



Sycamore

PARK DISTRICT

Established 1923

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

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

Sycamore Park District

Regular Board Meeting

May 22, 2012

6:00 pm

Board Room-Administrative Office

940 East State Street

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES:

3. Regular Meeting – April 24, 2012 (Voice Vote)
Executive Session Minutes – April 24, 2012
(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

Approval of Past Executive Session Minutes to Remain Confidential
(Voice Vote)

PUBLIC INPUT

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

19. Superintendent of Finance
23. Budget Report/Monthly Cash Flow
41. Superintendent of Golf Operations
45. Superintendent of Parks and Facilities
49. Superintendent of Recreation
51. Executive Director

“Sycamore Park District - we put the **MORE** in Sycamore”
“Sycamore Park District is an equal opportunity provider and employer”

Board of Commissioners Meeting

May 22, 2012

PG 2

CORRESPONDENCE

- 53. Family Service Agency-Diana King
- 55. DeKalb County Community Foundation
- 59. Pam Heeter – Park District Overnighter
- 60. Liz Ezell – Thank you
- 61. Ross Bubolz – Thank you
- 62. Indiana University – Lisa White

POSITIVE FEEDBACK/REPORTS

DEPARTMENT PRESENTATIONS: Park District/School District Cooperation: Bart

OLD BUSINESS:

None

NEW BUSINESS:

- 63. Sycamore Park District Annual Board Meeting and Election of Officers (Roll Call Vote)
- 65. Dates For Various Site Visits And Tours: Discussion Only Jeff and Bart
- 67. Appointment of CAC Member (Voice Vote) Dan
- 69. Disposal of Surplus Equipment (Voice Vote) Dan
- 79. ADA Audit: First Review and Timeline – Discussion Only Dan

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

- 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- 21. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

ADJOURNMENT (Voice Vote)

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, April 24, 2012**

President Strack called the meeting to order at 6:01 p.m.

The roll was called with Commissioners Owens, Schulz, Tucker and Strack present. Commissioner Graves was absent. Staff members present were Bart Desch, Jeff Donahoe, Jeanette Freeman, Dan Gibble, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Greg Martin – CAC

Jeremy Grubbs – Sycamore Youth Baseball

Fred Lantz, Sikich

Pete Paulsen, 1020 Michael St.

No comments from the public

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the March 27, 2012 Regular Meeting Minutes.
Commissioner Owens 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.

Motion

Commissioner Tucker moved to approve the March 27, 2012 Executive Session Minutes remaining confidential. 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.

3.0 Petition and Public Comment - None

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$83,124.21.
Commissioner Tucker seconded the Motion.

Roll Call

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

Correspondence –

Clubhouse – Joyce Welsand
June Cribaro

Positive Feedback/Reports

- Commissioner Tucker noted it was good to see the positive correspondence and people are using the facilities.

Department Presentations

Director Gibble noted each Superintendent will be doing presentations about areas they are working on. Superintendent of Golf Operations Kirk Lundbeck gave his presentation to the Board. He gave the Board a binder with information for them to look at later. The information includes the history of the Golf Course, the marketing that has been done to create more outings, 2011 events. If the Board has any questions after reading the material, he asked that they call him. He then gave figures for all areas of the Golf Course Operations, including rounds, passes, outings, etc. He has signed up for the Professional Golf Management Intern Program for FY2013. From May from August, he will have a paid intern working for him. Commissioner Schulz suggested sharing the background or history. It could be in the Chronicle and our website. Superintendent Lundbeck noted the course will have the Solo Rider Golf Cart this year sharing it with DeKalb.

Old Business –

Resolution 02-2012: Establishing Policy for Sale of food, beverage & other products in SPD Parks and Facilities

Motion

Commissioner Schulz made a motion to approve Resolution 02-2012 – Policy for Sale of food, beverage & other products in SPD Parks and Facilities with the modifications noted. Commissioner Owens seconded the motion.

Roll Call

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

There was discussion regarding the policy. Superintendent of Recreation Desch noted there has not been any policy on concessions or product being sold on our property. Ultimately the District is responsible for what happens on District property. Commissioner Tucker asked what determines the cart being out on the Golf Course. Superintendent of Finance Hienbuecher noted there is one cart out for every outing and some outings there are two carts out.

Audit Presentation - Fred Lantz from Sikich presented the FY 2011 audit to the Board. He gave a verbal presentation of the audit also.

Motion

Commissioner Tucker moved to approve the FY2011 audit as presented. Commissioner Owens 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.

Vote on Revised Budget Based upon Golf Course Re-organization - Director Gibble noted this is a follow up to information discussed previously. He wanted to let the Board know the District would not realize the full savings this fiscal year. The District is trying to get to a point to start repaying the \$300,000 that was noted in the audit and then start building reserves before starting any new projects.

Motion

Commissioner Tucker moved to approve the revised budget based upon the Golf Course Re-organization. Commissioner Schulz seconded the Motion.

Roll Call

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

Update on Progress of the WPA Main Shelter – Superintendent of Parks & Facilities Donahoe noted he has been trying to contact the volunteers that started working on the shelter last fall. He is in the process of getting permits and estimates to finish the project. The finish date will depend on the volunteers. He will keep the Board updated. Commissioner Tucker noted she is worried about the vandalism at the shelter again. Superintendent of Parks & Facilities Donahoe noted the door has to be replaced to be ADA complaint, so they may put in a door with a timer lock. Commissioner Strack noted he appreciated the amount of things that Superintendent Donahoe is handling.

Review of Project Requested by Sycamore Youth Baseball – Superintendent Donahoe noted he was approached by Sycamore Youth Baseball regarding an additional batting cage. Jeremy Grubbs who is the Vice President of SYB noted they realize the Park District is a vital part of SYB. They want to help improve things. Commissioner Schulz suggested contacting the Sports Boosters to help with this also for a portion. Commissioner Strack suggested that the District staff work with SYB and talk to the Sports Booster.

Motion

Commissioner Owens moved to approve the Project Request from Sycamore Youth Baseball as presented. Commissioner Tucker seconded the Motion.

Roll Call

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

Ratification of Transfer of Funds for Golf Course and Pool deficits – Superintendent of Finance Hienbuecher noted the Board had expressed desire to not have deficits at year end. The Board would just need to ratify the transfer of funds.

Motion

Commissioner Schulz moved to ratify the transfer of funds for the Golf Course and Pool deficits in the amount of \$167,250 for Golf and \$16,824 for the Pool. Commissioner Owens 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.

Petition and Public Comment –None

Adjournment

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:15 p.m. on a motion made by Commissioner Tucker for the following: #5 The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired - #21 Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. The motion was seconded by Commissioner Schulz.

Roll Call

President Strack called for a roll call to approve the motion. All Commissioners present voted Aye. Motion carried 4-0.

Motion

The Board convened to Executive Session at 7:24 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Tucker.

Voice Vote

President Strack called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 4-0.

Motion

The Board adjourned the Executive Session at 7:37 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Tucker.

Voice Vote

President Strack called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 4-0.

Motion

The Board reconvened to the Regular Session at 7:37 p.m. on a motion by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

President Strack called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 4-0.

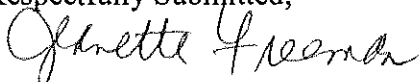
Motion

The Board adjourned the Regular Session at 7:37 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 4-0.

Respectfully Submitted,



Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 05/16/2012
 TIME: 14:27:17
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 04/25/2012 TO 05/16/2012

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

AMTRUST AMTRUST NORTH AMERICA INC
 052312 01 WORKERS COMP 231000106805 03/29/12 50334 05/02/12 2,086.00 2,086.00
 VENDOR TOTAL: 2,086.00

CITY CITY OF SYCAMORE
 043012 CITY LIQ LIC 01 CITY LIQUOR LICENSE 303000046210 04/30/12 50332 04/30/12 950.00 950.00
 043012-2 CITY LIQ LI 01 CITY LIQUOR LICENSE 303000046210 04/30/12 50333 04/30/12 950.00 950.00
 VENDOR TOTAL: 1,900.00

CITY2 CITY OF SYCAMORE
 1020502000-040412 01 WATER & SEWER 207500096704 04/30/12 50337 05/07/12 38.62 38.62
 VENDOR TOTAL: 38.62

COMCA COMCAST
 041912 01 CABLE 303000096705 04/19/12 50338 05/07/12 190.45 190.45
 02 CABLE 504000096705 39.75 39.75
 03 INTERNET 101000056304 55.47 55.47
 04 INTERNET 201000056304 55.48 55.48
 VENDOR TOTAL: 190.45

COMMO COMMONWEALTH EDISON
 050412 01 FOUNDERS PARK 101500096702 05/04/12 50351 05/16/12 434.80 434.80
 02 BOYNTON PARK 101500096702 19.38 19.38
 03 KIWANIS PARK 101500096702 18.57 18.57
 04 EMIL CASSIER PARK 101500096702 16.86 16.86
 05 COMMUNITY CENTER 207500096702 165.60 165.60
 06 COMMUNITY CENTER 101500096702 101.97 101.97
 07 SYCAMORE LAKE 101500096702 17.78 17.78
 08 GOOD TIMES SHELTER 101500096702 60.92 60.92
 09 WETZEL PARK 101500096702 16.86 16.86
 VENDOR TOTAL: 434.80

DIREC DIRECTV
 17589415518 50348 05/09/12 94.99 94.99

DATE: 05/16/2012
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/25/2012 TO 05/16/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	17589415518	01 SATELLITE CC	207500096705	04/17/12		50348	05/09/12	94.99	94.99
DNA		DNA COMMUNICATIONS					VENDOR TOTAL:		94.99
	73855	01 PHONE=MAINT	101500096700	04/22/12		50339	05/07/12	69.99	69.99
		02 PHONE -MAINT	504100096700						34.99
									35.00
GENOAPK		GENOA TOWNSHIP PARK DISTRICT					VENDOR TOTAL:		69.99
	050212	01 LIFEGUARD CERT CLASS	518000046207	05/02/12		50336	05/07/12	700.00	700.00
JENS		JENSEN, DON R. & COMPANY					VENDOR TOTAL:		700.00
	2012	01 WORKERS COMP	231000106805	03/29/12		50335	05/02/12	100.00	100.00
KOHL		KOHLER, JIM					VENDOR TOTAL:		100.00
	050812	01 ALL NIGHTER DJ PAYMENT	205120076128	05/08/12		50346	05/08/12	250.00	250.00
OCE		OCE IMAGISTICS, INC.					VENDOR TOTAL:		250.00
	733100797	01 COPIER SERVICE 2/1-2/29 2012	207500046201	03/14/12		50340	05/07/12	94.00	47.00
									47.00
	733544679	01 COPIER SERVICE 3/1-3/31 2012	207500046201	04/11/12		50340	05/07/12	94.00	47.00
									47.00
T0000024		DOBBERSTEIN, MELISSA					VENDOR TOTAL:		94.00
	042412	01 TIP-WELSAND PARTY	303500004532	04/25/12		50330	04/25/12	26.90	26.90
							VENDOR TOTAL:		26.90

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 04/25/2012 TO 05/16/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000531	050712	01 MILEAGE	201000046211	05/08/12		50347	05/08/12	139.32	139.32
							VENDOR TOTAL:		139.32
T0000624	042412	01 REISSUE - PR CHECKS NOT CASHED	101000001000	04/25/12		50331	04/25/12	482.49	482.49
							VENDOR TOTAL:		482.49
T0000626	051512	01 HORSEBACK CLASS REFUND	205010046218	05/16/12		50350	05/16/12	110.00	110.00
							VENDOR TOTAL:		110.00
UNIT2	CW25132	01 TECH SERVICE	101000056304	12/15/11		50341	05/07/12	119.00	119.00
		02 TECH SERVICE	201000056304					59.50	59.50
							VENDOR TOTAL:		119.00
VAN	050712	UNITED STATES POSTAL SERVICE	206500046202	05/07/12		50342	05/07/12	675.55	675.55
	050712-2	01 SPRING BROCHURE POSTAGE	206500046202	05/07/12		50343	05/07/12	675.56	675.56
		01 SPRING BROCHURE POSTAGE	206500046202					675.56	675.56
							VENDOR TOTAL:		1,351.11
VAN	051412	VAN GALDER BUS/COARCH USA	206298036221	05/14/12		50349	05/14/12	100.00	100.00
		01 DEPOSIT FOR BUS-CUBS TRIP	206298036221					100.00	100.00
							VENDOR TOTAL:		100.00
VISACA	042512	VISA CARDMEMBER SERVICE	101000056306	04/25/12		50345	05/07/12	1,742.89	1,742.89
		01 MISC CHARGES	201000056306					102.76	102.76
		02 MISC CHARGES	201000056306					102.76	102.76
		03 FORE MARKETING	101000046207					199.00	199.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/25/2012 TO 05/16/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	042512			04/25/12		50345	05/07/12	1,742.89	1,742.89
		04 CONSTANT CONTACT	101000046206						17.67
		05 CONSTANT CONTACT	201000046206						17.66
		06 LUNCH MEETINGS	101000046212						25.00
		07 LUNCH MEETINGS	201000046212						25.00
		08 SUPPLIES--BREAKFAST BUNNY	206095026216						10.63
		09 LIGHT BULBS	207500076510						33.98
		10 IU DEVELOPMENT PROG	201000046211						325.92
		11 SOLAR BATTERY OLD MILL	101500066404						236.49
		12 PARK SIGNS	101500066405						138.08
		13 POOL SIGNS	518100066410						176.43
		14 CREDIT-PESTICIDE TRAINING	101500046207						-40.00
		15 WEEDEATER GUARD	101500066403						20.32
		16 IRRIGATION PARTS	504100076505						266.07
		17 POOL CLEANING	518000076500						19.99
		18 PRESSURE WASHER PARTS	101500076500						65.13
									1,742.89
									10,030.56

TOTAL ---- ALL INVOICES: 1,742.89
 VENDOR TOTAL: 10,030.56

Interim \$ 10,030.56
 New \$ 125,909.70
Total \$ 135,940.26

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board

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INVOICES DUE ON/BEFORE 05/17/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AT&T2	A T & T	331.63	17.35
BOCKY	BOCKYN, LLC	1,200.00	150.00
CINTA	CINTAS CORPORATION #355	1,089.35	53.58
CONST	CONSTELLATION NEWENERGY	10,645.83	256.40
ECO	ECOWATER SYSTEMS, INC.	38.50	72.62
ENVIR	ENVIRONMENTAL SERVICES	140.00	17.50
FRONTIER	FRONTIER	4,331.81	230.81
GRAI	GRAINGER	653.52	76.14
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	5,026.59	61.88
KAR	KAR-FRE FLOWERS	60.00	47.95
MID	MID-CITY OFFICE PRODUCTS	43.43	96.55
NEXT	NEXTEL COMMUNICATIONS	1,609.07	65.45
NICOR	NICOR GAS	9,003.13	107.95
OF	OFFICE DEPOT	967.26	74.58
SOFT	SOFT WATER CITY	1,477.25	13.00
T0000628	HAMMOND, LARRY		100.00
TBC	TBC	6,482.66	351.96
WASTE	WASTE MANAGEMENT	1,787.67	81.40
	ADMINISTRATION		1,875.12
15	PARKS		
ARTHU	ARTHUR CLESEN, INC.	2,502.10	88.88
BOBJO	BOB-JO CYCLE CO.	167.81	11.27
CINTA	CINTAS CORPORATION #355	1,089.35	96.85
CONST	CONSTELLATION NEWENERGY	10,645.83	36.25
DEK3	DEKALB COUNTY COLLECTOR		931.16
DEKA	DEKALB LAWN & EQUIPMENT CO.	242.22	119.90
FASTEL	FAST ELECTRONIC SERVICE		60.69
FOX1	FOX VALLEY FIRE & SAFETY CO.	925.20	58.65
FRONTIER	FRONTIER	4,331.81	150.37
HINT	HINTZSCHE OIL	6,155.50	1,987.64
HOMER	HOMER INDUSTRIES		3,060.00
LOWE	LOWE'S	1,624.95	105.65
MAPLE	MAPLE PARK LANDSCAPE-TRUCKING		420.00
MAR	MARINE BIOCHEMISTS	749.00	1,349.00
MARK	MARK'S MACHINE SHOP INC.	471.76	231.00
MENA	MENARDS - SYCAMORE	993.89	71.33
MROUT	MR OUTHUSE	3,830.00	730.00
NEXT	NEXTEL COMMUNICATIONS	1,609.07	52.14
NICOR	NICOR GAS	9,003.13	124.35
NUTOYS	NUTOYS LEISURE PRODUCTS	233.00	120.00

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/17/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
PLAYPO	PLAYPOWER LT FARMINGTON INC		59.72
SOFT	SOFT WATER CITY	1,477.25	39.50
SYC3	SYCAMORE SIGN COMPANY	1,777.00	276.00
TEK	TEK DIRECT		43.08
VULC	VULCAN MATERIALS CO.	1,054.01	1,170.14
WASTE	WASTE MANAGEMENT	1,787.67	253.49
	PARKS		11,647.06
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	331.63	17.36
BOCKY	BOCKYN, LLC	1,200.00	150.00
CINTA	CINTAS CORPORATION #355	1,089.35	11.96
CONST	CONSTELLATION NEWENERGY	10,645.83	256.40
ECO	ECOWATER SYSTEMS, INC.	38.50	72.63
ENVIR	ENVIRONMENTAL SERVICES	140.00	17.50
FOX1	FOX VALLEY FIRE & SAFETY CO.	925.20	116.75
FRONTIER	FRONTIER	4,331.81	230.81
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	5,026.59	61.88
KAR	KAR-FRE FLOWERS	60.00	47.95
MID	MID-CITY OFFICE PRODUCTS	43.43	32.56
NEXT	NEXTEL COMMUNICATIONS	1,609.07	50.50
NICOR	NICOR GAS	9,003.13	69.31
OF	OFFICE DEPOT	967.26	31.88
T0000013	DESCH, BART	396.33	103.39
TBC	TBC	6,482.66	351.98
	ADMINISTRATION		1,622.86
21	SPORTS COMPLEX MAINTENANCE		
CONST	CONSTELLATION NEWENERGY	10,645.83	762.65
DEKA	DEKALB LAWN & EQUIPMENT CO.	242.22	34.95
ENVIR	ENVIRONMENTAL SERVICES	140.00	25.00
GRAI	GRAINGER	653.52	241.32
HINT	HINTZSCHE OIL	6,155.50	411.72
LOWE	LOWE'S	1,624.95	29.96
MENA	MENARDS - SYCAMORE	993.89	52.23
MROUT	MR OUTHOUSE	3,830.00	700.00
NEXT	NEXTEL COMMUNICATIONS	1,609.07	139.83

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TIME: 10:51:40
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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/17/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
OZI	OZINGA ILLINOIS RMC. INC.		302.75
WASTE	WASTE MANAGEMENT	1,787.67	59.98
	SPORTS COMPLEX MAINTENANCE		2,760.39
25	MIDWEST MUSEUM OF NATURAL HIST		
KONE	KONE INC.	779.36	194.84
	MIDWEST MUSEUM OF NATURAL HIST		194.84
51	PROGRAMS - TEENS		
T0000629	LEE, TRACEY		15.00
	PROGRAMS - TEENS		15.00
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS	1,609.07	21.82
TEK	TEK DIRECT		14.18
	PROGRAMS - FAMILY		36.00
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION	214.50	4,250.00
T0000630	PICKERT, KRISTI		209.00
	PROGRAMS - YOUTH ATHLETICS		4,459.00
56	PROGRAMS - FITNESS		
T0000202	PIVONKA, CATHY	200.00	50.00
T0000627	ALEXANDER, DEB		15.00
	PROGRAMS - FITNESS		65.00

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INVOICES DUE ON/BEFORE 05/17/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
60	PROGRAMS - SPECIAL EVENTS		
SPEC	SPECIAL FX	460.00	375.00
	PROGRAMS - SPECIAL EVENTS		375.00
61	PROGRAMS - CONCERTS		
JUMPER	JUMPERS ISLAND, INC.		150.00
MURRAY	MURRAY BROTHERS ENTERTAINMENT		175.00
RENE	RENE, LISA		900.00
	PROGRAMS - CONCERTS		1,225.00
65	BROCHURE		
YOUNG	YOUNG, ERIKA		600.00
	BROCHURE		600.00
75	COMMUNITY CENTER		
AT&T1	A T & T	201.14	50.34
AT&T2	A T & T	331.63	40.22
C&L	C & L PROPERTIES, L.L.C.	24,165.00	7,853.06
FRONTIER	FRONTIER	4,331.81	209.31
ILLIN	ILLINI SECURITY SYSTEMS, INC.	902.50	295.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	5,026.59	152.93
NICOR	NICOR GAS	9,003.13	197.39
OF	OFFICE DEPOT	967.26	34.82
SOFT	SOFT WATER CITY	1,477.25	117.00
TBC	TBC	6,482.66	169.90
TEK	TEK DIRECT		162.33
WASTE	WASTE MANAGEMENT	1,787.67	83.85
	COMMUNITY CENTER		9,366.15
CONCESSIONS			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC		-32.25
	ADMINISTRATION		-32.25

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/17/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	331.63	0.72
CONST	CONSTELLATION NEWENERGY	10,645.83	109.88
EUCL	EUCLID BEVERAGE LTD.	258.70	450.05
FOX1	FOX VALLEY FIRE & SAFETY CO.	925.20	136.50
FOXR	FOX RIVER FOODS	1,945.25	1,489.90
LOWE	LOWE'S	1,624.95	37.94
NEXT	NEXTEL COMMUNICATIONS	1,609.07	21.82
NICOR	NICOR GAS	9,003.13	29.70
PEPSI	PEPSI COLA GEN. BOT.	1,695.20	185.52
REINHART	REINHART FOOD SERVICE		866.14
SUP	SUPERIOR BEVERAGE	247.60	466.20
T0000024	DOBBERSTEIN, MELISSA	352.43	10.90
TEK	TEK DIRECT		441.15
WASTE	WASTE MANAGEMENT	1,787.67	51.60
	CLUBHOUSE CONCESSIONS		4,298.02
33	SPORTS COMPLEX CONCESSIONS		
CONST	CONSTELLATION NEWENERGY	10,645.83	48.36
FOXR	FOX RIVER FOODS	1,945.25	400.94
MENA	MENARDS - SYCAMORE	993.89	33.92
PEPSI	PEPSI COLA GEN. BOT.	1,695.20	608.25
REINHART	REINHART FOOD SERVICE		285.33
TEK	TEK DIRECT		3.26
	SPORTS COMPLEX CONCESSIONS		1,380.06
35	CATERING		
FOXR	FOX RIVER FOODS	1,945.25	10.54
T0000024	DOBBERSTEIN, MELISSA	352.43	25.00
	CATERING		35.54
GOLF COURSE			
10	ADMINISTRATION		
BAG	BAG BOY	772.50	1,622.70
CHARITEE	CHARITEE GOLF LLC		209.25
DIAM	DIAMOND TOUR GOLF	80.44	32.06

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/17/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
10	ADMINISTRATION		
FOOT	FOOTJOY	141.65	1,003.34
HORN	HORNUNG'S PRO GOLF SALES INC.	1,941.51	213.53
ST	ST. ANDREWS PRODUCTS CO.	310.24	585.95
TITL	TITLEIST DRAWER CS	15,954.49	1,643.25
TOUR	TOUR EDGE GOLF MFG. INC.	261.94	239.57
	ADMINISTRATION		5,549.65
40	GOLF OPERATIONS		
AMER3	AMERICAN MARKETING &		465.00
AT&T2	A T & T	331.63	19.47
BANN	BANNER UP SIGNS	830.00	200.00
CHICA	CHICAGO DISTRICT GOLF ASSOC.		1,460.00
CINTA	CINTAS CORPORATION #355	1,089.35	13.27
CONST	CONSTELLATION NEWENERGY	10,645.83	781.41
ELBURN	ELBURN HERALD		54.00
FRONTIER	FRONTIER	4,331.81	71.33
HINT	HINTZSCHE OIL	6,155.50	1,424.07
NEWV	NEW VALUES MAGAZINE	425.00	425.00
NEXT	NEXTEL COMMUNICATIONS	1,609.07	36.76
NICOR	NICOR GAS	9,003.13	29.70
NIV	NIVEL PARTS & MANUFACTURING	2,113.00	572.24
SOFT	SOFT WATER CITY	1,477.25	13.00
	GOLF OPERATIONS		5,565.25
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	2,502.10	3,151.60
CINTA	CINTAS CORPORATION #355	1,089.35	96.85
CONST	CONSTELLATION NEWENERGY	10,645.83	376.54
FRONTIER	FRONTIER	4,331.81	150.37
HINT	HINTZSCHE OIL	6,155.50	1,216.66
ILLAG	ILLINOIS DEPT OF AGRICULTURE	205.00	15.00
MENA	MENARDS - SYCAMORE	993.89	49.26
MROUT	MR OUTHUSE	3,830.00	110.00
NEXT	NEXTEL COMMUNICATIONS	1,609.07	48.00
NICOR	NICOR GAS	9,003.13	158.52
REIN	REINDERS, INC.	7,869.84	39.56
WASTE	WASTE MANAGEMENT	1,787.67	64.50
	GOLF MAINTENANCE		5,476.86

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/17/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER	4,331.81	33.32
	POOL		33.32
81	POOL MAINTENANCE		
CONST	CONSTELLATION NEWENERGY	10,645.83	169.02
DWYER	DWYER INSTRUMENTS INC		423.56
MENA	MENARDS - SYCAMORE	993.89	92.96
NEWB1	NEWBY POOL & SPA		396.93
NICOR	NICOR GAS	9,003.13	1,992.84
	POOL MAINTENANCE		3,075.31
CAPITAL PROJECTS			
10	ADMINISTRATION		
BANK	THE BANK OF NEW YORK MELLON		225.00
CLEAR	CLEARVIEW POOLS, INC.	5,089.00	5,089.00
PLAY	PLAYERS GOLF CARS		30,000.00
REIN	REINDERS, INC.	7,869.84	30,972.52
	ADMINISTRATION		66,286.52
	TOTAL ALL DEPARTMENTS		125,909.70

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To: Board of Commissioners
From: Jackie Hienbuecher
Subject: Monthly Report
Date: May 22, 2012

Administrative Initiatives (5/1/12 – 5/31/12)

- Attend Board of Commissioners study session.
- Completed update of credit card terminals for PCI Compliance and new address verification requirements.
- Filed audit with Illinois Comptroller and DeKalb County Clerk.
- Made adjustments so that the summarized Revenue & Expense Report reflects the revised budget that the board approved at April's meeting, in the Annual Budget column only. I will be adjusting the monthly budget figures for future reports. As of April 30, this would only affect Parks and Sports Complex Maintenance expenses due to the vacancy of the Superintendent of Parks position.
- Met with Director Gibble and Jeff Donahoe about starting ADA compliance requirements and financing.
- Assisted in training of sports complex and pool concession staff. Instituted new deposit procedures that forces higher level of accountability with the staff and handling of daily receipts.
- Started a coupon program geared specifically towards our golf leagues. The first coupon distributed is specifically for use on the beverage cart.
- Clubhouse concessions was visited by DeKalb County Health Inspector on Friday, May 11. We did pass but in the process it was discovered that there was a problem with our refrigeration unit. Bob Swedberg found and fixed the problem immediately. Health Inspector

revisited on Monday to re-check the unit and found the repair to be successful!

- Concessions provided food for both the NIU and Sycamore High School Rugby Tournaments on April 21 and May 6 respectively. Included are comparison figures for the last three years. We were very pleased with the Sycamore Rugby results as the weather was not cooperative.

Gross Revenue			
	2012	2011	2010
NIU	\$1,723.00	\$1,511.00	\$1,680.50
Sycamore	\$638.50	\$480.50	\$686.50

- Worked on Management Letter review – Outstanding Checks – Started reviewing specifically in payroll. Contacted individuals and in process of reissuing some checks.

Administrative Initiatives (6/1/12 – 6/30/12)

- The monthly cash flow report does not currently reflect the revised budget but will work this month to adjust accordingly.
- Continue to review and address items in Management Letter.
- Apply approved budget revisions to monthly allocation and appropriate reports.
- Review and update renewal for District's liability coverage with IPARKS.
- Review and request quotes from energy companies for electric. Our contract with Constellation New Energy is up for renewal later this year.
- Meet with and train pool front desk staff on cash register and deposit procedures.

- Catering/special events/room rentals currently scheduled: 1 graduation party, 3 birthday parties, Girls' Softball Storm Dayz Tournament, 3 golf outings and the Summer Concert Series.
- Prepare concessions menus to insert in golf cart signs.
- Standardize and order uniforms for all concessions staff.
- Finalize review of vendors/products/prices for clubhouse tables and chairs.

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2012

Corporate Fund (10)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual	Variance
Revenues									
Administration	19,965.00	21,706.89	8.7%	27,835.00	31,208.60	12.1% (1)	548,770.00	28,933.93	7.9% (1)
Parks	-	-	#DIV/0!	-	-	#DIV/0!	14,371.00	-	#DIV/0!
Total Revenues	19,965.00	21,706.89	8.7%	27,835.00	31,208.60	12.1%	563,141.00	28,933.93	7.9%
Expenses									
Administration	25,510.00	28,100.66	10.2%	117,395.00	104,769.93	-10.8% (2)	357,119.00	111,016.53	-5.6% (3)
Parks	19,552.00	13,079.78	0.0%	65,796.00	54,372.32	-17.4% (4)	217,271.00	57,464.14	-5.4% (5)
Total Expenses	45,062.00	41,180.44	-8.6%	183,191.00	159,142.25	-13.1%	574,390.00	168,480.67	-5.5%
Total Fund Revenues	19,965.00	21,706.89	8.7%	27,835.00	31,208.60	12.1%	563,141.00	28,933.93	7.9%
Total Fund Expenses	45,062.00	41,180.44	-8.6%	183,191.00	159,142.25	-13.1%	574,390.00	168,480.67	-5.5%
Surplus (Deficit)	(25,097.00)	(19,473.55)	-22.4%	(155,356.00)	(127,933.65)	-17.7%	(11,249.00)	(139,546.74)	-8.3%

- (1) Replacement tax receipts 18.4%, \$2,581, higher than budget; 8.8%, \$1,352, higher than 2011. Shelter rentals are up 35.7%, \$820 compared to budget; 39%, \$875 to last year.
- (2) Wages and related expenses down 7.2%, \$6,262, due to short term vacancy in Executive Director. Legal fees/Misc consultants are also below budget 70.8%, \$3,275.
- (3) Wages and related expenses down 7.2%, \$6,214, compared to 2011, due to short term vacancy in Executive Director in 2012
- (4) Wages and related expenses down 13.6%, \$4,284, compared to budget due to vacancy in Supt of Parks. Materials and supplies are also below budget 45.3%, \$5,124, primarily in gas/oil and plantings.
- (5) Wages and related expenses down 18.8%, \$6,329, compared to 2011 due to vacancy in Supt of Parks.

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2012

Recreation Fund (20)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	0.06	#DIV/0!	-	0.51	#DIV/0!	701,423.00	0.59
Sports Complex	3,600.00	3,150.00	-12.50%	3,600.00	3,390.00	-5.83%	45,100.00	3,490.00
Sports Complex Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	34,655.00	-
Midwest Museum of Natural Hist	-	582.33	#DIV/0!	550.00	1,146.09	108.38%	2,200.00	-
Programs-Youth	765.00	440.00	-42.48%	1,119.00	1,429.00	27.70% (1)	2,516.00	2,030.00
Programs-Teens	800.00	997.00	24.63%	2,200.00	1,644.50	-25.25% (1)	9,202.00	1,812.50
Programs-Adult	100.00	646.00	546.00%	1,700.00	1,377.00	-19.00% (1)	2,824.00	1,719.00
Programs-Family	1,650.00	707.00	-57.15%	4,950.00	2,945.00	-40.51% (1)	11,689.00	4,034.00
Programs-Leagues	-	-	#DIV/0!	-	-	#DIV/0!	4,130.00	-
Programs-Youth Athletics	2,535.00	1,985.00	-21.70%	9,185.00	6,499.00	-29.24% (1)	24,053.00	15,516.00
Programs-Fitness	1,428.98	1,732.00	21.21%	11,742.92	14,921.12	27.06% (1)	28,770.00	14,345.72
Programs-Preschool	-	-	#DIV/0!	425.00	579.00	36.24% (1)	1,078.00	671.00
Programs-Senior	-	-	#DIV/0!	100.00	265.00	165.00% (1)	300.00	95.00
Programs-Dance	80.00	450.00	462.50%	808.00	2,444.00	202.48% (1)	2,900.00	1,093.00
Programs-Special Events	675.00	792.50	17.41%	2,475.00	2,658.00	7.39% (1)	3,502.00	2,480.50
Programs-Concerts	2,000.00	-	-100.00%	4,500.00	1,600.00	-64.44%	8,600.00	6,200.00
Programs-Trips	-	140.00	#DIV/0!	2,800.00	2,350.00	-16.07% (1)	4,400.00	1,355.00
Brochure	1,700.00	-	-100.00%	1,700.00	2,850.00	67.65%	5,000.00	1,200.00
Weight Room	1,267.00	1,793.00	41.52%	7,298.00	9,348.75	28.10%	18,700.00	8,501.00
Community Center	-	61.00	#DIV/0!	-	60.00	#DIV/0!	3,749.00	2.96
Total Revenues	16,600.98	13,475.89	-18.82%	55,152.92	55,506.97	0.64%	914,791.00	64,546.27

(1) 2012 Program revenue is under budget 1.05%, \$393. It has decreased 17.8%, \$8,040 compared to 2011. This is due to the elimination of the travel basketball program. Factoring this out, program revenue is up 5.1%, \$1,814 compared to last year.

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2012

Donations (21)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	1.23	#DIV/0!	-	8.85	#DIV/0!	2,000.00	795.51
Total Revenues		1.23	#DIV/0!	-	8.85	#DIV/0!	2,000.00	795.51
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	1.23	#DIV/0!	-	8.85	#DIV/0!	2,000.00	795.51
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	1.23	#DIV/0!	-	8.85	#DIV/0!	2,000.00	795.51

Special Recreation (22)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	0.67	#DIV/0!	-	4.92	#DIV/0!	175,000.00	1.08
Total Revenues	-	0.67	#DIV/0!	-	4.92	#DIV/0!	175,000.00	1.08
Expenses								
Administration	-	2,725.00	#DIV/0!	-	2,725.00	#DIV/0!	(1) 175,000.00	6,227.75
Total Expenses	-	2,725.00	#DIV/0!	-	2,725.00	#DIV/0!	175,000.00	6,227.75
Total Fund Revenues	-	0.67	#DIV/0!	-	4.92	#DIV/0!	175,000.00	1.08
Total Fund Expenses	-	2,725.00	#DIV/0!	-	2,725.00	#DIV/0!	175,000.00	6,227.75
Surplus (Deficit)	-	(2,724.33)	#DIV/0!	-	(2,720.08)	#DIV/0!	-	(6,226.67)

(1) Sycamore Park District's cost for the single rider golf cart.

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2012

Insurance (23)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	0.02	#DIV/0!	-	0.37	#DIV/0!	115,000.00	-
Total Revenues	-	0.02	#DIV/0!	-	0.37	#DIV/0!	115,000.00	-
Expenses								
Administration	3,750.00	2,431.50	-35.16%	13,800.00	12,163.00	-11.86% (1)	98,000.00	9,039.52
Total Expenses	3,750.00	2,431.50	-35.16%	13,800.00	12,163.00	-11.86%	98,000.00	9,039.52
Total Fund Revenues	-	0.02	#DIV/0!	-	0.37	#DIV/0!	115,000.00	-
Total Fund Expenses	3,750.00	2,431.50	-35.16%	13,800.00	12,163.00	-11.86%	98,000.00	9,039.52
Surplus (Deficit)	(3,750.00)	(2,431.48)	-35.16%	(13,800.00)	(12,162.63)	-11.87%	17,000.00	(9,039.52)

(1) Unemployment under budget primarily due to timing.
 (2) 2012 unemployment 52.3%, \$3,193, higher than 2011 due to increase in claims.

Audit (24)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	0.31	#DIV/0!	18,000.00	0.18
Total Revenues	-	-	#DIV/0!	-	0.31	#DIV/0!	18,000.00	0.18
Expenses								
Administration	3,000.00	1,000.00	-66.67%	16,000.00	13,500.00	-15.63%	16,000.00	11,200.00
Total Expenses	3,000.00	1,000.00	-66.67%	16,000.00	13,500.00	-15.63%	16,000.00	11,200.00
Total Fund Revenues	-	-	#DIV/0!	-	0.31	#DIV/0!	18,000.00	0.18
Total Fund Expenses	3,000.00	1,000.00	-66.67%	16,000.00	13,500.00	-15.63%	16,000.00	11,200.00
Surplus (Deficit)	(3,000.00)	(1,000.00)	-66.67%	(16,000.00)	(13,499.69)	-15.63%	2,000.00	(11,199.82)

(1) Timing

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2012

Paving & Lighting (25)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	0.43	-	-	3.09	-	-	42.21
Total Revenues	-	0.43	-	-	3.09	-	-	42.21
Expenses								
Administration	-	-	-	-	-	-	30,000.00	-
Total Expenses	-	-	-	-	-	-	30,000.00	-
Total Fund Revenues	-	0.43	-	-	3.09	-	-	42.21
Total Fund Expenses	-	-	-	-	-	-	30,000.00	-
Surplus (Deficit)	-	0.43	-	-	3.09	-	(30,000.00)	42.21

Park Police (26)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	0.05	-	-	0.35	-	-	0.54
Total Revenues	-	0.05	-	-	0.35	-	-	0.54
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	0.05	-	-	0.35	-	-	0.54
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	0.05	-	-	0.35	-	-	0.54

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2012

IMRF (27)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Expenses								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	97,000.00	-
Surplus (Deficit)	-	-		-	-		-	-

Social Security (28)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Expenses								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	82,000.00	-
Surplus (Deficit)	-	-		-	-		-	-

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2012

Concessions (30)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Clubhouse Concessions	5,580.00	5,727.75	2.65%	5,580.00	8,357.25	49.77% (1)	64,822.00	6,884.15
Beverage Cart	-	-	#DIV/0!	-	-	#DIV/0!	15,633.00	-
Vending	-	-	#DIV/0!	-	-	#DIV/0!	250.00	-
Sports Complex Concessions	549.00	-	-100.00%	549.00	-	-100.00%	30,012.00	549.00
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	12,857.00	-
Catering	2,800.00	2,546.10	-9.07%	5,385.00	5,969.68	10.86% (2)	18,562.00	5,065.50
Total Revenues	8,929.00	8,273.85	-7.34%	11,514.00	14,326.93	24.43%	142,136.00	12,498.65
Expenses								
Clubhouse Concessions	9,964.00	7,904.59	-20.67%	16,708.00	15,710.15	-5.97%	75,054.00	11,690.99
Beverage Cart	-	5.76	#DIV/0!	-	85.76	#DIV/0!	11,433.00	4.00
Vending	-	-	#DIV/0!	-	-	#DIV/0!	125.00	31.00
Sports Complex Concessions	565.00	444.34	-21.36%	765.00	535.93	-29.94%	24,822.00	1,178.08
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	11,382.00	-
Catering	1,203.00	449.16	-62.66%	2,119.00	1,307.44	-38.30%	8,812.00	1,700.65
Total Expenses	11,732.00	8,803.85	-24.96%	19,592.00	17,639.28	-9.97%	131,628.00	14,604.72
Total Fund Revenues	8,929.00	8,273.85	-7.34%	11,514.00	14,326.93	24.43%	142,136.00	12,498.65
Total Fund Expenses	11,732.00	8,803.85	-24.96%	19,592.00	17,639.28	-9.97%	131,628.00	14,604.72
Surplus (Deficit)	(2,803.00)	(530.00)	-81.09%	(8,078.00)	(3,312.35)	-59.00%	10,508.00	(2,106.07)

(1) 2012 clubhouse revenue up due to early season! Opened March 13!

(2) 2012 Catering has increased due to room rentals. As of March 2012, room rentals are \$2,975 in comparison to 2011 of \$1,365.

(3) Greater amount of supply and labor cost in 2012 due to early opening.

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2012

Working Cash (31) ABOLISHED IN 2011

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	-	-	-	0.14
Total Revenues	-	-	-	-	-	-	-	0.14
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	-	-	-	-	-	0.14
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	0.14

Developer Contributions (32)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	0.14	0.14	1,250.00	9,737.76	679.02%	5,000.00	8,239.24
Total Revenues	-	0.14	0.14	1,250.00	9,737.76	679.02%	5,000.00	8,239.24
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	0.14	0.14	1,250.00	9,737.76	679.02%	5,000.00	8,239.24
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	0.14	0.14	1,250.00	9,737.76	679.02%	5,000.00	8,239.24

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2012

Golf Course (50)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Golf Operations	50,552.00	37,521.93	-25.8%	151,417.00	180,331.89	19.1% (1)	510,903.00	144,208.37
Golf Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	25,164.00	-
Total Revenues	50,552.00	37,521.93	-25.8%	151,417.00	180,331.89	19.1%	536,067.00	144,208.37
Expenses								
Golf Operations	26,068.00	24,005.33	-7.9%	83,104.00	87,480.33	5.3% (3)	308,111.00	80,588.44
Golf Maintenance	35,804.00	27,565.75	-23.0%	111,479.00	108,490.67	-2.7%	311,373.00	106,241.72
Total Expenses	61,872.00	51,571.08	-16.6%	194,583.00	195,971.00	0.7%	619,484.00	186,830.16
Total Fund Revenues	50,552.00	37,521.93	-25.8%	151,417.00	180,331.89	19.1%	536,067.00	144,208.37
Total Fund Expenses	61,872.00	51,571.08	-16.6%	194,583.00	195,971.00	0.7%	619,484.00	186,830.16
Surplus (Deficit)	(11,320.00)	(14,049.15)	24.1%	(43,166.00)	(15,639.11)	-63.8%	(83,417.00)	(42,621.79)

(1) Daily Greens Fees +196.78% \$13,200
 Golf Events & Misc +28.2% \$1,135
 Lessons -75.32% \$5,005
 Carts +216.10% \$8,733
 Season passes +3.19% \$3,635
 Pro shop sales +43.6% \$7,061

(2) Daily Greens Fees +196.69% \$13,198
 Golf Events & Misc +28.04% \$1,130
 Lessons -73.51% \$4,550
 Carts +290.75% \$9,505
 Season passes +8.77% \$9,469
 Pro shop sales +44.99% \$7,216

(3) Expenses are higher due to increased cost of goods sold. Inventory is being reduced and old merchandise sold at or slightly below cost.

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2012

Swimming Pool (51)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Pool	8,095.00	7,931.60	-2.0% #DIV/0!	8,095.00	7,931.60	-2.0% #DIV/0!	67,706.00	7,454.70
Swim Lessons	-	-		-	-		11,071.00	-
Total Revenues	8,095.00	7,931.60	-2.0%	8,095.00	7,931.60	-2.0%	78,777.00	7,454.70
Expenses								
Pool	138.00	719.04	421.0%	250.00	826.29	230.5%	69,146.00	137.40
Pool Maintenance	315.00	1,933.78	513.9%	1,837.00	2,743.86	49.4%	35,000.00	2,753.05
Swim Lessons	-	-	#DIV/0!	-	-	#DIV/0!	7,886.00	-
Total Expenses	453.00	2,652.82	485.6%	2,087.00	3,570.15	71.1%	112,032.00	2,890.45
Total Fund Revenues	8,095.00	7,931.60	-2.0%	8,095.00	7,931.60	-2.0%	78,777.00	7,454.70
Total Fund Expenses	453.00	2,652.82	485.6%	2,087.00	3,570.15	71.1%	112,032.00	2,890.45
Surplus (Deficit)	7,642.00	5,278.78	-30.9%	6,008.00	4,361.45	-27.4%	(33,255.00)	4,564.25

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2012

Debt Service (60)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	0.05	#DIV/0!	-	0.37	#DIV/0!	546,000.00	0.22
Total Revenues	-	0.05	#DIV/0!	-	0.37	#DIV/0!	546,000.00	0.22
Expenses								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	545,867.00	-
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	545,867.00	-
Total Fund Revenues	-	0.05	#DIV/0!	-	0.37	#DIV/0!	546,000.00	0.22
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	545,867.00	-
Surplus (Deficit)	-	0.05	#DIV/0!	-	0.37	#DIV/0!	133.00	0.22

Capital Projects (70)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2008 YTD Actual
Revenues								
Administration	-	95.47	#DIV/0!	-	429.09	#DIV/0!	434,000.00	196.22
Total Revenues	-	95.47	#DIV/0!	-	429.09	#DIV/0!	434,000.00	196.22
Expenses								
Administration	32,250.00	7,519.00	-76.7%	58,450.00	21,925.95	-62.5%	543,025.00	47,461.72
Total Expenses	32,250.00	7,519.00	-76.7%	58,450.00	21,925.95	-62.5%	543,025.00	47,461.72
Total Fund Revenues	-	95.47	#DIV/0!	-	429.09	#DIV/0!	434,000.00	196.22
Total Fund Expenses	32,250.00	7,519.00	-76.7%	58,450.00	21,925.95	-62.5%	543,025.00	47,461.72
Surplus (Deficit)	(32,250.00)	(7,423.53)	-77.0%	(58,450.00)	(21,496.86)	-63.2%	(109,025.00)	(47,265.50)
Total Fund Revenues	104,141.98	89,008.22	-22.7%	255,253.92	299,491.10	17.3%	3,708,912.00	266,917.26
Total Fund Expenses	227,412.00	175,818.70	-22.7%	738,781.00	644,662.31	-12.7%	3,819,163.00	655,127.09
Surplus (Deficit)	(123,270.02)	(86,810.48)	-29.6%	(483,517.08)	(345,171.21)	-28.6%	(110,251.00)	(388,209.83)

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Sycamore Park District

	1/1/2012	Revenues	Expenses	4/30/2012	4/30/2012 Cash balance
10 Corporate	59,532.74	31,208.60	159,142.25	(68,400.91)	(69,963.63)
20 Recreation	11,127.39	55,506.97	218,025.68	(151,391.32)	(154,639.13)
21 Donations	219,403.39	8.85	-	219,412.24	219,412.24
22 Special Recreation	116,445.40	4.92	2,725.00	113,725.32	113,725.32
23 Insurance	51,110.54	0.37	12,163.00	38,947.91	3,324.58
24 Audit	13,389.03	0.31	13,500.00	(110.66)	(110.66)
25 Paving & Lighting	72,902.97	3.09	-	72,906.06	72,906.06
26 Park Police	7,987.34	0.35	-	7,987.69	7,987.69
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	16,583.07	14,326.93	17,639.28	13,270.72	11,399.61
31 Working Cash	-	-	-	-	-
32 Developer Contributions	13,817.22	9,737.76	-	23,554.98	23,554.98
60 Debt Service	8,712.20	0.37	-	8,712.57	8,712.57
70 Capital Projects	771,979.64	429.09	21,925.95	750,482.78	750,482.78
Total governmental fund balance	1,362,990.93	111,227.61	445,121.16	1,029,097.38	986,792.41
50 Golf Course	(83,271.85)	180,331.89	195,971.00	(98,910.96)	
Net Assets	<u>(230,164.82)</u>			<u>(230,164.82)</u>	
	(313,436.67)			(329,075.78)	(350,687.16)
51 Swimming Pool	293,509.55	7,931.60	3,570.15	297,871.00	
Net Assets	<u>(294,058.36)</u>			<u>(294,058.36)</u>	
	(548.81)			3,812.64	3,812.64
Total proprietary funds	210,237.70	188,263.49	199,541.15	198,960.04	
Net assets	<u>(524,223.18)</u>			<u>(524,223.18)</u>	
Proprietary funds minue net assets	(313,985.48)			(325,263.14)	
	1,049,005.45			703,834.24	639,917.89

Summary of depository accounts as of 5/15/2012

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,595.03	0.15
National Bank & Trust	249,747.12	0.05
Resource Bank	347,681.29	0.2003
*DeKalb Co. Community Foundation	<u>11,873.00</u>	
	624,896.44	

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 3/31/12.

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	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference
January																			
Receipts																			
Corp	66,417	15,521	219,403	116,445	15,487	13,389	72,903	7,987	-	-	-	13,817	(333,793)	-	8,712	771,980	1,003,764	1,003,764	-
Replacements																			
Taxes	5,911																		
Shelters	150	19,230									550	0	2,347				5,911	3,700	2,211
User Fees	421	0	3	2	0	0	1	0				0				133	150	250	(100)
Misc																	22,126	17,638	4,488
Expenses	(37,823)	(60,176)	-	-	(1,676)	-	-	-			(2,003)	-	(43,918)	(281)	-	-	(145,877)	(160,163)	14,286
1/31/2012	35,076	(25,425)	219,407	116,447	13,811	13,389	72,904	7,987	-	-	14,040	13,817	(375,365)	(281)	8,712	772,112	886,634	878,587	8,048
February																			
Receipts																			
Replacements																			
Taxes	1,020										1,623	0	3,721				1,020	900	120
Shelters		9,805															15,148	18,405	(3,257)
User Fees	20	0	2	1	0	0	1	0				0				107	132	50	82
Misc																			
Expenses	(43,810)	(56,723)	-	-	(6,379)	(3,000)	-	-			(2,409)	(57,613)	(887)	(887)	(10,634)	(10,634)	(181,454)	(165,538)	(15,916)
2/28/2012	(7,693)	(72,342)	219,409	116,448	7,433	10,389	72,905	7,987	-	-	13,254	13,818	(429,257)	(1,168)	8,712	761,586	721,481	732,404	(10,923)
March																			
Receipts																			
Replacements																			
Taxes	1,652																		
Shelters	700																		
User Fees		11,722									4,030	9,737	138,135				163,624	108,374	55,250
Misc	487	0	2	1	0	0	1	0				0			94		587	50	537
Expenses	(44,800)	(49,618)	-	-	(1,677)	(9,500)	-	-			(5,022)	-	(49,910)	(298)	(3,773)	(3,773)	(164,598)	(184,218)	19,620
3/30/2012	(49,653)	(110,238)	219,411	116,450	5,756	889	72,906	7,988	-	-	12,262	23,555	(941,032)	(1,466)	8,713	757,906	723,446	659,480	63,966
April																			
Receipts																			
Replacements																			
Taxes	9,077																		
Shelters	1,450																		
User Fees		13,534									8,275	0	40,588	7,932	0	95	9,077	8,140	937
Misc	11,365	0	1	1	0	0	0	0									11,368	10,825	543
Expenses	(42,203)	(57,935)	-	(2,725)	(2,432)	(1,000)	-	-			(9,138)	(50,243)	(2,653)	(2,653)	(7,519)	(7,519)	(175,847)	(228,897)	53,050
4/30/2012	(69,964)	(154,639)	219,412	113,725	3,325	(111)	72,906	7,988	-	-	11,400	23,555	(350,687)	3,813	8,713	750,483	639,918	533,660	106,258

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	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference
May																			
Receipts																			
Taxes	44,000	68,100		17,500	11,500	1,800			9,700	8,200			5,728	414	54,600		215,400	215,400	
Transfers in/out	5,276								(9,700)	(8,200)	487						(5,995)	(5,995)	
Replacement Taxes	5,920																5,920	5,920	
Shelters	1,250	25,622									14,355		52,717	8,765			1,250	1,250	
User Fees																	101,459	101,459	
Misc	50																50	50	
Expenses	(58,833)	(77,132)		(10,000)	(1,900)						(13,464)		(67,345)	(4,470)	(52,725)		(285,869)	(285,869)	
5/31/2012	(72,301)	(138,049)	219,412	121,225	12,925	1,689	72,906	7,988	-	-	12,778	23,555	(359,587)	8,522	63,313	697,758	672,133	565,875	
June																			
Receipts																			
Taxes	176,000	272,400		70,000	46,000	7,200			38,800	32,800	1,948		22,913	1,652	218,400		861,600	861,600	
Transfers in/out	21,105								(38,800)	(32,800)							(23,982)	(23,982)	
Replacement Taxes																	1,250	1,250	
Shelters	1,250	51,584									37,471	1,250	59,688	34,834			184,827	184,827	
User Fees																	50	50	
Misc	50																50	50	
Expenses	(61,934)	(77,417)		(55,000)	(1,900)			(2,000)			(27,888)		(83,764)	(22,453)	(21,364)	(88,500)	(442,220)	(442,220)	
6/30/2012	64,170	108,518	219,412	136,225	57,025	8,889	72,906	5,988	-	-	24,309	24,805	(360,750)	22,555	260,349	608,258	1,253,658	1,147,400	
July																			
Receipts																			
Taxes	4,400	6,810		1,750	1,150	180			970	820	49		573	41	5,460		21,540	21,540	
Transfers in/out	527								(970)	(820)							(600)	(600)	
Replacement Taxes	5,180																5,180	5,180	
Shelters	650										28,788		76,157	18,236			650	650	
User Fees		4,453															127,634	127,634	
Misc	50																50	50	
Expenses	(51,741)	(69,286)		(15,000)	(67,150)		(15,000)	(2,000)			(25,658)		(71,040)	(28,635)	(117,500)		(463,010)	(463,010)	
7/31/2012	23,236	50,495	219,412	122,975	(8,975)	9,069	57,906	3,988	-	-	27,488	24,805	(355,060)	12,197	265,809	491,758	945,102	838,844	
August																			
Receipts																			
Taxes	13,200	20,430		5,250	3,450	540			2,910	2,460	266		1,719	124	16,380		64,620	64,620	
Transfers in/out	1,583								(2,910)	(2,460)							(1,678)	(1,678)	
Replacement Taxes	1,480																1,480	1,480	
Shelters	1,300										24,699		76,154	4,715			1,300	1,300	
User Fees		22,126															127,694	127,694	
Misc	50																50	50	
Expenses	(46,720)	(56,824)		(15,000)	(1,900)		(15,000)	(2,000)			(17,925)		(64,143)	(26,658)	(5,250)		(251,420)	(251,420)	
8/31/2012	(5,871)	36,227	219,412	113,225	(7,425)	9,609	42,906	1,988	-	-	34,528	24,805	(341,330)	(9,622)	282,189	486,508	887,148	780,890	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection Difference
September	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital		
Receipts	184,800	286,020		73,500	48,300	7,560	-	40,740	34,440		1,923		24,057	1,735	229,320		904,680	904,680
Taxes	22,160	-				(40,740)	(34,440)										(25,305)	(25,305)
Transfers in/out	450	41,415	2,000								10,764	1,250	34,909	-			450	450
Replacement Taxes	50																88,338	88,338
Shelters																	2,050	2,050
User Fees																		
Misc																		
Expenses	(51,800)	(65,130)	(2,000)	(50,000)	(1,900)		(1,000)				(13,309)	(56,185)	(9,139)		(13,700)		(264,163)	(264,163)
9/30/2012	149,789	298,532	219,412	136,725	38,975	17,169	42,906	988	-	-	33,906	26,055	(338,549)	(17,026)	511,509	472,808	1,593,198	1,486,940
October																		
Receipts																		
Replacement Taxes	8,880																8,880	8,880
Shelters	100																100	100
User Fees		8,471									8,383		25,497				42,351	42,351
Misc	50																50	50
Bond Proceeds																434,000		
Expenses	(44,036)	(55,511)		(10,000)	(5,650)						(7,268)		(48,783)	(2,104)	(443,140)	(5,250)	(621,742)	(621,742)
10/31/2012	114,783	251,492	219,412	126,725	33,325	17,169	42,906	988	-	-	35,021	26,055	(361,835)	(19,130)	68,369	901,558	1,456,837	1,350,579
November																		
Receipts																		
Taxes	17,600	27,240		7,000	4,600	720											86,160	86,160
Transfers in/out	2,111	-															(2,399)	(2,399)
Replacement Taxes																		
Shelters	100																100	100
User Fees		18,876									1,001		7,834				27,711	27,711
Misc	50																50	50
Expenses	(54,300)	(66,514)		(10,000)	(1,900)						(4,839)	(55,529)	(1,997)		(81,363)	(8,500)	(284,942)	(284,942)
11/30/2012	80,344	231,094	219,412	123,725	36,025	17,889	42,906	988	-	-	31,376	26,055	(407,239)	(20,961)	8,846	893,058	1,283,517	1,177,259
December																		
Receipts																		
Taxes	1,480																1,480	1,480
Replacement Taxes																		
Shelters																	9,743	9,743
User Fees		4,319									295	1,250	3,879				16,212	16,212
Misc	16,212																	
Expenses	(38,631)	(60,222)		(10,000)	(1,900)						(1,675)		(41,770)	(989)	(81,363)	(193,150)	(429,700)	(429,700)
12/31/2012	59,405	175,191	219,412	113,725	34,125	17,889	42,906	988	-	-	29,996	27,305	(445,130)	(21,950)	(72,517)	699,908	881,252	774,994
change	(7,012)	159,670	9	(2,720)	18,637	4,500	(29,997)	(7,000)	-	-	14,502	13,488	(111,337)	(21,950)	(81,230)	(72,072)	(122,512)	(242,118)

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To: Board of Commissioners
From: Kirk T. Lundbeck
Subject: Monthly Report
Date: May 16, 2012

Administrative Initiatives (5/1/12 – 5/31/12)

- Monitored existing dated inventory and reduced through promotional sales.
- Volunteered for 2 Discover Sycamore events.
- Finalized capital golf cart purchase.
- Attended monthly Sycamore Chamber of Commerce Board meeting.
- Finalized 2012 Tournament Schedule and rental cart needs.
- Completed league packets and formatted all league information.
- Attended Kishwaukee Special Recreation Association Board of Directors meeting.
- Began restructuring of pro shop staffing, cart attendant staffing and ranger staffing for future.
- Attended and sponsored Sycamore Chamber of Commerce's Salute to Scholars Luncheon.
- Created new advertising promotion with the Elburn Herald.
- Attended Board of Commissioners Study Session.
- Attended Board of Commissioners monthly meeting.

Administrative Initiatives (6/1/12 – 6/30/12)

- Volunteer for Discover Sycamore’s first “Farmer’s Market” of the 2012 summer season.
- Volunteer for Discover Sycamore’s “Summer on State” movie presentation.
- Finalize special outings and events for June.
- Finalize summer part time staffing needs.
- Attend monthly Sycamore Chamber of Commerce Board meeting.
- Attend Kishwaukee Special Recreation Association Board of Directors meeting.

Comparison of 2011 to 2012 Revenue Dollars Received

	1/1/11 – 5/31/11	1/1/12 – 5/15/12	Difference
Season Passes	\$117,409.50	\$122,935.75	\$5,526.25
Green Fees	\$21,607.00	\$29,144.00	\$7,537.00
Cart Fees	\$13,556.00	\$19,311.56	\$5,755.56
Pro Shop Sales	\$22,954.41	\$26,995.22	\$4,040.81
Lessons/Misc	\$20,270.53	\$16,904.02	-\$3,336.51
Total Revenue	\$195,797.44	\$215,290.55	\$19,493.11

Comparison of 2011 to 2012 Rounds of Golf Played

Year to Date	Daily Fees	Season Pass	Total	Per Day Avg
Thru 5/31/11	1,464	4,424	5,888	89.21
Thru 5/15/12	2,275	4,287	6,562	102.53

Difference	+821	-137	+674	+13.32
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- The 10, 2006 EZGO Golf Carts have arrived and I have begun preparing them for use. This preparation includes applying the front logo to each cart, adding number sets to each and also doing a total inspection of each vehicle.



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To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: May 22, 2012

Administrative Initiatives (5/1/12-5/31/12)

Golf

- Great weather and avoiding heavy rains has allowed for quality turf conditions to continue this spring.
- Hired two additional seasonal workers. One as a replacement for Nate Ewing's position, and one as additional help for the summer. Both starting this month.
- Replaced broken irrigation pipe fitting on 10 green collar.
- Have been training Assistant Steve Tritt on more day-to-day crew management and course operations to aid me with expanded responsibilities.
- Received and started using new greens mower. Quality of cut and overall 'smoothness' of greens evident and much commented on by customers.

Sports

- New scoreboard was installed and operating on May 1 for field #4. An article in the Daily Chronicle about the project was printed two weeks ago.
- Construction on new batting cage is in progress. Should be finished by Memorial Day if all goes well. Cost came down \$514 for our share for a total of \$4605. This was due to a change in the net that will be used inside the cage.

- I ordered and installed three new 'SLOW-CHILDREN PLAYING' signs around fields behind the pool. This was in response to citizen concerns expressed to staff. This should help caution cars during games. Already receiving thanks for the addition.
- Hosted Sycamore Youth Baseball picture day at the shop due to rain conditions on the 12th of May. Lots of appreciation from all areas for allowing their use of our facility.
- Have been meeting consistently with Sycamore Youth Baseball and Softball league leaders to discuss their needs and our issues as well. Have also kept in contact with all other league leaders. Communication has helped a lot with the season running smoothly to date.
- In the process of hiring a seasonal worker to help Bounie and Tyler with Sports Complex maintenance this summer.

Parks

- Prepared for and hosted Park Pride Day. Lots of mulch was spread at three playgrounds and the maintenance shop. Good Tymes shelter was re-stained. Pool beds all weeded and cleaned. Sycamore Lake parking lines repainted and some landscaping done.
- New mulch added to several park shrub/flower beds.
- Roundup being applied to clean up stray growth in several parks.
- Main Shelter concrete block stalls removed from bathrooms by our staff. Walls repainted - thanks to Russ and Dan Josh. Met with two vendors to get new bathroom stall partition quotes.
- Met with Director Gibble and Jackie about starting ADA compliance requirements.

- Started to gather information from other Park Districts to come up with a general pond maintenance standard to care for our ponds in the future.
- We placed rip rap along the southwest shore of Heron Creek pond behind Jewel area. Also rip rapped near retaining wall at Lake Sycamore to help with shore erosion.
- In the process of hiring an additional seasonal staff member to help maintain park areas this summer.
- Pool is filled and minor repairs being made. New concessions awning will be installed prior to opening date.
- New outdoor/indoor type carpet will be installed this week in the guard room.

Administrative Initiatives (6/1/12-6/30/12)

- Continue to meet with groups volunteering to help with WPA Main shelter to determine material costs and continue work.
- Will continue to work on ADA plan and review costs and categorize types of work needed to be done.
- Work on procurement of lift boom. Have decided on tow behind model. Great for all areas, no used truck to maintain along with the bucket lift. Cost will be lower, as well, and we will not need to bid for procurement.
- Continue to educate myself on all areas of Park District maintenance. Park safety requirements, how we maintain various areas around town, sports field maintenance, etc. Full time staff members in all areas have done a great job of stepping up and making our changes fluid and positive.

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To: Park Board of Commissioners
From: Bart Desch
Subject: Monthly Board Report
Date: May 15, 2012

Administrative Initiatives: 5/1/2012 – 5/31/2012

- Provided/Donated a family of four season pool pass to Mothers and More of DeKalb County.
- Prepared and delivered concert flyers to St. Mary's "Ladies Lilac Luncheon".
- Secured \$5500 in Marketing dollars from Kishwaukee Community Hospital for fiscal year May 2012 to May 2013. Last year it was \$5000.
- Operated Fishing Derby for 34 people in 2012. The 2011 Spring Fishing Derby attracted 52 participants. The cold damp weather kept the numbers down.
- Operated Park Pride Day with 120 volunteer participants. In 2011, Park Pride Day attracted 85 volunteers. The 2010 Park Pride Day attracted 110.
- Operated our first Youth All-Nighter which attracted 38.
- Created a partnership with the School District and the Mid-West Museum of Natural History with regard to the OSCAR Program for this summer.
- Secured \$600 in sponsorship for Park Pride Day.
- Secured \$350 from Dairy Dogs for the Teen Battle of the Bands.
- Secured \$800 from the DeKalb County Community Foundation to help purchase new laptop computers for our computer programs.
- Spoke to a classroom of 35 4th graders at North School about Parks and Recreation. This was in cooperation with the Sycamore History Museum's upcoming exhibition on Leisure. Handed out Park District items such as flyers, soft balls and 1 day pool passes to the students as a promotion of the district.
- Delivered flyers to the schools regarding summer programs.

Administrative Initiatives: 6/1/2012 - 6/30/2012

- Conduct Summer Concert Series beginning on June 7th.
- Conduct Summer Kickoff Party at the pool on June 9th.
- Continue assisting Kishwaukee Community Hospital staff with their employee party to be held at the Good Tymes Shelter on June 16th.
- Assist Sycamore Storm with Storm Days Tournament being held June 21st-24th.
- Assist the Recreation Supervisor with the promotion and planning with our first Teen Battle of the Bands.
- Continue to serve as the staff liaison to the CAC Marketing Committee.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: May 22, 2012

Administrative Initiatives (5/1/12 – 5/31/12)

- Scheduled meetings with additional community leaders and organizations.
- Attended mid-year planning meeting of the North Carolina State University/National Recreation and Park Association/Oglebay National Training Center Board of Regents Planning Meeting.
- Coordinated planning meeting with school district for summer activities to be provided to their OSCAR program.
- Held Board Study Session to finalize direction for Strategic Planning and to begin team building activities.
- Began work on Pond Maintenance Standards.
- Worked with Recreation Staff on their tasks related to the CAC Sub-Committees.
- Continued working on ADA Transition Plan.

Administrative Initiatives (6/1/12 – 6/30/12)

- Prepare for the July Community Center site visits.
- Finalize plans for joint bidding of asphalt paving with the city.
- Attend the Special Recreation meeting.

- Finalize a transition plan for the ADA Study to be integrated into our capital expenditures and operating budgets.
- Meet with CAC Chair.
- Work on revising the CAC Charter.
- Hold Board Study Session on Strategic Planning and Board/Staff relations.
- Continue working on the updating and management process of the Executive Session minutes.
- Attend CAC meeting.
- Begin work on drainage issues with adjacent landholders at park sites.

April 6, 2012

Mr. Kirk Lundbeck
Sycamore Park District
940 East State Street
Sycamore, IL 60178

Dear Mr. Lundbeck:

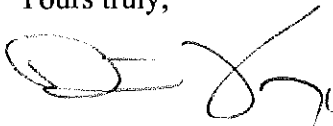
The Family Service Agency Senior Services acknowledges the generosity of the Sycamore Park District for allowing us to use the park district building without charge. Our senior activity center occupied your building on thirty-six occasions during the 3rd quarter of our 2012 fiscal year. Based on the quoted daily rental fees of three hundred dollars (\$300) (6 hours per day @ \$50.00/hour) your in-kind donation to our agency in the amount of ten thousand eight hundred dollars (\$10,800.00) has been recorded. No goods or services were exchanged for this donation.

Our ability to provide socialization, health education, nutrition and activity programs to the seniors of Sycamore depends on the use of this building. We are grateful for the opportunity to partner with the Sycamore Park District to provide these needed services. The Wii Bowling Team has been a great addition to our activities at the center. League scores will now be part of the WLBK and Chronicle sports reports!

Attached is a summary of the statistics and activities of our senior activity center for this period.

We extend a sincere thank you to your organization for allowing us to use these great facilities.

Yours truly,



Diana King
Senior Services Director

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May, 2012

Dear Friend of the DeKalb County Community Foundation:

As a donor that invests in the quality of life of the community that you care for, you have no doubt used your philanthropic resources to support many charitable causes. We are writing as a partner in philanthropy because we have an amazing opportunity to build the positive influence of the DeKalb County Community Foundation and **we need your help.**

As you may know, the Community Foundation recently took ownership of the historic Sycamore Train Depot. The 'Friends of the Community Foundation Committee' was formed to meet a fundraising goal of **\$750,000** to renovate the interior of the Depot for use as the Foundation's principal office and to create a Community Meeting Room.

Why support this Campaign? The Community Foundation has provided solid leadership in our community for over 19 years. The support provided to the non-profit community serving DeKalb County is unparalleled; and will 'for ever' improve the quality of life for our citizens. The Community Foundation will now have a home that is visible, prominent, and permanent.

There is a special element to this Campaign as well...honoring long-time Sycamore resident **Joe Bussone!** Joe has spent decades selflessly helping raise funds for various non-profit organizations to benefit communities throughout DeKalb County. He has also served on the Board of Directors of numerous organizations, including the Community Foundation's Board from 1997-2002 and 2008-2011. Sycamore residents Dave & Suzanne Juday have offered a dollar for dollar challenge match up to \$50,000 to allow for the Reception/Lobby of the Depot to be named in honor of Joe. **Your gift toward this \$50,000 match will show how much you appreciate Joe and his contributions to DeKalb County.**

The enclosed brochure and material provide more details about this opportunity and some giving and naming opportunities (including supporting the 'Joe Bussone match'). Your financial support is critical and will preserve the Foundation's charitable resources to continue its important grantmaking to our communities throughout DeKalb County.

Please help finish the restoration of the Sycamore Train Depot while making an investment in the mission of the DeKalb County Community Foundation.

Thank you very much,

Mike Cullen
Co-Chair, Friends of the Community Foundation

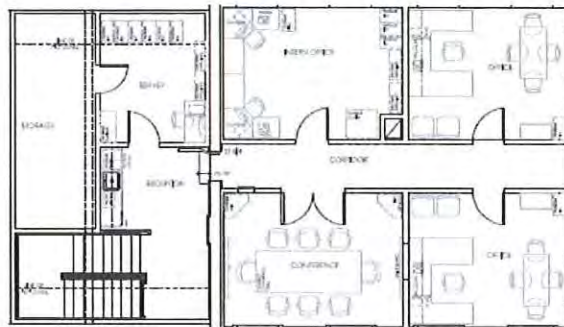
Dan Templin
Executive Director, DCCF

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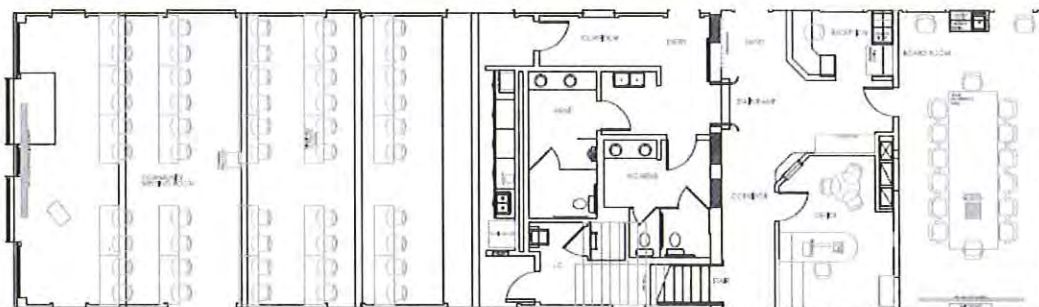


**SYCAMORE TRAIN DEPOT RENOVATION
NAMING OPPORTUNITIES – As of 5/4/12**

Location	Gift*	Claimed (✓)	Donor Name
FIRST FLOOR			
Community Meeting Room (Freight Room)	\$250,000		
Board Room	\$150,000	✓	NB&T
DCCF Lobby/Reception Area	\$100,000	✓	In honor of Joe Bussone
Staff Office #1	\$35,000	✓	Yvonne A. Johnson
Community Meeting Room Kitchenette	\$30,000	✓	In memory of Mary Larson
Common/History Area	\$20,000	✓	Bob & Norma Wildenradt
Sycamore Train Depot History Wall	\$10,000	✓	Ron Klein
Donor Recognition Wall	\$ 5,000	✓	Northern Rehab & Sports Medicine
SECOND FLOOR			
Conference Room	\$75,000	✓	Kish Health System
Staff Office & Work Center #2 (East side)	\$35,000		
Staff Office #3 (Southeast side)	\$25,000		
Staff Office #4 (West side)	\$25,000	✓	Curran Family
File & IT Room	\$10,000		
Refreshment Center	\$ 5,000	✓	Anderson Funeral Home



Second Floor



First Floor

SYCAMORE TRAIN DEPOT RENOVATION DONOR WALL GIFT LEVELS

\$100,000 +

\$50,000 - \$99,999

\$25,000 - \$49,999

\$10,000 - \$24,999

\$5,000 - \$9,999

\$2,500 - \$4,999

\$1,000 - \$2,499

Jeanette Freeman

Subject: FW: Middle School Lock in

From: Pam Heeter [<mailto:svcubscout@yahoo.com>]

Sent: Saturday, May 12, 2012 8:41 AM

To: Bart Desch

Subject: Middle School Lock in

I would like to say thanks for the program that my boys attended last night. They both had a good time. They managed to stay awake all nite, but fell asleep even before we got out of the parking lot.

Thanks again for offering such a program, and they can't wait until the next event.

Have a nice day

Pam Heeter

Dear Staff,

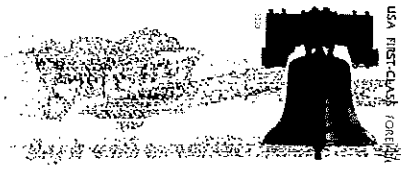
A few weeks have already passed, but I want to say thank you for such a thorough and quick response to my request for maintenance at Old Mill Park.

On our first visit

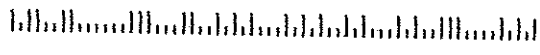
back to the park after my call, both the climbing bars were fixed and the open bolt holes were filled with foam. Hopefully that last fix will keep the wasps away this summer! Thank you very much!

Sincerely,
Liz Ezell

Ezell
954 Penny Lane
Sycamore, IL 60178



Sycamore Park
District
Attn: Maintenance
940 E. State St.
Sycamore, IL 60178



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Jackie Hienbuecher

From: Jeff Donahoe
Sent: Sunday, April 22, 2012 7:42 AM
To: Daniel Gibble; Jackie Hienbuecher; Jeanette Freeman; Melissa Dobberstein
Subject: FW: Thank you note

Great job Melissa! I Just received this email sent from the Principal of St. Mary's School in Sycamore.

-----Original Message-----

From: ROSS BUBOLZ [<mailto:rosspack@msn.com>]
Sent: Saturday, April 21, 2012 9:43 PM
To: Jeff Donahoe
Subject: Re: Thank you note

I just wanted to give a big kudos to one of your employees, Melissa who runs concessions by the ball fields. My wallet dropped out of my son's bat bag at the park. She found it and returned the wallet. I don't know if the park district does any employee recognition, but I sure am thankful such an honest and caring person found the wallet!

Thanks,

Ross
Sent from my Verizon Wireless BlackBerry

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INDIANA UNIVERSITY

SCHOOL OF HEALTH,
PHYSICAL EDUCATION, AND RECREATION
Department of Recreation, Park, and Tourism Studies
Bloomington

April 20, 2012

Bart Desch
Superintendent of Recreation
940 E. State St.
Sycamore IL 60178

Dear Mr. Desch:

Lisa White has just completed the 2012 Indiana University Executive Development Program, and we want to thank you for allowing her to participate. During the 3 1/2 day conference, she was exposed to a number of instructors and fellow park and recreation professionals including individuals from the state park systems, state department of natural resources, county park systems and municipal parks and recreation. This diversity helped to broaden everyone's horizons by seeing the park and recreation profession from different perspectives.

Lisa was an active participant in the Executive Development Program. She contributed to the sessions and was a positive representative of your organization. Allow me to highlight some of the programs Lisa participated in.

Second year program participants focused on executive and leadership development. Presentations were devoted to: developing world class teams, partnerships, interviewing skills, customer service, and Social Media.

Thank you for allowing Lisa to attend this year's Executive Development Program and for your commitment to her continuing education. Lisa has successfully completed the two year program and was awarded the two year diploma during the EDP graduation ceremonies. We hope that you will consider sending other professionals from your department in the future. Should you have any questions about the Executive Development Program, please feel free to contact me at 812-856-1068 or julknapp@indiana.edu.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julie S. Knapp'.

Julie S. Knapp, Ph.D., CPRP
Director, IU Executive Development Program

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 22, 2012

STAFF RECOMMENDATION

AGENDA ITEM: SYCAMORE PARK DISTRICT ANNUAL BOARD MEETING AND ELECTION OF OFFICERS

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

- President - Elect*
- Vice President – Elect*
- Treasurer - Elect*
- Secretary – Appoint*
- Legal Services - Appoint*
- Audit Services - Appoint*
- IAPD Legislative Contact – Appoint*
- Board Member IAPD Delegate to State Conference - Appoint*
- Freedom of Information Officers - Appoint*
- Open Meeting Act Official - Appoint*
- ADA Coordinator - Appoint*

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

1. President Calls the Annual Meeting to Order.
2. President Turns the meeting over to Dan Gible—the Secretary—to conduct the business of nominations and election of the President of the Board for May 2012 through April 2013.
3. Secretary calls for nominations from the floor for Board President.
4. Names are accepted.
5. Secretary asks for a motion to close the nominations, and a second.
6. Take a vote to close nominations.
7. Secretary asks for roll call vote for the candidate(s).
8. Recording Secretary calls the roll.
9. The Secretary will turn the meeting over to that person elected as President to preside over the remaining votes and appointments.
10. The VP and Treasurer elections should be separate votes.

11. Repeat the Nomination and Motion Process, along with Roll Call Vote for VP and Treasurer positions.
12. President can handle all the appointments, at once, and have a single vote for that, or separate them, whichever they wish. Staff would recommend the following:
 - a. Secretary: Daniel Gible
 - b. Legal Services: Ancel Glink
 - c. Audit Services: Sikich LLP
 - d. IAPD Legislative Contact: Board Member to be suggested.
 - e. Board Member Delegate to State Conference: Board Member to be suggested.
 - f. FOIA Officers: Daniel Gible, Kirk Lundbeck
 - g. Open Meetings Act Official: Board President and Vice President
 - h. ADA Coordinator: Bart Desch, Kirk Lundbeck
13. Close the "Annual Meeting".

FISCAL IMPACT: No additional cost over prior years.

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

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 22, 2012

STAFF RECOMMENDATION

AGENDA ITEM: DATES FOR VARIOUS SITE VISITS AND TOURS: Discussion and Selection of Possible Dates

BACKGROUND INFORMATION: Staff and the CAC have been working on developing a couple of opportunities for information gathering, and development of the Staff, Board, and the CAC. It is hoped to maximize this involvement and development by coordinating schedules with the Board, and the CAC.

Toward that end, the following should be discussed at this time:

- A. Possible Dates for Site Visits to Other Community Centers: Bart
- B. Possible Dates for a Sycamore Park District Park Tour: Dan

You will be presented with information and background at the meeting about these two efforts, and then we would like for the Board to suggest a small number of possible dates that would work for them to attend at items A, and B, above.

Please bring your calendars with you.

FISCAL IMPACT: No definitive cost is set, yet. Costs will largely involve use and/or rental of vans/small buses, fuel, and food while on the tours/visits.

STAFF RECOMMENDATION: Reaching consensus on several possible dates for this visits/tours from which a final schedule will be developed to maximize attendance at these public involvement/educational activities.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 22, 2012

STAFF RECOMMENDATION

AGENDA ITEM: APPOINTMENT OF CAC MEMBER:
Recommended Approval

BACKGROUND INFORMATION: Each year the Board appoints new members to the Citizens Advisory Committee (CAC), as people's terms end. This year one position, held by Scott Buzzard, was up for appointment. The park district ran an ad, posted information on its website, and got the word out through staff channels as to the availability of a position on the CAC. Five individuals expressed interest, one of which was Scott Buzzard seeking renewal. After the CAC Chair, Mary Jo McAdams, and the Executive Director conducted interviews of all the new applicants, the decision was made to have Scott serve another term.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: It is our recommendation that the Sycamore Park District Board of Commissioners approve the appointment of Scott Buzzard for another term on the Citizens Advisory Committee.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 22, 2012

STAFF RECOMMENDATION

AGENDA ITEM: SALE OF SURPLUS EQUIPMENT: Ordinance No. 03-2012 Authorization to Conduct a Public Sale

BACKGROUND INFORMATION: Occasionally, the District accumulates surplus equipment and material. Normally this is a result of the planned replacement of equipment where trade-in is not practical. The Board must authorize the public sale of this surplus equipment. Attached is a list of equipment that has been identified as surplus inventory and no longer needed for the District's operations.

An ordinance is required in order to authorize staff to dispose of these items at auction or by other legal means designated in the ordinance.

FISCAL IMPACT: The proceeds of the sale of Golf equipment will go to the Sycamore Golf Club. The proceeds from the sale of all other items will go to the General Fund.

STAFF RECOMMENDATION: The staff recommends the Board approve Ordinance No. 03-2012 and authorize the staff to proceed with the sale of surplus equipment identified in this report.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

**SYCAMORE PARK DISTRICT
ORDINANCE NO. 03-2012
AN ORDINANCE FOR SALE OF
SURPLUS PROPERTY**

WHEREAS, the Sycamore Park District is the owner of the attached list of personal property, which is no longer needed or required by the Sycamore Park District and which, in the opinion of at least three-fifths (3/5ths) of the members of the Sycamore Park Board of Commissioners presently holding office, is no longer necessary, useful, or in the best interest of the Park District, AND

WHEREAS, NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Sycamore Park District in DeKalb County, Illinois, that staff is authorized to use one or more of the marked alternatives to dispose of the items on the attached list:

 X Advertise and sell the items listed in this ordinance by sealed bid and junk or retain any items not sold.

 X Arrange for the items listed in this ordinance to be sold on consignment by an auctioneer and junk or retain any items not sold.

 X Advertise and sell the items listed in this ordinance on E-Bay.

Any items junked are to be offered to a recycler before being disposed of.

That all Ordinances and Resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed.

next page

page 2
Sycamore Park District
Ordinance 03-2012

This Ordinance shall be in force and effect from and after its passage/approval by the vote of at least three-fifths of the Commissioners of the Sycamore Park District.

PASSED AND APPROVED THIS _____ DAY OF _____, 2011

AYES: _____

NAYS: _____

ABSENT: _____

SYCAMORE PARK DISTRICT, an Illinois
Municipal Corporation

By: _____

It's President

ATTEST:

Secretary

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Sub Depart	Description	TotalInStock
Clothing	Tehama Paradise Printed Polo (251132)	1
Clothing	Tehama Essex Diamond Printed (241130)	2
Clothing	Tehama Foxlease Stripe Polo (261143)	2
Clothing	Tehama Saybrook Mapped Polo (241129)	4
Golf Clubs	Ping Ladies Rhapsody Hybrid	1
Misc.	Bag Boy Umbrella Holder	1
Misc.	Bag Boy Express Auto Cart	2
Bags	Bag Boy Diamond Ladies Cart Bag	1
Bags	Bag Boy Sb-50 Clip-Lok Stand Bag 1	1
Bags	Bag Boy Ocb Bag	1
Bags	Bag Boy Ocb Ladies Bag	1
Bags	Cobra Staff Bag	1
Bags	Cobra Sport Stand Bag	1
Bags	Cobra Sport Cart Bag	1
Bags	Datrek Falcon Cart Bag	1
Bags	Mizuno Tava Cart Bag	1
Bags	Mizuno Framed Stand Bag	1
Bags	Mizuno Omega Cart Bag	1
Bags	Mizuno Staff Bag	1
Bags	Ping Retro Cart Bag	1
Bags	Ping 4-Under Bag	1
Bags	Ping Traverse Bag	1
Bags	Titleist Staff Bags	1
Clothing	Glen Echo Men's Fleece	1
Clothing	Levelwear Ladies Fleece Jacket	1
Clothing	Page & Tuttle Ladies Quilted Jacket	1
Clothing	Page & Tuttle Contrast Poplin Jacket	1
Clothing	Page & Tuttle Flatback Ottoman Crew	1
Clothing	Page & Tuttle Cool Swing Watercolor Strip	1
Clothing	Page & Tuttle '10 Bridge Stripe Jersey	1
Clothing	Page & Tuttle '11 Cool Swing Color Block	1
Clothing	Page & Tuttle '11 Cool Swing Full Body E	1
Clothing	Ping Hw Ladies Cap	1
Clothing	Tehama Polo 2010	1
Clothing	Tehama Sweater Vest	1
Clothing	Titleist Soft Mesh Cap	1
Club Repair	Golf Pride Ladies Victory Grip	1
Club Repair	Scuti Big Lite Putter Grip	1
Club Repair	Ping Men's Grip	1
Golf Clubs	Adams A7os Bronze Starter Set	1

Golf Clubs	Amf Milled Series Putter	1
Golf Clubs	Bettinardi Bc Series Putter	1
Golf Clubs	Cobra S9-1 Fairway	1
Golf Clubs	Cobra ZI Demo Driver	1
Golf Clubs	Cobra ZI Driver	1
Golf Clubs	Cobra S2 Driver	1
Golf Clubs	Cobra S2 Offset Driver	1
Golf Clubs	Hogan Baby Ben Putter	1
Golf Clubs	Yes Putter	1
Golf Clubs	Mizuno Mx-100 4-Gw Irons	1
Golf Clubs	Ping Redwood Black Satin Putter	1
Golf Clubs	Ping K15 Driver	1
Golf Clubs	Ping K15 Hybrid	1
Golf Clubs	Ping K15 Driver Demo	1
Golf Clubs	Ping K15 Fairway Demo	1
Golf Clubs	Ping Tour-S Wedge Demo	1
Golf Clubs	Swingrite Training Clubs	1
Golf Clubs	Titleist Scotty Cameron Detour	1
Golf Clubs	Titleist 710 Cb Irons 3-Pw	1
Golf Clubs	Titleist 909 D Comp Driver	1
Golf Clubs	Titleist 909 H Hybrid	1
Golf Clubs	Tour Edge St. Charles Belly Putter	1
Misc.	Bag Boy Express 240 Cart	1
Misc.	Footjoy Umbrella	1
Shoes	Footjoy Men's Dryjoys Tech (#53672)	1
Shoes	Footjoy Men's Superlite (#58125)	1
Shoes	Footjoy Men's Superlite (#58049)	1
Shoes	Nike Mens Air Max Revive S	1
Bags	Ping Frontier	2
Clothing	Glen Echo Men's Rainsuit	2
Clothing	Levelwear Women's Windbreaker	2
Clothing	Sycamore Logo Color Block Piped Cap	2
Clothing	Page & Tuttle Micro Color Block Fleece	2
Clothing	Page & Tuttle Ladies Quilted Interlock F	2
Clothing	Tehama Ladies Tee Shirt	2
Clothing	Tehama Ladies Jacket	2
Clothing	Titleist Stretch Fitted Slouch Cap	2
Club Repair	Taylor Made Men's Grip	2
Club Repair	Winn Ladies Avs Pink/black	2
Golf Clubs	Amf Slotline Cnc Aluminum Putter	2
Golf Clubs	Amf Slotline Forged Aluminum Putter	2

Golf Clubs	Cobra S2 Fairway Wood	2
Golf Clubs	Mizuno Fli-Hi Iron Steel Shaft	2
Golf Clubs	Ping HI Hybrid	2
Golf Clubs	Ping G5I Hybrid	2
Golf Clubs	Ping Karsten Series Putter	2
Golf Clubs	Ping K15 Hybrid Demo	2
Golf Clubs	Titleist Scotty Cameron California Serie	2
Golf Clubs	Titleist 909 Fairway	2
Shoes	Footjoy Men's Superlite (#58088)	2
Shoes	Nike Mens Sport Performance	2
Bags	Bag Boy Nxo Revolver	3
Clothing	Footjoy Cabretta Sof Glove	3
Clothing	Mizuno Tour Contrast Cap	3
Clothing	Mizuno Ladies Breast Cancer Cap	3
Clothing	Sycamore Logo Washed Twill W/ Contrast	3
Clothing	Page & Tuttle Micro Tech Vest	3
Clothing	Page & Tuttle Ladies Performance Windves	3
Clothing	Page & Tuttle Cool Swing Color Block Wi	3
Clothing	Page & Tuttle '10 Ladies Cable Cardigan	3
Clothing	Page & Tuttle '11 Ladies Cool Swing Tona	3
Clothing	Ping Label Cap	3
Clothing	Ping Ladies Sport Visor	3
Club Repair	Shaft Extensions	3
Club Repair	Tour Edge Grips	3
Club Repair	Winn Grip Undersized	3
Golf Clubs	Adams Lady Fairway Putter	3
Golf Clubs	Adams A7 Putter	3
Misc.	Allstar Ball Retrievers	3
Misc.	Daphne's Animal Headcover	3
Misc.	Sycamore Fleece Blanket	3
Shoes	Footjoy Synr-G (#53870)	3
Shoes	Footjoy Dryjoy (53502)	3
Shoes	Footjoy Contour Series (54239)	3
Shoes	Footjoy Ladies Lo Pro (#97077)	3
Shoes	Footjoy Ladies Lo Pro (#97188)	3
Shoes	Footjoy Ladies Summer Series (#98794)	3
Clothing	Glen Echo Ladies Piano Rib Windshirt	4
Clothing	Glen Echo Women's Fz Vest	4
Clothing	Glen Echo Goose Down Vest	4
Clothing	Sycamore Golf Club Trucker Hat	4
Clothing	Page & Tuttle Micro Tech 1/4 Zip Pullove	4

Clothing	Page & Tuttle Ladies Classic Ultra-Lite	4
Clothing	Page & Tuttle '11 Ladies Quilted Vest	4
Clothing	Ping Mr Cap	4
Clothing	Titleist Mesh Stretch Cap	4
Club Repair	Golf Pride Full Cord Grip	4
Club Repair	Winn Excel Avs Putter Grip	4
Golf Clubs	Ping Ladies Rhapsody Fairway	4
Shoes	Footjoy Contour Series (54265)	4
Shoes	Footjoy Mlb/nfl/college Licensed Shoes	4
Shoes	Footjoy Men's Superlite (#58109)	4
Shoes	Footjoy Men's Superlite (#58117)	4
Clothing	Footjoy Bucket Hat	5
Clothing	Glen Echo Men's Microfiber Windshirt	5
Clothing	Sycamore Golf Club Full Zip Hoodie	5
Clothing	Page & Tuttle '11 Wind Resistant 1/4 Zip	5
Clothing	Page & Tuttle '11 French Rib 1/4 Zip	5
Clothing	Ping Tour Unstructured Cap	5
Clothing	Ping Fitted Cap	5
Golf Clubs	Amf Slotline Putter	5
Golf Clubs	Cobra '10 Baffler Rail	5
Clothing	Footjoy Men's Windshirt	6
Clothing	Mizuno Tour Visor	6
Clothing	New Era Cubs Cap	6
Clothing	Page & Tuttle Cool Swing Performance Wi	6
Clothing	Page & Tuttle Piped 1/4 Zip Windshirt	6
Clothing	Sycamore Golf Club Washed Twill Visor	6
Clothing	Page & Tuttle '10 Ladies Quilted Jacket	6
Clothing	Page & Tuttle '11 Micro Tech Fleece Jack	6
Clothing	Titleist Merino Wool Winter Cap	6
Misc.	STX Putter Caddy	6
Clothing	Titleist Women's Cap	7
Golf Balls	Titleist Dt Solo Cardinals Half Dozen	7
Misc.	Coleman Bug Spray	7
Clothing	Glen Echo Drop Needle Poplin	8
Clothing	Page & Tuttle Ladies Washed Twill Cap	8
Clothing	Page & Tuttle '10 Quarter Zip Texture	8
Club Repair	Vyne Grip Grape/white	8
Clothing	Sycamore Golf Club Solid Hat	10
Clothing	Sycamore Golf Club Hoodie	10
Clothing	Page & Tuttle '10 Softshell Colorblock	11
Clothing	Page & Tuttle '10 Quarter Zip Lined Flee	11

Clothing	Ping Sport Mesh Cap	11
Club Repair	Golf Pride Tour Velvet Cord Grip	11
Clothing	Footjoy F3 Gloves	12
Clothing	Footjoy 2009 Ladies Cotton Sof Sportlet	12
Clothing	Titleist Perma-Soft Gloves	12
Clothing	Footjoy Sciflex Glove	14
Misc.	Bag Boy Umbrellas	14
Clothing	Footjoy 2009 Men's Cotton Sof Crew Sock	15
Misc.	Sycamore Golf Club Magnetic Ball Marker	16
Clothing	Sycamore Golf Club Winter Hat	18
Clothing	Mizuno Rain Fit Glove	19
Clothing	Page & Tuttle '11 Hooded Sweatshirt	20
Misc.	Sycamore Photo Towel	23
Clothing	Nike Dura Feel	26
Misc.	Mlb/nfl Tri-Fold Towel	30
Clothing	Footjoy Junior Gloves	33
Clothing	Footjoy 2009 Men's Cotton Sof Single Soc	46
Misc.	Footjoy Shoelaces	51
Golf Balls	Pinnacle 15 Ball Pack	59
Clothing	Precept Ladies Gloves	72
Misc.	Banana Boat Sunscreen	146
Clothing	Footjoy Ladies Fashion Socks	199
Clothing	Tehama Ladies Tech Short Sleeve Piped Po	1
Clothing	Tehama Ladies Gingham Accent Polo	1
Clothing	Page & Tuttle '10 Free Swing Jacket	11
Mower - 1986	Greensmaster 300	1
Cart - 1983	Material Box: Non Dumping	1
Cart - 1984	People Cart: Four Seat	1
Cart - 1989	Material Box: Non Dumping	1

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SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: May 22, 2012

STAFF RECOMMENDATION

AGENDA ITEM: ADA AUDIT: FIRST REVIEW AND TIMELINE:
Discussion Only

BACKGROUND INFORMATION: Title II of the Americans with Disabilities Act (42 USC 12131) prohibits the more than 86,000 units of local government, such as the Sycamore Park District, from discrimination on the basis of disability in the delivery of programs and services. The definition of programs and services is broad and includes public parks and recreation operations, such as the many unique opportunities made available for the enjoyment of our citizens by the District.

The Department of Justice issued an implementing regulation for title II, effective on January 26, 1992. That regulation is integral to this audit and can be found at 28 CFR Part 35. That was amended with a regulation published September 14, 2010 in the Federal Register.

Title II requirements that come into play for the District include:

- section 35.105 self evaluation
- section 35.133 maintenance requirement
- section 35.150 program access test regarding existing sites, and
- section 35.163 requirements regarding building signage.

Additionally, incorporation of the Illinois Accessibility Code requirements must be considered where, in some cases, they are more stringent than the ADA requirements.

The hiring of a consultant, Recreation Accessibility Consultants (RAC), was the first step in a long process of taking action. The report of RAC laid out a three year plan with an estimated cost of \$389,548 to address 705 Access Deficits.

Staff would point out that there were several hundred additional items that could be rectified, in house, by staff. The cost of those is not estimated. If nothing else, it will require time—which is money.

Currently, staff is assessing the following items from the Access Audit:

1. The grouping of similar work so it can be bid in common bid packages to reduce overall cost of the work.
2. Assessing the time and supply cost of those deficits identified that would be done “in-house”.

Currently, the Sycamore Park District levies the Special Recreation Tax. A portion of that goes to the Kishwaukee Special Recreation Association. A small amount is held by Sycamore Park District to aid in the cost of accessibility work. Our current balance in that fund is about \$116,000.

Needless to say, there is significant difference of funds between what SPD has available for access work, and what must be done. If one accepts the RAC estimate, there is a difference of over \$270,000. We will have to work some of these costs into our capital budget.

Besides the fiscal components of this effort, there are some organizational steps that must be taken to support the work and to honor the letter of the law.

KEY STEPS:

Staff is preparing to take action on the following:

1. Finalize Plan:
 - a. Cost estimates.
 - b. Re-Organizing the Costs for a Five Year Plan (versus prior 3).
 - c. Integrating into Special Recreation and Capital Funds.
2. Allow for Review:
 - a. Board Input.
 - b. Public/Related Agency Input.
 - c. Staff.
3. Adopt Plan:
 - a. Modifications Based Upon #2 – Review.
 - b. Board Adoption.
4. Take Action
 - a. Initiate actions based upon adopted plan.

- b. Budget in Special Recreation and Capital Funds over Five Years to Address the 705 Access Deficits.
 - c. Assure that all future new construction or renovation budgets for accessibility to be included in work.
 - d. Provide Training:
 - i. Bob Swedberg and Jeff Donahoe will be our key leaders on the park, facility and maintenance side of this effort.
 - ii. Bart Desch and Kirk Lundbeck will be our key leaders on the program/activity end of things.
 - iii. Begin budgeting for them to attend key training opportunities to address basic program, design and maintenance measures.
5. Policies to be Adopted:
- a. Electronic Personal Assistive Mobility Devices – Was to be in place by 3/15/2011.
 - b. Create a Parking Stall Template – In place by Fall 2012.
 - c. Develop a Sign Template – In place by Fall 2012.
 - d. Audit all Buildings for Date of Construction or Upgrade – In place by Fall 2012.
 - e. Update Brochure Grid of Parks and Facilities – In place by Fall 2012.
 - f. Update Website to Meet Accessibility Requirements – In place by Winter 2012-13.

FISCAL IMPACT: Estimate, as reported by our Access Consultant, in 2011 dollars = \$389,548. Cost could be higher with staff time, and small supplies, as well as training and inflation.

STAFF RECOMMENDATION: Begin the process. Discussion today, and finalize plan and timeline in June.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

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FINAL REPORT TO THE Sycamore Park District

Conclusions and Recommendations

May 13, 2011

All Site Conclusions and Recommendations

Background

A step-by-step approach will help the Sycamore Park District address the deficits in earlier sections of this report. We recommend the following to accomplish the goal of making District programs in District facilities more accessible to people with disabilities.

A Guide to this Section

There are 705 access deficits identified in the 22 site reports. That is what title II of the ADA regulation requires. For every problem, a solution must be identified.

However, this section is all about the big picture. As discussed in the cover letter with this report, the District does ***not necessarily have to make every site accessible.*** It ***does*** have to make every program it conducts within its sites accessible.

We have attempted to identify some broad solutions, such as the refreshing of all accessible parking, as a way to address issues identified in the earlier 22 site reports, and as a way for the District to better manage compliance. This approach also gives the District flexibility within its compliance efforts to move resources so that they are applied with optimal impact.

This is also about accountability. The adjustments to door closers, eliminating changes in level, and other recommended actions are ineffective if not maintained over time by District employees. We recommend the following to facilitate review:

First, read the final report cover letter to David Peek. It describes the concepts and requirements invoked throughout the report.

Second, read this Conclusion section. As mentioned above, this is a big picture review of the issues and solutions we recommend.

Third, read the 22 site reports. Use your computer and you'll have instant access to the report for that site, the photo gallery, and the checklists.

Fourth, use your knowledge of the sites and of your staffs' expertise. You know Sycamore Park District sites better than we do, and you certainly know the staff better than we do. Blend in what you know with what we recommend in the report. There is always another way to solve an access problem...perhaps you'll be the one to see that solution.

Common Issues

In our evaluation, some common issues arose. These included the way maintenance affects accessibility to playground surfaces used. The common issues are also "big picture" items for the District and incorporate many of the specific site recommendations.

Maintenance

The District uses a conscientious staff to maintain its facilities and sites. However, over time, every facility and site yields to wear and tear. The recommendations below describe ways in which attention to maintenance can specifically address some access deficits.

1. **Provide training** to maintenance staffs regarding the features of an accessible route and how to ensure that it remains unobstructed and that park amenities (such as garbage cans or signs) are placed adjacent to the accessible route.
2. **Provide training** to recreation staffs regarding the features of an accessible route and how to ensure that it remains unobstructed.
3. **Purchase some new tools.** The District should have enough battery-powered digital levels, and tools to measure pounds of force for doors, to equip some staff for occasional spot-checks. A great website for gauges is:

<http://www.technologylk.com/crl-door-pressure-gauge-lk-HMC035.htm?src=froogle>.

Changes in Level and Gaps

The routes and sidewalks that make up the District's network of accessible routes are in fair condition. Wear and tear, settling, weather, and other factors combine to cause changes in level and gaps along portions of those accessible routes, making that portion noncompliant and a barrier to many customers with physical and sensory disabilities.

Removing changes in level and gaps has a significant universal design benefit too, as more people with all types of conditions can more easily use District routes... staff pushing carts of supplies, parents with kids in strollers, and people using an assistive device such as a wheelchair, Segway, or walker.

4. **Eliminate changes in level** in 2012 or 2013. Using the rationale that the most severe changes in level are the greatest barriers to access, make changes in level of greater than .75" the highest priority. Make changes in level of between .5" and .75" the second priority. Make beveling of changes in level of .25" to .5" the third priority.
5. **Add** change in level of more than .25", and gap checks of greater than .5", **to park maintenance safety checklists** in 2011 if not sooner. This will help identify and correct these problems before they expand. Make pre-measured shims and distribute to employees for their use and ease of measurement.
6. **Add inspections for gaps** of greater than .5" **to park maintenance safety checklists**. Identify and fill these gaps before they expand. **In the alternative, consider a resurfacing of segments of asphalt route** which have deteriorated.
7. **Adopt** a policy about the use of other Electronic Personal Assistive Mobility Devices (EPAMDs) in District facilities and at District sites, and promote that policy to the

general public. Every day, more people with limited physical mobility start to use a Segway or similar machines.

Pursuant to the new ADA title II regulation published September 14, 2010, this policy was to have been in place by March 15, 2011.

These assistive devices provide great benefits to people with disabilities and the sooner the District has a policy in regard to their use the better. The policy could, at a minimum, address times of allowed use (dawn to dusk), speed limits, off-limits areas, status of the user as a person with a disability, and minimum age. It is important to note that an EPAMD is not a wheelchair. That device has a separate definition and is already allowed in facilities and parks.

The components of a policy are noted below. ***The District is welcome to use some, all, or none of this, but a policy must be in place. We recommend at least the following statements:***

Definition: An electronic personal assistive mobility device (EPAMD) is a device used by a person with a mobility impairment for ambulation. This definition does **not** include gasoline powered devices, golf cars, or riding lawn mowers,

Permission: The Sycamore Park District authorizes persons with mobility impairments to use EPAMDs in District facilities and sites subject to the following restrictions:

1. The operator of the device must be a person with a mobility impairment, and upon request by District officials, shall produce proof of such within 24 hours;
2. The device, if used in a facility or in a park, is allowed in any area of the facility or park in which the general public is allowed, with the exception of employee only spaces, stairways, and identified hazardous areas;
3. The device, if used in a facility, must be controlled by the operator. It:
 - A. may not exceed 4 mph;
 - B. shall be driven on the right side of the circulation route;
 - C. is prohibited from carrying another person on the frame, or any object on the frame that may make the EPAMD less stable; and
 - D. must not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, District employees, or District participants.
4. The device, if used in a park or outside, must be controlled by the operator. It:
 - A. may not be operated between dusk and dawn unless equipped with headlights that are visible at 300'
 - B. may not exceed 6 mph;
 - C. shall not be driven into wet or ecologically sensitive areas which are posted as such;

- D. shall be driven on the right side of the circulation route;
 - E. is prohibited from carrying another person on the frame, or any object on the frame that may make the EPAMD less stable;
 - F. must not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, District employees, or District participants.
5. The District accepts no responsibility for storage of the device.
 6. The District accepts no liability for damage to the device, or injury to the operator, whether caused by the operator, another visitor to a District facility or site, or any other circumstance.
 7. The District accepts no liability for damage caused by the operator of the device, or injury to others caused by the operator of the device.
 8. The District reserves the right to suspend the use of facilities or sites by the operator if doing so is in the best interests of the District and its participants.
 9. The District reserves the right to change, modify, or amend this policy at any time, as it would any other policy.

Obstructed Accessible Routes

Employees *may* see an accessible route as an empty 36" wide space in which a potted plant or garbage can is a perfect fit. However, that blocks or obstructs the accessible route

8. ***Provide training to park maintenance, recreation, and administration staffs*** regarding maintenance of accessible routes in parks and in recreation facilities.

Employee Work Areas

The District employs well-qualified and skilled people on a full time basis, making parks and recreation services available to Sycamore Park District residents. It also employs many more on a part-time or seasonal basis.

The District likely already has employees with disabilities and in the future, will have *more* employees with disabilities, in all categories...full time, seasonal, and regular part time.

It is important to address access to work areas, and both the title II regulation and the work of the Access Board do so. In section 203.9 of the 2010 Standards for Accessible Design, the treatment of employee areas is made clear.

Generally, a person with a disability should be able to ***approach, enter, and exit*** the work area. This is addressed by requirements for accessible routes and accessible means of egress. Other factors are door width, and threshold changes in level.

Sycamore Park District Access Audit
May 13, 2011 page 6

Excluded from this exception are several types of common spaces in employee areas. Spaces such as the ones below must meet the access guidelines as they are excluded from the definition of employee-only areas:

- corridors
- toilet rooms
- kitchenettes for employee dining use, and
- break rooms

In short, the key issues are the accessible route, changes in level, doors and entries, and maneuvering space once within the work area. This approach is effective so long as when the District hires an employee with disabilities, or a current employee acquires a disability, it will remove architectural barriers in work areas or make other accommodations.

The two recommendations below are particularly important in some of the older infrastructure sites owned by the District such as the Community Center.

9. **Address accessibility in the District personnel policies**, and note that, upon request by an employee, the District will make reasonable accommodations, which **may** include the removal of architectural barriers in work spaces.
10. **Require new construction, and alterations or additions** that include employee work areas to be designed and constructed so they are compliant with the 2010 Standards for Accessible Design and the Illinois Accessibility Code.

Accessible Parking

The District maintains approximately 258 standard parking spaces at facilities, and 16 more that are designated as accessible stalls. Illinois requirements here are more stringent than federal requirements. In correcting or refreshing its accessible stalls, the District should address all of them at once to eliminate inconsistencies and come into compliance.

11. **Create a parking stall template.** A suggested template is below.

Parking Stall Dimensions

Stalls must be a minimum of 8' wide. An adjacent access aisle must also be a minimum of 8' wide. An acceptable **alternative** design is an 11' stall with an adjacent 5' access aisle.

The access aisle must be diagonally striped with high quality yellow paint.

Signs must be mounted on posts not farther than 5' from the head of the stall. The collection of signs must include the US Department of Transportation R7-8 standard sign (the blue icon in a wheelchair). Below that must be the fine sign. The statewide fine is \$250. Unless the City of Sycamore has adopted a higher fine by ordinance, the sign must note the \$250 fine.

Federal settlement agreements in Illinois require a third sign, on at least one stall, that says VAN ACCESSIBLE. The Illinois Accessibility Code does not include this requirement but we believe it is required.

This belief was reinforced recently by a US Department of Justice settlement with St. Clair County in Illinois, where the settlement required the addition of "van accessible" signs.

Finally, the bottom edge of the lowest sign is a minimum of 48" above the finished grade. We recommend 60" so it cannot be obstructed by a parked auto.

We suggest that the signpost be located at the head of the accessible stall and that the curb cut and detectable warning run the distance of the access aisle.

Perhaps the most common error we see in accessible parking stalls and access aisles is the slope. The Illinois Accessibility Code limits the slope to not more than 2% in any direction. This is a challenging requirement that can take considerable effort to meet.

Connection to the Accessible Route

The access aisles should connect to an accessible route. The maximum running slope for the accessible route is 5%, and to account for heaving and settling, we recommend 4%.

The maximum cross slope is 2%. Do be certain to use compliant detectable warnings, which are now in a template with a colored background and raised, truncated domes.

Passenger Loading Zone

The loading zone must have an access aisle adjacent and parallel to the vehicle pull-up space. The loading zone access aisle must be 60" wide and 20' long.

Confirm this template with the City of Sycamore, and the Illinois Attorney General's Office, to ensure that stalls will be compliant.

12. In 2012, 2013, or 2014 ***implement a plan to correct or refresh every accessible stall*** at every District facility. Incorporate this task into other plans that require parking lot restriping or resurfacing. Certainly in 2011 as lots are resurfaced or restriped, use this template as well.

Running Slope and Cross Slope

We often saw running slopes steeper than permitted. At some sites this was a minimal issue, but at other sites it was a significant variance. This condition naturally occurs when concrete settles, or when connections between new and old routes are off by fractions of an inch. Cross slope is equally important, as it serves drainage as well as access purposes.

13. **Adopt a policy** that in new construction and alterations the ramp slope shall not exceed 1:13, or 7.7%, as opposed to 1:12, or 8.33%. This allows room for error in the field. It also makes ramps easier to use for everyone, not just people with disabilities. This universal design approach is also a risk management tool.
14. **Adopt a policy** that in new construction or alterations the cross slope shall be an integral part of the project and shall not exceed 2% or 1:50.

Detectable Warnings

The US Access Board suspended the detectable warning requirement in the late 90's, for a period of several years. It was restored in 2002 though, and is now included in the 2010 Standards. It is typical to see noncompliant detectable warnings in every community.

The detectable warnings at curbs **that are not compliant** are often a cross-cut of concrete, or a grid laid on wet concrete to create a diamond-shaped indentation. Over time these should be replaced.

15. As with parking, **develop a template for detectable warnings**. Confirm the template with the City of Sycamore and the Illinois Attorney General's Office.
16. In the same year that parking is refreshed, **implement a plan to correct or refresh every detectable warning** at every curb or crossing at District facilities. If necessary, phase this out over a two or three year period.

Door Opening Force Requirements

In District buildings and facilities, there are approximately 121 doors. Many have closer mechanisms. Some of these need adjustment to bring the pounds of force (lbf) necessary into compliance (5 lbf for interior doors and 8.5 lbf for exterior doors). However some of the closers are just old. The wear and tear of 20 or more years erodes the closer effectiveness.

17. **Evaluate and determine the age of door closers**.
18. **Add door closer maintenance checks** to safety checklists for employees and for closers with 10 years of service or less, aggressively maintain them for effectiveness.
19. **Purchase and install new door closers** for all exterior doors (with closers 20 years old or more) and 50% of interior doors in 2012 or as soon as is possible.
20. **Purchase and install** new door closers for all remaining interior doors (with closers 20 years old or more) in 2013 or as soon as is possible.

Signage

District signs can serve several valuable purposes. First, signs assist wayfinding in buildings, such as at the Community Center. Second, signs identify important permanent elements of

facilities, such as restrooms. Third, signs facilitate access by people with vision and physical limitations. Aside from consistent use of the District logo, we did not note a signage template.

The Access Board requires different treatment for 2 types of signs. Signs for permanent spaces, such as a bathroom, must be in both Grade 2 Braille and raised lettering.

For directional or informational signage though, only raised lettering is required. Be certain to incorporate these approaches into signs in buildings and sites operated by the District.

21. **Develop a sign template** in 2011 that describes where and in what facilities signs will be used. The template could include:

- size of sign
- mounting height
- mounting location
- size of characters
- space between characters
- contrast between characters and background
- icons or symbols used in the signs, and
- District information in the signs (name of facility? phone number? main office number?).

22. **Implement signage template and correct or refresh** District facility and site signage in 2012 or 2013.

Bathrooms

Bathrooms are an essential part of a visit to a Sycamore Park District facility. Exercise, food and beverage, social activities, and more all rely on one of the oldest designs known to us. Making those facilities accessible is tremendously important.

Additionally, **portable toilets** placed temporarily at sports fields and event venues **must** be accessible and **must be served by an accessible route**.

23. **Develop a bathroom template in 2011**. Confirm it with the City of Sycamore and the Illinois Attorney General. Be sure to include temporary facilities such as portable toilets in the template.

The template should address the toilet itself, grab bars, items in the stall such as toilet paper and hooks, the stall itself, operating mechanisms, mirrors, sinks, hand towels, hand dryers, and more.

24. **Include bathroom renovations** at facilities in the District's Capital Acquisition and Replacement Plan.

25. **Consider the use of automatic flush controls**. These have environmental benefits and are also a great way to eliminate some accessibility problems.

26. ***In the interim, implement non-structural modifications recommended in each section of this report***, such as lowering mirrors, remounting grab bars, changing the height of toilets and urinals, installing compliant stall hardware, and so forth.

These less costly changes on a site-by-site basis will serve your customers well until resources are available to renovate restrooms on a comprehensive scale.

27. ***Make one portable toilet***, if one is provided at a site, accessible. This includes a portable toilet placed at a picnic shelter or adjacent to sports fields.

These must be accessible and must be served by ***an accessible route***. ***The District has some sites with portable toilets and this is critical to address. Follow our single-user toilet specifications in our site checklists.***

Lockers and Locker Rooms

Research shows that people with disabilities will refrain from using public facilities if they fear that sites are not accessible or they'll be embarrassed in their attempt to use sites.

We all know the benefits of recreation participation. If a person with a physical disability comes to the Sycamore Pool to swim, there are no designated accessible lockers.

28. ***Implement the locker room changes recommended*** at the Sycamore Pool.
29. ***Promote availability of accessible locker rooms once completed***. Announce these changes to the community and see more participation by people with disabilities.

Alarms

In existing facilities where an aural or audible fire alarm system is provided, a visual alarm is not required unless the building was constructed after January 26, 1992 or has been upgraded since that same date.

If an alarm in an existing facility is audible only, it need not be modified to include a visual alarm unless it is replaced or upgraded in the future.

30. ***Determine in 2011*** if systems have been upgraded or replaced since 1992.
31. ***Develop a plan in 2011*** for the installation of aural and visual alarms in renovations.
32. ***Retrofit construction that has occurred since 1992*** to include aural and visual alarms by the end of 2014.

Brochures

The park grid in the District brochures is an important tool for Park District residents and can now be used to communicate about accessibility. Revise it to incorporate the access work

District staff completes and indicate in your grid where, for example, the accessible picnic areas are, or where the accessible playgrounds are.

33. **Update parks and facilities grid** to reflect decisions made by the District regarding our recommendations, and note which sites are accessible or will be made accessible.

Website

The title II regulation requires that all types of public communication used by the District be available to people with disabilities. Many people with vision impairments use websites every day with the aid of technical equipment.

The District should evaluate its website and make necessary changes so that the website can be read by that type of equipment.

A link at the US Department of Justice website offers guidance on this. The District IT staff should become familiar with this issue. Go to <http://www.ada.gov/websites2.htm>

34. **Evaluate the District website** and make changes so that the information on the site is accessible to people with disabilities.

Swimming

The **minimum required** of the District by title II of the ADA is that the "program" of swimming be accessible to residents. This is measured by the "program access test" described in section 35.150 of the title II regulation (see 28 CFR Part 35).

The District has one outdoor pool at Community Park. We believe that because it is the only district pool, it must be made accessible.

35. **Make Sycamore Pool accessible**, by implementing all of the recommendations in that site report.

Maintenance Facility

In another site report we address the Maintenance Facility. As discussed earlier, the District can apply a different standard to spaces used only as employee work areas.

Park maintenance supervisory staff should receive an orientation in regard to the application of the **approach**, **enter**, and **exit** strategy so that they understand the reason for the various requirements.

36. **Train maintenance staff supervisors** in accessibility concepts that are applicable to the maintenance building.
37. **Implement recommendations regarding parking, accessible route, changes in level, gaps, doors, and alarm systems** at the Maintenance Campus.

Playgrounds

The **minimum required** of the District by title II of the ADA is that the “program” of playgrounds be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing playgrounds should be made accessible. Again, a good practice is to treat this as a planning exercise and aim for 1 of 3 playgrounds being made accessible.

Our evaluation included 16 different playgrounds for children aged 2 to 5 and 5 to 12. Of these, six are accessible, and two more could be made accessible with minor corrections.

The Program Access Chart, along with the Sycamore Playground Map at the end of this section, illustrates the areas where work is recommended so that every resident of Sycamore is close to an accessible playground. [[Sycamore Playground Map](#)]

38. **Make corrections** cited in these reports so the playgrounds at the site below remains accessible:

- **Boynton Park**
- **Kiwanis Prairie (2 to 5)**
- **Leon Larson Park**
- **Sycamore Lake Rotary Park (2 to 5)**
- **Sycamore Lake Rotary Park (5 to 12)**
- **Wetzel Park**

39. **Make corrections** cited in these reports so the playgrounds at the site below **becomes** accessible:

- **Founders Park**
- **Kiwanis Prairie Park (5 to 12)**

40. **Leave as is** the other playgrounds at the park named below, and if future alterations or renovations occur at those sites, make them accessible.

- **Brothers Park**
- **Charley Laing Memorial Park**
- **Elmer and Stanley Larson Park**
- **Kiwanis East Park**
- **Old Mill Park**
- **Sycamore Community Park (play area one)**
- **Sycamore Community Park (play area two)**
- **Sycamore Park Sports Complex**

41. **Advertise the accessible playgrounds** in the District website and publications.

Baseball Fields

The **minimum required** of the District by title II of the ADA is that the "program" of baseball be accessible to residents. This is measured by the "program access test" found in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing baseball fields should be accessible. We recommend that a minimum of one field of every three be accessible. We saw 6 sites with 20 total ball fields. Of these, no fields are accessible. We are recommending access be created to 3 of the 12 fields at the Sycamore Park Sports Complex and one of the four ball fields at Sycamore Community Park.

The Program Access Chart at the end of this section, along with the Sycamore Baseball Map, illustrates the areas where work is recommended so that every resident of the Park District is close to an accessible baseball field. [[Sycamore Baseball Map](#)]

42. **Make corrections** cited in these reports so baseball fields at the sites below **become** accessible:
 - **Sycamore Park Sports Complex (3 of 12)**
 - **Sycamore Community Park (1 of 4)**

43. **Leave as is** the fields at the following sites:
 - **Brothers Park**
 - **Kiwanis East Park**
 - **Kiwanis Prairie Park**
 - **Sycamore Park Sports Complex (9 of 12)**
 - **Sycamore Community Park (3 of 4)**
 - **Wetzel Park**

44. **Advertise the accessible baseball fields** in the District website and publications.

Basketball Courts

The **minimum required** of the District by title II of the ADA is that the "program" of basketball be accessible to residents. This is measured by the "program access test" described in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing basketball courts should be accessible. Because of the nature of basketball surfaces, a hard court, access is easier. The District has 4 sites with courts.

Of those, 3 of the 4 are accessible, and we recommend no new access.

The Program Access Chart at the end of this section, along with the Sycamore Basketball Map, illustrates the areas where work is recommended so that every resident of the District is close to an accessible basketball court. [[Sycamore Basketball Map](#)]

45. **Make the corrections** needed to maintain accessible basketball courts as specified in the reports for the site below:
 - **Brothers Park**
 - **Kiwanis Prairie Park**
 - **Wetzel Park**
46. **Leave as is** the basketball court at the sites below:
 - **Sycamore Community Park**
47. **Advertise the accessible basketball courts** in the District website and publications.

Athletic Fields

The **minimum required** of the District by title II of the ADA is that the "program" of athletic fields be accessible to residents. This is measured by the "program access test" found in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing athletic fields should be accessible. We recommend that a minimum of one field of every three be accessible.

There are 2 sites with 11 total athletic fields and none are accessible. We recommend access to two of the fields at the Sycamore Park Sports Complex.

The Program Access Chart at the end of this section, along with the Sycamore Athletic Field Map, illustrates the areas where work is recommended so that every resident of the Park District is close to an accessible athletic field. [[Sycamore Athletic Field Map](#)]

48. **Make the corrections** cited in the reports so that the athletic fields at the sites **become** accessible:
 - **Sycamore Park Sports Complex (2 of 10)**
49. **Leave as is** the athletic fields at the following site:
 - **Kiwanis Prairie Park**
 - **Sycamore Park Sports Complex (8 of 10)**
50. **Advertise the accessible athletic fields** in the District website and publications.

Picnic Shelters/Gazebos

The **minimum required** of the District by title II of the ADA is that the "program" of picnic shelters be accessible to residents. This is measured by the "program access test" described in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing picnic shelters should be accessible. ***Of the 9 sites with existing picnic shelters, 13 are accessible. We recommend no new access and that the remaining 3 be left as is and inaccessible.***

The Program Access Chart at the end of this section, with the Sycamore Picnic Shelters Map, illustrates the areas where work is recommended so that every resident of the District is close to an accessible picnic shelter. [[Sycamore Picnic Shelter Map](#)]

51. ***Maintain the accessible*** picnic shelters at the sites named below:

- ***Brothers Park***
- ***Charley Laing Park***
- ***Founders Park***
- ***Leon Larson Park***
- ***Old Mill Park***
- ***Sycamore Community Park (1 of 2)***
- ***Sycamore Lake Rotary Park (3 of 3)***
- ***Sycamore Park Sports Complex (3 of 5)***
- ***Wetzel Park***

52. ***Leave as is*** the picnic areas at the sites below:

- ***Sycamore Community Park (1 of 2)***
- ***Sycamore Park Sports Complex (2 of 5)***

53. ***Advertise the accessible picnic shelters*** in the District website and publications.

Other Activities

In Sycamore, bags and tennis are also popular. The District maintains both tennis courts so they are accessible, and one of the two bags courts is accessible. These are good examples of exceeding the minimum and we commend the District for this approach.

Costs by Phases

The District can integrate the recommendations in our transition grid with your own planning and budget documents. We have tried to balance the projected resources needed in each phase for compliance.

Our Phase One costs are projected at \$112,015.

Our Phase Two costs are projected at \$170,258.25.

Our Phase Three costs are projected at \$107,274.75.

The overall total cost of the work we project is \$389,548.

We believe that over time, the value of the projections for phases two and three will rise. These figures are projections only and will likely change due to supply and demand.

Public Feedback

An integral part of the self-evaluation of sites and facilities, and the development of a transition plan, is the involvement of the public. A public forum should be scheduled after the District has had some time to digest this report. We would be glad to work with the District on this project at no charge, and we would be glad to return to assist in this process.

Conclusion

The District has a variety of recreation facilities and sites. The skilled staff operates facilities and sites the community wants and enjoys. This report identifies some issues that are typical of a mature recreation infrastructure.

The Board of Commissioners should review this report and determine to what extent it will act on our recommendations and the recommendations to be received from staff.

While no one can say with certainty how long the District should feel comfortable in stretching these projects, we'd suggest it be not more than a 3 year range after the effective date of the 2010 Standards...that means March 15, 2015.

Be certain to understand that you could be forced to accelerate your pace.

Your strategy should address the common issues identified in this report. The District should be commended for undertaking this task. Although the access audit and transition plan are both mandated tasks, many of your neighbors have not completed these steps.

In closing, thanks again to the staff at the Sycamore Park District for their cooperation and spirit. All of the team at our firm enjoyed working with them. We acknowledged David Peek and Brian Cobb and their efforts earlier, and we do so again here.

Call me at Recreation Accessibility Consultants at 224/293-6451 if there are any questions. Thanks again for inviting us to work with the District.

Submitted by

**John N. McGovern, J.D., President
Recreation Accessibility Consultants LLC**

SPDCONCLUSIONS