



Sycamore

PARK DISTRICT

Established 1923

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Sycamore Park District Regular Board Meeting

April 22, 2014

6:00 pm

Maintenance Building, 435 Airport Road

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

3. Special Meetings

March 19, 2014

6. Regular Meeting

March 25, 2014

Executive Session

March 25, 2014

(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

PUBLIC INPUT:

APPROVAL OF MONTHLY CLAIMS:

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

18. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

24. Superintendent of Finance Monthly Report

27. Budget Report/Monthly Cash Flow Monthly Report

40. Superintendent of Golf Operations Monthly Report

43. Superintendent of Parks and Facilities Monthly Report

48. Superintendent of Recreation Monthly Report

51. Executive Director Monthly Report

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

Board of Commissioners Meeting**April 22, 2014****PG 2****CORRESPONDENCE-**

54. SPD Letter to C&L – Lisa Kijowski

POSITIVE FEEDBACK/REPORTS**MONTHLY PRESENTATION: Jeff Donahoe—Tree Replacement Schedule****OLD BUSINESS:**

55. Presentation of Audit—Jackie (Roll Call Vote)
56. Presentation of Technology Study by Sikich—Jackie
60. Final Plans for Park Tour—Jeff

NEW BUSINESS:

62. Consideration of Large Events—Bart
64. Ordinance 05-2014: Regarding Disposal of Surplus and Unnecessary Items—Dan (Roll Call Vote)
68. Discussion of Timeline Regarding Matters of Bonds and Referenda—Dan
83. Annual Review of Progress on ADA Transition Plan—Dan
108. Authorization to Go to Bid on ADA and Other Paving Work—Dan
110. Authorize Treasurer to Transfer Funds—Jackie (Roll Call Vote)
Discussion of Video Gambling at Sycamore Park District—Ted

PUBLIC INPUT**EXECUTIVE SESSION (Roll Call Vote):**

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

ADJOURNMENT (Voice Vote)

**Minutes of the Special Meeting Study Session of the Board of Commissioners
Sycamore Park District
Wednesday, March 19, 2014**

President Strack called the meeting to order at 7:05 p.m.

The roll was called with Commissioners Kroeger, Schulz, Tucker and President Strack present.

Discussino of Key Talking Points for Vision 20/20 – Per President Strack the question was posed to the group as follows: What are the key talking points for promoting Vision 20/20 to Sycamore community members. Following were the suggestions.

What are the major talking points to promote Vision 20/20 with the community?

- Population growth is not the goal for Sycamore. The goal is smart growth which by default includes an appropriate level of community facilities, including those provided by the Park District.
- People live in Sycamore for a reason. It is very safe, with a good school system, and is a great place to raise a family. Part of this is due to the amenities provided by the Park District.
- By supporting Vision 20/20 we are all making a positive investment in our community.
- Capitalize on support from other community members that are invested in the long term success of Sycamore.
- Just like a solid school district a strong and vibrant Park District supports overall property values. Sycamore continues to be a desirable place to live, driving up demand for housing, which in turn will increase property values.
- Need to provide metrics with regard to the amenities provided per 1,000 residents (for example). Something people can latch onto and repeat. How does this compare with other surrounding Park Districts?
- As the population of Sycamore grows Park District amenities need to keep pace with this growth just as the school district, police department, fire department, city government has. Failure to do so will result in a less desirable place to live which could negatively impact property values.
- Current recreational facilities are maxed out during peak periods of use. There is more demand than supply.
- The heavy usage of facilities during peak periods elevates safety issues for residents (kids) using the facilities. As part of the vision to update amenities special focus will be placed on these types of safety issues.
- During peak usage periods adequate parking capacity is a problem and creates safety concerns of residents (kids).

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- For senior citizens focus on more passive recreational activities (walking and biking trails, space for social gatherings, space for arts and crafts, space for low impact exercise,
- Focus on the development of more programs for senior citizens.
- Need to enhance trail connectivity and then promote it throughout the community.
- New park district amenities will enhance the general quality of life in Sycamore.
- The investment for the big seven for the average Sycamore home owner is very low at \$0.25 per day, \$1.75 per week, \$7.61 per month, or \$91.32 per year.
- Remind community members that a significant amount of the investment in the big seven will be supported by grants.
- Remind community members that a significant amount of the investment in the big seven will be supported by donations.
- Remind community members that a significant amount of the investment in the big seven will be supported by fund raising.
- The Park District has gotten their fiscal house in order and is making prudent investment decisions that will make Sycamore even a better place to live and raise a family.
- Park District amenities have not kept pace with the growth in Sycamore as a whole.
- The vision of community members back in the 1920's created the Sycamore Park District including the golf course. What would our community be like if these community members didn't have the vision to start the Park District?
- The vision of community members back in the 1970's created the Sycamore Park District sports complex. What would our community be like if these community members didn't have the vision to create the sports complex?
- The current vision of community members is for the addition of the big seven. Future community members will hold a similar view of the decisions that are now being made.
- The Park District has a lot of grass, but not much in the way of brick and mortar facilities. This is a hole in amenities that needs to be filled.
- Campus concept will be designed to allow for future expansion activities to allow for flexibility in meeting the future needs of the community.
- At the current time numerous community members leave Sycamore to have their recreation needs met. The big seven will help to keep these residents local further enhancing our local business environment.
- People enjoy seeing their friends and neighbors out and about. The big seven will give these individuals another common destination point for these types of positive interactions.
- Different users groups will find different parts of the big seven very appealing which in turn will broaden the base of support for the big seven.

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- Since its inception the Sycamore Park District has never sought additional investment dollars through a referendum process. In its 90 year history this is the first time such a request is being made.

The next meeting date was set for Wednesday, April 16, 2014 at the Sycamore Library.

Motion

The Board adjourned the Regular Session at 7:56 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, March 25, 2014**

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

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

Guests at the Board meeting were:

Scott Buzzard, CAC Chair

Jen Melnick, Sycamore

Debbie Behrends, Daily Chronicle

Al Jackan, Sycamore

Barbara Jackan, Sycamore

Julie Follman, Sycamore

Carol Follman, Sycamore

Daniel Follman, Sycamore

Danny Follman, Sycamore

Public Hearing on FY 2014 Budget & Appropriation Ordinance 04-2014

President Strack opened the Hearing, and asked if there were any comment and input from the Public, Staff or Board. There was none.

Director Gibble noted the ordinance has been posted for 30 days and available to the public.

Motion

Commissioner Schulz moved to close the Public Hearing on FY2014 Budget & Appropriation Ordinance 04-2014. Commissioner Kroeger seconded the Motion.

Roll Call

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

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the February 25, 2014 Regular Meeting Minutes, February 4, 2014, and February 19, 2014, February 4, 2014 Special Meeting Minutes. Commissioner Schulz seconded the Motion.

Voice Vote

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

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Petition and Public Comment – None

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$139,033.88.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

Correspondence-

- City of Sycamore Fire Department – Pete Polarek Thank You
- City of Sycamore Fire Department – Marc Doty Thank You
- SPD Letter to Robbie Melnick – Park Naming
- SPD Letter to Nathan Miller – Park Naming
- SPD Letter to Ella Follman – Park Naming
- SPD Letter to Mrs. Jane Ovitz – Park Naming
- Cinco de Mayo – Jesus Romero Request

Director Gibble noted that he received a phone call from Fire Chief Polarek regarding cooperation on a future matter and talked about the success of the water rescue training at the pond. Positive working relationships.

At this time Commissioner Schulz asked to move Agenda Items 67 & 69 before Positive Feedback Reports and Old Business.

Motion

Commissioner Schulz moved to amend the agenda and move Items 67 Park Naming and Item 69 Presentation of Park Naming Award Winners to before Positive Feedback/Reports and Old Business. Commissioner Tucker seconded the Motion.

Voice Vote

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

Park Naming – President Strack noted that we have a new park and we are looking to approve the name of this park as Dr. John Ovitz Park.

Motion

Commissioner Tucker moved to approve Dr. John Ovitz Park as the name.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

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Presentation of Park Naming Award Winners – Supt. of Recreation Desch noted the Park District held a Park Naming contest at all the Sycamore schools. We received over 60 entries which were turned over to the CAC to narrow down to 5. He gave a special thanks to some of the teachers at some of the schools. They took a real interest in this and pressed in their classrooms. We offered a grand prize of \$1000 Savings Bond and two runners up prizes of \$500 Savings Bond. After the CAC narrowed down the entries, the entries were given to our Board to choose the winners. Two of the winners were at the meeting: Grand Prize Winner Ella Follman for Dr. John Ovitz Park and Runner Up Winner Robbie Melnick for Lincoln Memorial Park. Runner Up Nathan Miller for Lincoln Park was not able to attend our board meeting. Supt. of Recreation Desch noted they have something to present to the winners and take pictures with everyone outside. At this time, they all went outside for the pictures. Upon returning to the meeting, Mrs. Jane Ovitz noted their family is so delighted. Her daughters were here earlier in the year and they took pictures at the park area. They feel this is a marvelous tribute and the family will be here in October for the dedication. Director Gibble noted there are a few dates for this. They would like to involve the Sycamore Creek Subdivision Homeowners Association in the planning of the park along with the Ovitz Family. Mrs. Jane Ovitz noted their family is interested in putting some trees in this summer at the park. She also mentioned that the park is at the corner of Heron Creek and Constitution. Her husband carried the Constitution around with him all the time.

Positive Feedback/Reports

- Commissioner Tucker noted another good month of good work.
- President Strack noted the sign at Carls Property is awesome.
- Director Gibble noted the firm that controls the algae in our ponds has offered free of charge to do a fish study in a few ponds. The population is improving, but we will continue the catch and release program for now.
- President Strack noted at the last Trailblazer meeting the parties were very engaged. He is encouraged by the number of groups that want to hear from us.
- Director Gibble gave kudos to Sarah and Bart on the newsletter.
- Commissioner Tucker thanked everyone for the cooperative effort between Sycamore and DeKalb Park Districts for the KSO concert.
- Commissioner Kroeger gave kudos to everyone that was part of the last board meeting with the property purchase.
- President Strack noted he has heard from parties positive things about the property.

Monthly Presentation – Supt. of Finance Hienbuecher – Purchase Order System Finalized

- Supt. of Finance Hienbuecher noted we are preparing to go live with the purchase order system on April 1st. She gave the Board a handout with screen shots of the purchase order system. She went over each section of the purchase order system and the different authorization levels.

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Old Business

FY 2014 Budget and Appropriation Ordinance 04-2014 – Motion

Commissioner Schulz moved to approve the 2014 Budget and Appropriation Ordinance 04-2014. Commissioner Kroeger seconded the Motion.

Roll Call

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

Open Meetings Act Requirement for Training - Director Gibble noted this is the annual reminder on the Open Meetings Act Requirement. The Vice President and President have annual training and will need to complete the training. The certificate needs to be filed with the Office Manager.

Quarterly Review of Goal Progress – Director Gibble noted this is the updates. He would like the Board to add their updates to the goal progress.

Quarterly Capital Funds Update – Supt. of Finance Hienbuecher noted this is just a quarterly capital funds update.

New Business

First Review of Audit for FY2013 – President Strack noted this is a draft of the audit. Director Gibble noted that there will be an IMRF representative come to a meeting and speak to the Board. There were general questions regarding the audit and the management letter.

Consider Community Center Lease – Director Gibble noted we had three one year leases with predefined rates for each year. He is asking the Board for approval to give them 90 days notice to sign for another year. We then have one more year after that.

Motion

Commissioner Tucker moved to approve the Community Center lease for another year. Commissioner Kroeger seconded the Motion.

Roll Call

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

Outstanding Check Policy – Supt. of Finance Hienbuecher noted the need for an outstanding check policy was noted in the audit management letter. Since she is presenting a policy at this board meeting, the auditors should reflect this in an updated management letter. The policy states that if a check is outstanding for more than 6 months, we need to send notice to them. Once a year, we will review the checks and anything over 6 months will be written off to a liability account. Once a check has been outstanding for 7 years, we then have to notify the state.

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Outstanding Check Policy- cont'd

Motion

Commissioner Schulz moved to approve the Outstanding Check Policy. Commission Kroeger seconded the Motion.

Roll Call

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

First Review of Park Standards – Director Gibble gave kudos to Supt. of Parks Donahoe – he picked up on this very quickly. This is the first step in an ongoing process. This will allow us to put a real cost to the level of maintenance at our parks. This is just the first draft and they welcome board comments and input. Supt. of Parks Donahoe noted last fall he gave the board the current practices just to maintain what we have. The next process is to determine what it will look like after the work is done. This will help explain to the community what it will look like after the work is done. This will be a tool to help to see what the cost is also. This is a long process and takes time.

Approval of Engineering Services – Director Gibble noted that as we move forward on the Vision 20/20 we will need to answer public questions. He is asking for approval for professional services to take steps to be able to answer some of those questions. He gave the proposals to the Board along with a recommendation to approve no more than \$57,000 for engineering services with ERA.

Motion

Commissioner Tucker moved to approve no more than \$57,000 for special engineering services. Commissioner Schulz seconded the Motion.

Roll Call

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

First Review of Capital Assets Replacement – Director Gibble noted we are beginning the process of our capital asset assessments. He wanted the Board to see the initial structure of the report. He noted all major assets are listed. When we switched to PDRMA for our liability coverage they did a complete financial assessment which included a pictorial of assets. This will be a planning tool year to year to see what the potential costs are to just maintain what we have.

Preparations for “Re-Introducing Our Endowment” – Supt. of Recreation Desch noted our Endowment Fund has been lost over the years and the community has forgotten about it. There will be an event to reintroduce our Endowment Fund with the DeKalb County Community Foundation to the community again. An invitation will be sent out to all Chamber Members electronically and others will be invited by mail. Dan Templin will be speaking about our fund. We will also be talking about the future of the Park District. Director Gibble asked the Board to let Supt. of Recreation Desch know if there is someone they want invited to this event. He suggested inviting the Citizens Advisory Committee, the Community Wide Strategic Planning Team and the key contact list from previous meetings. There were a few suggested changes on the form that will be handed out at the event.

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National Take a Walk in the Park Day – Director Gible noted that the National Take a Walk in the Park Day is this Saturday. The sign is now up and he asked the Board if they still want to hold the event. Need to talk about it in the timeline planning discussion and get information out to the public. The Board agreed we should go ahead with unveiling, but changed it to the day before (Saturday) National Take a Walk in the Park Day.

Public Input – None

Supt. of Golf Operations Lundbeck noted that he still needs sponsors for some holes for the next three years. He asked everyone to let him know if they know of anyone that might be interested in this.

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:21 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Schulz.

Roll Call

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

#1 The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

#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.

The Board convened to Executive Session at 7:28 pm. The roll was called with Commissioners Kroeger, Schulz, Tucker and Strack present along with Director Gible, and Recording Secretary Freeman.

Motion

The Board adjourned the Executive Session at 7:41 p.m. and reconvened to Regular/Study Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

Voice Vote

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

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Planning Timeline for Vision 20/20 – President Strack noted they need to put together a timeline. Commissioner Schulz suggested going from the November 4th election back. Things that were discussed were as follows:

- Yard signs 30 days before and the permit acquired. Map out where the signs will be Placed.
- Letter to the editor (factual letters) – 8 weeks prior or right after Labor Day. Possibly two a week.
- In August a letter from the Board to groups and businesses to set up times to speak to them.
- Also a letter from the entire Board to each School Board member, each council member explaining that our Board would like to speak to them.
- Get School and City Council lined up for April or May to share the information with them and get their comments.
- Need to get official approval from the Board to be able to talk about this in more detail with people. So possible April, May, or June Board meeting for ballot approval.
- June or July going to organizations.
- Continue to have monthly Trailblazer meetings possibly through August.
- Assign areas to the Trailblazer group that we need help with.
- Develop a factual poster to promote Vision 20/20.
- Newsletters with the 7 items split between a few of them.
- Convert power point presentation to boards with positive pictures and images to use at presentations.
- Do a video presentation and put on the trailblazer website.

Commissioner Schulz will type up the timeline calendar and send out to all.

Director Gible started discussion on the Take a Walk in the Park Day to announce the property purchase. The Board asked for the sign to be covered for now. He will draft a press release and send to the Board for comment. Commissioner Kroeger suggested having the five board members with Dan for a picture on the property and have the paper there. It was decided to have the sign unveiled on Saturday 3-29 at 3:00 pm.

Director Gible added the Chamber to the list the Board needs to talk to.

Motion

The Board adjourned the Regular/Study Session at 8:41 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 4-0. Commissioner Graves was absent.

Respectfully Submitted,

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

DATE: 04/15/2014
 TIME: 16:11:27
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 03/21/2014 TO 04/15/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AMERICAN		AMERICAN LOOMS							
1498	01	TOWELS	504000046216	02/14/14	00000000	53199	03/25/14	586.62	586.62
BARN		BARNES GROUP							
6376872001	01	FASTENERS FOR SHOP STOCK	202100066403	03/12/14	00000000	53200	03/25/14	150.56	150.56
								VENDOR TOTAL:	586.62
BOBJO		BOB-JO CYCLE CO.							
138003	01	HONDA GENERATOR PARTS	202100066403	03/11/14	00000000	53201	03/25/14	86.73	13.23
138034	01	PARTS-4 WHEELER PLOW UNIT	101500066403	03/19/14	00000000	53201	03/25/14	86.73	13.23
								VENDOR TOTAL:	73.50
BSN		BSN SPORTS							
95936644	01	NEW BASES EQUIPMENT	202100076525	03/11/14	00000000	53202	03/25/14	766.16	766.16
								VENDOR TOTAL:	766.16
CCP		CCP INDUSTRIES INC.							
IN01241868	01	GLASSES-SAFETY	504100076511	03/11/14	00000000	53203	03/25/14	32.40	32.40
								VENDOR TOTAL:	32.40
CINTA		CINTAS CORPORATION #355							
355663596	01	COMM CTR	207500056300	03/13/14	00000000	53204	03/25/14	16.37	16.37
								VENDOR TOTAL:	16.37
CITY2		CITY OF SYCAMORE							
14205600/5650-0314	01	WATER-SEWER-POOL	518100096704	04/14/14	00000000	53226	04/15/14	52.63	52.63
								VENDOR TOTAL:	52.63
COMCA		COMCAST							
031914				03/19/14		53227	04/15/14	81.62	81.62

DATE: 04/15/2014
 TIME: 16:11:27
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 03/21/2014 TO 04/15/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
031914		01 CABLE	303000096705	03/19/14	00000000	53227	04/15/14	81.62	81.62
		02 CABLE	504000096705		00000000				40.81
									40.81
								VENDOR TOTAL:	81.62
DIREC									
22700414478		01 SATELLITE - CC	207500096705	03/17/14	00000000	53205	03/25/14	97.99	97.99
									97.99
								VENDOR TOTAL:	97.99
GRAI									
9390181890		01 LOCKNUTS	101500076511	03/14/14	00000000	53206	03/25/14	39.24	39.24
									39.24
								VENDOR TOTAL:	39.24
HORN									
312194		01 CLUB REPAIR INVENTORY	501000001303	04/01/14	00000000	53228	04/15/14	1,514.42	1,138.02
		02 TEES	501000001306		00000000				590.28
		03 GRIP TAPE/ACTIVATOR	504000086603		00000000				507.25
									40.49
								VENDOR TOTAL:	1,514.42
312550		01 GRIPS	501000001303	04/03/14	00000000	53228	04/15/14	1,514.42	166.10
									166.10
313050		01 DIVOT TOOL-HAT CLIPS	501000001306	04/08/14	00000000	53228	04/15/14	1,514.42	210.30
									210.30
								VENDOR TOTAL:	1,514.42
ILLAG									
								VENDOR TOTAL:	1,514.42
2014-PEST-AM		01 2014 PEST CONTROL	101000046207	03/21/14	00000000	53207	03/25/14	35.00	15.00
									15.00
2016-PEST-ST		01 2014 - PEST CONTROL	101000046207	03/21/14	00000000	53207	03/25/14	35.00	20.00
									20.00
								VENDOR TOTAL:	35.00
LAUTER									
								VENDOR TOTAL:	35.00
5344		01 2013 AUDIT	241000036122	03/14/14	00000000	53216	03/25/14	12,100.00	12,100.00
									12,100.00
								VENDOR TOTAL:	12,100.00

Interim

FROM 03/21/2014 TO 04/15/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MEL	15533	01 MUSEUM-DOOR CLOSER-PARTS	202500066401	03/19/14	000000000	53209	03/25/14	227.00	227.00
									227.00
MENA	50560	01 ALUM - FIELD RAKE	202100076512	03/18/14	000000000	53210	03/25/14	19.51	11.99
									11.99
	50659	01 PAINT - SPORTS SAFETY BASES	202100076500	03/19/14	000000000	53210	03/25/14	19.51	7.52
									7.52
									VENDOR TOTAL: 227.00
REIN	1476200-00	01 SENSORS - FAIRWAY MOWER REELS	504100066403	02/24/14	000000000	53211	03/25/14	43,937.73	328.37
									328.37
	1477760-01	01 EXHAUST VALVE-TORO MOWER ENG	504100066403	03/12/14	000000000	53211	03/25/14	43,937.73	98.28
									98.28
	1477869-00	01 SEAL - TORO REELS	504100066403	03/12/14	000000000	53211	03/25/14	43,937.73	33.16
									33.16
	1478044-00	01 PISTON RING SET-TORO GRN MWR	504100066403	03/14/14	000000000	53211	03/25/14	43,937.73	146.17
									146.17
	1478251-00	01 MOWER - CONNECTING RODS	504100066403	03/14/14	000000000	53211	03/25/14	43,937.73	114.12
									114.12
	4027858-00	01 NEW FAIRWAY MOWER	701000207005	03/14/14	000000000	53211	03/25/14	43,937.73	43,217.63
									43,217.63
									VENDOR TOTAL: 43,937.73
RONDO	4027858-0059294	01 AXLE-BEAR KIT-PARK TRAILER	101500066402	03/21/14	000000000	53212	03/25/14	19.95	19.95
									19.95
SIK	1218204	01 TECH ASSESSMENT	701000207011	01/01/14	000000000	53213	03/25/14	15,142.38	15,142.38
									15,142.38
									VENDOR TOTAL: 15,142.38

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 03/21/2014 TO 04/15/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SWIFT	JOHN B SWIFT COMPANY								
14-0198	01	SPRING 2014 NEWSLETTER	101000046214	03/24/14	00000000	53217	03/26/14	1,834.00	1,834.00
									1,834.00
SYCPK	SYCAMORE PARK DISTRICT							VENDOR TOTAL:	1,834.00
	GOLF BANK								
	01	GOLF BANK	501000001010	04/03/14	00000000	53220	04/03/14	350.00	350.00
									350.00
								VENDOR TOTAL:	350.00
T0000013	DESCH, BART								
	032514	MILEAGE	201000046211	03/25/14	00000000	53218	03/26/14	123.65	123.65
	01	MILEAGE							123.65
								VENDOR TOTAL:	123.65
T0000230	FREEMAN, JEANETTE								
	040114	01 MILEAGE	101000046211	04/01/14	00000000	53221	04/03/14	78.40	78.40
									78.40
								VENDOR TOTAL:	78.40
T0000531	WHITE, LISA								
	033114	01 MILEAGE	201000046211	03/31/14	00000000	53222	04/03/14	38.45	38.45
									38.45
								VENDOR TOTAL:	38.45
T0000913	EICH, KATIE								
	031414	01 GEARS-GADGETS CLASS REFUND	205010186218	03/14/14	00000000	53214	03/25/14	119.00	119.00
									119.00
								VENDOR TOTAL:	119.00
T0000914	TATE, PAM								
	032014	01 ZUMBA CLASS REFUND	205660186218	03/20/14	00000000	53219	03/26/14	28.00	28.00
									28.00
								VENDOR TOTAL:	28.00
T0000915	DUNBAR, JOANNE								
	CH RENTAL REFUND								
	01	CLUBHOUSE RENTAL REFUND	303500004532	04/10/14	00000000	53224	04/10/14	150.00	150.00
									150.00
								VENDOR TOTAL:	150.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Int'l

FROM 03/21/2014 TO 04/15/2014

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000916	MELNICK, JENNIFER								
041114		01 SAVINGS BOND PARK NAMING	101000046214	04/11/14	00000000	53225	04/11/14	500.00	500.00
		02 SAVINGS BOND PARK NAMING	201000046214		00000000				250.00
									250.00
		UNITED STATES POSTAL SERVICE						VENDOR TOTAL:	500.00
		SUMMER BROCHURE 2014							
		01 SUMMER BROCHURE 2014	206500046202	04/09/14	00000000	53223	04/09/14	1,850.36	1,850.36
									1,850.36
		UNIVERSAL ADCOM						VENDOR TOTAL:	1,850.36
509372		01 DEK CTY - SYC GUIDE	504000046208	03/05/14	00000000	53215	03/25/14	519.50	310.00
									310.00
509374		01 DEK CTY - SANDWICH AD -GUIDE	504000046208	03/05/14	00000000	53215	03/25/14	519.50	209.50
									209.50
		WALMART COMMUNITY						VENDOR TOTAL:	519.50
31614		01 COFFEE-CREAMER	303000086632	03/16/14	00000000	53229	04/15/14	79.21	79.21
		02 LYSOL TABLE CLEANER	303000076551		00000000				18.60
		03 MARKETING SUPPLIES	101000046214		00000000				2.87
		04 MARKETING SUPPLIES	201000046214		00000000				28.87
									28.87
		TOTAL --- ALL INVOICES:						VENDOR TOTAL:	79.21
									80,576.88

Board

INVOICES DUE ON/BEFORE 04/16/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AT&T2	A T & T	245.79	14.86
BANN	BANNER UP SIGNS	45.00	30.00
BOCKY	BOCKYN, LLC	900.00	150.00
CINTA	CINTAS CORPORATION #355	583.05	27.61
CONST	CONSTELLATION NEWENERGY	7,363.13	175.77
ECO	ECOWATER SYSTEMS, INC.	160.98	73.74
ELM REX	ELM REX, SARAH	1,181.00	150.00
FOX1	FOX VALLEY FIRE & SAFETY CO.	655.00	100.60
FRONTIER	FRONTIER	4,635.99	327.86
GCSAA	GCSAA		185.00
GENOABU	GENOA BUSINESS FORMS	559.95	403.75
HARR	HARRIS	544.89	58.76
ILLAG	ILLINOIS DEPT OF AGRICULTURE	145.00	20.00
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,188.75	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,452.70	116.12
KAR	KAR-FRE FLOWERS	117.95	21.48
MENA	MENARDS - SYCAMORE	570.79	75.69
NICOR	NICOR GAS	13,067.18	305.07
OF	OFFICE DEPOT	725.88	130.54
PLUNKETT	PLUNKETT'S PEST CONTROL	119.00	42.00
PRIO	PRIORITY PROMOTIONS		277.50
RIVER	RIVERS END TRADING COMPANY	2,568.26	32.17
SHAW	SHAW SUBURBAN MEDIA	126.66	26.41
SOFT	SOFT WATER CITY	1,288.53	35.50
SPARKLE	SPARKLE JANITORIAL SERVICE	5,395.00	900.00
T0000024	DOBBERSTEIN, MELISSA	195.97	12.78
TASC	TASC		300.00
TBC	TBC	4,853.81	539.22
VISACA	VISA CARDMEMBER SERVICE	9,620.17	3,619.31
WARE	WAREHOUSE DIRECT BUSINESS		70.26
WASTE	WASTE MANAGEMENT	1,056.98	93.04
	ADMINISTRATION		8,466.91
15	PARKS		
BANN	BANNER UP SIGNS	45.00	1,460.00
CARQ	CARQUEST AUTO PARTS	3,351.69	137.32
CINTA	CINTAS CORPORATION #355	583.05	43.89
COMMO	COMMONWEALTH EDISON	1,524.23	220.75
CONST	CONSTELLATION NEWENERGY	7,363.13	17.86
DEKA	DEKALB LAWN & EQUIPMENT CO.	382.31	328.54
FOX1	FOX VALLEY FIRE & SAFETY CO.	655.00	530.00

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/16/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
FRONTIER	FRONTIER	4,635.99	92.47
KIRK	KIRKLAND SAWMILL		242.00
LOWE	LOWE'S	1,201.06	503.17
MENA	MENARDS - SYCAMORE	570.79	277.82
NICOR	NICOR GAS	13,067.18	1,532.64
REIN	REINDERS, INC.	54,190.40	123.71
RONDO	RONDO ENTERPRISES, INC.	169.95	24.95
SOFT	SOFT WATER CITY	1,288.53	49.75
UNITEDRE	UNITED RENTALS		441.40
VISACA	VISA CARDMEMBER SERVICE	9,620.17	20.90
WASTE	WASTE MANAGEMENT	1,056.98	66.34
	PARKS		6,113.51
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	245.79	14.84
BANN	BANNER UP SIGNS	45.00	340.00
BOCKY	BOCKYN, LLC	900.00	150.00
CINTA	CINTAS CORPORATION #355	583.05	7.83
CONST	CONSTELLATION NEWENERGY	7,363.13	175.77
ECO	ECOWATER SYSTEMS, INC.	160.98	73.75
ELM REX	ELM REX, SARAH	1,181.00	1,050.00
FRONTIER	FRONTIER	4,635.99	327.86
GENOABU	GENOA BUSINESS FORMS	559.95	403.75
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,188.75	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,452.70	116.12
KAR	KAR-FRE FLOWERS	117.95	21.47
NICOR	NICOR GAS	13,067.18	231.20
OF	OFFICE DEPOT	725.88	37.30
PLUNKETT	PLUNKETT'S PEST CONTROL	119.00	42.00
PRIO	PRIORITY PROMOTIONS		277.50
RIVER	RIVERS END TRADING COMPANY	2,568.26	32.17
SHAW	SHAW SUBURBAN MEDIA	126.66	26.42
SPARKLE	SPARKLE JANITORIAL SERVICE	5,395.00	900.00
SPEC	SPECIAL FX		365.80
SYC	SYCAMORE CHAMBER OF COMMERCE	195.00	100.00
T0000024	DOBBERSTEIN, MELISSA	195.97	12.77
TASC	TASC		300.00
TBC	TBC	4,853.81	539.23
VISACA	VISA CARDMEMBER SERVICE	9,620.17	3,940.25
WARE	WAREHOUSE DIRECT BUSINESS		66.11
	ADMINISTRATION		9,704.02

INVOICES DUE ON/BEFORE 04/16/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
BARN	BARNES GROUP	415.53	178.93
BATTERIE	BATTERIES PLUS	143.73	116.91
BEACO	BEACON ATHLETICS		910.00
BSN	BSN SPORTS	3,626.16	875.76
CARQ	CARQUEST AUTO PARTS	3,351.69	254.15
CINTA2	CINTAS CORP	46.62	21.58
DEKA	DEKALB LAWN & EQUIPMENT CO.	382.31	72.24
FAST	FASTENAL COMPANY		4.77
LOWE	LOWE'S	1,201.06	249.31
MENA	MENARDS - SYCAMORE	570.79	108.71
PION	PIONEER		3,521.00
VISACA	VISA CARDMEMBER SERVICE	9,620.17	135.56
WAGN	WAGNER AGGREGATE, INC.		173.60
WASTE	WASTE MANAGEMENT	1,056.98	66.34
	SPORTS COMPLEX MAINTENANCE		6,688.86
25	MIDWEST MUSEUM OF NATURAL HIST		
CRES	CRESCENT ELECTRIC SUPPLY CO.		133.44
	MIDWEST MUSEUM OF NATURAL HIST		133.44
50	PROGRAMS - YOUTH		
T0000918	DEZUTEL, NELLIE		18.00
T0000922	MARSOLEK, JENNIFER		86.50
T0000924	MORKER, MAYURI		47.00
T0000925	NICOLOSI, GINA		40.00
T0000926	PESKA, KATIE		80.00
	PROGRAMS - YOUTH		271.50
52	PROGRAMS - ADULT		
T0000917	ACKMANN, CARMELITA		100.00
	PROGRAMS - ADULT		100.00
54	PROGRAMS - LEAGUES		

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/16/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
54	PROGRAMS - LEAGUES		
T0000931	STEVENS, TAMMY		60.00
	PROGRAMS - LEAGUES		60.00
55	PROGRAMS - YOUTH ATHLETICS		
T0000919	DONAHOE, MICHELLE		55.00
T0000920	FRUIT, STEPHANIE		10.00
T0000921	HUFF, PATRICIA		65.00
T0000923	MCADOMS, JENNIFER		55.00
T0000927	ROBAR, KELLY		55.00
T0000928	SCHOEN, CAROLYNE		55.00
T0000929	SEABASE, TONY		55.00
T0000930	SPORTSMAN, CHARITY		55.00
T0000932	VINCENT, LINDSY		55.00
	PROGRAMS - YOUTH ATHLETICS		460.00
60	PROGRAMS - SPECIAL EVENTS		
FUNEXP	FUN EXPRESS		136.20
VISACA	VISA CARDMEMBER SERVICE	9,620.17	120.28
	PROGRAMS - SPECIAL EVENTS		256.48
75	COMMUNITY CENTER		
AT&T1	A T & T	169.27	56.55
AT&T2	A T & T	245.79	59.35
C&L	C & L PROPERTIES, L.L.C.	15,585.00	5,195.00
CINTA	CINTAS CORPORATION #355	583.05	49.11
COMMO	COMMONWEALTH EDISON	1,524.23	301.00
FRONTIER	FRONTIER	4,635.99	122.60
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,452.70	213.78
NICOR	NICOR GAS	13,067.18	649.03
OF	OFFICE DEPOT	725.88	51.59
SOFT	SOFT WATER CITY	1,288.53	227.75
SPEC	SPECIAL FX		54.00
VISACA	VISA CARDMEMBER SERVICE	9,620.17	149.97
WARE	WAREHOUSE DIRECT BUSINESS		57.55
WASTE	WASTE MANAGEMENT	1,056.98	70.65
	COMMUNITY CENTER		7,257.93

INVOICES DUE ON/BEFORE 04/16/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
CONST	CONSTELLATION NEWENERGY	7,363.13	75.33
EUCL	EUCLID BEVERAGE LTD.		390.00
NICOR	NICOR GAS	13,067.18	99.08
PEPSI	PEPSI COLA GEN. BOT.		831.64
REINHART	REINHART FOOD SERVICE		451.73
SUP	SUPERIOR BEVERAGE		232.50
VISACA	VISA CARDMEMBER SERVICE	9,620.17	195.23
WARE	WAREHOUSE DIRECT BUSINESS		28.56
WASTE	WASTE MANAGEMENT	1,056.98	59.37
	CLUBHOUSE CONCESSIONS		2,363.44
33	SPORTS COMPLEX CONCESSIONS		
CONST	CONSTELLATION NEWENERGY	7,363.13	39.17
	SPORTS COMPLEX CONCESSIONS		39.17
GOLF COURSE			
10	ADMINISTRATION		
DYNAMIC	DYNAMIC BRANDS		429.30
TITL	TITLEIST DRAWER CS	11,981.66	2,282.90
	ADMINISTRATION		2,712.20
40	GOLF OPERATIONS		
BANN	BANNER UP SIGNS	45.00	125.00
CARQ	CARQUEST AUTO PARTS	3,351.69	485.83
CINTA	CINTAS CORPORATION #355	583.05	7.31
CONST	CONSTELLATION NEWENERGY	7,363.13	447.32
FRONTIER	FRONTIER	4,635.99	80.34
HOMETOWN	HOMETOWN PRODUCTIONS		200.00
NEWV	NEW VALUES MAGAZINE		425.00
NICOR	NICOR GAS	13,067.18	99.08
RIVER	RIVERS END TRADING COMPANY	2,568.26	616.28
SOFT	SOFT WATER CITY	1,288.53	28.75
UNIVAD	UNIVERSAL ADVERTISING ASSOC		457.50
VISACA	VISA CARDMEMBER SERVICE	9,620.17	239.95
WDKB-FM	WDKB-FM	375.00	252.00
	GOLF OPERATIONS		3,464.36

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/16/2014

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
41	GOLF MAINTENANCE		
AUTOM	AUTO MACHINE INC.		467.18
BATTERIE	BATTERIES PLUS	143.73	116.91
CARQ	CARQUEST AUTO PARTS	3,351.69	164.18
CINTA	CINTAS CORPORATION #355	583.05	43.89
CONST	CONSTELLATION NEWENERGY	7,363.13	17.86
DEKA	DEKALB LAWN & EQUIPMENT CO.	382.31	25.46
FAST	FASTENAL COMPANY		56.06
FRONTIER	FRONTIER	4,635.99	92.47
JOHNDE	JOHN DEERE LANDSCAPES/LESCO		138.48
LOWE	LOWE'S	1,201.06	213.09
MENA	MENARDS - SYCAMORE	570.79	133.29
NATGOLF	NATIONAL GOLF GRAPHICS LLC		392.00
NICOR	NICOR GAS	13,067.18	1,585.20
REIN	REINDERS, INC.	54,190.40	156.59
VISACA	VISA CARDMEMBER SERVICE	9,620.17	109.43
	GOLF MAINTENANCE		3,712.09
SWIMMING POOL			
80	POOL		
FRONTIER	FRONTIER	4,635.99	38.86
THELIFE	THE LIFEGUARD STORE		119.58
	POOL		158.44
81	POOL MAINTENANCE		
CONST	CONSTELLATION NEWENERGY	7,363.13	186.33
NICOR	NICOR GAS	13,067.18	61.55
	POOL MAINTENANCE		247.88
CAPITAL PROJECTS			
10	ADMINISTRATION		
BANN	BANNER UP SIGNS	45.00	450.00
	ADMINISTRATION		450.00
TOTAL ALL DEPARTMENTS			52,660.23

Interim \$ 80,576.88
 New \$ 52,660.23
 Total \$ 133,237.11

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: April 22, 2014

Administrative Initiatives (4/1/14 – 4/30/14)

- Attended Superintendent meetings.
- Participated in conference call with Sikich representatives regarding current status of Technology Assessment. Reviewed draft and provided feedback for improvements.
- Participated in conference call with Speer Financial and Chapman & Cutler regarding timeline and questions for Vision 20/20 Planning.
- Completed documentation and final review of FY2013 Annual Audit.
- Obtained and prepared required document to begin Workers Comp through PDRMA.
- Finalized 2013 Tax Computation Report.
- Assisted in coordinating the purchase of Savings Bond for the naming of the park winners.
- Continued to work with EZ Links on concessions inventory. Employee discount does not work on “kits” so need to work on alternate method within the POS system.
- Completed written procedure for vehicle allowance.
- Completed monthly allocation of 2014 annual budget and entered into MSI Accounting System.
- Developed template for and created name badges.

- Met with Sarah Elm to discuss adding information to the website regarding Shelter Rentals. Finalized pamphlet on facility rental information to be used on the website to provide this info.
- Finalized selection and ordered Clubhouse Concession uniform shirt and aprons.
- Unable to formally meet with Baseball organization regarding concessions, however, communication via email covered any concerns from last year.
- Scheduled to meet with Girls Softball regarding concessions once they have finalized their calendar, per Dave Torson's request.
- Continued the process of collecting quotes on natural gas rates.
- Coordinated with staff on menu boards for Sports Complex and Pool Concessions.
- Provided training to Clubhouse Concessions Staff.
- Attended Vision 20/20 Open House and assisted staff in coordinating refreshments.
- Submitted claim information to PDRMA for tree/fence damage.
- Worked with staff to coordinate and consolidate game schedules for the purpose of providing concessions.
- Updated general ledger codes for new program offerings. Deleted old program general ledger codes out of the current year in order to streamline the financial statements for the Recreation Department.
- Worked with staff to get quotes on Ice Machine and Freezer for baseball concessions.
- Coordinated cleaning of carpets in clubhouse and administration, clubhouse bathrooms and kitchen floor.

- Catering/special events/room rentals: 2 room rentals, Flashlight Egg Hunt, Breakfast with the Bunny, NIU Rugby tournament

Administrative Initiatives (5/1/14 – 5/31/14)

- Update and provide Monthly Cash Flow worksheet.
- Revise wording on closure policy for clarification.
- Finalize documentation for purchase order procedure after testing complete cycle.
- Continue to investigate beverage cart options for inventory and cash control.
- Continue exploring opportunities for Museum grants and information regarding museum tax levy.
- Finalize natural gas quotes and make recommendation to the board.
- Provide Operations Expenditures and audit to PDRMA as requested.
- Provide training sessions for Beverage Cart, Sports Complex and Pool Concessions Staff.
- Catering/special events/room rentals: 5 room rentals, Park Pride Day, Sycamore Rugby, 2 golf outings.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2014

Corporate Fund (10)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	3,006.00	7,682.73	155.6%	7,856.00	16,910.08	115.3% (1)	592,324.00	9,354.76	80.8% (1)
Parks	-	-	#DIV/0!	-	-	#DIV/0!	13,196.00	-	#DIV/0!
Total Revenues	3,006.00	7,682.73	155.6%	7,856.00	16,910.08	115.3%	605,520.00	9,354.76	80.8%
Expenses									
Administration	33,835.00	28,045.37	-17.1%	89,985.00	78,585.76	-12.7% (2)	362,679.00	75,679.16	3.8% (3)
Parks	14,323.00	18,670.93	30.4%	36,623.00	43,018.02	17.5% (4)	220,433.00	37,061.88	16.1% (4)
Total Expenses	48,158.00	46,716.30	-3.0%	126,608.00	121,603.78	-4.0%	583,112.00	112,741.04	7.9%
Total Fund Revenues	3,006.00	7,682.73	155.6%	7,856.00	16,910.08	115.3%	605,520.00	9,354.76	80.8%
Total Fund Expenses	48,158.00	46,716.30	-3.0%	126,608.00	121,603.78	-4.0%	583,112.00	112,741.04	7.9%
Surplus (Deficit)	(45,152.00)	(39,033.57)	-13.6%	(118,752.00)	(104,693.70)	-11.8%	22,408.00	(103,386.28)	1.3%

(1) 2014 Replacement Tax Is above budget 54.9% \$3,514 and 24.6% \$1,956 higher than 2013. 2014 also has insurance reimbursement of \$415 as well as farm income of \$5,000 that was not budgeted (Carls Farm).

(2) Timing

(3) 2014 YTD has expenses of \$3,023 from payroll (PT Office Asst and Grant Writing) that had not occurred for the same time period in 2013. This is also the case for Cleaning Services \$1,849.

(4) Primary reason for variances are increases in Maintenance - Vehicles/Tractors, Gas/Oil, and Utility - Gas.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2014

Recreation Fund (20)

Department	March Budget	March Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2013 YTD Actual	
Revenues									
Administration	-	-	#DIV/0!	-	7.60	#DIV/0!	849,024.00	1.26	503.2%
Sports Complex	-	-	#DIV/0!	-	-	#DIV/0!	33,400.00	1,100.00	-100.0%
Sports Complex Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	39,350.00	-	#DIV/0!
Midwest Museum of Natural Hist	575.00	-		575.00	-	-100.00% (1)	2,300.00	1,158.38	-100.0% (1)
Programs-Youth	588.00	1,486.00	152.72%	2,538.00	4,893.00	92.79% (2)	12,159.00	2,304.00	112.4% (2)
Programs-Teens	833.00	-	-100.00%	1,683.00	1,131.75	-32.75% (2)	5,126.00	1,944.20	-41.8% (2)
Programs-Adult	478.00	110.00	-76.99%	648.00	470.00	-27.47% (2)	1,475.00	840.00	-44.0% (2)
Programs-Family	900.00	1,139.00	26.56%	2,600.00	3,056.00	17.54% (2)	8,621.00	2,633.00	16.1% (2)
Programs-Leagues	-	-	#DIV/0!	-	-	#DIV/0! (2)	4,212.00	-	#DIV/0! (2)
Programs-Youth Athletics	2,053.00	2,296.00	11.84%	3,103.00	4,668.00	50.44% (2)	22,065.00	3,981.00	17.3% (2)
Programs-Fitness	3,212.00	1,570.00	-51.12%	12,612.00	14,132.00	12.05% (2)	38,484.00	14,991.00	-5.7% (2)
Programs-Preschool	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	690.00	-100.0% (2)
Programs-Senior	-	-	#DIV/0!	200.00	150.00	-25.00% (2)	600.00	175.00	-14.3% (2)
Programs-Dance	218.00	40.00	-81.65%	1,038.00	1,410.00	35.84% (2)	3,000.00	2,466.00	-42.8% (2)
Programs-Special Events	642.00	62.00	-90.34%	2,692.00	1,857.50	-31.00% (2)	5,069.00	3,035.50	-38.8% (2)
Programs-Concerts	880.00	2,200.00	150.00%	2,480.00	3,800.00	53.23%	8,000.00	500.00	660.0%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Brochure	-	-	#DIV/0!	2,400.00	2,900.00	20.83%	7,300.00	2,150.00	34.9%
Weight Room	1,814.00	1,668.00	-8.05%	7,474.00	5,704.00	-23.68%	20,965.00	5,765.20	-1.1%
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	3,199.00	(20.00)	-100.0%
Total Revenues	12,193.00	10,571.00	-13.30%	40,043.00	44,179.85	10.33%	1,064,349.00	43,714.54	1.1%

(1) Timing. Receipt in April.

(2) Revenue from programs are greater than budget by 17.17% \$4,654 and decreased 3.9%, \$1,291 compared to 2013.

Sycamore Park District
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Expenses											
Administration	27,045.00	22,403.48	-17.16%	78,385.00	65,872.88	-15.96%	(1)	304,837.00	65,853.69	0.0%	(1)
Sports Complex		-	#DIV/0!		-	#DIV/0!		-	-	#DIV/0!	
Sports Complex Maintenance	33,390.00	28,377.15	-15.01%	90,390.00	85,255.49	-5.68%		391,122.00	85,375.77	-0.1%	
Midwest Museum of Natural Hist	825.00	2,536.00	207.39%	2,375.00	3,013.54	26.89%		9,500.00	811.60	271.3%	
Programs-Youth	531.00	273.42	-48.51%	1,531.00	2,281.66	49.03%	(2)	7,532.00	521.06	337.9%	(2)
Programs-Teens	601.00	38.02	-93.67%	1,201.00	645.17	-46.28%	(2)	3,630.00	1,048.53	-38.5%	(2)
Programs-Adult	349.00	-	-100.00%	424.00	50.00	-88.21%	(2)	1,200.00	100.00	-50.0%	(2)
Programs-Family	923.00	956.94	3.68%	2,623.00	2,271.17	-13.41%	(2)	8,226.00	2,135.06	6.4%	(2)
Programs-Leagues	601.00	403.69	-32.83%	1,571.00	1,718.78	9.41%	(2)	3,713.00	1,750.25	-1.8%	(2)
Programs-Youth Athletics	144.00	287.00	99.31%	194.00	363.00	87.11%	(2)	17,625.00	350.00	3.7%	(2)
Programs-Fitness	1,872.00	2,273.05	21.42%	5,472.00	6,200.95	13.32%	(2)	23,628.00	4,970.57	24.8%	(2)
Programs-Preschool	-	-	#DIV/0!		-	#DIV/0!	(2)	-	-	#DIV/0!	(2)
Programs-Senior	112.00	35.00	-68.75%	112.00	121.00	8.04%	(2)	300.00	-	#DIV/0!	(2)
Programs-Dance	905.00	120.00	-86.74%	905.00	120.00	-86.74%	(2)	2,450.00	541.00	-77.8%	(2)
Programs-Special Events	420.00	350.31	-16.59%	420.00	920.81	119.24%	(2)	4,703.00	1,347.50	-31.7%	(2)
Programs-Concerts	785.00	-	-100.00%	785.00	200.00	-74.52%		7,755.00	200.00	0.0%	
Programs-Trips	-	-	#DIV/0!		-	#DIV/0!	(2)	-	705.00	-100.0%	(2)
Brochure	-	1,420.54	#DIV/0!		1,420.54	#DIV/0!		24,600.00	-	#DIV/0!	
Weight Room	62.00	18.52	-70.13%	562.00	440.21	-21.67%		3,115.00	521.91	-15.7%	
Community Center	10,645.00	12,005.19	12.78%	32,545.00	32,724.24	0.55%		139,703.00	31,348.08	4.4%	
Total Expenses	79,210.00	71,498.31	-9.74%	219,495.00	203,619.44	-7.23%		953,639.00	197,580.02	3.1%	
Total Fund Revenues	12,193.00	10,571.00	-13.30%	40,043.00	44,179.85	10.33%		1,064,349.00	43,714.54	1.1%	
Total Fund Expenses	79,210.00	71,498.31	-9.74%	219,495.00	203,619.44	-7.23%		953,639.00	197,580.02	3.1%	
Surplus (Deficit)	(67,017.00)	(60,927.31)	-9.09%	(179,452.00)	(159,439.59)	-11.15%		110,710.00	(153,865.48)	3.6%	

(1) The primary reason for variances in this area are due to timing issues specifically with website management, uniforms and contracted services.

(2) Expenses for programs are greater than budget by 15.23% \$3,897 however, decreased 2.5%, \$758 compared to 2013.

Sycamore Park District
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Donations (21)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	10.14	#DIV/0!	-	13.80	-26.5%
Total Revenues		-	#DIV/0!	-	10.14	#DIV/0!	-	13.80	-26.5%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	10.14	#DIV/0!	-	13.80	-26.5%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	-	10.14	#DIV/0!	-	13.80	-26.5%

Special Recreation (22)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	13.82	#DIV/0!	(1) 144,000.00	11.06	25.0%
Total Revenues	-	-	#DIV/0!	-	13.82	#DIV/0!	144,000.00	11.06	25.0%
Expenses									
Administration	70,000.00	61,519.02	-12.12%	70,000.00	61,697.77	-11.86%	(2) 379,674.00	-	#DIV/0!
Total Expenses	70,000.00	61,519.02	-12.12%	70,000.00	61,697.77	-11.86%	379,674.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	13.82	#DIV/0!	144,000.00	11.06	25.0%
Total Fund Expenses	70,000.00	61,519.02	-12.12%	70,000.00	61,697.77	-11.86%	379,674.00	-	#DIV/0!
Surplus (Deficit)	(70,000.00)	(61,519.02)	-12.12%	(70,000.00)	(61,683.95)	-11.88%	(235,674.00)	11.06	#####

Sycamore Park District
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Insurance (23)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		1.81	#DIV/0!	51,000.00	1.84	-1.6%
Total Revenues	-	-	#DIV/0!	-	1.81	#DIV/0!	51,000.00	1.84	-1.6%
Expenses									
Administration	5,000.00		-100.00%	10,330.00	10,081.00	-2.41%	72,560.00	10,411.50	-3.2%
Total Expenses	5,000.00	-	-100.00%	10,330.00	10,081.00	-2.41%	72,560.00	10,411.50	-3.2%
Total Fund Revenues	-	-	#DIV/0!	-	1.81	#DIV/0!	51,000.00	1.84	-1.6%
Total Fund Expenses	5,000.00	-	-100.00%	10,330.00	10,081.00	-2.41%	72,560.00	10,411.50	-3.2%
Surplus (Deficit)	(5,000.00)	-	-100.00%	(10,330.00)	(10,079.19)	-2.43%	(21,560.00)	(10,409.66)	-3.2%

Audit (24)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		0.63	#DIV/0!	14,000.00	0.84	-25.0%
Total Revenues	-	-	#DIV/0!	-	0.63	#DIV/0!	14,000.00	0.84	-25.0%
Expenses									
Administration	12,000.00	12,100.00	0.83%	12,000.00	12,100.00	0.83%	14,100.00	3,350.00	261.2% (1)
Total Expenses	12,000.00	12,100.00	0.83%	12,000.00	12,100.00	0.83%	14,100.00	3,350.00	261.2%
Total Fund Revenues	-	-	#DIV/0!	-	0.63	#DIV/0!	14,000.00	0.84	-25.0%
Total Fund Expenses	12,000.00	12,100.00	0.83%	12,000.00	12,100.00	0.83%	14,100.00	3,350.00	261.2%
Surplus (Deficit)	(12,000.00)	(12,100.00)	0.83%	(12,000.00)	(12,099.37)	0.83%	(100.00)	(3,349.16)	261.3%

(1) Timing of billings.

Sycamore Park District
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Paving & Lighting (25)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		1.61	#DIV/0!	100.00	3.72	-56.7%
Total Revenues	-	-		-	1.61		100.00	3.72	-56.7%
Expenses									
Administration		58.80	#DIV/0!		58.80	#DIV/0!	(1) -	4,329.65	-98.6% (1)
Total Expenses	-	58.80		-	58.80		-	4,329.65	-98.6%
Total Fund Revenues	-	-	#DIV/0!	-	1.61	#DIV/0!	100.00	3.72	
Total Fund Expenses	-	58.80	#DIV/0!	-	58.80	#DIV/0!	-	4,329.65	
Surplus (Deficit)	-	(58.80)	#DIV/0!	-	(57.19)	#DIV/0!	100.00	(4,325.93)	

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

Park Police (26)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-		#DIV/0!		0.39	#DIV/0!	100.00	0.41	-4.9%
Total Revenues	-	-		-	0.39		100.00	0.41	-4.9%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	4,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		4,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	0.39	#DIV/0!	100.00	0.41	-4.9%
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	4,000.00	-	
Surplus (Deficit)	-	-	#DIV/0!	-	0.39	#DIV/0!	(3,900.00)	0.41	-4.9%

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

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	87,000.00	-	#DIV/0!
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	87,000.00	-	#DIV/0!
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	87,000.00	-	#DIV/0!
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	87,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	87,000.00	-	#DIV/0!
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	87,000.00	-	#DIV/0!
Surplus (Deficit)	-	-		-	-		-	-	

Social Security (28)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	77,000.00	-	#DIV/0!
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	77,000.00	-	#DIV/0!
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	77,000.00	-	#DIV/0!
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	77,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	77,000.00	-	#DIV/0!
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	77,000.00	-	#DIV/0!
Surplus (Deficit)	-	-		-	-		-	-	

Sycamore Park District
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Concessions (30)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Clubhouse Concessions	-	-	#DIV/0!		1.35	#DIV/0!	68,491.00	-	#DIV/0!
Beverage Cart	-	-	#DIV/0!		-	#DIV/0!	15,709.00	-	#DIV/0!
Sports Complex Concessions	-	-	#DIV/0!		-	#DIV/0!	28,434.00	-	#DIV/0!
Pool Concessions	-	-	#DIV/0!		-	#DIV/0!	11,497.00	-	#DIV/0!
Catering	650.00	567.50	-12.69%	1,200.00	1,205.00	0.42%	19,556.00	1,286.50	-6.3%
Total Revenues	650.00	567.50	-12.69%	1,200.00	1,206.35	0.53%	143,687.00	1,286.50	-6.2%
Expenses									
Clubhouse Concessions	3,000.00	2,156.60	-28.11%	7,300.00	7,185.56	-1.57%	92,511.00	6,063.80	18.5% (1)
Beverage Cart	-	-	#DIV/0!		-	#DIV/0!	10,604.00	-	#DIV/0!
Sports Complex Concessions	75.00	71.30	-4.93%	75.00	73.25	-2.33%	21,536.00	46.00	59.2%
Pool Concessions	-	-	#DIV/0!		-	#DIV/0!	10,581.00	-	#DIV/0!
Catering	125.00	-	-100.00%	250.00	-	-100.00% (2)	6,183.00	375.00	-100.0% (2)
Total Expenses	3,200.00	2,227.90	-30.38%	7,625.00	7,258.81	-4.80%	141,415.00	6,484.80	11.9%
Total Fund Revenues	650.00	567.50	-12.69%	1,200.00	1,206.35	0.53%	143,687.00	1,286.50	-6.2%
Total Fund Expenses	3,200.00	2,227.90	-30.38%	7,625.00	7,258.81	-4.80%	141,415.00	6,484.80	11.9%
Surplus (Deficit)	(2,550.00)	(1,660.40)	-34.89%	(6,425.00)	(6,052.46)	-5.80%	2,272.00	(5,198.30)	16.4%

(1) New menu board purchased in 2014, \$1,237.50

(2) All catering revenue has been room rental fees. No COGS for catering.

Sycamore Park District
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Developer Contributions (32)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	2,000.00	#DIV/0!		2,003.59	#DIV/0!	5,000.00	1.61	#####
Total Revenues	-	2,000.00		-	2,003.59		5,000.00	1.61	#####
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	2,000.00		-	2,003.59		5,000.00	1.61	#####
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	2,000.00		-	2,003.59		5,000.00	1.61	#####

Sycamore Park District
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Golf Course (50)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>		
Revenues										
Golf Operations	60,000.00	58,770.54	-2.0%	90,000.00	105,374.22	17.1% (1)	508,950.00	83,149.31	26.7% (1)	
Golf Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	20,849.00	-	#DIV/0!	
Total Revenues	60,000.00	58,770.54	-2.0%	90,000.00	105,374.22	17.1%	529,799.00	83,149.31	26.7%	
Expenses										
Golf Operations	18,743.00	17,578.36	-6.2%	41,143.00	40,235.02	-2.2%	245,640.00	39,234.27	2.6%	
Golf Maintenance	19,248.00	18,692.53	-2.9%	54,548.00	56,094.41	2.8%	286,674.00	52,849.47	6.1% (2)	
Total Expenses	37,991.00	36,270.89	-4.5%	95,691.00	96,329.43	0.7%	532,314.00	92,083.74	4.6%	
Total Fund Revenues	60,000.00	58,770.54	-2.0%	90,000.00	105,374.22	17.1%	529,799.00	83,149.31	26.7%	
Total Fund Expenses	37,991.00	36,270.89	-4.5%	95,691.00	96,329.43	0.7%	532,314.00	92,083.74	4.6%	
Surplus (Deficit)	22,009.00	22,499.65	2.2%	(5,691.00)	9,044.79	-258.9%	(2,515.00)	(8,934.43)	-201.2%	

(1) The pre-season pro shop sale of 2014 brought in additional revenue as golfers were able to purchase their passes at a discounted rate. Also in 2014 is Groupon revenue.

(2) Timing primarily within Maintenance - Vehicles/Tractors.

Sycamore Park District
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Swimming Pool (51)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Pool		-	#DIV/0!		-	#DIV/0!	58,199.00	-	#DIV/0!
Swim Lessons	-	-	#DIV/0!		-	#DIV/0!	14,235.00	60.00	-100.0%
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	72,434.00	60.00	-100.0%
Expenses									
Pool	40.00	123.86	209.7%	120.00	201.57	68.0%	44,430.00	118.17	70.6%
Pool Maintenance	808.00	2,025.29	150.7%	1,108.00	2,890.31	160.9% (1)	25,400.00	1,104.74	161.6% (1)
Swim Lessons	-	-	#DIV/0!		46.99	#DIV/0!	8,201.00	-	#DIV/0!
Total Expenses	848.00	2,149.15	153.4%	1,228.00	3,138.87	155.6%	78,031.00	1,222.91	156.7%
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	72,434.00	60.00	-100.0%
Total Fund Expenses	848.00	2,149.15	153.4%	1,228.00	3,138.87	155.6%	78,031.00	1,222.91	156.7%
Surplus (Deficit)	(848.00)	(2,149.15)	153.4%	(1,228.00)	(3,138.87)	155.6%	(5,597.00)	(1,162.91)	169.9%

(1) Gas bill higher in 2014 due to weather.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2014

Debt Service (60)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		0.70	#DIV/0!	577,000.00	0.65	7.7%
Total Revenues	-	-	#DIV/0!	-	0.70	#DIV/0!	577,000.00	0.65	7.7%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0!	571,800.00	-	#DIV/0!
Total Expenses	-	-		-	-		571,800.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	0.70	#DIV/0!	577,000.00	0.65	7.7%
Total Fund Expenses	-	-		-	-		571,800.00	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	-	0.70	#DIV/0!	5,200.00	0.65	7.7%

Capital Projects (70)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2013 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	100.74	#DIV/0!	472,680.00	285.17	-64.7%
Total Revenues	-	-	#DIV/0!	-	100.74	#DIV/0!	472,680.00	285.17	-64.7%
Expenses									
Administration	88,000.00	58,360.01	-33.7%	88,000.00	58,360.01	-33.7%	662,200.00	24,320.49	140.0%
Total Expenses	88,000.00	58,360.01	-33.7%	88,000.00	58,360.01	-33.7%	662,200.00	24,320.49	140.0%
Total Fund Revenues	-	-		-	100.74	#DIV/0!	472,680.00	285.17	-64.7%
Total Fund Expenses	88,000.00	58,360.01	-33.7%	88,000.00	58,360.01	-33.7%	662,200.00	24,320.49	140.0%
Surplus (Deficit)	(88,000.00)	(58,360.01)	-33.7%	(88,000.00)	(58,259.27)	-33.8%	(189,520.00)	(24,035.32)	142.4%
Total Fund Revenues	75,849.00	79,591.77		139,099.00	169,803.93	22.1%	3,843,669.00	137,884.21	
Total Fund Expenses	344,407.00	290,900.38	-15.5%	630,977.00	574,247.91	-9.0%	4,156,845.00	452,524.15	
Surplus (Deficit)	(268,558.00)	(211,308.61)	-21.3%	(491,878.00)	(404,443.98)	-17.8%	(313,176.00)	(314,639.94)	

Sycamore Park District

	Unaudited 1/1/2014	Revenues	Expenses	Unaudited 3/31/2014	3/31/2014 Cash balance
10 Corporate	131,195.37	16,910.08	121,603.78	26,501.67	24,296.39
20 Recreation	36,127.00	44,179.85	203,619.44	(123,312.59)	(124,477.83)
21 Donations	223,513.80	10.14	-	223,523.94	223,523.94
22 Special Recreation	285,021.65	13.82	61,697.77	223,337.70	223,337.70
23 Insurance	42,998.28	1.81	10,081.00	32,919.09	32,217.59
24 Audit	13,115.80	0.63	12,100.00	1,016.43	1,016.43
25 Paving & Lighting	7,373.77	1.61	58.80	7,316.58	7,316.58
26 Park Police	8,071.03	0.39	-	8,071.42	8,071.42
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	49,188.82	1,206.35	7,258.81	43,136.36	41,571.09
32 Developer Contributions	74,064.11	2,003.59	-	76,067.70	76,067.70
60 Debt Service	14,398.84	0.70	-	14,399.54	14,399.54
70 Capital Projects	737,132.43	100.74	58,360.01	678,873.16	675,493.76
Total governmental fund balance	1,622,200.90	64,429.71	474,779.61	1,211,851.00	1,202,834.31
50 Golf Course	140,612.56	105,374.22	96,329.43	149,657.35	
Net Assets	<u>(224,878.42)</u>			<u>(224,878.42)</u>	
	(84,265.86)			(75,221.07)	(85,694.10)
51 Swimming Pool	275,778.45	-	3,138.87	272,639.58	
Net Assets	<u>(276,233.35)</u>			<u>(276,233.35)</u>	
	(454.90)			(3,593.77)	(3,594.76)
Total proprietary funds	416,391.01	105,374.22	99,468.30	422,296.93	
Net assets	<u>(501,111.77)</u>			<u>(501,111.77)</u>	
Proprietary funds minus net assets	(84,720.76)			(78,814.84)	
	1,537,480.14			1,133,036.16	1,113,545.45

Summary of depository accounts as of 4/16/2014

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,624.94	0.10
National Bank & Trust	509,126.41	0.03
Resource Bank	559,267.63	0.10

*Dekalb Co. Community Foundation 14,240.26

1,098,259.24

* 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 12/31/13.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject Monthly Report

Date: April 22, 2014

Administrative Initiatives (4/1/14 – 4/30/14)

- Attended weekly Department Head meetings as scheduled.
- Attended monthly all staff meeting.
- Attended Chamber of Commerce Ambassadors Club meeting.
- Attended Voluntary Action Center Board Meeting.
- Opened golf course for 2014 season on Saturday, April 5th at 8:00am.
- Developed spring newsletter for the golf operation.
- Finalized in house men's league rosters and develop league schedule.
- Picked out 2010 EZGO Golf Carts for purchase from the EZGO.
- Completed staffing needs for 2014 golf season and schedule interviews for possible in hires.
- Sent email blast and press release about golf course opening.
- Prepared club repair and regripping form for customers.
- Developed monthly merchandise sales promotion for May and June.
- Finalized remainder of outstanding outing contracts.
- Began preparation of "Partner's In Golf flyer.

- Modified hours of operation for the Thorguard Lightning Detection System.
- Purchased and had installed bulletin board for the purpose of posting league events and information to be placed between the bathrooms in the clubhouse.

Administrative Initiatives (5/1/14 – 3/31/14)

- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend Chamber of Commerce Ambassadors Club meeting.
- Attend Voluntary Action Center Board Meeting.
- Develop May Newsletter for golf operation.
- Begin “in season” golf rates on Monday, May 19th.
- Begin in house league season for Mobile Match Play, Men’s Wednesday Fairway Club, Wednesday Nine Hole Ladies and Sunday Couples Leagues.
- Review scholarship applications collected at Sycamore High School for the Annual Sycamore Park District Park and Recreation Scholarship.
- Activate Charitee Golf Challenge
- Receive 2010 EZGO Golf Carts from trade in process. We were able to purchase 13, 2010 EZGO carts and trade in 12, 2000 carts and still keep under the \$30,000.00 allotted in the capital budget.
- Attend EZLINKS webinars on e-marketing and new POS upgrades.
- Begin ‘in season’ hours of operation starting Saturday, May 24th. Monday through Friday, 6:00am to dusk, Saturday, Sunday and holidays, 5:30am to dusk.

- Offer spring 10 minute free swing tune ups the weekend of Saturday, May 24th and putting clinic.
- Complete and distribute “Partners in Golf Flyer.”
- Begin 2014 outing season.
- Hold Memorial Day Weekend merchandise Sale.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: April 22, 2014

Administrative Initiatives (4/1/14-4/30/14)

Golf

- The golf course opened for play on Saturday the 5th of April. Staff removed ropes and put out all course equipment, cleaned the course of winter debris, and performed initial rolling, and mowing of greens and fairways. Golfer cart use was delayed until April 12th when turf green-up was observed and the surface firmed enough to support the traffic.
- After a very long winter in which the turf was covered with snow and ice for three and one-half months, we are encouraged with the condition of the course. A few areas are still coming out of dormancy and should recover, while others will be seeded if the turf has succumbed to winter kill.
- Staff has replaced 10 bridge foot traction pads, removed dead poplar tree right of 5 green, worked on replacing the wood on 16 tee foot bridge, switched the tee signs to the new design, and cut down spent ornamental grasses around the clubhouse.
- Met with irrigation companies to obtain quotes to replace failing irrigation pipe along 18 river bridge. The work will be completed in the next couple weeks.
- Collected pricing and began ordering pesticide, fertilizer, and growth regulator products.
- Staff repaired broken pipe in clubhouse ceiling in front of pro shop door.

- Coordinated with locksmith to complete all door lock changes at all buildings except new maintenance and comm. center to new master key system.

Sports

- Field use has begun as several user groups have either begun playing formal games or practice sessions. Staff has been raking and leveling infield surfaces, adding ag lime infield surfacing to washed out areas, putting up batting cage and backstop nets, checking fences and scoreboards, putting out garbage cans, and rolling the outfields.
- I am having daily discussions with Bart Desch and several user groups about the 2014 schedules, field issues, and practice space. High School games started at the beginning of the month and some youth leagues are starting this week. Sunday soccer, NIU rugby, High School rugby, and YMCA flag football will also take place in the next few weeks. Hosted half marathon from NIU Intersvarsity group on April 12th who started at the Good Tymes shelter and accessed the Great Western Trail from there.
- Ordered and received field chalk, line paint, ag lime for infields, replacement bases and mounds for fields.
- Will receive new paint lining machine in the coming days.
- Received quotes to replace back stops on ball fields 5 and 8. Work will be completed in the next few weeks as weather allows.
- Researched, purchased and planned install of a new playground small climbing unit for sports complex concession building play area to replace recently removed old wood structure. Will also replace surfacing from sand to playground mulch, expand the swing mulch zone to required size, and add wood border around perimeter of area. A small sand area will remain for recreation.

- Coordinated with auction company and moved all approved excess inventory to sale site for April 13th auction. Many items from Liners baseball were included along with old clubhouse furniture and used community center equipment. All items were successfully sold during the course of the auction.

Parks

- Staff has begun placing picnic table and newly painted garbage cans out at our various parks and shelters. Cleanup of paths, play areas, and parks from winter debris is in progress as well.
- Playground equipment inspections are under way with minor repairs and swing part replacement taking place.
- Attended staff, board, and CAC meetings as well as the April 11th Evening with the Park District event downtown.
- Began to have some seasonal staff return in all maintenance areas. Ordered staff tee shirts with current logo and color scheme.
- Researched fish stocking and pricing to begin stocking of Lake Sycamore and Old Mill ponds this spring.
- Worked on collecting information on trees to be removed in the near future and replacement options to be presented at April board meeting.
- Installed 'No Weapons' signage at all main park and building entrances throughout the Park District.
- Hosted AYSO for the first of three sign-up dates for registration at the maintenance facility in April and May 1.
- I successfully completed three year renewal exam for Illinois spray license.

- Coordinated with Encap as work began and was completed to refurbish the pond bank at the large pond north of Merry Oaks Drive and west of Jewel.
- Planned projects for Park Pride Day on May 3rd. The largest will be mulching the walk path which winds through the woods at Chief Black Partridge.
- Worked with Swedberg and Assoc. as they continue the outdoor portion of the carpentry ADA work. Work includes ramp improvements to field 1 as well as the wood concessions counter, lowering counter at Sports concession building, adding additional ADA fountains by fields and Lions Shelter, and new doors for the WPA Main Shelter.
- Visited newly acquired property on Airport Road with Dan Gobble and the Sycamore Fire Dept. chiefs to discuss possible burn exercise for the buildings. Our staff installed a chain and caution sign across the driveway to keep out vehicles.
- Received quotes for changing a few flanges and valves in the mechanical room of the pool.

Administrative Initiatives (5/1/14-5/31/14)

- Attend staff, CAC, and board meetings.
- Will oversee installation of playground structure at sports concession area as well as new backstops for fields 5 and 8.
- Continue to work with Swedberg Assoc. as they complete updates for outside carpentry portion of ADA plan.

- After ADA work complete on WPA Main shelter doors, work with electricians to complete electrical portion of shelter upgrade.
- Work with ERA engineers on reviewing paving portion of ADA upgrades.
- Staff will be outside performing clean-up and of all park, golf, and sports fields. Mowing will begin as temperatures dictate.
- Will work with Bart Desch and our staff to host Park Pride Day.
- Continue to meet with sports user groups to discuss field maintenance issues as practices and games begin on all fields with all groups.
- Will oversee replacement of 18 bridge irrigation pipe.
- Continue PDRMA compliance requirements for future insurance review.
- Work with Encap as golf area left of 5 green is planted in low-mow grasses, forbs, and native plantings.
- Work on fish order to stock select ponds this spring.
- Begin work on capital assets for future replacement planning.
- Staff will continue to inspect playground structures and document work completed. ADA parking signs will also be updated at various parks.
- Work on Park Tour guide booklet and route specifics.
- Pool will be cleaned, minor repairs made, filled and prepped to open at the end of May.

To: Park Board of Commissioners
From: Bart Desch
Subject: Monthly Board Report
Date: April 15, 2014

Administrative Initiatives: 04/01/14 – 04/30/14

- Attended the CAC meeting on April 3.
- Attended the Board meeting on April 22.
- Spoke about Park District activities and programs to the Kiwanis Club on April 15. Lisa also spoke regarding the grant they provided last year for swim lessons. The Kiwanis Club also made two donations that evening, a check for \$500.00 for the upcoming pool lessons scholarship fund and a check for \$450.00 for any plants/items needed for the two Kiwanis Parks.
- Delivered Summer brochures to area businesses and government entities.
- Facilitated the “Evening with the Park District” on April 11, at the Depot. Thank you to everyone for attending. A special thanks to Lisa for coordinating details, Jackie for the liquor license, Melissa for the food and Kirk for providing music for the event.
- Begin planning for the Fall Fireworks event on September 13. I have been in contact with the fireworks company.
- Met with Susan Edwards of Art Attack, along with the Director regarding Art Attack and Susan becoming more involved with the Park District.
- Continue meeting with numerous non-MOU groups regarding the Sports Complex and rentals.
- Began contacting individuals and groups who have indicated an interest in volunteering for Park Pride Day which is slated to be held on May 3.
- Continue speaking with NIU Rugby regarding their rental of the Sports Complex on April 26.
- Sent program information regarding the “Breakfast with the Bunny” event to the Chamber as well as photos, for them to assist in publicizing the event.

- Coordinating with the Sycamore Police Department regarding the use of the new Bunny costume for the event on April 19. Also assisting them with the Egg Hunt and details regarding their use of the Sports Complex.
- Facilitated the “Breakfast with the Bunny” event on April 19, at the hall at St. Mary’s. This is a new location in an attempt to be able to facilitate more people at the event. It also provides more room to operate the event.
- Began sending out information regarding the Summer Concert Series to local groups and entities.
- Met with Jay Wilkerson of Jumpy Jumpers regarding future events and their involvement. They will provide 4-5 inflatables for the “Fireworks and Fun” event in September, including a 70 ft. long Zip Line. Jay will provide some inflatable’s for the upcoming Summer Concert Series.
- Met with Steve Heide of the Kishwaukee Storm regarding a Sports Complex rental later this month.
- Contacted staff at Kishwaukee Hospital regarding supplies for the “Breakfast with the Bunny” event.
- Attended the Sports Consortium meeting on April 17.
- Purchased supplies for the Spring Fishing Derby.
- Met with staff and David Bragen, our printer, regarding the upcoming schedule of print documents that will go out from June through October. These documents will include two newsletters, one brochure and possibly another document. Staff and Commissioners will be asked to provide articles depending on the document.
- Met with Deb, the owner of Jazzercise regarding the District’s possible using/renting the space at her facility.
- Contacted Trans Vac regarding providing transportation for park tours in May/June.
- Met with Steve Sapita of AYSO regarding the MOU and the Fall schedule.
- Met with Misty Haji-Sheikh, a DeKalb County Board member and Dan regarding participating in a bike path program the County is participating in.
- Corresponded with Kathy McNamara of Bethany Hospital regarding employee health and possible participation in fitness and pool programs.

- Speaking with Melissa Gallagher from Kishwaukee Community College regarding a possible workshop for part time and full time staff on conflict resolution and communications.
- Met with Jesus of TAXCO regarding the upcoming Cinco de Mayo event.
- Purchased shirts for the Zumba class that will promote the District at the Cinco de Mayo event.

Administrative Initiatives: 05/01/14 – 05/31/14

- Will attend the Park Board meeting on May 27.
- Will guest DJ on B95 radio on May 28 at 8am.
- Will conduct the Park Pride Day on May 3.
- Will conduct the District's activities at the Cinco Da Mayo event on May 4.
- Write a final review for Nick, our intern these past few months, whose last day will be May 6.
- Will send out a rough outline of the future publications that will be coming from the District to the public. With Summer coming, there is a short turnaround time on certain documents and I would like to prepare everyone.
- Begin promoting the District's Special Events and Concert Series through print and social media.
- Begin production of the summer newsletter, which will highlight certain aspects of the Vision 20/20 plan.
- Begin the planning for the fall brochure and the new amenity featuring the parks and trails.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: April 22, 2014

Administrative Initiatives (4/1/14 – 4/30/14)

- Put 2014 ADA deficiencies out to bid.
- Attended CAC meeting.
- Worked on Authorization for Disposal of Unneeded Items for April Auction.
- Began Planning for Park Tour.
- Updated Agenda Planner and Distribute to Board/Administrative Staff.
- Held meetings regarding trails matters:
 - City
 - State
 - Engineers
 - Property Owners
- Managed several land related matters.
- Ordered ADA Signage for Buildings as part of Phase 1 ADA work.
- Served on Pumpkin Festival Committee.
- Spoke to the DeKalb Chamber Leadership Academy on the subject of Organizational Change.

- Assisted with Set-up and Attended/Presented at the Vision 20/20 Open House.
- Sought out bids/quotes for Asbestos Inspections on the Carls Farm Properties.
- Met with Susan Edwards regarding Arts Programming at the Park District.
- Met with Fire Department Officials regarding the possible “burning” of the buildings on the Carls Farm property for their training purposes, and to reduce our cost for demolition and removal.
- Held Youth Sports Consortium meeting.
- Began work on Merry Oaks Pond restoration.
- Began work on native grass establishment near hole 5 on the golf course.
- Conducted evaluation of KSRA Executive Director.
- Organized a meeting of leadership at Opportunity House and KSRA to re-visit the Special Olympics Agreement.
- Took first steps in initiating the “IMAGE” campaign for Sycamore Park District—garments and name badges.
- Began gathering bid document examples for home and barn demolitions.
- Created first draft of RFQ document for website re-design.

Administrative Initiatives (5/1/14 – 5/31/14)

- Hold sports complex design charrettes with Youth Sports Consortium.
- Hold initial design meeting with Jane Ovitz regarding Sycamore Creek Subdivision Park.

- Hold initial design meeting with Sycamore Creek Subdivision HOA regarding Dr. John Ovitz Park.
- Hold initial meetings with CUSD #427 Personnel regarding trail need issues/joint planning.
- Finalize Aquatics Manual with Lisa White.
- Update Agenda Planner for Staff/Board.
- Continue Major Asset Lifecycle Project.
- Assist with the finalizing of the IDOT Grant.
- Hold Meetings with SHODEEN Development and KR PAN Construction regarding parks in their developments.
- Schedule Meeting with Reston Ponds Homeowners.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber

March 25, 2014

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

Dear Lisa:

This letter is to confirm our plan to exercise the next year of our Lease of Certain Property Commonly Known As: 138 Fair Street, Sycamore, Illinois. It is 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 Five Hundred Fifty-eight and 00/100 (\$5,558.00) Dollars for the next twelve month period beginning in July 2014.

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

Board of Commissioners

Date of Board Meeting: April 22, 2014

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 some minor revisions as well as the transfer from the Recreation Fund to the Golf Course and Swimming Pool for deficits. The electronic version will be emailed to you as a separate file. 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. 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, 2013.

Ron Amen from Lauterbach & Amen 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:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 22, 2014

STAFF RECOMMENDATION

AGENDA ITEM: PRESENTATION OF TECHNOLOGY STUDY BY SIKICH

BACKGROUND INFORMATION: In September 2013, the Board approved the retention of professional services of Sikich for the purpose of an independent analysis of our systems and the creation of a phased plan to address our technology challenges.

I am including for your review the Summary Recommendations, Timing and Costs as provided by Sikich. Jeff Rudolph and Mark Wilson will be presenting this information in further detail at the board meeting.

FISCAL IMPACT: The fiscal impact is discussed in the Recommendations Report. Sikich has our billing currently at \$27,360 for which \$45,000 was budgeted in the 2014 Capital Budget. Costs for implementation are outlined on the attached Summary.

STAFF RECOMMENDATION: Staff recommends the Board read, review, discuss and ask questions about the information provided.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



Summary Recommendations, Timing and Costs

We have created three tables to summarize our recommendations:

1. A budget summary for the key recommendations
2. A summary with our recommendations, priority and costs
3. A detailed summary of all our recommendations

Table 1: Summary Recommendation with Costs for the Sycamore Park District:

Budget Category	2014 WAN Upgrade	2014 Misc. Items	2015 Phone Upgrade	2015 Misc. Items	2016 Office 365 Upgrade	2017 Vermont Systems Upgrade
Annual Operating Cost	\$8,508		\$655		\$3,120	\$17,000
One Time Cost	\$51,200	\$5,750	\$27,000	\$4,250	\$4,500	\$40,000

Table 2: The following is a summary of the recommendations along with estimated costs and our suggestion of priority - 0-1 = now and up to end of one year, 1-3 = in one to three years, 3-5 = in 3 to five years. The initial costs are based on estimates for your IT vendor to complete. Those not requiring outside services are \$0.00

Summary of Recommendations						
No.	Description	Priority (Year)			Initial Cost	Annual Cost
		0-1	1-3	3-5		
1.01	Select Wide Area Networking option	✓			\$51,200	\$8,508
2.01	Replace NEC Phone System with ShorTel System	✓			\$27,000	\$655
3.01	Microsoft Office 365 adoption Enterprise Plan		✓		\$4,500	\$3,120
3.02	ParkPro Training	✓			\$1,000-\$2,000	
3.03	ParkPro Users Group		✓		\$2,000	
3.04	Scan membership cards		✓		\$200	
3.05	Membership card pictures		✓		\$200	
3.06	Computer for pool area		✓		\$1,200	
3.07	On-line employee applications		✓			
3.08	Explore alternate recreational software		✓			
3.09	Our long term solution is to migrate to the Vermont Systems cloud platform with integrated accounting		✓		\$40,000	\$17,000
3.10	Remote access to MSI				\$250	\$200
4.01	Create and test a Business Continuity and Disaster Recovery Plan		✓			
5.01	Determine necessary changes to 3rd party IT vendor relationship	✓				
6.01	Suggested changes to the Procurement policies	✓				
6.02	Suggested additions or modifications to the Email and Internet acceptable use policies	✓				
6.03	Suggested changes to your password policy	✓				
6.04	Suggested additions to your on / off boarding policy	✓				
8.01	Windows 2008 is only on Service pack 1. It should be on Service pack 2	✓			\$1,200	
8.02	Exchange 2007 is on Service pack 1 and should be on Service pack 3 with rollup 11	✓			\$1,200	

Summary of Recommendations						
No.	Description	Priority (Year)			Initial Cost	Annual Cost
		0-1	1-3	3-5		
8.03	Backup process needs to be corrected	✓			\$300	
8.04	Investigate HP Integrated Management logs Error 1784	✓			\$300	
8.05	Install required Tripp Lite software (JAVA) to enable management software	✓			\$300	
8.06	Update Symantec Antivirus to current version	✓			\$450	
8.07	Plug server into high speed switch port	✓			\$0	
8.08	Consider dual monitors to improve efficiency – per monitor		✓		\$250- \$400	
10.01	A policy should be adopted requiring administrative or root level passwords to be made know to the appropriate SPD management personnel.	✓				

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 22, 2014

STAFF RECOMMENDATION

AGENDA ITEM: Plan 2014 Park Tour

BACKGROUND INFORMATION: Planning for the third annual Park Tour is under way. The purpose of the tour is to give the participants a visual understanding of the variety and size of what the Park District owns and maintains throughout Sycamore. In the past, most of the parks around town along with the sports complex and pool have been visited by a group of staff, CAC, long range planning committee, and Park Board members.

This year the tour will continue to visit several parks, but will also highlight items presented in the Vision 20/20 plan. These areas include:

- Golf course – start the tour here to see where a new low-mow and water tolerant native grass/forb area will be planted this spring in the open area south of 5 green. Also, the current irrigation system pumping station will be viewed to explain how it functions and the challenges it presents as it has reached its 26th year of operation.
- Sports Complex – the tour will show our current field configuration for baseball and soccer and we will discuss the flood plain border and the need to expand current facilities beyond that border. The newly purchased land along Airport Road will be viewed and possible new Vision 20/20 amenities discussed. Also, the property the Park District owns further south of the current soccer fields for possible sports field expansion will be visited.
- Other parks on the tour will include: Parkside Preserve, Kiwanis East, Kiwanis Prairie, Community Center, Lake Sycamore, Leon Larson/Brickville Road and the possible site of future trail connections, Wetzel, Emil Cassier/Merry Oak path where the large pond edge has been refurbished, Founders, the newly added Ovitz, Boynton, Black Partridge, and Old Mill where new trail connections are planned as well.

Options for the date of the tour are as follows:

- Thursday, May 29th from 5-8 p.m.
- Saturday, May 31st from 9 a.m. to noon.
- Tuesday, June 3 from 5-8 p.m.
- Saturday, June 7th from 9 a.m. to noon.
- Saturday, June 21st from 9 a.m. to noon.

Please consider one of the dates above and be prepared to select a date that accommodates the majority. Once we select a date we will invite the CAC, the Trailblazers, and the Media to attend, and take care of all the details.

FISCAL IMPACT: We estimate that the cost of transportation and food for this tour will be under \$500.

STAFF RECOMMENDATION: Select a date for the 2014 Park Tour.

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 22, 2014

STAFF RECOMMENDATION

AGENDA ITEM: CONSIDERATION OF LARGE EVENTS:
For Informational Purposes Only

BACKGROUND INFORMATION: Attached is a list of District and non-affiliated groups large events happening at the District over the next several months. This is for Board's information.

FISCAL IMPACT: Varies by event.

STAFF RECOMMENDATION: No action needed, for informational purposes only.

PREPARED BY: Bart Desch, Superintendent of Recreation

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Summer 2014 Special Events

June 5: Summer Concert- Good Tymes Shelter

June 12: Summer Concert- Good Tymes Shelter

June 12: Kishwaukee Community Hospital Staff Picnic- Good Tymes Shelter

June 19: Summer Concert- Good Tymes Shelter

June 22: Teen Battle of the Bands- Good Tymes Shelter

June 26-29: STORM DAYZ- Sports Complex

July 3: Summer Concert- Good Tymes Shelter

July 10: Summer Concert- Good Tymes Shelter

July 17: Summer Concert- Good Tymes Shelter

July 19: Major League Baseball Players Retired Association Youth Camp- Sports Complex

July 24: Summer Concert- Good Tymes Shelter

July 31: Summer Concert- Good Tymes Shelter

August 7: Summer Concert- Good Tymes Shelter

September 13: Fireworks and Fun- Sports Complex

September 27: Touch a Truck- Farm and Fleet Parking Lot

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 22, 2014

STAFF RECOMMENDATION

AGENDA ITEM: SALE OF SURPLUS EQUIPMENT: Ordinance No. 05-2014 Authorization to Conduct a Public Sale

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

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

FISCAL IMPACT: The proceeds of the sale of these items will go to the Sycamore Park District General Fund. Though in this case, the cost of demolition may exceed any proceeds derived from disposal.

STAFF RECOMMENDATION: The staff recommends the Board approve Ordinance No. 05-2014 and authorize the staff to proceed with the sale of surplus equipment and material identified in this recommendation.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

**SYCAMORE PARK DISTRICT
ORDINANCE NO. 05-2014
AN ORDINANCE FOR SALE OF
SURPLUS PROPERTY**

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

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

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

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

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

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

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

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page 2
Sycamore Park District
Ordinance 05-2014

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

PASSED AND APPROVED THIS _____ DAY OF _____, 2014

AYES: _____

NAYS: _____

ABSENT: _____

SYCAMORE PARK DISTRICT, an Illinois
Municipal Corporation

By: _____

It's President

ATTEST:

Secretary

List of Surplus Items
Authorized by Ordinance 05-2014

- A. The Farm House and 4 Out-Buildings, Plus all their Contents, Commonly Known as 23942 Airport Road; Sycamore, IL 60178
- B. Three old televisions.
- C. One “dorm” style refrigerator.
- D. One microwave.
- E. Bissell Vacuum Bagless
- F. GE 26” color tube tv
- G. Emerson VHS player
- H. Durabrand 13” color tube tv
- I. Sharp adding machine with rear paper roll
- J. Dust Buster cordless floor vacuum
- K. Bissel Power Force vacuum bag type

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 22, 2014

STAFF RECOMMENDATION

AGENDA ITEM: DISCUSSION OF TIMELINE REGARDING MATTER OF BONDS AND REFERENDA

BACKGROUND INFORMATION: As the Board continues to plan for our future and communicating VISION 20/20 proceeds, the Board needs to address its timeline for developing the various sources of revenue to accomplish the VISION:

- Grants
- Donations
- Sponsorships
- Fundraising
- Bonds
- Tax Dollars
- Operating Funds

To that end, I suggest the Board consider the following:

- A. Meet directly with the leadership of groups for which the Board feels fundraising must take place.
- B. Review possible language for:
 - i. Bond Ordinance
 - ii. Referenda
- C. Create timelines/deadlines for when each fund source must be in place.

You have already taken the following steps:

- A. Hire professional help to develop plans and interact with groups that have an interest in our plans.
- B. Hire professional help to prepare grant applications.
- C. Submitted a grant application for the Community Center.
- D. Discussed and received partnership support for the first phase of trail work.

After consideration of input from several sources--two legal counsels, and IAPD--I have a timeline to propose for a November 4 Election.

NOTE: The following are the decisions I had to reach based upon input from these various sources:

- A. Our referenda IS NOT subject to the 3 question limit IN ANY WAY, other than if we would want more than 3 questions on the ballot, ourselves !!!
- B. Our referenda IS NOT subject to the early PTEL Deadline of May 4, 2014.
- C. Getting the City Council and the School Board informed and "on-board" prior to passing any ordinances is CRITICAL.

With these matters in mind. I will recommend the following timeline:

- 1. April: Present to School Board: Vision 20/20--seek their support/and avoidance of any referenda on their part.
- 2. May: Present to City Council: Vision 20/20--seek their support/and avoidance of any referenda on their part.
- 3. June 24, 2014 Regular Meeting: Pass Alternate Bond Ordinance and Begin 30 Day Period for Petition
- 4. July 22, 2014 Regular Meeting: Pass Ordinance Initiating a Public Question for the November 4th Election
- 5. July 23, 2014: File Ordinance with Clerk's Office: Election Official
- 6. August 2014: Begin Strong Public Campaign Promoting the Referenda and Vision 20/20.
- 7. November 4, 2014: Election/Referenda

FISCAL IMPACT: None at this time

STAFF RECOMMENDATION: The staff recommends the Board discuss these matters and approve a FINAL Calendar for all these matters.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

ORDINANCE NO. _____

AN ORDINANCE authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the Sycamore Park District, DeKalb County, Illinois, for the purpose the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District in an aggregate principal amount not to exceed \$_____.

* * *

WHEREAS, the Sycamore Park District, DeKalb County, Illinois (the “District”), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, as supplemented and amended (the “Park Code”); and

WHEREAS, the Board of Park Commissioners of the District (the “Board”) has determined that it is advisable, necessary and in the best interests of the District to issue the hereinafter described bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including but not limited to _____, and for the payment of the expenses incident thereto (the “Project”), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board and now on file in the office of the Secretary of the Board; and

WHEREAS, the cost of the Project, including legal, financial, bond discount, printing and publication costs, capitalized interest and other expenses, will be not more than \$_____, and there are insufficient funds on hand and lawfully available to pay such costs; and

WHEREAS, such costs are expected to be paid for from the proceeds of alternate bonds authorized to be issued at this time pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended (the “Act”); and

WHEREAS, it is necessary and for the best interests of the District that the District proceed with the Project, and in order to raise the funds required therefor it will be necessary for the District to borrow an amount not to exceed \$_____ and in evidence thereof to issue alternate bonds in an aggregate principal amount not to exceed \$_____, all in accordance with the Act; and

WHEREAS, the revenue sources that will be pledged to the payment of the principal of and interest on the alternate bonds will be the lawfully available moneys in the District's Corporate and Recreation Funds, and such other funds of the District as may be necessary and on hand from time to time and lawfully available for such payment; and

WHEREAS, if the above-mentioned revenue sources are insufficient to pay said alternate bonds, ad valorem property taxes upon all taxable property in the District without limitation as to rate or amount are authorized to be extended to pay the principal of and interest on said alternate bonds:

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

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Determination to Issue Bonds. It is necessary and in the best interests of the District to proceed with the Project in accordance with the preliminary plans and estimate of cost as described, and that for such purpose alternate bonds of the District are hereby authorized to be issued and sold from time to time in an aggregate principal amount not to exceed \$_____, known as "General Obligation Park Bonds (Alternate Revenue Source)" of the District and bearing such series designation or designations as may be appropriate (the "*Bonds*").

Section 3. Publication. This Ordinance, together with a notice in the statutory form, shall be published in the _____, the same being a newspaper of general circulation in the District, and if no petition, signed by _____ electors, the same being equal to 7.5% of the registered voters in the District, asking that the issuance of the Bonds be submitted to referendum, is filed with the Secretary of the Board within thirty (30) days after the date of the publication of this Ordinance and said notice, then the Bonds shall be authorized to be issued.

Section 4. Additional Ordinances. If no petition meeting the requirements of applicable law is filed during the petition period hereinabove referred to, then the Board may adopt additional ordinances or proceedings supplementing or amending this Ordinance providing for the issuance and sale of the Bonds and prescribing all the details of the Bonds, so long as the maximum amount of the Bonds as set forth in this Ordinance is not exceeded and there is no material change in the Project described herein. Such additional ordinances or proceedings shall in all instances become effective immediately without publication or posting or any further act or requirement. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for the issuance of the Bonds under applicable law.

Section 5. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

Section 6. Repealer. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Adopted _____, 2014.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners

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ORDINANCE NUMBER _____

AN ORDINANCE providing for and requiring the submission of the proposition of increasing the limiting rate for the Sycamore Park District, DeKalb County, Illinois, to the voters of said Park District at the general election to be held on the 4th day of November, 2014.

* * *

WHEREAS, the Sycamore Park District, DeKalb County, Illinois (the "*District*"), is subject to the Property Tax Extension Limitation Law of the State of Illinois, as amended ("*PTELL*"); and

WHEREAS, the Board of Park Commissioners of the District (the "*Board*") does hereby find and determine that the limiting rate for the District is not sufficient to provide funds to pay the cost of _____ and maintaining, improving and protecting parks, all in accordance with the preliminary plans and estimate of cost herefore approved by the Board and now on file in the office of the Secretary of the Board; and

WHEREAS, the limiting rate for the District for levy year 2013 was _____% of the equalized assessed value of the taxable property therein; and

WHEREAS, it is hereby found and determined by the Board that the need exists for increasing the limiting rate for the District by an additional amount equal to _____% above the limiting rate for levy year 2013 and establishing the same at _____% of the equalized assessed value of the taxable property therein for levy year 2014; and

WHEREAS, the most recent levy year for which the limiting rate of the District is known is 2013; and

WHEREAS, before the District is authorized to increase its limiting rate to _____%, a proposition therefor (the "*Proposition*") must be submitted to the voters of the District as provided by PTELL, and be approved by a majority of the voters of the District voting on the Proposition at an election to be held in and for the District; and

WHEREAS, it is deemed advisable, necessary and in the best interests of the District that the Proposition be submitted to the voters of the District at an election to be held and conducted in accordance with the general election law; and

WHEREAS, PTELL requires that the ballot for the Proposition shall have printed thereon, but not as a part of the Proposition, certain supplemental information as set forth and described in PTELL; and

WHEREAS, such supplemental information shall be supplied by the District to the election authority; and

WHEREAS, the Board has reviewed and approved the supplemental information appearing on the form of ballot for the Proposition hereinafter set forth in this Ordinance:

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

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Need to Submit to Voters. It is necessary and in the best interests of the District that the limiting rate for the District be increased to _____% of the equalized assessed valuation of the taxable property thereon for levy year 2014.

Section 3. Submission to Voters. The Proposition shall be submitted to the voters of the District in accordance with the general election law at the general election to be held on Tuesday, the 4th day of November, 2014, between the hours of 6:00 o'clock A.M. and 7:00 o'clock P.M. on said day (the "Election").

Section 4. Voting Precincts and Polling Places. The Election shall be held in the voting precincts and at the polling places established by the County Board (the “*County Board*”) of The County of DeKalb, Illinois (the “*County*”), for voters of the District at the Election.

Section 5. Election Notice. The County Clerk of the County (the “*County Clerk*”) shall give notice of the Election (the “*Notice*”), in accordance with the general election law by (i) publishing the Notice once not more than 30 nor less than 10 days prior to the date of the Election in a local, community newspaper having general circulation in the District, and (ii) posting a copy of the Notice at least 10 days before the date of the Election at the principal office of the County Clerk.

Section 6. Local Notice. The Secretary of the Board shall post a copy of the Notice at the principal office of the District.

Section 7. Newspaper of General Circulation. It is hereby found and determined that the _____ is a local, community newspaper having general circulation in the District as required by Section 12-5 of the Election Code of the State of Illinois, as amended (the “*Election Code*”).

Section 8. Form of Notice. The Notice shall appear over the name or title of the County Clerk and shall be substantially in the following form:

NOTICE IS HEREBY GIVEN that at the general election to be held on Tuesday, the 4th day of November, 2014, the following proposition will be submitted to the voters of the Sycamore Park District, DeKalb County, Illinois:

Shall the limiting rate under the Property Tax Extension Limitation Law for the Sycamore Park District, DeKalb County, Illinois, be increased by an additional amount equal to ____% above the limiting rate for levy year 2013 for the purpose of _____ and maintaining, improving and protecting parks and be equal to ____% of the equalized assessed value of the taxable property therein for levy year 2014?

- (1) The approximate amount of taxes extendable at the most recently extended limiting rate is \$_____, and the approximate amount of taxes extendable if the proposition is approved is \$_____.
- (2) For the 2014 levy year the approximate amount of the additional tax extendable against property containing a single family residence and having a fair market value at the time of the referendum of \$100,000 is estimated to be \$_____.
- (3) If the proposition is approved, the aggregate extension for 2014 will be determined by the limiting rate set forth in the proposition, rather than the otherwise applicable limiting rate calculated under the provisions of the Property Tax Extension Limitation Law (commonly known as the Property Tax Cap Law).

The polls at the election will be open at 6:00 o'clock A.M. and will continue to be open until 7:00 o'clock P.M. of that day.

Dated this ____ day of _____, 2014.

County Clerk, The County of DeKalb,
Illinois

Section 9. Form of Ballot. The ballot to be used at the Election shall be in substantially the following form, with such necessary alterations, changes, deletions and insertions as may be required by Articles 24A, 24B or 24C of the Election Code if an electronic, mechanical or electric voting system is used at the Election:

(Face of Ballot)

OFFICIAL BALLOT

PROPOSITION TO INCREASE THE LIMITING RATE

(INSTRUCTIONS TO VOTERS: Mark a cross (X) in the space opposite the word indicating the way you desire to vote.)

Shall the limiting rate under the Property Tax Extension Limitation Law for the Sycamore Park District, DeKalb County, Illinois, be increased by an additional amount equal to ___% above the limiting rate for levy year 2013 for the purpose of _____ and maintaining, improving and protecting parks and be equal to ___% of the equalized assessed value of the taxable property therein for levy year 2014?	YES	
	NO	

- (1) The approximate amount of taxes extendable at the most recently extended limiting rate is \$_____, and the approximate amount of taxes extendable if the proposition is approved is \$_____.
- (2) For the 2014 levy year the approximate amount of the additional tax extendable against property containing a single family residence and having a fair market value at the time of the referendum of \$100,000 is estimated to be \$_____.
- (3) If the proposition is approved, the aggregate extension for 2014 will be determined by the limiting rate set forth in the proposition, rather than the otherwise applicable limiting rate calculated under the provisions of the Property Tax Extension Limitation Law (commonly known as the Property Tax Cap Law).

(Back of Paper Ballot)

OFFICIAL BALLOT

Official ballot for voting on the proposition to increase the limiting rate for the Sycamore Park District, DeKalb County, Illinois, at the general election held on November 4, 2014.

Precinct Number: _____

Polling Place: _____

(Facsimile Signature)
County Clerk, The County of DeKalb,
Illinois

Section 10. Election Judges. The Election shall be conducted by the election judges appointed by the County Board to act in the precincts at which the Proposition will be submitted to the voters of the District.

Section 11. Filing of Ordinance. After the adoption hereof and not less than 61 days prior to the date of the Election, the Secretary of the Board shall certify a copy hereof to the County Clerk that the Proposition may be submitted to the voters of the District at the Election.

Section 12. Canvass of Election. The Election shall be held and conducted and the returns thereof duly canvassed, all in the manner and time as provided by the general election law.

Section 13. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 14. Repealer. All ordinances, orders and resolutions and parts thereof in conflict herewith be and the same are hereby repealed.

Adopted _____, 2014.

President, Board of Park Commissioners

Secretary, Board of Park Commissioners

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 22, 2014

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 focused on all the Plumbing and Carpentry Work. That work is nearly complete, now. In 2014 we are focus on paving. Due to the extended winter, and, more significantly, the ground covered by snow, engineers were not able to get out until recently to conduct final measurements and setting of grades. Therefore, we are about six weeks behind on this process.

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.
- E. Completed 90% of this work.

Yet to be completed is:

- A. Maintenance Staff must install plumbing shields on drains and water lines in all facilities.
- B. Finalize bid specifications for all paving. This will be ready in a week or so.
- C. Bid all of the ADA paving. This will be done in early May, and the Board should approve them at our May Regular Meeting.
- D. In 2015 complete the Specialty Work – alarm systems, fire suppression, etc.

FISCAL IMPACT: It is estimated that the work for the ADA Paving will cost around \$170,258.

STAFF RECOMMENDATION: Discuss this matter and ask questions.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



ADA Transition Plan

Sycamore Park District

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Appendices:

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

Introduction

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

Authority

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

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

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

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

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

Final and Enforceable Regulations...and Final Guidelines

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

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

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

Approach and Analysis

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

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

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

Audit/Transition Plan Format

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

Title II Program Access

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

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

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

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

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

Conclusion

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

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

All Site Conclusions and Recommendations from RAC

Background

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

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

As discussed in the prior section, the District does ***not necessarily have to make every site accessible***. It ***does*** have to make every program it conducts within its sites accessible.

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

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

In coming up with this Transition Plan, staff have:

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

Common Issues

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

Maintenance

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

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

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

Changes in Level and Gaps

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

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

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

7. **Adopt** a policy about the use of other Electronic Personal Assistive Mobility Devices (EPAMDs) in District facilities and at District sites, and promote that policy to the general public. Every day, more people with limited physical mobility start to use a Segway or similar machines.

Obstructed Accessible Routes

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

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

Employee Work Areas

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

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

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

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

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

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

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

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

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

Accessible Parking

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

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

Parking Stall Dimensions

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

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

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

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

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

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

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

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

Connection to the Accessible Route

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

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

Passenger Loading Zone

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

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

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

Running Slope and Cross Slope

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

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

Detectable Warnings

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

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

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

Door Opening Force Requirements

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

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

Signage

District signs can serve several valuable purposes. First, signs assist "way-finding" in buildings, such as at the Community Center. Second, signs identify important permanent elements of facilities, such as restrooms. Third, signs facilitate access by people with vision and physical limitations. Aside from consistent use of the District logo, we did not note a signage template.

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

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

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

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

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

Bathrooms

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

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

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

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

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

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

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

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

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

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

Lockers and Locker Rooms

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

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

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

Alarms

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

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

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

Brochures

The park grid in the District brochures is an important tool for Park District residents and can now be used to communicate about accessibility. Revise it to incorporate the access work District staff completes and indicate in your grid where, for example, the accessible picnic areas are, or where the accessible playgrounds are.

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

Website

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

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

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

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

Swimming

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

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

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

Maintenance Facility

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

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

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

Playgrounds

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

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

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

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

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

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

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

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

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

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

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

Baseball Fields

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

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

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

42. **Make corrections** cited in these reports so baseball fields at the sites below **become** accessible:

- **Sycamore Park Sports Complex (3 of 12)**
- **Sycamore Community Park (1 of 4)**

43. **Leave as is** the fields at the following sites:

- **Brothers Park**
- **Kiwanis East Park**
- **Kiwanis Prairie Park**
- **Sycamore Park Sports Complex (9 of 12)**
- **Sycamore Community Park (3 of 4)**
- **Wetzel Park**

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

Basketball Courts

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

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

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

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

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

Athletic Fields

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

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

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

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

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

Picnic Shelters/Gazebos

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

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

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

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

- ***Brothers Park***
- ***Charley Laing Park***
- ***Founders Park***
- ***Leon Larson Park***
- ***Old Mill Park***
- ***Sycamore Community Park (1 of 2). Currently Accessible: Main South Shelter***
- ***Sycamore Lake Rotary Park (3 of 3)***
- ***Sycamore Park Sports Complex (3 of 5). Currently Accessible: Good Tymes, Lions Shelter, Shelter NE of Good Tymes***
- ***Wetzel Park***

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

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

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

Other Activities

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

Costs by Phases

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

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

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

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

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

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

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

Public Feedback

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

Conclusion

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

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

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

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

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

Assumptions for Plan of Action

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

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

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

Other Assumptions Made in this Process Include:

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

Framework for Plan

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

Year 5: Community Center Items

Year 4: Swimming Pool Items

Year 3: Parks and Facility Work

Year 2: Parks and Facility Work

Year 1: Parks and Facility Work

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

Plumbing

Carpentry

Concrete and Paving

Specialty Work (Fire Suppression, Alarms, etc.)

Review of Plan

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

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

Timeline for Plan

June 2012	Board Has First Review of Plan Board Approves Electronic Personal Assistive Mobility Devices Ordinance
July 2012	Board Reaches Consensus on Plan Plan Distributed for Review and Comment by Agencies Serving Special Populations
August 2012	Required Public Hearing for ADA Transition Plan Comments Returned by Agencies Serving Special Populations
September 2012	Board Reviews/Approves ADA Transition Plan with Changes Plan is Posted on the SPD Website
October 2012	Professional Services are Retained to Develop Bid Specifications And Bid Documents Staff Attend Training on ADA Inspections
November 2012	Staff Finalizes Parking Stall and Sign Templates
December 2012	Staff Audits all Buildings for Date of Construction and Most Recent Renovation Staff Updates Brochure Grid of Parks and Facilities
January 2013	First Work is Put out to Bid Work Begins on Updating Website to Meet Accessibility Requirements
March 2013	Board Approves Bids Superintendent of Parks and Facilities Initiates: <ol 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

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 22, 2014

STAFF RECOMMENDATION

AGENDA ITEM: AUTHORIZATION TO GO TO BID ON ADA and OTHER PAVING WORK: Recommend Approval

BACKGROUND INFORMATION: As mentioned in the prior Staff Recommendation for this Regular Meeting, we have about \$170,000 in estimated paving work to address ADA Requirements of our Audit and Transition Plan. This represents over 80 “deficiencies” found in the audit that fell into the “paving” category, which are largely small corrections to issues on existing paths, walkways, drives, etc.

In addition, we have budgeted about \$102,000 in our budget to put in drainage for the parking lot around the Club House, and to pave the parking lot/make it accessible next to the recently re-paved Tennis Courts in Sycamore Park.

In the last two years most of our paving work was roads and parking lots, so we bid that work with the City of Sycamore to gain scale and reduce costs. We succeeded at that saving—we estimate—about 25% over what we might have paid should we have bid the work ourselves.

This year, with the necessity to do small, specialty work in the paving sector we have decided to bid the work on our own.

This Staff Recommendation seeks approval to proceed to bidding this work. The Engineers have completed their work and specifications to a “DRAFT” state, and, with Board approval, we will put that work to bid with the hope to come to the Board at our Regular Meeting in May with a recommendation to award that bid.

FISCAL IMPACT: It is estimated that the work for all components will be in the area of \$275,000. Funds are in place in the Capital Fund and Special Recreation Fund.

STAFF RECOMMENDATION: Recommend Board Approval to Go to Bid.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: April 22, 2014

STAFF RECOMMENDATION

AGENDA ITEM: AUTHORIZATION TO TRANSFER FUNDS FOR GOLF COURSE AND POOL DEFICITS: Recommend Approval

BACKGROUND INFORMATION:

For the year ended December 31, 2013, the deficit in the Pool Fund was \$6,853. This amount was transferred from the Recreation Fund.

For the first time the Golf Course has a net increase in cash for the 2013 FY. Funds were transferred from the Recreation Fund to the Golf Fund in the amount of \$145,639 to further reduce the deficit balance from prior years as outlined in the pay-down schedule that was previously distributed to the Board. The remaining deficit for the Golf Course Fund is \$77,086 which will be paid off at the end of 2014.

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

FISCAL IMPACT: Reduced funds available in the Recreation Fund to conduct other activities in the district. Eliminated the current year debt in the Swimming Pool Fund and 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: