



Sycamore

PARK DISTRICT

Established 1923

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Sycamore, IL 60178
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Sycamore Park District

Regular Board Meeting

September 25, 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 – August 28, 2012 (Voice Vote)
9. Study Session Minutes – August 3, 2012 (Voice Vote)
August 28, 2012
August 30, 2012

Executive Session Minutes – August 28, 2012
(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

PUBLIC INPUT

APPROVAL OF MONTHLY CLAIMS:

17. Claims Paid Since Board Meeting (Roll Call Vote)
23. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

31. Superintendent of Finance Monthly Report
35. Budget Report/Monthly Cash Flow Monthly Report
55. Superintendent of Golf Operations Monthly Report
57. Superintendent of Parks and Facilities Monthly Report
61. Superintendent of Recreation Monthly Report
63. Executive Director Monthly Report

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



CORRESPONDENCE-None

POSITIVE FEEDBACK/REPORTS

DEPARTMENT PRESENTATIONS: Golf Course Budget Projections: Kirk

OLD BUSINESS:

- 67. Electricity Contract: Adoption-Dan**
- 77. ADA Transition Plan: Final Approval-Dan**
- 103. Consideration of John Owens Resignation-Dan**

NEW BUSINESS:

- 105. Review and Possible Revision of Fund Reserve Policy-Jackie**
- 109. Consideration of Easement for the City of Sycamore-Dan**
- 117. Consideration of Appointment to Fill Position Vacated by John Owens-Dan**
- 119. Appointment of Community-Wide Team for Strategic Plan-Dan**
- 121. Consideration for Acceptance of a Live Band Performance as Part of a Pavilion Rental-Dan**
Announcement of April 9, 2013 Commissioner Election-Dan
Presentation by Dave Phillips of Speer Financial-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.
- 3.** The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
- 11.** Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

ADJOURNMENT (Voice Vote)

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, August 28, 2012

003

President Strack called the meeting to order at 6:00 p.m.

The roll was called with Commissioners Graves, Owens, Tucker and Strack present. Commissioner Schulz 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:

Mary Jo McAdams – CAC

Greg Martin – CAC

Derke Price – Ancel Glink - Counsel

Regular and Consent Agenda Approval –

Motion

Commissioner Graves moved to approve the Regular and Consent Agenda.

Commissioner Tucker seconded the Motion.

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Tucker moved to approve the July 24, 2012 Regular Meeting Minutes and July 24, 2012 Executive Session Minutes with the Executive Session Minutes remaining confidential. Commissioner Graves seconded the Motion.

Voice Vote

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

Petition and Public Comment - None

Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$211,637.88.

Commissioner Graves seconded the Motion.

Roll Call

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

Correspondence –

- DCEDC – Paul Borek
- DeKalb County Community Foundation – Dan Templin
- Justin Curran

Positive Feedback/Reports

- President Strack noted that Commissioner Owens has submitted his request to resign from the Board. There are many positive things that have happened since he has been on the Board. He appreciates the fact that Commissioner Owens has supported the activities of the Board as a whole.
- Commissioner Tucker thanked Commissioner Owens for his contributions.
- Commissioner Graves thanked him also and noted he wished he would reconsider. He also thanked the staff for all their efforts and the Board appreciates it.
- President Strack noted that he and Director Gibble discussed doing a snapshot of the District. This might include an annual report to go out to the public possibly in the brochure. He asked the Board to think about what they would like included and what type of message they want delivered to the public.

Department Presentations

Superintendent of Recreation Bart Desch – Sycamore Park District 90th Anniversary.

Superintendent of Recreation Desch handed out some ideas the committee has come up with so far. The committee consists of himself, Kirk Lundbeck, and Lisa White. They are trying to have events throughout the year starting in January. There will be a geocache/treasure hunt, a bike rally and an ice cream social. They are thinking about a photo contest which will run all year. There will possibly be 90th Year monthly specials year round. They are trying to have a 90th Year Golf Scramble. There will be additional smaller things throughout the year all celebrating the 90th Year for the Park District. The Board felt this is a great plan .

Old Business –

Update on Electricity Contract – President Strack noted the Board had given approval last month to bid out the electricity. Director Gibble noted when he has the final contract he will bring to the Board for formal approval. With the new contract we will be seeing a savings of approximately \$7200 per year. We will also be receiving refunds on current bills with the renewal.

Revised Board Operations Manual – President Strack noted this clarifies the changes from the Board that were already discussed. Director Gibble noted this was the final version that the Board had already approved.

Pond Maintenance Standards – Superintendent of Parks & Facilities Donahoe brought to the Board the standards that have been discussed already and would like the Board to finalize this. President Strack noted this establishes ground rules for the property owners. Director Gibble noted he has heard from residents the improvement they have seen in the care of the ponds. When the standards are approved, there will be an open house for the residents.

Pond Maintenance Standards- cont'd –

Motion

Commissioner Tucker made a motion to approve the Pond Maintenance Standards as presented. Commissioner Graves seconded the Motion.

Voice Vote

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

Update on Septic Connections – Director Gibble noted this relates to the disconnection from our tile for the properties on Airport Road and Hilltop. He met with the County Health Department. The County has done a review of all the properties. There are only two homes that remain connected to our tile. One is currently not occupied that is going on the market. The County Health Department has notified the realtor and the bank along with posting at the property regarding the requirement that the property have a stand alone system being approved by the County Health Department before being occupied. They would like the District to cap that one. The other property is occupied and had applied for a permit. Nothing has happened on this property yet. The County Health Department recommends the District capping this one also. Director Gibble is recommending getting a quote to locate the two lines and capping them. The County has notified the property owners they have 30 days to comply and will be taken to court if not compliant. The Board agreed to have staff move forward with disconnection. Staff will get a quote from the person who did the prior work in the area, and proceed.

Ordinance Regarding Encroachment in Parks – Director Gibble noted property owners in Parkside have made improvements on Park District property. He has been working with them regarding this. He has also been discussing this matter with our Counsel, Derke Price. The property owners have been offered a license agreement that would be carried with the property from owner to owner. Some owners have been positive regarding this, but others are putting this off. There is an ordinance in front of the Board which forbids encroachments. Derke Price notes the ordinance gives flexibility to the District. Sometimes the property owners don't realize they are on District property. The ordinance sets the stage for dealing with property owners. Director Gibble noted some property owners have put things on the District property that inhibits our mowing. He noted that there are a few properties that we need to deal with right away.

Motion

Commissioner Graves made a motion to approve Ordinance # 05-2012. Commissioner Tucker seconded the Motion.

Roll Call

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

New Business-

Ordinance Regarding Conduct in Park – Director Gibble noted that counsel recommended having a conduct ordinance. This allows for us to dictate what we accept as appropriate behavior in our parks. He noted the police would like to have this also when they patrol. Counsel Derke Price noted this is broad and the District can tailor to our needs. Director Gibble asked the Board to review and let him know if they want anything else in it. He will then discuss with Counsel, and bring it back to the Board for review. Further, a project that lies ahead is getting all of Sycamore Park District's ordinances in a central location. Currently, it is not known where all of those are.

Action Regarding Current Encroachments – Director Gibble noted the Board can go into Executive Session with Counsel to discuss this if they feel the need. Otherwise he would like the Board to discuss and communicate to him and Derke how they want to proceed with the four property owners with whom there are still issues in Parkside, before proceeding to other neighborhoods. At the last Board meeting the Board had wanted the homeowners to accept the license agreement or remove any encroachments by year end. Counsel Derke Price noted that two of the property owners are interfering with the District operation. He is suggesting that these encroachments be removed. He also noted that Director Gibble has been working with these property owners and some are not cooperating. There was consensus on the Board that these encroachments need to be removed.

Motion

Commissioner Tucker made a motion for Director Gibble to take the steps necessary to resolve the issues by year end. The motion was seconded by Commissioner Graves.

Voice Vote

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

Capital Funds Update – Director Gibble informed the Board there are three items of cost that have come up that he will be bringing to the Board next month to consider paying from Capital. President Strack asked about the tennis courts. Director Gibble noted he is in the process of hiring an engineer to do the bid specifications for the tennis court and parking lot at Old Mill. This will then go out for bid and come back to the Board for approval at a later date.

Adoption of Parking Stall/Sign Template – Director Gibble noted this is coming from the ADA Transition plan and recommendation from RAC. We need a template for parking and signs for parking spaces not including the buildings at this point. This is based on the Illinois and Federal requirements. This was also reviewed by RAC and provided by the States Attorney's office. Director Gibble noted this will standardize it for us. Director Gibble will also have the Sycamore Police Chief review this.

Motion

Commissioner Graves made a motion to approve adoption of the parking stall/sign template. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Petition and Public Comment –None

Adjournment

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:52 p.m. on a motion made by Commissioner Tucker for the reason listed below. The motion was seconded by Commissioner Owens.

Roll Call

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

#3 The selection of a person to full a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

The Board convened to Executive Session at 6:55 p.m. The roll was called with Commissioners Graves, Owens, Tucker and Strack present along with Director Gibble and Recording Secretary Freeman. Commissioner Schulz was absent.

Motion

The Board adjourned the Executive Session at 7:01 p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. 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. Commissioner Schulz was absent.

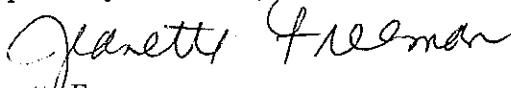
Motion

The Board adjourned the Regular Session at 7:01 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Respectfully Submitted,



Jeanette Freeman
Recording Secretary
Sycamore Park District

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008

**Minutes of the Special Meeting
Board of Commissioners
Study Session
Sycamore Park District
Friday August 3, 2012
10:45 A.M.
Community Center
Fair Street in Sycamore**

009

President Strack called the meeting to order at 10:45 a.m.

The roll was called with Commissioners Graves, Owens, Schulz, and Strack present. Staff members Bart Desch, Lisa White, and Dan Gibble were present. Also present were Dave Yanke and Craig Mathey of the Citizen's Advisory Committee.

No others were present except the bus driver hired for the tour.

This Study Session was convened to gather information on Community Centers from communities of similar size, EAV, and budget to Sycamore Park District by touring their facilities and letting staff, board and CAC members learn and ask questions about the parks.

Travel to locations occurred, as follows:

Itinerary:

- A. Depart Sycamore Community Center 10:45am
- B. Arrive at Lan-Oak Park District Community Center at 12:30pm
2550 178th Street, Lansing, IL 60438
- C. Depart Lan-Oak Park District at 1:45pm
- D. Arrive at Oak Forest Community Center at 2:15pm
15601 South Central Avenue, Oak Forest, IL 60452
- E. Depart Oak Forest Community Center at 3:15pm
- F. Arrive at the Park District of Lagrange at 4:00pm
200 South Washington, Lagrange, IL 60525
- G. Depart Park District of Lagrange at 5:00pm
- H. Arrive Sycamore Community Center at 7:00pm or nearly there as possible.

ADJOURNMENT (Voice Vote)

President Strack called for a motion to adjourn the study session at 8:36p.m. Commissioner Owens moved, and it was seconded by Commissioner Graves. The motion carried on a voice vote.

Respectfully Submitted,

Daniel Gibble
Sycamore Park District
Secretary

**Minutes of the Special Meeting
Board of Commissioners
Study Session
Sycamore Park District
Tuesday, August 28, 2012
7:13pm**

011

President Strack called the meeting to order at 7:13 p.m.

The roll was called with Commissioners Graves, Owens, Tucker, and Strack present.

Commissioner Schulz was absent. Staff members Bart Desch, Jeff Donahoe, Jeanette Freeman, Jackie Hienbuecher, Kirk Lundbeck and Dan Gible were present.

No others were present.

NEW BUSINESS:

Director Gible went over the first draft of goals, which lists the main things to be accomplished in the next two years. Once these goals are finalized, he will get with staff to determine how to implement. This should happen in September or October with public input in October or November. He is hoping the final approval for the next two years will be in December. He then asked everyone to look at the rating system as a reminder of the things that were the top things of importance.

He also went over the information from the Community Survey. The question was then put to everyone: "What is your definition of taking care of what we have".

- Not just a perception of looking pretty – maintaining and keeping that way.
- Parks, Roads, Sports Complex – everyone wants more of what we have. Have aged equipment – need to continue replacing the current aged equipment.
- Can't go into debt more and build new without taking care of what we have including buildings, pool, shelters, golf course, roads. This also includes taking care of staff.
- Tennis courts and pool – either fix them or remove them. Maintaining, but at what level.
- Once you get to a certain level of services, etc. maintain it and then raise the bar.
- Functional obsolete point reached.
- Need to take care of staff and constituents.
- Can't paint a rosy picture when it isn't.
- Before start any expansion, show the public we can take care of what we have.

Director Gible noted this is what we need to explain to the Community. Give them the whole story including the real costs, limited revenues. We have to decide long term goals before setting short term goals. See where the bigger ticket items fit in. He asked staff to keep in mind what maintain means when writing goals. All things done in the future years are going to cost money to build and operate.

NEW BUSINESS – cont’d:

The pool was used as an example of taking care of what we have. President Strack noted that he feels in the short term to continue as is, but in the next 5 to 10 years something has to be done. Superintendent of Recreation Desch noted that it will be less than 5 years, since some things cannot continue to be patched. There was agreement that taking care of is “taking care of anything that currently exists as is now”. Also there needs to be public perception that we are doing the best we can with the resources we have.

Director Gibble asked everyone to review questions on the ranking sheet. He asked the groups to make goal statements for the next two years to get us ready for the next five years.

- Build fund balances to establish policy levels.
- Replacement /refurbishment of all assets when they exceed their depreciated life cycle.
- Maintain current staffing level per some metric.
- Tell our story to the public on a scheduled basis.
- Within the next two years have positive fund balances.
- Develop/initiate scheduled park awareness platform in which the staff, Board, Director and CAC will educate citizens of the District about the SPD system.
- Maintain and strengthen the current community partnerships to improve level of satisfaction with the partners.
- Conduct a review of current land/cash definitions to assure true value and impact of resources permitted.
- Review annexation options.
- Seek ways to make the museum revenue neutral.

This will start to get us in a position that the community will see we are on solid footing. Director Gibble will draft and send out to all. Staff will work on objectives and bring back to the Board.

OLD BUSINESS:

Finalizing the Community Wide Team Members

Director Gibble then started talking about putting together the Community Wide Team. He handed out the master list for everyone to go over. He would like the composition of the group to consist of:

- 1 to 3 City Officials
- 1 to 2 Park District Board
- 2 to 3 Park District Staff
- 1 to 2 School District
- 1 to 3 CAC
- 3 to 5 Business Leaders
- 1 Forest Preserve District
- 1 County
- 1 each from the following: Elementary, Junior High, High School, Adult, Older Adult, Citizen with disability.

Director Gibble, Board and Staff discussed the proposed candidates and came up with a list to call. He will assign the candidates to someone to call and send out that list to everyone.

ADJOURNMENT (Voice Vote)

Motion

The Board adjourned the Study Session at 9:32 p.m. on a motion by Commissioner Tucker. The motion was seconded by Commissioner Graves.

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
Sycamore Park District
Recording Secretary

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Minutes of the Special Meeting of the Board of Commissioners
Park Tour
Sycamore Park District
Thursday, August 30, 2012

President Strack called the meeting to order at 5:20 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 and Lisa White. Others present were CAC Members Dave Yanke, Susan Benson, and Brian Gregory. CAC Member Doug Kenney arrived later.

Regular Agenda Approval –
Motion

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

Voice Vote

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

A tour of the Parks was conducted with the list of Parks visited listed below. Superintendent of Parks & Facilities provided everyone with a folder with information on each Park. This gave a description of each Park along with the amenities for that Park. Also listed was the regular maintenance that is done at each Park along with the challenges that is faced at each Park. He included future improvements that are needed.

- Parkside Preserve
- Laing Park
- Kiwanis East Park
- Kiwanis Prairie Park
- Brothers Park
- Rotary/Lake Sycamore Park
- Leon Larson Park
- Elmer and Stanley Larson Park
- Wetzel Park
- Merry Oaks Trail
- Founders Park
- Boynton Park
- Chief Black Pardridge Park
- Emil Cassier Park
- Old Mill Park

Adjournment

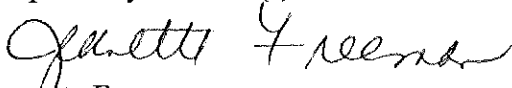
Motion

The Board adjourned the meeting at 8:20 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Owens.

Roll Call

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

Respectfully Submitted,



Jeanette Freeman

Recording Secretary, Sycamore Park District

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DATE: 09/19/2012
 TIME: 10:43:27
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 1

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FROM 08/29/2012 TO 09/19/2012

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

199677-831 01 WORKERS COMP 231000106805 08/31/12 50926 09/18/12 1,902.00 1,902.00

BLUE BLUE CROSS/BLUE SHIELD OF ILL VENDOR TOTAL: 1,902.00

DUE 090112 01 HEALTH INSURNACE PREMIUM 101000106801 15,088.94
 02 HEALTH INSURNACE PREMIUM 101500106801 4,078.66
 03 HEALTH INSURNACE PREMIUM 504100106801 482.82
 04 HEALTH INSURNACE PREMIUM 504000106801 2,747.55
 05 HEALTH INSURNACE PREMIUM 201000106801 2,224.74
 06 HEALTH INSURNACE PREMIUM 202100106801 1,273.09
 4,282.08

CINTA CINTAS CORPORATION #355 VENDOR TOTAL: 15,088.94

355392672 01 RAG & RUG SERVICE 101500056301 272.51
 02 RAG & RUG SERVICE 504100056301 96.85
 03 RAG & RUG SERVICE 504000056301 96.85
 04 RAG & RUG SERVICE 201000056301 13.27
 05 RAG & RUG SERVICE 101000056301 11.96
 53.58

COMCA COMCAST VENDOR TOTAL: 272.51

081912 01 CABLE 303000096705 182.45
 02 CABLE 504000096705 37.75
 03 INTERNET 101000096706 37.75
 04 INTERNET 201000096706 53.48
 53.47

COMMO COMMONWEALTH EDISON VENDOR TOTAL: 182.45

090912 01 FOUNDERS PARK 101500096702 613.44
 02 BOYNTON PARK 101500096702 15.50
 03 KIWANIS PARK 101500096702 15.78
 04 EMIL CASSIER PARK 101500096702 15.73
 05 COMMUNITY CENTER 207500096702 15.73
 06 COMMUNITY CENTER 207500096702 237.49
 07 SYCAMORE LAKE 101500096702 221.18
 15.93

017

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/29/2012 TO 09/19/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
090912		08 GOOD TYMES SHELTER	101500096702	09/09/12		50928	09/18/12	613.44	613.44
		09 WETZEL PARK	101500096702						60.37
									15.73
									613.44
									VENDOR TOTAL:
CONST		CONSTELLATION NEWENERGY							
	0007225073	01 SPORTS COMPLEX	202100096702	09/06/12		50929	09/18/12	4,269.04	827.62
		02 MAINT BLDG	101500096702						791.82
		03 MAINT BLDG	504100096702						17.90
									17.90
									VENDOR TOTAL:
	0007251570	01 BASEBALL CONCESSIONS	303300096702	09/08/12		50929	09/18/12	4,269.04	3,441.42
		02 POOL	518100096702						125.43
		03 MAINTENANCE	101500096702						1,015.94
		04 MAINTENANCE	504100096702						14.32
		05 PUMP HOUSE	504100096702						14.32
		06 CART BLDG	50400096702						898.82
		07 CLUBHOUSE	30300096702						74.13
		08 PROSHOP	50400096702						194.77
		09 ADMINISTRATION	10100096702						454.46
		10 ADMINISTRATION	20100096702						454.46
									VENDOR TOTAL:
FRONTIER		FRONTIER							
	82812	01 COMMUNITY CENTER	207500096700	08/04/12		50908	09/05/12	977.66	977.66
		02 MAINT BLDG	101500096700						671.75
		03 MAINT BLDG	504100096700						152.96
									152.95
									VENDOR TOTAL:
	82812-2ND	01 POOL	518000096700	09/05/12		50909	09/05/12	616.44	616.44
		02 ADMINISTRATION	101000096700						80.20
		03 ADMINISTRATION	201000096700						230.49
		04 PRO SHOP	504000096700						230.50
									75.25
									VENDOR TOTAL:
	82812-3RD ONE	01 MAINT BLDG	101500096700	08/04/12		50917	09/05/12	745.69	745.69
		02 MAINT BLDG	504100096700						228.90
		03 ADMINISTRATION	101000096700						228.91
		04 ADMINISTRATION	201000096700						143.94
									143.94
									VENDOR TOTAL:
PARA		PARADISE NUTRITION							
	165			08/28/12		50910	09/05/12	120.00	120.00

DATE: 09/19/2012
 TIME: 10:43:27
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Print & Kim

FROM 08/29/2012 TO 09/19/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PEKIN	165	01 WEIGHT LOSS CLASS FEE	205230256128	08/28/12		50910	09/05/12	120.00	120.00
									VENDOR TOTAL: 120.00
PEKIN		DUE 090112		08/29/12		50906	08/29/12	1,406.75	1,406.75
		01 DENTAL INSURANCE PREMIUM	101000106801						411.94
		02 DENTAL INSURANCE PREMIUM	101500106801						50.79
		03 DENTAL INSURANCE PREMIUM	504100106801						247.14
		04 DENTAL INSURANCE PREMIUM	504000106801						198.25
		05 DENTAL INSURANCE PREMIUM	201000106801						96.52
		06 DENTAL INSURANCE PREMIUM	202100106801						402.11
									VENDOR TOTAL: 1,406.75
PEPSI		PEPSI COLA GEN. BOT.							
	25185107	01 POP - WATER	303000086631	08/27/12		50924	09/14/12	681.78	649.44
		02 FOUNTAIN POP	303000086630						164.32
		03 POP	303300086631						439.08
									46.04
	LF120622398532	01 SC 28173904-30867807	303000086631	06/22/12		50924	09/14/12	681.78	27.66
	LF120822424715	01 SC - INV 22584060	303000086631	08/22/12		50924	09/14/12	681.78	27.66
									4.68
									4.68
									VENDOR TOTAL: 681.78
SEC		SECRETARY OF STATE							
		NOTARY		09/14/12		50923	09/14/12	20.00	20.00
		01 NOTARY RENEWALS	101000046204						20.00
									VENDOR TOTAL: 20.00
T0000024		DOBBERSTEIN, MELISSA							
	082912	01 PALMER OUTING TIP	303500003090	09/05/12		50911	09/05/12	196.95	196.95
		02 STAFF DAY REIMBURSEMENT	101000046213						102.07
		03 AUTO METER TIP	303500003090						13.88
									81.00
									VENDOR TOTAL: 196.95
T0000105		LUNDBECK, KIRK							
		MENS LEAGUE PAYOUT		09/05/12		50918	09/07/12	2,950.00	2,950.00

DATE: 09/19/2012
 TIME: 10:43:27
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/29/2012 TO 09/19/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		MENS LEAGUE PAYOUT							
		01 2012 MENS LEAGUE PAYOUT	504000046219	09/05/12		50918	09/07/12	2,950.00	2,950.00
T0000531		WHITE, LISA							
	083112	01 MILEAGE	201000046211	09/05/12		50912	09/05/12	49.72	49.72
								VENDOR TOTAL:	2,950.00
T0000680		SMITH, SUE							
	090412	01 WL PRIZE	205230256217	09/05/12		50913	09/05/12	150.00	150.00
								VENDOR TOTAL:	150.00
T0000681		PORTER, HEATHER							
	090412	01 WL PRIZE	205230256217	09/05/12		50914	09/05/12	60.00	60.00
								VENDOR TOTAL:	60.00
T0000682		TORRES, FRED							
	090412	01 WL PRIZE	205230256217	09/05/12		50915	09/05/12	90.00	90.00
								VENDOR TOTAL:	90.00
T0000683		WRIGHT, DEDRIC							
	090412	01 FIELD RENTAL REFUND	202000004027	09/05/12		50916	09/05/12	389.00	389.00
								VENDOR TOTAL:	389.00
T0000685		SWEDBERG, PATRICIA C/O BUTALA							
	091712	01 MEMORIAL FUND	101000046213	09/17/12		50925	09/17/12	50.00	50.00
								VENDOR TOTAL:	50.00
TITL		TITLEIST DRAWER CS							
	0904946	01 SYCAMORE SPARTAN GOLF BAGS	501000001304	08/21/12		50922	09/11/12	793.80	1,393.80
								VENDOR TOTAL:	1,393.80

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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Interim

FROM 08/29/2012 TO 09/19/2012

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

0907565 01 CAPS FOR STOCK 501000001301 08/21/12 50921 09/11/12 487.68 164.16

0917447 01 CAPS FOR STOCK 501000001301 08/24/12 50921 09/11/12 487.68 323.52

6070992 01 CREDIT - BAG FEE 501000001300 08/28/12 50922 09/11/12 793.80 -600.00

UNUM LIFE INSURANCE VENDOR TOTAL: 1,281.48

090112 01 LIFE INSURANCE PREMIUM 101000106801 09/01/12 50920 09/10/12 352.70 352.70
 02 LIFE INSURANCE PREMIUM 101500106801 82.20
 03 LIFE INSURANCE PREMIUM 50400106801 10.95
 04 LIFE INSURANCE PREMIUM 504000106801 50.38
 05 LIFE INSURANCE PREMIUM 201000106801 48.58
 06 LIFE INSURANCE PREMIUM 202100106801 58.53
 102.06

VISACA VISA CARDMEMBER SERVICE VENDOR TOTAL: 352.70

090512 01 RETURN POOL SHOWER VALVE 518100066410 09/05/12 50931 09/18/12 3,681.45 3,681.45
 02 SPORTS TURF FIELD DAY 202100046207 9.32
 03 FORE MARKETING 101000046206 121.00
 04 CUP DISPENSERS 303000076500 199.00
 05 CAMERO UNIT 701000207010 97.20
 06 POP - TUMBLERS 201000046213 313.51
 07 POP - TUMBLERS 101000046213 281.89
 08 POP 205120036216 281.89
 09 CPRP RECERT - ONLINE CLASSES 101000046207 20.00
 10 REIMBURSEMENT 101000076500 130.00
 11 MOP HEADS-TRASH BAGS-CLEANER 207500076510 165.00
 12 COMMUNICATION SEMINAR 201000046213 49.53
 13 MAINT MANAGEMENT SCHOOL 20100001102 299.00
 14 TOILET PAPER HOLDER - CLUBHOUS 201000076500 1,424.70
 15 FOOD FOR MEETINGS 101000046212 3.65
 16 FOOD FOR MEETINGS 201000046212 142.88
 142.88

WALM WALMART COMMUNITY VENDOR TOTAL: 3,681.45

081612 08/16/12 50919 09/07/12 186.44 186.44

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/29/2012 TO 09/19/2012

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
081612		01 POOL SUPPLIES	518000046216	08/16/12		50919	09/07/12	186.44	186.44
		02 CLEANER	207500076500						9.98
		03 COFFEE-CREAMER	303000086632						1.98
		04 CANDY	303000086624						53.58
		05 ENGLISH MUFFIN	303000086610						4.00
		06 ICE CREAM	303000086626						12.66
		07 LETTUCE-TOMATOES-MARINARA	303000086629						20.14
		08 HAM SALAD-WHIPPED TOPPING	303000086640						19.20
		09 HOT DOG BUNS	303000086615						13.67
		10 CLEANING SUPPLIES	303000076551						11.44
		11 BREAD	303000076551						12.35
		12 CLEANING SUPPLIES	303000086612						13.16
		13 TONIC WATER	303000086636						8.40
									5.88

VENDOR TOTAL: 186.44
 TOTAL --- ALL INVOICES: 36,334.44

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/25/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	3,665.06	372.50
ANCEL	ANCEL, GLINK - LAW OFFICES OF	3,626.25	3,717.63
AT&T2	A T & T	690.57	3.40
BOCKY	BOCKYN, LLC	2,400.00	150.00
CINTA	CINTAS CORPORATION #355	2,496.63	54.09
ENVIR	ENVIRONMENTAL SERVICES	380.00	17.50
FRONTIER	FRONTIER	9,962.89	311.50
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,796.25	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	6,578.14	151.34
NEXT	NEXTEL COMMUNICATIONS	3,205.53	55.34
NICOR	NICOR GAS	13,176.76	70.06
OF	OFFICE DEPOT	1,651.63	154.84
SOFT	SOFT WATER CITY	3,429.25	26.00
SPECI	SPECIALTIES DIRECT		545.00
STAPLES	STAPLES ADVANTAGE	396.86	43.03
T0000230	FREEMAN, JEANETTE	775.18	615.73
TBC	TBC	18,139.93	1,798.01
VOL	VOLUNTARY ACTION CENTER		175.00
WARE	WAREHOUSE DIRECT BUSINESS	184.83	85.68
WASTE	WASTE MANAGEMENT	5,572.43	82.85
	ADMINISTRATION		8,581.37
15	PARKS		
BARN	BARNES GROUP	736.19	124.99
CARQ	CARQUEST AUTO PARTS	4,221.99	169.65
CINTA	CINTAS CORPORATION #355	2,496.63	103.82
CITY2	CITY OF SYCAMORE	1,805.69	227.37
DEKA	DEKALB LAWN & EQUIPMENT CO.	397.07	61.21
FAST	FASTENAL COMPANY	167.48	32.56
GRAI	GRAINGER	2,427.88	105.66
JOHNDEFI	JOHN DEERE FINANCIAL	1,154.27	182.00
LOWE	LOWE'S	6,658.56	411.64
MAR	MARINE BIOCHEMISTS	5,217.00	2,599.00
MENA	MENARDS - SYCAMORE	3,436.25	205.16
MIKESA	MIKE'S AUTO & TRUCK	64.00	21.50
MROUT	MR OUTHUSE	11,412.00	945.00
NEXT	NEXTEL COMMUNICATIONS	3,205.53	44.08
NICOR	NICOR GAS	13,176.76	61.88
PARKREA	PARKREATION, INC		162.00
PROS	PROSAFETY, INC.	42.84	23.95
ROCKF	ROCKFORD INDUSTRIAL WELDING	27.68	86.00

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/25/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
RONDO	RONDO ENTERPRISES, INC.	295.25	57.64
SHA	SHARE CORP.	170.43	47.22
SOFT	SOFT WATER CITY	3,429.25	97.50
UNIQUE	UNIQUE PRODUCTS		28.45
WARE	WAREHOUSE DIRECT BUSINESS	184.83	12.75
WASTE	WASTE MANAGEMENT	5,572.43	139.96
	PARKS		5,950.99
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	690.57	3.40
BOCKY	BOCKYN, LLC	2,400.00	150.00
CINTA	CINTAS CORPORATION #355	2,496.63	12.08
ENVIR	ENVIRONMENTAL SERVICES	380.00	17.50
FRONTIER	FRONTIER	9,962.89	311.50
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,796.25	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	6,578.14	151.33
NEXT	NEXTEL COMMUNICATIONS	3,205.53	42.70
NICOR	NICOR GAS	13,176.76	44.26
OF	OFFICE DEPOT	1,651.63	28.62
STAPLES	STAPLES ADVANTAGE	396.86	14.60
T0000013	DESCH, BART	811.96	110.14
TBC	TBC	18,139.93	1,798.03
WARE	WAREHOUSE DIRECT BUSINESS	184.83	15.48
	ADMINISTRATION		2,851.52
21	SPORTS COMPLEX MAINTENANCE		
BARN	BARNES GROUP	736.19	252.52
ENVIR	ENVIRONMENTAL SERVICES	380.00	25.00
JOHNDE	JOHN DEERE LANDSCAPES/LESCO	3,022.95	170.74
LOWE	LOWE'S	6,658.56	30.91
MEL	MELIN'S LOCK & KEY	42.45	10.45
MENA	MENARDS - SYCAMORE	3,436.25	39.35
MROUT	MR OUTHOUSE	11,412.00	871.00
NEXT	NEXTEL COMMUNICATIONS	3,205.53	118.22
PIO	PIONEER MANUFACTURING CO.	2,216.10	58.00
RONDO	RONDO ENTERPRISES, INC.	295.25	132.62
SHA	SHARE CORP.	170.43	47.24

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/25/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
TRUGR	TRUGREEN	704.00	704.00
WASTE	WASTE MANAGEMENT	5,572.43	211.91
	SPORTS COMPLEX MAINTENANCE		2,671.96
25	MIDWEST MUSEUM OF NATURAL HIST		
CARQ	CARQUEST AUTO PARTS	4,221.99	8.94
DEKAM	DEKALB MECHANICAL INC	2,161.20	463.30
	MIDWEST MUSEUM OF NATURAL HIST		472.24
51	PROGRAMS - TEENS		
KOHL	KOHLER, JIM	1,750.00	250.00
	PROGRAMS - TEENS		250.00
52	PROGRAMS - ADULT		
T0000688	GIBBONS, GRETCHEN		30.00
	PROGRAMS - ADULT		30.00
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS	3,205.53	18.45
	PROGRAMS - FAMILY		18.45
55	PROGRAMS - YOUTH ATHLETICS		
T0000655	CARLSON, JUDITH		35.00
T0000687	DASKAL, JACK		66.00
T0000689	HACKLER, THOMAS		56.00
T0000691	HIGDON, NANCY		56.00
T0000692	HIGGINS, JENNIFER		56.00
T0000693	JUREWICZ, ELISHA		56.00
T0000694	LATSIS, JOHN		56.00

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/25/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
55	PROGRAMS - YOUTH ATHLETICS		
T0000695	LITTLEFAIR, VICKI		66.00
T0000696	LITTLEFAIR, VICKI		66.00
T0000697	NICOL, ANGELA		56.00
T0000698	NICOLOSI, GINA		56.00
T0000699	PLEIMANN, PATTY		48.00
T0000700	SCHUETT, JAMEY		66.00
	PROGRAMS - YOUTH ATHLETICS		739.00
59	PROGRAMS - DANCE		
T0000686	ALMAGAMBETOVA, NAILYA		50.00
	PROGRAMS - DANCE		50.00
60	PROGRAMS - SPECIAL EVENTS		
T0000690	HERBERT, GRANT		10.00
T0000701	STRADER, STEPHEN		10.00
	PROGRAMS - SPECIAL EVENTS		20.00
75	COMMUNITY CENTER		
AT&T1	A T & T	403.08	50.04
AT&T2	A T & T	690.57	45.62
C&L	C & L PROPERTIES, L.L.C.	49,537.13	4,833.00
CITY2	CITY OF SYCAMORE	1,805.69	32.42
FRONTIER	FRONTIER	9,962.89	83.28
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	6,578.14	178.71
NICOR	NICOR GAS	13,176.76	58.37
SOFT	SOFT WATER CITY	3,429.25	100.75
SPEC	SPECIAL FX	1,628.00	56.00
WARE	WAREHOUSE DIRECT BUSINESS	184.83	54.16
WASTE	WASTE MANAGEMENT	5,572.43	85.43
	COMMUNITY CENTER		5,577.78
CONCESSIONS			
10	ADMINISTRATION		

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/25/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC	177.00	-144.75
	ADMINISTRATION		-144.75
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	690.57	0.84
CHARITEE	CHARITEE GOLF LLC	177.00	-342.85
EUCL	EUCLID BEVERAGE LTD.	5,717.15	232.00
FOXR	FOX RIVER FOODS	11,367.37	232.94
NEXT	NEXTEL COMMUNICATIONS	3,205.53	18.45
NICOR	NICOR GAS	13,176.76	18.97
PEPSI	PEPSI COLA GEN. BOT.	11,138.63	279.50
REINHART	REINHART FOOD SERVICE	11,974.33	781.68
SUP	SUPERIOR BEVERAGE	3,899.90	226.00
T0000024	DOBBERSTEIN, MELISSA	2,109.03	12.19
UNIQUE	UNIQUE PRODUCTS		427.11
WASTE	WASTE MANAGEMENT	5,572.43	52.57
	CLUBHOUSE CONCESSIONS		1,939.40
33	SPORTS COMPLEX CONCESSIONS		
REINHART	REINHART FOOD SERVICE	11,974.33	53.96
	SPORTS COMPLEX CONCESSIONS		53.96
35	CATERING		
FOXR	FOX RIVER FOODS	11,367.37	150.65
REINHART	REINHART FOOD SERVICE	11,974.33	1,390.84
T0000024	DOBBERSTEIN, MELISSA	2,109.03	3.58
	CATERING		1,545.07
GOLF COURSE			
10	ADMINISTRATION		
CHARITEE	CHARITEE GOLF LLC	177.00	1,913.94
COBRA	COBRA PUMA GOLF INC		444.67

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/25/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
10	ADMINISTRATION		
FOOT	FOOTJOY	5,012.45	59.32
HORN	HORNUNG'S PRO GOLF SALES INC.	3,978.52	543.13
NIK	NIKE USA	840.43	122.96
TITL	TITLEIST DRAWER CS	34,484.15	1,426.75
	ADMINISTRATION		4,510.77
40	GOLF OPERATIONS		
AT&T2	A T & T	690.57	34.61
AUTOM	AUTO MACHINE INC.	155.04	87.21
CHARITEE	CHARITEE GOLF LLC	177.00	5.00
CINTA	CINTAS CORPORATION #355	2,496.63	13.61
ELBURN	ELBURN HERALD	362.00	100.00
FRONTIER	FRONTIER	9,962.89	75.04
NEXT	NEXTEL COMMUNICATIONS	3,205.53	31.08
NICOR	NICOR GAS	13,176.76	18.97
NIV	NIVEL PARTS & MANUFACTURING	4,566.33	341.54
PLAY	PLAYERS GOLF CARS	35,100.00	850.00
SOFT	SOFT WATER CITY	3,429.25	52.00
UNIQUE	UNIQUE PRODUCTS		45.90
	GOLF OPERATIONS		1,654.96
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	15,306.63	3,138.86
BARN	BARNES GROUP	736.19	124.99
CARQ	CARQUEST AUTO PARTS	4,221.99	81.17
CINTA	CINTAS CORPORATION #355	2,496.63	103.82
CSR	CSR BOBCAT EQUIPMENT CO.	1,667.46	14.10
DEKA3	DEKALB IRON & METAL CO.	1,649.75	60.24
DOTY	DOTY & SON CONCRETE PRODUCTS	986.00	326.00
JOHNDEFI	JOHN DEERE FINANCIAL	1,154.27	2.00
MROUT	MR OUTHUSE	11,412.00	110.00
NEXT	NEXTEL COMMUNICATIONS	3,205.53	40.58
NICOR	NICOR GAS	13,176.76	87.69
PENDL	PENDELTON TURF SUPPLY	3,014.77	235.00
RONDO	RONDO ENTERPRISES, INC.	295.25	57.62
SHA	SHARE CORP.	170.43	47.22
UNIQUE	UNIQUE PRODUCTS		28.46
WASTE	WASTE MANAGEMENT	5,572.43	65.71
	GOLF MAINTENANCE		4,523.46

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/25/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
SWIMMING POOL			
80	POOL		
SOFT	SOFT WATER CITY	3,429.25	65.00
	POOL		65.00
81	POOL MAINTENANCE		
DEKAM	DEKALB MECHANICAL INC	2,161.20	470.25
HAWK	HAWKINS INC	2,199.58	50.00
NICOR	NICOR GAS	13,176.76	1,125.40
WASTE	WASTE MANAGEMENT	5,572.43	65.71
	POOL MAINTENANCE		1,711.36
CAPITAL PROJECTS			
10	ADMINISTRATION		
UNITEDRE	UNITED RENTALS	21,574.00	1,575.00
	ADMINISTRATION		1,575.00
	TOTAL ALL DEPARTMENTS		44,647.54

Interim \$ 36,334.44
New \$ 44,647.54

total \$ 80,981.98

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030

To: Board of Commissioners
From: Jackie Hienbuecher
Subject: Monthly Report
Date: September 25, 2012

Administrative Initiatives (9/1/12 – 9/30/12)

- Attended Board of Commissioners study session.
- Consolidated projections provided by department heads. Met with Dan Gibble to review and discuss.
- Reviewed Conduct Ordinances from other districts and forwarded comments to Dan Gibble
- Represented Sycamore Park District for the Castle Challenge at the Sycamore/DeKalb football game at NIU.
- Reviewed and worked with auditors to update terminology in the district's fund balance policy to be consistent with GASB Statement No. 54.
- Discussed with Dan Gibble and department heads, a time table for the 2013 budget.
- Discussed new accounting modules with Harris Computers (accounting software). 1) Relativity, the report writing module, is being eliminated and replaced within the next year. I have decided to wait on this. 2) In order to benefit from the Purchase Order module, the accounting software needs to be made available at the workstations of the department heads and the Executive Director. When this was attempted four years ago there were problems. Prior to committing to the purchase, Harris and TBC are working together to evaluate our computer system to ensure that it is now possible to do this since our server has been upgraded.

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- Received alternate quotes for our merchant services, credit card processing. Worked with current provider to ensure that our rates and fees were as low or lower than any competitive bid.
- Worked with Aaron Wassner to finalize arrangements for Cystic Fibrosis Foundation Event at the Main South Shelter for September 29th.
- Reviewed depository accounts in conjunction with collateral agreements. Transferred funds appropriately.
- Worked with David Phillips, Speer Financial, in preparation for the 2012 General Obligation Bond issuance.
- Wrote objectives for the goals established in the draft Strategic Plan for 2013-2014.
- Reviewed options for additional seating in the clubhouse in coordination with the purchase of new tables and chairs.
- Catering/special events/room rentals: 3 golf outings, 3 clubhouse reservations and 2 fall concerts

Administrative Initiatives (10/1/12 – 10/31/12)

- Attend Board of Commissioners study session.
- Finalize purchase of tables and chairs for clubhouse.
- Arrange to meet with Comcast and Frontier regarding services available.
- Continue working on 2013 draft budget.
- Begin the process for calculating the 2012 tax levy.
- Attend Sycamore Kiwanis meeting as guest and future member.
- Attend Legal Symposium, October 11, 2012.

- Continue to work with Sprint/Nextel to improve our communications.
- Catering/special events/room rentals currently scheduled: 2 clubhouse reservations

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034

Sycamore Park District

	1/1/2012	Revenues	Expenses	8/31/2012	8/31/2012 Cash balance
10 Corporate	59,532.74	327,156.71	357,149.04	29,540.41	28,037.56
20 Recreation	11,127.39	550,045.91	508,983.40	52,189.90	48,150.53
21 Donations	219,403.39	14.49	-	219,417.88	219,417.88
22 Special Recreation	116,445.40	98,751.56	40,124.50	175,072.46	175,072.46
23 Insurance	51,110.54	64,578.19	79,676.50	36,012.23	388.90
24 Audit	13,389.03	10,096.44	14,295.00	9,190.47	9,190.47
25 Paving & Lighting	72,902.97	5.06	-	72,908.03	72,908.03
26 Park Police	7,987.34	0.56	-	7,987.90	7,987.90
27 IMRF	-	54,480.80	54,480.80	-	-
28 Social Security	-	46,037.86	46,037.86	-	-
30 Concessions	16,583.07	120,155.00	105,116.20	31,621.87	29,488.26
31 Working Cash	-	-	-	-	-
32 Developer Contributions	13,817.22	9,738.39	-	23,555.61	23,555.61
60 Debt Service	8,712.20	309,634.65	21,363.75	296,983.10	296,983.10
70 Capital Projects	771,979.64	554.43	135,763.42	636,770.65	636,770.65
Total governmental fund balance	1,362,990.93	1,591,250.05	1,362,990.47	1,591,250.51	1,547,951.35
50 Golf Course	(83,271.85)	474,988.72	445,169.95	(53,453.08)	
Net Assets	<u>(230,164.82)</u>			<u>(230,164.82)</u>	
	(313,436.67)			(283,617.90)	(305,998.53)
51 Swimming Pool	293,509.55	77,543.37	83,084.36	287,968.56	
Net Assets	<u>(294,058.36)</u>			<u>(294,058.36)</u>	
	(548.81)			(6,089.80)	(6,087.80)
Total proprietary funds	210,237.70	552,532.09	528,254.31	234,515.48	
Net assets	<u>(524,223.18)</u>			<u>(524,223.18)</u>	
Proprietary funds minue net assets	(313,985.48)			(289,707.70)	
	1,049,005.45			1,301,542.81	1,235,865.02

Summary of depository accounts as of 9/19/2012

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,600.27	0.1
National Bank & Trust	1,716,651.57	0.05
Resource Bank	347,915.68	0.2
*DeKalb Co. Community Foundation	<u>11,358.71</u>	
	2,091,526.23	

* 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 6/30/12.

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Sycamore Park District
Summarized Revenue & Expense Report
Period ended August 31, 2012

Corporate Fund (10)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual	Variance
Revenues									
Administration	17,120.00	23,681.25	38.3%	302,284.00	318,207.65	5.3% (1)	548,770.00	336,397.78	-5.4% (2)
Parks	431.00	1,159.81	169.1%	7,760.00	8,949.06	15.3%	14,371.00	10,275.99	-12.9% (3)
Total Revenues	17,551.00	24,841.06	41.5%	310,044.00	327,156.71	5.5%	563,141.00	346,673.77	-5.6%
Expenses									
Administration	25,600.00	29,229.12	14.2%	237,236.00	220,596.15	-7.0% (4)	357,119.00	240,601.57	-8.3% (5)
Parks	21,120.00	18,750.11	0.0%	154,546.00	136,552.89	-11.6% (6)	217,271.00	149,785.87	-8.8% (7)
Total Expenses	46,720.00	47,979.23	2.7%	391,782.00	357,149.04	-8.8%	574,390.00	390,387.44	-8.5%
Total Fund Revenues	17,551.00	24,841.06	41.5%	310,044.00	327,156.71	5.5%	563,141.00	346,673.77	-5.6%
Total Fund Expenses	46,720.00	47,979.23	2.7%	391,782.00	357,149.04	-8.8%	574,390.00	390,387.44	-8.5%
Surplus (Deficit)	(29,169.00)	(23,138.17)	-20.7%	(81,738.00)	(29,992.33)	-63.3%	(11,249.00)	(43,713.67)	-31.4%

(1) The YTD Actual is over budget in three areas: Real Estate Taxes, budgeted to have collected 54%, actual is 56.15%, \$9,256; Replacement taxes over budget 18.2%, \$4,850; and shelter rentals up 10.2%, \$740.

(2) Real Estate Tax receipts is the primary cause of the prior year YTD variance. Overall, the Corporate levy decreased due to lower EAV by 5.86% compared to 2011.

(3) The amount of the SS/IMRF tax levy was reduced based upon the vacancy of the Supt. of Parks position.

(4) Wages and related expenses down 2.9%, \$5,280, due to short term vacancy in Executive Director. Legal fees/Misc consultants, and Administrative expenses are below budget 64.5%, \$5,969 and 6.3%, \$1,471 respectively. Also, an additional contribution to H.S.A. was budgeted in July. This is delayed pending further review of overall financial projections. This accounts for being 58%, \$3,825 below budget.

(5) Wages and related expenses down 7.8%, \$14,885, compared to 2011, due to short term vacancy in Executive Director in 2012, additional compensation paid to Interim Director in 2011 and payout of accrued vacation in 2011. Legal fees/Misc consultants are also 81.2%, \$14,133 less than 2011 due to higher legal expenses and community survey expense in 2011.

(6) Materials and Supplies are below budget 37%, \$15,225 (primarily trees and shrubs, seed/sod/flowers, fish restocking, top dressings/soils, janitorial and gas/oil)

(7) 2012 Materials and Supplies are 31.5%, \$11,930, below 2011. 2012 wages and related expenses are down 16.1%, \$12,294 due to vacancy and changes in Supt. of Parks.

Sycamore Park District
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Recreation Fund (20)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	21,042.00	32,862.17	56.17%	378,768.00	404,829.47	6.88% (1)	701,423.00	373,271.46
Sports Complex	16,800.00	5,534.00	-67.06%	34,100.00	26,471.00	-22.37% (3)	45,100.00	31,678.00
Sports Complex Maintenance	1,040.00	1,759.70	69.20%	18,715.00	19,676.55	5.14%	34,655.00	19,234.51
Midwest Museum of Natural Hist	-	-	#DIV/0!	1,100.00	1,146.09	4.19%	2,200.00	563.76
Programs-Youth	101.00	439.59	335.24%	2,109.00	2,670.17	26.61% (4)	2,516.00	5,832.22
Programs-Teens	6.00	(5.22)	-187.00%	5,309.00	2,228.37	-58.03% (4)	9,202.00	2,741.14
Programs-Adult	1.00	707.73	#####	2,363.00	3,400.14	43.89% (4)	2,824.00	2,317.69
Programs-Family	21.00	171.30	715.71%	7,413.00	4,322.70	-41.69% (4)	11,689.00	6,002.08
Programs-Leagues	7.00	190.96	2628.00%	124.00	327.92	164.45% (4)	4,130.00	185.49
Programs-Youth Athletics	106.00	1,682.66	1487.42%	22,209.00	18,818.88	-15.26% (4)	24,053.00	30,184.09
Programs-Fitness	951.00	3,263.13	243.13%	19,483.92	26,263.86	34.80% (4)	28,770.00	23,070.35
Programs-Preschool	1.00	135.75	#####	815.00	788.79	-3.22% (4)	1,078.00	962.92
Programs-Senior	-	210.00	#DIV/0!	200.00	475.00	137.50% (4)	300.00	245.00
Programs-Dance	-	1,324.00	#DIV/0!	1,304.00	4,328.00	231.90% (4)	2,900.00	1,713.00
Programs-Special Events	1.00	17.34	1634.00%	3,297.00	3,285.32	-0.35% (4)	3,502.00	2,741.75
Programs-Concerts	1,000.00	1,100.00	10.00%	7,600.00	6,000.00	-21.05% (5)	8,600.00	6,400.00
Programs-Trips	-	403.75	#DIV/0!	4,400.00	3,838.75	-12.76% (4)	4,400.00	2,904.15
Brochure	-	-	#DIV/0!	3,400.00	4,200.00	23.53%	5,000.00	1,750.00
Weight Room	1,382.00	1,336.80	-3.27%	12,758.00	14,811.55	16.10%	18,700.00	14,684.00
Community Center	112.00	111.55	-0.40%	2,024.00	2,163.35	6.88%	3,749.00	2,379.58
Total Revenues	42,571.00	51,245.21	20.38%	527,491.92	550,045.91	4.28%	914,791.00	528,861.19

- (1) Real Estate Tax Receipts over budget 6.68%, \$24,561, due in part to a conservative budget because final EAV was unknown at the time of setting the budget. Also have collected 56.15% of real estate tax revenue compared to budgeted 54%.
- (2) Real Estate Tax Receipts are also the reason for the Prior YTD variance. Extended amounts for the 2012 Recreation Fund is 9.68%, \$61,594 higher than 2011.
- (3) 2012 Revenue is below budget primarily due to non-payment of \$5,000 by the Liners and timing of payments to budget on Girls and Womens Softball fees.
- (4) 2012 Program revenue is over budget 2.49%, \$1,721. It has decreased 10.3%, \$8,152 compared to 2011. This is primarily due to the elimination of the travel basketball program. Factoring this out, program revenue is actually up 2.8%, \$1,905 compared to last year.
- (5) Timing.

Sycamore Park District
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Expenses														
Administration	15,028.00	15,985.17	6.37%	132,709.00	126,354.36	-4.79% (1)	193,271.00	123,170.06	2.6%					
Sports Complex	-	-	#DIV/0!	950.00	-	-100.00%	950.00	-	#DIV/0!					
Sports Complex Maintenance	28,024.00	27,166.67	-3.06%	225,833.00	202,859.86	-10.17% (2)	333,714.00	196,298.02	3.3%					
Midwest Museum of Natural Hist	891.00	805.68	-9.58%	7,283.00	6,222.67	-14.56%	11,000.00	7,610.98	-18.2%					
Programs-Youth	-	194.58	#DIV/0!	985.00	1,641.08	66.61% (3)	1,266.00	4,835.11	-66.1% (3)					
Programs-Teens	-	250.00	#DIV/0!	4,913.00	2,691.88	-45.21% (3)	7,877.00	3,368.84	-20.1% (3)					
Programs-Adult	-	292.82	#DIV/0!	1,067.00	2,069.24	93.93% (3)	1,474.00	1,529.81	35.3% (3)					
Programs-Family	21.00	20.24	-3.62%	6,475.00	4,519.38	-30.20% (3)	10,439.00	5,781.93	-21.8% (3)					
Programs-Leagues	-	-	#DIV/0!	2,550.00	2,727.37	6.96% (3)	3,830.00	3,088.36	-11.7% (3)					
Programs-Youth Athletics	727.00	1,501.42	106.52%	16,675.79	15,368.28	-7.84% (3)	19,529.00	23,634.10	-35.0% (3)					
Programs-Fitness	887.00	971.38	9.51%	12,921.00	11,438.13	-11.48% (3)	19,270.00	18,285.13	-37.4% (3)					
Programs-Preschool	-	-	#DIV/0!	520.00	668.72	28.60% (3)	628.00	264.16	153.1% (3)					
Programs-Senior	-	-	#DIV/0!	100.00	170.00	70.00% (3)	150.00	-	#DIV/0!					
Programs-Dance	651.00	85.00	-86.94%	1,260.00	1,957.00	55.32% (3)	2,100.00	1,239.00	57.9% (3)					
Programs-Special Events	-	100.00	#DIV/0!	4,254.00	3,114.21	-26.79% (3)	5,487.00	3,452.26	-9.8% (3)					
Programs-Concerts	-	2,000.00	#DIV/0!	7,700.00	9,872.00	28.21%	8,600.00	7,550.00	30.8%					
Programs-Trips	-	-	#DIV/0!	3,975.00	5,428.29	36.56% (3)	3,975.00	3,851.05	41.0% (3)					
Brochure	-	6,062.50	#DIV/0!	8,550.00	15,254.80	78.42% (4)	25,600.00	9,240.07	65.1% (4)					
Weight Room	40.00	1,457.95	3544.88%	1,610.00	1,853.85	15.15%	3,000.00	1,622.45	14.3%					
Community Center	13,864.00	13,377.40	-3.51%	97,781.00	94,772.28	-3.08%	142,577.00	95,275.69	-0.5%					
Total Expenses	60,133.00	70,270.81	16.86%	538,111.79	508,983.40	-5.41%	794,737.00	510,097.02	-0.2%					
Total Fund Revenues	42,571.00	51,245.21	20.38%	527,491.92	550,045.91	4.28%	914,791.00	528,861.19	4.0%					
Total Fund Expenses	60,133.00	70,270.81	16.86%	538,111.79	508,983.40	-5.41%	794,737.00	510,097.02	-0.2%					
Surplus (Deficit)	(17,562.00)	(19,025.60)	8.33%	(10,619.87)	41,062.51	-486.66%	120,054.00	18,764.17	118.8%					

(1) Expenses are below budget primarily in administrative expenses 22.12% \$3,524. Also, as in the Corporate Fund, H.S.A. contribution \$1,578 budgeted delayed pending review.

(2) Materials & Supplies are below budget 61.67%, \$18,546. H.S.A. contribution \$3,720 budgeted delayed pending review.

(3) 2012 program expenses are 7.01%, \$3,902, below budget. They also decreased 25.3%, \$17,536, from 2011, primarily due to the elimination of the travel basketball program. After adjusting for this, expenses are still down 16.4%, \$10,160 compared to 2011.

(4) Costs for brochure have gone up due to higher quality of brochure. Additional marketing revenue has been taken in to offset some of these expenses.

Sycamore Park District
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Donations (21)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	14.49	#DIV/0!	2,000.00	885.14
Total Revenues			#DIV/0!		14.49	#DIV/0!	2,000.00	885.14
Expenses								
Administration	-	-		-	-		-	-
Total Expenses							-	-
Total Fund Revenues	-	-	#DIV/0!	-	14.49	#DIV/0!	2,000.00	885.14
Total Fund Expenses	-	-	#DIV/0!	-	-		-	-
Surplus (Deficit)	-	-	#DIV/0!	-	14.49	#DIV/0!	2,000.00	885.14

Special Recreation (22)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	5,250.00	8,032.11	52.99%	94,500.00	98,751.56	4.50%	175,000.00	95,600.55
Total Revenues	5,250.00	8,032.11	52.99%	94,500.00	98,751.56	4.50%	175,000.00	95,600.55
Expenses								
Administration	15,000.00	37,399.50	149.33%	95,000.00	40,124.50	-57.76% (1)	175,000.00	52,146.50
Total Expenses	15,000.00	37,399.50	149.33%	95,000.00	40,124.50	-57.76%	175,000.00	52,146.50
Total Fund Revenues	5,250.00	8,032.11	52.99%	94,500.00	98,751.56	4.50%	175,000.00	95,600.55
Total Fund Expenses	15,000.00	37,399.50	149.33%	95,000.00	40,124.50	-57.76%	175,000.00	52,146.50
Surplus (Deficit)	(9,750.00)	(29,367.39)	201.20%	(500.00)	58,627.06	#####	-	43,454.05

(1) it was budgeted to start making improvements based upon the accessibility audit earlier in the year. Separate information has been provided on the anticipated progress.
 (2) 2011 included costs for the accessibility audit.

Sycamore Park District
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Insurance (23)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	3,450.00	5,252.96	52.26%	62,100.00	64,578.19	3.99%	115,000.00	55,842.87
Total Revenues	3,450.00	5,252.96	52.26%	62,100.00	64,578.19	3.99%	115,000.00	55,842.87
Expenses								
Administration	1,900.00	1,902.00	0.11%	86,650.00	79,676.50	-8.05%	98,000.00	72,273.77
Total Expenses	1,900.00	1,902.00	0.11%	86,650.00	79,676.50	-8.05%	98,000.00	72,273.77
Total Fund Revenues	3,450.00	5,252.96	52.26%	62,100.00	64,578.19	3.99%	115,000.00	55,842.87
Total Fund Expenses	1,900.00	1,902.00	0.11%	86,650.00	79,676.50	-8.05%	98,000.00	72,273.77
Surplus (Deficit)	1,550.00	3,350.96	116.19%	(24,550.00)	(15,098.31)	-38.50%	17,000.00	(16,430.90)

(1) Overall, 2012 Real Estate Tax receipts to increase 17.32% over 2011. This was done in anticipation of increases in unemployment expense and slight increase in general liability.

Audit (24)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	540.00	821.25	52.08%	9,720.00	10,096.44	3.87%	18,000.00	13,116.28
Total Revenues	540.00	821.25	52.08%	9,720.00	10,096.44	3.87%	18,000.00	13,116.28
Expenses								
Administration	-	-	#DIV/0!	16,000.00	14,295.00	-10.66%	16,000.00	13,887.00
Total Expenses	-	-	#DIV/0!	16,000.00	14,295.00	-10.66%	16,000.00	13,887.00
Total Fund Revenues	540.00	821.25	52.08%	9,720.00	10,096.44	3.87%	18,000.00	13,116.28
Total Fund Expenses	-	-	#DIV/0!	16,000.00	14,295.00	-10.66%	16,000.00	13,887.00
Surplus (Deficit)	540.00	821.25	52.08%	(6,280.00)	(4,198.56)	-33.14%	2,000.00	(770.72)

Sycamore Park District
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Paving & Lighting (25)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	5.06	-	-	57.04
Total Revenues	-	-	-	-	5.06	-	-	57.04
Expenses								
Administration	15,000.00	-	-	-	-	-	30,000.00	-
Total Expenses	15,000.00	-	-	-	-	-	30,000.00	-
Total Fund Revenues	-	-	-	-	5.06	-	-	57.04
Total Fund Expenses	15,000.00	-	-	-	-	-	30,000.00	-
Surplus (Deficit)	(15,000.00)	-	-	-	5.06	-	(30,000.00)	57.04

Park Police (26)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	-	0.56	-	-	2.15
Total Revenues	-	-	-	-	0.56	-	-	2.15
Expenses								
Administration	2,000.00	-	-	4,000.00	-	-	-	-
Total Expenses	2,000.00	-	-	4,000.00	-	-	-	-
Total Fund Revenues	-	-	-	-	0.56	-	-	2.15
Total Fund Expenses	2,000.00	-	-	4,000.00	-	-	-	-
Surplus (Deficit)	(2,000.00)	-	-	(4,000.00)	0.56	-	-	2.15

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Sycamore Park District
 Summarized Revenue & Expense Report
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IMRF (27)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	2,910.00	4,431.71	52.29%	52,380.00	54,480.80	4.01%	97,000.00	55,841.83
Total Revenues	2,910.00	4,431.71	52.29%	52,380.00	54,480.80	4.01%	97,000.00	55,841.83
Expenses								
Administration	2,910.00	4,431.71	52.29%	52,380.00	54,480.80	4.01%	97,000.00	55,841.83
Total Expenses	2,910.00	4,431.71	52.29%	52,380.00	54,480.80	4.01%	97,000.00	55,841.83
Total Fund Revenues	2,910.00	4,431.71	52.29%	52,380.00	54,480.80	4.01%	97,000.00	55,841.83
Total Fund Expenses	2,910.00	4,431.71	52.29%	52,380.00	54,480.80	4.01%	97,000.00	55,841.83
Surplus (Deficit)	-	-	-	-	-	-	-	-

Social Security (28)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	2,460.00	3,744.93	52.23%	44,280.00	46,037.86	3.97%	82,000.00	50,706.61
Total Revenues	2,460.00	3,744.93	52.23%	44,280.00	46,037.86	3.97%	82,000.00	50,706.61
Expenses								
Administration	2,460.00	3,744.93	52.23%	44,280.00	46,037.86	3.97%	82,000.00	50,706.61
Total Expenses	2,460.00	3,744.93	52.23%	44,280.00	46,037.86	3.97%	82,000.00	50,706.61
Total Fund Revenues	2,460.00	3,744.93	52.23%	44,280.00	46,037.86	3.97%	82,000.00	50,706.61
Total Fund Expenses	2,460.00	3,744.93	52.23%	44,280.00	46,037.86	3.97%	82,000.00	50,706.61
Surplus (Deficit)	-	-	-	-	-	-	-	-

#DIV/0!

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended August 31, 2012

Concessions (30)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Clubhouse Concessions	13,211.00	12,102.34	-8.39%	48,886.00	54,363.54	11.20% (1)	64,822.00	47,849.74
Beverage Cart	4,750.00	3,887.09	-18.17%	13,183.00	12,887.31	-2.24%	15,633.00	12,694.05
Vending	-	-	#DIV/0!	-	-	#DIV/0!	250.00	-
Sports Complex Concessions	13.00	35.51	173.15%	28,838.00	27,793.28	-3.62%	30,012.00	28,828.44
Pool Concessions	2,104.00	885.09	-57.93%	12,836.00	11,978.11	-6.68%	12,857.00	12,651.61
Catering	4,887.00	2,174.10	-55.51%	15,834.00	13,132.76	-17.06% (2)	18,562.00	14,951.54
Total Revenues	24,965.00	19,084.13	-23.56%	119,577.00	120,155.00	0.48%	142,136.00	116,975.38
Expenses								
Clubhouse Concessions	9,791.00	12,469.48	27.36%	54,809.00	60,540.46	10.46% (3)	75,054.00	56,833.41
Beverage Cart	3,316.00	2,652.43	-20.01%	8,909.00	8,166.54	-8.33%	11,433.00	8,024.69
Vending	-	-	#DIV/0!	-	-	#DIV/0!	125.00	31.00
Sports Complex Concessions	688.00	(763.20)	-210.93%	23,595.00	20,200.91	-14.38%	24,822.00	19,348.49
Pool Concessions	3,150.00	2,766.08	-12.19%	11,193.00	11,958.37	6.84%	11,382.00	8,454.83
Catering	1,060.00	479.95	-54.72%	6,031.00	4,249.92	-29.53%	8,812.00	4,435.66
Total Expenses	18,005.00	17,604.74	-2.22%	104,537.00	105,116.20	0.55%	131,628.00	97,128.08
Total Fund Revenues	24,965.00	19,084.13	-23.56%	119,577.00	120,155.00	0.48%	142,136.00	116,975.38
Total Fund Expenses	18,005.00	17,604.74	-2.22%	104,537.00	105,116.20	0.55%	131,628.00	97,128.08
Surplus (Deficit)	6,960.00	1,479.39	-78.74%	15,040.00	15,038.80	-0.01%	10,508.00	19,847.30

(1) 2012 clubhouse revenue up due to early season! Opened March 13! Budgets were based upon 2011 actuals and weather has been drier than 2011 giving greater opportunity for sales.

(2) Increase in room rentals over budget and 2011 however, food revenue has decreased. Will do a more detailed review for next month.

(3) Greater amount of supply and labor cost in 2012 due to increased sales

044

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended August 31, 2012

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Working Cash (31) ABOLISHED IN 2011

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

Developer Contributions (32)

045

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	-	2,500.00	9,738.39	289.54%	5,000.00	11,815.02
Total Revenues	-	-	-	2,500.00	9,738.39	289.54%	5,000.00	11,815.02
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	-	2,500.00	9,738.39	-17.6%	5,000.00	11,815.02
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	2,500.00	9,738.39	-17.6%	5,000.00	11,815.02

Sycamore Park District
Summarized Revenue & Expense Report
Period ended August 31, 2012

Golf Course (50)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Golf Operations	76,834.00	69,286.74	-9.8%	428,365.00	459,451.90	7.3% (1)	510,903.00	401,210.32
Golf Maintenance	755.00	740.50	-1.9%	13,590.00	15,536.82	14.3%	25,164.00	19,084.11
Total Revenues	77,589.00	70,027.24	-9.7%	441,955.00	474,988.72	7.5%	536,067.00	420,294.43
Expenses								
Golf Operations	30,791.00	34,963.16	13.5%	212,428.00	223,794.68	5.4% (3)	308,111.00	206,665.21
Golf Maintenance	25,145.00	25,089.12	-0.2%	231,527.00	221,375.27	-4.4% (5)	311,373.00	247,583.09
Total Expenses	55,936.00	60,052.28	7.4%	443,955.00	445,169.95	0.3%	619,484.00	454,248.30
Total Fund Revenues	77,589.00	70,027.24	-9.7%	441,955.00	474,988.72	7.5%	536,067.00	420,294.43
Total Fund Expenses	55,936.00	60,052.28	7.4%	443,955.00	445,169.95	0.3%	619,484.00	454,248.30
Surplus (Deficit)	21,653.00	9,974.96	-53.9%	(2,000.00)	29,818.77	-1590.9%	(83,417.00)	(33,953.87)

- (1) Daily Greens Fees +7.93% \$9,501
- Golf Events & Misc +7.22% \$1,298
- Lessons -62.29% -\$9,480
- Carts +28.6% \$22,041
- Season passes -3.51% -\$4,693
- Pro shop sales +19.67% \$10,325
- (2) Daily Greens Fees +24.58% \$25,503
- Golf Events & Misc +10.76% \$1,873
- Lessons -59.85% -\$8,556
- Carts +35.76% \$26,107
- Season passes +2.28% \$2,872
- Pro shop sales +20.46% \$10,671

(3) Expenses are higher due to increased cost of goods sold 39.8%, \$15,077. Inventory is being reduced and old merchandise sold at or slightly below cost.
 (4) 2012 expenses are higher than 2011 primarily due to increased cost of goods sold 44.6%, \$16,344.
 (5) 2012 YTD expenses are below budget primarily due to pesticides 37.4%, \$11,783.
 (6) 2012 expenses are lower than 2011 mainly due to staff reorganization 13.3%, \$23,930.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended August 31, 2012

Swimming Pool (51)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Pool	4,526.00	3,093.92	-31.6%	66,052.00	65,715.81	-0.5%	67,706.00	65,003.64
Swim Lessons	313.00	242.90	-22.4%	10,824.00	11,827.56	9.3%	11,071.00	9,973.78
Total Revenues	4,839.00	3,336.82	-31.0%	76,876.00	77,543.37	0.9% (1)	78,777.00	74,977.42
Expenses								
Pool	16,360.00	14,023.58	-14.3%	51,092.00	52,764.24	3.3%	69,146.00	52,285.07
Pool Maintenance	8,036.00	4,986.18	-38.0%	25,325.00	22,744.02	-10.2%	35,000.00	21,641.45
Swim Lessons	2,262.00	2,379.82	5.2%	7,886.00	7,576.10	-3.9%	7,886.00	6,257.90
Total Expenses	26,658.00	21,389.58	-19.8%	84,303.00	83,084.36	-1.4%	112,032.00	80,184.42
Total Fund Revenues	4,839.00	3,336.82	-31.0%	76,876.00	77,543.37	0.9%	78,777.00	74,977.42
Total Fund Expenses	26,658.00	21,389.58	-19.8%	84,303.00	83,084.36	-1.4%	112,032.00	80,184.42
Surplus (Deficit)	(21,819.00)	(18,052.76)	-17.3%	(7,427.00)	(5,540.99)	-25.4%	(33,255.00)	(5,207.00)

- (1) Daily Fees -2.39% \$588
 Season passes -3.62% \$1,368
 Misc income (includes pool rentals, middle school pool party and aqua zumba) +76.03% \$1,331
 Swim Lessons +.72% \$76
- (2) Daily Fees -1.7% \$416
 Season passes +1.9% \$680
 Misc income (includes pool rentals and middle school pool party) +66.54% \$1,231
 Swim Lessons +10.91 \$1,044
- (3) Payroll wages and taxes are higher than 2011 due to higher enrollment.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended August 31, 2012

Debt Service (60)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	16,380.00	25,186.64	53.8%	294,840.00	309,634.65	5.0%	546,000.00	309,531.48
Total Revenues	16,380.00	25,186.64	53.8%	294,840.00	309,634.65	5.0%	546,000.00	309,531.48
Expenses								
Administration	-	-	#DIV/0!	21,364.00	21,363.75	0.0%	545,867.00	22,257.50
Total Expenses	-	-		21,364.00	21,363.75		545,867.00	22,257.50
Total Fund Revenues	16,380.00	25,186.64	53.8%	294,840.00	309,634.65	5.0%	546,000.00	309,531.48
Total Fund Expenses	-	-		21,364.00	21,363.75		545,867.00	22,257.50
Surplus (Deficit)	16,380.00	25,186.64	53.8%	273,476.00	288,270.90	5.4%	133.00	287,273.98

Capital Projects (70)

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2011 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	554.43	#DIV/0!	434,000.00	901.81
Total Revenues	-	-	#DIV/0!	-	554.43	#DIV/0!	434,000.00	901.81
Expenses								
Administration	5,250.00	25,092.61	378.0%	322,425.00	135,763.42	-57.9% (1)	543,025.00	179,944.55
Total Expenses	5,250.00	25,092.61	378.0%	322,425.00	135,763.42	-57.9%	543,025.00	179,944.55
Total Fund Revenues	-	-		-	554.43	#DIV/0!	434,000.00	901.81
Total Fund Expenses	5,250.00	25,092.61	378.0%	322,425.00	135,763.42	-57.9%	543,025.00	179,944.55
Surplus (Deficit)	(5,250.00)	(25,092.61)	378.0%	(322,425.00)	(135,208.99)	-58.1%	(109,025.00)	(179,042.74)

(1) Detailed Capital Expenditure Spreadsheet included.

Total Fund Revenues	198,505.00	216,004.06		2,036,263.92	2,143,782.14	5.3%	3,708,912.00	2,082,083.51
Total Fund Expenses	251,972.00	289,867.39	15.0%	2,204,787.79	1,891,244.78	-14.2%	3,819,163.00	1,979,103.02
Surplus (Deficit)	(53,467.00)	(73,863.33)	38.1%	(168,523.87)	252,537.36	-249.9%	(110,251.00)	102,980.49

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Sycamore Park District
Capital Funding Plan

Department	Item	Budgeted 2012	YTD Receipts/ Expenditures	Additional Committed/ Anticipated	Anticipated 2012
Funding	Balance forward	771,980			771,980
	interest income		554.43	446	1,000
	DCCF Grant		800		800
	General Obligation Bond	438,340	-	438,340	438,340
	Total funding available	1,210,320			1,212,120
Administration/concessions	CONTINGENCY	30,000			-
	Fence Replacement Field #1		(6,519)		6,519
	bond issue costs	10,000	(225)	9,775	10,000
	alternate bond payment	185,650	-	185,650	185,650
	Technology Replacement/upgrades -	12,000	(7,246)	4,754	12,000
	New accounting modules	7,600	-	7,600	7,600
	display board	500	-	500	500
	Total Administration	245,750			222,269
Concessions	A/c- Pool concessions	1,000		1,000	1,000
	greaseless fryer - pool concessions	3,000			
	catering units (cambro warmers, chafing)	1,500	(314)	1,500	1,500
	double door freezer - baseball	3,500		3,500	3,500
	countertop - clubhouse concessions	3,500	(3,174)	3,174	3,174
	Total Concessions	12,500			9,174
Maintenance	used bucket truck	25,000	(21,574)	1,800	23,374
	Total Maintenance	25,000			23,374
Clubhouse	remodeling of clubhouse	5,000		5,000	5,000
	tables (15)	7,500		7,500	7,500
	chairs (60)	7,500		7,500	7,500
	bar stools (5)	750		750	750
	Total Clubhouse	20,750			20,750

049

Golf Course						
a/c pro shop	1,000	(379)	379			
drag rope	1,000	(1,000)	1,000			
greens mower	30,000	(30,973)	30,973			
golf carts (10)	30,000	(30,000)	30,000			
Total Golf Course	62,000		62,352			
Pool						
Canopy - concession sitting area	10,000	(4,885)	4,885			
water heaters	16,000	(10,178)	10,178			
Total Pool	26,000		15,063			
Community Center						
fitness equipment	6,200	(4,115)	4,115			
additional staging	2,000	-	900			
laptops for computer classes	2,600	(1,060)	1,060			
duplicator/copier	5,000	(3,663)	3,663			
Total Community Center	15,800		9,738			
Parks & grounds						
soccer goals	12,000	(5,986)	5,986			
road repair - east entrance	35,000	-	25,000			
main shelter renovation	10,000	(465)	10,000			
Old Mill parking lot	40,000	-	-			
Syc Lake/Brickville connection	40,000	-	22,000			
Total Parks & Grounds	137,000		62,986			
Total Capital Expenses	532,300		416,531			
Ending balance	678,020		795,589			

Funded by annual G.O. Bond or previous G.O. Bond proceeds not spent

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference
January																			
Receipts																			
Replacement Taxes	5,911	19,230	0	3	2	0	0	1	0		550	0	2,347		0	133	5,911	3,700	2,211
Shelters	150																150	250	(100)
User Fees	421	0															22,126	17,638	4,488
Misc																	561	50	511
Expenses	(37,799)	(60,199)									(2,003)		(43,918)	(281)			(145,877)	(159,810)	13,933
1/1/2012	66,417	15,521	219,403	116,445	15,487	13,389	72,903	7,987			15,494	13,817	(333,793)		8,712	771,980	1,003,764	1,003,764	-
1/31/2012	35,100	(25,448)	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	865,592	21,043
February																			
Receipts																			
Replacement Taxes	1,020	9,805	0	2	1	0	0	1	0		1,623	0	3,721		0	107	1,020	900	120
Shelters																	15,148	18,405	(3,257)
User Fees	20	0															132	50	82
Misc																			
Expenses	(43,640)	(57,088)				(3,000)					(2,370)		(57,455)	(887)		(10,634)	(181,453)	(165,184)	(16,269)
2/28/2012	(7,500)	(72,731)	219,409	116,448	7,433	10,389	72,905	7,987			13,292	13,818	(429,099)	(1,168)	8,712	761,586	721,481	719,763	1,719
March																			
Receipts																			
Replacement Taxes	1,652	11,722	0	2	1	0	0	1	0		4,030	9,737	138,135		0	94	1,652	2,220	(568)
Shelters	700																700	650	50
User Fees	487	0															163,624	108,374	55,250
Misc																	587	50	537
Expenses	(44,735)	(49,683)				(9,500)					(5,022)		(49,910)	(298)		(3,773)	(164,598)	(178,704)	14,106
3/30/2012	(49,395)	(110,692)	219,411	116,450	5,756	889	72,906	7,988			12,300	23,555	(340,874)	(1,466)	8,713	757,906	723,446	652,353	71,093
April																			
Receipts																			
Replacement Taxes	9,077	13,534	0	1	1	0	0	0	0		8,439	0	40,424	7,932	0	95	9,077	8,140	937
Shelters	1,450																1,450	1,000	450
User Fees		0															70,424	83,112	(12,688)
Misc	11,365																11,368	10,825	543
Expenses	(42,119)	(58,019)				(1,000)					(9,138)		(50,243)	(2,653)		(7,519)	(175,847)	(221,865)	46,018
4/30/2012	(69,622)	(155,177)	219,412	113,725	3,325	(111)	72,906	7,988			11,601	23,555	(350,693)	3,813	8,713	750,463	639,918	533,565	106,353

	10	20	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	Original Projection	Difference
Corp	rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total					
May																			
Receipts	36,558	58,098	14,623	1,495	8,068	6,818	319	45,855	181,080	215,400	(34,320)								
Taxes	4,369	5,416			(8,068)	(6,818)				(983)									
Transfers in/out	6,065									4,783									
Replacement Taxes	945																		
Shelters	250	12,934	2	0	0	0	1	0	16,265	61,032	20,594	1	864	110,825	95,463	15,362			
User Fees		0	3	2	0	0	1	0	0					1,120	50	1,070			
Misc	(44,672)	(63,364)												(246,774)	(279,943)	33,169			
Expenses	(66,107)	(142,092)	219,415	128,350	10,702	7,988	1,385	72,907	7,988					693,179	570,722	122,457			
5/31/2012																			
June																			
Receipts	186,060	295,684	74,424	7,610	41,063	34,700	2,264	233,373	921,586	861,600	59,986								
Taxes	21,987	27,097			(41,063)	(34,700)													
Transfers in/out																			
Replacement Taxes	2,575																		
Shelters	94	13,727	3	0	1	0	1	0	47,324	68,108	29,804	4	61	158,963	160,843	(1,880)			
User Fees		2	3	3	0	0	0	0	0					170	50	120			
Misc	(61,049)	(85,967)												(320,902)	(433,968)	113,066			
Expenses	(83,560)	(108,451)	219,418	202,777	59,376	7,988	8,199	72,908	7,988					1,455,571	1,156,559	299,012			
6/30/2012																			
July																			
Receipts	4,158	9,607	1,663	170	918	775	240	5,215	23,594	21,540	2,054								
Taxes	100	320			(918)	(775)													
Transfers in/out	7,838																		
Replacement Taxes	450																		
Shelters		20,933																	
User Fees																			
Misc	250																		
Expenses	(45,180)	(72,135)																	
7/31/2012																			
August																			
Receipts	20,080	31,912	8,032	821	4,432	3,745	333	25,187	99,462	64,620	34,842								
Taxes	2,200	2,784			(4,432)	(3,745)													
Transfers in/out	947																		
Replacement Taxes	700																		
Shelters		16,550																	
User Fees																			
Misc	1,476																		
Expenses	(48,541)	(70,271)	(37,400)	(1,902)															
8/31/2012																			
28,037	48,151	219,418	175,072	389	9,190	72,908	7,988	29,488	23,556	(305,999)	(6,088)	296,983	636,771	1,235,865	802,726	433,140			

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection Difference
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital		
September Receipts	184,800	286,020	73,500	48,300	7,560	-	-	40,740	34,440						229,320		904,680	904,680
Taxes	22,160	-	-	-	-	-	-	(40,740)	(34,440)								(25,305)	(4,259)
Transfers in/out																	450	450
Replacement Taxes	450	41,415	2,000					10,764				1,250	34,909	-			88,338	63,154
Shelters																	2,050	2,050
User Fees	50																	
Misc																		
Expenses	(51,800)	(65,130)	(2,000)	(1,900)	(1,000)											(13,700)	(264,163)	(258,283)
9/30/2012	183,697	310,456	219,418	198,572	46,789	16,750	72,908	6,988	-	-	28,866	24,806	(303,218)	(13,492)	526,303	623,071	1,941,915	1,510,518
October Receipts	8,880																8,880	8,880
Replacement Taxes	100																100	100
Shelters		8,471									8,383		25,497				42,351	42,351
User Fees	50																50	50
Bond Proceeds																434,000	434,000	434,000
Expenses	(44,036)	(55,511)	(10,000)	(5,650)													(621,742)	(614,324)
10/31/2012	148,691	263,416	219,418	188,572	41,139	16,750	72,908	6,988	-	-	29,981	24,806	(326,504)	(15,596)	83,163	#####	1,805,554	1,381,575
November Receipts	17,600	27,240	7,000	4,600	720			3,880	3,280								86,160	86,160
Taxes	2,111	-	-	-	-	-	-	(3,880)	(3,280)								(2,399)	(396)
Transfers in/out																	100	100
Replacement Taxes																	27,711	25,313
Shelters	100	18,876									1,001		7,834				100	100
User Fees	50																50	50
Misc																		
Expenses	(54,300)	(66,514)	(10,000)	(1,900)													(284,942)	(268,881)
11/30/2012	114,252	243,018	219,418	185,572	43,839	17,470	72,908	6,988	-	-	26,336	24,806	(371,908)	(17,427)	23,640	#####	1,632,234	1,223,921
December Receipts																	1,480	1,480
Taxes																		
Replacement Taxes	1,480																1,480	1,480
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)													(429,700)	(416,707)
12/31/2012	93,313	187,115	219,418	175,572	41,939	17,470	72,908	6,988	-	-	24,956	26,056	(409,799)	(18,416)	(57,723)	850,171	1,229,969	834,649
change	26,896	171,593	14	59,127	26,452	4,081	5	(1,000)	-	-	9,463	12,239	(76,005)	(18,416)	(66,435)	78,191	226,206	169,115

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To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: September 20, 2012

Administrative Initiatives (9/1/12 – 9/30/12)

- Finalized Pro Shop Surplus Inventory.
- Finalized September golf events.
- Finalized Golf Operations staffing needs for October through end of season.
- Attended Chamber of Commerce monthly Board of Directors meeting.
- Attended weekly Department head meetings as scheduled.
- Attended 90th Anniversary planning meetings as scheduled.
- Finalized Sycamore Park District Park and Recreation Scholarship.
- Pre-booked all possible golf outings for the 2013 season , awaiting contracts.
- Attended Illinois PGA Online Seminar.
- Finalized carts and all preparations for Sycamore High School's Homecoming parade.
- Finalized plans for a PGA Intern with Ferris State University for next summer season.

Administrative Initiatives (10/1/12 – 10/31/12)

- Finalize plans for Annual Pumpkinfest Scramble

- Attend Sycamore Park District Park and Recreation Scholarship meeting with Executive Director and Julenne Davey at Sycamore High School.
- Attend Chamber of Commerce monthly Board of Directors meeting.
- Attend weekly Department Head meetings as scheduled.
- Attend Park District Study Sessions as scheduled.
- Attend Fall Illinois PGA Fall Meeting.
- Work on Pro Shop remodeling plan.
- Modify and restructure SAY-Golf Junior Program for 2013.
- Volunteer at the Sycamore Chamber of Commerce 10K Run.

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Golf Course Revenue Comparison 2011 to 2012

	January 1 – September 30, 2011	January 1 – September 19, 2012	Difference
Season Passes	\$126,314.50	\$131,990.75	+\$5,676.25
Green Fees	\$130,189.00	\$154,631.00	+\$24,442.00
Cart Fees	\$84,589.00	\$111,777.56	+\$27,188.56
Pro Shop Sales	\$59,314.64	\$72,008.06	+\$12,693.41
Lessons/Misc.	\$34,151.08	\$27,364.52	-\$6,786.56
TOTAL REVENUE	\$399,062.76	\$497,771.89	+\$63,213.67

Golf Course Rounds Played Comparison 2011 - 2012

Rounds	January 1 – September 30, 2012-- Daily Fee Rounds	January 1 – September 19, 2012- Season Pass Rounds	Total	Daily Average
2011	8,480	19,797	28,277	135.95
2012	11,843	15,113	26,956	140.40

2012 Golf Course Revenue Budget as Compared to 2012 Actual Revenue

	<u>Season Passes</u>	<u>Daily Fees</u>	<u>Cart Fees</u>	<u>Pro Shop Sales</u>	<u>Lessons/Fees</u>	<u>Total</u>
2012 Budget	\$133,600.00	\$153,160.00	\$101,000.00	\$66,152.00	\$34,540.00	\$512,176.00
2012 Actual as of 9/19/12	\$131,990.75	\$154,631.00	\$111,777.56	\$72,008.06	\$27,364.52	\$497,771.89
% to budget	98.80%	100.96%	110.67%	108.85%	79.23%	97.19%

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: September 25, 2012

Administrative Initiatives (9/1/12-9/30/12)

Golf

- Shorter days, cooler temperatures, and more frequent but light rain events have helped the golf course turf recover from stressful summer. 46 days above 90 degrees and 25% of our normal rainfall are two statistics that stand out from this season. We still have not had more than 0.4 inches of rain at one time since the end of May!
- Fertilizing of all turf areas is in the process of being completed.
- Mowing frequency has increased as dormant areas of turf have started to grow again.
- Checking, repairing, and cleaning of irrigation heads continues with the dry conditions.
- Landscape beds have been cleaned out and mulched.
- Tree pruning continues along with the removal of a very large half of an oak tree by 2 tee.
- Skunk and raccoon digging has begun as they look for grub worms in the turf. We repair damaged areas as needed and spot treat for the grubs in those areas.

Sports

- The KYFL football fields were laid out and painted as the season has begun on the outfield areas of ball fields #1 and #4. Bleachers were moved next to the fields to accommodate spectators. I have kept in touch with league officials to take care of any issues.
- AYSO soccer continues and field paint lining takes place weekly. I still meet regularly with Steve Sapita, regional commissioner, to make field corrections and help with any other issues.
- Staff is working on tree pruning, dugout/ag lime ball field repairs, and seeding thin areas.
- Met with Bart, Dan, and Jon Bockman from Sycamore Youth Baseball to go over any issues with the past season and to discuss the future.
- Met with Lions Club members who are planning on volunteering to replace the roof on the Lions Building located next to field #1 very soon.

Parks

- Continue to water city parks with 300 gallon water tank and hose from the back of the truck. Trying to keep many new trees and landscaped areas alive during the drought.
- Mowing/trimming of parks has continued with the improved weather and some grass areas greening up and growing.
- Replaced worn swing parts at Kiwanis Prairie Park.
- Many bee/wasp nests have been sprayed and removed at all park locations.
- Tree and shrub trimming continues this month.

- Several landscape timbers have been replaced which surround the play area at Founders Park.
- Added plantings at several playground beds where old plant material had thinned or been damaged.
- Held park tour for board members, CAC members, and staff.
- Met with Asst. Fire Chief at the Natural History Museum to discuss the fire alarm system changes which need to be made. Several sensors are unreachable and will need to be moved or eliminated. I will meet with Fox Valley Fire to obtain a plan for the necessary changes.
- Attended Pond Maintenance Standards open house with neighbors of Parkside Preserve.
- Eight staff members attended an official certified training class from United Rental for proper and safe use of the boom lift.
- Attended meeting with Engineering Resource Associates about the tennis court and Old Mill parking lot projects.

Administrative Initiatives (10/1/12-10/31/12)

- Continue to work with AYSO officials as the season continues until the end of October.
- Work on selling the approved list of used equipment, carts will be advertised and put on display by the first tee at the end of the week of the board meeting.
- Start to aerify the main golf course tuft, and reseed thin areas.
- Address the under pavement leak affecting the baby pool seals.

- Will attend Illinois Sports Turf Managers field day in Lisle, IL with Bounie and Tyler on Sept. 21st.
- Continue to work with volunteers to get the electrical added to the Good Tymes Shelter as the City of Sycamore Inspector recently approved the plan.
- Plant several donated shrubs throughout the parks, golf, and sports complex courtesy of Joel at Blumen Gardens.

To: Park Board of Commissioners
From: Bart Desch
Subject: Monthly Board Report
Date: September 18, 2012

Administrative Initiatives: 9/1/2012 – 9/30/2012

- Attracted 970 people in August to the Community Center.
- Consulted with Suzy Zech about collaborating on a grant for a new pool lift. Will submit a grant proposal in spring 2013 with the DeKalb County Community Foundation.
- Created and submitted a memorandum of understanding with Sycamore Youth Baseball to the Director.
- Met with Jon Bockman, along with other staff regarding the past year and the memorandum of understanding.
- Met with the people from the Family Service Agency regarding joint programming opportunities.
- Hired Sarah Elm as our new person to assist with brochure, newsletter, and the web site.
- Assisted with the first teen dance of the year. The dance attracted over 250 youth.
- Conducted two fall concerts which attracted over 240 people total.
- Met with Jim from Provident Direct regarding future marketing efforts with the Park District.
- Met with Steve from AYSO regarding current soccer rental and discussed with him the Park District's interest in operating a Spring Soccer Program. Steve was very positive about this step and offered whatever assistance he and AYSO could do.
- Planned and will facilitate a park district tour to Wheeling and Prospect Heights Park District on September 28.

Administrative Initiatives: 10/1/2012 – 10/31/2012

- Will attend Certified Pool Operator course on October 4 & 5.
- Will attend workshop on communication on October 1 & 2.
- Will submit a grant request to the Mary E. Stevens Concert and Lecture Fund regarding Summer Concert Series 2013.
- Will write about the Recreation Department's successes over the past year for the Annual Report which will be delivered in the Winter/Spring brochure.
- Have begun work on the Winter/Spring brochure. Staff has been asked to submit program/facility blurbs to me by October 15. The delivery date for this brochure will be the second week of December.
- Will provide to staff the process on how to make changes/additions to the website.
- Assisting the Marketing sub- committee of the CAC with information to provide to the CAC on October 4.
- Continue to plan and address logistic concerns regarding the Spring Soccer program we will be initiating in March.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: September 25, 2012

Administrative Initiatives (9/1/12 – 9/30/12)

- Began meetings with groups/organizations that are large users of our facilities to develop Memorandums of Understanding (MOU's).
- Finalized Election packets for Commissioner elections in April 2013.
- Scheduled and held meetings with additional community leaders and organizations.
- Continued working with landholders on drainage, pond and intrusion issues.
- Finalized ADA Transition Plan for Board approval using input from Open House and key organizations.
- Held Board Study Session to finalize plans for Community Wide Team to conduct the Long-Range Plan: Vision 2020, and Short-term Plan.
- Held Board Study Session to conduct a complete review of financial process, regulations, and options available to a park district.
- Held meetings with homeowners and HOA's in key areas to review Pond Maintenance Standards.
- Worked with Recreation Staff on their tasks related to the CAC Sub-Committees.
- Updated Agenda Planner for Staff/Board.

- Considered alternatives for researching and centralizing park district ordinances.
- Coordinated a planning team with Family Service Agency on expanded cooperative programming for older adults.
- Began planning process on “image” standards for employees at the district.
- Continued to try and get past-due payment of Liners fees and expenses incurred by the district.

Administrative Initiatives (10/1/12 – 10/31/12)

- Begin assessment of re-keying process for district with Bart Desch and Jeff Donahoe.
- Begin work on a records retention policy and procedure.
- Attend CAC meetings.
- Work on plans and bid specifications for Tennis Courts/Adjacent Parking Lot at Sycamore Park, and Parking Lot at Old Mill Park.
- Continue research on lakeshore management as it relates to:
 - Swans
 - Algae
 - Water Quality
 - Geese
 - Plant Material
- Update Agenda Planner and Distributed to Board/Administrative Staff.
- Assist Board with finalizing the TEAM of individuals to serve on the Community-Wide Strategic Planning Team.

- Continue meeting with community leaders.
- Continue FY 2013 Budget Planning.
- Continue transition of tech/web duties to existing staff.
- Finalize Plans for the Sycamore Park District 90th Anniversary.
- Develop an RFP for Engineering Services to bid out Year One of the ADA Transition Plan work.
- Continue budget analysis, capital option planning, and scenario assessment for the strategic planning process.
- Continue guiding the preparations for public sale of surplus inventory.
- Using a volunteer, begin the long process of centralizing our legal documentation and records on each Sycamore park.
- Hold Public Hearing on Short-Term Strategic Plan for the park district.
- Bring resolution to Board for IAPD representation at State Conference.
- Award Bond bids.
- Review and Consider 2013 Golf Rates.
- Consider date for Truth in Taxation Hearing.
- Arrange for a Board presentation on finance options available to park districts.
- Plan study session for October 9, 2012.

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SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: September 25, 2012

STAFF RECOMMENDATION

AGENDA ITEM: AWARDING OF ELECTRICITY CONTRACT:
Recommended Approval

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

Therefore, in this case the Board had to authorize the Executive Director, on behalf of the Board of Commissioners, to negotiate a contract on their behalf. That happened last month. Negotiations have now completed.

Recently, the City of Sycamore awarded a bid for electricity for two years from FirstEnergy Corporation. That cannot be adopted by the park district. Additionally, the park district has a contract that ends in early December with Constellation Energy. Normally, we might wait until later in the year to begin negotiations for renewing our contract, but signs in the market were pointing toward increasing rates.

Here is the background information:

Our Current Rate Per KWH =	\$0.0652
City of Sycamore Rate Per KWH =	\$0.0481

Within a few days of the city awarding its contract, the rates had pulsed upward already. In the end, we received two bids:

Constellation Energy
2yr - \$0.049597

IntegrysEnergy
2 yr: \$0.05112

I accepted the bid from Constellation Energy. It is a 100% Renewable supplier. It should be noted that this contract covers our major accounts (in Kwh of Consumption). Most bidders will not bid on the numerous small accounts (meters at pavilions or a park light, etc.) we have. However, it should be noted that Constellation has also agreed to work with us on bringing those account rates down, and we will receive a \$1,000 refund on our next bill for extending our contract with them.

At last month's Board meeting the Board was informed of this, but we were waiting for the counter-signed contract to come back from Constellation Energy to have the Board accept the contract formally. While the Board gave authority to the Executive Director to enter into this contract, it is still not a bad idea to have the Board have review of the contract and act upon it, especially since it is a two year commitment.

FISCAL IMPACT: Based upon the Constellation rate it is estimated that we would save at least \$7,200 per year as compared to our level of use in FY 2011.

STAFF RECOMMENDATION: The Executive Director requests the Board accept the contract with Constellation Energy—a copy of which is attached.

PREPARED BY: Daniel Gible, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



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Agreement is Not
Valid Unless
Executed by CNE

**Constellation NewEnergy, Inc.
Electricity Supply Agreement – Fixed Price Solutions**

Sycamore Park District ("Customer") AND CONSTELLATION NEWENERGY, INC. ("CNE") AGREE AS FOLLOWS:

Defined Terms. Capitalized terms have the meanings set out in this Electricity Supply Agreement, including the attached General Terms and Conditions ("Agreement"); generally the words "you" and "your" refer to the Customer listed above and the words "we" and "us" refer to CNE, unless the context clearly requires otherwise.

Purchase and Sale of Electricity. You will purchase and receive, and we will sell and supply all of your electricity requirements at the prices set forth below for each account identified in the Account Schedule below ("Account"). By signing this Agreement, you authorize us to enroll each Account with your UDC so that we can supply those Account(s). You will take such actions as we request to allow us to enroll each Account in a timely manner. You agree that we may select such sources of energy as we deem appropriate to meet our obligations under the Agreement. We will enroll each Account with the applicable UDC as being supplied by us and will take such other actions with the applicable UDC and ISO necessary for us to meet our obligations under the Agreement. The specific prices for each Account are set forth in the Account Schedule, below.

You are also responsible to pay (1) Taxes - which we will pass through to you on your bill or as part of the price of electricity, as may be required by law, rule or regulation and (2) UDC charges for delivery/distribution services if we provide you a single bill that includes UDC charges. Your prices are fixed for the existing term of this Agreement and only subject to change if there is a change in law, as described in Section 5 of the General Terms and Conditions below. The UDC charges (if any) and Taxes are charged to you as a "pass-through," which means they will change during the existing term of this Agreement if and as the related charges assessed or charged to us vary for any reason, including but not limited to the types of changes described above.

NewMix Wind consists of Green-e Energy certified renewable energy certificates, sourced from wind Renewable Resources located within the United States ("RECs"). The fixed prices above include in an amount of these RECs equal to 100 percent of your load volume at the Accounts during the term of this transaction. "Renewable Resource" means any electric power generator meeting the eligibility criteria of a "New Renewable Resource" and an "Eligible Renewable Resource", as defined in the Green-e Energy National Standard. Green-e Energy certifies that the NewMix Wind RECs procured hereunder meet the minimum environmental and consumer protection standards established by the non-profit Center for Resource Solutions. For more information on Green-e Energy certification requirements, call 1-888-63-GREEN or log on to www.green-e.org. The RECs included in the NewMix Wind – Load Following product do not include any tax credits, depreciation allowances or third party subsidies of any kind.

Emissions Reduction Disclaimer. In accordance with Green-e Energy certification requirements, RECs procured hereunder include all greenhouse gas emission reduction benefits associated with the renewable generation that produced such RECs, including carbon dioxide (CO2) reduction benefits, but do not include emission reduction benefits associated with capped and traded pollutants, including sulfur dioxide (SO2), mercury (Hg), and the oxides of nitrogen (NOX). Furthermore, we do not represent or warrant that the RECs procured hereunder can be used as offsets or otherwise for compliance with any emission reduction program.

Public Statements. Any press release issued by either party relating to the subject matter hereof shall be subject to prior approval by the other party. No materials disclosed to third parties under this clause shall reference the specific terms of this transaction without the prior written approval of the non-disclosing party. Customer is solely responsible for determining whether any marketing materials or other public claims made by Customer related to Customer's purchase of electricity hereunder, including but not limited to Customer's use, if any, of the Green-e Energy logo, comply with Green-e Energy requirements and any licensing agreement between Customer and Green-e Energy.

Indemnification. In addition to, and not in lieu of, any indemnification provisions applicable to the parties, you agree to defend, indemnify and hold us harmless from and against all claims arising out of or related to the manufacture, sale, distribution or any other dealing with the products or your marketing/advertising materials related to this transaction, the RECs, or your use of the Green-e Energy logo. This indemnification does not apply to the extent a court of competent jurisdiction makes a final determination that a Claim for which we seek indemnification was primarily caused by our willful fraud or deceit.

Change in Certification Standard. If the Green-E Energy certification requirements are modified or repealed after execution hereof but prior to delivery of RECs hereunder, in such a way as to materially adversely affect the ability of a party to perform its obligations hereunder or the benefits to be derived by a party hereunder (each such occurrence, a "Change Event"), the parties shall use commercially reasonable efforts to reform this transaction in order to give effect to the original intention of the parties. If the parties are unable, despite such efforts, to reform this transaction within thirty (30) days following such Change Event, the matter shall be resolved in accordance with the dispute resolution provisions applicable to the parties.

Cost Components. For each of the items listed as "Fixed" below, this means the item is included in your contract prices as set forth in the Account Schedule. For each of the items listed as "Passed Through" below, this means that you will be charged the costs associated with the line item in accordance with the definitions of each item in Section 1, Definitions of the General Terms and Conditions.

Energy Costs	Fixed
Ancillary Services And Other ISO Costs	Fixed
Capacity Costs	Fixed
Transmission Costs	Fixed
Line Loss Costs	Fixed
RMR Costs	Passed Through
FERC Order 745 Costs	Passed Through

Reference Number: 1-182307607TT Account Representative: E15316 | FORM: Siebel -1-182307607T- | Page - 1 - of 81 Printed: 8/8/2012 | 004154
 ©2012 Exelon Corporation. All rights reserved. The offering herein is sold and contracted by Constellation NewEnergy, Inc., a subsidiary of Exelon Corporation. Errors and omissions excepted.
 Std. Short Form Rev. Jun-21-2012

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The contract prices contained in the Account Schedule have been reduced to reflect a fixed credit to you for the Auction Revenue Rights and Transmission Loss Credits associated with the Account(s). The contract prices also include any credit costs, margin, or costs associated with meeting Renewable Portfolio Standards ("RPS") at the levels required by currently applicable law. Except in the case of Transmission Costs and RMA Costs, all other costs listed above as "Fixed" may be subject to change if there is a change in law, as described in Section 5 of the General Terms and Conditions below.

Retail Trade Transactions. At any time during the term of this Agreement, you may request the purchase of renewable energy certificates in an amount equal to a prescribed percentage of your load volume by entering into one or more Retail Trade Transactions ("RTTs") between us. If we both agree to the pricing and terms of the renewable energy certificates purchase, a separate RTT Confirmation signed by both of us will document each such purchase and be incorporated herein.

Term. This Agreement will become effective and binding after you have signed the Agreement and we have counter-signed. Subject to successful enrollment of your Account(s), this Agreement shall commence on or about the date set forth under "Start Date", and end on or about the date set forth under "End Date", unless extended on a holdover basis as described in this Agreement. The actual Start Date is dependent on the UDC successfully enrolling the Account(s) and furnishing us with all necessary information regarding the Account(s) meter read cycle and meter read date(s). The dates set forth in the Account Schedule below reflect UDC information available at that time or as otherwise estimated by us. The actual meter read dates may occur on or about the dates set forth herein. We will use commercially reasonable efforts to begin service to each Account(s) on the actual meter read date on or about the Start Date set forth herein. If we are unable to timely enroll an Account, the Start Date will commence on the next regularly scheduled UDC meter read cycle date following successful enrollment. The End Date will remain the same unless extended for a holdover term. We shall not be liable for any failure to enroll or drop an Account by the Start and End Date due to circumstances beyond our control. We will not be responsible for any gaps in service that may occur between the termination of your service from a prior supplier and the commencement of supply from us.

Nothing in this Agreement shall be deemed to require or otherwise obligate us to offer to extend the term of this Agreement. If following termination or expiration of this Agreement (whether in whole or in part), for any reason, some or all of the Accounts remain designated by the UDC as being supplied by us, we may continue to serve such Account(s) on a month-to-month holdover basis. During such holdover term, we will calculate your invoice as follows: (Each Account's metered usage, as adjusted by the applicable line loss factor) times (the applicable ISO-published Real Time Locational Based Marginal Price ("LMP") (or in NYISO Zone J, the ISO-published Day Ahead LMP) + \$0.015/kWh) + (a pass through of all costs and charges incurred by us for the retail delivery of energy to you) + Taxes. This Agreement will continue to govern the service of such Accounts during such holdover term. Either party may terminate the holdover term at any time within its discretion at which time we will drop each Account as of the next possible meter read date to the then applicable tariff service, whether default service or otherwise.

Your Invoice. Your invoice will contain all charges applicable to your electricity usage, including Taxes (which are passed through to you). If you have elected to receive a single bill from us for one or more of the Account(s) served hereunder, we will invoice you for all UDC Charges and related Taxes for those Account(s). Otherwise, the UDC will invoice you for all UDC Charges and related Taxes for those Account(s). All amounts charged are due in full within twenty (20) days of the invoice date, and we reserve the right to adjust amounts previously invoiced based upon supplemental or additional data we may receive from your UDC. Your invoices will be based on actual data provided by the UDC, provided that if we do not receive actual data in a timely manner, we will make a good faith estimate using your historical usage data and other information. Once we receive actual data we will reconcile the estimated charges and adjust them as needed in subsequent invoices. If you fail to make payment by the due date, interest will accrue daily on outstanding amounts from the due date until the bill is paid in full at a rate of 1.5% per month, or the highest rate permitted by law, whichever is less; and we may withhold any payments due to the UDC until we receive such payments.

Certain Warranties. You warrant and represent that for Account(s) located in the State of Illinois, your aggregate consumption and usage during any 12 month period is greater than 15,000 kilowatt-hours and that the electricity supplied under this Agreement is not for use at a residence.

Notices. All notices will be in writing and delivered by hand, certified mail, return receipt requested, or by express carrier to our respective business addresses. Our business address is 1221 Lamer St, Suite 750, Houston, Texas 77010, Attn: Contracts Administration. Either of us can change our address by notice to the other pursuant to this paragraph.

Customer Service. For questions about your invoice or our services, contact us at our Customer Service Department by calling toll-free 888-635-0827, or by e-mail at customercare@constellation.com. Your prior authorization of us to your UDC as recipient of your current and historical energy billing and usage data will remain in effect during the entire term of this Agreement, including any renewal, unless you rescind the authorization upon written notice to us or by calling us at 1-888-635-0827. We reserve the right to cancel this Agreement in the event you rescind the authorization.

IN THE EVENT OF AN EMERGENCY, POWER OUTAGE OR WIRES AND EQUIPMENT SERVICE NEEDS, CONTACT YOUR APPLICABLE UDC AT:

UDC Name	UDC Abbreviation	Contact Numbers
Commonwealth Edison	COMED	Emergency: 8003347661

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Each party has caused this Agreement to be executed by its authorized representative on the respective dates written below.

CONSTELLATION NEWENERGY, INC.

Customer: Sycamore Park District

By: *Paula C. Corey*
Paula Corey
Vice President
Name:
Title:
Date: 8-10-2012
Address: 1221 Lamar St. Suite 750
Houston, Texas 77010
Attention: Contracts Administration
Facsimile: (866) 470-0482
Telephone: (912) 704-9200

By: *D. C. Gistle* 8/2/12
Name: ~~Jackie Hienbuecher~~ *Daniel C. Gistle*
Title: ~~Superintendent of Finance~~ *Executive Director*
Date: 8/2/12
Address: 940 E. State St
Sycamore IL 601789587
Attention: *Jackie Hienbuecher*
Facsimile: (815) 895-3503
Telephone: (815) 895-3365 x223
Email Address: jackleh@sycamoreparkdistrict.com

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General Terms and Conditions

1. Definitions.

"Ancillary Services And Other ISO Costs" means for any billing period the applicable charges regarding ancillary services as set forth in the applicable ISO Open Access Transmission Tariff ("OATT") and for other ISO costs not otherwise included in any of the defined cost components in this Agreement. We will determine your monthly Ancillary Services And Other ISO Costs based on your \$/kWh share of our cost for Ancillary Services And Other ISO Costs incurred with respect to all of our customers within the applicable ISO service territory or in the form of an otherwise reasonable allocation method as we may determine from time to time based on how Ancillary Services And Other ISO Costs are assessed by the ISO.

"Auction Revenue Rights" are revenue credits resulting from the annual financial transmission rights auction conducted by the ISO that are awarded to us with respect to our customers' transmission peak load contribution.

"Capacity Costs" means a charge for fulfilling the capacity requirements for the Account(s) imposed by the ISO or otherwise.

"Energy Costs" means a charge for the cost items included in the Locational Marginal Price for the ISO zone identified in the Account Schedule

"FERC Order 745 Costs" means any costs or charges imposed by the ISO on load served by us in accordance with complying with the provisions of Federal Energy Regulatory Commission ("FERC") in Order No. 745 18 CFR Part 35 (March 15, 2011). Any modifications or conditions to the treatment of FERC Order 745 Costs under the ISO tariff or otherwise shall be deemed a change in law pursuant to Section 5 of the General Terms and Conditions of this Agreement.

"ISO" means the independent system operator or regional transmission organization responsible for the service territory governing an Account, or any successor or replacement entity.

"Line Loss Costs" means the costs (to the extent not already captured in the applicable Energy Costs) we incur for each Account based on the kWh difference between the UDC metered usage and the ISO settlement volumes.

"Non Time Of Use" or "NTOU" means all hours of each day.

"Off Peak" means all hours other than Peak hours.

"Peak" means the hours designated as peak from time to time by the UDC.

"RMR Costs" or "Reliability-Must-Run Costs" means the generation deactivation charges and other such charges, if any, imposed by the ISO on load served in a particular load zone to recover the cost for any generation units that plan to retire but are required by the ISO to run for reliability purposes beyond their intended retirement date, in accordance with the applicable ISO rules and OATT provisions.

"Taxes" means all federal, state, municipal and local taxes, duties, fees, levies, premiums or other charges imposed by any governmental authority, directly or indirectly, on or with respect to the electricity and related products and services provided under this Agreement, including any taxes enacted after the date we entered into this Agreement.

"Transmission Costs" means the charge for Network Transmission Service and Transmission Cost Enhancement Charges, each as identified in the applicable OATT Tariff for the provision of transmission service by the ISO within the UDC's service territory.

"Transmission Loss Credits" are amounts credited to us by the ISO under the ISO's marginal loss construct for the load served by us.

"UDC" means your local electric distribution utility owning and/or controlling and maintaining the distribution system required for delivery of electricity to the Accounts.

"UDC Charges" means all UDC costs, charges, and fees, due under UDC's delivery services rates associated with your use of UDC's distribution network, all as defined by the UDC tariffs, and any similar or related charges the UDC may impose from time to time.

2. Cash deposit and other security. At any time, we may require that you provide information to us so that we may evaluate your creditworthiness. We reserve the right to require that you make a cash deposit or provide other

security acceptable to us in an amount equal to two (2) times the amount of the highest monthly invoices for each Account during the twelve months immediately preceding our demand if your financial obligations to us increase under this Agreement, or if, in our opinion, your credit, payment history, or ability to pay your bills as they come due becomes a concern. You will deliver any required cash deposit or other required security (or any increase therein) within three (3) business days of our request.

3. Default under this Agreement. You will be in default under this Agreement if you fail to: pay your bills on time and in full; provide cash deposits or other security as required by Section 2 above; or perform all material obligations under this Agreement and you do not cure such default within 5 days of written notice from us; or if you declare or file for bankruptcy or otherwise become insolvent or unable to pay your debts as they come due. We will be in default under this Agreement if we fail to perform all material obligations under this Agreement and do not cure such default within 5 days written notice from you, or if we declare or file for bankruptcy or otherwise become insolvent or unable to pay our debts as they come due.

4. Remedies upon default. If you are in default under this Agreement, in addition to any other remedies available to us, we may terminate this Agreement entirely, or solely with respect to those Accounts adversely affected by such default, and switch your Account(s) back to UDC service (consistent with applicable regulations and UDC practices); and/or require that you compensate us for all losses we sustain due to your default, including the following:

- payment of all amounts you owe us for electricity provided to you;
- when the Agreement is terminated early (entirely or as to certain Accounts), payment of an amount (that we will calculate using our reasonable judgment) equal to the positive difference between (A) the dollar amount you would have paid to us under this Agreement had it not been terminated early and (B) the dollar amount we could resell such electricity for to a third party under then-current market conditions; and
- all costs (including attorneys' fees, expenses and court costs) we incur in collecting amounts you owe us under this Agreement.

The parties agree that any early termination payment determined in accordance with this Section is a reasonable approximation of harm or loss, and is not a penalty or punitive in any respect, and that neither party will be required to enter into a replacement transaction in order to determine or be entitled to a termination payment.

5. Changes in law. We may pass through or allocate, as the case may be, to you any increase or decrease in our costs related to the electricity and related products and services sold to you that results from the implementation of new, or changes (including changes to formula rate calculations) to existing, Laws, or other requirements or changes in administration or interpretation of Laws or other requirements. "Law" means any law, rule, regulation, ordinance, statute, judicial decision, administrative order, ISO business practices or protocol, UDC or ISO tariff, rule of any commission or agency with jurisdiction in the state in which the Accounts are located. Such additional amounts will be included in subsequent invoices to you. The changes described in this Section may change any or all of the charges described in this Agreement, whether described as "fixed," "variable," "pass-through" or otherwise. Your first bill reflecting increased costs will include a bill insert describing the increase in costs in reasonable detail.

6. Events beyond either of our reasonable control. If something happens that is beyond either of our reasonable control that prevents either of us from performing our respective obligations under this Agreement, then whichever one of us cannot perform will be relieved from performance until the situation is resolved. Examples of such events include: acts of God, fire, flood, hurricane, war, terrorism; declaration of emergency by a governmental entity, the ISO or the UDC; curtailment, disruption or interruption of electricity transmission, distribution or supply; regulatory, administrative, or legislative action, or action or restraint by court order or other governmental entity; actions taken by third parties not under your or our control, such as the ISO or

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a UDC. Such events shall not excuse failure to make payments due in a timely manner for electricity supplied to you prior to such event. Further, if such an event prevents or makes it impossible or impracticable for the claiming party to carry out any obligation under this Agreement due to the events beyond either of our reasonable control for more than 30 days, then whichever one of us whose performance was not prevented by such events shall have the right to terminate the Agreement without penalty upon 30 days' written notice to the other.

7. Indemnification obligations. We will have no liability or responsibility for matters within the control of the UDC or the ISO-controlled grid, which include maintenance of electric lines and systems, service interruptions, loss or termination of service, deterioration of electric services, or meter readings. EACH PARTY (THE "INDEMNIFYING PARTY") WILL DEFEND, INDEMNIFY AND HOLD THE OTHER PARTY HARMLESS FROM ANY AND ALL CLAIMS (INCLUDING CLAIMS FOR PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE), LOSSES, EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES), DAMAGES, SUITS, CAUSES OF ACTION AND JUDGMENTS OF ANY KIND TO THE EXTENT CAUSED BY THE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE INDEMNIFYING PARTY.

8. Limitation on Liability. IN NO EVENT WILL EITHER PARTY OR ANY OF ITS RESPECTIVE AFFILIATED COMPANIES BE LIABLE FOR ANY CONSEQUENTIAL, EXEMPLARY, SPECIAL, INCIDENTAL OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST OPPORTUNITIES OR LOST PROFITS. Each party's total liability related to this Agreement, whether arising under breach of contract, tort, strict liability or otherwise, will be limited to direct, actual damages. Direct, actual damages payable to us will reflect the early termination payment calculation in Section 4. Each party agrees to use commercially reasonable efforts to mitigate damages it may incur. NO WARRANTY, DUTY, OR REMEDY, WHETHER EXPRESSED, IMPLIED OR STATUTORY, ON OUR PART IS GIVEN OR INTENDED TO ARISE OUT OF THIS AGREEMENT, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

9. DISPUTE RESOLUTION. THIS AGREEMENT WILL BE GOVERNED BY AND INTERPRETED IN ACCORDANCE WITH THE LAWS OF THE STATE IN WHICH ANY ACCOUNT IS LOCATED, WITHOUT GIVING EFFECT TO ANY CONFLICTS OF LAW PROVISIONS, AND ANY CONTROVERSY OR CLAIM ARISING FROM OR RELATING TO THIS AGREEMENT WILL BE SETTLED IN ACCORDANCE WITH THE EXPRESS TERMS OF THIS AGREEMENT BY A COURT LOCATED IN SUCH STATE. IF THE MATTER AT ISSUE INVOLVES ACCOUNTS OR MATTERS IN MORE THAN ONE STATE, THE GOVERNING JURISDICTION AND VENUE SHALL BE DEEMED TO BE NEW YORK. TO THE EXTENT ALLOWED BY APPLICABLE LAW, WE ALSO BOTH AGREE IRREVOCABLY AND UNCONDITIONALLY TO WAIVE ANY RIGHT TO A TRIAL BY JURY OR TO INITIATE OR BECOME A PARTY TO ANY CLASS ACTION CLAIMS WITH RESPECT TO ANY ACTION, SUIT OR PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED BY THIS AGREEMENT.

10. Relationship of Parties. We are an independent contractor, and nothing in this Agreement establishes a joint venture, fiduciary relationship, partnership or other joint undertaking. We are not acting as your consultant or advisor, and you will not rely on us in evaluating the advantages or disadvantages of any specific product or service, predictions about future energy prices, or any other matter. Your decision to enter into this Agreement and any other decisions or actions you may take is and will be based solely upon your own analysis (or that of your advisors) and not on information or statements from us.

11. Confidentiality. Consistent with applicable regulatory requirements, we will hold in confidence all information obtained by us from you related to the

provision of services under this Agreement and which concern your energy characteristics and use patterns, except that we may, consistent with applicable law and regulation, disclose such information to our affiliates and such affiliates' employees, agents, advisors, and independent contractors. Except as otherwise required by law, you will agree to keep confidential the terms of our Agreement, including price.

12. Miscellaneous Provisions. If in any circumstance we do not provide notice of, or object to, any default on your part, such situation will not constitute a waiver of any future default of any kind. If any of this Agreement is held legally invalid, the remainder will not be affected and will be valid and enforced to the fullest extent permitted by law and equity, and there will be deemed substituted for the invalid provisions such provisions as will most nearly carry out our mutual intent as expressed in this Agreement. You may not assign or otherwise transfer any of your rights or obligations under this Agreement without our prior written consent. Any such attempted transfer will be void. We may assign our rights and obligations under this Agreement. This Agreement contains the entire agreement between both of us, supersedes any other agreements, discussions or understandings (whether written or oral) regarding the subject matter of this Agreement, and may not be contradicted by any prior or contemporaneous oral or written agreement. A facsimile or e-mailed copy with your signature will be considered an original for all purposes, and you will provide original signed copies upon request. Each party authorizes the other party to affix an ink or digital stamp of its signature to this Agreement and any TC, and agrees to be bound by a document executed in such a manner. The parties acknowledge that any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and such imaged documents may be introduced as evidence in any proceeding as if such were original business records and neither party shall contest their admissibility as evidence in any proceeding. Except as otherwise explicitly provided in this Agreement, no amendment (including in form of a purchase order you send us) to this Agreement will be valid or given any effect unless signed by both of us. Applicable provisions of this Agreement will continue in effect after termination or expiration of this Agreement to the extent necessary, including those for billing adjustments and payments, indemnification, limitations of liability, and dispute resolution. This Agreement is a "forward contract" and we are a "forward contract merchant" under the U.S. Bankruptcy Code, as amended. Further, we are not providing advice regarding "commodity interests", including futures contracts and commodity options or any other matter, which would cause us to be a commodity trading advisor under the U.S. Commodity Exchange Act, as amended.


Reference Number: 4-1923076071 | Account Representative: E15316 | FORM: Siebel 4-1923076071 | Page - 5 - of 8 | Printed: 8/9/2012 | C04154
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PRODUCT CONTENT LABEL					
Constellation NewEnergy® Green-e Energy Certified Renewable Energy Certificates					
Sycamore Park District					
This is a renewable energy certificate (REC) product. For every unit of renewable electricity generated, an equivalent amount of RECs is produced. The purchase of RECs supports renewable electricity generation, which helps reduce conventional electricity generation in the region where the renewable generator is located.					
This product will match 100% of the electricity usage for the term of the contract.					
This product will be made up of the following mix of New Renewable Resources.					
Green-e Energy Certified New ¹ Renewables in NewMix SM Wind Product				Generation Location ²	
Biomass		0%			
Geothermal		0%			
Eligible Hydroelectric ³		0%			
Solar		0%			
Wind		100%			National
Total⁴		100%			
<p>1. New Renewables come from generation facilities that first began commercial operation on or after January 1, 1997.</p> <p>2. Generation location provided is estimated based on Green-e Energy National Standard methodology. We will report to you annually the actual generation location of the RECs provided to you by June 30th each year, for the preceding calendar year.</p> <p>3. Eligible hydroelectric facilities are defined in the Green-e Energy National Standard (http://www.green-e.org/getcert_re_stand.html) and include facilities certified by the Low Impact Hydropower Institute (LIHI) (www.lowimpacthydro.org); facilities that are run-of-the-river hydropower facilities with a total rated nameplate capacity equal to or less than 5 MW; and facilities comprised of a turbine in a pipeline or a turbine in an irrigation canal.</p> <p>4. For comparison, the current average mix of fuel sources supplying the US electricity grid is: Coal (48%), Nuclear (19%), Oil (2%), Natural Gas (22%), Large Hydroelectric (6%), Other Fossil Fuels (1%), and Renewables (2%). (From U.S. EPA eGRID2010 Version 1.0)</p> <p>5. Estimated electricity usage provided below is based on historical usage as well as several other factors. This data most accurately reflects the forecasted electricity usage of the accounts at this time. We will report annually to you the actual electricity usage and the corresponding REC quantity provided to you by June 30th each year, for the preceding calendar year.</p> <p>**For specific information about this product, please contact Constellation NewEnergy, Inc., 866-237-7693, www.newenergy.com.</p> <p>***Green-e Energy certifies that NewMixSM Wind meets the minimum environmental and consumer protection standards established by the non-profit Center for Resource Solutions. For more information on Green-e Energy certification requirements, call 1-888-63-GREEN or logon to www.green-e.org.</p>					
Estimated Quantity of Renewable Energy Certificates⁵					
Purchasing Mechanism	Green Percentage	Estimated Electricity Usage (KWh)	Estimated Electricity Usage (MWh)	Portion of Usage Matched with RECs	REC Quantity
Load Following	100%	877,189	877	877	877
EPA eGRID NERC Region Non-Baseload Output Emission Rate					
REC Source Location:	National	EPA eGRID CO ₂ Emission Rate (lb/MWh)		EPA eGRID CO ₂ Emission Rate (MT/MWh)	
		1096.19		.4972	
Renewable Energy Certificate Carbon Equivalents					
Conversion of REC acquisition to CO ₂ equivalents:			981,359 pounds		
			OR		
			436 metric tonnes		
Renewable Energy Certificate purchases result in avoided CO ₂ emissions due to a reduction in indirect emissions associated with displaced generation of grid electricity.					
The conversion of REC acquisition to CO ₂ equivalents above is an estimate based on forecasted electricity usage of the accounts as well as US EPA eGRID NERC region non-baseload output emission rates as posted at the time of contracting. (eGRID2010 Version 1.0)					

Del. B 8/9/12

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ACCOUNT SCHEDULE:

For: Sycamore Park District

The pricing set forth below is only valid until 5:00 PM Central Prevailing Time on 8/9/2012

CNE shall have no obligation to enroll or supply electricity to any account(s) that are not identified on the Account Schedule below.

Please verify that your specific information is COMPLETE and ACCURATE.

Your review and acceptance of this information will help ensure accurate future invoices

Notes: Accounts listed in the Account(s) Schedule may be updated or replaced with a new account number issued by the UDC, ISO or other entity.

TO ACCEPT THE PRICING BELOW, PLEASE FAX A SIGNED COPY OF THIS AGREEMENT TO US AT (866) 470-0482.

No. of Service Accounts: 2

UDC	UDC Account Number	Service Address	Start Date	End Date	Energy Price Non TOU (\$/kWh)
COMED	0558722008	940 E Slate St, Sycamore, IL, 601789587	12/05/2012	12/05/2014	\$ 0.049597
COMED	2451374004	335 Airport Road, Sycamore, IL, 60178	12/04/2012	12/04/2014	\$ 0.049597

↓
See note on fax cover sheet
Date: 8-9-12

D. B. 8/9/12

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SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: June 26, 2012****STAFF RECOMMENDATION****AGENDA ITEM: ADA TRANSITION PLAN: FINAL APPROVAL:
Recommend Board Approval**

BACKGROUND INFORMATION: As explained at June's Regular Board meeting there is a need to adopt a Transition Plan for the Americans With Disabilities Act. 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 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 staff time—which is money. Additionally, it did not factor in cost of training, or the cost of professional services to draft legal bid specifications and documents to assure the work is done correctly.

Therefore, with the consensus of the Board, staff were directed to come back with a plan that spread our costs over a five year period, which is more realistic for the funds we have to do this work. Currently, the Sycamore Park District levies the Special Recreation Tax. A portion of that goes to the Kishwaukee Special Recreation Association. A portion of that levy is held by Sycamore Park District to aid in the cost of accessibility work. Our current balance in that fund is about \$116,000.

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. Therefore, these have been integrated into the final Transition Plan, as well.

The timeline and the law called for public and professional input following the initial approval of the plan by the Board. Therefore, later in the summer the park district held a Public Hearing/Open House on August 20, 2012. This was publicized in the newspaper, on our website, and by posting at our Administrative Offices. Additionally, staff requested input from professionals, as follows:

- A. A Public Hearing on the Plan held on August 20, 2012.
- B. Review of the Transition Plan by Administrative Staff of Kish Health Systems.
- C. Review of the Transition Plan by Opportunity House Staff.
- D. Review of the Transition Plan by Kishwaukee Special Recreation Staff.
- E. Review of the Transition Plan by Sycamore Public Schools Administrative Staff.
- F. Review of the Transition Plan by City of Sycamore Administrative Staff.

Three of these organizations provided input.

All of the input was integrated into the final plan. That plan is attached.

FISCAL IMPACT: Staff has estimated that when all work in the RAC Audit is completed, and honored—including the pool and community center—the total cost will come closer to \$475,000

STAFF RECOMMENDATION: That the Board Vote to Approve the Sycamore Park District ADA Transition Plan as attached.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



ADA Transition Plan

Sycamore Park District



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Appendices:

- Cover Letter from Recreation Accessibility Consultants, LLC
- Site-by-Site Details from Audit

Introduction

In 2011, Sycamore Park District (SPD) retained the professional consulting firm of Recreation Access Consultants (RAC) to conduct a complete audit of its facilities to provide the district with a useable list of needs to make SPD's services accessible. The final results of those audits were presented to the Board and Staff in May 2011. At that time, the district was in transition, itself, from one Executive Director to another, and was left to have its incoming Executive Director to develop the final transition plan for the district. Upon arriving at SPD, the Executive Director began that work, and the final result is this Transition Plan.

Authority

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 your registrants 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 at the District include:

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

Additionally, Illinois Accessibility Code requirements where they are more stringent than the ADA requirements have been factored into this report.

Final and Enforceable Regulations...and Final Guidelines

Regarding recreation facility design, two sets of federal guidelines were applied to the Sycamore Park District access audit. One is the Americans with Disabilities Act Accessibility Guidelines, or ADAAG. Published by the US Department of Justice (DOJ) on July 26, 1991 as Appendix A to 28 CFR Part 36, this final and enforceable regulation is now known as the 1991 Standards. It adequately addresses entries, showers, curb cuts, doors, service counters, ramps, decks, and other typical building elements.

On September 14, 2010 the DOJ published the 2010 Standards for Accessible Design. As these Standards were already available as a final guideline, and were used as a guide in the access audit. It addresses many recreation environments.

The 2010 Standards were developed by the US Access Board and include requirements for playgrounds, fishing areas, boating areas, swimming pools, fitness centers, golf courses, and sports courts and fields. The Access Board, a federal agency, develops all access guidelines.

Approach and Analysis

Section 35.150 of the DOJ regulation implementing the ADA makes it clear that not necessarily every facility or site of the same type must be made accessible. This plan interprets this DOJ requirement to mean that with redundant sites, such as playgrounds, the District has some flexibility in determining which site it will make accessible. However, for unique sites, such as the Sycamore Golf Course, the District has virtually no choice with regard to which site it will make accessible, as there is only one such site. Where we know the District plans work at certain sites, we have tried to incorporate that as well. Lastly, **if we take no action in this plan to make certain facilities accessible because others will be [or already are], we must remember that when we do complete renovation of a previously inaccessible site, it must be made accessible. An example of this is the WPA Main Shelter.**

An additional issue is whether a building has been altered since 1992 (or 1985 under Illinois law), and if a recreation site such as a playground has been altered or built new since 2000. If so, there is little flexibility in how access requirements are applied to that site.

Settlement agreements by federal agencies (Justice, Interior, and Education) have adhered to what are now the 2010 Standards. While these are effective for new construction on March 15, 2012, the 2010 Standards are to be used in evaluating recreation sites now in existence.

Audit/Transition Plan Format

The audit included an examination of 22 facilities or parks. Each facility or park has its own section in Recreation Access Consultant's (RAC's) final report to the park district, and staff has reviewed these to make its final recommendations. Our Conclusion section 23 is found, appropriately, at the end of the site reports.

Title II Program Access

As mentioned above, the title II program access test in 35.150(b) gives the District great flexibility in making existing facilities and sites *that have similar features* accessible. For example, 16 playgrounds were counted. Not all of those playgrounds must be accessible.

The program access test imposes a burden on the District to make the “program of playgrounds” accessible with relatively similar ease to all District residents.

Our goal was then to have at least 1 of every 3 playgrounds or tot lots accessible, or able to be made accessible. Here is a summary of the results.

There are 16 playgrounds for children. We believe 6 are accessible. In addition, we believe 2 more could be made accessible with relative ease. The District could leave the remaining 8 sites “as is” and inaccessible. This *exceeds* the ratio we recommend of 1 of every 3 similar sites.

We applied this concept to ball fields, athletic fields, basketball courts, fishing and shelters. For these environments we treated the District as a whole. Our recommendations, we believe, make the “programs” at playgrounds, ball fields, athletic fields, basketball, fishing, and shelters accessible to residents.

Conclusion

The final reports by our consultant, RAC, identify, we believe, every access deficit at the sites, as required by section 35.105 of title II. We have, in our approach to program access, made recommendations so that not every access deficit needs to be corrected. **Their recommendations are flexible enough that later modifications, should your own plans change, can easily occur. Staff has exercised this flexibility in putting together its final recommendations.**

RAC noted in their report that “the Sycamore Park District has shown a commitment to access for people with disabilities.”

All Site Conclusions and Recommendations from RAC

Background

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.

RAC made the following findings, from which staff have made a modified recommendation for a Transition Plan at the end of this report:

As discussed in the prior section, 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 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 process 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:

In coming up with this Transition Plan, staff have:

1. ***Read the final report cover letter.*** It describes the concepts and requirements invoked throughout the RAC Audit.
2. ***Read this Conclusion section of the RAC Audit.*** This is a big picture review of the issues and solutions recommend.
3. ***Read the 22 site reports.*** Including the report for each site, the photo gallery, and the checklists.
4. ***Applied our knowledge of the sites and staffs' expertise.*** In doing this we see more logical groupings of work. We know Sycamore Park District sites better than RAC does. We have blended in what we know with what was recommended in RAC's report. There is always another way to solve an access problem...perhaps you'll be the one to see that solution.

Common Issues

In the 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 staff 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 staff 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.

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.

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 "way-finding" 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). Currently Accessible: Main South Shelter***
- ***Sycamore Lake Rotary Park (3 of 3)***
- ***Sycamore Park Sports Complex (3 of 5). Currently Accessible: Good Tymes, Lions Shelter, Shelter NE of Good Tymes***
- ***Wetzel Park***

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

- ***Sycamore Community Park (1 of 2). Currently Inaccessible: WPA Main***
- ***Sycamore Park Sports Complex (2 of 5). Currently Inaccessible: Shelter Between Fields 9 & 12, and Shelter East of Sports Concession***

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 court locations so they are accessible, and one of the two bags courts is accessible. However, the parking and access paths are below standard and should be upgraded. These are good examples of exceeding the minimum in some cases, but not the “entire” facility.



Costs by Phases

RAC feels 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.

It should be noted that these estimates do not, in some cases, include labor costs, and in other cases the costs of having an engineer or architect create bid specifications and bid documents to get the work completed.

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.

Assumptions for Plan of Action

Based upon the details of RAC's audit, we have room to work with in terms of how to progress with honoring the intent of bringing our recreation services into compliance. This document intends to lay out how Sycamore Park District plans to approach this transition. We hope to accomplish the majority of the items in the three years recommended by RAC, with a few exceptions due to plans that are being discussed related to a few of our facilities. Specifically, these are the Swimming Pool and the Community Center.

The Board of Commissioners, with input from the public, is beginning a long-range planning process which will address the future of the Community Center and the Swimming Pool. The Community Center is not owned by the park district, so we must work with our landlord to plan for the work to be done in that facility. Furthermore, the district must decide if it is in its best interest to stay in that building. Therefore, to expend funds in that space before deciding its fate seems unreasonable at this time. Additionally, the Swimming Pool's future is in doubt. Many of its mechanical systems are reaching the end of their effective life, and the type of facility is no longer that which draws a large number of users to the facility. The long-range planning process will determine its future. Hereto, the district must decide if it is in its best interest to stay in that building. Therefore, to expend funds in that space before deciding its fate seems unreasonable, as well.

Therefore, staff has reviewed all of the proposed items outlined by RAC and pulled out the items which are related to the community and pool.

Other Assumptions Made in this Process Include:

- A. Work may be done more efficiently, effectively, and inexpensively by grouping it into similar categories (i.e., electrical, plumbing, carpentry, etc.) and bidding it out in larger quantities/groupings.
- B. There is not sufficient, in-house staff time to do this work.
- C. Costs will inflate each year, so the sooner we get the work done the better.
- D. Training of Staff is not included in the costs provided by RAC.
- E. Costs of Equipment for maintaining facilities to standard are not included in the RAC estimates.
- F. No funds were dedicated or estimated for updating website to accessible standards. We will put that in the operating budget.

Framework for Plan

In order to reasonably address the expectation of the law and the audit, staff has developed a five year plan for accomplishing the items specified in RAC's audit of our facilities/services. In rough form it will address issues as follows:

Year 5: Community Center Items

Year 4: Swimming Pool Items

Year 3: Parks and Facility Work

Year 2: Parks and Facility Work

Year 1: Parks and Facility Work

Furthermore, the work in Years 1, 2, and 3 will be accomplished in common groupings, and bid with like work. That work will be formulated into logical groupings by an architecture/engineering firm hired by SPD to develop the bid specifications and bid documents, and to supervise the work as it is completed. Those logical groupings include:

Plumbing

Carpentry

Concrete and Paving

Specialty Work (Fire Suppression, Alarms, etc.)

Review of Plan

After initial approval by the Board of Commissioners, the park district then conducted a public review of the plan which included:

- A. A Public Hearing on the Plan held on August 20, 2012.
- B. Review of the Transition Plan by Administrative Staff of Kish Health Systems.
- C. Review of the Transition Plan by Opportunity House Staff.
- D. Review of the Transition Plan by Kishwaukee Special Recreation Staff.
- E. Review of the Transition Plan by Sycamore Public Schools Administrative Staff.
- F. Review of the Transition Plan by City of Sycamore Administrative Staff.

Timeline for Plan

June 2012	Board Has First Review of Plan Board Approves Electronic Personal Assistive Mobility Devices Ordinance
July 2012	Board Reaches Consensus on Plan Plan Distributed for Review and Comment by Agencies Serving Special Populations
August 2012	Required Public Hearing for ADA Transition Plan Comments Returned by Agencies Serving Special Populations
September 2012	Board Reviews/Approves ADA Transition Plan with Changes Plan is Posted on the SPD Website
October 2012	Professional Services are Retained to Develop Bid Specifications And Bid Documents Staff Attend Training on ADA Inspections
November 2012	Staff Finalizes Parking Stall and Sign Templates
December 2012	Staff Audits all Buildings for Date of Construction and Most Recent Renovation Staff Updates Brochure Grid of Parks and Facilities
January 2013	First Work is Put out to Bid Work Begins on Updating Website to Meet Accessibility Requirements
March 2013	Board Approves Bids Superintendent of Parks and Facilities Initiates: <ul style="list-style-type: none"> a. A staff surveillance program for access issues b. An annual audit of facilities for access issues
April 2013	Executive Director Institutes a Documentation Program for Actions Taken
Spring 2013	Work Begins – Year One
Spring 2014	Work Begins—Year Two
Spring 2015	Work Begins – Year Three
Spring 2016	Work Begins – Year Four
Spring 2017	Work Begins – Year Five

Budget and Cash Flow for Plan

<u>WORK DEFINED</u>	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>YEAR 4</u>	<u>YEAR 5</u>
All Pool Work				\$57,123	
All Community Center Work					\$67,918
District Work: Plumbing and Carpentry	\$93,680				
District Work: Concrete & Paving		\$168,989			
District Work: Specialty Work			\$16,299		
Equipment & Training	\$2,500	\$2,500	\$2,500		
Professional Fees/Contingency 18%	\$16,860	\$30,400	\$2,950	\$0	\$0
TOTAL	\$113,040	\$201,889	\$21,749	\$57,123	\$67,918
Special Recreation Starting Funds	\$116,445	\$101,405	-\$2,484	\$73,767	\$114,644
Additional Funds	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000
Running Balance	\$101,405	-\$2,484	\$73,767	\$114,644	\$144,726

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SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: September 25, 2012

STAFF RECOMMENDATION

AGENDA ITEM: CONSIDERATION OF JOHN OWENS' RESIGNATION

BACKGROUND INFORMATION: At last month's regular meeting the Board received a letter of resignation from Commissioner John Owens effective September 28, 2012. It is not necessary to formally accept the resignation, as the letter serves its purpose by the park district code. The Board may, however, accept it formally—as the Board has directed.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends the Board determine their course of action on formally accepting the resignation.

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: September 25, 2012

STAFF RECOMMENDATION

AGENDA ITEM: REVIEW AND POSSIBLE REVISION OF FUND BALANCE POLICY—FIRST REVIEW: Recommend Discussion and Possible Approval

BACKGROUND INFORMATION: The Fund Balance Policy was originally passed by the Board of Commissioners at the October 27, 2009, meeting. In the Strategic Planning process, Goal 1 states “By the end of Fiscal Year 2014, the park district will have restored its fund balances to the levels defined by the district’s fund reserve policy.”

As a first step in the process of achieving this goal, the policy needed to be reviewed and updated. I have had the policy reviewed by our auditors and they recommended changes in terminology to be consistent with GASB Statement No. 54. Additionally, the percentages for some of the funds are really mute or not appropriate. Attached is the policy with recommended edits and changes.

FISCAL IMPACT: NONE.

STAFF RECOMMENDATION: I would certainly like to give the Board the opportunity to review further, if desired. However, I would recommend approval as presented.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

Sycamore Park District
Fund Balance Policy

Statement of Purpose

The purpose of this policy is to establish target ratios for the ~~unreserved~~ **unrestricted** fund balances of the **general fund and total fund balances of the other** operating funds to achieve both sustainability and growth.

Fund Balance Philosophy

It is the District’s philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are also a crucial consideration in long-term financial planning. **The Board of Commissioners may opt to spend below the stated minimum levels but in doing so are required to have a plan for restoring effected fund balance.**

Scope

This philosophy provides for the minimum amount of ~~unreserved~~ **unrestricted or total** fund balance each governmental fund should maintain. Should the fund balance exceed the target percentage by a significant amount, it is done with the intention to provide for needs caused by unforeseen events, and build the fund for planning the growth. Credit rating agencies carefully monitor levels of fund balance and ~~unreserved~~ **unrestricted** fund balance in the general fund to evaluate the District’s continued creditworthiness. The District is committed to holding fund balances stable and attaining a minimum balance of 25% for annual operating expenses for major funds, which is approximately three months operating expenditures. ~~The unreserved fund balance will be detailed on the Comprehensive Annual Financial Report.~~

Minimum Unreserved Fund Balance Levels

This policy applies to the District’s governmental funds as follows:

- A. General Corporate Fund
The ~~unreserved~~ **unrestricted** fund balance for this fund should be maintained at a ~~minimum level~~ **range** of 25-50% of annual expenditures. Additional amounts may be ~~designated~~ **assigned** with a specific purpose for the future use of those funds. The ~~unreserved~~ **unrestricted** fund balance for this fund will be reviewed annually during the budget process. Balances in excess of 50% may be transferred to the Capital Projects Fund to support future capital projects.
- B. Recreation

- The ~~unreserved~~ **total** fund balance for this fund should be maintained at a minimum of 25% of annual budget expenditures. Additional amounts can be accrued with a specific purpose for the future use of those funds.
- C. Special Recreation Fund
The ~~unreserved~~ **total** fund balance for this fund should be maintained at 10% of annual budgeted expenditures. However, additional amounts can be accrued with a specific purpose for the future use of the funds.
- D. Paving Fund
The ~~unreserved~~ **total** fund balance for this fund should be maintained at a minimum of ~~50~~25% of annual budgeted expenditures.
- E. Police Fund
The ~~unreserved~~ **total** fund balance for this fund should be maintained at a minimum of ~~50~~25% of annual budgeted expenditures.
- F. Audit Fund
The ~~unreserved~~ **total** fund balance for this fund should be maintained at a minimum of 75% of annual budgeted expenditures.
- G. Insurance Fund
The ~~unreserved~~ **total** fund balance for this fund should be maintained at a minimum of ~~50~~25% of annual budgeted expenditures.
- H. IMRF and Social Security Fund
The District levies amounts close to the budgeted IMRF and Social Security expense for that year. The levy is then allocated to the appropriate funds to offset the actual expenditure.
- I. ~~Concessions Fund~~
~~The unreserved **total** fund balance for this fund should be maintained at a minimum of 25% of annual budgeted expenditures.~~

Enterprise Funds

Enterprise funds (e.g., golf and swimming pool) use a total economic resources measurement focus to report on their financial position and changes in such. Therefore, these funds report total net assets rather than fund balance. While fund balance is a measure of available spending resources, total net assets is not. Therefore, the District working cash/capital target to support the District's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. Working cash/capital is defined as total current assets minus total current liabilities. The minimum working capital to be maintained is 25% of total operating expenses, excluding depreciation expense.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: September 25, 2012

STAFF RECOMMENDATION

AGENDA ITEM: CONSIDERATION FOR EASEMENT WITH CITY OF SYCAMORE: Recommended Approval

BACKGROUND INFORMATION: Recently, the City of Sycamore put a storm sewer connection in Parkmoor Court to solve a drainage problem. That connection runs from Parkmoor between two residences and onto Sycamore Park District property (Golf Course) to the creek, just to the east of Parkmoor Court.

The City asked permission of the Executive Director to proceed with this work prior to securing the easement, as they needed to get the work done. The Executive Director authorized that work with the understanding that we would reach agreement on an easement afterwards.

Attached is that easement.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends approval of this easement.

PREPARED BY: Daniel Gible, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

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GRANT OF EASEMENT

THIS INDENTURE, WITNESSETH that whereas the City of Sycamore, a municipal corporation organized and existing under the laws of the State of Illinois, hereinafter referred to as "Grantee", is about to construct storm sewers with all appurtenances thereto, through and across lands lying in a portion of the Sycamore Park Districts Golf Course and being in Section 33, Township 41 North, Range 5 East of the Third Principal Meridian, in DeKalb County, Illinois.

WHEREAS, the Sycamore Park District, hereinafter referred to as "Grantor" is the owner of certain real estate separately and legally described and shown on the plat attached hereto and incorporated herein as Exhibit "A," (the "Premises") and is willing to grant a public utility easement for storm sewer construction over, upon, along, under and through said Premises for the purposes herein specified.

NOW THEREFORE, in consideration of Ten and 00/100 Dollars (\$10.00) and of the special benefits to be derived by the Grantor through the construction, operation and maintenance of said storm sewers and other good and valuable consideration, the receipt and sufficiency of all of which are hereby acknowledged by the Grantor, and in further consideration of the mutual covenants and agreements herein contained, the said Grantor does hereby, and in accordance with the terms and provisions hereof, grant, give and convey to Grantee the easement, privilege, right and authority over, upon, along, under and through the easement legally described and shown on the attached plat marked Exhibit "A" (the "Easement").

1. **Easement Declared.** Grantor hereby declares the establishment of the Easement described above for the benefit of the Grantee.

2. **Character of Easement.** The Easement declared in this instrument is an easement in gross appurtenant, over, and across the described Premises.

3. **Description of Easement.** Grantor hereby declares the Easement on the Premises for the use thereof by the Grantee for the purpose of constructing, reconstructing, repairing, inspecting, maintaining, and operating storm sewers and all appurtenances as may be deemed necessary by Grantee on the described real estate. The Grantee shall also have the right to ingress and egress over the described real estate to the easement. The owner, from time-to-time, of the fee title to the land underlying the easement shall not erect or construct any building or other structure in the easement.

4. **Duration.** The easement, rights, and privileges granted under this instrument shall be perpetual and irrevocable, shall run with the land, and shall bind all successors, representatives, and assigns.

5. **Special Terms and Conditions.**

a. All soil and other materials excavated from said real estate, except such

portions thereof as Grantee shall use for backfilling, grading and covering said storm sewers to sufficient depth to protect same from freezing, injury and damage shall be removed from the Grantor's property and disposed of off site.

b. For the purpose of the construction of said storm sewers and appurtenances and its maintenance, repair and replacement, the Grantee, its employees and representatives, its contractors and subcontractors and their employees and representatives, shall have the right to enter, pass over and use any portion of the adjacent land owned by the Grantor for the transportation, laying down and storage of materials, tools and equipment, the depositing and removal of excavated materials and for other purposes incidental to the work, but shall do so with the least inconvenience practicable to the grantor. Grantee or its contractors shall restore the premises as nearly as possible to the same condition as prevailed immediately prior to entrance thereon for maintenance, repair, construction or replacement purposes. All grass areas that are disturbed during construction shall be furnished with 4" of top soil and shall be seeded and mulched with straw. The seeding mixture shall be as follows:

Seeds	Lbs./Acre
Kentucky Bluegrass	100
Perennial Ryegrass	50
Fine Leaf Turf Type Fescue	50
Annual Ryegrass	40

d. Before entering upon the property of the Grantor, Grantee, its employees or representatives shall so notify Grantor of such intent and the purpose of such intent. If the entry of Grantee, its employees or representatives results in any damage or loss to any property of any kind belonging to the grantor, grantee agrees to reimburse Grantor for any such loss. In the event the amount of reimbursement cannot be mutually agreed upon between the Grantor and Grantee within a period of thirty (30) days, then said amount shall be determined by three persons, to wit: one to be chosen by the Grantor, one to be chosen by the Grantee and one to be chosen by the two so chosen. The decision of the committee shall be absolute, final and binding on the Grantor and Grantee.

e. The Grantee agrees to indemnify and hold harmless the Grantor against any and all claims, including environmental claims resulting from the construction, operation, maintenance and replacement of the storm sewers and against any loss or injury sustained by any person on the premises and any loss or damage to Grantor resulting directly from the negligent acts or willful acts of the Grantee, its contractors or the agents or employees of them or either of them.

f. The Grantor covenants and agrees that the Grantor will not in any manner disturb, damage, destroy, injure or obstruct said storm sewers, or any part, or appurtenances thereof, and will not obstruct nor interfere with said Grantee, its contractors, subcontractors or with their agents or employees in the exercise of any rights, privileges, or authorities hereby given and granted.

g. The Grantor shall have and retain all rights to the ownership, use and occupation of said real estate, except that no building or any structure shall be constructed upon said easement.

h. The Grantor, its successors and assigns, shall have the right to inspect and approve or disapprove of all restoration work including top soil placement, seeding and mulching, irrigation system replacement and field tile replacement and the Grantee and its contractors agree to make all reasonable changes where necessary to satisfy the Grantor's request for changes, all without expense to Grantor.

i. It is expressly understood and agreed that the terms, conditions and agreements herein set forth during the initial construction of the storm sewer shall likewise apply to any reconstruction, repair, inspection, maintenance and operation of the storm sewer.

j. This Indenture and the covenants and agreements herein contained shall run with the land and shall be binding upon and be in favor of the parties hereto and their grantees, lessees, successors, heirs, devisees and assigns, and any, either or all of the same, of the parties hereto and shall be in full force and effect when accepted by the Grantee by execution of this Grant of Easement.

6. **Entire Agreement.** This Grant of Easement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this grant of Easement shall not be binding on a party except to the extent specifically incorporated in writing in this Grant of Easement.

7. **Modification of this Grant of Easement.** Any modification of this Grant of Easement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

8. **Attorney's Fees.** In the event of any controversy, claim, or dispute to this Grant of Easement or its breach, the prevailing party shall be entitled to recover reasonable expenses, attorney's fees, and costs.

9. **Governing Law.** This Grant of Easement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois.

IN WITNESS WHEREOF, the Grantor has set its hand and seal this _____ day of _____, 2012.

Grantor:

Sycamore Park District

By: _____
President

Attest: _____

ACCEPTANCE

The Grantee, the City of Sycamore, does hereby accept the foregoing easement contract and the terms and conditions thereof.

IN WITNESS WHEREOF, the Grantee, the City of Sycamore, has caused this acceptance to be executed by the Mayor of the City of Sycamore, Ken Mundy, pursuant to approval by the City Council and the corporate seal to be affixed this _____ day of _____, 2012.

APPROVED:

Grantee:

City of Sycamore

Mayor

ATTEST: _____
City Clerk

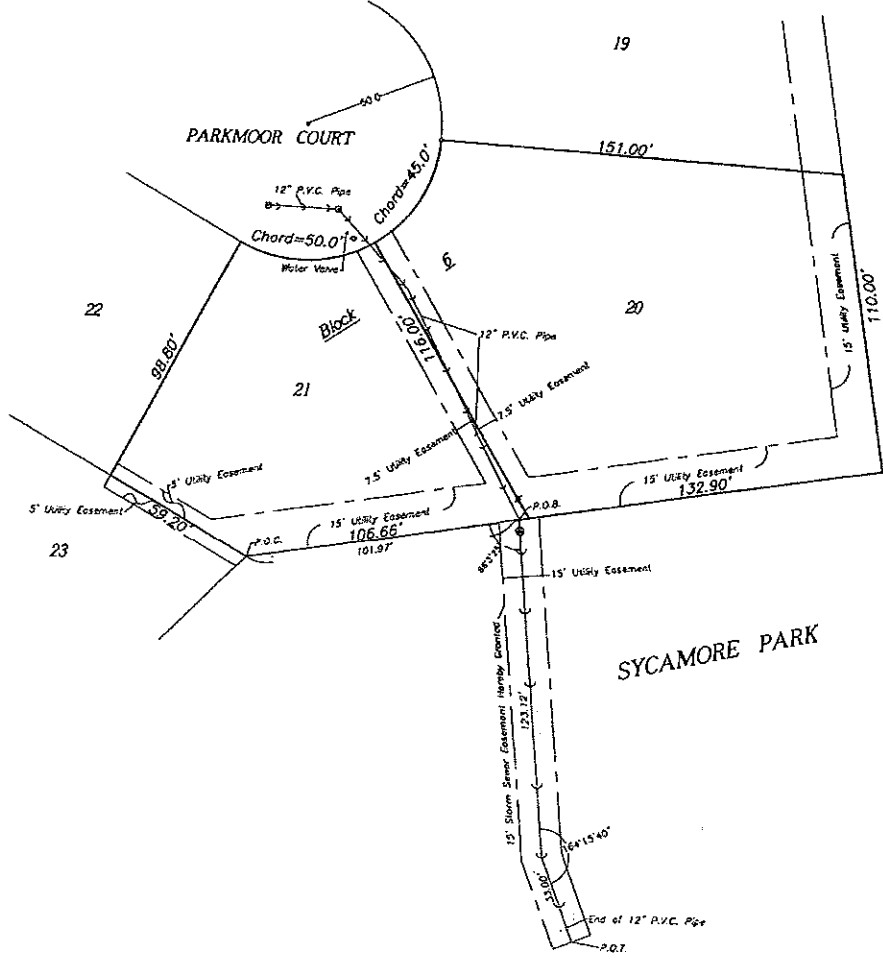
PLAT OF EASEMENT

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DESCRIPTION OF EASEMENT:

AN EASEMENT FOR PUBLIC UTILITY AND DRAINAGE PURPOSES, OVER, UNDER AND UPON AND BEING 7.5 FEET ON EACH SIDE OF THE FOLLOWING CENTERLINE LOCATED IN THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 41 NORTH RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE MOST EASTERLY CORNER OF LOT 23 IN BLOCK 8 OF PARKMOOR SUBDIVISION, THENCE EASTERLY ALONG THE SOUTH LINE OF LOT 21 OF SAID BLOCK 8, 101.97 FEET FOR THE POINT OF BEGINNING OF SAID CENTERLINE; THENCE SOUTHERLY AT AN ANGLE OF 86 DEGREES 03 MINUTES 25 SECONDS MEASURED COUNTERCLOCKWISE FROM SAID SOUTH LINE, 123.12 FEET; THENCE SOUTHERLY AT AN ANGLE OF 164 DEGREES 15 MINUTES 40 SECONDS MEASURED CLOCKWISE FROM THE LAST DESCRIBED COURSE, 33.00 FEET TO THE TERMINATION OF SAID CENTERLINE, ALL IN THE CITY OF SYCAMORE, DEKALB COUNTY, ILLINOIS.

Scale 1"=3'



STATE OF ILLINOIS)
 COUNTY OF DEKALB)SS

THIS IS TO CERTIFY THAT THE ATTACHED PLAT IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY I HAVE MADE OF PROPERTY HEREON SHOWN AND DESCRIBED. ALL DISTANCES SHOWN IN FEET AND DECIMALS THEREOF, THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.
 FIELD WORK COMPLETED JUNE 5TH, 2012. WITNESS MY HAND AND SEAL AT DEKALB, ILLINOIS THIS 8TH DAY OF JUNE, 2012.

Shawn R. VanKampen
 SHAWN R. VANKAMPEN
 ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2710
 LICENSE EXPIRATION DATE: NOVEMBER 30TH, 2012



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FOR: CITY OF SYCAMORE JOHN BRADY
 JOB NO. WES 12272

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SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: September 25, 2012

STAFF RECOMMENDATION

AGENDA ITEM: CONSIDERATION OF APPOINTMENT TO FILL POSITION VACATED BY JOHN OWENS' RESIGNATION

BACKGROUND INFORMATION: Earlier in this meeting the Board accepted the resignation of John Owens for the remainder of his term. There are two steps the Board must now take:

1. Fill the position, temporarily, through the election held on April 9, 2013.
2. Direct the Secretary, Daniel Gible, to take the necessary steps to allow for petition to run for election on April 9, 2013 to fill the remainder of John's term through April 2015.

The latter will be addressed later in the meeting with a separate recommendation. The former is the subject of this recommendation.

First, the Board must, on its own terms, determine how it will fill the position as detailed in #1, above. You may adjourn to Executive Session for the purpose of this discussion. Second, you should consider the names of the individuals that have approached you for someone to fill that position

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends the Board determine their course of action on formally filling the position created by resignation, and fill it no later than the October Regular meeting. You may use the October 9, 2012 Special Meeting for Study Session to finalize your discussion—but only if you inform the Secretary by October 1st at the latest.

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: September 25, 2012

STAFF RECOMMENDATION

AGENDA ITEM: APPOINTMENT OF COMMUNITY WIDE TEAM FOR STRATEGIC PLAN: Discussion Only

BACKGROUND INFORMATION: This item is placed on the agenda only for the possibility that the Board may want to go to Executive Session to have further discussion of the selection process or its progress.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends the Board determine the need for Executive Session for this discussion, or to have it at all at this meeting.

PREPARED BY: Daniel Gibble, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

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SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: September 25, 2012

STAFF RECOMMENDATION

**AGENDA ITEM: CONSIDERATION FOR ACCEPTANCE OF A
LIVE BAND PERFORMANCE: Recommended Approval**

BACKGROUND INFORMATION: In the past, the Board has reviewed and approved requests from groups having picnic requests who desire to have a live performance, or if they wish to stay after park hours.

This request comes for September 29, 2012 and is a request by Richard Schmack to have a band at his rental of the Good Tymes Shelter.

They understand our concern about sound levels, and will not be rental past regular park hours.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends approval of this request.

PREPARED BY: Daniel Gible, Executive Director.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

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