

Sycamore

PARK DISTRICT

Established 1923

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Sycamore Park District

Regular Board Meeting

January 21, 2014

6:00 pm

Maintenance Building, 435 Airport Road

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES:

3. Special Meetings – (Voice Vote)

January 8, 2014

4. Regular Meeting –

December 17, 2013

Executive Session Minutes –

December 3, 2013

December 11, 2013

(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

PUBLIC INPUT:

APPROVAL OF MONTHLY CLAIMS:

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

14. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

25. Superintendent of Finance Monthly Report

28. Budget Report/Monthly Cash Flow Monthly Report

44. Superintendent of Golf Operations Monthly Report

46. Superintendent of Parks and Facilities Monthly Report

49. Superintendent of Recreation Monthly Report

52. Executive Director Monthly Report

CORRESPONDENCE-

54. Christmas Card – Senator Dave Syerson & Staff

55. Christmas Card – IAPD

56. Christmas Card – Swedberg & Assoc.

57. Sycamore Chamber Annual Meeting

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

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

CORRESPONDENCE (cont)-

58. Sycamore Food Pantry Thank You
59. Daily Chronicle – FOIA Request for meeting dates
60. IAPD
61. NB & T – Mary E. Stevens Concert & Lecture Fund
62. DeKalb County Economic Development Corporation
63. St. Mary's Auction
64. U.S. Marine Corps Toys for Tots

POSITIVE FEEDBACK/REPORTS

MONTHLY PRESENTATION: Kirk Lundbeck—Assessing the Competition

OLD BUSINESS:

- Update on Medical Insurance—Jackie
- CAC Members—Dan
- 66. Second Draft of Part-Time Personnel Manual—Dan
- 69. Second Draft Equipment Replacement Schedules—Dan
- 71. Update on POS and Inventory for Pro Shop—Jackie/Stefanie

NEW BUSINESS:

73. First Review of Tree Replacement Schedule—Jeff
75. Update on Ice Skating Information--Jeff
79. Authorize Treasurer to Transfer Funds—Jackie
81. Review of Paydown/Fund Balance Schedule—Jackie
83. Renewal of MOU's—Bart
85. Tax Abatement of Alternate Bonds—Jackie
Ordinance 01-2014 "AN ORDINANCE abating the tax heretofore levied for the year 2013 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.
90. Revisions in Full-Time Personnel Policy—Dan
97. Bi-Annual Review of Executive Session Minutes—Dan

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

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.

ADJOURNMENT (Voice Vote)

**Minutes of the Special Meeting Study Session of the Board of Commissioners
Sycamore Park District
Wednesday, January 8, 2014**

President Strack called the meeting to order at 6:07 p.m.

The roll was called with Commissioners Graves, Kroeger, Schulz, and Tucker and present, along with President Strack. Also present was Director Gibble.

Discussion of survey results and Vision 2020 information – President Strack expressed his belief that no further discussion of the survey was necessary, and that it expressed that 56% of the population expressed support for our Vision 2020. Commissioner Schulz indicated that was without any effort on our part to communicate our plans, and that is what we were here tonight to do—discuss how to communicate Vision 20/20.

Planning for communicating Vision 2020– Commissioner Schulz began the discussion of the invitation list. Several names still needed an email associated with them, and those names were delegated to the people who knew them with the understanding that those individuals would get the emails and forward them to Schulz. Reminder emails would go out Sunday and Tuesday.

Discussion then ensued about the Power Point. Commissioner Tucker led the process of outlining the presentation. Extensive discussion took place until the outline was finalized.

The group, while discussing the outline also roughed out who would present which parts of the power point at the January 15th meeting. During that discussion, more details were framed out, and it was agreed to get easels and boards of each screen to put on the easels as a secondary tool for presenting our information. Additionally, at the end of the presentation, Schulz will hand out invitation cards to the follow-up meeting on January 29th.

Discussion ended the evening with how to keep participation going in the Friends Group, and what the appropriate date would be for the next meeting. It was agreed that discussion would take place at the Regular Meeting on January 21st about this matter.

Motion

Commissioner Schulz moved and Commissioner Kroeger seconded the motion to adjourn the meeting at 8:09 pm.

Voice Vote

The motion carried with all AYE's and zero NAY's

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, December 17, 2013**

President Strack called the meeting to order at 6:00 p.m.
The roll was called with Commissioners Graves, Kroeger, Schulz, and Strack present.
Commissioner Tucker arrived at 6:06 pm. Staff members present were Jeff Donahoe, Director Dan Gibble, Jackie Hienbuecher, Kirk Lundbeck and Recording Secretary Jeanette Freeman

Guests at the Board meeting were: None

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the November 26, 2013 Regular Meeting Minutes and December 3, 2013 Special Meeting Minutes. Commissioner Tucker seconded the Motion.

Voice Vote

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

Motion

Commissioner Schulz moved to approve the October 22, 2013 and November 6, 2013 Executive Session Minutes to remain confidential. Commissioner Graves seconded the Motion.

Voice Vote

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

Petition and Public Comment – None

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$158,778.38.
Commissioner Kroeger seconded the Motion.

Roll Call

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

Minutes of the Regular Meeting of the Board of Commissioners
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Correspondence-

- Amanda & Claire – FSA Student Nurses
- Live United-United Way
- Andi Andree – Letter on Phyllis Dupre (SPD Instructor)
- Sycamore High School – Ted Strack

Positive Feedback/Reports

- President Strack noted to staff this has been a great year. He feels best about the financial aspect. We are getting in a solid position and he credited it to the staff.
- Commissioner Tucker noted she has had people tell her wonderful things about the Cookies w/Santa. She quoted “The Park District really knows how to do it”. She also noted another great packet and thanked for the Capital update.
- Commissioner Kroeger noted great input on the strategic plan – lot of detail. He also asked if there was any chance of opening an ice rink. He feels it would be great and the community would support. Director Gible noted he had not talked to Jeff about it yet. It does present some physical challenges and long term impact on the site along with labor hours. President Strack suggested soliciting parents in helping with it. Supt. of Parks Donahoe noted it is a lot of work and there is constant daily work to keep it safe. There was more discussion on this subject. More information will follow.
- Director Gible noted that staff attended a meeting in the maintenance building with the DeKalb County Health Department on the Affordable Health Care Act.

Old Business

Future Study Sessions & Third Draft of Vision 2020 – Director Gible wanted to know from the Board if they wanted to have any other planning meetings. It was decided to have a meeting on January 8th at the Clubhouse at 6:00 pm to discuss what will be presented at the January 15th meeting.

Update on Re-Keying of District– Supt. of Parks Donahoe noted the buildings are now being done. In the spring the sports complex was completed. These keys can’t be copied. The keys are broken down by areas or user groups. All full time employees will have a master key.

Vision 2020 Discussion and Possible Approval – President Strack noted the board had reached a consensus at the last meeting on how to proceed. Director Gible suggested there should be a letter from the Board setting up the context and thanking the community and those who helped. He is recommending adoption of the plan with the final changes being made with the understanding that a letter from the Board will be inserted. He has asked Supt. of Recreation Desch and Sarah to take this and put into a 12-15 page presentation for the Board to use at presentations.

Motion

Commissioner Graves moved to approve the final version of the Vision 2020.

Commissioner Tucker seconded the Motion.

Roll Call

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

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 Sycamore Park District
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Finalizing Friend List – There was discussion on the Friends List. It was decided to have a follow up meeting after the January 15th meeting with the ones that agree to help. This would be offsite on January 22nd at 7 pm. There was then discussion on the list of names and a final list compiled.

CAC Members – Director Gible noted this was on the agenda so there could be discussion if needed. He suggested not asking people to be on the CAC if on the Friends List. Commissioner Schulz asked if we should keep the CAC together at this point. Commissioner Kroeger noted the CAC group has not had anything to do. We are now heading into areas that we will need their support and they will get engaged. Director Gible noted that he and CAC Chair Buzzard decided to promote it with the ad in the paper and on the website. They will then interview the people and fill the open spots on the CAC. He suggested inviting Chair Buzzard to be a liaison to the Friends Group.

New Business

Tax Levy Ordinance – Supt. of Finance Hienbuecher noted this is the usual yearly tax levy ordinance and she recommends approval.

Motion

Commissioner Schulz moved to approve Tax Levy Ordinance #08-2013. Commissioner Tucker seconded the Motion.

Roll Call

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

Approve FY2014 Operating Budget – Commissioner Schulz noted with this budget there has been big progress made.

Motion

Commissioner Schulz moved to approve FY2014 Operating Budget. Commissioner Graves seconded the Motion.

Roll Call

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

Approve FY2014 Capital Budget

Motion

Commissioner Tucker moved to approve FY2014 Capital Budget. 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 5-0.

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Award Bid for Cleaning in 2014 – Director Gibble noted the Board had concerns about the role of the part time staff and their ability to do some of the cleaning. The Board had asked for a review of this. This was reviewed and modifications were made including frequencies. There has been some general cleaning items added to the front desk staff at the community center. This does not replace the value of the bathrooms and equipment being cleaned on a regular basis though. Supt. of Recreation Desch will get a cordless phone for the front desk which will allow them to still answer the phone if away from the desk doing some cleaning. Director Gibble is recommending Sparkle for the coming year with a bid of \$27,270.00. He also noted that he feels staff needs to be doing their regular jobs and not cleaning.

Motion

Commissioner Tucker moved to approve the cleaning bid for FY2014 with Sparkle.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

Change in Policy Regarding Cell Phones for Employees– Supt. of Finance Hienbuecher noted the change is coming about because of the poor service of our current provider. Many employees are already using personal ones now because of the issues we have. She checked with other park districts and more of them are going to giving a monthly stipend. Based on this, she came up with the policy of a monthly stipend of \$25.00 if they sign an agreement their phone is available for park district business. There will also be a one time allowance of \$150.00 for the purpose of setting up their phone. Commissioner Kroeger asked if the stipend amount will cover enough. Commissioner Tucker noted this could be tried for a year and see if it is fair.

Motion

Commissioner Schulz moved to approve the Cell Phone Policy. Commissioner Tucker seconded the Motion.

Roll Call

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

Mandatory Posting of Handgun Signs at Parks – Director Gibble noted the recommendation is self-explanatory. We have to post at all buildings and parks. The main trouble point is defining what our entrance is to a park with no fence around it. Staff will determine what the most common entrance is and post there. No motion was needed.

Approve 2014 Board Meeting Schedule -

Motion

Commissioner Graves moved to approve the 2014 Board meeting schedule.
 Commissioner Schulz seconded the Motion.

Voice Vote

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

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Quarterly Capital Funds Update – Supt. of Finance Hienbuecher noted this was just an update on the status of all projects. No motion needed.

Year-End Review of Goal Progress– Director Gible noted the quarterly reviews is part of the planning process and will also continue with the long term plans. No motion needed.

Farm Leases (2) for Approval – Director Gible noted there are two agreements – one for the mowing and one for the farm land. He would recommend approval on both of the agreements.

Motion

Commissioner Schulz made a motion to approve both farm leases. Commissioner Kroeger seconded the Motion.

Roll Call

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

Motion

The Board adjourned the Regular Session at 7:32 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 01/15/2014
 TIME: 10:39:49
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 12/18/2013 TO 01/15/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	AFLAC								
	786159			12/12/13		52854	12/19/13	372.50	372.50
		01 EMPL PREM	101000002006		00000000				18.48
		02 EMPL PREM	101000002007		00000000				354.02
VENDOR TOTAL:									372.50
CARR	CARROT-TOP INDUSTRIES								
	20291300			12/02/13		52867	01/09/14	346.85	247.10
		01 12X18 FLAGS	101500066407		00000000				247.10
	20291301			12/09/13		52867	01/09/14	346.85	99.75
		01 5X8 FLAG	101500066407		00000000				99.75
VENDOR TOTAL:									346.85
CINTA2	CINTAS CORP								
	8400617540			12/06/13		52868	01/09/14	15.27	15.27
		01 1ST AID SHOP	101500076514		00000000				15.27
VENDOR TOTAL:									15.27
CITY	CITY OF SYCAMORE								
	NOVEMBER 2013			12/19/13		52855	12/19/13	17.00	17.00
		01 CLUBHOUSE	303000116852		00000000				13.00
		02 CLUBHOUSE	303500116852		00000000				4.00
VENDOR TOTAL:									17.00
CITY2	CITY OF SYCAMORE								
	1020502000-1213			12/31/13		52879	01/15/14	57.66	34.75
		01 WATER/SEWER-CC	207500096704		00000000				34.75
	1271000000-1213			12/31/13		52879	01/15/14	57.66	22.91
		01 WATER/SEWER - MAINT	101500096704		00000000				22.91
VENDOR TOTAL:									57.66
COMMO	COMMONWEALTH EDISON								
	121113			12/11/13		52856	12/19/13	230.77	230.77
		01 FOUNDERS PARK	101500096702		00000000				18.69
		02 BOYNTON PARK	101500096702		00000000				16.11
		03 KIWANIS PARK	101500096702		00000000				46.42
		04 EMIL CASSIER PARK	101500096702		00000000				15.41
		05 COMMUNITY CENTER	207500096702		00000000				103.32

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	121113			12/11/13		52856	12/19/13	230.77	230.77
		06 SYCAMORE LAKE	101500096702		00000000				15.41
		07 WETZEL PARK	101500096702		00000000				15.41
VENDOR TOTAL:									230.77
CONST	CONSTELLATION NEWENERGY								
	0012608822			12/09/13		52857	12/19/13	1,481.41	1,481.41
		01 BASEBALL CONCESSIONS	303300096702		00000000				41.77
		02 POOL	518100096702		00000000				220.60
		03 MAINTENANCE	101500096702		00000000				17.43
		04 MAINTENANCE	504100096702		00000000				17.43
		05 CART BLDG	504000096702		00000000				666.22
		06 CLUBHOUSE	303000096702		00000000				77.69
		07 PROSHOP	504000096702		00000000				77.69
		08 ADMINISTRATION	101000096702		00000000				181.29
		09 ADMINISTRATION	201000096702		00000000				181.29
VENDOR TOTAL:									1,481.41
DIREC	DIRECTV								
	22027883238			12/19/13		52869	01/09/14	94.99	94.99
		01 SATELLITE - CC	207500096705		00000000				94.99
VENDOR TOTAL:									94.99
FOOT	FOOTJOY								
	5351794			12/17/13		52874	01/10/14	142.20	142.20
		01 SPECIAL ORDER SHOES	501000001305		00000000				142.20
VENDOR TOTAL:									142.20
GENOAPK	GENOA TOWNSHIP PARK DISTRICT								
		LIFEGUARD RECERT		12/10/13		52858	12/19/13	100.00	100.00
		01 LIFEGUARD RECERT CLASS	518000046207		00000000				100.00
VENDOR TOTAL:									100.00
HARTB	HART, BRENDA								
	121713			12/17/13		52870	01/09/14	108.00	108.00
		01 INSTRUCTOR FEE	205980026128		00000000				108.00
VENDOR TOTAL:									108.00
HUMANA	HUMANA								
	JAN 2014			12/19/13		52859	12/19/13	13,425.91	13,425.91

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	JAN 2014			12/19/13		52859	12/19/13	13,425.91	13,425.91
	01	EST PMT FOR JAN HEALTH	101000001102		00000000				13,425.91
								VENDOR TOTAL:	13,425.91
ILL1	ILLINOIS DEPT REVENUE								
	NOVEMBER 2013			12/19/13		52860	12/19/13	234.00	234.00
	01	PRO SHOP	504000116852		00000000				146.00
	02	CLUBHOUSE	303000116852		00000000				68.00
	03	CATERING	303500116852		00000000				20.00
								VENDOR TOTAL:	234.00
ILLPUB	ILLINOIS PUBLIC RISK FUND								
	21898			11/19/13		52871	01/09/14	5,042.00	5,042.00
	01	WORKERS COMP	231000106805		00000000				5,042.00
								VENDOR TOTAL:	5,042.00
NEXT	NEXTEL COMMUNICATIONS								
	121213			12/12/13		52861	12/19/13	275.43	275.43
	01	ADMIN	101000096701		00000000				84.44
	02	MAINTENANCE	101500096701		00000000				28.53
	03	MAINTENANCE	504100096701		00000000				26.26
	04	PRO SHOP	504000096701		00000000				11.94
	05	RECREATION	201000096701		00000000				23.87
	06	MOMS TIME OUT	205340016701		00000000				11.94
	07	MAINTENANCE	202100096701		00000000				76.51
	08	CONCESSIONS	303000096701		00000000				11.94
								VENDOR TOTAL:	275.43
PEKIN	PEKIN INSURANCE								
	010114			01/01/14		52880	01/15/14	1,327.13	1,327.13
	01	DENTAL INS PREM	101000106801		00000000				275.88
	02	DENTAL INS PREM	101500106801		00000000				50.79
	03	DENTAL INS PREM	504100106801		00000000				247.14
	04	DENTAL INS PREM	504000106801		00000000				144.11
	05	DENTAL INS PREM	201000106801		00000000				163.00
	06	DENTAL INS PREM	202100106801		00000000				446.21
								VENDOR TOTAL:	1,327.13
PREMIER	PREMIER IMPRESSIONS								
	496953			11/25/13		52862	12/19/13	210.00	210.00

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SYCAMORE PARK DISTRICT
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FROM 12/18/2013 TO 01/15/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
UNUM	UNUM	LIFE INSURANCE							
	010114			01/01/14		52881	01/15/14	334.03	334.03
		01 LIFE INS PREM	101000106801		00000000				63.18
		02 LIFE INS PREM	101500106801		00000000				11.26
		03 LIFE INS PREM	504100106801		00000000				52.67
		04 LIFE INS PREM	504000106801		00000000				30.90
		05 LIFE INS PREM	201000106801		00000000				72.26
		06 LIFE INS PREM	202100106801		00000000				103.76
								VENDOR TOTAL:	334.03
WALM	WALMART	COMMUNITY							
	121613			12/16/13		52882	01/15/14	128.00	128.00
		01 FOOD FOR MEETING	101000046212		00000000				7.49
		02 FOOD FOR MEETING	201000046212		00000000				7.49
		03 SUPPLIES - 90TH OPEN HOUSE	201000046214		00000000				51.51
		04 COOKIES WITH SANTA SUPPLIES	206095016216		00000000				25.39
		05 JANITORIAL SUPPLIES	207500076510		00000000				36.12
								VENDOR TOTAL:	128.00
								TOTAL --- ALL INVOICES:	24,478.05

DATE: 01/16/2014
 TIME: 11:24:36
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

New

FROM 01/16/2014 TO 01/16/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AMER3	AMERICAN MARKETING &								
	1273779	01 HOME PAGES - SYC - GOLF	101000046208	12/18/13	00000000	52883	01/16/14	985.00	500.00 500.00
	1275792	01 HOME PAGES - SYC -ADMIN	101000046208	12/18/13	00000000	52883	01/16/14	985.00	485.00
		02 HOME PAGES - SYC -ADMIN	201000046208		00000000				242.50
									242.50
								VENDOR TOTAL:	985.00
ANCEL	ANCEL, GLINK - LAW OFFICES OF								
	37517	01 CORPORATE MATTERS	101000036120	01/08/14	00000000	52884	01/16/14	100.26	100.26 100.26
								VENDOR TOTAL:	100.26
ARCO	ARCO MECHANICAL EQUIP SALES								
	13575	01 GAS DETEC CALIBRATION-SHOP	101500066401	12/30/13	00000000	52885	01/16/14	660.00	660.00
		02 GAS DETEC CALIBRATION-SHOP	202100066401		00000000				220.00
		03 GAS DETEC CALIBRATION-SHOP	504100066401		00000000				220.00
								VENDOR TOTAL:	660.00
AT&T1	A T & T								
	0532794887001-122813	01 DSL-CC	207500096700	12/28/13	00000000	52886	01/16/14	56.17	56.17 56.17
								VENDOR TOTAL:	56.17
AT&T2	A T & T								
	0301118609001-010614	01 COMMUNITY CENTER	207500096700	01/06/14	00000000	52887	01/16/14	73.64	73.64
		02 ADMINISTRATION	101000096700		00000000				63.52
		03 ADMINISTRATION	201000096700		00000000				3.13
		04 ADMINISTRATION - FAX	101000096700		00000000				3.12
		05 ADMINISTRATION - FAX	201000096700		00000000				1.94
									1.93
								VENDOR TOTAL:	73.64
BOCKY	BOCKYN, LLC								
	1392	01 JAN 2014 SOFTWARE MAIN	101000046206	12/01/13	00000000	52888	01/16/14	300.00	300.00
		02 JAN 2014 SOFTWARE MAIN	201000046206		00000000				150.00
									150.00
								VENDOR TOTAL:	300.00

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 TIME: 11:24:36
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

New

FROM 01/16/2014 TO 01/16/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BSN	BSN SPORTS								
	95742131	01 FRAME-PICNIC TABLES-PARKS & SC	101500066407	12/05/13	00000000	52889	01/16/14	1,430.00	1,430.00 1,430.00
VENDOR TOTAL:									1,430.00
CINTA	CINTAS CORPORATION #355								
	355625913	01 RAG & RUG SERVICE	101500056301	12/12/13	00000000	52892	01/16/14	162.90	32.58 12.45
		02 RAG & RUG SERVICE	504100056301		00000000				12.45
		03 RAG & RUG SERVICE	504000056301		00000000				1.31
		04 RAG & RUG SERVICE	201000056301		00000000				1.41
		05 RAG & RUG SERVICE	101000056301		00000000				4.96
	355628819	01 RAG & RUG SERVICE	101500056301	12/19/13	00000000	52892	01/16/14	162.90	32.58 12.45
		02 RAG & RUG SERVICE	504100056301		00000000				12.45
		03 RAG & RUG SERVICE	504000056301		00000000				1.31
		04 RAG & RUG SERVICE	201000056301		00000000				1.41
		05 RAG & RUG SERVICE	101000056301		00000000				4.96
	355631723	01 RAG & RUG SERVICE	101500056301	12/26/13	00000000	52892	01/16/14	162.90	32.58 12.45
		02 RAG & RUG SERVICE	504100056301		00000000				12.45
		03 RAG & RUG SERVICE	504000056301		00000000				1.31
		04 RAG & RUG SERVICE	201000056301		00000000				1.41
		05 RAG & RUG SERVICE	101000056301		00000000				4.96
	355634604	01 RAG & RUG SERVICE	101500056301	01/02/14	00000000	52892	01/16/14	162.90	32.58 12.45
		02 RAG & RUG SERVICE	504100056301		00000000				12.45
		03 RAG & RUG SERVICE	504000056301		00000000				1.31
		04 RAG & RUG SERVICE	201000056301		00000000				1.41
		05 RAG & RUG SERVICE	101000056301		00000000				4.96
	355637508	01 RAG & RUG SERVICE	101500056301	01/09/14	00000000	52892	01/16/14	162.90	32.58 12.45
		02 RAG & RUG SERVICE	504100056301		00000000				12.45
		03 RAG & RUG SERVICE	504000056301		00000000				1.31
		04 RAG & RUG SERVICE	201000056301		00000000				1.41
		05 RAG & RUG SERVICE	101000056301		00000000				4.96
VENDOR TOTAL:									162.90
CINTA2	CINTAS CORP								
	8400664811			01/03/14		52893	01/16/14	14.90	14.90

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	8400664811			01/03/14		52893	01/16/14	14.90	14.90
	01	1ST AID - MAINT	101500076514		00000000				14.90
								VENDOR TOTAL:	14.90
COMCA	COMCAST								
	121913			12/19/13		52894	01/16/14	81.55	81.55
	01	CABLE	303000096705		00000000				40.77
	02	CABLE	504000096705		00000000				40.78
								VENDOR TOTAL:	81.55
COMMO	COMMONWEALTH EDISON								
	010914			01/09/14		52895	01/16/14	502.17	484.48
	01	BOYNTON PARK	101500096702		00000000				19.25
	02	KIWANIS PARK	101500096702		00000000				55.98
	03	EMIL CASSIER PARK	101500096702		00000000				17.69
	04	COMMUNITY CENTER	207500096702		00000000				211.34
	05	COMMUNITY CENTER	207500096702		00000000				117.46
	06	SYCAMORE LAKE	101500096702		00000000				17.69
	07	GOOD TYMES SHELTER	101500096702		00000000				45.07
	011014			01/10/14		52895	01/16/14	502.17	17.69
	01	WETZEL PARK	101500096702		00000000				17.69
								VENDOR TOTAL:	502.17
DEKA	DEKALB LAWN & EQUIPMENT CO.								
	10182			04/08/13		52896	01/16/14	169.70	153.85
	01	WEEDEATER PARTS & STRING	202100066403		00000000				153.85
	17501			12/09/13		52896	01/16/14	169.70	15.85
	01	SNOW BLOWER PARTS	101500076500		00000000				15.85
								VENDOR TOTAL:	169.70
ECO	ECOWATER SYSTEMS, INC.								
	010414			01/04/14		52897	01/16/14	147.49	147.49
	01	SALT-HYDROGEN PEROXIDE	101000056300		00000000				73.74
	02	SALT-HYDROGEN PEROXIDE	201000056300		00000000				73.75
								VENDOR TOTAL:	147.49
ETC	ETC INSTITUTE								
	13913			12/12/13		52898	01/16/14	7,000.00	7,000.00

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	13913			12/12/13		52898	01/16/14	7,000.00	7,000.00
		01 COMMUNITY SURVEY	101000046214		00000000				3,500.00
		02 COMMUNITY SURVEY	201000046214		00000000				3,500.00
								VENDOR TOTAL:	7,000.00
FRONTIER	FRONTIER								
	122813			12/28/13		52899	01/16/14	1,547.41	1,547.41
		01 COMMUNITY CENTER	207500096700		00000000				357.20
		02 MAINT BLDG	101500096700		00000000				205.01
		03 MAINT BLDG	504100096700		00000000				205.00
		04 POOL	518000096700		00000000				46.27
		05 ADMINISTRATION	101000096700		00000000				326.82
		06 ADMINISTRATION	201000096700		00000000				326.81
		07 PRO SHOP	504000096700		00000000				80.30
								VENDOR TOTAL:	1,547.41
GAIAM	GAIAM SPRI								
	SNS100138650			12/26/13		52900	01/16/14	199.69	199.69
		01 ZUMBA SUPPLIES	205660186216		00000000				199.69
								VENDOR TOTAL:	199.69
GRAI	GRAINGER								
	9336924049			01/10/14		52901	01/16/14	135.84	40.82
		01 PICNIC TABLE BOLTS	101500066407		00000000				40.82
	9337642004			01/13/14		52901	01/16/14	135.84	57.04
		01 EQUIPMENT BEARINGS	101500066403		00000000				57.04
	9339077282			01/14/14		52901	01/16/14	135.84	37.98
		01 EQUIPMENT BOLTS	202100066403		00000000				37.98
								VENDOR TOTAL:	135.84
HARR	HARRIS								
	CT001944			12/31/13		52902	01/16/14	225.00	225.00
		01 PURCHASE ORDER MODULE	701000207004		00000000				225.00
								VENDOR TOTAL:	225.00
HYVEE	HY-VEE ACCOUNTS RECEIVABLE								
	189345-1213			12/10/13		52903	01/16/14	25.20	25.20

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	189345-1213			12/10/13		52903	01/16/14	25.20	25.20
		01 COFFEE	303000086632		00000000				25.20
								VENDOR TOTAL:	25.20
IL	IL ASSOC. OF PARK DISTRICTS								
	DUES 2014			12/11/13		52904	01/16/14	3,931.97	3,931.97
		01 2014 DUES	101000046204		00000000				1,965.99
		02 2014 DUES	201000046204		00000000				1,965.98
								VENDOR TOTAL:	3,931.97
ILLIN	ILLINI SECURITY SYSTEMS, INC.								
	25212			12/18/13		52905	01/16/14	893.75	303.75
		01 1/15-4/14 SECURITY	101000056300		00000000				151.88
		02 1/15-4/14 SECURITY	201000056300		00000000				151.87
	25283			01/14/14		52905	01/16/14	893.75	590.00
		01 SECURITY 9/13-3/9	207500056300		00000000				590.00
								VENDOR TOTAL:	893.75
INTEG	INTEGRA BUSINESS SYSTEMS, INC.								
	INV57714			01/02/14		52906	01/16/14	592.31	423.05
		01 COPIER/PRINTER - MAINT	101000056304		00000000				211.52
		02 COPIER/PRINTER - MAINT	201000056304		00000000				211.53
	INV57715			01/02/14		52906	01/16/14	592.31	115.02
		01 COPIER/PRINTER - ADMIN	101000056304		00000000				57.51
		02 COPIER/PRINTER - ADMIN	201000056304		00000000				57.51
	INV57716			01/02/14		52906	01/16/14	592.31	54.24
		01 COPIER/PRINTER - CC	207500046201		00000000				54.24
								VENDOR TOTAL:	592.31
KOHL	KOHLER, JIM								
	DADDY DAUGHTER DANCE			12/30/13		52907	01/16/14	500.00	250.00
		01 DJ - DADDY DAUGHTER DANCE	206095036216		00000000				250.00
	JAN TEEN DANCE			12/30/13		52907	01/16/14	500.00	250.00
		01 DJ - TEEN DANCE	205120036216		00000000				250.00
								VENDOR TOTAL:	500.00

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LOWE	LOWE'S								
	953419	01 PICNIC TABLE SUPPLIES	101500066407	12/18/13	00000000	52908	01/16/14	665.47	164.64 164.64
	953548	01 LUMBER -PICNIC TABLES	202100076537	12/06/13	00000000	52908	01/16/14	665.47	416.50 416.50
	953755	01 STAIN-BOLTS - PICNIC TABLES	101500076500	12/10/13	00000000	52908	01/16/14	665.47	71.11 71.11
	953921	01 SAW BLADES	101500076512	12/12/13	00000000	52908	01/16/14	665.47	13.22 13.22
								VENDOR TOTAL:	665.47
MENA	MENARDS - SYCAMORE								
	42540	01 HUMIDIFIER-ADMIN	101000046201	12/10/13	00000000	52909	01/16/14	74.99	74.99 74.99
								VENDOR TOTAL:	74.99
MROUT	MR OUTHOUSE								
	DEC 2013	01 PORT-O-POTTIES	101500056309	12/31/13	00000000	52910	01/16/14	1,680.00	420.00 250.00
		02 PORT-O-POTTIES	202100056309		00000000				170.00
	NOV 2013	01 PORT-O-POTTIE - GOLF	504100056309	11/30/13	00000000	52910	01/16/14	1,680.00	1,260.00 165.00
		02 PORT-O-POTTIE - PARKS	101500056309		00000000				575.00
		03 PORT-O-POTTIE - SPORTS	202100056309		00000000				520.00
								VENDOR TOTAL:	1,680.00
NICOR	NICOR GAS								
	11014	01 POOL	518100096703	01/10/14	00000000	52911	01/16/14	2,200.69	210.74 210.74
	122713	01 COMMUNITY CENTER	207500096703	12/27/13	00000000	52911	01/16/14	2,200.69	1,989.95 260.69
		02 MAINT BLDG	101500096703		00000000				640.76
		03 MAINT BLDG	504100096703		00000000				640.77
		04 UPSTAIRS OFFICE	101000096703		00000000				73.66
		05 ADMINISTRATION	101000096703		00000000				114.81
		06 ADMINISTRATION	201000096703		00000000				114.80
		07 PRO SHOP	504000096703		00000000				49.20

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	122713			12/27/13		52911	01/16/14	2,200.69	1,989.95
		08 CLUBHOUSE	303000096703		00000000				49.20
		09 PUMP HOUSE	504100096703		00000000				46.06
								VENDOR TOTAL:	2,200.69
OF	OFFICE DEPOT								
	684542975001			12/02/13		52912	01/16/14	284.63	66.17
		01 INK CART - GOLF	101000046200		00000000				33.23
		02 COPY PAPER	101000046200		00000000				16.47
		03 COPY PAPER	201000046200		00000000				16.47
	684555376001			11/28/13		52912	01/16/14	284.63	27.99
		01 TIME CARDS	101000046200		00000000				13.99
		02 TIME CARDS	201000046200		00000000				14.00
	684555469001			12/02/13		52912	01/16/14	284.63	27.07
		01 INK CART - CC	207500046200		00000000				24.87
		02 PAPER CLIPS & BINDER CLIPS	101000046200		00000000				1.10
		03 PAPER CLIPS & BINDER CLIPS	201000046200		00000000				1.10
	686066479001			12/09/13		52912	01/16/14	284.63	163.40
		01 INK-GOLF	101000046200		00000000				15.19
		02 FILE BOXES - REPORT COVERS	101000046200		00000000				74.10
		03 FILE BOXES - REPORT COVERS	201000046200		00000000				74.11
								VENDOR TOTAL:	284.63
PLUNKETT	PLUNKETT'S PEST CONTROL								
	4033916			12/11/13		52913	01/16/14	35.00	35.00
		01 PEST CONTROL	101000056300		00000000				17.50
		02 PEST CONTROL	201000056300		00000000				17.50
								VENDOR TOTAL:	35.00
REIN	REINDERS, INC.								
	1469519			01/03/14		52914	01/16/14	6,016.62	6,016.62
		01 TORO MOWER REPL PARTS	504100066403		00000000				6,016.62
								VENDOR TOTAL:	6,016.62
RONDO	RONDO ENTERPRISES, INC.								
	57504			01/08/14		52915	01/16/14	150.00	150.00
		01 MODULES - PLOW PARTS	101500066402		00000000				150.00
								VENDOR TOTAL:	150.00

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SHAW	SHAW SUBURBAN MEDIA								
	10027030-12/2013			12/31/13		52916	01/16/14	126.66	126.66
	01	90TH OPEN HOUSE	201000046214		00000000				126.66
									VENDOR TOTAL: 126.66
SOFT	SOFT WATER CITY								
	123113			12/31/13		52917	01/16/14	179.00	179.00
	01	WATER - SALT	101500076500		00000000				29.50
	02	WATER	101000076500		00000000				13.00
	03	WATER - CUPS	207500076500		00000000				136.50
									VENDOR TOTAL: 179.00
SPARKLE	SPARKLE JANITORIAL SERVICE								
	904578			12/26/13		52918	01/16/14	1,697.50	1,697.50
	01	CLEANING DEC	101000056303		00000000				848.75
	02	CLEANING DEC	201000056303		00000000				848.75
									VENDOR TOTAL: 1,697.50
STAPLES	STAPLES ADVANTAGE								
	2218051617			12/16/13		52919	01/16/14	98.79	98.79
	01	PAPER	207500046200		00000000				30.99
	02	PAPER, REPORT COVERS, TAPE	101000046200		00000000				33.90
	03	PAPER, REPORT COVERS, TAPE	201000046200		00000000				33.90
									VENDOR TOTAL: 98.79
SYC	SYCAMORE CHAMBER OF COMMERCE								
	22244			11/13/13		52920	01/16/14	145.00	145.00
	01	DUES	101000046204		00000000				72.50
	02	DUES	201000046204		00000000				72.50
									VENDOR TOTAL: 145.00
SYCPK	SYCAMORE PARK DISTRICT								
	011614			01/16/14		52921	01/16/14	88.00	88.00
	01	PIZZA FOR TEEN DANCE	205120036216		00000000				88.00
									VENDOR TOTAL: 88.00
T0000024	DOBBERSTEIN, MELISSA								
	011414			01/14/14		52922	01/16/14	57.83	57.83
	01	90TH FOOD REIMB	201000046214		00000000				33.58

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	011414			01/14/14		52922	01/16/14	57.83	57.83
		02 MEETING FOOD REIMB	201000046212		00000000				12.13
		03 MEETING FOOD REIMB	101000046212		00000000				12.12
								VENDOR TOTAL:	57.83
T0000871	THOMPSON, ELIZABETH								
	011314			01/13/14		52923	01/16/14	15.00	15.00
		01 REFUND	205010156218		00000000				15.00
								VENDOR TOTAL:	15.00
T0000879	FRANCIS, JAY								
	010914			01/09/14		52924	01/16/14	33.00	33.00
		01 CLASS REFUND	205550236218		00000000				33.00
								VENDOR TOTAL:	33.00
T0000880	HAUGE, JOLENE								
	010214			01/02/14		52925	01/16/14	38.00	38.00
		01 ZUMBA GOLD REFUND	205660186218		00000000				38.00
								VENDOR TOTAL:	38.00
T0000881	JAMISON, BEN								
	010914			01/09/14		52926	01/16/14	43.00	43.00
		01 REFUND	205550236218		00000000				43.00
								VENDOR TOTAL:	43.00
T0000882	TVCCI, LARISSA								
	122813			12/28/13		52927	01/16/14	5.00	5.00
		01 REFUND FOR DIFFERENCE	205660186218		00000000				5.00
								VENDOR TOTAL:	5.00
TBC	TBC								
	CW30394			01/01/14		52928	01/16/14	2,638.26	184.00
		01 BACKUP BILLING	101000056304		00000000				92.00
		02 BACKUP BILLING	201000056304		00000000				92.00
	CW30395			01/01/14		52928	01/16/14	2,638.26	392.26
		01 IT SERVICE	101000056304		00000000				118.75
		02 IT SERVICE	201000056304		00000000				118.75
		03 SERVER MAINT	101000056304		00000000				47.50
		04 SERVER MAINT	201000056304		00000000				47.50

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	CW30395			01/01/14		52928	01/16/14	2,638.26	392.26
		05 EMAIL FILTER	101000056304		00000000				29.88
		06 EMAIL FILTER	201000056304		00000000				29.88
	CW30440			12/31/13		52928	01/16/14	2,638.26	2,062.00
		01 TECH HOUR OVERAGE	101000056304		00000000				1,031.00
		02 TECH HOUR OVERAGE	201000056304		00000000				1,031.00
							VENDOR TOTAL:		2,638.26
UNIT	UNITED LABORATORIES								
	INV070461			01/03/14		52929	01/16/14	240.35	240.35
		01 POOL LT PROT - WASP SPRAY	518100076500		00000000				240.35
							VENDOR TOTAL:		240.35
UNIT2	UNITED STATES POSTAL SERVICE								
	PERMIT #6 2014 BULK			01/16/14		52930	01/16/14	200.00	200.00
		01 PERMIT #6 - BULK MAIL	101000046204		00000000				100.00
		02 PERMIT #6 - BULK MAIL	201000046204		00000000				100.00
							VENDOR TOTAL:		200.00
VISACA	VISA CARDMEMBER SERVICE								
	010314			01/03/14		52931	01/16/14	1,101.73	1,101.73
		01 PENS FOR SANTA HOUSE	101000046213		00000000				48.00
		02 PENS FOR SANTA HOUSE	201000046213		00000000				48.00
		03 FOOD -SUPPLIES FOR MTGS	101000046212		00000000				15.35
		04 FOOD -SUPPLIES FOR MTGS	201000046212		00000000				15.35
		05 LAPTOP AND SOFTWARE	701000207004		00000000				582.15
		06 STATIONERY SUPPLIES	101000046200		00000000				18.09
		07 STATIONERY SUPPLIES	201000046200		00000000				18.10
		08 BEST BUY	101000076500		00000000				53.98
		09 SPRAY LICENSE - GOLF	101000046207		00000000				95.00
		10 ADA SIGNS	221000076500		00000000				90.40
		11 RATCHET	101500076512		00000000				14.39
		12 PICNIC TABLE PARTS	101500066404		00000000				69.67
		13 CONSTANT CONTACT	101000046206		00000000				16.63
		14 CONSTANT CONTACT	201000046206		00000000				16.62
							VENDOR TOTAL:		1,101.73
WASTE	WASTE MANAGEMENT								
	3413321-2011-0			01/01/14		52932	01/16/14	336.47	336.47
		01 REFUSE REMOVAL - ADMIN	101000056302		00000000				83.70
		02 REFUSE REMOVAL - CH	303000056302		00000000				55.80

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	3413321-2011-0			01/01/14		52932	01/16/14	336.47	336.47
	03	REFUSE REMOVAL - ADMIN	101000056302		00000000				4.00
	04	REFUSE REMOVAL - SC	202100056302		00000000				62.74
	05	REFUSE REMOVAL - PARKS	101500056302		00000000				62.75
	06	REFUSE REMOVAL -CC	207500056302		00000000				67.48
								VENDOR TOTAL:	336.47
WDKB-FM	WDKB-FM								
	573000070000			12/15/13		52933	01/16/14	375.00	375.00
	01	90TH OPEN HOUSE	201000046214		00000000				375.00
								VENDOR TOTAL:	375.00
								TOTAL --- ALL INVOICES:	38,260.94

Interim \$ 24,478.00
New \$ 38,260.94

total \$ 62,738.94

To: Board of Commissioners

From: Jackie Hienbuecher

Subject Monthly Report

Date: January 21, 2014

Administrative Initiatives (1/1/14 – 1/31/14)

- Attended Superintendent meetings.
- Finalized FY2014 Operating Budget and entered into MSI Accounting software.
- Continued to work with Jeff Hoffman, Crum-Halstead, on the group health insurance. Coordinated additional information needed from staff. Finalized health insurance plan/rates.
- Worked with Jeff Hoffman to establish a flexible spending account to allow employees to set aside pre-tax dollars to pay for medical expenses.
- Reviewed first draft of Tech Study. Participated in conference call with representatives from Sikich and Dan Gible to discuss draft and further direction.
- Met partner Ron Amen from audit firm Lauterbach and Amen to discuss audit procedures and schedule. Assisted with Preliminary Fieldwork.
- Prepared Tax Abatement Ordinance and filed with County.
- Updated documentation for 2014 Executive Summary.
- Updated paydown schedule to present to Board.
- Determined preliminary fund transfers needed for FY 2013.

- Finalized/completed information for equipment life cycle schedule.
- Finalized purchase order procedures utilizing the new Purchase Order module in our accounting system. Will provide staff training over the next couple of weeks.
- Attended IAPD/IPRA Annual Conference in Chicago.
- Met with recreation staff and discussed questions to ask when meeting recreation software providers at conference.
- Attended Bridal Expo at NIU.
- Met with Sprint representative to explain change in cell phone policy and return equipment.
- Worked with TBC and Interact to resolve phone problem.
- Finalized year-end inventory for Pro Shop.
- Finalized year-end inventory for Concessions.
- Placed order for new menu boards for clubhouse concessions.
- Catering/special events/room rentals: 2 room rentals

Administrative Initiatives (2/1/14 – 2/28/14)

- Continue to work on documentation required for annual audit.
- Prepare first draft of Budget & Appropriation Ordinance.
- Begin work on a 5 – 7 year budget.
- Continue work with Office Assistant to set up “stores” within the EZLinks system for Beverage Cart, Sports Complex and Pool in order to improve inventory controls.
- Review final draft of technology assessment findings.

- Meet with boys baseball and girls softball to discuss 2014 season.
- Continue gathering data to update Shelter information on website.
- Begin exploring opportunities for Museum grants and information regarding museum tax levy.
- Catering/special events/room rentals: Baseball/Softball Registration

Sycamore Park District
Summarized Revenue & Expense Report
Period ended December 31, 2013
UNAUDITED

Corporate Fund (10)

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	17,612.00	2,258.69	-87.2%	537,899.00	595,135.42	10.6% (1)	537,899.00	552,493.04	7.7% (2)
Parks	-	-	#DIV/0!	14,012.00	12,845.68	-8.3% (3)	14,012.00	15,382.79	-16.5% (3)
Total Revenues	17,612.00	2,258.69	-87.2%	551,911.00	607,981.10	10.2%	551,911.00	567,875.83	7.1%
Expenses									
Administration	23,706.00	29,792.95	25.7%	321,372.00	324,604.58	1.0%	321,372.00	350,089.50	-7.3% (4)
Parks	12,468.00	12,143.09	-2.6%	215,396.00	196,753.53	-8.7% (5)	215,396.00	192,330.58	2.3%
Total Expenses	36,174.00	41,936.04	15.9%	536,768.00	521,358.11	-2.9%	536,768.00	542,420.08	-3.9%
Total Fund Revenues	17,612.00	2,258.69	-87.2%	551,911.00	607,981.10	10.2%	551,911.00	567,875.83	7.1%
Total Fund Expenses	36,174.00	41,936.04	15.9%	536,768.00	521,358.11	-2.9%	536,768.00	542,420.08	-3.9%
Surplus (Deficit)	(18,562.00)	(39,677.35)	113.8%	15,143.00	86,622.99	472.0%	15,143.00	25,455.75	240.3%

(1) Annual 2013 Property Tax levy collected was 8.7%, \$38,197, over budget. YTD Replacement tax is 25.9%, \$9,051, higher than budget. Revenue includes insurance reimbursement \$9,017 for flood damage to administration building.

(2) Annual 2013 Property Tax levy collected was 9.1%, \$39,928 greater than 2012. 2013 Replacement taxes were 10.9%, \$4,315, more than 2012.

(3) The only revenue here is the transfer of IMRF/SS tax levy which is allocated based upon actual payroll.

(4) 2013 Expenses are less than 2012 due to allocating 25% of Admin salaries and related costs to the Recreation Fund. 16.0%, \$43,682.

(5) Expenses are below budget in the following areas: Pt wages/taxes, 12.3%, \$7,327; Materials & Supplies (trees/shrubs, fish restocking, seed/sod/flowers, tools), 20.9%, \$9,991, and Play Area Maintenance 49.7%, \$2,484.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended December 31, 2013

UNAUDITED**Recreation Fund (20)**

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	837,613.00	843,116.33	0.66%	837,613.00	718,842.51	17.3% (1)
Sports Complex	-	5,360.00	#DIV/0!	36,404.00	32,751.00	-10.03% (2)	36,404.00	34,549.00	-5.2% (2)
Sports Complex Maintenance	-	1,999.03	#DIV/0!	37,517.00	40,238.28	7.25% (3)	37,517.00	37,342.21	7.8% (4)
Midwest Museum of Natural Hist	575.00	576.05		2,300.00	2,886.53	25.50%	2,300.00	1,728.42	67.0%
Programs-Youth	-	1,290.00	#DIV/0!	4,104.00	15,673.45	281.91% (5)	4,104.00	6,099.70	157.0% (5)
Programs-Teens	1,000.00	867.50	-13.25%	6,126.00	6,692.90	9.25% (5)	6,126.00	5,960.27	12.3% (5)
Programs-Adult	-	100.00	#DIV/0!	2,790.00	2,755.00	-1.25% (5)	2,790.00	4,028.19	-31.6% (5)
Programs-Family	900.00	749.00	-16.78%	8,642.00	10,431.81	20.71% (5)	8,642.00	7,645.24	36.4% (5)
Programs-Leagues	-	30.00	#DIV/0!	4,191.00	5,029.47	20.01% (5)	4,191.00	4,442.93	13.2% (5)
Programs-Youth Athletics	100.00	159.00	59.00%	23,918.00	19,452.74	-18.67% (5)	23,918.00	19,752.34	-1.5% (5)
Programs-Fitness	146.00	3,981.00	2626.71%	28,495.00	44,244.49	55.27% (5)	28,495.00	35,957.14	23.0% (5)
Programs-Preschool	-	-	#DIV/0!	-	690.00	#DIV/0! (5)	-	1,918.98	-64.0% (5)
Programs-Senior	-	-	#DIV/0!	420.00	325.00	-22.62% (5)	420.00	405.00	-19.8% (5)
Programs-Dance	-	470.00	#DIV/0!	1,980.00	5,524.00	178.99% (5)	1,980.00	5,056.00	9.3% (5)
Programs-Special Events	560.00	27.00	-95.18%	3,556.00	4,806.66	35.17% (5)	3,556.00	4,668.84	3.0% (5)
Programs-Concerts	-	-	#DIV/0!	10,000.00	7,100.00	-29.00%	10,000.00	10,400.00	-31.7%
Programs-Trips	-	-	#DIV/0!	-	428.00	#DIV/0! (5)	-	3,838.75	-88.9% (5)
Brochure	-	1,300.00	#DIV/0!	8,100.00	8,350.00	3.09%	8,100.00	8,650.00	-3.5%
Weight Room	2,181.00	1,015.90	-53.42%	19,850.00	18,609.40	-6.25%	19,850.00	23,018.04	-19.2%
Community Center	-	(2.00)	#DIV/0!	3,559.00	3,674.16	3.24%	3,559.00	4,143.43	-11.3%
Total Revenues	5,462.00	17,922.48	228.13%	1,039,565.00	1,072,779.22	3.20%	1,039,565.00	938,446.99	14.3%

(1) 2013 annual property tax amount collected was 15.6%, \$108,716, higher than 2012. Also, received donation from NB&T for our 90th celebration, \$10,000, in 2013.

(2) The following areas were below budget: Boys Baseball 19.18%, \$940; Pony League 44.8%, \$672; AYSO 28.53% \$2,140. Also down from 2012.

(3) Additional revenue of \$1999.03 from insurance proceeds on property damage. (Lightening strike at sports complex.)

(4) Increased allocation of IMRF/SS tax levy in 2013 due to restructuring of Maintenance Department.

(5) Revenue from programs is greater than budget 37.79% \$31,832 and increased 16.3%, \$16,280 compared to 2012.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended December 31, 2013

UNAUDITED											
Expenses											
Administration	29,757.00	28,358.28	-4.70%	286,519.00	283,293.99	-1.13%	286,519.00	191,763.06	47.7%	(1)	
Sports Complex	-	-	#DIV/0!	350.00	552.26	57.79%	350.00	215.00	156.9%		
Sports Complex Maintenance	24,105.01	24,867.13	3.16%	364,579.00	359,189.28	-1.48%	(2)	364,579.00	313,427.98	14.6%	(3)
Midwest Museum of Natural Hist	825.00	-	-100.00%	9,500.00	2,985.00	-68.58%		9,500.00	6,694.91	-55.4%	
Programs-Youth	81.00	81.82	1.01%	2,018.00	10,180.51	404.49%	(4)	2,018.00	3,391.22	200.2%	(4)
Programs-Teens	657.00	475.53	-27.62%	3,930.00	4,209.05	7.10%	(4)	3,930.00	4,581.52	-8.1%	(4)
Programs-Adult	-	100.00	#DIV/0!	2,045.00	1,830.00	-10.51%	(4)	2,045.00	3,183.93	-42.5%	(4)
Programs-Family	959.00	765.17	-20.21%	8,549.00	8,961.20	4.82%	(4)	8,549.00	8,230.79	8.9%	(4)
Programs-Leagues	333.00	514.43	54.48%	3,302.00	3,351.59	1.50%	(4)	3,302.00	3,932.24	-14.8%	(4)
Programs-Youth Athletics	81.00	-	-100.00%	19,311.00	15,631.92	-19.05%	(4)	19,311.00	18,085.19	-13.6%	(4)
Programs-Fitness	1,065.00	1,466.78	37.73%	15,552.00	21,439.90	37.86%	(4)	15,552.00	17,703.76	21.1%	(4)
Programs-Preschool	-	-	#DIV/0!	-	128.00	#DIV/0!	(4)	-	1,839.72	-93.0%	(4)
Programs-Senior	-	-	#DIV/0!	240.00	45.00	-81.25%	(4)	240.00	245.00	-81.6%	(4)
Programs-Dance	-	-	#DIV/0!	1,750.00	3,786.00	116.34%	(4)	1,750.00	4,146.00	-8.7%	(4)
Programs-Special Events	1,006.00	731.67	-27.27%	4,221.00	5,053.97	19.73%	(4)	4,221.00	4,714.10	7.2%	(4)
Programs-Concerts	-	364.49	#DIV/0!	9,955.00	7,071.45	-28.97%		9,955.00	9,872.00	-28.4%	
Programs-Trips	-	-	#DIV/0!	-	705.00	#DIV/0!	(4)	-	5,428.29	-87.0%	(4)
Brochure	8,000.00	7,086.92	-11.41%	24,000.00	23,816.73	-0.76%		24,000.00	24,433.54	-2.5%	
Weight Room	800.00	-	-100.00%	3,000.00	1,431.82	-52.27%		3,000.00	2,149.78	-33.4%	
Community Center	10,918.00	10,370.33	-5.02%	141,210.00	142,365.68	0.82%		141,210.00	140,922.09	1.0%	
Total Expenses	78,587.01	75,182.55	-4.33%	900,031.00	896,028.35	-0.44%		900,031.00	764,960.12	17.1%	
Total Fund Revenues	5,462.00	17,922.48	228.13%	1,039,565.00	1,072,779.22	3.20%		1,039,565.00	938,446.99	14.3%	
Total Fund Expenses	78,587.01	75,182.55	-4.33%	900,031.00	896,028.35	-0.44%		900,031.00	764,960.12	17.1%	
Surplus (Deficit)	(73,125.01)	(57,260.07)	-21.70%	139,534.00	176,750.87	26.67%		139,534.00	173,486.87	1.9%	

(1) In 2013, allocating 25% of Executive Director, Supt. of Finance and Office Manager wages and insurance to Recreation fund resulted in 41.5% \$60,544 over 2012 expenses. 2012 had no professional fees therefore 2013 higher \$11,404. Finally, the 90th celebration expenses contributed to the higher expenses in 2013.

(2) Materials & Supplies under budget 28.12% \$7,718.

(3) The primary reason 2013 expenses are higher than 2012 is due to the restructuring of the maintenance department, wages and related expenses 13.9% \$37,525.

(4) Expenses for programs are over budget 23.65% \$14,404 and decreased 0.2%, \$160 compared to 2012.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended December 31, 2013

UNAUDITED**Donations (21)**

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	621.61	#DIV/0!	-	49.04	1167.6%
Total Revenues		-	#DIV/0!	-	621.61	#DIV/0!	-	49.04	1167.6%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	621.61	#DIV/0!	-	49.04	1167.6%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	-	621.61	#DIV/0!	-	49.04	1167.6%

Special Recreation (22)

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	176,000.00	157,713.37	-10.39% (1)	176,000.00	175,363.26	-10.1%
Total Revenues	-	-	#DIV/0!	176,000.00	157,713.37	-10.39%	176,000.00	175,363.26	-10.1%
Expenses									
Administration	10,000.00	165.40	-98.35%	191,040.00	86,525.50	-54.71% (2)	191,040.00	77,524.00	11.6% (2)
Total Expenses	10,000.00	165.40	-98.35%	191,040.00	86,525.50	-54.71%	191,040.00	77,524.00	11.6%
Total Fund Revenues	-	-	#DIV/0!	176,000.00	157,713.37	-10.39%	176,000.00	175,363.26	-10.1%
Total Fund Expenses	10,000.00	165.40	-98.35%	191,040.00	86,525.50	-54.71%	191,040.00	77,524.00	11.6%
Surplus (Deficit)	(10,000.00)	(165.40)	-98.35%	(15,040.00)	71,187.87	-573.32%	(15,040.00)	97,839.26	-27.2%

(1) 2013 actual annual property tax amount collected is 10.1%, \$17,654, below budget due to reduced EAV.

(2) ADA carpentry project was delayed. Started in January of 2014.

Sycamore Park District
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Period ended December 31, 2013
UNAUDITED

Insurance (23)

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	43,000.00	61,034.08	41.94%	43,000.00	114,661.69	-46.8% (1)
Total Revenues	-	-	#DIV/0!	43,000.00	61,034.08	41.94%	43,000.00	114,661.69	-46.8%
Expenses									
Administration	2,000.00	-	-100.00%	96,000.00	95,185.88	-0.85%	96,000.00	88,171.70	8.0% (2)
Total Expenses	2,000.00	-	-100.00%	96,000.00	95,185.88	-0.85%	96,000.00	88,171.70	8.0%
Total Fund Revenues	-	-	#DIV/0!	43,000.00	61,034.08	41.94%	43,000.00	114,661.69	-46.8%
Total Fund Expenses	2,000.00	-	-100.00%	96,000.00	95,185.88	-0.85%	96,000.00	88,171.70	8.0%
Surplus (Deficit)	(2,000.00)	-	-100.00%	(53,000.00)	(34,151.80)	-35.56%	(53,000.00)	26,489.99	-228.9%

(1) 2013 annual property tax amount was reduced by 62.59% compared to 2012. This was done to bring fund balance down to policy standard and allow for other funds to increase. Received in 2013 refund of investment with IPARKS \$18,300.67.

(2) Two areas exceeded 2012 expenses: Unemployment 29.3%, \$2,906; Worker's Comp 12.4%, \$2,099. Anticipate 2014 expenses to be reduced.

Audit (24)

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	9,400.00	9,343.18	-0.60%	9,400.00	17,928.26	-47.9% (1)
Total Revenues	-	-	#DIV/0!	9,400.00	9,343.18	-0.60%	9,400.00	17,928.26	-47.9%
Expenses									
Administration	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00	-7.3%
Total Expenses	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00	-7.3%
Total Fund Revenues	-	-	#DIV/0!	9,400.00	9,343.18	-0.60%	9,400.00	17,928.26	-47.9%
Total Fund Expenses	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00	-7.3%
Surplus (Deficit)	-	-	#DIV/0!	(5,600.00)	(3,906.82)	-30.24%	(5,600.00)	3,633.26	-207.5%

(1) 2013 annual property tax amount was reduced by 47.68% compared to 2012. This was done to bring fund balance down to policy standard and allow for other funds to increase.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended December 31, 2013

UNAUDITED**Paving & Lighting (25)**

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	100.00	93.61	-6.39%	100.00	17.97	420.9%
Total Revenues	-	-		100.00	93.61		100.00	17.97	420.9%
Expenses									
Administration		3,073.55	#DIV/0!	72,000.00	16,155.13	-77.56% (1)	72,000.00	-	#DIV/0!
Total Expenses	-	3,073.55		72,000.00	16,155.13		72,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	100.00	93.61	-6.39%	100.00	17.97	
Total Fund Expenses	-	3,073.55	#DIV/0!	72,000.00	16,155.13	-77.56%	72,000.00	-	
Surplus (Deficit)	-	(3,073.55)	#DIV/0!	(71,900.00)	(16,061.52)	-77.66%	(71,900.00)	17.97	

(1) Invoice for paving from the city has not been received. Will have to accrue in 2013.

Park Police (26)

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	100.00	81.52	-18.48%	100.00	1.97	4038.1%
Total Revenues	-	-		100.00	81.52		100.00	1.97	4038.1%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	100.00	81.52	-18.48%	100.00	1.97	4038.1%
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	-	-	#DIV/0!	100.00	81.52	-18.48%	100.00	1.97	4038.1%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended December 31, 2013

UNAUDITED**IMRF (27)**

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	86,000.00	85,371.98	-0.73%	86,000.00	96,730.44	-11.7%
Total Revenues	-	-	#DIV/0!	86,000.00	85,371.98	-0.73%	86,000.00	96,730.44	-11.7%
Expenses									
Administration	-	-	#DIV/0!	86,000.00	85,371.98	-0.73%	86,000.00	96,730.44	-11.7%
Total Expenses	-	-	#DIV/0!	86,000.00	85,371.98	-0.73%	86,000.00	96,730.44	-11.7%
Total Fund Revenues	-	-	#DIV/0!	86,000.00	85,371.98	-0.73%	86,000.00	96,730.44	-11.7%
Total Fund Expenses	-	-	#DIV/0!	86,000.00	85,371.98	-0.73%	86,000.00	96,730.44	-11.7%
Surplus (Deficit)	-	-		-	-		-	-	

Social Security (28)

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	75,000.00	74,454.94	-0.73%	75,000.00	81,740.09	-8.9%
Total Revenues	-	-	#DIV/0!	75,000.00	74,454.94	-0.73%	75,000.00	81,740.09	-8.9%
Expenses									
Administration	-	-	#DIV/0!	75,000.00	74,454.94	-0.73%	75,000.00	81,740.09	-8.9%
Total Expenses	-	-	#DIV/0!	75,000.00	74,454.94	-0.73%	75,000.00	81,740.09	-8.9%
Total Fund Revenues	-	-	#DIV/0!	75,000.00	74,454.94	-0.73%	75,000.00	81,740.09	-8.9%
Total Fund Expenses	-	-	#DIV/0!	75,000.00	74,454.94	-0.73%	75,000.00	81,740.09	-8.9%
Surplus (Deficit)	-	-		-	-		-	-	

Sycamore Park District
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Period ended December 31, 2013

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Concessions (30)

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Clubhouse Concessions	-	-	#DIV/0!	66,417.00	75,332.03	13.42% (1)	66,417.00	70,319.36	7.1% (1)
Beverage Cart	-	-	#DIV/0!	15,091.00	15,012.37	-0.52%	15,091.00	14,361.20	4.5%
Sports Complex Concessions	-	-	#DIV/0!	28,957.00	25,024.41	-13.58% (3)	28,957.00	28,510.41	-12.2% (3)
Pool Concessions	-	-	#DIV/0!	12,147.00	8,099.55	-33.32% (4)	12,147.00	12,041.31	-32.7% (4)
Catering	345.00	728.00	111.01%	18,060.00	16,276.74	-9.87% (5)	18,060.00	19,350.00	-15.9% (5)
Total Revenues	345.00	728.00	111.01%	140,672.00	139,745.10	-0.66%	140,672.00	144,582.28	-3.3%
Expenses									
Clubhouse Concessions	1,705.00	1,571.79	-7.81%	75,571.00	78,109.60	3.36%	75,571.00	80,121.72	-2.5% (2)
Beverage Cart	-	-	#DIV/0!	10,857.00	9,753.29	-10.17%	10,857.00	10,140.34	-3.8%
Sports Complex Concessions	-	47.77	#DIV/0!	21,813.00	20,321.91	-6.84% (6)	21,813.00	20,711.17	-1.9% (6)
Pool Concessions	-	-	#DIV/0!	11,711.00	8,201.12	-29.97% (6)	11,711.00	12,016.35	-31.8% (6)
Catering	100.00	36.00	-64.00%	7,637.00	3,204.63	-58.04% (6)	7,637.00	7,892.72	-59.4% (6)
Total Expenses	1,805.00	1,655.56	-8.28%	127,589.00	119,590.55	-6.27%	127,589.00	130,882.30	-8.6%
Total Fund Revenues	345.00	728.00	111.01%	140,672.00	139,745.10	-0.66%	140,672.00	144,582.28	-3.3%
Total Fund Expenses	1,805.00	1,655.56	-8.28%	127,589.00	119,590.55	-6.27%	127,589.00	130,882.30	-8.6%
Surplus (Deficit)	(1,460.00)	(927.56)	-36.47%	13,083.00	20,154.55	54.05%	13,083.00	13,699.98	47.1%

(1) Business was good! A lot of new faces as a result of programs such as Groupon. Despite the cooler/wetter spring, sales have surpassed 2012.

(2) Lower cost of goods sold in 2013. Some new vendors have helped to keep costs down.

(3) Storm Dayz 2013, revenue down \$2,900 due to rain on Saturday.

(4) Colder/wetter 2013 compared to 2012.

(5) Below budget and compared to 2012 primarily due to the NIU Rugby. The weather was very cold and windy thus reducing our sales \$1,200. Also had a wedding reception cancel because they were nervous about flooding. More of 2013 catering revenue is from rental fees.

(6) Final inventories are being completed and excess inventories will be transferred to the clubhouse.

Sycamore Park District
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Developer Contributions (32)

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	4,427.00	#DIV/0!	5,000.00	42,651.78	753.04%	5,000.00	17,593.38	142.4%
Total Revenues	-	4,427.00		5,000.00	42,651.78		5,000.00	17,593.38	142.4%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	4,427.00		5,000.00	42,651.78		5,000.00	17,593.38	142.4%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	4,427.00		5,000.00	42,651.78		5,000.00	17,593.38	142.4%

Sycamore Park District
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Golf Course (50)

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Golf Operations	3,569.00	5,473.10	53.4%	505,526.00	488,809.11	-3.3% (1)	505,526.00	557,101.67	-12.3% (2)
Golf Maintenance	-	-	#DIV/0!	21,837.00	20,507.08	-6.1% (3)	21,837.00	25,705.02	-20.2% (3)
Total Revenues	3,569.00	5,473.10	53.4%	527,363.00	509,316.19	-3.4%	527,363.00	582,806.69	-12.6%
Expenses									
Golf Operations	11,373.00	11,017.25	-3.1%	235,972.00	241,140.73	2.2% (4)	235,972.00	320,991.50	-24.9% (5)
Golf Maintenance	15,746.00	13,342.77	-15.3%	283,545.00	265,152.64	-6.5% (6)	283,545.00	298,351.26	-11.1% (7)
Total Expenses	27,119.00	24,360.02	-10.2%	519,517.00	506,293.37	-2.5%	519,517.00	619,342.76	-18.3%
Total Fund Revenues	3,569.00	5,473.10	53.4%	527,363.00	509,316.19	-3.4%	527,363.00	582,806.69	-12.6%
Total Fund Expenses	27,119.00	24,360.02	-10.2%	519,517.00	506,293.37	-2.5%	519,517.00	619,342.76	-18.3%
Surplus (Deficit)	(23,550.00)	(18,886.92)	-19.8%	7,846.00	3,022.82	-61.5%	7,846.00	(36,536.07)	-108.3%

Golf course opened April 5, 2013 compared to March 13, 2012. Wetter/colder 2013.

- (1) Daily Greens Fees +6.32% \$9,984 Course opened later in 2013.
 Golf Events & Misc -12.94% \$2,576
 Lessons -61.08% -\$5,925
 Carts +13.91% \$14,462
 Season passes -19.38% -\$26,563 Non-resident passes are over budget 43.12%, \$7,879
 Pro shop sales -10.79% -\$6,433
- (2) Daily Greens Fees 2.69% \$4,392 Course opened later in 2013.
 Golf Events & Misc -13.48% -\$2,700
 Lessons -43.23% -\$2,875
 Carts -6.75 -\$8,570
 Season passes -15.14% -\$19,713 2013 Non-resident passes are higher than 2012 67.93%, \$10,578
 Pro shop sales -36.06% -\$29,989 2012 pro shop sales were higher than normal due to promotions to decrease inventory
- (3) The only revenue here is the transfer of IMRF/SS tax levy which is allocated based upon actual payroll.
- (4) The following areas are over budget: Cart Rentals 64.3% \$2,895; Gas/Oil 83.7% \$4,184
- (5) 2013 Expenses are less than 2012 due to: wages and related expenses -23.2% \$44,393 and cost of goods sold -49.2% \$35,024.
- (6) Expenses are below budget in two areas: Materials & Supplies(Pesticides and Gas/Oil) -16.7% \$9,384 and Part time wages and related expenses -15.7% \$6,752
- (7) Restructuring of maintenance department caused wages and related expenses to be -12.8% \$27,300 lower in 2013 compared to 2012. Materials & Supplies (Pesticides and Gas/Oil) were also reduced in 2013 by 12.5% \$6,659.

Sycamore Park District
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Swimming Pool (51)

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Pool	8,966.00	-	-100.0%	75,406.00	59,235.65	-21.4%	75,406.00	68,499.69	-13.5%
Swim Lessons	-	-	#DIV/0!	11,584.00	15,183.63	31.1%	11,584.00	11,928.88	27.3%
Total Revenues	8,966.00	-	-100.0%	86,990.00	74,419.28	-14.5% (1)	86,990.00	80,428.57	-7.5% (2)
Expenses									
Pool	38.00	145.42	282.7%	50,270.00	48,250.27	-4.0% (3)	50,270.00	54,381.00	-11.3% (3)
Pool Maintenance	740.00	1,103.86	49.2%	28,600.00	27,369.67	-4.3%	28,600.00	27,886.71	-1.9%
Swim Lessons	-	-	#DIV/0!	8,120.00	8,662.00	6.7%	8,120.00	7,608.10	13.9%
Total Expenses	778.00	1,249.28	60.6%	86,990.00	84,281.94	-3.1%	86,990.00	89,875.81	-6.2%
Total Fund Revenues	8,966.00	-	-100.0%	86,990.00	74,419.28	-14.5%	86,990.00	80,428.57	-7.5%
Total Fund Expenses	778.00	1,249.28	60.6%	86,990.00	84,281.94	-3.1%	86,990.00	89,875.81	-6.2%
Surplus (Deficit)	8,188.00	(1,249.28)	-115.3%	-	(9,862.66)	#DIV/0!	-	(9,447.24)	4.4%

(1) Daily Fees -26.72% \$6,327 (cool/wet weather)

Season passes +0.69% \$243

Misc income (includes oscar, pool rentals and middle school pool party) +15.88% \$616

Swim Lessons +32.10% \$3,539

(2) Daily Fees -27.78% \$6,674 (cooler/wetter weather in 2013)

Season passes -1.89% \$689

Misc income (includes oscar, pool rentals and middle school pool party) +3.55% \$154

Swim Lessons +27.98% \$3,185

(3) 2013 Payroll expenses are below budget 6.0% \$2,795 and less than 2012 by 11.2% \$5,542 due to weather.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended December 31, 2013

UNAUDITED**Debt Service (60)**

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	565,000.00	563,994.07	-0.2%	565,000.00	549,799.40	2.6%
Total Revenues	-	-	#DIV/0!	565,000.00	563,994.07	-0.2%	565,000.00	549,799.40	2.6%
Expenses									
Administration	80,343.00	80,343.75	0.0%	562,243.00	562,243.04	0.0%	562,243.00	545,866.15	3.0%
Total Expenses	80,343.00	80,343.75		562,243.00	562,243.04		562,243.00	545,866.15	3.0%
Total Fund Revenues	-	-	#DIV/0!	565,000.00	563,994.07	-0.2%	565,000.00	549,799.40	2.6%
Total Fund Expenses	80,343.00	80,343.75		562,243.00	562,243.04		562,243.00	545,866.15	3.0%
Surplus (Deficit)	(80,343.00)	(80,343.75)	0.0%	2,757.00	1,751.03	-36.5%	2,757.00	3,933.25	-55.5%

Capital Projects (70)

<u>Department</u>	<u>December Budget</u>	<u>December Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	462,000.00	472,043.84	2.2%	462,000.00	458,731.35	2.9%
Total Revenues	-	-	#DIV/0!	462,000.00	472,043.84	2.2%	462,000.00	458,731.35	2.9%
Expenses									
Administration	-	-	#DIV/0!	594,765.00	554,586.60	-6.8%	594,765.00	401,524.99	38.1%
Total Expenses	-	-	#DIV/0!	594,765.00	554,586.60	-6.8%	594,765.00	401,524.99	38.1%
Total Fund Revenues	-	-		462,000.00	472,043.84	2.2%	462,000.00	458,731.35	2.9%
Total Fund Expenses	-	-	#DIV/0!	594,765.00	554,586.60	-6.8%	594,765.00	401,524.99	38.1%
Surplus (Deficit)	-	-	#DIV/0!	(132,765.00)	(82,542.76)	-37.8%	(132,765.00)	57,206.36	-244.3%
Total Fund Revenues	35,954.00	30,809.27		3,768,101.00	3,871,644.87	2.7%	3,768,101.00	3,826,757.21	
Total Fund Expenses	236,806.01	227,966.15	-3.7%	3,862,943.00	3,615,325.39	-6.4%	3,862,943.00	3,453,333.44	
Surplus (Deficit)	(200,852.01)	(197,156.88)	-1.8%	(94,842.00)	256,319.48	-370.3%	(94,842.00)	373,423.77	

Sycamore Park District

	Unaudited 1/1/2013	Revenues	Expenses	12/31/2013	12/31/2013 Cash balance
10 Corporate	59,624.81	607,981.10	521,358.11	146,247.80	131,012.61
20 Recreation	36,127.00	1,072,779.22	896,028.35	212,877.87	206,453.42
21 Donations	220,678.26	621.61	-	221,299.87	1,412,421.34
22 Special Recreation	214,204.58	157,713.37	85,689.78	286,228.17	285,392.45
23 Insurance	78,716.85	59,865.86	95,185.88	43,396.83	42,295.73
24 Audit	17,022.29	9,343.18	13,250.00	13,115.47	13,115.47
25 Paving & Lighting	72,920.94	93.61	16,155.13	56,859.42	56,859.42
26 Park Police	7,989.31	81.52	-	8,070.83	8,070.83
27 IMRF	-	85,371.98	85,371.98	-	-
28 Social Security	-	74,454.94	74,454.94	-	-
30 Concessions	29,995.12	139,745.10	119,590.55	50,149.67	46,617.20
32 Developer Contributions	31,410.60	42,651.78	-	74,062.38	74,062.38
60 Debt Service	12,645.45	563,994.07	562,243.04	14,396.48	14,396.48
70 Capital Projects	819,620.80	472,043.84	554,586.60	737,078.04	737,078.04
Total governmental fund balance	1,600,956.01	3,286,741.18	3,023,914.36	1,863,782.83	3,027,775.37
50 Golf Course Net Assets	13,741.95 <u>(241,871.42)</u> (228,129.47)	509,316.19	506,293.37	16,764.77 <u>(241,871.42)</u> (225,106.65)	(222,585.25)
51 Swimming Pool Net Assets	293,509.55 <u>(290,235.35)</u> 3,274.20	74,419.28	84,281.94	283,646.89 <u>(290,235.35)</u> (6,588.46)	(6,388.46)
Total proprietary funds	307,251.50	583,735.47	590,575.31	300,411.66	
Net assets	<u>(532,106.77)</u>			<u>(532,106.77)</u>	
Proprietary funds minus net assets	<u>(224,855.27)</u>			<u>(231,695.11)</u>	
	1,376,100.74			1,632,087.72	2,798,801.66

Summary of depository accounts as of 1/16/2014

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,621.09	0.10
National Bank & Trust	1,007,911.95	0.03
Resource Bank	559,129.74	0.10

*Dekalb Co. Community Foundation 13,671.44

1,596,334.22

* 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 10/31/13.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference	
1/1/2013	69,088	48,781	220,678	214,285	41,977	17,022	72,921	7,989	-	-	28,882	31,411	(228,393)	3,642	12,645	829,186	1,370,114	1,370,114	-	
January																				
Receipts																				
Replacement Taxes	6,061																6,061	3,500	2,561	
Shelters	-																-	50	(50)	
User Fees		13,079									615		1,003	-			14,697	14,936	(239)	
Misc	55	1	6	5	1	0	2	0				1			0	138	209	50	159	
Expenses	(38,488)	(66,901)	-	(80)	(1,902)	-	-	-	-	-	(1,619)	-	(26,235)	(545)	-	(12,420)	(148,190)	(158,912)	10,722	
1/31/2013	36,717	(5,041)	220,684	214,210	40,076	17,023	72,923	7,990	-	-	27,878	31,411	(253,625)	3,097	12,646	816,903	1,242,891	1,229,738	13,153	
February																				
Receipts																				
Replacement Taxes																	795	750	45	
Shelters	795																12,181	14,068	(1,887)	
User Fees		12,021									50		109	-			91	50	41	
Misc	0	0	5	3	1	0	1	0				0			0	79				
Expenses	(36,541)	(69,990)	-	-	(5,325)	-	-	-	-	-	(2,676)		(37,080)	(402)	-	(11,068)	(163,082)	(144,046)	(19,036)	
2/28/2013	970	(63,009)	220,689	214,213	34,752	17,023	72,924	7,990	-	-	25,252	31,412	(290,596)	2,696	12,646	805,914	1,092,875	1,100,560	(7,685)	
March																				
Receipts																				
Replacement Taxes	1,897																1,897	2,100	(203)	
Shelters	600																600	550	50	
User Fees		11,801									672	-	84,291	60			96,824	109,421	(12,597)	
Misc	487	107	3	3	0	0	1	0				0	582		0	68	1,252	50	1,202	
Expenses	(45,553)	(70,069)	-	-	(3,185)	(3,350)	(4,330)	-	-	-	(2,391)	-	(47,412)	(645)	-	(10,397)	(187,331)	(187,694)	363	
3/30/2013	(41,598)	(121,170)	220,692	214,216	31,568	13,673	68,595	7,990	-	-	23,533	31,412	(253,135)	2,111	12,646	795,585	1,006,117	1,024,987	(18,870)	
April																				
Receipts																				
Replacement Taxes	9,610																9,610	7,700	1,910	
Shelters	960																960	1,350	(390)	
User Fees		8,913									7,909	27,531	46,023	11,414			101,790	84,766	17,024	
Misc	10,851	0	8	2	0	0	1	0				1			0	66	10,928	10,825	103	
Expenses	(33,907)	(61,682)	-	(3,250)	(2,523)	(8,300)	-	-	-	-	(9,268)	-	(34,560)	(2,080)	-	(48,138)	(203,708)	(255,096)	51,388	
4/30/2013	(54,084)	(173,939)	220,700	210,968	29,045	5,373	68,596	7,990	-	-	22,173	58,944	(241,672)	11,445	12,646	747,513	925,697	874,532	51,165	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference
May																			
Receipts																			
Taxes	45,321	76,313		14,941	4,049	885	8	8	8,091	7,056					53,445		210,116	220,460	(10,344)
Transfers in/out	3,973	7,301							(8,091)	(7,056)	370		3,479	24			0	1,734	(1,734)
Replacement Taxes	8,671																8,671	5,600	3,071
Shelters	745																745	800	(55)
User Fees		16,485									15,568	-	68,510	12,657			113,220	94,657	18,563
Misc	223		2	3	0	0	1	0				1			1	50	280	50	230
Expenses	(58,784)	(103,127)	-	(2,625)	(6,040)	(1,600)	-	-	-	-	(11,756)	-	(52,450)	(7,725)	-	(140,257)	(384,364)	(450,621)	66,257
5/31/2013	(53,936)	(176,966)	220,702	223,286	27,055	4,658	68,604	7,997	-	-	26,356	58,944	(222,133)	16,401	66,092	607,305	874,366	747,212	127,154
June																			
Receipts																			
Taxes	195,967	329,977		64,607	17,509	3,828	33	33	34,984	30,511					231,097		908,544	881,840	26,704
transfers in/out	16,840	30,425							(34,984)	(30,511)	1,987		15,208	1,035			0	6,936	(6,936)
Replacement Taxes	-																-	-	-
Shelters	1,085																1,085	2,150	(1,065)
User Fees		13,834									36,226		72,457	27,610			150,127	136,162	13,965
Misc	52	1	502	2	0	0	1	0				0			2	3,294	3,855	50	3,805
Expenses	(44,335)	(69,802)		(2,100)	-	-	-	-	-	-	(24,077)	-	(44,320)	(18,191)	(20,344)	(22,355)	(245,523)	(418,546)	173,023
6/30/2013	115,672	127,469	221,204	285,795	44,564	8,486	68,637	8,030	-	-	40,492	58,945	(178,788)	26,856	276,848	588,244	1,692,454	1,355,804	336,650
July																			
Receipts																			
Taxes	8,000	13,470		2,637	1,238	156	1	1	1,428	1,246					9,434		37,611	22,046	15,565
transfers in/out	401	166							(1,428)	(1,246)	386		625	1,096			-	172	(172)
Replacement Taxes	8,473																8,473	4,900	3,573
Shelters	2,320																2,320	600	1,720
User Fees	-	8,391									24,169	2,000	68,564	13,761			116,884	126,303	(9,419)
Misc	568		7	8	0.5	0	2	0				2			9	52	648	50	598
Expenses	(39,994)	(73,490)		(38,683)	(29,765)	-	(6,969)	-	-	-	(26,284)	-	(54,813)	(26,831)	-	(15,365)	(312,193)	(339,598)	27,405
7/31/2013	95,440	76,006	221,211	249,757	16,037	8,643	61,672	8,032	-	-	38,762	60,947	(164,412)	14,881	286,291	572,931	1,546,197	1,170,277	375,920
August																			
Receipts																			
Taxes	44,896	75,598		14,801	22,312	877	7	7	8,015	6,990					52,945		226,449	66,138	160,311
transfers in/out	3,624	6,108							(8,015)	(6,990)	581		3,596	1,096			-	520	(520)
Replacement Taxes	889																889	1,400	(511)
Shelters	895																895	650	245
User Fees		35,377									23,309		71,492	4,764			134,942	134,229	713
Misc	383		8	7	1	0	2	0				2			8	43	453	50	403
Expenses	(48,444)	(87,827)	-	(1,313)	(1,188)	-	-	-	-	-	(17,096)	-	(69,683)	(22,914)	-	(54,385)	(302,848)	(283,469)	(19,379)
8/31/2013	97,683	105,263	221,219	263,253	37,162	9,520	61,681	8,039	-	-	45,556	60,948	(159,007)	(2,173)	339,244	518,589	1,606,976	1,089,795	517,180

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference	
September																				
Receipts																				
Taxes	170,970	287,886		56,366	15,275	3,339	29	29	30,522	26,619					201,619		792,654	925,932	(133,278)	
transfers in/out	14,434	25,619							(30,522)	(26,619)	2,018		13,598	1,472			(0)	7,283	(7,283)	
Replacement Taxes																	-	-	-	
Shelters	450																450	500	(50)	
User Fees		24,523									15,723	-	43,246	1,950			85,442	51,091	34,351	
Misc	9,523	8	108	6	1	0	1	0				1			11	44	9,704	50	9,654	
Expenses	(40,123)	(68,575)	(45)		(6,040)	-	-	-	-	-	(13,093)	-	(48,600)	(3,059)	-	(3,644)	(183,178)	(251,868)	68,690	
9/30/2013	252,936	374,725	221,283	319,625	46,398	12,860	61,711	8,068	-	-	50,204	60,950	(150,762)	(1,810)	540,874	514,989	2,312,048	1,822,783	489,265	
October																				
Receipts																				
Replacement Taxes	6,192																6,192	8,400	(2,208)	
Shelters	50																50	100	(50)	
User Fees		19,575									7,351	4,000	19,594	-			50,521	40,637	9,884	
Misc	287	10	11	8	1	0	2	0				2			16	41	379	50	329	
Bond Proceeds																	-	-	-	
Expenses	(50,061)	(76,985)		(37,719)	(5,272)	-	(1,658)	-	-	-	(8,052)	-	(35,834)	(2,105)	-	(35,501)	(253,187)	(185,424)	(67,763)	
10/31/2013	209,404	317,325	221,294	281,914	41,128	12,860	60,054	8,068	-	-	49,503	64,951	(167,002)	(3,915)	540,890	479,528	2,116,002	1,686,546	429,456	
November																				
Receipts																				
Taxes	13,062	21,994		4,306	1,167	255	2	2	2,332	2,034					15,403		60,557	88,184	(27,627)	
transfers in/out	1,520	2,650							(2,332)	(3,000)	(70)		1,058	(792)			(966)	695	(1,661)	
Replacement Taxes																	-	-	-	
Shelters	-																-	-	-	
User Fees		6,790									2,217	4,682	4,937				18,625	28,762	(10,137)	
Misc	17,168	9	6	8	1	0	2	0				2			3	50	17,249	50	17,199	
Bond Proceeds																468,120	468,120	462,000	6,120	
Expenses	(56,404)	(84,339)		(670)		-	(125)	-	-	-	(4,580)	-	(42,223)	(433)	(461,556)	(210,620)	(860,949)	(664,088)	(196,861)	
11/30/2013	184,751	264,429	221,300	285,558	42,296	13,115	59,933	8,071	-	(966)	47,069	69,635	(203,230)	(5,140)	94,740	737,078	1,818,638	1,602,149	216,489	
December																				
Receipts																				
Taxes																	-	-	-	
Replacement Taxes	2,259																2,259	1,400	859	
Shelters																	-	-	-	
User Fees		17,922									1,122	4,427	7,058	-			30,529	18,342	12,187	
Misc																	-	16,212	(16,212)	
Expenses	(55,997)	(75,898)		(165)		-	(3,074)	-	-	-	(1,580)	-	(26,407)	(1,249)	(80,344)	-	(244,714)	(442,657)	197,943	
12/31/2013	131,013	206,453	221,300	285,392	42,296	13,115	56,859	8,071	-	(966)	46,611	74,062	(222,580)	(6,389)	14,396	737,078	1,606,712	1,195,446	411,265	
change	61,924	157,673	622	71,108	319	(3,907)	(16,062)	82	-	(966)	17,729	42,652	5,813	(10,031)	1,751	(92,108)	236,598	(174,668)	411,265	

To: Board of Commissioners
From: Kirk T. Lundbeck
Subject: Monthly Report
Date: January 21, 2014

Administrative Initiatives (1/1/14 – 1/31/14)

- Attended weekly Department Head meetings as scheduled.
- Attended monthly all staff meeting.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Helped with audit inventory counts.
- Began marketing preparation for 2014 pre-season pass sale.
- Gave golf clinic at Links and Tees Golf Dome.
- Began to redesign and change display areas in pro shop.
- Contacted 2014 outing coordinators who have not returned contracts.
- Scheduled trade in of year 2000 golf carts with EZGO.
- Continued work on 2014 outing brochure.

Administrative Initiatives (2/1/14 – 2/28/14)

- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend Chamber of Commerce Ambassadors Club meeting.

- Touch up walls in pro shop from the 2013 season activities with fresh paint once ADA changes have been made to the clubhouse.
- Schedule Pro Shop carpet cleaning once ADA changes to clubhouse have been made.
- Schedule bulk email marketing for 2014 Pre-Season Pass Sale.
- Redesign pro shop closet area once ADA updates have been completed to provide more efficient storage.
- Prepare mailing for Season Pass Holders for 2014 Pre-Season Pass Sale
- Prepare new staffing needs for 2014 season based upon data collected during the 2013 season.
- Develop Job Description for Assistant Pro Shop Manager.
- Prepare Pro Shop for 2014 golf season.
- Contact remaining 2014 outing coordinators who have not returned contracts.
- Trade in the 2000 year golf carts with EZGO.
- Finish 2014 outing brochure.
- Prepare logistical aspects for Pre-Season Golf Pass Sale in Clubhouse.
- Display new 2014 inventory.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: January 21, 2014

Administrative Initiatives (1/1/14-1/31/14)

Golf

- Snow, ice, wind, and rain have kept staff busy with plowing, shoveling, and salting. Rains after the deep freeze produced amounts lighter than forecast resulting in very little river rise.
- Equipment repair and preventive maintenance is underway on all mowers and cutting units.
- I continue to collect pricing for spring turf and golf course products.
- I am planning out flower bed plants and ordering from the nursery.
- Starting to figure out pesticide application schedules and amount of product needed for all turf areas for the season.
- Proof read and reviewed new tee sign designs for National Golf Graphics.
- Swedberg & Assoc. began work on clubhouse restroom changes as part of the ADA improvements. The concessions counter will also be updated.

Sports

- Staff is plowing as needed, completed work on picnic table repair, and is starting to perform winter equipment service.
- Soccer goals are being checked, repaired, and painted if needed.

- I have had discussions with Bart Desch and some user groups about tournaments and early planning for baseball and softball seasons in 2014.
- Started to look into early order discounts for field products like chalk, paint, and infield amendments.

Parks

- Staff completed picnic table repair, continues to plow and salt as needed, and has begun winter equipment service.
- Met with ERA engineers about second phase of ADA upgrades which deals with paving improvements.
- Priced out various fire system inspections for all district facilities.
- Worked with Swedberg & Assoc. as work began on maintenance facility and clubhouse ADA upgrades.
- Attend staff and board meetings.
- Participated in PDRMA online training for safety coordinators. Also met with our PDRMA rep. to get overview of several year process requirements to bring the district into compliance for risk reduction.
- Registered staff to take online training for safety seminars and classroom playground equipment maintenance training through PDRMA.
- Submitted to Director Gibble a list of main entry points for each park throughout the district for placement of 'No Weapons Allowed' signs required by the new Firearm Concealed Carry Act.

Administrative Initiatives (2/1/14-2/28/14)

- Attend staff, CAC, and board meetings
- Will continue working on goals and objectives for the two year strategic plan; specifically complete the checklist and service schedule for facility inspections, and begin process of writing maintenance management plans for all park areas.
- Will gather information from playground reps. for replacing the recently removed climber structure at the sports concession building.
- Continue to edit and organize old and current office files.
- Continue to price out pesticide and fertilizer products and develop application timing and rate schedules for the course. Check inventory of course products like rakes, ball washers, flags, etc. and replace as needed. Order sport field products if early order discounts apply.
- Continue to work with Swedberg Assoc. as they begin ADA updates in clubhouse and maintenance facility.
- Work with ERA engineers on paving portion of ADA upgrades.
- Staff will continue snow removal as needed, winter equipment maintenance continues along with reel mower blade sharpening.
- Start meeting with sports user groups to discuss field maintenance issues.
- Will begin process of purchasing select equipment from approved capital budget.
- Will prepare for and take spray license renewal exam thru Dept. of Ag. along with some staff members.

To: Park Board of Commissioners
 From: Bart Desch
 Subject: Monthly Board Report
 Date: January 14, 2014

Administrative Initiatives: 01/01/14 – 01/31/14

- Applied and received from the Mary E. Stevens Concert and Lecture Fund a grant for \$500.00 for the Summer Concert Series. This fund provided the funds to start our first concert 10 years ago.
- Facilitating a rental for the Sports Complex from the NIU Rugby Team for a date in April for their tournament.
- Welcomed our Spring 2014 Recreation Department Nick Gould to District staff. Nick will attend the January Board meeting to observe and meet our commissioners.
- Attended the Annual IPRA Conference from January 23-25.
- Attended the Park Board meeting on January 21.
- Began contacting instructors and organizations regarding the upcoming Summer Brochure and the programming listed within.
- Facilitating a rental for the Sports Complex from Kishwaukee Community Hospital for their employee picnic in June.
- Facilitating schedule make ups for recreation programs due to the school closings.
- Contacted the current vendor who supplies cleaning services to inform them that they have the contract for the 2014 season. Received the updated insurance and signed contract.
- Will begin searching for sponsors for year 10 of the Summer Concert Series. Bands will also begin to be contacted regarding their interest in performing this summer.
- Contacted and requested dates from the high school regarding the Sports Complex.
- Began meeting with the sports groups representatives regarding the next year's MOU's and if any changes needed to be made or amended. I also took the

opportunity to discuss with them once again, regarding whether the Complex needed supervision during the busy season.

- Purchased and placed a new piece of fitness equipment in the Community Center. This bike took the place of a recumbent bike purchased in 2000.
- Wrote up minutes from the Sports Consortium meeting in December and sent them out to the attendees. The next meeting is tentatively scheduled for March 12.
- Billed two organizations for brochure advertising in the Winter/Spring 2014 brochure. Those two are Kishwaukee Medical Associates and Northern Rehab.
- Compiling information for the Executive Summary document.
- Successfully completed the PDRMA workshops on “Back Injury Prevention” and the “2012 Season Aquatics Risk Management Webinar”.
- Researched pool fees and hours from local park districts. This is in preparation to make some recommendations for the pool for the upcoming season.
- Wrote, in conjunction with Sarah, our marketing person, an opening statement for Vision 2020 for the home web page.
- Sent a request to the School District regarding the usage of field 1 for the upcoming summer. This is to help us to facilitate requests from other groups that we are receiving for that field for the upcoming summer.
- Began the process of investigating and planning for the Summer Golf program and its transition to the Recreation Department. Our winter/spring intern, Nick Gould is assisting with this project.
- Updated and submitted alarm codes to USA Central and Illini Security Systems.

Administrative Initiatives: 02/01/14 – 02/28/14

- Will continue to meet with users of the Sports complex to prepare for the upcoming summer.
- Finalize and submit for review the 2014 MOU’s for the six sport groups.
- Begin contacting facilities about usage for summer programs.

- Will meet with our printing company, John Swift regarding the summer brochure.
- Will investigate and submit a grant request to the Dekalb County Community Foundation by the Spring deadline.
- Will attend the School District's "Health and Wellness" Fair at South East School on February 20. Items and promotional material will also be produced to hand out.
- Will attend the CAC meeting on February 6.
- Will attend the Park District Board meeting on February 25.
- Will make revisions, adjustments and recommendations for the summer pool schedule and fees. This is in an effort to compete effectively, attract new participants and to eliminate some costs.
- Continue to work on the Summer brochure. The expected mailing date is the week of April 21.
- Will begin speaking with the Sycamore Police staff regarding purchasing a bunny costume for the events in April. We have "shared" this costume and person in the past and the costume needs to be replaced. Since we both use the costume it made sense to share the costs.
- Will meet with staff and commissioners regarding the upcoming "Providing More" campaign. The Board was shown details of this at the November Board Meeting. Further details will be forthcoming.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: January 21, 2014

Administrative Initiatives (1/1/14 – 1/31/14)

- Held meetings with IDOT officials and neighbors about trail matters.
- Teaching at NCSU/NRPA Maintenance Management School.
- Worked with Board on Establishing Friends Committee.
- Finalizing Executive Summary.
- Instituted new phone policy.
- Formalizing VISION 2020 into a smaller format for distribution.
- Began specification process for 2014 ADA work.
- Finalized Part-time Personnel Manual.
- Finalizing Aquatics Manual with Lisa White.
- Finalized survey numbers.
- Updated Agenda Planner for Staff/Board.
- Finalized Fiscal Year 2014 Operating Budget.
- Finalizing Life Cycle Documents for Major District Equipment.
- Continued meeting with community leaders.

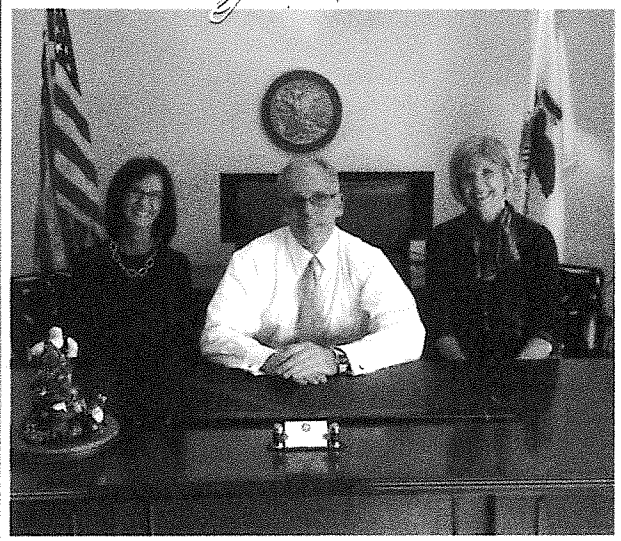
- Planned for holiday staff “thank-you” event.
- Began RFP Process for Website.
- Created PowerPoint for Board Members.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
- Began reviewing trail easement needs, and IDOT Grant opportunities for 2014.

Administrative Initiatives (2/1/14 – 2/28/14)

- Attended CAC meeting.
- Finalize Year 2 ADA bid work contract.
- Update Agenda Planner and Distribute to Board/Administrative Staff.
- Continue budget analysis, capital option planning, and scenario assessment.
- Hold meetings regarding trails matters.
- Present 2014 Executive Summary.
- Finalize staff pay matters.
- Hold third, quarterly meeting of new Youth Sports Consortium.
- Supervise Phase I ADA Work.
- Order ADA Signage for Buildings as part of Phase 1 ADA work.

Merry Christmas

2015



Senator Dave Syverson
Staff: Jeannie & Cheryl





Best Wishes for Peace and Joy this Holiday Season
and a New Year of
Health, Happiness and Prosperity

Rachel

Bobbie

Jim

Janice

Cindy

ILLINOIS ASSOCIATION OF PARK DISTRICTS

Shannon

Alan

Stemi

One of the real joys of the Holiday Season is the
opportunity to say Thank You
and to wish you the very best for the New Year.

Cindy

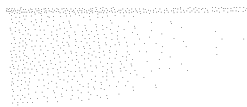
Matt Sebke
SWEDBERG & ASSOCIATES, INC.

[Signature]

[Signature]

Michelle

Carol



about Sycamore Chamber of Commerce

come 99th Annual Meeting

time 11 a.m. to 1 p.m.

in St. Mary's Memorial Hall
322 Waterman Street, Sycamore

on Thursday, January 30, 2014

note \$25/person

RSVP by January 23
815-895-3456
office@sycamorechamber.com



Thanks –
It seems such a small word...
for all you've done!

We are very grateful for all
your help in keeping our pantry
shelves stocked!

In God's Love,

Sycamore Food Pantry Committee



Sycamore

PARK DISTRICT

Established 1923

940 East State Street
Sycamore, IL 60178
email: info@sycamoreparkdistrict.com

(TEL) 815/895-3365
(FAX) 815/895-3503
www.sycamoreparkdistrict.com

January 8, 2014

Jillian Duchnowski
News Editor
Daily Chronicle
1586 Barber Greene Road
DeKalb, Illinois 60115

Dear Jillian:

I am in receipt of your letter dated December 30, 2013 regarding OMA, 5 ILCS, 120/1-6.

I believe you are already in receipt of our list of approved regular meetings for 2014, mailed late last year. If you have not received this, please call me directly at 815-895-3365 and I will see to an additional mailing of that list.

In the meantime, I can assure you that we post and notify of Special Meetings as required by the law, and hope that if you ever have questions about any of our meetings that you will give me a call.

I wish you all the best in 2014.

Sincerely,

Daniel Gibble
Executive Director

cc: FOIA File, Correspondence, Board



December 11, 2013

Your IAPD Membership
Is An Investment In Your Agency.
Renew TODAY!

For Board Correspondence

Dear IAPD Member Agency:

At the Illinois Association of Park Districts, we are committed to providing our members with the highest level of service and support. Looking back at 2013, I am proud of our accomplishments and grateful for your continued loyalty.

I wanted to share with you some of our many successes over the last year. Our annual report, which will be coming to you shortly, will contain the full Year In Review but here are a few of the highlights.

- Your association advocated for the passage of Senate Bill 1637, which provides a major benefit to member agencies by allowing them to access 50% of OSLAD grant funds at the time the grant is awarded with the remainder distributed quarterly on a reimbursement basis.
- We provided more than 50 educational programs in 2013 including *Internal Investigations at the Workplace, Ethics, Developing Positive Relationships with the Media, How to Protect Yourself and Your Agency from Computer Crime, Energizing Your Foundation, Boards and Organizational Effectiveness and Legal and Ethical Issues on Using Social Media.*
- IAPD lobbied for the passage of House Bill 1404, which will help IAPD member agencies save thousands of dollars on future construction projects that are less than \$50,000 by allowing agencies to waive surety bond requirements if they choose.
- We protected our members from numerous legislative proposals that threatened local revenues such as House Bills 89 and 3041, which would have had devastating long-term implications by precluding tax capped districts with declining property values from capturing the CPI increase to their extension limitation.
- IAPD also successfully advocated for the continued full funding for OSLAD in the FY 2014 state budget and for the release of the 2013 OSLAD grants, which were ultimately awarded to 45 agencies in the total amount of \$15,329,300.

Enclosed you will find your IAPD membership renewal invoice. **Please note that your agency's 2014 dues have not increased over the 2013 dues amount. This 0% increase reflects our commitment to our membership and you can still expect a continuation of IAPD's high level of service.** I strongly believe that membership dues are an investment in your agency's success. Again, thank you for being a respected member of IAPD. We look forward to continuing to serve your agency in 2014 and to helping you thrive.

My Best Personal Regards,

Peter M. Murphy, J.D., CAE
President/CEO

Enclosures

December 9, 2013

For Board
Correspondence

FYI

Mr. Bart Desch, CPRP
Superintendent of Recreation
Sycamore Park District
138 N. Fair Street
Sycamore, IL 60178

RE: Mary E. Stevens Concert & Lecture Fund

Dear Mr. Desch:

I am pleased to advise you that the Mary E. Stevens Concert & Lecture Fund has approved a grant to your organization in the amount of \$500.00 to be applied towards the purpose described in your grant request letter. A check representing your award will be mailed to you in January 2014.

If you have any questions, please call me at (815) 754-7710.

Best regards,



Karen J. Daleo
Vice President – Trust Tax Manager
The National Bank & Trust Company



December 19, 2013

Sycamore Park District
 Executive Director, Daniel Gible
 940 East State Street
 Sycamore, IL 60178

Dear Daniel:

On behalf of the DeKalb County Economic Development Corporation, thank you for your generous contribution to our organization in the amount of \$750.00. We sincerely appreciate your interest and the strong financial support. Your contribution is tax deductible as we are designated as a 501©(3) nonprofit organization.

We hope that you will call upon DCEDC whenever you have questions or require assistance. And don't forget about our website, www.dcedc.org. It is a great resource for information about DeKalb County.

Our **Members Only** section will include presentations from DCEDC events; updates on retention and attraction activity and other informative materials. It will also enable you to receive "Member Rates" for any/all DCEDC Events. The *username* will be danielg@sycamoreparkdistrict.com, with a temporary password of [dkcounty2013](#). We ask that each contributing member organization reset their password.

Again, thank you for your support!

A handwritten signature in black ink that reads "Paul".

Paul J. Borek
 Executive Director

DeKalb County EDC
 421 N. California Street, Ste. 200, Building 1B
 Sycamore, IL 60178
 815-895-2711 (phone) • 815-895-8713 (fax)
dcedc.org

*We appreciate your
 contribution, Dan!*

bottom line period



November 27, 2013

Sycamore Park dist.

940 E State

Sycamore. Illinois 60178

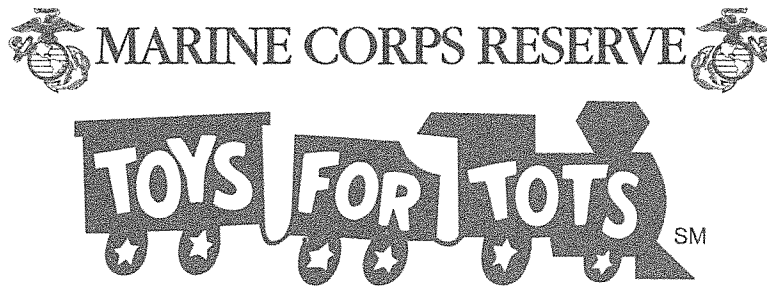
Thank you so much for your support of the 2013 St. Mary's Casino Night and Auction. We greatly appreciate your donation of 4 - 18 hole rounds with carts.

On the night of the event, over 250 individuals participated in our casino-night and auction. It was from the donations like yours, that our largest fundraiser of the year was a huge success!

Thank you for being a part of this successful event!

Sincerely,

The 2013 Casino Night and Auction committee



December 30, 2013

Toys for Tots
DeKalb County Marines
P.O. Box 321
Sycamore, IL 60178-0231

Sycamore Park District
940 E. State Street
Sycamore, IL 60178

Dear Sycamore Park District,

Thank you for your support of Toys for Tots by having one or more of our boxes in your establishment and/or having a special promotion. It is the generosity of businesses such as yours along with the entire community that made Christmas 2013 merrier for the over 2300 less fortunate children of DeKalb County.

Please accept the enclosed "Commander's Award" as a token of our appreciation.

Our 2014 campaign will begin in November and we will be contacting you again at that time. However, you don't have to wait until then. *Anytime* you wish to run a special promotion for Toys for Tots please contact us so that we may assist you in advertising and spreading the word.

Thanks again,

A handwritten signature in black ink, appearing to read "Kathi Hogshead Davis".

Kara E Eckhardt

Kathi and Kara


Kathi Hogshead Davis, Ph.D.
Coordinator

Kara E. Eckhardt
Assistant Coordinator

U.S. Marine Corps Reserve
DeKalb County Illinois Toys for Tots Program

toysfortots60115@comcast.net
sycamore-il.toysfortots.org
779-777-5896

United States Marine Corps Reserve



☆☆☆ Commander's Award ☆☆☆

*The U.S. Marine Corps Reserve
is proud to recognize*

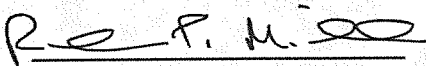
Sycamore Park District

for outstanding support of the

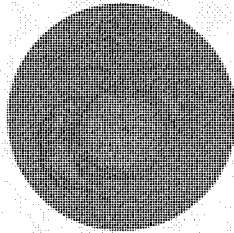
2013 DeKalb County Illinois

Marine Toys for Tots Program

*Your generous contributions have enabled the Marine Corps
to bring the joy of Christmas and send a message of hope
to America's less fortunate children.*



Richard P. Mills
LtGen, USMC
Commander
Marine Forces Reserve




Kathi Hogshead Davis
Coordinator
U.S. Marine Corps Reserve
Toys for Tots Program

SYCAMORE PARK DISTRICT
 Board of Commissioners
 Date of Board Meeting: January 21, 2014
STAFF RECOMMENDATION

AGENDA ITEM: PART TIME/SEASONAL PERSONNEL POLICY —
FINAL REVIEW: Possible Approval

BACKGROUND INFORMATION:

As we continue to seek ways to cut costs, and manage better, we are also challenged to be sure that the quality of the work that our employees do is recognized, and we take care of the hardworking employees at our district. The Board recognized that necessity when we adopted Goal 6:

Within its available resources, the Sycamore Park District and Board will strive to support and provide for the Staff that has developed the strong and positive reputation the district has earned.

To that end, one of several Objectives set forth was the following:

Objective 7

During 2013, the Executive Director will, with the Board, review the current benefits package in relationship between part-time/seasonal, and full-time Staff with an eye toward revising benefits for the 2014 fiscal year, and a focus on:

- How we treat a small number of committed, year-round/nearly full-time Staff
- Different degrees of being “part-time”
- Developing reward system for part-time employees
- Finding simple ways to reward full-time employees

You will recall that the Board adopted the new Full-time Personnel Policy earlier this year. At that time, staff indicated its intention to finish the revision of the Part-time/Seasonal Personnel Policy by the end of the year.

Furthermore, it is noted that the Part-time Personnel Policy of the district had not been reviewed in 10 Years, and many of the items are out of date. With cost savings in mind, AND, at the same time, not losing sight how we provide for our staff, therefore, I am presenting a second revision of our Part-time/Seasonal Personnel Policy Manual. There is really only one change, so we are not including the entire manual in the Board Packet (bring the rest from your Board Packet in November). Only the one change is included behind this recommendation.

FISCAL IMPACT: There is only a small cost savings by these changes. Negligible.

STAFF RECOMMENDATION: The staff recommends the Board read, review, discuss, ask questions, and make recommendations—possible adoption.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Section 4: Employee Benefits

4.05 Miscellaneous Benefits

As an employee of Sycamore Park District, you are entitled to use Park District facilities and participate in Park District programs at a reduced fee or at no cost. The following is a list of the various facilities that are available based upon your employment classification.

- Pool – ~~Free admission~~ Half Price Admission or Pass
- Golf
 - ~~Free play~~ Half Price
 - Monday thru Thursday all day
 - Fri., Sat., Sun. & Holidays after 2:00 p.m.
 - No tee times
 - Half Price Carts if available (guest must pay ~~their half full price~~)
 - 10% off regular price on all pro shop merchandise.
- Community Center
 - Half Price ~~Free~~ Fitness Center membership.
 - Half Price ~~Free~~ registration for programs.
- Concessions – ~~50~~20% off

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 26, 2013

STAFF RECOMMENDATION

AGENDA ITEM: SECOND DRAFT EQUIPMENT REPLACEMENT SCHEDULES in DATA FORM with BAR GRAPH: Review Only

NOTE: You will receive a separate file attached to the email that has the BOARD PACKET attached. That separate file has the data representation to go with this Staff Recommendation.

BACKGROUND INFORMATION: In seeking to accomplish Short-Term Plan Goals, staff have begun work on equipment lifecycles. Specifically:

Goal 2

By the end of 2013, the park district will establish a comprehensive policy for the replacement/refurbishment of its assets when they exceed their depreciated lifecycles.

To do this, we must take several steps to get to the end product. Those steps are:

1. Identify what is categorized as “equipment”.
2. Catalog that equipment.
3. Merge the catalog.
4. Establish a baseline valuation and year-by-year allocation of its replacement.
5. Analyze that allocation.
6. Develop a plan for how to address its replacement.

In our industry, equipment is differentiated from:

- A. Supplies: Usually used one or just a very few times and then it is “used up”. Lifespan of one use but may be up to 18 months.
- B. Capital Items: Those items, buildings, structures, and machinery which are more “permanent” in nature, may have an acceptable depreciation life, but often outlive that “accounting life”.

Accountants may look at it one way, but for us, “EQUIPMENT” falls somewhere in between these two. This is just our “guide”

The data presented in this latest version is from the Maintenance Equipment and the Golf Course operation. Missing is the data from the Community Center and Administrative Office. It is being completed by Bart and Jackie at the end of the month. THEN, all of this will be complete.

I will do a short presentation at the Board Meeting to explain what you are seeing in the data and the bar graph.

FISCAL IMPACT: None at this time. Will aid in long-term budget decisions.

STAFF RECOMMENDATION: This is just for initial review, discussion, questions, and comment.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to read "D. Gibble", is written over the "EXECUTIVE DIRECTOR REVIEW/APPROVAL:" line.

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 21, 2014

STAFF RECOMMENDATION

AGENDA ITEM: UPDATE ON POS AND INVENTORY OF PRO SHOP: Information Only

BACKGROUND INFORMATION: Beginning 2013, the procedures for processing Pro Shop inventory was changed. All purchase orders were to go to Dan for approval. Once approved, Kirk could place the order and a copy of the purchase order was given to our new part-time Office Assistant, Stefanie Lopez, to await receipt. All receipts were processed through the Administration Office. Stefanie would match the receipt with the purchase order, obtain the invoice from Jeanette, record the receipt of stock in the EZ Links POS system, label the stock with proper SKU and sales price, and deliver to the Pro Shop to be available for sale.

During the year, several cycle counts were performed on various Pro Shop merchandise. Any discrepancies found were minor and/or explainable and corrected where required. Monthly, I would record the Cost of Goods Sold based upon a report printed from EZ Links. Prior to posting I would review for any obvious errors. Being involved with the inventory process from the beginning has made me more aware thus making it easier to spot potential problems.

On January 2, Stefanie began the physical counts of inventory in the pro shop. It has been completed and discrepancies between the "on-hand" report from EZ Links have been investigated.

One error that was found was that some items were entered at the correct cost but incorrect quantity. A good example would be golf balls. Most come in by the dozen, however we price by the sleeve. But we do have some sets of 15 that we price as a single item. This has caused some basic input errors which were not discovered until the cycle count was complete. Stefanie and I are adding a step to the process to assist in catching those types of errors right away. Once the shipment is recorded into the POS system, she will provide me with a report that prints out showing exactly how it was recorded. With that will be a copy of the

invoice. Right away I will be able to verify the accuracy of entering it into the system. And, since I am processing the invoices for payment, I will retain the receipt report until the invoice has been submitted for payment. This will facilitate the reconciliation to the general ledger as we go along.

During this process we came across an error in the EZ Links system that I brought to EZ Links attention and they investigated. For example: The pro shop purchased a large quantity of golf balls for the Shriners Outing. When it was received, a new SKU was set up and it was entered as received as a single item on June 11, 2013. Shriner's paid for the balls on June 13, 2013, and you are able to see that transaction in the EZ Links SKU history. However, the on-hand report still shows 1 on hand. I forwarded this to EZ Links Support to trouble shoot. Unfortunately they were unable to determine the cause of this error. We will adjust appropriately and continue to watch for similar errors.

According to the Inventory On-Hand, the December 31, 2013 inventory is valued at \$28,101. After further review our physical count is approximately \$1,500 less, of which \$613 is due to the above mentioned situation.

The next step is to reconcile to the general ledger. In the first half of the year, I was able to do this periodically; however, as the year progressed I was unable to look at this in detail. Steps outlined above will improve the process.

The unaudited amount for Pro Shop Inventory recorded on the Balance Sheet is \$28,374.93. In the fifteen years I have worked here, that is the smallest difference between the General Ledger system and actual inventory that I have experienced. Inventory numbers and their reconciliation to the general ledger will be completed within the next month, prior to the arrival of our auditors.

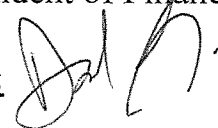
FISCAL IMPACT: The resulting difference between the valuation of the ending physical inventory and the general ledger inventory balance will be written off to the cost of goods sold for 2013.

STAFF RECOMMENDATION: Information only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 21, 2014

STAFF RECOMMENDATION

AGENDA ITEM: Tree Replacement Plan

BACKGROUND INFORMATION: Many trees have died or are dying throughout the Park District due to age, weather extremes, disease, and pest infestation. Park District staff has been removing dead trees based on a priority system of public safety, what phase of decline is present, and available staff time to perform the work. In cases where a particular tree is considered too large or unsafe for our staff to remove, a professional company is hired to eliminate the expired tree.

While the majority of available staff time in the near future will be dedicated to the removal of hazardous trees, we also will begin replacement planting of certain areas in 2014. We do not plan on a one-for-one replacement of all trees as some being removed were not in a good location in the first place. Issues such as too close to a golf green or tee, too close to other large trees causing shade and weak turf problems, too close to roads or play areas causing debris or safety issues, or incorrectly placed causing pedestrian flow problems were realized with some trees. Our goal will be to replace trees in areas with an equal number of removed trees unless space or the above issues dictate that fewer trees should be planted. We would then look for new areas to add trees to keep the overall number of removed and replaced trees as close to even as possible. Species and number of specific species will also be taken into consideration. Information has been gathered for the best trees for northern Illinois along with trees native to the area. No more than 15-20 % of one variety of tree will be planted in an area to avoid any mass decline of a specific variety in the future. Mature height, leaf canopy width, environmental tolerances, and “mess” potential will all be considered when selecting new plants.

Cost will also factor into the schedule of tree replacement. Larger, two inch truck diameter trees will be planted in cases where screening is needed or a specimen tree is replaced in a highly visible area. In the majority of areas,

less expensive, smaller container trees can be planted saving cost in both planting time and material. Donations from the public, garden based groups, service groups, local nurseries, along with discount sales from various garden centers will be pursued to reduce the cost of plant material. The tree replacement program will be a several year process as is the removal process.

In March 2014, staff will report to the Board on the exact number of trees that will likely come down in the next two years, the species, and a list of the trees that will go up in their place, along with an estimated cost for all those trees, along with a cost to hire a landscape firm to do the installations along with water bags to minimize and manage the early planting care of the trees.

FISCAL IMPACT: Cost is worked into the various maintenance operating budgets.

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: January 21, 2014

STAFF RECOMMENDATION

AGENDA ITEM: ICE RINK CONSIDERATIONS

BACKGROUND INFORMATION: At the December 2013 Board meeting, the idea was brought up of maintaining a Park District outdoor ice rink during the winter months for public use. After spending time to research what is involved in constructing or developing, and maintaining a rink along with discussions with staff members who have worked at the district and were involved with ice rink efforts in the past, a list of considerations and challenges has been developed for perusal.

Historically at the Park District, a rink was tried at several locations but failed due to safety, neighbor relation issues, budget constraints, vandalism, water containment problems, fluctuating weather issues, and the high number of maintenance hours required to maintain a safe, quality surface. The list does offer possible options for the future if an ice rink option would be considered for the forward movement of the Park District planning process.

FISCAL IMPACT: None at this time. Future options would dictate project costs and labor costs.

STAFF RECOMMENDATION: Information Only

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

ICE RINK CONSIDERATIONS

- Need a flat open area without much elevation change so the ice thickness won't vary too much. Parking and neighbors must also be considered.
- Need a weather proof water source close to rink area for a hose hook up to both fill initially and to spray down to resurface frequently. Additionally, connecting the hose to a hand dragged resurface unit which puts down a layer of water to help smooth the ice for a better quality surface during frequent use.
- Containment needed to hold water in an area so it can have time to freeze without flowing or draining away. Often done with 1 foot high boards linked together and anchored into the ground with rebar. Kits are available for this function at costs of a few thousand dollars depending on desired size. Containment could also be accomplished with a pre-built depression in the earth with natural sides that could contain water long enough to ensure freezing much like a natural pond. Ponds can create safety issues for both staff and user groups as temperatures fluctuate throughout the winter. As an example, the pond behind the Good Tymes shelter was once used for skating but underground springs were discovered which did not allow for proper depth of freezing and created a dangerous situation.
- White or light colored surface under the ice is important for deflecting sunlight as darker colors can quickly start ice melt on sunny days even below the freezing mark. Often done with a white liner which will hold water, keep from leaking elsewhere, and then the edges will go over the side boards to create a type of tub. A top cap, much like cut drain tile that fits over the top edge of a home run fence, is then placed over the board and liner to secure the two and reduce liner tearing. Often a plastic kick plate will be added to the vertical board just above the ice so skates won't tear the liner.
- A fence is needed around the entire rink which would have one or two openings. This would need to be closed when the ice is not safe due to melting or when water is added for repair and needs time to freeze. A fence is also needed for safety if ice is cracking and uneven due to high use, vandalism, recent weather factors or other maintenance issues. In the past, vandalism issues included frequently breaking down the perimeter fence, lighting fires on the ice then

driving object into the surface, getting on the ice during warmer melt days thus gouging and breaking the ice causing an unsafe surface.

- The rink is set up in November prior to snowfall and frozen ground so it is prepared to be filled once temperatures stay below freezing. Fencing and side board stakes are pounded into ground before soil is frozen and liner secured in place.
- Frequent and usually daily maintenance is needed to clean loose ice and add layers of water to fix breaks, cracks, skate tracks, and uneven hazards. This is accomplished with a water hose and hand dragged hose hook up unit. The ice must be shoveled every time it snows with blowers, shovels, or light plow equipment. Depending on conditions and use, this process would take two workers one and a half to two hours a day to clean off ice, spray water, and walk the pull behind ice resurface unit which is hooked up to the hose. The amount of time to clear off snow would depend on method used and size of the ice surface but at least an additional hour per snow event.
- We have recently reduced winter staff to help budget expenses and added several trails and parks in recent years which require plowing and more staff time. We also have more equipment than we did several years ago which requires more time to refurbish or do preventive maintenance work throughout the winter. Winter is also when staff takes the majority of vacation and overtime comp time off as they accumulate many hours during the outdoor season. Volunteers to do all the labor for a rink would be a plus, but counting on volunteers every day during the winter would be a challenge in which case the labor would fall back on current staff.
- Options: As part of Vision 2020 in conjunction with the sled hill, construct a level, contained area near a water source that could be filled and used as an ice rink in the winter. A light colored concrete area with six inch curbs that could be used for various summer activities (roller blades, skateboards, basketball) is an option for this. The same could also be accomplished with a sunken grassed earth area and a white liner put in at winter time. Also, options working with the City of Sycamore or other groups could be explored for sites outside of Park District property. ADA accessibility should also be a consideration for future planning.

- Costs can vary widely depending on how a rink is constructed and size. A quality white liner for 5 or 6K square feet is about \$1,000-\$1,500 and will last for couple of years. Containment boards, kick plates, anchors bars, top cap, fencing, posts, hand resurface unit can add up to a several thousand dollars for materials or if a kit is bought. Other one time construction costs would be involved if built in a pre-made low contained area as described in the options section; however the labor to maintain the ice would remain.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 21, 2014

STAFF RECOMMENDATION

AGENDA ITEM: AUTHORIZE TREASUER TO TRANSFER FUNDS: Information Only

BACKGROUND INFORMATION: For the year ended December 31, 2013, transfers will need to be made to eliminate/reduce deficits in certain funds. The purpose of this recommendation is to provide you with the funds that will be affected and the approximate dollar amount. When these amounts are finalized during the audit process, I will bring to the board a staff recommendation for the purpose of ratifying the exact amounts necessary to transfer.

The proposed transfers to are:

To the Golf Fund for the purpose of reducing outstanding debt	\$160,000
To the Pool Fund for the purpose of eliminating the 2013 deficit	\$ 10,000
To the Paving & Lighting Fund for the purpose of eliminating the 2013 deficit	<u>\$ 10,000</u>
	\$180,000

The proposed transfers from are:

From the Corporate Fund	\$ 10,000
From the Recreation Fund	<u>\$170,000</u>
	\$180,000

FISCAL IMPACT: Will reduce funds available in the Corporate and Recreation Fund to conduct other activities in the district. However, it will also reduce the overall deficit in the Golf Course Fund and eliminate the current year deficits in the Pool and Paving Funds.

STAFF RECOMMENDATION: Information only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

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

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 21, 2014

STAFF RECOMMENDATION

AGENDA ITEM: REVIEW OF PAYDOWN/FUND BALANCE

SCHEDULES: Discussion, Question and Comment

BACKGROUND INFORMATION: Attached you will find the Fund Balance Spreadsheet that the Board reviewed and adopted as part of our Short-Term plans and budget for FY 2013. It is also shown as presented at the October 22, 2013 Board Meeting with projections for final 2013 projections. The final schedule has been updated to include the December 31, 2013 unaudited figures and the 2014 Budget.

The results for FY2013 are still better than the original projections. Moving into 2014, the figures are slightly more conservative than the original projections and have are based upon the FY2014 Operating Budget that has been approved.

Staff has made great efforts to stay the course for meeting the reserve goals. Progress will continue to be monitored and reported to the Board.

FISCAL IMPACT: A positive year-end balance, and a growing fund balance (see attached).

STAFF RECOMMENDATION: Recommend discussion and questions.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



January 2013 Projections

FUND	December 2012	Budgeted	Paid To	December 2013	Deficit/Surplus	Paid To	December 2014	Deficit/Surplus	Paid To	December 2015	25% RESERVE GOAL
	Reserve	2013	Reserve	Reserve	2014	Reserve	Reserve	2015	Reserve	Reserve	
Corporate	\$59,533	\$15,143	\$0	\$59,533	\$15,143	\$23,884	\$83,417	\$15,143	\$50,775	\$134,192	\$134,192
Recreation	\$36,127	\$139,534	\$25,000	\$61,127	\$139,534	\$80,908	\$142,035	\$139,534	\$82,973	\$225,008	\$225,008
Swimming Pool	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,748
Golf	-\$195,254	\$7,846	\$137,523	-\$57,731	\$7,846	\$57,731	\$0	\$7,846	\$28,775	\$28,775	\$129,879
NET		\$162,523	\$162,523		\$162,523	\$162,523		\$162,523	\$162,523		

Assumes:

1. No Growth in Revenue or Expenses
2. No improvement/efficiency in operations

January 2014 Projections (as presented October 22, 2013)

FUND	December 2012	Budgeted	Paid To	December 2013	Deficit/Surplus	Paid To	December 2014	Deficit/Surplus	Paid To	December 2015	25% RESERVE GOAL	
	Reserve	2013	Reserve	Reserve**	2014	Reserve	Reserve	2015	Reserve	Reserve		
Corporate	\$59,625	\$87,791	\$74,239	\$133,772	\$25,000	\$0	\$133,772	\$15,000	\$0	\$133,772	\$131,250	DONE
Recreation	\$36,127	\$180,850	\$0	\$36,127	\$135,000	\$75,000	\$111,127	\$125,000	\$115,000	\$226,127	\$225,000	DONE
Swimming Pool	\$3,642	\$11,958	\$0	\$3,642	\$0	\$10,000	\$13,642	\$0	\$10,000	\$23,642	\$20,000	DONE
Golf	-\$227,793	\$2,942	\$180,000	-\$47,793	\$0	\$75,000	\$27,207	\$0	\$15,000	\$42,207	\$128,000	\$86,000 shy
NET		\$259,625	\$254,239		\$160,000	\$160,000		\$140,000	\$140,000			

** NOTE: the January 2013 Projection DID NOT SHOW the accrued deficit from prior years.

These "projections" are based upon a September 30, 2013 review of budgets with staff and Supt. of Finance estimates of year-end totals.

January 2014 Projections (based upon December 31, 2013 unaudited financial statements)

FUND	December 2012	Unaudited	Paid To	December 2013	Budgeted	Paid To	December 2014	Deficit/Surplus	Paid To	December 2015	25% RESERVE GOAL	
	Reserve	2013	Reserve	Reserve	2014	Reserve	Reserve	2015	Reserve	Reserve		
Corporate	\$59,625	\$80,000	\$70,000	\$129,625	\$32,087	\$2,000	\$131,625	\$15,000	\$0	\$131,625	\$131,250	DONE
Recreation	\$36,127	\$170,000	\$0	\$36,127	\$121,772	\$74,000	\$110,127	\$125,000	\$115,000	\$225,127	\$225,000	DONE
Paving		\$10,000	\$0	\$0								
Swimming Pool	\$3,642	\$10,000	\$0	\$3,642	\$10,600	\$6,500	\$10,142	\$0	\$10,000	\$20,142	\$20,000	DONE
Golf	-\$227,793	\$3,000	\$163,000	-\$64,793	\$6,646	\$67,405	\$2,612	\$0	\$15,000	\$17,612	\$128,000	\$110,000 shy
NET		\$233,000	\$233,000		\$149,905	\$149,905		\$140,000	\$140,000			

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 21, 2014

STAFF RECOMMENDATION

AGENDA ITEM: POSSIBLE MODIFICATIONS OF 2013 MOU'S FOR 2014

BACKGROUND INFORMATION: Last year was the first year of utilizing the MOU's for Sycamore Baseball, Sycamore Girls Softball, KYFL Football, Kishwaukee Storm and AYSO Soccer. These MOU'S were written to ensure clear and concise communication regarding needs and expectations from each organization. Staff has kept in constant contact with the organizations throughout the year to assist with accomplishing this. Over the next month, staff will meet with the group's leaders and modify any language that needs to be.

Staff and users overall agreed the season(s) went well. Jeff and his staff are always complimented by all the groups. For the first season of the MOU'S in place, many things went smoothly.

Some of the suggestions that have been made by the groups over the past year include, hiring a "Facility Supervisor" to work at the Complex on days/nights when the user groups are out there. This would be to help facilitate that the groups are on the right fields, using the equipment correctly and generally to help solve any issues. This of course would incur a cost, which would be needed to be absorbed by the users. They are all considering this idea.

The other idea broached by one group was the use of the fields for practice. There have been at times, residents or people on the fields during the year (when games are not in progress) and then the teams have to find another place to practice. A group has asked about "exclusive use" for practicing. Currently there is no "exclusive use" of the fields for any groups except for games. This will be discussed with the other groups and their opinions asked. This was only mentioned by one group. No other groups had issues with practicing.

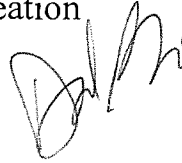
The MOU'S will be changing document, with input from each party. The groups have been excellent to work with and are willing to continue to make "our" partnership valuable. Staff will present the final MOU'S after meeting with all the groups' representatives and will present them at the February Board meeting.

FISCAL IMPACT: No fiscal impact at this time.

STAFF RECOMMENDATION: Information Purposes Only

PREPARED BY: Bart Desch, Superintendent of Recreation

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

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

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 21, 2014

STAFF RECOMMENDATION

AGENDA ITEM: TAX ABATEMENT ORDINANCE OF ALTERNATE BONDS: Recommend Approval

BACKGROUND INFORMATION: In May of 2006, the Sycamore Park District issued \$2,555,000 in Alternate Revenue G.O. Bonds. The intent of this type of bond is that “alternate revenues”, not levied taxes, are to be used to repay this debt. Currently, the District is using a portion of our annual G.O. Bond to make the annual payment.

The county has record of all bonds issued by the District. They use this information to assist in determining the tax levy amount for debt repayment. Since taxes are not used to repay this Alternate Bond, the District has to formally communicate to the county to abate the taxes for this specific issuance. The ordinance is the appropriate form of communication necessary to do this.

FISCAL IMPACT: The amount payable for this bond in 2014 is \$187,050. This and the abatement are already in the approved budget.

STAFF RECOMMENDATION: Recommend approval of Ordinance 01-2014.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

ORDINANCE NO. 01-2014

AN ORDINANCE abating the tax heretofore levied for the year 2013 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.

* * *

WHEREAS, the Board of Park Commissioners (the “*Board*”) of the Sycamore Park District, DeKalb County, Illinois (the “*District*”), by ordinance adopted on the 16th day of May, 2006, did provide for the issue of \$2,555,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2006A (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the District has deposited the Pledged Revenues in the Bond Fund (as each is defined in the Bond Ordinance) for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2013 to pay such debt service on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Ordained by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2013 in the Bond Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of DeKalb County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2013 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect upon its adoption.

Adopted January 21, 2014.

Ted Strack,
President, Board of Park Commissioners

ATTEST:

Daniel Gibble
Secretary, Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF DEKALB)

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois (the “Board”), and as such official am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 21st day of January, 2014, insofar as the same relates to the adoption of Ordinance No. 01-2014 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2013 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and of the Park District Code of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 21st day of January, 2014.

Secretary, Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF DEKALB)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of DeKalb County, Illinois, and as such official I do further certify that on the ____ day of _____, 20__, there was filed in my office a duly certified copy of Ordinance No. 01-2014 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2013 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2006A of the Sycamore Park District, DeKalb County, Illinois.

duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, on the 21st day of January, 2014, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 20__.

County Clerk of DeKalb County, Illinois

[SEAL]

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 21, 2014

STAFF RECOMMENDATION

AGENDA ITEM: REVISIONS IN FULL-TIME PERSONNEL POLICY:

Recommend Approval

BACKGROUND INFORMATION:

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

1. Policy 4-3 on Holidays: This policy was exercised at Christmas when some individuals worked half a day on Christmas Eve—a paid holiday. The recommended changes (in red on the revision attached to this memo) should be self-explanatory as you read it.
2. Policy 6-4 Insurance: This policy is effected by the changes in medical insurance taking place for employees. With the new insurance employees can no longer pay into an HSA—Health Savings Account—but can set up FSA's—Flexible Spending Accounts. These changes in approach require the recommended change in the Personnel Policy attached behind this memo.

FISCAL IMPACT: No additional fiscal impact.

STAFF RECOMMENDATION: Staff recommends approval of the recommended changes.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

4-3 POLICY ON HOLIDAY LEAVE

Regular full-time employees are eligible for holiday pay. The following holidays are recognized by Sycamore Park District as paid holidays:

New Year's Day
 President's Day
 Good Friday
 Memorial Day
 Independence Day
 Labor Day
 Veterans Day or Columbus Day (floating)
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve
 Christmas Day
 New Year's Eve

You may take time off to observe your religious holidays in lieu of one of the holidays on the list, above. Please schedule the time off in advance with your supervisor and submit to the Executive Director listing the religious holiday you wish to take off, and the holiday, above, that will be waived.

All national holidays are scheduled on the day designated by common business practice.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy. If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay. You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

When a holiday falls during an employee's vacation, said holiday will not be charged against the vacation time. In the event the holiday falls on a Sunday, the following Monday will be observed as a paid holiday. In the event the holiday falls on a Saturday, the preceding Friday will be observed as the holiday.

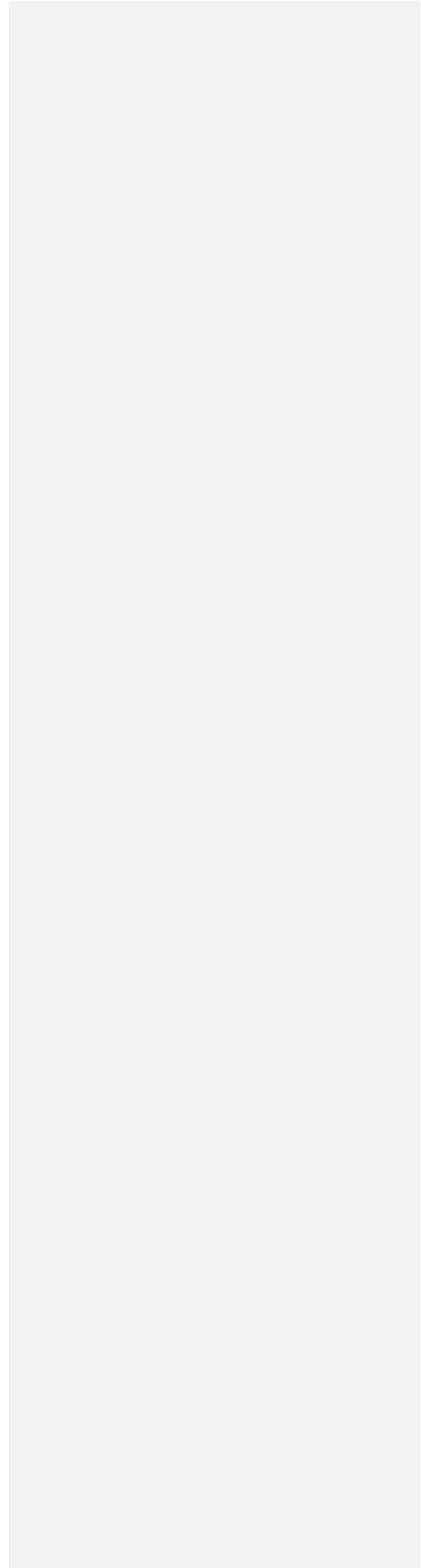
Full-time Exempt employees who are required to work on holidays will receive an Equivalent amount of complimentary time ~~additional day of vacation leave~~ which must be taken within the current fiscal year, except for Christmas Eve, Christmas Day, and New Year's Eve—in which case the time must be taken by January 31 of the next year.

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Adopted on:

| Revised on: [January 21, 2014](#)

4-3



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, 2014 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.

6-4(a)

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.

~~The health insurance plan is offered in conjunction with a Health Savings Account (HSA). Certain conditions may make an employee ineligible for an HSA. The administration office will assist in determining eligibility. SEE "HSA: Health Savings Accounts" section, on the next page.~~

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

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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 Dental/Health 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.

6-4(b)

~~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.~~

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AFLAC

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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.

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.

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HSA- Health Savings Accounts

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Employees may make additional contributions to their HSA. A pre-tax deduction can be set up for any desired amount up to the current legal standards. Employees wanting to do this must make arrangements with the administration office.

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Contributions to the HSA 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 (see "Employee Cost of Insurance Coverage", above on prior page). If the total costs 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' (full-time, only) HSA. If, because of laws governing HSA's prohibit a specific employee from having an HSA, the District may reimburse eligible expenses up to the stated contribution amount with the appropriate documentation.

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~~The Sycamore Park District reserves the right to adjust the amount for HSA contributions and the type of coverage at any time. The administration office will provide a thirty (30) day notice of any such change. Most often, these changes will be due to requirements by healthcare law, or cost to the Sycamore Park District.~~

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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.

Adopted on:

Revised on: January 21, 2014

6-4(c)

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 21, 2014

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.

As mentioned six months ago in a similar recommendation, the board would receive 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.

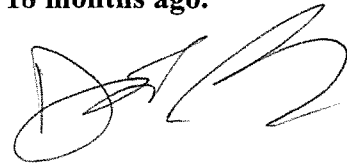
With all these matters for your consideration, the Executive Director began, last year, to “phase” the release of Executive Session Minutes by year. Therefore, at this time it is recommended to release the following minutes:

All of the 2009 Executive Session Minutes except January 27, 2009

FISCAL IMPACT: None.

STAFF RECOMMENDATION: I have reviewed the Executive Session minutes found in the district’s records. At this time, I recommend **all of the 2009 Executive Session Minutes except January 27, 2009 be released, and that staff be authorized to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.**

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION: