

# Sycamore

PARK DISTRICT

*Established 1923*

940 East State Street  
Sycamore, IL 60178  
email: [info@sycamoreparkdistrict.com](mailto:info@sycamoreparkdistrict.com)

(TEL) 815/895-3365  
(FAX) 815/895-3503  
[www.sycamoreparkdistrict.com](http://www.sycamoreparkdistrict.com)

**Sycamore Park District**

**Regular Board Meeting**

**September 22, 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  
August 25, 2015

**PUBLIC INPUT:**

**APPROVAL OF MONTHLY CLAIMS:**

7. Claims Paid Since Board Meeting (Roll Call Vote)
21. Claims Presented (Roll Call Vote)

**CONSENT AGENDA:**

27. Superintendent of Finance Monthly Report
30. Budget Report
47. Superintendent of Golf Operations Monthly Report
50. Superintendent of Parks and Facilities Monthly Report
55. Executive Director Monthly Report

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

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

September 22, 2015

PG 2

**CORRESPONDENCE-**

- 57. Jim & Karla Sauber Thank You
- 58. Sycamore Sports Boosters Golf Outing Thank You
- 59. Sycamore Chamber – Rose Treml Letter

Monthly Department Report: Kirk

**OLD BUSINESS:**

- Report of ACTION 2020 Committees—Dan/et.al.
- Leaf a Legacy
- Review of Agreements with Northern Illinois Dance and MMNH—  
Dan
- 60. Approve Interim Succession Policy—Dan
- 62. Change in Personnel Policy - Dan

**NEW BUSINESS:**

- 65. Quarterly Capital Funds Update—Jackie
- 67. Approval of Professional Services Firms and Negotiaton—Dan
- 69. Approval of Intergovernmental Agreement for Shared Projection  
System—Dan
- 75. Consideration of Proceeding with Sign Development - 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, August 25, 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 6:04 p.m. on Tuesday, August 25, 2015.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Kroeger, Schulz, and Strack. Commissioners Graves and Tucker were absent at this time. Commissioner Graves arrived at 6:27 pm.**

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

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **Commissioner Graves and Tucker at this time. Commissioner Graves arrived at 6:27 pm**

Staff members present were Director Dan Gibble, Jeff Donahoe, Jackie Hienbuecher, Kirk Lundbeck, Lisa Metcalf 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 Kroeger seconded the Motion.

**Voice Vote**

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

**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the July 28, 2015 Regular Meeting Minutes. and July 28, 2015 Special Meeting Minutes. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday August 25, 2015  
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**Public Input –**

President Strack noted he wants to extend compliments to Golf Operations. In month of July, we were budgeted to break even and actually made \$8400.00, which is great. Concessions missed revenue by \$13,000 but the bottom line number was \$7,000 better. Director Gibble noted he asked Kirk and Jeff to look at budget changes to help defray costs to hold the line on expenses.

**Claims and Accounts Approval**

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$124,480.26.  
 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 3-0.

**Correspondence –**

- Summer Staff Letter
- DCCF-Grant

**Department Presentation – Supt. of Finance Jackie Hienbuecher – Abatement**

**Information-** Supt. of Finance went over the five year plan and what is being proposed. She also noted the School District is working on their abatement process and is hoping they approve theirs so we can go forward with ours.

**Old Business –**

**Update on Survey** – Director Gibble noted there had been talk of a joint pool project with DeKalb Park District. DeKalb Park District will coordinate the distribution and management of the survey and share the results with us. We will help pay some of the cost. This will help us when we see what the residents think of this. The survey will be a random sample of four populations – Malta, Cortland, DeKalb and Sycamore. The goal is to see the desire or willingness to be a part of a larger project. We are hoping to have the results by November. There was some discussion on the survey questions and suggestions made.

**Report of Action 2020 Committees –**

President Strack noted they had their first Trails committee and felt it went well. There are two people on the committee that have worked on Trails projects before. They will be meeting on the 3<sup>rd</sup> Wednesday of each month.

Minutes of the Regular Meeting of the Board of Commissioners  
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**Report of Action 2020 Committees – cont'd –**

Commissioner Graves noted the Dog Park Committee met and is a very energetic group. They came up with 25 different wants in the dog park. After visiting other dog parks they took the list down to 10 items. They will now try to get that list down to top 5. They will be meeting again on 9-16.

Commissioner Schulz noted the Community Center Committee is going on community center tours on 9-10 seeing Downers Grove, Geneva and Huntley and 9-13 seeing Champaign.

Commissioner Kroeger noted we have received 12 responses to the RFQ. These were distributed to Tom Doty, Jessica Sida, Jeff Donahoe and himself to review. They took it down to four finalists. They will be interviewing these four on 9-9 and 9-10.

**Leaf a Legacy** – Director Gibble noted they are in the process of working on a final time line out through the end of next year. The group met to begin to rough out windows of opportunity to plug in different activities to promote leaf a legacy or give groups a window to do their fund raising. He and Sarah have finalized the calendar and should be sent out soon.

**Re-Visit Board By-Laws: Approve Recommended Changes** – Director Gibble noted that based on last two months meetings conversations, he is recommending board take action.

**Motion**

Commissioner Kroeger moved to approve the changes mirroring staff. The motion was seconded by Commissioner Schulz.

**Roll Call**

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

**New Business -**

**Review and Approve Recommended Changes in Personnel Policy Manual -**

**Motion**

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

**Roll Call**

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

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 Tuesday August 25, 2015  
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**Board Presentation at September 12 Fireworks & Fun Event.** – Director Gibble noted they had talked about rolling out Leaf a Legacy at the Fireworks. The Board would give some presentation possibly. President Strack noted maybe still announce it at concert but wait until later to give more details on amounts. There will be signs at the Farm and on Route 64. Director Gibble noted we will be doing a raffle for Leaf A Legacy. Supt. of Finance Hienbuecher suggested informing them about the Leaf A Legacy raffle at the beginning of the concert. The Board reached a consensus to not do a big announcement at the Fireworks.

**Review Draft of Succession Procedure** – Director Gibble noted this is the first step in a larger process. This requires a couple steps to get started. First is to call for it in the personnel policy and get authorization to take place. Final step is to adopt a succession procedure or process. The recommendation at this point is for first review. At next month’s meeting he will bring the changes in the personnel manual for approval. He will also ask that they adopt the recommendation next month for the succession procedure for the Interim Executive Director. The intent in a succession procedure is to have some procedure in place for all your key leadership positions. A succession procedure will also allow us to add positions as needed.

**Setting of Date for Next Study Session** - There was no need at this time for a meeting.

**Public Input** – At this time, Commissioner Kroeger noted he wanted to thank all for finding new locations for programs.

**Motion**

The Board adjourned the Regular Session at 7:29 pm on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District

DATE: 09/16/2015  
 TIME: 13:16:37  
 ID: AP450000.MOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 08/22/2015 TO 09/15/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ARFHU	410295	01 EMPL PREM	101000002006	08/12/15	00000000	55432	08/25/15	354.02	354.02
									354.02
									VENDOR TOTAL: 354.02
ARFHU	35697/00	01 LIQ FERT FOR GREENS	504100076506	08/19/15	00000698	55455	09/02/15	55.10	55.10
									55.10
									VENDOR TOTAL: 55.10
AUTOM	W33938	01 GC CYLINDER-CRANK SHAFT REPAIR	504000066409	08/26/15	00000000	55456	09/02/15	91.80	91.80
									91.80
									VENDOR TOTAL: 91.80
BANN	60483	01 TOUCH A TRUCK BANNER	206095136216	08/20/15	00000000	55433	08/25/15	35.00	35.00
									35.00
									VENDOR TOTAL: 35.00
CEDAR	568588	01 SPORTS FIELD RAKE TIRE	202100066403	08/18/15	00000697	55457	09/02/15	87.54	87.54
									87.54
									VENDOR TOTAL: 87.54
CHALL	0006695-IN	01 BRITISH SOCCER	205550146128	08/11/15	00000000	55458	09/02/15	380.00	380.00
									380.00
									VENDOR TOTAL: 380.00
COMCA	081915	01 CABLE	3030000096705	08/19/15	00000000	55434	08/25/15	286.78	286.78
		02 CABLE	5040000096705		00000000				44.46
		03 CABLE	1010000096706		00000000				44.47
		04 CABLE	2010000096706		00000000				98.92
									98.93
									VENDOR TOTAL: 286.78
COMMO	80415			08/04/15		55435	08/25/15	66.74	66.74
									VENDOR TOTAL: 286.78

FROM 08/22/2015 TO 09/15/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
80415		01 BOYNTON PARK	101500096702	08/04/15	00000000	55435	08/25/15	66.74	66.74
		02 KIWANIS PARK	101500096702		00000000				16.24
		03 EMTL CASSIER PARK	101500096702		00000000				28.95
									21.55
VENDOR TOTAL:									66.74
CONSERV FS									
2096730-IN		01 DIESEL - GOLF	504100076515	07/29/15	00000000	55438	08/25/15	5,439.57	923.40
		02 DIESEL - PARKS	101500076515		00000000				259.65
		03 DIESEL - SC	202100076515		00000000				522.37
									141.38
2096731-IN		01 GASOLINE - GOLF	504100076515	07/29/15	00000000	55438	08/25/15	5,439.57	550.08
		02 GASOLINE - PARKS	101500076515		00000000				82.01
		03 GASOLINE - SC	202100076515		00000000				44.48
		04 GASOLINE -TRUCKS	101500076515		00000000				26.41
									397.18
2096732-IN		01 TANK 4 - OLD SHOP - GAS	504000076515	07/29/15	00000000	55438	08/25/15	5,439.57	401.11
									401.11
2097546-IN		01 TANK 4 - OLD SHOP -GAS	504000076515	07/24/15	00000000	55438	08/25/15	5,439.57	911.30
		02 TANK 3 - OLD SHOP -DIESEL	504100076515		00000000				593.00
									318.30
2099712-IN		01 TANK 1 - NEW SHOP - DIESEL	504100076515	08/06/15	00000000	55438	08/25/15	5,439.57	468.13
		02 TANK 1 - NEW SHOP - DIESEL	101500076515		00000000				234.06
									234.07
2099713-IN		01 TANK 4 OLD SHOP - GAS	504000076515	08/06/15	00000000	55438	08/25/15	5,439.57	302.68
									302.68
2103581-IN		01 DIESEL - GOLF	504100076515	08/18/15	00000000	55438	08/25/15	5,439.57	493.77
		02 DIESEL - PARKS	101500076515		00000000				238.72
		03 DIESEL - SC	202100076515		00000000				243.18
									11.87
2103582-IN		01 GASOLINE - GOLF	504100076515	08/18/15	00000000	55438	08/25/15	5,439.57	679.68
		02 GASOLINE - PARKS	101500076515		00000000				103.67
		03 GASOLINE - SC	202100076515		00000000				45.38
		04 GASOLINE - TRUCKS	101500076515		00000000				54.32
									476.31
2103583-IN				08/18/15		55438	08/25/15	5,439.57	709.42



FROM 08/22/2015 TO 09/15/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INVT. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
DEKALB	2103583-IN	01 TANK 4 - OLD SHOP - GAS	504000076515	08/18/15	00000000	55438	08/25/15	5,439.57	709.42
									709.42
									VENDOR TOTAL: 5,439.57
DEKALB	33287	01 DIPSTICK- 935 TRIM MOWER	202100066403	08/11/15	00000696	55459	09/02/15	42.92	42.92
									42.92
									VENDOR TOTAL: 42.92
EUCLID	2453815175	01 MGD	303000086634	08/21/15	00000000	55431	08/24/15	665.00	665.00
		02 HEINEKEN	303000086634		00000000				59.20
		03 COORS LIGHT	303000086634		00000000				98.60
		04 MILLER LITE	303000086634		00000000				177.60
		05 MIKES BLK CHERRY	303000086635		00000000				88.80
		06 MIKES LEMON	303000086635		00000000				27.90
		07 KEG BEER	303000086634		00000000				27.90
		08 EMPTY KEGS	303000086634		00000000				242.00
		09 SHIPPING	303000086634		00000000				-60.00
									3.00
									VENDOR TOTAL: 538.10
FAIRWAY	091415	01 PAYOUT FOR MENS LEAGUE	504000046219	09/14/15	00000000	55501	09/15/15	2,530.00	2,530.00
									2,530.00
									VENDOR TOTAL: 2,530.00
FASTENAL	IICOR85325	01 LOCOTITE FOR ENGINE REBUILD	101500066403	08/18/15	00000701	55460	09/02/15	45.69	45.69
									45.69
									VENDOR TOTAL: 45.69



DATE: 09/16/2015  
 TIME: 13:16:37  
 ID: AP450000.MOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 08/22/2015 TO 09/15/2015

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

15-365293 01 TOP SOIL 101500076508 08/24/15 00000717 55485 09/04/15 90.00 90.00

MARS M.A.R.S., INC. 556884 01 DUMP TRUCK DUMP BOX REPAIR 101500066402 08/19/15 00000699 55465 09/02/15 40.00 40.00

MEL MELIN'S LOCK & KEY 17598 01 MAINT KEY COPY 101500076500 08/18/15 00000694 55466 09/02/15 5.66 5.66

OF OFFICE DEPOT 782781534001 01 BUS CARDS-TAPE-PAPER 101000046200 07/27/15 00000000 55440 08/25/15 273.91 223.94

02 BUS CARDS-TAPE-PAPER 201000046200 00000000 42.27  
 03 BATTERY - INK 101000046200 00000000 35.55  
 04 BATTERY - INK 201000046200 00000000 35.55  
 05 WRIST REST-FILE-BD-STRIPS 201000046200 00000000 68.29

782781687001 01 WALL PLANNER 201000046200 07/27/15 00000000 55440 08/25/15 273.91 39.98

782781688001 01 MARKERS 201000046200 07/25/15 00000000 55440 08/25/15 273.91 9.99

786571656001 01 PAPER 101000046200 08/13/15 00000000 55467 09/02/15 75.13 63.16

02 INK 101000046200 00000000 6.31  
 03 STAPLER-DESK ORGANIZER 101000046200 00000000 15.19  
 04 STAPLER-DESK ORGANIZER 201000046200 00000000 5.87  
 05 TAPE-MARKERS 101000046200 00000000 5.87  
 06 TAPE-MARKERS 201000046200 00000000 14.96

ONEAG ON EAGLES WINGS EQUINE CENTER 786571747001 01 CORRECTION TAPE 101000046200 08/13/15 00000000 55467 09/02/15 75.13 11.97

8-8-15 08/08/15 55468 09/02/15 400.00 349.04

VENDOR TOTAL: 400.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
8-8-15	01	INSTRUCTOR FEE	205010046128	08/08/15	00000000	55468	09/02/15	400.00	400.00
VENDOR TOTAL: 400.00									
PAULSEN	PAULSEN APPLIANCE								
090415	01	CHEST FREEZER FOR CH CONC	303000066400	09/04/15	00000000	55483	09/04/15	599.00	599.00
VENDOR TOTAL: 599.00									
PENDEL	PENDELTON TURF SUPPLY								
3264	01	GREENS FUNGICIDE/INSECTICIDE	504100076507	08/11/15	00000692	55469	09/02/15	765.00	765.00
VENDOR TOTAL: 765.00									
PEPSI	PEPSI COLA GEN. BOT.								
23604612	01	WATER	303000086631	09/01/15	00000726	55486	09/04/15	485.03	485.03
	02	PEPSI	303000086631		00000726			47.40	47.40
	03	MNT DEW	303000086631		00000726			64.26	64.26
	04	DT PEPPI	303000086631		00000726			42.84	42.84
	05	BIB	303000086630		00000726			64.26	64.26
								266.27	266.27
VENDOR TOTAL: 283.00									
PERFOR	PERFORMANCE FOOD GROUP								
4582008	01	CREDIT-FORTILLAS MISSING	303000086616	07/29/15	00000000	55471	09/02/15	1,148.78	1,148.78
VENDOR TOTAL: 1,148.78									
4626012	01	STEAKS- PALMER OUTING	303500086640	08/14/15	00000709	55471	09/02/15	1,148.78	1,148.78
VENDOR TOTAL: 317.75									
4637949	01	CHIPS	303000086622	08/26/15	00000710	55471	09/02/15	1,148.78	1,148.78
	02	KETCHUP	303000086629		00000710			111.96	111.96
VENDOR TOTAL: 23.82									

FROM 08/22/2015 TO 09/15/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4637949		03 GATORADE	303000086631	08/26/15	00000710	55471	09/02/15	1,148.78	852.89
		04 HOT DOGS	303000086615		00000710				259.46
		05 BRATS	303000086615		00000710				229.92
		06 FRENCH FRIES	303000086617		00000710				135.64
		07 HAMBURGER BUNS	303000086613		00000710				17.77
		08 RELISH	303000086629		00000710				26.64
		09 PRYER OIL	303000086617		00000710				24.90
									22.78
		VENDOR TOTAL: 1,148.78							
10948		PLAYERS GOLF CARS							
		01 CART RENTALS - 8-14-15	504000036126	08/20/15	00000000	55472	09/02/15	1,125.00	900.00
		CART 60111 REPAIR							
		01 REPAIR OF RENTAL CART 60111	504000036126	09/02/15	00000000	55472	09/02/15	1,125.00	225.00
		VENDOR TOTAL: 1,125.00							
14307		PROVIDENT DIRECT							
		01 FIREWORKS POSTCARD & POSTAGE	101000046208	09/02/15	00000000	55473	09/02/15	3,166.96	3,166.96
		02 FIREWORKS POSTCARD & POSTAGE	201000046208		00000000				1,583.48
		VENDOR TOTAL: 3,166.96							
501397-090115		RESOURCE BANK							
		01 DEBT CERT- INTEREST	211000156900	08/18/15	00000000	55441	08/25/15	6,165.00	6,165.00
		VENDOR TOTAL: 6,165.00							
0002495-IN		SPECIALTIES DIRECT							
		01 POOL BATH STALL DOOR HARDWARE	518100066401	07/10/15	00000000	55442	08/25/15	53.00	53.00
		VENDOR TOTAL: 53.00							
4182		SUPERIOR BEVERAGE							
		01 KEG	303000086634	08/19/15	00000706	55474	09/02/15	734.40	734.40
		02 BUD LT	303000086634		00000706				242.00
		03 BUD	303000086634		00000706				299.00
		04 BUD LIME	303000086634		00000706				59.20
		05 SHOCK TOP	303000086634		00000706				66.20
		VENDOR TOTAL: 53.00							

FROM 08/22/2015 TO 09/15/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SYCAPS	4182	06 KEG RETURN	303000086634	08/19/15	00000706	55474	09/02/15	734.40	734.40
		07 ARNIE PALMER	303000086631		00000706				-60.00
									88.00
VENDOR TOTAL: 734.40									
SYCPK2	090815	01 PETTY CASH	201000001010	09/09/15	00000000	55487	09/09/15	400.00	400.00
		01 PETTY CASH FOR FIREWORKS							400.00
									400.00
VENDOR TOTAL: 400.00									
T0000024	REIMB 8-24-15	01 8-22 PARTY TIP	303500003090	08/24/15	00000000	55475	09/02/15	169.06	169.06
		02 8-21 PALMER TIP	303500003090		00000000				50.00
		03 JEWEL REIMB	303000086612		00000000				110.35
		04 JEWEL REIMB	303000086636		00000000				3.98
		05 JEWEL REIMB	303000086629		00000000				1.00
VENDOR TOTAL: 400.00									
T0000045	091115	MARTIN, JEANNETTE							
		01 REFUND	205660426218	09/11/15	00000000	55502	09/15/15	65.00	65.00
VENDOR TOTAL: 65.00									
T0001170	083115	METCALF, LISA							
		01 MILEAGE	201000046211	08/31/15	00000000	55476	09/02/15	66.02	66.02
VENDOR TOTAL: 66.02									
T0001283	082115	STRACK, TED							
		01 CONFERENCE PARKING	101000046211	08/21/15	00000000	55443	08/25/15	99.00	99.00
VENDOR TOTAL: 99.00									

FROM 08/22/2015 TO 09/15/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001284	CARLSON, KELLY								
	061115	01 REFUND	205550026218	06/11/15	00000000	55454	08/31/15	114.00	114.00
									114.00
									VENDOR TOTAL: 114.00
T0001285	CARSON, ENYTH								
		REFUND NON RES FEE							
		01 REFUND OF NON RESIDENT RATE PD 205550026218		09/02/15	00000000	55477	09/02/15	20.00	20.00
		02 REFUND OF NON RESIDENT RATE PD 205550036218			00000000				10.00
									10.00
									VENDOR TOTAL: 20.00
T0001286	KANTNER, ASHTON								
	090415	01 CANCELLED CLASS	205550026218	09/04/15	00000000	55488	09/09/15	62.00	62.00
									62.00
									VENDOR TOTAL: 62.00
T0001287	ROBBINS, ALYSSA								
	090415	01 CANCELLED CLASS REFUND	205550026218	09/04/15	00000000	55489	09/09/15	52.00	52.00
									52.00
									VENDOR TOTAL: 52.00
T0001288	MCCARTHY, ALEXANDRIA								
	090815	01 REFUND OF DEPOSIT-PD ON RENTAL 101000004000		09/09/15	00000000	55490	09/09/15	50.00	50.00
									50.00
									VENDOR TOTAL: 50.00
T0001289	FOLLMAN, JULIE								
	090915	01 CANCELLED CLASS REFUND	205010396218	09/09/15	00000000	55491	09/09/15	35.00	35.00
									35.00
									VENDOR TOTAL: 35.00
T0001290	ARRIAGA, MIGUEL								
	090915	01 CANCELLED CLASS	205550026218	09/09/15	00000000	55494	09/09/15	52.00	52.00
									52.00
									VENDOR TOTAL: 52.00
T0001291	CARSON, ENYTH								
	090915			09/09/15		55495	09/09/15	62.00	62.00
									VENDOR TOTAL: 62.00

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001292	090915	01 CANCELLED CLASS	205550026218	09/09/15	00000000	55495	09/09/15	62.00	62.00
									VENDOR TOTAL: 62.00
T0001293	090915	01 CANCELLED CLASS	205550026218	09/09/15	00000000	55496	09/09/15	52.00	52.00
									VENDOR TOTAL: 52.00
T0001294	090915	01 CANCELLED CLASS	205550026218	09/09/15	00000000	55497	09/09/15	52.00	52.00
									VENDOR TOTAL: 52.00
T0001295	090915	01 CANCELLED CLASS	205550026218	09/09/15	00000000	55498	09/09/15	52.00	52.00
									VENDOR TOTAL: 52.00
T0001296	090915	01 CANCELLED CLASS	205550026218	09/09/15	00000000	55499	09/09/15	52.00	52.00
									VENDOR TOTAL: 52.00
T0001297	091415	01 CANCELLED CLASS	205550076218	09/14/15	00000000	55503	09/15/15	10.00	10.00
									VENDOR TOTAL: 10.00
T0001298	091115	01 CANCELLED CLASS	205010256218	09/11/15	00000000	55504	09/15/15	58.00	58.00
									VENDOR TOTAL: 58.00





FROM 08/22/2015 TO 09/15/2015

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

ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
01	MASON SAND	101500076509	08/04/15	00000000	55445	08/25/15	2,366.82	2,366.82
02	MOSQUITO CONTROL	101500076500		00000000				583.47
03	POOL RADIO REPAIR	518100056300		00000000				50.72
04	CAMERA	201000076500		00000000				64.10
05	LICENSING	206194006210		00000000				294.97
06	WEBINAR	101000046207		00000000				242.98
07	CALIGRAPHY PENS	101000046200		00000000				25.00
08	WHEELBARROW TUBE	101500066403		00000000				21.99
09	OVERNIGHT MAILING	201000046202		00000000				16.98
10	OVERNIGHT MAILING	101000046202		00000000				3.37
11	FOOD-MEETINGS-MOVE	101000046212		00000000				3.37
12	FOOD-MEETINGS-MOVE	201000046212		00000000				107.38
13	CONSTANT CONTACT	101000046206		00000000				107.38
14	CONSTANT CONTACT	201000046206		00000000				28.50
15	ADBOVE CREATIVE CLOUD	201000046206		00000000				28.50
16	ADBOVE CREATIVE CLOUD	101000046206		00000000				299.94
17	FACEBOOK MARKETING	101000046214		00000000				299.94
18	FACEBOOK MARKETING	201000046214		00000000				25.89
19	BOXES-TAPE FOR CC MOVE	201000076500		00000000				25.89
								136.45
VULCAN MATERIALS CO.							VENDOR TOTAL:	2,366.82

30986646	01	FIELD 1 SCREENINGS MATERIAL	202100076533	08/18/15	00000000	55481	09/02/15	228.39	16.72
30991738	01	FIELD 1 SCREENING MATERIALS	202100076533	08/25/15	00000000	55481	09/02/15	228.39	16.72
WALMART COMMUNITY/RFC5ILC							VENDOR TOTAL:	228.39	211.67

81615	01	SUPPLIES	205230266216	08/16/15	0000619	55452	08/27/15	1,226.77	1,226.77
	02	SUPPLIES	205230266216		0000620				43.78
	03	POOL MAINT	518000076510		0000690				1.75
	04	ARNIE PALMERS	303000086631		0000617				24.37
	05	MUFFINS	303000086611		0000617				73.12
	06	LEFTUCE	303000086629		0000684				14.96
	07	TOMATOES	303000086629		0000684				4.44
	08	BAGEL	303000086610		0000684				3.54
	09	HOT DOG BUNS	303000086615		0000684				1.34
	10	AIRHEADS	303000086624		0000688				19.36
WALMART COMMUNITY/RFC5ILC							VENDOR TOTAL:	228.39	59.88

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	81615			08/16/15		55452	08/27/15	1,226.77	1,226.77
		11 CANDY	303000086624		00000688				23.36
		12 TRAIL MIX	303000086618		00000688				7.64
		13 DANISHES	303000086611		00000683				9.00
		14 HOT DOG BUNS	303000086615		00000683				11.44
		15 HOT DOG BUNS	303000086615		00000682				25.60
		16 PEANUTS	303000086618		00000685				7.48
		17 SLIM JIM	303000086623		00000685				17.97
		18 CANDY	303000086624		00000685				80.62
		19 MUFFINS	303000086611		00000685				22.44
		20 CANDY	303000086624		00000685				20.98
		21 COLE SLAW DRESSING	303500086640		00000680				8.04
		22 CABBAGE/CARROTS	303500086640		00000680				4.00
		23 BREAD	303500086640		00000680				4.00
		24 PIE	303500086640		00000680				24.90
		25 CHARCOAL/LIGHTER FLUID	303500086640		00000680				21.26
		26 BLOODY MARY MIX	303000086636		00000680				9.76
		27 COCKTAIL MIXES/LIME JUICE	303000086636		00000680				16.84
		28 LETTUCE	303000086629		00000680				4.44
		29 HOT DOG BUNS	303000086615		00000680				5.28
		30 POP ICE	303000086626		00000680				7.54
		31 TOILET BOWL CLEANER	518000076510		00000680				5.76
		32 TOMATOES	303000086629		00000681				5.15
		33 HOT DOGS BUNS	303000086615		00000681				9.68
		34 KSO- CONDIMENTS	303500086640		00000644				12.76
		35 KSO BUNS	303500086640		00000644				3.84
		36 CRANBERRY JUICE	303000086636		00000644				7.96
		37 TOMATO/LETTUCE/ONION	303000086629		00000644				11.83
		38 CREAMER	303000086632		00000644				7.04
		39 BREAD	303000086612		00000644				3.36
		40 HOT DOG BUNS	303000086615		00000644				10.56
		41 BLOODY MARY MIX	303000086636		00000643				39.04
		42 HOT DOG BUNS	303000086615		00000643				13.20
		43 ENGLISH MUFFINS	303000086610		00000643				4.56
		44 BAGELS	303000086610		00000643				2.68
		45 ONION/TOMATOE	303000086629		00000689				8.86
		46 WORCESTERSHIRE SAUCE	303000086615		00000689				1.43
		47 DANISHES	303000086611		00000689				6.00
		48 HOT DOG BUNS	303000086615		00000689				8.80
		49 BREAD	303000086612		00000678				6.76
		50 FRUIT SNACKS	303000086623		00000678				7.32
		51 PEANUTS	303000086618		00000678				14.96
		52 DANISHES	303000086611		00000678				54.34
		53 CANDY	303000086624		00000678				246.48
		54 AIRHEADS	303000086624		00000678				99.80
		55 STRAWS	303000076550		00000678				10.24

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	81615	56 PLATES	303500076550	08/16/15	00000678	55452	08/27/15	1,226.77	1,226.77
		57 HOT DOG BUNS	303000086615		00000679				17.82
		58 LETTUCE	303000086629		00000679				17.60
									2.96

VENDOR TOTAL: 1,226.77

WASTE	WASTE MANAGEMENT	WASTE REM - ADM	WASTE REM - CONC	WASTE REM - ADM	WASTE REM - OLD SHOP	WASTE REM - SC	WASTE REM - PARKS	WASTE REM - POOLS	WASTE REM - PICNIC	WASTE REM - CC
3473802-2011-6		01	02	03	04	05	06	07	08	09
		101000056302	303000056302	101000056302	504100056302	202100056302	101500056302	518100056302	101500056302	207500056302
		08/01/15								
		00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000
		55446								
		08/25/15								
		655.22								
		655.22	63.02	63.03	5.00	38.70	95.84	95.84	82.04	147.23
										64.52

3477969-2011-9	WASTE REMOVAL - ADM	WASTE REMOVAL - CH	WASTE REMOVAL - ADM	WASTE REMOVAL - OLD SHOP	WASTE REMOVAL - SC	WASTE REMOVAL - PARKS	WASTE REMOVAL - POOL	WASTE REMOVAL - PICNIC	WASTE REMOVAL - CC
01	02	03	04	05	06	07	08	09	
101000056302	303000056302	101000056302	504100056302	202100056302	101500056302	518100056302	101500056302	207500056302	
09/01/15									
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000
55482									
09/02/15									
681.19									
681.19	62.60	62.60	5.00	38.33	94.90	94.90	81.22	145.81	95.83

VENDOR TOTAL: 1,336.41  
 TOTAL --- ALL INVOICES: 47,389.77

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SYCAMORE PARK DISTRICT  
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*Board-  
New*

INVOICES DUE ON/BEFORE 09/16/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	9,039.83	615.00
AT&T2	A T & T	757.78	11.22
BOCKY	BOCKYN, LLC	2,400.00	150.00
CINTA	CINTAS CORPORATION #355	1,221.87	30.64
DYNEGY E	DYNEGY ENERGY SERVICES	26,705.44	378.11
ECO	ECOWATER SYSTEMS, INC.	423.31	93.95
ENGIN	ENGINEERING RESOURCE ASSOC	44,872.25	466.50
FRONTIER	FRONTIER	10,976.66	339.56
GROUPL	GROUP PLAN SOLUTIONS	723.50	24.75
HARR	HARRIS		4,069.96
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	3,240.13	83.45
KAR	KAR-FRE FLOWERS	239.44	36.47
MENA	MENARDS - SYCAMORE	2,887.17	4.99
NEWV	NEW VALUES MAGAZINE	978.00	575.00
NICOR	NICOR GAS	14,610.59	79.28
OF	OFFICE DEPOT	2,016.52	114.31
PDRMA	PDRMA	198,848.41	3,995.12
ROYER	CURRAN CONTRACTING-ROYER		111,178.95
SHAW	SHAW SUBURBAN MEDIA	1,971.85	107.75
SOFT	SOFT WATER CITY	8,961.30	27.00
SPARKLE	SPARKLE JANITORIAL SERVICE	17,243.28	887.50
SUNDOG	SUN DOG IT	17,672.23	647.45
SYCPUMP	SYCAMORE PUMPKIN FESTIVAL COMM		40.00
SYCROT	SYCAMORE ROTARY CLUB	300.00	97.50
UNUM	UNUM LIFE INSURANCE	2,224.63	40.79
	ADMINISTRATION		124,095.25
15	PARKS		
ARTHU	ARTHUR CLESEN, INC.	14,515.15	568.00
AT&T2	A T & T	757.78	0.82
CARQ	CARQUEST AUTO PARTS	5,157.58	350.69
CINTA	CINTAS CORPORATION #355	1,221.87	46.68
CITY2	CITY OF SYCAMORE	2,774.97	115.83
COMMO	COMMONWEALTH EDISON	4,855.19	204.47
CONS	CONSERV FS	22,203.32	598.26
DEKA	DEKALB LAWN & EQUIPMENT CO.	708.94	35.40
DEKA2	DEKALB IMPLEMENT CO.,	32,505.83	433.05
DYNEGY E	DYNEGY ENERGY SERVICES	26,705.44	367.20
ENCAP	ENCAP, INC	53,549.00	2,989.00
FRONTIER	FRONTIER	10,976.66	98.05
HOMER	HOMER INDUSTRIES	2,960.00	1,480.00

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/16/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
15	PARKS		
MAPLE	MAPLE PARK LANDSCAPE-TRUCKING	1,248.08	120.00
MAR	ARCH CHEM-MARINE BIOCHEM	8,425.00	800.00
MARS	M.A.R.S., INC.	337.00	241.00
MENA	MENARDS - SYCAMORE	2,887.17	137.08
NICOR	NICOR GAS	14,610.59	166.78
PDRMA	PDRMA	198,848.41	571.06
PROS	PROSAFETY, INC.	235.28	68.98
R&R	R & R PRODUCTS INC.	176.29	302.42
SOFT	SOFT WATER CITY	8,961.30	60.75
UNUM	UNUM LIFE INSURANCE	2,224.63	7.22
VERM	VERMEER-ILLINOIS INC.	87.29	432.34
	PARKS		10,195.08
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	757.78	11.21
BOCKY	BOCKYN, LLC	2,400.00	150.00
CINTA	CINTAS CORPORATION #355	1,221.87	8.56
DYNEGY E	DYNEGY ENERGY SERVICES	26,705.44	378.11
ECO	ECOWATER SYSTEMS, INC.	423.31	93.96
FRONTIER	FRONTIER	10,976.66	339.56
GROUPPL	GROUP PLAN SOLUTIONS	723.50	24.75
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	3,240.13	83.46
KAR	KAR-FRE FLOWERS	239.44	36.48
NEWV	NEW VALUES MAGAZINE	978.00	575.00
NICOR	NICOR GAS	14,610.59	47.97
OF	OFFICE DEPOT	2,016.52	434.76
PDRMA	PDRMA	198,848.41	4,084.63
SHAW	SHAW SUBURBAN MEDIA	1,971.85	107.75
SPARKLE	SPARKLE JANITORIAL SERVICE	17,243.28	887.50
SUNDOG	SUN DOG IT	17,672.23	647.45
SYCPUMP	SYCAMORE PUMPKIN FESTIVAL COMM		40.00
SYCROT	SYCAMORE ROTARY CLUB	300.00	97.50
UNUM	UNUM LIFE INSURANCE	2,224.63	50.60
WDKB-FM	WDKB-FM	3,250.00	75.00
	ADMINISTRATION		8,174.25
21	SPORTS COMPLEX MAINTENANCE		

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/16/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
CONS	CONSERV FS	22,203.32	96.31
DYNEGY E	DYNEGY ENERGY SERVICES	26,705.44	157.91
MENA	MENARDS - SYCAMORE	2,887.17	84.04
PDRMA	PDRMA	198,848.41	4,507.86
UNUM	UNUM LIFE INSURANCE	2,224.63	58.49
	SPORTS COMPLEX MAINTENANCE		4,904.61
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	3,260.77	369.36
MENA	MENARDS - SYCAMORE	2,887.17	87.92
	MIDWEST MUSEUM OF NATURAL HIST		457.28
50	PROGRAMS - YOUTH		
T0001302	ROBINSON, CINDY		150.00
	PROGRAMS - YOUTH		150.00
56	PROGRAMS - FITNESS		
T0001303	RAY, MELISSA		10.00
	PROGRAMS - FITNESS		10.00
60	PROGRAMS - SPECIAL EVENTS		
FRANK	FRANKOWSKI, MIKE		100.00
WDKB-FM	WDKB-FM	3,250.00	300.00
	PROGRAMS - SPECIAL EVENTS		400.00
61	PROGRAMS - CONCERTS		
BMI	BMI		19.00
	PROGRAMS - CONCERTS		19.00

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INVOICES DUE ON/BEFORE 09/16/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
RECREATION			
75	COMMUNITY CENTER		
AT&T2	A T & T	757.78	54.31
FRONTIER	FRONTIER	10,976.66	367.19
	COMMUNITY CENTER		421.50
DONATIONS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	44,872.25	567.53
	ADMINISTRATION		567.53
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	26,705.44	162.05
NICOR	NICOR GAS	14,610.59	20.56
WARE	WAREHOUSE DIRECT BUSINESS	782.14	146.10
	CLUBHOUSE CONCESSIONS		328.71
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	26,705.44	132.11
	SPORTS COMPLEX CONCESSIONS		132.11
GOLF COURSE			
10	ADMINISTRATION		
FOOT	FOOTJOY		109.55
HORN	HORNUNG'S PRO GOLF SALES INC.	2,629.81	58.26
	ADMINISTRATION		167.81
40	GOLF OPERATIONS		
AT&T2	A T & T	757.78	4.37
CINTA	CINTAS CORPORATION #355	1,221.87	8.00



INVOICES DUE ON/BEFORE 09/16/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
40	GOLF OPERATIONS		
CONS	CONSERV FS	22,203.32	736.06
DYNEGY E	DYNEGY ENERGY SERVICES	26,705.44	223.76
FRONTIER	FRONTIER	10,976.66	83.40
NEWV	NEW VALUES MAGAZINE	978.00	300.00
NICOR	NICOR GAS	14,610.59	20.56
NIV	NIVEL PARTS & MANUFACTURING	3,553.57	115.35
PDRMA	PDRMA	198,848.41	1,915.23
SOFT	SOFT WATER CITY	8,961.30	60.75
UNUM	UNUM LIFE INSURANCE	2,224.63	18.50
WDKB-FM	WDKB-FM	3,250.00	75.00
	GOLF OPERATIONS		3,560.98
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	14,515.15	2,692.09
CINTA	CINTAS CORPORATION #355	1,221.87	46.64
CONS	CONSERV FS	22,203.32	308.81
DYNEGY E	DYNEGY ENERGY SERVICES	26,705.44	1,562.79
ENCAP	ENCAP, INC	53,549.00	225.00
FRONTIER	FRONTIER	10,976.66	98.06
MENA	MENARDS - SYCAMORE	2,887.17	63.98
NICOR	NICOR GAS	14,610.59	157.46
PDRMA	PDRMA	198,848.41	3,613.39
R&R	R & R PRODUCTS INC.	176.29	185.95
UNUM	UNUM LIFE INSURANCE	2,224.63	40.70
	GOLF MAINTENANCE		8,994.87
SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER	10,976.66	41.02
SOFT	SOFT WATER CITY	8,961.30	66.50
	POOL		107.52
81	POOL MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	26,705.44	872.83
HAWK	HAWKINS INC	3,549.95	35.00

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
SWIMMING POOL			
81	POOL MAINTENANCE		
MENA	MENARDS - SYCAMORE	2,887.17	198.00
NICOR	NICOR GAS	14,610.59	860.80
	POOL MAINTENANCE		1,966.63
CAPITAL PROJECTS			
10	ADMINISTRATION		
ROYER	CURRAN CONTRACTING-ROYER		50,000.00
	ADMINISTRATION		50,000.00
	TOTAL ALL DEPARTMENTS		214,653.13

Interim \$ 47,389.77  
New \$ 214,653.13  

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Total \$ 262,042.90

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: September 22, 2015

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

- Attended Superintendent and Board meetings.
- Continued to analyze financial statements and highlight any areas of concern to communicate with department heads.
- Provided documentation to assist with year-end projections.
- Began process of updating five year capital plan.
- Assisted with Fireworks & Fun event.
- Started spreadsheet to document Leaf a Legacy donations.
- Updated annual PCI compliance report for credit card processing.
- Participated in PDRMA PATH Essentials webinar.
- Participated in PDRMA webinar regarding new health plan options.
- Reviewed medical plan cost modeling tool provided by PDRMA. This will assist us in determining the cost of the various options that will be available from PDRMA for 2016 health care insurance.
- Attended PDRMA Health Program Council meeting to approve final rates for 2016 Health Insurance.
- Set PDRMA 2016 screening date for employees.
- Reviewed Frontier billings and cancelled services no longer needed.

- Catering/special events/room rentals: 3 room rentals, 4 golf outings

**Administrative Initiatives** (10/1/15 – 10/31/15)

- Attend any scheduled “Action 2020” meetings.
- Attend Superintendent and Board meetings.
- Attend IAPD Legal Symposium.
- Participate in IMRF webinar, Employer Rates – The How’s and the Why’s.
- Consolidate and review projected 2015 year-end financial data.
- Provide spreadsheets and documentation to department heads in preparation of the 2016 FY Operating Budget.
- Begin process for calculating the 2015 Tax Levy.
- Contact Speer Financial regarding annual G.O. Bond schedule.
- 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 and or Operating Budget.
- Consider server replacement quotes and determine timing of Office 365 transition.
- Analyze new health plan options offered by PDRMA. Evaluate both the agency and employee impact of each option available. Make recommendation.

- Look into ATM & AV system with large screen for clubhouse.
- Work with Harris and Sundog on use of accounting software on additional workstations. This will allow department heads access to financial information from their own terminal. Will also allow for staff to enter their own purchase orders and beginning budget figures.
- Continue to review outstanding accounts payable checks to determine validity.
- Work with staff in updating clubhouse rules and forms.
- Catering/special events/room rentals: 4 room rentals,

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**Corporate Fund (10)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>									
Administration	35,467.00	78,824.10	122.2%	684,030.00	749,231.35	9.5%	1,237,143.00	379,161.76	97.6%
Parks	388.00	656.69	69.3%	6,992.00	5,724.53	-18.1%	12,949.00	7,793.09	-26.5%
<b>Total Revenues</b>	<b>35,855.00</b>	<b>79,480.79</b>	<b>121.7%</b>	<b>691,022.00</b>	<b>754,955.88</b>	<b>9.3% (1)</b>	<b>1,250,092.00</b>	<b>386,954.85</b>	<b>95.1% (1)</b>
<b>Expenses</b>									
Administration	44,310.00	27,320.61	-38.3%	462,339.00	287,277.92	-37.9% (2)	619,082.00	247,568.12	16.0% (3)
Parks	28,181.00	33,630.43	19.3%	175,305.00	145,403.79	-17.1% (4)	238,703.00	159,946.92	-9.1% (4)
<b>Total Expenses</b>	<b>72,491.00</b>	<b>60,951.04</b>	<b>-15.9%</b>	<b>637,644.00</b>	<b>432,681.71</b>	<b>-32.1%</b>	<b>857,785.00</b>	<b>407,515.04</b>	<b>6.2%</b>
<b>Total Fund Revenues</b>	<b>35,855.00</b>	<b>79,480.79</b>	<b>121.7%</b>	<b>691,022.00</b>	<b>754,955.88</b>	<b>9.3%</b>	<b>1,250,092.00</b>	<b>386,954.85</b>	<b>95.1%</b>
<b>Total Fund Expenses</b>	<b>72,491.00</b>	<b>60,951.04</b>	<b>-15.9%</b>	<b>637,644.00</b>	<b>432,681.71</b>	<b>-32.1%</b>	<b>857,785.00</b>	<b>407,515.04</b>	<b>6.2%</b>
<b>Surplus (Deficit)</b>	<b>(36,636.00)</b>	<b>18,529.75</b>	<b>-150.6%</b>	<b>53,378.00</b>	<b>322,274.17</b>	<b>503.8%</b>	<b>392,307.00</b>	<b>(20,560.19)</b>	<b>-1667.5%</b>

- (1) Primary difference is due to Real Estate Taxes. Budgeted to receive 54% through August. In 2015 received 59.5% 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 41.2% \$16,306, gas/oil 52.2% \$9,925, utility - gas 50.4% \$3,039. There are also some timing differences with play areas (mulch), ENCAP maintenance work, and health insurance.

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**Recreation Fund (20)**

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2014 YTD Actual	
<b>Revenues</b>									
Administration	25,582.00	57,828.70	126.05%	460,477.00	518,833.21	12.67% (1)	852,736.00	502,294.79	3.3% (1)
Sports Complex	15,750.00	9,399.00	-40.32%	26,800.00	19,832.15	-26.00% (2)	33,650.00	26,358.00	-24.8% (2)
Sports Complex Maintenance	1,128.00	3,146.30	178.93%	20,308.00	24,591.31	21.09%	37,607.00	22,976.66	7.0%
Midwest Museum of Natural Hist	-	-		1,199.00	2,461.94	105.33% (3)	2,398.00	599.52	310.7% (3)
Programs-Youth	1,777.00	1,937.16	9.01%	11,776.00	11,476.99	-2.54% (4)	16,730.00	15,716.29	-27.0% (4)
Programs-Teens	5.00	42.00	740.00%	2,301.00	2,422.58	5.28% (4)	4,163.00	2,325.96	4.2% (4)
Programs-Adult	25.00	234.00	836.00%	975.00	1,042.14	6.89% (4)	975.00	1,840.00	-43.4% (4)
Programs-Family	88.00	-	-100.00%	6,233.00	8,737.00	40.17% (4)	11,693.00	7,357.38	18.8% (4)
Programs-Leagues	6.00	720.00	#####	113.00	863.95	664.56% (4)	5,190.00	84.63	920.9% (4)
Programs-Youth Athletics	2,978.00	2,672.00	-10.28%	20,146.00	22,303.00	10.71% (4)	21,020.00	22,426.45	-0.6% (4)
Programs-Fitness	4,061.00	403.00	-90.08%	28,900.00	19,167.85	-33.68% (4)	37,815.00	32,577.12	-41.2% (4)
Programs-Preschool	-	-	#DIV/0!	-	-	#DIV/0! (4)	-	-	#DIV/0! (4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (4)	-	345.00	-100.0% (4)
Programs-Dance	-	741.00	#DIV/0!	240.00	5,067.24	2011.35% (4)	240.00	2,935.00	72.6% (4)
Programs-Special Events	8.00	95.00	1087.50%	3,358.00	2,235.14	-33.44% (4)	3,710.00	4,568.23	-51.1% (4)
Programs-Concerts	-	-	#DIV/0!	7,700.00	5,950.00	-22.73%	8,800.00	7,100.00	-16.2%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (4)	-	-	#DIV/0! (4)
Brochure	-	-	#DIV/0!	7,900.00	7,100.00	-10.13%	7,900.00	8,050.00	-11.8%
Weight Room	976.00	-	-100.00%	12,218.00	8,101.19	-33.69% (5)	18,245.00	12,733.70	-36.4% (5)
Community Center	112.00	-	-100.00%	2,011.00	1,421.06	-29.34%	3,724.00	1,914.18	-25.8%
<b>Total Revenues</b>	<b>52,496.00</b>	<b>77,218.16</b>	<b>47.09%</b>	<b>612,655.00</b>	<b>661,606.75</b>	<b>7.99%</b>	<b>1,066,596.00</b>	<b>672,202.91</b>	<b>-1.6%</b>

(1) Real Estate taxes budgeted to have received 54% ytd. Acutally have received 59.5%. Also, proceeds from CC auction are in 2015, \$9,199

(2) Timing. Storm Dayz payment has not been received.

(3) 2014 payment never received so replaced and deposited in 2015.

(4) Revenue from programs are below budget .98% \$726 and decreased 18.7%, \$16,860 compared to 2014, primarily in fitness.

(5) Closing of the community center

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Expenses											
Administration	23,811.00	22,099.34	-7.19%	213,594.00	212,878.40	-0.34%	316,360.00	201,771.93	5.5%	(1)	
Sports Complex	-	-	#DIV/0!	-	250.00	#DIV/0!	-	-	#DIV/0!		
Sports Complex Maintenance	31,683.00	35,502.23	12.05%	260,295.00	261,876.59	0.61%	383,722.00	250,081.12	4.7%		
Midwest Museum of Natural Hist	345.00	664.00	92.46%	7,000.00	4,472.81	-36.10%	(2)	9,500.00	6,602.34	-32.3%	(2)
Programs-Youth	2,005.00	383.36	-80.88%	7,441.00	7,520.59	1.07%	(3)	11,414.00	10,050.19	-25.2%	(3)
Programs-Teens	-	-	#DIV/0!	2,095.00	2,207.33	5.36%	(3)	3,926.00	1,414.64	56.0%	(3)
Programs-Adult	160.00	40.53	-74.67%	785.00	538.97	-31.34%	(3)	785.00	520.00	3.6%	(3)
Programs-Family	-	-	#DIV/0!	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	-	468.00	#DIV/0!	12,164.00	10,030.00	-17.54%	(3)	17,149.00	14,037.72	-28.5%	(3)
Programs-Fitness	1,620.00	25.00	-98.46%	14,007.00	9,502.75	-32.16%	(3)	21,178.00	15,678.09	-39.4%	(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	-	-	#DIV/0!	180.00	3,321.11	1745.06%	(3)	180.00	2,897.00	14.6%	(3)
Programs-Special Events	-	35.00	#DIV/0!	1,795.00	3,064.41	70.72%	(3)	13,480.00	2,892.87	5.9%	(3)
Programs-Concerts	-	617.98	#DIV/0!	8,700.00	8,837.34	1.58%		8,700.00	10,185.36	-13.2%	
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	-	#DIV/0!	(3)
Brochure	9,130.00	6,718.50	-26.41%	17,410.00	14,172.79	-18.59%		25,100.00	16,724.30	-15.3%	
Weight Room	-	-	#DIV/0!	50.00	4,533.40	8966.80%	(4)	600.00	976.30	364.3%	(4)
Community Center	14,880.00	4,639.37	-68.82%	104,602.00	84,648.25	-19.08%	(5)	155,352.00	97,330.61	-13.0%	(5)
<b>Total Expenses</b>	<b>83,634.00</b>	<b>71,193.31</b>	<b>-14.88%</b>	<b>658,169.00</b>	<b>637,010.52</b>	<b>-3.21%</b>		<b>981,943.00</b>	<b>639,291.98</b>	<b>-0.4%</b>	
Total Fund Revenues	52,496.00	77,218.16	47.09%	612,655.00	661,606.75	7.99%		1,066,596.00	672,202.91	-1.6%	
Total Fund Expenses	83,634.00	71,193.31	-14.88%	658,169.00	637,010.52	-3.21%		981,943.00	639,291.98	-0.4%	
Surplus (Deficit)	(31,138.00)	6,024.85	-119.35%	(45,514.00)	24,596.23	-154.04%		84,653.00	32,910.93	-25.3%	

(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 2.53% \$1,177 and 18.5% \$10,279 less than 2014.

(4) Refunds of weight room memberships

(5) Variances due to closing of the community center.



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**Donations (21)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	-	150.00	#DIV/0!	-	162.81	#DIV/0!	35,000.00	1,505.93	-89.2%
Total Revenues	-	150.00	#DIV/0!	-	162.81	#DIV/0!	35,000.00	1,505.93	-89.2%
Expenses									
Administration	6,750.00	6,165.00	-8.67%	48,500.00	30,951.24	-36.18% (1)	48,500.00	14,550.00	112.7%
Total Expenses	6,750.00	6,165.00		48,500.00	30,951.24		48,500.00	14,550.00	112.7%
Total Fund Revenues	-	150.00	#DIV/0!	-	162.81	#DIV/0!	35,000.00	1,505.93	-89.2%
Total Fund Expenses	6,750.00	6,165.00		48,500.00	30,951.24		48,500.00	14,550.00	112.7%
Surplus (Deficit)	(6,750.00)	(6,015.00)	-10.89%	(48,500.00)	(30,788.43)	-36.52%	(13,500.00)	(13,044.07)	136.0%

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

**Special Recreation (22)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	4,320.00	9,866.80	128.40%	77,760.00	86,046.96	10.66%	144,000.00	86,312.88	-0.3%
Total Revenues	4,320.00	9,866.80	128.40%	77,760.00	86,046.96	10.66%	144,000.00	86,312.88	-0.3%
Expenses									
Administration	-	-	#DIV/0!	90,780.00	69,992.50	-22.90% (1)	90,780.00	152,773.45	-54.2% (1)
Total Expenses	-	-	#DIV/0!	90,780.00	69,992.50	-22.90%	90,780.00	152,773.45	-54.2%
Total Fund Revenues	4,320.00	9,866.80	128.40%	77,760.00	86,046.96	10.66%	144,000.00	86,312.88	-0.3%
Total Fund Expenses	-	-	#DIV/0!	90,780.00	69,992.50	-22.90%	90,780.00	152,773.45	-54.2%
Surplus (Deficit)	4,320.00	9,866.80	128.40%	(13,020.00)	16,054.46	-223.31%	53,220.00	(66,460.57)	-124.2%

(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>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	1,650.00	3,754.36	127.54%	29,700.00	32,741.99	10.24%	55,000.00	30,501.52	7.3%
Total Revenues	1,650.00	3,754.36	127.54%	29,700.00	32,741.99	10.24%	55,000.00	30,501.52	7.3%
Expenses									
Administration	-	-	#DIV/0!	32,707.00	38,812.34	18.67% (1)	65,413.00	42,407.68	-8.5%
Total Expenses	-	-	#DIV/0!	32,707.00	38,812.34	18.67%	65,413.00	42,407.68	-8.5%
Total Fund Revenues	1,650.00	3,754.36	127.54%	29,700.00	32,741.99	10.24%	55,000.00	30,501.52	7.3%
Total Fund Expenses	-	-	#DIV/0!	32,707.00	38,812.34	18.67%	65,413.00	42,407.68	-8.5%
Surplus (Deficit)	1,650.00	3,754.36	127.54%	(3,007.00)	(6,070.35)	101.87%	(10,413.00)	(11,906.16)	-49.0%

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

**Audit (24)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	420.00	954.63	127.29%	7,560.00	8,325.93	10.13%	14,000.00	8,498.35	-2.0%
Total Revenues	420.00	954.63	127.29%	7,560.00	8,325.93	10.13%	14,000.00	8,498.35	-2.0%
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	420.00	954.63	127.29%	7,560.00	8,325.93	10.13%	14,000.00	8,498.35	-2.0%
Total Fund Expenses	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,100.00	2.8%
Surplus (Deficit)	420.00	954.63	127.29%	(6,940.00)	(6,174.07)	-11.04%	(500.00)	(5,601.65)	10.2%

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**Paving & Lighting (25)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	540.00	986.70	82.72%	9,720.00	8,605.23	-11.47%	18,000.00	45.25	18917.1%
Total Revenues	540.00	986.70		9,720.00	8,605.23		18,000.00	45.25	18917.1%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	58.80	-100.0%
Total Expenses	-	-		-	-		-	58.80	-100.0%
Total Fund Revenues	540.00	986.70	82.72%	9,720.00	8,605.23	-11.47%	18,000.00	45.25	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	58.80	
Surplus (Deficit)	540.00	986.70	82.72%	9,720.00	8,605.23	-11.47%	18,000.00	(13.55)	

**Park Police (26)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	3.00	4.98	66.00%	54.00	43.95	-18.61%	100.00	44.12	-0.4%
Total Revenues	3.00	4.98		54.00	43.95		100.00	44.12	-0.4%
Expenses									
Administration	500.00	-	-100.00%	2,000.00	-	-100.00%	2,000.00	151.76	-100.0%
Total Expenses	500.00	-		2,000.00	-		2,000.00	151.76	-100.0%
Total Fund Revenues	3.00	4.98	66.00%	54.00	43.95	-18.61%	100.00	44.12	-0.4%
Total Fund Expenses	500.00	-	-100.00%	2,000.00	-	-100.00%	2,000.00	151.76	
Surplus (Deficit)	(497.00)	4.98	-101.00%	(1,946.00)	43.95	-102.26%	(1,900.00)	(107.64)	-140.8%

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**IMRF (27)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	<u>2,640.00</u>	<u>6,075.58</u>	130.14%	<u>47,520.00</u>	<u>52,983.30</u>	11.50%	<u>88,000.00</u>	<u>51,587.09</u>	2.7%
Total Revenues	2,640.00	6,075.58	130.14%	47,520.00	52,983.30	11.50%	88,000.00	51,587.09	2.7%
Expenses									
Administration	<u>2,640.00</u>	<u>6,075.58</u>	130.14%	<u>47,520.00</u>	<u>52,983.30</u>	11.50%	<u>88,000.00</u>	<u>51,587.09</u>	2.7%
Total Expenses	2,640.00	6,075.58	130.14%	47,520.00	52,983.30	11.50%	88,000.00	51,587.09	2.7%
Total Fund Revenues	2,640.00	6,075.58	130.14%	47,520.00	52,983.30	11.50%	88,000.00	51,587.09	2.7%
Total Fund Expenses	2,640.00	6,075.58	130.14%	47,520.00	52,983.30	11.50%	88,000.00	51,587.09	2.7%
Surplus (Deficit)	-	-		-	-		-	-	

**Social Security (28)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	<u>2,340.00</u>	<u>5,392.28</u>	130.44%	<u>42,120.00</u>	<u>47,024.47</u>	11.64%	<u>78,000.00</u>	<u>45,720.87</u>	2.9%
Total Revenues	2,340.00	5,392.28	130.44%	42,120.00	47,024.47	11.64%	78,000.00	45,720.87	2.9%
Expenses									
Administration	<u>2,340.00</u>	<u>5,392.28</u>	130.44%	<u>42,120.00</u>	<u>47,024.47</u>	11.64%	<u>78,000.00</u>	<u>45,720.87</u>	2.9%
Total Expenses	2,340.00	5,392.28	130.44%	42,120.00	47,024.47	11.64%	78,000.00	45,720.87	2.9%
Total Fund Revenues	2,340.00	5,392.28	130.44%	42,120.00	47,024.47	11.64%	78,000.00	45,720.87	2.9%
Total Fund Expenses	2,340.00	5,392.28	130.44%	42,120.00	47,024.47	11.64%	78,000.00	45,720.87	2.9%
Surplus (Deficit)	-	-		-	-		-	-	

Sycamore Park District  
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**Concessions (30)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>		<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
<b>Revenues</b>										
Clubhouse Concessions	13,816.00	16,530.39	19.65%	53,283.00	55,042.33	3.30%	(1)	70,398.00	63,008.71	-12.6% (1)
Beverage Cart	4,655.00	5,254.34	12.88%	14,008.00	12,167.28	-13.14%	(1)	15,607.00	13,850.70	-12.2% (1)
Sports Complex Concessions	14.00	252.92	1706.57%	26,474.00	26,609.31	0.51%		27,267.00	26,677.08	-0.3%
Pool Concessions	1,432.00	1,134.48	-20.78%	10,241.00	6,400.25	-37.50%	(1)	10,361.00	6,903.05	-7.3% (1)
Catering	1,940.00	4,702.23	142.38%	16,216.00	13,018.77	-19.72%	(2)	25,092.00	15,859.69	-17.9% (2)
<b>Total Revenues</b>	<b>21,857.00</b>	<b>27,874.36</b>	<b>27.53%</b>	<b>120,222.00</b>	<b>113,237.94</b>	<b>-5.81%</b>		<b>148,725.00</b>	<b>126,299.23</b>	<b>-10.3%</b>
<b>Expenses</b>										
Clubhouse Concessions	12,209.00	9,876.80	-19.10%	64,224.00	54,636.82	-14.93%	(1)	89,892.00	65,672.49	-16.8% (1)
Beverage Cart	3,111.00	3,197.46	2.78%	9,634.00	6,918.24	-28.19%	(1)	11,563.00	7,738.98	-10.6% (1)
Sports Complex Concessions	415.00	1,286.25	209.94%	22,490.00	20,788.41	-7.57%		23,520.00	26,627.53	-21.9%
Pool Concessions	2,260.00	2,044.67	-9.53%	9,468.00	5,528.99	-41.60%	(1)	9,733.00	6,351.04	-12.9% (1)
Catering	1,422.00	882.49	-37.94%	5,332.00	2,359.56	-55.75%		8,400.00	2,961.41	-20.3%
<b>Total Expenses</b>	<b>19,417.00</b>	<b>17,287.67</b>	<b>-10.97%</b>	<b>111,148.00</b>	<b>90,232.02</b>	<b>-18.82%</b>		<b>143,108.00</b>	<b>109,351.45</b>	<b>-17.5%</b>
<b>Total Fund Revenues</b>	<b>21,857.00</b>	<b>27,874.36</b>	<b>27.53%</b>	<b>120,222.00</b>	<b>113,237.94</b>	<b>-5.81%</b>		<b>148,725.00</b>	<b>126,299.23</b>	<b>-10.3%</b>
<b>Total Fund Expenses</b>	<b>19,417.00</b>	<b>17,287.67</b>	<b>-10.97%</b>	<b>111,148.00</b>	<b>90,232.02</b>	<b>-18.82%</b>		<b>143,108.00</b>	<b>109,351.45</b>	<b>-17.5%</b>
<b>Surplus (Deficit)</b>	<b>2,440.00</b>	<b>10,586.69</b>	<b>333.88%</b>	<b>9,074.00</b>	<b>23,005.92</b>	<b>153.54%</b>		<b>5,617.00</b>	<b>16,947.78</b>	<b>35.7%</b>

(1) The poor weather conditions early in the season 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.

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

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
Revenues									
Administration	-	2,427.00	#DIV/0!	2,500.00	48,034.29	1821.37%	5,000.00	24,623.84	95.1%
Total Revenues	-	2,427.00		2,500.00	48,034.29		5,000.00	24,623.84	95.1%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	2,427.00		2,500.00	48,034.29		5,000.00	24,623.84	95.1%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	2,427.00		2,500.00	48,034.29		5,000.00	24,623.84	95.1%

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

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
<b>Revenues</b>									
Golf Operations	70,512.00	72,582.41	2.9%	439,956.00	364,657.51	-17.1% (1)	514,979.00	399,256.57	-8.7% (2)
Golf Maintenance	637.00	1,432.04	124.8%	11,474.00	12,829.05	11.8%	21,249.00	11,737.26	9.3%
Total Revenues	71,149.00	74,014.45	4.0%	451,430.00	377,486.56	-16.4%	536,228.00	410,993.83	-8.2%
<b>Expenses</b>									
Golf Operations	32,401.00	34,413.25	6.2%	168,001.00	181,868.35	8.3% (3)	244,751.00	166,990.32	8.9% (3)
Golf Maintenance	26,501.00	25,185.30	-5.0%	199,562.00	181,278.21	-9.2% (4)	290,921.00	185,961.61	-2.5% (4)
Total Expenses	58,902.00	59,598.55	1.2%	367,563.00	363,146.56	-1.2%	535,672.00	352,951.93	2.9%
Total Fund Revenues	71,149.00	74,014.45	4.0%	451,430.00	377,486.56	-16.4%	536,228.00	410,993.83	-8.2%
Total Fund Expenses	58,902.00	59,598.55	1.2%	367,563.00	363,146.56	-1.2%	535,672.00	352,951.93	2.9%
Surplus (Deficit)	12,247.00	14,415.90	17.7%	83,867.00	14,340.00	-82.9%	556.00	58,041.90	-75.3%

Course opened March 31.

- (1) Daily Greens Fees -17.69% -\$26,964  
Golf Events & Misc -16.27% -\$2,660  
Carts -10.94% -\$9,716  
Season passes -31.93% -\$43,555  
Pro shop sales +16.9% +\$6,076

- (2) Daily Greens Fees -14.98% -\$22,102  
Golf Events & Misc -14.45% -\$2,311  
Carts -4.72% -\$3,919  
Season passes -11.0% -\$11,472  
Pro shop sales +13.58% +\$5,025

- (3) 2015 actual is over budget and 2014 ytd in the following areas: PT wages (14.7% \$3,963/20.7% \$5,296), Advertising (80.3% \$4,278/70.4% \$3,970), Golf Cart Maintenance (115.3% \$2,738/137.0% \$2,956), Cost of Goods Sold (24.1% \$5,772/13.9% \$3,633) and Miscellaneous (replacement of rental equipment) (149.7% \$2,160/210.2% \$2,442).  
(4) 2015 actual is less than budget and 2014 ytd in the following areas: Fertilizer (67.6% \$4,979/32.0% \$1,122), Pesticides (23.6% \$4,710/16.1% \$2,929), Gas/Oil (36.4% \$2,969/11.2% \$658), and Utilities - Gas (48.3% \$2,759/53.6% \$3,407).

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**Swimming Pool (51)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
<b>Revenues</b>									
Pool	2,752.00	4,530.74	64.6%	45,892.00	50,887.80	10.9%	(5) 49,368.00	47,231.41	7.7%
Swim Lessons	16.00	118.02	637.6%	13,332.00	10,429.34	-21.8%	13,573.00	12,996.27	-19.8%
<b>Total Revenues</b>	<b>2,768.00</b>	<b>4,648.76</b>	<b>67.9%</b>	<b>59,224.00</b>	<b>61,317.14</b>	<b>3.5%</b>	<b>(1) 62,941.00</b>	<b>60,227.68</b>	<b>1.8%</b> (2)
<b>Expenses</b>									
Pool	16,896.00	16,729.13	-1.0%	51,651.00	42,055.93	-18.6%	(3) 53,238.00	41,748.12	0.7%
Pool Maintenance	5,759.00	8,888.00	54.3%	22,826.00	37,595.15	64.7%	(4) 28,120.00	24,121.19	55.9%
Swim Lessons	2,424.00	2,088.68	-13.8%	8,166.00	7,629.57	-6.6%	8,166.00	8,414.65	-9.3%
<b>Total Expenses</b>	<b>25,079.00</b>	<b>27,705.81</b>	<b>10.5%</b>	<b>82,643.00</b>	<b>87,280.65</b>	<b>5.6%</b>	<b>89,524.00</b>	<b>74,283.96</b>	<b>17.5%</b>
<b>Total Fund Revenues</b>	<b>2,768.00</b>	<b>4,648.76</b>	<b>67.9%</b>	<b>59,224.00</b>	<b>61,317.14</b>	<b>3.5%</b>	<b>62,941.00</b>	<b>60,227.68</b>	<b>1.8%</b>
<b>Total Fund Expenses</b>	<b>25,079.00</b>	<b>27,705.81</b>	<b>10.5%</b>	<b>82,643.00</b>	<b>87,280.65</b>	<b>5.6%</b>	<b>89,524.00</b>	<b>74,283.96</b>	<b>17.5%</b>
<b>Surplus (Deficit)</b>	<b>(22,311.00)</b>	<b>(23,057.05)</b>	<b>3.3%</b>	<b>(23,419.00)</b>	<b>(25,963.51)</b>	<b>10.9%</b>	<b>(26,583.00)</b>	<b>(14,056.28)</b>	<b>84.7%</b>

(1) Daily Fees 6.62% \$936

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 3.92% \$568

Season passes -29.75% -\$8,890

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

Swim Lessons -13.99% -\$1,621

(3) Primarily in wages because of several closed days due to flooding/colder weather. 21.1% \$10,045

(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).



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**Debt Service (60)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
<b>Revenues</b>									
Administration	17,580.00	40,024.98	127.7%	316,440.00	349,047.04	10.3%	(1) 586,000.00	338,644.52	3.1%
Total Revenues	17,580.00	40,024.98	127.7%	316,440.00	349,047.04	10.3%	586,000.00	338,644.52	3.1%
<b>Expenses</b>									
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	17,580.00	40,024.98	127.7%	316,440.00	349,047.04	10.3%	586,000.00	338,644.52	3.1%
Total Fund Expenses	-	-		18,169.00	18,168.75		580,376.00	19,293.75	-5.8%
Surplus (Deficit)	17,580.00	40,024.98	127.7%	298,271.00	330,878.29	10.9%	5,624.00	319,350.77	3.6%

(1) Real Estate taxes budgeted to have received 54% ytd. Acutally have received 59.5%.

**Capital Projects (70)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2014 YTD Actual</u>	
<b>Revenues</b>									
Administration	-	-	#DIV/0!		147.94	#DIV/0!	498,172.00	3,666.58	-96.0%
Total Revenues	-	-	#DIV/0!	-	147.94	#DIV/0!	498,172.00	3,666.58	-96.0%
<b>Expenses</b>									
Administration	20,000.00	7,842.25	-60.8%	362,985.00	247,307.10	-31.9%	596,707.00	279,530.90	-11.5%
Total Expenses	20,000.00	7,842.25	-60.8%	362,985.00	247,307.10	-31.9%	596,707.00	279,530.90	-11.5%
Total Fund Revenues	-	-		-	147.94	#DIV/0!	498,172.00	3,666.58	-96.0%
Total Fund Expenses	20,000.00	7,842.25	-60.8%	362,985.00	247,307.10	-31.9%	596,707.00	279,530.90	-11.5%
Surplus (Deficit)	(20,000.00)	(7,842.25)	-60.8%	(362,985.00)	(247,159.16)	-31.9%	(98,535.00)	(275,864.32)	-10.4%
Total Fund Revenues	213,618.00	332,873.83		2,467,927.00	2,601,768.18	5.4%	4,585,854.00	2,247,829.45	
Total Fund Expenses	291,753.00	262,211.49	-10.1%	2,516,448.00	2,130,091.16	-15.4%	4,172,308.00	2,203,568.66	
Surplus (Deficit)	(78,135.00)	70,662.34	-190.4%	(48,521.00)	471,677.02	-1072.1%	413,546.00	44,260.79	

Sycamore Park District  
Fund Balances

	1/1/2015	Revenues	Expenses	Unaudited 8/31/2015	8/31/2015 Cash balance
10 Corporate	156,691.74	754,955.88	432,681.71	478,965.91	484,314.89
20 Recreation	87,073.66	661,606.75	637,010.52	111,669.89	114,178.56
21 Donations	203,328.33	162.81	30,951.24	172,539.90	172,539.90
22 Special Recreation	38,645.98	86,046.96	69,992.50	54,700.44	54,700.44
23 Insurance	23,242.85	32,741.99	38,812.34	17,172.50	17,172.50
24 Audit	13,511.32	8,325.93	14,500.00	7,337.25	7,337.25
25 Paving & Lighting	7,391.29	8,605.23	-	15,996.52	15,996.52
26 Park Police	7,994.56	43.95	-	8,038.51	8,038.51
27 IMRF	-	52,983.30	52,983.30	-	-
28 Social Security	-	47,024.47	47,024.47	-	-
30 Concessions	36,136.12	113,237.94	90,232.02	59,142.04	56,811.22
32 Developer Contributions	102,275.19	48,034.29	-	150,309.48	150,309.48
60 Debt Service	20,186.12	349,047.04	18,168.75	351,064.41	351,064.41
70 Capital Projects	590,867.53	147.94	247,307.10	343,708.37	343,708.37
<b>Total governmental fund balance</b>	<b>1,287,344.69</b>	<b>2,162,964.48</b>	<b>1,679,663.95</b>	<b>1,770,645.22</b>	<b>1,776,172.05</b>
50 Golf Course Net Assets	230,258.23 <u>(248,223.76)</u> (17,965.53)	377,486.56	363,146.56	244,598.23 <u>(248,223.76)</u> (3,625.53)	451.94
51 Swimming Pool Net Assets	262,146.82 <u>(262,233.33)</u> (86.51)	61,317.14	87,280.65	236,183.31 <u>(262,233.33)</u> (26,050.02)	(26,395.02)
<b>Total proprietary funds</b>	<b>492,405.05</b>	<b>438,803.70</b>	<b>450,427.21</b>	<b>480,781.54</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>(29,675.55)</b>	
	1,269,292.65			1,740,969.67	1,750,228.97

Summary of depository accounts as of **9/15/2015**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,647.13	0.10
National Bank & Trust	1,182,576.67	0.03
Resource Bank	560,065.08	0.11
*DeKalb Co. Community Foundation	<u>15,320.90</u>	
	1,773,609.78	

\* 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>	-
<b>January</b>																			
<b>Receipts</b>																			
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	(45,078)	(63,190)	-	(52,232)	(28,671)	-	-	-	-	-	(2,998)	-	(23,649)	212	-	(15,123)	(230,729)	<b>(197,005)</b>	<b>(33,724)</b>
2/28/2015	125,114	50,126	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>
<b>February</b>																			
<b>Receipts</b>																			
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	(39,897)	(70,320)	(10,171)	(716)	-	-	-	-	-	-	(3,226)		(48,241)	(1,033)	-	(3,716)	(177,320)	<b>(165,809)</b>	<b>(11,511)</b>
2/28/2015	91,481	(7,794)	193,165	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>
<b>March</b>																			
<b>Receipts</b>																			
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	41,583	(65,669)	188,328	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>
<b>April</b>																			
<b>Receipts</b>																			
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	(40,328)	(97,850)	-	-	-	(12,500)	-	-	-	-	(7,144)	-	(41,432)	(1,093)	-	(92,506)	(292,853)	<b>(331,005)</b>	<b>38,152</b>
4/30/2015	31,524	(147,592)	188,328	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	(89,121)	(105,566)	(2,596)	(205)	-		-			(12,028)			(50,221)	(6,401)		(36,902)	(303,041)	(358,034)	54,993	
5/31/2015	57,556	(154,772)	185,732	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	(56,391)	(81,810)	(4,078)	-	-	(2,000)	-	-		(24,429)			(62,127)	(29,016)	(18,169)	(74,032)	(352,053)	(597,283)	245,231	
6/30/2015	495,882	164,389	181,653	93,718	43,078	6,244	14,866	8,033	-	-	40,658	135,394	(25,802)	7,214	305,216	366,770	1,837,313	1,559,943	277,370	
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	(51,495)	(82,202)	(3,098)	(34,515)	(30,206)	-	-			(24,304)			(49,089)	(22,939)		(15,219)	(313,068)	(297,268)	(15,800)	
7/31/2015	464,857	108,154	178,555	60,638	13,418	6,383	15,010	8,034	-	-	46,480	147,882	(15,220)	(3,588)	311,039	351,551	1,693,193	1,446,372	246,821	
August																				-
Receipts																				-
Taxes	75,815	56,338		9,867	3,754	955	987	5	6,076	5,392					40,025		199,213	87,573	111,640	
transfers in/out	2,519	4,651							(6,076)	(5,392)	492		2,894	912			-	(2)	2	
Replacement Taxes	1,057																1,057	860	197	
Shelters	250																250	250	-	
User Fees	-	16,233									27,408	2,427	71,207	3,987			121,262	119,981	1,281	
Misc	100	-	150													750	1,000	-	1,000	
Expenses	(60,283)	(71,197)	(6,165)	(15,804)	-	-	-	-		(17,568)			(55,430)	(27,706)		(8,592)	(262,746)	(286,123)	23,377	
8/31/2015	484,315	114,179	172,540	54,700	17,173	7,337	15,997	8,039	-	-	56,811	150,309	3,452	(26,395)	351,064	343,708	1,753,229	1,368,911	384,318	

	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	909,257	436,610	172,540	115,180	39,023	13,217	23,557	8,081	-	-	60,424	151,559	10,246	(25,440)	597,184	319,286	<b>2,830,724</b>	<b>2,446,406</b>	<b>384,318</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	846,886	341,179	172,540	115,180	39,023	13,217	23,557	8,081	-	-	58,248	151,559	(22,526)	(28,186)	118,146	148,008	<b>1,984,912</b>	<b>1,600,594</b>	<b>384,318</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	866,182	318,271	172,540	120,940	41,223	13,777	24,277	8,085	-	-	56,646	151,559	(52,345)	(28,468)	141,586	627,408	<b>2,461,681</b>	<b>2,077,363</b>	<b>384,318</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	823,244	244,346	172,540	120,940	9,767	13,777	24,277	8,085	-	-	53,354	152,809	(80,364)	(29,559)	58,418	608,158	<b>2,179,792</b>	<b>1,795,474</b>	<b>384,318</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	660,046	146,787	(30,788)	41,076	(42,148)	266	16,885	90	-	-	18,217	50,534	(80,364)	(29,559)	38,232	17,291	806,565	<b>422,247</b>	<b>384,318</b>

To: Board of Commissioners  
From: Kirk T. Lundbeck  
Subject: Monthly Report  
Date: September 22, 2015

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

- Attended weekly Department Head meetings as scheduled.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Attended Voluntary Action Center Board Meeting.
- Attended all staff meeting/luncheon as scheduled.
- Developed September Golf Insight newsletter for golf operation through website and hard copies for reader board.
- Updated Reader Board for September events outside Pro Shop.
- Continued to monitor cleaning of Sparkle cleaners and update Sparkle on concerns.
- Attended Action 20/20 Committee meetings or study sessions as scheduled.
- Complete Clubhouse Asset Inventory project, scheduled for completion by October 2<sup>nd</sup>.
- Continued to increase Golfnow promotions to fill open tee time slots.
- Finalized strategic planning and marketing tools for the “Get Golf Ready” Program and the PGA Junior League Golf programs for the Winter/Spring brochure.

- Continued the process of becoming PGA Certified in Player Development.
- Continued the development of an outing brochure with Sarah Elm.
- Developed fall golf promotion to spark sales due to lost revenue during flood events.
- Continued to offer increased discounts of merchandise to create incentive to spark sales.
- Began fall golf rates and adjust opening hours due to daylight restriction.

#### **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 October Golf Insight newsletter for golf operation through website and hard copies for reader board.
- Update Reader Board for October 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.
- Continue to increase Golfnow promotions to fill open tee time slots, including an incentive program with the use of special discounted rates to play during NFL Sundays.



- Prepare the PGA “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.
- Hold Pumpkin Scramble in conjunction with the Pumpkin Festival.
- Display tree donation memorial display in clubhouse and meet with Hirschbein Trophies to get “leaves” on order.
- Continue the process of becoming PGA Certified in Player Development.
- Develop 3 additional brochures for Corporate Lesson Programs, Corporate Leagues and one for the golf course with Sarah Elm.
- Continue fall golf promotions to spark sales due to lost revenue during flood events.
- Continue to offer increased discounts of merchandise to create incentive to spark sales.
- Adjust and minimalize part-time staffing, including the reduction of pro shop staffing hours, reducing cart staff to mostly weekend hours and cut rangers time to 2 mornings per week day and shorten shifts on weekends due to daylight restrictions.
- Recruit, train and perform with the Golf Cart Drill Team in the Pumpkin Festival Parade.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: September 22, 2015

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

**Golf**

- Ideal weather has settled in after a hot Labor Day weekend. The turf has recovered nicely from the flood damage with only a few small areas still roped off to traffic.
- 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.
- Raccoons and skunks have also begun their annual fall tradition of digging up the turf looking for grub worms to eat. While we treat all the main areas of turf preventatively in July for grubs, the animals still do a little digging in some out of the way spots. We spot treat these areas as needed thru October.
- The tree removal project is almost complete. A-1 tree service has removed 30 trees around the golf course, pool, and parks. The large poplar tree on rt. 64 by the ninth green is the only tree they have to remove which should be completed very soon as they need to coordinate with local authorities to protect road traffic. Our staff has also removed five additional trees on the course and has two or three more to take out this fall. We will be planting a few more replacement trees this fall and several next spring.
- I have been working with Kirk on scheduling maintenance around the many outings and high school golf meets now taking place this month.

- I have hired two replacement fall seasonal staff members to replace those who left for school last month.

## **Sports**

- Fall softball, soccer, and baseball have all started now. Several different groups have been renting the former Liner's field and current high school field we call field #1 so it is nice to have it well used.
- I continue consistent contact with all the user groups to discuss field conditions and field prep issues. I also have been helping Lisa Metcalf learn what groups use what fields and helping her get in contact with them as she takes over the scheduling aspect of the sports complex.
- Staff continues to mow and paint field lines weekly. They are also keeping up with ball field prep and making repairs to fields, fences and turf areas as needed. Landscaping pruning is also continuing this fall. Bounie and Tyler also played a large role in preparing for the Fireworks and Fun event with stage and table set-up along with take down and clean-up.
- AYSO and Sycamore Girls' Softball will continue until October 17<sup>th</sup> with some older groups playing until Halloween. The adult Sunday soccer group will be done playing at the end of September.
- I worked with ERA engineers and Lucky Locators as all current underground utilities were located throughout the Airport Rd. sports and park complex. Now a map will be produced along with the land survey which will include the maze of water, drainage, and power lines under the entire area for future reference.
- I worked with several other staff as we hosted the Fireworks and Fun show on the 12<sup>th</sup>. Our staff marks off the no people zone from where the

fireworks are launched, sets up tables, port-o-pots, garbage cans, the band stage, and checks power outlets. During the event I coordinated parking efforts and made sure customers stayed far enough away from the launch site.

## **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 meetings as we proceed with the development of the 25 acres east of Airport Road. I went on field trips to community centers both local and in Champaign, a splash pad tour, and the dog park tour.
- Coordinated with our staff and Lisa Metcalf as we moved items from South Prairie School to the dance studio and the museum.
- Coordinated work with ENCAP environmental group as several naturalized areas have been treated for weeds.
- I have been working on filling the open parks worker full-time position. Having placed an ad in the paper and on our web site, I will be holding interviews this week with a hiring to follow soon after.
- I have hired an additional part-time staff member to help with fall mowing as a couple of summer staff left for school.
- We continue to inspect playgrounds along with all parks and make needed repairs along with consistent mowing and trimming of all parks. Staff also has worked on pruning along trails and paths at various parks along with smaller tree removals.
- I have started working again on the asset inventory project and will continue this fall.

- I am also working again on the PDRMA risk management project which includes organizing staff training, developing inspection form folders, and obtaining safety equipment and signage for the district. This will also continue this fall and winter.
- The pool has been drained and few repairs made. We are receiving costs for replacement items for the budget including a furnace for the mechanical room. The pool will be winterized next month and the pool filled for winter in November.
- Coordinated with Sycamore Middle School and St. Mary's School as they held their cross-country meets on September 23<sup>rd</sup> and 29<sup>th</sup> in the park area near the Good Tymes shelter and soccer fields.

#### **Administrative Initiatives** (10/1/15-10/31/15)

- Attend staff, board, and study session meetings along with Action 20/20 planning meetings including the dog park, splash pad, community center, sports complex, and trails committees.
- The tree removal project will be completed.
- The golf course greens will be aerated the week of September 28<sup>th</sup> weather permitting. If not then it will be the week of October 12<sup>th</sup> after the High School Regional meet.
- 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 completes their season.
- We will begin winterizing of facilities as water lines are blown-out when temperatures begin getting down to the 30s.

- 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 continue event planning with other staff for Touch-a-Truck event. I will attend event with our truck and enclosed trailer along with our new John Deere trim mower.
- Will continue working on PDRMA risk management issues and training requirements for staff.
- Will work on asset inventory project.
- Will obtain pricing for capital budget items for equipment replacement for next year.
- We will work with the Chamber of Commerce as they use the park and golf course for the Pumpkin Run on October 25<sup>th</sup>.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: September 22, 2015

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

- Held meetings about South Airport Road Sports Complex and CARLS Farm with City and County regarding:
  - Zoning
  - Annexation
  - Building Code
  - Entry Roads
- Continued serving on Pumpkin Festival Committee.
- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
- Completed first draft of Succession Plan.
- Attended the NRPA Congress in Las Vegas, NV.
- Worked with the Professional Services Group to finalize recommendation to the Board of Commissioners.
- Assisted Lisa Metcalf with planning for Community Center site visits.
- Began Capital Budget Planning for 2016.
- Finalized lighted message board plans for Sycamore Park along Route 64 for review by the Board of Commissioners.

- Worked on Records Retention Policy.
- Worked on PDRMA Certification material for risk management.
- Worked on Fundraising and Leaf a Legacy.

**Administrative Initiatives** (10/1/15 – 10/31/15)

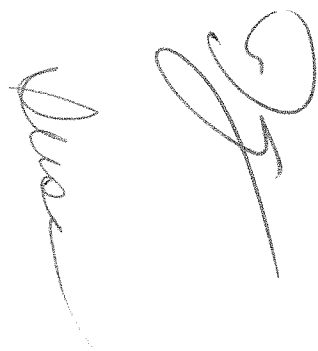
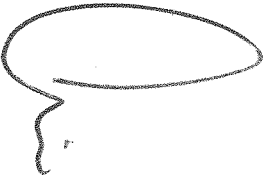
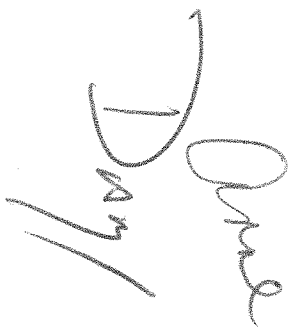
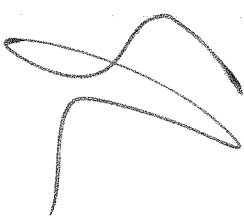
- Update Agenda Planner for Staff/Board.
- Attend Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
  - Pumpkin Festival
- Supervise Professional Services on CAMPUS Project.
- Coordinated Committees of ACTION 2020.
- Coordinate the final planning for staffing and succession plan.
- Work with Fundraising Group on “Leaf a Legacy”.
- Work on Annexation Agreement with City of Sycamore for the South Sports Complex.
- Continue work on site planning for the Baseball Diamonds at the North Sports Complex.
- Finalize first draft of Capital Assets Inventory.



Dear Kirk,

Thank you so much for  
lending us a golf cart for  
our summer party. It "stepped  
up" the caliber and comfort  
you all enjoy by our guests.  
We couldn't have done it  
without you. You're a solid  
friend to our family & Jim

The Sycamore Sports Boosters  
Golf Outing Committee would like  
to thank you for your support.  
Because of your support for this  
event, we are able to continue  
enhancing the Sycamore sports  
programs. Thank you!





August 26, 2015

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

Dear Dan,

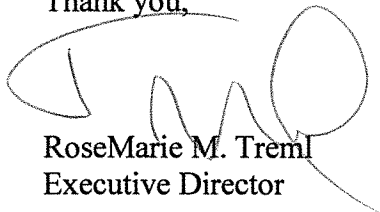
The Sycamore Chamber of Commerce is planning our 2015 Sycamore Pumpkin Festival 10K Road Race. The date of this year's event is Sunday, October 25, 2015. This is a great fundraiser for the Chamber and we could not pull it off without the help and cooperation with the many community organizations and businesses such as the Sycamore Park District.

I am writing to you today to request the use of the park and golf course on that day. As you are aware our race runs through the park off of Airport Road, past the Good Times Shelter, over the foot bridge, around the small baseball diamonds, back around the east side of the pool, past the flag pole and follows the road to the park's west side entrance for a finish. The race starts at 9:05 a.m. this year. . . please note we are starting a half hour earlier.

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

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

Thank you,



RoseMarie M. Tremblay  
Executive Director

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 22, 2015

## STAFF RECOMMENDATION

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

**BACKGROUND INFORMATION:** At last month's Board Meeting you reviewed the attached interim policy. At that time, I asked the Board to be prepared to:

- Determine how to fill in the blank on this attachment.
- Determine if there were other changes it wished to consider.
- Be prepared to make these decisions and approve the interim policy at this meeting.

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

**STAFF RECOMMENDATION:** I recommend the Board complete this process and adopt the interim policy.

**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.

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: September 22, 2015  
**STAFF RECOMMENDATION**

**AGENDA ITEM: REVISIONS IN FULL-TIME PERSONNEL POLICY:**  
**Recommend Approval**

**BACKGROUND INFORMATION:**

As part of the planning for the Succession Policy, there is a need to adopt changes in the personnel policy. 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 earlier 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:** 

**BOARD ACTION:**

**Policy 1-18 Succession Planning Policy**

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”.

1-17



# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: September 22, 2015

### STAFF RECOMMENDATION

#### AGENDA ITEM: CAPITAL FUNDS UPDATE: Information Only

**BACKGROUND INFORMATION:** As previously requested, on a quarterly basis you will be provided with the attached report that details the information in the Capital Fund. The report is intended to make clear:

- Where money has been spent thus far.
- Where money will be spent yet this year.
- How much is yet to be spent.
- Estimated completion dates for work in progress or yet to be done.
- Projects that, due to their complexity or timing must be moved to next year, but funds are committed.

Attached is that report.

Items of note:

- Previous listing reflected the replacement of water meter for \$1,685. Removed due to 100% reimbursement from insurance carrier.
- Fiber installation was over budget \$5,220. As explained previously, the distance was estimated. Due to rise and falls found during the installation process, the actual distance was higher therefore increasing the cost.
- Pool lift was over budget \$2,066. In June of 2013, the District received a grant of \$3,250 from the DCCF to help pay for this lift. These funds were already included in the beginning fund balance.

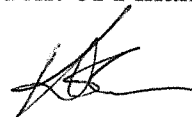
**FISCAL IMPACT:** Part of Capital Projects. Dollar amounts shown in report.

**STAFF RECOMMENDATION:** Information only.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



PROJECT	2015	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$30,000					
PC Replacement/Upgrades	\$3,000		\$3,364	\$0	-\$364	Completed
Server	\$20,000			\$20,000		December
Fiber Installation	\$50,000		\$55,220		-\$5,220	Completed
Website Development	\$12,000	\$11,528		\$472		July
Museum Sprinkler System	\$12,000			\$12,000		May-June
Large Area Mower	\$72,000		\$70,391		\$1,609	Completed
Trim Mower	\$20,000		\$19,990		\$10	Completed
Snow Blower and Cab	\$12,500		\$10,790		\$1,710	Completed
Pool Turbine Pump	\$16,000		\$15,520		\$480	Completed
Diving boards (refinish) - 3	\$4,500		\$3,716		\$784	Completed
Pool Lift	\$5,000		\$7,066		-\$2,066	Completed
Hot tub chemical controller	\$2,300		\$2,217		\$83	Completed
Fitness equipment	\$5,200		\$2,125	\$3,075		December
Emil Cassier/Merry Oaks - Encap*	\$38,735		\$38,735			Completed
Two Rain Gardens	\$3,100		\$3,060		\$40	Completed
Phase 4 Parking	\$50,000		\$50,000		\$0	Completed
Tree Replacement Program	\$25,000			\$25,000		May/June
	\$381,335	\$11,528	\$282,194	\$60,547	-\$2,934	

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

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 22, 2015

## STAFF RECOMMENDATION

**AGENDA ITEM: APPROVAL OF PROFESSIONAL SERVICES/NEGOTIATION: Recommend Approval**

**BACKGROUND INFORMATION:** A long road has brought us to this point. As the cornerstone of ACTION 2020, the CAMPUS will be one of the most visible components of what we do. To accomplish this, it is time to commit to hiring professional services. The CAMPUS will include:

- Community Center
- Splashpad
- Dog Park
- Sled Hill

The Professional Services Group, Chaired by Commissioner Kroeger, will bring to you at this meeting a first and second choice of firms to approve for negotiations. (IT IS NOT INCLUDED, HERE, BUT WILL BE BROUGHT TO THE MEETING)

The Group has worked hard, narrowing the field of 12 proposals to 4 finalists:

- SmithGroup JJR
- Williams Architects
- Wight & Company
- Farnsworth Group

Interviews were held Labor Day week, and some additional information was requested from each of the firms as a follow-up for review by the Group.

All finalists were scored on the same criteria, and the result was a close order. This is why the follow-up information was requested.

**FISCAL IMPACT:** None at this time.

**STAFF RECOMMENDATION:** I recommend the Board honor the recommendation of the Professional Services Group and:

- Select the top two ranked firms.
- Authorize the Executive Director to negotiate with the first firm for a professional services contract to provide up to completion of the Schematic and Design Development phases of work on the CAMPUS project.
- Should negotiations fail with that firm, authorize the Executive Director to negotiate with the second firm for a professional services contract to provide up to completion of the Schematic and Design Development phases of work on the CAMPUS project.
- Bring a contract for final approval to the Board of Commissioners at a later meeting.

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

**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 22, 2015

## STAFF RECOMMENDATION

### AGENDA ITEM: INTERGOVERNMENTAL AGREEMENT FOR SHARED PROJECTION SYSTEM: Recommend Approval

**BACKGROUND INFORMATION:** Awhile back I authorized then Superintendent of Recreation, Bart Desch, to work with Genoa, Sandwich and DeKalb Park Districts on a grant for a shared, outdoor, portable, high quality movie/projection system. That grant was awarded a few months ago, and DeKalb has been taking the lead on finalizing the agreement. In the interim, Genoa pulled out for financial reasons. This agreement, attached, is between the three remaining agencies, and we are sharing the remaining cost for the system. Our share is \$4,000. The overall system is about \$18,000, and DCCF awarded us \$6,000 of that amount.

We will use the system for “Dive-In Movies”, neighborhood movie events in the parks, and other special events. Some information about the equipment is included with this recommendation, along with the INTERGOVERNMENTAL AGREEMENT.

**FISCAL IMPACT:** \$4,000.

**STAFF RECOMMENDATION:** I recommend the Board approve the Intergovernmental Agreement.

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



**BOARD ACTION:**

## **INTER-GOVERNMENTAL MOVIE EQUIPMENT AGREEMENT**

### **Between DeKalb Park District, Sandwich Park District and Sycamore Park District**

DeKalb Park District, 1403 Sycamore Road, DeKalb, IL 60115, Sandwich Park District, 1001 N. Latham Street, Sandwich, IL 60548, and Sycamore Park District, 940 E. State Street, Sycamore, IL 60178 (“the Parties”) hereby enter into the following agreement to jointly purchase and maintain equipment (the “Equipment” as defined in attachment A) to show motion pictures outdoors. In this Agreement the Park Districts will be referred to individually, as “Party” or jointly as “Parties.”

WHEREAS, the Illinois Governmental Cooperation Act (5 ILCS 220/3 et seq.) contains provisions specifically authorizing units of local government to enter into intergovernmental agreements and expressly provides that Any power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of this State may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State; and

WHEREAS, Section 8-1(h) of the Illinois Park District Code, 70 ILCS 1205/8-1(h), authorizes Illinois Park Districts to derive revenues from non-residents fee for their programs; and

WHEREAS, the Parties have discussed jointly purchasing and maintaining the Equipment to show motion pictures outdoors in order to promote cooperation between communities and to better serve their residents; and

WHEREAS, some of the Parties involved currently rent the Equipment necessary to show motion pictures outdoors and purchasing this equipment with other communities will result in a substantial cost savings in the acquisition of equipment, maintenance and programming; and

WHEREAS, in the spirit of mutual cooperation, the parties desire to work together for inter-governmental cooperation, and agree to enter into the following:

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. The Parties will jointly purchase the Equipment to show motion pictures outdoors. Each Party will contribute an equal share of the cost of the Equipment. The cost for the Equipment and accessories will not exceed \$18000 in total. The DeKalb Park District will purchase the Equipment. The DeKalb Park District will be paid upon receipt of invoice by the other Parties within 30 days.
2. Each Party will be able to use the Equipment no less than three (3) times annually. There will be no limit placed on the maximum number of uses for each Party.
3. The scheduled use of the Equipment will be agreed upon by all of the Parties involved. Any scheduling conflicts will be resolved by all of the Parties in a fair and equitable manner. All dates to be reserved by communities as available each year by November 30 of the preceding year. The DeKalb Park District will be responsible for maintaining the schedule.
4. Unless alternative arrangements are agreed upon by the Parties, the Equipment will be stored by the last Party to use it during the “summer” months. The Equipment must be

stored in an enclosed and secure location while it is in a Party's possession. The Party scheduled to use the Equipment next is responsible for picking it up. Storage in the winter months will take place at the DeKalb Park District facilities. The movie screen, projector, monitor, amplifier, and players are to be stored in a climate controlled environment. All other equipment may be stored in the trailer, in a secure non-climate area.

5. The Equipment will only be used by the Parties entering into this agreement. The Equipment shall not be loaned or leased to any other persons or groups. Should any of the parties do any joint projects with the equipment with organizations that are not part of this agreement, the presence of District staff is required to provide operations and supervision of the equipment for the entirety of the event. Should any of the Parties request this be modified in the future, it must be done in writing. Subsequently the written proposal must be unanimously agreed to by all Parties and the current agreement modified.
6. The number of Parties entering into this agreement will be limited to three (3). If a Party wishes to drop out of the agreement they will not be reimbursed for any expenses related to the purchase or maintenance of the Equipment. If any of the Parties drop out of the agreement a municipality wanting to enter into the agreement must pay all costs incurred by the Parties to date, less maintenance and damage fees.
7. While in the care, custody, and control of any party, that Party is solely responsible for the safety and security of the equipment. If the Equipment is damaged, lost, or stolen during use by or while otherwise in the possession of one of the Parties, it shall be the sole responsibility of the Party in possession of the Equipment at the time the damage or loss is incurred to pay the costs related to damage to or loss of the Equipment. Further, it shall be that Party's sole responsibility to contact the representative from that Party's insurance provider to report the incident and provide all necessary information related to the damage or loss.
8. Repairs, maintenance and replacement components that are the result of normal usage of the Equipment will be paid for by all of the Parties equally. Best attempts will be made to contact and gain permission from a representative from each Party before any repairs over \$100 are made to the equipment. It is understood that items generally age and wear out over time. There may be "preventative" maintenance necessary, as recommended by the manufacturer which all parties should share equally in defraying. (See item #12, below, for how the decisions should be made for taking "preventative" maintenance action.)
9. Each Party shall indemnify and hold the other Parties harmless for any accident, injury or damages occurring while the Equipment is in the possession of that Party.

- 10. The agreement covers the purchase of the Equipment only. It is the responsibility of each Party to pay for film rental and licensing fees for the motion pictures shown in their community.
- 11. The Parties agree to establish detailed reservation, maintenance, storage processes and other necessary details upon purchase of the screen in a complete Movie Equipment Use Guide.
- 12. At least one annual meeting of all the Parties will occur in order to review the Movie Equipment Use Guide and review any other pertinent items such as scheduling, repairs, preventative maintenance, storage and others. This meeting will occur in November of each year and will include scheduling for the following season.

The Parties agree to resolve any disputes as to Equipment use or otherwise in good faith. In the event that the Parties cannot resolve any reasonable dispute, the Parties agree to seek alternative dispute resolution methods agreeable to all Parties, which are legally permissive at the time of the dispute. The Parties agree to use their best efforts to resolve any good faith dispute within 90 (ninety) days notice to the other Party. In the event the Parties cannot resolve that dispute as set forth above, they may seek such remedies as may be permitted by law.

Signature of representatives indicating acceptance of agreement:

DeKalb Park District:

\_\_\_\_\_

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_

Sandwich Township Park District:

\_\_\_\_\_

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_

Sycamore Park District:

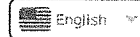
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Date: \_\_\_\_\_

Attest:

\_\_\_\_\_





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## Inflatable Movie Screens

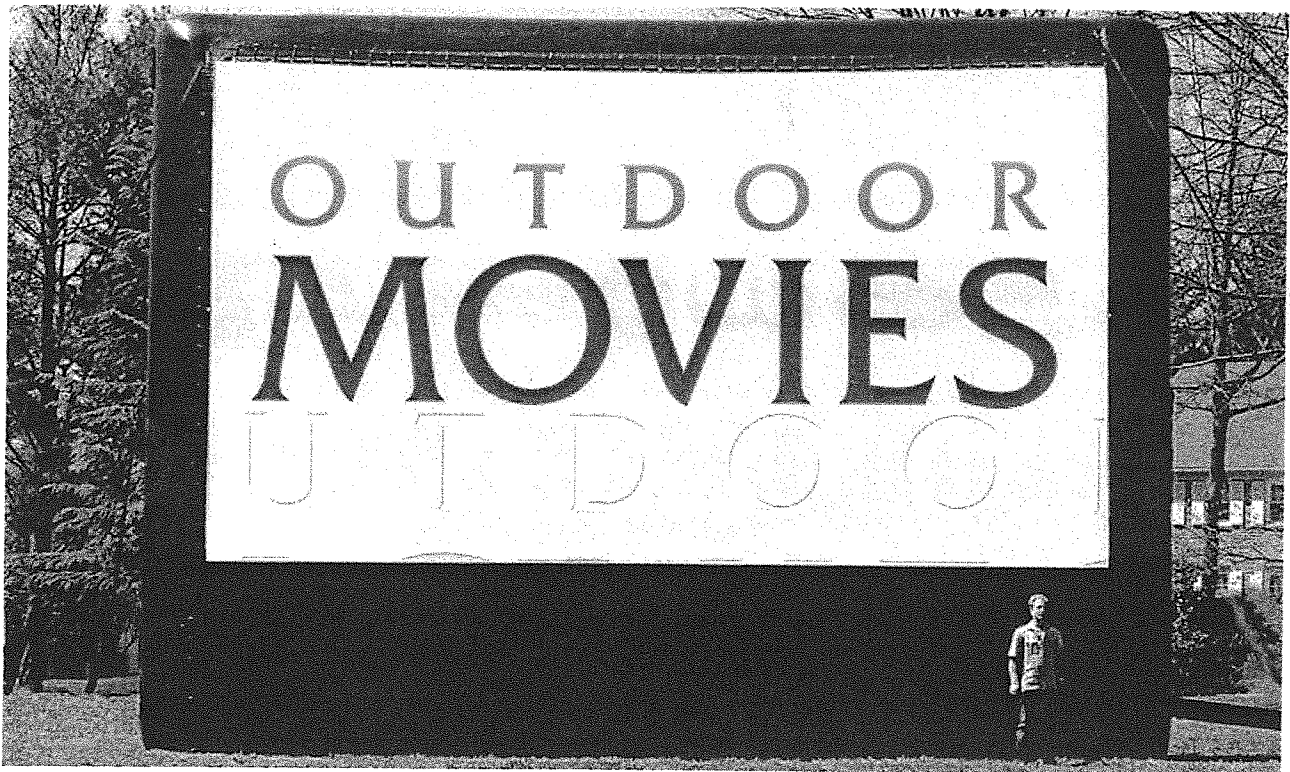
AIRSCREEN® – the World's Best Outdoor Movie Screens & Systems

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### 30' x 17' AIRSCREEN® Aeropro™

The AIRSCREEN® Aeropro™ 30' x 17' is an outdoor movie screen that is large, yet easy to use and transport. It's the perfect size for an outdoor movie event with up to 1200 people. With 510 square feet of projection surface, your audiences will be more than pleased. Give us a call to make sure you're spending your dollars on the right outdoor movie screen for your needs at (866) 448-3456.

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#### Movie Screen Specifications

- Projection Screen Width: 30 feet (9.1 m)
- Projection Screen Height: 16.75 ft (5.1 m)
- Overall width: 35 feet (10.7 m)
- Overall height: 25.5 feet (7.8 m)
- Screen surface from ground 6.5 ft (1.8 m)
- Uniframe RF welded construction
- Air inlet tube: 5 feet (1.5 m)
- Three double-seal Velcro

#### Performance & Advantages

- Up to 30% lighter
- Rock stable in wind due to airtight construction (hard like an inner tube)
- Brighter screen with .96 gain
- Faster setup & deflation
- Patented double-Velcro closures
- Proprietary valence blacks out light below screen surface
- Proprietary seamless blackout screen surface with minimal

#### What Comes With This Screen

- 30' x 17' AIRSCREEN® Frame
- Gerriets custom formulated .96 gain front screen surface
- Theatrical screen ties to attach and stretch screen surface
- Eight ratchet straps and two take down tethers
- Lower panel with valence
- Heavy duty carry bag
- High pressure blower
- Steel anchor stakes (42" x 1") with

deflation vents

- Blower amps: 12.0
- Weight: 365 pounds (166 kg)
- Price: **\$10,749**

stretch in wind

- Knowledgeable helpful support team available day and night

sledgehammer

- Repair kit
- Color illustrated manual
- One-year telephone and e-mail support
- Three-year limited warranty

Package Pairings for AIRSCREEN Aeropro 30' x 17' Outdoor Movie Screen:  
*ProHD Theater System | PlusHD Theater System | iSERIES Theater System*

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*Chris dePaola, Blazing Star Cinema*

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# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 22, 2015

## STAFF RECOMMENDATION

**AGENDA ITEM: Consideration of Proceeding with Sign Development:  
Recommend Approval**

**BACKGROUND INFORMATION:** For a long time the park district has missed out on great exposure to its customers. Specifically, I speak about the extensive exposure along Route 64 of Sycamore Park and the Golf Course. Currently, we have a fixed sign, static message.

I believe we need to take advantage of the amount of traffic that passes us by with a message board that can communicate numerous opportunities to our residents and customers. About 6 months ago our engineering firm, ERA, volunteered their services to design a lighted sign using the “salvaged” stone from our two stone pillars that were torn down during the new bridge construction on Route 64.

Attached is a hand sketch of the scheme for this sign which honors the soon-to-be-changed message board ordinance.

It is my hope to have this sign installed next year.

Before ERA begins final renderings, specifications and bid documents, I seek the Board’s approval of this idea. The location of the sign will be roughly at the same location of the current sign along Route 64 and would have the SPD Logo and Park Name on the top panel, the electronic message board in the middle, with a stone base, and a stone column on either side. Power would have to be run to the location, footings put in the ground, and control wiring will be hard wired or wifi enabled depending upon the cost.

**FISCAL IMPACT:** None at this time. Estimated cost, later, is \$10,000 to \$20, 000.

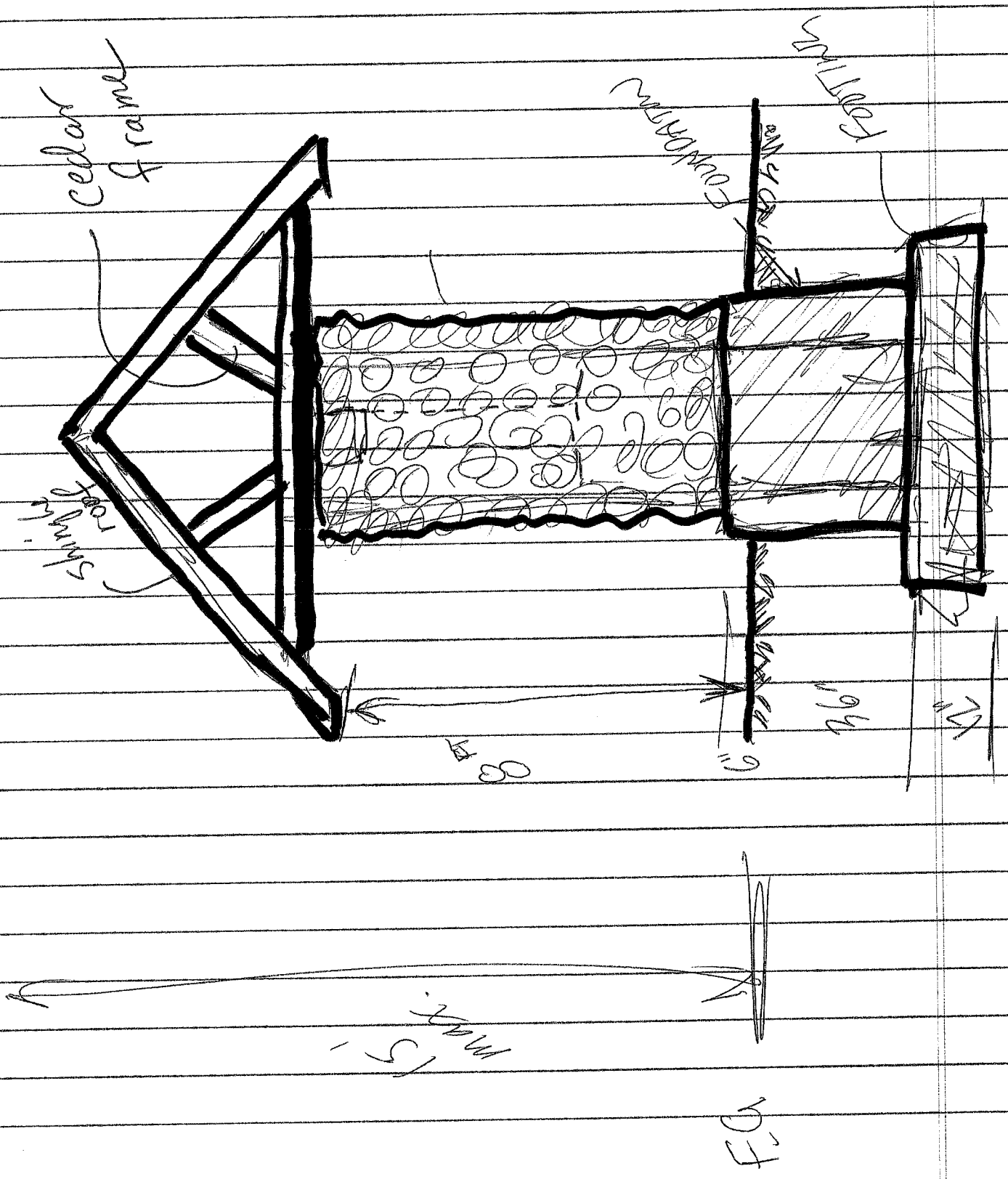
**STAFF RECOMMENDATION:** I recommend the Board authorize moving ahead with this project, finalizing the bid specifications, putting the project out to bid, and bringing it back to the Board for final approval.

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

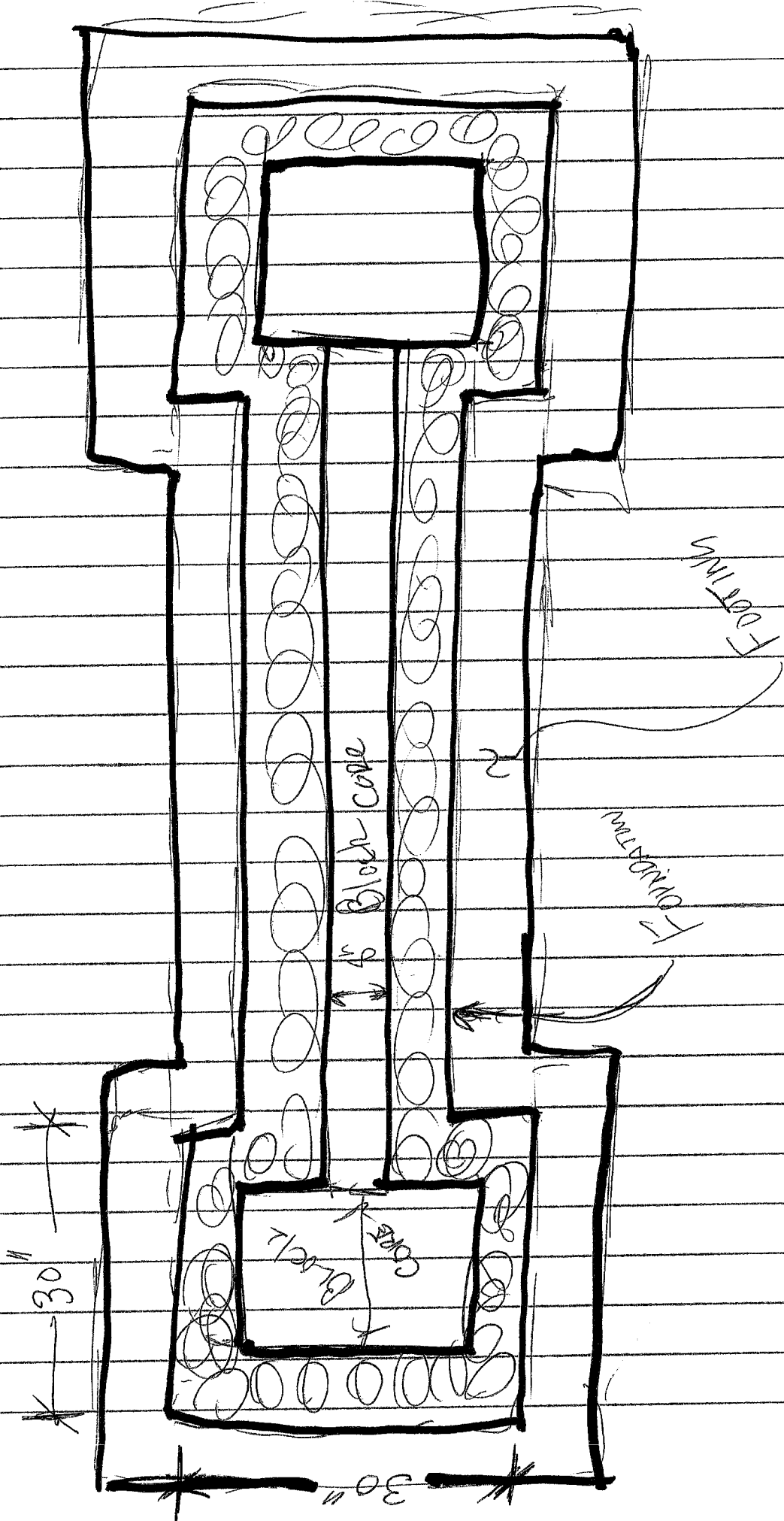


**BOARD ACTION:**





# MAIN SIDE VIEW



TOP VIEW