



Sycamore

PARK DISTRICT

Established 1923

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

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

Sycamore Park District

Regular Board Meeting

April 23, 2013

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:

- 5. Special Meeting – March 12, 2013 (Voice Vote)
- 7. Regular Meeting – March 26, 2013 (Voice Vote)

PUBLIC INPUT

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 25. Superintendent of Finance Monthly Report
- 29. Budget Report/Monthly Cash Flow Monthly Report
- 43. Superintendent of Golf Operations Monthly Report
- 45. Superintendent of Parks and Facilities Monthly Report
- 51. Superintendent of Recreation Monthly Report
- 55. Executive Director Monthly Report

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

April 23, 2013

PG 2

CORRESPONDENCE-

57. DeKalb County Economic Development Corporation
61. Sharon Emanuelson
62. Jill Tritt – DeKalb Leadership Academy
63. Kishwaukee College – Peter Leuzinger
64. DeKalb County Health Department
65. Kishwaukee Symphony Orchestra
66. C & L Properties – Lisa Kijowski
67. IAPD – Peter Murphy
69. Family Service Agency – Diana King

POSITIVE FEEDBACK/REPORTS

DEPARTMENT PRESENTATIONS: Setting of Park Standards for Maintenance for First Review—Jeff

OLD BUSINESS:

71. Annual Audit: Presentation and Acceptance of Audit (Roll Call Vote):
[Note: The Audit was Included in the March Board Packet.]—Jackie
Update on Progress of CWSPT—Ted/Michelle
Consider Large Events—Bart
73. Draft Review of Purchasing Policy—Dan

NEW BUSINESS:

85. Ratification of Transfer of Funds for Golf Course and Pool Deficits
(Roll Call Vote)—Jackie
87. Annual Review of Progress on ADA Transition Plan—Dan
Plan Park Tour—Jeff
Future Study Sessions—Dan

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

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

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

ADJOURNMENT (Voice Vote)

**Minutes of the Special Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, March 12, 2013**

President Strack called the meeting to order at 6:04 p.m.

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

Review and Approval of Easement for Old Mill Parking Lot – Director Gibble noted we need this easement for the Old Mill Parking lot. He noted there is no cost to the District other than possible counsel review. This has to be done before the City will issue a permit.

Motion

Commissioner Graves moved to approve the easement request. Commissioner Schulz seconded the Motion.

Voice Vote

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

Discussion and setting of Board's Goals and Action Statements for Short-Term Plan

Director Gibble suggested tabling this until after the other agenda items have been discussed. The Board was in consensus on this.

Discussion of Management Matters:

Use of Outside Golf Cars on Sycamore Park District Course - Commissioner Graves noted he was approached from someone about using outside golf cars on our course. Supt. Lundbeck noted he has done some research on this. He has found no public or municipality in Illinois that allows privately owned carts on their course. If we were to do that there would need to be specific guidelines. This could include age limits, conditional usage, conduct on course, when, how, and where, and trail fee. There would be more staff required to police all of this. He contacted Joe Roberts with Caywood and Associates on what our liability would be. Joe noted the owners of the cart would have to carry liability insurance in the amount of \$2,000,000. Director Gibble noted he is not sure what the demand is. He feels this would take away from revenue for the course so the fee would need to be substantial to allow this. There was more discussion on this. Director Gibble noted this individual can be told there are many issues with this including the insurance and our ability to police it. Commissioner Graves will discuss with the individual the decision of the Board.

Staffing of Sports Complex During Affiliate Use – Commissioner Graves asked about having someone at the Sports Complex when events are going on. Supt. Lundbeck noted at other facilities they have a Manager on Duty. This would be something rotated between managers. Director Gibble noted they ran figures for total hours between April to October. There would be approximately 410 hours someone would need to be present just for the sports groups. This would be approximately \$4000 to hire a person to do this. President Strack asked what the player fees are. The fees could possibly be raised to help pay for this person. Supt. Donahoe also noted that once things get started in the Sports Complex area, concessions is open and someone is there. There was more discussion on how staffing would work for this coverage. President Strack asked staff to bring a recommendation to the Board at the April or May meeting.

Renewal of Community Center Lease – Director Gibble noted the Board approved last year an extension of the previous lease for three years. This is the end of the first of the three years and we can exercise another one year option. This is just for discussion and not for approval at this point. The Board came to a consensus to go forward with another year.

Sports Complex Needs – Director Gibble noted he asked the four affiliates what their needs and wants were for the next five years. Three of the four have responded and he wanted to share with the Board. Girl Softball has no impending needs, but it seems that SYB is always looking to improve and grow. There was more discussion on this matter.

Expected Outcomes from CWSPT – Director Gibble noted he wants to make sure the CWSPT develops ideas to address the issues facing the District. He wants to also make sure we give them a clear direction and support. They were given three scenarios and broken down into three groups. After the next CWSPT meeting, staff will take the groups ideas and try to ballpark figures for the ideas. The Board will then take the three scenarios and decide which one most comfortable with. That will then go into the Vision 2020. Director Gibble asked what the Board is expecting from the CWSPT. President Strack noted he wants an overall direction and the group also needs an end point. Director Gibble noted he has a schedule for them to follow. He would like the groups to share their scenarios with the other groups and they may come to one scenario.

Technology Study – Director Gibble handed out information on the technology study that was done. Later he will be putting out an RFP to re do the website. He is suggesting an independent party look at how all of our technology is interwoven. See what approaches they would recommend. He asked the Board to review the information.

Investment Advisory Services – Director Gibble noted they met with Plus Class. They wanted the District to be aware of their services. Supt. Hienbuecher noted they are financial advisors and show different opportunities to invest the District money. Director Gibble noted the District could use them in the future, but not in a position to use them now.

Discussion and Setting of Board's Goals and Action Statements for Short-Term Plan – Director Gibble noted some of the Goals will require some Board involvement. He is challenging Board to figure out way as a group to discuss what their objectives should be. He would like to see this completed by June. President Strack suggested each Board member write down their thoughts on these. Then at another meeting they could compile their thoughts. There was a consensus on the Board to meet as a group. The Board decided on meeting again on April 17th and April 24th at 6:00 pm. Director Gibble noted that he would send them information on Goal #9.

Adjournment

Motion

The Board adjourned the meeting at 7:23 p.m. on a motion made by Commissioner Schulz.
The motion was seconded by Commissioner Kroeger.

Roll Call

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary, Sycamore Park District

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, March 26, 2013**

President Strack called the meeting to order at 7:00 p.m.

The roll was called with Commissioners Graves, Kroeger, and Strack present. Commissioner Schulz arrived at 7:05 pm and Commissioner Tucker arrived at 7:15 pm. Staff members present were Bart Desch, Jeff Donahoe, Jeanette Freeman, Dan Gibble, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Stephanie Hickman – Daily Chronicle

Scott Buzzard - CAC

Public Hearing on FY 2013 Budget & Appropriation Ordinance 02-2013

President Strack opened the Hearing.

There were no comments.

Motion

Commissioner Kroeger moved to close the Public Hearing on FY2013 Budget & Appropriation Ordinance 02-2013. 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 3-0. Commissioner Schulz and Tucker were absent at this time.

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Kroeger moved to approve the February 26, 2013 Regular Meeting Minutes. 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 3-0. Commissioner Schulz and Tucker were absent.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday March 26, 2013
P 2

Motion

Commissioner Graves moved to approve the February 26, 2013 Executive Session Meeting Minutes to remain confidential. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Petition and Public Comment - None**Claims and Accounts Approval****Motion**

Commissioner Kroeger moved to approve and pay the bills in the amount of \$102,937.49. 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 3-0. Commissioner Schulz and Tucker were absent.

Correspondence-

- Genoa Chamber
- Family Service Agency
- St. Marys

Director Gibble also passed out other items that he received.

Positive Feedback/Reports

- Commissioner Strack complimented Supt. of Recreation Desch on his report and noted he has a lot of things going on.
- Commissioner Graves noted the Clubhouse is shaping up nicely and is more eye pleasing.
- Commissioner Kroeger agreed with Commissioner Graves and feels that once the course opens people will be surprised.

Department Presentations

Superintendent of Recreation Bart Desch – Supt. of Recreation Desch gave a handout to the Board on the special events that are planned. Some of the events came from the Short Term Plan and some are for the 90th celebration. He went over the different events that are scheduled. Some of the events are Fireworks on August 24th sponsored by NB & T, an ice cream social, a Touch-a-Truck in September and a Community Pride Day in October. There will also be a photo contest which the Daily Chronicle will be sponsoring and judging the photos. The winning photograph might be placed in the Clubhouse.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday March 26, 2013
 P 3

Old Business –

FY2013 Budget & Appropriation Ordinance 02-2013 – Supt. of Finance Hienbuecher noted this document has to be filed with the County.

Motion

Commissioner Schulz moved to approve the FY2013 Budget & Appropriation Ordinance 02-2013. Commissioner Graves seconded the Motion.

Roll Call

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

Community Center Lease – Authorization to Exercise Option for Coming Year– Supt. of Recreation Desch noted this was discussed at the Study Session.

Motion

Commissioner Tucker moved to approve the Community Center Lease for the coming year. Commissioner Schulz seconded the Motion.

Roll Call

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

Quarterly Capital Funds Update - Supt. of Finance Hienbuecher noted this is just a snapshot of where we are with projects approved in the budget and where expenditures are at this point. Commissioner Strack asked about the WPA Main Shelter status. Supt. of Parks & Facilities is talking to the volunteers and trying to press them. He is getting pricing on the plumbing and there are no volunteers for this part of it.

New Business

OMA Requirement for Training of Elected Officials – Director Gibble wanted to let the Board know they are all in compliance, but he wanted to remind the Board on this. Commissioner Schulz and Strack have to renew each year, but the other Board members need to follow the guidelines for renewal. Also any new Board members will have to follow the guidelines.

Quarterly Review of Short-Term Plan Goal & Objective Progress – Director Gibble noted that part of the Short Term planning process is keeping the Board up to date on the goals and objectives. Staff gave a brief explanation on where they are at on each goal at this point. Commissioner Graves noted when he looks at this he is more impressed with staff and the direction we are going. Commissioner Tucker also noted it is very impressive. Commissioner Strack noted he has talked to Director Gibble on the inventory issues. It sounds like the issues have been taken care of. He also noted that he is holding Director Gibble responsible if there is this type of issue again with the inventory.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday March 26, 2013
P 4

Annual Audit: First Review - Supt. of Finance Hienbuecher noted she gave the Board a draft of the audit. There will not be any significant changes made to the document. Fred Lance from Sikich will present at the April Board meeting. Commissioner Strack asked if anything stood out. Supt. of Finance Hienbuecher noted the inventory stands out and this has been addressed. She feels the audit went smoothly. Director Gible noted the auditors were happy to see the District has laid out a 3 year plan for paying down the golf course debt and reestablishing the fund reserves. He also noted that Dave Phillips from Speer Financial by addressing the golf course debt our bond rating could improve.

Consideration of Bids on Old Mill Parking & Tennis Courts – Director Gible noted the Board has the bid information. There were 6 firms pick up bid packets. Meyer Paving and Evans & Sons were the only bids. He is recommending the lower bid from Evans & Sons Blacktop in the amount of \$119,789.25. This will be for the Old Mill parking lot and repaving of the tennis courts. The tennis courts will be completed for the summer programs. Commissioner Schulz suggested the start date for the tennis courts be posted on Facebook. Supt. of Recreation Desch noted it would be Facebook and also Constant Contact.

Motion

Commissioner Schulz moved to approve the bid from Evans & Sons Blacktop in the amount of \$119,789.25. Commissioner Graves seconded the Motion.

Roll Call

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

Future Study Sessions – Director Gible wanted to confirm all the Board had the dates of April 17th and April 24th for the next study sessions at 6:00 pm.

Petition and Public Comment – None

Adjournment

Motion

The Board adjourned the Regular Session at 6:45 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

Interim

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

FROM 03/27/2013 TO 04/17/2013

DATE: 04/17/2013
TIME: 11:01:50
ID: AP450000.WOM

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BLUE	DUE 4-1-13	BLUE CROSS/BLUE SHIELD OF ILL		04/02/13		51696	04/02/13	14,828.30	14,828.30
	01	HEALTH INSURANCE PREMIUM	101000106801						3,229.58
	02	HEALTH INSURANCE PREMIUM	101500106801						506.50
	03	HEALTH INSURANCE PREMIUM	504100106801						2,902.89
	04	HEALTH INSURANCE PREMIUM	504000106801						1,604.80
	05	HEALTH INSURANCE PREMIUM	201000106801						2,075.81
	06	HEALTH INSURANCE PREMIUM	202100106801						4,508.72
							VENDOR TOTAL:		14,828.30
BLUESKY	16244	01 DADDY DAUGHTER DANCE LIMO RIDE	206095036216	03/27/13		51683	03/27/13	120.75	120.75
							VENDOR TOTAL:		120.75
CITY2	14205650/5600-0313	01 WATER-SEWER POOL	518100096704	03/28/13		51697	04/02/13	39.82	39.82
							VENDOR TOTAL:		39.82
DIREC	20045793748	01 SATELLITE - CC	207500096705	03/17/13		51684	03/27/13	94.99	94.99
							VENDOR TOTAL:		94.99
ELM REX	1004	01 NEWSLETTER & MARKETING	201000036130	03/27/13		51703	04/04/13	512.50	512.50
		02 NEWSLETTER & MARKETING	101000046214						362.50
							VENDOR TOTAL:		150.00
							VENDOR TOTAL:		512.50
EWORLDLI	MARCH 2013	01 MARKETING SERVICE	101000046208	03/27/13		51685	03/27/13	788.00	788.00
		02 MARKETING SERVICE	201000046208						394.00
							VENDOR TOTAL:		394.00
							VENDOR TOTAL:		788.00
GENOAPK	2013 IG CLASS-2ND	GENOA TOWNSHIP PARK DISTRICT		04/10/13		51710	04/17/13	560.00	560.00

DATE: 04/17/2013
 TIME: 11:01:50
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 2

Inferim

FROM 03/27/2013 TO 04/17/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		2013 LG CLASS-2ND		04/10/13		51710	04/17/13	560.00	560.00
		01 LG CERTIFICATION TRAINING	518000046207						560.00
		2013 LIFE GUARD CLASS		04/17/13		51711	04/17/13	560.00	560.00
		01 LG CERTIFICATION TRAINING	518000046207						560.00
HINT		HINTZSCHE OIL					VENDOR TOTAL:		1,120.00
8173		01 DIESEL - GOLF	504100076515	03/19/13		51698	04/02/13	345.11	345.11
		02 DIESEL - PARKS	101500076515						33.92
		03 DIESEL - SC	202100076515						176.97
									134.22
915867 & 8174		01 GASOLINE - GOLF	504100076515	03/19/13		51699	04/02/13	2,288.22	2,288.22
		02 GASOLINE - PARKS	101500076515						174.97
		03 GASOLINE - SC	202100076515						58.32
		04 GASOLINE - TRUCKS	101500076515						20.73
									2,034.20
							VENDOR TOTAL:		2,633.33
KOHL		KOHLER, JIM							
041013		01 DJ FEE	205120036216	04/10/13		51712	04/17/13	250.00	250.00
									250.00
PEKIN		PEKIN INSURANCE					VENDOR TOTAL:		250.00
DUE 040113		01 DENTAL INSURANCE PREMIUM	101000106801	04/02/13		51700	04/02/13	1,283.03	1,283.03
		02 DENTAL INSURANCE PREMIUM	101500106801						275.88
		03 DENTAL INSURANCE PREMIUM	504100106801						50.79
		04 DENTAL INSURANCE PREMIUM	504000106801						247.14
		05 DENTAL INSURANCE PREMIUM	201000106801						144.11
		06 DENTAL INSURANCE PREMIUM	202100106801						163.00
									402.11
							VENDOR TOTAL:		1,283.03
RINKERS		RINKERS INSTALLATION SERV							
4865		01 FLAT FILES	701000207004	03/28/13		51704	04/04/13	790.00	790.00
									790.00
							VENDOR TOTAL:		790.00

DATE: 04/17/2013
TIME: 11:01:50
ID: AP450000.WOW

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

Interim

FROM 03/27/2013 TO 04/17/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SIDEEF									
M404		01 SCOREBOARD AD	101000046208	02/15/13		51705	04/04/13	875.00	875.00
M404-2ND		01 SCOREBOARD AD	201000046208	02/15/13		51706	04/04/13	875.00	875.00
							VENDOR TOTAL:		1,750.00
SYCPK2		SYCAMORE PARK DISTRICT							
		040513-EXTRA BANKS							
		01 CONC EXTRA BANK	301000001010	04/05/13		51708	04/05/13	100.00	100.00
		40513 ADM EXTRA BANK							
		01 ADM EXTRA BANK	101000001010	04/05/13		51709	04/05/13	1,000.00	1,000.00
							VENDOR TOTAL:		1,100.00
T0000021		DONAHOE, JEFF							
		030413							
		01 CERTIFIED PLAYGROUND CLASS	101500046207	03/04/13		51687	03/28/13	579.00	579.00
		02 CERTIFIED PLAYGROUND CLASS	202100046207						
T0000738		HAMMON, ROB							
		032813 REIMBURSE							
		01 REIMBURSE FOR GAS	504000076500	03/28/13		51688	03/28/13	363.58	363.58
		02 PAYMENT FOR TRIP	504000076500						163.58
							VENDOR TOTAL:		200.00
							VENDOR TOTAL:		363.58
T0000740		GARLAND, KELLY							
		040213							
		01 TBALL REFUND	205550036218	04/02/13		51702	04/03/13	63.00	63.00
UNITE		U.S. POSTAL SERVICE-CMRS-FP							
		POSTAGE							
		01 POSTAGE	101000046202	03/27/13		51686	03/27/13	500.00	500.00
							VENDOR TOTAL:		500.00
UNUM		UNUM LIFE INSURANCE							
		DUE 040113							
							VENDOR TOTAL:		334.03

DATE: 04/17/2013
 TIME: 11:01:50
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Fatekim

FROM 03/27/2013 TO 04/17/2013

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

DUE 040113
 01 LIFE INSURANCE PREMIUM 101000106801 03/28/13 51689 03/28/13 334.03 334.03
 02 LIFE INSURANCE PREMIUM 101500106801 63.18
 03 LIFE INSURANCE PREMIUM 504100106801 11.26
 04 LIFE INSURANCE PREMIUM 504000106801 52.67
 05 LIFE INSURANCE PREMIUM 201000106801 30.90
 06 LIFE INSURANCE PREMIUM 202100106801 72.26
 103.76

VENDOR TOTAL: 334.03

VISACA VISA CARDMEMBER SERVICE

030513
 01 SOAP 101500076510 03/05/13 51690 03/28/13 704.47 704.47
 02 BATTERY 202100066402 25.98
 03 TOOLS 202100076512 87.43
 04 TOOLS 101500076512 64.94
 05 BAND SAW SWITCH 101500076500 64.94
 06 COMPUTER SWITCH 504000076500 7.99
 07 BOLTS 504100076511 34.99
 08 OIL DYE 101500066403 6.78
 09 OIL DYE 202100066403 69.86
 10 OIL DYE 504100066403 69.86
 11 MOTION INDUSTRIES 101500076500 69.88
 12 MISC CHARGES 101000046214 124.91
 13 MISC CHARGES 201000046214 38.45
 38.46

030513-2ND
 01 FORD MARKETING 101000046206 03/05/13 51691 03/28/13 638.62 638.62
 02 DISPLAYS FOR PRO SHOP 504000076500 398.00
 03 MISC CHARGES 101000046214 162.50
 04 MISC CHARGES 201000046214 39.06
 39.06

030513-3RD
 01 FOOD FOR MEETINGS 101000046212 03/05/13 51692 03/28/13 200.09 200.09
 02 FOOD FOR MEETINGS 201000046212 47.81
 03 OFFICE SUPPLIES 101000046200 47.81
 04 OFFICE SUPPLIES 201000046200 31.31
 05 MISC CHARGES 101000046214 31.32
 06 MISC CHARGES 201000046214 20.92
 20.92

030513-4TH
 01 COMM CTR SUPPLIES 207500076500 03/05/13 51693 03/28/13 102.28 102.28
 02 MISC CHARGES 101000046214 57.97
 03 MISC CHARGES 201000046214 22.15
 22.16

DATE: 04/17/2013
 TIME: 11:01:50
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

In the Kim

FROM 03/27/2013 TO 04/17/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	030513-5TH			03/05/13		51694	03/28/13	740.68	740.68
		01 DISPLAY BOARD	1010000046214						74.58
		02 DISPLAY BOARD	2010000046214						74.58
		03 SUPPLIES FOR PHOTOS	206095026216						154.31
		04 PHOTO PRINTER	2010000046214						114.98
		05 GARBAGE CANS	701000207003						197.22
		06 MISC CHARGES	1010000056306						45.88
		07 MISC CHARGES	2010000056306						45.88
		08 CONSTANT CONTACT	1010000046214						16.62
		09 CONSTANT CONTACT	2010000046214						16.63
	030513-6TH			03/05/13		51695	03/28/13	702.37	702.37
		01 TURF CONFERENCE - GOLF	1010000046207						270.00
		02 TURF CONFERENCE	1015000046207						25.65
		03 TURF CONFERENCE	2021000046207						109.35
		04 TOILET PAPER HOLDERS - CH	701000207003						218.63
		05 MISC CHARGES	1010000056306						39.37
		06 MISC CHARGES	2010000056306						39.37
								VENDOR TOTAL:	3,088.51
WALM		WALMART COMMUNITY							
	31613			03/16/13		51701	04/02/13	191.34	191.34
		01 MTO SUPPLIES	205340016216						23.52
		02 TEEN DANCE SUPPLIES	205120036216						100.77
		03 CLEANING SUPPLIES	207500076510						19.94
		04 WALL CLOCK	201000076500						18.97
		05 PICTURE HANGERS, CORK BOARD	303000076500						18.79
		06 COFFEE- CREAMER	303000086632						7.91
		07 MISC SUPPLIES	201000076500						1.44
								VENDOR TOTAL:	191.34
								TOTAL --- ALL INVOICES:	30,430.18

DATE: 04/17/2013
 TIME: 15:15:38
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

*New -
 Board*

INVOICES DUE ON/BEFORE 04/23/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
AT&T2	A T & T	226.49	20.36
BOCKY	BOCKYN, LLC	900.00	150.00
CINTA	CINTAS CORPORATION #355	338.28	18.08
CONST	CONSTELLATION NEWENERGY	5,553.42	160.75
ENGIN	ENGINEERING RESOURCE ASSOC	12,985.90	498.50
ENVIR	ENVIRONMENTAL SERVICES	105.00	17.50
FRONTIER	FRONTIER	4,402.48	311.13
MENA	MENARDS - SYCAMORE	559.22	45.76
NICOR	NICOR GAS	8,054.95	185.87
OF	OFFICE DEPOT	443.56	-15.45
SHAW	SHAW SUBURBAN MEDIA	525.00	164.88
SOFT	SOFT WATER CITY	1,861.25	41.50
SYCPK	SYCAMORE PARK DISTRICT		42.46
SYCROT	SYCAMORE ROTARY CLUB		62.50
T0000024	DOBBERSTEIN, MELISSA	63.13	22.76
TBC	TBC	8,205.06	193.64
VISACA	VISA CARDMEMBER SERVICE	11,798.01	546.28
WARE	WAREHOUSE DIRECT BUSINESS	67.73	13.75
WASTE	WASTE MANAGEMENT	1,269.02	82.55
	ADMINISTRATION		2,562.82
15	PARKS		
BOBJO	BOB-JO CYCLE CO.	180.61	141.31
BURRI	BURRIS EQUIPMENT CO.	3,496.97	277.91
CARR	CARROT-TOP INDUSTRIES		475.51
CINTA	CINTAS CORPORATION #355	338.28	40.40
COMMO	COMMONWEALTH EDISON	1,304.47	276.44
CONST	CONSTELLATION NEWENERGY	5,553.42	16.71
FRONTIER	FRONTIER	4,402.48	196.70
MENA	MENARDS - SYCAMORE	559.22	17.05
MIKESA	MIKE'S AUTO & TRUCK		63.80
MROUT	MR OUTHUSE	2,370.00	420.00
NEWB	NEWBY OIL COMPANY	2,768.64	69.96
NICOR	NICOR GAS	8,054.95	260.33
OF	OFFICE DEPOT	443.56	44.93
OVERHEAD	OVERHEAD DOOR CO OF		173.20
SOFT	SOFT WATER CITY	1,861.25	48.50
STATE	STATE CHEMICAL MFG.		57.40
VISACA	VISA CARDMEMBER SERVICE	11,798.01	72.28
WASTE	WASTE MANAGEMENT	1,269.02	139.37
	PARKS		2,791.80

INVOICES DUE ON/BEFORE 04/23/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	226.49	20.35
BOCKY	BOCKYN, LLC	900.00	150.00
BROWNS	BROWN'S COUNTY MARKET		5.95
CINTA	CINTAS CORPORATION #355	338.28	5.12
CONST	CONSTELLATION NEWENERGY	5,553.42	160.75
ENGIN	ENGINEERING RESOURCE ASSOC	12,985.90	498.50
ENVIR	ENVIRONMENTAL SERVICES	105.00	17.50
FRONTIER	FRONTIER	4,402.48	311.14
NICOR	NICOR GAS	8,054.95	113.99
OF	OFFICE DEPOT	443.56	45.00
SHAW	SHAW SUBURBAN MEDIA	525.00	164.88
SYCPK	SYCAMORE PARK DISTRICT		5.33
SYCROT	SYCAMORE ROTARY CLUB		62.50
T0000024	DOBBERSTEIN, MELISSA	63.13	22.76
T0000531	WHITE, LISA	579.04	61.23
TBC	TBC	8,205.06	193.64
VISACA	VISA CARDMEMBER SERVICE	11,798.01	347.29
WARE	WAREHOUSE DIRECT BUSINESS	67.73	13.75
	ADMINISTRATION		2,199.68
21	SPORTS COMPLEX MAINTENANCE		
BARN	BARNES GROUP	222.19	117.00
BEACO	BEACON ATHLETICS		460.00
DEKA	DEKALB LAWN & EQUIPMENT CO.	73.48	43.31
FAST	FASTENAL COMPANY		56.06
PION	PIONEER		1,913.50
STATE	STATE CHEMICAL MFG.		57.42
VISACA	VISA CARDMEMBER SERVICE	11,798.01	72.28
WAGN	WAGNER AGGREGATE, INC.		339.84
WASTE	WASTE MANAGEMENT	1,269.02	60.85
	SPORTS COMPLEX MAINTENANCE		3,120.26
52	PROGRAMS - ADULT		
T0000681	PORTER, HEATHER		75.00
T0000682	TORRES, FRED		50.00
T0000720	PORTER, JENN		125.00
	PROGRAMS - ADULT		250.00

DATE: 04/17/2013
 TIME: 15:15:38
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/23/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
53	PROGRAMS - FAMILY		
T0000747	ROWLAND, BRAD		56.00
	PROGRAMS - FAMILY		56.00
55	PROGRAMS - YOUTH ATHLETICS		
T0000008	TRIPOLI, REGINA		57.00
T0000743	EDWARD, DAWN		20.00
T0000744	GARLAND, KELLY		63.00
T0000745	LANTZ, LACEY		63.00
T0000746	PLEIMANN, ROGER		57.00
T0000748	SICKAFOOSE, NICOLE		73.00
T0000749	SZYMANSKI, SAMANTHA		54.00
T0000750	WEST, DANIELLE		63.00
	PROGRAMS - YOUTH ATHLETICS		450.00
56	PROGRAMS - FITNESS		
SYCPK	SYCAMORE PARK DISTRICT		50.00
T0000741	ANDREE, ANDI		39.00
T0000742	CHRISTENSEN, CONNIE		39.00
	PROGRAMS - FITNESS		128.00
70	WEIGHT ROOM		
VISACA	VISA CARDMEMBER SERVICE	11,798.01	35.04
	WEIGHT ROOM		35.04
75	COMMUNITY CENTER		
AT&T1	A T & T	151.20	50.21
AT&T2	A T & T	226.49	32.84
COMMO	COMMONWEALTH EDISON	1,304.47	486.90
FRONTIER	FRONTIER	4,402.48	337.86
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,122.21	153.90
NICOR	NICOR GAS	8,054.95	280.17
SOFT	SOFT WATER CITY	1,861.25	229.00

DATE: 04/17/2013
TIME: 15:15:38
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 4 20

INVOICES DUE ON/BEFORE 04/23/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
75	COMMUNITY CENTER		
SYCPK	SYCAMORE PARK DISTRICT		33.00
WARE	WAREHOUSE DIRECT BUSINESS	67.73	27.50
WASTE	WASTE MANAGEMENT	1,269.02	65.44
	COMMUNITY CENTER		1,696.82
SPECIAL RECREATION			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	12,985.90	1,500.00
PHN	PHN ARCHITECTS		1,750.00
	ADMINISTRATION		3,250.00
INSURANCE			
10	ADMINISTRATION		
FIRST	FIRST NONPROFIT UNEMPLOYMENT	2,522.50	2,522.50
	ADMINISTRATION		2,522.50
AUDIT			
10	ADMINISTRATION		
SIK	SIKICH LLP	2,900.00	8,300.00
	ADMINISTRATION		8,300.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	226.49	1.20
COMCA	COMCAST	168.24	40.06
CONST	CONSTELLATION NEWENERGY	5,553.42	68.90
MENA	MENARDS - SYCAMORE	559.22	17.40
NICOR	NICOR GAS	8,054.95	48.86
PEPSI	PEPSI COLA GEN. BOT.		1,044.28
REINHART	REINHART FOOD SERVICE		979.38
SUP	SUPERIOR BEVERAGE		279.35
SYCPK	SYCAMORE PARK DISTRICT		3.78

DATE: 04/17/2013
 TIME: 15:15:38
 ID: AP443000.WOW

SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/23/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
T0000024	DOBBERSTEIN, MELISSA	63.13	12.69
USFOODS	US FOODS INC		814.68
WASTE	WASTE MANAGEMENT	1,269.02	52.37
	CLUBHOUSE CONCESSIONS		3,362.95
33	SPORTS COMPLEX CONCESSIONS		
CONST	CONSTELLATION NEWENERGY	5,553.42	39.14
MENA	MENARDS - SYCAMORE	559.22	89.10
PEPSI	PEPSI COLA GEN. BOT.		694.80
REINHART	REINHART FOOD SERVICE		317.76
T0000024	DOBBERSTEIN, MELISSA	63.13	21.36
	SPORTS COMPLEX CONCESSIONS		1,162.16
35	CATERING		
T0000024	DOBBERSTEIN, MELISSA	63.13	11.83
	CATERING		11.83
GOLF COURSE			
10	ADMINISTRATION		
FOOT	FOOTJOY	1,705.73	319.42
HORN	HORNUNG'S PRO GOLF SALES INC.	268.33	1,305.73
TITL	TITLEIST DRAWER CS	13,687.98	156.63
	ADMINISTRATION		1,781.78
40	GOLF OPERATIONS		
AT&T2	A T & T	226.49	2.89
CINTA	CINTAS CORPORATION #355	338.28	4.80
COMCA	COMCAST	168.24	40.06
CONST	CONSTELLATION NEWENERGY	5,553.42	714.18
FAST	FASTENAL COMPANY		39.41
FRONTIER	FRONTIER	4,402.48	74.42
HORN	HORNUNG'S PRO GOLF SALES INC.	268.33	174.17

DATE: 04/17/2013
TIME: 15:15:38
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 6 22

INVOICES DUE ON/BEFORE 04/23/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
40	GOLF OPERATIONS		
INTERS	INTERSTATE BATTERIES ROCKFORD	382.60	46.90
NICOR	NICOR GAS	8,054.95	48.86
NIV	NIVEL PARTS & MANUFACTURING	1,705.81	1,390.45
SOFT	SOFT WATER CITY	1,861.25	22.00
TOWN	TOWNS & ASSOCIATES, INC.		470.00
	GOLF OPERATIONS		3,028.14
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.		1,617.00
BATTERIE	BATTERIES PLUS		60.95
BURRI	BURRIS EQUIPMENT CO.	3,496.97	129.37
CINTA	CINTAS CORPORATION #355	338.28	40.36
CONST	CONSTELLATION NEWENERGY	5,553.42	16.71
DEKA	DEKALB LAWN & EQUIPMENT CO.	73.48	50.72
FRONTIER	FRONTIER	4,402.48	196.69
JOHNDE	JOHN DEERE LANDSCAPES/LESCO		143.20
MAR	ARCH CHEM-MARINE BIOCHEM		850.00
MENA	MENARDS - SYCAMORE	559.22	-21.84
NICOR	NICOR GAS	8,054.95	284.84
REIN	REINDERS, INC.	7,519.57	243.67
STATE	STATE CHEMICAL MFG.		57.40
VISACA	VISA CARDMEMBER SERVICE	11,798.01	72.28
	GOLF MAINTENANCE		3,741.35
SWIMMING POOL			
80	POOL		
DC	D.C. LITHOGRAPHERS		108.50
FRONTIER	FRONTIER	4,402.48	39.21
	POOL		147.71
81	POOL MAINTENANCE		
CONST	CONSTELLATION NEWENERGY	5,553.42	320.36
NICOR	NICOR GAS	8,054.95	287.97
	POOL MAINTENANCE		608.33

DATE: 04/17/2013
TIME: 15:15:38
ID: AP443000.WOW

SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/23/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CAPITAL PROJECTS			
10	ADMINISTRATION		
ENCAP	ENCAP, INC	7,800.00	4,300.00
EZGO	E-Z-GO A TEXTRON COMPANY		29,575.00
JW	J.W. TURF, INC.		11,963.00
MENA	MENARDS - SYCAMORE	559.22	610.49
	ADMINISTRATION		46,448.49
	TOTAL ALL DEPARTMENTS		87,655.66

Interim \$ 30,430.18
New \$ 87,655.66

Total \$ 118,085.84

BLANK

To: Board of Commissioners
From: Jackie Hienbuecher
Subject: Monthly Report
Date: April 23, 2013

Administrative Initiatives (4/1/13 – 4/30/13)

- Attended CWSPT meeting.
- Attended Superintendent Meetings.
- Completed monthly allocation of 2013 annual budget and enter into MSI Accounting System.
- Met with Frontier and TBC to discuss steps necessary to identify problems with communication within the District. Provided Frontier with requested information so that they could proceed on evaluating phone equipment.
- Reviewed Natural Gas options with three different brokers.
- Met with Dan Gible and Bart Desch to discuss “Ask the Director” program.
- Continued training of Office Assistant. Discussed options for maintaining inventory records for non-automated locations (beverage cart, sports complex and pool concessions).
- Assisted with preparations for Sycamore Chamber Thursday Night Live event.
- Completed conversion of Nextel/Sprint phones for all applicable staff. Nextel will no longer be in service as of June 30, 2013. Will all be Sprint service.

- Held staff meeting with Clubhouse Concessions Staff. Discussed new inventory procedures as well as provided additional basic training. All are returning staff with one new addition.
- Met with Scott Johnson from Johnson Graphic & Tint regarding an estimate to tint doors to clubhouse and windows in pro shop.
- Catering/special events/room rentals: NIU Rugby, 2 room rentals, Sycamore Chamber Thursday Night Live

Administrative Initiatives (5/1/13 – 5/31/13)

- Update and provide Monthly Cash Flow worksheet.
- Continue to work with contacts at Frontier and TBC in an effort to improve connections within the District. In addition, will assist with bill review to verify accuracy.
- Continue training of Office Assistant, Stefanie Lopez. Begin Saturday morning office hours.
- Continue to work with Concessions Manager, Office Asst. and EZ Links in order to properly set up POS system to accurately record sales from inventory.
- Work with concessions staff to develop asset listing at each of our locations.
- Schedule a meeting with Recreation staff to discuss current program software: pros, cons, needs.
- Discuss further with Concessions Manager and Supt. of Golf Operations recommendations for enhancing the Beverage Cart operation.
- Finalize staff training outline with Concessions Manager. Hold training meetings with Beverage Cart, Sports Complex and Pool Concessions staff.

- Attend CWSPT meeting.
- Catering/special events/room rentals: Sycamore High School Rugby,
3 room rentals

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

Corporate Fund (10)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual	Variance
Revenues									
Administration	2,700.00	3,249.51	20.4%	7,100.00	10,106.88	42.4% (1)	537,899.00	9,501.71	6.4%
Parks	-	-	#DIV/0!	-	-	#DIV/0!	14,012.00	-	#DIV/0!
Total Revenues	2,700.00	3,249.51	20.4%	7,100.00	10,106.88	42.4%	551,911.00	9,501.71	6.4%
Expenses									
Administration	27,337.00	31,668.40	15.8%	79,057.00	73,365.47	-7.2%	357,119.00	76,411.85	-4.0%
Parks	13,830.00	14,041.90	1.5%	36,577.00	36,500.02	-0.2%	234,067.00	41,292.54	-11.6% (2)
Total Expenses	41,167.00	45,710.30	11.0%	115,634.00	109,865.49	-5.0%	591,186.00	117,704.39	-6.7%
Total Fund Revenues	2,700.00	3,249.51	20.4%	7,100.00	10,106.88	42.4%	551,911.00	9,501.71	6.4%
Total Fund Expenses	41,167.00	45,710.30	11.0%	115,634.00	109,865.49	-5.0%	591,186.00	117,704.39	-6.7%
Surplus (Deficit)	(38,467.00)	(42,460.79)	10.4%	(108,534.00)	(99,758.61)	-8.1%	(39,275.00)	(108,202.68)	-7.8%

(1) Replacement taxes came in higher than anticipated.

(2) Restructuring of maintenance department caused wages and related expenses to be 21.2%, \$4,249 lower in 2013 ytd compared to 2012.

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

Recreation Fund (20)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	1.01	#DIV/0!	837,613.00	0.45
Sports Complex	-	750.00	#DIV/0!	-	1,100.00	#DIV/0!	36,404.00	240.00
Sports Complex Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	37,517.00	-
Midwest Museum of Natural Hist	575.00	576.05	-100.00%	575.00	1,158.38	101.46%	2,300.00	563.76
Programs-Youth	240.00	-	-20.23%	648.00	2,304.00	255.56%	4,104.00	923.00
Programs-Teens	1,000.00	797.75	#DIV/0!	2,000.00	1,944.20	-2.79%	6,126.00	647.50
Programs-Adult	-	110.00	#DIV/0!	665.00	840.00	26.32%	2,790.00	731.00
Programs-Family	900.00	1,274.00	41.56%	2,600.00	2,633.00	1.27%	8,642.00	2,238.00
Programs-Leagues	-	-	#DIV/0!	-	-	#DIV/0!	4,191.00	-
Programs-Youth Athletics	1,975.00	1,910.00	-3.29%	3,750.00	3,981.00	6.16%	23,918.00	4,580.00
Programs-Fitness	2,576.00	3,458.50	34.26%	9,826.00	14,855.00	51.18%	28,495.00	13,189.12
Programs-Preschool	-	138.00	#DIV/0!	-	690.00	#DIV/0!	-	579.00
Programs-Senior	-	70.00	#DIV/0!	100.00	175.00	75.00%	420.00	265.00
Programs-Dance	148.00	260.00	75.68%	734.00	2,466.00	235.97%	1,980.00	1,994.00
Programs-Special Events	490.00	879.50	79.49%	2,040.00	2,635.50	29.19%	3,556.00	1,865.50
Programs-Concerts	1,100.00	-	-100.00%	2,700.00	500.00	-81.48%	10,000.00	1,865.50
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	-	2,700.00
Brochure	-	-	#DIV/0!	2,600.00	1,350.00	-48.08%	8,100.00	2,850.00
Weight Room	1,738.00	1,411.40	-18.79%	7,122.00	5,765.20	-19.05%	19,850.00	7,555.75
Community Center	-	-	#DIV/0!	-	(20.00)	#DIV/0!	3,559.00	(1.00)
Total Revenues	10,742.00	11,635.20	8.32%	35,360.00	42,378.29	19.85%	1,039,565.00	43,131.08

(1) Revenue from programs is greater than budget 45.44% \$10,161 and increased 11.3%, \$3,302 compared to 2012.

(2) Timing

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

Donations (21)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	10.68	#DIV/0!	-	7.62
Total Revenues	-	-	#DIV/0!	-	10.68	#DIV/0!	-	7.62
40.2%								40.2%
Expenses								
Administration	-	-		-	-		-	-
Total Expenses	-	-		-	-		-	-
#DIV/0!								#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	10.68	#DIV/0!	-	7.62
Total Fund Expenses	-	-		-	-		-	-
Surplus (Deficit)	-	-	#DIV/0!	-	10.68	#DIV/0!	-	7.62
40.2%								40.2%

Special Recreation (22)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	8.56	#DIV/0!	176,000.00	4.25
Total Revenues	-	-	#DIV/0!	-	8.56	#DIV/0!	176,000.00	4.25
101.4%								101.4%
Expenses								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	191,040.00	-
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	191,040.00	-
#DIV/0!								#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	8.56	#DIV/0!	176,000.00	4.25
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	191,040.00	-
Surplus (Deficit)	-	-	#DIV/0!	-	8.56	#DIV/0!	(15,040.00)	4.25
101.4%								101.4%

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

Insurance (23)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	1.47	#DIV/0!	43,000.00	0.35
Total Revenues	-	-	#DIV/0!	-	1.47	#DIV/0!	43,000.00	0.35
Expenses								
Administration	3,400.00	3,185.00	-6.32%	12,150.00	10,411.50	-14.31%	96,000.00	9,731.50
Total Expenses	3,400.00	3,185.00	-6.32%	12,150.00	10,411.50	-14.31%	96,000.00	9,731.50
Total Fund Revenues	-	-	#DIV/0!	-	1.47	#DIV/0!	43,000.00	0.35
Total Fund Expenses	3,400.00	3,185.00	-6.32%	12,150.00	10,411.50	-14.31%	96,000.00	9,731.50
Surplus (Deficit)	(3,400.00)	(3,185.00)	-6.32%	(12,150.00)	(10,410.03)	-14.32%	(53,000.00)	(9,731.15)

Audit (24)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	0.68	#DIV/0!	9,400.00	0.31
Total Revenues	-	-	#DIV/0!	-	0.68	#DIV/0!	9,400.00	0.31
Expenses								
Administration	10,000.00	3,350.00	-66.50%	13,000.00	3,350.00	-74.23% (1)	15,000.00	12,500.00
Total Expenses	10,000.00	3,350.00	-66.50%	13,000.00	3,350.00	-74.23%	15,000.00	12,500.00
Total Fund Revenues	-	-	#DIV/0!	-	0.68	#DIV/0!	9,400.00	0.31
Total Fund Expenses	10,000.00	3,350.00	-66.50%	13,000.00	3,350.00	-74.23%	15,000.00	12,500.00
Surplus (Deficit)	(10,000.00)	(3,350.00)	-66.50%	(13,000.00)	(3,349.32)	-74.24%	(5,600.00)	(12,499.69)

(1) Timing

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

Paving & Lighting (25)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	-	-	-	2.92	2.92	100.00	2.66
Total Revenues	-	-	-	-	2.92	2.92	100.00	2.66
Expenses								
Administration	-	4,329.65	4,329.65	-	-	-	72,000.00	-
Total Expenses	-	4,329.65	4,329.65	-	-	-	72,000.00	-
Total Fund Revenues	-	-	-	-	2.92	2.92	100.00	2.66
Total Fund Expenses	-	4,329.65	4,329.65	-	-	-	72,000.00	-
Surplus (Deficit)	-	(4,329.65)	(4,329.65)	-	2.92	2.92	(71,900.00)	2.66

Park Police (26)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	-	-	-	0.32	0.32	100.00	0.30
Total Revenues	-	-	-	-	0.32	0.32	100.00	0.30
Expenses								
Administration	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	-	-	0.32	0.32	100.00	0.30
Total Fund Expenses	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	0.32	0.32	100.00	0.30

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

IMRF (27)									
Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual	
Revenues	-	-	#DIV/0!	-	-	#DIV/0!	86,000.00	-	#DIV/0!
Administration	-	-	#DIV/0!	-	-	#DIV/0!	86,000.00	-	#DIV/0!
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	86,000.00	-	#DIV/0!
Expenses	-	-	#DIV/0!	-	-	#DIV/0!	86,000.00	-	#DIV/0!
Administration	-	-	#DIV/0!	-	-	#DIV/0!	86,000.00	-	#DIV/0!
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	86,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	86,000.00	-	#DIV/0!
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	86,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	-	-	-	-	-	-	-
Social Security (28)									
Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual	
Revenues	-	-	#DIV/0!	-	-	#DIV/0!	75,000.00	-	#DIV/0!
Administration	-	-	#DIV/0!	-	-	#DIV/0!	75,000.00	-	#DIV/0!
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	75,000.00	-	#DIV/0!
Expenses	-	-	#DIV/0!	-	-	#DIV/0!	75,000.00	-	#DIV/0!
Administration	-	-	#DIV/0!	-	-	#DIV/0!	75,000.00	-	#DIV/0!
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	75,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	75,000.00	-	#DIV/0!
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	75,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	-	-	-	-	-	-	-

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

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Concessions (30)								
Revenues								
Clubhouse Concessions	-	121.50	#DIV/0!	-	121.50	#DIV/0!	66,417.00	2,629.50
Beverage Cart	-	-	#DIV/0!	-	-	#DIV/0!	15,091.00	-
Vending	-	-	#DIV/0!	-	-	#DIV/0!	-	-
Sports Complex Concessions	-	-	#DIV/0!	-	-	#DIV/0!	28,957.00	-
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	12,147.00	-
Catering	1,450.00	550.00	-62.07%	1,850.00	1,165.00	-37.03%	18,060.00	3,423.58
Total Revenues	1,450.00	671.50	-53.69%	1,850.00	1,286.50	-30.46%	140,672.00	6,053.08
Expenses								
Clubhouse Concessions	3,375.00	1,978.74	-41.37%	7,581.00	6,062.72	-20.03%	75,571.00	7,767.38
Beverage Cart	-	-	#DIV/0!	-	-	#DIV/0!	10,857.00	80.00
Vending	-	-	#DIV/0!	-	-	#DIV/0!	-	-
Sports Complex Concessions	75.00	36.12	-51.84%	150.00	46.00	-69.33%	21,813.00	91.59
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	11,711.00	-
Catering	206.00	375.00	82.04%	306.00	375.00	22.55%	7,637.00	858.28
Total Expenses	3,656.00	2,389.86	-34.63%	8,037.00	6,483.72	-19.33%	127,589.00	8,797.25
Total Fund Revenues	1,450.00	671.50	-53.69%	1,850.00	1,286.50	-30.46%	140,672.00	6,053.08
Total Fund Expenses	3,656.00	2,389.86	-34.63%	8,037.00	6,483.72	-19.33%	127,589.00	8,797.25
Surplus (Deficit)	(2,206.00)	(1,718.36)	-22.11%	(6,187.00)	(5,197.22)	-16.00%	13,083.00	(2,744.17)

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

Developer Contributions (32)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual	
Revenues									
Administration	-	-	-	-	1.25	1.25	5,000.00	9,737.62	-100.0%
Total Revenues	-	-	-	-	1.25	1.25	5,000.00	9,737.62	-100.0%
Expenses									
Administration	-	-	-	-	-	-	-	-	#DIV/0!
Total Expenses	-	-	-	-	-	-	-	-	#DIV/0!
Total Fund Revenues	-	-	-	-	1.25	1.25	5,000.00	9,737.62	-100.0%
Total Fund Expenses	-	-	-	-	-	-	-	-	#DIV/0!
Surplus (Deficit)	-	-	-	-	1.25	1.25	5,000.00	9,737.62	-100.0%

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

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Golf Operations	96,220.00	82,607.84	-14.1% #DIV/0!	101,436.00	83,149.81	-18.0% (1) #DIV/0!	505,526.00	142,809.96
Golf Maintenance	-	-		-	-		21,837.00	-
Total Revenues	96,220.00	82,607.84	-14.1%	101,436.00	83,149.81	-18.0%	527,363.00	142,809.96
Expenses								
Golf Operations	21,228.00	12,792.05	-39.7%	55,546.00	34,917.97	-37.1%	235,972.00	63,317.28
Golf Maintenance	26,615.00	17,853.08	-32.9%	70,092.00	52,849.47	-24.6%	283,545.00	80,924.92
Total Expenses	47,843.00	30,645.13	-35.9%	125,638.00	87,767.44	-30.1%	519,517.00	144,242.20
Total Fund Revenues	96,220.00	82,607.84	-14.1%	101,436.00	83,149.81	-18.0%	527,363.00	142,809.96
Total Fund Expenses	47,843.00	30,645.13	-35.9%	125,638.00	87,767.44	-30.1%	519,517.00	144,242.20
Surplus (Deficit)	48,377.00	51,962.71	7.4%	(24,202.00)	(4,617.63)	-80.9%	7,846.00	(1,432.24)

- (1) Golf course opened March 13, 2012 compared to April 5, 2013.
- (2) Elimination of one FT position resulted in decrease in expense for 2013
- (3) Restructuring of maintenance department caused wages and related expenses to be lower in 2013 compared to 2012.

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

Debt Service (60)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	0.50	#DIV/0!	565,000.00	0.32
Total Revenues	-	-	#DIV/0!	-	0.50	#DIV/0!	565,000.00	0.32
Expenses								
Administration	-	-	#DIV/0!	-	-	#DIV/0!	562,243.00	-
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	562,243.00	-
Total Fund Revenues	-	-	#DIV/0!	-	0.50	#DIV/0!	565,000.00	0.32
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	562,243.00	-
Surplus (Deficit)	-	-	#DIV/0!	-	0.50	#DIV/0!	2,757.00	0.32

Capital Projects (70)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Administration	-	-	#DIV/0!	-	216.85	#DIV/0!	462,000.00	333.62
Total Revenues	-	-	#DIV/0!	-	216.85	#DIV/0!	462,000.00	333.62
Expenses								
Administration	9,000.00	10,397.11	15.5%	29,000.00	24,320.49	-16.1%	594,765.00	14,406.95
Total Expenses	9,000.00	10,397.11	15.5%	29,000.00	24,320.49	-16.1%	594,765.00	14,406.95
Total Fund Revenues	-	-	#DIV/0!	-	216.85	#DIV/0!	462,000.00	333.62
Total Fund Expenses	9,000.00	10,397.11	15.5%	29,000.00	24,320.49	-16.1%	594,765.00	14,406.95
Surplus (Deficit)	(9,000.00)	(10,397.11)	15.5%	(29,000.00)	(24,103.64)	-16.9%	(132,765.00)	(14,073.33)
Total Fund Revenues	111,112.00	98,164.05	-8.9%	145,746.00	137,164.71	-5.9%	3,768,101.00	211,582.88
Total Fund Expenses	187,394.00	170,143.42	-9.2%	509,596.00	437,194.23	-14.2%	3,917,361.00	469,943.61
Surplus (Deficit)	(76,282.00)	(71,979.37)	-5.6%	(363,850.00)	(300,029.52)	-17.5%	(149,260.00)	(258,360.73)

Sycamore Park District

B/1/13

	Unaudited 1/1/2013	Revenues	Expenses	3/31/2013	3/31/2013 Cash balance
10 Corporate	59,624.81	10,106.88	109,865.49	(40,133.80)	(40,797.17)
20 Recreation	36,127.00	42,378.29	193,725.61	(115,220.32)	(121,000.65)
21 Donations	220,678.26	10.68	-	220,688.94	220,688.94
22 Special Recreation	214,204.58	8.56	-	214,213.14	214,213.14
23 Insurance	78,716.85	1.47	10,411.50	68,306.82	31,567.17
24 Audit	17,022.29	0.68	3,350.00	13,672.97	13,672.97
25 Paving & Lighting	72,920.94	2.92	-	72,923.86	68,594.21
26 Park Police	7,989.31	0.32	-	7,989.63	7,989.63
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	29,995.12	1,286.50	6,483.72	24,797.90	23,533.58
32 Developer Contributions	31,410.60	1.25	-	31,411.85	31,411.85
60 Debt Service	12,645.45	0.50	-	12,645.95	12,645.95
70 Capital Projects	819,620.80	216.85	24,320.49	795,517.16	795,517.16
Total governmental fund balance	1,600,956.01	54,014.90	348,156.81	1,306,814.10	1,258,036.78
50 Golf Course Net Assets	13,741.95 <u>(241,871.42)</u> (228,129.47)	83,149.81	87,767.44	9,124.32 <u>(241,871.42)</u> (232,747.10)	(253,702.50)
51 Swimming Pool Net Assets	293,509.55 <u>(290,235.35)</u> 3,274.20	-	1,269.98	292,239.57 <u>(290,235.35)</u> 2,004.22	2,111.29
Total proprietary funds	307,251.50	83,149.81	89,037.42	301,363.89	
Net assets	<u>(532,106.77)</u>			<u>(532,106.77)</u>	
Proprietary funds minue net assets	<u>(224,855.27)</u>			<u>(230,742.88)</u>	
	1,376,100.74			1,076,071.22	1,006,445.57

Summary of depository accounts as of 4/18/2013

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,609.32	0.1
National Bank & Trust	176,983.71	0.03
Resource Bank	808,682.97	0.11
*Dekalb Co. Community Foundation	<u>12,031.53</u>	
	1,013,307.53	

* 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 12/31/12.

BLANK

To: Board of Commissioners
From: Kirk T. Lundbeck
Subject: Monthly Report
Date: April 17, 2013

Administrative Initiatives (4/1/13 – 4/30/13)

- Attended weekly Department Head meetings as scheduled.
- Attended monthly all staff meeting.
- Attended CWSPT meeting as scheduled.
- Received 2008 Golf Carts from EZGO. These 13 “new” golf carts allowed us to trade-in 13 of our oldest or most problematic carts.
- Renumbered golf cart fleet once newly acquired carts arrived to reflect age of vehicles for better repair and usage tracking.
- Continued to develop new website configuration with Course Trends.
- Collected signed contracts from outings booked in March.
- Developed Staff Recommendation for changes in Sycamore Park District Conduct Ordinance concerning the use of privately owned golf carts.
- Attended Sycamore Chamber of Commerce Ambassadors Club meeting.
- Opened the golf course Friday, April 5th. Began running carts on Sunday, April 14th.
- Attended Voluntary Action Center Board of Directors Meeting.
- Attended Sycamore Chamber of Commerce Business Afterhours.

Administrative Initiatives (5/1/13 – 5/31/13)

- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend CWSPT meeting as scheduled.
- Finalize and begin use new Course Trends website for the Golf Operation.
- Speak to Senior Center groups in Sycamore, DeKalb and Cortland.
- Schedule speaking engagement with Young Professionals of Sycamore.
- Hold Golf Operation Staff meeting.
- Promote SAY- Golf Junior Golf Lesson program on website and local media.
- Begin registration for “Partners in Golf” Program.
- Attend Titleist Club-fitting Seminar.
- Obtain certification in CPR/AED and First Aid.
- Meet with all corporate golf league officials.
- Finalize staffing for summer season.
- Attend and present at Sycamore High School Senior Awards Night.
- Schedule rental cart usage with Players Golf Cars for summer outing schedule.
- Schedule remote helicopter fly over of golf holes with OC Imageworks for website.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: April 23, 2013

Administrative Initiatives (4/1/13-4/30/13)

Golf

- Golf course opened April 5th for walking. Carts will be allowed when turf surface dries.
- March flood debris removed, path by 7 green bridge restored.
- Douglas fir tree next to 9 green blown down by April 10th storm was removed.
- 6 tee bridge was rebuilt in-house to replace aging wood just before course opening.
- Clubhouse landscape beds cleaned out and new mulch added.
- Completed seasonal labor hiring for the season.
- Began ordering course products as needed.
- Hosted NIU Cares day workers who painted west entrance gates and 15 tee bridge on April 20th.
- Cleaned clubhouse landscape beds and added fresh mulch in preparation for Chamber of Commerce Afterhours event on April 11th.

Sports

- Worked with Melin's locksmith to complete lock changes for the sports complex doors and equipment boxes. Maintained key log and provided user keys to Bart Desch for check out to various user groups.
- Have received several schedules for different field user groups and charted the dates on our monthly maintenance schedules to
- Field repair and prep continues as games and practices have begun for a few groups.
- Met with contractors to obtain quotes for possible replacement of two ball field backstops on fields 6 and 7 in the northwest section of the sports complex.
- Have been talking daily with high school, baseball, and softball leaders to discuss field conditions and use as the poor weather continues.
- Attended meetings with youth baseball and softball leagues to discuss field issues, concerns, and set-up.
- Priced and ordered new field rake for sports field dragging to replace 22 year old machine.
- Worked with NIU Rugby Club to host their spring tournament at our soccer complex on the 13th of April. Present during multiple times during the event to help with questions and help with staff logistics.

Parks

- Staff completed winter work on all equipment and golf carts. All Parks are being cleaned of winter tree debris and garbage, picnic tables and garbage cans are being set out at various park areas.

- Participated with Encap Inc. on the burning of the native plantings at Old Mill Park. Encap began pond edge restoration at Chief Black Partridge and the north pond at Parkside Preserves prior to the wet weather moving in.
- Repaired flood damage to the path around the Good Tymes Shelter and cleaned flood debris from the entire area prior to the Easter egg hunt at the end of March.
- Attended the Certified Playground Safety Inspector class on the 16th- 18th in Glen Ellyn.
- Attended staff, board, CAC, and long range planning committee meetings.
- Attended tennis court and Old Mill parking lot meetings with contractor and ERA Engineers.
- Interviewed and hired seasonal staff for all areas of Park District maintenance.
- Received price quotes and purchased weed eaters, a back pack blower, and a pole saw pruner under approved Capital items.
- Developed a high and low frequency playground inspection form book to keep records of playground equipment repairs and safety checks.
- Met with City of Sycamore inspectors to go over details of WPA Main Shelter work to obtain complete permit for all work to be done this spring and summer which includes electrical, plumbing, and ADA updates to entrance doors. Obtained price quotes from plumbers as well.
- Met with PHN Architects to inspect all properties where ADA updates will occur this late summer and fall in respect to plumbing and carpentry work.

- Obtained prices for monthly deep cleaning service for clubhouse bathrooms and floors.
- For goals and objectives, completed current maintenance practices at parks, golf, and sports complex. Began drafting current practices at individual parks. Updated equipment inventory list to include new purchases.

Administrative Initiatives (5/1/13-54/31/13)

- All areas will be heavily involved with mowing, trimming, weed eating, and all other maintenance practices as the wet weather and warmer temperatures enhance plant growth.
- After all permitting is issued by the City of Sycamore; the WPA Main Shelter work will begin.
- Sports complex games from all user groups will be in full effect. I will continue to meet and talk with all group leaders almost daily to discuss field conditions and other issues.
- Will continue working on objectives for the two year strategic plan, specifically park by park current maintenance practices and equipment replacement information.
- Will work with contractor and ERA architects as the tennis court and Old Mill parking lot projects take place.
- Will meet with PHN architects as they work towards organizing ADA update projects for later this year.
- Will continue to work with Encap as weather allows the pond projects and native area work to continue.

- Attend all staff, board, CAC, and long term planning meetings.
- Will work with contractor on replacement of two backstops at fields 6 and 7 in the sports complex.
- Will contact manufactures to begin work on tile surface repair under playground equipment at Brothers and Old Mill Parks.
- Will oversee playground equipment inspections using new documentation format.
- Host High School Rugby tournament on Sunday May 5th at the soccer complex.
- Will host AYSO sign up at the operations building on April 20th and May 11th.
- Prepare for and host Park Pride day which will take place on Saturday, May 4th with several projects and cleanups occurring at various park locations and the pool.

BLANK

To: Park Board of Commissioners
From: Bart Desch
Subject: Monthly Board Report
Date: April 16, 2013

Administrative Initiatives: 04/01/13 – 04/30/13

- Received a grant of \$100.00 from Dick's Sporting Goods to purchase tennis racquets to use with the School District's "OSCAR" program.
- Met with Jackie regarding future recreation software and laid out a plan to address it. This is part of Goal 2, Objective 14 of the Short term goals and Objectives.
- Continued developing the Summer Brochure Guide. The expected mailing date is the second week in May.
- Attended the CWSPT meeting on April 4.
- Started contacting our instructors about doing demonstrations at this summer's Chamber's Farmers Market. The Park District will offer demonstrations the second Sunday of each month, and will cross-promote with the Chamber.
- Met with Thomas Franks and discussed this summer's programming with the School District's "OSCAR" program. This year the Park District will offer Tennis lessons as part of the program. This is part of Goal 3, Objective 10 of the Short Term goals and Objectives.
- Attended the City's meeting regarding their summer, Tuesday night events in downtown Sycamore.
- Contacted area park districts about their recreation software. This is part of Goal 2, Objective 14 of the Short Term Goals and Objectives.
- Met with staff at Farm and Fleet to further plan for the "Touch a Truck" event which will be held on September 28. Also contacted the corporate office regarding insurance items and details regarding the District selling food and beverage items.
- Met with Kirk regarding the "Say Golf" program and received information about it. This is part of Goal 3, Objective 5 of the Short Term Goals and Objectives.

- Sought and received permission from the School District for staff to attend the registration event for students on August 8, at the Middle School. Staff will hand out registration forms for the dances we hold as well as other promotional material about the Park District.
- Attended the "Community Pride Day" meeting on April 18.
- Facilitated multiple groups' usage for the Sports Complex, a team from the Wasco league, the Sunday Soccer League, Kishwaukee Storm, NIU Rugby, Thursday Men's League and the Tuesday Night Women's league.
- Requested and received a donation of water from Kishwaukee Community Hospital for the "Park Pride Day" event.
- Requested and received a donation of \$200.00 from Taxco Restaurant for "Park Pride Day" event.
- Facilitated the cleaning of windows and doors at the Clubhouse for the Chamber event on April 11.
- Met with Molly at the Midwest Museum of Natural History regarding programming for the School District's summer "OSCAR" program.
- Contacted Ryun Ferrell from NIU about instructors for the upcoming tennis program that will be offered to the School District's "OSCAR" program participants.
- Facilitated a request from the YMCA for use of Kiwanis Park for a sports program during the month of April and May.
- Met with Kishwaukee Community staff regarding their employee party this June. This will be the second year in a row it will be held at the Sports Complex.
- Assisted Jeff with getting keys to the sports groups for the upcoming summer season. Received key deposits from them as well.
- Placed a job announcement for a Front Desk Supervisor for the Community Center in the Chronicle as well as online at NIU.
- Ordered shirts for the upcoming "Park Pride Day" on May 4.
- Met with staff from the Chronicle regarding advertisement for 90th Anniversary events from June through December. This is part of Goal 5, Objective 7 of the Short Term Goals and Objectives.
- Assisted with preparations for the Chamber "After Hours" event on April 11.

- Recruited and added a fourth vendor for the fall "Health and Fun Fairs". Molly from the Midwest Museum of Natural History will be promoting some healthy initiatives they have created. These events will be in September and now include Kishwaukee Community Hospital, Northern Rehab and Sheedy Chiropractic. This is part of Goal 5, Objective 8 of the Short Term Goals and Objectives.
- Purchased a portable sound system which will be used by staff for events.
- Gave an interview to the Chronicle staff about the "Fishing Derby" and other upcoming activities.
- Met with representatives from the Police Department about next year's holiday events centering on Easter. We are planning to do a joint purchase of a new bunny costume.
- Met with Kreg at the School District regarding program space for some of our Zumba classes. This summer, we will be using Southeast School for those programs.
- Assisted and helped facilitate the NIU Rugby Tournament.
- Gave an interview to the Northern Star Newspaper staff regarding the "Fishing Derby".

Administrative Initiatives: 05/01/13 – 05/30/13

- Continue to discuss with Farm and Fleet Corporate representatives, the “Touch a Truck” event for September, 2013. This is part of Objective 8 of Goal 2 of the short term goals and objectives.
- Will contact park districts about their recreation software and will set up meeting with at least 3 districts to explore and investigate their software. Jackie will also attend these meetings. This is part of Goal 2, Objective 14 of the Short Term Goals and Objectives.
- Will develop an overall informational flyer about the Park District. This flyer will be included in a packet of other pieces of information that the City gives to new home owners.
- Will continue to meet with staff from Kishwaukee Community Hospital staff regarding their employee party, which will be held at the Sports Complex in June.
- Will conduct Park Pride Day on May 4.
- Will continue to meet with School District staff regarding the upcoming “OSCAR” program and the schedule.
- Begin work on an asset inventory to support an equipment replacement schedule for Recreation equipment, as part of the Short-Term Plan Goals and Objectives.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: April 23, 2013

Administrative Initiatives (4/1/13 – 4/30/13)

- Attended CAC meeting.
- Continued work on Bid Specifications/plans for Year 1 ADA work.
- Updated Agenda Planner and Distribute to Board/Administrative Staff.
- Continued meeting with community leaders.
- Continued budget analysis, capital option planning, and scenario assessment for the strategic planning process.
- Prepared budget information for fifth meeting of the Community Wide Strategic Planning Team.
- Finished putting in place Inventory Control Measures for pro-shop and concession.
- Began review of the park district's liquor license.
- Began review of Personnel Policy.
- Began working with Recreation Staff on Equipment Replacement Schedule.
- Finished work on the RFP for an independent consultant to assess and modify our website.
- Began leading discussion in Board Study Session regarding Goals 4, 9 and 10.

- Finalized Plans for “Ask the Director” cookouts.
- Finalized “Image” plans for the park district for first review by Board in May.
- Spoke to NIU Graduate Course in Public Administration.
- Presented Information to DeKalb Watershed Group.
- Served as a Judge for the Northern Illinois University Environmental/Green Film Festival in the Documentary category.
- Served as Speaker/Instructor at DeKalb Leadership Academy.

Administrative Initiatives (5/1/13 – 5/31/13)

- Finalize dates for ADA training—Supt. of Facilities and Parks/Building Foreman.
- Prepare information for DCEDC about the park district.
- Hold sixth Community Wide Team meeting to develop scenarios for Vision 2020.
- Update Agenda Planner for Staff/Board.
- Continue preparation of “image” standards for park district to be reviewed by the Board at the May Regular Meeting.
- Begin specifications for ADA work.
- Attend Chamber Board Meetings.
- Coordinate a “Community Pride Day” meeting in conjunction with City, School District, and Park District.
- Supervise work on Pond Restoration projects.
- Attend Maintenance Management School mid-year planning meeting.
- Hold a joint meeting with the Midwest Museum of Natural History.



DEKALB COUNTY
Economic Development Corporation

April 03, 2013

Daniel Gibble
Sycamore Park District
940 E State St
Sycamore, IL 60178

421 N. California Street, Suite 200
Sycamore, IL 60178

[phone] 815.895.2711
[fax] 815.895.8713

Dear Daniel:

The DeKalb County Economic Development Corporation (DCEDC) sincerely appreciates your past contributions. We respectfully request that you consider a contribution in the amount of \$1000.00, to continue our mission to expand and diversify the DeKalb County economy.

Your financial commitment to our public/private economic development partnership has helped generate \$1.6 billion in investment and 11,200 jobs over the past 25 years. During this period, the size of the industrial market doubled and county employment increased by over 20,000.

At DCEDC's 25th Anniversary Annual Meeting, Hal Sirkin of the Boston Consulting Group noted that innovation and advanced technology have made American manufacturers the most productive in world. Increased shipping and overseas labor costs are making domestic manufacturing more competitive and companies are reshoring industrial facilities in the U.S. During the past three years, 19 industrial firms relocated to or expanded in DeKalb County. In 2012 alone, H.A. Phillips and Right Pointe constructed new buildings, Fullco built an addition to their building and Ryerson, NorthStar Packing, Dawn Equipment and The Car Store renovated existing buildings.

Industrial Growth Initiative – To capitalize on this "manufacturing renaissance", DCEDC has resolved to engage business and community leaders throughout DeKalb County in a unified effort to increase employment, improve prosperity and expand the tax base by accelerating industrial development. The Industrial Growth Initiative includes the following activities:

- Refining and enhancing our countywide site selection database of land, buildings and infrastructure;
- Quantifying labor force availability and competence while promoting career and workforce development initiatives;
- Detailing business climate and competitive advantages for business and industry in DeKalb County;
- Collaborating with the DeKalb County communities to retain and expand local business and industry;
- Linking business and industry with community and educational resources to support business attraction and expansion; and
- Executing cutting-edge marketing campaign to attract business and industry;

Again, we thank you for your past and present support of our efforts to promote sustainable and diversified economic growth in DeKalb County. Contributions in any amount will be welcomed and are tax deductible as we are a 501(c)(3) organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Millburg".

Greg Millburg, VP & Director of Business Development
Fundraising Chair

A handwritten signature in black ink, appearing to read "Paul".

Paul Borek
Executive Director



DEKALB COUNTY
Economic Development Corporation

421 N. California Street, Suite 200
Sycamore, IL 60178

[phone] 815.895.2711

[fax] 815.895.8713

2013 MEMBERSHIP

In support of the DeKalb County Economic Development Corporation (DCEDC) and the continuing value they add to the DeKalb County economy, please accept the following investment in the future of DeKalb County. Contributions to DCEDC are tax deductible as we are a 501 (c) (3) organization*

Payment for 2013

Pledge for 2013

Contribution Levels:

___ Developer (\$10,000 and above)

___ Builder (\$500 - \$999)

___ Planner (\$5,000 - \$9,999)

___ Supporter (\$200 - \$499)

___ Marketer (\$2,500 - \$4,999)

___ Associate (Under \$200)

___ Producer (\$1,000 - \$2,499)

Contributors at \$1,000 or above will receive special recognition as follows:

- Designation as **LEADER** on nametags at all DCEDC events
- Invitation to **LEADER** only events
- Heightened listing on DCEDC website

My Contribution will be \$_____ (checks payable to DeKalb County EDC). You may also make a secured payment/pledge online at www.dcedc.org by clicking on the "Become a Member" tab on the Home Page.

Company/Community/Individual Name and Address: (please show for publishing preference).

Primary contact name, phone, and email: _____

Please include a link to our organization on your website: URL _____

PLEDGE FOR 2013

Yes, I am interested in automatically renewing my support to DCEDC for 2013. Please post a Pledge for 2013 at this time.

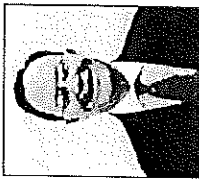
- Increase my 2013 Pledge by \$25.00 \$50.00 \$75.00 \$100.00 \$_____ other.
- 2013 Contribution Amount \$_____. Circle Invoice Quarter: 1st. 2nd. 3rd. , 2013.

Email address for the 2013 invoice: _____

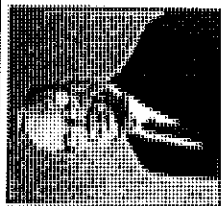
List us under the following category/categories – circle all that apply:

- | | | | | |
|--------------|------------------------|------------------------------|---------------------|-------------|
| Agriculture | Auto | Banking & Finance | Commercial Business | Contractors |
| Developers | Education/Job Training | Recruitment | Engineers | Individuals |
| Distribution | Local Government | Manufacturing | Medical Non-Profits | |
| Chambers | Professional Services | Real Estate/Industrial Parks | Technology | Utilities |

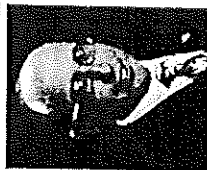
DCEDC Leadership



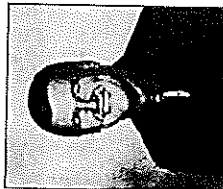
Paul Borek,
Executive Director



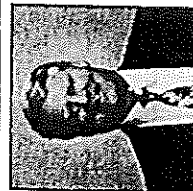
Don Bricker,
President



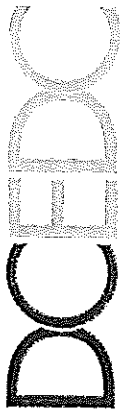
Paul Callighan,
Vice President



Greg Millburg,
Treasurer



Gary Evans,
Past President



D E K A L B C O U N T Y
Economic Development Corporation

2013 Fundraising Campaign

Our Mission

DCEDC is a public/private partnership working to facilitate sustainable and diversified economic growth within DeKalb County.

Interested in being a part of this dynamic group of businesses in 2013? Contact us at 815.895.2711 or online at dcedc.org, or visit our staff at:

421 N. California Street
Suite 200, Building B
Sycamore, IL 60178

-Paul Borek, Executive Director: borek@dcedc.org
-Karen Hoyle, Administrator: hoyle@dcedc.org

Hours: 8:00am to 4:30pm Monday through Friday



DCEDC Membership

DCEDC 2013 Initiatives

- Engage business and community leaders in the Industrial Growth Initiative to create jobs, expand the tax base and increase prosperity
- Execute cutting edge marketing campaign to attract industry
- Collaborate with communities to retain and expand businesses.
- Connect business and industry with educators to address workforce needs
- Link companies with resources to support attraction and expansion

Contribution Levels

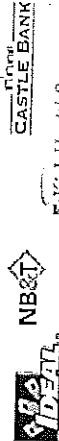
- Developer \$10,000 and above*
- Planner \$5,000 - 9,999*
- Marketer \$2,500 - 4,999*
- Producer \$1,000 - 2,499*
- Builder \$500 - 999
- Supporter \$200 - 499
- Associates Under \$200

*Leader: \$1,000 or above will receive special recognitions:
- Invitation to "Leader Only" events
- Heightened listing on DCEDC website

Annual Sponsorship Package \$2000

- Annual Sponsors receive special recognition as follows:
- Presenting Sponsor at: Economic Outlook, Industrial Focus, Business Roundtables & Annual Dinner-State of the County Events
- Heightened listing on our new & improved website, to include a company bio, logo, link to your company's website and a "featured member" section that is forthcoming in 2013
- Company Name/Logo on printed materials, invitations, media announcements and signage
- 2 Complimentary Tickets to ALL DCEDC Events
- Invite your guests to our events at "Member Rates"
- Company Reps always receive the lowest price per ticket rate -Recognition during each event
- 1/2 price cost as an Exhibitor at Annual Dinner
- Opportunity to Display company marketing materials at events
- Early Check-in at events (Company Staff/Guests)
- Reserved seating at select events
- Event Attendee Lists available at your request

Special Thanks to our Annual Sponsors!



2012 DCEDC Members

DEVELOPER (\$10,000 and above)
Castle Bank, N.A.
City of DeKalb

City of Sycamore
Daily Chronicle
DeKalb County Government
IDEAL INDUSTRIES, INC.
KishHealth System
The National Bank & Trust Company

PLANNER (\$5,000-\$9,999)
Commonwealth Edison Company
Northern Illinois University
Waste Management of Illinois

MARKETER (\$2,500-\$4,999)
American Midwest Bank
Curran Contracting Company
DeKalb County Farm Bureau
DeKalb Township
NICOR Gas
Resource Bank, N.A.

PRODUCER (\$1,000-\$2,499)
3M Company
B-95/WDKB-FM

City of Genoa
DeKalb Park District
DeKalb Sanitary District
DeKalb Sycamore Chevrolet Cadillac - GMC
First State Bank

Forge Resource Group / DeKalb Forge
Frontier Communications
Krusinski Construction Company
Milner & Associates, Inc. - Steve Milner
Monsanto

Morning Star Media Group, LTD.
Nestle Distribution Company
NorthStar Packing, LLC
OSF Saint Anthony Medical Center
Panduit Corporation

Shepard Construction, LLC
Sonoco Protective Solutions
Spinoso, John & Vivian
Target Distribution Center T-3809
TBC Net, Inc.

The Power Connection
Town of Cortland
Venture One Real Estate, LLC
Zea Mays Holdings, LLC

2012 DCEDC Members (Continued)

BUILDER (\$500-\$999)

Citizens First National Bank
Clayco, Inc.
Crum-Halsted Agency, Inc.
CST Storage, Inc.
Dry-Lok, Inc.
Elgloy Specialty Metals
Elmer Larson, Inc.
Glasgow, Drs. Steve & Michele
Hintzsch Companies
HR Green, Inc.
Illinois Community Credit Union
Manufactured Packaging Solutions
Midwest Orthopaedic Institute
Milan Krpan Corporation
Missman, Inc.
Northern Rehab Physical Therapy Specialists
Right Pointe Company
Shales-McNutt, LLC
SK Express, Inc.
Strauss, Marc
Sycamore Industrial Park
Sycamore Park District
Tate & Lyle Americas, LLC
The Suter Company
Trotter & Associates
Village of Hinckley
Village of Kirkland
Village of Waterman
Wendler Groundbreaking Solutions

SUPPORTER (\$200-\$499)

A & P Grain Systems, Inc.
Adolph Miller Real Estate
Alpine Bank—Kirkland Branch
American Title Guaranty, Inc.
Anderson Funeral Home, LTD.
Aqua Express, Sherrie & Randy Bourdages
Auto Meter Products, Inc.
Banner-Up Signs
Baxter & Woodman, Inc.
Blackhawk Industrial, LLC & Blackhawk DeKalb LLC
Blackhawk Moving & Storage, Inc.

Blake Oil Company
Borek, Paul & Mary Myers
Brian Bemis Automotive Group, Ltd.
Brown Law Group, LLC
Callighan, Paul & Cheryl
Castle, John W. & Nancy
Caywood & Associates
Century 21 Elsner Realty
Chicago Title Insurance Company
Choice, Thomas and Susan
Collins Dental Group, PC
CTN Packing Services, Inc.
Culture Index, Inc.
Custom Aluminum Products
Dashner, Douglas & Nancy
DeKalb Area Association of Realtors
DeKalb Area Retirement Center/Oak Crest
DeKalb County Building Trades Council
DeKalb Logistics, Inc.
Egg Haven Pancake House & Café
Elburn Coop
Encap, Inc.
Fulco Industries, Inc.
Furst Staffing Services
Gray Hunter-Stern LLP
Hayes' Body Shop, Inc.
Hoffman Realty, LLC
Hopkins Solutions, LLC
Hoyle, Greg & Karen
ILLINI Security Systems, Inc.
Inboden's Meat Market
Irving Construction Company, The
John L. Castle Builders, LLC
Junction Shopping Center
Ken Spears Construction, Inc.
Kishwaukee College
Kishwaukee Sunrise Rotary, The
Klein, Stoddard, Buck, Waller & Lewis, LLC
Lalor's Local 32
Larson & Darby Group
Lincoln Inn Restaurant
Manpower
Mason Properties - James C. Mason
McCabe Realtors, Chuck Lindhart
Miomark Office Supplies
Net's on Maple
Neil's Truck & Equipment Center, Inc.

Nicklas, Bill
OSP Services
Partridge Insurance, Inc.
Peace Road Enterprises
Pinkston-Tadd, Inc.
Power Equipment Company
Progressive Energy Group
Provident Direct Mailing and Printing Services
Raymond James & Associates - Mark Overby
Road Ranger, LLC
Rosita's Mexican Restaurant & Eduardo's Restaurant
Russ Smith Construction, LLC
Sandwich Economic Development Corporation
Schekopf, Berni
School Tool Box, LLC (a Primary School Supplies
Sean Kelly Custom Homes, Inc.
Siepert Company, LLP
Sisler's Ice
Spex Expressions High Definition Vision Center
State Farm Insurance Company—Jeff Keicher
Superior Diesel
Sutherland Pest Control Corporation
Swedberg & Associates, Inc.
Sycamore Tom & Jerry's
Terry Yonderheide Carpentry, Inc.
Testing Service Corporation
The Foster and Buick Law Group, LLC
Theisen Roofing & Siding Company, Inc.
Thompson Industries, Inc., Sycamore
Village of Malta
Village of Maple Park
Village of Shabbona
Village of Somonauk
Voluntary Action Center
Vulcan Materials Company
WALT, Ltd.
William E. Hanna Surveyors
Zenz Buildings, Inc.

ASSOCIATE (Under \$200)

Bob Pritchard - State Representative
Brigadoon Bay Asset Management, LLC
Bruch Financial Advisors
Chulick, Dr. Tony and Micki
DeKalb Chamber of Commerce
DeKalb County Community Foundation

DeKalb County Convention and Visitors Bureau
DeKalb County Packing Company, Inc.

Dewberry
Doby and Sons Concrete
Fit Workz
Fox Title Company
Ecowater Systems
Edward Jones Investments - Matt Myre
Genoa Chamber of Commerce
Genoa Township
H.T.M.D. Engineering
Hammon, R.L. & D.M.
Heinisch, Ray and Linda
Henderson Engineering Company, Inc.
I.M.E.C.
Jacobson & Associates
KantorLee LLC
Kar-Fre Flowers
Kishwaukee Family YMCA
MappGarden, Inc.
McCabe Realtors - Nedra Ericson-Huntress
Moore, Douglas J.
Moxie
Mundy, Ken & Juanita
Opportunity House, Inc.
R.L. Willenrad & Associates
Re-New DeKalb
Sandwich Chamber of Commerce
Sandwich Township
Senator Dave Syverson
Shabbona's Lakeside & Pokanoka's Café
Slingerland & Clark, P.C.
Smith, Jerome A. & Agapita P.
Smith, Robert I. & Beisy W.
Soft Water City, Inc.
Standard Roofing Company - Kevin Theisen
State Farm Insurance Companies - Brian R. Schoelle
Superior Industrial Equipment, LLC
Sycamore Chamber of Commerce
Sycamore Family Sports Center, Inc.
T. Jones, Inc. - Tracy Jones
TransWare Enterprises, Inc.
Whitman Catering & Party Rental
Wolff & Jeske, LLC

Thank You 2012 DCEDC Contributors!

3/24/13

Dear Gait + Dore,

We enjoyed to the
land of plentiful and
beautiful golf courses,
and look forward to playing
at Sycamore when we
return this summer. With
a nice gift.

Thank you.
Adeem

San City Palm Beach, CA

April 16, 2013

Dear Dan,

Thank you very much for presenting to the DeKorb Leadership Academy on Organization Change. I thought you did an excellent job. You said during that time we were getting off topic - due to class members and we actually enjoy when the class members are engaged even if that means the discussion heads in a different direction. Thanks again!

Jill

Jill M. Trice



Peter Leuzinger, *Turf Instructor*
Department of Horticulture
(815) 825-2086, ext. 297 • Fax (815) 825-2072
pleuzin@kishwaukeecollege.edu

April 7, 2013

Mr. Jeff Donahoe
Sycamore Golf Course
940 E. State Street
Sycamore, IL 60178

Dear Jeff,

Thank you so much for hosting Golf Course Equipment class for a shop tour and inventory exercise this past April 1. The students were most impressed with your facility and all the work that goes into the equipment. Your willingness to spend part of your busy day with us is special and greatly appreciated.

I wish you good luck with the coming growing season. I hope that we can work together again in the near future.

Sincerely,

Peter Leuzinger CGCS

cc: Mr. Dan Gible



Jane E. Lux, RN, MPH
Public Health Administrator

April 2, 2013

Ted Strack
Sycamore Park District
940 East State Street
Sycamore, IL 60178

Dear Ted:

I want to thank you for your participation in our fourth round of the Illinois Project for Local Assessment of Needs (IPLAN). Community participation is a key element of IPLAN since it is meant to be a community plan based on collaboration. To be sure, reducing the impact of chronic disease and improving the health of the community can only be achieved with all of our collective efforts.

DeKalb County is unique for our collaborative relationships, and our community health plan reflects this. The committee made important contributions that will guide our focus for the next five years.

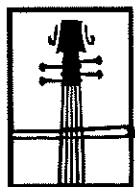
The Board of Health adopted the plan on March 26, 2013. You can find the community health needs assessment and plan and the community analysis (data set) on our website at www.dekalbcountyhealthdepartment.org. Click on the Administration box, then on IPLAN.

It was an honor and a privilege to facilitate the process with such a high caliber committee for whom the health of the county is a priority.

Sincerely,

A handwritten signature in black ink, appearing to read "Jane", written over a faint circular stamp.

Jane E. Lux
Public Health Administrator



Kishwaukee
 SYMPHONY ORCHESTRA

Sycamore Park District
 Attn: Bart Detsch
 940 E State Street
 Sycamore, IL 60178

March 29, 2013

Dear Bart,

On behalf of the Kishwaukee Symphony Orchestra's KSO Goes to the Movies Committee, we would like to express our heartfelt thanks for your generous support of our recent fundraising event. Thank you for your silent auction donation of a family pool pass and 3 month fitness pass valued at \$145.00. Your donation made this a very successful event and we know we are "making a difference through music." Once again you have demonstrated your support of the local arts with your generosity.

All proceeds benefit Kishwaukee Symphony Orchestra (KSO), a 501(c)(3) organization. The success of this event helps to ensure the community orchestra can continue to provide quality entertainment for our community and introducing classical music to new audiences. The KSO provides three free concerts each year, two at Halloween and a Summer in the Park concert. Only a small portion of the annual operating budget for the KSO comes from ticket sales and is supported, in part, by grants from the Illinois Arts Council, a state agency, and the DeKalb County Community Foundation; by corporate sponsorship; by WNIU/WNIJ station sponsorship; by private donations, and fundraising events.

On behalf of the KSO Board, the KSO Goes to the Movies Committee, and the Orchestra, we want to thank you for your generous support of this event. With your help, we are ensuring the KSO continues to be "an orchestra for the community". As we conclude our 36th season with the *Romancing the "Rach"* concert on May 4 and begin the preparation for our 37th concert season, we invite you to attend our concerts. Concert information is listed on our website at www.kishorchestra.org.

We thank you for your generous support and look forward to seeing you at our upcoming performances!

Sincerely,

Linc Smelser, KSO Goes to the Movies Committee Chair
 and the KSO Goes to the Movies Committee Members: Deb Loitz, Amanda Nelson, Kathy Brancato,
 Jenny Ruff, Tammy Farrell, Kris Pasterak, Rachel Vidales, and Jill Franke.

Please consider this letter as your tax substantiation pursuant to the Internal Revenue Code to ensure the income tax deductibility of your contribution. The Kishwaukee Symphony Orchestra is a 501 (c) (3) organization (ein) 36-306-9093, did not provide any goods or services to you for your donation.

An Orchestra for the Community



Sycamore

PARK DISTRICT

Established 1923

10 East State Street
Sycamore, IL 60178
Email: info@sycamoreparkdistrict.com

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

March 15, 2013

Lisa Kijowski
C. & L Properties
Soft Water City Inc
440 DeKalb Avenue
Sycamore, Illinois 60178

Dear Lisa:

This letter is to confirm our email exchange in regards to the Lease of Certain Property Commonly Known As: 138 Fair Street, Sycamore, Illinois. In that exchange, I notified you of our intent to exercise our Option to Renew for the next year by the Terms of the Lease and its corresponding amendment of 2012. We understand that the monthly rental will be Five Thousand One Hundred Ninety-five and 00/100 (\$5,195.00) Dollars for the next twelve month period.

I understand from your email response that you are accepting of this Option to Renew.

We look forward to continuing our good working relationship on this matter.

Sincerely,

Daniel Gibble,
Executive Director

cc: Jackie Hienbuecher
Bart Desch
Board

"Sycamore Park District - we put the MORE in Sycamore"

"Sycamore Park District is an equal opportunity provider and employer."



Dear IAPD Agency Board Member,

Thank you for your membership in the Illinois Association of Park Districts (IAPD). As the Association celebrates its 85th Anniversary and proud history, know that you are part of a strong, unified voice for parks, recreation and conservation in the state of Illinois.

IAPD is committed to providing you and your agency with first class association services including user-friendly publications, up-to-date communications, money-saving programs, convenient educational opportunities, as well as unrivaled political advocacy at the state and national levels.

IAPD has many exciting educational sessions planned this year. Since this is an election year, IAPD has scheduled five Commissioner Boot Camps throughout the state during the month of June. On Thursday, November 7th, we will host the Legal Symposium at the McDonalds Corporate Center in Oak Brook. Our highly rated IAPD/IPRA annual conference will take place January 23-25, 2014 at the Hyatt Regency Chicago. Please visit www.ilparks.org for the full schedule of seminars and events.

This year will also mark the seventh annual IAPD "Best of the Best" Awards Gala to be held on Friday, September 27 at the Wheeling Park District's Chevy Chase Country Club. The gala recognizes media, businesses, citizen volunteers and other units of local government that have played a significant role in your agency's accomplishments. You won't want to miss this inspiring evening.

IAPD has strength in numbers, and, to date, membership includes 474 park districts, forest preserves, city systems, special recreation associations and corporate organizations. Your IAPD membership is an investment that ensures your continued access to the association's high-quality services and benefits.

Working together, we will continue to advance parks, recreation and conservation throughout Illinois. We look forward to your involvement in the strong and growing IAPD family.

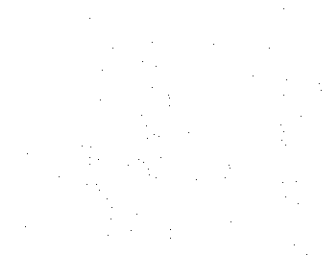
Sincerely,

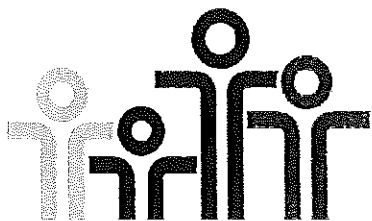
A handwritten signature in black ink that reads 'Peter Murphy'. The signature is written in a cursive style with a long, sweeping tail that extends downwards and to the right.

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

Enclosure

BLANK





Family Service Agency

Big Brothers Big Sisters • Center For Counseling
Children's Advocacy Center • Senior Services

April 2, 2013

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

Dear Mr. Gible:

The Family Service Agency Senior Services acknowledges the generosity of the Sycamore Park District for allowing us to use the park district building without charge. Our senior activity center occupied your building on twenty eight occasions during the 3rd quarter of our 2013 fiscal year. Based on the quoted daily rental fees of three hundred dollars (\$300) (6 hours per day @ \$50.00/hour) your in-kind donation to our agency in the amount of eight thousand four hundred dollars (\$ 8,400) has been recorded. No goods or services were exchanged for this donation.

Our ability to provide socialization, health education, nutrition and activity programs to the seniors of Sycamore depends on the use of this building. We are grateful for the opportunity to partner with the Sycamore Park District to provide these needed services.

The NIU nursing students have been at the activity center each Wednesday and Friday since school began. Their presence is most welcomed by those who attend and is also a great collaboration with Northern IL University.

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

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

Yours truly,

Diana King,
Senior Services Director

Sycamore Senior Activity Center Statistics

3rd Quarter Fiscal Year 2013 Statistics– (January 1 – March 31, 2013)

The Sycamore Senior Activity Center was open twenty-eight days during this quarter. The NIU student nurses were at the facility each Wednesday and Friday. These senior students provide health information, do blood pressure screenings and are available for medication questions – and also facilitate games and activities. The center was closed 11 days for holidays and at the request of the park district.

Average daily attendance this quarter is 27 with 31 visiting at least one time per month. Seven special programs were presented including health screenings and blood pressure checks. Additionally Dr. Frank with Spex Expression discussed Macular Degeneration along with the special presentations seniors enjoyed Wii Bowling, cards and several special entertainment presentations.

Bread and bakery goods – in ample supplies, donated by Schnucks, are delivered each Friday. Communication about special events is conveyed through the monthly senior newsletter called “Senior Moments”.

The staff of the center consists of one worker who is present during all operational hours and the Director who visits at least weekly. All communicate using FSA cell phones.

Family Service Agency is extremely grateful to the Sycamore Park District for all the accommodations.

The attached letter is the formal acknowledgment of your generous donation –we extend a most sincere thank you.

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: April 23, 2013****STAFF RECOMMENDATION****AGENDA ITEM: ANNUAL AUDIT: PRESENTATION AND ACCEPTANCE OF AUDIT**

BACKGROUND INFORMATION: The Board of Park Commissioners was provided with a draft of the Audit report in the March Board packet. There were no revisions made. Hard copies are available for those that would like them. The following documents are provided:

1. Auditor's Communication to the Board of Park Commissioners – This document includes the required communication with those charged with governance of the Sycamore Park District. In addition, this report includes the Management Letter which is designed to bring attention to any material weaknesses and/or deficiencies as identified during the audit process. Responses were provided for each item listed. Staff uses this letter as a tool to improve financial procedures based upon the auditors' recommendations.
2. Annual Financial Report – These are the financial reports for the year ended December 31, 2012.

Fred Lantz, Partner in Charge, Sikich LLP, will be presenting these documents for your acceptance.

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Acceptance of the Annual Audit as presented.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

BLANK

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: April 23, 2013****STAFF RECOMMENDATION****AGENDA ITEM: DRAFT REVIEW OF PURCHASING POLICY:**
Discussion Only

BACKGROUND INFORMATION: Based upon some recommendations from Counsel, and by suggestion of a couple of Board Members, I have conducted a review of our Purchasing Policy and am recommending some changes. I will discuss the reasons behind the changes at the Board Meeting, but the fundamental purpose of a review is to assure that we keep up with legal requirements for the State of Illinois and to make our process as efficient and appropriate as possible.

The "DRAFT" is attached.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Discuss this matter and make suggestions based upon your first review. Then staff will come back with a final version for approval by the Board.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

BLANK

SYCAMORE PARK DISTRICT

Purchasing Policy

I. Overview

The purpose of this document is to provide staff with guidelines for Sycamore Park District purchasing and bidding procedures.

II. Purchases Under \$20,000

Purchases less than \$20,000 are exempt from formal competitive bidding procedures. In such instances, the following procedures shall be followed:

A. General Policies

1. Purchases less than \$1,000 shall be handled through normal District purchasing procedures and do not require informal bid quotations unless specifically requested by the Department Head or Executive Director.
2. All Purchases require a Purchase Order be written, even if using a park district credit card or charge account. If the purchase is for the Concession or Pro Shop, the Purchase Order must first be signature-approved by the Superintendent of Finance or Executive Director before the order is placed. In all cases the Purchase Order is sent to the Office Manager for processing within 24 hours of effecting the purchase (not receipt of the product). All invoices/billing addresses must be:

Sycamore Park District
 Superintendent of Finance
 940 East State Street
 Sycamore, IL 60178.

3. Approval authorization levels for purchases are as follows:

<u>Dollar amount</u>	<u>Authorization Level</u>
\$0 - \$1,000	Asst. Concessions Manager Mechanic Office Manager Program Supervisor
\$1001 - \$5,000 (two informal quotes)	Superintendent of Finance Superintendent of Golf Maintenance Superintendent of Golf Operations Superintendent of Parks Superintendent of Recreation
\$5,001 - \$10,000 (minimum of two written quotes)	Executive Director

\$10,001-\$19,999 Executive Director
(minimum of three written quotes)

\$20,000 or greater Formal Bid Situation: Board of Commissioners

This means that corresponding documentation must be attached to a Purchase Order and receive the appropriate level of signature authorization prior to effecting the purchase.

4. All checks greater than \$10,000 require two manual signatures. One of the signatures must be a Board Member.
5. When quotes are called for, the award is made to the lowest responsible, qualified quote meeting the specifications, delivery date, and other required terms and conditions of purchase. When requiring an informal or written quote, it is advised to give any business/organization that is providing a quote, an identical written description of the work for which you wish to receive a quote so they are quoting on the same information.
6. Signatures of the purchaser and the appropriate individual from the defined authorization level must appear on the Purchase Order before the purchase is made.

III. Purchases of \$20,000 or more

A. Procedure

1. Requirement

The Park District Code requires that all contracts for supplies, materials or work involving an expenditure of \$20,000 or more shall be let to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability.

2. Bid/No bid approval

Professional services, such as technology firms, architects, engineers, etc. are exempt from the formal bidding process. All other work in excess of \$20,000 requires formal bidding. Before concluding that a purchase in excess of \$20,000 is exempt from competitive bidding, obtain approval from the Executive Director. The Park District's attorney shall review and confirm that the purchase is exempt from bidding..

3. General Guidelines

- a. Carefully schedule your procurement process. At the beginning of the project, work backward and develop a timeline for all process steps - from contact with public, bid steps, attorney review, action request from board, etc.
- b. Complete one of the following applicable checklists:
 - Checklist For Purchases over \$20,000 – Bid Contract (Attachment B)
 - Checklist For Purchases over \$20,000 – Non-Bid Contract (Attachment C)

4. Bidding Process

a. Public Advertisement

The **minimum** requirements for all contracts subjected to bid requirements is for the District to place at least one public notice, in a local newspaper published in the District, at least ten (10) calendar days before the bid is due to the District.

b. Bid Notice

The bid notice should include the following items:

1. General description of the work to be performed or articles to be purchased.
2. Where specifications may be obtained.
3. Time, place and location for opening bids.
4. Bid bond/deposit, if required.
5. Performance bond and labor and material payment bond requirements.
6. Deadline and location for submission of bids.
7. Other information necessary to enable intelligent and cost-effective bid.

Staff should maintain a written list of all entities/individuals obtaining bid packets.

c. Bid Opening

Mandatory protocol for the bid opening procedure includes:

1. Accepting only sealed bids from the bidder.
2. Opening of bids in public by an employee of the District and at least one witness.
3. Announcing contents of each bid.
4. Recording bid information on a "bid tabulation" form.
5. Notifying each bidder of the time and place of bid opening at least three (3) days in advance, **if changed**.

d. Bid Analysis

Each bid should be analyzed to determine if there are any variances, modifications from requirements or if a bid does not meet the specifications requested.

e. Lowest Responsible Bidder

Consider not only the lowest dollar amount of the bid, but the bidder's responsibility (financial, responsiveness, and otherwise) to meet the expectations and demands under the terms of the contract. Reference checks, and prior experience by Sycamore Park District working with a bidder is acceptable in determining a responsible bidder. Written record of those reference checks should be kept with all bid records.

Make sure there is a sound and reasonable basis for the award.

If awarding (or recommending award) to a bidder that is not the lowest, document the decision, supporting rationale, etc. consult with department head or attorney before finalizing decision/recommendation.

f. Items to Include in the Board Packet (For Bid Items)

To ensure consistent presentation of information to Board for their review and approval, the staff person coordinating the work of the bid shall present the information as demonstrated in the "SAMPLE" found in Attachment A

g. Record Keeping By Superintendent of Finance (For Bid Items)

To ensure appropriate and consistent record-keeping, the Superintendent of Finance shall be responsible for maintaining a separate, permanent file of each formal bid with the originals of all documents. The staff person coordinating the work of the bid shall provide these to the Superintendent of Finance within 24 hours of their receipt. Those documents will include:

1. Bid tabulation form
2. Notice to bidders
3. Proof of publication
4. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.
5. Completed checklist (See Attachment B or C)
6. Any change orders from throughout the project.
7. Notes from written reference checks.

5. Non-Bidding "Negotiated, or Open Market" Procurement Process

a. Documentation

Establish that no bid is required and document the exception. Review with counsel, if necessary.

b. Request for Proposal

Solicit Requests for Proposals (RFP) or quotes with a goal of two, at minimum, but at least three (3) preferred. Notify vendors/suppliers in a consistent, similar manner (i.e.: writing, orally, etc.).

c. Evaluate Proposals

Interview, negotiate, and thoroughly evaluate proposals with vendor/suppliers on services, cost, etc.

d. Award

Consider not only the lowest dollar amount of the bid, but the bidder's responsibility (financial, responsiveness, and otherwise) to meet the expectations and demands under the terms of the RFP. If awarding (or recommending award) to a vendor whose proposal is not the lowest, document the decision, supporting rationale, etc. consult with Executive Director and/or attorney before finalizing decision/recommendation.

e. Items to Include in the Board Packet for contracts \$20,000 and over that are not subject to bid (Non-Bid Contracts) should use the same format for formally bid items outlined in Attachment A.

f. Record Keeping By Superintendent of Finance (For No-Bid Contracts)

To ensure appropriate and consistent record-keeping, the Superintendent of Finance shall be responsible for maintaining a separate, permanent file of each formal bid with the originals of all documents. The staff person coordinating the work of the bid shall provide these to the Superintendent of Finance within 24 hours of their receipt. Those documents will include:

1. Notice to firms for proposals
2. A copy of each RFP received
3. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.
4. Completed checklist (See Attachment B or C)
5. Any change orders from throughout the project.
6. Notes from written reference checks.

6. Non-Bidding "Emergency" Procurement Process

a. Emergency Defined:

For purposes of this Ordinance, "emergency" shall mean a situation in which the delay caused by adherence to the applicable requirements of this Ordinance would threaten the public health, safety, or welfare, such that the immediate purchase of supplies, materials, or work is necessary.

b. Emergency Procurement Process:

In case of an emergency, the President shall be empowered to procure supplies, material, or work in excess of \$20,000 at the lowest obtainable price, but only to the extent necessary to relieve the emergency. A declaration that such an emergency exists shall be made in writing, signed by the President, and communicated to the Board of Commissioners. When necessary to effectuate the provisions of this Section, waiver of any provisions of this Ordinance may be made in writing and signed by the President. In the event the President is not available, then such authority as is given to the President in this Section shall devolve upon the Vice-President of the District. In the absence of the President and the Vice-President, such authority shall devolve upon the Treasurer.

IV. Processing/Requesting Payment to Vendor/Supplier

When completing a purchase order for work/services performed under a board-approved contract, please write "Board Approved *and the date of board approval*" on the PO for the item. The Executive Director is authorized to sign these Purchase Orders and Contracts upon approval of the Bid Recommendation at a Board Meeting.

V. Change Orders

The Park District is subject to the Public Contract statute (720 ILCS 5/33E-9) and will abide as follows:

Any change order or series of change orders which necessitate an increase or decrease in either a) the cost of a public contract by a total of \$10,000 or more, or b) the time of completion by a total of 30 days or more must be in writing and accompanied by a written finding by a designee of the public entity stating that a) the change was not reasonably foreseeable, b) the change is germane to the contract as signed and c) the change is in the best interest of the public entity.

The staff will also inform the Board through the above required written document of any change orders between \$10,000 and \$19,999, or those change orders that will increase the completion time by 30 days.

After compliance with the provisions of this Article V, in addition, the staff will also have the Board approve any change orders in excess of \$20,000 not originally included in the project contract. Change orders less than \$20,000 can be approved according to the Purchase Order Authorization levels listed under II.A.4. on page 1 of this document.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: January 22, 2013

STAFF RECOMMENDATION

AGENDA ITEM: TOPIC: Recommended Approval

BACKGROUND INFORMATION: Bids were advertised in early March, and opened on March 18, 2013. Six contractors attended the mandatory pre-bid meeting, but only two firms submitted bids in the end. Engineer estimates of the cost of work was \$126,692.00. A summary of the bids are as follows:

Meyer Paving, Inc.	\$139,339.15
Evans & Son Blacktop, Inc.	\$119,789.25

References have been checked by our Engineering Firm, and are satisfactory for both contractors.

FISCAL IMPACT: Staff has set aside the funds for this work with authorization by the Board in adopting our current capital budget. There is \$85,000 allocated for the Tennis Courts and Parking Lot, specifically. Additionally, 10% of the cost will come from our ADA Budget, for a total of another \$12,000.

STAFF RECOMMENDATION: It is recommended that the Board approve the low bidder and authorize the Executive Director to execute/sign any contractual documents for:
Evans & Son Blacktop, Inc. in the amount of: \$119,789.25

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

**Checklist
For purchases over \$20,000
Bid Contracts**

Indicate that you have complied with all procedures regarding the competitive bidding process by checking the boxes below.

- 1. **Public Advertisement.**
 - At least one public notice, in a local newspaper published in the District, at least ten (10) calendar days before the bid is due.
- 2. **Bid notice included:**
 - General description of the work to be performed or articles to be purchased.
 - Where specifications may be obtained.
 - Time, place, and location for bid opening.
 - Bid deposit, if required.
 - Performance bond and labor and material payment bond requirements.
 - Deadline and location for submission of bids.
 - Other information necessary to enable intelligent and cost-effective bid.

A list of all entities/individuals that obtained bid packets was recorded.

- 3. **Bid Opening.** Mandatory protocol for the bid opening procedure included:
 - Accepted only sealed bids from the bidder.
 - Opened bids in public by an employee of the District and at least one witness.
 - Employee: _____ Witness: _____
 - Announced contents of each bid.
 - Recorded bid information on a "bid tabulation" form.
 - Notified each bidder of the time and place of bid opening at least three (3) days in advance, if changed.
 - 4. **Bid Analysis**
 - Each bid was analyzed to determine if there are any variances, modifications from requirements or if a bid does not meet the specifications requested.
 - 5. **Lowest Responsible Bidder**
 - Recommending award to the lowest bidder.
- Or
- Recommending award to another bidder. Reasons:


- 6. **Board Packet Items Include:**
 - Staff Recommendation (See Attachment A)
- 7. **Items to be kept by Superintendent of Finance include:**
 1. Bid tabulation form
 2. Notice to bidders
 3. Proof of publication
 4. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.
 5. Completed checklist (See Attachment B or C)
 6. Any change orders from throughout the project.
 7. Notes from written reference checks.

Completed checklist

- _____
- _____
- _____

Checklist completed By: _____ Date: _____

Approved by: _____ Date: _____


Checklist
For purchases over \$20,000
Non-Bid Contracts

- Before concluding that a purchase is exempt from competitive bidding, obtained Department Head, Superintendent of Finance and/or attorney review and approval.
- Solicited Requests for Proposals (RFP) or quotes from at least three (3) vendors/suppliers.
- Evaluated Proposals. Interviewed and negotiated.
- Awarding contract to lowest cost quote which meets objectives set forth in RFP.

Or

- Awarding contract to another vendor based on

Board Packet items include:

- Staff Recommendation to Board (See Attachment A).

Items to be Kept by Superintendent of Finance include:

1. Notice to firms for proposals
2. A copy of each RFP received
3. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.
4. Completed checklist (See Attachment B or C)
5. Any change orders from throughout the project.
6. Notes from written reference checks.

Checklist completed By: _____ Date: _____

Approved by: _____ Date: _____

BLANK

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: April 23, 2013****STAFF RECOMMENDATION****AGENDA ITEM: RATIFICATION OF TRANSFER OF FUNDS FOR GOLF COURSE AND POOL DEFICITS: Recommend Approval**

BACKGROUND INFORMATION: In current and previous Management Letters from the auditors, deficit cash and fund balances have been highlighted as being a material weakness for the District. Last year, it was approved by the Board to transfer funds from the Recreation Fund to eliminate the 2011 deficit in the Pool and Golf Course Funds.

For the year ended December 31, 2012, the deficits in the Golf and Pool Funds were \$38,060 and \$13,638 respectively. With the Golf Course, this is a vast improvement over recent years where the loss was \$165,000+. These amounts were transferred from the Recreation Fund.

An additional \$97,014 (\$12,975 from Corporate/\$84,039 from Recreation) was transferred to the Golf Fund in order to reduce the deficit balance from prior years as outlined in the pay-down schedule that was previously distributed to the Board. You will recall that the Golf Fund's deficit exceeded \$330,000 last year. Therefore, the remaining deficit for the Golf Course Fund is now \$227,793. We are starting to make good headway.

The Board now needs to finalize these actions by their authorization.

FISCAL IMPACT: Reduced funds available in the Corporate and Recreation Fund to conduct other activities in the district. Reduced the overall deficit in the Golf Course Fund.

STAFF RECOMMENDATION: Staff recommends that the Board ratify the transfer of funds from both the Recreation and Corporate Funds to the golf course and pool budgets to alleviate their deficits.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 23, 2013

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL REVIEW OF PROGRESS ON ADA TRANSITION PLAN: Discussion Only

BACKGROUND INFORMATION: As part of GOAL 8 of our Short-Term Plan we are initiating work on our ADA Transition Plan. This is a managed solution to addressing all of the deficiencies identified by the Independent Audit by RAC, Inc. In the first year of the plan—2013—we are focusing on all the Plumbing and Carpentry Work. In 2014 we will focus on paving.

For now, though, you will find attached to this recommendation a copy of the ADA Transition Plan for you to refresh your memory. As part of this plan we have taken the following actions, already, to address the ADA Transition Plan:

- A. We have retained an architect to review the plumbing and carpentry items in the RAD Audit.
- B. We have conducted a walk-through with the Architect, PHN Architects of Aurora, of all locations where plumbing and carpentry deficiencies exist to finalize plans for correcting them.
- C. We have let work on the Tennis Courts in Sycamore Park which will be rendered accessible with the improvements. The parking will be rendered accessible for those courts in 2014.
- D. We have let work on a new parking lot at Old Mill Park. That will meet ADA Requirements.

Yet to be completed is:

- A. Final bid specifications for all other plumbing and carpentry work. This will be ready in mid to late summer.
- B. Bid all of the remaining plumbing and carpentry deficiencies. This will be done in early Fall.
- C. Correct the remaining plumbing and carpentry deficiencies. This will be completed in the Fall and Early Winter of 2013.

FISCAL IMPACT: It is estimated that all of this work will cost around \$113,000.

STAFF RECOMMENDATION: Discuss this matter and ask questions.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



ADA Transition Plan

Sycamore Park District

TABLE OF CONTENTS

Introduction	3
All Site Conclusions and Recommendations from Recreation Access Consultants	6
Assumptions for Plan of Action	20
Framework of Plan	21
Review of Plan: Public Input	21
Timeline for Plan	22
Budget and Cash Flow for Plan	23

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

BLANK