



**Sycamore Park District  
Regular Board Meeting  
August 28, 2018**

**6:00 PM**

**Maintenance Building, 435 Airport Road**

**AGENDA**

**CALL TO ORDER (Roll Call Vote)**

**APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)**

**APPROVAL OF MINUTES: (Voice Vote)**

- 3. Regular Minutes: July 24, 2018**
- Executive Session: June 24, 2018**

**APPROVAL OF MONTHLY CLAIMS:**

- 10. Claims Paid Since Board Meeting (Roll Call Vote)**
- 31. Claims Presented (Roll Call Vote)**

**CONSENT AGENDA:**

- 36. Superintendent of Finance Monthly Report**
- 40. Budget Report**
- 54. Superintendent of Recreation Monthly Report**
- 62. Superintendent of Golf Operations Monthly Report**
- 65. Superintendent of Parks and Facilities Monthly Report**
- 71. Executive Director Monthly Report**

**CORRESPONDENCE-**

- 75. Sycamore Police Dept. – Jim Winters**
- 76. Cornerstone Christian Academy Thank You**
- 77. Pay-It-Forward House Thank You**

*Sycamore Park District – we put the “MORE” in Sycamore.*

Board of Commissioners Meeting  
 August 28, 2018  
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**PUBLIC INPUT**

**POSITIVE FEEDBACK/REPORTS**

**MONTHLY REPORT – Jeff Donahoe**

**PLANNING COMMISSION REPORT – Ted**

**STUDY SESSION: Preliminary Information and Discussion of Bond Issues**

78. Dan Gible/Dave Phillips/Michelle Binns  
 --Timeline for Bond Issue: Generic – Dave Phillips, Speer Financial  
 --Interest Rate Estimates and Possibilities Moving Forward – Dave Phillips  
 --Current BINA Position and Any Actions Needed – Dave Phillips  
 --Briefing on Interest Earning Potential for Various Cash Flow Scenarios –  
 Michelle Binns, PFM Asset Management  
 -- Cash Flow Scenarios for Various Bond Situations – Dan

**OLD BUSINESS:**

91. Enterprise Zone Presentation—Brian Gregory  
 Review Status of Legacy Campus Construction—Dan/Bill  
 Succession Planning—Bill/Michelle  
 Action on the Main Bridge at the Golf Course– Dan (Roll Call)
107. Engineering Services Contract: Trail Project Segment 1—Forest Preserve  
 to Old Mill Park—Dan

**NEW BUSINESS:**

137. Grant Writing Professional Services Agreement—Bill  
 140. IDNR Grant Resolution—Terri Gible

**PUBLIC INPUT**

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

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

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

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, July 24, 2018**

The first part of the regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Community Center located at 4480 S. Airport Road in Sycamore, Illinois is called to order at 5:015 p.m. on Tuesday, July 24, 2018.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Graves, Kroeger, Schulz, Tucker, and Strack.** Also present was Director Gibble, Jeff Donahoe, Jackie Hienbuecher, and Theresa Tevsh.

The Board and staff went on a tour of the Community Center.

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 6:06 p.m. on Tuesday, July 24, 2018.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Kroeger, Schulz, Tucker, and 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: **Commissioner Graves at this time. He arrived at 6:05 pm.**

Staff members present were Jeanette Freeman, Director Gibble, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, and Theresa Tevsh.

Commissioner Graves arrived at 6:05 pm.

**Guests at the Board meeting were:**

John Mayer – ERA

Derke Price- Ancel Glink

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Strack moved to approve the Regular Agenda and the Consent Agenda with pulling Supt. of Recreation Board Report. Commissioner Tucker seconded the Motion.

**Voice Vote**

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

Commissioner Strack noted he wanted to have a discussion on the changes at KSRA. Director Gibble noted this will be covered later in the meeting.

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**Approval of Minutes –  
 Motion**

Commissioner Schulz moved to approve the June 26, 2018 Regular Meeting Minutes and June 26, 2018 Executive Session Minutes. Commissioner Strack seconded the Motion.

**Voice Vote**

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

**Claims and Accounts Approval  
 Motion**

Commissioner Strack moved to approve and pay the bills in the amount of \$358,394.40. Commissioner Tucker seconded the Motion.

**Roll Call**

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

**Correspondence –**

First National Challenge  
 DeKalb County History Center – Michelle Donahoe

Regarding the First National Challenge correspondence, President Kroeger noted that in the past we have donated almost \$500.00 and one year it was \$1000.00. He would like to hear from the Board about the donation for this year. There was discussion on this and there was a consensus on the Board to go with the \$500.00 donation.

**Public Input –**

Commissioner Strack noted he has been approached by Mark Hebble regarding Frisbee Golf. He is asking the Board to think about this in the down the road planning.

Commissioner Strack noted there is a world promotion on planting a billion trees. He would like the Park District to become engaged in this.

Commissioner Strack asked that he would like the Park District to give consideration to having a live person answering the phones.

Commissioner Strack noted he did some number crunching on the bonds. He handed out information on the bonds and he went over the different scenarios. Director Gible noted they are keeping an eye on the rates.

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**Positive Feedback –**

Director Gibble noted that Kirk Lundbeck had given him some exciting news that he would like Kirk to share. Kirk Lundbeck then noted the Spartan Open was rained out and was not going to be rescheduled. This was lost revenue, so he called Group Golfer to run something. He was able to have this run for two days and made up the loss of the Spartan Open Outing revenue.

Kirk Lundbeck also noted that despite have the storm damage and not having the 18 bridge, Sycamore Golf Club has been named the Best Golf Course in DeKalb County for the eight year in a row.

Commissioner Graves noted he would like to tell Kirk and staff he appreciated everything they did to try and make the Spartan Open happen.

President Kroeger noted he has been asked if there could be signs by a neighborhood park to have the traffic slow down. Director Gibble noted that would be a County issue and he will talk to them again. Commissioner Schulz suggested talking to the Township also on this.

**Monthly Report – Supt. of Recreation Theresa Tevsh–** Theresa noted that Julie with KSRA is heading to another position. They are in the process now of interviewing for her position. The Programmer is also leaving, but the KSRA Board felt they wanted to get the Director in place and let that person hire the new Programmer.

She also noted that Mark Hepple dropped off at our Open House 42 signatures wanting the Frisbee Golf and she is keeping these on file. Director Gibble noted there is a core group of individuals that are avid about this. He told Mark he would get back to him after our meeting.

Theresa noted July is Parks & Recreation Month and we have had different things going out to promote this. They did a promotion at the Open House and sold 10 24/7 Memberships at the Pass Rate and sold 7 Pathway Fitness Memberships that day. Attendance in the building is good and she went over figures for attendance for the building and the Splash Pad.

**Old Business**

Ordinance 06-2018: Sycamore Park District as Sole Provider of Food, Beverage and Other Sales -

**Motion**

Commissioner Schulz moved to approve Ordinance 06-2018: Sycamore Park District as Sole Provider of Food, Beverage and Other Sales as presented. Commissioner Strack seconded the Motion.

**Roll Call**

President Kroeger called for a roll call to approve Ordinance 06-2018 as presented. All commissioners present voted Aye. Motion carried 5-0.

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At this time the meeting went into an Executive Session.

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 6:52 pm on a motion made by Commissioner Schulz for the reason listed. The motion was seconded by Commissioner Graves.

**Roll Call**

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

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

The Board convened to Executive Session at 6:54 pm. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

The roll was called with Commissioners Graves, Schulz, Strack, Tucker, and Kroeger present along with Recording Secretary Jeanette Freeman, Director Gibble, Jackie Hienbuecher, Jeff Donahoe, Theresa Tevsh, Counsel Derke Price and John Mayer with ERA.

**Motion**

The Board adjourned the Executive Session at 7:20 p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Schulz.

**Voice Vote**

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

**Review Status of Legacy Campus Construction** – Director Gibble noted they are still trying to get Ringland Johnson and Farnsworth to schedule an onsite walk through. The punch list is getting shorter but there are items that have been taken off prior lists but we do not consider corrected so we consider them still on the list. President Kroeger noted the water issues are a big issue and we could have significant damage. He noted that Brent Johnson needs to be notified and we should make no more payments until these problems are resolved. He asked Director Gibble to email Brent Johnson and he will follow-up.

**Action on the Main Bridge -**

**Motion**

Commissioner Tucker made a motion to move from accepting the renovation bids to the replacement bids received during the emergency action. The motion was seconded by Commissioner Graves.

**Roll Call**

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

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**Storm Drainage Issues** – Director Gibble noted the City noticed the two outlets problems that are supposed to be at different elevations. Ringland Johnson first response was that with all the rain we have had sentiment filled in there and hard to tell what's at what level. Farnsworth said they need to see the As Builts to show it was done to plan before going further.

**Consider Additional Playground Donation** – Director Gibble noted he has received a letter from Kathy Countryman indicating that the playground that we gave the \$1000 to would be available during non-school hours for the public. He is bringing it back to the Board to consider an additional donation. They are within \$7000 of their goal. Director Gibble noted he believes the School Board gave this teacher permission to raise money for this playground and is not being funded by the School District. Commissioner Strack suggested that we will match the next donation dollar for dollar up to \$1000.00 if the School District donates.

**Motion**

Commissioner Strack made a motion to approve matching up to \$1000.00 what the School District puts in between now and the end of their fundraising campaign. The motion was seconded by Commissioner Schulz.

**Roll Call**

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

**New Business**

**Bi-Annual Review of Executive Session Minutes –**

**Motion**

Commissioner Strack made a motion to authorize staff to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago. The motion was seconded by Commissioner Schulz.

**Voice Vote**

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

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**MOU with Family Services Agency** – Supt. of Recreation Theresa Tevsh noted that the Club 55 moved from the Clubhouse to the Community Center in May. It is going great and they are seeing the numbers increase. Some of them are buying Track memberships and other memberships. She went over some of the things and activities they do now.

**Motion**

Commissioner Tucker made a motion to approve the MOU with Club 55 in our facilities. The motion was seconded by Commissioner Strack.

**Voice Vote**

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

**Study Session : OSLAD/Soccer Complex and Ball Diamond Complex Refresher -**

Director Gibble informed the Board the OSLAD Grant applications will open August 1st. Terri Gibble and John Mayer from ERA have started the process to get all the information together that we will need for this.

He then went over the projects we will do if we receive the Grant and the order they would be done in. He wanted to update the Board, so he went over the figures. President Kroeger suggested notifying the neighbors regarding the changes in the sports complex should we decide to do the grading work this fall. Director Gibble noted that we will when we get the information on if we get the Grant.

**Public Input -**

Commissioner Strack noted he wanted to give an update on the Plan Commission. The parking at the Meiers Store came up and they are reducing the amount of parking spaces required. The other thing was getting the Liquor Store probably zoned for them to rent the U-Haul's from there.

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:56 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Schulz.

**Roll Call**

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



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The Board convened to Executive Session at 8:02 pm on a motion made by Commissioner Schulz for the reasons listed. The motion was seconded by Commissioner Tucker. The roll was called with Commissioners Graves, Schulz, Tucker, Strack and Kroeger present along with Recording Secretary Jeanette Freeman, and Director Gibble.

**Motion**

The Board adjourned the Executive Session at 8:26 p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Strack.

**Voice Vote**

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

**Motion**

The Board adjourned the Regular Session at 8:26 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Tucker.

**Voice Vote**

President Kroeger 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

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 TIME: 15:22:44  
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SYCAMORE PARK DISTRICT  
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*Interm*

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	ACUSHNET COMPANY								
	906201192								
	01	WEATHER-SOF GLOVE FILLINS	501000001301	07/18/18	00003111	59528	07/31/18	857.37	766.62
	02	glove discount inh #906201192	501000001301		00003111				780.00
									-13.38
	906210714								
	01	FOOTJOY MENS SOCK FILL IN	501000001301	07/20/18	00003111	59528	07/31/18	857.37	90.75
	02	sock ship/disc inh #906210714	501000001301		00003111				84.00
									6.75
									VENDOR TOTAL: 857.37
ADVENT	ADVENTURE WORKS								
	100								
	01	JUL18 KISH TRIP	205231006128	07/11/18	00003110	59529	07/31/18	202.50	202.50
									202.50
									VENDOR TOTAL: 202.50
AFLAC	AFLAC								
	872774								
	01	PREMIUM AUGUST	101000002006	08/12/18	00000000	59572	08/16/18	649.11	649.11
									649.11
									VENDOR TOTAL: 649.11
ARTHUR	ARTHUR CLESEN, INC.								
	335602								
	01	GREENS FUNGICIDE	5041000076507	07/17/18	00003093	59517	07/24/18	378.00	258.00
									258.00
	335671								
	01	TEE TOWELS	5041000076517	07/18/18	00003086	59517	07/24/18	378.00	120.00
									120.00
	335951								
	01	HOSE, ROUNDDUP	1015000076506	07/24/18	00003114	59553	08/07/18	745.98	745.98
	02	GOLF FUNGICIDE	5041000076506		00003114				161.38
									584.60
									VENDOR TOTAL: 1,123.98
BANN	BANNER UP SIGNS								
	66378								
	01	SIGNS-18TH TEE TEMP	5040000076500	03/28/18	00000000	59554	08/07/18	110.00	110.00
									110.00
									VENDOR TOTAL: 110.00
BARRACUD	BARRACUDA CREATIVE STUDIO								
	08-01-18								
	01	AUG THEATER ADS	1012000046209	08/01/18	00003159	59573	08/16/18	75.00	75.00
									75.00
									VENDOR TOTAL: 75.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BEACO		ADS Syc STATE THEATRE							
		01 JULY MOVIE SCREEN ADS	101200046209	07/01/18	00003064	59530	07/31/18	75.00	75.00
							VENDOR TOTAL:		150.00
BEACO		BEACON ATHLETICS							
		0492775-IN							
		01 SPORTS CHALK	202100076523	06/25/18	00000000	59574	08/16/18	325.00	325.00
							VENDOR TOTAL:		325.00
BURRI		BURRIS EQUIPMENT CO.							
		PS17839							
		01 TIRE RIM 9016 MOWER	101500066402	07/24/18	00003119	59555	08/07/18	144.51	144.51
							VENDOR TOTAL:		144.51
CEDAR		CEDAR RAPIDS TIRE							
		721245							
		01 CART TIRES	202100066402	07/24/18	00003122	59556	08/07/18	426.43	140.28
							VENDOR TOTAL:		140.28
		721730							
		01 MOWER/CART TIRES	202100066402	07/27/18	00003125	59556	08/07/18	426.43	286.15
							VENDOR TOTAL:		286.15
CHALL		CHALLENGER SPORTS CAMP							
		0009442-IN							
		01 BRITISH SOCCER CAMP INSTRUCTOR	205550166128	07/28/18	00003128	59557	08/07/18	1,230.00	1,230.00
							VENDOR TOTAL:		1,230.00
CHRO		CHRONICLE MEDIA, LLC							
		15086							
		01 DC JOURNAL AUG	101200046208	07/24/18	00003130	59558	08/07/18	192.50	192.50
							VENDOR TOTAL:		192.50
CITY		CITY OF SYCAMORE							
		9-8-18 EVENT							
		01 SPECIAL EVENT AGREEMENT	206194026210	08/13/18	00000000	59575	08/16/18	250.00	250.00
							VENDOR TOTAL:		250.00
		JULY 2018 SALES TAX							
		01 CITY SALES TAX - CLUBHOUSE	303000116852	08/20/18	00000000	59589	08/20/18	368.00	368.00
		02 CITY SALES TAX - BEV CART	303100116852	08/20/18	00000000	59589	08/20/18	36.00	238.00
							VENDOR TOTAL:		36.00

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		JULY 2018 SALES TAX		08/20/18		59589	08/20/18	368.00	368.00
		03 CITY SALES TAX - BB CONC	303300116852		00000000				27.00
		04 CITY SALES TAX - POOL CONC	303400116852		00000000				52.00
		05 CITY SALES TAX - CATERING	303500116852		00000000				15.00
		VENDOR TOTAL:						618.00	
COMCA	COMCAST								
		0468024-0718		07/10/18		59531	07/31/18	660.38	660.38
		01 CABLE	207500096705		00000000				315.52
		02 INTERNET	101000096706		00000000				172.43
		03 INTERNET	201000096706		00000000				172.43
		VENDOR TOTAL:						660.38	
CONSV	CONSERV FS								
		121007789		06/25/18		59533	07/31/18	4,790.31	525.97
		01 DIESEL - GOLF	504100076515		00000000				26.60
		02 DIESEL - PARKS	101500076515		00000000				379.43
		03 DIESEL - SC	202100076515		00000000				119.94
		121007790		06/25/18		59533	07/31/18	4,790.31	510.15
		01 GASOLINE - GOLF	504100076515		00000000				80.55
		02 GASOLINE - PARKS	101500076515		00000000				7.67
		03 GASOLINE - SC	202100076515		00000000				137.61
		04 GASOLINE - TRUCKS	101500076515		00000000				284.32
		121007944		07/11/18		59533	07/31/18	4,790.31	741.69
		01 GASOLINE -GOLF	504100076515		00000000				15.18
		02 GASOLINE -PARKS	101500076515		00000000				22.32
		03 GASOLINE -SC	202100076515		00000000				87.80
		04 GASOLINE -TRUCKS	101500076515		00000000				616.39
		121007992		07/17/18		59533	07/31/18	4,790.31	1,173.01
		01 DIESEL TANK 3-OLD SHOP	504100076515		00000000				1,173.01
		121007993		07/17/18		59533	07/31/18	4,790.31	679.24
		01 GAS-TANK 4 - OLD SHOP	504100076515		00000000				679.24
		121107943		07/11/18		59533	07/31/18	4,790.31	1,160.25
		01 DIESEL - PARKS	101500076515		00000000				913.87
		02 DIESEL - SC	202100076515		00000000				246.38
		VENDOR TOTAL:						4,790.31	
DAIRY	DAIRY RIPPLE								
		7-31-18		07/30/18		59534	07/31/18	1,260.00	1,260.00





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HOWARD	442823	01 SUPER STROKE 1.0 PUTTER GRIP	501000001303	07/19/18	00003098	59536	07/31/18	495.51	141.76
		02 SUPER STROKE 2.0 PUTTER GRIP	501000001303		00003098				24.00
		03 SUPER STROKE 3.0 PUTTER GRIP	501000001303		00003098				30.00
		04 GRIP TAPE NON INVENTORY	501000001303		00003098				30.00
		05 SHIPPING	501000001303		00003098				48.00
		06 DISC	501000001303		00003098				12.40
									-2.64
HOWARD	59630	01 GAS METER REGISTER PAPER	101500066402	07/31/18	00003136	59562	08/07/18	14.02	14.02
ILLIN	31021	01 MUSEUM FIRE ALARM MONITOR	202500056300	07/20/18	00003126	59563	08/07/18	195.00	195.00
JACO	2018-1	01 LAND APPRAISAL	711000036125	07/30/18	00000000	59537	07/31/18	3,950.00	3,950.00
LE PRINT	27602	01 FALL 18 CC POSTERS	101200046203	08/15/18	00003164	59576	08/16/18	204.00	204.00
MENA	86442	01 C.C. SHELVING UNIT FOR SPL PAD	207500066401	07/09/18	00003045	59538	07/31/18	137.25	89.65
	87001	01 HAND CLEANER, PIPE FOR POOL	518100066410	07/17/18	00003088	59538	07/31/18	137.25	47.60
	87214	01 FOUNDERS SHELTER PHOTO EYE	101500066404	07/20/18	00003115	59564	08/07/18	6.99	6.99
		VENDOR TOTAL:						144.24	

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MIGHTYAC	4	MUSIC TOGETHER INSTRUCTOR FEE	205771406128	05/31/18	00003127	59565	08/07/18	1,155.00	1,155.00
									1,155.00
									VENDOR TOTAL: 1,155.00
NIV		NIVEL PARTS & MANUFACTURING							
	73261163	01 GOLF CART BRUSHES	504000066409	08/02/18	00003090	59566	08/07/18	109.13	109.13
									109.13
									VENDOR TOTAL: 109.13
ONEAG		ON EAGLES WINGS EQUINE CENTER							
	7-22-18	01 HORSEBACK RIDING CAMP INSTRUCT	205011506128	07/22/18	00003106	59522	07/24/18	400.00	400.00
									400.00
									VENDOR TOTAL: 400.00
PENDEL		PENDELTON TURF SUPPLY							
	8182	01 EARPLUGS, WATER SUCKER, NOZZLE	202100076500	07/31/18	00003142	59567	08/07/18	166.05	166.05
									166.05
									VENDOR TOTAL: 166.05
PEPSI		PEPSI COLA GEN. BOT.							
	37950613	01 5GAL BIB	303400086630	07/27/18	00003147	59577	08/16/18	655.13	339.34
		02 5GAL BIB	303000086630		00003147				77.15
		03 3GAL BIB	303000086630		00003147				77.15
		04 CO2 TANK	303400086630		00003147				96.60
		05 CO2 TANK	303000086630		00003147				29.48
		06 CO2 TANK	303000086630		00003147				29.48
									29.48
									VENDOR TOTAL: 655.13
	47245854	01 GATORADE	303000086631	08/03/18	00003148	59577	08/16/18	655.13	315.79
		02 5GAL BIB	303000086630		00003148				64.89
		03 3GAL BIB	303000086630		00003148				154.30
									96.60
									VENDOR TOTAL: 655.13
PERFOR		PERFORMANCE FOOD GROUP							
	5798745	01 GATORADE	303000086631	07/11/18	00003153	59580	08/16/18	2,042.76	709.18
		02 TORTILLA CHIPS	303300086620		00003153				78.00
		03 SLICED CHEESE	303000086629		00003153				18.77
									42.59
									VENDOR TOTAL: 655.13



DATE: 08/21/2018  
 TIME: 15:22:44  
 ID: AP450000.WOW  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 07/24/2018 TO 08/21/2018

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

ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
5798745							
04 FRENCH FRIES	303000086617	07/11/18	00003153	59580	08/16/18	2,042.76	709.18
05 HOT DOGS 6/1	303000086615		00003153				19.51
06 SOFT PRETZELS	303300086619		00003153				150.16
07 BRATS	303000086615		00003153				56.10
08 HAMBURGERS	303000086613		00003153				76.64
09 POPCORN CHICKEN	303000086616		00003153				225.28
10 DELIVERY CHARGE	303000076500		00003153				35.63
							6.50

5808315							
01 SLICED PICKLES	303000086629	07/19/18	00003151	59580	08/16/18	2,042.76	818.73
02 GATORADE	303000086631		00003151				30.74
03 NACHO CHEESE	303000086620		00003151				97.50
04 RELISH	303000086629		00003151				113.66
05 TORTILLA CHIPS	303000086620		00003151				34.87
06 BACON	303000086613		00003151				18.77
07 FRENCH FRIES	303000086617		00003151				40.62
08 HOT DOGS 6/1	303000086615		00003151				19.51
09 BRATS	303000086615		00003151				112.62
10 HAMBURGERS	303000086613		00003151				153.28
11 CONE CUPS-KIRK	504000076500		00003151				112.64
12 DELIVERY CHARGE	303000076500		00003151				78.02
							6.50

5823136							
01 POPCORN	303300086621	08/02/18	00003152	59580	08/16/18	2,042.76	514.85
02 GATORADE	303000086631		00003152				21.41
03 CHIPS	303000086622		00003152				117.00
04 BACON	303000086613		00003152				58.70
05 TOMATOES	303000086629		00003152				43.40
06 HAMBURGER BUNS	303000086613		00003152				26.03
07 FRENCH FRIES	303000086617		00003152				27.44
08 POTATOES	303500086640		00003152				39.02
09 HOT DOGS 6/1	303000086615		00003152				26.38
10 POPCORN CHICKEN	303000086616		00003152				113.34
11 DELIVERY CHARGE	303000076500		00003152				35.63
							6.50

POWERSY POWERSYSTEMS VENDOR TOTAL: 2,042.76

8354458							
01 FITNESS EQUIPMENT	711000207036	04/21/18	00002732	59523	07/24/18	8,309.92	8,309.92
							8,309.92

PRIN PRINCIPAL LIFE GROUP VENDOR TOTAL: 8,309.92

AUG 2018							
		07/30/18		59539	07/31/18	1,393.89	1,393.89

FROM 07/24/2018 TO 08/21/2018

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

AUG 2018

01	DENTAL INS PREM	101000106801	07/30/18	00000000	59539	07/31/18	1,393.89	1,393.89	
02	DENTAL INS PREM	101500106801		00000000				263.14	
03	DENTAL INS PREM	504100106801		00000000				53.87	
04	DENTAL INS PREM	504000106801		00000000				165.77	
05	DENTAL INS PREM	201000106801		00000000				138.14	
06	DENTAL INS PREM	202100106801		00000000				407.86	
07	DENTAL INS PREM	303000106801		00000000				343.01	
								22.10	
							VENDOR TOTAL:	1,393.89	

RALPH HELM LAWN EQUIPMENT CTR

297417	01	WEDEATER LINE	101500076500	07/18/18	00003089	59524	07/24/18	139.90	139.90
							VENDOR TOTAL:	139.90	

REYNOLDS, BILL

7-9-18	01	FIRST AID/CPR TRAINING	101000046207	07/09/18	00000000	59568	08/07/18	360.00	360.00
	02	FIRST AID/CPR TRAINING	201000046207		00000000			180.00	180.00
							VENDOR TOTAL:	360.00	

SPECIAL FX

42001	01	LIFEGUARD APPARAL	518000046215	06/03/18	00003131	59569	08/07/18	319.00	319.00
							VENDOR TOTAL:	319.00	

STAPLES BUSINESS ADVANTAGE

3382417485	01	RULER	207500046200	06/30/18	00000000	59541	07/31/18	521.11	99.41
	02	GARBAGE BAGS - CLEANER	207500076510		00000000				3.78
							VENDOR TOTAL:	521.11	99.41

3383168186

01	COPY HOLDER	207500046200	07/07/18	00000000	59541	07/31/18	521.11	51.15	
02	A-Z INDEXES	207500046200		00000000				10.69	
03	COPY PAPER	101000046200		00000000				5.98	
04	COPY PAPER	201000046200		00000000				10.16	
05	COPY PAPER	207500046200		00000000				10.16	
06	INK	207500046200		00000000				10.17	
								3.99	
							VENDOR TOTAL:	521.11	63.09

3383168189 07/07/18 59541 07/31/18 521.11 63.09

FROM 07/24/2018 TO 08/21/2018

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

3383168189  
 01 TAPE 101000046200 07/07/18 00000000 59541 07/31/18 521.11 63.09  
 02 SIGN HOLDERS 303000046200 00000000 59541 07/31/18 521.11 5.49  
 03 SIGN HOLDERS 207500046200 00000000 59541 07/31/18 521.11 28.80  
 28.80

3383897039  
 01 INK - KL 101000046200 07/14/18 00000000 59541 07/31/18 521.11 232.47  
 02 INK - KL 201000046200 00000000 59541 07/31/18 521.11 116.23  
 116.24

3383897042  
 01 INK - KL 101000046200 07/14/18 00000000 59541 07/31/18 521.11 74.99  
 02 INK - KL 201000046200 00000000 59541 07/31/18 521.11 37.49  
 37.50

SUP SUPERIOR BEVERAGE VENDOR TOTAL: 521.11

485951  
 01 BUDWEISER 303000086634 07/11/18 00003083 59525 07/24/18 519.70 519.70  
 02 BUD LIGHT 303000086634 00003083 59525 07/24/18 519.70 61.40  
 03 BUSCH LIGHT 303000086634 00003083 59525 07/24/18 519.70 153.50  
 04 MICHELOB ULTRA 303000086634 00003083 59525 07/24/18 519.70 28.10  
 05 312 303000086634 00003083 59525 07/24/18 519.70 35.00  
 06 KEG 303000086634 00003083 59525 07/24/18 519.70 71.70  
 07 ARNIE PALMER 303000086634 00003083 59525 07/24/18 519.70 131.00  
 08 KEG RETURN 303000086634 00003083 59525 07/24/18 519.70 88.00  
 09 ARNIE PALMER RETURN 303000086634 00003083 59525 07/24/18 519.70 -30.00  
 10 DELIVERY CHARGE 303000086634 00003083 59525 07/24/18 519.70 -22.00  
 3.00

486030  
 01 KEG 303000086634 07/18/18 00003150 59582 08/16/18 865.05 290.85  
 02 BUD LIGHT LIME 303000086634 00003150 59582 08/16/18 865.05 131.00  
 03 SHOCK TOP 303000086634 00003150 59582 08/16/18 865.05 87.50  
 04 312 303000086634 00003150 59582 08/16/18 865.05 8.35  
 05 ARNOLD PALMER 303000086634 00003150 59582 08/16/18 865.05 25.00  
 06 KEG RETURN 303000086634 00003150 59582 08/16/18 865.05 66.00  
 07 DELIVERY CHARGE 303000086634 00003150 59582 08/16/18 865.05 -30.00  
 3.00

486202  
 01 BUDWEISER 303000086634 08/01/18 00003149 59582 08/16/18 865.05 574.20  
 02 BUD LIGHT 303000086634 00003149 59582 08/16/18 865.05 61.40  
 03 MICHELOB ULTRA 303000086634 00003149 59582 08/16/18 865.05 153.50  
 04 SHOCK TOP 303000086634 00003149 59582 08/16/18 865.05 52.50  
 05 312 303000086634 00003149 59582 08/16/18 865.05 25.05  
 06 ARNOLD PALMER 303000086634 00003149 59582 08/16/18 865.05 59.75  
 88.00

FROM 07/24/2018 TO 08/21/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	486202	07 KEG	303000086634	08/01/18	00003149	59582	08/16/18	865.05	574.20
		08 DELIVERY CHARGE	303000086634		00003149				131.00
									3.00
									VENDOR TOTAL: 1,384.75
SWIFT	JOHN S SWIFT COMPANY								
	18-0270	01 FALL 18 BROCHURE	206500046203	08/06/18	00003146	59583	08/16/18	4,856.61	4,856.61
SYCAMORE CHAMBER OF COMMERCE									
	26053	01 GRAND OPENING EBIAST	101200046214	06/20/18	00003107	59542	07/31/18	100.00	100.00
									100.00
									VENDOR TOTAL: 100.00
T0001520	HULSEBERG, LAURA								
	REIMBURSE 8-17-18								
	01 STUDIO ART CAMP SUPPLIES REIMB		205011506216	08/17/18	00000000	59588	08/17/18	131.29	131.29
									131.29
									VENDOR TOTAL: 131.29
T0001553	WALTON, ROSHAMM								
	SHELTER REFUND								
	01 REFUND SHELTER		101000004000	08/06/18	00000000	59570	08/07/18	50.00	50.00
									50.00
									VENDOR TOTAL: 50.00
TOUR	TOUR EDGE GOLF MFG. INC.								
	CM-00078525								
	01 CREDIT-INV IN-01205172		501000001304	05/24/18	00000000	59526	07/24/18	144.00	-74.00
									-74.00
									VENDOR TOTAL: 144.00
	IN-01205172	01 WRONG BAG-CREDITED	501000001304	04/20/18	00000000	59526	07/24/18	144.00	74.00
									74.00
									VENDOR TOTAL: 144.00
	IN-01209910	01 STAND BAG	501000001304	05/10/18	00003109	59526	07/24/18	144.00	72.00
									72.00
									VENDOR TOTAL: 144.00
	IN-01214435	01 STAND BAG	501000001304	05/30/18	00003021	59526	07/24/18	144.00	72.00
									72.00
									VENDOR TOTAL: 144.00
	IN-01232588								
	01 SPECIAL ORDER SAND WEDGE		501000001302	08/10/18	00003157	59584	08/16/18	48.50	48.50
	02 SHIPPING		501000001302		00000000				41.00
									7.50
									VENDOR TOTAL: 192.50

DATE: 08/21/2018  
 TIME: 15:22:44  
 ID: AP450000.WOM  
 2

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 07/24/2018 TO 08/21/2018

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

UNIT2 UNITED STATES POSTAL SERVICE  
 POSTAGE FALL 2018 01 FALL 2018 BROCHURE POSTAGE 206500046203 08/03/18 00000000 59552 08/03/18 1,461.51 1,461.51

UNUM UNUM LIFE INSURANCE  
 JULY 2018 01 JULY STD INS PREM 101000106801 07/30/18 00000000 59544 07/31/18 268.95 268.95  
 02 JULY STD INS PREM 101500106801 00000000 00000000 7.22  
 03 JULY STD INS PREM 504100106801 00000000 00000000 22.20  
 04 JULY STD INS PREM 504000106801 00000000 00000000 18.50  
 05 JULY STD INS PREM 201000106801 00000000 00000000 91.85  
 06 JULY STD INS PREM 202100106801 00000000 00000000 79.00  
 07 JULY STD INS PREM 303000106801 00000000 00000000 8.55

USFOODS US FOODS INC  
 0759986 01 GATORADE 303000086631 07/16/18 00003154 59585 08/16/18 515.02 515.02  
 02 CHIPS 303000086622 00003154 00003154 28.95 38.14  
 03 TURKEY-SLICED 303000086612 00003154 00003154 35.49 28.95  
 04 CHICKEN BREAST 303000086616 00003154 00003154 38.16 35.49  
 05 CHEDDAR NUGGETS 303000086617 00003154 00003154 48.47 38.16  
 06 ONION RINGS 303000086617 00003154 00003154 27.47 48.47  
 07 MOZZARELLA STICKS 303000086617 00003154 00003154 162.58 27.47  
 08 FRYER CLEANER 303000076551 00003154 00003154 51.38 162.58  
 09 LIDS 303000076550 00003154 00003154 34.11 51.38  
 10 PAPER TOWELS 303000076550 00003154 00003154 19.15 34.11  
 11 BAKED BEANS 303500086640 00003154 00003154 31.12 19.15

VECTOR VECTOR STOMP  
 IN-003500 01 PEST CONTROL ALL BLDGS 101000056300 07/19/18 00000000 59571 08/07/18 35.00 35.00

VISACA VISA CARDMEMBER SERVICE  
 071018 01 ENTRANCE PARK SIGN 101500066405 07/10/18 00000000 59549 07/31/18 4,107.68 4,107.68  
 02 BATTERS BOX TEMPLATE 202100076536 00000000 00000000 18.45  
 03 GCSAA -ASST SUPP GOLF DUES 101000046204 00000000 00000000 131.49 18.45

VENDOR TOTAL: 515.02  
 VENDOR TOTAL: 35.00  
 VENDOR TOTAL: 4,107.68

VENDOR TOTAL: 268.95  
 VENDOR TOTAL: 1,461.51  
 VENDOR TOTAL: 268.95

VENDOR TOTAL: 515.02  
 VENDOR TOTAL: 35.00  
 VENDOR TOTAL: 4,107.68





FROM 07/24/2018 TO 08/21/2018

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

071618		20 LETTUCE	303000086629	07/16/18	00003102	59551	07/31/18	389.39	389.39
		21 ENGLISH MUFFINS	303000086610		00003103				2.76
		22 BAGELS	303000086610		00003103				4.56
		23 DISH DETERGENT	303000076551		00003103				9.24
		24 CREDIT FROM LAST CYCLE	303000076550		00003103				2.97
									-287.88

VENDOR TOTAL: 389.39

WDKB-FM WDKB-FM

573-00080-0000	01	GOLF ADS JUL 18	1012000046209	07/31/18	00003160	59586	08/16/18	275.00	37.50
									37.50
573-00082-0000	01	OPEN HOUSE AND PATHWAY	1012000046209	07/31/18	00003161	59586	08/16/18	275.00	62.50
									62.50
573-00083-0000	01	GOLF JULY 18	1012000046209	07/31/18	00003162	59586	08/16/18	275.00	75.00
									75.00
573-00084-0000	01	SPLASH FOUNTAIN	1012000046209	07/31/18	00003163	59586	08/16/18	275.00	100.00
									100.00

VENDOR TOTAL: 275.00

WEAV WEAVR CONSTRUCTION

18-8466	01	MUSEUM-DOWNSPOUT RETAIN WALL	2025000056300	08/09/18	00000000	59587	08/16/18	675.00	675.00
									675.00

VENDOR TOTAL: 675.00

TOTAL ---- ALL INVOICES: 79,610.55



DATE: 08/23/18  
 TIME: 13:02:06  
 PRG ID: AP215000.WOW

SYCAMORE PARK DISTRICT  
 CHECK REGISTER  
 CHECK DATE: 08/23/18

PAGE: 1

*Interim - Audited*

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
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59590	BOW/MAN	BOWMAN/MANESS TREE SERVICE	07/12/18	01	STORM CLEANUP	10-15-0005-6308	23,400.00
						INVOICE TOTAL:	23,400.00 *
						CHECK TOTAL:	23,400.00

59591	CINTA2	CINTAS CORP	05/31/18	01	CC FIRST AID-STOCK	20-75-0006-6401	477.89
						INVOICE TOTAL:	477.89 *
						CHECK TOTAL:	477.89

59592	CITY2	CITY OF SYCAMORE	07/31/18	01	WATER/SEWER- POOL	51-81-0009-6704	2,850.41
						INVOICE TOTAL:	2,850.41 *
						CHECK TOTAL:	2,850.41

59593	COMCA	COMCAST	08/10/18	01	CABLE	20-75-0009-6705	305.52
				02	INTERNET	10-10-0009-6706	172.43
				03	INTERNET	20-10-0009-6706	172.43
						INVOICE TOTAL:	650.38 *
						CHECK TOTAL:	73.19

			07/25/18	01	CABLE	30-30-0009-6705	73.19
				02	CABLE	50-40-0009-6705	73.19
						INVOICE TOTAL:	146.38 *
						CHECK TOTAL:	796.76

59594	COMMO	COMMONWEALTH EDISON	08/01/18	01	BOYNTON PARK	10-15-0009-6702	15.79
						CHECK TOTAL:	15.79

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
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59597	NICOR	NICOR GAS	07/27/18	03	POOL	51-81-0009-6703	1,168.57
				04	UPSTAIRS OFFICE	10-10-0009-6703	31.12
				05	ADMINISTRATION	10-10-0009-6703	35.84
				06	ADMINISTRATION	20-10-0009-6703	35.85
				07	PRO SHOP	50-40-0009-6703	15.36
				08	CLUBHOUSE	30-30-0009-6703	15.36
				09	PUMP HOUSE	50-41-0009-6703	33.22
				10	AIRPORT ROAD PROPERTY	20-75-0009-6703	93.66
INVOICE TOTAL:							1,565.81

CHECK TOTAL: 1,565.81

59598	RINGCEN	RINGCENTRAL INC.	07/20/18	01	MONTHLY SERVICE	10-10-0009-6700	484.84
				02	MONTHLY SERVICE	20-10-0009-6700	484.84
INVOICE TOTAL:							969.68

CHECK TOTAL: 969.68

59599	T0001554	CAGLE, ALLAN	08/21/18	01	BROKEN WINDOW	10-10-0007-6500	120.00
INVOICE TOTAL:							120.00

CHECK TOTAL: 120.00

59600	WASTE	WASTE MANAGEMENT	07/26/18	01	REFUSE - ADM	10-10-0005-6302	59.28
				02	REFUSE - CH	30-30-0005-6302	59.28
				03	REFUSE - OLD SHOP	50-41-0005-6302	70.06
				04	REFUSE - ADM	10-10-0005-6302	21.79
				05	REFUSE - SC	20-21-0005-6302	67.32
INVOICE TOTAL:							277.73

CHECK TOTAL: 277.73

27 ENTRY DATE: 08/23/2018

JOURNAL #: AP-082318

ACCOUNTING PERIOD: 08

ITEM	ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR	INVOICE	TRANSACTION DESCRIPTION	DEBIT AMT	CREDIT AMT
CORPORATE							
01	10-10-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - ADM	59.28	
02	10-10-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - ADM	21.79	
03	10-10-0007-6500	MISCELLANEOUS	T0001554	BROKEN WINDOW	BROKEN WINDOW	120.00	
04	10-10-0009-6700	TELEPHONE	FRONTIER	080718	ADMINISTRATION	568.58	
05	10-10-0009-6700	TELEPHONE	RINGCEN	560058	MONTHLY SERVICE	484.84	
06	10-10-0009-6703	GAS	NICOR	072718	UPSTAIRS OFFICE	31.12	
07	10-10-0009-6703	GAS	NICOR	072718	ADMINISTRATION	35.84	
08	10-10-0009-6706	INTERNET	COMCA	0468024-0818	INTERNET	172.43	
09	10-15-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - PARKS	67.33	
10	10-15-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - PICNIC	52.92	
11	10-15-0005-6308	LANDSCAPE SERVICES	BOW/MAN	460	STORM CLEANUP	23,400.00	
12	10-15-0009-6700	TELEPHONE	FRONTIER	080718	MAINT BLDG	76.08	
13	10-15-0009-6702	ELECTRICITY	COMMO	080118	BOYNTON PARK	15.79	
14	10-15-0009-6702	ELECTRICITY	COMMO	080118	KIMANIS PARK	45.49	
15	10-15-0009-6702	ELECTRICITY	COMMO	080118	EMIL CASSIER PARK	24.41	
16	10-15-0009-6702	ELECTRICITY	COMMO	080118	SYCAMORE LAKE	32.02	
17	10-15-0009-6702	ELECTRICITY	COMMO	080118	GOOD TYMES SHELTER	41.53	
18	10-15-0009-6702	ELECTRICITY	COMMO	080118	WETZEL PARK	24.41	
19	10-15-0009-6702	ELECTRICITY	COMMO	080118	ENTRY PARK	33.54	
20	10-15-0009-6703	GAS	NICOR	072718	MAINT BLDG	68.42	
21	10-10-0000-1000	CASH			ACCOUNTS PAYABLE OFFSET		25,375.82
RECREATION							
22	20-10-0009-6700	TELEPHONE	FRONTIER	080718	ADMINISTRATION	568.58	
23	20-10-0009-6700	TELEPHONE	RINGCEN	560058	MONTHLY SERVICE	484.84	
24	20-10-0009-6703	GAS	NICOR	072718	ADMINISTRATION	35.85	
25	20-10-0009-6706	INTERNET	COMCA	0468024-0818	INTERNET	172.43	
26	20-21-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - SC	67.32	
27	20-75-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - CC	146.46	
28	20-75-0006-6401	BUILDINGS	CINTAZ	9027496650	CC FIRST AID-STOCK	477.89	
29	20-75-0009-6703	GAS	NICOR	072718	AIRPORT ROAD PROPERTY	93.66	
30	20-75-0009-6705	CABLE/SATELLITE	NICOR	072718	CABLE	305.52	
31	20-10-0000-1000	CASH	COMCA	0468024-0818	ACCOUNTS PAYABLE OFFSET		2,352.55

SPECIAL RECREATION

DATE: 08/23/18  
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SYCAMORE PARK DISTRICT  
 DISTRIBUTION JOURNAL # AP-082318  
 JOURNAL DATE: 08/23/18

ACCOUNTING PERIOD: 08  
 PAGE: 1  
 F-YR: 18

ITEM	ACCOUNT #	ACCOUNT DESCRIPTION	VENDOR	INVOICE	TRANSACTION DESCRIPTION	DEBIT AMT	CREDIT AMT
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CORPORATE							
01	10-10-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - ADM	59.28	
02	10-10-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - ADM	21.79	
03	10-10-0007-6500	MISCELLANEOUS	T0001554	BROKEN WINDOW	BROKEN WINDOW	120.00	
04	10-10-0009-6700	TELEPHONE	FRONTIER	080718	ADMINISTRATION	568.58	
05	10-10-0009-6700	TELEPHONE	RINGCEN	560058	MONTHLY SERVICE	484.84	
06	10-10-0009-6703	GAS	NICOR	072718	UPSTAIRS OFFICE	31.12	
07	10-10-0009-6703	GAS	NICOR	072718	ADMINISTRATION	35.84	
08	10-10-0009-6706	INTERNET	COMCA	0468024-0818	INTERNET	172.43	
09	10-15-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - PARKS	67.33	
10	10-15-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - PICNIC	52.92	
11	10-15-0005-6308	LANDSCAPE SERVICES	BOV/MAN	460	STORM CLEANUP	23,400.00	
12	10-15-0009-6700	TELEPHONE	FRONTIER	080718	MAINT BLDG	76.08	
13	10-15-0009-6702	ELECTRICITY	COMMO	080118	BOYNTON PARK	15.79	
14	10-15-0009-6702	ELECTRICITY	COMMO	080118	KIWANIS PARK	45.49	
15	10-15-0009-6702	ELECTRICITY	COMMO	080118	EMIL CASSIER PARK	24.41	
16	10-15-0009-6702	ELECTRICITY	COMMO	080118	SYCAMORE LAKE	32.02	
17	10-15-0009-6702	ELECTRICITY	COMMO	080118	GOOD TYMES SHELTER	41.53	
18	10-15-0009-6702	ELECTRICITY	COMMO	080118	WETZEL PARK	24.41	
19	10-15-0009-6702	ELECTRICITY	COMMO	080118	ENTRY PARK	33.54	
20	10-15-0009-6703	GAS	NICOR	072718	MAINT BLDG	68.42	
21	10-10-0000-1000	CASH			ACCOUNTS PAYABLE OFFSET		25,375.82

RECREATION							
22	20-10-0009-6700	TELEPHONE	FRONTIER	080718	ADMINISTRATION	568.58	
23	20-10-0009-6700	TELEPHONE	RINGCEN	560058	MONTHLY SERVICE	484.84	
24	20-10-0009-6703	GAS	NICOR	072718	ADMINISTRATION	35.85	
25	20-10-0009-6706	INTERNET	COMCA	0468024-0818	INTERNET	172.43	
26	20-21-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - SC	67.32	
27	20-75-0005-6302	REFUSE REMOVAL	WASTE	3564194-2011-8	REFUSE - CC	146.46	
28	20-75-0006-6401	BUILDINGS	CINTA2	9027496650	CC FIRST AID-STOCK	477.89	
29	20-75-0009-6703	GAS	NICOR	072718	AIRPORT ROAD PROPERTY	93.66	
30	20-75-0009-6705	CABLE/SATELLITE	COMCA	0468024-0818	CABLE	305.52	
31	20-10-0000-1000	CASH			ACCOUNTS PAYABLE OFFSET		2,352.55

SPECIAL RECREATION							
32	22-10-0011-6855	KSRA OPERATIONS	KISH	2018-3	2018 CONTRIBUTION	889.07	

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 TIME: 12:58:01  
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SYCAMORE PARK DISTRICT  
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PAGE: 1

INVOICES DUE ON/BEFORE 08/23/2018

CHECK #	VENDOR #	INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
59590	BOW/MAN				BOWMAN/MANESS TREE SERVICE			
	460		07/12/18	01	STORM CLEANUP	10-15-0005-6308		23,400.00
								INVOICE TOTAL: 23,400.00 *
								CHECK TOTAL: 23,400.00
59591	CINTA2				CINTAS CORP			
	9027496650		05/31/18	01	CC FIRST AID-STOCK	20-75-0006-6401		477.89
								INVOICE TOTAL: 477.89 *
								CHECK TOTAL: 477.89
59592	CITY2				CITY OF SYCAMORE			
	14205600/5650-0718		07/31/18	01	WATER/SEWER- POOL	51-81-0009-6704		2,850.41
								INVOICE TOTAL: 2,850.41 *
								CHECK TOTAL: 2,850.41
59593	COMCA				COMCAST			
	0468024-0818		08/10/18	01	CABLE	20-75-0009-6705		305.52
				02	INTERNET	10-10-0009-6706		172.43
				03	INTERNET	20-10-0009-6706		172.43
								INVOICE TOTAL: 650.38 *
	0468768-0718		07/25/18	01	CABLE	30-30-0009-6705		73.19
				02	CABLE	50-40-0009-6705		73.19
								INVOICE TOTAL: 146.38 *
								CHECK TOTAL: 796.76
59594	COMMO				COMMONWEALTH EDISON			
	080118		08/01/18	01	BOYNTON PARK	10-15-0009-6702		15.79

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 TIME: 12:58:01  
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SYCAMORE PARK DISTRICT  
 PRE-CHECK RUN EDIT

INVOICES DUE ON/BEFORE 08/23/2018

CHECK #	VENDOR #	INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CODE	ITEM AMT
59597	NICOR	NICOR	07/27/18	03	POOL	51-81-0009-6703		1,168.57
				04	UPSTAIRS OFFICE	10-10-0009-6703		31.12
				05	ADMINISTRATION	10-10-0009-6703		35.84
				06	ADMINISTRATION	20-10-0009-6703		35.85
				07	PRO SHOP	50-40-0009-6703		15.36
				08	CLUBHOUSE	30-30-0009-6703		15.36
				09	PUMP HOUSE	50-41-0009-6703		33.22
				10	AIRPORT ROAD PROPERTY	20-75-0009-6703		93.66
					INVOICE TOTAL:			1,565.81
					CHECK TOTAL:			1,565.81
59598	RINGCEN	RINGCENTRAL INC.	07/20/18	01	MONTHLY SERVICE	10-10-0009-6700		484.84
				02	MONTHLY SERVICE	20-10-0009-6700		484.84
					INVOICE TOTAL:			969.68
					CHECK TOTAL:			969.68
59599	T0001554	CAGLE, ALLAN	08/21/18	01	BROKEN WINDOW	10-10-0007-6500		120.00
					INVOICE TOTAL:			120.00
					CHECK TOTAL:			120.00
59600	WASTE	WASTE MANAGEMENT	07/26/18	01	REFUSE - ADM	10-10-0005-6302		59.28
				02	REFUSE - CH	30-30-0005-6302		59.28
				03	REFUSE - OLD SHOP	50-41-0005-6302		70.06
				04	REFUSE - ADM	10-10-0005-6302		21.79
				05	REFUSE - SC	20-21-0005-6302		67.32
					INVOICE TOTAL:			277.73
					CHECK TOTAL:			277.73

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

Board

INVOICES DUE ON/BEFORE 08/23/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL, GLINK - LAW OFFICES OF	8,203.18	12,636.24
CENTURY	CENTURY PRINT & GRAPHICS	1,094.35	74.87
CINTA	CINTAS CORPORATION #355	1,386.01	20.85
CMJ	CMJ TECHNOLOGIES, INC.	105,080.91	322.75
DEKAM	DEKALB MECHANICAL INC	3,421.57	590.50
DYNEGY E	DYNEGY ENERGY SERVICES	45,345.26	350.51
ECO	ECOWATER SYSTEMS, INC.	252.65	18.98
ENGIN	ENGINEERING RESOURCE ASSOC	125,273.40	1,818.75
FINN	FINNEY'S ELECTRIC	1,483.07	211.80
FP	FP MAILING SOLUTIONS		191.70
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,415.92	97.99
PDRMA	PDRMA	147,440.88	3,827.19
STAPLES	STAPLES BUSINESS ADVANTAGE	6,765.36	81.08
SYCROT	SYCAMORE ROTARY CLUB	570.00	87.50
UNUM	UNUM LIFE INSURANCE	1,799.73	41.63
	ADMINISTRATION		20,372.34
12	MARKETING		
HIRS	HIRSCHBIEN TROPHIES	178.76	10.00
SYC	SYCAMORE CHAMBER OF COMMERCE	1,930.00	450.00
WDKB-FM	WDKB-FM	2,912.50	37.50
	MARKETING		497.50
15	PARKS		
ADVAN	ADVANCE COMMUNICATIONS		43.40
ADVANCE	ADVANCE AUTO PARTS	4,712.73	267.70
AIRGAS	AIRGAS USA LLC	164.76	179.34
CINTA	CINTAS CORPORATION #355	1,386.01	48.75
CONS	CONSERV FS	17,157.34	1,153.64
DEKA2	DEKALB IMPLEMENT CO.,	1,134.97	15.77
DYNEGY E	DYNEGY ENERGY SERVICES	45,345.26	322.82
ENCAP	ENCAP, INC	13,083.00	4,050.00
GRAI	GRAINGER	4,057.26	19.96
LOWE	LOWE'S	2,577.05	60.54
MAR	ARCH CHEM-MARINE BIOCHEM	11,199.74	2,265.00
MART	MARTENSON TURF PRODUCTS	355.00	177.50
MENA	MENARDS - SYCAMORE	5,236.97	23.38
MROUT	MR OUTHOUSE	6,340.00	840.00

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 08/23/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
15	PARKS		
PDRMA	PDRMA	147,440.88	817.94
REIN	REINDERS, INC.	13,765.96	278.11
SAF	SAFETY-KLEEN CORP.	992.85	230.95
SOFT	SOFT WATER CITY	6,195.37	77.00
UNUM	UNUM LIFE INSURANCE	1,799.73	7.22
VERM	VERMEER-ILLINOIS INC.		210.68
	PARKS		11,089.70
RECREATION			
10	ADMINISTRATION		
CENTURY	CENTURY PRINT & GRAPHICS	1,094.35	74.88
CINTA	CINTAS CORPORATION #355	1,386.01	46.45
CMJ	CMJ TECHNOLOGIES, INC.	105,080.91	322.75
DYNEGY E	DYNEGY ENERGY SERVICES	45,345.26	350.51
ECO	ECOWATER SYSTEMS, INC.	252.65	18.97
FP	FP MAILING SOLUTIONS		191.70
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,415.92	98.01
PDRMA	PDRMA	147,440.88	5,617.91
STAPLES	STAPLES BUSINESS ADVANTAGE	6,765.36	23.48
SYCROT	SYCAMORE ROTARY CLUB	570.00	87.50
UNUM	UNUM LIFE INSURANCE	1,799.73	91.85
	ADMINISTRATION		6,924.01
21	SPORTS COMPLEX MAINTENANCE		
CONS	CONSERV FS	17,157.34	952.11
DYNEGY E	DYNEGY ENERGY SERVICES	45,345.26	187.01
FITZGER	FITZGERALD'S ELECTRICAL		2,193.44
MAPLE	MAPLE PARK LANDSCAPE-TRUCKING		192.00
MROUT	MR OUTHOUSE	6,340.00	785.00
PDRMA	PDRMA	147,440.88	6,132.28
REIN	REINDERS, INC.	13,765.96	228.36
STATE	STATE CHEMICAL SOLUTIONS	221.42	124.16
UNUM	UNUM LIFE INSURANCE	1,799.73	79.00
VULC	VULCAN MATERIALS CO.		779.64
	SPORTS COMPLEX MAINTENANCE		11,653.00



INVOICES DUE ON/BEFORE 08/23/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	3,421.57	1,946.84
SELDAL	SELDAL PLUMBING	3,500.00	95.00
	MIDWEST MUSEUM OF NATURAL HIST		2,041.84
75	COMMUNITY CENTER		
CINTA	CINTAS CORPORATION #355	1,386.01	87.61
CINTA2	CINTAS CORP	2,026.78	24.78
DYNEGY E	DYNEGY ENERGY SERVICES	45,345.26	4,365.63
ILLIN	ILLINI SECURITY SYSTEMS, INC.	29,836.25	425.00
MENA	MENARDS - SYCAMORE	5,236.97	53.82
STAPLES	STAPLES BUSINESS ADVANTAGE	6,765.36	303.34
	COMMUNITY CENTER		5,260.18
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	45,345.26	144.87
PDRMA	PDRMA	147,440.88	502.51
UNUM	UNUM LIFE INSURANCE	1,799.73	8.55
	CLUBHOUSE CONCESSIONS		655.93
33	SPORTS COMPLEX CONCESSIONS		
DEKAM	DEKALB MECHANICAL INC	3,421.57	210.00
DYNEGY E	DYNEGY ENERGY SERVICES	45,345.26	172.04
	SPORTS COMPLEX CONCESSIONS		382.04
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	27,405.55	100.99
EPOCH	EPOCH EYEWEAR	182.31	178.04
	ADMINISTRATION		279.03

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 08/23/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
40	GOLF OPERATIONS		
DOTY	DOTY & SON CONCRETE PRODUCTS	27,775.00	800.00
DYNEGY E	DYNEGY ENERGY SERVICES	45,345.26	191.60
HARRG	HARRIS GOLF CARS SALES & SERVI	1,240.83	276.78
PDRMA	PDRMA	147,440.88	2,098.02
PLAY	PLAYERS GOLF CARS	2,341.73	3,330.00
SOFT	SOFT WATER CITY	6,195.37	69.25
UNUM	UNUM LIFE INSURANCE	1,799.73	18.50
	GOLF OPERATIONS		6,784.15
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	19,649.95	1,650.42
CINTA	CINTAS CORPORATION #355	1,386.01	48.75
CONS	CONSERV FS	17,157.34	849.49
DYNEGY E	DYNEGY ENERGY SERVICES	45,345.26	1,412.89
FAULK	FAULKS BROS. CONSTRUCTION		704.77
MENA	MENARDS - SYCAMORE	5,236.97	40.19
MROUT	MR OUTHOUSE	6,340.00	165.00
PDRMA	PDRMA	147,440.88	2,513.00
PENDL	PENDELTON TURF SUPPLY	664.70	252.45
REIN	REINDERS, INC.	13,765.96	232.05
TYLER	TYLER ENTERPRISES	3,573.54	570.00
UNUM	UNUM LIFE INSURANCE	1,799.73	22.20
	GOLF MAINTENANCE		8,461.21
AQUATICS			
80	COMMUNITY POOL		
CINTA2	CINTAS CORP	2,026.78	183.14
	COMMUNITY POOL		183.14
81	AQUATICS MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	45,345.26	1,285.04
HALO	HALOGEN SUPPLY COMPANY, INC.	2,310.92	27.37
HAWK	HAWKINS INC	3,785.03	690.80
SOFT	SOFT WATER CITY	6,195.37	94.75
	AQUATICS MAINTENANCE		2,097.96

DATE: 08/23/2018  
TIME: 16:13:46  
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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 08/23/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CAPITAL PROJECTS			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	125,273.40	2,600.00
	ADMINISTRATION		2,600.00
ACTION 2020			
10	ADMINISTRATION		
ENCAP	ENCAP, INC	13,083.00	2,750.00
ENGIN	ENGINEERING RESOURCE ASSOC	125,273.40	5,760.81
	ADMINISTRATION		8,510.81
TOTAL ALL DEPARTMENTS			87,792.84

Interim \$79,610.55  
2nd Interim \$34,647.82

New \$87,792.84

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Total \$202,051.21

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: August 28, 2018

**Administrative Initiatives** (8/1/18 – 8/31/18)

- Attended scheduled Supt. and Board meetings.
- Continued to follow up with Comcast regarding duplicate billing for services at 940 E. State St. Credit processed but not as expected.
- Reviewed cash flow projections for the purpose of determining bond issue amount and timing.
- Reviewed deposits for Community Center, Pool, Golf and Concessions, prepared general ledger journal entry to be posted.
- Performed installment billing for Pathway Fitness memberships and passes. The August installment was for 105 households/161 individuals. These are increases over July by 15 and 31 respectively. The monthly installment was \$2,713 (\$583 increase) processed through credit cards and \$355 (no increase) through ACH transactions. There were 4 households whose credit cards did not process due to cancellation for lost and/or stolen credit cards or non-sufficient funds. I have had to follow up on each of these and process the transactions.
- Continued to review cash flow and transferred funds as needed.
- Continued to monitor new household accounts on Rectrac for residency.
- Transferred cost of goods sold in concessions (catering, pool, beverage cart and sports complex) and pro shop.
- Provided KSRA with property tax installment documentation and processed payment.

- Assisted staff with technology problems. Coordinated assistance from CMJ to resolution. Worked with staff, CMJ and Vermont Systems on access control problems.
- Performed criminal background checks on new hires.
- Prepared monthly sales tax return.
- Filed monthly IMRF earnings and submitted payment.
- Filed monthly unemployment report with state.
- Completed Occupational Employment Report for Illinois Department of Employment Security.
- Provided data for OSLAD grant.
- Calculated personal mileage for Executive Director.
- Reviewed computer needs and placed order.
- Arranged part-time staff recognition.
- Staff coordinated disposal of records approved by the state.
- Completed PCI compliance for credit card processors.
- Attended Pumpkin Festival Committee meeting.
- Followed up on documentation to PDRMA for property loss claims: Bridge and Microburst. Received reimbursement on storm clean-up.

**Administrative Initiatives** (9/1/18 – 9/30/18)

- Attend Management Team and Board meetings.
- File monthly unemployment report with the state.
- File monthly Sales Tax Return.

- Review deposits for Community Center, Golf, Concessions, and Pool. Prepare journal entry to be posted.
- File monthly IMRF earnings and submit payment.
- Prepare timeline and documents for 2019 Capital and Operating Budget.
- Continue to review applications for financial assistance as needed.
- Review and run installment billing for Pathway Fitness memberships/passes.
- Participate in Fireworks & Fun.
- Attend Pumpkin Festival Committee meeting.
- Wellness Ambassador Training.
- Establish Frontier contact to terminate phone numbers no longer needed.
- Continue to work with Sarah and Visionary Webworks on Employee Portal documents.
- Reconcile FSA accounts.
- Provide staff with current financial statements for review and highlight areas of concern.
- Work with Charitee to get our account up to date.
- Develop policy for Drivers Abstract.
- Perform criminal background check on any new hires.
- Transfer cost of goods sold in concessions (catering, sports complex, pool, beverage cart) and pro shop sales.
- Review purchasing card programs for possible implementation.

- Look into purchasing Finepoint software to allow staff to print accounting information to screen.
- Look into ATM options for clubhouse.
- Review outstanding accounts payable checks to determine validity.  
Review outstanding payroll checks.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended July 31, 2018

**Corporate Fund (10)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>									
Administration	20,261.00	22,165.37	9.4%	695,555.00	761,911.72	9.5% (1)	1,331,721.00	727,479.79	4.7% (1)
Marketing	-	-		-	2.01		-	-	
Parks	770.00	943.33	22.5%	7,689.00	7,034.40	-8.5%	14,207.00	6,654.16	5.7%
<b>Total Revenues</b>	<b>21,031.00</b>	<b>23,108.70</b>	<b>9.9%</b>	<b>703,244.00</b>	<b>768,948.13</b>	<b>9.3%</b>	<b>1,345,928.00</b>	<b>734,133.95</b>	<b>4.7%</b>
<b>Expenses</b>									
Administration	41,379.00	35,845.92	-13.4%	271,802.00	235,177.41	-13.5% (2)	901,754.00	255,002.95	-7.8% (2)
Marketing	2,509.00	3,325.75		50,676.00	29,123.81	-42.5% (3)	77,704.00	19,044.13	52.9% (3)
Parks	32,272.00	32,948.91	2.1%	164,646.00	132,135.12	-19.7% (4)	292,674.00	135,437.88	-2.4%
<b>Total Expenses</b>	<b>76,160.00</b>	<b>72,120.58</b>	<b>-5.3%</b>	<b>487,124.00</b>	<b>396,436.34</b>	<b>-18.6%</b>	<b>1,272,132.00</b>	<b>409,484.96</b>	<b>-3.2%</b>
<b>Total Fund Revenues</b>	<b>21,031.00</b>	<b>23,108.70</b>	<b>9.9%</b>	<b>703,244.00</b>	<b>768,948.13</b>	<b>9.3%</b>	<b>1,345,928.00</b>	<b>734,133.95</b>	<b>4.7%</b>
<b>Total Fund Expenses</b>	<b>76,160.00</b>	<b>72,120.58</b>	<b>-5.3%</b>	<b>487,124.00</b>	<b>396,436.34</b>	<b>-18.6%</b>	<b>1,272,132.00</b>	<b>409,484.96</b>	<b>-3.2%</b>
<b>Surplus (Deficit)</b>	<b>(55,129.00)</b>	<b>(49,011.88)</b>	<b>-11.1%</b>	<b>216,120.00</b>	<b>372,511.79</b>	<b>72.4%</b>	<b>73,796.00</b>	<b>324,648.99</b>	<b>14.7%</b>

- (1) 2018 Property Tax receipts greater than 2017 by 5.2% \$33,814. Year to date in 2018 was 54.36% of total, 2017 was 53.41%, Budget is 51% year to date. \$55,883 over budget. Total corporate property taxes for 2018 3.39% increase over 2017.
- (2) Includes interest payment for bond issued for Action 2020. It was budgeted in Action 2020 Fund however auditors prefer it to be recorded in corporate fund. If this expense was removed, overall cost would be below budget 13.5% \$36,625 and 2017 by 7.8% \$19,826 Professional Services (legal/consulting) below budget 64.9% \$29,588 and less than 2017 55.0% \$19,547, primarily timing. Education/Training higher in 2017 by 56.5% \$8,227 due to Vermont Systems new system training,
- (3) Marketing of Legacy Campus in 2018 and timing of expenses for 2018.
- (4) PT Wages and related taxes below budget 25.8% \$18,041, balance timing in various expense categories.



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**Recreation Fund (20)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Revenues</b>									
Administration	10,648.00	11,848.70	11.28%	480,778.00	512,394.81	6.58% (1)	940,031.00	468,756.53	9.3% (1)
Sports Complex	6,800.00	296.00	-95.65%	16,700.00	7,604.28	-54.47% (2)	44,867.00	10,439.00	-27.2% (2)
Sports Complex Maintenance	1,480.00	2,678.90	81.01%	22,288.00	23,366.37	4.84%	41,216.00	22,458.35	4.0%
Midwest Museum of Natural Hist	-	-		1,098.00	1,745.83	59.00%	2,195.00	1,167.62	49.5%
Programs-Youth	4.00	118.87	2871.75%	2,900.00	3,468.57	19.61% (3)	3,519.00	10,469.39	-66.9% (3)
Programs-Tweens	-	-	#DIV/0!	759.00	-	-100.00% (3)	759.00	-	#DIV/0! (3)
Programs-Adult	3.00	117.24	3808.00%	3,605.00	3,337.37	-7.42% (3)	5,951.00	1,149.56	190.3% (3)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Adult Athletic Leagues	-	-	#DIV/0!	125.00	117.76	-5.79% (3)	9,653.00	95.23	23.7% (3)
Programs-Youth Athletics	330.00	634.29	92.21%	25,640.00	20,236.90	-21.07% (3)	34,697.00	22,146.50	-8.6% (3)
Programs-Fitness	13.00	(235.56)	-1912.00%	4,906.00	6,213.66	26.65% (3)	7,848.00	5,076.73	22.4% (3)
Programs-Early Childhood	-	-	#DIV/0!	2,645.00	3,572.00	35.05% (3)	4,615.00	210.98	1593.1% (3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Dance	19.00	127.88	573.05%	1,710.00	1,864.77	9.05% (3)	2,752.00	1,748.76	6.6% (3)
Programs-Special Events	-	-	#DIV/0!	4,204.00	4,266.82	1.49% (3)	6,211.00	4,804.64	-11.2% (3)
Programs-Community Events	3,694.00	3,503.75	-5.15%	13,214.00	9,175.75	-30.56% (3)	14,620.00	4,900.00	87.3% (3)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	800.00	-100.0% (3)
Brochure	-	-	#DIV/0!	-	-	#DIV/0!	7,350.00	4,650.00	-100.0% (2)
Fitness Room	4,716.00	9,205.90	95.21%	38,414.00	76,078.20	98.05% (4)	107,687.00	-	#DIV/0!
Community Center	2,088.00	3,765.15	80.32%	8,873.00	17,224.47	94.12% (5)	37,444.00	-	#DIV/0!
<b>Total Revenues</b>	<b>29,795.00</b>	<b>32,061.12</b>	<b>7.61%</b>	<b>627,859.00</b>	<b>690,667.56</b>	<b>10.00%</b>	<b>1,271,415.00</b>	<b>558,873.29</b>	<b>23.6%</b>

(1) 2018 Property Tax receipts greater than budget 6.65% \$30,096 and 2017 by 6.7% \$30,410. Year to date in 2018 was 54.36% of total, 2017 was 53.41%, Budget is 51%. Total recreation property taxes for 2018 4.86% increase over 2017.

(2) timing

(3) Revenue from programs less than budget 12.48% \$7,454 and increased 1.7%, \$852 compared to 2017.

(4) Compared to Budget/Compared to Annual Budget:

Pathway Fitness Membership	236.77% / 82.81%	Annual Budget = 55,409
Pathway Fitness Pass	146.87% / 51.37%	Annual Budget = 44,217
Track Only Pass	401.28% / 179.97%	Annual Budget = 3,300
Pre-pay Card	70.36% / 32.19%	Annual Budget = 553
Program Fees	122.13% / 54.36%	Annual Budget = 802
Daily Admission Fee	107.33% / 48.91%	Annual Budget = 1,736

(5) Compared to Budget/Compared to Annual Budget:

Open Gym Daily	152.25% / 49.38%	Annual Budget = 5,550
Open Gym Membership	208.23% / 38.94%	Annual Budget = 12,386
Rentals	490.00% / 50.00%	Annual Budget = 9,800

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Expenses											
Administration	37,989.00	42,643.06	12.25%	309,823.00	284,321.68	-8.23%	(1)	517,861.00	239,910.28	18.5%	(1)
Sports Complex	-	-	#DIV/0!	250.00	-	-100.00%		250.00	27.52	-100.0%	
Sports Complex Maintenance	34,707.00	40,786.93	17.52%	247,454.00	234,535.89	-5.22%	(2)	411,989.00	224,132.90	4.6%	
Midwest Museum of Natural Hist	813.00	2,161.32	165.85%	5,688.00	9,856.62	73.29%		9,750.00	14,425.29	-31.7%	(3)
Programs-Youth	127.00	1,545.08	1116.60%	1,403.00	2,269.93	61.79%	(4)	2,744.00	5,627.37	-59.7%	(4)
Programs-Tweens	525.00	-	-100.00%	583.00	-	-100.00%	(4)	583.00	-	#DIV/0!	(4)
Programs-Adult	544.00	304.36	-44.05%	2,045.00	1,702.28	-16.76%	(4)	4,298.00	574.52	196.3%	(4)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Adult Athletic Leagues	-	-	#DIV/0!	2,113.00	2,106.76	-0.30%	(4)	4,774.00	1,690.23	24.6%	(4)
Programs-Youth Athletics	3,429.00	8,385.74	144.55%	10,741.00	12,779.32	18.98%	(4)	22,080.00	15,962.25	-19.9%	(4)
Programs-Fitness	317.00	730.37	130.40%	2,369.00	4,052.40	71.06%	(4)	4,105.00	2,257.59	79.5%	(4)
Programs-Early Childhood	-	-	#DIV/0!	1,269.00	1,305.00	2.84%	(4)	3,084.00	169.73	668.9%	(4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Dance	323.00	96.88	-70.01%	1,114.00	629.77	-43.47%	(4)	1,574.00	1,023.26	-38.5%	(4)
Programs-Special Events	-	11.00	#DIV/0!	1,955.00	2,158.85	10.43%	(4)	3,847.00	3,381.31	-36.2%	(4)
Programs-Community Events	1,542.00	1,664.15	7.92%	12,830.00	11,132.54	-13.23%	(4)	30,142.00	7,453.95	49.4%	(4)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	952.33	-100.0%	(4)
Brochure	8,500.00	1,461.51	-82.81%	17,000.00	7,984.91	-53.03%		25,000.00	8,190.71	-2.5%	
Fitness Room	3,536.00	300.40	-91.50%	21,618.00	6,381.48	-70.48%		49,380.00	-	#DIV/0!	
Community Center	16,654.00	15,497.79	-6.94%	86,326.00	90,993.66	5.41%	(5)	173,233.00	-	#DIV/0!	
<b>Total Expenses</b>	<b>109,006.00</b>	<b>115,588.59</b>	<b>6.04%</b>	<b>724,581.00</b>	<b>672,211.09</b>	<b>-7.23%</b>		<b>1,264,694.00</b>	<b>525,779.24</b>	<b>27.9%</b>	
Total Fund Revenues	29,795.00	32,061.12	7.61%	627,859.00	690,667.56	10.00%		1,271,415.00	558,873.29	23.6%	
Total Fund Expenses	109,006.00	115,588.59	6.04%	724,581.00	672,211.09	-7.23%		1,264,694.00	525,779.24	27.9%	
Surplus (Deficit)	(79,211.00)	(83,527.47)	5.45%	(96,722.00)	18,456.47	-119.08%		6,721.00	33,094.05	-44.2%	

- (1) Wages/taxes less than budget 7.1% \$14,832 due to timing in hiring of staff. Compared to 2017 higher by 77.5% \$84,662 due to staff hiring. Timing of health ins, one month lag.  
(2) timing of expenses  
(3) Installed 2 new heat exchangers in 2017  
(4) Expenses for programs are greater than budget 4.71% \$1,715 and decreased 2.4%, \$956 compared to 2017.  
(5) Much of this budgeting was guesswork. Difference seems to be primarily timing. However, some expenses incurred for fitness room and other minor improvements that were not budgeted, approx \$6,000.

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**Donations (21)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	4,000.00	#DIV/0!	450,000.00	483,624.20	7.47%	450,000.00	16,383.73	2851.9%
Total Revenues	-	4,000.00	#DIV/0!	450,000.00	483,624.20	7.47%	450,000.00	16,383.73	2851.9%
Expenses									
Administration	-	-		450,000.00	425,000.00	-5.56%	450,000.00	-	#DIV/0!
Total Expenses	-	-		450,000.00	425,000.00		450,000.00	-	#DIV/0!
Total Fund Revenues	-	4,000.00	#DIV/0!	450,000.00	483,624.20	7.47%	450,000.00	16,383.73	2851.9%
Total Fund Expenses	-	-		450,000.00	425,000.00		450,000.00	-	#DIV/0!
Surplus (Deficit)	-	4,000.00	#DIV/0!	-	58,624.20	#DIV/0!	-	16,383.73	257.8%

**Special Recreation (22)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	1,790.00	1,778.14	-0.66%	91,290.00	98,362.22	7.75%	179,000.00	89,456.31	10.0%
Total Revenues	1,790.00	1,778.14	-0.66%	91,290.00	98,362.22	7.75%	179,000.00	89,456.31	10.0%
Expenses									
Administration	1,062.00	39,400.81	3610.06%	46,812.00	48,258.25	3.09%	191,500.00	243,950.22	-80.2% (1)
Total Expenses	1,062.00	39,400.81	3610.06%	46,812.00	48,258.25	3.09%	191,500.00	243,950.22	-80.2%
Total Fund Revenues	1,790.00	1,778.14	-0.66%	91,290.00	98,362.22	7.75%	179,000.00	89,456.31	10.0%
Total Fund Expenses	1,062.00	39,400.81	3610.06%	46,812.00	48,258.25	3.09%	191,500.00	243,950.22	-80.2%
Surplus (Deficit)	728.00	(37,622.67)	-5267.95%	44,478.00	50,103.97	12.65%	(12,500.00)	(154,493.91)	-132.4%

(1) 2017 expenses for ADA improvements at pool.

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**Insurance (23)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	700.00	710.81	1.54%	35,700.00	39,496.17	10.63%	70,000.00	36,923.95	7.0%
Total Revenues	700.00	710.81	1.54%	35,700.00	39,496.17	10.63%	70,000.00	36,923.95	7.0%
Expenses									
Administration	30,369.00	30,368.70	0.00%	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Total Expenses	30,369.00	30,368.70	0.00%	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Total Fund Revenues	700.00	710.81	1.54%	35,700.00	39,496.17	10.63%	70,000.00	36,923.95	7.0%
Total Fund Expenses	30,369.00	30,368.70	0.00%	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Surplus (Deficit)	(29,669.00)	(29,657.89)	-0.04%	4,081.00	9,127.47	123.66%	4,262.00	5,089.21	79.3%

**Audit (24)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	145.00	148.46	2.39%	7,395.00	8,317.50	12.47%	14,500.00	7,772.23	7.0%
Total Revenues	145.00	148.46	2.39%	7,395.00	8,317.50	12.47%	14,500.00	7,772.23	7.0%
Expenses									
Administration	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,200.00	2.1%
Total Expenses	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,200.00	2.1%
Total Fund Revenues	145.00	148.46	2.39%	7,395.00	8,317.50	12.47%	14,500.00	7,772.23	7.0%
Total Fund Expenses	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,200.00	2.1%
Surplus (Deficit)	145.00	148.46	2.39%	(7,105.00)	(6,182.50)	-12.98%	-	(6,427.77)	-3.8%

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**Paving & Lighting (25)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	1.00	1.77	77.00%	51.00	374.43	634.18%	100.00	106.54	251.4%
Total Revenues	1.00	1.77		51.00	374.43		100.00	106.54	251.4%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0! (1)	21,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		21,000.00	-	#DIV/0!
Total Fund Revenues	1.00	1.77	77.00%	51.00	374.43	634.18%	100.00	106.54	
Total Fund Expenses	-	-	#DIV/0!	-	-	#DIV/0!	21,000.00	-	
Surplus (Deficit)	1.00	1.77	77.00%	51.00	374.43	634.18%	(20,900.00)	106.54	

**Park Police (26)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	1.00	1.77	77.00%	51.00	151.47	197.00%	100.00	657.28	-77.0%
Total Revenues	1.00	1.77		51.00	151.47		100.00	657.28	-77.0%
Expenses									
Administration	-	-	#DIV/0!	1,500.00	253.57	-83.10%	3,000.00	-	#DIV/0!
Total Expenses	-	-		1,500.00	253.57		3,000.00	-	#DIV/0!
Total Fund Revenues	1.00	1.77	77.00%	51.00	151.47	197.00%	100.00	657.28	-77.0%
Total Fund Expenses	-	-	#DIV/0!	1,500.00	253.57	-83.10%	3,000.00	-	
Surplus (Deficit)	1.00	1.77	77.00%	(1,449.00)	(102.10)	-92.95%	(2,900.00)	657.28	-115.5%

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**IMRF (27)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	910.00	898.42	-1.27%	46,410.00	49,488.33	6.63%	91,000.00	44,342.84	11.6%
Total Revenues	910.00	898.42	-1.27%	46,410.00	49,488.33	6.63%	91,000.00	44,342.84	11.6%
Expenses									
Administration	2,310.00	4,980.98	115.63%	50,872.00	53,950.63	6.05%	95,462.00	45,745.33	17.9%
Total Expenses	2,310.00	4,980.98	115.63%	50,872.00	53,950.63	6.05%	95,462.00	45,745.33	17.9%
Total Fund Revenues	910.00	898.42	-1.27%	46,410.00	49,488.33	6.63%	91,000.00	44,342.84	11.6%
Total Fund Expenses	2,310.00	4,980.98	115.63%	50,872.00	53,950.63	6.05%	95,462.00	45,745.33	17.9%
Surplus (Deficit)	(1,400.00)	(4,082.56)		(4,462.00)	(4,462.30)		(4,462.00)	(1,402.49)	

**Social Security (28)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	990.00	977.09	-1.30%	50,490.00	53,822.36	6.60%	99,000.00	44,565.97	20.8%
Total Revenues	990.00	977.09	-1.30%	50,490.00	53,822.36	6.60%	99,000.00	44,565.97	20.8%
Expenses									
Administration	7,321.00	9,881.17	34.97%	55,441.00	54,672.68	-1.39%	103,108.00	44,968.04	21.6%
Total Expenses	7,321.00	9,881.17	34.97%	55,441.00	54,672.68	-1.39%	103,108.00	44,968.04	21.6%
Total Fund Revenues	990.00	977.09	-1.30%	50,490.00	53,822.36	6.60%	99,000.00	44,565.97	20.8%
Total Fund Expenses	7,321.00	9,881.17	34.97%	55,441.00	54,672.68	-1.39%	103,108.00	44,968.04	21.6%
Surplus (Deficit)	(6,331.00)	(8,904.08)		(4,951.00)	(850.32)		(4,108.00)	(402.07)	

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**Concessions (30)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Revenues</b>									
Clubhouse Concessions	12,540.00	13,580.53	8.30%	42,018.00	40,661.78	-3.23%	77,231.00	39,077.72	4.1%
Beverage Cart	3,227.00	2,044.52	-36.64%	6,944.00	4,126.66	-40.57%	13,844.00	5,579.32	-26.0%
Sports Complex Concessions	4,448.00	1,526.00	-65.69%	35,961.00	31,198.57	-13.24%	39,365.00	37,277.09	-16.3%
Pool Concessions	3,936.00	2,989.18	-24.06%	6,775.00	5,882.99	-13.17%	7,822.00	5,672.83	3.7%
Catering	3,237.00	1,710.58	-47.16%	11,504.00	8,537.44	-25.79%	17,092.00	12,421.77	-31.3% (1)
<b>Total Revenues</b>	<b>27,388.00</b>	<b>21,850.81</b>	<b>-20.22%</b>	<b>103,202.00</b>	<b>90,407.44</b>	<b>-12.40%</b>	<b>155,354.00</b>	<b>100,028.73</b>	<b>-9.6%</b>
<b>Expenses</b>									
Clubhouse Concessions	13,112.00	15,623.99	19.16%	58,116.00	48,669.71	-16.25%	96,337.00	50,019.19	-2.7% (2)
Beverage Cart	2,236.00	1,263.68	-43.48%	4,263.00	2,515.15	-41.00%	9,654.00	3,448.31	-27.1%
Sports Complex Concessions	8,815.00	5,674.10	-35.63%	26,193.00	24,401.28	-6.84%	30,485.00	26,764.55	-8.8%
Pool Concessions	2,880.00	1,828.64	-36.51%	5,680.00	3,782.61	-33.40%	7,152.00	4,131.10	-8.4%
Catering	1,115.00	832.84	-25.31%	3,017.00	2,377.64	-21.19%	4,342.00	3,941.76	-39.7% (1)
<b>Total Expenses</b>	<b>28,158.00</b>	<b>25,223.25</b>	<b>-10.42%</b>	<b>97,269.00</b>	<b>81,746.39</b>	<b>-15.96%</b>	<b>147,970.00</b>	<b>88,304.91</b>	<b>-7.4%</b>
<b>Total Fund Revenues</b>	<b>27,388.00</b>	<b>21,850.81</b>	<b>-20.22%</b>	<b>103,202.00</b>	<b>90,407.44</b>	<b>-12.40%</b>	<b>155,354.00</b>	<b>100,028.73</b>	<b>-9.6%</b>
<b>Total Fund Expenses</b>	<b>28,158.00</b>	<b>25,223.25</b>	<b>-10.42%</b>	<b>97,269.00</b>	<b>81,746.39</b>	<b>-15.96%</b>	<b>147,970.00</b>	<b>88,304.91</b>	<b>-7.4%</b>
<b>Surplus (Deficit)</b>	<b>(770.00)</b>	<b>(3,372.44)</b>	<b>337.98%</b>	<b>5,933.00</b>	<b>8,661.05</b>	<b>45.98%</b>	<b>7,384.00</b>	<b>11,723.82</b>	<b>-26.1%</b>

(1) In 2017 revenue/expenses from concerts and other recreation programs were recorded in catering. In 2018 this is being recorded in recreation with related revenues and expenses.

(2) Concessions manager now Recreation Specialist (FT) worked more hours prior to FT due to upcoming opening of Community Center. 60% of salary going to concessions/40% recreation.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended July 31, 2018

**Developer Contributions (32)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	15,000.00	9,543.90	-36.37%	30,000.00	10,331.81	-7.6%
Total Revenues	-	-		15,000.00	9,543.90		30,000.00	10,331.81	-7.6%
Expenses									
Administration	-	-		-	-		40,000.00	99,589.41	-100.0% (1)
Total Expenses	-	-		-	-		40,000.00	99,589.41	-100.0%
Total Fund Revenues	-	-		15,000.00	9,543.90		30,000.00	10,331.81	-7.6%
Total Fund Expenses	-	-		-	-		40,000.00	99,589.41	-100.0%
Surplus (Deficit)	-	-		15,000.00	9,543.90		(10,000.00)	(89,257.60)	-110.7%

(1) 2017 included expenses for entry park



Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended July 31, 2018

**Golf Course (50)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Revenues</b>									
Golf Operations	61,313.00	63,041.44	2.8%	298,753.00	283,665.17	-5.1% (1)	480,199.00	286,631.93	-1.0% (2)
Golf Maintenance	993.00	1,775.09	78.8%	11,160.00	10,740.28	-3.8%	20,736.00	10,943.75	-1.9%
<b>Total Revenues</b>	<b>62,306.00</b>	<b>64,816.53</b>	<b>4.0%</b>	<b>309,913.00</b>	<b>294,405.45</b>	<b>-5.0%</b>	<b>500,935.00</b>	<b>297,575.68</b>	<b>-1.1%</b>
<b>Expenses</b>									
Golf Operations	27,116.00	26,947.24	-0.6%	123,748.00	121,767.12	-1.6%	227,977.00	120,496.09	1.1%
Golf Maintenance	28,522.00	33,565.50	17.7%	154,786.00	148,629.02	-4.0% (3)	272,781.00	145,247.01	2.3%
<b>Total Expenses</b>	<b>55,638.00</b>	<b>60,512.74</b>	<b>8.8%</b>	<b>278,534.00</b>	<b>270,396.14</b>	<b>-2.9%</b>	<b>500,758.00</b>	<b>265,743.10</b>	<b>1.8%</b>
<b>Total Fund Revenues</b>	<b>62,306.00</b>	<b>64,816.53</b>	<b>4.0%</b>	<b>309,913.00</b>	<b>294,405.45</b>	<b>-5.0%</b>	<b>500,935.00</b>	<b>297,575.68</b>	<b>-1.1%</b>
<b>Total Fund Expenses</b>	<b>55,638.00</b>	<b>60,512.74</b>	<b>8.8%</b>	<b>278,534.00</b>	<b>270,396.14</b>	<b>-2.9%</b>	<b>500,758.00</b>	<b>265,743.10</b>	<b>1.8%</b>
<b>Surplus (Deficit)</b>	<b>6,668.00</b>	<b>4,303.79</b>	<b>-35.5%</b>	<b>31,379.00</b>	<b>24,009.31</b>	<b>-23.5%</b>	<b>177.00</b>	<b>31,832.58</b>	<b>-24.6%</b>

(1) Daily Greens Fees +0.16% \$129  
Golf Events & Misc -14.18% \$2,343  
Carts -3.124% -\$1,1881  
Season passes -12.06% -\$12,110  
Pro shop sales +2.6% \$834

(2) Daily Greens Fees +2.96% \$2,349  
Golf Events & Misc -7.87% -\$1,211  
Carts +1.97% +\$1,127  
Season passes -7.90% -\$7,571  
Pro shop sales +9.04% \$2,728

(3) Maintenance Wages currently below budget 12.8% \$11,922

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended July 31, 2018

**Aquatics (51)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Revenues</b>									
Pool	10,186.00	9,874.64	-3.1%	45,770.00	49,440.17	8.0%	70,747.00	37,822.50	30.7%
Swim Lessons	1,385.00	1,408.15	1.7%	13,689.00	18,242.40	33.3%	13,966.00	12,172.97	
Splashpad	1,556.00	5,157.00	231.4%	2,886.00	12,268.00	325.1%	5,213.00	-	#DIV/0!
<b>Total Revenues</b>	<b>13,127.00</b>	<b>16,439.79</b>	<b>25.2%</b>	<b>62,345.00</b>	<b>79,950.57</b>	<b>28.2%</b>	<b>89,926.00</b>	<b>49,995.47</b>	<b>59.9% (2)</b>
<b>Expenses</b>									
Pool	15,289.00	16,472.41	7.7%	34,784.00	31,576.65	-9.2%	50,042.00	27,492.31	14.9%
Aquatics Maintenance	3,865.00	5,252.02	35.9%	15,400.00	14,443.38	-6.2%	30,350.00	15,335.85	-5.8%
Swim Lessons	3,607.00	3,800.84	5.4%	5,285.00	5,025.52	-4.9%	8,991.00	3,913.31	
Splashpad	110.00	-	-100.0%	164.00	-	-100.0%	360.00	-	#DIV/0!
<b>Total Expenses</b>	<b>22,871.00</b>	<b>25,525.27</b>	<b>11.6%</b>	<b>55,633.00</b>	<b>51,045.55</b>	<b>-8.2%</b>	<b>89,743.00</b>	<b>46,741.47</b>	<b>9.2%</b>
<b>Total Fund Revenues</b>	<b>13,127.00</b>	<b>16,439.79</b>	<b>25.2%</b>	<b>62,345.00</b>	<b>79,950.57</b>	<b>28.2%</b>	<b>89,926.00</b>	<b>49,995.47</b>	<b>59.9%</b>
<b>Total Fund Expenses</b>	<b>22,871.00</b>	<b>25,525.27</b>	<b>11.6%</b>	<b>55,633.00</b>	<b>51,045.55</b>	<b>-8.2%</b>	<b>89,743.00</b>	<b>46,741.47</b>	<b>9.2%</b>
<b>Surplus (Deficit)</b>	<b>(9,744.00)</b>	<b>(9,085.48)</b>	<b>-6.8%</b>	<b>6,712.00</b>	<b>28,905.02</b>	<b>330.6%</b>	<b>183.00</b>	<b>3,254.00</b>	<b>788.3%</b>

(1) Daily Fees +11.94% \$1,552

Season passes +11.88% \$3,202

Misc income (includes oscar, pool rentals and middle school pool party) -24.2% -\$989

Swim Lessons +34.14% \$4,552

Splashpad Daily +561.45% \$9,612

Splashpad Rental -19.09% -\$223

(2) Daily Fees +22.07 \$2,630

Season passes +47.19% \$9,671

Misc income (includes oscar, pool rentals and middle school pool party) -20.67% -\$807

Swim Lessons +50.36% \$5,991

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended July 31, 2018

**Debt Service (60)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	6,020.00	5,995.88	-0.4%	307,020.00	331,304.01	7.9%	602,000.00	318,119.21	4.1%
Total Revenues	6,020.00	5,995.88	-0.4%	307,020.00	331,304.01	7.9%	602,000.00	318,119.21	4.1%
Expenses									
Administration	-	-	#DIV/0!	-	-	#DIV/0!	601,642.00	15,406.25	-100.0%
Total Expenses	-	-		-	-		601,642.00	15,406.25	-100.0%
Total Fund Revenues	6,020.00	5,995.88	-0.4%	307,020.00	331,304.01	7.9%	602,000.00	318,119.21	4.1%
Total Fund Expenses	-	-		-	-		601,642.00	15,406.25	-100.0%
Surplus (Deficit)	6,020.00	5,995.88	-0.4%	307,020.00	331,304.01	7.9%	358.00	302,712.96	9.4%

**Capital Projects (70)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	5,700.28	#DIV/0!	538,000.00	1,318.06	332.5%
Total Revenues	-	-	#DIV/0!	-	5,700.28	#DIV/0!	538,000.00	1,318.06	332.5%
Expenses									
Administration	5,000.00	175,708.49	3414.2%	313,363.00	233,574.67	-25.5%	685,745.00	215,323.52	8.5%
Total Expenses	5,000.00	175,708.49	3414.2%	313,363.00	233,574.67	-25.5%	685,745.00	215,323.52	8.5%
Total Fund Revenues	-	-		-	5,700.28	#DIV/0!	538,000.00	1,318.06	332.5%
Total Fund Expenses	5,000.00	175,708.49	3414.2%	313,363.00	233,574.67	-25.5%	685,745.00	215,323.52	8.5%
Surplus (Deficit)	(5,000.00)	(175,708.49)	3414.2%	(313,363.00)	(227,874.39)	-27.3%	(147,745.00)	(214,005.46)	6.5%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended July 31, 2018

**Action 2020 (71)**

<u>Department</u>	<u>July Budget</u>	<u>July Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	625.00	-	-100.0%	4,375.00	438,198.35	9916.0%	7,172,500.00	7,094,557.09	-93.8%
Total Revenues	625.00	-	-100.0%	4,375.00	438,198.35	9916.0%	7,172,500.00	7,094,557.09	-93.8%
Expenses									
Administration	91,000.00	14,642.92	-83.9%	2,655,238.00	1,541,084.45	-42.0%	2,964,632.00	2,245,256.38	-31.4%
Total Expenses	91,000.00	14,642.92	-83.9%	2,655,238.00	1,541,084.45	-42.0%	2,964,632.00	2,245,256.38	-31.4%
Total Fund Revenues	625.00	-		4,375.00	438,198.35	9916.0%	7,172,500.00	7,094,557.09	-93.8%
Total Fund Expenses	91,000.00	14,642.92	-83.9%	2,655,238.00	1,541,084.45	-42.0%	2,964,632.00	2,245,256.38	-31.4%
Surplus (Deficit)	(90,375.00)	(14,642.92)	-83.8%	(2,650,863.00)	(1,102,886.10)	-58.4%	4,207,868.00	4,849,300.71	-122.7%
Total Fund Revenues	164,829.00	172,789.29		2,814,345.00	3,442,762.37	22.3%	12,609,758.00	9,405,142.14	
Total Fund Expenses	428,895.00	573,953.50	33.8%	5,262,486.00	3,873,498.46	-26.4%	8,511,624.00	4,292,327.57	
Surplus (Deficit)	(264,066.00)	(401,164.21)	51.9%	(2,448,141.00)	(430,736.09)	-82.4%	4,098,134.00	5,112,814.57	

Sycamore Park District  
Fund Balances  
Period ended July 31, 2018

	1/1/2018	Revenues	Expenses	7/31/2018	7/31/2018 Cash balance
10 Corporate	531,988.24	768,948.13	396,436.34	904,500.03	757,956.42
20 Recreation	287,316.52	690,667.56	672,211.09	305,772.99	327,339.15
21 Donations	8,107.93	483,624.20	425,000.00	66,732.13	66,732.13
22 Special Recreation	26,478.75	98,362.22	48,258.25	76,582.72	76,582.72
23 Insurance	24,448.14	39,496.17	30,368.70	33,575.61	33,575.61
24 Audit	13,683.30	8,317.50	14,500.00	7,500.80	7,500.80
25 Paving & Lighting	22,202.73	374.43	-	22,577.16	22,577.16
26 Park Police	4,349.07	151.47	253.57	4,246.97	4,246.97
27 IMRF	4,462.30	49,488.33	53,950.63	0.00	0.00
28 Social Security	4,951.14	53,822.36	54,672.68	4,100.82	4,100.82
30 Concessions	33,906.75	90,407.44	81,746.39	42,567.80	35,209.13
32 Developer Contributions	915.88	9,543.90	-	10,459.78	10,459.78
60 Debt Service	57,335.04	331,304.01	-	388,639.05	388,639.05
70 Capital Projects	471,064.86	5,700.28	233,574.67	243,190.47	243,190.47
71 Action 2020	936,558.52	438,198.35	1,541,084.45	-166,327.58	-166,329.52
Total governmental fund balance	2,427,769.17	3,068,406.35	3,552,056.77	1,944,118.75	1,811,780.69
50 Golf Course Net Assets	140,026.35 <u>-234,897.00</u> -94,870.65	294,405.45	270,396.14	164,035.66 <u>-234,897.00</u> -70,861.34	-12,234.80
51 Aquatics Net Assets	430,256.55 <u>-431,251.00</u> -994.45	79,950.57	51,045.55	459,161.57 <u>-431,251.00</u> 27,910.57	27,910.41
Total proprietary funds Net assets	570,282.90 <u>-666,148.00</u> -95,865.10	127,710.13	111,144.38	586,848.65 <u>-666,148.00</u> -79,299.35	
Proprietary funds minus net assets					
	2,331,904.07			1,864,819.40	1,827,456.30

Summary of depository accounts as of **8/23/2018**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	-	0	0
First Midwest Bank	1,727,822.23	1.84	9382.23
Resource Bank	32,545.72	0.37	563.25
IPDLAF	25,078.93	1.86	
<b>*DCCF - Action 2020</b>	<b>7,085.97</b>		
<b>*DeKalb Co. Community Foundation</b>	<b>18,193.89</b>		36.48

\* As of 7/31/18 per DCCF.

To: Board of Commissioners  
From: Theresa Tevsh  
Subject: Monthly Recreation Report  
Date: August 23, 2018

### **Administrative Initiatives (8/1/18-8/31/18)**

#### **Theresa Tevsh, Superintendent of Recreation**

- Met with Recreation staff to discuss future recreation position and list out the current responsibilities of the recreation team.
- Attended the Home School Palooza event at the Dekalb Library on July 30<sup>th</sup>.
- Met with Terri Gible to begin listing Park District recreation equipment for recording lifecycles of the new equipment and replacement cost estimates.
- Teen Gym Jam on August 9<sup>th</sup> had 42 kids in attendance. The participation increased from the First Gym Jam on May 24<sup>th</sup> which had 25 teens. We also had 5 volunteer student athletes from NIU that helped to run the games and S'mores building contest.
- Evanston Pickleball players joined the Sycamore players on August 23 for friendly games and luncheon at the Community Center.
- Hillary Alton completed her summer internship with us on August 9<sup>th</sup>. Her school report is included in this report. Hillary will return this Fall as one of our Grad Assistants, along with our new Grad assistant, Viktoria Ororsz.
- I meet with the Aquatic staff on their last in-service day to brainstorm "15 programs in 15 minutes". This was a way to get their input before the 2019 season of aquatic programs that they feel the public would like to see implemented at the pool. They had great ideas that I will bring back to the Recreation team.

- Teamed up with Club 55 and Genoa Park District to offer a bus trip to Lake Geneva for a boat tour. Within our first week of the brochure out we have sold 19 out of 24 tickets! The trip is October 2<sup>nd</sup>.
- Attended the KSRA final round of interviews for executive Director. The job was offered and accepted by Dawn Schafer, presently the Director for Lincoln Park District. Her first day with KSRA will be September 4<sup>th</sup>.
- Locked in Volleyball Club Fusion to have their practices in our Facility on Sundays from August through September. Hope to lock in a long term agreement.
- Attended the Punchlist meeting with RJC and Farnsworth group.

### **Lisa Metcalf, Recreation Supervisor**

- Community Pool closed for the season. Helped with closing procedures.
- Posted programs on the web so people can start registering for fall activities.
- Met with the Rec Team to discuss the future of our responsibilities and the new Recreation Specialist coming on board next year.
- Did a training with Vermont Systems on our League Scheduling Module. We have added in more adult leagues and wanted to use our system to the fullest in order to manage them.
- Sent invoices to our affiliates and user groups for their filed rentals in order to close out for the summer.
- Attended a meeting about the Superhero Challenge to get all details figured out.
- Continued to work in RecTrac to update things as new activities get added.

### **Sarah Rex, Recreation Supervisor/Marketing**

- Helped Superintendent of Parks lead Movies in the Park on the August 3 showing of *Coco* with roughly 175 in attendance.
- Attended a meeting about the Superhero Challenge to get all details figured out.
- Lead team meeting to prepare for Fireworks and Fun event on Sept 8<sup>th</sup>.
- Conducted Service Desk meeting to go over the Fall brochure and registration.
- Will collect bids for the 2019 and 2020 brochure series printing.

**Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist**

- Continued to run Caddyshack Grill.
- Did catered lunch for the NWIAPR meeting at community center.
- Did health inspection at concert; passed with a 100%.
- Did health inspections at pool, sports complex, and Caddyshack Grill, got 99, 97, and 99. Needing new flooring, cabinets and counters at sports complex.
- Ran food and beverage for largest concert in the park concert.
- Discussed policies and changes with dealing with outside people selling or giving away food and alcohol on park district property.
- Ran food and beverage side of Chamber Day, adding new person on 16<sup>th</sup> tee to pour alcohol.
- Catered breakfast at community center for group who rented the room.
- Booked the clubhouse



- Closed pool concessions for the season. Emptied and cleaned.
- Booked and completed first Super-Hero birthday party.
- Working with Hy-vee on pizza. This is going great.
- Did last concert of the year and announced sponsors.
- Meetings to discuss Fireworks and Fun.
- Changed menu plan and location for Breakfast with the Bunny.
- Booked Santa.
- Secured Sycamore Lions Club to use clubhouse at least once a month and sometimes twice for all of their meetings.

### **Administrative Initiatives (9/1/18-9/30/18)**

#### **Theresa Tevsh, Superintendent of Recreation**

- Will attend Fireworks and Fun on September 8.
- Will work with Commission Tucker to obtain records for the Museum of Natural History
- Will attend the Sycamore Women's Club meeting on Sept. 4
- Will conduct the Grandparents Day event at Splash Fountain on Sept 9
- Will attend the Lions Club meeting on Sept 11
- Will meet with new KSRA Director on Sept 12 and tour her around the Sycamore Park District facilities
- Will attend Management team meeting and Board meeting.

- Will attend the Superhero Challenge on Sept 30<sup>th</sup> and coordinate volunteers for event.
- Will start up the work schedules and training for the two GA's. They are required to work 20 hours a week for the Park District.

### **Lisa Metcalf, Recreation Supervisor**

- Fall programs will start. I will prepare instructors with rosters and any additional needs.
- Will assist service desk with new league registration in Rectrac.
- Splash Fountain will close for the season.

### **Sarah Rex, Recreation Supervisor/Marketing**

- Will attend Fireworks and Fun on September 8.
- Will attend North School's Walk-a-thon and speak about the history of the Park District on September 15.
- Will review bids and select a firm for the 2019 and 2020 brochure series printing.

### **Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist**

- Will continue meetings for plans for next year
- Will work on trying to get old office ready for a revenue producing space.
- Will continue to get more bookings for community center and clubhouse

- Will run concessions and glow stick sales at Fireworks and Fun on September 8.
- Would like to work on ways to fill the community center rooms during the day, for possibly a discounted rate.
- Would like to utilize gym more by working with groups.

Hillary Allton – Sycamore Park District Summer Intern

### NIU Internship Paper

This summer I spent my internship at the Sycamore Park District from May 17th- August 9th. I was their fitness intern at their brand-new community center. I had the opportunity to help hire new instructors, plan the fall group fitness class schedule, and run different events over the summer. Here at Sycamore things are different than most park districts. We have a 24/7 facility which comes with more responsibility and more problems to work through. Since we have never had a facility before everything we do is new and, on a trial/error process. While making the group fitness schedule I had to think through what our members want to see and what my instructors can fit in their busy schedules. Over the summer we had many classes cancel because of timing and our members not being aware of what these classes were. We decided to offer a “demo week”. This specific week all classes are free and at their specific times they will be offered to see if our members will sign up but also for them to gain knowledge on what kind of classes are being held. This is a great opportunity to hear from our members on what needs to be changed or what all their needs are.



Another large part of my internship was spent developing a 1,000-mile walking challenge for all members and staff of the community center. This walking challenge is a way for our members and staff to track their mileage they walk inside the community center on either the track, elliptical, or treadmill (staff can wear pedometers and track their walking throughout the building in the work day). This challenge lasts a year from the start up date and has check points along the way with prizes attached to the mileage. Some prizes that could be won are a free daily track pass at the 70 miles marker, a free Pathway fitness hat at 160 miles, a water bottle at 429 miles, and a dry fit shirt when you reach the 1,000 miles. I am also working with the executive director on a grand prize for all members who reach the 1,000 mark to receive a free hotel night stay or free plane tickets to a certain destination. This is a huge incentive for our members to push themselves to reach the end goal. So far, I have 64 members signed up for the challenge with the ending date to sign up being the last day of September. The goal of this challenge is to push our members to achieve as many mile markers as they can within the year. Some may only get to mile marker one but that's okay because this is all done at your own pace and gets you motivated when you see how far you have come within a year.

I have also had the opportunity to run an open house this summer. During that open house I had to lead staff and give tours to new members that could receive a discount on track memberships. During the open house in late July we had over 15 new signups and 5 new members sign up for the challenge. This was held on Sunday July 22nd and a lot of these new members missed our open house because they were down south for the winter. This was a great thing to have since we did gain more members and we were able to show off our facility to the public.

I wouldn't say there are negative things here at Sycamore just a lot of the unknown. Since this is a new facility, they do not have a strong history of a previous center and a lot of questions we do not have answers to yet until we get things running for a year or two. This facility has only been open since April 2018. The only negative I would have is just the drive to the facility since I live in Rockford. It's about an hour drive which isn't pleasant but it's worth it once I get here and see how much hard work was put in to make this beautiful new facility run! The skills I have learned that will help my future career goals which include organization, time management, staff management, scheduling (RecTrac), equipment management (Halo) and more are all things that will be needed in my upcoming profession. These are all things that I have had the opportunity to learn through the park district in which I am extremely grateful for.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: August 28, 2018

**Administrative Initiatives (8/1/18 – 8/31/18)**

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed August Golf Insight newsletter and updated reader board outside of the pro shop.
- Hosted several large golf outings including Sycamore Chamber, August 2<sup>nd</sup>, 128 players participated, The FOP Scramble August 3<sup>rd</sup>, 72 players played, The Opportunity House Chip into Charity, August 10<sup>th</sup>, 104 players participated, PJ's Courthouse, August 11<sup>th</sup>, 112 players played and the Sycamore Club championship, August 18<sup>th</sup>, 19<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup>, 65 - 70 players expected.
- Continued to monitor tee sheet usage with Golfnow representatives and continue marketing techniques for 2018 golf season.
- Continued Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Taken online classes, reading educational material and continue to prepare to take the final exam.
- Continued to offer monthly pro shop merchandise specials to increase pro shop sales.
- Canceled remaining Titleist golf ball pre-booked orders.
- Began to develop fall part-time staffing schedule.

- Began negotiations with Harris Golf Cars on the trade in of our last remaining EZGO golf carts for Yamaha carts. Also considered the trade of our ranger EZGO workhorse and EZGO Shuttlecart.
- Continued to cross-marketing promotions with Golfnow Plus representatives on Facebook, Instagram and other social media sites.
- Worked with Benchmark, our scorecard provider, to create new advertising techniques for scorecard marketing space for 2019.

### **Administrative Initiatives (9/1/18 – 9/30/18)**

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop September Golf Insight newsletter and update reader board outside of the pro shop.
- Finalize Scoreboard Header Sponsor agreement with First Midwest Bank.
- Begin to sell additional advertising space on scoreboard if First Midwest Bank does not buy the entire scoreboard advertising space.
- Host several smaller outings including DeKalb Elks, 40 players expected, Auto-Meter, 36 – 40 expected, the 6X6X6 in house Ryder Cup Format event, 20 teams anticipated and several golf team matches with both Sycamore and Burlington.
- Serve as rules official for high school golf team meets.
- Begin golf course preparation for Boys and Girls High School Regional Tournaments.
- Complete Ladies 9-hole league, Men's Match Play league and Men's Fairway Club league seasons.

- Finalize fall part-time staffing schedule.
- Continue to monitor tee sheet usage with Golfnow representatives and continue marketing techniques for 2018 golf season and begin to work on 2019 season promotions.
- Continue Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Take online classes, reading educational material and take final exam.
- Continue to offer monthly pro shop merchandise specials to increase pro shop sales.
- Develop handout and poster with Sarah Rex explaining the 18<sup>th</sup> hole bridge situation and future construction.
- Finalize final trade-in of the last EXGO golf carts with Harris Golf Cars.
- Begin meeting with merchandise sales representatives for pre-booking of 2019 pro shop product lines.



To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: August 28, 2018

**Administrative Initiatives** (8/1/18-8/31/18)

**Golf**

- After a dry July and beginning of August, we have received a couple of good 1” rains recently to help the dry turf and plants. We continue to water with the irrigation system as needed between the scattered rain events. Staff also hand waters hot spots on greens as needed.
- The remaining dead turf areas from the flood have been seeded and we are seeing recovery results in many areas. Several ropes have been removed on the back nine as the turf is now strong enough for traffic. We will continue to over seed thin areas as needed this fall.
- We are still looking to having construction on the bridge to begin this fall.
- The humid warm summer continues to provide turf diseases on the greens, tees, and fairways which we spray as needed with fungicide to keep levels under control.
- Staff continues our mowing and trimming schedules as the turf continues to grow at a steady pace, especially in the irrigated areas. Staff is also trimming low tree branches, replacing board on 10 bridge, fixing irrigation heads and clogs, treating turf for grub control, and consistently weed eating all areas.
- The busy first half of August with golf team practices and outings kept staff busy working around the play and heavy rounds.

- I continue to work with the irrigation replacement project. We should have a draft of the project documents for review by the beginning of September. ERA engineers have also been working with our irrigation architects for any permitting needed for the river water intake changes that will occur. We are looking at putting the project out for bid in October for the fall of 2019 installation.
- While we have lost some staff to school starting, we have added a couple of new staff for fall help.
- New sand was added to several traps recently on the west side. We will continue this on some east side traps when time allows.

### **Sports**

- All adult leagues have completed their softball play. Sycamore Youth Baseball and Sycamore Girls Softball have started fall practices with games beginning in September. I have been working with both groups and soccer as field use and prep is coordinated for the fall.
- AYSO fall soccer has begun. Practices are during the week and games on Saturday mornings on 12 regular fields for the older kids and 6 mini fields for the U6 age groups. We will also still have the adult Sunday league playing on two larger fields until the end of September.
- Staff continues the daily prep of ballfields, soccer fields, painting lines, mowing and trimming, adding ag-lime to the infields, adding rock screening to paths and warning tracks, rolling all fields, repairing bull pen mounds, spraying weeds, and repairing fields and removing water after rain events.
- Staff completed measuring and lining the soccer fields for fall as more fields are used during fall than in spring.

- The last day of the pool was on August 14<sup>th</sup> as school started in the area. Overall, the pool ran well this season. We will have to replace the hot tub blower motor next spring which failed a few days prior to closing. The pit drain sump pump in the mechanical room, which is an original from 1983, will be replaced soon this month. The new main pump motor that was installed in May worked fine but has a vibration that we will get fixed before next spring. This repair will be under warranty from the motor manufacturer except the cost for our local company to remove and reinstall. We will drain the pool completely soon and then fill it for winter around Thanksgiving.
- The splash pad continues to be popular and is running well. The dome that covers the pumps and control systems was recently repaired and now the doors on the dome work much better. We check and clean filters and test the water chemistry daily. The plan is to keep the pad open until the end of the first week of October if weather allows.

## **Parks**

- I attended staff, board, and community center construction follow-up meetings.
- I worked with our, construction managers, architects, and contractors on completing punch-list items at the new building along with other staff on any issues with HVAC or electrical and attended on-site meetings with all groups.
- Have been working closely with the City of Sycamore engineer team during the Airport Rd. construction and road closures. Communicating regularly with other staff for impacts on Community Center, work access, and with all our sport field user groups on all impacts for the sport teams.

- The seeding has taken well at the dog park and sled hill areas. The turf has been mowed around the building and on the sled hill. Both areas continue to thicken and will be mowed high until next spring to allow the plants to root well and thicken. Encap continues to spray and mow the dog park and will give us their opinion on our desire to open next May by the middle of October. We will also decide in October the option to open the sled hill this winter.
- Staff continues to mow regularly at the parks around town. The turf has slowed from the wet spring growth but remains consistent. We no longer have the clumping issue we had in spring and the weed control put out has the park turf looking good for this point of summer. Staff has also set up the stage for weekly concerts, the movie screen for monthly movies, has been cleaning shelters daily for rentals, cleaning out and spraying all the landscape beds at the parks and community center beds, cutting down dead trees, pruning back trail limbs, filled tree water bags at the dog park, and has been keeping up with emptying all the garbage at all parks.
- This week we will have a tree company prune the dead wood out of three willow trees near the walk path along the Good Tymes shelter pond area.
- Progress on the Com Ed public sector rebate program as I had AEA energy, a local group and a Com Ed trade ally, out to perform an audit of our current light systems and replacement options with discounts from Com Ed determined. I will report on where we are with the program at the Board meeting.
- I have been working with Marine Biochemists as they treat our neighborhood ponds for algae and plant growth as needed which has been regularly this year with all the rain and heat. I must explain to our neighbors that the products used to kill algae are contact in nature, so algae need to be present to treat and then takes time to die and sink.

- I am coordinating with an auction company to sell our approved list of disposable items later this fall.
- Worked with Community Center elevator company Schindler to set up a regular maintenance contract starting next spring.
- Working on providing data on our newer staff position hours and budgets to date along with writing job descriptions for new jobs from our staffing plan which will begin next year.
- Working with other staff as we plan Fireworks and Fun day for September 8<sup>th</sup>. This includes parking needs and roping, having auxiliary police here to help with traffic, setting up fireworks company to set off on soccer fields, and coordinating with sport field user groups so they don't schedule on areas where band, fireworks will take place.
- Working with Terri Gible on equipment and asset inventory updates.

#### **Administrative Initiatives** (9/1/18-9/30/18)

- Attend staff, board, and study session meetings.
- Continue to work with Ringland-Johnson and contractors on building punch-list items as we close out construction of the Community Center.
- Attend PDRMA hearing for bridge repair when rescheduled.
- Continue to work with EC Design irrigation as we finalize details with our Engineers for the fall bid for the project.
- Continue to work with engineers on the 18-bridge repair project and during construction which will take place this fall.

- Staff will be focusing on mowing and keeping all turf, grounds, and landscape areas looking nice. Tree pruning will continue along walk paths, seeding of damaged areas from the flood will continue as needed and healed areas opened. Many areas will be fertilized to recover from summer stress. Concerts and movies are completed for the year, but shelter rentals continue into October. We will also be rolling, over seeding, and fertilizing the newly seeded 7-acre area southeast of Good Tymes area to help thicken turf.
- We will continue to operate the splash pad thru September.
- I will be meeting with fall sport groups as their seasons get started with field needs and schedules for our field prep. Seasons are shorter in the fall and will be done prior to Pumpkin fest.
- Work with staff on required safety trainings and topics of interest along with searching for PDRMA based trainings for department heads.
- Coordinate maintenance practices with Cooling Landscape and Encap as the grounds surrounding the Legacy Campus matures and receives fall treatments and fertilizer applications.
- Plan control burn attendance for some staff with Encap for this fall.
- Begin equipment price gathering and project planning for 2019 capital budget.
- Set date and logistics for auction of approved surplus items in October.
- Help coordinate Fireworks and Fun on September 8<sup>th</sup> and Touch-a-Truck on October 5<sup>th</sup>. Staff will set up parking, picnic tables, cans, set up fireworks perimeter, and help with parking and band power needs.
- Continue park playground equipment inspections and repairs with staff.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: August 28, 2018

**Administrative Initiatives** (8/1/18 – 8/31/18)

- Attended Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
  - CUSD#427 Financial Advisory Committee
  - Owner/Architect/Contractor Meetings
- Troubleshoot VORTEX City of Sycamore issues.
- Continued work on Old Mill to Forest Preserve trail issues.
- Coordinated Emergency Bridge Work and PDRMA/Engineer processes.
- Continued scenario-building for future Bond Issue(s).
- Attended construction meetings for Main Street to Brickville trail project.
- Put out request for quotes from contractors for the pavilion at Dr. John Ovitz Park.
- Reviewed legalities of using the paving fund for a portion of the cost of Emergency Bridge repairs, or future bridge replacements/renovations.
- Finished landscaping projects at Legacy Campus.
- Continued shuttle diplomacy with PDRMA and RJC.

- Updated 20 year cash flows for Operating Fund based upon bond issue scenarios.
- Met with Engineers and Terri Gible regarding OSLAD Grant preparation.
- Provided written material for the DSATS Active Transportation Study.
- Met with Mayor Lang regarding Sycamore Sports Complex Entry Drive being converted to a tree memorial for Four Branches of Military.
- Began budget planning process for FY2019.
- Began staff structure planning for 2019.
- Kept communications open with CUSD#427 on trail project progress.
- Completed hiring process for IDOT/FHWA retention of Engineers for Segement 1: Forest Preserve to Old Mill Trail Project.
- Executed contract with Engineers for Segement 1: Forest Preserve to Old Mill Trail Project, and submitted it to IDOT/FHWA for final approval.
- Completed Title Commitment Process on properties related to Segement 1: Forest Preserve to Old Mill Trail Project.
- Began PLAT Survey process for Segement 1: Forest Preserve to Old Mill Trail Project.
- Retained Appraiser for Segement 1: Forest Preserve to Old Mill Trail Project.
- Negotiated a contract with Appraisal Reviewer for Segement 1: Forest Preserve to Old Mill Trail Project.
- Finally able to get RJC and Farnsworth Group on site at Legacy Campus to discuss punclist.



- Finally got Farnsworth Group on site with City of Sycamore Engineer to discuss Legacy Campus drainage issues.
- Provided information to Grant Writer for OSLAD Grant Application.
- Held a conference call with our Grant Administrator at IDNR for our OSLAD Grant—a requirement AND point earning effort toward a successful grant application.
- Coordinated efforts to finalize matters at the Dog Park for a potential spring 2018 opening.
- Led a tour of the DCCF Grant Supported restoration work at Tee 10 and in the riparian zone east of Tee 10 for DCCF personnel and committee folk.
- Made preparations for moving my office back to the Maintenance Shop, 435 Airport Road, during the week after Labor Day. Jackie has arranged for desktop to be installed, and phone is “portable”. All that remains is boxing my materials and files, and helping Jeff’s staff make the move.
- Coordinated communication between Airport Road Contractors and RJC on trail project that will connect existing terminus of the Airport Road Trail to our Community Center/Legacy Campus, with a marked crossing and lowering of speed limits along Airport Road.

**Administrative Initiatives** (9/1/18 – 9/30/18)

- Close out punch list at Legacy Campus/CC.
- Attend Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
  - CUSD#427 Financial Advisory Committee
  - Owner/Architect/Contractor Meetings
- Continue work on Old Mill to Forest Preserve trail issues.

- Continue working on PDRMA/Emergency Bridge matters.
- Finalize PLAT work and Appraisals for trail project.
- Award contract to low quote for install of Dr. John Ovitz Shelter.
- Attend Event Planning Meeting of the Live Healthy DeKalb County Organization.
- Hire Engineering firm for Phase I ESA on land acquisition for trail project.
- Hire Appraisal Reviewer for Appraisals on trail project.
- Work with Counsel to finalize easement and land swap matters for signature by Board President.
- Resolve drainage issues at Legacy Campus.
- Provide information to Board on Succession Planning.
- Work with Brian Gregory and Derke Price to finalize agreement with Shodeen Developers and Reston Ponds Park Sites.
- Coordinate production design and final product of OSLAD Grant Application for October 1, 2018 deadline.
- Submit permit application and plans City Engineer for possible Spring 2018 Grading and Drainage work for Soccer Complex project.
- Finalize timeline and scope for next Bond Issue.
- Begin Capital Budget and Operating Budget process.
- Finalize contracts for Engineering Services for Soccer Complex projects.
- Finalize job descriptions and staff hiring timelines for 2018.
- Hold/Attend first of three “Coffee with the Director” events.



**SYCAMORE POLICE DEPARTMENT**

7/10/18

TO OUR PARTNERS AT SYCAMORE  
PARK DISTRICT,

THANKS FOR ADDING OUR REMINDER  
OF "LOCK IT OR LOSE IT" TO YOUR  
MESSAGE BOARD. WE APPRECIATE  
YOUR HELP TO REDUCE CRIMES OF  
OPPORTUNITY THROUGH INCREASED  
PUBLIC AWARENESS. PLEASE CALL IF  
WE CAN EVER BE OF SERVICE.

C. WINTERS



May 19, 2018

Dear friend,

Thank you for your recent support of our annual fundraising auction. Your support of our event and our school has made a significant difference and we are grateful!

For over 40 years, Cornerstone Christian Academy has been a key part of DeKalb County, providing a quality education and developing leaders of character who will make a positive impact in the world. As a private institution, we are self-funded, receiving no operational funding from local or state government. To keep our mission going, we rely on modest tuition income and support from generous donor partners.

Your support of our 22<sup>nd</sup> annual auction and benefit dinner helped us raise over \$80,000 in general operational funding and over \$45,000 in funding for some much-needed safety improvement projects. Nearly 300 students and over 40 staff members benefit from this great work. ***Thank you!***

If there is anything we can do to serve or support you, or if you have any additional questions about Cornerstone, we would be honored to connect. I can be reached via email at [k.white@cornerstonesycamore.org](mailto:k.white@cornerstonesycamore.org) or 630.843.1490.

Again, thank you for your support of Cornerstone as we make an impact in the lives of young people.

Gratefully,

A handwritten signature in black ink, appearing to read "Kevin White", written in a cursive style.

Kevin White  
Interim Administrator

Thank  
You

Pay-It-Forward House, NFP  
719 Somonauk Street  
Sycamore, IL 60178  
815.762.4882  
[www.payitforwardhouse.org](http://www.payitforwardhouse.org)



July 27, 2018

Sycamore Park District  
Theresa Tvesh  
480 S. Airport Rd  
Sycamore IL 60178

Dear Theresa,

On behalf of the Pay-It-Forward House's, Board of Directors, I want to extend a heart-felt thank you for your donation of a 15 Visit Punch Pool or Splash Pad Card, a \$113 value, and a 24/7 Pathway Fitness Membership, a \$405 value, to our Meet Me at the Fair event benefitting our mission. It was the vision of the Board of Directors and our Meet Me at the Fair Planning Committee to host this event in hopes to raise awareness of our mission, entertain our friends and families, and provide us a way to thank our community.

A recent guest left us this note, *"This is what Pay-It-Forward House has meant to me as I witness the pain and fear of my niece [being treated and healing at Kindred Hospital – Sycamore]. This house has allowed me a resting place for my body and spirit. Someone to talk with when I needed it and silence to refresh myself when I needed that. Thank you so much for this house of peace. The home-made cookies are enjoyed by all. I love to eat one, or two in the morning to feel the love of the volunteer bakers inside of me. The peace I receive here is passed onto my family and the hospital staff. It is "paid forward." Thank you for your thoughtfulness in every room of the Pay-It-Forward House. May God Bless you in your coming ins and going outs."* V.Z. from Arizona

This letter serves as your receipt for your 2018 contribution. Pay-It-Forward House is a 501(c) 3 organization. No goods or services were provided to you in exchange for your gift and it is tax deductible to the extent allowed by law.

Gratefully yours,

Joyce

Joyce Mathey  
Executive Director  
Pay-It-Forward House, NFP  
Phone: (815) 762-4882  
Email: [director@payitforwardhouse.org](mailto:director@payitforwardhouse.org)

Thank you  
so much!

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 28, 2018

## STAFF RECOMMENDATION

### AGENDA ITEM: SECOND BOND ISSUE for ACTION 2020: FIRST CONSIDERATION and DISCUSSION

**BACKGROUND INFORMATION:** It was exactly 18 Months Ago, Today—on February 28, 2017—that I brought the Board a similar memo to this one to begin to finalize our bond issue. In this case it is our second bond issue to fulfill what we promised to our Community in the VISION 20/20 plan. At that time, our plan was a single issue. However, after careful consideration of the budget numbers (interest rates on borrowing, and interest rates on earning for idle cash), as well as the timing of when projects would be completed, we decided to not issue all debt at once. It has proven to be a wise decision. Only now, has OSLAD been unfrozen, and there is still a year before we can access any of those funds to start construction. You will also recall that originally we were going to do the two Sports Complex projects, first, before the Legacy Campus. THEN, the Governor froze OLSAD which we were counting on in our ACTION 2020 budget plan for two grants of \$400,000 each.

Because we will begin another span of new construction/renovation next Summer or early Fall (irrigation, and soccer complex) it is closing in on the time where we should be prepared for this from a cash flow perspective, as well as addressing:

1. The narrowing spread between the cost of money (the bond issue), and the value/interest producing capabilities of borrowed funds as they wait to be used on the projects for which they are intended.
2. More accurately reflecting cost estimates for the remaining ACTION 2020 project.
3. KEY: The long-term impact of borrowing on the OPERATING BUDGET POSITION in which we will leave the people who come after us: Future Commissioners, Future Staff, and our Citizens.
4. KEY: Maintain a \$500,000 cash position, each year, as a target for “RESERVES” to honor our Reserve Fund Policy.

As Commissioner Strack has correctly emphasized, the timing is crucial. To me, and I believe the rest of the Board, our consideration of #1 and #2, above, should be looked at in the light of #3 #4, above.

THEREFORE, I charged Speer Financial to:

- Closely assess, conservatively, what the bond market is doing in the near term, and what it will do as much as a year from now.
- Project those conservative issues into four versions of a bond issue:
  - A fall 2018 \$5 million issue
  - A fall 2019 \$5 million issue
  - A fall 2018 \$6 million issue
  - A fall 2019 \$6 million issue

ADDITIONALLY, I charged PFM, our Asset Management and Financial Consultant to:

- Take the four scenarios, above, in the form of cash on hand.
- Assess those annual figures and create a conservative estimate of interest earnings on those borrowed dollars within the 20-year flow.

BOTH SPEER and PFM will be at the meeting to make a short presentation of their findings/matters of opinion on these various factors, and to answer questions if they arise.

FURTHERMORE, I challenged Superintendent of Financial Services, Jackie Hienbuecher to conduct several “cash position” assessments early in the year and as recently as two weeks ago in order to get a strong projection of our cash position to assure the starting point on that position is well-considered in the top line of 2019 on the spreadsheets.

USING their direct input to apply their hard work to our CASH FLOW position for the next 20 years, you will find—behind this memo—four spreadsheets which use their CONSERVATIVE projections on interest income and cost of debt to show the impact of:

1. An Issue of Debt at the Present Time (fall 2018):
  - a. One a \$5 million bond issue
  - b. One a \$6 million bond issue
2. An Issue of Debt in One Year (fall of 2019)
  - a. One a \$5 million bond issue
  - b. One a \$6 million bond issue

**STAFF RECOMMENDATION:** Based upon the numbers reflected in the four scenarios, I recommend that we continue to “sit” on issuing our next debt instrument, and continue to monitor, as we (Ted/Board, Speer, PFM, Jackie, and Myself) have been doing so, regularly. Should the spread between interest earning and interest cost of bond repayment start to diverge more than coming closer, then Jackie/I, Speer/PFM will be ready to jump.

Speer will be here tonight to recommend some simple action and legal steps that we could exercise, in the interim, to be more quickly ready to move when called for by the 20-year cash flow.

**FISCAL IMPACT:** We continue to remain in a position of NOT paying for debt that we won’t use for some time. See the attached spreadsheets for the fiscal impact on the Operating Cash Flow. The numbers highlighted in [REDACTED] on the Spreadsheet show the year end projection for cash position. Our RESERVE BALANCE target is for that figure to be as close to \$500,000 as possible. I remain very concerned that NONE of the projections have us at or above the \$500,000 reserve level in the “out years” of these projections. Most of this is due to the fact that we have spent more on the Legacy Campus than originally budgeted—mainly for the enlarged gym decision that was made. I agree with that decision, but these projections show why we are now paying the price for that—especially as it relates to those “out year” NET balances shown on the four spreadsheets in the GREEN highlighted portion of each. The larger gym added around \$500,000—give or take—to the Community Center project.

KEY FACTORS effecting my recommendation are:

- Cash Flow: Ours to Meet Project Expenses
- The Specter of Rising Interest Rates:
  - Right now, rising interest rates are increasing the ability to “earn income” on dollars borrowed and saved BEFORE they are expended for our projects.
  - Right now, the increases of 25 basis points by the FED on interest rates is not causing upward pressure on bond interest rates.
  - More prime rate increases of 25 basis points are expected before the end of the year. Speer has taken those into consideration in the BOND INTEREST PAYMENTS reflected in our four (4) Cash Flow Spreadsheets, attached.



- Speer, and staff, will continue to monitor Recent Bond Issues that are Similar to what ours likely will be, and if they begin to DIVERGE from the numbers used in our scenarios—the four attached spreadsheets—we will be ready to jump to avoid sacrificing a significant net, negative impact on our cash position for the long term.

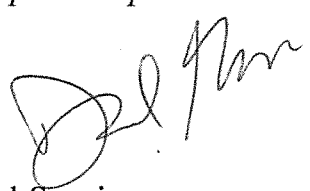
To that end, Speer and PFM will attend our meeting to clearly lay out:

1. Steps we can take, now, to be “right-ready” to move on an issue.
2. A timeline of what that will take to get us to “bond proceeds in hand”.

If you were to look back at my memo to the Board in February 2017, you would see my information and recommendation, at that time, had the same message I would give you now, and rings just as true:

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

**PREPARED BY:** Daniel Gible, Executive Director  
 Jackie Hienbuecher, Supt. of Financial Services  
 Dave Phillips/Mike Jeretina, Speer Financial  
 Michelle Binns, PFM Asset Management



**BOARD ACTION:**

Second Bond Issue \$5 million--September 2018

Expected Annual Return 2.00% 2.50% 2.75% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00% 3.00%

REVENUE SOURCE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
Cash Position As Of January 1	\$6,000,000	\$3,762,996	\$2,935,381	\$1,400,894	\$1,156,286	\$903,520	\$645,343	\$469,734	\$460,021	\$452,216	\$442,093	\$430,691	\$421,406	\$382,848	\$335,334	\$290,394	\$240,106	\$191,309	\$139,048	\$87,720
Grant Dollars - Sports Complex	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADA Dollars	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$82,500	\$82,500	\$82,500	\$82,500	\$82,500	\$82,500	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$87,500	\$87,500
Dollars from Forest Preserve	\$111,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funds from Debt Retirement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
Interest	\$97,851	\$94,075	\$80,723	\$42,027	\$34,689	\$27,106	\$19,360	\$14,092	\$13,801	\$13,566	\$13,263	\$12,921	\$12,642	\$11,485	\$10,060	\$8,712	\$7,203	\$5,739	\$4,171	\$2,632
Growth in EAV	\$40,000	\$40,000	\$25,000	\$25,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Lease Payment Savings Fair Street	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
Referendum Dollars	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000
<b>Total Cash Sources</b>	<b>\$7,453,851</b>	<b>\$5,102,071</b>	<b>\$3,846,104</b>	<b>\$2,272,921</b>	<b>\$2,015,975</b>	<b>\$1,758,125</b>	<b>\$1,582,204</b>	<b>\$1,576,326</b>	<b>\$1,566,321</b>	<b>\$1,558,283</b>	<b>\$1,547,856</b>	<b>\$1,538,611</b>	<b>\$1,529,048</b>	<b>\$1,489,334</b>	<b>\$1,440,394</b>	<b>\$1,394,106</b>	<b>\$1,342,309</b>	<b>\$1,292,048</b>	<b>\$1,240,720</b>	<b>\$1,187,851</b>

\$526,118

EXPENSES	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
<b>Park and Open Space Projects:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAILS:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Fees**	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land/Easements	\$55,400	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$369,350	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SPORTS COMPLEX:</b>																				
Professional Fees	\$100,000	\$129,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$1,100,000	\$525,000	\$1,030,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GOLF IRRIGATION:</b>																				
Professional Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$900,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Focused Site:</b>																				
Professional Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SLED HILL:</b>																				
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SPLASHPAD:</b>																				
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>DOG PARK:</b>																				
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>COMMUNITY CENTER:</b>																				
Site Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscaping/FF&E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Dollars:	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Bond Repayment 2019A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Repayment 2018 A	\$484,025	\$480,610	\$483,130	\$484,555	\$480,375	\$480,702	\$480,390	\$484,225	\$482,025	\$484,110	\$485,085	\$485,125	\$414,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Repayment 2017A	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$382,000	\$804,000	\$800,000	\$804,000	\$801,000	\$803,000	\$803,000	\$803,000
<b>Total Expenses</b>	<b>\$3,690,855</b>	<b>\$2,166,690</b>	<b>\$2,445,210</b>	<b>\$1,116,635</b>	<b>\$1,112,455</b>	<b>\$1,112,782</b>	<b>\$1,112,470</b>	<b>\$1,116,305</b>	<b>\$1,114,105</b>	<b>\$1,116,190</b>	<b>\$1,117,165</b>	<b>\$1,117,205</b>	<b>\$1,146,200</b>	<b>\$1,154,000</b>	<b>\$1,150,000</b>	<b>\$1,154,000</b>	<b>\$1,151,000</b>	<b>\$1,153,000</b>	<b>\$1,153,000</b>	<b>\$1,153,000</b>
<b>NET</b>	<b>\$3,762,996</b>	<b>\$2,935,381</b>	<b>\$1,400,894</b>	<b>\$1,156,286</b>	<b>\$903,520</b>	<b>\$645,343</b>	<b>\$469,734</b>	<b>\$460,021</b>	<b>\$452,216</b>	<b>\$442,093</b>	<b>\$430,691</b>	<b>\$421,406</b>	<b>\$382,848</b>	<b>\$335,334</b>	<b>\$290,394</b>	<b>\$240,106</b>	<b>\$191,309</b>	<b>\$139,048</b>	<b>\$87,720</b>	<b>\$34,851</b>

Reserve Fund = \$500,000 and IS included in CASH POSITION: Therefore, "NET" should stay above \$500,000 if possible.



Second Bond Issue \$6 million--September 2018

Expected Annual Return      2.00%      2.50%      2.75%      3.00%      3.00%      3.00%      3.00%      3.00%      3.00%      3.00%      3.00%      3.00%      3.00%      3.00%      3.00%      3.00%      3.00%      3.00%      3.00%

REVENUE SOURCE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
Cash Position As Of January 1	\$7,000,000	\$4,684,708	\$3,777,261	\$2,169,701	\$1,853,647	\$1,519,076	\$1,178,760	\$920,748	\$828,481	\$733,085	\$635,420	\$531,654	\$430,297	\$335,053	\$286,104	\$239,687	\$187,878	\$137,514	\$83,640	\$30,649
Grant Dollars - Sports Complex	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADA Dollars	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$82,500	\$82,500	\$82,500	\$82,500	\$82,500	\$82,500	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$87,500	\$87,500
Dollars from Forest Preserve	\$111,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funds from Debt Retirement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
Interest	\$117,076	\$117,118	\$103,875	\$65,091	\$55,609	\$45,572	\$35,363	\$27,622	\$24,854	\$21,993	\$19,063	\$15,950	\$12,909	\$10,052	\$8,583	\$7,191	\$5,636	\$4,125	\$2,509	\$919
Growth in EAV	\$40,000	\$40,000	\$25,000	\$25,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Lease Payment Savings Fair Street	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
Referendum Dollars	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000
Total Cash Sources	\$8,473,076	\$6,046,826	\$4,711,136	\$3,064,792	\$2,734,256	\$2,392,148	\$2,131,623	\$2,040,871	\$1,945,835	\$1,847,578	\$1,746,982	\$1,642,604	\$1,538,206	\$1,440,104	\$1,389,687	\$1,341,878	\$1,288,514	\$1,236,640	\$1,183,649	\$1,129,069

\$701,111

EXPENSES	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
<b>Park and Open Space Projects:</b>																				
TRAILS:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Fees**	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land/Easements	\$55,400	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$369,350	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SPORTS COMPLEX:</b>																				
Professional Fees	\$100,000	\$129,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$1,100,000	\$525,000	\$1,030,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GOLF IRRIGATION:</b>																				
Professional Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$900,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Focused Site:</b>																				
Professional Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SLED HILL:</b>																				
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SPLASHPAD:</b>																				
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>DOG PARK:</b>																				
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>COMMUNITY CENTER:</b>																				
Site Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscaping/FF&E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating Dollars:</b>	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
<b>Bond Repayment 2019A</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Bond Repayment 2018 A</b>	\$581,538	\$583,485	\$579,355	\$579,065	\$583,100	\$581,308	\$578,795	\$580,310	\$580,670	\$580,078	\$583,248	\$580,227	\$471,153	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Bond Repayment 2017A</b>	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$282,080	\$382,000	\$804,000	\$800,000	\$804,000	\$801,000	\$803,000	\$803,000	\$803,000
<b>Total Expenses</b>	\$3,788,368	\$2,269,565	\$2,541,435	\$1,211,145	\$1,215,180	\$1,213,388	\$1,210,875	\$1,212,390	\$1,212,750	\$1,212,158	\$1,215,328	\$1,212,307	\$1,203,153	\$1,154,000	\$1,150,000	\$1,154,000	\$1,151,000	\$1,153,000	\$1,153,000	\$1,153,000
<b>NET</b>	\$4,684,708	\$3,777,261	\$2,169,701	\$1,853,647	\$1,519,076	\$1,178,760	\$920,748	\$828,481	\$733,085	\$635,420	\$531,654	\$430,297	\$335,053	\$286,104	\$239,687	\$187,878	\$137,514	\$83,640	\$30,649	-\$23,931
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038

Reserve Fund = \$500,000 and IS included in CASH POSITION: Therefore, "NET" should stay above \$500,000 if possible.

Second Bond Issue \$6 million--September 2019

Expected Annual Return          2.00%          2.50%          2.75%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%          3.00%

REVENUE SOURCE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
Cash Position As Of January 1	\$1,000,000	\$5,199,170	\$4,258,850	\$2,613,456	\$2,260,597	\$1,894,802	\$1,518,929	\$1,221,087	\$1,089,560	\$955,567	\$815,309	\$669,818	\$522,982	\$388,357	\$341,008	\$296,238	\$246,125	\$197,509	\$145,434	\$94,297
Grant Dollars - Sports Complex	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADA Dollars	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$82,500	\$82,500	\$82,500	\$82,500	\$82,500	\$82,500	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$87,500	\$87,500
Dollars from Forest Preserve	\$111,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issue	\$6,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funds from Debt Retirement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
Interest	\$50,000	\$129,979	\$117,118	\$78,404	\$67,818	\$56,844	\$45,568	\$36,633	\$32,687	\$28,667	\$24,459	\$20,095	\$15,689	\$11,651	\$10,230	\$8,887	\$7,384	\$5,925	\$4,363	\$2,829
Growth in EAV	\$40,000	\$40,000	\$25,000	\$25,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Lease Payment Savings Fair Street	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
Referendum Dollars	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000	\$645,000
<b>Total Cash Sources</b>	<b>\$8,406,000</b>	<b>\$6,574,149</b>	<b>\$5,205,969</b>	<b>\$3,521,859</b>	<b>\$3,153,415</b>	<b>\$2,779,146</b>	<b>\$2,481,997</b>	<b>\$2,350,220</b>	<b>\$2,214,747</b>	<b>\$2,076,734</b>	<b>\$1,932,268</b>	<b>\$1,784,912</b>	<b>\$1,633,672</b>	<b>\$1,495,008</b>	<b>\$1,446,238</b>	<b>\$1,400,125</b>	<b>\$1,348,509</b>	<b>\$1,298,434</b>	<b>\$1,247,297</b>	<b>\$1,194,626</b>

\$755,230

EXPENSES	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
<b>Park and Open Space Projects:</b>																				
TRAILS:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Fees**	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land/Easements	\$55,400	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$369,350	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SPORTS COMPLEX:</b>																				
Professional Fees	\$100,000	\$129,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$1,100,000	\$525,000	\$1,030,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GOLF IRRIGATION:</b>																				
Professional Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$900,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Focused Site:</b>																				
Professional Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SLED HILL:</b>																				
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SPLASHPAD:</b>																				
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>DOG PARK:</b>																				
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>COMMUNITY CENTER:</b>																				
Site Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscaping/FF&E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating Dollars:</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>
<b>Bond Repayment 2019A</b>	<b>\$0</b>	<b>\$629,219</b>	<b>\$630,433</b>	<b>\$629,182</b>	<b>\$626,533</b>	<b>\$628,137</b>	<b>\$628,830</b>	<b>\$628,580</b>	<b>\$627,100</b>	<b>\$629,345</b>	<b>\$630,370</b>	<b>\$629,850</b>	<b>\$513,315</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Bond Repayment 2018 A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Bond Repayment 2017A</b>	<b>\$282,080</b>	<b>\$282,080</b>	<b>\$282,080</b>	<b>\$282,080</b>	<b>\$282,080</b>	<b>\$282,080</b>	<b>\$282,080</b>	<b>\$282,080</b>	<b>\$282,080</b>	<b>\$282,080</b>	<b>\$282,080</b>	<b>\$282,080</b>	<b>\$382,000</b>	<b>\$804,000</b>	<b>\$800,000</b>	<b>\$804,000</b>	<b>\$801,000</b>	<b>\$803,000</b>	<b>\$803,000</b>	<b>\$803,000</b>
<b>Total Expenses</b>	<b>\$3,206,830</b>	<b>\$2,315,299</b>	<b>\$2,592,513</b>	<b>\$1,261,262</b>	<b>\$1,258,613</b>	<b>\$1,260,217</b>	<b>\$1,260,910</b>	<b>\$1,260,660</b>	<b>\$1,259,180</b>	<b>\$1,261,425</b>	<b>\$1,262,450</b>	<b>\$1,261,930</b>	<b>\$1,245,315</b>	<b>\$1,154,000</b>	<b>\$1,150,000</b>	<b>\$1,154,000</b>	<b>\$1,151,000</b>	<b>\$1,153,000</b>	<b>\$1,153,000</b>	<b>\$1,153,000</b>
<b>NET</b>	<b>\$5,199,170</b>	<b>\$4,258,850</b>	<b>\$2,613,456</b>	<b>\$2,260,597</b>	<b>\$1,894,802</b>	<b>\$1,518,929</b>	<b>\$1,221,087</b>	<b>\$1,089,560</b>	<b>\$955,567</b>	<b>\$815,309</b>	<b>\$669,818</b>	<b>\$522,982</b>	<b>\$388,357</b>	<b>\$341,008</b>	<b>\$296,238</b>	<b>\$246,125</b>	<b>\$197,509</b>	<b>\$145,434</b>	<b>\$94,297</b>	<b>\$41,626</b>

Reserve Fund = \$500,000 and IS included in CASH POSITION; Therefore, the "NET" should stay above \$500,000 if possible.

# Sycamore Park District

## 2018/2019 Alternate Revenue Source Bond Planning

### \$5 Million Bond Issue(1)

<u>Bond Issue Year</u>	<u>Approximate</u>				Aggregate Debt Service w/ 2017A Alt GO thru 2031
	Gross Interest	Annual Debt Service	First Maturity	True Interest Cost (TIC)	
<b>2018</b>	\$1,208,558	\$485,000	2019	3.13%	\$766,000
<b>2019</b>	\$1,193,689	\$525,000	2020	3.34%	\$804,000

### \$6 Million Bond Issue(1)

<u>Bond Issue Year</u>	<u>Approximate</u>				Aggregate Debt Service w/ 2017A Alt GO thru 2031
	Gross Interest	Annual Debt Service		True Interest Cost (TIC)	
<b>2018</b>	\$1,442,331	\$580,000	2019	3.13%	\$863,000
<b>2019</b>	\$1,430,894	\$630,000	2020	3.34%	\$910,000

Note: (1) Assumes both bond issues last maturity is 2031 when 2017A Alt GO retirement begins in 2032

Assumes September sales in either 2018 or 2019

**Sycamore Park District, DeKalb County, Illinois**  
**General Obligation Park Bonds (Alternate Revenue Bonds), Series 2018A**  
**\*\*\*Preliminary, Subject to Change\*\*\***

**Net Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Existing DIS	Net New DIS
12/15/2018	-	-	-	-	141,037.50	141,037.50
12/15/2019	295,000.00	2.050%	189,025.22	484,025.22	282,075.00	766,100.22
12/15/2020	340,000.00	2.200%	140,610.00	480,610.00	282,075.00	762,585.00
12/15/2021	350,000.00	2.450%	133,130.00	483,130.00	282,075.00	765,205.00
12/15/2022	360,000.00	2.550%	124,555.00	484,555.00	282,075.00	766,630.00
12/15/2023	365,000.00	2.650%	115,375.00	480,375.00	282,075.00	762,450.00
12/15/2024	375,000.00	2.750%	105,702.50	480,702.50	282,075.00	762,777.50
12/15/2025	385,000.00	2.900%	95,390.00	480,390.00	282,075.00	762,465.00
12/15/2026	400,000.00	3.050%	84,225.00	484,225.00	282,075.00	766,300.00
12/15/2027	410,000.00	3.150%	72,025.00	482,025.00	282,075.00	764,100.00
12/15/2028	425,000.00	3.300%	59,110.00	484,110.00	282,075.00	766,185.00
12/15/2029	440,000.00	3.400%	45,085.00	485,085.00	282,075.00	767,160.00
12/15/2030	455,000.00	3.500%	30,125.00	485,125.00	282,075.00	767,200.00
12/15/2031	400,000.00	3.550%	14,200.00	414,200.00	382,075.00	796,275.00
12/15/2032	-	-	-	-	803,575.00	803,575.00
12/15/2033	-	-	-	-	800,200.00	800,200.00
12/15/2034	-	-	-	-	803,600.00	803,600.00
12/15/2035	-	-	-	-	801,000.00	801,000.00
12/15/2036	-	-	-	-	802,600.00	802,600.00
12/15/2037	-	-	-	-	803,200.00	803,200.00
12/15/2038	-	-	-	-	802,800.00	802,800.00
12/15/2039	-	-	-	-	801,400.00	801,400.00
12/15/2040	-	-	-	-	804,000.00	804,000.00
12/15/2041	-	-	-	-	800,400.00	800,400.00
12/15/2042	-	-	-	-	800,800.00	800,800.00
<b>Total</b>	<b>\$5,000,000.00</b>	<b>-</b>	<b>\$1,208,557.72</b>	<b>\$6,208,557.72</b>	<b>\$12,731,587.50</b>	<b>\$18,940,145.22</b>

Series 2018A, 5 million \$e | SINGLE PURPOSE | 8/ 6/2018 | 10:34 AM

## Sycamore Park District, DeKalb County, Illinois

General Obligation Park Bonds (Alternate Revenue Bonds), Series 2019A

\*\*\*Preliminary, Subject to Change\*\*\*

### Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Existing D/S	Net New D/S
12/15/2019	-	-	-	-	141,037.50	141,037.50
12/15/2020	320,000.00	2.350%	203,554.22	523,554.22	282,075.00	805,629.22
12/15/2021	375,000.00	2.500%	150,410.00	525,410.00	282,075.00	807,485.00
12/15/2022	380,000.00	2.750%	141,035.00	521,035.00	282,075.00	803,110.00
12/15/2023	395,000.00	2.850%	130,585.00	525,585.00	282,075.00	807,660.00
12/15/2024	405,000.00	2.950%	119,327.50	524,327.50	282,075.00	806,402.50
12/15/2025	415,000.00	3.050%	107,380.00	522,380.00	282,075.00	804,455.00
12/15/2026	430,000.00	3.200%	94,722.50	524,722.50	282,075.00	806,797.50
12/15/2027	440,000.00	3.350%	80,962.50	520,962.50	282,075.00	803,037.50
12/15/2028	455,000.00	3.450%	66,222.50	521,222.50	282,075.00	803,297.50
12/15/2029	475,000.00	3.600%	50,525.00	525,525.00	282,075.00	807,600.00
12/15/2030	490,000.00	3.650%	33,425.00	523,425.00	282,075.00	805,500.00
12/15/2031	420,000.00	3.700%	15,540.00	435,540.00	382,075.00	817,615.00
12/15/2032	-	-	-	-	803,575.00	803,575.00
12/15/2033	-	-	-	-	800,200.00	800,200.00
12/15/2034	-	-	-	-	803,600.00	803,600.00
12/15/2035	-	-	-	-	801,000.00	801,000.00
12/15/2036	-	-	-	-	802,600.00	802,600.00
12/15/2037	-	-	-	-	803,200.00	803,200.00
12/15/2038	-	-	-	-	802,800.00	802,800.00
12/15/2039	-	-	-	-	801,400.00	801,400.00
12/15/2040	-	-	-	-	804,000.00	804,000.00
12/15/2041	-	-	-	-	800,400.00	800,400.00
12/15/2042	-	-	-	-	800,800.00	800,800.00
<b>Total</b>	<b>\$5,000,000.00</b>	<b>-</b>	<b>\$1,193,689.22</b>	<b>\$6,193,689.22</b>	<b>\$12,449,512.50</b>	<b>\$18,643,201.72</b>



## Sycamore Park District, DeKalb County, Illinois

General Obligation Park Bonds (Alternate Revenue Bonds), Series 2018A

\*\*\*Preliminary, Subject to Change\*\*\*

### Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+i	Existing D/S	Net New D/S
12/15/2018	-	-	-	-	141,037.50	141,037.50
12/15/2019	355,000.00	2.050%	226,538.33	581,538.33	282,075.00	863,613.33
12/15/2020	415,000.00	2.200%	168,485.00	583,485.00	282,075.00	865,560.00
12/15/2021	420,000.00	2.450%	159,355.00	579,355.00	282,075.00	861,430.00
12/15/2022	430,000.00	2.550%	149,065.00	579,065.00	282,075.00	861,140.00
12/15/2023	445,000.00	2.650%	138,100.00	583,100.00	282,075.00	865,175.00
12/15/2024	455,000.00	2.750%	126,307.50	581,307.50	282,075.00	863,382.50
12/15/2025	465,000.00	2.900%	113,795.00	578,795.00	282,075.00	860,870.00
12/15/2026	480,000.00	3.050%	100,310.00	580,310.00	282,075.00	862,385.00
12/15/2027	495,000.00	3.150%	85,670.00	580,670.00	282,075.00	862,745.00
12/15/2028	510,000.00	3.300%	70,077.50	580,077.50	282,075.00	862,152.50
12/15/2029	530,000.00	3.400%	53,247.50	583,247.50	282,075.00	865,322.50
12/15/2030	545,000.00	3.500%	35,227.50	580,227.50	282,075.00	862,302.50
12/15/2031	455,000.00	3.550%	16,152.50	471,152.50	382,075.00	853,227.50
12/15/2032	-	-	-	-	803,575.00	803,575.00
12/15/2033	-	-	-	-	800,200.00	800,200.00
12/15/2034	-	-	-	-	803,600.00	803,600.00
12/15/2035	-	-	-	-	801,000.00	801,000.00
12/15/2036	-	-	-	-	802,600.00	802,600.00
12/15/2037	-	-	-	-	803,200.00	803,200.00
12/15/2038	-	-	-	-	802,800.00	802,800.00
12/15/2039	-	-	-	-	801,400.00	801,400.00
12/15/2040	-	-	-	-	804,000.00	804,000.00
12/15/2041	-	-	-	-	800,400.00	800,400.00
12/15/2042	-	-	-	-	800,800.00	800,800.00
<b>Total</b>	<b>\$6,000,000.00</b>	<b>-</b>	<b>\$1,442,330.83</b>	<b>\$7,442,330.83</b>	<b>\$12,731,587.50</b>	<b>\$20,173,918.33</b>

## Sycamore Park District, DeKalb County, Illinois

General Obligation Park Bonds (Alternate Revenue Bonds), Series 2019A

\*\*\*Preliminary, Subject to Change\*\*\*

### Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Existing D/S	Net New D/S
12/15/2019	-	-	-	-	141,037.50	141,037.50
12/15/2020	385,000.00	2.350%	244,218.67	629,218.67	282,075.00	911,293.67
12/15/2021	450,000.00	2.500%	180,432.50	630,432.50	282,075.00	912,507.50
12/15/2022	460,000.00	2.750%	169,182.50	629,182.50	282,075.00	911,257.50
12/15/2023	470,000.00	2.850%	156,532.50	626,532.50	282,075.00	908,607.50
12/15/2024	485,000.00	2.950%	143,137.50	628,137.50	282,075.00	910,212.50
12/15/2025	500,000.00	3.050%	128,830.00	628,830.00	282,075.00	910,905.00
12/15/2026	515,000.00	3.200%	113,580.00	628,580.00	282,075.00	910,655.00
12/15/2027	530,000.00	3.350%	97,100.00	627,100.00	282,075.00	909,175.00
12/15/2028	550,000.00	3.450%	79,345.00	629,345.00	282,075.00	911,420.00
12/15/2029	570,000.00	3.600%	60,370.00	630,370.00	282,075.00	912,445.00
12/15/2030	590,000.00	3.650%	39,850.00	629,850.00	282,075.00	911,925.00
12/15/2031	495,000.00	3.700%	18,315.00	513,315.00	382,075.00	895,390.00
12/15/2032	-	-	-	-	803,575.00	803,575.00
12/15/2033	-	-	-	-	800,200.00	800,200.00
12/15/2034	-	-	-	-	803,600.00	803,600.00
12/15/2035	-	-	-	-	801,000.00	801,000.00
12/15/2036	-	-	-	-	802,600.00	802,600.00
12/15/2037	-	-	-	-	803,200.00	803,200.00
12/15/2038	-	-	-	-	802,800.00	802,800.00
12/15/2039	-	-	-	-	801,400.00	801,400.00
12/15/2040	-	-	-	-	804,000.00	804,000.00
12/15/2041	-	-	-	-	800,400.00	800,400.00
12/15/2042	-	-	-	-	800,800.00	800,800.00
<b>Total</b>	<b>\$6,000,000.00</b>	<b>-</b>	<b>\$1,430,893.67</b>	<b>\$7,430,893.67</b>	<b>\$12,449,512.50</b>	<b>\$19,880,406.17</b>

## The DeKalb County Enterprise Zone

**What is the DeKalb County Enterprise Zone?** The DeKalb County Enterprise Zone is a partnership between state and local government to encourage economic growth within the designated area. Taxing bodies collaborated to create a local countywide program of incentives to pair with state incentives to attract investment, development, job creation and new tax revenue to the participating communities.

**Why does DeKalb County need an Enterprise Zone?** Qualified new and existing businesses within the Zone are offered state and local incentives and other benefits to reduce construction and operating costs associated with development, expansion, construction, job creation and retention. Among the initial information site selectors typically request when scouting potential locations is whether the site qualifies for Enterprise Zone benefits. The DeKalb County Enterprise Zone was established to attract new industry and retain or revitalize existing businesses by providing targeted financial incentives.

**How does a taxing body participate in the DeKalb County Enterprise Zone?** Participating communities include DeKalb, Genoa, Sandwich, Sycamore, Cortland and Waterman. Taxing bodies within the communities can join the Enterprise Zone by passing a Participation Resolution which would be forwarded to the Illinois Department of Commerce and Economic Opportunity and filed with the Secretary of State and the DeKalb County Recorder's Office. Current participating taxing bodies include: DeKalb School District #428, DeKalb Public Library, DeKalb Township, Genoa-Kingston School District, Genoa Public Library, Genoa Township, Indian Creek School District #425, Kishwaukee College, Kishwaukee Water Reclamation District, Sycamore School District #427 and Sycamore Public Library.

**How long does the Enterprise Zone last?** The DeKalb County Enterprise Zone was certified by the Illinois Department of Commerce for a period of 15 years on January 1, 2016, after being approved by the Illinois Enterprise Zone Board in 2015. In 2029, the State of Illinois will review performance of the DeKalb County Enterprise Zone, as well as others around the state that were designated at the same time, before awarding an additional 10-year life cycle.

**Can a participating taxing body withdraw from the Enterprise Zone?** Yes. Participating taxing bodies can withdraw from the Enterprise Zone at any time. A resolution terminating participation would need to be approved and forwarded to the DeKalb County Enterprise Zone Administrator.

**How in the Enterprise Zone administered?** At the request of the Designating Units of Government, the Executive Director of the DeKalb County Economic Development Corporation serves as Administrator of the DeKalb County Enterprise Zone.

**Do taxing bodies have the opportunity provide input regarding decisions made within the Enterprise Zone?** Yes. The Enterprise Zone has an Advisory Board comprised of the DCEDC Executive Committee and the Executive Director in the capacity of DeKalb County Enterprise Zone Administrator. Representatives of the Designating Units of Government and Taxing Bodies participating in the DeKalb County Enterprise Zone Tax Abatement Program that do not currently serve on the DCEDC Executive Committee are invited to serve as ex-officio, non-voting members of the Enterprise Zone Advisory Board.

**How does it work?** Qualifying industrial and commercial businesses/property owners located within the Zone must submit a Project Application and Building Materials Exemption Certificate Application along with a narrative describing the project to the DeKalb County Enterprise Zone Administrator. In the case of property tax abatements, requests are reviewed by the Enterprise Zone Administrator and presented to the DeKalb County Enterprise Zone Advisory Board for their concurrence. The Advisory Board must concur that the project meets program eligibility requirements, as outlined in the governing DeKalb County Enterprise Zone Designating Ordinances, DeKalb County Enterprise Zone Intergovernmental Agreement and applicable Taxing Body Abatement Resolutions, before beginning construction.

**What are the unified property tax abatements offered in the Enterprise Zone?** The Enterprise Zone Tax Abatement for the countywide Enterprise Zone area is available to qualifying Industrial, Logistics and Knowledge-based Industries for a period of five (5) years, beginning with a 90% abatement during year one, followed by 80% during year two, 70% during year three, 60% during year four and 50% during year five. The Enterprise Zone includes a ten (10) year abatement program, called the Interstate Commerce Market Enterprise Zone Tax Abatement Program for projects within 3 ½ miles of I-88. Properties within the City of Sycamore boundaries are outside of the Interstate Commerce Market Enterprise Zone.

**What is the criteria used to qualify for property tax abatements in the Enterprise Zone?** Minimum project size, job creation and wage rate qualifications for the Countywide Enterprise Zone Tax Abatement are identified below. (For projects within 3 ½ miles of I-88, the Interstate Commerce Market Enterprise Zone Tax Abatement Program applies.)

**Industrial Manufacturing & Assembly.** Require construction of a minimum of 10,000 SF and the creation of 20 new full-time permanent jobs for new construction projects; and construction of a minimum of 5,000 SF and 10 full-time permanent new jobs for expansion projects. Industrial companies must pay an average of \$14 per hour as a starting wage with no job paying less than \$11 per hour.

**Logistics & Distribution.** Require construction of a minimum of 10,000 SF and the creation of 20 full-time permanent new jobs for new construction projects; and construction of a minimum of 5,000 SF and 10 full-time permanent new jobs for expansion projects. Logistics companies must pay an average of \$14 per hour as a starting wage with no job paying less than \$11 per hour.

**Knowledge-Based Facilities.** (Research-oriented projects such as biotechnology, electronics and/or professional services such as engineering architecture, finance and law) require construction of a minimum of 10,000 SF and the creation of one (1) full-time permanent job for every 250 SF of office space created for new construction projects; and construction of a minimum of 5,000 SF and creation of one (1) full-time permanent job for every 250 SF of office space created. Knowledge-based companies must pay an average of \$20 per hour as a starting wage with no job paying less than \$11 per hour.

**How are Abatement Performance Monitored?** Entities meeting abatement qualification criteria must enter into a Memorandum of Understanding (MOU) with the DeKalb County Enterprise Zone Administrator on behalf of the DeKalb County Enterprise Zone and the participating taxing bodies. The MOU outlines projected job creation and/or job retention, wage rates and capital investment for the eligible Industrial, Logistics and Knowledge-based projects. Entities receiving property tax abatement agree to maintain a minimum of 95% of the projected job creation at that location, as described in the MOU, for the term of the abatement. The Enterprise Zone Administrator monitors the performance of recipients to ensure that job, wage and investment projections are being met and confirms compliance through annual affidavits. Should full-time permanent employment levels drop below 95%, pro rata abatement reductions or suspension will be implemented in accord with the DeKalb County Enterprise Zone IGA and MOU.

**What State of Illinois incentives are available as a result of the Enterprise Zone?** Qualified industrial and commercial development projects located in the DeKalb County Enterprise Zone are eligible for the State incentives listed as follows:

- **Exemption on sales tax paid on building materials** for new construction, expansion or interior buildout;
- **Investment tax credit** of .5 percent of qualified property; and
- **Natural Gas Tax Exemption** from state utility tax for “wheeled” or open market natural gas purchases.

**Initial Results.** DeKalb County was selected as a finalist for two significant site selection projects, each involving 500+ acres, over \$1 billion in investment and 2,000+ jobs. This would not have been occurred without the DeKalb County Enterprise Zone being in place.

### **Additional Resources/Reference Links**

DeKalb County Enterprise Zone Intergovernmental Agreement

<http://cityofsycamore.com/wp-content/uploads/2018/05/FINAL-DeKalb-County-Enterprise-Zone-IGA.pdf>

Description of Incentives and Benefits

<http://dcedc.org/wp-content/uploads/2016/04/DeKalb-County-Enterprise-Zone-Summary-1-29-16.pdf>

Enterprise Zone Process Guide

<http://dcedc.org/wp-content/uploads/2016/03/DeKalb-Co.-Enterprise-Zone-Process-Guide.pdf>

History of Enterprise Zones/Establishing an Enterprise Zone

<http://dcedc.org/wp-content/uploads/2015/12/EZone-Workshop-Presentation-042716.pdf>

Sycamore Enterprise Zone Map

[http://dcedc.org/wp-content/uploads/2015/12/Sycamore\\_enterprise.pdf](http://dcedc.org/wp-content/uploads/2015/12/Sycamore_enterprise.pdf)

DeKalb County Enterprise Zone Map

[http://dcedc.org/wp-content/uploads/2015/12/DeKalbCounty\\_enterprise.pdf](http://dcedc.org/wp-content/uploads/2015/12/DeKalbCounty_enterprise.pdf)

Sycamore/DeKalb/Cortland Enterprise Zone Map

[http://dcedc.org/wp-content/uploads/2015/12/DeKalbSycamoreCortland\\_enterprise.pdf](http://dcedc.org/wp-content/uploads/2015/12/DeKalbSycamoreCortland_enterprise.pdf)

**RESOLUTION NUMBER \_\_\_\_\_****RESOLUTION APPROVING PARTICIPATION  
IN THE DEKALB COUNTY ENTERPRISE ZONE  
- SYCAMORE PARK DISTRICT -**

**WHEREAS**, County of DeKalb, the Town of Cortland, the City of DeKalb, the City of Genoa, the City of Sandwich, the City of Sycamore and the Village of Waterman, (herein after referred to as “the Designating Units of Government”) have expressed a desire to apply for a new Illinois Enterprise Zone designation; and,

**WHEREAS**, the Illinois General Assembly passed Senate Bill 3616 as amended on May 31, 2012, and, which was signed into law by the Governor on August 7, 2012, thereby amending the Illinois Enterprise Zone Act (20 ILCS 655/1 et. seq.), hereafter referred to as “the Act”, under the provisions of Public Act 97-905; and,

**WHEREAS**, the Illinois General Assembly also passed Senate Bill 20 as amended on May 31, 2013, and, which was signed into law by the Governor on July 25, 2013 as Public Act 98-109, portions of which clarified Enterprise Zone related legislation contained in Public Act 97-905 and the Act; and,

**WHEREAS**, the Act provides for a new Illinois Enterprise Zone designation application process administered by the Illinois Department of Commerce and Economic Opportunity (hereafter referred to as “the Department”) subject to the approval and concurrence of the state Enterprise Zone Board, here after referred to as “the Board”; and

**WHEREAS**, once approved by the Board and certified by the Department, the Enterprise Zone designation will be in effect from January 1, 2016, through December 31, 2031, subject to review by the Board after the 13th year of existence for an additional ten-year designation beginning on the expiration date of the Zone; and,

**WHEREAS**, Enterprise Zones provide state and local incentives used to promote the economic growth of the area; to reduce unemployment; and to encourage expansion, rehabilitation, and new construction of structures within the Enterprise Zone; and,

**WHEREAS**, the Designating Units of Government have determined and concur that it is desirable and necessary for the DeKalb County region to apply for a new Enterprise Zone designation for the long-term benefit and economic viability of the area; and,

**WHEREAS**, the name of the Enterprise Zone shall be the DeKalb County Enterprise Zone, herein after referred to as “the Zone”.

**WHEREAS**, the Designating Units of Government are seeking agreement with the taxing bodies located within the boundaries of the DeKalb County Enterprise Zone, subject to certification by the Department, to abate real property taxes pursuant to requirements in 35 ILS 200/18-170; and

**WHEREAS**, certain boundaries of the **SYCAMORE PARK DISTRICT** taxing district lie or will lie in an area within an Enterprise Zone as outlined in the attached “ADDENDUM A”, subject to the certification of the Zone by the Department in accordance with the Act; and

**WHEREAS**, the real property tax abatements will apply only to economic development projects meeting specific criteria outlined below; and

**WHEREAS**, reimbursement provisions will be implemented if recipients of real property tax abatement fail to meet the job creation and/or retention goals, minimum project wage requirements and/or facility square footage size goals, as outlined below, and

**WHEREAS**, **SYCAMORE PARK DISTRICT** wishes to participate in the DeKalb County Enterprise Zone real property tax abatement program, subject to certification of the Zone by the Department in accordance with the Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE SYCAMORE PARK DISTRICT BOARD OF COMMISSIONERS:**

That **SYCAMORE PARK DISTRICT** hereby abates real property taxes subject to its jurisdiction, on those properties located within the boundaries of the DeKalb County Enterprise Zone on which improvements have been constructed, as outlined below:

**Section 1 – TERM.** The term of the Zone will be for 15 years commencing on January 1, 2016, and ending at midnight on December 31, 2031, or until such time as the Zone has expired, been decertified by the Department or repealed by the General Assembly or by ordinance of the participating governmental entities, whichever is sooner. After the 13th year, the zone is subject to review by the state Enterprise Zone Board for an additional 10-year designation beginning on the expiration date of the enterprise zone. During the review process, the state Enterprise Zone Board shall consider the costs incurred by the State and units of local government as a result of tax benefits received by the enterprise zone before granting the extension. Upon approval of the state Enterprise Zone Board, the Zone may further be in effect for an additional 10 years beginning January 1, 2032.

**Section 2 – PROPERTY TAX ABATEMENT.** That commencing on or after January 1, 2016, taxes on real property levied by the **SYCAMORE PARK DISTRICT** shall be abated on property located within the boundary of the Enterprise Zone, as certified by the Department, and upon which new improvements have been constructed according to the criteria and procedures outlined in Section 2, Subsection B found below. In no event shall any abatement of taxes on any parcel exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such parcel.

A) DEFINITIONS

- 1) “Memorandum of Understanding” or “MOU” as defined herein is the written agreement between the DeKalb County Enterprise Zone Administrator, on behalf of the Taxing Bodies participating in the DeKalb



County Enterprise Zone property tax abatement program, and the Applicant receiving tax abatement. The MOU defines the terms and conditions by which abatement of real estate property tax is authorized.

- 2) “Industrial Companies” as defined herein, are enterprises where the manufacturing or assembling of goods takes place.
- 3) “Knowledge-Based Companies” as defined herein are enterprises that are research oriented and that require a highly skilled workforce such as biotechnology, electronics and/or professional services such as engineering, architecture, finance, and law. Technical training/vocational schools and telemarketing companies are excluded from this definition.
- 4) “Logistic(s) Companies” as defined herein, as warehousing and distribution businesses that are engaged in the storage and packaging of goods and the transfer of products from a point of origin to a point of consumption.
- 5) “Interstate Competition Market” is defined as the geographic area within the boundaries of the DeKalb County Enterprise Zone, located within 3.5 miles in either direction (north or south) of the center median of Interstate 88, excluding geography encompassed by the City of Sycamore and the **SYCAMORE PARK DISTRICT**.

B) DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in areas outside of the Interstate Competition Market area as defined above, including the **SYCAMORE PARK DISTRICT** according to the following terms and conditions.

- 1) Logistics Companies shall construct a minimum of 10,000 square feet for new building construction or must add at least 5,000 square feet to the size of an existing building. Abatement shall only apply to the increased assessed valuation attributable to said new construction or to said addition.
- 2) Industrial Companies shall construct a minimum of 10,000 square feet for new building construction or must add at least 5,000 square feet to the size of an existing building. Abatement shall only apply to the increased assessed valuation attributable to said new construction or to said addition.
- 3) Knowledge-Based Companies shall construct a minimum of 10,000 square feet of new building construction or must add at least 5,000 square feet to the size of an existing building. Abatement shall only apply to the increased assessed valuation attributable to said new construction or to said addition.

- 4) Effective date. The abatements outlined in Section “2.B.1.” through Section “2.B.3.” above will be effective after the said rehabilitation, expansion, or new construction has been completed and will begin following the first full year of a facility's commercial operation. Abatements are also contingent upon execution of a Memorandum of Understanding as outlined in Section “2.F.” below.
- C) Terms of Abatement – For areas outside of the Interstate Competition Market Area, including the **SYCAMORE PARK DISTRICT**.
- 1) Industrial, Logistic(s) and Knowledge-based Companies. The duration for tax abatement, for projects described in Section “2.B.1.” through Section “2.B.3” above, shall be for 5 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone, whichever is sooner, according to the following schedule:
- |    |   |     |
|----|---|-----|
| 1) | For taxes levied in the first year of abatement:  | 90% |
| 2) | For taxes levied in the second year of abatement: | 80% |
| 3) | For taxes levied in the third year of abatement:  | 70% |
| 4) | For taxes levied in the fourth year of abatement: | 60% |
| 5) | For taxes levied in the fifth year of abatement:  | 50% |
- D) Job Creation. - Outside of the Interstate Competition Market Area, including the **SYCAMORE PARK DISTRICT**.

New Industrial or Logistic(s) Companies in areas outside of the Interstate Competition Market Area must create a minimum of 20 full-time permanent jobs. For Industrial and Logistic(s) Companies in areas outside of the Interstate Competition Market Area that are adding to the size of an existing building, as referenced in Section “2.B.1.” and “2.B.2” above, must create a minimum of 10 additional full-time permanent jobs. Industrial or Logistic(s) Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application, with the number of existing employees employed at the subject property and whether they are full or part time. New or expanded Knowledge-based Companies in areas outside the Interstate Competition Market must create one job for every 250 square feet of office space created in conformance with Sections “2.B.3.” above.

Said Knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application, with the number of existing employees employed at the subject property and whether they are full or part time.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the abatement and said

thresholds must be maintained over the life of the abatement and shall be defined in the MOU between the DeKalb County Enterprise Zone Administrator and the taxpayer,

- E) Wage Rates: Industrial or Logistic(s) Companies must pay an average of \$14 per hour at the subject property as a starting wage with no job paying less than \$11 per hour and shall maintain this wage rate for the life of the Enterprise Zone abatement period. Knowledge-based Companies must pay an average wage of \$20 per hour at the subject property as a starting wage with no job paying less than \$11 per hour and shall maintain this wage rate for the life of the Enterprise Zone abatement period.
- F) Entities meeting qualification criteria outlined in Section “2.B.” above must enter into a Memorandum of Understanding with the DeKalb County Enterprise Zone Administrator. The MOU must outline projected job creation and/or job retention, wage rates and capital investment for the eligible Industrial, Logistics-based and Knowledge-based projects. The said Administrator is hereby authorized to enter such agreements on behalf of the DeKalb County Enterprise Zone.
1. Entities receiving property tax abatement for eligible Industrial, Logistics-based and Knowledge-based projects agree to maintain a minimum of 95% of the employment level at that location, as described in the Memorandum of Understanding, for the term of abatement.
 

Should employment levels drop to between 5% and 50% of the project employment level agreed to at that location as described in the Memorandum of Understanding, a pro-rata reduction of the applicable abatement will be implemented for the next tax year or until employment levels return to the levels agreed in the MOU.

Should employment levels drop below 50% of the of the project employment level agreed to at that location as described in the Memorandum of Understanding, abatement shall be terminated for that tax year or until employment levels return to the agreed levels in the MOU.

At the discretion of the Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, failure to maintain a minimum of 50% of the employment levels during the agreement period may result in the immediate termination of remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable taxing districts.

2. The Administrator of the DeKalb County Enterprise Zone will annually monitor the performance of the eligible recipients of property tax abatement in order to ensure that job, wage and investment projections outlined in the Memorandum of Understanding are being met.
  3. The Administrator of the DeKalb County Enterprise Zone, with the advice and consent of the Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in the Memorandum of Understanding based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the entity that may result in such entity's insolvency or discharge of workers.
  4. Upon the effective date of this ordinance, all incentives, general abatements and benefits previously offered and in effect within the boundaries of **SYCAMORE PARK DISTRICT** shall continue for the term of the newly designated DeKalb County Enterprise Zone for the following groups:
    - a. Business enterprises which are receiving general property tax abatement benefits or incentives in the **SYCAMORE PARK DISTRICT** on the effective date of this resolution;
    - b. Business enterprises or expansions which are proposed or under development on the effective date of this resolution, if the business enterprise demonstrates that the proposed business enterprise or expansion has been committed to locating or expanding in the Zone;
    - c. Substantial or binding financial obligations have been made; and such commitments have been made in reasonable reliance on the benefits and programs which would have previously been available as described in a. and b. above.
- G) Regulatory and Legal Compliance. The Companies receiving DeKalb County Enterprise Zone property tax abatement shall comply with all federal, state and local environmental laws and regulations. Failure to comply shall be as determined by the Taxing Bodies and shall not require formal action or finds by any governmental agency or court.

**Section 3 – NO TAX LEVY OBJECTION.** Taxpayers receiving DeKalb County Enterprise Zone property tax abatement under the terms and conditions of Section 2 above, must agree that they shall not file an objection to the real estate property taxes levied on the Site and/or Facilities or the property tax assessment on the Site and/or Facilities. In the event any real estate property tax protest or objection is filed for the subject property, the Enterprise Zone property tax abatement for the subject property shall automatically terminate.

**Section 4 – NO ASSIGNMENT OR TRANSFER.** DeKalb County Enterprise Zone property tax abatement shall be specifically granted to the applicant and may not be assigned to or transferred without the written consent of the DeKalb County Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, on behalf of the taxing bodies. In the event that the applicant desires to transfer or assign any or all of its ownership of the subject property where the business located thereon, the transferee shall submit a written request to the DeKalb County Enterprise Zone Administrator requesting transfer of the abatement to the new owner for the time remaining on the abatement.

The DeKalb County Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, shall review the taxpayer's request to transfer said abatement, and determine the taxpayer's eligibility for such transfer, subject to the terms and conditions of Section 2 above and the applicable MOU. The DeKalb County Enterprise Zone Administrator shall notify the affected taxing bodies that such a request has been made and the action taken by the Administrator to address the transfer request.

**Section 5 – ADMINISTRATION.** By agreement of the joint applicants of the County of DeKalb, the Town of Cortland, the City of DeKalb, the City of Genoa, the City of Sandwich, the City of Sycamore and the Village of Waterman, the Administrator of the DeKalb County Enterprise Zone will be the Executive Director of the DeKalb County Economic Development Corporation. Administration of the Zone will be carried out as described in the Enterprise Intergovernmental Agreement between County of DeKalb, the Town of Cortland, the City of DeKalb, the City of Genoa, the City of Sandwich, the City of Sycamore and the Village of Waterman.

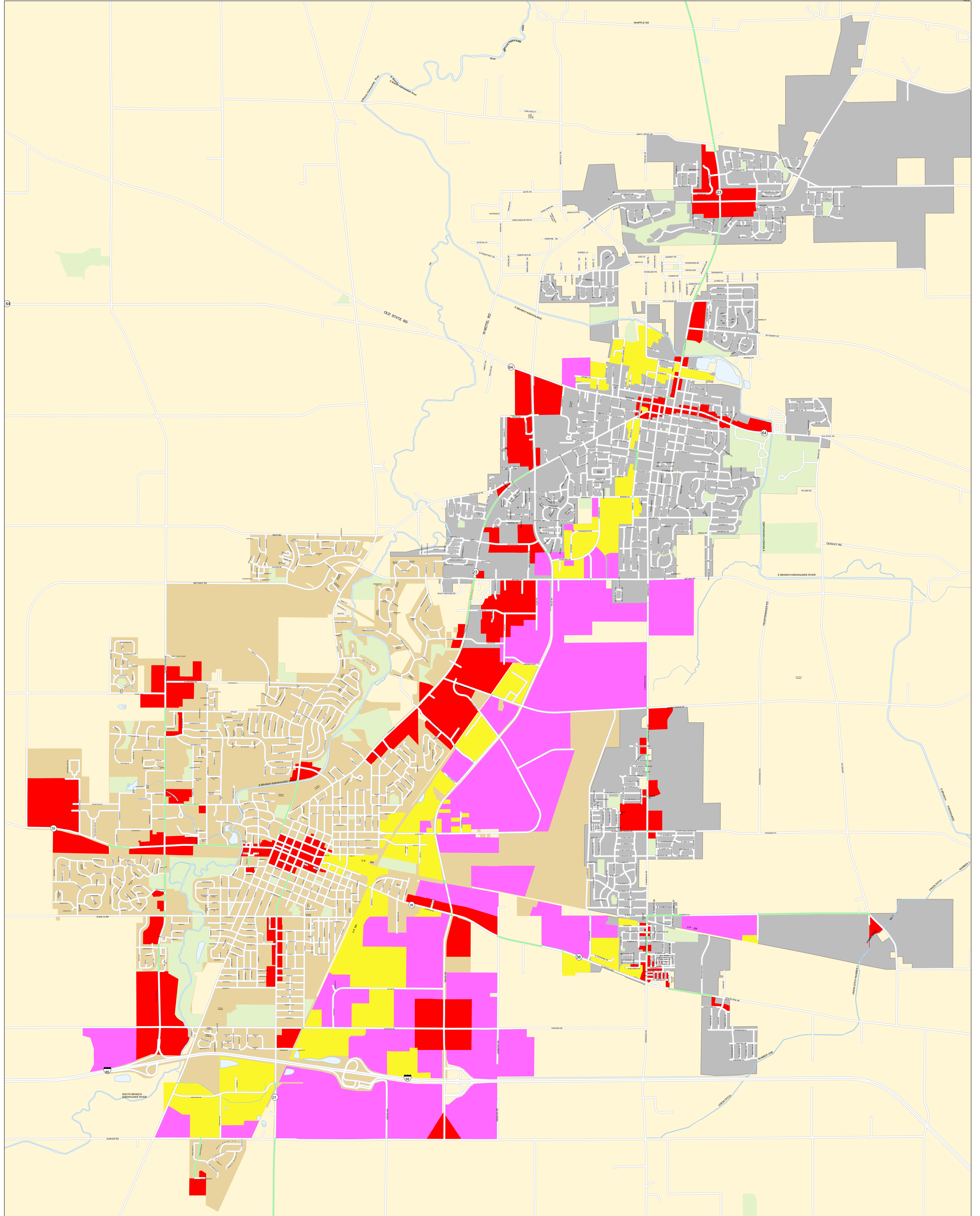
**Section 6 – TAX INCREMENT FINANCING DISTRICT OR REDEVELOPMENT AREA OVERLAY.** In the event that a Tax Increment Financing (TIF) District or redevelopment district or project area (20 ILCS 655/5.4.1) is, will be, or has been created by a municipality under Division 74.4 of the Illinois Municipal Code, and said redevelopment project area contains property that is located in an Enterprise Zone, and the municipality adopts an Enterprise Zone Designating Ordinance pursuant to Section 5.4 of the Act specifically concerning the abatement of taxes on property, as in Section 2 above, located within a redevelopment project area created pursuant to Division 74.4 of the Illinois Municipal Code, and the Department certifies the Ordinance, then the property that is located in both the Enterprise Zone and the redevelopment project area shall not be eligible for the abatement of taxes under Section 18-170 of the Illinois Property Tax Code.

**Section 7 – LOCAL SOURCING STATEMENT.** The Board of Commissioners of the **SYCAMORE PARK DISTRICT** encourages companies receiving Enterprise Zone benefits, as provided herein, to utilize local labor and to purchase building materials locally.

**Section 8 – CONFLICTING LANGUAGE.** All Resolutions or parts of Resolutions conflicting with any provisions of this Resolution shall be and are hereby repealed.

**Section 9 – EFFECTIVE DATE.** This Resolution shall be in effect from the date of and after its passage, approval and recording and upon certification of the new Enterprise Zone designation by the Illinois Department of Commerce and Economic Opportunity, according to law. Failure to receive certification of the Zone by the Department will render this Resolution null and void.

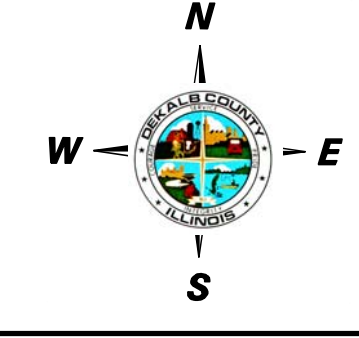
**PRESENTED, PASSED, APPROVED AND RECORDED this \_\_\_\_ day of \_\_\_\_\_, 2018.**



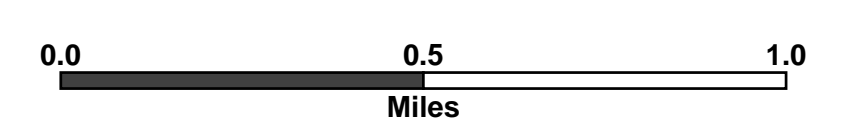
# DeKalb, Sycamore and Cortland Area

Potential Uses of Eligible Enterprise Zone Areas

- Commercial
- Available Industrial
- Existing Industrial
- Connecting Strip



DeKalb County Government  
 Information Management Office  
 200 North Main Street  
 Sycamore, IL 60178  
 815-895-1643



Created: November 2014 BH  
 Printed: January 2016

## **DRAFT Memorandum of Understanding**

The DeKalb County Economic Development Corporation (EDC), as designated administrator of the DeKalb County Enterprise Zone, and **(COMPANY OR TAXPAYER NAME)** hereby enter into this Memorandum of Understanding (also referred to as “agreement”) regarding Real Estate Property Tax Abatement for the economic development project located or to be located at **(PROJECT ADDRESS)**. Said Administrator is hereby authorized to enter such agreements on behalf of the Designating Units of Government of the DeKalb County Enterprise Zone as outlined in the agreement between the County of DeKalb and the EDC dated \_\_\_\_\_, 2014. 2014 ("the IGA"). This agreement is based upon and incorporates by reference as if set forth fully herein each of the provisions of the IGA.

Both parties agree that qualification for real estate property tax abatement is conditioned on the following criteria: **(LIST APPLICABLE PROJECT QUALIFYING CRITERIA)**. The subject property is or will be located within the boundaries of the DeKalb County Enterprise Zone, as certified by the Illinois Department of Commerce and Economic Opportunity, and as defined at the time the property tax abatement schedule begins. Property tax abatements shall be applicable only for eligible Industrial, Logistic(s) and Knowledge-based projects as describe in the Designating Ordinances, Resolutions and Intergovernmental Agreement for real property upon which construction, improvements, renovation or rehabilitation has been completed after January 1, 2016 and before the expiration, termination or decertification of the DeKalb County Enterprise Zone.

Each year, said abatement shall apply only to (i) property taxes for the applicable taxing body in excess of the base taxes levied at the time of abatement and (ii) that portion of the increased property taxes resulting from an increase in assessed valuation attributable to new, eligible physical improvements on the subject property. Taxes on real property levied by **(LIST APPLICABLE TAXING BODIES)**, whichever is applicable, shall be abated on property located within the Zone and upon which new improvements have been constructed as follows:

### **(LIST APPLICABLE ABATEMENT SCHEDULE)**

Said abatements shall be for **(LIST NUMBER OF YEARS)** consecutive years beginning with the real estate taxes payable in the year following the first full year of a facility’s commercial operation. In no event shall any abatement of taxes on any parcel exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such parcel. Abatement for a specific project will cease after the **(SELECT 10<sup>th</sup>, 9<sup>th</sup>, 5<sup>th</sup>)** year or upon expiration, termination or decertification of the Enterprise Zone, whichever is sooner.

For purposes of this Memorandum of Understanding, **(COMPANY NAME)**



Agrees to create **(LIST NUMBER)** full time jobs and/or to retain **(LIST NUMBER)** full time jobs at the project location defined above, within 24 months of the facility's start of commercial operation. In addition, **(COMPANY NAME)** agrees to maintain a minimum of 95% of these jobs at all times for the duration of the property tax abatement period. Should employment levels drop to between 5% and 50% of the project employment level above, a pro-rata reduction of the applicable abatement will be implemented for the next tax year or until employment levels return to the levels described above.

Should employment levels drop below 50% of the of the project employment level above, abatement shall be terminated for that tax year or until employment levels return to the agreed levels described above.

**(COMPANY OR TAXPAYER NAME)** certifies that, for purposes of this agreement, a minimum capital investment of \$ \_\_\_\_\_ will be made during the 18 month period following the initial start of construction, resulting in the construction of **(LIST NUMBER OF SQUARE FEET)** square feet. For purposes of this agreement, capital investment is defined as the cost of land acquisition, building construction and/or renovation and acquisition costs for machinery and equipment including installation of the same at the project address. Square feet is defined as the total finished space under cover and enclosed to house the operations of said company

The Administrator of the DeKalb County Enterprise Zone will annually monitor the performance of the eligible recipients of property tax abatement in order to ensure that job and investment projections as outlined in the Memorandum of Understanding are being met.

**(COMPANY NAME)** also certifies that all applicable employment records, construction invoices and machinery and equipment purchase and installation invoices will be available for inspection and verification by the Administrator of the DeKalb County Enterprise Zone, or the Administrator's authorized designee, at least annually or at any time during the abatement period with a minimum of 72 hours' notice.

**(COMPANY NAME)** agrees to and acknowledges that failure to maintain employment levels outlined above during the agreement period may result in the immediate termination of remaining abatement, or reduction of the remaining abatement and/or the pro-rata repayment of previously abated real property taxes to the applicable taxing districts.

The Administrator of the Enterprise Zone, with the advice and consent the Enterprise Zone Advisory Board, may elect to waive enforcement of any performance measures outlined in this document based on a finding that the waiver is necessary to avert an imminent, demonstrable, and material hardship to the entity that may result in such entity's insolvency or discharge of workers.

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Enterprise Zone Administrator

Date

---

Authorized Company Representative

Date

Property ID (PIN) #:  
Company Name:  
Company Address:  
Company Phone:

DRAFT

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: August 28, 2018

**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 for the Route 23/Middle School to Brickville Road Trail Project. An identical process was followed this time by Commissioner Kroeger's Professional Services Committee—as required by IDOT/FHWA—and the committee had three submittals of qualifications from Fehr-Graham of Rochelle, IL., V3 from Woodridge, IL., and ERA from Warrenville, IL. Documentation was completed and submitted to IDOT informing them of this ranking and we began negotiations with the top ranked firm from the QBS Rating System required by IDOT/FHWA. We reached agreement with ERA for their professional services, and I have forwarded the required four copies of the BLR 05610 Standard Contract for Phase II Engineering on the Forest Preserve to Old Mill Park: Segment 1 Project.

Attached you will find a copy of that contract. The Board must, as a formality, approve the awarding of this contract.

THEN, PHASE II can begin!!!!

**FISCAL IMPACT:** ERA, working with Midland Standard Engineering and Testing are contracting at a cost of \$138,464.00. You will recall that 80% of this amount—or about \$110,771.00—will be paid by Federal Highway Funds. The park district will pay approximately \$27,693.00 of that amount. Approximately \$8,310.00 of our 20% will be reimbursed by the DeKalb County Forest Preserve District, leaving SPD's net cost at \$19,383.00


**STAFF RECOMMENDATION:** Recommend the formal approval of this contract in the amount of \$138,464.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

Local Public Agency Sycamore Park District	 <b>Illinois Department of Transportation</b>  <b>Preliminary Engineering Services Agreement For Federal Participation</b>	<b>C O N S U L T A N T</b>	Consultant Engineering Resource Assoc., Inc.
County DeKalb			Address 3S701 West Ave. Suite 150
Section 18-P4006-01-BT			City Warrenville
Project No. TA4W(300)			State Illinois
Job No. D-93-003-19			Zip Code 60555
Contact Name/Phone/E-mail Address Mr. Daniel Gibble, Executive Director 815 895-3365 daniela@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 Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LPA 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 Great Western Trail - Pres. to Old Mill Seg 1 Route offline Length 4000 ft Structure No. n/a

Termini Sycamore Forest Preserve Park to Pleasant Street

Description The Construction of a paved 10ft wide multi-use trail along the old rail bed on the Forest Preserve Park west to Pleasant Street at Page Street including a prefabricated single span bridge, culvert and boardwalk.

#### 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 LPA 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 LPA or STATE.
3. To complete the services herein described within 365 calendar days from the date of the Notice to Proceed from the LPA, 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 LPA.

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 LPA.
11. To submit all invoices to the LPA 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 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 LPA 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 LPA 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 LPA 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 LPA, 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 LPA, 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 LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA 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 LPA, 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 LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum o 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.).

- 5. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CFR part 172). Exhibit C is required to be completed with this agreement.

III. IT IS MUTALLY AGREED,

- 1. That no work shall be commenced by the ENGINEER prior to issuance by the LPA 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 LPA 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 LPA 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 LPA 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 LPA. 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 LPA 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 LPA, 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 LPA 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 LPA 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 LPA. The LPA 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 <sup>112</sup> 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 LPA deems appropriate.
11. When the ENGINEER is requested to complete work outside the scope of the original AGREEMENT, a supplemental AGREEMENT will be required. Supplements will also be required for the addition or removal of subconsultants, direct costs, the use of previously unspecified staff, and other material changes to the original AGREEMENT.

**Agreement Summary**

Prime Consultant:	TIN Number	Agreement Amount
Engineering Resource Associates, Inc.	36-3686466	\$120,739.00
Sub-Consultants:	TIN Number	Agreement Amount
Midland Standard Engineering & Testing, Inc.		\$17,725.00
Sub-Consultant Total:		\$17,725.00
Prime Consultant Total:		\$120,739.00
Total for all Work:		\$138,464.00

Executed by the LPA:

\_\_\_\_\_  
(Municipality/Township/County)

ATTEST:


By: \_\_\_\_\_  
Clerk

By: \_\_\_\_\_  
Title: \_\_\_\_\_

(SEAL)

Executed by the ENGINEER:

ATTEST:

By:   
Title: PRESIDENT

ENGINEERING RESOURCE ASSOCIATES  
By: Alan R. Kital  
Title: PROJECT ENGINEER



Exhibit A - Preliminary Engineering

Route: Offline  
 Local Agency: Sycamore Park District  
 (Municipality/Township/County)  
 Section: 18-P4006-01-BT  
 Project: TA4W(300)  
 Job No.: D-93-003-19

\*Firm's approved rates on file with IDOT's  
 Bureau of Accounting and Auditing:  
 Overhead Rate (OH) 115.81 %  
 Complexity Factor (R) 0.00  
 Calendar Days 365

Method of Compensation:

- Cost Plus Fixed Fee 1  14.5%[DL + R(DL) + OH(DL) + IHDC]  
 Cost Plus Fixed Fee 2  14.5%[DL + R(DL) + 1.4(DL) + IHDC]  
 Cost Plus Fixed Fee 3  14.5%[(2.3 + R)DL + IHDC]  
 Specific Rate   
 Lump Sum

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	88.00	\$47.80	\$4,206.40	\$4,871.43	\$0.00	\$250.00	\$1,352.53	\$10,680.36
Data Gathering	Various	10.00	\$33.42	\$334.20	\$387.03	\$0.00	\$0.00	\$105.20	\$826.43
Topo and Route Survey	Various	44.00	\$34.05	\$1,498.20	\$1,735.06	\$0.00	\$150.00	\$490.57	\$3,873.83
ESR Review	Various	12.00	\$39.30	\$471.60	\$546.15	\$0.00	\$0.00	\$147.57	\$1,165.32
Wetland Del. and WIE	Various	25.00	\$34.17	\$854.25	\$989.30	\$0.00	\$50.00	\$274.56	\$2,168.11
Land Acquisition Assist	Various	32.00	\$44.61	\$1,427.52	\$1,653.21	\$0.00	\$100.00	\$461.20	\$3,641.93
Geotechnical/Sampling	Various	14.00	\$48.35	\$676.90	\$783.91	\$17,725.00	\$0.00	\$211.81	\$19,397.62
Type, Size and Location	Various	66.00	\$41.90	\$2,765.40	\$3,202.60	\$0.00	\$0.00	\$865.36	\$6,833.36
Preliminary Plans (65%)	Various	404.00	\$39.24	\$15,852.96	\$18,359.31	\$0.00	\$250.00	\$4,947.72	\$39,409.99
Pre-final Const. Docs	Various	250.00	\$38.39	\$9,597.50	\$11,114.86	\$0.00	\$250.00	\$3,040.32	\$24,002.68
Final Const. Docs	Various	148.00	\$38.99	\$5,770.52	\$6,682.83	\$0.00	\$0.00	\$1,805.73	\$14,259.08
Permit Appl. Assist	Various	66.00	\$36.65	\$2,418.90	\$2,801.32	\$0.00	\$250.00	\$793.18	\$6,263.40
Bidding Assistance	Various	16.00	\$34.23	\$547.68	\$634.26	\$0.00	\$0.00	\$171.38	\$1,353.32
QA/QC	Various	32.00	\$58.03	\$1,856.96	\$2,150.54	\$0.00	\$0.00	\$581.08	\$4,588.58
<b>Totals</b>		<b>1,207.00</b>		<b>\$48,278.99</b>	<b>\$55,911.81</b>	<b>\$17,725.00</b>	<b>\$1,300.00</b>	<b>\$15,248.21</b>	<b>\$138,464.0</b>



**Illinois Department of Transportation**

**Engineering Payment Report  
(Submit with Final Invoice)**

**Prime Consultant**

Name Engineering Resource Assoc.  
 Address 3S701 West Avenue Suite 150  
 Telephone 630 393-3060  
 TIN Number \_\_\_\_\_

**Project Information**

Local Agency Sycamore Park District  
 Section Number 18-P4006-01-BT  
 Project Number TA4W(300)  
 Job Number D-93-003-19

This form is to verify the amount paid to the Sub-consultant on the above captioned contract. Under penalty of law for perjury or falsification, the undersigned certifies that work was executed by the Sub-consultant for the amount listed below.

Sub-Consultant Name	TIN Number	Actual Payment from Prime
Midland Standard Engineering & Testing, Inc.		
Sub-Consultant Total:		
Prime Consultant Total:		
Total for all Work Completed:		

*Alan R. Kutub* **PROJECT ENGINEER**  
 Signature and title of Prime Consultant

8/14/18  
 Date

Note: The Department of Transportation is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under state and federal law. Disclosure of this information is REQUIRED and shall be deemed as concurring with the payment amount specified above.

For information about IDOTs collection and use of confidential information review the department's [Identity Protection Policy](#).

**Exhibit C  
Federal Qualification Based Selection (QBS) Checklist**

Local Public Agency Sycamore Park District  
 Section Number 18-4006-01-BT  
 Project Number TA4W(300)  
 Job Number D-93-003-19

The LPA must complete Exhibit C, if federal funds are used for this engineering agreement and the value will exceed \$25,000. The LPA must follow federal small purchase procedures, if federal funds are used and the engineering agreement has a value less than \$25,000.

Form Not Applicable (engineering services less than \$25,000)

1.	Do the written QBS policies and procedures discuss the initial administration (procurement, management, and administration) concerning engineering and design related consultant services? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2.	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06(e) of the <i>BLRS Manual</i> ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, IDOT's approval date: _____		
3.	Was the scope of services for this project clearly defined? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
4.	Was public notice given for this project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Due date of submittal: <u>07/20/2018</u> Method(s) used for advertisement and dates of advertisement: <u>Newspaper Ad &amp; Park District Website</u> Date: <u>07/02/18</u>		
5.	Do the written QBS policies and procedures cover conflicts of interest? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
6.	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
7.	Do the written QBS policies and procedures discuss the method of evaluation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Criteria for this project	Weighting	Criteria for this project      Weighting
	_____	_____%	_____      _____%
	_____	_____%	_____      _____%
	_____	_____%	_____      _____%
	_____	_____%	_____      _____%
8.	Do the written QBS policies and procedures discuss the method of selection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Selection committee (titles) for this project: _____ _____ Top three consultants selected for this project in order: 1) _____ 2) _____      3) _____ If less than 3 responses were received, IDOT's approval date: _____		
9.	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
10.	Were negotiations for this project performed in accordance with federal requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
11.	Were acceptable costs for this project verified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> LPA will rely on IDOT review and approval of costs.		
12.	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
13.	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, record retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

### PAYROLL ESCALATION TABLE ANNIVERSARY RAISES

FIRM NAME  
PRIME/SUPPLEMENT  
Prepared By

Engineering Resource Assoc.  
PRIME

DATE 08/10/18  
PTB-ITEM # 185

CONTRACT TERM 12 MONTHS  
START DATE ANNIVERSARY  
RAISE DATE

OVERHEAD RATE 115.81%  
COMPLEXITY FACTOR 0  
% OF RAISE 2.00%

#### ESCALATION PER YEAR

DETERMINE THE MID POINT OF THE AGREEMENT

6

CACULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

1.00%

The total escalation for this project would be: 1.00%

### PAYROLL RATES

FIRM NAME  
PRIME/SUPPLEMENT  
PTB-ITEM #

Engineering Resource A DATE  
PRIME  
185

08/10/18

ESCALATION FACTOR 1.00%

Note: Rates should be capped on the AVG 1 tab as necessary

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Professional Engineer VI	\$74.00	\$74.74
Professional Engineer V	\$72.00	\$72.72
Professional Engineer IV	\$61.25	\$61.86
Professional Engineer III	\$51.97	\$52.49
Professional Engineer II	\$42.92	\$43.35
Professional Engineer I	\$32.63	\$32.96
Structural Engineer VI	\$57.75	\$58.33
Structural Engineer III	\$36.00	\$36.36
Staff Engineer III	\$40.08	\$40.48
Staff Engineer II	\$33.00	\$33.33
Staff Engineer I	\$30.88	\$31.19
Engineering Technician V	\$40.25	\$40.65
Engineering Technician IV	\$36.00	\$36.36
Engineering Technician III	\$26.63	\$26.90
Engineering Intern II	\$21.00	\$21.21
Engineering Intern I	\$14.40	\$14.54
Ecological Services Director	\$46.50	\$46.97
Environmental Specialist I	\$26.00	\$26.26
Professional Surveyor I	\$45.00	\$45.45
Surveyor III	\$31.50	\$31.82
Administrative Staff IV	\$39.75	\$40.15
Administrative Staff III	\$25.69	\$25.95
Administrative Staff II	\$25.00	\$25.25

### Subconsultants

FIRM NAME Engineering Resource Assoc.  
PRIME/SUPPLEMENT PRIME  
PTB-ITEM # 185

DATE 08/10/18

NAME	Direct Labor Total	Contribution to Prime Consultant
MSET	17,725.00	1,772.50
<b>Total</b>		
	17,725.00	1,772.50



### AVERAGE HOURLY PROJECT RATES

**FIRM** Engineering Resource Assoc.  
**PTB-ITEM#** 185  
**PRIME/SUPPLEMENT** PRIME

DATE 08/10/18

SHEET 1 OF 5

PAYROLL CLASSIFICATION	TOTAL PROJ. RATES			Meetings/Coordination			Data Gathering			Topo and Route Survey			ESR Review			Wetland Del. And WIE			
	AVG HOURLY RATES	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Professional Engineer VI	74.74	0.0																	
Professional Engineer V	72.72	75.0	6.21%	4.52	28	31.82%	23.14										1	4.00%	2.91
Professional Engineer IV	61.86	0.0																	
Professional Engineer III	52.49	0.0																	
Professional Engineer II	43.35	142.0	11.76%	5.10	28	31.82%	13.79	2	20.00%	8.67	4	9.09%	3.94	8	66.67%	28.90	4	16.00%	6.94
Professional Engineer I	32.96	0.0																	
Structural Engineer VI	58.33	64.0	5.30%	3.09															
Structural Engineer III	36.36	92.0	7.62%	2.77															
Staff Engineer III	40.48	0.0																	
Staff Engineer II	33.33	0.0																	
Staff Engineer I	31.19	360.0	29.83%	9.30	24	27.27%	8.51	8	80.00%	24.95	4	9.09%	2.84	4	33.33%	10.40			
Engineering Technician V	40.65	340.0	28.17%	11.45															
Engineering Technician IV	36.36	16.0	1.33%	0.48															
Engineering Technician III	26.90	0.0																	
Engineering Intern II	21.21	0.0																	
Engineering Intern I	14.54	0.0																	
Ecological Services Director	46.97	22.0	1.82%	0.86															
Environmental Specialist I	26.26	52.0	4.31%	1.13															
Professional Surveyor I	45.45	4.0	0.33%	0.15															
Surveyor II	31.82	32.0	2.65%	0.84															
Administrative Staff IV	40.15	0.0																	
Administrative Staff III	25.95	8.0	0.66%	0.17	8	9.09%	2.36												
Administrative Staff II	25.25	0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
<b>TOTALS</b>		1207.0	100%	\$39.87	88.0	100.00%	\$47.80	10.0	100%	\$33.62	44.0	100%	\$34.05	12.0	100%	\$39.30	25.0	100%	\$34.17



# AVERAGE HOURLY PROJECT RATES

**FIRM** Engineering Resource Assoc.      **DATE** 08/10/18

**PTB-ITEM #** 185      **SHEET** 2 **OF** 5

**PRIME/SUPPLEMENT** PRIME

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Land Acquisition Assist			Geotechnical/Sampling			Type, Size and Location			Preliminary Plans (65%)			Pre-final Const. Docs			Final Const. Docs		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Professional Engineer VI	74.74																		
Professional Engineer V	72.72	8	25.00%	18.18	2	3.03%	2.20	8	1.98%	1.44	4	1.60%	1.16	4	2.70%	1.97			
Professional Engineer IV	61.86																		
Professional Engineer III	52.49																		
Professional Engineer II	43.35	8	25.00%	10.84	16	24.24%	10.51	16	3.96%	1.72	8	3.20%	1.39	8	5.41%	2.34			
Professional Engineer I	32.96																		
Structural Engineer VI	58.33				4	18.18%	10.61	24	5.94%	3.47	16	6.40%	3.73	8	5.41%	3.15			
Structural Engineer III	36.36							20	7.92%	2.88	24	9.60%	3.49	16	10.81%	3.93			
Staff Engineer III	40.48																		
Staff Engineer II	33.33																		
Staff Engineer I	31.19	16	50.00%	15.59	16	24.24%	7.56	120	29.70%	9.26	80	32.00%	9.98	40	27.03%	8.43			
Engineering Technician V	40.65							180	44.55%	18.11	100	40.00%	16.26	60	40.54%	16.48			
Engineering Technician IV	36.36																		
Engineering Technician III	26.90																		
Engineering Intern II	21.21																		
Engineering Intern I	14.54																		
Ecological Services Director	46.97																		
Environmental Specialist I	26.26							8	1.98%	0.93	6	2.40%	1.13	4	2.70%	1.27			
Professional Surveyor I	45.45							16	3.96%	1.04	12	4.80%	1.26	8	5.41%	1.42			
Surveyor III	31.82																		
Administrative Staff IV	40.15																		
Administrative Staff III	25.95																		
Administrative Staff II	25.25																		
<b>TOTALS</b>		32.0	100%	\$44.61	14.0	100%	\$48.35	66.0	100%	\$41.90	404.0	100%	\$38.85	250.0	100%	\$38.40	148.0	100%	\$38.99

### AVERAGE HOURLY PROJECT RATES

**FIRM** Engineering Resource Assoc.

**PTB-ITEM#** 185

**PRIME/SUPPLEMENT** PRIME

**DATE** 08/10/18

**SHEET** 3 **OF** 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Permit Application Assist			Bidding Assistance			QA/QC								
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Professional Engineer VI	74.74															
Professional Engineer V	72.72	2	3.03%	2.20				16	50.00%	36.36						
Professional Engineer IV	61.86															
Professional Engineer III	52.49															
Professional Engineer II	43.35	16	24.24%	10.51	4	25.00%	10.84	16	50.00%	21.67						
Professional Engineer I	32.96															
Structural Engineer VI	58.33															
Structural Engineer III	36.36															
Staff Engineer III	40.48															
Staff Engineer II	33.33															
Staff Engineer I	31.19	32	48.48%	15.12	12	75.00%	23.39									
Engineering Technician V	40.65															
Engineering Technician IV	36.36	16	24.24%	8.81												
Engineering Technician III	26.90															
Engineering Technician II	21.21															
Engineering Intern I	14.54															
Ecological Services Director	46.97															
Environmental Specialist I	26.26															
Professional Surveyor I	45.45															
Surveyor III	31.82															
Administrative Staff IV	40.15															
Administrative Staff III	25.95															
Administrative Staff II	25.25															
<b>TOTALS</b>		66.0	100%	\$36.65	16.0	100%	\$34.23	32.0	100%	\$58.03	0.0	0%	\$0.00	0.0	0%	\$0.00

## AVERAGE HOURLY PROJECT RATES

FIRM Engineering Resource Assoc.

PTB-ITEM # 185

PRIME/SUPPLEMENT PRIME

DATE 08/10/18

SHEET 4 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES				Hours			% Part.			Wgtd Avg			Hours	% Part.	Wgtd Avg	
	Hours	% Part.	Wgtd Avg	Rate	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg				
Professional Engineer VI	74.74																
Professional Engineer V	72.72																
Professional Engineer IV	61.86																
Professional Engineer III	52.49																
Professional Engineer II	43.35																
Professional Engineer I	32.96																
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Engineering Intern I	14.54																
Ecological Services Director	46.97																
Environmental Specialist I	26.26																
Professional Surveyor I	45.45																
Surveyor III	31.82																
Administrative Staff IV	40.15																
Administrative Staff III	25.95																
Administrative Staff II	25.25																
TOTALS					0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	\$0.00

**AVERAGE HOURLY PROJECT RATES**

**FIRM** Engineering Resource Assoc.  
**PTB** 185  
**PRIME/SUPPLEMENT** PRIME

**DATE** 08/10/18  
**SHEET** 5 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	PRIME			PRIME			PRIME			PRIME			PRIME		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Professional Engineer VI	74.74															
Professional Engineer V	72.72															
Professional Engineer IV	61.86															
Professional Engineer III	52.49															
Professional Engineer II	43.35															
Professional Engineer I	32.96															
Structural Engineer VI	58.33															
Structural Engineer III	36.36															
Staff Engineer III	40.48															
Staff Engineer II	33.33															
Staff Engineer I	31.19															
Engineering Technician V	40.65															
Engineering Technician IV	36.36															
Engineering Technician III	26.90															
Engineering Technician II	21.21															
Engineering Intern I	14.54															
Ecological Services Director	46.97															
Environmental Specialist I	26.26															
Professional Surveyor I	45.45															
Surveyor III	31.82															
Administrative Staff IV	40.15															
Administrative Staff III	25.95															
Administrative Staff II	25.25															
<b>TOTALS</b>		0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



## 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 and direct alternative for trail users.



The Great Western Trail Project creates an excellent regional extension of the existing Great Western Trail from the east. This extension will provide an important role in establishing regional connectivity to the City of Sycamore and along local residence to access the trail through residential streets. This section of the Great Western Trail extends about 4100 feet west from the existing terminus of the trail along the Forest Preserve property to the terminate at Pleasant Street and Page Street. The Trail project will benefit the downtown neighborhoods in the area by connecting residential areas to the Great Western Trail and encourage users of the Great Western Trail to visit the downtown of Sycamore. The trail extensions are consistent with the network identified in the DeKalb County Greenways and Trails Plan.

The Great Western Trail Project will include the installation of a 10-foot wide asphalt trail with a 2-foot wide clear zone on either side, from where the trail currently ends on the DeKalb County Forest Preserve property west to Pleasant Street. The alignment crosses the Kishwaukee River and two smaller tributary areas. This route also includes one prefabricated bridge structure, a culvert crossing and a boardwalk. The trail is approximately 4100 feet in length. At this time, the Park District intends to secure permission from private property owners, IDOT and the Forest Preserve District through easements, right-of-way taking or intergovernmental agreements. The parcels are anticipated to be secured by the time the project is scheduled for letting.

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. Therefore, permits will need to be secured from IDNR/OWR and the Army Corps of Engineers. Fill associated within the floodplain is regulated and will need to be compensated for as part of the project.

The Preliminary Design Report (PDR) is anticipated to received Design Approval in October 2018. The State of Illinois awarded federal enhancement program funding for a project having a total project cost amount of \$2M. 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 engage the professional consulting services of Engineering Resource Associates for



## Project Background and Scope of Services

performing phase II engineering services for the final design, permitting, construction document preparation, bidding and construction administration of the trail project from the Forest Preserve property west to Pleasant Street.

### Project Key Elements and Innovative Approach

Early in the beginning of each project, 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. The same approach will be done for our initiation of the project with IDOT and FHWA. This approach 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 guidelines will need to be incorporated into the design. The trail overall is gentle in grade however, there are several locations where steep transition slopes adjacent to the trail exist. The grade and curves approaching the bridge and culvert structures need to meet the established ADA and FHWA running and cross slope design criteria. This section horizontally meanders, and cross slope adjustments are important to the riding surface.

#### Bridge Structures

1. Prefabricated bridge over the Kishwaukee Rivier - The vertical and horizontal alignment of the bridge needs to meet IDOT design requirements.
2. Opportunities to utilize or preserve the old existing culvert features from the original railroad bed could provide a historical element to the project.
3. Drainage ditch crossings - Depending upon the soil conditions and the final alignment of the crossing the each of the ditch crossings will determine the most cost effective option to span the ditch.



#### 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



## Project Background and Scope of Services

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, 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. 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 Access - Due to the limited number of access points into the project site, construction access will be a challenge for the contractor. Making provisions for improved accessibility by anticipating these challenges and preparing the specifications to make accommodations for this work will help to produce better bid prices.

### Educational Opportunities

1. Local involvement with middle school or high school students creates an excellent opportunity to expose students to exciting career options. ERA always supports job shadowing and will work with local school to inform them of this project. Some examples may include:
  - a. Provide a tour of the project site and review engineering plans to show the improvement,
  - b. Review plant species and identify native wetland plantings with environmental students.

## Scope of Work

### Phase II – Design Engineering

Based on the preliminary engineering work completed for this project, we have provided a work plan that outlines the anticipated tasks necessary to complete the Phase II engineering of the project for a State bid letting. Our work complies with 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:



## Project Background and Scope of Services

- 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 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. During the final design phase, ERA will review wetland areas and attempt to avoid any impacts.
6. Land Acquisition Assistance - The PDR identified permanent and temporary easements will be required from the private property owners and IDOT and an intergovernmental agreement will need to be established with the DeKalb Forest Preserve District. The preliminary alignment has been established. ERA will work directly with IDOT, the Forest Preserve District, appraisers and the negotiator to assist in providing project design information and make minor design modifications as requested by the Park District to mitigate concerns where feasible. This task does not include the preparation of plats of survey and documents of permanent or temporary easements for acquisition purposes.





## Project Background and Scope of Services

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, Midland Standard Engineering & Testing (MSET). Soil samples will be required along the length of the proposed trail alignment and at bridge locations. It is recommended that borings locations at a depth of 7.50 feet are taken every 300 to 500 feet or at strategic locations including the potential compensatory storage site. Structural boring will be at bridge locations and will typically be 40 to 65-ft in depth depending on the structure type. The findings of the soil boring work will be provided in a Geotechnical Report and utilized for final design and bidding purposes. MSET will also testing for the Clean Construction Demolition and Debris (CCDD) requirements since excavation and material haul off is anticipated for the project.
8. Type, size and Location (TS&L) Drawing - IDOT Bureau of Bridge & Structures (BB&S) will need to review structural plans approximately 3 months prior to submitting Pre-finals plans (65% completion) to IDOT. A scour analysis will be performed to ensure the bridge structure will withstand anticipated river flow velocities. Based upon adjustments made to the bridge design due to the scour analysis. An updated hydraulic report will be required including calculations associated with the detailed scour analysis.
9. 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. Benchmarks, Ties and Alignments
  - d. Preliminary plan and profile sheets
  - e. Preliminary drainage and utility sheets
  - f. Compensatory Floodplain storage grading and cross sections
  - g. Preliminary bridge crossing structural plans
  - h. Preliminary boardwalk and culvert plans
  - i. Preliminary cross sections

This task also includes preparation of preliminary specifications and an updated cost opinion.
10. 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:
  - a. Cover sheet and location map
  - b. General notes
  - c. Summary of quantities
  - d. Schedules of quantities
  - e. Existing and proposed typical sections
  - f. Alignments and ties
  - g. Existing conditions and demolition plan
  - h. Plan and profile sheets



## Project Background and Scope of Services

- i. Drainage and utility sheets
- j. Compensatory Floodplain Storage grading plan and cross sections
- k. Structural Bridge, Abutment, Culvert and Boardwalk Plans
- l. Structural Bridge, Abutment, Culvert and Boardwalk Details
- m. Pavement marking and signage plans
- n. Soil and erosion control protection details
- o. Cross Sections
- p. 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.

11. 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
12. 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
  - Illinois Historic Preservation Agency signoff
  - IDNR Threatened or Endangered Species signoff
  - FHWA approval
13. 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.
14. 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



## Project Background and Scope of Services

according to ERA's QA/QC procedures.

### Schedule

ERA has the qualified staff and resources available to fully staff the project for the duration of the anticipated schedule. ERA will assign staff resources required in order to meet the deadline. The work described above is anticipated to be performed according to the schedule outlined below. If the project schedule or scope of services changes, ERA has additional staff and resources available to accommodate the project schedule. The milestone tasks described below reflect the anticipated schedule for this project.

1. Project Kick-off	August 2018
2. Data Gathering	September 2018
3. Geotechnical Borings	September 2018
4. Scour Analysis and Bridge Design	October 2018
5. Schedule Kick-off meeting with IDOT/FHWA	October 2018
6. Prepare 65% Engineering Plans	May 2019
7. Review comments from IDOT	June 2019
8. Submit Final Engineering Plans	July 2019
9. Review comments from IDOT	August 2019
10. Secure Final ROW Documents	September 2019
11. Resubmit Final Construction Documents	September 2019
12. State Bid Letting	November 2019

### 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.



www.mset.com

**MIDLAND STANDARD ENGINEERING & TESTING, INC.**  
 558 Plate Drive, Unit 6 East Dundee, Illinois  
 (847) 844-1895 f(847) 844-3875

August 9, 2018

Ms. Melissa Lange, P. E., S. E.  
**Engineering Resource Associates, Inc.**  
 3s701 West Avenue, Suite 150  
 Warrenville, Illinois 60555

Re: Proposal for Subsurface Investigation and Structure Geotechnical Reports  
**Great Western Trail – Segment: 1**  
 Sycamore, Illinois

Dear Ms. Lange:

We are pleased to have the opportunity to submit the following proposal to provide Geotechnical Reports for the proposed improvements.

Project Description and Scope of Work

The proposed project consists of trail and structure improvement for the Great Western Trail in Sycamore, Illinois. The geotechnical scope for the project is:

Segment 1 – 4100 feet of trail

Trail – 4100' – Fourteen (14) borings at 7.5' deep.

Structure 2 (Timber Bridge) – One (1) boring to a depth of 40 feet.

Structure 3 (Timber Bridge/Boardwalk) – Two (2) borings to a depth of 40 feet.

Structure 4 (Prefabricated Bridge) – Two (2) boring to a depth of 65 feet.

The subsurface soil exploration for the proposed improvements will be accomplished by performing one structure soil boring to the depth indicated above or to auger refusal on bedrock, which ever comes first.

Method of Performance - Field Work

The soil borings will involve drilling test holes that incorporate standard penetration tests and split-spoon sampling at 2-1/2 to 5-foot intervals, in accordance with the current IDOT Geotechnical Manual and the Design Memorandum for Structure Geotechnical Reports.

In our proposal, we have included provisions for rough layout of the borings and have assumed that the final locations and elevations will be determined by the Design Engineer or will be referenced to centerline stationing provided by the Engineer.

Method of Performance - Analysis and Report

We propose to mobilize a drill rig to the site after notice to proceed, layout, and utility clearance. *We have assumed that site access for new trail sections has been granted.* We will provide a Field Engineer at the site to layout the borings, and during the drilling to observe the exploration, perform field tests and measurements, prepare field reports, and maintain contact with our office. In this way, the program can be adjusted as it progresses and more is known about the site. Results of our fieldwork and a preliminary analysis will be available as the work is completed. A formal report would be provided shortly thereafter.

Our testing program will include laboratory tests to determine the classification, strength, water content, and other physical properties of the soils. The results of our field exploration and lab tests will be used in the engineering analysis and the formulation of our recommendations. The report will include foundation recommendations for support of the proposed structures, subgrade preparation recommendations for the trail, and soil related construction procedures. The results of our work will be presented in a written report, prepared by a Registered Professional Engineer.

Fees

We propose to provide this work at the unit rates quoted on the attached Schedule of Services and Fees, Attachment 1. These estimated quantities and unit rates are based on information as outlined in this proposal and experience on past projects. On the basis of the above information, we estimate that these services can be provided for a fee of **\$17,725.00**. We will not exceed this amount without your permission.

General

Our staff is acquainted with the local subsurface conditions and has participated in the planning, development and execution of numerous soil explorations in this area. We are looking forward to working with you on this project.

Respectfully Submitted,  
MIDLAND STANDARD ENGINEERING & TESTING, INC.



William J. Wyzgala, P.E.  
Principal Engineer

WJW

Enclosure: Attachment 1 and General Conditions

MSET, Inc.  
8/9/18

**ATTACHMENT 1**  
**SCHEDULE OF SERVICES AND FEES**

Great Western Trail - Segment 1  
Sycamore, Illinois

<u>Item</u>	<u>Estimated Quantity</u>	<u>Unit Cost</u>	<u>Extension</u>
<u>Field Services</u>			
Mobilization of Drilling equipment, lump sum	1	\$400.00	\$400.00
<u>Structure Borings</u>			
Through earth and other materials except rock, encountered below ground surface, split spoon sampling at thirty (30) to sixty (60) inch intervals, penetration record, unconfined compression tests (in cohesive soils) on samples retained, per foot	250	\$23.00	\$5,750.00
<u>Trail Borings</u>			
Soil drilling with split spoon sampling at thirty (30) intervals, penetration record, unconfined compression tests (in cohesive soils) on samples retained, each	14	\$175.00	\$2,450.00
Grout Backfill of boreholes, per foot	250	\$7.50	\$1,875.00
Field Engineer/Geologist for Sample Logging & Supervision during Drilling, per hour	32	\$95.00	\$3,040.00
		<b>Field Services Total:</b>	<b>\$13,515.00</b>
<u>Laboratory Services</u>			
Moisture Content Determinations, ea	142	\$6.00	\$852.00
		<b>Laboratory Services Total:</b>	<b>\$852.00</b>
<u>Engineering Services for Geotechnical Report Including:</u>			
Layout Coordination, Utility Clearance and Permits			
Drilling Supervision, Preparation of Soil Boring Logs			
Analysis and Recommendations for Structure Foundations			
Pile/Caisson Length Estimates, Lateral Earth Pressures,			
Report Preparation and Consultation			
Principal Engineer, per hr.	1	\$155.00	\$155.00
Geotechnical Engineer, per hr.	16	\$135.00	\$2,160.00
Staff Engineer, per hr.	4	\$100.00	\$400.00
Field Engineer, per hr.	6	\$95.00	\$570.00
Draftsman/Word Processing, per hr.	1	\$73.00	\$73.00
		<b>Engineering Services Total:</b>	<b>\$3,358.00</b>
		<b>TOTAL:</b>	<b>\$17,725.00</b>

# Midland Standard Engineering & Testing, Inc.

CIVIL • GEOTECHNICAL • CONSTRUCTION MATERIALS

## FEE AND RATE SCHEDULE GENERAL CONDITIONS

**ENGINEERING AND ASSOCIATED SERVICES**

Fees for our services will be based upon the time worked on the project at the following rates:

Principal or Consulting Engineer.....	SEE PROPOSAL
Project Engineer or Project Geologist.....	
Senior Engineer, Senior Designer, Or Senior Resident.....	
Staff Engineer or Senior Engineering Technician.....	
Secretarial Services.....	

**REIMBURSABLE EXPENSES**

The following items are reimbursable to the extent of actual expenses:

1. Transportation, lodging, and subsistence for out of town travel
2. Special mailing and shipping charges.
3. Special materials and equipment unique to the project.
4. Automobile travel to projects.

**TEST BORINGS AND FIELD INVESTIGATIONS**

On projects requiring test borings, test pits, or other explorations, we may obtain the service of reputable subcontractors to perform such work.

**SPECIAL RATES**

Per Diem or other special rates can be established for specific projects when conditions indicate the desirability of such rates.

**ACCESS TO SITES**

Unless otherwise agreed, the Client will furnish us with right-of-access to the site in order to conduct the planned exploration. We will take responsible precautions to minimize damage to the site due to our operations, but have not included in the fee the cost of restoration of any damage resulting from the operations. If the client desires, we will restore any damage to the site and add the cost of restoration to the fee.

**INCREASES**

Fee schedule increases made by our firm on an over-all client basis will be applied to work on all projects as they become effective. At least 30 days advance notice of such increases will be given.

**INVOICES**

Progress invoices will be submitted to the client monthly and a final bill will be submitted upon completion of the services. Invoices will show charges for different personnel and expense classifications. A more detailed separation of charges and backup data will be provided at client's request, but each invoice is due on presentation and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of 1½% per month, or the maximum rate allowed by law, on past due accounts. The client's obligation to pay for the work contracted is in no way dependent upon the client's ability to obtain financing, zoning, approval of governmental or regulatory agents, or upon the client's successful completion of the project.

**WE RESERVE THE RIGHT TO SUSPEND OR TERMINATE WORK UNDER OUR AGREEMENT UPON FAILURE OF THE CLIENT TO PAY INVOICES AS DUE.**

**INSURANCE**

We maintain Workman's Compensation Insurance and Employer's Liability Insurance in conformance with state law. In addition, we maintain Comprehensive General Liability Insurance and Automobile Liability Insurance with bodily injury (limit \$1,000,000. each occurrence, \$1,000,000. aggregate), and property damage (limit \$1,000,000. each occurrence, \$1,000,000. aggregate). Within the limits of said insurance, we agree to hold the client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of ourselves, our employees, agents, subcontractors and their employees and agents. If the client places greater responsibilities upon us or requires further insurance coverage, we, if specifically so directed, will take out additional insurance (if producible) to protect us, at the client's expense. But we shall not be responsible for property damage from any cause, including fire and explosion, beyond the amounts and coverage of our insurance.

**LIMITATION OF PROFESSIONAL LIABILITY**

The Client recognizes the inherent risks connected with construction. In performing our professional services, we will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of our profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the proposal for consulting services or by furnishing oral or written reports of the findings made. It is agreed that the Client will limit any and all liability, claim for damages, cost of defense, or expenses to be levied against us on account of any design defect, error, omission, or professional negligence to a sum not exceed \$50,000., or the amount of our fee, whichever is greater.

Initial \_\_\_\_\_



# Illinois Department of Transportation

**COMPANY NAME:** Engineering Resource Associates, Inc.

**PTB NUMBER:** Great Western Trail Extension - Segment 1

**TODAY'S DATE:** 8/10/2018

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.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		1,400	\$0.535	\$749.00
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			\$0.00	\$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)		15	\$8.00	\$120.00
Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)		714	\$0.15	\$107.10
Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)		600	\$0.54	\$324.00
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)			\$0.00	\$0.00
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
Lab Services*	Actual cost (Provide breakdown of each cost)			\$0.00	\$0.00
Equipment and/or Specialized Equipment Rental*	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
<b>TOTAL DIRECT COST</b>					<b>\$1,300.10</b>

\*If other allowable costs are needed and not listed, please add in the above spaces provided.

**LEGEND**  
W.O. = Work Order  
J.S. = Job Specific



SYCAMORE PARK DISTRICT

WORK PROPOSAL

For

Terri S. Gibble

OSLAD Grant Writing

SUBSTANTIAL COMPLETION

OCTOBER 1, 2018

Possible Presentation After October 1, 2018

**SYCAMORE PARK DISTRICT**

## I. BACKGROUND AND SCOPE OF SERVICES

### Base Work Agreement

With the date for OSLAD grant applications being announced by IDNR to a deadline of October 1, 2018 and the Soccer Complex having been reviewed by the Board to proceed, we will need service for grant writing and coordination:

- Grant Application for IDNR OSLAD Park Grant for Soccer Complex—  
Due October 1, 2018
  - Coordinate with Engineers on Final Design
  - Coordinate with Engineers on Phase I Cost Estimates
  - Coordinate with Engineers on Documentation
  - Writing Grant Application
  - Coordinating with IDNR on Possible Early Grading
  - Submitting Grant Application
  - Conducting Presentation to Grant Board in Springfield if Required by IDNR

**NOTE: IF GRANT IS AWARDED TO SPD, YOU WOULD BE RETAINED FOR GRANT SUPERVISION UNDER A SEPARATE AGREEMENT AT A LATER DATE.**

## II. SCHEDULE

- August 1, 2018: Begin Work.
- Completion: September 25, 2018 for Grant Draft to Sarah Rex for “beautification”.
- Presentation in Springfield if Called.... TBA.

## III. WORK EXPECTATIONS and DETAILS

### A. Day-to-Day:

For day-to-day functions regarding background information, access to documents and files, response to functional questions, supply of working materials, equipment, and records, you should report to Jeff Donahoe and Jackie Hienbuecher. They can help with access to much of the background material.

### B. Progress:

You should keep your immediate Supervisor, William Kroeger, apprised on a monthly basis of your progress, and every two weeks provide him and Jackie your timesheet.

**C. Compensation:**

**You will be paid \$45 per hour for up to 75 hours to complete this work beginning August 1, 2018. Time for travel to and from Springfield, along with mileage will be billed separately, and outside/in addition to the 75 hours—but only after that is completed.**

All copying and documentation fees necessary to complete this work will be defrayed by the Sycamore Park District, and your workplace will be in the Parks Maintenance Building at 435 Airport Road in Sycamore.

Additionally, the professional fees for A/E services related to this project will be handled by the normal process used by the Sycamore Park District, and there shall be no legal obligation between you and those other professional services. They will work under your direction, but their ultimate supervision is from the Executive Director. You will be protected by the Sycamore Park District for purposes of employment and liability. This is a hourly, contractual, non-IMRF Eligible arrangement.

**The Sycamore Park District, and Terri S. Gible agree to the terms as outlined in this Proposal.**

\_\_\_\_\_  
**Terri S. Gible**

\_\_\_\_\_  
**William Kroeger, President Board of  
Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 28, 2018

### STAFF RECOMMENDATION

#### AGENDA ITEM: RESOLUTION AUTHORIZATING OSLAD GRANT APPLICATION: Recommend Approval

#### BACKGROUND INFORMATION:

Most Board members will likely recall that when we submitted our IDOT Trail Grants, a Resolution committing the park district to the project and to the funding of our “match” on the grant, was required. The same is true of OSLAD Grants. These grants are 50/50 grants, NOT the 80/20 we have with IDOT. Nonetheless, they help make local projects possible, and at less impact to the local taxpayer. The maximum awarded is \$400,000, so we must have an \$800,000 project, minimum, to get the full \$400,000.

The South (Soccer/Football) Sports Complex will cost over \$2.75 million when all phases are done. We hope to do the grading work in the Spring of 2019 (about \$800,000 of work), and prior to being able to start work on the OSLAD Grant work (late summer or early fall 2019). This OSLAD Grant will be for about \$900,000 worth of work and will be known as Phase I and/or the Soccer/Football Complex Project Phase I. It will include a soccer/football fields, playground, a shelter, a parking lot, water, safety lighting, electricity and a loop trail.

**FISCAL IMPACT:** At this time, no cost, but if awarded, the SPD Cost would be somewhere in the range of \$400,000 to \$500,000 for Phase I. These funds are allocated in our Action 2020 budget.

**STAFF RECOMMENDATION:** I recommend the Board approve the attached resolution.

**PREPARED BY:** Terri Gible, Grant Writer



**BOARD ACTION:**

LWCF Grant Program Resolution of Authorization Form LW/DOC-3

Applicant (Sponsor) Legal Name: Sycamore Park District

Project Title: Soccer / Football Complex--Phase 1

The Sycamore Park District (Sponsor) hereby certifies and acknowledges that it has the sufficient funds necessary (includes cash and value of donated land) to complete the pending LWCF project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois DNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

Acquisition and Development Projects

It is understood that the project must be completed within the timeframe established. The LWCF timeframe is as specified in the project agreement. The last reimbursement request must be submitted within one year of the expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements, and relieves IDNR from further payment obligations on the grant.

The Sycamore Park District (Sponsor) further acknowledges and certifies that it will comply with all terms, conditions and regulations of 1) the federal Land & Water Conservation Fund (LWCF) program (17 IL Adm. Code 3030), as applicable, 2) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and, as applicable, 3) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.), 4) Title VI of the Civil Rights Act of 1964, (P.L. 83-352), 5) the Age Discrimination Act of 1975 (P.L. 94-135), 6) the Civil Rights Restoration Act of 1988, (P.L. 100-259) and 7) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property acquired with LWCF assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the LWCF programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years.

BE IT FURTHER PROVIDED that the Sycamore Park District (Sponsor) certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the Sycamore Park District (Sponsor) on the 28th day of August (month), 2018 (year)

William Kroeger

Name (printed / typed)

Attested by:

Signature

Date: 8/28/18

President, Sycamore Park District

Title