW SUBURBAN MEDIA	1,732.85	31.49
SPARKLE	SPARKLE JANITORIAL SERVICE	25,996.64	1,030.00
SUNDOG	SUN DOG IT	4,139.56	405.16
SYCROT	SYCAMORE ROTARY CLUB	760.00	217.50
	ADMINISTRATION		2,886.96
20	SPORTS COMPLEX		
T0001094	LSA		175.00
	SPORTS COMPLEX		175.00
21	SPORTS COMPLEX MAINTENANCE		
LOWE	LOWE'S	4,447.55	143.99
MENA	MENARDS - SYCAMORE	4,483.06	59.25
PDRMA	PDRMA	29,681.68	161.19
PRI	PRI INDUSTRIES INC.		99.49
UNIT	UNITED LABORATORIES	1,289.46	350.58
	SPORTS COMPLEX MAINTENANCE		814.50
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	4,193.86	808.57
SWEDBERG	SWEDBERG & ASSOCIATES	95,925.40	599.49
	MIDWEST MUSEUM OF NATURAL HIST		1,408.06

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/17/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
CINTA	CINTAS CORPORATION #355	1,849.51	16.68
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	4,321.13	91.78
NICOR	NICOR GAS	28,150.71	57.48
SOFT	SOFT WATER CITY	4,085.57	145.50
	COMMUNITY CENTER		311.44
SPECIAL RECREATION			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	62,109.46	3,026.50
	ADMINISTRATION		3,026.50
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
CONST	CONSTELLATION NEWENERGY	32,036.75	78.45
	CLUBHOUSE CONCESSIONS		78.45
33	SPORTS COMPLEX CONCESSIONS		
CONST	CONSTELLATION NEWENERGY	32,036.75	39.00
	SPORTS COMPLEX CONCESSIONS		39.00
GOLF COURSE			
10	ADMINISTRATION		
HORN	HORNUNG'S PRO GOLF SALES INC.	1,790.69	415.80
	ADMINISTRATION		415.80
40	GOLF OPERATIONS		
CINTA	CINTAS CORPORATION #355	1,849.51	10.00
CONST	CONSTELLATION NEWENERGY	32,036.75	1,146.29
HORN	HORNUNG'S PRO GOLF SALES INC.	1,790.69	35.56

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/17/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
40	GOLF OPERATIONS		
SOFT	SOFT WATER CITY	4,085.57	22.00
	GOLF OPERATIONS		1,213.85
41	GOLF MAINTENANCE		
ARCO	ARCO MECHANICAL EQUIP SALES	1,260.00	220.00
CINTA	CINTAS CORPORATION #355	1,849.51	50.70
CONST	CONSTELLATION NEWENERGY	32,036.75	69.16
COUR	COURSIGNS, INC.	68.12	86.51
NICOR	NICOR GAS	28,150.71	19.72
UNIT	UNITED LABORATORIES	1,289.46	200.00
	GOLF MAINTENANCE		646.09
SWIMMING POOL			
81	POOL MAINTENANCE		
CONST	CONSTELLATION NEWENERGY	32,036.75	167.77
MENA	MENARDS - SYCAMORE	4,483.06	6.41
	POOL MAINTENANCE		174.18
CAPITAL PROJECTS			
10	ADMINISTRATION		
AEAELEC	AEA ELECTRICAL CONTRACTING	6,242.00	1,942.00
CHAPM	CHAPMAN AND CUTLER		4,750.00
ENGIN	ENGINEERING RESOURCE ASSOC	62,109.46	2,039.66
SPE	SPEER FINANCIAL INC.		5,300.00
YRCFRT	YRC FREIGHT		451.35
	ADMINISTRATION		14,483.01
TOTAL ALL DEPARTMENTS			32,587.55

InterFm \$ 292,636.16
 New \$ 32,587.55

 Total \$ 325,223.71

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: December 23, 2014

Administrative Initiatives (12/1/14 – 12/31/14)

- Attended Superintendent and Board meetings.
- Attended Study Session.
- Continued to work on health insurance quotes for 2015. Finalized recommendation.
- Finalized new Flexible Spending Account provider.
- Prepared Tax Levy Ordinance. Published required notice and filed with county.
- Continued to work with Speer Financial and Chapman & Cutler, to finalize paperwork for 2014 General Obligation Bond issuance.
- Met with Ron Amen from Lauterbach & Amen to prepare for 2014 year end audit.
- Sent out table reservations for Friday Awards Luncheon at State Conference.
- Completed concessions inventory.
- Discussed upgrading of Point of Sale software with EZLinks for Pro Shop and Concessions.
- Reviewed and finalized FY2015 Operating Budget.
- Submitted remaining outstanding payroll checks to state.

- Attend PDRMA Essentials of Human Resources seminar.
- Prepared and performed staff evaluations.
- Audited part-time staff for IMRF compliance. Provided documentation to IMRF representative Jon Renner for review.
- Updated short-term goals.
- Worked with counsel to complete the Certificate of Status on our exempt property. Completed and filed with County Chief Assessment Officer.
- Met with representative from Anderson Pest Solutions.
- Catering/special events/room rentals: 3 room rentals.

Administrative Initiatives (1/1/15 – 1/31/15)

- Attend “Action 2020” meetings.
- Attend Superintendent and Board meetings.
- Complete year end inventory of Pro Shop.
- Enter FY2015 Budget information into MSI accounting system.
- Prepare Tax Abatement Ordinance and file with county.
- Begin work on documentation required for annual audit.
- Prepare initial draft of Budget & Appropriation Ordinance.
- Attend 2015 IAPD/IPRA State Conference.
- Preview current upgrade for Point of Sale software with EZLinks for Pro Shop and Concessions. Schedule upgrade to be completed to allow for additional training.

- Complete work on IMRF project for the purpose of ensuring that proper enrollment has been made in the past.
- Finalize bid for the installation of fiber optic line for the Technology Study recommendation.
- Continue training of Office Assistant specifically on inventory to prepare for the upcoming season.
- Review outstanding accounts payable checks to determine if valid.
- Update documents for 2015 Executive Summary.
- Meet with TBC regarding equipment renewal/replacement recommendations.
- Catering/special events/room rentals: 1 room rentals

Sycamore Park District
Summarized Revenue & Expense Report
Period ended November 30, 2014

Corporate Fund (10)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	20,580.00	15,958.29	-22.5%	575,859.00	600,376.40	4.3% (1)	592,324.00	592,876.73	1.3% (1)
Parks	528.00	-	-100.0%	13,196.00	12,666.25	-4.0%	13,196.00	12,845.68	-1.4%
Total Revenues	21,108.00	15,958.29	-24.4%	589,055.00	613,042.65	4.1%	605,520.00	605,722.41	1.2%
Expenses									
Administration	25,513.00	25,825.12	1.2%	330,316.00	341,834.60	3.5% (2)	362,679.00	295,416.44	15.7% (3)
Parks	14,837.00	15,832.55	6.7%	201,776.00	215,885.72	7.0% (4)	220,433.00	184,656.80	16.9% (5)
Total Expenses	40,350.00	41,657.67	3.2%	532,092.00	557,720.32	4.8%	583,112.00	480,073.24	16.2%
Total Fund Revenues	21,108.00	15,958.29	-24.4%	589,055.00	613,042.65	4.1%	605,520.00	605,722.41	1.2%
Total Fund Expenses	40,350.00	41,657.67	3.2%	532,092.00	557,720.32	4.8%	583,112.00	480,073.24	16.2%
Surplus (Deficit)	(19,242.00)	(25,699.38)	33.6%	56,963.00	55,322.33	-2.9%	22,408.00	125,649.17	-56.0%

- (1) 2014 Replacement Tax Is above budget 12.9% \$4,961 and 3.8% \$1,568 higher than 2013. 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 2014 expenses are over budget in the following areas: PT wages and related 112.4% \$8,393 due to work done for site planning and grant applications. Some money had been budgeted under consulting for this work however it was decided to go through payroll and approximately \$3,700 higher. Public Relations expenses 106.7% \$12,912 over budget primarily due to Vision 20/20 promotion.
- (3) 2014 YTD has addl expenses of \$8,468 114.5% 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 \$10,470, Uniforms \$4,791 and Employee Relations (timing of holiday party) \$1,373. Also higher in 2014: Public Relations \$15,861.
- (4) Parks maintenance is over budget in the following areas: Mower Maint 76.4% \$5,422; Shelter/Open property Maint 77.3% \$4,174; Gas/Oil 14.9% \$3,105; Pond Management 26.2% \$1,833; 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 12.9% \$5,930; Landscape Services (Encap), 31.8% \$2,345; Mower Maint 66.5% 5,004; Shelter/Open Property Maint 75.5% \$4,119; Gas/Oil 17.3% \$3,539; Pond Management 16.5% \$1,249; Gas 69.3% \$2,569 and Property Tax Expense 232.4% \$5,189.

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Recreation Fund (20)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	33,961.00	28,615.93	-15.74%	849,024.00	857,510.06	1.00%	849,024.00	843,116.33	1.7%
Sports Complex	6,600.00	700.00	-89.39%	33,400.00	28,725.00	-14.00%	33,400.00	27,391.00	4.9%
Sports Complex Maintenance	1,573.00	-	-100.00%	39,350.00	38,046.60	-3.31%	39,350.00	38,239.25	-0.5%
Midwest Museum of Natural Hist	-	-		1,725.00	1,199.04	-30.49%	2,300.00	2,310.48	-48.1%
Programs-Youth	254.00	56.00	-77.95%	12,159.00	21,136.45	73.83% (1)	12,159.00	14,383.45	46.9% (1)
Programs-Teens	5.00	-	-100.00%	4,426.00	3,136.63	-29.13% (1)	5,126.00	5,825.40	-46.2% (1)
Programs-Adult	-	-	#DIV/0!	1,475.00	1,840.00	24.75% (1)	1,475.00	2,655.00	-30.7% (1)
Programs-Family	1,221.00	1,489.00	21.95%	7,921.00	12,486.75	57.64% (1)	8,621.00	9,682.81	29.0% (1)
Programs-Leagues	9.00	-	-100.00%	4,212.00	5,685.64	34.99% (1)	4,212.00	4,999.47	13.7% (1)
Programs-Youth Athletics	11.00	-	-100.00%	22,065.00	23,462.65	6.33% (1)	22,065.00	19,293.74	21.6% (1)
Programs-Fitness	1,067.00	800.00	-25.02%	37,839.00	42,052.53	11.14% (1)	38,484.00	40,236.49	4.5% (1)
Programs-Preschool	-	-	#DIV/0!	-	-	#DIV/0! (1)	-	690.00	-100.0% (1)
Programs-Senior	-	-	#DIV/0!	600.00	345.00	-42.50% (1)	600.00	325.00	6.2% (1)
Programs-Dance	-	84.00	#DIV/0!	3,000.00	3,211.00	7.03% (1)	3,000.00	5,054.00	-36.5% (1)
Programs-Special Events	-	-	#DIV/0!	5,009.00	4,830.93	-3.56% (1)	5,069.00	4,779.66	1.1% (1)
Programs-Concerts	-	1,100.00	#DIV/0!	8,000.00	8,200.00	2.50%	8,000.00	7,100.00	15.5%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (1)	-	428.00	-100.0% (1)
Brochure	-	-	#DIV/0!	6,165.00	8,050.00	30.58%	7,300.00	7,050.00	14.2%
Weight Room	1,921.00	1,415.00	-26.34%	19,741.00	17,475.22	-11.48%	20,965.00	17,593.50	-0.7%
Community Center	128.00	(31.00)	-124.22%	3,199.00	3,119.87	-2.47%	3,199.00	3,676.16	-15.1%
Total Revenues	46,750.00	34,228.93	-26.78%	1,059,310.00	1,080,513.37	2.00%	1,064,349.00	1,054,829.74	2.4%

(1) Revenue from programs are greater than budget by 21.05% \$20,549 and increased 9.8%, \$10,525 compared to 2013.

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Expenses											
Administration	26,840.00	22,080.63	-17.73%	278,623.00	277,455.04	-0.42%	304,837.00	255,423.71	8.6%	(1)	
Sports Complex	-	-	#DIV/0!	-	50.00	#DIV/0!	-	552.26	-90.9%		
Sports Complex Maintenance	27,139.00	27,579.33	1.62%	353,604.00	346,364.11	-2.05%	391,122.00	334,519.79	3.5%	(2)	
Midwest Museum of Natural Hist	775.00	45.85	-94.08%	8,675.00	6,648.19	-23.36%	9,500.00	2,985.00	122.7%		
Programs-Youth	161.00	394.63	145.11%	7,258.00	14,157.57	95.06%	(3)	7,532.00	10,098.69	40.2%	(3)
Programs-Teens	-	-	#DIV/0!	3,029.00	1,907.76	-37.02%	(3)	3,630.00	3,733.52	-48.9%	(3)
Programs-Adult	-	-	#DIV/0!	1,200.00	941.00	-21.58%	(3)	1,200.00	1,730.00	-45.6%	(3)
Programs-Family	778.00	1,323.71	70.14%	7,505.00	9,769.98	30.18%	(3)	8,226.00	8,196.03	19.2%	(3)
Programs-Leagues	592.00	737.25	24.54%	3,187.00	3,133.56	-1.68%	(3)	3,713.00	2,837.16	10.4%	(3)
Programs-Youth Athletics	-	-	#DIV/0!	17,625.00	18,804.72	6.69%	(3)	17,625.00	15,631.92	20.3%	(3)
Programs-Fitness	2,669.00	2,607.12	-2.32%	21,500.00	23,022.26	7.08%	(3)	23,628.00	19,973.12	15.3%	(3)
Programs-Preschool	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	128.00	-100.0%	(3)
Programs-Senior	-	20.00	#DIV/0!	300.00	230.00	-23.33%	(3)	300.00	45.00	411.1%	(3)
Programs-Dance	-	114.98	#DIV/0!	2,385.00	3,011.98	26.29%	(3)	2,450.00	3,786.00	-20.4%	(3)
Programs-Special Events	-	495.20	#DIV/0!	3,770.00	15,359.90	307.42%	(3)	4,703.00	4,322.30	255.4%	(3)
Programs-Concerts	-	361.89	#DIV/0!	7,755.00	10,702.25	38.00%		7,755.00	6,706.96	59.6%	
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	705.00	-100.0%	(3)
Brochure	-	1,617.88	#DIV/0!	16,350.00	18,342.18	12.18%		24,600.00	16,729.81	9.6%	
Weight Room	-	37.06	#DIV/0!	2,762.00	1,054.10	-61.84%		3,115.00	1,431.82	-26.4%	
Community Center	10,764.00	10,777.50	0.13%	128,123.00	132,441.63	3.37%	(4)	139,703.00	131,992.70	0.3%	
Total Expenses	69,718.00	68,193.03	-2.19%	863,651.00	883,396.23	2.29%		953,639.00	821,528.79	7.5%	
Total Fund Revenues	46,750.00	34,228.93	-26.78%	1,059,310.00	1,080,513.37	2.00%		1,064,349.00	1,054,829.74	2.4%	
Total Fund Expenses	69,718.00	68,193.03	-2.19%	863,651.00	883,396.23	2.29%		953,639.00	821,528.79	7.5%	
Surplus (Deficit)	(22,968.00)	(33,964.10)	47.88%	195,659.00	197,117.14	0.75%		110,710.00	233,300.95	-15.5%	

(1) 2014 YTD has expenses that had not occurred for the same time period in 2013. Cleaning Services \$10,470 Uniforms \$4,750, Employee Relations (holiday party) \$1,171 and Intern \$2,422.

(2) 2014 ytd expenses exceed 2013 in Health insurance (due to change in coverage: single to emp/spouse) 20.8% \$11,865

(3) Expenses for programs exceed budget by 33.32% \$22,579 and increased 26.9%, \$19,152 compared to 2013. \$11,345 spent on Fireworks event

(4) Community center expenses slightly over budget: Part time wages over budget 4.19% \$1,789

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Donations (21)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	2,164.88	#DIV/0!	-	621.61	248.3%
Total Revenues		-	#DIV/0!	-	2,164.88	#DIV/0!	-	621.61	248.3%
Expenses									
Administration	-	1,650.00		-	22,228.00	#DIV/0!	(1) -	-	#DIV/0!
Total Expenses	-	1,650.00		-	22,228.00		-	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	2,164.88	#DIV/0!	-	621.61	248.3%
Total Fund Expenses	-	1,650.00		-	22,228.00		-	-	#DIV/0!
Surplus (Deficit)	-	(1,650.00)	#DIV/0!	-	(20,063.12)	#DIV/0!	-	621.61	-3327.6%

(1) Board approved paying topography bill and interest payment for line of credit out of donation fund.

Special Recreation (22)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	5,760.00	4,747.44	-17.58%	144,000.00	147,206.04	2.23%	144,000.00	157,713.37	-6.7% (1)
Total Revenues	5,760.00	4,747.44	-17.58%	144,000.00	147,206.04	2.23%	144,000.00	157,713.37	-6.7%
Expenses									
Administration	-	-	#DIV/0!	379,674.00	185,950.67	-51.02%	(2) 379,674.00	86,360.10	115.3% (2)
Total Expenses	-	-	#DIV/0!	379,674.00	185,950.67	-51.02%	379,674.00	86,360.10	115.3%
Total Fund Revenues	5,760.00	4,747.44	-17.58%	144,000.00	147,206.04	2.23%	144,000.00	157,713.37	-6.7%
Total Fund Expenses	-	-	#DIV/0!	379,674.00	185,950.67	-51.02%	379,674.00	86,360.10	115.3%
Surplus (Deficit)	5,760.00	4,747.44	-17.58%	(235,674.00)	(38,744.63)	-83.56%	(235,674.00)	71,353.27	-154.3%

(1) 2014 Property Tax Receipts decreased due to reduced EAV.

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

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Insurance (23)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	2,040.00	2,145.26	5.16%	51,000.00	52,489.04	2.92%	51,000.00	42,733.41	22.8%
Total Revenues	2,040.00	2,145.26	5.16%	51,000.00	52,489.04	2.92%	51,000.00	42,733.41	22.8%
Expenses									
Administration	-	-	#DIV/0!	43,980.00	42,407.68	-3.58%	72,560.00	42,414.88	0.0%
Total Expenses	-	-	#DIV/0!	43,980.00	42,407.68	-3.58%	72,560.00	42,414.88	0.0%
Total Fund Revenues	2,040.00	2,145.26	5.16%	51,000.00	52,489.04	2.92%	51,000.00	42,733.41	22.8%
Total Fund Expenses	-	-	#DIV/0!	43,980.00	42,407.68	-3.58%	72,560.00	42,414.88	0.0%
Surplus (Deficit)	2,040.00	2,145.26	5.16%	7,020.00	10,081.36	43.61%	(21,560.00)	318.53	3065.0%

Audit (24)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	560.00	0.57	-99.90%	14,000.00	14,027.72	0.20%	14,000.00	9,343.18	50.1%
Total Revenues	560.00	0.57	-99.90%	14,000.00	14,027.72	0.20%	14,000.00	9,343.18	50.1%
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	560.00	0.57	-99.90%	14,000.00	14,027.72	0.20%	14,000.00	9,343.18	50.1%
Total Fund Expenses	-	-	#DIV/0!	14,100.00	14,100.00	0.00%	14,100.00	13,250.00	6.4%
Surplus (Deficit)	560.00	0.57	-99.90%	(100.00)	(72.28)	-27.72%	(100.00)	(3,906.82)	-98.1%

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Paving & Lighting (25)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	4.00	2.33	-41.75%	100.00	75.90	-24.10%	100.00	93.61	-18.9%
Total Revenues	4.00	2.33		100.00	75.90		100.00	93.61	-18.9%
Expenses									
Administration			#DIV/0!		58.80	#DIV/0! (1)	-	13,081.58	-99.6% (1)
Total Expenses	-	-		-	58.80		-	13,081.58	-99.6%
Total Fund Revenues	4.00	2.33	-41.75%	100.00	75.90	-24.10%	100.00	93.61	
Total Fund Expenses	-	-	#DIV/0!	-	58.80	#DIV/0!	-	13,081.58	
Surplus (Deficit)	4.00	2.33	-41.75%	100.00	17.10	-82.90%	100.00	(12,987.97)	

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

Park Police (26)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	4.00	2.33	-41.75%	100.00	74.83	-25.17%	100.00	81.52	-8.2%
Total Revenues	4.00	2.33		100.00	74.83		100.00	81.52	-8.2%
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	4.00	2.33	-41.75%	100.00	74.83	-25.17%	100.00	81.52	-8.2%
Total Fund Expenses	-	-	#DIV/0!	4,000.00	151.76	-96.21%	4,000.00	-	
Surplus (Deficit)	4.00	2.33	-41.75%	(3,900.00)	(76.93)	-98.03%	(3,900.00)	81.52	-194.4%

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IMRF (27)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	3,480.00	2,838.94	-18.42%	87,000.00	87,985.59	1.13%	87,000.00	85,371.98	3.1%
Total Revenues	3,480.00	2,838.94	-18.42%	87,000.00	87,985.59	1.13%	87,000.00	85,371.98	3.1%
Expenses									
Administration	3,480.00	-	-100.00%	87,000.00	85,146.65	-2.13%	87,000.00	85,371.98	-0.3%
Total Expenses	3,480.00	-	-100.00%	87,000.00	85,146.65	-2.13%	87,000.00	85,371.98	-0.3%
Total Fund Revenues	3,480.00	2,838.94	-18.42%	87,000.00	87,985.59	1.13%	87,000.00	85,371.98	3.1%
Total Fund Expenses	3,480.00	-	-100.00%	87,000.00	85,146.65	-2.13%	87,000.00	85,371.98	-0.3%
Surplus (Deficit)	-	2,838.94		-	2,838.94		-	-	

Social Security (28)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	3,080.00	2,516.11	-18.31%	77,000.00	77,980.31	1.27%	77,000.00	74,454.94	4.7%
Total Revenues	3,080.00	2,516.11	-18.31%	77,000.00	77,980.31	1.27%	77,000.00	74,454.94	4.7%
Expenses									
Administration	3,080.00	-	-100.00%	77,000.00	75,464.20	-1.99%	77,000.00	74,454.94	1.4%
Total Expenses	3,080.00	-	-100.00%	77,000.00	75,464.20	-1.99%	77,000.00	74,454.94	1.4%
Total Fund Revenues	3,080.00	2,516.11	-18.31%	77,000.00	77,980.31	1.27%	77,000.00	74,454.94	4.7%
Total Fund Expenses	3,080.00	-	-100.00%	77,000.00	75,464.20	-1.99%	77,000.00	74,454.94	1.4%
Surplus (Deficit)	-	2,516.11		-	2,516.11		-	-	

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Concessions (30)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Clubhouse Concessions	1,020.00	1,474.30	44.54%	68,491.00	83,361.44	21.71%	68,491.00	75,358.13	10.6%
Beverage Cart	14.00	-	-100.00%	15,709.00	15,383.79	-2.07%	15,709.00	15,012.37	2.5%
Sports Complex Concessions	16.00	-	-100.00%	28,434.00	27,474.11	-3.38%	28,434.00	25,024.41	9.8%
Pool Concessions	11.00	-	-100.00%	11,497.00	6,987.90	-39.22%	11,497.00	8,099.55	-13.7%
Catering	902.00	1,190.00	31.93%	18,656.00	24,366.45	30.61%	19,556.00	15,548.74	56.7%
Total Revenues	1,963.00	2,664.30	35.73%	142,787.00	157,573.69	10.36% (1)	143,687.00	139,043.20	13.3% (1)
Expenses									
Clubhouse Concessions	3,664.00	3,094.39	-15.55%	90,348.00	87,594.56	-3.05%	92,511.00	76,532.80	14.5% (2)
Beverage Cart	-	31.00	#DIV/0!	10,604.00	9,378.86	-11.55%	10,604.00	9,753.29	-3.8%
Sports Complex Concessions	103.00	58.03	-43.66%	21,486.00	27,289.44	27.01%	21,536.00	20,274.14	34.6%
Pool Concessions	-	-	#DIV/0!	10,581.00	6,518.81	-38.39%	10,581.00	8,201.12	-20.5%
Catering	223.00	127.00	-43.05%	5,958.00	4,659.22	-21.80%	6,183.00	3,168.63	47.0%
Total Expenses	3,990.00	3,310.42	-17.03%	138,977.00	135,440.89	-2.54%	141,415.00	117,929.98	14.8%
Total Fund Revenues	1,963.00	2,664.30	35.73%	142,787.00	157,573.69	10.36%	143,687.00	139,043.20	13.3%
Total Fund Expenses	3,990.00	3,310.42	-17.03%	138,977.00	135,440.89	-2.54%	141,415.00	117,929.98	14.8%
Surplus (Deficit)	(2,027.00)	(646.12)	-68.12%	3,810.00	22,132.80	480.91%	2,272.00	21,113.22	4.8%

(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. Clubhouse revenue notable increases: Burgers, Chicken, Beer and Mixed Drinks. Room rental revenue is 75.14% \$3,832 higher than budget and 54.3% \$3,142 higher than 2013.

(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) \$8,889.06.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended November 30, 2014

Developer Contributions (32)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	3,750.00	28,205.23	652.14%	5,000.00	38,224.78	-26.2%
Total Revenues	-	-		3,750.00	28,205.23		5,000.00	38,224.78	-26.2%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-		3,750.00	28,205.23		5,000.00	38,224.78	-26.2%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	-		3,750.00	28,205.23		5,000.00	38,224.78	-26.2%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended November 30, 2014

Golf Course (50)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>		
Revenues										
Golf Operations	5,333.00	4,920.61	-7.7%	502,798.00	471,306.39	-6.3%	(1) 508,950.00	483,355.91	-2.5%	(2)
Golf Maintenance	834.00	-	-100.0%	20,849.00	19,584.62	-6.1%	20,849.00	20,507.08	-4.5%	
Total Revenues	6,167.00	4,920.61	-20.2%	523,647.00	490,891.01	-6.3%	529,799.00	503,862.99	-2.6%	
Expenses										
Golf Operations	14,516.00	14,448.52	-0.5%	53,070.00	40,844.89	-23.0%	245,640.00	230,083.43	-0.4%	
Golf Maintenance	20,596.00	21,243.75	3.1%	266,091.00	254,939.63	-4.2%	(5) 286,674.00	251,809.87	1.2%	
Total Expenses	35,112.00	35,692.27	1.7%	496,128.00	484,174.12	-2.4%	532,314.00	481,893.30	0.5%	
Total Fund Revenues	6,167.00	4,920.61	-20.2%	523,647.00	490,891.01	-6.3%	529,799.00	503,862.99	-2.6%	
Total Fund Expenses	35,112.00	35,692.27	1.7%	496,128.00	484,174.12	-2.4%	532,314.00	481,893.30	0.5%	
Surplus (Deficit)	(28,945.00)	(30,771.66)	6.3%	27,519.00	6,716.89	-75.6%	(2,515.00)	21,969.69	-69.4%	

- (1) Daily Greens Fees +6.52% +\$11,178
 Golf Events & Misc -3.06% -\$542
 Lessons -18.67% -\$280
 Carts -13.8% -\$16,694
 Season passes -17.58% -\$22,246
 Pro shop sales -5.11% -\$2,514

- (2) Daily Greens Fees +10.29% +\$17,035
 Golf Events & Misc -0.96% -\$166
 Lessons -67.68% -\$2,555
 Carts -12.31 -\$14,376
 Season passes -5.6% -\$6,189
 Pro shop sales -9.88% -\$5,114

- (5) 2014 expenses below budget in Materials & Supplies 23.0% \$12,225

SAY GOLF now in recreation

Sycamore Park District
Summarized Revenue & Expense Report
Period ended November 30, 2014

Swimming Pool (51)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Pool	112.00	-	-100.0%	58,199.00	50,349.82	-13.5%	58,199.00	59,235.65	-15.0%
Swim Lessons	22.00	-	-100.0%	14,235.00	13,222.02	-7.1%	14,235.00	15,183.63	-12.9%
	-								
Total Revenues	134.00	-	-100.0%	72,434.00	63,571.84	-12.2% (1)	72,434.00	74,419.28	-14.6% (2)
Expenses									
Pool	40.00	46.91	17.3%	44,390.00	43,016.80	-3.1% (3)	44,430.00	48,104.33	-10.6% (3)
Pool Maintenance	240.00	398.48	66.0%	24,380.00	28,839.41	18.3% (4)	25,400.00	26,265.81	9.8% (4)
Swim Lessons	-	-	#DIV/0!	8,201.00	8,414.65	2.6%	8,201.00	8,662.00	-2.9%
Total Expenses	280.00	445.39	59.1%	76,971.00	80,270.86	4.3%	78,031.00	83,032.14	-3.3%
Total Fund Revenues	134.00	-	-100.0%	72,434.00	63,571.84	-12.2%	72,434.00	74,419.28	-14.6%
Total Fund Expenses	280.00	445.39	59.1%	76,971.00	80,270.86	4.3%	78,031.00	83,032.14	-3.3%
Surplus (Deficit)	(146.00)	(445.39)	205.1%	(4,537.00)	(16,699.02)	268.1%	(5,597.00)	(8,612.86)	93.9%

(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 4.5% \$1,842 and less than 2013 11.3% \$4,967. This is due to change in hours and weather.

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

Sycamore Park District
Summarized Revenue & Expense Report
Period ended November 30, 2014

Debt Service (60)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	23,080.00	18,634.89	-19.3%	577,000.00	577,581.70	0.1%	577,000.00	563,994.07	2.4%
Total Revenues	23,080.00	18,634.89	-19.3%	577,000.00	577,581.70	0.1%	577,000.00	563,994.07	2.4%
Expenses									
Administration	473,212.00	-	-100.0%	492,506.00	492,505.86	0.0%	571,800.00	481,899.29	2.2%
Total Expenses	473,212.00	-		492,506.00	492,505.86		571,800.00	481,899.29	2.2%
Total Fund Revenues	23,080.00	18,634.89	-19.3%	577,000.00	577,581.70	0.1%	577,000.00	563,994.07	2.4%
Total Fund Expenses	473,212.00	-		492,506.00	492,505.86		571,800.00	481,899.29	2.2%
Surplus (Deficit)	(450,132.00)	18,634.89	-104.1%	84,494.00	85,075.84	0.7%	5,200.00	82,094.78	3.6%

Capital Projects (70)

<u>Department</u>	<u>November Budget</u>	<u>November Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	472,680.00	-	-100.0%	472,680.00	3,717.32	-99.2% (1)	472,680.00	472,043.84	-99.2% (1)
Total Revenues	472,680.00	-	-100.0%	472,680.00	3,717.32	-99.2%	472,680.00	472,043.84	-99.2%
Expenses									
Administration	284,825.00	9,970.45	-96.5%	654,700.00	590,684.58	-9.8%	662,200.00	554,586.60	6.5%
Total Expenses	284,825.00	9,970.45	-96.5%	654,700.00	590,684.58	-9.8%	662,200.00	554,586.60	6.5%
Total Fund Revenues	472,680.00	-		472,680.00	3,717.32	-99.2%	472,680.00	472,043.84	-99.2%
Total Fund Expenses	284,825.00	9,970.45	-96.5%	654,700.00	590,684.58	-9.8%	662,200.00	554,586.60	6.5%
Surplus (Deficit)	187,855.00	(9,970.45)	-105.3%	(182,020.00)	(586,967.26)	222.5%	(189,520.00)	(82,542.76)	611.1%

(1) Timing. Bond proceeds delayed until Dec. 2014

Total Fund Revenues	586,810.00	88,660.00		3,813,863.00	3,397,101.12	-10.9%	3,843,669.00	3,822,553.93	
Total Fund Expenses	914,047.00	160,919.23	-82.4%	3,860,779.00	3,649,700.62	-5.5%	4,156,845.00	3,335,876.82	
Surplus (Deficit)	(327,237.00)	(72,259.23)	-77.9%	(46,916.00)	(252,599.50)	438.4%	(313,176.00)	486,677.11	

Sycamore Park District

	1/1/2014	Revenues	Expenses	11/30/2014	11/30/2014 Cash balance
10 Corporate	131,195.37	613,042.65	557,720.32	186,517.70	183,893.92
20 Recreation	36,127.00	1,080,513.37	883,396.23	233,244.14	233,266.03
21 Donations	223,513.80	2,164.88	22,228.00	203,450.68	204,368.75
22 Special Recreation	285,021.65	147,206.04	185,950.67	246,277.02	246,277.02
23 Insurance	42,998.28	52,489.04	42,407.68	53,079.64	52,378.14
24 Audit	13,115.80	14,027.72	14,100.00	13,043.52	13,043.52
25 Paving & Lighting	7,373.77	75.90	58.80	7,390.87	7,390.87
26 Park Police	8,071.03	74.83	151.76	7,994.10	7,994.10
27 IMRF	-	87,985.59	85,146.65	2,838.94	2,838.94
28 Social Security	-	77,980.31	75,464.20	2,516.11	2,516.11
30 Concessions	49,188.82	157,573.69	135,440.89	71,321.62	68,490.60
32 Developer Contributions	74,064.11	28,205.23	-	102,269.34	102,269.34
60 Debt Service	14,398.84	577,581.70	492,505.86	99,474.68	99,474.68
70 Capital Projects	737,132.43	3,717.32	590,684.58	150,165.17	146,785.77
Total governmental fund balance	1,622,200.90	2,842,638.27	3,085,255.64	1,379,583.53	1,370,987.79
50 Golf Course Net Assets	140,612.56 <u>(224,878.42)</u> (84,265.86)	490,891.01	484,174.12	147,329.45 <u>(224,878.42)</u> (77,548.97)	(66,887.06)
51 Swimming Pool Net Assets	275,778.45 <u>(276,233.35)</u> (454.90)	63,571.84	80,270.86	259,079.43 <u>(276,233.35)</u> (17,153.92)	(17,254.91)
Total proprietary funds	416,391.01	554,462.85	564,444.98	406,408.88	
Net assets	<u>(501,111.77)</u>			<u>(501,111.77)</u>	
Proprietary funds minus net assets	<u>(84,720.76)</u>			<u>(94,702.89)</u>	
	1,537,480.14			1,284,880.64	1,286,845.82

Summary of depository accounts as of 12/18/2014

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,635.43	0.10
National Bank & Trust	965,585.32	0.03
Resource Bank	559,642.12	0.10

*Dekalb Co. Community Foundation 14,906.73

1,555,769.60

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 10/31/14.

	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	224,432	285,400	42,297	13,116	56,861	8,071	-	-	47,788	74,064	(77,386)	-	14,399	737,132	1,610,176	1,610,176	-
January																			
Receipts																			
Replacement Taxes	7,645			-													7,645	4,000	3,645
Shelters	50																50	-	50
User Fees		13,286									73		2,971	-			16,329	15,944	385
Misc	472	505	5	7	1	0	1	0				2			0	53	1,048	1,500	(452)
Expenses	(36,863)	(62,054)	-	(90)	(5,042)	-	-	-	-	-	(1,832)	-	(25,377)	(497)	-	(807)	(132,562)	(173,493)	40,931
1/31/2014	101,025	6,018	224,437	285,316	37,256	13,116	56,862	8,071	-	-	46,029	74,066	(99,791)	(497)	14,399	736,378	1,502,686	1,458,127	44,559
February																			
Receipts																			
Replacement Taxes	-																940	750	190
Shelters	940																940	-	-
User Fees		10,397									566		43,061	-			54,025	10,332	43,693
Misc	505	4,000	5	7	1	0	0	0				2			0	48	4,568	1,280	3,288
Expenses	(38,767)	(84,537)	-	(466)	-	-	(49,487)	-	-	-	(3,364)		(45,622)	(948)	-	-	(223,192)	(193,395)	(29,797)
2/28/2014	63,703	(64,122)	224,442	284,857	37,257	13,116	7,375	8,071	-	-	43,231	74,068	(102,352)	(1,446)	14,400	736,426	1,339,027	1,277,094	61,933
March																			
Receipts																			
Replacement Taxes	2,269																2,269	2,400	(131)
Shelters	460																460	600	(140)
User Fees		8,495									568	2,000	57,611	-		-	68,673	97,918	(29,245)
Misc	5,176	2,201	6	6	1	0	0	0				2			0	52	7,446	625	6,821
Expenses	(48,177)	(70,329)	-	(61,519)	(5,039)	(12,100)	(59)	(152)	-	-	(2,238)	-	(41,489)	(2,149)	-	(60,932)	(304,182)	(245,810)	(58,372)
3/30/2014	23,432	(123,755)	224,448	223,344	32,219	1,016	7,317	7,920	-	-	41,561	76,070	(86,230)	(3,595)	14,400	675,545	1,113,693	1,132,827	(19,134)
April																			
Receipts																			
Replacement Taxes	10,140																10,140	8,800	1,340
Shelters	825																825	825	-
User Fees		13,260									6,381	4,682	38,071	12,324			74,718	81,971	(7,253)
Misc	24,592	600	4	4	230	0	0	0				2			0	49	25,481	200	25,281
Expenses	(44,493)	(79,438)	-	-	-	-	-	-	-	-	(8,619)	-	(36,127)	(459)	-	(450)	(169,587)	(218,265)	48,678
4/30/2014	14,496	(189,332)	224,452	223,348	32,448	1,016	7,317	7,920	-	-	39,323	80,753	(84,286)	8,270	14,400	675,145	1,055,270	1,006,358	48,912

	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	
Replacement Taxes	7,484																7,484	6,400	1,084	
Shelters	1,525																1,525	850	675	
User Fees		18,267									20,881	4,000	56,711	11,795			111,654	117,674	(6,020)	
Misc	66	1	205	4	1	0	0	0				1			2	3,345	3,625	17,416	(13,791)	
Expenses	(58,313)	(106,156)	(14,650)	(4,481)	-	-	-	-		-	(16,147)	-	(52,507)	(4,056)	-	(125,447)	(381,756)	(353,900)	(27,856)	
5/31/2014	32,533	(162,818)	210,007	237,445	39,014	2,846	7,326	7,929	-	-	44,576	84,755	(75,542)	16,037	87,307	553,043	1,084,459	1,020,318	64,141	
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)	
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	
User Fees		18,925									40,264	5,244	72,616	22,564			159,613	156,301	3,312	
Misc	2,022	6,202	1,507	4	1	0	0	0				1			4	42	9,784	2,602	7,182	
Expenses	(73,622)	(79,708)		(34,769)	-	(2,000)	-	-		-	(30,975)	-	(54,255)	(21,042)	(19,294)	(41,355)	(357,020)	(533,132)	176,112	
6/30/2014	169,007	131,966	211,514	259,575	59,127	6,450	7,354	7,958	-	-	55,806	90,000	(43,010)	18,539	291,345	511,730	1,777,362	1,549,244	228,118	
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	
transfers in/out	443	254							(1,417)	(1,256)	326		688	961			-	-	-	
Replacement Taxes	7,540																7,540	5,600	1,940	
Shelters	500																500	2,425	(1,925)	
User Fees	-	12,342									30,965	-	57,290	8,391			108,988	119,859	(10,871)	
Misc	505	2,854	192	8	1.04	0	0	0				3			10	40	3,614	1,098	2,516	
Expenses	(57,442)	(83,194)	(610)	(25,165)	(29,257)	-	-	-		-	(29,314)	-	(52,890)	(24,310)	-	(43,997)	(346,179)	(255,123)	(91,056)	
7/31/2014	128,380	77,546	211,096	236,949	30,709	6,684	7,356	7,959	-	-	57,782	90,003	(37,923)	3,582	300,655	467,772	1,588,550	1,445,655	142,896	
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	
transfers in/out	2,277	3,658							(5,040)	(4,467)	374		2,391	808			-	-	-	
Replacement Taxes	811																811	1,600	(789)	
Shelters	965																965	925	40	
User Fees		30,016									24,199	8,682	66,706	2,908			132,511	118,983	13,528	
Misc	9	3	292	6	1	0	0	0				3			9	36	360	2,237	(1,877)	
Expenses	(53,628)	(89,052)	-	(26,823)	(3,299)	-	-	-		-	(18,920)	-	(52,342)	(21,910)		(9,921)	(275,896)	(297,054)	21,158	
8/31/2014	106,661	69,573	211,388	218,561	30,391	7,514	7,360	7,963	-	-	63,434	98,688	(21,168)	(14,612)	333,750	457,887	1,577,391	1,340,002	237,389	

	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	185,408	315,605		56,120	19,838	5,528	28	28	33,560	29,743					220,285		866,142	947,184	(81,042)	
transfers in/out	16,924	28,249							(33,560)	(29,743)	2,084		14,607	1,439			0	-	0	
Replacement Taxes	-																-	-	-	
Shelters	430																430	375	55	
User Fees		18,186									17,255	1,573	36,760	1,905			75,680	74,500	1,180	
Misc	134	684	643	6	1	0	0	0				1			12	39	1,520	5,524	(4,004)	
Expenses	(47,536)	(71,256)	(6,028)	(22,442)		-	-	-	-	-	(13,575)	-	(42,894)	(2,789)		(14,901)	(221,421)	(264,969)	43,548	
9/30/2014	262,021	361,040	206,002	252,245	50,230	13,042	7,388	7,991	-	-	69,198	100,262	(12,694)	(14,057)	554,047	443,026	2,299,742	2,102,616	197,126	
October																				
Receipts																				
Replacement Taxes	7,473	-															7,473	9,600	(2,127)	
Shelters	50																50	75	(25)	
User Fees		11,362									9,485	2,000	23,536	-			46,382	31,655	14,727	
Misc	1,513	19	16	20	3	1	0	0				6			5	13	1,598	-	1,598	
Bond Proceeds																	-	-	-	
Expenses	(61,217)	(104,713)		(10,736)	-	-	-	-	-	-	(9,546)	-	(48,299)	(2,753)	(473,212)	(286,283)	(996,758)	(260,112)	(736,646)	
10/31/2014	209,841	267,709	206,019	241,530	50,233	13,043	7,389	7,992	-	-	69,137	102,268	(37,457)	(16,810)	80,840	156,756	1,358,488	1,883,834	(525,346)	
November																				
Receipts																				
Taxes	15,684	26,698		4,747	1,678	468	2	2	2,839	2,516					18,635		73,271	90,208	(16,937)	
transfers in/out																	-	-	-	
Replacement Taxes	-																-	-	-	
Shelters	50																50	-	50	
User Fees		7,547									2,664	-	4,953	-			15,164	18,066	(2,902)	
Misc	224	-															224	(2)	226	
Bond Proceeds																	-	472,680	(472,680)	
Expenses	(41,905)	(68,687)	(1,650)	-	-	-	-	-	-	-	(3,310)	-	(34,383)	(445)		(9,970)	(160,352)	(901,526)	741,174	
11/30/2014	183,894	233,266	204,369	246,277	51,911	13,511	7,391	7,994	2,839	2,516	68,491	102,268	(66,887)	(17,255)	99,475	146,786	1,286,845	1,563,260	(276,415)	
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	149,339	148,317	204,369	246,277	23,331	13,511	7,391	7,994	2,839	2,516	66,953	103,518	(96,921)	(18,315)	20,181	139,286	1,020,585	1,297,000	(276,415)	

	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	19,619	94,036	(20,063)	(39,123)	(18,966)	395	(49,470)	(77)	2,839	2,516	19,164	29,454	(19,535)	(18,315)	5,782	(597,847)	(589,591)	(313,176)	(276,415)

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: December 23, 2014

Administrative Initiatives (12/1/14 – 12/31/14)

- Attended Chamber of Commerce Ambassadors Club meeting.
- Volunteered at the Chamber of Commerce's Walk with Santa Parade.
- Attended Voluntary Action Center Board Meeting.
- Developed and sent December Newsletter for golf operation through website.
- Began to update golf course website with new rates, league dates, Swing into Spring Sale dates and additional information.
- Continued to offer a pro shop sale for all in stock items to continue to reduce 2014 inventory.
- Began to develop website and flyers for Crowdfunding campaign for irrigation funding.
- Stored remaining golf carts in cart barn and old maintenance buildings for off season.
- Began to develop discounted rate structure with Golfnow.
- Began to develop 2015 outing and tournament schedule.
- Began to develop spring marketing for the 2015 golf season.
- Closed golf course December 16th. Second latest closure since Jeff and I have been employed here.

- Attended Study Sessions as scheduled.

Administrative Initiatives (1/1/15 – 1/31/15)

- Attend weekly Department Head meetings as scheduled.
- Attend Chamber of Commerce Ambassadors Club meeting.
- Attend Voluntary Action Center Board Meeting.
- Attend all staff meeting as scheduled.
- Develop January Golf Insight newsletter for golf operation through website.
- Continue to update golf course website with new rates, league dates, Swing into Spring Sale dates and additional information.
- Close Pro Shop for the month and help with inventory as requested.
- Continue to develop website and flyers for Crowdfunding campaign for irrigation funding with help from Crowdsourcing.com
- Continue to develop 2015 outing and tournament schedule.
- Continue to develop spring marketing for the 2015 golf season.
- Restructure closet storage area outside pro shop to create more efficient use of space provided.
- Research the thought of offering a family pass for the golf course.
- Hold a meeting with Dan, Bart and Lisa about future Junior Golf lessons and promotions.
- Attend Vision 20/20 Committee meetings or study sessions as scheduled.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: December 23, 2014

Administrative Initiatives (12/1/14-12/31/14)

Golf

- The golf course was closed on December 16th. After a cold and snowy November, we decided to stay open to see if the weather would improve. Several customers enjoyed a couple more weeks of golf as the December temperatures increased enough to allow play.
- Staff has spent time removing equipment from the course, roping off greens and select tees, cutting down dead trees, installing snow mobile trail signs, washing mowing equipment to prepare for winter maintenance, painting signs, blowing and mulching the last of the leaves, and cutting down spent perennial plants around the clubhouse.
- The greens, tees, and fairways were sprayed at the end of the first and second week of December for snow mold disease prevention.
- All seasonal staff members have been laid off for the winter. Full time staff will be taking some days off during the month.
- The paving near the tennis courts and the area where the new drain line was placed has been paved and the mounds of excess soil removed. A pile of top soil left over from the project was placed on the concrete pad near 17 green and 16 tee which will be used by all maintenance departments for future project needs.
- I have begun to collect information on golf maintenance products and plant protectants for next seasons' maintenance schedules.

- I have collected data from the golf course for the fixed asset project. Cart paths and paving around the clubhouse and parking lots have been measured and recorded. Benches, shelters, fencing and any other permanent items have also been recorded and measured.

Sports

- Staff has been working on refurbishing equipment boxes, pool benches, picnic tables, cutting down dead trees, collecting garbage cans, cleaning equipment, collecting inventory of bases and other field equipment.
- Two new sump pumps have been placed in the pool which runs continuously in the mostly filled pool all winter. The filled pool keeps the bottom from heaving and the pumps don't let the surface totally freeze so the sides of the pool are not damaged.
- Bart and I have already met with or been in contact with several user groups as they prepare for the spring sport season schedules and possible tournaments.
- I have collected information for the fixed assets project at the sports complex.
- Reviewed field product needs for next season. Taking inventory of bases and field equipment as well.
- Collected quotes for approved capital purchase for snow thrower and cab for existing mower. This will be used on select paths and sidewalks throughout the district.

Parks

- Staff has collected picnic tables and garbage cans from all the parks for winter restoration. They are also completing minor repairs of structures and equipment, dead ash trees and stumps have been removed consistently, equipment washed to prepare for winter maintenance, begun table repair and staining, removed tennis nets, and placed mowing stakes on certain path edges. Snow plows have also been placed on Park District vehicles and checked for operation.
- Had Northern Pike stocked at Lake Sycamore and Old Mill ponds. These will help keep the shad fish population in check as the shad can out compete more desirable species. Stocking of various species will continue in the spring.
- I attended staff, board, CAC meetings, and study sessions.
- I worked with ERA engineers and Copenhagen Construction Company as the ADA and tennis lot paving work was completed. Attended a final walk through check and punch list for items needing completion.
- Midwest Museum sprinkler system – met with electrician about regulations for adding heat tracer lines on susceptible portions of the system and tying into the fire panel for detection. Still awaiting final specifics and requirements of this addition and pricing. Also had a weak area of the floor located in the storage area behind the elephant repaired. All HVAC units were serviced and checked prior to the winter weather. Sent in elevator operation permit renewal application to the State of Illinois.
- Gathered detailed inventory of parks and facilities for the fixed asset replacement project at all park locations. Paving has also been measured in all areas of the district and missing items have been added to current asset sheets.
- Started using data compiled from fixed assets and other info to develop maintenance management plans for parks and sports areas.

- Performed staff evaluations for full-time and IMRF maintenance staff.
- Completed map of trees at parks and the golf course that will be removed by a professional tree service. These are trees that are too large or near structures which our staff is not equipped to handle. Also working on a tree replacement plan for several of these removed trees along with bid documents to remove the trees and then plant new trees in various areas in accordance with our tree replacement plan.
- Attended the PDRMA Essentials of Human Resources class with other staff on Dec. 10-12.
- Compiled Sports Complex user group data for comparison of field usage and staff time and materials used per organization.

Administrative Initiatives (1/1/15-1/31/15)

- Attend staff, CAC, board, and study session meetings.
- Staff will plow as needed and begin winter service work for all Park District maintenance equipment. Mower reels will also be sharpened and parts replaced.
- Will continue to organize gathered information for the fixed assets budget project.
- Will attend meetings pertaining to Vision 20/20 plans as they occur.
- Will participate in early planning meetings with sports user groups to discuss organizational plans for next season.

- Continue PDRMA compliance requirements for future insurance review. Staff training opportunities will be explored and steps needed to complete compliance issues will be planned and written.
- Will work towards completion of Goals and Objectives for the short term plan. Specifically a rough draft of the maintenance management plan for parks/sports.
- Will work on dead tree removal and tree replacement bid documents. We look to put out bids for work during the winter months.
- Work on 2015 capital budget pricing of approved items and begin collecting quotes for various items and projects.
- Will attend IAPD state conference in Chicago.

To: Park Board of Commissioners
From: Bart Desch
Subject: Monthly Board Report
Date: December 17, 2014

Administrative Initiatives: (12/01/14 – 12/31/14)

- Attended the Board meeting on December 23.
- Attended the CAC meeting on December 4.
- Attended the Board study session on December 17.
- Attended the PDRMA workshop, “Essentials of Human Resources Curriculum” from December 10-12.
- Facilitated the “Cookies with Santa” event on December 12 and 13. Overall over 300 youth and 500 adults were served over the weekend. Thanks to the Lions Club for their donations of hot chocolate, cookies and printer ink, to Kish Hospital for their donation of picture frames and supplies and to the Sycamore United Methodist Church. A great deal of food was donated to the Sycamore Food Pantry and toys for the “Toys for Tots” program.
- Recruited a commissioner from the Girls’ Softball Association to carry the banner in the Chamber’s “Walk with Santa”, which the District sponsors. The association expressed their thanks to the District for being asked.
- Attended the Boy’s Baseball Board meeting on December 2. Items discussed included the District assisting with the offering of a parents/coaches “training” workshop that would be available to all the youth sports groups.
- Met with Chris and Lisa from Softwater City to discuss a one year extension of the current lease. This extension would be from June of 2015 to June of 2016. There would not be an increase of the current monthly rent of \$5,558.00.
- Produced and delivered holiday bags to the Chamber for their “Santa House” program.
- Listed and submitted program events to the web sites of the Sycamore Chamber, Dekalb County Online and Planit Dekalb County.

- Conducted a reference check on Eco Clean, the low bidder for the cleaning services. This company is out of Elmhurst.
- Met with staff from Eco Clean and conducted a tour of the facilities and discussed the needs of each facility.
- Met with John Staples of Visionary WebWorks and Sarah to discuss and plan the creation and changing over to a new web site for 2015.
- Met with Amy Doll, the Superintendent of Recreation for the Dekalb Park District to discuss possible joint summer programming.
- Completed a self-evaluation and an update of the Short Term Goals and Objectives and turned them in to the Executive Director.
- Met and discussed with commissioners from Sycamore Baseball the upcoming year and a possible tournament for the coming summer.
- Completed an evaluation for the Recreation Supervisor.
- Applied for and received a grant amount of \$450.00 from the Mary E. Stevens Concert and Lecture Fund. This grant is administered by NB&T Bank. This grant is for the Summer Concert Series and provided us the means to start the series 11 years ago.
- Donated items to 4-C Community Coordinated Childcare for their annual fundraiser.
- Collected items for the Board meeting to have access to a computer and be able to view some activities.
- Continue working with the School District and Kiwanis on a flyer for our joint event on January 17.
- Agreed to a maintenance agreement with the Fitness Connection to check our fitness equipment twice a year to check for problems and resolve them. The First visit will be in early January.
- Worked with the Jeff to create a usage/maintenance chart of the MOU groups for the Sports Complex. Some other “major” users of the park were included as well.

Administrative Initiatives: (01/01/15 – 01/31/15)

- Will attend the Board Meeting on January 27.
- Will attend the IPRA conference on January 21 – January 24.
- Will begin investigating a company named Healthways, Inc that would like to send physical rehab patients to our fitness center and pay for each person that attends. I will be meeting and speaking with them regarding this and the total process.
- Will continue to meet with John Staples of Visionary Webworks and Sarah regarding the new web site. Staff will begin to be contacted and asked for input for this project in January.
- Begin work and finding information to include in the next Executive Summary.
- Will offer the first week of January as an opportunity for customers to use the fitness area of the Community Center for free. This is an effort to welcome more people to use the fitness area and hopefully attract them as future members.
- Will work with Sarah and put some timelines together for the year's brochures and newsletters.
- Begin planning with the Sports Groups about a workshop for coaches in the Spring. Also will begin discussions for a parent's workshop later in the year.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: November 25, 2014

Administrative Initiatives (12/1/14 – 12/31/14)

- Prepared candidate packets and coordinated information on April election.
- Updated Agenda Planner and Distributed to Board/Administrative Staff.
- Coordinated beginning of engineering work on Sports Complex.
- Coordinated beginning of engineering work on Route 23 to Brickville Road Trail project.
- Formulated plan for addressing 2015 matters:
 - Ovitz Park Grant Application
 - IDOT Trail Application
 - South Sports Complex Grant Application
- Held meetings with Key Contacts about Vision 20/20.
- Kept up a regular presence on the district's FACEBOOK page.
- Worked on issues related to Midwest Museum of Natural History fire suppression system.
- Attended Meetings of:
 - Health Department
 - Rotary
 - Chamber
 - KSRA
 - PDRMA

- CAC
- Pumpkin Festival
- HOA's

- Communicated with the County Clerk's Office on matters related to legal notification and publication of April election matters.

- Finalized Operating Budget for 2015.

- Finalized VISION 20/20 Budget and Timelines.

- Coordinated Holiday Appreciation Event for Staff and Board.

- Coordinated meeting with DeKalb Park District on possible future joint efforts.

- Met with Kish Hospital re: Future Joint Efforts.

- Continued work on 2015 Executive Summary.

- Studied and Created Recommendations on:
 - Park Naming Policy
 - Advertising and Promotion in Parks
 - Health Insurance
 - Salary and Employee Evaluation
 - Revised Timeline for Vision 20/20
 - Revised Budget for Vision 20/20
 - Committee Purpose Statements
 - Fundraising Goals/Targets
 - Affiliate Guidelines

Administrative Initiatives (1/1/15 – 1/31/15)

- Continue to push for transfer of deeds on two parcels from City to Park District related to Kiwanis East Park and Parkside Preserve.

- Hold follow-up meetings with Youth Sports Groups on Site Planning.

- Continue seeking cooperation from Shodeen Development and Krpan Estates to get final Development Agreements.

- Continue serving on Pumpkin Festival Committee.
- Update Agenda Planner for Staff/Board.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - Pumpkin Festival
- Finalize Operating Budget plans.
- Finish Specs for final phase of paving at Club House and put out to bid.
- Begin planning for specs to complete Phase III of ADA work from the Transition Plan.
- Complete work on 2015 Executive Summary.
- Attend IPR Conference.
- Apply to serve on the NRPA/NCSU Board of Regents for Maintenance Management School.
- Attempt 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.
- Maintain FACEBOOK PAGE with ongoing information about the parks in Sycamore, and other “Big Picture” matters.

**Minutes of the Regular Meeting of the Sycamore Park District
Citizens Advisory Committee
Thursday, December 4, 2014**

The meeting was called to order by Chair Buzzard at 7:20 am. Roll was called with Committee Members Margaret Bassett, Susan Benson, Christiene Drake, Doug Kenney, Brian Lance, Denny Lane, Barb Lynch, Rose Treml, Dave Yanke and Scott Buzzard were present. Committee Members absent were Brian Gregory and Craig Mathey. Park Staff present were Director Gibble, Supt. of Parks Donahoe, Supt. of Recreation Desch. Also present was Jessica Sida who is interested in being involved.

Agenda Approval

Motion

CM Treml made a motion to approve the agenda. CM Lance seconded the Motion.

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All members present voted aye. Motion carried 10-0.

Minutes Approval

Motion

CM Lane made a motion to approve the October 2, 2014 minutes. CM Drake seconded the Motion.

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All members present voted aye. Motion carried 10-0.

Old Business –

Status of Vision 20/20 – latest timeline and key issues – Chair Buzzard asked Director Gibble to talk about the expectations on Vision 20/20. Director Gibble noted he brought some pictures, among them from the John Ovitz Park. He noted there were 5 trees planted there for the Ovitz Family and Jane Ovitz wanted a tree planted in honor of Ella who named the park. These trees were donated and we have other donations for further trees. There will be a stone with a plaque on it for all the names of people that have donated trees. We will be applying for an OSLAD grant for this Park. He noted they have been talking with the sports groups on their needs and wants for the future. He went over the process of starting Vision 20/20. He thanked the CAC for helping us get to where we are today. Chair Buzzard noted there is a lot that has to go into this process.

New Business

Role of the CAC in post-referendum environment – Chair Buzzard noted that Director Gibble has said that the CAC has been a big player in this process. Things have changed now since the referendum has passed. He feels the CAC needs to evolve and become more action oriented. There is a proposal that the Board will be considering at their next meeting. This would be dissolving the Charter of the CAC, but evolve it into possibly 6-7 other groups. He noted they would like to give everyone on the CAC the opportunity to stay involved if the Board approves this proposal. There would be at least 6 groups created centered around all the projects. Each CAC member could sign up for up to two committees with fairly specific objectives. The Board will be reviewing at their study session the first draft of the purpose statements for each of the citizen groups. These groups will meet as see fit. Chair Buzzard noted there will be other

Minutes of the Regular Meeting of the Citizens Advisory Committee
Thursday, December 4, 2014
P. 2

Role of the CAC in post-referendum environment-cont'd – citizens on these groups along with board members and possibly staff. He then handed out to the CAC a list of the committees and went over them. He asked all of them to think about if they would like to be involved on any of the committees. He also noted that Director Gibble will define more what the committees are and develop purpose statements and put timelines on them. Director Gibble noted the CAC could sign up for the committees interested in at the February CAC meeting. The Board would like to roll out by March 1st a communication about where we are going and when people can start expecting things to happen. Chair Buzzard noted the regular scheduled February meeting would be February 5th. We will skip the January meeting, but schedule the February one for February 5th at 7:15 am. He also noted this is informational at this point. The CAC might evolve back into the original format in a few years.

Announcements - Supt. of Recreation Desch noted we are involved in the Chambers Santa Walk and we also have Cookies with Santa on December 12th and 13th. The brochure should be in the mailbox next week.

Supt. of Parks Donahoe noted we just finished our ADA updates with our paving portion improvements.

The next CAC meeting will be on Thursday, February 5, 2015.

Adjournment –

Motion

The Citizens Advisory Committee adjourned at 7:57 a.m. on a motion made by CM Treml. The motion was seconded by CM Lane.

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All Commissioners voted aye. Motion carried 10-0.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary

Dean Site Park Board
Members -

Thank you so much
for thought of us at
Dad's funeral w/
flowers. The gesture
was much appreciated

James Kelly Doty

There is a saying...

"People will forget what you did...
They may forget what you said..."

But they will never forget how
you made them feel."

Thank you for caring.



Jeff Keicher, CLU ChFC CPCU
State Farm Agent®

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Dan Gibble, Director
Sycamore Park District
940 East State St
Sycamore, IL 60178

Dear Dan,

Enclosed you will find a check for \$250.00. It is intended for the dedication of a tree at the Dr. John Ovitz Memorial Park in honor of my grandfather. I'll give you the information here and depending on how the memorial reads, please use your best judgment...

“In Honor of Robert Keicher, Sycamore Rotary President 1978-79”

All my best, and congratulations on a well done park unveiling.

Best Regards,

Jeff Keicher, CLU ChFC CPCU
State Farm Agent

 **State Farm™**



November 12, 2014

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

Sycamore Park District,

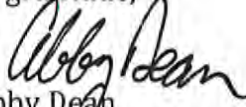
Take Root is a great event. When we turned back the clocks to 1984, we had a wonderful time with our guests, danced to a great band, enjoyed good food, heard from distinguished alumni award recipients and learned how our community's generosity amplifies our children's education. What makes Take Root a phenomenal event is that it brings our community together in support of something greater...our children's future.

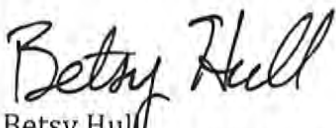
The community support of Take Root starts with people like you. It is with the deepest sincerity that we extend our gratitude to you for your donation of Pool passes for two to our Take Root silent auction. Through your generous support, we were able to raise nearly \$10,000 through our silent auction alone! And eclipsed our total fund raising goal of \$40,000 for the evening. We truly could not have accomplished this without your support.

Because 100% of our proceeds go directly to our schools, that's \$40,000 more in our elementary, middle and high schools to fund programs that would otherwise not exist. These are programs that inspire our children and help them develop a passion for learning; programs that support our children's physical, emotional and intellectual growth and wellbeing; programs that provide a safe, welcoming place for our children and help them feel like they belong. These are programs that are changing and shaping young lives, and you are making them possible.

Thank you for making this year's Take Root a success. We are so touched by your generosity and grateful for your dedication to help us achieve our mission of enhancing and enriching the education opportunities of our children.

In gratitude,


Abby Dean
Chair, Take Root


Betsy Hull
President, Sycamore Education Foundation

Sycamore Park District Clubhouse Post Rental Questionnaire

Name: Kim Hurley
Date of Event: Nov 8
Type of Event: Bachelor Party

1. How was your event? Great

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

3. How was the room rental fee? affordable

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

4. How was your menu/meal/bartending? GREAT

5. How was the pricing? great

6. Would you change anything? no

7. Would you recommend the Clubhouse to a friend? Yes
Why or Why not _____

8. How did you hear about us? _____

9. Please note your overall experience. *Great*
Melissa was very accommodating

Sycamore Park District Clubhouse Post Rental Questionnaire

Name: Jim and Jackie Clever
 Date of Event: 12/13/2014
 Type of Event: party

1. How was your event? Wonderful
2. How was the service of the Park District Staff? Welcomed Melissa and Husband
3. How was the room rental fee? Great

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

4. How was your menu/meal/bartending? organized and well done
5. How was the pricing? (Fair)
6. Would you change anything? No we simply loved it
7. Would you recommend the Clubhouse to a friend? Yes!
 Why or Why not Nice spot for a small venue event
8. How did you hear about us? _____
9. Please note your overall experience. Wonderful & memorable

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 23, 2014

STAFF RECOMMENDATION

AGENDA ITEM: Contract Cleaning for the Sycamore Park District

BACKGROUND INFORMATION: The District started using a cleaning company last year for the first time. It was a learning event for all included. I believe it went well overall with of course some slight modifications (such as the Community Center staff taking care of cleaning on weekdays and Sundays, checklists included) and some flexibility shown by both parties. After the “learning period” the cleaning was consistent. Sparkle has shown flexibility which is needed at times with events happening, sometimes late at the buildings. It is important to note that the Executive Director received absolutely no complaints about cleanliness in our buildings in 2014. In 2013 he received multiple complaints about the Club House and the Community Center.

This Fall, staff at each of the facilities were asked to revise any of the cleaning services each of their respective facilities needed. Some minor changes at the Clubhouse and Admin were made at that time. At the Community Center we minimized some of the cleaning tasks for the contract as we don't have them clean on Sunday, and we are having desk staff do some of the touch up work (see the checklist attached). The facilities to be cleaned remain the same: the Admin/Club House/Pro Shop, Community Center, and Maintenance Facility. Also included are the bathrooms at the WPA Main Shelter which were not done last year.

Staff sent out a Request for Proposal in early November to nine agencies, and had it printed in the DeKalb County Chronicle on November 15. These agencies were provided the updated bid document and an Independent Contractors Agreement which contains basic requirements for bidding a job with the Park District. The bid request was responded to by four companies. The bids were due on November 21.

The highest bid was from PERFECT Cleaning for \$33,738, the next lowest was Clean USA for \$27, 751.92, the next lowest was Sparkle Clean for \$27, 300 and the lowest bid was from ECO Maintenance for \$14,400.

Because the low bidder was so far below the others, I arranged to meet with them and walk through all the facilities and the task lists (also attached), to be sure they knew what they had bid on. In the end, they withdrew their bid. They did not completely read the proposal or look at the buildings before submitting a bid.

The funding for this endeavor will be taken from each facility's custodial payroll, materials and supplies funds for the 2015 year. The low bidder was Sparkle Janitorial Service of Sycamore in the amount of \$27,300.00

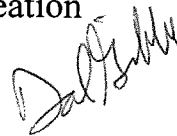
FISCAL IMPACT: The costs of cleaning the facilities for 2015 are as follows:

Admin/Club House/Pro Shop	\$ 14,200.00
Community Center	\$ 10,400.00
Maintenance Facility	\$ 1,700.00
Shelter	<u>\$ 1,000.00</u>
2015 Total (based on 52 weeks)	\$ 27,300.00

STAFF RECOMMENDATION: Staff recommends the approval of Sparkle Janitorial Service to facilitate the cleaning of our facilities for the 2015 calendar year.

PREPARED BY: Bart Desch, Superintendent of Recreation

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Front Desk Instructions

Opening Duties:

1. Unlock the front door.
2. Disarm the alarm. Press the disarm button, enter your 3-or-4 digit code, and the press STAY.
3. Clock in.
4. Turn on all lights, televisions, and fans.
5. Check the water cooler, paper towels, and plastic cups. Please restock if they need to be. Supplies are located in the closet with the radio in the weight room.
6. Turn on the computer. Password is 1234. Log in to ParkPro.
7. Unlock the money drawer. Keys are located near the computer.
8. Fill the cash register with the money from the Starter Bank bag. Record the amount for each bill on the shift check sheet. The total should always be \$100.00
9. Unlock the padlocks on the side door next to the stairs, the door in the kitchen, the door in the weight room, and the door in the cardio room. The key is hanging on the bulletin board on a lanyard. Set the padlocks on the desk.

Beginning of Shift Duties:

1. Clock in.
2. Log into ParkPro.
3. Complete the Shift Check sheet, located in the Starter Bank bag.
4. Read the communication notebook and initial all new notes.

End of Shift Duties:

1. In ParkPro, click the Reports tab.
2. Uncheck everyone but yourself. Select the date as the current date for both the start and end date option. Click the button print ledger report and click the first option sort by GL number and print it.

3. Make sure that the total amount of money matches the report. If it does, then initial the report and place in the Daily Reports bag. Be sure to fill out the Daily Reports sheet and initial it. Make sure that all credit card transactions have been stapled appropriately and that there is a settlement attached to each individual transaction.
4. Sign out of ParkPro.
5. Tidy up the desk and file all documents in their appropriate locations.
6. Relay any messages to the next staff.
7. Clock out.

Closing Duties:

1. Complete the end of shift duties except Clock out, listed above.
2. Open the cash drawer and empty it into the Starter Bank bag. Fill out the shift check form. Put the bank bag back in the drawer.
3. Lock the cash drawer and place the keys on the computer
4. Place all the padlocks back on the doors.
5. Turn off all lights, televisions, and fans. Be sure to check the upstairs lights and fans. All machines stay ON overnight.
6. Clock out.
7. Close the front door so that the green light appears on the alarm system. Arm the alarm. Do this by pressing Arm, entering your 3-or-4 digit code, and pressing AWAY. Then you will be able to exit and lock the door with your key. Make sure that BOTH doors are locked by simply pulling on the handles to check.

Duties to be Complete During a Shift:

1. Check the expiration dates for the memberships of all the patrons using the weight room facility. Those participating in a class do not need to sign in. If a person's membership is expired, please kindly let them know.
2. Periodically check the water cooler, paper towels, garbage, mirrors, and plastic cups to make sure that they are full. If they need to be refilled then do so. Also make sure that the weight room and cardio room are clean.
3. Answer the phone.

4. Complete program and weight room registration forms as they come in.

Answering the Phone:

1. Answer each phone call in a timely and friendly manner. Example: "Thank you for calling the Sycamore Community Center, this is _____. How may I help you?"
2. To dial a number, first press 9 and then 1 followed by the area code and phone number.
3. To call someone who works for the park district, simply dial the three digit extension.
4. Be sure to memorize the Community Center phone number. It is (815)895-3202.
5. To transfer a call, press the transfer button and then the persons three digit extension number.
6. If there is a voicemail on the phone, press the open v.m. button and press the new button and listen to the voicemail. Delete the message after you have called the person back.
7. If someone calls to verify their residency in order to sign up for a program, select the users tab in ParkPro and find their name. Next to their address, there is a residency tab select the button that has two green arrows, which will update their residency for another year. Be sure to check the address with the sheet posted on the wall that shows the Sycamore streets that are out-of-district. Tell the patron that their residency has been verified and it may take a couple of minutes for the system to sync.

Program Registrations:

1. Have the patron fill out a registration form to its entirety. Make sure that they sign the waiver at the bottom of the form. A NEW FORM NEEDS TO BE COMPLETED EACH TIME!
2. Check their residency. Be sure to charge the patron the correct fee depending on whether they are a resident or not.
3. Add up the total cost. Make sure the fee matches with the brochure.
4. In ParkPro, Click on Cash Register.
5. Select a user. If the patron is not already a user, add them. SEE NOTES ON CREATING A NEW USER.
6. Click the programs tab.
7. Select the participant's name.
8. Enter the program code. If not sure look in the brochure.

9. Make sure the fee is correct. If there is a discount, click the discount tab and select the appropriate one.
10. Click add. Make sure it appears in the shopping cart.
11. When everything has been added correctly click the complete sale tab.
12. Enter in the patron's payment option and make sure that there is not a remaining balance.
13. Press submit and if the patron wants a receipt offer the option of e-mailing it to them or printing one. Give them any additional information on the program at this time.
14. On the program registration form, fill out the section labeled office use only and initial it.
15. File the program registration form in the file cabinet (upper drawer) in alphabetical order.

Weight Room Registrations:

1. Have the patron fill out the registration form to its entirety. PLEASE NOTE: A NEW FORM NEEDS TO BE FILLED OUT EACH TIME THEY SIGN UP!
2. Check their license in order to verify their residency. Be sure to charge the patron the correct amount.
3. In ParkPro, go to the Cash Register. Click on the magnifying glass and search for a user. Click the membership tab and select a participant. Next click the facility option and in this case it would be Weight Room. Then select the membership type that was indicated on the registration form. Click add and make sure it appears correctly in your shopping cart. Lastly, click the complete sale button and select the payment method. Be sure that the patron is being charged the correct amount and that there is not a remaining balance.
4. Print or e-mail the patron a receipt. Be sure to explain to the patron that they need to sign in every time that they come in to work out by showing them the clipboard.
5. Make sure that the expiration date is correct in ParkPro. All memberships expire one day before they were purchased. For example, an annual membership purchased on March 6, 2013 would expire on March 5, 2014.
6. On the registration form, indicate the type of payment used, total collected, and the expiration date. Lastly initial the form.
7. 3-hole punch the weight room registration form and file it alphabetically in the binder labeled Weight Room located in the left overhead cabinet.

Creating a New User in ParkPro:

1. Click "Users."
2. Click on the box that says add a household.
3. Type in all the appropriate information for that user such as: name, address, gender, birthday, and phone numbers. Check the residency box if they are in fact a resident of Sycamore.
4. Finally click add household and press the save button.

Additional Notes:

1. Get the mail around 2:00pm every day. The Community Center mailbox is located on the left as you are leaving the building. It is the mailbox all by itself. Place all mail on the desk near Bart's folder.
2. Place any important notes or information in Bart or Lisa's respective folders.
3. A current brochure should always be located on the front desk. It should never be removed. All changes should be written in the front desk copy for staff use.
4. Be sure to initial off on all the notes in the communication book.
5. All staff should arrive no later than 5 minutes before their shift so that you are able to release the person on time and hear any important messages.
6. Tidy up the front desk and please wipe it down with Lysol wipes to eliminate the transfer of germs.
7. Wear your Sycamore Park District Staff shirt each time you work and please wear close toed shoes.

**** NEED TO ADD: days passes, transfers, gift certificates, and refunds.**

Front Desk Sunday Closing Duties

1. Empty all garbages.
2. Clean all mirrors.

3. Re-stock/Re-fill supplies as needed.
4. Sweep/Vacuum any debris off floors both upstairs and downstairs.
5. After completing step 4, perform visual inspection of all floors and mop where it's needed.
6. Check all three bathrooms and clean where needed.
7. Make sure both sound systems are turned off completely.

The goal for this is so the building looks presentable to the public on Monday morning.



This quote has been prepared by Joshua for

**Sycamore community center
138 N. Fair
Sycamore, IL 60178**

Cleaning service 6 days per week

1. Offices and Reception

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

2. Entrance foyers

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

3. Restrooms (3 total)

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

4. Workout rooms (1 upstairs and 1 downstairs)

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

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Sparklejanitorial.com
800 253 2660 Office

5. Common ares

- a. Vacuum carpeting
- b. Empty garbage
- c. Sweep and mop tile floors
- d. Vacuum stairs 1x per week
- e. 1x per month clean vents, intakes, grill plats and duct coverings

6. 2x per year clean outside windows

7. 2x per year clean light fixture covers

Sparkle Janitorial is a Family owned and operated business, providing excellent service since 1993. Sparkle only uses it's own equipment and chemicals so we know how they perform when needed. Sparkle has State farm liability insurance, we have had zero claims since starting in 93'.

If you have any questions please don't hesitate to give me a call. My cell phone number is 815 739 4178.

Sparklejanitorial.com
800-253-2660 Office
815-739-4178 Cell

Quote # 004259
Date 11/19/2014

Josh@sparklejanitorial.com Quote Accepted by _____

Signature _____

Date ___ / ___ / ___

Total Amount: \$200.00 Per week
\$10400.00 Per year

Thank you



Joshua Kruis, owner

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This quote has been prepared by Joshua for

Sycamore Park District
Maintenance Facility
435 Airport Rd
Sycamore, IL 60178

Cleaning service Weekly 5/29 - 9/11 2015
Bi Weekly other parts of year

1. Break area / cafeteria

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

2. Entrance foyer

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

3. Restrooms and locker area

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

4. Common areas

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

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- 5. Office area
 - a. Vacuum carpeting
 - b. Empty garbage

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If you have any questions please don't hesitate to give me a call. My cell phone number is 815 739 4178.

Sparklejanitorial.com
 800-253-2660 Office
 815-739-4178 Cell
 Josh@sparklejanitorial.com

Quote # 004262
 Date 11/19/2014

Quote Accepted by _____

Signature _____

Date / /

(Bid Requirements)

Total Amount: \$50.00 Per week
 Bases on 34 weeks per year cleaning
\$1700.00 per year

(What I think this facility needs) Sparkle Suggestion: Clean 1x per week

\$50.00 per week

Total of \$ 2600.00 per year

Facility cleaned 52 times per year.



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Sycamore Park District
Admin, club house and pro shop
940 E. State St.
Sycamore, IL 60178

**Cleaning service per requirements
7 days per week in Season, 1 day out of season**

1. Offices and Board room

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

2. Entrance foyers

- a. Clean entrance glass / inside and out
- b. Dust window ledges
- c. Vacuum runners

3. Restrooms

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

4. Common areas, admin, pro shop

- a. Vacuum carpeting
- b. Dust horizontal surfaces, pictures, fans, window frames etc. 1x per week
- c. Empty garbage
- d. 1x per month clean vents, intakes and duct coverings

5. Concession

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

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6. Windows

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

7. Pro shop

- a. Vacuum carpeting and clean entrance glass daily

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Sparklejanitorial.com
800-253-2660 Office
815-739-4178 Cell
Josh@sparklejanitorial.com

Quote # 004261
Date 11/19/2014

Quote Accepted by _____

Signature _____

Date ____/____/____

**Total Amount: \$350.00 Per week in season
\$100.00 Per week out of season
36 weeks in season / 16 out of season
\$14200 Per Year total**



Thank you

Joshua Kruis, owner

We do business with a handshake, never lock you into a contract



This quote has been prepared by Joshua for

Sycamore park district
Main Shelter
900 E. State St.
Sycamore, IL 60178

Cleaning service 1 day per week in season

1. Restrooms (2 total)

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

2. Wet mop floors 1x per month

3. Clean dividers and windows, dust window frames 1x per month

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Sparklejanitorial.com
800 253 2660 Office

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If you have any questions please don't hesitate to give me a call. My cell phone number is 815 739 4178.

Sparklejanitorial.com
800-253-2660 Office
815-739-4178 Cell
Josh@sparklejanitorial.com

Quote # 004260
Date 11/19/2014

Quote Accepted by _____

Signature _____

Date ___ / ___ / ___

Total Amount: \$40.00 1x Per week
25 weeks a year \$1000.00 per year



Thank you

Joshua Kruis, owner

We do business with a handshake, never lock you into a contract

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 23, 2014

STAFF RECOMMENDATION

AGENDA ITEM: RE-PURPOSE CITIZENS ADVISORY COMMITTEE (CAC): Recommended Approval

BACKGROUND INFORMATION: Attached is the CAC “Charter” that was adopted by the Sycamore Park District Board of Commissioners about ten years ago. This group has brought us so far, and deserves a lot of the credit for getting us to where we are today (and on November 4, 2014). All those that have served deserve so much credit. A list of those individuals is attached.

Now the park district is EVOLVING, and CAC must evolve with us. With the success of our referendum, driven by VISION 20/20, the role that our citizens can play is growing and changing.

After discussion at Board Study Sessions, and in discussion with the current CAC membership, the idea of RE-PURPOSING CAC has gained a foothold for a strong step forward. To the end, we must:

- A. Rescind the CAC CHARTER.
- B. Adopt the Committee Structure proposed to replace CAC.
- C. Adopt the Purpose Statements with Outcomes for each of the new committees.
- D. Authorize Board and Staff to begin planning for the recruiting portion of the approach to the:
 - a. Community Center Committee
 - b. Trails Committee
 - c. Splashpad Committee
 - d. Dog Park Committee
 - e. Golf Course Irrigation Committee
 - f. Sled Hill Committee

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Recommend approval of items A and B at this time. We will finalize details at our January meeting for C and D, above.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

CHARTER

SYCAMORE PARK DISTRICT CITIZENS' ADVISORY COMMITTEE SYCAMORE, ILLINOIS

- I. Mission Statement: The purpose in creating a Citizens' Advisory Committee ("CAC") for the Sycamore Park District is to improve the quality of park and recreation facilities, programs, and services to the residents of the district.
- II. Goals:
 - A. To assist the Board of Commissioners ("Board") in the study of issues relating to public parks and recreation in the district and to report the findings of studies to the district and staff.
 - B. To assist the Board in the execution of the goals and objectives outlined in its Strategic Plans.
 - C. To work with the staff of the Park District in planning and conducting activity which will improve the delivery of services and capital assets under the Board policies.
 - D. To promote two-way communication between the public and the officials and employees of the Park District.
 - E. To facilitate cooperation in park and recreational affairs between the Park District and the organizations and institutions of the district; to increase the potential use and enjoyment of Park District facilities, programs and services by the people of the district; and to communicate the agency's purpose and activities to the residents of the district.
- III. The Legal Status of the Park Board: The Board is the legally constituted authority of the Sycamore Park District. It can not legally delegate any of its powers and responsibilities. It relinquishes none of its authority in creating a CAC.
- IV. Tenure of the CAC: The CAC herein created and any subcommittees affiliated with it shall continue as Park District sponsored bodies until the CAC is dissolved by a majority vote of the members of the Board.
- V. Scope of the CAC: Since the Park District exists only for public parks and recreation, the CAC will concern itself only with those matters which relate to that function and with matters directly related to Sycamore Park District. The CAC and its affiliated subcommittees are primarily study and planning subcommittees, advisory to the Board and its employees. They will promote their ideas and plans in the district only with specific authorization by the Board.

VI. Subcommittees: The CAC is authorized and encouraged to create affiliated ad hoc or temporary subcommittees as needed for:

- A. Individual facilities and parks of the district.
- B. Important and continuing interests of the district, such as park and facility improvement and development, program development and improvements, citizen education, finance and staff responsiveness.
- C. Special issues such as the evaluation of, or construction of, alternatives for various facilities and park amenities.
- D. The facilitation and coordination of all community assets to serve the residents of the district.

All subcommittees created by the CAC shall be and remain affiliated with the CAC. Each affiliated subcommittee shall be given by the CAC a definitively prescribed purpose within the scope of the CAC. Subcommittees may or may not include members of the CAC. The Executive Director, or his designee, shall consult with each affiliated subcommittee. Park and facility patrons, as well as members of the community at large, may be members of affiliated subcommittees. The members of some affiliated subcommittees may be chosen primarily because of their expertise in a particular field, rather than because they are representative of the citizens of the district.

VII. Membership in the CAC:

- A. The CAC shall include up to 11 members, excluding ex-officio members. A chairperson will be appointed by the Board annually. Any number of persons may be included in subcommittees constituted by the CAC. Ex-officio members will consist of a representative from the Sycamore School District and the City of Sycamore as appointed by their respective organizations. These ex-officio members will be non-voting members.
- B. In selecting a slate of members for the CAC, the Board shall:
 - 1. Consult with a large and representative part of the citizens of the district by whatever means it may devise to select candidates to be considered for membership in the CAC.
 - 2. Screen the candidates, taking into account:
 - a. the general ability of the persons suggested and the keenness and clarity of their thinking.

- b. the respect in which they are held by their fellow citizens.
- c. their ability to work constructively with others.
- d. their insight into and interest in public parks and recreation, and
- e. other items considered by the Selection Committee to be important.

D. No person recommended for membership in the CAC shall be considered the representative or spokesperson of any particular organization or faction, in the district. No one is to be recommended because he is an officer or a professional executive of any organization or institution. In general, such persons will not be recommended unless they are known for their broad interests in the community and are regarded primarily as citizens rather than representatives of agencies.

VIII. Terms:

Terms shall be for three years, and rotated so that at least three new members are elected each year. Terms shall expire on January 30 of each year. Members of the C.A.C. may, if they wish, be reappointed to another term subject to approval by the C.A.C. and Board of Commissioners. However, re-appointment for more than one additional term is discouraged so as to assure a variety of representation over time.

IX. Replacement of Members: To fill vacancies, either for an unexpired term or an expired term, the Board shall, by public notice, seek names of citizens to be considered for membership and screen applicants in accordance with the parameters set forth in Section 7d. Interviews shall be conducted by the current Chair of the CAC and Executive Director. In filling unexpired terms, the replacement process shall proceed with all deliberate speed. With respect to the orderly progression of expiring CAC member terms, the following timetable should be followed; advertise in October for new CAC volunteer members with a closing of November 15; review applications during the November Board meeting; select the nominees at the December Board meeting. When an unexpired term is filled, that individual shall finish the term, and upon the approval of the Board, shall be allowed to complete an additional full term. All candidates interviewed shall be notified as soon as practical by the Executive Director as to the Board of Commissioners selection.

X. Minimum Participation Requirements: CAC members shall be required to meet minimum participation requirements consisting of not missing more than 2 meetings or events without first notifying an officer or another member of the CAC. The CAC will contact nonparticipating members to determine their interest in continued membership before proceeding with replacement, as set forth in Section 9.

- XI. CAC Representation to the Board: Provision shall be made to designate a CAC member to be a liaison between the Board and the CAC so that an accurate and consistent transfer of information be made between the two groups. This shall apply to general meetings and not meetings requiring the full attendance of both groups. This person will attend the Park Board meetings and convey the progress, activities, or general concerns of the CAC to the Board at their regular meetings. This person shall also report the results of the Board meetings to the CAC. It is understood that this shall only provide for the routine transfer of information and not to answer any questions of the Board that require consultation with the entire CAC.
- XII. Establishment of Goals: An outline of CAC goals shall be submitted to the Board at the start of the calendar year so as to provide a base of information and direction between the Board and the CAC. These goals shall be used only as a means of reference.
- XIII. Executive Director:: The Executive Director shall sit regularly with the CAC as staff liaison.
- XIV. Relationships of the CAC:
- A. To the Board:
1. The Board may submit to the CAC proposals regarding Park District policies to which the Committee is expected to react in oral or written reports to the Board.
 2. The CAC may make policy recommendations to the Board and will be apprised of the Board's reactions to these recommendations.
 3. Special joint meetings of the Board and the CAC will be held when these meetings are desired by both groups.
 4. Minutes of the meetings of the CAC will be sent to each member of the Board. The secretarial help necessary for taking, duplicating and distributing such minutes will be supplied by the personnel of the office of the Executive Director.
 5. The CAC is not to recommend or otherwise endorse candidates for election to the Board.

B. To employees of the Park District:

1. The CAC or any of its affiliated subcommittees may seek information and counsel from any employee of the Park District on matters clearly related to the concerns on which these subcommittees are working for a specific purpose only at the request of the Executive Director.
2. In asking employees for data regarding the district, account is to be taken of the time required to assemble these data and the other duties of these employees.

C. To the public:

1. The CAC is encouraged to promote the interest and participation of individuals in the Park District who are not members of its network of subcommittees and of organizations in the district. The subcommittees herein provided are not to be regarded as substitutes for other forms of public participation in Park District affairs, but as means of providing a minimum of systematic, representative, and responsible public participation.
2. The Board may request the CAC to designate individual members or groups of members to assist in publicizing and promoting in the district policies and proposals which have the joint approval of the CAC and the Board.

XV. Organization of the CAC:

- A. The CAC is to organize itself in its own way, determine the frequency of its meetings, conduct these meetings as desired, and work upon the concerns it considers significant selected from concerns suggested by the Board, Park District staff, or by its own group following Roberts' Rules of Order in its activities and deliberations.
- B. The CAC is asked to submit annually, for consideration as part of the Park Districts annual budget, an estimate of its expenses for the year.
- C. At the end of each year of the life of the CAC this charter shall be reviewed by the CAC and by the Board. Changes in it may be made by majority vote of the members of the Board. Recommendations of changes may originate in the CAC or in the Board. The CAC will be consulted regarding any proposed changes originating in the Board.

CAC Members Since Inception in 2008 by Year

McAdams, Mary Jo	January 1, 2008 to October 1, 2012
Huseman, Josh	January 1, 2008 to December 3, 2010
Beasley, Tim	January 1, 2008 to January 30, 2009
Bemis, Ron	January 1, 2008 to January 30, 2009
Seegers, Gary	January 1, 2008 to January 30, 2009
Kaiser , Chuck	January 1, 2008 to January 30, 2010
Tucker, Ann	January 1, 2008 to May 1, 2009
Wilkins, Kara	January 1, 2008 to July 30, 2010
Polly, Rachel	January 1, 2008 to August 30, 2008
Buzzard, Scott	January 1, 2008 to Current
Treml, Rose	January 1, 2008 to Current
Kitterman, Nate	November 1, 2008 to July 30, 2010
Kenney, Doug	January 30, 2009 to Current
Lane, Denny	January 30, 2009 to Current
White, Kevin	October 1, 2009 to December 30, 2010
Drake, Christiene	October 1, 2009 to Current
Mathey, Craig	January 30, 2010 to Current
Dargatz, Jane	July 19, 2010 to January 30, 2011
O'Sullivan, Dennis	July 19, 2010 to October 1, 2013
Thompson, Caroline	March 31, 2011 to August 1, 2012
Yanke, Dave	March 31, 2011 to Current
Martin, Greg	April 1, 2011 to January 30, 2014
Benson, Susan	August 1, 2012 to Current
Bassett, Margaret	December 6, 2012 to Current

CAC Members Since Inception in 2008 Alphabetically

Bassett, Margaret	December 6, 2012 to Current
Beasley, Tim	January 1, 2008 to January 30, 2009
Bemis, Ron	January 1, 2008 to January 30, 2009
Benson, Susan	August 1, 2012 to Current
Buzzard, Scott	January 1, 2008 to Current
Dargatz, Jane	July 19, 2010 to January 30, 2011
Drake, Christiene	October 1, 2009 to Current
Huseman, Josh	January 1, 2008 to December 3, 2010
Kaiser , Chuck	January 1, 2008 to January 30, 2010
Kenney, Doug	January 30, 2009 to Current
Kitterman, Nate	November 1, 2008 to July 30, 2010
Lane, Denny	January 30, 2009 to Current
Martin, Greg	April 1, 2011 to January 30, 2014
Mathey, Craig	January 30, 2010 to Current
McAdams, Mary Jo	January 1, 2008 to October 1, 2012
O'Sullivan, Dennis	July 19, 2010 to October 1, 2013
Polly, Rachel	January 1, 2008 to August 30, 2008
Seegers, Gary	January 1, 2008 to January 30, 2009
Thompson, Caroline	March 31, 2011 to August 1, 2012
Treml, Rose	January 1, 2008 to Current
Tucker, Ann	January 1, 2008 to May 1, 2009
White, Kevin	October 1, 2009 to December 30, 2010
Wilkins, Kara	January 1, 2008 to July 30, 2010
Yanke, Dave	March 31, 2011 to Current

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 23, 2014

STAFF RECOMMENDATION

**AGENDA ITEM: ADOPTION OF TAX LEVY ORDINANCE 11-2014:
Recommend approval**

BACKGROUND INFORMATION: The District has the power to levy and collect taxes on all taxable property in the district. In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the last Tuesday in December. At the November meeting, the Board passed Resolution 01-2014 that indicated the estimated amounts to be collected in 2015. The most current estimate received from the county has not changed from the one on which the resolution was based.

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

FISCAL IMPACT: With the passing of the referendum, the amount that the District is requesting in the tax levy ordinance (excluding debt service), is \$2,387,758 for 2015. My estimate of what the District will actually receive is approximately \$2,335,500 which is an increase of approximately \$642,200 over what was collected for the current fiscal year—or about a 37.9 increase.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Ordinance No. 11-2014
2014 TAX LEVY ORDINANCE
SYCAMORE PARK DISTRICT

DeKalb County, Illinois

AN ORDINANCE, Levying and Assessing Taxes for the
SYCAMORE PARK DISTRICT, DEKALB COUNTY,
ILLINOIS, for the Year 2014.

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

Section 1. In pursuance of the authority vested in this Board of Commissioners by Article 5 of the Park District Code, the Commissioners of the Sycamore Park District, in meeting duly assembled, do hereby find and declare that, in order to defray all necessary expenses and liabilities of the Sycamore Park District as required by law or voted by the voters of the District in the manner provided by law, there is necessary to be raised by taxation for the calendar year beginning January 1, 2015, upon all taxable property subject to taxation within the Sycamore Park District, at its full fair cash value as the same is assessed and equalized by the Department of Revenue of the State of Illinois, the following amounts for the particular objects and purposes herein below specified.

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

General Corporate Fund \$1,151,158.00

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

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

Recreation \$500,000.00

and such amount is hereby levied.

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

Joint Recreation Programs for Handicapped \$148,000.00

and such amount is hereby levied.

Section 5. In addition to the aforementioned taxes and for the purpose of paying employer contribution of the District to the Illinois Municipal Retirement Fund, as provided in Section 7-171 of the Illinois Pension Code (40 ILCS 5/7-171), the amount estimated to be necessary for such purpose for the fiscal year ending December 31, 2015 and necessary to be raised by taxation is as follows:

Illinois Municipal Retirement Fund \$89,000.00

and such amount is hereby levied.

Section 6. In addition to the aforementioned taxes and for the purpose of paying employer contribution of the District’s portion of the tax under the Social Security Insurance Program, as provided in Section 21-110 of the Illinois Pension Code (40 ILCS 5/21-110), the amount estimated to be necessary for such purpose for the fiscal year ending December 31, 2015 and necessary to be raised by taxation is as follows:

Federal Social Security Insurance Program \$79,000.00

and such amount is hereby levied.

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

Audit Expenses \$14,000.00

and such amount is hereby levied.

Section 8. In addition to the aforementioned taxes and for the purpose of paying the cost of insurance to protect the District and its employees from liability under the Local Governmental and Governmental Tort Immunity Act, and to protect the District under the Workers’ Compensation Act and the Occupational Diseases Act, all as provided in Section 9-107 of the Local Governmental and Governmental Employee Tort

Immunity Act (745 ILCS 10/9-107), the amount necessary to be raised by taxation is as follows:

Tort, Workers' Compensation and Occupational Diseases Ins. \$55,000.00

and such amount is hereby levied.

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

Paving and Lighting Fund \$18,500.00

and such amount is hereby levied.

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

Park Police System \$100.00

and such amount is hereby levied.

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

Recreation Program Fund \$333,000.00

and such amount is hereby levied.

Section 12. The Secretary of the Sycamore Park District shall file with the County Clerk of the County of Dekalb, State of Illinois, a certified copy of this Ordinance and the County Clerk shall ascertain the rate per centum, which, upon the total value of all property subject to taxation within the District, at its full, fair cash values as the same is assessed and equalized by the Department of Revenue of the State of Illinois for the calendar year beginning January 1, 2015, will produce the net amounts hereby levied and ordered certified, and she shall extend the tax upon the tax books of the collector of the state and county taxes within said District as provided by law.

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

Section 14. Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning January 1, 2015, nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

PASSED by the Board of Commissioners of the Sycamore Park District this 23rd day of December, A.D., 2014.

Ted Strack
President

(Park Seal)

Attest:

Daniel Gibble
Secretary

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

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

SYCAMORE PARK DISTRICT

I, Ted Strack, being first duly sworn on oath, hereby certify that I am the duly elected President of the SYCAMORE PARK DISTRICT, DeKalb County, Illinois; and that attached hereto is a true and correct copy of the Annual Tax Levy Ordinance assessing taxes of the Sycamore Park District for the fiscal year beginning on the 1st day of January, 2015 and ending on the 31st day of December, 2015.

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

WITNESS my signature this 23rd day of December, 2014.

President of the Sycamore Park District

SUBSCRIBED AND SWORN TO BEFORE ME
this ____ day of _____, 20__.

Notary Public

State of Illinois)
) SS
County of DeKalb)

CERTIFICATION OF MINUTES

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

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 11-2014 entitled "An Ordinance, levying and assessing taxes for the Sycamore Park District, DeKalb County, Illinois, for the Year 2014" enacted by the Board at its December 23, 2014, regular meeting.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 23rd day of December, 2014.

Secretary, Board of Park Commissioners
Daniel Gibble

(SEAL)

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 23, 2014

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL OF REGULAR MEETING DATES FOR 2015: Recommended Adoption

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

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

FISCAL IMPACT: No additional cost over prior years.

STAFF RECOMMENDATION: Approval.

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District Board of Commissioners
Meeting Schedule for 2015

Tuesday, January 27, 2015	6:00 p.m.
Tuesday, February 24, 2015	6:00 p.m.
Tuesday, March 24, 2015	6:00 p.m.
Tuesday, April 28, 2015	6:00 p.m.
Tuesday, May 26, 2015	6:00 p.m.
Tuesday, June 23, 2015	6:00 p.m.
Tuesday, July 28, 2015	6:00 p.m.
Tuesday, August 25, 2015	6:00 p.m.
Tuesday, September 22, 2015	6:00 p.m.
Tuesday, October 27, 2015	6:00 p.m.
Tuesday, November 24, 2015	6:00 p.m.
Tuesday, December 22, 2015	6:00 p.m.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 23, 2014

STAFF RECOMMENDATION

AGENDA ITEM: ADOPTING RESOLUTION 03-2014 – AUTHORIZING MEMBERSHIP INT THE PDRMA HEALTH PROGRAM: Recommend approval

BACKGROUND INFORMATION: To formally approve the Sycamore Park District's participation in the PDRMA Health Program the board is required to pass the attached resolution. This resolution commits the District to an initial 3 year membership into the program.

FISCAL IMPACT: The estimated 2015 annual expense for health insurance premiums with PDRMA is \$238,748.85.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

RESOLUTION NO. 03-2014**AUTHORIZING MEMBERSHIP IN THE
PARK DISTRICT RISK MANAGEMENT AGENCY HEALTH PROGRAM**

WHEREAS, Section 10 of the Article VII of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

WHEREAS, the Illinois Governmental Cooperation Act (5 ILCS 220/1 *et seq.*) contains provisions specifically authorizing units of local government to enter into intergovernmental agreements to jointly provide areas of insurance coverage and authorizes each public agency member of the contract to utilize its funds to protect, wholly or partially, any public agency member of the contract against loss in the designated insurance areas; and

WHEREAS, a large number of Illinois units of local government and intergovernmental agencies have entered into an intergovernmental contract which established the Park District Risk Management Agency (PDRMA); and

WHEREAS, the corporate authorities of the Sycamore Park District have resolved to participate in PDRMA's Health Program; and

WHEREAS, the corporate authorities of the Sycamore Park District have determined that it is appropriate to provide various personnel benefit programs for employees of that unit of local government; and

WHEREAS, the corporate authorities of the Sycamore Park District find that it is in the best interest of said entity to become a member of the PDRMA Health Program, under the terms and conditions of the PDRMA Contract and Bylaws; and

WHEREAS, the corporate authorities of the Sycamore Park District acknowledge that by joining the PDRMA Health Program the authorities are committing the Sycamore Park District to an initial three (3) year term of membership in the PDRMA Health Program, and further acknowledge the termination provision as prescribed in the Agency policies.

NOW BE IT RESOLVED by the corporate authorities of the Sycamore Park District, in the City/Village of Sycamore, County of DeKalb, and State of Illinois, as follows:

1. That the president and secretary or other executive and secretariat officers are hereby authorized to execute this Resolution to become a member of the PDRMA Health Program.
2. That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED this _____ day of _____, 20__.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this _____ day of _____, 20__.

President

ATTEST: _____
Secretary

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: December 23, 2014****STAFF RECOMMENDATION****AGENDA ITEM: DISCUSSION AND POSSIBLE APPROVAL of ENTERPRISE ZONE RESOLUTION**

BACKGROUND INFORMATION: Over the past two months we have been hearing more and more in the media about the county-wide effort to apply for Enterprise Zone status. Several weeks ago City Manager, Brian Gregory, shared with me some background on the effort, but until I contacted Paul Borek about it, I really had no details. Several Board members asked questions, so I shared those with Paul in a phone conversation. The result of that conversation was receiving the information attached to this memo. It includes a sample resolution we can pass, along with background on the impact of this effort.

I have invited Paul Borek to attend this meeting and answer your questions. Additionally, our Counsel has reviewed the Resolution and found no legal pitfalls, but did receive a cautionary note about the “signal” that might be sent if we approve a corporate abatement right after asking taxpayers to raise their taxes.

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Staff Recommends careful review and discussion of this matter. We certainly understand the benefits of these types of zones and the bigger picture they paint for our future, but we must not lose sight of the context in which this Resolution comes for our particular organization, as well.

PREPARED BY: Daniel Gible, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



RESOLUTION NUMBER 02-2014

**RESOLUTION APPROVING PARTICIPATION
IN THE DEKALB COUNTY ENTERPRISE ZONE
- SYCAMORE PARK DISTRICT -**

WHEREAS, County of DeKalb, the Town of Cortland, the City of DeKalb, the City of Genoa, the City of Sandwich, the City of Sycamore and the Village of Waterman, (herein after referred to as “the Designating Units of Government”) have expressed a desire to apply for a new Illinois Enterprise Zone designation; and,

WHEREAS, the Illinois General Assembly passed Senate Bill 3616 as amended on May 31, 2012, and, which was signed into law by the Governor on August 7, 2012, thereby amending the Illinois Enterprise Zone Act (20 ILCS 655/1 et. seq.), hereafter referred to as “the Act”, under the provisions of Public Act 97-905; and,

WHEREAS, the Illinois General Assembly also passed Senate Bill 20 as amended on May 31, 2013, and, which was signed into law by the Governor on July 25, 2013 as Public Act 98-109, portions of which clarified Enterprise Zone related legislation contained in Public Act 97-905 and the Act; and,

WHEREAS, the Act provides for a new Illinois Enterprise Zone designation application process administered by the Illinois Department of Commerce and Economic Opportunity (hereafter referred to as “the Department”) subject to the approval and concurrence of the state Enterprise Zone Board, here after referred to as “the Board”; and

WHEREAS, once approved by the Board and certified by the Department, the Enterprise Zone designation will be in effect from January 1, 2016, through December 31, 2030~~1~~, subject to review by the Board after the 13th year of existence for an additional ten year designation beginning on the expiration date of the Zone; and,

WHEREAS, Enterprise Zones provide state and local incentives used to promote the economic growth of the area; to reduce unemployment; and to encourage expansion, rehabilitation, and new construction of structures within the Enterprise Zone; and,

WHEREAS, the Designating Units of Government have determined and concur that it is desirable and necessary for the DeKalb County region to apply for a new Enterprise Zone designation for the long term benefit and economic viability of the area; and,

WHEREAS, the name of the Enterprise Zone shall be the DeKalb County Enterprise Zone, herein after referred to as “the Zone”.

WHEREAS, the Designating Units of Government are seeking agreement with the taxing bodies located within the boundaries of the DeKalb County Enterprise Zone, subject to certification by the Department, to abate real property taxes pursuant to requirements in 35 ILCS 200/18-170; and

WHEREAS, certain boundaries of the **SYCAMORE PARK DISTRICT** taxing district lie or will lie in an area within an Enterprise Zone as outlined in the attached “ADDENDUM A”, subject to the certification of the Zone by the Department in accordance with the Act; and

WHEREAS, the real property tax abatements will apply only to economic development projects meeting specific criteria outlined below; and

WHEREAS, reimbursement provisions will be implemented if recipients of real property tax abatement fail to meet the job creation and/or retention goals, minimum project wage requirements and/or facility square footage size goals, as outlined below, and

WHEREAS, **SYCAMORE PARK DISTRICT** wishes to participate in the DeKalb County Enterprise Zone real property tax abatement program, subject to certification of the Zone by the Department in accordance with the Act.

NOW, THEREFORE, BE IT RESOLVED BY THE SYCAMORE PARK DISTRICT BOARD OF COMMISSIONERS:

That **SYCAMORE PARK DISTRICT** hereby abates real property taxes subject to its jurisdiction, on those properties located within the boundaries of the DeKalb County Enterprise Zone on which improvements have been constructed, as outlined below:

Section 1 – TERM. The term of the Zone will be for 15 years commencing on January 1, 2016, and ending at midnight on December 31, 2030~~1~~, or until such time as the Zone has expired, been decertified by the Department or repealed by the General Assembly or by ordinance of the participating governmental entities, whichever is sooner. After the 13th year, the zone is subject to review by the state Enterprise Zone Board for an additional 10-year designation beginning on the expiration date of the enterprise zone. During the review process, the state Enterprise Zone Board shall consider the costs incurred by the State and units of local government as a result of tax benefits received by the enterprise zone before granting the extension. Upon approval of the state Enterprise Zone Board, the Zone may further be in effect for an additional 10 years beginning January 1, 2031~~2~~.

Section 2 – PROPERTY TAX ABATEMENT. That commencing on or after January 1, 2016, taxes on real property levied by the **SYCAMORE PARK DISTRICT** shall be abated on property located within the boundary of the Enterprise Zone, as certified by the Department, and upon which new improvements have been constructed according to the criteria and procedures outlined in Section 2, Subsection B found below. In no event shall any abatement of taxes on any parcel exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such parcel.

A) DEFINITIONS

- 1) "Memorandum of Understanding" or "MOU" as defined herein is the written agreement between the DeKalb County Enterprise Zone Administrator, on behalf of the Taxing Bodies participating in the DeKalb County Enterprise Zone property tax abatement program, and the Applicant receiving tax abatement. The MOU defines the terms and conditions by which abatement of real estate property tax is authorized.
 - 2) "Industrial Companies" as defined herein, are enterprises where the manufacturing or assembling of goods takes place.
 - 3) "Knowledge-Based Companies" as defined herein are enterprises that are research oriented and that require a highly skilled workforce such as biotechnology, electronics and/or professional services such as engineering, architecture, finance, and law. Technical training/vocational schools and telemarketing companies are excluded from this definition.
 - 4) "Logistic(s) Companies" as defined herein, as warehousing and distribution businesses that are engaged in the storage and packaging of goods and the transfer of products from a point of origin to a point of consumption.
 - 5) "Interstate Competition Market" is defined as the geographic area within the boundaries of the DeKalb County Enterprise Zone, located within 3.5 miles in either direction (north or south) of the center median of Interstate 88, excluding geography encompassed by the City of Sycamore and the **SYCAMORE PARK DISTRICT**.
- B) DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in areas outside of the Interstate Competition Market area as defined above, including the **SYCAMORE PARK DISTRICT** according to the following terms and conditions.
- 1) Logistics Companies shall construct a minimum of 10,000 square feet for new building construction or must add at least 5,000 square feet to the size of an existing building. Abatement shall only apply to the increased assessed valuation attributable to said new construction or to said addition.
 - 2) Industrial Companies shall construct a minimum of 10,000 square feet for new building construction or must add at least 5,000 square feet to the size of an existing building. Abatement shall only apply to the increased assessed valuation attributable to said new construction or to said addition.
 - 3) Knowledge-Based Companies shall construct a minimum of 10,000 square feet of new building construction or must add at least 5,000

square feet to the size of an existing building. Abatement shall only apply to the increased assessed valuation attributable to said new construction or to said addition.

- 4) Effective date. The abatements outlined in Section "2.B.1." through Section "2.B.3." above will be effective after the said rehabilitation, expansion, or new construction has been completed and will begin following the first full year of a facility's commercial operation. Abatements are also contingent upon execution of a Memorandum of Understanding as outlined in Section "2.F." below.

C) Terms of Abatement – For areas outside of the Interstate Competition Market Area, including the **SYCAMORE PARK DISTRICT**.

- 1) Industrial, Logistic(s) and Knowledge-based Companies. The duration for tax abatement, for projects described in Section "2.B.1." through Section "2.B.3" above, shall be for 5 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone, whichever is sooner, according to the following schedule:

- | | | |
|----|---|-----|
| 1) | For taxes levied in the first year of abatement: | 90% |
| 2) | For taxes levied in the second year of abatement: | 80% |
| 3) | For taxes levied in the third year of abatement: | 70% |
| 4) | For taxes levied in the fourth year of abatement: | 60% |
| 5) | For taxes levied in the fifth year of abatement: | 50% |

D) Job Creation. - Outside of the Interstate Competition Market Area, including the **SYCAMORE PARK DISTRICT**.

New Industrial or Logistic(s) Companies in areas outside of the Interstate Competition Market Area must create a minimum of 20 full-time permanent jobs. For Industrial and Logistic(s) Companies in areas outside of the Interstate Competition Market Area that are adding to the size of an existing building, as referenced in Section "2.B.1." and "2.B.2" above, must create a minimum of 10 additional full-time permanent jobs. Industrial or Logistic(s) Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application, with the number of existing employees employed at the subject property and whether they are full or part time. New or expanded Knowledge-based Companies in areas outside the Interstate Competition Market must create one job for every 250 square feet of office space created in conformance with Sections "2.B.3." above.

Said Knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application, with

the number of existing employees employed at the subject property and whether they are full or part time.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the abatement and said thresholds must be maintained over the life of the abatement and shall be defined in the MOU between the DeKalb County Enterprise Zone Administrator and the taxpayer,

- E) Wage Rates: Industrial or Logistic(s) Companies must pay an average of \$14 per hour at the subject property as a starting wage with no job paying less than \$11 per hour and shall maintain this wage rate for the life of the Enterprise Zone abatement period. Knowledge-based Companies must pay an average wage of \$20 per hour at the subject property as a starting wage with no job paying less than \$11 per hour and shall maintain this wage rate for the life of the Enterprise Zone abatement period.
- F) Entities meeting qualification criteria outlined in Section "2.B." above must enter into a Memorandum of Understanding with the DeKalb County Enterprise Zone Administrator. The MOU must outline projected job creation and/or job retention, wage rates and capital investment for the eligible Industrial, Logistics-based and Knowledge-based projects. The said Administrator is hereby authorized to enter such agreements on behalf of the DeKalb County Enterprise Zone.
1. Entities receiving property tax abatement for eligible Industrial, Logistics-based and Knowledge-based projects agree to maintain a minimum of 95% of the employment level at that location, as described in the Memorandum of Understanding, for the term of abatement.

Should employment levels drop to between 5% and 50% of the project employment level agreed to at that location as described in the Memorandum of Understanding, a pro-rata reduction of the applicable abatement will be implemented for the next tax year or until employment levels return to the levels agreed in the MOU.

Should employment levels drop below 50% of the of the project employment level agreed to at that location as described in the Memorandum of Understanding, abatement shall be terminated for that tax year or until employment levels return to the agreed levels in the MOU.

At the discretion of the Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, failure

to maintain a minimum of 50% of the employment levels during the agreement period may result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable taxing districts.

2. The Administrator of the DeKalb County Enterprise Zone will annually monitor the performance of the eligible recipients of property tax abatement in order to ensure that job, wage and investment projections outlined in the Memorandum of Understanding are being met.
3. The Administrator of the DeKalb County Enterprise Zone, with the advice and consent of the Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the entity that may result in such entity's insolvency or discharge of workers.
4. Upon the effective date of this ordinance, all incentives, general abatements and benefits previously offered and in effect within the boundaries of **SYCAMORE PARK DISTRICT** shall continue for the term of the newly designated DeKalb County Enterprise Zone for the following groups:
 - a. Business enterprises which are receiving general property tax abatement benefits or incentives in the **SYCAMORE PARK DISTRICT** on the effective date of this resolution;
 - b. Business enterprises or expansions which are proposed or under development on the effective date of this resolution, if the business enterprise demonstrates that the proposed business enterprise or expansion has been committed to locating or expanding in the Zone;
 - c. Substantial or binding financial obligations have been made; and such commitments have been made in reasonable reliance on the benefits and programs which would have previously been available as described in a. and b. above.

- G) **Regulatory and Legal Compliance.** The Companies receiving DeKalb County Enterprise Zone property tax abatement shall comply with all federal, state and local environmental laws and regulations. Failure to comply shall be as determined by the Taxing Bodies and shall not require formal action or finds by any governmental agency or court.

Section 3 – NO TAX LEVY OBJECTION. Taxpayers receiving DeKalb County Enterprise Zone property tax abatement under the terms and conditions of Section 2 above, must agree that they shall not file an objection to the real estate property taxes levied on the Site and/or Facilities or the property tax assessment on the Site and/or Facilities. In the event any real estate property tax protest or objection is filed for the subject property, the Enterprise Zone property tax abatement for the subject property shall automatically terminate.

Section 4 – NO ASSIGNMENT OR TRANSFER. DeKalb County Enterprise Zone property tax abatement shall be specifically granted to the applicant and may not be assigned to or transferred without the written consent of the DeKalb County Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, on behalf of the taxing bodies. In the event that the applicant desires to transfer or assign any or all of its ownership of the subject property where the business located thereon, the transferee shall submit a written request to the DeKalb County Enterprise Zone Administrator requesting transfer of the abatement to the new owner for the time remaining on the abatement.

The DeKalb County Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, shall review the taxpayer's request to transfer said abatement, and determine the taxpayer's eligibility for such transfer, subject to the terms and conditions of Section 2 above and the applicable MOU. The DeKalb County Enterprise Zone Administrator shall notify the affected taxing bodies that such a request has been made and the action taken by the Administrator to address the transfer request.

Section 5 – ADMINISTRATION. By agreement of the joint applicants of the County of DeKalb, the Town of Cortland, the City of DeKalb, the City of Genoa, the City of Sandwich, the City of Sycamore and the Village of Waterman, the Administrator of the DeKalb County Enterprise Zone will be the Executive Director of the DeKalb County Economic Development Corporation. Administration of the Zone will be carried out as described in the Enterprise Intergovernmental Agreement between County of DeKalb, the Town of Cortland, the City of DeKalb, the City of Genoa, the City of Sandwich, the City of Sycamore and the Village of Waterman.

Section 6 – TAX INCREMENT FINANCING DISTRICT OR REDEVELOPMENT AREA OVERLAY. In the event that a Tax Increment Financing (TIF) District or redevelopment district or project area (20 ILCS 655/5.4.1) is, will be, or has been created by a municipality under Division 74.4 of the Illinois Municipal Code, and said redevelopment project area contains property that is located in an Enterprise Zone, and the municipality adopts an Enterprise Zone Designating Ordinance

pursuant to Section 5.4 of the Act specifically concerning the abatement of taxes on property, as in Section 2 above, located within a redevelopment project area created pursuant to Division 74.4 of the Illinois Municipal Code, and the Department certifies the Ordinance, then the property that is located in both the Enterprise Zone and the redevelopment project area shall not be eligible for the abatement of taxes under Section 18-170 of the Illinois Property Tax Code.

Section 7 – LOCAL SOURCING STATEMENT. The Board of Commissioners of the **SYCAMORE PARK DISTRICT** encourages companies receiving Enterprise Zone benefits, as provided herein, to utilize local labor and to purchase building materials locally.

Section 8 – CONFLICTING LANGUAGE. All Resolutions or parts of Resolutions conflicting with any provisions of this Resolution shall be and are hereby repealed.

Section 9 – EFFECTIVE DATE. This Resolution shall be in effect from the date of and after its passage, approval and recording and upon certification of the new Enterprise Zone designation by the Illinois Department of Commerce and Economic Opportunity, according to law. Failure to receive certification of the Zone by the Department will render this Resolution null and void.

PRESENTED, PASSED, APPROVED AND RECORDED this ____ day of _____, 2014.

Enterprise Program Incentives

The purpose of the Enterprise Zone Program Application is to:

- Attract *New Jobs*;
- *Increase Tax Revenue* and diversify the tax base through accelerated industrial and commercial development;
- *Increase Prosperity* by increasing incomes and spending in the County; and
- *Enhance the Quality of Life* by making more revenue available for public and community services.

Under the Enterprise Zone Program, the State of Illinois would make increased State incentives available to attract investment, development and job creation. In return, the State strongly encourages the adoption of uniform local incentive to work in collaboration to leverage new investment, jobs and tax revenue.

Existing local incentive programs that DeKalb County communities have used to attract new development are tax abatements. By law, tax abatement only applies to new construction or physical expansion. Under tax abatement, in order to attract new development, portions of the new tax revenue associated with a new project are abated.

Realization of new revenue leveraged by the program is delayed according to the formula in order to attract the project. No (current) revenue is given back. In fact, new revenue is realized by the taxing bodies in Year 1 and increases rapidly thereafter. Again, tax abatements only apply to new valuation. If the new development were not attracted using the incentive, the value of the underlying farmland or vacant land would stay the same.

DeKalb County Enterprise Zone

Key Areas

- Business and Industrial Parks
- Commercial Centers and Districts
- DeKalb, Sycamore, Genoa, Cortland, Waterman & Sandwich

What are we trying to attract?

- **Knowledge-Based Companies** including enterprises that are research oriented and that require a highly skilled workforce such as biotechnology, electronic and/or professional services such as engineering, architecture, finance and law.
- **Industrial Companies** including the manufacturing or assembly of goods.
- **Logistics Companies** including warehousing and distribution businesses that are engaged in the storage and packaging of goods and the transfer of products from a point of origin to a point of consumption.
- **Commercial Office & Retail** development opportunities are available in communities throughout the Enterprise Zone.

Incentives to Attract Investment, Job Creation and Tax Revenue

State tax exemptions are made available by the State and local incentives by communities to attract investment in new construction, expansion and operation of manufacturing businesses generating jobs and increased tax revenue. State incentives include the purchase of construction material, manufacturing machines & equipment, pollution control equipment, and utilities, as well as 0.5% investment tax credit.

Local incentives would involve the abatement of portions of the new taxes for a limited period of time according to a prescribed formula to leverage the desired new investment, job creation and tax revenue. Local Enterprise Zone Incentives are only available to the Knowledge-Based, Industrial and Logistics companies.

Chances/Competition

49 Zones can be designated during the 4th Quarter of 2015.

Most existing Enterprise Zone operators are anticipated to reapply.

Statewide Perspective (Craig Coil) – Approximately 20 new applicants are anticipated.

DeKalb County is the only area in Illinois with a major State university that does not have an Enterprise Zone. Industrial/University partnerships can generate significant research and development opportunities.

What areas are targeted for development?

Some of the targeted development areas include:

Park 88 – 350 acres of land are available for development in the 585-acre Park on Peace Road & Fairview Drive. The remaining acreage can accommodate 6,000,000 – 7,000,000 square feet of development and 2,400 – 2,800 jobs generating as much as \$6,000,000 per year in tax revenue.

ChicagoWest Business Center – 343 acre planned & zoned business park located south of I-88 a Route 23 targeting mission critical data center and technology oriented businesses as well and manufacturing and distribution

Sycamore Prairie Business Park – 35 fully improved lots of 1 to 25 acres in size are available in the business park located on Prairie Drive at the northeast corner of Peace and Bethany Roads in Sandwich

Sycamore Industrial Park – Multi-tenant industrial building complex located at 421 N. California Street in Sycamore. 332,813 SF of the 650,000 SF are available for lease. The facility is ideal for growing manufacturers the availability of heavy power and thick 6 – 8 inch floors to anchor manufacturing production equipment.

Cortland Industrial Sites – Over 120 acres of land are available for industrial development in Cortland along Route 38 and Love’s Road as well as along North Street

Genoa Industrial Sites – Over 130 acres of Land are available for industrial development in the Crossroads of Genoa Business Park and along Derby Line Road. Some of these properties have access to the Canadian National Railroad.

Sandwich Industrial Park - Approximately 250,000 SF of industrial and office space is available in 5 buildings along Sixth and Riemann Streets in Sandwich. In addition, a 92,000 SF pad which once housed a now-demolished electronic manufacturing building is also available for development.

Industrial opportunities adjacent to the DeKalb Taylor Municipal Airport, along Pleasant Street in DeKalb, the Thanks America Commercial and Industrial Subdivision in Sycamore and in Waterman are also included.

DeKalb County Enterprise Zone Talking Points

The DeKalb County Board, through its Economic Development Committee, is sponsoring this application to help communities become more competitive in attracting industrial and commercial investment in order to create more jobs and to expand their tax base.

- Enterprise Zones combine special state and local incentives for targeted areas to support private investment, construction and employment. Increased wages, local purchases and tax revenue generated by this program are intended to increase prosperity, improve quality of life and support the provision of public services.
- Leaders of the cities of DeKalb, Sycamore, Genoa and Sandwich along with the Village of Waterman and Town of Cortland have expressed interest in the program and have the qualifications needed to compile a competitive application.
- Shovel-ready industrial sites with available infrastructure have been identified for inclusion in the zone. Existing industrial areas have been identified to nurture expansion and redevelopment of local manufacturers. Commercial development and redevelopment areas have also been identified.
- Information and data is being assembled to address the Illinois Enterprise Zone Qualification Criteria. These include areas of need like unemployment, poverty, presence of brownfield sites or disaster areas, large scale business closings, vacant or demolished structures and decreased equalized assessed valuation.
- The application also requires applicants to demonstrate the ability to perform by projecting investment, job creation and tax revenue generation over the next 25 years. Public infrastructure plans are being assembled and career skill development programs are being defined to further address application criteria.
- DeKalb County is proposing the designation of 13.15 square miles of the maximum 15 square miles. This will provide the opportunity for future expansion to accommodate business development projects outside the zone or sites that have removed obstacles to development.
- State incentives include a 0.5% investment tax credit and a sales tax exemption on construction material for business investment and construction. In addition, manufacturers can benefit from tax exemptions on utilities, pollution control facilities and manufacturing machinery and equipment sales. In return for these incentives, the State strongly encourages the adoption of uniform local incentive to work in collaboration to leverage new investment, jobs and tax revenue.

Existing local tax abatement programs have been used by DeKalb County communities to attract new development or expansion. By law, tax abatement only applies to new construction. Realization of new revenue leveraged by the program is delayed according to a formula in order to attract the project. New revenue is realized by the taxing bodies in Year 1 and increases rapidly thereafter. If the new development was not attracted using the incentive, the value of the underlying farmland or vacant land would stay the same.

- A uniform Enterprise Zone tax abatement program is proposed for the DeKalb County application. It calls for 5-year tax abatement program consisting of 90% in year 1 followed by 80% in year 2, 70% in year 3, 60% in year 4 and 50% in year 5. A 5-year bonus or ten year program is proposed for an Interstate Competition Market designated within 3 1/2 miles of I-88. This program would provide a more aggressive incentive schedule for knowledge-based industries like engineering, research and development, and manufacturing.

During the coming weeks, City Councils and taxing body boards will consider designating ordinances, intergovernmental agreements and abatement resolutions to participate in this collaborative application. Your support of the DeKalb County Enterprise Zone Application to create jobs, increase tax revenue, increase prosperity and enhance quality of life is encouraged. For information, contact Poul Borek, Executive Director, DeKalb County Economic Development Corporation (815-895-2711/borek@dcedc.org) or Gory Hanson, DeKalb County Administrator (815-895-7125 email: ghanson@dekalbcounty.org)

DeKalb County Enterprise Zone Council/Board/Taxing Body Meetings

<u>Council/ Board</u>	<u>Date</u>	<u>Time</u>	<u>Follow-Up Meetings</u>
DeKalb Public Library			<i>Approved!!!</i>
DeKalb Schools	Tuesday, Nov. 18	7:00 PM	Next: Tuesday , Dec. 2 & Dec. 16
City of Genoa	Tuesday, Nov. 18	7:00 PM	<i>Approved!!!</i>
DeKalb Sanitary District	Wednesday, Nov. 19	12:00 PM	
DeKalb County Board	Wednesday, Nov. 19	7:30 PM	<i>Approved!!!</i>
DeKalb City Council	Monday, Nov. 24	6:00 PM	Next: Monday, Dec. 8
Sandwich City Council	Monday, Nov. 24	7:00 PM	Next: Monday, Dec 1 & Dec. 8
Cortland Town Council	Monday, Nov. 24	7:00 PM	
Sycamore Schools	Tuesday, Nov. 25	7:00 PM	Next: Tuesday, Dec. 9
Genoa-Kingston Schools	Tuesday, Nov. 25	7:00 PM	
City of Sycamore	Monday, Dec. 1	7:00 PM	
Sandwich City Council	Monday, Dec. 1	7:00 PM	Next: Monday, Dec 1 & Dec. 8
DeKalb Schools	Tuesday, Dec. 2	7:00 PM	Next: Tuesday, Dec. 16
DeKalb City Council	Monday, Dec. 8	6:00 PM	
Kishwaukee College	Tuesday, Dec. 9	5:30 PM	
Waterman Council	Tuesday, Dec. 9	7:30 PM	
Sycamore Library	Tuesday, Dec. 9	6:00 PM	
DeKalb Township	Wednesday, Dec. 10		
DeKalb Park District	Thursday Dec. 11		
Indian Creek Schools	Monday, Dec. 15	7:00 PM	
DeKalb Schools	Tuesday, Dec. 16	7:00 PM	

Enterprise Zone Application Progressing

The Enterprise Zone application process is entering its final stages. The DeKalb County Board, through its Economic Development Committee, is sponsoring this application to help communities become more competitive in attracting industrial and commercial investment in order to create more jobs and to expand their tax base.

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By Paul Borek, Executive Director, DeKalb County Economic Development Corporation

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 23, 2014

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL FARM LEASE: Recommended Approval

BACKGROUND INFORMATION: Last year the board authorized a three year lease agreement for the 107.75 acres of land roughly adjoining Airport Road and largely east of the Kishwaukee, south of the Sports Complex, but not connected otherwise, except for the Kishwaukee branch and some of the acreage on the west bank of the Kishwaukee adjoining Parkside Preserve. We had been at a lower rate for several years, and I negotiated a first year at \$25/acre increase in the first year, with a \$75 per acre increase in years two and three. We begin year two in 2015. While lease rates are levelling or decreasing this arrangement will treat us well.

Attached is the lease for the 25 acres more/less of the Carls Farm. I seek approval of that least at this time.

Our experience working with David Vandeburg has been positive. I feel like I have made a new friend. David is respectful, timely, and concerned about the land. He is a great "lessee".

We are simply asking you to approve a renewal of last year's lease for one more year. A copy of that lease is attached.

FISCAL IMPACT: The April Lease Payment to Sycamore Park District will be \$5,600.

STAFF RECOMMENDATION: Recommend approval of lease.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

FARM LICENSE AGREEMENT

Parcel 0903100001 and 0634300010
Commonly Known as 23942 Airport Road; Sycamore, IL 60178

THIS LICENSE AGREEMENT (“License”) made this 1st day of January, 2015, by and between the Sycamore Park District, an Illinois unit of local government, 940 East State Street, Sycamore, IL 60178 (“Lessor”), and David L. Vandeburg, 15350 Old State Road, Sycamore, IL, 60178, (“Lessee”) (collectively, the “Parties”).

WITNESSETH:

WHEREAS, the Lessor is the owner of certain lands situated in the City of Sycamore, County of DeKalb, in the State of Illinois commonly known as the CARLS Farm-Community Park Land (the “Licensed Premises”). The Licensed Premises are legally described in Exhibit A attached hereto and incorporated herein by this reference. The Licensed Premises consist of approximately 24 acres; and

WHEREAS, Lessee desires to use the Licensed Premises for farming of corn or soybeans and Lessor desires to allow Lessee to perform those activities on the Licensed Premises; and

WHEREAS, Lessor and Lessee hereby agree that the Licensed Premises contain 20 acres suitable for growing and harvesting corn or soybeans; and

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

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

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

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

2. **LICENSE GRANTED**: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the Licensed Premises for the term commencing on the 1st day of January, 2015 at 12:01 am and ending on the 31st day of December, 2015 at 12:00 pm.

3. **RENT**: Lessee shall pay Lessor two hundred-eighty and 00/100 Dollars (\$280.00) per acre for the twenty (20) tillable acres, payable no later than April 1, 2015. Lessee shall also cut the grasses on the Licensed Premises in such frequency and in such manner as the Licensed Property shall not be in violation of the Ordinances of the City of Sycamore. Failure of the Lessee to pay rent or to properly cut the grasses shall entitle the Lessor to immediately terminate this License and pursue any and all available legal and equitable remedies.

4. **CONDITION AND UPKEEP OF PREMISES**: Lessee will keep the Licensed Premises in a neat, clean and healthful condition during the term of this License at Lessee's expense, and upon the termination of this License, in any way, will yield up the Licensed Premises to Lessor in good condition. The Lessee shall not dump or utilize any detrimental items on or in the soil that will deter the Lessor from developing the Licensed Premises in a timely manner following the conclusion of the License. If the Lessee fails to return the Licensed

Premises in an appropriate condition, Lessee may be subject to pay additional fees to the Lessor for any work required to properly amend the Licensed Premises.

5. PERMITTED USE, IMPROVEMENTS, TENANT'S RIGHTS UPON TERMINATION: Lessee will be permitted to use the Licensed Premises only for growing/harvesting corn or soybeans on the Licensed Premises. Lessee will not sublet the Licensed Premises or any part thereof to any other person or entity, and will not sublet the Licensed Premises or any part thereof, nor assign this License without first obtaining the written consent of the Lessor, which consent shall be at the sole and absolute discretion of the Lessor. Lessee will not permit any transfer by operation of law of any interest in the Licensed Premises acquired through this License, and will not permit the Licensed Premises to be used for any unlawful purpose. Lessee shall not have the right to improve the Licensed Premises without the prior express written approval of the Park District Board of Park Commissioners, including without limitation, grading, landscaping and drainage, and the installation of storage facilities. Lessee agrees to farm the land in a good and husband-like manner. Lessee may apply chemicals appropriate to farming practices, legally allowed, and in such manner as is considered safe and appropriate for conditions. Lessee shall indemnify, defend, save and hold the Lessor harmless from and against any and all claims arising from Lessee's use of the Licensed Premises during the term of this License or thereafter, including but not limited to, claims for personal injury, death, property damage resulting from the use or storage or release in any form of chemicals on the Licensed Premises.

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

A. Activities required:

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

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

1. Not to assign this lease to any person or persons or sublet any part of the premises herein leased.
2. Not to erect or permit to be erected any structure or building or to incur any expense to the Lessor for such purposes.
3. Not to allow any stock on any tillable land except by annual agreement.
4. Not to erect or permit to be erected any commercial advertising signs on the Leased Premises.
5. Not to enter into any agreement, contract, or other farming or business arrangement that alters rights in the Lessor's security interest, right of entry, default or possession.
6. Not to permit, encourage, or invite other persons to use any part or all of this property for hunting or any other purpose or activity not directly related to its use for agricultural production.

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

8. TERMINATION: Lessor may terminate this License at any time for convenience by giving one hundred-twenty (120) days' notice, in writing, to that effect to the Lessee.

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

10. INDEMNIFICATION: The Lessee acknowledges that he enters upon operation of this License with full knowledge of the condition of the property, and that he assumes sole responsibility for any loss of life or injury that may be sustained. Lessee agrees to indemnify, save, and hold harmless Lessor to all such liability, including but not limited to any and all claims, demands, suits and judgments, fees and expenses, including attorney's fees, which may result from Lessee's exercise of its rights contained herein. Lessee covenants and agrees that to the fullest extent permitted by law he will defend, protect, hold and save and keep the Lessor, its

Commissioners, officers, employees, agents, volunteers and assigns forever harmless and indemnified against and from any penalty or damages or charges imposed for any violation of any laws or ordinances, whether occasioned by the neglect of Lessee or those holding under Lessee, and that Lessee will at all times defend, protect, indemnify and hold, save and keep harmless the Lessor, its Commissioners, officers, employees, agents, volunteers and assigns against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about the Licensed Premises, causing injury to any person or property except to the extent attributable to the negligence of a party indemnified hereunder, and will defend, protect, indemnify and hold, save and keep harmless the Lessor, its Commissioners, officers, employees, agents, volunteers and assigns against and from any and all claims and against and from any and all loss, cost, damage or expense arising out of any failure of Lessee in any respect to comply with and perform all the requirements and provisions hereof. ("Lessee's Indemnification Obligations").

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

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

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

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

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

16. REAL ESTATE TAXES: Lessee acknowledges that the Licensed Premises are currently exempt (or a request for exemption filed by the Lessor with the appropriate county officials is pending) from all taxes, including, but not limited to, real estate taxes. The Parties

intend that the Licensed Premises remain exempt from real estate and/or leasehold taxes, and that no such taxes should be assessed as a result of the License granted hereunder. In the event, however that (a) this License or the rights granted under this License, (b) any sub-License agreement or other grant of use or assignment by Lessee, and/or (c) the use and/or operations of Lessee or any of its sub-lessees and/or assignees results in a full or partial loss of such real estate tax exemption, or in the assessment of real estate taxes and/or a tax on any leasehold and/or sub-leasehold interest, then Lessee agrees to pay Lessor the amount of any such tax, but reserves the right to appeal such assessment, prior to the due date therefore for each tax year this License remains in effect, including any and all extensions and/or renewals thereof. Lessee shall have the right to terminate this License upon ninety (90) days prior written notice in the event of a full or partial loss of the real estate tax exemption for the reasons set forth in subparagraph (a) of this section; however, Lessee shall remain liable for any such taxes notwithstanding such termination of this License.

17. USE OF PREMISES:

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

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

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

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

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

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

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

21. NOTICES: Every notice required or permitted under this License shall, unless otherwise specifically provided herein, be given in writing and shall be sent by United States certified mail, return receipt requested, addressed by the party giving, making or sending the same to the other at the other's address first above given, or to such other address as either party

may designate from time to time by a notice given to the other party. During any postal strike or similar interruption with the mails, personal delivery shall be substituted for certified mail. Such notices shall be deemed duly given and served three days after mailing as provided herein.

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

23. **MISCELLANEOUS:**

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

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

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

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

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

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

24. SPECIAL PROVISIONS:

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

See next page for signatures.

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

LESSOR

Sycamore Park District

LESSEE

_____ Farms, Inc.

By: _____

President

By: _____

Name (print):

Title:

ATTEST:

By: _____

Secretary

EXHIBIT A

Legal Description:

Part of Section 3, Township 40 North, Range 5, East of the Third Principal Meridian, and part of Section 34, Township 41 North, Range 5, East of the Third Principal Meridian, bounded and described as follows: Beginning at the South West corner of the North West Quarter of the North West Quarter of Section 3, Township 40 North, Range 5, East of the Third Principal Meridian, being in the center of the North and South Road, thence North 0° 17' East along the West line of said Section 3 and the center line of said road 670.6 feet; thence North 5° 50' East along the center line of said North and South road, a distance of 1700.4 feet to a point which is South 5° 50' West, a distance of 380.83 feet from the center line of the highway known as State Route #64, thence South 84° 34' East 495.6 feet more or less to the intersection with the East line of Lot 23 in Section 34 aforesaid at a point 250 feet South of the South line of State Route #64; thence South 5° 26' West 2338.83 feet; thence North 88° 36½ ' West 448.24 feet more or less to the place of beginning, situated in the County of DeKalb, in the State of Illinois, excepting therefrom the following:

That part of Assessor's Lot 23 in Section 34, Township 41 North, Range 5, East of the Third Principal Meridian, bounded and described as follows: Commencing at a point on the East line of said Lot 23, 250 feet South of the South line of State Route 64, as located July 23, 1949, which is the place of beginning; thence North 84 degrees, 34 minutes, West 295.60 feet to a point, thence South along a line which is parallel to the East line of Lot 23, aforesaid, for a distance of 100 feet to a point; thence South 84 degrees 34 minutes East to a point on a line running South 5 degrees 26 minutes West from the place of beginning, thence North 5 degrees 26 minutes East to the place of beginning, situated in the County of DeKalb and the State of Illinois.

ALSO EXCEPTING THEREFROM THE FOLLOWING:

That part of Lot 23 in Section 34, Township 41 North, Range 5, East of the Third Principal Meridian, bounded and described as follows: Commencing at a point in the East line of said Lot 23, 250 feet South of the South line of State Route 64, as now located, thence North 84 degrees West 295.60 feet to a point, which is the place of beginning for this description, thence continue North 84 degrees West 200 feet, more or less, to the center of the North and South gravel road, thence South 5 degrees 50 minutes West, 100 feet, thence South 84 degrees East 200 feet to a point which is 100 feet Southerly of the place of beginning, as measured along a line which is parallel to the East line of Lot 23 aforesaid, thence Northerly on said parallel line 100 feet to the place of beginning, situated in the County of DeKalb, in the State of Illinois.

Property address: 23942 Airport Road, Sycamore, IL 60178
 PIN Number: 09-03-100-001 and 06-34-300-010

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 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 have been continually updated on a quarterly basis since the plan was adopted almost two years ago. Added to the last version you saw in September of 2014 are any statements of progress and/or completion.

We have come a long way in two years. This is to the credit of Board and Staff. We should all give each other a pat on the back, and cheer our success. While we didn't accomplish every goal, we set our sights high and achieved wonderful results!

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 1st. 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 1st. 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.
- DEC 2014- Completed.

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 sited in Objective 1 will be used to reduce staff costs in 2014 by a minimum of 5%.
- JUNE 2013 - Ongoing as of June 1st.
- SEPT. 2013 – Ongoing as of September 1st.
- 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.
- DEC 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.
- **DEC 2014** - Inventory will always 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 1st. Market trends will be more readily available in August of 2013.
- **SEPT 2013** - Ongoing as of September 1st. 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.
- DEC 2014- Completed.

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.
- DEC 2014- Complete.

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.
- **DEC 2014**- Reduced operating costs by \$1400.00 for the 2014 pool season. Assessing opportunities to further reduce operating costs are ongoing.

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 19th. 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.
- **DEC 2014**- Each month all funds are reviewed as to how they are performing compared to budget and to the prior year for the same period. Any significant variances are noted and explained. All governmental funds, with the exception of the Recreation Fund, are projected to be at the 25% reserve goal. The only reason that the Recreation Fund is not is because reserves are used to paydown prior years' debt for the Golf Course. The enterprise funds still struggle to break even let alone build any reserves.

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.
- DEC 2014- Used projected FY2014 Fund balances and proposed 2015 budget figures to determine appropriate tax levy allocation. With the referendum the limited rate is known but the EAV is still an estimate. Inflated the EAV slightly to prepare tax levy.

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.
- DEC 2014- Ongoing, completed 2015 operating budget proposals for all areas.

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.
- DEC 2014- Joined another municipal purchasing group for discounts in equipment parts, eliminated winter staff, reduced 2015 proposed budget line items where savings have been realized this year. Will continue to seek out efficient methods of maintenance as staff works around the city.

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.
- DEC 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.
- DEC 2014- Due to capital budget changes no carts will be purchased 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.
- DEC 2014- Cart rotation in place.

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 17th.
- 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.
- DEC 2014- Cart rotation 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.
- DEC 2014- Near Completion.

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 31st.
- 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 30th.
- 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.
- DEC 2014- Collected detailed info at all parks and facilities for fixed assets, organizing now.

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.
- DEC 2014- Nothing new. Lisa continues to work with Bockyn to aide in their use of Park Pro. Will stop in at the various vendors at conference, but especially Vermont Systems.

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.
- DEC 2014- In preparation of the 5 year capital plan, I was able to use the equipment replacement schedules to add to the superintendents’ capital requests. Then further review was made and some items were moved to operating costs or future years.

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 11th.
- 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.
- SEPT 2014 - Completed
- DEC 2014 - Completed, will offer another similar program in 2015.

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.
- SEPT 2014 - Completed
- DEC 2014 - Completed

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 13th.
- 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 25th. Free 10 minute lessons will be offered Saturday, June 28th.

- SEPT 2014– Completed.
- DEC 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 17th. 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.
- DEC 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.
- DEC 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 90th 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.
- DEC 2014- The Superintendent of Recreation met with representatives from Youth Baseball, Softball and AYSO to review their past seasons. Attended Youth Baseball’s Executive Committee

meeting in December to see further how this relationship can be strengthened. Preliminary discussions with AYSO have begun to offer a youth soccer camp for the summer of 2015. Completed.

- DEC 2014- Will be doing a joint golf program with Dekalb park district in March of 2015

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.
- SEPT 2014- Unfortunately representatives from Boys baseball and Girls softball were unable to schedule a meeting. However, they communicated that overall they were satisfied with the concessions operation. There was a suggestion to fire up the grill during the week. Staff has discussed and going to give it a try during the 2015 season. KYFL has started. Unfortunately the sales have dwindled due to location and decreased number in participants. We will review at the end of the season and come up with options to better handle this user group.
- DEC 2014- The last two years of meetings with user groups has overall resulted in some positive changes. Example of this would be grilling more often and using the cart to service the fields closest to airport road. However, we do need to be conscious of the effects on payroll. KYFL poses some major concerns as concessions operate at a loss. Will be sure to discuss further with organization in 2015.

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.
- DEC 2014- Minimal to no usage of suggestion boxes. Addressed any that warranted such.

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.
- **DEC 2014**- Continue to attend user group meetings about next season and about Vision 20/20 plans. Have frequent discussions about needs of all groups as next year's plans have already begun.

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.
- DEC 2014 - Attending meetings proposing future tournaments and user group requests for next year.

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.

- DEC 2014- The season ended with the beverage cart net profit for 2014 coming in at 14.7% higher than 2013. Some of this was a result of eliminating the cart on Monday nights due to minimal to no sales.

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.
- DEC 2014- The focus on more Golfnow and less Groupon and group golfer coupons will continue 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.
- DEC 2014- Golfnow to be used more extensively 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.
- DEC 2014- Done.

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 4th.
- 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.

- DEC 2014- The Superintendent of Recreation produced and distributed the last newsletter for 2014 in October. Completed.

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 90th anniversary committee.

- MARCH 2013 - The 90th 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 90th ending events was out on November 18th 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.
- DEC 2014- Good results from annual Bridal Expo and Community Expo. Melissa is looking into other opportunities for exposure.

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.
- DEC 2014- With the revamping of the website, will work with contracted staff to include this information on the new 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.
- DEC 2014- Completed and continue meeting and assisting in ADA and Vision 20/20 construction and planning process. Attend meetings with user groups as needed for future planning process.

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.
- DEC 2014- Continue to write detailed monthly board reports to communicate efforts of staff. Updated Park amenities info for brochure.

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.
- SEPT 2014- Completed.
- DEC 2014- Will offer a swing into spring sale in early March 2015 that will offer more incentives to existing pass holders to bring in additional returning or new pass holders to spark season pass sales.

Objective 2

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

- MARCH 2013 - This process began with the Swing into Spring sale beginning March 1, 2013.
- JUNE 2013 - Offered sale table of older clothing with good result in April and May. Offering a “Fathers Day Special” sale in June.
- SEPT 2013 - Continue for offer incentives to reduce inventory by season’s end.
- DEC 2013 - I offered a percentage off different pro shop merchandise each month, plus changed clothing displays on a regular basis which drove sales. I placed certain items close to the counter which sparked impulse buying. For example we had complete sell through of our Pinnacle 15 ball packs this season due to the fact they were place directly in front of the counter.
- MARCH 2014 – Special sale items will be offered once a month again in 2014.
- JUNE 2014- Special Sale Items continue.
- SEPT 2014- Special Sale Items continue.
- DEC 2014- Special Sale Items will continue in 2015.

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.
- SEPT 2014- Rewards program in place.
- DEC 2014- Season pass holders will receive an incentive in 2015 if they bring in a returning pass holder or a new pass holder.

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”.
- DEC 2014- Done.

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.
- DEC 2014- The weight room will be free the first week in January. Completed.

Objective 7

In 2013 the Superintendent of Recreation with the 90th 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 8th), Ice Cream Social (July 14th), Fireworks Celebration (August 24th) and an Open House Celebration (December 7th). 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 90th was completed on December 7th.

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 14th (located at Kiwanis East Park) and 21st (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.
- DEC 2014- With the large increase in exposure to our facebook page, our likes have increased from 637 at 4/29/14 to currently 1,183. We will again attempt to market the clubhouse concessions with facebook deals which was unsuccessful in 2014.

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.
- DEC 2014- Completed.

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
- DEC 2014- Completed.

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 11th.
- 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.
- DEC 2014- Will look into doing something between departments in 2015.

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.
- DEC 2014- During Melissa’s review, we have discussed further ideas to improve training. Concessions manager will be documenting training procedures further so that staff can have a written guideline to follow.

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.
- DEC 2014- During the process of 2014 evaluations, learned that since most of the 2013 staff did not return (5 returned at the beginning of season and then 2 additional returned later in season) Melissa chose not to complete evaluations. Melissa has been directed to complete evaluations on all 2014 staff regardless of expectation of returning next season. Most of the clubhouse staff is completed. Directed Melissa to complete all staff by end of year. Will present evaluations to staff upon their return next season so that it is not forgotten. I am also going to work with Melissa on changing the evaluation procedure to more of an exit interview process so that

everyone is getting an evaluation at the end of their employment, whether it is permanent or seasonal. Would also like to provide Melissa with additional training for evaluations.

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 1st.
- 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.
- SEPT 2014- Monitoring continues.
- DEC 2014- Was able to stay within budget guidelines with this monitoring.

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.
- DEC 2014- Completed. New staffing for outings now in place.

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.
- DEC 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.
- DEC 2014- Will review again for 2015. However, trends do not seem to change.

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.
- DEC 2014- Gathered detailed fixed asset info of park, golf, and sports to address in planning process. Beginning to write out plan for sports complex with parks to follow. Will need to continue this winter as more free time to work on this project should be available.

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.
- DEC 2014- Technology Study findings have delayed this further, UNTIL the fiber optic is in place next year.
- DEC 2014- Continue to enter the purchase orders into MSI. Have found it beneficial when a vendor has required a purchase order however only a couple incidents of such.

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.
- DEC 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
- DEC 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.
- DEC 2014- Done with exception of clean-up.

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.
- DEC 2014- Work has begun on this with testing in Spring and “live” by summer of 2015.

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.
- DEC 2014- Work has begun on this with testing in Spring and “live” by summer of 2015.

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 1st, 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.
- DEC 2014- There will be a report in April 2015 to the Board.

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
- DEC 2014- Since DeKalb County is subject to the tax cap and we do not currently levy a museum tax, a referendum would be required to approve the new rate before we can levy it for the first time. The default rate is .03%. However, once we have the authority to levy this tax we can request up to .07%. Any amount in excess of the .03% would be subject annually to a back-door referendum petition period. This means that the ordinance approving the tax must be approved far enough in advance so that the petition period will expire before the deadline for filing citizen-initiated referenda. If we ever stop levying for this tax for more than three years, we would once again need advance referendum approval. The basic timeline would be similar to that of the recent referendum.
 - Not later than 92 days before the election a petition to submit a public question to referendum must be filed with the board.
 - Not later than 79 days before the election adoption of resolution or ordinance by the board initiating the public question.
 - Not later than 68 days before the election county clerk certifies the public questions.
 - Not later than 10 days before the election county posts copy of election notice.

Keep in mind that the next three opportunities for this would be April 2015, March 2016 and November 2016.

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.

- DEC 2014- We would be restricted to grants that deal with the building, not the exhibits or programs. IDNR offers a Public Museum Grant paid from the Illinois Jobs Now Capital program. In 2014, 20 million was made available to renovate and restore buildings and for infrastructure improvement. Other building grants, such as lighting, may be available and would not be “museum” specific.

Objective 5

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

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 23, 2014

STAFF RECOMMENDATION

AGENDA ITEM: APPROVE FY 2015 OPERATING BUDGET:
Recommend Adoption

BACKGROUND INFORMATION: As we head into a new fiscal year, we maintain the goal of balancing our operating budget, while continuing to build the reserves as outlined in our Fund Balance policy. The 2014 projections indicate that all funds, except for Recreation, Golf Course and Swimming Pool, will meet the 25% parameter. The reason that the Recreation Fund falls short is due to transfers to the Golf Course and Swimming Pool to subsidize their losses. As of the end of 2014, we will have completely paid off the accrued deficit from the golf course.

Provided for your review are the spreadsheets used by staff for developing their 2015 budget. They were given actual numbers back to 2010, as well as the 2014 FY Budget and 2014 Projections. The final column is what is being submitted to you for the FY 2015 Operating Budget. You will also find a summary that includes 2014 FY Budget, 2014 Projections and FY 2015 Requested Budget. I have also included the fund balance figures as additional information.

Additional items of note:

Overall

- In anticipation of minimum wage increases, staff was directed to increase the part time wage budget to reflect an increase to \$10. This resulted in an approximate increase of \$30,000 compared to the FY2014 Budget.

Corporate Fund

- The additional dollars raised as a result of the referendum are going into this fund. Approximately \$645,000.
- Part-time wages include the full amount agreed to pay Terri Gibble for her services. If the PARC grant is not received then this line item will be under budget.
- Expenses detailed in the Vision 20/20 for 2015 included in this fund are: Paving around clubhouse area \$150,000 and Professional Fees for Sports Complex \$50,000.

- Also included in Consultants is an estimate of \$10,000 for professional fees for the paving work to be done in 2015.
- The pool of funds available for pay increases is currently all in the corporate fund including payroll taxes and IMRF. This will be allocated to the appropriate funds when determined.

Parks

- All of the maintenance work as outlined by Encap is included in Landscape Services.

Donation

- At this moment, the donation received by DCCF is included in the 2014 Projection column. I have asked for clarification from our auditors as to when it should be recorded so there may be an adjustment. The expense includes the \$35,000 for professional fees for the trails and the interest payment on the land purchase.

Paving & Lighting

- For 2015 levying the maximum allowable for future paving projects.

Concessions

- In 2014, funds in excess of the 25% reserve will be used to subsidize losses in the Golf Fund.

Capital

- Minor adjustments from the Capital Budget that was approved in November are:
 - Increase estimated funding from the annual General Obligation Bond based upon estimates from Speer Financial, \$4,593.
 - Increase bond issue costs by \$750 for Agent Fees.
 - Added a pool lift \$5,000. A grant was received in 2014 for \$3,300 to offset some of the cost.

FISCAL IMPACT: Bottom Line: Comparing FY 2014's Budget to the Proposed Budget for FY2015 we are proposing an increase in Revenues of \$708,731 and Expenses by \$15,162. Most of the increase in Revenues is due to the increase tax revenue.

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

PREPARED BY: Daniel Gible, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: