



# Sycamore

PARK DISTRICT

*Established 1923*

940 East State Street  
Sycamore, IL, 60178  
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## Sycamore Park District

### Regular Board Meeting

October 22, 2013

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:**

3. Special Meetings – (Voice Vote)

October 8, 2013 Special Meeting

6. Regular Meeting –

September 24, 2013 (Voice Vote)

Executive Session Minutes –

September 24, 2013

October 8, 2013

**(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)**

**PUBLIC INPUT:**

**APPROVAL OF MONTHLY CLAIMS:**

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

16. Claims Presented (Roll Call Vote)

**CONSENT AGENDA:**

22. Superintendent of Finance Monthly Report

25. Budget Report/Monthly Cash Flow Monthly Report

39. Superintendent of Golf Operations Monthly Report

41. Superintendent of Parks and Facilities Monthly Report

47. 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”

October 22, 2013

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**CORRESPONDENCE-**

- 54. Rose Trembl – Sycamore Chamber Letter

**POSITIVE FEEDBACK/REPORTS**

**MATTERS RELATED TO ISSUANCE OF BONDS**

- 55. Motion to Accept Low Bid for Bond—Jackie/Dave Phillips
- 62. Bond Ordinance #06-2013 - Consideration and action on an Ordinance providing for the issue of not to exceed \$475,000 General Obligation Limited Tax Park Bonds, Series 2013, of the District, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide payment for outstanding obligations of the District and for the levy of a direct annual tax to pay principal and interest on said bonds.

Review of Considerations for Future Bond Issues and Costs—Dave Phillips

DEPARTMENT PRESENTATIONS: Our New Purchase Order Module/System: Jackie

**OLD BUSINESS:**

- 111. Future Study Sessions—Dan
- Second Draft: Vision 2020 – Dan
- Update on Paving—Jeff
- Update on Tech Study—Jackie
- Pumpkin Festival Final Details—Bart
- 157. Develop List of CAC Members—Dan
- Timeline for Vision 2020—Michelle
- 158. Finalizing “Top Ten” Braggin’ Rights—Daryl/Dan
- Review/Approval ADA Plumbing/Carpentry Contract—Dan
- (NOTE: Negotiations were near complete at time of Packet Distribution. Information will be handed out at meeting.)

**NEW BUSINESS:**

- 161. RFP for Audit Services—Jackie
- 170. Year-End Operating Budget Projections—Dan
- 172. Fund Balance Projections—Dan
- 183. Consideration and Approval of 2014 Golf Rates—Kirk
- 185. Resolution Appointing Delegates to the IAPD Annual Meeting—Dan

**PUBLIC INPUT**

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

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

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

**ADJOURNMENT (Voice Vote)**

**Minutes of the Special Meeting Study Session of the Board of Commissioners  
Sycamore Park District  
Tuesday, October 8, 2013**

President Strack called the meeting to order at 6:10 p.m.

The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present. Also present was Bart Desch, Jeff Donahoe, Jackie Hienbuecher, Kirk Lundbeck, Director Gibble and Recording Secretary Freeman.

**Staff Recommendation of Ideas to Address Golf Pace of Play** – Supt. of Lundbeck noted that pace of play is relative. He is recommending additional signage on the course and additional staff hours. He will also limit groupon hours on weekends in 2014 to after 11:00 am during the peak season months. Director Gibble noted the course is in the black so we can address some of the issues with staff.

**Motion**

Commissioner Graves moved to approve the recommendation made by staff on the golf course pace of play. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Change of Board Operations Manual** – Director Gibble noted that some of the language regarding naming of Parks wasn't clear to allow for kids to name parks. CAC will do the judging and make a recommendation at the December of January Board meeting for approval.

**Motion**

Commissioner Tucker moved to approve the recommended changes to the Board Operations Manual. Commissioner Schulz seconded the Motion.

**Voice Vote**

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

**Discussion and Finalizing “Bragging Rights”** – President Strack noted that Commissioner Graves suggested putting together a bragging list. Commissioner Graves noted we have put together the 2020 Vision. We should not overlook our success in the past that the public may not be aware of. We should share this with the community. A list was suggested tonight and Director Gibble will email them out to everyone. At the next meeting possibly narrow down to the top 10.

**Award bid for ADA plumbing and carpentry work** – Director Gibble noted this work was bid in May with only 1 bidder and it was extremely high. It was recommended at that time to re bid the work and there seemed to be more firms interested. We had 2 bidders and the amount was closer to the amount the architect's had come up with. One was eliminated because they made modifications. The other was reluctant to provide their backup for their figures – they had destroyed them. Director Gibble contacted counsel about bidding this a third time. Per counsel the District can now take action for the Director to negotiate a contract since the project is not adapted to competitive bidding. The Board would still have the approve the contract.

### **Motion**

Commissioner Kroeger moved to find that the 2 failed attempts to produce a responsive and responsible bidder for the project proves that the project, by its nature, is not adapted to competitive bidding and therefore the Board authorizes the Executive Director and their assigns to negotiate a proposal with a qualified firm to complete the Work and bring that proposal to the Board for approval. Commissioner Tucker seconded the Motion.

### **Roll Call**

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

**Discussion and Review of Vision 2020: Vision Setting** – Director Gibble discussed the changed layout of the new Executive Summary as the approach to the Vision 2020. They discussed the critical success factors and guiding principles. The Board made changes, additions at this point that may be combined or changed. Director Gibble will re do the listings and get back out to the Board. The Board confirmed the dates for the public meetings. October 22<sup>nd</sup> at 5:30 pm before the regular meeting at the maintenance building and November 21<sup>st</sup> at 7 pm in the Clubhouse.

**Preparing Timeline for Community Outreach** - President Strack noted he, Commissioner Schulz and Director Gibble met to discuss the next step. Commissioner Schulz noted she met with Katie on our laundry list. Katie suggested starting with a bragging rights list to take out to the community. She also suggested talking directly to the user groups to get more input on the plan. Commissioner Schulz noted it will take October, November and December to put together the community outreach. President Strack noted that he, Director Gibble and Commissioner Schulz met with counsel to discuss the direction the District is heading. Counsel suggested still getting a group together that is committed to seeing the Vision 2020 being successful. Possibly a few from each user group. Commissioner Schulz noted we need to be ready to roll this out in January to the different groups. We need to firm up the message, so the message is the same to every group from each Board member.

At this time the Board adjourned to Executive Session.

### **Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:36 pm on a motion made by Commissioner Schulz for the reason listed below. The motion was seconded by Commissioner Tucker.

### **Roll Call**

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

#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 7:44 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker and Strack present along with Director Gibble, Recording Secretary and Supt. of Finance Hienbuecher.

Special Meeting Minutes  
October 8, 2013  
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**Motion**

The Board adjourned the Executive Session at 8:30 p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Kroeger.

**Voice Vote**

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

**Motion**

The Board adjourned the Regular Session at 8:36 p.m. on a motion made by Commissioner Graves. 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 5-0.

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, September 24, 2013**

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

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

Guests at the Board meeting were:

Scott Buzzard, CAC Chair

Rose Trembl, Sycamore Chamber, Sycamore, IL

Derke Price, Ancel, Glink, Naperville, IL

**Regular and Consent Agenda Approval –  
Motion**

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

**Voice Vote**

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

**Approval of Minutes –  
Motion**

Commissioner Graves moved to approve the August 27, 2013 Regular Meeting Minutes. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Schulz moved to approve the August 22, 2013, August 26, 2013, and September 11, 2013 Special Meeting Minutes. Commissioner Kroeger seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Kroeger moved to approve the August 27, 2013 & September 11, 2013 Executive Session Minutes to remain confidential. Commissioner Schulz seconded the Motion.

**Voice Vote**

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

**Petition and Public Comment – None**

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday September 24, 2013  
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### **Claims and Accounts Approval**

#### **Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of \$60,172.87.  
 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 Tucker was absent.

President Strack asked what the check to the Museum for \$1300.00 was for. He wondered why we were paying the Museum anything when they only pay \$1.00 per year for rent and we pay thousands of dollars in maintenance among other things. Supt. of Recreation Desch noted this was for their part of the OSCAR program that the Museum ran for us. Director Gibble noted this was their direct cost for their instructor of the class.

### **Correspondence-**

- Maintenance Management School Letter to Jeff Donahoe
- NB&T – Mike Cullen, Letter on Sponsorship of the 90<sup>th</sup>

President Strack congratulated Supt. of Parks & Facilities Donahoe on his high score for the school. He will receive his second year free because of this. Commissioner Schulz also noted well done.

### **Positive Feedback/Reports**

- Commissioner Graves note he has heard a lot of positive comments from the public on the 90<sup>th</sup> celebration. It was a lot of fun and staff did a great job.
- Director Gibble noted he was concerned about the traffic after the vent, but the police and auxiliary kept the traffic moving.
- Commissioner Kroeger also commented the event was well done and well coordinated. The grounds were mowed and well manicured.
- Commissioner Schulz commented on the article in the Chronicle about the event.
- President Strack noted he felt it was an outstanding event and should continue every year. He heard people yelling “Go Sycamore” and how great Sycamore was after the event. He gave credit to the staff for the great event.
- Commissioner Kroeger also commented on the play at the tennis courts. He is hearing how fantastic the courts are from people using the courts.

Director Gibble had a few things to inform the Board of:

This week there will be a rebid on the ADA Plumbing and Carpentry work.

The draft version of the survey is being tested by phone. The written version will be out early October with the results by the end of October. President Strack asked if the survey can be put in the Chronicle. Director Gibble noted it was going to be on the website, and he will check with Ron Vine about putting it in the paper. Commissioner Schulz wondered if the survey could be put on Survey Monkey to get possible feedback from it.

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**Positive Feedback/Reports- cont'd**

Director Gibble also noted we have the final bill for the Old Mill lot and the tennis courts. It was \$7000.00 under budget.

- President Strack noted he wanted to acknowledge the financial results. It is going great and this is due to the hard work and effort of a lot of people.

**Presentation by: Director of the Chamber Rose Treml** – Director Gibble asked Rose to come talk about what the Chamber envisions for Sycamore in the future. Rose Treml noted they are in the middle of their strategic planning process. It will be presented to their Board in Jan. She noted the Chamber started with approximately 15 businesses in 1915. She went over some of the issues that the Chamber has been involved in and supported over the years. She noted the District should continue to stay focused on the future, communicate with the business leaders and intentionally connect with the business community. Businesses want to feel that you go to them for more than just money. Invite them to sit on committees and be a part of planning process. Engage staff out in the community. She also noted that Director Gibble is changing the direction of the Park and how people see the Park. Business leaders are talking and see that. She suggested staying committed and continue communication. Possibly brag more about the Park District. Director Gibble noted the District is starting to do that on Facebook and press releases. Rose Treml noted she heard so many good things about the Park District lately that she has not heard in years after the 90<sup>th</sup> event. Commissioner Schulz asked Rose about her thoughts of Vision 2020 and whether she supported the park district moving ahead with its plans. Treml indicated that she had attended the Board's presentation, and felt it was good, and that she would support it.

**Department Presentations: Supt. of Golf Operations Kirk Lundbeck** - Supt. of Golf Operations Lundbeck noted there is a misconception out there about the number of groupon users creating slow downs on the golf course. He gave a handout with figures for the year so far for the golf course which includes groupons. He then went over the figures for the Board. He noted there are only 200 groupons sold each month and shuts off after that number is hit. Supt. of Golf Operations Lundbeck gave recommendations that could help eliminate any of the misconceptions or issues. He is going to put cards on the carts in the message holders with helpful tips for the golf course. President Strack asked for staff to bring a recommendation back to the Board regarding this. Director Gibble will contact the person that brought this up to let them know this was discussed and will make recommendations at the next Board meeting.

**Old Business –**

**Discussion of Board Roles** – President Strack noted that Derke Price our counsel will let the Board know what their role can be in the process of a referendum. Derke Price noted the key operating philosophy is that the District can have no position on a referendum. The District can spend money on materials to educate the community about the facts. The statement of facts cannot say how to vote. He then went over more dos and don'ts for the Board and staff.



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**Future Study Sessions** – The Board set a date for the next study session for October 8<sup>th</sup> at 6 pm. The November one will be set at the October 8<sup>th</sup> meeting.

**Finalize Public Hearing Dates** – Director Gibble noted we need to give the public plenty of advance notice on the public hearings. The Board chose the two public hearing dates as October 22<sup>nd</sup> before the regular Board meeting and November 19<sup>th</sup> at 7 pm.

**Finalizing and Planning Community Leader Contacts** – Director Gibble gave the list of names to the Board and they chose who would talk to each contact. They also added a few more contacts to the list. Director Gibble will send out the completed list for everyone to review.

### **New Business**

**Quarterly Review of Goal Progress** – Director Gibble noted he agreed would show the progress to the Board on a quarterly basis on the goals.

**Quarterly Capital Funds Review** – President Strack noted in total we are a little ahead of budget. There was some discussion on different line items.

**Draft of Vision 2020** – Director Gibble noted the timeline was added. He would like to have discussion on the framework to get a sense from the Board what approach they want taken. There was some discussion on this and then Director Gibble asked the Board to email him with their ideas. He will then send out a general outline.

**Approval of Tech Study Professional Services** – Director Gibble noted he feels it is a little high, but also feels we will get a great product from Sikich. Our technology has been pieced together over the years. We need someone to tell us what is and is not working and how to solve our problems. This needs to be someone who has nothing vested in this for future business with the District. They will give us a plan or solutions to address our technology issues. Director Gibble is hoping to have the recommendations by the early part of 2014.

### **Motion**

Commissioner Schulz moved to approve 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, at a fee not to exceed \$45,600.00.

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 Tucker was absent.

Director Gibble noted he has received amazing reactions to the fireworks. He has had several businesses approach him for next year. We need to promote early for doing next year. He has drafted a press release regarding this and asked the Board to email him if they would like any changes in the release. Commissioner Kroeger suggested to committing to Rose Treml with the Sycamore Chamber a date for an annual event with details to follow.

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 Sycamore Park District  
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**Public Input – None**

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:17 pm on a motion made by Commissioner Schulz for the reason listed below. The motion was seconded by Commissioner Kroeger.

**Roll Call**

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

#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 8:21 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, and Tucker present along with Director Gibble, and Recording Secretary Freeman. Commissioner Tucker was absent.

**Motion**

The Board adjourned the Executive Session at 9:07 p.m. and reconvened to Regular Session 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 Tucker was absent.

**Motion**

The Board adjourned the Regular Session at 9:07 p.m. on a motion made by Commissioner Kroeger. 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 Tucker was absent.

Respectfully Submitted,

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District

DATE: 10/16/2013  
 TIME: 10:29:42  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

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FROM 09/24/2013 TO 10/15/2013

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

T0000842 DEINES, JULIE 092113 01 TRANSFER CLASS REFUND 205660056218 09/21/13 52535 09/24/13 10.00 10.00

T0000843 VAZQUEZ, RUBICELIA 092513 01 REFUND CH RENTAL 303500004532 09/25/13 52543 09/25/13 50.00 50.00  
 VENDOR TOTAL: 10.00

T0000844 MORENO, RACHEL 092413 01 ANIMAL EXPLORERS CLASS REFUND 205010246218 09/24/13 52544 09/25/13 40.00 40.00  
 VENDOR TOTAL: 50.00

T0000845 MARSOLEK, JENNIFER 100213 01 CLASS REFUND 205010266218 10/02/13 52548 10/02/13 45.00 45.00  
 VENDOR TOTAL: 40.00

T0000846 SWINSON, AMANDA 100413 01 STORYTELLING CLASS REFUND 205120136218 10/04/13 52553 10/07/13 120.00 120.00  
 VENDOR TOTAL: 45.00

TEK 5007172-IN 01 GARBAGE BAGS 303000076510 09/06/13 52554 10/07/13 748.14 539.27  
 02 BROWN PAPER TOWELS 303000076510 262.60  
 03 BLEACH 303000076510 81.18  
 04 TOILET PAPER-HAND SOAP-MAINT 504100076510 7.38  
 05 TOILET PAPER-HAND SOAP-MAINT 101500076510 23.57  
 06 TOILET PAPER=HAND SOAP-CC 207500076510 23.57  
 140.97

TEK 5007432-IN 01 CC EQUIP DISENTECTANT 207000056307 09/09/13 52554 10/07/13 748.14 208.87  
 02 SOAP DISPENSER 303400076500 89.66  
 03 SOAP DISPENSER 101000076500 9.82  
 04 SOAP DISPENSERS 303300076500 29.46  
 05 IN SINK SOAP DISPENSERS 303000076500 70.11

VENDOR TOTAL: 748.14

DATE: 10/16/2013  
 TIME: 10:29:42  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

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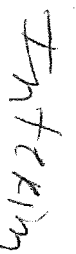
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
REINHART	100113	04 DENTAL INSURANCE PREMIUM	504000106801	09/24/13		52541	09/24/13	1,283.03	1,283.03
		05 DENTAL INSURANCE PREMIUM	201000106801						144.11
		06 DENTAL INSURANCE PREMIUM	202100106801						163.00
									402.11
								VENDOR TOTAL:	1,283.03
REINHART		REINHART FOOD SERVICE							
	547796	01 CHIPS	303000086622	09/21/13		52550	10/07/13	26.72	26.72
								VENDOR TOTAL:	26.72
SPRA		SPRA C/O OAK BROOK PARK DIST							
	2013	SPRA SHOWCASE							
	01	SPRA SHOWCASE PAYMENT	201000046207	10/07/13		52551	10/07/13	56.00	56.00
								VENDOR TOTAL:	56.00
SUP		SUPERIOR BEVERAGE							
	535655	01 BEER KEG	303000086634	09/27/13		52552	10/07/13	257.75	257.75
		02 BEER CANS	303000086634					121.00	121.00
		03 ARNIE PALMERS	303000086631					119.75	119.75
		04 KEG RETURN	303000086634					44.00	44.00
		05 DELIVERY CHARGE	303000086634					-30.00	-30.00
								3.00	3.00
								VENDOR TOTAL:	257.75
T0000024		DOBBERSTEIN, MELISSA							
	100413	01 TIP - KSO OUTING	303500003090	10/04/13		52549	10/04/13	15.36	15.36
								VENDOR TOTAL:	15.36
T0000202		PIVONKA, CATHY							
	TRAINING	01 INSTRUCTOR TRAINING	205660186216	10/02/13		52546	10/02/13	280.00	280.00
								VENDOR TOTAL:	280.00
T0000531		WHITE, LISA							
	100113	01 MILEAGE	201000046211	10/02/13		52547	10/02/13	41.46	41.46
								VENDOR TOTAL:	41.46



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SYCAMORE PARK DISTRICT  
PAID INVOICE LISTING



FROM 09/24/2013 TO 10/15/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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AFLAC	AFLAC								
	471911			09/12/13				372.50	372.50
	01	EMPL-LIFE	101000002007					18.48	18.48
	02	EMPL-PREMIUM	101000002006					354.02	354.02
								<b>VENDOR TOTAL:</b>	<b>372.50</b>
<b>-----</b>									
BLUE	BLUE	BLUE CROSS/BLUE SHIELD OF ILL							
	100113			09/24/13				16,022.02	16,022.02
	01	HEALTH INSURANCE PREMIUM	101000106801					3,229.58	3,229.58
	02	HEALTH INSURANCE PREMIUM	101500106801					506.50	506.50
	03	HEALTH INSURANCE PREMIUM	504100106801					2,902.89	2,902.89
	04	HEALTH INSURANCE PREMIUM	504000106801					1,604.80	1,604.80
	05	HEALTH INSURANCE PREMIUM	201000106801					2,075.81	2,075.81
	06	HEALTH INSURANCE PREMIUM	202100106801					5,702.44	5,702.44
								<b>VENDOR TOTAL:</b>	<b>16,022.02</b>
<b>-----</b>									
CHICA		CHICAGO DISTRICT GOLF ASSOC.							
	MENS 2013	SEPT DUES		09/25/13				220.00	220.00
	01	MENS HANDICAP SEPT	504000036127					220.00	220.00
								<b>VENDOR TOTAL:</b>	<b>220.00</b>
<b>-----</b>									
CITY2		CITY OF SYCAMORE							
	14205650/5600-930			09/30/13				652.45	652.45
	01	WATER/SEWER - POOL	5181000096704					652.45	652.45
								<b>VENDOR TOTAL:</b>	<b>652.45</b>
<b>-----</b>									
COMCA		COMCAST							
	091913			09/19/13				89.62	89.62
	01	CABLE	3030000096705					44.81	44.81
	02	CABLE	5040000096705					44.81	44.81
								<b>VENDOR TOTAL:</b>	<b>89.62</b>
<b>-----</b>									
CONSA		CONSERV FS							
	1763788-IN			08/29/13				6,853.69	6,853.69
	01	OLD SHOP-DIESEL 3	5041000076515					529.35	529.35
	1763789-IN			08/29/13				6,853.69	6,853.69
	01	OLD SHOP-GASOLINE 4	5040000076515					1,183.57	1,183.57
								661.80	661.80
	1763790-IN			08/29/13				6,853.69	6,853.69

*Int Kim*

FROM 09/24/2013 TO 10/15/2013

VENDOR # INVOICE #  
 UNUM UNUM LIFE INSURANCE

ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SEPTEMBER		09/24/13		52536	09/24/13	334.03	334.03
01 LIFE INSURANCE PREMIUM	101000106801					63.18	63.18
02 LIFE INSURANCE PREMIUM	101500106801					11.26	11.26
03 LIFE INSURANCE PREMIUM	504100106801					52.67	52.67
04 LIFE INSURANCE PREMIUM	504000106801					30.90	30.90
05 LIFE INSURANCE PREMIUM	201000106801					72.26	72.26
06 LIFE INSURANCE PREMIUM	202100106801					103.76	103.76

WALM WARMART COMMUNITY  
 VENDOR TOTAL: 334.03

91603	01 MOMS TIME OUT SUPPLIES	205340016216	09/16/13	52538	09/24/13	810.32	810.32
	02 TEEN DANCE SUPPLIES	205120036216				58.85	58.85
	03 OFFICE SUPPLIES - CC	207500046200				54.53	54.53
	04 CLEANING SUPPLIES	207500076510				19.82	19.82
	05 ENGLISH MUFFINS - BAGELS	303000086610				21.42	21.42
	06 DANISH	303000086611				8.10	8.10
	07 BREAD	303000086612				42.40	42.40
	08 BREAD	303000086615				15.72	15.72
	09 COOKIES-GRANOLA-PEANUTS-CRKR	303000086618				100.01	100.01
	10 CANDY	303000086624				67.34	67.34
	11 LETTUCE-TOMATO-ONION	303000086629				256.99	256.99
	12 COFFEE-CREAMER	303000086632				21.80	21.80
	13 HAMBURGER BUNS	303300086613				80.97	80.97
	14 HOT DOG BUNS	303300086615				5.34	5.34
	15 CANDY	303300086624				10.68	10.68
						46.35	46.35

WASTE WASTE MANAGEMENT  
 VENDOR TOTAL: 810.32

3393868-2011-4	01 REFUSE REMOVAL - ADMIN	101000056302	09/01/13	52539	09/24/13	587.55	587.55
	02 REFUSE REMOVAL - CH	303000056302				83.35	83.35
	03 REFUSE REMOVAL - ADMIN	101000056302				55.57	55.57
	04 REFUSE REMOVAL -OLD SHOP-LEXTR	504100056302				4.00	4.00
	05 REFUSE REMOVAL -SC	202100056302				104.13	104.13
	06 REFUSE REMOVAL -PARKS	101500056302				96.70	96.70
	07 REFUSE REMOVAL -PICNIC	101500056302				79.48	79.48
	08 REFUSE REMOVAL -CC	207500056302				67.62	67.62

VENDOR TOTAL: 587.55  
 TOTAL --- ALL INVOICES: 29,260.63

*I*

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 10/22/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
AMER3	AMERICAN MARKETING &	1,395.00	465.00
ANCEL	ANCEL, GLINK - LAW OFFICES OF	12,251.49	1,867.50
AT&T2	A T & T	736.04	10.06
BATTERIE	BATTERIES PLUS	65.90	16.19
BOCKY	BOCKYN, LLC	2,700.00	150.00
CARQ	CARQUEST AUTO PARTS	4,422.02	3.71
CINTA	CINTAS CORPORATION #355	1,126.07	14.88
DEKAM	DEKALB MECHANICAL INC	1,102.77	873.55
ECO	ECOWATER SYSTEMS, INC.	563.93	78.99
ENGIN	ENGINEERING RESOURCE ASSOC	23,600.90	2,461.96
GRAI	GRAINGER	2,710.48	83.80
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,796.25	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	9,736.59	120.90
MENA	MENARDS - SYCAMORE	4,647.92	22.57
NICOR	NICOR GAS	19,063.47	72.55
OF	OFFICE DEPOT	1,639.21	150.39
SOFT	SOFT WATER CITY	4,146.57	41.50
SPARKLE	SPARKLE JANITORIAL SERVICE		585.00
TBC	TBC	17,458.73	602.61
VISACA	VISA CARDMEMBER SERVICE	26,468.91	1,735.24
WASTE	WASTE MANAGEMENT	5,560.86	87.47
	ADMINISTRATION		9,595.74
15	PARKS		
CARQ	CARQUEST AUTO PARTS	4,422.02	17.22
CCP	CCP INDUSTRIES INC.		154.50
CEDAR	CEDAR RAPIDS TIRE	1,164.64	248.45
CINTA	CINTAS CORPORATION #355	1,126.07	37.35
COMMO	COMMONWEALTH EDISON	4,690.42	104.82
CONS	CONSERV FS	22,636.56	956.68
CONST	CONSTELLATION NEWENERGY	26,488.46	105.87
DEKA2	DEKALB IMPLEMENT CO.,	2,169.11	461.00
ENCAP	ENCAP, INC	93,154.98	3,634.98
FRONTIER	FRONTIER	13,361.29	200.39
GRAI	GRAINGER	2,710.48	29.28
LOWE	LOWE'S	4,334.90	115.42
MAR	ARCH CHEM-MARINE BIOCHEM	6,620.50	950.00
MROUT	MR OUTHOUSE	11,336.00	1,012.00
NICOR	NICOR GAS	19,063.47	73.33
RPLUMB	R.P. LUMBER COMPANY		106.40
SOFT	SOFT WATER CITY	4,146.57	68.00



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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 10/22/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
15	PARKS		
SPEC	SPECIAL FX	1,809.00	35.00
VISACA	VISA CARDMEMBER SERVICE	26,468.91	27.67
VULC	VULCAN MATERIALS CO.	170.50	146.18
WASTE	WASTE MANAGEMENT	5,560.86	142.70
	PARKS		8,627.24
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	736.04	10.05
BOCKY	BOCKYN, LLC	2,700.00	150.00
CINTA	CINTAS CORPORATION #355	1,126.07	4.23
ECO	ECOWATER SYSTEMS, INC.	563.93	78.99
ELM REX	ELM REX, SARAH	5,106.25	550.00
ENGIN	ENGINEERING RESOURCE ASSOC	23,600.90	2,461.96
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,796.25	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	9,736.59	32.26
NICOR	NICOR GAS	19,063.47	41.47
OF	OFFICE DEPOT	1,639.21	117.17
SHAW	SHAW SUBURBAN MEDIA	2,903.64	923.32
SPARKLE	SPARKLE JANITORIAL SERVICE		585.00
T0000849	HURD, JACQUELINE		50.00
TBC	TBC	17,458.73	602.60
VISACA	VISA CARDMEMBER SERVICE	26,468.91	875.69
WDKB-FM	WDKB-FM	600.00	525.00
	ADMINISTRATION		7,159.62
21 SPORTS COMPLEX MAINTENANCE			
CCP	CCP INDUSTRIES INC.		154.50
CONS	CONSERV FS	22,636.56	367.81
CONST	CONSTELLATION NEWENERGY	26,488.46	631.13
DUNT	DUNTEMAN TURF FARMS		108.00
GRAYBAR	GRAYBAR	687.89	444.68
MAPLE	MAPLE PARK LANDSCAPE-TRUCKING	390.00	180.00
MROUT	MR OUTHOUSE	11,336.00	630.00
PION	PIONEER	3,185.50	237.00
WASTE	WASTE MANAGEMENT	5,560.86	63.03
WILS	WILSON NURSERIES, INC.		175.00
	SPORTS COMPLEX MAINTENANCE		2,991.15

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/22/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
50	PROGRAMS - YOUTH		
ROCKNKID	ROCK-N-KIDS INC	500.00	351.00
STRAIGHT	STRAIGHT AIM ARCHERY	540.00	360.00
	PROGRAMS - YOUTH		711.00
51	PROGRAMS - TEENS		
VISACA	VISA CARDMEMBER SERVICE	26,468.91	49.95
	PROGRAMS - TEENS		49.95
52	PROGRAMS - ADULT		
DEKALBPK	DEKALB PARK DISTRICT	45.00	245.00
DICKMAN	DICKMAN, LORI	120.00	80.00
ONEAG	ON EAGLES WINGS EQUINE CENTER	800.00	300.00
STRAIGHT	STRAIGHT AIM ARCHERY	540.00	135.00
T0000848	HOLTANE, JEFF		50.00
T0000850	ROYER, DARLENE		20.00
	PROGRAMS - ADULT		830.00
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION	8,821.00	2,707.50
CHALL	CHALLENGER SPORTS CAMP		870.00
T0000793	SPEARS, REBECCA		52.00
	PROGRAMS - YOUTH ATHLETICS		3,629.50
60	PROGRAMS - SPECIAL EVENTS		
T0000847	HORST, PHYLLIS		100.00
VISACA	VISA CARDMEMBER SERVICE	26,468.91	40.00
	PROGRAMS - SPECIAL EVENTS		140.00
75	COMMUNITY CENTER		

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 10/22/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
AT&T1	A T & T	462.06	55.93
AT&T2	A T & T	736.04	59.73
C&L	C & L PROPERTIES, L.L.C.	50,930.14	5,195.00
COMMO	COMMONWEALTH EDISON	4,690.42	365.43
FRONTIER	FRONTIER	13,361.29	363.05
GAIAMAME	GAIAM AMERICAS, INC.		243.37
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	9,736.59	211.50
NICOR	NICOR GAS	19,063.47	69.19
OF	OFFICE DEPOT	1,639.21	92.99
SOFT	SOFT WATER CITY	4,146.57	74.50
SPEC	SPECIAL FX	1,809.00	154.00
VISACA	VISA CARDMEMBER SERVICE	26,468.91	66.94
WASTE	WASTE MANAGEMENT	5,560.86	67.78
	COMMUNITY CENTER		7,019.41
SPECIAL RECREATION			
10	ADMINISTRATION		
KISH	KISHWAUKEE SPECIAL RECREATION	37,635.20	37,635.20
SHAW	SHAW SUBURBAN MEDIA	2,903.64	83.72
	ADMINISTRATION		37,718.92
INSURANCE			
10	ADMINISTRATION		
FIRST	FIRST NONPROFIT UNEMPLOYMENT	7,567.50	5,272.05
	ADMINISTRATION		5,272.05
PAVING & LIGHTING			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	23,600.90	1,212.75
FINN	FINNEY'S ELECTRIC	4,704.39	445.58
	ADMINISTRATION		1,658.33
CONCESSIONS			

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 10/22/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
MENA	MENARDS - SYCAMORE	4,647.92	279.34
NICOR	NICOR GAS	19,063.47	17.77
T0000024	DOBBERSTEIN, MELISSA	381.41	5.34
WASTE	WASTE MANAGEMENT	5,560.86	55.65
	CLUBHOUSE CONCESSIONS		358.10
33	SPORTS COMPLEX CONCESSIONS		
MENA	MENARDS - SYCAMORE	4,647.92	35.64
	SPORTS COMPLEX CONCESSIONS		35.64
35	CATERING		
T0000024	DOBBERSTEIN, MELISSA	381.41	146.90
T0000851	NEVDAL, KRISTEN		150.00
	CATERING		296.90
GOLF COURSE			
40	GOLF OPERATIONS		
AT&T2	A T & T	736.04	2.03
CINTA	CINTAS CORPORATION #355	1,126.07	3.93
HORN	HORNUNG'S PRO GOLF SALES INC.	2,642.61	34.96
MASS	MASS MARKETING, INC.	550.00	400.00
NICOR	NICOR GAS	19,063.47	17.77
SOFT	SOFT WATER CITY	4,146.57	119.50
	GOLF OPERATIONS		578.19
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	18,568.71	225.56
BATES	ROGER BATES GARAGE	113.49	61.81
BURRI	BURRIS EQUIPMENT CO.	6,068.56	249.26
CARQ	CARQUEST AUTO PARTS	4,422.02	51.11
CINTA	CINTAS CORPORATION #355	1,126.07	37.35
CONS	CONSERV FS	22,636.56	531.64

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

*Board*

INVOICES DUE ON/BEFORE 10/22/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
<b>GOLF COURSE</b>			
41	GOLF MAINTENANCE		
CONST	CONSTELLATION NEWENERGY	26,488.46	105.87
DEKA3	DEKALB IRON & METAL CO.	529.87	26.88
FRONTIER	FRONTIER	13,361.29	200.39
MROUT	MR OUTHOUSE	11,336.00	165.00
NICOR	NICOR GAS	19,063.47	104.43
REIN	REINDERS, INC.	9,267.30	195.41
WASTE	WASTE MANAGEMENT	5,560.86	36.60
	GOLF MAINTENANCE		1,991.31
<b>SWIMMING POOL</b>			
80	POOL		
FRONTIER	FRONTIER	13,361.29	37.83
	POOL		37.83
81	POOL MAINTENANCE		
CARQ	CARQUEST AUTO PARTS	4,422.02	13.70
HAWK	HAWKINS INC	2,916.44	40.00
NICOR	NICOR GAS	19,063.47	120.34
SELDAL	SELDAL PLUMBING		799.80
STATE1	STATE FIRE MARSHALL		280.00
	POOL MAINTENANCE		1,253.84
<b>CAPITAL PROJECTS</b>			
10	ADMINISTRATION		
CLARKEQ	CLARK EQUIPMENT DBA BOBCAT CO		32,265.48
DEKA2	DEKALB IMPLEMENT CO.,	2,169.11	661.00
ENCAP	ENCAP, INC	93,154.98	2,575.00
	ADMINISTRATION		35,501.48
	TOTAL ALL DEPARTMENTS		125,456.20

*Interim \$ ~~2892.50~~  
 29,260.63  
 New \$ 125,456.20  
 Total \$ 154,716.83*

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: October 22, 2013

**Administrative Initiatives** (10/1/13 – 10/31/13)

- Attended Superintendent meetings.
- Attended study session.
- Worked with Unemployment companies to finalize transition to new provider under PDRMA.
- Continued to coordinate work on the project of consolidating Ordinances/Resolutions 2000-2007. Most of these are not in Word format so they have to be manipulated in order to be added to Word.
- Supervised cycle count in the pro shop. Reviewed, recounted and resolved items where there were discrepancies.
- Checked on suggestion boxes and responded to comments/questions when contact information was provided.
- Consolidated projected year-end financial data. Worked with Dan to update the schedule for repayment of losses in the golf fund.
- Reviewed health insurance options through PDRMA.
- Updated/revised worksheets for fiscal year 2014 Operating Budget. Distributed to staff, along with timeline and budget guidelines.
- Consolidated FY 2014 budget requests for first draft and forward to Executive Director for review.
- Prepared preliminary draft of the 2014 Capital Budget.

- Continued to work with David Phillips, Speer Financial, in regards to 2013 General Obligation Bond issuance. Completed proper documentation to finalize bond transaction.
- Met with representatives from Sikich to provide information regarding technology usage.
- Began process of calculating the 2013 Tax Levy.
- Coordinated installation of and training of staff on new Purchase Order module and overall upgrade to the accounting software.
- Finalized and distributed the RFP for Auditing Services. It was sent out to 9 firms that are known to have park district clients.
- Worked with PDRMA to allow staff access to their website.
- Attended public hearing on Vision 2020.
- Closed down Sports Complex concessions for the season. Transferred excess inventory.
- Worked with staff to remove excess equipment out of clubhouse.
- Promoted Caddyshack Grill on Facebook.
- Participated in Pumpkin Festival Parade.
- Catering/special events/room rentals: 2 room rentals, IHSA Girls Regional Golf Meet

**Administrative Initiatives** (11/1/13 – 11/30/13)

- Attend study session.
- Attend Public Hearing on Vision 2020.

- Continue working on FY 2014 Operating Budget. Update changes as recommended by Executive Director and Superintendents and forward to Executive Director for final review.
- Finalize FY 2014 Capital Budget.
- Review submissions for the RFP for Audit Services. Select a firm to recommend to the board for approval.
- Begin working on 5 – 7 year budget.
- Attend annual Legal Symposium in Oak Brook on November 7<sup>th</sup>.
- Participate in PDRMA’s Property/Casualty Program Council Meeting on November 13<sup>th</sup>.
- Determine estimated 2013 Tax Levy increase and prepare resolution.
- Continue to monitor inventory controls and review EZLinks data to ensure accuracy.
- Supervise additional cycle counts.
- Continue to work with Office Assistant to set up “stores” within the EZLinks system for Beverage Cart, Sports Complex and Pool in order to improve inventory controls.
- Continue to review actual financial data to budget and note any areas of concern.
- Perform evaluations of staff.
- Finalize closing of all concessions operations, with the exception of clubhouse rental/catering events. Oversee inventory of product.
- Review health insurance renewal.
- Catering/special events/room rentals: 2 room rentals



Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended September 30, 2013

**Corporate Fund (10)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>									
Administration	197,052.00	190,860.02	-3.1%	492,973.00	556,165.97	12.8% (1)	537,899.00	506,449.47	9.8% (2)
Parks	5,885.00	4,511.36	-23.3%	13,451.00	12,321.83	-8.4%	14,012.00	14,887.71	-17.2%
Total Revenues	202,937.00	195,371.38	-3.7%	506,424.00	568,487.80	12.3%	551,911.00	521,337.18	9.0%
<b>Expenses</b>									
Administration	26,323.00	22,367.91	-15.0%	236,206.00	227,779.84	-3.6%	321,372.00	253,288.14	-10.1% (3)
Parks	17,641.00	17,713.43	0.4%	173,962.00	147,871.58	-15.0% (4)	215,396.00	153,136.63	-3.4% (5)
Total Expenses	43,964.00	40,081.34	-8.8%	410,168.00	375,651.42	-8.4%	536,768.00	406,424.77	-7.6%
Total Fund Revenues	202,937.00	195,371.38	-3.7%	506,424.00	568,487.80	12.3%	551,911.00	521,337.18	9.0%
Total Fund Expenses	43,964.00	40,081.34	-8.8%	410,168.00	375,651.42	-8.4%	536,768.00	406,424.77	-7.6%
Surplus (Deficit)	158,973.00	155,290.04	-2.3%	96,256.00	192,836.38	100.3%	15,143.00	114,912.41	67.8%

(1) Annual 2013 Property Tax levy came in at 9.1%, \$41,574, over budget. YTD Replacement tax is 41.3%, \$10,401, higher than budget.

(2) Annual 2013 Property Tax levy is 9.5%, \$41,966, higher than 2012.

(3) 2013 Expenses are less than 2012 due to allocating 25% of Admin salaries and related costs to the Recreation Fund and having part time labor in 2013. 15.9%, \$31,536

(4) Expenses are below budget in the following areas: Pt wages/taxes, 12.4%, \$9,030; Materials & Supplies (trees/shrubs, pond management, fish restocking, seed/sod/flowers, land development), 38.0%, \$17,825

(5) 2013 Expenses less than 2012 primarily due to PT wages/taxes 7.6% \$5,172

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended September 30, 2013

**Recreation Fund (20)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
<b>Revenues</b>									
Administration	351,798.00	297,770.45	-15.36%	804,108.00	810,082.64	0.74%	837,613.00	688,765.43	17.6% (1)
Sports Complex	250.00	1,633.00	553.20%	27,854.00	26,239.00	-5.80%	36,404.00	27,330.00	-4.0%
Sports Complex Maintenance	15,757.00	13,573.29	-13.86%	36,017.00	36,926.72	2.53%	37,517.00	33,912.49	8.9%
Midwest Museum of Natural Hist	575.00	-		1,725.00	1,734.43	0.55%	2,300.00	1,146.09	51.3%
Programs-Youth	158.00	4,620.93	2824.64%	3,821.00	13,450.17	252.01% (2)	4,104.00	5,774.96	132.9% (2)
Programs-Teens	1,053.00	1,333.07	26.60%	4,121.00	4,747.41	15.20% (2)	6,126.00	3,587.50	32.3% (2)
Programs-Adult	-	405.00	#DIV/0!	2,790.00	2,555.00	-8.42% (2)	2,790.00	4,009.06	-36.3% (2)
Programs-Family	1,128.00	956.18	-15.23%	5,820.00	7,412.12	27.36% (2)	8,642.00	5,332.21	39.0% (2)
Programs-Leagues	2,080.00	4,390.14	111.06%	2,183.00	4,716.02	116.03% (2)	4,191.00	4,345.95	8.5% (2)
Programs-Youth Athletics	1,267.00	474.66	-62.54%	23,578.00	19,252.19	-18.35% (2)	23,918.00	19,792.32	-2.7% (2)
Programs-Fitness	3,190.00	3,467.40	8.70%	23,754.00	34,989.35	47.30% (2)	28,495.00	30,587.31	14.4% (2)
Programs-Preschool	-	-	#DIV/0!	-	690.00	#DIV/0! (2)	-	1,402.70	-50.8% (2)
Programs-Senior	75.00	70.00	-6.67%	360.00	325.00	-9.72% (2)	420.00	405.00	-19.8% (2)
Programs-Dance	156.00	180.00	15.38%	1,846.00	4,859.00	163.22% (2)	1,980.00	4,545.00	6.9% (2)
Programs-Special Events	142.00	1,309.69	822.32%	2,994.00	4,757.61	58.90% (2)	3,556.00	4,210.27	13.0% (2)
Programs-Concerts	1,100.00	1,100.00	0.00%	10,000.00	4,900.00	-51.00% (3)	10,000.00	9,300.00	-47.3% (3)
Programs-Trips	-	-	#DIV/0!	-	428.00	#DIV/0! (2)	-	3,813.75	-88.8% (2)
Brochure	2,900.00	3,600.00	24.14%	6,800.00	5,750.00	-15.44% (3)	8,100.00	7,300.00	-21.2% (3)
Weight Room	1,715.00	1,619.96	-5.54%	14,893.00	14,071.71	-5.51%	19,850.00	16,905.05	-16.8%
Community Center	1,494.00	1,349.70	-9.66%	3,417.00	3,542.08	3.66%	3,559.00	3,691.58	-4.0%
<b>Total Revenues</b>	<b>384,838.00</b>	<b>337,853.47</b>	<b>-12.21%</b>	<b>976,081.00</b>	<b>1,001,428.45</b>	<b>2.60%</b>	<b>1,039,565.00</b>	<b>876,156.67</b>	<b>14.3%</b>

(1) 2013 annual property tax amount is 16.1%, \$112,268, higher than 2012.

(2) Revenue from programs is greater than budget 37.77% \$26,915 and increased 11.8%, \$10,376 compared to 2012.

(3) Timing

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## Expenses

Administration	23,347.00	21,181.34	-9.28%	207,276.00	201,821.29	-2.63%	(1)	286,519.00	144,898.00	39.3%	(2)
Sports Complex	-	-	#DIV/0!	350.00	552.26	57.79%		350.00	215.00	156.9%	
Sports Complex Maintenance	28,818.00	28,655.10	-0.57%	279,448.00	268,013.61	-4.09%	(3)	364,579.00	232,556.45	15.2%	(4)
Midwest Museum of Natural Hist	825.00	-	-100.00%	7,125.00	2,985.00	-58.11%		9,500.00	6,694.91	-55.4%	
Programs-Youth	-	2,370.00	#DIV/0!	1,602.00	8,440.94	426.90%	(5)	2,018.00	1,441.08	485.7%	(5)
Programs-Teens	657.00	417.58	-36.44%	2,622.00	2,706.33	3.22%	(5)	3,930.00	3,266.09	-17.1%	(5)
Programs-Adult	-	130.00	#DIV/0!	1,450.00	850.00	-41.38%	(5)	2,045.00	2,119.24	-59.9%	(5)
Programs-Family	959.00	576.81	-39.85%	5,632.00	5,911.39	4.96%	(5)	8,549.00	5,013.31	17.9%	(5)
Programs-Leagues	-	-	#DIV/0!	2,398.00	1,911.73	-20.28%	(5)	3,302.00	2,727.37	-29.9%	(5)
Programs-Youth Athletics	1,204.00	220.00	-81.73%	18,233.00	12,054.42	-33.89%	(5)	19,311.00	16,193.28	-25.6%	(5)
Programs-Fitness	874.00	1,406.54	60.93%	11,187.00	15,287.30	36.65%	(5)	15,552.00	12,317.81	24.1%	(5)
Programs-Preschool	-	-	#DIV/0!	-	128.00	#DIV/0!	(5)	-	1,308.72	-90.2%	(5)
Programs-Senior	-	45.00	#DIV/0!	165.00	45.00	-72.73%	(5)	240.00	170.00	-73.5%	(5)
Programs-Dance	-	310.00	#DIV/0!	1,225.00	3,786.00	209.06%	(5)	1,750.00	2,007.00	88.6%	(5)
Programs-Special Events	100.00	563.55	463.55%	2,694.00	4,052.18	50.41%	(5)	4,221.00	3,134.21	29.3%	(5)
Programs-Concerts	-	-	#DIV/0!	9,955.00	5,606.96	-43.68%		9,955.00	9,872.00	-43.2%	
Programs-Trips	-	-	#DIV/0!	-	705.00	#DIV/0!	(5)	-	5,428.29	-87.0%	(5)
Brochure	8,000.00	-	-100.00%	16,000.00	15,429.81	-3.56%		24,000.00	15,254.80	1.1%	
Weight Room	-	-	#DIV/0!	1,700.00	1,147.66	-32.49%		3,000.00	1,871.95	-38.7%	
Community Center	10,944.00	12,009.53	9.74%	106,544.00	107,167.32	0.59%		141,210.00	106,958.02	0.2%	
<b>Total Expenses</b>	<b>75,728.00</b>	<b>67,885.45</b>	<b>-10.36%</b>	<b>675,606.00</b>	<b>658,602.20</b>	<b>-2.52%</b>		<b>900,031.00</b>	<b>573,447.53</b>	<b>14.8%</b>	
Total Fund Revenues	384,838.00	337,853.47	-12.21%	976,081.00	1,001,428.45	2.60%		1,039,565.00	876,156.67	14.3%	
Total Fund Expenses	75,728.00	67,885.45	-10.36%	675,606.00	658,602.20	-2.52%		900,031.00	573,447.53	14.8%	
Surplus (Deficit)	309,110.00	269,968.02	-12.66%	300,475.00	342,826.25	14.09%		139,534.00	302,709.14	13.3%	

(1) Primary areas under budget were Misc. Consultants -43.13% \$3,019, and Website Management -62.75% \$4,706.

(2) In 2013, allocating 25% of Executive Director, Supt. of Finance and Office Manager wages and insurance to Recreation fund resulted in 16.5% \$31,808 over 2012 expenses. 2012 had no professional fees therefore 2013 higher \$6,774. Finally, 90th celebration expenses result in higher expenses in 2013.

(3) Materials & Supplies under budget 37.84% \$10,074.

(4) Restructuring of maintenance department caused wages and related expenses to be 16.5% \$31,808 higher in 2013 compared to 2012.

(5) Expenses for programs are over budget 18.37% \$8,670 and decreased 1.4%, \$752 compared to 2012.

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**Donations (21)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	55.50	#DIV/0!	-	596.25	#DIV/0!	-	37.19	1503.3%
Total Revenues		55.50	#DIV/0!	-	596.25	#DIV/0!	-	37.19	1503.3%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	55.50	#DIV/0!	-	596.25	#DIV/0!	-	37.19	1503.3%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	55.50	#DIV/0!	-	596.25	#DIV/0!	-	37.19	1503.3%

**Special Recreation (22)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	73,920.00	56,365.60	-23.75%	168,960.00	153,384.42	-9.22% (1)	176,000.00	168,020.31	-8.7%
Total Revenues	73,920.00	56,365.60	-23.75%	168,960.00	153,384.42	-9.22%	176,000.00	168,020.31	-8.7%
Expenses									
Administration	54,000.00	-	-100.00%	146,040.00	47,970.86	-67.15% (2)	191,040.00	40,124.50	19.6%
Total Expenses	54,000.00	-	-100.00%	146,040.00	47,970.86	-67.15%	191,040.00	40,124.50	19.6%
Total Fund Revenues	73,920.00	56,365.60	-23.75%	168,960.00	153,384.42	-9.22%	176,000.00	168,020.31	-8.7%
Total Fund Expenses	54,000.00	-	-100.00%	146,040.00	47,970.86	-67.15%	191,040.00	40,124.50	19.6%
Surplus (Deficit)	19,920.00	56,365.60	182.96%	22,920.00	105,413.56	359.92%	(15,040.00)	127,895.81	-17.6%

(1) 2013 actual annual property tax amount is 9.76%, \$17,235, below budget due to reduced EAV.

(2) Timing.

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**Insurance (23)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	18,060.00	15,275.23	-15.42%	41,280.00	41,563.05	0.69%	43,000.00	109,868.48	-62.2% (1)
Total Revenues	18,060.00	15,275.23	-15.42%	41,280.00	41,563.05	0.69%	43,000.00	109,868.48	-62.2%
Expenses									
Administration	2,000.00	6,040.00	202.00%	86,250.00	73,882.48	-14.34%	96,000.00	80,034.20	-7.7% (2)
Total Expenses	2,000.00	6,040.00	202.00%	86,250.00	73,882.48	-14.34%	96,000.00	80,034.20	-7.7%
Total Fund Revenues	18,060.00	15,275.23	-15.42%	41,280.00	41,563.05	0.69%	43,000.00	109,868.48	-62.2%
Total Fund Expenses	2,000.00	6,040.00	202.00%	86,250.00	73,882.48	-14.34%	96,000.00	80,034.20	-7.7%
Surplus (Deficit)	16,060.00	9,235.23	-42.50%	(44,970.00)	(32,319.43)	-28.13%	(53,000.00)	29,834.28	-208.3%

(1) 2013 annual property tax amount was reduced by 62.59% compared to 2012. This was done to bring fund balance down to policy standard and allow for other funds to increase.

(2) Received refund of investment with IPARKS \$18,300.67.

**Audit (24)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	3,948.00	3,339.45	-15.41%	9,024.00	9,087.05	0.70%	9,400.00	17,177.99	-47.1% (1)
Total Revenues	3,948.00	3,339.45	-15.41%	9,024.00	9,087.05	0.70%	9,400.00	17,177.99	-47.1%
Expenses									
Administration	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00	-7.3%
Total Expenses	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00	-7.3%
Total Fund Revenues	3,948.00	3,339.45	-15.41%	9,024.00	9,087.05	0.70%	9,400.00	17,177.99	-47.1%
Total Fund Expenses	-	-	#DIV/0!	15,000.00	13,250.00	-11.67%	15,000.00	14,295.00	-7.3%
Surplus (Deficit)	3,948.00	3,339.45	-15.41%	(5,976.00)	(4,162.95)	-30.34%	(5,600.00)	2,882.99	-244.4%

(1) 2013 annual property tax amount was reduced by 47.68% compared to 2012. This was done to bring fund balance down to policy standard and allow for other funds to increase.

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**Paving & Lighting (25)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	42.00	28.54	-32.05%	96.00	86.75	-9.64%	100.00	11.67	643.4%
Total Revenues	42.00	28.54		96.00	86.75		100.00	11.67	643.4%
Expenses									
Administration	-	-	#DIV/0!	37,000.00	11,298.40	-69.46% (1)	72,000.00	-	#DIV/0!
Total Expenses	-	-		37,000.00	11,298.40		72,000.00	-	#DIV/0!
Total Fund Revenues	42.00	28.54	-32.05%	96.00	86.75	-9.64%	100.00	11.67	
Total Fund Expenses	-	-	#DIV/0!	37,000.00	11,298.40	-69.46%	72,000.00	-	
Surplus (Deficit)	42.00	28.54	-32.05%	(36,904.00)	(11,211.65)	-69.62%	(71,900.00)	11.67	

(1) Timing

**Park Police (26)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	42.00	28.54	-32.05%	96.00	78.71	-18.01%	100.00	1.28	6049.2%
Total Revenues	42.00	28.54		96.00	78.71		100.00	1.28	6049.2%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	42.00	28.54	-32.05%	96.00	78.71	-18.01%	100.00	1.28	6049.2%
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	42.00	28.54	-32.05%	96.00	78.71	-18.01%	100.00	1.28	6049.2%

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**IMRF (27)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	<u>36,120.00</u>	<u>30,521.94</u>	-15.50%	<u>82,560.00</u>	<u>83,040.16</u>	0.58%	<u>86,000.00</u>	<u>92,689.60</u>	-10.4%
Total Revenues	36,120.00	30,521.94	-15.50%	82,560.00	83,040.16	0.58%	86,000.00	92,689.60	-10.4%
Expenses									
Administration	<u>36,120.00</u>	<u>30,521.94</u>	-15.50%	<u>82,560.00</u>	<u>83,040.16</u>	0.58%	<u>86,000.00</u>	<u>92,689.60</u>	-10.4%
Total Expenses	36,120.00	30,521.94	-15.50%	82,560.00	83,040.16	0.58%	86,000.00	92,689.60	-10.4%
Total Fund Revenues	36,120.00	30,521.94	-15.50%	82,560.00	83,040.16	0.58%	86,000.00	92,689.60	-10.4%
Total Fund Expenses	36,120.00	30,521.94	-15.50%	82,560.00	83,040.16	0.58%	86,000.00	92,689.60	-10.4%
Surplus (Deficit)	-	-		-	-		-	-	

**Social Security (28)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	<u>31,500.00</u>	<u>26,618.90</u>	-15.50%	<u>72,000.00</u>	<u>72,421.29</u>	0.59%	<u>75,000.00</u>	<u>78,325.43</u>	-7.5%
Total Revenues	31,500.00	26,618.90	-15.50%	72,000.00	72,421.29	0.59%	75,000.00	78,325.43	-7.5%
Expenses									
Administration	<u>31,500.00</u>	<u>26,618.90</u>	-15.50%	<u>72,000.00</u>	<u>72,421.29</u>	0.59%	<u>75,000.00</u>	<u>78,325.43</u>	-7.5%
Total Expenses	31,500.00	26,618.90	-15.50%	72,000.00	72,421.29	0.59%	75,000.00	78,325.43	-7.5%
Total Fund Revenues	31,500.00	26,618.90	-15.50%	72,000.00	72,421.29	0.59%	75,000.00	78,325.43	-7.5%
Total Fund Expenses	31,500.00	26,618.90	-15.50%	72,000.00	72,421.29	0.59%	75,000.00	78,325.43	-7.5%
Surplus (Deficit)	-	-		-	-		-	-	

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**Concessions (30)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
<b>Revenues</b>									
Clubhouse Concessions	8,661.00	11,636.37	34.35%	58,565.00	68,960.46	17.75% (1)	66,417.00	63,900.01	7.9% (1)
Beverage Cart	863.00	2,136.95	147.62%	14,938.00	15,105.82	1.12%	15,091.00	14,389.59	5.0%
Sports Complex Concessions	700.00	1,881.48	168.78%	28,678.00	24,808.84	-13.49% (3)	28,957.00	28,423.51	-12.7% (3)
Pool Concessions	124.00	115.56	-6.81%	12,135.00	8,160.99	-32.75% (4)	12,147.00	12,124.43	-32.7% (4)
Catering	2,070.00	1,635.81	-20.98%	16,953.00	13,331.54	-21.36% (5)	18,060.00	17,076.34	-21.9% (5)
<b>Total Revenues</b>	<b>12,418.00</b>	<b>17,406.17</b>	<b>40.17%</b>	<b>131,269.00</b>	<b>130,367.65</b>	<b>-0.69%</b>	<b>140,672.00</b>	<b>135,913.88</b>	<b>-4.1%</b>
<b>Expenses</b>									
Clubhouse Concessions	8,727.00	10,024.02	14.86%	64,048.00	66,197.51	3.36%	75,571.00	69,813.18	-5.2% (2)
Beverage Cart	1,162.00	1,210.00	4.13%	10,595.00	9,405.61	-11.23%	10,857.00	9,232.19	1.9%
Sports Complex Concessions	403.00	638.85	58.52%	21,555.00	19,219.91	-10.83% (3)	21,813.00	20,087.17	-4.3% (3)
Pool Concessions	210.00	214.54	2.16%	11,711.00	8,016.30	-31.55% (4)	11,711.00	12,016.35	-33.3% (4)
Catering	729.00	262.81	-63.95%	7,122.00	2,772.63	-61.07% (5)	7,637.00	6,390.94	-56.6% (5)
<b>Total Expenses</b>	<b>11,231.00</b>	<b>12,350.22</b>	<b>9.97%</b>	<b>115,031.00</b>	<b>105,611.96</b>	<b>-8.19%</b>	<b>127,589.00</b>	<b>117,539.83</b>	<b>-10.1%</b>
<b>Total Fund Revenues</b>	<b>12,418.00</b>	<b>17,406.17</b>	<b>40.17%</b>	<b>131,269.00</b>	<b>130,367.65</b>	<b>-0.69%</b>	<b>140,672.00</b>	<b>135,913.88</b>	<b>-4.1%</b>
<b>Total Fund Expenses</b>	<b>11,231.00</b>	<b>12,350.22</b>	<b>9.97%</b>	<b>115,031.00</b>	<b>105,611.96</b>	<b>-8.19%</b>	<b>127,589.00</b>	<b>117,539.83</b>	<b>-10.1%</b>
<b>Surplus (Deficit)</b>	<b>1,187.00</b>	<b>5,055.95</b>	<b>325.94%</b>	<b>16,238.00</b>	<b>24,755.69</b>	<b>52.46%</b>	<b>13,083.00</b>	<b>18,374.05</b>	<b>34.7%</b>

(1) Business is good! A lot of new faces as a result of programs such as Groupon. Despite the cooler/wetter spring, sales have surpassed 2012.

(2) Lower cost of goods sold in 2013. Some new vendors have helped to keep costs down.

(3) Storm Dayz 2013, revenue down \$2,900 due to rain on Saturday. Excess inventory to be transferred back to clubhouse or used for KYFL and/or Fall Softball.

(4) Colder/wetter 2013 compared to 2012.

(5) Below budget and compared to 2012 primarily due to the NIU Rugby. The weather was very cold and windy thus reducing our sales \$1,200. Also had a wedding reception cancel because they were nervous about flooding. More of 2013 catering revenue is from rental fees.



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**Developer Contributions (32)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	5,000.00	29,537.70	490.75%	5,000.00	17,590.68	67.9%
Total Revenues	-	-		5,000.00	29,537.70		5,000.00	17,590.68	67.9%
Expenses									
Administration	-	-		-	-		-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-		5,000.00	29,537.70		5,000.00	17,590.68	67.9%
Total Fund Expenses	-	-		-	-		-	-	#DIV/0!
Surplus (Deficit)	-	-		5,000.00	29,537.70		5,000.00	17,590.68	67.9%

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Period ended September 30, 2013

**Golf Course (50)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2012 YTD Actual</u>	
<b>Revenues</b>									
Golf Operations	40,499.00	48,482.14	19.7%	463,060.00	459,771.99	-0.7% (1)	505,526.00	518,721.94	-11.4% (2)
Golf Maintenance	9,172.00	7,412.51	-19.2%	20,964.00	19,826.51	-5.4% (3)	21,837.00	25,767.51	-23.1% (3)
Total Revenues	49,671.00	55,894.65	12.5%	484,024.00	479,598.50	-0.9%	527,363.00	544,489.45	-11.9%
<b>Expenses</b>									
Golf Operations	25,643.00	24,823.40	-3.2%	188,845.00	194,784.07	3.1% (4)	235,972.00	260,922.46	-25.3% (5)
Golf Maintenance	23,726.00	23,464.95	-1.1%	223,138.00	207,329.06	-7.1% (6)	283,545.00	244,515.72	-15.2% (7)
Total Expenses	49,369.00	48,288.35	-2.2%	411,983.00	402,113.13	-2.4%	519,517.00	505,438.18	-20.4%
Total Fund Revenues	49,671.00	55,894.65	12.5%	484,024.00	479,598.50	-0.9%	527,363.00	544,489.45	-11.9%
Total Fund Expenses	49,369.00	48,288.35	-2.2%	411,983.00	402,113.13	-2.4%	519,517.00	505,438.18	-20.4%
Surplus (Deficit)	302.00	7,606.30	2418.6%	72,041.00	77,485.37	7.6%	7,846.00	39,051.27	98.4%

Golf course opened March 13, 2012 compared to April 5, 2013. Wetter/colder 2013.

- (1) Daily Greens Fees +12.6% \$17,384 Course opened later in 2013.  
 Golf Events & Misc -9.49% \$1,817  
 Lessons -62.01% -\$6,015  
 Carts +19.78% \$18,033  
 Season passes -19.38% -\$26,563 Non-resident passes are over budget 42.34%, \$7,736  
 Pro shop sales -9.65% -\$4,960
- (2) Daily Greens Fees 2.91% \$4,401 Course opened later in 2013.  
 Golf Events & Misc -13.37% -\$2,674  
 Lessons -44.21% -\$2,920  
 Carts -5.84 -\$6,767  
 Season passes -14.71% -\$19,060 2013 Non-resident passes are higher than 2012 67.02%, \$10,435  
 Pro shop sales -34.55% -\$24,507 2012 pro shop sales were higher than normal due to promotions to decrease inventory
- (3) The only revenue here is the transfer of IMRF/SS tax levy which is allocated based upon actual payroll.
- (4) Gas/Oil is over budget 106.9% \$4,089. Misc supplies are over budget 233.3% \$2,660 primarily due to replacement of missing bronze statue.
- (5) 2013 Expenses are less than 2012 due to: wages and related expenses -25.5% \$38,600 and cost of goods sold -47.7% \$28,647
- (6) Expenses are below budget in two areas: Materials & Supplies -16.8% \$8,363 and Part time wages and related expenses -5.5% \$6,398
- (7) Restructuring of maintenance department caused wages and related expenses to be -17.9% \$30,409 lower in 2013 compared to 2012. Materials/Supplies are also less than 2012 by 10.4%, \$4,805

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original		
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference	
1/1/2013	69,088	48,781	220,678	214,285	41,977	17,022	72,921	7,989	-	-	28,882	31,411	(228,393)	3,642	12,645	829,186	<b>1,370,114</b>	<b>1,370,114</b>	-	
January																				
Receipts																				
Replacement Taxes	6,061																6,061	3,500	<b>2,561</b>	
Shelters	-																-	50	<b>(50)</b>	
User Fees		13,079									615		1,003	-			14,697	14,936	<b>(239)</b>	
Misc	55	1	6	5	1	0	2	0				1			0	138	209	50	<b>159</b>	
Expenses	(38,488)	(66,901)	-	(80)	(1,902)	-	-	-	-	-	(1,619)	-	(26,235)	(545)	-	(12,420)	(148,190)	(158,912)	<b>10,722</b>	
1/31/2013	36,717	(5,041)	220,684	214,210	40,076	17,023	72,923	7,990	-	-	27,878	31,411	(253,625)	3,097	12,646	816,903	<b>1,242,891</b>	<b>1,229,738</b>	<b>13,153</b>	
February																				
Receipts																				
Replacement Taxes																	795	750	<b>45</b>	
Shelters	795																12,181	14,068	<b>(1,887)</b>	
User Fees		12,021									50		109	-			91	50	<b>41</b>	
Misc	0	0	5	3	1	0	1	0				0			0	79				
Expenses	(36,541)	(69,990)	-	-	(5,325)	-	-	-	-	-	(2,676)		(37,080)	(402)	-	(11,068)	(163,082)	(144,046)	<b>(19,036)</b>	
2/28/2013	970	(63,009)	220,689	214,213	34,752	17,023	72,924	7,990	-	-	25,252	31,412	(290,596)	2,696	12,646	805,914	<b>1,092,875</b>	<b>1,100,560</b>	<b>(7,685)</b>	
March																				
Receipts																				
Replacement Taxes	1,897																1,897	2,100	<b>(203)</b>	
Shelters	600																600	550	<b>50</b>	
User Fees		11,801									672	-	84,291	60			96,824	109,421	<b>(12,597)</b>	
Misc	487	107	3	3	0	0	1	0				0	582		0	68	1,252	50	<b>1,202</b>	
Expenses	(45,553)	(70,069)	-	-	(3,185)	(3,350)	(4,330)	-	-	-	(2,391)	-	(47,412)	(645)	-	(10,397)	(187,331)	(187,694)	<b>363</b>	
3/30/2013	(41,598)	(121,170)	220,692	214,216	31,568	13,673	68,595	7,990	-	-	23,533	31,412	(253,135)	2,111	12,646	795,585	<b>1,006,117</b>	<b>1,024,987</b>	<b>(18,870)</b>	
April																				
Receipts																				
Replacement Taxes	9,610																9,610	7,700	<b>1,910</b>	
Shelters	960																960	1,350	<b>(390)</b>	
User Fees		8,913									7,909	27,531	46,023	11,414			101,790	84,766	<b>17,024</b>	
Misc	10,851	0	8	2	0	0	1	0				1			0	66	10,928	10,825	<b>103</b>	
Expenses	(33,907)	(61,682)	-	(3,250)	(2,523)	(8,300)	-	-	-	-	(9,268)	-	(34,560)	(2,080)	-	(48,138)	(203,708)	(255,096)	<b>51,388</b>	
4/30/2013	(54,084)	(173,939)	220,700	210,968	29,045	5,373	68,596	7,990	-	-	22,173	58,944	(241,672)	11,445	12,646	747,513	<b>925,697</b>	<b>874,532</b>	<b>51,165</b>	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference
<b>May</b>																			
<b>Receipts</b>																			
Taxes	45,321	76,313		14,941	4,049	885	8	8	8,091	7,056					53,445		210,116	220,460	(10,344)
Transfers in/out	3,973	7,301							(8,091)	(7,056)	370		3,479	24			0	1,734	(1,734)
Replacement Taxes	8,671																8,671	5,600	3,071
Shelters	745																745	800	(55)
User Fees		16,485									15,568	-	68,510	12,657			113,220	94,657	18,563
Misc	223		2	3	0	0	1	0				1			1	50	280	50	230
Expenses	(58,784)	(103,127)	-	(2,625)	(6,040)	(1,600)	-	-	-	-	(11,756)	-	(52,450)	(7,725)	-	(140,257)	(384,364)	(450,621)	66,257
5/31/2013	(53,936)	(176,966)	220,702	223,286	27,055	4,658	68,604	7,997	-	-	26,356	58,944	(222,133)	16,401	66,092	607,305	874,366	747,212	127,154
<b>June</b>																			
<b>Receipts</b>																			
Taxes	195,967	329,977		64,607	17,509	3,828	33	33	34,984	30,511					231,097		908,544	881,840	26,704
transfers in/out	16,840	30,425							(34,984)	(30,511)	1,987		15,208	1,035			0	6,936	(6,936)
Replacement Taxes	-																-	-	-
Shelters	1,085																1,085	2,150	(1,065)
User Fees		13,834									36,226		72,457	27,610			150,127	136,162	13,965
Misc	52	1	502	2	0	0	1	0				0			2	3,294	3,855	50	3,805
Expenses	(44,335)	(69,802)		(2,100)	-	-	-	-	-	-	(24,077)	-	(44,320)	(18,191)	(20,344)	(22,355)	(245,523)	(418,546)	173,023
6/30/2013	115,672	127,469	221,204	285,795	44,564	8,486	68,637	8,030	-	-	40,492	58,945	(178,788)	26,856	276,848	588,244	1,692,454	1,355,804	336,650
<b>July</b>																			
<b>Receipts</b>																			
Taxes	8,000	13,470		2,637	1,238	156	1	1	1,428	1,246					9,434		37,611	22,046	15,565
transfers in/out	401	166							(1,428)	(1,246)	386		625	1,096			-	172	(172)
Replacement Taxes	8,473																8,473	4,900	3,573
Shelters	2,320																2,320	600	1,720
User Fees	-	8,391									24,169	2,000	68,564	13,761			116,884	126,303	(9,419)
Misc	568		7	8	0.5	0	2	0				2			9	52	648	50	598
Expenses	(39,994)	(73,490)		(38,683)	(29,765)	-	(6,969)	-	-	-	(26,284)	-	(54,813)	(26,831)	-	(15,365)	(312,193)	(339,598)	27,405
7/31/2013	95,440	76,006	221,211	249,757	16,037	8,643	61,672	8,032	-	-	38,762	60,947	(164,412)	14,881	286,291	572,931	1,546,197	1,170,277	375,920
<b>August</b>																			
<b>Receipts</b>																			
Taxes	44,896	75,598		14,801	22,312	877	7	7	8,015	6,990					52,945		226,449	66,138	160,311
transfers in/out	3,624	6,108							(8,015)	(6,990)	581		3,596	1,096			-	520	(520)
Replacement Taxes	889																889	1,400	(511)
Shelters	895																895	650	245
User Fees		35,377									23,309		71,492	4,764			134,942	134,229	713
Misc	383		8	7	1	0	2	0				2			8	43	453	50	403
Expenses	(48,444)	(87,827)	-	(1,313)	(1,188)	-	-	-	-	-	(17,096)	-	(69,683)	(22,914)	-	(54,385)	(302,848)	(283,469)	(19,379)
8/31/2013	97,683	105,263	221,219	263,253	37,162	9,520	61,681	8,039	-	-	45,556	60,948	(159,007)	(2,173)	339,244	518,589	1,606,976	1,089,795	517,180

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70		Original	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital	total	Projection	Difference
<b>September</b>																			
<b>Receipts</b>																			
Taxes	170,970	287,886		56,366	15,275	3,339		29	29	30,522	26,619				201,619		792,654	925,932	(133,278)
transfers in/out	14,434	25,619								(30,522)	(26,619)	2,018		13,598	1,472		(0)	7,283	(7,283)
Replacement Taxes																	-	-	-
Shelters	450																450	500	(50)
User Fees		24,523									15,723	-	44,186	1,950			86,382	51,091	35,291
Misc	9,517		100														9,617	50	9,567
Expenses	(40,081)	(68,222)	(45)		(6,040)	-	-	-	-	-	(12,985)	-	(47,739)	(3,048)	-	(3,644)	(181,804)	(251,868)	70,064
9/30/2013	252,973	375,070	221,275	319,618	46,397	12,859	61,709	8,068	-	-	50,311	60,948	(148,962)	(1,799)	540,863	514,945	2,314,275	1,822,783	491,492
<b>October</b>																			
<b>Receipts</b>																			
Replacement Taxes	8,400																8,400	8,400	-
Shelters	100																100	100	-
User Fees		9,971									7,871	-	22,795	-			40,637	40,637	-
Misc	50																50	50	-
Bond Proceeds																	-	-	-
Expenses	(43,783)	(65,430)		(15,000)	(5,750)	-	-	-	-	-	(5,988)	-	(45,187)	(1,786)	-	(2,500)	(185,424)	(185,424)	-
10/31/2013	217,740	319,611	221,275	304,618	40,647	12,859	61,709	8,068	-	-	52,194	60,948	(171,354)	(3,585)	540,863	512,445	2,178,038	1,686,546	491,492
<b>November</b>																			
<b>Receipts</b>																			
Taxes	17,600	32,400		7,040	1,720	376		4	4	3,440	3,000				22,600		88,184	88,184	-
transfers in/out	1,675	2,842								(3,440)	(3,000)	198		2,261	159		695	695	-
Replacement Taxes																	-	-	-
Shelters	-																-	-	-
User Fees		12,809									1,239	-	14,714	-			28,762	28,762	-
Misc	50																50	50	-
Bond Proceeds																462,000	462,000	462,000	-
Expenses	(47,110)	(80,358)		(10,000)	(2,000)	-	-	-	-	-	(4,890)	-	(49,158)	(1,516)	(461,556)	(7,500)	(664,088)	(664,088)	-
11/30/2013	189,955	287,304	221,275	301,658	40,367	13,235	61,713	8,072	-	-	48,741	60,948	(203,537)	(4,942)	101,907	966,945	2,093,641	1,602,149	491,492
<b>December</b>																			
<b>Receipts</b>																			
Taxes																	-	-	-
Replacement Taxes	1,400																1,400	1,400	-
Shelters																	-	-	-
User Fees		5,462									345	-	3,569	8,966			18,342	18,342	-
Misc	16,212																16,212	16,212	-
Expenses	(35,863)	(78,662)		(10,000)	(2,000)	-	-	-	-	-	(1,805)	-	(38,481)	(778)	(80,343)	(194,725)	(442,657)	(442,657)	-
12/31/2013	171,704	214,104	221,275	291,658	38,367	13,235	61,713	8,072	-	-	47,281	60,948	(238,449)	3,246	21,564	772,220	1,686,938	1,195,446	491,492
change	102,615	165,323	596	77,373	(3,610)	(3,787)	(11,208)	83	-	-	18,399	29,538	(10,056)	(396)	8,919	(56,966)	316,824	(174,668)	-

## Sycamore Park District

	Unaudited 1/1/2013	Revenues	Expenses	9/30/2013	9/30/2013 Cash balance
10 Corporate	59,624.81	568,487.80	375,651.42	252,461.19	252,972.61
20 Recreation	36,127.00	1,001,428.45	658,602.20	378,953.25	375,069.37
21 Donations	220,678.26	596.25	-	221,274.51	221,274.51
22 Special Recreation	214,204.58	153,384.42	47,970.86	319,618.14	319,618.14
23 Insurance	78,716.85	41,563.05	73,882.48	46,397.42	46,397.42
24 Audit	17,022.29	9,087.05	13,250.00	12,859.34	12,859.34
25 Paving & Lighting	72,920.94	86.75	11,298.40	61,709.29	61,709.29
26 Park Police	7,989.31	78.71	-	8,068.02	8,068.02
27 IMRF	-	83,040.16	83,040.16	-	-
28 Social Security	-	72,421.29	72,421.29	-	-
30 Concessions	29,995.12	130,367.65	105,611.96	54,750.81	50,311.34
32 Developer Contributions	31,410.60	29,537.70	-	60,948.30	60,948.30
60 Debt Service	12,645.45	548,561.34	20,343.75	540,863.04	540,863.04
70 Capital Projects	819,620.80	3,789.16	308,465.09	514,944.87	514,944.87
<b>Total governmental fund balance</b>	<b>1,600,956.01</b>	<b>2,642,429.78</b>	<b>1,770,537.61</b>	<b>2,472,848.18</b>	<b>2,465,036.25</b>
50 Golf Course Net Assets	13,741.95 <u>(241,871.42)</u> (228,129.47)	479,598.50	402,113.13	91,227.32 <u>(241,871.42)</u> (150,644.10)	(148,962.20)
51 Swimming Pool Net Assets	293,509.55 <u>(290,235.35)</u> 3,274.20	75,211.13	80,483.92	288,236.76 <u>(290,235.35)</u> (1,998.59)	(1,798.59)
<b>Total proprietary funds</b>	<b>307,251.50</b>	<b>554,809.63</b>	<b>482,597.05</b>	<b>379,464.08</b>	
<b>Net assets</b>	<b><u>(532,106.77)</u></b>			<b><u>(532,106.77)</u></b>	
<b>Proprietary funds minus net assets</b>	<b><u>(224,855.27)</u></b>			<b><u>(152,642.69)</u></b>	
	1,376,100.74			2,320,205.49	2,314,275.46

## Summary of depository accounts as of 10/16/2013

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,617.15	0.10
National Bank & Trust	1,715,057.68	0.03
Resource Bank	558,988.82	0.10
*Dekalb Co. Community Foundation	<u>13,353.35</u>	
	2,303,017.00	

\* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 9/30/13.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: October 15, 2013

- **Administrative Initiatives** (10/1/13 – 10/31/13)
- Attended weekly Department Head meetings as scheduled.
- Attended monthly all staff meeting.
- Attended Sycamore Chamber of Commerce Ambassadors Club meeting.
- Helped Coordinate Pumpkin Fest cart entry for parade.
- Attended Chamber of Commerce Ribbon Cutting.
- Coordinated and administered Illinois High School Association Girls Regional Golf Meet and serve as Rules Official.
- Continued Pro Shop inventory reduction sale to reduce total inventory as per Goals and Objectives.
- Hosted the Annual Pumpkin Scramble.
- Attended Board of Commissioners study sessions as requested.
- Updated golfer mailing list through EZLinks, Groupon and Group Golfer data bases into one format for fall and spring mailing.
- Continued to set up appointments with sales representatives to go over market trends and top sellers in the golf industry as per Goals and Objectives.
- Scheduled meeting with EZGO representative to begin the final steps for trading in older carts for newer models.

- Continued to reduce part time staff hours as play decides and weather changes.
- Finished all league play for the season and met with all league coordinators for the 2014 season.
- **Administrative Initiatives** (11/1/13 – 11/30/13)
- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend Sycamore Chamber of Commerce Ambassadors Club meeting.
- Continue Pro Shop inventory reduction sale to reduce total inventory as per Goals and Objectives.
- Attend Board of Commissioners study sessions as requested.
- Meet with Sales Representatives for 2014 inventory.
- Begin planning and marketing of Christmas Sale.
- Prepare cart barn for winter cart storage.
- Hold Frozen Fingers Open Two-Person Tournament.
- Reduce part-time staff to minimal hours for the remainder of the season.
- Begin close of season inventory counts to help expedite under of season inventory controls.
- Market 2014 Golf Rates if approved.
- Begin developing new outing brochure.
- Prepare 2000 carts for trade in to EZGO for newer vehicles.



To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: October 22, 2013

**Administrative Initiatives** (10/1/13-10/31/13)

**Golf**

- Very nice fall weather has produced lush, thick turf on all areas of the golf course even with low amounts of precipitation. Shorter days and cool nights have allowed the turf to recover from any summer stress and high traffic issues.
- Staff continues to keep up with all mowing, trimming, and weed eating as the rate of turf growth has still been fast due to some spurts of humid, warm weather. Greens, tees, and fairways have all had their final fertilizer applications applied. Also, several areas of thin or dead turf have been seeded or sodded both in the rough and on fairways. Leaf blowing and mulching has also begun in earnest.
- A few more dead trees and shrubs have been removed and their stumps cut out as time allows. We planted 13 very nice donated shrubs near five green and along the road near the second tee. The plants south of five green tie into the Magnolias already in place and will deter golfers from driving from five green to eight tee. The shrubs were donated by Jack Henne and very much appreciated. I will be sending a letter of thanks to Mr. Henne.
- Aerating of the fairways continues as time and weather allows. Greens are also being done in mid-October with solid tines and sand topdressing. The timing is later than usual as we waited until the High School Girls' Regional meet was completed on October 9<sup>th</sup>.

- A new ladies tee has been added just to the south of the creek on hole #16. The tee will open for play next season.
- I have been working with the engineers and contractors as the parking lot project around the clubhouse continues. After three inches of pavement was cut out, it was discovered that many areas need to be excavated and new rock added prior to paving. A couple of rain delays have also set back the timing to complete the project which should be finished very soon.
- Most of the lower board and old office rooms wainscoting work is completed and is now being used as storage for concessions. Also, electric outlets were added to the clubhouse storage room and the beer cooler and senior center refrigerator were moved into that space clearing our clubhouse for a less cluttered look.
- I also met with Kirk, Dan, and Encap Inc. to look at options for future native grass plantings on the course to enhance a more natural look and to reduce mowing acreage.

## **Sports**

- Girls' softball has completed their fall league. We also hosted two fall high school aged tournaments in the past few weeks on field one.
- AYSO soccer will complete their season on the 19<sup>th</sup>. I continue to talk or meet with Steve Sapita weekly to discuss field issues. Staff continues to mow and paint field lines weekly or as needed along with filling any holes that have developed through heavy use. We have received very positive feedback from our users about the quality of the fields this fall.
- KYFL football will complete their season on the 17<sup>th</sup>. Fields are lined weekly in the outfields of ball fields one and four. I also talk with KYFL leaders often to resolve any issue they might have which have been few this season.

- Staff continues frequent mowing, line painting, ball field prep, and has added sod to many worn areas on the high school field (field one). A couple of new trees have been planted, newer trees mulched, all sport fields slice aerated and rolled. Soil and seed were also added to the grass parking area east of field four.
- The pool developed a broken feeder pipe break in the mechanical room which occurred after the pool closed and was above ground. An old bracket broke causing the weight of the pipe to crack a fitting. The pipe has been repaired and the pool will soon be winterized.

## **Parks**

- Staff continues to keep up with mowing, weed eating, path cleaning, and trimming of the turf as growth continues at a steady rate. Leaf mulching and blowing leaves off of paths and play areas has also begun.
- Staff continues to remove overhanging limbs along the paths at Merry Oaks Drive, Leon Larson Park, and Lake Sycamore. More ash trees have also been removed at various parks and the stumps ground out. We continue to check and repair playground equipment at all parks, sealed and painted all speed bumps through the parks and sports complex, repaired roof shingles on shelters, and attended training when the new mini excavator was delivered.
- Staff prepared and cleaned our truck, enclosed trailer, and a mower for the Touch-a-Truck event at Farm and Fleet. I drove our entry and attended the event which drew a large crowd and many children enjoyed climbing on our equipment.
- Marine Biochemist performed a fish inventory for us at Lake Sycamore and Old Mill pond on the 9<sup>th</sup> of October. While I am awaiting the final report, I

saw a variety of fish species of all sizes which is a good sign for the health of the ponds.

- Attended staff, board, CAC, and long range planning committee meetings.
- For goals and objectives, I have completed drafting current maintenance practices at individual parks along with frequency of practices, and an inventory list of amenities at each park. I have also completed the updated equipment inventory list, and have written a lifecycle and replacement schedule for all maintenance equipment.
- I have been conducting playground inspections and recording results. Worn parts have been replaced on various play structures as needed.
- Inventoried and ordered new ADA parking signs and posts. Several types of old signs are at our parks so we will update to the current legal signs, heights, and locations.
- Attended meetings with ADA architects as we prepare to begin carpentry and plumbing upgrade project work.
- In the process of completing budgets for 2014 for all areas of maintenance.
- Updated Capital list request and pricing for 2014 budget.
- Plumbing just about complete at the WPA Main shelter. Floor drains have been replaced and all drains are functioning. ADA work is included in the project next month to replace doors and remove entrance walls. Still working with our electrician as he has had trouble finding volunteer electrician help with enough time to devote to the project. We might do some work in-house with the help of our electrician to expedite the completion of the project.

- Met with Baerrows Auctions to discuss details and timeline for auctioning off surplus equipment. Next chance for an auction will be in November.
- Collected and submitted required well water testing samples for clubhouse and sports concessions buildings.

### **Administrative Initiatives** (11/1/13-11/30/13)

- AYSO, KYFL, and SGS(softball) will conclude soon. We will meet with group leaders to discuss how the season went and what can be improved on from both sides.
- Golf course aerating and tree removal and replanting will continue. The irrigation system will be blow out on Nov. 7. I will start to price out snow mold disease protective products for the November applications. Will also meet with sales reps to discuss any early order product options for next season.
- Will continue working on objectives for the two year strategic plan, specifically start to develop a list of standards for our parks care, and start to develop a checklist and service schedule for facility inspections.
- Will continue to work with auction company to discuss transport and selling of our approved auction items.
- Attend all staff, board, CAC, and long term planning meetings.
- Will meet with PDERMA rep. to start planning of staff safety training and attend seminars.
- Will continue to work with contractor and engineer as clubhouse paving is completed. We will paint parking lines and add new ADA parking signage in-house.

- Staff will replace all current ADA parking spot signs that need updated at various park areas.
- Will work with ADA contractor as work begins on carpentry and plumbing upgrades.
- Will continue to gather information from playground reps. to look into possibility of replacing the recently removed climber structure at the sports concession building.
- Will complete planning for capital and operating maintenance budgets.
- I will attend all board, CAC, and long range planning meetings, and study sessions.
- Will work with staff preparing float for Pumpkin Fest Parade. Will also participate with other staff in the parade.
- Will work with Chamber of Commerce on the Pumpkin Fest 10K run and finish line which runs through the park/course and finishes at the west entrance.

To: Park Board of Commissioners  
From: Bart Desch  
Subject: Monthly Board Report  
Date: October 22, 2013

**Administrative Initiatives:** 10/01/13 – 10/31/13

- Facilitated the Touch a Truck event on September 28. We had over 20 vehicles featured and a turn out exceeding over 500 people. Special thanks to the great folks at Farm and Fleet for all of their help!!!!
- Sent letters of thanks to our “Touch a Truck” sponsors which included, Farm and Fleet, Culvers and Kishwaukee Community Hospital.
- Contacted NB&T Bank and began discussion about future fireworks for Fall 2014. They have indicated interest for the future event.
- Attended the CAC meeting on October 3.
- Attended the Board study session on October 8.
- Facilitated the delivery of flyers for the “Naming of the Park” contest to area schools.
- Facilitated the Fall Fishing Derby on October 12 at Lake Sycamore. There were over 20 people participating.
- Attended and conducted along with the Front Desk Supervisor a front desk staff meeting on October 11. Customer Service was the topic for the training. This is part of Goal 5, objective 10 of the short term goals and objectives.
- Began work on the 2014 Recreation budget at the Director’s request. This includes recreation programming, pool, community center, marketing/brochure and the Sports Complex.
- Begun contacting CWSPT members regarding the next Newsletter. This newsletter will focus on their experiences and we will use the newsletter to share that with our residents. This is expected to be mailed out in November. This is part of Goal 4, objective 5 of the short term goals and objectives.
- Began work on the 2014 Winter-Spring brochure. Contacted staff, instructors and the Board regarding this and the Annual Newsletter that will be part of it.

- Began, with the Director and the Recreation Supervisor planning programming spaces at the proposed South Prairie location for a possible site for the Community Center. Contacted flooring companies regarding matting for the aerobic and fitness floors.
- Coordinated with Swift printing the production of the newsletter and the Winter/Spring 2014 brochure.
- Contacted staff and commissioners regarding the Annual Newsletter for the 2014 Winter/Spring brochure.
- Began production of the Vision 2020 document plan to be handed out to interested residents.
- Created and sent a bill to Girls Softball regarding their Fall league field usage.
- Asked for and received a quote regarding the printing of the Vision 2020 document.
- Wrote and submitted a grant request to the Mary E. Stevens Concert and Lecture fund for concert funds for 2014.
- Created flyers for the Spring Soccer league in March. Flyers were handed out to AYSO participants out at the fields and through AYSO itself.
- Contacted the School District regarding programming and possible space for use for Spring 2014 programs. Some programs had to be altered and changed due to availability.
- Continue to coordinate with instructors who utilize gym space at School District locations for Spring 2014 programming.
- Compiling a “package” of all written documents with regards to the 90<sup>th</sup> events over the past year. This “package” will be given to the Director for safekeeping for the future.
- Met with Deb Loitz of Northern Rehab regarding future advertising in the park district brochure.
- Met with John Klosowski of Kishwaukee Medical Associates regarding future advertising in the park district brochure.
- Working on the recreation budget for 2014 for the following areas; programs, pool, sports complex and community center.
- Working on completing employee reviews.



- Contacted staff at Kishwaukee Community Hospital regarding advertising in the Winter/Spring 2014 brochure.
- Assisted and ordered uniforms for the volunteers in the Pumpkinfest Parade.
- Completed paperwork for Nick Gould as requested by Southern Illinois University. Nick will be an intern for us beginning on January 13.
- Supplied to staff at the Northern Star some information regarding the “Name the Park” including park information and our logo.
- Facilitated the cleaning proposal to put out to bid in November.
- Facilitated a field request from Northern Illinois University for the Sports Complex.

**Administrative Initiatives:** 11/01/13 – 10/30/13

- Will continue to process the Newsletter to ensure that it is delivered in the mail in November.
- Continue working on the Winter/Spring brochure to ensure a mailing to the public no later than December 16.
- Will put out to bid the cleaning proposal for our facilities for 2014.
- Will attend the Suburban Parks and recreation Association’s “Showcase Event”. This event allows staff to view a variety of musicians, entertainers and to speak to other staff from other park districts to find about the entertainers they have used in the past.
- Will meet with Steve Sapita of AYSO and discuss the past year and how to make improvements for next year. Billing for this past year will also take place.

- Will complete a request from Kishwaukee Community Hospital to complete an “Accountability Form” with regards to the recent financial donation that was given to us.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: October 22, 2013

**Administrative Initiatives** (10/1/13 – 10/31/13)

- Attended CAC meeting.
- Negotiated Year 1 ADA work contract.
- Began meeting with Board/Community Leaders on Vision 2020.
- Finalized Second Draft Vision 2020.
- Updated Agenda Planner and Distributed to Board/Administrative Staff.
- Continued budget analysis, capital option planning, and scenario assessment for the strategic planning process.
- Planned Presentation on Land Issues: Plats, Easements, Acreage, etc.
- Held meetings with Sycamore Creek HOA and met with City Manager about North Grove Crossing and Reston Ponds.
- Coordinated meetings with Bond Finance counsel on debt service matters for current bonds and future planning.
- Met with YMCA Director regarding possible partnerships.

**Administrative Initiatives** (11/1/13 – 11/30/13)

- Hold Board Study Sessions to develop final DRAFTS for Vision 2020.

- Coordinate Public Hearings.
- Manage a number of matters related to long range planning:
  - Negotiations
  - Financials
  - Meetings
  - Assessments/Surveys
- Update Agenda Planner for Staff/Board.
- Finalize Draft Fiscal Year 2014 Operating Budget.
- Finalize Draft 2014 Capital Budget.
- Begin work on Paving Bid Specifications for Year 2 of ADA Transition Plan.
- Finish Draft of Part-Time Personnel Policy Manual.
- Finalize Life Cycle Documents for Major District Equipment.
- Serve on Sycamore Chamber Long Range Planning Committee.
- Continued meeting with community leaders.
- Plan for holiday staff “thank-you” event.
- Finalize VISION 2020 after Public Hearings.
- Finalize and Present Community Survey findings.
- Continue Technology Study.
- Refined Spreadsheets for Cost Scenarios for Vision 2020.
- Attend Meetings/Serve On:
  - KSRA
  - Living Healthy DeKalb
  - Rotary
  - Chamber

- Begin reviewing trail easement needs, and IDOT Grant opportunities for 2014.



# Sycamore

PARK DISTRICT

*Established 1923*

940 East State Street  
Sycamore, IL 60178  
email: [info@sycamoreparkdistrict.com](mailto:info@sycamoreparkdistrict.com)

(TEL) 815/895-3365  
(FAX) 815/895-3503  
[www.sycamoreparkdistrict.com](http://www.sycamoreparkdistrict.com)

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September 20, 2013

Ms. RoseMarie M. Trembl  
Executive Director  
The Sycamore Chamber  
407 West State Street, Suite 10  
Sycamore, Illinois 60178

Dear RoseMarie:

Thank you for your letter regarding the upcoming 10K. Your route, as outlined in your letter, works just fine. You should be advised that we are currently planning paving work with the City of Sycamore that will be paving our east and south lots adjacent to the Club House. It is supposed to be done by the 27<sup>th</sup> of October, but has been delayed once, already. We will try to keep you posted on that progress.

Sincerely,

Daniel Gibble  
Executive Director

cc: BOC, BD, JD, JF, JD, KL

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 22, 2013

## STAFF RECOMMENDATION

**AGENDA ITEM: REVIEW OF BOND BIDS AND AWARDING BOND ISSUE: Recommend Approval**

**BACKGROUND INFORMATION:** Each year the District issues General Obligation Bonds for the purpose of funding capital expenses related to the upkeep of the District's parks and to support its 5 year capital plan. Additionally, proceeds are used for the installment payment for the 2006 Alternate Revenue Bonds.

Attached is the bid information that has been distributed by Speer Financial to local and regional banks. It is also posted on Speer's Competitive Term Sheet Sale Calendar as well as on the SpeerBids.com auction site. The sale will be Monday, October 21, at 10:15 am. David Phillips, Senior VP of Speer Financial is scheduled to attend our Tuesday board meeting to present the bids and will recommend awarding a specific bid.

**FISCAL IMPACT:** Depending on the rate of the winning bid, approximately \$468,580 will be received for the purposes previously stated.

**STAFF RECOMMENDATION:** Recommend Approval

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

# **SPEER FINANCIAL, INC.**

PUBLIC FINANCE CONSULTANTS SINCE 1954

56

KEVIN W. MCCANNA  
PRESIDENT

DAVID F. PHILLIPS  
SR. VICE PRESIDENT

LARRY P. BURGER  
VICE PRESIDENT

DANIEL D. FORBES  
VICE PRESIDENT

BARBARA L. CHEVALIER  
VICE PRESIDENT

**TO:** Purchasers of General Obligation Limited Tax Park Bonds

**FROM:** David F. Phillips, Speer Financial Inc.

**RE:** **Sycamore Park District**  
**\$468,580\* General Obligation (Limited Tax) Park Bonds, Series 2013**

**DATE:** October 10, 2013

## **Bid Packet**

The enclosed materials are transmitted to you as a possible purchaser of the securities being sold by the Sycamore Park District. The bidding packets enclosed are composed of the following:

	<u>Number of Pages</u>
• Preliminary Term Sheet	4
• Official Bid Form	1
Total	5

## **Bid Receipt in Person or via [SpeerBids.com](http://SpeerBids.com)**

Speer Financial Inc. serves as the financial advisor to the Sycamore Park District.

**We will be conducting a competitive sale on Monday, October 21, 2013 at 10:15 AM** and be awarded at the October 23<sup>rd</sup> Board meeting of the District. Bids will be accepted at the offices of Speer Financial, Inc or via [SpeerBids.com](http://SpeerBids.com).

Speer Financial, Inc. has developed a new and easy to use electronic bidding web site, [www.SpeerBids.com](http://www.SpeerBids.com). You may register now and once approved as a bidder all future access to the password secured bidding platform is a simple process of logging in and moving directly to the sale you have selected and the appropriate bid form where your background information will be pre-populated so just the par amount bid and the interest rates will be needed. Should you have questions, please call Dave Phillips at 312-780-2280

## **Financial Disclosure/Web Posting**

This material and the most recent audit for the Sycamore Park District are now posted electronically and available for printing or for review. Go to [www.SpeerFinancial.com](http://www.SpeerFinancial.com) / Debt Auction Center/ Term Sheet Competitive Sale Calendar/ Sycamore Park District. Click on the "yes" link to the electronically posted Term Sheet with the bid form and the financial information.

## **Questions**

Questions about the issue are to be directed to the below listed person:

Contact person:	David F. Phillips Senior Vice President Speer Financial Inc. One North LaSalle Street, Suite 4100 Chicago, IL 60602
Direct Office Phone:	(312) 780-2280
Office Facsimile:	(312) 346-8833
E-Mail Address:	<a href="mailto:dphillips@speerfinancial.com">dphillips@speerfinancial.com</a>

**\*=Subject to change**



**SPEER FINANCIAL, INC.**

PUBLIC FINANCE CONSULTANTS SINCE 1954

SUITE 4100 • ONE NORTH LASALLE STREET • CHICAGO, ILLINOIS 60602 • (312) 346-3700 • (312) 346-8833

**Preliminary Term Sheet**  
**SYCAMORE PARK DISTRICT**  
 DeKalb County, Illinois  
**\$468,580\* General Obligation Limited Tax Park Bonds, Series 2013**

**Pricing Date/Time:** Monday, October 21, 2013 10:15 A.M. C.D.T.

**Award Date:** Tuesday, October 22, 2013.

**Dated Date:** November 5, 2013.

**Method of Sale:** Competitive-Local/Regional Banks.

**Purchaser:** To be determined.

**Date of Closing:** November 5, 2013.

**Interest Payment Date:** November 1, 2014.

**Interest Calculation:** Interest is calculated based on a 360-day year of twelve 30-day months.

**Principal Maturity Date:** November 1, 2014.

**Maturity and Interest Rate:**

	<u>November 1</u>	<u>Principal*</u>	<u>Rate</u>	<u>Reoffering</u>
	2014	\$468,580	_____%	_____%
.....				

**Good Faith Deposit:** A good faith deposit will **NOT** be required.

**Legal Opinion:** Chapman and Cutler LLP, Attorney's, Chicago, Illinois, will provide an opinion as to the legality and tax exemption of the Bonds. Interest on the Bonds is not exempt from present State of Illinois income taxes.

**Bank Qualification:** The Bonds will be designated as "qualified tax-exempt obligations."

**Registrar/Paying Agent:** The purchaser or their agent and at their cost.

**Registered or Book-Entry:** The Bonds will be registered or, at the option and cost of the purchaser, the Depository Trust Company ("DTC"), New York, New York, will act as securities depository for the Bonds. The ownership of one fully registered Bond for each maturity will be registered in the name of Cede & Co., as nominee for DTC and no physical delivery of Bonds will be made to purchasers.

**Purchase Price:** A price of par and accrued interest if any.

\*Subject to change.

Preliminary Term Sheet  
**SYCAMORE PARK DISTRICT**  
 DeKalb County, Illinois  
 \$468,580\* General Obligation Limited Tax Park Bonds, Series 2013  
 Page 2 of 4

**Purpose:** Proceeds of the Bonds will be used to pay prior obligations; for capital projects and to pay the costs of issuance.

**Security:** The Bonds are limited bonds and are Issued pursuant to the Park District Code of the State of Illinois, as supplemented and amended (the "Act"), and particularly as supplemented by the Local Government Debt Reform Act of the State of Illinois, as amended (the "Debt Reform Act"). Although the obligation of the District to pay the Bonds is a general obligation under the Act and all taxable property of the District is subject to the levy of taxes to pay the Bonds without limitation as to rate, the amount of said taxes that will be extended to pay the Bonds is limited by the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "Tax Extension Limitation Law").

The Debt Reform Act provides that the Bonds are payable from the debt service extension base of the District (the "Base"), which is an amount equal to that portion of the extension for the District for the levy year constituting an extension for payment of principal and interest on bonds issued by the District without referendum, but not including alternate bonds issued under Section 15 of the Debt Reform Act issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, increased each year pursuant to Public Act 96-501, commencing with the 2009 levy year, by the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year. The amount of the 2013 Base for the District is \$571,801.40. The Tax Extension Limitation Law further provides that the annual amount of taxes to be extended to pay the bonds and all other limited bonds heretofore and hereafter issued by the District shall not exceed the Base less the amount extended to pay certain other non-referendum bonds heretofore and hereafter issued by the District and bonds issued to refund such bonds.

The Bonds constitute one of two series of limited bonds of the District which are payable from the 2013 Base in conjunction with the Series 2009A Limited Tax Park Bonds. The District is authorized to issue from time to time additional limited bonds payable from the Base as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

\*Subject to change.

Preliminary Term Sheet  
**SYCAMORE PARK DISTRICT**  
 DeKalb County, Illinois  
**\$468,580\* General Obligation Limited Tax Park Bonds, Series 2013**  
 Page 3 of 4

**Use of Limited Bond Proceeds to  
 make payments on other long  
 term debt:**

Certain proceeds of the Bonds will be applied to the payment of certain principal of and interest on the District's outstanding G.O. (Alternate Revenue Source) Bonds, Series 2006 issued by the District as alternate bonds, being general obligation bonds payable from a specific revenue source (the "*Alternate Bonds*"), pursuant to Section 15 of the Local Government Debt Reform Act of the State of Illinois, as amended. The revenue source pledged by the District to the payment of the Alternate Bonds is the proceeds of non-referendum park bonds issued pursuant to Section 6-4 of the Park District Code of the State of Illinois, as amended (the "*Park District Code*"), which non-referendum bonds are payable from a tax unlimited as to rate levied against all taxable property within the District. The Bonds being issued for the payment of debt service on the Alternate Bonds are being issued pursuant to this prior pledge.

**Denomination:**

\$5.00 and integral multiples thereof.

**Financial Advisor:**

Speer Financial, Inc., Chicago, Illinois,

**Expenses:**

The District will pay for the legal opinion and financial advisor's fee. At closing, the District will deliver one typed Bond. CUSIP numbers are at the cost and the request of the purchaser.

**Optional Redemption:**

The Bonds are not callable prior to maturity.

**Credit Rating:**

A credit rating will not be requested for the Bonds.

**Secondary Market Disclosure:**

The aggregate principal amount of the Bonds less than \$1,000,000. The information undertaking provisions of SEC Rule 15c2-12(b)(5) are therefore not applicable to this issue. Upon request, the District will provide annual financial statements including the comprehensive annual financial report if one is prepared.

\*Subject to change.

**Preliminary Term Sheet**  
**SYCAMORE PARK DISTRICT**  
**DeKalb County, Illinois**  
**\$468,580\* General Obligation Limited Tax Park Bonds, Series 2013**  
**Page 4 of 4**

**Illinois Property Tax  
Extension Limitation Law:**

The District, as a non-home rule unit of local government located in DeKalb County, became subject to the Tax Extension Limitation Law on January 1, 2000 by voters pursuant to a countywide referendum held on April 13, 1999. The effect of the Tax Extension Limitation Law is to limit the amount of property taxes that can be extended for a taxing body. In addition, general obligation bonds, notes and installment contracts payable from ad valorem taxes unlimited as to rate and amount cannot be issued by the affected taxing bodies unless the obligations first are approved at a direct referendum, are alternate bonds or are for certain refunding purposes.

Public Act 89-385, effective August 18, 1995, permits local governments, including the District, to issue limited tax bonds in lieu of general obligation bonds that have otherwise been authorized by applicable law.

DFP/mj  
10/7/2013

---

*President, Board of Park Commissioners*

\*Subject to change.

**OFFICIAL BID FORM**

Sycamore Park District  
 920 E State Street  
 Sycamore IL 60178

October 21, 2013  
*Speer Financial, Inc.*  
 Speerbids.com

Board of Park Commissioners :

For the \$468,580\* General Obligation Limited Tax Park Bonds, Series 2013 of the Sycamore Park District, DeKalb County, Illinois, we will pay you \$\_\_\_\_\_ (no less than \$468,580\*) plus accrued interest from November 5, 2013 to the date of delivery for bonds bearing interest as follows (each rate a multiple of 1/8 or 1/100 of 1%).

By submitting a bid, any bidder makes the representation that it understands Bond Counsel represents the District in the Bond transaction and, if such bidder has retained Bond Counsel in an unrelated matter, such bidder consents to and waives any conflict of interest arising from any adverse position to the District in this matter; such consent and waiver shall supersede any formalities otherwise required in any separate understandings, guidelines or contractual arrangements between the bidder and Bond Counsel.

**MATURITY – NOVEMBER 1**

\$468,580\* ....2014 \_\_\_\_\_ %

\*Subject to change.

The bonds are to be executed and delivered to us in accordance with the terms of this bid accompanied by the approving legal opinion of Chapman and Cutler, Attorneys, Chicago, Illinois. The purchaser, should they so choose, agrees to **apply for CUSIP numbers within 24 hours** and pay the fee charged by the CUSIP Service Bureau and will accept the Bonds with the CUSIP numbers as entered on the Bonds.

**ACCOUNT MANAGER INFORMATION**

Bid Submitted By:		Direct Phone:	
Name of Purchaser:		FAX #:	
Street Address:		State:	
City:		Zip Code:	
Email:			

The foregoing bid was accepted and the bonds sold by ordinance of the District on October 22, 2013.

SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS

\_\_\_\_\_  
 President, Board of Park Commissioners

----- **NOT PART OF THE BID** -----  
 (Calculation of net interest cost)

	Bid	Post Sale Adjustment
Gross Interest	\$	\$
Less Premium	\$	\$
Net Interest Cost	\$	\$
Net Interest Rate	%	%
TOTAL BOND YEARS	463.374 years	years
AVERAGE LIFE	0.989 years	years

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 22, 2013

**STAFF RECOMMENDATION**

**AGENDA ITEM: ADOPTION OF ORDINANCE 06-2013 FOR BONDS:**  
**Recommend Approval**

**BACKGROUND INFORMATION:** The ordinance is the legal document that the District must pass to authorize any issuance of bonds or notes. The board must have its secretary properly certify and file a copy of the ordinance with the county clerk. This then allows the District to levy under the Bond Fund and collect the taxes for repayment of the bond.

Attached is a draft of the ordinance. The details will be completed after the bids are received on Monday, October 21.

**FISCAL IMPACT:** Allows the District to levy taxes in the bond fund for repayment in 2014.

**STAFF RECOMMENDATION:** Recommend Approval

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

EXTRACT OF MINUTES of a regular public meeting of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, held in the Board Room, 940 E. State Street, Sycamore, Illinois, in said Park District, at 6:00 o'clock P.M., on the 22nd day of October, 2013.

\* \* \*

The meeting was called to order by the President, and upon the roll being called, Ted Strack, the President, and the following Park Commissioners were physically present at said location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: \_\_\_\_\_  
\_\_\_\_\_

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_  
\_\_\_\_\_

The President announced that a proposal had been received from \_\_\_\_\_, \_\_\_\_\_, Illinois for the purchase of the District's non-referendum General Obligation Limited Tax Park Bonds, Series 2013, to be issued by the District pursuant to Section 6-4 of the Park District Code and that the Board of Park Commissioners would consider the adoption of an ordinance providing for the issue of said bonds and the levy of a direct annual tax to pay the principal and interest thereon.

Whereupon Park Commissioner \_\_\_\_\_ presented and the Secretary read by title an ordinance as follows a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:



**ORDINANCE NO. 06-2013**

AN ORDINANCE providing for the issue of \$\_\_\_\_,000 General Obligation Limited Tax Park Bonds, Series 2013, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide payment for outstanding obligations of the District and for the levy of a direct annual tax to pay the principal of and interest on said bonds.

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, and all laws amendatory thereof and supplementary thereto (the "*Park Code*"); and

WHEREAS the needs of the District require the expenditure of not less than the sum of \$\_\_\_\_,000, plus estimated investment earnings on the proceeds of bonds, as hereinafter referred to, prior to disbursement, for the payment of land condemned or purchased for parks, for the building, maintaining, improving, and protecting of the same, and for the payment of the expenses incident thereto (the "*2013 Parks Project*" or the "*Project*"), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board of Park Commissioners (the "*Board*") of the District and now on file in the office of the Secretary of the Board; and

WHEREAS the Board finds that it does not have sufficient funds on hand for the purposes aforesaid, and that the cost thereof, including legal, financial and other expenses, will be not less than \$\_\_\_\_,000, and that it is necessary and for the best interests of the District that it borrow the sum of \$\_\_\_\_,000, and issue bonds of the District to evidence the borrowing; and

WHEREAS the District has issued and now has outstanding and unpaid its General Obligation Park Bonds (Alternate Revenue Source), Series 2006 (the "*Outstanding Obligations*"); and

WHEREAS it is necessary and desirable to refund the principal and interest due on December 15, 2013, and interest due on June 15, 2014, with respect to the Outstanding Obligations (the “*Refunding*”); and

WHEREAS the Outstanding Obligations are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS the Board finds that it does not have sufficient funds on hand for the Refunding, and that the cost thereof, including legal, financial and other expenses, will be not less than \$184,250.02, and that it is necessary and for the best interests of the District that it borrow the sum of \$184,250.02 and issue bonds of the District to evidence the borrowing; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board, on the 18th day of September, 2012, executed an Order calling a public hearing (the “*Hearing*”) for the 9th day of October, 2012, concerning the intent of the Board to sell not to exceed \$1,500,000 General Obligation Limited Tax Park Bonds for park purposes such as the Project; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in *The Daily Chronicle*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 48 hours before the Hearing a copy of said notice at the principal office of the Board; and

WHEREAS, the Hearing was held on the 9th day of October, 2012, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 9th day of October, 2012; and

WHEREAS, prior to the date hereof, the District issued general obligation limited tax park bonds on November 6, 2013, in the amount of \$273,989.98 for park purposes such as the Project; and

WHEREAS, it is in the best interests of the District to issue bonds in the amount of \$\_\_\_\_,000 for the Project and bonds in the amount of \$184,250.02 for the Refunding, together as one issue of bonds in the aggregate amount of \$\_\_\_\_,000; and

WHEREAS the Board does hereby find and determine that upon the issuance of the bonds in the aggregate principal amount of \$\_\_\_\_,000 (the “*Bonds*”) now proposed to be issued for the Project and the Refunding, the aggregate outstanding unpaid bonded indebtedness of the District, including the Bonds, will not exceed .575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of Section 6-4 of the Park Code, the Park District Refunding Bond Act of the State of Illinois, as amended, and the Local Government Debt Reform Act, as amended (the “*Debt Reform Act*”), it is not necessary to submit the proposition of issuing the Bonds to the voters of the District for approval:

WHEREAS, the bonds so authorized shall be issued as limited bonds under the provisions of Section 15.01 of the Debt Reform Act, and as such it is not necessary to submit the proposition of the issuance of the bonds to the voters of the District for approval; and

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 the recitals contained in the preambles to this Ordinance are true, correct, and complete and does incorporate them into this ordinance by this reference.

*Section 2. Authorization.* It is hereby found and determined that the Board has been authorized by law to borrow the sum of \$1,226,010.02 upon the credit of the District and as

evidence of such indebtedness to issue bonds of the District in said amount, the proceeds of said bonds to be used for the purpose of payment of costs of the 2013 Parks Project and the Refunding, and expenses incidental thereto; and it is necessary and for the best interests of the District that there be issued at this time \$\_\_\_\_,000 of the bonds so authorized.

*Section 3. Bond Details.* There shall be borrowed on the credit of and for and on behalf of the District the sum of \$\_\_\_\_,000 for the purposes aforesaid. Bonds of the District shall be issued in said amount and shall each be designated “General Obligation Limited Tax Park Bond, Series 2013.” The Bonds shall be dated November 5, 2013, and shall also bear the date of authentication thereof, shall be in fully registered form, shall be in denominations of \$5.00 or authorized integral multiples thereof, and shall be numbered 1 and upward. The Bonds shall become due and payable (without option of prior redemption) on November 1, 2014, and shall bear interest at the rate of \_\_\_\_\_% per annum.

The Bonds shall bear interest from their date, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on November 1, 2014. Interest on each Bond shall be paid by check or draft of \_\_\_\_\_, \_\_\_\_\_, Illinois as bond registrar and paying agent (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered as hereinafter provided at the close of business on October 15, 2014. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office of the Bond Registrar.

The Bonds shall be signed by the manual or duly authorized facsimile signatures of the President and Secretary of the Board, and shall be countersigned by the manual or facsimile signature of the Treasurer of the District, as they shall determine. The corporate seal of the District or a facsimile thereof shall be affixed to the Bonds. In case any officer whose signature

shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar, as authenticating agent of the District, and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

*Section 4. Registration of Bonds; Persons Treated as Owners.* The District shall cause books (the “*Bond Register*”) for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal corporate trust office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal corporate trust office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully

registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on October 15, 2014 and ending at the opening of business on November 1, 2014.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

*Section 5. Form of Bond.* The Bonds shall be in substantially the following form; *provided, however*, that if the text of any Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend "See Reverse Side for Additional Provisions" shall be omitted from such Bond and paragraphs [6] through [10] shall be inserted immediately after paragraph [1] thereof:

(Form of Bond - Front Side)

REGISTERED  
\$\_\_\_\_,000REGISTERED  
No. 1

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF DEKALB

SYCAMORE PARK DISTRICT

## GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2013

See Reverse Side for  
Additional ProvisionsInterest  
Rate: \_\_\_\_%Maturity  
Date: November 1, 2014Dated  
Date: November 5, 2013

Registered Owner:

Principal Amount: FOUR HUNDRED SIXTY-EIGHT THOUSAND FIVE HUNDRED EIGHTY DOLLARS

[1] KNOW ALL PERSONS BY THESE PRESENTS, that the Sycamore Park District, DeKalb County, Illinois (the "*District*"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered transferees as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the Dated Date identified above at the Interest Rate per cent per annum identified above on November 1, 2014, and until said Principal Amount is paid. The principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal corporate trust office of \_\_\_\_\_, \_\_\_\_\_, Illinois as bond registrar and paying agent (the "*Bond Registrar*"). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on October 15, 2014 and

shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof, and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Law*"). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the "*Base*"). The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.



[5] IN WITNESS WHEREOF, the Sycamore Park District, DeKalb County, Illinois, by its Board of Park Commissioners, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the President and Secretary of said Board of Park Commissioners, and to be countersigned by the manual or duly authorized facsimile signature of the Treasurer thereof, and has caused the seal of the District to be affixed hereto or printed herein, all as of the Dated Date as identified above.

\_\_\_\_\_  
President, Board of Park Commissioners,  
Sycamore Park District,  
DeKalb County, Illinois

[SEAL]

\_\_\_\_\_  
Secretary, Board of Park Commissioners,  
Sycamore Park District,  
DeKalb County, Illinois

Countersigned:

\_\_\_\_\_  
Treasurer, Board of Park Commissioners,  
Sycamore Park District,  
DeKalb County, Illinois

Date of Authentication: \_\_\_\_\_, 20\_\_

CERTIFICATE  
OF  
AUTHENTICATION

This Bond is one of the Bonds described in the within mentioned ordinance and is one of the General Obligation Limited Tax Park Bonds, Series 2013, of the Sycamore Park District, DeKalb County, Illinois.

Bond Registrar and Paying Agent:  
\_\_\_\_\_,  
\_\_\_\_\_, Illinois

\_\_\_\_\_,  
as Bond Registrar

By \_\_\_\_\_  
Authorized Official

(Form of Bond - Reverse Side)

**SYCAMORE PARK DISTRICT**

**DEKALB COUNTY, ILLINOIS**

**GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2013**

[6] This Bond is issued by the District for (i) 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, and for the payment of the expenses incident thereto and (ii) refunding certain principal and interest to become due on the presently outstanding and unpaid General Obligation Park Bonds (Alternate Revenue Source), Series 2006, of the District, all as further described in the ordinance of the District pursuant to which this Bond has been issued (the "*Ordinance*"). This Bond is issued pursuant to and in all respects in full compliance with the provisions of the Park District Code of the State of Illinois, the Park District Refunding Bond Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended, and is authorized by the Board of Park Commissioners by an ordinance duly and properly adopted for that purpose, in all respects as provided by law.

[7] The Bonds are issued in fully registered form in the denominations of \$5.00 or authorized integral multiples thereof. This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal corporate trust office of the Bond Registrar in \_\_\_\_\_, Illinois but only in the manner, subject to the limitations, and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denomination(s) of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[8] The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on October 15, 2014 and ending at the opening of business on November 1, 2014.

[9] The District has designated this Bond as a “qualified tax-exempt obligation” pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986.

[10] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes; and the District and the Bond Registrar shall not be affected by any notice to the contrary.

**(FORM OF TRANSFER)**

FOR VALUE RECEIVED, the undersigned sells, assigns, and transfers unto

\_\_\_\_\_

\_\_\_\_\_

(Name and Address of Transferee)

the within Bond and does hereby irrevocably constitute and appoint

\_\_\_\_\_

as attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature to this transfer must correspond with the name of the Registered Owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

*Section 6. Sale of Bonds.* The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the passage hereof as may be, and thereupon be deposited with

the Treasurer of the Board, and be by said Treasurer delivered to \_\_\_\_\_, \_\_\_\_\_, Illinois the purchaser thereof (the “*Purchaser*”), upon receipt of the purchase price therefor, the same being \$\_\_\_\_,000; the contract for the sale of the Bonds heretofore entered into (the “*Purchase Contract*”) is in all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner financially interested directly in his or her own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the Purchaser of any disclosure document relating to the Bonds is hereby ratified, approved and authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, the disclosure document and the Bonds.

*Section 7. Tax Levy.* In order to provide for the collection of a direct annual tax to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR		A TAX TO PRODUCE THE SUM OF:
2013	\$	for principal and interest up to and including November 1, 2014

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the owners of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy; and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended, and collected as provided herein and deposited in the fund hereinafter established to pay the principal of and interest on the Bonds.

*Section 8. Filing of Ordinance.* Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of DeKalb County, Illinois (the “*County Clerk*”), and it shall be the duty of said County Clerk to in and for the year 2013 ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in said year for general park purposes, in order to raise the amount aforesaid and in said year such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated “Park Bond and Interest Fund of 2013” (the “*Bond Fund*”), which fund is hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

*Section 9. Limitation on Extension; General Obligation Pledge; Additional Obligations.* Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the “*Base*”).

No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

Payments on the Bonds will be made on parity with the payments made on the District’s outstanding General Obligation Limited Tax Park Bonds, Series 2009A, dated April 6, 2009. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District’s limited bonds.

*Section 10. Use of Bond Proceeds.* Accrued interest received, if any, on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. Principal proceeds (including premium if any) of the Bonds are hereby appropriated for the purpose of the Refunding, and the remainder of the principal proceeds of the Bonds are hereby appropriated for the purpose of paying the cost of the Project and the payment of the costs of issuance of the Bonds and are hereby ordered deposited into the Capital Improvement Account of the District (the “*Project Fund*”).

*Section 11. Non-Arbitrage and Tax-Exemption.* One purpose of this Section is to set forth various facts regarding the Bonds and to establish the expectations of the Board and the District as to future events regarding the Bonds and the use of Bond proceeds. The certifications, covenants and representations contained herein and at the time of the Closing are made on behalf

of the District for the benefit of the owners from time to time of the Bonds. In addition to providing the certifications, covenants and representations contained herein, the District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the hereinafter defined Code or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination. The Board and the District certify, covenant and represent as follows:

*1.1. Definitions.* In addition to such other words and terms used and defined in this Ordinance, the following words and terms used in this Section shall have the following meanings unless, in either case, the context or use clearly indicates another or different meaning is intended:

“*Advance Refunding*” means a refunding of Refunded Bonds.

“*Affiliated Person*” means any Person that (a) at any time during the six months prior to the execution and delivery of the Bonds, (i) has more than five percent of the voting power of the governing body of the District in the aggregate vested in its directors, officers, owners, and employees or, (ii) has more than five percent of the voting power of its governing body in the aggregate vested in directors, officers, board members or employees of the District or (b) during the one-year period beginning six months prior to the execution and delivery of the Bonds, (i) the composition of the governing body of which is modified or established to reflect (directly or indirectly) representation of the interests of the District (or there is an agreement, understanding, or arrangement relating to such a modification or establishment during that one-year period) or (ii) the composition of the governing body of the District is modified or established to reflect (directly or indirectly) representation of the interests of such Person (or there is an agreement, understanding, or arrangement relating to such a modification or establishment during that one-year period).

“*Bond Counsel*” means Chapman and Cutler LLP or any other nationally recognized firm of attorneys experienced in the field of municipal bonds whose opinions are generally accepted by purchasers of municipal bonds.

“*Capital Expenditures*” means costs of a type that would be properly chargeable to a capital account under the Code (or would be so chargeable with a proper election) under federal income tax principles if the District were treated as a corporation subject to federal income taxation, taking into account the definition of Placed-in-Service set forth herein.

“*Closing*” means the first date on which the District is receiving the purchase price for the Bonds.

“*Code*” means the Internal Revenue Code of 1986, as amended.

“*Commingled Fund*” means any fund or account containing both Gross Proceeds and an amount in excess of \$25,000 that are not Gross Proceeds if the amounts in the fund or account are invested and accounted for, collectively, without regard to the source of funds deposited in the fund or account. An open-ended regulated investment company under Section 851 of the Code is not a Commingled Fund.

“*Control*” means the possession, directly or indirectly through others, of either of the following discretionary and non-ministerial rights or powers over another entity:

- (a) to approve and to remove without cause a controlling portion of the governing body of a Controlled Entity; or
- (b) to require the use of funds or assets of a Controlled Entity for any purpose.

“*Controlled Entity*” means any entity or one of a group of entities that is subject to Control by a Controlling Entity or group of Controlling Entities.

“*Controlled Group*” means a group of entities directly or indirectly subject to Control by the same entity or group of entities, including the entity that has Control of the other entities.

“*Controlling Entity*” means any entity or one of a group of entities directly or indirectly having Control of any entities or group of entities.

“*Costs of Issuance*” means the costs of issuing the Bonds, including underwriters’ discount and legal fees.

“*De minimis Amount of Original Issue Discount or Premium*” means with respect to an obligation (a) any original issue discount or premium that does not exceed two



percent of the stated redemption price at maturity of the Bonds plus (b) any original issue premium that is attributable exclusively to reasonable underwriter's compensation.

*"External Commingled Fund"* means a Commingled Fund in which the District and all members of the same Controlled Group as the District own, in the aggregate, not more than ten percent of the beneficial interests.

*"GIC"* means (a) any investment that has specifically negotiated withdrawal or reinvestment provisions and a specifically negotiated interest rate and (b) any agreement to supply investments on two or more future dates (*e.g.*, a forward supply contract).

*"Gross Proceeds"* means amounts in the Bond Fund, the Project Fund and amounts used to pay the Refunded Bonds.

*"Net Sale Proceeds"* means amounts actually or constructively received from the sale of the Bonds reduced by any such amounts that are deposited in a reasonably required reserve or replacement fund for the Bonds.

*"Person"* means any entity with standing to be sued or to sue, including any natural person, corporation, body politic, governmental unit, agency, authority, partnership, trust, estate, association, company, or group of any of the above.

*"Placed-in-Service"* means the date on which, based on all facts and circumstances (a) a facility has reached a degree of completion that would permit its operation at substantially its design level and (b) the facility is, in fact, in operation at such level.

*"Prior Bond Fund"* means the fund or funds established in connection with the issuance of the Prior Bonds to pay the debt service on the Prior Bonds.

*"Prior Bond Proceeds"* means amounts actually or constructively received from the sale of the Refunded Bonds, including (a) amounts used to pay underwriters' discount or compensation and accrued interest, other than accrued interest for a period not greater than one year before the Refunded Bonds were issued but only if it is to be paid within one year after the Refunded Bonds were issued and (b) amounts derived from the sale of any right that is part of the terms of a Refunded Bond or is otherwise associated with a Refunded Bond (*e.g.*, a redemption right).

*"Prior Bonds"* means the District's outstanding issues being refunded by the Bonds, as more particularly described in the preambles hereof.

*"Prior Project"* means the facilities financed, directly or indirectly with the proceeds of the Prior Bonds.

*"Private Business Use"* means any use of the Project or the Prior Project by any Person other than a state or local government unit, including as a result of (i) ownership,

(ii) actual or beneficial use pursuant to a lease or a management, service, incentive payment, research or output contract or (iii) any other similar arrangement, agreement or understanding, whether written or oral, except for use of the Project or the Prior Project on the same basis as the general public. Private Business Use includes any formal or informal arrangement with any person other than a state or local governmental unit that conveys special legal entitlements to any portion of the Project or the Prior Project that is available for use by the general public or that conveys to any person other than a state or local governmental unit any special economic benefit with respect to any portion of the Project or the Prior Project that is not available for use by the general public.

“*Project Portion of the Bonds*” means that portion of the Bonds to be used for the Project.

“*Qualified Administrative Costs of Investments*” means (a) reasonable, direct administrative costs (other than carrying costs) such as separately stated brokerage or selling commissions, but not legal and accounting fees, recordkeeping, custody and similar costs; or (b) all reasonable administrative costs, direct or indirect, incurred by a publicly offered regulated investment company or an External Commingled Fund.

“*Qualified Tax Exempt Obligations*” means (a) any obligation described in Section 103(a) of the Code, the interest on which is excludable from gross income of the owner thereof for federal income tax purposes and is not an item of tax preference for purposes of the alternative minimum tax imposed by Section 55 of the Code; (b) an interest in a regulated investment company to the extent that at least ninety-five percent of the income to the holder of the interest is interest which is excludable from gross income under Section 103 of the Code of any owner thereof for federal income tax purposes and is not an item of tax preference for purposes of the alternative minimum tax imposed by Section 55 of the Code; and (c) certificates of indebtedness issued by the United States Treasury pursuant to the Demand Deposit State and Local Government Series program described in 31 C.F.R. pt. 344.

“*Rebate Fund*” means the fund, if any, identified and defined in paragraph 4.2 herein.

“*Rebate Provisions*” means the rebate requirements contained in Section 148(f) of the Code and in the Regulations.

“*Refunded Bonds*” means those certain Prior Bonds being refunded by the Bonds.

“*Refunding Portion of the Bonds*” means that portion of the Bonds to be used for the refunding of the Refunded Bonds.

“*Regulations*” means United States Treasury Regulations dealing with the tax-exempt bond provisions of the Code.

“*Reimbursed Expenditures*” means expenditures of the District paid prior to Closing to which Sale Proceeds or investment earnings thereon are or will be allocated.

“*Reserve Portion of the Bond Fund*” means the portion of the Bond Fund funded in excess of the amount of debt service payable each year.

“*Sale Proceeds*” means amounts actually or constructively received from the sale of the Bonds, including (a) amounts used to pay underwriters’ discount or compensation and accrued interest, other than accrued interest for a period not greater than one year before Closing but only if it is to be paid within one year after Closing and (b) amounts derived from the sale of any right that is part of the terms of a Bond or is otherwise associated with a Bond (e.g., a redemption right).

“*Transferred Proceeds*” means amounts actually or constructively received from the sale of the Prior Bonds, plus investment earnings thereon, which have not been spent prior to the date principal on the Refunded Bonds is discharged by the Refunding Portion of the Bonds.

“*Yield*” means that discount rate which when used in computing the present value of all payments of principal and interest paid and to be paid on an obligation (using semiannual compounding on the basis of a 360-day year) produces an amount equal to the obligation’s purchase price (or in the case of the Bonds, the issue price as established in paragraph 5.1 hereof), including accrued interest.

“*Yield Reduction Payment*” means a rebate payment or any other amount paid to the United States in the same manner as rebate amounts are required to be paid or at such other time or in such manner as the Internal Revenue Service may prescribe that will be treated as a reduction in Yield of an investment under the Regulations.

*2.1. Purpose of the Bonds.* The Bonds are being issued solely and exclusively to finance the Project and to refund in advance of maturity the Refunded Bonds, each in a prudent manner consistent with the revenue needs of the District. A breakdown of the sources and uses of funds is set forth in the preceding Section of this Ordinance. Except to pay the Refunded Bonds and except for any accrued interest on the Bonds used to pay first interest due on the Bonds, no proceeds of the Bonds will be used more than 30 days after the date of issue of the Bonds for the purpose of paying any principal or interest on any issue of bonds, notes, certificates or warrants or on any installment contract or other obligation of the District or for the purpose of replacing any funds of the District used for such purpose.

*2.2. The Project — Binding Commitment and Timing.* The District has incurred or will, within six months of the Closing, incur a substantial binding obligation (not subject to contingencies within the control of the District or any member of the same Controlled Group as the District) to a third party to expend at least five percent of the Net Sale Proceeds of the Project Portion of the Bonds on the Project. It is expected that the work of acquiring and constructing the Project and the expenditure of amounts deposited

into the Project Fund will continue to proceed with due diligence through November 5, 2016, at which time it is anticipated that all Sale Proceeds of the Project Portion of the Bonds and investment earnings thereon will have been spent.

2.3. *Reimbursement.* With respect to expenditures for the Project paid within the 60 day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates Sale Proceeds in the amount indicated in the Treasurer's Receipt to be delivered in connection with the issuance of the Bonds to reimburse said expenditures. Otherwise, none of the Sale Proceeds or investment earnings thereon will be used for Reimbursed Expenditures.

2.4. *Working Capital.* All Sale Proceeds and investment earnings thereon will be used, directly or indirectly, to finance Capital Expenditures or to pay principal of, interest on and redemption premium, if any, on the Refunded Bonds, other than the following:

(a) an amount not to exceed five percent of the Sale Proceeds of the Project Portion of the Bonds for working capital expenditures directly related to Capital Expenditures financed by the Bonds;

(b) payments of interest on the Bonds to the extent allocable to the Project Portion of the Bonds for a period commencing at Closing and ending on the later of the date three years after Closing or one year after the date on which the Project is Placed-in-Service and interest on the Bonds to the extent allocable to the Refunding Portion of the Bonds for the period commencing at Closing and ending on the date one year after the date on which the Prior Project is Placed-in-Service;

(c) Costs of Issuance and Qualified Administrative Costs of Investments;

(d) payments of rebate or Yield Reduction Payments made to the United States under the Regulations;

(e) principal of or interest on the Bonds paid from unexpected excess Sale Proceeds and investment earnings thereon; and

(f) investment earnings that are commingled with substantial other revenues and are expected to be allocated to expenditures within six months.

2.5. *Consequences of Contrary Expenditure.* The District acknowledges that if Sale Proceeds and investment earnings thereon are spent for non-Capital Expenditures other than as permitted by paragraph 2.4 hereof, a like amount of then available funds of the District will be treated as unspent Sale Proceeds.

2.6. *Payments to District or Related Persons.* The District acknowledges that if Sale Proceeds or investment earnings thereon are transferred to or paid to the District or any member of the same Controlled Group as the District, those amounts will not be treated as having been spent for federal income tax purposes. However, Sale Proceeds or investment earnings thereon will be allocated to expenditures for federal income tax purposes if the District uses such amounts to reimburse itself for amounts paid to persons other than the District or any member of the same Controlled Group as the District, provided that the original expenditures were paid on or after Closing, and provided that the original expenditures were not otherwise paid out of Sale Proceeds or investment earnings thereon or the proceeds of any other borrowing. In addition, investment earnings may be allocated to expenditures to the extent provided in paragraph 2.4(f) of this Section. Any Sale Proceeds or investment earnings thereon that are transferred to or paid to the District or any member of the same Controlled Group as the District will remain Sale Proceeds or investment earnings thereon, and thus Gross Proceeds, until such amounts are allocated to expenditures for federal income tax purposes. If the District does not allocate any such amounts to expenditures for the Project or other expenditures permitted under this Ordinance, any such amounts will be allocated for federal income tax purposes to the next expenditures, not otherwise paid out of Sale Proceeds or investment earnings thereon or the proceeds of any other borrowing, for interest on the Bonds prior to the later of the date three years after Closing or one year after the date on which the Project is Placed-in-Service. The District will consistently follow this accounting method for federal income tax purposes.

2.7. *Investment of Bond Proceeds.* Not more than 50% of the Sale Proceeds of the Project Portion of the Bonds and investment earnings thereon are or will be invested in investments (other than Qualified Tax Exempt Obligations) having a Yield that is substantially guaranteed for four years or more. No portion of the Bonds is being issued solely for the purpose of investing a portion of Sale Proceeds or investment earnings thereon at a Yield higher than the Yield on the Bonds.

It is expected that the Sale Proceeds deposited into the Project Fund, including investment earnings on the Project Fund, will be spent to pay costs of the Project and interest on the Bonds not later than the date set forth in paragraph 2.2 hereof, the investment earnings on the Bond Fund will be spent to pay interest on the Bonds, or to the extent permitted by law, investment earnings on amounts in the Project Fund and the Bond Fund will be commingled with substantial revenues from the governmental operations of the District, and the earnings are reasonably expected to be spent for governmental purposes within six months of the date earned. Interest earnings on the Project Fund and the Bond Fund have not been earmarked or restricted by the Board for a designated purpose.

2.8. *No Grants.* None of the Sale Proceeds or investment earnings thereon will be used to make grants to any person.

2.9. *Hedges.* Neither the District nor any member of the same Controlled Group as the District has entered into or expects to enter into any hedge (e.g., an interest rate

swap, interest rate cap, futures contract, forward contract or an option) with respect to the Bonds or the Prior Bonds. The District acknowledges that any such hedge could affect, among other things, the calculation of Bond Yield under the Regulations. The Internal Revenue Service could recalculate Bond Yield if the failure to account for the hedge fails to clearly reflect the economic substance of the transaction.

The District also acknowledges that if it acquires a hedging contract with an investment element (including, *e.g.*, an off-market swap agreement, or any cap agreement for which all or a portion of the premium is paid at, or before the effective date of the cap agreement), then a portion of such hedging contract may be treated as an investment of Gross Proceeds of the Bonds, and be subject to the fair market purchase price rules, rebate and yield restriction. The District agrees not to use proceeds of the Bonds to pay for any such hedging contract in whole or in part. The District also agrees that it will not give any assurances to any Bondholder or any credit or liquidity enhancer with respect to the Bonds that any such hedging contract will be entered into or maintained. The District recognizes that if a portion of a hedging contract is determined to be an investment of gross proceeds, such portion may not be fairly priced even if the hedging contract as a whole is fairly priced.

*2.10. IRS Audits.* The District represents that the IRS has not contacted the District regarding the Prior Bonds or any other obligations issued by or on behalf of the District. To the best of the knowledge of the District, no such obligations of the District are currently under examination by the IRS.

*2.11. Abusive Transactions.* Neither the District nor any member of the same Controlled Group as the District will receive a rebate or credit resulting from any payments having been made in connection with the issuance of the Bonds or the advance refunding of the Refunded Bonds.

*3.1. Use of Proceeds.* (a) The use of the Sale Proceeds and investment earnings thereon and the funds held under this Ordinance at the time of Closing are described in the preceding Section of this Ordinance. No Sale Proceeds will be used to pre-pay for goods or services to be received over a period of years prior to the date such goods or services are to be received. No Sale Proceeds or any investment earnings thereon will be used to pay for or otherwise acquire goods or services from the District, any member of the same Controlled Group as the District, or an Affiliated Person.

(b) Only the funds and accounts described in said Section will be funded at Closing. There are no other funds or accounts created under this Ordinance, other than the Rebate Fund if it is created as provided in paragraph 4.2 hereof.

(c) Principal of and interest on the Bonds will be paid from the Bond Fund.

(d) Any Costs of Issuance incurred in connection with the issuance of the Bonds to be paid by the District will be paid at the time of Closing.

(e) The costs of the Project will be paid from the Project Fund and no other moneys (except for investment earnings on amounts in the Project Fund) are expected to be deposited therein.

(f) The Bonds will be allocated between the Refunding Portion of the Bonds and the Project Portion of the Bonds based on the percentages of the issue price allocable to each portion. Allocation of specific maturities to each portion will be made at such time as is necessary.

3.2. *Purpose of Bond Fund.* The Bond Fund (other than the Reserve Portion of the Bond Fund) will be used primarily to achieve a proper matching of revenues and earnings with principal and interest payments on the Bonds in each bond year. It is expected that the Bond Fund (other than the Reserve Portion of the Bond Fund) will be depleted at least once a year, except for a reasonable carry over amount not to exceed the greater of (a) the earnings on the investment of moneys in the Bond Fund (other than the Reserve Portion of the Bond Fund) for the immediately preceding bond year or (b) 1/12th of the principal and interest payments on the Bonds for the immediately preceding bond year.

The District will levy taxes to produce an amount sufficient to pay all principal of and interest on the Bonds in each bond year. To minimize the likelihood of an insufficiency, the amount extended to pay the Bonds may in most years be in excess of the amount required to pay principal and interest within one year of collection. This over-collection (if any) may cause the Bond Fund as a whole to fail to function as a bona fide debt service fund. Nevertheless, except for the Reserve Portion of the Bond Fund, the Bond Fund will be depleted each year as described above. The Reserve Portion of the Bond Fund will constitute a separate account not treated as part of the bona fide debt service fund. The Reserve Portion of the Bond Fund is subject to yield restriction requirements except as it may otherwise be expected as provided in 5.2 below. It is also subject to rebate requirements.

3.3. *The Prior Bonds.* (a) As of the earlier of (i) the time of the Closing or (ii) the date three years after the Prior Bonds were issued, all Prior Bond Proceeds, including investment earnings thereon, were completely spent to pay the costs of Capital Expenditures.

(b) As of the date hereof, no Prior Bond Proceeds or money or property of any kind (including cash) is on deposit in any fund or account, regardless of where held or the source thereof, with respect to the Prior Bonds or any credit enhancement or liquidity device relating to the foregoing, or is otherwise restricted to pay the District's obligations.

(c) The Prior Bond Fund was used primarily to achieve a proper matching of revenues and earnings with principal and interest payments on the Prior Bonds in each bond year. The Prior Bond Fund was depleted at least once a year, except for a reasonable carry over amount not to exceed the greater of (i) the earnings on the

investment of moneys in such account for the immediately preceding bond year or (ii) one-twelfth (1/12th) of the principal and interest payments on the Prior Bonds.

(d) At the time the Prior Bonds was issued, the District reasonably expected to spend at least 85% of the proceeds (including investment earnings) of the Prior Bonds to be used for non-refunding purposes for such purposes within three years of the date the Prior Bonds were issued and such proceeds were so spent. Not more than 50% of the proceeds of the Prior Bonds to be used for non-refunding purposes was invested in investments having a substantially guaranteed Yield for four years or more.

(e) The Refunded Bonds do not include, directly or indirectly in a series, any advance refunding obligations.

(f) The District has not been notified that the Prior Bonds or any obligation refunded by the Prior Bonds are under examination by the Internal Revenue Service, and to the best of the District's knowledge neither the Prior Bonds nor any obligations refunded by the Prior Bonds are under examination by the Internal Revenue Service.

(g) The District acknowledges that (i) the final rebate payment with respect to the Prior Bonds may be required to be made sooner than if the refunding had not occurred and (ii) the final rebate is due 60 days after the Prior Bonds are paid in full.

3.4. *No Other Gross Proceeds.* (a) Except for the Bond Fund, the Project Fund, and amounts to be used for the Advance Refunding and except for investment earnings that have been commingled as described in paragraph 2.6 and any credit enhancement or liquidity device related to the Bonds, after the issuance of the Bonds, neither the District nor any member of the same Controlled Group as the District has or will have any property, including cash, securities or any other property held as a passive vehicle for the production of income or for investment purposes, that constitutes:

(i) Sale Proceeds;

(ii) amounts in any fund or account with respect to the Bonds (other than the Rebate Fund);

(iii) Transferred Proceeds;

(iv) amounts that have a sufficiently direct nexus to the Bonds or to the governmental purpose of the Bonds to conclude that the amounts would have been used for that governmental purpose if the Bonds were not used or to be used for that governmental purpose (the mere availability or preliminary earmarking of such amounts for a governmental purpose, however, does not itself establish such a sufficient nexus);

(v) amounts in a debt service fund, redemption fund, reserve fund, replacement fund or any similar fund to the extent reasonably expected to be used



directly or indirectly to pay principal of or interest on the Bonds or any amounts for which there is provided, directly or indirectly, a reasonable assurance that the amount will be available to pay principal of or interest on the Bonds or any obligations under any credit enhancement or liquidity device with respect to the Bonds, even if the District encounters financial difficulties;

(vi) any amounts held pursuant to any agreement (such as an agreement to maintain certain levels of types of assets) made for the benefit of the Bondholders or any credit enhancement provider, including any liquidity device or negative pledge (e.g., any amount pledged to pay principal of or interest on an issue held under an agreement to maintain the amount at a particular level for the direct or indirect benefit of holders of the Bonds or a guarantor of the Bonds); or

(vii) amounts actually or constructively received from the investment and reinvestment of the amounts described in (i), (ii) or (iii) above.

(b) No compensating balance, liquidity account, negative pledge of property held for investment purposes required to be maintained at least at a particular level or similar arrangement exists with respect to, in any way, the Bonds or any credit enhancement or liquidity device related to the Bonds.

(c) The term of the Bonds is not longer than is reasonably necessary for the governmental purposes of the Bonds. The average reasonably expected economic life of the Project is at least 10 years, and the average reasonably expected remaining economic life of the Prior Project is at least 13 years. The weighted average maturity of the Bonds does not exceed 1 year and does not exceed 120 percent of the average reasonably expected economic life of the Project or the Prior Project. The maturity schedule of the Bonds (the “*Principal Payment Schedule*”) is based on an analysis of revenues expected to be available to pay debt service on the Bonds. The Principal Payment Schedule is not more rapid (i.e., having a lower average maturity) because a more rapid schedule would place an undue burden on tax rates and cause such rates to be increased beyond prudent levels, and would be inconsistent with the governmental purpose of the Bonds as set forth in paragraph 2.1 hereof.

*3.5. Final Allocation of Proceeds.* Subject to the requirements of this Section, including those concerning working capital expenditures in paragraph 2.4, the District may generally use any reasonable, consistently applied accounting method to account for Gross Proceeds, investments thereon, and expenditures. The District must account for the final allocation of proceeds of the Project Portion of the Bonds to expenditures not later than 18 months after the later of the date the expenditure is paid or the date the property with respect to which the expenditure is made is Placed-in-Service. This allocation must be made in any event by the date 60 days after the fifth anniversary of the issue date of the Bonds or the date 60 days after the retirement of the Bonds, if earlier.

Reasonable accounting methods for allocating funds include any of the following methods if consistently applied: a specific tracing method; a Gross Proceeds spent first

method; a first-in, first-out method, or a ratable allocation method. The District may also reallocate proceeds of the Bonds from one expenditure to another until the end of the period for final allocation, discussed above. Unless the District has taken an action to use a different allocation method by the end of the period for a final allocation, proceeds of the Bonds will be treated as allocated to expenditures using the specific tracing method.

*4.1. Compliance with Rebate Provisions.* The District covenants to take such actions and make, or cause to be made, all calculations, transfers and payments that may be necessary to comply with the Rebate Provisions applicable to the Bonds. The District will make, or cause to be made, rebate payments with respect to the Bonds in accordance with law.

*4.2. Rebate Fund.* The District is hereby authorized to create and establish a special fund to be known as the Rebate Fund (the "*Rebate Fund*"), which, if created, shall be continuously held, invested, expended and accounted for in accordance with this Ordinance. Moneys in the Rebate Fund shall not be considered moneys held for the benefit of the owners of the Bonds. Except as provided in the Regulations, moneys in the Rebate Fund (including earnings and deposits therein) shall be held in trust for payment to the United States as required by the Rebate Provisions and by the Regulations and as contemplated under the provisions of this Ordinance.

*4.3. Records.* The District agrees to keep and retain or cause to be kept and retained for the period described in paragraph 7.9 adequate records with respect to the investment of all Gross Proceeds and amounts in the Rebate Fund. Such records shall include: (a) purchase price; (b) purchase date; (c) type of investment; (d) accrued interest paid; (e) interest rate; (f) principal amount; (g) maturity date; (h) interest payment date; (i) date of liquidation; and (j) receipt upon liquidation.

If any investment becomes Gross Proceeds on a date other than the date such investment is purchased, the records required to be kept shall include the fair market value of such investment on the date it becomes Gross Proceeds. If any investment is retained after the date the last Bond is retired, the records required to be kept shall include the fair market value of such investment on the date the last Bond is retired. Amounts or investments will be segregated whenever necessary to maintain these records.

*4.4. Fair Market Value; Certificates of Deposit and Investment Agreements.* The District will continuously invest all amounts on deposit in the Rebate Fund, together with the amounts, if any, to be transferred to the Rebate Fund, in any investment permitted under this Ordinance. In making investments of Gross Proceeds or of amounts in the Rebate Fund the District shall take into account prudent investment standards and the date on which such moneys may be needed. Except as provided in the next sentence, all amounts that constitute Gross Proceeds and all amounts in the Rebate Fund shall be invested at all times to the greatest extent practicable, and no amounts may be held as cash or be invested in zero yield investments other than obligations of the United States purchased directly from the United States. In the event moneys cannot be invested, other

than as provided in this sentence due to the denomination, price or availability of investments, the amounts shall be invested in an interest bearing deposit of a bank with a yield not less than that paid to the general public or held uninvested to the minimum extent necessary.

Gross Proceeds and any amounts in the Rebate Fund that are invested in certificates of deposit or in GICs shall be invested only in accordance with the following provisions:

(a) Investments in certificates of deposit of banks or savings and loan associations that have a fixed interest rate, fixed payment schedules and substantial penalties for early withdrawal shall be made only if either (i) the Yield on the certificate of deposit (A) is not less than the Yield on reasonably comparable direct obligations of the United States and (B) is not less than the highest Yield that is published or posted by the provider to be currently available from the provider on reasonably comparable certificates of deposit offered to the public or (ii) the investment is an investment in a GIC and qualifies under paragraph (b) below.

(b) Investments in GICs shall be made only if

(i) the bid specifications are in writing, include all material terms of the bid and are timely forwarded to potential providers (a term is material if it may directly or indirectly affect the yield on the GIC);

(ii) the terms of the bid specifications are commercially reasonable (a term is commercially reasonable if there is a legitimate business purpose for the term other than to reduce the yield on the GIC);

(iii) all bidders for the GIC have equal opportunity to bid so that, for example, no bidder is given the opportunity to review other bids (a last look) before bidding;

(iv) any agent used to conduct the bidding for the GIC does not bid to provide the GIC;

(v) at least three of the providers solicited for bids for the GIC are reasonably competitive providers of investments of the type purchased (*i.e.*, providers that have established industry reputations as competitive providers of the type of investments being purchased);

(vi) at least three of the entities that submit a bid do not have a financial interest in the Bonds;

(vii) at least one of the entities that provided a bid is a reasonably competitive provider that does not have a financial interest in the Bonds;

(viii) the bid specifications include a statement notifying potential providers that submission of a bid is a representation that the potential provider did not consult with any other provider about its bid, that the bid was determined without regard to any other formal or informal agreement that the potential provider has with the District or any other person (whether or not in connection with the Bonds) and that the bid is not being submitted solely as a courtesy to the District or any other person for purposes of satisfying the federal income tax requirements relating to the bidding for the GIC;

(ix) the determination of the terms of the GIC takes into account the reasonably expected deposit and drawdown schedule for the amounts to be invested;

(x) the highest-yielding GIC for which a qualifying bid is made (determined net of broker's fees) is in fact purchased; and

(xi) the obligor on the GIC certifies the administrative costs that it is paying or expects to pay to third parties in connection with the GIC.

(c) If a GIC is purchased, the District will retain the following records with its bond documents until three years after the Bonds are redeemed in their entirety:

(i) a copy of the GIC;

(ii) the receipt or other record of the amount actually paid for the GIC, including a record of any administrative costs paid, and the certification under subparagraph (b)(xi) of this paragraph;

(iii) for each bid that is submitted, the name of the person and entity submitting the bid, the time and date of the bid, and the bid results; and

(iv) the bid solicitation form and, if the terms of the GIC deviated from the bid solicitation form or a submitted bid is modified, a brief statement explaining the deviation and stating the purpose for the deviation.

Moneys to be rebated to the United States shall be invested to mature on or prior to the anticipated rebate payment date. All investments made with Gross Proceeds or amounts in the Rebate Fund shall be bought and sold at fair market value. The fair market value of an investment is the price at which a willing buyer would purchase the investment from a willing seller in a bona fide, arm's length transaction. Except for investments specifically described in this Section and United States Treasury obligations that are purchased directly from the United States Treasury, only investments that are traded on an established securities market, within the meaning of regulations promulgated

under Section 1273 of the Code, will be purchased with Gross Proceeds. In general, an “established securities market” includes: (i) property that is listed on a national securities exchange, an interdealer quotation system or certain foreign exchanges; (ii) property that is traded on a Commodities Futures Trading Commission designated board of trade or an interbank market; (iii) property that appears on a quotation medium; and (iv) property for which price quotations are readily available from dealers and brokers. A debt instrument is not treated as traded on an established market solely because it is convertible into property which is so traded.

An investment of Gross Proceeds in an External Commingled Fund shall be made only to the extent that such investment is made without an intent to reduce the amount to be rebated to the United States Government or to create a smaller profit or a larger loss than would have resulted if the transaction had been at arm’s length and had the rebate or Yield restriction requirements not been relevant to the District. An investment of Gross Proceeds shall be made in a Commingled Fund other than an External Commingled Fund only if the investments made by such Commingled Fund satisfy the provisions of this paragraph.

A single investment, or multiple investments awarded to a provider based on a single bid may not be used for funds subject to different rules relating to rebate or yield restriction.

The foregoing provisions of this paragraph satisfy various safe harbors set forth in the Regulations relating to the valuation of certain types of investments. The safe harbor provisions of this paragraph are contained herein for the protection of the District, who has covenanted not to take any action to adversely affect the tax-exempt status of the interest on the Bonds. The District will contact Bond Counsel if it does not wish to comply with the provisions of this paragraph and forego the protection provided by the safe harbors provided herein.

*4.5. Arbitrage Elections.* The District hereby waives its right to invest amounts to be used for the Advance Refunding in investments with Yields higher than Bond Yield. The President, Secretary and Treasurer of the Board are hereby authorized to execute one or more elections regarding certain matters with respect to arbitrage.

*4.6. Small Issuer Exception.* (a) The District is a governmental unit that has the power to impose a tax or to cause another entity to impose a tax of general applicability that, when collected, may be used for the governmental purposes of the District. The power to impose such tax is not contingent on approval by another governmental unit; a tax of general applicability is one that is not limited to a small number of persons. The District is not subject to Control by any other governmental unit or political subdivision. None of the Bonds is or will be a “private activity bond” (as defined in Section 141 of the Code). Ninety-five percent or more of the Sale Proceeds and investment earnings thereon will be used for local governmental activities of the District. None of the District, any entity that issues tax-exempt bonds, qualified tax credit bonds or direct pay bonds on behalf of the District or any entity subject to Control by the District will issue, during the

calendar year 2013, any tax-exempt bonds (other than current refunding bonds to the extent of the aggregate face amount of the tax exempt bonds currently refunded thereby), qualified tax credit bonds or direct pay bonds in an aggregate face amount in excess of the *maximum aggregate face amount* (as hereinafter defined). As used herein, (a) “*tax-exempt bonds*” means obligations of any kind, the interest on which is excludable from gross income of the holders or owners thereof for federal income tax purposes pursuant to Section 103 of the Code but not including (i) “private activity bonds” (as defined in Section 141 of the Code) or (ii) obligations issued to refund another obligation if it is issued not more than 90 days before the redemption of the refunded obligation to the extent the amount of the refunding obligation does not exceed the outstanding amount of the refunded obligation, (b) “*aggregate face amount*” means, if an issue has more than a De minimis Amount of Original Issue Discount or Premium, the issue price of the issue and otherwise means the principal amount of the issue, (c) “*maximum aggregate face amount*” means \$5,000,000, (d) “*qualified tax credit bonds*” means any qualified tax credit bond (as defined in Section 54A(d) of the Code) or any “build America bond” that is not a qualified bond under Section 6431 of the Code and (e) “*direct pay bonds*” means any bond treated as a qualified bond as defined in Section 6431 of the Code. As of the date hereof, no tax-exempt bonds, qualified tax credit bonds, direct pay bonds or other obligations subject to arbitrage restrictions (other than the Bonds) have been issued by the District, any entity that issues bonds on behalf of the District or any entity subject to Control by the District during the calendar year 2013. The District does not reasonably expect that it, any entity that issues bonds on behalf of the District or any entity subject to Control by the District (including but not limited to the District) will issue any tax-exempt bonds, qualified tax credit bonds, direct pay bonds or other obligations subject to arbitrage restrictions within calendar year 2013. Therefore, subject to compliance with all the terms and provisions of this paragraph 4.6, the District is excepted from the required rebate of arbitrage profits on the Project Portion of the Bonds under Section 148(f)(4)(D) of the Code and from the terms and provisions of this Ordinance that need only be complied with if the District is subject to the arbitrage rebate requirement.

(b) The Refunding Portion of the Bonds is not exempt from Rebate and the District will rebate arbitrage profits on the Refunding Portion of the Bonds; *provided, however*, that the District will not invest any such amounts in investments with yields higher than Bond Yield.

5.1. *Issue Price.* For purposes of determining the Yield on the Bonds, the purchase price of the Bonds is equal to the price being paid to the District by the Purchaser. The Purchaser is buying the Bonds as an investment for its own account with no intention to resell the Bonds. The purchase price of each of the Bonds is not less than the fair market value of the Bond as of the date the Purchaser agreed to buy the Bonds.

5.2. *Yield Limits.* Except as provided in paragraph (a) or (b), all Gross Proceeds shall be invested at market prices and at a Yield (after taking into account any Yield Reduction Payments) not in excess of the Yield on the Bonds plus, if only amounts in the Project Fund are subject to this yield limitation, 1/8th of one percent.

The following may be invested without Yield restriction:

(a)(i) amounts on deposit in the Bond Fund (except for capitalized interest and any Reserve Portion of the Bond Fund) that have not been on deposit under this Ordinance for more than 13 months, so long as the Bond Fund (other than the Reserve Portion of the Bond Fund) continues to qualify as a bona fide debt service fund as described in paragraph 3.2 hereof;

(ii) amounts on deposit in the Project Fund that are reasonably expected to pay for the costs of the Project, costs of issuance of the Bonds, or interest on the Bonds during the three year period beginning on the date of issue of the Bonds prior to three years after Closing;

(iii) amounts in the Bond Fund to be used to pay capitalized interest on the Project Portion of the Bonds prior to the earlier of three years after Closing or the payment of all capitalized interest;

(b)(i) An amount not to exceed the lesser of \$100,000 or five percent of the Sale Proceeds;

(ii) amounts invested in Qualified Tax Exempt Obligations (to the extent permitted by law and this Ordinance);

(iii) amounts in the Rebate Fund;

(iv) all amounts other than Sale Proceeds for the first 30 days after they become Gross Proceeds; and

(v) all amounts derived from the investment of Sale Proceeds or investment earnings thereon for a period of one year from the date received.

*5.3. Yield Limits on Prior Bond Proceeds.* Except for an amount not to exceed the lesser of \$100,000 or five percent of Prior Bond Proceeds, the District acknowledges that all Prior Bond Proceeds must be invested at market prices and at a Yield not in excess of the Yield on the Prior Bonds.

*5.4. Continuing Nature of Yield Limits.* Except as provided in paragraph 7.10 hereof, once moneys are subject to the Yield limits of paragraph 5.2 hereof, such moneys remain Yield restricted until they cease to be Gross Proceeds.

*5.5. Federal Guarantees.* Except for investments meeting the requirements of paragraph 5.2(a) hereof and except for amounts used for an Advance Refunding, investments of Gross Proceeds shall not be made in (a) investments constituting obligations of or guaranteed, directly or indirectly, by the United States (except obligations of the United States Treasury or investments in obligations issued pursuant to Section 21B(d)(3) of the Federal Home Loan Bank, as amended (*e.g.*, Refcorp Strips)); or

(b) federally insured deposits or accounts (as defined in Section 149(b)(4)(B) of the Code). Except as otherwise permitted in the immediately prior sentence and in the Regulations, no portion of the payment of principal or interest on the Bonds or any credit enhancement or liquidity device relating to the foregoing is or will be guaranteed, directly or indirectly (in whole or in part), by the United States (or any agency or instrumentality thereof), including a lease, incentive payment, research or output contract or any similar arrangement, agreement or understanding with the United States or any agency or instrumentality thereof. No portion of the Gross Proceeds has been or will be used to make loans the payment of principal or interest with respect to which is or will be guaranteed (in whole or in part) by the United States (or any agency or instrumentality thereof). Neither this paragraph nor paragraph 5.6 hereof applies to any guarantee by the Federal Housing Administration, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Government National Mortgage Association, the Student Loan Marketing Association or the Bonneville Power Administration pursuant to the Northwest Power Act (16 U.S.C. 839d) as in effect on the date of enactment of the Tax Reform Act of 1984.

*5.6. Investments After the Expiration of Temporary Periods, Etc.* Any amounts that are subject to the yield limitation in Section 5.2 because Section 5.2(a) is not applicable and amounts not subject to yield restriction only because they are described in Section 5.2(b) cannot be invested in (i) federally insured deposits or accounts (as defined in Section 149(b)(4)(B) of the Code or (ii) investments constituting obligations of or guaranteed, directly or indirectly, by the United States (except obligations of the United States Treasury or investments in obligations issued pursuant to Section 21B(d)(3) of the Federal Home Loan Bank Act, as amended (*e.g.*, Refcorp Strips).

*6.1. Payment and Use Tests.* (a) No more than five percent of the proceeds of each issue of the Prior Bonds and investment earnings thereon were used, and no more than five percent of the Sale Proceeds of the Project Portion of Bonds plus investment earnings thereon will be used, directly or indirectly, in whole or in part, in any Private Business Use. The District acknowledges that, for purposes of the preceding sentence, Gross Proceeds used to pay costs of issuance and other common costs (such as fees paid for a qualified guarantee or qualified hedge) or invested in a reserve or replacement fund must be ratably allocated among all the purposes for which Gross Proceeds are being used.

(b) The payment of more than five percent of the principal of or the interest on the Bonds or on each issue of the Prior Bonds considered separately will not be, directly or indirectly (i) secured by any interest in (A) property used or to be used in any Private Business Use or (B) payments in respect of such property or (ii) on a present value basis, derived from payments (whether or not to the District or a member of the same Controlled Group as the District) in respect of property, or borrowed money, used or to be used in any Private Business Use.

(c) No more than the lesser of \$5,000,000 or five percent of the sum of the proceeds of each issue of the Prior Bonds and investment earnings thereon were used,



and no more than the lesser of \$5,000,000 or five percent of the sum of the Sale Proceeds of the Project Portion of the Bonds and investment earnings thereon will be used, directly or indirectly, to make or finance loans to any persons. The District acknowledges that, for purposes of the preceding sentence, Gross Proceeds used to pay costs of issuance and other common costs (such as capitalized interest and fees paid for a qualified guarantee or qualified hedge) or invested in a reserve or replacement fund must be ratably allocated among all the purposes for which Gross Proceeds are being used.

(d) No user of the Project or the Prior Project other than a state or local governmental unit will use more than five percent of such facilities, considered separately, on any basis other than the same basis as the general public.

6.2. *I.R.S. Form 8038-G.* The information contained in the Information Return for Tax-Exempt Governmental Obligations, Form 8038-G, is true and complete. The District will file Form 8038-G (and all other required information reporting forms) in a timely manner.

6.3. *Bank Qualification.* (a) The District hereby designates each of the Bonds as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code. In support of such designation, the District hereby certifies that (i) none of the Bonds will be at anytime a “private activity bond” (as defined in Section 141 of the Code), (ii) as of the date hereof in calendar year 2013, other than the Bonds, no tax-exempt obligations of any kind have been issued (x) by or on behalf of the District, (y) by other issuers any of the proceeds of which have been or will be used to make any loans to the District or (z) any portion of which has been allocated to the District for purposes of Section 265(b) of the Code and (iii) not more than \$10,000,000 of obligations of any kind (including the Bonds) issued (x) by or on behalf of the District, (y) by other issuers any of the proceeds of which have been or will be used to make any loans to the District or (z) any portion of which has been allocated to the District for purposes of Section 265(b) of the Code during calendar year 2013 will be designated for purposes of Section 265(b)(3) of the Code.

(b) The District is not subject to Control by any entity, and there are no entities subject to Control by the District.

(c) On the date hereof, the District does not reasonably anticipate that for calendar year 2013 it will issue, have another entity issue on behalf of the District, borrow the proceeds of or have allocated to the District for purposes of Section 265(b) of the Code more than \$10,000,000 Section 265 Tax-Exempt Obligations (including the Bonds). “*Section 265 Tax-Exempt Obligations*” are obligations the interest on which is excludable from gross income of the owners thereof under Section 103 of the Code, *except for* private activity bonds other than qualified 501(c)(3) bonds, both as defined in Section 141 of the Code. The District will not, in calendar year 2013 issue, permit the issuance on behalf of it or by any entity subject to Control by the District (which may hereafter come into existence), borrow the proceeds of or have allocated to it for purposes of Section 265(b) of the Code Section 265 Tax-Exempt Obligations (including the

Bonds) that exceed the aggregate amount of \$10,000,000 during calendar year 2013 unless it first obtains an opinion of Bond Counsel to the effect that such issuance, borrowing or allocation will not adversely affect the treatment of the Bonds as “qualified tax-exempt obligations” for the purpose and within the meaning of Section 265(b)(3) of the Code.

(d) The Bonds have not been sold in conjunction with any other obligation.

*7.1. Termination; Interest of District in Rebate Fund.* The terms and provisions set forth in this Section shall terminate at the later of (a) 75 days after the Bonds have been fully paid and retired or (b) the date on which all amounts remaining on deposit in the Rebate Fund, if any, shall have been paid to or upon the order of the United States and any other payments required to satisfy the Rebate Provisions of the Code have been made to the United States. Notwithstanding the foregoing, the provisions of paragraphs 4.3, 4.4(c) and 7.9 hereof shall not terminate until the third anniversary of the date the Bonds are fully paid and retired.

*7.2. Separate Issue.* Since a date that is 15 days prior to the date of sale of the Bonds by the District to the Purchaser, neither the District nor any member of the same Controlled Group as the District has sold or delivered any tax-exempt obligations other than the Bonds that are reasonably expected to be paid out of substantially the same source of funds as the Bonds. Neither the District nor any member of the same Controlled Group as the District will sell or deliver within 15 days after the date of sale of the Bonds any tax-exempt obligations other than the Bonds that are reasonably expected to be paid out of substantially the same source of funds as the Bonds.

*7.3. No Sale of the Project or Prior Project.* (a) Other than as provided in the next sentence, neither the Project, the Prior Project nor any portion thereof has been, is expected to be, or will be sold or otherwise disposed of, in whole or in part, prior to the earlier of (i) the last date of the reasonably expected economic life to the District of the property (determined on the date of issuance of the Bonds) or (ii) the last maturity date of the Bonds. The District may dispose of personal property in the ordinary course of an established government program prior to the earlier of (i) the last date of the reasonably expected economic life to the District of the property (determined on the date of issuance of the Bonds) or (ii) the last maturity of the Bonds, provided: (A) the weighted average maturity of the Bonds financing the personal property is not greater than 120 percent of the reasonably expected actual use of that property for governmental purposes; (B) the District reasonably expects on the issue date that the fair market value of that property on the date of disposition will be not greater than 25 percent of its cost; (C) the property is no longer suitable for its governmental purposes on the date of disposition; and (D) the District deposits amounts received from the disposition in a commingled fund with substantial tax or other governmental revenues and the District reasonably expects to spend the amounts on governmental programs within six months from the date of the commingling.

(b) The District acknowledges that if property financed with the Bonds or with the Prior Bonds is sold or otherwise disposed of in a manner contrary to (a) above, such sale or disposition may constitute a “deliberate action” within the meaning of the Regulations that may require remedial actions to prevent the Bonds from becoming private activity bonds. The District shall promptly contact Bond Counsel if a sale or other disposition of bond-financed property is considered by the District.

*7.4. Purchase of Bonds by District.* The District will not purchase any of the Bonds except to cancel such Bonds.

*7.5 Final Maturity.* The period between the date of Closing and the final maturity of the Bonds is not more than 10-1/2 years.

*7.6. Registered Form.* The District recognizes that Section 149(a) of the Code requires the Bonds to be issued and to remain in fully registered form in order that interest thereon be exempt from federal income taxation under laws in force at the time the Bonds are delivered. In this connection, the District agrees that it will not take any action to permit the Bonds to be issued in, or converted into, bearer or coupon form.

*7.7. First Amendment.* The District acknowledges and agrees that it will not use, or allow the Project or the Prior Project to be used, in a manner which is prohibited by the Establishment of Religion Clause of the First Amendment to the Constitution of the United States of America or by any comparable provisions of the Constitution of the State of Illinois.

*7.8. Future Events.* The District acknowledges that any changes in facts or expectations from those set forth herein may result in different Yield restrictions or rebate requirements from those set forth herein. The District shall promptly contact Bond Counsel if such changes do occur.

*7.9. Records Retention.* The District agrees to keep and retain or cause to be kept and retained sufficient records to support the continued exclusion of the interest paid on the Bonds from federal income taxation, to demonstrate compliance with the covenants in this Ordinance and to show that all tax returns related to the Bonds submitted or required to be submitted to the Internal Revenue Service are correct and timely filed. Such records shall include, but are not limited to, basic records relating to the Bond transaction (including this Ordinance and the Bond Counsel opinion); documentation evidencing the expenditure of Bond proceeds; documentation evidencing the use of Bond-financed property by public and private entities (*i.e.*, copies of leases, management contracts and research agreements); documentation evidencing all sources of payment or security for the Bonds; and documentation pertaining to any investment of Bond proceeds (including the information required under paragraphs 4.3 and 4.4 hereof and in particular information related to the purchase and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investment income received from the investment of proceeds, guaranteed investment contracts and documentation of any bidding procedure related thereto and any fees paid for the

acquisition or management of investments and any rebate calculations). Such records shall be kept for as long as the Bonds are outstanding, plus three (3) years after the later of the final payment date of the Bonds or the final payment date of any obligations or series of obligations issued to refund directly or indirectly all or any portion of the Bonds.

*7.10. Permitted Changes; Opinion of Bond Counsel.* The Yield restrictions contained in paragraph 5.2 hereof or any other restriction or covenant contained herein need not be observed or may be changed if such nonobservance or change will not result in the loss of any exemption for the purpose of federal income taxation to which interest on the Bonds is otherwise entitled and the District receives an opinion of Bond Counsel to such effect. Unless the District otherwise directs, such opinion shall be in such form and contain such disclosures and disclaimers as may be required so that such opinion will not be treated as a covered opinion or a state or local bond opinion for purposes of Treasury Department regulations governing practice before the Internal Revenue Service (Circular 230) 31 C.F.R. pt. 10.

*7.11. Excess Proceeds.* Gross Proceeds allocable to the Refunding Portion of the Bonds and investment earnings thereon and all unspent Prior Bond Proceeds as of the date of Closing and investment earnings thereon do not exceed by more than one percent of the Sale Proceeds of the Bonds allocable to the Refunding Portion of the Bonds the amount that will be used for:

- (i) payment of principal of or interest or call premium on the Refunded Bonds;
- (ii) payment of pre-issuance accrued interest on the Refunding Portion of the Bonds and interest on the Refunding Portion of the Bonds that accrues for a period up to the completion date of any capital project for which the prior issue was issued, plus one year;
- (iii) payment of cost of issuance of the Refunding Portion of the Bonds;
- (iv) payment of administrative costs allocable to repaying the Refunded Bonds, carrying and repaying the Refunding Portion of the Bonds or investments of the Refunding Portion of the Bonds;
- (v) Prior Bond Proceeds that will be used or maintained for the governmental purpose of the Refunded Bonds; and
- (vi) interest on purpose investments.

*7.12. Successors and Assigns.* The terms, provisions, covenants and conditions of this Section shall bind and inure to the benefit of the respective successors and assigns of the Board and the District.

*7.13. Expectations.* The Board has reviewed the facts, estimates and circumstances in existence on the date of issuance of the Bonds. Such facts, estimates and circumstances, together with the expectations of the District as to future events, are set forth in summary form in this Section. Such facts and estimates are true and are not incomplete in any material respect. On the basis of the facts and estimates contained herein, the District has adopted the expectations contained herein. On the basis of such facts, estimates, circumstances and expectations, it is not expected that Sale Proceeds, investment earnings thereon or any other moneys or property will be used in a manner that will cause the Bonds to be arbitrage bonds within the meaning of the Rebate Provisions and the Regulations. Such expectations are reasonable and there are no other facts, estimates and circumstances that would materially change such expectations.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the President, Secretary and Treasurer of the Board, to make such further covenants and certifications as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 12. List of Bondholders.* The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

*Section 13. Duties of Bond Registrar.* If requested by the Bond Registrar, the President and Secretary of the Board are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder. In addition to the terms of any such agreement and subject to modification thereby, the Bond Registrar by its acceptance of duties hereunder agrees as follows:

- (a) to act as bond registrar, authenticating agent, and transfer agent as provided herein;
- (b) to maintain a list of Registered Owners as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential to the fullest extent permitted by law;
- (c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;
- (d) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and
- (e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding, and payments made with respect to interest on the Bonds.

*Section 14. Record-Keeping Policy and Post-Issuance Compliance Matters.* It is necessary and in the best interest of the District to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the Bonds and other debt obligations of the District, the interest on which is excludable from "gross income" for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds (including the Bonds, the "*Tax Advantaged Obligations*"). Further, it is necessary and in the best interest of the District that (i) the Board adopt policies with respect to

record-keeping and post issuance compliance with the District's covenants related to its Tax Advantaged Obligations and (ii) the Compliance Officer (as hereinafter defined) at least annually review the District's Contracts (as hereinafter defined) to determine whether the Tax Advantaged Obligations comply with the federal tax requirements applicable to each issue of the Tax Advantaged Obligations. The Board and the District hereby adopt the following Record-Keeping Policy and, in doing so, amend any similar Record-Keeping Policy or Policies heretofore adopted:

(a) *Compliance Officer is Responsible for Records.* The Superintendent of Finance of the District (the "*Compliance Officer*") is hereby designated as the keeper of all records of the District with respect to each issue of the Tax Advantaged Obligations, and such officer shall report to the Board at least annually that he/she has all of the required records in his/her possession, or is taking appropriate action to obtain or recover such records.

(b) *Closing Transcripts.* For each issue of Tax Advantaged Obligations, the Compliance Officer shall receive, and shall keep and maintain, a true, correct and complete counterpart of each and every document and agreement delivered in connection with the issuance of the Tax Advantaged Obligations, including without limitation (i) the proceedings of the District authorizing the Tax Advantaged Obligations, (ii) any offering document with respect to the offer and sale of the Tax Advantaged Obligations, (iii) any legal opinions with respect to the Tax Advantaged Obligations delivered by any lawyers, and (iv) all written representations of any person delivered in connection with the issuance and initial sale of the Tax Advantaged Obligations.

(c) *Arbitrage Rebate Liability.* The Compliance Officer shall review the agreements of the District with respect to each issue of Tax Advantaged Obligations and shall prepare a report for the Board stating whether or not the District has any rebate liability to the United States Treasury, and setting forth any applicable exemptions that each issue of Tax Advantaged Obligations may have from rebate liability. Such report shall be updated annually and delivered to the Board.

(d) *Recommended Records.* The Compliance Officer shall review the records related to each issue of Tax Advantaged Obligations and shall determine what requirements the District must meet in order to maintain the tax-exemption of interest paid on its Tax Advantaged Obligations, its entitlement to direct payments by the United States Treasury of the applicable percentages of each interest payment due and owing on its Tax Advantaged Obligations, and applicable tax credits or other tax benefits arising from its Tax Advantaged Obligations. The Compliance Officer shall then prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed

in order to establish that the interest paid on the Tax Advantaged Obligations is entitled to be excluded from “gross income” for federal income tax purposes, that the District is entitled to receive from the United States Treasury direct payments of the applicable percentages of interest payments coming due and owing on its Tax Advantaged Obligations, and the entitlement of holders of any Tax Advantaged Obligations to any tax credits or other tax benefits, respectively. Notwithstanding any other policy of the District, such retained records shall be kept for as long as the Tax Advantaged Obligations relating to such records (and any obligations issued to refund the Tax Advantaged Obligations) are outstanding, plus three years, and shall at least include:

(i) complete copies of the transcripts delivered when any issue of Tax Advantaged Obligations is initially issued and sold;

(ii) copies of account statements showing the disbursements of all Tax Advantaged Obligation proceeds for their intended purposes, and records showing the assets and other property financed by such disbursements;

(iii) copies of account statements showing all investment activity of any and all accounts in which the proceeds of any issue of Tax Advantaged Obligations has been held or in which funds to be used for the payment of principal of or interest on any Tax Advantaged Obligations has been held, or which has provided security to the holders or credit enhancers of any Tax Advantaged Obligations;

(iv) copies of all bid requests and bid responses used in the acquisition of any special investments used for the proceeds of any issue of Tax Advantaged Obligations, including any swaps, swaptions, or other financial derivatives entered into in order to establish that such instruments were purchased at *fair market value*;

(v) copies of any subscriptions to the United States Treasury for the purchase of State and Local Government Series (SLGS) obligations;

(vi) any calculations of liability for *arbitrage rebate* that is or may become due with respect to any issue of Tax Advantaged Obligations, and any calculations prepared to show that no arbitrage rebate is due, together, if applicable, with account statements or cancelled checks showing the payment of any rebate amounts to the United States Treasury together with any applicable IRS Form 8038-T; and

(vii) copies of all contracts and agreements of the District, including any leases (the “*Contracts*”), with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations effective at any time when such Tax Advantaged Obligations are, will or have been outstanding. Copies of contracts



covering no more than 50 days of use and contracts related to District employees need not be retained.

(e) *IRS Examinations or Inquiries.* In the event the IRS commences an examination of any issue of Tax Advantaged Obligations or requests a response to a compliance check, questionnaire or other inquiry, the Compliance Officer shall inform the Board of such event, and is authorized to respond to inquiries of the IRS, and to hire outside, independent professional counsel to assist in the response to the examination or inquiry.

(f) *Annual Review.* The Compliance Officer shall conduct an annual review of the Contracts and other records to determine for each issue of Tax Advantaged Obligations then outstanding whether each such issue complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans. The Compliance Officer is expressly authorized, without further official action of the Board, to hire outside, independent professional counsel to assist in such review. To the extent that any violations or potential violations of federal tax requirements are discovered incidental to such review, the Compliance Officer may make recommendations or take such actions as the Compliance Officer shall reasonably deem necessary to assure the timely correction of such violations or potential violations through remedial actions described in the United States Treasury Regulations, or the Tax Exempt Bonds Voluntary Closing Agreement Program described in Treasury Notice 2008-31 or similar program instituted by the IRS.

(g) *Training.* The Compliance Officer shall undertake to maintain reasonable levels of knowledge concerning the rules related to tax-exempt bonds (and build America bonds and tax credit bonds to the extent the District has outstanding build America bonds or tax-credit bonds) so that such officer may fulfill the duties described in this Section. The Compliance Officer may consult with counsel, attend conferences and presentations of trade groups, read materials posted on various web sites, including the web site of the Tax Exempt Bond function of the IRS, and use other means to maintain such knowledge. Recognizing that the Compliance Officer may not be fully knowledgeable in this area, the Compliance Officer may consult with outside counsel, consultants and experts to assist him or her in exercising his or her duties hereunder. The Compliance Officer will endeavor to make sure that the District's staff is aware of the need for continuing compliance. The Compliance Officer will provide copies of this Ordinance and the Tax Exemption Certificate and Agreement or other applicable tax documents for each series of Tax Advantaged Obligations then currently outstanding (the "*Tax Agreements*") to staff members who may be responsible for taking actions described in such documents. The Compliance Officer should assist in the education of any new Compliance Officer and the transition of the duties under these procedures. The Compliance Officer will review this Ordinance and each of the Tax Agreements periodically to determine if there are portions that need further explanation and, if so, will attempt to obtain such explanation from counsel or from other experts, consultants or staff.

(h) *Amendment and Waiver.* The procedures described in this Section are only for the benefit of the District. No other person (including an owner of a Tax Advantaged Obligation) may rely on the procedures included in this Section. The District may amend this Section and any provision of this Section may be waived, without the consent of the holders of any Tax Advantaged Obligations and as authorized by passage of an ordinance by the Board. Additional procedures may be required for Tax Advantaged Obligations the proceeds of which are used for purposes other than capital governmentally owned projects or refundings of such, including tax increment financing bonds, bonds financing output facilities, bonds financing working capital, or private activity bonds. The District also recognizes that these procedures may need to be revised in the event the District enters into any derivative products with respect to its Tax Advantaged Obligations.

*Section 15. Severability.* If any section, paragraph, or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Ordinance.

*Section 16. Repealer and Effective Date.* All ordinances, resolutions, orders or parts thereof in conflict herewith be and the same are hereby repealed, and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted: October 22, 2013.

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President, Board of Park Commissioners

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Secretary, Board of Park Commissioners

[SEAL]

Park Commissioner \_\_\_\_\_ moved and Park Commissioner \_\_\_\_\_ seconded the motion that said ordinance as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Park Commissioners voted AYE: \_\_\_\_\_  
\_\_\_\_\_ .

NAY: \_\_\_\_\_ .

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting, and directed the Secretary to record the same in the records of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Park Commissioners

STATE OF ILLINOIS        )  
   ) SS  
 COUNTY OF DEKALB        )

### CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners (the “*Board*”) of the Sycamore Park District, DeKalb County, Illinois (the “*District*”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true, and complete transcript of the minutes of the meeting of the Board held on the 22nd day of October, 2013, insofar as same relates to the adoption of an ordinance numbered \_\_\_\_\_ and entitled:

AN ORDINANCE providing for the issue of \$\_\_\_\_,000 General Obligation Limited Tax Park Bonds, Series 2013, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide payment for outstanding obligations of the District and for the levy of a direct annual tax to pay the principal of and interest on said bonds.

a true, correct, and complete copy of which ordinance as adopted at the meeting appears in the foregoing transcript of the minutes.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of the District,  
this 22nd day of October, 2013.

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Secretary, Board of Park Commissioners

[SEAL]

**[Attach Exhibit A]**

STATE OF ILLINOIS        )  
   ) SS  
 COUNTY OF DEKALB        )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2013, there was filed in my office a duly certified copy of an ordinance numbered \_\_\_\_\_ and entitled:

AN ORDINANCE providing for the issue of \$\_\_\_\_,000 General Obligation Limited Tax Park Bonds, Series 2013, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide payment for outstanding obligations of the District and for the levy of a direct annual tax to pay the principal of and interest on said bonds.

duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, on the 22nd day of October, 2013, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
 County Clerk of The County of DeKalb, Illinois

[SEAL]

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

**STAFF RECOMMENDATION**

**AGENDA ITEM: SECOND DRAFT VISION 2020: Discussion and Consensus**

**BACKGROUND INFORMATION:**

As the Board may recall from our Short-Term planning process, we took a few steps along the way to approval. Those included:

- Board and Staff Brainstorming and Study Sessions
- Refining the Core Issues
- Creating an Outline for the Plan
- Setting Goals and Objectives
- Public Hearings
- Final Approval

We have been experiencing high success with progress on that plans and its goals and objectives as witnessed in the quarterly updates presented to the Board.

NOW, with the Long-Range Plan, so many more decisions have higher stakes. Therefore, the public input process had to involve more public input up front, and in a more extensive fashion. As determined early on, the Board and Staff committed to this more extensive public input. SO, we planned on the following:

- Appointing a Community Wide Strategic Planning Team (21 citizens from all backgrounds, public/private, ages, etc.)
- Have CAC representation on CWSPT
- Spend 5 months gathering information and hearing reports from CAC, Site Visits, Staff, etc.
- Having that Planning Team develop three scenarios to solve the issues facing the park district and present to the Board
- Have the Board refine the plan with input from CWSPT and CAC
- Create the VISION 2020 Plan from that refined plan

- Allow for Public Input through Public Hearings

Now that we have had our first public hearing, staff will integrate what we heard into the document based upon your direction this evening.

**PLEASE BRING YOUR COPY OF VISION 2020 WITH YOU. We are not providing another one in this Board Packet.**

Be prepared to:

1. Recommend changes to VISION 2020 based upon what you heard tonight.
2. Determine who will draft the Board letter, and the key points that should be in it.
3. Review the recommended additions, so far, that are found in the version attached to this recommendation—**WHICH ARE DENOTED IN RED.**

**FISCAL IMPACT:** No cost at this time.

**STAFF RECOMMENDATION:** I recommend discussion and consensus on the changes to VISION 2020, and posting of that revised document on our website—plus release to the media in advance of our November 21 hearing.

**PREPARED BY:** Daniel Gibble, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



**{cover page to be added in Final Version}**

## SYCAMORE PARK DISTRICT

### **Board of Commissioners:**

Ted Strack, President  
Michelle Schulz, Vice President  
Daryl Graves, Commissioner  
Ann Tucker, Commissioner  
Bill Kroeger, Commissioner

### **Staff:**

Daniel Gible, Executive Director  
Jackie Hienbuecher, Superintendent of Finance  
Kirk Lundbeck, Superintendent of Golf Operations  
Jeff Donahoe, Superintendent of Parks and Facilities  
Bart Desch, Superintendent of Recreation  
Steve Tritt, Assistant Superintendent of Golf  
Lisa White, Recreation Supervisor  
Armond Mattingly, Maintenance  
Larry Miller, Maintenance  
Bounphone Ponprasit, Maintenance  
Tyler Burke, Maintenance  
Bob Swedberg, Mechanic/Buildings Foreman

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## Introduction

In 2012, the Board of Commissioners set out to modify its direction so as to address a small number of core issues that concerned them about the Sycamore Park District. Amongst those issues were:

- A seven year stretch in which the Golf Course lost money.
- A growing deficit in the budget of the district.
- A loss of any reserves necessary to address emergencies and cash flow, or to be available should an opportunity arise where quick access to resources would be necessary.
- An absence of a viable, long-range plan to address the needs of the community.
- A lack of responsiveness and transparency.

Working together in 2012, the Board and Staff formulated a short-term plan to address these issues quickly and vigorously, while beginning to draw in a broad range of community members/leaders (see “Contributing Parties” later in this document) to begin a 10 month study of the park district to create VISION 2020, that included:

- A Review of Short-Term Plan
- A Review of Community Survey
- Talking to Their Constituents
- Reports from the District’s Citizens Advisory Committee:
  - Park District Marketing
  - County Wide Assessment of Recreation Program Services
- A Tour of all the District’s Parks
- Tours of Community Centers in Other Towns of Similar Demographics
- Budget:
  - Operating .vs. Capital
  - Dedicated Funds
  - Sources of Funds/Compared to Other Units of Local Government
- Staffing and Work

Additionally, the park district used several tools to gain significant, additional input from the public:

- Two (2) Community Wide Surveys
- Two Public Hearings
- Meetings with Our Citizens Advisory Committee
- Meeting with Community Groups/Leaders

The result of that work is this Strategic Plan: VISION 2020 that will lead us from the day that it is adopted up to the year 2020.

Letter from the Board of Commissioners

**{To Be Added in Final Version}**

## **Sycamore Park District's Rich History Remembered**

*Excerpt from the 75th Anniversary of the Sycamore Park District magazine compiled from historic newspaper articles saved and recorded by County Historian, Phyllis Kelley, and board meeting minutes – Original article condensed and rewritten by Dan Gustafson, of Sycamore.*

### **October 6, 1923**

The first notices of a mass meeting to be conducted by the park committee was published by the Sycamore Chamber of Commerce. This meeting was open to all and it was urged that every voter attend and express himself freely and fully. This meeting was called after much discussion and canvassing of public sentiment. It was intended at that meeting, to nominate 25 citizens as candidates for park commissioners. The park commissioners would make clear the park law and choose a site for its location. It was noted that the women are just as much interested in this endeavor and that they were cordially invited and made their influence felt. It was also stated that it would be a good idea if a number of women were candidates for nomination to the position of park commissioners. This meeting was at 7:30 on October 11, 1923 in the Lyric Theater.

### **November 27, 1923**

On November 27, 1923 the Sycamore Board of Park Commissioners was elected and the park district was voted to be formed. On Monday, December 3, 1923 Judge Pond in county court canvassed the election returns. A total of 1,500 votes had been cast with 812 being yes and 688 being no. It had passed by a margin of 8 percent. Judge Pond declared the district duly formed and the following elected as commissioners: W.M. McAllister, Harold Engh, A.B. Gochenour, Rev. James O'May and A.E. Hammerschmidt. The members of the board took oath of office at the meeting on Wednesday, December 5 and elected W.M. McAllester as president, S.M. Henderson secretary and Mrs. W.H. (Mertie) Simpson treasure. Lots were drawn to determine who would serve the six, four and two year terms.

It was reported that all members were enthusiastic and anxious to perform their duties to the full extent of their ability. It had been expressed by the voters on the referendum ballot that the park should be located on the east side of town.

The board would go into the matter of site within the next few days. After the site had been determined and the cost approximated ascertained, bonds would be issued to pay for the site and some of the improvements. It was evident from the expressions of the members of the board that trees, a swimming pool, ball diamond and tourists camp would be among the first things to be looked after.

A number of citizens had volunteered to pay the cost of obtaining and setting out a few large trees. It is evident that before the close of the coming year, Sycamore will have made a good start toward a beautiful public park.

**April 9, 1924**

The Park District was to make a golf course at no cost to taxpayers. There were more than 50 subscribers to the club and well toward 200 were expected to join in the movement. With the circulation of a petition, it was expected that enough signatures be obtained to enable them to lay out a course and commence playing golf within a few weeks. Plans include hiring and training some of Sycamore's boys as caddies.

**September 12, 1928**

There were now 95 acres in Sycamore Park. A tract of fine land was to be added, squaring out the boundary, the unsolicited gift of William M. McAllister estimated at more than \$14,000.

**March 25, 1931**

Two frame shelters with deep well water where the weary and perspiring golfer went to refresh himself and restore his composure, were erected near greens number 8 and 12 on the golf course.

Also, construction was under way on the erection of a beautiful stone gateway at the west entrance of the park. The work was sponsored by Sycamore American Legion Post No. 99.

**July 25, 1931**

In spite of the terrific heat, the grass was a vivid green and as smooth as velvet. The trees, especially the poplars, were seen to good advantage, flowers were blooming, little children in sun suits were running here and there, bright sweaters, socks of the men and the gay berets and sport frocks of the women golfers make colorful moving pictures on the green.

*Birds were singing, a gopher darted across the path, a picnic party was starting a fire in the stone stove, a tennis match was beginning, the pool was calling the swimmers and the Sycamore Community Park is fulfilling its mission.*

**August 15, 1934**

A work relief project, meaning jobs for most of Sycamore's 125 idle, is underway. Engineers staked out the approved site for Community Park's \$21,000 concrete swimming pool. The main pool, with a daily capacity reckoned as 400 to 500, was 120 feet long, 50 feet wide and of graded depths. A bathhouse, with lockers and shower, was located to the north of the main pool. A kiddie pool and bathhouse was next in the series to the north.

The park board, through a bond issue, burnished about \$11,000 of the \$21,000 necessary for the construction. The Work Relief Administration, approved the project to create employment, provided the rest.



**February 16, 1935**

The Sunday record was nearly 100 to excess of the pool usage record established in July 1934 when 650 persons found relief from heat. The pool was opened at 10 a.m. by Emil Cassier, Park Superintendent. Every time a swimmer went out, another from the line was admitted.

The extreme heat did not keep golfers away from the course at the Sycamore Park and the picnic tables received a fine play during the day. The crowd at the baseball game during the afternoon saw Sycamore defeat Hampshire. It was estimated that more than 1,000 witnessed the game.

**August 26, 1958**

Park Manager, Emil Cassier, retires after holding the position for 30 out of 33 years that the park was in existence. He helped to increase the golf course to an 18 hole course and was given much of the credit for the outstanding condition the park is in today.

...

In 1970 the District ventured into its largest land acquisition to that point. Directly to the east of their oldest site, the Community Park, the 85 acre parcel was originally an airport. Seven acres of frontage property and buildings were traded for 14 acres to the south of the property along the Kishwaukee River to complete the site. In 1975 the District contracted with a professional planner to have a master plan developed for the area. With much community feedback, the outcome is what you see there today, the Sports Complex.

Four years later, the Sycamore Park District joined with the DeKalb Park District to create the DeKalb Sycamore Association of Special Recreation (DSASR) to offer recreational opportunities to community members with special needs. This effort continues today through the Kishwaukee Special Recreation Association.

...

In 1996, the District successfully negotiated with the city of Sycamore to take over the responsibility of the city's recreation commission and assume their levy for those services. With this 20-year negotiation finalized the District now had its first superintendent of recreation. This allowed the District to make great improvements to the programs and services offered through its Community Center, which was housed in the building that is now the Sycamore Natural History Museum.

The next year the District developed an eight acre park in cooperation with the School District's new 12 acre elementary school site. Now known as Kiwanis Park, this site still offers soccer fields, basketball courts, a playground, shelter and ball diamond.

Now, nearly 20 years later , and celebrating our 90<sup>th</sup> Anniversary, Sycamore has gone through many changes and the District is taking a strategic look at how to move forward in a way that meets the growing needs of individuals and the community as a whole. This extensive research and planning stage is nearing completion and, in the words of Park District Executive Director, Daniel Gible, “Now, is the time for MOVING FORWARD.” The District will continue to engage and inform the community as its Board of Commissioners, staff and community work together to write a new page in Sycamore Park District’s history.

## VISION 2020

In planning for our future through the year 2020, the Sycamore Park District will continue to strive toward our Mission:

Sycamore Park District - we put the MORE in Sycamore"

To achieve that mission, our Vision is crucial to our message. In reviewing who we are, and where we should go, the Sycamore Park District has invoked extensive public input. The park district:

- Conducted a community-wide survey.
- Appointed a Community Wide Strategic Planning Team (21 citizens from all backgrounds, public/private, ages, etc.) who gave the Board of Commissioners three scenarios for how to move forward toward 2020.
- Had our Citizens Advisory Committee review the plan developed by the Board of Commissioners from the reports of our Community Wide Strategic Planning Team.
- Tested the plan with a follow-up community wide survey.
- Held Public Hearings on the plan.
- Refined the plan from the input gained through all of these steps.

**To create a plan honoring that input, the Sycamore Park District, therefore, has taken a hard look at its current Vision Statement, and feels strongly that it remains viable today:**

*"To provide more for Sycamore – superior programs, superior facilities, superior parks."*

To realize this vision, the park district has adopted:

- Critical Success Factors
- Guiding Principles

# VISION 2020

## Critical Success Factors

### *Critical Success Factors*

Critical success factors are attributes, assets, outcomes or qualities that will be needed to ensure successful accomplishment of VISION 2020, and honoring the vision of the Sycamore Park District' Community Wide Strategic Planning Team. The critical success factors for our Vision are:

1. Maintain what we currently have at its current level of care.
2. Continue to seek and carry-out more efficient and effective ways of managing the park district to improve our financial position.
3. Serve as good stewards of our citizens' resources in order to garner trust and support for VISION 2020.
4. Secure a reasonable site, outside the floodplain, that can serve as a focal point for future park amenities.
5. Establish the key facilities identified by public input and the community wide strategic planning team:
  - a. Community Center
  - b. Sled Hill
  - c. Dog Park
  - d. Splashpad
  - e. Trail Connections
  - f. Sports Complex Improvements and Expansion
  - g. Replace the Failing Golf Irrigation
6. Keep the current outdoor pool open as long as fiscally responsible.
7. Continue to work with the City and Neighborhoods to transition park dedications in developing neighborhoods.
8. Further develop our already substantial cooperation/partnership within the community.
9. Work toward being the most recognized provider of recreation opportunities in Sycamore.
10. Grow the district's endowment and define how its proceeds will be used.

# VISION 2020

## Guiding Principles

### *Guiding Principles*

Guiding principles are direction-setting statements that provide a foundation or roadmap for the District to follow in achieving the Critical Success Factors, and ensure future investment is made to reach the vision that is consistent with the strategy set forth in this plan.

- A. Park District Leadership will reach out to the community to share its vision and critical success factors derived from extensive public involvement.
- B. Balance what is needed with the affordability of all that may be wanted.
- C. Resources to accomplish its vision will be sought in all forms:
  - 1. Grants
  - 2. Donations
  - 3. Sponsorships
  - 4. Partnerships
  - 5. Endowments and Estate Planning
  - 6. Citizen Referendum
- D. Regularly assess customer satisfaction, and garner input from the public.
- E. Assure that the district is seen as a whole, and not several parts.
- F. Fight to keep quality, long-term employees.
- G. Keep a consistent, standard message supporting the vision and image of the park district.
- H. Embrace our diversity.
- I. Technology and data will be leveraged to streamline current business processes and enhance customer service offerings.
- J. Be sensitive to our impact on people's lives.
- K. Be open and transparent on our actions and vision.



# VISION 2020

## Cost and Source of Funds

**CAPITAL**

<b>ITEM</b>	<b>COST</b>	<b>SOURCE of FUNDS</b>	<b>AMOUNT</b>
Community Center	\$6,200,000	Gifts	\$400,000
		Current Tax Dollars	\$500,000
		New Dollars	\$5,300,000
Trail Connections	\$2,300,000	Grants	\$1,800,000
		New Dollars	\$500,000
Sports Complex	\$2,100,000	Fund Raising	\$425,000
		Grants	\$400,000
		New Dollars	\$1,275,000
Golf Course Irrigation	\$1,200,000	Fees/Fundraising	\$350,000
		New Dollars	\$850,000
Splashpad	\$800,000	Fundraising	\$200,000
		Current Dollars	\$100,000
		New Dollars	\$500,000
Dog Park	\$120,000	Fundraising	\$100,000
		New Dollars	\$ 20,000
Sled Hill	\$140,000	New Dollars	\$140,000
<b>TOTAL</b>	<b>\$12,860,000</b>		
		Fundraising/Grants/Fees/Current \$'s	<b>\$4,275,000</b>
		New Dollars	<b>\$8,585,000</b>

**OPERATING**

<b>ITEM</b>	<b>COST</b>	<b>SOURCE of FUNDS</b>	<b>AMOUNT</b>
Taking Care of Current	\$105,000	New Dollars	\$105,000
New Facility Costs	\$300,000	New Dollars	\$300,000

# VISION 2020

## Timeline of Major Projects

### Community Center/Sled Hill/Dog Park/Splashpad

2014	Site Obtained
One Year After Funding Obtained	Complete Design Development
Two Year After Funding Obtained	Construction Complete

### Trail Connections

2014	Phase I Engineering Grant Applications—IDOT Fundraising
2015	Phase II Engineering Phase I Construction Grant Applications – IDOT Round 2 Fundraising
2016	Phase II Construction Grant Applications—IDOT Round 3

### Sports Complex Improvements and Expansion

2014	Planning Development with Sports Groups IDNR Grant Application
2015	Design Development Fundraising
2016	Construction Begins on Phase 1
2017	Phase 1 Opens Construction Begins on Phase 2
2018	Phase 2 Opens

### Replace the Failing Golf Irrigation

2015	Engineering Fundraising Fee Adjustments
2016 – End of Season	Begin Work
2017 – Late Season	Open Late

## **Source Material**

Short-Term Plan 2013-2014





## Sycamore Park District Strategic Plan 2013 & 2014 Goals and Objectives

### **Sycamore Park District Mission Statement:**

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

### **Sycamore Park District Vision Statement:**

"To provide more for Sycamore - superior programming, superior facilities, superior parks."

### **Introduction:**

The Board, Staff, and Citizens Advisory Committee (CAC) of the Sycamore Park District are beginning a **two-phase process** in order to plan for its future. The ultimate outcome will be a five year plan—Vision 2020—which will attempt to address some large, pressing issues that the district faces:

- Aging Infrastructure and Equipment
- 30+ Year-Old Swimming Pool
- 400 Acres of Existing Park and Open Space that Need Care
- Outgrown and Inflexible Community Center on a Short-Term Lease
- 30 Acres of Additional Park Land to Be Added in New Subdivisions
- Growing Budget Deficits at the Golf Course
- Shrinking Equalized Assessed Value in the District
- Depletion of All Budget Reserves

- Reductions in Staff While Acres Maintained Increase and Aging Facilities Require More Labor to Maintain
- Connecting Segments of Trails to Each Other

To address these, the Board of Commissioners will:

- A. Develop a Two Year Strategic Plan to Address Key Matters Related to:
  1. Taking care of what we have.
  2. Getting our financial house in order.
- B. Create a Long-Term Plan to address very crucial and costly issues facing the Sycamore Park District to:
  1. Lay a path for our future: 2015-2020.
  2. Establish a Community-Wide Planning Team of Citizens, Staff, Board, Community and Business Leaders to:
    - a. Consider alternatives and ideas for addressing the challenges facing the district.
    - b. Provide recommendations to the Board of Commissioners on three possible scenarios the Board might follow in addressing the challenges.
  3. Create a final Strategic Plan for the Sycamore Park District through 2020.

### **Phase One: Two Year Strategic Plan:**

During this phase, the Board and Staff have worked together in multiple study sessions, and with input from the CAC to create a short-term plan for addressing some key pressing matters that the Park District feels must be dealt with before any plans for the future (Phase Two: Vision 2020) can be made. When a draft of this plan is completed, there will be opportunity for public input before it is finalized.

The cornerstone of this plan is its goals:

#### **Goal 1**

By the end of Fiscal Year 2014, the park district will have restored its fund balances to the levels defined by the district's fund reserve policy.

#### **Objective 1**

*The Superintendent of Golf Operations will monitor part time payroll costs more closely during the three periods of the golf season, Early Season, (March, April, May), Peak Season, (June, July, August), and Late Season, (September, October, November), reducing or eliminating Staff wherever possible to reduce operating costs thus reducing the need for Sycamore Park District Fund Balance assistance.*

**Objective 2**

*In 2014 Staffing hours will be adjusted with the data monitored and collected in Goal 1 to further reduce Staff costs by at least 5%*

**Objective 3**

*The Superintendent of Golf Operations will reduce pro shop inventory to 25% of sales, by narrowing the product line, controlling order points, instituting inventory control measures, adjusting types of inventory maintained in stock, and creating faster and complete sell through.*

**Objective 4**

*With the new inventory control measures in place from 2013 the Superintendent will, during the 2014 season, use market place trends and golf industry statistics to control the type, quality and amount of product in the pro shop, offering the best of product lines with money allocated to create sell through and thus reducing year-end inventory to at least the 25% level.*

**Objective 5**

*The Executive Director will work with all Superintendents to move their budgets in 2013 and 2014 toward greater cost savings and improved revenues so that the positive, net balance of each fund reserve grows 25% each year, over the next two years.*

**Objective 6**

*The Executive Director will develop a two year plan for growing the reserve fund balance in the Corporate, Recreation, and Concessions budgets so that they reach at least 25% by January 1, 2015.*

**Objective 7**

*The Superintendent of Recreation will work to continue to reduce operating costs of the pool by 10% for each year, 2013 and 2014, to help with the debt that the pool incurs.*

**Objective 8**

*The Recreation Staff will create at least ten new programs, each year, that will increase net program revenue in those years.*

**Objective 9**

*The Superintendent of Finance will evaluate budgets and assist department heads in order to be half way to their minimum fund reserve balance by year ended 2013 and the entire minimum reserve balance by 2014. Additionally, the Superintendent of Finance will monitor progress on a monthly basis.*

**Objective 10**

*On a yearly basis, the Superintendent of Finance will adjust tax levy requests to assist getting fund balances to stated levels.*

**Objective 11**

*The Superintendent of Parks and Facilities will, throughout 2013 and 2014, examine budgets monthly to monitor all line items of expense. Adjustments in spending in other line items will be made if overages become necessary in particular line items.*

**Objective 12**

*The Superintendent of Parks and Facilities will work with the Superintendent of Finance in 2013 and 2014 to create yearly expense budgets based on historical need and future projects.*

**Objective 13**

*The Superintendent of Parks and Facilities will conduct an annual review in 2013 and 2014 of methods used to maintain the district's parks to seek at least 10% reductions in operating costs.*

**Goal 2**

By the end of 2013, the park district will establish a comprehensive policy for the replacement/refurbishment of its assets when they exceed their depreciated lifecycles.

**Objective 1**

*The Superintendent of Golf Operations will develop a cart trade-in/replacement policy by April of 2013 to reduce repair costs of older vehicles and insure consistent dependability for our customers.*

**Objective 2**

*In 2014 with control measures in place, and with data collected of cart usage and repair cost the Superintendent of Golf Operations will use capital and/or operating dollars to trade in and purchase 5 to 10 replacement carts each year beginning in the fall of 2014.*

**Objective 3**

*The Superintendent of Golf Operations will, by February of 2013, have a definitive preventative maintenance schedule for all golf carts and develop a rotation schedule so all carts will be used equally to reduce wear and tear.*

**Objective 4**

*Based on cart usage and play demands, the Superintendent of Golf Operations—working with the Superintendent of Parks and Facilities—will, in 2014, begin to rotate 50 of a fleet of 60 each week. The 10 carts not scheduled will receive routine maintenance and repair extending the life of each cart and creating equal usage of all carts.*

**Objective 5**

*The Executive Director will coordinate the work of the Superintendents throughout 2013 on the preparation of lifecycle information and equipment/asset replacement schedules by the end of the fiscal year.*

**Objective 6**

*The Executive Director will, by August 2014, prepare a lifecycle policy regarding key infrastructure assets (Roads, Buildings/Structures, Trees, Facilities, etc.)*

**Objective 7**

*The Superintendent of Recreation will develop a preventative maintenance schedule for all fitness equipment that will ensure maximum use of each piece by August 2013.*

**Objective 8**

*The Superintendent of Recreation will create and provide a trade in/replacement schedule for fitness equipment by December 2013 to ensure that each piece of equipment is traded in or sold to ensure customer satisfaction and attract new members/users.*

**Objective 9**

*The Superintendent of Finance will finalize, by summer 2013, a listing of all assets in concessions with location, approximate remaining life and replacement values.*

**Objective 10**

*The Superintendent of Finance will get a listing of all assets in administration with approximate remaining life and replacement values. This is to include a replacement schedule for computer equipment.*

**Objective 11**

*By the Fall of 2013, a schedule will be developed by the Superintendent of Parks and Facilities which lists dates of maintenance equipment purchase, and industry lifecycle average years or hours of use for that equipment.*



**Objective 12**

*By December 2013, the Superintendent of Parks and Facilities will develop a cost comparison which lists costs for complete replacement of maintenance equipment versus overhauling parts to prolong useful life of equipment.*

**Objective 13**

*The Superintendent of Parks and Facilities will, by the Fall of 2014 complete a Board Approved Equipment Replacement Schedule with dates and costs, based upon the information gathered in Objectives 9 and 10, above.*

**Objective 14**

*During 2013, the Superintendent of Finance will work with the Superintendent of Recreation to evaluate recreation software, and assess our current software to determine if there is a better alternative, and report that information to the Board in the Fall of 2013 with recommendations.*

**Objective 15**

*The Executive Director will, by the Summer of 2013, retain a professional consultant to conduct an independent audit of our technology (software, hardware, wiring, phone, web, and communications).*

**Objective 16**

*By the end of 2013, the results of the independent technology audit will be reported to the Board with a phased approach to updating our technology.*

**Objective 17**

*In 2014, the Park Board will approve a technology replacement plan.*

**Objective 18**

*The Executive Director will, in 2013, develop a comprehensive plan for managing our ponds for erosion, wildlife, and low-cost maintenance.*

**Objective 19**

*The Executive Director will work with the Board, in 2013, to approve a phased approach to managing our ponds, and integrate that plan into our 5 Year Capital Program and the Strategic Plan for 2014 and beyond.*

**Objective 20**

*Using the updated asset schedules developed by other Staff in 2013 and 2014, the Superintendent of Finance will consolidate asset listings with estimated replacement schedules and use this data to improve the 5-Year Capital Plan for Fall of 2014.*

### **Goal 3**

Continuously throughout 2013 and 2014, the Board and Staff will strive to strengthen its *current* community partnerships and internal working relationships to improve performance, and levels of satisfaction amongst our partners and the customers/citizens these partnerships/relationships serve.

#### **Objective 1**

*The Superintendent of Golf Operations will develop a "Partners in Golf" lesson program by April of 2013, only available to current partners with special incentives and rates for these partners.*

#### **Objective 2**

*In 2014, the "Partners in Golf" will be extended to family members of our partnerships and subsidiaries of those partners extending a greater outreach to our community and building a larger customer base.*

#### **Objective 3**

*Expanding on the "Using Golf as a Business Tool" the Superintendent of Golf Operations will work with the Superintendent of Recreation to develop programs offered through our 3 brochures combining a business seminar and golf seminar into one complete and focused seminar program.*

#### **Objective 4**

*The Superintendent of Golf Operations and the Superintendent of Recreation will, during 2013, work together to transition the youth golf instruction program to the supervision of the Recreation Department.*

#### **Objective 5**

*The Superintendent of Golf Operations and the Superintendent of Recreation will, during 2014, institute the youth golf instruction program under the supervision of the Recreation Department.*

#### **Objective 6**

*The Superintendent of Golf Operations will, by the spring of 2013, offer seminars entitled, "Using Golf as a Business Tool," to current partners to strengthen our current relationships and develop a stronger customer base.*

#### **Objective 7**

*The Executive Director will, at least three times per year, meet with their counterpart at affiliate agencies to conduct a review of our relationships and discuss common issues.*

**Objective 8**

*The Executive Director will, by the summer of 2013, establish and hold the first of on-going quarterly meetings with a group to be known as The Community Leader Forum, to build working relationships with all of our partners and like agencies.*

**Objective 9**

*The Superintendent of Recreation will meet with current partners, and in 2013 assess/develop future needs of the partner, that the District can provide. This will take the form of contacting partners and engaging them to see how the Park District can strengthen the partnership.*

**Objective 10**

*The Superintendent of Recreation will by 2013 create further programming for the School District's "OSCAR" program to strengthen that partnership.*

**Objective 11**

*In 2013, the Superintendent of Finance, and the Concessions Manager will schedule meetings with user groups, each year, and prior to the groups' season to specifically evaluate if concessions operation is meeting the needs of our customers.*

**Objective 12**

*The Superintendent of Finance will coordinate and routinely check and maintain suggestion boxes throughout the district for comments, and manage communication to appropriate district Staff on those issues.*

**Objective 13**

*The Superintendent of Parks and Facilities and the Superintendent of Recreation will meet with leaders from all sports field group users before and after sport season to lay down clear lines of communication for what is expected from both parties.*

**Objective 14**

*The Superintendent of Parks and Facilities will communicate and stay in weekly contact with user groups of sports facilities during the season to solve any issues related to field maintenance and to ensure user group satisfaction.*

**Objective 15**

*By the 2013 Golf Season, the Superintendent of Finance and the Concessions Manager will work with the Superintendent of Golf Operations to develop methods to improve the Beverage Cart operation, resulting in a 5% increase in net profits for each calendar year (2013 and 2014).*



#### **Goal 4**

Throughout 2013 and 2014, develop and initiate a park district awareness plan that creates an organized and scheduled effort to tell our story to the public using the talents, resources, time and commitment of the Board, Staff, and CAC to deliver this message.

##### **Objective 1**

*The Superintendent of Golf Operations will offer once per month, beginning in March of 2013, a newsletter as well as a club house calendar, available on-site, in print and electronically to help educate our patrons about our maintenance schedule, upcoming events, special pro shop sales and other valuable information.*

##### **Objective 2**

*Beginning in the 2013 golf season the Superintendent of Golf Operations will offer a more comprehensive marketing plan, in a variety of methods to insure awareness of those living outside our immediate area what is offered at our facility and how we can serve the customers golfing needs.*

##### **Objective 3**

*The Executive Director will develop an information campaign by Fall of 2013 with a central focus that integrates the tenor of Vision 2020, and calls for outreach in several forms to communicate that message throughout the winter of 2013 and all of 2014.*

##### **Objective 4**

*The Executive Director will seek ways, throughout 2013, to derive funds for contracting professional services in the area of promotion and marketing.*

##### **Objective 5**

*In 2013 and 2014 the Superintendent of Recreation will publish two newsletters and one annual report, as well as the meeting locations, dates and times of all Board/CAC/Community groups.*

##### **Objective 6**

*In 2013 the Superintendent of Recreation will use a variety of communication tools to inform our residents about the 90 Year History and progress of the District through a series of events. This will be assisted by the Staff of the 90<sup>th</sup> anniversary committee.*

##### **Objective 7**

*The Superintendent of Finance and/or Concessions Manager will attend three events per year, such as Bridal Expo, in order to showcase what Sycamore Park District has to offer in terms of banquet/meeting facilities and amenities.*

**Objective 8**

*The Superintendent of Finance will work with website Staff to add more information, (pictures, prices, list of amenities) on our shelter rentals, by 2014.*

**Objective 9**

*The Superintendent of Parks and Facilities will be available to meet with other Park District officials as they meet with groups to give details of Golf, Park, or Sports maintenance related issues.*

**Objective 10**

*The Superintendent of Parks and Facilities will contribute periodic articles or other information as needed for Park District publications to communicate the efforts of the maintenance Staff.*

**Objective 11**

*The Executive Director will work with CAC to continue the in-depth program analysis process during 2013.*

**Objective 12**

*The Board of Commissioners will, by the Fall of 2013 develop the final focus of Vision 2020, based upon input from the Community Wide Strategic Plan, and use that to guide it in what information it will emphasize in its Public Awareness Plan.*

**Objective 13**

*By December 2013, the Board will develop a phased approach to a Public Awareness campaign, which designates which information will be presented in each phase.*

**Objective 14**

*Beginning in January 2014, the Board will commit itself to actively presenting the information in the phases outlined in Objective 13, above. It will develop contacts with local service organizations, businesses, other units of local government, and citizen groups and present that information to those groups.*

**Goal 5**

The Sycamore Park District will continue to value the strong foundation created by our patrons, by a renewed focus on our citizens, and returning customers.

**Objective 1**

*In March of 2013 the Golf Operation will offer a special Season Pass Sale for Season Pass Holders and returning customers with incentives for those customers as a special thank you to those valued customers. The objective would be to achieve 85% retention.*

**Objective 2**

*In 2014, the Golf Operation will offer special sales once per month, targeting our merchandise which is slower selling and offering special incentives to our Season Pass Holders, who are traditionally not the normal pro shop merchandise purchasers. The objective would be to increase gross sales by 15% over 2013.*

**Objective 3**

*The Superintendent of Golf Operations will create a "Rewards Program" beginning in the 2013 golf season for returning daily fee customers, with special rate and prices based upon number of rounds played and purchases made by these customers.*

**Objective 4**

*The Executive Director will, as part of his "Did You Know" Facebook Campaign, seek out loyal patrons and feature their story in the campaign throughout 2013 and 2014.*

**Objective 5**

*The Executive Director will hold two "Ask the Director Cookouts" each year, in neighborhood parks, to invite neighborhoods to come out and get to know the park district better.*

**Objective 6**

*In 2013 the Superintendent of Recreation will create one season "special" for our frequent users of the Fitness Center as a way of saying we appreciate you.*

**Objective 7**

*In 2013 the Superintendent of Recreation with the 90<sup>th</sup> Committee will offer a series of opportunities to show the District's thanks to our valuable customers.*

**Objective 8**

*In 2013, the Superintendent of Recreation will add two neighborhood events that will take place in neighborhood parks, and involve our affiliates and fellow government agencies.*

**Objective 9**

*By Spring 2013, the Superintendent of Finance will develop a frequent buyer reward system for clubhouse concessions.*

**Objective 10**

*During 2013, the maintenance Staff, community center Staff, and the administrative office Staff will receive at least two training programs on ways to deal with our patrons in a positive and gracious manner.*

## Goal 6

Within its available resources, the Sycamore Park District and Board will strive to support and provide for the Staff that has developed the strong and positive reputation the district has earned.

### Objective 1

*During the Peak Season of the 2013 Golf Season, (June, July and August), the Superintendent of Golf Operations will partner with local businesses to offer rewards for part time Sycamore Park District Golf Staff who demonstrate extraordinary service.*

### Objective 2

*In 2014, in addition to the partnership with local businesses for gift cards incentives, the golf operations will offer special event days for golf Staff creating "service teams" of Staff working together in a competitive atmosphere creating unity and better service for our customers.*

### Objective 3

*Prior to the beginning of the 2013 golf season the Superintendent will offer a special "get together" for all returning Golf Operations Staff members to show appreciation and unity of the operation and develop a Staffing plan for the 2013 golf season.*

### Objective 4

*The Golf Staff will, beginning in 2014 have several, fun and rewarding team building sessions with different park district departments creating stronger bonds between all departments.*

### Objective 5

*The Executive Director will seek approval by the Board of his evaluation, review, and reward process for its full-time employees by 2013.*

### Objective 6

*The Executive Director will institute in 2013, and expand in 2014, his plans for increasing the park district's investment in the quality, safety, knowledge, skills, and abilities of its full-time employees through training, education, and leadership.*

### Objective 7

*During 2013, the Executive Director will, with the Board, review the current benefits package in relationship between part-time/seasonal, and full-time Staff with an eye toward revising benefits for the 2014 fiscal year, and a focus on:*

- *How we treat a small number of committed, year-round/nearly full-time Staff*
- *Different degrees of being "part-time"*
- *Developing reward system for part-time employees*
- *Finding simple ways to reward full-time employees*

**Objective 8**

*In 2013 the Board will continue to show support for Staff not only by educational means but by physically attending at least two events or programs to show support of Staff's hard work.*

**Objective 9**

*The Superintendent of Finance, and the Concessions Manager will develop additional and standardized training procedures which will be mandatory prior to the first day of work ,to allow our Staff to be more effective representatives of the Sycamore Park District.*

**Objective 10**

*Beginning with the 2013 season, the Superintendent of Finance will perform routine evaluations of concessions Staff in order to recognize their strengths and assist in improving on their weaknesses.*

**Objective 11**

*The park district will institute a regular, annual, standardized review of Staff by the end of 2012.*

**Objective 12**

*By 2013, the park district will use its standardized annual review as a basis for important communication of work performance strengths and weaknesses, and in determining pay increases for cost-of-living and merit as budget permits.*

**Objective 13**

*The Administrative Staff will, in 2013, develop a standardized image plan for its employees to address issues of common appearance, appearance standards, employee identification, how we respond to the public, and basic service expectations for all full-time and part-time employees.*

**Objective 14**

*In 2014, Objective 13 will be instituted by funding in the operating budget any necessary components of the image plan, and adding key components to employees' job descriptions.*

**Goal 7**

By the end of 2013, the park district will develop a metric to help guide it in its decision-making regarding appropriate Staffing levels to serve the ongoing programs, maintenance, and service needs of the activities, operations, parks, facilities, products, and customers we serve/maintain.



**Objective 1**

*The Superintendent of Golf Operations will, beginning in the 2013 golf season, closely monitor all Staffing needs in the pro shop, cart handlers, rangers and program instructors, such as SAY-Golf, to insure the service needs of our clientele are being met and to help in the development of the metric guide.*

**Objective 2**

*Based on the data received in 2013 (Objective 1), the Superintendent of Golf Operations will restructure Staffing needs for all programs and operations thus honoring goal 7.*

**Objective 3**

*The Superintendent of Golf Operations will develop, for the 2013 golf season, a guide for Staffing needs for large events based upon number of players in the event, type of event and the special needs of each event to create a better control of payroll dollars and to show both overages and limitations in Staff usage.*

**Objective 4**

*The Superintendent of Finance will determine, by April 2013, a break-even point for each concessions location. This will include Staffing levels.*

**Objective 5**

*By utilizing the POS System, the Superintendent of Finance will review sales levels during specific times of day within specific months, to evaluate hours of operation for clubhouse concessions.*

**Objective 6**

*The Superintendent of Parks will provide for the Park Board the current maintenance practices at each key maintenance area (golf, parks, sports) and how many employees are currently needed to maintain the park system as we do now.*

**Objective 7**

*The Superintendent of Parks and Facilities will, by the end of 2013, develop a park-by-park list of maintenance standards for those park's care, in order to guide the establishment of Staffing metrics.*

**Objective 8**

*The Superintendent of Parks and Facilities will provide, by the Summer of 2013, a park-by-park and facility-by-facility detail of the current maintenance that occurs at each location, and the Staff required to keep up with that maintenance.*

**Objective 9**

*In 2014 the Superintendent of Parks and Facilities will develop a Maintenance Management Plan for each park based upon consistent standards defined by Staff and approved by the Board.*

**Objective 10**

*The Executive Director and the Superintendent of Finance will, by the end of 2013, establish:*

- *Work Order System*
- *Purchase Order System*

*to assist in tracking of information that will assist with the creation of metrics and equipment replacement schedules.*

**Objective 11**

*The Superintendent of Parks and Facilities will, by the end of 2013, create checklists, and put in place a regular schedule for key functions:*

- *Vehicle Service*
- *HVAC Inspections/Service*
- *Playground Inspections/Service*
- *ADA Inspections/Corrections*
- *Fire Suppression Systems and Equipment Inspections/Service*
- *Roads and Other Paving Inspections*
- *Plumbing and Drainage Inspections*
- *Bridge and Path Inspections*

**Goal 8**

Throughout 2013 and 2014 initiate and carry out the work necessary to follow through on the Sycamore Park District ADA Transition Plan.

**Objective 1**

*Beginning in early 2013 the Superintendent of Golf Operations will work with the Superintendent of Parks and Facilities to develop a strategic timeline to initiate changes needed for compliance with the ADA Transition Plan, including the division of the golf course facility into three separate phases to ease in the accessibility.*

**Objective 2**

*The Superintendent of Golf Operation will, in the spring of 2013 evaluate the space needed in the pro shop to be ADA compliant and develop a floor plan of the available space to store and display product lines while keeping in compliance accessibility needs.*

**Objective 3**

*The Executive Director will retain professional services, specify, bid, and carry out, by the end of 2013, improvements outlined in Year 1 of the ADA Transition Plan.*

**Objective 4**

*The Executive Director will retain professional services, specify, bid, and carry out, by the end of 2014, improvements outlined in Year 2 of the ADA Transition Plan.*

**Objective 5**

*The Executive Director will, by the end of 2013, have a plan in place, and take the first steps toward making the park district's website "accessible".*

**Objective 6**

*The Executive Director will, by the end of 2014, have the park district's website fully accessible.*

**Objective 7**

*The Executive Director will, throughout 2013 and 2014, integrate into its expanded training commitment (see objectives 4 and 5 in goal 6) a number of training/education opportunities to expand our in-house knowledge of access management so that outside professional services in this area can be reduced (thus decreasing corresponding expenses for professional services).*

**Objective 8**

*In 2013 the Superintendent of Recreation will apply for a grant to help purchase a new entry device to the pool for people with disabilities.*

**Goal 9**

By the end of 2014, the Sycamore Park District will conduct a review of land/cash and annexation matters to determine their value and impact on the parks, recreation and services we offer to the community in relation to their resources provided.

**Objective 1**

*The Executive Director will, by the end of 2013, hold one or more study sessions with the Board to review:*

- *Annexation Ordinance*
- *Land/Cash Ordinance*
- *Future Annexation Possibilities*
- *Consistency of Borders with Other Units of Local Government*



**Objective 2**

*The Executive Director will, by the end of 2014, bring to the Board:*

- *Revised Annexation Ordinance*
- *Revised Land/Cash Ordinance*
- *Options for Future Annexations*

**Objective 3**

*By the end of 2013 conduct a study of communities that are similar to Sycamore as it relates to their land cash matters and review and update ours as needed.*

**Objective 4**

*The Board will approach appropriate city officials in 2014 with a plan to include those area's residents in the park district.*

**Objective 5**

*The Board of Commissioners will review the math/formula used to determine the amount derived from the current land/cash ordinance, and discuss whether revisions are necessary, by October 2013.*

**Objective 6**

*The Board of Commissioners will, by December 2013 review the current boundaries of the park district and assess the consistency of borders with other units of local government and whether an organized effort is necessary to bring those borders to a coterminous state through annexations and/or natural additions to the district.*

**Objective 7**

*The Board of Commissioners will seek to hold exploratory discussions in the Fall of 2013 and Winter of 2014 with Cortland, Genoa, and DeKalb regarding joint efforts, annexations, collaboration, and communication with an eye toward diplomatically—seeking ways to improve and expand the quality of recreation and park services in the area.*

**Goal 10**

By the end of 2013, the Board and Staff of Sycamore Park District will seek ways to make the Natural History Museum an expense neutral impact on the district's budget.

**Objective 1**

*By summer of 2013, the Executive Director, working with the Staff and Board, will conduct a review of lease, park district code, and city issues to create a list of options for how the park district can address the ongoing costs and implications of its ownership of the building that houses the Natural History Museum.*

**Objective 2**

*The Executive Director will work with a committee of CAC to review options from Goal 10, Objective 1 to seek recommendations for moving forward by December 2013.*

**Objective 3**

*By the end of 2013 the Superintendent of Finance will conduct a review of, and share with the Board, the implications of instituting a museum tax to support the operating costs incurred by the park district to maintain the building in which the Natural History Museum is housed.*

**Objective 4**

*In 2013, the Superintendent of Finance will conduct a search for possible grants to help pay for improvements to the physical structure of the Museum.*

**Objective 5**

*The Board will investigate/re-visit the creation of a Museum Board for Sycamore during the 2013 fiscal year.*

**Objective 6**

*The Board of Commissioners will, in the Fall of 2013, review a complete list of future capital and operating costs estimated to determine the future impact of maintaining the MMNH.*

**Objective 7**

*The Board of Commissioners will, in the Fall of 2013 hold a joint planning meeting with the Board of the MMNH to discuss and address the future costs of the building.*

## **Source Material**

Community Wide Survey: 2011

## **Source Material**

Three Scenarios:

Developed by Community-Wide Strategic Planning Team

### Comparison of Chronologies

YEAR	GROUP 1	GROUP 2	GROUP 3
2013	The park district does not have the capability, with its current funding, to afford any of the major projects it is facing; And The park district needs to look at options related to reducing the expenses at the Museum Building.	<u>No Cost Startup</u> : Look at Options related to reducing expenses at the Museum Building. Modify Land/Cash Ordinance to now allow for flood plain or ponds on land accepted. The Golf Course must be financially self-sufficient from an operational standpoint.	Conduct a Community Awareness Campaign Regarding: 2. Swimming Pool is very well used. 3. The majority of Sycamore residents do not know that SPD has a Community Center. 4. The current Community Center Space is not functional. 5. The existing trails. 6. The trails need are too disconnected. 8. The Sports Complex is overcrowded. 9. The Sports Complex needs more parking. 12. The park district does not have sufficient funds in its current operating budget to pay for more trails, community center, sports complex, etc. 14. When you build something new, you need funds to operate it. 16. The main source of funds for large projects will likely have to come from a referendum. 17. The park district is able to maintain what it currently has (except swimming pool, irrigation, flood management). 18. The park district does not have the capability, with its current funding, to afford any of the major projects it is facing.
2014	Conduct a capital campaign for major projects. Begin work on trails.	The Golf Course must be financially self-sufficient from an operational standpoint. More trails and connecting of section of trails are essential in the next seven years. <b>Use \$1.0 million per 2 miles of trail.</b>	Same as 2013
2015	The main source of any major funds for large projects will likely have to come from a referendum. Hold a referendum.	The Golf Course must be financially self-sufficient from an operational standpoint. More trails and connecting of section of trails are essential in the next seven years. <b>Use \$1.0 million per 2 miles of trail.</b>	Referendum
2016	Build or Purchase a Community Center. <b>\$3 million (land cost unknown, but could be additional)</b>	Secure a large parcel of non-flood plain land along bike paths for future development. More trails and connecting	Replace Community Center <b>\$3 million (land cost unknown, but could be additional)</b>



		of section of trails are essential in the next seven years. Use \$1.0 million per 2 miles of trail. Approximately \$500,000 +/- for 10 to 20 acres	
2017	Renovate or Replace Pool. (Current site cannot expand) Renovate \$3 million. \$5 million new (land cost unknown, but could be additional)	Secure a large parcel of non-flood plain land along bike paths for future development. The aging Irrigation System at the Golf Course is essential to the continued management of a quality course. Approximately \$500,000 +/- for 10 to 20 acres \$1 million for irrigation.	Address Sports Complex Issues. Begin connecting trails. Sports Complex \$1.5million (land likely not an issue) Use \$1.0 million per 2 miles of trail.
2018	Renovate or Replace Irrigation System on Golf Course. Seek ways to address Sports Complex Issues. \$1 million for irrigation. Sports Complex \$1.5million (land likely not an issue)	The Swimming Pool is within 5 years of needing an in-depth renovation, at minimum. The Community Center space is not functional, and is outdated. POOL: (Current pool site cannot expand) Renovate \$3 million. \$5 million new (land cost unknown, but could be additional) COMMUNITY CENTER: \$3 million (land cost unknown, but could be additional)	Replace golf course irrigation. \$1 million for irrigation.
2019		The Swimming Pool is within 5 years of needing an in-depth renovation, at minimum. The Community Center space is not functional, and is outdated. POOL: (Current pool site cannot expand) Renovate \$3 million. \$5 million new (land cost unknown, but could be additional) COMMUNITY CENTER: \$3 million (land cost unknown, but could be additional)	Renovate/Replace Pool POOL: (Current pool site cannot expand) Renovate \$3 million. \$5 million new (land cost unknown, but could be additional)

<b>2020</b>		<p>The Sports Complex needs more parking. Some Sports Fields should be moved elsewhere.</p> <p style="text-align: center;">Sports Complex \$1.5million (land likely not an issue)</p>	Same as above
	Total Cost (High End) = \$12 million	Total Cost (High End) = \$16 million	Total Cost (High End) = \$13 million

## KEY PLANNING AND FUNDING ISSUES

ISSUE	GROUP 1	GROUP 2	GROUP 3
<p>If you are told, now, that there is no way to expect taxpayers to approve an increase in their property taxes to pay your total cost, how does your Group propose to raise the funds? OR, What projects would you eliminate?</p>	<p>Our group still felt a referendum would be needed, but we did not want to eliminate any of the projects, so we would scale them back.</p> <p>Some we would ask the users to pay more:</p> <ul style="list-style-type: none"> <li>• Golf irrigation</li> <li>• Sports Complex</li> </ul>	<p>Extend further out the completion of the pool and/or community center project.</p> <p>Pool would be the first to go.</p>	<p>We would eliminate everything except the Community Center.</p>
<p>Create a timeline for your fundraising and/or tax referendum so that money will be at hand at the time you say you would do your projects in your <b>CHRONOLOGY</b> (its attached)</p>		<p>2013 and 2014: Have plans completed by a professional engineer/architect.</p> <p>Develop a marketing plan to present the needs to the community.</p> <p>Solicit support from key leaders in the community.</p> <p>Broadly present to the community and groups to thoroughly and openly share the needs.</p> <p>Do this for a referendum or fundraising.</p>	<p>Conduct a Community Awareness Campaign in 2013/2014</p> <p>Regarding:</p> <p>2. Swimming Pool is very well used. 3. The majority of Sycamore residents do not know that SPD has a Community Center. 4. The current Community Center Space is not functional. 5. The existing trails. 6. The trails need are too disconnected. 8. The Sports Complex is overcrowded. 9. The Sports Complex needs more parking. 12. The park district does not have sufficient funds in its current operating budget to pay for more trails, community center, sports complex, etc. 14. When you build something new, you need funds to operate it. 16. The main source of funds for large projects will likely have to come from a referendum. 17. The park district is able to maintain what it currently has (except swimming pool, irrigation, flood management). 18. The park district does not have the capability, with its current funding, to afford any of the major projects it is facing.</p>
<p>TOTAL COST (High End) =</p>	<p>\$12,000,000</p>	<p>\$16,000,000</p>	<p>\$13,000,000</p>
<p>Additional Cost for a \$200,000 home if money is borrowed.</p>	<p>\$10.34 per month. The community survey indicates that 58% would support that.</p>	<p>\$13.79 per month. The community survey indicates that 58% would support that.</p>	<p>\$11.20 per month. The community survey indicates that 58% would support that.</p>





## Community Wide Strategic Planning

### PURPOSE

**The Community Wide Strategic Planning Team (CWSPT) of the Sycamore Park District is brought together as the second part of a two-phase planning process for the district.**

#### **Phase 1: Short-Term Plan - (2013 and 2014)**

Two Year Strategic Plan to Address Key Matters Related to:

3. Taking care of what we have.
4. Getting our financial house in order.

#### **Phase 2: Vision 2020 - (2015 to 2020)**

Create a Long-Term Plan to address very crucial and costly issues facing the Sycamore Park District to:

4. Lay a path for our future: 2015-2020.
5. Establish a Community-Wide Planning Team of Citizens, Staff, Board, Community and Business Leaders to:
  - c. Consider alternatives and ideas for addressing the challenges facing the district.
  - d. Provide recommendations to the Board of Commissioners on three possible scenarios the Board might follow in addressing the challenges.
6. Create a final Strategic Plan for the Sycamore Park District through 2020.

**Specifically, it will be the purview of the CWSPT to Address Phase 2, Items 2.a. and 2.b.**

# **Source Material**

## **Input from Public Hearings**

{To Be Added After Public Hearings on October 22 and November 21}

## **Source Material**

Follow-Up Survey: 2013

{To Be Added Upon Completion in November}

# Source Material

## Contributing Parties

Random Sample of our Community by Survey in 2011

Random Sample of our Community by Survey in 2013

Our Citizens Advisory Committee from 2012 and 2013:

1. Margaret Bassett
2. Scott Buzzard
3. Christiene Drake
4. Doug Kenney
5. Denny Lane
6. Greg Martin
7. Craig Mathey
7. Mary Jo McAdams
8. Dennis O'Sullivan
9. Caroline Thompson
10. Rose Trembl
11. Dave Yanke
12. Brian Gregory
13. Kathy Countryman

Our Community Wide Strategic Planning Team:

1. Dennis O'Sullivan - Citizen
2. Laramie O'Sullivan – Citizen/Elementary Representative
3. Greg Martin - Citizen
4. Dani Pivonka – Citizen/High School Representative
5. Candy Smith – City of Sycamore
6. Darrell Johnson – Sycamore Police Department
7. Rick Turner – Citizen/Attorney
8. Chad Jewett – CMJ Technologies/Local Business
9. Kevin Poorten – KISH Health Systems
10. Don Clayberg – Sycamore School Board/Former Sycamore Park District Commissioner
11. Julia Kerkove - Citizen
12. Ellie Kerkove – Citizen/Middle School Student
13. Tim Carlson – Citizen/High School Principal
14. Ted Strack – Sycamore Park District Board President
15. Michelle Schulz – Sycamore Park District Board Vice President
16. Tim Suter – Sycamore Business Leader
17. Ed Kuhn – BannerUp Signs/Local Business
18. John Hulseberg – Citizen/Former County Board Member
19. Mike Maveus – Citizen/Golfer
20. Susan Prendergast – Citizen
21. Barb Lynch – Citizen/Opportunity House

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

**STAFF RECOMMENDATION**

**AGENDA ITEM: APPOINTMENT OF CAC MEMBERS: Discussion**

**BACKGROUND INFORMATION:** Each year the Board appoints new members to the Citizens Advisory Committee (CAC), as people's terms end. This year, Dennis O'Sullivan resigned. His term is up in January 2015. Additionally, Margaret Basset is finishing out a term vacated last year. Regular terms for Scott Buzzard and Greg Martin end in January 2014.

There is a core group that continues to attend, but the group struggles with being action oriented. I think it is time to find ways to empower the group more so that they will be more pro-active, and to find ways to have a better demographic representation (age, socio-economic, etc.). Additionally, I think the recruiting process must be more active on our part—seeking high energy individuals.

With all of this information in mind, I am recommending that Ted and Michelle—or any pair of Board members you desire to designate—to meet with current Chair, Scott Buzzard and discuss a new approach to identifying, recruiting, and appointing the new CAC members. The process should be complete by the December 2013 Board meeting. I would also recommend that the Board unanimously seek the return of Scott Buzzard for another term, and encourage him to serve as a guiding force (continuity) for CAC, as Chair again next year.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** It is my recommendation that the Board meet with and coordinate the CAC appointment process with Scott Buzzard, and encourage him to return for another term.

**PREPARED BY:** Daniel Gible, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

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

**STAFF RECOMMENDATION**

**AGENDA ITEM: FINALIZING BRAGGIN' RIGHTS LIST: Discussion and Approval**

**BACKGROUND INFORMATION:** At the last Board Meeting Commissioner Graves led us on a discussion of our "Braggin' Rights" list. See the list attached.

Tonight, we need to narrow to our "Top 10".

On the list are a number of items highlighted in yellow. Below the line designate with "\*\*\*\*\*" is an attempt to join together in a single statement some of the items above it. I feel they lose something when they are combined. People won't "see" the reality of the individual items, and making a longer statement to try and join them removes the detail. For example:

"Golf Course Operates in the Black for Two Years", and  
"Beginning to Build a Fund Balance"

Combined into:

"Strong Financial Position and Positive Operating Budget Turnaround"

Loses something. I can "see" *Golf Course in the Black*, I can't "see" *Operating Budget Turnaround*, as well.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** It is my recommendation that the Board, under Commissioner Graves' direction:

- a. Combine similar items, AND/OR
- b. Pick our top 10.
- c. Discuss how we want to promote this, and how much we are willing to spend to promote it.
- d. Discuss if/how this is integrated into VISION 2020.

**PREPARED BY:** Daniel Gibble, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:**

Golf Course Operating in the Black for Two Straight Years

Beginning to Build Fund Balance

Improved Bond Rating

Rehab of Our Parks and Playgrounds in the late 2000's

Expanding Programming and Events

90<sup>th</sup> Anniversary

Improving Relationships with Other Organizations

Added Management Controls/Systems

Board/Staff Working Relationship

Ever Improving Community Support

Smooth Initiation of ADA Transition Plan

Pond Restoration

Club House Renovation

Improved Use of Social Networking

Developing Exposure through Marketing

Dedicated Staff

Significant Goal Accomplishment from Short-Term Plan

Quality of Flood Recovery

Community Involvement at a High Level

VISION 2020

\*\*\*\*\*

Strong Financial Position and Positive Operating Budget Turnaround

Celebrating our 90<sup>th</sup> and Expanding our Program/Event Influence

Building Community Partnerships and Involving the Community in Decisions

High Quality Management of Emergencies



# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 22, 2013

## STAFF RECOMMENDATION

**AGENDA ITEM: RFP FOR AUDIT SERVICES: Review Only**

**BACKGROUND INFORMATION:** Based upon the recommendation to consider changing firms to audit the Sycamore Park District's annual financial statements an RFP was sent out to nine firms. I have included for your review the RFP for Audit Services and the list of Audit firms to which the RFP was sent. Bids are to be submitted by 10:00 am, November 1 and a selection made by the November board meeting, at the latest.

**FISCAL IMPACT:** None at this time, however, the cost of the audit as indicated by the firm that is awarded the bid will be budgeted for the 2014 fiscal year.

**STAFF RECOMMENDATION:** Informational only

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

Audit Firms to mail RFP:

Sikich  
1415 W. Diehl Rd, Suite 400  
Naperville, IL 60563

Wipfli LLP  
4949 Harrison Ave, Suite 300  
Rockford, IL 61125

Lauterbach & Amen, LLP  
27W457 Warrenville Rd  
Warrenville, IL 60555

Ogorek & Associates  
1119 West Touhy Ave  
Park Ridge, IL 60068

Beggin Tipp Lamm LLC  
524 West Stephenson St, Suite 200  
Freeport, IL 61032

Echols, Mack & Associates, P.C.  
116 E. Washington St., Suite One  
Morris, IL 60450

Anthes, Pruyn & Associates, LTD.  
105 West Orchard St.  
Itasca, IL 60143

Knutte & Associates, P.C.  
7900 S. Cass Ave  
Darien, IL 60561

Selden Fox, LTD.  
619 Enterprise Drive  
Oak Brook, IL 60523-8835



## REQUEST FOR PROPOSALS

Professional Audit Services  
For  
Sycamore Park District

SUBMITTAL DEADLINE  
November 1, 2013 at 10:00 am.

**Background**

The Sycamore Park District will receive sealed proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2013 and 2014.

The Sycamore Park District reserves the right to reject any and all proposals in part or in full for any reason. Sycamore Park District also reserves the right to change, cancel, or re-issue this RFP at any time. This RFP does not obligate the Sycamore Park District to pay any costs incurred by respondents in the preparation and submission of a proposal nor does it obligate the Sycamore Park District to accept or contract for any expressed or implied services. The successful respondent must comply with local, state, and federal requirements regarding equal opportunity and employment practices. It is the responsibility of respondents to be aware of these requirements. The successful respondent must complete this request for proposal's requirements in full to be considered.

**You should submit five hard copies of your Proposal.**

**Schedule**

- October 10, 2013 Begin distribution of RFP's
- November 1, 2013 10:00am CST: RFP due date
- Submitted RFPs will be evaluated and selection will be made by November 26, 2013, or earlier.

**RFP Table of Contents**

Section I. General Information
Section II. Scope of Audit
Section III. Nature of Services Required
Section IV. Auditor Assistance and Report Preparation
Section V. Proposal Requirements
Section VI. Evaluation of Proposals
Section VII. Additional Information

### **Section I. General Information**

The Sycamore Park District was established in 1923 and serves a population of over 15,000. A five-member Board of Commissioners governs the District. The staff consists of 13 full-time employees and more than 100 seasonal and part-time employees with an annual payroll of approximately \$1 million. The accounting system used is Municipal Software, Inc. (MSI) and the recreation registration software used is Bockyn's ParkPro. The District participates in the Illinois Municipal Retirement Fund, the Kishwaukee Special Recreation Association, and the Park District Risk Management Agency.

### **Section II. Scope of Audit**

The annual audit shall consist of an examination of the individual, combining and combined financial statements conducted in accordance with generally accepted auditing standards. Included in the examination will be a review of the District's system of internal accounting controls to ensure that the District staff practices effective control over revenues, expenditures, assets and liabilities.

The examination shall be sufficient in scope as to enable the auditor to render an opinion on the fairness of the representations contained in the individual and combined balance sheets and related statements of revenue and expenditures, and changes in fund equity for the year then ended in accordance with generally accepted accounting principles for state and local governments. The examination will include all funds and account groups listed and any additional funds which may be created during the fiscal year.

The current fund listing is as follows: Corporate Fund, Recreation Fund, Donations Fund, Special Recreation Fund, Insurance Fund, Audit Fund, Paving & Lighting Fund, Police Fund, Illinois Municipal Retirement Fund, Social Security Fund, Development Fund, Debt Service Fund, Capital Projects Fund, Golf Course Enterprise Fund, Swimming Pool Enterprise Fund.

### **Section III. Nature of Services Required**

The auditors shall:

- A. Perform internal control testing in the following areas: accounts payable, cash receipts, payroll and bank account reconciliations.
- B. Issue a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles. The auditor shall communicate in a letter to management and the elected Board any reportable conditions found during the audit. Auditors shall be required to make an immediate written report of all irregularities and illegal acts of which they become aware and present such report to the Board.
- C. Prepare the Annual Financial Report in both hard copy and PDF format. (See website for previous year audit report.)
- D. Prepare the Annual Financial Report required by the Office of the Comptroller of the State of Illinois.

- E. Audit work papers shall remain in the custody of the auditor; however, the Superintendent of Finance, or his/her designee, and succeeding independent auditors shall be given access to these working papers. These parties shall have the opportunity to request and copy such working papers pertaining to the audits covered by this proposal for a period of five years after each audit has been completed.
- F. It is also expected that the Auditor will be available during the year for informal advice and general discussion regarding local government finance.

#### **Section IV. Auditor Assistance and Report Preparation**

The Auditors' principal contact with the Sycamore Park District will be Jackie Hienbuecher, Superintendent of Finance, who will coordinate the District's assistance provided to the Auditors. The Administration staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations of the accounting controls and reporting structure.

Report preparation, editing and printing of 20 copies of the Annual Financial Report shall be the responsibility of the Auditor and must be completed by April 15<sup>th</sup> after each fiscal year end. A PDF of the final audit should be sent via email to [jackieh@sycamoreparkdistrict.com](mailto:jackieh@sycamoreparkdistrict.com).

The preparation of confirmation letters shall be the responsibility of the Sycamore Park District. The mailing of the confirmation letters shall be the responsibility of the auditing firm. The Sycamore Park District will provide the Auditor with reasonable workspace.

#### **Section V. Proposal Requirements**

##### **A. Rules for Proposals**

The following material is required to be submitted for a proposing firm to be considered:

1. Five copies of the proposal shall be submitted and shall include the following:
  - a. Title Page – The title page shall show the request for proposal's subject; the firm's name and address; the name, telephone number, and email address of the contact person; and the date of the proposal.
  - b. Transmittal Letter – a signed letter of transmittal briefly stating the proposers understanding of the work to be done, the commitment to perform the work within the established time period, a statement of why the firm believes itself to be the best qualified firm to perform the engagement and a statement that the proposal is a firm and irrevocable offer for ninety days.
  - c. Detailed Technical Proposal – The detailed technical proposal is set forth in Section V-B of the request for proposal.
  - d. Fee Proposal – The proposed fees shall be the maximum, not exceed fee for each fiscal year.

2. Proposers must send the completed proposal on or before 10:00am, November 1, 2013 to the following address:

Sycamore Park District  
Attn: Jackie Hienbuecher  
940 East State Street  
Sycamore, IL 60178

## **B. Technical Proposal**

1. **General requirements** – The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal's requirements. While additional data may be presented, the following subjects must be included. They represent criteria against which the proposal will be evaluated.
2. **Independence** – The firm shall provide an affirmative statement that is independent of the Sycamore Park District as defined by generally accepted auditing standards.
3. **License to Practice in Illinois** – An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Illinois.
4. **Firms Qualification and Experience** – The proposal shall state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement. The firm should submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations and describe any pending or previous litigation the firm was involved in over the past three (3) years which dealt with the quality of audit work or of pricing of auditing services rendered.
5. **Partner, Supervisory and Staff Qualifications and Experience** – The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors or specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as certified public accountant in Illinois. The firm also should provide information on the government auditing experience of each person, including membership in professional organizations relevant to the performance of this audit. Staff assigned to the audit shall not include interns or paraprofessionals. The firm should indicate how the quality of staff over the term of the agreement will be assured.
6. **Similar Engagements with Other Government Entities** – For the firm's office that will be assigned responsibility for the audit, list the most significant engagements performed in the last three years that are similar to the engagement described in this request for proposals. Please provide a listing of current and former Illinois governmental clients and their current status with your firm. Included in this list should be contact names, telephone numbers, and addresses, as this list will serve as potential client references.

7. **Statement of Understanding** – Please provide a statement of your firm’s understanding of the work, a general description of the audit approach, and a brief outline of procedures to be followed during the course of the engagement.
8. **Total All-Inclusive Maximum Fee** – The fee proposal should contain all pricing information relative to performing the audit engagement as described in the request for proposal on a “not to exceed” basis for each of the years ending December 31, 2013 and 2014. The total all-inclusive maximum price proposed is to contain all direct and indirect costs including all out-of-pocket expenses. Included with this quote shall be a tentative schedule and estimate of staff hours by position, necessary to complete the engagement for the first fiscal year, and a breakdown of the hourly fees charged for each. Billing and payment terms should also be included.

### **Section VI. Evaluation of Proposals**

The following are the principal selection criteria that will be considered during the evaluation process.

1. The audit firm is independent and licensed in Illinois.
2. The audit firm’s professional personnel have received adequate continuing professional education.
3. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
4. Expertise and Experience
  - a. Knowledge of governmental auditing and reporting.
  - b. The qualifications and experience of the firm’s professional personnel to be assigned to the engagement.
  - c. References from other local government entities. We will seek firms with more extensive references serving Park Districts in the State of Illinois, or other similar, smaller units of local government in Illinois.
5. Audit Approach
  - a. Adequacy of proposed staffing for the engagement.
  - b. Adequacy of sampling techniques.
  - c. Adequacy of analytical procedures.
  - d. Ability to meet the timeline for completion—NO later than April 15 of fiscal year.
6. Cost will be considered, but may not be the primary factor in selection of services.

### **Section VII. Additional Information**

A copy of the Annual Financial Report for the fiscal year ended December 31, 2012 is available on the District website at [www.sycamoreparkdistrict.com](http://www.sycamoreparkdistrict.com).

There is no expressed or implied obligation for the Sycamore Park District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, the Sycamore Park District reserves the right, where it may serve the Sycamore Park District’s



best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of Sycamore Park District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. The District reserves the right without prejudice to reject any or all proposals submitted. The District may terminate the contract any time during the three years of the contract with ninety (90) days notice.

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: October 22, 2013

### STAFF RECOMMENDATION

#### AGENDA ITEM: YEAR END BUDGET PROJECTIONS: Discussion, Question and Comment

**BACKGROUND INFORMATION:** At this time of year, Jackie traditionally asks the Superintendents to look at their current budgets in comparison to the proposed budget approved back in January, and project expenditures and revenues through the end of the year. It is a good exercise for multiple reasons, and I thought we should share it with you.

#### Positive Highlights Include:

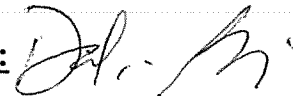
- A. Positive Ending Balances in All Funds Except Insurance, Audit, Swimming Pool, and Paving/Lighting.
- B. All of those that had negative fund balances are “budgeted” to be that way to use up reserves realized by cost savings in those budgets from prior budget actions except the Swimming Pool. It should be noted , however, that the pool was still a smaller loss than prior years.
- C. Fund Balances will be able to grow.
- D. Staff saved expenses and cut costs and performed heroically this year.

**FISCAL IMPACT:** A positive year-end balance, and a growing fund balance (see next Staff Recommendation).

**STAFF RECOMMENDATION:** Recommend discussion and questions.

**PREPARED BY:** Daniel Gible, Executive Director.

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



## January 2013 Projections

FUND	December 2012	Budgeted		December 2013	December 2014		December 2015		25% RESERVE GOAL		
	Reserve	Deficit/Surplus	Paid To Reserve	Reserve	Deficit/Surplus	Paid To Reserve	Deficit/Surplus	Paid To Reserve	Reserve		
Corporate	\$59,533	\$15,143	\$0	\$59,533	\$15,143	\$23,884	\$83,417	\$15,143	\$50,775	\$134,192	\$134,192
Recreation	\$36,127	\$139,534	\$25,000	\$61,127	\$139,534	\$80,908	\$142,035	\$139,534	\$82,973	\$225,008	\$225,008
Swimming Pool	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,748
Golf	-\$195,254	\$7,846	\$137,523	-\$57,731	\$7,846	\$57,731	\$0	\$7,846	\$28,775	\$28,775	\$129,879
<b>NET</b>		<b>\$162,523</b>	\$162,523		<b>\$162,523</b>	\$162,523		<b>\$162,523</b>	\$162,523		

Assumes:

1. No Growth in Revenue or Expenses
2. No improvement/efficiency in operations

## January 2014 Projections

FUND	December 2012	Projected		December 2013	December 2014		December 2015		25% RESERVE GOAL			
	Reserve	Deficit/Surplus	Paid To Reserve	Reserve**	Deficit/Surplus	Paid To Reserve	Deficit/Surplus	Paid To Reserve	Reserve			
Corporate	\$59,625	\$87,791	\$74,239	\$133,772	\$25,000	\$0	\$133,772	\$15,000	\$0	\$133,772	\$131,250	DONE
Recreation	\$36,127	\$180,850	\$0	\$36,127	\$135,000	\$75,000	\$111,127	\$125,000	\$115,000	\$226,127	\$225,000	DONE
Swimming Pool	\$3,642	\$11,958	\$0	\$3,642	\$0	\$10,000	\$13,642	\$0	\$10,000	\$23,642	\$20,000	DONE
Golf	-\$227,793	\$2,942	\$180,000	-\$47,793	\$0	\$75,000	\$27,207	\$0	\$15,000	\$42,207	\$128,000	\$86,000 shy
<b>NET</b>		<b>\$259,625</b>	\$254,239		<b>\$160,000</b>	\$160,000		<b>\$140,000</b>	\$140,000			

\*\* NOTE: the January 2013 Projection DID NOT SHOW the accrued deficit from prior years.

These "projections" are based upon a September 30, 2013 review of budgets with staff and Supt. of Finance estimates of year-end totals.

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 22, 2013

## STAFF RECOMMENDATION

**AGENDA ITEM: FUND BALANCE PROJECTIONS: Discussion, Question and Comment**

**BACKGROUND INFORMATION:** Attached you will find the Fund Balance Spreadsheet that the Board reviewed and adopted as part of our Short-Term plans and budget for FY 2013.

With it is the projections for how those funds will look upon the completion of FY2013. The results are slightly better than the initial projections and are developed based upon the Budget Projections presented in the prior Staff Recommendation for this meeting.

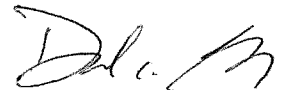
Staff is proud of their efforts, and will continue to work hard through the end of the year to assure that our projections come to fruition.

**FISCAL IMPACT:** A positive year-end balance, and a growing fund balance (see attached).

**STAFF RECOMMENDATION:** Recommend discussion and questions.

**PREPARED BY:** Daniel Gibble, Executive Director.

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



Sycamore Park District  
Summarized Revenue & Expense Report  
2013 Approved Budget vs. Proposed Actual

**Corporate Fund (10)**

<u>Department</u>	2013 Approved Budget	2013 Projections	Diff	2014 Proposed Budget
Revenues				
Administration	537,899.00	597,012.00	59,113.00	
Parks	<u>14,012.00</u>	<u>13,220.00</u>	<u>(792.00)</u>	
Total Revenues	551,911.00	610,232.00	58,321.00	-
Expenses				
Administration	321,372.00	318,674.00	(2,698.00)	
Parks	<u>215,396.00</u>	<u>203,767.00</u>	<u>(11,629.00)</u>	
Total Expenses	536,768.00	522,441.00	(14,327.00)	-
Total Fund Revenues	551,911.00	610,232.00	58,321.00	-
Total Fund Expenses	536,768.00	522,441.00	(14,327.00)	-
Surplus (Deficit)	15,143.00	87,791.00	72,648.00	-
January 1, 2013 Beginning Fund Balance		59,624.81		
Projected December 31, 2013 Ending Fund Balance		147,415.81		

## Recreation Fund (20)

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
<b>Revenues</b>				
Administration	837,613.00	848,354.00	10,741.00	
Sports Complex	36,404.00	32,816.00	(3,588.00)	
Sports Complex Maintenance	37,517.00	38,467.00	950.00	
Midwest Museum of Natural Hist	2,300.00	2,300.00	-	
Programs-Youth	4,104.00	13,099.00	8,995.00	
Programs-Teens	6,126.00	4,913.00	(1,213.00)	
Programs-Adult	2,790.00	1,945.00	(845.00)	
Programs-Family	8,642.00	7,880.00	(762.00)	
Programs-Leagues	4,191.00	4,193.00	2.00	
Programs-Youth Athletics	23,918.00	16,648.00	(7,270.00)	
Programs-Fitness	28,495.00	38,496.00	10,001.00	
Programs-Preschool	-	690.00	690.00	
Programs-Senior	420.00	455.00	35.00	
Programs-Dance	1,980.00	5,147.00	3,167.00	
Programs-Special Events	3,556.00	4,403.00	847.00	
Programs-Concerts	10,000.00	7,100.00	(2,900.00)	
Programs-Trips	-	428.00	428.00	
Brochure	8,100.00	7,150.00	(950.00)	
Weight Room	19,850.00	20,146.00	296.00	
Community Center	3,559.00	3,610.00	51.00	
<b>Total Revenues</b>	<b>1,039,565.00</b>	<b>1,058,240.00</b>	<b>18,675.00</b>	<b>-</b>
<b>Expenses</b>				
Administration	286,519.00	273,740.00	(12,779.00)	-
Sports Complex	350.00	-	(350.00)	-
Sports Complex Maintenance	364,579.00	361,897.00	(2,682.00)	
Midwest Museum of Natural Hist	9,500.00	7,000.00	(2,500.00)	
Programs-Youth	2,018.00	9,785.00	7,767.00	
Programs-Teens	3,930.00	2,942.00	(988.00)	
Programs-Adult	2,045.00	990.00	(1,055.00)	
Programs-Family	8,549.00	7,566.00	(983.00)	
Programs-Leagues	3,302.00	3,190.00	(112.00)	
Programs-Youth Athletics	19,311.00	13,513.00	(5,798.00)	
Programs-Fitness	15,552.00	18,185.00	2,633.00	
Programs-Preschool	-	128.00	128.00	
Programs-Senior	240.00	200.00	(40.00)	
Programs-Dance	1,750.00	4,684.00	2,934.00	
Programs-Special Events	4,221.00	4,539.00	318.00	
Programs-Concerts	9,955.00	6,707.00	(3,248.00)	
Programs-Trips	-	705.00	705.00	
Brochure	24,000.00	17,208.00	(6,792.00)	
Weight Room	3,000.00	2,408.00	(592.00)	
Community Center	141,210.00	142,003.00	793.00	
<b>Total Expenses</b>	<b>900,031.00</b>	<b>877,390.00</b>	<b>(22,641.00)</b>	<b>-</b>
<b>Total Fund Revenues</b>	<b>1,039,565.00</b>	<b>1,058,240.00</b>	<b>18,675.00</b>	<b>-</b>
<b>Total Fund Expenses</b>	<b>900,031.00</b>	<b>877,390.00</b>	<b>(22,641.00)</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>139,534.00</b>	<b>180,850.00</b>	<b>41,316.00</b>	<b>-</b>
January 1, 2013 Beginning Fund Balance		36,127.00		
Projected December 31, 2013 Ending Fund Balance		216,977.00		

**Donations (21)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	-	50.00	50.00	-
Total Revenues	-	50.00	50.00	-
Expenses				
Administration	-	-	-	-
Total Expenses	-	-	-	-
Total Fund Revenues	-	50.00	50.00	-
Total Fund Expenses	-	-	-	-
Surplus (Deficit)	-	50.00	50.00	-
January 1, 2013 Beginning Fund Balance		220,678.26		
Projected December 31, 2013 Ending Fund Balance		220,728.26		

**Special Recreation (22)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	176,000.00	158,040.00	(17,960.00)	-
Total Revenues	176,000.00	158,040.00	(17,960.00)	-
Expenses				
Administration	191,040.00	188,605.66	(2,434.34)	-
Total Expenses	191,040.00	188,605.66	(2,434.34)	-
Total Fund Revenues	176,000.00	158,040.00	(17,960.00)	-
Total Fund Expenses	191,040.00	188,605.66	(2,434.34)	-
Surplus (Deficit)	(15,040.00)	(30,565.66)	(15,525.66)	-
January 1, 2013 Beginning Fund Balance		214,204.58		
Projected December 31, 2013 Ending Fund Balance		183,638.92		

**Insurance (23)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>43,000.00</u>	<u>61,300.67</u>	<u>18,300.67</u>	<u>-</u>
Total Revenues	43,000.00	61,300.67	18,300.67	-
Expenses				
Administration	<u>96,000.00</u>	<u>98,327.48</u>	<u>2,327.48</u>	<u>-</u>
Total Expenses	96,000.00	98,327.48	2,327.48	-
Total Fund Revenues	43,000.00	61,300.67	18,300.67	-
Total Fund Expenses	96,000.00	98,327.48	2,327.48	-
Surplus (Deficit)	(53,000.00)	(37,026.81)	15,973.19	-
January 1, 2013 Beginning Fund Balance		78,716.85		
Projected December 31, 2013 Ending Fund Balance		41,690.04		

**Audit (24)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>9,400.00</u>	<u>9,400.00</u>	<u>-</u>	<u>-</u>
Total Revenues	9,400.00	9,400.00	-	-
Expenses				
Administration	<u>15,000.00</u>	<u>13,250.00</u>	<u>(1,750.00)</u>	<u>-</u>
Total Expenses	15,000.00	13,250.00	(1,750.00)	-
Total Fund Revenues	9,400.00	9,400.00	-	-
Total Fund Expenses	15,000.00	13,250.00	(1,750.00)	-
Surplus (Deficit)	(5,600.00)	(3,850.00)	1,750.00	-
January 1, 2013 Beginning Fund Balance		17,022.29		
Projected December 31, 2013 Ending Fund Balance		13,172.29		



**Paving & Lighting (25)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>100.00</u>	<u>89.00</u>	<u>(11.00)</u>	<u>-</u>
Total Revenues	100.00	89.00	(11.00)	-
Expenses				
Administration	<u>72,000.00</u>	<u>78,298.00</u>	<u>6,298.00</u>	<u>-</u>
Total Expenses	72,000.00	78,298.00	6,298.00	-
Total Fund Revenues	100.00	89.00	(11.00)	-
Total Fund Expenses	72,000.00	78,298.00	6,298.00	-
Surplus (Deficit)	(71,900.00)	(78,209.00)	(6,309.00)	-
January 1, 2013 Beginning Fund Balance		72,920.94		
Projected December 31, 2013 Ending Fund Balance		(5,288.06)		

**Park Police (26)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>100.00</u>	<u>79.00</u>	<u>(21.00)</u>	<u>-</u>
Total Revenues	100.00	79.00	(21.00)	-
Expenses				
Administration	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	-	-	-	-
Total Fund Revenues	100.00	79.00	(21.00)	-
Total Fund Expenses	-	-	-	-
Surplus (Deficit)	100.00	79.00	(21.00)	-
January 1, 2013 Beginning Fund Balance		7,989.31		
Projected December 31, 2013 Ending Fund Balance		8,068.31		

**IMRF (27)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>86,000.00</u>	<u>85,900.00</u>	<u>(100.00)</u>	<u>-</u>
Total Revenues	86,000.00	85,900.00	(100.00)	-
Expenses				
Administration	<u>86,000.00</u>	<u>85,900.00</u>	<u>(100.00)</u>	<u>-</u>
Total Expenses	86,000.00	85,900.00	(100.00)	-
Total Fund Revenues	86,000.00	85,900.00	(100.00)	-
Total Fund Expenses	86,000.00	85,900.00	(100.00)	-
Surplus (Deficit)	-	-	-	-
January 1, 2013 Beginning Fund Balance		-		
Projected December 31, 2013 Ending Fund Balance		-		

**Social Security (28)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>75,000.00</u>	<u>74,900.00</u>	<u>(100.00)</u>	<u>-</u>
Total Revenues	75,000.00	74,900.00	(100.00)	-
Expenses				
Administration	<u>75,000.00</u>	<u>74,900.00</u>	<u>(100.00)</u>	<u>-</u>
Total Expenses	75,000.00	74,900.00	(100.00)	-
Total Fund Revenues	75,000.00	74,900.00	(100.00)	-
Total Fund Expenses	75,000.00	74,900.00	(100.00)	-
Surplus (Deficit)	-	-	-	-
January 1, 2013 Beginning Fund Balance		-		
Projected December 31, 2013 Ending Fund Balance		-		

**Concessions (30)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
<b>Revenues</b>				
Clubhouse Concessions	66,417.00	71,430.00	5,013.00	-
Beverage Cart	15,091.00	14,992.00	(99.00)	-
Sports Complex Concessions	28,957.00	24,893.00	(4,064.00)	-
Pool Concessions	12,147.00	8,080.00	(4,067.00)	-
Catering	18,060.00	15,119.00	(2,941.00)	-
<b>Total Revenues</b>	<b>140,672.00</b>	<b>134,514.00</b>	<b>(6,158.00)</b>	<b>-</b>
<b>Expenses</b>				
Clubhouse Concessions	75,571.00	79,393.00	3,822.00	-
Beverage Cart	10,857.00	9,238.00	(1,619.00)	-
Sports Complex Concessions	21,813.00	20,621.00	(1,192.00)	-
Pool Concessions	11,711.00	8,193.00	(3,518.00)	-
Catering	7,637.00	5,309.00	(2,328.00)	-
<b>Total Expenses</b>	<b>127,589.00</b>	<b>122,754.00</b>	<b>(4,835.00)</b>	<b>-</b>
<b>Total Fund Revenues</b>	<b>140,672.00</b>	<b>134,514.00</b>	<b>(6,158.00)</b>	<b>-</b>
<b>Total Fund Expenses</b>	<b>127,589.00</b>	<b>122,754.00</b>	<b>(4,835.00)</b>	<b>-</b>
<b>Surplus (Deficit)</b>	<b>13,083.00</b>	<b>11,760.00</b>	<b>(1,323.00)</b>	<b>-</b>
January 1, 2013 Beginning Fund Balance		29,995.12		
Projected December 31, 2013 Ending Fund Balance		41,755.12		

**Developer Contributions (32)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>5,000.00</u>	<u>29,536.00</u>	<u>24,536.00</u>	<u>-</u>
Total Revenues	5,000.00	29,536.00	24,536.00	-
Expenses				
Administration	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	-	-	-	-
Total Fund Revenues	5,000.00	29,536.00	24,536.00	-
Total Fund Expenses	-	-	-	-
Surplus (Deficit)	5,000.00	29,536.00	24,536.00	-
January 1, 2013 Beginning Fund Balance		31,410.60		
Projected December 31, 2013 Ending Fund Balance		60,946.60		

**Golf Course (50)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Golf Operations	505,526.00	488,717.00	(16,809.00)	-
Golf Maintenance	<u>21,837.00</u>	<u>20,508.00</u>	<u>(1,329.00)</u>	<u>-</u>
Total Revenues	527,363.00	509,225.00	(18,138.00)	-
Expenses				
Golf Operations	235,972.00	236,989.00	1,017.00	-
Golf Maintenance	<u>283,545.00</u>	<u>269,294.00</u>	<u>(14,251.00)</u>	<u>-</u>
Total Expenses	519,517.00	506,283.00	(13,234.00)	-
Total Fund Revenues	527,363.00	509,225.00	(18,138.00)	-
Total Fund Expenses	519,517.00	506,283.00	(13,234.00)	-
Surplus (Deficit)	7,846.00	2,942.00	(4,904.00)	-
January 1, 2013 Cash Balance		(227,793.22)		
Projected December 31, 2013 Ending Cash Balance		(224,851.22)		

**Swimming Pool (51)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Pool	75,406.00	58,988.00	(16,418.00)	-
Swim Lessons	<u>11,584.00</u>	<u>15,137.00</u>	<u>3,553.00</u>	<u>-</u>
Total Revenues	86,990.00	74,125.00	(12,865.00)	-
Expenses				
Pool	50,270.00	48,226.00	(2,044.00)	-
Pool Maintenance	28,600.00	29,195.00	595.00	-
Swim Lessons	<u>8,120.00</u>	<u>8,662.00</u>	<u>542.00</u>	<u>-</u>
Total Expenses	86,990.00	86,083.00	(907.00)	-
Total Fund Revenues	86,990.00	74,125.00	(12,865.00)	-
Total Fund Expenses	86,990.00	86,083.00	(907.00)	-
Surplus (Deficit)	-	(11,958.00)	(11,958.00)	-
January 1, 2013 Cash Balance		3,642.04		
Projected December 31, 2013 Ending Cash Balance		(8,315.96)		

**Debt Service (60)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>565,000.00</u>	<u>567,900.00</u>	<u>2,900.00</u>	<u>-</u>
Total Revenues	565,000.00	567,900.00	2,900.00	-
Expenses				
Administration	<u>562,243.00</u>	<u>562,243.00</u>	<u>-</u>	<u>-</u>
Total Expenses	562,243.00	562,243.00	-	-
Total Fund Revenues	565,000.00	567,900.00	2,900.00	-
Total Fund Expenses	562,243.00	562,243.00	-	-
Surplus (Deficit)	2,757.00	5,657.00	2,900.00	-
January 1, 2013 Beginning Fund Balance		12,645.45		
Projected December 31, 2013 Ending Fund Balance		18,302.45		

**Capital Projects (70)**

<u>Department</u>	<u>2013 Approved Budget</u>	<u>2013 Projections</u>	<u>Diff</u>	<u>2014 Proposed Budget</u>
Revenues				
Administration	<u>462,000.00</u>	<u>468,900.00</u>	<u>6,900.00</u>	<u>-</u>
Total Revenues	462,000.00	468,900.00	6,900.00	-
Expenses				
Administration	<u>594,765.00</u>	<u>567,006.00</u>	<u>(27,759.00)</u>	<u>-</u>
Total Expenses	594,765.00	567,006.00	(27,759.00)	-
Total Fund Revenues	462,000.00	468,900.00	6,900.00	-
Total Fund Expenses	594,765.00	567,006.00	(27,759.00)	-
Surplus (Deficit)	(132,765.00)	(98,106.00)	34,659.00	-
January 1, 2013 Beginning Fund Balance		819,620.80		
Projected December 31, 2013 Ending Fund Balance		721,514.80		
Total Fund Revenues	3,768,101.00	3,842,430.67	74,329.67	-
Total Fund Expenses	3,862,943.00	3,783,481.14	(79,461.86)	-
Surplus (Deficit)	(94,842.00)	58,949.53	153,791.53	-

**SYCAMORE PARK DISTRICT****Board of Commissioners****Date of Board Meeting: October 22, 2013****STAFF RECOMMENDATION****AGENDA ITEM: Proposed Golf Rates for the 2014 Golf Season**

**BACKGROUND INFORMATION:** In 2013 the golf season passes were raised 3% for resident passes and the non-resident passes were raised incrementally with the same dollar amount increase. There was no preseason discount offered in 2013. The 2014 proposed season pass prices reflect a 5% increase in resident passes and the non-resident passes are again increased at the same dollar value as the resident passes. It is suggested that a "preseason discount" is offered the first weekend in March. The discount would be for 3 days only and offer the purchaser to buy their 2014 season pass at 2013 prices. All green fee prices have been increased by \$1.00 with the exception of the Junior/Senior 18 hole fees which were raised by \$2.00. Riding cart fees have been increased by \$.50 for 9 hole play and \$1.00 for 18 hole play.

**FISCAL IMPACT:** Total impact on revenue for season passes \$3,500 - \$4000. Total impact on revenue for Green fees \$8,000 - \$10,000. Total impact on cart fee revenue \$5,000 - \$7,000. In addition the preseason sales will also spark preseason merchandise sales of up to \$5,000.00.

**STAFF RECOMMENDATION:** Recommend approval of the proposed 2014 golf rates with the 3 day preseason sale discount.

**PREPARED BY:** Kirk Lundbeck, Superintendent of Golf Operations.

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**Season Passes**

	2013	2014	Non-Resident	2013	2014
Resident					
Adult Unlimited	\$680.00	\$715.00	Adult Unlimited	\$945.00	\$980.00
Adult Weekday	\$510.00	\$535.00	Adult Weekday	\$700.00	\$725.00
Spouse Unlimited	\$435.00	\$455.00	Spouse Unlimited	\$595.00	\$615.00
Spouse Weekday	\$360.00	\$380.00	Spouse Weekday	\$490.00	\$510.00
Senior Unlimited	\$620.00	\$650.00	Senior Unlimited	\$850.00	\$880.00
Senior Weekday	\$440.00	\$460.00	Senior Weekday	\$605.00	\$625.00
Senior Three Day	\$285.00	\$300.00	Senior Three Day	\$390.00	\$405.00
Junior (16-21)	\$415.00	\$435.00	Junior (16-21)	\$570.00	\$590.00
Junior (11 - 15)	\$280.00	\$295.00	Junior (11 - 15)	\$385.00	\$400.00

**Green Fees**

	2013	2014	Non-Resident	2013	2014
Resident					
Weekday 9 before 5pm	\$13.00	\$14.00	Weekday 9 before 5pm	\$15.00	\$16.00
Weekday 9 after 5pm	\$10.00	\$11.00	Weekday 9 after 5pm	\$10.00	\$11.00
Weekday 18 before 2pm	\$24.00	\$25.00	Weekday 18 before 2pm	\$27.00	\$28.00
Weekday 18 after 2pm	\$21.00	\$22.00	Weekday 18 after 2pm	\$21.00	\$22.00
Weekend 9 before 5pm	\$15.00	\$16.00	Weekend 9 before 5pm	\$17.00	\$18.00
Weekend 9 after 5pm	\$10.00	\$11.00	Weekend 9 after 5pm	\$10.00	\$11.00
Weekend 18 before 2pm	\$27.00	\$28.00	Weekend 18 before 2pm	\$30.00	\$31.00
Weekend 18 after 2pm	\$23.00	\$24.00	Weekend 18 after 2pm	\$23.00	\$24.00

**Junior/Senior Green fees**

	2013	2014	Non-Resident	2013	2014
Resident					
All Day 9 (Weekends after 1pm)	\$9.00	\$10.00	All Day 9 (Weekends after 1pm)	\$10.00	\$11.00
All Day 18 (Weekends after 1pm)	\$18.00	\$20.00	All Day 18 (Weekends after 1pm)	\$20.00	\$22.00

**Cart Fees**

	2013	2014
Earlybird 9 before 9am Weekdays	\$7.00	\$7.50
Earlybird 18 before 9am Weekdays	\$12.00	\$13.00
9 holes before 5pm	\$8.00	\$8.50
9 holes after 5pm	\$6.00	\$6.50
18 holes before 2pm	\$15.00	\$16.00
18 holes after 2pm	\$12.00	\$13.00
Push Carts	\$3.00	\$3.00



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

**STAFF RECOMMENDATION**

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

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

See the attached memo and form from IAPD.

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

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

**PREPARED BY:** Daniel Gible, Executive Director.

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**



TO: ALL MEMBER AGENCY DIRECTORS  
 FROM: Peter M. Murphy, President/CEO  
 DATE: October 1, 2013  
 RE: CREDENTIALS CERTIFICATE

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hyatt Regency Hotel, Chicago, Illinois, January 23-25, 2014.

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

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

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

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

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 25, 2014 at 3:30 p.m. in the Grand F Ballroom (*East Tower/Gold Level*), of the Hyatt Regency Hotel, 151 E. Wacker Dr. in Chicago, Illinois.

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

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

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

**CREDENTIALS CERTIFICATE**

This is to certify that at a meeting of the Governing Board of the \_\_\_\_\_  
 \_\_\_\_\_ held at  
 \_\_\_\_\_ (Name of Agency) \_\_\_\_\_  
 \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
 \_\_\_\_\_ (Location) \_\_\_\_\_ (Month/Day/Year) \_\_\_\_\_ (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hyatt Regency Hotel, Chicago, Illinois on **Saturday, January 25, 2014 at 3:30 p.m. in the Grand F Ballroom (East Tower/Gold Level):**

	<u>Name</u>	<u>Title</u>
Delegate:	_____	_____
1st Alternate:	_____	_____
2nd Alternate:	_____	_____
3rd Alternate:	_____	_____

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

Affix Seal:

Signed: \_\_\_\_\_  
 (President of Board)

Attest: \_\_\_\_\_  
 (Board Secretary)

Return this form to:

Illinois Association of Park Districts  
 211 East Monroe Street  
 Springfield, IL 62701-1186