



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

Sycamore Park District

Regular Board Meeting

October 28, 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: (Voice Vote)

3. Regular Meeting

September 23, 2014

PUBLIC INPUT:

APPROVAL OF MONTHLY CLAIMS:

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

17. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

23. Superintendent of Finance Monthly Report

26. Budget Report/Monthly Cash Flow Monthly Report

43. Superintendent of Golf Operations Monthly Report

45. Superintendent of Parks and Facilities Monthly Report

51. Superintendent of Recreation Monthly Report

54. Executive Director Monthly Report

57. CAC Minutes

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

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

Board of Commissioners Meeting

October 28, 2014

PG 2

CORRESPONDENCE-

- 59. IAPD – NB & T Award
- 62. History Museum – Thank You
- 63. Live Healthy DeKalb County
- 65. DeKalb County Community Foundation – Dan Templin
- 66. Jeanette Martin – Archery Class
- 67. VAC – Thank You
- 68. Shriners Scramble – Thank You

POSITIVE FEEDBACK/REPORTS

MONTHLY PRESENTATION: Bart Desch—

OLD BUSINESS:

Update on Progress of ADA/Parking Lot Work—Dan/Jeff

NEW BUSINESS:

- 69. **ORDINANCE NO. 09-2014 Declaring Necessity Of Use And Authorizing The Transfer Of Property For The Benefit Of The Sycamore Park District—Dan (Roll Call)**
- 74. **Approval of Professional Services: Website Development—Bart (Roll Call)**
- 80. **Consider Resolution for Delegates to the IAPD Annual Business Meeting—Dan**
- 83. **Consider Revised Date for Regular December Meeting—Dan (Roll Call)**
Annual Report of Kishwaukee Special Recreation Association—Julie Eggleston, Director

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

ADJOURNMENT (Voice Vote)

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, September 23, 2014**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:04 p.m. on Tuesday, September 23, 2014.

Will the recording secretary please call the roll.

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

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

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **Commissioner Graves – arrived at 6:21 pm.**

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

Guests at the Board meeting were:
Scott Buzzard – CAC Chair

**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 Graves was absent at this time.

**Approval of Minutes –
Motion**

Commissioner Kroeger moved to approve the August 26, 2014 Regular Meeting Minutes.
Commissioner Schulz seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday September 23, 2014
P 2

Petition and Public Comment - None

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$144,434.76.

Commissioner Kroeger seconded the Motion.

Roll Call

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

Correspondence

- Michael Poorten – Staff Thank You
- McLaren Manor Townhome Association Thank You
- Sycamore Chamber – Rose Trembl – Pumpkin Festival 10K

Positive Feedback/Reports –

- Commissioner Tucker noted Concessions is going very well. She also thanked the staff. She is really enjoying going out and doing the presentations.
- President Strack noted we should find a way to get state recognition for the video.
- Commissioner Schulz noted the board had the goal of giving the same, clear concise message and feels the video does this. Everyone is walking away impressed with the level and it is a great reflection of the District as a whole.
- President Strack noted he heard the fireworks was a huge success.
- Commissioner Kroeger also commented that he received a lot of thank yous from people at the park and afterward regarding the fireworks
- Director Gible noted there were a lot of kids. He and Supt. of Recreation Desch have already discussed that this will become a family oriented event. Maybe adding more things next year.
- Commissioner Schulz noted she has had great feedback on a class reunion held at the Clubhouse

Monthly Presentation – Supt. of Golf Operations Kirk Lundbeck – Comparing Groupon to Golf Now. Kirk passed out information that shows more in depth comparisons. He went on to explain the difference between Golf Now and Groupon. Groupon is not all seasoned golfers, whereas Golf Now is more seasoned golfers. He started Golf Now last year and been heavier this year. The revenue is better through Golf Now and there are never walk ons.

President Strack noted officially that Commissioner Graves arrives at 6:21 pm.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday September 23, 2014
P 3

Monthly Presentation – Supt. of Golf Operations Kirk Lundbeck – Comparing Groupon to Golf Now – cont’d – Commissioner Kroeger noted the Golf Now website is very easy to navigate. President Strack noted he has talked to people who has golfed here for the first time and noted they were very impressed and coming back.

OLD BUSINESS

Review of Timeline/Calendar for Fall – Director Gibble noted he wanted to go over dates the board had things they wanted to converse about. .

Update on Tile Work in Farm Fields – Director Gibble noted he has asked the County to keep him updated on the status on the homeowner’s steps to correct the problem. The County has informed him that the resident turned in core samples and these did not pass. He wanted to let the Board know that he will stay in contact with the County until this is resolved. He noted that our tile has been replaced and Supt. of Parks Donahoe dusted the field as required.

Update on Progress of ADA/Parking Lot Work – Director Gibble noted the trail to the baseball diamonds and to the soccer fields is complete. Their surveyor also came out and finished the staking for the parking lot. There is work here that will help with water drainage. Supt of Park Donahoe noted that the contractor has been good to work with and has done a good job in the neighborhoods. Director Gibble noted he has done a press release about this, put it on the website, Facebook and gave to the school to put in back packs. He also noted people have asked him how we have the money to do this but not the things in Vision 20/20. He has told them we are using a specific tax for ADA work and have been saving for several years to do the work.

Quarterly Review of Goal Progress – President Strack noted the level of detail is great. Office Manager Freeman noted the information comes from the Superintendents and she just puts together.

Quarterly Review of Capital Funds/Projects – Supt. of Finance Hienbuecher noted she is just updating where we are with the capital items. Commissioner Tucker noted she appreciates the format and President Strack noted the big savings was in the tech study and the backstop improvements.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday September 23, 2014
P 4

NEW BUSINESS

Review of and Approval of Change Order #2 for Phase 2 Paving and ADA Work – Director Gibble noted he feels important to let the Board know about this change order. He noted this change would allow the construction company to install an extension near the edge of the east parking lot. We would then do a wetland prairie planting in this area. When the paver did the work last year the grade was not correct. This has created a flat spot and he is working with the City and engineers to resolve the problem. We withheld \$5000 from the contract because of this problem.

Motion

Commissioner Tucker moved to approve the change order in the amount of \$9,408.15 for Copenhaver Construction. The motion was seconded by Commissioner Schulz.

Roll Call

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

First Review of Language for Subdivision Agreement with Shodeen Development – Director Gibble noted he is talking about Reston Ponds and Parkside Preserves. The future park with a small and large dirt pile on it is land dedications from two different developers. With Parkside Preserve the Krpans gave us the deed. Reston Ponds is with Shodeen and we do not have the deed to the property. They have told him they have no plans to move the dirt pile. Meanwhile the City Manager wants us to get the dirt piles gone and then put in a park. The authority rests with the City to get the park site work done to grade/finish, and they are the only ones legally that can enforce this. Commissioner Schulz noted the meeting with the Reston Ponds Homeowners was great because we were able to give them the correct information about all of this. Director Gibble noted he has drafted an agreement with some interim actions with Shodeen, but Shodeen has indicated that they disagree with all of it. President Strack noted we need to approach Shodeen and Krpan in a positive manner, but we should not yield. Commissioner Schulz asked how long the annexations are good for President Strack noted the Board is in support of what Director Gibble is doing.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday September 23, 2014
P 5

Authorization for Source of Funds for Carls Farm Property Debt Certificate Payment –

Director Gibble noted we are making our first payment on the two year loan to acquire the Carls Farm. He wanted to make sure there was consensus on the Board where the funds would come from. He is asking for official action to source the funds from our donation funds.

Motion

Commissioner Schulz moved to approve payment of the debt certificate from the Donation Fund. The motion was seconded by Commissioner Kroeger.

Roll Call

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

Announcement of April 7, 2015 Commissioner-Election – Director Gibble noted there is no formal public notice required to announce there is an upcoming election and that you can petition. He likes to have a public record of it though. There are three positions up for election next April 7, 2015 – Ann Tucker, Daryl Graves and Bill Kroeger. The petition period begins today.

Public Input - None

Motion

The Board adjourned the Regular Session at 7:02 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

FROM 09/24/2014 TO 10/20/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	6928614882								
		01 MGD	303000086634	09/19/14	00000201	54094	09/26/14	537.40	537.40
		02 MILLER LITE	303000086634		00000201			29.60	29.60
		03 COORS LITE	303000086634		00000201			118.40	118.40
		04 KEG BEER	303000086634		00000201			118.40	118.40
		05 KEG RETURN	303000086634		00000201			242.00	242.00
		06 MIKES LEMONADE	303000086634		00000201			-30.00	-30.00
		07 MIKES BLACK CHERRY	303000086634		00000201			28.00	28.00
		08 SHIPPING	303000086634		00000201			3.00	3.00
								VENDOR TOTAL:	912.60
GAIAMAME	GAIAM AMERICAS, INC.								
	SNS100157867								
		01 AEROBIC SUPPLIES	205660006216	09/22/14	00000000	54102	10/01/14	54.93	54.93
								VENDOR TOTAL:	54.93
GENOABU	GENOA BUSINESS FORMS								
	205570IN								
		01 ENVELOPES-OVITZ PARK INVITE	101000046214	09/30/14	00000000	54103	10/01/14	100.23	52.15
	205571IN								
		01 INVITATINO-OVITZ PARK	101000046214	09/30/14	00000000	54103	10/01/14	100.23	48.08
								VENDOR TOTAL:	100.23
HORN	HORNUNG'S PRO GOLF SALES INC.								
	333525								
		01 Z GRIPS	501000001303	10/08/14	00000000	54129	10/15/14	118.38	118.38
								VENDOR TOTAL:	118.38
ILL1	ILLINOIS DEPT REVENUE								
	AUG 14 SALES TAX								
		01 SALES TAX	504000116852	08/31/14	00000000	54100	09/30/14	2,120.00	2,120.00
		02 SALES TAX	303000116852		00000000			444.00	444.00
		03 SALES TAX	303100116852		00000000			1,187.00	1,187.00
		04 SALES TAX	303400116852		00000000			338.00	338.00
		05 SALES TAX	303500116852		00000000			76.00	76.00
								VENDOR TOTAL:	75.00
	L0112770064								
		01 SERVICE CHARGE	101000056306	09/11/14	00000000	54101	09/30/14	108.53	108.53
		02 SERVICE CHARGE	201000056306		00000000			54.26	54.26
								VENDOR TOTAL:	54.27

DATE: 10/21/2014
 TIME: 11:31:03
 ID: AP450000.WOW
 10

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 3

FROM 09/24/2014 TO 10/20/2014

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

SEPT 2014
 01 PRO SHOP STATE SALES TAX 504000116852 10/20/14 00000000 54132 10/20/14 1,341.00 1,341.00
 02 CLUBHOUSE STATE SALES TAX 303000116852 00000000 243.00
 03 BEV CART STATE SALES TAX 303100116852 00000000 768.00
 04 BB CONC STATE SALES TAX 303300116852 00000000 75.00
 05 CATERING STATE SALES TAX 303500116852 00000000 40.00
 303500116852 00000000 215.00

MIDWESTM MIDWEST MUSEUM OF NATURAL HIST VENDOR TOTAL: 3,569.53

OSCAR INST 2014 10/01/14 00000000 54104 10/01/14 1,270.00 1,270.00
 01 PAYMENT FOR OSCAR INSTRUCTION 205010216128 00000000 1,270.00

OF OFFICE DEPOT VENDOR TOTAL: 1,270.00

730973303001 09/22/14 54122 10/10/14 138.84 51.95
 01 D BATTERIES 101000046200 00000209 7.91
 02 D BATTERIES 201000046200 00000209 7.91
 03 SCOTCH TAPE 101000046200 00000209 0.61
 04 SCOTCH TAPE 201000046200 00000209 1.22
 05 SMALL PAPER CLIPS 101000046200 00000209 0.10
 06 SMALL PAPER CLIPS 201000046200 00000209 0.10
 07 JUMBO PAPER CLIPS 101000046200 00000209 0.30
 08 JUMBO PAPER CLIPS 201000046200 00000209 0.30
 09 COUNTERFEIT DETECTOR 101000046200 00000209 6.70
 10 ENVELOPES 9X12 101000046214 00000209 4.52
 11 ORANGE PAPER 101000046214 00000209 8.55
 12 GREEN PAPER 101000046214 00000209 8.62
 13 YELLOW PAPER 101000046214 00000209 5.11

732242495001 09/26/14 54122 10/10/14 138.84 71.58
 01 CALENDAR DESK PADS 201000046200 00000211 17.28
 02 CALENDAR DESK PADS 101000046200 00000211 23.04
 03 DIARY 101500046200 00000211 19.66
 04 BATTERIES - AAA 101000046200 00000211 5.80
 05 BATTERIES - AAA 201000046200 00000211 5.80

732242599001 09/29/14 54122 10/10/14 138.84 13.93
 01 MONTHLY PLANNER 201000046200 00000212 13.93

732242600001 09/26/14 54122 10/10/14 138.84 1.38
 01 SMALL BINDER CLIPS 101000046200 00000210 1.38

VENDOR TOTAL: 138.84

FROM 09/24/2014 TO 10/20/2014

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

PEPSI	86977264	01 WATER	303000086631	09/22/14	00000199	54095	09/26/14	192.14	192.14
		02 MTN DEW	303000086631		00000199			68.40	68.40
		03 DT PEPSI	303000086631		00000199			20.60	20.60
		04 BIB-UNSWEAR TEA	303000086630		00000199			61.80	61.80
								41.34	41.34
								VENDOR TOTAL:	192.14

PIO	INV533990	01 PAINT	202100076525	09/23/14	00000000	54128	10/15/14	125.00	125.00
								125.00	125.00
								VENDOR TOTAL:	125.00

REINHART	789326	01 RETURN-CUPS	303000076550	09/11/14	00000208	54123	10/10/14	548.71	-27.58
								548.71	-27.58
								VENDOR TOTAL:	548.71

	799574	01 BEER CUPS	303000076550	09/26/14	00000216	54123	10/10/14	548.71	576.29
		02 FRYER OIL	303000086617		00000216			179.84	179.84
		03 HAMBURGER BUNS	303000086613		00000216			49.64	49.64
		04 HOT DOGS	303000086613		00000216			25.52	25.52
		05 HAMBURGERS	303000086613		00000216			66.64	66.64
		06 BRATS	303000086615		00000216			53.16	53.16
		07 FRENCH FRIES	303000086617		00000216			36.84	36.84
		08 CUPS	303000076550		00000216			25.22	25.22
		09 SHIPPING	303000076550		00000216			132.52	132.52
								7.01	7.01
								VENDOR TOTAL:	548.71

ROCKNKID	SYCF114	01 TOP ROCK INSTRUCTOR FEE	205010266128	09/29/14	00000000	54105	10/01/14	480.00	480.00
		02 KID ROCK INSTRUCTOR FEE	205010256128		00000000			120.00	120.00
								360.00	360.00
								VENDOR TOTAL:	480.00

SOU	4214391	01 CABORNET WINE	303000086636	09/30/14	00000206	54106	10/01/14	227.75	227.75
		02 VODKA	303000086636		00000206			52.50	52.50
		03 MINI BTL CHARDONY	303000086636		00000206			124.25	124.25
		04 MINI BTL WHITE ZIN	303000086636		00000206			24.00	24.00
								24.00	24.00
								VENDOR TOTAL:	480.00

DATE: 10/21/2014
 TIME: 11:31:03
 ID: AP450000.WOM
 2

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 5

FROM 09/24/2014 TO 10/20/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	4214391	05 SHIPPING	303000086636	09/30/14	00000206	54106	10/01/14	227.75	227.75
								3.00	
								VENDOR TOTAL:	227.75
STMARYHA		ST MARYS MEMORIAL HALL							
		DADDY DAUGHTER DANCE							
		01 DEPOSIT-DADDY DAUGHTER DANCE	206095036216	10/09/14	00000000	54124	10/10/14	100.00	100.00
								100.00	
								VENDOR TOTAL:	100.00
STRAIGHT		STRAIGHT AIM ARCHERY							
	2152	01 PMT BEG TARGET ARCHERY	205010236128	09/26/14	00000000	54096	09/26/14	1,152.00	1,152.00
		02 PMT OPEN ARCHERY	205230076128		00000000			816.00	816.00
								336.00	
								VENDOR TOTAL:	1,152.00
SUP		SUPERIOR BEVERAGE							
	537718	01 BUD LITE	303000086634	09/12/14	00000200	54097	09/26/14	353.50	353.50
		02 BUDWEISER	303000086634		00000200			134.80	134.80
		03 KEG BEER	303000086634		00000200			33.70	33.70
		04 KEG RETURN	303000086634		00000200			242.00	242.00
		05 SHIPPING	303000086634		00000200			-60.00	-60.00
								3.00	3.00
								VENDOR TOTAL:	1,152.00
SYCPUMP		SYCAMORE PUMPKIN FESTIVAL COMM							
		2014 PARADE							
		01 PARADE ENTRY	101000046214	09/15/14	00000000	54091	09/24/14	30.00	30.00
		02 PARADE ENTRY	201000046214		00000000			15.00	15.00
								15.00	
								VENDOR TOTAL:	30.00
T0000202		PIVONKA, CATHY							
	092614	01 TRAINING EXP REIMBURSEMENT	205660186216	09/26/14	00000000	54098	09/26/14	150.00	150.00
								150.00	150.00
								VENDOR TOTAL:	150.00
T0000531		WHITE, LISA							
		MILEAGE AUG TO SEPT							
		01 MILEAGE	201000046211	10/01/14	00000000	54107	10/01/14	43.23	43.23
								43.23	43.23
								VENDOR TOTAL:	43.23

DATE: 10/21/2014
 TIME: 11:31:03
 ID: AP450000.WOW
 9

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/24/2014 TO 10/20/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000847		HORST, PHYLLIS							
	100214	01 STORYTELLER FEE	206095116216	10/02/14	00000000	54112	10/08/14	100.00	100.00
									100.00
									VENDOR TOTAL: 100.00
T0001040		LYND, LYNELLE							
	093014	01 LITTLE TUMBLERS RESIDENT REFUN	205010076218	09/30/14	00000000	54108	10/01/14	20.00	20.00
		02 ALL STAR SPORTS RES REFUND	205550026218		00000000				10.00
									10.00
									VENDOR TOTAL: 20.00
T0001041		SMITH, MARY LYNN							
	100714	01 QUILT CLASS CANCELLED	205230036218	10/07/14	00000000	54113	10/08/14	50.00	50.00
									50.00
									VENDOR TOTAL: 50.00
T0001042		WILSON, PATTI							
	092714	01 REFUND	205660276218	09/27/14	00000000	54114	10/08/14	39.00	39.00
									39.00
									VENDOR TOTAL: 39.00
T0001043		GRACE, KAROLE							
	100614	01 REST YOGA CLASS CANCELLED	205660476218	10/06/14	00000000	54115	10/08/14	35.00	35.00
									35.00
									VENDOR TOTAL: 35.00
T0001044		HARPER, STEPHANIE							
	100814	01 ALL STAR CLASS REFUND	205550026218	10/08/14	00000000	54116	10/08/14	55.00	55.00
									55.00
									VENDOR TOTAL: 55.00
T0001045		NOWAK, TERI							
	100814	01 YOGA PILATES DROPPED CLASS	205660066218	10/08/14	00000000	54117	10/08/14	27.00	27.00
									27.00
									VENDOR TOTAL: 27.00
TITL	0075341	TITLEIST DRAWER CS		08/21/14		54130	10/15/14	537.00	575.00

FROM 09/24/2014 TO 10/20/2014

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

0075341	01	GOLF BALLS-HS	501000001300	08/21/14	00000000	54130	10/15/14	537.00	575.00
2841328	01	BAG FEE FOR REPAIR	501000001303	05/30/14	00000000	54130	10/15/14	537.00	400.00
6152412	01	RETURN-CLUBS	501000001302	08/15/14	00000000	54130	10/15/14	537.00	-438.00

VENDOR TOTAL: 537.00

UNIT2	UNITED STATES POSTAL SERVICE								
OCT 2014 NEWSLETTER									
01	OCT 2014 NEWSLETTER POSTAGE	206500046202		10/08/14	00000000	54118	10/08/14	1,432.15	1,432.15
POSTCARD POSTAGE-14									
01	POST CARD POSTAGE 2014	101000046214		10/20/14	00000000	54133	10/20/14	1,432.15	1,432.15
02	POST CARD POSTAGE 2014	201000046214			00000000				716.08

VENDOR TOTAL: 2,864.30

VISACA	VISA CARDMEMBER SERVICE								
090314									
01	GCSAA MEMBERSHIP	101000046207		09/03/14	00000000	54093	09/24/14	4,131.82	4,131.82
02	CONSTANT CONTACT	101000046206			00000000				365.00
03	CONSTANT CONTACT	101000046206			00000000				16.62
04	STAFF APPRECIATION	303000076500			00000000				16.63
05	STAFF APPRECIATION	101000046213			00000000				111.80
06	STAFF APPRECIATION	101000046213			00000000				756.30
07	FACEBOOK MARKETING	101000046214			00000000				756.30
08	FACEBOOK MARKETING	101000046214			00000000				10.42
09	UMBRELLAS AND BASES	303000066400			00000000				10.42
10	JEEP SERVICE	101500066402			00000000				380.99
11	MOWER WIRE SETS	101500066403			00000000				42.44
12	MOWER WIRE SETS	101500066403			00000000				22.97
13	MOWER BATTERIES	101500066403			00000000				26.99
14	ENCLOSED TRAILER TIRES	202100066404			00000000				319.98
15	NRPA DUES	101000046204			00000000				359.96
16	PROGRAM SUPPLIES	101000046204			00000000				400.00
17	CPRP RENEWAL AND ONLINE CLASS	101000046207			00000000				400.00

VENDOR TOTAL: 4,131.82

WALM
 WALMART COMMUNITY
 91614
 09/16/14
 54111
 10/01/14
 327.39
 327.39

DATE: 10/21/2014
 TIME: 11:31:03
 ID: APA50000.WOW
 9

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/24/2014 TO 10/20/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
WMEME	3440020-2011-5	10 REFUSE REMOVAL -POOL	518100056302	10/01/14	00000000	54125	10/10/14	561.65	561.65
									76.03
									VENDOR TOTAL: 561.65
WMEME	WM F MEYER CO								
	S2795154.001	01 SC FOR JUNE	518100066410	06/25/14	00000000	54126	10/10/14	5.16	5.16
									5.16
									VENDOR TOTAL: 5.16
									TOTAL --- ALL INVOICES: 20,843.86

DATE: 10/22/2014
TIME: 11:12:56
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board

INVOICES DUE ON/BEFORE 10/28/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	3,538.75	558.75
ANCEL	ANCEL, GLINK - LAW OFFICES OF	16,205.07	631.15
AT&T2	A T & T	804.79	8.18
BOCKY	BOCKYN, LLC	2,700.00	150.00
CINTA	CINTAS CORPORATION #355	1,581.26	30.20
CONST	CONSTELLATION NEWENERGY	25,932.78	357.39
ECO	ECOWATER SYSTEMS, INC.	2,113.74	86.48
ELM REX	ELM REX, SARAH	6,439.09	150.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	1,702.75	246.50
FRONTIER	FRONTIER	12,814.84	331.58
HARR	HARRIS	603.65	3,857.81
ILLIN	ILLINI SECURITY SYSTEMS, INC.	2,091.25	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	3,814.56	98.96
INTER	INTERACT BUSINESS PRODUCTS	302.00	100.00
LE PRINT	LE PRINT EXPRESS	157.55	14.00
MARKET	MARKET ACCESS CORPORATION	350.00	175.00
MENA	MENARDS - SYCAMORE	3,985.97	3.47
NICOR	NICOR GAS	26,811.06	67.04
OF	OFFICE DEPOT	2,495.81	57.31
PDRMA	PDRMA	29,456.68	90.00
PLUNKETT	PLUNKETT'S PEST CONTROL	759.00	76.00
SOFT	SOFT WATER CITY	3,455.32	42.25
SPARKLE	SPARKLE JANITORIAL SERVICE	20,701.64	1,342.50
SUNDOG	SUN DOG IT	1,846.75	486.38
UNUM	UNUM LIFE INSURANCE	3,367.62	64.85
	ADMINISTRATION		9,177.67
15	PARKS		
BURRI	BURRIS EQUIPMENT CO.	16,088.02	532.44
CARQ	CARQUEST AUTO PARTS	5,431.32	111.47
CINTA	CINTAS CORPORATION #355	1,581.26	40.57
COMMO	COMMONWEALTH EDISON	5,180.04	226.77
CONST	CONSTELLATION NEWENERGY	25,932.78	322.60
DEKA	DEKALB LAWN & EQUIPMENT CO.	1,011.82	157.80
DEKA2	DEKALB IMPLEMENT CO.,	3,426.94	1,313.77
ENCAP	ENCAP, INC	105,935.00	2,355.00
FRONTIER	FRONTIER	12,814.84	98.31
LOWE	LOWE'S	4,176.54	8.53
MENA	MENARDS - SYCAMORE	3,985.97	210.42
MROUT	MR OUTHOUSE	10,854.50	1,005.00
MSC	MSC INDUSTRIAL SUPPLY CO	670.43	77.49

DATE: 10/22/2014
 TIME: 11:12:57
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/28/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
NICOR	NICOR GAS	26,811.06	74.39
PARKREA	PARKREATION, INC		67.52
PDRMA	PDRMA	29,456.68	8.55
SOFT	SOFT WATER CITY	3,455.32	56.50
UNUM	UNUM LIFE INSURANCE	3,367.62	11.41
WILS	WILSON NURSERIES, INC.	1,065.00	1,927.00
	PARKS		8,605.54
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	804.79	8.18
BOCKY	BOCKYN, LLC	2,700.00	150.00
CINTA	CINTAS CORPORATION #355	1,581.26	8.56
CONST	CONSTELLATION NEWENERGY	25,932.78	357.39
ECO	ECOWATER SYSTEMS, INC.	2,113.74	86.49
FRONTIER	FRONTIER	12,814.84	331.59
ILLIN	ILLINI SECURITY SYSTEMS, INC.	2,091.25	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	3,814.56	98.97
INTER	INTERACT BUSINESS PRODUCTS	302.00	100.00
NICOR	NICOR GAS	26,811.06	40.63
OF	OFFICE DEPOT	2,495.81	5.51
PDRMA	PDRMA	29,456.68	90.00
PLUNKETT	PLUNKETT'S PEST CONTROL	759.00	76.00
SPARKLE	SPARKLE JANITORIAL SERVICE	20,701.64	1,342.50
SUNDOG	SUN DOG IT	1,846.75	486.38
UNUM	UNUM LIFE INSURANCE	3,367.62	73.62
	ADMINISTRATION		3,407.70
20 SPORTS COMPLEX			
THOR	THOR GUARD	500.00	50.00
	SPORTS COMPLEX		50.00
21 SPORTS COMPLEX MAINTENANCE			
BURKE	BURKE'S HAULING INC		60.00
CONST	CONSTELLATION NEWENERGY	25,932.78	260.75

DATE: 10/22/2014
TIME: 11:12:57
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 3 19

INVOICES DUE ON/BEFORE 10/28/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
DEKA3	DEKALB IRON & METAL CO.	554.10	193.34
DUNT	DUNTEMAN TURF FARMS	120.00	120.00
FINN	FINNEY'S ELECTRIC		2,917.50
LOWE	LOWE'S	4,176.54	56.69
MROUT	MR OUTHOUSE	10,854.50	575.00
PDRMA	PDRMA	29,456.68	36.45
UNUM	UNUM LIFE INSURANCE	3,367.62	105.94
VULC	VULCAN MATERIALS CO.		15.05
	SPORTS COMPLEX MAINTENANCE		4,340.72
50	PROGRAMS - YOUTH		
T0001048	PLEIMANN, PATRICIA		30.00
T0001050	VOSIKA, ESTACIA		30.00
	PROGRAMS - YOUTH		60.00
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION	9,643.00	3,462.00
	PROGRAMS - YOUTH ATHLETICS		3,462.00
56	PROGRAMS - FITNESS		
T0001046	CHRISTENSEN, CONNIE		28.00
T0001047	LATA, JOEY		24.00
T0001049	STACY, ERIKA		28.00
	PROGRAMS - FITNESS		80.00
60	PROGRAMS - SPECIAL EVENTS		
MADBOMB	MAD BOMBER FIREWORKS PROD		10,000.00
WDKB-FM	WDKB-FM	2,514.50	1,112.50
	PROGRAMS - SPECIAL EVENTS		11,112.50

DATE: 10/22/2014
TIME: 11:12:57
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 4 20

INVOICES DUE ON/BEFORE 10/28/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
75	COMMUNITY CENTER		
AT&T1	A T & T	507.59	55.60
AT&T2	A T & T	804.79	66.75
C&L	C & L PROPERTIES, L.L.C.	54,391.79	5,558.00
COMMO	COMMONWEALTH EDISON	5,180.04	345.72
DIREC	DIRECTV	978.90	97.99
FRONTIER	FRONTIER	12,814.84	362.22
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	3,814.56	68.21
NICOR	NICOR GAS	26,811.06	64.20
SOFT	SOFT WATER CITY	3,455.32	145.50
WARE	WAREHOUSE DIRECT BUSINESS	824.49	126.32
	COMMUNITY CENTER		6,890.51
SPECIAL RECREATION			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	50,565.36	10,735.60
	ADMINISTRATION		10,735.60
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
CONST	CONSTELLATION NEWENERGY	25,932.78	153.16
NICOR	NICOR GAS	26,811.06	17.41
PEPSI	PEPSI COLA GEN. BOT.	9,294.87	274.24
SUP	SUPERIOR BEVERAGE	5,401.50	316.00
WARE	WAREHOUSE DIRECT BUSINESS	824.49	157.23
	CLUBHOUSE CONCESSIONS		918.04
33			
33	SPORTS COMPLEX CONCESSIONS		
CONST	CONSTELLATION NEWENERGY	25,932.78	88.57
	SPORTS COMPLEX CONCESSIONS		88.57
35			
35	CATERING		
T0000024	DOBBERSTEIN, MELISSA	2,972.99	265.75
	CATERING		265.75

DATE: 10/22/2014
 TIME: 11:12:57
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/28/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
40	GOLF OPERATIONS		
AT&T2	A T & T	804.79	3.79
CINTA	CINTAS CORPORATION #355	1,581.26	8.00
CONST	CONSTELLATION NEWENERGY	25,932.78	286.31
FRONTIER	FRONTIER	12,814.84	80.83
NICOR	NICOR GAS	26,811.06	17.41
NIV	NIVEL PARTS & MANUFACTURING	907.47	568.25
SOFT	SOFT WATER CITY	3,455.32	135.25
THOR	THOR GUARD	500.00	50.00
UNUM	UNUM LIFE INSURANCE	3,367.62	31.30
	GOLF OPERATIONS		1,181.14
41	GOLF MAINTENANCE		
CARQ	CARQUEST AUTO PARTS	5,431.32	73.49
CINTA	CINTAS CORPORATION #355	1,581.26	40.57
CONST	CONSTELLATION NEWENERGY	25,932.78	748.07
DEKA	DEKALB LAWN & EQUIPMENT CO.	1,011.82	39.44
FRONTIER	FRONTIER	12,814.84	98.31
MROUT	MR OUTHOUSE	10,854.50	165.00
NICOR	NICOR GAS	26,811.06	92.09
UNUM	UNUM LIFE INSURANCE	3,367.62	53.74
	GOLF MAINTENANCE		1,310.71
SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER	12,814.84	39.32
THOR	THOR GUARD	500.00	25.00
	POOL		64.32
81	POOL MAINTENANCE		
CITY2	CITY OF SYCAMORE	1,592.59	1,675.67
CONST	CONSTELLATION NEWENERGY	25,932.78	205.36
NICOR	NICOR GAS	26,811.06	726.24
	POOL MAINTENANCE		2,607.27

DATE: 10/22/2014
TIME: 11:12:57
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/28/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

DEBT SERVICE			
10	ADMINISTRATION		
RESOUR	RESOURCE BANK	6,028.00	473,212.11
	ADMINISTRATION		473,212.11
CAPITAL PROJECTS			
10	ADMINISTRATION		
BANK	THE BANK OF NEW YORK MELLON	750.00	187,050.00
COPE	COPENHAVER CONSTRUCTION INC.		97,958.70
ENGIN	ENGINEERING RESOURCE ASSOC	50,565.36	808.50
SUNDOG	SUN DOG IT	1,846.75	465.48
	ADMINISTRATION		286,282.68
	TOTAL ALL DEPARTMENTS		823,852.83

Interim \$ 20,843.86
New \$ 823,852.83

total \$ 844,696.69

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: October 28, 2014

Administrative Initiatives (10/1/14 – 10/31/14)

- Attended Superintendent and Board meetings.
- Locked gas rates at .4840. This is slightly higher than the rate we were at in September, .415, but this past winter we paid up to .80.
- Continued to work on IMRF project to ensure that proper enrollment has been made in the past.
- Attended presentations by final web design firms.
- Attended IAPD Best of the Best Awards Gala.
- Continued to check suggestion boxes and respond as needed.
- Continued process of reviewing and checking on status of old outstanding checks. Working on payroll to get current addresses for notification.
- Utilized Constant Contact to email several Vision 20/20 notices.
- Continued to analyze financial statements and highlight any areas of concern to communicate with department heads.
- Consolidated year-end projections provided by Superintendents.
- Continued process of reviewing and updating 5 year capital plan.

- Received and reviewed quotes for electricity rates. Current contract expires in December 5th, 2014. Will finalize contract prior to next board meeting.
- Completed necessary documentation for application to PDRMA for health coverage. Submitted with employee applications for approval.
- Attended PDRMA's Risk Management Institute.
- Requested 2015 estimated EAV from the county to begin process for calculating the 2015 Tax Levy. Based upon first estimate, EAV is about the same as last year.
- Began training new Office Assistant. In case the board is unaware, Stefanie Lopez began the nursing program at Kishwaukee College this fall. She was not able to continue in this position however, we hope to have her work for us in some capacity during the summer when she is on break. Filling the Office Assistant position is Antoinette Binder. She has worked in several areas of the District but more regularly in concessions. I felt her knowledge of the concession area and the POS system would be advantageous to this position.
- Closed down Sports Complex concessions for the season. Transferred excess inventory.
- Participated in Pumpkin Festival Parade.
- Catering/special events/room rentals: 1 golf outing, 2 room rentals.

Administrative Initiatives (11/1/14 – 11/30/14)

- Continue to analyze financial statements and highlight any areas of concern to communicate with department heads.
- Provide Superintendents with worksheets for submitting 2015 FY Operating Budget. Consolidate and prepare first draft.
- Continue to update estimated EAV for calculating the 2015 Tax Levy.
- Determine estimated 2015 Tax Levy increase and prepare resolution.

- Update schedule of repayment for previous losses from the golf course.
- Complete work on IMRF project for the purpose of ensuring that proper enrollment has been made in the past.
- Finalize bid for the installation of fiber optic line for the Technology Study recommendation.
- Begin working with David Phillips, Speer Financial, regarding 2014 General Obligation Bond issuance.
- Work with Jeff Hoffman on health insurance renewal.
- Attend IAPD Legal Symposium in Oak Brook.
- Continue training of Office Assistant.
- Finalize closing of all concessions operations, with the exception of clubhouse rental/catering events.
- Meet with TBC regarding equipment renewal/replacement recommendations.
- Catering/special events/room rentals: 1 room rentals

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

Corporate Fund (10)

Department	September Budget	September Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2013 YTD Actual	Variance
Revenues									
Administration	216,512.00	197,888.66	-8.6%	545,604.00	577,038.04	5.8% (1)	592,324.00	556,171.57	3.8% (1)
Parks	5,542.00	4,873.16	-12.1%	12,668.00	12,666.25	0.0%	13,196.00	12,321.83	2.8%
Total Revenues	222,054.00	202,761.82	-8.7%	558,272.00	589,704.29	5.6%	605,520.00	568,493.40	3.7%
Expenses									
Administration	29,257.00	28,939.21	-1.1%	267,040.00	276,286.33	3.5% (2)	362,679.00	228,426.69	21.0% (3)
Parks	16,552.00	18,985.90	14.7%	169,171.00	178,932.79	5.8% (4)	220,433.00	147,917.94	21.0% (5)
Total Expenses	45,809.00	47,925.11	4.6%	436,211.00	455,219.12	4.4%	583,112.00	376,344.63	21.0%
Total Fund Revenues	222,054.00	202,761.82	-8.7%	558,272.00	589,704.29	5.6%	605,520.00	568,493.40	3.7%
Total Fund Expenses	45,809.00	47,925.11	4.6%	436,211.00	455,219.12	4.4%	583,112.00	376,344.63	21.0%
Surplus (Deficit)	176,245.00	154,836.71	-12.1%	122,061.00	134,485.17	10.2%	22,408.00	192,148.77	-30.0%

(1)

2014 Replacement Tax Is above budget 24.6% \$7,088 and 0.8% \$287 higher than 2013. Received 96.8% of Property Tax Receipts in 2014, budgeted to receive 96%, approx \$4,000 over budget. 2014 also has insurance reimbursement of \$2,330, farm income of \$5,000 (Carls Farm) and \$3,714 received for surplus equipment, all of which were not budgeted.

(2) The 2014 expenses are over budget in the following areas: PT wages and related 128.0% \$7,720 due to work done for site planning and grant applications. Some money had been budgeted under consulting for this work however it was decided to go through payroll and approximately \$3,700 higher. Public Relations expenses 66.0% \$7,622 over budget due to Vision 20/20 promotion.

(3) 2014 YTD has additional expenses of \$7,648 from payroll (PT Office Asst and Grant Writing) that had not occurred for the same time period in 2013. This is also the case for Cleaning Services \$9,502, Uniforms \$4,967 and Employee Relations (timing of holiday party) \$1,390. Also higher in 2014: Legal fees \$4,350; Public Relations \$14,495.

(4) Parks maintenance is over budget in the following areas: Gas/Oil 21.6% \$3,696; Pond Management 84.0% \$4,033; and Property Tax Expense 222.7% \$5,122. In regards to the property tax expense, this is higher due to the purchase of land on Airport Road.

(5) Areas where 2014 ytd expenses exceed 2013: PT Wages 14.2% \$5,439; Landscape Services (Encap), 294.4% \$5,490; Maintenance Expenses (Mowers, Shelters/Open Property, Signs) 18.2% \$4,267; Gas/Oil 24.2% \$4,054; Pond Management 50.1% \$2,948; Gas 76.0% \$2,671 and Property Tax Expense 232.4% \$5,189.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

Recreation Fund (20)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	356,590.00	326,570.94	-8.42%	815,063.00	828,855.39	1.69% (1)	849,024.00	810,090.89	2.3% (1)
Sports Complex	275.00	1,555.00	465.45%	26,625.00	27,913.00	4.84%	33,400.00	26,239.00	6.4%
Sports Complex Maintenance	16,527.00	15,069.94	-8.82%	37,777.00	38,046.60	0.71%	39,350.00	36,926.72	3.0%
Midwest Museum of Natural Hist	575.00	599.52		1,725.00	1,199.04	-30.49%	2,300.00	1,734.43	-30.9%
Programs-Youth	3,680.00	4,743.16	28.89%	11,805.00	20,414.45	72.93% (2)	12,159.00	13,450.17	51.8% (2)
Programs-Teens	753.00	17.72	-97.65%	3,421.00	2,343.68	-31.49% (2)	5,126.00	4,747.41	-50.6% (2)
Programs-Adult	200.00	-	-100.00%	1,475.00	1,840.00	24.75% (2)	1,475.00	2,555.00	-28.0% (2)
Programs-Family	919.00	1,810.37	96.99%	6,100.00	9,167.75	50.29% (2)	8,621.00	7,412.12	23.7% (2)
Programs-Leagues	4,089.00	5,081.01	24.26%	4,203.00	5,165.64	22.90% (2)	4,212.00	4,716.02	9.5% (2)
Programs-Youth Athletics	353.00	1,002.20	183.91%	22,054.00	23,428.65	6.23% (2)	22,065.00	19,252.19	21.7% (2)
Programs-Fitness	3,764.00	3,770.41	0.17%	33,097.00	36,377.53	9.91% (2)	38,484.00	34,989.35	4.0% (2)
Programs-Preschool	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	690.00	-100.0% (2)
Programs-Senior	150.00	-	-100.00%	600.00	345.00	-42.50% (2)	600.00	325.00	6.2% (2)
Programs-Dance	105.00	164.00	56.19%	2,915.00	3,099.00	6.31% (2)	3,000.00	4,859.00	-36.2% (2)
Programs-Special Events	966.00	175.70	-81.81%	5,007.00	4,783.93	-4.46% (2)	5,069.00	4,757.61	0.6% (2)
Programs-Concerts	1,100.00	-	-100.00%	8,000.00	7,100.00	-11.25%	8,000.00	6,000.00	18.3%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	428.00	-100.0% (2)
Brochure	3,150.00	-	-100.00%	6,165.00	8,050.00	30.58%	7,300.00	7,050.00	14.2%
Weight Room	1,641.00	878.52	-46.46%	16,225.00	13,612.22	-16.10%	20,965.00	14,071.71	-3.3%
Community Center	1,343.00	1,277.69	-4.86%	3,071.00	3,191.87	3.94%	3,199.00	3,542.08	-9.9%
Total Revenues	396,180.00	362,716.18	-8.45%	1,005,328.00	1,034,933.75	2.94%	1,064,349.00	1,003,836.70	3.1%

(1) 2014 Property Tax receipts were budgeted to receive 96% through September. Actually received 96.8% resulting in over budget approx \$6,500. 2014 Annual Property Tax amount was 2% \$16,553 higher than 2013.

(2) Revenue from programs are greater than budget by 17.96% \$16,289 and increased 8.9%, \$8,784 compared to 2013.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

Expenses											
Administration	22,313.00	24,785.53	11.08%	228,059.00	226,379.39	-0.74%	304,837.00	202,340.85	11.9%	(1)	
Sports Complex	-	-	#DIV/0!	-	-	#DIV/0!	-	552.26	-100.0%		
Sports Complex Maintenance	31,480.00	28,850.49	-8.35%	288,830.00	278,931.56	-3.43%	391,122.00	268,211.25	4.0%	(2)	
Midwest Museum of Natural Hist	825.00	-	-100.00%	7,125.00	6,602.34	-7.34%	9,500.00	2,985.00	121.2%		
Programs-Youth	-	874.98	#DIV/0!	6,395.00	10,925.17	70.84%	(3)	7,532.00	8,440.94	29.4%	(3)
Programs-Teens	600.00	100.00	-83.33%	2,417.00	1,514.64	-37.33%	(3)	3,630.00	2,706.33	-44.0%	(3)
Programs-Adult	-	336.00	#DIV/0!	1,050.00	856.00	-18.48%	(3)	1,200.00	850.00	0.7%	(3)
Programs-Family	456.00	554.27	21.55%	5,376.00	6,660.09	23.89%	(3)	8,226.00	5,911.39	12.7%	(3)
Programs-Leagues	-	230.00	#DIV/0!	2,400.00	2,218.69	-7.55%	(3)	3,713.00	1,911.73	16.1%	(3)
Programs-Youth Athletics	277.00	1,240.00	347.65%	14,775.00	15,277.72	3.40%	(3)	17,625.00	12,054.42	26.7%	(3)
Programs-Fitness	1,535.00	1,561.83	1.75%	16,760.00	17,239.92	2.86%	(3)	23,628.00	15,373.40	12.1%	(3)
Programs-Preschool	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	128.00	-100.0%	(3)
Programs-Senior	-	70.00	#DIV/0!	180.00	105.00	-41.67%	(3)	300.00	45.00	133.3%	(3)
Programs-Dance	-	-	#DIV/0!	2,385.00	2,897.00	21.47%	(3)	2,450.00	3,786.00	-23.5%	(3)
Programs-Special Events	140.00	500.28	257.34%	3,477.00	3,393.15	-2.41%	(3)	4,703.00	4,052.18	-16.3%	(3)
Programs-Concerts	-	155.00	#DIV/0!	7,755.00	10,340.36	33.34%		7,755.00	6,706.96	54.2%	
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(3)	-	705.00	-100.0%	(3)
Brochure	-	-	#DIV/0!	16,350.00	16,724.30	2.29%		24,600.00	16,729.81	0.0%	
Weight Room	54.00	27.80	-48.52%	2,112.00	1,004.10	-52.46%		3,115.00	1,147.66	-12.5%	
Community Center	11,030.00	11,534.60	4.57%	104,572.00	107,748.85	3.04%		139,703.00	107,486.32	0.2%	
Total Expenses	68,710.00	70,820.78	3.07%	710,018.00	708,818.28	-0.17%	953,639.00	662,124.50	7.1%		
Total Fund Revenues	396,180.00	362,716.18	-8.45%	1,005,328.00	1,034,933.75	2.94%	1,064,349.00	1,003,836.70	3.1%		
Total Fund Expenses	68,710.00	70,820.78	3.07%	710,018.00	708,818.28	-0.17%	953,639.00	662,124.50	7.1%		
Surplus (Deficit)	327,470.00	291,895.40	-10.86%	295,310.00	326,115.47	10.43%	110,710.00	341,712.20	-4.6%		

(1) 2014 YTD has expenses that had not occurred for the same time period in 2013. Cleaning Services \$9,502, Uniforms \$4,925, Employee Relations (holiday party) \$1,390 and Intern \$2,422.

(2) 2014 ytd expenses exceed 2013 in Health insurance (due to change in coverage: single to emp/spouse) 25.0% \$11,263

(3) Expenses for programs exceed budget by 10.64% \$5,872 and increased 9.2%, \$5,123 compared to 2013.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

Donations (21)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	630.00	#DIV/0!	-	2,100.03	#DIV/0!	-	604.33	247.5%
Total Revenues		630.00	#DIV/0!	-	2,100.03	#DIV/0!	-	604.33	247.5%
Expenses									
Administration	-	6,028.00		-	20,578.00	#DIV/0! (1)	-	-	#DIV/0!
Total Expenses	-	6,028.00		-	20,578.00		-	-	#DIV/0!
Total Fund Revenues	-	630.00	#DIV/0!	-	2,100.03	#DIV/0!	-	604.33	247.5%
Total Fund Expenses	-	6,028.00		-	20,578.00		-	-	#DIV/0!
Surplus (Deficit)	-	(5,398.00)	#DIV/0!	-	(18,477.97)	#DIV/0!	-	604.33	-3157.6%

(1) Board approved paying topography bill and interest payment for line of credit out of donation fund.

Special Recreation (22)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	60,480.00	56,119.96	-7.21%	138,240.00	142,410.86	3.02% (1)	144,000.00	153,390.87	-7.2% (1)
Total Revenues	60,480.00	56,119.96	-7.21%	138,240.00	142,410.86	3.02%	144,000.00	153,390.87	-7.2%
Expenses									
Administration	50,489.00	22,441.62	-55.55%	341,674.00	175,215.07	-48.72% (2)	379,674.00	47,970.86	265.3% (2)
Total Expenses	50,489.00	22,441.62	-55.55%	341,674.00	175,215.07	-48.72%	379,674.00	47,970.86	265.3%
Total Fund Revenues	60,480.00	56,119.96	-7.21%	138,240.00	142,410.86	3.02%	144,000.00	153,390.87	-7.2%
Total Fund Expenses	50,489.00	22,441.62	-55.55%	341,674.00	175,215.07	-48.72%	379,674.00	47,970.86	265.3%
Surplus (Deficit)	9,991.00	33,678.34	237.09%	(203,434.00)	(32,804.21)	-83.87%	(235,674.00)	105,420.01	-131.1%

(1) 2014 Property Tax receipts were budgeted to receive 96% through September. Actually received 96.8%.

(2) Varied projects and timing. Also payment to KSRA lowered.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

Insurance (23)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	21,420.00	19,838.12	-7.39%	48,960.00	50,336.22	2.81%	51,000.00	41,563.99	21.1%
Total Revenues	21,420.00	19,838.12	-7.39%	48,960.00	50,336.22	2.81%	51,000.00	41,563.99	21.1%
Expenses									
Administration	3,750.00	-	-100.00%	43,980.00	42,407.68	-3.58%	72,560.00	37,142.83	14.2%
Total Expenses	3,750.00	-	-100.00%	43,980.00	42,407.68	-3.58%	72,560.00	37,142.83	14.2%
Total Fund Revenues	21,420.00	19,838.12	-7.39%	48,960.00	50,336.22	2.81%	51,000.00	41,563.99	21.1%
Total Fund Expenses	3,750.00	-	-100.00%	43,980.00	42,407.68	-3.58%	72,560.00	37,142.83	14.2%
Surplus (Deficit)	17,670.00	19,838.12	12.27%	4,980.00	7,928.54	59.21%	(21,560.00)	4,421.16	79.3%

Audit (24)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	5,880.00	5,527.72	-5.99%	13,440.00	14,025.49	4.36%	14,000.00	9,087.31	54.3%
Total Revenues	5,880.00	5,527.72	-5.99%	13,440.00	14,025.49	4.36%	14,000.00	9,087.31	54.3%
Expenses									
Administration	-	-	#DIV/0!	14,100.00	14,100.00	0.00%	14,100.00	13,250.00	6.4%
Total Expenses	-	-	#DIV/0!	14,100.00	14,100.00	0.00%	14,100.00	13,250.00	6.4%
Total Fund Revenues	5,880.00	5,527.72	-5.99%	13,440.00	14,025.49	4.36%	14,000.00	9,087.31	54.3%
Total Fund Expenses	-	-	#DIV/0!	14,100.00	14,100.00	0.00%	14,100.00	13,250.00	6.4%
Surplus (Deficit)	5,880.00	5,527.72	-5.99%	(660.00)	(74.51)	-88.71%	(100.00)	(4,162.69)	-98.2%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

Paving & Lighting (25)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	42.00	27.72	-34.00%	96.00	72.28	-24.71%	100.00	87.99	-17.9%
Total Revenues	42.00	27.72		96.00	72.28		100.00	87.99	-17.9%
Expenses									
Administration			#DIV/0!		58.80	#DIV/0! (1)	-	11,298.40	-99.5% (1)
Total Expenses	-	-		-	58.80		-	11,298.40	-99.5%
Total Fund Revenues	42.00	27.72	-34.00%	96.00	72.28	-24.71%	100.00	87.99	
Total Fund Expenses	-	-	#DIV/0!	-	58.80	#DIV/0!	-	11,298.40	
Surplus (Deficit)	42.00	27.72	-34.00%	96.00	13.48	-85.96%	100.00	(11,210.41)	

(1) In 2013, engineering for paving work had begun.

Park Police (26)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	42.00	27.72	-34.00%	54.00	71.10	31.67%	100.00	78.87	-9.9%
Total Revenues	42.00	27.72		54.00	71.10		100.00	78.87	-9.9%
Expenses									
Administration	-	-	#DIV/0!	4,000.00	151.76	-96.21%	4,000.00	-	#DIV/0!
Total Expenses	-	-		4,000.00	151.76		4,000.00	-	#DIV/0!
Total Fund Revenues	42.00	27.72	-34.00%	54.00	71.10	31.67%	100.00	78.87	-9.9%
Total Fund Expenses	-	-	#DIV/0!	4,000.00	151.76	-96.21%	4,000.00	-	
Surplus (Deficit)	42.00	27.72	-34.00%	(3,946.00)	(80.66)	-97.96%	(3,900.00)	78.87	-202.3%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

IMRF (27)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	<u>36,540.00</u>	<u>33,559.56</u>	-8.16%	<u>83,520.00</u>	<u>85,146.65</u>	1.95%	<u>87,000.00</u>	<u>83,040.16</u>	2.5%
Total Revenues	36,540.00	33,559.56	-8.16%	83,520.00	85,146.65	1.95%	87,000.00	83,040.16	2.5%
Expenses									
Administration	<u>36,540.00</u>	<u>33,559.56</u>	-8.16%	<u>83,520.00</u>	<u>85,146.65</u>	1.95%	<u>87,000.00</u>	<u>83,040.16</u>	2.5%
Total Expenses	36,540.00	33,559.56	-8.16%	83,520.00	85,146.65	1.95%	87,000.00	83,040.16	2.5%
Total Fund Revenues	36,540.00	33,559.56	-8.16%	83,520.00	85,146.65	1.95%	87,000.00	83,040.16	2.5%
Total Fund Expenses	36,540.00	33,559.56	-8.16%	83,520.00	85,146.65	1.95%	87,000.00	83,040.16	2.5%
Surplus (Deficit)	-	-		-	-		-	-	

Social Security (28)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	<u>32,340.00</u>	<u>29,743.33</u>	-8.03%	<u>73,920.00</u>	<u>75,464.20</u>	2.09%	<u>77,000.00</u>	<u>72,421.29</u>	4.2%
Total Revenues	32,340.00	29,743.33	-8.03%	73,920.00	75,464.20	2.09%	77,000.00	72,421.29	4.2%
Expenses									
Administration	<u>32,340.00</u>	<u>29,743.33</u>	-8.03%	<u>73,920.00</u>	<u>75,464.20</u>	2.09%	<u>77,000.00</u>	<u>72,421.29</u>	4.2%
Total Expenses	32,340.00	29,743.33	-8.03%	73,920.00	75,464.20	2.09%	77,000.00	72,421.29	4.2%
Total Fund Revenues	32,340.00	29,743.33	-8.03%	73,920.00	75,464.20	2.09%	77,000.00	72,421.29	4.2%
Total Fund Expenses	32,340.00	29,743.33	-8.03%	73,920.00	75,464.20	2.09%	77,000.00	72,421.29	4.2%
Surplus (Deficit)	-	-		-	-		-	-	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

Concessions (30)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Clubhouse Concessions	10,782.00	12,308.38	14.16%	62,734.00	75,395.09	20.18%	68,491.00	69,024.06	9.2%
Beverage Cart	2,280.00	1,191.59	-47.74%	15,695.00	15,042.29	-4.16%	15,709.00	15,068.32	-0.2%
Sports Complex Concessions	2,112.00	787.53	-62.71%	28,128.00	27,464.61	-2.36%	28,434.00	24,808.84	10.7%
Pool Concessions	125.00	84.95	-32.04%	11,486.00	6,987.90	-39.16%	11,497.00	8,160.99	-14.4%
Catering	1,524.00	4,890.01	220.87%	16,254.00	20,749.70	27.66%	19,556.00	13,331.54	55.6%
Total Revenues	16,823.00	19,262.46	14.50%	134,297.00	145,639.59	8.45% (1)	143,687.00	130,393.75	11.7% (1)
Expenses									
Clubhouse Concessions	9,745.00	10,818.57	11.02%	80,041.00	76,167.12	-4.84%	92,511.00	65,850.97	15.7% (2)
Beverage Cart	1,904.00	1,272.74	-33.15%	10,230.00	9,011.72	-11.91%	10,604.00	9,405.66	-4.2%
Sports Complex Concessions	835.00	284.42	-65.94%	20,722.00	25,411.95	22.63%	21,536.00	19,394.91	31.0%
Pool Concessions	202.00	167.77	-16.95%	10,581.00	6,518.81	-38.39%	10,581.00	8,191.30	-20.4%
Catering	422.00	853.14	102.17%	5,377.00	5,314.55	-1.16%	6,183.00	2,871.63	85.1%
Total Expenses	13,108.00	13,396.64	2.20%	126,951.00	122,424.15	-3.57%	141,415.00	105,714.47	15.8%
Total Fund Revenues	16,823.00	19,262.46	14.50%	134,297.00	145,639.59	8.45%	143,687.00	130,393.75	11.7%
Total Fund Expenses	13,108.00	13,396.64	2.20%	126,951.00	122,424.15	-3.57%	141,415.00	105,714.47	15.8%
Surplus (Deficit)	3,715.00	5,865.82	57.90%	7,346.00	23,215.44	216.03%	2,272.00	24,679.28	-5.9%

(1) Overall revenue is over budget and exceeded 2013. Storm Dayz revenue for 2014, \$9 920 was slightly higher than 2013 \$8,656. However, it was lower than years past due to wet weather. The pool's performance is also down in part to reducing the hours and weather. Clubhouse revenue notable increases: Burgers, Chicken, Beer and Mixed Drinks. Room rental revenue is 76.24% \$3,202 higher than budget and 59.2% \$2,752 higher than 2013.

(2) Capital items being purchased in 2014 using proceeds for Concessions Fund: Menu Board \$1,237.50; Deck Furniture (5 tables, 20 chairs, umbrellas and bases) \$8,889.06.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

Developer Contributions (32)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	1,250.00	1,573.00	25.84%	3,750.00	26,188.28	598.35%	5,000.00	29,538.93	-11.3%
Total Revenues	1,250.00	1,573.00		3,750.00	26,188.28		5,000.00	29,538.93	-11.3%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	1,250.00	1,573.00		3,750.00	26,188.28		5,000.00	29,538.93	-11.3%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	1,250.00	1,573.00		3,750.00	26,188.28		5,000.00	29,538.93	-11.3%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

Golf Course (50)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Golf Operations	48,896.00	42,870.32	-12.3%	478,867.00	443,952.68	-7.3% (1)	508,950.00	459,791.99	-3.4% (2)
Golf Maintenance	8,757.00	7,847.36	-10.4%	20,015.00	19,584.62	-2.2%	20,849.00	19,826.51	-1.2%
Total Revenues	57,653.00	50,717.68	-12.0%	498,882.00	463,537.30	-7.1%	529,799.00	479,618.50	-3.4%
Expenses									
Golf Operations	26,196.00	22,054.08	-15.8%	194,690.00	189,372.62	-2.7% (3)	245,640.00	196,524.08	-3.6% (4)
Golf Maintenance	24,962.00	21,721.22	-13.0%	220,617.00	207,682.83	-5.9% (5)	286,674.00	207,329.06	0.2%
Total Expenses	51,158.00	43,775.30	-14.4%	415,307.00	397,055.45	-4.4%	532,314.00	403,853.14	-1.7%
Total Fund Revenues	57,653.00	50,717.68	-12.0%	498,882.00	463,537.30	-7.1%	529,799.00	479,618.50	-3.4%
Total Fund Expenses	51,158.00	43,775.30	-14.4%	415,307.00	397,055.45	-4.4%	532,314.00	403,853.14	-1.7%
Surplus (Deficit)	6,495.00	6,942.38	6.9%	83,575.00	66,481.85	-20.5%	(2,515.00)	75,765.36	-12.3%

(1) Daily Greens Fees +3.95% +\$6,385

Golf Events & Misc -3.61% -\$640

Lessons -12.86% -\$180

Carts -13.33% -\$14,703

Season passes -17.58% -\$22,246

Pro shop sales -8.01% -\$3,542

(2) Daily Greens Fees +8.21% +\$12,754

Golf Events & Misc -1.52% -\$264

Lessons -66.89% -\$2,465

SAY GOLF now in recreation

Carts -12.42 -\$13,566

Season passes -5.6% -\$6,189

Pro shop sales -12.39% -\$5,752

(3) Primarily below budget in part time wages and taxes 6.0% \$6,347.

(4) 2014 expenses below 2013 in following areas: Maint costs 46.9% \$2,942 , Materials & Supplies (Gas & Oil, Misc) 31.8% \$3,724, and Cost of Goods Sold 12.2% \$3,931.

(5) 2014 expenses below budget in Materials & Supplies 28.2% \$13,413

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

Swimming Pool (51)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Pool	3,184.00	3,118.41	-2.1%	58,087.00	50,349.82	-13.3%	58,199.00	59,902.67	-15.9%
Swim Lessons	235.00	225.75	-3.9%	14,213.00	13,222.02	-7.0%	14,235.00	15,308.46	-13.6%
Total Revenues	3,419.00	3,344.16	-2.2%	72,300.00	63,571.84	-12.1% (1)	72,434.00	75,211.13	-15.5% (2)
Expenses									
Pool	40.00	1,146.57	2766.4%	44,310.00	42,256.41	-4.6% (3)	44,430.00	48,023.58	-12.0% (3)
Pool Maintenance	1,705.00	1,631.28	-4.3%	23,220.00	25,752.47	10.9% (4)	25,400.00	23,808.91	8.2% (4)
Swim Lessons	-	-	#DIV/0!	8,201.00	8,414.65	2.6%	8,201.00	8,662.00	-2.9%
Total Expenses	1,745.00	2,777.85	59.2%	75,731.00	76,423.53	0.9%	78,031.00	80,494.49	-5.1%
Total Fund Revenues	3,419.00	3,344.16	-2.2%	72,300.00	63,571.84	-12.1%	72,434.00	75,211.13	-15.5%
Total Fund Expenses	1,745.00	2,777.85	59.2%	75,731.00	76,423.53	0.9%	78,031.00	80,494.49	-5.1%
Surplus (Deficit)	1,674.00	566.31	-66.2%	(3,431.00)	(12,851.69)	274.6%	(5,597.00)	(5,283.36)	143.2%

(1) Daily Fees -18.76% \$3,348

Season passes -11.07% -\$3,720

Misc income (includes oscar, pool rentals and middle school pool party) -15.26% -\$296

Swim Lessons -11.66% -\$1,595

(2) Daily Fees -16.46% -\$2,856

Season passes -16.29% \$5,814

Misc income (includes oscar, pool rentals and middle school pool party) -35.29% -\$897

Swim Lessons -20.49 -\$2,984

(3) Labor for general pool hours is below budget 4.5% \$1,842 and less than 2013 11.3% \$4,967. This is due to change in hours and weather.

(4) 2014 Plumbing costs \$2,482.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2014

Debt Service (60)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	242,340.00	220,285.11	-9.1%	553,920.00	558,904.49	0.9%	577,000.00	548,572.26	1.9%
Total Revenues	242,340.00	220,285.11	-9.1%	553,920.00	558,904.49	0.9%	577,000.00	548,572.26	1.9%
Expenses									
Administration	-	-	#DIV/0!	19,294.00	19,293.75	0.0%	571,800.00	20,343.75	-5.2%
Total Expenses	-	-		19,294.00	19,293.75		571,800.00	20,343.75	-5.2%
Total Fund Revenues	242,340.00	220,285.11	-9.1%	553,920.00	558,904.49	0.9%	577,000.00	548,572.26	1.9%
Total Fund Expenses	-	-		19,294.00	19,293.75		571,800.00	20,343.75	-5.2%
Surplus (Deficit)	242,340.00	220,285.11	-9.1%	534,626.00	539,610.74	0.9%	5,200.00	528,228.51	2.2%

Capital Projects (70)

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	3,501.57	#DIV/0!	472,680.00	3,832.85	-8.6%
Total Revenues	-	-	#DIV/0!	-	3,501.57	#DIV/0!	472,680.00	3,832.85	-8.6%
Expenses									
Administration	30,200.00	14,900.55	-50.7%	347,875.00	294,431.45	-15.4%	662,200.00	308,465.09	-4.5%
Total Expenses	30,200.00	14,900.55	-50.7%	347,875.00	294,431.45	-15.4%	662,200.00	308,465.09	-4.5%
Total Fund Revenues	-	-		-	3,501.57	#DIV/0!	472,680.00	3,832.85	-8.6%
Total Fund Expenses	30,200.00	14,900.55	-50.7%	347,875.00	294,431.45	-15.4%	662,200.00	308,465.09	-4.5%
Surplus (Deficit)	(30,200.00)	(14,900.55)	-50.7%	(347,875.00)	(290,929.88)	-16.4%	(189,520.00)	(304,632.24)	-4.5%
Total Fund Revenues	1,096,463.00	1,006,134.54		3,184,979.00	3,255,607.94	2.2%	3,843,669.00	3,199,772.33	
Total Fund Expenses	333,849.00	285,368.74	-14.5%	2,692,581.00	2,486,787.89	-7.6%	4,156,845.00	2,222,463.61	
Surplus (Deficit)	762,614.00	720,765.80	-5.5%	492,398.00	768,820.05	56.1%	(313,176.00)	977,308.72	

Sycamore Park District

	1/1/2014	Revenues	Expenses	9/30/2014	9/30/2014 Cash balance
10 Corporate	131,195.37	589,704.29	455,219.12	265,680.54	262,263.23
20 Recreation	36,127.00	1,034,933.75	708,818.28	362,242.47	362,708.76
21 Donations	223,513.80	2,100.03	20,578.00	205,035.83	205,953.90
22 Special Recreation	285,021.65	142,410.86	175,215.07	252,217.44	252,217.44
23 Insurance	42,998.28	50,336.22	42,407.68	50,926.82	50,225.32
24 Audit	13,115.80	14,025.49	14,100.00	13,041.29	13,041.29
25 Paving & Lighting	7,373.77	72.28	58.80	7,387.25	7,387.25
26 Park Police	8,071.03	71.10	151.76	7,990.37	7,990.37
27 IMRF	-	85,146.65	85,146.65	-	-
28 Social Security	-	75,464.20	75,464.20	-	-
30 Concessions	49,188.82	145,639.59	122,424.15	72,404.26	69,624.24
32 Developer Contributions	74,064.11	26,188.28	-	100,252.39	100,252.39
60 Debt Service	14,398.84	558,904.49	19,293.75	554,009.58	554,009.58
70 Capital Projects	737,132.43	3,501.57	294,431.45	446,202.55	442,823.15
Total governmental fund balance	1,622,200.90	2,728,498.80	2,013,308.91	2,337,390.79	2,328,496.92
50 Golf Course Net Assets	140,612.56 <u>(224,878.42)</u> (84,265.86)	463,537.30	397,055.45	207,094.41 <u>(224,878.42)</u> (17,784.01)	(9,218.88)
51 Swimming Pool Net Assets	275,778.45 <u>(276,233.35)</u> (454.90)	63,571.84	76,423.53	262,926.76 <u>(276,233.35)</u> (13,306.59)	(13,407.58)
Total proprietary funds	416,391.01	527,109.14	473,478.98	470,021.17	
Net assets	<u>(501,111.77)</u>			<u>(501,111.77)</u>	
Proprietary funds minus net assets	<u>(84,720.76)</u>			<u>(31,090.60)</u>	
	1,537,480.14			2,306,300.19	2,305,870.46

Summary of depository accounts as of 10/22/2014

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,632.77	0.10
National Bank & Trust	1,651,593.29	0.03
Resource Bank	559,548.09	0.10

*Dekalb Co. Community Foundation 14,768.36

2,241,542.51

* 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 9/30/14.

	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
1/1/2014	129,720	54,281	224,432	285,400	42,297	13,116	56,861	8,071	-	-	47,788	74,064	(77,386)	-	14,399	737,132	1,610,176	1,610,176	-
January																			
Receipts																			
Replacement Taxes	7,645			-													7,645	4,000	3,645
Shelters	50																50	-	50
User Fees		13,286									73		2,971	-			16,329	15,944	385
Misc	472	505	5	7	1	0	1	0				2			0	53	1,048	1,500	(452)
Expenses	(36,863)	(62,054)	-	(90)	(5,042)	-	-	-	-	-	(1,832)	-	(25,377)	(497)	-	(807)	(132,562)	(173,493)	40,931
1/31/2014	101,025	6,018	224,437	285,316	37,256	13,116	56,862	8,071	-	-	46,029	74,066	(99,791)	(497)	14,399	736,378	1,502,686	1,458,127	44,559
February																			
Receipts																			
Replacement Taxes	-																940	750	190
Shelters	940																940	-	-
User Fees		10,397									566		43,061	-			54,025	10,332	43,693
Misc	505	4,000	5	7	1	0	0	0				2			0	48	4,568	1,280	3,288
Expenses	(38,767)	(84,537)	-	(466)	-	-	(49,487)	-	-	-	(3,364)		(45,622)	(948)	-	-	(223,192)	(193,395)	(29,797)
2/28/2014	63,703	(64,122)	224,442	284,857	37,257	13,116	7,375	8,071	-	-	43,231	74,068	(102,352)	(1,446)	14,400	736,426	1,339,027	1,277,094	61,933
March																			
Receipts																			
Replacement Taxes	2,269																2,269	2,400	(131)
Shelters	460																460	600	(140)
User Fees		8,495									568	2,000	57,611	-		-	68,673	97,918	(29,245)
Misc	5,176	2,201	6	6	1	0	0	0				2			0	52	7,446	625	6,821
Expenses	(48,177)	(70,329)	-	(61,519)	(5,039)	(12,100)	(59)	(152)	-	-	(2,238)	-	(41,489)	(2,149)	-	(60,932)	(304,182)	(245,810)	(58,372)
3/30/2014	23,432	(123,755)	224,448	223,344	32,219	1,016	7,317	7,920	-	-	41,561	76,070	(86,230)	(3,595)	14,400	675,545	1,113,693	1,132,827	(19,134)
April																			
Receipts																			
Replacement Taxes	10,140																10,140	8,800	1,340
Shelters	825																825	825	-
User Fees		13,260									6,381	4,682	38,071	12,324			74,718	81,971	(7,253)
Misc	24,592	600	4	4	230	0	0	0				2			0	49	25,481	200	25,281
Expenses	(44,493)	(79,438)	-	-	-	-	-	-	-	-	(8,619)	-	(36,127)	(459)	-	(450)	(169,587)	(218,265)	48,678
4/30/2014	14,496	(189,332)	224,452	223,348	32,448	1,016	7,317	7,920	-	-	39,323	80,753	(84,286)	8,270	14,400	675,145	1,055,270	1,006,358	48,912

	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	61,362	104,452		18,573	6,566	1,829	9	9	11,107	9,844					72,905		286,657	225,520	61,137	
Transfers in/out	5,913	9,950							(11,107)	(9,844)	519		4,541	27			0	-	0	
Replacement Taxes	7,484																7,484	6,400	1,084	
Shelters	1,525																1,525	850	675	
User Fees		18,267									20,881	4,000	56,711	11,795			111,654	117,674	(6,020)	
Misc	65	-	200													3,300	3,565	17,416	(13,851)	
Expenses	(58,271)	(105,878)	(14,650)	(4,481)	-	-	-	-	-	(16,124)	-	(52,073)	(3,896)	-	(125,447)		(380,819)	(353,900)	(26,919)	
5/31/2014	32,574	(162,541)	210,002	237,441	39,014	2,846	7,326	7,929	-	-	44,599	84,753	(75,107)	16,197	87,306	552,997	1,085,336	1,020,318	65,018	
June																				-
Receipts																				-
Taxes	187,969	319,964		56,895	20,112	5,604	28	28	34,023	30,154					223,328		878,107	902,080	(23,973)	
transfers in/out	17,685	29,401							(34,023)	(30,154)	1,941		14,171	981			-	-	-	
Replacement Taxes	-																-	-	-	
Shelters	2,420																2,420	1,075	1,345	
User Fees		18,927									40,264	5,244	72,616	22,564			159,615	156,301	3,314	
Misc	2,019	6,200	1,500													-	9,719	2,602	7,117	
Expenses	(73,566)	(79,289)		(34,769)	-	(2,000)	-	-	-	(30,909)	-	(53,608)	(20,874)	(19,294)	(41,355)		(355,664)	(533,132)	177,468	
6/30/2014	169,101	132,662	211,502	259,567	59,126	6,450	7,354	7,957	-	-	55,895	89,997	(41,929)	18,867	291,340	511,642	1,779,532	1,549,244	230,289	
July																				-
Receipts																				-
Taxes	7,827	13,323		2,532	837	233	1	1	1,417	1,256					9,299		36,726	22,552	14,174	
transfers in/out	443	254							(1,417)	(1,256)	326		688	961			-	-	-	
Replacement Taxes	7,540																7,540	5,600	1,940	
Shelters	500																500	2,425	(1,925)	
User Fees	-	12,346									30,965	-	57,290	8,391			108,992	119,859	(10,867)	
Misc	500	2,850	180														3,530	1,098	2,432	
Expenses	(57,398)	(82,821)	(610)	(25,165)	(29,257)	-	-	-	-	(29,225)	-	(51,976)	(24,110)	-	(43,997)		(344,559)	(255,123)	(89,436)	
7/31/2014	128,513	78,614	211,072	236,933	30,707	6,683	7,355	7,958	-	-	57,962	89,997	(35,927)	4,109	300,639	467,645	1,592,261	1,445,655	146,606	
August																				-
Receipts																				-
Taxes	27,847	47,402		8,429	2,980	830	4	4	5,040	4,467					33,086		130,090	67,656	62,434	
transfers in/out	2,277	3,658							(5,040)	(4,467)	374		2,391	808			-	-	-	
Replacement Taxes	811																811	1,600	(789)	
Shelters	965																965	925	40	
User Fees		30,016									24,199	8,682	66,706	2,908			132,511	118,983	13,528	
Misc	6	-	280														286	2,237	(1,951)	
Expenses	(53,549)	(88,827)	-	(26,823)	(3,299)	-	-	-	-	(18,776)	-	(51,666)	(21,799)		(9,921)		(274,659)	(297,054)	22,395	
8/31/2014	106,870	70,863	211,352	218,539	30,387	7,514	7,360	7,963	-	-	63,758	98,679	(18,496)	(13,974)	333,724	457,724	1,582,264	1,340,002	242,262	

	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	185,408	315,605		56,120	19,838	5,528	28	28	33,560	29,743					220,285		866,142	947,184	(81,042)	
transfers in/out	16,924	28,249							(33,560)	(29,743)	2,084		14,607	1,439			0	-	0	
Replacement Taxes	-																-	-	-	
Shelters	430																430	375	55	
User Fees		18,195									17,255	1,573	36,760	1,905			75,689	74,500	1,189	
Misc	127	675	630														1,432	5,524	(4,092)	
Expenses	(47,496)	(70,878)	(6,028)	(22,442)		-	-	-	-	-	(13,473)	-	(42,091)	(2,778)		(14,901)	(220,086)	(264,969)	44,883	
9/30/2014	262,263	362,709	205,954	252,217	50,225	13,041	7,387	7,990	-	-	69,624	100,252	(9,219)	(13,408)	554,010	442,823	2,305,870	2,102,616	203,255	
October																				-
Receipts																				-
Replacement Taxes	9,600	-															9,600	9,600	-	
Shelters	75																75	75	-	
User Fees		7,236									6,527	-	17,892	-			31,655	31,655	-	
Misc	-	-															-	-	-	
Bond Proceeds																	-	-	-	
Expenses	(55,531)	(89,876)		(38,000)	-	-	-	-	-	-	(8,036)	-	(45,709)	(960)	-	(22,000)	(260,112)	(260,112)	-	
10/31/2014	216,407	280,069	205,954	214,217	50,225	13,041	7,387	7,990	-	-	68,115	100,252	(37,036)	(14,368)	554,010	420,823	2,087,088	1,883,834	203,255	
November																				-
Receipts																				-
Taxes	19,400	32,800		5,760	2,040	560	4	4	3,480	3,080					23,080		90,208	90,208	-	
transfers in/out	1,710	2,972							(3,480)	(3,080)	204		1,540	134			-	-	-	
Replacement Taxes	-																-	-	-	
Shelters	-																-	-	-	
User Fees		10,974									1,759	-	5,333	-	-	-	18,066	18,066	-	
Misc	(2)	-															(2)	(2)	-	
Bond Proceeds																472,680	472,680	472,680	-	
Expenses	(40,350)	(63,757)		-	-	-	-	-	-	-	(3,990)	-	(35,112)	(280)	(473,212)	(284,825)	(901,526)	(901,526)	-	
11/30/2014	197,165	263,058	205,954	219,977	52,265	13,601	7,391	7,994	-	-	66,088	100,252	(65,275)	(14,514)	103,878	608,678	1,766,514	1,563,260	203,255	
December																				-
Receipts																				-
Taxes	-																-	-	-	
Replacement Taxes	1,600																1,600	1,600	-	
Shelters																	-	-	-	
User Fees		3,329									900	1,250	6,152	-			11,631	11,631	-	
Misc	14,865	1,710															16,575	16,575	-	
Expenses	(51,020)	(89,988)		-	(28,580)	-	-	-	-	-	(2,438)	-	(36,186)	(1,060)	(79,294)	(7,500)	(296,066)	(296,066)	-	
12/31/2014	162,610	178,109	205,954	219,977	23,685	13,601	7,391	7,994	-	-	64,550	101,502	(95,309)	(15,574)	24,584	601,178	1,500,254	1,297,000	203,255	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference
change	32,890	123,827	(18,478)	(65,422)	(18,611)	485	(49,470)	(77)	-	-	16,762	27,438	(17,923)	(15,574)	10,185	(135,954)	(109,921)	(313,176)	203,255

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: October 28, 2014

Administrative Initiatives (10/1/14 – 10/31/14)

- Attended weekly Department Head meetings as scheduled.
- Attended monthly all staff meeting.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Attended prospective website designer's presentations.
- Attended Voluntary Action Center Board Meeting.
- Developed October Newsletter for golf operation.
- Updated reader board outside pro shop with October special events and leagues, including high school golf meet schedules.
- Continued to find ways to generate funds for a possible new irrigation system focusing efforts in researching the possibly of "Crowdfunding" through the current park district websites.
- Continued to offer a pro shop sale for slow selling items, such as golf shirts and tops to begin to reduce 2014 inventory.
- Finished preparation of 45 golf carts for the Sycamore High School Homecoming Parade. Preparation includes cleaning, gassing, tire pressure checks and replenishing oil.
- Finished placing park district official logo on remainder of golf carts.

- Began process of mailing outing contracts to prospective 2015 outing planners.
- Developed, prepared and performed golf cart “drill team” for 2014 Pumpkin Festival Parade.
- Attended IAPD “Best of the Best” Awards Gala.
- Offered Pumpkin Scramble with a field of 22 teams.

Administrative Initiatives (11/1/14 – 11/30/14)

- Attend weekly Department Head meetings as scheduled.
- Attend Chamber of Commerce Ambassadors Club meeting.
- Attend Voluntary Action Center Board Meeting.
- Develop November Newsletter for golf operation.
- Updated reader board outside pro shop with November scheduled event.
- Continued to offer a pro shop sale for slow selling items, such as golf shirts and tops to begin to reduce 2014 inventory.
- Offer “Frozen Fingers Open” two-person Scramble/Alternate shot event.
- Begin to prepare carts and cart barn for off season.
- Develop proposed golf rates for the 2015 golf season.
- Finalize and present alternate revenue source funding for irrigation system through the use of “Crowd-Funding.”
- Mail out contracts for outings tentatively scheduled for 2015.
- Reduce staffing to a minimum using cart staff only when necessary based on weather and pro shop staff cut to shorter shifts.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: October 28, 2014

Administrative Initiatives (10/1/14-10/31/14)

Golf

- Ideal temperatures and rainfall amounts have produced great golfing conditions along with excellent fall leaf color. Three inches of rain fell during the first three weeks of October which combined with comfortable daytime high temperatures and fall fertilizer applications producing quality turf throughout the course. Several frost delays have occurred as cooler mornings are becoming more common.
- In addition to consistent mowing and trimming, staff has removed trees and stumps, worked on testing and replacing failed sprinkler heads, fall fertilized various areas, mulched falling leaves daily, sodded thin turf areas on the fairways, pulled spent annual flowers, pruned shrubs, and aerated the greens.
- Staff also planted three more trees this week, all of which were donated by customers in memory of family members.
- The roof of the old maintenance shop will be replaced any day now by Tip Top Roofing Company.
- The course made it through the fall with very little animal digging as they search for grub worms. We think this is contributed to by both the preventive applications we made for the grubs as well as the rough past winter which reduced the overwintering in-ground larvae.

- I will be ordering snow mold disease fungicide prevention products during the next couple of weeks. These applications are made to the greens, tees, and fairways the week before Thanksgiving.
- We hosted the High School Girls' Regional State qualifying meet on October 8th. The teams enjoyed great weather and we received a lot of positive feedback from the spectators and coaches alike on the condition of the course.
- Our legally required chemical rinse pad located by the old maintenance shop was spot inspected this month by the Illinois Department of Agriculture. We passed 100% of the requirements which includes spray licenses for staff who apply plant protectants.

Sports

- AYSO soccer completed play on October 18th. The season was a great success and our constant communication with league leaders made the weekly practices and games run smoothly. They paid the Park District staff very high praise for their work and the quality of the fields they use in an end-of-year letter sent out to all parents and coaches. The fields will still host a couple of games the first weekend of November as the travel teams complete their seasons.
- Sycamore girls' fall softball season has ended. We also hosted a couple of three –day weekend baseball tournaments on the high school field.
- KYFL football played their last game on October 16th on the outfield of the high school field. The season went smoothly as weather and field issues were discussed regularly.
- We had to have one of the primary underground power lines repaired at the end of September. A lightning strike near the area a couple of days prior to

discovering the issue was determined to be the cause. These main underground lines are aging and will need to be replaced in the future.

- Staff has been dragging and chalking remaining scheduled fields , adding ag lime infield surfacing to needed areas, mowing and weed eating consistently, emptying garbage as needed, painting foul lines and soccer lines weekly, rolling fields, cutting down dead trees as time allows, sodding bare areas in front of soccer goals on many fields, and added screenings to the high school field warning track and dugouts.
- I coordinated with Copenhaver Construction Co. as they added required ADA stone access paths from the parking area to ball fields 1, 4, and 3. Paths were also added at the end of the gravel lot by the driving range to access soccer fields 6 and 7. A small path was also added for access to ball field 16 behind the pool. ADA requires only a percentage of fields be accessible (usually around 25%) which is why paths were added to these fields only.
- We will be removing the pool diving boards soon and sending them to the manufacturer to get resurfaced for safety reasons as the rough surface has become smoother through use.
- We had someone drive onto two of our mini soccer fields located just to the west of the north gravel lot off Airport Road and tear up the turf. A police report was filed and we worked out an alternate schedule with AYSO for the last day of soccer games. The area was rolled and will heal with time.

Parks

- Staff continues to perform daily mowing, trimming, and cleanup of all park areas. They are also completing minor repairs of structures, playgrounds and playground equipment including replacing a slide and a climbing wall, landscape areas have had mulch added, dead ash trees and stumps have been

removed consistently, planted six trees at Ovitz Park, have been performing safety checks of playground structures, leveled mulch at playground areas, and wasp nest are being sprayed as discovered at playground and shelter areas.

- Worked with Lisa White on planning the park dedication day for Ovitz Park on October 25th. I attended the event as well.
- I attended staff, board, and CAC meetings. I also attended the PDRMA risk management education day and the PDRMA safety coordinator education seminar.
- I attended several meetings with ERA engineers and Copenhagen Construction Company as the ADA paving work continues. I am working daily with the foreman and engineers as the many projects throughout the city are nearing completion. Paving of the tennis lot and road along with the path from near the Good Tymes shelter playground to the bridge will be completed by Pumpkin fest weekend. The remaining areas at parks around town will be completed by the end of October.
- The WPA Main Shelter work is finally complete! The City of Sycamore building inspection revealed that the code has changed and warm or hot water is now required of all restrooms in Illinois being constructed, so we had to add a water heater and have the electric line for the heater hooked up into the breaker box. The City of Sycamore completed another inspection and has provided a signed certificate of occupancy near the end of October for use of the shelter. Unfortunately, the colder weather will force us to winterize the shelter the first week of November so the shelter will remained closed until spring.
- Midwest Museum – Met with Fire Dept., City Manager and Director Gibble about the sprinkler system issues. Now gathering info on a simpler solution of adding heat tracer lines to warm the pipes that are of concern instead of changing entire system to a dry system.

- Worked with DeKalb County Health Dept. on compliance testing of all the currently used water wells at the district.
- Attended the IAPD Awards Dinner to honor the National Band and Trust for support of the Sycamore Park District.
- Participated in the Pumpkin fest Parade as part of the golf cart drill team.
- Obtained equipment pricing for maintenance portion of 2015 Capital Budget planning.
- Began detailed inventory of parks and facilities for the fixed asset replacement project.
- Participated in the Touch-a-Truck event at Farm and Fleet as we provided our truck, enclosed trailer, and trim mower for the kids to enjoy.

Administrative Initiatives (11/1/14-11/30/14)

- Attend staff, CAC, and board meetings.
- Staff will continue to focus on mowing and trimming of all areas until turf growth stops for the season, complete various repairs and inspections of playground and park equipment, updating ADA parking signage, sod/seed thin areas, winterize all exterior drinking fountains and sports concessions building, dead trees removed, and picnic tables/garbage cans brought in from all the parks and sports fields.
- The golf course irrigation system will be winterized on Nov. 6th.
- Will continue to gather information for the fixed assets budget project.

- I will participate in post season meetings with sports user groups to discuss field maintenance use and issues now that all schedules are complete for the year. Plans for next season will also be discussed.
- Continue PDRMA compliance requirements for future insurance review. Will attend a human resource seminar with several other staff in December.
- Will submit operation budgets for all areas of park district maintenance.
- Will begin staff annual performance review process.
- Will meet with engineers and contractor for ADA paving and clubhouse/tennis paving project as work is completed to check finished product.
- Continue to work with contractors as the roof for the old shop is replaced this fall.
- Will work on Goals and Objectives for the short term plan. Specifically a rough draft of the maintenance management plan for parks.
- Will release seasonal staff later in the month as the grass stops growing and winter weather arrives.
- The golf course will close once snow falls or when consistently cold temperatures arrive for the long term. Once closed, all course equipment will be taken inside, ropes put up around west side greens, snowmobile trail signs put up, and east side bridges chained off.

To: Park Board of Commissioners

From: Bart Desch

Subject: Monthly Board Report

Date: October 21, 2014

Administrative Initiatives: (10/01/14 – 10/31/14)

- Attended the CAC meeting on October 1.
- Attended the Board meeting on October 28.
- Contacted several families regarding a new poster for the Vision 20/20 campaign and the upcoming brochure. The Sida and Tran family are active in local sports groups and user of our parks. The Sida picture is being used.
- Contacted the Follman Family about them attending the Dr. John Ovitz Park dedication on Saturday, October 25 at 10am.
- Contacted Kathy Countryman regarding a “hard copy” of a flyer regarding the Vision 20/20 document, being handed out in early October. This was accomplished and handed out.
- Conducted the Fishing Derby on October 11 at Lake Sycamore.
- Contacted several sports groups about the upcoming Winter/Spring 2015 brochure and their respective registration ads in there.
- Contacted and successfully solicited Northern Rehab for a yearlong series of ads in the program guide.
- Met with the “Web Site Group” and decided on a vendor to create the District’s soon to be new web site. Special thanks to members of the group for their time, effort and expertise with this project. Thanks to Kirk, Jackie, Lisa, and Sarah Elm. We welcome Visionary Web Works and look forward to working with them. The goal is for the new web site to be operational in time for the summer brochure.
- Contacted instructors and staff about the work beginning on the Winter/Spring 2015 brochure. This brochure is slated to be mailed out the second week in December.
- Facilitated the creation and mailing of the two postcards and one newsletter regarding the Vision 20/20 campaign the District is involved in.

- Attended the PDRMA safety workshop on October 3 in Tinley Park.
- Contacted several Park District's regarding Visionary Web Works and the web design and work they had done for them.
- Wrote and submitted a grant to the Mary E. Stevens Concert and Lecture Fund for the Summer 2015 concert series.
- Took several pictures for the Vision 20/20 campaign and the following brochure.
- Researched and submitted financial numbers for alternative changes to the brochure. Also submitted concerns that these would cause.
- Began the process to change and update the last RFP for cleaning services, send those out to prospective agencies and ask for bids for the project. Thank you to staff for submitting changes in their respective buildings/areas.
- Met with Julie Graves the Principle at South Prairie School regarding some future programming at the school.
- Attended the IAPD Awards Ceremony on October 25 in Wheeling.
- Formulated and sent out bills to Girls Softball, AYSO Soccer and KYFL football for their fall seasons.
- Attended the IAPD award ceremony on October 24.
- Sent in facility requests to the School District regarding winter/spring programs.

Administrative Initiatives: (11/01/14 – 11/30/14)

- Will attend the CAC meeting on November 5.
- Will attend the Board meeting on November 25.

- Begin working with Visionary Webworks and Sarah on the new web site. Will also plan on which parks/facilities to get pictures of for the web site.
- Finish final work on Winter/Spring brochure, which will go out the second week of December.
- Will review janitorial bids and make a staff recommendation.
- Will attend the Suburban Parks and Recreation Association “Showcase” event on November 18.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: October 28, 2014

Administrative Initiatives (10/1/14 – 10/31/14)

- Finalized legal work on ballot and bond matters.
- Updated Agenda Planner and Distributed to Board/Administrative Staff.
- Served on Pumpkin Festival Committee.
- Coordinated planning of Dr. John Ovitz Park Dedication.
- Coordinated site planning for Dr. John Ovitz Park and Sports Complex.
- Prepared information for ballot for commissioner.
- Held meetings with Key Contacts about Vision 20/20.
- Worked with County Health Department on addressing matters related to the farm acres on South Airport Road.
- Coordinated the beginning discussions on FY 2015 Capital and Operating Budgets.
- Worked on revising Personnel Policy Manual based upon most recent changes.
- Kept up a regular presence on the district's FACEBOOK page.
- Worked on issues related to Midwest Museum of Natural History fire suppression system.

- Attended Meetings of:
 - Health Department
 - Rotary
 - Chamber
 - KSRA
 - PDRMA
 - CAC
 - Pumpkin Festival
 - HOA's
- Served on Pumpkin Festival Committee and Worked Event.
- Communicated with the County Clerk's Office on matters related to legal notification and publication of election matters.
- Promoted and Coordinated the October 21 Public Meeting on VISION 20/20.

Administrative Initiatives (11/1/14 – 11/30/14)

- Continue to push for transfer of deeds on two parcels from City to Park District related to Kiwanis East Park and Parkside Preserve.
- Hold follow-up meetings with Youth Sports Groups on Site Planning.
- Continue seeking cooperation from Shodeen Development and Krpan Estates to get final Development Agreements.
- Continue serving on Pumpkin Festival Committee.
- Finalize Capital Asset lists.
- Update Agenda Planner for Staff/Board.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - Pumpkin Festival
- Finalize Capital and Operating Budgets.

- Work with Supt. of Finance on Levy and Bond Ordinances based upon outcome of November 4 election—one of two routes must be taken so we are delaying the process this year, by a month. A special meeting may be necessary in early December for some of these matters.
- Complete ADA work from Phase 2 of the Transition Plan.
- Begin working on Phase 3 specifications for ADA Transition Plan.
- Begin working on paving specifications for Club House area in 2015.
- Begin work on 2015 Executive Summary.
- Attend IAPD Legal Symposium.
- Assure collection/review of election results
- Attempt to mitigate outstanding problems with the east lot parking at the golf course—trying to get City, Park District and Contractor on the same page.
- Maintain FACEBOOK PAGE with ongoing information about the parks in Sycamore, and other “Big Picture” matters.

**Minutes of the Regular Meeting of the Sycamore Park District
Citizens Advisory Committee
Thursday, September 04, 2014**

The roll was called with Committee Members Margaret Bassett, Christiene Drake, Doug Kenney, Barb Lynch, Craig Mathey, Dave Yanke and Scott Buzzard were present. Committee Members absent were Susan Benson, Brian Gregory, Brian Lance, Denny Lane and Rose Treml. Park Staff present were Supt. of Parks Donahoe, Supt. of Recreation Desch, Program Supervisor White, and Recording Secretary Freeman. Also present was Jessica Sida.

Agenda Approval

Motion

CM Yanke made a motion to approve the agenda. CM Mathey seconded the Motion.

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All members present voted aye. Motion carried 7-0.

Minutes Approval

Motion

CM Yanke made a motion to approve the August 7, 2014 minutes. CM Mathey seconded the Motion.

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All members present voted aye. Motion carried 7-0.

Chair Buzzard introduced Jessica Sida who attended this meeting to check out the CAC.

Old Business –

Letter Writing – Chair Buzzard noted the Board is doing a Letter Writing Campaign and need about 20 letters. He asked if anyone on the CAC has a letter or wants to write one to send them to President Strack. He also noted that Board Member Schulz had sent out the guidelines for the letters.

New Business

Swimming Pool Tour – Supt. of Parks Donahoe started the pool tour outside. He talked about what it involves to take care of the landscaping around the pool. He also went over other things, like painting of the pool, patching concrete, taking care of the hot tub. He touched on all the piping under the pool and pool deck. He noted they have to drain the pool and then fill it up again for the winter and keep a pump moving the water so it does not freeze. If there was not water in the pool during the winter hours, the walls could cave in. He noted the biggest fear and biggest expense would be if any of the underground pipes break. The tour then moved into the mechanical room. Supt. of Parks Donahoe went over all the equipment used to run the pool and hot tub. He touched on what is involved with the filter systems and chlorine systems. The chlorine system is in a special room off the main room and is maintained by Bob. The pool managers monitor the chlorine levels every hour and if any major problems with this Bob will handle. The main room always has moisture in it and therefore equipment is always rusting and has to be replaced. We have been able to make repairs as necessary so far. He noted the diving boards have to be resurfaced at times and he will be sending in the current ones over the winter to be resurfaced since the company has a huge backlog. He also noted the pool and equipment

Minutes of the Regular Meeting of the Citizens Advisory Committee
Thursday, September 4, 2014
P. 2

New Business-Swimming Pool Tour cont'd – is all City, State, and Fire Marshall inspected and approved. There are also surprise inspections and our insurance company audits us, so there is constant outside sources inspection the pool. Bob and Lisa have to take exams on pool chemical, etc. The tour then moved into the storage room and the concessions area. They then moved onto the locker rooms. Supt. of Parks Donahoe went over all of the ADA changes that have to be made within a mandated 5 year period of which we are two years into. He also went over some of the mandates for the pool. Pool Manger/Program Supervisor White noted the pool staff has to monitor the locker rooms throughout the day and attend to any issues. She then also went over staffing for the pool and the change in the pool hours along with the reasons for the changes. She also went over some of the duties for the staff on a daily basis. Supt. of Recreation Desch went over some of the landscape changes they requested when the pool came under the recreation department. These changes helped with the visibility for the lifeguards for all areas of the pool. Program Supervisor White noted this year there were challenges with the weather since it was cooler and not many attend the pool when cooler. She went over figures for attendance for 2014, pool passes sold and swim lessons. Supt. of Recreation Desch went over the budget information and also went over the Oscar program we have with the Schools.

Announcements -

The next CAC meeting will be on Thursday, October 2, 2014.

Adjournment –

Motion

The Citizens Advisory Committee adjourned at 8:10 a.m. on a motion made by CM Bassett. The motion was seconded by CM Drake.

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All Commissioners voted aye. Motion carried 7-0.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary

October 9, 2014

Dan Gible
Executive Director
Sycamore Park District
940 E. State Street
Sycamore, IL 60178-9587

Dear Dan:

Please find enclosed letters that were sent to Representative Robert Pritchard and Senator Dave Syverson. We wanted them to know about the outstanding work the Sycamore Park District is doing and the recognition it will be receiving at the *Best of the Best Awards Gala* on October 24th.

I encourage you to make Representative Pritchard and Senator Syverson a part of your agency's *Best of the Best Awards Gala* reservation, so that they can join in the celebration and learn more about your park district's award-winning projects.

Congratulations on the award, Dan. Keep up the great work!

My best personal regards,



Peter M. Murphy
President/CEO

Enclosures



October 6, 2014

The Honorable Robert Pritchard
State Representative
2600 DeKalb Ave., Suite C
Sycamore, IL 60178

Dear Representative Pritchard:

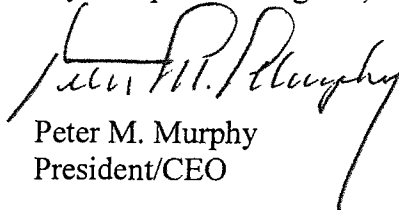
I am honored to tell you that the Sycamore Park District will be recognized with a statewide award at the Illinois Association of Park Districts' Best of the Best Awards Gala. This year's Gala will take place the evening of Friday, October 24, 2014, at Wheeling Park Districts' beautiful Traditions at Chevy Chase Country Club.

The Sycamore Park District is receiving a "Best of the Best" statewide award in the best friend of Illinois parks – mid-sized business category for its nomination of National Bank & Trust. The District competed against other park districts, forest preserves, conservation and recreation agencies throughout the state in order to win this prestigious award.

IAPD's Best of the Best Awards Gala provides the perfect setting to shine the light on agencies like the Sycamore Park District as a model for others. The outstanding contributions that park board members, citizen volunteers, businesses and media make each year improve communities throughout Illinois and inspire others to do the same. We are proud of these extraordinary efforts and believe they deserve statewide recognition at a prominent event like the Gala.

Thank you for your support of the Sycamore Park District and for all you do to help the Illinois Association of Park Districts advance parks, recreation and conservation. Together, we are helping to make Illinois a better place to live, work and play.

My best personal regards,



Peter M. Murphy
President/CEO

c: Dan Gible, Sycamore Park District



October 6, 2014

The Honorable Dave Syverson
State Senator
200 S. Wyman, Suite 302
Rockford, IL 61101

Dear Senator Syverson:

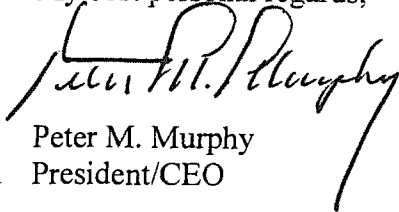
I am honored to tell you that the Sycamore Park District will be recognized with a statewide award at the Illinois Association of Park Districts' Best of the Best Awards Gala. This year's Gala will take place the evening of Friday, October 24, 2014, at Wheeling Park Districts' beautiful Traditions at Chevy Chase Country Club.

The Sycamore Park District is receiving a "Best of the Best" statewide award in the best friend of Illinois parks – mid-sized business category for its nomination of National Bank & Trust. The District competed against other park districts, forest preserves, conservation and recreation agencies throughout the state in order to win this prestigious award.

IAPD's Best of the Best Awards Gala provides the perfect setting to shine the light on agencies like the Sycamore Park District as a model for others. The outstanding contributions that park board members, citizen volunteers, businesses and media make each year improve communities throughout Illinois and inspire others to do the same. We are proud of these extraordinary efforts and believe they deserve statewide recognition at a prominent event like the Gala.

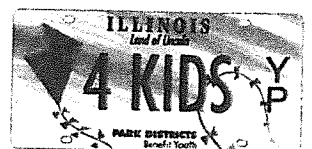
Thank you for your support of the Sycamore Park District and for all you do to help the Illinois Association of Park Districts advance parks, recreation and conservation. Together, we are helping to make Illinois a better place to live, work and play.

My best personal regards,

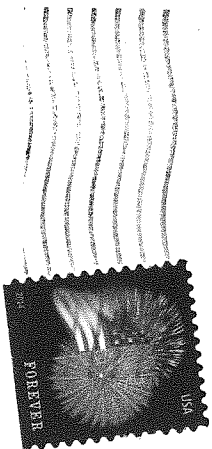


Peter M. Murphy
President/CEO

c: Dan Gibble, Sycamore Park District



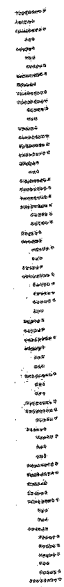
SMA
PO BOX 502
Sycamore, IL
60178



AFAN
DFAN

Bart Desch
Sycamore Park District
940 E. State St
Sycamore, IL

60178



Dear Bart,

Thanks again for the half page ad for American English in the Park Districts fall brochure. We really appreciate your help in promoting the event. We were ~~really~~^{very} happy with the turn out - thanks to local organizations like the Park District who helped us promote it.

Thanks again!

Michele

October 2, 2014

Mr. Dan Gible, Executive Director
Sycamore Park District
940 E. State Street
Sycamore, IL 60178

Re: Safe Pathways

Dear Mr. Gible,

Live Healthy DeKalb County is an organization that has been in existence since January 2011, formerly known as Pioneering Healthier Communities. The organization's goal is to help improve the overall wellness of DeKalb County. These efforts include availability of healthy foods, improved dietary habits, and enhanced personal fitness opportunities among others.

One project that has become a focus of the organization is the completion of safe pathways throughout our community. Along these lines a small area has been identified with the need for a completed pathway. This section of land is on the south side of Bethany Road east of the Kishwaukee Family YMCA and west of Bethany Animal Hospital. This 100 yard stretch of property is without any type of formal pathway and at times becomes a general safety hazard (see attached photo).

Live Healthy DeKalb County is working to correct this. Joel Maurer, former engineer with the City of DeKalb, has donated his time and expertise to prepare engineering drawings for the project. The City of Sycamore and DeKalb County are ready to provide labor and equipment. DeKalb Kiwanis, Kishwaukee Health Systems, and Kishwaukee Family YMCA have committed to each donate at least \$2,000 toward the project. Live Healthy DeKalb County also has about \$7,000 remaining from a DeKalb County Community Foundation grant that we have committed. However, in order to complete the project we need some additional financial support.

We see this as an opportunity for a truly collaborative effort for the betterment of our community. We are reaching out to the City of DeKalb, Sycamore School District, DeKalb School District, Sycamore Park District, and DeKalb Park District for assistance in funding the balance of the project. We are asking that you, along with each of these other entities, commit at least \$2,000 toward the completion of this small section of pathway to help make our community safer.

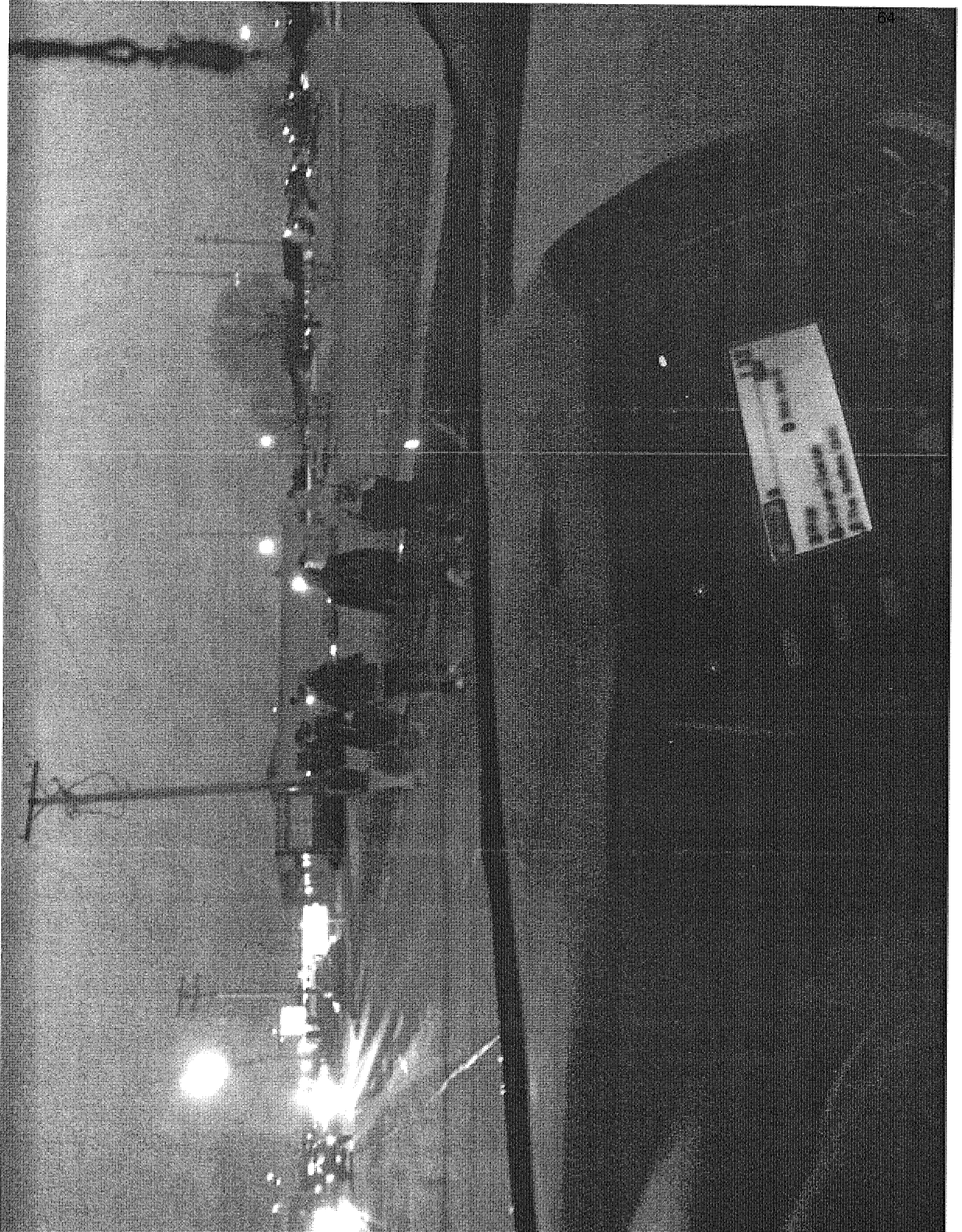
I will contact you in the next couple of weeks to answer any questions you may have and encourage your organization to participate in this joint effort to improve our community. Thanks and I look forward to speaking with you soon.

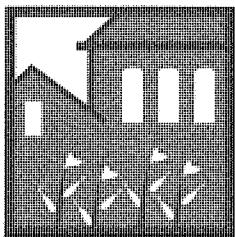
Sincerely,



Ted M. Strack
Live Healthy DeKalb County







**DEKALB COUNTY
COMMUNITY
FOUNDATION**

Tim Suter, President
DeKalb

Donna Larson, Vice President
Sycamore

Frank Roberts, Treasurer
DeKalb

Daniel P. Templin
Secretary/Executive Director

Marcy Billington
Kingston

Kevin Buick
Sycamore

Amie S. Carey
Hinckley

Micki Chulick
DeKalb

Latricia Dawkins
DeKalb

Patricia A. Foster
Shabbona

Kevin Fuss
DeKalb

Kristina Garcia
Sycamore

Marcia Goodrich
DeKalb

LaVerne Gyant, Ed.D
DeKalb

Alethia Hummel
Sandwich

Kevin McArtor
Malta

Charles McCormick
Sycamore

Penny Rosenow
DeKalb

Dana Stover
DeKalb

Donna Turner
Kirkland

Dick Underwood
Somonausk

Beth K. White
Waterman

September 19, 2014

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

Dear Dan:

On behalf of our Board of Directors, thank you for your recent contribution of \$250 to the Sycamore Train Depot Pass Through Fund at the DeKalb County Community Foundation.

Our vision is to be a philanthropic leader as we partner to build strong communities throughout DeKalb County. Your gift represents your partnership with us as we fulfill our mission to enhance the quality of life in DeKalb County by proactively addressing community needs and expanding, managing, and distributing philanthropic resources.

The Community Foundation serves DeKalb County through Endowments & Donor Services, Stewardship, Grantmaking, and Community Initiatives. Our monthly e-newsletter "What Gives", highlights our activity. If you don't receive it, please sign up via our website, www.dekalbccf.org.

The DeKalb County Community Foundation is a registered 501(c)3 nonprofit organization. Contributions are tax deductible to the extent allowed by law. The community foundation has exclusive legal control over the contributed assets as required by law. This letter acknowledges that no goods or services as defined by the Internal Revenue Service have been provided to you in exchange for your contribution.

Let me know if I can ever provide additional information about the Community Foundation to you or your colleagues or help you fulfill your charitable goals.

Sincerely,

Dan
Daniel P. Templin
Executive Director

*Thanks for this
additional support
of a great asset for Sycamore!*

Jeanette Freeman

Subject: FW: Archery class

From: Jeanette Martin [<mailto:gnetmartin@gmail.com>]**Sent:** Thursday, September 25, 2014 12:03 PM**To:** Bart Desch**Subject:** Archery class

Hi,

I just wanted to take a minute and let you know how happy I am with the Beginning Archery class both of my kids just completed through the park district. Cliff Beyer, the gentleman that taught the class, was more than amazing. He was obviously very knowledgeable about archery, but he was more than that. He was patient and kind. My son really struggled the entire time and he was always willing to help him, even to the point where he had us come early so he could go over some tips to help him one on one. He made it a real learning experience for all of the kids. He kept everyone's interest while still relaying a lot of information. He was always on time (which is a huge deal to me) and he taught them so much about the bow, safety, scoring and more.

My kids were truly sad that the continuation of this class isn't offered for a longer period of time or for an indoor winter session.

I really hope you keep a working relationship with Cliff and Straight Aim Archery as he is the best teacher we have ever had the pleasure of working with through the park district programs.

Thanks,
Jeanette Martin

Total Control Panel[Login](#)To: bartd@sycamoreparkdistrict.com [Remove this sender from my allow list](#)From: gnetmartin@gmail.com

You received this message because the sender is on your allow list.



40 YEARS! 1974-2014

September 11, 2014

Sycamore Community Park
 Attn: Kirk Lundbeck
 940 E State Street
 Sycamore, IL 60178

Dear Kirk,

Thank you for your generous raffle sponsorship of 2 Sycamore Park District golf packages, a \$100.00 value, for Voluntary Action Center's 40th Anniversary celebration to be held on September 18th, 2014 at the Kishwaukee Country Club in DeKalb. We hope you will join us for a special evening of celebrating and sharing four decades of memories with our friends.

Voluntary Action Center is proud to have served citizens of DeKalb, La Salle, and Kendall Counties for the last 40 years. It has been our pleasure to provide safe and reliable transportation for seniors, individuals with disabilities, and the general public as the need for transportation continues to increase every year. We are looking forward to our next 40 years of service as we plan for Voluntary Action Center's future growth.

Sincerely,

Ellen Rogers
 Associate Director

Administrative Office:
 1606 Bethany Road, Sycamore, IL 60178
 815-758-3932
 815-758-0202 Fax
www.vacdk.com



A United Way Partner Agency

*Celebrating
 40 Years
 of Service*



Dear Kirk & Staff,

Sycamore Golf Club

Thank you for all of your help with the 2014 Shriners Scramble.

With your support, this year we will gift \$14,000 to Shriners Hospitals for Children-Chicago. This brings our total gift to \$105,000 in seven years!

Please visit our website at www.shrinkids.com from time to time to stay informed about our event. Sycamore Golf Club is on our website as a sponsor. Again, Thank You!

Kelly, Connor & Family



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 28, 2014

STAFF RECOMMENDATION

AGENDA ITEM: ORDINANCE NO. 09-2014: DECLARING NECESSITY OF USE AND AUTHORIZING THE TRANSFER OF PROPERTY FOR THE BENEFIT OF THE SYCAMORE PARK DISTRICT: Recommended Approval


BACKGROUND INFORMATION: With the attached ordinance, the Board can check off one more land issue that they wanted rectified upon my arrival at the park district. There are many matters related to land management that I inherited upon coming to Sycamore Park District. They include:

- Drainage problems behind homes along airport road abutting our Sports Complex, and the 89 acres on South Airport Road.
- Nine ponds/lakes with design issues causing slumping, erosion, algae blooms, fish population challenges, water quality, overpopulation of geese, and dumping.
- Property infringement by neighbors.
- Park parcels that we were caring for, but had no deed/title or management agreements for.
- Flooding/Stormwater.
- Non-existent annexation agreements for Reston Ponds parks (2), Parkside Preserve dirt pile, Sycamore Creek Subdivision, and North Grove Crossing Subdivision.

The park district must approve this Ordinance, then the City of Sycamore must do the same. Upon that action, then, the park district will hold title to land it has been maintain for years while under ownership of the City.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends the Board approve Ordinance 09-2014: DECLARING NECESSITY OF USE AND AUTHORIZING THE TRANSFER OF PROPERTY FOR THE BENEFIT OF THE SYCAMORE PARK DISTRICT

PREPARED BY: Daniel Gibble, Executive Director. 

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

D. M.

BOARD ACTION:

ORDINANCE NO. 09-2014

**DECLARING NECESSITY OF USE AND AUTHORIZING
THE TRANSFER OF PROPERTY FOR
THE BENEFIT OF THE SYCAMORE PARK DISTRICT**

WHEREAS, the City of Sycamore (“CITY”) is a constitutional unit of local government, and a home rule unit of government, that owns certain property commonly known as Part of the Northwest Fractional ¼ of Section 5 Township 41 North, Range 5 East of the Third Principal Meridian and a Part of the West ½ of Section 4, Township 40 North, Range 5 East of the Third Principal Meridian, DeKalb County, Illinois; and

WHEREAS, the Sycamore Park District (“DISTRICT”) is an Illinois Park District and unit of local government that owns various properties throughout City of Sycamore that it uses for various park and recreation purposes; and

WHEREAS, the CITY has previously approved that real estate development commonly known as Part of the Northwest Fractional ¼ of Section 5 Township 41 North, Range 5 East of the Third Principal Meridian and a Part of the West ½ of Section 4, Township 40 North, Range 5 East of the Third Principal Meridian, DeKalb County, Illinois; and

WHEREAS, as part of the development of the Part of the Northwest Fractional ¼ of Section 5 Township 41 North, Range 5 East of the Third Principal Meridian and a Part of the West ½ of Section 4, Township 40 North, Range 5 East of the Third Principal Meridian, DeKalb County, Illinois, and pursuant to the requirements of the Sycamore Municipal Code, the City required the developer to agree to dedicate certain land within the subdivision for park and recreation purposes (hereinafter “Land Cash Property”), and to convey title to said Land Cash Property to the City in anticipation of conveyance of said property by the City to the Park District; and

WHEREAS, the Land Cash property to be conveyed is commonly known is legally described as follows:

PARCEL ONE:

PART OF THE NORTHWEST FRACTIONAL ¼ OF SECTION 5 TOWNSHIP 41 NORTH RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF LOT 2 BLOCK 2 OF ELMWOOD PARK, AS RECORDED IN BOOK “O” PAGE 37; THENCE SOUTH 0 DEGREES 0 MINUTES ON THE EXTENSION OF THE EAST LINE OF SAID BLOCK 2, 102.00 FEET FOR A POINT OF BEGINNING; THENCE SOUTH 0 DEGREES 0 MINUTES ALONG SAID EAST LINE OF BLOCK 2 EXTENDED, 639.44 FEET; THENCE SOUTH 89 DEGREES 37 MINUTES WEST 261.98 FEET; THENCE NORTH 0 DEGREES 0 MINUTES 418.36 FEET TO A POINT OF CURVATURE; THENCE NORTHEASTERLY 144.83 FEET ALONG THE ARC OF A CURVE TO THE RIGHT, TANGENT TO THE LAST DESCRIBED COURSE, HAVING A RADIUS OF 322.249 FEET THROUGH A CENTRAL ANGLE OF 25 DEGREES

45 MINUTES, THENCE NORTHERLY 84.04 FEET ALONG THE ARC OF A CURVE TO THE LEFT, TANGENT TO THE LAST DESCRIBED CURVE, HAVING A RADIUS OF 322.249 FEET, THROUGH A CENTRAL ANGLE OF 14 DEGREES 56 MINUTES 35 SECONDS; THENCE NORTH 89 DEGREES 05 MINUTES EAST, PARALLEL WITH THE SOUTH LINE OF SAID LOT 2, 203.71 FEET TO THE POINT OF BEGINNING, CONTAINING 3.72 ACRES, ALL IN DEKALB COUNTY, ILLINOIS.

Permanent Real Estate Index Number of Real Estate: 09-05-105-003

PARCEL TWO:

A PART OF THE WEST ½ OF SECTION 4, TOWNSHIP 40 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHWEST ¼ OF SAID SECTION 4, THENCE SOUTH 0 DEGREES 42 MINUTES EAST ALONG THE EAST LINE OF THE WEST ½ OF SECTION 4, 50.00 FEET; THENCE SOUTH 89 DEGREES 18 MINUTES WEST NORMAL TO SAID EAST LINE 710.0 FEET; THENCE NORTH 0 DEGREES 42 MINUTES WEST PARALLEL WITH SAID EAST LINE, 593.0 FEET FOR THE POINT OF BEGINNING; THENCE CONTINUING NORTH 0 DEGREES 42 MINUTES WEST PARALLEL WITH SAID EAST LINE 307.0 FEET; THENCE NORTH 89 DEGREES 18 MINUTES EAST 710.0 FEET TO SAID EAST LINE; THENCE SOUTH 0 DEGREES 42 MINUTES EAST ALONG SAID EAST LINE 307.0 FEET; THENCE SOUTH 89 DEGREES 18 MINUTES WEST 710.0 FEET TO THE POINT OF BEGINNING, IN DEKALB COUNTY, ILLINOIS.

Permanent Real Estate Index Number of Real Estate: 09-04-176-001

WHEREAS, the CITY and the DISTRICT are municipalities as defined in Section 1 (c) of “An Act in Relation To The Transfer Of Interests In Real Estate By Units Of Local Governments Or School Districts,” 50 ILCS 605/1(c) (hereinafter the “Transfer Act”); and

WHEREAS, Section 2 of the Transfer Act authorizes the conveyance of real property from one municipality to another municipality upon a two-thirds vote of the corporate authorities of the transferor municipality (in this case, the CITY); and

WHEREAS, as a condition precedent to a conveyance under Section 2 of the Transfer Act, the transferee municipality (in this case, the DISTRICT) must first declare by ordinance “that it is necessary or convenient for it to use, occupy or improve” the real estate held by the transferor municipality; and

WHEREAS, in accordance with the requirements of Section 2 of the Transfer Act, the DISTRICT, as transferee municipality, hereby declares that it is necessary or convenient for the DISTRICT to use, occupy or improve Part of the Northwest Fractional ¼ of Section 5 Township 41 North, Range 5 East of the Third Principal Meridian and a Part of the West ½ of Section 4, Township 40 North, Range 5 East of the Third Principal Meridian, DeKalb County, Illinois.

NOW, THEREFORE, BE IT ORDAINED BY THE SYCAMORE PARK DISTRICT BOARD OF PARK COMMISSIONERS, DUPAGE AND WILL COUNTIES, ILLINOIS, as follows:

- 1. Incorporation of Recitals. All recitals set forth in the preamble above are hereby fully incorporated in this resolution as if set forth in their entirety in this Section 1.
- 2. Declaration of Necessity or Convenience. The DISTRICT hereby declares that it is necessary or convenient for the DISTRICT to use, occupy or improve Part of the Northwest Fractional ¼ of Section 5 Township 41 North, Range 5 East of the Third Principal Meridian and a Part of the West ½ of Section 4, Township 40 North, Range 5 East of the Third Principal Meridian, DeKalb County, Illinois.
- 3. Approval of Documents. The President and Board Secretary of the Sycamore Park District are hereby authorized and directed to execute such documents as necessary to accomplish the transfer of title to Part of the Northwest Fractional ¼ of Section 5 Township 41 North, Range 5 East of the Third Principal Meridian and a Part of the West ½ of Section 4, Township 40 North, Range 5 East of the Third Principal Meridian, DeKalb County, Illinois..
- 4. Effective Date. This Ordinance shall take full effect immediately upon its passage. All previous ordinances, resolutions, motional, and orders of the Sycamore Park District Board of Park Commissioners in conflict herewith are hereby repealed to the extent of such conflict.
- 5. Severability. If any portion of this Ordinance shall be determined to be invalid by a court of competent jurisdiction in the State of Illinois, the remaining portions of this Ordinance shall remain full force and affect.

PASSED this ____ day of _____, 2014.

AYES:
NAYS:
ABSENT:

APPROVED this ____ day of _____, 2014.

President

ATTEST:

Secretary

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 28, 2014

STAFF RECOMMENDATION

AGENDA ITEM: NEW WEB SITE DEVELOPER AND PROVIDER: **Recommend Approval**

BACKGROUND INFORMATION: Several months ago the Director asked me to put a group of employees together to begin the process to find a new designer/provider for the Park District Web Site. Our current web site is old and does not accomplish what our users need or expect. Additionally, it does not meet current standards for:

- FOIA/OMA
- Language Access
- ADA Requirements

The current provider, Bockyn offered this amenity as a bonus to purchasing his recreation programming software, but ongoing care and support have been non-existent. At that time the initial service was provided, it served a purpose. The page has not changed with the times though, nor does it give the District what it needs to serve our residents’.

The staff that made up this group included; Kirk, Jackie, Lisa, and our contractual marketing person, Sarah. A Request For Proposals (RFP) was sent out and we received four responses. The group evaluated the four proposals and narrowed the list to two from which to receive a presentation of their product and services. The final two were WEBLiNX and VISIONARY WEBWORKS. The group listened to each presentation on October 2. Staff contacted references provided by both companies. Both presentations were good but the information provided by VISIONARY WEBWORKS was much more detailed, addressed our questions (sent to each presenter ahead of time) and better addressed how it would meet the expectations requested in the RFP. VISIONARY WEBWORKS also explained how they anticipate future trends and how they will keep our web page up to date. Furthermore, they better addressed the importance of the web page being accessed by mobile devices. All the staff felt very

comfortable with the details presented and are anticipating an exciting future with this provider. Three other items of note, the costs for this provider were lower than the others, free lifetime support (2 hours per month) was part of the deal and their professional photographer will come out, at no additional cost, four times in the first year to take pictures to use in our web page.

The timeline is for VISIONARY WEBWORKS to begin interviewing staff on December 1 in preparation for re-design, and for the new web page to be ready for the 2015 summer season. Attached are the agreements for the development of the web site and the yearly cost in regards to hosting.

FISCAL IMPACT: Please see attached.

STAFF RECOMMENDATION: Board approval requested.

PREPARED BY: Bart Desch, Superintendent of Recreation

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



Date:	10/22/2014
Customer:	Sycamore Park District
Attention:	Mr. Bart Desch
Proposal Number:	A102214-01
Submitted By:	John Staples
Validity:	30 Days
Delivery/Availability:	90 Days ARO
Payment Terms:	30%/30%/30%/10% (note #2)
Pricing:	Firm, Fixed Pricing

Item	Description	Qty	Unit Price	Ext. Price
1	Website Design & Production - user friendly, eye-catching and informative new website - complete ADA accessible website redesign with new graphic design and numerous state-of-the-art design features - highly intuitive navigation system for quick/2-click access to any page - Search Engine Optimization (SEO) - core-satellite approach to website design facilitates the integration of new features such as, - online payment functions - networking applications - YouTube videos embedded into the website - and more!	1	\$15,990	\$15,990 (see total on page 2)
2	WordPress Open Source Content Management System (CMS) - easy to use CMS is cloud-based so no software required - the most popular CMS with over 70 million websites using it!	1		<included>
3	Responsive Mobile Design Website - design website to be compatible with mobile devices including iPhones, iPads, Android phones and tablets and more!	1		<included>
4	Integrated Search Engine	1		<included>
5	Social Media Connections and Tools plus RSS Feeds	1		<included>
6	RecAlert Facility & Parks Status System - provide marquee or other highly visible alert on your home page - highly visible alerts are also delivered to mobile	1		<included>
7	Interactive Parks and Facilities Directory and Map - includes park/facilities pinned on the map, driving directions and more!	1		<included>
8	Photo Gallery w/Special Events & Programs	1		<included>
9	Fully Integrated Blog - integrated blog with optional auto-post to Facebook and Twitter	1		<included>

I accept this quotation by Visionary Webworks and authorize them to begin work on our web site immediately per the pricing, terms and conditions stated in this quotation.

Mr. Bart Desch

Date

10/22/14

Page 1 of 3

A102214-01



Date:	10/22/2014
Customer:	Sycamore Park District
Attention:	Mr. Bart Desch
Proposal Number:	A102214-01
Submitted By:	John Staples
Validity:	30 Days
Delivery/Availability:	90 Days ARO
Payment Terms:	30%/30%/30%/10% (note #2)
Pricing:	Firm, Fixed Pricing

Item	Description	Qty	Unit Price	Ext. Price
10	Enhanced Calendar of Events - includes multiple calendars, 3-month event listing and more!	1	<included>	
11	News Café w/RSS feed - incorporated into the CMS	1	<included>	
12	All Seasons Outdoor Shoot - Our photographer will visit your parks four times during the year and take photos for use on the new website.	1	<included>	
13	Install Google Website Translator to all web pages	1	<included>	
14	Install Google Analytics Traffic Reporting Software	1	<included>	
15	Password Protected Extranet/Intranet Pages & Folders	1	<included>	
16	ParkPro Integration (as provided by Bockyn)	1	<included>	
17	Website Hosting included in separate quotation			
18	Automated Website Backup - your entire website will be backed up daily - website restoral is included in this project	1	<included>	
19	Website Training & Documentation - 1/2 day training at your facility divided into two sessions, basic and admin - detailed documentation to help you maintain your new website	1	<included>	
20	Lifetime Website Maintenance Support - includes up to 2 hours each month for as long as you are using the website - additional support available at reduced rates	1	<included>	

SUBTOTAL \$15,990

25% New Parks & Recreation Client Discount \$3,998

TOTAL \$11,992

I accept this quotation by Visionary Webworks and authorize them to begin work on our web site immediately per the pricing, terms and conditions stated in this quotation.

Mr. Bart Desch

Date

10/22/14

Page 2 of 3

A102214-01



TERMS AND CONDITIONS

- 1 Quotation includes firm, fixed pricing, however, changes to the scope of the project could result in additional charges. Web site will be completed in 90 days from receipt of order and all text and graphic materials supplied by the client.
- 2 Payment terms are 30% deposit at beginning of project, 30% upon completion of website design, 30% upon delivery of complete website and the remaining 10% is due 30 days after delivery of completed website.
This project will start in December 2014 but initial billing will be deferred until January 2015.
- 3 Client will provide electronically all materials (brochures, data sheets, press releases, etc.) that describe the company, products and/or services they wish to promote via their web site. This client-supplied material will make up the primary content of the web site. All text materials must be provided in MS Word or ASCII text. Graphics must be provided in JPEG, GIF, BMP, PSD, WMF, CDR, TIFF or AI formats.
- 4 Web site graphic theme will be developed based on Customer-supplied corporate identity (logo, graphics, etc.)
- 5 A web page is defined as one 8-1/2" by 11" page (when printed from a standard browser) and can include text and graphics. Based on your inputs this quotation is based on 50 pages for the new website. If you need additional pages in the new website we will include up to 25% increase in page count at no additional cost. You can, of course, add an unlimited number of additional web pages yourself after launch.
- 6 We use professional, state-of-the-art techniques in designing your web site. Unless instructed otherwise, we design your web site to be high quality, attractive, and fast-loading on all browsers and on all the different types of devices your users may have. To that end, we generally avoid using technologies that are not yet standardized or that are supported by only a subset of browsers or devices. Keep in mind the user has the ultimate control over the display of text and images in their browser and changes they make to their default browser settings could affect the way your web site is displayed to that user.
- 7 Designing your new web site involves a series of activities that are completed in sequence. We will discuss with you your ideas and goals for the web site and we will ask you to provide us with general direction in one of the following three ways;
 - a) detailed description of the site design you desire **or**
 - b) a list of web sites you have seen that you like **or**
 - c) leave the design up to us

In any case, we will design **up to 3 basic graphic layouts** for your consideration. This will include the basic home page and one content page and will illustrate the web site navigation strategy. Graphic layout design beyond that described in this paragraph would be subject to additional billing at our standard rates.
- 8 Website maintenance support is provided at no charge for up to two hours each month for as long as you are using the website and are not working with another web developer. The hours do not accrue and must be used in that month.
- 9 Project includes one 1/2 day training at your facility. Additional on-site training sessions available at \$760/session.

I accept this quotation by Visionary Webworks and authorize them to begin work on our web site immediately per the pricing, terms and conditions stated in this quotation.

Mr. Bart Desch

Date

10/22/14

Page 3 of 3

A102214-01



Date:	10/22/2014
Customer:	Sycamore Park District
Attention:	Mr. Bart Desch
Proposal Number:	A102214-02
Submitted By:	John Staples
Validity:	30 Days
Delivery/Availability:	90 Days ARO
Payment Terms:	Billed Quarterly in Advance
Pricing:	Firm, Fixed Pricing

Item	Description	Qty	Unit Price	Ext. Price
1	Park & Rec Web Hosting (\$50/month billed quarterly in advance) - web hosting account - unlimited email accounts with SPAM filtering - Microsoft Server Win 2008 Web server - 10 GB Disk Space for web / 2 GB for mail server - 100 GB Monthly Transfer - 99.9% uptime guarantee - ASP 3.0 ("Classic ASP") - ASP.net - Website Statistics	3	\$75	\$225
2	Web Site Transfer and Setup (one-time fee) - includes 6 hours to setup new account - install new web site on new account - request and facilitate domain setup on new account - set up initial 20 email accounts and provide instructions so Park District staff can set up additional email accounts	6	\$85	\$510
			TOTAL	\$735

Pricing shown is based on purchase of this feature along with a web site purchase

Note: If you wish to obtain your hosting directly we can provide item #2 only at the price indicated for that item.

Domain setup is included but domain registration fee would be billed at our cost.

I accept this quotation by Visionary Webworks and authorize them to begin work on our web site immediately per the pricing, terms and conditions stated in this quotation.

Mr. Bart Desch

Date

10/22/14

Page 1 of 1

A102214-02

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: October 28, 2014

STAFF RECOMMENDATION

AGENDA ITEM: CONSIDER DELEGATE for the ANNUAL IAPD MEETING: Recommended Approval

BACKGROUND INFORMATION: Each year the park district must make take action to appoint a single delegate from its Board of Commissioners to represent it at the annual meeting of the Illinois Association of Park Districts in January. Alternates may also be approved, but this must happen by formal action.

See the attached memo and form from IAPD.

FISCAL IMPACT: Cost of attending the meeting which is already in the budget.

STAFF RECOMMENDATION: Staff recommends the Board nominate and elect, by ROLL CALL VOTE the individual it wishes to fill the delegate position and the alternates—as many as it wishes. The motion should further authorize the Secretary, Daniel Gible, to complete this form and affix the park district's seal on the document before mailing it to IAPD.

PREPARED BY: Daniel Gible, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



TO: ALL MEMBER AGENCY DIRECTORS

FROM: Peter M. Murphy, President/CEO

DATE: October 3, 2014

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hyatt Regency Hotel, Chicago, Illinois, January 22-24, 2015.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 24, 2015 at 3:30 p.m. in the Grand F Ballroom (*East Tower/Gold Level*), of the Hyatt Regency Hotel, 151 E. Wacker Dr. in Chicago, Illinois.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the _____

_____ held at
(Name of Agency)

_____ on _____ at _____
(Location) (Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hyatt Regency Hotel, Chicago, Illinois on **Saturday, January 24, 2015 at 3:30 p.m. in the Grand F Ballroom (East Tower/Gold Level):**

Name Title

Delegate: _____

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal:

Signed: _____

(President of Board)

Attest: _____

(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: October 28, 2014

STAFF RECOMMENDATION

AGENDA ITEM: CONSIDER REVISED DATE for the REGULAR MEETING in DECEMBER: Recommended Approval

BACKGROUND INFORMATION: Each year the park district follows the law and publishes/announces/lists the dates and times of its “regular” monthly meetings. To that end, this year’s December meeting was posted as December 16 at 6:00pm. As we come closer to that date, however, some factors have arisen that will require us to move the meeting to the following week. Therefore, to meet the letter of the law, we must take appropriate steps to notify the public and media of a change.

FIRST, the Board must agree to an alternate date and time. Staff suggests December 23, 2014 at 6:00pm. The reasons staff are recommending this include:

- A. Not knowing the outcome of the November 4 election, has caused us to delay the timing of any bond issue.
- B. Not knowing the outcome of the November 4 election, has caused us to hold on the process of determining the levy and the board action on that matter.
- C. Six key staff will be gone for three days at an intensive RISK MANAGEMENT training required by PDRMA during the time we would normally be preparing the Board Packet for the Board meeting.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends the Board move the December Regular Meeting from December 16 to December 23, 2014 at 6:00pm.

PREPARED BY: Daniel Gible, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: