



Sycamore

PARK DISTRICT

Established 1923

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**Sycamore Park District
Regular Board Meeting**

April 25, 2017

6:00 PM

Maintenance Building, 435 Airport Road

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

4. Regular Minutes: March 28, 2017
Executive Session: March 28, 2017
(Remain Confidential)

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

26. Superintendent of Finance Monthly Report
30. Budget Report
44. Superintendent of Golf Operations Monthly Report
47. Superintendent of Parks and Facilities Monthly Report
53. Recreation Report
56. Executive Director Monthly Report

CORRESPONDENCE-

58. DCEDC
60. Jeff Clapsaddle - Thank You

PUBLIC INPUT

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

Board of Commissioners Meeting

April 25, 2017

PG 2

POSITIVE FEEDBACK/REPORTS

MONTHLY REPORT—Jackie

OLD BUSINESS:

- 62. **Setting Date for Study Session—Dan**
Authorize Contract with ERA for Phase II Trail Engineering—Dan
(Roll Call)
Open Meetings Training for Public Officials—Dan
Park Tour—Jeff
Status and Issues with Swimming Pool—Dan
Review Election Results—Dan
- 108. **Two Week Plan for Recreation Campus—Ken/Dan**
- 109. **Modify Paid Leave Policy—Dan (Roll Call)**

NEW BUSINESS:

- 113. **Accept Bid for Bond Sale – Dan**
- 114. **Adopt Bond Ordinance # 05-2017: An ORDINANCE providing for the issue of approximately \$7,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the District, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District’s Vision 2020 Plan, and for the payment of the expenses incident thereto, payable from (a) together with the District’s General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, lawfully available moneys in the District’s Corporate and Recreation Funds, and such other funds of the District as may be necessary and on hand from time to time and lawfully available for such payment, and (b) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount, and authorizing the sale of said bonds to the winning bidder at a public sale on April 25, 2017. – Dan (Roll Call)**
- 148. **Consideration of Large Events—Sarah/Lisa**

Board of Commissioners Meeting**April 25, 2017****PG 3**

- 149. Major Concert Venue Consideration—Dan**
- 154. Annual Review of Progress on ADA Transition—Dan**
- 178. Dog Park Rules/Fees Recommendation—Lisa (Roll Call)**
- 182. Resolution 01-2017 Amending Authorized Signatories—Jackie (Roll Call)**
Discussion/Authorization to Acquire Land and/or Easements for Future Trail Project—Recommend Executive Session - Ted/Terri

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:

- 6. The setting of a price for sale or lease of property owned by the public body.

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, March 28, 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, March 28, 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 Graves, Kroeger, Tucker, Schulz and Commissioner Strack**

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: **None**

Staff members present were Jeanette Freeman, Director Gibble, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Lisa Metcalf, Sarah Rex and Steve Tritt.

Guests at the Board meeting were:

Kristin Cardinali, 345 Eli Barnes Ct., Sycamore

Lia Gillet, 1784 Joseph Sixbury St., Sycamore

Kyla Hueber, 332 Eli G Jewell Ct., Sycamore

Jenny Hall, 485 John Marshall Ln., Sycamore

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Tucker moved to approve the February 28, 2017 Regular Meeting Minutes.
Commissioner Schulz seconded the Motion.

Voice Vote

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

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 Sycamore Park District
 Tuesday March 28, 2017
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Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$86,258.07.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

Public Hearing on FY 2017 Budget & Appropriation Ordinance 04-2017

President Strack opened the Hearing. Commissioners Graves, Kroeger, Schulz, Tucker and Strack were present. President Strack asked if there were any comment and input from the Public, Staff or Board. There was none.

Motion

Commissioner Graves moved to close the Public Hearing on FY2017 Budget & Appropriation Ordinance 04-2017. Commissioner Tucker seconded the Motion.

Roll Call

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

Correspondence –

- The Gracie Center – Thank You
- KSRA – Thank You

Public Input –

Kristin Cardinali noted she came on behalf of the residents in Heron Creek. They feel some lines of communications have been inadvertently opened through their neighborhood Facebook page with some concerns about their park and things they would like to see to make it more comparable to other neighborhood parks. They are here to understand what is going on at the meetings to see if there might be an opportunity to open up lines of communications with the Park. They will also do more research on their end and there may be some things they would like to ask for before the end of the Vision 2020. Commissioner Graves noted it's great to come in to get the dialogue started. President Strack also noted the Board is open to transparency and would like to give everything to everybody but there are constraints. Commissioner Kroeger asked if there were any damages at the park now. Supt. of Parks Donahoe noted that we inspect the playgrounds on a regular basis, and Director Gibble noted that we have several CPSI's who do a more thorough inspection once a month. Donahoe added that if someone calls we go right out and take care of it. A Heron Creek resident present at the meeting confirmed what Donahoe said. Residents present said they feel the playground is not comparable to any other park in Sycamore at this point, and there are a lot of young families that utilize this park. They would like to see

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a more comparable park to other parks in town. Director Gibble asked which parks they are drawing their comparisons to. Kyle Huber noted Old Mill Park, Charley Laing Park, Boynton Park, Brothers Park, and Wetzel Park. President Strack noted there has been some re work on some of these, but with Charley Laing Park the family paid for the entire thing. Commissioner Schulz noted the Kiwanis East had assistance from Kiwanis on that one also. Kristin Cardinali noted there are a lot of families in Heron Creek with young families and there is nothing for littler kids. Commissioner Schulz suggested having the Board at an HOA meeting and it could be then on a public meeting.

Positive Feedback –

- Commissioner Graves thanked staff for putting things together for planning for staffing, etc.
- Commissioner Tucker agreed with this.
- Commissioner Kroeger noted he thinks the staff is super and the accountability is bleeding through now.
- President Strack echoed all the comments and noted that with Dan's arrival the Park has become more process driven. Staff has done a great job.
- Director Gibble noted that if the people in the audience had come to us 5 years ago, we wouldn't have had a financial leg to stand on to even think about trying to do something together.

Monthly Department Presentation – Steve Tritt gave a presentation on rain and the golf course. He noted that if we get a ½" of rain we have to shut down carts because we do not have paved cart paths. He handed out information on the figures. Supt. of Golf Operations Lundbeck noted these figures are just for days that we have golf but no carts are allowed on the course.

Setting Date for Study Session – Director Gibble noted there was no need at this time. He also stated that periodically after meetings or before we could do a walk thru on the construction site.

Old Business

Progress on Trail Engineering and IDOT Grant – Director Gibble noted we have done all the paperwork needed and are just waiting now. He also noted that Terri Gibble and Jackie Hienbuecher attending a training on the documentation component on the grant. Supt. of Finance Hienbuecher noted they did get a few new things to think about for future grants. We are just waiting on IDOT now.

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Amending Recreation Campus Purchasing and Authorization Authority to Match our Purchasing Policy

Motion

Commissioner Schulz moved to approve as presented. Commissioner Kroeger seconded the Motion.

Roll Call

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

Open Meetings Training for Public Officials – Director Gible noted this is a reminder that the President and Vice President needs to complete the Open Meetings Act Training within the next 90 days. He and Kirk Lundbeck will complete the FOIA training.

Budget and Appropriation Ordinance 04-2017

Motion

Commissioner Schulz moved to approve Budget and Appropriation Ordinance 04-2017. Commissioner Kroeger seconded the Motion.

Roll Call

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

Final Review and Approval of Staff Structure for Action 2020- Director Gible noted he asked staff to provide him with two options and the staff recommendation is a hybrid of what staff put together. The board will approve positions in the operating budget, and this is a guide staff will use moving forward.

Motion

Commissioner Tucker moved to approve as presented. Commissioner Graves seconded the Motion.

Roll Call

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

Annual Audit: First Review- Supt. of Finance Hienbuecher noted this is the first draft of the audit. She also noted that we are waiting for IMRF information to plug in. The final audit will be presented at the May meeting.

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Quarterly Capital Funds Update – Supt. of Finance Hienbuecher noted this is just an update to let the Board know where we are at on the capital budget.

Award Bid for Golf Course Sign Improvements -

Motion

Commissioner Schulz moved to approve the bid as presented to Elliot & Wood for \$65,000. Commissioner Kroeger seconded the Motion.

Roll Call

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

New Business

Authorize Treasurer to Transfer Funds – Supt. of Finance Hienbuecher noted that each year she comes to the board with the amounts we need to transfer to cover any negative cash in the Golf and Pool funds. These amounts are already included in the audit draft presented today.

Motion

Commissioner Tucker moved to approve the transfer of funds as presented. Commissioner Schulz seconded the Motion.

Roll Call

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

Approval of Superintendent of Recreation Position – Director Gible noted this is what we will do as we go to the process of hiring for each position in the new staffing plan.

Motion

Commissioner Kroeger moved to approve as presented. Commissioner Schulz seconded the Motion.

Roll Call

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

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Board Finding on Security and Alarm Systems-Plus Approval of Contract with Illini

Security – Director Gibble noted that in life safety we are allowed to reach a finding if you so choose as a Board. That is what is before the Board and if you find you want to permit this, the Board would then approve the alarm company.

Motion

Commissioner Tucker moved to have a board findings on security and alarm systems.
 Commissioner Schulz seconded the Motion.

Roll Call

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

Motion

Commissioner Schulz moved to approve the contract with Illini Security as presented.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

Work Agreement for IDOT and Landscape Planning/Supervision at Recreation Campus -

President Strack noted there was some time pressure on this related to some things that needed to be completed or submitted so he authorized the contract on behalf of the Board. He would like to formally ratify this today.

Motion

Commissioner Schulz moved to ratify the work contract as presented. Commissioner Kroeger seconded the Motion.

Roll Call

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

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Motion

The Board adjourned the Regular Session to go into Executive Session at 7:02 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Tucker.

Roll Call

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

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

#6 The setting of a price for sale or lease of property owned by the public body.

The Board convened to Executive Session at 7:09 pm. The roll was called with Commissioners Graves, Kroeger, Schulz, Tucker, and Strack present along with Recording Secretary Jeanette Freeman and Director Gible.

Motion

The Board adjourned the Executive Session at 7:47 p.m. and reconvened to Regular Session on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

Voice Vote

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

Motion

The Board adjourned the Regular Session at 7:47 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Schulz.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

DATE: 04/19/2017
 TIME: 16:08:50
 ID: AP450000.WOM
 1

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING
 FROM 03/27/2017 TO 04/18/2017

Interim

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

 ACUSHNET ACUSHNET COMPANY

903608970 01 PRO V1 & V1X 501000001300 02/06/17 00001800 57621 04/07/17 7,807.99 2,795.13
 02 NXT 501000001300 00001800 1,776.00
 03 DT 501000001300 00001800 477.00
 04 VELOCITY 501000001300 00001800 210.00
 05 SHIPPING 501000001300 00001800 252.00
 80.13

903614226 01 PRO V1 & V1X CUSTOM 501000001300 02/07/17 00001801 57621 04/07/17 7,807.99 471.00
 471.00

903618030 01 MENS COTTON 3-PACK SOCKS 501000001301 02/08/17 00001786 57621 04/07/17 7,807.99 364.84
 02 MENS COTTON SPORT WITH LOGO 501000001301 00001786 330.00
 03 SHIP-DISC 501000001301 00000000 42.00
 -7.16

903618031 01 WOMENS ENJOY SHOES 501000001305 02/08/17 00001786 57621 04/07/17 7,807.99 3,052.86
 02 #45325 FJ ORIGINALS 501000001305 00001786 306.00
 03 #45330 FJ ORIGINALS 501000001305 00001786 416.00
 04 #45331 FJ ORIGINALS 501000001305 00001786 468.00
 05 #54097 CONTOUR FIT 501000001305 00001786 312.00
 06 #54098 CONTOUR FIT 501000001305 00001786 936.00
 07 903618031 SHIP/DISC 501000001305 00001786 702.00
 -87.14

903618032 01 CONTOUR FLX GLOVES 501000001301 02/08/17 00001786 57621 04/07/17 7,807.99 920.26
 02 WINTERSOF GLOVES 501000001301 00001786 816.00
 03 903618032 SHIP/DISC 501000001301 00001786 144.00
 -39.74

903877345 01 TOUR PERF CUBS/SOX 501000001301 03/29/17 00001625 57621 04/07/17 7,807.99 101.95
 02 903877345 SHIP/DISC 501000001301 00001625 96.00
 5.95

903909745 01 903909745 SHIP/DISC 501000001301 04/03/17 00001625 57621 04/07/17 7,807.99 101.95
 02 TOUR PERF CUBS/SOX 501000001301 00001625 5.95
 96.00

ARTHUR ARTHUR CLESEN, INC. 321412 01 SEEDHEAD CONTROLS, IRON, FUNG 504100076507 03/22/17 00001869 57602 03/31/17 1,311.46 1,311.46
 1,311.46
 VENDOR TOTAL: 1,311.46

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
DEK4	121004465	02 DIESEL - PARKS	101500076515	03/23/17	00000000	57622	04/07/17	1,778.45	213.81
		03 DIESEL - SC	202100076515		00000000				41.94
									68.54
DEK4	121004466	01 OLD SHOP-GAS-TANK 4	504000076515	03/23/17	00000000	57622	04/07/17	1,778.45	548.64
									548.64
VENDOR TOTAL: 1,778.45									
DEK4	TEMP FOOD PERMIT	01 TEMP FOOD PERMIT-BRKST BUNNY	206095026216	04/04/17	00000000	57617	04/04/17	27.50	27.50
									27.50
VENDOR TOTAL: 27.50									
DEKA	46772	01 SAW FUEL CAP	504100066402	03/09/17	00001873	57606	03/31/17	116.38	6.28
									6.28
DEKA	46876	01 OIL HOSES	101500066403	03/16/17	00001879	57606	03/31/17	116.38	21.84
									21.84
DEKA	46883	01 FUEL HOSE, WEDEATER	101500066403	03/17/17	00001878	57606	03/31/17	116.38	8.78
									8.78
DEKA	46911	01 GENERATOR CARBURATOR	101500066402	03/21/17	00001874	57606	03/31/17	116.38	62.69
									62.69
DEKA	46919	01 PRESSURE WASHER CARB KIT	101500066403	03/22/17	00001871	57606	03/31/17	116.38	16.79
									16.79
VENDOR TOTAL: 116.38									
DEKALCRK	FILING PLATS	01 FILING OF 2 PLATS	711000046210	04/12/17	00000000	57639	04/12/17	206.00	206.00
									206.00
VENDOR TOTAL: 206.00									
FRONTIER	041717	01 MAINT BUILDING	101500096700	04/04/17	00000000	57640	04/12/17	176.50	176.50
		02 MAINT BUILDING	504100096700		00000000				67.79
		03 POOL	518000096700		00000000				40.91
VENDOR TOTAL: 176.50									

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

47335 01 CHAINSAW CHAPS, PAINT, PRIMER 101500076500 03/23/17 00001868 57625 04/07/17 370.68 228.46

47360 01 GARBAGE CAN LIDS, PAINT 101500066404 03/23/17 00001863 57625 04/07/17 370.68 25.92

47754 01 SOCCER PAINT 202100076524 03/28/17 00001880 57625 04/07/17 370.68 79.92

47884 01 SHOP DRILL BITS, BOLTS 101500076511 03/29/17 00001886 57625 04/07/17 370.68 20.57

NEWV NEW VALUES MAGAZINE VENDOR TOTAL: 370.68

3433 01 POOL GOLF PASS AD 101200046208 03/21/17 00001894 57626 04/07/17 350.00 350.00

PDRMA PDRMA VENDOR TOTAL: 350.00

1483556820 01 LOCKOUT-TAGOUT TRAINING 202100046207 02/22/17 00000000 57627 04/07/17 35.00 35.00
 02 LOCKOUT-TAGOUT TRAINING 101500046207 00000000 57627 04/07/17 35.00 28.35
 00000000 57627 04/07/17 35.00 6.65

PEPSI PEPSI COLA GEN. BOT. VENDOR TOTAL: 35.00

27133359 01 5 GAL BAB IN THE BOX 303000086630 03/24/17 00001861 57609 03/31/17 437.47 437.47
 02 3 GAL BAG IN THE BOX 303000086630 00001861 57609 03/31/17 437.47 74.20
 03 20 OZ POP 303000086631 00001861 57609 03/31/17 437.47 92.94
 04 CO 2 TANKS 303000086630 00001861 57609 03/31/17 437.47 185.28
 00001861 57609 03/31/17 437.47 85.05

PERFOR PERFORMANCE FOOD GROUP VENDOR TOTAL: 437.47

5241939 01 CHIPS 303000086622 03/09/17 00001859 57610 03/31/17 530.36 530.36
 02 CHIPS 303000086622 00001859 57610 03/31/17 530.36 115.40
 03 FRYER OIL 303000086617 00001859 57610 03/31/17 530.36 29.36
 04 SALSA 303000086616 00001859 57610 03/31/17 530.36 40.38
 05 TORTILLA SHELLS 303000086616 00001859 57610 03/31/17 530.36 46.63
 06 RANCH DRESSING 303000086629 00001859 57610 03/31/17 530.36 14.01
 00001859 57610 03/31/17 530.36 52.73

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	5241939	07 SOUR CREAM	303000086629	03/09/17	00001859	57610	03/31/17	530.36	530.36
		08 HAMBURGER BUNS	303000086613		00001859				22.67
		09 FRENCH FRIES	303000086617		00001859				26.62
		10 POPCORN CHICKEN	303000086616		00001859				39.02
		11 HOT DOGS	303000086615		00001859				37.97
		12 POPCORN CHICKEN	303000086616		00001859				69.94
									35.63
									VENDOR TOTAL: 530.36
PING									
	13649682	01 CLUB REPAIR	504000086603	03/22/17	00000000	57611	03/31/17	50.35	50.35
									VENDOR TOTAL: 50.35
REIN									
	1676720-00	01 REINDERS, INC.							
	1677186-00	01 GRIND WHEEL WRENCH	101500066402	03/24/17	00001881	57628	04/07/17	59.24	30.80
									30.80
	1677186-00	01 WHEEL HUB PROTECTION BEARING	101500066403	03/28/17	00001888	57628	04/07/17	59.24	28.44
									28.44
									VENDOR TOTAL: 59.24
RINGLAND									
	216095-6	01 RINGLAND-JOHNSON, INC							
	216095-6	01 CAMPUS PROJECT	711000036132	03/25/17	00000000	57641	04/12/17	224.598.00	224.598.00
									224.598.00
									VENDOR TOTAL: 224,598.00
SAF									
	72981083	01 SAFETY-KLEEN CORP.							
	72981083	01 SHOP PARTS WASHER SERVICE	202100066401	03/24/17	00001867	57629	04/07/17	228.71	228.71
									228.71
									VENDOR TOTAL: 228.71
SJOSTROM									
	3	01 SJOSTROM & SONS INC							
	3	01 POOL; ADA WORK	221000076500	02/28/17	00000000	57618	04/06/17	33,231.22	33,231.22
									33,231.22
									VENDOR TOTAL: 33,231.22
STATE									
	98145260	01 STATE CHEMICAL MFG.							
	98145260	01 CONCESSIONS DRAIN CLEANER	303000076510	02/17/17	00000000	57643	04/18/17	220.20	220.20
									220.20
									VENDOR TOTAL: 220.20

DATE: 04/19/2017
 TIME: 16:08:50
 ID: AP450000.WOW

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

SUP SUPERIOR BEVERAGE
 480759 01 BEER CANS 303000086634 03/29/17 00001893 57612 03/31/17 257.50 257.50
 02 KEG 303000086634 00001893 153.50
 03 KEG RETURN 303000086634 00001893 131.00
 04 DELIVERY 303000086634 00001893 -30.00
 3.00

SYCROT SYCAMORE ROTARY CLUB
 040417 01 DUES 101000046204 04/04/17 00000000 57642 04/12/17 585.00 585.00
 02 DUES 201000046204 00000000 292.50
 292.50

T0000024 DOBBERSTEIN, MELISSA
 041817 REIMBURSE
 01 ALDI REIMBURSEMENT 303000086615 04/18/17 00000000 57644 04/18/17 45.25 45.25
 02 FOOD EQUIP REIMBURSEMENT 303000066400 00000000 8.50
 03 FOOD EQUIP REIMBURSEMENT 303000076551 00000000 26.75
 10.00

T0001482 DEINES, JULIE
 REFUND 01 CANCELLED CLASS REFUND 205660606218 03/23/17 00000000 57613 03/31/17 43.00 43.00
 43.00

T0001483 BOROVIK, KARA
 CLASS REFUND 01 CLASS REFUND 205550026218 04/05/17 00000000 57630 04/07/17 67.00 67.00
 67.00

T0001484 CORSON, MELISSA
 033117 REFUND 01 CANCELLED CLASS REFUND 205550026218 03/31/17 00000000 57631 04/07/17 57.00 57.00
 57.00

T0001485 DEMMIN, JOANNE
 033117 REFUND 01 CANCELLED CLASS REFUND 205550026218 03/31/17 00000000 57632 04/07/17 49.00 49.00
 49.00

VENDOR TOTAL: 49.00

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030917				03/09/17					
08	PREPAID EXPENSES	101000001102		03/09/17	00000000	57616	03/31/17	2,748.53	2,748.53
09	ONLINE CREDIT CARD FEES	201000056310			00000000				-882.36
10	COOKIES FOR GROUND BREAKING	101200046214			00000000				73.00
11	424 TRACTOR SEAT BACK	101500066403			00000000				200.00
12	GOLF CART BATTERIES	504100066403			00000000				102.38
13	SPRAYER NOZZLES	504100066402			00000000				66.09
14	DANS JEEP - BRAKES	101500066402			00000000				87.49
15	FOOD & SUPPLIES FOR MEETINGS	101000046212			00000000				120.00
16	FOOD & SUPPLIES FOR MEETINGS	201000046212			00000000				149.41
17	FACEBOOK MARKETING	101200046214			00000000				149.40
									18.44

VENDOR TOTAL: 2,748.53

3526382-2011-6				03/27/17					
01	REFUSE REMOVAL -ADM	101000056302		03/27/17	00000000	57636	04/07/17	178.86	178.86
02	REFUSE REMOVAL -CH	303000056302			00000000				51.64
03	REFUSE REMOVAL -ADM	101000056302			00000000				51.65
04	REFUSE REMOVAL -SC	202100056302			00000000				5.00
									70.57

VENDOR TOTAL: 178.86
 TOTAL --- ALL INVOICES: 282,986.48

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

board

INVOICES DUE ON/BEFORE 04/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
---	UNDEFINED FUND CODE	---	
	---	UNDEFINED CODE	---
CARQ	CARQUEST AUTO PARTS	2,638.67	34.54
	---	UNDEFINED CODE	---
			34.54
CORPORATE			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	496.72	33.75
DYNEGY E	DYNEGY ENERGY SERVICES	8,154.60	168.98
ECO	ECOWATER SYSTEMS, INC.	162.88	7.44
ENGIN	ENGINEERING RESOURCE ASSOC	12,106.31	2,286.40
FRONTIER	FRONTIER	2,814.03	307.40
GROUPPL	GROUP PLAN SOLUTIONS	138.00	19.00
HYVEE	HY-VEE ACCOUNTS RECEIVABLE	11.97	80.89
ILLIN	ILLINI SECURITY SYSTEMS, INC.	303.75	151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	579.99	153.37
LE PRINT	LE PRINT EXPRESS	12.44	13.75
NICOR	NICOR GAS	6,096.73	137.77
PDRMA	PDRMA	92,501.55	4,054.96
SHAW	SHAW SUBURBAN MEDIA	264.00	29.70
SOFT	SOFT WATER CITY	566.30	42.25
SPARKLE	SPARKLE JANITORIAL SERVICE	4,227.00	704.50
STAPLES	STAPLES ADVANTAGE	705.62	61.70
SUNDOG	SUN DOG IT	2,521.62	601.70
UNUM	UNUM LIFE INSURANCE	700.79	41.63
VERMONT	VERMONT SYSTEMS INC	48,318.11	8.65
	ADMINISTRATION		8,905.71
15 PARKS			
AIRGAS	AIRGAS USA LLC	71.82	25.48
ARTHU	ARTHUR CLESEN, INC.	1,778.96	520.00
BANN	BANNER UP SIGNS	260.00	400.00
BURRI	BURRIS EQUIPMENT CO.	966.29	77.88
CARQ	CARQUEST AUTO PARTS	2,638.67	226.62
CINTA	CINTAS CORPORATION #355	496.72	50.76
COMMO	COMMONWEALTH EDISON	711.67	72.93
DEKA	DEKALB LAWN & EQUIPMENT CO.	1,398.28	45.95
DYNEGY E	DYNEGY ENERGY SERVICES	8,154.60	359.76
MENA	MENARDS - SYCAMORE	967.56	290.13
MROUT	MR OUTHOUSE	1,460.00	170.00

INVOICES DUE ON/BEFORE 04/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
NICOR	NICOR GAS	6,096.73	398.77
PDRMA	PDRMA	92,501.55	582.47
PROS	PRO-SAFETY, INC.		103.50
REIN	REINDERS, INC.	15,612.09	126.34
SOFT	SOFT WATER CITY	566.30	96.75
UNUM	UNUM LIFE INSURANCE	700.79	7.22
VULC	VULCAN MATERIALS CO.		214.96
	PARKS		3,769.52
RECREATION			
10	ADMINISTRATION		
BOCKY	BOCKYN, LLC	900.00	600.00
CINTA	CINTAS CORPORATION #355	496.72	16.68
DYNEGY E	DYNEGY ENERGY SERVICES	8,154.60	168.98
ECO	ECOWATER SYSTEMS, INC.	162.88	7.45
FRONTIER	FRONTIER	2,814.03	307.40
GROUPPL	GROUP PLAN SOLUTIONS	138.00	19.00
HYVEE	HY-VEE ACCOUNTS RECEIVABLE	11.97	75.55
ILLIN	ILLINI SECURITY SYSTEMS, INC.	303.75	151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	579.99	153.37
NICOR	NICOR GAS	6,096.73	81.05
PDRMA	PDRMA	92,501.55	4,137.86
SHAW	SHAW SUBURBAN MEDIA	264.00	29.70
SPARKLE	SPARKLE JANITORIAL SERVICE	4,227.00	704.50
STAPLES	STAPLES ADVANTAGE	705.62	57.73
SUNDOG	SUN DOG IT	2,521.62	601.69
UNUM	UNUM LIFE INSURANCE	700.79	50.88
VERMONT	VERMONT SYSTEMS INC	48,318.11	8.65
	ADMINISTRATION		7,172.37
21 SPORTS COMPLEX MAINTENANCE			
BSN	BSN SPORTS	1,592.28	156.65
DYNEGY E	DYNEGY ENERGY SERVICES	8,154.60	269.16
MEL	MELIN'S LOCK & KEY	75.00	7.50
MROUT	MR OUTHUSE	1,460.00	170.00
PDRMA	PDRMA	92,501.55	5,329.12
PION	PIONEER		5,307.15
UNUM	UNUM LIFE INSURANCE	700.79	76.32
	SPORTS COMPLEX MAINTENANCE		11,315.90

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
25	MIDWEST MUSEUM OF NATURAL HIST		
CINTA3	CINTAS FIRE PROTECTION	2,181.72	2,556.00
	MIDWEST MUSEUM OF NATURAL HIST		2,556.00
50	PROGRAMS - YOUTH		
T0001491	HANNA-MCNAMARA, COURTNEY		130.00
T0001494	SMITH, MICHELLE		26.00
	PROGRAMS - YOUTH		156.00
52	PROGRAMS - ADULT		
T0001492	KOSMOS, SHERI		30.00
T0001493	NEPPL, HEATHER		30.00
	PROGRAMS - ADULT		60.00
60	PROGRAMS - SPECIAL EVENTS		
GOR	GORDON FOOD SERVICE INC.		157.26
	PROGRAMS - SPECIAL EVENTS		157.26
SPECIAL RECREATION			
10	ADMINISTRATION		
FINN	FINNEY'S ELECTRIC		920.00
MEL	MELIN'S LOCK & KEY	75.00	719.00
WILL2	WILLIAMS ARCHITECTS/AQUATICS	8,734.70	1,540.26
	ADMINISTRATION		3,179.26
AUDIT			
10	ADMINISTRATION		
LAUTER	LAUTERBACH & AMEN LLP		12,200.00
	ADMINISTRATION		12,200.00

INVOICES DUE ON/BEFORE 04/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	8,154.60	72.42
GOR	GORDON FOOD SERVICE INC.		106.87
MENA	MENARDS - SYCAMORE	967.56	198.75
NICOR	NICOR GAS	6,096.73	34.74
PEPSI	PEPSI COLA GEN. BOT.	437.47	468.52
STAPLES	STAPLES ADVANTAGE	705.62	64.56
	CLUBHOUSE CONCESSIONS		945.86
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	8,154.60	47.57
GOR	GORDON FOOD SERVICE INC.		200.52
GRAI	GRAINGER	595.33	109.52
MENA	MENARDS - SYCAMORE	967.56	263.07
PEPSI	PEPSI COLA GEN. BOT.	437.47	222.60
	SPORTS COMPLEX CONCESSIONS		843.28
DEVELOPER CONTRIBUTIONS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	12,106.31	2,164.82
	ADMINISTRATION		2,164.82
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	17,065.09	162.00
ALLST	ALL STAR PRO GOLF		184.31
HORN	HORNUNG'S PRO GOLF SALES INC.	572.14	86.23
	ADMINISTRATION		432.54
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	8,154.60	525.56
FRONTIER	FRONTIER	2,814.03	86.68
NICOR	NICOR GAS	6,096.73	34.74

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
40	GOLF OPERATIONS		
NIV	NIVEL PARTS & MANUFACTURING	1,848.53	56.52
PDRMA	PDRMA	92,501.55	1,968.28
SOFT	SOFT WATER CITY	566.30	28.75
UNUM	UNUM LIFE INSURANCE	700.79	18.50
	GOLF OPERATIONS		2,719.03
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	1,778.96	35.04
CINTA	CINTAS CORPORATION #355	496.72	29.08
DYNEGY E	DYNEGY ENERGY SERVICES	8,154.60	369.60
MAST	MASTER OF THE LINKS		52.58
MENA	MENARDS - SYCAMORE	967.56	129.41
NICOR	NICOR GAS	6,096.73	444.19
PDRMA	PDRMA	92,501.55	3,639.24
R&R	R & R PRODUCTS INC.	135.26	363.62
REIN	REINDERS, INC.	15,612.09	159.02
UNUM	UNUM LIFE INSURANCE	700.79	40.70
	GOLF MAINTENANCE		5,262.48
SWIMMING POOL			
80	POOL		
CENTURY	CENTURY PRINT & GRAPHICS	629.00	85.00
	POOL		85.00
81	POOL MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	8,154.60	290.51
GRAI	GRAINGER	595.33	79.43
MENA	MENARDS - SYCAMORE	967.56	69.92
NICOR	NICOR GAS	6,096.73	381.97
	POOL MAINTENANCE		821.83
CAPITAL PROJECTS			
10	ADMINISTRATION		

INVOICES DUE ON/BEFORE 04/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CAPITAL PROJECTS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	12,106.31	933.90
FOX1	FOX VALLEY FIRE & SAFETY CO.	991.00	300.00
MAR	ARCH CHEM-MARINE BIOCHEM		2,018.00
SHAW	SHAW SUBURBAN MEDIA	264.00	112.20
SUNDOG	SUN DOG IT	2,521.62	1,255.98
	ADMINISTRATION		4,620.08
ACTION 2020			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	12,106.31	815.00
FARNS	FARNSWORTH GROUP INC	201,636.01	9,480.71
LE PRINT	LE PRINT EXPRESS	12.44	13.00
SHAW	SHAW SUBURBAN MEDIA	264.00	73.80
	ADMINISTRATION		10,382.51
	TOTAL ALL DEPARTMENTS		77,783.99

Interim \$ 282,986.48
New \$ 77,783.99

total \$ 360,770.47

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: April 25, 2017

Administrative Initiatives (4/1/17 – 4/30/17)

- Attended scheduled Superintendent and Board meetings.
- Attended scheduled Safety Committee meeting.
- Continued to work on documentation required for annual audit and final fieldwork. Reviewed draft and prepared MD&A.
- Finalized 2016 Tax Levy with the county.
- Continued communication with PDRMA on workers comp claims.
- Continued to review cash flow and transferred funds as needed.
- Contacted other districts to discuss credit card processors. Based upon Vermont Systems and other districts' recommendations, contacted CardConnect for merchant services. Completed application and conversion.
- Completed allocation 2017 FY Operating Budget month by month and entered into accounting system.
- Continued communication with vendors regarding technology needs for new campus. Provided information as requested.
- Participated in PDRMA PATH Webinar.
- Coordinated with Sundog on repair/replacement of workstations.
- Provided Terri Gibble with information for trail grant.

- Completed questionnaire and participated in bond rating call.
- Completed US Dept of Commerce Census of Governments, Survey of Public Employment & Payroll.
- Contacted vendors regarding updating of expired certificates of insurance.
- Prepared resolution to update Resource Bank signature card.
- Provided staff with equipment lifecycle spreadsheets to update.
- Provided documentation for Transparency Portal on website.
- Reviewed with staff required wording on certificates of insurance. Contacted PDRMA to confirm.
- Set up additional general ledger codes for Action 2020 Fund.
- Updated ACH Authorization form for the purposes of depositing real estate taxes.
- Reviewed documentation for alternate bond issue.
- Set up new account with PFM for bond proceeds. Sent wiring instructions to Speer Financial.
- Reviewed Leaf a Legacy donations and prepare transfer to DCCF.
- Completed Prevailing Wage Survey as required by Illinois Department of Labor.
- Attended Pumpkin Festival Committee meeting.
- Staff met with representative from the state for review of records for possible disposal. Additional information to be gathered based on state recommendation.
- Complete quarterly payroll taxes.

- Signs posting minimum hours of operation and beverage cart status were purchased and hung in the clubhouse.
- Staff opened up Caddyshack Grille after installation of hood.
- Staff opened sports complex concessions for the season.
- Catering/special events/room rentals: 5 rentals, 1 KSRA event (1 class and 2 KSRA events cancelled)

Administrative Initiatives (5/1/17 – 5/31/17)

- Attend any scheduled “Action 2020” related meetings.
- Attend Superintendent and Board meetings.
- Set up cash flow spreadsheet.
- Complete PDRMA Operating Expenditures Request.
- Finalize audit after receiving required information from IMRF.
- Obtain quotes and finalize natural gas contract.
- Maintain communication as needed with PDRMA regarding workers comp claims.
- Set up tablet for automated POS and credit card availability on beverage cart.
- 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.
- Continue to work with vendors regarding technology for new campus.
- Evaluate alternatives, including Rectrac, for automating sales on the beverage cart.
- Review outstanding accounts payable checks to determine validity. Review outstanding payroll checks.
- Staff prepares for opening of pool concessions.
- Provide additional information for Transparency Portal on website.
- Catering/special events/room rentals: 1 class, 2 rentals, Park Pride Day Luncheon

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

Corporate Fund (10)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	<u>Variance</u>
Revenues									
Administration	3,075.00	5,458.41	77.5%	9,076.00	14,467.91	59.4% (1)	1,307,454.00	15,944.12	-9.3% (1)
Marketing							-		
Parks	-	-		-	-	#DIV/0!	11,389.00	-	#DIV/0!
Total Revenues	3,075.00	5,458.41	77.5%	9,076.00	14,467.91	59.4%	1,318,843.00	15,944.12	-9.3%
Expenses									
Administration	42,374.00	43,242.66	2.0%	122,202.00	103,306.32	-15.5% (2)	1,032,950.00	525,696.64	-80.3% (3)
Marketing	6,200.00	2,787.79	-55.0%	10,775.00	5,533.15	-48.6% (4)	45,575.00	11,704.91	-52.7% (4)
Parks	17,399.00	17,334.11	-0.4%	48,130.00	42,923.25	-10.8% (5)	250,225.00	42,667.46	0.6%
Total Expenses	65,973.00	63,364.56	-4.0%	181,107.00	151,762.72	-16.2%	1,328,750.00	580,069.01	-73.8%
Total Fund Revenues	3,075.00	5,458.41	77.5%	9,076.00	14,467.91	59.4%	1,318,843.00	15,944.12	-9.3%
Total Fund Expenses	65,973.00	63,364.56	-4.0%	181,107.00	151,762.72	-16.2%	1,328,750.00	580,069.01	-73.8%
Surplus (Deficit)	(62,898.00)	(57,906.15)	-7.9%	(172,031.00)	(137,294.81)	-20.2%	(9,907.00)	(564,124.89)	-75.7%

(1) 2017 Replacement taxes greater than budget, 41.8% \$3,431 and 2016 32.4% \$2,847. No farm income from Airport Rd property in 2017 \$5,600 in 2016.

(2) Expenses below budget: Professional Services 65.9% \$8,893, Administrative Expenses 16.5% \$2,769, Contracted Services 50.9% \$3,875. Most of this is timing.

(3) 2016 included a transfer of \$444,000 to Action 2020 Fund. Excluding this 2017 expenses exceed 2016 by 26.5.5% \$21,610. Wages & taxes is greater by 42.9% \$20,878 due to March 2017 had three pay cycles.

(4) timing of advertising expenses and 2016 began to see expenses for Good Tymes Revival

(5) Primarily due to timing of maintenance expenses

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

Recreation Fund (20)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	96.25	#DIV/0!	882,081.00	8.74	1001.3%
Sports Complex	700.00	601.00	-14.14%	700.00	601.00	-14.14%	44,995.00	403.00	49.1%
Sports Complex Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	39,216.00	-	#DIV/0!
Midwest Museum of Natural Hist	619.00	618.95	-0.01%	619.00	618.95	-0.01%	2,476.00	631.45	-2.0%
Programs-Youth	1,670.00	786.00	-52.93%	5,520.00	4,631.28	-16.10% (1)	16,767.00	6,183.00	-25.1% (1)
Programs-Teens	270.00	-	-100.00%	430.00	-	-100.00% (1)	1,320.00	-	#DIV/0! (1)
Programs-Adult	540.00	171.00	-68.33%	1,445.00	912.00	-36.89% (1)	5,336.00	2,220.00	-58.9% (1)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (1)	-	2,609.00	-100.0% (1)
Programs-Leagues	-	-	#DIV/0!	-	-	#DIV/0! (1)	5,181.00	-	#DIV/0! (1)
Programs-Youth Athletics	2,653.00	3,501.00	31.96%	4,633.00	8,171.00	76.37% (1)	24,425.00	5,405.00	51.2% (1)
Programs-Fitness	683.00	289.00	-57.69%	3,641.00	2,989.00	-17.91% (1)	9,341.00	3,363.00	-11.1% (1)
Programs-Preschool	-	60.00	#DIV/0!	-	205.00	#DIV/0! (1)	311.00	545.00	-62.4% (1)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (1)	-	-	#DIV/0! (1)
Programs-Dance	100.00	238.00	138.00%	530.00	918.00	73.21% (1)	1,408.00	985.00	-6.8% (1)
Programs-Special Events	400.00	422.00	5.50%	2,250.00	3,519.00	56.40% (1)	3,623.00	2,688.91	30.9% (1)
Programs-Concerts	-	1,100.00	#DIV/0!	500.00	1,600.00	220.00%	8,000.00	500.00	220.0%
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (1)	-	-	#DIV/0! (1)
Brochure	-	-	#DIV/0!	200.00	4,650.00	2225.00%	8,850.00	200.00	2225.0% (2)
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Revenues	7,635.00	7,786.95	1.99%	20,468.00	28,911.48	41.25%	1,053,330.00	25,742.10	12.3%

(1) Revenue from programs greater than budget by 15.7% \$2,896 and decreased 11.1%, \$2,654 compared to 2016.

(2) timing

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

Expenses									
Administration	40,007.00	32,020.00	-19.96%	131,190.00	98,214.77	-25.14% (1)	579,185.00	66,003.82	48.8% (2)
Sports Complex	1,000.00	-	-100.00%	1,000.00	-	-100.00%	1,250.00	1,000.00	-100.0%
Sports Complex Maintenance	38,229.00	37,137.68	-2.85%	97,734.00	92,681.20	-5.17%	388,336.00	84,405.87	9.8% (3)
Midwest Museum of Natural Hist	313.00	86.74	-72.29%	1,088.00	7,629.88	601.28%	8,750.00	152.36	4907.8% (4)
Programs-Youth	452.00	465.04	2.88%	1,108.00	1,584.54	43.01%	11,897.00 (5)	1,128.89	40.4% (5)
Programs-Teens	-	-	#DIV/0!	-	-	#DIV/0!	1,050.00 (5)	-	#DIV/0! (5)
Programs-Adult	324.00	56.00	-82.72%	780.00	388.96	-50.13%	3,330.00 (5)	777.08	-49.9% (5)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	- (5)	6,029.44	-100.0% (5)
Programs-Leagues	538.00	290.65	-45.98%	1,281.00	1,464.17	14.30%	2,891.00 (5)	1,693.37	-13.5% (5)
Programs-Youth Athletics	555.00	57.00	-89.73%	555.00	2,293.00	313.15%	16,195.00 (5)	935.00	145.2% (5)
Programs-Fitness	658.00	632.98	-3.80%	1,268.00	1,626.14	28.24%	4,025.00 (5)	1,333.92	21.9% (5)
Programs-Preschool	-	133.42	#DIV/0!	-	169.73	#DIV/0!	151.00 (5)	480.00	-64.6% (5)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	- (5)	-	#DIV/0! (5)
Programs-Dance	120.00	100.92	-15.90%	184.00	452.19	145.76%	968.00 (5)	550.14	-17.8% (5)
Programs-Special Events	330.00	1,210.00	266.67%	1,132.00	2,232.25	97.20%	17,328.00 (5)	5,980.78	-62.7% (5)
Programs-Concerts	-	-	#DIV/0!	200.00	-	-100.00%	8,000.00	200.00	-100.0%
Programs-Trips	-	952.33	#DIV/0!	-	952.33	#DIV/0!	- (5)	-	#DIV/0! (5)
Brochure	-	2,026.41	#DIV/0!	-	2,026.41	#DIV/0!	21,500.00	-	#DIV/0!
Weight Room	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Community Center	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenses	82,526.00	75,169.17	-8.91%	237,520.00	211,715.57	-10.86%	1,064,856.00	170,670.67	24.0%
Total Fund Revenues	7,635.00	7,786.95	1.99%	20,468.00	28,911.48	41.25%	1,053,330.00	25,742.10	12.3%
Total Fund Expenses	82,526.00	75,169.17	-8.91%	237,520.00	211,715.57	-10.86%	1,064,856.00	170,670.67	24.0%
Surplus (Deficit)	(74,891.00)	(67,382.22)	-10.03%	(217,052.00)	(182,804.09)	-15.78%	(11,526.00)	(144,928.57)	26.1%

(1) Areas below budget include: Contracted Services 59.39% \$4,462, Building Maintenance 79.43% \$22,591. These are primarily timing differences.

(2) 2017 Includes \$13,577 for RecTrac Annual Maint & \$5,850 for new slide in baby pool. Payroll & related expenses higher 23.5% \$9,745 primarily due to three pay dates in March

(3) Decrease in Education/Training from Maintenance Management School.

(4) Installed 2 new heat exchangers

(5) Expenses for programs are higher than budget 76.97% \$4,855 and decreased 41.0%, \$7,745 compared to 2016.

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Donations (21)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	12,500.00	1,850.00	-85.20%	12,500.00	6,063.72	-51.49%	200,000.00	1,559.20	288.9%
Total Revenues		1,850.00	#DIV/0!	12,500.00	6,063.72	-51.49%	200,000.00	1,559.20	288.9%
Expenses									
Administration	-	-		-	-		300,000.00	197,797.89	-100.0%
Total Expenses	-	-		-	-		300,000.00	197,797.89	-100.0%
Total Fund Revenues	-	1,850.00	#DIV/0!	12,500.00	6,063.72	-51.49%	200,000.00	1,559.20	288.9%
Total Fund Expenses	-	-		-	-		300,000.00	197,797.89	-100.0%
Surplus (Deficit)	-	1,850.00	#DIV/0!	12,500.00	6,063.72	-51.49%	(100,000.00)	(196,238.69)	-103.1%

Special Recreation (22)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	72.31	#DIV/0!	166,000.00	5.76	1155.4%
Total Revenues	-	-	#DIV/0!	-	72.31	#DIV/0!	166,000.00	5.76	1155.4%
Expenses									
Administration	35,000.00	1,529.82	-95.63%	146,500.00	108,678.40	-25.82% (1)	263,350.00	38,479.50	182.4% (1)
Total Expenses	35,000.00	1,529.82	-95.63%	146,500.00	108,678.40	-25.82%	263,350.00	38,479.50	182.4%
Total Fund Revenues	-	-	#DIV/0!	-	72.31	#DIV/0!	166,000.00	5.76	1155.4%
Total Fund Expenses	35,000.00	1,529.82	-95.63%	146,500.00	108,678.40	-25.82%	263,350.00	38,479.50	182.4%
Surplus (Deficit)	(35,000.00)	(1,529.82)	-95.63%	(146,500.00)	(108,606.09)	-25.87%	(97,350.00)	(38,473.74)	182.3%

(1) Pool ADA work in 2017

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Insurance (23)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	8.40	#DIV/0!	69,000.00	0.68	1135.3%
Total Revenues	-	-	#DIV/0!	-	8.40	#DIV/0!	69,000.00	0.68	1135.3%
Expenses									
Administration	1,250.00	-	-100.00%	1,250.00	-	-100.00%	68,670.00	1,243.60	-100.0%
Total Expenses	1,250.00	-	-100.00%	1,250.00	-	-100.00%	68,670.00	1,243.60	-100.0%
Total Fund Revenues	-	-	#DIV/0!	-	8.40	#DIV/0!	69,000.00	0.68	1135.3%
Total Fund Expenses	1,250.00	-	-100.00%	1,250.00	-	-100.00%	68,670.00	1,243.60	-100.0%
Surplus (Deficit)	(1,250.00)	-	-100.00%	(1,250.00)	8.40	-100.67%	330.00	(1,242.92)	-100.7%

Audit (24)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	5.92	#DIV/0!	14,500.00	1.00	492.0%
Total Revenues	-	-	#DIV/0!	-	5.92	#DIV/0!	14,500.00	1.00	492.0%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	14,200.00	-	#DIV/0!
Total Expenses	-	-	#DIV/0!	-	-	#DIV/0!	14,200.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	5.92	#DIV/0!	14,500.00	1.00	492.0%
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	14,200.00	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	-	5.92	#DIV/0!	300.00	1.00	492.0%

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Paving & Lighting (25)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		9.77	#DIV/0!	100.00	1.68	481.5%
Total Revenues	-	-		-	9.77		100.00	1.68	481.5%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0! (1)	-	-	#DIV/0!
Total Expenses	-	-		-	-		-	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	9.77	#DIV/0!	100.00	1.68	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	-	-	
Surplus (Deficit)	-	-	#DIV/0!	-	9.77	#DIV/0!	100.00	1.68	

Park Police (26)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		1.38	#DIV/0!	1,000.00	0.62	122.6%
Total Revenues	-	-		-	1.38		1,000.00	0.62	122.6%
Expenses									
Administration	-	-	#DIV/0!		-	#DIV/0!	1,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		1,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	1.38	#DIV/0!	1,000.00	0.62	122.6%
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	1,000.00	-	
Surplus (Deficit)	-	-	#DIV/0!	-	1.38	#DIV/0!	-	0.62	122.6%

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IMRF (27)

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

Social Security (28)

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

Sycamore Park District
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Concessions (30)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Clubhouse Concessions	358.00	92.50	-74.16%	358.00	92.50	-74.16% (1)	78,065.00	372.56	-75.2% (1)
Beverage Cart	-	-	#DIV/0!	-	-	#DIV/0!	14,287.00	-	#DIV/0!
Sports Complex Concessions	-	-	#DIV/0!	-	-	#DIV/0!	34,652.00	-	#DIV/0!
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	8,021.00	-	#DIV/0!
Catering	702.00	430.00	-38.75%	2,107.00	880.00	-58.23% (2)	21,365.00	2,067.60	-57.4% (2)
Total Revenues	1,060.00	522.50	-50.71%	2,465.00	972.50	-60.55%	156,390.00	2,440.16	-60.1%
Expenses									
Clubhouse Concessions	3,380.00	3,032.63	-10.28%	5,860.00	4,655.30	-20.56%	89,715.00	9,433.88	-50.7% (3)
Beverage Cart	-	-	#DIV/0!	-	-	#DIV/0!	9,862.00	-	#DIV/0!
Sports Complex Concessions	40.00	47.44	18.60%	90.00	93.50	3.89%	25,962.00	83.95	11.4%
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	7,131.00	-	#DIV/0!
Catering	140.00	-	-100.00%	280.00	77.33	-72.38%	8,840.00	303.74	-74.5%
Total Expenses	3,560.00	3,080.07	-13.48%	6,230.00	4,826.13	-22.53%	141,510.00	9,821.57	-50.9%
Total Fund Revenues	1,060.00	522.50	-50.71%	2,465.00	972.50	-60.55%	156,390.00	2,440.16	-60.1%
Total Fund Expenses	3,560.00	3,080.07	-13.48%	6,230.00	4,826.13	-22.53%	141,510.00	9,821.57	-50.9%
Surplus (Deficit)	(2,500.00)	(2,557.57)	2.30%	(3,765.00)	(3,853.63)	2.35%	14,880.00	(7,381.41)	-47.8%

(1) In 2017 concessions opened later due to hood installation.

(2) Room Rental is lower in 2017. Some of this is due to reserving room for classes and KSRA.

(3) Wages higher in 2016 due to excel training by Concessions Manager

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Developer Contributions (32)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	10,000.00	-	-100.00%	10,000.00	52.76	-99.47%	40,000.00	5,256.00	-99.0%
Total Revenues	10,000.00	-		10,000.00	52.76		40,000.00	5,256.00	-99.0%
Expenses									
Administration	100,000.00	(4,904.85)	-104.90%	100,000.00	86,182.76	-13.82% (1)	100,000.00	-	#DIV/0! (1)
Total Expenses	100,000.00	(4,904.85)		100,000.00	86,182.76		100,000.00	-	#DIV/0!
Total Fund Revenues	10,000.00	-		10,000.00	52.76		40,000.00	5,256.00	-99.0%
Total Fund Expenses	100,000.00	(4,904.85)		100,000.00	86,182.76		100,000.00	-	#DIV/0!
Surplus (Deficit)	(90,000.00)	4,904.85		(90,000.00)	(86,130.00)		(60,000.00)	5,256.00	-1738.7%

(1) 2017-corner property east town entrance

Sycamore Park District
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Golf Course (50)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Golf Operations	51,135.00	55,074.43	7.7%	81,483.00	82,116.35	0.8% (1)	505,117.00	82,231.44	-0.1% (2)
Golf Maintenance	-	-	#DIV/0!	-	-	#DIV/0!	24,748.00	-	#DIV/0!
Total Revenues	51,135.00	55,074.43	7.7%	81,483.00	82,116.35	0.8%	529,865.00	82,231.44	-0.1%
Expenses									
Golf Operations	20,055.00	15,628.69	-22.1%	38,958.00	36,576.67	-6.1%	228,848.00	39,627.28	-7.7%
Golf Maintenance	24,663.00	20,056.69	-18.7%	62,865.00	43,930.15	-30.1% (2)	300,994.00	51,849.61	-15.3% (2)
Total Expenses	44,718.00	35,685.38	-20.2%	101,823.00	80,506.82	-20.9%	529,842.00	91,476.89	-12.0%
Total Fund Revenues	51,135.00	55,074.43	7.7%	81,483.00	82,116.35	0.8%	529,865.00	82,231.44	-0.1%
Total Fund Expenses	44,718.00	35,685.38	-20.2%	101,823.00	80,506.82	-20.9%	529,842.00	91,476.89	-12.0%
Surplus (Deficit)	6,417.00	19,389.05	202.2%	(20,340.00)	1,609.53	-107.9%	23.00	(9,245.45)	-117.4%

- (1) Daily Greens Fees +\$583
 Golf Events & Misc +.25% \$9
 Carts +163.76% \$310
 Season passes +2.91% +\$2,069
 Pro shop sales -35.23% -\$2,340
- (2) Daily Greens Fees -80.12% -\$2,349
 Golf Events & Misc +1.65% +\$58
 Carts -37.62 -\$301
 Season passes +6.73% +\$4,614
 Pro shop sales -33.15% -\$2,134

(2) In 2017 Golf Maintenance FT is less due to an employee on workers comp 55.1% \$6,906.

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Swimming Pool (51)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Pool	-	-	#DIV/0!		-	#DIV/0!	76,821.00	-	#DIV/0!
Swim Lessons	-	-	#DIV/0!		-	#DIV/0!	13,262.00	-	#DIV/0!
Total Revenues	-	-	#DIV/0!	-	-	#DIV/0!	90,083.00	-	#DIV/0!
Expenses									
Pool	46.00	185.00	302.2%	138.00	274.33	98.8%	54,846.00	442.04	-37.9%
Pool Maintenance	788.00	2,063.91	161.9%	1,666.00	5,018.91	201.3% (1)	28,350.00	4,695.71	6.9%
Swim Lessons	-	-	#DIV/0!	-	-	#DIV/0!	6,882.00	-	#DIV/0!
Total Expenses	834.00	2,248.91	169.7%	1,804.00	5,293.24	193.4%	90,078.00	5,137.75	3.0%
Total Fund Revenues	-	-	#DIV/0!	-	-	#DIV/0!	90,083.00	-	#DIV/0!
Total Fund Expenses	834.00	2,248.91	169.7%	1,804.00	5,293.24	193.4%	90,078.00	5,137.75	3.0%
Surplus (Deficit)	(834.00)	(2,248.91)	169.7%	(1,804.00)	(5,293.24)	193.4%	5.00	(5,137.75)	3.0%

(1) Pool roof repairs and chemical injector parts

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Debt Service (60)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		16.16	#DIV/0!	594,000.00	2.03	696.1%
Total Revenues	-	-	#DIV/0!	-	16.16	#DIV/0!	594,000.00	2.03	696.1%
Expenses									
Administration		-	#DIV/0!		-	#DIV/0!	591,443.00	-	#DIV/0!
Total Expenses	-	-		-	-		591,443.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	-	16.16	#DIV/0!	594,000.00	2.03	696.1%
Total Fund Expenses	-	-		-	-		591,443.00	-	#DIV/0!
Surplus (Deficit)	-	-	#DIV/0!	-	16.16	#DIV/0!	2,557.00	2.03	696.1%

Capital Projects (70)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!		255.17	#DIV/0!	490,000.00	38,349.55	-99.3%
Total Revenues	-	-	#DIV/0!	-	255.17	#DIV/0!	490,000.00	38,349.55	-99.3%
Expenses									
Administration	22,040.00	19,619.47	-11.0%	88,040.00	71,089.47	-19.3%	641,775.00	34,463.68	106.3%
Total Expenses	22,040.00	19,619.47	-11.0%	88,040.00	71,089.47	-19.3%	641,775.00	34,463.68	106.3%
Total Fund Revenues	-	-		-	255.17	#DIV/0!	490,000.00	38,349.55	-99.3%
Total Fund Expenses	22,040.00	19,619.47	-11.0%	88,040.00	71,089.47	-19.3%	641,775.00	34,463.68	106.3%
Surplus (Deficit)	(22,040.00)	(19,619.47)	-11.0%	(88,040.00)	(70,834.30)	-19.5%	(151,775.00)	3,885.87	-1922.9%

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Action 2020 (71)

<u>Department</u>	<u>March Budget</u>	<u>March Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2016 YTD Actual</u>	
Revenues									
Administration	500.00	-	-100.0%	1,500.00	227.41	-84.8%	6,462,500.00	634,787.47	-100.0%
Total Revenues	500.00	-	-100.0%	1,500.00	227.41	-84.8%	6,462,500.00	634,787.47	-100.0%
Expenses									
Administration	350,000.00	6,019.00	-98.3%	400,000.00	53,325.86	-86.7%	4,840,000.00	487,963.97	-89.1%
Total Expenses	350,000.00	6,019.00	-98.3%	400,000.00	53,325.86	-86.7%	4,840,000.00	487,963.97	-89.1%
Total Fund Revenues	500.00	-		1,500.00	227.41	-84.8%	6,462,500.00	634,787.47	-100.0%
Total Fund Expenses	350,000.00	6,019.00	-98.3%	400,000.00	53,325.86	-86.7%	4,840,000.00	487,963.97	-89.1%
Surplus (Deficit)	(349,500.00)	(6,019.00)	-98.3%	(398,500.00)	(53,098.45)	-86.7%	1,622,500.00	146,823.50	-136.2%
Total Fund Revenues	72,905.00	70,692.29		135,992.00	132,953.83	-2.2%	11,351,611.00	806,321.81	
Total Fund Expenses	355,901.00	201,811.53	-43.3%	864,274.00	773,380.97	-10.5%	10,150,474.00	1,617,124.53	
Surplus (Deficit)	(282,996.00)	(131,119.24)	-53.7%	(728,282.00)	(640,427.14)	-12.1%	1,201,137.00	(810,802.72)	

Sycamore Park District
Fund Balances

	unaudited 1/1/2017	Revenues	Expenses	Unaudited 3/31/2017	3/31/2017 Cash balance
10 Corporate	186,577.65	14,467.91	151,762.72	49,282.84	55,137.59
20 Recreation	217,394.11	28,911.48	211,715.57	34,590.02	42,352.77
21 Donations	136,151.66	6,063.72	-	142,215.38	162,215.38
22 Special Recreation	161,363.10	72.31	108,678.40	52,757.01	52,757.01
23 Insurance	18,879.70	8.40	-	18,888.10	18,888.10
24 Audit	13,300.51	5.92	-	13,306.43	13,306.43
25 Paving & Lighting	21,957.37	9.77	-	21,967.14	21,967.14
26 Park Police	3,107.62	1.38	-	3,109.00	3,109.00
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	36,390.96	972.50	4,826.13	32,537.33	29,444.88
32 Developer Contributions	115,423.79	52.76	86,182.76	29,293.79	29,293.79
60 Debt Service	36,301.63	16.16	-	36,317.79	36,317.79
70 Capital Projects	558,446.69	255.17	71,089.47	487,612.39	487,612.39
71 Action 2020	511,517.49	-	6,019.00	505,498.49	458,419.04
Total governmental fund balance	2,025,579.59	50,837.48	640,274.05	1,436,143.02	1,419,588.62
50 Golf Course	205,307.30	82,116.35	80,506.82	206,916.83	
Net Assets	<u>(255,334.69)</u>			<u>(255,334.69)</u>	
	(50,027.39)			(48,417.86)	(41,549.49)
51 Swimming Pool	246,957.09	-	5,293.24	241,663.85	
Net Assets	<u>(247,988.11)</u>			<u>(247,988.11)</u>	
	(1,031.02)			(6,324.26)	(6,669.26)
Total proprietary funds	452,264.39	82,116.35	85,800.06	448,580.68	
Net assets	(503,322.80)			(503,322.80)	
Proprietary funds minus net assets	(51,058.41)			(54,742.12)	
	1,974,521.18			1,381,400.90	1,371,369.87

Summary of depository accounts as of **4/18/2007**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	15,671.88	0.10	3.86
First Midwest Bank	266,621.39	0.13	69.33
Resource Bank	380,538.68	0.61	590.44
IPDLAF	652,658.13	0.68	1764.23
**DCCF - Action 2020	356,786.63		
*DeKalb Co. Community Foundation	<u>15,514.75</u>		862.46 2016
	1,687,791.46		

* 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 2/28/17 per DCCF.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: April 25, 2017

Administrative Initiatives (4/1/17 – 4/30/17)

- Attended weekly Department Head meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed April Golf Insight newsletter and update reader board outside the Pro shop.
- Began monthly pro shop merchandise promotions.
- Finalized tee sign sponsorships.
- Monitored all third-party affiliates with tee time availability and contact them weekly on course conditions and special promotions.
- Developed and distributed league rosters for 2017 and finalize the weekly pairing schedule
- Continued to promote outings to fill in gaps in the tournament schedule.
- Finalized early season staff schedule.
- Began monitoring riding cart usage by implementing rotation schedule.
- Continued to promote Season Pass sales through March and April.
- Began promotion of Sunday afternoon Couples League.

- Met with corporate and service organization league officials to set up their league schedules.
- Began regular in season golf course hours and fees the last weekend of the month.
- Met with IHSA Officials and scheduled Girls High School Golf Team Regional Event to be held in October.

Administrative Initiatives (5/1/17 – 5/31/17)

- Attend weekly Department Head meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop May Golf Insight newsletter and update reader board outside the Pro shop.
- Meet with Critical Success factor groups as directed.
- Continue monthly pro shop merchandise promotions.
- Place new tee sign sponsorship signs on the course.
- Monitor all third-party affiliates with tee time availability and contact them weekly on course conditions and special promotions.
- Finalize corporate and service organization league schedule.
- Continue to promote outings to fill remaining gaps in the tournament schedule.
- Finalize summer staff schedule, set meeting date and PDRMA training schedule.
- Continue to monitor riding cart usage by implementing rotation schedule.

- Continue to promote Season Pass sales through May.
- Begin inhouse summer league schedule including, Men's Fairway Club, Mobile Match Play and nine hole ladies.
- Train cart staff on new cleaning procedure when carts return from play.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: April 25, 2017

Administrative Initiatives (4/1/17-4/30/17)

Golf

- Our hope of a dry start to the season after a nearly snowless winter has faded. We are now receiving frequent rain fall but not enough yet to cause the river to flood. The creek has gone over from 10 to 13 tees but the flooding was minor.
- The rains and warm temperatures have allowed the grass and weeds to grow quickly. Staff has begun regular mowing of all areas and weed control has also started.
- The dead pine west of the old maintenance shop has been removed, grasses around the clubhouse trimmed, mulch added to beds around the clubhouse, shrubs and trees pruned, sod added to bare areas of fairways, and rock is being added to cart paths.
- The greens and fairways have been sprayed with a growth regulator that will help reduce the amount of seed heads that form in the turf next month.
- The digital sign project has begun and will be installed the next several weeks left of 9 fairway near the drainage ditch along rt. 64.
- The RFQ for the irrigation system design group is due on April 27th. We have had two groups out so far to look at our current system and to ask about the project. The committee will review all submitted RFQ plans and then interview qualified companies.

- The irrigation system will be filled and turned on next week once the river goes down more so the intake pit can be cleaned.

Sports

- Practices have begun for baseball and softball youth leagues. Games will begin at the end of the month. The Titans travel baseball league will host a tournament on several fields on April 23rd. The adult baseball and softball leagues will begin play in early May.
- AYSO soccer games began on the 15th of April and will continue thru the middle of June. The adult Sunday league will begin play on the 23rd of April.
- I have been working with Lisa and all the user groups as we receive schedules and requests for field use. I am also working with group leaders when weather issues affect field use and issues related to field maintenance.
- Staff is working on the ball fields as the weather allows. Adding infield mix as needed, leveling fields, removing grass clumps and reshaping the infield/outfield edges are being completed. Painting of the soccer and foul lines has begun along with mowing of all fields and surrounds. Spring soccer field dimensions and goal boxes were also measured prior to painting.
- We have worked with Sycamore Youth Baseball and our neighbors on addressing the issue of parking and etiquette at Wetzel Park during practices and games. SYB has been communicating well with all parents of t-ball players and the Park District has reached out to the residence. I am out there often with my son for practices and am making suggestions to the coaches as needed.

Parks

- I attended staff, board, study session, and Action 20/20 related committee and architect meetings. Frequently visiting construction site to observe work progress.
- Attended Heron Creek neighbor meeting about Founders Park planning.
- Attended digital signage meetings with contractors and engineers.
- Attended pool ADA architect meetings and site visits.
- Staff has put out picnic tables, cans, cleaned shelters, turned on water, cleaned parks of winter debris, began mowing all areas, inspected playgrounds and parks, raked out playground mulch, and made minor repairs to facilities as needed.
- Staff completed adding a removing then adding a new border around the playground at Founders Park and painted the gazebo at the north end of the park.
- We will be raking and seeding the sides of the new sidewalks at Ovitz and Black Partridge Parks once the soil dries enough. Have ordered a new ADA concrete bench for the end of the walk at Black Partridge.
- Pool ADA and renovation work continues. We continue to work with Williams architects and Sjostrom Construction daily as the project proceeds. They are currently painting the inside of the locker rooms which will be followed by adding the sink counters, sinks, toilets, and partitions. The baby pool and hot tub painting will take place in late April or early May. Our staff is in the process of cleaning the main pool and it will also be painted in-house when weather allows at the beginning of May.
- Continue 2017 PDRMA audit process. Continue to perform inspections, documentation of facilities. Working on all staff program for annual

required training of various safety and procedure topics. New staff are being trained as they begin work on all safety requirements.

- Held current full-time and IMRF eligible staff annual safety and procedure training after the March all-staff meeting.
- A new dump truck with a snow plow was ordered from the capital budget thru the State of Illinois purchasing program.
- Working on this years' seasonal staffing for all areas and have several staff returning with a few new staff being added.
- Working on updating Capital Equipment list along with maintenance written records inventory in conjunction with office State records audit.
- The kitchen exhaust hood replacement project is complete. An immediate improvement of all cooking fumes exhaust was observed.
- Organized all inspections and repairs of fire and sprinkler systems at our facilities and the museum. Worked with inspection groups to facilitate transfer of results to the fire department.
- Continue to work on plans for Park Pride Day which will be on May 6th this year. Projects will include mulching/pruning of paths at Leon Larson Park, cleaning of beds and spreading playground mulch at Lake Sycamore, spreading play mulch at several other playgrounds, cleaning woods along walk paths, and possible painting of 10 tee bridge as details are still being completed.
- Attended a meeting with Sandwich and DeKalb Park Districts about the shared summer movie screen to discuss maintenance, logistics of pick up/drop off and other use issues. We also had staff attend a cleaning of the screen day.

- Attended Certified Pool Operator training and testing in early April with Lisa Metcalf and Derek Stenberg. We all learned a lot and passed the exam. Bob Swedberg also holds a CPO certificate for the pool.
- Performing inventory of all 139 trees planted last year to determine which did not survive the winter for spring replacement by the landscape contractor that did the installation

Administrative Initiatives (5/1/17-5/31/17)

- 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 painting with our staff to clean, paint main pool in early May.
- Work with committee to interview and obtain professional services for irrigation system replacement. Host interested firms in a field visit of the current irrigation configuration.
- Staff will continue mowing and trimming of all areas, cleaning parks, inspecting and repairing equipment, cleaning and prepping for shelter user groups, attending and preparing for Park Pride Day, helping paint the pool, and seeding path edges and other thin park areas.
- We will also be working with the Hartman family who has been farming the 5-acre square lot that separates the soccer fields from the park area south of the Good Tymes shelter. They will be working the soil to help level the area and then we will do a final level and seeding of the lot.

- The golf course will continue with weed control, fertilizing areas, seeding and sodding thin areas, adding sand to needed bunkers, fixing bunker edges and all the usual mowing and trimming of the course. The irrigation system heads and pumps will be inspected and repaired as needed.
- The sports complex will be very busy with all user groups starting games and a softball tourney on May 13th. Soccer fields will have thin areas seeded and continued ball field repairs and game prep performed along with all mowing and line painting.
- Continue PDRMA trainings and inspections, set dates with rep. to have this summers' audit of procedures.
- Will continue to speak to other districts with sled hills, dog parks, splash pads to aid in planning process for our facilities.
- Work with Lisa and all ballfield user groups as they schedule and reserve fields and tournaments. Produce staff field prep sheets as user group schedules are all obtained. Help staff and user groups organize planned tournaments and eliminate field conflict use after rain outs. Work with group leaders on any field issues or improvements.
- Plan Park Pride Day projects and organize volunteers with Sarah.
- Continue product ordering and vendor meetings for materials and supplies for all maintenance areas.
- Work with staff and pool contractor and architects as project is completed and pool prepared for end of May opening.
- Work with contractor to have small wall rebuilt on south end of clubhouse.
- Work with Encap on repairs for natural areas.

To: Board of Commissioners
From: Lisa Metcalf & Sarah Elm Rex
Subject: Monthly Report
Date: April 25, 2017

Administrative Initiatives (4/1/17 – 4/30/17)

- Attended monthly Board meeting. – Lisa
- Attended weekly Department Head meetings as scheduled.
- Launched new registration software on April 18, summer registration begins April 24. A marketing/education campaign will introduce residents to the new system and encourage them to try it out.
- Pool passes went on sale for 10% starting April 1. So far 27 people have purchased a pass. – Lisa
- Attended a training to renew my CPO, Certified Pool Operator. – Lisa
- Reviewed fitness center quotes for equipment. – Lisa
- Worked on creating survey questions for the new fitness center to send to past member of the old community center. – Lisa
- Obtained reservation requests, schedules, and certificates of insurance as teams started playing out at the sports complex. – Lisa
- Prepared and mailed a letter to Wetzel Park Neighbors to address concerns about Sycamore Youth Baseball's use of the park. Followed up with SYB representatives to ensure their email to parents was sent before practices started April 13. – Sarah
- April 12 Green Drinks had 20 people in attendance. This month's presenter was Adventure Works who talked about how they use nature as a co-

facilitator to help youth overcome challenges and grow into healthy adults with an appreciate for the natural world. – Sarah

- Served as Park District representative on Sycamore Kiwanis Craft Beer and Brat Fest. This event is a fundraiser from which proceeds will fund their Leaf a Legacy pledge (Splashpad sponsor). It has been helpful to be a park liaison to ensure their message about the splashpad and District is accurate. We will also lend them picnic tables and the grill. – Sarah
- Expanded radio advertising into the Fox Valley area with 95.9 the River. We tested the waters last year in the fall. This year we are doing a spring campaign for new lower non-resident season pass rates as well as a fall campaign. – Sarah
- Met with Dan, Jackie and Kirk to discuss Leaf a Legacy’s final push to the \$1 million – focusing on golfers as we have already asked user groups and representatives of user groups to fundraise and/or contribute. – Sarah
- Held a meeting with staff to discuss direction of Fireworks and Fun. This is growing into larger, more dynamic with the ultimate goals of providing “something for everyone” and encouraging families to stay in the park long enough to purchase food/drinks from concessions.
- Coordinated and lead the Family Flashlight Egg Hunt, about 400 children and adults attended. – Lisa
- Led Breakfast with the Bunny with 153 breakfasts purchased. Bringing in \$751. – Sarah
- Now oversees management of the Sycamore Park District Golf Club’s Facebook Page with the goals being: Closely manage/approve Coursetrend’s posts to ensure information is accurate and representative of the District; add more posts about the course and Caddyshack Grill to grow followers and encourage more interaction – thus driving more people to the website; continue to strengthen the golf/park district brand and services. – Sarah
- Began process of getting naming rights and sponsorship signs approved by donors at the recreation campus. They will sign off on a form to approve the sign’s content and placement. – Sarah

- Attended an Aquatics Risk Management Day at Fox Valley Park District. – Lisa

Administrative Initiatives (5/1/17 – 5/31/17)

- Will attend monthly Board meeting. – Sarah
- Will attend weekly Department Head meetings as scheduled.
- Along with Jeff, will organize and facilitate Park Pride Day on May 6. – Sarah
- Will be a guest DJ on B95 to discuss Recreation Campus construction update, pool season pass sales and updates, golf season pass sales and Concerts and Movies in the Park. – Sarah
- Will work with Melissa to update Clubhouse and Caddyshack Grill signs and discuss ways to inform her frontline staff about District information so that they may field questions appropriately. – Sarah
- Will help clean and paint the pool to get it ready for opening day. – Lisa
- Will designate a Swim Lesson Coordinator and train them on how swim lessons are run. – Lisa
- Will hold many trainings for lifeguards and front desk staff for the pool. – Lisa
- Will promote summer programming (registration begins April 24), pool and golf course. – Sarah
- Will coordinate with the OSCAR program at the School District to set up programs and swim time for the summer. – Lisa
- Will work with instructors to get summer programs off and running. – Lisa
- Will open the swimming pool on May 25. – Lisa

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: April 25, 2017

Administrative Initiatives (4/1/17 – 4/30/17)

- Finalized Part-Time Personnel Policy notes before sending to Counsel for review.
- Updated Agenda Planner for Staff/Board.
- Attended Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
- Continued work on CAMPUS project development:
 - Community Center
 - Dog Park
 - Sled Hill
 - Splashpad
- Continued contacting potential donors for Leaf a Legacy.
- Continued supervision of Outdoor Pool construction.
- Began work on Route 64 Lighted Sign.
- Met with Concert Promoter.
- Attended IPRA Focus Group session at Oregon Park District.
- Participated in Rating Call from Standard & Poors.

- Began Review of Fitness Equipment proposals.
- Attended HOA Meetings.
- Coordinated demolition planning meetings for the Airport Road/Old State location with City of Sycamore and DCFPD.
- Began ordering OWNER REQUIRED equipment for Recreation Campus install.
- DID NOT get my head shaved.

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.
- Attend Meetings/Serve On:
 - KSRA
 - Rotary
 - Chamber
 - DSATS
- Work on Fundraising and Leaf a Legacy.
- Supervise ADA Pool Work.
- Complete selection process for Golf Course Irrigation Professional Services.
- Coordinate meetings with two (2) Technology companies to review their assessments our current systems and needs for new systems for Recreation Campus.

March, 2017

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



Dear Daniel:

The DeKalb County Economic Development Corporation (appreciates your investment / invites you to invest) in our public/private partnership. Despite significant industrial development and job creation during the past year, we must further attract business investment, expand local companies and promote entrepreneurship to increase prosperity and expand the tax base.

Our county, municipalities and taxing bodies have already committed resources to accelerate business development through the DeKalb County Enterprise Zone. Please help us celebrate the 30th Anniversary of DCEDC with a \$1,000.00 investment in DCEDC to create jobs and expand our economy.

2016 Accomplishments

- Capital Investment: \$100 million during 2016; \$130 million during 2015.
- Industrial Development: 600,000 SF during 2016; 1.4 million SF during 2015.
- Job Creation: 700, the largest total in a decade driving unemployment below 6%.
- Industrial construction: 3M's \$40 million 987,000 SF distribution center in Park 88; IDEAL INDUSTRIES' \$18 million, 220,000 SF manufacturing plant in the Sycamore.
- Business Attraction: Meadowvale, Solotech, J6 Polymers, LEDiL, Fortune Metal Midwest.
- Expansion: DeKalb Forge, Tate & Lyle, Hines Lumber, Service Concepts, Cole Pallet and Upstaging.
- Research & Development: IDEAL-NIU Intrapreneurship Program launched in DeKalb.
- Career Development: 400 high school students introduced to industrial careers and 25 internships/summer jobs placed through the DeKalb Ogle Workforce Development Consortium.

2017 Plans

- Work with NIU and Kishwaukee College to promote *Distinct Competitive Advantages* for research & development, manufacturing and logistics/global trade to site selectors and corporate executives.
- Participate in industry trade shows and recruitment appointments with site selectors & corporate business executives in cooperation with INTERSECT Illinois.
- Increase awareness of DeKalb County through Digital Marketing & Video Email Marketing.
- Work with investors/developers to create diverse shovel ready sites in business and industrial parks.
- Work with communities, businesses and institutional partners throughout DeKalb County to prioritize activities and responsibilities in a Comprehensive Economic Development Strategy.
- Expand career development relationships with businesses and students.

These ambitious and necessary initiatives cannot be undertaken without your support. We ask that you be as generous as you can in selecting your tax-deductible contribution to our 501 (c) (3) charitable organization.

Paul J. Borek
Executive Director
421 N. California Street, Ste. 200, Building 1B
Sycamore, IL 60178
815-895-2711 (phone) • 815-895-8713 (fax)
dcedc.org

Cohen Barnes
Vice President

bottom line **period**

DCEDC
 421 No. California Street
 Building 1B, Suite #200
 Sycamore, IL 60178



815-895-2711 Office
 815-895-8713 Fax
 www.dcedc.org

Contributor Information

In support of the DeKalb County Economic Development Corporation (DCEDC) and the continuing value they add to the DeKalb County economy, please accept the following investment in the future of DeKalb County. ****DCEDC is a 501(c)(3) Non-Profit Charitable Organization. Contributions may be tax deductible.***

Contributor Levels:

STRATEGIC PARTNER	\$45,000 & UP	MARKETER	\$2,500-\$4,999
VISIONARY	\$30,000-\$44,999	PRODUCER	\$1,000-\$2,499
LEADER	\$15,000-\$29,999	BUILDER	\$500-\$999
DEVELOPER	\$10,000-\$14,999	SUPPORTER	\$300-\$499
PLANNER	\$5,000-\$9,999	ASSOCIATE	\$200-\$299

CONTRIBUTION/PAYMENT for 2017

<p>My 2017 Category: My 2017 Payment:</p>	<p>Checks Payable to DeKalb County EDC OR pay online at dcedc.org/members-area</p>
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PLEDGE for 2017 Keep it continuous and simple! Make your 2018 Pledge now & pay next year!

<p>Circle the preferred Quarter for invoice/and \$ amount</p> <p style="text-align: center;"> Q2-2017-\$ Q3-2017-\$ </p>	<p style="color: red;"> Q4-2017 (for 2018 Pledge)-\$ Q1-2018-\$ Q2-2018-\$ Q3-2018-\$ </p>
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Contributor Information:

Name:		
Address:		
Phone & Email:		
Website:		
Social Media Channels (list all):		
List us under the following category – please check only one:		
Agriculture	Distribution	Non-Profits
Auto	Education/Job Training	Professional Services
Banking/Finance	Engineers	Real Estate/Industrial Park
Chambers	Individuals	Recruitment
Commercial Business	Local Government	Technology
Contractors	Manufacturing	Transportation
Developers	Medical	Utilities Other:



Jeanette Freeman

From: Jeff Donahoe
Sent: Wednesday, April 19, 2017 10:47 AM
To: Sarah Rex
Cc: Daniel Gibble; Jackie Hienbuecher; Lisa Metcalf; Jeanette Freeman; Melissa Dobberstein; Steve Tritt
Subject: RE: Flooded trail

Yes, Brent handled that very well and had the same idea for a quick solution. This trail was built with a low area for the area north of the path to flow over but they didn't account for how much water that land, that we don't own, holds. We are considering gathering pricing for a more permanent solution to that area later this year for the future

Jeff Donahoe
 Superintendent of Parks & Facilities
 815-895-3403



Sycamore
 PARK DISTRICT

SycamoreParkDistrict.com

From: Sarah Rex
Sent: Wednesday, April 19, 2017 10:42 AM
To: Jeff Donahoe <jeffd@sycamoreparkdistrict.com>
Cc: Daniel Gibble <danielg@sycamoreparkdistrict.com>; Jackie Hienbuecher <jackieh@sycamoreparkdistrict.com>; Lisa Metcalf <lisam@sycamoreparkdistrict.com>; Jeanette Freeman <jeanettef@sycamoreparkdistrict.com>; Melissa Dobberstein <melissad@sycamoreparkdistrict.com>; Steve Tritt <stevet@sycamoreparkdistrict.com>
Subject: FW: Flooded trail

Great job Jeff and whoever they spoke to – Brent maybe??? #MomentsOfTruth

From: Jeffrey Clapsaddle [<mailto:clapsaddle@gmail.com>]
Sent: Wednesday, April 19, 2017 10:38 AM
To: Sarah Rex <sarahr@sycamoreparkdistrict.com>
Subject: Re: Flooded trail

Sarah,
 Thank you, thank you, thank you! While walking the trail yesterday we talked to one of your workers about the water problems on the trail. He said he had cleared part of the mud but realized there was still a problem. I suggested a few stepping stones might be a temporary fix. Guess what- today there were stepping stones! I realize that with spring rains and possible floods this trail may be closed temporarily. Hopefully a permanent solution would be part of the Trails portion of the future park planning.
 Again, thank you and please thank the young man we talked to!
 Jeff & Sharon Clapsaddle

Sent from my iPad

On Apr 10, 2017, at 9:55 AM, Sarah Rex <sarahr@sycamoreparkdistrict.com> wrote:

Thanks for the email, Jeff.

Staff scrape out built up soil and debris each spring. Their plan to do this last week was delayed because of the rain and flooding. As soon as things are dry enough to bring the backhoe out, they will.

Sarah Elm Rex

Sycamore Park District
Recreation Supervisor/Marketing
Office: 815-895-3365 | Cell: 708-567-2543

SycamoreParkDistrict.com

From: Jeffrey Clapsaddle [<mailto:clapsaddle@gmail.com>]
Sent: Saturday, April 08, 2017 2:45 PM
To: Sarah Rex <sarahr@sycamoreparkdistrict.com>
Subject: Flooded trail

Hi, went for a walk today and noticed trail along the Kishwaukee River was flooded in two spots even though the river was in its banks. Great week for walking! Has anyone checked this trail recently. Last year someone made some adjustments for drainage which opened the trail. Hopefully the same can be done so the trail will be usable.

Thanks,
Jeff Clapsaddle

Sent from my iPad

Total Control Panel

To: info@sycamoreparkdistrict.com [Remove](#) this sender from my allow list
From: clapsaddle@gmail.com

You received this message because the sender is on your allow list.

[Log](#)

Total Control Panel

To: sarahr@sycamoreparkdistrict.com [Remove](#) this sender from my allow list
From: clapsaddle@gmail.com

You received this message because the sender is on your allow list.

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 25, 2017

STAFF RECOMMENDATION

AGENDA ITEM: AUTHORIZE CONTRACT with ERA for PHASE II Trail Engineering: Recommended Approval

BACKGROUND INFORMATION: As the Board knows, ERA was selected to complete PHASE II Engineering by Commissioner Kroeger's Professional Services Committee, and Documentation was completed and submitted to IDOT informing them of this matter.

Attached you will find all the documentation filed by Terri Gible with IDOT related to this matter, and we received word last week that we are authorized to proceed.

Two (2) steps must be taken before this is approved by IDOT:

1. The Board must approve these contracts by Roll Call Vote.
2. Board President, Ted Strack, must sign four (4) copies of the documents for Terri to submit to IDOT.

THEN, PHASE II can begin!!!!

FISCAL IMPACT: ERA, working with Rubino and EMT, inc. are contracting at a cost of \$64,379.24. You will recall that 80% of this amount—or about \$51,503—will be paid by Federal Highway Funds. The park district will pay approximately \$12,876 of that amount. Additionally, ERA is estimating \$1,652 in incidentals for this work, as well.


STAFF RECOMMENDATION: Recommend the formal approval of this contract in the amount of \$64,379.29 with up to \$2,000 in incidentals to be forwarded to IDOT for authorization.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Local Agency Sycamore Park District	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Federal Participation	Consultant Engineering Resource Associates, Inc.
County DeKalb		Address 3S701 West Ave, Suite 150
Section 15-00076-00-BT		City Warrenville
Project No. ITEP#341003		State IL
Job No.		Zip Code 60555
Contact Name/Phone/E-mail Address Mr. Daniel Gibble, Executive Director 815 895-3365 danielg@sycamoreparkdistrict.com		Contact Name/Phone/E-mail Address Mr. John Mayer, Project Manager 630 393-3060 jmayer@eraconsultants.com

THIS AGREEMENT is made and entered into this _____ day of _____, _____ between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

Project Description

Name The Great Western Trail: Brickville to Main Route offline Length 5280 ft Structure No. n/a
Termini Brickville Road to Main Street (IL Rt. 23)

Description The construction of a paved 10ft wide multi-use trail between Brickville Road and the Main Street and the installation of a trail along the west side of IL Route 23 in front of the Sycamore Middle School.

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LA for the proposed improvement herein described.
2. To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LA or STATE.
3. To complete the services herein described within 365 calendar days from the date of the Notice to Proceed from the LA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
4. The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
5. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
6. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
7. That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the STATE.
8. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.

9. The undersigned certifies neither the ENGINEER nor I have:
- employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT,
 - agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
11. To submit all invoices to the LA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).
13. Scope of Services to be provided by the ENGINEER:
- Make such detailed surveys as are necessary for the planning and design of the PROJECT.
 - Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
 - Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
 - Design and/or approve cofferdams and superstructure shop drawings.
 - Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
 - Prepare the necessary environmental and planning documents including the Project Development Report, Environmental Class of Action Determination or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
 - Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
 - Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
 - Prepare preliminary roadway and drainage structure plans and meet with representatives of the LA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
 - Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
 - Furnish the LA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

II. THE LA AGREES,

1. To furnish the ENGINEER all presently available survey data and information
2. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee CPFF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
 CPFF = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or
 CPFF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor

Specific Rate (Pay per element)

Lump Sum _____

3. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).

III. IT IS MUTALLY AGREED,

1. That no work shall be commenced by the ENGINEER prior to issuance by the LA of a written Notice to Proceed.
2. That tracings, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LA and that basic survey notes, sketches, charts and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LA or to the STATE, without restriction or limitation as to their use.

3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LA and the STATE before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the STATE; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
6. The payment by the LA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LA. The LA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.
9. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- d. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- e. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by,
- f. Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

10. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LA deems appropriate.

Agreement Summary

Prime Consultant:	TIN Number	Agreement Amount
Engineering Resource Associates, Inc	36-3686466	
Sub-Consultants:	TIN Number	Agreement Amount
Rubino Engineering	80-0450719	\$5,439.80
Environmental Monitoring and Technologies, Inc.		\$2,543.00
Sub-Consultant Total:		\$ 7982.80
Prime Consultant Total:		\$ 56,396.44
Total for all Work:		\$ 64,379.24

Executed by the LA:

_____ (Municipality/Township/County)

ATTEST:

By: _____
 _____ Clerk

By: _____
 Title: _____

(SEAL)

Executed by the ENGINEER:

ATTEST:

By: _____
 Title: _____

By: _____
 Title: _____

Exhibit A - Preliminary Engineering

Route: Great Western Trail: Brickville to Main
 Local Agency: Sycamore Park District
 (Municipality/Township/County)
 Section: 15-00076-00-BT
 Project: ITEP#341003
 Job No.: _____

*Firm's approved rates on file with IDOT'S
 Bureau of Accounting and Auditing:
 Overhead Rate (OH) 145.70 %
 Complexity Factor (R) 0.00
 Calendar Days 365

Method of Compensation:
 14.5%[DL + R(DL) + OH(DL) + IHDC]
 14.5%[DL + R(DL) + 1.4(DL) + IHDC]
 14.5%[(2.3 + R)DL + IHDC]

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services by Others	In-House Direct Costs (IHDC)	Profit	Total
Meetings/Coordination	Various	56.00	\$37.91	\$2,122.96	\$3,093.15		\$250.00	\$887.86	\$6,353.97
Data Gathering	Various	19.00	\$33.49	\$636.31	\$927.10		\$0.00	\$277.86	\$1,841.27
Suppl topo/route survey	Various	61.00	\$30.03	\$1,831.83	\$2,668.97		\$652.00	\$747.15	\$5,899.95
ESR Review/update	Various	16.00	\$31.94	\$511.04	\$744.58		\$0.00	\$182.06	\$1,437.68
Verify Wetland/WIE	Various	9.00	\$42.10	\$378.90	\$552.05		\$0.00	\$134.98	\$1,065.93
Land Acquisition Assist	Various	46.00	\$37.70	\$1,734.20	\$2,526.72		\$0.00	\$572.36	\$4,833.28
Geotechnical/Sampling	Various	12.00	\$35.68	\$428.16	\$623.82	\$7,570.54	\$0.00	\$150.74	\$8,773.26
Preliminary Plans 65%	Various	132.00	\$35.77	\$4,721.64	\$6,879.42		\$250.00	\$1,714.17	\$13,565.23
Pre-Final Contract Docs	Various	88.00	\$34.80	\$3,062.40	\$4,461.91		\$250.00	\$1,200.65	\$8,974.96
Final Const. Documents	Various	47.00	\$34.21	\$1,607.87	\$2,342.66		\$250.00	\$802.51	\$5,003.04
Permit Appl Assist	Various	32.00	\$33.00	\$1,056.00	\$1,538.59		\$0.00	\$423.24	\$3,017.83
Bidding Assistance	Various	21.00	\$31.59	\$663.39	\$966.55		\$0.00	\$258.85	\$1,888.79
QA/QC	Various	14.00	\$43.78	\$612.92	\$893.02		\$0.00	\$218.11	\$1,724.05
Totals		553.00		\$19,367.62	\$28,218.54	\$7,570.54	\$1,652.00	\$7,570.54	\$64,379.24

**PAYROLL ESCALATION TABLE
ANNIVERSARY RAISES
COST PLUS FIXED FEE**

FIRM NAME
PRIME/SUPPLEMENT

Engineering Resource Assoc.
Prime

DATE 02/09/17
PTB NO. n/a

CONTRACT TERM
START DATE
RAISE DATE

12 MONTHS
3/31/2017
4/15/2017

OVERHEAD RATE 145.70%
COMPLEXITY FACTOR 0
% OF RAISE 3.00%

ESCALATION PER YEAR

DETERMINE THE MID POINT OF THE AGREEMENT

6

CALCULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

1.50%

The total escalation for this project would be: **1.50%**

Subconsultants

FIRM NAME ERA
 PRIME/SUPPLEMENT Prime
 PSB NO. n/a

DATE 02/09/17

NAME	Direct Labor Total	Contribution to Prime Consultant
Rubino Engineering		5,439.80
Environmental Monitoring and Technologies		2,543.00
		0.00
		0.00
		0.00
		0.00
		0.00
Total	0.00	7,982.80

Scope



Payroll Rates

FIRM NAME Engineering Resource Associates, Inc. **DATE** 01/05/17
PRIME/SUPPLEMENT _____
PTB NO. _____

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
Professional Engineer VI	\$70.00	\$70.00
Professional Engineer VI	\$65.80	\$66.79
Professional Engineer IV	\$56.65	\$57.50
Professional Engineer III	\$47.00	\$47.71
Professional Engineer II	\$39.50	\$40.09
Professional Engineer I	\$34.63	\$35.15
Structural Engineer VI	\$70.00	\$70.00
Structural Engineer III	\$55.00	\$55.83
Staff Engineer III (Roadway)	\$27.00	\$27.41
Staff Engineer III (Structural)	\$27.00	\$27.41
Staff Engineer III (Environmenta	\$33.00	\$33.50
Engineering Tech V	\$37.25	\$37.81
Engineering Tech IV	\$30.00	\$30.45
Engineering Tech III	\$24.25	\$24.61
Engineering Intern II	\$15.00	\$15.23
Engineering Intern I	\$12.00	\$12.18
Ecological Services Director	\$42.25	\$42.88
Environmental Specialist I	\$25.50	\$25.88
Professional Surveyor I	\$41.00	\$41.62
Surveyor IV	\$30.00	\$30.45
Surveyor III	\$24.00	\$24.36
Administrative Staff IV	\$30.00	\$30.45
Administrative Staff III	\$25.00	\$25.38
Administrative Staff II	\$21.75	\$22.08

ERA's IDOT approved payroll burden and fringe expense rate and general and administrative expense rate is 145.70%. Therefore, a direct multiplier of 2.81 will be applied to the direct hourly rates listed above.



Project Background and Scope of Services

Project Understanding

Background

The Great Western Trail currently extends from the eastern limits of the City of Sycamore east 29 miles across Kane and DuPage Counties until it terminates into the Illinois Prairie Path trail network. The DeKalb Sycamore Bike Trail system is coordinated through the DeKalb Forest Preserve District and extends circuitously through the both cities and is connected primarily by a bike trail along Peace Road. A direct regional trail similar to the characteristics of the current Great Western Trail needs to extend through the City of Sycamore and allow for a future regional trail development tying into the City of DeKalb. The proposed alignment is off line from vehicular traffic and provides a much safer alternative to both recreational and commuter trail users.

The Sycamore Park District Trail Project creates an excellent regional connector along the Great Western Trail corridor that once connected to the Great Western Trail to the east will provide an important role in establishing regional connectivity to the City of Sycamore and further west. The Sycamore Park District Trail Project extends about 2500 feet west from Main Street (Illinois Route 23) along the north side of the Kishwaukee River crossing Brickville Road and connecting into an existing Park District trail network through Leon D. Larson Park. The westerly connection includes two trails and one trail head with a conveniently located parking lot. The Sycamore Park District Trail Project will also extend along the west side of Illinois Route 23 to replace a substandard asphalt trail that is adjacent to the Sycamore Middle School. The trail replacement will extend from Maplewood Drive on the north to the bridge crossing the Kishwaukee River on the south. The Trail project will also benefit the middle and elementary school in the area by connecting residential areas along Brickville to the public schools. The trail extensions are consistent with the network identified in the DeKalb County Greenways and Trails Plan.

The Great Western Trail Project Brickville Road to Main Street will include the installation of a 10-foot wide asphalt trail with a 2-foot wide clear zone, a road crossing at Brickville Road, earthwork provisions to create compensatory storage areas, minimal wetland impacts, enhanced signage adjacent to the public school areas and Brickville Road and miscellaneous drainage structures, grading and restoration. The trail improvement is designated as a multi-purpose trail, therefore, ADA standard guidelines will need to be provided.

The trail is proposed to be installed on School District No. 427 property, State of Illinois right-of-way, the City of Sycamore right-of-way and Park District property to the far west project limits. Preliminary easements with the School District have been established along the trail corridor. A mutual letter of understanding with the school board was granted. They are a favorable party for the installation of the trail project on the school property.

Due to the close proximity of the proposed trail alignment to the Kishwaukee River, some of the trail is located within regulatory floodplain and floodway limits. This condition is regulated whenever fill is proposed along the trail. Therefore, it is anticipated that compensatory storage will need to be provided.



The west terminus includes an at-grade crossing with Brickville Road. Brickville Road is a collector street within the City of Sycamore roadway system. Therefore, significant advance warning and LED signage will be used at the trail location to warn vehicular traffic of the trail crossing. Additionally, the alignment of the trail and the signage along the trail will be



Project Background and Scope of Services

designed to encourage trail users to stop and look in both directions before crossing Brickville Road.

The preliminary engineering (Phase I) was completed for this project in 2016. The State of Illinois awarded federal enhancement program funding for a project having a total project cost amount of \$790,750. The awarded funding includes providing federal funds at a level of 80 percent participation for Phase II engineering, construction costs and construction engineering (Phase III engineering). Therefore, the Sycamore Park District desires to solicit requests from qualified engineering firms to perform phase II engineering services for the final design, permitting, construction document preparation and bidding of the trail project.

Project Key Elements and Innovative Approach

Early in the beginning of our projects, ERA identifies key aspects we believe are important to the project. During the kick-off meeting, we will discuss these issues as well as other key elements that may need to be emphasized. This approach serves as a good dialogue to make sure everyone is on the same page. This approach to a project also promotes good communication and sets the tone for a successful project. Below is a summary of primary project elements and how we address the various aspects during the final engineering phase.

Project Elements

Approach Grades

1. ADA guidelines- Since the trail is classified as a multi-use path ADA guideline will need to be incorporated into the design. The trail overall is gentle in grade however, there are several locations where steep slopes occur along the trail. The grade and curves approaching Brickville Road are steep and will need to meet the established ADA and FHWA slope design criteria. This section also horizontally meanders and cross slope adjustments are important to the riding surface. A similar grade condition exists near the far southeast corner of the project approaching the IL Route 23 right-of-way.
2. Utility adjustments - Underground utilities can be impacted by significant changes in proposed elevations. Adjustments to fire hydrants, utility pedestals or manhole rims are common design considerations.

At Grade Crossing at Brickville Road

1. Brickville Road cross section - Modifying the configuration of the cross street at the bike trail crossing can serve as a traffic calming measure which can provide additional visibility to bicyclists of oncoming vehicles and reduce the crossing distance for trail users. Potential changes in roadway grades to elevate the crossing can also reduce speeds within the crossing zone. ERA will closely review this condition at Brickville Road and work with the City of Sycamore to discuss possible opportunities to make subtle yet effective adjustments.
2. Signage measures - Advancements in LED lighting technology and other sign strategies has recently provided more options to enhance the visibility of bike trail crossings. Measures for enhanced signage, pavement markings and advanced detectable warning systems will be considered.





Project Background and Scope of Services

3. Offset alignments –An additional measure of safety is created if an offset alignment is possible by slightly angling the crossing bicyclist toward the direction of the oncoming traffic. Opportunities for this type of alignment will be reviewed in the final design process.

Development within Special Flood Hazard Areas

1. Regulatory Floodplain – The majority of the trail is located within the regulatory floodplain limits. Therefore, any modifications in grade that result in raising the elevation will require compensatory floodplain storage. The total volume of fill throughout the project will be determined and the compensatory floodplain basin will be sized accordingly.
2. Regulatory Floodway – Additional requirements are associated with sections of the trail that fall within the regulatory floodway limits. A large portion of the trail falls within this area as well. The type of improvement is determined to be an appropriate use, however, depending upon the nature of the impact, hydraulic modeling may be required in order to secure a permit from IDNR/OWR.

Securing Project Permits

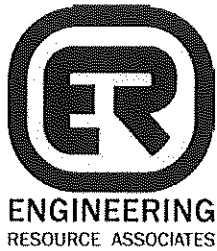
1. During Phase I engineering, the various types of permits were identified and preliminary steps were made to determine the scope and magnitude required to secure the permits. Depending upon the agency and the type of permit, the time to secure a permit can vary dramatically. Early in the design process ERA maps out the scope and anticipated time required to secure each permit. From there, we determine when the initial permit need to be submitted in order to keep the project on schedule.

Construction Related Issues

1. Environmentally Sensitive Concerns – During the Environmental Survey Request (ESR) process in phase I engineering, several environmental items were identified that need to be taken into consideration during construction. The nesting habitats of the Brown Bat can be impacted by construction beginning in early April. Therefore, any tree disturbance should be done prior to that time. Additionally, the disturbance to the farmed wetlands needs to be closely monitored. Any unnecessary impacts can result in additional project costs. ERA will prepare the plans and specifications to bring attention to these matters and properly direct the contractor.
2. Construction Timing near Sycamore Middle School - Due to the close proximity of the project within the Middle School property, ideal times to work on the project would be during the summer. ERA will work with the school district to identify ways to secure the project sight and have minimal impact to school activities.
3. Utility Coordination – Unforeseen utility conflicts during construction can have significant impacts to the project schedule. ERA will continue to work with utility companies to ensure that conflicts are addressed ahead of time. The overhead wires and power poles along IL Route 23 and the power pole at Brickville Road will need to be coordinated with ComEd. Other underground facilities will also need to be reviewed for conflicts.

Educational Opportunities

1. The close proximity to the Middle School creates an excellent opportunity to include some educational features to this project. Some examples include:



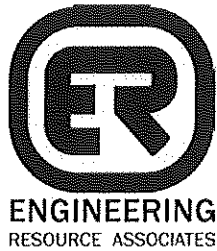
Project Background and Scope of Services

- 1) provide a sign to highlight features ranging from the beneficial aspects of the Kishwaukee River or facts about the benefits of daily exercise,
- 2) plant the compensatory storage area with native wetland plantings, include the students and provide an informational board.

Scope of Work

Based on our preliminary engineering work completed for this project we have provided a work plan that outlines the anticipated tasks necessary to prepare the project for a State bid letting. Our work will conform to Federal-Aid Procedures for Local Highway Improvements, the AASHTO Guide for Development of Bicycle Facilities, MUTCD/ILMUTCD, Public Rights-of-Way Accessibility Guidelines (PROWAG) and the City of Sycamore local requirements.

1. Meetings/Coordination – This task includes the following anticipated meetings:
 - a. Project kick-off meeting with Park District staff
 - b. Project kick-off meeting with IDOT
 - c. Meeting with District staff to review progress and discuss relevant issues
 - d. FHWA Coordination meeting, if necessary, to request project variances or address issues related to scope
 - e. Project coordination with stakeholders, permitting agencies, utility companies, etc.
2. Data Gathering – This task includes obtaining or verifying already obtained information related to the project through the Preliminary Design Report or various listed outlets. Anticipate data includes:
 - a. County GIS contour maps and aerial mapping
 - b. Public and private utility atlas information
 - c. Archaeological Survey data
 - d. FEMA Flood study information relevant to this area
3. Supplemental Topographic and Route Survey – Supplemental topographic and/or route survey work may be required to obtain additional information not included in the original survey of the easement corridor and proposed trail alignment. Furthermore, a field reconnaissance of the project corridor will be performed to confirm that changes have not been made. The following work is included in this task:
 - a. Topographic survey of observable features providing horizontal and vertical location throughout the project limits
 - b. Utility information will be shown as located in the field and provided by a design JULIE or from as-built information
 - c. Identify and dimension found property irons or right-of-way markers
 - d. Reference tax map property dimensions and parcel owner information
4. Environmental Survey Request (ESR) Review - The ESR will be reviewed to confirm that any location modifications during the final design phase will be accounted for. If necessary, a modified ESR would need to be prepared and submitted to IDOT reflecting the final location. This task includes:
 - a. Biological Resources: IDOT will review any changes in the biological resources evaluation. IDOT will conduct the environmental field surveys for all biological resources except trees. ERA will work with IDOT in regard to the results of the findings and any potential impacts. A tree inventory survey is not anticipated to identify the tree species, size, and health along the proposed trail alignment. However, it should be noted that the initial concern was expressed for disrupting trees greater than 3-inches in diameter due to

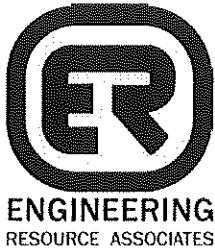


Project Background and Scope of Services

the potential impact to the endangered brown bat.

- b. **Cultural Resources:** ERA will provide the supporting information for IDOT to perform the cultural resources evaluation. IDOT will conduct the environmental field surveys for all cultural resources. According to the Illinois Historical Preservation Agency review comments, the IHPA would need to review the project based upon current funding sources and issue new findings. Should a Phase I Archaeological Survey be required, ERA is familiar with this process and has a qualified sub-consultant on the team that can provide this service.
5. Verification of Wetland Delineation and Wetland Impact Evaluation - This task includes a review of the already prepared wetland delineation including a field survey to verify the wetland conditions in the route of the final alignment. Currently the only impact identified is a 0.05-acres area of farmed wetland. During the final design phase, ERA will review this area and attempt to avoid any impacts.
 6. Land Acquisition Assistance - The PDR identified permanent and temporary easements that will be required from the Sycamore Middle School in order to construct the proposed trail. The preliminary alignment has been established. A 20-foot maximum easement along IL Route 23 and a 30-foot easement within the school property is currently proposed. A final design is completed, the document for the easements will also need to be finalized. ERA will work directly with IDOT, the Park District and the School District to assist in facilitating this process. ERA has worked in a similar role for the Plainfield Park District and City of West Chicago to secure necessary easements. Since the property owner is in agreement to the acquisition, a section 4(f) procedure is not anticipated.
 7. Geotechnical/Sampling Services - The task includes the work to acquire soil borings and perform testing and analysis in accordance with IDOT standard procedures using our geotechnical sub-consultant, Rubino Engineering, Inc. Soil samples will be required along the length of the proposed trail alignment. It is recommended that borings locations at a depth of 7.50 feet are taken every 500 feet or at strategic locations including the potential compensatory storage site. The findings of the soil boring work will be provided in a Geotechnical Report and utilized for final design and bidding purposes. Additionally, since excavation and material haul off is anticipated the appropriate testing may be beneficial for the Clean Construction Demolition and Debris (CCDD) requirements. ERA has worked with True North Consulting Services to provide testing services.
 8. Preliminary Plans (65%) - This task includes the preparation and submittal of preliminary plans showing the general scope and extent of proposed improvements. These plans will be distributed to District staff, permitting agency staff and private utilities for review and initial comments. Preliminary plans will include the following sheets:
 - a. Cover sheet and location map
 - b. Existing and proposed typical sections
 - c. Preliminary plan and profile sheets
 - d. Preliminary drainage and utility sheets
 - e. Compensatory Floodplain storage grading and cross sections
 - f. Preliminary bridge crossing structural plans
 - g. Preliminary cross sections

This task also includes preparation of preliminary specifications and an updated cost opinion.



Project Background and Scope of Services

9. Pre-final Contract Documents (90%) – Upon receipt of preliminary plan review comments, we will prepare a complete set of pre-final contract plans, specifications and a construction cost opinion for the project. The contract documents will be prepared in IDOT standard format and IDOT coded pay items will be used. Plans for the proposed improvements will include the following sheets:
- h. Cover sheet and location map
 - i. General notes
 - j. Summary of quantities
 - k. Schedules of quantities
 - l. Existing and proposed typical sections
 - m. Alignments and ties
 - n. Plan and profile sheets
 - o. Drainage and utility sheets
 - p. Compensatory Floodplain Storage grading plan and cross sections
 - q. Pavement marking and signage plans
 - r. Soil and erosion control protection details
 - s. Cross Sections
 - t. Construction Details

Specifications will be prepared in IDOT standard format. The specifications will reference IDOT Standard Specifications and special provision check sheets. Bid documents and unit price bid item quantities will be included. Contract documents will conform to the standard IDOT format and will include bid forms, instructions to bidders, contract forms, bonding and insurance requirements.

An engineer's opinion of probable construction cost (EOPCC) will be prepared for the proposed improvements. EOPCC's will be prepared during critical submittal phases of the project. An updated EOPCC will be prepared at the 65%, 90% and Final completion phase.

10. Final Contract Documents (100%) – Upon receipt of comments on the final contract documents from IDOT, plans, specifications and the cost opinion will be reviewed and revised. We will submit final responses to comments and prepare final contract documents
11. Permit Applications Assistance – The coordination and implementation of this task will be ongoing throughout the Phase II engineering services phase. We will coordinate closely with regulatory agencies and stakeholders, prepare permit applications, respond to comments and coordinate final issuance for the project permits. It is anticipated that permits will be required from the following agencies:
- City of Sycamore – Site Development Permit
 - IDOT Hydraulics Division - Floodway Permit
 - IDOT District 3 approval
 - IEPA NPDES Permit
 - US Army Corp of Engineers Nationwide Permit No. 7 and No. 42
 - Illinois Historic Preservation Agency signoff
 - IDNR Threatened or Endangered Species signoff
 - FHWA approval



Project Background and Scope of Services

12. Bidding Assistance – ERA will provide final contract documents in mylar and electronic format for distribution and use by IDOT and the Park District. ERA will respond to IDOT and bidder questions, as required during the bid phase. We will also review bid information and provide the District with recommendations for contract award to IDOT.
13. QA/QC – For each deliverable produced for this project and during intermittent internal completion phases, project management and senior level engineer staff will perform peer reviews of the engineering. Comments will be addressed and followed up for supplemental review. Additionally, other QA/QC tasks will be performed according to ERA's QA/QC procedures.

Schedule

ERA has the qualified staff and resources available to fully staff the project for the duration in order to meet this deadline. The work described above will be performed according to the attached schedule. If the project schedule or scope of services changes, ERA has additional staff and resources available to accommodate the project schedule. See the full schedule following this section.

Capacity to do Work and Current Work Load

We have reviewed the scope, project magnitude, and anticipated schedule for phase II engineering services for the trail project and together with other booked and anticipated projects. We hereby state that we have the capacity and the available personnel, equipment, and resources availability to complete the project on time. All work on this assignment will be completed by locally available personnel working in the Chicago area including all of the personnel listed in the staffing section of this proposal.

Listing of Team Members doing Work and their Experience

See Page 4 Project Team Section

Communication, Data Gathering and Evaluation Methods

See Page 22 Project Background and Scope of Services Section

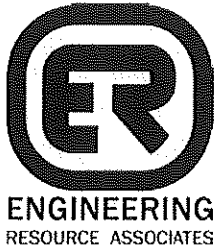
In-House Equipment, Technology used for this Project

GPS Survey Equipment, Auto CAD and Stormwater Modeling Programs (HEC-2, HEC-RAS, FEQ, HEC-1, HEC-HMS, TR-20, Hydra, SWMM, PCSWMM, XPSWMM, HY-8, Pond Pack, Hydraflow, Optimizer)

Financial Position and Stability

ERA is in financially stable condition and in good standing with the State of Illinois Department of Business Services. As proof of our position ERA has received a State of Illinois Good Standing Certificate File Number #5594-352-4. It can be viewed with this link:

http://www.cyberdriveillinois.com/departments/business_services/corp.html



Project Background and Scope of Services

References of Prior Clients of Similar Work

Forest Preserve District of Will County:

Matt Novander, Project Manager, 17540 W. Laraway Road, Joliet, IL 60433
(815) 722-9412, mnovander@fpdwc.org

Forest Preserve District of DuPage County:

Kevin Horsfall, Planning Director Resource Management & Development
3S580 Naperville Road, Wheaton, IL 60189
(630) 933-7242, khorsfall@dupageforest.com

Plainfield Park District:

Jennifer Rooks-Lopez, Director of Planning, 23729 W. Ottawa Street, Plainfield, IL 60544
(815) 254-6180, rooks-lopez@plainfieldparkdistrict.com

City of West Chicago:

Rob Flatter, PE, Public Works Director, 475 Main Street, West Chicago, IL 60185
(630) 293-2255 x502, rflatter@westchicago.org

Village of Oak Brook:

Doug Patchin, Public Works Director, 3003 Jorie Blvd, Oak Brook, IL 60523
(630) 368-5270, DPatchin@oak-brook.org

Bolingbrook Park District:

James Patula, Superintendent of Projects and Planning, 201 Recreation Drive, Bolingbrook, IL 60440
(630) 783-6563, jpatula@bolingbrookparks.org

Wheaton Park District:

Rob Sperl, Director of Planning, 1000 Manchester Road, Wheaton, IL 60187
(630) 510-4975, rsperl@wheatonparks.org

Forest Preserve District of Kane County:

Gerald Culp, Planning and Development Manager, 1996 South Kirk Road, Suite 320, Geneva, IL 60134
(630) 444-3095, culpgerald@co.kane.il.us

Awards Received and Authored Paper of Employees doing Actual Work on this Project

IPRA Conference Presentations

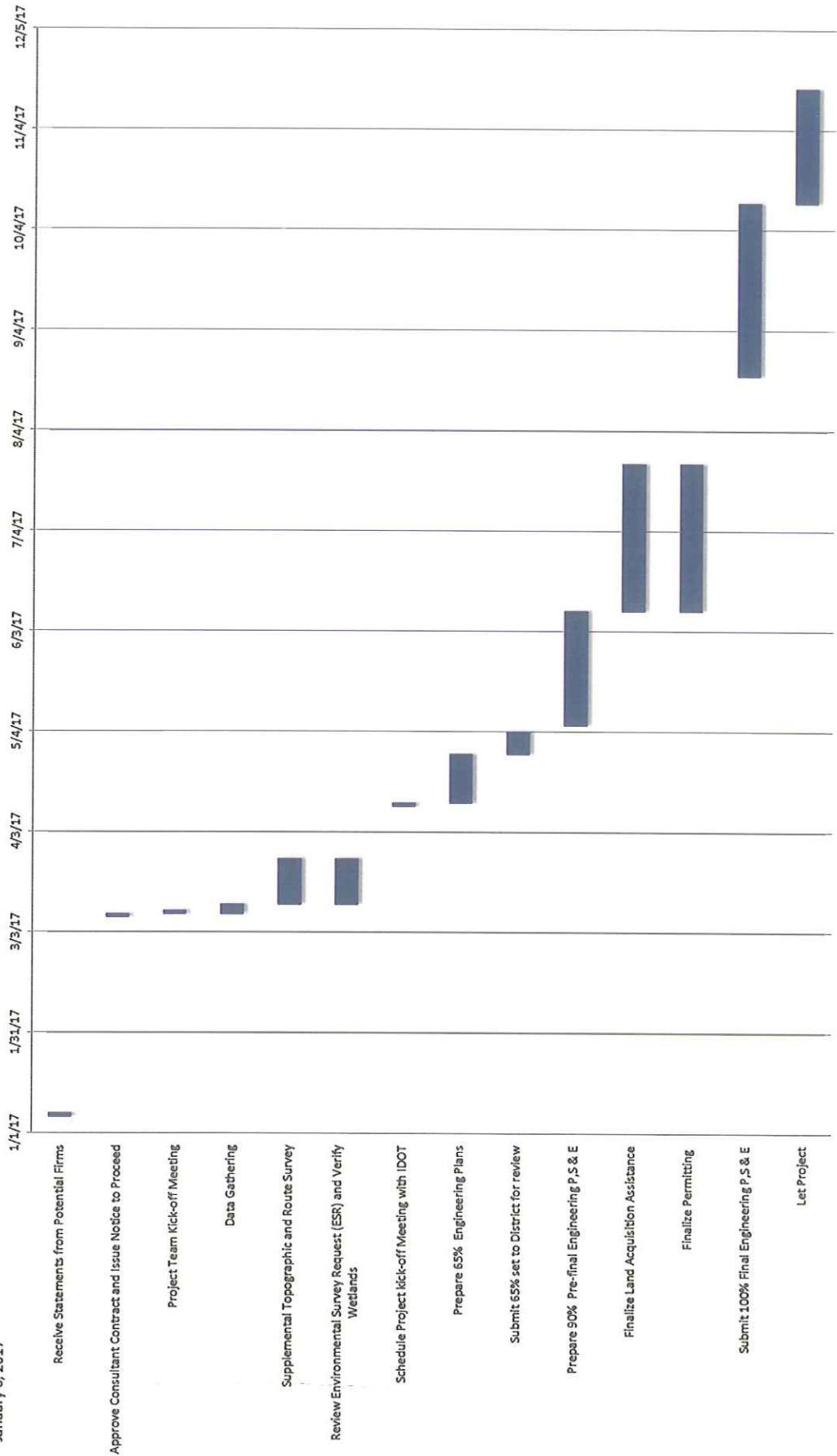
- 2016 - Elements to Successful Multi-Use Trail and Bicycle Path Projects by John Mayer
- 2016 - Wetland Enhancements and Streambank Stabilization by Andrew Kustus
- 2013 - Bussey Woods Recreational Trail Construction to a Wooded Wetland by Jake Wolf
- 2012 - Starved Rock State Park: Board Walks and Platforms by Jake Wolf
- 2011 - Federal Funds: Now What? By John Mayer and Brian Dusak
- 2010 - From Idea to Reality: The civil Engineering Process by John Mayer
- 2009 - Utilizing Donated Floodplain Land for Recreational Us by Erin Pande and John Mayer

IAFSM Conference Presentations

- 2016 - Northbrook Flood Study by John Mayer
- 2015 - Oak Meadows Golf Course Master Plan and Renovation by John Mayer and Erin Pande

Sycamore Park District- Trail Project Phase II Engineering Schedule

Prepared by ERA
January 6, 2017





PROPOSAL

February 9, 2017

To:



ENGINEERING
RESOURCE ASSOCIATES

John F. Mayer, PE, CFM
Vice President

3s701 West Avenue, Suite 150
Warrenville, IL 60555
(630) 393-3060 x43 office
(630) 918-7721 mobile

Re: Proposal - Geotechnical Exploration

Proposed Bike Trail
Sycamore Park District

Proposal No. Q17.071g

Via email: jmayer@eraconsultants.com

Dear Mr. Mayer,

Rubino Engineering, Inc. (Rubino) is pleased to submit the following proposal to provide geotechnical engineering services for the above referenced project.

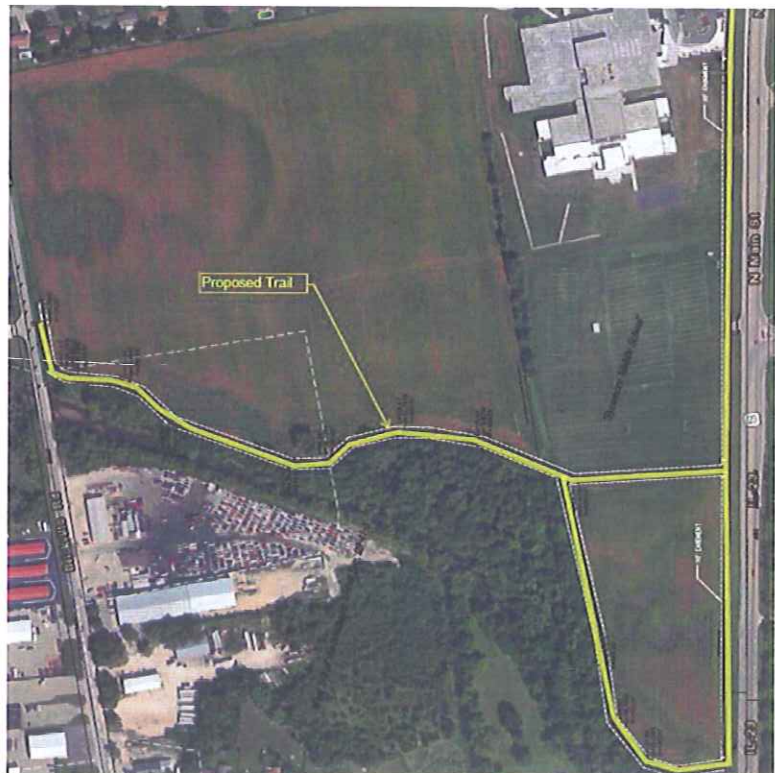
PROJECT UNDERSTANDING

Rubino understands that the Sycamore Park District is planning to construct a new bike trail in the City of Sycamore just north of the downtown.

Approximately half of the trail alignment is an open field along a wooded area parallel to the Kishwaukee River. The other half is a widening of an existing asphalt path located within the IL Route 23 right-of-way.

Information received:

- RFP Email from you on February 7, 2017
- Aerial photo of site (shown below)



Should any of the information on which this proposal has been based, including as described above, be inconsistent with the planned construction, Rubino requests to be contacted immediately in order to make any necessary changes to this proposal and scope of work.

SCOPE OF SERVICES

The following sections outline the scope of services developed based on the information provided by the client and the information listed above in order to provide a geotechnical exploration the planned project. The exploration will be performed in general accordance with both the requested proposal information and Rubino's current understanding of the project.

Site Access

Based on current site topography, surface conditions, and project discussions, Rubino anticipates that the project site will be accessible to track-mounted Geoprobe 7822DT drilling equipment.

Boring Depths

To obtain data to evaluate subsurface conditions within the proposed development/construction areas, Rubino proposes to drill soil test borings as specified below.

NUMBER OF BORINGS	DEPTH (FEET BEG*)	LOCATION
12	7 ½	Approximately 500 foot spacings, locations TBD by ERA

*BEG = below existing grade

Rubino recommends that the borings be located and surveyed for elevation by others prior to drilling. If the borings cannot be surveyed, Rubino will locate the borings in the field by measuring distances from known, fixed site features.

SPT - Soil Sampling

Soil sampling will include split-barrel samples (ASTM D 1586) or thin-walled tube samples on cohesive soils (ASTM D 1587) at 2 ½ - foot intervals to a depth of 10 feet and 5 - foot intervals thereafter.

If unsuitable bearing soils are encountered within the borings as proposed herein, the borings will be extended an additional 5 feet to attempt to end the borings in suitable soils. If unsuitable soils persist at the end of an additional 5 feet the client will be contacted prior to demobilizing.

Unsuitable soils will be defined by field personnel using the following criteria:

- Cohesive soils with an N value less than or equal to 6.
- Granular soils with an N-value less than 10.
- Black cohesive or silty soil with visible signs of organic matter and / or organic odor and low blow counts as described above.

Completion of Borings

Upon completion of drilling, the borings will be backfilled with soil cuttings and capped with similar existing material. Some damage to ground surface may result from the drilling operations near the work

areas and along ingress/egress pathways. Rubino will attempt to minimize such damage, but no restoration other than backfilling the soil test borings is included.

It should be noted that over time, some settlement may occur in the bore hole. If Rubino is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges may apply.

Laboratory Testing

The soil samples obtained during the field exploration program will be transported to the laboratory for classification and a limited number of laboratory tests. The nature and extent of the laboratory testing program is at the discretion of Rubino Engineering, Inc. and will depend upon the subsurface conditions encountered during drilling.

Laboratory testing will be performed in accordance with ASTM procedures and may include examination of selected samples to evaluate the soils' index properties and relative strength characteristics.

LABORATORY TEST	ESTIMATED QUANTITY	SAMPLE TYPE
Atterberg Limits	6	Split spoon, bulk, or Shelby Tube
Natural Moisture Content	36	Shelby Tube, Cohesive Samples
Organic Content	6	Split spoon, bulk, or Shelby Tube

GEO REPORT

Upon completion of field and laboratory work, Rubino will prepare a geotechnical engineering report using the collected data. The geo report will include the following:

- *Summary of client-provided project information and report basis*
- *Overview of encountered subsurface conditions*
- *Overview of field and laboratory tests performed including results*
- *Geotechnical recommendations pertaining to:*
 - *Subgrade preparation and stability*
 - *Estimated IBV at each boring location*
 - *Estimated undercut at each location*

An electronic copy of the report will be provided. The report will be addressed to Engineering Resource Associates.

PROJECT SCHEDULE

Rubino proposes to initiate work on this project within 5 working days after receiving written authorization to proceed and we will follow the schedule below in order to complete the project:

Task	Number of Working Days
Utility clearance and rig mobilization	10
Field work including site layout and drilling	5
Laboratory Testing	10
Preparation of the Geotechnical Report	10

Project schedules can be affected by weather conditions and changes in scope. If the report needs to be delivered by a specific day, please notify us as soon as possible. Preliminary verbal recommendations can be made to appropriate parties upon completion of the field investigation and laboratory testing. Rubino will need to receive a signed copy of this proposal intact prior to mobilizing the drill rig.

SPECIAL INSTRUCTIONS

Rubino will coordinate contacting the Utility “One-Call” for public utility clearance prior to the start of drilling activities. It is Rubino’s experience that this service does not mark the locations of privately owned utilities. This proposal is based on private utility lines and other subsurface appurtenances being located in the field by others prior to our mobilization.

FEES

Rubino proposes to charge the fee for performance of the outlined scope of services on a lump-sum basis. Based on the scope of services outlined above, the estimated fee will be:

Geotechnical	Drilling and Report Preparation:	\$5,439.80	CECS attached
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Please see the attached fee schedule for additional unit rates for services requested after issuing the geotechnical report (drawing / spec review, scope or site layout change, etc.).

Scope Limitations

Project services do not include a site evaluation to determine the presence or absence of wetlands, hazardous substances, or toxic materials.

Rock coring is not included in the scope of this exploration, therefore, the character and continuity of refusal materials, if encountered, can be determined only with a more comprehensive scope of services. Therefore, the borings will be advanced to the depths referenced above, or to refusal, whichever is shallower.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. The proposed lump-sum fee is based on the use of shallow foundations to support the planned construction and the existence of adequate bearing materials being encountered within the proposed boring depths. Should conditions be encountered which require a deepening of borings or additional investigation, Rubino will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump-sum fee will not be performed without your prior authorization.

AUTHORIZATION

If this proposal is acceptable to you, Rubino will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please sign below as notice to proceed and return one copy of this proposal intact to our office. Rubino will proceed with the work upon receipt of authorization.

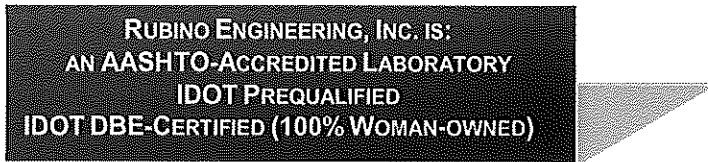
Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact Rubino with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

RUBINO ENGINEERING, INC.



Michelle A. Lipinski, PE
President



MAL/file

- Attachments: Proposal Acceptance and Data Sheet
- Schedule of Services and Fees
- General Conditions

**This is an electronic copy. Hard Copies of this proposal are available upon request.

PROPOSAL ACCEPTANCE:

<p>AGREED TO, THIS _____ DAY OF _____ , 201__.</p> <p>BY (please print): _____</p> <p>TITLE: _____</p> <p>COMPANY: _____</p> <p>SIGNATURE: _____</p>
--

PROJECT INFORMATION:

1. Project Name: _____

2. Project Location: _____

3. Your Job No: _____ Purchase Order No.: _____

4. Project Manager: _____ Telephone No.: _____

5. Site Contact: _____ Telephone No.: _____

6. Number and Distribution of Reports:

() Copies To: _____ () Copies To: _____

Attn: _____ Attn: _____

Email: _____ Email: _____

() Copies To: _____ () Copies To: _____

Attn: _____ Attn: _____

Email: _____ Email: _____

7. Invoicing Address: _____

Attn: _____

Email: _____

8. Other Pertinent Information Or Previous Subsurface Information Available:

Rubino Engineering, Inc.
2017 Schedule of Geotechnical Services & Fees

SUBSURFACE EXPLORATION

Mobilization and moving of truck-mounted drilling equipment and crew	Per Trip	\$	600.00
Hourly Rate Drilling (difficult or unusual conditions, hard material, boulders, rubble, etc.)	Per Hour	\$	325.00
Thin Wall Tubes (ASTM D-1587)	Each	\$	50.00

LABORATORY TESTING

Moisture Content Test / Visual Classification	Each	\$	6.00
Atterberg Limits Determination (LL, PL)	Each	\$	55.00
Combined Hydrometer & Sieve Analysis	Each	\$	130.00
Sieve Analysis (washed)	Each	\$	85.00
Unconfined Compression Test, Tube Sample	Each	\$	35.00
Unconfined Compression Test, with Stress-Strain Curve	Each	\$	55.00
Density Determination	Each	\$	15.00
Specific Gravity Determination	Each	\$	65.00
Organic Content Determination Test (wet combustion)	Each	\$	25.00
ASTM D698 - AASHTO T99 (Standard Proctor)	Each	\$	195.00
ASTM D1557 - AASHTO T180 (Modified Proctor)	Each	\$	215.00
One-Dimensional Consolidation Test (ASTM D-2435)	Each	\$	750.00

FEE REMARKS

- 1) All fees and services are provided in accordance with the attached Rubino General Conditions.
- 2) Unit prices/rates are in effect for 12 months from the date of this proposal and are subject to change without notice thereafter.
- 3) Overtime rates are applicable for services performed in excess of 8 hours per day Monday through Friday, before 8:00 AM or after 5:00 PM, and for all hours worked on Saturdays, Sundays and holidays. The overtime rate is 1.5 times the applicable hourly rate.
- 4) All rates are billed on a portal-to-portal basis.
- 5) Standby time due to delays beyond Rubino's control will be charged at the applicable hourly rate.
- 6) Transportation and per diem are charged at the applicable rates.
- 7) Rates involving mileage (including transportation, mobilization, vehicle and trip charges) are subject to change based upon increases in the national average gasoline price.
- 8) A minimum charge of 4 hours applies to field testing and observation services.
- 9) Scheduling or cancellation of field testing and observation services is required no less than the working day prior to the date the services are to be performed. Services cancelled without advance and/or inadequate notice will be assessed a minimum charge of 4 hours.
- 10) For all Rubino services, a project management/engineering review charge will be billed for all reports issued for the scheduling/supervision of personnel and the evaluation/review of data and reports.
- 11) The minimum billing increment for time is a half hour.
- 12) A project set-up charge of a minimum of two hours applies to all projects.
- 13) Professional services rates are exclusive of expert deposition or testimony time.
- 14) Drilling and field service rates are based on OSHA Level D personnel protection.
- 15) For sites where drilling is to occur that are not readily accessible to a truck mounted drill rig, rates for rig mobility, site clearing, crew stand-by time, etc. will be charged as applicable.
- 16) If applicable the prevailing wage fees charged under this agreement will be adjusted if there is any change in the applicable prevailing wage rate established by the Illinois Department of Labor.
- 17) Services and fees not listed on this schedule may be quoted on request.

GENERAL CONDITIONS

- 1. PARTIES AND SCOPE OF SERVICES:** Rubino Engineering, Inc. shall include said company or its particular division, subsidiary or affiliate performing the services. "Services" means the specific geotechnical, analytical, testing or other service to be performed by Rubino Engineering, Inc. as set forth in Rubino Engineering, Inc.'s proposal, Client's acceptance thereof and these General Conditions. Additional services ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the services to be done by Rubino Engineering, Inc. If Client is ordering the services on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said services. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the services ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of Rubino Engineering, Inc.'s services. Rubino Engineering, Inc. shall have no duty or obligation to any third party greater than that set forth in Rubino Engineering, Inc.'s proposal, Client's acceptance thereof and these General Conditions. The ordering of services from Rubino Engineering, Inc., or the reliance on any of Rubino Engineering, Inc.'s work, shall constitute acceptance of the terms of Rubino Engineering, Inc.'s proposal and these General Conditions, regardless of the terms of any subsequently issued document.
- 2. TESTS AND INSPECTIONS:** Client shall cause all tests and inspection of the site, materials and work performed by Rubino Engineering, Inc. or others to be timely and properly performed in accordance with the plans, specifications and contract documents and Rubino Engineering, Inc.'s recommendations. No claims for loss, damage or injury shall be brought against Rubino Engineering, Inc. by Client or any third party unless all tests and inspections have been so performed and unless Rubino Engineering, Inc.'s recommendations have been followed. Client agrees to indemnify, defend and hold Rubino Engineering, Inc., its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or Rubino Engineering, Inc.'s recommendations are not so followed except to the extent that such failure is the result of the negligence, willful or wanton act of omission of Rubino Engineering, Inc., its officers, agents or employees, subject to the limitation contained in paragraph 9.
- 3. SCHEDULING OF SERVICES:** The services set forth in Rubino Engineering, Inc.'s proposal and Client's acceptance will be accomplished in a timely, workmanlike and professional manner by RUBINO ENGINEERING, INC. personnel at the prices quoted. If Rubino Engineering, Inc. is required to delay commencement of the services or if, upon embarking upon its services, Rubino Engineering, Inc. is required to stop or interrupt the progress of its services as a result of changes in the scope of the services requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of Rubino Engineering, Inc., additional charges will be applicable and payable by Client.
- 4. ACCESS TO SITE:** Client will arrange and provide such access to the site as is necessary for Rubino Engineering, Inc. to perform the services. Rubino Engineering, Inc. shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its services or the use of its equipment; however, Rubino Engineering, Inc. has not included in its fee the cost of restoration of damage which may occur. If Client desires or requires Rubino Engineering, Inc. to restore the site to its former condition, upon written request Rubino Engineering, Inc. will perform such additional services as is necessary to do so and Client agrees to pay Rubino Engineering, Inc. for the cost.
- 5. CLIENT'S DUTY TO NOTIFY ENGINEER:** Client represents and warrants that it has advised Rubino Engineering, Inc. of any known or suspected hazardous materials, utility lines and pollutants at any site at which Rubino Engineering, Inc. is to perform services hereunder, and unless Rubino Engineering, Inc. has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits. Rubino Engineering, Inc. may use such information in performing its services and is entitled to rely upon the accuracy and completeness thereof. Client agrees to defend, indemnify and save Rubino Engineering, Inc. harmless from all claims, suits, losses costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to Rubino Engineering, Inc.'s performance of its work and resulting to or caused by contact with subsurface of latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to Rubino Engineering, Inc. by Client and/or by any of Client's subcontractors or sub consultants
- 6. RESPONSIBILITY:** Rubino Engineering, Inc.'s services shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. Rubino Engineering, Inc. shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. Rubino Engineering, Inc.'s services or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Rubino Engineering, Inc. has no right or duty to stop the contractor's work.
- 7. SAMPLE DISPOSAL:** Unless otherwise agreed in writing, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed sixty (60) days after submission of Rubino Engineering, Inc.'s report.
- 8. PAYMENT:** Client shall be invoiced once each month for services performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing with said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay Rubino Engineering, Inc.'s cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. Rubino Engineering, Inc. shall not be bound by any provision or agreement requiring or providing for arbitration or disputes or controversies arising out of this agreement, any provision wherein Rubino Engineering, Inc. waives any rights to a mechanics' lien, or any provision conditioning Rubino Engineering, Inc.'s right to receive payment for its services upon payment to Client by any third party. These General Conditions are notice, where required, that Rubino Engineering, Inc. shall file a lien whenever necessary to collect past due amounts. Release of such lien shall be given only when payment in full has been received for services duly rendered. Failure to make payment within thirty (30) days of invoice shall constitute a release of Rubino Engineering, Inc. from any and all claims which Client may have, whether in tort, contract or otherwise and whether known or unknown at the time.
- 9. STANDARD OF CARE:** RUBINO ENGINEERING, INC.'S SERVICES WILL BE PERFORMED, ITS FINDINGS OBTAINED AND ITS REPORTS PREPARED IN ACCORDANCE WITH ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, THESE GENERAL CONDITIONS AND WITH GENERALLY ACCEPTED PRINCIPLES AND PRACTICES. IN PERFORMING ITS PROFESSIONAL SERVICES, RUBINO ENGINEERING, INC. WILL USE THAT DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY MEMBERS OF ITS PROFESSION. RUBINO ENGINEERING, INC. MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, IN CONNECTION WITH ITS SERVICES PROVIDED AS SET FORTH IN ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, AND THESE GENERAL CONDITIONS. STATEMENTS MADE IN RUBINO ENGINEERING, INC. REPORTS ARE OPINIONS BASED UPON ENGINEERING JUDGMENT AND ARE NOT TO BE CONSTRUED AS REPRESENTATIONS OF FACT.
- SHOULD RUBINO ENGINEERING, INC. OR ANY OF ITS PROFESSIONAL EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESSED OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON RUBINO ENGINEERING, INC.'S WORK, AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF RUBINO ENGINEERING, INC., ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO \$10,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO RUBINO ENGINEERING, INC. FOR ITS WORK PERFORMED WITH RESPECT TO THE PROJECT, WHICHEVER AMOUNT IS GREATER.
- NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT OR OTHERWISE, MAY BE BROUGHT AGAINST RUBINO ENGINEERING, INC., ARISING FROM OR RELATED TO RUBINO ENGINEERING, INC.'S WORK, MORE THAN TWO (2) YEARS AFTER THE CESSATION OF RUBINO ENGINEERING, INC.'S WORK HEREUNDER.
- 10. INDEMNITY:** To the fullest extent permitted by law, Client and Rubino Engineering, Inc. each agree to indemnify the other party and the other party's officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, employees, subcontractors, or subconsultants in the performance of services under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of Client and Rubino Engineering, Inc., they shall be borne by each party in proportion to its negligence.
- 11. TERMINATION:** This Agreement may be terminated by either party upon seven (7) days' prior written notice. In the event of termination, Rubino Engineering, Inc. shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses and for the completion of such services and records as are necessary to place Rubino Engineering, Inc.'s files in order and/or protect its professional reputation. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Rubino Engineering Inc. has been paid in full all amounts due for services, expenses and other related changes.
- 12. DISPUTE RESOLUTION:** In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, the Client and Rubino Engineering, Inc. agree to attempt to resolve such disputes in the following manner: 1) The parties agree to attempt to resolve any and all unsettled claims, counterclaims, disputes and other matters in question through direct negotiations between the appropriate representatives of each party; 2) If such negotiations are not fully successful, the parties agree to submit any and all remaining unsettled claims, counterclaims, disputes and other matters in question to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this Agreement.
- 13. WITNESS FEES:** Rubino Engineering, Inc.'s employees shall not be retained as expert witnesses except by separate written agreement. Client agrees to pay Rubino Engineering, Inc.'s legal expenses, administrative costs and fees pursuant to Rubino Engineering, Inc.'s then current fee schedule for Rubino Engineering, Inc. to respond to any subpoena.
- 14. NO HIRE:** Client agrees not to hire Rubino Engineering, Inc.'s employees except through Rubino Engineering, Inc. In the event Client hires a Rubino Engineering, Inc. employee, Client shall pay Rubino Engineering, Inc. an amount equal to one-half of the employee's annualized salary, with Rubino Engineering, Inc. waiving other remedies it may have.
- 15. HAZARDOUS MATERIALS:** Nothing contained within this agreement shall be construed or interpreted as requiring Rubino Engineering, Inc. to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA, CERCLA, or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client assumes full responsibility for compliance with the provisions of RCRA, CERCLA, and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.
- 16. PROVISIONS SEVERABLE:** The parties have entered into this agreement in good faith and it is the specific intent of the parties that the terms of the General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.
- 17. ENTIRE AGREEMENT:** This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

Rubino Engineering, Inc.

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME	<u>Rubino Engineering, Inc.</u>	DATE	<u>02/09/17</u>
PRIME/SUPPLEMENT	<u>ERA</u>	PTB NO.	<u>Sycamore PD Bike Trail</u>
CONTRACT TERM	<u>6</u>	OVERHEAD RATE	<u>113.30%</u>
START DATE	<u>2/13/2017</u>	COMPLEXITY FACTOR	<u>0</u>
RAISE DATE	<u>3/1/2017</u>	% OF RAISE	<u>3.00%</u>

ESCALATION PER YEAR

<u>2/13/2017</u> - <u>3/1/2017</u>	<u>3/2/2017</u> - <u>8/1/2017</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 6	5 6			
=	=			
1.0250	16.67%	85.83%	2.50%	

The total escalation for this project would be:

Subconsultants

FIRM NAME	<u>Rubino Engineering, Inc.</u>	DATE	<u>02/09/17</u>
PRIME/SUPPLEMENT	<u>ERA</u>		
PSB NO.	<u>Sycamore PD Bike Trail</u>		

NAME	Direct Labor Total	Contribution to Prime Consultant
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
Total	0.00	0.00



Environmental
Monitoring and
Technologies, Inc.

8100 N. Austin Avenue Morton Grove, IL 60053-3203 P 847.967.6666 800.246.0663 F 847.967.6735 www.emt.com

Quotation for Environmental Laboratory Services

Client:	Engineering Resource Associates 3S701 West Avenue Warrenville, IL 60555	Quote Date:	February 09, 2017
Contact:	John Mayer	Project ID:	ERA CCDD
Phone:	(630) 393-3060	TAT:	7 Business Days
Email:	jmayer@eraconsultants.com	QA/QC:	Standard
		Start Date:	February 09, 2017
		Expires:	60 Days

Dear John Mayer:

Thank you for extending the opportunity to provide support for your sampling and analytical requirements. Environmental Monitoring and Technologies, Inc. (EMT) is pleased to offer our expertise in regards to your upcoming project. Based on your specifications, the following proposal has been prepared for your consideration.

All services will be carried out in accordance with EMT's standard operating procedures, unless otherwise noted.

Pricing Summary

Parameter	Method	Quantity	TAT (days)	Unit Price	Extended Price
Solid					
pH / Corrosivity 50% solution test	SW9045C	6	7	\$10.00	\$60.00
Polynuclear Aromatic Hydrocarbons by HPLC	SW8310 / SW3546	6	7	\$84.00	\$504.00
RCRA SPLP Metals	varies	6	7	\$132.00	\$792.00
RCRA Total Metals	varies	6	7	\$62.00	\$372.00
Volatile Organic Compounds by GC/MS	varies	6	7	\$110.00	\$660.00
Additional Items					
Sample Disposal Fee		1		\$5.00	\$5.00
Field Labor		2		\$75.00	\$150.00
				Bid Total:	\$2,543.00

EMT proposes to collect and analyze six soil samples from material designated for CCDD disposal. The soil samples will be collected as grab samples from the project locations determined to be representative of the material being disposed of. EMT technicians will coordinate with the selected drilling firm to collect representative samples from the geotechnical soil borings advanced on-site. The samples will be preserved in the field and delivered back to EMT laboratories under temperature controlled conditions within applicable hold time requirements. The estimated sample collection time for this project is 2 hours.

Each sample will be analyzed for the contaminants of concern, including pH, and the parameters listed in the maximum allowable concentration (MAC) for chemical constituents in uncontaminated soil established pursuant to Subpart F of 35 Illinois Administrative Code 1100.605. The analytical list provided with this quote represents the minimum requirement for LPC 663 certification; additional analysis may be required based on the land use history of the subject property, proximity to potentially impacted properties, and the chosen CCDD facilities' acceptance criteria.

In the event that total metals do not meet the subject maximum allowable concentration value, compliance verification may be determined by comparing soil sample extraction results (TCLP/SPLP) for the constituent to the respective TACO Class I Soil Component of the Groundwater Ingestion Exposure Route objective (35 Ill. Admin. Code 742.Appendix B, Table A). (See 35 IAC 1100.610(b)(1)(B); 1100.610.(b)(3)(C)).

Results will be completed within a standard 7 day turn around time. Expedited TAT's will be subject to the rush



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surcharges listed at the end of this quote. EMT will generate an EDD excel spreadsheet to allow for comparison of analytical results to the applicable MAC standard.

Please note: Analytical results that do not meet the Maximum Allowable Concentration outlined in 35 Ill. Adm. Code 1100.Subpart F will be denied access to the CCDD disposal facility and may require additional waste characterization analysis for acceptance into a Subtitle D landfill.

EMT is committed to providing the highest level of service to our customers and we value the opportunity to work with you. Services will be provided in accordance with EMT's Standard Terms and Conditions. In the absence of signed acceptance, submittal of samples will indicate acceptance of this quotation. Pricing set forth in this quotation will remain valid for 60 Days. The pricing presented in the quotation is based upon the sample quantity, test method and TAT quoted. Any deviations from the quotation may impact pricing and/or the acceptance of work. Should you have any questions regarding the Scope-of-Work, or other information provided herein, please feel free to call me at (800) 246-0663.

Sincerely,

Jason Cristino
 Groundwater Project Manager
 CC EMT: Justin Brown

Volatile Organic Compounds by GC/MS consists of:

Volatile Organic Compounds by GC/MS HIGH	Volatile Organic Compounds by GC/MS LOW
--	---

RCRA SPLP Metals consists of:

Arsenic	Barium	Cadmium	Chromium	Lead
Mercury	Selenium	Silver		

RCRA Total Metals consists of:

Arsenic	Barium	Cadmium	Chromium	Lead
Mercury	Selenium	Silver		



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Turnaround Pricing

Volatile Organic Compounds by GC/MS by varies

1 day	2 days	3 days	4 days
\$220.00	\$192.50	\$165.00	\$137.50

Polynuclear Aromatic Hydrocarbons by HPLC by SW8310

1 day	2 days	3 days	4 days
\$168.00	\$147.00	\$126.00	\$105.00

pH / Corrosivity 50% solution test by SW9045C

1 day	2 days	3 days	4 days
\$20.00	\$17.50	\$15.00	\$12.50

RCRA SPLP Metals by varies

1 day	2 days	3 days	4 days
\$264.00	\$231.00	\$198.00	\$165.00

RCRA Total Metals by varies

1 day	2 days	3 days	4 days
\$124.00	\$108.50	\$93.00	\$77.50



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STANDARD TERMS AND CONDITIONS

1. Client orders for our services may be communicated either orally or in writing. Client's delivery of samples to the laboratory or its' staff confirms your intention to do business with EMT and constitutes acceptance of the EMT Standard Terms and Conditions. Where samples are delivered to EMT or services are agreed upon on others' Chain of Custodies or with Purchase Orders or Contracts with other Terms and Conditions, then the EMT Standard Terms and Conditions shall prevail.
2. All EMT services will be provided in accordance with your written directions to us as set forth in the Chain of Custody form, Quotation, Purchase Order and/or Bid of Services and in accordance with EMT's Quality Assurance Manual in effect at the time that our services are provided. EMT will make every reasonable effort to meet turnaround times (TAT) as requested, by the end of the business day, on the day that they are due. EMT turnaround times are not guaranteed.
3. The samples to be analyzed will be provided by the Client with an executed Chain of Custody form, Quotation, Purchase Order and/or Bid of Services. The Client shall identify in writing any known or suspected "Hazardous Substances" or "Hazardous Wastes" at the time of submittal of the samples. EMT retains the right of refusal to perform services if health and safety concerns are present. It is the Client's responsibility to properly handle, package, label and transport all samples that contain Hazardous Substances or Hazardous Wastes in accordance with all applicable Federal, State or Local laws, rules and regulations. EMT reserves the right to refuse or revoke acceptance of any such samples supplied by the Client that in the sole opinion of EMT's representative poses an unreasonable risk in handling or analysis, or which is of insufficient volume to allow completion of all analyses requested.
4. Upon receipt and login of samples at the EMT facility at 8100 N. Austin, Morton Grove, Illinois, 60053, client will be advised of any samples that are lost in transit or which are received in damaged, contaminated or improperly preserved condition. EMT has no liability for samples lost or damaged prior to acceptance at login.
5. Standard TAT will be our standard for performance unless specified in your order or our quotation and is agreed upon by an EMT representative. If the report is requested on terms other than EMT's Standard TAT, surcharges for Rush TAT may be applied to cover the costs of expediting services outside of normally scheduled operations, rescheduling of other contracted work and additional materials and labor that will be incurred to provide services earlier than the Standard TAT.
6. All samples received at Log-in after 3:00 PM CST may be considered received the following business day for purposes of establishing the timetable for TAT. Some methods and analytical techniques cannot be completed in less than the required time. Therefore, test results may be reported as "Preliminary - Subject to Change" with final results reported as soon as they are available following QA/QC review and approval. Projects that require Rush TAT service must be approved and prescheduled with EMT to ensure that services can be completed in the requested TAT.
7. Analytical screening runs are not reported. The laboratory will generally not be able to attempt greater than 10-fold more concentrated analysis than the required dilution. Additional dilutions requested or needed to be analyzed and reported can be provided at 50% of the analytical cost for "prepped" analyses and 70% of the analytical cost for all others. These additional dilutions will only be attempted if in the opinion of the laboratory that they do not pose a risk to the instruments/equipment. Please contact your project manager to inquire about the availability of this service for your particular project. In instances where samples submitted for Standard and/or Rush TAT exhibit unexpectedly high concentrations of contaminants which may require the laboratory to run multiple dilutions to comply with QA/QC requirements, the analyses requested may not be reported within the time frame requested. Rush surcharges will still apply in these instances.
8. EMT will provide a hard copy and/or a PDF report of the final analytical results. Additional report copies or deliverables beyond the above-described service are available at an additional cost. Data that requires retrieval from permanent storage may incur an additional archival charge. Please contact your project manager to inquire about availability and cost of additional deliverables. Express shipment of the report will be charged at the client's expense. EMT agrees to retain all records for five years, unless otherwise agreed upon in writing with an authorized EMT representative.
9. EMT will endeavor to analyze all samples received in accordance with generally accepted analytical methods. In rare instances, it may be necessary to use alternative methods and practices to obtain analytical data. It is our intention to execute the analyses requested using EMT's laboratory wherever possible. EMT may subcontract certain analyses that it does not perform itself.
10. EMT shall have no responsibility or liability to the Client for any failure or delay in performance by EMT that results directly or indirectly from any cause or circumstance beyond the reasonable control of EMT. Such causes and circumstances shall include, but not be limited to, acts of God, acts of Client, acts or orders of any governmental authority, natural disasters, accidents, civil disturbances, unavailability of supplies from usual suppliers, delays in transportation, mail or delivery services, or any other cause beyond EMT's reasonable control.
11. The total liability of EMT, its officers, employees, subcontractors, agents and successors in interest for services is limited to the cost of the services provided. This clause supersedes all clauses contained in any Client purchase order or contract, written or implied.
12. Samples received may be held at the laboratory for a period of up to 30 days from the date of receipt. After that point in time, all samples will be disposed of for a nominal disposal fee or returned to the Client. If Client would like samples held for longer than 30 days, EMT may charge storage fees based upon the quantity and volume of samples and conditions of the requested storage.
13. EMT can supply containers and preservatives that are required for a project to a client with a minimum of 7 days advance notice. Supply shipments requiring priority due to insufficient lead-time for ground transportation shall be charged to the client. Alternatively, EMT can ship the supplies via carrier of choice by the client, using the client's shipping account. EMT will provide high quality sample containers and coolers to support analytical activities. The cost of containers and cooler usage will be determined per project. EMT expects that all coolers will be returned to the lab in their entirety including empty coolers and a reasonable percentage of containers for the projected sample load - 70% or higher of the expected/quoted sample number. Coolers not received back by the projected deadline or as agreed with the project manager may be charged at \$30 per cooler. Similarly, if the sample load received is below 70% of the projected/quoted amounts, the sample containers provided but not received as samples shall be charged at a per cost rate.
14. EMT shall be paid in accordance with the Price List in effect or the prices contained in our quotation to Client at the time that the service is initiated. EMT pricing is subject to change without notice. Our minimum billing is \$50.00 per invoice.
15. The pricing presented in our proposals and price lists shall apply without regard to the ability for a client to be reimbursed by a third party. The billing of a third party will not be accepted without written consent from the third party that acknowledges and accepts payment responsibility.
16. Invoices may include a Project Management and Disposal fee of \$15.00 for the storage, handling, disposal or return of non-hazardous or low-level hazardous materials associated with client samples and materials utilized during testing. Acutely hazardous samples, materials generated during analysis and consumed materials will be returned to the Client, or will be disposed of by EMT and charged to the client on a cost-plus basis.
17. Our Standard Payment Terms are Net 30 days. All billing corrections requests must be submitted in writing to an EMT representative within 30 days of invoice date. EMT reserves the right to require payment in advance until a credit application has been approved or when circumstances dictate. A credit limit may be established with the first order. A client's credit limit may be increased or decreased based upon payment history.
18. Interest at the rate of 1% per month may be added to each outstanding invoice that is past due 30 days.
19. EMT reserves the right to hold results of analyses and/or reports, cease performance of services, or terminate this Agreement if the Client has not paid for prior services in accordance with these provisions or where in the sole opinion of EMT's representative the financial condition or other circumstances of servicing the Client warrants discontinuance of service.
20. If an account must be referred to a third party collection agency or an attorney for collection, the Purchaser agrees that all costs of collection, court costs and attorney fees will be borne by the Purchaser. Purchases under this agreement are made in Cook County, Illinois and the Purchaser agrees that the First District Circuit Court, Cook County, Illinois is the jurisdiction for resolution of any conflicts between the parties as to all transactions.

Rev. 08-2014

COMPANY NAME: Engineering Resource Associates, Inc.

PTB NUMBER: _____

TODAY'S DATE: 2/9/2017

ITEM	ALLOWABLE	UTILIZE W/O ONLY	QUANTITY U.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum		640	\$0.550	\$352.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00	\$0.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$4.60	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$0.00	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			\$8.00	\$0.00
Copies of Deliverables/Myars (In-house)	Actual cost (Submit supporting documentation)			\$0.15	\$0.00
Copies of Deliverables/Myars (Outside)	Actual cost (Submit supporting documentation)			\$0.50	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost			\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)		2	\$150.00	\$300.00
Recording Fees	Actual cost			\$0.00	\$0.00
Transcriptions (specific to project)	Actual cost			\$0.00	\$0.00
Courthouse Fees	Actual cost			\$0.00	\$0.00
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Testing of Soil Samples*	Actual cost			\$0.00	\$0.00

w.e. 4/21: Excavator will continue digging for footings and install gravel base stone in undercut areas. Concrete crew set to mobilize on Friday 4/21. Begin layout work for concrete footings and Walls. Mobilize equipment and supplies to site. Administrative work to include acquiring outstanding building permit hard copy from city of Sycamore (less the splash pad document), continue coordination of splash pad design and all outstanding submittal drawings.

w.e. 4/28: Begin and continue forming and pouring concrete footings and walls. Excavator to continue site work preparations for gravel access road around building, consolidate stockpiled dirt, prepare for underground site utilities with layout. Lay out and establish a gravel parking area for workers.

Administrative staff to continue work on outstanding submittals for review.

w.e. 5/5: RJC to continue forming and pouring concrete footings and walls, Excavator will begin site sanitary pipe work and “may” begin detention pond excavation. Precast contractor to mobilize to drill and pour concrete deadmen supports for wall stabilization when footings are complete.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: April 25, 2017

STAFF RECOMMENDATION

AGENDA ITEM: MODIFY PAID LEAVE POLICY: Recommended Approval

BACKGROUND INFORMATION: After a discussion last month with the Board it was decided to bring the attached modification to the District's Paid Leave Policy to the Board for approval. It brings the policy into sync with an action related to the hiring of the current executive director, and gives the Board the authority to allow for variances in where an employee sits in the service/experience "tiers" that determine the amount of paid leave one accrues.

FISCAL IMPACT: Essentially, the cost of this action is driven by:

- The hourly rate of the employee effected by the Board's action.
- The location where the employee is placed in the accrual tiers of the policy.

STAFF RECOMMENDATION: Recommend the formal approval of this change in the Paid Leave Policy.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

4-1 POLICY ON VACATION LEAVE

Vacation is a time for you to rest, relax, and pursue personal Interests. Sycamore Park District has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents; all of which contribute to make Sycamore Park District a leader in its field.

Only regular full-time employees are eligible. Part-time and seasonal employees are not eligible. For Regular, Full-time Employees, the Vacation Leave hours begin accruing on your hire date.

Eligible employees accrue vacation for each month of service. The vacation accrual rate is based on length of employment, as follows:

Years of Employment	Monthly Accrual Rate (In Hours)	Total Accrual Per Year (In Days)
One (1) year	3.33	Five (5) days
Two (2) – Five (5) years	6.66	Ten (10) days
Six (6) – Ten (10) years	10.00	Fifteen (15) days
More than ten (10) years	13.33	Twenty (20) days

IMRF Eligible (part-time) positions may accrue twenty-four (24) hours per fiscal year. IMRF Eligible (part-time) positions accrue their leave at the first full pay-period following the point at which that employee hits the IMRF hours threshold in any given fiscal year. At that point they receive twenty-four (24) hours. Then, upon return to work the following year, they begin, again, accruing hours toward the IMRF hours threshold.

Sycamore Park District will always try to let you use your vacation time as desired, but vacations cannot interfere with your department's operation. Therefore, your vacation must be approved by your supervisor at least two (2) weeks in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

Normally, only accrued vacation may be taken. You may not receive advance vacation pay (for vacation time taken in excess of your vacation accrual balance) without written authorization from the Director. Such authorization is at the discretion of the Executive Director, and must be granted in advance of your vacation. Any amount of advanced vacation paid but not yet accrued at the time of termination of employment will be deducted from your final paycheck.

All vacation time must be taken in at least four (4) hour increments, unless otherwise authorized in writing, but then in not less than two (2) hour increments. Specific vacation dates must be approved by your supervisor. Your supervisor has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet operational needs. Requests will normally be granted as long as your absence will not seriously affect Sycamore Park District's operations. Usually, only one employee may be out on a vacation day in a department at any one time.

If you are on an approved leave of absence for less than thirty-one (31) days, your vacation eligibility will not be affected. If your approved leave of absence extends beyond thirty (30) days, vacation time will not continue to accrue.

Any vacation time remaining at year end can be rolled over to the following year. Your available vacation balance may never exceed your current annual benefit plus five (5) work days/40 hours. Remember that once your accrual of the days/hours of vacation time reach that limit, your vacation account will not add more hours/days.

If you have unused vacation days upon the termination of your employment with Sycamore Park District, you will be paid for that time when your final paycheck is issued.

When a holiday falls during an employee's vacation and the employee is entitled to the holiday, said holiday will not be charged against the vacation time.

At the discretion of SYCAMORE PARK DISTRICT Board or Executive Director, vacation days may be required to be used for other types of leave, and experienced employees can be hired at higher accrual level to start their employment at which time the employee moves through the accrual scale based upon their years of service from that point forward.

If you fail to return to work following the end of an approved vacation leave, the Association may consider you to have voluntarily resigned your position with SYCAMORE PARK DISTRICT effective immediately.

Employees who have been terminated from the district will be reimbursed for unused vacation days.

Adopted on:

Revised on: 8/27/2013

4-1(b)

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 25, 2017

STAFF RECOMMENDATION

AGENDA ITEM: ACCEPT BID FOR \$7,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A: Recommend Approval

BACKGROUND INFORMATION: This year, for the first time in many years, the District will issue a major, multi-year General Obligation Bonds (Alternate Revenue Source) for the purpose of funding capital expenses. This issuance supports the commitment the Board made to our residents with ACTION 2020, and is the first of two planned issues for that purpose. Amongst other items, it will help support the cost of the Recreation Campus:

- Dog Park
- Sled Hill
- Splashpad
- Community Center

The sale will be Tuesday, April 25 at 10:30 am. Current projections for the bid are at 4.25% for this 25-year issue, but nobody wishes to put a firm commitment to this target. Staff and Speer Financial will be present at the meeting with the final details and a recommendation. Following this review/approval, the Board will approve an Ordinance supporting the issue—a separate item on the Agenda.

FISCAL IMPACT: The District will receive approximately \$7,000,000 for the purposes previously stated.

STAFF RECOMMENDATION: Recommend Approval of the Bond Sale to the bidder presented at the meeting by the Executive Director and Speer Financial.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 25, 2017

STAFF RECOMMENDATION

AGENDA ITEM: ADOPT BOND ORDINANCE # 05-2017: An ORDINANCE providing for the issue of approximately \$7,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the District, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto, payable from (a) together with the District's General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, lawfully available moneys in the District's Corporate and Recreation Funds, and such other funds of the District as may be necessary and on hand from time to time and lawfully available for such payment, and (b) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount, and authorizing the sale of said bonds to the winning bidder at a public sale on April 25, 2017. : Recommend Approval

BACKGROUND INFORMATION: This document formalizes the bond sale based upon the prior action of the Board, and meets the legal requirements set forth for us in the issuance of debt.

FISCAL IMPACT: The District will receive approximately \$7,000,000 for the purposes previously stated.

STAFF RECOMMENDATION: Recommend Approval of ORDINANCE #05-2017.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

ORDINANCE NO. 05-2017

AN ORDINANCE providing for the issue of \$7,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to _____.

* * *

WHEREAS, the Sycamore Park District, DeKalb County, Illinois (the "*District*"), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the "*Park Code*"); and

WHEREAS, the Board of Park Commissioners of the District (the "*Board*") has determined that it is advisable, necessary and in the best interests of the District to provide for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto (the "*Project*"), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board and now on file in the office of the Secretary of the Board; and

WHEREAS, the estimated cost of the Project, including legal, financial, printing and publication costs and other expenses, is not less than \$7,000,000, and there are insufficient funds on hand and lawfully available to pay such costs; and

WHEREAS, for the purpose of providing funds to pay the cost of the Project and in accordance with the provisions of the Local Government Debt Reform Act of the State of Illinois,

as amended (the “*Act*”), the Board, on the 24th day of June, 2014, adopted an ordinance, authorizing the issuance of alternate bonds in an amount not to exceed \$9,000,000 (the “*Authorizing Ordinance*”); and

WHEREAS, on the 25th day of June, 2014, the Authorizing Ordinance, together with a notice in the statutory form, were published in the *Daily Chronicle*, the same being a newspaper of general circulation in the District, and an affidavit evidencing the publication of the Authorizing Ordinance and said notice have heretofore been presented to the Board and made a part of the permanent records of the Board; and

WHEREAS, more than thirty (30) days have expired since the date of publication of the Authorizing Ordinance and said notice, and no petition with the requisite number of valid signatures thereon has been filed with the Secretary of the Board requesting that the question of the issuance of the alternate bonds be submitted to referendum; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board, on the 24th day of October, 2016, executed an Order calling a public hearing (the “*Hearing*”) for the 22nd day of November, 2016, concerning the intent of the Board to sell bonds in the amount of not to exceed \$9,000,000 for the Project; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Daily Chronicle*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 22nd day of November, 2016, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 22nd day of November, 2016; and

WHEREAS, the Project constitutes a lawful corporate purpose within the meaning of the Act; and

WHEREAS, the Board is now authorized to issue alternate bonds to an amount not to exceed \$9,000,000 for the Project in accordance with the provisions of the Act, and the Board hereby determines that it is necessary and desirable that there be issued at this time \$7,000,000 of the bonds so authorized; and

WHEREAS, the alternate bonds to be issued will be payable from the Pledged Revenues and the Pledged Taxes, both as hereinafter defined; and

WHEREAS, the Board hereby determines that the Pledged Revenues will provide in each year an amount not less than 1.25 times debt service of the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A (the "*2015A Alternate Bonds*"), and the alternate bonds proposed to be issued, there being no other alternate bonds previously issued payable from Pledged Revenues, except for the 2015A Alternate Bonds; and

WHEREAS, such determination of the sufficiency of the Pledged Revenues is supported by the report dated April 25, 2017 (the "*Report*"), of Speer Financial, Inc., Chicago, Illinois (the "*Financial Consultant*"), which is now on file with the Secretary of the Board; and

WHEREAS, the Property Tax Extension Limitation Law of the State of Illinois, as amended by Public Act 89-385 (the "*Tax Limitation Law*"), imposes certain limitations on the "aggregate extension" of certain property taxes levied by the District, but provides that the definition of "aggregate extension" contained in Section 18-185 of the Tax Limitation Law does not include

“extensions . . . made for payments of principal and interest on bonds issued under Section 15 of the [Act]”; and

Whereas, the Board does hereby find and determine that the bonds to be issued hereunder will be issued under Section 15 of the Act; and

WHEREAS, the County Clerk of The County of DeKalb, Illinois (the “*County Clerk*”), is therefore authorized to extend and collect said tax so levied for the payment of said alternate bonds without limitation as to rate or amount:

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

Section 1. Incorporation of Preambles; Acceptance of Report. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference. The Report has been presented to and is hereby accepted and approved by the Board. It is hereby found and determined that the Financial Consultant is a feasibility analyst having a national reputation for expertise in such matters as the Report.

Section 2. Authorization. It is hereby found and determined that the District has been authorized by the Act to borrow the sum of not to exceed \$9,000,000 upon the credit of the District and as evidence of such indebtedness to issue alternate bonds, being general obligation bonds payable from the Pledged Revenues, as provided by the Act, to said amount, the proceeds of said bonds to be used for the purpose of paying the cost of the Project, and it is necessary and for the best interests of the District that there be issued at this time \$7,000,000 of the bonds so authorized.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District the sum of \$7,000,000 for the purposes aforesaid; and that alternate bonds of the District (the “*Bonds*”) shall be issued in said amount and shall be designated “General Obligation

Park Bonds (Alternate Revenue Source), Series 2017A.” The Bonds shall be dated May 10, 2017, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each and authorized integral multiples thereof (but no single Bond shall represent installments of principal maturing on more than one date), shall be numbered 1 and upward, and the Bonds shall become due and payable serially (with option of prior redemption as hereinafter set forth) on December 15 of each of the years, in the amounts and bearing interest per annum as follows:

YEAR OF MATURITY	PRINCIPAL AMOUNT	RATE OF INTEREST
2031	\$	%
2032		%
2033		%
2034		%
2035		%
2036		%
2037		%
2038		%
2039		%
2040		%
2041		%
2042		%

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on June 15 and December 15 of each year, commencing on December 15, 2017. Interest on each Bond shall be paid by check or draft of The Bank of New York Mellon Trust Company, National Association, Chicago, Illinois (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America to the person in whose name such Bond is registered at the close of business on the 1st day of the month of the interest payment date. The principal of

the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office of the Bond Registrar.

The Bonds shall be signed by the facsimile signatures of the President and Secretary of the Board, and shall be countersigned by the facsimile signature of the Treasurer of the Board, and the seal of the District shall be affixed thereto or printed thereon, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. If the Secretary or the Treasurer of the Board is unable to perform the duties of his or her respective office, then their duties under this Ordinance shall be performed by the Assistant Secretary or the Assistant Treasurer of the Board, respectively.

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

Section 4. Registration of Bonds; Persons Treated as Owners. (a) General. The District shall cause books (the "*Bond Register*") for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal corporate trust office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is

authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal corporate trust office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond; *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 1st day of the month of any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his legal representative.

All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

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

(b) *Global Book-Entry System.* The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. Upon initial issuance, the ownership of each such Bond shall be registered in the Bond Register in the name of Cede & Co., or any successor thereto (“Cede”), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). All of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The President and Secretary of the Board, the chief administrative and executive officer and chief financial officer of the District and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the “*Representation Letter*”), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “*DTC Participant*”) or to any person on behalf of whom such a DTC Participant holds

an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 1st day of the month of the applicable interest payment date, the name "Cede" in this Ordinance shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this Ordinance to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

Section 5. Redemption. The Bonds shall be subject to redemption prior to maturity at the option of the District as a whole, or in part in integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all of the Bonds of a single maturity to be selected by the Bond Registrar), on December 15, 2026, and on any date thereafter, at the redemption price of par plus accrued interest to the redemption date.

The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. The District shall, at least forty-five (45) days prior to any optional redemption date

(unless a shorter time period shall be satisfactory to the Bond Registrar) notify the Bond Registrar of such redemption date and of the principal amount and maturity or maturities of Bonds to be redeemed. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

Section 6. Redemption Procedure. Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,

(3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,

(4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,

(5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal corporate trust office of the Bond Registrar, and

(6) such other information then required by custom, practice or industry standard.

Unless moneys sufficient to pay the redemption price of the Bonds to be redeemed at the option of the District shall have been received by the Bond Registrar prior to the giving of such notice of redemption, such notice may, at the option of the District, state that said redemption shall be conditional upon the receipt of such moneys by the Bond Registrar on or prior to the date fixed for redemption. If such moneys are not received, such notice shall be of no force and effect, the District shall not redeem such Bonds, and the Bond Registrar shall give notice, in the same manner in which the notice of redemption shall have been given, that such moneys were not so received and that such Bonds will not be redeemed. Otherwise, prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Subject to the provisions for a conditional redemption described above, notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be

payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

Section 7. Form of Bond. The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraphs [6] through [12] shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
NO. _____REGISTERED
\$ _____**UNITED STATES OF AMERICA****STATE OF ILLINOIS****COUNTY OF DEKALB****SYCAMORE PARK DISTRICT****GENERAL OBLIGATION PARK BOND
(ALTERNATE REVENUE SOURCE), SERIES 2017A**See Reverse Side for
Additional Provisions

Interest	Maturity	Dated	
Rate: _____%	Date: December 15, 20__	Date: May 10, 2017	CUSIP 871182 _____

Registered Owner: CEDE & CO.

Principal Amount:

[1] KNOW ALL MEN BY THESE PRESENTS, that the Sycamore Park District, DeKalb County, Illinois (the “*District*”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 15 and December 15 of each year, commencing December 15, 2017, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal corporate trust office of The Bank of New York Mellon Trust Company, National Association, Chicago, Illinois, as bond registrar and paying agent (the “*Bond Registrar*”). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on

the registration books of the District maintained by the Bond Registrar at the close of business on the 1st day of the month of each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

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

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of the Pledged Revenues and the Pledged Taxes (each as hereinafter defined) to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

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

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

(SEAL)

SPECIMEN

President, Board of Park Commissioners

SPECIMEN

Secretary, Board of Park Commissioners

Countersigned:

SPECIMEN

Treasurer, Board of Park Commissioners

Date of Authentication: _____, 20__

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:
The Bank of New York Mellon Trust
Company, National Association,
Chicago, Illinois

This Bond is one of the Bonds described in the within mentioned ordinance and is one of the General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois.

THE BANK OF NEW YORK MELLON TRUST COMPANY,
NATIONAL ASSOCIATION
as Bond Registrar

By _____
Authorized Officer

[Form of Bond - Reverse Side]

SYCAMORE PARK DISTRICT

DEKALB COUNTY, ILLINOIS

**GENERAL OBLIGATION PARK BOND
(ALTERNATE REVENUE SOURCE), SERIES 2017A**

[6] This Bond is one of a series of bonds issued by the District pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Act*”), and the Park District Code of the State of Illinois, as amended (the “*Code*”), to provide for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District’s Vision 2020 Plan, and for the payment of the expenses incident thereto, and is authorized by an ordinance adopted by the Board of Park Commissioners of the District (the “*Board*”) on the 24th day of June, 2014, and by an ordinance adopted by the Board on the 25th day of April, 2017 (the “*Bond Ordinance*”), in all respects as provided by law.

[7] The Bonds are payable (a) together with the District’s outstanding General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A (the “*2015A Alternate Bonds*”), from lawfully available moneys in the District’s Corporate and Recreation Funds, and such other funds of the District as may be necessary and on hand from time to time and lawfully available for such payment (the “*Pledged Revenues*”), and (b) ad valorem taxes levied upon all of the taxable property in the District without limitation as to rate or amount (the “*Pledged Taxes*”), all in accordance with the provisions of the Act and the Code. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged. The Bonds are being issued on a parity with the 2015A Alternate Bonds, to the extent the Bonds and the 2015A Alternate Bonds are payable from the Pledged Revenues.

[8] Bonds of the issue of which this Bond, are subject to redemption prior to maturity at the option of the District as a whole, or in part in integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all of the Bonds of a single maturity to be selected by lot by the Bond Registrar), on December 15, 2026, and on any date thereafter, at the redemption price of par plus accrued interest to the redemption date.

[9] Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.

[10] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal corporate trust office of the Bond Registrar in Chicago, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the Bond Ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[11] The Bonds are issued in fully registered form in the denomination of \$5,000 each or authorized integral multiples thereof. This Bond may be exchanged at the principal corporate trust office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the Bond Ordinance. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 1st day of the month of any interest payment date on such Bond and ending

at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

[12] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

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

 (Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

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

Dated: _____

Signature guaranteed: _____

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

Section 8. Sale of Bonds. The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer of the Board, and be by said Treasurer delivered to _____, _____, _____, the purchaser thereof (the "*Purchaser*"), upon receipt of the purchase price therefor, the same being not less than \$_____. The contract for the sale of the Bonds heretofore entered into (the "*Purchase Contract*") is in all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District either by election or appointment, is in any manner financially interested directly in his own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the "*Official Statement*") is hereby ratified, approved and authorized; the execution and delivery of the Official Statement is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, said Preliminary Official Statement, the Official Statement and the Bonds.

Section 9. Alternate Revenue Source; Appropriation; Additional Obligations; Tax Levy.

For the purpose of providing funds required to pay the interest on the Bonds promptly when and as the same falls due, and to pay and discharge the principal thereof at maturity, the District covenants and agrees with the purchasers and the owners of the Bonds that the District will deposit moneys lawfully available in the District's Corporate Fund and Recreation Fund, together with such other funds of the District as may be necessary and on hand from time to time and lawfully available for such purpose (the "*Pledged Revenues*") into the Bond Fund, as hereinafter defined. The Pledged Revenues are hereby pledged to the payment of the Bonds and the Board covenants and agrees to provide for, appropriate, collect and apply the Pledged Revenues to the payment of the Bonds and the provision of not less than an additional .25 times debt service.

The Bonds are being issued on a parity with the 2015A Alternate Bonds to the extent the 2015A Alternate Bonds and the Bonds are payable from the Pledged Revenues. The District is authorized to issue from time to time additional obligations payable from the Pledged Revenues as permitted by law which additional obligations may share ratably and equally in the Pledged Revenues with the Bonds and the 2015A Alternate Bonds, and to determine the lien priority of any such obligations; *provided, however*, that no such additional obligations shall be issued except in accordance with the provisions of the Act.

For the purpose of providing additional funds to pay the principal of and interest on the Bonds, there is hereby levied upon all of the taxable property within the District, in the years for which any of the Bonds are outstanding, a direct annual tax for each of the years while the Bonds or any of them are outstanding, in amounts sufficient for that purpose, and there be and there hereby is levied upon all of the taxable property in the District the following direct annual taxes (the “*Pledged Taxes*”):

FOR THE YEAR	A TAX SUFFICIENT TO PRODUCE THE SUM OF:
2017	\$ for interest up to and including June 15, 2019
2018	for interest
2019	for interest
2020	for interest
2021	for interest
2022	for interest
2023	for interest
2024	for interest
2025	for interest
2026	for interest
2027	for interest
2028	for interest
2029	for interest
2030	for principal and interest
2031	for principal and interest
2032	for principal and interest
2033	for principal and interest
2034	for principal and interest
2035	for principal and interest
2036	for principal and interest
2037	for principal and interest
2038	for principal and interest
2039	for principal and interest
2040	for principal and interest
2041	for principal and interest

Interest or principal coming due at any time when there are insufficient funds on hand from the Pledged Taxes to pay the same shall be paid promptly when due from current funds on hand

in advance of the collection of the Pledged Taxes herein levied; and when the Pledged Taxes shall have been collected, reimbursement shall be made to said funds in the amount so advanced.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to collect the Pledged Revenues or to levy and collect the Pledged Taxes. The District and its officers will comply with all present and future applicable laws in order to assure that the Pledged Revenues will be available and that the Pledged Taxes will be levied, extended and collected as provided herein and deposited in the Bond Fund. Debt service on the Bonds payable on December 15, 2017, and June 15, 2018, is expected to be payable from the Pledged Revenues and no Pledged Taxes are to be levied to pay the same; *provided, however*, all taxable property in the District is subject to the levy of taxes to pay the same without limitation as to rate or amount.

Section 10. Filing of Ordinance. After this Ordinance becomes effective, a copy hereof, certified by the Secretary of the Board, shall be filed with the County Clerk; and the County Clerk shall in and for each of the years required, ascertain the rate percent required to produce the aggregate Pledged Taxes hereinbefore provided to be levied in each of said years; and the County Clerk shall extend the same for collection on the tax books in connection with other taxes levied in said years in and by the District for general park purposes of the District; and in said years the Pledged Taxes shall be levied and collected by and for and on behalf of the District in like manner as taxes for general park purposes of the District for said years are levied and collected, and in addition to and in excess of all other taxes.

Section 11. Abatement of Pledged Taxes. Whenever Pledged Revenues are or are expected to be available to pay any principal of or interest on the Bonds when due, so as to enable the abatement of the Pledged Taxes levied for the same, the Board or the officers of the District

acting with proper authority, shall direct the abatement of the Pledged Taxes by the amount of the Pledged Revenues available or expected to be available, and proper notification of such abatement shall be filed with the County Clerk in a timely manner to effect such abatement. There are no Pledged Taxes for levy year 2016.

Section 12. Bond Fund. There is hereby established a special fund of the District known as the “Alternate Bond and Interest Fund of 2017” (the “*Bond Fund*”). The Pledged Revenues and the Pledged Taxes shall be set aside as collected and be deposited into the Bond Fund, which is a trust fund established for the purpose of carrying out the covenants, terms and conditions imposed upon the District by this Ordinance. The Bonds are secured by a pledge of all of the moneys on deposit in the Bond Fund, and such pledge is irrevocable until the Bonds have been paid in full or until the obligations of the District are discharged under this Ordinance.

Section 13. Use of Bond Proceeds. Accrued interest, if any, received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The principal proceeds of the Bonds and any premium received from the sale of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the Capital Improvement Account of the District (the “*Project Fund*”). At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser on behalf of the District from the proceeds of the Bonds.

Section 14. Non-Arbitrage and Tax-Exemption. The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an

arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the “Code”), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

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

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

deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

Section 15. Reimbursement. With respect to expenditures for the Project paid within the 60-day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Bonds in the amount indicated in the Tax Exemption Certificate and Agreement to be delivered in connection with the issuance of the Bonds to reimburse said expenditures.

Section 16. Designation of Issue. The District hereby designates each of the Bonds as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.

Section 17. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 18. Duties of Bond Registrar. If requested by the Bond Registrar, the President and Secretary of the Board are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to give notice of redemption of Bonds as provided herein;
- (d) to cancel and/or destroy Bonds which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;
- (e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 19. Continuing Disclosure Undertaking. The President of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the “*Continuing Disclosure Undertaking*”). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Ordinance, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

Section 20. Municipal Bond Insurance. In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the “*Municipal Bond Insurance Policy*”) issued by a bond insurer (the “*Bond Insurer*”), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the President of the

Board on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

Section 21. Provisions a Contract. The provisions of this Ordinance shall constitute a contract between the District and the owners of the outstanding Bonds. All covenants relating to the Bonds and the conditions and obligations imposed by Section 15 of the Act are enforceable by any holder of the Bonds affected, any taxpayer of the District and the People of the State of Illinois acting through the Attorney General or any designee.

Section 22. Record-Keeping Policy and Post-Issuance Compliance Matters. On April 28, 2015, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

Section 23. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 24. Repeal. All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted April 25, 2017.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners

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

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

Upon the roll being called, the following Park Commissioners voted AYE: _____

_____.

The following Park Commissioners voted NAY:

_____.

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

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

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

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
 COUNTY OF DEKALB)

CERTIFICATION OF MINUTES AND ORDINANCE

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

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 25th day of April, 2017, insofar as the same relates to the adoption of Ordinance No. _____ entitled:

AN ORDINANCE providing for the issue of \$7,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, including, but not limited to, the construction of items identified in the District’s Vision 2020 Plan, and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to _____.

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District,
this 25th day of April, 2017.

Secretary, Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS)
) SS
 COUNTY OF DEKALB)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the ____ day of _____, 2017, there was filed in my office a duly certified copy of Ordinance No. _____ entitled:

AN ORDINANCE providing for the issue of \$7,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to _____.

duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, on the 25th day of April, 2017, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of April, 2017.

(SEAL)

 County Clerk of The County of DeKalb, Illinois

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 25, 2017

STAFF RECOMMENDATION

AGENDA ITEM: MAJOR CONCERT VENUE CONSIDERATION: Request Direction

BACKGROUND INFORMATION: The Executive Director was recently approached by the City Manager and Chief of Police about hosting a concert in the open field adjacent to Merry Oaks subdivision. They thought it was a good idea, but felt the park district was the right organization to talk to about this idea. I indicated my doubt--with 6,500 estimated attendance and parking—that Merry Oaks would welcome this event in their backyards, but Mr. Gregory told me the promoter they met with was a resident in Merry Oaks, and the neighbors would be fine with it. The Chief and Manager asked if I would meet with the promoter, and I said I would.

That meeting occurred last week. The promoter is Shawn Tilstra—Sycamore Resident—who is in the event business. It quickly became clear that he no longer felt the Merry Oaks site would work. So the discussion turned to the Sports Complex. Please see the attached color documents provided by Mr. Tilstra. His proposal was to hold the concert on Pumpkin Festival Weekend. The City put the kibosh on that as policing required for a major concert would not be available. The proposal is now for October 14 or 21, 2017. Mr. Tilstra indicates he would donate net proceeds to local music programs, but no definitive commitment as to who that is, or how “proceeds” are determined were discussed.

I have reviewed this idea with key staff, and they will share some concerns with you at our meeting, afterwhich we would ask for the Board’s perspective and direction.

FISCAL IMPACT: If permitted, we would require all our direct costs to be covered and a park use fee of some substance since the whole park would be secured. We would also require insurance and a contractual commitment to pay for all damage recovery to the district’s specifications. I can’t speak for the City’s expectations on cost recovery or fees.

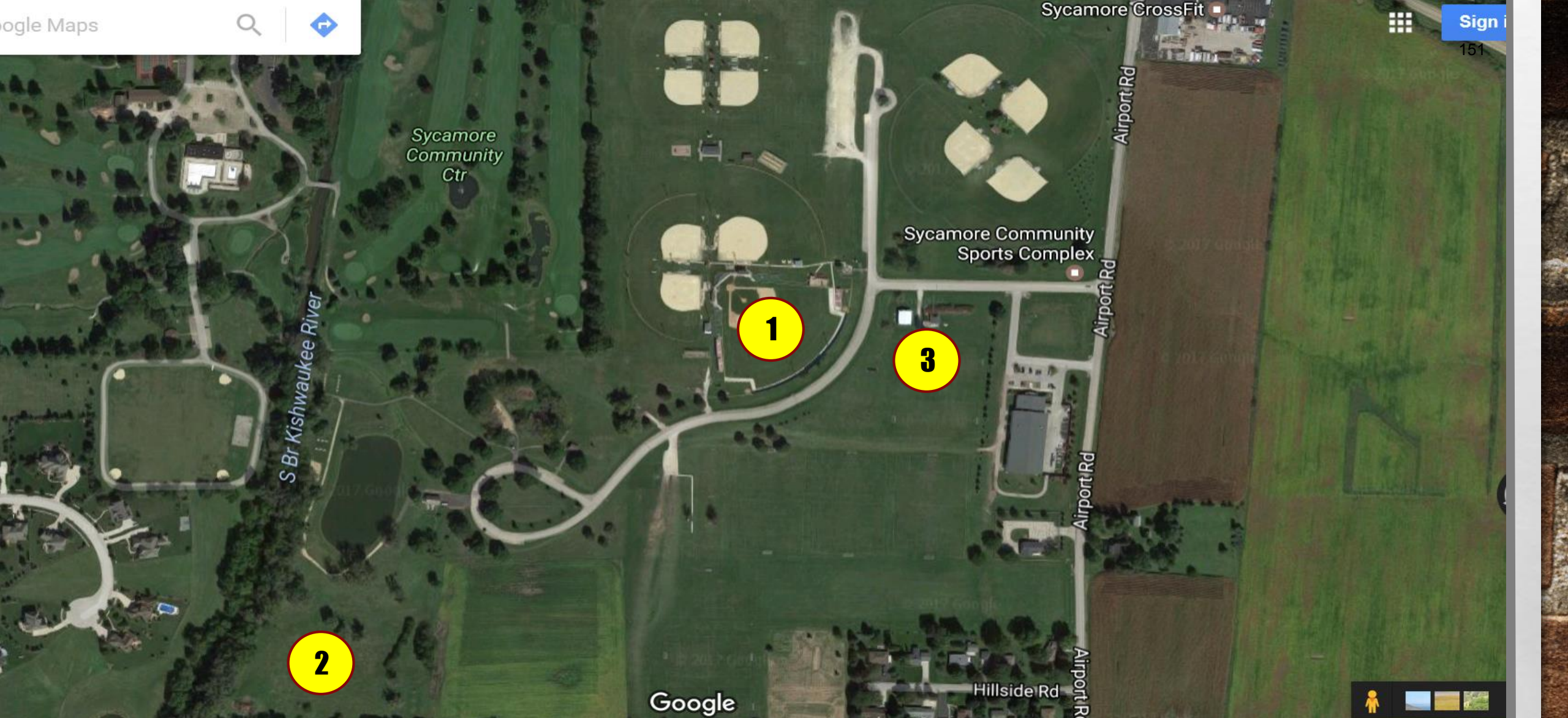
STAFF RECOMMENDATION: Staff seeks input and direction from the Board.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



Sycamore Community Ctr

Sycamore Community Sports Complex

Sycamore CrossFit

S Br Kishwaukee River

Airport Rd

Airport Rd

Airport Rd

Airport Rd

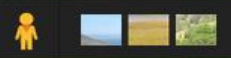
Hillside Rd

Google

1

3

2





Search Google Maps



Sycamore CrossFit

152

- ~450 ft of fencing needed
 - Two way traffic parking
 - Secured event area for F&B + activation
 - G/A and VIP access areas created
 - Easy EMS & Security outlines avail
-
- Field Schedule?
 - AYSO Schedule?
 - Power usage tie in at Field

Sycamore Community Ctr

F&B Tent

VIP Parking
114,000 sqft
@80% usage
500 cars

VIP Gate

Gate

Sycamore Community Sports Complex

VIP Gate

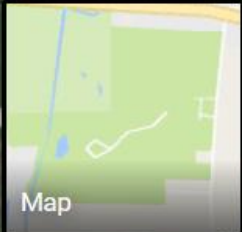
G/A Parking
540,000 sqft
@80% usage
3,000 cars

Airport Rd

Airport Rd

Hillside Rd

Google



Map

- Built in security fencing
- 80,000 sqr ft of usable space
- 12spft p/p = 6500 capacity w/bag chair allotment
- Power on site
- Allows some VIP deck positioning
- 3000 car spots needed

F&B category areas
 Overflow
 Portos

EMS

EMS

VIP Deck

Gate

Stage

BOH

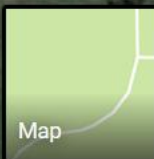
Gate

1,100.45 ft
 1,000.00 ft

800,000 ft

200,000 ft

Measure distance
 Click on the map to add to your path
 Total area: 81,409.83 ft² (7,563.22 m²)
 Total distance: 1,100.45 ft (335.42 m)



Sign



SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: April 25, 2017

STAFF RECOMMENDATION

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

BACKGROUND INFORMATION: As part of GOAL 8 of our Short-Term Plan we initiated work on our ADA Transition Plan. This is a managed solution to addressing all of the deficiencies identified by the Independent Audit by RAC, Inc. In the first year of the plan—2013—we focused on all the Plumbing and Carpentry Work. That work was completed. In 2014 we focused on paving. Due to the extended winter, and, more significantly, the ground covered by snow, engineers were not able to get out early, therefore, we were about six weeks behind on that process, but finished all the work except the trail to Chief Black Partridge which the City wanted to be concrete instead of limestone screenings, so we put that off until 2016 when it was completed. 2016 also included a small group of miscellaneous “safety” matters involving alarms and emergency devices. That work was completed. Now in 2017 we are completing the pool work outlined in the attached copy of the ADA Transition Plan.

The exciting news, this year, is that with the pool work, the Sycamore Park District will have completed its Transition Plan for ADA work. One may note that there is a fifth year in the plan which is rendered unnecessary as we have moved out of that community center building a few years ago.

We the successful completion of the Pool ADA Work, the Sycamore Park District will have completed all we set out to do. All our new construction should meet the current laws related to access!

FISCAL IMPACT: No future costs anticipated.

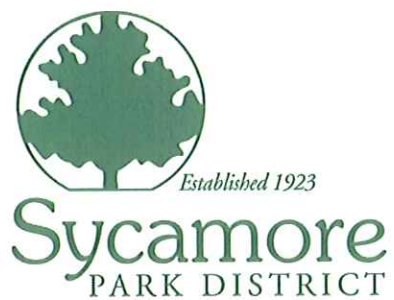
STAFF RECOMMENDATION: Discuss this matter and ask questions.

PREPARED BY: Daniel Gible, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



ADA Transition Plan

Sycamore Park District

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Appendices:

Cover Letter from Recreation Accessibility Consultants, LLC

Site-by-Site Details from Audit

Introduction

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

Authority

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

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

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

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

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

Final and Enforceable Regulations...and Final Guidelines

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

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

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

Approach and Analysis

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

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

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

Audit/Transition Plan Format

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

Title II Program Access

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

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

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

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

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

Conclusion

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

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

All Site Conclusions and Recommendations from RAC

Background

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

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

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

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

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

In coming up with this Transition Plan, staff have:

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

Common Issues

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

Maintenance

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

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

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

Changes in Level and Gaps

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

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

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

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

Obstructed Accessible Routes

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

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

Employee Work Areas

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

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

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

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

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

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

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

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

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

Accessible Parking

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

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

Parking Stall Dimensions

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

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

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

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

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

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

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

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

Connection to the Accessible Route

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

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

Passenger Loading Zone

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

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

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

Running Slope and Cross Slope

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

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

Detectable Warnings

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

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

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

Door Opening Force Requirements

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

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

Signage

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

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

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

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

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

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

Bathrooms

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

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

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

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

24. ***Include bathroom renovations*** at facilities in the District's Capital Acquisition and Replacement Plan.
25. ***Consider the use of automatic flush controls.*** These have environmental benefits and are also a great way to eliminate some accessibility problems.
26. ***In the interim, implement non-structural modifications recommended in each section of this report,*** such as lowering mirrors, remounting grab bars, changing the height of toilets and urinals, installing compliant stall hardware, and so forth.

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

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

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

Lockers and Locker Rooms

Research shows that people with disabilities will refrain from using public facilities if they fear that sites are not accessible or they'll be embarrassed in their attempt to use sites. We all know the benefits of recreation participation. If a person with a physical disability comes to the Sycamore Pool to swim, there are no designated accessible lockers.

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

Alarms

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

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

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

Brochures

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

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

Website

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

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

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

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

Swimming

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

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

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

Maintenance Facility

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

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

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

Playgrounds

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

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

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

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

38. ***Make corrections*** cited in these reports so the playgrounds at the site below remains accessible:
- ***Boynton Park***
 - ***Kiwanis Prairie (2 to 5)***
 - ***Leon Larson Park***
 - ***Sycamore Lake Rotary Park (2 to 5)***
 - ***Sycamore Lake Rotary Park (5 to 12)***
 - ***Wetzel Park***
39. ***Make corrections*** cited in these reports so the playgrounds at the site below ***becomes*** accessible:
- ***Founders Park***
 - ***Kiwanis Prairie Park (5 to 12)***
40. ***Leave as is*** the other playgrounds at the park named below, and if future alterations or renovations occur at those sites, make them accessible.
- ***Brothers Park***
 - ***Charley Laing Memorial Park***
 - ***Elmer and Stanley Larson Park***
 - ***Kiwanis East Park***
 - ***Old Mill Park***
 - ***Sycamore Community Park (play area one)***
 - ***Sycamore Community Park (play area two)***
 - ***Sycamore Park Sports Complex***
41. ***Advertise the accessible playgrounds*** in the District website and publications.

Baseball Fields

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

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

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

42. ***Make corrections*** cited in these reports so baseball fields at the sites below ***become*** accessible:
- ***Sycamore Park Sports Complex (3 of 12)***
 - ***Sycamore Community Park (1 of 4)***
43. ***Leave as is*** the fields at the following sites:
- ***Brothers Park***
 - ***Kiwanis East Park***
 - ***Kiwanis Prairie Park***
 - ***Sycamore Park Sports Complex (9 of 12)***
 - ***Sycamore Community Park (3 of 4)***
 - ***Wetzel Park***
44. ***Advertise the accessible baseball fields*** in the District website and publications.

Basketball Courts

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

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

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

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

45. **Make the corrections** needed to maintain accessible basketball courts as specified in the reports for the site below:

- **Brothers Park**
- **Kiwanis Prairie Park**
- **Wetzel Park**

46. **Leave as is** the basketball court at the sites below:

- **Sycamore Community Park**

47. **Advertise the accessible basketball courts** in the District website and publications.

Athletic Fields

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

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

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

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

48. **Make the corrections** cited in the reports so that the athletic fields at the sites **become** accessible:

- **Sycamore Park Sports Complex (2 of 10)**

49. **Leave as is** the athletic fields at the following site:

- **Kiwanis Prairie Park**
- **Sycamore Park Sports Complex (8 of 10)**

50. **Advertise the accessible athletic fields** in the District website and publications.

Picnic Shelters/Gazebos

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

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

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

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

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

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

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

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

Other Activities

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

Costs by Phases

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

Our Phase One costs are projected at \$112,015.
 Our Phase Two costs are projected at \$170,258.25.
 Our Phase Three costs are projected at \$107,274.75.

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

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

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

Public Feedback

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

Conclusion

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

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

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

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

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

Assumptions for Plan of Action

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

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

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

Other Assumptions Made in this Process Include:

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

Framework for Plan

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

Year 5: Community Center Items

Year 4: Swimming Pool Items

Year 3: Parks and Facility Work

Year 2: Parks and Facility Work

Year 1: Parks and Facility Work

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

Plumbing

Carpentry

Concrete and Paving

Specialty Work (Fire Suppression, Alarms, etc.)

Review of Plan

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

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

Timeline for Plan

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

Budget and Cash Flow for Plan

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

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 25, 2017

STAFF RECOMMENDATION

**AGENDA ITEM: Brian Bemis Family Dog Park Rules/Regulations/Fees:
Recommend Approval**

BACKGROUND INFORMATION: The Dog Park Committee has met to discuss what they feel the Rules and Regulations should be for the new Dog Park. Please see attached document as that Committee's Recommendation to the Board of Commissioners. They have also discussed what they feel the fees should be based upon what they have observed in other operations and the amenities we will offer at our Dog Park. Their recommendation is:

Yearly Pass = RES \$15/NR \$20 – \$5 for an Additional Dog

They feel that if the resident was already getting a tag for the city (\$5), then they could purchase a Dog Park tag at the same time. A total of \$20 seemed reasonable to have a dog in Sycamore and enjoy the park.

Daily Rate = RES \$5/NR \$10 per dog

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Staff recommends approval of the Brian Bemis Family Dog Park Rules/Regulations/Fees.

PREPARED BY: Lisa Metcalf, Recreation Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Brian Bemis Family
Dog Park Tips

- If you value it, don't bring it. Your dog's favorite toy will be fair game.
- If you want it spotless, don't wear it.
- Bring a towel --- your happy dog may get wet or dirty.
- Bring enough water to keep your dog well hydrated during their visit.
- Do not bring rawhide, food, toys, or treats into the park as dog fights may result.
- Immediately fill any holes your dog digs.
- For their health and safety, we strongly recommend that dogs be current on all their shots, especially kennel cough (Bordetella), distemper, and parvovirus, and have an annual fecal exam.

Brian Bemis Family Dog Park
Rules and Regulations

- Dog park hours are from dawn to dusk.
All City of Sycamore Dog Regulations apply at this Dog Park.
- Dog park registration tags and rabies tags must be worn and visible when using the dog park. If you paid the daily fee you must immediately present your receipt when requested by Park District or City personnel.
- Dogs must be supervised at all times. Owners must remain inside the fence with their dogs.
- **Close All Gates behind you.**
- You are solely responsible for the actions of your dog.
- Dogs showing aggression toward other dogs or people must be immediately restrained by their owner and leave the park.
- The Sycamore Park District has the right to refuse or revoke tags of dogs or dog owners displaying aggression or intimidating behavior toward other dogs or people. No refunds will be given for revoked tags. The Sycamore Park District reserves the right to refuse membership or entrance.
- You are required to immediately pick up after your dog. We provide bags and proper waste receptacles to help you do your part to keep the dog park clean and safe. IF those supplies are temporarily unavailable you are still responsible for cleaning up after your dog.
- Owners must carry a leash and a clean-up bag at all times. **Dogs must be on a leash in the parking lot area.**
- For safety reasons – children under the age of 10 are not allowed in the dog park.
- Eating and smoking within the dog park are prohibited. Beverages should be in containers with lids.
- All dogs must be spayed or neutered.

- There is a two dog limit per adult during each visit.
- Spiked, pinch, or choke-style collars are prohibited.
- No swimming pools allowed.

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: April 25, 2017****STAFF RECOMMENDATION****AGENDA ITEM: RESOLUTION 01-2017 AMENDING
AUTHORIZED SIGNATURES: Recommend Approval**

BACKGROUND INFORMATION: Last month the signature card for Resource Bank was updated. They also require a resolution for authorizing any changes. Their records still showed John Owens and David Peek as authorized signers. This resolution will make the signature card official. The Resolution format was provided by our attorneys and is being reviewed by Resource Bank.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff recommends that the Board approve Resolution 01-2017.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

RESOLUTION NO. 01-2017

A RESOLUTION AMENDING THE AUTHORIZED SIGNATORIES FOR THE CHECKING AND DEPOSITORY ACCOUNTS OF THE SYCAMORE PARK DISTRICT AT RESOURCE BANK

WHEREAS, the Sycamore Park District is an Illinois unit of local government organized and operating pursuant to the Illinois Park Code (“Code”); and

WHEREAS, following the 2017 consolidated elections and the organization of the Board of Commissioners, the Park District desires to change the authorized signatories for the following bank accounts (hereafter “Accounts”):

Account No. 1196420

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: RECITALS. The foregoing recitals are incorporated as though fully set forth herein.

SECTION TWO: The following persons are hereby authorized to be added as signatories for the Accounts:

Daniel Gibble
William Kroeger

The following persons are hereby removed from being authorized signatories for the Accounts:

John Owens
David Peek

SECTION THREE: SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION FOUR: CONFLICT. All prior Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage, approval and publication in pamphlet form as provided by law and the provisions of the Park District Code amended herein shall be reprinted with the changes.

APPROVED and ADOPTED by the Board of Commissioners of the Sycamore Park District this ____ day of _____, 2017 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

President

ATTEST:

Secretary