

# Sycamore

PARK DISTRICT

*Established 1923*

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Sycamore, IL 60178  
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## Sycamore Park District

### Regular Board Meeting

August 25, 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  
July 28, 2015
- 7. Special Meeting Minutes  
July 23, 2015

**PUBLIC INPUT:**

**APPROVAL OF MONTHLY CLAIMS:**

- 9. Claims Paid Since Board Meeting (Roll Call Vote)
- 16. Claims Presented (Roll Call Vote)

**CONSENT AGENDA:**

- 22. Superintendent of Finance Monthly Report
- 25. Budget Report
- 42. Superintendent of Golf Operations Monthly Report
- 45. Superintendent of Parks and Facilities Monthly Report
- 50. Executive Director Monthly Report

“Sycamore Park District - we put the MORE in Sycamore”  
“Sycamore Park District is an equal opportunity provider and employer”

**Board of Commissioners Meeting**

**August 25, 2015**

**PG 2**

**CORRESPONDENCE-**

- 53. Summer Staff Letter
- 54. DCCF - Grant

**Monthly Department Report: Abatement Information – Jackie**

**OLD BUSINESS:**

- Update on Survey—Dan
- Report of ACTION 2020 Committees—Dan/et.al.
- Leaf a Legacy—Dan
- 55. Re-Visit Board By-Laws: Approve Recommended Changes – Dan –  
ROLL CALL VOTE

**NEW BUSINESS:**

- 66. Review and Approve Recommended Changes in Personnel Policy  
Manual—Dan – ROLL CALL VOTE
- 71. Board Presentation at September 12 Fireworks & Fun Event—Dan
- Review Draft of Succession Procedure—Dan
- Setting of Date for Next Study Session

**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, July 28, 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 6:01 p.m. on Tuesday, July 28, 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 Graves, Kroeger, Schulz, Tucker, and Strack.**

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

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **None.**

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

**Guests at the Board meeting were:**

None

**Regular and Consent Agenda Approval –  
Motion**

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

**Voice Vote**

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

**Approval of Minutes –  
Motion**

Commissioner Tucker moved to approve the June 30, 2015 Regular Meeting Minutes.  
Commissioner Schulz seconded the Motion.

**Voice Vote**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday July 28, 2015  
**P 2**

**Public Input** – Director Gibble noted that Sarah Elm Rex will be showing some of the features on the new website. Visionary Webworks will host and created the website. Sarah made a presentation of the new website. She also went over some of the features of the new website.

**Claims and Accounts Approval**

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$193,108.72.  
 Commissioner Kroeger seconded the Motion.

**Roll Call**

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

**Correspondence –**

Family of Phyllis Castenson  
 EZ Links Golf – Kirk Lundbeck  
 Ladies of Lilac Thank You  
 Clubhouse Rental – John & Jayne Menne  
 Daily Chronicle DeKalb County's Finest Golf  
 - President Strack congratulated Kirk on being voted DeKalb County finest Golf Course. Commissioner Graves noted it looks great and all the efforts are appreciated. Commissioner Kroeger was in agreement also.

**Department Presentation – Supt. of Parks Jeff Donahoe-Tree Removal/Replacement**

**Information.** Supt. of Parks Donahoe handed out a tree replacement schedule. He updated the Board where we are at in the process this year, which has taken longer with the flooding. He handed out an overview picture, along with a list of trees planned for replacement. Director Gibble noted we are starting the tree program and phasing out the bench program. We will keep a database of where the trees go. Supt. of Parks Donahoe gave thanks to Sarah for helping to put together a brochure for tree donation. This will be handed out and will also be on the website.

**Old Business –**

**Report of Action 2020 Committees** – President Strack noted he is having a meeting for the Trails Committee for August 19<sup>th</sup>. This will be held at the Maintenance Building and will be an informational meeting.

Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday July 28, 2015

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**Chamber Golf Outing** – Director Gibble noted Chamber Day is August 6<sup>th</sup>. Commissioners Tucker and Strack along with Jeff and Jackie will be golfing. Jackie is taking Dan’s place since another meeting has come up. They will be paired in 2 with businesses with no 4-some.

**South Prairie School Use Considerations** – Director Gibble noted everything has gone smoothly to this point. All the painting is done and everything is out of the building. We are down to the carpets and the mats. The mats are being cleaned and when dry will be moved to South Prairie. Once all the mats are up, we will have the carpets cleaned and then do a walk through with C & L. At the South Prairie building, we still need to install the AED and hall desk. We will then look for part time building attendants.

**Park/Facility Tour Planning** – This has been cancelled at this time.

**Update on Sports Complex Plans** – Director Gibble noted he gave them a timeline. There has been some modifications to the South Complex based on previous conversations. He also noted he hopes by December we should have a good sense of what all the projects will cost. We are waiting for the Springfield budget to be passed for grants to be released. We will be getting a comprehensive survey of the complete park and get locations.

**Re-Visit Board By-Laws** – Director Gibble noted this is an extension of the discussion from the last meeting. He is suggesting to consistently refer to as either By Laws or Operations Manual. President Strack noted he recommends to reinstate the benefits and reverse the decision made before for Full Time employees and Board families.

**Motion**

Commissioner Schulz made a motion to approve the changes recommended. The motion was seconded by Commissioner Kroeger.

Director Gibble noted we cannot change the personnel manual at this time, since it was not on the agenda. We can modify the By-Laws tonight and then bring back the change to personnel manual next meeting.

**Motion**

Commissioner Schulz withdrew her motion. The motion to withdraw the motion was seconded by Commissioner Kroeger.

**Motion**

Commissioner Tucker made a motion to modify the By Laws to reflect that it is referred to as By Laws and not Operations Manual.

**Voice Vote**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday July 28, 2015  
**P 4**

**New Business -**

**Bi-Annual Review of Executive Session Minutes** – Director Gible noted he is recommending all of FY 2012 except January 24, March 27, May 22, July 24, and September 25 be released. This would include 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.

**Motion**

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

**Roll Call**

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

**Setting of Date for Next Study Session – There was no need at this time to set a date.**

**Public Input** – None

**Motion**

The Board adjourned the Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District

**Minutes of the Special Meeting Study Session of the Board of Commissioners  
Sycamore Park District  
Thursday, July 23, 2015**

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

The Special 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 Thursday, July 23, 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 Graves, Kroeger, Schulz, Tucker, and Strack.**

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

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting:

Staff members present were Director Dan Gible, Jackie Hienbuecher, Kirk Lundbeck, and Jeff Donahoe.

**Guests Present at the meeting were:**

None

**Discussion of Matters Related to Action 2020:** Director Gible noted he put this on the agenda in case the Board had anything they needed or wanted to discuss. President Strack commented on the Fundraising Committee and noted they have started to have meetings with parties. Some are going as planned and others not as planned. There have been no dollar commitments at this time. Letters continue to go out and he follows up each week. Commissioner Graves gave an update on the Dog Park Committee. He noted Lisa did a great job talking to Rockford Park District and setting up tours. Their whole group went and took a tour of all four facilities. After the tour and talking to them, the committee feels they are sold on what they need to do as a committee now on the amenities. He noted he informed the committee to not work on any fundraising now until the Fundraising Committee comes to them. President Strack noted he starting contacting the people for the Trails Committee. Commissioner Schulz noted the Community Center Committee has met twice. At the last meeting, they made a list of things they felt the community center needs. Lisa and Sarah are putting together sites visits. They will do the site visits and then get back together to prioritize what is really important. They will hook up with the Fundraiser Committee at a later date.

**Approval to Distribute RFQ** – Commissioner Kroeger noted he and Director Gibble pulled from different sources and put this document together. It covers everything they want to send out and get a response to. The firms will submit a proposal as to why they should be selected. Director Gibble noted the Selection Committee will narrow the field down to two to four finalists and then make a recommendation to the Board.

**Motion**

Commissioner Tucker made a motion to give approval to distribute RFQ's.

Commissioner Graves seconded the Motion.

**Roll Call**

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

**Park Tour Choices** – Supt. of Parks Donahoe noted he heard from some of the board on the dates that work for them. Director Gibble noted that we do not have to do the park tours at this time if the Board doesn't want to. This tour was not going to open to the public. Sarah is going to start putting in the fall brochure a program to introduce people to parks. President Strack and the board noted that if the tour is just for the commissioners maybe not schedule at this time. Commissioner Tucker noted that Sarah could invite board members to go along on the tours she is working on. The rest of the Board agreed with that.

President Strack noted he has had a few meetings with representatives from the Builders Association on impact fees. He feels good about the progress made at the meetings. They are open to have a dialogue on this. He has also had discussions with the School District and the City Manager. The Builders Association would like a third party facilitator. He feels in the next few months there should be an Ad Hoc committee to look at impact fees.

Director Gibble noted that the School District will be discussing the abatement equation at their next meeting. At our next Board meeting, Jackie will have a presentation on abatements.

**Motion**

The Board adjourned the Regular Session at 6:17 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District



DATE: 08/20/2015  
 TIME: 12:55:30  
 ID: AP450000.WOM  
 0

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 07/29/2015 TO 08/19/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CITY2	CITY OF SYCAMORE								
	1020502000-0715	01 WATER-SEWER-CC	207500096704	07/31/15	00000000	55351	08/12/15	2,150.32	17.50
	14205600/5650-0715	01 WATER-SEWER - POOL	518100096704	07/08/15	00000000	55351	08/12/15	2,150.32	2,132.82
								VENDOR TOTAL:	2,150.32
CLASSIC	CLASSIC FENCE INC								
	2015-600	01 REPLACE FENCE	101500066404	07/27/15	00000000	55328	07/29/15	475.00	475.00
								VENDOR TOTAL:	475.00
COMCA	COMCAST								
	071915	01 CABLE	303000096705	07/19/15	00000000	55352	08/12/15	286.78	286.78
		02 CABLE	504000096705		00000000				44.47
		03 INTERNET	504000096705		00000000				44.46
		04 INTERNET	504000096705		00000000				98.93
								VENDOR TOTAL:	98.92
COMMO	COMMONWEALTH EDISON								
	80915	01 FOUNDERS PARK	101500096702	08/09/15	00000000	55353	08/12/15	412.58	412.58
		02 COMM CTR	207500096702		00000000				26.33
		03 COMM CTR	207500096702		00000000				118.80
		04 SYCAMORE LAKE	101500096702		00000000				177.77
		05 GOOD TYMES SHELTER	101500096702		00000000				0.32
		06 WETZEL PARK	101500096702		00000000				41.05
		07 AIRPORT ROAD PROPERTY	101500096702		00000000				21.55
								VENDOR TOTAL:	26.76
COBE	COPENHAVER CONSTRUCTION INC.								
	072315	01 FINAL PAYMENT	221000002101	07/23/15	00000000	55344	08/03/15	15,804.47	15,804.47
								VENDOR TOTAL:	15,804.47
DEKA2	DEKALB IMPLEMENT CO.,								
	28723	01 PARTS-MANUAL DEERE MOWER	101500066403	06/17/15	00000000	55329	07/29/15	327.04	327.04
								VENDOR TOTAL:	327.04

FROM 07/29/2015 TO 08/19/2015

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

2453814920  
 01 COORS LT 303000086634 07/24/15 00000000 55327 07/29/15 236.40 236.40  
 02 MIKES LEMONADE 303000086634 00000000 55327 07/29/15 177.60 177.60  
 2453814954  
 01 MILLER HIGH LIFE 303000086634 07/29/15 00000639 55346 08/05/15 873.25 873.25  
 02 MILLER LITE 303000086634 00000639 55346 08/05/15 46.95 46.95  
 03 HEINEKEN 303000086634 00000639 55346 08/05/15 299.00 299.00  
 04 COORS LIGHT 303000086634 00000639 55346 08/05/15 49.30 49.30  
 05 KEG 303000086634 00000639 55346 08/05/15 296.00 296.00  
 06 KEG RETURN 303000086634 00000639 55346 08/05/15 242.00 242.00  
 -60.00 -60.00

2453815046  
 01 MGD 303000086634 08/07/15 00000642 55350 08/07/15 502.00 502.00  
 02 BEER 303000086634 00000642 55350 08/07/15 29.60 29.60  
 03 MIKES BLK CHERRY 303000086635 00000642 55350 08/07/15 360.80 360.80  
 04 MIKES LEMON 303000086635 00000642 55350 08/07/15 55.80 55.80

VENDOR TOTAL: 1,611.65

FRONTIER FRONTIER  
 072815  
 01 COMM CTR 207500096700 07/28/15 00000000 55354 08/12/15 1,370.46 1,370.46  
 02 MAINT BLDG 101500096700 00000000 55354 08/12/15 370.92 370.92  
 03 MAINT BLDG 504100096700 00000000 55354 08/12/15 98.06 98.06  
 04 POOL 518000096700 00000000 55354 08/12/15 98.05 98.05  
 05 ADMINISTRATION 101000096700 00000000 55354 08/12/15 41.07 41.07  
 06 ADMINISTRATION 201000096700 00000000 55354 08/12/15 339.62 339.62  
 07 PRO SHOP 504000096700 00000000 55354 08/12/15 83.12 83.12

VENDOR TOTAL: 1,370.46

LE PRINT LE PRINT EXPRESS  
 19438  
 01 SURVEY PRINTING 101000046203 07/30/15 00000000 55331 08/03/15 30.00 30.00

VENDOR TOTAL: 30.00

NICOR NICOR GAS  
 80415  
 01 COMMUNITY CENTER 207500096703 08/04/15 00000000 55355 08/12/15 1,962.37 1,962.37  
 02 MAINT BLDG 101500096703 00000000 55355 08/12/15 112.50 112.50  
 03 MAINT BLDG 504100096703 00000000 55355 08/12/15 182.84 182.84  
 04 POOL 518100096703 00000000 55355 08/12/15 182.84 182.84  
 1,202.01 1,202.01

VENDOR TOTAL: 1,202.01

FROM 07/29/2015 TO 08/19/2015

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

80415

05	UPSTAIRS OFFICE	101000096703	08/04/15	00000000	55355	08/12/15	1,962.37	1,962.37	
06	ADMINISTRATION	101000096703		00000000				35.36	
07	ADMINISTRATION	201000096703		00000000				62.41	
08	PRO SHOP	504000096703		00000000				62.42	
09	CLUBHOUSE	303000096703		00000000				26.75	
10	PUMP HOUSE	504100096703		00000000				26.75	
11	AIRPORT ROAD PROPERTY	101500096703		00000000				30.97	
								37.52	
							<b>VENDOR TOTAL:</b>	<b>1,962.37</b>	

PDRMA JULY 2015

01	HEALTH INSURANCE PREMIUM	101000106801	08/03/15	00000000	55345	08/03/15	19,757.02	19,757.02	
02	HEALTH INSURANCE PREMIUM	101500106801		00000000				3,995.12	
03	HEALTH INSURANCE PREMIUM	504100106801		00000000				571.06	
04	HEALTH INSURANCE PREMIUM	504000106801		00000000				3,613.39	
05	HEALTH INSURANCE PREMIUM	201000106801		00000000				1,915.23	
06	HEALTH INSURANCE PREMIUM	202100106801		00000000				3,243.20	
								6,419.02	
							<b>VENDOR TOTAL:</b>	<b>19,757.02</b>	

PEPSI PEPSI COLA GEN. BOT.

203300066			08/04/15	00000648	55356	08/14/15	533.95	240.16
01	MTN DEW	303000086631		00000649				21.42
02	DT PEPSI	303000086631		00000648				107.10
03	PEPSI/DIET BIB	303000086630		00000648				68.65
04	RASP TEA BIB	303000086630		00000648				42.99
							<b>VENDOR TOTAL:</b>	<b>533.95</b>

28112663

01	PEPSI	303000086631	07/28/15	00000649	55356	08/14/15	533.95	293.79
02	MTN DEW	303000086631		00000649				42.84
03	DT PEPSI	303000086631		00000649				42.84
04	DT MTN DEW	303000086631		00000649				64.26
05	BIB	303000086630		00000649				21.42
06	CO2	303000086630		00000649				42.99
07	CO2	303000086634		00000649				52.96
								26.48
							<b>VENDOR TOTAL:</b>	<b>533.95</b>

4601405 PERFORMANCE FOOD GROUP

01	FRYER OIL	303000086617	07/22/15	00000641	55347	08/05/15	589.32	589.32
02	FOIL SHEETS	303000076550		00000641				22.78
03	ZIPLOC	303000076550		00000641				66.26
04	ONIONS	303000086629		00000641				23.44
								17.71
							<b>VENDOR TOTAL:</b>	<b>533.95</b>

FROM 07/29/2015 TO 08/19/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4601405		05 SPORT PEPPERS	303000086629	07/22/15	00000641	55347	08/05/15	589.32	589.32
		06 HAMBURGER BUNS	303000086613		00000641				27.63
		07 FRENCH FRIES	303000086617		00000641				26.64
		08 SOFT PRETZELS	303000086619		00000641				17.77
		09 FLOUR TORTILLAS	303000086616		00000641				65.90
		10 FIERY CHICKEN STRIPS	303000086616		00000641				21.86
		11 EGG PATTIES	303000086610		00000641				35.55
		12 HOT DOGS	303000086615		00000641				33.86
									229.92
4623341		01 SHREDDED CHEESE	303000086629	08/12/15	00000646	55357	08/14/15	865.70	865.70
		02 CHIPS	303000086622		00000646				50.65
		03 BRATS	303000086615		00000646				167.94
		04 HOT DOGS 6-1	303000086615		00000646				203.46
		05 SOFT PRETZELS	303000086619		00000646				229.92
		06 HAMBURGER BUNS	303000086613		00000646				65.90
		07 POPCORN CHICKEN	303000086616		00000646				26.64
		08 G2	303000086631		00000646				35.29
		09 POTATO SALAD- PALMER	303500086640		00000646				41.98
									43.92
									1,455.02
SUP		SUPERIOR BEVERAGE							
484752		01 BUD	303000086634	07/29/15	00000640	55348	08/05/15	665.60	665.60
		02 BUD LIGHT	303000086634		00000640				59.20
		03 BUD LIGHT LIME	303000086634		00000640				358.20
		04 KEG	303000086634		00000640				66.20
		05 KEG RETURN	303000086634		00000640				242.00
									-60.00
									665.60
T00000024		DOBBERSTEIN, MELISSA							
081715		01 8/1 PARTY TIP	303500003090	08/17/15	00000000	55362	08/18/15	127.94	127.94
		02 ALDI REIMBURSEMENT	303500086640		00000000				100.00
		03 ALDI REIMBURSEMENT	303500086640		00000000				12.94
		04 ALDI REIMBURSEMENT	303000086636		00000000				5.70
		05 ALDI REIMBURSEMENT	303000086615		00000000				0.80
									8.50
		ROTARY TIP 7-29-15							
		01 ROTARY TIP 7-29-15	303500003090	08/14/15	00000000	55358	08/14/15	180.69	180.69
									180.69
T0001268		TITANS TRAVEL BASEBALL							
		DEPOSIT REFUND		07/29/15		55330	07/29/15	330.00	330.00
									308.63
		VENDOR TOTAL:							

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 07/29/2015 TO 08/19/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		DEPOSIT REFUND							
		01 PARTIAL REFUND OF DEPOSIT	518004094422	07/29/15	00000000	55330	07/29/15	330.00	330.00
		VENDOR TOTAL:						330.00	330.00
T0001269		PINFER, MEGHAN							
		073115 01 CANCELLED CLASS REFUND	205010046218	07/31/15	00000000	55332	08/03/15	125.00	125.00
		VENDOR TOTAL:						125.00	125.00
T0001270		KLEINOW, AIDYN							
		073115 01 CANCELLED CLASS REFUND	205550026218	07/31/15	00000000	55333	08/03/15	52.00	52.00
		VENDOR TOTAL:						52.00	52.00
T0001271		WRIGHT, BROOKE							
		073115 01 CANCELLED CLASS REFUND	205550026218	07/31/15	00000000	55334	08/03/15	52.00	52.00
		VENDOR TOTAL:						52.00	52.00
T0001273		PECKHAM, LAUREN							
		073115 01 CANCELLED CLASS REFUND	205550076218	07/31/15	00000000	55336	08/03/15	52.00	52.00
		VENDOR TOTAL:						52.00	52.00
T0001274		STEGGALL, JILL							
		073115 01 CANCELLED CLASS REFUND	205550076218	07/31/15	00000000	55337	08/03/15	52.00	52.00
		VENDOR TOTAL:						52.00	52.00
T0001275		VELAZQUEZ, EVANGELINE							
		073115 01 CANCELLED CLASS REFUND	205550076218	07/31/15	00000000	55338	08/03/15	52.00	52.00
		VENDOR TOTAL:						52.00	52.00
T0001276		SORENSEN, BRAD							
		073115 01 CANCELLED CLASS REFUND	205550076218	07/31/15	00000000	55339	08/03/15	52.00	52.00
		VENDOR TOTAL:						52.00	52.00

FROM 07/29/2015 TO 08/19/2015

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001277	WILLIAMS, JESSY								
	073115	01 CANCELLED CLASS REFUND	205550076218	07/31/15	00000000	55340	08/03/15	52.00	52.00
		VENDOR TOTAL:						52.00	52.00
T0001278	GOODMAN, KEN								
	073115	01 CANCELLED CLASS REFUND	205550076218	07/31/15	00000000	55341	08/03/15	52.00	52.00
		VENDOR TOTAL:						52.00	52.00
T0001279	EGLER, TRISHA								
	073115	01 CANCELLED CLASS REFUND	205550076218	07/31/15	00000000	55349	08/05/15	52.00	52.00
		VENDOR TOTAL:						52.00	52.00
T0001281	OLSEN, PAMELA								
	080515	01 ZUMBA CLASS REFUND	205660186218	08/05/15	00000000	55359	08/14/15	25.00	25.00
		VENDOR TOTAL:						25.00	25.00
T0001282	SUBWAY								
	081815	01 PT RECOGNITION 80 @ 15	101000046213	08/18/15	00000000	55363	08/18/15	1,200.00	1,200.00
		02 PT RECOGNITION 80 @ 15	201000046213		00000000			600.00	600.00
		VENDOR TOTAL:						1,200.00	1,200.00
		THELIFE THE LIFEGUARD STORE							
	INV274525	01 LIFEGUARD UNIFORMS	518000046215	05/07/15	00000000	55360	08/14/15	825.43	825.43
		VENDOR TOTAL:						825.43	825.43
	INV316692	01 1ST AID PACKS	518000076513	07/23/15	00000000	55364	08/18/15	32.50	32.50
		VENDOR TOTAL:						32.50	32.50
UNIT2	UNITED STATES POSTAL SERVICE								
	SUM-FALL 2015	01 BROCHURE POSTAGE SUM-FALL 2015	206500046202	07/30/15	00000000	55342	08/03/15	1,647.70	1,647.70
		VENDOR TOTAL:						1,647.70	1,647.70

FROM 07/29/2015 TO 08/19/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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USFOODS	US FOODS INC								
	1611637	01 GLOVES	303000076550	07/31/15	00000647	55365	08/18/15	10.48	10.48
	1689607	01 FRYER CLEANER	303000076551	08/04/15	00000645	55361	08/14/15	525.01	525.01
		02 ICE CREAM SANDWICH	303000086626		00000645				87.29
		03 FRYER OIL	303000086617		00000645				25.28
		04 PICKLE SLICES	303000086629		00000645				19.63
		05 COOKIES	303000086618		00000645				22.06
		06 FRENCH FRIES	303000086617		00000645				21.67
		07 SOFT PRETZELS	303000086619		00000645				19.54
		08 KSO- ITALIAN BEEF	303500086640		00000645				48.86
		09 LIDS	303000076550		00000645				83.26
		10 PAPER TOWELS	303000076550		00000645				31.62
		11 24 OZ CUPS	303000076550		00000645				19.15
		12 ZIPLOC BAGS	303000076550		00000645				80.12
		13 PAPER CONE CUPS- GOLF	504000076500		00000645				24.72
									41.81

VISIONAR VISIONARY WEBWORKS

VENDOR TOTAL: 535.49

	VW-071515-29	01 WEBSITE DEVELOPMENT	7010000207013	07/15/15	00000000	55343	08/03/15	7,195.20	3,597.60
	VW-071515-30	01 WEBSITE DEVELOPMENT	7010000207013	07/15/15	00000000	55343	08/03/15	7,195.20	3,597.60

VENDOR TOTAL: 7,195.20  
 TOTAL --- ALL INVOICES: 59,535.21

New

INVOICES DUE ON/BEFORE 08/20/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
BANN	BANNER UP SIGNS	1,045.00	225.00
BOCKY	BOCKYN, LLC	2,100.00	150.00
CENTURY	CENTURY PRINT & GRAPHICS	185.00	484.50
CINTA	CINTAS CORPORATION #355	1,081.35	30.64
DYNEGY E	DYNEGY ENERGY SERVICES	21,603.72	419.87
ECO	ECOWATER SYSTEMS, INC.	343.47	39.92
GROUPPL	GROUP PLAN SOLUTIONS	624.50	49.50
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	3,033.98	103.08
INTER	INTERACT BUSINESS PRODUCTS		25.00
MARKET	MARKET ACCESS CORPORATION	350.00	260.00
OF	OFFICE DEPOT	1,605.47	31.00
PLUNKETT	PLUNKETT'S PEST CONTROL	724.00	42.00
SHAW	SHAW SUBURBAN MEDIA	1,874.92	48.46
SOFT	SOFT WATER CITY	8,534.80	35.50
SPARKLE	SPARKLE JANITORIAL SERVICE	15,468.28	887.50
SUNDOG	SUN DOG IT	15,019.68	627.74
SYC	SYCAMORE CHAMBER OF COMMERCE	735.00	250.00
SYCROT	SYCAMORE ROTARY CLUB		150.00
UNUM	UNUM LIFE INSURANCE	2,008.33	40.79
	ADMINISTRATION		3,900.50
15	PARKS		
AIRGAS	AIRGAS USA LLC	168.55	118.25
ARTHU	ARTHUR CLESEN, INC.	12,590.67	768.00
AUTOM	AUTO MACHINE INC.	71.40	71.40
BOBJO	BOB-JO CYCLE CO.		8.98
BRIAN	BRIAN BEMIS AUTOMOTIVE GROUP	130.40	1,341.34
CARQ	CARQUEST AUTO PARTS	4,838.46	245.82
CEDAR	CEDAR RAPIDS TIRE	634.27	427.32
CINTA	CINTAS CORPORATION #355	1,081.35	46.68
COMMO	COMMONWEALTH EDISON	4,767.22	21.23
DEK3	DEKALB COUNTY COLLECTOR	4,513.78	4,513.78
DEKA	DEKALB LAWN & EQUIPMENT CO.	388.41	148.30
DEKA2	DEKALB IMPLEMENT CO.,	32,182.36	246.41
DYNEGY E	DYNEGY ENERGY SERVICES	21,603.72	327.06
ENCAP	ENCAP, INC	48,757.00	4,792.00
LOWE	LOWE'S	2,565.92	449.75
MAR	ARCH CHEM-MARINE BIOCHEM	4,600.00	3,825.00
MEL	MELIN'S LOCK & KEY	200.58	15.27
MIKESA	MIKE'S AUTO & TRUCK	54.00	54.00
MROUT	MR OUTHUSE	6,070.00	635.00



INVOICES DUE ON/BEFORE 08/20/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
15	PARKS		
REIN	REINDERS, INC.	80,484.40	91.77
SAF	SAFETY-KLEEN CORP.	406.18	202.26
SOFT	SOFT WATER CITY	8,534.80	126.25
STEWART	STEWART & STEVENSON FDDA LLC		3,090.65
SYC3	SYCAMORE SIGN COMPANY		1,410.00
UNUM	UNUM LIFE INSURANCE	2,008.33	7.22
	PARKS		22,983.74
RECREATION			
10	ADMINISTRATION		
BANN	BANNER UP SIGNS	1,045.00	225.00
BOCKY	BOCKYN, LLC	2,100.00	150.00
CINTA	CINTAS CORPORATION #355	1,081.35	8.56
DYNEGY E	DYNEGY ENERGY SERVICES	21,603.72	419.87
ECO	ECOWATER SYSTEMS, INC.	343.47	39.92
GROUPPL	GROUP PLAN SOLUTIONS	624.50	49.50
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	3,033.98	103.07
INTER	INTERACT BUSINESS PRODUCTS		25.00
OF	OFFICE DEPOT	1,605.47	31.01
PLUNKETT	PLUNKETT'S PEST CONTROL	724.00	42.00
SHAW	SHAW SUBURBAN MEDIA	1,874.92	48.47
SPARKLE	SPARKLE JANITORIAL SERVICE	15,468.28	887.50
SUNDOG	SUN DOG IT	15,019.68	627.76
SYC	SYCAMORE CHAMBER OF COMMERCE	735.00	250.00
SYCROT	SYCAMORE ROTARY CLUB		150.00
UNUM	UNUM LIFE INSURANCE	2,008.33	32.10
	ADMINISTRATION		3,089.76
21	SPORTS COMPLEX MAINTENANCE		
DEKA	DEKALB LAWN & EQUIPMENT CO.	388.41	172.23
DYNEGY E	DYNEGY ENERGY SERVICES	21,603.72	397.98
MENA	MENARDS - SYCAMORE	2,846.45	35.95
MROUT	MR OUTHOUSE	6,070.00	1,010.00
UNUM	UNUM LIFE INSURANCE	2,008.33	76.99
	SPORTS COMPLEX MAINTENANCE		1,693.15

DATE: 08/20/2015  
TIME: 14:41:23  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

PAGE: 3 18

INVOICES DUE ON/BEFORE 08/20/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	2,416.55	286.56
SELDAL	SELDAL PLUMBING	2,149.80	377.44
	MIDWEST MUSEUM OF NATURAL HIST		664.00
61	PROGRAMS - CONCERTS		
WDKB-FM	WDKB-FM	2,650.00	375.00
	PROGRAMS - CONCERTS		375.00
65	BROCHURE		
SWIFT	JOHN B SWIFT COMPANY	5,744.02	5,070.80
	BROCHURE		5,070.80
75	COMMUNITY CENTER		
AT&T1	A T & T	310.10	55.90
AT&T2	A T & T	672.84	84.94
SERVICE	SERVICEMASTER RESTORATION AND		3,389.26
SOFT	SOFT WATER CITY	8,534.80	48.50
SYC3	SYCAMORE SIGN COMPANY		180.00
	COMMUNITY CENTER		3,758.60
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
CITY	CITY OF SYCAMORE	4,487.00	257.00
DEKAM	DEKALB MECHANICAL INC	2,416.55	557.66
DYNEGY E	DYNEGY ENERGY SERVICES	21,603.72	179.94
	CLUBHOUSE CONCESSIONS		994.60
31	BEVERAGE CART		
CITY	CITY OF SYCAMORE	4,487.00	80.00
	BEVERAGE CART		80.00

INVOICES DUE ON/BEFORE 08/20/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CONCESSIONS			
33	SPORTS COMPLEX CONCESSIONS		
AMER	AMERIGAS	140.72	87.95
CINTA2	CINTAS CORP	591.51	283.17
CITY	CITY OF SYCAMORE	4,487.00	57.00
DYNEGY E	DYNEGY ENERGY SERVICES	21,603.72	151.81
	SPORTS COMPLEX CONCESSIONS		579.93
34	POOL CONCESSIONS		
CITY	CITY OF SYCAMORE	4,487.00	53.00
	POOL CONCESSIONS		53.00
35	CATERING		
CITY	CITY OF SYCAMORE	4,487.00	28.00
	CATERING		28.00
GOLF COURSE			
10	ADMINISTRATION		
HORN	HORNUNG'S PRO GOLF SALES INC.	2,305.65	158.41
TITL	TITLEIST DRAWER CS	31,285.05	849.73
	ADMINISTRATION		1,008.14
40	GOLF OPERATIONS		
CARQ	CARQUEST AUTO PARTS	4,838.46	54.76
CEDAR	CEDAR RAPIDS TIRE	634.27	204.05
CINTA	CINTAS CORPORATION #355	1,081.35	8.00
DYNEGY E	DYNEGY ENERGY SERVICES	21,603.72	241.97
NIV	NIVEL PARTS & MANUFACTURING	3,343.46	210.11
PLAY	PLAYERS GOLF CARS		6,120.00
SOFT	SOFT WATER CITY	8,534.80	76.00
UNUM	UNUM LIFE INSURANCE	2,008.33	18.50
WDKB-FM	WDKB-FM	2,650.00	150.00
	GOLF OPERATIONS		7,083.39

INVOICES DUE ON/BEFORE 08/20/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	12,590.67	1,101.38
CARQ	CARQUEST AUTO PARTS	4,838.46	16.94
CEDAR	CEDAR RAPIDS TIRE	634.27	293.36
CINTA	CINTAS CORPORATION #355	1,081.35	46.64
DEKA2	DEKALB IMPLEMENT CO.,	32,182.36	34.14
DYNEGY E	DYNEGY ENERGY SERVICES	21,603.72	1,592.23
JOHNDE	JOHN DEERE LANDSCAPES/LESCO	1,653.00	2,580.24
MROUT	MR OUTHUSE	6,070.00	165.00
REED	REED IRRIGATION		276.00
REIN	REINDERS, INC.	80,484.40	-47.27
UNUM	UNUM LIFE INSURANCE	2,008.33	40.70
	GOLF MAINTENANCE		6,099.36
SWIMMING POOL			
80	POOL		
CARQ	CARQUEST AUTO PARTS	4,838.46	1.60
CINTA2	CINTAS CORP	591.51	314.39
GRAI	GRAINGER	1,081.69	200.76
SOFT	SOFT WATER CITY	8,534.80	140.25
WDKB-FM	WDKB-FM	2,650.00	75.00
	POOL		732.00
81	POOL MAINTENANCE		
BATTERIE	BATTERIES PLUS	64.54	21.57
DYNEGY E	DYNEGY ENERGY SERVICES	21,603.72	1,370.99
GRAYBAR	GRAYBAR		659.52
HAWK	HAWKINS INC	252.77	3,297.18
MENA	MENARDS - SYCAMORE	2,846.45	4.77
	POOL MAINTENANCE		5,354.03
CAPITAL PROJECTS			
10	ADMINISTRATION		
SUNDOG	SUN DOG IT	15,019.68	1,397.05
	ADMINISTRATION		1,397.05
TOTAL ALL DEPARTMENTS			64,945.05

Interim \$ 59,535.21  
 New \$ 64,945.05  
 Total \$ 124,480.26

To: Board of Commissioners

From: Jackie Hienbuecher

Subject Monthly Report

Date: August 25, 2015

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

- Attended Superintendent and Board meetings.
- Attended Action 2020 study session.
- Attended Fundraising Committee meeting
- 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. Still reviewing the chargeability of the claim.
- Worked with Sundog on setting up workstation for Steve Tritt.
- Performed detailed review of July financial statements to look for miscoding and obvious discrepancies.
- Worked with Sarah on additional documentation for Transparency Portal on website.
- Reviewed analysis of savings on electric. Based upon the information provided, the District has save approximately \$3,000 or 18% during the first six months under our negotiated rate compared to Comed.
- Participated in IMRF Webinar: What Small Employers (And Their Boards) Need To Know About IMRF.
- Set up new general ledger codes for new fall recreation programs.

- Participated in website training with website developer.
- Prepared abatement information for presentation to the board.
- Trained by recreation staff in handling registrations, field reservations and related matters.
- Coordinated seasonal employee appreciation gift.
- Completed required IDES-OES report (required every three years). Information included position titles and rates of pay.
- Finalized invoice submission to PDRMA for insurance reimbursement on pool mechanical room damage.
- Met with Sundog regarding replacement of phone system.
- Met with Frontier regarding replacement of phone system.
- Discussed replacement of phone system with Sound Inc. This is the vendor that provided information in the technology assessment provided by Sikich.
- Followed up to ensure that the new gateway account was working properly in regards to online registrations.
- Participated in annual Chamber Day Golf Classic.
- Catering/special events/room rentals: 4 room rentals, 5 golf outings, KSO Golf & Family Fun Day, Club Championship

**Administrative Initiatives** (9/1/15 – 8/30/15)

- Attend any scheduled “Action 2020” meetings.
- Attend Superintendent and Board meetings.
- 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.
- 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.
- Review new health plan options offered by PDRMA. Evaluate both the agency and employee impact of each option available. Make recommendation.
- Participate in PDRMA webinar regarding new health plan.
- Review “port-a-grill” options.
- Look into ATM & AV system with large screen for clubhouse.
- Check other potential vendors for quotes on new phone system.
- Provide spreadsheets and documentation to department heads in preparation of the 2016 FY Budget.
- Discuss with Harris and Sundog the installation of accounting software on additional workstations. This will allow department heads access to financial information from their own terminals. Will also allow for staff to enter their own purchase orders.
- Continue to review outstanding accounts payable checks to determine validity.
- Catering/special events/room rentals: 1 room rental, 1 golf outing

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended July 31, 2015

**Corporate Fund (10)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>
<b>Revenues</b>									
Administration	19,662.00	19,510.15	-0.8%	648,563.00	670,407.25	3.4%	1,237,143.00	347,966.09	92.7%
Parks	129.00	209.16	62.1%	6,604.00	5,067.84	-23.3%	12,949.00	7,085.42	-28.5%
<b>Total Revenues</b>	<b>19,791.00</b>	<b>19,719.31</b>	<b>-0.4%</b>	<b>655,167.00</b>	<b>675,475.09</b>	<b>3.1% (1)</b>	<b>1,250,092.00</b>	<b>355,051.51</b>	<b>90.2% (1)</b>
<b>Expenses</b>									
Administration	36,935.00	28,409.10	-23.1%	418,029.00	259,113.01	-38.0% (2)	619,082.00	217,905.39	18.9% (3)
Parks	29,597.00	23,592.67	-20.3%	147,124.00	113,642.66	-22.8% (4)	238,703.00	136,544.06	-16.8% (4)
<b>Total Expenses</b>	<b>66,532.00</b>	<b>52,001.77</b>	<b>-21.8%</b>	<b>565,153.00</b>	<b>372,755.67</b>	<b>-34.0%</b>	<b>857,785.00</b>	<b>354,449.45</b>	<b>5.2%</b>
<b>Total Fund Revenues</b>	<b>19,791.00</b>	<b>19,719.31</b>	<b>-0.4%</b>	<b>655,167.00</b>	<b>675,475.09</b>	<b>3.1%</b>	<b>1,250,092.00</b>	<b>355,051.51</b>	<b>90.2%</b>
<b>Total Fund Expenses</b>	<b>66,532.00</b>	<b>52,001.77</b>	<b>-21.8%</b>	<b>565,153.00</b>	<b>372,755.67</b>	<b>-34.0%</b>	<b>857,785.00</b>	<b>354,449.45</b>	<b>5.2%</b>
<b>Surplus (Deficit)</b>	<b>(46,741.00)</b>	<b>(32,282.46)</b>	<b>-30.9%</b>	<b>90,014.00</b>	<b>302,719.42</b>	<b>236.3%</b>	<b>392,307.00</b>	<b>602.06</b>	<b>50180.6%</b>

- (1) Primary difference is due to Real Estate Taxes. Budgeted to receive 51% through July. In 2015 received 52.7% ytd. 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 41.6% \$13,725, gas/oil 57.2% \$9,511, utility - gas 53.1% \$3,139. 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 July 31, 2015

**Recreation Fund (20)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>	
<b>Revenues</b>									
Administration	8,527.00	16,773.37	96.71%	434,895.00	461,004.51	6.00%	852,736.00	453,452.39	1.7%
Sports Complex	7,300.00	4,824.15	-33.92%	11,050.00	10,433.15	-5.58% (1)	33,650.00	12,938.00	-19.4%
Sports Complex Maintenance	376.00	313.96	-16.50%	19,180.00	21,445.01	11.81%	37,607.00	20,942.36	2.4%
Midwest Museum of Natural Hist	-	631.45		1,199.00	2,461.94	105.33% (2)	2,398.00	599.52	310.7% (2)
Programs-Youth	368.00	183.58	-50.11%	9,999.00	9,539.83	-4.59% (3)	16,730.00	13,453.56	-29.1% (3)
Programs-Teens	2.00	(11.27)	-663.50%	2,296.00	2,380.58	3.68% (3)	4,163.00	2,328.03	2.3% (3)
Programs-Adult	25.00	58.14	132.56%	950.00	808.14	-14.93% (3)	975.00	865.00	-6.6% (3)
Programs-Family	52.00	90.53	74.10%	6,145.00	8,737.00	42.18% (3)	11,693.00	7,298.04	19.7% (3)
Programs-Leagues	2.00	(20.25)	-1112.50%	107.00	143.95	34.53% (3)	5,190.00	89.44	60.9% (3)
Programs-Youth Athletics	1,550.00	820.00	-47.10%	17,168.00	19,631.00	14.35% (3)	21,020.00	19,213.10	2.2% (3)
Programs-Fitness	1,455.00	(90.75)	-106.24%	24,839.00	18,764.85	-24.45% (3)	37,815.00	27,355.35	-31.4% (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	-	74.29	#DIV/0!	240.00	4,326.24	1702.60% (3)	240.00	2,795.00	54.8% (3)
Programs-Special Events	-	(2.69)	#DIV/0!	3,350.00	2,140.14	-36.12% (3)	3,710.00	4,440.66	-51.8% (3)
Programs-Concerts	1,100.00	-	-100.00%	7,700.00	5,950.00	-22.73%	8,800.00	7,100.00	-16.2%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Brochure	1,230.00	-	-100.00%	7,900.00	7,100.00	-10.13%	7,900.00	8,050.00	-11.8%
Weight Room	957.00	(2.87)	-100.30%	11,242.00	8,101.19	-27.94% (4)	18,245.00	11,622.05	-30.3% (4)
Community Center	37.00	(172.90)	-567.30%	1,899.00	1,421.06	-25.17%	3,724.00	1,846.06	-23.0%
<b>Total Revenues</b>	<b>22,981.00</b>	<b>23,468.74</b>	<b>2.12%</b>	<b>560,159.00</b>	<b>584,388.59</b>	<b>4.33%</b>	<b>1,066,596.00</b>	<b>594,538.56</b>	<b>-1.7%</b>

(1) Timing.

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

(3) Revenue from programs are above budget 2.12% \$1,378 but decreased 14.8%, \$11,516 compared to 2014, primarily in fitness.

(4) Closing of the community center

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Expenses									
Administration	25,183.00	21,815.03	-13.37%	189,660.00	190,173.96	0.27%	316,360.00	176,251.62	7.9% (1)
Sports Complex	-	-	#DIV/0!	-	250.00	#DIV/0!	-	-	#DIV/0!
Sports Complex Maintenance	31,254.00	33,779.15	8.08%	227,345.00	226,139.46	-0.53%	383,722.00	219,653.96	3.0%
Midwest Museum of Natural Hist	990.00	223.49	-77.43%	5,715.00	3,808.81	-33.35% (2)	9,500.00	6,336.34	-39.9% (2)
Programs-Youth	2,865.00	1,522.21	-46.87%	7,966.00	7,137.23	-10.40% (3)	11,414.00	7,085.99	0.7% (3)
Programs-Teens	-	400.00	#DIV/0!	2,095.00	2,207.33	5.36% (3)	3,926.00	1,414.64	56.0% (3)
Programs-Adult	-	48.44	#DIV/0!	625.00	498.44	-20.25% (3)	785.00	290.00	71.9% (3)
Programs-Family	205.00	353.02	72.20%	6,162.00	6,885.71	11.74% (3)	10,850.00	6,105.82	12.8% (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	7,644.00	6,663.00	-12.83%	12,164.00	9,562.00	-21.39% (3)	17,149.00	13,732.72	-30.4% (3)
Programs-Fitness	1,158.00	121.37	-89.52%	12,387.00	9,477.75	-23.49% (3)	21,178.00	13,788.86	-31.3% (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	-	1,244.02	#DIV/0!	180.00	3,321.11	1745.06% (3)	180.00	2,735.00	21.4% (3)
Programs-Special Events	-	580.00	#DIV/0!	1,795.00	3,029.41	68.77% (3)	13,480.00	2,892.87	4.7% (3)
Programs-Concerts	700.00	1,094.36	56.34%	8,700.00	8,219.36	-5.52%	8,700.00	8,885.36	-7.5%
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	50.00	3,323.47	6546.94%	50.00	4,533.40	8966.80% (4)	600.00	976.30	364.3% (4)
Community Center	11,958.00	8,641.17	-27.74%	89,722.00	80,008.88	-10.83%	155,352.00	83,391.35	-4.1%
<b>Total Expenses</b>	<b>82,007.00</b>	<b>79,808.73</b>	<b>-2.68%</b>	<b>574,735.00</b>	<b>564,977.21</b>	<b>-1.70%</b>	<b>981,943.00</b>	<b>553,519.57</b>	<b>2.1%</b>
Total Fund Revenues	22,981.00	23,468.74	2.12%	560,159.00	584,388.59	4.33%	1,066,596.00	594,538.56	-1.7%
Total Fund Expenses	82,007.00	79,808.73	-2.68%	574,735.00	564,977.21	-1.70%	981,943.00	553,519.57	2.1%
Surplus (Deficit)	(59,026.00)	(56,339.99)	-4.55%	(14,576.00)	19,411.38	-233.17%	84,653.00	41,018.99	-52.7%

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

(2) Timing of and varied type of maintenance expenses

(3) Expenses for programs are under budget 1.93% \$874 and 11.3% \$5,681 less than 2014.

(4) Refunds of weight room memberships

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**Donations (21)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>	
<b>Revenues</b>									
Administration	35,000.00	-	-100.00%	-	12.81	#DIV/0!	35,000.00	1,214.33	-98.9%
Total Revenues	35,000.00	-	-100.00%	-	12.81	#DIV/0!	35,000.00	1,214.33	-98.9%
<b>Expenses</b>									
Administration	35,000.00	3,098.18	-91.15%	41,750.00	24,786.24	-40.63% (1)	48,500.00	14,550.00	70.4%
Total Expenses	35,000.00	3,098.18		41,750.00	24,786.24		48,500.00	14,550.00	70.4%
Total Fund Revenues	35,000.00	-	-100.00%	-	12.81	#DIV/0!	35,000.00	1,214.33	-98.9%
Total Fund Expenses	35,000.00	3,098.18		41,750.00	24,786.24		48,500.00	14,550.00	70.4%
Surplus (Deficit)	-	(3,098.18)	#DIV/0!	(41,750.00)	(24,773.43)	-40.66%	(13,500.00)	(13,335.67)	85.8%

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

**Special Recreation (22)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>	
<b>Revenues</b>									
Administration	1,440.00	1,435.53	-0.31%	73,440.00	76,180.16	3.73%	144,000.00	77,877.95	-2.2%
Total Revenues	1,440.00	1,435.53	-0.31%	73,440.00	76,180.16	3.73%	144,000.00	77,877.95	-2.2%
<b>Expenses</b>									
Administration	-	34,515.00	#DIV/0!	90,780.00	69,992.50	-22.90% (1)	90,780.00	125,950.29	-44.4% (1)
Total Expenses	-	34,515.00	#DIV/0!	90,780.00	69,992.50	-22.90%	90,780.00	125,950.29	-44.4%
Total Fund Revenues	1,440.00	1,435.53	-0.31%	73,440.00	76,180.16	3.73%	144,000.00	77,877.95	-2.2%
Total Fund Expenses	-	34,515.00	#DIV/0!	90,780.00	69,992.50	-22.90%	90,780.00	125,950.29	-44.4%
Surplus (Deficit)	1,440.00	(33,079.47)	-2397.19%	(17,340.00)	6,187.66	-135.68%	53,220.00	(48,072.34)	-112.9%

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

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**Insurance (23)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	550.00	546.23	-0.69%	28,050.00	28,987.63	3.34%	55,000.00	27,521.11	5.3%
Total Revenues	550.00	546.23	-0.69%	28,050.00	28,987.63	3.34%	55,000.00	27,521.11	5.3%
Expenses									
Administration	-	30,206.34	#DIV/0!	32,707.00	38,812.34	18.67% (1)	65,413.00	39,108.68	-0.8%
Total Expenses	-	30,206.34	#DIV/0!	32,707.00	38,812.34	18.67%	65,413.00	39,108.68	-0.8%
Total Fund Revenues	550.00	546.23	-0.69%	28,050.00	28,987.63	3.34%	55,000.00	27,521.11	5.3%
Total Fund Expenses	-	30,206.34	#DIV/0!	32,707.00	38,812.34	18.67%	65,413.00	39,108.68	-0.8%
Surplus (Deficit)	550.00	(29,660.11)	-5492.75%	(4,657.00)	(9,824.71)	110.97%	(10,413.00)	(11,587.57)	-15.2%

(1) Unemployment has credit balance of approximately \$7,500.

**Audit (24)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	140.00	138.89	-0.79%	7,140.00	7,371.30	3.24%	14,000.00	7,667.91	-3.9%
Total Revenues	140.00	138.89	-0.79%	7,140.00	7,371.30	3.24%	14,000.00	7,667.91	-3.9%
Expenses									
Administration	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,100.00	2.8%
Total Expenses	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,100.00	2.8%
Total Fund Revenues	140.00	138.89	-0.79%	7,140.00	7,371.30	3.24%	14,000.00	7,667.91	-3.9%
Total Fund Expenses	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,100.00	2.8%
Surplus (Deficit)	140.00	138.89	-0.79%	(7,360.00)	(7,128.70)	-3.14%	(500.00)	(6,432.09)	10.8%

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**Paving & Lighting (25)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	180.00	143.56	-20.24%	9,180.00	7,618.53	-17.01%	18,000.00	40.89	18531.8%
Total Revenues	180.00	143.56		9,180.00	7,618.53		18,000.00	40.89	18531.8%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	58.80	-100.0%
Total Expenses	-	-		-	-		-	58.80	-100.0%
Total Fund Revenues	180.00	143.56	-20.24%	9,180.00	7,618.53	-17.01%	18,000.00	40.89	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	58.80	
Surplus (Deficit)	180.00	143.56	-20.24%	9,180.00	7,618.53	-17.01%	18,000.00	(17.91)	

**Park Police (26)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	1.00	0.72	-28.00%	51.00	38.97	-23.59%	100.00	39.74	-1.9%
Total Revenues	1.00	0.72		51.00	38.97		100.00	39.74	-1.9%
Expenses									
Administration	500.00	-	-100.00%	1,500.00	-	-100.00%	2,000.00	151.76	-100.0%
Total Expenses	500.00	-		1,500.00	-		2,000.00	151.76	-100.0%
Total Fund Revenues	1.00	0.72	-28.00%	51.00	38.97	-23.59%	100.00	39.74	-1.9%
Total Fund Expenses	500.00	-	-100.00%	1,500.00	-	-100.00%	2,000.00	151.76	
Surplus (Deficit)	(499.00)	0.72	-100.14%	(1,449.00)	38.97	-102.69%	(1,900.00)	(112.02)	-134.8%

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**IMRF (27)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>880.00</u>	<u>883.94</u>	0.45%	<u>44,880.00</u>	<u>46,907.72</u>	4.52%	<u>88,000.00</u>	<u>46,546.63</u>	0.8%
Total Revenues	880.00	883.94	0.45%	44,880.00	46,907.72	4.52%	88,000.00	46,546.63	0.8%
Expenses									
Administration	<u>880.00</u>	<u>883.94</u>	0.45%	<u>44,880.00</u>	<u>46,907.72</u>	4.52%	<u>88,000.00</u>	<u>46,546.63</u>	0.8%
Total Expenses	880.00	883.94	0.45%	44,880.00	46,907.72	4.52%	88,000.00	46,546.63	0.8%
Total Fund Revenues	880.00	883.94	0.45%	44,880.00	46,907.72	4.52%	88,000.00	46,546.63	0.8%
Total Fund Expenses	880.00	883.94	0.45%	44,880.00	46,907.72	4.52%	88,000.00	46,546.63	0.8%
Surplus (Deficit)	-	-		-	-		-	-	

**Social Security (28)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>780.00</u>	<u>784.53</u>	0.58%	<u>39,780.00</u>	<u>41,632.19</u>	4.66%	<u>78,000.00</u>	<u>41,253.59</u>	0.9%
Total Revenues	780.00	784.53	0.58%	39,780.00	41,632.19	4.66%	78,000.00	41,253.59	0.9%
Expenses									
Administration	<u>780.00</u>	<u>784.53</u>	0.58%	<u>39,780.00</u>	<u>41,632.19</u>	4.66%	<u>78,000.00</u>	<u>41,253.59</u>	0.9%
Total Expenses	780.00	784.53	0.58%	39,780.00	41,632.19	4.66%	78,000.00	41,253.59	0.9%
Total Fund Revenues	780.00	784.53	0.58%	39,780.00	41,632.19	4.66%	78,000.00	41,253.59	0.9%
Total Fund Expenses	780.00	784.53	0.58%	39,780.00	41,632.19	4.66%	78,000.00	41,253.59	0.9%
Surplus (Deficit)	-	-		-	-		-	-	

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**Concessions (30)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>	
<b>Revenues</b>									
Clubhouse Concessions	12,211.00	14,443.24	18.28%	39,467.00	38,511.94	-2.42% (1)	70,398.00	46,396.61	-17.0% (1)
Beverage Cart	3,224.00	4,442.68	37.80%	9,353.00	6,912.94	-26.09% (1)	15,607.00	9,188.10	-24.8% (1)
Sports Complex Concessions	2,896.00	3,291.95	13.67%	26,460.00	26,356.39	-0.39%	27,267.00	26,697.56	-1.3%
Pool Concessions	3,720.00	3,025.31	-18.67%	8,809.00	5,265.77	-40.22% (1)	10,361.00	5,811.33	-9.4% (1)
Catering	7,520.00	2,487.19	-66.93%	14,276.00	8,316.54	-41.74% (2)	25,092.00	14,073.08	-40.9% (2)
<b>Total Revenues</b>	<b>29,571.00</b>	<b>27,690.37</b>	<b>-6.36%</b>	<b>98,365.00</b>	<b>85,363.58</b>	<b>-13.22%</b>	<b>148,725.00</b>	<b>102,166.68</b>	<b>-16.4%</b>
<b>Expenses</b>									
Clubhouse Concessions	11,318.00	13,087.68	15.64%	52,015.00	44,103.02	-15.21% (1)	89,892.00	53,102.53	-16.9% (1)
Beverage Cart	2,312.00	1,871.56	-19.05%	6,523.00	3,637.78	-44.23% (1)	11,563.00	5,097.08	-28.6% (1)
Sports Complex Concessions	6,750.00	5,901.23	-12.57%	22,075.00	19,001.16	-13.92%	23,520.00	26,216.79	-27.5%
Pool Concessions	3,295.00	2,262.49	-31.34%	7,208.00	3,484.32	-51.66% (1)	9,733.00	4,918.25	-29.2% (1)
Catering	2,194.00	1,142.35	-47.93%	3,910.00	1,477.07	-62.22%	8,400.00	1,780.85	-17.1%
<b>Total Expenses</b>	<b>25,869.00</b>	<b>24,265.31</b>	<b>-6.20%</b>	<b>91,731.00</b>	<b>71,703.35</b>	<b>-21.83%</b>	<b>143,108.00</b>	<b>91,115.50</b>	<b>-21.3%</b>
<b>Total Fund Revenues</b>	<b>29,571.00</b>	<b>27,690.37</b>	<b>-6.36%</b>	<b>98,365.00</b>	<b>85,363.58</b>	<b>-13.22%</b>	<b>148,725.00</b>	<b>102,166.68</b>	<b>-16.4%</b>
<b>Total Fund Expenses</b>	<b>25,869.00</b>	<b>24,265.31</b>	<b>-6.20%</b>	<b>91,731.00</b>	<b>71,703.35</b>	<b>-21.83%</b>	<b>143,108.00</b>	<b>91,115.50</b>	<b>-21.3%</b>
<b>Surplus (Deficit)</b>	<b>3,702.00</b>	<b>3,425.06</b>	<b>-7.48%</b>	<b>6,634.00</b>	<b>13,660.23</b>	<b>105.91%</b>	<b>5,617.00</b>	<b>11,051.18</b>	<b>23.6%</b>

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

(2) Room rental actually exceeds both budget and prior year. However, revenue from food and beverage is down, primarily due to the lower participation in catered golf outings and concerts. Timing is a bit of an issue since some outings and concerts were postponed due to weather. Also in 2014 was \$1,350 from MLB special event.

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**Developer Contributions (32)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	-	12,488.00	#DIV/0!	2,500.00	45,607.29	1724.29%	5,000.00	15,939.12	186.1%
Total Revenues	-	12,488.00		2,500.00	45,607.29		5,000.00	15,939.12	186.1%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	12,488.00		2,500.00	45,607.29		5,000.00	15,939.12	186.1%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	12,488.00		2,500.00	45,607.29		5,000.00	15,939.12	186.1%



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**Golf Course (50)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>	
<b>Revenues</b>									
Golf Operations	58,865.00	59,000.81	0.2%	369,444.00	292,075.10	-20.9% (1)	514,979.00	332,213.17	-12.1% (2)
Golf Maintenance	212.00	415.60	96.0%	10,837.00	11,397.01	5.2%	21,249.00	10,565.09	7.9%
<b>Total Revenues</b>	<b>59,077.00</b>	<b>59,416.41</b>	<b>0.6%</b>	<b>380,281.00</b>	<b>303,472.11</b>	<b>-20.2%</b>	<b>536,228.00</b>	<b>342,778.26</b>	<b>-11.5%</b>
<b>Expenses</b>									
Golf Operations	27,040.00	25,351.27	-6.2%	135,600.00	143,684.57	6.0% (3)	244,751.00	135,067.72	6.4% (3)
Golf Maintenance	32,058.00	25,631.42	-20.0%	173,061.00	155,867.91	-9.9% (4)	290,921.00	162,291.96	-4.0% (4)
<b>Total Expenses</b>	<b>59,098.00</b>	<b>50,982.69</b>	<b>-13.7%</b>	<b>308,661.00</b>	<b>299,552.48</b>	<b>-3.0%</b>	<b>535,672.00</b>	<b>297,359.68</b>	<b>0.7%</b>
<b>Total Fund Revenues</b>	<b>59,077.00</b>	<b>59,416.41</b>	<b>0.6%</b>	<b>380,281.00</b>	<b>303,472.11</b>	<b>-20.2%</b>	<b>536,228.00</b>	<b>342,778.26</b>	<b>-11.5%</b>
<b>Total Fund Expenses</b>	<b>59,098.00</b>	<b>50,982.69</b>	<b>-13.7%</b>	<b>308,661.00</b>	<b>299,552.48</b>	<b>-3.0%</b>	<b>535,672.00</b>	<b>297,359.68</b>	<b>0.7%</b>
<b>Surplus (Deficit)</b>	<b>(21.00)</b>	<b>8,433.72</b>	<b>-40260.6%</b>	<b>71,620.00</b>	<b>3,919.63</b>	<b>-94.5%</b>	<b>556.00</b>	<b>45,418.58</b>	<b>-91.4%</b>

Course opened March 31.

- (1) Daily Greens Fees -24.25% -\$28,098  
Golf Events & Misc -17.07% -\$2,400  
Carts -12.91% -\$8,256  
Season passes -31.93% -\$43,555  
Pro shop sales +13.0% +\$3,934

- (2) Daily Greens Fees -22.48% -\$25,454  
Golf Events & Misc -15.12% -\$2,078  
Carts -7.52% -\$4,533  
Season passes -11.0% -\$11,472  
Pro shop sales +10.59% +\$3,274

- (3) 2015 actual is over budget and 2014 ytd in the following areas: PT wages (14.7% \$2,663/20.1% \$3,476), Advertising (114.0% \$5,038/104.6% \$4,834), Golf Cart Maintenance (114.9% \$2,494/136.7% \$2,693), Cost of Goods Sold (21.5% \$4,345/9.9% \$2,224) and Miscellaneous (replacement of rental equipment) (232.9% \$2,438/9.9% \$2,224).

- (4) 2015 actual is less than budget and 2014 ytd in the following areas: Fertilizer (74.8% \$5,505/47.0% \$1,648), Pesticides (27.8% \$4,734/20.7% \$3,217), Gas/Oil (34.6% \$2,092/8.7% \$378), and Utilities - Gas (50.9% \$2,831/55.9% \$3,464).

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended July 31, 2015

**Swimming Pool (51)**

<u>Department</u>	<u>July Budget</u>	<u>July 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>	
<b>Revenues</b>									
Pool	6,319.00	9,985.21	58.0%	43,140.00	46,357.06	7.5%	(5) 49,368.00	43,805.76	5.8%
Swim Lessons	1,900.00	1,821.86	-4.1%	13,316.00	10,311.32	-22.6%	13,573.00	12,906.30	-20.1%
<b>Total Revenues</b>	<b>8,219.00</b>	<b>11,807.07</b>	<b>43.7%</b>	<b>56,456.00</b>	<b>56,668.38</b>	<b>0.4%</b>	<b>(1) 62,941.00</b>	<b>56,712.06</b>	<b>-0.1% (2)</b>
<b>Expenses</b>									
Pool	17,740.00	14,674.62	-17.3%	34,755.00	25,326.80	-27.1%	(3) 53,238.00	27,953.66	-9.4%
Pool Maintenance	6,687.00	3,401.46	-49.1%	17,067.00	28,707.15	68.2%	(4) 28,120.00	18,375.35	56.2% (4)
Swim Lessons	3,885.00	4,533.25	16.7%	5,742.00	5,540.89	-3.5%	8,166.00	6,045.41	-8.3%
<b>Total Expenses</b>	<b>28,312.00</b>	<b>22,609.33</b>	<b>-20.1%</b>	<b>57,564.00</b>	<b>59,574.84</b>	<b>3.5%</b>	<b>89,524.00</b>	<b>52,374.42</b>	<b>13.7%</b>
<b>Total Fund Revenues</b>	<b>8,219.00</b>	<b>11,807.07</b>	<b>43.7%</b>	<b>56,456.00</b>	<b>56,668.38</b>	<b>0.4%</b>	<b>62,941.00</b>	<b>56,712.06</b>	<b>-0.1%</b>
<b>Total Fund Expenses</b>	<b>28,312.00</b>	<b>22,609.33</b>	<b>-20.1%</b>	<b>57,564.00</b>	<b>59,574.84</b>	<b>3.5%</b>	<b>89,524.00</b>	<b>52,374.42</b>	<b>13.7%</b>
<b>Surplus (Deficit)</b>	<b>(20,093.00)</b>	<b>(10,802.26)</b>	<b>-46.2%</b>	<b>(1,108.00)</b>	<b>(2,906.46)</b>	<b>162.3%</b>	<b>(26,583.00)</b>	<b>4,337.64</b>	<b>-167.0%</b>

(1) Daily Fees -0.82% -\$96

Season passes -25.57% -\$7,211

Misc income (includes oscar, pool rentals and middle school pool party) 12.86% \$199

Swim Lessons -22.49% -\$2,890

(2) Daily Fees -3.2% -\$386

Season passes -29.75% -\$8,890

Misc income (includes oscar, pool rentals and middle school pool party) 26.36% \$364

Swim Lessons -11.33% -\$1,028

(3) Primarily in wages because of several closed days due to flooding/colder weather.

(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.

(5) Includes \$11,300 of insurance proceeds see (4).

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended July 31, 2015

**Debt Service (60)**

<u>Department</u>	<u>July Budget</u>	<u>July 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	5,860.00	5,823.29	-0.6%	298,860.00	309,022.06	3.4%	586,000.00	305,549.72	1.1%
Total Revenues	5,860.00	5,823.29	-0.6%	298,860.00	309,022.06	3.4%	586,000.00	305,549.72	1.1%
Expenses									
Administration	-	-	#DIV/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		580,376.00	19,293.75	-5.8%
Total Fund Revenues	5,860.00	5,823.29	-0.6%	298,860.00	309,022.06	3.4%	586,000.00	305,549.72	1.1%
Total Fund Expenses	-	-		18,169.00	18,168.75		580,376.00	19,293.75	-5.8%
Surplus (Deficit)	5,860.00	5,823.29	-0.6%	280,691.00	290,853.31	3.6%	5,624.00	286,255.97	1.6%

**Capital Projects (70)**

<u>Department</u>	<u>July Budget</u>	<u>July 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!		147.94	#DIV/0!	498,172.00	3,630.20	-95.9%
Total Revenues	-	-	#DIV/0!	-	147.94	#DIV/0!	498,172.00	3,630.20	-95.9%
Expenses									
Administration	-	15,218.94	#DIV/0!	342,985.00	239,464.85	-30.2%	596,707.00	269,609.70	-11.2%
Total Expenses	-	15,218.94	#DIV/0!	342,985.00	239,464.85	-30.2%	596,707.00	269,609.70	-11.2%
Total Fund Revenues	-	-		-	147.94	#DIV/0!	498,172.00	3,630.20	-95.9%
Total Fund Expenses	-	15,218.94	#DIV/0!	342,985.00	239,464.85	-30.2%	596,707.00	269,609.70	-11.2%
Surplus (Deficit)	-	(15,218.94)	#DIV/0!	(342,985.00)	(239,316.91)	-30.2%	(98,535.00)	(265,979.50)	-10.0%
Total Fund Revenues	184,470.00	164,346.59		2,254,309.00	2,268,894.35	0.6%	4,585,854.00	1,978,528.26	
Total Fund Expenses	298,978.00	314,374.76	5.1%	2,224,895.00	1,862,828.14	-16.3%	4,172,308.00	1,919,441.82	
Surplus (Deficit)	(114,508.00)	(150,028.17)	31.0%	29,414.00	406,066.21	1280.5%	413,546.00	59,086.44	

Sycamore Park District  
Fund Balances

	1/1/2015	Revenues	Expenses	Unaudited 7/31/2015	7/31/2015 Cash balance
10 Corporate	156,691.74	675,475.09	372,755.67	459,411.16	460,009.90
20 Recreation	87,073.66	584,388.59	564,977.21	106,485.04	108,953.71
21 Donations	203,328.33	12.81	24,786.24	178,554.90	182,311.10
22 Special Recreation	38,645.98	76,180.16	69,992.50	44,833.64	60,638.11
23 Insurance	23,242.85	28,987.63	38,812.34	13,418.14	13,418.14
24 Audit	13,511.32	7,371.30	14,500.00	6,382.62	6,382.62
25 Paving & Lighting	7,391.29	7,618.53	-	15,009.82	15,009.82
26 Park Police	7,994.56	38.97	-	8,033.53	8,033.53
27 IMRF	-	46,907.72	46,907.72	-	-
28 Social Security	-	41,632.19	41,632.19	-	-
30 Concessions	36,136.12	85,363.58	71,703.35	49,796.35	47,721.28
32 Developer Contributions	102,275.19	45,607.29	-	147,882.48	147,882.48
60 Debt Service	20,186.12	309,022.06	18,168.75	311,039.43	311,039.43
70 Capital Projects	590,867.53	147.94	239,464.85	351,550.62	351,550.62
<b>Total governmental fund balance</b>	<b>1,287,344.69</b>	<b>1,908,753.86</b>	<b>1,503,700.82</b>	<b>1,692,397.73</b>	<b>1,712,950.74</b>
50 Golf Course Net Assets	230,258.23 <u>(248,223.76)</u> (17,965.53)	303,472.11	299,552.48	234,177.86 <u>(248,223.76)</u> (14,045.90)	(14,224.07)
51 Swimming Pool Net Assets	262,146.82 <u>(262,233.33)</u> (86.51)	56,668.38	59,574.84	259,240.36 <u>(262,233.33)</u> (2,992.97)	(3,587.97)
<b>Total proprietary funds</b>	<b>492,405.05</b>	<b>360,140.49</b>	<b>359,127.32</b>	<b>493,418.22</b>	
<b>Net assets</b>	<b><u>(510,457.09)</u></b>			<b><u>(510,457.09)</u></b>	
<b>Proprietary funds minus net assets</b>	<b>(18,052.04)</b>			<b>(17,038.87)</b>	
	1,269,292.65			1,675,358.86	1,695,138.70

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

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,645.80	0.10
National Bank & Trust	1,109,061.05	0.02
Resource Bank	560,014.30	0.10
*DeKalb Co. Community Foundation	<u>15,320.90</u>	
	1,700,042.05	

\* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 7/31/15.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference
1/1/2015	163,198	97,559	203,328	79,865	51,914	13,511	7,391	7,995	-	-	35,137	102,275	-	-	20,186	590,868	<b>1,373,227</b>	<b>1,373,227</b>	-
January																			
Receipts																			
Replacement Taxes	6,631			-													6,631	<b>7,310</b>	<b>(679)</b>
Shelters	50																50	<b>1,300</b>	<b>(1,250)</b>
User Fees		14,706									717		6,579	-			22,002	<b>18,103</b>	<b>3,899</b>
Misc	313	1,052	6	1	1	0	0	0				3			1	47	1,424	<b>1,100</b>	<b>324</b>
Expenses	(45,328)	(62,940)	-	(52,232)	(28,671)	-	-	-	-	-	(2,998)	-	(23,649)	212	-	(15,123)	(230,729)	<b>(197,005)</b>	<b>(33,724)</b>
2/28/2015	124,864	50,376	203,334	27,634	23,244	13,512	7,392	7,995	-	-	32,856	102,278	(17,070)	212	20,187	575,792	<b>1,172,605</b>	<b>1,204,035</b>	<b>(31,430)</b>
February																			
Receipts																			
Replacement Taxes	-																500	<b>950</b>	<b>(450)</b>
Shelters	500																500	<b>950</b>	<b>(450)</b>
User Fees		9,349									1,443		1,538	-			12,331	<b>11,953</b>	<b>378</b>
Misc	5,764	3,050	2	0	0	0	0	0				1			0	50	8,870	<b>4,045</b>	<b>4,825</b>
Expenses	(43,653)	(70,320)	(6,415)	(716)	-	-	-	-	-	-	(3,226)		(48,241)	(1,033)	-	(3,716)	(177,320)	<b>(165,809)</b>	<b>(11,511)</b>
2/28/2015	87,475	(7,544)	196,921	26,918	23,244	13,512	7,392	7,995	-	-	31,074	102,280	(63,773)	(821)	20,187	572,127	<b>1,016,986</b>	<b>1,055,174</b>	<b>(38,188)</b>
March																			
Receipts																			
Replacement Taxes	1,893																1,893	<b>2,150</b>	<b>(257)</b>
Shelters	855																855	<b>500</b>	<b>355</b>
User Fees		12,289									1,584	15,110	93,723	-		-	122,706	<b>121,524</b>	<b>1,182</b>
Misc	1,271	1,732	5	0	0	0	0	0				3			1	50	3,063	<b>8,450</b>	<b>(5,387)</b>
Expenses	(53,917)	(71,895)	(4,842)	(7,739)	(8,606)	-	-	-	-	-	(2,799)	-	(43,890)	(1,065)	-	(1,967)	(196,720)	<b>(185,581)</b>	<b>(11,139)</b>
3/30/2015	37,577	(65,419)	192,084	19,179	14,638	13,512	7,392	7,995	-	-	29,859	117,392	(13,940)	(1,886)	20,187	570,210	<b>948,782</b>	<b>1,002,217</b>	<b>(53,435)</b>
April																			
Receipts																			
Replacement Taxes	11,585																11,585	<b>9,460</b>	<b>2,125</b>
Shelters	1,100																1,100	<b>900</b>	<b>200</b>
User Fees		15,926									6,687	5,244	34,304	4,147			66,308	<b>81,741</b>	<b>(15,433)</b>
Misc	17,584	-	-														17,584	<b>18,609</b>	<b>(1,025)</b>
Expenses	(40,478)	(97,700)	-	-	-	(12,500)	-	-	-	-	(7,144)	-	(41,432)	(1,093)	-	(92,506)	(292,853)	<b>(331,005)</b>	<b>38,152</b>
4/30/2015	27,367	(147,192)	192,084	19,179	14,638	1,012	7,392	7,995	-	-	29,402	122,636	(21,068)	1,168	20,187	477,704	<b>752,505</b>	<b>781,922</b>	<b>(29,417)</b>

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference	
May																				-
Receipts																				-
Taxes	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	53,150	(154,122)	189,488	31,963	19,580	2,269	8,691	8,002	-	-	35,327	132,307	(16,123)	3,127	72,875	440,802	827,333	832,239	(4,906)	
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	491,101	165,189	185,409	93,718	43,078	6,244	14,866	8,033	-	-	41,899	135,394	(25,084)	7,214	305,216	366,770	1,839,047	1,559,943	279,104	
July																				-
Receipts																				-
Taxes	11,030	8,197		1,436	546	139	144	1	884	785					5,823		28,984	29,191	(207)	
transfers in/out	198	(631)							(884)	(785)	331		735	1,036			-	(3)	3	
Replacement Taxes	7,841																7,841	7,310	531	
Shelters	475																475	900	(425)	
User Fees	-	17,769									29,794	12,488	58,938	11,101			130,091	108,969	21,122	
Misc	926	631															1,557	37,330	(35,773)	
Expenses	(51,561)	(82,202)	(3,098)	(34,515)	(30,206)	-	-			(24,304)	-	(48,812)	(22,939)	-	(15,219)		(312,856)	(297,268)	(15,588)	
7/31/2015	460,010	108,954	182,311	60,638	13,418	6,383	15,010	8,034	-	-	47,721	147,882	(14,224)	(3,588)	311,039	351,551	1,695,139	1,446,372	248,767	
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	424,024	77,816	175,561	64,958	15,068	6,803	15,550	7,537	-	-	50,345	147,882	(2,137)	(25,899)	328,619	331,551	1,617,678	1,368,911	248,767	

	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	<b>1,226,022</b>	-
transfers in/out	19,813	30,157							(36,960)	(32,760)	2,184		16,000	1,567			1	<b>1</b>	-
Replacement Taxes	-																-	-	-
Shelters	50																50	<b>50</b>	-
User Fees	-	16,211									15,761	1,250	38,101	2,000			73,323	<b>73,323</b>	-
Misc	50	675	-														725	<b>725</b>	-
Expenses	(61,591)	(71,112)	-	-	(1,250)	-	-	-	-	-	(14,332)	-	(47,307)	(2,612)	-	(24,422)	(222,626)	<b>(222,626)</b>	-
9/30/2015	848,966	400,247	175,561	125,438	36,918	12,683	23,110	7,579	-	-	53,958	149,132	4,657	(24,944)	574,739	307,129	<b>2,695,173</b>	<b>2,446,406</b>	<b>248,767</b>
October																			
Receipts																			
Replacement Taxes	6,880	-															6,880	<b>6,880</b>	-
Shelters	50																50	<b>50</b>	-
User Fees	-	9,583									7,975	-	20,542	-			38,100	<b>38,100</b>	-
Misc	-	-														16,172	16,172	<b>16,172</b>	-
Bond Proceeds																-	-	-	-
Expenses	(69,301)	(105,014)		-	-	-	-	-	-	-	(10,151)	-	(53,314)	(2,746)	(479,038)	(187,450)	(907,014)	<b>(907,014)</b>	-
10/31/2015	786,595	304,816	175,561	125,438	36,918	12,683	23,110	7,579	-	-	51,782	149,132	(28,115)	(27,690)	95,701	135,851	<b>1,849,361</b>	<b>1,600,594</b>	<b>248,767</b>
November																			
Receipts																			
Taxes	44,440	33,000		5,760	2,200	560	720	4	3,520	3,120					23,440		116,764	<b>116,764</b>	-
transfers in/out	1,887	2,875							(3,520)	(3,120)	208		1,524	150			4	<b>4</b>	-
Replacement Taxes	-																-	-	-
Shelters	-																-	-	-
User Fees	-	9,439									2,157	-	6,635	-	-		18,231	<b>18,231</b>	-
Misc	17,510	1,100															18,610	<b>18,610</b>	-
Bond Proceeds																482,000	482,000	<b>482,000</b>	-
Expenses	(44,541)	(69,322)		-	-	-	-	-	-	-	(3,967)	-	(37,978)	(432)	-	(2,600)	(158,840)	<b>(158,840)</b>	-
11/30/2015	805,891	281,908	175,561	131,198	39,118	13,243	23,830	7,583	-	-	50,180	149,132	(57,934)	(27,972)	119,141	615,251	<b>2,326,130</b>	<b>2,077,363</b>	<b>248,767</b>
December																			
Receipts																			
Taxes	-																-	-	-
Replacement Taxes	1,720																1,720	<b>1,720</b>	-
Shelters	-																-	-	-
User Fees	-	3,802									218	1,250	1,491	-			6,761	<b>6,761</b>	-
Misc	50	599															649	<b>649</b>	-
Expenses	(44,708)	(78,326)		-	(31,456)	-	-	-	-	-	(3,510)	-	(29,510)	(1,091)	(83,168)	(19,250)	(291,019)	<b>(291,019)</b>	-
12/31/2015	762,953	207,983	175,561	131,198	7,662	13,243	23,830	7,583	-	-	46,888	150,382	(85,953)	(29,063)	35,973	596,001	<b>2,044,241</b>	<b>1,795,474</b>	<b>248,767</b>

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference
change	599,755	110,424	(27,767)	51,333	(44,252)	(269)	16,439	(412)	-	-	11,751	48,107	(85,953)	(29,063)	15,787	5,133	671,014	<b>422,247</b>	<b>248,767</b>



To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: August 25, 2015

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

- Attended weekly Department Head meetings as scheduled.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Attended Voluntary Action Center Board Meeting.
- Developed August Golf Insight newsletter for golf operation through website and hard copies for reader board.
- Updated Reader Board for August events outside Pro Shop.
- Updated website with changes on the tournament schedule and outing events.
- Continued to monitor cleaning of Sparkle cleaners and update Sparkle on concerns.
- Attended Action 20/20 Committee meetings or study sessions as scheduled.
- Continued to increase Golfnow promotions to fill open tee time slots.
- 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.
- Continued the process of becoming PGA Certified in Player Development.

- Completed pro shop fall staffing schedule.
- Developed fall golf promotion to spark sales due to lost revenue during flood events.
- Cancelled last Titleist Ball order due to reduced ball sales due to golf course closure.
- Offered increased discounts of merchandise to create incentive to spark sales.
- Administered the annual Sycamore Park District Golf Club Championship and finalize results.
- Held 6 large golf events, 3 rescheduled from floods in June and July and 3 originally scheduled for August creating a boost in revenue for August in Outing Greens fees and cart fees. Over \$15,000.00 this August compared to \$9,000.00 in 2014.
- Recorded “Fall Golf” promotion radio ad for B95, WDKB.
- Ran a special Group Golfer promotion and received an additional \$5,400.00 in revenue.

#### **Administrative Initiatives (9/1/15 – 9/30/15)**

- 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 September Golf Insight newsletter for golf operation through website and hard copies for reader board.
- Update Reader Board for September events outside Pro Shop.

- Continue to monitor cleaning of Sparkle cleaners and update Sparkle on concerns.
- Attend Action 20/20 Committee meetings or study sessions as scheduled.
- Complete Clubhouse Asset Inventory project.
- Continue to increase Golfnow promotions to fill open tee time slots.
- Finalize strategic planning and marketing tools for the “Get Golf Ready” Program and the PGA Junior League Golf programs for the Winter/Spring brochure.
- 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.
- Develop fall golf promotion to spark sales due to lost revenue during flood events.
- Continue to offer increased discounts of merchandise to create incentive to spark sales.
- Begin fall golf rates and adjust opening hours due to daylight restriction.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: August 25, 2015

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

**Golf**

- After an early summer of flooding, the course did not receive any rain for almost four weeks during mid-July until August 14<sup>th</sup>. The drought slowed flood recovery efforts, but recent rains and ideal temperatures have allowed many seeded areas to start growing and thin areas to recover.
- Staff has been keeping up with mowing, weed eating, cleaning up removed tree stump debris, spraying for disease and weeds, recovering from flood damages, pruning shrubs and landscape beds. Now that the irrigation system has been used frequently, staff also tests, cleans, and replaces sprinkler heads often.
- 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. The group of 7 ashes between 16 tee and 17 green will be the next trees to be taken down. We keep the company away
- I have been working with Kirk on scheduling maintenance around the many outings and high school golf practice sessions now taking place this month.
- Staff planted two donated trees along 2 fairway last week. The donation plaque with individual tags will soon be placed in the clubhouse.

## Sports

- Baseball, softball, travel teams, men's softball, women's softball, and church league softball will have completed their seasons by weeks end.
- I have kept in contact with each user group as the season was completed. I produced a bill for each group based on our staff providing per field preparation and their use of field lights. Lisa Metcalf will be taking over the field registration and insurance requirement duties for our user groups. I have been working with Lisa to help her learn about our various groups, what fields they use, what time of year they play, and their general requirements.
- Fall AYSO soccer has begun. 12 fields of various sizes have been measured and painted by our staff along with 5 mini fields for the under 6 teams. Over 550 youth are playing this fall. I worked with Kevin Toedter as a fall kick-off event was held on August 15<sup>th</sup> for the fall season.
- Several different groups will be renting baseball field 1 or the high school sized field this fall. Sycamore Girls' Softball will also start their fall season the weekend after Labor Day and will continue playing on Saturdays until the end of October.
- We have received official word that there will be no KYFL football league this fall. The league has used the outfields of anywhere from one to three ball diamonds for their Thursday night fall games for many years but due to declining registration the past few years the league has folded.
- As we start the process of obtaining a land survey of the sports complex, I am working with ERA engineers and Lucky Locators to perform locating and mapping of all existing utilities and private underground lines throughout the sports complex.

- Staff continues to mow and trim all fields, paint all soccer and currently used ball field lines weekly, make minor repairs to ball diamonds, prune landscaping, and prep ball fields as scheduled.

## **Parks**

- I attended staff, board, study sessions, dog park, splash pad, community center, and trails committee meetings. I also attended the planning and design firm selection meeting as we proceed with the development of the 25 acres east of Airport Road.
- I coordinated work with the landlords, Service Master, the painters, and our staff as we completed moving out of the Community Center. A final walk through was performed with C and L Properties and the final punch list of cleaning and repairs was made.
- Worked with staff as we prepared stage weekly for concerts. Attended organizational meeting with staff as the Fireworks and Fun event was planned and logistics decided. The stage will be set on the north side of the field 1 concessions stand facing right field of Pony field 4.
- Coordinated work with ENCAP environmental group as several naturalized areas have been treated for weeds.
- The ponds at Old Mill Park and at Parkside Preserve have been treated for weeds and this will continue as needed.
- A-1 Tree Service removed two trees at the Lake, two at Wetzel Park, and two willow trees in the park area, one left of 14 green approach and the other near the Lions Shelter.

- Two more memorial trees were planted at Ovitz Park last week. A new layer of playground mulch was spread over the entire surface at Kiwanis Prairie Park the day before school started at South Prairie.
- I have been working on a job description and requirements for our open full-time Parks Supervisor position. Larry Miller resigned this position last month to pursue other interests after over 20 years of service to the Park District. We look to fill this position in the next couple weeks.
- I have been helping Bob Swedberg with managing the mechanical and chemical side of the swimming pool this summer. The last day for swimming was August 19<sup>th</sup>. We performed shut down procedures and will be assessing needs for repair and replacements for budgeting purposes this fall.

### **Administrative Initiatives** (9/1/15-9/30/15)

- Attend staff, board, and study session meetings along with Action 20/20 planning meetings including the dog park, splash pad, community center, and trail committee meetings. I will also be attending the community center field visit in Champaign on the 13<sup>th</sup> of September.
- As staff leaves for school, will look to hire some fall seasonal staff as needed.
- Will continue to work with ERA engineers with the sports complex planning and existing audit plan including mapping of the existing utilities within the sports complex.
- The tree removal project will continue and will be completed.

- I will continue to meet with sports user groups and Lisa Metcalf to discuss needs and issues related to field use as youth baseball/softball conducts their fall games and AYSO fall soccer continues. We will also talk to leaders of user groups this fall to discuss any issues experienced during the season.
- I will work with Kirk as we start adding name/memorial plates to the donation plaque in the clubhouse.
- 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.
- Will move items out of South Prairie School into the Midwest Museum for Mom's Time Out program.
- Will continue event planning with other staff for Fireworks and Touch-a-Truck events. Will work with police, fire personnel, and fireworks company before and during the fireworks event. Will help day of with parking and crowd control issues.
- 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.
- Will get back to working on PDRMA risk management issues and training requirements for staff.



To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: August 25, 2015

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

- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Served On:
  - KSRA
  - Rotary
  - Chamber
  - Pumpkin Festival
- Supervised Engineering Work for:
  - Sports Complex
  - Trail Project
  - Paving
- Coordinated the RFQ process for professional services on CAMPUS project.
- Coordinated Committees of ACTION 2020.
- Met 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.
- Coordinated the final planning for staffing, supervision and opening of the South Prairie School programming location.
- Began the effort to recover from the School District's last minute decision to not permit daytime use of South Prairie School.

- Worked with Fundraising Group on “Leaf a Legacy”.
- Worked on Annexation Agreement with City of Sycamore for the South Sports Complex.
- Began work on site planning for the Baseball Diamonds at the North Sports Complex.
- Met with AYSO President regarding final site plan for South Sports Complex.
- Presented Grant Application to DCCF for Kishwaukee River/Riparian Zone Restoration Project.

### **Administrative Initiatives** (9/1/15 – 9/30/15)

- Hold meetings about South Airport Road Sports Complex and CARLS Farm with City and County regarding:
  - Zoning
  - Annexation
  - Building Code
  - Entry Roads
- Continue serving on Pumpkin Festival Committee.
- Update Agenda Planner for Staff/Board.
- Attend Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
- Finalize first draft of Capital Assets Inventory.
- Complete first draft of Succession Plan.
- Attend the NRPA Congress in Las Vegas, NV.

- Work with the Professional Services Group to finalize recommendation to the Board of Commissioners.
- Assist Lisa Metcalf with planning for Community Center site visits.
- Begin Capital Budget Planning for 2016.
- Finalize lighted message board plans for Sycamore Park along Route 64 for review by the Board of Commissioners.
- Work on Records Retention Policy.
- Work on PDRMA Certification material for risk management.
- Work on Fundraising and Leaf a Legacy.

August 17, 2015

To Our Summer Employees:

A lot of what the Sycamore Park District accomplishes is due to your hard work. Every summer we have over 100 individuals working for the district in various roles. From cutting grass to helping children learn to swim—and everything in between—you make this possible.

We could not do this without you, and we know we can't pay an hourly wage to compete with McDonald's and a lot of other summer jobs. You are worth so much more, and we only wish we could thank you enough for how you make other people's lives so much better by:

- Making the parks look clean and well-taken care of.
- Helping a child have fun in a safe environment.
- Teaching young and old, alike, a new skill or activity.
- Just sharing a smile and "thank you".

As you leave us after another successful summer, we are enclosing a little "thank you" in the form of a gift card. When you have a chance to use it we hope you remember working for us, and that we appreciate what you contribute to our community.

On behalf of all the Staff, and the Board of Commissioners of the Sycamore Park District:

**THANK YOU!**

Sincerely,

Daniel Gibble  
Executive Director

August 17, 2015

DeKalb County Community Foundation  
CommunityWorks Land Use Committee  
475 DeKalb Avenue  
Sycamore, Illinois 60178

To the CommunityWorks Land Use Committee:

On behalf of the Staff and Board of the Sycamore Park District, I want to thank the Committee for taking the time in their busy summer schedules to listen to our Grant Application Presentation for the Kishwaukee River/Riparian Zone in Sycamore Park.

We feel strongly about finding ways to make good steps toward contributing to water quality in the watershed. Our small steps, with your support, can move along much faster. We simply don't have all the resources, but will continue to, wherever possible, integrate Best Management Practices into our future projects.

We understand that one more step remains in the consideration of our grant, and hope your voice will be heard as this now moves onto the Community Initiatives Committee on October 22, 2015. If, at any time, there is additional information needed, or questions of follow-up, I hope you will not hesitate to contact me.

In the meantime, I hope you will get out for a walk, soon, around Parkside Preserve, Chief Black Partridge, or Old Mill parks where we are early in the process of restoring pond shorelines with native species. Next year, some will have a planned burn as part of that restorative process, but right now there is some good "show" with Prairie Cone Flower, Black Eyed Susan, Purple Cone Flower, and Asters coming on soon, as well. The water species are still "caged" in a few places to keep ducks and geese from destroying them before they are established, and we continue to provide on-going care for our new buffers. Since we have begun this, there have been fewer algae blooms, and less invasive species.

Sincerely,

Daniel Gible  
Executive Director

SYCAMORE PARK DISTRICT  
Board of Commissioners

Date of Board Meeting: August 25, 2015

**STAFF RECOMMENDATION**

**AGENDA ITEM: ANNUAL REVIEW OF BOARD BY-LAWS (Operations Manual): Recommend Approval**

**BACKGROUND INFORMATION:** After discussion at previous meeting, you will find attached a draft of the Board's By-Laws with the recommended changes for Board Approval.

**FISCAL IMPACT:** The lost revenue from a potential 8 to 10 family members having access to benefits.

**STAFF RECOMMENDATION:** Adopting the recommended changes in the attached document.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



**Board of Commissioners ~~Operations Manual~~ By-Laws**

**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 ad 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/by-laws contained herein may be revised, deleted, or added thereto by a majority vote of the Board at a regular or special meeting, provided, and

## Board of Commissioners

### Operations Manual By-Laws

P 2

only if, same 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 Executive Director to insure that all such manuals and handbooks are in concert with these by-laws, 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



**Board of Commissioners****Operations Manual By-Laws****P 3**

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. **It shall otherwise seek ways to manage the “succession” of the Executive Director, should the position be vacated.**
- (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.

**Board of Commissioners****Operations Manual By-Laws****P 4**

- (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

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.

#### **G. RECOGNITION OF SERVICE**

Recognizing that service as a Commissioner is voluntary, the Sycamore Park District will allow for Commissioners to receive the same "Miscellaneous Benefits" (see Personnel Policy 4-15) as a full-time employee.

### **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**

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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:

**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.
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.
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

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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.

**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

Revised 8/25/2015



**SYCAMORE PARK DISTRICT**

Board of Commissioners

Date of Board Meeting: August 25, 2015

**STAFF RECOMMENDATION****AGENDA ITEM: REVISIONS IN FULL-TIME PERSONNEL POLICY:**  
**Recommend Approval****BACKGROUND INFORMATION:**

Whenever a new policy is put in place, as we did in 2013, changes become evident as the policies are applied for the first time, or as business conditions change. Such is the case with the two items recommended for approval here. They are:

1. Policy 4-15 on Miscellaneous Benefits: This policy was discussed as an outgrowth of the By-Laws Review for the Board of Commissioners. President Strack indicated that when the Miscellaneous Benefits for Commissioners was eliminated for the employee's spouse and family, his spouse was not very happy. He also felt that given the amount of time that the Board volunteers for the park district these Miscellaneous Benefits were not too much to provide. Further discussion ensued and became apparent that some did not realize that this change was due to the Board's approved change in the personnel policies for the employee—limiting their benefits, as well, to just the employee. At that point, the proposal was made to restore the benefit to its prior state.
2. Policy 1-18 Succession Policy: Is, in fact, a new policy—not a change. This is the first step in a larger process that is part of the goals established for the Executive Director in his most recent evaluation by the Board. This step is necessary in order to validate and support the items found later on the agenda related to succession.

**FISCAL IMPACT:** No additional fiscal impact, at this time.**STAFF RECOMMENDATION:** I recommend approval of the personnel policy items listed above.**PREPARED BY:** Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

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

BOARD ACTION:

#### **Policy 4 -15 Miscellaneous Benefits**

For Full-time, regular employees, and IMRF eligible positions, the following benefits are provided to the employee, their spouse/partner, and any children under age 21 and living with the employee:

- 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

Adopted on: 7/30/13

Revised on: 8/27/13

Revised on: 1/2014

Revised 8/25/2015

### **Policy 1-178 Anniversary Date Succession Planning Policy**

~~The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Personnel Policies Manual.~~

~~A change of leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of the Sycamore Park District to be prepared for an eventual permanent change in leadership—either planned or unplanned—to insure the stability and accountability of the organization until such time as new permanent leadership is identified. The Board of Commissioners shall be responsible for implementing this policy and its related procedures, and if they choose, direct the Executive Director to establish a "Succession Procedure".~~

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# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 25, 2015

## STAFF RECOMMENDATION

### AGENDA ITEM: SYCAMORE PARK DISTRICT SUCCESSION PROCEDURE: FIRST REVIEW

**BACKGROUND INFORMATION:** Board President Ted Strack, in reviewing my goals as part of my evaluation process, has encouraged that I work on Succession Planning. Succession planning is the means by which an organization prepares for and replaces managers, executives and other key employees who leave their positions, and is critically important to the organization's continued and future success.

The essential elements of this approach for a public organization include:

- Using an open and competitive process for becoming a participant in the pool. This often includes threshold criteria, such as certain scores on performance appraisals, time in position, certifications or other factors.
- Participation in the program is strictly voluntary. It is not a requirement of promotion nor is the person penalized if he or she drops out.
- Many of the activities take place outside of work time, or with the agreement of the participant's supervisor.
- When a management or leadership position opens up, the standard personnel procedures are followed to fill it. No special consideration is given to program participants.

In the Public Sector these programs are generally not called "succession planning" but are more appropriately labeled "leadership development".

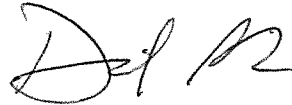
If the Board approved the addition to the Personnel Policy earlier in this meeting, the development of a detailed "LEADERSHIP DEVELOPMENT PLAN" will be the next step. If the Board Directs the Executive Director to do so, he will begin working on that detailed plan.

In the interim, HOWEVER, I suggest the attached procedure be adopted.

**FISCAL IMPACT:** None in the interim.

**STAFF RECOMMENDATION:** I recommend consideration of this procedure at this meeting and adoption at our Regular Meeting in September. Over the next few months I will work on a more detailed Leadership Development Plan.

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



**BOARD ACTION:**

## Sycamore Park District

**SUCCESSION PROCEDURE**

1. For a temporary change in executive leadership (i.e., illness or leave of absence for 30 days or less), the \_\_\_\_\_ shall temporarily be in charge of the daily operations and essential duties of the Executive Director.
2. In the event the Executive Director is no longer able to serve in this position (i.e. leaves the position permanently), the Board of Commissioners shall appoint an Interim Executive Director or Acting Executive Director.
3. In the event that a permanent change in leadership is required, the Board Chair shall appoint a Transition Committee within seven (7) business days. This Committee shall be comprised of at least two members of the Board of Commissioners. It shall be the responsibility of this committee to implement the following preliminary transition plan:
  - Communicate with key stakeholders regarding actions taken by the Board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The Board of Commissioners shall maintain a current list of key stakeholders who must be contacted, such as residents, leaders of other units of local government, sponsors/businesses, foundations, bank used for operating and payroll accounts, etc.
  - Consider the need for consulting assistance (i.e., transition management, executive search consultant, state associations) based on the circumstances of the transition.
  - Review the organization's business plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
  - Establish a timeframe and plan for recruitment and selection process.
  - Refer to the Executive Director Job Description for sample of job description and qualifications.
4. In the event that an executive transition simultaneously involves the executive director and other key management staff, the Board may also consider temporarily subcontracting some of the organizational functions from a trained consultant or other organizations.