



**Sycamore Park District  
Regular Board Meeting  
October 30, 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: September 25, 2018**
- 8. Special Meeting – Public Hearing, September 25, 2018**  
**Executive Session Minutes: September 25, 2018**

**APPROVAL OF MONTHLY CLAIMS:**

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

**CONSENT AGENDA:**

- 28. Superintendent of Finance Monthly Report**
- 33. Budget Report**
- 47. Superintendent of Recreation Monthly Report**
- 54. Superintendent of Golf Operations Monthly Report**
- 57. Superintendent of Parks and Facilities Monthly Report**
- 63. Executive Director Monthly Report**

**CORRESPONDENCE-**

- 66. North School Thank You's – History Walk-A-Thon**
- 75. DeKalb County Public Notice**
- 78. DCEDC Letter**

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

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Sycamore Park District is an equal opportunity provider and employer.

**Board of Commissioners Meeting  
October 30, 2018  
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**PUBLIC HEARING**

**Public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$1,500,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.**

**PUBLIC INPUT**

**POSITIVE FEEDBACK/REPORTS:**

- Introduction of Graduate Assistant

**MONTHLY REPORT – Dan: GOING Native!**

**PLANNING COMMISSION REPORT – Ted**

**OLD BUSINESS:**

- Review Status of Legacy Campus Construction—Dan/Bill
- Succession Planning—Bill/Michelle
- 80. Land/Cash Ordinance Amendment to Define “Land”—Dan
- 93. Consideration of Enterprise Zone—Dan
- Phone Answering System—Dan
- 149. Recommendation for Location of Plaque on Concession—Jeff

**NEW BUSINESS:**

- Review of Potential Land Donation—Dan
- 153. Consider Golf Fees for 2019—Kirk
- 156. Consider Facility Fees/Rates for 2019—Theresa/Jackie/Jeff
- 162. Recommendation on Health Insurance for 2019—Jackie
- 164. Report on Pathway Fitness Memberships and Other Memberships—Theresa

**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, September 25, 2018**

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 6:24 p.m. on Tuesday, September 25, 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 Graves, Schulz, Strack, and Kroeger.**

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 Tucker**

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, and Theresa Tevsh, along with Lisa Metcalf and Melissa Dobberstein.

**Guests at the Board meeting were:** None

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Schulz moved to approve the Regular Agenda and the Consent Agenda.  
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 4-0. Commissioner Tucker was absent.

**Approval of Minutes –  
Motion**

Commissioner Schulz moved to approve the August 28, 2018 Regular Meeting Minutes.  
Commissioner Graves seconded the Motion.

**Voice Vote**

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

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 Sycamore Park District  
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### **Claims and Accounts Approval**

#### **Motion**

Commissioner Strack moved to approve and pay the bills in the amount of \$205,607.00.  
 Commissioner Schulz seconded the Motion.

#### **Roll Call**

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

#### **Correspondence –**

Sycamore Public Library – Youth & Teen Services  
 DCCF – Dan Templin

#### **Public Input –**

Commissioner Strack noted he would still like to have a person answer all phone calls.  
 Commissioner Strack noted he would like us to get a quote to replace the tile behind the homes.  
 Director Gibble noted he didn't want to get a quote now, since we are doing a field tile study before the project starts and we will see where the problems are.

#### **Positive Feedback –**

- President Kroeger noted as a Board they felt very proud of Melissa Dobberstein and her lifesaving actions on the weekend of 8-26. He noted we wanted her to come to the meeting to show her our appreciation and thanks.
- Commissioner Graves noted he keeps hearing great things about the Park District, the Golf Course and the Fire Works. This has been a long time coming and it is a great feeling to walk in someplace and hear this.
- Commissioner Strack noted he is hearing from outside of Sycamore also.
- President Kroeger noted there was a great turnout to the Firework night. Staff had it under control from parking to concessions to everything he saw. Every event staff has everything turned in.
- Director Gibble noted the color drawing in front of the Board is a parcel north of North School. Supt. of Parks Donahoe received a call about dead trees around the school and they thought it was out property. He thought we had an easement for the trail, but it turns out the parcel was supposed to go to the School District. His concern is from a liability perspective, we need to have an easement with the trail is. He met with the County Clerk and they said they would look into it.
- Director Gibble noted we have completed all the documentation regarding Old Mill LLC and Brian Grainger and passed it on to the City of Sycamore. The City at this point is unwilling to accept a Letter of Credit or some sort of security to assure that the items that Old Mill LLC is promising to do for the Park District in exchange for Waiver of Impact Fees. Our counsel is working with Keith Foster on this. He wanted to let the Board to know where this stands at this point.
- Director Gibble noted that if the Board wanted an update on the PDRMA matter and the bridge he recommends asking for and Executive Session.



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**Monthly Report – Supt. of Finance Jackie Hienbuecher** – She handed out some statistics regarding the phone system. She shared with the Board a 30 day period from August 21<sup>st</sup> to September 19<sup>th</sup>. She went over the amount of calls coming in and which number they are coming into and when they are coming in. It was suggested to put it out to the public if they would like a person always answering the phones or if the automated system is ok. President Kroeger noted this was ok to do and then put on the agenda at a later date.

**Plan Commission Report – Commissioner Ted Strack** – He noted there was no meeting this month.

### **Old Business**

**Review Status of Legacy Campus Construction** – Director Gibble noted there is information in the board packet relating to the Airport Road Trail work. This should start this next week. President Kroeger noted he had a conversation with Brent Johnson, owner of Ringland Johnson and talked to him about trying to get this closed out. We now have new leaks in the Community Center and Brent told him they will get these taken care of. He also talked to Brent about the Firepit. On the punch list, Brent informed President Kroeger that they have paid \$7000 out of their own pocket on the flashing and counter flashing at the foundation and have also paid Swedberg to fix the conduit line and paid the civil engineer to re-stake the culvert. Director Gibble noted that our fencing contractor is paying the electric.

**Succession Planning** – President Kroeger noted he asked for names of people the Board thought might be interested in possibly filling the remainder of Ann Tucker's term. The Board got the list down to 3 people and they will call them to see if interested in interviewing for the position and then meet with them.

**Action on the Main Bridge at the Golf Course** - this will be discussed in Executive Session.

**Dog Park/Sled Hill Update** -Supt. of Recreation Tevsh noted we are about ready to turn over to the City our Dog Park registration/waiver form and she went over the information with the City. The grounds are looking good and should be ready for an opening of May 4<sup>th</sup>, which is also National Dog Park Day. Supt. of Parks Donahoe noted they have been working with ENCAP on the grounds and we have started mowing down the turf and it seems to be doing great. He noted the Sled Hill is doing great and it came in thick so it should be ready to go. PDRMA has signage you must put out when it is unattended, so we will be putting these rules out. There will be hay bails in certain areas also. The firepit will be on a timer that is controlled.

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**Old Business – cont'd**

**Update on OSLAD Grant** – Director Gibble noted the Grant is signed and is ready to go, so will be delivered to Springfield on Friday.

**New Business**

**Authorization to Go to Bid on Golf Course Irrigation –**

**Motion**

Commissioner Strack moved to authorize going to bid on the Golf Course Irrigation.  
 Commissioner Schulz seconded the Motion.

**Roll Call**

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

**Authorization to Dispose of Surplus Equipment** -Supt. of Parks Donahoe noted we have a date set and it will just be our items. We have more items since last approved, so need these new items approved to dispose of.

**Motion**

Commissioner Strack moved to approve the list of items for disposal. Commissioner Graves seconded the Motion.

**Voice Vote**

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

**Alternate Date for October 2018 Regular Meeting –** President Kroeger asked if the October Board meeting can be moved to October 30<sup>th</sup>. There was a consensus on the Board to change the meeting to October 30<sup>th</sup> and we will do a notice of the change.

**Quarterly Capital Funds Update –** Supt. of Finance Hienbuecher noted this is information only and no action is needed.

**Land/Cash Ordinance Amendment to Define “Land” –** Director Gibble noted there was background on this in the board packet. This attempts to begin having a discussion on how we change the definition of “Land” and not the “Cash” donation. There was some discussion on this and Director Gibble asked the Board to send him any language suggested and he will then put on the next agenda.

**Public Input** - None

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**Motion**

The Board adjourned the Regular Session to go into Executive Session at 8:10 pm on a motion made by Commissioner Strack for the reason 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 4-0. Commissioner Tucker was absent.

- 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 8:15 pm on a motion by Commissioner Strack. The motion was seconded by Commissioner Schulz. The roll was called with Commissioners Graves, Schulz, Strack and Kroeger present along with Recording Secretary Jeanette Freeman and Director Gible.

**Motion**

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

**Voice Vote**

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

**Motion**

The Board adjourned the Regular Session at 8:31 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

**Voice Vote**

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

Respectfully Submitted

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District

**MINUTES**  
**Public Hearing**  
**Riverfront Park: Phase I**  
**Sports Complex Project**  
**Tuesday September 25, 2018**  
**5:30 to 6:30 P.M.**  
**Sycamore Park District Maintenance Building**  
**435 Airport Road in Sycamore, IL**

President Kroeger called the meeting to order at 5:30 p.m.

Will the secretary please call the roll. Commissioners Schulz, Strack, and Kroeger were present. Commissioners Graves and Tucker were absent.

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

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

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

Staff members present were Executive Director Dan Gibble, Supt. Of Parks Jeff Donahoe, Program Supervisor Lisa Metcalf, Supt. of Recreation Theresa Tevsh, Recreation Specialist Melissa Dobberstein and Recording Secretary Jeanette Freeman. Commissioner Graves arrived at 6:20 pm.

The Sycamore Park District's Engineering Firm was represented by Drew Kustus and June Kanicko. The firm is Engineering Resource Associates of Warrenton, Illinois.

At the start of the meeting, no public were present.

**Guests at the Meeting:**

Drew with ERA

June with ERA

Denise Setchell, 23539 Airport Road (she arrived at 5:55 pm)

**Open Viewing of plans/documents related to the Sycamore Park District Sports Complex Project**

– Director Gibble noted that this is another one of many public hearings we've had either partially about this project or all about this project. A few years ago, when we developed our long-range plan, we met with the Sports Groups independently and we had public hearings on the overall plan of which this project was a part of. This soccer complex is a two phase project over a number of years and the one we are applying for this year for OSLAD is for Phase I. Drew with ERA will be focusing on Phase I of the Soccer and Football Complex. Drew with ERA went over the maps of the Phase I project including the entrances. Direct Gibble noted that the entry point has been reviewed with the County, who currently has Dominion over that portion of Airport Road. It has also been reviewed with the City of Sycamore because our property itself is in the City of Sycamore. We will be doing the screening and landscaping on the berm closest to the homes per the City of Sycamore ordinance. Drew noted there will be 12 soccer fields, a football field, and playground and a community shelter, drinking fountains, and well water. We will also have a detention ponds to meet the City detention requirements for storm water.

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 Sycamore Park District  
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**Open Viewing of plans/documents related to the Sycamore Park District Sports Complex Project-cont'd** – Director Gibble noted there will be electricity here for safety lights only, at this time. He also noted that if you do an Aerial view the west side of the property is one of the few places along the old flow, where you can still see where the old meander is. There is also a lot of potential for storm water holding capabilities. This project is designed to drain away from the houses to the detention basins.

Community Member Denise Setchell arrived at 5:55 pm. Director Gibble let her know there were handouts showing the project that she could have along with looking at the large maps in the room. Denise Setchell noted that one of the issues they are concerned about is the drainage. She noted they have standing water when it rains. She noted the Park District did fix the issue with some of the homes tying in their septic fields to the farm tiles. Director Gibble noted there are still a few homeowners that are being difficult, and this is a County issue that is out of our control at this point as Mrs. Setchel's property and her neighbor's property are not in the City or the Park District. She said that it seems that some of the tiles on Park District property are breaking and there is standing water. She is hoping the Park District can work with the County to correct this. Director Gibble noted the homeowner's septic's sit on County property and we have tried to get the County to take care of these issues. The tiles that the septic's tie into are on our property. Denise noted she is mainly concerned about the drainage being away from their homes. Director Gibble noted we have met with the City on the drainage and they will have a final review on this. Drew with ERA noted the property will all be draining from the properties and the Park District parking lot and sports fields toward the river. Director Gibble noted there will be a field tile study done to see if there are any field tiles that are broken. He noted the area should drain better than it does now. He also noted there was going to be berms and trees to screen the parking lot from her property. Denise asked how big the parking lot is and Drew from ERA noted this is 179 spaces which is required by the City, and referred her to the location on her map and the large plan display in the room. Director Gibble noted if the Grant is awarded next spring the work could potentially start next year in later summer or early fall with the completion the following spring. There will be another year for the turf to be playable, so probably wouldn't be much activity until 2021.

**Adjourn**  
**Motion**

The Board adjourned the Special Meeting Hearing Session at 6:20 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Strack.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District

DATE: 10/22/2018  
 TIME: 15:05:54  
 ID: AP450000.WOM  
 10

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

PAGE: 1

FROM 09/26/2018 TO 10/22/2018

*Interim*

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	ACUSHNET COMPANY								
	300194618	01 RETURN OF PRO VIX GOLF BALLS	501000001300	10/09/18	00003309	59826	10/17/18	13.36	-444.00 -444.00
	906540718	01 AVX GOLF BALLS EXCHANGE	501000001300	10/11/18	00003308	59826	10/17/18	13.36	457.36 444.00 13.36
		02 SHIPPING	501000001300		00003308				
ALLST	ALL STAR PRO GOLF								
	INVA3819	01 IMPRINTED PENCILS	504000076500	08/06/18	00000000	59775	09/27/18	311.14	311.14 311.14
ARTHU	ARTHUR CLESEN, INC.								
	337336	01 SEE/TURF NETTING	101500076502	08/29/18	00000000	59810	10/12/18	266.80	266.80 266.80
	338004	01 GRUB CONTROL	504100076506	09/19/18	00003280	59800	10/03/18	768.98	130.98 130.98
	338115	01 SEED MIX PARKS	101500076502	09/24/18	00003281	59800	10/03/18	768.98	204.00 204.00
	338185	01 GREENS FUNGICIDE	504100076507	09/25/18	00003278	59800	10/03/18	768.98	434.00 434.00
BANN	BANNER UP SIGNS								
	67966	01 NEW TRUCK DECALS	101500066402	10/10/18	00003295	59811	10/12/18	110.00	110.00 110.00
BARACUD	BARACUDA CREATIVE STUDIO								
	10-01-18	01 OCT ADS	101200046209	10/01/18	00003291	59812	10/12/18	75.00	75.00 75.00
BURRI	BURRIS EQUIPMENT CO.								
	PS19062			09/19/18		59801	10/03/18	74.09	74.09 74.09
		VENDOR TOTAL:							
		VENDOR TOTAL:							
		VENDOR TOTAL:							





FROM 09/26/2018 TO 10/22/2018

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

0468024-1018  
 01 CABLE 207500096705 10/10/18 00000000 59832 10/22/18 801.54 655.16  
 02 INTERNET 101000096706 00000000 172.43  
 03 INTERNET 201000096706 00000000 172.43

0468768-0918  
 01 CABLE 303000096705 09/25/18 00000000 59832 10/22/18 801.54 146.38  
 02 CABLE 504000096705 00000000 73.19

COMMO COMMONWEALTH EDISON VENDOR TOTAL: 1,451.92

100518  
 01 FOUNDERS PARK 101500096702 10/05/18 00000000 59833 10/22/18 275.97 275.97  
 02 BOYNTON PARK 101500096702 00000000 26.96  
 03 KIWANIS PARK 101500096702 00000000 15.79  
 04 EMIL CASSIER PARK 101500096702 00000000 46.89  
 05 SYCAMORE LAKE 101500096702 00000000 26.41  
 06 GOOD TYMES SHELTER 101500096702 00000000 35.04  
 07 WETTEL PARK 101500096702 00000000 45.36  
 08 ENTRY PARK 101500096702 00000000 45.96  
 33.56

CONS CONSERV FS VENDOR TOTAL: 275.97

121008557  
 01 DIESEL - GOLF 504100076515 10/01/18 00000000 59813 10/12/18 3,582.53 1,300.80  
 02 DIESEL - PARKS 101500076515 00000000 387.39  
 03 DIESEL - SC 202100076515 00000000 687.81  
 225.60

121008558  
 01 GASOLINE - GOLF 504100076515 10/01/18 00000000 59813 10/12/18 3,582.53 546.40  
 02 GASOLINE - PARKS 101500076515 00000000 91.98  
 03 GASOLINE - SC 202100076515 00000000 123.59  
 04 GASOLINE - TRUCKS 101500076515 00000000 61.91  
 268.92

121008590  
 01 OLD SHOP TANK - DIESEL 504100076515 10/03/18 00000000 59813 10/12/18 3,582.53 914.64  
 914.64  
 121008591  
 01 OLD SHOP TANK 4-GAS 504100076515 10/03/18 00000000 59813 10/12/18 3,582.53 820.69  
 820.69

CRES CRESCENT ELECTRIC SUPPLY CO. VENDOR TOTAL: 3,582.53  
 S505465885.001 09/18/18 59802 10/03/18 230.16 230.16



FROM 09/26/2018 TO 10/22/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
-----									
	W-3294608								
		01 COORS LIGHT	303000086634	09/20/18	00003265	59776	09/27/18	411.50	411.50
		02 MILLER LITE	303000086634		00003265				161.00
		03 MILLER HIGH LIFE	303000086634		00003265				161.00
		04 ANTI HERO	303000086634		00003265				26.60
		05 DELIVERY CHARGE	303000086634		00003265				59.90
									3.00
									VENDOR TOTAL: 411.50
-----									
FRONTIER	FRONTIER								
	100718								
		01 MAINT BLDG	101500096700	10/07/18	00000000	59835	10/22/18	778.71	778.71
		02 MAINT BLDG	504100096700		00000000				76.05
		03 POOL	518000096700		00000000				76.05
		04 ADMIN	101000096700		00000000				56.67
		05 ADMIN	201000096700		00000000				284.97
									284.97
									VENDOR TOTAL: 778.71
-----									
FUNEXP	FUN EXPRESS								
	691496938-01								
		01 TABLECITH/HATS/STICKERS	205011956216	08/15/18	00003204	59804	10/03/18	178.63	178.63
									178.63
									VENDOR TOTAL: 178.63
-----									
GRAI	GRAINGER								
	9907045604								
		01 ICE MACHINE WATER PROBE	303300066401	09/17/18	00003287	59805	10/03/18	423.08	90.16
									90.16
									VENDOR TOTAL: 423.08
-----									
HORN	HORNUNG'S PRO GOLF SALES INC.								
	447621								
		01 MIDSIZE TOUR VELVET GRIPS	501000001303	10/02/18	00003292	59816	10/12/18	46.76	46.76
		02 SHIPPING	501000001303		00003292				35.52
									11.24
									VENDOR TOTAL: 423.08
-----									
HYVEE	HY-VEE ACCOUNTS RECEIVABLE								
	189345-0918								
		01 FOOD FOR MEETINGS	101000046212	09/10/18	00000000	59790	09/28/18	62.14	62.14
									29.93
									VENDOR TOTAL: 46.76

FROM 09/26/2018 TO 10/22/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	189345-0918			09/10/18		59790	09/28/18	62.14	62.14
	02	FOOD FOR MEETINGS	2010000046212		00000000				29.92
	03	BROWN SUGAR	303500086640		00003271				1.29
	04	LIMES	303000086636		00003271				1.00
									VENDOR TOTAL: 62.14
ILLIN		ILLINI SECURITY SYSTEMS, INC.							
	31304			09/11/18		59806	10/03/18	195.00	195.00
	01	MUSEUM ALARM MONITORING	202500056300		00003284				195.00
									VENDOR TOTAL: 195.00
INTERRS		INTERSTATE BATTERIES ROCKFORD							
	100262590			09/27/18		59817	10/12/18	60.95	60.95
	01	GOLF CART BATTERY	504000066409		00003301				60.95
									VENDOR TOTAL: 60.95
JULIEINC		JULIE INC.							
	01-18-1707			01/31/18		59819	10/12/18	30.36	2.16
	01	JULIE NOTIFICATION	101500076500		00000000				2.16
	02-18-1707			02/28/18		59819	10/12/18	30.36	4.32
	01	JULIE NOTIFICATIONS	101500076500		00000000				4.32
	03-18-1709			03/31/18		59819	10/12/18	30.36	6.48
	01	JULIE NOTIFICATIONS	101500076500		00000000				6.48
	05-18-1713			05/31/18		59819	10/12/18	30.36	4.32
	01	JULIE NOTIFICATIONS	101500076500		00000000				4.32
	06-18-1704			06/30/18		59819	10/12/18	30.36	5.40
	01	JULIE NOTIFICATIONS	101500076500		00000000				5.40
	07-18-1701			07/31/18		59819	10/12/18	30.36	1.08
	01	JULIE NOTIFICATIONS	101500076500		00000000				1.08
	08-18-1701			08/31/18		59819	10/12/18	30.36	4.32
	01	JULIE NOTIFICATIONS	101500076500		00000000				4.32
	11-17-1704			11/30/17		59819	10/12/18	30.36	2.28
	01	JULIE NOTIFICATIONS	101500076500		00000000				2.28
									VENDOR TOTAL: 30.36
MIDWFAM		MID-WEST FAMILY BROADCASTING							
	573-00092-0000			09/30/18		59820	10/12/18	525.00	75.00
									VENDOR TOTAL: 30.36





FROM 09/26/2018 TO 10/22/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	00429454	05 CO2TANK	303000086630	09/07/18	00003272	59778	09/27/18	854.49	478.28 29.48
	19644253	01 20 OZ BOTTLE POP	303000086631	09/14/18	00003262	59778	09/27/18	854.49	376.21 48.16 77.15 154.30 96.60
		02 5GAL BIB	303000086630		00003262				
		03 5GAL BIB	303000086630		00003262				
		04 3GAL BIB	303000086630		00003262				
PERFOR	PERFORMANCE FOOD GROUP							VENDOR TOTAL:	854.49
	5837662	01 GATORADE	303000086631	08/16/18	00003259	59781	09/27/18	2,437.30	667.71 78.00 56.83 88.05 19.51 151.12 226.60 41.10 6.50
		02 NACHO CHEESE	303000086620		00003259				
		03 CHIPS	303000086622		00003259				
		04 FRENCH FRIES	303000086617		00003259				
		05 HOT DOGS 6/1	303000086615		00003259				
		06 HAMBURGERS	303000086613		00003259				
		07 BEER CUPS	303000076550		00003259				
		08 DELIVERY	303000076500		00003259				
	5852111	01 FRYER OIL	303000086617	08/30/18	00003260	59781	09/27/18	2,437.30	803.70 39.68 156.00 18.77 42.78 27.44 75.56 47.82 41.91 24.99 113.30 129.80 84.15 -5.00 6.50
		02 GATORADE	303000086631		00003260				
		03 TORTILLA CHIPS	303000086620		00003260				
		04 SLICED CHEESE	303000086613		00003260				
		05 HAMBURGER BUNS	303000086613		00003260				
		06 HOT DOGS	303000086615		00003260				
		07 TAFOR TOTS	303000086617		00003260				
		08 SAUSAGE PATTIES	303000086610		00003260				
		09 TORTILLA SHELLS	303000086616		00003260				
		10 HAMBURGERS	303000086613		00003260				
		11 HOT DOGS	303000086615		00003260				
		12 SOFT PRETZELS	303000086619		00003260				
		13 HOT DOG COUPON	303000086615		00003260				
		14 DELIVERY	303000076500		00003260				
	5867267	01 STEAKS/POTATO SALAD	303500086640	09/14/18	00003266	59781	09/27/18	2,437.30	965.89 628.29 110.79 71.26 64.90 84.15 6.50
		02 HOT DOGS 6/1	303000086615		00003266				
		03 POPCORN CHICKEN	303000086616		00003266				
		04 HOT DOGS 8/1	303000086615		00003266				
		05 SOFT PRETZELS	303300086619		00003266				
		06 DELIVERY CHARGE	303000076500		00003266				

VENDOR TOTAL: 2,437.30

FROM 09/26/2018 TO 10/22/2018

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

PRIN PRINCIPAL LIFE GROUP  
 OCT 2018  
 01 DENTAL INS PREM 1010000106801 09/28/18 00000000 59791 09/28/18 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

RINGCEN RINGCENTRAL INC. VENDOR TOTAL: 1,393.89

620981  
 01 MONTHLY SERVICE 1010000096700 09/20/18 00000000 59836 10/22/18 969.68 969.68  
 02 MONTHLY SERVICE 2010000096700 00000000 484.84  
 484.84

SHAMNS SHAMN'S VENDOR TOTAL: 969.68

365583  
 01 COFFE WITH DIRECTOR 1012000046214 10/22/18 00003320 59837 10/22/18 41.95 41.95  
 41.95

SOU SOUTHERN GLAZER'S WINE SPIRITS VENDOR TOTAL: 41.95

2312084  
 01 WINE 3030000086638 09/25/18 00003274 59782 09/27/18 434.58 434.58  
 02 LIMON RUM 3030000086636 00003274 276.00  
 03 SCOTCH 3030000086636 00003274 2.04  
 04 SVEDKA VODKA 3030000086636 00003274 93.63  
 05 DELIVERY CHARGE 3030000086636 00003274 59.91  
 3.00

SOUT SOUTHEAST PUBLICATIONS VENDOR TOTAL: 434.58

S-9  
 01 2019-2020 RV PARK AD 1012000046208 10/16/18 00003307 59824 10/16/18 759.00 759.00  
 759.00

SPEC SPECIAL FX VENDOR TOTAL: 759.00

42052  
 01 SHC SHIRTS 2018 206095146216 09/27/18 00003290 59822 10/12/18 986.00 986.00  
 986.00

VENDOR TOTAL: 986.00

FROM 09/26/2018 TO 10/22/2018

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

STAPLES STAPLES BUSINESS ADVANTAGE  
 3390181764  
 01 PENCIL CUP 207500046200 09/15/18 00000000 59807 10/03/18 344.15 74.63  
 02 CORR FLUID-CORR TAPE 101000046200 00000000 10.99  
 03 CORR FLUID-CORR TAPE 201000046200 00000000 4.63  
 04 COPY PAPER 201000046200 00000000 4.64  
 05 COPY PAPER 101000046200 00000000 27.19  
 27.18

3390181766  
 01 FD SHREDDER 207500046200 09/15/18 00000000 59807 10/03/18 344.15 269.52  
 02 MANILLA FOLDERS - DAN 101000046200 00000000 29.95  
 03 LABEL TAPE-BADGES 207500046200 00000000 12.59  
 04 CALENDARS 101000046200 00000000 28.48  
 05 CALENDARS 201000046200 00000000 102.96  
 06 DISCOUNT 201000046200 00000000 102.96  
 07 DISCOUNT 101000046200 00000000 -3.71  
 -3.71

SUP SUPERIOR BEVERAGE  
 486701  
 01 BUDWEISER 303000086634 09/12/18 00003264 59783 09/27/18 172.25 172.25  
 02 BUD LIGHT 303000086634 00003264 15.35  
 03 BUSCH LIGHT 303000086634 00003264 76.75  
 04 MICHELOB ULTRA 303000086634 00003264 42.15  
 05 DELIVERY CHARGE 303000086634 00003264 35.00  
 3.00

SYC SYCAMORE CHAMBER OF COMMERCE  
 SANTA HOUSE/PARADE  
 01 SANTA HOUSE & PARADE SPONSOR 101200046214 10/11/18 00000000 59823 10/12/18 1,500.00 1,500.00  
 1,500.00

SYCPUMP SYCAMORE PUMPKIN FESTIVAL COMM  
 01 SANTA HOUSE & PARADE SPONSOR 101200046214 10/11/18 00000000 59823 10/12/18 1,500.00 1,500.00  
 1,500.00

VENDOR PERMIT  
 01 VENDOR PERMIT GHOST STORIES 101200046214 09/27/18 00000000 59784 09/27/18 50.00 50.00  
 50.00

T00000187 SWEDEBERG, ROBERT  
 REIMBURSEMENT  
 01 REIMB PMT FOR TRUCK TITLE 101500046210 10/16/18 00000000 59825 10/16/18 95.00 95.00  
 95.00

VENDOR TOTAL: 1,500.00  
 VENDOR TOTAL: 1,500.00  
 VENDOR TOTAL: 50.00  
 VENDOR TOTAL: 50.00  
 VENDOR TOTAL: 95.00  
 VENDOR TOTAL: 95.00

FROM 09/26/2018 TO 10/22/2018

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

T0000847 HORST, PHYLLIS  
 10-19-18 01 GHOST STORIES IN THE PARK 206095116216 10/17/18 00000000 59828 10/17/18 100.00 100.00  
 100.00  
 T0001356 GIBBLE, TERRI  
 REIMBURSEMENT  
 01 MILEAGE-OSLAD/FOOD 101000046211 10/03/18 00000000 59809 10/03/18 216.11 216.11  
 02 MILEAGE-OSLAD/FOOD 201000046211 00000000 108.05 108.05  
 216.11  
 T0001557 OLSON, RANDI  
 REFUND 01 ALCOHOL PERMIT REFUND 20100002150 09/27/18 00000000 59785 09/27/18 50.00 50.00  
 50.00  
 50.00  
 UNUM UNUM LIFE INSURANCE  
 OCTOBER 2018  
 01 STD INS PREMIUM 101000106801 10/22/18 00000000 59838 10/22/18 268.95 268.95  
 02 STD INS PREMIUM 101500106801 00000000 41.63 41.63  
 03 STD INS PREMIUM 504100106801 00000000 7.22 7.22  
 04 STD INS PREMIUM 504000106801 00000000 22.20 22.20  
 05 STD INS PREMIUM 201000106801 00000000 18.50 18.50  
 06 STD INS PREMIUM 202100106801 00000000 91.85 91.85  
 07 STD INS PREMIUM 303000106801 00000000 79.00 79.00  
 8.55 8.55  
 SEPT 2018  
 01 STD INS PREMIUM 101000106801 09/28/18 00000000 59792 09/28/18 268.95 268.95  
 02 STD INS PREMIUM 101500106801 00000000 41.63 41.63  
 03 STD INS PREMIUM 504100106801 00000000 7.22 7.22  
 04 STD INS PREMIUM 504000106801 00000000 22.20 22.20  
 05 STD INS PREMIUM 201000106801 00000000 18.50 18.50  
 06 STD INS PREMIUM 202100106801 00000000 91.85 91.85  
 07 STD INS PREMIUM 303000106801 00000000 79.00 79.00  
 8.55 8.55  
 VENDOR TOTAL: 537.90

VECTOR VECTOR STOMP  
 IN-003607 01 BUG CONTROL 101000056300 09/07/18 00000000 59786 09/27/18 35.00 35.00  
 35.00  
 35.00  
 VENDOR TOTAL: 35.00

DATE: 10/22/2018  
 TIME: 15:05:54  
 ID: AP450000.WOM  
 2

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 09/26/2018 TO 10/22/2018

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

VERMONT VERMONT SYSTEMS INC 59407 01 KEY FOBS 207500076518 06/13/18 00002901 59793 09/28/18 456.00 456.00

VISACA VISA CARDMEMBER SERVICE 091118

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
01	POSTAGE	1010000046202	09/11/18	00000000	59796	09/28/18	3,493.08	3,493.08
02	POSTAGE	201000046202		00000000			10.05	10.05
03	CPRP RENNIAL	101000046207		00000000			60.00	60.00
04	QUIT CLAIM DEEDS	101000036120		00000000			126.00	126.00
05	ALPHA MEDIA	101200046209		00000000			1,056.00	1,056.00
06	BABY GIFT	101000076500		00000000			44.60	44.60
07	BOXES	101000076500		00000000			26.24	26.24
08	PICKLEBALLS	207500046216		00000000			20.94	20.94
09	GLOW PRODUCTS	206194026216		00000000			136.25	136.25
10	SUPPLIES COFFEE W/DIRECTOR	101200046214		00000000			57.00	57.00
11	BATTERY TORO RAKE	504100066402		00000000			41.46	41.46
12	COVER FOR POOL LIIFT	518000076500		00000000			100.00	100.00
13	POOL MOTOR PINS - CLIPS	518100066410		00000000			73.31	73.31
14	POOL PIT SUMP PUMP	518100066410		00000000			985.71	985.71
15	SPLASHPAD CHEMICALS	518100076550		00000000			18.29	18.29
16	FUEL TANK WELDER	101500066402		00000000			83.33	83.33
17	PARTY FVRS/PLT.CPS,NPKN	205011956216		00003176			21.00	21.00
18	PARTY LIGHT LANTERNS	205011956216		00003203			42.06	42.06
19	BAGELS	303000086610		00003211			1.99	1.99
20	BREAD	303000086612		00003211			2.98	2.98
21	ONIONS	303000086629		00003211			1.99	1.99
22	SAFETY VESTS	207500076514		00003220			59.76	59.76
23	SHIPPING	207500076514		00003220			17.89	17.89
24	BANK FEES	101000076500		00003220			36.42	36.42
25	BANK FEES	201000076500		00000000			36.41	36.41
26	TEEN GYM JAM SUPPLIES	206095206216		00000000			34.23	34.23
27	GLOW BRACELETS	206194026216		00000000			51.44	51.44
28	LAKE GENEVA TRIP	205231606221		00000000			12.00	12.00
29	LUNCH W/GRAD ASST	201000046213		00000000			21.04	21.04
30	SAFETY GLASSES	101500076514		00000000			83.40	83.40
31	FOOD & SUPPLIES FOR MEETINGS	101000046212		00000000			110.09	110.09
32	FOOD & SUPPLIES FOR MEETINGS	201000046212		00000000			11.15	11.15
33	FACEBOOK/MARKETING	101200046214		00000000				

WALMART COMMUNITY/RFCSLIC 091618 09/16/18 59799 09/28/18 631.82 631.82

VENDOR TOTAL: 3,493.08

FROM 09/26/2018 TO 10/22/2018

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	091618								
		01 SUB BUNS	303000086612	09/16/18	00003212	59799	09/28/18	631.82	631.82
		02 OIL	303500086640		00003212				3.96
		03 EGGS	303000086610		00003212				4.77
		04 COFFEE/CREAMER	303000086632		00003212				2.33
		05 LETTUCE/ONIONS	303000086629		00003212				20.74
		06 BRWN/FRST/PTCHPS/FRUIT	205490066216		00003202				10.52
		07 CRNBV/PNAPL JUICE	303000086636		00003213				23.65
		08 BAGELS	303000086610		00003213				6.64
		09 PLATES	205011956216		00003213				9.24
		10 HOT DOG BUNS	303000086615		00003214				0.97
		11 BROWNIES/FROSTING	101000046212		00003214				8.80
		12 BROWNIES/FROSTING	201000046212		00003214				2.25
		13 LETTUCE	303000086629		00003214				2.25
		14 CHIPS	303000086622		00003214				8.48
		15 COOKIES	303000086618		00003225				24.88
		16 GRANOLA	303000086618		00003225				71.63
		17 CANDY	303000086624		00003225				8.92
		18 FRUIT SNACKS	303000086623		00003225				143.62
		19 CRACKERS	303000086618		00003225				10.97
		20 PROTEIN GRANOLA BARS	303000086618		00003225				20.91
		21 SUB BUNS	303000086612		00003225				33.96
		22 COUPONS	303000086618		00003225				4.98
		23 HOT DOG BUNS	303000086615		00003224				-19.00
		24 COFFEE	303000086632		00003224				8.80
		25 ONIONS	303000086629		00003224				16.96
		26 ONIONS	206194006230		00003224				2.24
		27 HOT CHOCOLATE	303300086632		00003270				2.24
		28 BREAD	303000086612		00003270				29.48
		29 HOT DOG BUNS	303000086615		00003270				3.66
		30 HAMBURGER BUNS	303000086613		00003270				26.40
		31 MARINARA SAUCE	303000086613		00003268				12.32
		32 CREAMER	303000086632		00003268				2.00
		33 LETTUCER	303300086629		00003268				3.78
		34 EGGS	303000086610		00003268				2.56
		35 MARKERS AND CONTAINER	205011956216		00003268				2.33
		36 BRSUGR/CHS/BRD/CHCL/BRWNS	303500086640		00003269				20.36
									93.22

VENDOR TOTAL: 631.82

WASTE	WASTE MANAGEMENT	3570503-2011-2	101000056302	09/25/18	00000000	59808	10/03/18	599.66	599.66
		01 REFUSE - ADM	303000056302		00000000				61.16
		02 REFUSE - CH			00000000				61.17





DATE: 10/23/2018  
TIME: 14:16:12  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

PAGE: 1 24

INVOICES DUE ON/BEFORE 10/30/2018

Board

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	4,327.40	432.74
CINTA	CINTAS CORPORATION #355	1,638.42	37.53
DYNEGY E	DYNEGY ENERGY SERVICES	62,249.26	344.00
ECO	ECOWATER SYSTEMS, INC.	366.50	19.97
GROUPPL	GROUP PLAN SOLUTIONS	390.50	22.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,792.71	141.01
NICOR	NICOR GAS	21,134.59	63.78
PDRMA	PDRMA	190,486.74	3,827.19
STAPLES	STAPLES BUSINESS ADVANTAGE	8,146.93	263.43
	ADMINISTRATION		5,151.65
15	PARKS		
AIRGAS	AIRGAS USA LLC	400.12	29.30
BURRI	BURRIS EQUIPMENT CO.	5,152.66	38.89
CCP	CCP INDUSTRIES INC.	234.34	147.46
CINTA	CINTAS CORPORATION #355	1,638.42	97.50
DEKA	DEKALB LAWN & EQUIPMENT CO.	1,113.78	47.24
DYNEGY E	DYNEGY ENERGY SERVICES	62,249.26	269.99
LOWE	LOWE'S	2,687.08	91.06
MAR	ARCH CHEM-MARINE BIOCHEM	13,764.74	1,325.00
MARS	M.A.R.S., INC.	131.00	5.00
MART	MARTENSON TURF PRODUCTS	532.50	200.00
MENA	MENARDS - SYCAMORE	6,134.73	213.05
MIKESA	MIKE'S AUTO & TRUCK	108.00	81.00
MROUT	MR OUTHOUSE	11,460.00	1,100.00
NICOR	NICOR GAS	21,134.59	70.31
PDRMA	PDRMA	190,486.74	817.94
PROS	PRO-SAFETY, INC.		35.38
SOFT	SOFT WATER CITY	6,601.62	49.75
WALTLTD	WALT LTD		210.00
YAEGER	YAEGER'S FARM MARKET		120.00
	PARKS		4,948.87
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	1,638.42	83.61
CMJ	CMJ TECHNOLOGIES, INC.	107,934.40	620.00
DYNEGY E	DYNEGY ENERGY SERVICES	62,249.26	344.01

INVOICES DUE ON/BEFORE 10/30/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
ECO	ECOWATER SYSTEMS, INC.	366.50	19.98
GROUPPL	GROUP PLAN SOLUTIONS	390.50	22.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	8,792.71	68.25
NICOR	NICOR GAS	21,134.59	31.66
PDRMA	PDRMA	190,486.74	5,646.07
STAPLES	STAPLES BUSINESS ADVANTAGE	8,146.93	95.47
	ADMINISTRATION		6,931.05
21	SPORTS COMPLEX MAINTENANCE		
CONS	CONSERV FS	30,197.68	143.92
DYNEGY E	DYNEGY ENERGY SERVICES	62,249.26	359.80
MENA	MENARDS - SYCAMORE	6,134.73	26.69
MROUT	MR OUTHOUSE	11,460.00	545.00
PDRMA	PDRMA	190,486.74	6,132.28
REIN	REINDERS, INC.	15,180.16	194.41
	SPORTS COMPLEX MAINTENANCE		7,402.10
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	6,168.91	265.00
	MIDWEST MUSEUM OF NATURAL HIST		265.00
75	COMMUNITY CENTER		
BSN	BSN SPORTS	11,229.21	351.00
CINTA	CINTAS CORPORATION #355	1,638.42	235.53
CMJ	CMJ TECHNOLOGIES, INC.	107,934.40	400.00
DYNEGY E	DYNEGY ENERGY SERVICES	62,249.26	4,716.97
ILLIN	ILLINI SECURITY SYSTEMS, INC.	30,955.00	270.00
MENA	MENARDS - SYCAMORE	6,134.73	48.75
NICOR	NICOR GAS	21,134.59	96.39
STAPLES	STAPLES BUSINESS ADVANTAGE	8,146.93	4.49
WARE	WAREHOUSE DIRECT BUSINESS	476.80	56.68
	COMMUNITY CENTER		6,179.81

DATE: 10/23/2018  
TIME: 14:16:12  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/30/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	62,249.26	141.74
NICOR	NICOR GAS	21,134.59	13.57
PDRMA	PDRMA	190,486.74	502.51
	CLUBHOUSE CONCESSIONS		657.82
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	62,249.26	202.62
	SPORTS COMPLEX CONCESSIONS		202.62
GOLF COURSE			
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	62,249.26	209.93
NAPA	NAPA AUTO PARTS - GENOA	13.18	2.76
NICOR	NICOR GAS	21,134.59	13.57
PDRMA	PDRMA	190,486.74	2,098.02
PLAY	PLAYERS GOLF CARS	5,671.73	106.74
SOFT	SOFT WATER CITY	6,601.62	69.25
	GOLF OPERATIONS		2,500.27
41	GOLF MAINTENANCE		
CINTA	CINTAS CORPORATION #355	1,638.42	78.00
DYNEGY E	DYNEGY ENERGY SERVICES	62,249.26	787.95
MENA	MENARDS - SYCAMORE	6,134.73	4.94
MIDWSTIR	MIDWEST IRRIGATION LLC		834.00
MROUT	MR OUTHUSE	11,460.00	165.00
NICOR	NICOR GAS	21,134.59	101.38
PDRMA	PDRMA	190,486.74	2,513.00
PENDL	PENDELTON TURF SUPPLY	917.15	122.50
REIN	REINDERS, INC.	15,180.16	179.86
	GOLF MAINTENANCE		4,786.63
AQUATICS			
81	AQUATICS MAINTENANCE		

DATE: 10/23/2018  
TIME: 14:16:12  
ID: AP443000.WOW

SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/30/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
AQUATICS			
81	AQUATICS MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	62,249.26	272.75
NICOR	NICOR GAS	21,134.59	113.81
	AQUATICS MAINTENANCE		386.56
ACTION 2020			
10	ADMINISTRATION		
ENGIN	ENGINEERING RESOURCE ASSOC	166,829.99	9,584.82
	ADMINISTRATION		9,584.82
	TOTAL ALL DEPARTMENTS		48,997.20

Interim # 42,354.06  
New # 48,997.20  
-----  
total # 91,351.26

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: October 30, 2018

**Administrative Initiatives** (10/1/18 – 10/31/18)

- 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. Managed to resolve this finally.
- Reviewed deposits for Community Center, Golf and Concessions, prepared general ledger journal entry to be posted.
- Performed installment billing for Pathway Fitness memberships and passes. The October installment was for 127 households/193 individuals. These are increases over September by 13 and 20 respectively. The monthly installment was \$3,212 (\$289 increase) processed through credit cards and \$502 (\$67 increase) through ACH transactions. There were 8 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, beverage cart and sports complex), pro shop and recreation programs.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary.
- Met with Jeff Hoffman, Crum-Halsted, on reviewing health insurance rate quotes.



- Met with Dan Gible, Theresa Tevsh and Jeff Donahoe regarding staffing plan and 2019 Budget.
- Discussed with Harris about our pricing increase on our MSI annual maintenance contract. Revision pending.
- Performed criminal background checks on new hires.
- Prepared monthly sales tax return.
- Filed monthly IMRF earnings and submitted payment.
- Filed quarterly payroll taxes.
- Participated in PDRMA 2018 Health Program Council meeting.
- Participated in PDRMA webinar: Health Benefits Coordinator Workshop.
- Prepared audit RFQ and distributed to 8 accounting firms. Proposals are to be submitted by November 9.
- Prepared first draft of 2019 Capital Budget. Updated the five-year capital budget to include items from the Equipment Replacement and Capital Asset Schedules.
- Submitted ERA billing on 2<sup>nd</sup> trail segment to IDOT for 20% reimbursement. Followed up with the final payment on 1<sup>st</sup> trail segment which is in process.
- Updated spreadsheets and provided to Superintendents to assist in providing projected 2018 financial results and 2019 budget requests.
- Participated in PDRMA PATH 2018 Healthy Brain Challenge Webinar.
- Requested first estimate of EAV for preparation of 2018 Tax Levy.
- Reserved hotel rooms for 2019 IAPD/IPRA Conference.
- Met with CMJ to discuss equipment age and replacement plans.

- Processed purchase orders for pro shop inventory. Posted inventory received and tagged for sale.
- Provided attorney information for property tax exemption filing.
- Met with staff to discuss setting up of gift cards and options for future promotions.
- Published notice of BINA Hearing.
- Submitted documents to Illinois State Treasurer for unclaimed property.
- Scheduled 2019 PDRMA Onsite Screening date.
- Discussed employee concern with PDRMA legal.
- Followed up on PDRMA claim forms to find out status.
- Completed PCI compliance for credit card processors.
- Established new contact with First Midwest Bank. Questioned fees charged on our account. Fees are being refunded.
- Attended Pumpkin Festival Committee meeting. Assisted during the festival as needed/assigned.

**Administrative Initiatives** (11/1/18 – 11/30/18)

- Attend Management Team and Board meetings.
- File monthly unemployment report with State.
- File monthly Sales Tax Return.
- Review deposits for Community Center, Golf, and Concessions. Prepare journal entry to be posted.
- File monthly IMRF earnings and submit payment.

- Consolidate data provided for 2018 projected and 2019 requested budget. Review and modify as needed.
- Meet with staff to review and revise the 2019 Capital Budget based upon need and financial limitations.
- Review and run installment billing for Pathway Fitness memberships/passes.
- Attend Legal Symposium.
- Attend Illinois RecTrac User Group Meeting.
- Participate in 2019 PDRMA Onsite Screening Webinar.
- Register attendees for 2019 IAPD/IPRA Conference.
- Work with Speer Financial and Chapman & Cutler on 2018 G.O. Bond issue.
- Coordinate open enrollment for health insurance and flexible spending accounts.
- Submit application for Illinois Liquor License.
- Begin process for calculating 2018 Tax Levy. Prepare resolution for estimate of levy.
- Work with IPARKS to get an estimate cost for property/liability/workers comp coverage.
- Contact Comcast regarding extending service to neighbors.
- Wellness Ambassador Training.
- Continue to work with Sarah and Visionary Webworks on Employee Portal documents.
- Reconcile FSA accounts.

- 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 Finpoint 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.

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**Corporate Fund (10)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>									
Administration	523,085.00	529,374.15	1.2%	1,257,367.00	1,351,302.52	7.5% (1)	1,331,721.00	1,263,257.27	7.0% (1)
Marketing	-	-		-	2.01		-	-	
Parks	3,434.00	2,302.66	-32.9%	11,626.00	9,739.69	-16.2%	14,207.00	9,018.09	8.0%
<b>Total Revenues</b>	<b>526,519.00</b>	<b>531,676.81</b>	<b>1.0%</b>	<b>1,268,993.00</b>	<b>1,361,044.22</b>	<b>7.3%</b>	<b>1,345,928.00</b>	<b>1,272,275.36</b>	<b>7.0%</b>
<b>Expenses</b>									
Administration	35,610.00	34,492.73	-3.1%	356,477.00	465,912.77	30.7% (2)	901,754.00	330,735.68	40.9% (2)
Marketing	5,494.00	5,454.89		61,290.00	37,587.96	-38.7% (3)	77,704.00	23,342.50	61.0% (3)
Parks	29,101.00	20,879.84	-28.3%	233,949.00	200,866.68	-14.1% (4)	292,674.00	190,129.45	5.6% (5)
<b>Total Expenses</b>	<b>70,205.00</b>	<b>60,827.46</b>	<b>-13.4%</b>	<b>651,716.00</b>	<b>704,367.41</b>	<b>8.1%</b>	<b>1,272,132.00</b>	<b>544,207.63</b>	<b>29.4%</b>
<b>Total Fund Revenues</b>	<b>526,519.00</b>	<b>531,676.81</b>	<b>1.0%</b>	<b>1,268,993.00</b>	<b>1,361,044.22</b>	<b>7.3%</b>	<b>1,345,928.00</b>	<b>1,272,275.36</b>	<b>7.0%</b>
<b>Total Fund Expenses</b>	<b>70,205.00</b>	<b>60,827.46</b>	<b>-13.4%</b>	<b>651,716.00</b>	<b>704,367.41</b>	<b>8.1%</b>	<b>1,272,132.00</b>	<b>544,207.63</b>	<b>29.4%</b>
<b>Surplus (Deficit)</b>	<b>456,314.00</b>	<b>470,849.35</b>	<b>3.2%</b>	<b>617,277.00</b>	<b>656,676.81</b>	<b>6.4%</b>	<b>73,796.00</b>	<b>728,067.73</b>	<b>-9.8%</b>

(1) 2018 Property Tax receipts greater than 2017 by 5.3% \$62,505. Year to date in 2018 was 97.66% of total, 2017 was 96.83%, Budget is 96% year to date. \$59,123 over budget. Total corporate property taxes for 2018 3.39% increase over 2017. Also, 2018 includes insurance payment for microburst damage \$24,875.

(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 9.1% \$32,352 and less than 2017 by 2.0% \$6,610 Professional Services (legal/consulting) below budget 39.9% \$25,454 and less than 2017 8.4% \$3,500. In 2018, PT Wages/taxes are over budget 63.8% \$6,213 due to work on grants. 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 28.4% \$28,156.

(5) Contracted Services (Encap/porta potties) higher in 2018 71.0% \$21,635.

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**Recreation Fund (20)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Revenues</b>									
Administration	384,450.00	379,291.30	-1.34%	892,897.00	916,159.93	2.61% (1)	940,031.00	845,132.56	8.4% (1)
Sports Complex	10,400.00	11,730.00	12.79%	43,172.00	32,765.22	-24.11% (2)	44,867.00	37,826.00	-13.4% (2)
Sports Complex Maintenance	9,107.00	7,645.11	-16.05%	32,222.00	32,059.80	-0.50%	41,216.00	30,034.59	6.7%
Midwest Museum of Natural Hist	548.00	-		1,646.00	1,745.83	6.07%	2,195.00	1,167.62	49.5%
Programs-Youth	114.00	465.38	308.23%	3,506.00	8,526.02	143.18% (3)	3,519.00	14,124.88	-39.6% (3)
Programs-Tweens	-	-	#DIV/0!	759.00	-	-100.00% (3)	759.00	94.00	-100.0% (3)
Programs-Adult	1,077.00	550.32	-48.90%	5,643.00	5,174.87	-8.30% (3)	5,951.00	1,712.56	202.2% (3)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Adult Athletic Leagues	6,584.00	3,575.00	-45.70%	8,909.00	5,472.76	-38.57% (3)	9,653.00	4,595.23	19.1% (3)
Programs-Youth Athletics	3,893.00	622.20	-84.02%	30,826.00	24,624.10	-20.12% (3)	34,697.00	25,354.50	-2.9% (3)
Programs-Fitness	1,062.00	1,087.94	2.44%	7,782.00	11,168.70	43.52% (3)	7,848.00	7,316.71	52.6% (3)
Programs-Early Childhood	778.00	580.00	-25.45%	4,615.00	5,844.00	26.63% (3)	4,615.00	210.98	2669.9% (3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Dance	1,017.00	320.70	-68.47%	2,727.00	3,083.85	13.09% (3)	2,752.00	2,119.40	45.5% (3)
Programs-Special Events	1,500.00	1,682.69	12.18%	6,204.00	7,556.00	21.79% (3)	6,211.00	6,675.64	13.2% (3)
Programs-Community Events	1,323.00	1,599.57	20.90%	14,619.00	11,966.31	-18.15% (3)	14,620.00	4,900.00	144.2% (3)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	1,445.00	-100.0% (3)
Brochure	-	-	#DIV/0!	-	-	#DIV/0!	7,350.00	4,650.00	-100.0% (2)
Fitness Room	12,452.00	11,368.03	-8.71%	57,844.00	96,569.54	66.95% (4)	107,687.00	-	#DIV/0!
Community Center	6,616.00	3,435.63	-48.07%	18,811.00	20,263.31	7.72% (5)	37,444.00	-	#DIV/0!
<b>Total Revenues</b>	<b>440,921.00</b>	<b>423,953.87</b>	<b>-3.85%</b>	<b>1,132,182.00</b>	<b>1,182,980.24</b>	<b>4.49%</b>	<b>1,271,415.00</b>	<b>987,359.67</b>	<b>19.8%</b>

(1) 2018 Property Tax receipts greater than budget 5.58% \$26,746 and 2017 by 6.5% \$31,099. Year to date in 2018 was 97.66% of total, 2017 was 96.83%, Budget is 96% year to date. Total recreation property taxes for 2018 4.86% increase over 2017. Also, the tax levy transfer is 2018 is greater due to additional staffing.

(2) timing, pending receipt of Fall AYSO

(3) Revenue from programs less than budget 2.54% \$2,173 and increased 21.7%, \$14,868 compared to 2017.

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

Pathway Fitness Membership	201.11% / 105.82%	Annual Budget = 55,409
Pathway Fitness Pass	121.40% / 63.87%	Annual Budget = 44,217
Track Only Pass	310.97% / 207.31%	Annual Budget = 3,300
Pre-pay Card	93.03% / 62.75%	Annual Budget = 553
Program Fees	207.85% / 138.65%	Annual Budget = 802
Daily Admission Fee	106.55% / 71.26%	Annual Budget = 1,736

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

Open Gym Daily	113.14% / 67.27%	Annual Budget = 5,550
Open Gym Membership	110.30% / 46.05%	Annual Budget = 12,386
Rentals	98.78% / 42.84%	Annual Budget = 9,800

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Expenses											
Administration	38,878.00	35,851.13	-7.79%	401,934.00	368,625.58	-8.29%	(1)	517,861.00	310,714.80	18.6%	(1)
Sports Complex	-	-	#DIV/0!	250.00	-	-100.00%		250.00	27.52	-100.0%	
Sports Complex Maintenance	31,004.00	33,155.28	6.94%	322,575.00	314,090.25	-2.63%	(2)	411,989.00	295,846.74	6.2%	(2)
Midwest Museum of Natural Hist	813.00	-	-100.00%	7,313.00	12,768.46	74.60%	(3)	9,750.00	16,891.68	-24.4%	(3)
Programs-Youth	65.00	576.30	786.62%	2,372.00	3,981.15	67.84%	(4)	2,744.00	6,353.56	-37.3%	(4)
Programs-Tweens	-	-	#DIV/0!	583.00	-	-100.00%	(4)	583.00	25.00	-100.0%	(4)
Programs-Adult	262.00	201.86	-22.95%	2,761.00	2,006.02	-27.34%	(4)	4,298.00	574.52	249.2%	(4)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Adult Athletic Leagues	239.00	23.65	-90.10%	2,449.00	2,130.41	-13.01%	(4)	4,774.00	1,690.23	26.0%	(4)
Programs-Youth Athletics	4,298.00	115.45	-97.31%	15,370.00	14,124.77	-8.10%	(4)	22,080.00	16,522.25	-14.5%	(4)
Programs-Fitness	316.00	1,015.97	221.51%	3,157.00	5,505.74	74.40%	(4)	4,105.00	2,918.31	88.7%	(4)
Programs-Early Childhood	-	728.00	#DIV/0!	1,874.00	3,188.00	70.12%	(4)	3,084.00	169.73	1778.3%	(4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	-	#DIV/0!	(4)
Programs-Dance	65.00	113.03	73.89%	1,219.00	940.60	-22.84%	(4)	1,574.00	1,229.15	-23.5%	(4)
Programs-Special Events	1,200.00	352.79	-70.60%	3,155.00	2,570.56	-18.52%	(4)	3,847.00	9,933.50	-74.1%	(4)
Programs-Community Events	911.00	16,636.71	1726.20%	29,989.00	27,919.25	-6.90%	(4)	30,142.00	7,758.90	259.8%	(4)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0!	(4)	-	952.33	-100.0%	(4)
Brochure	-	-	#DIV/0!	17,000.00	12,841.52	-24.46%		25,000.00	12,589.95	2.0%	
Fitness Room	3,786.00	1,220.69	-67.76%	29,071.00	8,102.86	-72.13%	(5)	49,380.00	-	#DIV/0!	
Community Center	16,228.00	14,618.91	-9.92%	123,239.00	124,854.68	1.31%	(5)	173,233.00	-	#DIV/0!	
<b>Total Expenses</b>	<b>98,065.00</b>	<b>104,609.77</b>	<b>6.67%</b>	<b>964,311.00</b>	<b>903,649.85</b>	<b>-6.29%</b>		<b>1,264,694.00</b>	<b>684,198.17</b>	<b>32.1%</b>	
<b>Total Fund Revenues</b>	<b>440,921.00</b>	<b>423,953.87</b>	<b>-3.85%</b>	<b>1,132,182.00</b>	<b>1,182,980.24</b>	<b>4.49%</b>		<b>1,271,415.00</b>	<b>987,359.67</b>	<b>19.8%</b>	
<b>Total Fund Expenses</b>	<b>98,065.00</b>	<b>104,609.77</b>	<b>6.67%</b>	<b>964,311.00</b>	<b>903,649.85</b>	<b>-6.29%</b>		<b>1,264,694.00</b>	<b>684,198.17</b>	<b>32.1%</b>	
<b>Surplus (Deficit)</b>	<b>342,856.00</b>	<b>319,344.10</b>	<b>-6.86%</b>	<b>167,871.00</b>	<b>279,330.39</b>	<b>66.40%</b>		<b>6,721.00</b>	<b>303,161.50</b>	<b>-7.9%</b>	

(1) Wages/taxes less than budget 6.77% \$17,018 due to timing in hiring of staff. Compared to 2017 higher by 59.9% \$97,662 due to staff hiring. Timing of health ins, one month lag.

(2) timing of expenses

(3) 2018 includes roof and hvac repair. Installed 2 new heat exchangers in 2017

(4) Expenses for programs are less than budget 0.89% -\$563 and increased 29.6%, \$14,239 compared to 2017. (in 2017 fireworks bill was paid later)

(5) Much of this budgeting was guesswork. Under fitness room, wages and related taxes below budget 84.58% \$12,069.

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**Donations (21)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	15,180.00	#DIV/0!	450,000.00	499,054.20	10.90%	450,000.00	28,777.54	1634.2%
Total Revenues	-	15,180.00	#DIV/0!	450,000.00	499,054.20	10.90%	450,000.00	28,777.54	1634.2%
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	-	15,180.00	#DIV/0!	450,000.00	499,054.20	10.90%	450,000.00	28,777.54	1634.2%
Total Fund Expenses	-	-		450,000.00	425,000.00		450,000.00	-	#DIV/0!
Surplus (Deficit)	-	15,180.00	#DIV/0!	-	74,054.20	#DIV/0!	-	28,777.54	157.3%

**Special Recreation (22)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	75,180.00	75,070.89	-0.15%	171,840.00	178,156.27	3.68%	179,000.00	162,101.35	9.9%
Total Revenues	75,180.00	75,070.89	-0.15%	171,840.00	178,156.27	3.68%	179,000.00	162,101.35	9.9%
Expenses									
Administration	37,756.00	37,535.45	-0.58%	87,420.00	88,155.28	0.84%	191,500.00	281,136.90	-68.6% (1)
Total Expenses	37,756.00	37,535.45	-0.58%	87,420.00	88,155.28	0.84%	191,500.00	281,136.90	-68.6%
Total Fund Revenues	75,180.00	75,070.89	-0.15%	171,840.00	178,156.27	3.68%	179,000.00	162,101.35	9.9%
Total Fund Expenses	37,756.00	37,535.45	-0.58%	87,420.00	88,155.28	0.84%	191,500.00	281,136.90	-68.6%
Surplus (Deficit)	37,424.00	37,535.44	0.30%	84,420.00	90,000.99	6.61%	(12,500.00)	(119,035.55)	-175.6%

(1) 2017 expenses for ADA improvements at pool.



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**Insurance (23)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	29,400.00	30,009.65	2.07%	67,200.00	71,393.90	6.24%	70,000.00	66,942.33	6.6%
Total Revenues	29,400.00	30,009.65	2.07%	67,200.00	71,393.90	6.24%	70,000.00	66,942.33	6.6%
Expenses									
Administration	1,250.00	-	-100.00%	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Total Expenses	1,250.00	-	-100.00%	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Total Fund Revenues	29,400.00	30,009.65	2.07%	67,200.00	71,393.90	6.24%	70,000.00	66,942.33	6.6%
Total Fund Expenses	1,250.00	-	-100.00%	31,619.00	30,368.70	-3.95%	65,738.00	31,834.74	-4.6%
Surplus (Deficit)	28,150.00	30,009.65	6.61%	35,581.00	41,025.20	15.30%	4,262.00	35,107.59	16.9%

**Audit (24)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	6,090.00	6,268.26	2.93%	13,920.00	14,980.12	7.62%	14,500.00	14,086.29	6.3%
Total Revenues	6,090.00	6,268.26	2.93%	13,920.00	14,980.12	7.62%	14,500.00	14,086.29	6.3%
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	6,090.00	6,268.26	2.93%	13,920.00	14,980.12	7.62%	14,500.00	14,086.29	6.3%
Total Fund Expenses	-	-	#DIV/0!	14,500.00	14,500.00	0.00%	14,500.00	14,200.00	2.1%
Surplus (Deficit)	6,090.00	6,268.26	2.93%	(580.00)	480.12	-182.78%	-	(113.71)	-522.2%

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**Paving & Lighting (25)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	42.00	74.81	78.12%	96.00	453.94	372.85%	100.00	176.10	157.8%
Total Revenues	42.00	74.81		96.00	453.94		100.00	176.10	157.8%
Expenses									
Administration	21,000.00	-	-100.00%	21,000.00	-	-100.00% (1)	21,000.00	-	#DIV/0!
Total Expenses	21,000.00	-		21,000.00	-		21,000.00	-	#DIV/0!
Total Fund Revenues	42.00	74.81	78.12%	96.00	453.94	372.85%	100.00	176.10	
Total Fund Expenses	21,000.00	-	-100.00%	21,000.00	-	-100.00%	21,000.00	-	
Surplus (Deficit)	(20,958.00)	74.81	-100.36%	(20,904.00)	453.94	-102.17%	(20,900.00)	176.10	

**Park Police (26)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	42.00	74.81	78.12%	96.00	230.98	140.60%	100.00	1,190.30	-80.6%
Total Revenues	42.00	74.81		96.00	230.98		100.00	1,190.30	-80.6%
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	42.00	74.81	78.12%	96.00	230.98	140.60%	100.00	1,190.30	-80.6%
Total Fund Expenses	-	-	#DIV/0!	1,500.00	253.57	-83.10%	3,000.00	-	
Surplus (Deficit)	42.00	74.81	78.12%	(1,404.00)	(22.59)	-98.39%	(2,900.00)	1,190.30	-101.9%

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**IMRF (27)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	38,220.00	37,930.14	-0.76%	87,360.00	89,804.89	2.80%	91,000.00	80,389.11	11.7%
Total Revenues	38,220.00	37,930.14	-0.76%	87,360.00	89,804.89	2.80%	91,000.00	80,389.11	11.7%
Expenses									
Administration	21,661.00	20,579.53	-4.99%	75,263.00	76,018.16	1.00%	95,462.00	62,594.30	21.4%
Total Expenses	21,661.00	20,579.53	-4.99%	75,263.00	76,018.16	1.00%	95,462.00	62,594.30	21.4%
Total Fund Revenues	38,220.00	37,930.14	-0.76%	87,360.00	89,804.89	2.80%	91,000.00	80,389.11	11.7%
Total Fund Expenses	21,661.00	20,579.53	-4.99%	75,263.00	76,018.16	1.00%	95,462.00	62,594.30	21.4%
Surplus (Deficit)	16,559.00	17,350.61		12,097.00	13,786.73		(4,462.00)	17,794.81	

**Social Security (28)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	41,580.00	41,251.93	-0.79%	95,040.00	97,669.69	2.77%	99,000.00	80,793.62	20.9%
Total Revenues	41,580.00	41,251.93	-0.79%	95,040.00	97,669.69	2.77%	99,000.00	80,793.62	20.9%
Expenses									
Administration	23,130.00	15,134.58	-34.57%	81,541.00	75,526.39	-7.38%	103,108.00	63,763.39	18.4%
Total Expenses	23,130.00	15,134.58	-34.57%	81,541.00	75,526.39	-7.38%	103,108.00	63,763.39	18.4%
Total Fund Revenues	41,580.00	41,251.93	-0.79%	95,040.00	97,669.69	2.77%	99,000.00	80,793.62	20.9%
Total Fund Expenses	23,130.00	15,134.58	-34.57%	81,541.00	75,526.39	-7.38%	103,108.00	63,763.39	18.4%
Surplus (Deficit)	18,450.00	26,117.35		13,499.00	22,143.30		(4,108.00)	17,030.23	

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**Concessions (30)**

Department	September Budget	September Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2017 YTD Actual	
<b>Revenues</b>									
Clubhouse Concessions	12,781.00	11,317.75	-11.45%	68,575.00	67,605.94	-1.41%	77,231.00	63,751.64	6.0%
Beverage Cart	3,050.00	121.23	-96.03%	13,844.00	6,881.13	-50.30% (1)	13,844.00	11,240.18	-38.8% (1)
Sports Complex Concessions	1,644.00	3,369.61	104.96%	38,270.00	34,745.68	-9.21%	39,365.00	39,640.64	-12.3%
Pool Concessions	44.00	18.81	-57.25%	7,822.00	6,846.01	-12.48%	7,822.00	6,562.97	4.3%
Catering	1,147.00	1,988.66	73.38%	14,430.00	15,812.74	9.58%	17,092.00	16,724.27	-5.5%
<b>Total Revenues</b>	<b>18,666.00</b>	<b>16,816.06</b>	<b>-9.91%</b>	<b>142,941.00</b>	<b>131,891.50</b>	<b>-7.73%</b>	<b>155,354.00</b>	<b>137,919.70</b>	<b>-4.4%</b>
<b>Expenses</b>									
Clubhouse Concessions	11,089.00	10,233.41	-7.72%	81,981.00	72,087.49	-12.07%	96,337.00	68,431.44	5.3%
Beverage Cart	2,206.00	270.96	-87.72%	9,389.00	4,746.73	-49.44% (1)	9,654.00	7,640.44	-37.9% (1)
Sports Complex Concessions	1,762.00	2,072.12	17.60%	29,175.00	26,471.61	-9.27%	30,485.00	29,399.73	-10.0%
Pool Concessions	85.00	81.00	-4.71%	7,452.00	5,566.94	-25.30%	7,152.00	5,938.22	-6.3%
Catering	377.00	1,427.09	278.54%	3,880.00	5,138.25	32.43%	4,342.00	4,686.48	9.6%
<b>Total Expenses</b>	<b>15,519.00</b>	<b>14,084.58</b>	<b>-9.24%</b>	<b>131,877.00</b>	<b>114,011.02</b>	<b>-13.55%</b>	<b>147,970.00</b>	<b>116,096.31</b>	<b>-1.8%</b>
<b>Total Fund Revenues</b>	<b>18,666.00</b>	<b>16,816.06</b>	<b>-9.91%</b>	<b>142,941.00</b>	<b>131,891.50</b>	<b>-7.73%</b>	<b>155,354.00</b>	<b>137,919.70</b>	<b>-4.4%</b>
<b>Total Fund Expenses</b>	<b>15,519.00</b>	<b>14,084.58</b>	<b>-9.24%</b>	<b>131,877.00</b>	<b>114,011.02</b>	<b>-13.55%</b>	<b>147,970.00</b>	<b>116,096.31</b>	<b>-1.8%</b>
<b>Surplus (Deficit)</b>	<b>3,147.00</b>	<b>2,731.48</b>	<b>-13.20%</b>	<b>11,064.00</b>	<b>17,880.48</b>	<b>61.61%</b>	<b>7,384.00</b>	<b>21,823.39</b>	<b>-18.1%</b>

(1) Beverage cart started later due to weather and staffing. Many customers are grabbing coolers before they go out on the course.

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**Developer Contributions (32)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	7,500.00	-	-100.00%	22,500.00	12,640.90	-43.82%	30,000.00	15,965.20	-20.8%
Total Revenues	7,500.00	-		22,500.00	12,640.90		30,000.00	15,965.20	-20.8%
Expenses									
Administration	-	-		-	-		40,000.00	105,304.32	-100.0% (1)
Total Expenses	-	-		-	-		40,000.00	105,304.32	-100.0%
Total Fund Revenues	7,500.00	-		22,500.00	12,640.90		30,000.00	15,965.20	-20.8%
Total Fund Expenses	-	-		-	-		40,000.00	105,304.32	-100.0%
Surplus (Deficit)	7,500.00	-		22,500.00	12,640.90		(10,000.00)	(89,339.12)	-114.1%

(1) 2017 included expenses for entry park

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**Golf Course (50)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Revenues</b>									
Golf Operations	49,401.00	40,880.99	-17.2%	417,195.00	386,298.27	-7.4% (1)	480,199.00	401,266.54	-3.7% (2)
Golf Maintenance	4,821.00	3,831.57	-20.5%	16,689.00	15,561.42	-6.8%	20,736.00	15,444.72	0.8%
<b>Total Revenues</b>	<b>54,222.00</b>	<b>44,712.56</b>	<b>-17.5%</b>	<b>433,884.00</b>	<b>401,859.69</b>	<b>-7.4%</b>	<b>500,935.00</b>	<b>416,711.26</b>	<b>-3.6%</b>
<b>Expenses</b>									
Golf Operations	27,377.00	22,691.87	-17.1%	183,230.00	180,078.93	-1.7%	227,977.00	181,329.27	-0.7%
Golf Maintenance	31,173.00	26,515.91	-14.9%	219,887.00	207,802.56	-5.5% (3)	272,781.00	212,164.40	-2.1%
<b>Total Expenses</b>	<b>58,550.00</b>	<b>49,207.78</b>	<b>-16.0%</b>	<b>403,117.00</b>	<b>387,881.49</b>	<b>-3.8%</b>	<b>500,758.00</b>	<b>393,493.67</b>	<b>-1.4%</b>
<b>Total Fund Revenues</b>	<b>54,222.00</b>	<b>44,712.56</b>	<b>-17.5%</b>	<b>433,884.00</b>	<b>401,859.69</b>	<b>-7.4%</b>	<b>500,935.00</b>	<b>416,711.26</b>	<b>-3.6%</b>
<b>Total Fund Expenses</b>	<b>58,550.00</b>	<b>49,207.78</b>	<b>-16.0%</b>	<b>403,117.00</b>	<b>387,881.49</b>	<b>-3.8%</b>	<b>500,758.00</b>	<b>393,493.67</b>	<b>-1.4%</b>
<b>Surplus (Deficit)</b>	<b>(4,328.00)</b>	<b>(4,495.22)</b>	<b>3.9%</b>	<b>30,767.00</b>	<b>13,978.20</b>	<b>-54.6%</b>	<b>177.00</b>	<b>23,217.59</b>	<b>-39.8%</b>

(1) Daily Greens Fees -5.98% -\$8,032  
Golf Events & Misc -10.08% \$2,054  
Carts -7.17% -\$7,351  
Season passes -11.96% -\$12,076  
Pro shop sales -2.34% \$1,097

(2) Daily Greens Fees -4.83% \$6,409  
Golf Events & Misc -2.92% -\$552  
Carts -2.52% -\$2,457  
Season passes -7.8% -\$7,515  
Pro shop sales +4.65% \$2,031

(3) Maintenance Part-time Wages currently below budget 10.8% \$14,189

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<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
<b>Aquatics (51)</b>									
<b>Revenues</b>									
Pool	5,043.00	4,462.21	-11.5%	58,247.00	58,282.32	0.1%	70,747.00	40,507.22	43.9%
Swim Lessons	126.00	68.47	-45.7%	13,966.00	18,604.85	33.2%	13,966.00	12,463.24	
Splashpad	796.00	588.00	-26.1%	5,213.00	15,652.00	200.2%	5,213.00	-	#DIV/0!
<b>Total Revenues</b>	<b>5,965.00</b>	<b>5,118.68</b>	<b>-14.2%</b>	<b>77,426.00</b>	<b>92,539.17</b>	<b>19.5% (1)</b>	<b>89,926.00</b>	<b>52,970.46</b>	<b>74.7% (2)</b>
<b>Expenses</b>									
Pool	628.00	313.64	-50.1%	49,906.00	49,482.05	-0.8%	50,042.00	43,105.17	14.8%
Aquatics Maintenance	2,670.00	3,456.60	29.5%	26,370.00	24,071.65	-8.7%	30,350.00	30,117.19	-20.1%
Swim Lessons	-	-	#DIV/0!	8,991.00	8,504.14	-5.4%	8,991.00	6,588.30	
Splashpad	110.00	-	-100.0%	331.00	-	-100.0%	360.00	-	#DIV/0!
<b>Total Expenses</b>	<b>3,408.00</b>	<b>3,770.24</b>	<b>10.6%</b>	<b>85,598.00</b>	<b>82,057.84</b>	<b>-4.1%</b>	<b>89,743.00</b>	<b>79,810.66</b>	<b>2.8%</b>
<b>Total Fund Revenues</b>	<b>5,965.00</b>	<b>5,118.68</b>	<b>-14.2%</b>	<b>77,426.00</b>	<b>92,539.17</b>	<b>19.5%</b>	<b>89,926.00</b>	<b>52,970.46</b>	<b>74.7%</b>
<b>Total Fund Expenses</b>	<b>3,408.00</b>	<b>3,770.24</b>	<b>10.6%</b>	<b>85,598.00</b>	<b>82,057.84</b>	<b>-4.1%</b>	<b>89,743.00</b>	<b>79,810.66</b>	<b>2.8%</b>
<b>Surplus (Deficit)</b>	<b>2,557.00</b>	<b>1,348.44</b>	<b>-47.3%</b>	<b>(8,172.00)</b>	<b>10,481.33</b>	<b>-228.3%</b>	<b>183.00</b>	<b>(26,840.20)</b>	<b>-139.1%</b>

(1) Daily Fees +21.33% \$3,102

Season passes -6.69% -\$2,164

Misc income (includes oscar, pool rentals and middle school pool party) -15.03% -\$1,284

Swim Lessons +35.0% \$4,667

Splashpad Daily +397.92% \$11,874

Splashpad Rental -64.16% -\$1,423

(2) Daily Fees +30.49 \$4,122

Season passes +47.30% \$9,692

Misc income (includes oscar, pool rentals and middle school pool party) +84.4% +\$3,296 (timing of oscar payment)

Swim Lessons +50.82% \$6,066

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**Debt Service (60)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	252,840.00	253,138.72	0.1%	577,920.00	600,369.21	3.9%	602,000.00	577,235.45	4.0%
Total Revenues	252,840.00	253,138.72	0.1%	577,920.00	600,369.21	3.9%	602,000.00	577,235.45	4.0%
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	252,840.00	253,138.72	0.1%	577,920.00	600,369.21	3.9%	602,000.00	577,235.45	4.0%
Total Fund Expenses	-	-		-	-		601,642.00	15,406.25	-100.0%
Surplus (Deficit)	252,840.00	253,138.72	0.1%	577,920.00	600,369.21	3.9%	358.00	561,829.20	6.9%

**Capital Projects (70)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	-	-	#DIV/0!	-	5,700.28	#DIV/0!	538,000.00	1,660.12	243.4%
Total Revenues	-	-	#DIV/0!	-	5,700.28	#DIV/0!	538,000.00	1,660.12	243.4%
Expenses									
Administration	7,500.00	68,336.99	811.2%	320,863.00	324,724.16	1.2%	685,745.00	345,423.28	-6.0%
Total Expenses	7,500.00	68,336.99	811.2%	320,863.00	324,724.16	1.2%	685,745.00	345,423.28	-6.0%
Total Fund Revenues	-	-		-	5,700.28	#DIV/0!	538,000.00	1,660.12	243.4%
Total Fund Expenses	7,500.00	68,336.99	811.2%	320,863.00	324,724.16	1.2%	685,745.00	345,423.28	-6.0%
Surplus (Deficit)	(7,500.00)	(68,336.99)	811.2%	(320,863.00)	(319,023.88)	-0.6%	(147,745.00)	(343,763.16)	-7.2%



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**Action 2020 (71)**

<u>Department</u>	<u>September Budget</u>	<u>September Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2017 YTD Actual</u>	
Revenues									
Administration	<u>6,000,625.00</u>	<u>-</u>	-100.0%	<u>6,005,625.00</u>	<u>482,154.03</u>	-92.0%	<u>7,172,500.00</u>	<u>7,101,532.97</u>	-93.2%
Total Revenues	6,000,625.00	-	-100.0%	6,005,625.00	482,154.03	-92.0%	7,172,500.00	7,101,532.97	-93.2%
Expenses									
Administration	<u>115,057.00</u>	<u>42,865.03</u>	-62.7%	<u>2,820,295.00</u>	<u>1,592,460.29</u>	-43.5%	<u>2,964,632.00</u>	<u>3,270,609.97</u>	-51.3%
Total Expenses	115,057.00	42,865.03	-62.7%	2,820,295.00	1,592,460.29	-43.5%	2,964,632.00	3,270,609.97	-51.3%
Total Fund Revenues	6,000,625.00	-		6,005,625.00	482,154.03	-92.0%	7,172,500.00	7,101,532.97	-93.2%
Total Fund Expenses	115,057.00	42,865.03	-62.7%	2,820,295.00	1,592,460.29	-43.5%	2,964,632.00	3,270,609.97	-51.3%
Surplus (Deficit)	5,885,568.00	(42,865.03)	-100.7%	3,185,330.00	(1,110,306.26)	-134.9%	4,207,868.00	3,830,923.00	-129.0%
Total Fund Revenues	7,497,812.00	1,481,277.19		#####	5,222,923.23	-50.5%	12,609,758.00	10,998,086.83	
Total Fund Expenses	473,101.00	416,951.41	-11.9%	6,140,620.00	4,818,974.16	-21.5%	8,511,624.00	6,008,079.59	
Surplus (Deficit)	7,024,711.00	1,064,325.78	-84.8%	4,406,403.00	403,949.07	-90.8%	4,098,134.00	4,990,007.24	

Sycamore Park District  
Fund Balances  
Period ended September 30, 2018

	1/1/2018	Revenues	Expenses	9/30/2018	9/30/2018 Cash balance
10 Corporate	531,988.24	1,361,044.22	704,367.41	1,188,665.05	1,185,073.44
20 Recreation	287,316.52	1,182,980.24	903,649.85	566,646.91	586,339.17
21 Donations	8,107.93	499,054.20	425,000.00	82,162.13	82,162.13
22 Special Recreation	26,478.75	178,156.27	88,155.28	116,479.74	116,479.74
23 Insurance	24,448.14	71,393.90	30,368.70	65,473.34	65,473.34
24 Audit	13,683.30	14,980.12	14,500.00	14,163.42	14,163.42
25 Paving & Lighting	22,202.73	453.94	-	22,656.67	22,656.67
26 Park Police	4,349.07	230.98	253.57	4,326.48	4,326.48
27 IMRF	4,462.30	89,804.89	76,018.16	18,249.03	18,249.03
28 Social Security	4,951.14	97,669.69	75,526.39	27,094.44	27,094.44
30 Concessions	33,906.75	131,891.50	114,011.02	51,787.23	46,133.31
32 Developer Contributions	915.88	12,640.90	-	13,556.78	13,556.78
60 Debt Service	57,335.04	600,369.21	-	657,704.25	657,704.25
70 Capital Projects	471,064.86	5,700.28	324,724.16	152,040.98	152,040.98
71 Action 2020	936,558.52	482,154.03	1,592,460.29	-173,747.74	-173,749.68
Total governmental fund balance	2,427,769.17	4,728,524.37	4,349,034.83	2,807,258.71	2,817,703.50
50 Golf Course Net Assets	140,026.35 <u>-234,897.00</u> -94,870.65	401,859.69	387,881.49	154,004.55 <u>-234,897.00</u> -80,892.45	-15,467.90
51 Aquatics Net Assets	430,256.55 <u>-431,251.00</u> -994.45	92,539.17	82,057.84	440,737.88 <u>-431,251.00</u> 9,486.88	9,486.72
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			2,727,959.36	2,811,722.32

Summary of depository accounts as of 10/19/2018

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First National Bank	-	0	0
First Midwest Bank	2,695,512.35	2.04	15559.64
Resource Bank	32,565.19	0.37	582.72
IPDLAF	10,522.12	1.99	
<b>*DCCF - Action 2020</b>	<b>7,085.97</b>		
<b>*DeKalb Co. Community Foundation</b>	<b>18,205.21</b>		36.48

\* As of 8/31/18 per DCCF.

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

**Administrative Initiatives (10/1/18-10/31/18)**

**Theresa Tevsh, Superintendent of Recreation**

- Attended Management team meetings and Board meeting.
- Attended the Geneva Boat and Lunch Tour with Genoa Park District. 15 out of 28 on our bus had never been to our community center and were residents. I welcomed them and encouraged them to tour our building after the trip. They heard about the trip through the brochure that is mailed to their homes.
- Attended the Touch a Truck event on October 5<sup>th</sup>.
- Attended the Coffee and Conversation with the “Superintendents” on October 6<sup>th</sup> along with Superintendent of Golf, Kirk Lundbeck. We had four people who attended with a planned purpose of discussion. Others that passed by our table filled out surveys.
- Continue to work on 2019 Budget preparations as assigned by Finance Superintendent
- Dog tags have been ordered and registration documents have been sent to the City in preparation for the December 1<sup>st</sup> Dog Tag and Dog Park registration.
- Completed sled hill rules and fire pit operations/rules with Superintendent of Parks, Jeff Donahoe, in preparation for the upcoming Sled Hill opening.

- Goebberts Farm donated a VERY LARGE pumpkin to the park district, through a connection with a service desk member, and is on display in the lobby at the front window. We are having a “guess the weight of the pumpkin” contest and closest guess will win a Pathway Fitness workout towel. Winner will be called on October 31<sup>st</sup>.
- Attended the VAC’s transportation information meeting October 4<sup>th</sup> regarding the integration of NIU’s Husky line for weekend services.
- Met with Family Services to work on shared trips for 2019.
- Attended KSRA meeting, held at Sandwich Park District on October 9<sup>th</sup>. This was the first board meeting with our new Director, Dawn Schafer at the helm.
- Attended Midwest Museum of Natural History board meeting on October 12<sup>th</sup>.
- Staff are working on setting up a ‘Gift Card’ option in the current Rec Trac system. This will allow people to purchase a gift card right at the service desk counter, in the amount they want or for a specific program. We have had several requests for this and it will fit in with our November- “Black Friday special” promotion. On November 22, people can purchase any, combination of membership or pass, paid in full, and will receive a gift card for a 3- month membership - Free. (rules apply).
- Both Graduate Assistants, Viktoria & Hillary assisted in the planning of Breast Cancer awareness promotion on October 19, 20. They also coordinated 4- NIU undergrad students to complete 15 hours each of observing, participating and volunteering at park district activities the month of October. They will have new students the month of November.
- Attended a wrap up meeting with MooseL-Up and the Recreation team regarding the Sept 30<sup>th</sup> Superhero event. Numbers grew from 89 participants in 2017 to 124 in 2018. We coordinated 43 student/athlete volunteers through NIU to assist on the race course. Big thank you to the Parks staff for helping with set-up and take down of the event.

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

- Coordinated the men's golf leagues dinners.
- Established ordinance for alcohol being sold or given away on park district property, was given to board for approval from Kirk, Jackie, Sarah and myself.
- Booked gym for full day basketball camp.
- Emptied both beverage carts for end of year.
- Completed equipment inventory spreadsheet for Terri.
- Helped to set up dog obedience class open house.
- Completed lay out plan for Hoedown.
- Ran food portion of IHSA golf tournament.
- Met with Josh from Life Skills Class at high school about doing odd jobs at clubhouse and community center.
- Pulled items from clubhouse for auction.
- Attended Rec Team meeting discussing events for the brochure.
- Set dates for our two new events and daddy/daughter dance.  
Booked DJ and photo booth for events.
- Set up sliding scale for discount room rental rates for business use during the weekdays at community center.

**Sarah Rex, Recreation Supervisor/Marketing**

- Arranged the Park District's donation, \$200, to the City's Kids Work Day 2018.
- Joined Director at a Live Healthy Dekalb County Committee meeting and will be involved with the marketing of their May 2019 initiative, Get Active Week.
- The District committed once again to sponsoring the Chamber's Walk with Santa and downtown Santa House. Purchased items for Santa to hand out to each visitor.
- Arranged an open house for the District's new dog obedience instructor to meet people interested in signing up for classes on October 20. Also, present was Bethany Animal Hospital. They will have an increased presence/partnership with the District's new dog- and pet-focused programming. This includes providing free dog wellness seminars to Brian Bemis Family Dog Park members (\$2 for nonmembers)
- Led Ghost Stories in the Park on October 20.
- Began conversations with the NIU Center for Governmental Studies about conducted a community survey that would help recreation staff learn more about what opportunities and services the public would like to see.

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

- Coordinated and lead our Touch-a-Truck special event. We had 11 trucks/vehicles show up with about 150 people attending.
- Created new programs for 2019, hired new instructors, and put information together for the brochure.
- Entered all Winter/Spring programs into RecTrac.
- Attended a follow-up meeting about the Superhero Challenge to plan for what to do better next year.
- Learned how to set up Gift Cards in RecTrac for us to start selling.

- Volleyball Leagues started. Met with refs and captains to review rules and procedures for our new Community Center. We have 10 teams in the Women's League on Wednesday nights and 16 teams in the Co-Ed League on Thursday nights.
- Updated MOU's for our Affiliates who use our Sports Complex. They will sign another 3-year agreement.
- Continued to work in RecTrac to update things as new things get added and changed.

### **Administrative Initiatives (11/1/18-11/30/18)**

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

- Will attend superintendent meetings and Board meeting.
- Will attend the IPRA Facility Management meeting at the Skokie Park District on November 9<sup>th</sup>.
- Will assist Recreation Staff with the new event, "Edge of Town Hoedown". I hope to see all the Commissioners and friends signed up for the event on November 10<sup>th</sup>.
- Will attend Rec Trac Training November 15<sup>th</sup> in Winnetka.
- Will prepare and coordinate the Freethrow Contest and NBA skills challenge event on November 24<sup>th</sup>.
- Will work with the Superintendent of Finance and the Recreation team to prepare the 2019 budget and Capital projects.

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

- Lead the new, Hoedown event.
- Order crafts for Cookies with Santa.
- Continue working on ideas for Flashlight Egg Hunt & Teen Jam.
- Empty Caddyshack Grill and clean.
- Empty Sports Complex, clean and figure out layout for shelves, countertop and floor.
- Promote indoor birthday parties and continue to rent facilities.
- Research new things to do in gym during the winter months.

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

- Will submit the Winter/Spring 2019 brochure to the printer.
- Will coordinate a holiday “giving” tree in the Community Center lobby. After reaching out to local non-profit organizations for items they need donated, will attached the requests to the tree as ornaments for visitors to take. Donated items will be collected by the Park District and distributed to or picked up by the receiving organization.
- Will attend a RecTrac User Group meeting to gather more information about using RecTrac.

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

- Second session of Fall Programs will start. Will prepare all instructors for their classes.
- Will attend a RecTrac User Group to gather more information about using RecTrac.



- Will work on budget for 2019.
- Will attend the IPRA Facility Management meeting at the Skokie Park District on November 9<sup>th</sup>.

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: October 30, 2018

**Administrative Initiatives (10/1/18 – 10/31/18)**

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Attended PDRMA bridge hearing.
- Developed October Golf Insight newsletter and updated reader board outside of the pro shop.
- Held the Pumpkin Scramble, 25 teams registered, 5 teams on the waiting list. This event should generate over \$4,000.00 in revenue for the golf operation.
- Updated all facility rental contracts and vendor agreements with new 06-2018 Liquor Ordinance information.
- Served as rules official for high school golf team meets and Boys Regional.
- Finalized golf course preparation for Boys High School Regional Tournament and held the event. 10 high school teams participated. We received many compliments on the golf preparation and condition despite the heavy rains prior to the event.
- Continued to monitor tee sheet usage with Golfnow representatives and continued marketing techniques for 2018 golf season and began to work on 2019 season promotions.

- Continued Golf Fitness Certification process to teach Golf Fitness classes at Pathway Fitness. Take online classes, reading educational material and take final exam.
- Continued to offer monthly pro shop merchandise specials to increase pro shop sales.
- Prepared 2019 golf budget and golf operations 2019 capital budget.
- Prepared proposed 2019 golf rates.
- Cleaned, detailed and preformed maintenance checks on 8 golf carts and the shuttle cart for the Pumpkin Festival usage.
- Continued meeting with merchandise sales representatives for pre-booking of 2019 pro shop product lines.
- Began meeting with prospective outing clients for 2019.

#### **Administrative Initiatives (11/1/18 – 11/30/18)**

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop November Golf Insight newsletter and update reader board outside of the pro shop.
- Prepare last 13 EZGO Golf Carts for trade in.
- Continue meeting with prospective outing clients for 2019.
- Put all outside part-time staff members, cart handlers and rangers on an on-call basis.
- Prepare carts and cart barn for winter storage.

- 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.
- Begin preparation of promotional materials for the Swing into Spring Sale the first weekend of March 2019.
- Finalize handout and poster with Sarah Rex explaining the 18<sup>th</sup> hole bridge construction.
- Continue 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: October 30, 2018

**Administrative Initiatives** (10/1/18-10/31/18)

**Golf**

- After an 85-degree day on October 10<sup>th</sup>, fall has arrived for good it seems. We have been experiencing frost and freeze conditions and delays most mornings.
- The turf recovery from the stressful season continues. Staff has slit seeded many green, tee, and fairway areas where disease or heavy crabgrass on tees needed replaced with new turf. This was one of those years that even consistent pesticide applications didn't always suppress pathogens. The greens, tees, and fairways have also been fertilized for the fall.
- The skunks digging into the turf seemed to have stopped soon after the beginning of October as the grubs they look for went deeper into the soil with the colder temperatures.
- Staff continues mowing and trimming consistently as the turf is just now starting to slow down with the colder weather. Mulch kits have been placed on our large and trim mowers for leaf mulching as keeping the course clean will be a priority during the next few weeks.
- I continue to work with the irrigation replacement project team. We had a good meeting last week with the City, our design company, and the pump station design rep. to agree on issues with replacing the system within the flood plain. This week our Engineers will submit the final drawings for what the City requires for permitting then we should be good to submit the project

for bid. We do not have to get approval from the IDNR after the City approves the project.

- The bridge replacement project looks to begin in November with completion over the winter and early spring. Frozen ground will be needed to support construction equipment and then warmer temperatures for final paving of approaches to the bridge.
- The irrigation system will be blown out on November 6<sup>th</sup>. We have had to drain the outside pumps and piping when we get below freezing some of these mornings, but we can still recharge the system and run water if needed.

### **Sports**

- All fall sports completed their seasons by October 22. The weekend of the 20<sup>th</sup> and 21<sup>st</sup> was very busy with final soccer, baseball, and softball games throughout the complex topped off with a snow blizzard in the middle of the games on the 20<sup>th</sup>.
- I have been coordinating often with the different groups leaders to make sure fields are prepped and available without conflicts. With fewer ball fields available in the fall due to soccer, all groups worked well together to complete their seasons.
- Staff continued the daily prep of ballfields, soccer fields, painting lines, mowing and trimming, adding ag-lime to the infields, and landscape pruning. Soon, backstop nets, batting cage nets, and equipment will be brought in for the winter.
- The water lines for the sport's complex fountains, park fountains, shelters, and sports concession building will be blown out and winterized the week of the 22<sup>nd</sup>.

- The pool has been completely drained and washed down. It will be filled later in November once temperatures start freezing to protect the underground piping and stop heaving of the pool. Locker room and concession plumbing will be winterized this week.
- The splash pad was drained of all water the week of October 8<sup>th</sup>. The underground tank was drained so pipes could be emptied then filled half way to eliminate winter heaving. Staff will be removing the deck shade covers soon for the winter.

## **Parks**

- I attended staff, board, and community center construction follow-up and punch-list meetings.
- Attended budget planning and staffing meetings.
- Working with Encap on dog park maintenance. We have started mowing the turf areas ourselves while they will continue to maintain the natural grass areas. We are on target for an early May opening.
- Working with Cooling on the sled hill maintenance. The hill and surrounding area have been fertilized and is thickening up very well. We will have sledding this winter. I am working on ordering signage for the hill with input from PDRMA. The gas fire pit is also ready to go, and we received training on how the timer works. The operation and rules plan have been submitted to the Sycamore Fire Department. We have a cover being made for the pit when not in use. The fire pit will also have its own rules and operation sign.
- Staff continues to mow regularly at the parks around town. The turf growth is slowing but leaf mulching increasing. Staff has also been cleaning shelters for rentals, inspecting playgrounds, doing a lot of tree pruning and brush cleaning along our trails, blowing off the trails, removing dead trees,

cleaning after wind storms, and keeping up with garbage removal at all parks.

- Staff over seeded, rolled, and fertilized newer 7-acre area southeast of Good Tymes shelter.
- We are working with Swedberg & Associates as they begin the installation of the new shelter and concrete pad at Dr. Ovitz Park.
- Worked with staff and race organizers setting up for the kids Superhero Challenge fun run in the park off Airport Rd.
- Attended Touch-a Truck event and supplied several pieces of Park District equipment for the day.
- Attended the punch-list walk thru with Engineers on the new path south of the Middle School and the ribbon cutting ceremony.
- Organized and worked with Almburg Auctions on the sale of our approved surplus equipment. The event held on October 20<sup>th</sup> went well with almost all surplus items sold.
- Working on operation and capital budgets for all maintenance areas for 2019.
- Working with Terri Gibble on equipment and asset inventory updates.
- Attended PDRMA bridge issue legal hearing with staff and council.
- This week we will be helping the City with Pumpkin festival operations. They borrow several picnic tables, golf carts, bags of chalk and chalker for the parade route and court house lawn pumpkin lines, and portable coolers for concessions. We also rope a couple greens and tees for the end of the 10K and fill all small pot holes along the running route.



### **Administrative Initiatives** (11/1/18-11/30/18)

- Attend staff, board, and study session meetings.
- Continue to work with EC Design irrigation, ERA engineers, and the City Engineers as we get project out to bid.
- Attend 18 fairway bridge construction meetings.
- Attend Illinois Parks Assoc. legal symposium on Nov. 8<sup>th</sup>.
- Attend staff planning and budget planning meetings along with finalizing operating and capital budget planning for 2019.
- Winterize irrigation system, pool piping, any remaining building faucets, outdoor plumbing.
- Staff will be focusing on mowing and trimming the turf and focusing on leaf mulching as fall progresses. Tree pruning will continue along walk paths, and dead or low trees will be removed. Picnic tables will be brought in along with garbage cans from many areas.
- The golf course will remain opened until snow fall, or temperatures remain too cold to support play.
- The sled hill will be readied for use with hay bales and fencing placed in front of unsafe areas such as trees or drain pipes. Signage will be installed for the hill and the fire pit.
- Plan control burn attendance for myself and some staff with Encap as Old Mill and Leon Larson natural areas will receive regenerative burns.

- Continue to coordinate required inspections of elevator, fire alarm, HVAC, extinguishers, and sprinkler systems for end of year and early next year at all buildings.

To: Board of Commissioners  
From: Daniel Gibble, Executive Director  
Subject: Monthly Report  
Date: October 30, 2018

**Administrative Initiatives** (10/1/18 – 10/31/18)

- Finalized job descriptions and staff hiring timelines for 2018.
- Attended Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
  - CUSD#427 Financial Advisory Committee
  - Owner/Architect/Contractor Meetings
- Finalized Punch List.
- Continued work on Old Mill to Forest Preserve trail issues.
- Coordinated Emergency Bridge Work and PDRMA/Engineer processes.
- Provided Information to Commissioner Strack, Plan Commission Representative, on LAND matters.
- Completed a Punch List for the landscaping projects at Legacy Campus.
- Continued shuttle diplomacy with Farnsworth, PDRMA and RJC.
- Began Operating Budget Process
- 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 Bridge Construction.
- Kept communications open with CUSD#427 on trail project progress.
- Finalized a contract with Appraisal Reviewer for Segment 1: Forest Preserve to Old Mill Trail Project.
- Began Construction on Dr. John Ovitz Park Shelter.
- Continued work on Wetzel Park matters.
- Continued to Coordinate efforts to finalize matters at the Dog Park for a potential spring 2019 opening.
- 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.
- Resolved drainage issues at Legacy Campus.
- Finalized Enterprise Zone participation.

**Administrative Initiatives** (11/1/18 – 11/30/18)

- Close out punch list at Legacy Campus/CC.
- Attended Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
- Continue work on Old Mill to Forest Preserve trail issues.
- Continue working on PDRMA/Emergency Bridge matters. Gather information for Board regarding IPARKS.

- Finalize PLAT work and Appraisals for trail project.
- Attend Event Planning Meeting of the Live Healthy DeKalb County Organization.
- Provide information to Board on Succession Planning.
- Continue to touch base with Brian Gregory to finalize agreement with Shodeen Developers and Reston Ponds Park Sites.
- Attend third of three “Coffee with the Director” events.

**From:** Melissa Smith <[kenzora@hotmail.com](mailto:kenzora@hotmail.com)>  
**Sent:** Monday, September 17, 2018 7:49 AM  
**To:** Sarah Rex <[sarahr@sycamoreparkdistrict.com](mailto:sarahr@sycamoreparkdistrict.com)>  
**Subject:** Thank you!

Sarah,

Thank you for presenting to our students on Friday. The event was a huge success. We hit our fundraising goal, and the students were talking about all the exciting things they learned about Sycamore.

We could not have done it without people like you!

Attached are a couple photos from the event.

Melissa Smith, 3<sup>rd</sup> Grade Teacher, North







Dear Sycamore Parks District,

Thank you for putting "more" in "Sycamore" I really like your motto! I can't wait to see the dog park. And I thank you so much for coming to North School! I'm glad that you made a flat area of grass so I could practice cheerleading. All of the parks in Sycamore are my favorite! Thank you so much for you!

Sincerely, Ryleigh  
McCoy  
3<sup>rd</sup> conn





Dear Sycamore Park District; thank you  
 thank you for making the S.P.D. also thank you  
 for coming to North School. Me and my family  
 love your splash pad we do there every  
 summer. I am in cheerleading and I am glad  
 that you made the S.P.D. because if you didn't  
 I would not of been in cheerleading. We love  
 S.P.D.

Sincerely: Makayla  
 3rd Grade  
 Mrs. Conn



WE PUT THE  
MORE in  
SYCAMORE



Dear sycamore Park District,  
Thank you for coming to  
North School to share about  
your organization. My  
favorite park is Green Park.  
Thank you for every thing  
that you for all the you have  
done for are community  
you have made are town  
so much better.

Becker  
3rd com  
North  
School



Dear Sycamore Park District,

Thank you for putting all this work into your life just to make sycamore a better more fun place.

All that work pays off, I hope you guys won a award or atleast something. Thank you.

P.S. can't wait for the sledhill! Sincerely,

Taylor





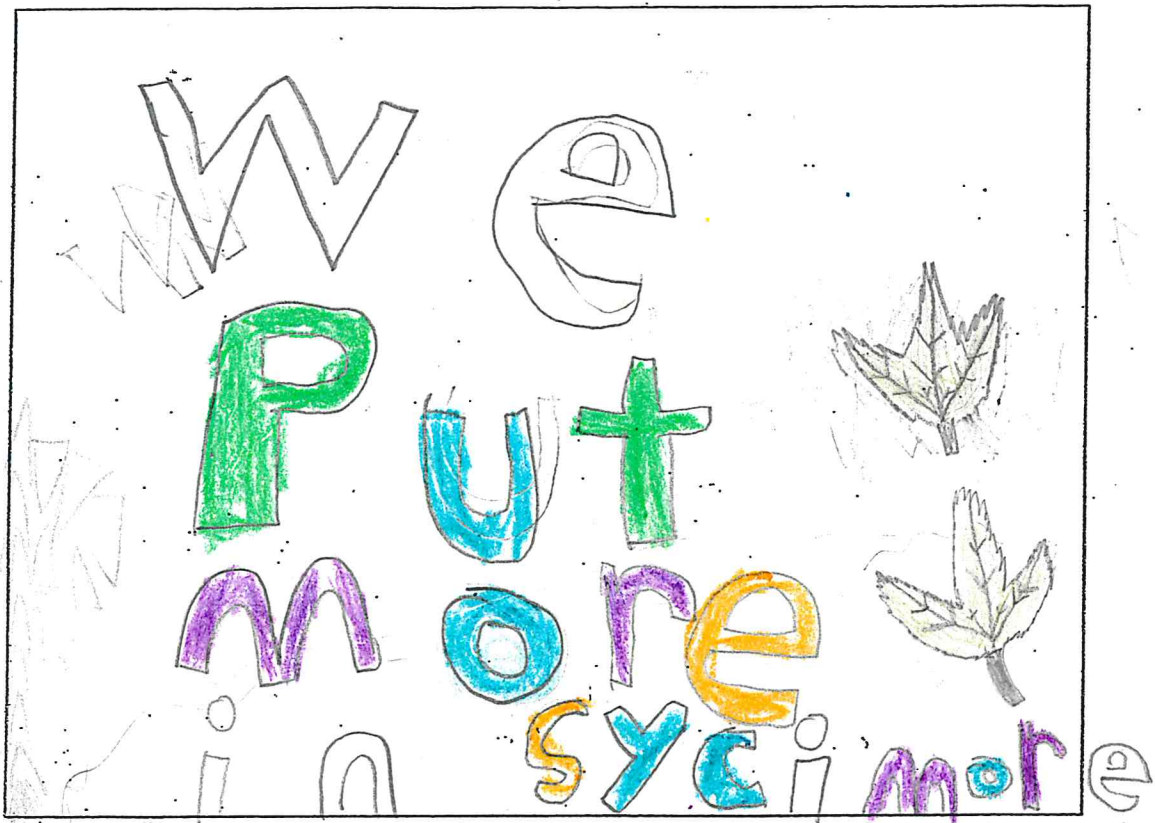
Dear Sycamore Park District,

Thank you for coming to North School  
to share about your organization.

I loved learning about how the S.P.D. was  
established in 1923. My favorite thing about  
S.P.D. motto! I am looking forward to be at the  
splash pad this summer! I am looking forward  
to the Sled hill. I appreciate your work.

Thank you again

Grace Shearer 3<sup>rd</sup>  
Mrs. Conn's class

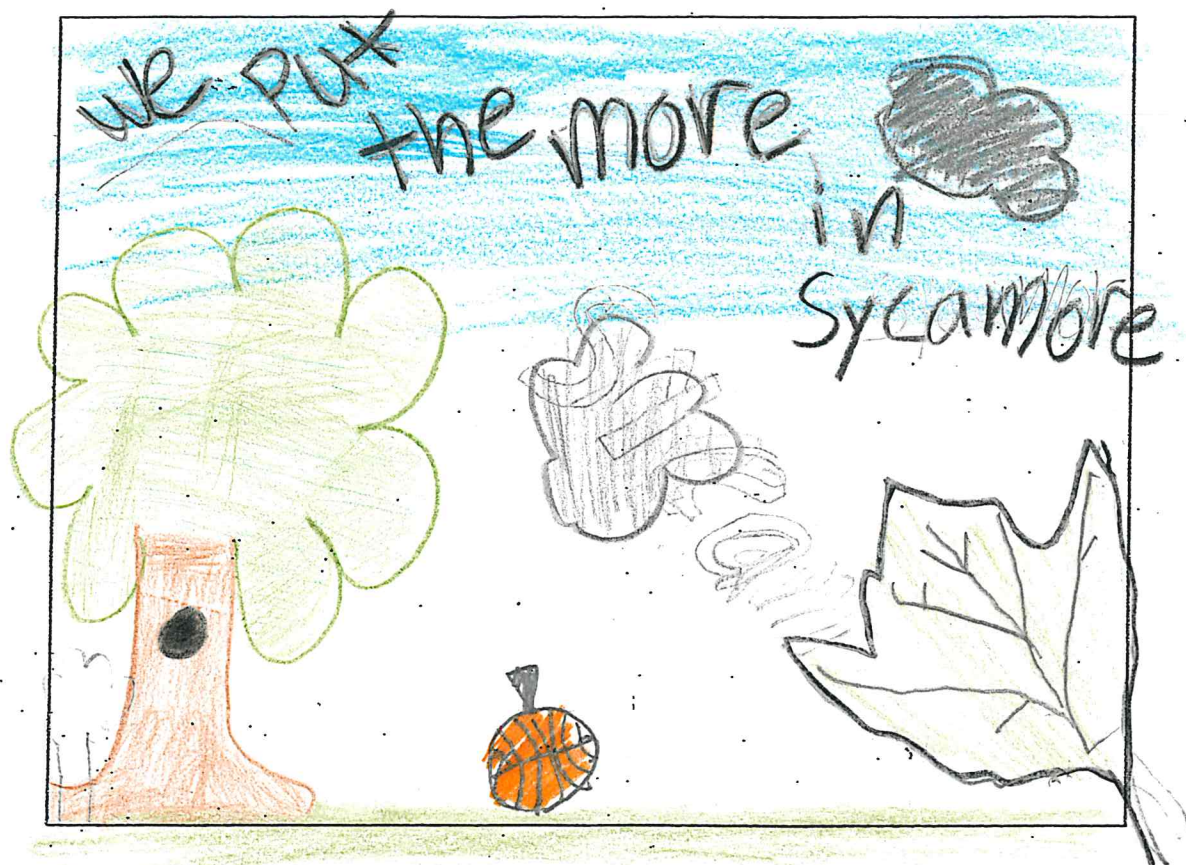


Dear Sycamore Park District,

I like that you are building  
a dog park. I am going to  
set their ring away when the  
dog park is finished.

Dear Luke





Dear Sycamore Park District,

Thank you for for meing in the North  
and telling us about Sycamore Park  
District and showing pictures  
of it. thank you for the fun  
park with all the awesome things  
like the splash pad and  
the golf course and also the sled hill.

Sincerely  
Jaylinn

thank you  
for every  
thing!!!  




Ethan J. 2018

Ethan J.

Ethan J.



Dear Sycamore Park District,  
 thank you for coming to north  
 school and teaching us fact's  
 about Sycamore we enjoyed  
 you hear at north school thank  
 you for: Make ing Sycamore  
 more fun and fantastik and  
 Asame.

ETHAN T.  
 30



## Community Development Department

110 East Sycamore Street

Sycamore, IL 60178

(815) 895-7188

www.dekalbcounty.org

### PUBLIC NOTICE

US Solar has submitted applications for two separate 2-megawatt Solar Gardens, to be known as USS Sycamore Solar 1 and 2, on a 19.5-acre parcel on the south side of Bethany Road, approximately 600 feet west of Airport Road: one is a 9.4-acre facility occupying the western portion of the parcel, and the second is a 8-acre facility occupying the eastern portion of the property. The property is zoned A-1, Agricultural District, and solar gardens are a Special Use in that district. Before Special Use Permits can be approved by the DeKalb County Board, a public hearing must be held before the DeKalb County Hearing Officer.

US Solar is requesting approval of two Special Use Permits for the proposed solar gardens on property along Bethany Road, Sycamore. **A public hearing will be held before the DeKalb County Hearing Officer on Thursday, November 8 2018, at 2:30 p.m. in the DeKalb County Administrative Center, Conference Room East, 110 E. Sycamore Street, Sycamore, IL, 60178.** Because this will be the only opportunity for public input on this application, all interested persons are encouraged to attend and be heard. The Special Use Permit petitions, CO-18-50 and CO-18-51, are available for inspection at the DeKalb County Community Development Department, 110 E. Sycamore Street, Sycamore, IL, (815) 895-7188.

That part of Sections 9 and 10, Township 40 North, Range 5, East of the Third Principal Meridian, in Dekalb County, Illinois, described as follows: Beginning at the Northwest corner of said Section 10; thence Easterly along the North line of said Section 10, corner of said Section 10; thence Easterly along the North line of said Section 10, a distance of 329.0 feet to the center line of Airport Road; thence Southerly along said center line, 716.5 feet to the center line of Bethany Road; thence Westerly at an angle of 9 degrees 15 minutes measured counterclockwise from the last described course along the center line of said Bethany Road, a distance of 522.88 feet; thence Southerly at an angle of 98 degrees 17 minutes measured clockwise from the last described course parallel with the West line of Kelly's Subdivision on said Sections 9 and 10, a distance of 336.0 feet; thence Easterly at an angle of 81 degrees 43 minutes measured clockwise from the last described course parallel with the center line of Bethany Road, a distance of 178.25 feet to the West line of said Kelly's Subdivision; thence Southerly along the West line of Kelly's Subdivision, a distance of 623.29 feet to a point that is 156.11 feet North of the Southwest corner of Lot 7 in said Kelly's subdivision; thence Westerly at an angle of 94 degrees 40 minutes measured counterclockwise from the last described course, a distance of 1012.45 feet to a point on a claim and fence line; thence Northerly at an angle of 82 degrees, 47 minutes, 37 seconds measured counterclockwise from the last described course, a distance of 898.4 feet to a point on the center line of said Bethany Road; thence Northwesterly at an angle of 83 degrees 38 minutes measured clockwise from the last described course along the former center line of Bethany Road, before its relocation, a distance of 389.0 feet; thence Northerly at an angle of 97 degrees 09 minutes measured counterclockwise from the last described course, a distance of 729.0 feet to the North line of said Section 9; thence Easterly along the North line of said Section 9, a distance of 1297.4 feet to the point of beginning, all in Cortland Township, Dekalb County, Illinois; lying south of Bethany Road.

The applications for the Special Use Permits have been filed in accordance with the requirements of Section 9.02 of the Zoning Ordinance in order to approve the construction of two solar gardens on property zoned A-1, Agricultural District.

Marcellus Anderson

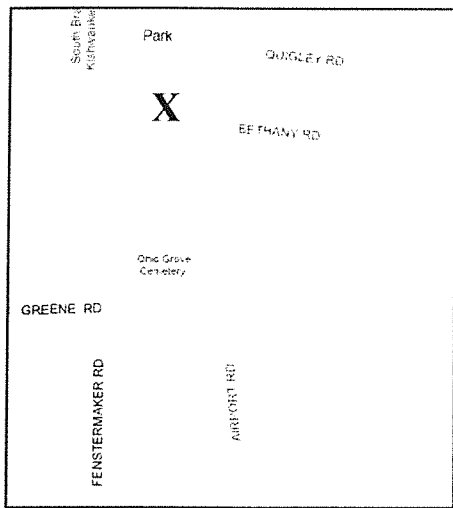
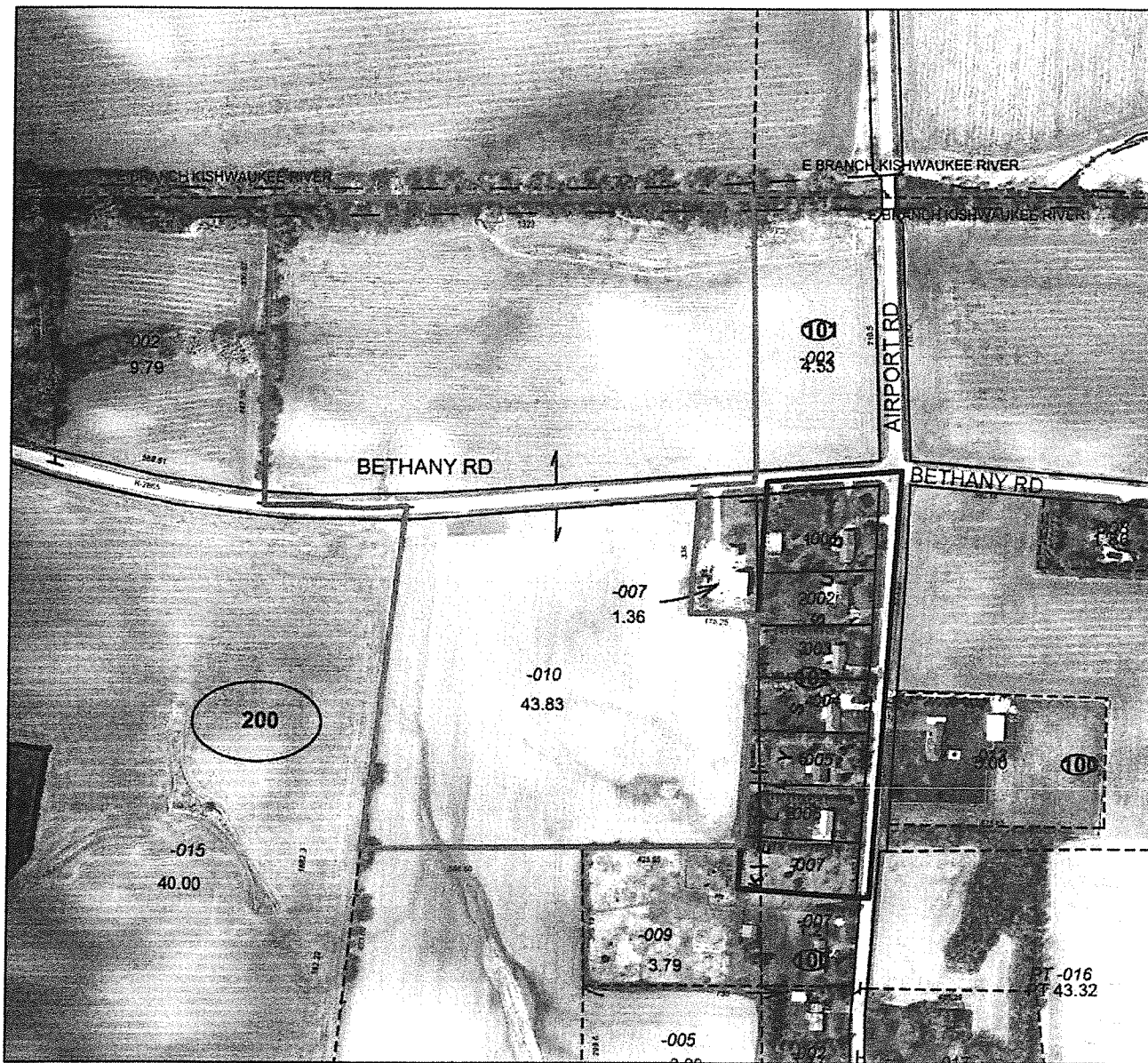
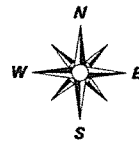
Assistant Planner

DeKalb County Community Development Department

Published: The Daily Chronicle, October 20, 2018

P:\Zoning\Special Uses\PubNotices\2018\USSolar\US. CO-18-50 & 51.docx





LOCATION MAP

US Solar Development  
DeKalb County Government  
Planning & Zoning Department  
09-09-200-010

DE KALB COUNTY, ILLINOIS  
Chief County Assessment Office - Mapping Dept.  
110 E Sycamore Street  
Sycamore, IL 60178

815-895-7270

DE KALB  
COUNTY  
GOVERNMENT  
COPYRIGHT 2018

PHOTO  
SPRING 2015  
Scale: NTS  
Prepared by BNodurft



CO-18-50  
CO-18-51



October 19, 2018

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

Dear Daniel:

The DeKalb County Economic Development Corporation (DCEDC) appreciates your investment in our public/private partnership. DCEDC needs to attract and grow more businesses, increase the size and competency of the workforce and strengthen its business climate to expand the tax base and increase prosperity in DeKalb County.

Selected as a top four finalist in the Toyota Mazda auto assembly plant competition during 2017, DeKalb County is on the verge of significant development that will transform it into an economic powerhouse. The county together with participating municipalities and taxing bodies have dedicated development incentives to the DeKalb County Enterprise Zone to accelerate business expansion and attraction. In addition, each year our public partners give 35% of DCEDC operating revenues as seed money to leverage the remaining 65% in private contributions and operating revenue to promote economic development in DeKalb County. DCEDC needs your investment of **\$750.00** to champion economic transformation in DeKalb County.

#### 2017 Accomplishments

- Capital Investment: \$135 million; Industrial Development: 450,000 Sq. Ft., and Job Creation: 800.
- Target named an Edie Award winner by Illinois Chamber of Commerce and Illinois Economic Development Association for \$50 million investment in the conversion of DeKalb regional distribution center to a national upstream distribution center adding 400 jobs.
- Business Attraction: Ignatius Press, Floor Mart, Meadowvale, Solotech.
- Expansion: 1803 Candles, Custom Aluminum Products, DC Trash, DeKalb County Lifts, Gord Industrial Plastics, Innovative Growers, J6 Polymers, LEDiL of Finland, The Suter Company and Theisen Roofing.
- Research & Development: IDEAL-NIU Intrapreneurship Program expanded in DeKalb.
- Established business development relationships in Asia as part of Illinois' Trade Mission to Japan and China.

#### 2018 Plans

- Promote DeKalb County at trade shows, networking events and recruitment appointments with site selectors, industrial brokers & corporate business executives in cooperation with INTERSECT Illinois and the I-39 Logistics Corridor.
- Increase awareness of DeKalb County by promoting distinct assets and success stories through Digital Marketing.
- Work with investors/developers to create diverse shovel ready sites in business and industrial parks.
- Expand career and workforce development relationships with businesses, workers, schools and students.
- Coordinate implementation of *DeKalb County Thriving! Comprehensive Economic Development Strategy (CEDS Plan)*.

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

DeKalb County EDC  
421 N. California Street, Ste. 200, Building 1B  
Sycamore, IL 60178  
Paul J. Borek  
Executive Director  
815-895-2711 (phone) • 815-895-8713 (fax)  
[dcedc.org](http://dcedc.org)

Cohen Barnes  
Vice President

**bottom line**

**period**



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



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

## Contributor Information

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

### Contributor Levels:

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

### CONTRIBUTION/PAYMENT for 2018

<b>My 2018 Category:</b> <b>My 2018 Payment:</b>	Checks Payable to DeKalb County EDC <b>OR pay online at <a href="http://dcedc.org/members-area">dcedc.org/members-area</a></b>
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**PLEDGE for 2018** Keep it continuous and simple! Make your 2019 Pledge now, & pay next year!

Circle the preferred Quarter for invoice/and \$ amount

<del>Q2-2018-\$</del>	<b>Q4-2018 (for 2019 Pledge)-\$</b>
<del>Q3-2018-\$</del>	Q1-2019-\$
	Q2-2019-\$
	Q3-2019-\$

### Contributor Information:

<b>Name:</b>		
<b>Address:</b>		
<b>Phone &amp; Email:</b>		
<b>Website:</b>		
<b>PLEASE LIST ALL OF YOUR SOCIAL MEDIA USER NAMES:</b>		
<b>List us under the following category – please check only one:</b>		
Agriculture	Distribution	Non-Profits
Auto	Education/Job Training	Professional Services
Banking/Finance	Engineers	Real Estate/Industrial Park
Chambers	Individuals	Recruitment
Commercial Business	Local Government	Technology Transportation
Contractors	Manufacturing	Utilities Other: _____
Developers	Medical	

bottom line period

## SYCAMORE PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: October 30, 2018**

### **STAFF RECOMMENDATION**

**AGENDA ITEM: MODIFYING the DEFINITION of “LAND” in the LAND/CASH ORDINANCE: Recommend Approval**

#### **BACKGROUND INFORMATION:**

We reported last month about this matter, and had good discussion of this definition with the idea that the final version come to the Board this month. To refresh everyone’s memory:

As lots that were subdivided years ago, prior to the depression/economic downturn/collapse of the housing market, the City of Sycamore Land/Cash Ordinance had definitions of land that were untenable from two perspectives:

- 1. The Value of Land from pre-downturn times.**
- 2. The Definition of Land from the City’s perspective as it relates to parks management.**

The Board will recall that about 18 months ago, then President of the Board, Ted Strack, led a good conversation and research effort to change the “equation” for how land is defined for the purposes of determining a “Cash Donation” by a developer in Lieu Of giving land for park/open space. This lowered the cost to developer, emphasizing the fact that we had way too much Flood Plain/Floodway Land, and not enough good, high ground.

Now, as building permits begin to increase, but before a land boom that may come in the future, it is the best time to approach the City of Sycamore and ask them to better define what type of “LAND” should be acceptable to donate to the park district instead of cash, as the developer has either option. In this case, “high ground”.

To begin this process, I communicated in an email to Ted Strack, my thoughts, as he is our representative on the Planning Commission at the City of Sycamore. Ted indicated support for this change in language as long as it



is clear that it DOES NOT effect the equation for determining the CASH in LIEU of LAND DONATION. I indicated it should not.

Attached, you will find a copy of the City's Land/Cash Ordinance from 2006.

Following that, you will find attached a copy of the PARK section of that Ordinance with the changes made in 2016—following Ted's hard work and the Board's approval.

We agreed last month that Ted would suggest some direct modifications of the definition in red, below:

*K. Land. For the purposes of land donation, only, and not for the equation that determines a "CASH DONATION in LIEU of LAND", the term "LAND" will be considered as non-flood plain and floodway open space that is graded to the plans approved by the City of Sycamore in consultation with the Sycamore Park District prior to the time the City accepts the plans for development. ~~Furthermore, the park district will not accept land which is used for ponds, stormwater management, detention or retention.~~ The park district views the following land as undesirable: Land with environmental contamination, land used for ponds, land used for storm water detention, or land used for storm water retention. As such, the park district reserves the sole right to determine if the donation of such land will be accepted to satisfy some or all of the requirement of this land/cash ordinance. If sidewalks or other paths are required by the City of Sycamore, the cost of those must be defrayed by a party other than the Sycamore Park District. Title of such land will be turned over to the park district under conditions that must be approved by the park district in a "stand-alone" license or annexation agreement, prior to the City of Sycamore making final approval of the development, the donation in lieu of, and before any construction begins. The written agreement, can, however, allow for title transfer at some future date, as long as it is spelled out in the written license or annexation agreement with the Sycamore Park District.*

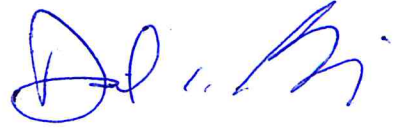
Ted has made some very good suggestions to change this. They are integrated, above, in GREEN.

**FISCAL IMPACT:** At this time, no cost, but if approved, this would prevent a lot of the current problems we face, avoid the cost of accepting detention/retention/ponds and/or low ground.

**STAFF RECOMMENDATION:** I recommend the Board authorize Ted Strack, through the Plan Commission, to present our proposal for changes to this definition for City of Sycamore review and approval. Should changes in the red/green language be suggested during the process, those changes must

come before the entire Sycamore Park District Board for approval before they are approved by the City.

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



**BOARD ACTION:**

**ORDINANCE NO. 2008.46**

**AN ORDINANCE CONCERNING THE RECOMMENDATION OF THE SYCAMORE PLAN COMMISSION WITH REGARD TO THE REVISION OF ARTICLE 6.11.2 OF THE UNIFIED DEVELOPMENT ORDINANCE TO AMEND THE PARK DISTRICT LAND/CASH FEE SCHEDULE IN THE CITY OF SYCAMORE, ILLINOIS.**

NOW THEREFORE, BE IT ORDAINED by the City Council for the City of Sycamore as follows:

1. That the findings of fact and the recommendation of the Sycamore Plan Commission with regard to the revision of Article 6.11.2 of the Unified Development Ordinance to amend the Park District Land/Cash Fee Schedule by deleting it in it's entirety and inserting the language on Exhibit "A" which is attached hereto and incorporated herein by this reference, in the City of Sycamore be approved.

2. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the City Council of the City of Sycamore and approved by the Mayor of said City this 20<sup>th</sup> day of October, 2008.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstain: \_\_\_\_\_

APPROVED: October 20, 2008.

\_\_\_\_\_  
MAYOR – Ken Mundy

ATTEST:

\_\_\_\_\_  
CITY CLERK – Candy Smith

## Exhibit A

### 6.11.2. Park Contributions (Ordinance 2008.46)

WHEREAS, in recent years, the City of Sycamore, hereinafter referred to as the "City" has experienced a steadily increasing population growth due primarily to the residential subdivision and planning unit development of vacant land within the City; and

WHEREAS, planning studies for DeKalb County, Illinois, indicate accelerated growth during the next ten years resulting in the gradual disappearance of available land and the marked increase in land value; and

WHEREAS, the City has been part of such growth, and expects continued growth in the future; and

WHEREAS, the City is dedicated to the concept that healthful, productive community life depends in part on the availability of adequate park and recreation facilities; and

WHEREAS, it has been found and determined that the location of park and recreation sites to serve the immediate and future needs of adults and children of each new subdivision or planned unit development is just as essential to proper land development as are the streets, sidewalks; water mains, and sewers; and

WHEREAS, to this end, the City has determined that cash contributions in lieu of actual dedication of land shall be required on the terms contained in this Ordinance upon (1) all final plats of residential subdivisions recorded after the effective date of this Ordinance, except for re-subdivision plats which result in less than a ten percent (10%) increase in the number of buildable lots in the parcel at the time of approval of the final plat; and (2) the approval of a special use permit by the City Council for any residential planned unit development after the effective date of this Ordinance, except for (a) amendments to an existing special use permit which result in less than a ten percent (10%) increase in the number of dwelling units which, in either case, relate to lands situated in or contiguous with both the City and Sycamore Park District ("Park District") boundaries, or (b) lands within the City's planning jurisdiction of one and one-half (1-1/2) miles beyond the corporate limits and not within any municipalities (and owners and occupants thereof) relative to which the Park District is willing to allow all benefits of Park District facilities and programs on the same terms as if the land were within the boundaries of the Park District.

NOW, THEREFORE, in the public interest, convenience, health, welfare and safety, the contribution of cash in lieu of dedication of lands, parks, and recreation



sites shall be required for each final plat of a residential subdivision or special use permit for a planned unit development except as otherwise provided herein.

## I. DEFINITIONS

For purposes of this Ordinance, the underlined words shall be defined as follows:

A. Subdivision. Subdivision shall mean any division of land, tract, or parcel into two or more lots, parcels, plats, sites, or such other divisions of land for the purpose of sale, lease, offer, development, whether immediate or future, except for divisions which are exempt from the provisions of the Illinois Plat Act, 65ILCS 205/1 et. Seq., and/or which result in less than a ten percent (10%) increase in the number of buildable lots. The term shall include the division of land whether by deed, metes and bounds description, lease, map, plat, or other instrument.

B. Lot. A lot shall mean land which is part of a subdivision or a parcel of land which boundaries have been established by some legal instrument, and is shown on a map or plat thereof, which has been legally approved by the City Council and recorded in the office of the Recorder of Deeds of DeKalb County.

C. Residential Subdivision. A residential subdivision shall mean a subdivision of land which can be used for dwelling purposes under the provisions of this Unified Development Ordinance.

D. Subdivider. Subdivider shall mean any person who, having interest in land, causes it, directly or indirectly to be divided into a subdivision.

E. Planned Unit Developer. Planned Unit Developer shall mean any person who, having an interest in land, causes it directly or indirectly to be the subject of a special use permit for the creation and maintenance of a planned unit development.

F. Person. A person shall mean a natural person, corporation, firm, partnership, association, agency, organization, company, or any other group acting as a unit.

G. Planned Unit Development. A planned unit development shall mean any parcel or tract of land, initially under single ownership or control, that contains two or more principal buildings and is planned and constructed as a unified development where specific regulations of a given zoning district are modified through the issuance of a special use permit, except for amendments to an existing special use permit, which result in less than a ten percent (10%) increase of dwelling units.

H. Residential Planned Unit Development. A residential planned unit development shall mean any planned unit development which can be used for dwelling purposes under the provisions of this Unified Development Ordinance.

I. Community Park. A community park shall mean a large park, generally of the ten (10) acres or more in size, and generally used by the residents of the City and Park District.

J. Neighborhood Park. A neighborhood park shall mean a small park, usually but not necessarily less than ten (10) acres in size, and more than one and a half (1.5) acres in size, primarily providing recreational facilities by the persons residing within one-half mile of such park.

## II. CONTRIBUTION OF CASH IN LIEU OF DEDICATION OF PARK LANDS

As a condition of approval of a final plat of a residential subdivision or approval of a final special use permit for a residential planned unit development within the City's boundaries or outside the City's boundaries but within its planning jurisdiction of one and one-half (1-1/2) miles beyond the corporate limits and not within any municipality, each subdivision or planned unit developer shall be required to contribute cash in lieu of actual land for parks and recreation sites and facilities in accordance with the criteria set forth hereinafter. The requirements for cash contribution in lieu of dedication of land shall only apply to (1) lands situated in or contiguous with both the City and the Park District boundaries, or (2) lands within the City's planning jurisdiction of one and one-half (1-1/2) miles beyond the corporate limits and not within any municipality (and owners and occupants thereof) relative to which the Park District is willing to allow all benefits of Park District facilities and programs on the same terms as if the lands were within the boundaries of the Park District, pursuant to an annexation agreement between the residential subdivider or residential planned unit developer and the Park District. Unless the Park District states to the contrary at a public hearing with regard to a proposed subdivision or planned unit development, it shall be presumed that the Park District is willing to allow such benefits pursuant to such an annexation agreement. The following criteria shall apply:

### A. CRITERIA FOR CASH CONTRIBUTION IN LIEU OF THE DEDICATION OF PARK AND RECREATION LAND

#### 1. POPULATION RATIO

The ultimate population density to be generated by a residential subdivider or residential planned unit development shall bear directly upon the amount of land required to be dedicated for park and recreation sites and to determine the cash contribution required of such dedication. The land dedication requirement shall be determined by obtaining the total population of the development determined by application of Table 1, Exhibit A, to the number of units of each type forecast the development, and multiply that number times 25 acres per

1,000 population (21.75 acres per 1,000 population for community parks and 3.25 acres per 1,000 population for neighborhood parks). The product thereof shall be the acres of land deemed needed to have sufficient land for parks and recreation sites to serve the estimated increase in the population. For purposes of determining a contribution at the time of final plat or special use permit, it is presumed that each single-family home will have three (3) bedrooms. For other dwelling units, such as townhouses or apartments, it is presumed that each will have two (2) bedrooms.

**2. DONATION REQUIREMENT – CALCULATION EXAMPLE:**

Example: Development "A" containing 200 detached single-family, three bedroom (or more) homes will generate a total population of 600 times that required acreage/population = total acres. Total  $600 \times 21.75$  acres divided by 1,000 plus  $600 \times 3.25$  acres divided by 1,000 = 13.05 acres (community parks) and 1.95 acres (neighborhood parks).

**3. CREDIT FOR PRIOR PAYMENT OF DEDICATION**

When a subdivider or planned unit developer would be responsible for a contribution of cash under the Ordinance with respect to any lot and contribution has, prior to that time, been required under this Ordinance with respect to the land contained in the same lot, or any part thereof, then the said subdivider or planned unit developer shall be entitled to a credit against the then due contribution in an amount equal to the total of all prior contributions with respect to said lot. If any prior contribution was made with respect to land larger than the lot in questions, then the credit amount shall be calculated by the City, in its sole discretion, on a pro rata basis approximating as closely as possible the allocation of population over the larger land area.

**4. COLLECTION OF FEES**

(a) The cash contribution in lieu of park and recreation land dedication shall be held by the Park District for the acquisition of park and recreational land which will be available to serve the immediate and future needs of the residents of that subdivision or development or for the improvement of other existing local park and recreation sites and facilities that already serve such needs. No other use shall be made of the funds so collected. The Park District, as part of its annual audit, shall conduct an annual audit, pursuant to generally accepted accounting practices, of the funds collected and spent under this Ordinance and publish the audit in a newspaper of general circulation within the City of Sycamore, Illinois. Failure to publish shall not invalidate this Ordinance or diminish the right to collect or hold funds.

- (b) The total cash contribution to be required shall be determined at the time the final plat or special use permit for a planned unit development is approved by the Sycamore City Council.
- (c) Prior to execution of the final plat by the City Council, the planned unit developer or subdivider, specifically including the beneficiaries of any land trust, shall tender payment of the required contribution in the form of a certified check or cashier's check payable to the Sycamore Park District.
- (d) In the event that the requirement for payment of the cash contribution for Park District fees is waived by the Park District until the time of the issuance of building permits, the Building Contractor shall pay said fee directly to the Park District at the District office. The Park District shall then issue two copies of a receipt, one for the Builder or Building Contractor and one for the City, prior to the issuance of the permit to build.

#### **5. REFUND**

If any portion of a cash contribution in lieu of park or recreation sites is not expended for the purposes set forth herein within ten (10) years from the date of receipt, it shall be refunded to the lot owner or owners of those lots for which the contribution was made, which owner or owners are determined at the time the date of refund is established. Any such refund will be paid only after application for refund by the owner, and proof that such funds have not been expended, in such form as is acceptable to the City.

#### **6. FAIR MARKET VALUE**

The cash contribution in lieu of land shall be based on the "fair market value" of the acres of improved land in the area that otherwise would have been dedicated as parks or recreation sites. A single determination of "fair market value" is not possible, but a determination has been made that, generally, the "fair market value" for any particular parcel of improved land suitable for neighborhood park purposes shall be determined to be One Hundred and Thirty Thousand Dollars (\$130,000.00) per acre, and the "fair market value" for any particular parcel of improved land suitable for community park purposes shall be determined to be Fifteen Thousand Dollars (\$15,000.00) per acre. This valuation determined shall be used unless the subdivider or planned unit developer files a written objection thereto. In the event of any such objection, the subdivider or developer filing the objection shall submit an appraisal showing the "fair market value" of such improved land in the area of development or other evidence. Final determination of said "fair market value" per acre of such improved land shall be made by the City Council, after

review by its Plan Commission, after a duly noticed hearing based on such information submitted by the subdivider or developer and from other sources as may be submitted to the City by affected parties.

#### 7. DENSITY FORMULA

Table No. 1, below, is hereby incorporated in this Ordinance and depicts the Estimated Ultimate Population Per Dwelling Unit, is generally indicative of current and short-range projected trends in family size for new construction, and shall be used in calculating the amount of required dedication of cash contributions in lieu of land unless a written objection is filed thereto by the subdivider or developer.

In the event a subdivider or planned unit developer files a written objection to the Table of Estimated Ultimate Population Per Dwelling, below, he shall submit his own demographic study showing the estimated additional population to be generated from the residential subdivision or residential planned unit development, and, in that event, final determination of the density formula to be used in such calculations shall be made by the City Council, after review by its Plan Commission, based upon such demographic information submitted to the City by the Park District or others. It is recognized that population density and local conditions change over the years, and the specific formula for payment of fees in lieu of the dedication of land, as stated herein, is subject to periodic review and amendment, if necessary.

Type of Residence	Persons Per Unit*	Impact Fee Per Unit @ \$749/Person** (Rounded)
<b>SINGLE FAMILY DETACHED</b>		
One and Two Bedroom	2.100	\$1,573
Three Bedroom	2.670	\$2,000
Four Bedroom	3.240	\$2,427
Five Bedroom	3.960	\$2,966
<b>SINGLE FAMILY ATTACHED</b>		
1 Bedroom	1.000	\$749
2 Bedroom	1.750	\$1,311
3 Bedroom	2.560	\$1,917
4 Bedroom	2.280	\$1,708

\*Source: Strategic Management Alliance, June 2007.

\*\*Calculated as follows:

Example: Three Bedroom

$$3.25 \times \$130,000 = \$422,500/1,000 = \$422.50 \text{ per person}$$

$$21.75 \times \$15,000 = \$326,250/1,000 = \$326.25 \text{ per person}$$

$$\text{Total: } \$748.75 \text{ per person} \times 2.67 = \$2,000$$

(rounded)

### III. ORDINANCE PROVISIONS

If any provision of this Ordinance, or the application thereof to any person or circumstances is declared invalid by a court of competent jurisdiction, such partial invalidity shall not affect other provisions or applications of this Ordinance, which can be given effect without the invalid provisions or application thereof, and to this extent the provisions of this Ordinance are declared to be severable.

#### EFFECTIVE DATE

This Ordinance shall be in full force and effect from October 20, 2008.

# Memorandum

Date: May 19, 2016

To: Sycamore Park District Board of Commissioners

From: Ted Strack

Subject: Revisions to Park District Impact Fee Analysis

Several months ago Mayor Ken Mundy convened an ad-hoc committee to review the current impact fee formulas for the City of Sycamore, Sycamore Library, Sycamore School District, and Sycamore Park District. These meetings lead to a decision to reevaluate the property valuations included in the Sycamore Park District's and Sycamore School District's impact fee formulas. With some basic direction from the ad-hoc committee representatives from the Sycamore Park District, Sycamore School District, DeKalb County Builders Association, and Illinois Association of Realtors met to discuss the specifics of how to reevaluate these property valuations.

A consensus was reached that two appraisers (Jeff Jacobson and Lee Ovington) would be engaged to provide property valuations for an acre of fully improved land within the City of Sycamore and an acre of unimproved land on the boundaries of Sycamore (see attached e-mail dated 12/31/15). The appraisals would include valuation time points for each type of land of 12/31/09, 12/31/12, and 12/31/15. The group agreed that these three valuation time points would be averaged with a weighting of 15% for the 12/31/09 valuation, a weighting of 35% for the 12/31/12 valuation, and a weighting of 50% for the 12/31/15 valuation.

Ovington's valuation of an acre of fully improved land for 12/31/09 was \$163,000, for 12/31/12 was \$80,000, and for 12/31/15 was \$113,000. Jacobson's valuation of an acre of fully improved land for 12/31/09 was \$119,000, for 12/31/12 was \$87,000, and for 12/31/15 was \$83,000. This results in simple averages of \$141,000 for 12/31/09  $((\$163,000 + \$119,000) / 2)$ , of \$83,500 for 12/31/12  $((\$80,000 + \$87,000) / 2)$ , and of \$98,000 for 12/31/15  $((\$113,000 + \$83,000) / 2)$ . The resulting weighted average value for an acre of fully improved land is \$99,375  $((\$141,000 \times 15\%) + (\$83,500 \times 35\%) + (\$98,000 \times 50\%))$ .

Ovington's valuation of an acre of unimproved land for 12/31/09 was \$22,000, for 12/31/12 was \$16,000, and for 12/31/15 was \$25,000. Jacobson's valuation of an acre of fully improved land for 12/31/09 was \$18,000, for 12/31/12 was \$17,000, and for 12/31/15 was \$14,000. This results in simple averages of \$20,000 for 12/31/09  $((\$22,000 + \$18,000) / 2)$ , of \$16,500 for 12/31/12  $((\$16,000 + \$17,000) / 2)$ , and of \$19,500 for

12/31/15  $((\$25,000 + \$14,000) / 2)$ . The resulting weighted average value for an acre of unimproved land is  $\$18,525 ((\$20,000 \times 15\%) + (\$16,500 \times 35\%) + (\$19,500 \times 50\%))$ .

The current impact fee formula tries to mirror historical park land levels over the past forty to fifty years. More recently these historical park land levels in the City of Sycamore have been increasing. At the present time, the impact fee formula includes 3.25 acres of neighborhood/developed park land per thousand residents and 21.75 acres of community/unimproved park land per thousand residents.

Much of the Park District's Community Park land is designated as flood plain (roughly 50%). As such the Park District has limited capacity for programming this space. No improvements can be made on flood plain acres that would deter water flow in any manner. About the only improvement that is allowed on the flood plain acres is roadways and/or trails ways. The growth in development in Sycamore has created larger volumes of stormwater for which this floodplain helps mitigate that development impact. Going forward it is the Park District's desire to add non-flood plain acres to community park land. To account for this in the impact fee formula, the number of acres of community space is reduced by a factor of 50%.

All of this equates to a Sycamore Park District impact fee factor of \$524.43 per resident  $((3.25 \text{ acres of neighborhood park space} \times \$99,375 \text{ per acre of fully improved land}) + (21.75 \text{ acres of community park space} \times \$18,525 \text{ per acre of fully improved land @ 50\% to account for floodplain acres})) / 1,000 \text{ residents}$ . This is a reduction from the current impact fee factor of \$749 per resident.

The City of Sycamore tracks and maintains information regarding the number of residents per housing type. I recommend the we rely on the City of Scyamore to define this portion of the impact.



# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 30, 2018

## STAFF RECOMMENDATION

### AGENDA ITEM: ENTERPRISE ZONE ACTION: Recommend Approval of RESOLUTION

**BACKGROUND INFORMATION:** Over the past two months we have been hearing more and more about the Enterprise Zone with visits/presentations from Brian Gregory and Paul Borek. I have provided you with the information regarding our current abatements in partnership with the City, and some townships, that would be the same if a member of the Enterprise Zone. A few years ago, I provided you with similar information, but we were approached at the last minute of the last hour of those efforts that the board determined the timing was not good.

Now, it is time to reconsider, after hearing this latest information.

Attached you will find a RESOLUTION which we must pass in order to enter into this joint effort. Upon its passage, the Executive Director of the park district would work with DCEDC to finalize a MOU (a sample of that is attached).

You will find other informational items, attached, along with a letter from City Manager, Brian Gregory that he sent following his presentation to our Board.

**FISCAL IMPACT:** None more than currently committed to.

**STAFF RECOMMENDATION:** Staff Recommends careful review and discussion of this matter, followed by approval of the Resolution.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**RESOLUTION NUMBER 03-2018****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 been granted an 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 ILCS 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 \_\_\_\_\_, 2018, 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.**

## **ORDINANCE NO. 2014.24**

### **AN ORDINANCE ESTABLISHING THE DEKALB COUNTY ENTERPRISE ZONE. -ENTERPRISE ZONE DESIGNATION- -TAX ABATEMENT-**

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, hereafter 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, 2030, subject to review by the Board after the 13th year of existence for another ten year designation beginning on the expiration date of the Zone; and,

WHEREAS, a Public Hearing was held on November 6, 2014 on the subject of new Enterprise Zone designation, hereafter known as "the Zone," notice of which was duly advertised in the DeKalb Daily Chronicle on October 31, 2014; 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 County Board of DeKalb County, the Town Council of Cortland, the City Council of DeKalb, the City Council of Genoa, the City Council of Sandwich, the City Council of Sycamore and the Village Board of Waterman, also referred to as the Designating Units of Government, have determined and concur that it is desirable and necessary for the region to apply for a new Enterprise Zone designation for the long term benefit and economic viability of the region; and,

WHEREAS, the County Board of DeKalb County, the Town Council of Cortland, the City Council of DeKalb, the City Council of Genoa, the City Council of Sandwich, the City Council of Sycamore and the Village Board of Waterman find and concur that the region meets the qualifications established in Section 4 of the Act; and,

WHEREAS, the Designating Units of Government find that the Enterprise Zone as described in Addendum "A" is contiguous as defined in the Act; and,

WHEREAS, the seven Designating Units of Government find that the Enterprise Zone as described in Addendum "A" shall comprise no more than 15 square miles of land, exclusive of waterways and lakes, as allowed by the Act; and,

WHEREAS, certain parts of the Zone lie within the boundaries of the CITY OF SYCAMORE;

WHEREAS, the City Council of Sycamore desires to designate an area within its jurisdiction as 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 name of the Enterprise Zone shall be the DeKalb County Enterprise Zone,

NOW BE IT THEREFORE ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF SYCAMORE, ILLINOIS:

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, 2030, 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, 2031.

Section 2 -- PROPERTY TAX ABATEMENT. That commencing on or after January 1, 2016, taxes on real property levied by the CITY OF SYCAMORE 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.

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, including the CITY OF SYCAMORE, 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.G." below.
- C) Terms of Abatement – Areas Outside of the Interstate Competition Market Area, including the CITY OF SYCAMORE.
- 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 CITY OF SYCAMORE.

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) 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.
- G) 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 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 the CITY OF SYCAMORE 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 CITY OF SYCAMORE on the effective date of this designating ordinance;
  - b. Business enterprises or expansions which are proposed or under development on the effective date of this designating ordinance, 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.

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 is 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 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.

Section 6 – ADMINISTRATION FEES. As allowed by the Act, the Administrator of the DeKalb County Enterprise Zone is hereby authorized to collect an Administration Fee for the issuance of Sales Tax Exemption Certificates for Construction Materials in order to offset the management and operational costs associated with the Administration of the Zone. Said fee shall be equal to .5 percent (1/2%) of the documented cost of building materials for each project up to a maximum of \$50,000 per Certificate (20 ILCS 655/8.2c). The Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, may also elect to collect a processing fee for related Enterprise Zone activities such as boundary amendment applications, technical correction applications, and/or other applications resulting in an amendment to the Zone



or Zone operating procedures, which may change from time to time. At no time will all fees combined, related to a single project, exceed \$50,000 or such amount as may be stipulated in state statute. The CITY OF SYCAMORE shall have no liability for payment of such fee.

Section 7 – 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 8 – LOCAL SOURCING STATEMENT. The SYCAMORE CITY COUNCIL encourages companies receiving Enterprise Zone benefits, as provided herein, to utilize local labor and to purchase building materials locally.

Section 9 – CONFLICTING LANGUAGE. All Ordinances or parts of Ordinances conflicting with any provisions of this Ordinance shall be and are hereby repealed.

Section 10 – EFFECTIVE DATE. This Ordinance 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 Ordinance null and void.

Passed by the City Council of the City of Sycamore and approved by the Mayor of said City this 15<sup>th</sup> day of December, 2014.

Ayes: 8

Nays: 0

Abstain: 0

APPROVED: December 15, 2014

ATTEST:

  
MAYOR – Ken Mundy



  
CITY CLERK – Candy Smith

## **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

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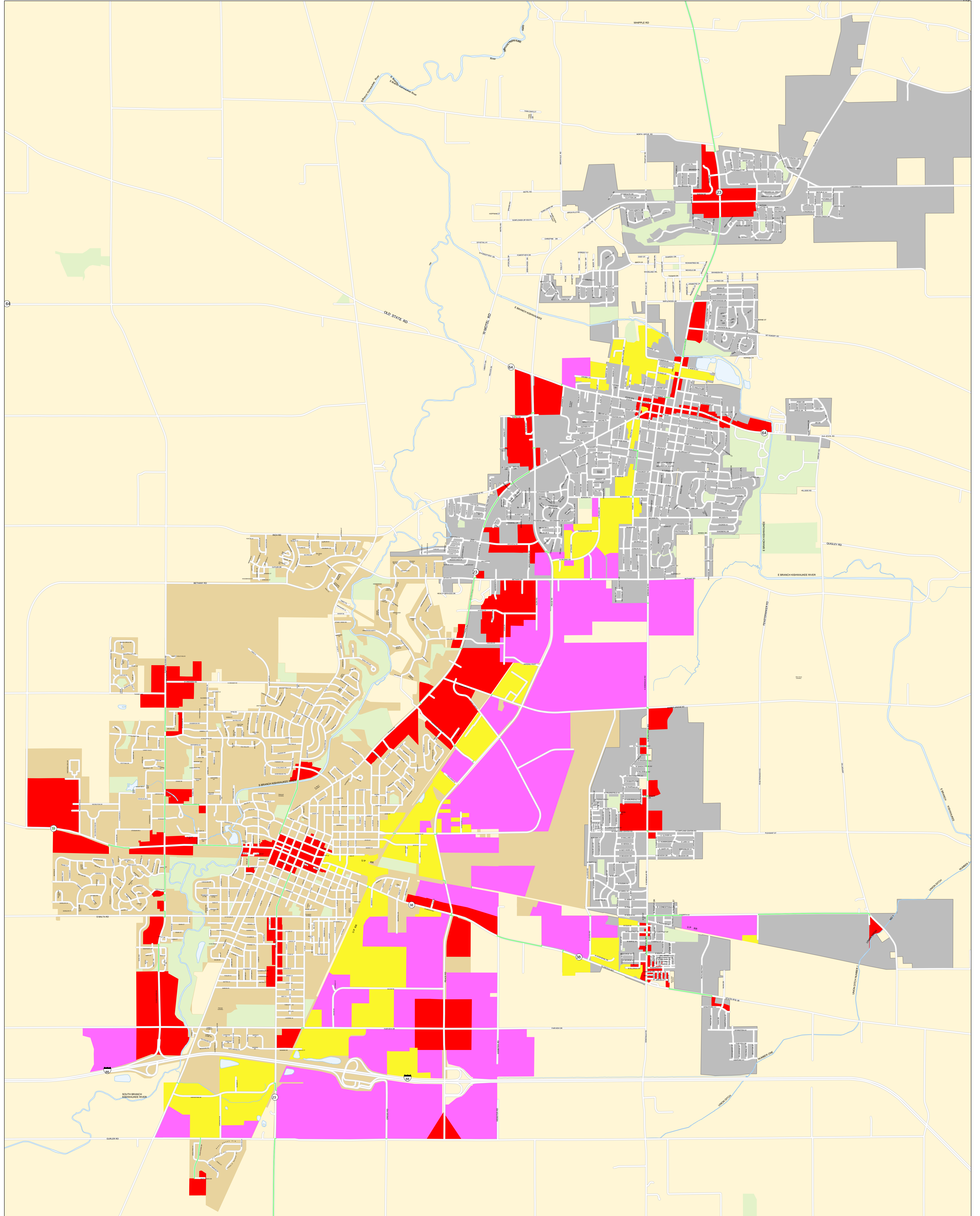
Authorized Company Representative

Date

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

DRAFT

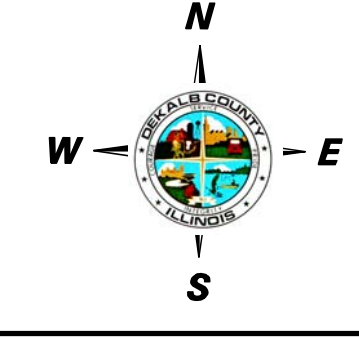




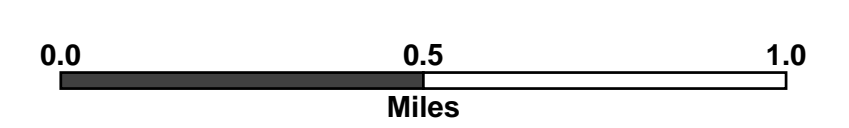
# DeKalb, Sycamore and Cortland Area

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



## DEKALB COUNTY ENTERPRISE ZONE INTERGOVERNMENTAL AGREEMENT

This Agreement is made this 5<sup>th</sup> day of December, 2014, by and between 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.

**WHEREAS**, 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 have adopted ordinances and resolutions establishing an Enterprise Zone, herein after collectively referred to as “the Ordinance,” subject to certification by the Department of Commerce and Economic Opportunity, herein after referred to as “the Department,” including unincorporated portions of the County of DeKalb, incorporated portions of the Town of Cortland, incorporated portions of the City of DeKalb, incorporated portions of the City of Genoa, incorporated portions of the City of Sandwich, incorporated portions of the City of Sycamore and incorporated portions of the Village of Waterman; and

**WHEREAS**, the Governor signed Senate Bill 3616, as amended, into law on August 7, 2012, thereby amending the “Illinois Enterprise Zone Act” (20 ILCS 655/1 et. seq.) under the provisions of Public Act 97-0905 outlining new application procedures and related changes to the Illinois Enterprise Zone Program; and

**WHEREAS**, the Ordinance is or will be part of the application to the Department or designation of and Enterprise Zone pursuant to 20 ILCS 655/1 et. Seq. and Section 18-170 of the Property Tax Code (35 ILCS 200-170) herein after referred to as “Act;” and

**WHEREAS**, the local units of government listed above desire to operate the Enterprise Zone in an efficient and effective manner in keeping with the terms of the Act and rules and regulations promulgated by the Department and the Illinois General Assembly for the operation of an Enterprise Zone; and

**NOW, THEREFORE**, in consideration of the foregoing premises and the mutual promises herein after recited, 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 agree that the following terms shall govern the operation and management of the Enterprise Zone.

### **SECTION 1 – GENERAL PROVISIONS**

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

- A. Legal Description. The area as described in Exhibit A of this document and the Ordinance shall be designated as the DeKalb County Enterprise Zone, unless and until subsequently amended in accordance with the Act.

- B. Term. The term of the Zone will be for 15 years commencing on January 1, 2016, and ending at midnight on December 31, 2030 (unless extended), 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 designating governmental entities, whichever is sooner. After the 13<sup>th</sup> year, the zone is subject to review by the state Enterprise Zone Board for consideration of an additional 10-year extension 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 and certification by the Department, the Zone may further be in effect for an additional 10 years, beginning January 1, 2031.
- C. Zone Administration. The administration of the Enterprise Zone shall be under the jurisdiction of the DeKalb County Economic Development Corporation (EDC), and more specifically the Zone Administrator shall be the Executive Director of the EDC as outlined in Section IV below. The County and EDC shall adopt an Administration Agreement in the form attached hereto as Exhibit A. In the event that the County or EDC elect to terminate the Administration Agreement, the Parties shall cooperate in good faith to approve a new Zone Administrator and Administration Board that is acceptable to at least six out of seven of the Parties, to approve a new Administration Agreement that is acceptable to at least six out of seven of the Parties, and to approve an amendment to this Agreement consistent with the Parties' agreement.
- D. Administration Fees. As allowed by the Act, the Administrator of the DeKalb county Enterprise Zone is hereby authorized to collect an Administration Fee for the issuance of Sales Tax Exemption Certificates for Construction Materials from entities requesting said exemption, in order to offset the management and operational costs associated with the Administration of the Zone. Said fee shall be equal to .5 percent (1/2%) of the documented cost of building materials for each project up to a maximum of \$50,000 per Certificate (20 ILCS 655/8.2c). The Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board, may also elect to collect a processing fee for related Enterprise Zone activities such as boundary amendment applications, technical correction applications, and/or other applications resulting in an amendment to the zone or Zone operation procedures, which may change from time to time. At no time will all fees combined, which are related to a single project, exceed \$50,000 or such amount as may be stipulated in state statute. The Parties to this Agreement shall have no liability for payment of any fees under this Agreement, including but not limited to the Administration Fees contemplated in this subsection.
- E. Provisions for Tax Abatement. The Parties to this Agreement recognize the individual DeKalb County Enterprise Zone property tax abatement policies of the Designative Units of Government, set forth below. The Parties further agree that the taxpayer receiving eligible property tax abatement within the DeKalb County Enterprise Zone subject to certification and/or as certified by the Department, will be subject to certain terms and conditions in the Memorandum of Understanding between said taxpayer and the DeKalb County Enterprise Zone Administrator as also outlined below.

## SECTION II – OTHER DEFINITIONS

- A. “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. The MOU shall be prepared on terms and conditions consistent with the terms of this Agreement and the initial form of the MOU, along with any amendments thereto, shall be subject to review and approval by each of the Parties, which approval shall not be unreasonably withheld or conditioned. Notwithstanding the foregoing, the approval of the Parties shall not be required for the execution of project-specific applications of the previously-approved form MOU.
- B. “Industrial Companies” as defined herein, are enterprise where the manufacturing or assembling of goods takes place.
- C. “Knowledge-Based Companies” as defined herein are enterprises that are research oriented and that require a highly skilled workforce such as biotechnology, electronic and/or professional services such as engineering, architecture, finance and law. Technical training/vocational schools and telemarketing companies are excluded from this definition.
- D. “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.
- E. “Interstate Competition Market,” hereafter known as ICM, 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.

**SECTION III – DESIGNATING UNITS’ OF GOVERNMENT PROPERTY TAX ABATEMENT, JOB CREATION AND WAGE POLICIES.** Each designating unit of government for the DeKalb County Enterprise Zone shall have property tax abatement, job creation and wage policies specific to their unit of government. The terms for each are outlined below. The Enterprise Zone shall not include any incentive, change in standard or regulation, or other benefit or detriment to any of the Parties or any applicant seeking to develop property within the Enterprise Zone other than those expressly identified herein.

- A. **County of DeKalb** – That commencing on the effective date for any abatement approved for eligible property pursuant to the terms of this Agreement (which shall occur on during the term of this Agreement and no sooner than January 1, 2016), taxes on real property levied by the County of DeKalb 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 as follows:



- a. **Property Tax Abatement Overall Condition.** In no event shall any abatement of taxes on any parcel exceed the amount of property taxes specifically attributable to the new equalized assessed value generated by the construction of the improvements or the renovation or rehabilitation or existing improvements on such parcel.
- b. **ICM Area Project Terms and Conditions.** DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in the **ICM Area** and according to the following terms and conditions.
- i. Logistics Companies shall construct a minimum of 100,000 square feet for new building construction or must add at least 50,000 square feet to the size of and existing building. Abatement shall only apply to the increased assessed valuation attributable to said new construction or to said addition.
  - ii. Industrial Companies shall construct a minimum of 15,000 square feet for new building construction or must add at least 7,500 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.
  - iii. Knowledge-based Companies shall construct a minimum of 10,000 square feet or 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.
  - iv. The abatements outlined in the ICM area above will be effective after the said rehabilitation, expansion or new construction has been completed and will begin at a time consistent with the Effective Date defined below.
- c. **Non-ICM Area Project Terms and Conditions.** DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in areas outside of the ICM Area according to the following terms and conditions.
- i. 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.
  - ii. 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.

- iii. 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.
- iv. Effective date. The abatements outside the ICM will be effective after: 1) the abatement has been approved and an MOU has been executed and complied with; 2) the said rehabilitation, expansion or new construction has been completed; 3) the facility has been issued all required certificates of occupancy or permits and is operational in compliance herewith; 4) the new improvements have been fully assessed; and, 5) the recipient has satisfied all other applicable standards with regard to employment or other eligibility standards; but in no instance earlier than the first full tax year occurring after assessment of the new improvements. For any abatement to be effective, it must commence within two years of the date of execution of the MOU, unless such time period is extended by mutual agreement of the applicant, the Administrator (with the advice of the Advisory Board) and the Designating Units of Government within which the affected property is located; any abatement not taking effect within such period shall terminate.
- d. **Tax Abatement: Logistics-based Companies within the ICM.** The duration for tax abatement within the **ICM Area** described above shall be for 9 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:
- |   |     |
|---|-----|
| i. For taxes levied in the first year of abatement:     | 90% |
| ii. For taxes levied in the second year of abatement:   | 80% |
| iii. For taxes levied in the third year of abatement:   | 50% |
| iv. For taxes levied in the fourth year of abatement:   | 50% |
| v. For taxes levied in the fifth year of abatement:     | 50% |
| vi. For taxes levied in the sixth year of abatement:    | 40% |
| vii. For taxes levied in the seventh year of abatement: | 30% |
| viii. For taxes levied in the eighth year of abatement: | 20% |
| ix. For taxes levied in the ninth year of abatement:    | 10% |
| x. For taxes levied in the tenth year of abatement:     | 0%  |
- e. **Tax Abatement: Industrial companies within the ICM Area.** The duration for tax abatement, within the **ICM Area** described above, shall be for 9 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:
- |   |     |
|---|-----|
| i. For taxes levied in the first year of abatement:   | 90% |
| ii. For taxes levied in the second year of abatement: | 80% |

iii. For taxes levied in the third year of abatement:	70%
iv. For taxes levied in the fourth year of abatement:	60%
v. For taxes levied in the fifth year of abatement:	50%
vi. For taxes levied in the sixth year of abatement:	40%
vii. For taxes levied in the seventh year of abatement:	30%
viii. For taxes levied in the eighth year of abatement:	20%
ix. For taxes levied in the ninth year of abatement:	10%
x. For taxes levied in the tenth year of abatement:	0%

- f. ***Tax Abatement: Knowledge-based Companies within the ICM Area.*** The duration for tax abatement, within the **ICM Area** described above, shall be for 10 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

i. For taxes levied in the first year of abatement:	90%
ii. For taxes levied in the second year of abatement:	90%
iii. For taxes levied in the third year of abatement:	80%
iv. For taxes levied in the fourth year of abatement:	70%
v. For taxes levied in the fifth year of abatement:	60%
vi. For taxes levied in the sixth year of abatement:	40%
vii. For taxes levied in the seventh year of abatement:	30%
viii. For taxes levied in the eighth year of abatement:	20%
ix. For taxes levied in the ninth year of abatement:	10%
x. For taxes levied in the tenth year of abatement:	5%

- g. ***Tax Abatement: Industrial, Logistic(s) and Knowledge-based Companies Outside the ICM Area.*** The duration for tax abatement, for projects described as *Outside the ICM Area* in the above, shall be for 5 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

i. For taxes levied in the first year of abatement:	90%
ii. For taxes levied in the second year of abatement:	80%
iii. For taxes levied in the third year of abatement:	70%
iv. For taxes levied in the fourth year of abatement:	60%
v. For taxes levied in the fifth year of abatement:	50%

- h. ***Job Creation: New or expanded Industrial or Logistic(s) Companies within ICM Area.*** New Industrial or Logistic(s) Companies in the ICM Area must create a minimum of 20 full-time, permanent jobs. Industrial or Logistic(s) Companies in the **ICM Area** that are adding to the size of an existing building, as referenced 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 applications, with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

i. ***Job Creation: New or expanded Knowledge-based Companies in the ICM Area.***

New or expanded Knowledge-based Companies in the **ICM Area** must create one job for every 250 square feet of office space created in conformance with the above. Said knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

j. ***Job Creation: New Industrial or Logistic(s) Companies Outside of the ICM Area.***

New Industrial or Logistic(s) Companies in areas outside of the ICM Area must create a minimum of 20 full-time permanent jobs. For Industrial and Logistic(s) Companies in areas outside of the ICM Area that are adding to the size of an existing building, as referenced 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 an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

k. ***Job Creation: New or expanded Knowledge-based Companies Outside of the ICM Area.***

New or expanded Knowledge-based Companies in areas outside the ICM Area must create one job for every 250 square feet of office space created in conformance with the above. Said Knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application,

with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

**i. *Wage Rates: Industrial or Logistic(s) Companies Inside or Outside the ICM Area.***

Industrial or Logistic(s) Companies inside or outside of the ICM Area must pay an average of at least \$14 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.

**m. *Wage Rates: Knowledge-based Companies Inside or Outside ICM Area.***

Knowledge-based Companies must pay an average wage of at least \$20 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.

**B. Town of Cortland** – That commencing on the effective date for any abatement approved for eligible property pursuant to the terms of this Agreement (which shall occur on during the term of this Agreement and no sooner than January 1, 2016), taxes on real property levied by the Town of Cortland 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 as follows:

**a. *Property Tax Abatement Overall Condition.*** In no event shall any abatement of taxes on any parcel exceed the amount of property taxes specifically attributable to the new equalized assessed value generated by the construction of the improvements or the renovation or rehabilitation or existing improvements on such parcel.

**b. *ICM Area Project Terms and Conditions.*** DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in the **ICM Area** and according to the following terms and conditions.

i. Logistics Companies shall construct a minimum of 100,000 square feet for new building construction or must add at least 50,000 square feet to the size of and existing building. Abatement shall only apply to the increased assessed valuation attributable to said new construction or to said addition.

ii. Industrial Companies shall construct a minimum of 15,000 square feet for new building construction or must add at least 7,500 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.

- iii. 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.
  - iv. The abatements outlined in the ICM area above will be effective after the said rehabilitation, expansion or new construction has been completed and will begin at a time consistent with the Effective Date defined below
- c. ***Non-ICM Area Project Terms and Conditions.*** DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in areas outside of the ICM Area according to the following terms and conditions.
- i. 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.
  - ii. 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.
  - iii. 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.
  - iv. Effective date. The abatements outside the ICM will be effective after: 1) the abatement has been approved and an MOU has been executed and complied with; 2) the said rehabilitation, expansion or new construction has been completed; 3) the facility has been issued all required certificates of occupancy or permits and is operational in compliance herewith; 4) the new improvements have been fully assessed; and, 5) the recipient has satisfied all other applicable standards with regard to employment or other eligibility standards; but in no instance earlier than the first full tax year occurring after assessment of the new improvements. For any abatement to be effective, it must commence within two years of the date of execution of the MOU, unless such time period is extended by mutual agreement of the applicant, the Administrator (with the advice of the Advisory Board) and the Designating Units of Government within which the affected property is located; any abatement not taking effect within such period shall terminate.

- d. **Tax Abatement: Logistics-based Companies within the ICM.** The duration for tax abatement within the ICM Area described above shall be for 9 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

i. For taxes levied in the first year of abatement:	90%
ii. For taxes levied in the second year of abatement:	80%
iii. For taxes levied in the third year of abatement:	50%
iv. For taxes levied in the fourth year of abatement:	50%
v. For taxes levied in the fifth year of abatement:	50%
vi. For taxes levied in the sixth year of abatement:	40%
vii. For taxes levied in the seventh year of abatement:	30%
viii. For taxes levied in the eighth year of abatement:	20%
ix. For taxes levied in the ninth year of abatement:	10%
x. For taxes levied in the tenth year of abatement:	0%

- e. **Tax Abatement: Industrial companies within the ICM Area.** The duration for tax abatement, within the ICM Area described above, shall be for 9 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

i. For taxes levied in the first year of abatement:	90%
ii. For taxes levied in the second year of abatement:	80%
iii. For taxes levied in the third year of abatement:	70%
iv. For taxes levied in the fourth year of abatement:	60%
v. For taxes levied in the fifth year of abatement:	50%
vi. For taxes levied in the sixth year of abatement:	40%
vii. For taxes levied in the seventh year of abatement:	30%
viii. For taxes levied in the eighth year of abatement:	20%
ix. For taxes levied in the ninth year of abatement:	10%
x. For taxes levied in the tenth year of abatement:	0%

- f. **Tax Abatement: Knowledge-based Companies within the ICM Area.** The duration for tax abatement, within the ICM Area described above, shall be for 10 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

i. For taxes levied in the first year of abatement:	90%
ii. For taxes levied in the second year of abatement:	90%
iii. For taxes levied in the third year of abatement:	80%
iv. For taxes levied in the fourth year of abatement:	70%

- v. For taxes levied in the fifth year of abatement: 60%
- vi. For taxes levied in the sixth year of abatement: 40%
- vii. For taxes levied in the seventh year of abatement: 30%
- viii. For taxes levied in the eighth year of abatement: 20%
- ix. For taxes levied in the ninth year of abatement: 10%
- x. For taxes levied in the tenth year of abatement: 5%

g. **Tax Abatement: Industrial, Logistic(s) and Knowledge-based Companies Outside the ICM Area.** The duration for tax abatement, for projects described as *Outside the ICM Area* in the above, shall be for 5 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

- i. For taxes levied in the first year of abatement: 90%
- ii. For taxes levied in the second year of abatement: 80%
- iii. For taxes levied in the third year of abatement: 70%
- iv. For taxes levied in the fourth year of abatement: 60%
- v. For taxes levied in the fifth year of abatement: 50%

h. **Job Creation: New or expanded Industrial or Logistic(s) Companies within ICM Area.** New Industrial or Logistic(s) Companies in the ICM Area must create a minimum of 20 full-time, permanent jobs. Industrial or Logistic(s) Companies in the **ICM Area** that are adding to the size of an existing building, as referenced 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 applications, with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

i. **Job Creation: New or expanded Knowledge-based Companies in the ICM Area.** New or expanded Knowledge-based Companies in the **ICM Area** must create one job for every 250 square feet of office space created in conformance with the above. Said knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.



The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- j. **Job Creation: New Industrial or Logistic(s) Companies Outside of the ICM Area.** New Industrial or Logistic(s) Companies in areas outside of the ICM Area must create a minimum of 20 full-time permanent jobs. For Industrial and Logistic(s) Companies in areas outside of the ICM Area that are adding to the size of an existing building, as referenced 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 an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- k. **Job Creation: New or expanded Knowledge-based Companies Outside of the ICM Area.** New or expanded Knowledge-based Companies in areas outside the ICM Area must create one job for every 250 square feet of office space created in conformance with the above. Said Knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application, with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- l. **Wage Rates: Industrial or Logistic(s) Companies Inside or Outside the ICM Area.** Industrial or Logistic(s) Companies inside or outside of the ICM Area must pay an average of at least \$14 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for duration of its Enterprise Zone property tax abatement.
- m. **Wage Rates: Knowledge-based Companies Inside or Outside ICM Area.** Knowledge-based Companies must pay an average wage of at least \$20 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The

company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.

- C. **City of DeKalb** – That commencing on the effective date for any abatement approved for eligible property pursuant to the terms of this Agreement (which shall occur on during the term of this Agreement and no sooner than January 1, 2016), taxes on real property levied by the City of DeKalb 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 as follows:
- a. ***Property Tax Abatement Overall Condition.*** In no event shall any abatement of taxes on any parcel exceed the amount of property taxes specifically attributable to the new equalized assessed value generated by the construction of the improvements or the renovation or rehabilitation or existing improvements on such parcel.
  - b. ***ICM Area Project Terms and Conditions.*** DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in the **ICM Area** and according to the following terms and conditions.
    - i. Logistics Companies shall construct a minimum of 100,000 square feet for new building construction or must add at least 50,000 square feet to the size of and existing building. Abatement shall only apply to the increased assessed valuation attributable to said new construction or to said addition.
    - ii. Industrial Companies shall construct a minimum of 15,000 square feet for new building construction or must add at least 7,500 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.
    - iii. Knowledge-based Companies shall construct a minimum of 10,000 square feet or 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.
    - iv. The abatements outlined in the ICM area above will be effective after the said rehabilitation, expansion or new construction has been completed and will begin at a time consistent with the Effective Date defined below
  - c. ***Non-ICM Area Project Terms and Conditions.*** DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in areas outside of the ICM Area according to the following terms and conditions.
    - i. 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.

- ii. 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.
  - iii. 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.
  - iv. Effective date. The abatements outside the ICM will be effective after: 1) the abatement has been approved and an MOU has been executed and complied with; 2) the said rehabilitation, expansion or new construction has been completed; 3) the facility has been issued all required certificates of occupancy or permits and is operational in compliance herewith; 4) the new improvements have been fully assessed; and, 5) the recipient has satisfied all other applicable standards with regard to employment or other eligibility standards; but in no instance earlier than the first full tax year occurring after assessment of the new improvements. For any abatement to be effective, it must commence within two years of the date of execution of the MOU, unless such time period is extended by mutual agreement of the applicant, the Administrator (with the advice of the Advisory Board) and the Designating Units of Government within which the affected property is located; any abatement not taking effect within such period shall terminate.
- d. **Tax Abatement: Logistics-based Companies within the ICM.** The duration for tax abatement within the **ICM Area** described above shall be for 9 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

i. For taxes levied in the first year of abatement:	90%
ii. For taxes levied in the second year of abatement:	80%
iii. For taxes levied in the third year of abatement:	50%
iv. For taxes levied in the fourth year of abatement:	50%
v. For taxes levied in the fifth year of abatement:	50%
vi. For taxes levied in the sixth year of abatement:	40%
vii. For taxes levied in the seventh year of abatement:	30%
viii. For taxes levied in the eighth year of abatement:	20%
ix. For taxes levied in the ninth year of abatement:	10%
x. For taxes levied in the tenth year of abatement:	0%

e. **Tax Abatement: Industrial companies within the ICM Area.** The duration for tax abatement, within the **ICM Area** described above, shall be for 9 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

i. For taxes levied in the first year of abatement:	90%
ii. For taxes levied in the second year of abatement:	80%
iii. For taxes levied in the third year of abatement:	70%
iv. For taxes levied in the fourth year of abatement:	60%
v. For taxes levied in the fifth year of abatement:	50%
vi. For taxes levied in the sixth year of abatement:	40%
vii. For taxes levied in the seventh year of abatement:	30%
viii. For taxes levied in the eighth year of abatement:	20%
ix. For taxes levied in the ninth year of abatement:	10%
x. For taxes levied in the tenth year of abatement:	0%

f. **Tax Abatement: Knowledge-based Companies within the ICM Area.** The duration for tax abatement, within the **ICM Area** described above, shall be for 10 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

i. For taxes levied in the first year of abatement:	90%
ii. For taxes levied in the second year of abatement:	90%
iii. For taxes levied in the third year of abatement:	80%
iv. For taxes levied in the fourth year of abatement:	70%
v. For taxes levied in the fifth year of abatement:	60%
vi. For taxes levied in the sixth year of abatement:	40%
vii. For taxes levied in the seventh year of abatement:	30%
viii. For taxes levied in the eighth year of abatement:	20%
ix. For taxes levied in the ninth year of abatement:	10%
x. For taxes levied in the tenth year of abatement:	5%

g. **Tax Abatement: Industrial, Logistic(s) and Knowledge-based Companies Outside the ICM Area.** The duration for tax abatement, for projects described as *Outside the ICM Area* in the above, shall be for 5 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

i. For taxes levied in the first year of abatement:	90%
ii. For taxes levied in the second year of abatement:	80%
iii. For taxes levied in the third year of abatement:	70%
iv. For taxes levied in the fourth year of abatement:	60%

- h. **Job Creation: New or expanded Industrial or Logistic(s) Companies within ICM Area.** New Industrial or Logistic(s) Companies in the ICM Area must create a minimum of 20 full-time, permanent jobs. Industrial or Logistic(s) Companies in the **ICM Area** that are adding to the size of an existing building, as referenced 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 applications, with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- i. **Job Creation: New or expanded Knowledge-based Companies in the ICM Area.** New or expanded Knowledge-based Companies in the **ICM Area** must create one job for every 250 square feet of office space created in conformance with the above. Said knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- j. **Job Creation: New Industrial or Logistic(s) Companies Outside of the ICM Area.** New Industrial or Logistic(s) Companies in areas outside of the ICM Area must create a minimum of 20 full-time permanent jobs. For Industrial and Logistic(s) Companies in areas outside of the ICM Area that are adding to the size of an existing building, as referenced 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 an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life

of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- k. ***Job Creation: New or expanded Knowledge-based Companies Outside of the ICM Area.*** New or expanded Knowledge-based Companies in areas outside the ICM Area must create one job for every 250 square feet of office space created in conformance with the above. Said Knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application, with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- l. ***Wage Rates: Industrial or Logistic(s) Companies Inside or Outside the ICM Area.*** Industrial or Logistic(s) Companies inside or outside of the ICM Area must pay an average of at least \$14 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.

- m. ***Wage Rates: Knowledge-based Companies Inside or Outside ICM Area.*** Knowledge-based Companies must pay an average wage of at least \$20 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.

D. **City of Genoa** – That commencing on the effective date for any abatement approved for eligible property pursuant to the terms of this Agreement (which shall occur on during the term of this Agreement and no sooner than January 1, 2016), taxes on real property levied by the City of Genoa 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 as follows:

- a. ***Property Tax Abatement Overall Condition.*** In no event shall any abatement of taxes on any parcel exceed the amount of property taxes specifically attributable to the new equalized assessed value generated by the construction of the improvements or the renovation or rehabilitation or existing improvements on such parcel.
- b. ***Non-ICM Area Project Terms and Conditions, including the CITY OF GENOA.*** DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in areas outside of the ICM Area according to the following terms and conditions.

- i. 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.
  - ii. 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.
  - iii. 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.
  - iv. Effective date. The abatements outside the ICM will be effective after the said rehabilitation, expansion or new construction has been completed and will begin at a time consistent with the Effective Date. The abatements will be effective after: 1) the abatement has been approved and an MOU has been executed and complied with; 2) the said rehabilitation, expansion or new construction has been completed; 3) the facility has been issued all required certificates of occupancy or permits and is operational in compliance herewith; 4) the new improvements have been fully assessed; and, 5) the recipient has satisfied all other applicable standards with regard to employment or other eligibility standards; but in no instance earlier than the first full tax year occurring after assessment of the new improvements. For any abatement to be effective, it must commence within two years of the date of execution of the MOU, unless such time period is extended by mutual agreement of the applicant, the Administrator (with the advice of the Advisory Board) and the Designating Units of Government within which the affected property is located; any abatement not taking effect within such period shall terminate.
- c. ***Tax Abatement: Industrial, Logistic(s) and Knowledge-based Companies Outside the ICM Area, including the CITY OF GENOA.*** The duration for tax abatement, for projects described as *Outside the ICM Area* in the above, shall be for 5 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:
- i. For taxes levied in the first year of abatement: 90%
  - ii. For taxes levied in the second year of abatement: 80%
  - iii. For taxes levied in the third year of abatement: 70%
  - iv. For taxes levied in the fourth year of abatement: 60%
  - v. For taxes levied in the fifth year of abatement: 50%

- d. **Job Creation: New Industrial or Logistic(s) Companies Outside of the ICM Area, including the CITY OF GENOA.** New Industrial or Logistic(s) Companies in areas outside of the ICM Area must create a minimum of 20 full-time permanent jobs. For Industrial and Logistic(s) Companies in areas outside of the ICM Area that are adding to the size of an existing building, as referenced 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 an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- e. **Job Creation: New or expanded Knowledge-based Companies Outside of the ICM Area, including the CITY OF GENOA.** New or expanded Knowledge-based Companies in areas outside the ICM Area must create one job for every 250 square feet of office space created in conformance with the above. Said Knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application, with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- f. **Wage Rates: Industrial or Logistic(s) Companies Inside or Outside the ICM Area, including the CITY OF GENOA.** Industrial or Logistic(s) Companies inside or outside of the ICM Area must pay an average of at least \$14 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.
- g. **Wage Rates: Knowledge-based Companies Inside or Outside ICM Area, including the CITY OF GENOA.** Knowledge-based Companies must pay an average wage of at least \$20 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.



E. **City of Sandwich** – That commencing on the effective date for any abatement approved for eligible property pursuant to the terms of this Agreement (which shall occur on during the term of this Agreement and no sooner than January 1, 2016), taxes on real property levied by the City of Sandwich 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 as follows:

- a. **Property Tax Abatement Overall Condition.** In no event shall any abatement of taxes on any parcel exceed the amount of property taxes specifically attributable to the new equalized assessed value generated by the construction of the improvements or the renovation or rehabilitation or existing improvements on such parcel.
- b. **Non-ICM Area Project Terms and Conditions, including the CITY OF SANDWICH.** DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in areas outside of the ICM Area according to the following terms and conditions.
  - i. 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.
  - ii. 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.
  - iii. 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.
  - iv. Effective date. The abatements outside the ICM will be effective after the said rehabilitation, expansion or new construction has been completed and will begin at a time consistent with the Effective Date. The abatements will be effective after: 1) the abatement has been approved and an MOU has been executed and complied with; 2) the said rehabilitation, expansion or new construction has been completed; 3) the facility has been issued all required certificates of occupancy or permits and is operational in compliance herewith; 4) the new improvements have been fully assessed; and, 5) the recipient has satisfied all other applicable standards with regard to employment or other eligibility standards; but in no instance earlier than the first full tax year occurring after assessment of the new improvements. For any abatement to be effective, it must commence within two years of the date of execution of the MOU, unless such time period is extended by mutual agreement of the applicant, the Administrator (with the advice of the

Advisory Board) and the Designating Units of Government within which the affected property is located; any abatement not taking effect within such period shall terminate.

- c. ***Tax Abatement: Industrial, Logistic(s) and Knowledge-based Companies Outside the ICM Area, including the CITY OF SANDWICH.*** The duration for tax abatement, for projects described as *Outside the ICM Area* in the above, shall be for 5 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

i. For taxes levied in the first year of abatement:	90%
ii. For taxes levied in the second year of abatement:	80%
iii. For taxes levied in the third year of abatement:	70%
iv. For taxes levied in the fourth year of abatement:	60%
v. For taxes levied in the fifth year of abatement:	50%

- d. ***Job Creation: New Industrial or Logistic(s) Companies Outside of the ICM Area, including the CITY OF SANDWICH.*** New Industrial or Logistic(s) Companies in areas outside of the ICM Area must create a minimum of 20 full-time permanent jobs. For Industrial and Logistic(s) Companies in areas outside of the ICM Area that are adding to the size of an existing building, as referenced 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 an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- e. ***Job Creation: New or expanded Knowledge-based Companies Outside of the ICM Area, including the CITY OF SANDWICH.*** New or expanded Knowledge-based Companies in areas outside the ICM Area must create one job for every 250 square feet of office space created in conformance with the above. Said Knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application, with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- f. **Wage Rates: Industrial or Logistic(s) Companies Inside or Outside the ICM Area, including the CITY OF SANDWICH.** Industrial or Logistic(s) Companies inside or outside of the ICM Area must pay an average of at least \$14 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.
- g. **Wage Rates: Knowledge-based Companies Inside or Outside ICM Area, including the CITY OF SANDWICH.** Knowledge-based Companies must pay an average wage of at least \$20 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.

F. **City of Sycamore** – That commencing on the effective date for any abatement approved for eligible property pursuant to the terms of this Agreement (which shall occur on during the term of this Agreement and no sooner than January 1, 2016), taxes on real property levied by the City of Sycamore 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 as follows:

- a. **Property Tax Abatement Overall Condition.** In no event shall any abatement of taxes on any parcel exceed the amount of property taxes specifically attributable to the new equalized assessed value generated by the construction of the improvements or the renovation or rehabilitation or existing improvements on such parcel.
- b. **Non-ICM Area Project Terms and Conditions, including the CITY OF SYCAMORE.** DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in areas outside of the ICM Area according to the following terms and conditions.
  - i. 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.
  - ii. 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.

- iii. 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.
- iv. Effective date. The abatements outside the ICM will be effective after the said rehabilitation, expansion or new construction has been completed and will begin at a time consistent with the Effective Date. The abatements will be effective after: 1) the abatement has been approved and an MOU has been executed and complied with; 2) the said rehabilitation, expansion or new construction has been completed; 3) the facility has been issued all required certificates of occupancy or permits and is operational in compliance herewith; 4) the new improvements have been fully assessed; and, 5) the recipient has satisfied all other applicable standards with regard to employment or other eligibility standards; but in no instance earlier than the first full tax year occurring after assessment of the new improvements. For any abatement to be effective, it must commence within two years of the date of execution of the MOU, unless such time period is extended by mutual agreement of the applicant, the Administrator (with the advice of the Advisory Board) and the Designating Units of Government within which the affected property is located; any abatement not taking effect within such period shall terminate.
- c. **Tax Abatement: Industrial, Logistic(s) and Knowledge-based Companies Outside the ICM Area, including the CITY OF SYCAMORE.** The duration for tax abatement, for projects described as *Outside the ICM Area* in the above, shall be for 5 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:
- |   |     |
|---|-----|
| i. For taxes levied in the first year of abatement:   | 90% |
| ii. For taxes levied in the second year of abatement: | 80% |
| iii. For taxes levied in the third year of abatement: | 70% |
| iv. For taxes levied in the fourth year of abatement: | 60% |
| v. For taxes levied in the fifth year of abatement:   | 50% |
- d. **Job Creation: New Industrial or Logistic(s) Companies Outside of the ICM Area, including the CITY OF SYCAMORE.** New Industrial or Logistic(s) Companies in areas outside of the ICM Area must create a minimum of 20 full-time permanent jobs. For Industrial and Logistic(s) Companies in areas outside of the ICM Area that are adding to the size of an existing building, as referenced 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 an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject

property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- e. **Job Creation: New or expanded Knowledge-based Companies Outside of the ICM Area, including the CITY OF SYCAMORE.** New or expanded Knowledge-based Companies in areas outside the ICM Area must create one job for every 250 square feet of office space created in conformance with the above. Said Knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application, with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- f. **Wage Rates: Industrial or Logistic(s) Companies Inside or Outside the ICM Area, including the CITY OF SYCAMORE.** Industrial or Logistic(s) Companies inside or outside of the ICM Area must pay an average of at least \$14 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.
- g. **Wage Rates: Knowledge-based Companies Inside or Outside ICM Area, including the CITY OF SYCAMORE.** Knowledge-based Companies must pay an average wage of at least \$20 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.

G. **Village of Waterman** – That commencing on the effective date for any abatement approved for eligible property pursuant to the terms of this Agreement (which shall occur on during the term of this Agreement and no sooner than January 1, 2016), taxes on real property levied by the Village of Waterman 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 as follows:

- a. **Property Tax Abatement Overall Condition.** In no event shall any abatement of taxes on any parcel exceed the amount of property taxes specifically attributable to the new

equalized assessed value generated by the construction of the improvements or the renovation or rehabilitation or existing improvements on such parcel.

- b. ***Non-ICM Area Project Terms and Conditions, including the VILLAGE OF WATERMAN.*** DeKalb County Enterprise Zone property tax abatement shall be available for companies meeting the following criteria in areas outside of the ICM Area according to the following terms and conditions.
- i. 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.
  - ii. 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.
  - iii. 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.
  - iv. Effective date. The abatements outside the ICM will be effective after the said rehabilitation, expansion or new construction has been completed and will begin at a time consistent with the Effective Date. The abatements will be effective after: 1) the abatement has been approved and an MOU has been executed and complied with; 2) the said rehabilitation, expansion or new construction has been completed; 3) the facility has been issued all required certificates of occupancy or permits and is operational in compliance herewith; 4) the new improvements have been fully assessed; and, 5) the recipient has satisfied all other applicable standards with regard to employment or other eligibility standards; but in no instance earlier than the first full tax year occurring after assessment of the new improvements. For any abatement to be effective, it must commence within two years of the date of execution of the MOU, unless such time period is extended by mutual agreement of the applicant, the Administrator (with the advice of the Advisory Board) and the Designating Units of Government within which the affected property is located; any abatement not taking effect within such period shall terminate.
- c. ***Tax Abatement: Industrial, Logistic(s) and Knowledge-based Companies Outside the ICM Area, including the VILLAGE OF WATERMAN.*** The duration for tax abatement, for projects described as *Outside the ICM Area* in the above, shall be for 5 years or until the expiration, termination or decertification of the DeKalb County Enterprise Zone or the termination of the abatement based upon non-compliance with

this Agreement or the MOU, whichever is sooner. The following abatement schedule shall be followed:

- |      |   |     |
|------|---|-----|
| i.   | For taxes levied in the first year of abatement:  | 90% |
| ii.  | For taxes levied in the second year of abatement: | 80% |
| iii. | For taxes levied in the third year of abatement:  | 70% |
| iv.  | For taxes levied in the fourth year of abatement: | 60% |
| v.   | For taxes levied in the fifth year of abatement:  | 50% |
- d. **Job Creation: New Industrial or Logistic(s) Companies Outside of the ICM Area, including the VILLAGE OF WATERMAN.** New Industrial or Logistic(s) Companies in areas outside of the ICM Area must create a minimum of 20 full-time permanent jobs. For Industrial and Logistic(s) Companies in areas outside of the ICM Area that are adding to the size of an existing building, as referenced 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 an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- e. **Job Creation: New or expanded Knowledge-based Companies Outside of the ICM Area, including the VILLAGE OF WATERMAN.** New or expanded Knowledge-based Companies in areas outside the ICM Area must create one job for every 250 square feet of office space created in conformance with the above. Said Knowledge-based Companies which are expanding shall provide the DeKalb County Enterprise Zone Administrator, as part of its abatement application, with an affidavit in form and content acceptable to the Administrator delineating the number of existing employees employed at the subject property, whether they are full or part-time, and other information required in compliance with this Agreement or the Act.

The aforementioned employment thresholds shall be achieved within two years of the date of the execution of the MOU and said thresholds must be maintained over the life of the abatement, or the abatement shall be reduced, suspended or terminated in compliance herewith.

- f. **Wage Rates: Industrial or Logistic(s) Companies Inside or Outside the ICM Area, including the VILLAGE OF WATERMAN.** Industrial or Logistic(s) Companies inside or outside of the ICM Area must pay an average of at least \$14 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company

shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.

- g. ***Wage Rates: Knowledge-based Companies Inside or Outside ICM Area, including the VILLAGE OF WATERMAN.*** Knowledge-based Companies must pay an average wage of at least \$20 per hour at the subject property as a starting wage with no job paying less than \$11 per hour. The company shall maintain this wage rate for the duration of its Enterprise Zone property tax abatement.

H. **State-Required Benefits.** Each of the Designating Taxing Districts shall also participate in the state-required waiver of state and local sales tax on construction materials for qualified Enterprise Zone projects.

I. **Abatement Performance Monitoring Process.** Entities meeting abatement qualification criteria outlined 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 and Knowledge-based projects. The said Administrator is hereby authorized to enter into such agreements on behalf of the DeKalb County Enterprise Zone and the participating taxing bodies, consistent with the terms of this Agreement.

- a. Entities receiving property tax abatement for eligible Industrial, Logistics and Knowledge-based projects as described above agree to maintain a minimum of 95% of the employment level at that location, as described in the MOU, for the term of the abatement.

Should full-time permanent employment levels drop to between 95% and 50% of the project employment level agreed to at that location, as described in the MOU, a pro-rata reduction of the applicable abatement will be implemented for the next tax year, continuing until the first full tax year in which employment levels return to the levels agreed to in the MOU.

Should full-time permanent employment levels drop below 50 percent of the project employment level agreed to at that location, as described in the MOU, abatement shall be suspended for that tax year and subsequently until the first full tax year in which employment levels return to the agreed levels in the MOU. Such suspension of abatement benefits shall not toll the total abatement period or result in an extension of the abatement period contemplated herein.

At the discretion of the Enterprise Zone Administrator, with the advice and consent of the Enterprise Zone Advisory Board and the Parties to this Agreement within whose territory the abated property is located, 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.



- b. 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 MOU are being met, and shall confirm such compliance through the use of annual affidavits in form and content acceptable to the Administrator, to be filed not later than September 1 of each year.
- c. The Administrator of the DeKalb County Enterprise Zone, with advice and consent of the Enterprise Zone Advisory Board and the Parties to this agreement within which an abated property is located, may elect to waive enforcement of any performance measures outlined in the MOU 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.
- d. Upon the effective date of this ordinance, all incentives, general abatements and benefits previously offered and in effect within the boundaries of the County of DeKalb shall continue for the term of the newly designated DeKalb County Enterprise Zone for the following groups:
  - i. Business enterprises which are receiving general property tax abatement benefits or incentives within the jurisdictions of the parties to this agreement on the effective date of said Agreements;
  - ii. Business enterprises or expansions which are proposed or under development on the effective date of this Intergovernmental Agreement, if the business enterprise demonstrates that the proposed business enterprise or expansion has been committed to locating or expanding in the Zone;
  - iii. 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 Sections d.i and d.ii above;
  - iv. Other projects for which a Party (or other affected governmental entity) elects to not terminate incentives or abatements, or other projects to which the Party or other governmental entity determines to extend other forms of incentives, abatements or benefits.

#### **SECTION IV – ENTERPRISE ZONE ADVISORY BOARD**

- A. Duties. The Enterprise Zone Advisory Board will perform the following duties with respect to the Enterprise Zone:

- a. Implement and monitor established goals and objectives, and recommend updates to goals and objectives for consideration and adoption by the Parties.
  - b. Establish procedures for the operation and management of the Zone consistent with the terms of this Agreement, including appeals processes, and recommendations and advice on policies for the operation and management of the Zone and the administration and enforcement of the Ordinance, for consideration and adoption by the Parties, with such adoption requiring the consent of a majority of the Parties.
  - c. Report to the County of DeKalb, the Town of Cortland, the City of DeKalb, the City of Genoa, the City of Sandwich, the City of Sycamore, the Village of Waterman and other participating taxing bodies, on an annual basis with respect to Zone activities, performance, policies and procedures.
  - d. Prepare and distribute to the Cities, Town, Village, County and participating taxing bodies an annual report for the Zone.
  - e. Develop and implement a marketing program to inform local businesses and industries, as well as out of town prospects, about the Zone and its incentive programs.
  - f. Coordinate Enterprise Zone programs and activities with the various other planning, economic development and community development entities in the area.
  - g. Provide the necessary reporting data to the Illinois Department of Commerce and Economic Opportunity and the Illinois Department of Revenue.
  - h. Perform other functions and duties as may be stipulated by future amendments to the Agreement by the Parties above or by the Act, consistent with the terms and limitations of this Agreement.
  - i. Perform all duties and obligations in a neutral fashion, based upon objective criteria uniformly applied to all properties and to all Parties or applicants.
- B. Membership. The Enterprise Zone Advisory Board shall be comprised of the Executive Committee of the Board of Directors of the EDC and the Executive Director of the EDC in his capacity as DeKalb County Enterprise Zone Administrator. Representatives of the Designating Units of Government and Representatives of Taxing Bodies participating in the DeKalb County Enterprise Zone Property Tax Abatement Program who do not currently serve on the EDC Executive Committee will be ex-officio, non-voting member of the Advisory Board. In the event that the County or EDC elect to terminate the Administration Agreement, the Parties shall cooperate in good faith to approve a new Zone Administrator and Administration Board that is acceptable to at least six out of seven of the Parties, to approve a new Administration Agreement that is acceptable to at least six out of seven of the Parties, and to approve an amendment to this Agreement consistent with the Parties' agreement. The membership composition of the Advisory Board and the mechanism for selection of members of the

Advisory Board shall not change without the approval of at least six out of seven of the Parties to this Agreement.

- C. Terms of Membership. The terms of membership for Zone Advisory Board members shall be as follows.

DeKalb County Zone Advisory Board members shall serve during their respective terms on the EDC Board of Directors. In the case of elected officials, their term on the advisory Board will be the same as their respective term in office. In the case of Taxing Body Representatives, their term will be for the duration of their employment in their position at said Taxing Body or until their organization desires to replace them.

- D. Elections. The DeKalb County Enterprise Zone Advisory Board shall have the same officer designations as the Executive Committee of the Board of Directors of the EDC. These positions are elected on an annual basis during the EDC Annual meeting and are titled President, Vice President and Secretary/Treasurer. Each member shall have one vote for election purposes and for any and all matters upon which the board must vote, except the President, who shall only vote in the case of a ties. A simple majority of the membership of the DeKalb county Enterprise Zone Advisory Board present and accounted for at any meeting shall constitute a quorum. A simple majority of the voting members present at any meeting (assuming quorum is achieved) shall be required for action upon any item brought before the Board for a vote.
- E. Compensation. DeKalb County Enterprise Zone Advisory Board members shall serve without compensation.
- F. Staff. The DeKalb County Enterprise Zone Administrator shall serve as advisor and staff to the DeKalb County Enterprise Zone Advisory Board in order to assist in carrying out its functions and duties.
- G. Conflict of Interest. Any voting member of the Enterprise Zone Advisory Board who has a direct or an implied conflict of interest must refrain from discussion of such matters with members of the Advisory Board and must abstain from voting on matters before the Advisory Board and their abstention will be recorded in the minutes of the Board.

## **SECTION V: ENTERPRISE ZONE ADMINISTRATOR**

- A. Zone Administrator: The parties to this Intergovernmental Agreement find and concur that the Executive Director of the DeKalb County Economic Development Corporation shall be the DeKalb County Enterprise Zone Administrator as previously agreed in the County of DeKalb Resolution regarding DeKalb County Enterprise Zone Administration.
- B. Duties and Responsibilities. The duties and responsibilities of the DeKalb County Enterprise Zone Administrator shall be as follows:

- a. Administration. The Zone Administrator shall administer and enforce the Ordinance, and operate and manage the Zone, consistent with the terms and limitations of this Agreement. All appeals from any decisions or determination of the Zone Administrator shall be taken to the Zone Advisory Board for final resolution.
- b. Records. The Zone Administrator shall maintain records associated with Zone activities and projects and necessary to the preparation of reports required by the State of Illinois and the state Zone Advisory Board. Such records shall be available for public inspection pursuant to applicable law, and shall be available for inspection and review by the Parties, in their entirety, upon request. A copy of any documents relating to an application for Enterprise Zone benefits or verification of eligibility for the same shall be provided to each Party to this Agreement within which a proposed or active incentive exists. Further, to the extent that any of the Parties to this Agreement are subject to Freedom of Information Act requests for documents which the Parties would be required to produce and which are in the custody of the Zone Administrator, the Zone Administrator shall provide such documentation to the Parties within a time period as to permit the Parties to comply with their obligations under that Act.
- c. Report Preparation. The Zone Administrator shall prepare all reports required by the State of Illinois and its affected agencies. A copy of all such reports shall be provided to each of the Parties.
- d. Advisor and Staff to the Enterprise Zone Advisory Board. The Zone Administrator shall serve as advisor and staff to the Zone Advisory Board and as advisor to the Parties to this Agreement.
- e. The Zone Administrator shall initiate and enforce all DeKalb County Enterprise Zone property tax abatement Memorandums of Understanding between eligible taxpayers and said Administrator as outlined above. Any of the Parties to this Agreement may also enforce the terms of an MOU for any property within their respective corporate limits, in the event that the Zone Administrator fails or refuses to do so.
- f. Perform all duties and obligations in a neutral fashion, based upon objective criteria uniformly applied to all properties and to all Parties or applicants.

## **SECTION VI – ZONE MANAGEMENT COSTS AND OPERATION**

- A. Staff salary and fringe benefits of the Zone Administrator shall be determined and paid by the DeKalb County Economic Development Corporation as a part of his or her responsibilities as Executive Director.
- B. Operating expenses for the administration of the Zone shall be paid by the EDC out of EDC operating funds and/or administration charges imposed consistent with the terms of this

Agreement; the Parties shall have no obligation or liability to make further contributions to the EDC. Operating expenses for the administration of the Zone may include, but are not limited to:

- a. Expenses related to promoting the Zone, e.g. brochure production and dissemination, television and newspaper advertising or other electronic marketing, workshops, presentations and travel.
- b. Clerical, copying, printing, postage and minor equipment expenses associated with Zone Advisory Board meetings, activities of the Zone Advisory Board and reporting to the State of Illinois and the Parties.

**SECTION VII – ADMINISTRATOR SUCCESSION PROCESS.** The agreement between the County of DeKalb, on its own behalf and on behalf of the Designating Units of Governments, and the EDC, by which the EDC shall contract to act in the various capacities previously set forth herein, is expected to contain a provision authorizing the termination of said agreement, without cause, by either party upon notice to the other. In the event that the County of DeKalb or the EDC elects such a termination prior to the expiration of this Intergovernmental Agreement, said termination shall not under any circumstances be construed as terminating this agreement. The parties to the agreement expressly agree that in that circumstance, this agreement shall remain in full force and effect and the parties hereto agree that they shall, in that event, negotiate an amendment to this Agreement on terms and conditions acceptable to at least six out of seven of the Parties, identifying the entity anticipated to take over the duties of the EDC with regard to the Zone and creating a means or mechanism for the election of a Zone Advisory Board and a Zone Administrator.

**SECTION VIII – NO TAX LEVY OBJECTION.** Taxpayers receiving DeKalb County Enterprise Zone property tax abatement under the terms and conditions of above must agree that they shall not file an objection to the real estate property taxes levied 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. In the event a real estate property tax protest is successful relative to any tax year originally contemplated under the terms of the relevant MOU to be within the term of an approved abatement, the party pursuing such tax protest shall be responsible for a refund of all sums previously abated pursuant to the MOU.

**SECTION IX – 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 and the respective Parties to this Agreement within which the property subject to the abatement is located. 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 and the respective Parties to this Agreement within which the property subject to the abatement is located, 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 outlined above and the applicable MOU.

**SECTION X – 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 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 XI – LOCAL SOURCING STATEMENT.** The Designating Units of Government encourage companies receiving Enterprise Zone benefits, as provided herein, to utilize local labor and to purchase building materials locally.

**SECTION XII – EFFECTIVE DATE.** This Agreement 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 Agreement null and void.

**SECTION XIII – COMPLIANCE WITH OTHER LAWS.** Neither the passage of this Agreement nor the establishment of an Enterprise Zone shall excuse compliance with the then-current version of any other applicable laws, ordinances or regulations, unless expressly superseded by the Agreement or the Enterprise Zone Act. Any development undertaken pursuant to the creation of the Enterprise Zone shall be performed in full compliance with all applicable laws and processes. The Parties acknowledge that while the Act contemplates the potential for expansive Enterprise Zone incentives and benefits, the Parties have agreed to limit the scope of incentives available under this Agreement to those benefits which are expressly defined herein, subject to the restrictions contemplated herein, and further acknowledge that the Parties have not approved other incentives, relief from any applicable zoning processes or requirements, or waivers of other fees, charges or obligations; each of the Parties reserves all of its rights and authority under local or state law, unless expressly limited herein.

**SECTION XIV – REASONABLE ACTION.** For matters related to the operation, amendment or modification of the DeKalb County Enterprise Zone which will result in job creation, retention or capital investment within the boundaries or proposed boundaries of the Zone that, by statute, require the approval of the Designating Units of Government, the parties of this Intergovernmental Agreement stipulate and concur that said approval shall not be unreasonably withheld by any of said Designating Units of Government.

This agreement is made as of the year and day first above written.

City of DeKalb

By: John A. Rey  
Mayor

County of DeKalb

By: [Signature]  
County Board Chairman

Town of Cortland

By: [Signature]  
Mayor

City of Genoa

By: [Signature]  
Mayor

City of Sandwich

By: [Signature]  
Mayor

City of Sycamore

By: [Signature]  
Mayor

Village of Waterman

By: Thomas Eple  
Mayor



Curt Lang  
Mayor

Mary Kalk  
City Clerk

Brian Gregory  
City Manager

September 24, 2018

Sycamore Park District Board of Commissioners  
Re: DeKalb County Enterprise Zone

Board of Commissioners:

The City of Sycamore is among the designating units of government within the DeKalb County Enterprise Zone, which was certified by the State of Illinois effective January 1, 2016. The Enterprise Zone is a partnership between State of Illinois and local taxing bodies to encourage economic growth within the designated zone. Taxing bodies leverage local incentive programs with state incentives to attract investment, development, job creation and new tax revenue to the participating communities.

The Enterprise Zone provides an avenue for the City of Sycamore to remain competitive in the attraction and retention of businesses and jobs with other communities in Illinois, the Midwest and beyond. In addition to growing the local economy and adding new jobs, the City is hopeful the Enterprise Zone will foster new economic investment and help further diversify the tax base.

In order to participate in the Enterprise Zone program, the Park District would need to pass a Participation Resolution which outlines the property tax abatements consistent with the zone. The abatements are at the same levels over 5 years (90/80/70/60/50) that are currently offered by the Park District through intergovernmental governmental agreement.

We appreciate the opportunity provided on August 28<sup>th</sup> to discuss the Enterprise Zone details and encourage the Park District to consider participation. Please do not hesitate to contact the City or the DeKalb County Economic Development Corporation with any questions.

Sincerely,

Curt Lang  
Mayor

Brian Gregory  
City Manager



# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 30, 2018

## STAFF RECOMMENDATION

**AGENDA ITEM: RELOCATING CONSTRUCTION AND DONATION PLAQUES AT THE SPORTS CONCESSION BUILDING: Recommend Approval**

**BACKGROUND INFORMATION:** An idea was presented to move the plaques that are located inside the sports concession building to a more visible area to recognize those who were involved in the late 1970's building project.

After reviewing the plaques and the outside of the building, we feel there is adequate room to place both plaques on the east end wall of the building just to the south or left of the service counter. This location allows for a much better opportunity for the plaques to be viewed by everyone who visits the concession building.

Attached is a picture of the two plaques currently located inside the concessions building. One or both plaques can be moved based on the Board's decision.

**FISCAL IMPACT:** Small amount of staff time to move the plaques in-house.

**STAFF RECOMMENDATION:** Recommend Board Approval to move one or both plaques to the east outer wall of the sports concession building.

**PREPARED BY:** Jeff Donahoe, Superintendent of Parks

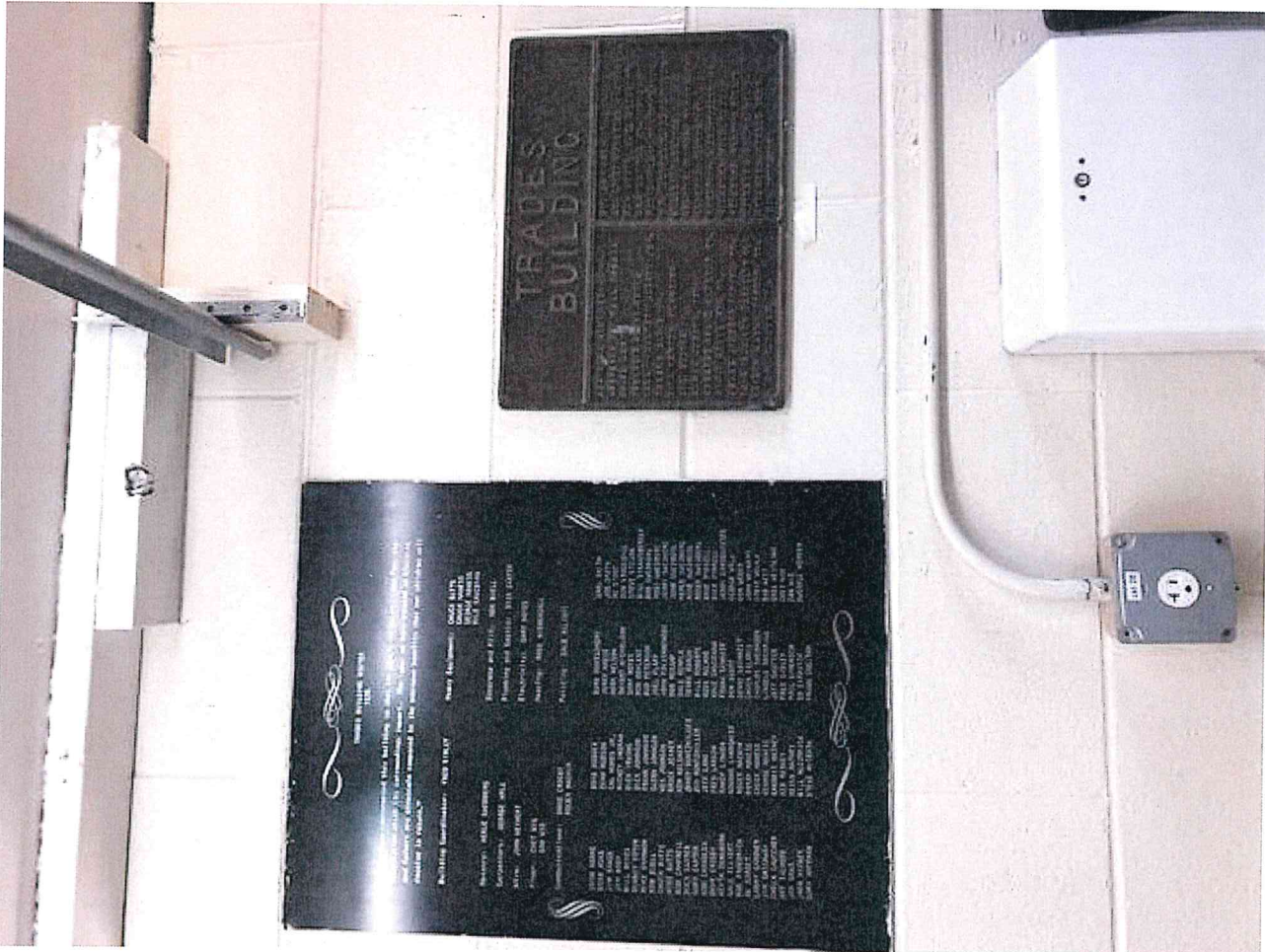
**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

Jeff Donahoe

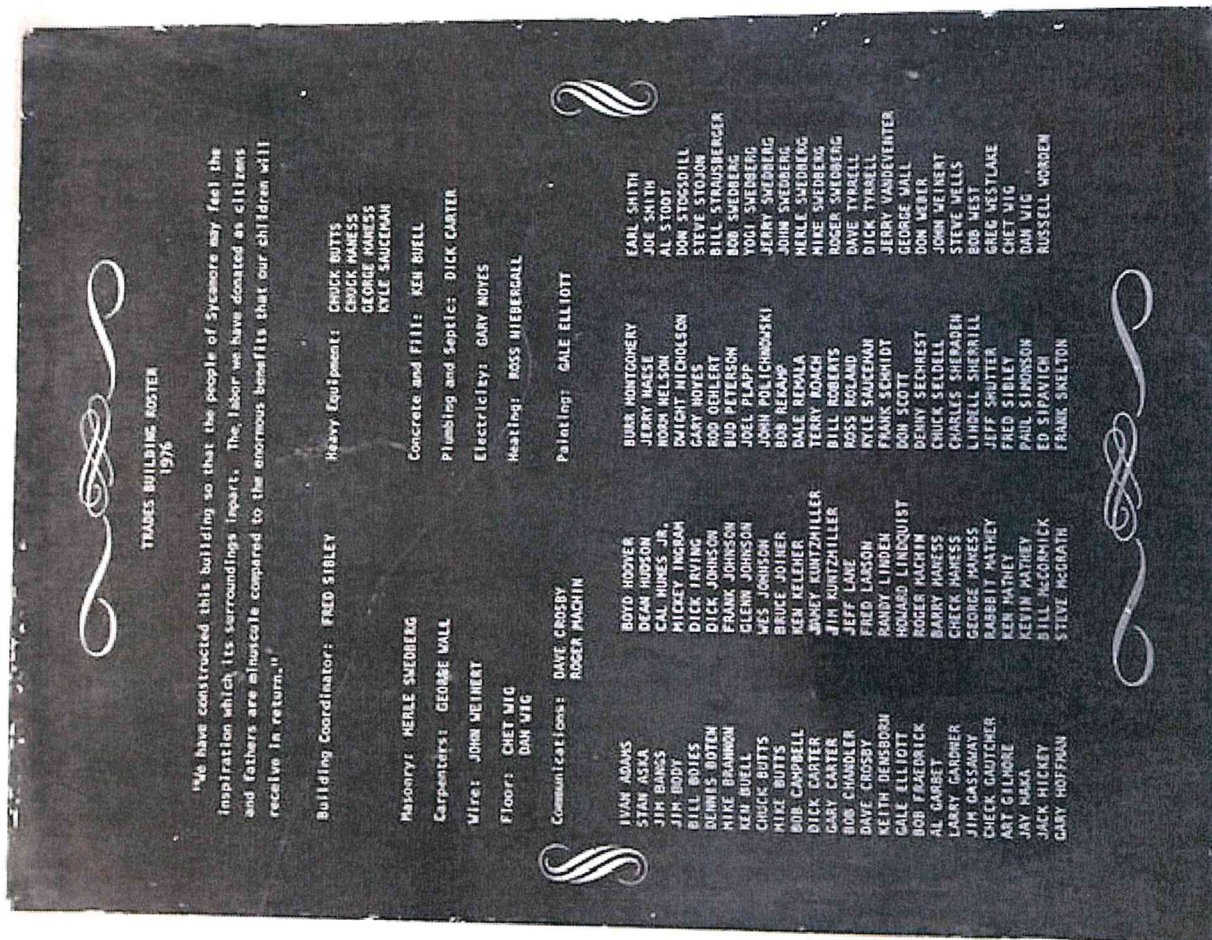
From: Jeff <mjdonahoe@aol.com>  
 Sent: Monday, October 22, 2018 1:15 PM  
 To: Jeff Donahoe



Sent from my iPhone

Jeff Donahoe

From: Jeff <mjdonahoe@aol.com>  
 Sent: Monday, October 22, 2018 1:16 PM  
 To: Jeff Donahoe



Sent from my iPhone



Jeff Donahoe

From: Jeff <mjdonahoe@aol.com>  
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Sent from my iPhone

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: October 30, 2018

### STAFF RECOMMENDATION

#### AGENDA ITEM: Recommendation for 2019 Golf Rates

**BACKGROUND INFORMATION:** The golf business remained flat in 2018. Very little growth in the game has taken place over the last several years. Our Season Pass sales continue a slight downturn. This caused mostly by the lack of available time for patrons to take the time needed to play the game and the cost of playing the game itself. Though a patron who purchases a pass gets a better dollar per round average if used often, most of our pass holders just get their moneys worth due to their lack of available time. River Heights, our nearest competitor, offers a Resident Adult Unlimited Season Pass for \$550.00 and a Non-Resident Season Pass for \$650.00. Our rates are \$599.00 and \$749.00 respectively. We can certainly justify our higher pass rates due to our course conditions and our customer service. A decision has been made to raise only 4 selected Season Pass rates. Resident and Non-Resident Senior weekday and Resident and Non-Resident Senior Three Day passes. This increase is to get these passes in line in cost difference between the Adult Unlimited and Adult Weekday passes. There is a \$150.00-dollar difference in the cost of the Adult Unlimited and the Adult Weekday. In 2016 – 2018 there was \$170.00-dollar difference between the Senior Unlimited and Senior Weekday. An increase of 6% or \$20.00 was added to the Senior Weekday Pass to have it mirror the same cost difference as the Adult Unlimited and the Adult Weekday. An increase of 12% was added to the Senior Three Day Passes, from \$249.00 in previous seasons to \$279.00 in 2019. This increase is to one of our most popular passes and is justified by the cost difference between the Senior Unlimited and the Senior Weekday. All three Senior passes will be equal with each other in 2019 in value.

It is the opinion of the golf operation that all green fees should be increased by \$1.00 across the board. These fees were lowered slightly in 2015 and have stayed

at that level for the past 4 seasons. River Heights of DeKalb offers weekday 18 holes for \$22.00 and weekend 18 for \$26.00, our 2019 fees, if approved, will be \$26.00 and \$29.00 respectively. River Heights offers the lower rate due to the fact they do not offer a senior rate. Our golf course does offer an 18-hole \$20.00 green fee for seniors anytime during the week and after 12:00 noon on weekends. Our slightly higher regular adult rates are justified by the alternate rates we offer at other times during the day. If a golfer wishes to play at a peak time of the day on a well-maintained facility, then the rates should reflect a premium price.

Finally, the golf operation would not like to offer a discount of Season Pass prices in the month of December this year. We have tried this the last two Decembers, it did create a slight increase in pass sales in 2016 for 2017 but it did not have a positive impact in 2017 for 2018. The golf operation feels we will have a more “captive audience” by just doing the 10% discount on Season Passes during the Swing into Spring Sale during the first weekend in March. Offering the season pass sale in December for the last 2 seasons hurt pro shop sales because it reduced the traffic during the Swing into Spring Sale. The Swing into Spring Sale will be offered from Friday, March 1<sup>st</sup> through Sunday, March 3<sup>rd</sup>. During the sale, Season Passes will be reduced by 10% and all pro shop merchandise will be at special prices. Not offering the Season Pass sale in December will not have any impact on cash flow, according to our Superintendent of Finance.

**STAFF RECOMMENDATION:** The Board approves the recommendation to increase selected Season Pass rates as stated and increase all green fee rates by \$1.00 in 2019. Golf Cart rates will remain the same in 2019 as they were in 2018.

**FISCAL IMPACT:** Balanced Golf Operations budget

**PREPARED BY:** Kirk Lundbeck, Superintendent of Golf Operations.

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

## Proposed 2019 Golf Rates

<u>Season Pass Type</u>	<u>2019 Resident</u>	<u>2019 Non- Resident</u>
Adult Unlimited	\$599.00	\$749.00
Adult Weekday	\$449.00	\$599.00
Spouse Unlimited	\$379.00	\$529.00
Spouse Weekday	\$319.00	\$469.00
Senior Unlimited	\$549.00	\$699.00
Senior Weekday	increased by 6% (\$20.00) \$399.00	\$549.00
Senior Three Day	increased by 12% (\$30.00) \$279.00	\$389.00
Junior (16 - 21)	\$359.00	\$479.00
Junior (11 - 15)	\$239.00	\$359.00

<u>Green Fee Type</u>	<u>Green Fees increased by \$1.00</u>	
Weekday 9 Holes before 5pm	\$15.00	\$17.00
Weekday 9 Holes after 5pm	\$12.00	\$12.00
Weekday 18 Holes before 2pm	\$26.00	\$29.00
Weekday 18 Holes after 2:00pm	\$23.00	\$23.00
Weekend 9 Holes before 5pm	\$17.00	\$19.00
Weekend 9 Holes after 5pm	\$12.00	\$12.00
Weekend 18 Holes before 5pm	\$29.00	\$32.00
Weekend 18 Holes after 5pm	\$25.00	\$25.00

<u>Junior/Senior Green Fees</u>	\$10.00	\$11.00
All Day 9 (Weekends after 1pm)	\$20.00	\$22.00
All Day 18 (Weekends of 1pm)		

<u>Cart Fees</u>		
Earlybird 9 before 9am Weekdays	\$7.50	\$7.50
Earlybird 18 before 9am Weekdays	\$13.00	\$13.00
9 Holes before 5pm	\$8.50	\$8.50
9 Holes after 5pm	\$6.50	\$6.50
18 Holes before 2pm	\$16.00	\$16.00
18 Holes after 2pm	\$13.00	\$13.00
Push Carts	\$3.00	\$3.00

## SYCAMORE PARK DISTRICT

### Board of Commissioners

Date of Board Meeting: October 30, 2018

### STAFF RECOMMENDATION

#### **AGENDA ITEM: FACILITY FEES for LEGACY CAMPUS: Recommended Consideration**

**BACKGROUND INFORMATION:** With the new facilities now open and in operation at Legacy Campus, Staff have identified opportunities to review, align, and re-develop some fee structures and customer service points that may not have been considered before we opened.

Staff felt that a “re-look” at fees/policies for our facilities and memberships is presented mostly in part by comments from customers and our dedication to customer service. Staff identified dead times in the facility and felt that some of it can be filled with adjusted rental fees and creative programming. Staff identified new members requesting a “3- month option” due to high school and college student schedules, as well as teaching staff only wanting a “summer” membership. This is an opportune time to address and align the existing fees as we prepare for 2019 budget.

Staff worked on gathering information from:

- Researching similar facility type fee structures, terms and conditions for our Community Center rentals
  - Sycamore hotels, local churches, DeKalb Park District, CUSD #427 and CUSD #428.
- Review of park district military fees/discounts from Elmhurst, Lake Forest, Winfield, Highland Park, Elk Grove, Gurnee, Bensenville Park Districts
- Sycamore park district customer suggestions

Attached is the comprehensive outline approved at the January 2018 Board meeting with proposal for added fees:

- Facility rental fees – sliding scale of fees for Multipurpose rooms and gym
- Military and Veteran discount
- 3- month Pathway Fitness Pass & Membership option



**STAFF RECOMMENDATION:** PLEASE REFER TO THE ATTACHED DETAILS: Staff requests consideration of sliding scale rental fees for Community Center, Military/Veteran Discount and 3-month Pathway Fitness Membership.

**FISCAL IMPACT: The total cost is as follows:** The Community Center has brought in \$4,198 in rental fees in the last 6 months and is projected to bring in \$9800. The addition of the sliding scale rental may help to secure long term customers like Home School groups, private vendors, churches groups, etc. It is hard to predict how many renters would take advantage of the discount, but we hope that it would make it a more attractive price range to keep renters longer, or those that we lost because we did not have a sliding scale for an all - day or long-term option, may return. We believe we will have a better hold on rental revenue potential after the first fiscal year.

The request for a Military discount and Veterans discount has come up a few times since we opened. The Golf Course presently offers a Military discount of Free golf (must pay for cart fees). To stay aligned with a discount already in place, the Community Center would offer its “ 5 visit Gym pass” to a Military or Veteran with proper ID, one per year. The value of this card is \$12/resident and \$18/non-resident, or they can apply that amount to an annual membership when paid in full.

The addition of a “3-Month pass/membership” may not necessarily mean additional revenues, but just another option for our members to fit their lifestyle. We currently have 33 members who have placed their membership on hold or have canceled due to going back to school, away at college or at their winter home. While this is a great option for our yearly members to take advantage of (membership allows the member to place on “hold” two times a year for a max of 3 months each time), it is a strain administratively to manage. The addition of the 3-month pass will serve our customers’ request for a short-term membership.

**PREPARED BY:** Theresa Tevsh, Superintendent of Recreation

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:**

Availability		Capacity	
Community Center	Monday-Friday: 6am-9pm, Saturday: 8am-6pm, Sunday: 10am -5pm. (Extended hour rentals available for an additional fee.) Rentals are not available: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. <b>Minimum of 2-hour rental on Multipurpose rooms which includes renter's setup/take down time.</b>	Multipurpose Room A	45
		Multipurpose Room B	45
		Multipurpose Room AB	90
		Multipurpose Room C	45
		Patio	90
		Gymnasium	300
Club House	May-September 5pm-12am March, April and October 2pm-12am November-February 8-12am		110
Shelters	April through mid-October	Good Tymes Shelter	Up to 50
		Main South Shelter	Up to 120
		Lions Shelter	Up to 50
		WPA Main Shelter	Up to 50
Community Pool	Saturday and Sundays between 5:30pm-10pm during regularly scheduled season. Minimum rental time: 2 hours		300
Splash Fountain	Saturdays 6pm-8pm and Sunday 5pm-7pm during regularly scheduled season. Minimum rental time: 2 hours		209

## Fee & Payment

### Rental Fee Definition:

- Resident/Non-Profit: In District Individuals, Organizations, Businesses, Non-profit Organizations, Service Clubs, Churches. Non-profit groups must provide copy of 501-c 3 to receive non-profit rate.
- Non-Resident/Commercial: Out of District Individuals, Organizations, Businesses
- Sycamore Government: Sycamore City, Chamber, Library, School Dist., etc.

Credit card kept on file in place of separate damage deposit payment/check

The Park District reserves the right to modify rental fees if deemed necessary based on the size or scope of the rental request.

Community Center	Multipurpose Room A, B, or C	R NR \$45 \$68	Rental includes tables, chairs and set-up/take down. Fee is per hour.
	Multipurpose Room AB	R/NR \$90/\$135	Rental includes tables, chairs and set-up/take down. Fee is per hour
	Multipurpose Room C	R NR \$45/68	Rental includes tables, chairs and set-up/take down. Fee is per hour.
	<b>Monday-Thursday rates of more than 2 hours Room A,B,C, cap at 8hrs</b>	<b>3 Hrs \$36/\$54 4 Hrs \$32/\$48 5Hrs &amp; more \$28/\$42</b>	Rental includes tables, chairs and set-up/take down. Fee is per hour.

	Back Patio	R NR \$15 \$23	Rental includes private use of patio. Fee is per hour.
	Gymnasium  <b>Additional hour discount rates:</b>	R NR Full Gym: \$120 \$180 <b>5 Hrs &amp; more \$100/\$150</b> Full Ct.: \$60 \$90 <b>5 Hrs &amp; more \$50/\$75</b> Half Ct.: \$30 \$45 <b>5 Hrs &amp; more \$25/\$38</b>	A full gym rental includes two (2) regulation size basketball courts. A full court rental includes one (1) regulation size basketball court with 6 basketball hoops. A half gym rental includes 3 basketball hoops. Fee is per hour. * <b>Call for non-sport rental of gym</b>
	Extended Hours	\$25 per hour	An additional fee will be charged per hour for rentals exceeding scheduled Community Center building hours.
	Activity Leader	\$15 per hour	Let the park district help coordinate and lead your rental activities. Contact the Recreation Specialist to discuss your needs. Fee is per hour.
Clubhouse	First Hour	\$75	Paid in full no later than 30 days prior to rental date.
	Each Additional Hour	\$50	
	Setup Fee	\$25-\$150	An appropriate fee will be determined based on the arrangements made.
	Clean Up Fee	\$50	The Park District can take care of the following cleanup items that would normally be a requirement of the renter. If clean-up needs are beyond this scope, additional charges may apply. <ul style="list-style-type: none"> <li>- Remove table place settings, decorations and covers</li> <li>- Take down decorations</li> <li>- Remove outdoor directional signs</li> </ul>
Shelters	1-50 People	\$50	Paid at time of signing rental agreement
	Additional Person Rate (51+)	\$1 per person	
	Port-a-let	\$ varies	The purchase of additional port-a-lets is required for groups over 125
Community Pool	1-50 People Hourly Rate	\$130	Paid in full at time of signing rental agreement

	Additional Person Rate (51+)	\$2 per person	Due day of rental upon entry into the facility
Splash Fountain	Hourly Rate	\$75	Paid in full at time of signing rental agreement
	Activity Leader	\$15	Paid in full 7 days prior to scheduled rental date



In the Community Center on Legacy Campus • 480 South Airport Road • 815-895-3365  
 Building Hours: Mon-Fri 6am-9pm | Sa 8am-6pm | Su 10am-5pm

## Choose Your Path...

Your fitness • Your choice • On your schedule

Sycamore Park District Pathway Fitness serves your healthy lifestyle needs and fitness goals, guiding you on the path to being the best version of you.

24-hour fitness facility and indoor track • diverse fitness programs  
 knowledgeable staff • wellness resources • personal trainers

**NO  
ENROLLMENT &  
CANCELATION  
FEES!**

24/7 Pathway Fitness Memberships (24-Hour Access)	Annual Pay in Full		Annual Monthly		24 HOUR ACCESS	FITNESS CENTER	TRACK	OPEN GYM	FITNESS ASSESSMENTS	TRAILHEAD HEALTH & FITNESS SERIES	FREE PERSONAL TRAINING SESSION	20% OFF GROUP FITNESS CLASSES
	Resident	Nonresident	Resident	Nonresident								
Individual (ages 18-61)	\$270	\$405	\$25	\$38	●	●	●	●	●	●	●	●
Additional Household Member (Age 18-61)	\$135	\$203	\$12	\$18	●	●	●	●	●	●	●	●
Senior Individual (ages 62+)	\$216	\$324	\$20	\$30	●	●	●	●	●	●	●	●
Senior Additional Household Member (Age 62+)	\$108	\$162	\$10	\$15	●	●	●	●	●	●	●	●
3 Month Membership (ages 18+)	\$75	\$114			●	●	●	●	●	●		
Track Only Membership (ages 18+)	\$75	\$113			●		●					

Pathway Fitness Passes (Access during building hours)	Resident	Nonresident	Resident	Nonresident	24 HOUR ACCESS	FITNESS CENTER	TRACK	OPEN GYM	FITNESS ASSESSMENTS	TRAILHEAD HEALTH & FITNESS SERIES	FREE PERSONAL TRAINING SESSION	20% OFF GROUP FITNESS CLASSES
Individual (ages 14*-61)	\$216	\$324	\$20	\$30		●	●	●	●	●		
Additional Household Member (Age 14*-61)	\$108	\$162	\$10	\$15		●	●	●	●	●		
Senior Individual (age 62+)	\$173	\$260	\$16	\$24		●	●	●	●	●		
Senior Additional Household Member (Age 62+)	\$86	\$129	\$8	\$12		●	●	●	●	●		
3 Month Pass (ages 14+*)	\$75	\$114				●	●	●	●	●		
Track Only Pass (Age 10+)	\$59	\$89					●					
Open Gym Only Pass (All Ages)	\$48	\$72						●				

Prepaid Cards (Access during building hours)		Resident	Nonresident	24 HOUR ACCESS	FITNESS CENTER	TRACK	OPEN GYM	FITNESS ASSESSMENTS	TRAILHEAD HEALTH & FITNESS SERIES	FREE PERSONAL TRAINING SESSION	20% OFF GROUP FITNESS CLASSES
Pathway Fitness & Track (Ages 14*+)	12 Visits	\$89	\$134		●	●	●	●	●		
Open Gym Prepaid Card (All Ages)	5 Visits	\$12	\$18				●				

Daily Admission (Access during building hours)		Resident	Nonresident	24 HOUR ACCESS	FITNESS CENTER	TRACK	OPEN GYM	FITNESS ASSESSMENTS	TRAILHEAD HEALTH & FITNESS SERIES	FREE PERSONAL TRAINING SESSION	20% OFF GROUP FITNESS CLASSES
Pathway Fitness & Track (Ages 14*+)		\$9	\$14		●	●					
Track Only (Ages 10+)		\$2	\$3			●					
Open Gym (All Ages)		\$3	\$6				●				

All 24/7 Members and Pass Holders must schedule a facility orientation with Park District staff before using the facilities.

\*Pass holders ages 14-15 must complete a teen orientation program accompanied by parent or guardian before utilizing services.

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: October 30, 2018

## STAFF RECOMMENDATION

### AGENDA ITEM: EMPLOYEE INSURANCE BENEFIT PACKAGE RECOMMENDATION FOR 2019: Recommend Approval

#### BACKGROUND INFORMATION:

HEALTH: We are completing our fourth year with PDRMA. The District continues to control costs by continuing to be a part of a larger pool. As an example, the premium for single coverage has only increased by .97% from 2015 to 2019. AND we went from a \$2,500 deductible plan to \$2,000 deductible plan. The family premium increased 10.28% over this time which is still great considering we were faced with annual increases much larger than this previously. The monthly premium for the district based upon current enrollment will increase 1.08% in 2019.

LIFE/EAP: Included with PDRMA Health. No increase.

SHORT TERM DISABILITY: Currently provided through UNUM. No increase.

DENTAL: Currently covered by Principal Insurance. Monthly premium increasing 3.5% \$46.84.

SPENDING LIMIT: The spending limit for health care expenses will increase by the CPI of 2.1%. That makes the 2019 spending limit \$313,609.65 for 15 people. In the staffing plan, two full-time positions will be added in 2019, raising the limit to \$355,424.27. Keeping all benefits the same, the total estimated annual cost for 17 employees is approximately \$309,500, which is \$46,000 below the adjusted board approved spending limit.

Since the District has continued to stay below the spending limit set by the board, we considered the following options to improve our benefits package:

1. Decrease the deductible to \$1,500. Based upon the current enrollment, this would have been an additional cost of \$21,518.52. PDRMA provides reports (with no names) that shows how many people have met

deductibles, out of pocket costs, etc. This option would have only benefited 7 out of 34 individuals covered. In 2018, 5 people would have benefited from this reduced deductible.

2. Add a Vision plan. Currently 26 out of 34 covered individuals would benefit from this coverage. PDRMA offers a plan that allows individuals to go to any provider and submit claims for reimbursement up to \$600 a year. The annual premium, based upon the current enrollment and adding two individuals at single coverage, would be \$7,178.04. After this cost, the district would still be approximately \$39,000 below the spending limit as established by the Board.

We recommend adding the vision plan as it benefits the most people for the lowest additional cost.

**OPT-OUT:** As a reminder, the amount for payout is based upon 50% of the single premium for medical insurance only. An employee opting out of medical insurance for 2019 will receive an additional \$194.25 per pay period. For each individual that chooses this program the District will have an annual savings of approximately \$4,250. In 2018, three employees signed up for this program for at least part of the year. The projected savings for the District by offering this option in 2018 is \$8,587.

**FISCAL IMPACT:** Based upon the recommendation the annual employee insurance coverage expense for 2019 is estimated at \$316,700 if all 17 (15 current and 2 new) employees carry coverage.

**STAFF RECOMMENDATION:** Recommend approval to stay with PDRMA PPO (\$2,000 deductible for single coverage and \$4,000 deductible for family) and life insurance/EAP, UNUM for short term disability, Principal Life for dental and add PDRMA Vision (\$600).

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 30, 2018

## STAFF RECOMMENDATION

**AGENDA ITEM:** Pathway Fitness Memberships and Aquatic Membership report

**BACKGROUND INFORMATION:** The Community Center opened on April 14, 2018. Nine types of passes are sold to acquire membership for the gym, walking track, pathway fitness and 24 -hour access to the walking track and Pathway Fitness. The attached report shows all memberships sold to date as of October 23, 2018.

The pool opened on June 2<sup>nd</sup> and closed on August 14<sup>th</sup>. New this year was the option for early bird rates starting in March with a positive 213 passes sold. Aquatic Pool Passes had their highest number sold over the last 4 years at a total of 751 sold. See attached report.

Splash Fountain opened on May 26, 2018. The season ended on September 30<sup>th</sup>. Splash Fountain access was included in the Aquatic passes and had the option to pay daily fees. See attached report.

**FISCAL IMPACT:** Both Aquatics and Pathway Fitness, Gym, & Track Memberships have exceeded the 2018 budget expectations to date.

**STAFF RECOMMENDATION:** Accolades to all the staff teamwork back in 2017 to research, develop, plan and carry through on the vision to make these areas of fitness and aquatics successful in the Sycamore community!

**PREPARED BY:** Theresa Tevsh, Superintendent of Recreation; Lisa Metcalf, Recreation Supervisor

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:** None at this time.



## Community Center Memberships

Description	R/NR Total	budget	actual
Open Gym Pass	123/26	\$ 12,386.00	\$ 6,759.60
Pathway Fitness 12 visit Pre-Pad card membe	5/1	\$ 553.00	\$ 436.00
Pathway Fitness 24 hr Membership	397/39	\$ 55,409.00	\$ 64,175.70
Pathway Fitness Pass	258/42	\$ 44,217.00	\$ 30,368.15
Track Only Pass	107/11	\$ 3,300.00	\$ 7,647.20
	660/119	\$ 115,865.00	\$ 109,386.65

**POOL PASS SALES - 2018**

**RESIDENT SALES**

	Early Bird	Lunch Letters	FULL PRICE	End of Season	TOTAL
INDIVIDUAL	70	16	111	1	197
ADDITIONAL	136	30	200		366
SENIOR	7	-	1		8
<b>TOTAL</b>	<b>213</b>	<b>46</b>	<b>312</b>	<b>1</b>	<b>572</b>

\$20 Coupons Used	
Resident	21
NonResident	0
<b>TOTAL</b>	<b>21</b>

3 and Under FREE	Scholorships	Gift Cert. Family of 4	Gift Cert. Singles	Other Discounts	TOTAL
79	32	20		26	157

15 Visit Punch Pass	
RES Purchased	2
Gift Certificates	12
<b>TOTAL</b>	<b>14</b>

**NON-RESIDENT SALES**

	Early Bird	Lunch Letters	FULL PRICE	End of Season	TOTAL
INDIVIDUAL	3		3		6
ADDITIONAL	4		11		15
SENIOR	0		1		1
<b>TOTAL</b>	<b>7</b>	<b>0</b>	<b>15</b>		<b>22</b>

**TOTAL POOL PASS SALES = 751**

### Pool Passes Sold

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
April 10% Off	190	37	89	95	220
May 5% Off	76	67	35	112	-
Full Price	317	299	309	189	327
End of Season	-	-	-	-	1
Lunch Letters	94	66	78	73	46
Family of 4 Gift Certs	8	11	14	16	20
Single Pass Gift Certs	0	7	0	0	0
Scholarships	9	26	17	32	32
3 and Under Free	-	-	-	-	79
Other Discounts	5	5	16	5	26
<b>TOTAL</b>	<b>699</b>	<b>518</b>	<b>558</b>	<b>522</b>	<b>751</b>

Changes in 2018:

Offered 10% off in March and April, Full price started in May.

Changed to an Aquatics Pass and included Splash Fountain.

We were able to record how many 3 years old and younger got a pass for free.

	<u>2017</u>	<u>2018</u>
Total Members/Pass Holders	522	751
Total Fees Paid	\$20,156.45	\$29,926

### SWIM LESSONS

	2014	2015	2016	2017	2018
Mom/Dad and Me	11	4	10	10	10
Tiny Tots	88	80	87	95	111
Learn to Swim	159	139	161	163	225
<b>TOTAL NUMBERS</b>	<b>258</b>	<b>223</b>	<b>258</b>	<b>268</b>	<b>346</b>
<b>TOTAL REVENUE</b>				<b>\$11,451</b>	<b>\$15,118</b>

#### Changes Made in 2018

Evening lessons changed from M-Th with 2 different sessions offered to M/W and Tu/Th with 4 different sessions offered.

A second guard was added during lessons to guard the pool and watch the kids due to increase of numbers and safety.

#### Changes for 2019

No more make-up lessons on Fridays. Will change to move the lessons indoors if inclement weather.

**POOLSIDE PLAY DAYS****New in 2018:**

Wednesday evenings from 6-8pm.

Tried to get more kids to come to late swim.

Activities included:

- Cannon Ball Contests
- Handstand Contest
- Deck Chalk Drawings
- Ring Dive Contest

About 5-10 kids participated each week.

We don't feel people came specifically for it.

**TEEN POOL PARTIES**

	<u>Kids</u>	<u>Revenue</u>	
June	144	\$584	(not including staff costs)
July	112	\$406	(not including staff costs)

\*New for 2018, we opened up concessions for kids to purchase food and drinks.

Visits to the Community Pool

2014	Daily Admission	Season Passes	OSCAR
May	83	30	0
June	976	2143	633
July	1066	2258	1305
August	461	940	447
<b>TOTAL</b>	<b>2586</b>	<b>5371</b>	<b>2385</b>

Total visits to the pool = 10,342

2015	Daily Admission	Season Passes	OSCAR
May	0	0	0
June	823	1163	493
July	1547	2216	1156
August	755	912	320
<b>TOTAL</b>	<b>3125</b>	<b>4291</b>	<b>1969</b>

Total visits to the pool = 9,385

2016	Daily Admission	Season Passes	OSCAR
May	180	133	0
June	1581	1855	1058
July	1481	1566	1218
August	600	741	355
<b>TOTAL</b>	<b>3842</b>	<b>4295</b>	<b>2631</b>

Total visits to the pool = 10,768

2017	Daily Admission	Season Passes	OSCAR
May	0	0	0
June	989	1617	1134
July	1341	2059	1386
August	272	415	348
<b>TOTAL</b>	<b>2602</b>	<b>4091</b>	<b>2868</b>

Total visits to the pool = 9,561

2018	Daily Admission	Season Passes	OSCAR	Splash Fountain Daily	Splash Fountain w/Pass
May	0	0	0		
June	1481	2048	1246	1852	Not in RecTrac
July	1569	2002	1077	2111	394
August	642	633	421	1081	284
September	closed	closed	closed	210	92
<b>TOTAL</b>	<b>3692</b>	<b>4683</b>	<b>2744</b>	<b>5254</b>	<b>770</b>

Total Visits to the pool = 11,119

Total visits to Splash Fountain = 6024