



# Sycamore

PARK DISTRICT

*Established 1923*

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Sycamore, IL 60178  
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**Sycamore Park District  
Regular Board Meeting**

**January 20, 2015**

**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**

**December 23, 2014**

**Executive Session – TO REMAIN CONFIDENTIAL**

**December 23, 2014**

**PUBLIC INPUT:**

**APPROVAL OF MONTHLY CLAIMS:**

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

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

**CONSENT AGENDA:**

**21. Superintendent of Finance Monthly Report**

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

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

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

**47. Superintendent of Recreation Monthly Report**

**49. Executive Director Monthly Report**

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

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

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**CORRESPONDENCE-**

None

**POSITIVE FEEDBACK/REPORTS**

**STAFF REPORT: PDRMA Risk Management – Jeff**

**OLD BUSINESS:**

- 52. IPRA Conference Final Details—Jackie  
Discussion and Possible Action on Enterprise Zone  
Agreement—Dan
- 62. Policy On Advertising and Promotion in Parks and Facilities – Dan

**NEW BUSINESS:**

- 65. Review of Timeline for Board and Committees/Action 2020 – Dan
- 68. Appointment/Selection Process for Action 2020 Committees – Dan
- 70. First Review of Executive Summary – Jeanette
- 72. Bi-Annual Review of Executive Session Minutes – Dan
- 74. Tax Abatement: Alternate Revenue Bonds – Jackie
- 79. Setting of Date for Next Study Session – Dan

**PUBLIC INPUT**

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

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

**ADJOURNMENT (Voice Vote)**

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, December 23, 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 6:03 p.m. on Tuesday, December 23, 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 Graves, Kroeger, and Strack.**  
**Commissioner Schulz arrived at 6:05 pm with Commissioner Tucker arriving at 6:06 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: **Commissioners Schulz and Tucker at this time.**

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

Guests at the Board meeting were:  
Mark Pietrowski, Jr. 245 Judge Lane, Cortland  
Brian Gregory, 657 Sandberg Drive, Sycamore

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Graves moved to approve the Regular Agenda and Consent Agenda with the following amendments: Move Agenda Item 101 to after the approval of minutes and add to the agenda a Discussion Item –Fund Agreement with DeKalb County Community Foundation for Gifts Related to Vision 20/20. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Approval of Minutes –  
Motion**

Commissioner Schulz moved to approve the November 25, 2014 Regular Meeting Minutes and December 17, 2014 Special Study Session Minutes. Commissioner Graves seconded the Motion.

**Voice Vote**

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

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**Discussion and Possible Approval of Enterprise Zone** – Director Gibble noted that he provided the Board with the general information that was given to him by Paul Borak, and indicated that Brian Gregory is here to talk some about the zone. Gibble then said it was the Board's wish to discuss it. Sycamore City Manager Brian Gregory handed out information. Mark Pietrowski, Jr. DeKalb County Board Chairman then noted that they have been going around talking to all the boards in the community to discuss this. They are working on the Enterprise Zone application and this is due this month to the state. He noted it is important all government bodies vote on this now. City Manager Brian Gregory noted the Enterprise Zone is a tool that can be used to attract businesses. They are looking for a unified tax abatement with the local taxing bodies. Part of the Enterprise Zone application is a five year abatement in the Sycamore area. He went on to give more information on this and show the areas impacted in Sycamore. Executive Director Gibble then emphasized that the park district really had no role in most of the application, and that SPD simply was being asked to support the ordinance he provided the Board which would create a five year, sliding abatement. The Board asked questions and Gregory/Gibble/Pietrowski answered/responded.

**Motion**

Commissioner Schulz made a motion to table this until the January meeting.  
 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 5-0.

There was discussion on this item and the board reached a consensus they needed more time to discuss it more.

**Truth in Taxation Public Hearing**

This public hearing is called in order at 6:43 pm to explain the reasons for the proposed increase in the Sycamore Park District levy and tax rate and permit individuals the opportunity to present testimony within reasonable time limits set by the Board. Anyone wishing to speak should state their name, address, and the general reason for speaking. The Board will allow up to 3 minutes for each individual. Before we begin, Executive Director Daniel Gibble will explain the reason for the proposed increase.

Director Gibble explained the reason for the proposed increase. Gibble explained that the main impact and cause for the hearing was the successful citizen passage of a referendum on November 4, 2014.

Having heard the explanation, is there anyone who wishes to speak? There were none.

Having heard the testimony here present,

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### **Motion**

Commissioner Schulz made a motion to adjourn the hearing. 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 5-0.

The Truth in Taxation Hearing is adjourned.

**Petition and Public Comment** - Director Gible noted he had given an award and speech at the Holiday Party about the Board, and on the importance of the Board in accomplishing what we accomplished on November 4<sup>th</sup>. At that holiday party, he made the Board Honorary Staff Members and gave them sweatshirts. So, he wanted to present to Ann Tucker and Bill Kroeger the same honor, and presented them with their awards.

### **Claims and Accounts Approval**

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$325,223.71. Commissioner Kroeger seconded the Motion.

### **Roll Call**

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

### **Correspondence**

- **Tom & Kelly Doty Card**
- **Jeff Keicher, State Farm Insurance**
- **Take Root Thank You**
- **Clubhouse Questionnaire – Kim Hurley**
- **Clubhouse Questionnaire – Jim & Jackie Clevon**

### **Positive Feedback/Reports –**

- Commissioner Graves thanked the staff for the effort over the last year. Total effort by all and appreciates all the work on it.
- Commissioner Kroeger noted 2014 was an exciting year. Both staff and the Board worked together very well and he then thanked everyone. Looks forward to 2015.

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### **OLD BUSINESS**

**IPR Conference Final Details** – Supt. of Finance Hienbuecher noted everyone is registered and the rooms booked.

### **NEW BUSINESS**

**Accept Bid for Professional Cleaning Services** – Supt. of Recreation Desch noted we are now in year two of using an outside contractor. It was put out to bid and we received four bids. He is recommending Sparkle for another year.

#### **Motion**

Commissioner Tucker moved to approve Sparkle Cleaning for another year at \$27,300.00. The motion was seconded by Commissioner Kroeger.

#### **Roll Call**

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

**Action to Re-Purpose CAC** – Director Gibble noted he is recommending to take the actions that had been discussed previously. There will be another study session to finalize things.

#### **Motion**

Commissioner Schulz moved to approve the repurpose of the CAC. 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.

**Ordinance 11-2014 Tax Levy** – Supt. of Finance Hienbuecher noted this is the official ordinance we are required to pass and file with the County by Tuesday of next week.

#### **Motion**

Commissioner Tucker moved to approve Ordinance 11-2014 Tax Levy. 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.

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**Consider and Approve 2015 Regular Meeting Dates** – There are a few board members that will not be able to attend the January meeting as scheduled. There was discussion about moving the January board meeting to the third Tuesday, January 20<sup>th</sup>.

**Motion**

Commissioner Schulz moved to approve 2015 Board Meeting Dates with the January meeting being changed to the third Tuesday or January 20<sup>th</sup>, 2015. The motion was seconded by Commissioner Graves.

**Voice Vote**

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

**Adopting Resolution 03-2014 – Authorizing Membership in the PDRMA Health Program** –

Supt. of Finance Hienbuecher noted this is the resolution that PDRMA requires the Board pass stating that we are enrolling in their health program. It also states that we are committing to three years.

**Motion**

Commissioner Schulz moved to approve Resolution 03-2014. The motion was seconded by Commissioner Tucker.

**Roll Call**

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

**Farm Lease** – Director Gibble noted this lease is for the Carls Farm for one more year. He recommends approval.

**Motion**

Commissioner Graves moved to approve the Farm Lease as presented. The motion was seconded by Commissioner Kroeger.

**Roll Call**

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

**Final Review of Short Term Goals/Objectives** – Director Gibble noted he told staff you set goals and should never expect to accomplish all of them. Things change during the years. All deserve a lot of credit because we have succeeded in a lot of the goals that were set

Sycamore Park District  
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**Approve FY2015 Budget** – There were a few questions that Director Gibble and Supt. of Finance Hienbuecher answered.

**Motion**

Commissioner Tucker moved to approve the FY2015 Budget. 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 5-0.

**Action 20/20 Fund** – Director Gibble noted he has informed Dan with DCCF of the change in the name. He is seeking consensus of the Board to authorize him to finalize the document with DCCF. He will bring to the Board at the January meeting for approval.

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:10 pm on a motion made by Commissioner Graves for the reason listed below. The motion was seconded by Commissioner Tucker.

**Roll Call**

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

The Board convened to Executive Session at 7:14 pm. The roll was called with Commissioners Kroeger, Schulz, Graves, Tucker, and Strack present along with Director Gibble and Recording Secretary Freeman.

**Motion**

The Board adjourned the Executive Session at 7:25 p.m. and reconvened to Regular Session on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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



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**Motion**

Commissioner Schulz moved to approve a 5% raise for FY2015 and a \$5000 net bonus for Director Gibble. The motion was seconded by Commissioner Tucker.

**Roll Call**

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

**Motion**

The Board adjourned the Regular Session at 7:26 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Graves.

**Voice Vote**

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

**Public Input -** None

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

*FN to Kim*

FROM 12/18/2014 TO 01/13/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BUTALA		BUTALA FUNERAL HOME							
	011215	01 MEMORIAL DONATION	101000046213	01/12/15	00000000	54422	01/12/15	75.00	75.00
								VENDOR TOTAL:	75.00
C&L		C & L PROPERTIES, L.L.C.							
	JAN 2015 LEASE								
	01	JAN 2015 LEASE PAYMENT	207500116853	12/18/14	00000000	54406	12/18/14	5,558.00	5,558.00
								VENDOR TOTAL:	5,558.00
CITY		CITY OF SYCAMORE							
	NOV14								
	01	CITY SALES TAX	303000116852	12/22/14	00000000	54415	12/22/14	34.00	34.00
	02	CITY SALES TAX	303500116852		00000000			23.00	23.00
								11.00	11.00
								VENDOR TOTAL:	34.00
CITY2		CITY OF SYCAMORE							
	1020502000-1214								
	01	WATER-SEWER-CC	207500096704	12/31/14	00000000	54423	01/13/15	93.89	22.67
	1271000000-1214								
	01	WATER-SEWER-MAINT	101500096704	12/31/14	00000000	54423	01/13/15	93.89	71.22
								VENDOR TOTAL:	93.89
COMMO		COMMONWEALTH EDISON							
	10615								
	01	BOYNTON PARK	101500096702	01/06/15	00000000	54424	01/13/15	520.42	520.42
	02	KIWANIS PARK	101500096702		00000000			16.30	16.30
	03	EMIL CASSIER PARK	101500096702		00000000			63.82	63.82
	04	COMMUNITY CENTER	207500096702		00000000			21.23	21.23
	05	COMMUNITY CENTER	207500096702		00000000			243.15	243.15
	06	SYCAMORE LAKE	101500096702		00000000			133.46	133.46
	07	WETZEL PARK	101500096702		00000000			21.23	21.23
								VENDOR TOTAL:	520.42
DIREC		DIRECTV							
	24723623858								
	01	CC SATELLITE	207500096705	12/17/14	00000000	54416	12/29/14	97.99	97.99
								VENDOR TOTAL:	97.99





DATE: 01/14/2015  
 TIME: 09:22:59  
 ID: AP450000.WOW  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 12/18/2014 TO 01/13/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001095		121814 02 VOLLEYBALL REF	205490046128	12/18/14	00000000	54410	12/19/14	105.00	105.00
								60.00	
								VENDOR TOTAL:	105.00
T0001096		121814 01 REFUND	207005006218	12/18/14	00000000	54411	12/19/14	24.00	24.00
								24.00	24.00
								VENDOR TOTAL:	24.00
UNIT1		U.S. POSTAL SERVICE-CMRS-FP						VENDOR TOTAL:	24.00
		POSTAGE 2015						500.00	500.00
		01 REFILL POSTAGE	101000046202	01/09/15	00000000	54420	01/09/15	500.00	500.00
								VENDOR TOTAL:	500.00
UNIT2		UNITED STATES POSTAL SERVICE						VENDOR TOTAL:	500.00
		BULK MAIL 2015						220.00	220.00
		01 BULK MAIL PERMIT 6 FOR 2015	201000046204	01/09/15	00000000	54421	01/09/15	220.00	220.00
		02 BULK MAIL PERMIT 6 FOR 2015	101000046204		00000000			110.00	110.00
								VENDOR TOTAL:	220.00
VISACA		VISA CARDMEMBER SERVICE						VENDOR TOTAL:	220.00
		010515						4,939.72	4,939.72
		01 IPRA CONFERENCE	101000046207	01/05/15	00000000	54428	01/13/15	4,939.72	4,939.72
		02 CPSI COURSE & EXAM	101000046207		00000000			355.00	355.00
		03 EXPENSE TO BE REIMBURSED	101000046200		00000000			802.64	802.64
		04 EASTER EGGS	206095106216		00000000			224.25	224.25
		05 IPRA MEMBERSHIP	101000046204		00000000			109.73	109.73
		06 IPRA MEMBERSHIP	101500046204		00000000			488.00	488.00
		07 IPRA MEMBERSHIP	202100046204		00000000			49.21	49.21
		08 FOOD & SUPPLIES FOR MEETINGS	101000046212		00000000			209.79	209.79
		09 GOOD & SUPPLIES FOR MEETINGS	201000046212		00000000			93.61	93.61
		10 HOLIDAY PARTY SUPPLIES-GIFTS	101000046213		00000000			93.62	93.62
		11 HOLIDAY PARTY SUPPLIES-GIFTS	201000046213		00000000			565.51	565.51
		12 CONSTANT CONTACT	101000046206		00000000			28.50	28.50
		13 CONSTANT CONTACT	201000046206		00000000			28.50	28.50
		14 PROGRAM SUPPLIES	206095016216		00000000			62.84	62.84

*Interim*

FROM 12/18/2014 TO 01/13/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
120314		01 2015 CONFERENCE	1010000011102	12/03/14	00000000	54414	12/19/14	7,320.73	7,320.73
		02 2015 CONFERENCE	201000001102		00000000				1,555.10
		03 2015 MAINT MGMT SCHOOL	101000001102		00000000				969.90
		04 2015 MAINT MGMT SCHOOL	201000001102		00000000				1,452.20
		05 SUMP PUMPS - 2	518100076500		00000000				1,507.20
		06 FOOD-SUPPLIES FOR MEETINGS	101000046212		00000000				587.90
		07 FOOD-SUPPLIES FOR MEETINGS	201000046212		00000000				69.31
		08 MARKETING AWARD APPLICATION	101000046214		00000000				69.32
		09 MARKETING AWARD APPLICATION	201000046214		00000000				45.00
		10 CONSTANT CONTACT	101000046206		00000000				45.00
		11 CONSTANT CONTACT	201000046206		00000000				28.50
		12 JEEP OIL CHANGE	101500066402		00000000				28.50
		13 PIZZA	205120036216		00000000				35.48
		14 PHOTO PAPER	206095016216		00000000				60.00
		15 STMA DUES	101000046204		00000000				62.97
		16 TOOLS TO TRAINING SEMINAR	101000046211		00000000				110.00
		17 FACEBOOK MARKETING	101000046214		00000000				7.20
		18 FACEBOOK MARKETING	201000046214		00000000				26.39
		19 CABLE	303000096705		00000000				26.39
		20 CABLE	504000096705		00000000				48.26
21 INTERNET	101000096706		00000000				48.26		
22 INTERNET	201000096706		00000000				96.43		
23 POOL OPERATOR EXAM	511000001102		00000000				96.42		
VENDOR TOTAL: 12,260.45									
121614	WALMART COMMUNITY	01 TEEN DANCE SUPPLIES	205120036216	12/16/14	00000288	54429	01/13/15	300.63	300.63
		02 COOKIES WITH SANTA SUPPLIES	206095016216		00000283				8.75
		03 CC SUPPLIES	207000046216		00000275				23.62
		04 COOKIES WITH SANTA SUPPLIES	206095016216		00000275				59.98
		05 CC JANITORIAL SUPPLIES	207500076510		00000275				17.79
		06 CARPET CLEANER	303000066400		00000285				8.63
		07 BBQ WINGS/HONEY WINGS	303500086640		00000287				98.00
		08 MEATBALLS	303500086640		00000287				29.96
		09 PLATES	303500086640		00000287				31.96

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SYCAMORE PARK DISTRICT  
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
121614	10	ROLLS	303500086640	12/16/14	00000287	54429	01/13/15	300.63	300.63

VENDOR TOTAL: 300.63  
TOTAL --- ALL INVOICES: 37,150.45

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ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/14/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
AMER3	AMERICAN MARKETING &		242.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF		1,846.01
AT&T2	A T & T		9.58
BOCKY	BOCKYN, LLC		300.00
CINTA	CINTAS CORPORATION #355		22.98
DEK2	DEKALB COUNTY ECONOMIC DEVELOP		90.00
IL	IL ASSOC. OF PARK DISTRICTS		1,965.98
ILLIN	ILLINI SECURITY SYSTEMS, INC.		151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.		124.41
OF	OFFICE DEPOT		148.55
PLUNKETT	PLUNKETT'S PEST CONTROL		84.00
SHAW	SHAW SUBURBAN MEDIA		154.50
SOFT	SOFT WATER CITY		233.55
SUNDOG	SUN DOG IT		592.30
WASTE	WASTE MANAGEMENT		77.40
	ADMINISTRATION		6,043.64
15	PARKS		
CARQ	CARQUEST AUTO PARTS		134.64
CINTA	CINTAS CORPORATION #355		30.42
CONS	CONSERV FS		688.08
ELBURNRA	ELBURN RADIATOR & REPAIR		300.00
FEECEOIL	FEECE OIL COMPANY		424.63
FOX1	FOX VALLEY FIRE & SAFETY CO.		165.00
GRAI	GRAINGER		42.80
LOWE	LOWE'S		335.42
MARK	MARK'S MACHINE SHOP INC.		322.10
MIKESA	MIKE'S AUTO & TRUCK		54.00
MROUT	MR OUTHOUSE		390.00
OVERHEAD	OVERHEAD DOOR CO OF		52.00
PARENT	PARENT PETROLEUM INC		726.35
REIN	REINDERS, INC.		500.00
SAF	SAFETY-KLEEN CORP.		204.25
SOFT	SOFT WATER CITY		27.00
WASTE	WASTE MANAGEMENT		65.18
	PARKS		4,461.87
RECREATION			
10	ADMINISTRATION		



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TIME: 15:06:59  
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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/14/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
RECREATION			
10	ADMINISTRATION		
AMER3	AMERICAN MARKETING &		242.50
AT&T2	A T & T		9.58
CINTA	CINTAS CORPORATION #355		6.42
IL	IL ASSOC. OF PARK DISTRICTS		1,965.99
ILLIN	ILLINI SECURITY SYSTEMS, INC.		151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.		124.42
OF	OFFICE DEPOT		107.35
PLUNKETT	PLUNKETT'S PEST CONTROL		84.00
SHAW	SHAW SUBURBAN MEDIA		154.50
SUNDOG	SUN DOG IT		592.31
	ADMINISTRATION		3,438.94
21	SPORTS COMPLEX MAINTENANCE		
CONS	CONSERV FS		204.33
ELBURNRA	ELBURN RADIATOR & REPAIR		300.00
FEECEOIL	FEECE OIL COMPANY		424.63
GRAI	GRAINGER		61.22
INTERS	INTERSTATE BATTERIES ROCKFORD		153.90
LOWE	LOWE'S		17.98
PARENT	PARENT PETROLEUM INC		726.35
REIN	REINDERS, INC.		500.00
WASTE	WASTE MANAGEMENT		65.17
	SPORTS COMPLEX MAINTENANCE		2,453.58
50	PROGRAMS - YOUTH		
T0001101	RALLS, KERRY		40.00
	PROGRAMS - YOUTH		40.00
54	PROGRAMS - LEAGUES		
T0001103	STEVENS, TAMMY		45.00
	PROGRAMS - LEAGUES		45.00
56	PROGRAMS - FITNESS		

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TIME: 15:06:59  
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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/14/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
56	PROGRAMS - FITNESS		
T0001098	HUNT, JANET		31.00
T0001104	VINCENT, MARY		30.00
T0001107	WHITE, KARI		9.00
	PROGRAMS - FITNESS		70.00
59	PROGRAMS - DANCE		
T0001097	HILL, KIMBERLY		50.00
T0001099	KOLZOW, CAROLE		102.00
T0001100	NEISENDORF, PEG		40.00
T0001102	SMITH, MELISSA		102.00
T0001105	WISNOW, DEBBIE		40.00
T0001106	WHITE, COURTNEE		37.00
	PROGRAMS - DANCE		371.00
70	WEIGHT ROOM		
THEFI	THE FITNESS CONNECTION		400.00
	WEIGHT ROOM		400.00
75	COMMUNITY CENTER		
AT&T1	A T & T		55.42
AT&T2	A T & T		61.05
C&L	C & L PROPERTIES, L.L.C.		5,558.00
ILLIN	ILLINI SECURITY SYSTEMS, INC.		295.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.		94.50
SOFT	SOFT WATER CITY		168.75
WARE	WAREHOUSE DIRECT BUSINESS		63.90
WASTE	WASTE MANAGEMENT		69.41
	COMMUNITY CENTER		6,366.03
SPECIAL RECREATION			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC		1,912.25
	ADMINISTRATION		1,912.25

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/14/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
INSURANCE			
10	ADMINISTRATION		
PDRMA	PDRMA		28,671.18
	ADMINISTRATION		28,671.18
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
MAHONEY	MAHONEY ENVIRONMENTAL		135.00
T0000024	DOBBERSTEIN, MELISSA	42.72	430.69
WASTE	WASTE MANAGEMENT		72.41
	CLUBHOUSE CONCESSIONS		638.10
33	SPORTS COMPLEX CONCESSIONS		
T0000024	DOBBERSTEIN, MELISSA	42.72	17.98
	SPORTS COMPLEX CONCESSIONS		17.98
35	CATERING		
T0000024	DOBBERSTEIN, MELISSA	42.72	199.10
	CATERING		199.10
GOLF COURSE			
10	ADMINISTRATION		
TITL	TITLEIST DRAWER CS		96.77
	ADMINISTRATION		96.77
40	GOLF OPERATIONS		
AT&T2	A T & T		0.50
CINTA	CINTAS CORPORATION #355		6.00
UNIV	UNIVERSAL PUBLICATIONS		270.00
	GOLF OPERATIONS		276.50

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/14/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
41	GOLF MAINTENANCE		
CINTA	CINTAS CORPORATION #355		30.42
CONS	CONSERV FS		176.27
ELBURNRA	ELBURN RADIATOR & REPAIR		300.00
FEECEOIL	FEECE OIL COMPANY		424.64
PARENT	PARENT PETROLEUM INC		726.35
REIN	REINDERS, INC.		3,087.75
WASTE	WASTE MANAGEMENT		60.08
	GOLF MAINTENANCE		4,805.51
SWIMMING POOL			
81	POOL MAINTENANCE		
LOWE	LOWE'S		3.50
MENA	MENARDS - SYCAMORE		32.89
	POOL MAINTENANCE		36.39
CAPITAL PROJECTS			
10	ADMINISTRATION		
VISIONAR	VISIONARY WEBWORKS		4,332.60
	ADMINISTRATION		4,332.60
	TOTAL ALL DEPARTMENTS		64,676.44

To: Board of Commissioners

From: Jackie Hienbuecher

Subject Monthly Report

Date: January 20, 2015

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

- Attended Superintendent and Board meetings.
- Coordinated presentation for staff on new PDRMA Health Plan. Collected and forwarded to PDRMA all necessary paperwork.
- Collected all paperwork related to new Flexible Spending Accounts.
- Provided documentation and information for auditors during Preliminary Fieldwork.
- Prepared confirmations to be sent out in conjunction with annual audit.
- Finalized and entered FY 2015 Budget into MSI accounting software.
- Prepared Tax Abatement and filed with County.
- Completed annual employee value statements.
- Prepared 2014 W-2s and 1099s.
- Completed year-end inventory of Pro Shop.
- Attended 2015 IAPD/IPRA State Conference.
- Update documents for 2015 Executive Summary.
- Attended Economic Outlook Luncheon sponsored by DCEDC.

- Attended PDRMA Loss Control review.
- Participated in PDRMA “2015 Prescreening Webinar”.
- Met with PDRMA Wellness Consultant regarding PATH program and scheduling onsite screening.
- Scheduled carpet cleaning for clubhouse.
- Met with TBC regarding equipment renewal/replacement recommendations.
- Catering/special events/room rentals: 2 room rentals.

**Administrative Initiatives** (2/1/15 – 2/28/15)

- Attend any scheduled “Action 2020” meetings.
- Attend Superintendent and Board meetings.
- Prepare initial draft of Budget & Appropriation Ordinance.
- Allocate FY2015 Budget over 12 months and create 2015 budgeted cash flow report.
- Continue to work on documentation required for annual audit. Auditors will be out for final fieldwork.
- 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.
- Attend Integra Lunch & Learn, program for educating staff in advancements in document management and imaging equipment technology.
- Review outstanding accounts payable checks to determine if valid.
- Catering/special events/room rentals: 2 room rentals

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

**Corporate Fund (10)**

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>									
Administration	16,465.00	17,424.82	5.8%	592,324.00	619,194.56	4.5% (1)	592,324.00	595,601.44	4.0% (1)
Parks	-	-	#DIV/0!	13,196.00	12,392.39	-6.1%	13,196.00	12,768.54	-2.9%
<b>Total Revenues</b>	<b>16,465.00</b>	<b>17,424.82</b>	<b>5.8%</b>	<b>605,520.00</b>	<b>631,586.95</b>	<b>4.3%</b>	<b>605,520.00</b>	<b>608,369.98</b>	<b>3.8%</b>
<b>Expenses</b>									
Administration	32,363.00	27,198.11	-16.0%	362,679.00	369,032.71	1.8% (2)	362,679.00	335,179.54	10.1% (3)
Parks	18,657.00	9,840.25	-47.3%	220,433.00	225,725.97	2.4% (4)	220,433.00	201,619.88	12.0% (5)
<b>Total Expenses</b>	<b>51,020.00</b>	<b>37,038.36</b>	<b>-27.4%</b>	<b>583,112.00</b>	<b>594,758.68</b>	<b>2.0%</b>	<b>583,112.00</b>	<b>536,799.42</b>	<b>10.8%</b>
<b>Total Fund Revenues</b>	<b>16,465.00</b>	<b>17,424.82</b>	<b>5.8%</b>	<b>605,520.00</b>	<b>631,586.95</b>	<b>4.3%</b>	<b>605,520.00</b>	<b>608,369.98</b>	<b>3.8%</b>
<b>Total Fund Expenses</b>	<b>51,020.00</b>	<b>37,038.36</b>	<b>-27.4%</b>	<b>583,112.00</b>	<b>594,758.68</b>	<b>2.0%</b>	<b>583,112.00</b>	<b>536,799.42</b>	<b>10.8%</b>
<b>Surplus (Deficit)</b>	<b>(34,555.00)</b>	<b>(19,613.54)</b>	<b>-43.2%</b>	<b>22,408.00</b>	<b>36,828.27</b>	<b>64.4%</b>	<b>22,408.00</b>	<b>71,570.56</b>	<b>-48.5%</b>

- (1) 2014 Replacement Tax Is above budget 13.4% \$5,350 and 3.8% \$1,299 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 104.5% \$8,312 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 103.1% \$12,860 over budget primarily due to Vision 20/20 promotion.
- (3) 2014 YTD has addl expenses of \$8,326 104.9% 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 \$9,476, Uniforms \$4,791 and Employee Relations (timing of holiday party) \$1,373. Also higher in 2014: Public Relations \$8,757.
- (4) Parks maintenance is over budget in the following areas: Mower Maint 75.6% \$5,667; Shelter/Open property Maint 74.1% \$4,074; Gas/Oil 9.1% \$2,005; Pond Management 34.8% \$2,433; 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: Landscape Services (Encap), 31.8% \$2,345; Mower Maint 64.7% 5,175; Shelter/Open Property Maint 71.1% \$3,979; Gas/Oil 11.5% \$2,476; Pond Management 24.4% \$1,849; Gas 35.0% \$1,642 and Property Tax Expense 232.4% \$5,189.



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

**Recreation Fund (20)**

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
<b>Revenues</b>									
Administration	-	-	#DIV/0!	849,024.00	858,852.56	1.16%	849,024.00	843,320.26	1.8%
Sports Complex	-	6,519.00	#DIV/0!	33,400.00	35,244.00	5.52%	33,400.00	32,751.00	7.6%
Sports Complex Maintenance	-	-	#DIV/0!	39,350.00	39,833.33	1.23%	39,350.00	40,298.96	-1.2%
Midwest Museum of Natural Hist	575.00	600.00		2,300.00	1,799.04	-21.78%	2,300.00	2,886.53	-37.7%
Programs-Youth	-	-	#DIV/0!	12,159.00	21,132.78	73.80% (1)	12,159.00	14,376.88	47.0% (1)
Programs-Teens	700.00	853.00	21.86%	5,126.00	4,023.20	-21.51% (1)	5,126.00	6,631.38	-39.3% (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	700.00	1,233.00	76.14%	8,621.00	13,870.90	60.90% (1)	8,621.00	10,445.18	32.8% (1)
Programs-Leagues	-	-	#DIV/0!	4,212.00	5,754.02	36.61% (1)	4,212.00	5,052.80	13.9% (1)
Programs-Youth Athletics	-	-	#DIV/0!	22,065.00	23,430.33	6.19% (1)	22,065.00	19,289.25	21.5% (1)
Programs-Fitness	645.00	306.00	-52.56%	38,484.00	42,534.32	10.52% (1)	38,484.00	40,919.18	3.9% (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	-	-	#DIV/0!	3,000.00	3,218.40	7.28% (1)	3,000.00	5,054.00	-36.3% (1)
Programs-Special Events	60.00	27.00	-55.00%	5,069.00	4,879.91	-3.73% (1)	5,069.00	4,788.96	1.9% (1)
Programs-Concerts	-	-	#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	1,135.00	-	-100.00%	7,300.00	8,050.00	10.27%	7,300.00	8,350.00	-3.6%
Weight Room	1,224.00	1,868.00	52.61%	20,965.00	19,344.54	-7.73%	20,965.00	18,609.03	4.0%
Community Center	-	-	#DIV/0!	3,199.00	3,270.93	2.25%	3,199.00	3,697.31	-11.5%
<b>Total Revenues</b>	<b>5,039.00</b>	<b>11,406.00</b>	<b>126.35%</b>	<b>1,064,349.00</b>	<b>1,095,623.26</b>	<b>2.94%</b>	<b>1,064,349.00</b>	<b>1,067,668.72</b>	<b>2.6%</b>

(1) Revenue from programs are greater than budget by 20.06% \$20,218 and increased 9.4%, \$10,373 compared to 2013.

Sycamore Park District  
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Expenses									
Administration	26,214.00	25,195.76	-3.88%	304,837.00	302,650.80	-0.72%	304,837.00	296,281.30	2.1%
Sports Complex	-	175.00	#DIV/0!	-	225.00	#DIV/0!	-	552.26	-59.3%
Sports Complex Maintenance	37,518.00	26,446.22	-29.51%	391,122.00	372,810.33	-4.68% (1)	391,122.00	362,838.12	2.7%
Midwest Museum of Natural Hist	825.00	1,408.06	70.67%	9,500.00	8,056.25	-15.20%	9,500.00	2,985.00	169.9% (2)
Programs-Youth	274.00	1,218.24	344.61%	7,532.00	15,375.81	104.14% (3)	7,532.00	10,433.51	47.4% (3)
Programs-Teens	601.00	486.92	-18.98%	3,630.00	2,394.68	-34.03% (3)	3,630.00	4,209.05	-43.1% (3)
Programs-Adult	-	-	#DIV/0!	1,200.00	941.00	-21.58% (3)	1,200.00	1,865.00	-49.5% (3)
Programs-Family	721.00	986.18	36.78%	8,226.00	10,756.16	30.76% (3)	8,226.00	8,967.75	19.9% (3)
Programs-Leagues	526.00	578.14	9.91%	3,713.00	3,711.70	-0.04% (3)	3,713.00	3,351.59	10.7% (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	2,128.00	1,563.93	-26.51%	23,628.00	24,586.19	4.06% (3)	23,628.00	22,124.91	11.1% (3)
Programs-Preschool	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	128.00	-100.0% (3)
Programs-Senior	-	-	#DIV/0!	300.00	230.00	-23.33% (3)	300.00	45.00	411.1% (3)
Programs-Dance	65.00	69.96	7.63%	2,450.00	3,081.94	25.79% (3)	2,450.00	3,894.00	-20.9% (3)
Programs-Special Events	933.00	684.79	-26.60%	4,703.00	16,044.69	241.16% (3)	4,703.00	5,079.36	215.9% (3)
Programs-Concerts	-	-	#DIV/0!	7,755.00	10,702.25	38.00%	7,755.00	7,061.58	51.6%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	705.00	-100.0% (3)
Brochure	8,250.00	5,769.22	-30.07%	24,600.00	24,111.40	-1.99%	24,600.00	23,816.73	1.2%
Weight Room	353.00	66.53	-81.15%	3,115.00	1,120.63	-64.02%	3,115.00	1,497.24	-25.2%
Community Center	11,580.00	10,232.25	-11.64%	139,703.00	142,673.88	2.13%	139,703.00	144,071.25	-1.0%
<b>Total Expenses</b>	<b>89,988.00</b>	<b>74,881.20</b>	<b>-16.79%</b>	<b>953,639.00</b>	<b>958,277.43</b>	<b>0.49%</b>	<b>953,639.00</b>	<b>915,538.57</b>	<b>4.7%</b>
Total Fund Revenues	5,039.00	11,406.00	126.35%	1,064,349.00	1,095,623.26	2.94%	1,064,349.00	1,067,668.72	2.6%
Total Fund Expenses	89,988.00	74,881.20	-16.79%	953,639.00	958,277.43	0.49%	953,639.00	915,538.57	4.7%
Surplus (Deficit)	(84,949.00)	(63,475.20)	-25.28%	110,710.00	137,345.83	24.06%	110,710.00	152,130.15	-9.7%

(1) Expenses are below budget in the following areas: Materials & Supplies (Ball diamond lighting/Trees & Shrubs) 19.5% \$4,933; Electricity (due to incorrect posting in previous years due to meter id error) 69.17% \$3,113

(2) Increased expenses due to fire system.

(3) Expenses for programs exceed budget by 31.39% \$22,920 and increased 25.5%, \$19,492 compared to 2013. \$11,345 spent on Fireworks event with minimal sponsorship.

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

**Donations (21)**

<u>Department</u>	<u>December Budget</u>	<u>December 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	-	250.00	#DIV/0!	-	2,414.88	#DIV/0!	-	2,835.54	-14.8%
Total Revenues		250.00	#DIV/0!	-	2,414.88	#DIV/0!	-	2,835.54	-14.8%
Expenses									
Administration	-	-		-	22,228.00	#DIV/0! (1)	-	-	#DIV/0!
Total Expenses	-	-		-	22,228.00		-	-	#DIV/0!
Total Fund Revenues	-	250.00	#DIV/0!	-	2,414.88	#DIV/0!	-	2,835.54	-14.8%
Total Fund Expenses	-	-		-	22,228.00		-	-	#DIV/0!
Surplus (Deficit)	-	250.00	#DIV/0!	-	(19,813.12)	#DIV/0!	-	2,835.54	-798.7%

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

**Special Recreation (22)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	144,000.00	147,206.04	2.23%	144,000.00	157,720.47	-6.7% (1)
Total Revenues	-	-	#DIV/0!	144,000.00	147,206.04	2.23%	144,000.00	157,720.47	-6.7%
Expenses									
Administration	-	3,026.50	#DIV/0!	379,674.00	288,977.17	-23.89% (2)	379,674.00	86,903.40	232.5% (2)
Total Expenses	-	3,026.50	#DIV/0!	379,674.00	288,977.17	-23.89%	379,674.00	86,903.40	232.5%
Total Fund Revenues	-	-	#DIV/0!	144,000.00	147,206.04	2.23%	144,000.00	157,720.47	-6.7%
Total Fund Expenses	-	3,026.50	#DIV/0!	379,674.00	288,977.17	-23.89%	379,674.00	86,903.40	232.5%
Surplus (Deficit)	-	(3,026.50)	#DIV/0!	(235,674.00)	(141,771.13)	-39.84%	(235,674.00)	70,817.07	-300.2%

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

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

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

**Insurance (23)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	51,000.00	52,022.00	2.00%	51,000.00	42,734.46	21.7% (1)
Total Revenues	-	-	#DIV/0!	51,000.00	52,022.00	2.00%	51,000.00	42,734.46	21.7%
Expenses									
Administration	28,580.00	28,671.18	0.32%	72,560.00	71,078.86	-2.04%	72,560.00	78,772.61	-9.8%
Total Expenses	28,580.00	28,671.18	0.32%	72,560.00	71,078.86	-2.04%	72,560.00	78,772.61	-9.8%
Total Fund Revenues	-	-	#DIV/0!	51,000.00	52,022.00	2.00%	51,000.00	42,734.46	21.7%
Total Fund Expenses	28,580.00	28,671.18	0.32%	72,560.00	71,078.86	-2.04%	72,560.00	78,772.61	-9.8%
Surplus (Deficit)	(28,580.00)	(28,671.18)	0.32%	(21,560.00)	(19,056.86)	-11.61%	(21,560.00)	(36,038.15)	-47.1%

(1) 2013 levy was decreased in order to adjust the fund balance to policy levels.

**Audit (24)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	14,000.00	14,494.76	3.53%	14,000.00	9,343.51	55.1% (1)
Total Revenues	-	-	#DIV/0!	14,000.00	14,494.76	3.53%	14,000.00	9,343.51	55.1%
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	-	-	#DIV/0!	14,000.00	14,494.76	3.53%	14,000.00	9,343.51	55.1%
Total Fund Expenses	-	-	#DIV/0!	14,100.00	14,100.00	0.00%	14,100.00	13,250.00	6.4%
Surplus (Deficit)	-	-	#DIV/0!	(100.00)	394.76	-494.76%	(100.00)	(3,906.49)	-110.1%

(1) 2013 levy was decreased in order to adjust the fund balance to policy levels.

Sycamore Park District  
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**Paving & Lighting (25)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	100.00	75.90	-24.10%	100.00	95.10	-20.2%
Total Revenues	-	-		100.00	75.90		100.00	95.10	-20.2%
Expenses									
Administration			#DIV/0!		58.80	#DIV/0! (1)	-	16,155.13	-99.6% (1)
Total Expenses	-	-		-	58.80		-	16,155.13	-99.6%
Total Fund Revenues	-	-	#DIV/0!	100.00	75.90	-24.10%	100.00	95.10	
Total Fund Expenses	-	-	#DIV/0!	-	58.80	#DIV/0!	-	16,155.13	
Surplus (Deficit)	-	-	#DIV/0!	100.00	17.10	-82.90%	100.00	(16,060.03)	

(1) In 2013, funds were used that had been sitting in the account for some time.

**Park Police (26)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	100.00	74.83	-25.17%	100.00	81.72	-8.4%
Total Revenues	-	-		100.00	74.83		100.00	81.72	-8.4%
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	-	-	#DIV/0!	100.00	74.83	-25.17%	100.00	81.72	-8.4%
Total Fund Expenses	-	-	#DIV/0!	4,000.00	151.76	-96.21%	4,000.00	-	
Surplus (Deficit)	-	-	#DIV/0!	(3,900.00)	(76.93)	-98.03%	(3,900.00)	81.72	-194.1%

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**IMRF (27)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	87,000.00	87,985.59	1.13%	87,000.00	85,371.98	3.1%
Total Revenues	-	-	#DIV/0!	87,000.00	87,985.59	1.13%	87,000.00	85,371.98	3.1%
Expenses									
Administration	-	-	#DIV/0!	87,000.00	87,985.59	1.13%	87,000.00	85,371.98	3.1%
Total Expenses	-	-	#DIV/0!	87,000.00	87,985.59	1.13%	87,000.00	85,371.98	3.1%
Total Fund Revenues	-	-	#DIV/0!	87,000.00	87,985.59	1.13%	87,000.00	85,371.98	3.1%
Total Fund Expenses	-	-	#DIV/0!	87,000.00	87,985.59	1.13%	87,000.00	85,371.98	3.1%
Surplus (Deficit)	-	-		-	-		-	-	

**Social Security (28)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	77,000.00	77,980.31	1.27%	77,000.00	74,454.94	4.7%
Total Revenues	-	-	#DIV/0!	77,000.00	77,980.31	1.27%	77,000.00	74,454.94	4.7%
Expenses									
Administration	-	-	#DIV/0!	77,000.00	77,980.31	1.27%	77,000.00	74,454.94	4.7%
Total Expenses	-	-	#DIV/0!	77,000.00	77,980.31	1.27%	77,000.00	74,454.94	4.7%
Total Fund Revenues	-	-	#DIV/0!	77,000.00	77,980.31	1.27%	77,000.00	74,454.94	4.7%
Total Fund Expenses	-	-	#DIV/0!	77,000.00	77,980.31	1.27%	77,000.00	74,454.94	4.7%
Surplus (Deficit)	-	-		-	-		-	-	

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**Concessions (30)**

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
<b>Revenues</b>									
Clubhouse Concessions	-	168.00	#DIV/0!	68,491.00	83,581.43	22.03%	68,491.00	75,290.18	11.0%
Beverage Cart	-	-	#DIV/0!	15,709.00	15,316.67	-2.50%	15,709.00	14,988.54	2.2%
Sports Complex Concessions	-	-	#DIV/0!	28,434.00	27,340.97	-3.84%	28,434.00	24,993.39	9.4%
Pool Concessions	-	-	#DIV/0!	11,497.00	6,934.00	-39.69%	11,497.00	8,079.05	-14.2%
Catering	900.00	141.00	-84.33%	19,556.00	24,479.76	25.18%	19,556.00	16,401.24	49.3%
<b>Total Revenues</b>	<b>900.00</b>	<b>309.00</b>	<b>-65.67%</b>	<b>143,687.00</b>	<b>157,652.83</b>	<b>9.72% (1)</b>	<b>143,687.00</b>	<b>139,752.40</b>	<b>12.8% (1)</b>
<b>Expenses</b>									
Clubhouse Concessions	2,163.00	2,482.85	14.79%	92,511.00	90,077.41	-2.63%	92,511.00	78,850.43	14.2% (2)
Beverage Cart	-	-	#DIV/0!	10,604.00	9,378.86	-11.55%	10,604.00	9,753.29	-3.8%
Sports Complex Concessions	50.00	39.00	-22.00%	21,536.00	27,328.44	26.90%	21,536.00	20,549.20	33.0%
Pool Concessions	-	-	#DIV/0!	10,581.00	6,518.81	-38.39%	10,581.00	8,201.12	-20.5%
Catering	225.00	183.35	-18.51%	6,183.00	4,842.57	-21.68%	6,183.00	3,204.63	51.1%
<b>Total Expenses</b>	<b>2,438.00</b>	<b>2,705.20</b>	<b>10.96%</b>	<b>141,415.00</b>	<b>138,146.09</b>	<b>-2.31%</b>	<b>141,415.00</b>	<b>120,558.67</b>	<b>14.6%</b>
<b>Total Fund Revenues</b>	<b>900.00</b>	<b>309.00</b>	<b>-65.67%</b>	<b>143,687.00</b>	<b>157,652.83</b>	<b>9.72%</b>	<b>143,687.00</b>	<b>139,752.40</b>	<b>12.8%</b>
<b>Total Fund Expenses</b>	<b>2,438.00</b>	<b>2,705.20</b>	<b>10.96%</b>	<b>141,415.00</b>	<b>138,146.09</b>	<b>-2.31%</b>	<b>141,415.00</b>	<b>120,558.67</b>	<b>14.6%</b>
<b>Surplus (Deficit)</b>	<b>(1,538.00)</b>	<b>(2,396.20)</b>	<b>55.80%</b>	<b>2,272.00</b>	<b>19,506.74</b>	<b>758.57%</b>	<b>2,272.00</b>	<b>19,193.73</b>	<b>1.6%</b>

(1) Overall revenue is over budget and exceeded 2013. Storm Dayz revenue for 2014, \$9 920 was slightly higher than 2013 \$8,656. However, it was lower than years past due to wet weather. The pool's performance is also down in part to reducing the hours and weather. 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  
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**Developer Contributions (32)**

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	1,250.00	-	-100.00%	5,000.00	28,205.23	464.10%	5,000.00	42,653.51	-33.9%
Total Revenues	1,250.00	-		5,000.00	28,205.23		5,000.00	42,653.51	-33.9%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	1,250.00	-		5,000.00	28,205.23		5,000.00	42,653.51	-33.9%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	1,250.00	-		5,000.00	28,205.23		5,000.00	42,653.51	-33.9%



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**Golf Course (50)**

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>		
<b>Revenues</b>										
Golf Operations	6,152.00	3,118.47	-49.3%	508,950.00	475,068.07	-6.7%	(1) 508,950.00	488,675.03	-2.8%	(2)
Golf Maintenance	-	-	#DIV/0!	20,849.00	20,625.70	-1.1%	20,849.00	20,360.79	1.3%	
Total Revenues	6,152.00	3,118.47	-49.3%	529,799.00	495,693.77	-6.4%	529,799.00	509,035.82	-2.6%	
<b>Expenses</b>										
Golf Operations	15,603.00	12,094.76	-22.5%	245,640.00	241,329.25	-1.8%	245,640.00	242,586.44	-0.5%	
Golf Maintenance	20,583.00	13,929.00	-32.3%	286,674.00	268,868.63	-6.2%	(4) 286,674.00	269,369.83	-0.2%	
Total Expenses	36,186.00	26,023.76	-28.1%	532,314.00	510,197.88	-4.2%	532,314.00	511,956.27	-0.3%	
Total Fund Revenues	6,152.00	3,118.47	-49.3%	529,799.00	495,693.77	-6.4%	529,799.00	509,035.82	-2.6%	
Total Fund Expenses	36,186.00	26,023.76	-28.1%	532,314.00	510,197.88	-4.2%	532,314.00	511,956.27	-0.3%	
Surplus (Deficit)	(30,034.00)	(22,905.29)	-23.7%	(2,515.00)	(14,504.11)	476.7%	(2,515.00)	(2,920.45)	396.6%	

(1) Daily Greens Fees +5.78% +\$10,052

Golf Events & Misc -3.06% -\$542

Lessons -18.67% -\$280

Carts -14.84% -\$17,966

Season passes -17.58% -\$22,246

Pro shop sales -5.63% -\$2,849

(2) Daily Greens Fees +9.5% +\$15,949

Golf Events & Misc -0.96% -\$166

Lessons -67.68% -\$2,555

Carts -12.94 -\$15,328

Season passes -5.6% -\$6,189

Pro shop sales -10.12% -\$5,381

(4) 2014 expenses below budget: Pt Wages 14.8% \$5,896; Materials & Supplies (Fertilizer, Gas/Oil) 23.4% \$12,567

SAY GOLF now in recreation

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**Swimming Pool (51)**

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
<b>Revenues</b>									
Pool	-	-	#DIV/0!	58,199.00	49,578.24	-14.8%	58,199.00	59,012.14	-16.0%
Swim Lessons	-	-	#DIV/0!	14,235.00	13,070.85	-8.2%	14,235.00	15,142.08	-13.7%
	-	-							
Total Revenues	-	-	#DIV/0!	72,434.00	62,649.09	-13.5% (1)	72,434.00	74,154.22	-15.5% (2)
<b>Expenses</b>									
Pool	40.00	46.91	17.3%	44,430.00	43,063.71	-3.1% (3)	44,430.00	48,264.68	-10.8% (3)
Pool Maintenance	1,020.00	1,095.71	7.4%	25,400.00	29,935.12	17.9% (4)	25,400.00	27,810.63	7.6% (4)
Swim Lessons	-	-	#DIV/0!	8,201.00	8,414.65	2.6%	8,201.00	8,662.00	-2.9%
Total Expenses	1,060.00	1,142.62	7.8%	78,031.00	81,413.48	4.3%	78,031.00	84,737.31	-3.9%
Total Fund Revenues	-	-	#DIV/0!	72,434.00	62,649.09	-13.5%	72,434.00	74,154.22	-15.5%
Total Fund Expenses	1,060.00	1,142.62	7.8%	78,031.00	81,413.48	4.3%	78,031.00	84,737.31	-3.9%
Surplus (Deficit)	(1,060.00)	(1,142.62)	7.8%	(5,597.00)	(18,764.39)	235.3%	(5,597.00)	(10,583.09)	77.3%

(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.

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**Debt Service (60)**

<u>Department</u>	<u>December Budget</u>	<u>December 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!	577,000.00	577,581.70	0.1%	577,000.00	563,996.43	2.4%
Total Revenues	-	-	#DIV/0!	577,000.00	577,581.70	0.1%	577,000.00	563,996.43	2.4%
Expenses									
Administration	79,294.00	79,293.75	0.0%	571,800.00	571,799.61	0.0%	571,800.00	562,243.04	1.7%
Total Expenses	79,294.00	79,293.75		571,800.00	571,799.61		571,800.00	562,243.04	1.7%
Total Fund Revenues	-	-	#DIV/0!	577,000.00	577,581.70	0.1%	577,000.00	563,996.43	2.4%
Total Fund Expenses	79,294.00	79,293.75		571,800.00	571,799.61		571,800.00	562,243.04	1.7%
Surplus (Deficit)	(79,294.00)	(79,293.75)	0.0%	5,200.00	5,782.09	11.2%	5,200.00	1,753.39	229.8%

**Capital Projects (70)**

<u>Department</u>	<u>December Budget</u>	<u>December 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	-	474,665.00	#DIV/0!	472,680.00	478,382.32	1.2%	472,680.00	472,098.23	1.3%
Total Revenues	-	474,665.00	#DIV/0!	472,680.00	478,382.32	1.2%	472,680.00	472,098.23	1.3%
Expenses									
Administration	7,500.00	94,036.59	1153.8%	662,200.00	684,721.17	3.4%	662,200.00	555,393.75	23.3%
Total Expenses	7,500.00	94,036.59	1153.8%	662,200.00	684,721.17	3.4%	662,200.00	555,393.75	23.3%
Total Fund Revenues	-	474,665.00		472,680.00	478,382.32	1.2%	472,680.00	472,098.23	1.3%
Total Fund Expenses	7,500.00	94,036.59	1153.8%	662,200.00	684,721.17	3.4%	662,200.00	555,393.75	23.3%
Surplus (Deficit)	(7,500.00)	380,628.41	-5175.0%	(189,520.00)	(206,338.85)	8.9%	(189,520.00)	(83,295.52)	147.7%
Total Fund Revenues	29,806.00	507,173.29		3,843,669.00	3,909,629.46	1.7%	3,843,669.00	3,850,367.03	
Total Fund Expenses	296,066.00	346,819.16	17.1%	4,156,845.00	4,101,874.83	-1.3%	4,156,845.00	3,642,135.09	
Surplus (Deficit)	(266,260.00)	160,354.13	-160.2%	(313,176.00)	(192,245.37)	-38.6%	(313,176.00)	208,231.94	

## Sycamore Park District

	1/1/2014	Revenues	Expenses	12/31/2014	12/31/2014 Cash balance
10 Corporate	131,195.37	631,586.95	594,758.68	168,023.64	162,282.56
20 Recreation	36,127.00	1,095,623.26	958,277.43	173,472.83	175,955.62
21 Donations	223,513.80	2,414.88	22,228.00	203,700.68	204,618.75
22 Special Recreation	285,021.65	147,206.04	288,977.17	143,250.52	143,250.52
23 Insurance	42,998.28	52,022.00	71,078.86	23,941.42	51,911.10
24 Audit	13,115.80	14,494.76	14,100.00	13,510.56	13,510.56
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	87,985.59	-	2,838.94
28 Social Security	-	77,980.31	77,980.31	-	2,516.11
30 Concessions	49,188.82	157,652.83	138,146.09	68,695.56	65,864.54
32 Developer Contributions	74,064.11	28,205.23	-	102,269.34	102,269.34
60 Debt Service	14,398.84	577,581.70	571,799.61	20,180.93	20,180.93
70 Capital Projects	737,132.43	478,382.32	684,721.17	530,793.58	527,414.18
<b>Total governmental fund balance</b>	<b>1,622,200.90</b>	<b>3,351,286.60</b>	<b>3,510,263.47</b>	<b>1,463,224.03</b>	<b>1,487,998.12</b>
50 Golf Course Net Assets	140,612.56 <u>(224,878.42)</u> (84,265.86)	495,693.77	510,197.88	126,108.45 <u>(224,878.42)</u> (98,769.97)	(85,733.09)
51 Swimming Pool Net Assets	275,778.45 <u>(276,233.35)</u> (454.90)	62,649.09	81,413.48	257,014.06 <u>(276,233.35)</u> (19,219.29)	(19,665.28)
<b>Total proprietary funds</b>	<b>416,391.01</b>	<b>558,342.86</b>	<b>591,611.36</b>	<b>383,122.51</b>	
<b>Net assets</b>	<b><u>(501,111.77)</u></b>			<b><u>(501,111.77)</u></b>	
<b>Proprietary funds minus net assets</b>	<b><u>(84,720.76)</u></b>			<b><u>(117,989.26)</u></b>	
	1,537,480.14			1,345,234.77	1,382,599.75

## Summary of depository accounts as of 12/31/2014

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,636.72	0.10
National Bank & Trust	806,830.92	0.03
Resource Bank	559,689.14	0.10

\*Dekalb Co. Community Foundation 15,152.58

1,397,309.36

\* 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 11/30/14.

	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	<b>1,610,176</b>	<b>1,610,176</b>	-
<b>January</b>																			
<b>Receipts</b>																			
Replacement Taxes	7,645			-													7,645	<b>4,000</b>	<b>3,645</b>
Shelters	50																50	-	<b>50</b>
User Fees		13,286									73		2,971	-			16,329	<b>15,944</b>	<b>385</b>
Misc	472	505	5	7	1	0	1	0				2			0	53	1,048	<b>1,500</b>	<b>(452)</b>
Expenses	(36,863)	(62,054)	-	(90)	(5,042)	-	-	-	-	-	(1,832)	-	(25,377)	(497)	-	(807)	(132,562)	<b>(173,493)</b>	<b>40,931</b>
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	<b>1,502,686</b>	<b>1,458,127</b>	<b>44,559</b>
<b>February</b>																			
<b>Receipts</b>																			
Replacement Taxes	-																940	<b>750</b>	<b>190</b>
Shelters	940																940	-	-
User Fees		10,397									566		43,061	-			54,025	<b>10,332</b>	<b>43,693</b>
Misc	505	4,000	5	7	1	0	0	0				2			0	48	4,568	<b>1,280</b>	<b>3,288</b>
Expenses	(38,767)	(84,537)	-	(466)	-	-	(49,487)	-	-	-	(3,364)		(45,622)	(948)	-	-	(223,192)	<b>(193,395)</b>	<b>(29,797)</b>
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	<b>1,339,027</b>	<b>1,277,094</b>	<b>61,933</b>
<b>March</b>																			
<b>Receipts</b>																			
Replacement Taxes	2,269																2,269	<b>2,400</b>	<b>(131)</b>
Shelters	460																460	<b>600</b>	<b>(140)</b>
User Fees		8,495									568	2,000	57,611	-		-	68,673	<b>97,918</b>	<b>(29,245)</b>
Misc	5,176	2,201	6	6	1	0	0	0				2			0	52	7,446	<b>625</b>	<b>6,821</b>
Expenses	(48,177)	(70,329)	-	(61,519)	(5,039)	(12,100)	(59)	(152)	-	-	(2,238)	-	(41,489)	(2,149)	-	(60,932)	(304,182)	<b>(245,810)</b>	<b>(58,372)</b>
3/30/2014	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	<b>1,113,693</b>	<b>1,132,827</b>	<b>(19,134)</b>
<b>April</b>																			
<b>Receipts</b>																			
Replacement Taxes	10,140																10,140	<b>8,800</b>	<b>1,340</b>
Shelters	825																825	<b>825</b>	-
User Fees		13,260									6,381	4,682	38,071	12,324			74,718	<b>81,971</b>	<b>(7,253)</b>
Misc	24,592	600	4	4	230	0	0	0				2			0	49	25,481	<b>200</b>	<b>25,281</b>
Expenses	(44,493)	(79,438)	-	-	-	-	-	-	-	-	(8,619)	-	(36,127)	(459)	-	(450)	(169,587)	<b>(218,265)</b>	<b>48,678</b>
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	<b>1,055,270</b>	<b>1,006,358</b>	<b>48,912</b>

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original			
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference		
May																				-	
Receipts																					-
Taxes	61,362	104,452		18,573	6,566	1,829	9	9	11,107	9,844					72,905		286,657	225,520	61,137		
Transfers in/out	5,913	9,950							(11,107)	(9,844)	519		4,541	27			0	-	0		
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	1,119	3,704							(2,839)	(2,516)	(230)		1,684	(923)			0	-	0	
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	185,013	236,970	204,369	246,277	51,911	13,511	7,391	7,994	(0)	0	68,261	102,268	(65,203)	(18,178)	99,475	146,786	1,286,845	1,563,260	(276,414)	
December																				
Receipts																				
Taxes	-																-	-	-	
Replacement Taxes	1,989																1,989	1,600	389	
Shelters	620																620	-	620	
User Fees		16,344									319	-	4,887	-			21,551	11,631	9,920	
Bond Proceeds																	474,652		474,652	
Misc	14,816	-	250														15,066	16,575	(1,509)	
Expenses	(40,156)	(77,358)		(103,027)	-	-	-	-	-	-	(2,715)	-	(25,418)	(1,488)	(79,294)	(94,024)	(423,479)	(296,066)	(127,413)	
12/31/2014	162,283	175,956	204,619	143,251	51,911	13,511	7,391	7,994	(0)	0	65,865	102,268	(85,733)	(19,665)	20,181	527,414	1,377,244	1,297,000	80,244	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original Projection	Difference
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total		
change	32,562	121,675	(19,813)	(142,149)	9,614	395	(49,470)	(77)	(0)	0	18,076	28,204	(8,348)	(19,665)	5,782	(209,718)	(232,932)	<b>(313,176)</b>	<b>80,244</b>



To: Board of Commissioners  
From: Kirk T. Lundbeck  
Subject: Monthly Report  
Date: January 20, 2015

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

- Attended weekly Department Head meetings as scheduled.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Attended Voluntary Action Center Board Meeting.
- Developed and sent January Golf Insight newsletter for golf operation through website.
- Continued to update golf course website with new rates, league dates, Swing into Spring Sale dates and additional information.
- Closed Pro Shop for the month and help with inventory as requested.
- Continued to develop website and flyers for Crowdfunding campaign for irrigation funding with help from Crowdsourcing.com
- Continued to develop 2015 outing and tournament schedule.
- Continued to develop spring marketing for the 2015 golf season.
- Met with Elburn Herald to develop ad for Swing into Spring Sale for the Fox Valley Area.
- Continued to send outing contracts to perspective outing planners.
- Attended IPRA Conference in Chicago.

### **Administrative Initiatives (2/1/15 – 2/28/15)**

- 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 February Golf Insight newsletter for golf operation through website.
- Finish updating golf course website with new rates, league dates, Swing into Spring Sale dates and additional information.
- Close Pro Shop until February 15<sup>th</sup> and schedule appointments as necessary.
- 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.
- Continue 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.
- Restructure Cart Barn storage area as carts are removed for maintenance.
- Meet with Amy Doll, Superintendent of Recreation at DeKalb Park District, to develop a joint golf lesson program.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: January 20, 2015

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

**Golf**

- Snow finally covered the turf on January 4<sup>th</sup> after a snowless December. The snow cover helps insulate the grass a bit against the very cold temperatures the area received during the first couple weeks of January.
- Staff has begun the winter-long process of performing annual maintenance on all equipment and renovating the mower reels. Plowing has also been completed as needed.
- I have begun to collect information on golf maintenance products and plant protectants for the upcoming season maintenance schedules. I have also begun to receive pricing updates on several products.
- I will plan and order annual flowers for the various beds later this month.
- I am collecting and organizing pesticide application, weather records, and playground equipment inspection forms from the 2014 season.
- Steve Tritt will attend the second year of Maintenance Management School at the end of the month.

**Sports**

- Staff has been working on refurbishing equipment boxes, pool benches, picnic tables, snow plowing, and working on equipment maintenance.

- 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. Sign-ups for the AYSO spring season will begin this month at the clubhouse.
- Reviewed field product needs for next season. Taking inventory of bases and field equipment as well. I will be taking advantage of early order saving offers soon on products like paint and chalk.
- Purchased snow blower and cab for existing John Deere trim mower. This will be used on select paths and sidewalks throughout the district. The unit was not available for first two snows of the month as all the parts had not arrived and installation took some time, but will be used regularly the remainder of the winter.
- Developing a written soccer goal safety policy.
- Tyler Burke and Bounie will attend the first year of Maintenance Management School.

## **Parks**

- Staff is completing picnic table refurbishing, plowing as needed, and working on all equipment for winter maintenance. We have been checking facilities regularly to make sure furnaces are working and pipes are not freezing during the extreme cold snaps.
- I attended staff, board, CAC meetings, study sessions, and new health insurance initiation meeting.
- Organized required annual inspections of all facility fire detection and sprinkler systems.

- Working on completing set of bid documents for the professional removal of several dead and damaged trees throughout district.
- Attended PDRMA webinar “Safety Coordinator Updates for the New Year”.
- Will meet with PDRMA rep on the 21<sup>st</sup> about starting our process for risk management compliance updates in all areas prior to our loss control review sometime next year. I will provide more information at the board meeting about what is required from Park District staff for this process.
- Attend State Conference January 22-24.
- Collecting information for the update of fire system controls as required for the next step in the ADA compliance plan.

### **Administrative Initiatives** (2/1/15-2/28/15)

- Attend staff, CAC, board, and study session meetings.
- Staff will plow as needed and continue 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 Action 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 send out tree removal bid documents to obtain professional services.
- Work on 2015 capital budget pricing of approved items and begin collecting quotes for various items and projects.
- Will prepare golf course product application schedule and continue research of products and pricing for 2015.
- Will receive final pricing for Midwest Museum heat tracer tape addition to foyer sprinkler system.

To: Park Board of Commissioners  
From: Bart Desch  
Subject: Monthly Board Report  
Date: January 14, 2015

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

- Attended the Board meeting on January 20.
- Submitted an IPRA “Agency Showcase” document outlining the marketing campaign efforts for the 2014 Referendum.
- Attended the IPRA State Conference from January 22 thru January 24.
- Collected department information for the Executive Report. These numbers included class participation numbers, fitness memberships/daily attendance, pool memberships/daily attendance and fees for all recreation areas.
- Submitted program information and staff supervision to the Director.
- Met with Jim Gordon of Frontier regarding phone issues happening at the Community Center. We are having connectivity issues that result in lost phone calls.
- Assisted sports groups with facility usage of the clubhouse for their registrations.
- Submitted a basic web site “outline” of information that will be displayed online to Visionary Web Works. Sarah as well as myself submitted this and will be “tweaking” this through the process. Several other staff were given the opportunity to give input.
- Was asked and will provide several class demonstrations at the “Community Expo” on March 26. This is an event offered by the Sycamore and Dekalb Chambers and will be held at the Sycamore High School Fieldhouse.
- Met and collected information from Josh of Sparkle Cleaning as required in the RFP.
- Attended a “Loss Control” meeting with representatives from PDRMA.
- Attended a “Dekalb Business” luncheon at the Farm Bureau.
- Spoke to Mary Breuning of the Breuning marketing firm, which has some interest in brochure advertising.

- Donated several gift certificates to the Kiwanis Club for the fundraiser to help eliminate tetanus in the world. This fundraiser was done in conjunction with the Kiwanis Club and the Sycamore School District and was held on January 17.
- Sent out information to the Sports Group about a workshop in April that will be offered by the Park District and Sycamore Youth Baseball regarding coaching and the “Positive Coaching Alliance”.
- Met and scheduled the next NIU Rugby Tournament which will be held on April 11 at the Sports Complex.
- Continue contacting local sports groups regarding participation in the coaches workshop and assist Baseball in coordinating this event.

**Administrative Initiatives:** (02/01/15 – 02/28/15)

- Will attend the Board Meeting on February 24.
- Will meet with John Staples of Visionary WebWorks and Sarah on the next steps in the web development process.
- Will attend the CAC meeting on February 5.
- Will finalize the group MOU’s and meet with the group representatives for signatures.
- Will interview several applicants for the Community Center Front Desk Supervisor position.
- Will contact several other instructors regarding offering a program demonstration for the Chamber Expo in March.



To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: January 20, 2015

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

- Finalized transfer of deeds on two parcels from City to Park District related to Kiwanis East Park and Parkside Preserve.
- Held follow-up meetings with Youth Sports Groups on Site Planning.
- Continued seeking cooperation from Shodeen Development and Krpan Estates to get final Development Agreements.
- Continued serving on Pumpkin Festival Committee.
- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
  - Pumpkin Festival
- Finalized Operating Budget.
- Finished Specs for final phase of paving at Club House and put out to bid.
- Was asked to return as an instructor for NCSU/NRPA Maintenance Management School due to the loss of two other instructors for medical reasons.
- Began planning for specs to complete Phase III of ADA work from the Transition Plan.

- Completed work on 2015 Executive Summary.
- Attended IPR Conference.
- Attended the Certified Playground Safety Inspector training and exam.
- Applied to serve on the NRPA/NCSU Board of Regents for Maintenance Management School.
- Attempted to mitigate outstanding problems with the east lot parking at the golf course—trying to get City, Park District and Contractor on the same page.
- Finalized recommendations related to pay and salary adjustments for staff.
- Maintained FACEBOOK PAGE with ongoing information about the parks in Sycamore, and other “Big Picture” matters.

### **Administrative Initiatives** (2/1/15 – 2/28/15)

- 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
- Complete the bidding of the paving at the Club House.
- Put ADA Phase III work out for quotes.

- Finalize “Roll Out” of ACTION 2020
- Make final decision about extending lease of Community Center.
- Finalize apparel orders for staff apparel as part of image plan for SPD.
- Finalize ACTION 2020 Committee Membership and Purpose.

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: January 20, 2015

### 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. At our last regular meeting we tabled the Ordinance until this month. You will recall that at the December 23, 2014 meeting City Manager, Brian Gregory, shared some background on the effort, and new County Board Chair, Mark Pietrowski Jr. Several Board members asked questions, and then the Ordinance was tabled

I have attached that Resolution for you to re-consider. It has been re-numbered since we are now in a new year to Resolution #01-2015

Under *Robert's Rules of Order Newly Revised* (RONR), the subsidiary motion "to table" does not exist. There is no motion "to table" explicitly stated in RONR.

*Robert's Rules of Order* states that the use of the motion to "table" to kill a motion is improper because a majority vote should not be sufficient to permanently cut off debate on a main motion. Robert's recommends that a member seeking to avoid a direct vote on a main motion while immediately cutting off debate instead make a motion that requires a two-third vote: Either an objection to consideration of the question (which is in order only before debate has begun and requires a two-thirds vote to block further consideration of the main motion) or a motion to postpone indefinitely (in order at any time, majority vote required) followed by an immediate motion to call the previous question (end debate and proceed to a vote on the motion), for which a two-thirds vote is required. One of the disadvantages of trying to kill a measure by laying it on the table is that, if some opponents of the measure subsequently leave the meeting, a temporary majority favoring the measure can then take it from the table and act on it; or they may do so at a future session held within the next quarterly time interval.

Although the motion is not debatable, the chair can ask the maker of the motion to state his reason in order to establish the urgency and legitimate intent of the motion, or the maker can state it on his own initiative.

**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.

Should you decide to support it, the motion would be to “Adopt Resolution #01-2015”.

Should you decide to not take action on it, someone can make a motion to adopt the resolution, and nobody should second it. Failing a “second” the motion dies.

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



**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**RESOLUTION NUMBER 01-2015****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~~4~~, 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 ILS 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<sup>1</sup>, 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<sup>2</sup>.

**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 \_\_\_\_\_, 20145.

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 20, 2015

## STAFF RECOMMENDATION

**AGENDA ITEM: POLICY ON ADVERTISING and PROMOTION in PARKS AND FACILITIES: Recommend Discussion and Possible Approval**

**BACKGROUND INFORMATION:** As we move to place an expectation on our youth and adult sports groups/organizations to fundraise, there will be questions and challenges that we must be prepared to meet. One of those is our willingness to let them “sell” a name for one of the features within the sports complex. Hopefully, we have addressed that in our prior agenda item this evening.

Other challenges remain that we must discuss and agree upon answers to.

We have had pressure in 2014, and again, now, to allow banners on the fences to help teams raise money. Girls Softball has not approached us, yet, but Sycamore Youth Baseball has. The rhetorical questions are:

1. If we let youth baseball sell fence space, how much do we give them?
2. If we don't let the same be done by girls softball, is that fair?
3. Thinking ahead, then, must we be ready to allocate space fairly to everyone when they ask?
4. Where does it stop?
5. How much is too much advertising?
6. What does the park district get from it?
7. What if a new group comes along (Sycamore Youth Football) and want to share space with another group (Kishwaukee Youth Football)? Do we give them space? Let them sell advertising?

We have fields that more than one organization uses. WHICH ONE GETS TO SELL ADVERTISING TO APPEAR ON THE OUTFIELD FENCES OR BASELINE FENCES?

We have some fields where very little space is available to sell. THINK OF A SOCCER FIELD.

We have some organizations less likely to be willing to fundraise for their fields. SHOULD THEY GET THE SAME BENEFITS OF THOSE WHO ARE ACTIVE CONTRIBUTORS or FUNDRAISERS?

The cornerstone of most of the questions will turn on what we allow in our parks and facilities in the way of advertising. To that end, we must formulate policy in that area.

DeKalb Park District has the following policy:

***Section 8.02 Advertising***

*Advertising of a permanent form will be allowed only with Board approval. No person shall display, distribute, post or fix any placard, sign, handbill, pamphlet, circular, or any other written or printed material or objects containing advertising matter or announcements of any kind whatsoever in the property owned or controlled by the DeKalb Park District without prior permission of the Director and then only in full compliance with the terms of a valid contract or permit allowing the same. Displays may remain in view for the duration of the activity.*

Geneva Park District has the following policy:

Section 3.01 Advertising: All requests will be considered by the Director and/or Board on a case-by-case basis.

Section 3.04 Solicitation: No person shall sell or offer for sale any article, privilege or service including contributions of any kind whatsoever, in the Park System unless such sale or offer is pursuant to a contract with the Park District or without first having received written authorization from the Director or Board. No person shall distribute any literature in the Park System or property which is owned, leased, or otherwise controlled by the Park District, without written permission from the Director. No person shall beg, peddle or solicit in the park. No person shall solicit political influence in the park.

Section 3.05 Signage: No person shall erect any sign in the Park System or attach any sign to property owned, leased, or otherwise controlled by the Park District, nor shall any person display any placard, notice, advertisement, circular, banner, or statement of any kind in a park other than on a vehicle. This section shall not apply to any signs erected by the Park District or any sign, placard, advertisement, circular, banner, or statement of any kind erected, attached or displayed with the permission of the Park District.

Section 3.25 Offering Articles for Sale or Exchange: No person shall sell, exchange, offer for sale or exchange any goods, wares or merchandise of any kind within the park premises without first having obtained the written consent of the Director and/or Board to do so.

**FISCAL IMPACT**: None at this time, but does assist in managing fundraising efforts.

**STAFF RECOMMENDATION:** Today we should discuss, and if we find we have come to some reasonable framework for policy, adopt those so we can move forward. We must have GUIDELINES/RULES for:

- What advertising we allow each group.
- What limits there will be to what can be in that advertising (smokes, liquor, bars, strip joints, politicians, etc.)
- What advertising the park district is only allowed to sell.
- What the group gains for selling the advertising.
- Maximum length of term that outside organizations can sell.
- Sizes/Limits.
- What advertising can be sold for the groups' gain, and what can be sold for the district/community's gain?
- How do we control "other" sales in the parks (shirts, candy, etc.)
- Boy Scout Concession Sales.
- What we want to "police".
- Permit Process.
- Placing these terms in the Affiliate Agreements.
- Having the spine to stand behind what we decide.

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



**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 20, 2015

## STAFF RECOMMENDATION

**AGENDA ITEM: REVIEW OF BOARD and COMMITTEE TIMELINES**  
**for ACTION 2020: Recommend Discussion and Consensus**

**BACKGROUND INFORMATION:** Attached you will find the final version of the timeline for the Board of Commissioners and the Committees they will appoint. Those committees are:

- Splashpad
- Dog Park
- Sled Hill
- Trails
- Golf Irrigation
- Community Center

A few of these timelines flow smoothly, in terms of dates, from beginning to end. Others seem to jump around. I will try to explain a few matters, here, but the intent is to allow the Board to review this and ask clarifying questions before we reach consensus that the timeline will guide the more specific tasks, targets, purposes, and outcomes of these committees.

1. An overall goal is to keep the time commitment for committee members as **SHORT AS POSSIBLE**.
2. Some committees seem to start meeting at odd times. Those are often driven by the season where those committees can conduct site visits for their type of facilities (the sled hill, dog park, and Splashpad are perfect examples of this in relation to the starting date for the community center group).
3. Remember: Trails projects are tied to the IDOT Grant Process. IDOT Bids the work, and administers construction, pays the bills, and then charges us, after the fact, for our 20% of the project cost.
4. Trails Committee's main focus starts with the second trail segment: Sycamore Park (or Evergreen Village) to Old Mill Park. Key roles will be political in nature and include:
  - a. Easements/Land Acquisition

- b. Coordinating with the City and County.
- c. Interacting with IDOT and State Representatives/Senator.

**FISCAL IMPACT:** None at this time, but does assist in managing the important projects that lie ahead for us.

**STAFF RECOMMENDATION:** Today we should discuss, and if we find we have come to some reasonable framework reach consensus on this timeline.

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



**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

PROJECT	First	Review	Conduct	Meet	Discuss	Discuss	Make	Hold	Set	Review	Begin	Board	BUDGET &						GRAND
	Meeting	Discuss	Site	with	and	and	Prioritized	Meeting	Fundraising	Plan w/	Fundraising	Final Design	Board	Approval	Bid	Bid	Construction	Construction	OPENING
	Date*	Prepare**	Visits	A/E Team	Prioritize*	Prioritize*	Recommend	w/ Fundraising	Plan	Fundraising	Plan	Approved	Grant Approval	To Go To Bid	Announcement	Awarded	Begins	Ends	
TRAIL: Old Mill to Brickville	Already	Determined:	NO	NEED	FOR	COMMITTEE	n/a	(See Sycamore	Park to	Old Mill	Below*****)	April 2015	May 2015	n/a#	n/a#	Spring 2016	Summer 2016	Fall 2016	Spring 2017
SPORTS COMPLEX: South	Already	Established:	YOUTH	SPORTS	CONSORTIUM:	Will	Continue	To	Meet			May 2015	June 2015	November 2016	February 2017	Winter 2016-17	Spring 2017	Fall 2017	Fall 2018 ##
SPORTS COMPLEX: North	Already	Established:	YOUTH	SPORTS	CONSORTIUM:	Will	Continue	To	Meet			May 2017	June 2017	April 2018	May 2018	June 2018	Fall 2018	Spring 2019	Spring 2020 ##
COMMUNITY CENTER:	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Feb-16	Jan-16	Feb-16	Mar-16	Apr-16	Fall 2016	n/a	Fall 2016	January 2017	Spring 2017	Summer 2017	Fall 2018	Winter 2018-19
@ Splashpad	May-15	Jun-15	Aug-15	Oct-15	Nov-15	Dec-15	Mar-16	Jan-16	Feb-16	Mar-16	Apr-16								Summer 2019
@ Dog Park	May-15	Jun-15	Aug-15	Oct-15	Nov-15	Dec-15	Mar-16	Jan-16	Feb-16	Mar-16	Apr-16								Fall 2019
@ Sled Hill	Oct-15	Nov-15	Jan-16	Jan-16	Feb-16	n/a	Mar-16	Dec-15	Feb-16	Mar-16	Apr-16								Winter 2019-20
TRAIL: Sycamore Park-Old Mill	Jul-15	Aug-15	Jun-16	Sep-16	Oct-16	Nov-16	Dec-16	Sep-15	Oct-15	Nov-15	Apr-16	April 2017	May 2017	n/a#	n/a#	Spring 2018	Summer 2018	Fall 2018	Spring 2019
GOLF IRRIGATION	Oct-17	Nov-17	May-18	Jun-18	Jul-18	n/a	Aug-18	Dec-17	Jan-17	Feb-17	Mar-17	Fall 2018	n/a	Winter 2018-19	Winter 2018-19	Summer 2019	Fall 2019	Spring 2020	Summer 2020

\* Discuss Puupose, Consider Leadership Structure, Review Vision 20/20, Set Meeting Schedule for Committee

\*\* Get a sense of and discuss the scope of your project, how it fits with other projects, and role of fundraising.

\*\*\* Brass Tacs: Take what you have learned, list the key components and features, and rank order them for the A/E folks to integrate into their concept/design planning.

\*\*\*\* The extent of this process will be driven by the goals and targets determined by the Board and the "Fundraising Group" (Ted, Ann, Dan, Jackie along with recommended: Dan Templin and Kristin Miller)

\*\*\*\*\* NOTE: This group's first role will be fundraising, followed by design input for Sycamore Park to Old Mill Park segment of the Trail projects. Old Mill to Brickville has already been plotted and engineering has begun.

# IDOT BIDS this project so they control this. Our Board's control is exercised when they approve Staff to apply for the IDOT Grant.

## Earliest possible time to open depending upon success of seed/sod "taking hold".

@ All these projects will be developed as a group in one design/bid package.

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: January 20, 2015

### STAFF RECOMMENDATION

**AGENDA ITEM: APPOINTMENT/SELECTION PROCESS for ACTION  
2020 Committees: Recommend Discussion and Consensus**

**BACKGROUND INFORMATION:** Assuming we approved the prior timeline matter on the AGENDA, we must move pretty quickly to determine how we will appoint committee members and who we will appoint. You have previously received:

- A Vision 20/20 Leader List the Board Developed, AND
- An older list of Community Leaders you asked me to meet with upon my beginning work at Sycamore Park District.

We must first agree on how the selection process will work. Attached is a recommended approach.

Later in the Board meeting I will be recommending an early February Study Session to finalize the list of possible contacts/leaders/community members—amongst other items. For now we should reach consensus on the attached approach.

**FISCAL IMPACT:** None at this time, but does assist in managing the important projects that lie ahead for us.

**STAFF RECOMMENDATION:** Today we should discuss, and if we find we have come to some reasonable framework reach consensus on this process.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



## Committee Selection Process

1. Select a date to “open” (May 1) for application: Each committee will have a different date based upon timelines established by the Board. Time to apply will be two weeks from the “open” date (May 15). This is the “closing date” (May 15)
2. One month prior to “open” (April 1): Board recommends names, and a letter is sent from the Board with the Committee Purpose Statement(s) and an invitation to respond and be considered.
3. One month prior to “open” (April 1), Board sends letter to current and 2013 CAC members, and a letter is sent from the Board with the Committee Purpose Statement(s) and an invitation to respond and be considered.
4. Two weeks prior to “open” (April 15):
  - a. Press Release inviting public to apply
  - b. Facebook posting inviting public to apply
  - c. Website posting inviting public to apply
5. At “closing date” (May 15), Board member who is serving on that committee reviews applicants for one week (May 22), and narrows list to one more person than needed, and rank orders applicants. Board member then sends this list to all other Board members for one week of consideration and comment (May 23-30).
6. Two weeks after “closing date”(June 1), Board member who is serving on that committee calls their top picks to confirm and fill the positions. The Committee should have an odd number of individuals INCLUDING THE BOARD AND STAFF assigned to that committee. (Complete by June 15)

TOTAL TIME 75 days +/-

**SYCAMORE PARK DISTRICT**  
**Board of Commissioners**  
**Date of Board Meeting: January 23, 2015**

**STAFF RECOMMENDATION**

**AGENDA ITEM: EXECUTIVE SUMMARY: First Review and Discussion Only**

**BACKGROUND INFORMATION:** It is important that key staff and all Board members have at their access a resource that can answer most of the broad policy and budget issues facing the Sycamore Park District. This resource allows the staff and board to have a “go-to” source of information.

To provide this resource—one that could also be on our website—the **Executive Summary** will be created in February of each year to put in place all the guiding information, and key budget information for the coming year. This Executive Summary will contain:

**Background**

Mission Statement  
 Commissioner Contact Information  
 Executive Director Contact Information  
 Board Meeting Dates  
 Brief History  
 Holiday Schedule  
 Organizational Chart  
 Full Time Staff  
 FT/PT Pay Schedules

**Financial Analysis**

Major Fund Comparison of Operating Budget 2014 vs 2015  
 Appropriation Comparison 2014 vs 2015  
 Comparison of Tax Levy 2014 vs 2015  
 Historical Comparison of EAV and Tax Rate  
 Bond Analysis  
 Historical Levy Rates of Various Taxing Bodies w/Pie Chart

**Budget**

FY2015 Operating Budget Summary

FY2015 Operating Budget Detail

**Goals and Objectives**

Short-Term Plan as of December 31, 2014

**Vision 20/20**

Vision 20/20 as of December, 2014

**Program and Facility Use Stats**

Program Participation Numbers

Golf Course Comparative Analysis

Pavilion Use Summary

Fitness Center Comparative Analysis

**Major Fee Categories**

Pool Fees

Program Fees

Golf Course Fees

Pavilion Fees

Fitness Center Fees

**Significant Events from 2014**

Parks and Facilities

Recreation (includes Pool)

Golf

Administration (includes Concessions)

**FISCAL IMPACT:** None.**STAFF RECOMMENDATION:** For review and discussion only at this point.**PREPARED BY:** Jeanette Freeman, Office Manager**EXECUTIVE DIRECTOR REVIEW/APPROVAL:****BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: January 20, 2015**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: SYCAMORE PARK DISTRICT BOARD OF COMMISSIONERS EXECUTIVE SESSION MINUTES BI-ANNUAL REVIEW**

**BACKGROUND INFORMATION:** The Board is required to review Executive Session Meeting Minutes at least twice each year. The purpose of the review is to determine if a need for confidentiality continues to exist with respect to all or part of the meeting minutes. Minutes of “Closed Meetings” should only be released to the public after the Board has determined with certainty, that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential, and should only be released by the Secretary—not a Board member.

It would be best to keep minutes confidential when their release might cause hardship to the park district, individuals, or employees. I would add that there is also a need to protect the district in matters of on-going concern related to any one, or multiple reasons permitted by the law to hold executive sessions in the first place. Should minutes refer to matters that may still require confidentiality to protect the district on these legally allowed purposes for holding executive sessions, than those minutes should remain confidential.

The board receives a binder prior to each bi-annual review which contains the executive session minutes. The Recording Secretary has worked on that binder, and it has been provided to each Commissioner for review and consideration this month. The Executive Director would normally make recommendations as to which dates’ Executive Session Minutes should be released, and the Board may suggest additional items for the Board’s consideration. **AT NO TIME SHOULD THE BOARD COPY OR REMOVE ANY ITEM FROM THE BINDER OR MAKE IT AVAILABLE TO THE PUBLIC IN ANY WAY.**

Should discussion be needed about the Minutes, then the Board should convene an Executive Session to discuss those matters. Otherwise, the Board may take the action based upon the Recommendation of the Executive Director to release those minutes that the Executive Director indicates in the Recommendation. **All this information is strictly confidential information, and the Board has a fiduciary duty to treat the material that way.** Specific discussion of material contained in Executive Session Minutes should



only take place in Executive Session. Board action to release closed session minutes must be in open session.

**The Board should consistently return the complete binder to the Secretary with no changes/removals/marks/copies at the first Regular Meeting immediately after the Board member receives the binder.**

With all these matters for your consideration, the Executive Director began, several years ago, to "phase" the release of Executive Session Minutes by year. Therefore, at this time it is recommended to release the following minutes:

**All of the 2012 Executive Session Minutes except May 24 and June 7**

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** I have reviewed the Executive Session minutes found in the district's records. At this time, I recommend **all of the 2012 Executive Session Minutes except May 24 and June 7 be released, and that staff be authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.**

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



**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: January 20, 2015

### STAFF RECOMMENDATION

**AGENDA ITEM: TAX ABATEMENT ORDINANCE OF ALTERNATE BONDS: Recommend Approval**

**BACKGROUND INFORMATION:** In May of 2006, the Sycamore Park District issued \$2,555,000 in Alternate Revenue G.O. Bonds. The intent of this type of bond is that "alternate revenues", not levied taxes, are to be used to repay this debt. Currently, the District is using a portion of our annual G.O. Bond to make the annual payment.

The county has record of all bonds issued by the District. They use this information to assist in determining the tax levy amount for debt repayment. Since taxes are not used to repay this Alternate Bond, the District has to formally communicate to the county to abate the taxes for this specific issuance. The ordinance is the appropriate form of communication necessary to do this.

**FISCAL IMPACT:** The amount payable for this bond in 2015 is \$187,450. This and the abatement are already in the approved budget.

**STAFF RECOMMENDATION:** Recommend approval of Ordinance 01-2015.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

## ORDINANCE NO. 01-2015

AN ORDINANCE abating the tax heretofore levied for the year 2014 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.

\* \* \*

WHEREAS, the Board of Park Commissioners (the “*Board*”) of the Sycamore Park District, DeKalb County, Illinois (the “*District*”), by ordinance adopted on the 16th day of May, 2006, did provide for the issue of \$2,555,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2006A (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the District has deposited the Pledged Revenues in the Bond Fund (as each is defined in the Bond Ordinance) for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2014 to pay such debt service on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Ordained by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

*Section 1. Abatement of Tax.* The tax heretofore levied for the year 2014 in the Bond Ordinance is hereby abated in its entirety.

*Section 2. Filing of Ordinance.* Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of DeKalb County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2014 in accordance with the provisions hereof.

*Section 3. Effective Date.* This ordinance shall be in full force and effect upon its adoption.

Adopted January 20, 2015.

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Ted Strack,  
President, Board of Park Commissioners

ATTEST:

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Daniel Gibble  
Secretary, Board of Park Commissioners

[SEAL]

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 transcript of that portion of the minutes of the meeting of the Board held on the 20th day of January, 2015, insofar as the same relates to the adoption of Ordinance No. 01-2015 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2014 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said 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 an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, 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 of the Park District Code of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 20th day of January, 2015.

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

[SEAL]

STATE OF ILLINOIS            )  
                                          ) SS  
COUNTY OF DEKALB         )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of DeKalb County, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, there was filed in my office a duly certified copy of Ordinance No. 01-2015 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2014 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.

duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, on the 20th day of January, 2015, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Clerk of DeKalb County, Illinois

[SEAL]

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: January 20, 2015

### STAFF RECOMMENDATION

**AGENDA ITEM: SETTING OF DATE FOR NEXT STUDY SESSION:  
Recommend Discussion and Consensus**

**BACKGROUND INFORMATION:** Assuming we approved the prior timeline matter on the AGENDA, and how we will appoint committee it is time to have an early February Study Session to:

1. Narrow list of possible appointees.
2. Assign the individuals to make contacts for the most urgent committee timelines.
3. Make final approval of Committee Purpose Statements.
4. Discuss first drafts of the GROUP/TEAM Purpose Statements:
  - Fundraising Group
  - Marketing Group
  - Professional Services Group
5. Discuss and Agree on Timelines for GROUPS/TEAMS
6. Reach final agreement on ADVERTISING and PROMOTION in the PARKS.

**FISCAL IMPACT:** None at this time, but does assist in managing the important projects that lie ahead for us.

**STAFF RECOMMENDATION:** Find a meeting date in the first 14 days of February to hold this meeting.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

