



**Sycamore**

**PARK DISTRICT**

*Established 1923*

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**Sycamore Park District  
Regular Board Meeting**

**May 23, 2017**

**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: April 25, 2017  
Executive Session: April 25, 2017  
**(Remain Confidential)**

**APPROVAL OF MONTHLY CLAIMS:**

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

**CONSENT AGENDA:**

29. Superintendent of Finance Monthly Report
33. Budget Report
50. Superintendent of Golf Operations Monthly Report
53. Superintendent of Parks and Facilities Monthly Report
60. Recreation Report
62. Executive Director Monthly Report

May 23, 2017

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**CORRESPONDENCE-**

- 64. Lamar Gibble Family
- 65. Dave Smith Family

**PUBLIC INPUT**

**POSITIVE FEEDBACK/REPORTS**

**MONTHLY REPORT—Kirk**

**OLD BUSINESS:**

- 66. Annual Audit Final Review/Adoption—Jackie/Lauterbach&Amen  
Setting Date for Study Session—Dan  
Authorize Contract with ERA for Phase II Trail Engineering—Dan  
(Roll Call)  
Open Meetings Training for Public Officials—Dan  
Status and Issues with Swimming Pool—Dan  
Review Election Results—Dan  
Two Week Plan for Recreation Campus—Ken/Dan
- 72. Update on Natural Gas Contract—Jackie

**NEW BUSINESS:**

- 73. ANNUAL MEETING: Swearing In Commissioners, Election of  
President, Vice President & Other Positions—Dan (Roll Call)  
Emergency Expense on Kishwaukee Shoreline—Dan  
Policy on Medical Insurance Compensation—Dan

**PUBLIC INPUT**

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

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

- 6. The setting of a price for sale or lease of property owned by the public body.

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, April 25, 2017**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:03 p.m. on Tuesday, April 25, 2017.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Kroeger, Tucker, Schulz and Commissioner Strack**

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

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

Staff members present were Jeanette Freeman, Director Gibble, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Lisa Metcalf.

**Guests at the Board meeting were:**

Steve Benson, Sycamore, IL  
Austin Benson, Sycamore, IL

**Regular and Consent Agenda Approval** – Director Gibble noted we are moving Agenda Item #113 & #114 to before the Supt. of Finance Report.

**Motion**

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

**Voice Vote**

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

**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the March 28, 2017 Regular 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 4-0. Commissioner Graves was absent.

**Motion**

Commissioner Schulz moved to approve the March 28, 2017 Executive Session Meeting Minutes but to remain confidential. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

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 Sycamore Park District  
 Tuesday April 25, 2017  
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### **Claims and Accounts Approval**

#### **Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of \$360,770.47.  
 Commissioner Tucker seconded the Motion.

#### **Roll Call**

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

#### **Correspondence –**

- DCEDC
- Jeff Clapsaddle– Thank You

#### **Positive Feedback –**

- Commissioner Schulz noted she received a \$1500.00 donation
- Commissioner Tucker Commended Terri’s hard work on Trails and she has received positive feedback on our groundbreaking.
- Commissioner Strack noted about the frost delays on the course and that Kirk’s demeanor is great and there is great energy.

#### **Public Input –**

**Austin Benson, Sycamore IL-** Austin noted he was out driving in the park and he went into the fields when he shouldn’t have, and made marks across the fields. This meant that park district staff had to fix it and he wanted to say sorry for wasting our time to fix the fields instead of doing other things. His father added that he wanted to make it right and help pay for the damage.

**Accept Bid for Bond Sale –** Dave Phillips noted they had the auction this morning and there were 3 bids received. The 4% interest rate was about 25 basis points better than the model. He recommends acceptance of the low bid from Robert W. Baird with an interest rate of 4.0041% and the adoption of the ordinance.

#### **Motion**

Commissioner Schulz moved to accept the bid on the bond sale. Commissioner Tucker seconded the Motion.

#### **Roll Call**

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

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**Adopt Bond Ordinance 05-2017 –**

**Motion**

Commissioner Tucker moved to adopt Bond Ordinance #05-2017: An ORDINANCE providing for the issue of approximately \$7,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the District, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto, payable from (a) together with the District's General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, lawfully available moneys in the District's Corporate and Recreation Funds, and such other funds of the District as may be necessary and on hand from time to time and lawfully available for such payment, and (b) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount, and authorizing the sale of said bonds to the winning bidder at a public sale on April 25, 2017. Commissioner Schulz seconded the Motion.

**Roll Call**

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

**Monthly Department Presentation –** Supt. of Finance Jackie Hienbuecher gave a report on our Corporate Card Program. She noted this program has been in place for a long time and not many changes have been made to it. Businesses send in their tax bill and we figure how many corporate cards are available to their employees. In 1994 we had 37 businesses and in 2016 we had 5. In 2008, we extended the program to the School District and the City of Sycamore. The City declined. She feels we need to revitalize this program and capture new businesses. She is asking the Board if we extend to the City again, along with now extending to DeKalb County and the Sycamore Library. The Board was ok with revitalizing the program and extending to the governmental entities. Director Gibble noted we will bring back any revisions/rules to the Board.

**Setting Date for Study Session –** Director Gibble noted there was no need at this time.

**Old Business**

**Authorize Contract with ERA for Phase II Trail Engineering –**

**Motion**

Commissioner Schulz moved to authorize the contract with ERA in the amount of \$64,379.29 with up to \$2,000 in incidentals to be forwarded to IDOT for authorization. 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 4-0. Commissioner Graves was absent.

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 Sycamore Park District  
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**Open Meetings Training for Public Officials** – Director Gibble reminded the Board again to complete the OMA.

**Park Tour** – At this time there was nothing scheduled.

**Status and Issues with Swimming Pool** – Director Gibble noted we are down to 2 main things with the pool: One in our control and one less in our control. We are in control of the painting of the basin of the main pool. Supt. of Parks Donahoe noted we need a stretch of dry days and temps above 50. Director Gibble noted the other thing to get worked out is the Bonding of the pool. This will allow us to make sure no electricity passes into the pool from any of the devices that have electricity around the pool. The pool was built to code in 1981 and was bonded. In the construction review process the City required a 3<sup>rd</sup> party to approve that the bonding was in place. We hired Dave Finney for over \$900 to do that and the inspectors that are working for the City wouldn't take responsibility for Finney's readings. We now have to bring in someone from outside of the community to do another assessment costing about \$7,400 additional. There are only 4 firms in the State of Illinois that do this work, three would not do it because there is no accepted standard to measure, they were too busy, or did not respond to our request. The fourth will do the best they can, even though there is no reading the state or city can site as acceptable.

**Review Election Results** – Director Gibble noted that Commissioners Strack and Schulz won and they will be sworn in at the May meeting.

**Two Week Plan for Recreation Campus** – Director Gibble noted that Ken from Ringland Johnson is here to give an update on the recreation campus. Ken noted that the excavator was mobilized on 3-21 and then we had 10 days of rain. He went over what has taken place so far and what is coming in the scheduled.

**Modify Paid Leave Policy** –

**Motion**

Commissioner Schulz moved to approve the change in the Paid Leave Policy as presented.  
 Commissioner Tucker seconded the Motion.

**Roll Call**

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

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## **New Business**

**Consideration of Large Events** – Director Gibble noted this will be done annually so the Board knows what is going on.

**Major Concert Venue Consideration** – Director Gibble noted he has been approached by a Sycamore resident to consider the information the Board was given. He would like to get a sense from the Board if we may want to consider setting some fundamental guidelines if we get approached again in the future. Supt. of Parks Donahoe noted they have given us big numbers. He compared it to Storm Days and the number of people at that function. He checked on google earth and determined it would be approximately 3500 cars for the event and he estimated we can only park about 1800 cars without getting on fields. He is concerned about how to get ready for all of this and the damage to our turf. This will be a lot of time involved in this. If the turf is damaged in October it will stay damaged until next spring. He is concerned about a pour down the day before. Commissioner Kroeger asked what was being displaced in order to have this. Program Supervisor Metcalf noted that they had two weekend options. The second choice for the date we only had one program going on in the park. However, the first choice, we have AYSO soccer and girl's softball. Director Gibble noted we need to know the capacity for this park. If we decide to let this happen, we contract with them for a fee to use the Park. They must also have insurance to restore the park to our specifications. His recommendation is the only thing that should go on in our park is our sports events and our small concerts that we hold. The concern of the Board was the damage that would be done to our park and the long-term impact for our sports. Director Gibble noted his response to the promoter will be that this is far beyond what we want impacting our park. The Board was in agreement on this and then suggested coming up with guidelines for these types of events in the future.

**Annual Review of Progress on ADA Transition** – Director Gibble noted everything was in the staff recommendation and there are no additions on changes.

**Dog Park Rules/Fee Recommendation** – Program Supervisor Lisa Metcalf noted the Dog Park Committee has met and come up with the rules and fees that are in the staff recommendation. She asked the Board if they have any suggestions or changes to the rules/fees. Commissioner Tucker suggested some language changes and adding no glass allowed. Commissioner Schulz suggested to get with the new City Clerk and these rules, etc.

## **Motion**

Commissioner Schulz moved to approve the Regulations and Fees for the Dog Park with the modifications stated. 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 4-0. Commissioner Graves was absent.

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**Resolution 01-2017 Amending Authorized Signatories**– President Strack noted that Resource Bank wanted the Park to do a resolution who is authorized to be on the accounts.

**Motion**

Commissioner Tucker moved to approve Resolution #01-2017 Amending Authorized Signatories. Commissioner Schulz seconded the Motion.

**Roll Call**

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

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:40 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Kroeger.

**Roll Call**

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

#6 The setting of a price for sale or lease of property owned by the public body.

The Board convened to Executive Session at 7:43 pm. The roll was called with Commissioners Kroeger, Schulz, Tucker, and Strack present along with Recording Secretary Jeanette Freeman and Director Gibble.

**Motion**

The Board adjourned the Executive Session at 8:36 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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

**Motion**

The Board adjourned the Regular Session at 8:36 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

**Voice Vote**

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

Respectfully Submitted

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District



DATE: 05/12/2017  
 TIME: 14:19:17  
 ID: AP450000.WOW  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	ACUSHNET COMPANY								
	300113817	01 RETURN-CREDIT - GOLF BALLS	501000001300	03/09/17	00000000	57732	05/03/17	526.38	-1,368.00 -1,368.00
	903747953	01 REPL-OLD GOLF BALLS	501000001300	03/10/17	00000000	57732	05/03/17	526.38	909.24 909.24
	903835575	01 DELUXE BAG	501000001304	03/23/17	00001677	57732	05/03/17	526.38	162.00 150.00 12.00
	904017627	02 DISC/SHIPPING	501000001304		00000000				
	904017627	01 BALL MARKER LEGACY	501000001301	04/19/17	00001625	57732	05/03/17	526.38	184.57 180.00 4.57
	904017627	02 904017627 SHIP/DISC	501000001301		00001625				
	904060476	01 PLAYERS DEEP BACK SPACE EYE	501000001301	04/25/17	00001625	57732	05/03/17	526.38	202.21 198.00 4.21
	904060476	02 904060476 SHIP/DISC	501000001301		00001625				
	904079619	01 TITLEIST CUBS LIMITED CAPS	501000001301	04/27/17	00001766	57732	05/03/17	526.38	436.36 432.00 4.36
	904079619	02 DISC/SHIPPING	501000001301		00001766				
AFLAC	AFLAC								
	029237	01 PREMIUM	101000002006	04/12/17	00000000	57708	04/25/17	459.50	459.50 459.50
	029237	01 PREMIUM	101000002006		00000000				
	173107	ALL STAR SPORTS INSTRUCTION							
	173107	01 CONTRACTED INSTRUCTORS	205550026128	05/01/17	00001966	57733	05/03/17	5,322.00	5,322.00 2,862.00 2,460.00
	173107	02 CONTRACTED INSTRUCTORS	205550036128		00001966				
ARTHUR	ARTHUR CLESEN, INC.								
	322826	01 herbicide, defoamer	504100076507	04/25/17	00001950	57725	04/28/17	977.40	977.40 575.00 402.40
	322826	02 greens fertilizer	504100076506		00001950				
	323042	01 1" WATER HOSE	202100076500	05/01/17	00001976	57748	05/10/17	145.31	80.63 80.63
	323042	01 1" WATER HOSE	202100076500		00001976				
		VENDOR TOTAL:						5,322.00	

DATE: 05/12/2017  
 TIME: 14:19:17  
 ID: AP450000.WOW  
 10

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
323259	01	HOSE NOZZLE AND FITTINGS	202100076500	05/04/17	00001980	57748	05/10/17	145.31	64.68
VENDOR TOTAL: 1,122.71									
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0301118609001-040617	01	ADMINISTRATION	101000096700	04/06/17	00000000	57749	05/10/17	179.27	91.84
	02	ADMINISTRATION	201000096700		00000000				20.29
	03	ADMINISTRATION - FAX	101000096700		00000000				20.30
	04	ADMINISTRATION - FAX	201000096700		00000000				0.39
	05	PRO SHOP	504000096700		00000000				0.38
	06	MAINT BLDG	101500096700		00000000				2.51
VENDOR TOTAL: 47.97									
-----									
0301118609001-050617	01	ADMINISTRATION	101000096700	05/06/17	00000000	57749	05/10/17	179.27	87.43
	02	ADMINISTRATION	201000096700		00000000				8.45
	03	ADMINISTRATION-FAX	101000096700		00000000				8.44
	04	ADMINISTRATION-FAX	201000096700		00000000				1.39
	05	PRO SHOP	504000096700		00000000				1.39
	06	MAINT BLDG	101500096700		00000000				2.92
VENDOR TOTAL: 64.84									
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AUTOM		AUTO MACHINE INC.						VENDOR TOTAL:	179.27
W35976	01	GOLF CART CRANKSHAFT REPAIR	504000066409	05/01/17	00001964	57734	05/03/17	60.00	60.00
VENDOR TOTAL:									60.00
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BATTERIE		BATTERIES PLUS						VENDOR TOTAL:	60.00
297-271315	01	LIGHT BULB RECYCLE -SPORTS	202100076500	04/24/17	00001957	57726	04/28/17	101.84	101.84
VENDOR TOTAL:									101.84
-----									
BSN		BSN SPORTS						VENDOR TOTAL:	101.84
98933097	01	TENNIS NET STRAPS	202100076500	04/10/17	00001911	57750	05/10/17	229.57	16.38
VENDOR TOTAL:									16.38
98938121	01	L SCREEN FOR PITCHING	202100076536	04/11/17	00001912	57750	05/10/17	229.57	213.19
VENDOR TOTAL:									213.19
-----									
CARQ		CARQUEST AUTO PARTS						VENDOR TOTAL:	229.57
2454-346324				04/10/17		57735	05/03/17	113.10	9.45
VENDOR TOTAL:									9.45





FROM 04/25/2017 TO 05/12/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
EMORLD	W-1843289	07 KEG RETURN	303000086634	04/20/17	00001940	57709	04/25/17	513.20	513.20
		08 DELIVERY CHARGE	303000086634		00001940				-60.00
									3.00
VENDOR TOTAL: 513.20									
EMORLD	1535	01 DEKABL CO ONLINE ANNUAL FEE	101200046209	04/26/17	00001982	57755	05/10/17	788.00	788.00
									788.00
VENDOR TOTAL: 788.00									
FAST	FASTENAL COMPANY	ILCOR95792		04/10/17	00001916	57756	05/10/17	24.15	24.15
		01 RIVETS	101500066403						24.15
VENDOR TOTAL: 24.15									
FRONTIER	FRONTIER	042217		04/22/17		57757	05/10/17	177.55	177.55
		01 MAINT BLDG	101500096700		00000000				68.28
		02 MAINT BLDG	504100096700		00000000				68.27
03 POOL	518000096700		00000000				41.00		
VENDOR TOTAL: 177.55									
GENOAPK	GENOA TOWNSHIP PARK DISTRICT	5-21-17 POOL RENTAL		05/10/17		57758	05/10/17	70.00	70.00
		01 POOL RENTAL FEE REIMBURSEMENT	518000046207		00001984				70.00
VENDOR TOTAL: 70.00									
GOR	GORDON FOOD SERVICE INC.	177435004		04/21/17		57759	05/10/17	521.79	521.79
		01 SHREDDED CHEESE	303000086616		00001967				47.12
		02 ITALIAN ICE	303000086626		00001967				79.89
		03 POPCORN OIL	303000086621		00001967				52.46
		04 CHIPS	303000086622		00001967				82.93
		05 GATORADE	303000086631		00001967				98.55
		06 NAPKINS	303000076550		00001967				48.29
		07 COFFEE LIDS	303000076550		00001967				20.39
		08 LARGE CUPS	303000076550		00001967				29.92
		09 CONE CUPS KIRK	504000076500		00001967				62.24
VENDOR TOTAL: 521.79									
GRAI	GRAINGER	9418387792		04/18/17		57739	05/03/17	24.12	24.12
VENDOR TOTAL: 24.12									



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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	903708	01 CLEANERS/AIR FRESH	101500066401	04/11/17	00001918	57762	05/10/17	273.64	37.96
	903719	01 trash pickers	202100076500	04/19/17	00001952	57762	05/10/17	273.64	34.16
	903784	01 BOLTS	101500076500	04/04/17	00001915	57762	05/10/17	273.64	7.59
	903887	01 BOLTS	101500076500	04/12/17	00001909	57762	05/10/17	273.64	9.00
MARS	M.A.R.S., INC.							VENDOR TOTAL:	273.64
	561243	01 REBUILD TRUCK ALTERNATOR	101500066403	05/02/17	00001973	57763	05/10/17	148.00	148.00
MENNA	MENARDS - SYCAMORE							VENDOR TOTAL:	148.00
	49654	01 chemical sprayers -pool	518100076550	04/19/17	00001953	57764	05/10/17	522.44	52.44
		02 pails for mower fuel/oil	101500066403		00001953				29.94
									22.50
	50147	01 drive bit set -shop	101500076500	04/25/17	00001947	57764	05/10/17	522.44	12.99
	50148	01 POOL PAINT SUPPLIES	518100066410	04/25/17	00001958	57764	05/10/17	522.44	137.04
	50181	01 WATER HEATER - SPORTS CONCESS	303300066401	04/25/17	00001942	57764	05/10/17	522.44	315.99
	50648	01 WHITE CAULK FOR TRAILER	101500066403	05/01/17	00001975	57764	05/10/17	522.44	3.98
MINERAL	MINERAL MASTERS							VENDOR TOTAL:	522.44
	00039354	01 POOL CHEMICALS	518100076550	04/14/17	00000000	57728	04/28/17	422.50	422.50
								VENDOR TOTAL:	422.50





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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	5292175	17 HOT DOGS 8/1	303000086615	04/20/17	00001968	57769	05/10/17	2,521.39	1,848.59
		18 BRATS	303000086615		00001968				260.24
		19 PORK CHOPS	303000086613		00001968				203.46
		20 CONE CUPS KIRK	504000076500		00001968				57.91
									62.26
	5300628	01 GATORADE	303000086631	04/27/17	00001969	57769	05/10/17	2,521.39	672.80
		02 CHIPS	303000086622		00001969				280.96
		03 SLICED ROAST BEEF	303000086612		00001969				57.70
		04 SLICED TURKEY	303000086612		00001969				58.67
		05 FRENCH FRIES	303000086617		00001969				61.85
		06 POPCORN CHICKEN	303000086616		00001969				19.51
		07 EGG PATTIES	303000086610		00001969				105.68
		08 HAMBURGERS	303000086613		00001969				36.68
									51.75
PLUNKETT	PLUNKETT'S PEST CONTROL							VENDOR TOTAL:	2,521.39
	5650191	01 PEST CONTROL	101000056300	04/11/17	00000000	57770	05/10/17	84.00	84.00
		02 PEST CONTROL	201000056300		00000000				42.00
									42.00
PROS	PRO-SAFETY, INC.							VENDOR TOTAL:	84.00
	2/836070	01 GLASSES, GLOVES, EAR PLUGS	101500076514	04/14/17	00001914	57771	05/10/17	59.45	59.45
									59.45
RALPHHEL	RALPH HELM LAWN EQUIPMENT CTR							VENDOR TOTAL:	59.45
	5112	01 BACKPACK BLOWER THROTTLE CABLE	101500066403	04/28/17	00000000	57743	05/03/17	16.64	16.64
									16.64
REIN	REINDERS, INC.							VENDOR TOTAL:	16.64
	1676720-FRT	01 FRT INV 1676720-00	101500066403	03/24/17	00000000	57711	04/25/17	18.58	7.71
									7.71
	1677186-FRT	01 FRT-INV 1677186-00	101500066402	03/28/17	00000000	57711	04/25/17	18.58	10.87
									10.87
RINGLAND	RINGLAND-JOHNSON, INC							VENDOR TOTAL:	18.58
	216095-7			04/25/17		57747	05/05/17	225,050.00	225,050.00

FROM 04/25/2017 TO 05/12/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SJOSTROM	216095-7	01 CAMPUS PROJECT	711000036132	04/25/17	00000000	57747	05/05/17	225,050.00	225,050.00
								VENDOR TOTAL:	225,050.00
SJOSTROM	4	01 ADA POOL IMPROVEMENTS	221000076500	03/31/17	00000000	57772	05/10/17	50,857.36	50,857.36
		02 SLIDE	201000066401		00000000				45,007.86
									5,849.50
								VENDOR TOTAL:	50,857.36
SOU	1525680	01 VODKA	303000086636	04/25/17	00001962	57744	05/03/17	467.47	467.47
		02 CANADIAN CLUB	303000086636		00001962				248.50
		03 AMARETTO	303000086636		00001962				139.56
		04 SVEDKA FLAVORED VODKA	303000086636		00001962				35.79
		05 SHIPPING	303000086636		00001962				40.62
								VENDOR TOTAL:	3.00
SPEC	41482	01 PARK PRIDE TSHIRTS 2017	206095096216	05/04/17	00001983	57773	05/10/17	245.00	467.47
								VENDOR TOTAL:	245.00
SUP	480961	01 BUD LIGHT	303000086634	04/19/17	00001933	57712	04/25/17	228.30	228.30
		02 BUD LITE LIME	303000086634		00001933				153.50
		03 BUSCH LITE	303000086634		00001933				18.20
		04 312 BEER	303000086634		00001933				28.10
		05 DELIVERY CHARGE	303000086634		00001933				25.50
								VENDOR TOTAL:	3.00
SWIFT	17-0146	01 SUMMER 2017 BROCHURE	206500046203	04/17/17	00001939	57713	04/25/17	4,717.56	228.30
								VENDOR TOTAL:	4,717.56
SYCPK2	BB CONC EXTRA BANK	SYCAMORE PARK DISTRICT		04/28/17		57729	04/28/17	500.00	4,717.56
								VENDOR TOTAL:	500.00

FROM 04/25/2017 TO 05/12/2017

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

BB CONC EXTRA BANK  
 01 EXTRA CONC BB BANK 301000001010 04/28/17 00000000 57729 04/28/17 500.00 500.00

VENDOR TOTAL: 500.00

MILEAGE/MEAL  
 01 MILEAGE/MEALS REIMB 303000046211 04/21/17 00000000 57745 05/03/17 110.17 110.17

REIMB 5-10-17  
 01 ALDI REIMB 4-21-17 303300086629 05/10/17 00000000 57775 05/10/17 125.40 37.09

02 ALDI REIMB 4-21-17 303300086623 00000000 5.58 4.76  
 03 ALDI REIMB 4-21-17 303300086633 00000000 4.90 4.90  
 04 ALDI REIMB 4-21-17 303300086633 00000000 12.99 12.99  
 05 ALDI REIMB 4-17-17 206095026216 00000000 2.98 2.98  
 06 ALDI REIMB 4-14-17 206095026216 00000000 1.96 1.96  
 07 ALDI REIMB 4-14-17 303500086640 00000000 3.92 3.92

VENDOR TOTAL: 235.57

01 ALDI REIMB 4-22-17 303000086613 05/04/17 00000000 57775 05/10/17 125.40 88.31  
 02 ALDI REIMB 4-22-17 303000086615 00000000 20.40 20.40  
 03 ALDI REIMB 4-19-17 303300086630 00000000 34.85 34.85  
 04 ALDI REIMB 4-19-17 303000086615 00000000 1.89 1.89  
 05 ALDI REIMB 4-19-17 303300086615 00000000 5.10 5.10  
 06 ALDI REIMB 4-19-17 303300086623 00000000 10.68 10.68  
 07 ALDI REIMB 4-19-17 303300086623 00000000 1.98 1.98  
 08 ALDI REIMB 4-19-17 303300086629 00000000 9.25 9.25

VENDOR TOTAL: 235.57

MILEAGE 4-27-17  
 01 MILEAGE 201000046211 04/27/17 00000000 57730 04/28/17 37.45 37.45

VENDOR TOTAL: 37.45

REFUND  
 01 GOLF CAP REFUND 205550246218 04/25/17 00000000 57714 04/25/17 20.00 20.00

VENDOR TOTAL: 20.00

REFUND  
 04/25/17 57715 04/25/17 30.00 30.00

T0001170 METCALF, LISA  
 T0001495 ELLIOTT, LEO  
 T0001496 MOMMSEN, KRISTIN





FROM 04/25/2017 TO 05/12/2017

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
04	COOKIES	303000086618	04/12/17	00001898	57723	04/25/17	928.16	928.16
05	CRACKERS	303000086618		00001898				22.30
06	PEANUTS	303000086618		00001898				20.64
07	GRANOLA	303000086618		00001898				14.96
08	SLIM JIM	303000086623		00001898				45.92
09	GUM	303000086624		00001898				58.44
10	AIRHEADS	303000086624		00001898				19.96
11	CANDY	303000086624		00001898				20.30
12	FRUIT SNACKS	303000086623		00001898				317.12
13	HOT CHOCOLATE	303000086632		00001898				10.78
14	BREAD/SUB BUNS	303000086612		00001898				11.42
15	OLIVES	303000086636		00001898				10.94
16	PANCAKE MIX/SYRUP/PLATES	206095026216		00001898				6.72
17	COUPON DANISHES	303000086611		00001898				34.76
18	COUPON SLIM JIMS	303000086623		00001898				-12.00
19	HOT DOG BUNS	303000086615		00001928				-12.00
20	TOMATOES ONIONS LETTUCE	303000086629		00001928				2.64
21	BREAD	303000086612		00001928				4.99
22	BAGELS	303000086610		00001928				3.92
23	DETERGENT AND SPONGES	303000076551		00001928				4.26
24	SALT	303000086629		00001927				5.95
25	HORSERADISH/HOT SAUCE	303000086636		00001927				0.54
26	ENGLISH MUFFINS	303000086610		00001927				3.76
27	TOMATOES	303000086629		00001927				4.56
28	COFFEE	303000086632		00001927				2.28
29	CREAMER	303000086632		00001927				33.92
30	TEA	303000086632		00001927				9.50
31	JUICE	206095026216		00001927				2.42
32	COFFEE	3033000086632		00001927				20.70
								16.96

WASTE MANAGEMENT VENDOR TOTAL: 928.16

ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
01	REFUSE REMOVAL - ADM	101000056302	04/25/17	00000000	57780	05/10/17	316.24	316.24
02	REFUSE REMOVAL - CH	303000056302		00000000				50.95
03	REFUSE REMOVAL - ADM	101000056302		00000000				50.96
04	REFUSE REMOVAL - OLD SHOP	504100056302		00000000				5.00
05	REFUSE REMOVAL - SC MAINT	202100056302		00000000				55.43
06	REFUSE REMOVAL - PARKS MAINT	101500056302		00000000				35.28
07	REFUSE REMOVAL - PICNIC	101500056302		00000000				35.29
								83.33

WASTE MANAGEMENT VENDOR TOTAL: 316.24

WDKB-FM WDKB-FM 573-00051-0000 03/31/17 57724 04/25/17 300.00 300.00

DATE: 05/12/2017  
 TIME: 14:19:17  
 ID: AP450000.MOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

23

FROM 04/25/2017 TO 05/12/2017

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

573-00051-0000 01 MARCH 17 GOLF RADIO ADS 101200046209 03/31/17 00001938 57724 04/25/17 300.00 300.00

WILLIAM HANNA SURVEYORS

26081 01 Platforclty:West Side Airpt.Rd 101000036125 03/25/17 00001732 57746 05/03/17 2,300.00 900.00

26082 01 Survey Plat for Rec Campus 711000036133 03/25/17 00001731 57746 05/03/17 2,300.00 1,400.00

VENDOR TOTAL: 2,300.00  
 TOTAL --- ALL INVOICES: 322,440.62

DATE: 05/19/2017  
 TIME: 07:13:07  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 05/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	7,192.12	615.00
CINTA	CINTAS CORPORATION #355	626.99	33.88
ECO	ECOWATER SYSTEMS, INC.	177.77	6.97
ENGIN	ENGINEERING RESOURCE ASSOC	18,306.43	4,897.45
FRONTIER	FRONTIER	3,693.06	307.63
GROUPL	GROUP PLAN SOLUTIONS	176.00	22.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	886.73	92.42
NICOR	NICOR GAS	7,609.96	85.25
PDRMA	PDRMA	112,248.48	4,054.96
SERVICE	SERVICEMASTER RESTORATION	625.00	437.50
SOFT	SOFT WATER CITY	734.05	6.75
SPARKLE	SPARKLE JANITORIAL SERVICE	5,636.00	704.50
STAPLES	STAPLES ADVANTAGE	889.61	35.38
SUNDOG	SUN DOG IT	4,980.99	451.70
T0001502	KELLY MEM FUND C/O ANDERSON FU		50.00
VERMONT	VERMONT SYSTEMS INC	48,335.41	2,529.12
	ADMINISTRATION		14,330.51
12	MARKETING		
DEKCTYBR	DEKALB COUNTY BROADCASTERS		258.00
KAR	KAR-FRE FLOWERS	239.45	95.00
ROCHNEW	THE ROCHELLE NEWS-LEADER		265.00
SHAW	SHAW SUBURBAN MEDIA	509.40	565.08
WDKB-FM	WDKB-FM	300.00	600.00
	MARKETING		1,783.08
15	PARKS		
CINTA	CINTAS CORPORATION #355	626.99	39.00
CINTA2	CINTAS CORP	75.30	29.73
COMMO	COMMONWEALTH EDISON	784.60	183.50
DEK3	DEKALB COUNTY COLLECTOR		3,285.29
DEKA2	DEKALB IMPLEMENT CO.,	6,573.37	475.00
GRAI	GRAINGER	808.40	16.70
HOMER	HOMER INDUSTRIES		1,480.00
MROUT	MR OUTHUSE	1,800.00	450.00
NICOR	NICOR GAS	7,609.96	180.01
PDRMA	PDRMA	112,248.48	582.47
RALPHHEL	RALPH HELM LAWN EQUIPMENT CTR	16.64	26.97



DATE: 05/19/2017  
 TIME: 07:13:07  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
15	PARKS		
RAYNOR	RAYNOR DOO AUTHORITY		1,320.00
REIN	REINDERS, INC.	15,916.03	561.76
SOFT	SOFT WATER CITY	734.05	47.25
TRUGR	TRUGREEN		568.56
VULC	VULCAN MATERIALS CO.	214.96	145.68
	PARKS		9,391.92
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	626.99	18.92
ECO	ECOWATER SYSTEMS, INC.	177.77	6.97
FRONTIER	FRONTIER	3,693.06	307.63
GROUPPL	GROUP PLAN SOLUTIONS	176.00	22.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	886.73	92.42
NICOR	NICOR GAS	7,609.96	49.52
PDRMA	PDRMA	112,248.48	4,137.86
SERVICE	SERVICEMASTER RESTORATION	625.00	437.50
SPARKLE	SPARKLE JANITORIAL SERVICE	5,636.00	704.50
STAPLES	STAPLES ADVANTAGE	889.61	35.38
SUNDOG	SUN DOG IT	4,980.99	451.69
T0001500	MAXWELL, HALIE		25.00
VERMONT	VERMONT SYSTEMS INC	48,335.41	5,440.87
	ADMINISTRATION		11,730.26
21	SPORTS COMPLEX MAINTENANCE		
BSN	BSN SPORTS	1,978.50	724.97
CONS	CONSERV FS	4,035.38	512.07
MENA	MENARDS - SYCAMORE	2,441.28	43.54
NEVCO	NEVCO INC		963.98
PDRMA	PDRMA	112,248.48	5,329.12
SOFT	SOFT WATER CITY	734.05	287.00
VULC	VULCAN MATERIALS CO.	214.96	145.68
WAGN	WAGNER AGGREGATE, INC.		417.10
	SPORTS COMPLEX MAINTENANCE		8,423.46
25	MIDWEST MUSEUM OF NATURAL HIST		

DATE: 05/19/2017  
TIME: 07:13:07  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
25	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION	4,737.72	703.25
	MIDWEST MUSEUM OF NATURAL HIST		703.25
CONCESSIONS			
10	ADMINISTRATION		
SYCPK2	SYCAMORE PARK DISTRICT	500.00	200.00
	ADMINISTRATION		200.00
30	CLUBHOUSE CONCESSIONS		
GOR	GORDON FOOD SERVICE INC.	986.44	521.27
NICOR	NICOR GAS	7,609.96	21.23
PERFOR	PERFORMANCE FOOD GROUP	3,051.75	1,033.13
SUP	SUPERIOR BEVERAGE	485.80	280.55
USFOODS	US FOODS INC	302.35	468.73
	CLUBHOUSE CONCESSIONS		2,324.91
33	SPORTS COMPLEX CONCESSIONS		
GOR	GORDON FOOD SERVICE INC.	986.44	198.13
PERFOR	PERFORMANCE FOOD GROUP	3,051.75	443.45
USFOODS	US FOODS INC	302.35	246.76
	SPORTS COMPLEX CONCESSIONS		888.34
DEVELOPER CONTRIBUTIONS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	18,306.43	3,359.72
	ADMINISTRATION		3,359.72
GOLF COURSE			
40	GOLF OPERATIONS		

DATE: 05/19/2017  
 TIME: 07:13:07  
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 05/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
40	GOLF OPERATIONS		
FRONTIER	FRONTIER	3,693.06	87.34
NICOR	NICOR GAS	7,609.96	21.23
NIV	NIVEL PARTS & MANUFACTURING	1,905.05	528.66
PDRMA	PDRMA	112,248.48	1,968.28
SOFT	SOFT WATER CITY	734.05	33.75
USFOODS	US FOODS INC	302.35	78.62
	GOLF OPERATIONS		2,717.88
41	GOLF MAINTENANCE		
CINTA	CINTAS CORPORATION #355	626.99	39.00
NICOR	NICOR GAS	7,609.96	216.52
PDRMA	PDRMA	112,248.48	3,639.24
REIN	REINDERS, INC.	15,916.03	345.01
VULC	VULCAN MATERIALS CO.	214.96	145.68
	GOLF MAINTENANCE		4,385.45
SWIMMING POOL			
10	ADMINISTRATION		
SYCPK2	SYCAMORE PARK DISTRICT	500.00	250.00
	ADMINISTRATION		250.00
80	POOL		
T0001501	SWAN, COURTNEY		133.95
UNIVERSI	UNIVERSITY PLAZA APARTMENTS		140.00
	POOL		273.95
81	POOL MAINTENANCE		
HAWK	HAWKINS INC		1,712.15
MENA	MENARDS - SYCAMORE	2,441.28	91.02
NICOR	NICOR GAS	7,609.96	477.64
VIKI	VIKING CHEMICAL CO.		748.22
	POOL MAINTENANCE		3,029.03

DATE: 05/19/2017  
TIME: 07:13:07  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CAPITAL PROJECTS			
10	ADMINISTRATION		
BANK	THE BANK OF NEW YORK MELLON		21,512.50
CHAPM	CHAPMAN AND CUTLER		30,000.00
COMMO2	COMMONWEALTH EDISON		18,387.98
ENGIN	ENGINEERING RESOURCE ASSOC	18,306.43	1,687.50
FOX1	FOX VALLEY FIRE & SAFETY CO.	1,291.00	950.00
REIN	REINDERS, INC.	15,916.03	15,395.52
SUNDOG	SUN DOG IT	4,980.99	360.00
VERMONT	VERMONT SYSTEMS INC	48,335.41	19,640.00
	ADMINISTRATION		107,933.50
ACTION 2020			
10	ADMINISTRATION		
FARNS	FARNSWORTH GROUP INC	211,116.72	19,707.04
	ADMINISTRATION		19,707.04
	TOTAL ALL DEPARTMENTS		191,432.30

*Interim \$*

*New \$ 191,432.30*

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*total*

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: May 23, 2017

**Administrative Initiatives** (5/1/17 – 5/31/17)

- Attended scheduled Superintendent and Board meetings.
- Attended scheduled Safety Committee meeting.
- Worked with IMRF and auditors to finalize 2016 audit.
- Continued to review cash flow and transferred funds as needed.
- Worked with merchant services provider to convert current credit card terminals.
- Continued communication with vendors regarding technology needs for new campus. Provided information as requested.
- Participated in PDRMA Wellness Ambassador Annual PATH Review Webinar.
- Monitored new household accounts on Rectrac for residency.
- Communicated rentals to cleaning company for scheduling purposes.
- Provided information requested by new vendors.
- Worked with utilities for disconnection at 1325 E. State St. property.
- Completed Bond paperwork and sent to related parties. Worked with PFM to develop investment portfolio for bond proceeds.
- Reviewed and approved scholarship requests as needed.

- Staff assisted Dekalb Park District with payroll.
- Updated Encap spreadsheet with new contracts.
- Staff prepared pool concessions for opening.
- Administrative staff worked with various school classes on end of year picnics.
- Attended Pumpkin Festival Committee meeting.
- Researched insurance options.
- Completed cash flow spreadsheet with budget figures and ytd 4/30/17 data.
- Completed PDRMA Operating Expenditures Request.
- Obtained quotes and finalized natural gas contract.
- Prepared documentation for Supt of Recreation candidates.
- Catering/special events/room rentals: 4 rentals, Park Pride Day Luncheon (1 class cancelled)

**Administrative Initiatives** (6/1/17 – 6/30/17)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Finalize annual Comptroller Report to file with state.
- Update quarterly capital fund spreadsheet.
- Prepare Prevailing Wage Ordinance.

- Continue to evaluate scholarship applications asking for financial assistance.
- Coordinate vendor applications, if any, for Storm Dayz.
- Provide staff with current financial statements for their review. Highlight areas of note.
- Complete PDRMA Annual Salary audit for the purposes of updating life insurance information.
- Maintain communication as needed with PDRMA regarding workers comp claims.
- Set up tablet for automated POS and credit card availability on beverage cart. Evaluate alternatives, including Rectrac, for automating sales on the beverage cart.
- Continue to review cash flow and opportunities to transfer funds to PFM/IPDLAF to increase earnings.
- Review purchasing card programs for possible implementation.
- Look into purchasing Finepoint software to allow staff to print accounting information to screen.
- Look into ATM options for clubhouse.
- Continue to work with vendors regarding technology for new campus.
- Begin work on updating equipment lifecycle spreadsheets.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Staff prepares for opening of pool concessions.
- Provide additional information for Transparency Portal on website.

- Catering/special events/room rentals: 5 rentals, 4 golf outings, Storm Dayz Softball tournament



Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended April 30, 2017

**Corporate Fund (10)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>									
Administration	21,890.00	13,063.37	-40.3%	30,966.00	26,789.33	-13.5% (1)	1,307,454.00	44,542.74	-39.9% (1)
Marketing							-	-	
Parks	-	-		-	-	#DIV/0!	11,389.00	-	#DIV/0!
<b>Total Revenues</b>	<b>21,890.00</b>	<b>13,063.37</b>	<b>-40.3%</b>	<b>30,966.00</b>	<b>26,789.33</b>	<b>-13.5%</b>	<b>1,318,843.00</b>	<b>44,542.74</b>	<b>-39.9%</b>
<b>Expenses</b>									
Administration	38,639.00	30,846.04	-20.2%	160,841.00	134,152.36	-16.6% (2)	1,032,950.00	557,231.43	-75.9% (3)
Marketing	3,000.00	686.33	-77.1%	13,775.00	6,219.48	-54.8% (4)	45,575.00	13,741.51	-54.7% (4)
Parks	17,792.00	12,202.52	-31.4%	65,922.00	55,072.57	-16.5% (5)	250,225.00	63,081.02	-12.7% (5)
<b>Total Expenses</b>	<b>59,431.00</b>	<b>43,734.89</b>	<b>-26.4%</b>	<b>240,538.00</b>	<b>195,444.41</b>	<b>-18.7%</b>	<b>1,328,750.00</b>	<b>634,053.96</b>	<b>-69.2%</b>
<b>Total Fund Revenues</b>	<b>21,890.00</b>	<b>13,063.37</b>	<b>-40.3%</b>	<b>30,966.00</b>	<b>26,789.33</b>	<b>-13.5%</b>	<b>1,318,843.00</b>	<b>44,542.74</b>	<b>-39.9%</b>
<b>Total Fund Expenses</b>	<b>59,431.00</b>	<b>43,734.89</b>	<b>-26.4%</b>	<b>240,538.00</b>	<b>195,444.41</b>	<b>-18.7%</b>	<b>1,328,750.00</b>	<b>634,053.96</b>	<b>-69.2%</b>
<b>Surplus (Deficit)</b>	<b>(37,541.00)</b>	<b>(30,671.52)</b>	<b>-18.3%</b>	<b>(209,572.00)</b>	<b>(168,655.08)</b>	<b>-19.5%</b>	<b>(9,907.00)</b>	<b>(589,511.22)</b>	<b>-71.4%</b>

(1) 2017 Replacement taxes greater than budget, 40.1% \$6,652 and 2016 30.8% \$5,471. No farm income Airport Rd property in 2017 \$5,600 in 2016. Timing of farm income from Hartman.

(2) Expenses below budget: Professional Services 68.8% \$15,206, Administrative Expenses 15.6% \$2,829, Contracted Services 52.8% \$6,020. Most of this is timing.

(3) 2016 included a transfer of \$444,000 to Action 2020 Fund. Excluding this 2017 expenses exceed 2016 by 18.5% \$20,921. Wages & taxes is greater by 22.8% \$16,703.

(4) timing of advertising expenses and 2016 began to see expenses for Good Tymes Revival

(5) Primarily due to timing of maintenance expenses

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**Recreation Fund (20)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
<b>Revenues</b>									
Administration	-	-	#DIV/0!	-	96.25	#DIV/0!	882,081.00	9.12	955.4%
Sports Complex	4,300.00	7,427.00	72.72%	5,000.00	8,028.00	60.56%	44,995.00	4,197.00	91.3% (1)
Sports Complex Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	39,216.00	-	#DIV/0!
Midwest Museum of Natural Hist	-	-		619.00	618.95	-0.01%	2,476.00	1,250.40	-50.5%
Programs-Youth	920.00	2,533.00	175.33%	926.00	7,164.28	673.68% (2)	16,767.00	7,139.00	0.4% (2)
Programs-Teens	40.00	125.00	212.50%	470.00	125.00	-73.40% (2)	1,320.00	-	#DIV/0! (2)
Programs-Adult	544.00	24.00	-95.59%	1,989.00	936.00	-52.94% (2)	5,336.00	2,549.00	-63.3% (2)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	3,626.00	-100.0% (2)
Programs-Leagues	-	-	#DIV/0!	-	-	#DIV/0! (2)	5,181.00	-	#DIV/0! (2)
Programs-Youth Athletics	3,533.00	3,950.00	11.80%	8,166.00	12,121.00	48.43% (2)	24,425.00	9,097.00	33.2% (2)
Programs-Fitness	519.00	1,397.00	169.17%	4,160.00	4,386.00	5.43% (2)	9,341.00	3,774.00	16.2% (2)
Programs-Preschool	50.00	-	-100.00%	50.00	205.00	310.00% (2)	311.00	545.00	-62.4% (2)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Programs-Dance	-	161.00	#DIV/0!	530.00	1,079.00	103.58% (2)	1,408.00	1,466.00	-26.4% (2)
Programs-Special Events	250.00	1,047.00	318.80%	2,500.00	4,566.00	82.64% (2)	3,623.00	2,688.91	69.8% (2)
Programs-Concerts	1,600.00	-	-100.00%	2,100.00	1,600.00	-23.81%	8,000.00	2,100.00	-23.8%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Brochure	1,000.00	-	-100.00%	1,200.00	4,650.00	287.50% (3)	8,850.00	500.00	830.0% (3)
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
<b>Total Revenues</b>	<b>12,756.00</b>	<b>16,664.00</b>	<b>30.64%</b>	<b>27,710.00</b>	<b>45,575.48</b>	<b>64.47%</b>	<b>1,053,330.00</b>	<b>38,941.43</b>	<b>17.0%</b>

(1) 2017 includes \$2,370 for leaf a legacy donation

(1) Revenue from programs greater than budget by 15.7% \$2,896 and decreased 11.1%, \$2,654 compared to 2016.

(2) timing

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Expenses									
Administration	35,397.00	22,890.90	-35.33%	166,587.00	121,105.67	-27.30% (1)	579,185.00	98,333.43	23.2% (2)
Sports Complex	250.00	-	-100.00%	1,250.00	-	-100.00%	1,250.00	1,250.00	-100.0%
Sports Complex Maintenance	37,790.00	33,400.51	-11.62%	135,524.00	126,003.63	-7.02%	388,336.00	131,192.81	-4.0% (3)
Midwest Museum of Natural Hist	1,287.00	2,556.00	98.60%	2,375.00	10,185.88	328.88%	8,750.00	2,059.89	394.5% (4)
Programs-Youth	302.00	383.58	27.01%	1,410.00	1,968.12	39.58%	11,897.00 (5)	1,843.56	6.8% (5)
Programs-Teens	340.00	-	-100.00%	340.00	-	-100.00%	1,050.00 (5)	-	#DIV/0! (5)
Programs-Adult	500.00	175.00	-65.00%	1,280.00	563.96	-55.94%	3,330.00 (5)	1,400.35	-59.7% (5)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	- (5)	8,756.06	-100.0% (5)
Programs-Leagues	899.00	129.18	-85.63%	2,180.00	1,593.35	-26.91%	2,891.00 (5)	2,129.36	-25.2% (5)
Programs-Youth Athletics	-	203.00	#DIV/0!	555.00	2,496.00	349.73%	16,195.00 (5)	1,055.00	136.6% (5)
Programs-Fitness	415.00	213.28	-48.61%	1,683.00	1,839.42	9.29%	4,025.00 (5)	1,798.96	2.2% (5)
Programs-Preschool	-	-	#DIV/0!	-	169.73	#DIV/0!	151.00 (5)	480.00	-64.6% (5)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	- (5)	-	#DIV/0! (5)
Programs-Dance	225.00	60.55	-73.09%	409.00	512.74	25.36%	968.00 (5)	787.12	-34.9% (5)
Programs-Special Events	983.00	519.76	-47.13%	2,115.00	2,752.01	30.12%	17,328.00 (5)	6,676.78	-58.8% (5)
Programs-Concerts	7,550.00	-	-100.00%	7,750.00	-	-100.00%	8,000.00	7,450.00	-100.0%
Programs-Trips	-	-	#DIV/0!	-	952.33	#DIV/0!	- (5)	-	#DIV/0! (5)
Brochure	7,200.00	4,717.56	-34.48%	7,200.00	6,743.97	-6.33%	21,500.00	1,551.65	334.6%
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
<b>Total Expenses</b>	<b>93,138.00</b>	<b>65,249.32</b>	<b>-29.94%</b>	<b>330,658.00</b>	<b>276,886.81</b>	<b>-16.26%</b>	<b>1,064,856.00</b>	<b>266,764.97</b>	<b>3.8%</b>
Total Fund Revenues	12,756.00	16,664.00	30.64%	27,710.00	45,575.48	64.47%	1,053,330.00	38,941.43	17.0%
Total Fund Expenses	93,138.00	65,249.32	-29.94%	330,658.00	276,886.81	-16.26%	1,064,856.00	266,764.97	3.8%
Surplus (Deficit)	(80,382.00)	(48,585.32)	-39.56%	(302,948.00)	(231,311.33)	-23.65%	(11,526.00)	(227,823.54)	1.5%

(1) Areas below budget include: Contracted Services 58.78% \$6,618, Building Maintenance 84.57% \$32,071. These are primarily timing differences.

(2) 2017 Includes \$13,577 for RecTrac Annual Maint & \$5,850 for new slide in baby pool. Education higher due to Rectrac training.

(3) Decrease in Education/Training from Maintenance Management School.

(4) Installed 2 new heat exchangers

(5) Expenses for programs are higher than budget 28.84% \$2,876 and decreased 48.5%, \$12,080 compared to 2016.

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**Donations (21)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	2,000.00	#DIV/0!	12,500.00	8,063.72	-35.49%	200,000.00	4,859.20	65.9%
Total Revenues		2,000.00	#DIV/0!	12,500.00	8,063.72	-35.49%	200,000.00	4,859.20	65.9%
Expenses									
Administration	-	-		-	-		300,000.00	197,797.89	-100.0%
Total Expenses	-	-		-	-		300,000.00	197,797.89	-100.0%
Total Fund Revenues	-	2,000.00	#DIV/0!	12,500.00	8,063.72	-35.49%	200,000.00	4,859.20	65.9%
Total Fund Expenses	-	-		-	-		300,000.00	197,797.89	-100.0%
Surplus (Deficit)	-	2,000.00	#DIV/0!	12,500.00	8,063.72	-35.49%	(100,000.00)	(192,938.69)	-104.2%

**Special Recreation (22)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	72.31	#DIV/0!	166,000.00	7.01	931.5%
Total Revenues	-	-	#DIV/0!	-	72.31	#DIV/0!	166,000.00	7.01	931.5%
Expenses									
Administration	40,000.00	36,410.48	-8.97%	186,500.00	145,088.88	-22.20% (1)	263,350.00	41,579.50	248.9% (1)
Total Expenses	40,000.00	36,410.48	-8.97%	186,500.00	145,088.88	-22.20%	263,350.00	41,579.50	248.9%
Total Fund Revenues	-	-	#DIV/0!	-	72.31	#DIV/0!	166,000.00	7.01	931.5%
Total Fund Expenses	40,000.00	36,410.48	-8.97%	186,500.00	145,088.88	-22.20%	263,350.00	41,579.50	248.9%
Surplus (Deficit)	(40,000.00)	(36,410.48)	-8.97%	(186,500.00)	(145,016.57)	-22.24%	(97,350.00)	(41,572.49)	248.8%

(1) Pool ADA work in 2017

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**Insurance (23)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	8.40	#DIV/0!	69,000.00	0.82	924.4%
Total Revenues	-	-	#DIV/0!	-	8.40	#DIV/0!	69,000.00	0.82	924.4%
Expenses									
Administration	-	-	#DIV/0!	1,250.00	-	-100.00% (1)	68,670.00	1,243.60	-100.0% (1)
Total Expenses	-	-	#DIV/0!	1,250.00	-	-100.00%	68,670.00	1,243.60	-100.0%
Total Fund Revenues	-	-	#DIV/0!	-	8.40	#DIV/0!	69,000.00	0.82	924.4%
Total Fund Expenses	-	-	#DIV/0!	1,250.00	-	-100.00%	68,670.00	1,243.60	-100.0%
Surplus (Deficit)	-	-	#DIV/0!	(1,250.00)	8.40	-100.67%	330.00	(1,242.78)	-100.7%

(1) Currently credit on unemployment due to recovery from prior year.

**Audit (24)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	5.92	#DIV/0!	14,500.00	1.00	492.0%
Total Revenues	-	-	#DIV/0!	-	5.92	#DIV/0!	14,500.00	1.00	492.0%
Expenses									
Administration	12,800.00	12,200.00	-4.69%	12,800.00	12,200.00	-4.69%	14,200.00	12,800.00	-4.7%
Total Expenses	12,800.00	12,200.00	-4.69%	12,800.00	12,200.00	-4.69%	14,200.00	12,800.00	-4.7%
Total Fund Revenues	-	-	#DIV/0!	-	5.92	#DIV/0!	14,500.00	1.00	492.0%
Total Fund Expenses	12,800.00	12,200.00	-4.69%	12,800.00	12,200.00	-4.69%	14,200.00	12,800.00	-4.7%
Surplus (Deficit)	(12,800.00)	(12,200.00)	-4.69%	(12,800.00)	(12,194.08)	-4.73%	300.00	(12,799.00)	-4.7%

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**Paving & Lighting (25)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		9.77	#DIV/0!	100.00	2.06	374.3%
Total Revenues	-	-		-	9.77		100.00	2.06	374.3%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	9.77	#DIV/0!	100.00	2.06	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	-	-	#DIV/0!	-	9.77	#DIV/0!	100.00	2.06	

**Park Police (26)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		1.38	#DIV/0!	1,000.00	0.74	86.5%
Total Revenues	-	-		-	1.38		1,000.00	0.74	86.5%
Expenses									
Administration	500.00	-	-100.00%	500.00	-	-100.00%	1,000.00	902.70	-100.0%
Total Expenses	500.00	-		500.00	-		1,000.00	902.70	-100.0%
Total Fund Revenues	-	-	#DIV/0!	-	1.38	#DIV/0!	1,000.00	0.74	86.5%
Total Fund Expenses	500.00	-	-100.00%	500.00	-	-100.00%	1,000.00	902.70	
Surplus (Deficit)	(500.00)	-	-100.00%	(500.00)	1.38	-100.28%	-	(901.96)	-100.2%

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**IMRF (27)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	83,000.00	-	#DIV/0!
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	83,000.00	-	#DIV/0!
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	88,000.00	-	#DIV/0!
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	88,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	83,000.00	-	#DIV/0!
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	88,000.00	-	#DIV/0!
Surplus (Deficit)	-	-		-	-		(5,000.00)	-	

**Social Security (28)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	83,000.00	-	#DIV/0!
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	83,000.00	-	#DIV/0!
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	87,000.00	-	#DIV/0!
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	87,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	83,000.00	-	#DIV/0!
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	87,000.00	-	#DIV/0!
Surplus (Deficit)	-	-		-	-		(4,000.00)	-	

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**Concessions (30)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
<b>Revenues</b>									
Clubhouse Concessions	5,532.00	4,108.70	-25.73%	5,890.00	4,201.20	-28.67% (1)	78,065.00	6,050.31	-30.6% (1)
Beverage Cart	-	-	#DIV/0!	-	-	#DIV/0!	14,287.00	118.50	-100.0%
Sports Complex Concessions	544.00	3,078.25	465.85%	544.00	3,078.25	465.85% (2)	34,652.00	575.75	434.7% (2)
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	8,021.00	-	#DIV/0!
Catering	1,102.00	1,655.00	50.18%	3,209.00	2,535.00	-21.00% (3)	21,365.00	3,639.10	-30.3% (3)
<b>Total Revenues</b>	<b>7,178.00</b>	<b>8,841.95</b>	<b>23.18%</b>	<b>9,643.00</b>	<b>9,814.45</b>	<b>1.78%</b>	<b>156,390.00</b>	<b>10,383.66</b>	<b>-5.5%</b>
<b>Expenses</b>									
Clubhouse Concessions	11,090.00	8,798.04	-20.67%	16,950.00	13,453.34	-20.63%	89,715.00	20,201.99	-33.4% (4)
Beverage Cart	250.00	-	-100.00%	250.00	-	-100.00%	9,862.00	86.36	-100.0%
Sports Complex Concessions	1,211.00	2,173.73	79.50%	1,301.00	2,267.23	74.27%	25,962.00	1,026.52	120.9%
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	7,131.00	-	#DIV/0!
Catering	232.00	-	-100.00%	512.00	77.33	-84.90%	8,840.00	496.63	-84.4%
<b>Total Expenses</b>	<b>12,783.00</b>	<b>10,971.77</b>	<b>-14.17%</b>	<b>19,013.00</b>	<b>15,797.90</b>	<b>-16.91%</b>	<b>141,510.00</b>	<b>21,811.50</b>	<b>-27.6%</b>
<b>Total Fund Revenues</b>	<b>7,178.00</b>	<b>8,841.95</b>	<b>23.18%</b>	<b>9,643.00</b>	<b>9,814.45</b>	<b>1.78%</b>	<b>156,390.00</b>	<b>10,383.66</b>	<b>-5.5%</b>
<b>Total Fund Expenses</b>	<b>12,783.00</b>	<b>10,971.77</b>	<b>-14.17%</b>	<b>19,013.00</b>	<b>15,797.90</b>	<b>-16.91%</b>	<b>141,510.00</b>	<b>21,811.50</b>	<b>-27.6%</b>
<b>Surplus (Deficit)</b>	<b>(5,605.00)</b>	<b>(2,129.82)</b>	<b>-62.00%</b>	<b>(9,370.00)</b>	<b>(5,983.45)</b>	<b>-36.14%</b>	<b>14,880.00</b>	<b>(11,427.84)</b>	<b>-47.6%</b>

(1) In 2017 concessions opened later due to hood installation.

(2) Sports Complex Concessions opened earlier in 2017. Spring Soccer

(3) Room Rental is lower in 2017. Some of this is due to reserving room for classes and KSRA.

(4) Wages higher in 2016 due to excel training by Concessions Manager



Sycamore Park District  
Summarized Revenue & Expense Report  
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**Developer Contributions (32)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	10,000.00	52.76	-99.47%	40,000.00	9,685.82	-99.5%
Total Revenues	-	-		10,000.00	52.76		40,000.00	9,685.82	-99.5%
Expenses									
Administration	-	2,164.82	#DIV/0!	100,000.00	88,347.58	-11.65% (1)	100,000.00	-	#DIV/0! (1)
Total Expenses	-	2,164.82		100,000.00	88,347.58		100,000.00	-	#DIV/0!
Total Fund Revenues	-	-		10,000.00	52.76		40,000.00	9,685.82	-99.5%
Total Fund Expenses	-	2,164.82		100,000.00	88,347.58		100,000.00	-	#DIV/0!
Surplus (Deficit)	-	(2,164.82)		(90,000.00)	(88,294.82)		(60,000.00)	9,685.82	-1011.6%

(1) 2017-corner property east town entrance

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

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
<b>Revenues</b>									
Golf Operations	26,482.00	36,706.33	38.6%	107,965.00	118,822.68	10.1% (1)	505,117.00	117,721.16	0.9% (2)
Golf Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	24,748.00	-	#DIV/0!
<b>Total Revenues</b>	<b>26,482.00</b>	<b>36,706.33</b>	<b>38.6%</b>	<b>107,965.00</b>	<b>118,822.68</b>	<b>10.1%</b>	<b>529,865.00</b>	<b>117,721.16</b>	<b>0.9%</b>
<b>Expenses</b>									
Golf Operations	17,370.00	14,369.86	-17.3%	56,328.00	50,946.53	-9.6% (3)	228,848.00	62,714.81	-18.8% (3)
Golf Maintenance	21,124.00	23,189.27	9.8%	83,989.00	66,508.75	-20.8% (4)	300,994.00	77,263.37	-13.9% (4)
<b>Total Expenses</b>	<b>38,494.00</b>	<b>37,559.13</b>	<b>-2.4%</b>	<b>140,317.00</b>	<b>117,455.28</b>	<b>-16.3%</b>	<b>529,842.00</b>	<b>139,978.18</b>	<b>-16.1%</b>
<b>Total Fund Revenues</b>	<b>26,482.00</b>	<b>36,706.33</b>	<b>38.6%</b>	<b>107,965.00</b>	<b>118,822.68</b>	<b>10.1%</b>	<b>529,865.00</b>	<b>117,721.16</b>	<b>0.9%</b>
<b>Total Fund Expenses</b>	<b>38,494.00</b>	<b>37,559.13</b>	<b>-2.4%</b>	<b>140,317.00</b>	<b>117,455.28</b>	<b>-16.3%</b>	<b>529,842.00</b>	<b>139,978.18</b>	<b>-16.1%</b>
<b>Surplus (Deficit)</b>	<b>(12,012.00)</b>	<b>(852.80)</b>	<b>-92.9%</b>	<b>(32,352.00)</b>	<b>1,367.40</b>	<b>-104.2%</b>	<b>23.00</b>	<b>(22,257.02)</b>	<b>-106.1%</b>

(1) Daily Greens Fees +354.98% \$8,129

Golf Events & Misc +10.3% \$561

Carts +20.0% \$1,008

Season passes +3.79% +\$3,209

Pro shop sales -19.37% -\$2,053

(2) Daily Greens Fees -24.58% -\$3,395

Golf Events & Misc +12.59% +\$672

Carts -10.9% -\$740

Season passes +7.59% +\$6,197

Pro shop sales -15.8% -\$1,603

(3) Utilities lower than budget 48.6% \$2,221 and 2016 by 50.8% \$2,424. Balance due to timing

(4) In 2017 Golf Maintenance FT is less due to an employee on workers comp compared to budget 17.8% \$8,527 compared to 2016 14.0% \$6,394. Also Maint Mower/Utility in 2017 is less than budget 58.2% \$5,912 and less than 2016 52.5% \$4,689. Balance due to timing.

Sycamore Park District  
Summarized Revenue & Expense Report  
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**Swimming Pool (51)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Pool	3,600.00	3,117.50	-13.4%	3,600.00	3,117.50	-13.4%	76,821.00	3,633.60	-14.2%
Swim Lessons	4,200.00	4,166.00	-0.8%	4,200.00	4,166.00	-0.8%	13,262.00	4,256.00	-2.1%
Total Revenues	7,800.00	7,283.50	-6.6%	7,800.00	7,283.50	-6.6%	90,083.00	7,889.60	-7.7% (2)
Expenses									
Pool	2,484.00	610.73	-75.4%	2,622.00	885.06	-66.2%	54,846.00	1,440.24	-38.5%
Pool Maintenance	772.00	1,548.47	100.6%	2,438.00	6,567.38	169.4%	28,350.00	5,542.88	18.5%
Swim Lessons	-	20.00	#DIV/0!	-	20.00	#DIV/0!	6,882.00	-	#DIV/0!
Total Expenses	3,256.00	2,179.20	-33.1%	5,060.00	7,472.44	47.7%	90,078.00	6,983.12	7.0%
Total Fund Revenues	7,800.00	7,283.50	-6.6%	7,800.00	7,283.50	-6.6%	90,083.00	7,889.60	-7.7%
Total Fund Expenses	3,256.00	2,179.20	-33.1%	5,060.00	7,472.44	47.7%	90,078.00	6,983.12	7.0%
Surplus (Deficit)	4,544.00	5,104.30	12.3%	2,740.00	(188.94)	-106.9%	5.00	906.48	-120.8%

(1) Season passes -16.2% -\$602  
Swim Lessons -0.81% -\$34

(2) Season passes -16.95% \$636  
Swim Lessons -2.11% -\$90

(3) Pool roof repairs and chemical injector parts

Sycamore Park District  
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**Debt Service (60)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		16.16	#DIV/0!	594,000.00	2.49	549.0%
Total Revenues	-	-	#DIV/0!	-	16.16	#DIV/0!	594,000.00	2.49	549.0%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0!	591,443.00	-	#DIV/0!
Total Expenses	-	-		-	-		591,443.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	16.16	#DIV/0!	594,000.00	2.49	549.0%
Total Fund Expenses	-	-		-	-		591,443.00	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	-	16.16	#DIV/0!	2,557.00	2.49	549.0%

**Capital Projects (70)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		255.17	#DIV/0!	490,000.00	38,432.84	-99.3%
Total Revenues	-	-	#DIV/0!	-	255.17	#DIV/0!	490,000.00	38,432.84	-99.3%
Expenses									
Administration	77,516.00	4,620.08	-94.0%	165,556.00	75,709.55	-54.3%	641,775.00	111,451.35	-32.1%
Total Expenses	77,516.00	4,620.08	-94.0%	165,556.00	75,709.55	-54.3%	641,775.00	111,451.35	-32.1%
Total Fund Revenues	-	-		-	255.17	#DIV/0!	490,000.00	38,432.84	-99.3%
Total Fund Expenses	77,516.00	4,620.08	-94.0%	165,556.00	75,709.55	-54.3%	641,775.00	111,451.35	-32.1%
Surplus (Deficit)	(77,516.00)	(4,620.08)	-94.0%	(165,556.00)	(75,454.38)	-54.4%	(151,775.00)	(73,018.51)	3.3%

Sycamore Park District  
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**Action 2020 (71)**

<u>Department</u>	<u>April Budget</u>	<u>April Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	500.00	140,000.00	27900.0%	2,000.00	140,227.41	6911.4%	6,462,500.00	634,802.97	-77.9%
Total Revenues	500.00	140,000.00	27900.0%	2,000.00	140,227.41	6911.4%	6,462,500.00	634,802.97	-77.9%
Expenses									
Administration	620,000.00	235,166.51	-62.1%	1,020,000.00	288,492.37	-71.7%	4,840,000.00	497,906.70	-42.1%
Total Expenses	620,000.00	235,166.51	-62.1%	1,020,000.00	288,492.37	-71.7%	4,840,000.00	497,906.70	-42.1%
Total Fund Revenues	500.00	140,000.00		2,000.00	140,227.41	6911.4%	6,462,500.00	634,802.97	-77.9%
Total Fund Expenses	620,000.00	235,166.51	-62.1%	1,020,000.00	288,492.37	-71.7%	4,840,000.00	497,906.70	-42.1%
Surplus (Deficit)	(619,500.00)	(95,166.51)	-84.6%	(1,018,000.00)	(148,264.96)	-85.4%	1,622,500.00	136,896.27	-208.3%
Total Fund Revenues	76,606.00	224,559.15		208,584.00	356,998.44	71.2%	11,351,611.00	907,273.54	
Total Fund Expenses	957,918.00	450,256.20	-53.0%	2,222,192.00	1,222,895.22	-45.0%	10,150,474.00	1,933,273.47	
Surplus (Deficit)	(881,312.00)	(225,697.05)	-74.4%	(2,013,608.00)	(865,896.78)	-57.0%	1,201,137.00	(1,025,999.93)	

Sycamore Park District  
Fund Balances

	unaudited 1/1/2017	Revenues	Expenses	Unaudited 4/30/2017	4/30/2017 Cash balance
10 Corporate	186,577.65	26,789.33	195,444.41	17,922.57	24,517.32
20 Recreation	217,394.11	45,575.48	276,886.81	(13,917.22)	(6,154.47)
21 Donations	136,151.66	8,063.72	-	144,215.38	164,215.38
22 Special Recreation	161,363.10	72.31	145,088.88	16,346.53	16,346.53
23 Insurance	18,879.70	8.40	-	18,888.10	18,888.10
24 Audit	13,300.51	5.92	12,200.00	1,106.43	1,106.43
25 Paving & Lighting	21,957.37	9.77	-	21,967.14	21,967.14
26 Park Police	3,107.62	1.38	-	3,109.00	3,109.00
27 IMRF	4,694.29	-	-	4,694.29	4,694.29
28 Social Security	4,073.02	-	-	4,073.02	4,073.02
30 Concessions	36,390.96	9,814.45	15,797.90	30,407.51	26,815.06
32 Developer Contributions	115,423.79	52.76	88,347.58	27,128.97	109,153.97
60 Debt Service	36,301.63	16.16	-	36,317.79	36,317.79
70 Capital Projects	558,446.69	255.17	75,709.55	482,992.31	482,992.31
71 Action 2020	511,517.49	140,000.00	235,166.51	416,350.98	363,252.53
<b>Total governmental fund balance</b>	<b>2,025,579.59</b>	<b>230,664.85</b>	<b>1,044,641.64</b>	<b>1,211,602.80</b>	<b>1,271,294.40</b>
50 Golf Course	205,307.30	118,822.68	117,455.28	206,674.70	
Net Assets	<u>(255,334.69)</u>			<u>(255,334.69)</u>	
	(50,027.39)			(48,659.99)	(47,727.22)
51 Swimming Pool	246,957.09	7,283.50	7,472.44	246,768.15	
Net Assets	<u>(247,988.11)</u>			<u>(247,988.11)</u>	
	(1,031.02)			(1,219.96)	(1,564.96)
<b>Total proprietary funds</b>	<b>452,264.39</b>	<b>126,106.18</b>	<b>124,927.72</b>	<b>453,442.85</b>	
<b>Net assets</b>	<b>(503,322.80)</b>			<b>(503,322.80)</b>	
<b>Proprietary funds minus net assets</b>	<b>(51,058.41)</b>			<b>(49,879.95)</b>	
	1,974,521.18			1,161,722.85	1,222,002.22

Summary of depository accounts as of **5/15/2017**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,673.17	0.10	5.15
First Midwest Bank	238,598.17	0.13	76.96
Resource Bank	380,739.21	0.68	790.97
IPDLAF	693,102.91	0.68	2209.01
**DCCF - Action 2020	356,786.63		
*DeKalb Co. Community Foundation	<u>16,279.81</u>		765.06
	1,701,179.90		

\* 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 3/31/17.

\*\* As of 2/28/17 per DCCF.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total	Projection	Difference
1/1/2017	207,391	245,525	156,152	167,135	18,880	13,301	21,957	3,108	4,694	4,073	33,572	118,558	0	0	36,302	580,197	674,710	<b>2,285,554</b>	<b>2,285,554</b>	-
January																				
Receipts																				
Replacement Taxes	7,082			-														7,082	<b>5,851</b>	<b>1,231</b>
Shelters	50																	50	<b>50</b>	-
User Fees		7,231									200		86	-				7,517	<b>38,865</b>	<b>(31,348)</b>
Misc	261	5,246	3,114	72	8	6	10	1				53			16	255	227	9,270	<b>1,200</b>	<b>8,070</b>
Expenses	(55,311)	(67,087)	-	(4,653)	-	-	-	-	-	-	(449)	-	(26,630)	(739)	-	(6,783)	(163,693)	(325,345)	<b>(256,753)</b>	<b>(68,592)</b>
1/31/2017	159,473	190,915	159,265	162,554	18,888	13,306	21,967	3,109	4,694	4,073	33,323	118,611	(26,544)	(739)	36,318	573,669	511,245	<b>1,984,129</b>	<b>2,074,767</b>	<b>(90,639)</b>
February																				
Receipts																				
Replacement Taxes	-																	750	<b>100</b>	<b>650</b>
Shelters	750																	4,587	<b>5,021</b>	<b>(434)</b>
User Fees		3,627									250		710	-				1,995	<b>500</b>	<b>1,495</b>
Misc	535	360	1,100	-			-					-		-	-	-				
Expenses	(50,395)	(85,081)	-	(108,267)	-	-	-	-	-	-	(1,570)	(12,197)	(31,044)	(3,682)	-	(66,438)	(46,807)	(405,481)	<b>(301,620)</b>	<b>(103,861)</b>
2/28/2017	110,363	109,821	160,365	54,287	18,888	13,306	21,967	3,109	4,694	4,073	32,002	106,414	(56,878)	(4,420)	36,318	507,232	464,438	<b>1,585,979</b>	<b>1,816,199</b>	<b>(230,220)</b>
March																				
Receipts																				
Replacement Taxes	4,549																	4,549	<b>2,350</b>	<b>2,199</b>
Shelters	850																	850	<b>650</b>	<b>200</b>
User Fees		4,450									523	-	54,716	-		-		59,689	<b>58,511</b>	<b>1,178</b>
Transfer			-															-	-	-
Misc	567	2,229	1,850	-			-								-	-	-	4,645	<b>24,394</b>	<b>(19,749)</b>
Expenses	(61,880)	(74,069)	-	(1,530)	-	-	-	-	-	-	(3,080)	(77,095)	(38,777)	(2,249)	-	(19,619)	(6,019)	(284,318)	<b>(705,901)</b>	<b>421,583</b>
3/31/2017	54,449	42,431	162,215	52,757	18,888	13,306	21,967	3,109	4,694	4,073	29,445	29,319	(40,938)	(6,669)	36,318	487,612	458,419	<b>1,371,395</b>	<b>1,193,094</b>	<b>178,301</b>
April																				
Receipts																				
Replacement Taxes	11,589																	11,589	<b>8,368</b>	<b>3,221</b>
Shelters	1,150																	1,150	<b>1,850</b>	<b>(700)</b>
User Fees		14,088									8,843		36,472	7,441				66,844	<b>47,316</b>	<b>19,528</b>
Bond Proceeds																	140,000	140,000		<b>140,000</b>
Misc	448	2,580	2,000	-	-	-	-	-	-	-		-		-	-	-	20	5,048	<b>19,072</b>	<b>(14,024)</b>
Expenses	(43,118)	(65,254)	-	(36,410)	-	(12,200)	-	-	-	-	(11,473)	(2,165)	(43,261)	(2,336)	-	(4,620)	(235,187)	(456,023)	<b>(957,918)</b>	<b>501,895</b>
4/30/2017	24,517	(6,154)	164,215	16,347	18,888	1,106	21,967	3,109	4,694	4,073	26,815	27,154	(47,727)	(1,565)	36,318	482,992	363,253	<b>1,140,003</b>	<b>311,782</b>	<b>828,221</b>

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total	Projection	Difference
May																				
Receipts																				
Taxes	119,900	84,600		16,600	6,900	1,450	10	100	8,300	8,300					59,400			305,560	<b>305,560</b>	-
Transfers in/out	4,790	7,620							(13,300)	(12,300)	609		3,952	3,408				(5,221)	<b>(5,221)</b>	-
Replacement Taxes	6,761																	6,761	<b>6,761</b>	-
Shelters	1,350																	1,350	<b>1,350</b>	-
User Fees	-	9,682									17,702		65,073	10,233				102,690	<b>102,690</b>	-
Bond Proceeds																	5,500,000	5,500,000	<b>5,500,000</b>	-
Misc	-	3,200	-	-	-	-	-	-						-	-	-	500	3,700	<b>3,700</b>	-
Expenses	(71,397)	(71,215)		(35,350)	-		-	(500)	-	-	(16,328)		(41,514)	(6,614)	-	(22,828)	(900,000)	(1,165,746)	<b>(1,165,746)</b>	-
5/31/2017	85,921	27,733	164,215	(2,403)	25,788	2,556	21,977	2,709	(306)	73	28,798	27,154	(20,216)	5,462	95,718	460,164	4,963,753	<b>5,889,097</b>	<b>5,060,876</b>	<b>828,221</b>
June																				
Receipts																				
Taxes	479,600	338,400		66,400	27,600	5,800	40	400	33,200	33,200					237,600			1,222,240	<b>1,222,240</b>	-
transfers in/out	19,159	30,479							(33,200)	(33,200)	2,428		15,806	13,631				15,103	<b>15,103</b>	-
Replacement Taxes	-																	-	<b>-</b>	-
Shelters	2,600																	2,600	<b>2,600</b>	-
User Fees	-	6,981									43,004	10,000	77,512	24,231				161,728	<b>161,728</b>	-
Misc	75	1,869	12,500								-		300	-		-	700	15,444	<b>15,444</b>	-
Expenses	(76,147)	(63,994)	-	-	(1,250)	(1,400)	-	-	-	(28,602)			(55,852)	(23,656)	(15,406)	(5,539)	(600,000)	(871,846)	<b>(871,846)</b>	-
6/30/2017	511,208	341,468	176,715	63,997	52,138	6,956	22,017	3,109	(306)	73	45,628	37,154	17,550	19,668	317,912	454,625	4,364,453	<b>6,434,366</b>	<b>5,606,145</b>	<b>828,221</b>
July																				
Receipts																				
Taxes	11,990	8,460		1,660	690	145	1	10	830	830					5,940			30,556	<b>30,556</b>	-
transfers in/out	479	762							(830)	(830)	60		396	341				378	<b>378</b>	-
Replacement Taxes	7,350	-																7,350	<b>7,350</b>	-
Shelters	800																	800	<b>800</b>	-
User Fees	-	1,245									31,226		78,880	7,966				119,317	<b>119,317</b>	-
Misc	-	9,450	-														1,000	10,450	<b>10,450</b>	-
Expenses	(73,732)	(65,715)	-	(830)	(31,835)				-	(27,113)			(57,761)	(25,882)	-	(111,315)	(600,000)	(994,183)	<b>(994,183)</b>	-
7/31/2017	458,095	295,670	176,715	64,827	20,993	7,101	22,018	3,119	(306)	73	49,801	37,154	39,065	2,093	323,852	343,310	3,765,453	<b>5,609,034</b>	<b>4,780,813</b>	<b>828,221</b>
August																				
Receipts																				
Taxes	35,970	25,380		4,980	2,070	435	3	30	2,490	2,490					17,820			91,668	<b>91,668</b>	-
transfers in/out	1,437	2,285							(2,490)	(2,490)	182		1,185	1,023				1,132	<b>1,132</b>	-
Replacement Taxes	856																	856	<b>856</b>	-
Shelters	650																	650	<b>650</b>	-
User Fees	-	7,879									21,497		64,675	3,275				97,326	<b>97,326</b>	-
Misc	-	17,045	-														1,000	18,045	<b>18,045</b>	-
Expenses	(73,161)	(64,084)	-	(2,490)	-	-	-	-	-	(18,989)			(58,267)	(21,094)	-	(1,315)	(600,000)	(839,400)	<b>(839,400)</b>	-
8/31/2017	423,847	284,175	176,715	67,317	23,063	7,536	22,021	3,149	(306)	73	52,491	37,154	46,658	(14,703)	341,672	341,995	3,166,453	<b>4,979,311</b>	<b>4,151,090</b>	<b>828,221</b>



	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	71		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	action 2020	total	Projection	Difference
September																				
Receipts																				
Taxes	503,580	355,320		69,720	28,980	6,090	42	420	34,860	34,860					249,480			1,283,352	1,283,352	-
transfers in/out	20,117	32,006							(34,860)	(34,860)	2,549		16,596	14,312				15,860	15,860	-
Replacement Taxes	-																	-	-	-
Shelters	275																	275	275	-
User Fees	-	12,932									14,150	-	46,255	2,500				75,837	75,837	-
Misc	-	15,619	12,500									10,000					700	38,819	38,819	-
Expenses	(84,894)	(104,191)	-	(34,860)	(1,250)	-	-	-	-	-	(15,900)	-	(69,853)	(3,729)	-	(125,540)	(500,000)	(940,217)	(940,217)	-
9/30/2017	862,925	595,861	189,215	102,177	50,793	13,626	22,063	3,569	(306)	73	53,290	47,154	39,656	(1,620)	591,152	216,455	2,667,153	5,453,237	4,625,016	828,221
October																				
Receipts																				
Replacement Taxes	6,685	-																6,685	6,685	-
Shelters	50																	50	50	-
User Fees	-	2,182									10,111	-	24,604	-				36,897	36,897	-
Misc	-	300	-														600	900	900	-
Bond Proceeds																		-	-	-
Expenses	(68,147)	(70,192)	-	-	-	-	-	-	-	-	(8,853)	-	(37,921)	(1,723)	(495,631)	(13,315)	(400,000)	(1,095,782)	(1,095,782)	-
10/31/2017	801,513	528,151	189,215	102,177	50,793	13,626	22,063	3,569	(306)	73	54,548	47,154	26,339	(3,343)	95,521	203,140	2,267,753	4,401,987	3,573,766	828,221
November																				
Receipts																				
Taxes	47,960	33,840		6,640	2,760	580	4	40	3,320	3,320					23,760			122,224	122,224	-
transfers in/out	1,917	3,049							(3,320)	(3,320)	242		1,580	1,363				1,511	1,511	-
Replacement Taxes	-																	-	-	-
Shelters	-																	-	-	-
User Fees	-	1,227									1,853	-	10,589	-	-			13,669	13,669	-
Misc	11,672	7,000	-														500	19,172	19,172	-
Expenses	(48,114)	(72,065)		(3,320)	-	-	-	-	-	-	(4,609)	-	(36,631)	(465)	-	(179,827)	(200,000)	(545,031)	(545,031)	-
11/30/2017	814,948	501,202	189,215	105,497	53,553	14,206	22,067	3,609	(306)	73	52,034	47,154	1,877	(2,445)	119,281	23,313	2,068,253	4,013,532	3,185,311	828,221
December																				
Receipts																				
Taxes	-	-																-	-	-
transfer in/out													11,000					11,000	11,000	-
Replacement Taxes	1,779																	1,779	1,779	-
Shelters																		-	-	-
User Fees		375									1,134	-	3,497	-				5,006	5,006	-
transfers	-	(151,000)	-	-								-	-				955,500	804,500	804,500	-
Bond Proceeds																490,000		490,000	490,000	-
Misc	75	919	162,500									10,000						173,494	173,494	-
Expenses	(592,620)	(71,742)	(300,000)	-	(33,085)	-	-	-	-	-	(2,103)	-	(31,726)	(1,855)	(80,406)	(16,540)	(20,000)	(1,150,077)	(1,150,077)	-
12/31/2017	224,182	279,754	51,715	105,497	20,468	14,206	22,067	3,609	(306)	73	51,065	57,154	(15,352)	(4,300)	38,875	496,773	3,003,753	4,349,234	3,521,013	828,221
change	16,791	34,228	(104,436)	(61,639)	1,588	906	110	501	(5,000)	(4,000)	17,493	(61,404)	(15,352)	(4,300)	2,573	(83,423)	2,329,042	2,063,679	1,202,175	861,504

To: Board of Commissioners  
From: Kirk T. Lundbeck  
Subject: Monthly Report  
Date: May 23, 2017

**Administrative Initiatives (5/1/17 – 5/31/17)**

- Attended weekly Department Head meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed May Golf Insight newsletter and updated reader board outside the Pro shop.
- Continued monthly pro shop merchandise promotions.
- Placed new tee sign sponsorship signs on the course.
- Monitored all third-party affiliates with tee time availability and contacted them weekly on course conditions due to heavy rain events and special promotions.
- Finalized corporate and service organization league schedule.
- Continued to promote outings to fill remaining gaps in the tournament schedule.
- Finalized summer staff schedule, set meeting date and PDRMA training schedule.
- Continued to monitor riding cart usage by implementing rotation schedule.
- Continued to promote Season Pass sales through May.

- Began inhouse summer league schedule including, Men's Fairway Club, Mobile Match Play and nine hole ladies.
- Trained cart staff on new cleaning procedure when carts return from play.

### **Administrative Initiatives (6/1/17 – 6/30/17)**

- Attend weekly Department Head meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop June Golf Insight newsletter and update reader board outside the Pro shop.
- Hold Golf Operation staff meeting and PDRMA training
- Continue monthly pro shop merchandise promotions.
- Serve on interview committee for Superintendent of Recreation position.
- Begin Couples League play on Sunday afternoons.
- Host first "Nine and Dine" Friday night event in conjunction with the Caddyshack Grill.
- Begin outing season with Four large events including, The Methodist Church, Kishwaukee College Foundation, The Sycamore Rotary and The Spartan Open.
- Contact Players Golf Cars and finalize rental carts for the outing season.
- Continue to cross-train employees to work in different areas of the golf operation.
- Place tee signs and sponsor signs on new posts on each tee.

- Place new bag rack by first tee.
- Add additional inhouse events to boost revenues from losses occurred during early spring rains and golf course closures.
- Monitor GolfNow tee time availability and add additional “Hot Deal” tee time specials during non-peak times.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: May 23, 2017

**Administrative Initiatives** (5/1/17-5/31/17)

**Golf**

- Several inches of rain since the end of April have caused many issues with the golf course. Two rises of the river and creek on the back nine caused what we consider minor flooding and closure of the course at times. We were happy this past week that the river crested at noon on Thursday and we were completely open with carts on Sunday. A big thanks to Steve Tritt and Armond Mattingly and staff for their efforts to clear out the isolated water to allow for a quick turnaround.
- With all the rain, the turf is very saturated just under the surface so any rain causes the puddles to come right back even with a couple tenths of an inch. The current dry period is helping along with warm temperatures and strong winds.
- Staff has been busy mowing what turf they can while dodging the wet areas. They have also begun spraying for turf disease on the greens, weed eating all areas, spraying weeds, mulching landscape beds, pruning low trees, and sodding bare turf areas.
- The digital sign project has begun and will be installed the next several weeks left of 9 fairway near the drainage ditch along rt. 64.
- The three RFQ submittals for a consultant/designer for the new irrigation system were sent out to the irrigation committee for review. I will be sending them a rating sheet within the next week to grade the firms on

several different areas of qualifications as were expressed in the RFQ. Once those are returned at the end of the month, we will determine if an interview of the firms is needed and select to begin the process.

- The current irrigation system was filled and the intake pit cleaned. We will need to clean the intake again soon as the high river water caused debris to fill the pit.
- I have been ordering product and materials for the course as needed and meeting with sales reps for pricing and product information.
- The greens are finally starting to look green as the low soil temperatures in April did not allow the turf to surge as it typically does that time of year. Fertilizers were applied but only begin working with the warmer soil temperatures we are finally receiving.
- We have inventoried all the newly planted trees from last year's mass planting on the course and at several parks. The install landscape company is to replace any dead trees, which we have a few, so I am reaching out to them to complete the replant.

### **Sports**

- Games and practices have begun for all levels of baseball and softball leagues. The Titans travel baseball league hosted a tournament on several fields on April 23<sup>rd</sup> with 20 teams. Sycamore Girls' Softball just hosted a 28-team tournament with 28 teams on May 13<sup>th</sup>. This went well despite having wet conditions and dealing with some field flooding. The adult leagues have also begun league games.
- AYSO soccer games began on the 15<sup>th</sup> of April and will continue thru the third week of June. The adult Sunday league began play on the 23<sup>rd</sup> of April and will play until the beginning of October.

- I have been working with all the user groups as we receive schedules and requests for field use. I am also working with group leaders when weather issues affect field use, reschedules, and issues related to field maintenance.
- Staff is working on the ball fields as the weather allows. Adding infield mix as needed, leveling fields, removing grass clumps and reshaping the infield/outfield edges are being completed. Painting of the soccer and foul lines has begun along with mowing of all fields and surrounds. Spring soccer field dimensions and goal boxes were also measured prior to painting. Ball fields are dragged and chalked daily for scheduled games and mowing/trimming is consistent now.
- The main pool was painted last week by our staff. The baby pool and tub were painted by contractors as part of the ADA upgrades. We are replacing the side benches, repairing concrete chipping on the deck, and working with Williams Architects as the final locker room upgrades are completed for ADA compliance. We will have testing of the electric bonding grid system on the 18<sup>th</sup>.
- We have worked with Sycamore Youth Baseball and our neighbors on addressing the issue of parking and etiquette at Wetzel Park during practices and games. SYB has been communicating well with all parents of t-ball players and the Park District has reached out to the residence. Now that games have started, Sarah and I have been talking with SYB often to have them send consistent reminder emails to coaches and parents on the rules for the field. A few games of adjustment will most likely need to occur, but for the most part participants have been supportive of the effort.

## **Parks**

- I attended staff, board, and Action 20/20 related committee and architect meetings. Frequently visiting construction site to observe work progress.

- Attended site visit for pre-cast concrete construction in Aurora.
- Attended pool ADA architect meetings and site visits.
- Assisting with selection process for new Supt. of Recreation position.
- Staff has put out picnic tables, cans, cleaned shelters, turned on water, cleaned parks of winter debris, began mowing all areas, inspected playgrounds and parks, raked out playground mulch, and made minor repairs to facilities as needed. The washed out walk path by the ponds in Parkside Preserve was rebuilt. Playground mulch was placed at the Kiwanis Prairie Park play area and more will be added to other parks soon.
- We are using our till/seeding tractor attachment to seed the 7-acre former square farm lot that separates the soccer field from the Good Tymes Shelter Park area. We will seed soon when the area dries, and again later in the fall to get the grass set for winter. Because this area is in the flood way, we will not use the lot to host competitive sports but it can be used once strong enough for a variety of team practices, open park space, or possible parking for events.
- Park Pride Day took place on May 6<sup>th</sup>. 50 volunteers participated in projects which included spreading playground mulch and cleaning landscape beds at Lake Sycamore, and spreading mulch on the nature trail at Leon Larson Park and cleaning landscape beds. Thanks to our Park staff, Sarah Rex, and Melissa Dobberstein for helping to organize and feed the group after the morning work.
- We have seeded the sides of the new sidewalks at Ovitz and Black Partridge Parks and will be going back in to slit seed more seed as all the heavy rains have pushed some seed away. I have ordered a new ADA concrete bench for the end of the walk at Black Partridge which will be placed there soon.



- The weeds at the parks and all areas have taken off with the moisture. We have Tru-Green applying weed control at several parks this week to control the growth. The rain and windy days have greatly delayed their application schedules, but they are starting to catch up with the drier conditions.
- Continue 2017 PDRMA audit process and requirements. Continue to perform inspections, documentation of facilities. Working on all staff program for annual required training of various safety and procedure topics. New staff are being trained as they begin work on all safety requirements.
- A new dump truck with a snow plow was ordered from the capital budget thru the State of Illinois purchasing program and will be received at the end of July.
- Have added several season staff members in all areas to assist with the work load.
- Continue to update Capital Equipment Asset list as new equipment is acquired. The concessions department just received their new concessions cart this week.
- We have received free LED exit signs and room motion detector sensors for lights from the Illinois Energy Now group program. The energy savings will help our budget and energy consumption. This is part of an energy audit I have been doing with the State and soon ComEd as they will take over the program this summer. Changing of the T12 bulbs in the clubhouse will also take place once we budget for the fixtures for early next year and the ComEd program should pay for a percent of those costs.
- We have begun consistent rentals of our shelters which staff works to keep clean and in good repair during the busy season.

**Administrative Initiatives** (6/1/17-6/30/17)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction meetings.
- Continue to work with architects and construction managers on the new building complex and attend site visits.
- Attend pool ADA meetings and aid contractor as work is completed. Work with staff as final repairs made prior to opening.
- Work with committee to interview and obtain professional services for irrigation system replacement.
- Staff will continue mowing and trimming of all areas, cleaning parks, inspecting and repairing equipment, cleaning and prepping for shelter user groups, seeding farm land, planting flowers, mulching landscape beds, and mulching under playground equipment. Weed control will continue at the sports complex and parks around town.
- We will be hosting the Kish Health System Employee party on June 10<sup>th</sup>.
- The sports complex will continue to be busy hosting soccer, baseball, softball daily along with the Storm Dayz softball tournament on June 23-25.
- The golf course will continue with weed control, fertilizing areas, seeding and sodding thin areas, adding sand to needed bunkers, fixing bunker edges and all the usual mowing and trimming of the course. The irrigation system heads and pumps will be inspected and repaired as needed. Flowers will be planted soon in the various beds on the course.
- We will continue meeting and planning with the traveling Vietnam Memorial Wall group which is set for mid-July.

- Will continue to speak to other districts with sled hills, dog parks, splash pads to aid in planning process for our facilities.
- Work with all ballfield and soccer user groups for field prep scheduling and rain out make ups as the heart of the season continues. Produce staff field prep sheets as user group schedules are updated. Help staff with hosting Storm Dayz Tournament.
- Work with staff on concert stage and table set up as the music begins most Thursdays on June 1. Will also set up screen and sound system with staff for first movie in the park on June 2<sup>nd</sup>.
- Continue product ordering and vendor meetings for materials and supplies for all maintenance areas.
- Work with contractor to have small wall rebuilt on south end of clubhouse.
- Work with Encap on repairs for natural areas and coordinate care of existing areas.
- Consistently evaluate pond weed growth at park ponds and coordinate control applications with our management group.
- Continue PDRMA safety training of staff and inspections of facilities. Will organize records as we prepare for this years' audits later this summer.

To: Board of Commissioners

From: Lisa Metcalf & Sarah Elm Rex

Subject: Monthly Report

Date: May 23, 2017

**Administrative Initiatives (5/1/17 – 5/31/17)**

- Attended monthly Board meeting. – Sarah
- Attended weekly Department Head meetings as scheduled.
- Along with Jeff, organized and facilitated Park Pride Day on May 6. About 50 volunteers spread mulch, planted trees, weeded beds and picked up trash at Sycamore Lake and Leon Larson Park. – Sarah
- Secured sponsorships from: First Midwest Bank (concert series \$1,100, Park Pride Day \$200) and Banner Up (in-kind donation of concert banners). Enough sponsorships have now been obtained to cover the cost of the Summer Concert Series and Movies in the Park.
- Was a guest DJ on B95 to discuss Recreation Campus construction update, events and promotions at the golf course and Concerts and Movies in the Park. – Sarah
- Finalized sign text/graphics for the Northwestern Medicine Sled Hill and Brian Bemis Family Dog Park. – Sarah
- Mailed a Leaf a Legacy appeal to season pass holders at the Golf Course. So far, the District has received \$625 in response to the letter. – Sarah
- Serves as Park District representative on Sycamore Kiwanis Craft Beer and Brat Fest. – Sarah
- Helped clean the pool to get it ready for opening day. – Lisa

- Designated a Swim Lesson Coordinator and trained them on how swim lessons are run. – Lisa
- Held trainings for assistant managers, lifeguards and front desk staff for the pool. – Lisa
- Hired an intern for the summer, Kevin Gordon. He will be completing 150 hours in June and July at the Park District. – Lisa
- Coordinated with the OSCAR program at the School District to set up programs and swim time for the summer. – Lisa
- Worked with instructors to get summer programs off and running. – Lisa
- Visited the Dukane Aurora Plant to observe the precast pour for our new building.
- Opened the swimming pool. – Lisa

#### **Administrative Initiatives (6/1/17 – 6/30/17)**

- Will attend monthly Board meeting. – Lisa
- Will attend weekly Department Head meetings as scheduled.
- Will aid Kirk in promoting events and specials at the golf course: Two for One Tuesdays, Nine and Dine and Couples Leagues. – Sarah
- Will kick off our first Movie in the Park. We will be showing Moana.
- Will kick off our Summer Concert Series in the Park. – Sarah
- Will arrange for the media to attend a tour or be provided information and pictures when the walls are installed at the new community center. – Sarah
- PDRMA will come out to perform the Loss Control Review of the pool on June 30. – Lisa

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: May 23, 2017

**Administrative Initiatives** (5/1/17 – 5/31/17)

- Coordinated the long-range planning process for management of the new facilities that will be developed as part of ACTION 2020.
- Met with Construction Manager. Conduct daily construction site visits.
- Attended Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
  - DSATS
- Worked on Fundraising and Leaf a Legacy.
- Supervised ADA Pool Work.
- Managed change orders, color selections, design solution supervision on matters related to the Recreation Campus.
- Worked with Jackie on closing matters for Bond Sale.
- Coordinating the hiring process for Superintendent of Recreation.
- Troubleshoot Pool ADA problems and inspection issues.
- Coordinated Route 64 Sign project.
- Attended PDRMA Membership Assembly

**Administrative Initiatives** (6/1/17 – 6/30/17)

- Finalize Part-Time Personnel Policy.
- Update Agenda Planner for Staff/Board.
- Attend Meetings/Serve On:
  - KSRA
  - Rotary
  - Chamber
  - DSATS
- Continue work on CAMPUS Construction Supervision:
  - Community Center
  - Dog Park
  - Sled Hill
  - Splashpad
- Continue contacting potential donors for Leaf a Legacy.
- Continue supervision of Outdoor Pool construction.
- Begin work on Route 64 Lighted Sign.
- Finalize hiring of Superintendent of Recreation.
- Begin Review of Fitness Equipment proposals.
- Continue ordering OWNER REQUIRED equipment for Recreation Campus install.
- Attend CUSD#427 Board Meeting to present on Trail Project.
- Get my head shaved ?????

May 4, 2017

Dear Sycamore Park District Family,

Thank you very much for the gift of the beautiful arrangement of chrysanthemums, carnations and baby's breath. Your floral bouquet brightened my room and was near by me on my tray at the hospital. Its beauty brought many admiring comments from my visitors and the hospital staff. I'm home now and regaining strength after the heart attack and we are continuing to enjoy the flowers in our home.

Many thanks for your thoughtful sharing!

Janet Little

May 4, 2017

Dear Sycamore Park District Commissioners,

Your gift of the beautiful pink hydrangea plant certainly lifted my spirits during my recent hospital stay. Its beauty filled my room, brightened my days and evoked many positive comments from visitors and the hospital staff. As an avid gardener it will find its way to one of my flower beds in a few weeks. I am home now and regaining strength after the heart attack and we're continuing to enjoy the hydrangea in our home.

Many thanks for your thoughtful sharing.

Janet Little



*Thank you so much  
for the Plant for  
Dad's visitation,*

During a time  
like this

we realize how much  
our friends and relatives  
really mean  
to us . . . .

Your expression  
of sympathy will always  
be remembered

*The Family of  
Dave Smith*

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: May 23, 2017

### STAFF RECOMMENDATION

#### AGENDA ITEM: ANNUAL AUDIT: PRESENTATION AND ACCEPTANCE OF AUDIT

**BACKGROUND INFORMATION:** The Board of Park Commissioners was provided with a draft of the Audit report in the March Board packet. There were only very minor revisions. The electronic version will be emailed to you as a separate file. Hard copies will be available for those that would like them. The following documents are provided:

1. Auditor's Management Letter – Designed to bring attention to any material weaknesses and/or deficiencies as identified during the audit process. Staff uses this letter as a tool to improve financial procedures based upon the auditors' recommendations.
2. Annual Financial Report – These are the financial reports for the year ended December 31, 2016.

A representative from Lauterbach & Amen will be presenting these documents for your acceptance.

**FISCAL IMPACT:** Not applicable.

**STAFF RECOMMENDATION:** Acceptance of the Annual Audit as presented.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**SYCAMORE PARK DISTRICT,  
ILLINOIS**

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**MANAGEMENT LETTER**

**FOR THE FISCAL YEAR ENDED  
DECEMBER 31, 2016**



May 4, 2017

Members of the Board of Commissioners  
Sycamore Park District  
Sycamore, Illinois

In planning and performing our audit of the financial statements of the Sycamore Park District, Illinois, for the year ended December 31, 2016, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Board, Executive Director and senior management of the Sycamore Park District, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various District personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well prepared audit package and we appreciate the courtesy and assistance given to us by the entire District staff.

*Lauterbach & Amen LLP*  
LAUTERBACH & AMEN, LLP

## CURRENT RECOMMENDATIONS

1. **GASB STATEMENT NO. 74 FINANCIAL REPORTING FOR POST-EMPLOYMENT BENEFIT PLANS OTHER THAN PENSION PLANS AND GASB STATEMENT NO. 75 ACCOUNTING AND FINANCIAL REPORTING FOR POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS**

Comment

In June 2015, the Governmental Accounting Standards Board (GASB) issued Statement No. 74, *Financial Reporting for Post-Employment Benefits Plans Other Than Pension Plans*, which applies to individual postemployment benefit plans, and Statement No. 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions*, which applies to the state and local government employers that sponsor the plans. The Statements apply to the reporting of other post-employment benefits, including medical, dental, life, vision and other insurance coverages provided by the employer post-employment. The Statements establish standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures related to the other post-employment benefit plans, and specifically identify the methods and assumptions that are to be used in calculating and disclosing these OPEB accounts in the financial statements. The Statements also provide for additional note disclosures and required supplementary information and are intended to improve information provided by state and local government employers regarding financial support to their OPEB plans. GASB Statement No. 75 applies to the employer's reporting of other post-employment benefit plans and is applicable to the District's financial statements for the year ended December 31, 2018.

Recommendation

We recommend that the District reach out to the private pension actuary engaged to provide the OPEB actuarial calculations in order to confirm the timeline for implementation and to review requested materials that will be required in order to implement the provisions and requirements of the new Statements. Lauterbach & Amen, LLP will also work directly with the District to assist in the implementation process, including assistance in determining the implementation timeline with the District and private actuary, providing all framework for the financial statements in order to complete the implementation, and assist in answering any questions or concerns the District might have related to the implementation process or requirements.

## PRIOR RECOMMENDATIONS

### 1. FUNDS OVER BUDGET

#### Comment

Previously and during our current year-end audit procedures, we noted that the following funds had an excess of actual expenditures over budget for the fiscal year:

Fund		December 31, 2016	2015
Recreation - Concession Subfund	\$	8,023	-
Developer Contributions		5,150	-
Insurance		-	3,606
Golf Course		69,255	12,957
Swimming Pool		-	8,282

#### Recommendation

We recommended the District investigate the causes of the funds over budget and adopt appropriate future funding measures.

#### Status

This comment has not been implemented and will be repeated in the future.

## PRIOR RECOMMENDATIONS – Continued

### 2. FUNDS NOT IN COMPLIANCE WITH FUND BALANCE POLICY

#### Comment

Previously, we noted the following funds with fund balances that were not in compliance with the Board approved fund balance policy:

	Per 2015 Budget	Fund Balance per AFR	Amount not in Compliance
<b>Recreation Fund</b>			
Minimum			
Expenditures	\$ 1,125,051		
X's 25% per Policy	0.25		
	281,263	206,702	74,561
 <b>Insurance Fund</b>			
Minimum			
Expenditures	65,413		
X's 25% per Policy	0.25		
	16,353	9,247	7,106
	Per 2014 Budget	Fund Balance per AFR	Amount not in Compliance
<b>Recreation Fund</b>			
Minimum			
Expenditures	\$ 1,095,054		
X's 25% per Policy	25%		
	273,764	123,210	150,554

#### Recommendation

We recommended the District investigate the fund balances and adopt future budgets to address these items not in compliance.

#### Status

This comment has been implemented and will not be repeated in the future.

SYCAMORE PARK DISTRICT  
Board of Commissioners

Date of Board Meeting: May 23, 2017

**STAFF RECOMMENDATION**

**AGENDA ITEM: UPDATE ON NATURAL GAS CONTRACT:**  
**Recommended Ratification**

**BACKGROUND INFORMATION:** Public entities have the authority to bid a variety of work and services, and to award bids to the most qualified and low cost bidder. Utilities, given their “spot market” nature pose problems for the more standard, formal bidding process of construction projects, or professional services when attempting to capture a good price. Therefore, the Board has authorized the Executive Director, on behalf of the Board of Commissioners, to negotiate a contract on their behalf.

There are two primary ways to purchase natural gas. **Fixed rate** - pay a set rate per therm for a specified amount of gas and for a specified period of time. **Index pricing(variable rate)** - pricing changes from month to month, following the changes in the market. Index pricing is generally based on a set cost above the NGI Index. The NGI index is a published rate which the natural gas industry uses to measure the cost of gas.

Our current contract with Nordic Energy expires in June 2017. The fixed rate we were at was .484. The new contract is with IGS Energy, fixed rate for 36 months at .335.

**FISCAL IMPACT:** Based upon historical usage, it is estimated that we could save approximately \$4,700 annually.

**STAFF RECOMMENDATION:** Recommend that the Board ratify the contract for natural gas rate with IGS Energy, .335, for a term of three years.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 23, 2017

### STAFF RECOMMENDATION

#### AGENDA ITEM: ANNUAL BOARD MEETING AND ELECTION OF OFFICERS

**BACKGROUND INFORMATION:** At this month's board meeting, we will hold the "Annual Meeting". This meeting is mandated by Park District Code, and is intended to elect and appoint key positions for the oversight and management of the park district. At this meeting we should elect/appoint:

- Swear In Ted Strack and Michelle Schulz as Commissioners*
- President - Elect*
- Vice President – Elect*
- Treasurer - Elect*
- Secretary – Appoint*
- Legal Services - Appoint*
- Audit Services - Appoint*
- IAPD Legislative Contact – Appoint*
- Board Member IAPD Delegate to State Conference - Appoint*
- Freedom of Information Officers - Appoint*
- Open Meeting Act Official - Appoint*
- ADA Coordinator – Appoint*
- Plan Commission Representative -- Appoint*

Therefore, it will be necessary to go through a few steps as part of the annual meeting:

1. President Calls the Annual Meeting to Order.
2. President Turns the meeting over to Dan Gible—the Secretary—to conduct the business of swearing in the Commissioners Elected.
3. Secretary accepts nominations for election of the President of the Board for May 2017 through April 2018.
4. Secretary calls for nominations from the floor for Board President.
5. Names are accepted.
6. Secretary asks for a motion to close the nominations, and a second.
7. Take a vote to close nominations.
8. Secretary asks for roll call vote for the candidate(s).
9. Recording Secretary calls the roll.

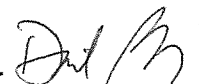
10. The Secretary will turn the meeting over to that person elected as President to preside over the remaining votes and appointments.
11. The VP and Treasurer elections should be separate votes.
12. Repeat the Nomination and Motion Process, along with Roll Call Vote for VP and Treasurer positions. Many agencies appoint their Business/Finance Department Head as the Treasurer.
13. President can handle all the appointments, at once, and have a single vote for that, or separate them, whichever they wish. Staff would recommend the following:
  - a. Secretary: Daniel Gible  
Recording Secretary: Jeanette Freeman
  - b. Legal Services: Ancel Glink
  - c. Audit Services: Lauterbach & Amen, LLP
  - d. IAPD Legislative Contact: Board Member to be suggested.
  - e. Board Member Delegate to State Conference: Board Member to be suggested.
  - f. FOIA Officers: Daniel Gible, Kirk Lundbeck
  - g. Open Meetings Act Official: Board President and Vice President
  - h. ADA Coordinator: Bart Desch, Kirk Lundbeck
  - i. Plan Commission Representative: Michelle Schulz
14. Close the "Annual Meeting".

**FISCAL IMPACT:** No additional cost over prior years.

**STAFF RECOMMENDATION:** Carry out the elections and appointments as outline in the "Background Information" section.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**