



Sycamore

PARK DISTRICT

Established 1923

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

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

Sycamore Park District

Regular Board Meeting

February 28, 2017

5:00 pm – Note Time Change

Maintenance Building, 435 Airport Road

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

3. Regular Minutes: January 24, 2017
- Executive Session Minutes: January 24, 2017

TO REMAIN CONFIDENTIAL

APPROVAL OF MONTHLY CLAIMS:

8. Claims Paid Since Board Meeting (Roll Call Vote)
15. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

20. Superintendent of Finance Monthly Report
23. Budget Report
37. Superintendent of Golf Operations Monthly Report
40. Superintendent of Parks and Facilities Monthly Report
45. Recreation Report
47. Executive Director Monthly Report

February 28, 2017

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CORRESPONDENCE-

- 49. IAPD – Peter Murphy
- 50. The Sycamore Chamber – RoseMarie Trembl

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS

Sycamore Middle School Interact Club

MONTHLY REPORT—Mark Bushnell, City of Sycamore: Airport Road Trail Project

OLD BUSINESS:

- 51. See Monthly Report
Setting Date for Study Session—Dan
- 74. Executive Summary—Jeanette
- 76. Bond Issue Recommendation—Dan/Ted/Ann
Progress on Trail Engineering and IDOT Grant--Dan
- 90. Modification/Change to Capital Budget Items—Jeff

NEW BUSINESS:

- 92. Review and Update Purchasing Policy—Dan
- 102. DRAFT Budget and Appropriation Ordinance—Jackie
- 114. Ordinance O2-2017: Annexation of Property on Airport Road—Dan
- 121. Ordinance O3-2017: Annexation of Property on Airport Road—Dan
- 128. First Review of Staff Time Task Analysis for Action 2020—Jeff/Lisa

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:

- 11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday January 24, 2017**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, January 24, 2017.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Kroeger, Tucker and Schulz.**
Commissioners Graves and Strack were absent.

The following Sycamore Park District Commissioners are not physically present, but will be participating in the meeting via video and/or audio conferencing: **None**

The following Sycamore Park District Commissioners are not physically present, and will not be participating in the meeting: **Commissioners Graves and Strack.**

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, and Sarah Rex.

Guests at the Board meeting were:

None

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Tucker moved to approve the December 20, 2016 Regular Meeting Minutes. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Motion

Commissioner Tucker moved to approve the December 20, 2016 Executive Session Meeting Minutes but to remain confidential. Commissioner Kroeger seconded the Motion.

Roll Call

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioners Graves and Strack were absent.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
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Claims and Accounts Approval

Motion

Commissioner Kroeger moved to approve and pay the bills in the amount of \$289,790.27.
 Commissioner Tucker seconded the Motion.

Roll Call

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioners Graves and Strack were absent.

Correspondence –

- Kish College Foundation Thank You
- Marine Corps Reserve Toys for Tots Thank You

Public Input – Program Supervisor Rex noted that the Board discussed the list of candidates for our 2016 Park Partners Award at the November board meeting. Tom Doty was chosen as our 2016 Park Partner recipient. Commissioners Schulz and Kroeger presented the award to Tom. Commissioner Schulz noted that Tom had started with us on the original community group that worked on the plan to go forward. He then joined the Park District Professional Services Group and Community Center Group. Commissioner Kroeger noted that Tom has been involved with the Park District for a long time now and has made a lot of donations to the Park along with improvements. He noted we are happy to have him part of the Park District and the community as a whole. Tom accepted the award and noted that the hard work of the Board, Dan and staff that is inspiring. To have the vision that the Park had and taking it to the point that we are looking at plans it is inspiring.

Positive Feedback

- Commissioner Kroeger noted the state conference was this past weekend. Staff was there for the many sessions.
- Director Gible noted he went to many good sessions and one in particular, was on the timing of bonds.
- Supt. of Parks Donahoe noted he went to a conference session on drones and regulations, etc. along with some on creek restorations, budgets and light rebates for our buildings.
- Commissioner Schulz noted the Christmas party was great and thanked staff for their hard work.

Monthly Department Presentation – Director Gible noted that he asked Program Supervisor Rex to work on assessing all of our signs. Program Supervisor Rex noted she is working on our sign policy to address outdoor signs. She also has photographed all our signs in all of our parks. She looked at the City ordinances that already exist to make sure we are following those also. The goals for the policy will include guidelines stating who can post things, content of signs and what staff has permission to approve. Another portion will be the guidelines for the electronic message board. The City has very specific guidelines on this also. She noted we are looking to reduce or condense the number of signs. This process will start guiding our signs on the recreation campus. She noted she did go to a signs session at conference. Director Gible noted this will be a long process and won't be done all at once.

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Sycamore Park District
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Old Business

Update on Recreation Campus – Director Gibble noted he put out the plans for viewing by the Board and staff. The bids will be opened early next week. He hopes to have a summary of the bids before the February 16 Study Session for the Board. The Board will be approving a lot of contracts that night.

Setting Date for Study Session – Nothing at this time. The February 16th study session at 6:00 is already scheduled.

Executive Summary – Office Manager Freeman noted this is the first draft of the Executive Summary and asked the Board and staff to let her know if anything needs to be changed. The final one will be in the February meeting and will include the budget and Action 2020.

Final Review and Approval of Action 2020: Goals, Objectives and Action Statements-
Director Gibble noted the Board has this and unless questions or changes, he recommends approval.

Motion

Commissioner Tucker moved to approve the Action 2020 as presented. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Approve FY2017 Budget – Supt. of Finance Hienbuecher noted she pointed out in her staff recommendation any significant changes and recommends approval.

Motion

Commissioner Tucker moved to approve and adopt the FY2017 Operating Budget.
Commissioner Kroeger seconded the Motion.

Roll Call

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioners Graves and Strack were absent.

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New Business

Recommendation to Authorize Executive Director to Finalize Contract with

Engineers/IDOT: Trail Engineering Phase II – Director Gibble noted there was a 3 person committee consisting of himself, Supt. of Parks Donahoe and Commissioner Kroeger. There were 3 submissions and each scored the submissions independently per the IDOT rating scale. All 3 scored Engineering Resource Associates the highest. He needs the Board to authorize him to negotiate the contract with Engineering Resource Associates using IDOT standard contracts. He needs the Board to authorize him to finalize the contract with Engineering Resource Associates and IDOT for Phase II Engineering.

Motion

Commissioner Kroeger moved to authorize Executive Director Gibble to negotiate the contract with Engineering Resource Associates. Commissioner Tucker seconded the Motion.

Roll Call

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion Carried 3-0. Commissioners Graves and Strack were absent.

Tax Abatement – Supt. of Finance Hienbuecher noted this is an annual ordinance that has to be filed with the County.

Motion

Commissioner Tucker moved to approve Alternate Revenue Bonds Ordinance 01-2017. Commissioner Kroeger seconded the Motion.

Roll Call

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion Carried 3-0. Commissioners Graves and Strack were absent.

Bi-Annual Review of Executive Session Minutes - Director Gibble noted that he recommends releasing none of 2015 but authorize staff to dispose of all closed session audio tapes more than 18 months old for those meeting that Executive Session minutes were approved more than 18 months ago.

Motion

Commissioner Tucker moved to not release any of the 2015 Executive Session minutes at this time, but authorize staff to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago. Commissioner Tucker seconded the Motion.

Roll Call

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion Carried 3-0. Commissioners Graves and Strack were absent.

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Public Input – None

Commissioner Tucker noted that the current director at the Midwest Museum of Natural History is resigning at the end of March, and they are in the middle of doing a search. There are still some financial struggles going on with the Museum and she wanted to remind the Board that we are still owners of the building.

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:47 pm on a motion made by Commissioner Tucker for the reason listed below. The motion was seconded by Commissioner Kroeger.

Roll Call

Vice President Schulz called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioners Graves and Strack were absent.

#5 The purpose 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 6:51 pm. The roll was called with Commissioners Kroeger, Tucker, and Schulz present along with Recording Secretary Jeanette Freeman Director Gibble. Commissioners Graves and Strack were absent.

Motion

The Board adjourned the Executive Session at 6:56 p.m. and reconvened to Regular Session on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Motion

The Board adjourned the Regular Session at 6:56 p.m. on a motion made by Commissioner Kroeger. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

FROM 01/25/2017 TO 02/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
GRAI	GRAINGER								
	9341170513	01 GREASE FITTINGS	202100066403	01/25/17	00001740	57396	02/06/17	61.56	23.64
	9341867456	01 MOWER COTTER PINS,NUTS	101500066403	01/26/17	00001743	57396	02/06/17	61.56	37.92
									37.92
									VENDOR TOTAL: 61.56
ILLAG	ILLINOIS DEPT OF AGRICULTURE								
	2017 PEST LISC-BH	01 PEST CONTROL LISC	101000046207	02/08/17	00000000	57405	02/08/17	15.00	15.00
									15.00
									VENDOR TOTAL: 15.00
INTERS	INTERSTATE BATTERIES ROCKFORD								
	100252988	01 NEW CART BATTERY	101500066402	01/25/17	00001750	57397	02/06/17	432.65	36.95
	400438758	01 GOLF WORK CART BATTERIES	101500066402	01/26/17	00001736	57397	02/06/17	432.65	303.80
	500513987	01 CART BATTERIES	101500066402	01/17/17	00001761	57397	02/06/17	432.65	91.90
									91.90
									VENDOR TOTAL: 432.65
KISH	KISHWAUKEE SPECIAL RECREATION								
	08-183	01 1/2 2017 CONTRIBUTION	221000116855	12/12/16	00000000	57388	02/02/17	41,250.00	41,250.00
									41,250.00
									VENDOR TOTAL: 41,250.00
KUNZ	KUNZ, TROY								
	DADDY DAUGHTER DJ	01 DADDY DAUGHTER DANCE DJ	206095036216	02/06/17	00000000	57398	02/06/17	200.00	200.00
									200.00
									VENDOR TOTAL: 200.00
LE PRINT	LE PRINT EXPRESS								
	23075	01 PLANTING CONCEPT PRINTS	711000036125	02/09/17	00000000	57412	02/10/17	12.44	12.44
									12.44
									VENDOR TOTAL: 12.44
MARS	M.A.R.S., INC.								
	560805			01/27/17		57399	02/06/17	121.00	121.00
									VENDOR TOTAL: 121.00

FROM 01/25/2017 TO 02/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT	
MENA	560805	01 MOWER STARTER REBUILD	202100066403	01/27/17	00001744	57399	02/06/17	121.00	121.00	
		VENDOR TOTAL: 121.00								
		41765	01 BOX TRASH BAGS POOL COVERS	518100076500	01/17/17	00001747	57400	02/06/17	92.86	11.99
MENA	41931	01 BALLWASHER PAINTS	504100076500	01/19/17	00001754	57400	02/06/17	92.86	80.87	
		VENDOR TOTAL: 92.86								
MIDWENY	17-105	01 PHASE II SUBSURFACE INVES	321000003015	02/14/17	00000000	57418	02/15/17	7,665.00	7,665.00	
		VENDOR TOTAL: 7,665.00								
R&R	CS2081978	01 GOLF BALL WASHER PARTS	504100076517	01/04/17	00000000	57377	01/27/17	135.26	135.26	
		VENDOR TOTAL: 135.26								
REIN	1653341-00	01 BALANCE	504100066403	02/08/17	00000000	57406	02/08/17	14.70	14.70	
		VENDOR TOTAL: 14.70								
		1670452-00	01 SEALS, BEARINGS REEL MOWERS	504100066403	01/25/17	00001739	57401	02/06/17	240.70	240.70
SAF	72705778-17800440696	01 USED OIL PICK UP	101500076515	01/26/17	00001749	57402	02/06/17	179.75	179.75	
		VENDOR TOTAL: 179.75								
SJOSTRM	26409	01 POOL ADA WORK	221000076500	01/23/17	00000000	57410	02/09/17	4,960.91	4,960.91	
		VENDOR TOTAL: 4,960.91								

FROM 01/25/2017 TO 02/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000039		TRITT, STEVE							
	26409-BALANCE	01 SLIDE	201000066401	02/09/17	00000000	57411	02/09/17	5,849.50	5,849.50
									5,849.50
									VENDOR TOTAL: 10,810.41
T0000075		SPARRZ, KEVIN							
	REIMB CONF	01 CONF REIMBURSEMENT	101500046211	02/02/17	00000000	57383	02/02/17	81.54	81.54
									81.54
									VENDOR TOTAL: 81.54
T0000170		METCALF, LISA							
	MILEAGE 2-8-17	01 REGULAR MILEAGE REIMB	201000046211	02/08/17	00000000	57407	02/08/17	116.20	116.20
		02 MMS MILEAGE REIMBURSEMENT	201000046207		00000000				59.49
									56.71
									VENDOR TOTAL: 7.00
									7.00
									VENDOR TOTAL: 7.00
T0001304		MAROLA, ALLISON							
	REIMB 1-25-17	01 REIMB-YOUTH PAINT NIGHT PIZZAS	205010426216	01/25/17	00000000	57378	01/27/17	21.75	21.75
									21.75
									VENDOR TOTAL: 21.75
T0001333		HORN, BRENT							
	MMS MILEAGE	01 MMS MILEAGE REIMBURSEMENT	201000046207	02/08/17	00000000	57408	02/08/17	33.17	33.17
									33.17
									VENDOR TOTAL: 33.17
T0001464		KEDZIE, NICOLE							
	REFUND	01 REFUND	205010306218	01/27/17	00000000	57379	01/27/17	156.00	156.00
									156.00
									VENDOR TOTAL: 156.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/25/2017 TO 02/20/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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WARE	3351541-0	WAREHOUSE DIRECT BUSINESS							
	01	MULTIFOLD TOWELS	303000076510	01/26/17	00000000	57416	02/10/17	89.40	89.40
									89.40

WASTE	3521996-2011-8	WASTE MANAGEMENT							
	01	REFUSE REMOVAL - ADM	101000056302	01/26/17	00000000	57417	02/10/17	97.54	97.54
	02	REFUSE REMOVAL -CH	303000056302		00000000				52.41
	03	REFUSE REMOVAL-OLD SHOP-CREDIT	504100056302		00000000				52.41
	04	REFUSE REMOVAL-SC	202100056302		00000000				-33.93
	05	REFUSE REMOVAL-PARKS	101500056302		00000000				35.28
	06	REFUSE REMOVAL-PICNIC CREDIT	101500056302		00000000				35.29
	07	REFUSE REMOVAL-ADM	101000056302		00000000				-48.92
									5.00

VENDOR TOTAL: 97.54
 TOTAL --- ALL INVOICES: 65,853.15

Interim \$65,853.15
New \$159,593.51
total \$225,446.66

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

Board

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INVOICES DUE ON/BEFORE 02/24/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
AT&T2	A T & T		31.92
CINTA	CINTAS CORPORATION #355	160.45	45.98
DYNEGY E	DYNEGY ENERGY SERVICES	3,067.05	165.85
ECO	ECOWATER SYSTEMS, INC.	13.94	74.47
ENGIN	ENGINEERING RESOURCE ASSOC	1,482.50	419.20
FOX1	FOX VALLEY FIRE & SAFETY CO.	165.00	187.00
FRONTIER	FRONTIER	1,066.46	306.06
GROUPL	GROUP PLAN SOLUTIONS		50.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	178.57	92.16
NICOR	NICOR GAS	1,973.40	166.77
PDRMA	PDRMA	52,972.69	4,054.96
SOFT	SOFT WATER CITY	337.05	28.75
SPARKLE	SPARKLE JANITORIAL SERVICE	1,409.00	704.50
STAPLES	STAPLES ADVANTAGE	279.31	24.51
SUNDOG	SUN DOG IT	834.24	430.85
SYC	SYCAMORE CHAMBER OF COMMERCE	145.00	65.00
UNUM	UNUM LIFE INSURANCE	232.77	41.46
VERMONT	VERMONT SYSTEMS INC		3,103.71
	ADMINISTRATION		9,993.15
12	MARKETING		
BANN	BANNER UP SIGNS		20.00
PROVIDEN	PROVIDENT DIRECT		614.00
SPEC	SPECIAL FX		762.00
	MARKETING		1,396.00
15	PARKS		
AIRGAS	AIRGAS USA LLC	23.08	25.48
AT&T2	A T & T		79.88
BURRI	BURRIS EQUIPMENT CO.		334.76
CARQ	CARQUEST AUTO PARTS		1,116.61
CINTA	CINTAS CORPORATION #355	160.45	67.05
CLASSC	CLASS C SOLUTIONS GROUP		60.88
COMMO	COMMONWEALTH EDISON	209.21	189.06
CONS	CONSERV FS	691.84	344.25
DEKA	DEKALB LAWN & EQUIPMENT CO.	442.48	284.96
DEKA2	DEKALB IMPLEMENT CO.,	677.36	61.39
DEKAM	DEKALB MECHANICAL INC	10,426.80	190.61

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/24/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
DYNEGY E	DYNEGY ENERGY SERVICES	3,067.05	535.10
FOX1	FOX VALLEY FIRE & SAFETY CO.	165.00	262.00
GRAI	GRAINGER	349.58	20.10
MENA	MENARDS - SYCAMORE	238.33	92.48
MOORE	MOORE TIRES INC		550.50
MROUT	MR OUTHOUSE		820.00
NAPA	NAPA AUTO PARTS - GENOA		5.20
NICOR	NICOR GAS	1,973.40	631.60
PDRMA	PDRMA	52,972.69	582.47
REIN	REINDERS, INC.	8,223.99	-785.06
SAF	SAFETY-KLEEN CORP.	397.63	179.75
SOFT	SOFT WATER CITY	337.05	151.50
TELV	TELVENT DTN		1,260.00
UNIT	UNITED LABORATORIES		524.67
UNUM	UNUM LIFE INSURANCE	232.77	7.22
	PARKS		7,592.46
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T		31.92
BOCKY	BOCKYN, LLC		600.00
CINTA	CINTAS CORPORATION #355	160.45	27.58
DYNEGY E	DYNEGY ENERGY SERVICES	3,067.05	165.85
ECO	ECOWATER SYSTEMS, INC.	13.94	74.47
FRONTIER	FRONTIER	1,066.46	306.07
GROUPPL	GROUP PLAN SOLUTIONS		50.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	178.57	92.16
NICOR	NICOR GAS	1,973.40	105.85
PDRMA	PDRMA	52,972.69	4,137.86
SPARKLE	SPARKLE JANITORIAL SERVICE	1,409.00	704.50
STAPLES	STAPLES ADVANTAGE	279.31	34.39
SUNDOG	SUN DOG IT	834.24	430.84
SYC	SYCAMORE CHAMBER OF COMMERCE	145.00	65.00
T0001170	METCALF, LISA	466.20	80.47
UNUM	UNUM LIFE INSURANCE	232.77	50.82
VERMONT	VERMONT SYSTEMS INC		16,442.71
	ADMINISTRATION		23,400.49
21	SPORTS COMPLEX MAINTENANCE		

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/24/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
21	SPORTS COMPLEX MAINTENANCE		
BSN	BSN SPORTS	163.99	1,428.29
CARQ	CARQUEST AUTO PARTS		280.18
CINTA3	CINTAS FIRE PROTECTION	565.00	379.99
DEKA	DEKALB LAWN & EQUIPMENT CO.	442.48	292.40
DYNEGY E	DYNEGY ENERGY SERVICES	3,067.05	7.35
MENA	MENARDS - SYCAMORE	238.33	100.32
MOORE	MOORE TIRES INC		550.50
MROUT	MR OUTHOUSE		475.00
PDRMA	PDRMA	52,972.69	5,329.12
REIN	REINDERS, INC.	8,223.99	-1,118.54
UNIT	UNITED LABORATORIES		524.66
UNUM	UNUM LIFE INSURANCE	232.77	74.07
	SPORTS COMPLEX MAINTENANCE		8,323.34
25	MIDWEST MUSEUM OF NATURAL HIST		
CARQ	CARQUEST AUTO PARTS		49.39
CINTA3	CINTAS FIRE PROTECTION	565.00	1,149.99
DEKAM	DEKALB MECHANICAL INC	10,426.80	630.00
	MIDWEST MUSEUM OF NATURAL HIST		1,829.38
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION		2,145.00
	PROGRAMS - YOUTH ATHLETICS		2,145.00
60	PROGRAMS - SPECIAL EVENTS		
T0000024	DOBBERSTEIN, MELISSA		145.50
	PROGRAMS - SPECIAL EVENTS		145.50
SPECIAL RECREATION			
10	ADMINISTRATION		
WILL2	WILLIAMS ARCHITECTS/AQUATICS	4,653.25	1,118.75
	ADMINISTRATION		1,118.75

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/24/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	3,067.05	71.08
NICOR	NICOR GAS	1,973.40	45.37
	CLUBHOUSE CONCESSIONS		116.45
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	3,067.05	46.06
	SPORTS COMPLEX CONCESSIONS		46.06
DEVELOPER CONTRIBUTIONS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	1,482.50	3,134.30
	ADMINISTRATION		3,134.30
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	533.28	1,521.73
	ADMINISTRATION		1,521.73
40	GOLF OPERATIONS		
AT&T2	A T & T		7.66
DYNEGY E	DYNEGY ENERGY SERVICES	3,067.05	668.08
FRONTIER	FRONTIER	1,066.46	86.50
HARRG	HARRIS GOLF CARS SALES & SERVI		76.05
NICOR	NICOR GAS	1,973.40	45.37
NIV	NIVEL PARTS & MANUFACTURING		1,841.36
PDRMA	PDRMA	52,972.69	1,968.28
SOFT	SOFT WATER CITY	337.05	22.00
TELV	TELVENT DTN		1,260.00
UNUM	UNUM LIFE INSURANCE	232.77	18.50
	GOLF OPERATIONS		5,993.80

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 5 19

INVOICES DUE ON/BEFORE 02/24/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
41	GOLF MAINTENANCE		
BURRI	BURRIS EQUIPMENT CO.		631.53
CARQ	CARQUEST AUTO PARTS		430.33
CINTA	CINTAS CORPORATION #355	160.45	66.98
DEKA	DEKALB LAWN & EQUIPMENT CO.	442.48	239.24
DEKA2	DEKALB IMPLEMENT CO.,	677.36	30.72
DYNEGY E	DYNEGY ENERGY SERVICES	3,067.05	545.05
GRAI	GRAINGER	349.58	146.09
MENA	MENARDS - SYCAMORE	238.33	19.72
MROUT	MR OUTHOUSE		165.00
NICOR	NICOR GAS	1,973.40	739.86
PDRMA	PDRMA	52,972.69	3,639.24
REIN	REINDERS, INC.	8,223.99	-1,039.29
UNUM	UNUM LIFE INSURANCE	232.77	-40.70
	GOLF MAINTENANCE		5,655.17
SWIMMING POOL			
81	POOL MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	3,067.05	399.82
HALO	HALOGEN SUPPLY COMPANY, INC.		2,150.37
NICOR	NICOR GAS	1,973.40	392.82
	POOL MAINTENANCE		2,943.01
CAPITAL PROJECTS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	1,482.50	4,982.50
REIN	REINDERS, INC.	8,223.99	9,985.00
VERMONT	VERMONT SYSTEMS INC		22,620.00
	ADMINISTRATION		37,587.50
ACTION 2020			
10	ADMINISTRATION		
FARNS	FARNSWORTH GROUP INC	163,034.59	38,601.42
RINGLAND	RINGLAND-JOHNSON, INC		8,050.00
	ADMINISTRATION		46,651.42
	TOTAL ALL DEPARTMENTS		159,593.51

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: February 28, 2017

Administrative Initiatives (2/1/17 – 2/28/17)

- Attended Superintendent and Board meetings.
- Attended Safety Committee meeting.
- Update accounting software with 2017 FY Operating Budget.
- Continued to work on documentation required for annual audit. Auditors out for final fieldwork
- Prepared initial draft of Budget & Appropriation Ordinance.
- Continued training on new recreation software, Rectrac.
- Provided list to county for the purpose of filing Economic Interest Statements.
- Continued communication with PDRMA on workers comp claims.
- Meet with PDRMA regarding 2017 Loss Control Review.
- Set up escrow for property transaction.
- Met with Dan Gible, Ted Strack, Ann Tucker and Dave Phillips (Speer Financial) to discuss bonding scenarios.
- Continued to review cash flow and opportunities to transfer funds in order to increase earnings.
- Facilitated and participated in PDRMA annual biometric screening.

- Reviewed initial quote for natural gas renewal.
- Participated in Ground Breaking activities.
- Provided data to PFM in order to obtain projection of interest earnings.
- Reviewed and updated purchasing policy.
- Researched further details regarding travel related expenses.
- Contacted county to obtain a list of addresses that are within the park district. These will be loaded into the new recreation software so that when a patron registers the resident status will be automatically detected.
- Worked with staff to restructure concessions POS screens to increase efficiency when
- Attended Pumpkin Festival Committee meeting.
- Catering/special events/room rentals: 1 rental, SYB & SGS registration

Administrative Initiatives (3/1/17 – 3/31/17)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Allocate 2017 FY Operating Budget month by month. Enter into accounting software and set up cash flow spreadsheet.
- Continue to work on documentation required for annual audit.
Complete final fieldwork
- Finalize Budget & Appropriation Ordinance and file with County.

- Review credit card processing options and select one that will work with Rectrac.
- Perform further research on writing phone system RFP.
- Participate in third and final week of training on new recreation software, Rectrac.
- Staff to contact state for review of records for possible disposal.
- Obtain quotes and finalize natural gas contract.
- Review Leaf a Legacy donations and prepare transfer to DCCF.
- Maintain communication with PDRMA regarding workers comp claims.
- Complete PCI compliance requirements for credit card procession.
- Continue to review cash flow and opportunities to transfer funds to PFM/IPDLAF to increase earnings.
- Review purchasing card programs for possible implementation.
- Look into purchasing Finpoint software to allow staff to print accounting information to screen.
- Look into ATM options for clubhouse.
- Evaluate alternatives for automating sales on the beverage cart.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Catering/special events/room rentals: 1 class, Pro Shop Sale, KSRA event

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2017

Corporate Fund (10)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	<u>Variance</u>
Revenues				
Administration	7,320.13	1,307,454.00	6,634.08	10.3% (1)
Marketing		-		
Parks	-	11,389.00	-	#DIV/0!
	<u>7,320.13</u>	<u>1,318,843.00</u>	<u>6,634.08</u>	<u>10.3%</u>
Total Revenues	7,320.13	1,318,843.00	6,634.08	10.3%
Expenses				
Administration	26,068.72	1,032,950.00	465,898.56	-94.4% (2)
Marketing	995.00	45,575.00	3,592.00	-72.3% (3)
Parks	10,580.28	250,225.00	8,427.88	25.5% (4)
	<u>37,644.00</u>	<u>1,328,750.00</u>	<u>477,918.44</u>	<u>-92.1%</u>
Total Expenses	37,644.00	1,328,750.00	477,918.44	-92.1%
Total Fund Revenues	7,320.13	1,318,843.00	6,634.08	10.3%
Total Fund Expenses	37,644.00	1,328,750.00	477,918.44	-92.1%
Surplus (Deficit)	(30,323.87)	(9,907.00)	(471,284.36)	-93.6%

(1) 2017 Replacement taxes greater than 2016, 13% \$815

(2) 2016 included a transfer of \$444,000 to Action 2020 Fund. Excluding this, 2017 was over budget 19.0% \$4,170 primarily due to wages and related expenses 30.4% \$4,736.

(3) timing of advertising expenses

(4) Pt wages and taxes are slightly higher in 2017 54.9% \$884. Balance should be timing of maint exp

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2017

Recreation Fund (20)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	882,081.00	4.50	-100.0%
Sports Complex	-	44,995.00	-	#DIV/0!
Sports Complex Maintenance	-	39,216.00	-	#DIV/0!
Midwest Museum of Natural Hist	-	2,476.00	631.45	-100.0%
Programs-Youth	3,600.28	16,767.00	3,964.00	-9.2% (1)
Programs-Teens	-	1,320.00	-	#DIV/0! (1)
Programs-Adult	681.00	5,336.00	1,091.00	-37.6% (1)
Programs-Family	-	-	670.00	-100.0% (1)
Programs-Leagues	-	5,181.00	-	#DIV/0! (1)
Programs-Youth Athletics	3,245.00	24,425.00	1,610.00	101.6% (1)
Programs-Fitness	2,581.00	9,341.00	2,193.00	17.7% (1)
Programs-Preschool	120.00	-	545.00	-78.0% (1)
Programs-Senior	-	-	-	#DIV/0! (1)
Programs-Dance	602.00	1,408.00	830.00	-27.5% (1)
Programs-Special Events	1,334.00	3,623.00	808.00	65.1% (1)
Programs-Concerts	500.00	8,000.00	500.00	0.0%
Programs-Trips	-	-	-	#DIV/0! (1)
Brochure	4,650.00	8,850.00	200.00	2225.0% (2)
Weight Room	-	-	-	#DIV/0!
Community Center	-	-	-	#DIV/0!
	<hr/>		<hr/>	
Total Revenues	17,313.28	1,053,019.00	13,046.95	32.7%

(1) Revenue from programs increased 3.9%, \$452 compared to 2016.

(2) timing

Donations (21)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues				
Administration	3,050.00	200,000.00	1,054.66	189.2%
Total Revenues	3,050.00	200,000.00	1,054.66	189.2%
Expenses				
Administration	-	300,000.00	-	#DIV/0!
Total Expenses	-	300,000.00	-	#DIV/0!
Total Fund Revenues	3,050.00	200,000.00	1,054.66	189.2%
Total Fund Expenses	-	300,000.00	-	#DIV/0!
Surplus (Deficit)	3,050.00	(100,000.00)	1,054.66	189.2%

Special Recreation (22)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues				
Administration	-	166,000.00	1.96	-100.0%
Total Revenues	-	166,000.00	1.96	-100.0%
Expenses				
Administration	-	263,350.00	38,479.50	-100.0% (1)
Total Expenses	-	263,350.00	38,479.50	-100.0%
Total Fund Revenues	-	166,000.00	1.96	-100.0%
Total Fund Expenses	-	263,350.00	38,479.50	-100.0%
Surplus (Deficit)	-	(97,350.00)	(38,477.54)	-100.0%

(1) Timing

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2017

Insurance (23)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	69,000.00	0.24	-100.0%
Total Revenues	-	69,000.00	0.24	-100.0%
Expenses				
Administration	-	68,670.00	-	#DIV/0! (1)
Total Expenses	-	68,670.00	-	#DIV/0!
Total Fund Revenues	-	69,000.00	0.24	-100.0%
Total Fund Expenses	-	68,670.00	-	#DIV/0!
Surplus (Deficit)	-	330.00	0.24	-100.0%

(1) Workers comp carrier changed to PDRMA which resulted in a different timing for payments.

Audit (24)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	14,500.00	0.34	-100.0%
Total Revenues	-	14,500.00	0.34	-100.0%
Expenses				
Administration	-	14,200.00	-	#DIV/0!
Total Expenses	-	14,200.00	-	#DIV/0!
Total Fund Revenues	-	14,500.00	0.34	-100.0%
Total Fund Expenses	-	14,200.00	-	#DIV/0!
Surplus (Deficit)	-	300.00	0.34	-100.0%

Paving & Lighting (25)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues				
Administration	-	100.00	0.57	-100.0%
	<hr/>			
Total Revenues	-	100.00	0.57	-100.0%
Expenses				
Administration	-	-	-	#DIV/0!
	<hr/>			
Total Expenses	-	-	-	#DIV/0!
Total Fund Revenues	-	100.00	0.57	
Total Fund Expenses	-	-	-	
Surplus (Deficit)	-	100.00	0.57	

Park Police (26)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues				
Administration	-	1,000.00	0.21	-100.0%
	<hr/>			
Total Revenues	-	1,000.00	0.21	-100.0%
Expenses				
Administration	-	1,000.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	1,000.00	-	#DIV/0!
Total Fund Revenues	-	1,000.00	0.21	-100.0%
Total Fund Expenses	-	1,000.00	-	
Surplus (Deficit)	-	-	0.21	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2017

IMRF (27)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues				
Administration	-	83,000.00	-	#DIV/0!
	<hr/>			
Total Revenues	-	83,000.00	-	#DIV/0!
Expenses				
Administration	-	88,000.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	88,000.00	-	#DIV/0!
Total Fund Revenues	-	83,000.00	-	#DIV/0!
Total Fund Expenses	-	88,000.00	-	#DIV/0!
Surplus (Deficit)	-	(5,000.00)	-	

Social Security (28)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues				
Administration	-	83,000.00	-	#DIV/0!
	<hr/>			
Total Revenues	-	83,000.00	-	#DIV/0!
Expenses				
Administration	-	87,000.00	-	#DIV/0!
	<hr/>			
Total Expenses	-	87,000.00	-	#DIV/0!
Total Fund Revenues	-	83,000.00	-	#DIV/0!
Total Fund Expenses	-	87,000.00	-	#DIV/0!
Surplus (Deficit)	-	(4,000.00)	-	

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2017

Concessions (30)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD</u> <u>Actual</u>	
Revenues				
Clubhouse Concessions	-	78,065.00	2.76	-100.0%
Beverage Cart	-	14,287.00	-	#DIV/0!
Sports Complex Concessions	-	34,652.00	-	#DIV/0!
Pool Concessions	-	8,021.00	-	#DIV/0!
Catering	200.00	21,365.00	727.50	-72.5%
	<hr/>	<hr/>	<hr/>	
Total Revenues	200.00	156,390.00	730.26	-72.6%
Expenses				
Clubhouse Concessions	117.44	89,715.00	1,477.76	-92.1%
Beverage Cart	-	9,862.00	-	#DIV/0!
Sports Complex Concessions	-	25,962.00	-	#DIV/0!
Pool Concessions	-	7,131.00	-	#DIV/0!
Catering	44.33	8,840.00	39.98	10.9%
	<hr/>	<hr/>	<hr/>	
Total Expenses	161.77	141,510.00	1,517.74	-89.3%
Total Fund Revenues	200.00	156,390.00	730.26	-72.6%
Total Fund Expenses	161.77	141,510.00	1,517.74	-89.3%
Surplus (Deficit)	38.23	14,880.00	(787.48)	-104.9%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2017

Developer Contributions (32)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues				
Administration	-	40,000.00	4.00	-100.0%
Total Revenues	-	40,000.00	4.00	-100.0%
Expenses				
Administration	-	100,000.00	-	#DIV/0!
Total Expenses	-	100,000.00	-	#DIV/0!
Total Fund Revenues	-	40,000.00	4.00	-100.0%
Total Fund Expenses	-	100,000.00	-	#DIV/0!
Surplus (Deficit)	-	(60,000.00)	4.00	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2017

Golf Course (50)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues				
Golf Operations	26,988.49	505,117.00	29,844.76	-9.6%
Golf Maintenance	-	24,748.00	-	#DIV/0!
Total Revenues	26,988.49	529,865.00	29,844.76	-9.6%
Expenses				
Golf Operations	6,945.82	228,848.00	8,113.68	-14.4% (1)
Golf Maintenance	10,290.88	300,994.00	12,565.77	-18.1%
Total Expenses	17,236.70	529,842.00	20,679.45	-16.6%
Total Fund Revenues	26,988.49	529,865.00	29,844.76	-9.6%
Total Fund Expenses	17,236.70	529,842.00	20,679.45	-16.6%
Surplus (Deficit)	9,751.79	23.00	9,165.31	6.4%

(1) In 2017 moved 20% of Supt of Golf Operations to Corporate

(2) In 2017 Golf Maintenance FT is less due to an employee on workers comp.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2017

Debt Service (60)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues				
Administration	-	594,000.00	0.69	-100.0%
Total Revenues	-	594,000.00	0.69	-100.0%
Expenses				
Administration	-	591,443.00	-	#DIV/0!
Total Expenses	-	591,443.00	-	#DIV/0!
Total Fund Revenues	-	594,000.00	0.69	-100.0%
Total Fund Expenses	-	591,443.00	-	#DIV/0!
Surplus (Deficit)	-	2,557.00	0.69	-100.0%

Capital Projects (70)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues				
Administration	-	490,000.00	38,043.03	-100.0%
Total Revenues	-	490,000.00	38,043.03	-100.0%
Expenses				
Administration	-	641,775.00	-	#DIV/0!
Total Expenses	-	641,775.00	-	#DIV/0!
Total Fund Revenues	-	490,000.00	38,043.03	-100.0%
Total Fund Expenses	-	641,775.00	-	#DIV/0!
Surplus (Deficit)	-	(151,775.00)	38,043.03	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2017

Action 2020 (71)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues				
Administration	-	6,462,500.00	444,000.00	-100.0%
	<hr/>			
Total Revenues	-	6,462,500.00	444,000.00	-100.0%
Expenses				
Administration	500.00	4,840,000.00	-	#DIV/0!
	<hr/>			
Total Expenses	500.00	4,840,000.00	-	#DIV/0!
Total Fund Revenues	-	6,462,500.00	444,000.00	-100.0%
Total Fund Expenses	500.00	4,840,000.00	-	#DIV/0!
Surplus (Deficit)	(500.00)	1,622,500.00	444,000.00	-100.1%
Total Fund Revenues	54,871.90	11,351,300.00	533,361.75	
Total Fund Expenses	107,334.28	10,149,773.00	586,092.51	
Surplus (Deficit)	(52,462.38)	1,201,527.00	(52,730.76)	

Sycamore Park District
Fund Balances

	unaudited 1/1/2017	Revenues	Expenses	Unaudited 1/31/2017	1/31/2017 Cash balance
10 Corporate	189,725.40	7,320.13	37,644.00	159,401.53	143,357.63
20 Recreation	282,438.12	17,313.28	51,791.81	247,959.59	234,096.83
21 Donations	155,189.20	3,050.00	-	158,239.20	158,239.20
22 Special Recreation	162,481.85	-	-	162,481.85	162,481.85
23 Insurance	18,879.70	-	-	18,879.70	18,879.70
24 Audit	13,300.51	-	-	13,300.51	13,300.51
25 Paving & Lighting	21,957.37	-	-	21,957.37	21,957.37
26 Park Police	3,107.62	-	-	3,107.62	3,107.62
27 IMRF	4,694.29	-	-	4,694.29	4,694.29
28 Social Security	4,073.02	-	-	4,073.02	4,073.02
30 Concessions	50,625.05	200.00	161.77	50,663.28	47,577.49
32 Developer Contributions	118,558.09	-	-	118,558.09	118,558.09
60 Debt Service	36,301.63	-	-	36,301.63	36,301.63
70 Capital Projects	573,414.19	-	-	573,414.19	573,414.19
71 Action 2020	511,517.49	-	500.00	511,017.49	511,017.49
Total governmental fund balance	2,146,263.53	27,883.41	90,097.58	2,084,049.36	2,051,056.91
50 Golf Course	130,055.45	26,988.49	17,236.70	139,807.24	
Net Assets	<u>(228,350.52)</u>			<u>(228,350.52)</u>	
	(98,295.07)			(88,543.28)	(81,982.62)
51 Swimming Pool	237,366.01	-	-	237,366.01	
Net Assets	<u>(262,870.72)</u>			<u>(262,870.72)</u>	
	(25,504.71)			(25,504.71)	(25,849.71)
Total proprietary funds	367,421.46	26,988.49	17,236.70	377,173.25	
Net assets	(491,221.24)			(491,221.24)	
Proprietary funds minus net assets	(123,799.78)			(114,047.99)	
	2,022,463.75			1,970,001.37	1,943,224.58

Summary of depository accounts as of **2/21/2017**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,669.35	0.10	1.33
First Midwest Bank	116,535.77	0.13	49.64
Resource Bank	462,190.02	0.44	216.78
IPDLAF	1,251,508.22	0.62	614.32
**DCCF - Action 2020	286,921.19		
*DeKalb Co. Community Foundation	<u>15,514.75</u>		862.46 2016
	2,148,339.30		

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 12/31/16.

** As of 12/31/16 per DCCF.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: February 28, 2017

Administrative Initiatives (2/1/17 – 2/28/17)

- Attended weekly Department Head meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Developed February Golf Insight newsletter, promoting Swing into Spring Sale.
- Met with Critical Success factor groups as directed.
- Completed part-time staffing schedule for spring of 2017.
- Contacted all third-party affiliates and finish plans for the 2017 season with the affiliates and also social media promotions with Coursetrends using Facebook and Twitter.
- Finished development of eblasts for leagues, outings and special events for the 2017 season including the Swing into Spring Sale.
- Completed schedule for 2017 outings and leagues.
- Finished touching up pro shop walls and cleaned displays for the 2017 season
- Completed maintenance on all push carts.
- Finalized all spring merchandise orders in preparation of the Swing into Spring Sale.

- Began spring golf promotion schedule with Sarah Rex with use of different marketing techniques including, eblasts, radio, website and Facebook promotions.
- Attended Board of Commissioners Study Session.
- Attended groundbreaking ceremony for new campus site.
- Made final preparations for Swing into Spring Sale.
- Contacted Ezlinks to set up tee sheet templates for 2017.
- Received 15, 2010 Yamaha Golf Carts and traded in 15 of our oldest EZGO Carts.

Administrative Initiatives (3/1/17 – 3/31/17)

- Attend weekly Department Head meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Develop March Golf Insight newsletter, promoting Swing into Spring Sale.
- Meet with Critical Success factor groups as directed.
- Attend PDRMA “Supervisors Role in Managing Risks In Parks and Recreation” Seminar.
- Hold Swing into Spring Sale, Friday, March 3 through Sunday, March 5th.
- Open golf course for the 2017 golf season.
- Contact all third-party affiliates with information concerning the opening of the golf course for the 2017 season.
- Finalize league rosters for 2017 and develop the weekly pairing schedule
- Continue to promote outings to fill in gaps in the tournament schedule.

- Develop Friday night “Nine and Wine” promotion with food and beverage department.
- Finalize preparations for use of carts on the course.
- Finalize monthly pro shop merchandise promotion schedule with Sarah Rex.
- Continue to promote Season Pass sales through March and April.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: February 28, 2017

Administrative Initiatives (2/1/17-2/28/17)

Golf

- We have not had any snow since December 17th. We are also experiencing unusually warm weather this week. As in the past during mid-winter temperature surges, we did not open the course as the turf is still dormant and off color which means it cannot grow and recover from foot and wheel traffic, divots, or ball marks. The temperatures will be going down to more normal levels over the weekend and long term forecast is for more 30s or low 40s as highs.
- Staff continues to perform winter preventive maintenance on all machinery, equipment, and sharpen/rebuild all mower reels. Golf carts are now also being worked on with fluids and filters changed along with several preventive maintenance functions performed.
- I have been meeting with several golf and sports turf product reps to obtain product information and pricing for the 2017 season. I have been working with Steve Tritt on the pesticide application schedules and product ordering for the season.
- The Kuhn Irrigation Design Company that originally submitted an RFQ for the new system has decided to drop out of the selection process. They cited being too busy during the next few years, and not able to supply an in-state licensed engineer for the project. We did hear back from a company out of Iowa that originally was too busy but is now interested in our project. The

committee will meet with them soon and possibly open the RFQ process back up if more candidates are needed to consider.

Sports

- Baseball and softball leagues hosted sign-up days at the clubhouse.
- Lisa and I have already been talking with user groups for this seasons field requests and events as groups have starting asking for field reservations.
- Staff is working on all winter preventive maintenance on field rakes, mowers, trimmers, and golf carts. Waste baskets are being painted, pitch back screens repaired.
- I have begun to analyze quantity and costs of products needed to place early bird savings ordering of amenities for next month.
- Expect old Liners bleachers to be removed this week or next from field 1 by Sipes and Sons.

Parks

- I attended staff, board, study session, and Action 20/20 related committee and architect meetings.
- Attended staff planning meetings for Action 20/20 projects.
- Attended pool ADA architect meetings.
- Pool ADA and renovation work began on January 17th. We are working with Williams architects and Sjostrom Construction daily as the project

proceeds. The project is going well as the warm weather has allowed some work with poured concrete to be completed ahead of schedule in the showers and other areas. A few bathroom sink pipes have been moved and a loose seam on the roof will soon be repaired which was discovered during the demolition process.

- Reviewed campus project plans and supplied input for corrections with other staff. Participated in Vortex splash pad group phone conference with landscape architects and construction managers.
- Began 2017 PDRMA audit process and held kick off meeting in early February with our rep. Attended PDRMA employee PATH webinar for staff wellness program. Attended lockout/tagout safety seminar on the 22nd. Continue to perform inspections, documentation of facilities. Working on more
- Began collecting formal quotes and making purchases for projects and equipment which has been approved on the Capital Budget for 2017.
- Worked with all full-time staff on future staffing plans for new facilities that will be developed the next few years as part of Action 20/20.
- Talked with other Park District community center managers to discuss their operations and staffing systems.
- Attended field trip with rec staff to discuss facility operations and fitness room layouts and maintenance practices.
- Attended controlled burn of Old Mill Pond bank with Park staff and Encap Inc.
- Scheduled completed inspections of all building and museum fire system inspections.

Administrative Initiatives (3/1/17-3/31/17)

- Attend staff, board, and study session meetings along with Action 20/20 planning and construction meetings.
- Attend pool ADA meetings and aid contractor as work continues. Will be ordering paint for our staff to clean, paint main pool in early May.
- Work with committee to interview and obtain professional services for irrigation system replacement.
- Staff will continue equipment repair and preventive maintenance work on all equipment and carts. Staff will get outside with good weather to continue the winter clean up and perform any needed repairs.
- The golf course will open with consistent warmer weather, turf green-up, and firm enough surface to support traffic. This is typically the third week to the end of March.
- Will take State of Illinois spray license applicator renewal exam and study for pool operators exam in April.
- Will continue quote collection and ordering of Capital Budget purchases and projects.
- Plan PDRMA safety compliance standards process for confined space, respirators, and schedule other OSHA related inspections and trainings for the year.
- Will continue to speak to other districts with sled hills, dog parks, splash pads, and community centers to aid in planning process for our facilities.
- Continue to work with other staff and Director on staffing plans for the new facilities.

- Work on energy audit for the district.
- Work with Lisa and all ballfield user groups as they schedule and reserve fields and tournaments.
- Work with AYSO as they prepare for April soccer. Set field layouts and schedules for prep with league leaders.
- Contact seasonal staff from last year and begin to talk to new applicants about this year's worker needs.

To: Board of Commissioners
From: Lisa Metcalf & Sarah Elm Rex
Subject: Monthly Report
Date: February 28, 2017

Administrative Initiatives (2/1/17 – 2/28/17)

- Attended monthly Board meeting. – Lisa
- Attended weekly Department Head meetings as scheduled.
- Attended Board Study Session.
- Continued to attend NRPA Maintenance Management School in West Virginia. – Lisa
- Held Feb 2017 Green Drinks. 31 people attended to see presenters: Dean Johnson from DeKalb County Soil and Water Conservation District and Anita Zurbrugg from the DeKalb County Community Foundation. – Sarah
- Attended PDRMA Lost Control Review meeting. – Lisa
- Coordinated and attended Daddy-Daughter Dance on February 12, located at St. Mary's Memorial Hall. 199 people attended (114 Daughters/85 Fathers) – Lisa
- Attended Vermont Systems 2nd training week, February 13-17.
- Coordinated the Women's Wednesday Night Double Elimination Volleyball Tournament. – Lisa
- Met with Courtney from the OSCAR program to plan for the summer. – Lisa
- Met with Derek Stenberg to secure his position of Pool Manager again for this summer and went over all responsibilities. – Lisa

- Worked on developing programs for the summer brochure.
- Went on Fitness Center Site Visits to help determine what we want in our new Fitness Center.
- Helped Kirk and Melissa develop a proposal for the Kishwaukee College Foundation's annual golf outing's RFQ. – Sarah
- Attended an on-site health screening for PDRMA's PATH program.
- Coordinated and attended the recreation campus groundbreaking ceremony.

Administrative Initiatives (3/1/17 – 3/31/17)

- Will attend monthly Board meeting. – Sarah
- Will attend weekly Department Head meetings as scheduled.
- Wednesday's Women's Volleyball League will end their season. – Lisa
- Will have an introductory meeting with the new Director of the Midwest Museum of Natural History.
- Will coordinate the start of 2nd sessions for spring programs. – Lisa
- Will attend Vermont Systems 3rd training trip.
- Will secure sponsorships for the Summer Concert Series and Movies in the Park. – Sarah
- The Summer Brochure will be finalized and sent to the printer.
- Will host Green Drinks at Blumen Gardens. – Sarah
- Will attend the Community Expo at Sycamore High School. – Sarah

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: February 28, 2017

Administrative Initiatives (2/1/17 – 2/28/17)

- 57
- 945,000
- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
- Continued work on CAMPUS project development:
 - Community Center
 - Dog Park
 - Sled Hill
 - Splashpad
- Continued contacting potential donors for Leaf a Legacy.
- Directed the staff planning sessions for Time Task Analysis and Development of Staff Structure for ACTION 2020.
- Continued supervision of Outdoor Pool construction.
- Held further meetings with NIU, Edwards, Sycamore Integrated Health, and KISH/NW Medicine about joint ventures.
- Held meetings with IDOT in Ottawa to start up final phases of Trail Engineering and preparation for construction.

- Finalized GATA documentation and IDOT Contracts for Engineering and Construction on Trail Project.
- Finalized Route 64 Lighted Sign bid documents and put out to bid.
- Began review of PT Personnel Policy.
- Completed Recreation Campus bid process. Held Special Meeting on February 16, 2017 to approve bids.
- Met with Developer of Property Adjacent to Old Mill Park.

Administrative Initiatives (3/1/17 – 3/31/17)

- Coordinate the long-range planning process for management of the new facilities that will be developed as part of ACTION 2020.
- Meet with Construction Manager.
- Finalize Part-Time Personnel Policy notes before sending to Counsel for review.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - Pumpkin Festival
- Work on Fundraising and Leaf a Legacy.
- Coordinate meetings with staff, Construction Manager, Citizen Committees, and Farnsworth Group.
- Supervise ADA Pool Work.
- Restart selection process for Golf Course Irrigation Professional Services.
- DID NOT get my head shaved.



February 6, 2017

Dear IAPD Member Agency:

Thank you for renewing your IAPD membership! In doing so, you join more than 360 park and recreation agencies across the state who are committed to excellence and improving the quality of life in Illinois.

As part of your agency's membership, please find enclosed the following items:

- A **2017 membership plaque** and three **membership decals** to display at your agency.
- **2017 membership cards** for your board and the executive director. Please contact Alan Howard at ahoward@ilparks.org for any corrections or additional cards.
- Five copies of the **2017 IAPD Calendar of Events**—please visit ILparks.org throughout the year for the most up-to-date information on IAPD's exciting events and content rich educational opportunities.

On behalf of the staff and Board of Trustees, we appreciate your agency's membership in the Illinois Association of Park Districts. We look forward to working with you and your agency as a key part of a strong, unified voice in support of parks, recreation and conservation.

My best personal regards,

A handwritten signature in black ink, appearing to read "Peter M. Murphy".

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

Enclosures



January 31, 2017

Dan Gible
Sycamore Park District
940 E. State St.
Sycamore, IL 60178

Dear Dan,

We look forward to collaborating with your business in 2017!

Thank you for your investment in our community and your confidence in the Sycamore Chamber of Commerce. We are your partner for marketing, workforce development, networking, advocacy, and professional development.

Your membership helps sustain the colorful composition of our business community. We will continue creating opportunities that will help all of us succeed, strengthen our city and grow our local economy.

Together we will continue to combine our expertise, energy, vision, and leadership, to shape today's business environment to influence our future.

We applaud your diligence and commitment to being a part of this vibrant group of business people who, through active engagement, strive to create economic vitality for our entire community.

If I can ever be of assistance, please feel free to contact me personally at (815) 895-3456.

Sincerely,

RoseMarie M. Tremblay
Executive Director

We are business leaders empowering people to follow their dreams for over 100 years.

Sycamore Chamber of Commerce

407 West State Street, Suite 10 Sycamore, IL 60178 Phone 815-895-3456 Fax 815-895-0125 www.sycamorechamber.com

PLAT OF SURVEY

Sycamore park District Subdivision Found Iron Pipe

LOT 2 (Recorded May 29, 1975 as Document 386359 in Book Q of Plats, Page 79) LOT 3

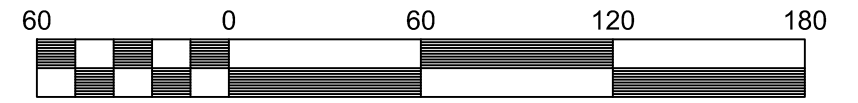
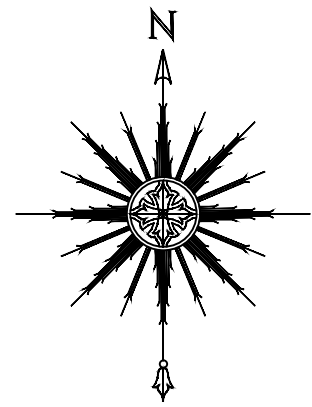
250.28' Rec.

179.22' Rec.

313.34' Meas.

Found Iron Pipe

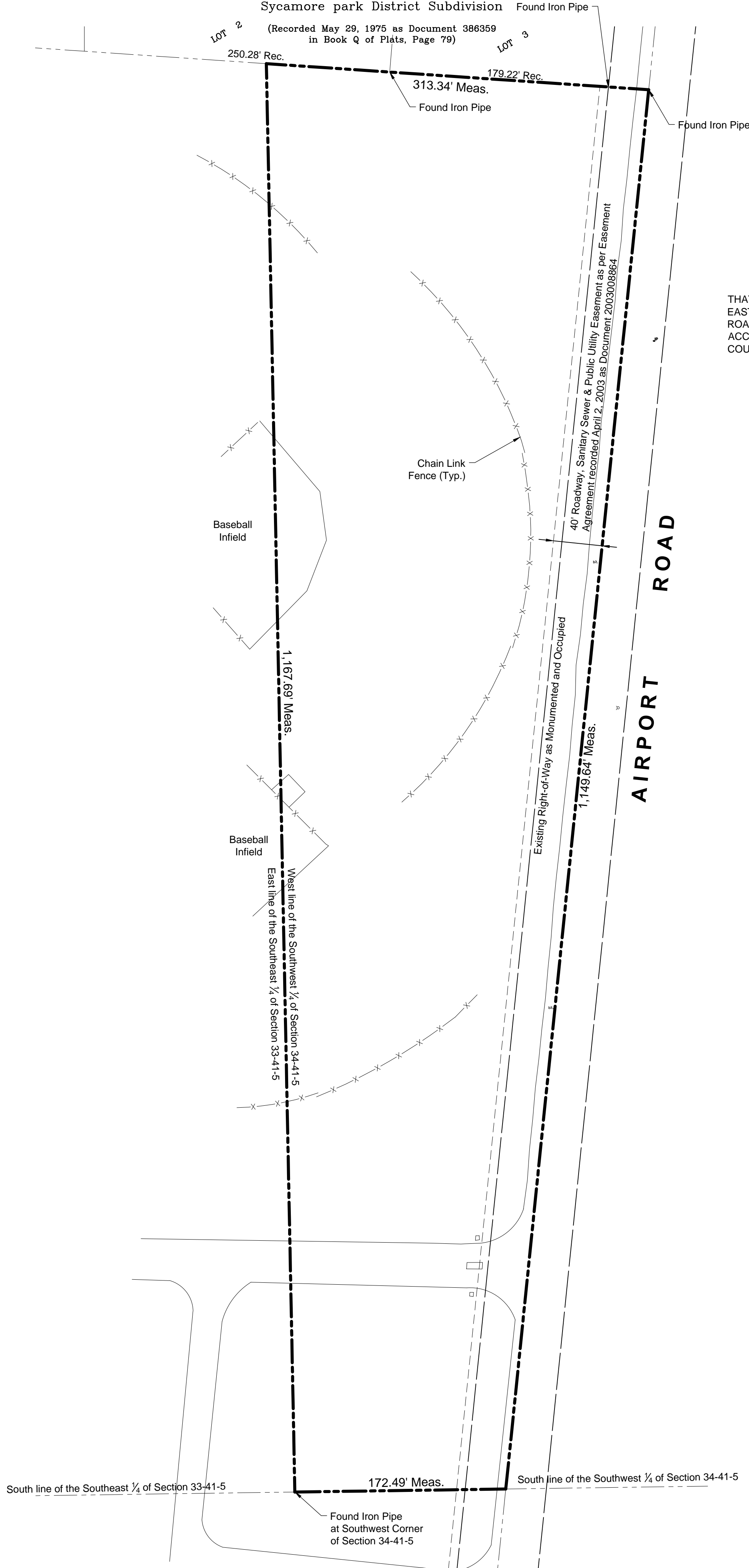
Found Iron Pipe



Scale 1" = 60'

LEGAL DESCRIPTION

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 34, TOWNSHIP 41 NORTH, RANGE 5, EAST OF THE THIRD PRINCIPAL MERIDIAN LYING WEST OF THE CENTERLINE OF AIRPORT ROAD AND SOUTH OF THE SOUTH LINE OF SYCAMORE PARK DISTRICT SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK Q OF PLATS, PAGE 79, IN DEKALB COUNTY, ILLINOIS.



STATE OF ILLINOIS)
COUNTY OF MCHENRY)

I HEREBY CERTIFY THAT WE HAVE SURVEYED THE ABOVE REFERENCED PROPERTY AND THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY AND CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF.

BAXTER & WOODMAN CONSULTING ENGINEERS.

DATE: January 30, 2017 BY: ANTHONY BIANCHIN, P.L.S., P.E.
PROFESSIONAL LAND SURVEYOR
ILLINOIS NO. 035-003603

MY PROFESSIONAL LICENSE RENEWAL DATE IS 11/30/2018



LICENSE EXPIRES 11-30-2018

PLAT OF SURVEY

BAXTER & WOODMAN
Consulting Engineers

8678 RIDGEFIELD ROAD • CRYSTAL LAKE, IL 60012
PHONE: 815-459-1260 • FAX: 815-455-0450

DRAWN BY: AEB		DATE	REVISIONS
CHECKED BY: AEB			
S-T-R : 34-41-5	SCALE: 1" = 60'	JOB NO: 160998	
CLIENT: City of Sycamore			

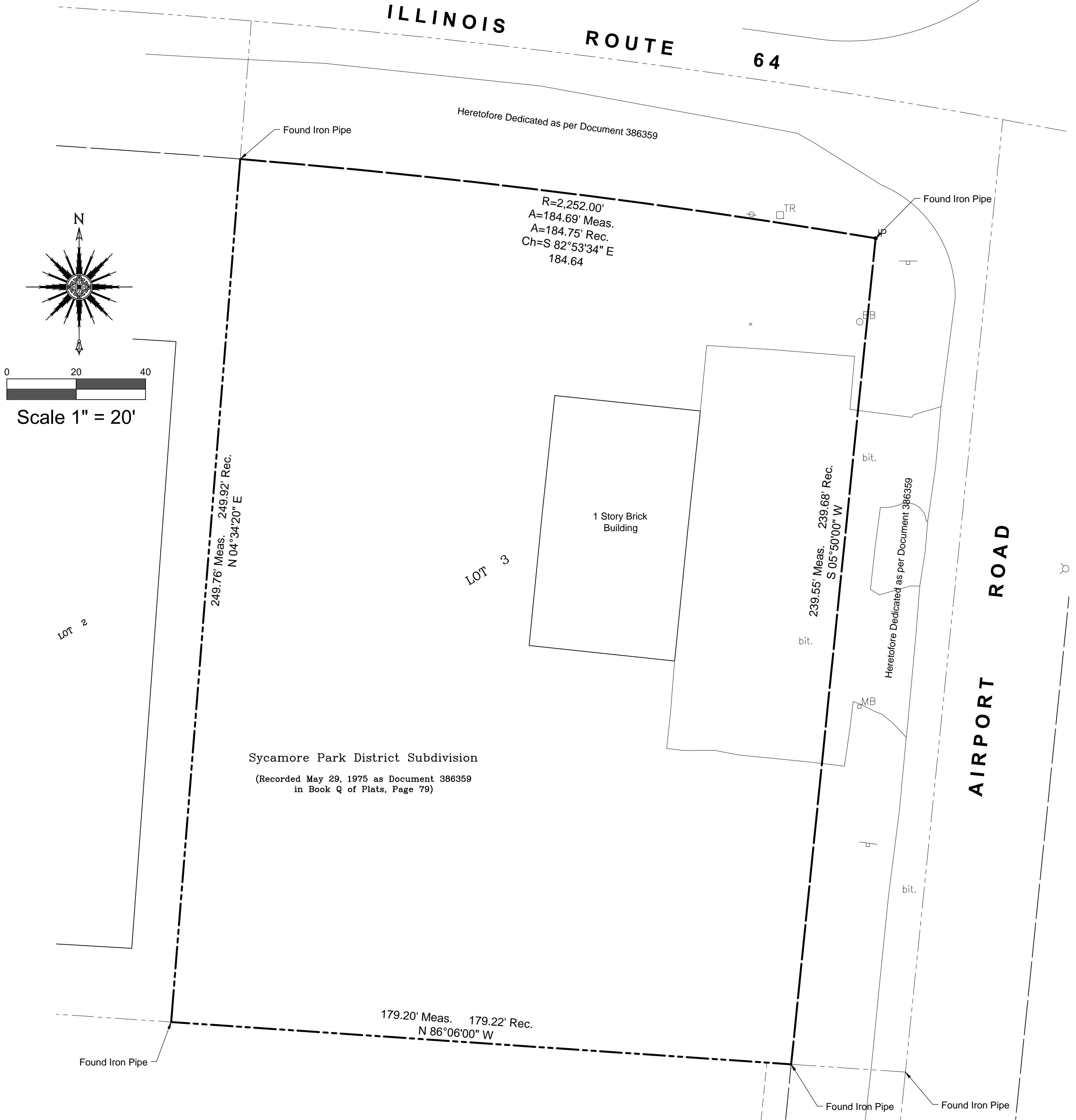
I:\DEKALB\SYCAM\160998-TOPO SURVEY 2017\CADD\DWGS\CURRENT\160998 BIKE - PLATS.DWG Plat of Survey (Park District)
Plotted: 2/3/2017 1:27 PM By: 5544EB
Copyright © 2017, By Baxter & Woodman, Inc.
State of Illinois - Professional Design Firm
License No. - 184-001121 - Expires 4-30-17

PLAT OF SURVEY

LEGAL DESCRIPTION

LOT 3 IN SYCAMORE PARK DISTRICT SUBDIVISION, BEING A SUBDIVISION OF PART OF SECTIONS 33 AND 34, TOWNSHIP 41 NORTH, RANGE 5, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK "Q" OF PLATS, PAGE 79, ON MAY 29, 1976 AS DOCUMENT 386359, IN DEKALB COUNTY, ILLINOIS.

1280 EAST STATE STREET, SYCAMORE, IL 60178



STATE OF ILLINOIS)
COUNTY OF MCHENRY)

I HEREBY CERTIFY THAT WE HAVE SURVEYED THE ABOVE REFERENCED PROPERTY AND THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY AND CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF.

BAXTER & WOODMAN CONSULTING ENGINEERS.

DATE: January 30, 2017 BY: ANTHONY BIANCHIN, P.L.S., P.E.
PROFESSIONAL LAND SURVEYOR
ILLINOIS NO. 035-003603



MY PROFESSIONAL LICENSE RENEWAL DATE IS 11/30/2018

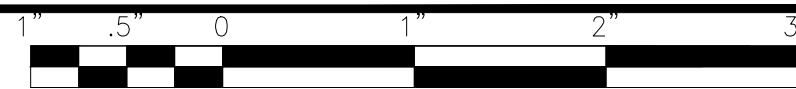
"LICENSE EXPIRES 11-30-2018"

PLAT OF SURVEY

BAXTER & WOODMAN
Consulting Engineers

8678 RIDGEFIELD ROAD • CRYSTAL LAKE, IL 60012
PHONE: 815-459-1260 • FAX: 815-455-0450

DRAWN BY: AEB		DATE	REVISIONS
CHECKED BY: AEB			
S-T-R : 34-41-5	SCALE: 1" = 60'	JOB NO: 160998	
CLIENT: City of Sycamore			



HIGHWAY STANDARDS

- 000001-06 STANDARD SYMBOLS, ABBREVIATIONS AND PATTERNS
- 280001-06 TEMPORARY EROSION CONTROL ITEMS
- 424001-09 PERPENDICULAR CURB RAMPS
- 424006-02 DIAGONAL CURB RAMPS
- 701001-02 OFF-ROAD OPERATIONS 2L,2W, MORE THAN 15' AWAY
- 701001-04 OFF ROAD MOVING OPERATIONS 2L,2W DAY ONLY
- 701006-05 OFF-ROAD OPERATIONS 2L,2W - 15' TO EDGE OF PAVEMENT
- 701901-06 TRAFFIC CONTROL DEVICES

TRAFFIC CONTROL NOTES

1. THE CONTRACTOR SHALL PROCEED WITH THE WORK IN AN EXPEDIENT MANNER TO REDUCE THE LENGTH OF TIME THAT THE DETOUR NEEDS TO BE IN EFFECT.
2. THE ENGINEER SHALL BE NOTIFIED IN WRITING AT LEAST TEN (10) DAYS PRIOR TO THE DAY THE DETOUR IS TO BE IN EFFECT.
3. THE CONTRACTOR SHALL SUPPLY TO THE ENGINEER THE NAMES AND TELEPHONE NUMBERS OF HIS REPRESENTATIVES ON THE CONSTRUCTION SITE AND HIS REPRESENTATIVES RESPONSIBLE FOR THE DETOUR SIGNING AND THE MAINTENANCE THEREOF PRIOR TO THE START OF THE WORK.
4. LONGITUDINAL DIMENSIONS SHOWN ON THESE PLANS MAY BE ADJUSTED TO FIT FIELD CONDITIONS, WITH THE APPROVAL OF THE ENGINEER.
5. THE ROAD SHALL NOT BE CLOSED OR WORK STARTED UNTIL ALL SIGNING IS ERECTED IN ACCORDANCE WITH THE DETOUR PLAN AND INSPECTED AND APPROVED BY THE ENGINEER.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THAT ALL BARRICADES, SIGNS, LIGHTS, AND OTHER DEVICES INSTALLED BY HIM ARE IN PLACE AND OPERATING 24 HOURS EACH DAY INCLUDING SUNDAY AND HOLIDAYS DURING THE TIME THE DETOUR IS IN EFFECT.
7. THE TRAFFIC CONTROL SHOWN ON THE DETOUR PLAN IS THE MINIMUM NECESSARY TO ENSURE THIS ROAD CLOSURE. THE CONTRACTOR SHALL MAKE ALL CHANGES IN TRAFFIC CONTROL THAT IS DEEMED NECESSARY BY THE ENGINEER. ADDITIONS AND DELETIONS OF TRAFFIC CONTROL FOR THIS DETOUR SHALL BE CONSIDERED INCIDENTAL TO THE PAY ITEM "TRAFFIC CONTROL AND PROTECTION."
8. ALL EXISTING SIGNING THAT IS NOT APPLICABLE WHILE THE DETOUR IS IN EFFECT SHALL BE COMPLETELY COVERED BY THE CONTRACTOR, IN A MANNER APPROVED BY THE ENGINEER.
9. ALL DETOUR SIGNING SHALL BE POST MOUNTED.
10. ALL DETOUR SIGNING EXCEPT REGULATORY SIGNS SHALL HAVE BLACK LEGENDS ON FLUORESCENT ORANGE SHEETING AND STANDARD BLACK BORDERS. THE FLUORESCENT ORANGE REFLECTIVE SHEETING SHALL MEET THE REQUIREMENTS OF ARTICLE 1106.01 OF THE STANDARD SPECIFICATIONS. ALL DETOUR SIGNING SHALL BE NEW OR LIKE NEW CONDITION. THE ENGINEER SHALL BE THE SOLE JUDGE OF THE CONDITION OF THE SIGNS.
11. THE SIZES OF ALL SIGNS NOT SPECIFIED IN THESE PLANS SHALL BE AS REQUIRED BY THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS.
12. ALL BARRICADES SHALL BE WEIGHTED WITH A MINIMUM OF TWO SANDBAGS.

GENERAL NOTES

1. ALL WORK FOR THIS PROJECT SHALL BE COMPLETED IN ACCORDANCE WITH IDOT'S "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION", LATEST EDITION THE STANDARD SPECIFICATIONS FOR WATER AND SEWER MAIN CONSTRUCTION IN ILLINOIS, DATED MAY, 1996 AND THE REQUIREMENTS OF THE CITY OF SYCAMORE.
2. THE CONTRACTOR IS REQUIRED TO COMPLY WITH ALL CITY, COUNTY, STATE AND FEDERAL REGULATIONS AND FOR SCHEDULING THE NECESSARY INSPECTIONS AS REQUIRED BY THE CORRESPONDING AGENCY.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING JULIE AND THE OWNERS OF ALL UTILITIES PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL COOPERATE WITH ALL UTILITY OWNERS AS PROVIDED WITHIN THE STANDARD SPECIFICATIONS FOR THE RELOCATION, ADJUSTMENT OR PROTECTION AS REQUIRED.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UNDERGROUND AND SURFACE UTILITIES EVEN THOUGH THEY MAY NOT BE SHOWN ON THE PLANS. ANY UTILITY SURFACE UTILITIES, SHOWN OR NOT SHOWN, DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE.
5. THE CONTRACTOR MAY NOT STORE ANY MATERIALS OR EQUIPMENT ONSITE WITHOUT PRIOR APPROVAL OF THE CITY, PARK DISTRICT OR CORRESPONDING PROPERTY OWNER.
6. IT IS THE CONTRACTOR'S RESPONSIBILITY TO FAMILIARIZE THEMSELVES WITH THE SITE AND ALL SITE CONDITIONS PRIOR TO BIDDING ON THE CONTRACT.
7. ALL ELEVATIONS ARE NAVD-88.
8. ALL STORM SEWERES SHALL BE RCCP, CLASS IV, UNLESS NOTED OTHERWISE ON THE PLANS.
9. THE CONTRACTOR SHALL FIELD VERIFY THE HORIZONTAL AND VERTICAL CONTROL AND REPORT ANY DISCREPANCIES TO THE CITY ENGINEER SO THAT CORRECTIONS AND/OR ADJUSTMENTS CAN BE MADE.
10. CONTRACTOR IS RESPONSIBLE FOR ALL TRAFFIC CONTROL AND THIS IS BEING PAID FOR SEPARATELY.
11. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY NECESSARY DEWATERING WHICH MAY BE REQUIRED TO CONSTRUCT THIS PROJECT WITH NO ADDITIONAL COMPENSATION.
12. ALL CONSTRUCTION STAKING TO BE COMPLETED BY THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING AND PRESERVING ALL CONSTRUCTION STAKES. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE COST OF REPLACING ANY CONSTRUCTION STAKES OR MONUMENTS.
13. ALL WATER MAIN SHALL BE DIP CL 52. ALL FITTINGS SHALL BE COMPACT DI FITTINGS AND MEGALUGS SHALL BE PROVIDED FOR ALL FITTINGS, VALVES, ETC.
14. ANY FIELD TILES SHALL BE REPAIRED WITH THE USE OF A SAME SIZE DIP CL 52 OR PVC SDR 26. THE REPAIR SHALL BE JOINED TO THE EXISTING PIPE WITH THE USE OF TWO NON-SHEAR MISSION COUPLINGS. THE LOCATION OF THE REPAIR SHALL BE DOCUMENTED BY THE CONTRACTOR AND INSPECTED BY THE CITY PRIOR TO BACKFILL.
15. SUBGRADE SHALL BE PREPARED IN CONFORMANCE WITH ARTICLE 301.03 OF THE STANDARD SPECIFICATIONS.
16. ALL TRENCH BACKFILL SHALL BE COMPLETED IN ACCORDANCE WITH ARTICLE 550.07 OF THE STANDARD SPECIFICATIONS.
17. THE FINAL ELEVATION OF DRAINAGE STRUCTURES MAY NEED TO BE ADJUSTED BASED ON FIELD CONDITIONS. THESE MODIFICATIONS SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.
- 18.

SUPPLMENTAL LEGEND ITEMS

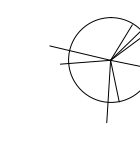
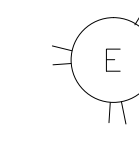
Structure To Be Adjusted



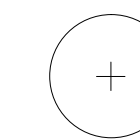
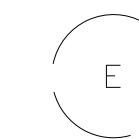
Frame and Lid To Be Adjusted



Evergreen Tree



Shade Tree



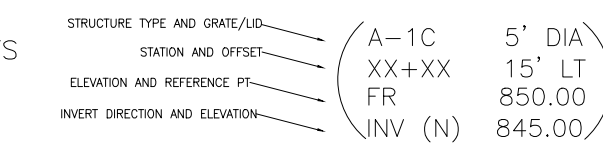
Vert. Curve Data

VPI = _____	VPI = _____
ELEV = _____	ELEV = _____
L = _____	L = _____
E = _____	E = _____

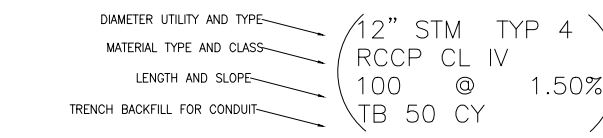
Horizontal Curve Data (Half Size)

CURVE _____	CURVE _____
P.I. STA = _____	P.I. STA = _____
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D = _____	D = _____
R = _____	R = _____
T = _____	T = _____
L = _____	L = _____
E = _____	E = _____
e = _____	e = _____
T.R. = _____	T.R. = _____
S.E. RUN = _____	S.E. RUN = _____
P.C. STA = _____	P.C. STA = _____
P.T. STA = _____	P.T. STA = _____

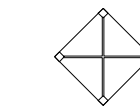
SEWER STRUCTURE CALLOUTS



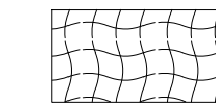
SEWER PIPE CALLOUTS



Inlet & Pipe Protection



Erosion Control Blanket



L:\ENGINEERING DEPARTMENT\STREETS 01\2017 STREET PROGRAM\2.0 DESIGN\2.3 CADD PLANS MAPS\FROM B&M\121416\FINAL 160998 BIKE - TOPO - ACAD 011317.DWG GN
 Plotted: 1/20/2017 11:48 AM By: #####
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 License No. - 184-001121 - Expires 4-30-17

NOT FOR BIDDING

	CONSULTANTS	REVISED -	CITY OF SYCAMORE, ILLINOIS AIRPORT ROAD BIKE PATH EXTENSION	GENERAL NOTES	DESIGNED - MDB	TOTAL SHEETS	SHEET NO.
		REVISED -			DRAWN - MDB	20	2
		REVISED -			CHECKED - JB		
		REVISED -			DATE -		
SCALE: AS NOTED				PROJECT NO: SECTION 15-00077-BT-00			

SUMMARY OF QUANTITIES

SPECIAL PROVISION	PAY ITEM #	ITEM DESCRIPTION	UNIT	QUANTITY
	20200100	EARTH EXCAVATION	CU YD	620
	20800150	TRENCH BACKFILL	CU YD	32
	21101615	TOPSOIL FURNISH AND PLACE 4"	CU YD	1758
	25000100	SEEDING CLASS I	ACRE	0.36
	25000400	NITROGEN FERTILIZER NUTRIENT	POUND	35
	25000600	POTASSIUM FERTILIZER NUTRIENT	POUND	35
	25100630	EROSION CONTROL BLANKET	SQ YD	1758
	28000500	INLET AND PIPE PROTECTION	EACH	3
	28100105	STONE RIPRAP CLASS A3	SQ YD	30
	35102200	AGGREGATE BASE COURSE TYPE B 10"	SQ YD	2231
	40300100	BITUMINOUS MATERIALS (PRIME COAT)	TONS	2.50
	40603310	HOT MIX ASPHALT SURFACE COURSE MIX "C", N50	TON	320
	40800050	INCIDENTAL HOT-MIX ASPHALT SURFACING	TON	26
	44000100	PAVEMENT REMOVAL	SQ YD	146
	54215545	METAL END SECTIONS 10"	EACH	3
	54215547	METAL END SECTIONS 12"	EACH	2
	542D0215	PIPE CULVERTS, CLASS D TYPE 1 10"	FOOT	99
	542D0217	PIPE CULVERTS, CLASS D TYPE 1 12"	FOOT	24
	67100100	MOBILIZATION	LUMP SUM	1

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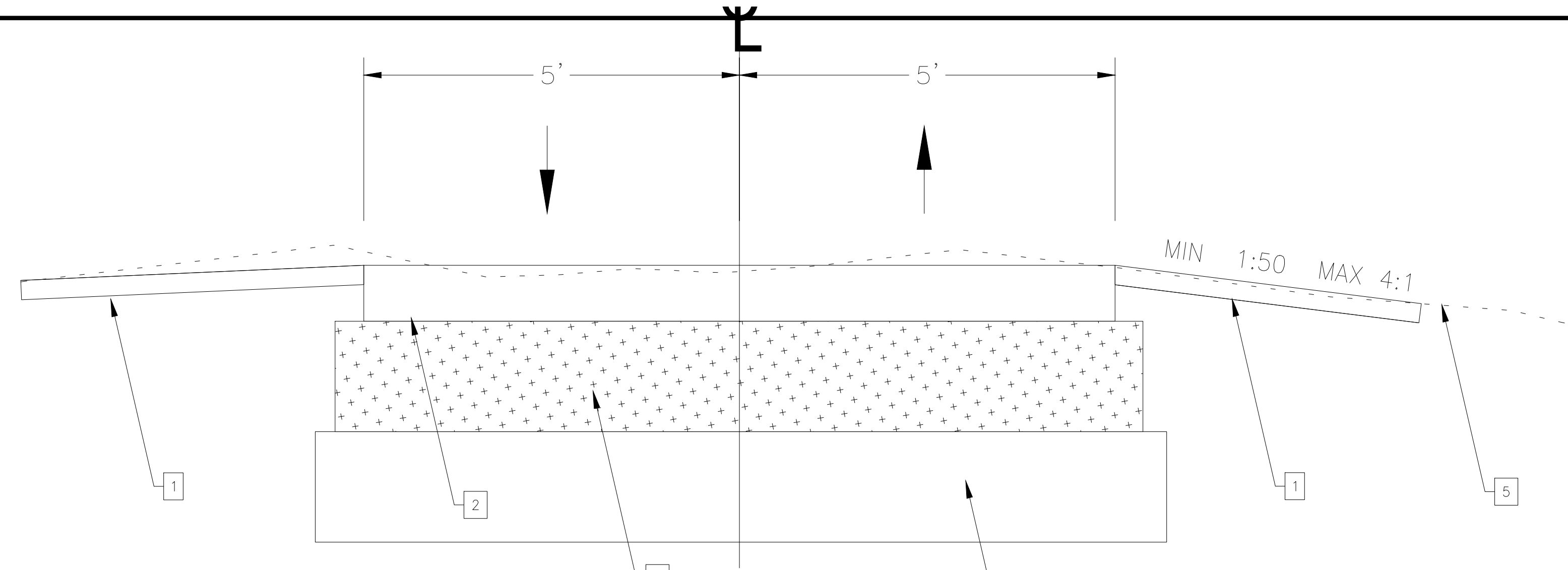
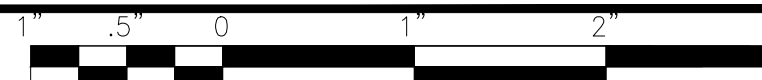
CONSULTANTS	REVISED -
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	REVISED -

CITY OF SYCAMORE, ILLINOIS
AIRPORT ROAD BIKE PATH EXTENSION

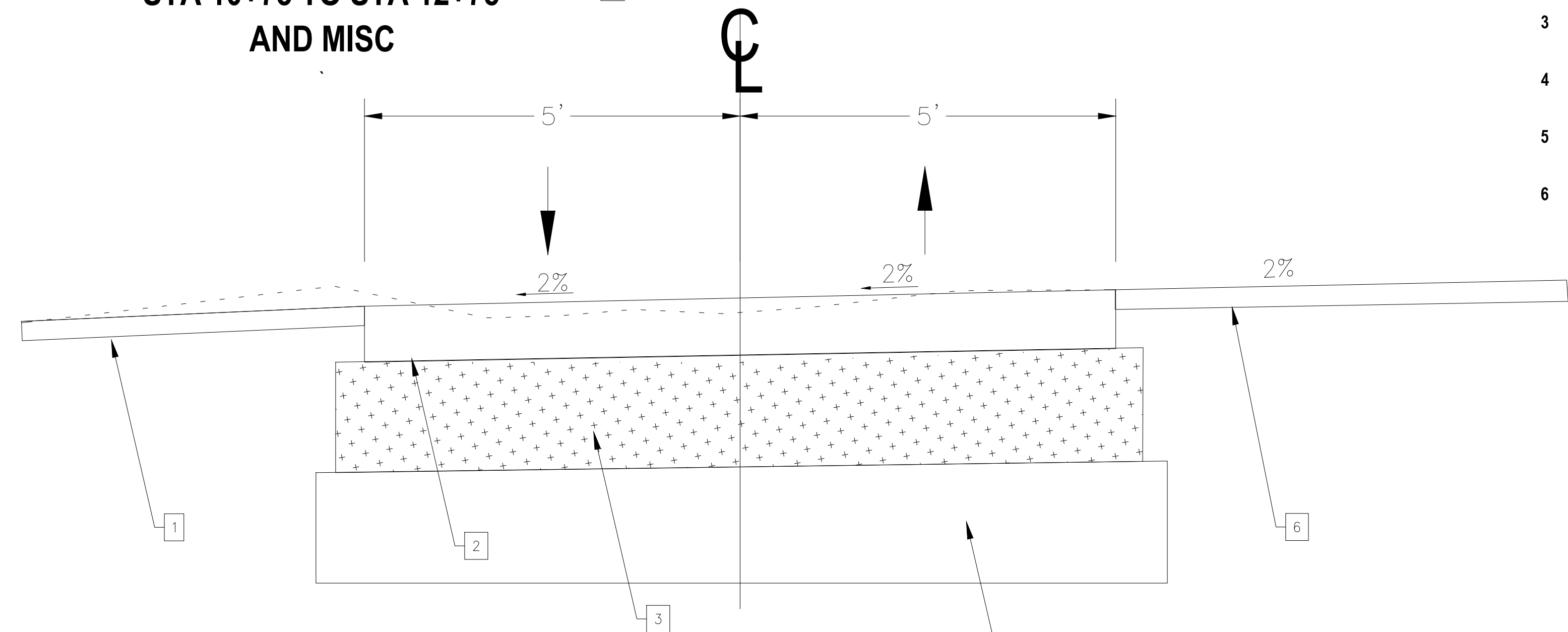
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SCALE: AS NOTED	PROJECT NO: SECTION 15-00077-BT-00

DESIGNED - MDB	TOTAL SHEETS	SHEET NO.
DRAWN - MDB	20	3
CHECKED - JB		
DATE -		

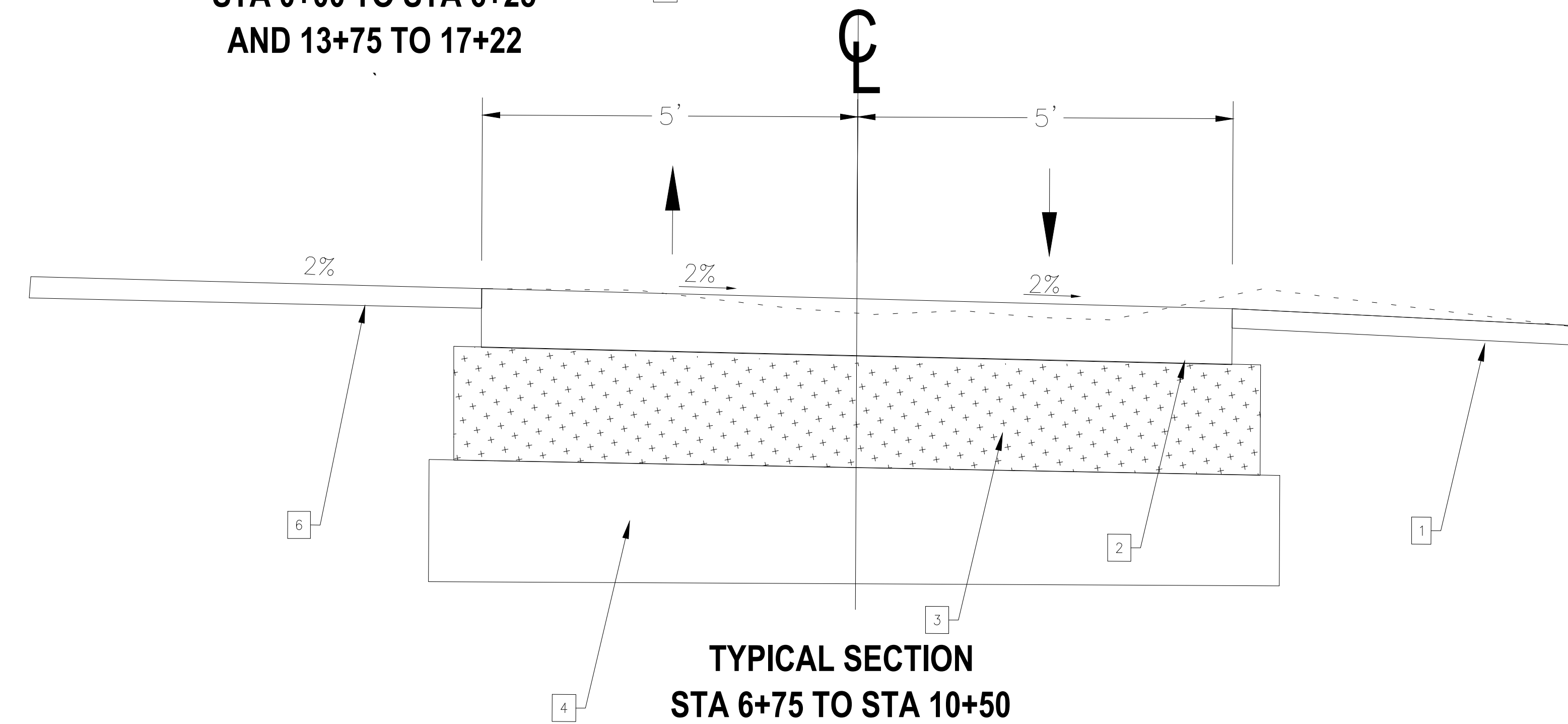
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**TYPICAL SECTION
STA 10+75 TO STA 12+75
AND MISC**



**TYPICAL SECTION
STA 0+00 TO STA 6+25
AND 13+75 TO 17+22**



**TYPICAL SECTION
STA 6+75 TO STA 10+50**

- 1 TOPSOIL FURNISH AND PLACE, 4" (21101613)
SEEDING CLASS I (2500100)
- 2 HOT MIX ASPHALT SURFACE COURSE, MIX "C", N50, 3" (40603310)
- 3 AGGREGATE BASE COURSE TYPE B, 10" (3510200)
- 4 STABILIZED SUBBASE
- 5 EXISTING SURFACE ELEVATION
- 6 INCIDENTAL PAVING -EXISTING AIRPORT ROAD AND PARKING LOT (40800050)

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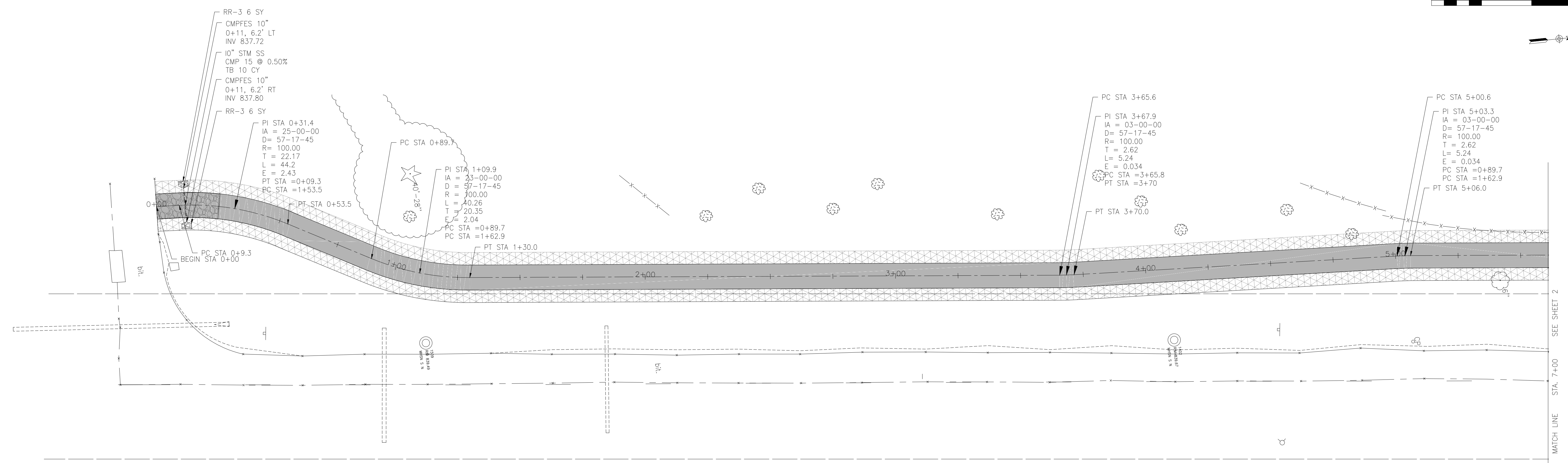
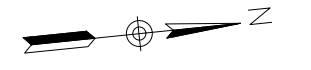
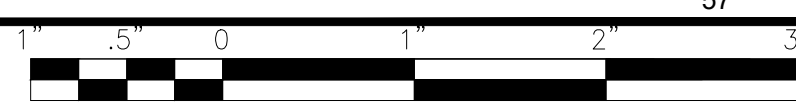
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	REVISED -

**CITY OF SYCAMORE, ILLINOIS
AIRPORT ROAD BIKE PATH EXTENSION**

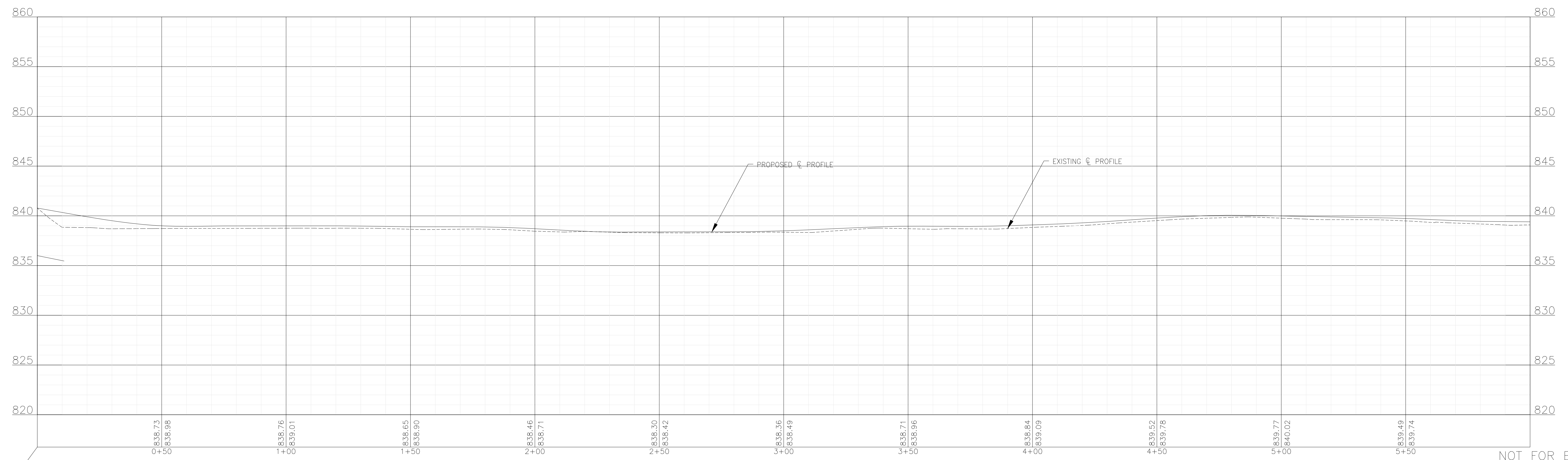
TYPICAL SECTIONS

SCALE: AS NOTED	PROJECT NO: SECTION 15-00077-BT-00	DESIGNED - MDB	TOTAL SHEETS	SHEET NO.
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		CHECKED - JB		
		DATE -		

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AIRPORT RD.



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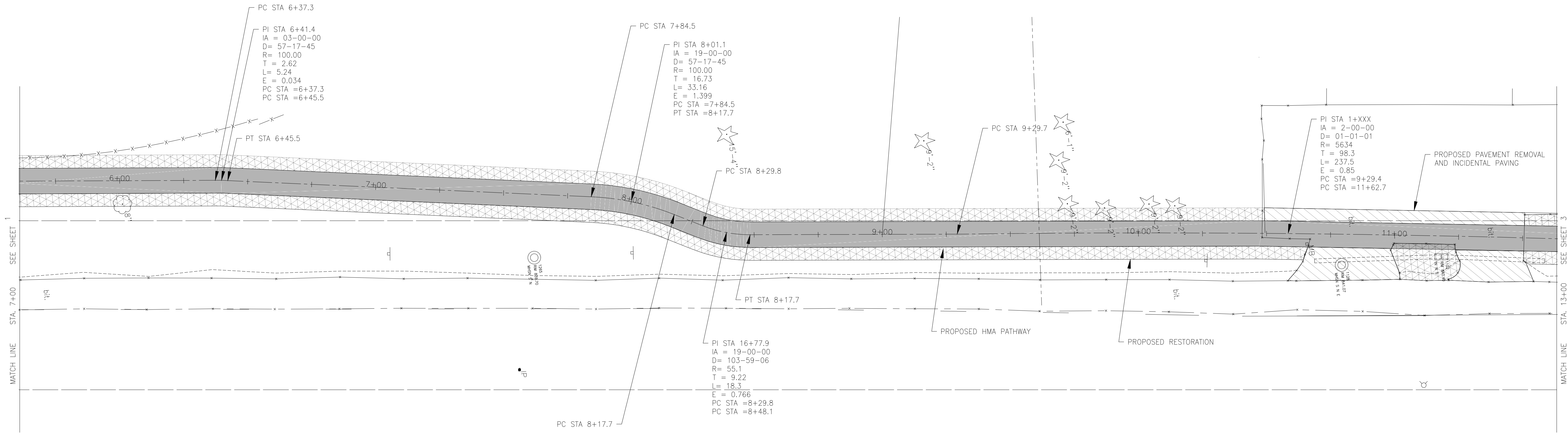
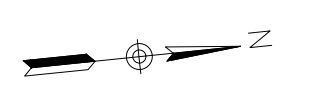
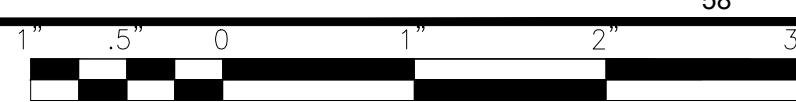
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CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM

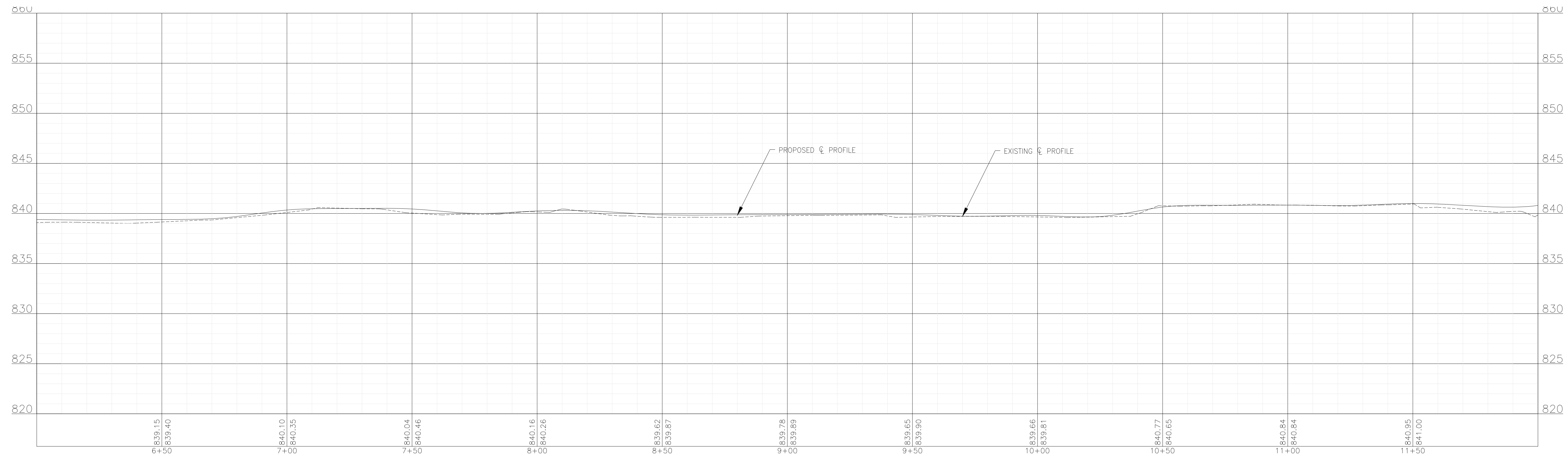
PLAN AND PROFILE
SCALE: HORIZ 1"=20' / VERT 1"=5'
PROJECT NO: SECTION 15-00077-BT-00

DESIGNED -	TOTAL SHEETS	SHEET NO.
DRAWN -	20	5
CHECKED -		
DATE -		

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AIRPORT RD.



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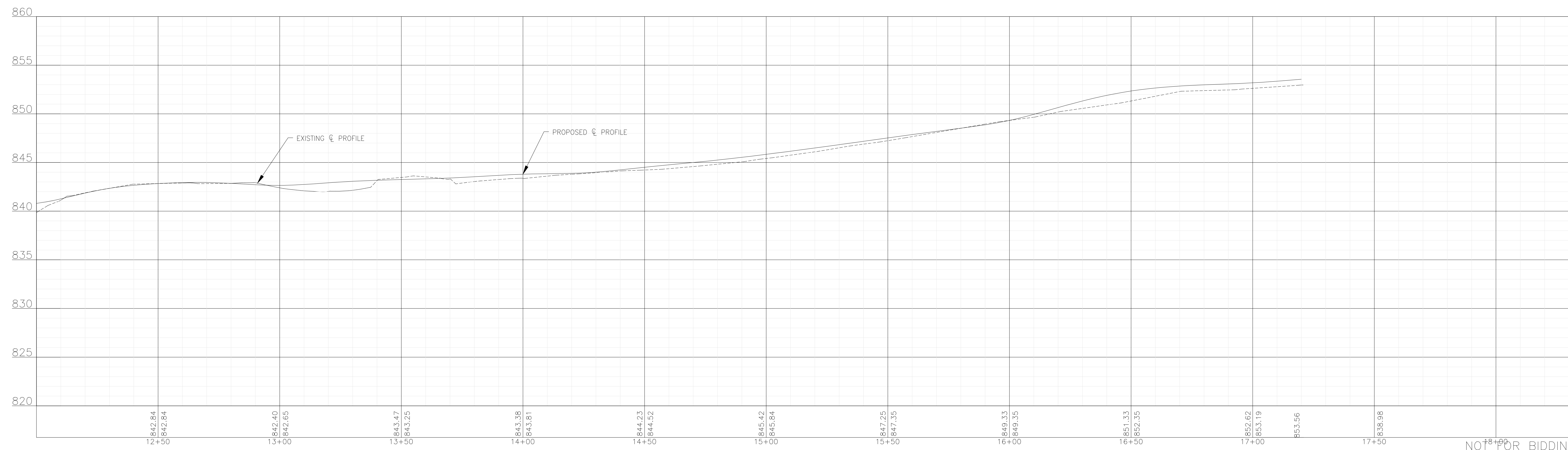
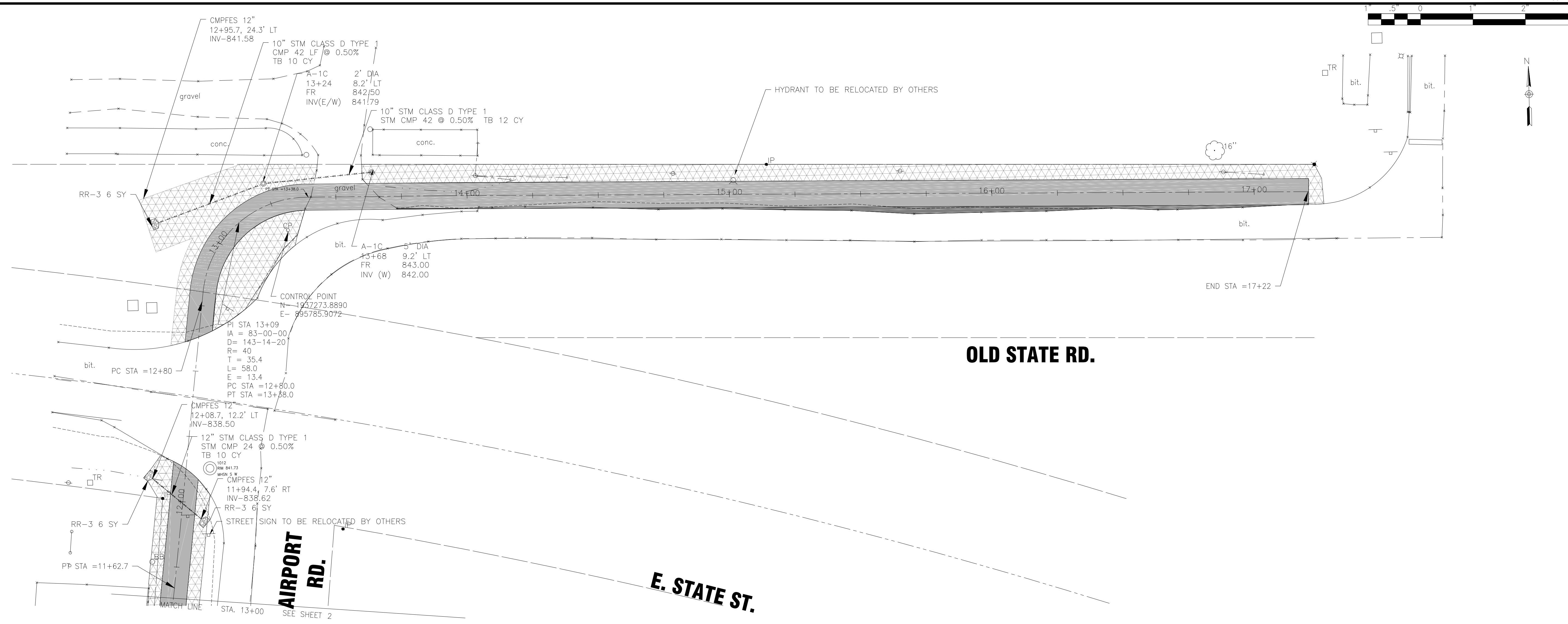
CONSULTANTS	REVISED -
	REVISED -
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	REVISED -

CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM

PLAN AND PROFILE	
SCALE: HORIZ 1"=20' / VERT 1"=5'	PROJECT NO: SECTION 15-00077-BT-00

DESIGNED -	TOTAL SHEETS	SHEET NO.
DRAWN -	20	6
CHECKED -		
DATE -		

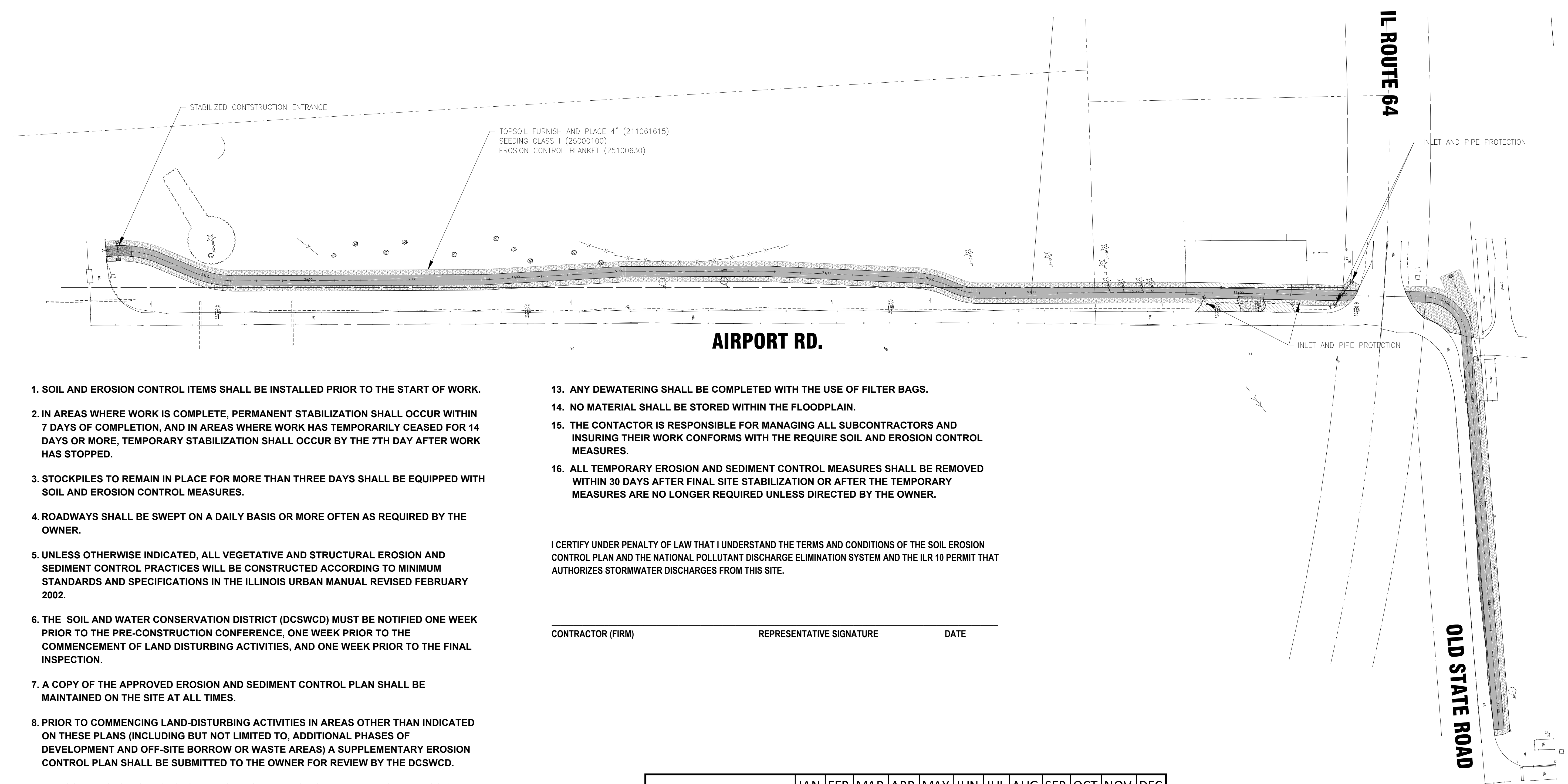
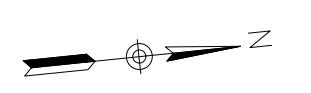
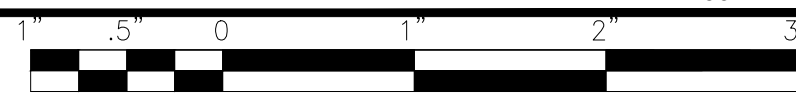
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	CONSULTANTS	REVISED -	CITY OF SYCAMORE AIRPORT ROAD BIKE PATH PROJECT	PLAN AND PROFILE		DESIGNED -	TOTAL SHEETS	SHEET NO.
		REVISED -		SCALE: HORIZ 1"=20' / VERT 1"=5'	PROJECT NO:	DRAWN -	20	7
		REVISED -				CHECKED -		
		REVISED -				DATE -		

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1. SOIL AND EROSION CONTROL ITEMS SHALL BE INSTALLED PRIOR TO THE START OF WORK.
2. IN AREAS WHERE WORK IS COMPLETE, PERMANENT STABILIZATION SHALL OCCUR WITHIN 7 DAYS OF COMPLETION, AND IN AREAS WHERE WORK HAS TEMPORARILY CEASED FOR 14 DAYS OR MORE, TEMPORARY STABILIZATION SHALL OCCUR BY THE 7TH DAY AFTER WORK HAS STOPPED.
3. STOCKPILES TO REMAIN IN PLACE FOR MORE THAN THREE DAYS SHALL BE EQUIPPED WITH SOIL AND EROSION CONTROL MEASURES.
4. ROADWAYS SHALL BE SWEEPED ON A DAILY BASIS OR MORE OFTEN AS REQUIRED BY THE OWNER.
5. UNLESS OTHERWISE INDICATED, ALL VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL PRACTICES WILL BE CONSTRUCTED ACCORDING TO MINIMUM STANDARDS AND SPECIFICATIONS IN THE ILLINOIS URBAN MANUAL REVISED FEBRUARY 2002.
6. THE SOIL AND WATER CONSERVATION DISTRICT (DCSWCD) MUST BE NOTIFIED ONE WEEK PRIOR TO THE PRE-CONSTRUCTION CONFERENCE, ONE WEEK PRIOR TO THE COMMENCEMENT OF LAND DISTURBING ACTIVITIES, AND ONE WEEK PRIOR TO THE FINAL INSPECTION.
7. A COPY OF THE APPROVED EROSION AND SEDIMENT CONTROL PLAN SHALL BE MAINTAINED ON THE SITE AT ALL TIMES.
8. PRIOR TO COMMENCING LAND-DISTURBING ACTIVITIES IN AREAS OTHER THAN INDICATED ON THESE PLANS (INCLUDING BUT NOT LIMITED TO, ADDITIONAL PHASES OF DEVELOPMENT AND OFF-SITE BORROW OR WASTE AREAS) A SUPPLEMENTARY EROSION CONTROL PLAN SHALL BE SUBMITTED TO THE OWNER FOR REVIEW BY THE DCSWCD.
9. THE CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF ANY ADDITIONAL EROSION CONTROL MEASURES NECESSARY TO PREVENT EROSION AND SEDIMENTATION AS DETERMINED BY THE DCSWCD.
10. DURING DEWATERING OPERATIONS, WATER WILL BE PUMPED INTO SEDIMENT BASINS OR SILT TRAPS. DEWATERING DIRECTLY INTO FIELD TILES OR STORMWATER STRUCTURES IS PROHIBITED.
11. IT IS THE RESPONSIBILITY OF THE LANDOWNER AND/OR GENERAL CONTRACTOR TO INFORM ANY SUB-CONTRACTOR(S) WHO MAY PERFORM WORK ON THIS PROJECT, OF THE REQUIREMENTS IN IMPLEMENTING AND MAINTAINING THESE EROSION CONTROL PLANS AND THE NATIONAL POLLUTANT DISCHARGE ELIMINATION-SYSTEM (NPDES) PERMIT REQUIREMENTS SET FORTH BY THE ILLINOIS EPA.

13. ANY DEWATERING SHALL BE COMPLETED WITH THE USE OF FILTER BAGS.
14. NO MATERIAL SHALL BE STORED WITHIN THE FLOODPLAIN.
15. THE CONTACTOR IS RESPONSIBLE FOR MANAGING ALL SUBCONTRACTORS AND INSURING THEIR WORK CONFORMS WITH THE REQUIRE SOIL AND EROSION CONTROL MEASURES.
16. ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION OR AFTER THE TEMPORARY MEASURES ARE NO LONGER REQUIRED UNLESS DIRECTED BY THE OWNER.

I CERTIFY UNDER PENALTY OF LAW THAT I UNDERSTAND THE TERMS AND CONDITIONS OF THE SOIL EROSION CONTROL PLAN AND THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM AND THE ILR 10 PERMIT THAT AUTHORIZES STORMWATER DISCHARGES FROM THIS SITE.

CONTRACTOR (FIRM) _____ REPRESENTATIVE SIGNATURE _____ DATE _____

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MEASURE												
PERMANENT SEEDING												
DORMANT SEEDING												
TEMPORARY CONTROLS												
WINTER STABILIZATION												

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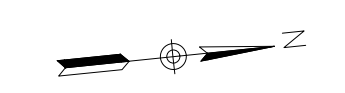
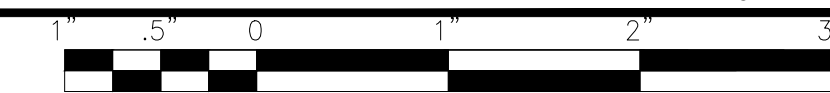
CONSULTANTS	REVISED -
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**CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM**

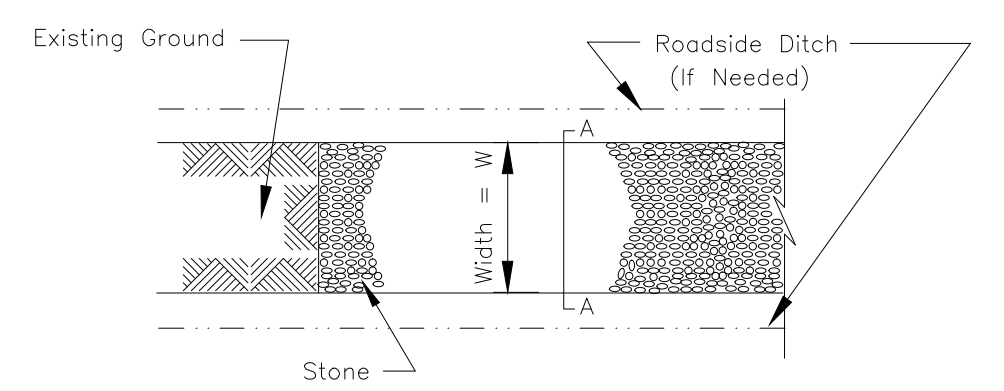
SOIL EROSION CONTROL PLAN	
SCALE: HORIZ 1"=20' / VERT 1"=5'	PROJECT NO: SECTION 15-00077-BT-00

DESIGNED -	TOTAL SHEETS	SHEET NO.
DRAWN -	20	8
CHECKED -		
DATE -		

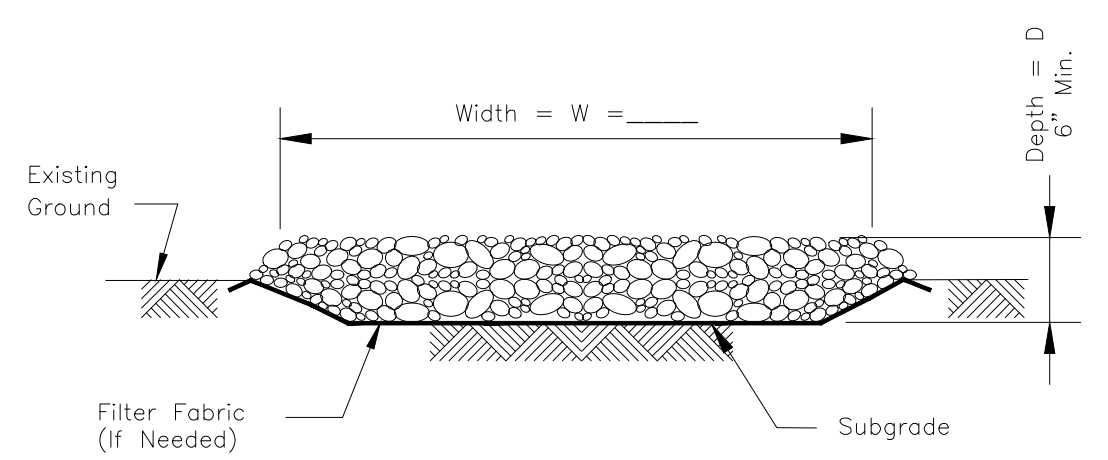
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CONSTRUCTION ROAD STABILIZATION



PLAN VIEW



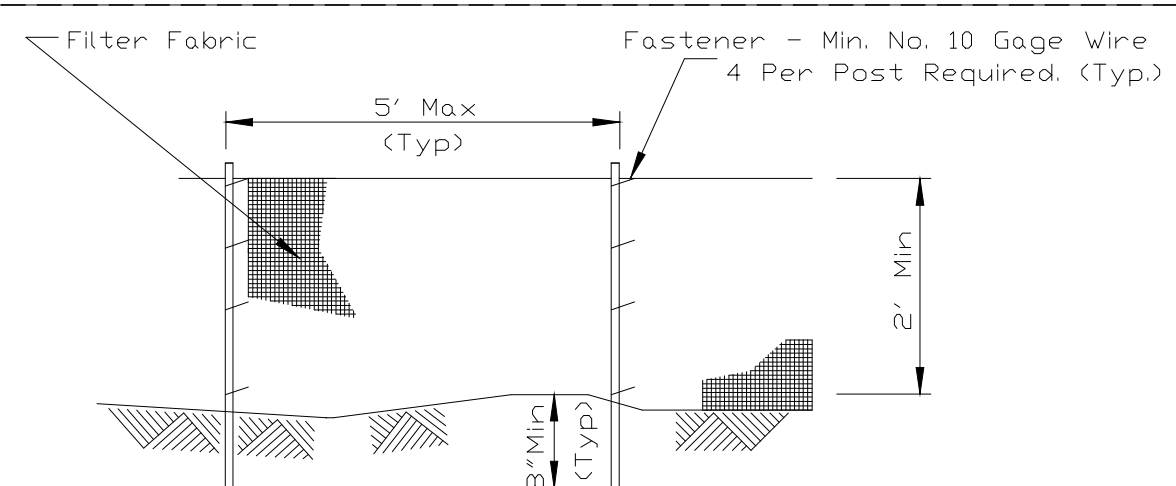
SECTION A-A

- NOTES:
1. Filter fabric shall meet the requirements of material specification 592 GEOTEXTILE, Table 1 or 2, Class I, II or IV and shall be placed over the cleared area prior to the placing of rock.
 2. Stone shall meet one of the following IDOT coarse aggregate gradations, CA-1, CA-2, CA-3, or CA-4 and be placed according to construction specification 25 ROCKFILL using placement Method 1 and Class III compaction.
 3. See plans for construction road location, D and W dimensions.
 4. Minimum width is 14 feet for one-way traffic and 20 feet for two-way traffic. Two-way traffic widths shall be increased a minimum of 4 feet for trailer traffic. Depending on the type of vehicle or equipment, speed, loads, climatic and other conditions under which vehicles and equipment operate an increase in the minimum widths may be required.
 5. Roadway shall follow the contour of the natural terrain to the extent possible.

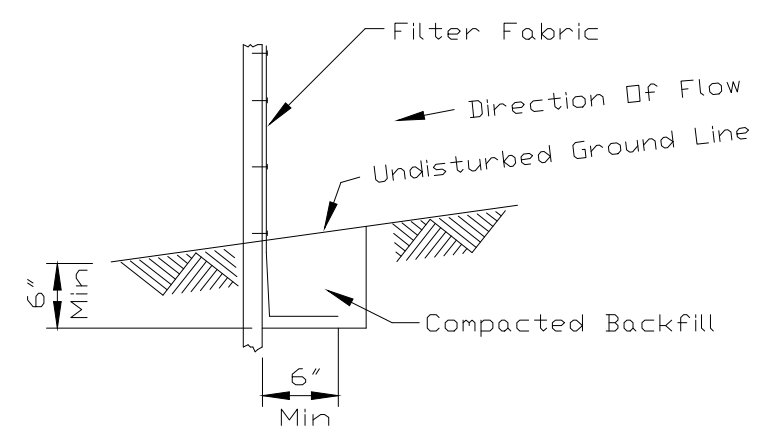
REFERENCE	STANDARD DWG. NO.
Project _____	IL-506
Designed _____	SHEET 1 OF 1
Checked _____	DATE 1-29-99
Approved _____	



SILT FENCE PLAN



ELEVATION



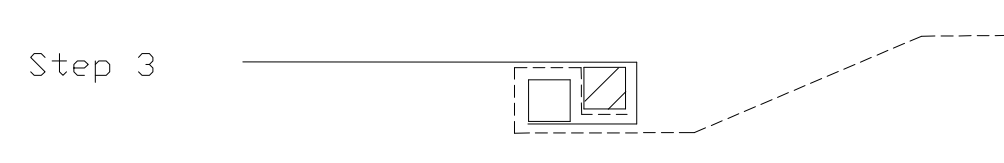
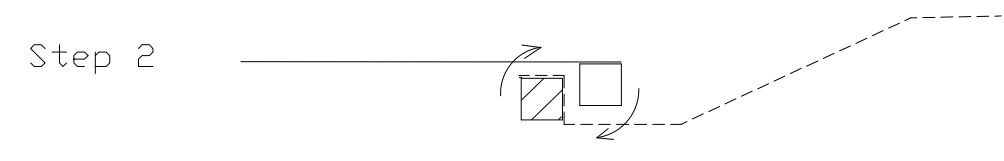
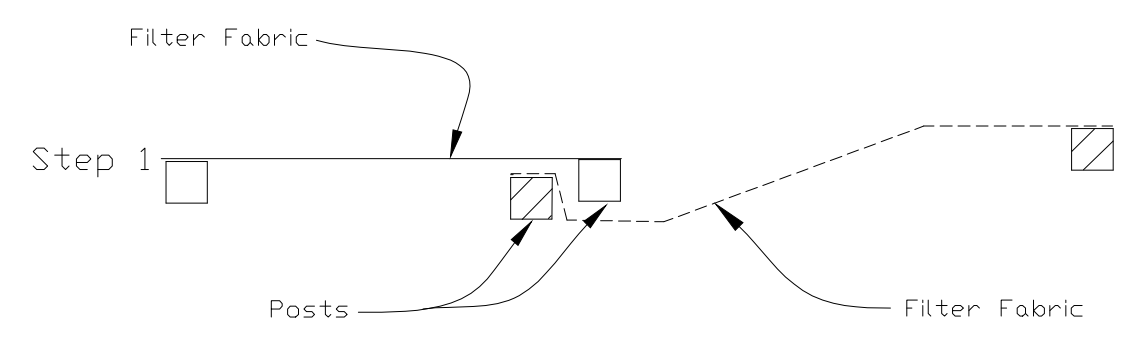
FABRIC ANCHOR DETAIL

- NOTES:
1. Temporary sediment fence shall be installed prior to any grading work in the area to be protected. They shall be maintained throughout the construction period and removed in conjunction with the final grading and site stabilization.
 2. Filter fabric shall meet the requirements of material specification 592 Geotextile Table 1 or 2, Class I with equivalent opening size of at least 30 for nonwoven and 40 for woven.
 3. Fence posts shall be either standard steel post or wood post with a minimum cross-sectional area of 3.0 sq. in.

REFERENCE	STANDARD DWG. NO.
Project _____	IUM-620
Designed _____	SHEET 1 OF 2
Checked _____	DATE 3-16-12
Approved _____	



SILT FENCE - SPLICING TWO FENCES



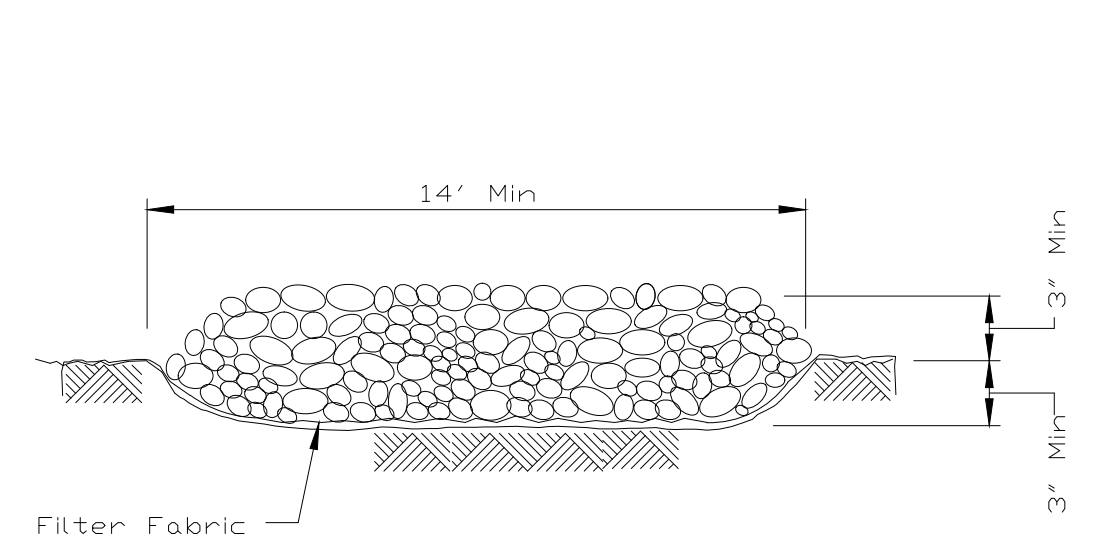
ATTACHING TWO SILT FENCES

1. Place the end post of the second fence inside the end post of the first fence.
2. Rotate both posts at least 180 degrees in a clockwise direction to create a tight seal with the fabric material.
3. Cut the fabric near the bottom of the stakes to accommodate the 6" flap.
4. Drive both posts a minimum of 18 inches into the ground and bury the flap.
5. Compact backfill (particularly at splices) completely to prevent stormwater piping.

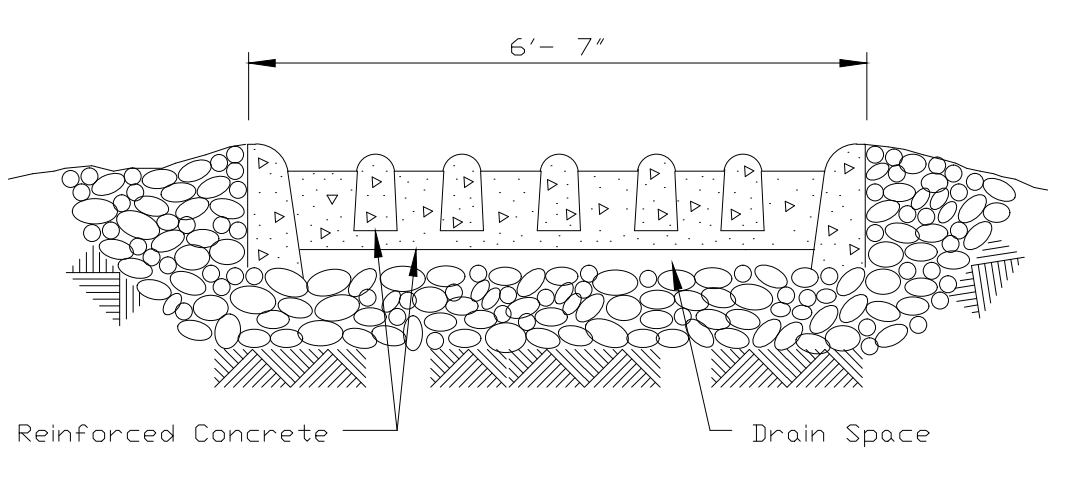
REFERENCE	STANDARD DWG. NO.
Project _____	IUM-620(BW)
Designed _____	SHEET 1 OF 1
Checked _____	DATE 3-16-2012
Approved _____	



STABILIZED CONSTRUCTION ENTRANCE PLAN



SECTION A-A

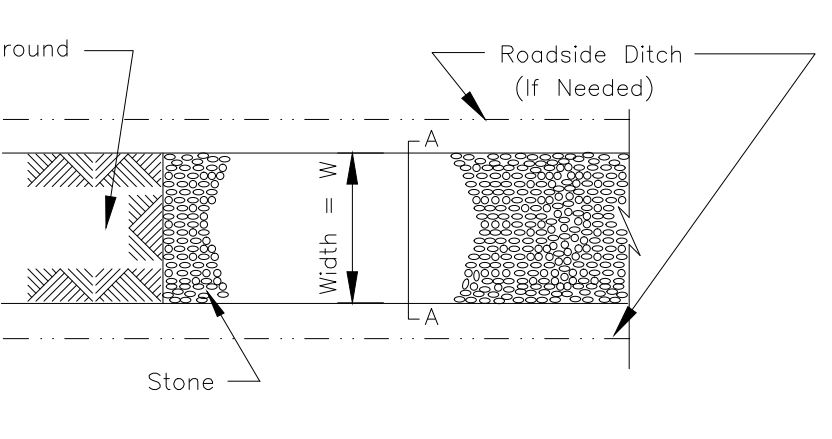


SECTION B-B

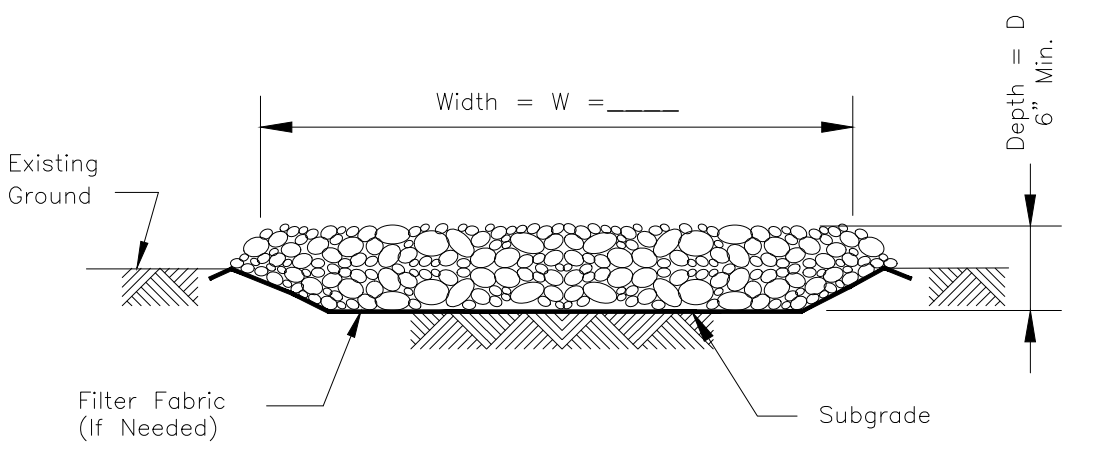
REFERENCE	STANDARD DWG. NO.
Project _____	IL-630
Designed _____	SHEET 2 OF 2
Checked _____	DATE 8-18-94
Approved _____	



CONSTRUCTION ROAD STABILIZATION



PLAN VIEW



SECTION A-A

- NOTES:
1. Filter fabric shall meet the requirements of material specification 592 GEOTEXTILE, Table 1 or 2, Class I, II or IV and shall be placed over the cleared area prior to the placing of rock.
 2. Stone shall meet one of the following IDOT coarse aggregate gradations, CA-1, CA-2, CA-3, or CA-4 and be placed according to construction specification 25 ROCKFILL using placement Method 1 and Class III compaction.
 3. See plans for construction road location, D and W dimensions.
 4. Minimum width is 14 feet for one-way traffic and 20 feet for two-way traffic. Two-way traffic widths shall be increased a minimum of 4 feet for trailer traffic. Depending on the type of vehicle or equipment, speed, loads, climatic and other conditions under which vehicles and equipment operate an increase in the minimum widths may be required.
 5. Roadway shall follow the contour of the natural terrain to the extent possible.

REFERENCE	STANDARD DWG. NO.
Project _____	IL-506
Designed _____	SHEET 1 OF 1
Checked _____	DATE 1-29-99
Approved _____	



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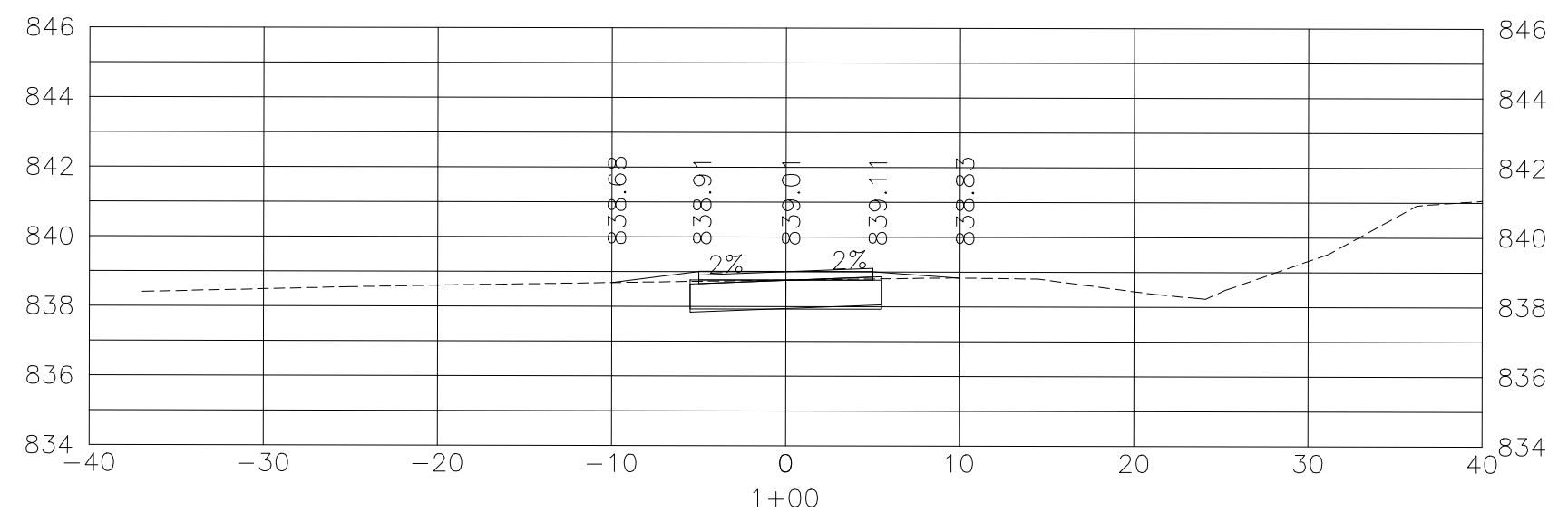
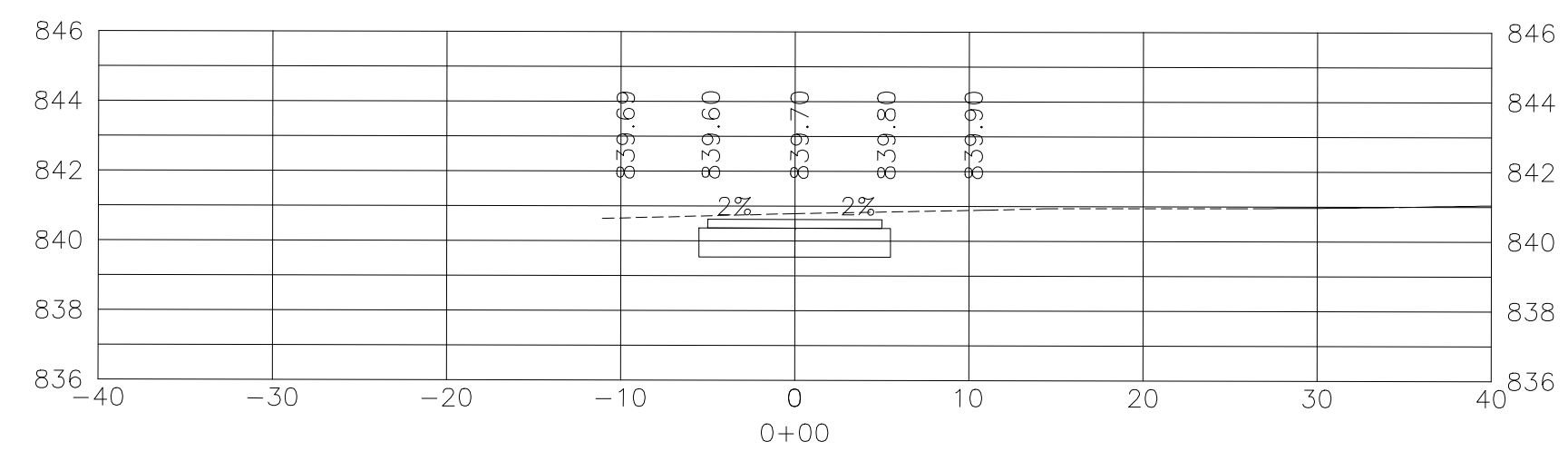
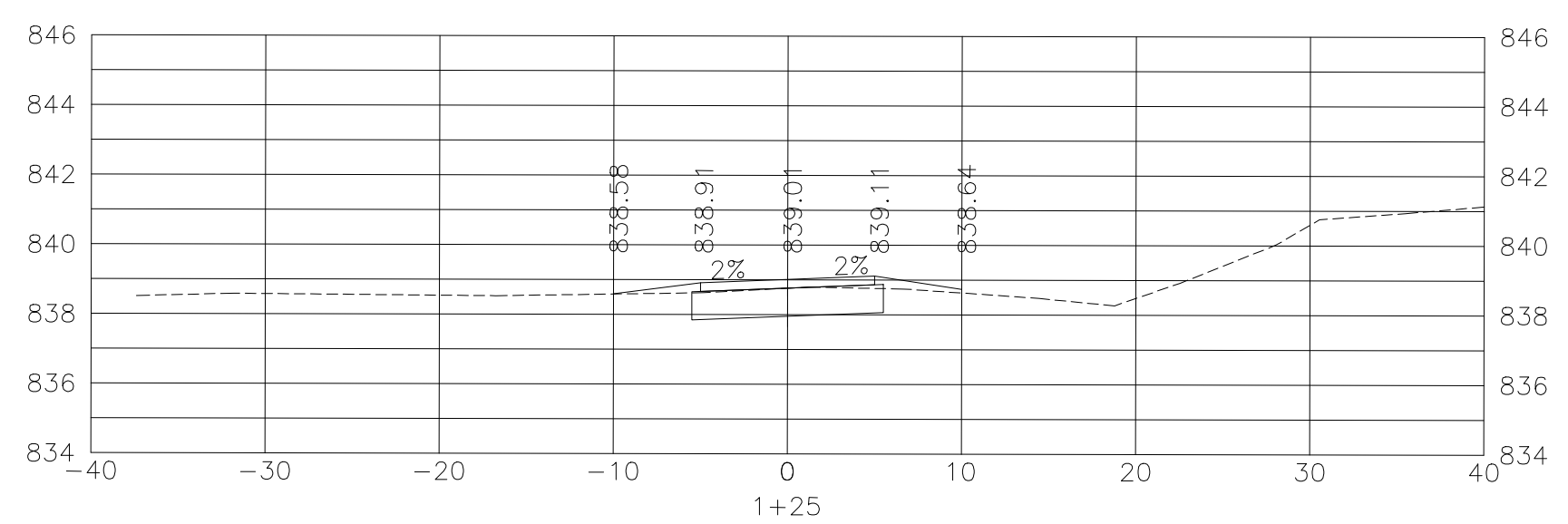
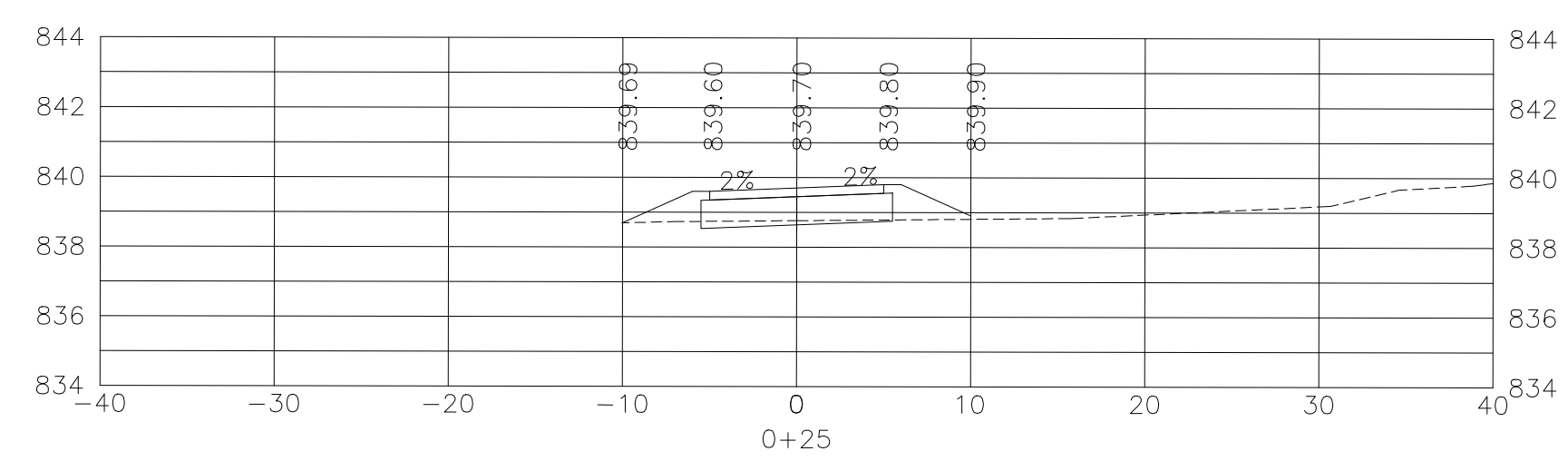
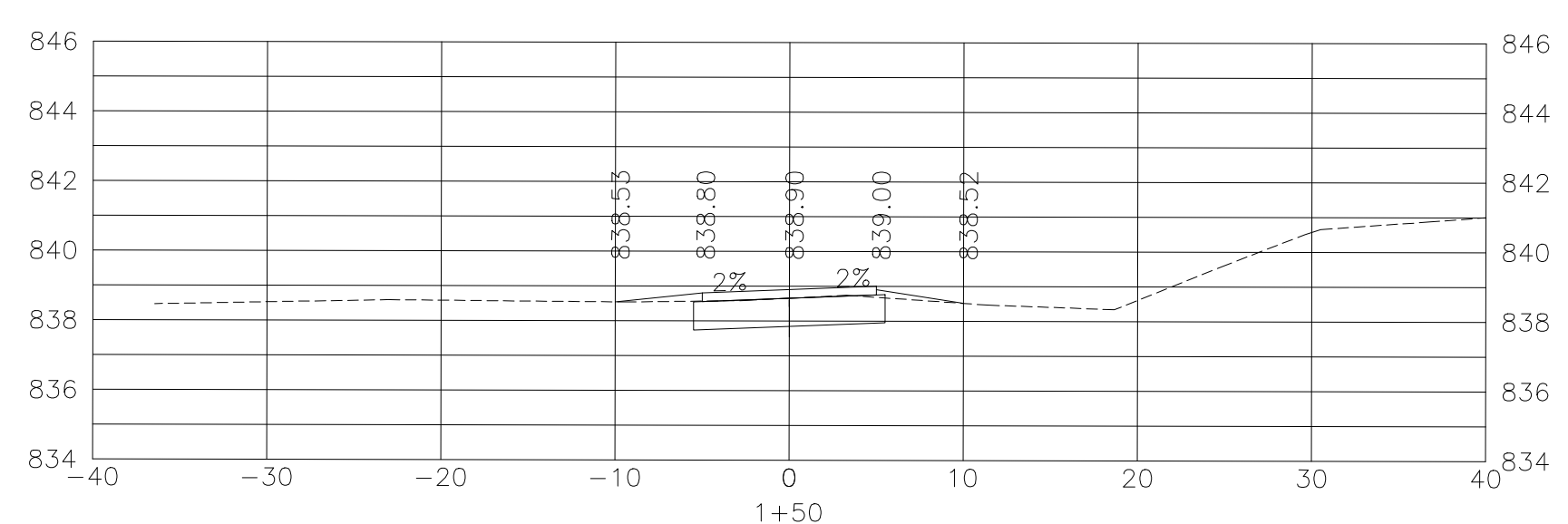
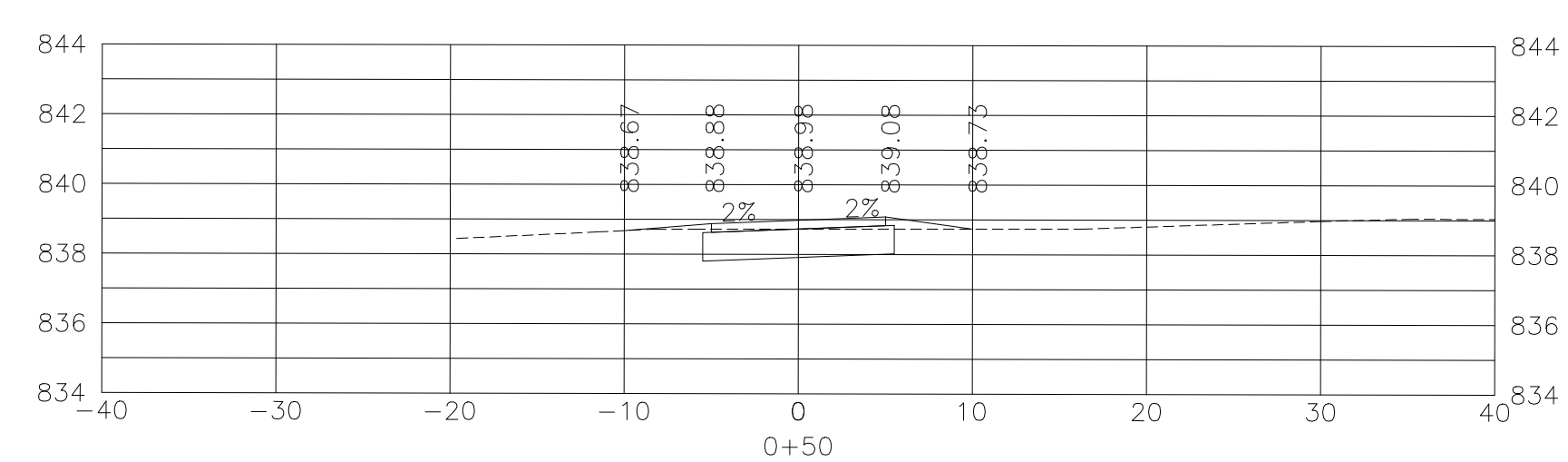
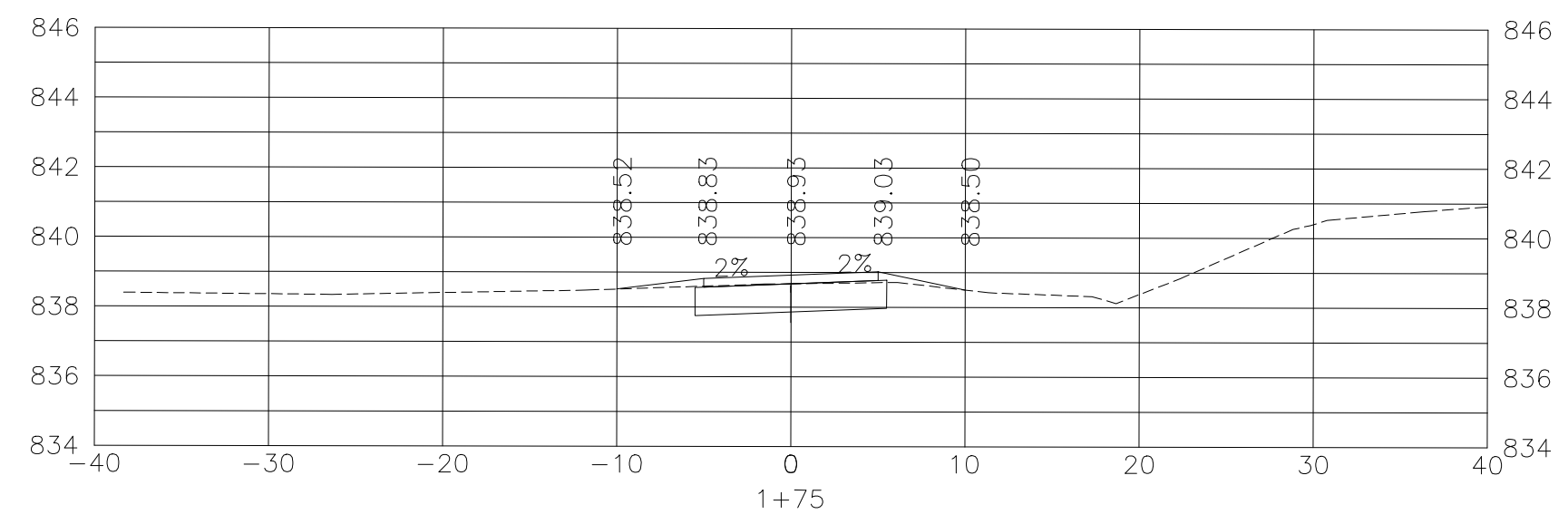
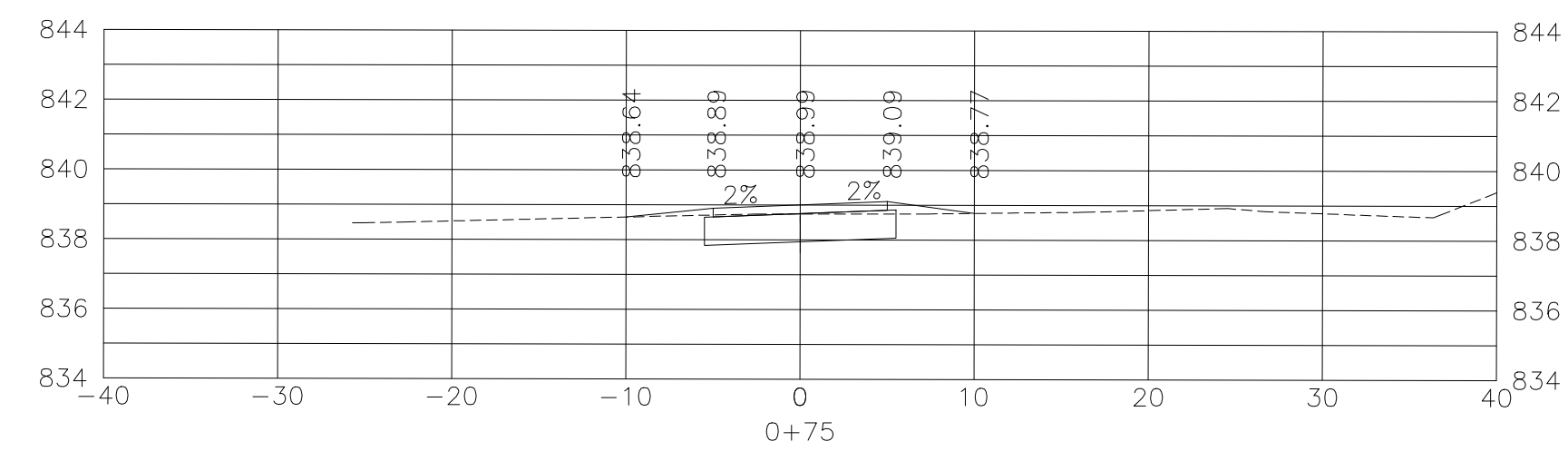
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CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM

SOIL EROSION CONTROL DETAILS

SCALE: HORIZ 1"=20' / VERT 1"=5'	PROJECT NO: SECTION 15-00077-BT-00	DESIGNED -	TOTAL SHEETS	SHEET NO.
		DRAWN -	20	9
		CHECKED -		
		DATE -		

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CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM

CROSS SECTIONS

SCALE: HORIZ 1"=20' / VERT 1"=5'

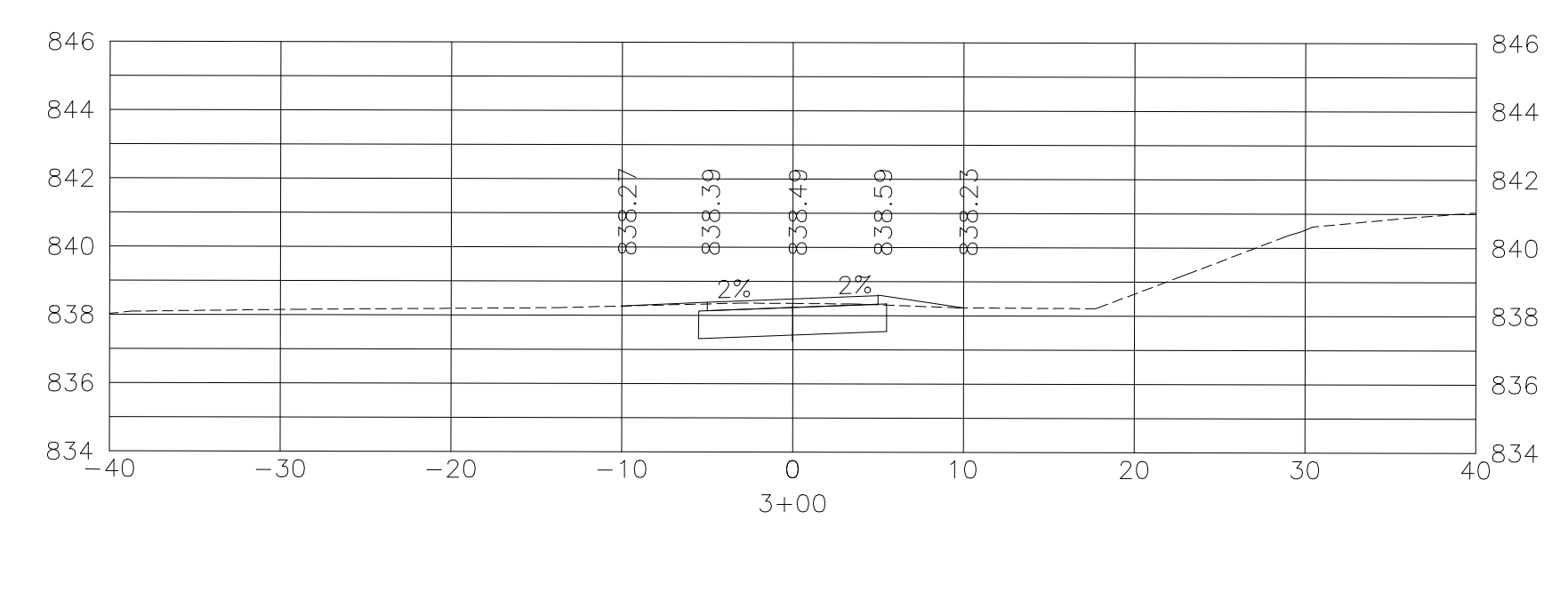
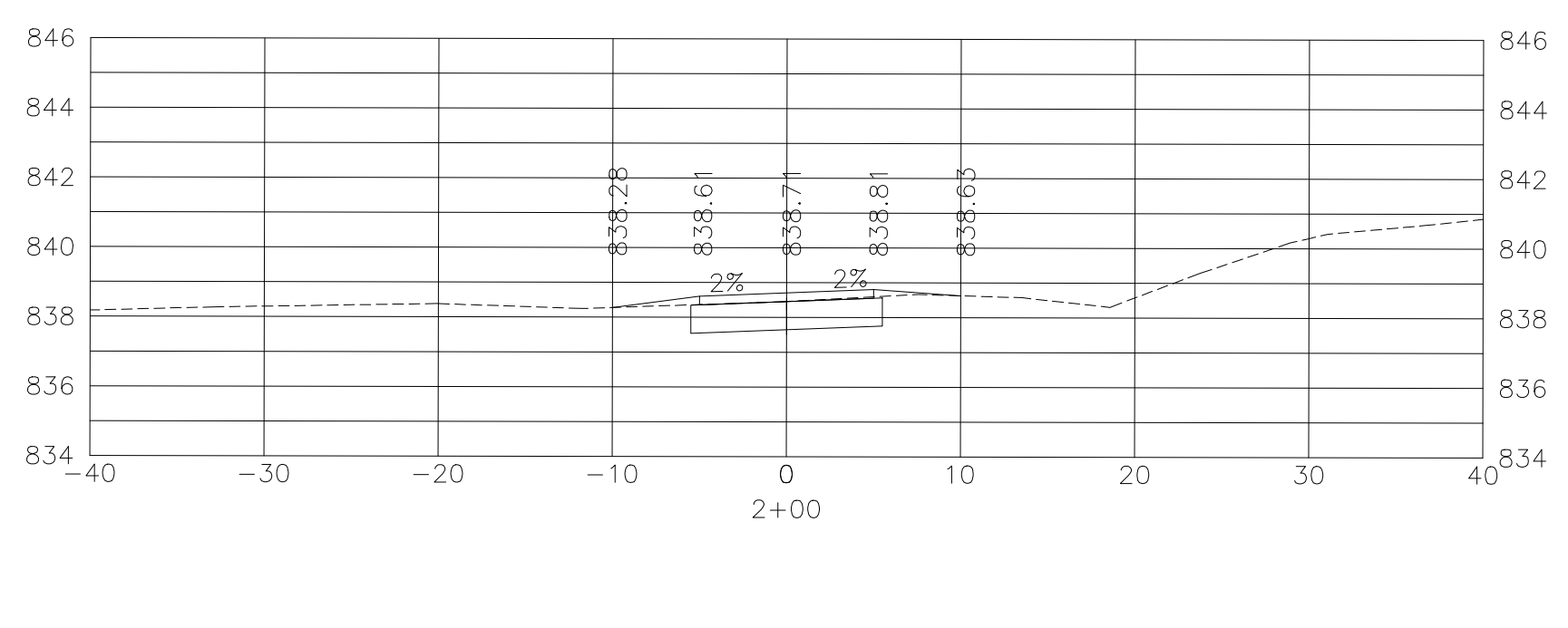
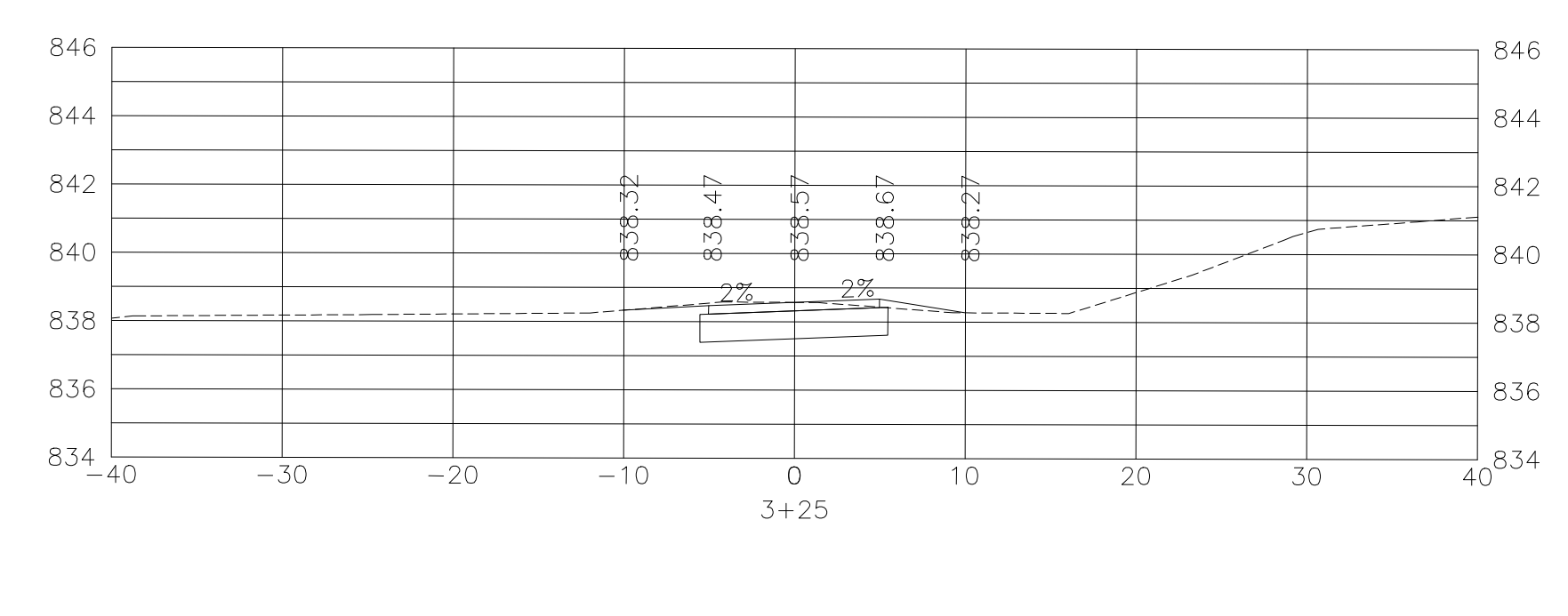
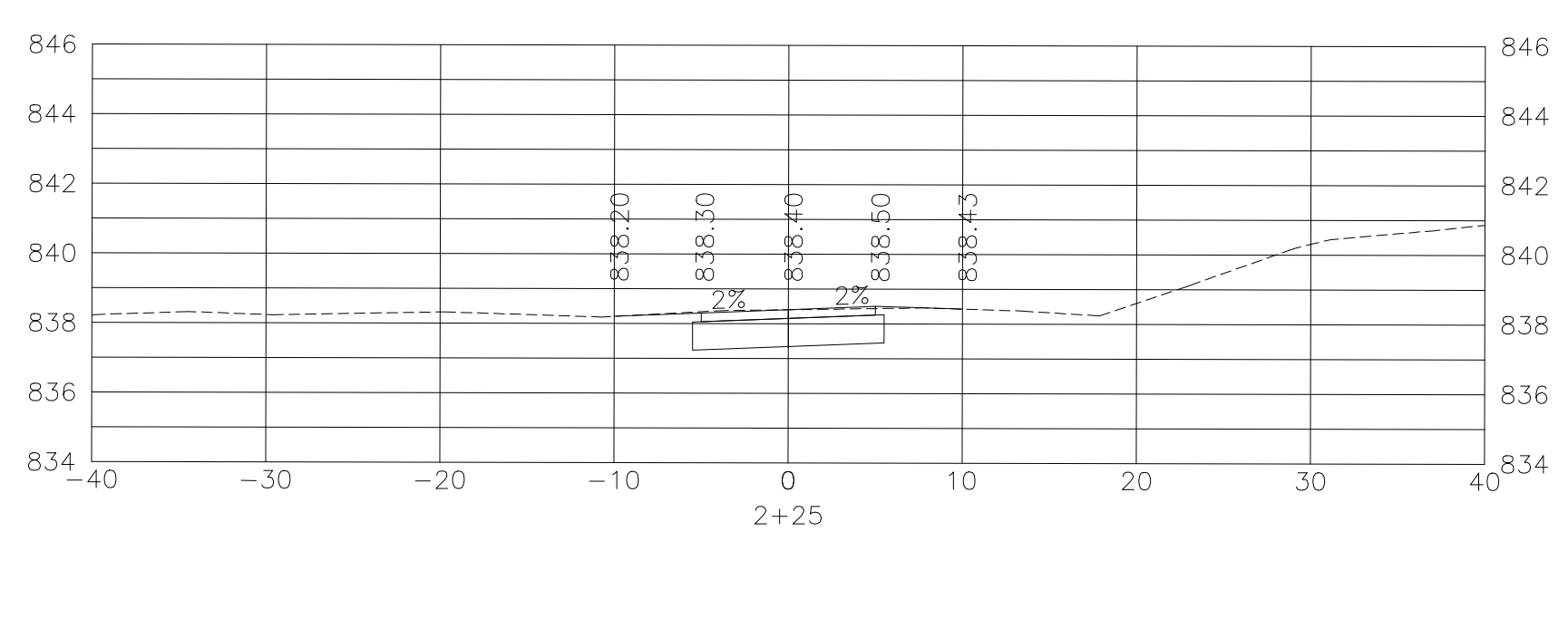
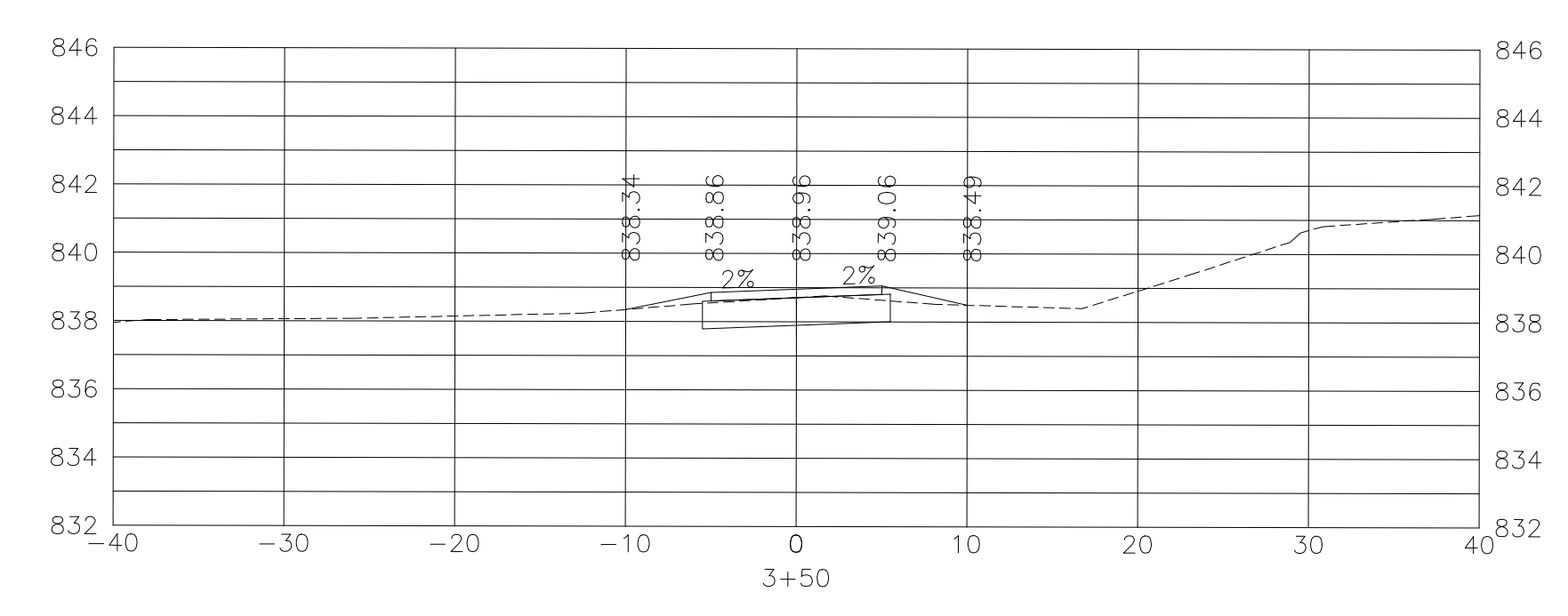
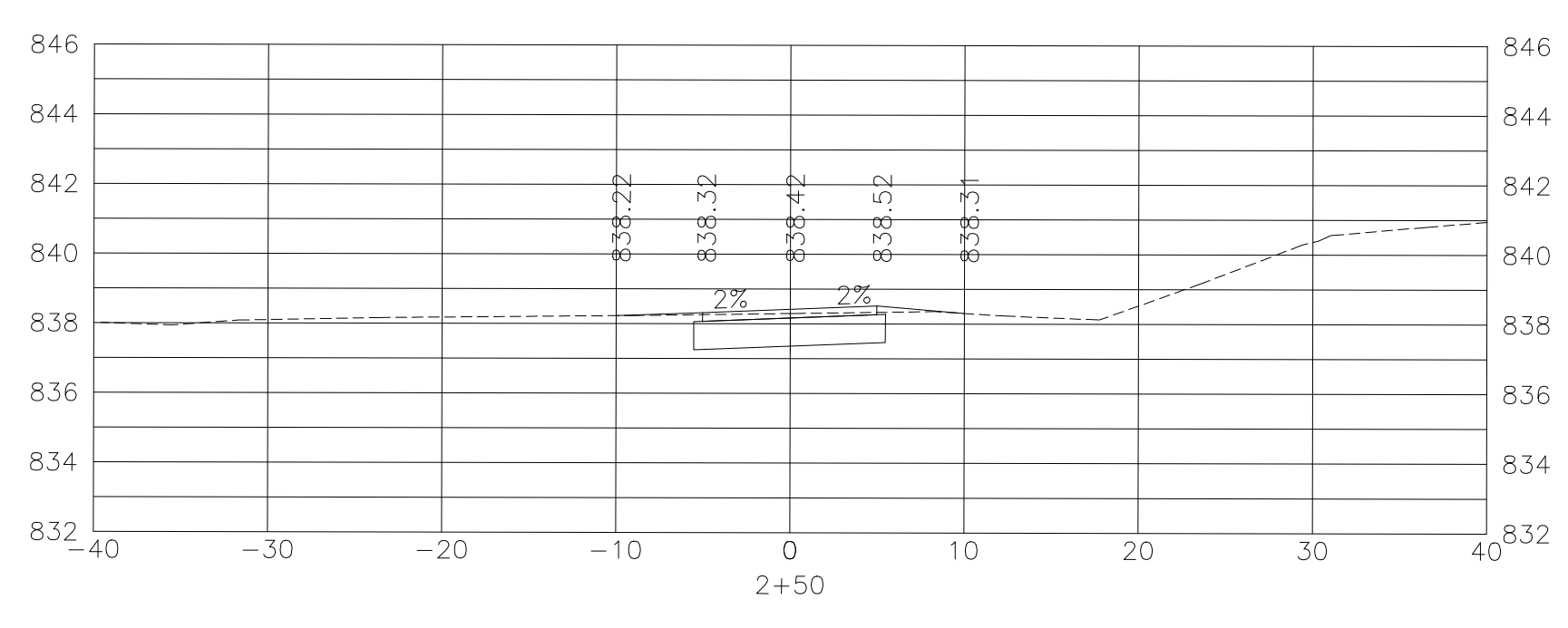
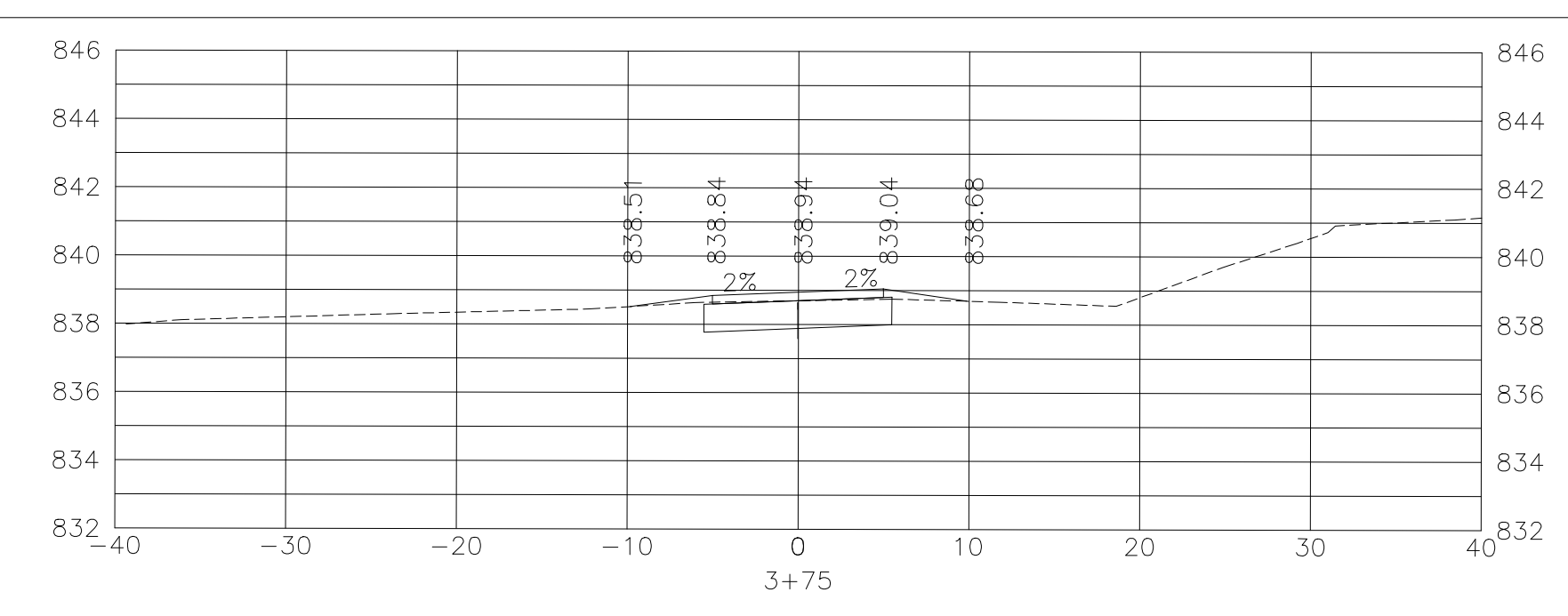
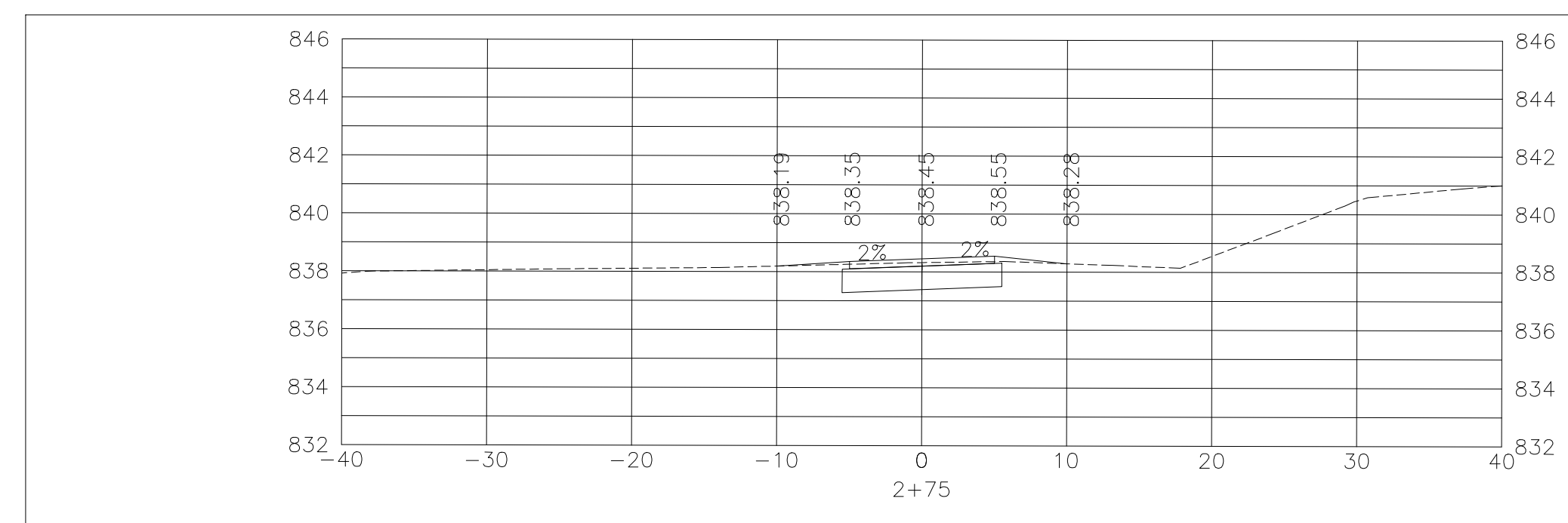
PROJECT NO: SECTION 15-00077-BT-00

DESIGNED -
 DRAWN -
 CHECKED -
 DATE -

TOTAL SHEETS	SHEET NO.
20	10

NOT FOR BIDDING

L:\ENGINEERING DEPARTMENT\STREETS 01\2017 STREET PROGRAM\2.0 DESIGN\2.3 CADD PLANS MAPS\FROM B&W\121416\FINAL 160998 BIKE - TOPO - ACAD 011317.DWG XSEC 2
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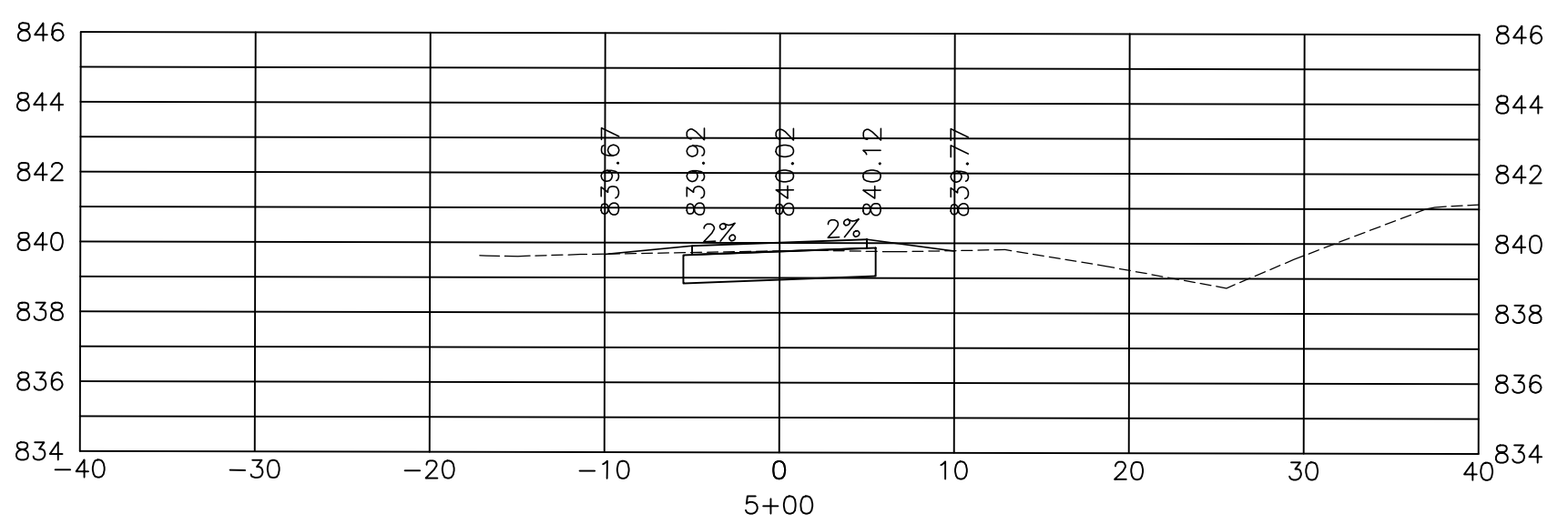
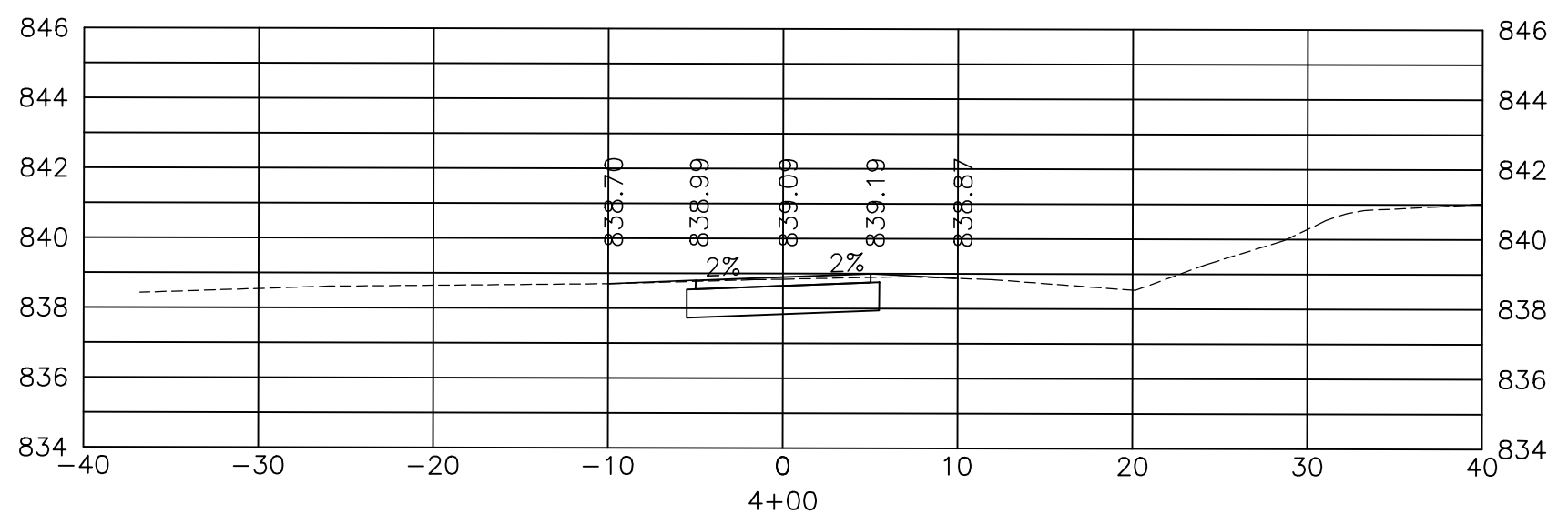
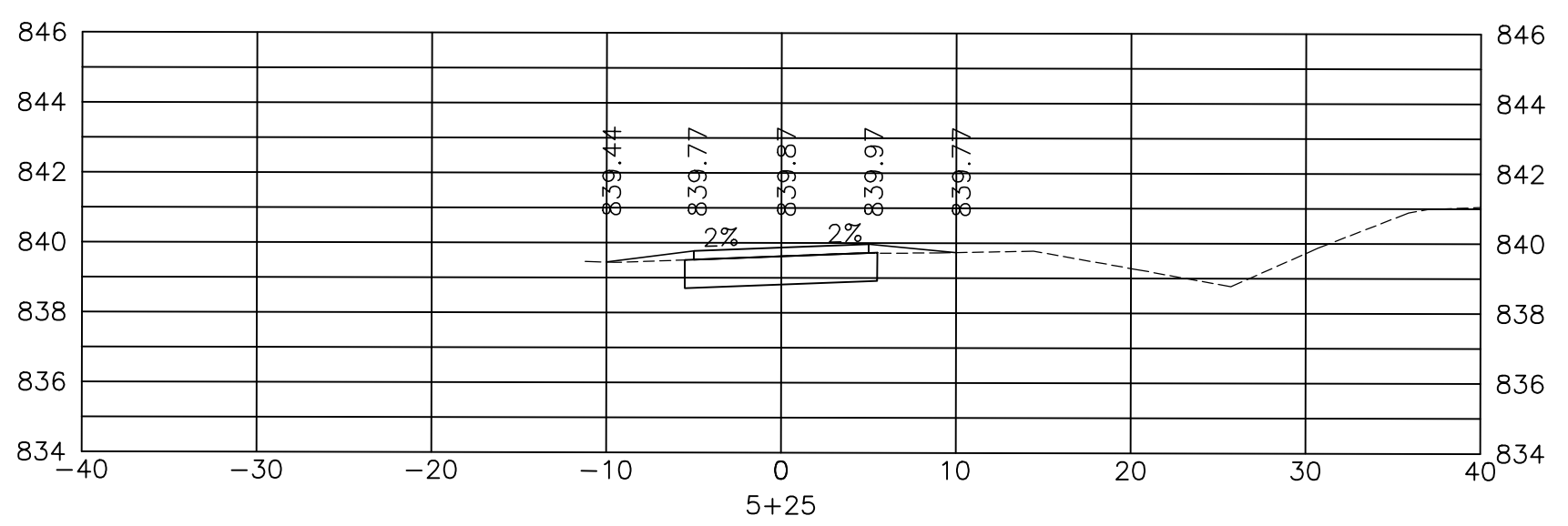
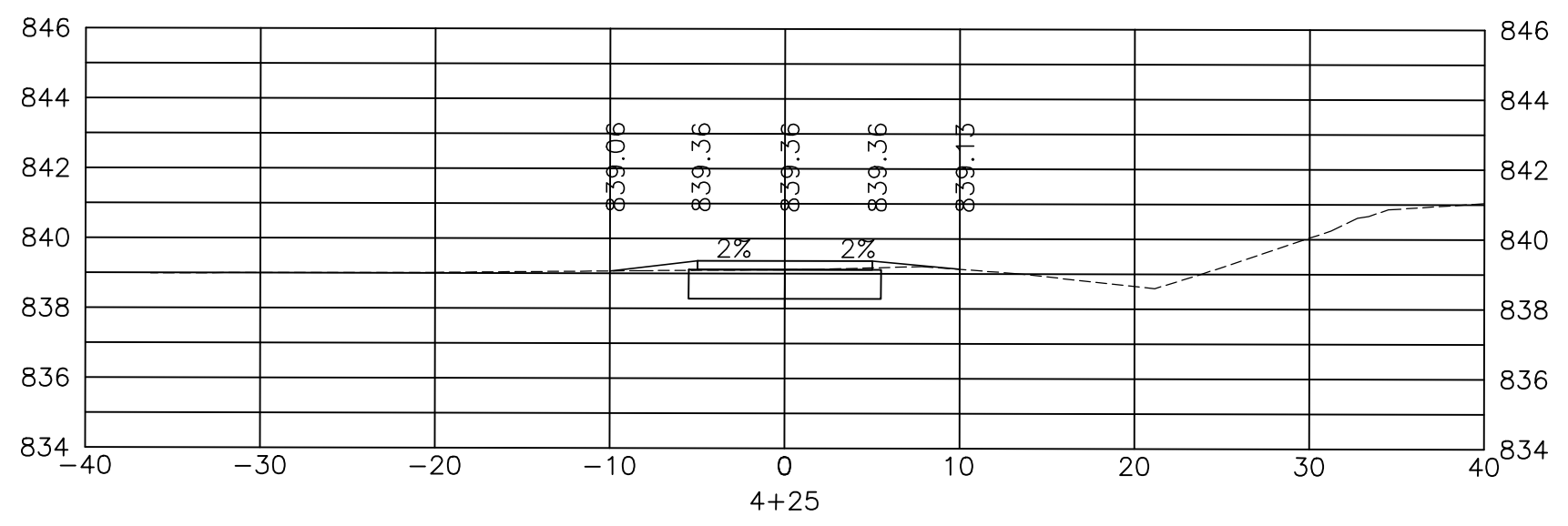
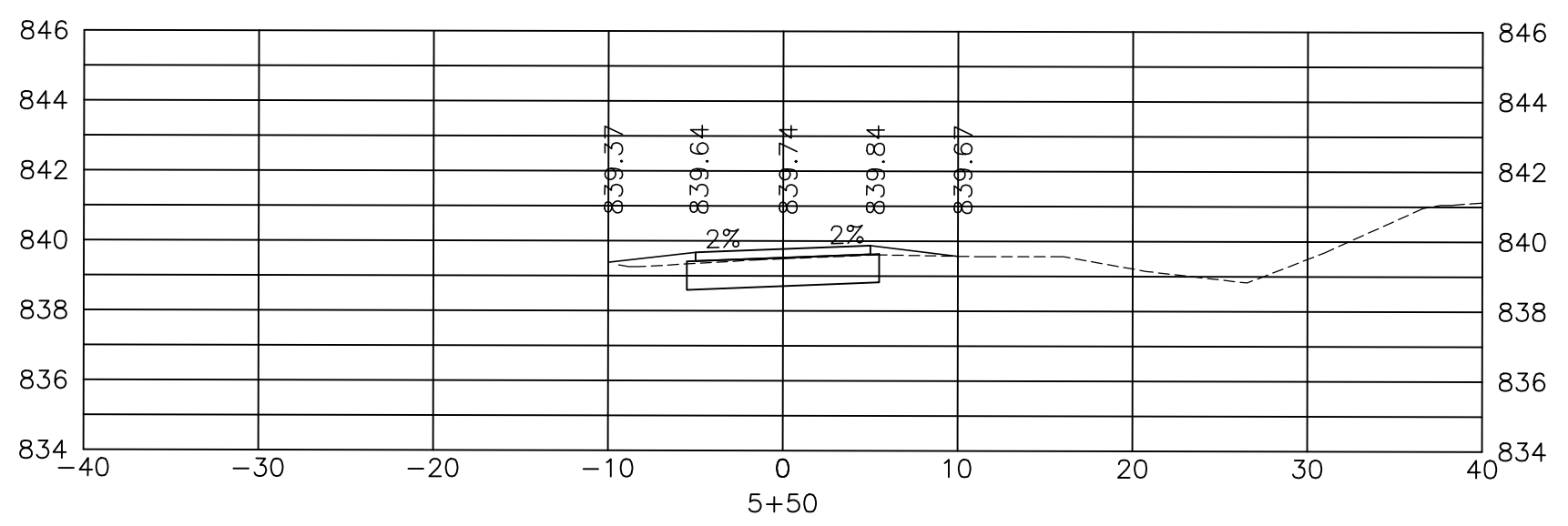
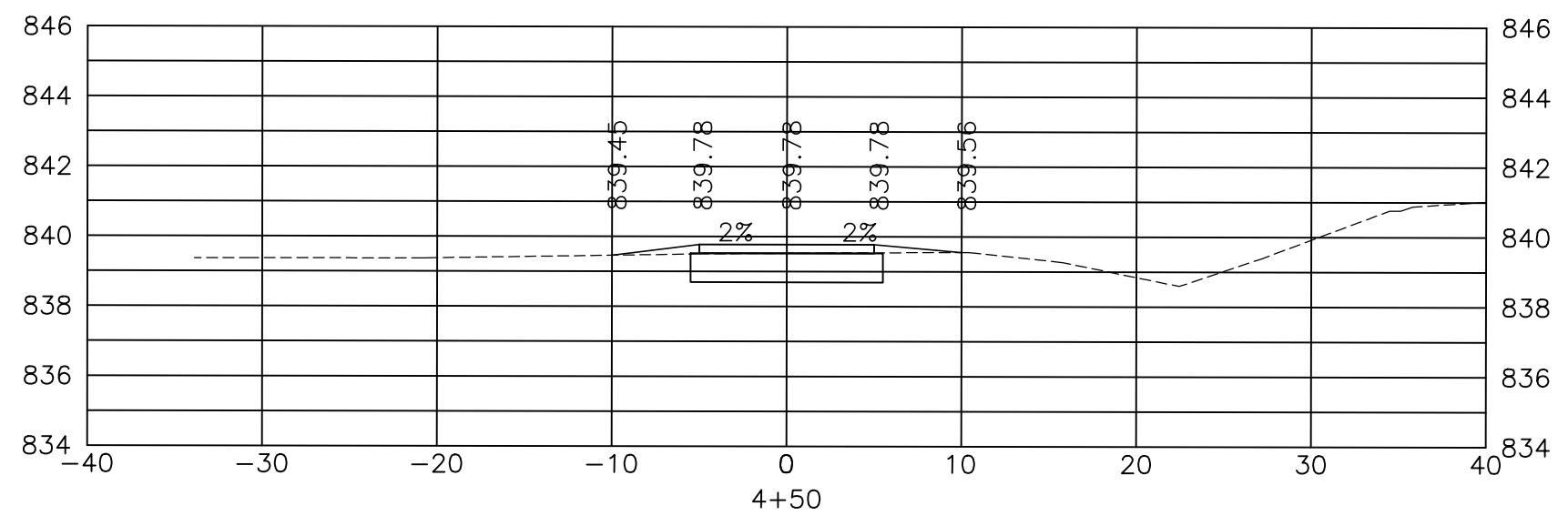
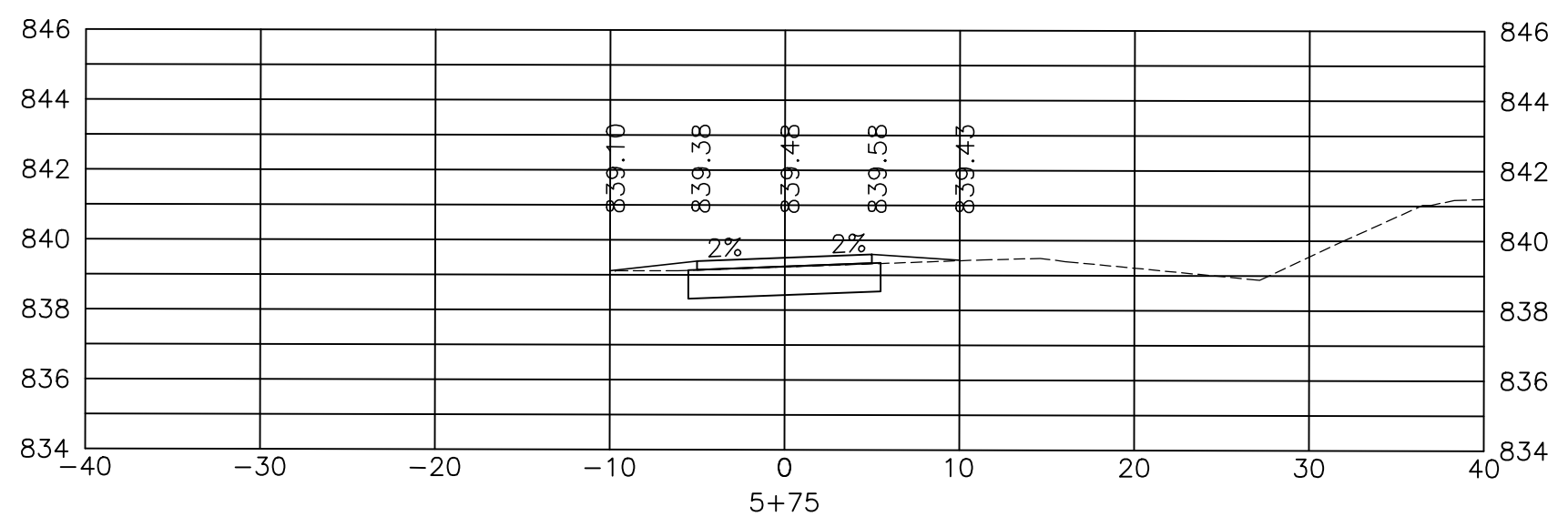
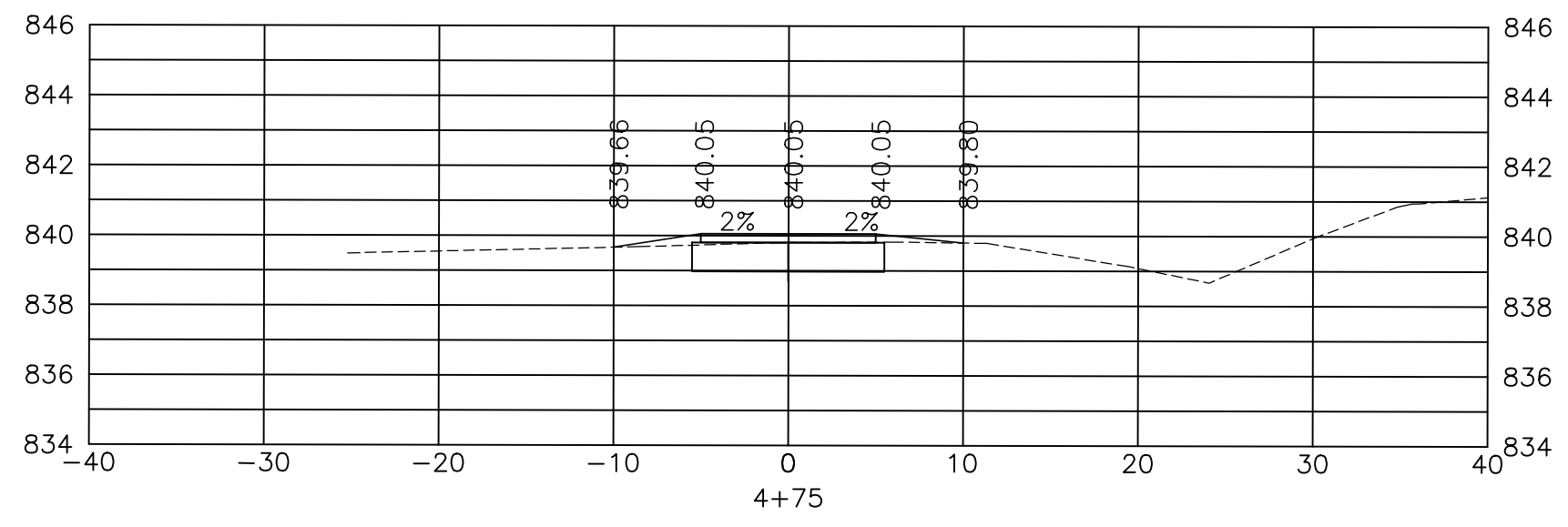
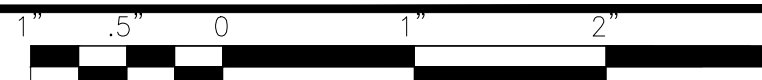
CONSULTANTS	REVISED -
	REVISED -
	REVISED -
	REVISED -

CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM

CROSS SECTIONS	
SCALE: HORIZ 1"=20' / VERT 1"=5'	PROJECT NO: SECTION 15-00077-BT-00

DESIGNED -	TOTAL SHEETS	SHEET NO.
DRAWN -	20	11
CHECKED -		
DATE -		

NOT FOR BIDDING



L:\ENGINEERING DEPARTMENT\STREETS 01\2017 STREET PROGRAM\2.0 DESIGN\2.3 CADD PLANS MAPS FROM B&W\121416\FINAL 160998 BIKE - TOPO - ACAD 011317.DWG XSEC 3
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CONSULTANTS

REVISED -
 REVISED -
 REVISED -
 REVISED -

CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM

CROSS SECTIONS

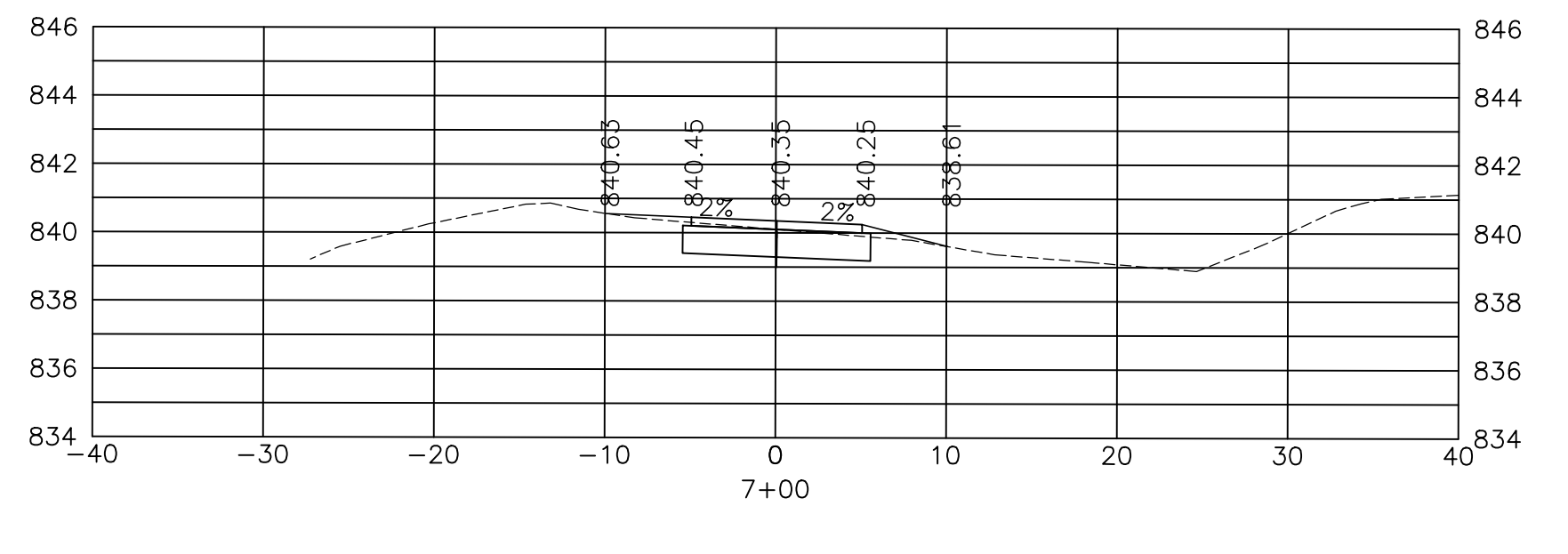
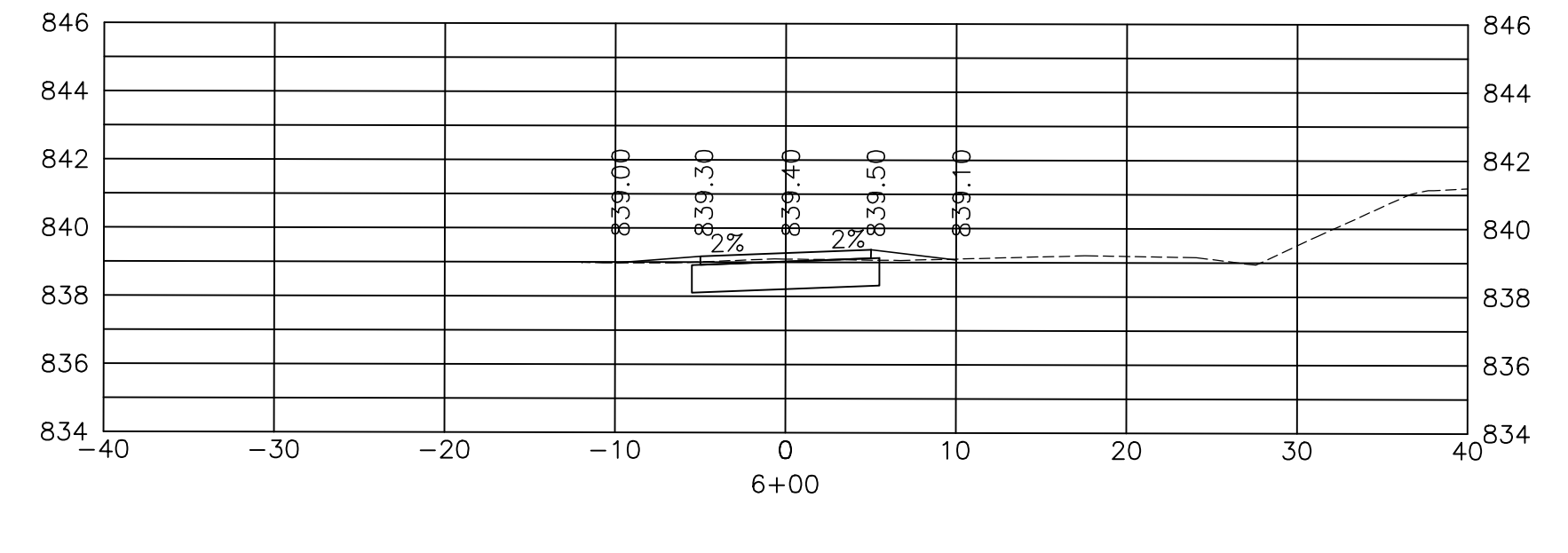
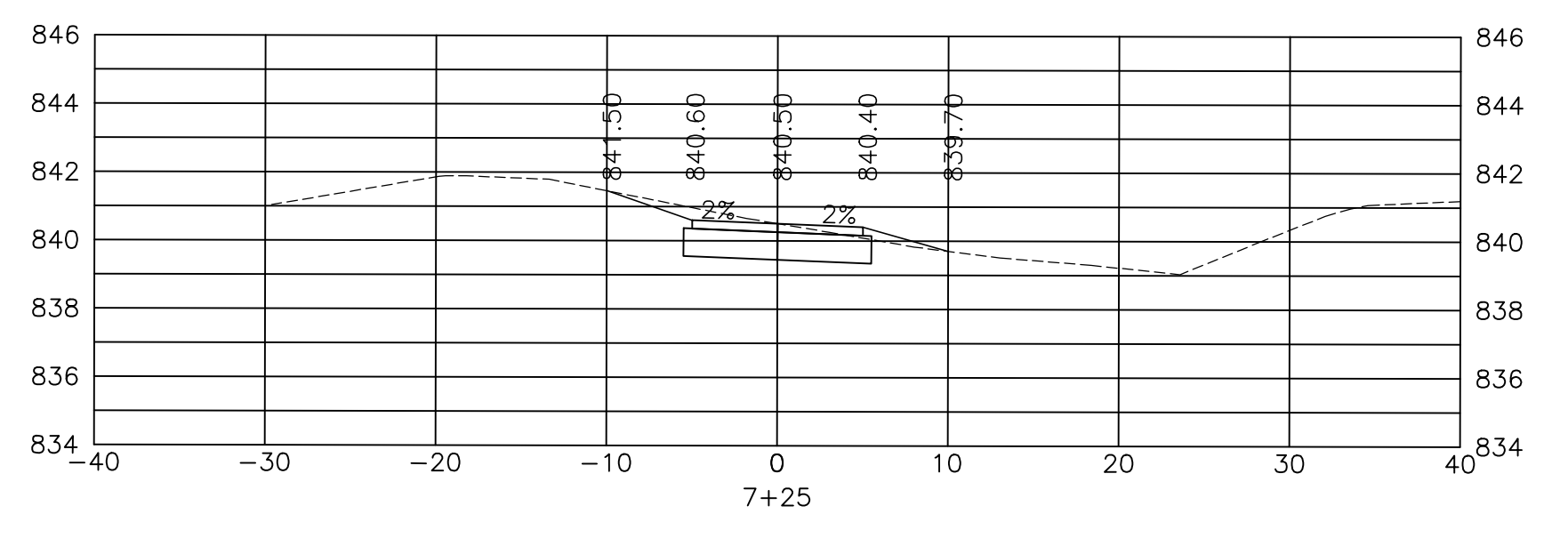
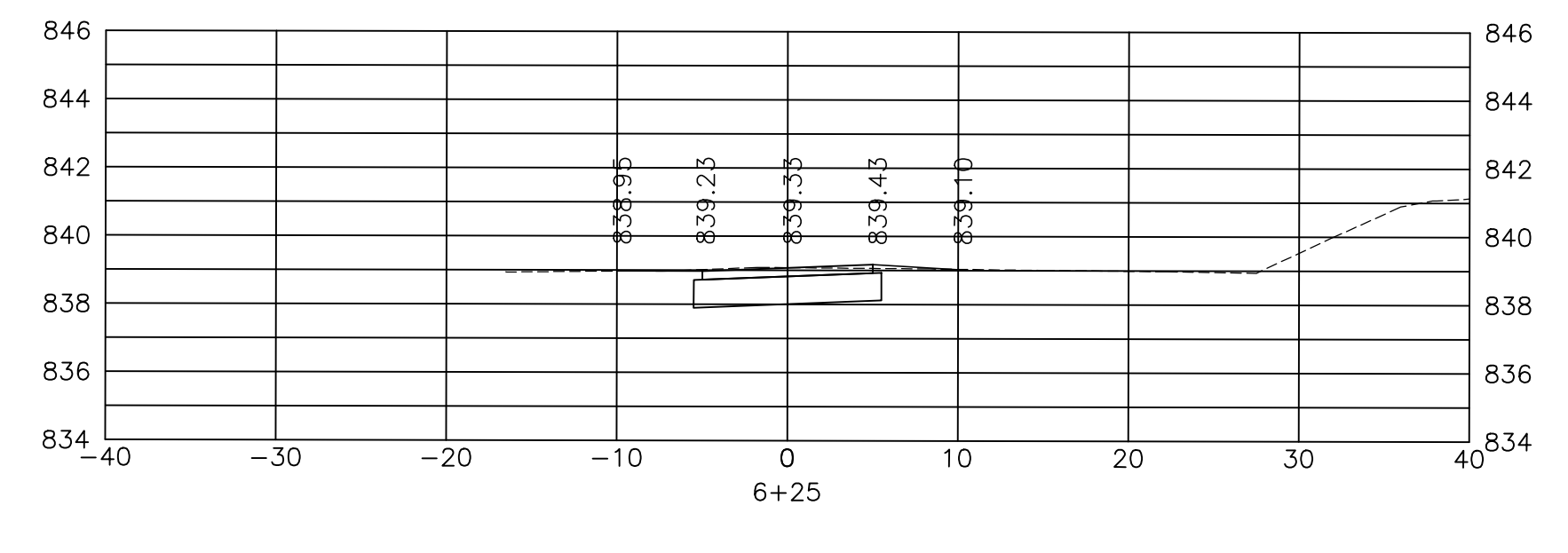
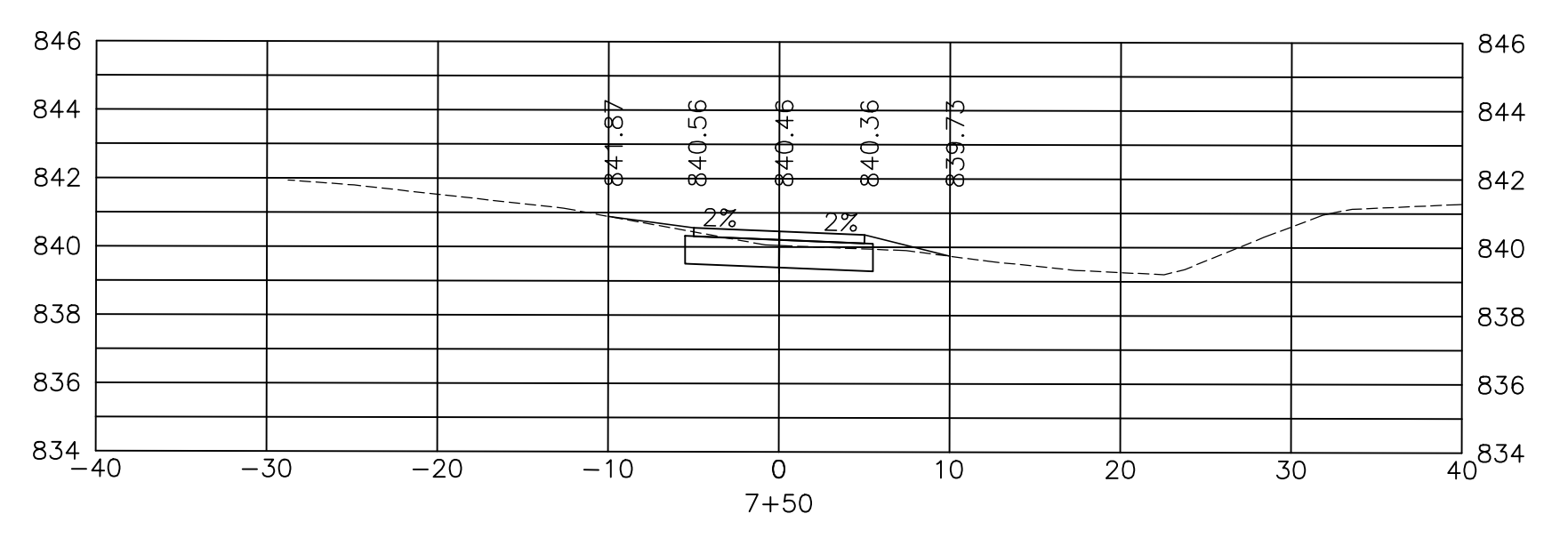
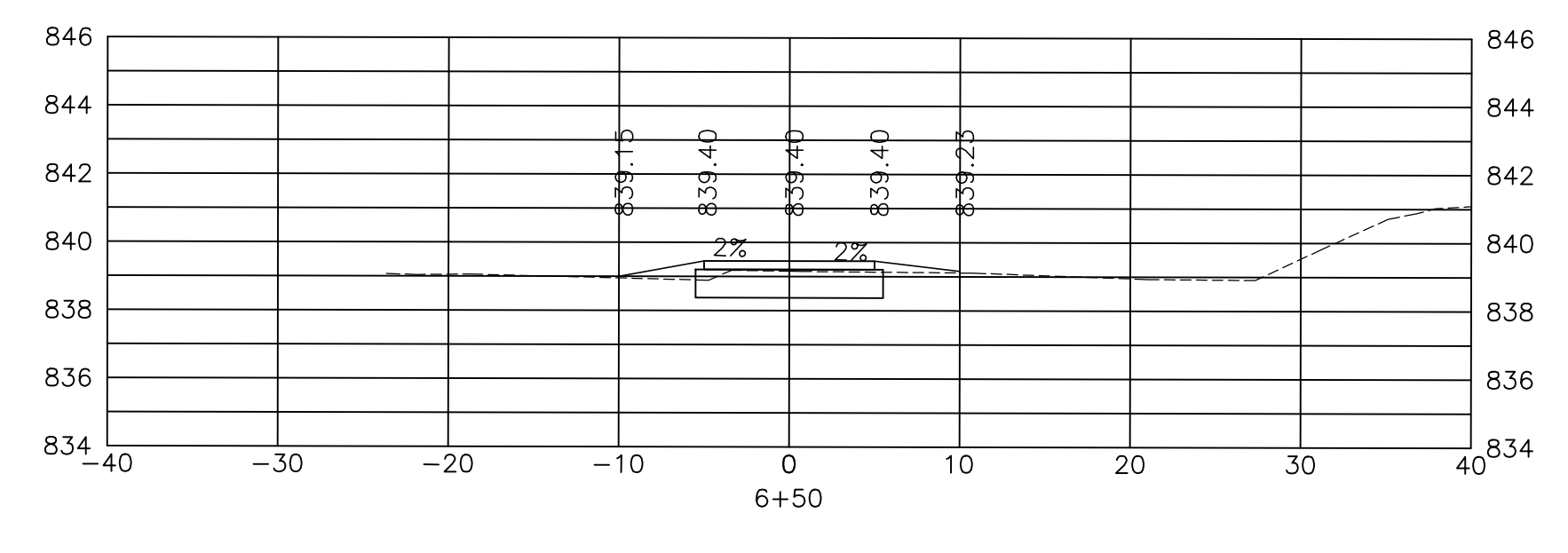
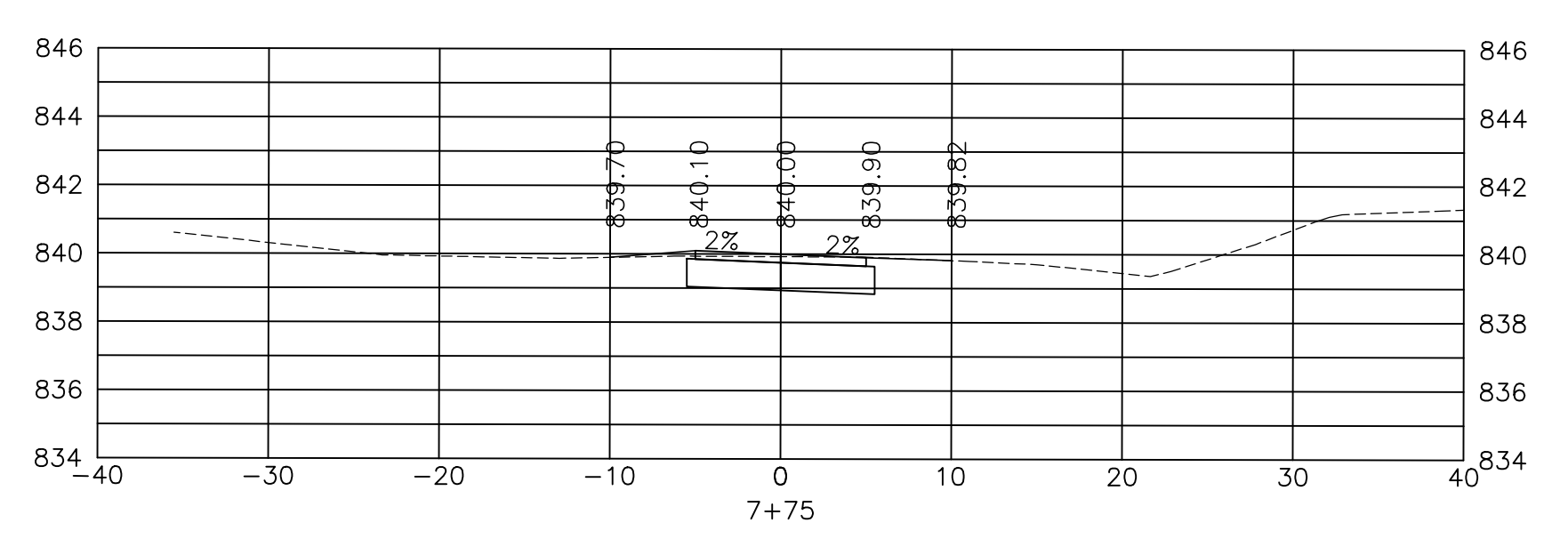
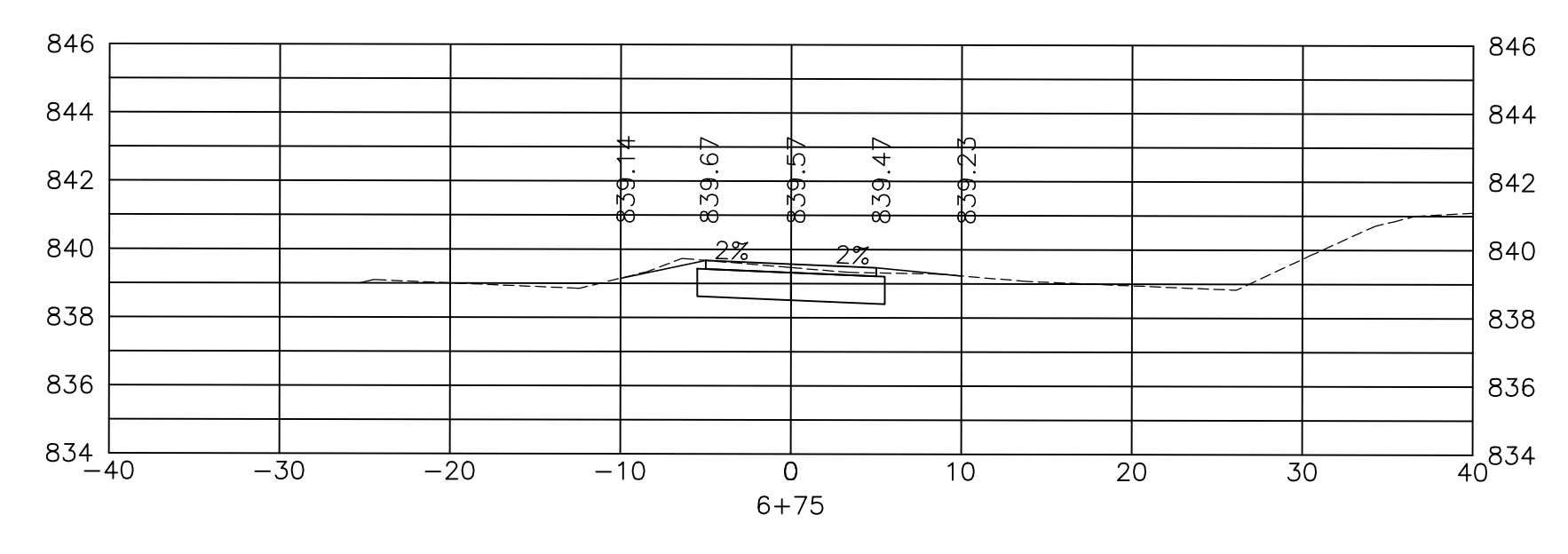
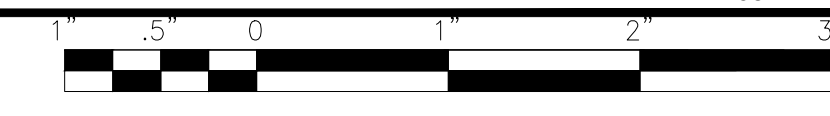
SCALE: HORIZ 1"=20' / VERT 1"=5'

PROJECT NO: SECTION 15-00077-BT-00

DESIGNED -
 DRAWN -
 CHECKED -
 DATE -

TOTAL SHEETS	SHEET NO.
20	12

NOT FOR BIDDING



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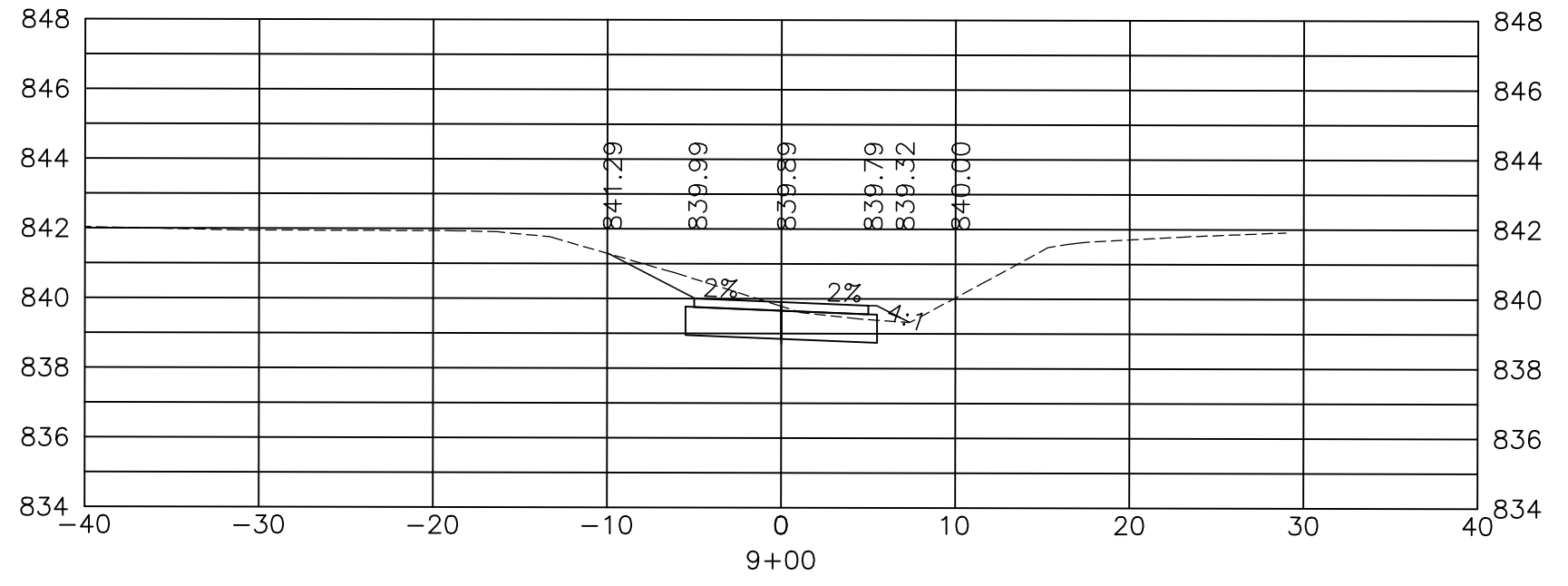
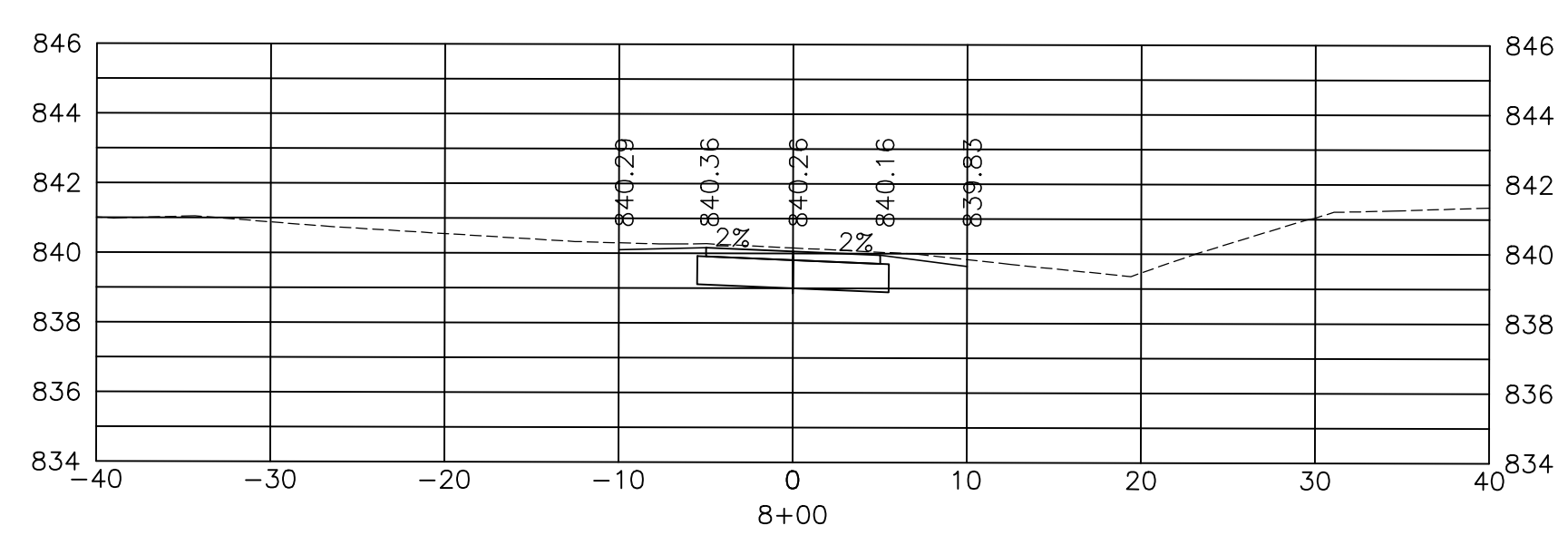
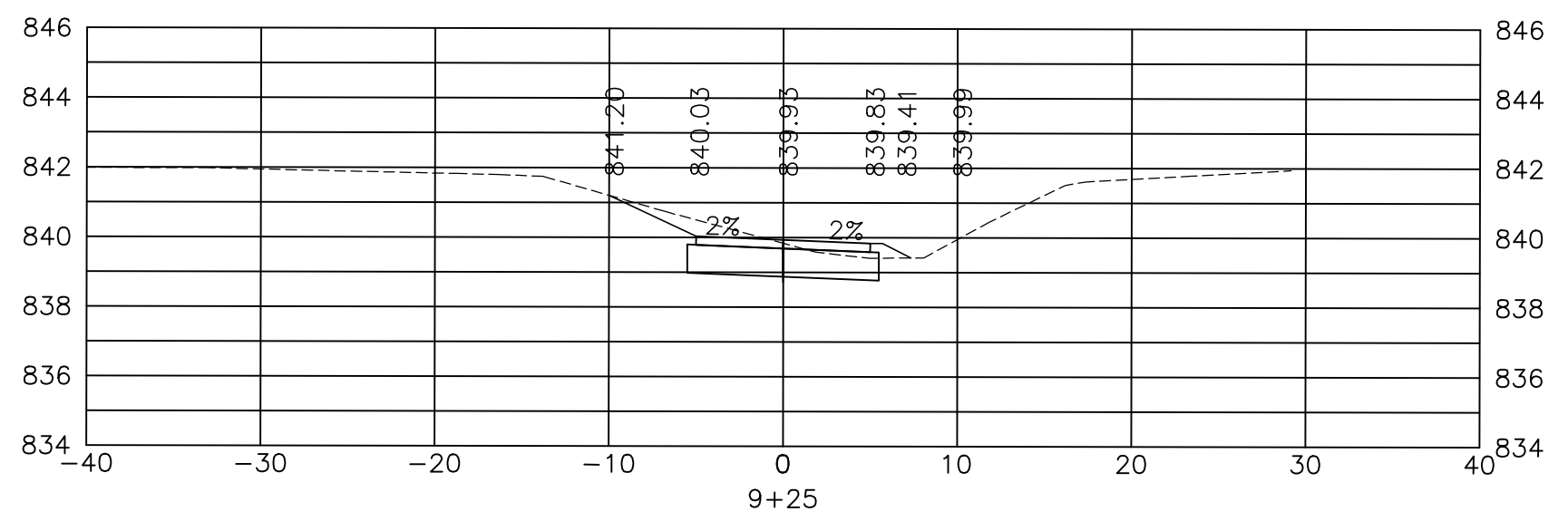
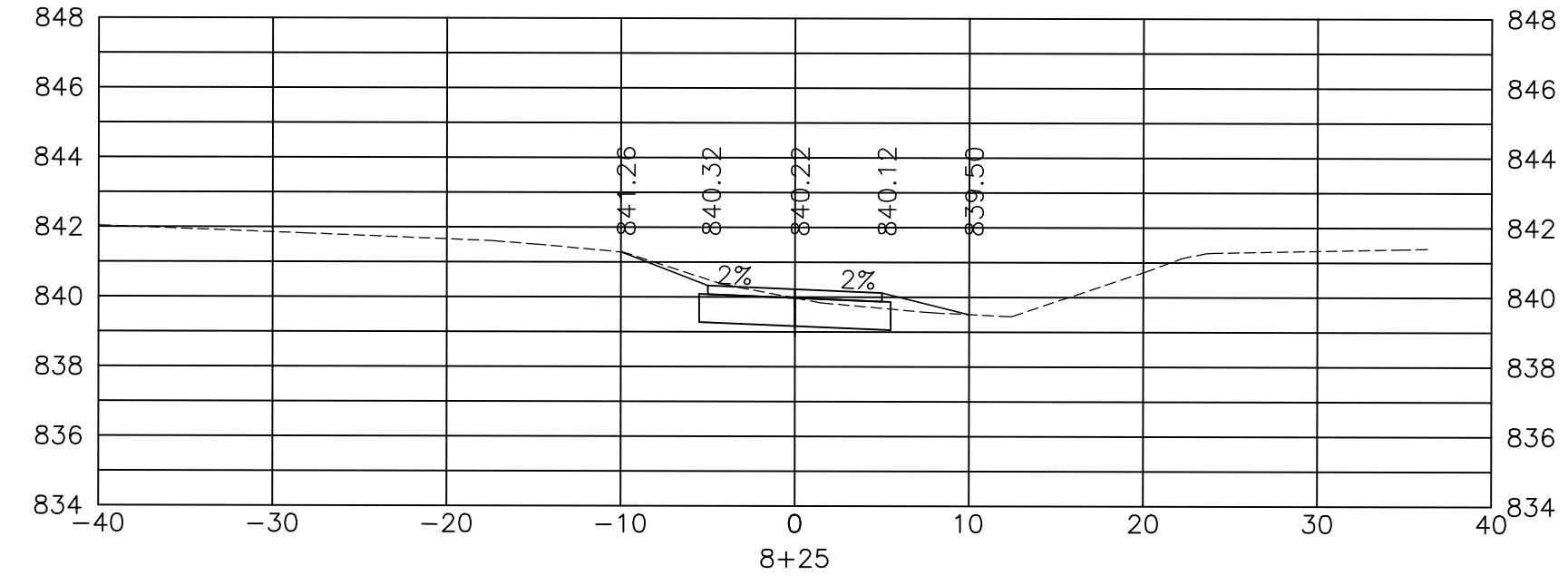
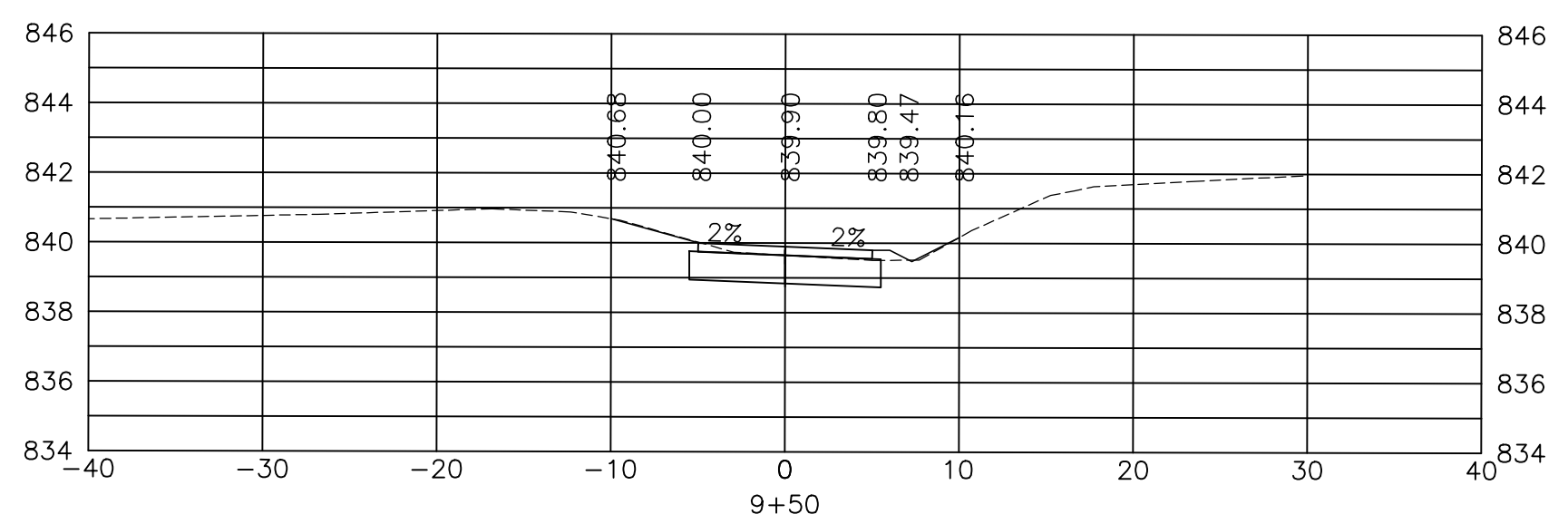
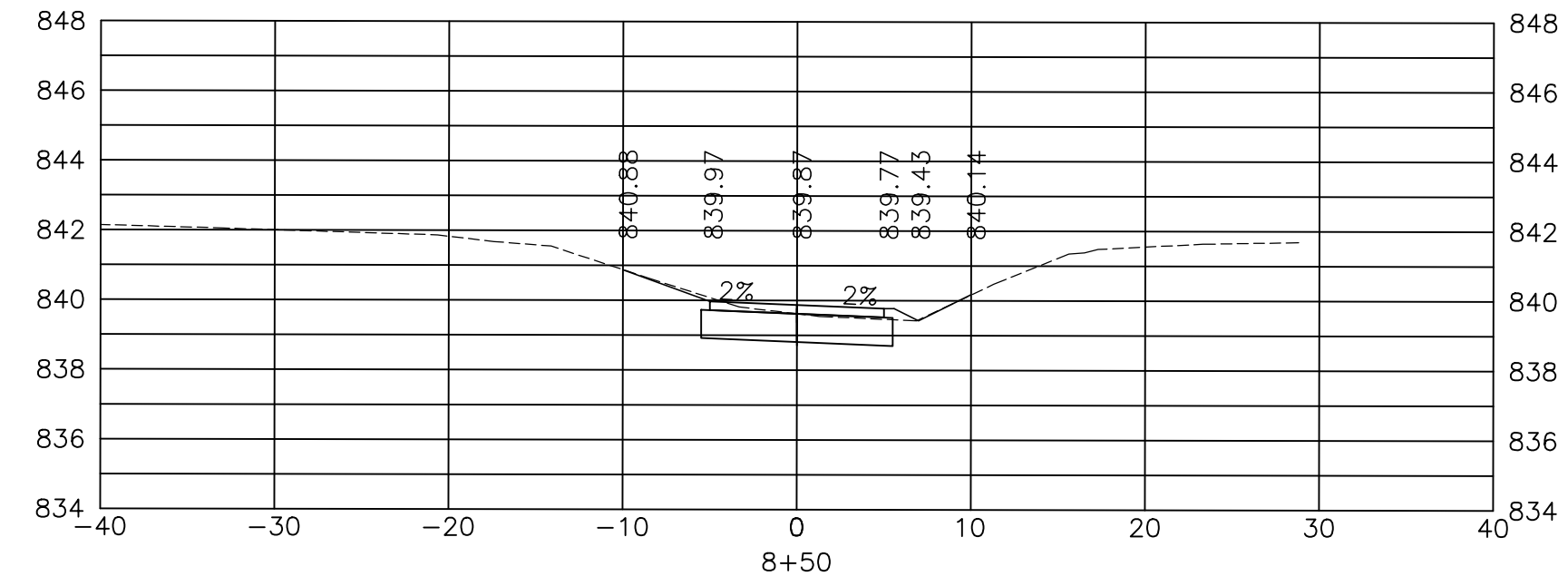
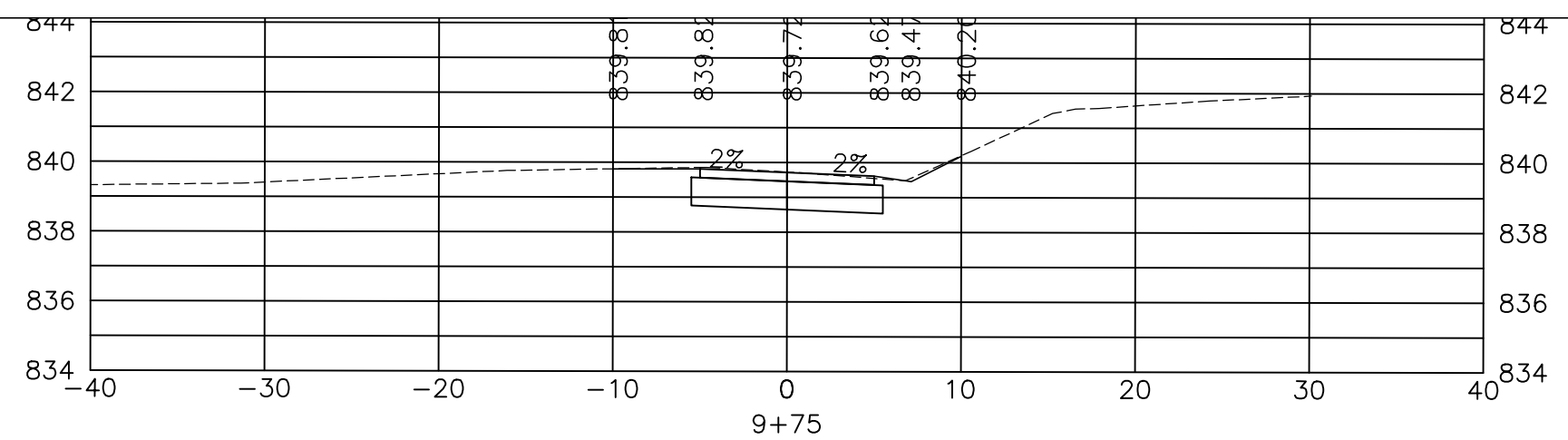
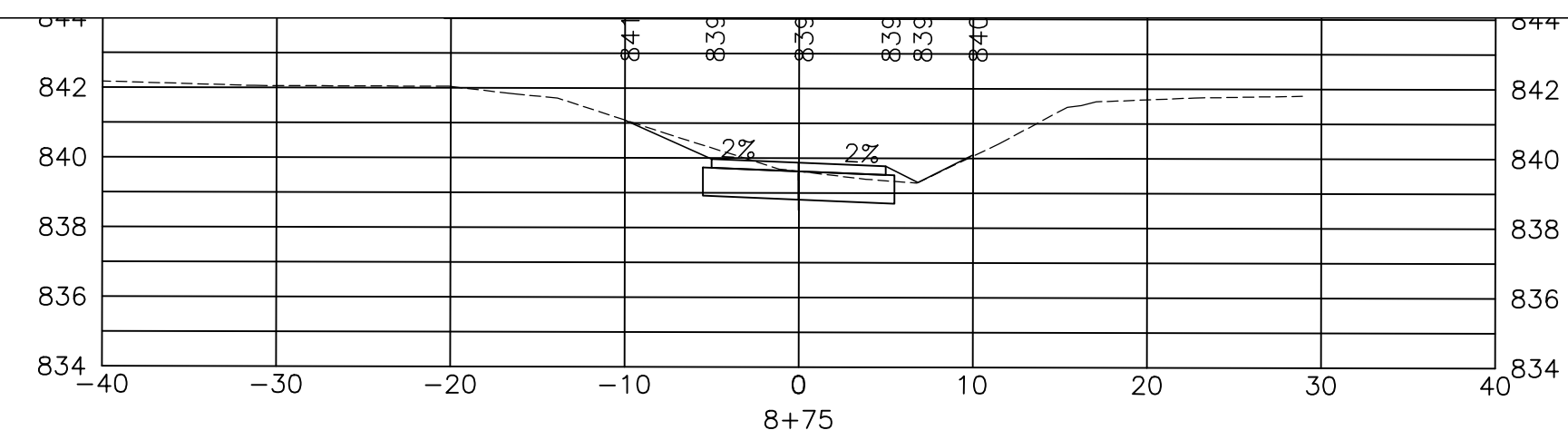
CONSULTANTS	REVISED -
	REVISED -
	REVISED -
	REVISED -
	REVISED -

CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM

CROSS SECTIONS	
SCALE:	HORIZ 1"=20' / VERT 1"=5'
PROJECT NO:	SECTION 15-00077-BT-00

DESIGNED -	TOTAL SHEETS	SHEET NO.
DRAWN -	20	13
CHECKED -		
DATE -		

NOT FOR BIDDING



L:\ENGINEERING DEPARTMENT\STREETS 01\2017 STREET PROGRAM\2.0 DESIGN\2.3 CADD PLANS MAPS\FROM B&M\121416\FINAL 160998 BIKE - TOPO - ACAD 011317.DWG XSEC 5
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	REVISED -
	REVISED -
	REVISED -

CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM

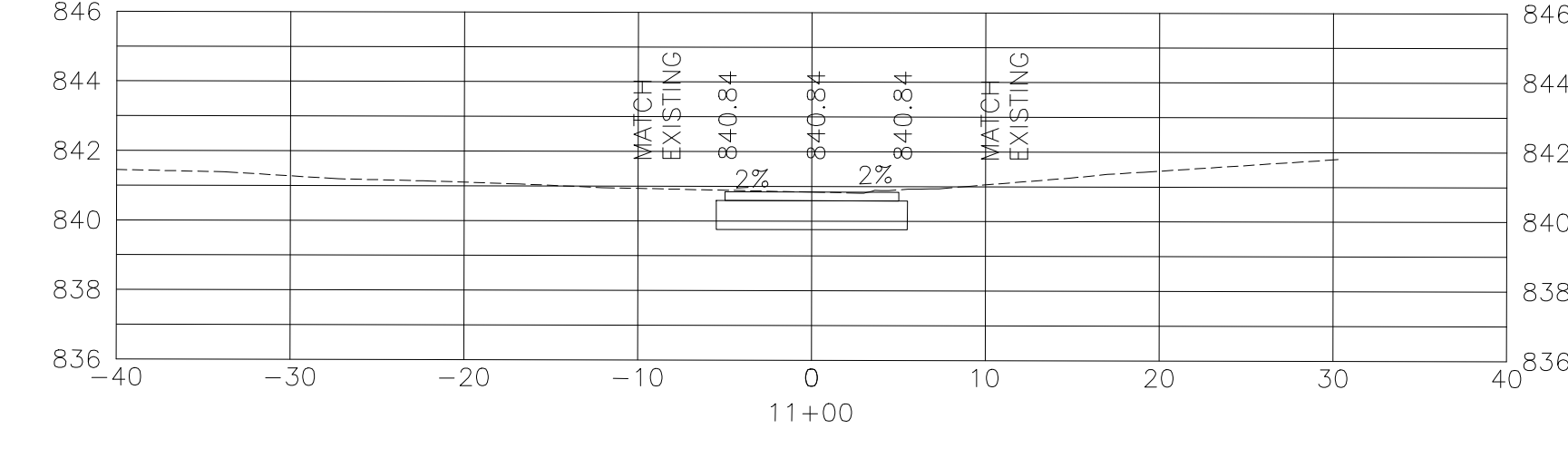
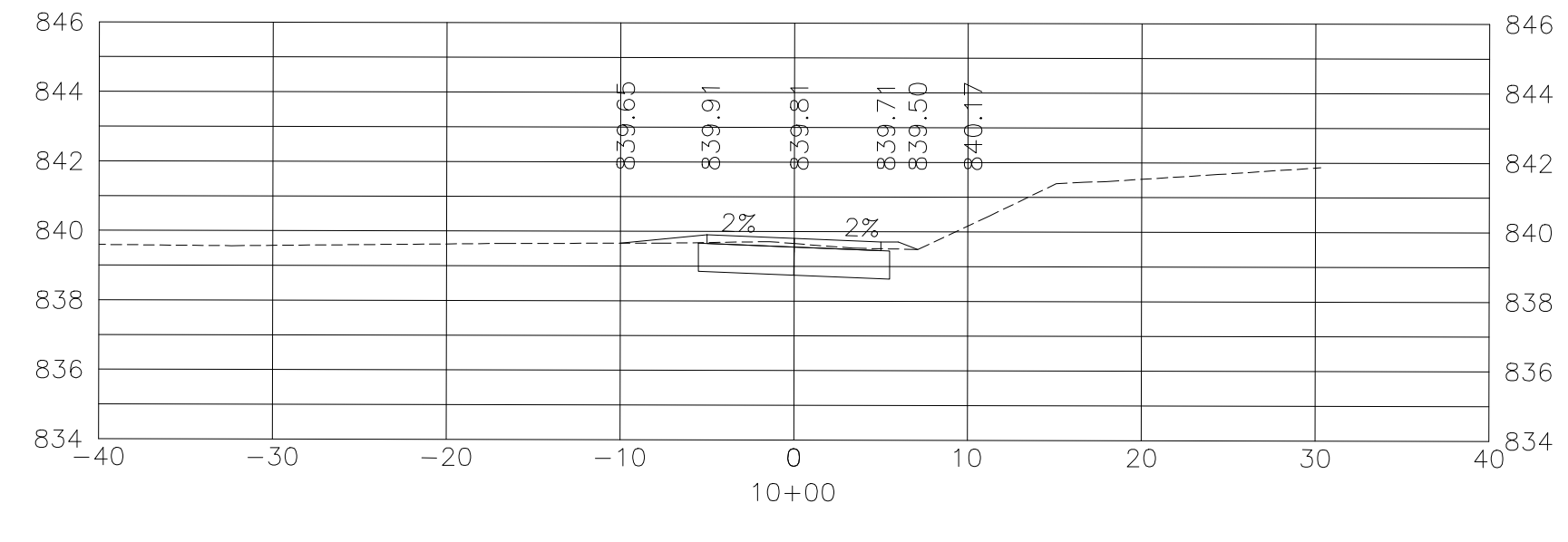
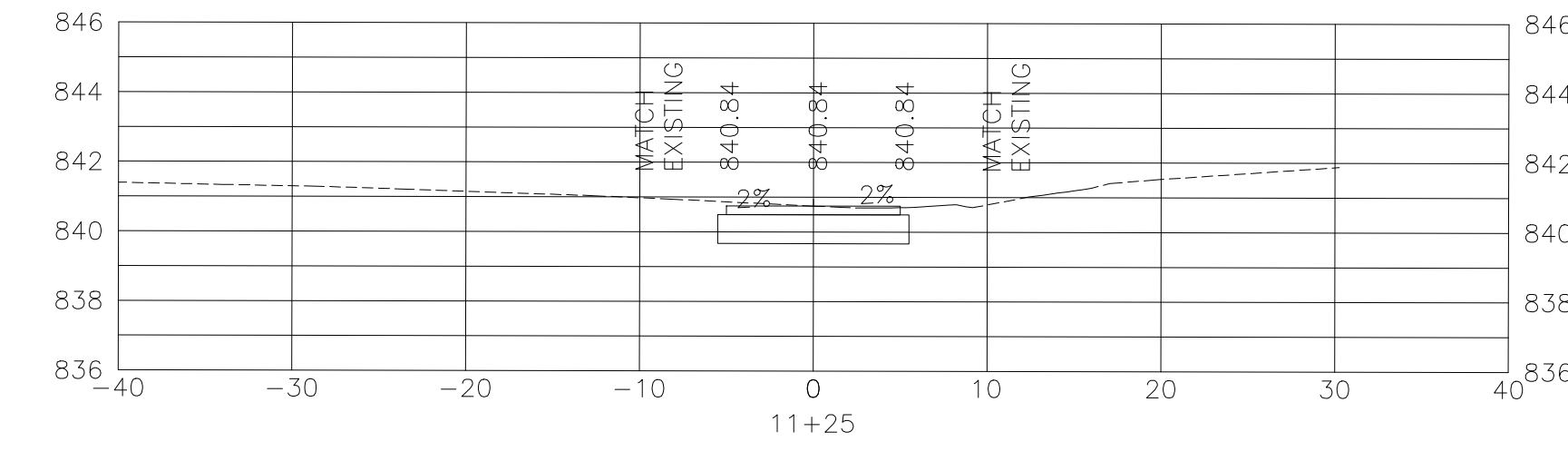
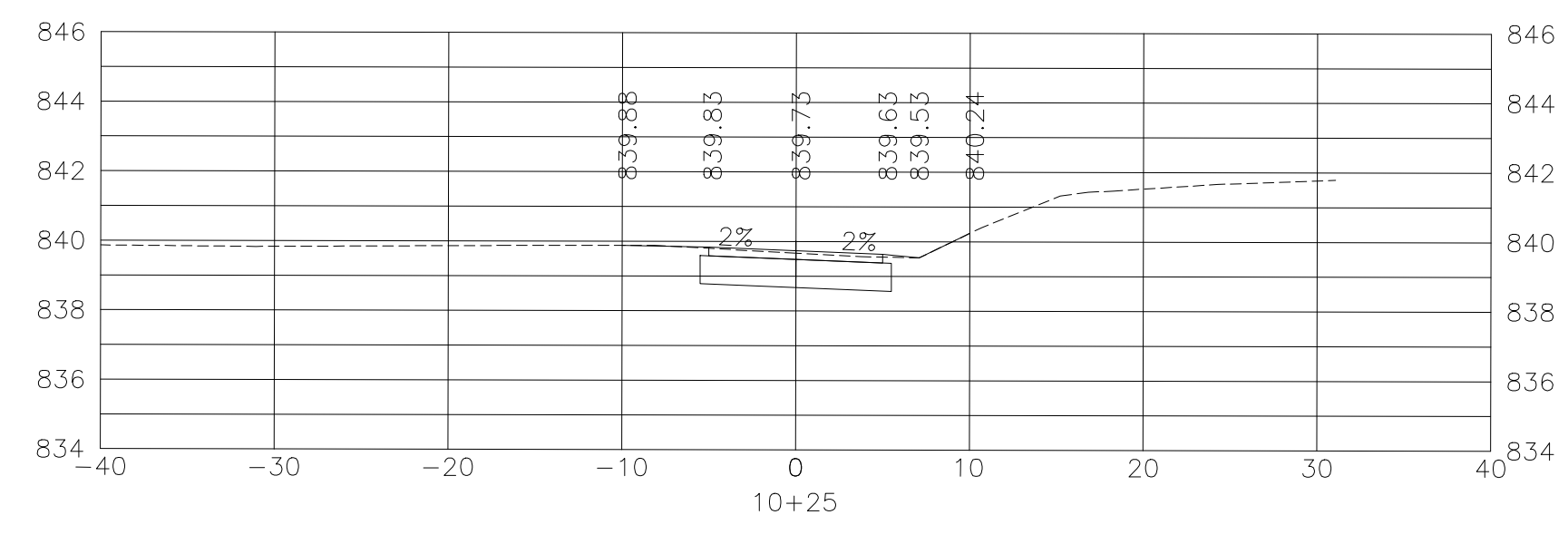
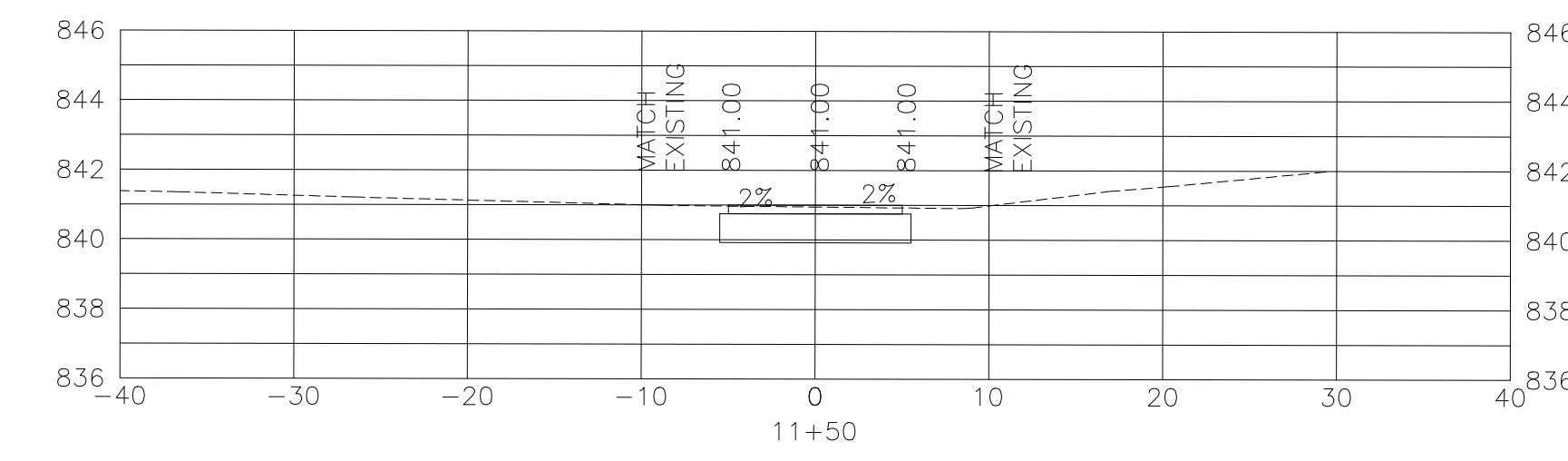
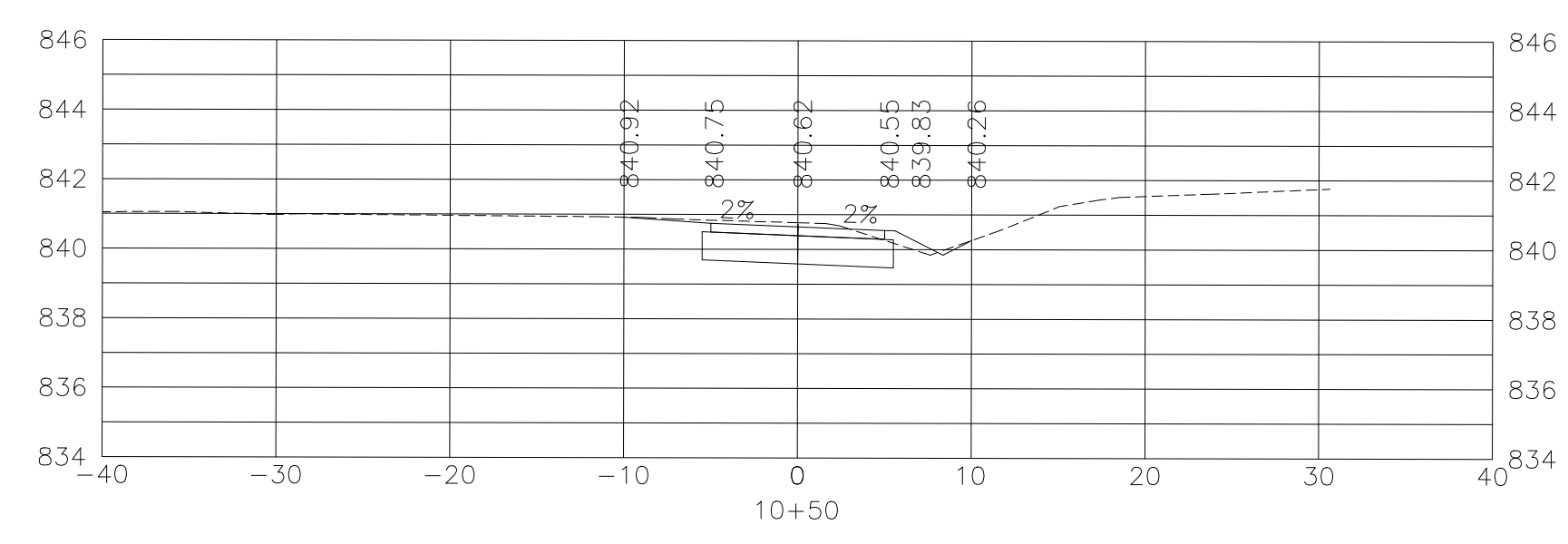
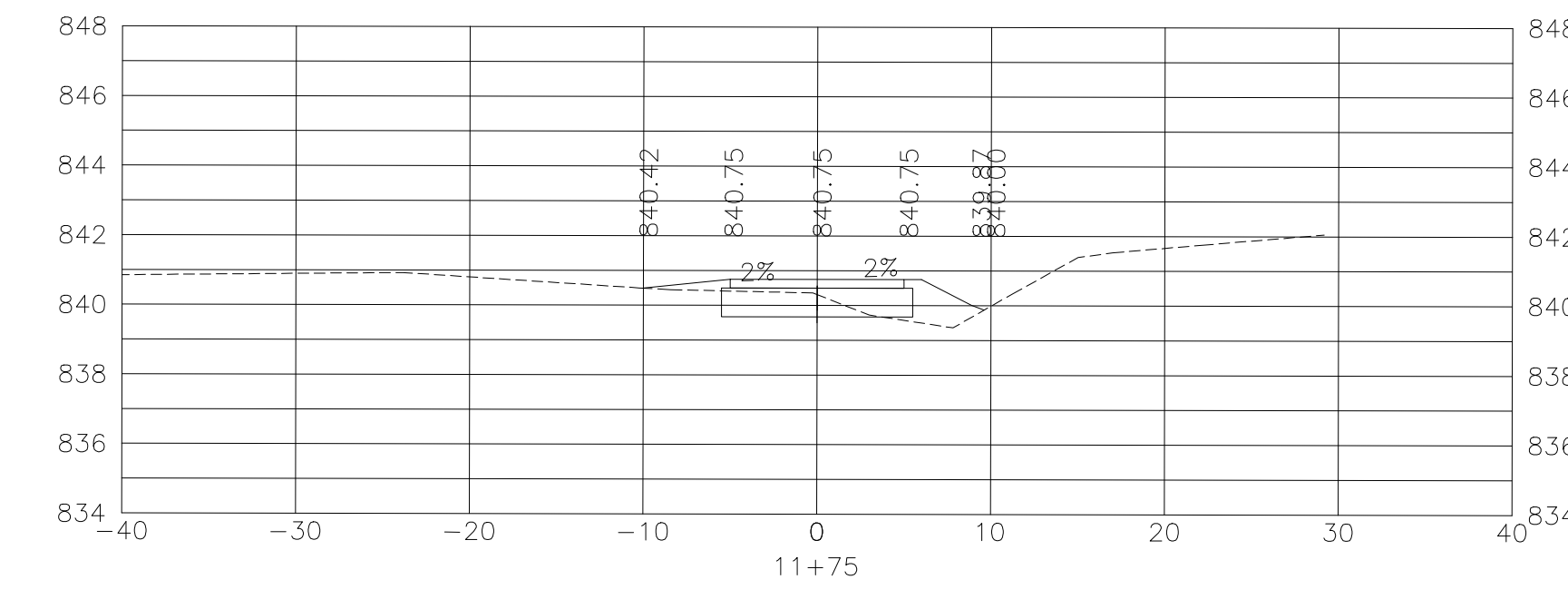
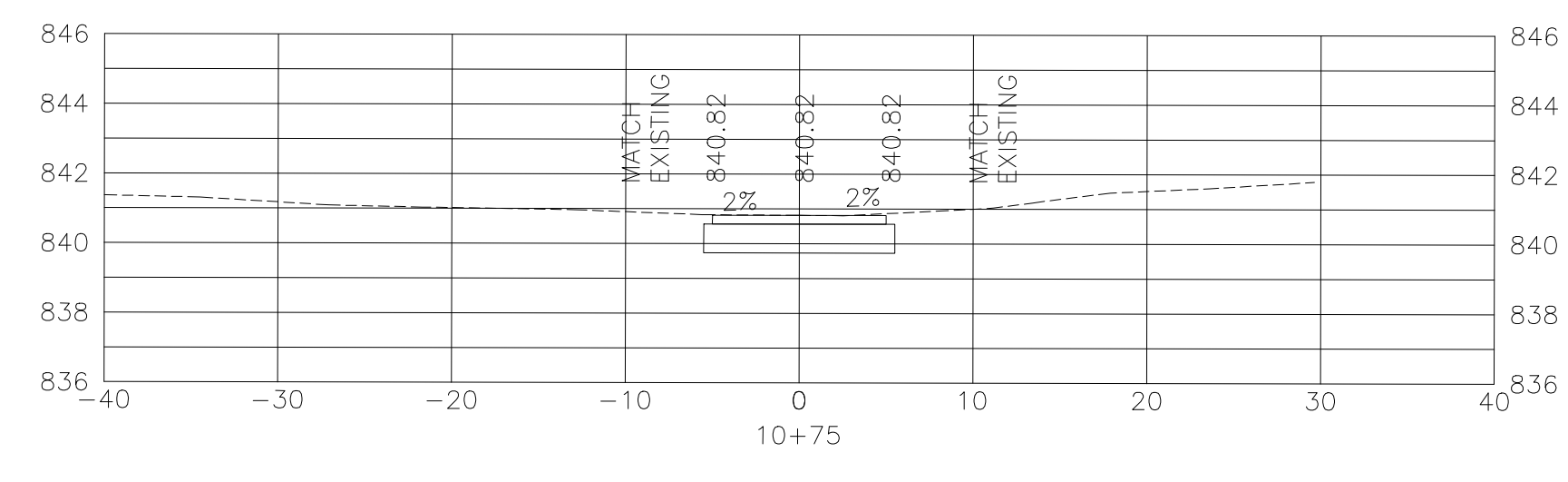
CROSS SECTIONS

SCALE: HORIZ 1"=20' / VERT 1"=5'

PROJECT NO: SECTION 15-00077-BT-00

DESIGNED -	TOTAL SHEETS	SHEET NO.
DRAWN -	20	14
CHECKED -		
DATE -		

NOT FOR BIDDING



L:\ENGINEERING DEPARTMENT\STREETS 01\2017 STREET PROGRAM\2.0 DESIGN\2.3 CADD PLANS MAPS\FROM B&W\121416\FINAL 160998 BIKE - TOPO - ACAD 011317.DWG XSEC 6
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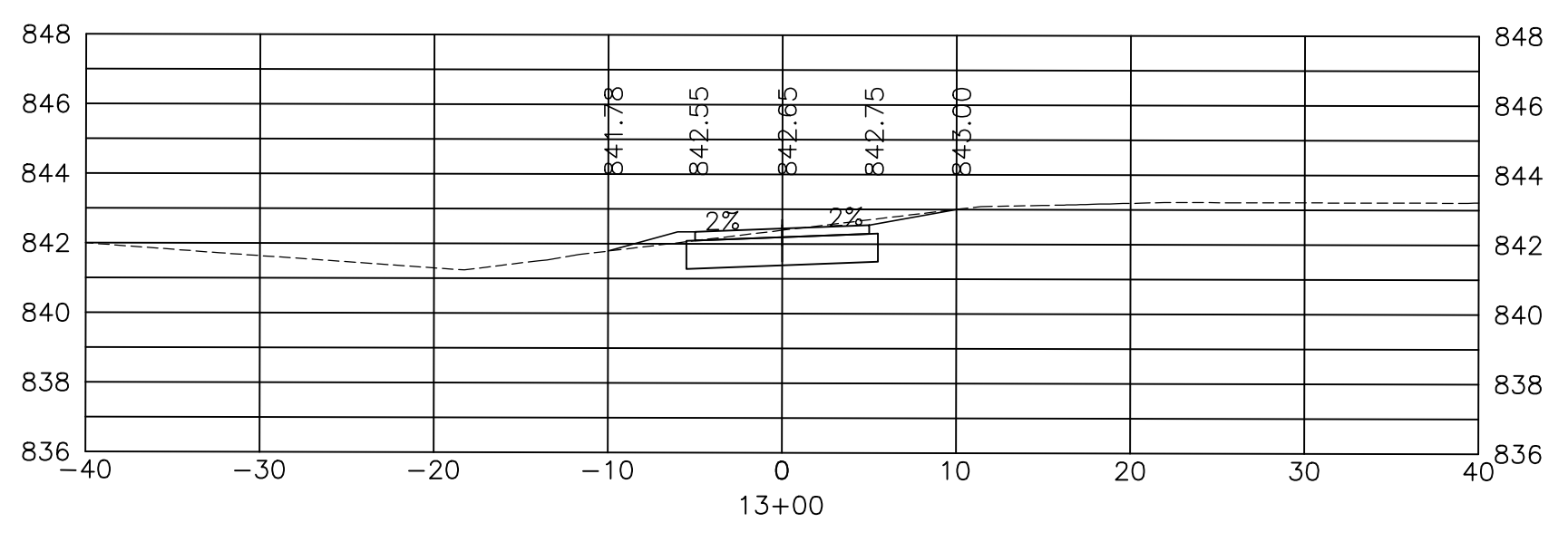
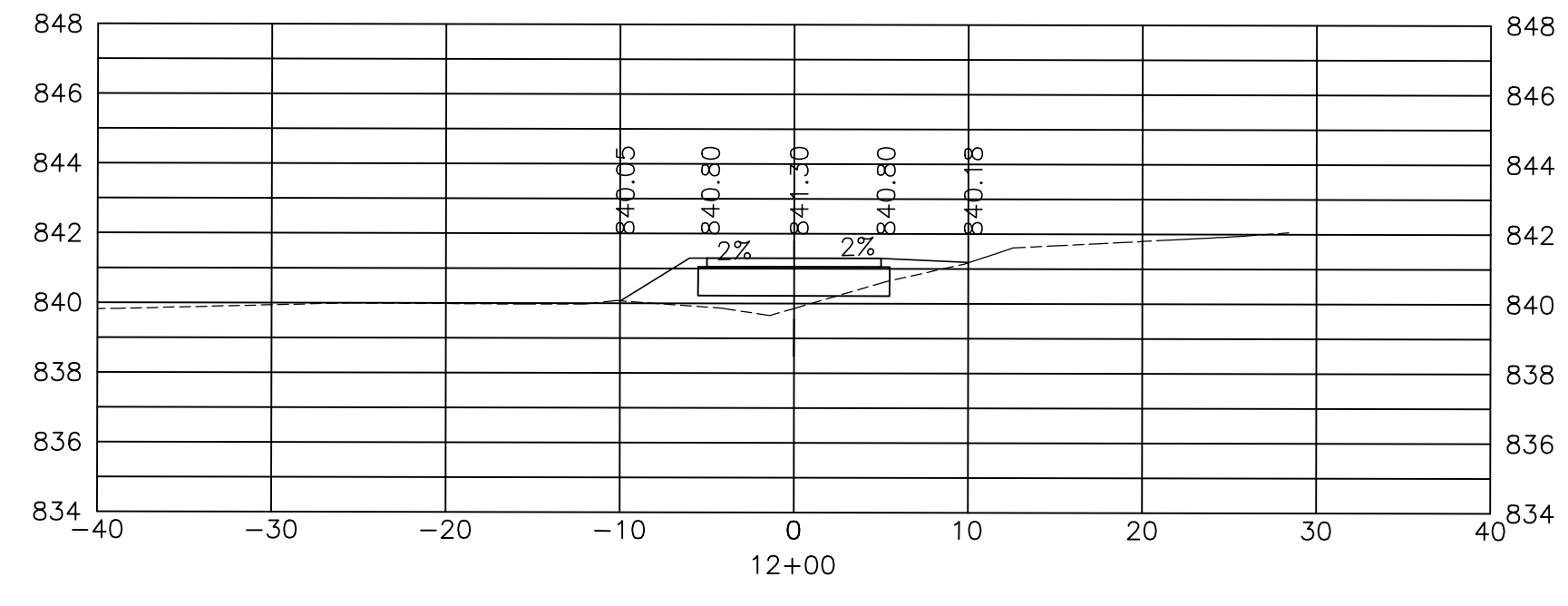
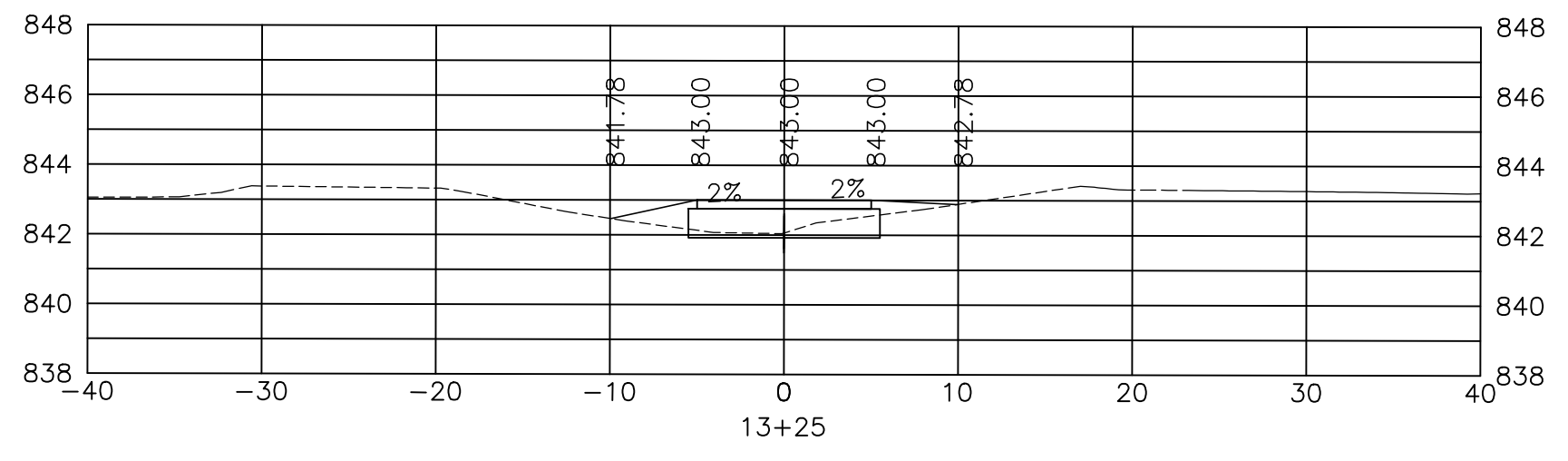
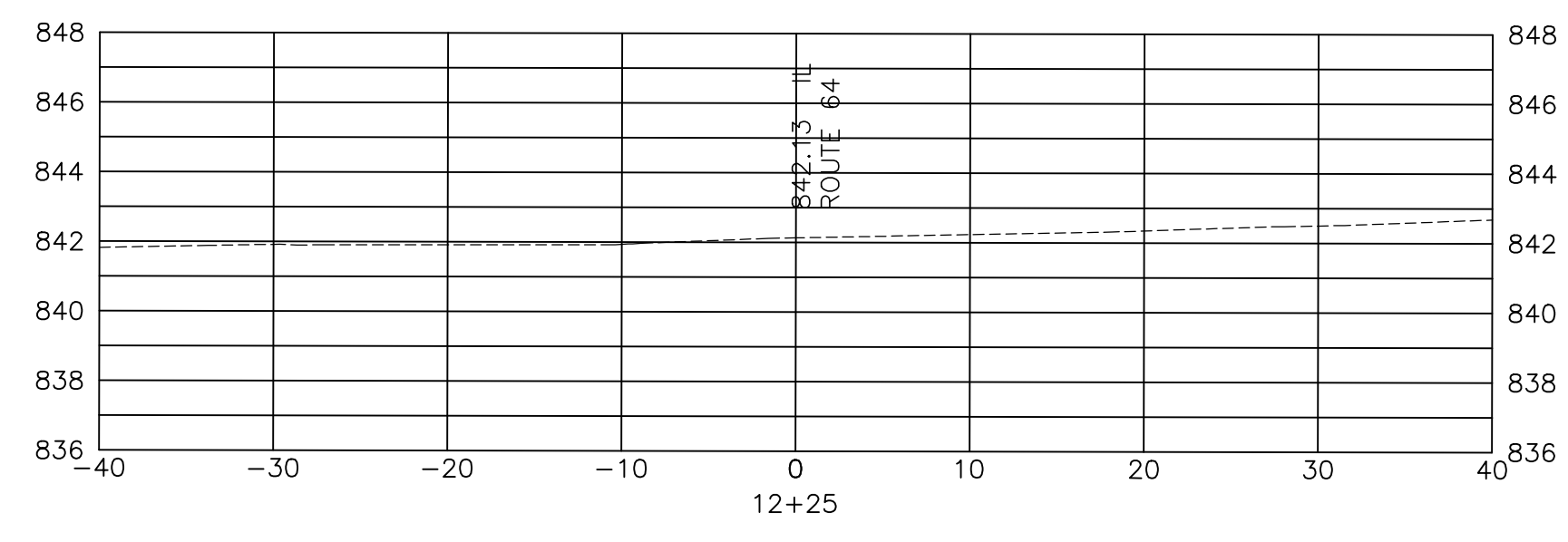
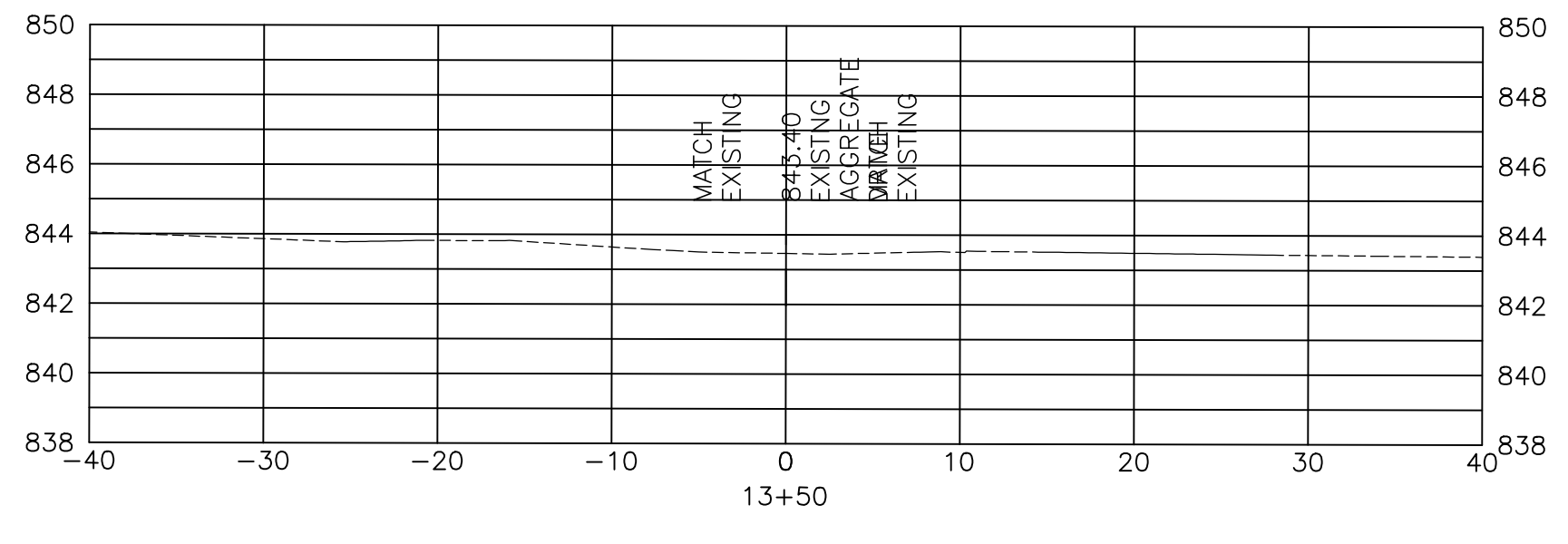
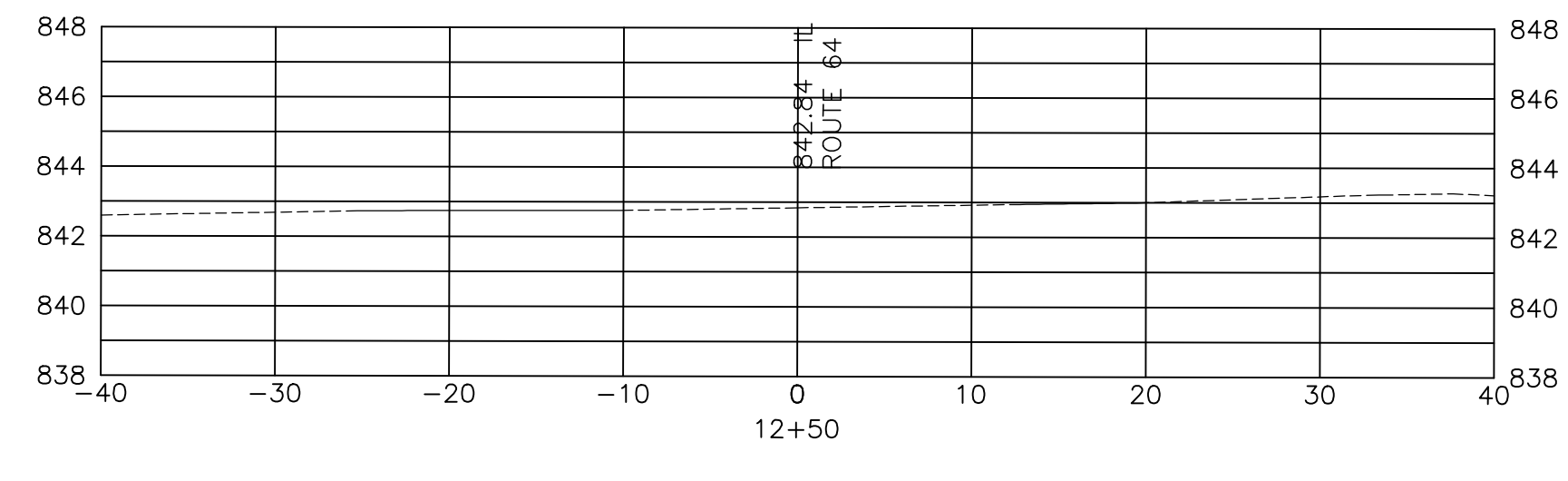
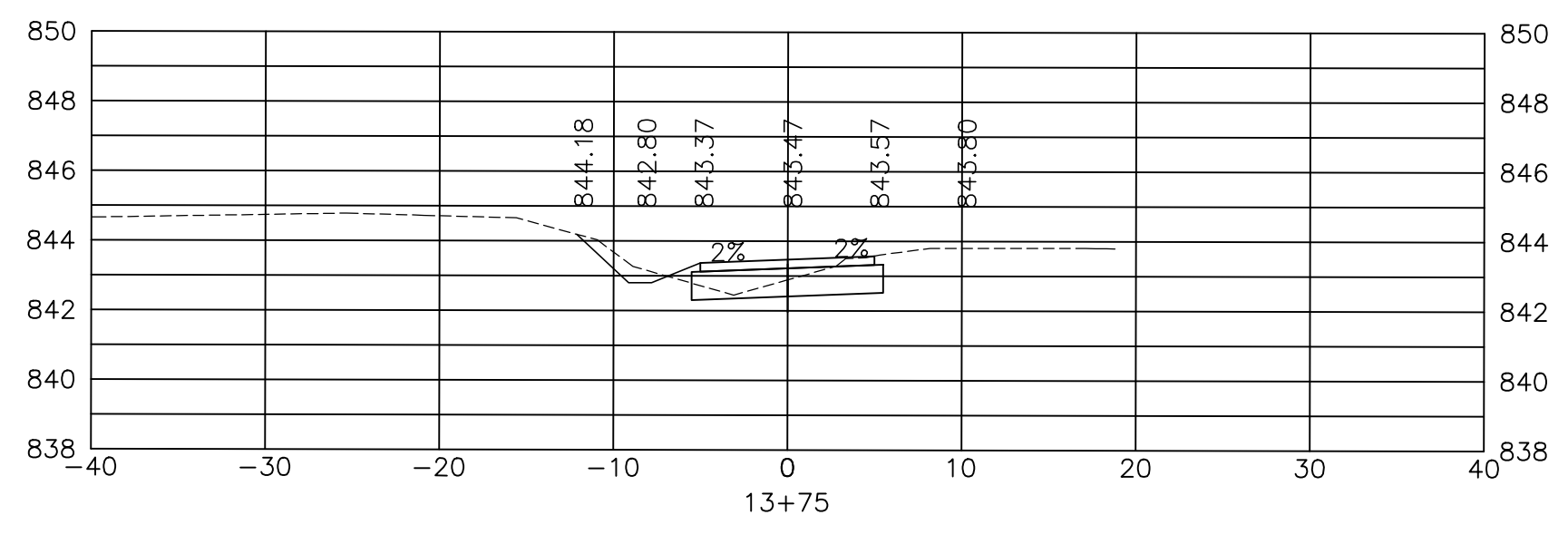
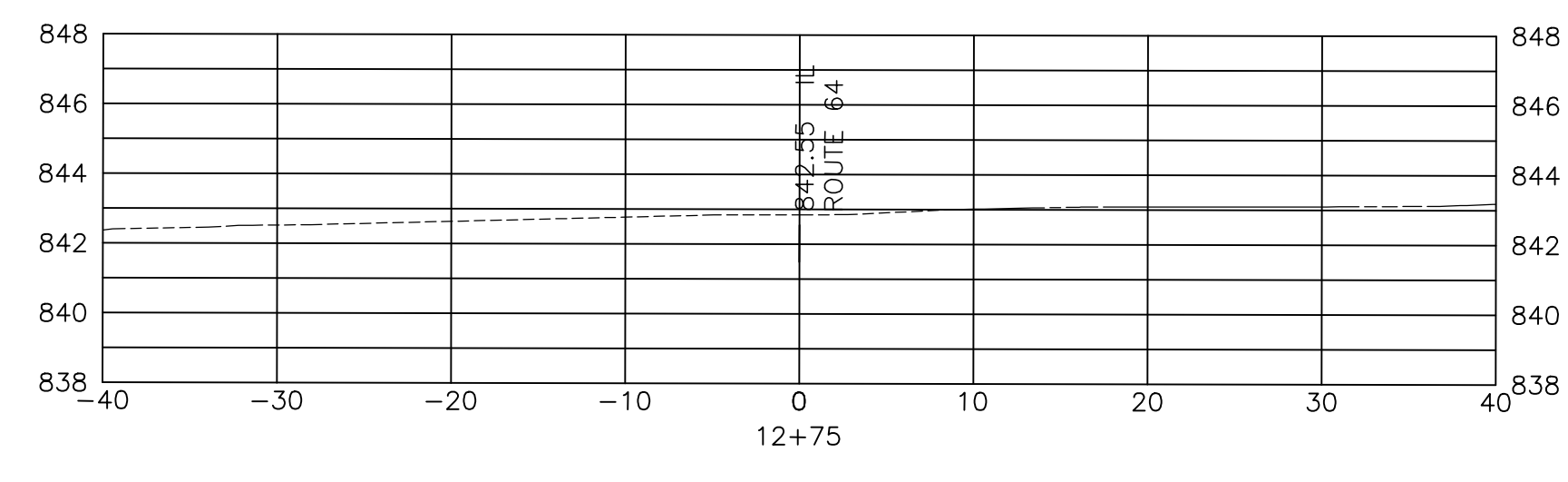
CONSULTANTS	REVISED -
	REVISED -
	REVISED -
	REVISED -

**CITY OF SYCAMORE, ILLINOIS
 2017 STREET MAINTENANCE PROGRAM**

CROSS SECTIONS	
SCALE: HORIZ 1"=20' / VERT 1"=5'	PROJECT NO: SECTION 15-00077-BT-00

DESIGNED -	TOTAL SHEETS	SHEET NO.
DRAWN -	20	15
CHECKED -		
DATE -		

NOT FOR BIDDING



L:\ENGINEERING DEPARTMENT\STREETS 01\2017 STREET PROGRAM\2.0 DESIGN\2.3 CADD PLANS MAPS FROM B&M\121416\FINAL 160998 BIKE - TOPO - ACAD 011317.DWG XSEC 7
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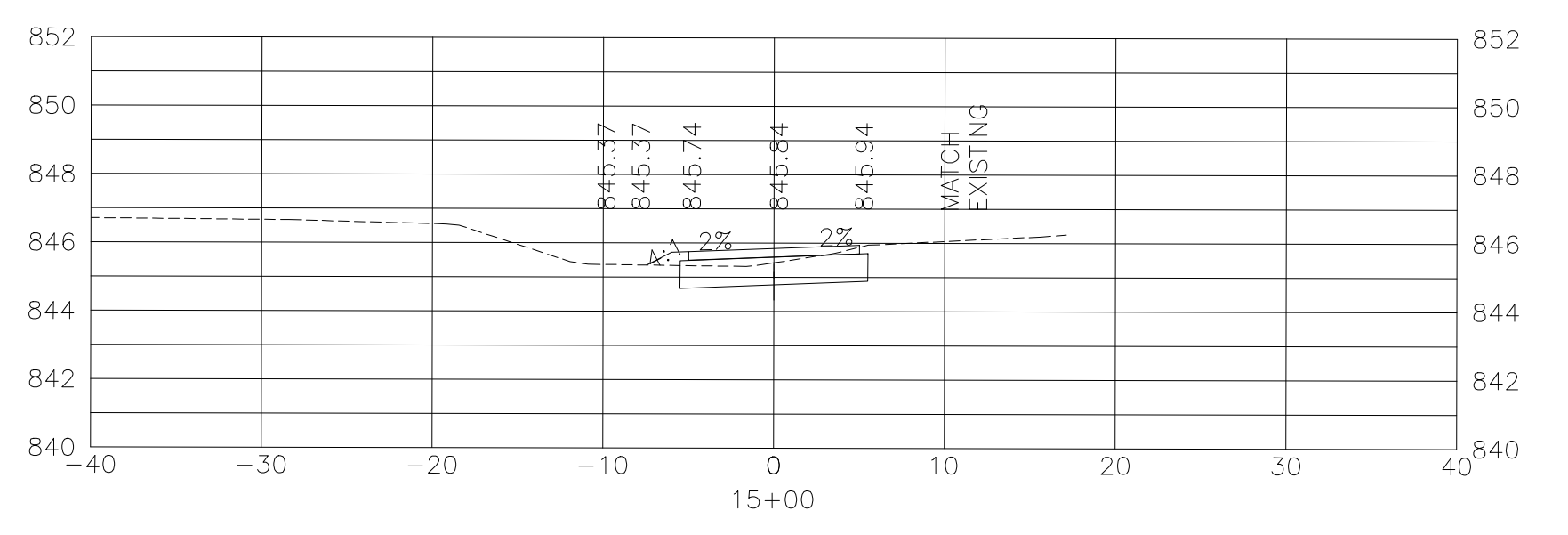
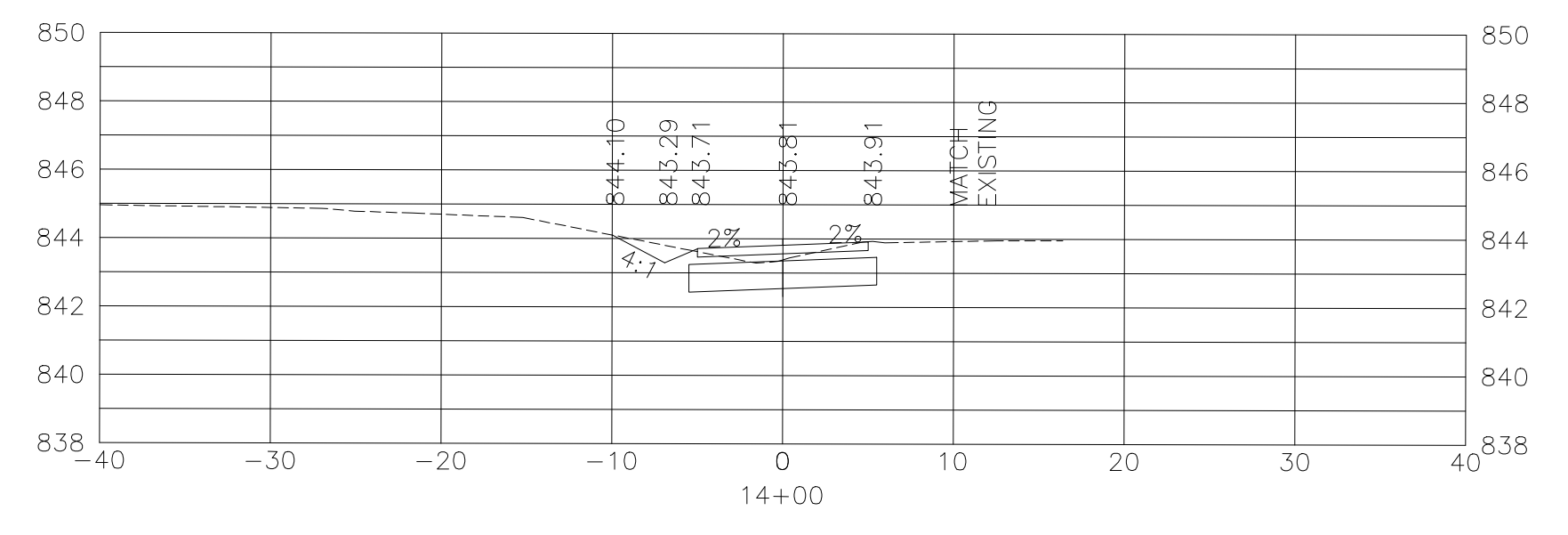
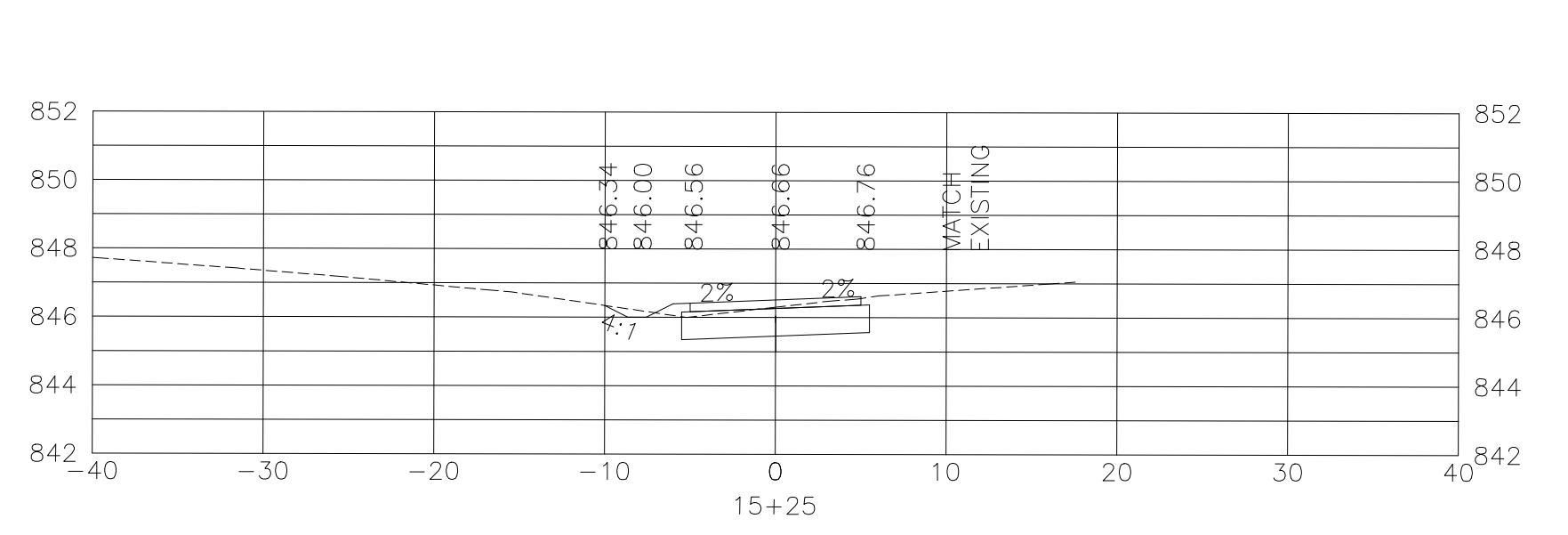
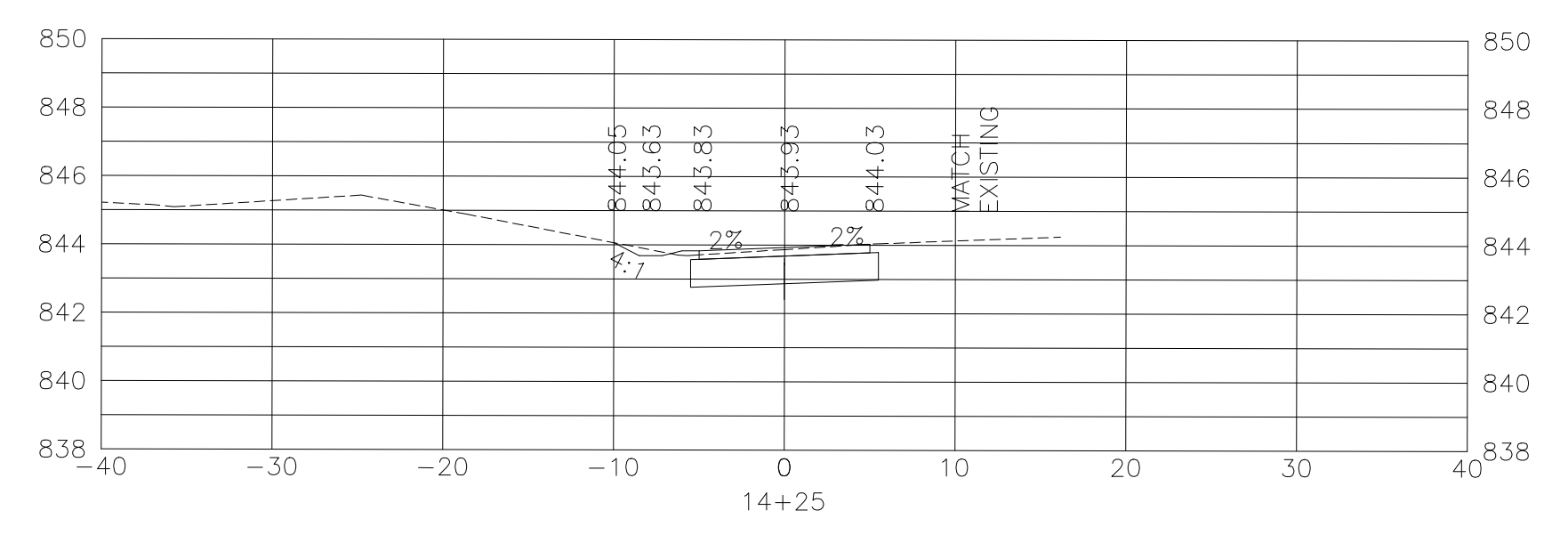
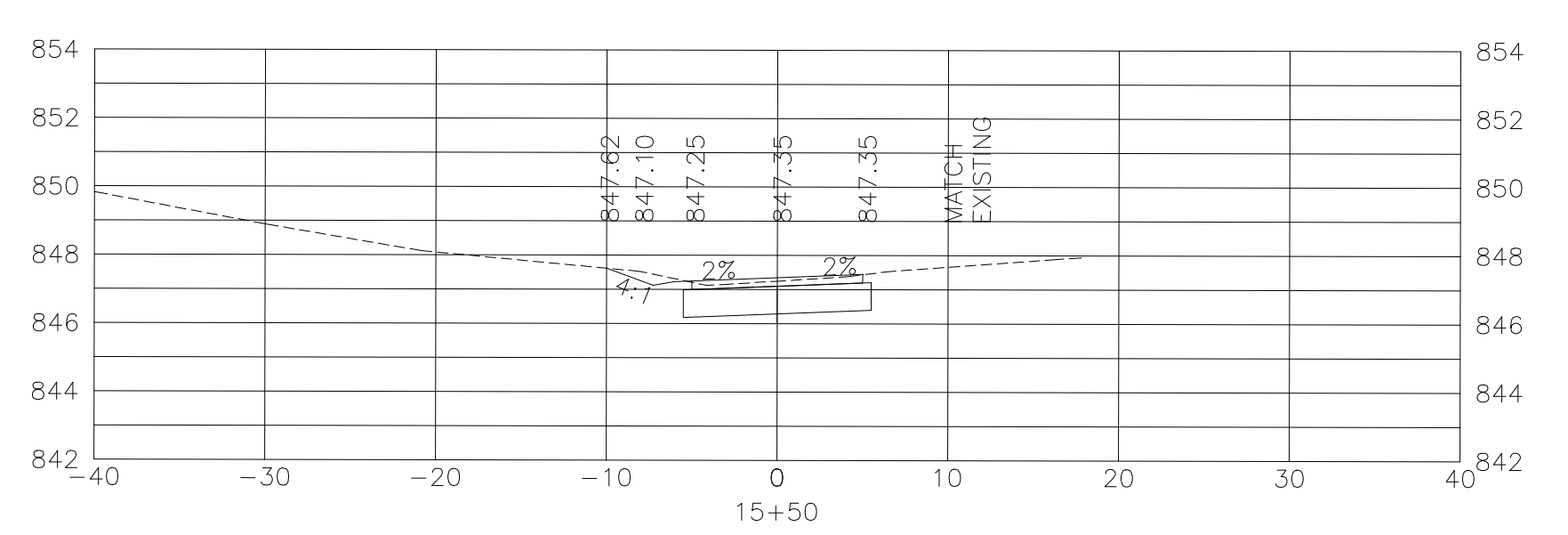
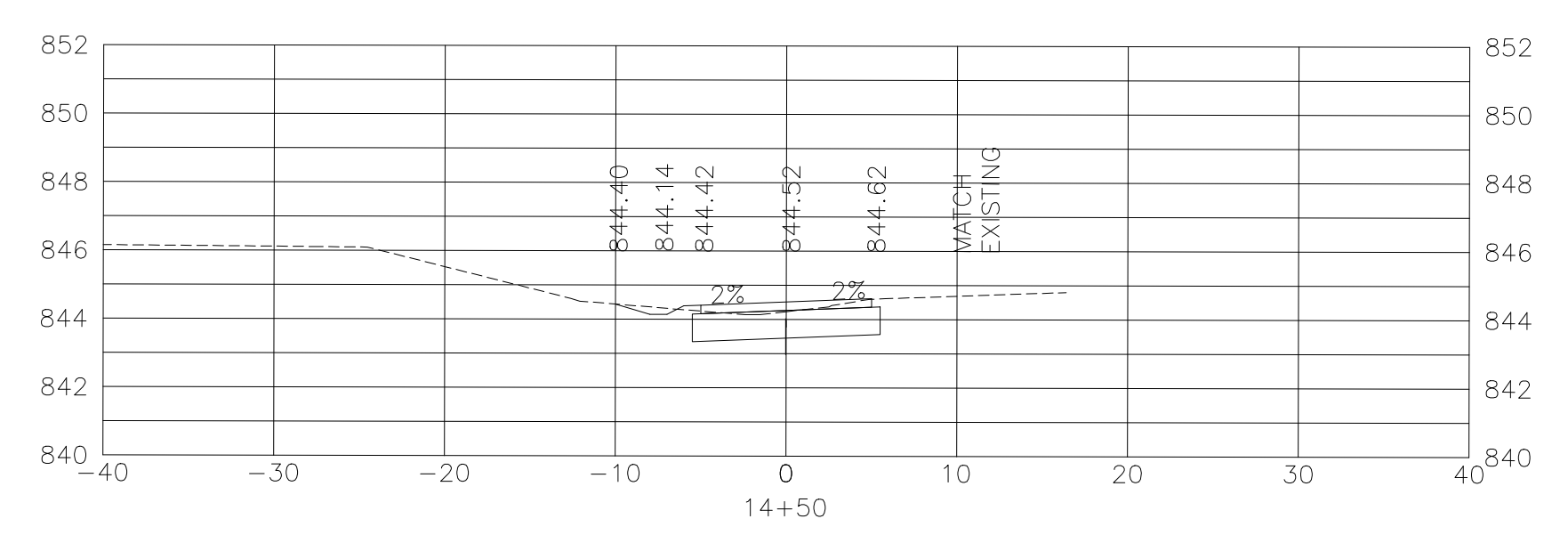
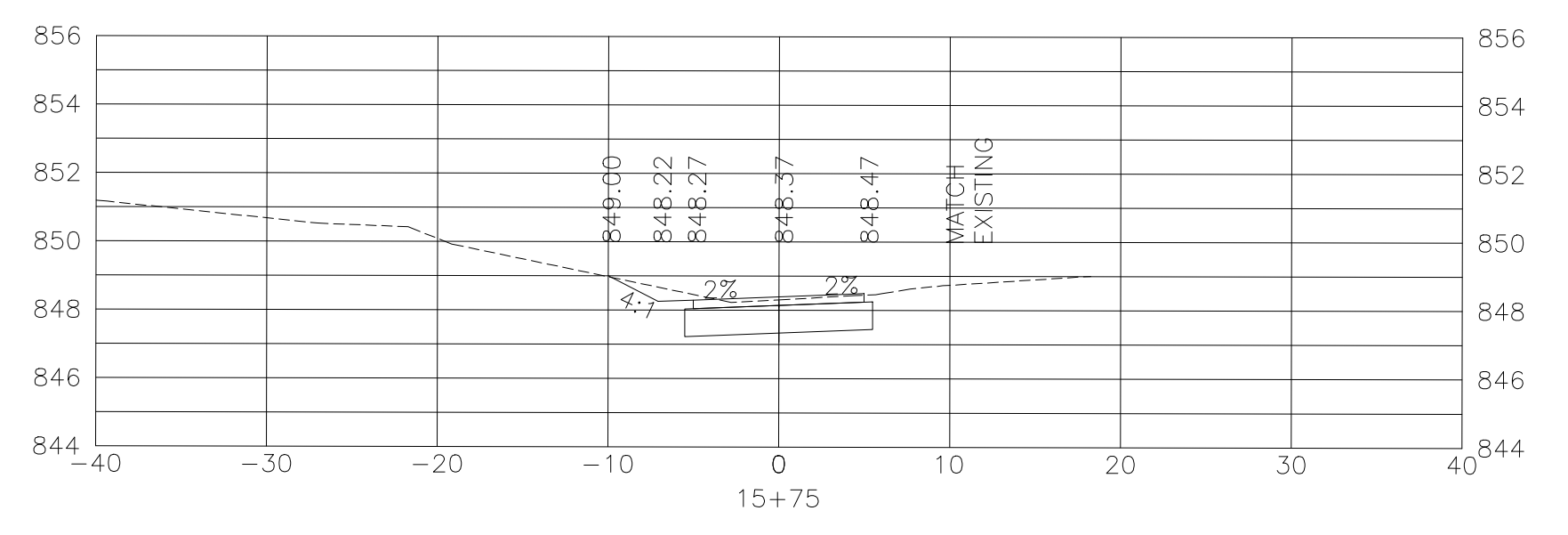
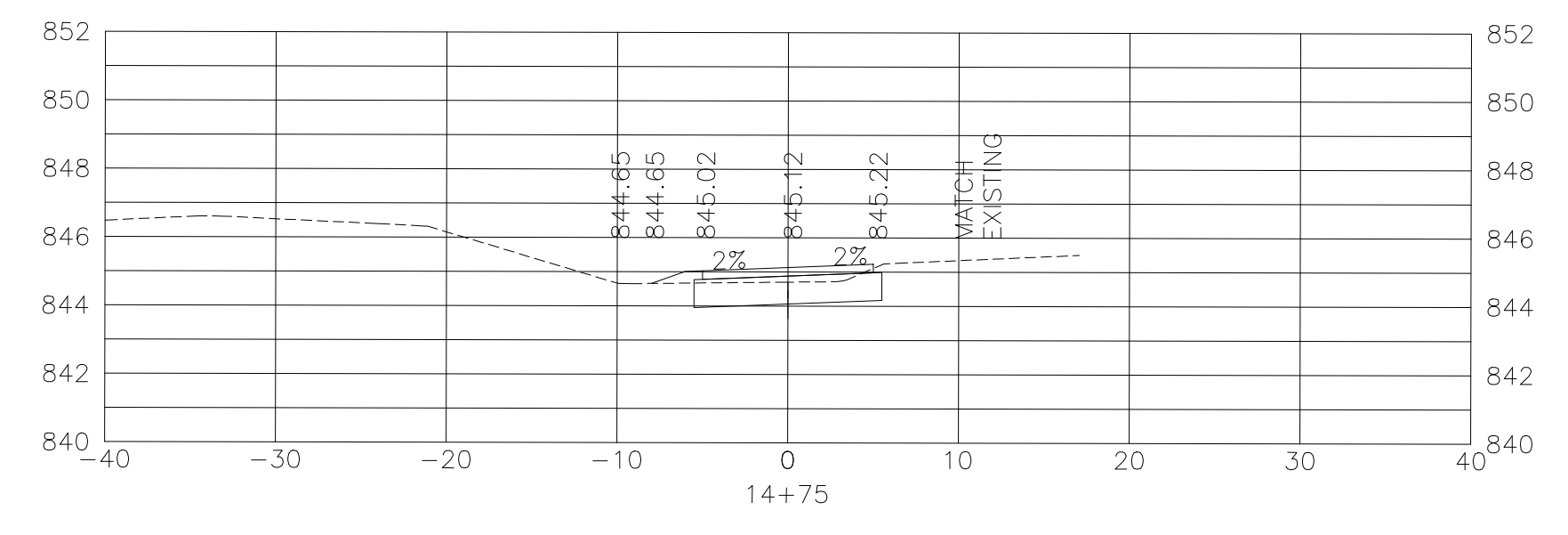
CONSULTANTS	REVISED -
	REVISED -
	REVISED -
	REVISED -

CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM

CROSS SECTIONS	
SCALE: HORIZ 1"=20' / VERT 1"=5'	PROJECT NO: SECTION 15-00077-BT-00

DESIGNED -	TOTAL SHEETS	SHEET NO.
DRAWN -	20	16
CHECKED -		
DATE -		

NOT FOR BIDDING



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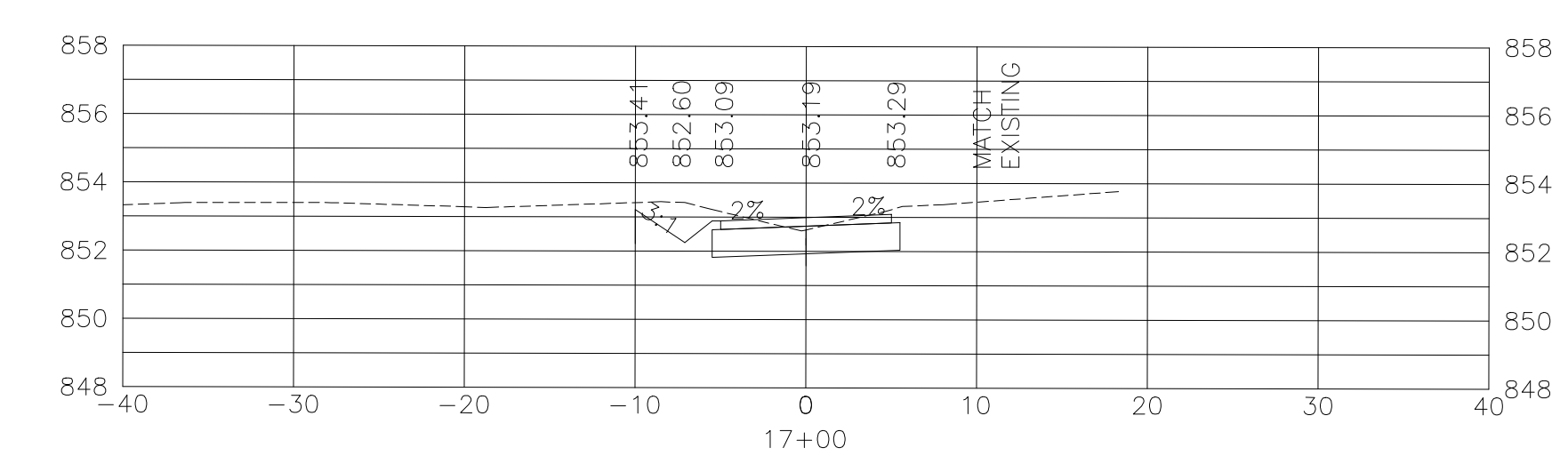
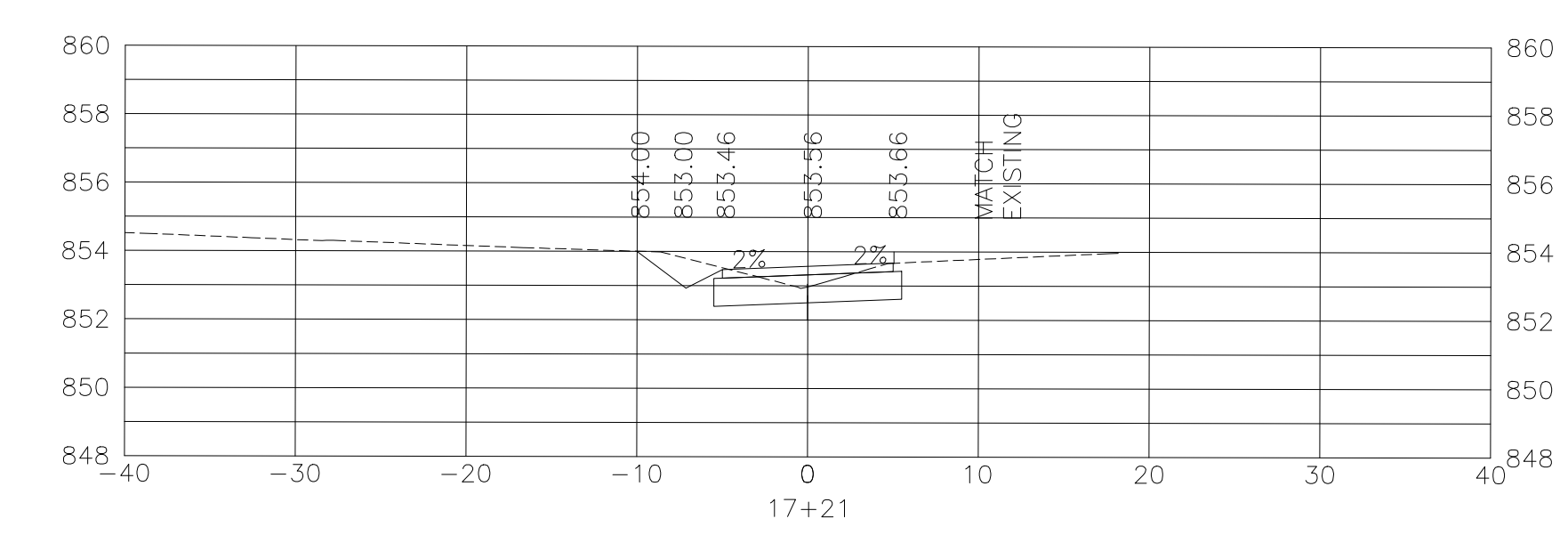
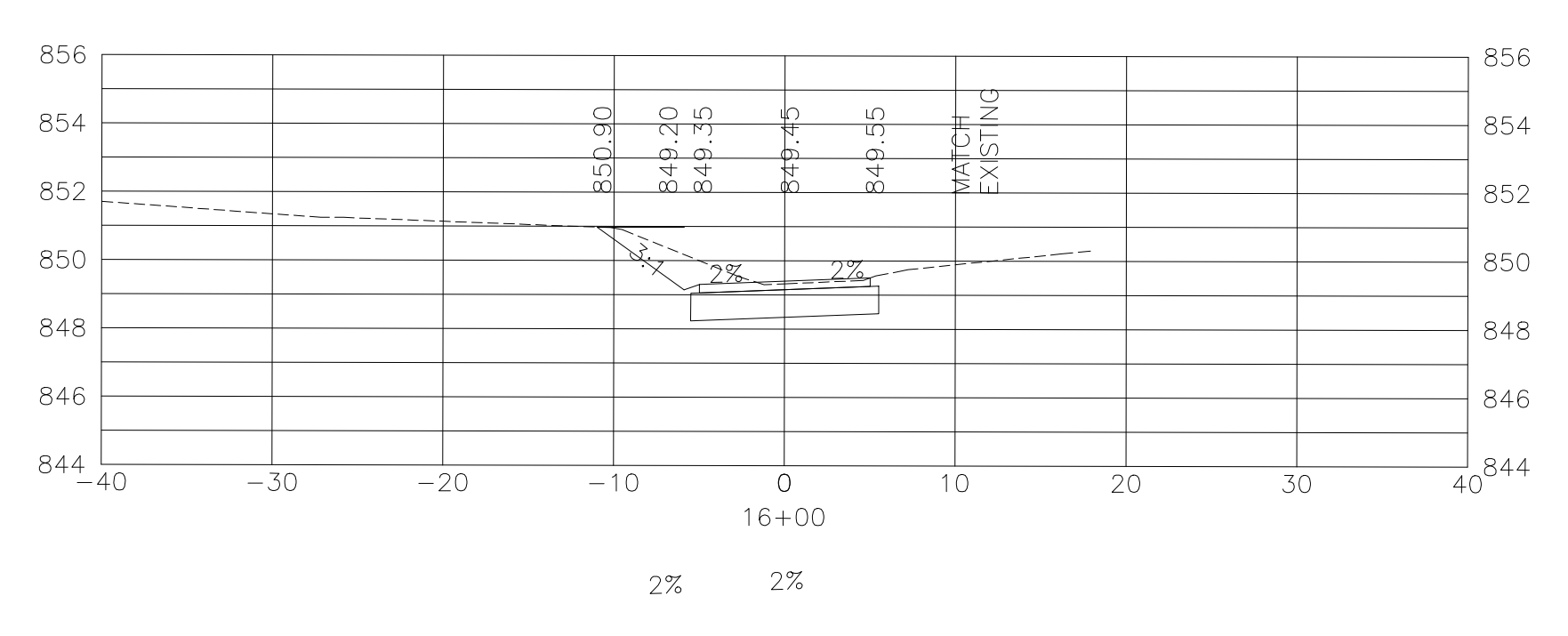
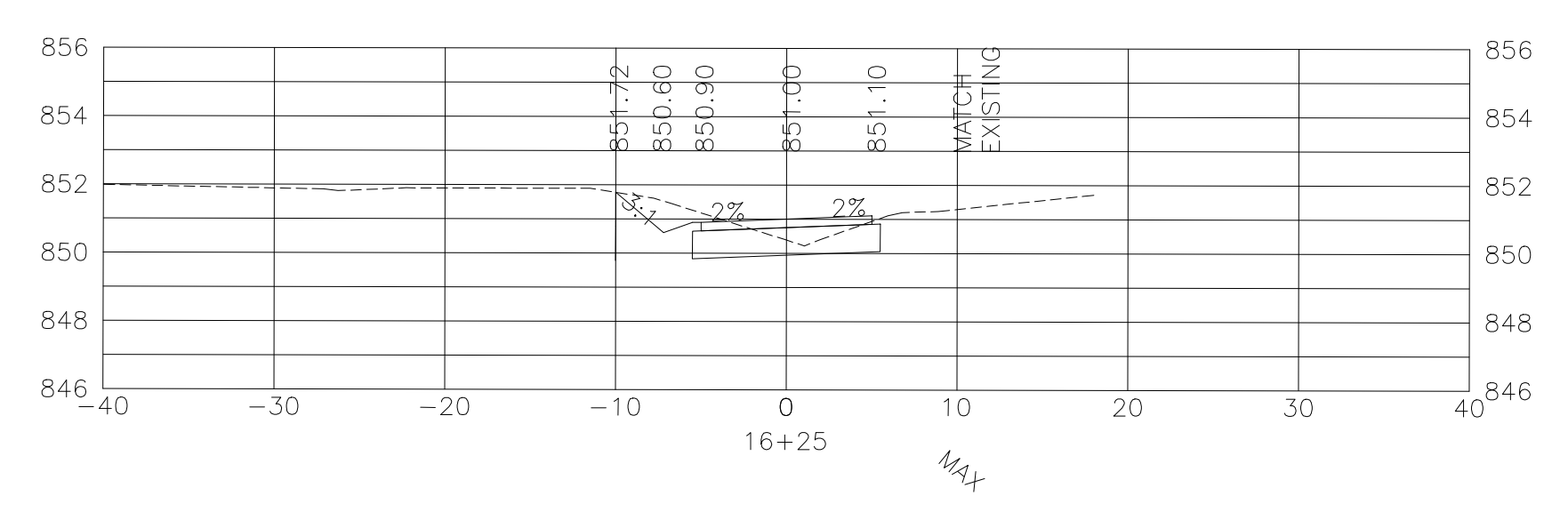
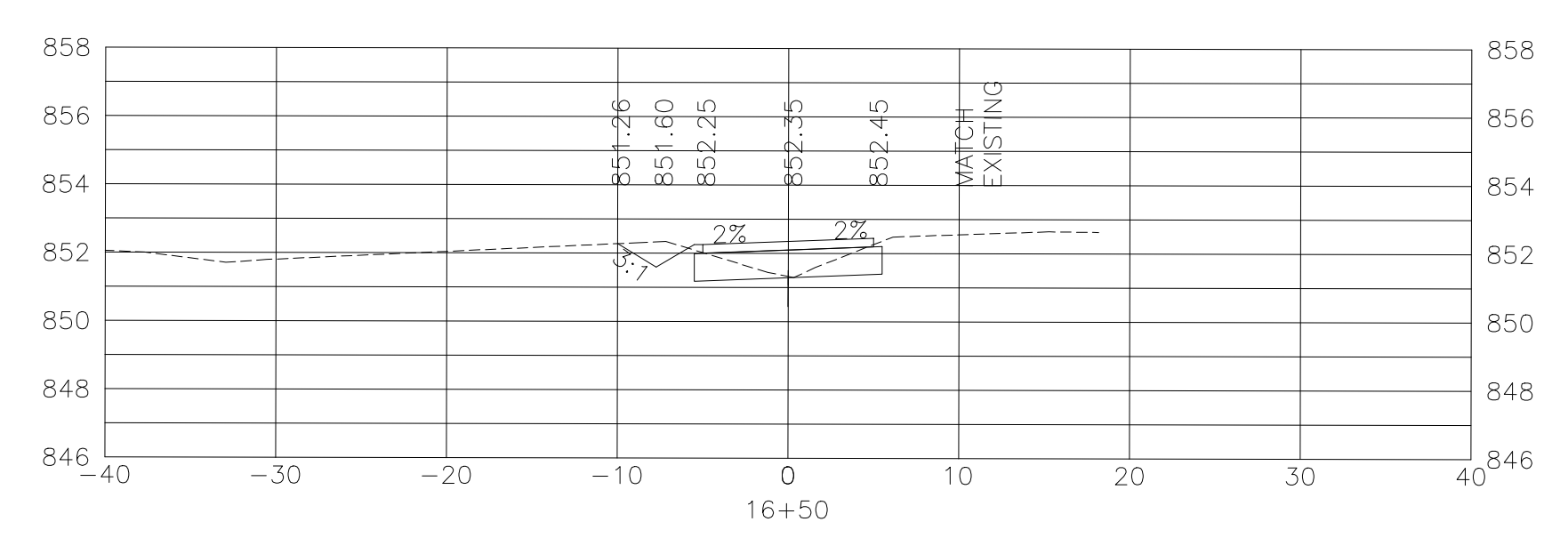
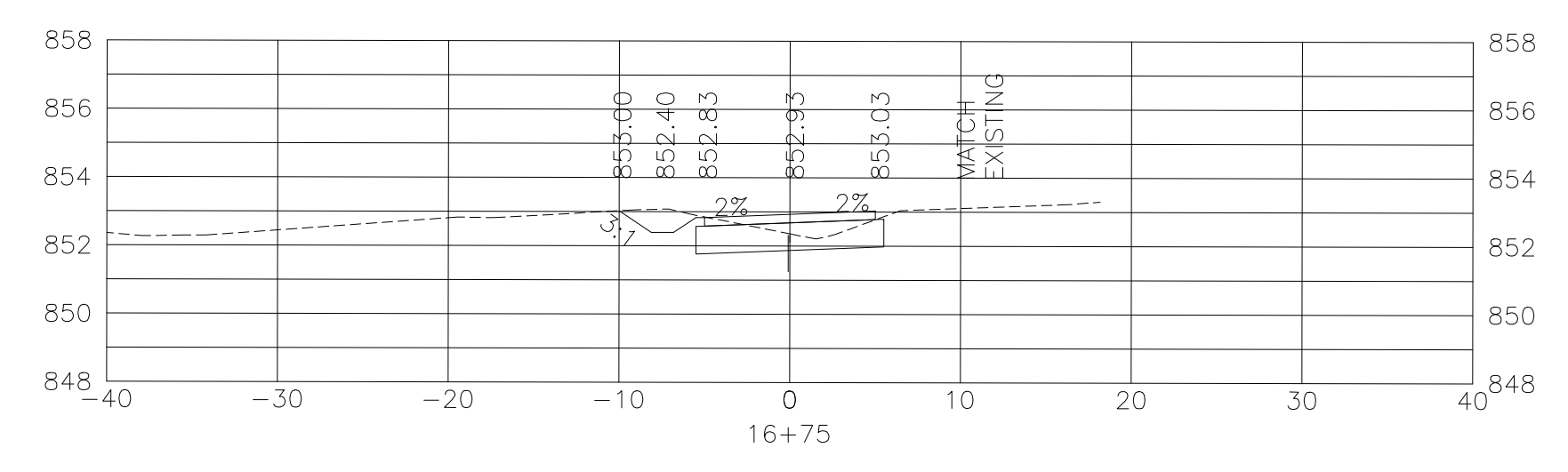
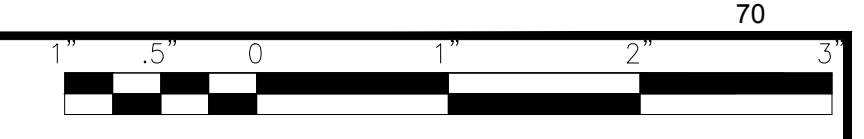
CONSULTANTS	REVISED -
	REVISED -
	REVISED -
	REVISED -

CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM

CROSS SECTIONS	
SCALE: HORIZ 1"=20' / VERT 1"=5'	PROJECT NO: SECTION 15-00077-BT-00

DESIGNED -	TOTAL SHEETS	SHEET NO.
DRAWN -	20	17
CHECKED -		
DATE -		

NOT FOR BIDDING



L:\ENGINEERING DEPARTMENT\STREETS 01\2017 STREET PROGRAM\2.0 DESIGN\2.3 CADD PLANS MAPS\FROM B&W\121416\FINAL 160998 BIKE - TOPO - ACAD 011317.DWG XSEC 9
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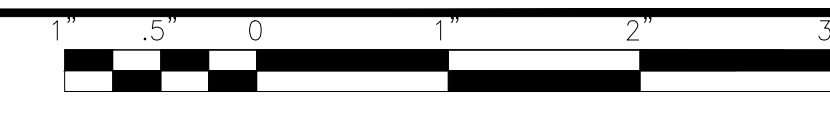
CONSULTANTS	REVISED -
	REVISED -
	REVISED -
	REVISED -

CITY OF SYCAMORE, ILLINOIS
2017 STREET MAINTENANCE PROGRAM

CROSS SECTIONS	
SCALE: HORIZ 1"=20' / VERT 1"=5'	PROJECT NO: SECTION 15-00077-BT-00

DESIGNED -	TOTAL SHEETS	SHEET NO.
DRAWN -	20	18
CHECKED -		
DATE -		

NOT FOR BIDDING



TO BE ADDED TO FINAL ENGINEERING PLANS

L:\ENGINEERING DEPARTMENT\STREETS 01\2017 STREET PROGRAM\2.0 DESIGN\2.3 CADD PLANS MAPS\FROM B&W\121416\FINAL 160998 BIKE - TOPO - ACAD 011317.DWG DISTRICT DETAILS
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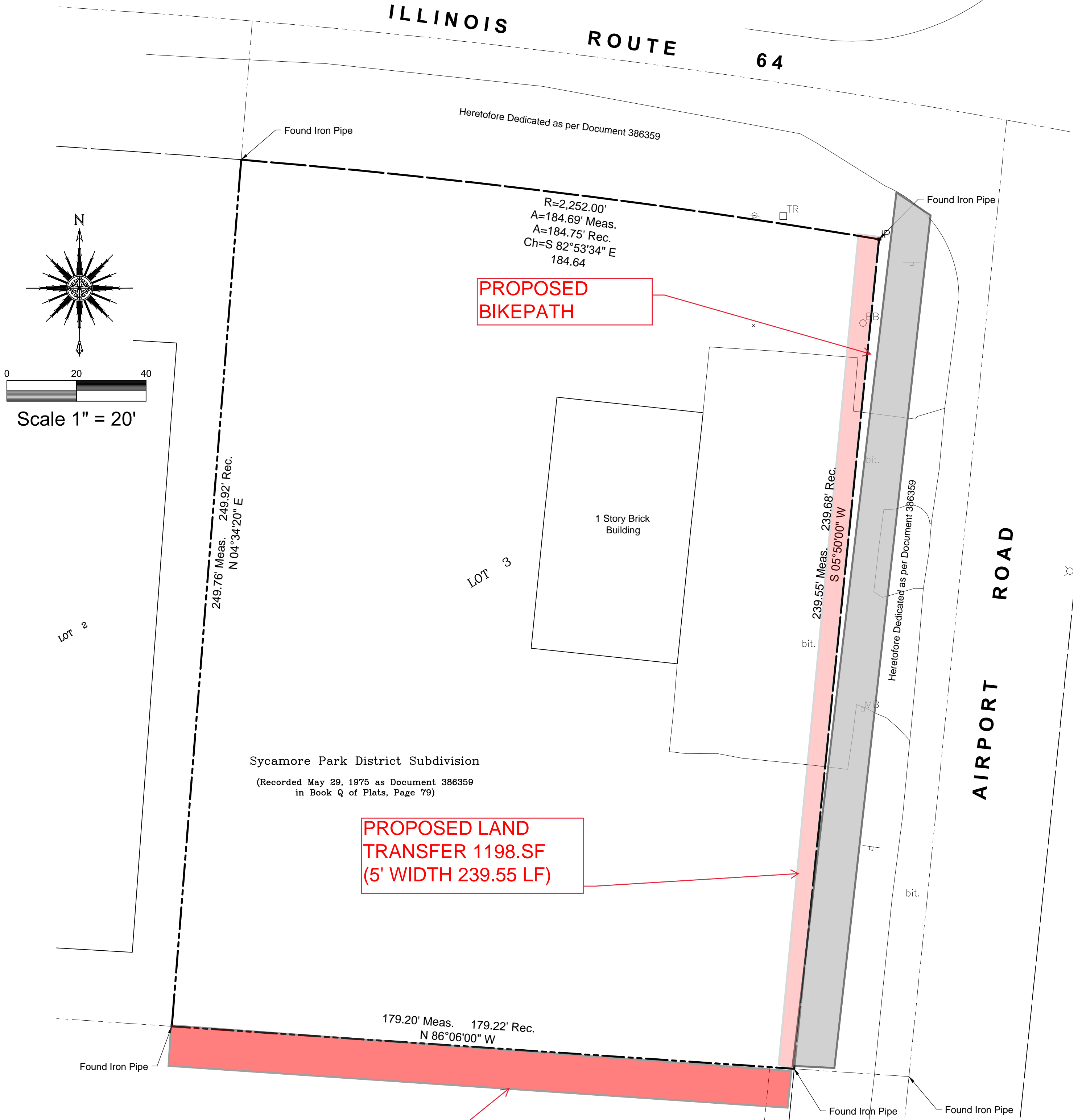
	CONSULTANTS	REVISED -	CITY OF SYCAMORE, ILLINOIS 2017 STREET MAINTENANCE PROGRAM	IDOT DISTRICT 3 DETAILS	DESIGNED -	TOTAL SHEETS	SHEET NO.
		REVISED -			DRAWN -	20	20
		REVISED -			CHECKED -		
		REVISED -			DATE -		
SCALE: HORIZ 1"=20' / VERT 1"=5'				PROJECT NO: SECTION 15-00077-BT-00			

PLAT OF SURVEY

LEGAL DESCRIPTION

LOT 3 IN SYCAMORE PARK DISTRICT SUBDIVISION, BEING A SUBDIVISION OF PART OF SECTIONS 33 AND 34, TOWNSHIP 41 NORTH, RANGE 5, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK "Q" OF PLATS, PAGE 79, ON MAY 29, 1976 AS DOCUMENT 386359, IN DEKALB COUNTY, ILLINOIS.

1280 EAST STATE STREET, SYCAMORE, IL 60178



I:\DEKALB\SYCAM\160998-TOPO SURVEY 2017\CADD\DWGS\CURRENT\160998 BIKE - PLATS.DWG Plat of Survey (Schramer Property)
 Plotted: 2/3/2017 3:21 PM By: 5544EB
 Copyright © 2017, By Baxter & Woodman, Inc.
 State of Illinois - Professional Design Firm
 License No. - 184-001121 - Expires 4-30-17

STATE OF ILLINOIS)
 COUNTY OF MCHENRY)

I HEREBY CERTIFY THAT WE HAVE SURVEYED THE ABOVE REFERENCED PROPERTY AND THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY AND CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF.

BAXTER & WOODMAN CONSULTING ENGINEERS.

DATE: January 30, 2017 BY: _____
 ANTHONY BIANCHIN, P.L.S., P.E.
 PROFESSIONAL LAND SURVEYOR
 ILLINOIS NO. 035-003603



MY PROFESSIONAL LICENSE RENEWAL DATE IS 11/30/2018

"LICENSE EXPIRES 11-30-2018"

PLAT OF SURVEY

BAXTER & WOODMAN
 Consulting Engineers

8678 RIDGEFIELD ROAD • CRYSTAL LAKE, IL 60012
 PHONE: 815-459-1260 • FAX: 815-455-0450

DRAWN BY: AEB	DATE	REVISIONS
CHECKED BY: AEB		
S-T-R : 34-41-5	SCALE: 1" = 60'	JOB NO: 160998
CLIENT: City of Sycamore		

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: February 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: EXECUTIVE SUMMARY: Final Approval.

BACKGROUND INFORMATION: It is important that key staff and all Board members have at their access a resource that can answer most of the broad policy and budget issues facing the Sycamore Park District. This resource allows the staff and board to have a “go-to” source of information.

To provide this resource—one that could also be on our website—the **Executive Summary** will be created in February of each year to put in place all the guiding information, and key budget information for the coming year. This Executive Summary will contain:

Background

Mission Statement
Commissioner Contact Information
Executive Director Contact Information
Board Meeting Dates
Brief History
Holiday Schedule
Organizational Chart
Full Time Staff
FT/PT Pay Schedules

Financial Analysis

Major Fund Comparison of Operating Budget 2016 vs 2017
Appropriation Comparison 2016 vs 2017
Comparison of Tax Levy 2016 vs 2017
Historical Comparison of EAV and Tax Rate
Bond Analysis
Historical Levy Rates of Various Taxing Bodies w/Pie Chart

Budget

FY2017 Operating Budget Summary
FY2017 Operating Budget Detail

Action 2020

Action 2020: Goals, Objectives & Actions Statements as of January 24, 2017

Program and Facility Use Stats

Program Participation Numbers
 Golf Course Comparative Analysis
 Pavilion Use Summary
 Pool Pass Sales Analysis

Major Fee Categories

Pool Fees
 Program Fees
 Golf Course Fees
 Pavilion Fees

Significant Events from 2016

Parks and Facilities
 Recreation (includes Pool)
 Golf
 Administration (includes Concessions)

FISCAL IMPACT: None.

STAFF RECOMMENDATION: The Executive Summary was given to you in the January Board Packet. There were two changes and two additions: The correction to the name of Ann Tucker and the address for Bill Kroeger. This has been done and attached is the page in the Summary where the changes were made. The Action 2020 and the FY2017 Budget was added in also. I received no other changes, so the Executive Summary from January (with these changes and additions made) is what you will be approving today. I will not be including the entire Executive Summary in the Board Packet. It is recommended that the Board approve the Executive Summary. Once you give your final approval, I will then provide you with your copy of the Executive Summary completed.

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

Don Abbott
By JB

BOARD ACTION:**Commissioners**

Ted Strack, President
1370 Winfield Drive
Sycamore, IL 60178
815-895-2520
tstrack@resourcebank.com

Michelle Schulz, Vice President
617 Parkmoor Court
Sycamore, IL 60178
815-895-4804
Michelles@sycamoreparkdistrict.com

Daryl Graves
989 Wells Drive
Sycamore, IL 60178
815-899-3830
Dgraves427@aol.com

Ann Tucker
1121 Somonauk
Sycamore, IL 60178
815-751-5056
AnnT@sycamoreparkdistrict.com

William Kroeger
306 Nichols Drive
Sycamore, IL 60178
815-899-3088
WilliamK@sycamoreparkdistrict.com

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: BOND ISSUE RECOMMENDATION: Recommend Approval

BACKGROUND INFORMATION: Now that we are approaching ground breaking, cash flow will become more critical. We are reaching the point where we must commit to a plan and authorize the Executive Director and Speer Financial to proceed with that plan.

KEY FACTORS effecting this decision are:

- Cash Flow: Ours to Meet Project Expenses
- The Specter of Rising Interest Rates:
 - The Federal Reserve meets March 15 and May 3, 2017 and could raise both times, just at one of those, or at none of those. HOWEVER,
 - Most Analysts Put the Chance of an Interest Rate Increase at the March 15 meeting at between 22% and 33%,
 - The Chance of an Interest Rate Increase at the May 3 meeting is Much Higher—closer to 80%.
 - Some analysts argue that some of these rate increases have already been factored into the current market.
- Recent Bond Issues that are Similar to ours have been coming in at just below 4% net interest. Our projections are using closer to 4.25%.

To that end, you will find attached the following documents which lay out what I believe are our 4 Main Options:

April 2017 Regular Meeting Bond Issue

- The timeline for this approach.
- A \$7 million 2017 bond issue followed by a \$5 million 2018 bond issue scenario (2 pages)
- An \$8 million 2017 bond issue followed by a \$4 million 2018 bond issue scenario (2 pages)

May 2017 Regular Meeting Bond Issue

- The timeline for this approach.
- An \$8 million 2017 bond issue followed by a \$4 million 2018 bond issue scenario (2 pages)
- A \$7 million 2017 bond issue followed by a \$5 million 2018 bond issue scenario (2 pages)

Our management approach, all along, has been to hold off issuing debt as long as we can so that we can accrue cash, and pay less on interest. Some encouragement to issue a larger amount of debt, sooner, has come before the Board as a reaction to definite growth in interest rates, but in all cash flow scenarios the earlier we issue the sooner our cash flow goes negative, and that has a greater effect on cash flow than a 25 basis point upward move in the bond rate.

Commissioners Strack and Tucker joined Superintendent of Finance Hienbuecher along with Executive Director Gibble to review a broader number of scenarios and have narrowed our recommendations to the four (4) referenced on the prior page for April or May to “pull the trigger”.

Mark Jeretina from Speer Financial prepared all of these 4 Options for us, and will be present at our meeting.

My professional recommendation is to select OPTION 1, for the following reasons:

- A. It gets us in the market BEFORE the very likely increase in the Interest Rate at the May Federal Reserve meeting.
- B. It helps cash flow much better, and keeps our “out years” positive.
- C. By using the HORIZONTAL SPLIT, it allows us to hedge against what everyone believes will be continuing increases in the interest rates between now and next year’s bond issue.

FISCAL IMPACT: See the attached spreadsheets for the fiscal impact.

STAFF RECOMMENDATION: Staff and Commissioners Strack and Tucker will be glad to answer any questions, but the Executive Director would recommend OPTION 1. Our cash flow will be good in this scenario, AND we won’t be paying unnecessary interest on money we won’t need until 2018/2019. I, would ask for your approval.

PREPARED BY: Daniel Gibble, Executive Director

BOARD ACTION:



APRIL 2017

Regular Meeting Bond Issue

SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS
 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A

Preliminary Timetable

<u>Task</u>	<u>Party Responsible</u>	<u>Date</u>
Begin Drafting Preliminary Official Statement (POS)	Speer	Week of March 6
Distribute Draft POS	Speer	Week of March 13
Distribute Rating Package	Speer	Week of March 13
Comments received on draft POS	All Parties	Week of March 27
Rating Call	District and Speer	Week of March 27
Finalize and Print POS	Speer	Week of April 10
Receive Bond Rating	District and Speer	By April 11
Distribute Bond Ordinance	Bond Counsel	Week of April 17
Bond Sale	All Parties	April 25
Bond Ordinance Adopted	District	April 25
Bond Closing	All Parties	May 11

All Board Actions are Highlighted in BLUE

Sycamore Park District, Illinois
2017 2018 Debt Planning

Calendar Year	2017 2018 Debt Planning				2017 2018 Debt Planning				Aggregate Total
	Principal Due: 12/15	Rate	Interest Due 6/15 & 12/15	Total	Principal Due: 12/15	Rate	Interest Due 6/15 & 12/15	Total	
2017	\$ -	0.00%	\$ 175,196	\$ 175,196	\$ -	0.00%	\$ -	\$ -	\$ 175,196
2018	-	0.00%	294,723	294,723	-	0.00%	-	-	294,723
2019	-	0.00%	294,723	294,723	265,000	1.95%	229,560	494,560	789,283
2020	-	0.00%	294,723	294,723	345,000	2.20%	151,055	496,055	790,778
2021	-	0.00%	294,723	294,723	355,000	2.40%	143,465	498,465	793,188
2022	-	0.00%	294,723	294,723	360,000	2.60%	134,945	494,945	789,668
2023	-	0.00%	294,723	294,723	370,000	2.80%	125,585	495,585	790,308
2024	-	0.00%	294,723	294,723	380,000	3.00%	115,225	495,225	789,948
2025	-	0.00%	294,723	294,723	390,000	3.10%	103,825	493,825	788,548
2026	-	0.00%	294,723	294,723	405,000	3.25%	91,735	496,735	791,458
2027	-	0.00%	294,723	294,723	420,000	3.45%	78,573	498,573	793,295
2028	-	0.00%	294,723	294,723	430,000	3.60%	64,083	494,083	788,805
2029	-	0.00%	294,723	294,723	445,000	3.75%	48,603	493,603	788,325
2030	-	0.00%	294,723	294,723	465,000	3.80%	31,915	496,915	791,638
2031	120,000	3.85%	294,723	414,723	370,000	3.85%	14,245	384,245	798,968
2032	510,000	3.90%	290,103	800,103	-	-	-	-	800,103
2033	525,000	4.00%	270,213	795,213	-	-	-	-	795,213
2034	550,000	4.05%	249,213	799,213	-	-	-	-	799,213
2035	570,000	4.10%	226,938	796,938	-	-	-	-	796,938
2036	595,000	4.15%	203,568	798,568	-	-	-	-	798,568
2037	620,000	4.20%	178,875	798,875	-	-	-	-	798,875
2038	645,000	4.25%	152,835	797,835	-	-	-	-	797,835
2039	670,000	4.30%	125,423	795,423	-	-	-	-	795,423
2040	700,000	4.35%	96,613	796,613	-	-	-	-	796,613
2041	730,000	4.40%	66,163	796,163	-	-	-	-	796,163
2042	765,000	4.45%	34,043	799,043	-	-	-	-	799,043
	\$ 7,000,000		\$ 6,195,294	\$ 13,195,294	\$ 5,000,000		\$ 1,332,813	\$ 6,332,813	\$ 19,528,106

Sycamore Park District, Illinois
2017 2018 Debt Planning

Calendar Year	\$8,000,000 General Obligation Park Bonds (ARS) Series 2017A Dated: May 11, 2017			\$4,000,000 General Obligation Park Bonds (ARS) Series 2018A Dated: June 26, 2018			Aggregate Total
	Principal Due: 12/15	Rate	Interest Due 6/15 & 12/15	Principal Due: 12/15	Rate	Interest Due 6/15 & 12/15	
2017	\$ -	0.00%	\$ 197,871	\$ -	0.00%	\$ -	\$ 197,871
2018	-	0.00%	332,868	-	0.00%	-	332,868
2019	-	0.00%	332,868	280,000	1.95%	173,655	453,655
2020	-	0.00%	332,868	340,000	2.20%	112,718	452,718
2021	-	0.00%	332,868	350,000	2.40%	105,238	455,238
2022	-	0.00%	332,868	355,000	2.60%	96,838	451,838
2023	-	0.00%	332,868	365,000	2.80%	87,608	452,608
2024	-	0.00%	332,868	375,000	3.00%	77,388	452,388
2025	-	0.00%	332,868	390,000	3.10%	66,138	456,138
2026	-	0.00%	332,868	400,000	3.25%	54,048	454,048
2027	-	0.00%	332,868	415,000	3.45%	41,048	456,048
2028	-	0.00%	332,868	430,000	3.60%	26,730	456,730
2029	150,000	3.75%	332,868	300,000	3.75%	11,250	311,250
2030	470,000	3.80%	327,243	-	-	-	797,243
2031	490,000	3.85%	309,383	-	-	-	799,383
2032	510,000	3.90%	290,518	-	-	-	800,518
2033	530,000	4.00%	270,628	-	-	-	800,628
2034	550,000	4.05%	249,428	-	-	-	799,428
2035	570,000	4.10%	227,153	-	-	-	797,153
2036	595,000	4.15%	203,783	-	-	-	798,783
2037	620,000	4.20%	179,090	-	-	-	799,090
2038	645,000	4.25%	153,050	-	-	-	798,050
2039	675,000	4.30%	125,638	-	-	-	800,638
2040	700,000	4.35%	96,613	-	-	-	796,613
2041	730,000	4.40%	66,163	-	-	-	796,163
2042	765,000	4.45%	34,043	-	-	-	799,043
	\$ 8,000,000		\$ 6,725,009	\$ 4,000,000		\$ 852,655	\$ 19,577,664
							\$ 4,852,655

OPTION 2: \$8 Million in 2017 and \$4 Million in 2018 - Horizontal Split

<u>REVENUE SOURCE</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Current Sources/EAV Growth	\$140,000	\$130,000	\$120,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Grant Dollars - Trails	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grant Dollars - Sports Complex	\$0	\$0		\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADA Dollars	\$54,000	\$18,612	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735
Cash from Prior Year	\$200,000	\$860,500	\$950,612	\$2,637,595	\$2,959,098	\$1,750,810	\$1,428,460	\$1,223,590	\$922,120	\$619,880	\$317,860	\$97,090	\$65,410	\$31,730
Fundraising Dollars	\$35,000	\$0	\$300,000	\$200,000	\$200,000	\$200,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issue	\$0	\$0	\$8,000,000	\$4,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funds from Debt Retirement	\$0	\$0	\$15,000	\$30,000	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$100,000	\$287,000	\$287,000	\$287,000
Interest	\$0	\$0	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Lease Payment Savings/Fair St.	\$35,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
New Sources	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>
Total Cash Sources	\$1,109,000	\$1,724,112	\$10,183,847	\$8,085,830	\$4,387,333	\$2,784,045	\$2,361,695	\$2,056,825	\$1,755,355	\$1,453,115	\$1,236,095	\$1,202,325	\$1,170,645	\$1,136,965
EXPENSES	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Purchase Repayment	\$13,500	\$463,500	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Park and Open Space Projects:	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAILS:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Fees	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land/Easements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0		\$120,000		\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SPORTS COMPLEX:														
Professional Fees	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0		\$2,000,000	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GOLF IRRIGATION:														
Professional Fees	\$0	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Focused Site:														
Professional Fees	\$0	\$280,000	\$160,000	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SLED HILL:														
Construction	\$0	\$0	\$212,264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SPLASHPAD:														
Construction	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DOG PARK:														
Construction	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMUNITY CENTER:														
Site Development	\$0	\$0	\$851,117	\$0										
Landscaping/FF&E	\$0	\$0	\$300,000	\$300,000										
Construction	\$0	\$0	\$5,200,000	\$758,864	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Dollars:	\$0	\$30,000	\$50,000	\$175,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Bond Repayment: **	\$0	\$0	\$197,871	\$332,868	\$786,523	\$785,585	\$788,105	\$784,705	\$785,475	\$785,255	\$789,005	\$786,915	\$788,915	\$789,598
Total Expenses	\$248,500	\$773,500	\$7,546,252	\$5,126,732	\$2,636,523	\$1,355,585	\$1,138,105	\$1,134,705	\$1,135,475	\$1,135,255	\$1,139,005	\$1,136,915	\$1,138,915	\$1,139,598
NET	\$860,500	\$950,612	\$2,637,595	\$2,959,098	\$1,750,810	\$1,428,460	\$1,223,590	\$922,120	\$619,880	\$317,860	\$97,090	\$65,410	\$31,730	-\$2,633

May 2017

Regular Meeting Bond Issue

SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS

General Obligation Park Bonds (Alternate Revenue Source), Series 2017A

Preliminary Timetable

<u>Task</u>	<u>Party Responsible</u>	<u>Date</u>
Begin Drafting Preliminary Official Statement (POS)	Speer	Week of March 27
Distribute Draft POS	Speer	Week of April 10
Distribute Rating Package	Speer	Week of April 10
Comments received on draft POS	All Parties	Week of April 17
Rating Call	District and Speer	Week of April 24
Finalize and Print POS	Speer	Week of May 8
Receive Bond Rating	District and Speer	By May 9
Distribute Bond Ordinance	Bond Counsel	Week of May 15
Bond Sale	All Parties	May 23
Bond Ordinance Adopted	District	May 23
Bond Closing	All Parties	June 7

All Board Actions are Highlighted in BLUE

Sycamore Park District, Illinois
2017 2018 Debt Planning

Calendar Year	\$8,000,000 General Obligation Park Bonds (ARS) Series 2017A Dated: June 7, 2017				\$4,000,000 General Obligation Park Bonds (ARS) Series 2018A Dated: June 26, 2018				Aggregate Total
	Principal Due: 12/15	Rate	Interest Due 6/15 & 12/15	Total	Principal Due: 12/15	Rate	Interest Due 6/15 & 12/15	Total	
2017	\$ -	0.00%	\$ 173,831	\$ 173,831	\$ -	0.00%	\$ -	\$ -	\$ 173,831
2018	-	0.00%	332,868	332,868	-	0.00%	-	-	332,868
2019	-	0.00%	332,868	332,868	280,000	1.95%	173,655	453,655	786,523
2020	-	0.00%	332,868	332,868	340,000	2.20%	112,718	452,718	785,585
2021	-	0.00%	332,868	332,868	350,000	2.40%	105,238	455,238	788,105
2022	-	0.00%	332,868	332,868	355,000	2.60%	96,838	451,838	784,705
2023	-	0.00%	332,868	332,868	365,000	2.80%	87,608	452,608	785,475
2024	-	0.00%	332,868	332,868	375,000	3.00%	77,388	452,388	785,255
2025	-	0.00%	332,868	332,868	390,000	3.10%	66,138	456,138	789,005
2026	-	0.00%	332,868	332,868	400,000	3.25%	54,048	454,048	786,915
2027	-	0.00%	332,868	332,868	415,000	3.45%	41,048	456,048	788,915
2028	-	0.00%	332,868	332,868	430,000	3.60%	26,730	456,730	789,598
2029	150,000	3.75%	332,868	482,868	300,000	3.75%	11,250	311,250	794,118
2030	470,000	3.80%	327,243	797,243	-	-	-	-	797,243
2031	490,000	3.85%	309,383	799,383	-	-	-	-	799,383
2032	510,000	3.90%	290,518	800,518	-	-	-	-	800,518
2033	530,000	4.00%	270,628	800,628	-	-	-	-	800,628
2034	550,000	4.05%	249,428	799,428	-	-	-	-	799,428
2035	570,000	4.10%	227,153	797,153	-	-	-	-	797,153
2036	595,000	4.15%	203,783	798,783	-	-	-	-	798,783
2037	620,000	4.20%	179,090	799,090	-	-	-	-	799,090
2038	645,000	4.25%	153,050	798,050	-	-	-	-	798,050
2039	675,000	4.30%	125,638	800,638	-	-	-	-	800,638
2040	700,000	4.35%	96,613	796,613	-	-	-	-	796,613
2041	730,000	4.40%	66,163	796,163	-	-	-	-	796,163
2042	765,000	4.45%	34,043	799,043	-	-	-	-	799,043
	\$ 8,000,000		\$ 6,700,968	\$ 14,700,968	\$ 4,000,000		\$ 852,655	\$ 4,852,655	\$ 19,553,624

OPTION 3: \$8 Million in 2017 and \$4 Million in 2018 - Horizontal Split

<u>REVENUE SOURCE</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Current Sources/EAV Growth	\$140,000	\$130,000	\$120,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Grant Dollars - Trails	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grant Dollars - Sports Complex	\$0	\$0		\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADA Dollars	\$54,000	\$18,612	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735
Cash from Prior Year	\$200,000	\$860,500	\$950,612	\$2,661,635	\$2,983,138	\$1,774,850	\$1,452,500	\$1,247,630	\$946,160	\$644,140	\$338,370	\$119,690	\$86,010	\$51,647
Fundraising Dollars	\$35,000	\$0	\$300,000	\$200,000	\$200,000	\$200,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issue	\$0	\$0	\$8,000,000	\$4,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funds from Debt Retirement	\$0	\$0	\$15,000	\$30,000	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$100,000	\$287,000	\$287,000	\$287,000
Interest	\$0	\$0	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Lease Payment Savings/Fair St.	\$35,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
New Sources	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>
Total Cash Sources	\$1,109,000	\$1,724,112	\$10,183,847	\$8,109,870	\$4,411,373	\$2,808,085	\$2,385,735	\$2,080,865	\$1,779,395	\$1,477,375	\$1,256,605	\$1,224,925	\$1,191,245	\$1,156,882
EXPENSES	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Purchase Repayment	\$13,500	\$463,500	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Park and Open Space Projects:	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAILS:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Fees	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land/Easements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0		\$120,000		\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SPORTS COMPLEX:														
Professional Fees	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0		\$2,000,000	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GOLF IRRIGATION:														
Professional Fees	\$0	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Focused Site:														
Professional Fees	\$0	\$280,000	\$160,000	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SLED HILL:														
Construction	\$0	\$0	\$212,264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SPLASHPAD:														
Construction	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DOG PARK:														
Construction	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMUNITY CENTER:														
Site Development	\$0	\$0	\$851,117	\$0										
Landscaping/FF&E	\$0	\$0	\$300,000	\$300,000										
Construction	\$0	\$0	\$5,200,000	\$758,864	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Dollars:	\$0	\$30,000	\$50,000	\$175,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Bond Repayment: **	\$0	\$0	\$173,831	\$332,868	\$786,523	\$785,585	\$788,105	\$784,705	\$785,255	\$789,005	\$786,915	\$788,915	\$789,598	\$794,118
Total Expenses	\$248,500	\$773,500	\$7,522,212	\$5,126,732	\$2,636,523	\$1,355,585	\$1,138,105	\$1,134,705	\$1,135,255	\$1,139,005	\$1,136,915	\$1,138,915	\$1,139,598	\$1,144,118
NET	\$860,500	\$950,612	\$2,661,635	\$2,983,138	\$1,774,850	\$1,452,500	\$1,247,630	\$946,160	\$644,140	\$338,370	\$119,690	\$86,010	\$51,647	\$12,764

Sycamore Park District, Illinois

2017 2018 Debt Planning

Calendar Year	2017 2018 Debt Planning				2017 2018 Debt Planning			
	Principal Due: 12/15	Rate	Interest Due 6/15 & 12/15	Total	Principal Due: 12/15	Rate	Interest Due 6/15 & 12/15	Total
2017	\$ -	0.00%	\$ 153,911	\$ 153,911	\$ -	0.00%	\$ -	\$ -
2018	-	0.00%	294,723	294,723	-	0.00%	-	-
2019	-	0.00%	294,723	294,723	265,000	1.95%	229,560	494,560
2020	-	0.00%	294,723	294,723	345,000	2.20%	151,055	496,055
2021	-	0.00%	294,723	294,723	355,000	2.40%	143,465	498,465
2022	-	0.00%	294,723	294,723	360,000	2.60%	134,945	494,945
2023	-	0.00%	294,723	294,723	370,000	2.80%	125,585	495,585
2024	-	0.00%	294,723	294,723	380,000	3.00%	115,225	495,225
2025	-	0.00%	294,723	294,723	390,000	3.10%	103,825	493,825
2026	-	0.00%	294,723	294,723	405,000	3.25%	91,735	496,735
2027	-	0.00%	294,723	294,723	420,000	3.45%	78,573	498,573
2028	-	0.00%	294,723	294,723	430,000	3.60%	64,083	494,083
2029	-	0.00%	294,723	294,723	445,000	3.75%	48,603	493,603
2030	-	0.00%	294,723	294,723	465,000	3.80%	31,915	496,915
2031	120,000	3.85%	294,723	414,723	370,000	3.85%	14,245	384,245
2032	510,000	3.90%	290,103	800,103				
2033	525,000	4.00%	270,213	795,213				
2034	550,000	4.05%	249,213	799,213				
2035	570,000	4.10%	226,938	796,938				
2036	595,000	4.15%	203,568	798,568				
2037	620,000	4.20%	178,875	798,875				
2038	645,000	4.25%	152,835	797,835				
2039	670,000	4.30%	125,423	795,423				
2040	700,000	4.35%	96,613	796,613				
2041	730,000	4.40%	66,163	796,163				
2042	765,000	4.45%	34,043	799,043				
	\$ 7,000,000		\$ 6,174,008	\$ 13,174,008	\$ 5,000,000		\$ 1,332,813	\$ 6,332,813
								\$ 19,506,821

OPTION 4: \$7 Million in 2017 and \$5 Million in 2018 - Horizontal Split

<u>REVENUE SOURCE</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Current Sources/EAV Growth	\$140,000	\$130,000	\$120,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Grant Dollars - Trails	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grant Dollars - Sports Complex	\$0	\$0		\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADA Dollars	\$54,000	\$18,612	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735	\$75,735
Cash from Prior Year	\$200,000	\$860,500	\$950,612	\$1,681,555	\$3,041,203	\$1,830,155	\$1,502,612	\$1,292,659	\$986,226	\$679,153	\$372,440	\$152,127	\$115,904	\$77,844
Fundraising Dollars	\$35,000	\$0	\$300,000	\$200,000	\$200,000	\$200,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issue	\$0	\$0	\$7,000,000	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funds from Debt Retirement	\$0	\$0	\$15,000	\$30,000	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$100,000	\$287,000	\$287,000	\$287,000
Interest	\$0	\$0	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Lease Payment Savings/Fair St.	\$35,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
New Sources	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>	<u>\$645,000</u>
Total Cash Sources	\$1,109,000	\$1,724,112	\$9,183,847	\$8,129,790	\$4,469,438	\$2,863,390	\$2,435,847	\$2,125,894	\$1,819,461	\$1,512,388	\$1,290,675	\$1,257,362	\$1,221,139	\$1,183,079
EXPENSES	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Purchase Repayment	\$13,500	\$463,500	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Park and Open Space Projects:	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAILS:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Fees	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land/Easements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0		\$120,000		\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SPORTS COMPLEX:														
Professional Fees	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0		\$2,000,000	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GOLF IRRIGATION:														
Professional Fees	\$0	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Focused Site:														
Professional Fees	\$0	\$280,000	\$160,000	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SLED HILL:														
Construction	\$0	\$0	\$212,264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SPLASHPAD:														
Construction	\$0	\$0	\$450,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DOG PARK:														
Construction	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMUNITY CENTER:														
Site Development	\$0	\$0	\$851,117	\$0										
Landscaping/FF&E	\$0	\$0	\$300,000	\$300,000										
Construction	\$0	\$0	\$5,200,000	\$758,864	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Dollars:	\$0	\$30,000	\$50,000	\$175,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Bond Repayment: **	\$0	\$0	\$153,911	\$294,723	\$789,283	\$790,778	\$793,188	\$789,668	\$790,308	\$789,948	\$788,548	\$791,458	\$793,295	\$788,805
Total Expenses	\$248,500	\$773,500	\$7,502,292	\$5,088,587	\$2,639,283	\$1,360,778	\$1,143,188	\$1,139,668	\$1,140,308	\$1,139,948	\$1,138,548	\$1,141,458	\$1,143,295	\$1,138,805
NET	\$860,500	\$950,612	\$1,681,555	\$3,041,203	\$1,830,155	\$1,502,612	\$1,292,659	\$986,226	\$679,153	\$372,440	\$152,127	\$115,904	\$77,844	\$44,274

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: Reallocate Capital Budget Line Item Expense

BACKGROUND INFORMATION: During winter preventive equipment maintenance work, some unexpected expenses came up that must be addressed. The 72” Deere trim mower deck for the golf course has a warped/twisted steel deck that needs to be replaced. Also, our smaller pull behind trailer has a rusting frame that was discovered when the planking was removed for replacement. The mower deck costs \$4,400 and the trailer will be about \$2,000. As these are newly discovered replacements, these two items are not on the 2017 Capital Budget.

In the current approved 2017 Capital Budget, \$5,500 has been allocated to spend on replacing the two pond fountains on golf holes 11 and 13. We can replace the motor on the 11 pond unit for \$1,968.00. We can wait another year to replace the fountain at 13 pond. We then have \$3,532 out of that line item to spend on the new mower deck. The remaining balance of \$868 and can be taken out of the operation budgets. We also are replacing the 20’ long enclosed trailer this year with a budget of \$8,000. The replacement price came back with a cost of \$7,500, and we just found out that they could be giving us \$2,000 on the trade-in of our old unit which would then allow us to replace the small trailer along with the large enclosed trailer all within the \$8,000 trailer budget.

With this scenario, we are not adding to the Capital Budget, just reallocating how one line item is spent. Looking for approval to adjust expenses for the one line item described as “Golf Course Fountains”.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

Handwritten signature and date "12/5/14".

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 28, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: REVIEW and UPDATE PURCHASING POLICY:
Recommend Approval**

BACKGROUND INFORMATION: In August of 2016, Governor Rauner signed HB 4536 / Public Act 99-0771 into law. HB 4536 / Public Act 99-0771 raises the competitive bid limit threshold for park districts, forest preserves and conservation districts from \$20,000 to \$25,000 effective immediately. It helps agencies and their taxpayers save administrative costs on small purchases by allowing park districts, forest preserves and conservation districts to utilize their own local procedures in lieu of the state-mandated competitive bidding requirements when making purchases that are less than \$25,000.

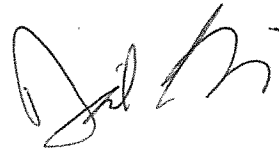
In order for Sycamore Park District to come in line with this change in the law, it will require a modification of the Purchasing Policy adopted by the Board.

Attached with this memo is a copy of our current policy—in marked up form—with changes recommended after review by Jackie and myself.

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Recommend Approval of the Ordinance 02-2017.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

SYCAMORE PARK DISTRICT

Purchasing Policy

I. Overview

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

II. Purchases Under ~~\$20,000~~25,000

Purchases less than ~~\$20,000~~25,000 are exempt from formal competitive bidding procedures. In such instances, the following procedures shall be followed:

A. General Policies

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

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

3. Approval authorization levels for purchases are as follows:

<u>Dollar amount</u>	<u>Authorization Level</u>
\$0 - \$1,000	Food & Beverage Manager (other than inventory) Mechanic Office Manager Program Supervisor
\$1001 - \$5,000 (two informal quotes)	Assistant Golf Course Superintendent Program Supervisor Superintendent of Finance Superintendent of Parks & Facilities Superintendent of Golf Operations (other than inventory) Superintendent of Recreation
\$5,001 - \$10,000	Any Superintendent <u>Executive Director</u>

(minimum of two written quotes)

\$10,001-~~\$19,999~~24,999 Executive Director
(minimum of ~~two~~three written quotes)

~~\$20,000~~25,000 or greater Formal Bid Situation: Board of Commissioners

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

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

III. Purchases of ~~\$20,000~~25,000 or more

A. Procedure

1. Requirement

The Park District Code requires that all contracts for supplies, materials or work involving an expenditure of ~~\$20,000~~25,000 or more shall be let to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability.

2. Bid/No bid approval

Professional services, such as technology firms, architects, engineers, etc. are exempt from the formal bidding process. All other work in excess of ~~\$20,000~~24,999 requires formal bidding. Before concluding that a purchase in excess of ~~\$20,000~~24,999 is exempt from competitive bidding, obtain approval from the Executive Director. The Park District's attorney shall review and confirm that the purchase is exempt from bidding should the Executive Director feel that is necessary.

3. General Guidelines

- a. Carefully schedule your procurement process. At the beginning of the project, work backward and develop a timeline for all process steps - from contact with public, bid steps, attorney review, action request from board, etc.
- b. Complete one of the following applicable checklists:
 - Checklist For Purchases over ~~\$20,000~~24,999 – Bid Contract (Attachment B)
 - Checklist For Purchases over ~~\$20,000~~24,999 – Non-Bid Contract (Attachment C)

4. Bidding Process

a. Public Advertisement

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

b. Bid Notice

The bid notice should include the following items:

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

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

c. Bid Opening

Mandatory protocol for the bid opening procedure includes:

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

d. Bid Analysis

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

e. Lowest Responsible Bidder

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

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

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

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

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

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

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

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

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

a. Documentation

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

b. Request for Proposal

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

c. Evaluate Proposals

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

d. Award

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

e. **Items to Include in the Board Packet for contracts ~~-\$20,000~~25,000 and over that are not subject to bid (Non-Bid Contracts) should use the same format for formally bid items outlined in Attachment A.**

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

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

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

6. Non-Bidding “Emergency” Procurement Process

a. Emergency Defined:

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

b. Emergency Procurement Process:

In case of an emergency, the President shall be empowered to procure supplies, material, or work in excess of ~~\$20,000~~24,999 at the lowest obtainable price, but only to the extent necessary to relieve the emergency. A declaration that such an emergency exists shall be made in writing, signed by the President, and communicated to the Board of Commissioners. When necessary to effectuate the provisions of this Section, waiver of any provisions of this Ordinance may be made in writing and signed by the President. In the event the President is not available, then such authority as is given to the President in this Section shall devolve upon the Vice-President of the District. In the absence of the President and the Vice-President, such authority shall devolve upon the Treasurer.

IV. Processing/Requesting Payment to Vendor/Supplier

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

V. Change Orders

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

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

Unless otherwise allowed by action of the Board for a specific contract, tThe staff will also inform the Board through the above required written document of any change orders between \$10,000 and ~~\$19,999~~24,999, or those change orders that will increase the completion time by 30 days.

After compliance with the provisions of this Article V, in addition, the staff will also have the Board approve any change orders in excess of ~~\$20,000~~24,999 not originally included in the project contract. Change orders less than ~~\$20,000~~25,000 can be approved according to the Purchase Order Authorization levels listed under II.A.4. on page 1 of this document.

SAMPLE Memorandum

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

STAFF RECOMMENDATION

AGENDA ITEM: TOPIC: Recommended Approval

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

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

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

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

STAFF RECOMMENDATION: It is recommended that the Board approve the low bidder and authorize the Executive Director to execute/sign any contractual documents for:

Evans & Son Blacktop, Inc. in the amount of: **\$119,789.25**

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Checklist
For purchases over \$~~20,000~~24,999
Bid Contracts

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

1. Public Advertisement.

- At least one public notice, in a local newspaper published in the District, at least ten (10) calendar days before the bid is due.

2. Bid notice included:

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

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

3. Bid Opening. Mandatory protocol for the bid opening procedure included:

- Accepted only sealed bids from the bidder.
- Opened bids in public by an employee of the District and at least one witness.
- Employee: _____ Witness: _____
- Announced contents of each bid.
- Recorded bid information on a "bid tabulation" form.
- Notified each bidder of the time and place of bid opening at least three (3) days in advance, if changed.

4. Bid Analysis

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

5. Lowest Responsible Bidder

- Recommending award to the lowest bidder.

Or

- Recommending award to another bidder. Reasons:
-
-

6. Board Packet Items Include:

- Staff Recommendation (See Attachment A)

7. Items to be kept by Superintendent of Finance include:

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

Completed checklist

- _____
- _____
- _____

Checklist completed By: _____ Date: _____

Approved by: _____

Date: _____

Checklist
For purchases over \$~~20,000~~24,999
Non-Bid Contracts

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

Or

- Awarding contract to another vendor based on

Board Packet items include:

- Staff Recommendation to Board (See Attachment A).

Items to be Kept by Superintendent of Finance include:

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

Checklist completed By: _____ Date: _____

Approved by: _____ Date: _____

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: BUDGET AND APPROPRIATION ORDINANCE:
Draft

BACKGROUND INFORMATION: The combined annual budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the district may incur in its next budget year. The ordinance must be passed and approved within or before the first quarter of each fiscal year. The ordinance is first prepared in tentative form and made available for public inspection at least 30 days prior to final action. Additionally, a required public hearing is held by the Board, which is published, in advance, in an ad in the local paper.

The appropriation ordinance serves as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds are available. It is allowable and recommended that the appropriation should exceed the working budget, which the board has already adopted, to allow for some leeway in spending. The ordinance reflects a 15% increase over the working budget. This process and the 15% “buffer” is part of a larger process, as mandated by law.

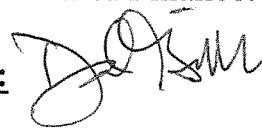
While a separate fund was created for the purpose of tracking revenues and expenditures connected to Action 2020, the revenues and expenditures will be combined with the Capital Fund. This is how our auditors will require us to report it.

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: This is a draft of the Ordinance that will be presented at the March Board meeting for approval. All Fund Balance numbers as of January 1, 2017 are unaudited figures. Audited numbers will be included in the final ordinance.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to be 'D. H. M.', written over the 'EXECUTIVE DIRECTOR REVIEW/APPROVAL:' line.

BOARD ACTION:

ORDINANCE NO. 04-2017
BUDGET AND APPROPRIATION ORDINANCE

AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2017 AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2017.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS (the Board) of the SYCAMORE PARK DISTRICT (the "District"), DEKALB COUNTY, ILLINOIS:

Section I. It is hereby found and determined:

(a) This Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon:

(b) A public hearing was held at the Sycamore Park District, DeKalb County, Illinois on the 28th day of March, 2017 on said ordinance, notice of said hearing having been given by publication in the Daily Chronicle, being a newspaper published within this District, at least one week prior to such hearing; and,

(c) That all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2017 and ending December 31, 2017 have heretofore been performed.

Section II. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2017 and ending on the thirty-first (31st) day of December, 2017.

I. CORPORATE FUND

Salaries, Wages and Taxes	\$ 423,482
Professional and Contracted Services	\$ 188,445
Administrative Supplies and Expenses	\$ 103,870
Repairs and Maintenance	\$ 87,458
Utilities	\$ 28,252
Insurance	\$ 69,805
Operating Transfer to other fund	<u>\$ 626,750</u>
Total Estimated Expenditures	\$ 1,528,062

CORPORATE FUND SUMMARY

Fund Balance January 1, 2017	\$ 189,725
Estimated 2016 Property Taxes & Interest	\$ 1,378,850
Estimated transfer of IMRF/SS tax levy	\$ 55,084
Estimated 2017 Corporate Replacement	\$ 46,000
Miscellaneous revenue	<u>\$ 36,736</u>
Total Estimated Available Revenues	\$ 1,706,395
Total Estimated Expenditures	<u>\$ 1,528,062</u>
Estimated Fund Balance December 31, 2017	\$ 178,333

II. RECREATION FUND

Salaries, Wages and Taxes	\$ 609,706
Professional and Contracted Services	\$ 80,517
Supplies	\$ 157,823
Repairs and Maintenance	\$ 44,793
Utilities	\$ 16,012
Insurance	\$ 141,450
Operating Transfer to other fund	<u>\$ 173,650</u>
Total Estimated Expenditures	\$ 1,223,951

RECREATION FUND SUMMARY

Fund Balance January 1, 2017	\$ 282,438
Estimated 2016 Property Taxes & Interest	\$ 972,900
Estimated transfer of IMRF/SS tax levy	\$ 87,449
League & Sports Fees	\$ 51,744
Programs/Events	\$ 79,858
Miscellaneous revenue	<u>\$ 19,377</u>
Total Estimated Available Revenues	\$ 1,493,766
Total Estimated Expenditures	<u>\$ 1,223,951</u>
Estimated Fund Balance December 31, 2017	\$ 269,815

III. RESTRICTED CONTRIBUTIONS

Expenses	\$ 345,000
-----------------	-------------------

RESTRICTED CONTRIBUTIONS SUMMARY

Fund Balance January 1, 2017	\$ 155,189
Donations	\$ 57,500
Operating Transfer from DCCF	<u>\$ 172,500</u>
Total Estimated Available Revenues	\$ 385,189
Total Estimated Expenditures	<u>\$ 345,000</u>
Estimated Fund Balance December 31, 2017	\$ 40,189

IV. SPECIAL RECREATION FUND

Expenses	\$ 302,853
-----------------	-------------------

SPECIAL RECREATION FUND SUMMARY

Fund Balance January 1, 2017	\$ 162,482
Estimated 2016 Property Taxes & Interest	<u>\$ 190,900</u>
Total Estimated Available Revenues	\$ 353,382
Total Estimated Expenditures	<u>\$ 302,853</u>
Estimated Fund Balance December 31, 2017	\$ 50,529

V. IMRF FUND

Expenses	\$ 101,200
-----------------	-------------------

IMRF FUND SUMMARY

Fund Balance January 1, 2017	\$ 4,694
Estimated 2016 Property Taxes & Interest	<u>\$ 96,506</u>
Total Estimated Available Revenues	\$ 101,200
Total Estimated Expenditures	<u>\$ 101,200</u>
Estimated Fund Balance December 31, 2017	\$ -

VI. SOCIAL SECURITY FUND

Expenses	\$ 100,050
-----------------	-------------------

SOCIAL SECURITY FUND SUMMARY

Fund Balance January 1, 2017	\$ 4,073
Estimated 2016 Property Taxes & Interest	<u>\$ 95,977</u>
Total Estimated Available Revenues	\$ 100,050
Total Estimated Expenditures	<u>\$ 100,050</u>
Estimated Fund Balance December 31, 2017	\$ -

VII. LIABILITY TORT FUND

Expenses	\$ 78,971
-----------------	------------------

LIABILITY TORT FUND SUMMARY

Fund Balance January 1, 2017	\$ 18,880
Estimated 2016 Property Taxes & Interest	<u>\$ 79,350</u>
Total Estimated Available Revenues	\$ 98,230
Total Estimated Expenditures	<u>\$ 78,971</u>
Estimated Fund Balance December 31, 2017	\$ 19,259

VIII. AUDIT FUND

Expenses	\$ 16,330
-----------------	------------------

AUDIT FUND SUMMARY

Fund Balance January 1, 2017	\$ 13,301
Estimated 2016 Property Taxes & Interest	<u>\$ 16,675</u>
Total Estimated Available Revenues	\$ 29,976
Total Estimated Expenditures	<u>\$ 16,330</u>
Estimated Fund Balance December 31, 2017	\$ 13,646

IX. PAVING & LIGHTING FUND

Expenses	\$ 1,000
-----------------	-----------------

PAVING & LIGHTING FUND SUMMARY

Fund Balance January 1, 2017	\$ 21,957
Estimated 2016 Property Taxes & Interest	<u>\$ 1,000</u>
Total Estimated Available Revenues	\$ 22,957
Total Estimated Expenditures	<u>\$ 1,000</u>
Estimated Fund Balance December 31, 2017	\$ 22,957

X. POLICE FUND

Expenses	\$ 1,150
-----------------	-----------------

POLICE FUND SUMMARY

Fund Balance January 1, 2017	\$ 3,108
Estimated 2016 Property Taxes & Interest	<u>\$ 1,150</u>
Total Estimated Available Revenues	\$ 4,258
Total Estimated Expenditures	<u>\$ 1,150</u>
Estimated Fund Balance December 31, 2017	\$ 3,108

XI. DEVELOPMENT CONTRIBUTION FUND

Expenses	\$ 115,000
-----------------	-------------------

DEVELOPMENT CONTRIBUTION FUND SUMMARY

Fund Balance January 1, 2017	\$ 118,558
Development Contributions	\$ 46,000
Miscellaneous revenue	<u>\$ -</u>
Total Estimated Available Revenues	\$ 164,558
Total Estimated Expenditures	<u>\$ 115,000</u>
Estimated Fund Balance December 31, 2017	\$ 49,558

XII. GOLF COURSE FUND

Salaries, Wages and Taxes	\$ 343,670
Professional and Contracted Services	\$ 20,528
Supplies	\$ 44,562
Repairs and Maintenance	\$ 78,028
Utilities	\$ 34,281
Insurance	\$ 83,995
Misc.	\$ 4,255
Total Estimated Expenditures	\$ 609,319

GOLF FUND SUMMARY

Net Position, January 1, 2017	\$
Estimated transfer of IMRF/SS tax levy	\$ 58,093
Daily Fees	\$ 223,560
Season Passes	\$ 105,742
Carts	\$ 132,250
Golf Events & Programs	\$ 27,888
Miscellaneous	\$ 345
Pro Shop Sales	\$ 61,467
Total Estimated Available Revenues	\$ 609,345
Total Estimated Expenditures	\$ 609,319
Estimated Net Position, December 31, 2017	\$ 26

XIII. SWIMMING POOL FUND

Salaries, Wages and Taxes	\$ 65,984
Supplies	\$ 4,370
Repairs and Maintenance	\$ 12,248
Utilities	\$ 20,987
Total Estimated Expenditures	\$ 103,589

POOL FUND SUMMARY

Net Position, January 1, 2017	\$	
Estimated transfer of IMRF/SS tax levy	\$	4,689
Operating Transfer from other fund	\$	34,500
Daily Fees	\$	19,205
Season Passes	\$	25,185
Special Events & Programs	\$	5,319
Lessons	\$	<u>14,697</u>
Total Estimated Available Revenues	\$	103,595
Total Estimated Expenditures	\$	<u>103,589</u>
Estimated Net Position, December 31, 2017	\$	6

XIV. CONCESSIONS

Salaries, Wages and Taxes	\$	66,838
Supplies	\$	76,739
Repairs and Maintenance	\$	1,610
Utilities	\$	4,744
Misc.	\$	<u>12,805</u>
Total Estimated Expenditures	\$	162,736

CONCESSIONS FUND SUMMARY

Fund Balance January 1, 2017	\$	50,625
Estimated transfer of IMRF/SS tax levy	\$	6,980
Sports Complex	\$	39,129
Clubhouse	\$	83,145
Beverage Cart	\$	16,043
Catering	\$	24,437
Pool	\$	8,964
Marketing Fund	\$	<u>1,150</u>
Total Estimated Available Revenues	\$	230,473
Total Estimated Expenditures	\$	<u>162,736</u>
Estimated Fund Balance December 31, 2017	\$	67,737

XV. BOND AND INTEREST FUND

Interest	\$ 46,935
Principal	<u>\$ 633,225</u>
Total Expenses	\$ 680,160

BOND AND INTEREST FUND SUMMARY

Fund Balance January 1, 2017	\$ 36,302
Estimated 2016 Property Taxes & Interest	\$ 683,100
Miscellaneous revenue	<u>\$ -</u>
Total Estimated Available Revenues	\$ 719,402
Total Estimated Expenditures	<u>\$ 680,160</u>
Estimated Fund Balance December 31, 2016	\$ 39,242

XVI. CAPITAL FUND

Maintenance Equipment	\$ 73,600
Buildings & Structures	\$ 4,140
Equipment/Furnishings	\$ 126,672
Golf Course	\$ 178,825
Swimming Pool	\$ 10,350
Action 20/20	\$ 5,566,000
Parks & Grounds	\$ 98,325
Concessions	\$ 33,350
Miscellaneous	<u>\$ 212,779</u>
Total Estimated Expenditures	\$ 6,304,041

CAPITAL FUND SUMMARY

Fund Balance January 1, 2017	\$ 1,084,932
Bond Proceeds	\$ 6,888,500
Operating Transfer from other fund	\$ 1,098,250
Miscellaneous revenue	<u>\$ 8,625</u>
Total Estimated Available Revenues	\$ 9,080,307
Total Estimated Expenditures	<u>\$ 6,304,041</u>
Estimated Fund Balance December 31, 2017	\$ 2,776,266

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2017 and ending December 31, 2017 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2017 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

Section III. The following determinations have been made and are hereby made a part of the aforesaid budget:

(a)	An estimate of the cash on hand at the beginning of the fiscal year is expected to be	\$ 1,943,225
(b)	An estimate of the cash expected to be received during the fiscal year from all sources is	\$ 11,539,274
(c)	An estimate of the expenditures contemplated for the fiscal year is	\$ 10,326,762
(d)	An estimate of the cash expected to be on hand at the end of the fiscal year is	\$ 3,155,737
(e)	An estimate of the amount of taxes to be received during the fiscal year is	\$ 3,516,408

Section IV. The receipts and revenues of the Sycamore Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall first be placed to the credit of such fund.

Section V. All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Commissioners of the Sycamore Park District this _____ day of _____, 2017.

President

ATTEST:

Secretary

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: February 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: ORDINANCE 02-2017: Annexation of Property on Airport Road: Recommend Approval

BACKGROUND INFORMATION: In order to finalize the process of the City Annexing the 89.65 acres on South Airport Road, where our future soccer complex will go, and to bring the property all into the park district, this ordinance must be adopted by the Board.

Note the maps are missing in your board packet to reduce file size of the overall packet. I will have maps at the meeting.

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Recommend Approval of the Ordinance 02-2017.

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

Prepared By

James D. Rock, Esq.
 Ancel, Glink, Diamond, Bush,
 DiCianni & Krafthefer, P.C.
 175 E. Hawthorn Parkway, Suite 145
 Vernon Hills, IL 60061

ORDINANCE NO. 02-2017

**AN ORDINANCE ANNEXING
 CERTAIN TERRITORY TO THE
 SYCAMORE PARK DISTRICT**

WHEREAS, the President and Board of Trustees of the City of Sycamore in Ordinance No. 2016.05, adopted June 6, 2016, and attached hereto as Exhibit A, annexed certain territory legally described herein (the "Territory"); and

WHEREAS, said Territory is not within the corporate limits of any park district, but is contiguous to the Sycamore Park District;

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous or nearly coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, it is in the best interest of the Sycamore Park District that said Territory be annexed;

NOW THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Exhibit B, is hereby annexed to the Sycamore Park District.

SECTION 2: That the Secretary of the Sycamore Park District is hereby directed to record in the Office of the Recorder of Deeds of DeKalb County, Illinois, and to file in the office of the County Clerk of DeKalb County, Illinois, being the County in which the Territory is situated, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit C.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy thereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of DeKalb County, and filed in the office of the County Clerk of DeKalb County; and thereupon, said territory shall be subject to the jurisdiction of the Sycamore Park District.

PASSED this 28th Day of February 28, 2017.

AYES:

NAYS:

ABSENT:

ABSTAIN:

TED STRACK, PRESIDENT

ATTEST:

DANIEL GIBBLE
SECRETARY

EXHIBIT A

CITY OF DEKALB

DEKALB COUNTY, ILLINOIS

ORDINANCE NO. 2016.05

“AN ORDINANCE ANNEXING PROPERTIES (PINS 09-03-351-004, 09-04-400-004 AND 09-04-400-008) COMPRISING 89.65 ACRES OF LAND GENERALLY SITUATED WEST OF AIRPORT ROAD AND SOUTH OF THE EXISTING SPORTS COMPLEX IN CORTLAND TOWNSHIP, DEKALB COUNTY, ILLINOIS.”

EXHIBIT B**LEGAL DESCRIPTION**

PART OF THE SOUTHEAST QUARTER OF SECTION 4 AND PART OF THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 40 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER OF SAID SECTION 4; THENCE NORTH 89° 52' 12" EAST ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 3, A DISTANCE OF 41.5 FEET; THENCE SOUTH 0° 32' 42" EAST, A DISTANCE OF 815.18 FEET TO THE NORTH LINE OF LOT 1 OF MILLSTONE ACRES, AS RECORDED IN PLAT BOOK "S", PAGE 56 IN THE RECORDER'S OFFICE OF DEKALB COUNTY, ILLINOIS; THENCE NORTH 88° 53' 48" WEST ALONG SAID NORTH LINE, A DISTANCE OF 0.33 FEET TO THE NORTHWEST CORNER OF SAID LOT 1; THENCE SOUTH 0° 27' 25" EAST ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 119.81 FEET; THENCE NORTH 88° 54' 40" WEST ALONG THE NORTHERLY LINE OF SAID LOT 1, A DISTANCE OF 84.40 FEET; THENCE SOUTH 0° 29' 22" EAST ALONG THE WESTERLY LINE OF SAID LOT 1, A DISTANCE OF 270.00 FEET; THENCE SOUTH 88° 54' 40" EAST ALONG THE SOUTH LINES OF SAID LOT 1 AND LOT 3 OF SAID SUBDIVISION AND EXTENSION THEREOF, A DISTANCE OF 310.00 FEET; THENCE SOUTH 1° 39' 03" EAST, A DISTANCE OF 266.14 FEET TO A POINT 1476.00 FEET, AS MEASURED AND DEEDED, SOUTHERLY OF THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 3; THENCE SOUTH 89° 28' 26" WEST, A DISTANCE OF 2922.31 FEET (2931.3 FEET DEEDED) TO THE WEST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 4 TO A POINT 1210.70 FEET NORTHERLY OF THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SAID SECTION 4, AS MEASURED ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER; THENCE NORTH 0° 14' 52" EAST ALONG SAID WEST LINE, A DISTANCE OF 935.38 FEET (932.00 FEET DEEDED) TO A POINT 530.80 FEET SOUTHERLY OF THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER, AS MEASURED ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER, SAID POINT BEING THE SOUTHWEST CORNER OF LOT H OF WATERMAN HALL FARM PLAT, AS RECORDED IN PLAT BOOK "G" AT PAGE 12 IN THE RECORDER'S OFFICE OF DEKALB COUNTY, ILLINOIS; THENCE NORTH 89° 20' 17" EAST ALONG THE SOUTH LINE OF SAID LOT H, A DISTANCE OF 221.00 FEET (212.50 FEET PLATTED) TO THE SOUTHEAST CORNER OF SAID LOT H; THENCE NORTH 14° 15' 43" WEST ALONG THE EASTERLY LINE OF SAID LOT H, A DISTANCE OF 132.00 FEET; THENCE NORTH 2° 02' 43" WEST ALONG SAID EASTERLY LINE, A DISTANCE OF 130.50 FEET; THENCE NORTH 12° 32' 17" EAST ALONG SAID EASTERLY LINE, A DISTANCE OF 225.50 FEET (224.00 FEET PLATTED) TO THE NORTHEAST CORNER OF SAID LOT H; THENCE NORTH 2° 00' 17" EAST, A DISTANCE OF 53.04 FEET (54.00 FEET DEEDED) TO THE NORTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 4; THENCE NORTH 89° 13' 17" EAST ALONG SAID NORTH LINE, A DISTANCE OF 2398.34 FEET (2408.50 FEET DEEDED) TO THE POINT OF BEGINNING, ALL SITUATED IN THE TOWNSHIP OF CORTLAND, THE COUNTY OF DEKALB AND THE STATE OF ILLINOIS.

EXHIBIT C

MAP OF ANNEXATION

(ATTACH MAP)

4838-2125-1906, v. 1

STATE OF ILLINOIS }
 } SS
COUNTY OF DEKALB }

SECRETARY'S CERTIFICATE

I, Daniel Gibble, the duly qualified and acting secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, and the keeper of the records thereof, do hereby certify attached hereto is a true and correct ordinance entitled:

ORDINANCE NO. 02-2017

**AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE
SYCAMORE PARK DISTRICT**

Adopted at a regular meeting of the said Board of Park Commissioners held pursuant to proper notice on the 28th day of February, 2017.

IN WITNESS THEREOF, I have hereunto set my hand and the seal of the Sycamore Park District this _____ day of _____, 2017.

Daniel Gibble
Secretary to the Board of Commissioners
SYCAMORE PARK DISTRICT

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: February 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: ORDINANCE 03-2017: Annexation of Property on Airport Road: Recommend Approval

BACKGROUND INFORMATION: In order to finalize the process of the City Annexing the 23.67 acres on Airport Road formerly known as the CARLS Farm and now for our Recreation Campus project, and to bring the property all into the park district, this ordinance must be adopted by the Board.

Note the maps are missing in your board packet to reduce file size of the overall packet. I will have maps at the meeting.

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Recommend Approval of the Ordinance 02-2017.

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

Prepared By

James D. Rock, Esq.
 Ancel, Glink, Diamond, Bush,
 DiCianni & Krafthefer, P.C.
 175 E. Hawthorn Parkway, Suite 145
 Vernon Hills, IL 60061

ORDINANCE NO. 03-2017

**AN ORDINANCE ANNEXING
 CERTAIN TERRITORY TO THE
 SYCAMORE PARK DISTRICT**

WHEREAS, the President and Board of Trustees of the City of Sycamore in Ordinance No. 2016.07, adopted June 6, 2016, and attached hereto as Exhibit A, annexed certain territory legally described herein (the "Territory"); and

WHEREAS, said Territory is not within the corporate limits of any park district, but is contiguous to the Sycamore Park District;

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous or nearly coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, it is in the best interest of the Sycamore Park District that said Territory be annexed;

NOW THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Exhibit B, is hereby annexed to the Sycamore Park District.

SECTION 2: That the Secretary of the Sycamore Park District is hereby directed to record in the Office of the Recorder of Deeds of DeKalb County, Illinois, and to file in the office of the County Clerk of DeKalb County, Illinois, being the County in which the Territory is situated, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit C.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy thereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of DeKalb County, and filed in the office of the County Clerk of DeKalb County; and thereupon, said territory shall be subject to the jurisdiction of the Sycamore Park District.

PASSED this 28th Day of February, 2017.

AYES:

NAYS:

ABSENT:

ABSTAIN:

TED STRACK, PRESIDENT

ATTEST:

DANIEL GIBBLE
SECRETARY

EXHIBIT A

CITY OF DEKALB

DEKALB COUNTY, ILLINOIS

ORDINANCE NO. 2016.07

“AN ORDINANCE ANNEXING PROPERTIES (PINS 06-34-300-010 AND 09-03-100-011) COMPRISING 23.67 ACRES OF LAND GENERALLY SITUATED EAST OF AIRPORT ROAD AND ACROSS FROM THE EXISTING SPORTS COMPLEX IN SYCAMORE AND CORTLAND TOWNSHIPS, DEKALB COUNTY, ILLINOIS.”

EXHIBIT B**LEGAL DESCRIPTION**

PART OF SECTION 3, TOWNSHIP 40 NORTH, RANGE 5, EAST OF THE THIRD PRINCIPAL MERIDIAN, AND PART OF SECTION 34, TOWNSHIP 41 NORTH, RANGE 5, EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTH WEST CORNER OF THE NORTH WEST QUARTER OF THE NORTH WEST QUARTER OF SECTION 3, TOWNSHIP 40 NORTH, RANGE 5, EAST OF THE THIRD PRINCIPAL MERIDIAN, BEING IN THE CENTER OF THE NORTH AND SOUTH ROAD, THENCE NORTH $0^{\circ} 17'$ EAST ALONG THE WEST LINE OF SAID SECTION 3 AND THE CENTER LINE OF SAID ROAD 670.6 FEET; THENCE NORTH $5^{\circ} 50'$ EAST ALONG THE CENTER LINE OF SAID NORTH AND SOUTH ROAD, A DISTANCE OF 1700.4 FEET TO A POINT WHICH IS SOUTH $5^{\circ} 50'$ WEST, A DISTANCE OF 380.83 FEET FROM THE CENTER LINE OF THE HIGHWAY KNOWN AS STATE ROUTE #64, THENCE SOUTH $84^{\circ} 34'$ EAST 495.6 FEET MORE OR LESS TO THE INTERSECTION WITH THE EAST LINE OF LOT 23 IN SECTION 34 AFORESAID AT A POINT 250 FEET SOUTH OF THE SOUTH LINE OF STATE ROUTE #64; THENCE SOUTH $5^{\circ} 26'$ WEST 2338.83 FEET; THENCE NORTH $88^{\circ} 36'$ WEST 448.24 FEET MORE OR LESS TO THE PLACE OF BEGINNING, SITUATED IN THE COUNTY OF DEKALB, IN THE STATE OF ILLINOIS, EXCEPTING THEREFROM THE FOLLOWING: THAT PART OF ASSESSOR'S LOT 23 IN SECTION 34, TOWNSHIP 41 NORTH, RANGE 5, EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT A POINT ON THE EAST LINE OF SAID LOT 23, 250 FEET SOUTH OF THE SOUTH LINE OF STATE ROUTE .64, AS LOCATED JULY 23, 1949, WHICH IS THE PLACE OF BEGINNING; THENCE NORTH 84 DEGREES, 34 MINUTES, WEST 295.60 FEET TO A POINT, THENCE SOUTH ALONG A LINE WHICH IS PARALLEL TO THE EAST LINE OF LOT 23, A FORESAID, FOR A DISTANCE OF 100 FEET TO A POINT; THENCE SOUTH 84 DEGREES 34 MINUTES EAST TO A POINT ON A LINE RUNNING SOUTH 5 DEGREES 26 MINUTES WEST FROM THE PLACE OF BEGINNING, THENCE NORTH 5 DEGREES 26 MINUTES EAST TO THE PLACE OF BEGINNING, SITUATED IN THE COUNTY OF DEKALB AND THE STATE OF ILLINOIS. ALSO EXCEPTING THEREFROM THE FOLLOWING: THAT PART OF LOT 23 IN SECTION 34, TOWNSHIP 41 NORTH, RANGE 5, EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT A POINT IN THE EAST LINE OF SAID LOT 23, 250 FEET SOUTH OF THE SOUTH LINE OF STATE ROUTE 64, AS NOW LOCATED, THENCE NORTH 84 DEGREES WEST 295.60 FEET TO A POINT, WHICH IS THE PLACE OF BEGINNING FOR THIS DESCRIPTION, THENCE CONTINUE NORTH 84 DEGREES WEST 200 FEET, MORE OR LESS, TO THE CENTER OF THE NORTH AND SOUTH GRAVEL ROAD, THENCE SOUTH 5 DEGREES 50 MINUTES WEST, 100 FEET, THENCE SOUTH 84 DEGREES EAST 200 FEET TO A POINT WHICH IS 100 FEET SOUTHERLY OF THE PLACE OF BEGINNING, AS MEASURED ALONG A LINE WHICH IS PARALLEL TO THE EAST LINE OF LOT 23 AFORESAID, THENCE NORTHERLY ON SAID PARALLEL LINE 100 FEET TO THE PLACE OF BEGINNING, SITUATED IN THE COUNTY OF DEKALB, IN THE STATE OF ILLINOIS.

EXHIBIT C

MAP OF ANNEXATION

(ATTACH MAP)

4822-9275-5778, v. 1

STATE OF ILLINOIS }
 } SS
COUNTY OF DEKALB }

SECRETARY'S CERTIFICATE

I, Daniel Gibble, the duly qualified and acting secretary of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, and the keeper of the records thereof, do hereby certify attached hereto is a true and correct ordinance entitled:

ORDINANCE NO. 03-2017

**AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE
SYCAMORE PARK DISTRICT**

Adopted at a regular meeting of the said Board of Park Commissioners held pursuant to proper notice on the 28th day of February, 2017.

IN WITNESS THEREOF, I have hereunto set my hand and the seal of the Sycamore Park District this _____ day of _____, 2017.

Daniel Gibble
Secretary to the Board of Commissioners
SYCAMORE PARK DISTRICT

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 28, 2017

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF STAFF TIME/TASK ANALYSIS: Presentation and Discussion Only

BACKGROUND INFORMATION: In order to prepare for high quality customer service, clean facilities, long-term upkeep, and strong programming to support the advent of our new facilities and the initiation of ACTION 2020 over the next 3 to 5 years, the entire full-time staff has spent significant hours preparing the time/task analysis behind this memo.

At the Board Meeting, staff will review with you how they came to these numbers, the factors influencing them, the outcomes sought, and then respond to your questions. This approach is a process that goes through refinement. We are not at the end of this process. We are in the middle, so don't let the numbers freak you out, just yet. Neither should you begin to find other ways to spend the money we have set aside in our ACTION 2020 budget for staff and overhead costs.

Our final goal is to have a future staff structure for the Board to approve at our March Regular Meeting—including a budget to support it.

I have been at two other districts that have gone through growth spurts like ours. My experience has found the following to occur:

- Almost inevitably if time/task analysis IS NOT DONE, the district fails to properly staff and maintain their facilities as they are added.
- Almost inevitably when staff go through the time/task analysis, they overestimate the staff hours in their early versions of this process.

Besides this review with the Board, for input, the next steps we will take are:

1. Refining the time/task analysis based upon Board input, and my input.
2. Begin to introduce a time horizon to when these tasks and the time they take will come on-line so that budget years can be determined for each of these tasks.
3. Framing this additional work within the context of current staff and what duties might STAY and/or GROW for current staff, plus what current part-time and seasonal staff might take on some of these hours.
4. Assessing best options for accomplishing tasks:
 - a. FT vs. PT/Seasonal positions.
 - b. Contracting/Outsourcing
 - c. New Positions

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Discussion and Q&A.

PREPARED BY: Daniel Gibble, Executive Director

A handwritten signature in black ink, appearing to read 'D. Gibble', is written over the text 'PREPARED BY: Daniel Gibble, Executive Director'.

BOARD ACTION:

RECREAITON CAMPUS	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
big mower	1	1	1 per week	30 weeks (APR-OCT)	30	30
trim mower	1	2	1 per week	30 weeks (APR-OCT)	30	60
weed eating	2	2	1 per week	30 weeks (APR-OCT)	30	120
garbage	2	0.5	2 per week	30 weeks (APR-OCT)	60	60
plow snow	1	1	15 per year	1 annual basis	30	30
salt/blow paths/shovel	1	1	30 per year	1 annual basis	30	30
inspect lights	1	2	1 per year	1 annual basis	1	2
parking lot lines	2	4	0.5 per year	1 biannually	0.5	4

COMMUNITY CENTER	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
maintain building exterior						
HVAC	1	2	1 per month	12 months	12	24

DOG PARK	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
replace bags	1	0.5	2 per month	12 months	24	12
maintain natural areas	2	2	3 per year	1 annual basis	3	12
sodding/seeding	1	1	3 per year	1 annual basis	3	3
rock additions	2	2	1 per year	1 annual basis	1	4
maintain shelter	1	0.25	2 per week	30 weeks (APR-OCT)	60	15
mowing - riding	1	0.5	1 per week	31 weeks (APR-OCT)	31	15.5
garbage/dispose of waste	1	0.5	1 most days	300 year round	300	150

SPLASHPAD	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
landscaping/pruning/weeding	1	0.5	1 per week	18 weeks (JUN-SEP)	18	9
trim mower	1	0.5	1 per week	18 weeks (JUN-SEP)	18	9
cleaning/removing debris	1	0.5	1 per day	126 weeks (JUN-SEP)	126	63
clean surface material	1	1	2 per month	4 months (JUN-SEP)	8	8
winterizing	3	8	1 per year	1 annual basis	1	24
startup	3	8	1 per year	1 annual basis	1	24
maintain shade structures	2	2	2 per year	1 annual basis	2	8
check mechanics/chemicals	1	0.5	2 per day	126 weeks (JUN-SEP)	252	126

SLED HILL	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
mowing - included w/rec camp	1	0.5	1 per week	30 weeks (APR-OCT)	30	0
fire pit maintenance	1	1	3 per year	1 annual basis	3	3
keep steps clear of snow/ice	1	0.25	25 per year	20 weeks(DEC-MAR)	25	6.25
overseed	1	2	2 per year	1 annual basis	2	4
snow removal	1	0.5	30 per year	1 annual basis	30	15

total grounds maintenance	696
total mechanical	174
total manhours	870

SPORTS COMPLEX - BASEBALL	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
trim mower	1	2	1 per week	30 weeks (APR-OCT)	30	60
weed eating	1	2	1 per week	30 weeks (APR-OCT)	30	60
blow leaves	1	1	4 per year	1 annually	4	4
roundup fence line	1	3	2 per year	1 annual basis	2	6
mulching	1	2	2 per year	1 annual basis	2	4
weed and feed	1	2	2 per year	1 annual basis	2	4
over-seed	1	2	3 per year	1 annual basis	3	6
sodding	2	2	2 per year	1 annual basis	2	8
tree maintenance	2	2	2 per year	1 annual basis	2	8
landscaping/planters	2	2	4 per year	1 annual basis	4	16
maintain retention areas	1	2	1 per year	1 annual basis	1	2
maintain plumbing	1	1	2 per year	1 annual basis	2	2
general/restrooms/shelter cleaning	1	1	1 per day	210 days (APR-OCT)	210	210
parking lot lines	2	4	0.5 per year	1 biannually	0.5	4
lighting and electrical	1	2	1 per year	1 annual basis	1	2
paint foul lines	1	1	1 per week	30 weeks (APR-OCT)	30	30
lay foul lines	2	1	1 per year	1 annual basis	1	2
inspect bleachers/fences/backstops	1	2	1 per month	7 months (APR-OCT)	7	14
garbage	1	6	1 per week	30 weeks (APR-OCT)	30	180
shelter repairs	1	2	2 per year	1 annual basis	2	4
fence repairs	2	2	2 per year	1 annual basis	2	8
playground inspections	1	0.5	1 per month	12 yearround	12	6
drag fields	1	2	100 per year	1 annual basis	100	200
add aglime	2	3	2 per year	1 annual basis	2	12
edging lip	3	4	2 per year	1 annual basis	2	24
chalk fields	2	1	100 per year	1 annual basis	100	200

total grounds maintenance manhours	858
total custodial hours	210
total building tech hours	8
total manhours	1076

SPORTS COMPLEX - SOCCER	STAFF	HOURS	FREQUENCY	SCALE	EVENTS	MH
big mower	1	4	1 per week	30 weeks (APR-OCT)	30	120
trim mower	1	1.5	1 per week	30 weeks (APR-OCT)	30	45
weed eating	1	2	1 per week	30 weeks (APR-OCT)	30	60
blow leaves	1	1	4 per year	1 annual basis	4	4
roundup fence line	1	1	2 per year	1 annual basis	2	2
mulching	1	2	2 per year	1 annual basis	2	4
weed and feed	1	2	2 per year	1 annual basis	2	4
over-seed	1	2	3 per year	1 annual basis	3	6
sodding	2	3	3 per year	1 annual basis	3	18
rolling	1	2.5	3 per year	1 annual basis	3	7.5
aerating	1	5	2 per year	1 annual basis	2	10
tree maintenance	2	2	2 per year	1 annual basis	2	8
landscaping & planters	2	2	4 per year	1 annual basis	4	16
maintain retention areas	2	1	1 per year	1 annual basis	1	2
maintain septic	1	1	2 per year	1 annual basis	2	2
maintain plumbing	1	1	2 per year	1 annual basis	2	2
general/restrooms/shelter cleaning	1	1	1 per day	210 days (APR-OCT)	210	210
parking lot lines	2	4	0.5 per year	1 biannually	0.5	4
lighting/electrical	1	2	1 per year	1 annual basis	1	2
paint field lines	1	6	1 per week	25 weeks (APR-JUN/AUG-OCT)	25	150
inspect fences/nets					0	0
garbage	2	2	2 per week	30 weeks (APR-OCT)	60	240
shelter repairs	1	2	2 per year	1 annual basis	2	4
playground inspections	1	0.5	1 per month	12 yearround	12	6
layout fields	2	16	1 per year	1 annual basis	1	32

total grounds maintenance hours	738
total custodial hours	210
total building tech hours	11
total manhours	959

RECREATION	HOURS	FREQUENCY	SCALE	MH
Hire, Train, Supervise Instructors	17	per week	52 weeks	884
Recreation's LCR and PDRMA implementation	10	per month	12 months	120
Manage Volunteers	100		1	100
New Program Development	16	per week	12 weeks	192
Program Planning and Facilitation	15	per week	52 weeks	780
Manage Leagues	6	per week	52 weeks	312
Manage/Supervise Open Gym	4	per day	360 days	1440
Develop Programming Content for Brochure	8	per week	12 weeks	96
Support Front Desk Operations	10	per week	52 weeks	520
				4,444.00

FACILITY MANAGEMENT	HOURS	FREQUENCY	SCALE	MH
Hire, Train, Supervise NIU Graduate Assistants	5	per week	52 weeks	260
Coordinate with Medical Affiliate	4	per month	12 months	48
Setup and Take Down Room and Gym Setups	3	per day	360 days	1080
Monitor Building and Campus	3	per day	365 days	1095
Community Center's LCR and PDRMA implementation	10	per month	12 months	120
Cleanups, Repairs, Maintenance as needed: spills, small repairs, shoveling, straightening up, etc.	3	per week	52 weeks	156
Hire, Train, Supervise, Support Front Desk Staff	20	per week	52 weeks	1040
Hire, Train, Supervise Custodial Staff	5	per week	52 weeks	260
Take Incoming Reservations for Fields, Shelters, Community Center Rentals	3	per week	52 weeks	156
Create and Enforce Policies and Procedures	1	per month	12 months	12
Supervise/Provide Assistance to Community Center Rentals	8	per week	52 weeks	416
Communicate with Members and Participants: Emails and Phone Calls about Closings,	3	per week	52 weeks	156
Review Overnight Building Surveillance and Usage	0.5	per day	365 days	182.5
Attend front desk: answer visitor's questions, phone calls, process registrations (in-person and mail in), manage memberships while building is open (117 hours/week)	117	per week	52 weeks	6084
				11,065.50

MARKETING AND COMMUNICATIONS	HOURS	FREQUENCY	SCALE	MH
Maintain Programming Info on Website, RecTrac Splashpage and Social Media	3	per week	52 weeks	156
Develop and Distribute Promotional Pieces for Programs and Events: press releases, posters, pamphlets, web graphics, eblasts	7	per week	52 weeks	364
Manage Program and Event Sponsorships	4	per month	12 months	48
Maintain Rec Campus Info on Website and Social Media	3	per week	52 weeks	156
Develop and Distribute Informational Pieces for Facility Users: Indoor and Outdoor Signs, Digital Screen, Notices, etc.	3	per week	52 weeks	156
Coordinate Advertising for Fitness Area and Dog Park Memberships: Radio and Print Ads	8	per month	12 months	96
Develop Rec Campus Content for Brochure	8	per week	12 weeks	96
Facilitate Internal Communication	2	per week	52 weeks	104
				1,176.00

Full-Time	annual	weekly
Recreation Staff I	2,080	40
Recreation Staff II	2,080	40
Facility Manager	2,080	40
Custodial/Maintenance	2,080	40
TOTAL	8,320	

Part-Time IMRF	annual	weekly
Front Desk Supervisor I	1,248	24
Front Desk Supervisor II	1,248	24
Custodial/Maintenance I	2,000	
TOTAL	4,496	

Part-Time <1,000 hours	annual	weekly
Front Desk Staff I	936	18
Front Desk Staff II	936	18
Front Desk Staff III	936	18
Front Desk Staff IV	936	18
Front Desk Staff V	936	18
Front Desk Staff VI	936	18
Front Desk Staff VII	702	13.5
Marketing Manager	936	18
Custodial/Maintenance I	936	18
Custodial/Maintenance II	936	18
Custodial/Maintenance III	936	18
Building Attendant I	936	18
Building Attendant II	936	18
Building Attendant III	936	18
TOTAL	12,870	

TOTAL STAFFING PLAN HOURS	25,686
TOTAL MANHOURS	24,909

CUSTODIAL/MAINTENANCE		HOURS	FREQUENCY	MH
Office Area: - offices, galley, reception, vending				
Vacuum carpets in office/reception area	.25 hr	Bi-Weekly		26
Clean windows and doors	.25 hr	Weekly		13
Clean front desk and workstation area	.25 hr	Daily		91.25
Ordering supplies: office, bathroom, equipment, etc	1 hr	Weekly		52
Clean floors - dust/mop in galley and vending areas	.5 hr	Daily		182.5
Clean appliances, counters, tables, vending machines, sink, etc. in the galley and vending area	1 hr	Daily		365
Fitness Center				
Dust & sanitize fitness equipment	.25 hr	Daily		91.25
Preventative maint. (Lubricating) on equipment	.25 hr	Daily		91.25
Clean, windows, mirrors, and doors	1.5 hrs	Daily		547.5
Clean floors - dust/mop	.5 hr	Daily		182.5
Gym				
Placement and safety inspection of bleachers	.25 hr	Weekly		13
Dust/mop floor	1 hr	Daily		365
Machine wash floor	2 hrs	Weekly		104
Clean windows	2 hrs	Monthly		24
Clean doors	1 hr	Weekly		52
Track maintenance/repair	1 hr	Monthly		12
Dust/mop track	.75 hr	Daily		273.75
Machine wash track	1 hr	Weekly		52
Classrooms and Dance Studio				
Clean windows	1.5 hrs	Monthly		18
Clean floors - dust/mop	1.5 hrs	Daily		547.5
Clean mirrors and doors	1.5 hrs	Daily		547.5
Clean sink and counters	.5 hr	Daily		182.5
Clean tables and chairs	.5 hr	Daily		182.5
Bathroom (5)				
Clean sinks, toilets, counters	1.5 hrs	Daily		547.5
Clean, mirrors, windows and doors	1.5 hrs	Daily		547.5
Clean floors - dust/mop	1 hr	Daily		365
Fill soap and towel dispensers	.5 hr	Daily		182.5
Open Areas: stairway, vestibule, lobby/hall, upstairs hall				
Vacuum vestibule/front entrance	.25 hr	Daily		91.25
Dust/mop floors: stairs and the areas listed above	2 hrs	Daily		730
Maintain wet floor	1 hr	Daily Jun-Sept 14 wks		98
Clean elevator	.5 hr	Daily		182.5
Clean windows and doors - front entrance	1 hr	Daily		365
Conference Rooms (2)				
Clean floors - dust/mop	1 hr	Weekly		52
Clean tables and chairs	.5 hr	Weekly		26
Clean doors	.25 hr	Weekly		13
Mechanical Rooms (2) & Custodian Room				
Maintain mechanicals and H-Vac	1 hr	Monthly		12
Clean floors - dust/mop	1 hr	Monthly		12
Clean doors	.5 hr	Monthly		6

Miscellaneous throughout building						
Garbage pick up	.5 hr	Daily				182.5
Recycling pick up	.5 hr	Bi-Weekly				52
Safety Check: railings, exercise equipment, etc.	1 hr	Daily				365
Checking emergency equipment	.25 hr	Weekly				13
Changing lights	1 hr	Monthly				12
Equipment maintenance	1 hr	Monthly				12
Floor drain maintenance	2 hrs	Monthly				24
Clean out of storage rooms with dust/mop of floor	2 hrs	Annual				2
general/restrooms/shelter cleaning at Sports Complexes	1.5	daily 210 days (APR-OCT)				315
						8,224