



Sycamore

PARK DISTRICT

Established 1923

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Sycamore, IL 60178
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Sycamore Park District

Regular Board Meeting

July 28, 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 Minutes
June 30, 2015

PUBLIC INPUT:

APPROVAL OF MONTHLY CLAIMS:

8. Claims Paid Since Board Meeting (Roll Call Vote)
27. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

33. Superintendent of Finance Monthly Report
36. Budget Report
53. Superintendent of Golf Operations Monthly Report
56. Superintendent of Parks and Facilities Monthly Report
61. Executive Director Monthly Report

Board of Commissioners Meeting

July 28, 2015

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CORRESPONDENCE-

- 64. Family of Phyllis Castenson
- 65. EZLinks Golf – Kirk Lundbeck
- 66. Ladies of Lilac Thank You
- 67. Clubhouse Rental – John & Jayne Menne
- 68. Daily Chronicle DeKalb County’s Finest Golf

Monthly Department Report: Tree Removal Information/Beginning Tree Replacement Program in 2016 – Jeff

OLD BUSINESS:

- Report of ACTION 2020 Committees—Dan/et.al.
- Chamber Golf Outing—Dan
- South Prairie School Use Considerations—Dan
- Park/Facility Tour Planning—Jeff
- Update on Sports Complex Plans (N & S) - Dan
- 69. Re-Visit Board By-Laws - Dan

NEW BUSINESS:

- 85. Bi-Annual Review of Executive Session Minutes
- 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, June 30, 2015**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, June 30, 2015.

Will the recording secretary please call the roll.

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

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 Graves and Schulz were absent at this time.**

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

Guests at the Board meeting were:

Eric Christensen, Flagg-Rochelle Park District

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Tucker moved to approve the May 26, 2015 Regular Meeting Minutes and June 1, 2015 Special Meeting Minutes. 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 3-0. Commissioners Graves and Schulz were absent.

Minutes of the Regular Meeting of the Board of Commissioners
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Approval of Minutes – cont'd

Motion

Commissioner Kroeger moved to approve the May 26, 2015 Executive Session Minutes. Commissioner Tucker seconded the Motion.

Voice Vote

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

Public Input – Eric Christensen, Flagg-Rochelle Park District – Director Gibble introduced him. Eric Christensen wanted to come and thank Director Gibble and staff for coming out with the storm damage. Director Gibble had contacted him right away and offered manpower and equipment. He wanted the Board to know Sycamore is good neighbors and they really appreciated all the help.

Claims and Accounts Approval

Motion

Commissioner Kroeger moved to approve and pay the bills in the amount of \$247,212.30. Commissioner Tucker seconded the Motion.

Roll Call

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

Correspondence – None

Introduction of New Staff – Lisa Metcalf introduced Sarah Elm Rex who will be our new Program Supervisor/Marketing. She will be starting Monday, July 6th and she welcomed her. Sarah noted this is in her field and goes along with the experiences she has had and in her home town.

Positive Feedback/Reports –

Department Presentation – None

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Old Business –

Report of Action 2020 Committees – Director Gibble noted he gets the sense that the Dog Park Committee is stuck on the fundraising. He noted that President Strack is working on a way to help them and President Strack is schedule to attend the next meeting on August 20th. President Strack noted he will have more specific information for them at that meeting. Director Gibble noted the fundraising will be kicked off at the fireworks. President Strack noted there is a group of letters for fundraisers to go out to donors. He then gave the Board the names for the Trails committee and he asked for the Boards approval. The Board gave a consensus of approval of the names.

Commissioner Tucker noted the Splash Pad Committee has met and it is a great committee. Jessica Sada possibly will chair the committee. They are finding it difficult for the entire committee to get together to go on site visits. They will meet again on September 2nd. They put together a list of potential parks in the area to visit. They are looking at different zones for different ages.

Chamber Golf Outing – Director Gibble noted he wanted to confirm he had the right names for this which includes Ann Tucker and Ted Strack. He will find out which staff is going to place and will then make sure they are registered.

South Prairie School Use Considerations – Director Gibble noted we will be using the existing entrance and have our staff at the door. We will have four classrooms to use. Over the summer we will be getting the items we are keeping from the Community Center moved over to South Prairie.

Park/Facility Tour Planning – Supt. of Parks Donahoe noted we are trying to have one based on the last discussion. He asked everyone to start thinking about dates in late August into September. They went over some dates. Director Gibble noted he will have Jeff send email out to the Board with 2 Saturdays and 2 Thursdays.

Update on Fiber Optic – Director Gibble noted this was hooked up today and it is much faster. There is not echo or cutting out on the phones and emails go out instantly.

Update on Paving – Supt. of Parks Donahoe noted they are done around the Clubhouse and it is all lined and looks great. They paved by the Good Tymes shelter. When we would have flooding before the gravel would be all washed away and would have to be replaced. The paving withstood the flooding very well.

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Update on Moving Out of Community Center – Gibble noted that next week we will be packing. Maintenance staff will be taking things off the walls that are ours. We will be having an auction after that. C & L has conceded to allow us to have the auction there as long as during off business hours. The painters will come in after that and then we will have the carpets cleaned. He is also getting quotes on cleaning all the mats so they can be used at South Prairie.

Update on Web Design – Program Supervisor Elm Rex noted Visionary Webworks should be sending a mostly finalized website to review. There are a few follow-up questions and the pictures are missing that we will get those to him soon. Director Gibble noted we will be doing a soft introduction and then do a harder announcement once the brochures come out.

New Business -

Adoption of Prevailing Wage Ordinance - Motion

Commissioner Tucker moved to approve the Prevailing Wage Ordinance #06-2015. 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 3-0. Commissioners Graves and Schulz were absent.

Annual Review of Board By-Laws – Director Gibble noted this is done annually. There was some discussion on employee and Board benefits for programs. Commissioner Kroeger noted he would like to have the discussion with the full board. Director Gibble noted he will put the Board By Laws back on the agenda for the next meeting. He will send the Board the old policy on this.

Quarterly Capital Funds Update -

Motion

Commissioner Tucker moved to approve the Prevailing Wage Ordinance #06-2015. 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 3-0. Commissioners Graves and Schulz were absent.

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Approval of Resolution for OSLAD Grant – Director Gibble noted that the formality IDNR added is to require Boards pass a Resolution to commit to our portion of the grant. Doing this the Grant application will be ready once the Grants are announced.

Motion

Commissioner Kroeger moved to approve the OSLAD Grant... 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 3-0. Commissioners Graves and Schulz were absent.

Setting of Date of next Study Session - Director Gibble would like to have a Study Session to approve the Professional Services. They would like to have a draft RFQ by 7-24-15. He would like the Board to see the RFQ before gets distributed. The Board set a date of 7-23-15 at 6:00 pm for the Study Session meeting.

Public Input – None

Motion

The Board adjourned the Regular Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 07/22/2015
 TIME: 14:14:36
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 06/30/2015 TO 07/22/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ALL	ALL STAR SPORTS INSTRUCTION								
	153103	01 SKILLS-BSKTEB-PARENT TOT	205550026128	05/11/15	00000000	55146	07/08/15	5,928.00	5,928.00
		02 T-BALL	205550036128		00000000			1,187.50	1,187.50
		03 SOCCER	205550076128		00000000			950.00	950.00
		04 T BALL LEAGUE	205550176128		00000000			1,852.50	1,852.50
								1,938.00	1,938.00
								VENDOR TOTAL:	5,928.00
CHICABUL	CHICAGO BULLS/WHITE SOX ACADEM								
	5257	01 INSTRUCTOR FEE- BULLS CAMP	205550196128	06/29/15	00000000	55157	07/10/15	735.00	735.00
								VENDOR TOTAL:	735.00
CITY	CITY OF SYCAMORE								
	JUNE 2015 SALES TAX								
	01 CITY SALES TAX - CLUBHOUSE	303000116852		07/20/15	00000000	55175	07/20/15	484.00	484.00
	02 CITY SALES TAX - BEV CART	303100116852			00000000			137.00	137.00
	03 CITY SALES TAX - BB CONC	303300116852			00000000			22.00	22.00
	04 CITY SALES TAX - POOL CONC	303400116852			00000000			275.00	275.00
	05 CITY SALES TAX - CATERING	303500116852			00000000			39.00	39.00
								11.00	11.00
								VENDOR TOTAL:	484.00
CITY2	CITY OF SYCAMORE								
	1020502000-0615								
	01 WATER/SEWER - CC	207500096704		06/30/15	00000000	55147	07/08/15	31.08	31.08
								VENDOR TOTAL:	31.08
COMCA	COMCAST								
	061915								
	01 CABLE	303000096705		06/19/15	00000000	55148	07/08/15	296.27	296.27
	02 CABLE	504000096705			00000000			49.21	49.21
	03 INTERNET	101000096706			00000000			98.92	98.92
	04 INTERNET	201000096706			00000000			98.93	98.93
								VENDOR TOTAL:	296.27
COMMO	COMMONWEALTH EDISON								
	70915								
	01 FOUNDERS PARK	101500096702		07/09/15	00000000	55246	07/22/15	698.83	698.83
	02 BOYNTON PARK	101500096702			00000000			24.59	24.59
	03 KIMANIS PARK	101500096702			00000000			16.24	16.24
								28.36	28.36
								VENDOR TOTAL:	296.27

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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

2453814798
 01 MGD 303000086634 07/10/15 00000608 55176 07/20/15 687.55 400.75
 02 MILLER LITE 303000086634 00000608 14.80
 03 HEINT 303000086634 00000608 151.00
 04 BLUE MOON 303000086634 00000608 73.95
 05 MIKES BLACK CHERRY 303000086635 00000608 49.40
 06 MIKES LEMONADE 303000086635 00000608 55.80
 55.80

2453814861
 01 MILLER HIGH LIFE 303000086634 07/17/15 00000610 55176 07/20/15 687.55 286.80
 02 SHARPS 303000086634 00000610 31.30
 03 MILLER LITE 303000086634 00000610 13.50
 04 KEG BEER 303000086634 00000610 151.00
 05 KEG RETURN 303000086634 00000610 121.00
 -30.00

FRONTIER FRONTIER VENDOR TOTAL: 687.55

062215
 01 COMM CTR 207500096700 06/22/15 00000000 55149 07/08/15 492.28 492.28
 02 MAINT BLDG 101500096700 00000000 241.06
 03 MAINT BLDG 504100096700 00000000 101.79
 101.79
 04 POOL 518000096700 00000000 47.64

062515
 01 COMMUNITY CENTER 207500096700 06/25/15 00000000 55247 07/22/15 886.66 886.66
 02 ADMINISTRATION 101000096700 00000000 124.17
 03 ADMINISTRATION 201000096700 00000000 339.81
 339.80
 04 PRO SHOP 504000096700 00000000 82.88

KSO KSO VENDOR TOTAL: 1,378.94

2015
 01 SUMMER CONCERT SPONSOR 101000046214 07/01/15 00000000 55150 07/08/15 300.00 300.00
 02 SUMMER CONCERT SPONSOR 201000046214 00000000 150.00
 150.00

LE PRINT LE PRINT EXPRESS VENDOR TOTAL: 300.00

19257
 01 PROPERTY SCAN 101000046203 06/30/15 00000000 55139 07/01/15 10.00 10.00
 10.00

VENDOR TOTAL: 10.00

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4575522		16 HAMBURGERS	303000086613	06/26/15	0000599	55160	07/10/15	4,778.50	4,250.21
		17 HOT DOGS	303000086615		0000599				537.92
		18 BRATS	303000086615		0000599				153.28
		19 TORTILLA SHELLS	303000086616		0000599				339.10
		20 HOT DOGS 8/1	303000086615		0000599				21.86
		21 HOT DOG COUPON	303000086615		0000599				469.42
									-8.00
4579976		01 POPCORN CHICKEN	303000086616	07/01/15	0000602	55160	07/10/15	4,778.50	39.06
4581602		01 TORTILLA SHELLS	303000086616	07/02/15	0000603	55160	07/10/15	4,778.50	39.06
4587016		01 FRYER OIL	303000086617	07/08/15	0000606	55177	07/20/15	564.84	21.86
		02 BACON	303000086613		0000606				21.86
		03 SHREDED CHEESE	303000086616		0000606				21.86
		04 DICED ONION	303000086629		0000606				21.86
		05 SOUR CREAM	303000086629		0000606				21.86
		06 FRENCH FRIES	303000086617		0000606				22.67
		07 POTATO SALAD	303500086640		0000606				17.77
		08 STEAKS	303500086640		0000606				43.92
		09 PAPER TOWELS	303400076551		0000606				313.06
									21.27
VENDOR TOTAL:									5,343.34
ROCKN KID	ROCK-N-KIDS INC								
SYCSU15		01 INSTRUCTOR FEE	205010266128	06/29/15	0000000	55141	07/01/15	175.25	175.25
		02 INSTRUCTOR FEE	205010256128		0000000				77.25
									98.00
VENDOR TOTAL:									175.25
SOU	SOUTHERN WINE & SPIRITS OF ILL								
4701327		01 VODKA	303000086636	06/16/15	0000593	55168	07/15/15	814.98	814.98
		02 KAHLUA	303000086636		0000593				248.50
		03 CABERNET	303000086636		0000593				319.40
		04 MOSCATO	303000086636		0000593				48.00
		05 PINOT GRIGIO	303000086636		0000593				48.00
		06 REISLING	303000086636		0000593				48.00
		07 WHITE ZIN	303000086636		0000593				48.00
		08 KAHLUA PROMO	303000086636		0000593				7.08
VENDOR TOTAL:									814.98

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SUP		SUPERIOR BEVERAGE							
	484622	01 BUD	303000086634	07/15/15	00000609	55178	07/20/15	289.45	289.45
		02 BUD LIT	303000086634		00000609				59.20
		03 MICH ULTRA	303000086634		00000609				180.60
									49.65
									VENDOR TOTAL: 289.45

T0000024		DOBBERSTEIN, MELISSA							
	070815	REIMB		07/08/15		55152	07/08/15	124.10	124.10
		01 ALDI REIMB - CC APPETIZERS	201000046214		00000000				52.90
		02 ALDI REIMB	303000086615		00000000				53.40
		03 ALDI REIMB	303000086613		00000000				17.80
									VENDOR TOTAL: 124.10

T0000230		FREEMAN, JEANETTE							
	071015	REIMB-PAYROLL	101000076500	07/10/15	00000000	55161	07/10/15	217.00	217.00
									217.00
									VENDOR TOTAL: 217.00

T0000197		WEAVER, BEN							
	062915	INSTRUCTOR FEE	205120146128	06/29/15	00000000	55142	07/01/15	400.00	400.00
									400.00
									VENDOR TOTAL: 400.00

T0000198		GLOGOVSKY, ANGELA							
	070115	REFUND CANCELLED CLASS	205980066218	07/01/15	00000000	55143	07/01/15	100.00	100.00
									100.00
									VENDOR TOTAL: 100.00

T0000199		MICHAEL, KELLY							
	070115	CANCELLED CLASS REFUND	205980066218	07/01/15	00000000	55144	07/01/15	40.00	40.00
									40.00
									VENDOR TOTAL: 40.00

T00001200		STEWART, ARNOLD							
	071515	REFUND	504000046218	07/15/15	00000000	55169	07/15/15	364.50	364.50
		01 REFUND SENIOR GOLF PASS							364.50
									VENDOR TOTAL: 364.50

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001201	HICKS, HUTHA	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55180	07/20/15	45.18	45.18
								VENDOR TOTAL:	45.18
T0001202	STROHM, KARA	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55181	07/20/15	4.13	4.13
								VENDOR TOTAL:	4.13
T0001203	WEBSTER, JOSIAH	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55182	07/20/15	25.42	25.42
								VENDOR TOTAL:	25.42
T0001204	NEISES, CORRIN	071615 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55183	07/20/15	6.57	6.57
								VENDOR TOTAL:	6.57
T0001205	FULK, TYLER	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55184	07/20/15	23.65	23.65
								VENDOR TOTAL:	23.65
T0001206	SMITH, DONOVAN	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55185	07/20/15	10.19	10.19
								VENDOR TOTAL:	10.19
T0001207	O'NEILL, VICTORIA	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55186	07/20/15	29.47	29.47
								VENDOR TOTAL:	29.47
T0001208	KNUCKEY, MARLENE	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55187	07/20/15	76.91	76.91
								VENDOR TOTAL:	76.91

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T0001217	REBOLD, DONNA	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55196	07/20/15	29.55	29.55
VENDOR TOTAL: 29.55									
T0001218	SMITH, SUSANN	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55197	07/20/15	9.98	9.98
VENDOR TOTAL: 9.98									
T0001219	GORDON, KEN	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55198	07/20/15	28.53	28.53
VENDOR TOTAL: 28.53									
T0001220	BASSETT, MARGARET	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55199	07/20/15	11.23	11.23
VENDOR TOTAL: 11.23									
T0001221	CHAVEZ, DONALD	CC MBR REFUND 01 COMM CTR MBR REFUND - BOTH	207000046218	07/16/15	00000000	55200	07/20/15	48.86	48.86
VENDOR TOTAL: 48.86									
T0001222	TOTTY, GENE	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55201	07/20/15	12.17	12.17
VENDOR TOTAL: 12.17									
T0001223	PHILLIPS, ALICE	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55202	07/20/15	19.34	19.34
VENDOR TOTAL: 19.34									
T0001224	WAGENER, PAMELA	CC MBR REFUND 01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55203	07/20/15	30.57	30.57
VENDOR TOTAL: 30.57									

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001233	SISLER, MARK								
	CC MBR REFUND	01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55212	07/20/15	98.64	98.64
									98.64
									VENDOR TOTAL: 98.64
T0001234	ROBINSON, KELCIE								
	CC MBR REFUND	01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55213	07/20/15	97.95	97.95
									97.95
									VENDOR TOTAL: 97.95
T0001236	HANS, CONNIE								
	CC MBR REFUND	01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55215	07/20/15	80.84	80.84
									80.84
									VENDOR TOTAL: 80.84
T0001237	VALERIUS, CARL								
	CC MBR REFUND	01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55216	07/20/15	79.77	79.77
									79.77
									VENDOR TOTAL: 79.77
T0001238	MOLL, ERIN								
	CC MBR REFUND	01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55217	07/20/15	77.61	77.61
									77.61
									VENDOR TOTAL: 77.61
T0001239	WHITE, CRYSTAL								
	CC MBR REFUND	01 COMM CTR MBR REFUND - 3 MBR	207000046218	07/16/15	00000000	55218	07/20/15	127.22	127.22
									127.22
									VENDOR TOTAL: 127.22
T0001241	MATISON, MARY								
	CC MBR REFUND	01 COMM CTR MBR REFUND	207000046218	07/16/15	00000000	55220	07/20/15	71.60	71.60
									71.60
									VENDOR TOTAL: 71.60
T0001242	RATLIFF, BEN								
	CC MBR REFUND	01 COMM CTR MBR REFUND - 3 MBR	207000046218	07/16/15	00000000	55221	07/20/15	123.69	123.69
									123.69
									VENDOR TOTAL: 123.69

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001243	DONALD, KENNETH								
		CC MBR REFUND	207000046218	07/16/15	00000000	55222	07/20/15	79.41	79.41
		01 COMM CTR MBR REFUND						79.41	79.41
		VENDOR TOTAL:						79.41	79.41
T0001244	THOMAS, DONALD								
		CC MBR REFUND	207000046218	07/16/15	00000000	55223	07/20/15	64.20	64.20
		01 COMM CTR MBR REFUND						64.20	64.20
		VENDOR TOTAL:						64.20	64.20
T0001245	DWYER, TOM								
		CC MBR REFUND	207000046218	07/16/15	00000000	55224	07/20/15	10.08	10.08
		01 COMM CTR MBR REFUND						10.08	10.08
		VENDOR TOTAL:						10.08	10.08
T0001247	POLLY, SCOTT & RACHEL								
		CC MBR REFUND	207000046218	07/16/15	00000000	55226	07/20/15	132.28	132.28
		01 COMM CTR MBR REFUND - 4 MBR						132.28	132.28
		VENDOR TOTAL:						132.28	132.28
T0001248	CHRISTENSEN, CONNIE								
		CC MBR REFUND	207000046218	07/16/15	00000000	55227	07/20/15	36.97	36.97
		01 COMM CTR MBR REFUND						36.97	36.97
		VENDOR TOTAL:						36.97	36.97
T0001249	SCHAIRER, JACQUE								
		CC MBR REFUND	207000046218	07/16/15	00000000	55228	07/20/15	36.97	36.97
		01 COMM CTR MBR REFUND						36.97	36.97
		VENDOR TOTAL:						36.97	36.97
T0001250	TOTMAN, LINDA								
		CC MBR REFUND	207000046218	07/16/15	00000000	55229	07/20/15	55.10	55.10
		01 COMM CTR MBR REFUND						55.10	55.10
		VENDOR TOTAL:						55.10	55.10
T0001251	SAFARIK, MICHAEL								
		CC MBR REFUND	207000046218	07/16/15	00000000	55230	07/20/15	11.43	11.43
		01 COMM CTR MBR REFUND						11.43	11.43
		VENDOR TOTAL:						11.43	11.43

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T0001260	DOMBECK, DIANE	CC MBR REFUND	207000046218	07/16/15	00000000	55239	07/20/15	29.17	29.17
		01 COMM CTR MBR REFUND						29.17	29.17
		VENDOR TOTAL:						29.17	29.17
T0001261	JOHNSON, RICK	CC MBR REFUND	207000046218	07/16/15	00000000	55240	07/20/15	28.75	28.75
		01 COMM CTR MBR REFUND						28.75	28.75
		VENDOR TOTAL:						28.75	28.75
T0001262	ENGH, DONNA & BRANDON	CC MBR REFUND	207000046218	07/16/15	00000000	55241	07/20/15	47.29	47.29
		01 COMM CTR MBR REFUND						47.29	47.29
		VENDOR TOTAL:						47.29	47.29
T0001263	SHARP, KAREN	CC MBR REFUND	207000046218	07/16/15	00000000	55242	07/21/15	120.57	120.57
		01 COMM CTR MBR REFUND - 2 MBR						120.57	120.57
		VENDOR TOTAL:						120.57	120.57
T0001264	SCHAEFFER, NANCY	CC MBR REFUND	207000046218	07/16/15	00000000	55243	07/21/15	35.97	35.97
		01 COMM CTR MBR REFUND						35.97	35.97
		VENDOR TOTAL:						35.97	35.97
T0001265	BARNES, RICHARD	CC MBR REFUND	207000046218	07/16/15	00000000	55244	07/21/15	83.02	83.02
		01 COMM CTR MBR REFUND						83.02	83.02
		VENDOR TOTAL:						83.02	83.02
TIMECLOC	TIME CLOCK EXPRESS						VENDOR TOTAL:		83.02
45240	01 TIME CARDS	101000046200	07/08/15	00000000	55170	07/15/15	54.00	54.00	27.00
	02 TIME CARDS	201000046200		00000000					27.00
							VENDOR TOTAL:		54.00
TITL	TITLELIST DRAWER CS		06/08/15		55172	07/15/15	3,244.31	252.00	

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900884893		02 DT SOLO CUSTOM	501000001300	06/08/15	00000000	55172	07/15/15	3,244.31	252.00 252.00
900998187		01 CREDIT - INV 900884893	501000001300	06/26/15	00000000	55172	07/15/15	3,244.31	-48.00 -48.00
901014819		01 API IRONS SPEC ORDER	501000001302	06/30/15	00000594	55172	07/15/15	3,244.31	542.08 542.08
901016355		01 SUREFIT	5040000046216	06/30/15	00000000	55172	07/15/15	3,244.31	400.00 400.00
901040155		01 PRO VI 2013	501000001300	07/07/15	00000597	55172	07/15/15	3,244.31	2,176.38 666.00 666.00 468.00 252.00 96.00 28.38
901043750		01 CREDIT - FRT	501000001300	07/07/15	00000000	55172	07/15/15	3,244.31	-78.15 -78.15
TOUR		TOUR EDGE GOLF MFG. INC.							
	IN-01057816	01 LADY EDGE BOXED SET	501000001302	07/09/15	00000596	55173	07/15/15	260.00	260.00 260.00
USFOODS		US FOODS INC							
	0210332	01 ICE CREAM	303000086626	06/16/15	00000600	55164	07/10/15	1,940.28	1,390.28 201.12 46.16 4.20 14.65 138.84 28.65 106.48 140.12 195.44 25.78 22.84 14.35 41.92
		02 NACHO CHEESE	303000086620		00000600				
		03 MUSTARD	303000086629		00000600				
		04 NACHO CHIPS	303000086620		00000600				
		05 HAMBURGER	303000086613		00000600				
		06 CHICKEN STRIPS	303000086616		00000600				
		07 TURKEY	303000086612		00000600				
		08 CHICKEN BREAST	303000086616		00000600				
		09 SOFT PRETZELS	303000086619		00000600				
		10 ONION RINGS	303000086617		00000600				
		11 HAMBURGER BUNS	303000086613		00000600				
		12 LIDS	303000076550		00000600				
		13 CUPS	303000076550		00000600				
		VENDOR TOTAL:						260.00	260.00

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	0210332	14 FOIL	303000076550	06/16/15	00000600	55164	07/10/15	1,940.28	1,390.28
		15 MUSTARD	303400086629		00000600				98.65
		16 CUPS	303400076550		00000600				4.20
		17 LIDS	303400076550		00000600				26.61
		18 NAPKINS	303400076550		00000600				10.54
		19 NACHO TRAYS	303400076550		00000600				52.62
		20 MUSTARD	303300086629		00000600				15.37
		21 CUPS	303300076550		00000600				8.38
		22 LIDS	303300076550		00000600				26.61
		23 NACHO TRAYS	303300076550		00000600				21.08
		24 FOOD TRAY	303000076550		00000600				15.37
		25 NAPKINS	303400076550		00000600				19.32
		26 WAX PAPER	303300076550		00000600				52.62
									58.36
	0426930	01 ICE CREAM	303000086626	06/23/15	00000598	55164	07/10/15	1,940.28	550.00
		02 CHIPS	303000086622		00000598				109.48
		03 RANCH	303000086629		00000598				176.82
		04 TORTILLA CHIPS	303000086620		00000598				28.25
		05 HOT DOGS	303000086615		00000598				29.30
		06 CONE CUPS	504000076550		00000598				164.34
									41.81
	1011786	01 CUPS	303000076550	07/13/15	00000607	55179	07/20/15	60.09	60.09
									60.09
VANGEM	VANGEMERT, LAURA						VENDOR TOTAL:	2,000.37	
	7-21-15	01 COMM CTR REPAIR AND PAINTING	207500056300	07/21/15	00000000	55245	07/21/15	2,475.00	2,475.00
VISACA	VISA CARDMEMBER SERVICE						VENDOR TOTAL:	2,475.00	
	70315	01 ASCAP LICSENSE	206194006210	07/03/15	00000000	55249	07/22/15	9,678.52	9,678.52
		02 CHEST WADERS	101500076550		00000000				344.36
		03 IPASS REPLENISH	101000046211		00000000				189.97
		04 IPASS REPLENISH	201000046211		00000000				20.00
		05 HEALTH DEPT PERMIT	303000046210		00000000				250.00
		06 HEALTH DEPT PERMIT	303300046210		00000000				250.00
		07 HEALTH DEPT PERMIT	303400046210		00000000				250.00
		08 POOL LIFT	701000207006		00000000				7,065.98
		09 DAY PLANNER	101000046200		00000000				17.03
		10 DAY PLANNER	201000046200		00000000				17.03

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70315		11 TENNIS SUPPLIES - OSCAR	205010216216	07/03/15	00000000	55249	07/22/15	9,678.52	9,678.52
		12 SURVEY MONKEY	101000046204		00000000				325.79
		13 SURVEY MONKEY	201000046204		00000000				150.00
		14 IAPD - BOOKS	201000046200		00000000				150.00
		15 IAPD - BOOKS	101000046204		00000000				197.50
		16 FOOD & SUPPLIES FOR MEETINGS	101000046212		00000000				197.50
		17 FOOD & SUPPLIES FOR MEETINGS	201000046212		00000000				55.16
		18 CONSTANT CONTACT	101000046206		00000000				55.17
		19 CONSTANT CONTACT	201000046206		00000000				28.50
		20 FACEBOOK MARKETING	101000046214		00000000				28.50
		21 FACEBOOK MARKETING	201000046214		00000000				6.86
		22 UNIFORMS	101000046215		00000000				26.16
		23 UNIFORMS	201000046215		00000000				26.15

VENDOR TOTAL: 9,678.52

WALM	WALMART COMMUNITY	61615	06/16/15	55156	07/08/15	1,181.12	1,181.12
	01 BAGELS	303000086610					3.57
	02 TOMATOES	303000086629					2.67
	03 LETTUCE	303000086629					3.94
	04 ONIONS	303000086629					3.88
	05 CREAMER	303000086632					7.04
	06 HOT DOG BUNS	303000086615					17.60
	07 HAMBURGER BUNS	303000086613					3.52
	08 AIRHEADS	303000086624					109.56
	09 STRING CHEESE	303000086623					8.54
	10 CANDY	303000086624					381.98
	11 COOKIES, CRACK, GRANOLA	303000086618					130.38
	12 BAKED BEANS	303500086640					23.92
	13 TONIC WATER	303000086636					4.00
	14 LETTUCE	303000086629					2.76
	15 TOMATOES	303000086629					4.41
	16 ONIONS	303000086629					2.28
	17 DISH BRUSH	303300076551					2.97
	18 GRANOLA BARS	303000086618					8.98
	19 CANDY	303000086624					43.98
	20 CHOCOLATE	303000086624					77.92
	21 GRANOLA BARS	303000086618					17.26
	22 CANDY	303000086624					20.56
	23 COFFEE	303000086632					50.88
	24 DECAF	303000086632					17.96
	25 HOT CHOCOLATE	303000086632					19.84
	26 BAGELS	303000086610					3.57
	27 HOT DOG BUNS	303000086615					13.20

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
61615				06/16/15				1,181.12	1,181.12
		28 LETTUCE	303000086629		00000521	55156	07/08/15	1,181.12	4.44
		29 TOMATOES	303000086629		00000521				3.06
		30 ONIONS	303000086629		00000521				2.28
		31 LEMONS/LIMES	303000086636		00000521				1.96
		32 MARINARA SAUCE	303000086629		00000521				3.00
		33 CREAMER	303000086632		00000521				8.04
		34 DISH BRUSH	303000076551		00000521				2.97
		35 PLASTIC TEA BOTTLES	303300076500		00000521				5.92
		36 518000076510	518000076510		00000580				19.90
		37 SWIM LESSON SUPPLIES	5182000046216		00000579				20.28
		38 FIRST AID SUPPLIES	518000076513		00000577				39.16
		39 JANITORIAL	518000076510		00000577				2.44
		40 MOMS TIME OUT SUPPLIES	205340016216		00000578				15.92
		41 HAMBURGER BUNS	303000086613		00000590				3.52
		42 HOT DOG BUNS	303000086615		00000590				12.32
		43 ENGLISH MUFFINS	303000086610		00000590				2.28
		44 LETTUCE	303000086629		00000590				2.96
		45 ONIONS	303000086629		00000590				2.28
		46 TOMATOES	303000086629		00000590				3.45
		47 BREAD	303000086612		00000591				3.88
		48 CREAMER	303000086632		00000591				2.88
		49 MARINARA SAUCE	303000086629		00000591				2.00
		50 MR FREEZE	303000086626		00000591				11.31
		51 MOP	303300076500		00000591				6.98
		52 DAWN DISH SOAP	303300076510		00000591				3.74
		53 BROOM/DUST PAN	303300076500		00000591				6.98
		VENDOR TOTAL: 1,181.12							
WASTE	WASTE MANAGEMENT								
	3310567-2011-2								
	01 KISH-PICNIC GARBAGE	101500056302		07/01/15	00000000	55174	07/15/15	1,079.26	357.69
									357.69
	3470888-2011-8								
	01 WASTE REMOVAL - ADM	101000056302		07/01/15	00000000	55174	07/15/15	1,079.26	721.57
	02 WASTE REMOVAL - ADM	101000056302			00000000				5.00
	03 WASTE REMOVAL - CH	303000056302			00000000				63.90
	04 WASTE REMOVAL - GC	504100056302			00000000				63.91
	05 WASTE REMOVAL - SC	202100056302			00000000				39.04
	06 WASTE REMOVAL - PARK	101500056302			00000000				114.94
	07 WASTE REMOVAL - POOL	518100056302			00000000				114.95
	08 WASTE REMOVAL - PICNIC	101500056302			00000000				82.73
	09 WASTE REMOVAL - CC	207500056302			00000000				178.53
									58.57
	VENDOR TOTAL: 1,079.26								

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ZORO	ZORO								
	INV1168844								
	01	POOL FIRST AID SUPPLIES	518000076513	07/01/15	00000000	55145	07/01/15	95.65	95.65
									95.65
									VENDOR TOTAL:
									47,938.30
									TOTAL --- ALL INVOICES:

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	2,402.77	354.02
ANCEL	ANCEL, GLINK - LAW OFFICES OF	8,978.41	61.42
AT&T2	A T & T	510.34	25.04
BOCKY	BOCKYN, LLC	1,800.00	150.00
CINTA	CINTAS CORPORATION #355	905.70	38.30
DISCOVER	DISCOVER YOUR HOMETOWN	161.00	242.50
DYNEGY E	DYNEGY ENERGY SERVICES	16,489.28	417.28
ENGIN	ENGINEERING RESOURCE ASSOC	39,443.12	2,330.95
FOX1	FOX VALLEY FIRE & SAFETY CO.	2,077.30	306.00
GROUPPL	GROUP PLAN SOLUTIONS	575.00	24.75
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,492.50	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,780.66	103.75
KAR	KAR-FRE FLOWERS	176.49	31.48
MARKET	MARKET ACCESS CORPORATION		350.00
NATREC	NATIONAL RECREATION AND PARK		400.00
NICOR	NICOR GAS	10,624.86	64.72
OF	OFFICE DEPOT	1,401.81	127.16
PDRMA	PDRMA	129,128.03	3,995.12
PLUNKETT	PLUNKETT'S PEST CONTROL	488.00	118.00
SHAW	SHAW SUBURBAN MEDIA	514.78	35.37
SOFT	SOFT WATER CITY	8,210.05	13.50
SPARKLE	SPARKLE JANITORIAL SERVICE	13,193.28	1,137.50
STAPLES	STAPLES ADVANTAGE	231.63	56.47
SUNDOG	SUN DOG IT	9,685.11	120.81
UNUM	UNUM LIFE INSURANCE	1,792.03	40.79
WARE	WAREHOUSE DIRECT BUSINESS	452.32	7.92
	ADMINISTRATION		10,704.73
15	PARKS		
ARTHU	ARTHUR CLESEN, INC.	8,733.79	1,820.00
BURRI	BURRIS EQUIPMENT CO.	4,165.70	240.94
CINTA	CINTAS CORPORATION #355	905.70	58.35
DYNEGY E	DYNEGY ENERGY SERVICES	16,489.28	382.72
ENCAP	ENCAP, INC	40,280.00	5,192.00
LOWE	LOWE'S	1,878.29	525.05
MAR	ARCH CHEM-MARINE BIOCHEM	3,575.00	1,025.00
MDF	MOST DEPENDABLE FOUNTAINS INC		52.00
MEL	MELIN'S LOCK & KEY	175.48	13.06
MROUT	MR OUTHUSE	4,080.00	895.00
NICOR	NICOR GAS	10,624.86	145.73
OF	OFFICE DEPOT	1,401.81	6.72

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
15	PARKS		
PDRMA	PDRMA	129,128.03	571.06
REIN	REINDERS, INC.	79,416.42	314.13
SOFT	SOFT WATER CITY	8,210.05	47.25
UNUM	UNUM LIFE INSURANCE	1,792.03	7.22
WALM	WALMART COMMUNITY	3,116.44	3.92
WILS	WILSON NURSERIES, INC.		1,148.00
	PARKS		12,448.15
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	510.34	25.03
BOCKY	BOCKYN, LLC	1,800.00	150.00
CINTA	CINTAS CORPORATION #355	905.70	10.70
DISCOVER	DISCOVER YOUR HOMETOWN	161.00	242.50
DYNEGY E	DYNEGY ENERGY SERVICES	16,489.28	417.28
GROUPPL	GROUP PLAN SOLUTIONS	575.00	24.75
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,492.50	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,780.66	102.76
KAR	KAR-FRE FLOWERS	176.49	31.47
NATREC	NATIONAL RECREATION AND PARK		400.00
NICOR	NICOR GAS	10,624.86	38.60
OF	OFFICE DEPOT	1,401.81	69.78
PDRMA	PDRMA	129,128.03	3,243.20
PLUNKETT	PLUNKETT'S PEST CONTROL	488.00	118.00
SHAW	SHAW SUBURBAN MEDIA	514.78	1,324.77
SPARKLE	SPARKLE JANITORIAL SERVICE	13,193.28	1,137.50
STAPLES	STAPLES ADVANTAGE	231.63	10.49
SUNDOG	SUN DOG IT	9,685.11	120.80
UNUM	UNUM LIFE INSURANCE	1,792.03	32.10
	ADMINISTRATION		7,651.60
20 SPORTS COMPLEX			
WASTE	WASTE MANAGEMENT	3,229.41	588.85
	SPORTS COMPLEX		588.85
21 SPORTS COMPLEX MAINTENANCE			

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
BEACO	BEACON ATHLETICS	1,077.04	110.72
BSN	BSN SPORTS	4,072.10	1,803.99
DYNEGY E	DYNEGY ENERGY SERVICES	16,489.28	542.95
LOWE	LOWE'S	1,878.29	107.77
MEL	MELIN'S LOCK & KEY	175.48	12.04
MENA	MENARDS - SYCAMORE	2,684.45	115.74
MROUT	MR OUTHOUSE	4,080.00	930.00
PDRMA	PDRMA	129,128.03	6,419.02
TRUGR	TRUGREEN	1,748.00	1,540.00
UNUM	UNUM LIFE INSURANCE	1,792.03	76.99
	SPORTS COMPLEX MAINTENANCE		11,659.22
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	2,193.06	223.49
	MIDWEST MUSEUM OF NATURAL HIST		223.49
50	PROGRAMS - YOUTH		
T0001266	TENNANT, BREE		50.00
T0001267	VELAZQUEZ, EVANGELINE		25.00
WALM	WALMART COMMUNITY	3,116.44	10.24
	PROGRAMS - YOUTH		85.24
60	PROGRAMS - SPECIAL EVENTS		
THEFUN	THE FUN ONES		580.00
	PROGRAMS - SPECIAL EVENTS		580.00
61	PROGRAMS - CONCERTS		
WDKB-FM	WDKB-FM	600.00	150.00
	PROGRAMS - CONCERTS		150.00

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 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/23/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
AT&T1	A T & T	253.78	56.32
AT&T2	A T & T	510.34	111.21
C&L	C & L PROPERTIES, L.L.C.	39,713.91	3,713.43
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,780.66	46.81
NICOR	NICOR GAS	10,624.86	69.00
SOFT	SOFT WATER CITY	8,210.05	74.25
	COMMUNITY CENTER		4,071.02
DONATIONS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	39,443.12	3,098.18
	ADMINISTRATION		3,098.18
SPECIAL RECREATION			
10	ADMINISTRATION		
KISH	KISHWAUKEE SPECIAL RECREATION	34,515.00	34,515.00
	ADMINISTRATION		34,515.00
INSURANCE			
10	ADMINISTRATION		
PDRMA	PDRMA	129,128.03	30,206.34
	ADMINISTRATION		30,206.34
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	510.34	0.50
DYNEGY E	DYNEGY ENERGY SERVICES	16,489.28	178.84
NICOR	NICOR GAS	10,624.86	16.54
WALM	WALMART COMMUNITY	3,116.44	1,257.03
WARE	WAREHOUSE DIRECT BUSINESS	452.32	321.90
	CLUBHOUSE CONCESSIONS		1,774.81

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/23/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
33	SPORTS COMPLEX CONCESSIONS		
AMER	AMERIGAS	87.95	52.77
DYNEGY E	DYNEGY ENERGY SERVICES	16,489.28	203.74
RAYNOR	RAYNOR DOO AUTHORITY		227.50
WALM	WALMART COMMUNITY	3,116.44	9.17
	SPORTS COMPLEX CONCESSIONS		493.18
34	POOL CONCESSIONS		
SIS	SISLERS ICE		80.00
	POOL CONCESSIONS		80.00
GOLF COURSE			
10	ADMINISTRATION		
DYNAMIC	DYNAMIC BRANDS	2,468.97	147.90
PING	PING		109.43
	ADMINISTRATION		257.33
40	GOLF OPERATIONS		
AT&T2	A T & T	510.34	0.72
CINTA	CINTAS CORPORATION #355	905.70	10.00
DYNEGY E	DYNEGY ENERGY SERVICES	16,489.28	249.07
NICOR	NICOR GAS	10,624.86	16.54
NIV	NIVEL PARTS & MANUFACTURING	2,582.67	760.79
PDRMA	PDRMA	129,128.03	1,915.23
SOFT	SOFT WATER CITY	8,210.05	33.75
UNUM	UNUM LIFE INSURANCE	1,792.03	18.50
WDKB-FM	WDKB-FM	600.00	925.00
	GOLF OPERATIONS		3,929.60
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	8,733.79	2,036.88
AUTOM	AUTO MACHINE INC.		71.40
BURRI	BURRIS EQUIPMENT CO.	4,165.70	1,034.00

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/23/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
41	GOLF MAINTENANCE		
CINTA	CINTAS CORPORATION #355	905.70	58.30
CINTA2	CINTAS CORP	589.53	1.98
DYNEGY E	DYNEGY ENERGY SERVICES	16,489.28	1,282.60
ENCAP	ENCAP, INC	40,280.00	225.00
MARS	M.A.R.S., INC.	149.00	148.00
MENA	MENARDS - SYCAMORE	2,684.45	35.36
MROUT	MR OUTHOUSE	4,080.00	165.00
NICOR	NICOR GAS	10,624.86	131.85
PDRMA	PDRMA	129,128.03	3,613.39
PENDL	PENDELTON TURF SUPPLY	1,855.00	255.00
REIN	REINDERS, INC.	79,416.42	753.85
SELDAL	SELDAL PLUMBING	2,014.80	135.00
UNUM	UNUM LIFE INSURANCE	1,792.03	40.70
	GOLF MAINTENANCE		9,988.31
SWIMMING POOL			
80	POOL		
SOFT	SOFT WATER CITY	8,210.05	156.00
WALM	WALMART COMMUNITY	3,116.44	62.68
WDKB-FM	WDKB-FM	600.00	975.00
	POOL		1,193.68
81	POOL MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	16,489.28	1,439.96
GRAI	GRAINGER	874.01	207.68
HAWK	HAWKINS INC	187.77	65.00
LOWE	LOWE'S	1,878.29	54.81
MENA	MENARDS - SYCAMORE	2,684.45	10.90
NICOR	NICOR GAS	10,624.86	1,540.38
	POOL MAINTENANCE		3,318.73
CAPITAL PROJECTS			
10	ADMINISTRATION		
ENCAP	ENCAP, INC	40,280.00	3,060.00
SUNDOG	SUN DOG IT	9,685.11	5,092.96
	ADMINISTRATION		8,152.96
<i>Interim \$47,938.30</i> <i>New \$145,170.42</i>			TOTAL ALL DEPARTMENTS
<u>total \$193,108.72</u>			145,170.42

To: Board of Commissioners

From: Jackie Hienbuecher

Subject Monthly Report

Date: July 28, 2015

Administrative Initiatives (7/1/15 – 7/31/15)

- Attended Superintendent and Board meetings.
- Attended Action 2020 study session.
- Continued to follow up with Unemployment Consultants regarding protest of claim. Anticipated resolution by the end of May however delay with Il Dept of Employment Security. They have finally agreed that there was a duplication in payment. Now they are reviewing the chargeability of the claim.
- Continued to work with new Recreation Supervisor/Marketing and Sundog regarding new workstation to meet the needs of job responsibilities.
- Performed detailed review of June financial statements to look for miscoding and obvious discrepancies.
- Completed the fiber installation project. Noted a major improvement in speed and quality of connection with computers and phones at the maintenance building.
- Reviewed next steps in technology assessment. The next step listed is to replace our phone system, followed by moving to Office 365. Requested quotes and information on phone systems. Requested quotes on server replacement with and without moving to Office 365 at time of replacement.
- Worked on changing our merchant service provider for online registration in an effort to realize savings on processing fees.

- Set up new gateway to utilize for Donation feature on new website.
- Coordinated installation of new wifi equipment for administration, clubhouse and maintenance facility.
- Contacted various services for disconnection at Community Center.
- Participated in the PDRMA Health Program Council. Various options were discussed in attempt to keep costs down for the membership. Based on this meeting, PDRMA will be establishing some different options for health plans for 2016.
- Participated in PDRMA Path Webinar. This provides information on wellness opportunities for our employees.
- Worked with attorneys to update the exempt status on Brothers Park as requested by the County.
- Staff performed inventory cycle counts with little to no discrepancies.
- Worked with phone companies on transfer of Community Center main line to the Administration Office.
- Worked with Sundog to fix email issue. Select emails were failing delivery due to an update in the mail filter servers.
- Completed health department inspection in the clubhouse concessions. Scored a 99!! Great job Melissa! Anticipate inspections at pool and baseball later this week or next.
- Catering/special events/room rentals: 1 room rentals, 4 golf outings

Administrative Initiatives (8/1/15 – 8/31/15)

- Attend any scheduled “Action 2020” meetings.
- Attend Superintendent and Board meetings.
- Participate in annual Chamber Day Golf Classic.

- Continue work on IMRF project for the purpose of ensuring that proper enrollment has been made in the past.
- Continue to work on PDRMA compliance requirements for future insurance review.
- Continue to work on asset inventory project.
- Prepare RFQ for Information Technology Services and send out to various vendors.
- Review new phone system proposals in order to budget appropriately in the 2016 Capital Budget.
- Consider server replacement quotes and determine timing of Office 365 transition.
- Continue to review outstanding accounts payable checks to determine if valid.
- Catering/special events/room rentals: 4 room rentals, 6 golf outings, KSO Golf & Family Fun Day, Club Championship

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2015

Corporate Fund (10)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	458,940.00	489,272.39	6.6%	628,901.00	650,889.69	3.5%	1,237,143.00	331,877.68	96.1%
Parks	5,180.00	4,017.61	-22.4%	6,475.00	4,858.68	-25.0%	12,949.00	6,759.18	-28.1%
Total Revenues	464,120.00	493,290.00	6.3%	635,376.00	655,748.37	3.2% (1)	1,250,092.00	338,636.86	93.6% (1)
Expenses									
Administration	113,635.00	33,131.38	-70.8%	381,094.00	230,701.03	-39.5% (2)	619,082.00	187,221.74	23.2% (3)
Parks	31,456.00	23,639.49	-24.8%	117,527.00	90,049.99	-23.4% (4)	238,703.00	110,186.04	-18.3% (4)
Total Expenses	145,091.00	56,770.87	-60.9%	498,621.00	320,751.02	-35.7%	857,785.00	297,407.78	7.8%
Total Fund Revenues	464,120.00	493,290.00	6.3%	635,376.00	655,748.37	3.2%	1,250,092.00	338,636.86	93.6%
Total Fund Expenses	145,091.00	56,770.87	-60.9%	498,621.00	320,751.02	-35.7%	857,785.00	297,407.78	7.8%
Surplus (Deficit)	319,029.00	436,519.13	36.8%	136,755.00	334,997.35	145.0%	392,307.00	41,229.08	712.5%

- (1) Primary difference is due to Real Estate Taxes. Budgeted to receive 10% of total in May. In 2015 received 9%, 2014 received 12.6% Also, the additional tax referendum dollars are budgeted in the Corporate fund.
- (2) Much of being below budget is due to timing. Budgeted \$3,250 for newsletter, budgeted \$150,000 for paving and bill has not been processed, health insurance one month lag \$3,995.
- (3) 2015 expenses exceeds 2014 primarily due to the consulting expenses for final phase of parking, soccer complex and expenses related to refunding of alternate bond, including the analytical review by Standard & Poors.
- (4) 2015 Budget is allocated based upon 2014 actual. 2015 expenses are less than 2014 in the following: pt maint wages/taxes 43.5% \$11,299, gas/oil 50.7% \$5,770, utility - gas 53.9% \$3,068. There are also some timing differences with play areas (mulch), ENCAP maintenance work, and health insurance.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2015

Recreation Fund (20)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	341,094.00	360,487.35	5.69%	426,368.00	444,227.92	4.19%	852,736.00	440,020.58	1.0%
Sports Complex	3,050.00	83.00	-97.28%	3,750.00	5,609.00	49.57% (1)	33,650.00	5,649.00	-0.7%
Sports Complex Maintenance	15,043.00	9,586.39	-36.27%	18,804.00	21,131.05	12.38%	37,607.00	20,710.42	2.0%
Midwest Museum of Natural Hist	599.00	-		1,199.00	1,830.49	52.67% (2)	2,398.00	599.52	205.3% (2)
Programs-Youth	2,772.00	1,211.58	-56.29%	9,631.00	9,356.25	-2.85% (3)	16,730.00	12,885.49	-27.4% (3)
Programs-Teens	65.00	288.52	343.88%	2,294.00	2,391.85	4.27% (3)	4,163.00	2,335.04	2.4% (3)
Programs-Adult	150.00	160.00	6.67%	925.00	750.00	-18.92% (3)	975.00	820.00	-8.5% (3)
Programs-Family	974.00	1,417.53	45.54%	6,093.00	8,646.47	41.91% (3)	11,693.00	7,298.47	18.5% (3)
Programs-Leagues	84.00	105.14	25.17%	105.00	164.20	56.38% (3)	5,190.00	105.65	55.4% (3)
Programs-Youth Athletics	4,008.00	4,325.00	7.91%	15,618.00	18,811.00	20.44% (3)	21,020.00	17,260.81	9.0% (3)
Programs-Fitness	2,859.00	699.58	-75.53%	23,384.00	18,855.60	-19.37% (3)	37,815.00	25,752.03	-26.8% (3)
Programs-Preschool	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	150.00	-100.0% (3)
Programs-Dance	-	695.30	#DIV/0!	240.00	4,259.95	1674.98% (3)	240.00	2,795.00	52.4% (3)
Programs-Special Events	910.00	13.97	-98.46%	3,350.00	2,142.83	-36.03% (3)	3,710.00	3,942.12	-45.6% (3)
Programs-Concerts	1,100.00	1,100.00	0.00%	6,600.00	5,950.00	-9.85%	8,800.00	6,000.00	-0.8%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Brochure	3,825.00	4,400.00	15.03%	6,670.00	7,100.00	6.45%	7,900.00	6,800.00	4.4%
Weight Room	2,324.00	121.93	-94.75%	10,285.00	8,104.06	-21.21% (4)	18,245.00	10,728.24	-24.5% (4)
Community Center	1,490.00	1,337.54	-10.23%	1,862.00	1,592.96	-14.45%	3,724.00	1,916.66	-16.9%
Total Revenues	380,347.00	386,032.83	1.49%	537,178.00	560,923.63	4.42%	1,066,596.00	565,769.03	-0.9%

(1) Timing.

(2) 2014 payment never received so replaced and deposited in 2015.

(3) Revenue from programs are above budget 6.06% \$3,738 but decreased 10.9%, \$7,966 compared to 2014, primarily in fitness.

(4) Closing of the community center

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2015

Expenses											
Administration	25,306.00	28,726.43	13.52%	164,600.00	168,276.09	2.23%	316,360.00	150,424.81	11.9%	(1)	
Sports Complex	-	-	#DIV/0!	-	250.00	#DIV/0!	-	-	#DIV/0!		
Sports Complex Maintenance	32,521.00	31,563.80	-2.94%	197,358.00	192,360.31	-2.53%	383,722.00	188,680.33	2.0%		
Midwest Museum of Natural Hist	1,930.00	2,082.93	7.92%	5,665.00	3,585.32	-36.71%	(2)	9,500.00	5,263.24	-31.9%	(2)
Programs-Youth	335.00	3,903.45	1065.21%	2,571.00	5,615.02	118.40%	(3)	11,414.00	3,882.93	44.6%	(3)
Programs-Teens	-	60.00	#DIV/0!	2,095.00	1,807.33	-13.73%	(3)	3,926.00	1,414.64	27.8%	(3)
Programs-Adult	200.00	20.00	-90.00%	625.00	450.00	-28.00%	(3)	785.00	290.00	55.2%	(3)
Programs-Family	973.00	1,192.72	22.58%	5,957.00	6,532.69	9.66%	(3)	10,850.00	5,905.78	10.6%	(3)
Programs-Leagues	-	-	#DIV/0!	1,889.00	2,270.07	20.17%	(3)	3,647.00	1,988.69	14.1%	(3)
Programs-Youth Athletics	922.00	2,032.00	120.39%	4,520.00	2,899.00	-35.86%	(3)	17,149.00	6,089.08	-52.4%	(3)
Programs-Fitness	1,420.00	408.59	-71.23%	11,229.00	9,356.38	-16.68%	(3)	21,178.00	12,406.32	-24.6%	(3)
Programs-Preschool	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	35.00	-100.0%	(3)
Programs-Dance	-	87.51	#DIV/0!	180.00	2,077.09	1053.94%	(3)	180.00	1,900.00	9.3%	(3)
Programs-Special Events	-	54.80	#DIV/0!	1,795.00	2,449.41	36.46%	(3)	13,480.00	2,630.37	-6.9%	(3)
Programs-Concerts	3,050.00	-	-100.00%	8,000.00	7,125.00	-10.94%		8,700.00	8,650.00	-17.6%	
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Brochure	-	-	#DIV/0!	8,280.00	7,454.29	-9.97%		25,100.00	7,955.05	-6.3%	
Weight Room	-	-	#DIV/0!	-	1,209.93	#DIV/0!		600.00	536.85	125.4%	
Community Center	11,924.00	10,992.43	-7.81%	77,764.00	70,544.53	-9.28%		155,352.00	72,134.31	-2.2%	
Total Expenses	78,581.00	81,124.66	3.24%	492,528.00	484,262.46	-1.68%		981,943.00	470,187.40	3.0%	
Total Fund Revenues	380,347.00	386,032.83	1.49%	537,178.00	560,923.63	4.42%		1,066,596.00	565,769.03	-0.9%	
Total Fund Expenses	78,581.00	81,124.66	3.24%	492,528.00	484,262.46	-1.68%		981,943.00	470,187.40	3.0%	
Surplus (Deficit)	301,766.00	304,908.17	1.04%	44,650.00	76,661.17	71.69%		84,653.00	95,581.63	-19.8%	

(1) Radio ads for the golf course per D. Gibble, \$14,000.

(2) Timing of maintenance expenses

(3) Expenses for programs are over budget 8.41% \$2,596 and 8.4% \$3,086 less than to 2014.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2015

Donations (21)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	35,000.00	1,632.18	-100.0%
Total Revenues		-	#DIV/0!	-	-	#DIV/0!	35,000.00	1,632.18	-100.0%
Expenses									
Administration	-	4,078.49	#DIV/0!	6,750.00	21,688.06	221.30% (1)	48,500.00	14,550.00	49.1%
Total Expenses	-	4,078.49		6,750.00	21,688.06		48,500.00	14,550.00	49.1%
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	35,000.00	1,632.18	-100.0%
Total Fund Expenses	-	4,078.49		6,750.00	21,688.06		48,500.00	14,550.00	49.1%
Surplus (Deficit)	-	(4,078.49)	#DIV/0!	(6,750.00)	(21,688.06)	221.30%	(13,500.00)	(12,917.82)	67.9%

(1) Timing of budget and consulting fees for trails project

Special Recreation (22)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	57,600.00	61,754.79	7.21%	72,000.00	74,742.99	3.81%	144,000.00	75,500.86	-1.0%
Total Revenues	57,600.00	61,754.79	7.21%	72,000.00	74,742.99	3.81%	144,000.00	75,500.86	-1.0%
Expenses									
Administration	44,515.00	-	-100.00%	90,780.00	42,458.63	-53.23% (1)	90,780.00	100,947.81	-57.9% (1)
Total Expenses	44,515.00	-	-100.00%	90,780.00	42,458.63	-53.23%	90,780.00	100,947.81	-57.9%
Total Fund Revenues	57,600.00	61,754.79	7.21%	72,000.00	74,742.99	3.81%	144,000.00	75,500.86	-1.0%
Total Fund Expenses	44,515.00	-	-100.00%	90,780.00	42,458.63	-53.23%	90,780.00	100,947.81	-57.9%
Surplus (Deficit)	13,085.00	61,754.79	371.95%	(18,780.00)	32,284.36	-271.91%	53,220.00	(25,446.95)	-226.9%

(1) Timing of payment to KSRA changed due to change in fiscal year end and project expense.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2015

Insurance (23)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	22,000.00	23,497.97	6.81%	27,500.00	28,440.04	3.42%	55,000.00	26,682.62	6.6%
Total Revenues	22,000.00	23,497.97	6.81%	27,500.00	28,440.04	3.42%	55,000.00	26,682.62	6.6%
Expenses									
Administration	31,457.00	-	-100.00%	32,707.00	8,606.00	-73.69% (2)	65,413.00	9,852.00	-12.6% (2)
Total Expenses	31,457.00	-	-100.00%	32,707.00	8,606.00	-73.69%	65,413.00	9,852.00	-12.6%
Total Fund Revenues	22,000.00	23,497.97	6.81%	27,500.00	28,440.04	3.42%	55,000.00	26,682.62	6.6%
Total Fund Expenses	31,457.00	-	-100.00%	32,707.00	8,606.00	-73.69%	65,413.00	9,852.00	-12.6%
Surplus (Deficit)	(9,457.00)	23,497.97	-348.47%	(5,207.00)	19,834.04	-480.91%	(10,413.00)	16,830.62	17.8%

(1) Difference is due to Real Estate Taxes. Budgeted to receive 10% of total in May. In 2015 received 9%, 2014 received 12.6%

(2) Workers comp carrier changed to PDRMA which resulted in a different timing for payments. Also, 2015 unemployment claim paid currently under protest.

Audit (24)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	5,600.00	5,974.87	6.69%	7,000.00	7,231.50	3.31%	14,000.00	7,434.33	-2.7%
Total Revenues	5,600.00	5,974.87	6.69%	7,000.00	7,231.50	3.31%	14,000.00	7,434.33	-2.7%
Expenses									
Administration	-	2,000.00	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,100.00	2.8%
Total Expenses	-	2,000.00	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,100.00	2.8%
Total Fund Revenues	5,600.00	5,974.87	6.69%	7,000.00	7,231.50	3.31%	14,000.00	7,434.33	-2.7%
Total Fund Expenses	-	2,000.00	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,100.00	2.8%
Surplus (Deficit)	5,600.00	3,974.87	-29.02%	(7,500.00)	(7,268.50)	-3.09%	(500.00)	(6,665.67)	9.0%

Sycamore Park District
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Paving & Lighting (25)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	7,200.00	6,175.61	-14.23%	9,000.00	7,474.46	-16.95%	18,000.00	39.47	18837.1%
Total Revenues	7,200.00	6,175.61		9,000.00	7,474.46		18,000.00	39.47	18837.1%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	58.80	-100.0%
Total Expenses	-	-		-	-		-	58.80	-100.0%
Total Fund Revenues	7,200.00	6,175.61	-14.23%	9,000.00	7,474.46	-16.95%	18,000.00	39.47	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	58.80	
Surplus (Deficit)	7,200.00	6,175.61	-14.23%	9,000.00	7,474.46	-16.95%	18,000.00	(19.33)	

Park Police (26)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	40.00	31.17	-22.08%	50.00	37.72	-24.56%	100.00	38.30	-1.5%
Total Revenues	40.00	31.17		50.00	37.72		100.00	38.30	-1.5%
Expenses									
Administration	500.00	-	-100.00%	1,000.00	-	-100.00%	2,000.00	151.76	-100.0%
Total Expenses	500.00	-		1,000.00	-		2,000.00	151.76	-100.0%
Total Fund Revenues	40.00	31.17	-22.08%	50.00	37.72	-24.56%	100.00	38.30	-1.5%
Total Fund Expenses	500.00	-	-100.00%	1,000.00	-	-100.00%	2,000.00	151.76	
Surplus (Deficit)	(460.00)	31.17	-106.78%	(950.00)	37.72	-103.97%	(1,900.00)	(113.46)	-133.2%

Sycamore Park District
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IMRF (27)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	<u>35,200.00</u>	<u>38,026.16</u>	8.03%	<u>44,000.00</u>	<u>46,023.78</u>	4.60%	<u>88,000.00</u>	<u>45,129.96</u>	2.0%
Total Revenues	35,200.00	38,026.16	8.03%	44,000.00	46,023.78	4.60%	88,000.00	45,129.96	2.0%
Expenses									
Administration	<u>35,200.00</u>	<u>38,026.16</u>	8.03%	<u>44,000.00</u>	<u>46,023.78</u>	4.60%	<u>88,000.00</u>	<u>45,129.96</u>	2.0%
Total Expenses	35,200.00	38,026.16	8.03%	44,000.00	46,023.78	4.60%	88,000.00	45,129.96	2.0%
Total Fund Revenues	35,200.00	38,026.16	8.03%	44,000.00	46,023.78	4.60%	88,000.00	45,129.96	2.0%
Total Fund Expenses	35,200.00	38,026.16	8.03%	44,000.00	46,023.78	4.60%	88,000.00	45,129.96	2.0%
Surplus (Deficit)	-	-		-	-		-	-	

Social Security (28)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	<u>31,200.00</u>	<u>33,749.51</u>	8.17%	<u>39,000.00</u>	<u>40,847.66</u>	4.74%	<u>78,000.00</u>	<u>39,998.01</u>	2.1%
Total Revenues	31,200.00	33,749.51	8.17%	39,000.00	40,847.66	4.74%	78,000.00	39,998.01	2.1%
Expenses									
Administration	<u>31,200.00</u>	<u>33,749.51</u>	8.17%	<u>39,000.00</u>	<u>40,847.66</u>	4.74%	<u>78,000.00</u>	<u>39,998.01</u>	2.1%
Total Expenses	31,200.00	33,749.51	8.17%	39,000.00	40,847.66	4.74%	78,000.00	39,998.01	2.1%
Total Fund Revenues	31,200.00	33,749.51	8.17%	39,000.00	40,847.66	4.74%	78,000.00	39,998.01	2.1%
Total Fund Expenses	31,200.00	33,749.51	8.17%	39,000.00	40,847.66	4.74%	78,000.00	39,998.01	2.1%
Surplus (Deficit)	-	-		-	-		-	-	

Sycamore Park District
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Period ended June 30, 2015

Concessions (30)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Clubhouse Concessions	15,153.00	8,603.34	-43.22%	27,256.00	24,068.70	-11.69% (1)	70,398.00	31,742.54	-24.2% (1)
Beverage Cart	3,713.00	1,282.78	-65.45%	6,129.00	2,470.26	-59.70% (1)	15,607.00	5,969.45	-58.6% (1)
Sports Complex Concessions	15,870.00	15,649.60	-1.39%	23,564.00	23,064.44	-2.12%	27,267.00	23,688.78	-2.6%
Pool Concessions	4,473.00	2,240.46	-49.91%	4,473.00	2,240.46	-49.91% (1)	10,361.00	2,990.49	-25.1% (1)
Catering	2,042.00	1,468.92	-28.06%	6,756.00	5,805.80	-14.06%	25,092.00	6,653.43	-12.7%
Total Revenues	41,251.00	29,245.10	-29.10%	68,178.00	57,649.66	-15.44%	148,725.00	71,044.69	-18.9%
Expenses									
Clubhouse Concessions	16,431.00	10,699.62	-34.88%	40,697.00	30,996.26	-23.84% (1)	89,892.00	41,733.04	-25.7% (1)
Beverage Cart	2,323.00	977.46	-57.92%	4,211.00	1,766.22	-58.06% (1)	11,563.00	3,141.10	-43.8% (1)
Sports Complex Concessions	9,312.00	7,716.78	-17.13%	15,325.00	13,099.93	-14.52%	23,520.00	13,435.01	-2.5%
Pool Concessions	3,913.00	1,221.83	-68.78%	3,913.00	1,221.83	-68.78% (1)	9,733.00	2,799.66	-56.4% (1)
Catering	520.00	72.17	-86.12%	1,716.00	323.72	-81.14%	8,400.00	1,035.42	-68.7%
Total Expenses	32,499.00	20,687.86	-36.34%	65,862.00	47,407.96	-28.02%	143,108.00	62,144.23	-23.7%
Total Fund Revenues	41,251.00	29,245.10	-29.10%	68,178.00	57,649.66	-15.44%	148,725.00	71,044.69	-18.9%
Total Fund Expenses	32,499.00	20,687.86	-36.34%	65,862.00	47,407.96	-28.02%	143,108.00	62,144.23	-23.7%
Surplus (Deficit)	8,752.00	8,557.24	-2.23%	2,316.00	10,241.70	342.22%	5,617.00	8,900.46	15.1%

(1) The poor weather conditions are reflected by a reduction in revenue. Related expenses are also down.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended June 30, 2015

Developer Contributions (32)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	1,250.00	3,087.00	146.96%	2,500.00	33,112.00	1224.48%	5,000.00	15,936.07	107.8%
Total Revenues	1,250.00	3,087.00		2,500.00	33,112.00		5,000.00	15,936.07	107.8%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	1,250.00	3,087.00		2,500.00	33,112.00		5,000.00	15,936.07	107.8%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	1,250.00	3,087.00		2,500.00	33,112.00		5,000.00	15,936.07	107.8%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2015

Golf Course (50)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Golf Operations	77,984.00	39,961.57	-48.8%	310,579.00	233,074.29	-25.0% (1)	514,979.00	275,277.60	-15.3% (2)
Golf Maintenance	8,500.00	5,112.00	-39.9%	10,625.00	10,981.41	3.4%	21,249.00	10,259.14	7.0%
Total Revenues	86,484.00	45,073.57	-47.9%	321,204.00	244,055.70	-24.0%	536,228.00	285,536.74	-14.5%
Expenses									
Golf Operations	25,751.00	24,053.54	-6.6%	108,560.00	118,189.90	8.9% (3)	244,751.00	108,841.78	8.6% (3)
Golf Maintenance	38,903.00	33,063.43	-15.0%	141,003.00	130,236.49	-7.6%	290,921.00	133,708.86	-2.6%
Total Expenses	64,654.00	57,116.97	-11.7%	249,563.00	248,426.39	-0.5%	535,672.00	242,550.64	2.4%
Total Fund Revenues	86,484.00	45,073.57	-47.9%	321,204.00	244,055.70	-24.0%	536,228.00	285,536.74	-14.5%
Total Fund Expenses	64,654.00	57,116.97	-11.7%	249,563.00	248,426.39	-0.5%	535,672.00	242,550.64	2.4%
Surplus (Deficit)	21,830.00	(12,043.40)	-155.2%	71,641.00	(4,370.69)	-106.1%	556.00	42,986.10	-110.2%

Course opened March 31.

(1) Daily Greens Fees -29.99% -\$25,297

Golf Events & Misc -16.8% -\$1,952

Carts -18.61% -\$8,582

Season passes -32.62% -\$44,498

Pro shop sales +9.51% +\$2,243

(2) Daily Greens Fees -29.19% -\$24,345

Golf Events & Misc -14.41% -\$1,628

Carts -14.43% +\$6,629

Season passes -11.65% -\$12,120

Pro shop sales +8.11% +\$1,939

(3) 2015 actual is over budget and 2014 ytd in the following areas: PT wages, Advertising Printed, Golf Cart Maintenance, Cost of Goods Sold and Miscellaneous (replacement of rental equipment).

Sycamore Park District
Summarized Revenue & Expense Report
Period ended June 30, 2015

Swimming Pool (51)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Pool	20,068.00	29,585.05	47.4%	36,821.00	36,371.85	-1.2%	49,368.00	36,580.58	-0.6%
Swim Lessons	4,443.00	3,064.46	-31.0%	11,416.00	8,489.46	-25.6%	13,573.00	10,828.24	-21.6%
Total Revenues	24,511.00	32,649.51	33.2%	48,237.00	44,861.31	-7.0% (1)	62,941.00	47,408.82	-5.4% (2)
Expenses									
Pool	14,118.00	9,970.74	-29.4%	17,015.00	10,652.18	-37.4% (3)	53,238.00	13,882.28	-23.3% (3)
Pool Maintenance	5,955.00	17,583.38	195.3%	10,380.00	25,305.69	143.8% (4)	28,120.00	12,289.45	105.9% (4)
Swim Lessons	1,714.00	1,007.64	-41.2%	1,857.00	1,007.64	-45.7%	8,166.00	1,942.06	-48.1%
Total Expenses	21,787.00	28,561.76	31.1%	29,252.00	36,965.51	26.4%	89,524.00	28,113.79	31.5%
Total Fund Revenues	24,511.00	32,649.51	33.2%	48,237.00	44,861.31	-7.0%	62,941.00	47,408.82	-5.4%
Total Fund Expenses	21,787.00	28,561.76	31.1%	29,252.00	36,965.51	26.4%	89,524.00	28,113.79	31.5%
Surplus (Deficit)	2,724.00	4,087.75	50.1%	18,985.00	7,895.80	-58.4%	(26,583.00)	19,295.03	-59.1%

(1) Daily Fees -29.61% \$1,902

Season passes -27.49% -\$7,568

Misc income (includes oscar, pool rentals and middle school pool party) -48.81% \$616

Swim Lessons -22.62% -\$2,352

(2) Daily Fees -31.01% \$2,033

Season passes -31.38% -\$9,129

Misc income (includes oscar, pool rentals and middle school pool party) -44.76% \$523

Swim Lessons -11.33% -\$1,028

(3) Primarily timing. Pool did not open until June 2015.

(4) Additional expenses in 2015 for equipment repair/replacement due to freezing in the pool mechanical room. Some of this will be offset by insurance payment.

Sycamore Park District
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Debt Service (60)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	234,400.00	250,510.33	6.9%	293,000.00	303,197.41	3.5%	586,000.00	296,240.39	2.3%
Total Revenues	234,400.00	250,510.33	6.9%	293,000.00	303,197.41	3.5%	586,000.00	296,240.39	2.3%
Expenses									
Administration	18,169.00	18,168.75	0.0%	18,169.00	18,168.75	0.0%	580,376.00	19,293.75	-5.8%
Total Expenses	18,169.00	18,168.75		18,169.00	18,168.75		580,376.00	19,293.75	-5.8%
Total Fund Revenues	234,400.00	250,510.33	6.9%	293,000.00	303,197.41	3.5%	586,000.00	296,240.39	2.3%
Total Fund Expenses	18,169.00	18,168.75		18,169.00	18,168.75		580,376.00	19,293.75	-5.8%
Surplus (Deficit)	216,231.00	232,341.58	7.5%	274,831.00	285,028.66	3.7%	5,624.00	276,946.64	2.9%

Capital Projects (70)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	498,172.00	3,590.48	-100.0%
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	498,172.00	3,590.48	-100.0%
Expenses									
Administration	188,235.00	74,032.25	-60.7%	342,985.00	224,245.91	-34.6%	596,707.00	225,612.26	-0.6%
Total Expenses	188,235.00	74,032.25	-60.7%	342,985.00	224,245.91	-34.6%	596,707.00	225,612.26	-0.6%
Total Fund Revenues	-	-		-	-	#DIV/0!	498,172.00	3,590.48	-100.0%
Total Fund Expenses	188,235.00	74,032.25	-60.7%	342,985.00	224,245.91	-34.6%	596,707.00	225,612.26	-0.6%
Surplus (Deficit)	(188,235.00)	(74,032.25)	-60.7%	(342,985.00)	(224,245.91)	-34.6%	(98,535.00)	(222,021.78)	1.0%
Total Fund Revenues	1,391,203.00	1,409,098.42		2,104,223.00	2,104,346.23	0.0%	4,585,854.00	1,820,618.81	
Total Fund Expenses	691,888.00	414,317.28	-40.1%	1,925,717.00	1,554,352.13	-19.3%	4,172,308.00	1,570,098.19	
Surplus (Deficit)	699,315.00	994,781.14	42.3%	178,506.00	549,994.10	208.1%	413,546.00	250,520.62	

Sycamore Park District
Fund Balances

	1/1/2015	Revenues	Expenses	Unaudited 6/30/2015	6/30/2015 Cash balance
10 Corporate	156,691.74	655,748.37	320,751.02	491,689.09	492,580.79
20 Recreation	87,073.66	560,923.63	484,262.46	163,734.83	166,098.50
21 Donations	203,328.33	-	21,688.06	181,640.27	185,396.47
22 Special Recreation	38,645.98	74,742.99	42,458.63	70,930.34	93,715.94
23 Insurance	23,242.85	28,440.04	8,606.00	43,076.89	43,076.89
24 Audit	13,511.32	7,231.50	14,500.00	6,242.82	6,242.82
25 Paving & Lighting	7,391.29	7,474.46	-	14,865.75	14,865.75
26 Park Police	7,994.56	37.72	-	8,032.28	8,032.28
27 IMRF	-	46,023.78	46,023.78	-	-
28 Social Security	-	40,847.66	40,847.66	-	-
30 Concessions	36,136.12	57,649.66	47,407.96	46,377.82	41,905.50
32 Developer Contributions	102,275.19	33,112.00	-	135,387.19	135,387.19
60 Debt Service	20,186.12	303,197.41	18,168.75	305,214.78	305,214.78
70 Capital Projects	590,867.53	-	224,245.91	366,621.62	366,621.62
Total governmental fund balance	1,287,344.69	1,815,429.22	1,268,960.23	1,833,813.68	1,859,138.53
50 Golf Course Net Assets	230,258.23 <u>(248,223.76)</u> (17,965.53)	244,055.70	248,426.39	225,887.54 <u>(248,223.76)</u> (22,336.22)	(24,940.95)
51 Swimming Pool Net Assets	262,146.82 <u>(262,233.33)</u> (86.51)	44,861.31	36,965.51	270,042.62 <u>(262,233.33)</u> 7,809.29	7,214.29
Total proprietary funds	492,405.05	288,917.01	285,391.90	495,930.16	
Net assets	<u>(510,457.09)</u>			<u>(510,457.09)</u>	
Proprietary funds minus net assets	(18,052.04)			(14,526.93)	
	1,269,292.65			1,819,286.75	1,841,411.87

Summary of depository accounts as of **7/23/2015**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,644.47	0.10
National Bank & Trust	1,321,585.26	0.02
Resource Bank	559,966.74	0.10
*DeKalb Co. Community Foundation	<u>15,235.59</u>	
	1,912,432.06	

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 6/30/15.

	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		
1/1/2015	163,198	97,559	203,328	79,865	51,914	13,511	7,391	7,995	-	-	35,137	102,275	-	-	20,186	590,868	1,373,227	1,373,227	-
January																			
Receipts																			
Replacement Taxes	6,631			-													6,631	7,310	(679)
Shelters	50																50	1,300	(1,250)
User Fees		14,713									717		6,579	-			22,009	18,103	3,906
Misc	309	1,050															1,359	1,100	259
Expenses	(45,894)	(62,662)	-	(52,232)	(28,671)	-	-	-	-	-	(2,985)	-	(23,507)	212	-	(15,123)	(230,862)	(197,005)	(33,857)
1/31/2015	124,293	50,659	203,328	27,633	23,243	13,511	7,391	7,995	-	-	32,869	102,275	(16,928)	212	20,186	575,745	1,172,413	1,204,035	(31,622)
February																			
Receipts																			
Replacement Taxes	-																500	950	(450)
Shelters	500																		
User Fees		9,349									1,443		1,538	-			12,331	11,953	378
Misc	5,763	3,050	-	-	-	-	-	-	-	-					-	-	8,813	4,045	4,768
Expenses	(43,203)	(69,979)	(6,415)	(716)	-	-	-	-	-	-	(3,225)		(48,241)	(1,033)	-	(3,716)	(176,527)	(165,809)	(10,718)
2/28/2015	87,354	(6,921)	196,913	26,917	23,243	13,511	7,391	7,995	-	-	31,088	102,275	(63,631)	(821)	20,186	572,029	1,017,529	1,055,174	(37,645)
March																			
Receipts																			
Replacement Taxes	1,893																1,893	2,150	(257)
Shelters	855																855	500	355
User Fees		12,289									1,561	15,110	93,723	-		-	122,682	121,524	1,158
Misc	1,169	1,731	-														2,901	8,450	(5,549)
Expenses	(52,214)	(71,608)	(4,842)	(7,739)	(8,606)	-	-	-	-	-	(2,783)	-	(43,888)	(1,065)	-	(1,967)	(194,712)	(185,581)	(9,131)
3/30/2015	39,056	(64,509)	192,071	19,178	14,637	13,511	7,391	7,995	-	-	29,866	117,385	(13,797)	(1,886)	20,186	570,062	951,147	1,002,217	(51,070)
April																			
Receipts																			
Replacement Taxes	11,585																11,585	9,460	2,125
Shelters	1,100																1,100	900	200
User Fees		15,926									6,687	5,244	34,304	4,147			66,308	81,741	(15,433)
Misc	17,584	-	-														17,584	18,609	(1,025)
Expenses	(40,478)	(97,700)	-	-	-	(12,500)	-	-	-	-	(7,144)	-	(41,432)	(1,093)	-	(92,506)	(292,853)	(331,005)	38,152
4/30/2015	28,847	(146,283)	192,071	19,178	14,637	1,011	7,391	7,995	-	-	29,408	122,629	(20,924)	1,168	20,186	477,556	754,871	781,922	(27,052)

	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	99,799	74,160		12,988	4,942	1,257	1,299	7	7,998	7,098					52,687		262,234	291,910	(29,676)	
Transfers in/out	4,040	7,296							(7,998)	(7,098)	366		3,394	1			0	-	0	
Replacement Taxes	9,545																9,545	7,310	2,235	
Shelters	1,770																1,770	2,300	(530)	
User Fees	-	14,480									17,587	9,671	51,772	8,359			101,870	106,131	(4,261)	
Misc	-	2,450	-														2,450	700	1,750	
Expenses	(89,371)	(105,316)	(2,596)	(205)	-		-			(12,028)			(50,221)	(6,401)		(36,902)	(303,041)	(358,034)	54,993	
5/31/2015	54,629	(153,212)	189,475	31,961	19,579	2,268	8,690	8,001	-	-	35,333	132,300	(15,980)	3,127	72,873	440,654	829,698	832,239	(2,541)	
June																				-
Receipts																				-
Taxes	474,513	352,608		61,755	23,498	5,975	6,176	31	38,026	33,750					250,510		1,246,841	1,167,640	79,201	
transfers in/out	18,537	34,170							(38,026)	(33,750)	1,965		16,335	768			(0)	-	(0)	
Replacement Taxes	-																-	-	-	
Shelters	240																240	800	(560)	
User Fees	-	8,443									27,795	3,087	36,113	32,335			107,774	148,273	(40,499)	
Misc	1,427	5,750	-								-						7,177	8,274	(1,097)	
Expenses	(56,766)	(81,660)	(4,078)	-	-	(2,000)	-	-		(23,188)			(61,409)	(29,016)	(18,169)	(74,032)	(350,319)	(597,283)	246,965	
6/30/2015	492,581	166,099	185,396	93,716	43,077	6,243	14,866	8,032	-	-	41,906	135,387	(24,941)	7,214	305,215	366,622	1,841,412	1,559,943	281,469	
July																				-
Receipts																				-
Taxes	11,110	8,250		1,440	550	140	180	1	880	780					5,860		29,191	29,191	-	
transfers in/out	471	717							(880)	(780)	52		380	37			(3)	(3)	-	
Replacement Taxes	7,310																7,310	7,310	-	
Shelters	900																900	900	-	
User Fees	-	11,684									29,961		59,142	8,182			108,969	108,969	-	
Misc	-	2,330	35,000														37,330	37,330	-	
Expenses	(67,182)	(81,307)	(35,000)	-	-	-	-	(500)		(25,869)			(59,098)	(28,312)			(297,268)	(297,268)	-	
7/31/2015	445,190	273,871	185,396	95,156	43,627	6,383	15,046	7,533	-	-	46,050	135,387	(24,517)	(12,879)	311,075	366,622	1,893,939	1,446,372	447,567	
August																				-
Receipts																				-
Taxes	33,330	24,750		4,320	1,650	420	540	3	2,640	2,340					17,580		87,573	87,573	-	
transfers in/out	1,415	2,153							(2,640)	(2,340)	156		1,142	112			(2)	(2)	-	
Replacement Taxes	860																860	860	-	
Shelters	250																250	250	-	
User Fees	-	25,593									21,885		69,847	2,656			119,981	119,981	-	
Misc	-	-	-														-	-	-	
Expenses	(71,841)	(83,634)	(6,750)	-	-	-	-	(500)		(19,417)			(58,902)	(25,079)		(20,000)	(286,123)	(286,123)	-	
8/31/2015	409,204	242,733	178,646	99,476	45,277	6,803	15,586	7,036	-	-	48,674	135,387	(12,430)	(35,190)	328,655	346,622	1,816,478	1,368,911	447,567	

	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	466,620	346,500		60,480	23,100	5,880	7,560	42	36,960	32,760					246,120		1,226,022	1,226,022	-
transfers in/out	19,813	30,157							(36,960)	(32,760)	2,184		16,000	1,567			1	1	-
Replacement Taxes	-																-	-	-
Shelters	50																50	50	-
User Fees	-	16,211									15,761	1,250	38,101	2,000			73,323	73,323	-
Misc	50	675	-														725	725	-
Expenses	(61,591)	(71,112)	-	-	(1,250)	-	-	-	-	-	(14,332)	-	(47,307)	(2,612)	-	(24,422)	(222,626)	(222,626)	-
9/30/2015	834,146	565,164	178,646	159,956	67,127	12,683	23,146	7,078	-	-	52,287	136,637	(5,636)	(34,235)	574,775	322,200	2,893,973	2,446,406	447,567
October																			
Receipts																			
Replacement Taxes	6,880	-															6,880	6,880	-
Shelters	50																50	50	-
User Fees	-	9,583									7,975	-	20,542	-			38,100	38,100	-
Misc	-	-														16,172	16,172	16,172	-
Bond Proceeds																-	-	-	-
Expenses	(69,301)	(105,014)	-	-	-	-	-	-	-	-	(10,151)	-	(53,314)	(2,746)	(479,038)	(187,450)	(907,014)	(907,014)	-
10/31/2015	771,775	469,733	178,646	159,956	67,127	12,683	23,146	7,078	-	-	50,111	136,637	(38,408)	(36,981)	95,737	150,922	2,048,161	1,600,594	447,567
November																			
Receipts																			
Taxes	44,440	33,000		5,760	2,200	560	720	4	3,520	3,120					23,440		116,764	116,764	-
transfers in/out	1,887	2,875							(3,520)	(3,120)	208		1,524	150			4	4	-
Replacement Taxes	-																-	-	-
Shelters	-																-	-	-
User Fees	-	9,439									2,157	-	6,635	-	-		18,231	18,231	-
Misc	17,510	1,100															18,610	18,610	-
Bond Proceeds																482,000	482,000	482,000	-
Expenses	(44,541)	(69,322)	-	-	-	-	-	-	-	-	(3,967)	-	(37,978)	(432)	-	(2,600)	(158,840)	(158,840)	-
11/30/2015	791,071	446,825	178,646	165,716	69,327	13,243	23,866	7,082	-	-	48,509	136,637	(68,227)	(37,263)	119,177	630,322	2,524,930	2,077,363	447,567
December																			
Receipts																			
Taxes	-																-	-	-
Replacement Taxes	1,720																1,720	1,720	-
Shelters	-																-	-	-
User Fees	-	3,802									218	1,250	1,491	-			6,761	6,761	-
Misc	50	599															649	649	-
Expenses	(44,708)	(78,326)	-	-	(31,456)	-	-	-	-	-	(3,510)	-	(29,510)	(1,091)	(83,168)	(19,250)	(291,019)	(291,019)	-
12/31/2015	748,133	372,900	178,646	165,716	37,871	13,243	23,866	7,082	-	-	45,217	137,887	(96,246)	(38,354)	36,009	611,072	2,243,041	1,795,474	447,567

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference
change	584,935	275,341	(24,682)	85,851	(14,043)	(269)	16,474	(912)	-	-	10,079	35,612	(96,246)	(38,354)	15,823	20,204	869,814	422,247	447,567

To: Board of Commissioners
From: Kirk T. Lundbeck
Subject: Monthly Report
Date: July 28, 2015

Administrative Initiatives (7/1/15 – 7/31/15)

- Attended weekly Department Head meetings as scheduled.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Attend all staff meeting as scheduled.
- Developed July Golf Insight newsletter for golf operation through website and hard copies for reader board.
- Updated Reader Board for July events outside Pro Shop.
- Updated website daily with changes on the tournament schedule due to the flooding.
- Finalized development of the tree donation memorial display plaque for the clubhouse.
- Attended Action 20/20 Committee meetings or study sessions as scheduled.
- Continued to increase Golfnow promotions to fill open tee time slots.
- Continued weekly picture taking of golf course and golfers for Facebook, Twitter and Instagram accounts.
- Continued to develop strategic planning and marketing tools for the “Get Golf Ready” Program and the PGA Junior League Golf programs scheduled to begin in 2016.

- Continue the process of becoming PGA Certified in Player Development.
- Modify outing schedule and league schedules to accommodate lost rounds due to flooding event.
- Increased Groupon promotions to help bring in revenue lost during flood events.
- Added a Golfnow “Deal Caddy” promotion to spark additional sales.
- Administered golf events scheduled originally for June.

Administrative Initiatives (8/1/15 – 8/31/15)

- Attend weekly Department Head meetings as scheduled.
- Attend Chamber of Commerce Ambassadors Club meeting.
- Attend Voluntary Action Center Board Meeting.
- Attend all staff meeting as scheduled.
- Develop August Golf Insight newsletter for golf operation through website and hard copies for reader board.
- Update Reader Board for August events outside Pro Shop.
- Update website with changes on the tournament schedule and outing events.
- Continue to monitor cleaning of Sparkle cleaners and update Sparkle on concerns.
- Attend Action 20/20 Committee meetings or study sessions as scheduled.
- Continue to increase Golfnow promotions to fill open tee time slots.

- Continue to develop strategic planning and marketing tools for the “Get Golf Ready” Program and the PGA Junior League Golf programs scheduled to begin in 2016.
- Add cart return area signage to cart staging area to minimize cart traffic congestion by the first tee.
- Display tree donation memorial display in clubhouse.
- Continue the process of becoming PGA Certified in Player Development.
- Continue the development of an outing brochure with Sarah Elm.
- Begin to develop pro shop fall staffing schedule.
- Develop fall golf promotion to spark sales due to lost revenue during flood events.
- Cancel last Titleist Ball order due to reduced ball sales due to golf course closure.
- Offer increased discounts of merchandise to create incentive to spark sales.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: July 28, 2015

Administrative Initiatives (7/1/15-7/31/15)

Golf

- After receiving over 7 inches of rain in June, 4.5 inches fell in 12 days the first two weeks of July. On the 13th of July, 1.6 inches fell in just 30 minutes. The river flooded yet again although not as high as in mid-June. This was discouraging as we had just completed seeding the dead turf areas from the first flood. We were happy to see that several areas of the newly seeded portions still have grass growing in them. The seeded areas that did not survive the second flood are being reseeded this week. Thanks once again to Steve Tritt and our staff for their hard work in removing the water and opening 18 holes as quickly as possible.
- Several ropes have been set-up on holes 11, 12, and 18 helping to direct traffic away from the newly seeded areas that did not survive the floods.
- Staff has been keeping up with mowing, weed eating, cleaning up removed tree stump debris, spraying for disease and weeds, and recovering from flood damages.
- The tree removal project continues. A-1 tree service has removed several trees around the golf course and pool. This will continue as drier conditions prevail.
- I have been working with Kirk on rescheduling of the outings for the summer.

Sports

- The heavy rains caused many issues with our sports groups during the past month. I spent time daily coordinating which fields were useable with our various user groups. I had softball, baseball and adult leagues working together through group emails to help settle who would use which fields. I was happy to see the cooperation as groups worked to accommodate others so games could be completed even if practices were sacrificed.
- Spring AYSO and travel soccer finished their season on June 20th. The Sunday soccer league will continue to play thru the beginning of August. Fall AYSO soccer games will begin on August 15th with practices beginning the week of the 3rd. AYSO purchased another set of goals for the U10 division. 12 fields will be used along with 5 mini fields for the U6 age group. Staff has begun measuring out and lining the extra fields needed for the fall season.
- Boy's baseball and girls' softball completed their seasons and will soon complete all-star tourney team practices. The adult softball leagues continue until next month.
- Storm Dayz softball tournament was also affected by the rains. The tournament still had 76 teams participate but started using 7 fields instead of 11. Game times were reduced and a single-elimination format allowed for the entire tourney to be completed. Eventually 10 fields were used as fields dried during the weekend of the event. Thanks to staff who worked long days to help with the event and especially traffic/people control keeping them away from the flooded areas.
- I have been attending meetings with ERA Engineers about the future Sport Complex fields both north and south. I am in the process of helping with an audit of the current property to locate existing amenities above and below ground.

Parks

- The floods have delayed our maintenance schedules at several parks as some park areas near the river were not accessible for some time. We are now catching up with mowing, weed eating, park cleanup, play equipment repair, weed/grass removal from mulched areas, and shelter maintenance.
- I attended staff, board, study sessions, dog park, splash pad, and community center committee meetings. I also attended the dog park field trip in Rockford with our committee on the 15th of July. This was very informative and gave our group a lot of ideas for the future of our dog park.
- Have helped coordinate moving out of the community center into South Prairie School. Worked with our staff as we moved furnishings, removed all hanging wall objects, and coordinated the painting/patching of the community center prior to lease being completed.
- Worked with staff as we prepare stage weekly for concerts. Moved location to soccer fields one week as Good Tymes area was too flooded to handle the crowd.
- Coordinated work with ENCAP environmental group as several naturalized areas have been treated for weeds.
- Continue to help run the mechanical side of the pool operation. Changed parts have been performing well. We will look into replacing the DE filter media feeder and mechanical room furnace for next year. The last day of pool operation will be August 20th.
- The ponds at Old Mill Park and at Parkside Preserve have been treated for weeds and this will continue as needed. Staff is also keeping up with the garbage that collects around the ponds during their weekly mowing visits

although this was delayed a few times with the high water levels at some ponds.

- Worked on tree donation plan for future donations of those looking to memorialize loved ones at the Park District.

Administrative Initiatives (8/1/15-8/31/15)

- Attend staff, board, and study session meetings along with Action 20/20 planning meetings including the dog park, splash pad, and community center committee meetings.
- Will continue to be busy working with staff on flood recovery for the next few weeks. Seeding of areas will take place as needed.
- Will continue to work with ERA engineers with the sports complex planning and existing audit plan.
- The tree removal project will also continue as drier weather will allow access to more tree removal equipment on the golf course and parks.
- I will continue to meet with sports user groups to discuss needs and issues related to field use as youth baseball/softball winds down and AYSO fall soccer begins.
- We will be planting several donated memorial trees very soon at the golf course and at Ovitz Park. This was delayed due to the rains.
- Will work on organizing fixed asset items for all parks, sports, buildings, and golf course items.

- In conjunction with other staff, visit all property and update repair lists and complete early season inspection forms for all Park District areas.
- Meet with sport field user groups after seasons end to evaluate season and receive feedback from various teams.
- Will complete move-out of community center and move into South Prairie School rooms.
- Will close pool and assess needs for next season to begin budgeting process.
- Will continue event planning with other staff for Fireworks and Touch-a-Truck events.
- Will be hiring some fall staff as college aged staff leave for the season.
- Staff will repair surfacing of playground at South Prairie School as the heavy rains washed away much of the mulch surface. We plan to excavate around the play equipment and add fresh playground mulch when the area has dried enough for the work.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: July 28, 2015

Administrative Initiatives (6/1/15 – 6/30/15)

- Held meetings about South Airport Road Sports Complex and CARLS Farm with City and County regarding:
 - Zoning
 - Annexation
 - Building Code
 - Entry Roads
- Continued serving on Pumpkin Festival Committee.
- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
- Finished paving work at Good Tymes Shelter.
- Held meeting with Bill Kroeger and Finalized RFQ for Professional Services on Campus Site.
- Worked on FOIA and OMA information for new web site.
- Continued to work on First Draft of ASSET Inventory.
- Began work on PDRMA Certification material for risk management.
- Began work on Records Retention policy and structure.

- Worked on Fundraising and Leaf a Legacy.
- Coordinated and worked at Community Center on:
 - Packing
 - Cleaning
 - Auctioning
- Coordinated Rotary Golf Outing at Sycamore Park District Golf Club.
- Hired and Trained new Recreation Supervisor/Marketing position.
- Met with AYSO regarding final site plan for South Sports Complex.
- Met with Servicemaster regarding carpet and mat cleaning for Community Center.
- Ran Summer Concerts.
- Supervised a small number of Recreation programs in the interim.
- Finalize Grant Application for Golf Course/Watershed work.
- Conducted annual evaluation of KSRA Executive Director.

Administrative Initiatives (8/1/15 – 8/31/15)

- 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/Served On:
 - KSRA
 - Rotary
 - Chamber
 - Pumpkin Festival

- Supervise Engineering Work for:
 - Sports Complex
 - Trail Project
 - Paving

- Coordinate the RFQ process for professional services on CAMPUS project.

- Coordinate Committees of ACTION 2020.

- Communicate with our State Representative about a variety of matters.

- Meet with Supt. of Schools and the district's Operations Coordinator regarding:
 - Use of South Prairie School for Community Center in interim while our center is closed.
 - Easement issues for future trail project.

- Coordinate the final planning for staffing, supervision and opening of the South Prairie School programming location.

- Leaf a Legacy.

- Work on Annexation Agreement with City of Sycamore for the South Sports Complex.

- Begin work on site planning for the Baseball Diamonds at the North Sports Complex.

Our family would like to offer our most sincere thanks for the beautiful planter sent in memory of Phyllis Castenson.

Thank you for thinking of our family during this time.

Your kind expression of sympathy and friendship will always remain in our memories

Thank you for your thoughtfulness

The Family of
Phyllis Castenson

Kirk Lundbeck

From: Dustin Williams <dwilliams@ezlinks.com>
Sent: Monday, July 20, 2015 10:47 AM
To: Kirk Lundbeck
Cc: Michael Olshan
Subject: Thank You!

Kirk,

I just wanted to drop you a note to say thank you for being so prompt in letting us know your course conditions over the past few weeks. As a guy who has worked on the front lines of customer service for a long time, I know it makes for a completely different conversations with a golfer when you are letting them know the conditions before they have to show up and find out for themselves. This is not a courtesy that all of our clients provide for us, so on behalf of our whole team and the golfers we were able to alert in advance. Thank you.

We really do appreciate your business and look forward to working together for a long time. And, if we can get the weather man to work with us a little, a long time in the sunshine.

Best regards,
Dustin Williams
 Tier 1 Technical Support

EZLinks Golf LLC

support@ezlinks.com
 Client Support – 888.995.4657
www.ezlinksgolf.com



From: Dustin Williams
Sent: Friday, July 17, 2015 8:10 AM
To: 'Kirk Lundbeck'
Subject: CASE CLOSED - EZL CAI #00212904 - Sycamore Golf Club - Course Note Request

Kirk,

The gold bar has been added to today's tee sheet as requested.

It looks like there is no rest for the weary. The rain from the west took you down again and aside from today the weekend isn't looking promising either. Hopefully Monday's sunshine will help you out.

Thinking dry thought in your direction,
Dustin Williams
 Tier 1 Technical Support

EZLinks Golf LLC

support@ezlinks.com
 Client Support – 888.995.4657



222 Waterman Street, Sycamore, IL 60178

☎ call 815-895-5215 ☎ fax 815-895-5295 ☎ visit stmarysycamore.org ☎

Ms. Jeannette Freeman
Sycamore Park District
940 E. State Street
Sycamore, IL 60178

June 25, 2015

Dear Ms. Freeman,

On behalf of the Ladies of St. Mary's Catholic School in Sycamore IL, I would like to thank you for your generous donation of the Family Pool Pass valued at \$191.00. This was a very popular raffle item. The jar holding the raffle tickets was stuffed. What a success! The Sixth Annual Ladies Lilac Luncheon was a great success with a record turnout.

I want to extend a heart-felt thank you for your commitment to making this event so successful. It is the vision of the Ladies Lilac Luncheon Committee to provide a fun event where women and girls of all ages can enjoy great food, shop, laugh, and take part in the popular table decorating contest all while supporting the children of St. Mary's Catholic School. Your generous contribution helped make this vision a reality. We will be able to support St Mary's students with scholarships, textbooks, as well as the Legacy Capital Campaign which directly impacts the future of the children.

Without the support of generous people like you, we would not be able to reach our goals. Thank you once again for your generous support of St. Mary's Catholic School. As we continue to grow this event, please know that partnerships with sponsors like you are vital to our success.

Sincerely,

Lori Lay

Ladies Lilac Luncheon Sponsorship Committee

815-739-1966 / lorilay3@yahoo.com

Sycamore Park District Clubhouse

Post Rental Questionnaire

Name: John & Jayne Menne
 Date of Event: MAY 9, 2015
 Type of Event: Funeral reception

1. How was your event? Good
2. How was the service of the Park District Staff? Paula & Melissa were AWESOME!!
3. How was the room rental fee? Acceptable

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

4. How was your menu/meal/bartending? _____
5. How was the pricing? _____
6. Would you change anything? It's a little awkward with having the public walk thru during the event.
7. Would you recommend the Clubhouse to a friend? yes
 Why or Why not Staff was very helpful- nice place!
8. How did you hear about us? Syc Park District booklet you mail out.
9. Please note your overall experience. Good!!
Thank you ☺



2015
**DeKalb
County's
Finest**

Presented to:

Sycamore Golf Club

THE BEST

Golf Course in DeKalb County

DAILY CHRONICLE

SYCAMORE PARK DISTRICT
Board of Commissioners

Date of Board Meeting: July 28, 2015

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL REVIEW OF BOARD BY-LAWS (Operations Manual): Discussion and Approval

BACKGROUND INFORMATION: As part of my efforts to coordinate a review and update of information governing the Board of Commissioners of the Sycamore Park District, I am providing you with copies of:

- The Board of Commissioners Operations Manual
- The Board Members Creed
- Basic Expectations of Board Members
- Board Members Do's and Don'ts

The last three items are more informational in nature. However, the Operations Manual is like “board by-laws” in nature, and govern the board’s actions and responsibilities in a formalized and adopted document.

At the last meeting, the Board felt there should be more than three Board Members present before considering changes in the By-Laws.

Some items discussed were:

1. Officially changing all references to “By-Laws” to “Operations Manual”.
2. Adding a reference in the OPERATIONS MANUAL to benefits that should be received by Board Members in recognition of their otherwise unpaid service as a Commissioner.

The Board will recall that we did modify some of the benefits received by themselves and their family members last year to be in line with what the full-time employees receive for benefits at the park district.

Here is what is currently provided:

- Pool - Free admission
- Golf
 - Free play based upon availability

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

Here is what full-time staff, and board members used to receive:

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

THE ONLY THING THAT CHANGED WAS THAT THE EMPLOYEE and the BOARD MEMBER's FAMILY WAS REMOVED FROM THE BENEFIT.

FISCAL IMPACT: NONE.

STAFF RECOMMENDATION: Based upon your preferences:

- A. Adopt as is, OR
- B. Make revisions today and adopt.

C. Defer adoption to next month, but discuss changes this month.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



Board of Commissioners Operations Manual

I. ORGANIZATION

The Sycamore Park District was organized in 1923 and is governed by a board of five elected commissioners, pursuant to Illinois Laws and Compiled Statutes, Chapter 70, also commonly known as the Park District Code.

II. STATUTORY AUTHORITY

A Park District is a municipal corporation created for the purpose of acquiring and maintaining parks and other property placed under its jurisdiction and operating and regulating activities held therein pursuant to Chapter 70 of the Illinois Laws and Compiled Statutes, Sec. 1205 et seq.

III. DEFINITIONS

Sycamore Park District will herein after be referred to as “the District”.

Sycamore Park District Board of Commissioners will herein after be referred to as “the Board”.

Executive Director will herein after be referred to as “the Director”.

IV. APPLICATION OF THE PARK DISTRICT CODE

Subjects not contained herein but included in the Illinois Park District Code shall be applicable to the District. In the event that there should be any future conflict between same, the Park District Code shall prevail.

V. PROVISIONS FOR CHANGE OF POLICY

Any of the policies contained herein may be revised, deleted, or added thereto by a majority vote of the Board at a regular or special meeting, provided, and only if, same

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shall have been introduced at a regular or special board meeting a minimum of two weeks prior to the board taking any action thereon.

VI. FISCAL YEAR AND ANNUAL MEETING

The fiscal year of the District shall commence on the first day of January and end on December 31 of the same year. The Annual Meeting of the Board shall take place at its regular meeting in May of each year.

VII. PREPARATION OF MANUALS AND HANDBOOKS

Manuals and handbooks may be written for the purpose of defining in greater detail procedures to be followed in regard to specific activities. Such manuals and handbooks shall be in accordance with the policies contained herein. It shall be the duty of the Director to insure that all such manuals and handbooks are in concert with these and other policies of the Board.

VIII. NAMING OF PARKS, RECREATION AREAS, AND FACILITIES

- A. The Park District Board of Commissioners will be responsible for accepting, reviewing, and acting upon all nominations for public dedication of park district property.
- B. The decision to name a specific property (whether land or structure) in honor or memory of a deserving person or group will be made at a regularly scheduled meeting.
- C. The public will be informed that written nominations will be accepted by the Board.
- D. The requirement that nominations be submitted may be waived, if the district has received a property as a donation, or a cash endowment that is earmarked for a specific facility or structure, and the Board has voted to accept that donation/cash endowment.

IX. BOARD OF COMMISSIONERS

A. ELECTIONS

Park Board elections shall be held in odd numbered years for terms of four years.

B. POWERS AND DUTIES OF THE BOARD

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It shall be the duty of the Board to formulate and adopt policies for the current operation, control, and improvements, and future park and recreation facilities, programs, and activities of the District. In the performance of its duties, the Board shall:

Adopt policies, regulations, ordinances, resolutions, and procedures to govern and insure the orderly operation of the District. Such policies, regulations, ordinances, resolutions, and procedures shall be reviewed from time to time as appropriate and may be amended as prescribed herein. The District shall keep at its administrative office an up to date, master copy of this manual which shall serve for all purposes as the official transcript of District policy.

The District shall also, for the convenience of the public, Board, and staff, make and distribute additional copies of this manual in whole or in part and periodic revisions and/or updates as the Board deems appropriate.

Additionally, the Board shall:

- (A) Select a Director as its chief executive officer and delegate to him/her the commensurate authority to effectively execute responsibilities, enforce the policies of the Board, the rules and regulations of the District, and otherwise insure the effective administration and operation of all District assets, programs, and services.
- (B) Provide for the levy of taxes and when appropriate the issuance of bonds in order that sufficient funds may be available to pay the obligations the District incurs for the acquisition, maintenance, development, and beautification of all district property and for the operation of its recreational facilities, programs, and services.
- (C) Adopt a budget to the end that the best possible facilities, programs, and services may be provided.
- (D) Develop parks, facilities, programs and services responsive to the needs and desires of the residents of the District, and to approve ways and means whereby same may be achieved and efficiently administered.
- (E) Appraise the effects of District programs, their execution, and the efficiency of delivery in terms of value rendered to the community.

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- (F) Keep the residents of the district informed concerning the purposes, accomplishments, requirements, and financial condition of the park district.
- (G) Study improved park and recreational facilities and practices to assist in presenting pertinent and up to date information of the residents of the District.

C. STANDARDS OF CONDUCT FOR BOARD MEMBERS

In conducting the business of the District, members of the Board shall, at all times scrupulously observe the following standards:

- (A) In the discharge of their duties, Board members act as a Board, not as individuals. The individual Commissioner has no more authority over park and recreation policies, facilities, or any other aspect of the Districts operation than any other citizen. He should not speak or act for the board unless specifically authorized to do so, by action of the Board. The role of Board Spokesperson to the public/media is defined in IX. D. (A)
- (B) Board members represent all the residents of the District and therefore should avoid partisanship based upon special or personal self interest.
- (C) Board members should base decisions upon objective study, evidence, and factual information, rather than feelings, personal opinions, or other subjective factors.
- (D) Board members should be cognizant of and respect the separation of their responsibilities from those of the Director and staff. Members should respect the Board's commitment to work through its chief executive officer by requesting desired information directly from him, by referring to him suggestions for new policies for his professional consideration and opinion, by refraining from acting on any complaint until after the Director has had an opportunity to investigate fully and report, and publicly supporting approved actions of the administration.

D. OFFICERS OF THE BOARD

The officers of the Board are: President, Vice President, Secretary, and Treasurer.

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- (A) Duties of the President – The President shall preside at all meetings of the Board and shall call special meetings thereof of his own motion or on request of two or more members, and in case of a special meeting shall cause notice to be given to all members as provided by said rule of board. The President shall have the right to vote on all questions coming before the Board and shall be a member thereof, perform such other duties as customarily pertain to this office and are required and prescribed by law. The duty of Board spokesperson shall fall solely to the Board President, unless they are unreachable, at which time the Executive Director may contact the Board Vice President.
- (B) Duties of the Vice President – If the President shall be absent, the Vice President shall preside and perform such duties as usually pertain to the President as prescribed by law.
- (C) Duties of the Secretary – It shall be the duty of the Secretary to be present at all meetings of the Board; to make and preserve an accurate record of the proceedings of the Board; to present at each regular meeting written minutes of the preceding meeting; to prepare and publish such reports as are required by law; to maintain a current compilation of this document and any other policy as directed by the Board. The Secretary shall have the right to administer oaths and affirmations. The Secretary of the Board shall be the Executive Director, unless otherwise designated by the Board.
- (D) Duties of the Treasurer – The Treasurer shall keep true and accurate records of all receipts and disbursements of District funds. The Treasurer shall make no disbursement of District funds except upon order of the Board and shall cause to keep on file proper vouchers at the Districts administration office for same. In addition, the Treasurer shall perform such other duties as the Board may, by rule or regulation, prescribe. The Treasurer of the Board shall be the Superintendent of Finance, unless otherwise designated by the Board.

E. ELECTION AND APPOINTMENT OF OFFICERS AND COUNSEL

The Board shall commence its annual meeting by electing a President, and Vice President, and appointing a Secretary, Treasurer, and Park District

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Attorney. The term of office for each shall begin upon their election or appointment and shall continue until the following year's annual meeting.

F. VACANCIES OF THE BOARD

Whenever any member of the Board shall (1) die, (2) resign, (3) become under legal disability, (4) cease to become a legal voter, (5) be convicted of any infamous crime, (6) refuse or neglect to take his oath of office, (7) not reside in, or moves from the District, or (8) fail to attend to the duties of his office or neglect to attend regular and special meetings for a period of three consecutive calendar months, or neglect to attend a minimum of six regular or special meetings in a twelve month period, said office shall be declared vacant by the Board, unless the Board by a 4/5 vote rule that the absence is excusable. If the Board shall find the position to be vacant, the vacancy may be filled by appointment by a majority vote of the Board in accordance with the Park District Code.

X. MEETINGS

A. DAY AND LOCATION OF REGULAR MEETING

The regular meeting of the Board shall be held at 6:00 p.m. on the fourth Tuesday of each month in the District's Administration Office, unless the Board in, compliance with the Illinois Open Meetings Act, shall designate otherwise.

B. SPECIAL MEETINGS

Special meetings may be called by the President or any two members of the Board. Notice of such meetings stating the time, place, and purpose for which the meeting has been called shall be served to the members through the Secretary of the Board, and by the current obligations of the Open Meetings Act.

C. QUORUM

A majority of the Commissioners shall constitute a quorum for the transaction of all business.

D. AGENDA

The agenda shall follow substantially the following form:

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**CALL TO ORDER
APPROVAL OF REGULAR AND CONSENT AGENDA
APPROVAL OF MINUTES
PUBLIC INPUT
APPROVAL OF MONTHLY CLAIMS
CONSENT AGENDA:
 Superintendent of Finance
 Budget Report/Monthly Cash Flow
 Superintendent of Golf Operations
 Superintendent of Parks and Facilities
 Superintendent of Recreation
 Executive Director
CORRESPONDENCE
POSITIVE FEEDBACK/REPORTS
DEPARTMENT PRESENTATIONSOLD BUSINESS
NEW BUSINESS
PUBLIC INPUT
EXECUTIVE**

E. ROBERT'S RULES OF ORDER

Unless provided for otherwise herein, Robert's Rules of Order--most recent edition at time of action--shall govern all deliberations of this Board.

F. VOTING

A roll call vote shall be taken for the passage of any ordinance, for all propositions to create any liability for the District, for the expenditure or appropriation of money, and the result of same shall be entered into the record of the proceedings. The act of a majority of the Board shall be an act of the Board.

G. PUBLIC MEETING LAW

All meetings of the Board or any committee shall be public excepting when those meetings involve any of the following matters:

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.

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2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
6. The setting of a price for sale or lease of property owned by the public body.
7. The sale or purchase of securities, investments, or investment contracts.
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.
9. Student disciplinary cases.
10. The placement of individual students in special education programs and other matters relating to individual students.
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member.
13. Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency of their enforcement.
14. Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.

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15. Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.
16. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
17. The recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body.
18. Deliberations for decisions of the Prisoner Review Board.
19. Review or discussion of applications received under the Experimental Organ Transplantation Procedures Act.
20. The classification and discussion of matters classified as confidential or continued confidential by the State Employees Suggestion Award Board.
21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
22. Deliberations for decisions of the State Emergency Medical Services Disciplinary Review Board.
23. The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas or (ii) the results or conclusions of load forecast studies.

H. NOTICE OF MEETINGS

- (1) The press and public shall be notified as to the date, time, and location of all regular meetings at the beginning of each calendar year.
- (2) All meetings shall be held in a place convenient to the public.
- (3) No meeting shall be held on a legal holiday.
- (4) An agenda must be included in the notice for any special, rescheduled, or reconvened meeting.
- (5) Notice of a meeting held in the event of an emergency need not be given 24 hours prior to such meeting. Notice shall, however, be given as soon as practical, and in any event to any news media that has filed an annual request for notice pursuant to the Illinois Open Meetings Act.
- (6) If a change shall be made in the regular meeting dates, notice of the change must be given no less than 10 days in advance in the same manner specified for announcing the original schedule: by posting a notice of meeting and sending a notice of the change to any news media which has filed a request to receive such notice. Additionally, notice of the change must be published in a newspaper of general circulation which services the residents of the District.

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I. PUBLIC MEETING LAW - Notice of Meetings

Public notice of any special meeting must be made at least 48 hours in advance of the meeting, excluding weekends or park district holidays. Rescheduled or reconvened meeting must be given no less than 48 hours notice in advance of such meeting.

Revised 9/2013
Reviewed 6/2014
Reviewed 6/2015

BASIC EXPECTATIONS OF BOARD MEMBERS

The following is a basic list of duties you're expected to perform as a board member:

- Attend all board and committee meetings and functions.
- Be well versed in the organization's mission, services, policies, and programs.
- Review agenda and supporting materials before board and committee meetings.
- Serve on committees and offer to take on special assignments.
- Keep continuing education in the park, recreation, and conservation fields a priority.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary duties.

THE BOARD MEMBER'S CREED

As an individual member of the board, I will:

- Recognize the integrity of my fellow board members and the merit of their work;
- Be motivated only by a desire to serve the people of my community;
- Recognize that it is my responsibility, together with my fellow board members, to see that the agency is properly run – not to attempt to run it myself;
- Work with the executive of the agency – not over or around him or her;
- Conduct board business only at legally called board meetings;
- Remain politically nonpartisan on agency issues;
- Attend continuing education programs to learn about the proper duties and functions of a board member and to stay abreast of the trends and issues affecting the field.

In performing my proper functions as a board member, I will:

- Deal in terms of general agency policies;
- Function in meeting the legal responsibility that is mine, as part of a Legislative, policy-forming body, not as an administrative officer.

In maintaining desirable relations with other members of the board, I will:

- Respect the opinions and decisions of fellow board members;
- Recognize that authority rests with the board as a whole, not with me as an individual;
- Make no disparaging remarks in or out of meetings about fellow board members;
- Recognize that promising in advance how I will vote on any proposition under consideration closes my mind to other considerations, facts, and points of view that may be presented in the meeting;
- Make decisions in board meetings only after all sides of the question have been presented;
- Consider unethical (and thus avoid) secret sessions of board meetings held without the presence of the executive.

In meeting my responsibility to my community, I will:

- Attempt to appraise fairly both the present and the future needs of the community;
- Attempt to procure adequate financing and support for agency programs, facilities, and services;
- Interpret, as best I can, the needs and attitudes of the community to fellow board members and the executive;
- Insist that business transactions of the agency be ethical, open, and aboveboard.

In working with the executive, I will:

- Hold the executive responsible for the administration of the agency and give him or her the authority commensurate with that responsibility;
- Expect the agency to be administered by the best-trained professionals available;
- Participate in board decisions only after considering the recommendations of the executive;
- Expect to spend more time in board meetings on policies, programs and procedures than on business details;
- Give friendly counsel and advice to the executive;
- Refer all complaints to the executive and, if necessary, insist that the source present them in writing to the board as a whole;
- Present any personal criticisms of employees to the executive and not to the employees;
- Provide adequate safeguards around the executive and other personnel, so they may perform their duties on a professional basis.

BOARD MEMBER DO'S AND DON'TS

To ensure success as a board member, consider the following tips:

DO:

- Accept responsibility.
- Learn and know your duties.
- Learn the role of the board.
- Become familiar with the entire agency.
- Participate at meetings.
- Associate with fellow board members.
- Respectfully voice your opinion.
- Be firm, fair, and factual.
- Respectfully listen to other's opinions.
- Be an active representative.
- Be a policy setter.
- Communicate with your legislators.
- Avoid nepotism, cronyism, and partisanship.

DON'T:

- Try to run the show.
- Become a one-interest board member.
- Try to always get your way at meetings.
- Make promises you can't keep.
- Make the agency politically partisan.
- Break the chain of command.
- Surprise anyone at any time.
- Hang out dirty laundry.
- Do the staff's job.
- Micro-manage.
- Publicly criticize fellow board members or the executive.
- Discuss confidential workings of the board outside the boardroom.
- Promise to vote a certain way.
- Interfere with the executive's duties or day-to-day management.
- Undermine the executive's authority with staff.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 28, 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, since this had not been previously done. Therefore, at this time it is recommended to release the following minutes:

All of the 2012 Executive Session Minutes except January 24, March 27, May 22, July 24, and September 25

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 January 24, March 27, May 22, July 24, and September 25** 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: