



Sycamore

PARK DISTRICT

Established 1923

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**Sycamore Park District
Regular Board Meeting**

July 18, 2017

6:00 PM

Maintenance Building, 435 Airport Road

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

FORMAL INTRODUCTION OF SUPERINTENDENT OF RECREATION: Meghan Jourden-Messerich

APPROVAL OF MINUTES: (Voice Vote)

3. Regular Minutes: June 27, 2017

APPROVAL OF MONTHLY CLAIMS:

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

21. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

26. Superintendent of Finance Monthly Report

30. Budget Report

47. Superintendent of Golf Operations Monthly Report

49. Superintendent of Parks and Facilities Monthly Report

55. Recreation Report

57. Executive Director Monthly Report

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

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

Board of Commissioners Meeting

July 18, 2017

PG 2

CORRESPONDENCE-

- 59. Jeff-Moment of Truth - MMNH – Malwina Bardoni
- 60. Clubhouse Rental – Paula Rader

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS

MONTHLY REPORT—Lisa

OLD BUSINESS:

- Construction Management Report – Ken
- Setting Date for Study Session—Dan
- Open Meetings Training for Public Officials—Dan/Nettie
- 61. Changes to Personnel Policy on Medical Insurance
Compensation—Jackie
- 67. Tree Replacement - Jeff

NEW BUSINESS:

- 68. BI-ANNUAL Review of Executive Session Minutes - Dan
- Recreation Campus Landscape Bid Award - Terri
- (NOTE: Bid Opening is Today—the 18th—at 10:00 AM. Therefore,
this information will be presented by handout at the meeting.)

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:

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, June 27, 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 5:57 p.m. on Tuesday, June 27, 2017. The meeting started at the Sycamore Park District Pool and then moved to the Maintenance Building.

Will the recording secretary please call the roll.

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

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Sarah Rex, Pool Manager Derek Stenberg and Intern Kevin Gordon.

The meeting started out at the Pool, where Supt. of Parks Donahoe and Pool Manager Derek Stenberg showed everyone all the ADA and other improvements that were made to the pool and pool area. They also went over all the mechanicals for the pool and hot tube. The meeting was then moved over to the Maintenance Building located at 435 Airport Road.

Guests at the Board meeting were:

Michelle Dittbenner, Ringland Johnson
Ken Hesselbach, Ringland Johnson

**Regular and Consent Agenda Approval –
Motion**

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

Voice Vote

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

**Approval of Minutes –
Motion**

Commissioner Schulz moved to approve the May 23, 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 3-0. Commissioner Graves and Tucker were absent.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday June 27, 2017
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Claims and Accounts Approval

Motion

Commissioner Kroeger moved to approve and pay the bills in the amount of \$1,155,352.25. 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 3-0. Commissioner Graves and Tucker were absent.

Correspondence –

- Clubhouse Rental – Jay & Brenda Hunt
- Sarah Rex – Moment of Truth
- Amy Doll – Director DeKalb Park District
- Methodist Church Outing

Public Input – None

Positive Feedback –

- Commissioner Kroeger asked how the Storm tournament went. Supt. of Parks Donahoe noted it went great besides the Friday am rain. The games were only delayed by about ½ hour and the rain didn't affect the parking. He said the Storm people were very happy with everything.
- Commissioner Strack noted that he and Dan were presented a check for \$20,000 from Silverthorne through Sycamore Youth Baseball.

Monthly Report – Supt. of Parks Donahoe - His report was the tour of the Pool and the improvements made.

Old Business

Construction Management Report – Ken and Michelle with Ringland Johnson gave an update on the construction status, changes orders and budget status.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
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Setting Date for Study Session – None needed at this time.

Open Meetings Training – President Strack is working on his. Commissioner Schulz has turned hers in.

Policy on Medical Insurance Compensation – Director Gibble noted this is a follow-up from last month. He had promised to bring back the numbers, so he presented a fiscal implication of changing our policy regarding health insurance. He recommends approval of the Opt Out Policy for Medical Insurance only. If approved staff will bring the board next month a revision in the Personnel Policy language.

Motion

Commissioner Schulz moved to approve the Policy Change as recommended.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

Sign Policy – Director Gibble noted this was talked about before. Now Sarah has come back with the incoming electronic message board and her efforts to address our signage overall. This is a policy that we recommend approval. Program Supervisor Rex noted we get a lot of questions and this policy should help staff answer those questions.

Motion

Commissioner Schulz moved to approve the Sign Policy as presented. Commissioner Kroeger seconded the Motion.

Voice Vote

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

New Business

Change Meeting Date for July Regular Meeting - Director Gibble noted if we change the meeting date we need to do a notice in the paper. The Board approved the meeting date change to July 18th.

Adoption of Prevailing Wage Ordinance #06-2017

Motion

Commissioner Schulz moved to approve Prevailing Wage Ordinance #06-2017.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
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Annual Review of Board By-Laws – Director Gible noted he has no recommendations this year, but it is an annual requirement. The board has before them the current By-Laws and if the board wants any changes that can be done at the next meeting.

Motion

Commissioner Schulz moved to approve the Board By-Laws as presented as is.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

Quarterly Capital Funds Update – Supt. of Finance Hienbuecher noted this has been updated through this board meeting.

Public Input

- Kevin Gordon-Intern introduced himself. He noted he has been interning since June of this year. He has worked with staff on numerous things including working on golf course maintenance and golf outings. Also, he has been working with Lisa and Derek at the Pool along with concessions. He is very glad to be here and very appreciative. He is in the Graduate Master's Program for Sports Management and he is looking to go into something like Parks and Rec as well as campus recreation with a University.
- Supt. of Parks Donahoe noted Kevin has been a really good sport and stays positive no matter what we have thrown at him.
- Director Gible noted he works very hard.

President Strack asked about the trees that need to be replaced. Supt. of Parks Donahoe noted the company will be replacing the dead ones probably in the fall.

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:27 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 3-0. Commissioner Graves and Tucker were absent

#5 The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday June 27, 2017
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The Board convened to Executive Session at 7:30 pm. The roll was called with Commissioners Kroeger, Schulz, and Strack present along with Recording Secretary Jeanette Freeman and Director Gibble.

Motion

The Board adjourned the Executive Session at 7:51 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Motion

The Board adjourned the Regular Session at 7:51 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 07/12/2017
 TIME: 10:00:50
 ID: AP450000.WOM
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 06/27/2017 TO 07/11/2017

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

ACUSHNET ACUSHNET COMPANY

300125127 01 GLOVES-RTND LESS FREIGHT 504000086601 06/12/17 00000000 57985 06/27/17 4,784.47 -741.00

903858084 01 KISHWAUKEE OUTING BALLS 501000001300 03/27/17 00002043 57985 06/27/17 4,784.47 349.20

904225478 01 GLOVES 504000086601 05/19/17 00000000 57985 06/27/17 4,784.47 753.27

904243042 01 PROV1/PROVIX 501000001300 05/23/17 00001674 57985 06/27/17 4,784.47 2,888.17

02 VELOCITY 501000001300 00001674 2,220.00

03 INV 902243042 SHIPPING 501000001300 00001674 378.00

04 DT TRUSOFT 501000001300 00001674 80.17

904257286 01 DT TRUSOFT CUSTOM #S 501000001300 05/25/17 00001674 57985 06/27/17 4,784.47 222.63

02 INV 904257286 SHIPPING 501000001300 00001674 210.00

904319189 01 TITLEIST NXT SPECIAL 501000001300 06/07/17 00002043 57985 06/27/17 4,784.47 1,312.20

AFLAC AFLAC 888285 01 PREMIUM 101000002006 06/12/17 00000000 57986 06/27/17 459.50 459.50

BANN BANNER UP SIGNS 64589 01 CONSTRUCTION SITE BANNER 101200046214 06/19/17 00002079 57987 06/27/17 100.00 100.00

BREAK BEVAKTRHU BEVERAGE ILLINOIS LL 1013874406 01 APPLE VODKA 303000086636 06/23/17 00000000 57988 06/27/17 648.64 648.64

02 CAPTAIN MORGAN 303000086636 00000000 31.04

03 SEAGRAMS SEVEN 303000086636 00000000 278.28

04 TEQUILA 303000086636 00000000 213.36

VENDOR TOTAL: 648.64

VENDOR TOTAL: 648.64

FROM 06/27/2017 TO 07/11/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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EPOCH	EPOCH EYEWEAR	19599	01 REFILL OF SUNGLASSES/DISPLAY	501000001306	06/20/17	00002081	57991	06/27/17	275.25
			02 SHIPPING	501000001306		00002081			252.00
									23.25
									VENDOR TOTAL: 275.25

EUCL	EUCLID BEVERAGE LTD.	W-332-1145	01 MILLER LITE	303000086634	06/22/17	00002094	57992	06/27/17	755.00
			02 HEINEKEN	303000086634		00002094			755.00
			03 COORS LIGHT	303000086634		00002094			223.50
			04 MIKES BLACK CHERRY	303000086635		00002094			90.00
			05 MIKES LEMONADE	303000086635		00002094			90.00
			06 DELIVERY CHARGE	303000086634		00002094			3.00
									VENDOR TOTAL: 275.25

FP	FP MAILING SOLUTIONS	W-332-1258	01 MILLER HIGH LIFE	303000086634	06/29/17	00002130	58028	07/11/17	467.90
			02 MILLER LITE	303000086634		00002130			467.90
			03 COORS LIGHT	303000086634		00002130			149.00
			04 MIKES BLK CHERRY	303000086636		00002130			193.70
			05 MIKES LEMON	303000086636		00002130			60.00
			06 KEG RETURN	303000086634		00002130			60.00
			07 DELIVERY	303000086634		00002130			-30.00
									VENDOR TOTAL: 1,222.90

FP	FP MAILING SOLUTIONS	RI103271134	01 POSTAGE METER	101000046204	06/11/17	00000000	57993	06/27/17	342.60
			02 POSTAGE METER	201000046204		00000000			342.60
									VENDOR TOTAL: 342.60

GOR	GORDON FOOD SERVICE INC.	178494046	01 VEGGIE BURGER	303000086613	06/09/17	00002122	58013	07/11/17	753.62
			02 KETCHUP	303000086629		00002122			68.99
			03 LIQUID BUTTER	303000086629		00002122			24.33
			04 FRYER OIL	303000086617		00002122			44.36
			05 CHIPS	303000086622		00002122			36.64
			06 LARGE CUPS	303000076550		00002122			278.66
			07 LRGE CUPS	303400076550		00002122			31.97
			08 NAPKINS	303000076550		00002122			51.72
			09 NAPKINS	303500086640		00002122			33.69
									VENDOR TOTAL: 342.60

DATE: 07/12/2017
 TIME: 10:00:50
 ID: AP450000.WOW
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 4

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	178494046								
		10 FORKS	303300076550	06/09/17	00002122	58013	07/11/17	753.62	753.62
		11 GATORADE	303000086631		00002122				38.81
		12 SMALL CUPS	303000076550		00002122				41.04
		13 MED CUPS	303000076550		00002122				32.48
									38.96
	178780059								
		01 ROAST BEEF	303000086612	06/23/17	00002120	58030	07/11/17	1,393.11	1,393.11
		02 HAM	303000086612		00002120				67.45
		03 TURKEY	303000086612		00002120				39.51
		04 SLICED PICKLE	303000086629		00002120				47.02
		05 POPCORN OIL	303300086621		00002120				22.85
		06 LRG CUPS	303300076550		00002120				52.46
		07 LRG CUPS	303400076550		00002120				31.97
		08 NACHO TRAYS	303300076550		00002120				31.97
		09 NACHO TRAYS	303400076550		00002120				31.53
		10 PAPER TOWELS	303300076550		00002120				28.99
		11 20Z PLASTIC CUPS	303300076550		00002120				70.29
		12 COFFEE FILTERS	303300076550		00002120				10.83
		13 HONEY MUSTARD	303000086629		00002120				47.89
		14 BBO SAUCE	303000086629		00002120				47.03
		15 CHIPS	303000086622		00002120				169.33
		16 BEER CUPS	303000076550		00002120				106.94
		17 GATORADE	303000086631		00002120				555.52
									VENDOR TOTAL: 2,146.73
HORN		HORNUNG'S PRO GOLF SALES INC.							
	415576								
		01 DRI-TAC RED AND BLACK	501000001303	06/19/17	00002080	57994	06/27/17	92.95	92.95
		02 SHIPPING	501000001303		00002080				84.00
									8.95
									VENDOR TOTAL: 92.95
KISH		KISHWAUKKEE SPECIAL RECREATION							
	08-298								
		01 2017 CONTRIBUTION	221000116855	06/30/17	00000000	58005	07/06/17	2,693.77	2,693.77
									VENDOR TOTAL: 2,693.77
KUNZ		KUNZ, TROY							
	DJ FEE								
		01 DJ FEE POOL PARTY	518000046216	07/11/17	00000000	58014	07/11/17	200.00	200.00
									VENDOR TOTAL: 200.00
MATTIX		MATTIX MUSIC							
	062217								
				06/22/17		57995	06/27/17	1,056.00	1,056.00
									VENDOR TOTAL: 200.00

DATE: 07/12/2017
 TIME: 10:00:50
 ID: AP450000.WOM
 2

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 06/27/2017 TO 07/11/2017

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

062217 01 CONTRACTED INSTRUCTOR 205010306128 06/22/17 00002083 57995 06/27/17 1,056.00 1,056.00

PEPSI PEPPI COLA GEN. BOT. VENDOR TOTAL: 1,056.00

80780405 01 20 OZ BOTTLE POP 303000086631 06/06/17 00002095 58016 07/11/17 3,765.73 1,543.82
 02 WATER 303000086631 00002095 463.20
 03 GATORADE 303000086631 00002095 333.06
 04 BIB 5GAL 303000086630 00002095 228.80
 05 BIB 3GAL 303000086630 00002095 296.80
 06 CO2 TANK 303000086630 00002095 139.41
 07 CO2 TANK DEPOSIT 303000086630 00002095 28.35
 08 GATORADE 303000086631 00002095 75.00
 -20.80

84034612 01 BIB 5 GAL 303000086630 07/11/17 00002131 58031 07/11/17 1,571.35 409.10
 02 BIB 3 GAL 303000086630 00002131 232.35 148.40
 03 CO2 TANK 303000086630 00002131 28.35 232.35

84366501 01 WATER 303000086631 06/23/17 00002097 58016 07/11/17 3,765.73 2,221.91
 02 20 OZ BOTTLE POP 303000086631 00002097 576.45
 03 GATORADE 303000086631 00002097 764.28
 04 BIB 5 GAL 303000086630 00002097 416.00 16.00
 05 BIB 3GAL 303000086630 00002097 222.60
 06 CO2 TANK 303000086630 00002097 185.88
 56.70

99051254 01 WATER 303000086631 06/16/17 00002132 58031 07/11/17 1,571.35 1,162.25
 02 20 OZ POP 303000086631 00002132 179.34
 03 5GAL BIB 303000086630 00002132 602.16
 04 3GAL BIB 303000086630 00002132 148.40
 05 3 GAL BIB 303000086630 00002132 139.41
 92.94

PERFOR PERFORMANCE FOOD GROUP VENDOR TOTAL: 5,337.08

5353223 01 KETCHUP 303000086629 06/08/17 00002121 58019 07/11/17 2,594.60 646.96
 02 CHIPS 303000086622 00002121 26.16
 03 SLICED CHEESE 303000086613 00002121 57.70
 04 HAMBURGER BUNS 303000086613 00002121 40.56
 26.62

FROM 06/27/2017 TO 07/11/2017

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
5374722			06/27/17		58019	07/11/17	2,594.60	905.80
07	FRENCH FRIES	303000086617		00002118				19.51
08	HAMBURGERS	303000086613		00002118				113.58
09	HOT DOGS	303000086615		00002118				112.62
10	HOT DOGS	303000086615		00002118				113.85
11	SOFT PRETZELS	303300086619		00002118				108.64
12	PAPER TOWELS	303000076550		00002118				22.51
13	COUPON	303500086640		00002118				-1.00
14	COUPON	303000086615		00002118				-9.00

5378548			06/29/17		58034	07/11/17	3,300.32	100.97
01	POPCORN YELLOW	303300086621		00002134				21.41
02	POPCORN WHITE	303300086621		00002134				79.56

5388060			07/07/17		58034	07/11/17	3,300.32	1,007.51
01	PICKLES	303300086629		00002133				24.62
02	POPCORN	303300086621		00002133				21.41
03	NACHO CHEESE	303300086620		00002133				120.46
04	TORTILLA CHIPS	303300086620		00002133				55.59
05	SLICED CHEESE	303000086613		00002133				40.56
06	ONION	303300086629		00002133				4.49
07	LETTUCE	303300086629		00002133				3.95
08	ONION	303000086629		00002133				8.99
09	LETTUCE	303000086629		00002133				7.91
10	LETTUCE	303500086640		00002133				3.95
11	ONION	303500086640		00002133				4.49
12	HAMBURGER BUNS	303000086613		00002133				26.62
13	SOFT PRETZELS	303300086619		00002133				54.32
14	HAMBURGERS	303000086613		00002133				227.16
15	HOT DOGS 6//1	303000086615		00002133				112.62
16	HOT DOGS 8//1	303000086615		00002133				227.70
17	PORK CHOPS	303300086613		00002133				71.67
18	COUPON	303000086615		00002133				-9.00

RINGLAND RINGLAND-JOHNSON, INC
 216095-9
 01 CAMPUS PROJECT
 711000036132
 06/25/17
 00000000
 58020
 07/11/17
 687,285.00
 687,285.00
 687,285.00
 VENDOR TOTAL: 5,894.92

SJOSTROM SJOSTROM & SONS INC
 6
 01 ADA POOL IMPROVEMENT
 221000076500
 06/23/17
 00000000
 58021
 07/11/17
 7,376.00
 7,376.00
 7,376.00
 VENDOR TOTAL: 7,376.00

FROM 06/27/2017 TO 07/11/2017

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

 SOU SOUTHERN GLAZER'S WINE SPIRITS

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
1612047								
01	VODKA	303000086636	06/20/17	00002098	57996	06/27/17	341.50	341.50
02	WINE VINIOT	303000086638		00002098				248.40
03	WINE WHITE ZIN	303000086638		00002098				45.00
04	DELIVERY CHARGE	303000086636		00002098				3.10
VENDOR TOTAL:							341.50	

STANDARD STANDARD AND POOR'S

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
11327988								
01	ANALYTICAL SERVICES	711000036125	04/13/17	00000000	57997	06/27/17	14,000.00	14,000.00
VENDOR TOTAL:							14,000.00	

STAPLES STAPLES ADVANTAGE

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3342775582								
01	BOOKCASE -	101500046200	06/10/17	00000000	57998	06/27/17	347.04	169.99
VENDOR TOTAL:							347.04	169.99

STAPLES CLIPPS-BATTERIES-INK

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3342775584								
01	CLIPPS-BATTERIES-INK	101000046200	06/10/17	00000000	57998	06/27/17	347.04	77.06
02	CLIPPS-BATTERIES-INK	201000046200		00000000				30.35
03	CLIPBOARD-FOLDERS	101000046200		00000000				30.35
04	CLIPBOARD-FOLDERS	201000046200		00000000				8.18
VENDOR TOTAL:							347.04	8.18

SUP SUPERIOR BEVERAGE

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3342775585								
01	POOL - LAMINATOR	518000046200	06/10/17	00000000	57998	06/27/17	347.04	99.99
VENDOR TOTAL:							347.04	99.99

SUP BUDWEISER

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
481579								
01	BUDWEISER	303000086634	06/14/17	00002093	57999	06/27/17	576.30	246.00
02	BUD LIGHT	303000086634		00002093				61.40
03	BUSCH LIGHT	303000086634		00002093				153.50
04	DELIVERY FEE	303000086634		00002093				28.10
VENDOR TOTAL:							576.30	3.00

SUP BUDWEISER

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
481665								
01	BUDWEISER	303000086634	06/21/17	00002092	57999	06/27/17	576.30	330.30
02	BUD LIGHT	303000086634		00002092				46.05
03	312 BEER	303000086634		00002092				230.25
04	DELIVERY	303000086634		00002092				51.00
VENDOR TOTAL:							576.30	3.00

SUP BUDWEISER

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
481810								
01	BUDWEISER	303000086634	07/05/17	00002135	58035	07/11/17	283.05	283.05
VENDOR TOTAL:							283.05	46.05

FROM 06/27/2017 TO 07/11/2017

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
481810			07/05/17		58035	07/11/17	283.05	283.05
02	BUD LIGHT LIME	303000086634		00002135				36.40
03	BUSCH LIGHT	303000086634		00002135				28.10
04	MICHELLOB ULTRA	303000086634		00002135				35.00
05	312 BEER	303000086634		00002135				76.50
06	ARNITE PALMER	303000086634		00002135				88.00
07	KEG RETURN	303000086634		00002135				-30.00
08	DELIVERY FEE	303000086634		00002135				3.00

T0000024 DOBBERSTEIN, MELISSA VENDOR TOTAL: 859.35

ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
KISH TIP			07/11/17		58022	07/11/17	404.83	248.28
01	TIP - KISH OUTING 6-16-17	303500004530		00000000				248.28

ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
REIMB 07-11-2ND ONE			07/11/17		58037	07/11/17	248.96	248.96
01	ALDI REIMB 6-7-17	303000086613		00000000				2.50
02	ALDI REIMB 6-7-17	303000086615		00000000				2.50
03	ALDI REIMB 6-7-17	303500086640		00000000				6.45
04	ALDI REIMB 6-7-17	303000086610		00000000				0.86
05	ALDI REIMB 6-7-17	303500086640		00000000				18.49
06	ALDI REIMB 6-7-17	303000086636		00000000				2.96
07	ALDI REIMB 6-7-17	303300086633		00000000				12.99
08	ALDI REIMB 6-7-17	303000086629		00000000				3.56
09	ALDI REIMB 6-22-17	303000086613		00000000				40.97
10	ALDI REIMB 6-22-17	303300086621		00000000				9.39
11	ALDI REIMB 6-25-17	303500086640		00000000				11.37
12	ALDI REIMB 6-25-17	303000086629		00000000				3.05
13	ALDI REIMB 7-2-17	303000086629		00000000				2.70
14	ALDI REIMB 7-2-17	303500086640		00000000				3.50
15	ALDI REIMB 6-27-17	303500086640		00000000				15.93
16	ALDI REIMB 6-23-17	303000086636		00000000				4.34
17	ALDI REIMB 6-23-17	303300086615		00000000				8.07
18	WALMART REIMB 6-27-17	303500086640		00000000				73.62
19	WALMART REIMB 6-27-17	303400076550		00000000				0.98
20	WALMART REIMB 6-27-17	303000086632		00000000				3.78
21	WALMART REIMB 6-27-17	303000076551		00000000				2.67
22	ALDI REIMB 6-22-17	303300086623		00000000				18.28

ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
REIMB 7-11-17			07/11/17		58022	07/11/17	404.83	156.55
01	ALDI REIMB	303500086640		00000000				17.49
02	ALDI REIMB	303500086640		00000000				30.60
03	ALDI REIMB	303000086629		00000000				4.45
04	ALDI REIMB	303500086640		00000000				10.90
05	ALDI REIMB	303500086640		00000000				57.03
06	WALMART REIMB	303000086613		00000000				17.60

FROM 06/27/2017 TO 07/11/2017

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
01	ICE CREAM	3033000086626	06/20/17	00002124	58027	07/11/17	700.21	700.21
02	GATORADE	303000086631		00002124			280.44	280.44
03	CHICKEN	303000086616		00002124			41.68	41.68
04	FOIL	303300076550		00002124			228.96	228.96
05	LIDS	303000076550		00002124			100.97	100.97
06	LIDS	303300076550		00002124			24.08	24.08
07	LIDS	303400076550		00002124			12.04	12.04
							12.04	12.04

69526 01 CREDIT FOR SHORT #0069526 303300086626 06/23/17 00000000 58038 07/11/17 138.88 -34.72

VISACA VISA CARDMEMBER SERVICE VENDOR TOTAL: 839.09

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
01	FLAG POLES	711000207040	06/08/17	00000000	58003	06/30/17	5,126.08	5,126.08
02	SUPPLIES GOLF CAMP	206095026216		00000000			4,221.80	4,221.80
03	POOL ADA IMPROVEMENTS	221000076500		00000000			60.00	60.00
04	POSTAGE	101000046202		00000000			168.05	168.05
05	INTERNET CREDIT CARD FEES	201000056310		00000000			3.32	3.32
06	POSTAGE	201000046202		00000000			25.00	25.00
07	RED CROSS	518000046207		00000000			3.33	3.33
08	FOOD & SUPPLIES FOR MEETINGS	101000046212		00000000			105.00	105.00
09	FOOD & SUPPLIES FOR MEETINGS	201000046212		00000000			268.46	268.46
10	FACEBOOK MARKETING	1012000046214		00000000			268.47	268.47
							2.65	2.65

WALM WALMART COMMUNITY/RFCSLIC VENDOR TOTAL: 5,126.08

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
01	PAIL BROOM DUST PAN	3034000076510	06/16/17	00002038	58011	07/06/17	2,036.76	2,036.76
02	PAIL MOP	303300076510		00002038			22.68	22.68
03	SPRAY BOTTLE	303000076500		00002038			12.70	12.70
04	DISH WAND REFILLS	303000076510		00002038			2.98	2.98
05	BROWN SUGAR STARCH	303500086640		00002038			4.97	4.97
06	ONIONS	303300086629		00002038			2.71	2.71
07	ONIONS	303000086629		00002038			2.24	2.24
08	SWIM LESSON SUPPLIES	518200046216		00002042			2.24	2.24
09	FIRST AID SUPPLIES	518000076513		00002030			74.25	74.25
10	BREAD	303000086612		00002024			41.43	41.43
11	SUB BUNS	303000086612		00002024			10.74	10.74
12	CANDY	303000086624		00002024			3.98	3.98
13	GUM	3033000086624		00002024			335.98	335.98
							23.94	23.94

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 TIME: 10:00:50
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 06/27/2017 TO 07/11/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	061617			06/16/17		58011	07/06/17	2,036.76	2,036.76
		14 FRUIT SNACKS	303300086623		00002024				21.36
		15 PICKLES	303300086623		00002024				7.96
		16 SPICES	303500086640		00002024				34.86
		17 STRING CHEESE	303300086623		00002024				7.98
		18 COOKIES	303000086618		00002024				58.80
		19 TRAIL MIX	303000086618		00002024				19.96
		20 CRACKERS	303000086618		00002024				20.64
		21 PEANUTS	303000086618		00002024				14.96
		22 CAPRI SUNS	303300086633		00002024				7.88
		23 PORK ROAST	303500086640		00002024				20.51
		24 ICEES	303300086626		00002024				71.84
		25 COUPONS	303000086618		00002024				-7.50
		26 BRAT BOXES	303000076550		00002032				9.94
		27 LETTUCE ONIONS	303000086629		00002032				7.28
		28 BAGELS	303000086610		00002032				6.16
		29 SUB BUNS	303000086612		00002032				2.00
		30 HOT DOG BUNS	303000086615		00002032				12.32
		31 CREAMER	303000086632		00002034				3.78
		32 LETTUCE	303300086629		00002034				1.48
		33 TONIC WATER	303000086636		00002034				1.34
		34 BREAD	303000086612		00002034				7.92
		35 DESERTS	303500086640		00002034				4.06
		36 SAFE	303300086640		00002034				99.00
		37 DESERTS	303500086640		00002036				6.65
		38 BREAD SLAW MIX CABBAGE	303500086640		00002036				10.50
		39 BAGELS	303000086610		00002036				3.08
		40 CREAMER	303000086632		00002036				1.74
		41 EGGS	303000086610		00002036				1.08
		42 ONION LETTUCE	303300086629		00002036				3.72
		43 ONION LETTUCE TOMATOES	303000086629		00002036				6.49
		44 RED ONION	303000086613		00002036				1.45
		45 TOMATO JUICE	303000086636		00002036				9.48
		46 HAMBURGER BUNS	303000086613		00002036				7.92
		47 HOT DOG BUNS	303000086615		00002036				8.80
		48 SOAP PUMPS AND REFILL	303300076510		00002036				6.84
		49 HOT DOG BUNS	303000086615		00002037				17.60
		50 HAMBURGER BUNS	303000086613		00002037				4.40
		51 BAKED BEANS	303500086640		00002037				13.56
		52 MR FREEZE	303300086626		00002088				23.88
		53 HOT DOG BUNS	303000086615		00002088				45.76
		54 HAMBURGER BUNS	303000086613		00002088				14.08
		55 HOT DOG BUNS	303500086640		00002088				7.04
		56 HAMBURGER BUNS	303500086640		00002088				12.32
		57 DANISHES	303000086611		00002084				58.44
		58 BREAD	303000086612		00002084				15.12

FROM 06/27/2017 TO 07/11/2017

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
59	JUICE	3033000086633	06/16/17	00002084	58011	07/06/17	2,036.76	2,036.76
60	DILL PICKLES BIG	3033000086623		00002084				13.98
61	SLIM JIMS	3030000086623		00002084				16.72
62	FRUIT SNACKS	3033000086623		00002084				19.48
63	PEANUTS	3030000086618		00002084				10.78
64	CHEESE CRACKERS	3030000086618		00002084				14.96
65	TRAIL MIX	3030000086618		00002084				20.64
66	GRANDOLA BARS	3030000086618		00002084				19.96
67	AIRHEADS	3030000086624		00002084				121.80
68	CANDY	3030000086624		00002084				376.54
69	COOKIES	3030000086618		00002084				73.76
70	GUM	3030000086624		00002084				20.94
71	MEATBALLS AND PLATES	3035000086640		00002084				55.92
72	COOKIES COUPON	3030000086618		00002084				-10.00

WAREHOUSE DIRECT BUSINESS VENDOR TOTAL: 2,036.76

3510748-0	WAREHOUSE DIRECT BUSINESS				58002	06/27/17	223.50	223.50
01	MULTIFOLD TOWELS	3030000076510	06/09/17	00000000				223.50

VENDOR TOTAL: 223.50
 TOTAL --- ALL INVOICES: 751,378.67

Interim # 751,378.67
New # 77,105.67
7891 *\$ 828,484.34*

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board

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INVOICES DUE ON/BEFORE 07/18/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AT&T2	A T & T	491.82	18.35
CINTA	CINTAS CORPORATION #355	921.29	16.94
ECO	ECOWATER SYSTEMS, INC.	355.41	14.35
GROUPL	GROUP PLAN SOLUTIONS	264.00	22.00
HIRS	HIRSCHBIEN TROPHIES		42.00
ILLIN	ILLINI SECURITY SYSTEMS, INC.	607.50	151.87
NICOR	NICOR GAS	9,216.06	89.43
PDRMA	PDRMA	151,672.34	4,054.96
PLUNKETT	PLUNKETT'S PEST CONTROL	410.08	43.68
SHAW	SHAW SUBURBAN MEDIA	1,141.40	24.30
SOFT	SOFT WATER CITY	1,437.30	20.25
SPARKLE	SPARKLE JANITORIAL SERVICE	8,454.00	772.50
STAPLES	STAPLES ADVANTAGE	1,412.11	125.55
SUNDOG	SUN DOG IT	8,182.39	469.69
TIMECLOC	TIME CLOCK EXPRESS		23.62
WASTE	WASTE MANAGEMENT	1,497.15	624.91
	ADMINISTRATION		6,514.40
12	MARKETING		
DISCOVER	DISCOVER YOUR HOMETOWN	170.00	225.00
KAR	KAR-FRE FLOWERS	334.45	106.50
SHAW	SHAW SUBURBAN MEDIA	1,141.40	317.00
	MARKETING		648.50
15	PARKS		
AT&T2	A T & T	491.82	44.97
CARQ	CARQUEST AUTO PARTS	3,245.33	196.24
CINTA	CINTAS CORPORATION #355	921.29	19.50
COMMO	COMMONWEALTH EDISON	1,162.95	98.95
CONS	CONSERV FS	10,880.77	759.38
ENCAP	ENCAP, INC	3,673.00	4,710.00
FRONTIER	FRONTIER	5,275.69	68.84
MENA	MENARDS - SYCAMORE	4,266.80	434.47
NICOR	NICOR GAS	9,216.06	32.70
PDRMA	PDRMA	151,672.34	582.47
PROS	PRO-SAFETY, INC.	162.95	86.60
RALPHHEL	RALPH HELM LAWN EQUIPMENT CTR	163.57	87.81
SOFT	SOFT WATER CITY	1,437.30	60.75

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 07/18/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
WASTE	WASTE MANAGEMENT	1,497.15	115.08
	PARKS		7,297.76
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	491.82	18.34
CINTA	CINTAS CORPORATION #355	921.29	9.46
ECO	ECOWATER SYSTEMS, INC.	355.41	14.35
GROUPL	GROUP PLAN SOLUTIONS	264.00	22.00
ILLIN	ILLINI SECURITY SYSTEMS, INC.	607.50	151.88
NICOR	NICOR GAS	9,216.06	56.05
PDRMA	PDRMA	151,672.34	4,137.86
PLUNKETT	PLUNKETT'S PEST CONTROL	410.08	43.68
SHAW	SHAW SUBURBAN MEDIA	1,141.40	24.30
SPARKLE	SPARKLE JANITORIAL SERVICE	8,454.00	772.50
STAPLES	STAPLES ADVANTAGE	1,412.11	120.00
SUNDOG	SUN DOG IT	8,182.39	469.70
SYC	SYCAMORE CHAMBER OF COMMERCE	475.00	20.00
TIMECLOC	TIME CLOCK EXPRESS		23.63
	ADMINISTRATION		5,883.75
20	SPORTS COMPLEX		
WASTE	WASTE MANAGEMENT	1,497.15	437.49
	SPORTS COMPLEX		437.49
21	SPORTS COMPLEX MAINTENANCE		
CONS	CONSERV FS	10,880.77	211.03
LOWE	LOWE'S	3,211.63	67.50
MENA	MENARDS - SYCAMORE	4,266.80	169.00
PDRMA	PDRMA	151,672.34	5,329.12
WASTE	WASTE MANAGEMENT	1,497.15	66.45
	SPORTS COMPLEX MAINTENANCE		5,843.10

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 07/18/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION	7,467.00	5,550.97
	PROGRAMS - YOUTH ATHLETICS		5,550.97
59	PROGRAMS - DANCE		
OVATION	OVATION PERFORMING ARTS STUDIO	210.00	90.00
	PROGRAMS - DANCE		90.00
SPECIAL RECREATION			
10	ADMINISTRATION		
KISH	KISHWAUKEE SPECIAL RECREATION	43,943.77	25.96
	ADMINISTRATION		25.96
INSURANCE			
10	ADMINISTRATION		
PDRMA	PDRMA	151,672.34	31,834.74
	ADMINISTRATION		31,834.74
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	491.82	0.24
NICOR	NICOR GAS	9,216.06	24.02
STAPLES	STAPLES ADVANTAGE	1,412.11	307.60
WASTE	WASTE MANAGEMENT	1,497.15	51.28
	CLUBHOUSE CONCESSIONS		383.14
33	SPORTS COMPLEX CONCESSIONS		
CARQ	CARQUEST AUTO PARTS	3,245.33	7.35
MENA	MENARDS - SYCAMORE	4,266.80	79.72
	SPORTS COMPLEX CONCESSIONS		87.07

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 07/18/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	23,634.15	600.06
HORN	HORNUNG'S PRO GOLF SALES INC.	1,197.96	84.78
	ADMINISTRATION		684.84
40	GOLF OPERATIONS		
AT&T2	A T & T	491.82	2.44
CONS	CONSERV FS	10,880.77	390.40
NICOR	NICOR GAS	9,216.06	24.02
PDRMA	PDRMA	151,672.34	1,968.28
PLAY	PLAYERS GOLF CARS		1,350.00
SOFT	SOFT WATER CITY	1,437.30	40.50
	GOLF OPERATIONS		3,775.64
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	13,547.80	2,564.08
CINTA	CINTAS CORPORATION #355	921.29	19.50
CONS	CONSERV FS	10,880.77	461.39
FRONTIER	FRONTIER	5,275.69	68.84
NICOR	NICOR GAS	9,216.06	58.04
NIV	NIVEL PARTS & MANUFACTURING	2,463.20	773.97
PDRMA	PDRMA	151,672.34	3,639.24
WASTE	WASTE MANAGEMENT	1,497.15	33.93
	GOLF MAINTENANCE		7,618.99
SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER	5,275.69	41.37
SOFT	SOFT WATER CITY	1,437.30	97.89
STAPLES	STAPLES ADVANTAGE	1,412.11	26.37
THELIFE	THE LIFEGUARD STORE	676.35	36.50
	POOL		202.13
81	POOL MAINTENANCE		

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 07/18/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

SWIMMING POOL			
81	POOL MAINTENANCE		
MENA	MENARDS - SYCAMORE	4,266.80	78.37
WASTE	WASTE MANAGEMENT	1,497.15	49.62
	POOL MAINTENANCE		127.99
ACTION 2020			
10	ADMINISTRATION		
LE PRINT	LE PRINT EXPRESS	126.67	5.00
SHAW	SHAW SUBURBAN MEDIA	1,141.40	94.20
	ADMINISTRATION		99.20
	TOTAL ALL DEPARTMENTS		77,105.67

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: July 18, 2017

Administrative Initiatives (7/1/17 – 7/31/17)

- Attended scheduled Superintendent and Board meetings.
- Attended scheduled Safety Committee meeting.
- Continued to review cash flow and transferred funds as needed.
- Continued to work with Sundog on purchase of new equipment for new staff and office reorganization. Had new email and Office 365 accounts set up.
- Continued to work with merchant services provider to convert current credit card terminals.
- Continued communication with vendors regarding technology needs for new campus. Provided information as requested.
- Filed Prevailing Wage Ordinance with IL Dept of Labor and published appropriate notice.
- Continued to monitor new household accounts on Rectrac for residency.
- Updated Julie Eggleston, KSRA on real estate tax receipts and pay balance due.
- Continued communications with cleaning company for scheduling purposes.
- Reviewed and approved scholarship requests as needed.

- Submitted information to health/dental insurance to add employee spouse and new employee.
- Contacted Chapman & Cutler regarding IRS notification on bond tax document.
- Completed quarterly payroll tax returns.
- Gathered data and submitted to Charitee for current billing.
- Worked on setting up table for concessions using RecTrac. Train staff on how to use.
- Revised personnel policy to include Health Insurance Opt out policy.
- Reviewed possible procedure for requesting Drivers Abstracts. PDRMA strongly recommends.
- Work with Supt of Recreation on financial procedures. Train on MSI (accounting software).
- Performed criminal background check on any new hires.
- Provide staff with current financial statements for their review. Highlight areas of note.
- Attended Pumpkin Festival Committee meeting.
- Participated in PDRMA PATH 2017 Steps Challenge Webinar.
- Met with Integra representative regarding quote for used copier/printer.
- Transferred cost of goods sold to concessions (sports, pool, cart and catering).
- Catering/special events/room rentals: 5 rentals, 4 golf outings, Couples League Dinners, 9 & Dine

Administrative Initiatives (8/1/17 – 8/31/17)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Prepare for PDRMA loss control review.
- Develop policy for Drivers Abstract.
- Review proposals for technology needs.
- Continue to evaluate scholarship applications asking for financial assistance as needed.
- Provide staff with current financial statements for their review. Highlight areas of note.
- Perform criminal background check on any new hires.
- Transfer cost of goods sold to concessions (sports, pool, cart and catering).
- Continue to review cash flow and opportunities to transfer funds to PFM/IPDLAF to increase earnings.
- Review IMRF NPO pay-off and calculate amount able to pay in 2017.
- 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.
- Begin work on updating equipment lifecycle spreadsheets.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.

- Catering/special events/room rentals: 1 rental, 4 golf outings, Club Championship, Couples League Dinners, 9 & Dine

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Corporate Fund (10)

Department	June Budget	June Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2016 YTD Actual	Variance
Revenues									
Administration	496,879.00	551,457.75	11.0%	659,507.00	705,405.50	7.0% (1)	1,307,454.00	677,597.15	4.1% (1)
Marketing							-	-	
Parks	4,555.00	3,991.73		5,694.00	5,657.00	-0.6%	11,389.00	6,310.60	-10.4%
Total Revenues	501,434.00	555,449.48	10.8%	665,201.00	711,062.50	6.9%	1,318,843.00	683,907.75	4.0%
Expenses									
Administration	43,392.00	48,477.71	11.7%	246,269.00	222,922.44	-9.5% (2)	1,032,950.00	637,253.91	-65.0% (3)
Marketing	5,600.00	823.57	-85.3%	23,725.00	13,695.89	-42.3% (4)	45,575.00	21,578.03	-36.5% (4)
Parks	27,155.00	38,620.73	42.2%	118,088.00	113,931.95	-3.5%	250,225.00	112,834.04	1.0%
Total Expenses	76,147.00	87,922.01	15.5%	388,082.00	350,550.28	-9.7%	1,328,750.00	771,665.98	-54.6%
Total Fund Revenues	501,434.00	555,449.48	10.8%	665,201.00	711,062.50	6.9%	1,318,843.00	683,907.75	4.0%
Total Fund Expenses	76,147.00	87,922.01	15.5%	388,082.00	350,550.28	-9.7%	1,328,750.00	771,665.98	-54.6%
Surplus (Deficit)	425,287.00	467,527.47	9.9%	277,119.00	360,512.22	30.1%	(9,907.00)	(87,758.23)	-510.8%

(1) 2017 Replacement taxes greater than budget, 31.5% \$7,354 and 2016 22.8% \$5,692. No farm income Airport Rd property in 2017 \$5,600 in 2016. Farm income reduced this year 50.1% \$11,737. Real estate tax receipts, ytd 52.56% received, budgeted 50% and in 2016, received 52.27%

(2) Expenses below budget: Professional Services 34.0% \$17,010, Contracted Services 41.1% \$6,449.

(3) 2016 included a transfer of \$444,000 to Action 2020 Fund. Excluding this 2017 expenses exceed 2016 by 15.4% \$29,669. Wages & taxes is greater by 22.0% \$23,596. Training higher in 2017 due to new recreation software 262.9% \$10,559.42

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

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Recreation Fund (20)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	352,832.00	385,283.08	9.20%	441,040.00	459,235.27	4.13% (4)	882,081.00	453,194.19	1.3% (4)
Sports Complex	150.00	(61.00)	-140.67%	5,750.00	10,699.00	86.07% (1)	44,995.00	4,355.00	145.7% (1)
Sports Complex Maintenance	15,686.00	13,505.22	-13.90%	19,608.00	19,336.26	-1.39%	39,216.00	22,506.99	-14.1%
Midwest Museum of Natural Hist	619.00	548.67		1,238.00	1,167.62	-5.68%	2,476.00	1,869.35	-37.5%
Programs-Youth	1,332.00	536.21	-59.74%	3,285.00	10,467.49	218.65% (2)	16,767.00	9,980.40	4.9% (2)
Programs-Teens	124.00	(250.00)	-301.61%	1,315.00	28.53	-97.83% (2)	1,320.00	700.00	-95.9% (2)
Programs-Adult	293.00	189.56	-35.30%	2,722.00	1,149.56	-57.77% (2)	5,336.00	3,688.80	-68.8% (2)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	5,459.69	-100.0% (2)
Programs-Leagues	72.00	59.37	-17.54%	90.00	95.23	5.81% (2)	5,181.00	143.07	-33.4% (2)
Programs-Youth Athletics	3,997.00	3,062.00	-23.39%	18,138.00	21,332.50	17.61% (2)	24,425.00	19,815.00	7.7% (2)
Programs-Fitness	550.00	107.03	-80.54%	6,195.00	4,868.62	-21.41% (2)	9,341.00	6,119.86	-20.4% (2)
Programs-Preschool	4.00	3.72	-7.00%	155.00	210.98	36.12% (2)	311.00	545.00	-61.3% (2)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Programs-Dance	11.00	165.50	1404.55%	544.00	1,771.02	225.56% (2)	1,408.00	2,412.66	-26.6% (2)
Programs-Special Events	959.00	11.77	-98.77%	3,461.00	4,784.64	38.24% (2)	3,623.00	2,720.20	75.9% (2)
Programs-Concerts	1,100.00	1,100.00	0.00%	5,800.00	4,900.00	-15.52%	8,000.00	3,570.00	37.3%
Programs-Trips	-	-	#DIV/0!	-	640.00	#DIV/0! (2)	-	-	#DIV/0! (2)
Brochure	-	-	#DIV/0!	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!
Total Revenues	377,729.00	404,261.13	7.02%	510,541.00	545,336.72	6.82%	1,053,330.00	537,580.21	1.4%

(1) 2017 includes \$2,925 for leaf a legacy donation

(2) Revenue from programs greater than budget by 26.3% \$9,444 and decreased 12.1%, \$6,236 (primarily due to MTO \$5,460) compared to 2016.

(3) timing

(4) Real estate tax receipts, ytd 52.56% received, budgeted 50% and in 2016, received 52.27%

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Expenses											
Administration	23,420.00	57,280.03	144.58%	222,858.00	214,745.67	-3.64%	(1)	579,185.00	141,821.96	51.4%	(2)
Sports Complex	-	27.52	#DIV/0!	1,250.00	27.52	-97.80%		1,250.00	1,250.00	-97.8%	
Sports Complex Maintenance	34,044.00	31,308.72	-8.03%	202,447.00	191,854.79	-5.23%		388,336.00	193,851.83	-1.0%	
Midwest Museum of Natural Hist	1,272.00	2,164.08	70.13%	3,960.00	13,053.21	229.63%	(3)	8,750.00	3,938.64	231.4%	(3)
Programs-Youth	3,580.00	1,449.23	-59.52%	5,069.00	4,061.36	-19.88%	(4)	11,897.00	5,903.01	-31.2%	(4)
Programs-Teens	500.00	-	-100.00%	840.00	-	-100.00%	(4)	1,050.00	560.00	-100.0%	(4)
Programs-Adult	172.00	10.56	-93.86%	1,452.00	574.52	-60.43%	(4)	3,330.00	1,872.76	-69.3%	(4)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	10,088.57	-100.0%	(4)
Programs-Leagues	-	-	#DIV/0!	2,180.00	1,690.23	-22.47%	(4)	2,891.00	2,129.36	-20.6%	(4)
Programs-Youth Athletics	650.00	248.28	-61.80%	4,418.00	8,066.28	82.58%	(4)	16,195.00	5,715.50	41.1%	(4)
Programs-Fitness	275.00	165.32	-39.88%	2,405.00	2,113.73	-12.11%	(4)	4,025.00	3,052.01	-30.7%	(4)
Programs-Preschool	31.00	-	-100.00%	64.00	169.73	165.20%	(4)	151.00	480.00	-64.6%	(4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Dance	-	69.23	#DIV/0!	409.00	852.52	108.44%	(4)	968.00	988.07	-13.7%	(4)
Programs-Special Events	-	60.00	#DIV/0!	3,315.00	3,365.60	1.53%	(4)	17,328.00	8,306.55	-59.5%	(4)
Programs-Concerts	50.00	-	-100.00%	8,000.00	6,750.00	-15.63%		8,000.00	7,908.83	-14.7%	
Programs-Trips	-	-	#DIV/0!	-	952.33	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Brochure	-	-	#DIV/0!	7,200.00	6,743.97	-6.33%		21,500.00	6,651.90	1.4%	
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Community Center	-	-	#DIV/0!	-	-	#DIV/0!		-	-	#DIV/0!	
Total Expenses	63,994.00	92,782.97	44.99%	465,867.00	455,021.46	-2.33%		1,064,856.00	394,518.99	15.3%	
Total Fund Revenues	377,729.00	404,261.13	7.02%	510,541.00	545,336.72	6.82%		1,053,330.00	537,580.21	1.4%	
Total Fund Expenses	63,994.00	92,782.97	44.99%	465,867.00	455,021.46	-2.33%		1,064,856.00	394,518.99	15.3%	
Surplus (Deficit)	313,735.00	311,478.16	-0.72%	44,674.00	90,315.26	102.17%		(11,526.00)	143,061.22	-36.9%	

(1) Areas below budget include: Contracted Services 44.14% \$8,644, primarily timing difference.

(2) 2017 Includes \$13,577 for RecTrac Annual Maint & \$45,400 for new slide in baby pool and painting of pool. Education higher due to Rectrac training.

(3) Installed 2 new heat exchangers

(4) Expenses for programs are higher than budget 8.41% \$1,694 and decreased 44.1%, \$17,250 (MTO \$10,089) compared to 2016.

Sycamore Park District
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Donations (21)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	12,500.00	2,600.00	-79.20%	25,000.00	16,125.19	-35.50%	200,000.00	36,309.43	-55.6%
Total Revenues	12,500.00	2,600.00	-79.20%	25,000.00	16,125.19	-35.50%	200,000.00	36,309.43	-55.6%
Expenses									
Administration	-	-		-	-		300,000.00	197,797.89	-100.0%
Total Expenses	-	-		-	-		300,000.00	197,797.89	-100.0%
Total Fund Revenues	12,500.00	2,600.00	-79.20%	25,000.00	16,125.19	-35.50%	200,000.00	36,309.43	-55.6%
Total Fund Expenses	-	-		-	-		300,000.00	197,797.89	-100.0%
Surplus (Deficit)	12,500.00	2,600.00	-79.20%	25,000.00	16,125.19	-35.50%	(100,000.00)	(161,488.46)	-110.0%

Special Recreation (22)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	66,400.00	74,155.71	11.68%	83,000.00	88,025.64	6.05%	166,000.00	80,286.95	9.6%
Total Revenues	66,400.00	74,155.71	11.68%	83,000.00	88,025.64	6.05%	166,000.00	80,286.95	9.6%
Expenses									
Administration	-	38,304.41	#DIV/0!	221,850.00	228,401.15	2.95% (1)	263,350.00	80,059.00	185.3% (1)
Total Expenses	-	38,304.41	#DIV/0!	221,850.00	228,401.15	2.95%	263,350.00	80,059.00	185.3%
Total Fund Revenues	66,400.00	74,155.71	11.68%	83,000.00	88,025.64	6.05%	166,000.00	80,286.95	9.6%
Total Fund Expenses	-	38,304.41	#DIV/0!	221,850.00	228,401.15	2.95%	263,350.00	80,059.00	185.3%
Surplus (Deficit)	66,400.00	35,851.30	-46.01%	(138,850.00)	(140,375.51)	1.10%	(97,350.00)	227.95	-61681.7%

(1) Pool ADA work in 2017

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Insurance (23)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	27,600.00	30,606.91	10.89%	34,500.00	36,318.20	5.27%	69,000.00	40,763.39	-10.9%
Total Revenues	27,600.00	30,606.91	10.89%	34,500.00	36,318.20	5.27%	69,000.00	40,763.39	-10.9%
Expenses									
Administration	1,250.00	-	-100.00%	2,500.00	-	-100.00% (1)	68,670.00	3,837.60	-100.0% (1)
Total Expenses	1,250.00	-	-100.00%	2,500.00	-	-100.00%	68,670.00	3,837.60	-100.0%
Total Fund Revenues	27,600.00	30,606.91	10.89%	34,500.00	36,318.20	5.27%	69,000.00	40,763.39	-10.9%
Total Fund Expenses	1,250.00	-	-100.00%	2,500.00	-	-100.00%	68,670.00	3,837.60	-100.0%
Surplus (Deficit)	26,350.00	30,606.91	16.16%	32,000.00	36,318.20	13.49%	330.00	36,925.79	-1.6%

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

Audit (24)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	5,800.00	6,432.81	10.91%	7,250.00	7,644.75	5.44%	14,500.00	7,367.25	3.8%
Total Revenues	5,800.00	6,432.81	10.91%	7,250.00	7,644.75	5.44%	14,500.00	7,367.25	3.8%
Expenses									
Administration	1,400.00	2,000.00	42.86%	14,200.00	14,200.00	0.00%	14,200.00	14,800.00	-4.1%
Total Expenses	1,400.00	2,000.00	42.86%	14,200.00	14,200.00	0.00%	14,200.00	14,800.00	-4.1%
Total Fund Revenues	5,800.00	6,432.81	10.91%	7,250.00	7,644.75	5.44%	14,500.00	7,367.25	3.8%
Total Fund Expenses	1,400.00	2,000.00	42.86%	14,200.00	14,200.00	0.00%	14,200.00	14,800.00	-4.1%
Surplus (Deficit)	4,400.00	4,432.81	0.75%	(6,950.00)	(6,555.25)	-5.68%	300.00	(7,432.75)	-11.8%

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Paving & Lighting (25)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	40.00	36.78	-8.05%	90.00	93.39	3.77%	100.00	43.22	116.1%
Total Revenues	40.00	36.78		90.00	93.39		100.00	43.22	116.1%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	40.00	36.78	-8.05%	90.00	93.39	3.77%	100.00	43.22	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	40.00	36.78	-8.05%	90.00	93.39	3.77%	100.00	43.22	

Park Police (26)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	400.00	538.11	34.53%	500.00	644.82	28.96%	1,000.00	41.55	1451.9%
Total Revenues	400.00	538.11		500.00	644.82		1,000.00	41.55	1451.9%
Expenses									
Administration	-	-	#DIV/0!	1,000.00	-	-100.00%	1,000.00	5,044.50	-100.0%
Total Expenses	-	-		1,000.00	-		1,000.00	5,044.50	-100.0%
Total Fund Revenues	400.00	538.11	34.53%	500.00	644.82	28.96%	1,000.00	41.55	1451.9%
Total Fund Expenses	-	-	#DIV/0!	1,000.00	-	-100.00%	1,000.00	5,044.50	
Surplus (Deficit)	400.00	538.11	34.53%	(500.00)	644.82	-228.96%	-	(5,002.95)	-112.9%

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IMRF (27)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	33,200.00	36,817.65	10.90%	41,500.00	43,635.37	5.15%	83,000.00	47,364.54	-7.9%
Total Revenues	33,200.00	36,817.65	10.90%	41,500.00	43,635.37	5.15%	83,000.00	47,364.54	-7.9%
Expenses									
Administration	33,200.00	28,055.81	-15.49%	46,500.00	39,567.82	-14.91%	88,000.00	48,013.64	-17.6%
Total Expenses	33,200.00	28,055.81	-15.49%	46,500.00	39,567.82	-14.91%	88,000.00	48,013.64	-17.6%
Total Fund Revenues	33,200.00	36,817.65	10.90%	41,500.00	43,635.37	5.15%	83,000.00	47,364.54	-7.9%
Total Fund Expenses	33,200.00	28,055.81	-15.49%	46,500.00	39,567.82	-14.91%	88,000.00	48,013.64	-17.6%
Surplus (Deficit)	-	8,761.84		(5,000.00)	4,067.55		(5,000.00)	(649.10)	

Social Security (28)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	33,200.00	37,002.92	11.45%	41,500.00	43,854.94	5.67%	83,000.00	40,339.51	8.7%
Total Revenues	33,200.00	37,002.92	11.45%	41,500.00	43,854.94	5.67%	83,000.00	40,339.51	8.7%
Expenses									
Administration	33,200.00	25,522.09	-23.13%	45,500.00	36,447.13	-19.90%	87,000.00	43,081.02	-15.4%
Total Expenses	33,200.00	25,522.09	-23.13%	45,500.00	36,447.13	-19.90%	87,000.00	43,081.02	-15.4%
Total Fund Revenues	33,200.00	37,002.92	11.45%	41,500.00	43,854.94	5.67%	83,000.00	40,339.51	8.7%
Total Fund Expenses	33,200.00	25,522.09	-23.13%	45,500.00	36,447.13	-19.90%	87,000.00	43,081.02	-15.4%
Surplus (Deficit)	-	11,480.83		(4,000.00)	7,407.81		(4,000.00)	(2,741.51)	

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

Concessions (30)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Clubhouse Concessions	14,457.00	14,509.41	0.36%	28,676.00	27,064.57	-5.62% (1)	78,065.00	29,884.35	-9.4% (1)
Beverage Cart	3,415.00	2,744.49	-19.63%	5,519.00	2,964.89	-46.28% (4)	14,287.00	5,023.61	-41.0% (4)
Sports Complex Concessions	20,437.00	21,008.58	2.80%	27,363.00	32,218.27	17.74% (2)	34,652.00	28,310.28	13.8% (2)
Pool Concessions	4,464.00	2,361.75	-47.09%	4,765.00	2,361.75	-50.44% (5)	8,021.00	4,961.88	-52.4% (5)
Catering	2,659.00	3,514.06	32.16%	7,063.00	7,209.43	2.07%	21,365.00	7,908.07	-8.8%
Total Revenues	45,432.00	44,138.29	-2.85%	73,386.00	71,818.91	-2.14%	156,390.00	76,088.19	-5.6%
Expenses									
Clubhouse Concessions	12,878.00	7,994.14	-37.92%	39,476.00	33,751.92	-14.50% (1)	89,715.00	43,390.14	-22.2% (1,3)
Beverage Cart	2,073.00	1,397.50	-32.59%	3,439.00	1,454.69	-57.70% (4)	9,862.00	2,867.81	-49.3% (4)
Sports Complex Concessions	9,629.00	5,097.41	-47.06%	15,552.00	11,136.48	-28.39% (2)	25,962.00	14,000.50	-20.5% (2)
Pool Concessions	2,817.00	1,039.32	-63.11%	3,425.00	1,401.33	-59.09% (5)	7,131.00	2,596.62	-46.0% (5)
Catering	1,205.00	1,249.67	3.71%	2,051.00	1,675.43	-18.31%	8,840.00	1,816.65	-7.8%
Total Expenses	28,602.00	16,778.04	-41.34%	63,943.00	49,419.85	-22.71%	141,510.00	64,671.72	-23.6%
Total Fund Revenues	45,432.00	44,138.29	-2.85%	73,386.00	71,818.91	-2.14%	156,390.00	76,088.19	-5.6%
Total Fund Expenses	28,602.00	16,778.04	-41.34%	63,943.00	49,419.85	-22.71%	141,510.00	64,671.72	-23.6%
Surplus (Deficit)	16,830.00	27,360.25	62.57%	9,443.00	22,399.06	137.20%	14,880.00	11,416.47	96.2%

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

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

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

(4) Weather conditions delayed appearance of beverage cart for season

(5) Delayed pool opening.

Sycamore Park District
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Developer Contributions (32)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	10,000.00	-	-100.00%	20,000.00	5,230.10	-73.85%	40,000.00	18,964.74	-72.4%
Total Revenues	10,000.00	-		20,000.00	5,230.10		40,000.00	18,964.74	-72.4%
Expenses									
Administration	-	4,568.20	#DIV/0!	100,000.00	96,275.50	-3.72% (1)	100,000.00	-	#DIV/0! (1)
Total Expenses	-	4,568.20		100,000.00	96,275.50		100,000.00	-	#DIV/0!
Total Fund Revenues	10,000.00	-		20,000.00	5,230.10		40,000.00	18,964.74	-72.4%
Total Fund Expenses	-	4,568.20		100,000.00	96,275.50		100,000.00	-	#DIV/0!
Surplus (Deficit)	10,000.00	(4,568.20)		(80,000.00)	(91,045.40)		(60,000.00)	18,964.74	-580.1%

(1) 2017-corner property east town entrance

Sycamore Park District
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Golf Course (50)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Golf Operations	83,719.00	73,333.75	-12.4%	258,234.00	227,791.05	-11.8% (1)	505,117.00	245,123.01	-7.1% (2)
Golf Maintenance	9,899.00	6,470.36	-34.6%	12,374.00	9,089.28	-26.5%	24,748.00	12,693.75	-28.4%
Total Revenues	93,618.00	79,804.11	-14.8%	270,608.00	236,880.33	-12.5%	529,865.00	257,816.76	-8.1%
Expenses									
Golf Operations	22,250.00	24,169.62	8.6%	97,835.00	93,005.28	-4.9% (3)	228,848.00	104,951.34	-11.4% (3)
Golf Maintenance	33,602.00	29,626.11	-11.8%	139,848.00	116,640.02	-16.6% (4)	300,994.00	132,341.60	-11.9% (4)
Total Expenses	55,852.00	53,795.73	-3.7%	237,683.00	209,645.30	-11.8%	529,842.00	237,292.94	-11.7%
Total Fund Revenues	93,618.00	79,804.11	-14.8%	270,608.00	236,880.33	-12.5%	529,865.00	257,816.76	-8.1%
Total Fund Expenses	55,852.00	53,795.73	-3.7%	237,683.00	209,645.30	-11.8%	529,842.00	237,292.94	-11.7%
Surplus (Deficit)	37,766.00	26,008.38	-31.1%	32,925.00	27,235.03	-17.3%	23.00	20,523.82	32.7%

(1) Daily Greens Fees -32.89% -\$25,505

Golf Events & Misc -13.62% \$2016

Carts -10.41% \$4,370

Season passes +3.75% +\$3,452

Pro shop sales -4.58% -\$1,111

(2) Daily Greens Fees -21.6% -\$14,335

Golf Events & Misc -13.11% -\$1,929

Carts -10.97% -\$4,634

Season passes +7.75% +\$6,860

Pro shop sales -1.836% -\$431

(3) Utilities lower than budget 47.6% \$2,996 and 2016 by 49.6% \$3,240. Balance due to timing

(4) In 2017 Golf Maintenance FT is less due to an employee on workers comp and lower part time cost. Compared to budget 14.6% \$11,559 compared to 2016 9.7% \$7,294. Also Maint Mower/Utility in 2017 is less than budget 47.7% \$5,234 and less than 2016 40.5% \$3,914. Balance due to timing.

Sycamore Park District
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Period ended June 30, 2017

Swimming Pool (51)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Pool	33,809.00	20,276.19	-40.0%	48,007.00	28,518.07	-40.6%	76,821.00	32,779.21	-13.0%
Swim Lessons	4,053.00	3,519.98	-13.2%	11,296.00	10,943.08	-3.1%	13,262.00	10,462.45	4.6%
Total Revenues	37,862.00	23,796.17	-37.2%	59,303.00	39,461.15	-33.5%	90,083.00	43,241.66	-8.7%
Expenses									
Pool	15,013.00	7,242.21	-51.8%	21,219.00	11,025.29	-48.0%	54,846.00	16,150.02	-31.7%
Pool Maintenance	5,066.00	3,672.42	-27.5%	9,872.00	13,675.28	38.5%	28,350.00	11,231.39	21.8%
Swim Lessons	3,577.00	786.10	-78.0%	4,239.00	880.53	-79.2%	6,882.00	525.08	67.7%
Total Expenses	23,656.00	11,700.73	-50.5%	35,330.00	25,581.10	-27.6%	90,078.00	27,906.49	-8.3%
Total Fund Revenues	37,862.00	23,796.17	-37.2%	59,303.00	39,461.15	-33.5%	90,083.00	43,241.66	-8.7%
Total Fund Expenses	23,656.00	11,700.73	-50.5%	35,330.00	25,581.10	-27.6%	90,078.00	27,906.49	-8.3%
Surplus (Deficit)	14,206.00	12,095.44	-14.9%	23,973.00	13,880.05	-42.1%	5.00	15,335.17	-9.5%

- (1) Daily Fees -56.12% \$6,422
 Season passes -10.13% -\$2,224
 Misc income (includes oscar, pool rentals and middle school pool party) +121.46% \$1,834
 Swim Lessons -1.64% -\$181
- (2) Daily Fees -41.15% -\$3,510
 Season passes -10.65% -\$2,353
 Misc income (includes oscar, pool rentals and middle school pool party) +102.85% \$1,696
 Swim Lessons +4.33% +\$451
- (3) Pool roof repairs and chemical injector parts

Sycamore Park District
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Debt Service (60)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	237,600.00	263,900.27	11.1%	297,000.00	312,857.67	5.3%	594,000.00	308,880.32	1.3%
Total Revenues	237,600.00	263,900.27	11.1%	297,000.00	312,857.67	5.3%	594,000.00	308,880.32	1.3%
Expenses									
Administration	15,406.00	15,406.25	0.0%	15,406.00	15,406.25	0.0%	591,443.00	16,868.75	-8.7%
Total Expenses	15,406.00	15,406.25		15,406.00	15,406.25		591,443.00	16,868.75	-8.7%
Total Fund Revenues	237,600.00	263,900.27	11.1%	297,000.00	312,857.67	5.3%	594,000.00	308,880.32	1.3%
Total Fund Expenses	15,406.00	15,406.25		15,406.00	15,406.25		591,443.00	16,868.75	-8.7%
Surplus (Deficit)	222,194.00	248,494.02	11.8%	281,594.00	297,451.42	5.6%	2,557.00	292,011.57	1.9%

Capital Projects (70)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		1,132.39	#DIV/0!	490,000.00	38,576.47	-97.1%
Total Revenues	-	-	#DIV/0!	-	1,132.39	#DIV/0!	490,000.00	38,576.47	-97.1%
Expenses									
Administration	5,539.00	31,421.28	467.3%	193,923.00	224,731.95	15.9%	641,775.00	256,207.44	-12.3%
Total Expenses	5,539.00	31,421.28	467.3%	193,923.00	224,731.95	15.9%	641,775.00	256,207.44	-12.3%
Total Fund Revenues	-	-		-	1,132.39	#DIV/0!	490,000.00	38,576.47	-97.1%
Total Fund Expenses	5,539.00	31,421.28	467.3%	193,923.00	224,731.95	15.9%	641,775.00	256,207.44	-12.3%
Surplus (Deficit)	(5,539.00)	(31,421.28)	467.3%	(193,923.00)	(223,599.56)	15.3%	(151,775.00)	(217,630.97)	2.7%

Sycamore Park District
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Action 2020 (71)

<u>Department</u>	<u>June Budget</u>	<u>June Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	700.00	-	-100.0%	5,503,200.00	7,091,427.82	28.9%	6,462,500.00	634,845.74	1017.0%
Total Revenues	700.00	-	-100.0%	5,503,200.00	7,091,427.82	28.9%	6,462,500.00	634,845.74	1017.0%
Expenses									
Administration	600,000.00	933,741.56	55.6%	2,520,000.00	1,501,345.97	-40.4%	4,840,000.00	547,002.42	174.5%
Total Expenses	600,000.00	933,741.56	55.6%	2,520,000.00	1,501,345.97	-40.4%	4,840,000.00	547,002.42	174.5%
Total Fund Revenues	700.00	-		5,503,200.00	7,091,427.82	28.9%	6,462,500.00	634,845.74	1017.0%
Total Fund Expenses	600,000.00	933,741.56	55.6%	2,520,000.00	1,501,345.97	-40.4%	4,840,000.00	547,002.42	174.5%
Surplus (Deficit)	(599,300.00)	(933,741.56)	55.8%	2,983,200.00	5,590,081.85	87.4%	1,622,500.00	87,843.32	6263.7%
Total Fund Revenues	1,483,515.00	1,559,540.34		7,632,579.00	9,251,549.89	21.2%	11,351,611.00	2,852,417.68	
Total Fund Expenses	938,246.00	1,341,999.08	43.0%	4,351,784.00	3,246,593.76	-25.4%	10,150,474.00	2,708,768.38	
Surplus (Deficit)	545,269.00	217,541.26	-60.1%	3,280,795.00	6,004,956.13	83.0%	1,201,137.00	143,649.30	

Sycamore Park District
Fund Balances

	1/1/2017	Revenues	Expenses	6/30/2017	6/30/2017 Cash balance
10 Corporate	186,577.65	711,062.50	350,550.28	547,089.87	552,944.09
20 Recreation	217,394.11	545,336.72	455,021.46	307,709.37	322,440.74
21 Donations	136,151.66	16,125.19	-	152,276.85	172,276.85
22 Special Recreation	161,363.10	88,025.64	228,401.15	20,987.59	20,987.59
23 Insurance	18,879.70	36,318.20	-	55,197.90	55,197.90
24 Audit	13,300.51	7,644.75	14,200.00	6,745.26	6,745.26
25 Paving & Lighting	21,957.37	93.39	-	22,050.76	22,050.76
26 Park Police	3,107.62	644.82	-	3,752.44	3,752.44
27 IMRF	4,694.29	43,635.37	39,567.82	8,761.84	8,761.84
28 Social Security	4,073.02	43,854.94	36,447.13	11,480.83	11,480.83
30 Concessions	36,390.96	71,818.91	49,419.85	58,790.02	51,255.32
32 Developer Contributions	115,423.79	5,230.10	96,275.50	24,378.39	24,378.39
60 Debt Service	36,301.63	312,857.67	15,406.25	333,753.05	333,753.05
70 Capital Projects	558,446.69	1,132.39	224,731.95	334,847.13	334,847.13
71 Action 2020	511,517.49	7,091,427.82	1,501,345.97	6,101,599.34	6,101,599.34
Total governmental fund balance	2,025,579.59	8,975,208.41	3,011,367.36	7,989,420.64	8,022,471.53
50 Golf Course	205,307.30	236,880.33	209,645.30	232,542.33	
Net Assets	<u>(255,334.69)</u>			<u>(255,334.69)</u>	
	(50,027.39)			(22,792.36)	(18,001.09)
51 Swimming Pool	246,957.09	39,461.15	25,581.10	260,837.14	
Net Assets	<u>(247,988.11)</u>			<u>(247,988.11)</u>	
	(1,031.02)			12,849.03	12,599.03
Total proprietary funds	452,264.39	276,341.48	235,226.40	493,379.47	
Net assets	<u>(503,322.80)</u>			<u>(503,322.80)</u>	
Proprietary funds minus net assets	(51,058.41)			(9,943.33)	
	1,974,521.18			7,979,477.31	8,017,069.47

Summary of depository accounts as of **7/11/2017**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,675.79	0.10	7.77
First Midwest Bank	476,380.02	0.13	155.97
Resource Bank	381,258.53	0.83	1310.29
IPDLAF	7,113,076.23	0.82	3086.3
**DCCF - Action 2020	388,396.60		
*DeKalb Co. Community Foundation	<u>16,630.27</u>		1,115.52
	8,391,417.44		

* 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 5/31/17.

** As of 5/31/17 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	2,285,554	2,285,554	-	
January																					
Receipts																					
Replacement Taxes	7,082			-														7,082	5,851	1,231	
Shelters	50																	50	50	-	
User Fees		7,231									200		86	-				7,517	38,865	(31,348)	
Misc	261	5,246	3,199	72	8	6	10	1				53			16	255	227	9,355	1,200	8,155	
Expenses	(56,729)	(65,928)	-	(4,653)	-	-	-	-	-	-	(449)	-	(26,622)	(739)	-	(6,783)	(163,693)	(325,596)	(256,753)	(68,843)	
1/31/2017	158,055	192,075	159,350	162,554	18,888	13,306	21,967	3,109	4,694	4,073	33,323	118,611	(26,536)	(739)	36,318	573,669	511,245	1,983,963	2,074,767	(90,805)	
February																					
Receipts																					
Replacement Taxes	-																	750	100	650	
Shelters	750																	4,587	5,021	(434)	
User Fees		3,627									250		710	-				2,885	500	2,385	
Misc	590	428	1,257	27	9	7	11	2				53		-	18	252	231	2,885	500	2,385	
Expenses	(52,595)	(85,257)	-	(108,267)	-	-	-	-	-	-	(1,570)	(94,222)	(31,055)	(3,682)	-	(66,438)	(46,807)	(489,893)	(301,620)	(188,273)	
2/28/2017	106,799	110,873	160,607	54,314	18,897	13,313	21,978	3,111	4,694	4,073	32,002	24,442	(56,881)	(4,420)	36,336	507,484	464,669	1,502,291	1,816,199	(313,908)	
March																					
Receipts																					
Replacement Taxes	4,549																	4,549	2,350	2,199	
Shelters	900																	900	650	250	
User Fees		4,622									523	-	54,716	-		-		59,861	58,511	1,350	
Transfer			-															-	-	-	
Misc	594	2,262	2,013	28	10	7	12	2				16			20	262	246	5,472	24,394	(18,922)	
Expenses	(63,272)	(74,105)	-	(1,530)	-	-	-	-	-	-	(3,080)	4,905	(38,785)	(2,249)	-	(19,619)	(6,019)	(203,754)	(705,901)	502,147	
3/31/2017	49,571	43,652	162,620	52,812	18,907	13,320	21,990	3,112	4,694	4,073	29,445	29,362	(40,950)	(6,669)	36,355	488,127	458,896	1,369,319	1,193,094	176,225	
April																					
Receipts																					
Replacement Taxes	11,589																	11,589	8,368	3,221	
Shelters	800																	800	1,850	(1,050)	
User Fees		14,118									8,856	5,087	36,472	7,181				71,714	47,316	24,398	
Bond Proceeds																	140,000	140,000		140,000	
Misc	460	2,595	2,180	10	12	1	14	2				17		-	23	309	163	5,787	19,072	(13,285)	
Expenses	(44,057)	(65,369)	-	(36,410)	-	(12,200)	-	-	-	-	(11,475)	(2,165)	(44,082)	(2,336)	-	(4,620)	(235,187)	(457,902)	(957,918)	500,016	
4/30/2017	18,363	(5,004)	164,800	16,412	18,920	1,121	22,004	3,114	4,694	4,073	26,826	32,302	(48,560)	(1,825)	36,379	483,815	363,873	1,141,307	311,782	829,525	

	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	99,449	69,582		13,732	5,668	1,191	7	100	6,818	6,852					48,868			252,265	305,560	(53,295)
Transfers in/out	7,287	10,100							(11,512)	(10,925)	497		4,494	60				(0)	(5,221)	5,221
Replacement Taxes	7,463																	7,463	6,761	702
Shelters	3,095																	3,095	1,350	1,745
User Fees	-	12,467									17,252	-	33,252	9,061				72,033	102,690	(30,657)
Bond Proceeds																	6,949,539	6,949,539	5,500,000	1,449,539
Misc	12,226	3,183	4,877	-	4	0	3	0				4		-	13	54	1,042	21,406	3,700	17,706
Expenses	(63,205)	(79,342)		(45,008)	-		-	-	-	-	(17,041)	(3,360)	(35,404)	(6,793)	-	(117,601)	(279,112)	(646,866)	(1,165,746)	518,880
5/31/2017	84,677	10,986	169,677	(14,864)	24,591	2,312	22,014	3,214	-	-	27,534	28,947	(46,218)	504	85,259	366,268	7,035,341	7,800,242	5,060,876	2,739,366
June																				
Receipts																				
Taxes	537,051	375,763		74,156	30,607	6,433	37	538	36,818	37,003					263,900			1,362,305	1,222,240	140,065
transfers in/out	16,829	23,258							(28,056)	(25,522)	1,690		11,171	630				-	15,103	(15,103)
Replacement Taxes	-																	-	-	-
Shelters	1,370																	1,370	2,600	(1,230)
User Fees	-	4,735									42,483		70,507	23,397				141,123	161,728	(20,605)
Misc	200	1,424	2,600								-			-		-		4,224	15,444	(11,220)
Expenses	(87,182)	(93,726)	-	(38,304)	-	(2,000)	-	-	-	-	(20,452)	(4,568)	(53,461)	(11,931)	(15,406)	(31,421)	(933,742)	(1,292,194)	(871,846)	(420,348)
6/30/2017	552,944	322,441	172,277	20,988	55,198	6,745	22,051	3,752	8,762	11,481	51,255	24,378	(18,001)	12,599	333,753	334,847	6,101,599	8,017,070	5,606,145	2,410,925
July																				
Receipts																				
Taxes	11,990	8,460		1,660	690	145	1	10	830	830					5,940			30,556	30,556	-
transfers in/out	479	762							(830)	(830)	60		396	341				378	378	-
Replacement Taxes	7,350	-																7,350	7,350	-
Shelters	800																	800	800	-
User Fees	-	1,245									31,226	-	78,880	7,966				119,317	119,317	-
Misc	-	9,450	-														1,000	10,450	10,450	-
Expenses	(73,732)	(65,715)	-	(830)	(31,835)					-	(27,113)	-	(57,761)	(25,882)	-	(111,315)	(600,000)	(994,183)	(994,183)	-
7/31/2017	499,831	276,643	172,277	21,818	24,053	6,890	22,052	3,762	8,762	11,481	55,428	24,378	3,514	(4,976)	339,693	223,532	5,502,599	7,191,738	4,780,813	2,410,925
August																				
Receipts																				
Taxes	35,970	25,380		4,980	2,070	435	3	30	2,490	2,490					17,820			91,668	91,668	-
transfers in/out	1,437	2,285							(2,490)	(2,490)	182		1,185	1,023				1,132	1,132	-
Replacement Taxes	856																	856	856	-
Shelters	650																	650	650	-
User Fees	-	7,879									21,497	-	64,675	3,275				97,326	97,326	-
Misc	-	17,045	-														-	18,045	18,045	-
Expenses	(73,161)	(64,084)	-	(2,490)	-	-	-	-	-	-	(18,989)	-	(58,267)	(21,094)	-	(1,315)	(600,000)	(839,400)	(839,400)	-
8/31/2017	465,583	265,148	172,277	24,308	26,123	7,325	22,055	3,792	8,762	11,481	58,118	24,378	11,107	(21,772)	357,513	222,217	4,903,599	6,562,015	4,151,090	2,410,925

	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	904,661	576,834	184,777	59,168	53,853	13,415	22,097	4,212	8,762	11,481	58,917	34,378	4,105	(8,689)	606,993	96,677	4,404,299	7,035,941	4,625,016	2,410,925
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	843,249	509,124	184,777	59,168	53,853	13,415	22,097	4,212	8,762	11,481	60,175	34,378	(9,212)	(10,412)	111,362	83,362	4,004,899	5,984,691	3,573,766	2,410,925
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	856,684	482,175	184,777	62,488	56,613	13,995	22,101	4,252	8,762	11,481	57,661	34,378	(33,674)	(9,514)	135,122	(96,465)	3,805,399	5,596,236	3,185,311	2,410,925
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	265,918	260,727	47,277	62,488	23,528	13,995	22,101	4,252	8,762	11,481	56,692	44,378	(50,903)	(11,369)	54,716	376,995	4,740,899	5,931,938	3,521,013	2,410,925
change	58,527	15,202	(108,875)	(104,648)	4,648	695	143	1,145	4,068	7,408	23,120	(74,180)	(50,903)	(11,369)	18,414	(203,202)	4,066,189	3,646,383	1,202,175	2,444,208

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: July 18, 2017

Administrative Initiatives (7/1/17 – 7/31/17)

- Attended weekly Department Head meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed July Golf Insight newsletter and updated reader board outside the Pro shop.
- Continued monthly pro shop merchandise promotions.
- Continued outing season with several large events including, Ski's All-American Pub, 88 players, The Alvin Wildenradt Junior Championship, 16 players, The Genoa Area Chamber of Commerce, 57 players, The Shriners' Scramble, 156 players anticipated and the DeKalb County Marine Corps League, 60 players anticipated.
- Continued to cross-train employees to work in different areas of the golf operation.
- Placed new bag rack by first tee.
- Began to sell Season Passes at 50% off for the remainder of the 2017 golf season.
- Began to add additional "Hot Deals" on GolfNow at non-peak times by monitoring tee sheet.
- Placed all remaining pro shop orders on hold, except for special order items.

- Added additional inhouse events to boost revenues from losses occurred during early spring rains and golf course closures.

Administrative Initiatives (8/1/17 – 8/31/17)

- Attend weekly Department Head meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop August Golf Insight newsletter and update reader board outside the Pro shop.
- Help Superintendent of Recreation familiarize herself with golf operations, golf maintenance and golf programming.
- Continue monthly pro shop merchandise promotions.
- Hold third “Nine and Dine” event on Friday, August 18th.
- Continue outing season with several large events including, Sycamore Chamber of Commerce, The FOP Scramble, The Opportunity House Chip into Charity, PJ’s Courthouse Scramble and the Club Championship.
- Continue to cross-train employees to work in different areas of the golf operation.
- Begin work on fall season staffing and reducing part-time payroll staffing hours.
- Continue to sell Season Passes at 50% off for the remainder of the 2017 golf season.
- Continue to add additional “Hot Deals” on GolfNow at non-peak times by monitoring tee sheet.
- Begin high school golf team schedule including, Sycamore Boys and Burlington Central Boys and Girls.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: July 18, 2017

Administrative Initiatives (7/1/17-7/31/17)

Golf

- Heavy rains started again this week after a week and half of drier weather. Temperatures remain ideal for mid-July with a few 90s popping up on occasion.
- Staff continues during the dry times to hand water hot spots on greens, checking and repairing irrigation heads, and watering flowers and pots. Irrigation heads are regularly checked to assure they are turning while running and shutting off properly.
- Staff continues the busy mowing, trimming, and weed eating season. They have also been spraying for turf disease and weeds on a regular basis as clover has been especially heavy this season. They also continue to fertilize main turf areas, trim low hanging trees, planted a memorial tree left of 9 fairway, slice aerated the greens, and weeded flower beds.
- I have been working with the various contractors as the digital sign project nears completion. We are waiting for the fixed signs to be completed by Sycamore Signs and the seeding around the sign has been completed.
- The irrigation committee has selected EC Design to be the firm to design and manage the project to install our new golf course system. I will be meeting with them on the 18th of this month to begin plans to move forward.

- I have been ordering product and materials for the course as needed and meeting with sales reps for pricing and product information.
- Encap was out to spray weeds and cut out noxious weeds on the river bank and the area left of 5 green.

Sports

- We hosted two baseball tournaments over the weekend. Field 1 held 13 games in three days for a summer high school regional tourney and the 10U Titans baseball hosted the league tourney with 12 teams over two days using four fields. Both provided nice business for concessions.
- I continue to meet with user group leaders regularly to organize field use and rain out reschedules.
- Adult leagues continue along with Pony baseball tournament and in-house all-star teams practicing for their out of town weekend tournaments. We have a couple more tourney rentals on field 1 coming up as well.
- AYSO soccer will begin their fall season practices at the end of July with games starting the 12th of August. I have been meeting with soccer to plan field sizes and needs for the fall. The Sunday adult league will continue to play until the end of September.
- Storm Dayz was a great success this year. Rain early on the first day was the only delay for the three-day event with 76 teams playing 218 games. Many positive comments from the out of town guests. Thanks to Bounie, Tyler, Chris Phillips, and park staff for all the extra hours to make this event work.

- 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 foul lines and soccer lines weekly continues and several trees and shrubs have been trimmed as well. Daily prep of fields for ball games continues as well.
- The pool continues to run well. Visitors have been positive about the changes to the locker rooms and the new baby slide. We continue daily monitoring of the chemical treatment system and maintenance as needed.
- Lisa, Derek, and I met with our PDRMA rep for the annual audit of the pool and how it is maintained and operated. We did exceptionally well and are sure we are close to 100% on the grading.

Parks

- I attended staff, board, and Action 20/20 related committee and architect meetings. Frequently visiting construction site to observe work progress.
- Attended pool ADA architect meetings and site visits as the project wrapped up and the punch list was completed. Also met with City inspectors as the final approval of the project was completed.
- Met with Dan and water well company about plans for new property well along rt. 64 as you enter town. Also attended meetings with City and Forest Preserve.
- Moved Dan's office back to admin to prepare for Megan to begin on the 17th at shop office until building completed.
- Staff continues to mow, trim, clean all park areas. Shelter are now heavily rented and cleaned/organized according to demand. Trees are now being

trimmed or removed if dying or dead. Mulch has been spread in many landscape beds at various parks and playground mulch added to some areas.

- The seven acres of farm land that we seeded has germinated and started to grow. When dry and strong enough, we will roll the area a few times prior to the first mowing
- 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.
- We are working with the tree installers from last year to replace the 15 or so trees out of 139 that did not survive the winter or transplant. We have heard back from them and they plan on replacing all that are in need this fall.
- We had some work done recently on the museum roof HVAC units to insure they run properly during the heat of summer.
- We hosted our second movie night on the 7th with several staff staying to install and then remove the screen and sound system. About 60 people came to watch ELF. Our last movie will be Lego Batman on August 4th.
- Staff continues to install the stage and cover for the very popular summer concerts on Thursdays with removal Friday mornings.
- Have been working with the traveling Vietnam Memorial Wall committee as the July 13 opening date is here. We will be setting up our stage for the weekend for various events. Staff has been cleaning the area and pruning trees.
- Have been coordinating pond water maintenance with our contractors at the various ponds around town as needed.

- Working with Terri Gibble and neighbors on plans for Founders Park minor improvements.

Administrative Initiatives (8/1/17-8/31/17)

- 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.
- Meet with irrigation design firm to begin planning process for new system.
- Staff will continue mowing and trimming of all areas, cleaning parks, inspecting and repairing equipment, cleaning and prepping for shelter user groups, planting flowers, mulching landscape beds, and mulching under playground equipment. Tree trimming and removal will continue in all areas.
- Work on plans for the September 9 Fireworks and Fun Day with staff.
- Work with Meghan as she assimilates to the District and learns our amenities and system.
- Adult ball field leagues will wrap up their seasons with tournaments, will begin soccer field layouts and painting as AYSO fall season begins, meet with youth baseball and softball groups and work on billing with Lisa for end of season charges.
- The golf course will continue to host many events and school golf team practices and meets, spray for disease and insects, water and maintain irrigation heads, mow, trim, and prune trees.

- Will meet with Storm tourney organizers to discuss needs, improvements, etc.
- Continue concert stage set-up on Thursdays until last concert.
- Continue product ordering and vendor meetings for materials and supplies for all maintenance 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 along with all required paper work. Will organize records as we prepare for this years' audits in early September.
- Begin to consider Capital needs for next budget cycle and begin pricing of those equipment pieces and projects.
- Work with tree company on planning of replacing dying trees from last year's plantings for this fall.
- Will close the pool on August 16 and prep pool for end of season. Pool will be drained until late fall when water will be added for winter to keep structure in place during freeze cycle.

To: Board of Commissioners
From: Lisa Metcalf & Sarah Elm Rex
Subject: Monthly Report
Date: July 18, 2017

Administrative Initiatives (7/1/17 – 7/31/17)

- Attended monthly Board meeting. – Lisa
- Attended weekly Department Head meetings as scheduled.
- Helped the Vietnam Memorial Wall event go off smoothly.
- Attended, as a committee member, the Sycamore Kiwanis Craft Beer and Brat Festival downtown Sycamore on July 1. All proceeds from the event support the District's splashpad. – Sarah
- Hosted Movies in the Park on July 7.
- Hosted the second Middle School Pool Party on July 14. – Lisa
- Initiated a staff rewards program based on themes from the book Moments of Truth. This will serve as a basis for a customer service training program that will be introduced at the beginning of next summer. – Sarah
- Used the momentum and promotional resources from National Recreation and Park Association's "Park and Recreation Month" (the month of July) to highlight Sycamore parks and staff through a social media campaign. – Sarah

Administrative Initiatives (8/1/17 – 8/31/17)

- Will attend monthly Board meeting. – Sarah

- Will attend weekly Department Head meetings as scheduled.
- Will host the last Movie in the Park for the summer on August 4. We are showing Lego Batman Movie.
- Will hold Green Drinks on August 9.
- Closed the pool for the summer on August 15, since the kids go back to school. – Lisa
- Will meet with Julie Halloran at the Library to discuss joint programing. – Lisa

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: July 18, 2017

Administrative Initiatives (7/1/17 – 7/31/17)

- Attended CUSD#427 Board Meeting to present on Trail Project.
- Coordinated the long-range planning process for management of the new facilities that will be developed as part of ACTION 2020.
- Meet with Construction Manager. Conduct daily construction site visits.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
- Worked on Fundraising and Leaf a Legacy.
- Managed change orders, color selections, design solution supervision on matters related to the Recreation Campus.
- Moved office back to Club House.
- Welcomed and oriented new Superintendent of Recreation.
- Continued Coordinating Route 64 Sign project.
- Awarded Landscaping work for Recreation Campus.

Administrative Initiatives (8/1/17 – 8/31/17)

- Finalize Part-Time Personnel Policy.
- Update Agenda Planner for Staff/Board.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
 - Chamber After Hours
- Continue work on CAMPUS Construction Supervision:
 - Community Center
 - Dog Park
 - Sled Hill
 - Splashpad
- Continue contacting potential donors for Leaf a Legacy.
- Work with Well Company on well issues at Great Western Trailhead site.
- Coordinate demolition of Great Western Trailhead site.
- Continue for Superintendent of Recreation orientation.
- Finish Route 64 Sign Project.
- Continue ordering OWNER REQUIRED equipment for Recreation Campus install.
- Finalize records retention.
- Continue negotiations with medical provider.
- Work on PDRMA Loss Control Review items.
- Get my head shaved.

Jeanette Freeman

Subject: FW: Thank You!!

From: Malwina Bardoni [<mailto:director@mmnh.org>]
Sent: Friday, July 07, 2017 8:33 AM
To: Jeff Donahoe <jeffd@sycamoreparkdistrict.com>
Subject: Thank You!!

Dear Jeff,

Thank you for helping us at Rockin' for the Reptiles! We appreciate your team taking the time to put up and take down that stage for us this year, especially with the softball tournament at the same time. We really appreciate the Park Districts involvement each year! Once again, thank you so much for helping to make this event a success and supporting the Museum!

On behalf of the Museum's Board of Directors and staff, thank you so much!

Best,
Malvina

Malwina Bardoni
Executive Director
Midwest Museum of Natural History
425 W. State Street, Sycamore, IL 60178
815-895-9777
www.mmnh.org

"Encourage our community's appreciation of natural history using shared experiences through collections, exhibits, and education"

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To: jeffd@sycamoreparkdistrict.com [Remove](#) this sender from my allow list
From: director@mmnh.org

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Sycamore Park District Clubhouse Post Rental Questionnaire

Name: Paula Rader

Date of Event: 5/28/17

Type of Event: Dual SHS Graduation Party - Elizabeth Rader, Andrew Gannon

1. How was your event? WONDERFUL!

2. How was the service of the Park District Staff? Excellent - Ladies - You were awesome!

3. How was the room rental fee? Extremely Competitive!

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

4. How was your menu/meal/bartending? _____

5. How was the pricing? _____

6. Would you change anything? Honestly, can't think of what that would be.

7. Would you recommend the Clubhouse to a friend? Absolutely
Why or Why not As mentioned above

8. How did you hear about us? On-line

9. Please note your overall experience. 1-10 scale - 11 1/2!
Extremely Happy!

Thank U Paula

SYCAMORE PARK DISTRICT
Board of Commissioners

Date of Board Meeting: July 18, 2017

STAFF RECOMMENDATION

AGENDA ITEM: CHANGES TO PERSONNEL POLICY ON MEDICAL INSURANCE COMPENSATION: Recommend Approval

BACKGROUND INFORMATION: At last month's Regular Meeting the Board approved a proposal for employees to opt-out of the district's medical insurance benefit in lieu of an increase in pay for some of the savings realized by the district for not having to cover the employee.

Provided for you approval this month is the revision to the personnel manual. Also included is the form that an employee will have to complete when choosing to opt-out. Please note that by signing the form, the employee is attesting to having other coverage. This form was provided by our attorneys.

FISCAL IMPACT: This amount will change based upon our annual premiums. As presented last month, these figures are based upon 2017 rates:

2017 Annual Cost of Individual Insurance to District = \$9,758.76

2017 Annual Gross Pay Increase for Employee = \$4,867.20

2017 Annual NET Savings to District Per Employee = \$4,032.50

STAFF RECOMMENDATION: Staff recommends approval.

PREPARED BY: Jackie Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

6-4 POLICY ON INSURANCE BENEFITS

Sycamore Park District is dedicated to the health and well-being of both you and your family. A comprehensive, quality insurance program is available to you and your family. A full-time employee becomes eligible for coverage on your date of hire.

The following benefits are provided, as defined and limited in the literature provided by our insurance company(ies):

- Health Care Coverage
- Dental Care Coverage
- Short Term Disability Insurance
- Group Term Life Insurance / Accidental Death and Dismemberment Insurance

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail.

Health/Dental Insurance

Sycamore Park District currently offers all of its full-time regular employees, and dependents for whom coverage is elected, Health and Dental Insurance coverage, the full premium for which is paid by the Park District (subject to the maximum threshold set forth below). Any employee who is serving as a regular full-time employee, as defined in Section 1-1 of this Manual, as of December 31, 2013, will be eligible, on and after January 1, 2014, to continue to receive Park District-paid (subject to the maximum threshold) individual Health and Dental Insurance coverage, and to elect to receive Park District-paid (subject to the maximum threshold) coverage for the employee's spouse (including a civil union partner) and/or children. Any employee hired or promoted after December 31, 2013 to a regular full-time employee position will be eligible for Park District-paid individual Health and Dental Insurance coverage only (subject to the maximum threshold), but may purchase, at full premium cost, coverage for the employee's spouse (including civil union partner) and/or children.

Beginning January 1, 2014, any IMRF Eligible position may purchase, at full cost, health/dental insurance for themselves and their family/spouse. The premium for this coverage will be deducted from the employee's paycheck.

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Sycamore Park District or

loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult the administration office for details.

Life and Accidental Death and Dismemberment Insurance

If you are a regular full-time employee of Sycamore Park District, you are covered by our Group Life Insurance. This insurance is payable in the event of your death, in accordance with the policy, while you are insured. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Administration Office. Refer to the literature provided by our insurance company for details on your life insurance coverage.

Employee cost for Insurance Coverage

Beginning in the calendar year 2008, the Sycamore Park District set a maximum threshold of \$224,000 to be used for the cost of insuring District employees in all their insurance policies. The Board also approved to increase that amount, annually, based upon the CPI. That new figure is referred to as the "Adjusted Threshold Figure". Furthermore, should a new regular full-time position be added after December 31, 2013, the district will add to the Adjusted Threshold Figure an amount equivalent to the annual cost, in that position's hiring year, to cover that regular full-time employee for medical and dental insurance (and the other minor benefits allowed by this personnel policy).

The Sycamore Park District Board of Commissioners has established a generous allowance for covering most of the cost of the insurance benefits. Any cost in excess of this amount will be allocated in a fair manner amongst the regular, full-time employees that are covered in the plans. The employee's cost will be automatically deducted on a pre-tax basis in equal installments from the employee's paycheck.

The Sycamore Park District reserves the right to adjust this amount at any time there is an increase on our policy renewal dates. The administration office will provide a thirty (30) day notice of any such change.

Opt-out of health insurance coverage

Full time employees may choose to waive health insurance coverage. In order to do so, it must be done during the open enrollment period and an Eligible Employee Opt-Out Form must be submitted. An opt-out bonus of approximately 50% of the single coverage premium will be paid out over 26 equal installments. The bonus will be subject to all payroll taxes and IMRF.

The employee will have an opportunity to enroll for group health insurance during the next annual benefit open enrollment period. If the employee experiences a qualifying change of status, they may enroll sooner.

AFLAC

All full-time and IMRF eligible positions are able to obtain AFLAC supplementary coverage. Policy premiums can be paid through a payroll deduction. If interested in learning more about the types of policies available, notify the administration office and a meeting with an AFLAC representative will be arranged.

6-4(b)

FSA's—Flexible Spending Accounts

Under changes in medical insurance taking place in January of 2014 the Sycamore Park District and its employees were no longer eligible for HSA's—Health Savings Accounts. However, it will be possible to provide FSA's—Flexible Spending Accounts. As such, the district will establish a provider for this service.

Contributions to the FSA by the Sycamore Park District may be made on a bi-annual basis, if funds permit, for all Regular Full-time Employees. Each year the total insurance costs are analyzed in comparison with the adjusted threshold figure set by the Board in 2008. If the total cost for insurance are less than the adjusted threshold figure, and other budgetary issues are not restricting the operation of the district, the Sycamore Park District may make a contribution to the employees' FSA (Regular Full-time Only).

The Sycamore Park District reserves the right to adjust the amount for FSA contributions and the type of coverage at any time. The administration office will provide a 30 day notice of any such change.

COBRA: the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Please contact the Executive Director for further information.

DISABILITY INSURANCE

If you are a full-time, regular employee, or in an IMRF Eligible (part-time) position you will be eligible to participate in Sycamore Park District's disability plan. Those in an IMRF Eligible (part-time) position would have to elect to participate and pay the full cost. The Park District pays the full cost for full-time employees. Disability insurance is designed to assist you with your income should you become partially or totally disabled and are unable to perform the essential functions of your job. Refer to

your Summary Plan Description for further details regarding your disability insurance. You may obtain the PLAN from the insurance carrier.

Adopted on:

Revised on: January 21, 2014

6-4(c)

SYCAMORE PARK DISTRICT
Eligible Employee Opt-Out Form
2017 Plan Year

Form must be completed if you are waiving group health insurance coverage

Employee Name (First, Last, MI):
Employee ID #:

This is to acknowledge that Sycamore Park District has offered me group health insurance coverage. I am choosing to waive this coverage.

By signing this form, I am attesting, affirming, and representing to the Park District that I and my dependents have or will have group health insurance coverage for the entire Plan year.

I understand that I will have an opportunity to enroll for group health insurance coverage during the next annual benefit open enrollment period. I also understand that I may enroll for coverage before the next annual benefit open enrollment period if I qualify for a Special Enrollment Period or have a Qualifying Change in Status. More information regarding these situations is available from the Park District administrative office. I understand that to enroll for coverage during a Special Enrollment Period or due to a Qualifying Change in Status, I must request coverage from Sycamore Park District within 30 days of the qualifying event.

This attestation will be required annually to continue to receive the opt-out bonus payment. The opt-out bonus will not be payable if Sycamore Park District knows or has reason to know that you or any of your dependents does not or will not have alternative health insurance coverage.

Note that if you already have health insurance coverage through Sycamore Park District as a dependent, you will not be eligible to receive the opt-out bonus payment.

Signature _____ **Date** _____

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 18, 2017

STAFF RECOMMENDATION

AGENDA ITEM: Tree Replacement Information

BACKGROUND INFORMATION: Last year, Alaniz Landscape Company planted 139 trees as part of a mass replacement of trees throughout the Park District after years of dead tree removal. Out of those 139 trees, 17 trees did not survive the transplant successfully or were mostly dead as of early summer of this year. This represents about 12% of the total number planted not surviving which is typical for larger tree transplanting.

As part of the signed agreement by Alaniz, they are to replace the 17 trees this year at no additional cost to the Park District. Heavy rains greatly delayed the Alaniz schedule for spring planting, so now they will be replacing our trees this fall, most likely in September. Once planted, we will water them in-house by filling the water bags on a weekly basis. Then these trees will have a one-year replacement requirement on them if they do not survive.

FISCAL IMPACT: none

STAFF RECOMMENDATION: information only

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 18, 2017

STAFF RECOMMENDATION

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

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

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

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

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

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

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

With all these matters for your consideration, the Executive Director began, several years ago, to “phase” the release of Executive Session Minutes, by year, since this had not been previously done. As of last June’s bi-annual review, we have completed through 2015. Now, I have reviewed the minutes from 2016, and at this time I recommend keeping all of those items confidential.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: I have reviewed the Executive Session minutes found in the district’s records. At this time, I recommend **from the year 2016 Executive Session Minutes there be no releases at this time, but that the Board authorize staff to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.**

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION: