



**Sycamore**  
PARK DISTRICT  
*Established 1923*

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**Sycamore Park District  
Regular Board Meeting  
September 17, 2019**

**6:00 PM**

**Sycamore Park District Maintenance Building  
435 S. Airport Road; Sycamore, IL**

**AGENDA**

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

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

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

**3. Regular Minutes: August 27, 2019 (Voice Vote)**

**APPROVAL OF MONTHLY CLAIMS:**

**9. Claims Paid Since Board Meeting (Roll Call Vote)**

**16. Claims Presented (Roll Call Vote)**

**CONSENT AGENDA:**

**22. Superintendent of Finance Monthly Report**

**27. Budget Report**

**41. Superintendent of Recreation Monthly Report**

**51. Superintendent of Golf Operations Monthly Report**

**54. Superintendent of Parks and Facilities Monthly Report**

**58. Executive Director Monthly Report**

**CORRESPONDENCE-**

**61. Meg Messerich Baby Announcement**

**62. Jeff & Mary Lu Strack Thank You**

**63. Pumpkinfest-Rose Tremi Letter & Park Response**

*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**

**September 17, 2019**

**PG 2**

**PUBLIC INPUT**

**POSITIVE FEEDBACK/REPORTS:**

**MONTHLY REPORT – Jeff**

**PLANNING COMMISSION REPORT – Ted**

**OLD BUSINESS:**

- 65. Award Bond Sale—Jackie/Speer Financial
- 66. Ordinance 06-2019 providing for the issuance of approximately \$5,100,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, including, but not limited to, the construction of items identified in the District’s Vision 2020 Plan, and the payment of the expenses incident thereto, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.—Jackie/Speer Financial
  - Executive Director Committee Update—Ted
  - Update/Action on Trail Easements/Acquisitions—Dan (Roll Call)
- 100. Quarterly Capital Funds Update—Jackie
  - Update on Soccer Complex Project—Dan
  - Update on Pool Assessment—Dan
  - Golf Course Irrigation Update—Jeff
  - Community Wide Survey Discussion/Input—Dan
  - Park Tour: September 21, 2019—Dan

**NEW BUSINESS**

- 102. Illinois Association of Park Districts “Best Friend of Parks Award” to ENCAP—Sarah
- 107. Approve Training and Development for Facility Supervisor—Theresa (Roll Call)
- 108. Initial Analysis of Minimum Wage Increases on Operating Budget—Jackie

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

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, August 27, 2019**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Community Center Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:03 p.m. on Tuesday, August 27, 2019.

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 Doty, 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 Graves.**

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

**Guests at the Board meeting were:**

Mark Hubble- 469 ½ W. Exchange St., Sycamore

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Strack moved to approve the Regular Agenda and the Consent Agenda.  
Commissioner Schulz 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 Graves was absent at this time.

President Kroeger read the following:

The next agenda item for the Board of Park Commissioners is a public hearing to receive public comments on the proposal to sell not to exceed \$5,300,000 General Obligation Park Bonds (Alternate Revenue Source) for the payment of land condemned or purchased for parks, for the building, maintaining, improving, and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto. All persons desiring to be heard will have an opportunity to present written or oral testimony with respect thereto.

To open the discussion, the reasons for the proposed issuance of the Park Bonds are to use the proceeds to complete the construction of capital projects detailed in the District's Vision 2020 Plan and to pay the costs of issuance of the bonds. This includes, but is not limited to, construction of soccer complex, ball diamonds, installation of golf course irrigation system, and two trail projects.

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President Kroeger asked if there were additional comments from the Park Commissioners.  
 There were none.

President Kroeger asked if there were any written testimony concerning the proposed issuance of the Park Bonds?  
 There were none.

President Kroeger asked if there were any oral testimony of any public comments concerning the proposed issuance of the Park Bonds?  
 There were none.

President Kroeger stated that all persons desiring to be heard have been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Park Bonds.

**Motion**

Commissioner Schulz moved to close the Hearing. Commissioner Strack 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 Graves was absent at this time.

**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the July 23, 2019 Regular Meeting Minutes.  
 Commissioner Doty 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 Graves was absent at this time.

**Motion**

Commissioner Schulz moved to approve the July 23, 2019 Executive Session Meeting Minutes to remain confidential. Commissioner Strack 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 Graves was absent at this time.

**Claims and Accounts Approval**

**Motion**

Commissioner Strack moved to approve and pay the bills in the amount of \$172,310.73.  
 Commissioner Doty 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 Graves was absent at this time.

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**Correspondence –**

KSRA Audit  
 Pay-it-Forward House Thank You

Commissioner Graves arrived at 6:06 pm.

**Public Input –**

Mark Hubble proposed that in 2021 there should be a frisbee golf course in Sycamore. Commissioner Strack noted that he had talked to Mark before on this and appreciated him coming to share the idea. He also noted that the five-year strategic planning is happening soon, and we will be surveying the community and perhaps we can add that to ask if the community would like this. Commissioner Strack noted they can try to let him know by Spring if this will be a part of the plan.

President Kroeger noted he has been working with the Mayor on his ideas of doing trees at our entrance to the sports complex. The idea has now gone out to the Middle School and the plan is to have the trees run down Route 23 on the other side of the bike path. Eventually will go further. He believes it passed the school board last week. He also noted there would be nothing on the park side to do except maybe maintenance on the trees. These will be on school property but asking the Park for cooperation on this. Director Gibble noted this is in lieu of planting trees at the sports complex entrance.

**Positive Feedback –**

- President Strack thanked the Park District and all the Park Board members for the kind gift of a tree for his brother. There will be a celebration of life on 8-31 from 12-4 at Frances.
- Commissioner Graves noted that for the golf league on Wednesday nights Kirk and his staff put on a dinner for the golfers and was much appreciated.

**Monthly Report –** Supt. of Recreation Theresa and Lisa Metcalf: Lisa noted that in 2016 Supt. of Parks Jeff Donahoe played a big part in determining the fees based on what it cost to mow and maintain the fields. The fees changed in 2017 along with the Leaf a Legacy contribution rate. Other than the affiliates, everyone pays the new fees plus the LAL contribution for the next five years to help with the sports expansion. The affiliates pledged certain amounts over the five years, so their fees stayed the same. Their pledges are all due by 2021. Director Gibble noted that SYB's is due 1-2020 and Girls Softball is due 12-31-2020. He noted he has reminded all of the affiliate organizations about 3 months ago of their pledge amounts due. Lisa noted that if the pledge is not paid by the date due, we can go back and charge them the new rate since 2017. She then noted that after 2021 all will pay the new fees that were started in 2017 unless the fees have gone up at that time.

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**Plan Commission Report** - Commissioner Strack noted that will be going to the DeKalb County Enterprise Zone meeting. They had a meeting a while ago with some proposed changes to the agreement. This related to prior development on NIU property. They were proposing to exempt those pieces of development from the employment requirements and the income requirements of employees. Commissioner informed them that this was inconsistent with the representations made to the taxing bodies so suggested it be modified. The Enterprise Zone group will take back to the drawing board.

There was an Ad-Hoc committee on growth related to impact fees. Every three years we get a new set of appraisals on what land is worth and they recalculate what that means in terms of impact fees. He proposed a revision to the definition of land where it says this is what the Park District views as undesirable land. The lobbyist for the Realtor Association in this area made a presentation that impact fees should be suspended completely since there is an accelerated rate of growth. Commissioner Strack doesn't anticipate this happening.

The Plan Commission focused on the transaction of land ownership from the City to the County.

Director Gible noted to add to that since this relates to Update on Trail Easements/Acquisitions. That issue has raised a problem with the plats the City and County developed for the parcel they are talking about. This created a five foot error on the previous approved plats for our land swap for the trail projects. So, we are back to square one with IDOT with Nathan Schwartz sending the City County plats now to IDOT for approval. He wanted to let the Board know that there may be a concern on IDOT part with the new plats.

### **Old Business**

**Executive Director Committee Update** – Commissioner Strack noted they had a candidate for the committee, but they are gone from January to April and would only be able to help by video if the board was ok with that. Commissioner Doty noted this would be the time frame that most of the work would need to be done. Commissioner Schulz gave another name of someone so Commissioner Doty will try to contact this person.

**Consideration of Retirement Agreement** – President Kroeger noted this was drafted by our attorney Derke. There have been changes suggested by him and Supt. of Finance Hienbuecher. This is the final agreement.

### **Motion**

Commissioner Strack moved to approve the Retirement Agreement as presented.  
 Commissioner Graves seconded the Motion.

### **Roll Call**

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

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**Update on Trail Easements/Acquisitions** – Director Gibble noted he has one complete set of documents and he is ready to file. The checks are cut to pay the Ehlers. He is waiting for the documents on the Manczko property with the latest round of negotiations. They want their own plat on the property. Since this property is now in a trust their attorney wants some changes to the language, so we are waiting at this time.

**Update on Soccer Complex Project** – Director Gibble noted things are going well. Wagner is the main contractor working now doing all the trench work, storm water work and should probably be done soon. The only thing still outstanding from permit perspective is the City issued the permit less the building itself. The city wanted some final specifications and the electrical documents. He knows there was some communications between the City and contractors. He has not heard any concern about having seed down by the 15<sup>th</sup> of September.

**Update on Pool Assessment** - Supt. of Parks Jeff Donahoe noted that the company came through with the pool running and people swimming. They will be coming back out on 9-10 to check with the pool empty. The pool is now drained so they can look at the cracks, lights, etc. The company is saying that for a pool this age, it looks pretty good. There has already been a lot replaced in the mechanical room. Director Gibble noted we should have the report some time in October.

**Golf Course Irrigation Update** – Supt. of Park Jeff Donahoe noted the equipment has been delivered and most of the piping. We will keep the current system running till October. He noted the whole course was Julied and have the map from the City on water lines, etc. He will be meeting with the company on Thursday and they are hoping to start on Tuesday. Depending on the weather, they are hoping to have the majority of the work done by middle December.

**Community Wide Survey Discussion/Input** – Director Gibble noted he will get the first draft of the survey today. There are about eleven individuals that will look at it and critique it. The draft will then go back to Ron to revise it.

**Set Dates on Future Study Sessions** – Director Gibble noted we will need a study session when the first set of survey results come back, possibly in October. If the Board feels a need to hold a study session for other topics that have come up, we should have one. The first study session will be held on October 29<sup>th</sup> at 6:00 pm.

**Park Tour: September 7, 2019** – There was discussion on the date for the tour. It was decided to change the meeting to September 21<sup>st</sup> .

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**New Business**

**Approve Training and Development for Executive Director** – Director Gibble noted he has been trying to go to this for training for several years, but simply hasn't had the time. It has been in the budget every year since Gibble came to work here, but not expended. This year he is suggesting he go to do some recruiting if the Board would like him to. Commissioner Schulz noted she is concerned that the \$2000 could go towards other things. Commissioner Graves noted that it could be a benefit for Director Gibble to reach out to possible executive director recruits. Director Gibble noted he can post the job description and offer times to meet along with handing out our brochures, etc. He also noted they run a great high-quality job mart there.

**Motion**

Commissioner Strack moved to approve the Training and Development. Commissioner Doty seconded the Motion.

**Roll Call**

President Kroeger called for a roll call to approve the motion. Commissioners Graves, Doty, Strack and Kroeger voted Aye. Commissioner Schulz voted Nay. Motion carried 4-1.

**Lauren Underwood Visit to Sycamore Park District and Airport Road** – Commissioner Schulz noted this is a timeline as part of the list of concerns of the neighbors to the soccer complex on Airport Road. One concern on the list was having their mailboxes moved and thanks to Lauren Underwood and her staff the mailboxes were moved. The residents have started to receive mail in the moved mailboxes except for one resident that refused to have his moved. Still working on the speed in this area. Commissioner Schulz noted she had received a call from Lauren Underwood's aid and Lauren would like to meet the neighbors to see how it is going. She went over the schedule and noted Dave Severson, Jeff Keicher, the Mayor, County Board Members for this area, our Board and staff. Vac will be providing a bus to take everyone down Airport Rd.

**Public Input** – None

**Motion**

The Board adjourned the Regular Session at 7:15 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Doty

**Voice Vote**

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

Respectfully Submitted

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District



DATE: 09/12/2019  
 TIME: 12:31:20  
 ID: AP450000.WOM

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

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FROM 08/28/2019 TO 09/12/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BANN	BANNER UP SIGNS								
	70152	01 EMERGENCY EXIT	101200046214	08/20/19	00004104	61058	08/28/19	61.00	10.00
	70189	01 CITY WINDOW SIGN	101200046208	08/22/19	00004106	61058	08/28/19	61.00	51.00
									51.00
									VENDOR TOTAL: 61.00
CITY	CITY OF SYCAMORE								
	PERMIT FEES								
	01 SOCCER COMPLEX PERMIT FEES		711000207037	09/09/19	00000000	61081	09/09/19	3,550.00	3,550.00
									3,550.00
									VENDOR TOTAL: 3,550.00
CITY2	CITY OF SYCAMORE								
	1271005000-0819	01 WATER/SEWER-CC	207500096704	08/30/19	00000000	61088	09/11/19	1,289.49	1,127.49
	1271111111-0819	01 WATER/SEWER-MAINT	101500096704	08/30/19	00000000	61088	09/11/19	1,289.49	162.00
									162.00
									VENDOR TOTAL: 1,289.49
COMCA	COMCAST								
	0468768-0919	01 CABLE	303000096705	08/25/19	00000000	61089	09/11/19	288.22	288.22
		02 CABLE	504000096705		00000000				144.11
									144.11
									VENDOR TOTAL: 288.22
COMMO	COMMONWEALTH EDISON								
	090319	01 BOYNTON PARK	101500096702	09/03/19	00000000	61090	09/11/19	218.98	218.98
		02 KIMANIS PARK	101500096702		00000000				16.80
		03 EMIL CASSIER PKWY	101500096702		00000000				41.61
		04 SYCAMORE LAKE	101500096702		00000000				21.94
		05 GOOD TYMES SHELLER	101500096702		00000000				30.45
		06 WETZEL PARK	101500096702		00000000				35.45
		07 ENTRY PARK	101500096702		00000000				43.80
									28.93
									VENDOR TOTAL: 218.98
DEKCTYRE	DEKALB COUNTY RECORDERS								
	MANCZKO FILING			09/11/19		61086	09/11/19	55.00	55.00
									VENDOR TOTAL: 218.98



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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
KAR	9240153362	01 LEFT FALL PROTECTION HARNESS	101500076514	07/22/19	00004014	61082	09/09/19	81.26	65.30
		9243766756							65.30
		01 POOL EYEBOLT FOR LANE LINE	518100066410	07/25/19	00004007	61082	09/09/19	81.26	15.96
KAR-FRE FLOWERS							VENDOR TOTAL:	81.26	
KAR	08-22-19	01 FLOWERS - COURTNEY	101000046213	08/22/19	00000000	61059	08/28/19	67.95	67.95
								67.95	67.95
KISH							VENDOR TOTAL:	67.95	
KISH	125	01 INCLUSION AIDE 8/3-8/16	221000076500	08/21/19	00000000	61060	08/28/19	31.14	31.14
								31.14	31.14
LE PRINT							VENDOR TOTAL:	31.14	
LE PRINT	30159	01 POSTERS	101200046208	08/15/19	00004105	61061	08/28/19	136.00	136.00
								136.00	136.00
MENA							VENDOR TOTAL:	136.00	
MENA	12483	01 SHELF FOR FITNESS ROOM	207500076500	08/29/19	00004127	61083	09/09/19	85.93	85.93
		02 DISHWAND REFILL	207500076510		00004127			5.94	79.99
NICOR							VENDOR TOTAL:	85.93	
NICOR	082719	01 MAINT BLDG	101500096703	08/27/19	00000000	61093	09/11/19	1,359.16	1,359.16
		02 MAINT BLDG	504100096703		00000000			74.31	74.31
		03 POOL	518100096703		00000000			74.30	74.30
		04 UPSTAIRS OFFICE	101000096703		00000000			921.27	921.27
		05 ADMIN	101000096703		00000000			34.36	34.36
		06 ADMIN	201000096703		00000000			38.61	38.61
		07 PRO SHOP	504000096703		00000000			38.60	38.60
		08 CLUBHOUSE	303000096703		00000000			16.54	16.54
		09 PUMP HOUSE	504100096703		00000000			16.54	16.54
								34.89	34.89

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT		
OCS	082719	10 AIRPORT RD PROPERTY	207500096703	08/27/19	00000000	61093	09/11/19	1,359.16	1,359.16		
		VENDOR TOTAL:								1,359.16	
		OCS	140449	01 OMNI WICK POLO	501000001301	08/22/19	00004111	61076	09/04/19	711.44	711.44
				02 OMNI WICK ONE SWING POLO	501000001301	00004111	00004111	228.00			228.00
				03 TREE LOGO	501000001301	00004111	00004111	336.00			336.00
				04 TREE LOGO	501000001301	00004111	00004111	42.00			42.00
				05 TREE LOGO	501000001301	00004111	00004111	7.00			7.00
06 EMBROIDERY DIGITIZING FEE	501000001301			00004111	00004111	35.00			35.00		
07 SHIPPING	501000001301			00004111	00004111	50.00			50.00		
VENDOR TOTAL:								13.44			
ONEAG	082519	ON EAGLES WINGS EQUINE CENTER	205011006128	08/25/19	00004107	61062	08/28/19	300.00	300.00		
VENDOR TOTAL:								300.00			
OURAY	135479	OURAY SPORTSWEAR	501000001301	08/19/19	00004126	61077	09/04/19	208.00	208.00		
VENDOR TOTAL:								208.00			
PRIN	SEPT 2019	PRINCIPAL LIFE GROUP		09/11/19		61094	09/11/19	1,596.14	1,596.14		
VENDOR TOTAL:								223.01			
VENDOR TOTAL:								93.88			
VENDOR TOTAL:								171.58			
VENDOR TOTAL:								142.98			
VENDOR TOTAL:								443.82			
VENDOR TOTAL:								355.02			
VENDOR TOTAL:								142.98			
VENDOR TOTAL:								22.87			
SWEDBERG	5445	SWEDBERG & ASSOCIATES	101500056300	08/21/19	00000000	61063	08/28/19	2,325.00	2,325.00		
VENDOR TOTAL:								2,325.00			

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000024		DOBBERSTEIN, MELISSA							
		REIMB - CC							
	01	CART-KITCHEN - CC	207500076500	08/28/19	00000000	61065	08/28/19	85.99	49.99
									49.99
		REIMB 8-28-19							
	01	REIMB BIRTHDAY SUPPL-DOLLAR TR	205011956216	08/28/19	00000000	61065	08/28/19	85.99	36.00
									36.00
		REIMB 9-9-19							
	01	VACUUM CH REIMB	303000066400	09/09/19	00000000	61084	09/09/19	220.00	220.00
	02	CROCKPOTS-GRIDDLE- REIMB	303300076500		00000000				150.00
	03	MICROWAVE - REIMB	303000066400		00000000				20.00
									50.00
T0001311		REX, SARAH							
		REIMB 9-4-19							
	01	LAUREN UNDERWOOD VISIT - REIMB	101200046214	09/04/19	00000000	61078	09/04/19	25.96	25.96
									25.96
T0001593		QUINTERO, VICTORIA							
		REFUND REPLAC							
	01	REPL PREV REFUND CHECK	201000002150	08/28/19	00000000	61066	08/28/19	75.00	75.00
									75.00
		VENDOR TOTAL:						25.96	25.96
T0001594		BROWN, NOELLE							
		REFUND							
	01	REFUND	201000002150	09/04/19	00000000	61079	09/04/19	78.00	78.00
									78.00
		VENDOR TOTAL:						78.00	78.00
T0001595		CORWIN, MARY							
		REFUND							
	01	REFUND	201000002150	09/04/19	00000000	61080	09/04/19	43.00	43.00
									43.00
		VENDOR TOTAL:						43.00	43.00
T0001596		MANCZKO, JOSEPH & ALICE							
		REFUND							
	01	REFUND	201000002150	09/09/19	00000000	61085	09/09/19	45,343.00	43.00
									43.00
		VENDOR TOTAL:						45,343.00	43.00

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

TRAIL LAND 01 TRAIL LAND 711000207039 09/09/19 00000000 61085 09/09/19 45,343.00 45,343.00

VISACA VISA CARDMEMBER SERVICE 080910 08/09/19 61070 08/28/19 6,526.77 6,526.77

VENDOR TOTAL: 45,343.00

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
01	GARBAGE CANS	101500066404	08/09/19	00000000	61070	08/28/19	6,526.77	6,526.77
02	SHOP OIL ABSORB	101500076500		00000000				43.98
03	AIR HORNS	101500076540		00000000				59.90
04	MUSEUM DAY CAMP SNACKS	205011106216		00000000				11.92
05	GIFT CARDS - VOLUNTEERS CAMP	205011106216		00000000				28.25
06	FISHING POLES - CAMP	205011106216		00000000				105.00
07	FIREKING VERTICAL FILE	101000076500		00000000				52.95
08	FIREKING VERTICAL FILE	101000076500		00000000				494.59
09	FIREKING LATERAL FILE	101000076500		00000000				494.58
10	FIREKING LATERAL FILE	101000076500		00000000				742.80
11	FLAT FILE	101000076500		00000000				742.81
12	FLAT FILE	101000076500		00000000				308.88
13	STORAGE CABINET	101000076500		00000000				308.88
14	STORAGE CABINET	201000076500		00000000				92.23
15	OVERNIGHT SOCCER COMPLEX	101000046202		00000000				92.23
16	OVERNIGHT SOCCER COMPLEX	201000046202		00000000				3.67
17	NRPA CONF REGISTRATION	101000046207		00000000				3.68
18	NRPA CONF AIRFARE	101000046207		00000000				595.00
19	MENARDS	101000046200		00000000				377.60
20	MENARDS	201000046200		00000000				5.12
21	SPINNING INSTR CERTIFICATION	207000046207		00000000				5.12
22	SEASON SALT	303500086640		00004112				372.10
23	MR FREEZIES	303300086626		00004112				5.88
24	TAKIS	303000086622		00004112				16.96
25	FRUIT SNACKS	303000086623		00004112				12.18
26	CRACKERS	303000086618		00004112				19.34
27	COOKIES	303000086618		00004112				13.96
28	AIRHEADS	303300086624		00004112				87.78
29	CANDY	303000086624		00004112				131.76
30	COUPON-FRUIT SNACKS	303000086623		00004112				339.69
31	COUPON-COOKIES	303000086618		00004112				-2.00
32	TAX	303000076500		00004112				-4.00
33	DETAIL VAN	101500066402		00004112				11.20
34	POSTAGE	101000046202		00004112				200.00
35	POSTAGE	201000046202		00004112				257.75
36	DEPOSIT BAGS	101000046200		00004112				257.75
37	DEPOSIT BAGS	201000046200		00004112				25.00

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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

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FROM 08/28/2019 TO 09/12/2019

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

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
080910			08/09/19		61070	08/28/19	6,526.77	6,526.77
38	STOOL-SPRAY BOTTLE	303400076510		00004112				15.94
39	TIME CARD HOLDER	303400076500		00004112				31.99
40	QUAT STRIPS/CLEANING TEST STRP	303000076510		00004024				6.00
41	DEPOSIT EPIC AIR	205121606216		00004024				50.00
42	CHRONICLE ACCESS	101200046214		00004024				10.99
43	TAPD AWARDS SUBMISSION	101200046214		00004024				70.00
44	FACEBOOK ADS	101200046209		00004024				2.31

VENDOR TOTAL: 6,526.77

WALMART COMMUNITY/RECSLLC

ITEM #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
081619			08/16/19		61072	08/28/19	237.69	237.69
01	POPSICLES FOR SWIM LESSONS	518200046216		00004006				2.68
02	BOTTLE WATER/POP	101000046212		00004116				4.36
03	BOTTLE WATER/POP	201000046212		00004116				4.36
04	MARINARA SAUCE	303000086629		00004116				2.00
05	TACO SHELLS	101000046212		00004116				0.73
06	TACO SHELLS	201000046212		00004116				0.73
07	CUPS/SIGNS/ BANNERS	205011956216		00004115				9.58
08	COFFEE/CREAMER	303000086632		00004114				20.62
09	BREAD	303000086612		00004114				7.64
10	TOMATOES/ONIONS	303000086629		00004114				8.00
11	BINDER	303000046200		00004114				5.27
12	BINDER	303300076500		00004114				1.47
13	BINDER	303400076500		00004114				1.47
14	LETTUCE/ONIONS/TOMATOES	303000086629		00004108				13.89
15	SALT	303000086629		00004108				0.54
16	TOMATO JUICE	303000086636		00004108				11.82
17	DISH BRUSH/STRAINER	303000076551		00004108				5.36
18	PLATE/CHRCL/CHIP/COOKIE	101000046212		00004117				18.68
19	PLATE/CHRCL/CHIP/COOKIE	201000046212		00004117				18.68
20	BREAD	303000086612		00004117				4.52
21	BAGELS	303000086610		00004117				4.62
22	COFFEE	207500076555		00004117				8.42
23	HOT DOG BUNS	303000086615		00004117				12.18
24	LETTUCE/TOMATOES/ONION	303000086629		00004117				10.81
25	TONIC WATER/LIMES	303000086636		00004117				6.14
26	RED BULL	303000086631		00004117				16.84
27	COFFEE/CREAMER	303000086632		00004117				11.40
28	TOASTER	303000066400		00004117				24.88

VENDOR TOTAL: 237.69  
 TOTAL --- ALL INVOICES: 127,256.22

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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*Board*

INVOICES DUE ON/BEFORE 09/12/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CORPORATE			
10	ADMINISTRATION		
ANCEL	ANCEL GLINK, P.C.	16,796.92	483.75
CINTA	CINTAS CORPORATION #355	2,619.24	12.51
CMJ	CMJ TECHNOLOGIES, INC.	20,286.60	344.00
DYNEGY E	DYNEGY ENERGY SERVICES	72,330.48	291.59
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,801.69	99.84
PDRMA	PDRMA	242,432.59	3,956.40
SELDAL	SELDAL PLUMBING	823.20	120.30
SHAW	SHAW SUBURBAN MEDIA	4,755.19	64.48
STAPLES	STAPLES BUSINESS ADVANTAGE	4,042.97	92.90
SYCPK2	SYCAMORE PARK DISTRICT	1,023.00	20.00
UNUM	UNUM LIFE INSURANCE	2,614.07	41.63
WASTE	WASTE MANAGEMENT	4,226.73	316.96
	ADMINISTRATION		5,844.36
12	MARKETING		
BANN	BANNER UP SIGNS	825.00	185.00
CHRO	CHRONICLE MEDIA, LLC	522.50	192.00
MID-WEST	MID-WEST FAMILY BROADCASTING	1,712.00	575.00
SHAW	SHAW SUBURBAN MEDIA	4,755.19	1,519.00
	MARKETING		2,471.00
15	PARKS		
ADVANCE	ADVANCE AUTO PARTS	5,224.38	258.78
AIRGAS	AIRGAS USA LLC	412.56	31.90
BANN	BANNER UP SIGNS	825.00	220.00
CARR	CARROT-TOP INDUSTRIES	239.25	404.23
CINTA	CINTAS CORPORATION #355	2,619.24	29.97
CONS	CONSERV FS	24,964.73	906.54
DEKA	DEKALB LAWN & EQUIPMENT CO.	1,769.87	393.99
DYNEGY E	DYNEGY ENERGY SERVICES	72,330.48	319.24
ENCAP	ENCAP, INC	13,965.00	1,000.00
LOWE	LOWE'S	4,190.11	71.67
MENA	MENARDS - SYCAMORE	4,796.17	98.57
MSC	MSC INDUSTRIAL SUPPLY CO	443.76	73.18
PARENT	PARENT PETROLEUM INC	1,362.90	343.75
PDRMA	PDRMA	242,432.59	1,715.90
RALPHHEL	RALPH HELM LAWN EQUIPMENT CTR		139.98
REIN	REINDERS, INC.	13,259.62	467.14



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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/12/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
15	PARKS		
SOFT	SOFT WATER CITY	1,875.80	54.00
UNUM	UNUM LIFE INSURANCE	2,614.07	24.54
VULC	VULCAN MATERIALS CO.	818.48	1,137.83
WASTE	WASTE MANAGEMENT	4,226.73	188.42
	PARKS		7,879.63
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	2,619.24	38.37
CMJ	CMJ TECHNOLOGIES, INC.	20,286.60	344.00
DYNEGY E	DYNEGY ENERGY SERVICES	72,330.48	291.59
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,801.69	99.83
PDRMA	PDRMA	242,432.59	5,901.69
SHAW	SHAW SUBURBAN MEDIA	4,755.19	64.48
STAPLES	STAPLES BUSINESS ADVANTAGE	4,042.97	92.90
SYCPK2	SYCAMORE PARK DISTRICT	1,023.00	20.00
T0001563	TEVSH, THERESA	212.18	50.00
T0001597	HICKS, NANCY		56.00
UNUM	UNUM LIFE INSURANCE	2,614.07	107.01
VISIONAR	VISIONARY WEBWORKS	3,323.00	225.00
	ADMINISTRATION		7,290.87
21	SPORTS COMPLEX MAINTENANCE		
ADVANCE	ADVANCE AUTO PARTS	5,224.38	4.76
CONS	CONSERV FS	24,964.73	219.26
DYNEGY E	DYNEGY ENERGY SERVICES	72,330.48	202.55
MENA	MENARDS - SYCAMORE	4,796.17	20.37
PDRMA	PDRMA	242,432.59	6,347.11
REIN	REINDERS, INC.	13,259.62	14.63
UNUM	UNUM LIFE INSURANCE	2,614.07	80.26
WASTE	WASTE MANAGEMENT	4,226.73	67.32
	SPORTS COMPLEX MAINTENANCE		6,956.26
25	MIDWEST MUSEUM OF NATURAL HIST		
DEKAM	DEKALB MECHANICAL INC	4,300.38	1,248.88
	MIDWEST MUSEUM OF NATURAL HIST		1,248.88

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/12/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
52	PROGRAMS - ADULT		
JACOBHEN	JACOB HENRY MANSION ESTATES		200.00
TRANSDEV	TRANSDEV SERVICES INC.	643.71	232.10
	PROGRAMS - ADULT		432.10
60	PROGRAMS - SPECIAL EVENTS		
GOR	GORDON FOOD SERVICE INC.	2,696.13	77.46
MADBOMB	MAD BOMBER FIREWORKS PROD		10,000.00
	PROGRAMS - SPECIAL EVENTS		10,077.46
75	COMMUNITY CENTER		
CINTA	CINTAS CORPORATION #355	2,619.24	109.23
DYNEGY E	DYNEGY ENERGY SERVICES	72,330.48	5,077.12
ILLIN	ILLINI SECURITY SYSTEMS, INC.	3,081.25	275.00
PDRMA	PDRMA	242,432.59	62.39
POWERSY	POWERSYSTEMS		49.70
SOFT	SOFT WATER CITY	1,875.80	28.50
UNUM	UNUM LIFE INSURANCE	2,614.07	11.84
VECTOR	VECTOR STOMP	205.00	35.00
WASTE	WASTE MANAGEMENT	4,226.73	153.03
	COMMUNITY CENTER		5,801.81
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
BREAK	BREAKTHRU BEVERAGE ILLINOIS LL	1,350.08	535.58
DYNEGY E	DYNEGY ENERGY SERVICES	72,330.48	120.09
GOR	GORDON FOOD SERVICE INC.	2,696.13	389.91
PDRMA	PDRMA	242,432.59	521.54
PERFOR	PERFORMANCE FOOD GROUP	12,908.00	734.98
SUP	SUPERIOR BEVERAGE	3,583.50	109.45
UNUM	UNUM LIFE INSURANCE	2,614.07	9.00
USFOODS	US FOODS INC	1,380.04	354.85
WASTE	WASTE MANAGEMENT	4,226.73	57.34
	CLUBHOUSE CONCESSIONS		2,832.74

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SYCAMORE PARK DISTRICT  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/12/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CONCESSIONS			
31	BEVERAGE CART		
ADVANCE	ADVANCE AUTO PARTS	5,224.38	6.92
	BEVERAGE CART		6.92
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	72,330.48	161.93
GOR	GORDON FOOD SERVICE INC.	2,696.13	67.92
GRAI	GRAINGER	2,482.88	19.12
MENA	MENARDS - SYCAMORE	4,796.17	10.74
PERFOR	PERFORMANCE FOOD GROUP	12,908.00	56.14
	SPORTS COMPLEX CONCESSIONS		315.85
35	CATERING		
GOR	GORDON FOOD SERVICE INC.	2,696.13	36.95
PERFOR	PERFORMANCE FOOD GROUP	12,908.00	670.17
	CATERING		707.12
GOLF COURSE			
10	ADMINISTRATION		
ACUSHNET	ACUSHNET COMPANY	21,943.89	140.65
OURAY	OURAY SPORTSWEAR	208.00	690.00
	ADMINISTRATION		830.65
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	72,330.48	150.50
HARRG	HARRIS GOLF CARS SALES & SERVI	30,556.10	533.46
PDRMA	PDRMA	242,432.59	2,169.90
SOFT	SOFT WATER CITY	1,875.80	27.00
UNUM	UNUM LIFE INSURANCE	2,614.07	18.50
	GOLF OPERATIONS		2,899.36

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/12/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GOLF COURSE			
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	16,534.89	1,581.00
CINTA	CINTAS CORPORATION #355	2,619.24	29.94
CONS	CONSERV FS	24,964.73	1,173.94
DYNEGY E	DYNEGY ENERGY SERVICES	72,330.48	1,602.65
MARS	M.A.R.S., INC.	131.00	131.00
PDRMA	PDRMA	242,432.59	2,599.40
PENDL	PENDELTON TURF SUPPLY	3,634.00	215.00
REIN	REINDERS, INC.	13,259.62	187.99
SITE ONE	SITE ONE LANDSCAPE SUPPLY	3,049.20	1,739.60
UNUM	UNUM LIFE INSURANCE	2,614.07	22.20
WASTE	WASTE MANAGEMENT	4,226.73	29.08
	GOLF MAINTENANCE		9,311.80
AQUATICS			
80	COMMUNITY POOL		
SOFT	SOFT WATER CITY	1,875.80	32.50
	COMMUNITY POOL		32.50
81	AQUATICS MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	72,330.48	761.33
HAWK	HAWKINS INC	6,081.91	75.00
REIL	TEAM REIL INC	4,208.00	470.00
WASTE	WASTE MANAGEMENT	4,226.73	60.45
	AQUATICS MAINTENANCE		1,366.78
CAPITAL PROJECTS			
10	ADMINISTRATION		
ILLIN	ILLINI SECURITY SYSTEMS, INC.	3,081.25	2,285.00
	ADMINISTRATION		2,285.00
ACTION 2020			
10	ADMINISTRATION		

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SYCAMORE PARK DISTRICT  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/12/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
ACTION 2020			
10	ADMINISTRATION		
ENCAP	ENCAP, INC	13,965.00	2,390.00
ENGIN	ENGINEERING RESOURCE ASSOC	211,805.63	9,436.63
STANDARD	STANDARD AND POOR'S		15,000.00
	ADMINISTRATION		26,826.63
	TOTAL ALL DEPARTMENTS		95,417.72

Interim \$ 127,256.22  
New \$ 95,417.72  

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total \$ 222,673.94

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: September 17, 2019

**Administrative Initiatives** (9/1/19 – 9/30/19)

- Attended scheduled Superintendent and Board meetings.
- Reviewed deposits for Community Center, Golf, and Concessions, prepared general ledger journal entries to be posted.
- Updated EFTs. Performed installment billing for Pathway Fitness memberships and passes. The September installment will not be processed until after this report is completed. Will include data on next month's board report.
- Continued to monitor new household accounts on Rectrac for residency and process refund for those that registered as non-resident when they should be resident.
- Transferred cost of goods sold in concessions/catering, pro shop, vending and recreation programs. Recorded EFT for credit card vending purchases.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary. This included telephone issues and EZ Links software reinstall.
- Performed criminal background checks on new hires and volunteers.
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Filed monthly state unemployment report.

- Provided documentation to Jeanette to support credit card transactions processed through tablet/PayAnywhere.
- Processed monthly bills for payment.
- Processed purchase orders for pro shop inventory. Posted inventory received for sale. Tagged/prepared inventory for pro shop stocking.
- Prepared monthly bank reconciliation.
- Continued to review cash flow and transferred funds as needed in order to increase investment income.
- Continued to work on calculating the impact of the change in Minimum Wage Law.
- Continued training staff on EZLinks inventory processing.
- Provided KSRA with property tax installment documentation and processed payment.
- Attended Pumpkin Festival Committee.
- Participated in park tour.
- Attended meeting regarding status of trail projects.
- Began 5 year Capital Budget process.
- Prepared timeline for 2020 operating budget.
- Participated in PATH Essentials Webinar.
- Met with Sarah to discuss updating and launching of employee portal.
- Reviewed applications for financial assistance for programs as requested.
- Provided information on unemployment claim.

- Participated in PDRMA's Determine Your Agency's 2020 Medical Plan Strategy Webinar.
- Set up new account with IPDLAF for upcoming bond issue proceeds.
- Work with Speer Financial and Chapman & Cutler to provide paperwork needed for bond issue.
- Updated bank signature cards.
- Prepared quarterly capital update report.

**Administrative Initiatives** (10/1/19 – 10/31/19)

- Attend scheduled Superintendent and Board meetings.
- File quarterly payroll taxes.
- File monthly Sales Tax Return.
- Review deposits for Community Center, Golf, and Concessions. Prepare journal entries to be posted.
- File monthly IMRF earnings and submit payment.
- Continue to provide KSRA with property tax installment documentation and processing payment.
- Update EFTs. Review and run installment billing for Pathway Fitness memberships/passes.
- Process monthly bills for payment.
- Prepare monthly bank reconciliation.
- Participate in PDRMA 2019 Health Program Council meeting.
- Provide documentation to Jeanette to support credit card processing through tablet/PayAnywhere.



- Begin process for obtaining utility rate quotes for electricity and gas.
- Participate in PDRMA Health Benefits Coordinator Workshop webinar.
- Participate in PDRMA Eat the Rainbow Challenge Webinar.
- Participate in PDRMA Path 2020 Onsite Screening Webinar.
- Begin process for calculating 2019 Tax Levy.
- Prepare first draft of 2020 Capital Budget.
- Prepare schedules for 2020 Operating Budget.
- Begin preparation for open enrollment for employee benefits.
- Schedule upgrade to MSI software.
- Attend and assist as needed/assigned at the Pumpkin Festival.
- Perform annual PCI compliance.
- Submit Dog Park expenses to DCCF for reimbursement from donations.
- Continue training staff on EZLinks inventory processing.
- Discuss with Vermont Systems and CMJ regarding possible options for updating software in order to reduce outages for our 24/7 services.
- Begin reviewing GolfTrac. Work with Kirk and Vermont Systems to address any concerns.
- Continue to work with Sarah on Employee Portal documents.
- Reconcile FSA accounts.
- Review applications for financial assistance for programs as requested.

- Review equipment lifecycle and capital asset spreadsheets. Develop tools and procedures to keep current.
- Develop policy for Drivers Abstract.
- Perform criminal background check on any new hires.
- Transfer cost of goods sold in concessions (beverage cart, catering, sports complex), recreation, vending 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.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended August 31, 2019

**Corporate Fund (10)**

Department	August Budget	August Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2018 YTD Actual	Variance
<b>Revenues</b>									
Administration	41,668.00	37,635.21	-9.7%	772,240.00	807,789.91	4.6% (1)	1,403,338.00	812,106.08	-0.5% (1)
Marketing	-	-		-	-		-	2.01	
Parks	1,186.00	1,613.26	36.0%	12,832.00	13,780.70	7.4% (2)	21,256.00	7,437.03	85.3%
<b>Total Revenues</b>	<b>42,854.00</b>	<b>39,248.47</b>	<b>-8.4%</b>	<b>785,072.00</b>	<b>821,570.61</b>	<b>4.6%</b>	<b>1,424,594.00</b>	<b>819,545.12</b>	<b>0.2%</b>
<b>Expenses</b>									
Administration	44,228.00	46,211.57	4.5%	486,718.00	428,586.32	-11.9% (3)	1,026,939.00	431,314.67	-0.6% (4)
Marketing	4,400.00	2,048.29	-46.3%	47,440.00	25,467.34	-46.3% (5)	73,330.00	32,133.07	-20.7% (6)
Parks	42,623.00	40,192.97	-5.7%	212,983.00	199,587.30	-6.3% (7)	310,934.00	179,986.84	10.9% (7)
<b>Total Expenses</b>	<b>91,251.00</b>	<b>88,452.83</b>	<b>-3.1%</b>	<b>747,141.00</b>	<b>653,640.96</b>	<b>-12.5%</b>	<b>1,411,203.00</b>	<b>643,434.58</b>	<b>1.6%</b>
<b>Total Fund Revenues</b>	<b>42,854.00</b>	<b>39,248.47</b>	<b>-8.4%</b>	<b>785,072.00</b>	<b>821,570.61</b>	<b>4.6%</b>	<b>1,424,594.00</b>	<b>819,545.12</b>	<b>0.2%</b>
<b>Total Fund Expenses</b>	<b>91,251.00</b>	<b>88,452.83</b>	<b>-3.1%</b>	<b>747,141.00</b>	<b>653,640.96</b>	<b>-12.5%</b>	<b>1,411,203.00</b>	<b>643,434.58</b>	<b>1.6%</b>
<b>Surplus (Deficit)</b>	<b>(48,397.00)</b>	<b>(49,204.36)</b>	<b>1.7%</b>	<b>37,931.00</b>	<b>167,929.65</b>	<b>342.7%</b>	<b>13,391.00</b>	<b>176,110.54</b>	<b>-4.6%</b>

(1) Real Estate Taxes received is 4.0% \$28,202 greater than budget and 4.9% \$34,504 greater than 2018. 2018 revenue included Insurance proceeds of \$24,875.

(2) This includes Dog Park Memberships. Currently collected greater than budget 35.6% \$1,067.

(3) Expenses below budget: Legal Fees/Misc Consultants 79.9% \$50,598, Education & Training 47.7% \$6,674; Health Insurance 20.2% \$7,685 (in part to one month lag)

(4) Bond interest payment for G.O. Bond 2015A \$18,187.50 in 2018 was paid out of capital fund. Based on rule changes in 2019 paid out of Corporate Fund.

(5) All areas currently running below budget. Some of this probably due to timing of budget vs. actual.

(6) Public Relations expense in 2019 is 75.0% \$8,181 less than 2018.

(7) Wages/taxes less than budget 18.3% \$19,102 primarily due to timing of hiring positions and part-time staff, and greater than 2018 32.7% \$20,973 due to new position.

Sycamore Park District  
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**Recreation Fund (20)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
<b>Revenues</b>									
Administration	28,554.00	26,794.04	-6.16%	521,169.00	546,473.20	4.86% (1)	964,830.00	529,064.07	3.3%
Sports Complex	23,622.00	2,773.00	-88.26%	31,597.00	8,983.00	-71.57% (2)	41,322.00	21,035.22	-57.3% (2)
Sports Complex Maintenance	663.00	1,990.43	200.22%	22,036.00	24,051.76	9.15%	39,874.00	24,414.69	-1.5%
Midwest Museum of Natural Hist	-	-		1,800.00	1,796.84	-0.18%	2,400.00	1,745.83	2.9%
Programs-Youth	1,981.00	1,622.66	-18.09%	11,662.00	13,859.58	18.84% (3)	13,941.00	8,060.64	71.9% (3)
Programs-Tweens	120.00	-	-100.00%	120.00	-	-100.00% (3)	247.00	-	#DIV/0! (3)
Programs-Adult	6,063.00	1,220.63	-79.87%	18,940.00	8,904.81	-52.98% (3)	22,837.00	4,624.55	92.6% (3)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Adult Athletic Leagues	4,185.00	1,200.00	-71.33%	4,336.00	1,404.12	-67.62% (3)	11,786.00	1,897.76	-26.0% (3)
Programs-Youth Athletics	4,745.00	4,616.54	-2.71%	27,970.00	25,961.17	-7.18% (3)	34,485.00	24,001.90	8.2% (3)
Programs-Fitness	3,723.00	3,755.94	0.88%	13,417.00	15,886.52	18.41% (3)	17,065.00	10,080.76	57.6% (3)
Programs-Early Childhood	1,892.00	710.00	-62.47%	5,828.00	5,163.00	-11.41% (3)	6,730.00	5,264.00	-1.9% (3)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Programs-Dance	924.00	837.20	-9.39%	3,022.00	2,740.16	-9.33% (3)	3,689.00	2,763.15	-0.8% (3)
Programs-Special Events	2,213.00	427.00	-80.70%	11,282.00	7,464.23	-33.84% (3)	15,534.00	5,873.31	27.1% (3)
Programs-Community Events	1,837.00	1,215.68	-33.82%	15,526.00	9,277.99	-40.24% (3)	17,155.00	11,466.74	-19.1% (3)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (3)	-	-	#DIV/0! (3)
Brochure	-	-	#DIV/0!	7,350.00	3,300.00	-55.10%	7,350.00	-	#DIV/0!
Weight Room	8,105.00	8,431.14	4.02%	105,821.00	128,878.69	21.79% (4)	150,066.00	85,201.51	51.3% (4)
Community Center	2,147.00	2,671.24	24.42%	25,329.00	40,998.82	61.87% (5)	41,161.00	16,928.14	142.2% (5)
<b>Total Revenues</b>	<b>90,774.00</b>	<b>58,265.50</b>	<b>-35.81%</b>	<b>827,205.00</b>	<b>845,143.89</b>	<b>2.17%</b>	<b>1,390,472.00</b>	<b>752,422.27</b>	<b>12.3%</b>

- (1) Real Estate Taxes received is 3.99% \$19,663 greater than budget and 3.1% \$15,185 greater than 2018.
- (2) 2019 Payments have not been received yet for: SYB, SGS, Titans and Spring AYSO.
- (3) Revenue from programs less than budget 19.13% \$21,441 and increased 22.5% \$16,629 compared to 2018.
- (4) Compared to Budget/Compared to Annual Budget/Compared to 2018 YTD:
  - Pathway Fitness Membership 132.23% / 90.81% / 134.71%
  - Pathway Fitness Pass 89.58% / 66.21% / 164.07%
  - Track Only Pass 262.49% / 172.47% / 171.45%
  - Pre-pay Card 50.00% / 40.0% / 66.67%
  - Program Fees 383.06 / 203.50% / 686.92%
  - Daily Admission Fee 284.89% / 189.93% / 291.98%
- (5) Compared to Budget/Compared to Annual Budget/Compared to 2018 YTD:
  - Open Gym Daily 235.35% / 156.88% / 281.91%
  - Open Gym Membership 92.12% / 54.3% / 131.64%
  - Rentals 177.79% / 114.51% / 443.87%
  - Vending 237.75% / 158.5% / 402.84%

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Expenses									
Administration	56,989.00	57,940.42	1.67%	387,759.00	362,394.62	-6.54% (1)	555,939.00	334,535.74	8.3% (2)
Sports Complex	-	-	#DIV/0!	-	78.06	#DIV/0!	-	-	#DIV/0!
Sports Complex Maintenance	47,225.00	44,162.18	-6.49%	296,335.00	286,736.38	-3.24%	421,322.00	280,934.97	2.1%
Midwest Museum of Natural Hist	2,312.00	1,352.04	-41.52%	9,100.00	11,073.94	21.69% (3)	10,750.00	12,768.46	-13.3%
Programs-Youth	1,123.00	2,555.71	127.58%	5,736.00	8,515.60	48.46% (4)	7,519.00	3,404.85	150.1% (4)
Programs-Teens	-	50.00	#DIV/0!	-	50.00	#DIV/0! (4)	197.00	-	#DIV/0! (4)
Programs-Adult	5,895.00	139.07	-97.64%	16,756.00	6,790.35	-59.48% (4)	19,938.00	1,804.16	276.4% (4)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (4)	-	-	#DIV/0! (4)
Programs-Leagues	97.00	-	-100.00%	3,158.00	3,362.12	6.46% (4)	7,361.00	2,106.76	59.6% (4)
Programs-Youth Athletics	1,472.00	174.91	-88.12%	19,038.00	15,188.73	-20.22% (4)	25,348.00	14,009.32	8.4% (4)
Programs-Fitness	437.00	1,917.52	338.79%	5,179.00	8,075.40	55.93% (4)	8,787.00	4,489.77	79.9% (4)
Programs-Early Childhood	1,300.00	-	-100.00%	2,749.00	1,688.00	-38.60% (4)	4,671.00	2,460.00	-31.4% (4)
Programs-Senior	-	-	#DIV/0!	-	-	#DIV/0! (4)	-	-	#DIV/0! (4)
Programs-Dance	138.00	119.48	-13.42%	990.00	558.68	-43.57% (4)	1,517.00	827.57	-32.5% (4)
Programs-Special Events	148.00	309.38	109.04%	5,318.00	3,275.04	-38.42% (4)	10,308.00	2,217.77	47.7% (4)
Programs-Community Events	792.00	564.07	-28.78%	13,223.00	10,559.82	-20.14% (4)	30,820.00	11,282.54	-6.4% (4)
Programs-Trips	-	-	#DIV/0!	-	-	#DIV/0! (4)	-	-	#DIV/0! (4)
Brochure	5,934.00	5,550.00	-6.47%	15,202.00	16,639.11	9.45% (5)	22,800.00	12,841.52	29.6% (5)
Weight Room	1,328.00	1,575.15	18.61%	25,707.00	13,549.23	-47.29% (6)	43,642.00	6,882.17	96.9% (7,8)
Community Center	17,404.00	15,564.54	-10.57%	140,252.00	122,570.90	-12.61% (9)	204,718.00	110,242.98	11.2% (8)
<b>Total Expenses</b>	<b>142,594.00</b>	<b>131,974.47</b>	<b>-7.45%</b>	<b>946,502.00</b>	<b>871,105.98</b>	<b>-7.97%</b>	<b>1,375,637.00</b>	<b>800,808.58</b>	<b>8.8%</b>
Total Fund Revenues	90,774.00	58,265.50	-35.81%	827,205.00	845,143.89	2.17%	1,390,472.00	752,422.27	12.3%
Total Fund Expenses	142,594.00	131,974.47	-7.45%	946,502.00	871,105.98	-7.97%	1,375,637.00	800,808.58	8.8%
Surplus (Deficit)	(51,820.00)	(73,708.97)	42.24%	(119,297.00)	(25,962.09)	-78.24%	14,835.00	(48,386.31)	-46.3%

(1) Under budget primarily in 2 areas: Admin Exp 20.48% \$8,789 and Health Ins 28.47% \$17,105 (two employees opt out and one month lag)

(2) Expenses greater than 2018: Wages/taxes 11.4% \$26,586 and Health Ins 24.8% \$8,552 due to new hirings.

(3) Over budget due to repair of fire pipe leak.

(4) Expenses for programs less than budget 14.15% \$8,595 and increased 39.1%, \$14,648 compared to 2018.

(5) timing is off a bit. Postage and printing increased in 2019

(6) 2019 is below budget: graduate assistants, only 1 on contract for first half of the year, budget is for 2 58.24% \$5,824

(7) Two new pieces of equipment were added \$3,000. Increased usage of personal trainers has increased wages \$3,332

(8) Community Center not open until 4/14/18.

(9) Utilities below budget YTD 13.9% \$6,963, Health insurance below budget 94.47% \$6,945 due to employee opt out.

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**Donations (21)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
<b>Revenues</b>									
Administration	-	200.00	#DIV/0!	13,750.00	63,396.74	361.07%	27,500.00	484,099.85	-86.9% (2)
Total Revenues	-	200.00	#DIV/0!	13,750.00	63,396.74	361.07%	27,500.00	484,099.85	-86.9%
<b>Expenses</b>									
Administration	-	-		-	-		27,500.00	425,000.00	-100.0%
Total Expenses	-	-		-	-		27,500.00	425,000.00	-100.0%
Total Fund Revenues	-	200.00	#DIV/0!	13,750.00	63,396.74	361.07%	27,500.00	484,099.85	-86.9%
Total Fund Expenses	-	-		-	-		27,500.00	425,000.00	-100.0%
Surplus (Deficit)	-	200.00	#DIV/0!	13,750.00	63,396.74	361.07%	-	59,099.85	7.3%

(1) Ovitz donation \$50,000.

(2) 2018 received two year installment from Northwestern Medicine \$40,000. Transferred funds from DCCF.

**Special Recreation (22)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
<b>Revenues</b>									
Administration	5,700.00	5,005.85	-12.18%	102,600.00	107,219.31	4.50%	190,000.00	101,552.14	5.6%
Total Revenues	5,700.00	5,005.85	-12.18%	102,600.00	107,219.31	4.50%	190,000.00	101,552.14	5.6%
<b>Expenses</b>									
Administration	2,892.00	2,580.75	-10.76%	51,634.00	53,515.38	3.64%	190,000.00	50,619.83	5.7%
Total Expenses	2,892.00	2,580.75	-10.76%	51,634.00	53,515.38	3.64%	190,000.00	50,619.83	5.7%
Total Fund Revenues	5,700.00	5,005.85	-12.18%	102,600.00	107,219.31	4.50%	190,000.00	101,552.14	5.6%
Total Fund Expenses	2,892.00	2,580.75	-10.76%	51,634.00	53,515.38	3.64%	190,000.00	50,619.83	5.7%
Surplus (Deficit)	2,808.00	2,425.10	-13.64%	50,966.00	53,703.93	5.37%	-	50,932.31	5.4%

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**Insurance (23)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	2,100.00	1,874.68	-10.73%	37,800.00	40,377.03	6.82%	70,000.00	40,782.21	-1.0%
Total Revenues	2,100.00	1,874.68	-10.73%	37,800.00	40,377.03	6.82%	70,000.00	40,782.21	-1.0%
Expenses									
Administration	-	-	#DIV/0!	35,027.00	31,276.32	-10.71%	67,553.00	30,368.70	3.0%
Total Expenses	-	-	#DIV/0!	35,027.00	31,276.32	-10.71%	67,553.00	30,368.70	3.0%
Total Fund Revenues	2,100.00	1,874.68	-10.73%	37,800.00	40,377.03	6.82%	70,000.00	40,782.21	-1.0%
Total Fund Expenses	-	-	#DIV/0!	35,027.00	31,276.32	-10.71%	67,553.00	30,368.70	3.0%
Surplus (Deficit)	2,100.00	1,874.68	-10.73%	2,773.00	9,100.71	228.19%	2,447.00	10,413.51	-12.6%

**Audit (24)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	450.00	391.69	-12.96%	8,100.00	8,449.69	4.32%	15,000.00	8,587.67	-1.6%
Total Revenues	450.00	391.69	-12.96%	8,100.00	8,449.69	4.32%	15,000.00	8,587.67	-1.6%
Expenses									
Administration	-	-	#DIV/0!	15,950.00	15,950.00	0.00%	15,950.00	14,500.00	10.0%
Total Expenses	-	-	#DIV/0!	15,950.00	15,950.00	0.00%	15,950.00	14,500.00	10.0%
Total Fund Revenues	450.00	391.69	-12.96%	8,100.00	8,449.69	4.32%	15,000.00	8,587.67	-1.6%
Total Fund Expenses	-	-	#DIV/0!	15,950.00	15,950.00	0.00%	15,950.00	14,500.00	10.0%
Surplus (Deficit)	450.00	391.69	-12.96%	(7,850.00)	(7,500.31)	-4.45%	(950.00)	(5,912.33)	26.9%

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**Paving & Lighting (25)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	4.00	4.96	24.00%	81.00	315.99	290.11%	150.00	449.30	-29.7%
Total Revenues	4.00	4.96		81.00	315.99		150.00	449.30	-29.7%
Expenses									
Administration	-	-	#DIV/0!	11,000.00	-	-100.00% (1)	22,000.00	-	#DIV/0!
Total Expenses	-	-		11,000.00	-		22,000.00	-	#DIV/0!
Total Fund Revenues	4.00	4.96	24.00%	81.00	315.99	290.11%	150.00	449.30	
Total Fund Expenses	-	-	#DIV/0!	11,000.00	-	-100.00%	22,000.00	-	
Surplus (Deficit)	4.00	4.96	24.00%	(10,919.00)	315.99	-102.89%	(21,850.00)	449.30	

**Park Police (26)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	4.00	14.13	253.25%	81.00	183.29	126.28%	150.00	167.94	9.1%
Total Revenues	4.00	14.13		81.00	183.29		150.00	167.94	9.1%
Expenses									
Administration	250.00	209.91	-16.04%	3,500.00	603.90	-82.75%	4,500.00	253.57	138.2%
Total Expenses	250.00	209.91		3,500.00	603.90		4,500.00	253.57	138.2%
Total Fund Revenues	4.00	14.13	253.25%	81.00	183.29	126.28%	150.00	167.94	9.1%
Total Fund Expenses	250.00	209.91	-16.04%	3,500.00	603.90	-82.75%	4,500.00	253.57	
Surplus (Deficit)	(246.00)	(195.78)	-20.41%	(3,419.00)	(420.61)	-87.70%	(4,350.00)	(85.63)	391.2%



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**IMRF (27)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	2,700.00	2,395.33	-11.28%	48,600.00	51,140.53	5.23%	91,000.00	50,976.33	0.3%
Total Revenues	2,700.00	2,395.33	-11.28%	48,600.00	51,140.53	5.23%	90,000.00	50,976.33	0.3%
Expenses									
Administration	2,687.00	2,395.33	-10.85%	48,361.00	51,140.53	5.75%	89,556.00	55,438.63	-7.8%
Total Expenses	2,687.00	2,395.33	-10.85%	48,361.00	51,140.53	5.75%	89,556.00	55,438.63	-7.8%
Total Fund Revenues	2,700.00	2,395.33	-11.28%	48,600.00	51,140.53	5.23%	90,000.00	50,976.33	0.3%
Total Fund Expenses	2,687.00	2,395.33	-10.85%	48,361.00	51,140.53	5.75%	89,556.00	55,438.63	-7.8%
Surplus (Deficit)	13.00	-		239.00	-		444.00	(4,462.30)	

**Social Security (28)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	3,060.00	2,680.61	-12.40%	55,080.00	57,231.20	3.91%	102,000.00	55,440.67	3.2%
Total Revenues	3,060.00	2,680.61	-12.40%	55,080.00	57,231.20	3.91%	102,000.00	55,440.67	3.2%
Expenses									
Administration	3,052.00	6,131.66	100.91%	62,029.00	64,344.26	3.73%	108,257.00	60,391.81	6.5%
Total Expenses	3,052.00	6,131.66	100.91%	62,029.00	64,344.26	3.73%	108,257.00	60,391.81	6.5%
Total Fund Revenues	3,060.00	2,680.61	-12.40%	55,080.00	57,231.20	3.91%	102,000.00	55,440.67	3.2%
Total Fund Expenses	3,052.00	6,131.66	100.91%	62,029.00	64,344.26	3.73%	108,257.00	60,391.81	6.5%
Surplus (Deficit)	8.00	(3,451.05)		(6,949.00)	(7,113.06)		(6,257.00)	(4,951.14)	

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**Concessions (30)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
<b>Revenues</b>									
Clubhouse Concessions	16,220.00	14,554.33	-10.27%	58,041.00	49,182.91	-15.26% (1)	76,145.00	55,845.20	-11.9% (1)
Beverage Cart	2,856.00	1,969.05	-31.06%	10,482.00	6,643.95	-36.62% (1)	11,281.00	6,759.90	-1.7%
Sports Complex Concessions	187.00	551.71	195.03%	34,109.00	27,004.48	-20.83% (1)	39,945.00	31,366.57	-13.9% (1)
Pool Concessions	1,064.00	1,204.08	13.17%	7,653.00	8,301.06	8.47%	7,706.00	6,752.20	22.9%
Catering	5,549.00	2,220.55	-59.98%	14,092.00	12,267.61	-12.95% (2)	18,615.00	13,924.08	-11.9% (2)
<b>Total Revenues</b>	<b>25,876.00</b>	<b>20,499.72</b>	<b>-20.78%</b>	<b>124,377.00</b>	<b>103,400.01</b>	<b>-16.87%</b>	<b>153,692.00</b>	<b>114,647.95</b>	<b>-9.8%</b>
<b>Expenses</b>									
Clubhouse Concessions	13,969.00	14,495.21	3.77%	73,970.00	60,968.73	-17.58% (1,3)	98,519.00	62,992.97	-3.2% (1,3)
Beverage Cart	2,191.00	1,706.66	-22.11%	7,898.00	4,214.80	-46.63% (1)	8,689.00	4,622.77	-8.8%
Sports Complex Concessions	814.00	1,984.07	143.74%	26,581.00	22,376.67	-15.82% (1)	31,620.00	25,714.49	-13.0% (1)
Pool Concessions	1,831.00	2,040.94	11.47%	6,998.00	6,925.57	-1.04%	7,086.00	5,690.94	21.7%
Catering	1,129.00	388.35	-65.60%	4,015.00	4,350.64	8.36% (2)	6,595.00	3,744.16	16.2% (2)
<b>Total Expenses</b>	<b>19,934.00</b>	<b>20,615.23</b>	<b>3.42%</b>	<b>119,462.00</b>	<b>98,836.41</b>	<b>-17.27%</b>	<b>152,509.00</b>	<b>102,765.33</b>	<b>-3.8%</b>
<b>Total Fund Revenues</b>	<b>25,876.00</b>	<b>20,499.72</b>	<b>-20.78%</b>	<b>124,377.00</b>	<b>103,400.01</b>	<b>-16.87%</b>	<b>153,692.00</b>	<b>114,647.95</b>	<b>-9.8%</b>
<b>Total Fund Expenses</b>	<b>19,934.00</b>	<b>20,615.23</b>	<b>3.42%</b>	<b>119,462.00</b>	<b>98,836.41</b>	<b>-17.27%</b>	<b>152,509.00</b>	<b>102,765.33</b>	<b>-3.8%</b>
<b>Surplus (Deficit)</b>	<b>5,942.00</b>	<b>(115.51)</b>	<b>-101.94%</b>	<b>4,915.00</b>	<b>4,563.60</b>	<b>-7.15%</b>	<b>1,183.00</b>	<b>11,882.62</b>	<b>-61.6%</b>

(1) April 2019 flooding and May 2019 wet and cold weather impacted both golf course and ballfields.

(2) Lions club started renting the clubhouse 2 Wednesdays a month in Sept. 2018. 2019 has increased revenue/expenses for drinks and room rental due to this.

(3) Freezer repair in 2019

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended August 31, 2019

**Developer Contributions (32)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	3,551.00	1,572.00	-55.73%	14,386.00	8,821.33	-38.68%	21,000.00	12,678.93	-30.4%
Total Revenues	3,551.00	1,572.00		14,386.00	8,821.33		21,000.00	12,678.93	-30.4%
Expenses									
Administration	-	-		-	-		21,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		21,000.00	-	#DIV/0!
Total Fund Revenues	3,551.00	1,572.00		14,386.00	8,821.33		21,000.00	12,678.93	-30.4%
Total Fund Expenses	-	-		-	-		21,000.00	-	#DIV/0!
Surplus (Deficit)	3,551.00	1,572.00		14,386.00	8,821.33		-	12,678.93	-30.4%

Sycamore Park District  
Summarized Revenue & Expense Report  
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**Golf Course (50)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
<b>Revenues</b>									
Golf Operations	63,839.00	66,006.07	3.4%	360,041.00	326,165.75	-9.4% (1)	474,322.00	347,321.46	-6.1% (2)
Golf Maintenance	523.00	1,354.15	158.9%	11,560.00	11,862.25	2.6%	20,290.00	11,729.85	1.1%
Total Revenues	64,362.00	67,360.22	4.7%	371,601.00	338,028.00	-9.0%	494,612.00	359,051.31	-5.9%
<b>Expenses</b>									
Golf Operations	37,247.00	31,888.80	-14.4%	161,798.00	146,072.15	-9.7% (3)	220,563.00	159,689.51	-8.5% (3)
Golf Maintenance	32,520.00	33,823.13	4.0%	194,419.00	183,647.14	-5.5% (4)	274,049.00	181,286.65	1.3% (4)
Total Expenses	69,767.00	65,711.93	-5.8%	356,217.00	329,719.29	-7.4%	494,612.00	340,976.16	-3.3%
Total Fund Revenues	64,362.00	67,360.22	4.7%	371,601.00	338,028.00	-9.0%	494,612.00	359,051.31	-5.9%
Total Fund Expenses	69,767.00	65,711.93	-5.8%	356,217.00	329,719.29	-7.4%	494,612.00	340,976.16	-3.3%
Surplus (Deficit)	(5,405.00)	1,648.29	-130.5%	15,384.00	8,308.71	-46.0%	-	18,075.15	-54.0%

(1) Daily Greens Fees -7.57% -\$8,696  
Golf Events & Misc -6.61% -\$1,188  
Carts -2.46% -\$2,038  
Season passes -11.52% -\$10,740  
Pro shop sales -26.63% -\$11,394

(2) Daily Greens Fees -2.18% -\$2,366  
Golf Events & Misc -4.16% -\$729  
Carts -1.53% -\$1,261  
Season passes -7.17% -\$6,377  
Pro shop sales -23.98% -\$9,902

(3) Cost of Goods sold below budget 11.9% \$3,262 and less than 2018 16.7% \$4,842. Wages/Taxes below budget 9.9% \$9,302 and 2018 5.8% \$5,178.

(4) Wages/taxes below budget 7.4% \$8,722 and greater than 2018 4.1% \$4,257

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended August 31, 2019

**Aquatics (51)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
<b>Revenues</b>									
Pool	3,941.00	4,876.25	23.7%	58,074.00	64,234.85	10.6%	(1) 63,115.00	53,822.11	19.3% (2)
Swim Lessons	264.00	420.12	59.1%	19,323.00	21,020.48	8.8%	19,444.00	18,536.38	13.4%
Splashpad	3,376.00	2,343.50	-30.6%	16,335.00	12,828.00	-21.5%	17,059.00	15,064.00	-14.8%
<b>Total Revenues</b>	<b>7,581.00</b>	<b>7,639.87</b>	<b>0.8%</b>	<b>93,732.00</b>	<b>98,083.33</b>	<b>4.6%</b>	<b>99,618.00</b>	<b>87,422.49</b>	<b>12.2%</b>
<b>Expenses</b>									
Pool	18,796.00	18,081.82	-3.8%	52,741.00	50,893.24	-3.5%	52,920.00	49,782.02	2.2%
Aquatics Maintenance	7,265.00	7,632.25	5.1%	30,373.00	27,411.06	-9.8%	(4) 37,400.00	20,615.05	33.0% (3)
Swim Lessons	3,571.00	3,237.19	-9.3%	8,932.00	9,083.98	1.7%	8,932.00	8,504.14	
Splashpad	303.00	-	-100.0%	827.00	2.00	-99.8%	234.00	-	#DIV/0!
<b>Total Expenses</b>	<b>29,935.00</b>	<b>28,951.26</b>	<b>-3.3%</b>	<b>92,873.00</b>	<b>87,390.28</b>	<b>-5.9%</b>	<b>99,486.00</b>	<b>78,901.21</b>	<b>10.8%</b>
<b>Total Fund Revenues</b>	<b>7,581.00</b>	<b>7,639.87</b>	<b>0.8%</b>	<b>93,732.00</b>	<b>98,083.33</b>	<b>4.6%</b>	<b>99,618.00</b>	<b>87,422.49</b>	<b>12.2%</b>
<b>Total Fund Expenses</b>	<b>29,935.00</b>	<b>28,951.26</b>	<b>-3.3%</b>	<b>92,873.00</b>	<b>87,390.28</b>	<b>-5.9%</b>	<b>99,486.00</b>	<b>78,901.21</b>	<b>10.8%</b>
<b>Surplus (Deficit)</b>	<b>(22,354.00)</b>	<b>(21,311.39)</b>	<b>-4.7%</b>	<b>859.00</b>	<b>10,693.05</b>	<b>1144.8%</b>	<b>132.00</b>	<b>8,521.28</b>	<b>25.5%</b>

- (1) Daily Fees +37.73% \$6,829  
Season passes -2.62% -\$872  
Misc income (includes oscar, pool rentals and middle school pool party) -10.92% -\$437
- (2) Daily Fees +41.3% \$7,286  
Season passes +7.4% +\$2,233  
Misc income (includes oscar, pool rentals and middle school pool party) +14.91% \$462
- (3) Pool chairs in 2019

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended August 31, 2019

**Debt Service (60)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	18,420.00	16,255.31	-11.8%	331,560.00	347,811.11	4.9%	614,000.00	342,487.99	1.6%
Total Revenues	18,420.00	16,255.31	-11.8%	331,560.00	347,811.11	4.9%	614,000.00	342,487.99	1.6%
Expenses									
Administration		-	#DIV/0!		7,140.00	#DIV/0!	614,116.00	-	#DIV/0!
Total Expenses	-	-		-	7,140.00		614,116.00	-	#DIV/0!
Total Fund Revenues	18,420.00	16,255.31	-11.8%	331,560.00	347,811.11	4.9%	614,000.00	342,487.99	1.6%
Total Fund Expenses	-	-		-	7,140.00		614,116.00	-	#DIV/0!
Surplus (Deficit)	18,420.00	16,255.31	-11.8%	331,560.00	340,671.11	2.7%	(116.00)	342,487.99	-0.5%

**Capital Projects (70)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	1,750.00	-	-100.0%	14,000.00	12,500.77	-10.7%	540,000.00	6,406.78	95.1%
Total Revenues	1,750.00	-	-100.0%	14,000.00	12,500.77	-10.7%	540,000.00	6,406.78	95.1%
Expenses									
Administration	14,000.00	-	-100.0%	353,925.00	294,927.07	-16.7%	539,863.00	256,387.17	15.0%
Total Expenses	14,000.00	-	-100.0%	353,925.00	294,927.07	-16.7%	539,863.00	256,387.17	15.0%
Total Fund Revenues	1,750.00	-		14,000.00	12,500.77	-10.7%	540,000.00	6,406.78	95.1%
Total Fund Expenses	14,000.00	-	-100.0%	353,925.00	294,927.07	-16.7%	539,863.00	256,387.17	15.0%
Surplus (Deficit)	(12,250.00)	-	-100.0%	(339,925.00)	(282,426.30)	-16.9%	137.00	(249,980.39)	13.0%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended August 31, 2019

**Action 2020 (71)**

<u>Department</u>	<u>August Budget</u>	<u>August Actual</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>Annual Budget</u>	<u>2018 YTD Actual</u>	
Revenues									
Administration	100.00	-	-100.0%	125,420.00	805.91	-99.4%	5,605,120.00	482,154.03	-99.8%
Total Revenues	100.00	-	-100.0%	125,420.00	805.91	-99.4%	5,605,120.00	482,154.03	-99.8%
Expenses									
Administration	300,000.00	91,096.31	-69.6%	593,000.00	208,562.33	-64.8%	2,159,275.00	1,549,595.26	-86.5%
Total Expenses	300,000.00	91,096.31	-69.6%	593,000.00	208,562.33	-64.8%	2,159,275.00	1,549,595.26	-86.5%
Total Fund Revenues	100.00	-		125,420.00	805.91	-99.4%	5,605,120.00	482,154.03	-99.8%
Total Fund Expenses	300,000.00	91,096.31	-69.6%	593,000.00	208,562.33	-64.8%	2,159,275.00	1,549,595.26	-86.5%
Surplus (Deficit)	(299,900.00)	(91,096.31)	-69.6%	(467,580.00)	(207,756.42)	-55.6%	3,445,845.00	(1,067,441.23)	-80.5%
Total Fund Revenues	269,286.00	223,408.34		2,953,445.00	2,904,478.74	-1.7%	10,837,908.00	3,718,872.98	
Total Fund Expenses	676,362.00	438,119.68	-35.2%	3,436,621.00	2,768,152.71	-19.5%	7,393,017.00	4,409,440.83	
Surplus (Deficit)	(407,076.00)	(214,711.34)	-47.3%	(483,176.00)	136,326.03	-128.2%	3,444,891.00	(690,567.85)	

Sycamore Park District  
Fund Balances

	Unaudited 1/1/2019	Revenues	Expenses	8/31/2019	8/31/2019 Cash balance
10 Corporate	448,928.49	821,570.61	653,640.96	616,858.14	617,150.43
20 Recreation	359,618.50	845,143.89	871,105.98	333,656.41	361,411.51
21 Donations	76,404.89	63,396.74	-	139,801.63	139,801.63
22 Special Recreation	18,426.12	107,219.31	53,515.38	72,130.05	72,130.05
23 Insurance	37,028.97	40,377.03	31,276.32	46,129.68	46,129.68
24 Audit	14,570.38	8,449.69	15,950.00	7,070.07	7,070.07
25 Paving & Lighting	22,891.66	315.99	-	23,207.65	23,207.65
26 Park Police	4,373.87	183.29	603.90	3,953.26	3,953.26
27 IMRF	-	51,140.53	51,140.53	-	-
28 Social Security	7,113.06	57,231.20	64,344.26	-	-
30 Concessions	34,633.92	103,400.01	98,836.41	39,197.52	33,681.88
32 Developer Contributions	479.89	8,821.33	-	9,301.22	9,301.22
60 Debt Service	72,041.20	347,811.11	7,140.00	412,712.31	412,712.31
70 Capital Projects	385,125.14	12,500.77	294,927.07	102,698.84	93,248.94
71 Action 2020	160,202.32	-	91,096.31	69,106.01	(56,327.28)
<b>Total governmental fund balance</b>	<b>1,641,838.41</b>	<b>2,467,561.50</b>	<b>2,233,577.12</b>	<b>1,875,822.79</b>	<b>1,763,471.35</b>
50 Golf Course	313,767.68	338,028.00	329,719.29	322,076.39	
	<u>(382,836.75)</u>			<u>(382,836.75)</u>	
	(69,069.07)			(60,760.36)	(1,408.45)
51 Aquatics	406,918.48	98,083.33	87,390.28	417,611.53	
	<u>(405,939.83)</u>			<u>(405,939.83)</u>	
	978.65			11,671.70	11,671.70
<b>Total proprietary funds</b>	<b>(68,090.42)</b>	<b>436,111.33</b>	<b>417,109.57</b>	<b>(49,088.66)</b>	
	1,573,747.99			1,826,734.13	1,773,734.60

Summary of depository accounts as of

9/13/2019

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	2,143,850.72	1.74	17522.91
Resource Bank	32,743.48	0.68	147.25
IPDLAF	853,805.06	1.97	1453.25
DCCF - Action 2020	28,019.55		
Dekalb Co. Community Foundation	<u>18,067.01</u>		
	3,076,485.82		



To: Board of Commissioners  
From: Theresa Tevsh  
Subject: Monthly Recreation Report  
Date: September 11, 2019

**Administrative Initiatives (9/1/19-9/30/19)**

**Theresa Tevsh, Superintendent of Recreation**

- Attended Board meeting and management team meetings
- Assisted in planning Park Tour rescheduled for September 21.
- Assisted with “curtesy cart” at the Concert and Fireworks on Sept 7.
- Chaperoned the Cubs/Brewers bus trip on September 8. We had 17 attendees from Sycamore who joined with Genoa & Belvidere. We had 56 total on the trip.
- Conducted interviews on September 6th for part-time custodian open position.
- Met with Recreation staff and GA’s to review process to determine why past members have not renewed memberships. We are working on an email with a quick 1-minute survey to gather data.
- Met with Melissa Dobberstein, Recreation Specialist to review fees on rentals and birthday parties, new birthday party ideas and additional training for her staff.
- Took the old electronics from the park district to the Dekalb Electronic Recycling event on September 7<sup>th</sup>.
- Attended the rescheduled, “Junk in the trunk” event on September 7<sup>th</sup>. It was well attended by visitors and sold out spaces for vendors. This was a 1<sup>st</sup> year event that Mellissa, our Recreation Specialist organized.

- Attended the Sycamore Middle School PTO meeting September 9<sup>th</sup> to share the park district's upcoming events.
- Met with Rec Team to prepare for partnership with the "Healthy Running Series Sycamore", a 5 -date running series on Sundays at Legacy Campus. Our Graduate student, Brianna, with her track coaching experience, will take lead on the event. 40 kids participated on September 8<sup>th</sup>.
- Met with Matt of Ringland Johnson on September 10<sup>th</sup> to walk the building to note the recurring and new leaks that have been documented since his last visit to the building on April 30<sup>th</sup>. Waiting on his report to date.
- Will assist with Middle School Splash Pad Bash September 13<sup>th</sup>.
- Will attend the Healthy Kids Running Sycamore on September 15<sup>th</sup>.
- Will lead the Pickleball event and social on September 19<sup>th</sup>.
- Will meet with W-T Group to hear the first draft presentation of outdoor pool assessment.
- Will attend the KSRA Special meeting on September 17<sup>th</sup>.
- Will attend an organizational meeting with recreation staff and the Midwest Museum of Natural History to continue planning of the Coyote 5K race. To date, the museum has \$1500 in sponsors.
- Will attend the Midwest Museum of Natural History Board meeting on August 19.
- Will be on vacation September 20-26.
- Will attend Leadership Academy on September 27.
- Will work with Lisa Hendrickson of Illinois Community Credit Union to offer "Shred Day" at the Community Center on September 28, scheduled for 9am-noon. Erin Eckhardt of Dekalb Family Services provides the volunteers

for the event. Any donations from the event go to support Dekalb Family Services.

- Will chaperone the bus trip to the Joliet Prison on September 28.
- Will coordinate NIU volunteers for Superhero Challenge on September 29<sup>th</sup>.
- Will meet with Dekalb Panthers to discuss negotiations to host their home basketball games.

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

- Completed vending reports for month of August. \$199 in sales.
- Booked clubhouse rentals for November for 2 hours
- Booked birthday party packages for Sept, Oct and Nov. One each month.
- Booked community center - MPR-A 1hr.
- Booked a gym rental 1hr.
- Had first ongoing rental for MPR-C for Journey Care, Hospice training through Northwest Hospital. Went very well. They have rented classroom for Sept-February.
- Held the rescheduled Junk In The Trunk sale. Went very well. Weather was great. Everyone that had a space enjoyed it very much and would be interested in making it an annual event. Buyers were also very positive and enjoyed it very much.
- Started sports concession remodel. BJ's removed over half the floor and installed new flooring. Looks great. Waiting on 3 compartment sink to do the rest but have to wait until fall softball is done to finish.
- Golf course food and beverage still very busy. Great business this time of year.

- Continuing to help with programs at community center.
- Did Auto Meter Golf Outing. Did \$500 in sales in food and beverage cart.
- Did Knights of Columbus Outing. Did steak dinner. Did over \$500 in food and beverage and beverage cart, plus \$800 for steak dinner.
- Finished our concert series, with over \$1000 in sales at last concert.
- Attended community survey meeting for the new plans and goals for 2025.
- Working with St Mary's for their golf outing.
- Working with group of golfers for October to do lunch between their nine holes.
- Set up luncheon with the Chamber for first of October.

### **Justin Genz, Recreation Specialist**

- Attended IPRA Teen Committee meeting.
- Met with the Recreation staff to discuss the Healthy Kids running series event.
- Met with new GA to show her the equipment needed for the Healthy Kids running event.
- Represented the District at Healthy Kids running series event Sept 8.
- Met with Jamie, Recreation Instructor, and discussed winter/spring toddler programs.
- Worked Fireworks and Fun special event on Sep 7.

- Met with Melissa and discussed concessions for Sept Splash Pad events.
- Coordinated Sycamore Middle School Splash Bash event.
- Coordinated National Talk Like A Pirate Day event.
- Hired a Volleyball Referee for our in-house league.
- Met with Natasha from Ester's Place Fiber Arts Studio to discuss a possible felting program for the winter/spring brochure.
- Attended Park Tour Day with Park District board members and staff.
- Attended Superhero Challenge on September 29.
- First Fall programs underway, 6 All Star Sport classes will run (51 registered), Intro to Dance (8), Hip hop (8), Ballet/Tap-New Program (10), Little Tumblers (5), Fall Art Club (6), Kajukenbo Karate (15).

### **Lisa Metcalf, Facilities Supervisor**

- The first session of Fall Programs started the week of September 9. 10 Group Fitness Classes are running out of 23 separate classes offered.
- Hired a new Personal Trainer. We are back to having two on staff.
- Splash Fountain was free to the public on Labor Day, 44 people attended.
- Splash Fountain closed for the season on Sunday, September 29.
- In August, we sold/renewed a total of 33 Pathway Fitness Memberships/Passes, 8 Track Only Memberships/Passes, and 10 Open Gym Passes. Compared to July of 2018, we sold a total of 3 Pathway Fitness Memberships/Passes, 0 Track Only Memberships/Passes, and 0 Open Gym Passes.

- In 2018, April-December, we had \$1,429 in Daily Admission Fees for Pathway Fitness, \$1,280 for Track Only, and \$7,291 for Open Gym. In 2019, January-August, we had \$1,046 in Daily Admission Fees for Pathway Fitness, \$2,120 for Track Only, and \$9,395 for Open Gym.
- Helped with our Fireworks and Fun event.
- Participated in a webinar on how wearable technology can help with attendance in our group fitness classes and fitness center.
- Went on a tour of our parks with Superintendent of Recreation. Working on ideas for member retention during the summer months and how to track their fitness outdoors.
- Created a new Indoor Cycling class that will be free to our members and pass holders. GA, Viktoria, will be teaching it.
- Continued to work in RecTrac to update things as new things get added and changed.

### **Sarah Rex, Recreation Supervisor**

- Coordinated Fireworks and Fun September 7. Roughly 800 people in attendance.
- Worked with Terri Gible on the Park District's ITEP Grant submission.
- Along with Natural Area Specialist, met with the Middle School Science teachers and principal to begin discussing natural area curriculum integration.
- Attended a meeting with the Sycamore Public Library to discuss winter/spring programming partnership.
- Will be a part of considering the Reach system in the Community Center for displaying the building schedule and promoting District activities.
- Park District Marketing

- Began working with the Superintendent of Finance and Business Services to develop an employee website for sharing documents and information with full-time and part-time staff.
- Submitted the District's grant application for a Northwestern Medicine Community Grant.
- Prepared informational materials about the golf course irrigation system project to let members, neighbors, and the general public know about what to expect during construction.
- Worked with Executive Director and Ron Vine and Associates to finalize the community-wide survey.
- Prepared an awareness campaign to inform residents of the upcoming community-wide survey and encourage them to participate.
- Will have an activity at the Sycamore Library's pumpkin Celebration on October 24.
- Work with Superintendent of Recreation and Facilities Supervisor to develop a method of surveying Pathway Fitness members who choose not to review.
- Represented the District through planning and facilitation of the joint event, Superhero Challenge, on September 29.

### **Administrative Initiatives (10/1/19-10/31/19)**

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

- Will attend Board meeting and Management team meetings
- Will prepare a report on why members have not renewed memberships; to be presented by Graduate Assistants.

- Will attend October 4<sup>th</sup> Northwestern Medicine lecture, presented at the park district. We have scheduled a new time of noon, to see if we will have any more in attendance with the new time.
- Will attend the KSRA meeting in Genoa on October 8<sup>th</sup>.
- Will attend the IPRA Facility Management Workshop in Naperville on October 11<sup>th</sup>.
- Will attend the Friends of the Library meeting on October 15<sup>th</sup>.
- Will attend the Chamber Leadership Academy meeting on October 18 to tour the Downtown Business area.
- Will assist with the Fall Fest Ghost Stories at the park event. We have moved the event from the Good Tymes shelter to the Community center and will partner with the Library and Midwest Museum of natural history to bring a variety of fun events.
- Will assist with the Library Pumpkin Celebration event on October 24<sup>th</sup> to have exposure for the park district. We will have a gamer area for kids in the library.
- Will continue to work with the Recreation and Parks staff to prepare for the Coyote 5K race on November 1, and evening event which will utilize the Sport Complex and Sycamore Community Park.
- Will continue to work with GA's to bring assistance to the Pathway Fitness, Fitness classes and Service desk area. In October, the GA's will provide 16 hours of service per week at the service desk. The rest of the time is spread out into other areas of the Recreation operations.

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

- Continue to do rentals and birthday parties.



- Get things ready for our Pumpkin Scramble and do chili special.
- Plan things to do at our events this fall.
- Try to do some revamping of birthday party program.

### **Administrative Initiatives (10/1/19-10/30/19)**

#### **Justin Genz, Recreation Specialist**

- Will attend IPRA Teen Committee meeting.
- Will lead captains meeting for Volleyball League.
- Will lead referee meeting for Volleyball League.
- Will submit first winter/spring draft to Sarah.
- Will supervise teen trips.
- Will continue to monitor second session fall programs.

#### **Lisa Metcalf, Facilities Supervisor**

- Will attend a Facility Management Workshop through IPRA.
- Will start the process of getting the REACH Program on our TV in the lobby.
- Continue to research a weather detection system for the Community Center.

#### **Sarah Rex, Recreation Supervisor**

- Will coordinate and supervise Touch-a-Truck on October 11.

- Will coordinate and supervise Ghost Stories at the Park on October 19. Moved from Goodtymes Shelter to the Community center with an extra hour of activities.
- Will submit a grant to the IDNR Schoolyear Habitat program to fund the purchase of plugs for the Middle School prairie.
- Will be a part of considering the Reach system in the Community Center for displaying the building schedule and promoting District activities.
- Will work with Terri Gible on the Park District's ITEP Grant submission.
- Will develop/design winter/spring 2020 brochure.
- Park District Marketing

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: September 17, 2019

**Administrative Initiatives (9/1/19 – 9/30/19)**

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed September Golf Insight newsletter and updated reader board with leagues and outings scheduled.
- Attended Park Tour.
- Finalized all 2019 in-house leagues and began the promotion of the 2020 league offerings.
- Completed summer outing schedule with several smaller events including, the DeKalb High School Reunion of 1969, Genoa Knights of Columbus, and the DeKalb Elks.
- Began the exploring of the reintroduction the SAY-Golf Junior Golf program for 2020.
- Continued coupon sales through, Groupon and Golf Moose, with strong limitations for usage, to try to capture a portion of the lost revenue from May rains and floods.
- Began fall hours of operation 7am to dusk 7 days a week.
- Held 6X6X6 Two-man Ryder Cup tournament and began promotion of the Annual Pumpkin Scramble.
- Completed fall staffing schedule.

- Finalized fall golf promotions with Sarah.
- Monitored and served as rules official for all home high school golf meets.
- Began exploring the possibility of a winter golf seminar series on Saturdays in February and March with topics like The Rules of Golf, Exercises for Better Golf, On course management and the short game.

### **Administrative Initiatives (10/1/19 – 10/31/19)**

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop October Golf Insight newsletter and update reader board with leagues and outings scheduled.
- Keep customers updated on Irrigation installation updates through the use of flyers, email and eblasts.
- Continue to explore of the reintroduction the SAY-Golf Junior Golf program for 2020.
- Finalize coupon sales through, Groupon and Golf Moose, with strong limitations for usage, to try to capture a portion of the lost revenue from May rains and floods.
- Develop plan for Golf Moose, Group Golfer and Groupon Coupon sales for 2020.
- Begin promotion of the Annual Pumpkin Scramble and hold the event on Saturday, October 26, 2019. 30 field team anticipated.
- Reduce fall part-time staffing hours, cut cart staff to only weekends and rangers/player assistants down to 3 mornings a week.

- Complete High School Golf Team schedule.
- Begin minor golf cart maintenance for winter storage and prepare cart barn.
- Continue to explore the possibility of a winter golf seminar series on Saturdays in February and March with topics like The Rules of Golf, Exercises for Better Golf, On course management and the short game.
- Begin contacting outing planners for dates for 2020 golf outings and send out contracts.
- Begin planning 2020 business and organizational league schedule

To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: September 17, 2019

**Administrative Initiatives** (9/1/19-9/30/19)

**Golf**

- Good temperatures and regular rain events have been ideal for golfing the past few weeks. The turf has responded to the early fall conditions with good recovery from summer stress.
- Mowing has returned to normal intervals and even more so due to the rain and humid conditions. Spraying for turf diseases has also been necessary regularly.
- Fertilizing of the greens, tees, and fairways will take place soon along with aerating of the greens near the end of the month.
- Staff continues to manicure the course with mowing, weed eating, trim mowing, tree trimming and raising of low hanging limbs, flower bed care, hand watering dry spots and irrigation head inspections, pesticide applications, and repairing thin turf areas.
- The new irrigation system installation is well under way. The first part of the install will be main line excavation in the rough. This will be followed by vibratory plowing in the lines and heads to the greens, tees, and fairways.
- I meet with the Midwest Irrigation daily as they work to determine where they will be for the day and any possible implications for the golfers and private underground existing lines and pipes. They also communicate well with Kirk to discuss any interference with the golf traffic.

## Sports

- Fall baseball, soccer, and softball are now well under way every day of the week.
- Adult Sunday soccer will continue until the end of September.
- I have been talking regularly to all user group reps to coordinate field prep schedules and to avoid overlap of field use. Softball and baseball generally start later in the day on Saturdays during fall as soccer is mainly from 9 am – noon. This helps with overcrowding of the complex. Practices during the week for all groups has gone well logistically.
- Staff has been mowing and trimming regularly, pruning shrubs, adding mulch to beds, laying out and paint lining soccer and ball fields, prepping fields for games, fixing any wear holes in the fields, and adding/fixing the ag lime infields on the ball fields. They also blow off the tennis courts regularly.
- The pool is closed and has been drained, but the splash pad will remain open until the end of September if weather allows.
- Attended the WT Engineers second audit of the pool for future planning. They sent a group of several engineers to evaluate the pool shell, decking, and mechanics now that the water has been drained.
- Attend regular meetings with engineers, contractors, and staff at the site of the new soccer complex. All going well as installation of the drainage has been the rule the past couple weeks. Seeding is beginning and should be completed soon to the main playing field areas.
- Met with staff, City inspectors, plumbers to coordinate replacement of sinks and flooring at sports concession building.

## Parks

- I attended staff and Board meetings.
- Working on park playground inspections and future playground equipment replacement and maintenance plans.
- Worked with staff and attended Fireworks and Fun event on the night of the 7<sup>th</sup>. Staff installed parking ropes, tables, garbage cans, helped with parking, supervised firework safety zone, and aided with customer exit after event. Great show with a lot of people in attendance.
- Worked with staff planning areas that will be visited during the Park Tour on Sept. 21<sup>st</sup> and specific items that need attention.
- Helped coordinate a recycle of no longer useable electronic items drop off.
- Attended new trail planning meetings with engineers and staff.
- Interviewed and hired a couple new staff for fall maintenance help.
- Met with staff, City inspectors, plumbers to coordinate replacement of sinks and flooring at sports concession building.
- Staff has been keeping up with park garbage, mowing and trimming regularly again with the weather, cleaning and setting up shelters for rentals, maintaining natural areas and beds, pruning trees and trail sides. Seeding of thin areas of the sled hill and dog park are also taking place this week.
- Working with contractors to collect quotes for possible projects for 2020 budgeting.



- Meeting with Recreation staff on logistics for upcoming fall events: 5K night run, Touch-a-Truck, Pumpkin Fest events.

### Administrative Initiatives (10/1/19-10/31/19)

- Attend staff, board meetings.
- Attend future trails planning meetings with City staff and engineers.
- Attend soccer complex addition meetings and work with engineers and construction company as work continues to build the fields and grow-in the seed.
- Continue to work with sport user groups and recreation staff as games continue all fields for the fall season.
- Meet with pool assessment team as audit information report is issued.
- Work with golf irrigation installation company daily as project continues into the fall.
- Plan September Park Tour with staff and attend event on September 21<sup>st</sup>.
- Complete plan for future tree planting at parks, golf, sports for 2020 plantings. Start other capital budget planning and pricing.
- Continue efforts for planning with ENCAP, school district reps, and our staff for future natural areas classroom project which is starting soon with seeding of the native grasses at the site.
- Staff will continue to mow, shelter set up, clean parks, trim trees, inspect play equipment, spray for weeds and disease, prep sports fields.
- Continue budget planning for capital 2020 projects.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: September 17, 2019

**Administrative Initiatives** (9/1/19 – 9/30/19)

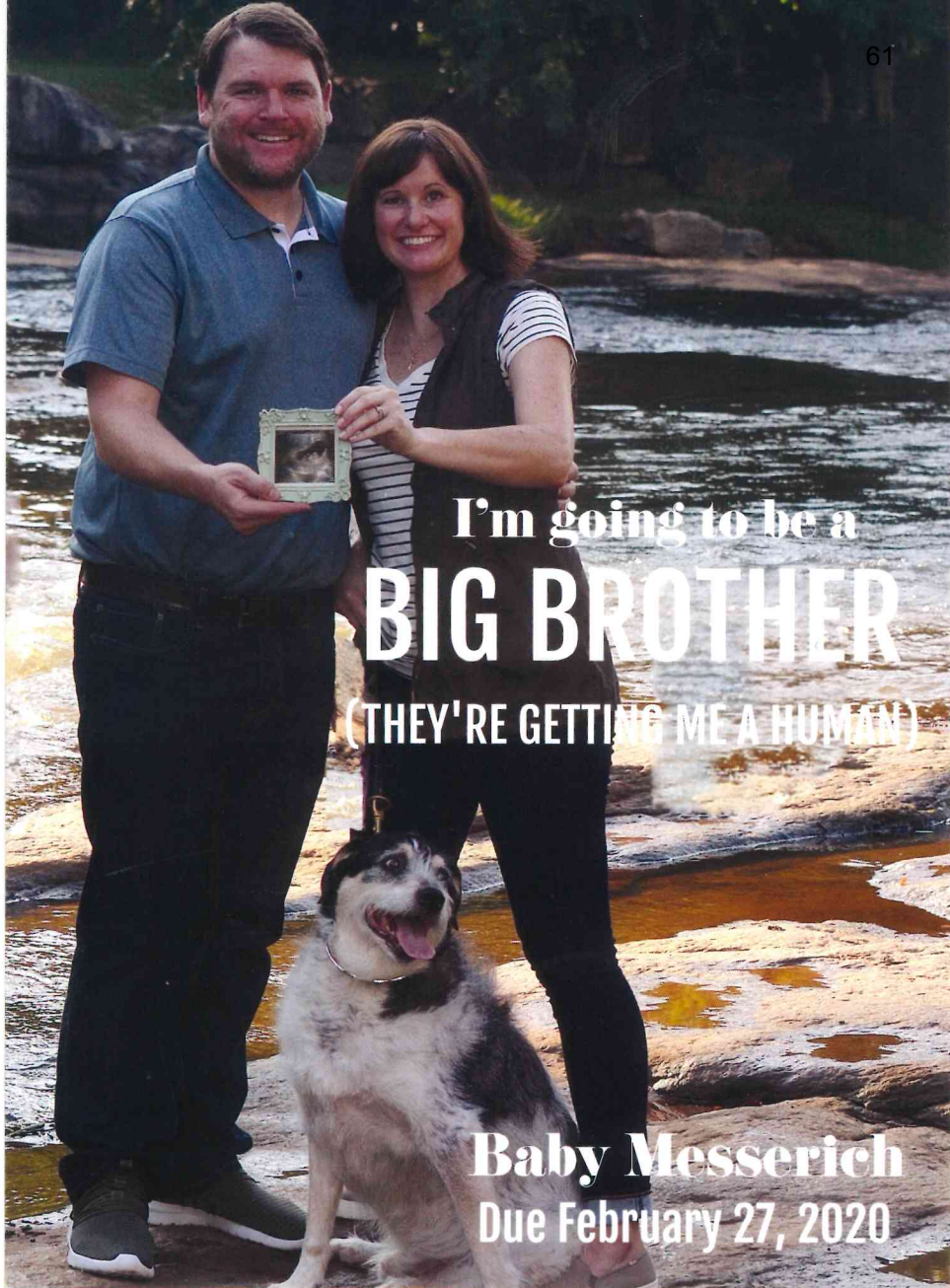
- Attended Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
  
- Presented to the Oak Crest Rotary
  
- Attended the NRPA Congress.
  
- Continued work on Old Mill to Forest Preserve trail issues.
  
- Finalized land acquisition for trail project, and filed deeds.
  
- Continued Supervising three key projects:
  - Soccer Complex
  - Pool Assessment
  - Community-wide survey
  
- Continued Monitoring bond issue matters:
  - Current and trending rates
  - Timeline for key issues
  - Action 2020 Long Range Budget Scenarios/Projections
  - BINA Matters
  - Review of Documents by Counsel
  
- Awarded Bond Issue
  
- Filed deeds with DeKalb County Recorder for Trail Acquisition properties.
  
- Finalized documents and plans for the September 21, 2019 Park Tour

- Held Park Tour September 21, 2019
- Held meetings with Engineers conducting Pool Assessment.
- Held multiple conference calls with Survey Firm for developing the survey instrument for our first of two community-wide surveys.
- Finalized Survey Instrument for first survey.
- Held Construction Site meetings for Soccer Complex.
- Troubleshooting land issues for the trail project.
- Held update/coordination meeting with DCFPD, Engineers and SPD on the Segment 1 Trail Project.
- Met on-site with IDNR Official regarding our OSLAD Grant Request for the Ball Diamond expansion project.
- Conducted Conference Call with IDOT officials regarding land matters with swap between State/IDOT/City of Sycamore.
- Visited all SPD park sites in preparation for park tour.
- Due to delays between City of Sycamore and IDOT/State of Illinois, our Segment 1 Trail project from Forest Preserve to Page Street has been delayed for bidding until January 2020, at the earliest.

**Administrative Initiatives** (10/1/19 – 10/31/19)

- Attended Meetings/Serve On:
  - Rotary
  - Chamber
  - DSATS
- Continue work on Old Mill to Forest Preserve trail issues.
- Address approach to next ITEP Grant Application.
- Attempt to “close” the land swap for the Segment 1 Trail project.
- Continue assembling information for early Study Sessions on *Sustaining the Legacy: 2025*.

- Maintain communication with DCFPD, Engineers, City, and IDOT on Trail Project.
- Continue Supervising three key projects:
  - Soccer Complex
  - Pool Assessment
  - Community-wide survey
- Hold second Ovitz Park Playground design development process. We have secured, anonymously for now, a \$50,000 donation for this final project at OVITZ Park. Total budget is \$100,000 for the playground.
- Continue weaning files, and creating a solid structure of information for my successor.
- Continue work on final plans for replacing the bridge at 15—the project we were working on, had in budget, and were going to replace BEFORE the whole “main bridge” fiasco. IF dollars are available in next year’s capital budget, we will try to get this back in the “cycle” in 2020 or 2021.



I'm going to be a  
**BIG BROTHER**  
(THEY'RE GETTING ME A HUMAN)

**Baby Messerich**  
Due February 27, 2020

2 September 2019

Mr. Dan Gible, Director  
Sycamore Park Board

Dear Mr. Gible,

Please express our appreciation to the Sycamore Park Board for honoring Joel's memory by planting a tree. One of Joel's 4H projects was Forestry and he recruited other 4Hers to help do the first tree planting when DeKalb County's Afton Preserve was established more than forty years ago.

Planting trees has been a bit of a tradition with the Strack clan for a long time and as you are no doubt aware, Ted could be nicknamed "The Acorn Man". A very appropriate gift and in the future, many people will be able to enjoy the shade.

On a personal note, Mr. Gible, it was more than a little bit surprising to learn that your wife knew Joel at the University of Illinois. It is indeed a small world.

With sincere thanks,

*Mary Lou & Jeff*

# SYCAMORE CHAMBER of COMMERCE

September 5, 2019

Mr. Dan Gibble  
Sycamore Park District  
940 East State Street  
Sycamore, IL 60178

Dear Dan,

I am writing to you today to request the use of the Sycamore park and golf course property on Sunday, October 27, 2019 for our 2019 Sycamore Pumpkin Run.

As in the past our race will run through the park off of Airport Road, past the Good Times Shelter, over the foot bridge, around the small baseball diamonds, back around the east side of the pool, past the flag pole and then follow the road to the park's west side entrance to our finish line. The finish line will consist of our race timing company, the Sycamore Fire Department ambulance and paramedics, a DJ, postrace stretching, and the final water station. We anticipate the first runners entering the park at about 9:30 a.m. and we foresee being cleaned up and out of the park by noon.

At your request, this year's Post Race Celebration will not take place on Sycamore Park District Property. As with previous years, we will inspect the property to make certain it is clean prior to our departure.

I will be sending you a copy of our race insurance policy naming the Park District as additional insured. Please feel free to contact me if you have any questions.

Thank you,

*RoseMarie M. Trembl*

RoseMarie M. Trembl  
Executive Director



September 9, 2019

RoseMarie M. Trembl  
Sycamore Chamber of Commerce  
407 W State St #10  
Sycamore, IL 60178

Dear RoseMarie:

Thank you so much for your letter of September 5, 2019 in which you request use of the parks for your wonderful, annual Pumpkin Run! We are glad to support the Chamber's efforts to provide a high quality and fun running event here in Sycamore and wish you all the best.

This letter is to confirm the Chamber's use of the space as referenced in your letter. We appreciate the Chamber's ability to run a well-managed event with structure and support to make it safe and enjoyable for everyone. We are grateful for your efforts to keep impact to a minimum and clean up at the conclusion.

Regarding the "post-race celebration" we want to be clear: We did not request that you move it off of Sycamore Park District property. We only asked last year that if you do hold it on park district property you follow our permitting requirements for alcohol for your event. That remains the requirement should you change your mind.

Again, we wish you all the best on this great event. Have a great Fall!

Sincerely,

Daniel Gibble  
Executive Director

cc: BOC, Jackie Hienbuecher

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

480 S. Airport Road • Sycamore, IL 60178 • 815-895-3365 • [sycamoreparkdistrict.com](http://sycamoreparkdistrict.com)

Sycamore Park District is an equal opportunity provider and employer.



# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: September 17, 2019

### STAFF RECOMMENDATION

**AGENDA ITEM: ACCEPT BID FOR UP TO \$5,300,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2019A: Recommend Approval**

**BACKGROUND INFORMATION:** This is the second bond issue supporting the commitment the Board made to our residents with ACTION 2020. Amongst other items, it will help support the cost of the following:

- Trails
- Soccer Complex
- Ball Diamonds
- Golf Course Irrigation System

The sale will be Tuesday, September 17 at 9:30 am. Current projections for the bid are at 2.25% - 2.5% for this issue. Staff and Speer Financial will be present at the meeting with the final details and a recommendation. Following this review/approval, the Board will approve an Ordinance supporting the issue—a separate item on the Agenda.

**FISCAL IMPACT:** The District will receive up to approximately \$5,300,000 for the purposes previously stated.

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

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 17, 2019

## STAFF RECOMMENDATION

**AGENDA ITEM: ADOPT BOND ORDINANCE # 06-2019:** An ORDINANCE providing for the issuance of approximately \$5,100,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and the payment of the expenses incident thereto, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. :  
Recommend Approval

**BACKGROUND INFORMATION:** This document formalizes the bond sale based upon the prior action of the Board, and meets the legal requirements set forth for us in the issuance of debt. The draft ordinance is included however the final ordinance will be updated once the final numbers are known.

**FISCAL IMPACT:** The District will receive approximately \$5,300,000 for the purposes previously stated.

**STAFF RECOMMENDATION:** Recommend Approval of ORDINANCE #06-2019.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

**ORDINANCE NO. 06-2019**

AN ORDINANCE providing for the issue of \$\_\_\_\_\_ General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois, 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 said Park District, including, but not limited to, the construction of items identified in the District’s Vision 2020 Plan, and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to \_\_\_\_\_.

\* \* \*

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

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

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

WHEREAS, for the purpose of providing funds to pay the cost of the Project and in accordance with the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Act*”), the Board, on the 27th day of September, 2016, adopted an ordinance, authorizing the issuance of alternate bonds in an amount not to exceed \$6,000,000 (the “*Authorizing Ordinance*”); and

WHEREAS, on the 28th day of September, 2016, the Authorizing Ordinance, together with a notice in the statutory form, were published in the *Daily Chronicle*, the same being a newspaper of general circulation in the District, and an affidavit evidencing the publication of the Authorizing Ordinance and said notice have heretofore been presented to the Board and made a part of the permanent records of the Board; and

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

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board, on the 29th day of July, 2019, executed an Order calling a public hearing (the “*Hearing*”) for the 27th day of August, 2019, concerning the intent of the Board to sell bonds in the amount of not to exceed \$5,300,000 for the Project; and

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

notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 27th day of August, 2019, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 27th day of August, 2019; and

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

WHEREAS, the Board is now authorized to issue alternate bonds to an amount not to exceed \$5,300,000 for the Project in accordance with the provisions of the Act, and the Board hereby determines that it is necessary and desirable that there be issued at this time \$\_\_\_\_\_ of the bonds so authorized; and

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

WHEREAS, the Board hereby determines that the Pledged Revenues will provide in each year an amount not less than 1.25 times debt service of the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A (the "*2015A Alternate Bonds*"), the General Obligation Park Bonds (Alternate Revenue Source), Series 2017A (the "*2017A Alternate Bonds*" and, together with the 2015A Alternate Bonds, the "*Prior Alternate Bonds*"), and the alternate bonds proposed to be issued, there being no other alternate bonds previously issued payable from Pledged Revenues, except for the Prior Alternate Bonds; and

WHEREAS, such determination of the sufficiency of the Pledged Revenues is supported by the report dated September 17, 2019 (the "*Report*"), of Speer Financial, Inc., Chicago, Illinois (the "*Financial Consultant*"), which is now on file with the Secretary of the Board; and

WHEREAS, the Property Tax Extension Limitation Law of the State of Illinois, as amended by Public Act 89-385 (the “*Tax Limitation Law*”), imposes certain limitations on the “aggregate extension” of certain property taxes levied by the District, but provides that the definition of “aggregate extension” contained in Section 18-185 of the Tax Limitation Law does not include “extensions . . . made for payments of principal and interest on bonds issued under Section 15 of the [Act]”; and

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

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

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

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

*Section 2. Authorization.* It is hereby found and determined that the District has been authorized by the Act to borrow the sum of not to exceed \$5,300,000 upon the credit of the District and as evidence of such indebtedness to issue alternate bonds, being general obligation bonds payable from the Pledged Revenues, as provided by the Act, to said amount, the proceeds of said bonds to be used for the purpose of paying the cost of the Project, and it is necessary and

for the best interests of the District that there be issued at this time \$\_\_\_\_\_ of the bonds so authorized.

*Section 3. Bond Details.* There be borrowed on the credit of and for and on behalf of the District the sum of \$\_\_\_\_\_ for the purposes aforesaid; and that alternate bonds of the District (the “*Bonds*”) shall be issued in said amount and shall be designated “General Obligation Park Bonds (Alternate Revenue Source), Series 2019A.” The Bonds shall be dated October 2, 2019, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each and authorized integral multiples thereof (but no single Bond shall represent installments of principal maturing on more than one date), shall be numbered 1 and upward, and the Bonds shall become due and payable serially (subject to prior redemption as hereinafter set forth) on December 15 of each of the years, in the amounts and bearing interest per annum as follows:

YEAR OF MATURITY	PRINCIPAL AMOUNT	RATE OF INTEREST
2020	\$	%
2021		%
2022		%
2023		%
2024		%
2025		%
2026		%
2027		%
2028		%
2029		%
2030		%
2031		%

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on June 15 and December 15 of each year, commencing on June 15, 2020. Interest on

each Bond shall be paid by check or draft of The Bank of New York Mellon Trust Company, National Association, Chicago, Illinois (the "*Bond Registrar*"), payable upon presentation in lawful money of the United States of America to the person in whose name such Bond is registered at the close of business on the 1st day of the month of the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office of the Bond Registrar.

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

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if



signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

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

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

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 1st day of the month of any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to

transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

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

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

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

*Letter*”), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “*DTC Participant*”) or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District’s obligations with respect to payment of the principal of and interest on the

Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 1st day of the month of the applicable interest payment date, the name "Cede" in this Ordinance shall refer to such new nominee of DTC.

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

Notwithstanding any other provisions of this Ordinance to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to

principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

*Section 5. Redemption.* (a) *Optional Redemption.* The Bonds due on or after December 15, 2028, shall be subject to redemption prior to maturity at the option of the District as a whole, or in part in integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all of the Bonds of a single maturity to be selected by the Bond Registrar), on December 15, 2027, and on any date thereafter, at the redemption price of par plus accrued interest to the redemption date.

(b) *Mandatory Redemption.* The Bonds due on December 15, 20\_\_\_, shall be subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date, on December 15 of the years and in the principal amounts as follows:

YEAR	PRINCIPAL AMOUNT
20__	\$
20__	(stated maturity)

The Bonds due on December 15, 20\_\_\_, shall be subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date, on December 15 of the years and in the principal amounts as follows:

YEAR	PRINCIPAL AMOUNT
20__	\$
20__	(stated maturity)

The principal amounts of Bonds to be mandatorily redeemed in each year may be reduced through the earlier optional redemption thereof, with any partial optional redemptions of such Bonds credited against future mandatory redemption requirements in such order of the

mandatory redemption dates as the District may determine. In addition, on or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(c) *General.* The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. The District shall, at least forty-five (45) days prior to any optional redemption date (unless a shorter time period shall be satisfactory to the Bond Registrar) notify the Bond Registrar of such redemption date and of the principal amount and maturity or maturities of Bonds to be redeemed. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

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

*Section 6. Redemption Procedure.* Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days

and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal corporate trust office of the Bond Registrar, and
- (6) such other information then required by custom, practice or industry standard.

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

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

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

*Section 7. Form of Bond.* The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraphs [6] through [14] shall be inserted immediately after paragraph [1]:



[Form of Bond - Front Side]

REGISTERED  
NO. \_\_\_\_\_

REGISTERED  
\$ \_\_\_\_\_

**UNITED STATES OF AMERICA**

**STATE OF ILLINOIS**

**COUNTY OF DEKALB**

**SYCAMORE PARK DISTRICT**

**GENERAL OBLIGATION PARK BOND  
(ALTERNATE REVENUE SOURCE), SERIES 2019A**

See Reverse Side for  
Additional Provisions

Interest                      Maturity                      Dated  
Rate: \_\_\_\_\_%      Date: December 15, 20\_\_      Date: October 2, 2019      CUSIP: 871182 \_\_\_\_

Registered Owner:    CEDE & CO.

Principal Amount:

[1]    KNOW ALL PERSONS BY THESE PRESENTS, that the Sycamore Park District, DeKalb County, Illinois (the “*District*”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 15 and December 15 of each year, commencing June 15, 2020, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal corporate trust office of The Bank of New York Mellon Trust Company, National Association, Chicago, Illinois, as bond registrar and paying agent (the “*Bond Registrar*”). Payment of the installments of interest shall be made to the

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

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

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

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

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

(SEAL)

SPECIMEN  
President, Board of Park Commissioners

SPECIMEN  
Secretary, Board of Park Commissioners

Countersigned:

SPECIMEN  
Treasurer, Board of Park Commissioners

Date of Authentication: \_\_\_\_\_, 2019

CERTIFICATE  
OF  
AUTHENTICATION

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

This Bond is one of the Bonds described in the within mentioned ordinance and is one of the General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois.

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

By \_\_\_\_\_  
Authorized Officer

[Form of Bond - Reverse Side]

**SYCAMORE PARK DISTRICT**

**DEKALB COUNTY, ILLINOIS**

**GENERAL OBLIGATION PARK BOND  
(ALTERNATE REVENUE SOURCE), SERIES 2019A**

[6] This Bond is one of a series of bonds issued by the District pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Act*”), and the Park District Code of the State of Illinois, as amended (the “*Code*”), to provide for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District’s Vision 2020 Plan, and for the payment of the expenses incident thereto, and is authorized by an ordinance adopted by the Board of Park Commissioners of the District (the “*Board*”) on the 27th day of September, 2016, and by an ordinance adopted by the Board on the 17th day of September, 2019 (the “*Bond Ordinance*”), in all respects as provided by law.

[7] The Bonds are payable (a) together with the District’s outstanding General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, and General Obligation Park Bonds (Alternate Revenue Source), Series 2017A (together, the “*Prior Alternate Bonds*”), from lawfully available moneys in the District’s Corporate and Recreation Funds, and such other funds of the District as may be necessary and on hand from time to time and lawfully available for such payment (the “*Pledged Revenues*”), and (b) ad valorem taxes levied upon all of the taxable property in the District without limitation as to rate or amount (the “*Pledged Taxes*”), all in accordance with the provisions of the Act and the Code. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged. The Bonds are being issued on a parity

with the Prior Alternate Bonds, to the extent the Bonds and the Prior Alternate Bonds are payable from the Pledged Revenues.

[8] The Bonds due on or after December 15, 2028, are subject to redemption prior to maturity at the option of the District as a whole, or in part in integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all of the Bonds of a single maturity to be selected by lot by the Bond Registrar), on December 15, 2027, and on any date thereafter, at the redemption price of par plus accrued interest to the redemption date.

[9] The Bonds due on December 15, 20\_\_, are subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date, on December 15 of the years and in the principal amounts as follows:

YEAR	PRINCIPAL AMOUNT
20__	\$
20__	(stated maturity)

[10] The Bonds due on December 15, 20\_\_ are subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date, on December 15 of the years and in the principal amounts as follows:

YEAR	PRINCIPAL AMOUNT
20__	\$
20__	(stated maturity)

[11] Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such

registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.

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

[13] The Bonds are issued in fully registered form in the denomination of \$5,000 each or authorized integral multiples thereof. This Bond may be exchanged at the principal corporate trust office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the Bond Ordinance. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 1st day of the month of any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

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

(ASSIGNMENT)

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

\_\_\_\_\_  
(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_

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

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

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

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

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

in his or her own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

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

*Section 9. Alternate Revenue Source; Appropriation; Additional Obligations; Tax Levy.* For the purpose of providing funds required to pay the interest on the Bonds promptly when and as the same falls due, and to pay and discharge the principal thereof at maturity, the District covenants and agrees with the purchasers and the owners of the Bonds that the District will deposit moneys lawfully available in the District's Corporate Fund and Recreation Fund, together with such other funds of the District as may be necessary and on hand from time to time and lawfully available for such purpose (the "*Pledged Revenues*") into the Bond Fund, as hereinafter defined. The Pledged Revenues are hereby pledged to the payment of the Bonds and the Board covenants and agrees to provide for, appropriate, collect and apply the Pledged Revenues to the payment of the Bonds and the provision of not less than an additional .25 times debt service.

The Bonds are being issued on a parity with the Prior Alternate Bonds to the extent the Prior Alternate Bonds and the Bonds are payable from the Pledged Revenues. The District is authorized to issue from time to time additional obligations payable from the Pledged Revenues as permitted by law which additional obligations may share ratably and equally in the Pledged Revenues with the Bonds and the Prior Alternate Bonds, and to determine the lien priority of any



such obligations; *provided, however*, that no such additional obligations shall be issued except in accordance with the provisions of the Act.

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

FOR THE YEAR	A TAX SUFFICIENT TO PRODUCE THE SUM OF:
2019	\$ for principal and interest up to and including December 15, 2020
2020	for principal and interest
2021	for principal and interest
2022	for principal and interest
2023	for principal and interest
2024	for principal and interest
2025	for principal and interest
2026	for principal and interest
2027	for principal and interest
2028	for principal and interest
2029	for principal and interest
2030	for principal and interest

Interest or principal coming due at any time when there are insufficient funds on hand from the Pledged Taxes to pay the same shall be paid promptly when due from current funds on hand in advance of the collection of the Pledged Taxes herein levied; and when the Pledged Taxes shall have been collected, reimbursement shall be made to said funds in the amount so advanced.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to collect the Pledged

Revenues or to levy and collect the Pledged Taxes. The District and its officers will comply with all present and future applicable laws in order to assure that the Pledged Revenues will be available and that the Pledged Taxes will be levied, extended and collected as provided herein and deposited in the Bond Fund.

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

*Section 11. Abatement of Pledged Taxes.* Whenever Pledged Revenues are or are expected to be available to pay any principal of or interest on the Bonds when due, so as to enable the abatement of the Pledged Taxes levied for the same, the Board or the officers of the District acting with proper authority, shall direct the abatement of the Pledged Taxes by the amount of the Pledged Revenues available or expected to be available, and proper notification of such abatement shall be filed with the County Clerk in a timely manner to effect such abatement.

*Section 12. Bond Fund.* There is hereby established a special fund of the District known as the "Alternate Bond and Interest Fund of 2019A" (the "*Bond Fund*"). The Pledged Revenues and the Pledged Taxes shall be set aside as collected and be deposited into the Bond Fund, which is a trust fund established for the purpose of carrying out the covenants, terms and conditions imposed upon the District by this Ordinance. The Bonds are secured by a pledge of

all of the moneys on deposit in the Bond Fund, and such pledge is irrevocable until the Bonds have been paid in full or until the obligations of the District are discharged under this Ordinance. There are hereby created two accounts in the Bond Fund, designated as the Pledged Revenues Account and as the Pledged Taxes Account. All Pledged Taxes shall be deposited to the credit of the Pledged Taxes Account. Pledged Taxes on deposit to the credit of the Pledged Taxes Account shall be fully spent to pay the principal of and interest on the respective Bonds for which such taxes were levied and collected prior to use of any moneys on deposit in the Pledged Revenues Account.

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

*Section 14. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the "*Code*"), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The

District acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

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

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

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

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

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

*Section 18. General Covenants.* The District covenants and agrees with the holders of the Bonds that so long as the Bonds or any of them remain outstanding and unpaid, either as to principal or interest:

A. The District hereby pledges the Pledged Revenues to the payment of the Bonds, and the Board covenants and agrees to provide for, collect and apply the Pledged Revenues to the payment of the Bonds and the provision of not less than an additional 0.25 times debt service on the Bonds, all in accordance with Section 15 of the Act.

B. The District will punctually pay or cause to be paid from the sources herein provided the principal of and interest on the Bonds in strict conformity with the terms of the Bonds and this Ordinance, and it will faithfully observe and perform all of the conditions, covenants and requirements thereof and hereof.

C. The District will pay and discharge, or cause to be paid and discharged, from the Bond Fund any and all lawful claims which, if unpaid, might become a lien or charge upon the Pledged Revenues or Pledged Taxes, or any part thereof, or upon any funds in the hands of the Bond Registrar, or which might impair the security of the Bonds. Nothing herein contained shall require the District to make any such payment so long as the District in good faith shall contest the validity of said claims.

D. The District will keep, or cause to be kept, proper books of record and accounts, separate from all other records and accounts of the District, in which complete and correct entries shall be made of all transactions relating to the Pledged Revenues, the Pledged Taxes, the Bond Fund and associated accounts. Such books of record and accounts will at all times during business hours be subject to the inspection of the holders of not less than ten per cent (10%) of the principal amount of the outstanding Bonds or their representatives authorized in writing.

E. The District will preserve and protect the security of the Bonds and the rights of the registered owners of the Bonds, and will warrant and defend their rights against all claims and demands of all persons. From and after the sale and delivery of any of the Bonds by the District, the Bonds shall be incontestable by the District.

F. The District will adopt, make, execute and deliver any and all such further resolutions, instruments and assurances as may be reasonably necessary or proper to carry out the intention of, or to facilitate the performance of, this Ordinance, and for the better assuring and confirming unto the registered owners of the Bonds of the rights and benefits provided in this Ordinance.

G. As long as any Bonds are outstanding under this Ordinance, the District will continue to deposit the Pledged Revenues into the Pledged Revenues Account and, if necessary, the Pledged Taxes into the Pledged Taxes Account. The District covenants and agrees with the purchasers of the Bonds and with the registered owners thereof that so long as any Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to collect the Pledged Revenues. The District and its officers will comply with all present and future applicable laws in order to assure that the Pledged Revenues and Pledged Taxes may be collected as provided herein and deposited into the Pledged Revenues Account and Pledged Taxes Account, respectively, as provided herein.

H. Once issued, the Bonds shall be and forever remain until paid or defeased a general obligation of the District, the payment of which its full faith and credit are pledged, and shall be payable, in addition to the Pledged Revenues, from the levy of the Pledged Taxes as provided in the Act.

*Section 19. Duties of Bond Registrar.* If requested by the Bond Registrar, the President and Secretary of the Board are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

(a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;

(b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

(c) to give notice of redemption of Bonds as provided herein;

(d) to cancel and/or destroy Bonds which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;

(e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

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

*Section 20. Continuing Disclosure Undertaking.* The President of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the “*Continuing Disclosure Undertaking*”). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Ordinance, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

*Section 21. Municipal Bond Insurance.* In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the “*Municipal Bond Insurance Policy*”) issued by a bond insurer (the “*Bond Insurer*”), and as long as such

Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the President of the Board on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

*Section 22. Provisions a Contract.* The provisions of this Ordinance shall constitute a contract between the District and the owners of the outstanding Bonds. All covenants relating to the Bonds and the conditions and obligations imposed by Section 15 of the Act are enforceable by any holder of the Bonds affected, any taxpayer of the District and the People of the State of Illinois acting through the Attorney General or any designee.

*Section 23. Record-Keeping Policy and Post-Issuance Compliance Matters.* On April 28, 2015, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

*Section 24. Severability.* If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.



*Section 25. Repeal.* All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted September 17, 2019.

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President, Board of Park Commissioners

Attest:

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Secretary, Board of Park Commissioners

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF DEKALB    )

**CERTIFICATION OF MINUTES AND ORDINANCE**

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

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 17th day of September, 2019, insofar as the same relates to the adoption of Ordinance No. 06-2019 entitled:

AN ORDINANCE providing for the issue of \$\_\_\_\_\_ General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois, 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 said Park District, including, but not limited to, the construction of items identified in the District’s Vision 2020 Plan, and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to \_\_\_\_\_.

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 17th day of September, 2019.

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Secretary, Board of Park Commissioners

(SEAL)

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 17, 2019

## STAFF RECOMMENDATION

**AGENDA ITEM: QUARTERLY CAPITAL FUNDS UPDATE: Information Only**

**BACKGROUND INFORMATION:** As previously requested, on a quarterly basis you will be provided with the attached report that details the information in the Capital Fund. The report is intended to make clear:

- Where money has been spent thus far.
- Where money will be spent yet this year.
- How much is yet to be spent.
- Estimated completion dates for work in progress or yet to be done.
- Projects that, due to their complexity or timing must be moved to next year, but funds are committed.


Attached is that report.

**FISCAL IMPACT:** Part of Capital Projects. Dollar amounts shown in report.

**STAFF RECOMMENDATION:** Information only.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**  
**BOARD ACTION:**



PROJECT	2019	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$30,000					
Ovitz park shelter & sidewalk installation			\$8,416		-\$8,416	
PC Replacement/Upgrades	\$9,600	\$9,268		\$332		June
Sports Complex Concessions - flooring/storage	\$10,000	\$2,190		\$7,810		November
Sports Complex Concessions - painting			\$4,200		-\$4,200	
Clubhouse - Flooring	\$13,000		\$8,800		\$4,200	March
Clubhouse - Staining	\$15,500		\$15,500		\$0	June
Golf Carts (10)	\$30,000		\$29,650		\$350	March
Bridge #2	\$223,000		\$195,317		\$27,683	April
Splashpad - Shade structure	\$15,000		\$13,304		\$1,696	May
Blower Motor Hot Tub	\$1,000		\$1,000		\$0	March
Community Center - Washer/dryer	\$1,700		\$1,060		\$640	March
Bleachers - Field 1	\$7,000		\$5,724		\$1,276	April
High School Field Dug Out - Fencing	\$2,725				\$2,725	Cancelled
Residence - doors/windows	\$14,000			\$14,000		August
Kiwanis East - Sign	\$1,200			\$1,200		June
Parkside Preserve - Sign	\$1,200			\$1,200		June
	\$374,925	\$11,458	\$282,971	\$24,542	\$25,954	

## SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 17, 2019

### STAFF RECOMMENDATION

**AGENDA ITEM: IAPD’S “BEST FRIEND OF PARKS AWARD” TO ENCAP: Action—Identify Board Representatives to Attend Gala**

**BACKGROUND INFORMATION:** This is to inform you that the Illinois Association of Park Districts (IAPD) has selected ENCAP Inc. as a recipient of the 2019 “Best Friend of Illinois Parks” Award, Small Business. The annual IAPD Best of the Best Awards recognizes people and agencies throughout Illinois in a variety of categories (attached).

Sycamore Park District staff submitted the nomination which included a written description and images that illustrate ENCAPs contributions to and support of the district (attached). The Best Friend of Illinois Parks Award is given for three subcategories: Small Business (fewer than 100 employees), Mid-Sized Business (100 to 500 employees), Large Business (more than 500 employees) and based on the following guidelines:

A business or corporation that has demonstrated exemplary support of a local park district, forest preserve, conservation, recreation or special recreation agency including, but not limited to:

- Providing staff to serve as committee members and/or volunteers to assist with an agency event, activity or festival.
- Contributing to an agency through monetary, open space or in-kind donations.
- Maintaining significant efforts to provide awareness or support of the value of park districts, forest preserves, conservation, recreation and special recreation agencies.
- Advocating quality of life experiences as they relate to park districts, forest preserves, conservation, recreation and special recreation agencies.

- Assisting with the promotion of statewide park, recreation and conservation initiatives.

Recipients are recognized on stage and presented with their award at the Best of the Best Awards Gala on November 1.

**FISCAL IMPACT:**

Nomination Fee: \$35 | Gala Reservation Fee: \$220/Couple, \$120/Individual, \$880/table of 8.

**STAFF RECOMMENDATION:** Staff asks that the Board identify one or more representative to attend the Gala on Friday, November 1, 2019. It will be held at Wheeling Park District's Chevy Chase Country Club, 1000 N. Milwaukee Avenue in Wheeling. A cocktail reception begins at 6:30 p.m. and dinner at 7:00 p.m. Dress code: Business/Black Tie Option. An ENCAP representative(s) will attend, accept the award on stage, and have an opportunity to address the crowd regarding the award.

**PREPARED BY:** Sarah Rex, Recreation Supervisor

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

## 2019 Best of the Best Awards Gala Winners

Note: Categories contain the top award recipients of all the nominations received. There are no rankings. Winning agencies are listed in alphabetical order in each category.

### Illinois Parks' Top Journalist

**Oak Brook Park District** for WGN's Ana Belaval

**Urbana Park District** for Stevie Jay Broadcasting

**Waukegan Park District** for Goolpe Newspaper and Rogelio Fajardo

### Best Friend of Illinois Parks – Business

**Decatur Park District** for Refreshment Services Pepsi

**Forest Preserve District of Kane County** for Laura Ross Stuart, Charles Schraeder and Associates

**Hoffman Estates Park District** for National Fitness Campaign

**Sycamore Park District** for ENCAP Inc.

### Intergovernmental Cooperation

**Decatur Park District** with the City of Decatur

**Forest Preserves of Cook County** with the Housing Authority of Cook County

**McHenry County Conservation District** with The US Army Corps of Engineers

**Schaumburg Park District** with School District 54

### Partnership

**Bloomington Park District** with Bloomington Church

**Buffalo Grove Park District** with College of Lake County TRiO Educational Talent Search Program

**Rock Island Parks and Recreation** with Friends of Douglas Park

**Saint Charles Park District** with For Scout Foundation Sensory Cove Swim Program

### Arts in the Park

**Fox Valley Park District**

**North Berwyn Park District**

**Palatine Park District**

**Urbana Park District**

### Best Green Practices

**Forest Preserves of Cook County**

**Park District of Oak Park**

**Plainfield Park District**

**Waukegan Park District**

### Outstanding Citizen Volunteer of the Year

**Downers Grove Park District** for Gordon Goodman

**Forest Preserves of Cook County** for John Navin

**Geneva Park District & Forest Preserve District of Kane County** for Jay Womack

**Mundelein Park & Recreation District** for Tori Trauscht

**Westmont Park District** for Suzanne and AJ Andersen



Sycamore Park District  
Best Friend of Illinois Parks - Business: Fewer Than 100 Employees  
ENCAP Inc.

Little did staff know that when the Sycamore Park District contracted with ENCAP, Inc. 10 years ago to introduce native natural areas into neighborhood parks that the relationship would “bloom” into this! ENCAP consistently goes above and beyond in their assistance to and support of the Sycamore Park District and its mission to put *MORE* in Sycamore. With shared goals of bringing sustainability, beautification and education to their community the park district has found a true friend in ENCAP!

In 2016, ENCAP played a major role in helping the park district secure a \$42,800 grant to fund a riparian restoration project along the Kishwaukee River at the Sycamore Park District Golf Club. Using a local watershed management plan as a guide, the two worked together to devise a project plan and grant proposal that proved beneficial to the park district, city and region.

The primary goal of this project was to improve water management and quality while deterring erosion along the banks. ENCAP’s use of best management practices throughout the design, installation, and initial three years of maintenance has made this a high-quality native natural area and thus, in many ways will save the district money and time now that management of the site is being turned over to district staff. Also, being in a prominent location along State Route 64, another component of this endeavor was to help beautify Sycamore’s eastern gateway. The project has brought positive attention to the district from the community and visitors while helping convey the district’s commitment and leadership in local natural area stewardship.

Another unique restoration project that the two embarked on together was at the district’s new (and first) dog park. ENCAP donated \$50,000 worth of native plants, turf and trees as well as the labor to install a native prairie in the park. Since its opening in the spring of this year, it has gotten rave reviews from members and the community for its uniqueness, beauty and sustainability. This being ENCAP’s first dog park restoration as well, their staff continue to be involved with proper management, keeping the safety of the park’s four-legged visitors and member communication as top priorities.

In addition to the benefits and beauty of native natural areas, the district and ENCAP share a strong commitment to education. From interpretive signs on the golf course and informative brochures handed out to all dog park members, ENCAP is engaged with helping the District develop such materials, answering residents’ concerns and educating staff. ENCAP proudly shares photos of their work at district sites on their social media pages and engages with residents while working in the parks. Their staff have also volunteered on multiple occasions to speak at park district events and lead programs about topics relevant to area residents. They not only want people to

understand the positive impact their work with the district has on the environment and community, but also the benefits it brings to the district, and in turn residents' tax dollars.

This fall marks the beginning of an exciting new project for the district and Sycamore. The park district recently installed an integral trail connection through an agricultural field near the Sycamore Middle School. Naturally, the district would work with ENCAP to naturalize the area along it, but Director Dan Gibble saw this as an opportunity to make it into something more - ENCAP was on board from the start. Beginning with the 2019-2020 school year, planning, installation, and maintenance of a natural area will be integrated into the Middle School's curriculum. While the district guides site development and maintenance, ENCAP has lent their expertise throughout planning, developed the site plan and will volunteer to give presentations in the classroom. The park district and school district are very excited to see how the use of this site grows and expands into other areas of learning over the years. Having ENCAP's support and expertise helps give students a dynamic learning experience that exposes them to the importance of natural areas and the value of their park district.

ENCAP's beautiful, beneficial restoration sites are always well received by park users and the Park District Board and staff appreciate the service and care they put into everything they do. Because of all these reasons and more, the Board of Commissioners selected ENCAP as the district's 2018 Park Partner Award recipient and looks forward to a friendship that lasts many years to come.



SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: September 17, 2019  
**STAFF RECOMMENDATION**

**AGENDA ITEM: APPROVE TRAVEL TO ATHLETIC BUSINESS CONFERENCE: Recommend Approval**

**BACKGROUND INFORMATION:** The District's policy on business expenses requires prior approval by the Board at an open meeting for travel, meal and lodging expenses incurred by 1) any member of the Board and 2) in excess of \$500 for any employees of the District. The Athletic Business Show and Conference will be held November 13-16, 2019 in Orlando, Florida at the Orange County Convention Center.

Lisa Metcalf has been employed by the district for 8 years. In 2019, her position changed from Recreation Supervisor to Facilities Supervisor. With this change, it was recommended to Lisa to gain additional knowledge in the Fitness arena, as this is the area that takes up most of her working hours with the Park District. At that time, it was budgeted for Lisa to attend a conference with approval from the Superintendent of Recreation.

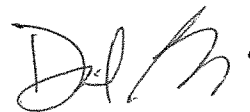
**FISCAL IMPACT:** The cost of this conference is in the current operating budget. Maximum cost will be \$1668.09.

- Full Conference Package: \$299.00
- Flight-Round Trip: \$374.79
- Hotel- 3 nights: \$536.64
- Rental Car: \$85.66
- Parking \$17 x 4 days:\$68
- Meals-limited to the current US General Services Administration regulations of \$76 per day maximum: \$304 maximum ( 1 dinner is included in the conference package)

**STAFF RECOMMENDATION:** Recommend approval.

**PREPARED BY:** Theresa Tevsh, Superintendent of Recreation; Jacqueline Hienbuecher, Superintendent of Finances

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**



**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: September 17, 2019

### STAFF RECOMMENDATION

#### **AGENDA ITEM: INITIAL ANALYSIS OF MINIMUM WAGE INCREASES ON OPERATING BUDGET: Information Only**

**BACKGROUND INFORMATION:** As the budget process for FY 2020 is quickly approaching, I am trying to look at the impact of the increase in minimum wage on our operating budget for 2020. If you will recall, on January 1, 2020, minimum wage will increase by \$1.00 per hour to \$9.25, and on July 1, 2020 another \$0.75 to \$10.00. We have a good number of people on payroll for which this will create a significant increase in cost to the district.

The attached spreadsheets are what I used to conduct initial calculations of our additional cost attributable to this mandated increase. This only reflects all part-time staff. NOT full-time. In my calculations I used the following assumptions:

- For Parks and Golf Maintenance, Jeff provided an estimate of how many hours would be worked through the end of 2019.
- All other areas, I used the same number of hours worked during 9/1/2018 to 12/31/2018 to project the total hours for 2019.
- Superintendents then provided what each individual's rate would be simply due to the minimum wage increase. They factored in current rate and years of service. This is what I have listed as "2020 rate" on the attached sheets.
- So that I would be comparing apples to apples I used 2019 hours to calculate both the 2019 and 2020 total dollars.
- Although the rate changes twice in 2020, I based my calculations on \$10 minimum wage January 1, 2020 to simplify the information, and to state what a full-year impact might look like.

Based upon these assumptions, the increased cost to the District would be as follows:

Parks Maintenance	\$ 2,864.01
Concessions	\$ 5,909.97
Golf Operations	\$ 5,543.63
Golf Maintenance	\$ 5,558.59

Aquatics	\$ 6,019.54
Recreation	<u>\$ 6,281.27</u>
	\$32,177.01

Add to this the District's cost for Social Security and Medicare at 7.65% that brings the total to \$34,638.55.

I would also like the Board to understand that this could be higher than this figure. Concessions and Golf Operations had fewer hours in 2019 compared to the average of the last several years. This was due to the flooding and very wet start to the season. If I compare 2019 hours to 2018, these two departments together are projected to be approximately 750 hours below the 2018 level. Simply multiply this number by the increase of \$1.75 and you are adding in another \$1,312.50.

**FISCAL IMPACT:** Staff and I will continue to work towards a stronger budget figure for 2020. But we feel it is important for the Board to be aware of what is coming. Initial increase in costs for 2020 are estimated to exceed \$32,000. Minimum wage will continue to increase on January 1 of each year (2021 through 2025) by \$1 an hour until it reaches \$15 per hour. Using the number of hours as shown for my current computations (31,083), that means that by the time we reach \$15 per hour, our total impact on operating budget could be an additional \$155,415.

**STAFF RECOMMENDATION:** Information only. Open to the board for comments and questions.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

*Daniel A. [Signature] (9/18)*

**BOARD ACTION:**





Concessions yrs of service	Over 18? If not, when	2019 Hrly Hrs	Total	2019		2019 total \$	2020 rate	2019 hrs	2020 total
				+ hours	total hrs				
TERM		8.50	11.00	93.50	11.00	93.50	10.00	11.00	110.00
0	Y	8.50	87.75	745.88	87.75	745.88	10.00	87.75	877.50
8	Y	9.50	47.00	446.50	47.00	446.50	12.00	999.00	11,988.00
		9.75	664.00	6,474.00	288.00	9,282.00			
0	N	8.25	123.75	1,020.94	30	153.75	10.00	153.75	1,537.50
0	N	8.25	117.00	965.25	30	147.00	10.00	147.00	1,470.00
1	Y	8.50	90.25	767.13	90.25	767.13	10.00	90.25	902.50
2	Y	8.65	29.50	255.18	29.50	255.18	10.50	29.50	309.75
TERM		8.50	20.75	176.38	20.75	176.38	10.00	20.75	207.50
2	Y	8.65	117.50	1,016.38	117.50	1,016.38	10.50	117.50	1,233.75
TERM		8.50	15.25	129.63	15.25	129.63	10.00	15.25	152.50
0	N	8.25	193.75	1,598.44	30	223.75	10.00	223.75	2,237.50
0	N	8.25	13.00	107.25	13.00	107.25	10.00	13.00	130.00
1	Y	8.25	27.00	222.75	27.00	222.75	10.25	600.00	6,150.00
		8.50	453.00	3,850.50	120	573.00			
2	Y	8.25	15.00	123.75	15.00	123.75	10.50	122.00	1,281.00
		8.40	4.00	33.60	4.00	33.60			
		8.50	2.50	21.25	2.50	21.25			
		8.65	100.50	869.33	100.50	869.33			
TERM		8.50	19.00	161.50	19.00	161.50	10.00	19.00	190.00
9	Y	9.17	4.00	36.68	4.00	36.68	11.00	4.00	44.00
0	Y	8.25	185.00	1,526.25	185.00	1,526.25	10.00	185.00	1,850.00
5	Y	8.95	100.00	895.00	120.00	1,969.00	11.00	220.00	2,420.00
			2,440.50	21,537.03	3,058.50	27,181.53		3,058.50	33,091.50

Wage Difference 5,909.97  
FICA 452.11  
Total **6,362.08**





Golf Maintenance

yrs of service	Over 18? If not, whe	2019 Hrly Hrs		Total	2019		2020 rate	2019 hrs	2020 total \$
		add hrs	total hrs		total \$				
3 Y		12.00	59.25	711.00	400.00	1630	13.42	1,630.00	21,874.60
		12.42	1,133.75	14,081.18					
		18.63	37.00	689.31					
1 Y		9.75	11.00	107.25		11.00	10.25	11.00	112.75
1 Y		10.00	35.00	350.00	40	75.00	10.25	75.00	768.75
2 Y		10.25	417.75	4,281.94		417.75	11	417.75	4,595.25
		15.38	8.50	130.69	ot	8.50	16.5	8.50	140.25
?		10.75	550.75	5,920.56	350	900.75	11.75	900.75	10,583.81
		16.13	24.25	391.03	ot	24.25	17.625	24.25	427.41
1 Y		10.25	453.50	4,648.38	300	753.50	11	753.50	8,288.50
1 Y		10.50	375.25	3,940.13	66	441.25	11.25	441.25	4,964.06
		15.75	17.25	271.69	ot	17.25	16.875	17.25	291.09
0 Y		10.75	45.50	489.13	350	395.50	11	395.50	4,350.50
1 Y		12.00	61.25	735.00					
		12.36	995.50	12,304.38	572.25	1630	13.36	1,630.00	21,776.80
		18.54	1.00	18.54					
			4,226.50	49,070.19	2,078.25	6,304.75		6,304.75	78,173.78

Wage Difference 5,558.59  
 FICA 425.23  
 Total **5,983.83**

Aquatics yrs of service	Over 18?	If not, when?	2019 Hrly Hrs		Total	2020		2020	
			Hrs	rate		rate	total		
0	Y		8.25	139.00	1,146.75	10.00	139.00	1,390.00	
			8.50	60.75	516.38	10.00	60.75	607.50	
			15.00	5.00	75.00	15.00	5.00	75.00	
2	Y		10.50	48.50	509.25	10.75	48.50	521.38	
0	N	7/14/2021	8.50	26.50	225.25	10.00	26.50	265.00	
0	N	9/22/2020	9.00	175.50	1,579.50	10.25	175.50	1,798.88	
			8.50	36.50	310.25	10.00	36.50	365.00	
			9.00	170.75	1,536.75	10.25	170.75	1,750.19	
2	Y		9.40	146.25	1,374.75	10.75	146.25	1,572.19	
			8.90	29.00	258.10	10.50	29.00	304.50	
0	N	3/17/2020	8.50	33.50	284.75	10.00	33.50	335.00	
			9.00	132.00	1,188.00	10.25	132.00	1,353.00	
0	N	12/20/2019	8.50	27.00	229.50	10.00	27.00	270.00	
			9.00	190.25	1,712.25	10.25	190.25	1,950.06	
0	N	3/2/2021	8.50	26.50	225.25	10.00	26.50	265.00	
			9.00	156.50	1,408.50	10.25	156.50	1,604.13	
0	N	11/15/2020	8.50	13.00	110.50	10.00	13.00	130.00	
			9.00	237.50	2,137.50	10.25	237.50	2,434.38	
			13.50	0.75	10.13	13.50	0.75	10.13	
0	Y		8.50	42.75	363.38	10.00	42.75	427.50	
			15.00	11.00	165.00	15.00	11.00	165.00	
1	N	9/19/2019	8.75	60.00	525.00	10.00	60.00	600.00	
1	Y		8.75	57.75	505.31	10.25	57.75	591.94	
			9.00	14.50	130.50	10.25	14.50	148.63	
0	N	7/29/2021	8.25	123.25	1,016.81	10.00	123.25	1,232.50	
3	Y		9.15	42.00	384.30	10.75	42.00	451.50	
		OT	13.73	7.75	106.37	16.13	7.75	124.97	
			9.65	34.75	335.34	11.00	34.75	382.25	
		OT	14.48	1.50	21.71	16.50	1.50	24.75	
			10.00	205.25	2,052.50	11.00	205.25	2,257.75	

0	Y		8.25	5.75	47.44	10.75	5.75	61.81
			15.00	131.75	1,976.25	15.00	131.75	1,976.25
			22.50	3.25	73.13	22.50	3.25	73.13
			8.75	5.75	50.31	10.50	5.75	60.38
			8.25	107.00	882.75	10.00	107.00	1,070.00
			12.38	5.25	64.97	15.00	5.25	78.75
			9.00	139.75	1,257.75	10.25	139.75	1,432.44
			15.00	14.00	210.00	15.00	14.00	210.00
			8.50	41.50	352.75	10.00	41.50	415.00
1	Y		8.75	1.75	15.31	10.25	1.75	17.94
			9.25	54.50	504.13	10.50	54.50	572.25
1	Y		8.75	16.00	140.00	10.25	16.00	164.00
			9.25	131.75	1,218.69	10.50	131.75	1,383.38
0	N	11/25/2021	8.50	33.00	280.50	10.00	33.00	330.00
			9.00	176.50	1,588.50	10.25	176.50	1,809.13
0	N	3/7/2021	8.50	28.00	238.00	10.00	28.00	280.00
			9.00	179.00	1,611.00	10.25	179.00	1,834.75
1	N	10/15/2019	8.75	14.50	126.88	10.00	14.50	145.00
			9.25	171.25	1,584.06	10.25	171.25	1,755.31
0	Y		8.50	54.75	465.38	10.00	54.75	547.50
			9.00	239.25	2,153.25	10.25	239.25	2,452.31
1	Y		8.75	5.00	43.75	10.25	5.00	51.25
			9.25	162.00	1,498.50	10.50	162.00	1,701.00
2	N	7/2/2020	8.50	26.25	223.13	10.00	26.25	262.50
			9.00	183.75	1,653.75	10.25	183.75	1,883.44
4	Y		9.80	15.25	149.45	11.25	15.25	171.56
			9.90	205.25	2,031.98	11.25	205.25	2,309.06
			10.15	17.25	175.09	11.25	17.25	194.06
			10.75	65.25	701.44	11.25	65.25	734.06
1	Y		8.75	45.00	393.75	10.50	45.00	472.50
			13.13	8.00	105.00	15.75	8.00	126.00
			9.25	205.50	1,900.88	10.50	205.50	2,157.75
			9.75	55.00	536.25	10.50	55.00	577.50
0	Y		15.00	209.25	3,138.75	15.00	209.25	3,138.75

5,012.25	47,837.30	5,012.25	53,856.84
		Wage Difference	6,019.54
		FICA	460.50
		Total	<b>6,480.04</b>

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Recreation	yrs of service	Over 18? If not, when?	2019 Hrly Hrs		Total	2019		2020	2019	2020
			2019 Hrly Hrs	Hrs		add hrs	total hrs			
	0		10.00	440.75	4,407.50	140	580.75	10.50	580.75	6,097.88
	TERM		9.00	2.75	24.75		2.75	10.00	2.75	27.50
			9.75	167.25	1,630.69		167.25	10.25	167.25	1,714.31
			10.00	165.75	1,657.50	167	332.75	10.00	332.75	3,327.50
			8.25	2.00	16.50		2.00	10.00	2.00	20.00
		Y	25.00	37.50	937.50		37.50	25.25	37.50	946.88
	1	Y	9.75	177.25	1,728.19		177.25	10.25	177.25	1,816.81
			10.00	276.00	2,760.00	184	460.00	10.25	460.00	4,715.00
			8.25	2.00	16.50	2.5	4.50	10.00	4.50	45.00
			18.00	120.75	2,173.50	48	168.75	18.25	168.75	3,079.69
	1	Y	25.00	56.00	1,400.00	16.5	72.50	25.25	72.50	1,830.63
	TERM		18.00	61.00	1,098.00	42	103.00	18.25	103.00	1,879.75
	1	Y	8.50	23.25	197.63	8.5	31.75	10.25	31.75	325.44
			9.00	7.50	67.50		7.50	10.25	7.50	76.88
			15.00	9.00	135.00		9.00	15.25	9.00	137.25
	1	Y	25.00	4.25	106.25	2.5	6.75	25.25	6.75	170.44
	TERM		15.00	17.00	255.00	29.75	46.75	15.25	46.75	712.94
	1	Y	25.00	4.25	106.25	26	30.25	25.25	30.25	763.81
	1	Y	9.75	166.25	1,620.94		166.25	10.25	166.25	1,704.06
			10.00	230.75	2,307.50	190.25	421.00	10.25	421.00	4,315.25
			8.25	1.25	10.31	2.75	4.00	10.00	4.00	40.00
	0	Y	10.00	67.75	677.50		67.75	10.00	67.75	677.50
	2	Y	18.00	52.00	936.00		52.00	18.25	52.00	949.00
	0	N	12.00	22.00	264.00		22.00	12.00	22.00	264.00
	TERM	5/18/2020	9.75	83.00	809.25		83.00	10.00	83.00	830.00
	1	Y	25.00	119.50	2,987.50	39	158.50	25.25	158.50	4,002.13
			18.00	66.75	1,201.50	41.5	108.25	18.25	108.25	1,975.56
			9.75	195.75	1,908.56		195.75	10.25	195.75	2,006.44
	TERM		10.00	163.00	1,630.00		163.00	10.25	163.00	1,670.75
			8.25	2.00	16.50		2.00	10.00	2.00	20.00
	4	Y	18.00	34.00	612.00	32	66.00	18.75	66.00	1,237.50

1	Y	9.75	159.75	1,557.56	159.75	1,557.56	159.75	1,557.56	10.25	159.75	1,637.44
1	Y	10.00	296.50	2,965.00	210.5	5,070.00	507.00	5,070.00	10.25	507.00	5,196.75
		8.25	3.00	24.75	2.5	45.38	5.50	45.38	10.00	5.50	55.00
1	Y	8.25	14.25	117.56	4.25	152.625	18.50	152.625	10.00	18.50	185.00
		9.75			49	477.75	49.00	477.75	10.00	49.00	490.00
0	Y	15.00	20.00	300.00	20	600	40.00	600	15.00	40.00	600.00
		9.00	4.00	36.00			4.00	36.00	10.00	4.00	40.00
		8.25	8.25	68.06			8.25	68.06	10.00	8.25	82.50
		9.75	43.75	426.56			43.75	426.56	10.00	43.75	437.50
0	Y	15.00	15.00	225.00			15.00	225.00	15.25	15.00	228.75
		9.00	9.00	81.00			9.00	81.00	10.00	9.00	90.00
		10.00	123.25	1,232.50			123.25	1,232.50	10.50	123.25	1,294.13
1	Y	25.00	3.50	87.50	11.5	375.00	15.00	375.00	25.25	15.00	378.75
1	Y	9.75	100.00	975.00			100.00	975.00	10.25	100.00	1,025.00
		10.00	236.50	2,365.00	134.5	3,710.00	371.00	3,710.00	10.25	371.00	3,802.75
		8.25	1.75	14.44	2.5	35.06	4.25	35.06	10.00	4.25	42.50
1	Y	18.00	33.00	594.00	20	954.00	53.00	954.00	18.25	53.00	967.25
0	Y	25.00	3.00	75.00			3.00	75.00	25.00	3.00	75.00
		9.00	41.25	371.25			41.25	371.25	10.00	41.25	412.50
		16.50	200.00	3,300.00			200.00	3,300.00	16.50	200.00	3,300.00
19	Y	15.77	52.00	820.04	26	1,230.06	78.00	1,230.06	18.25	78.00	1,423.50
?	Y	12.50	10.50	131.25	16	331.25	26.50	331.25	12.75	26.50	337.88
0	Y	12.50	10.50	131.25	16	331.25	26.50	331.25	12.75	26.50	337.88
		25.00	6.75	168.75	6.75	337.50	13.50	337.50	25.25	13.50	340.88
2	N	9.00	7.50	67.50			7.50	67.50	10.00	7.50	75.00
5	Y	25.00	85.00	2,125.00	30	2,875.00	115.00	2,875.00	25.25	115.00	2,903.75
0	Y	9.75	145.75	1,421.06			145.75	1,421.06	10.00	145.75	1,457.50
		8.25	120.00	990.00			120.00	990.00	10.00	120.00	1,200.00
		8.50	6.75	57.38			6.75	57.38	10.00	6.75	67.50
		12.38	6.00	74.25			6.00	74.25	15.00	6.00	90.00
1	Y	9.75	71.50	697.13	74.25	1,421.06	145.75	1,421.06	10.25	145.75	1,493.94
		10.00	63.50	635.00			63.50	635.00	10.25	63.50	650.88
		8.25	9.00	74.25	5	115.50	14.00	115.50	10.00	14.00	140.00
4	Y	10.50	16.25	170.63			16.25	170.63	10.50	16.25	170.63
5	Y	10.82	21.75	235.34	300	3,481.34	321.75	3,481.34	11.25	321.75	3,619.69

