



**Sycamore Park District
Regular Board Meeting**

January 28, 2020

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: December 17, 2019 (Voice Vote)**
- 9. Study Session Minutes: August 20, 2019 (Voice Vote)**
 - Executive Session Minutes: December 17, 2019 (Voice Vote)**
 - Executive Session Minutes: November 26, 2019 (Voice Vote)**

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

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

CORRESPONDENCE-

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS:

MONTHLY REPORT – Jeff

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

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Sycamore Park District is an equal opportunity provider and employer.

PLANNING COMMISSION REPORT – Ted

OLD BUSINESS:

- Executive Director Search Committee Update—Ted/Ben
- Golf Course Irrigation Update—Jeff
- 66. Update on Pool Assessment Information—Dan
- 68. Final Review and Approval of Annual Operating Budget—Jackie (Roll Call)
Update Regarding MMNH—Bill/Michelle
- 70. Bi-Annual Review of Executive Session Minutes—Dan (Roll Call)
Discussion Regarding Terri Gobble Contract Extension. Bill (Roll Call)

NEW BUSINESS

- 72. Ordinance 01-2020 – Annual Abatement Ordinance: Ordinance abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois—Jackie (Roll Call)
- 79. Ordinance 02-2020 – Annual Abatement Ordinance: An Ordinance abating the tax heretofore levied for the year 2019 to pay debt service on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, of the Sycamore Park District, DeKalb County, Illinois—Jackie (Roll Call)
- 83. Ordinance 03-2020 – Annual Abatement Ordinance: Ordinance abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois—Jackie (Roll Call)
- 90. Prioritization Exercise on Assets, Equipment and Programs—Dan
Schedule a Date for February Study Session

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, December 17, 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 6:01 p.m. on Tuesday, December 17, 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 Gible, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, and Theresa Tevsh.

Guests at the Board meeting were: None

**Regular and Consent Agenda Approval –
Motion**

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

Voice Vote

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

**Approval of Minutes –
Motion**

Commissioner Strack moved to approve the November 26, 2019 Regular Meeting Minutes. Commissioner Schulz seconded the Motion. At this time Commissioner Schulz amended her Motion to combine Agenda Item #64 Park Naming and Recommendation on Park Partner Award.

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.

Motion

Commissioner Schulz moved to approve the November 19, 2019 Study Session 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

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Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$425,732.53.
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.

Correspondence –

Dekalb County Community Foundation -
North Grove School

Public Input

Jennifer Bruggeman, Compton Hills. She noted she is researching Sycamore for the position of Executive Director.

Positive Feedback –

Commissioner Strack noted he golfed the course on the last day it was open.

Monthly Report – Supt. Of Recreation Theresa Tevsh: She handed out information on the stats for the Dog Park. She then went over the figures for the year.

Plan Commission Report -

Commissioner Strack noted that the Plan Commission did another review of the Jim Mason St. Albans Property. The Plan Commissioner did ask him to make the exterior appearance different.

There was also a re-plating of a lot in Krpan Subdivision.

There is going to be a process to do a full comprehensive plan.

There was a Ad Hoc and growth meeting dealing with the impact fees. The appraisals came in about 6% less then the last time. This will make the impact fee go down a little bit. He noted that the Park District is going to get our verbage added in on undesirable land. Director Gibble noted he would like to see the language.

Old Business

Executive Director Committee Update – Commissioner Strack noted there have been 19 applications received so far. After the first of the year they will reduce the applications down to 10-12, then do phone interviews and reduce down again.

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Golf Course Irrigation Update – Supt. of Park Jeff Donahoe noted they have finished the pump house and put in the pipe by 10 Tee. The ground got so wet they had to stop and now the ground is frozen, so they are on hold for now. They have several wholes left to get the lines in and will start again as soon as the weather allows.

Park Naming – The Board was ok with the timeline presented.

Motion

Commissioner Strack moved to approve the proposed Park Naming Process for the Soccer Complex. 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. Commissioners Graves was absent

Recommendation on Park Partner Award – Director Gible noted that Sarah emailed out the information on this with the names that the Board/staff had given her. She needs a consensus or vote on who the Board would like for this.

Motion

Commissioner Strack moved to recognize Sycamore Creek. 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. Commissioners Graves was absent

Consideration of and Discussion Regarding MMNH - Director Gible noted this is in regards to the utility request. President Kroeger noted last week Jessica Cyr sent in a request for us to pay the utility bill in the amount of \$1600. He then noted we have paid their utility bills two other times and recently we paid their Chamber dues. We need to decide what we want to do on this. Director Gible noted he has contacted the City and the Community Foundation on the utility bill. He is meeting with the Community Foundation Monday and Brian Gregory will get back to Director Gible later this week. Commissioner Schulz noted we will probably be responsible for the utilities if the Museum closes. There was a consensus that we should pay the utility bills, but not the dues, etc.

Pool Attendance Information – Supt. Of Recreation Tevsh noted the Board has requested this information at the last meeting. Director Gible noted that previous years can be found in the Executive Summaries.

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New Business

Ordinance #08-2019 An Ordinance, Levying and Assessing Taxes for the Sycamore Park District, DeKalb County, Illinois for the Year 2019 – Supt. Of Finance Hienbuecher noted this must be filed with the County in order to collect the taxes.

Motion

Commissioner Schulz moved adopt Tax Levy Ordinance 08-2019. 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.

Recommendation on Training and Travel for IPRA/IAPD Annual Conference – Supt. Of Finance Hienbuecher noted this is required to present to the Board for approval. She also noted this is the maximum cost, but it should be less.

Motion

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

Roll Call

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

First Review of Annual Operating Budget – The Board asked questions and staff answered.

Consider Next Year's Meeting Dates -

Motion

Commissioner Schulz moved to approve the meeting dates as presented. 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. Commissioners Graves was absent

Consider Next Year's Holidays

Motion

Commissioner Schulz moved to approve the Holidays as presented. Commissioner Strack seconded the Motion.

Voice Vote

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

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January Study Session will be on January 21st at 6:00 pm at 435 Airport Rd.

Public Input – There was none.

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:50 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Strack.

Roll Call

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

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

The Board convened to Executive Session at 6:55 pm. The roll was called with Commissioners Doty, Schulz, Strack, and Kroeger present along with Recording Secretary Jeanette Freeman and Director Gible.

Motion

The Board adjourned the Executive Session at 8:02 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Strack.

Voice Vote

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

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The Board reconvened to Regular Session at 8:02 pm. The roll was called with Commissioners Doty, Schulz, Strack, and Kroeger present along with Recording Secretary Jeanette Freeman, and Director Gible.

Motion

The Board adjourned the Regular Session at 8:02 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Strack.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Study Session Meeting
Of the Board of Commissioners
Sycamore Park District
Tuesday, August 20, 2019**

The special study session meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 480 S. Airport Road in Sycamore, Illinois is called to order at 6:03 p.m. on August 20, 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, Graves, Strack, Schulz 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: **None**

Staff members present were Director Gible, Jackie Hienbuecher, Jeff Donahoe, along with Ron Vine of Ron Vine and Associates. Theresa Tevsh arrived at 6:33 pm.

Director Gible noted the OSLAD grant has been submitted.

Director Gible noted this meeting is the beginning process for the next Community Wide Survey. Ron Vine will meet with other staff tomorrow but wanted to talk to the Board and the Superintendents tonight.

Ron Vine noted that there will be two surveys and they will piggyback on each other. This will be done over the next 13 months. He noted the process starts in August and ends in May of next year. Next month he will have the first draft of the survey and then other drafts after staff and board makes changes, etc. He would like to have a few people from the last survey do a pretest of the draft survey. This time we are taking all 7000 households and the first survey will be sent out to 4000 households with a postage page envelope and the web address. The second survey we will send out the survey to the 3000 that didn't get the first survey and 1000 of the 4000 that did get the first survey. In December he will come out to make a presentation of the survey and then start talking about the second survey. The goal is to send out the second survey in February. He then asked the Board and staff what they felt about the last survey that was done. There was then discussion on what should be on the survey.

Minutes of the Special Study Session Meeting of the Board of Commissioners
Sycamore Park District
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Motion

The Board adjourned the Regular Session at 7:54 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Schulz.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 01/22/2020
TIME: 10:25:37
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SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

FROM 12/19/2019 TO 01/22/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ABOUT THE BOUNCE, INC.								
	QTE 2019819			01/15/20	61544	01/15/20	800.00	800.00
	01	BOUNCE HOUSE-SELF CARE FAIR	206095156216				800.00	800.00
ADVANCE		ADVANCE AUTO PARTS				VENDOR TOTAL:		800.00
	2454-416084			12/12/19	61523	01/06/20	2.59	2.59
	01	PRESSURE WASHER NIPPLE	101500076500					2.59
ALL		ALL STAR SPORTS INSTRUCTION				VENDOR TOTAL:		2.59
	197235			07/03/19	61498	12/23/19	2,337.60	2,337.60
	01	All Star Sports JR	205550026128					1,773.60
	02	All Star Sports Skills	205550036128					564.00
ARCO		ARCO MECHANICAL EQUIP SALES				VENDOR TOTAL:		2,337.60
	17928			12/20/19	61531	01/07/20	715.00	715.00
	01	EXHAUST SYS SHOP-INSP-REPAIR	504100056300					238.00
	02	EXHAUST SYS SHIOP-INSP-REPAIR	101500056300					238.00
	03	EXHAUST SYS SHIOP-INSP-REPAIR	202100066401					239.00
BOW/MAN		BOWMAN/MANESS TREE SERVICE				VENDOR TOTAL:		715.00
	000741			11/06/19	61485	12/19/19	2,500.00	2,500.00
BSN		BSN SPORTS				VENDOR TOTAL:		2,500.00
	907501148			12/10/19	61501	12/26/19	672.00	672.00
	01	BSN 24 Basketballs	205550026217					672.00
CHRO		CHRONICLE MEDIA, LLC				VENDOR TOTAL:		672.00
	19441			12/10/19	61524	01/06/20	88.00	88.00
	01	VOLLEYBALL CAMP AD	101200046208					88.00
						VENDOR TOTAL:		88.00

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CINTA	CINTAS CORPORATION #355							
	4036240508	01 RAG & RUG SERVICE	201000056301	11/29/19	61502	12/26/19	8.62	8.62
CINTA2	CINTAS CORP							
	5015701806	01 CC - 1ST AID BOX REPLENISH	207500066401	12/27/19	61514	01/02/20	22.13	22.13
CINTA3	CINTAS FIRE PROTECTION							
	OF94042655	01 MUSEUM SPRINKLER PIPE REPAIR	202500056300	12/12/19	61532	01/07/20	639.00	639.00
	OF94582476	01 MUSEUM-ANNUAL FIRE ALARM	202500056300	12/06/19	61486	12/19/19	1,097.66	1,097.66
CITY	CITY OF SYCAMORE							
	NOV 2019 SALES TAX			12/21/19	61499	12/23/19	14.00	14.00
	01 CITY SALES TAX - CH		303000116852					2.00
	02 CITY SALES TAX - CATERING		303500116852					6.00
	03 CITY SALES TAX - GYM JAM		206095206216					1.00
	04 CITY SALES TAX - WHEEL BSKT		207500004105					1.00
	05 CITY SALES TAX -VENDING		207500086650					4.00
CITY2	CITY OF SYCAMORE							
	1271000000-1219	01 WATER/SEWER-MAINT	101500096704	12/31/19	61545	01/15/20	571.90	154.50
	1271005000-1219	01 WATER/SEWER-CC	207500096704	12/31/19	61545	01/15/20	571.90	417.40
COMCA	COMCAST							
	0468024-1219	01 INTERNET	101000096706	12/10/19	61487	12/19/19	657.41	657.41
		02 INTERNET	201000096706					173.43
		03 CABLE	207500096705					173.43
								310.55

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	0468768-0120			12/25/19		61546	01/15/20	145.37	145.37
		01 CABLE	303000096705						72.68
		02 CABLE	504000096705						72.69

COMMO	COMMONWEALTH EDISON							VENDOR TOTAL:	802.78

	010620			01/06/20		61547	01/15/20	253.71	160.48
		01 BOYNTON PARK	101500096702						16.16
		02 KIWANIS PARK	101500096702						45.35
		03 EMIL CASSIER PARK	101500096702						19.41
		04 GOOD TYMES SHELTER	101500096702						29.53
		05 ENTRY PARK	101500096702						24.80
		06 SOCCER COMPLEX	101500096702						25.23

	010720			01/07/20		61547	01/15/20	253.71	28.49
		01 SYCAMORE LAKE	101500096702						28.49

	010820			01/08/20		61547	01/15/20	253.71	40.94
		01 WETZEL PARK	101500096702						40.94

	010920			01/09/20		61547	01/15/20	253.71	23.80
		01 FOUNDERS PARK	101500096702						23.80

	121719			12/17/19		61503	12/26/19	12.56	12.56
		01 SOCCER COMPLEX	101500096702						12.56

CONS	CONSERV FS							VENDOR TOTAL:	266.27

	121012022			12/18/19		61504	12/26/19	1,100.33	289.69
		01 DIESEL - GOLF	504100076515						45.03
		02 DIESEL - PARKS	101500076515						160.69
		03 DIESEL - SC	202100076515						14.83
		04 WINTERIZER	504100076515						13.37
		05 WINTERIZER	101500076515						40.27
		06 WINTERIZER	202100076515						15.50

	121012023			12/18/19		61504	12/26/19	1,100.33	810.64
		01 GASOLINE - GOLF	504100076515						9.72
		02 GASOLINE - PARKS	101500076515						164.38
		03 GASOLINE - SC	202100076515						27.95
		04 GASOLINE - TRUCKS	101500076515						608.59

								VENDOR TOTAL:	1,100.33

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DEKA	DEKALB LAWN & EQUIPMENT CO.								
69094	01 CIRCULAR SAW BLADES	101500076512	12/12/19	61548	01/15/20	63.98		63.98	
	02 CREDIT ON ACCOUNT	101500076512						88.98	
								-25.00	
DEKAM	DEKALB MECHANICAL INC								63.98
75127	01 MUSEUM - FURNACE	202500056300	09/09/19	61525	01/06/20	5,057.52		5,057.52	
76484	01 MUSEUM-REPAIR HEATER UNIT	202500056300	12/27/19	61533	01/07/20	369.18		369.18	
								369.18	
ELEVINSPI	ELEVATOR INSPECTION SERVICE								5,426.70
89241	01 INSP-PRES TESTING	207500056300	12/12/19	61505	12/26/19	325.00		325.00	
								325.00	
ELGI	ELGIN SPRING COMPANY								325.00
6563	01 LG TRUCK-SPRINGS UBOLTS	504100066402	12/18/19	61500	12/23/19	1,044.00		1,044.00	
	02 LG TRUCK-SPRINGS UBOLTS	202100066402						348.00	
	03 LG TRUCK-SPRINGS UBOLTS	101500066402						348.00	
ENCAP	ENCAP, INC								1,044.00
5903	01 TAL GRASS PRAIRIE	711000207040	12/11/19	61506	12/26/19	1,440.00		1,440.00	
								1,440.00	
FOX1	FOX VALLEY FIRE & SAFETY								1,440.00
IN00323058	01 CC FIRE ALARM ANNUAL INSPEC	207500056300	12/20/19	61534	01/07/20	622.00		622.00	
								622.00	
FREESPI	FREE SPIRIT SIBERIAN RESERVE								622.00
JAN. 5TH EVENT	01 WINTER FAMILY PLAY DAY	206095176216	01/02/20	61515	01/02/20	200.00		200.00	
								200.00	

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FRONTIER	FRONTIER							VENDOR TOTAL:	200.00
	010720	01 ADMIN	101000096700	01/07/20		61549	01/15/20	733.99	584.43
		02	201000096700						292.22
	122219	01 MAINT	101500096700	12/22/19		61549	01/15/20	733.99	149.56
		02	504100096700						74.78
								VENDOR TOTAL:	733.99
GENOAPK	GENOA TOWNSHIP PARK DISTRICT								
	109-2019	01 CUBS/BREWERS TRIP 2020	205231606128	01/02/20		61516	01/02/20	150.00	150.00
									150.00
								VENDOR TOTAL:	150.00
GLOBALEQ	GLOBAL EQUIPMENT COMPANY								
	115288927	01 MAGNETIC WHITEBOARD	207500076500	12/11/19	00004288	61488	12/19/19	176.37	176.37
		02 SHIPPING	207500076500		00004288				109.95
									66.42
								VENDOR TOTAL:	176.37
GRAI	GRAINGER								
	9380731357	01 CC GYM LIGHT COVERS	207500066401	12/10/19		61489	12/19/19	250.80	250.80
									250.80
	9398284175	01 SHOP NUTS AND BOLTS	101500076511	01/02/20		61535	01/07/20	14.80	35.70
									35.70
	CM 9387991442	01 CC GYM LIGHT COVER	207500066401	12/17/19		61535	01/07/20	14.80	-20.90
									-20.90
								VENDOR TOTAL:	265.60
HYVEE2	HYVEE								
	GIFT CARDS								
		01 GIFT CARDS	101000046213	12/19/19		61490	12/19/19	9,000.00	9,000.00
		02 GIFT CARDS	201000046213						4,500.00
									4,500.00
								VENDOR TOTAL:	9,000.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
JEWEL	JEWEL								
		GIFT CARDS		12/19/19		61491	12/19/19	1,500.00	1,500.00
		01 GIFT CARDS	101000046213						750.00
		02 GIFT CARDS	201000046213						750.00
								VENDOR TOTAL:	1,500.00
KISH		KISHWAUKEE SPECIAL RECREATION							
128		01 INCLUSION AID-TUMBLING CLASS	221000076500	10/28/19		61517	01/02/20	171.94	77.82
									77.82
131		01 INCLUSION AID-TUMBLING CLASS	221000076500	12/23/19		61517	01/02/20	171.94	94.12
									94.12
								VENDOR TOTAL:	171.94
KUNZ		KUNZ, TROY							
		JAN 17, 2020 EVENT		01/06/20		61526	01/06/20	200.00	200.00
		01 MOTHER SON DATE NIGHT	206095046020						200.00
								VENDOR TOTAL:	200.00
LE PRINT		LE PRINT EXPRESS							
30848		01 POSTERS WS 2020	1012000046203	11/18/19		61522	01/02/20	204.00	204.00
									204.00
								VENDOR TOTAL:	204.00
LOWE		LOWE'S							
4292		01 PICNIC TABLE STAIN	1015000066407	12/11/19	00004292	61537	01/07/20	933.80	105.40
									105.40
902928		01 PICNIC TABLE WOOD AND STAIN	1015000066404	11/27/19	00004281	61537	01/07/20	933.80	198.19
									198.19
903040		01 SAND PAPER, WOOD PICNIC TABLES	1015000066407	12/10/19	00004294	61537	01/07/20	933.80	109.86
									109.86
903144		01 PICNIC TABLE BOLTS/SAND PAPER	1015000076511	12/02/19	00004280	61537	01/07/20	933.80	54.06
									54.06
903289		01 BOARDS FOR PICNIC TABLES	1015000066407	12/12/19	00004293	61537	01/07/20	933.80	139.20
									139.20
903406		01 LOPPERS	1015000076500	12/13/19		61537	01/07/20	933.80	12.42
									12.42

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903468	01	BOARDS FOR PICNIC TABLES	101500066404	12/05/19	00004277	61537	01/07/20	933.80	92.80	
									92.80	
	903873	01	LOPPERS-SPORTS FIELDS	202100076500	12/17/19		61537	01/07/20	933.80	19.05
										19.05
903887	12-17-19	01	TABLES STAIN-BOARDS-REPAIRS	101500066407	12/17/19	61537	01/07/20	933.80	202.82	
									202.82	
	MARK	MARK'S MACHINE SHOP INC.						VENDOR TOTAL:	933.80	
32015	01	REPAIR DUMP TRUCK TAIL GATE	101500066402	12/24/19		61538	01/07/20	200.00	200.00	
									200.00	
	MENA	MENARDS - SYCAMORE						VENDOR TOTAL:	200.00	
16715	01	FURNACE FILTERS OLD SHOP	101000066401	11/12/19	00004261	61527	01/06/20	22.97	22.97	
									22.97	
	18527	01	FLOOR CLEANER	207500076510	12/12/19	00004300	61492	12/19/19	13.94	13.94
										13.94
18726	01	PAINT-GOLF BALL WASHER	504100076500	12/17/19		61507	12/26/19	23.92	23.92	
									23.92	
	19377	01	AIRHOSE END KIT	101500076500	12/30/19		61539	01/07/20	7.89	7.89
										7.89
MID-WEST	MID-WEST FAMILY BROADCASTING						VENDOR TOTAL:		68.72	
	1913-00099-6-008	01	DECEMBER ADS	101200046209	01/14/20	00004323	61550	01/15/20	275.00	275.00
										275.00
MSC	MSC INDUSTRIAL SUPPLY CO						VENDOR TOTAL:		275.00	
	3470211001	01	SHOP NUTS & BOLTS	101500076511	12/04/19		61493	12/19/19	64.05	64.05
										64.05
NICOR	NICOR GAS						VENDOR TOTAL:		64.05	
	010820	01	POOL	518100096703	01/08/20		61551	01/15/20	2,663.04	225.69
										225.69

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123019		01 COLMM CTR	207500096703	12/30/19		61551	01/15/20	2,663.04	782.61 782.61
123119		01 MAINT BLDG 02 MAINT BLDG 03 UPSTAIRS OFFICE 04 ADMIN 05 ADMIN 06 PRO SHOP 07 CLUBHOUSE 08 PUMP HOUSE	101500096703 504100096703 101000096703 101000096703 201000096703 504000096703 303000096703 504100096703	12/31/19		61551	01/15/20	2,663.04	1,654.74 606.54 606.55 61.77 112.10 112.10 48.04 48.04 59.60
								VENDOR TOTAL:	2,663.04
NORTHILL		NORTHERN ILLINOIS UNIVERSITY							
10-28-19		EVENT		12/13/19		61528	01/06/20	180.00	180.00 180.00
		01 CLIMBING TRIP	205121604100					VENDOR TOTAL:	180.00
PARENT		PARENT PETROLEUM INC							
13332068		01 MOWER-HYDRAULIC OIL 02 MOWER-HYDRAULIC OIL 03 MOWER-HYDRAULIC OIL	202100076515 101500076515 504100076515	01/10/20		61552	01/15/20	1,049.25	1,049.25 330.00 330.00 389.25
								VENDOR TOTAL:	1,049.25
PAULSEN		PAULSEN APPLIANCE							
11-26-19		01 LOBBY TV, MOUNT, INSTALL	207500076500	11/26/19	00004302	61518	01/02/20	473.00	473.00 473.00
								VENDOR TOTAL:	473.00
PDRMA									
DEC 2019		01 HEALTH INS PREMIUM 02 HEALTH INS PREMIUM 03 HEALTH INS PREMIUM 04 HEALTH INS PREMIUM 05 HEALTH INS PREMIUM 06 HEALTH INS PREMIUM 07 HEALTH INS PREMIUM 08 HEALTH INS PREMIUM	1010000106801 1015000106801 5041000106801 5040000106801 2010000106801 2021000106801 2075000106801 3030000106801	12/26/19		61512	12/31/19	54,550.65	23,274.33 4,390.38 1,715.90 2,599.40 1,735.92 5,901.69 6,347.11 62.39 521.54

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PRIN	SH19191	01 WORKERS COMP	2310000106805	12/31/19		61512	12/31/19	54,550.65	31,276.32
		02 GENL LIABILITY	2310000106806						13,862.28
									17,414.04
								VENDOR TOTAL:	54,550.65

PROVIDEN	21197	01 1,000 X 4 BROCHURES	101200046203	12/20/19	00004313	61529	01/06/20	1,039.00	921.00
									921.00
	21198	01 HOTEL RACK CARDS	101200046203	12/20/19	00004314	61529	01/06/20	1,039.00	118.00
									118.00
								VENDOR TOTAL:	1,039.00

RINGCEN	CD_000081128	01 PHONE SERVICE	101000096700	12/21/19		61519	01/02/20	997.16	997.16
		02	201000096700						498.58
									498.58
								VENDOR TOTAL:	997.16

RON VINE	179	01 SURVEY DRAFT	101000036125	01/02/20		61554	01/15/20	4,000.00	4,000.00
									4,000.00
								VENDOR TOTAL:	4,000.00

SCHINDLE	7153065206	01 CONTRACTED SERVICES-ELEVATOR	207500056300	12/17/19		61520	01/02/20	691.04	691.04
									691.04
								VENDOR TOTAL:	691.04

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SHAW	SHAW SUBURBAN MEDIA							VENDOR TOTAL:	691.04
	121910027030		101200046208	12/30/19	00004324	61555	01/15/20	300.00	300.00
	01 SHAW MEDIA								300.00
STAPLES	STAPLES BUSINESS ADVANTAGE							VENDOR TOTAL:	300.00
	3434364644			12/21/19		61508	12/26/19	150.43	97.75
	01 BINDERS - EXEC SUM		101000046200						17.94
	02 BINDERS - EXEC SUM		201000046200						17.94
	03 BINDER CLIPS		101000046200						1.89
	04 COPY PAPER		101000046200						29.99
	05 COPY PAPER		207500046200						29.99
	3434364645			12/21/19		61508	12/26/19	150.43	52.68
	01 CLIPBOARDS - CC		207500046200						5.79
	02 PENS		101000046200						7.29
	03 PAPER TOWELS - CC		207500076510						39.60
	3434690766			12/28/19		61540	01/07/20	156.79	156.79
	01 CHAIR		101000046200						156.79
SUPERIOR	SUPERIOR INDUSTRIAL SUPPLY							VENDOR TOTAL:	307.22
	144879			12/04/19		61509	12/26/19	64.40	64.40
	01 TRAX BUSTER FLOOR CLEANER		207500076510		00004311				43.60
	02 FREIGHT		207500076510		00004311				20.80
SWEDBERG	SWEDBERG & ASSOCIATES							VENDOR TOTAL:	64.40
	5483			01/13/20	00004312	61556	01/15/20	910.00	910.00
	01 WINDOW INSERT TRACK DOORS		207500076514						910.00
SWEDELEC	SWEDELEC ELECTRIC INC.							VENDOR TOTAL:	910.00
	8816			12/23/19		61521	01/02/20	2,237.93	773.19
	01 REPAIR FIRE PIT BOX-GFI-BREAKE		207500056307						773.19
	8864			12/27/19		61521	01/02/20	2,237.93	1,464.74
	01 REPAIR GYM LIGHTS-SENSORS		207500056307						1,464.74

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T0000021	DONAHOE, JEFF						VENDOR TOTAL:	2,237.93
	REIMB 1-7-20			01/07/20	61541	01/07/20	172.80	172.80
	01 REIMB-PERS CC USED		1015000066404					172.80
T0001170	METCALF, LISA						VENDOR TOTAL:	172.80
	MILEAGE 12-26-19			12/26/19	61510	12/26/19	342.25	342.25
	01 MILEAGE REIMBURSEMENT		201000046211					342.25
TOWNSQ	TOWN SQUARE PUBLICATIONS						VENDOR TOTAL:	342.25
36717	01 2020/2021 CHAMBER CATALOG		1012000046208	01/06/20	61530	01/06/20	895.00	895.00
							VENDOR TOTAL:	895.00
UNUM	UNUM LIFE INSURANCE							
DEC 2019				01/15/20	61558	01/15/20	629.96	314.98
	01 STD INSURANCE PREM		1010000106801					45.33
	02 STD INSURANCE PREM		1015000106801					24.54
	03 STD INSURANCE PREM		5041000106801					22.20
	04 STD INSURANCE PREM		5040000106801					14.80
	05 STD INSURANCE PREM		2010000106801					107.01
	06 STD INSURANCE PREM		2021000106801					80.26
	07 STD INSURANCE PREM		2075000106801					11.84
	08 STD INSURANCE PREM		3030000106801					9.00
JAN 2020				01/15/20	61558	01/15/20	629.96	314.98
	01 STD INS PREM		1010000106801					45.33
	02 STD INS PREM		1015000106801					24.54
	03 STD INS PREM		5041000106801					22.20
	04 STD INS PREM		5040000106801					14.80
	05 STD INS PREM		2010000106801					107.01
	06 STD INS PREM		2021000106801					80.26
	07 STD INS PREM		2075000106801					11.84
	08 STD INS PREM		3030000106801					9.00
VISACA	VISA CARDMEMBER SERVICE						VENDOR TOTAL:	629.96
120919				12/09/19	61497	12/19/19	9,411.05	9,411.05
	01 MUSEUM ANNUAL ELEV CERT		2025000066401					76.69
	02 IPRA DUES		1010000001102					46.36

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120919				12/09/19		61497	12/19/19	9,411.05	9,411.05
		03 IPRA DUES	201000001102						197.64
		04 IPRA DUES	201000001102						244.00
		05 2" PUMP DISCHARGE HOSE	101500076500						30.23
		06 POOL BOILET INSPECTIONS	518100056300						286.30
		07 LABOR LAW POSTERS	101000046200						53.87
		08 LABOR LAW POSTERS	201000046200						53.88
		09 CONF REGISTRATION	101000001102						600.00
		10 CONFERENCE REGISTRATION	101000001102						57.00
		11 CONFERENCE REGISTRATION	201000001102						1,496.00
		12 CONFERENCE REGISTRATION	201000001102						243.00
		13 CONFERENCE REGISTRATION	301000001102						180.00
		14 DATA PLAN	303000096700						324.09
		15 EX DIRECTIR JOB POSTING	101000046203						407.00
		16 EX DIRECTIR JOB POSTING	201000046203						407.00
		17 STAFF BIRTHDAY	101000046213						150.00
		18 STAFF BIRTHDAY	201000046213						150.00
		19 FOOD FOR MEETINGS	101000046212						141.89
		20 FOOD FOR MEETINGS	101000046212						141.89
		21 VAN TIRE ROTATION - OIL CHANGE	201000046212						74.15
		22 FLOOR SCRUBBER PAD/HOLDER	101500066402						78.24
		23 SUPERHERO CHALLENGE	207500076510						690.80
		24 POSTAGE	201000046207						16.03
		25 POSTAGE	101000046202						16.02
		26 SHIRTS COYOTE CRAWL	206095256216						1,346.19
		27 POWER CORDS	518100076500						87.98
		28 PICNIC TABLE BOLTS	101500076511						91.03
		29 JACKS	504100066400						246.65
		30 JACKS	101500066400						246.66
		31 JACKS	202100066400						246.65
		32 DOG TAGS	101500076540						89.60
		33 PROMO MUGS	101200046214						171.14
		34 PROMO BLANKET	101200046214						200.91
		35 FIRST AID TRAINING MANUALS	207500076510						64.62
		36 DOOR PRESSURE GUAGE	207500076514						28.17
		37 BRD/PAS/SCE/LET/CRT/DRES/POP	101000046212						15.42
		38 BRD/PAS/LET/CRT/DRES/POP	201000046212						15.42
		39 COFFEE	303000086632						7.92
		40 POPCORN	303300086621						12.98
		41 PLATES/CUPS/NAPKINS	205011956216						30.00
		42 CHOLTE/MRSMALWS/GRMCRKS	206095176216						11.00
		43 PROMO ORNAMENTS	1012000046214						336.63

WALM	WALMART COMMUNITY/RFCSLLC							VENDOR TOTAL:	9,411.05
121619	01 CANDY CANES/TABLECLOTHS	206095016216	12/16/19	00004296	61511	12/26/19	86.32		86.32
									59.76

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	121619			12/16/19		61511	12/26/19	86.32	86.32
		02 DOG BONES	206095016216		00004296				6.94
		03 COFFEE/CREAMER	2075000076555		00004295				19.62
								VENDOR TOTAL:	86.32
				11/26/19		61542	01/07/20	84.07	84.07
		01 REFUSE - OLD SHOP BALANCE	5041000056302						29.08
		02 REFUSE - PICNIC BALANCE	1015000056302						54.99
				12/30/19		61543	01/07/20	288.96	288.96
		01 REFUSE - ADMIN	1010000056302						60.54
		02 REFUSE - CH	3030000056302						60.55
		03 REFUSE - ADMIN	1010000056302						11.50
		04 REFUSE = SC	2021000056302						37.85
		05 REFUSE -PARKS	1015000056302						37.86
		06 REFUSE -PICNIC	1015000056302						-53.23
		07 REFUSE -CC	2075000056302						162.04
		08 REFUSE -OLD SHOP	5041000056302						-28.15
								VENDOR TOTAL:	373.03
				10/31/19		61513	12/31/19	417,575.92	417,575.92
			7110000207037						417,575.92
								VENDOR TOTAL:	417,575.92
								TOTAL --- ALL INVOICES:	535,175.05

WILLCHAR WILLIAM CHARLES CONSTRUCTION

2R1

01 SOCCER COMPLEX

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC		908.85
ANCEL	ANCEL GLINK, P.C.		268.75
CINTA	CINTAS CORPORATION #355		20.85
CMJ	CMJ TECHNOLOGIES, INC.		2,466.50
CONS	CONSERV FS		88.52
DEKAM	DEKALB MECHANICAL INC	5,426.70	349.54
DYNEGY E	DYNEGY ENERGY SERVICES		300.71
GROUPPL	GROUP PLAN SOLUTIONS		49.50
ILLIN	ILLINI SECURITY SYSTEMS, INC.		151.87
INTEG	INTEGRA BUSINESS SYSTEMS, INC.		151.93
STAPLES	STAPLES BUSINESS ADVANTAGE	156.79	13.88
SYC	SYCAMORE CHAMBER OF COMMERCE		250.00
VECTOR	VECTOR STOMP		35.00
	ADMINISTRATION		5,055.90
12	MARKETING		
BARRACUD	BARRACUDA CREATIVE STUDIO		900.00
NEWV	NEW VALUES MAGAZINE		350.00
	MARKETING		1,250.00
15	PARKS		
BURRI	BURRIS EQUIPMENT CO.		405.00
CINTA	CINTAS CORPORATION #355		49.95
CINTA2	CINTAS CORP	22.13	215.48
DEEGANS	DEEGANS GARAGE INC		267.33
DYNEGY E	DYNEGY ENERGY SERVICES		1,005.93
GRAI	GRAINGER	14.80	99.00
JULIEINC	JULIE INC.		3.98
MENA	MENARDS - SYCAMORE	30.86	373.74
MROUT	MR OUTHUSE		385.00
REIN	REINDERS, INC.		2,691.78
SOFT	SOFT WATER CITY		33.75
STAPLES	STAPLES BUSINESS ADVANTAGE	156.79	16.68
WARE	WAREHOUSE DIRECT BUSINESS		18.98
	PARKS		5,566.60

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355		63.95
CMJ	CMJ TECHNOLOGIES, INC.		2,466.50
DYNEGY E	DYNEGY ENERGY SERVICES		300.72
GROUPPL	GROUP PLAN SOLUTIONS		49.50
ILLIN	ILLINI SECURITY SYSTEMS, INC.		151.88
INTEG	INTEGRA BUSINESS SYSTEMS, INC.		151.93
STAPLES	STAPLES BUSINESS ADVANTAGE	156.79	13.88
SYC	SYCAMORE CHAMBER OF COMMERCE		250.00
	ADMINISTRATION		3,448.36
21	SPORTS COMPLEX MAINTENANCE		
BURRI	BURRIS EQUIPMENT CO.		405.00
DEEGANS	DEEGANS GARAGE INC		267.33
DYNEGY E	DYNEGY ENERGY SERVICES		22.96
MEL	MELIN'S LOCK & KEY		76.93
MENA	MENARDS - SYCAMORE	30.86	179.70
MROUT	MR OUTHUSE		100.00
REIN	REINDERS, INC.		2,114.26
	SPORTS COMPLEX MAINTENANCE		3,166.18
25	MIDWEST MUSEUM OF NATURAL HIST		
ILLIN	ILLINI SECURITY SYSTEMS, INC.		195.00
	MIDWEST MUSEUM OF NATURAL HIST		195.00
70	WEIGHT ROOM		
BJS	BJ'S DECORATING		1,187.50
	WEIGHT ROOM		1,187.50
75	COMMUNITY CENTER		
CINTA	CINTAS CORPORATION #355		182.05
CONS	CONSERV FS		180.00
DYNEGY E	DYNEGY ENERGY SERVICES		10,822.67

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
MENA	MENARDS - SYCAMORE	30.86	5.56
SOFT	SOFT WATER CITY		28.50
STAPLES	STAPLES BUSINESS ADVANTAGE	156.79	80.60
WARE	WAREHOUSE DIRECT BUSINESS		75.92
	COMMUNITY CENTER		11,375.30
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES		120.69
	CLUBHOUSE CONCESSIONS		120.69
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES		170.69
	SPORTS COMPLEX CONCESSIONS		170.69
GOLF COURSE			
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES		1,468.96
	GOLF OPERATIONS		1,468.96
41	GOLF MAINTENANCE		
BURRI	BURRIS EQUIPMENT CO.		405.08
CINTA	CINTAS CORPORATION #355		49.90
DEEGANS	DEEGANS GARAGE INC		267.34
DYNEGY E	DYNEGY ENERGY SERVICES		1,034.47
REIN	REINDERS, INC.		2,640.81
	GOLF MAINTENANCE		4,397.60
AQUATICS			
81	AQUATICS MAINTENANCE		

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 4 27

INVOICES DUE ON/BEFORE 01/23/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

AQUATICS			
81	AQUATICS MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES		645.38
	AQUATICS MAINTENANCE		645.38
CAPITAL PROJECTS			
10	ADMINISTRATION		
SPE	SPEER FINANCIAL INC.		5,750.00
	ADMINISTRATION		5,750.00
ACTION 2020			
10	ADMINISTRATION		
AMERTITL	AMERICAN TITLE GUARANTY INC		200.00
ENGIN	ENGINEERING RESOURCE ASSOC		8,325.00
	ADMINISTRATION		8,525.00
TOTAL ALL DEPARTMENTS			52,323.16

Interim \$ 535,175.05
New \$ 52,323.16

Total \$ 587,498.21

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: January 28, 2020

Administrative Initiatives (01/1/20 – 01/31/20)

- 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 December installment was for 219 individuals, an increase of 10. The monthly installment was \$3,771 (\$161 increase) processed through credit cards and \$294 (\$10 increase) through ACH transactions. The January installment was for 232 individuals, an increase of 13. The monthly installment was \$3,957 (\$186 increase) processed through credit cards and \$324 (\$30 increase) through ACH transactions. There were 6 households in December and 8 in January whose credit cards did not process due to cancellation for lost and/or stolen credit cards or non-sufficient funds. We have had to follow up on each of these and process the transactions.
- 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. Coordinated installation of new workstations.
- Performed criminal background checks on new hires and volunteers.

- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Filed quarterly payroll taxes.
- Submitted direct deposit file for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Prepared monthly bank reconciliation.
- Continued to review cash flow and transferred funds as needed in order to increase investment income.
- Completed detailed review of 2020 FY operating budget. Sent questions back to superintendents. Updated draft based upon responses and with new information. Final review and staff recommendation for board approval.
- Assisted in arrangement of various aspects of state conference. Attend IAPD/IPRA Conference.
- Began to work on documentation required for annual audit. Auditors on site for preliminary field work.
- Reviewed and posted Impact Fees received from the city.
- Completed employee valuation statements for 2020.
- Met with staff and PDRMA for Risk Management Review Meeting.
- Completed year-end reporting: w-2s, 1099s, and ACA.
- Prepared tax abatement ordinances. File with County.
- Attended Pumpkin Festival Committee meeting.
- Attended holiday party.

- Scheduled upgrade to MSI software. Worked to fix bugs in install process.
- Performed year-end inventory of pro shop stock.
- Updated information to actuary for updating the OPEB Valuation.
- Participated in high school panel.
- Facilitated PATH Incentive Payment to eligible employees.
- Filed list of names with the county for the purpose of completing Economic Interest Statements.
- Worked with Vermont Systems to update the payment process on WebTrac.
- Discussed how to handle Pathway Memberships/Passes that are suspended due to EFT CC/ACH declined.
- Updated data for COBRA administration.
- Participated in PDRMA PATH Chill Out Challenge Webinar.

Administrative Initiatives (2/1/20 – 2/29/20)

- Attend scheduled Study Sessions, Superintendent and Board meetings.
- File state unemployment report.
- 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.
- Update EFTs. Review and run installment billing for Pathway Fitness memberships/passes.

- Complete Workers Comp Audit.
- Process monthly bills for payment.
- Prepare monthly bank reconciliation.
- Continue work required for annual audit. Auditors on site for final field work.
- Begin process of Goals, Objectives, Strategies/Action Statements for next five year planning.
- Coordinate PDRMA Biometric Screening event.
- Input 2020 budget into MSI and allocate over 12 months.
- Prepare documentation for Executive Summary.
- Draft Budget & Appropriation Ordinance.
- Obtain quotes on merchant services.
- Attend Pumpkin Festival Committee meeting.
- Review and post Impact Fees received from the city.
- Perform annual PCI compliance.
- Submit Dog Park expenses to DCCF for reimbursement from donations.
- 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. Participate in demo. Work with Kirk and Vermont Systems to address any concerns if possible.
- Continue to work with Sarah on Employee Portal documents. Test portal, type out employee directions, and begin to use.
- 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 (catering), recreation, vending and pro shop sales.
- Review purchasing card programs for possible implementation.
- Look into purchasing Finepoint software to allow staff to print accounting information to screen.
- Look into ATM options for clubhouse.
- Review outstanding accounts payable checks to determine validity.
Review outstanding payroll checks.

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

Corporate Fund (10)

<u>Department</u>	<u>December Budget</u>	<u>December 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>	<u>Variance</u>
Revenues										
Administration	4,728.00	9,582.23	102.7%	1,403,338.00	1,423,232.08	1.4%	(1)	1,403,338.00	1,414,773.63	0.6%
Marketing	-	-		-	-			-	2.01	
Parks	987.00	1,546.81	56.7%	21,256.00	21,253.30	0.0%		21,256.00	12,006.33	77.0% (2)
Total Revenues	5,715.00	11,129.04	94.7%	1,424,594.00	1,444,485.38	1.4%		1,424,594.00	1,426,781.97	1.2%
Expenses										
Administration	419,795.00	43,613.69	-89.6%	1,026,939.00	721,967.98	-29.7%	(3)	1,026,939.00	738,761.47	-2.3% (4)
Marketing	6,200.00	3,110.49		73,330.00	37,311.45	-49.1%	(5)	73,330.00	47,090.26	-20.8% (6)
Parks	19,090.00	22,354.17	17.1%	310,934.00	287,219.56	-7.6%	(7)	310,934.00	260,439.99	10.3% (7)
Total Expenses	445,085.00	69,078.35	-84.5%	1,411,203.00	1,046,498.99	-25.8%		1,411,203.00	1,046,291.72	0.0%
Total Fund Revenues	5,715.00	11,129.04	94.7%	1,424,594.00	1,444,485.38	1.4%		1,424,594.00	1,426,781.97	1.2%
Total Fund Expenses	445,085.00	69,078.35	-84.5%	1,411,203.00	1,046,498.99	-25.8%		1,411,203.00	1,046,291.72	0.0%
Surplus (Deficit)	(439,370.00)	(57,949.31)	-86.8%	13,391.00	397,986.39	2872.0%		13,391.00	380,490.25	4.6%

(1) Replacement taxes exceeded budget 31.1% \$12,145.

(2) Dog park revenue in 2019 not 2018. Tax levy transfer greater in 2019 33.4% \$4,008 due to higher wages.

(3) Expenses below budget: Legal Fees/Misc Consultants 54.6% \$46,383, Education and Training 55.8% \$10,586; Transfer budgeted at 246,200 has not been done.

(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. 2019 expenses lower than 2018: part-time wages and related taxes 55.2% \$8,222; Legal Fees 67.1% \$30,503

(5) All areas currently running below budget.

(6) Public Relations expense in 2019 is 39.5% \$5,877 less than 2018.

(7) Wages/taxes less than budget 17.1% \$26,212 primarily due to timing of hiring positions and part-time staff, and greater than 2018 40.5% \$36,601 due to new position.

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

Recreation Fund (20)

Department	<u>December Budget</u>	<u>December 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	3,631.00	4,014.30	10.56%	964,830.00	972,336.89	0.78%	964,830.00	949,241.58	2.4% (1)
Sports Complex	-	19,048.00	#DIV/0!	41,322.00	43,569.00	5.44%	41,322.00	42,350.22	2.9%
Sports Complex Maintenance	2,688.00	2,725.63	1.40%	39,874.00	39,424.52	-1.13%	39,874.00	40,786.30	-3.3%
Midwest Museum of Natural Hist	-	599.13		2,400.00	2,995.10	24.80%	2,400.00	2,344.41	27.8%
Programs-Youth	218.00	1,113.50	410.78%	13,941.00	17,621.89	26.40% (2)	13,941.00	9,482.63	85.8% (2)
Programs-Tweens	-	-	#DIV/0!	247.00	252.00	2.02% (2)	247.00	-	#DIV/0! (2)
Programs-Adult	460.00	880.24	91.36%	22,837.00	10,223.30	-55.23% (2)	22,837.00	6,281.89	62.7% (2)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Programs-Adult Athletic Leagues	106.00	59.22	-44.13%	11,786.00	8,391.37	-28.80% (2)	11,786.00	7,534.07	11.4% (2)
Programs-Youth Athletics	2,566.00	2,252.94	-12.20%	34,485.00	31,325.82	-9.16% (2)	34,485.00	26,864.73	16.6% (2)
Programs-Fitness	54.00	2,874.74	5223.59%	17,065.00	22,890.69	34.14% (2)	17,065.00	12,720.75	79.9% (2)
Programs-Early Childhood	5.00	450.00	8900.00%	6,730.00	6,388.00	-5.08% (2)	6,730.00	5,844.00	9.3% (2)
Programs-Dance	6.00	81.98	1266.33%	3,689.00	3,490.80	-5.37% (2)	3,689.00	3,413.96	2.3% (2)
Programs-Special Events	6.00	391.61	6426.83%	15,534.00	11,879.34	-23.53% (2)	15,534.00	7,761.27	53.1% (2)
Programs-Community Events	-	-	#DIV/0!	17,155.00	10,442.67	-39.13% (2)	17,155.00	13,086.31	-20.2% (2)
Brochure	-	-	#DIV/0!	7,350.00	7,350.00	0.00%	7,350.00	4,150.00	77.1%
Weight Room	11,714.00	14,287.81	21.97%	150,066.00	179,716.44	19.76% (3)	150,066.00	137,324.26	30.9% (3)
Community Center	3,263.00	6,783.41	107.89%	41,161.00	61,377.69	49.12% (4)	41,161.00	34,882.54	76.0% (4)
Total Revenues	24,717.00	55,562.51	124.79%	1,390,472.00	1,429,675.52	2.82%	1,390,472.00	1,304,068.92	9.6%

(1) Property tax receipts in 2019 2.2% \$19,877 greater than 2018

(2) Revenue from programs less than budget 14.33% \$20,563 and increased 32.2% \$29,916 compared to 2018.

(3) Compared to Budget/Compared to 2018 YTD:

Pathway Fitness Membership	119.61% / 117.63%
Pathway Fitness Pass	96.43% / 148.65%
Track Only Pass	280.78% / 135.98%
Pre-pay Card	60.00% / 50.86%
Program Fees	305.63% / 213.91%
Daily Admission Fee	256.89% / 158.67%

(4) Compared to Budget/Compared to 2018 YTD:

Open Gym Daily	252.43% / 199.03%
Open Gym Membership	98.86% / 114.55%
Rentals	148.55% / 259.75%
Vending	218.45% / 256.07%

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

Expenses

Administration	41,277.00	54,288.37	31.52%	555,939.00	535,824.88	-3.62% (1)	555,939.00	504,909.98	6.1% (2)
Sports Complex	-	-	#DIV/0!	-	78.06	#DIV/0!	-	-	#DIV/0!
Sports Complex Maintenance	29,165.00	37,190.55	27.52%	421,322.00	421,958.84	0.15%	421,322.00	415,906.75	1.5%
Midwest Museum of Natural Hist	312.00	2,105.56	574.86%	10,750.00	18,052.70	67.93% (3)	10,750.00	14,317.68	26.1%
Programs-Youth	252.00	600.80	138.41%	7,519.00	9,967.61	32.57% (4)	7,519.00	5,200.72	91.7% (4)
Programs-Teens	-	-	#DIV/0!	197.00	50.00	-74.62% (4)	197.00	-	#DIV/0! (4)
Programs-Adult	933.00	658.31	-29.44%	19,938.00	8,239.78	-58.67% (4)	19,938.00	3,599.33	128.9% (4)
Programs-Leagues	1,671.00	849.76	-49.15%	7,361.00	5,347.03	-27.36% (4)	7,361.00	4,177.79	28.0% (4)
Programs-Youth Athletics	2,046.00	6,158.14	200.98%	25,348.00	23,752.71	-6.29% (4)	25,348.00	16,819.15	41.2% (4)
Programs-Fitness	759.00	1,229.25	61.96%	8,787.00	12,304.36	40.03% (4)	8,787.00	8,206.91	49.9% (4)
Programs-Early Childhood	1,580.00	2,301.00	45.63%	4,671.00	3,989.00	-14.60% (4)	4,671.00	5,178.00	-23.0% (4)
Programs-Dance	93.00	83.98	-9.70%	1,517.00	942.29	-37.88% (4)	1,517.00	1,309.03	-28.0% (4)
Programs-Special Events	741.00	794.79	7.26%	10,308.00	7,847.01	-23.87% (4)	10,308.00	6,076.62	29.1% (4)
Programs-Community Events	-	48.26	#DIV/0!	30,820.00	25,937.41	-15.84% (4)	30,820.00	28,060.25	-7.6% (4)
Brochure	5,933.00	5,550.00	-6.46%	22,800.00	23,816.17	4.46% (5)	22,800.00	19,167.59	24.3% (5)
Weight Room	12,966.00	5,292.23	-59.18%	43,642.00	28,544.64	-34.59% (6)	43,642.00	21,866.60	30.5% (7,8)
Community Center	18,358.00	10,368.21	-43.52%	204,718.00	178,213.42	-12.95% (9)	204,718.00	176,970.54	0.7% (8)
Total Expenses	116,086.00	127,519.21	9.85%	1,375,637.00	1,304,865.91	-5.14%	1,375,637.00	1,231,766.94	5.9%
Total Fund Revenues	24,717.00	55,562.51	124.79%	1,390,472.00	1,429,675.52	2.82%	1,390,472.00	1,304,068.92	9.6%
Total Fund Expenses	116,086.00	127,519.21	9.85%	1,375,637.00	1,304,865.91	-5.14%	1,375,637.00	1,231,766.94	5.9%
Surplus (Deficit)	(91,369.00)	(71,956.70)	-21.25%	14,835.00	124,809.61	741.32%	14,835.00	72,301.98	72.6%

(1) Under budget primarily in 2 areas: Education & Training 44.36% \$5,616 and Health Ins 19.76% \$18,079 (two employees opt out)

(2) Expenses greater than 2018: Wages/taxes 7.9% \$28,312 and Health Ins 15.4% \$9,823 due to new hirings.

(3) Over budget due to repair of fire pipe leak, roof ac unit, and sprinkler repair.

(4) Expenses for programs less than budget 15.53% \$18,089 and increased 25.1%, \$19,749 compared to 2018.

(5) Postage and printing increased in 2019. timing on postage payment

(6) 2019 is below budget: graduate assistants, only 1 on contract for first half of the year, budget is for 2 37.36% \$7,472; personal trainers 41.23% \$4,527

(7) Two new pieces of equipment were added \$3,000. Increased usage of personal trainers has increased wages 89.3% \$3,043

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

(9) Utilities below budget YTD 19.38% \$14,677, Health insurance below budget 92.69% \$10,222 due to employee opt out.

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

Donations (21)

<u>Department</u>	<u>December Budget</u>	<u>December 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	7,500.00	9,050.00	20.67%	27,500.00	80,250.25	191.82% (1)	27,500.00	518,296.96	-84.5% (2)
Total Revenues	7,500.00	9,050.00	20.67%	27,500.00	80,250.25	191.82%	27,500.00	518,296.96	-84.5%
Expenses									
Administration	27,500.00	-		27,500.00	-		27,500.00	425,000.00	-100.0%
Total Expenses	27,500.00	-		27,500.00	-		27,500.00	425,000.00	-100.0%
Total Fund Revenues	7,500.00	9,050.00	20.67%	27,500.00	80,250.25	191.82%	27,500.00	518,296.96	-84.5%
Total Fund Expenses	27,500.00	-		27,500.00	-		27,500.00	425,000.00	-100.0%
Surplus (Deficit)	(20,000.00)	9,050.00	-145.25%	-	80,250.25	#DIV/0!	-	93,296.96	-14.0%

(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>December Budget</u>	<u>December 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	-	-	#DIV/0!	190,000.00	191,544.70	0.81%	190,000.00	182,604.73	4.9%
Total Revenues	-	-	#DIV/0!	190,000.00	191,544.70	0.81%	190,000.00	182,604.73	4.9%
Expenses									
Administration	94,541.00	3,008.12	-96.82%	190,000.00	95,173.97	-49.91% (1)	190,000.00	90,657.36	5.0%
Total Expenses	94,541.00	3,008.12	-96.82%	190,000.00	95,173.97	-49.91%	190,000.00	90,657.36	5.0%
Total Fund Revenues	-	-	#DIV/0!	190,000.00	191,544.70	0.81%	190,000.00	182,604.73	4.9%
Total Fund Expenses	94,541.00	3,008.12	-96.82%	190,000.00	95,173.97	-49.91%	190,000.00	90,657.36	5.0%
Surplus (Deficit)	(94,541.00)	(3,008.12)	-96.82%	-	96,370.73	#DIV/0!	-	91,947.37	4.8%

(1) Transfer of funds to Action 2020 not posted.

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

Insurance (23)

<u>Department</u>	<u>December Budget</u>	<u>December 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	-	-	#DIV/0!	70,000.00	72,210.00	3.16%	70,000.00	73,318.23	-1.5%
Total Revenues	-	-	#DIV/0!	70,000.00	72,210.00	3.16%	70,000.00	73,318.23	-1.5%
Expenses									
Administration	31,276.00	31,276.32	0.00%	67,553.00	62,552.64	-7.40%	67,553.00	60,737.40	3.0%
Total Expenses	31,276.00	31,276.32	0.00%	67,553.00	62,552.64	-7.40%	67,553.00	60,737.40	3.0%
Total Fund Revenues	-	-	#DIV/0!	70,000.00	72,210.00	3.16%	70,000.00	73,318.23	-1.5%
Total Fund Expenses	31,276.00	31,276.32	0.00%	67,553.00	62,552.64	-7.40%	67,553.00	60,737.40	3.0%
Surplus (Deficit)	(31,276.00)	(31,276.32)	0.00%	2,447.00	9,657.36	294.66%	2,447.00	12,580.83	-23.2%

Audit (24)

<u>Department</u>	<u>December Budget</u>	<u>December 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	-	-	#DIV/0!	15,000.00	15,070.20	0.47%	15,000.00	15,387.08	-2.1%
Total Revenues	-	-	#DIV/0!	15,000.00	15,070.20	0.47%	15,000.00	15,387.08	-2.1%
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	-	-	#DIV/0!	15,000.00	15,070.20	0.47%	15,000.00	15,387.08	-2.1%
Total Fund Expenses	-	-	#DIV/0!	15,950.00	15,950.00	0.00%	15,950.00	14,500.00	10.0%
Surplus (Deficit)	-	-	#DIV/0!	(950.00)	(879.80)	-7.39%	(950.00)	887.08	-199.2%

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

Paving & Lighting (25)

<u>Department</u>	<u>December Budget</u>	<u>December 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	-	-	#DIV/0!	150.00	611.25	307.50%	150.00	688.93	-11.3%
Total Revenues	-	-		150.00	611.25		150.00	688.93	-11.3%
Expenses									
Administration	11,000.00	-	-100.00%	22,000.00	-	-100.00% (1)	22,000.00	-	#DIV/0!
Total Expenses	11,000.00	-		22,000.00	-		22,000.00	-	#DIV/0!
Total Fund Revenues	-	-	#DIV/0!	150.00	611.25	307.50%	150.00	688.93	
Total Fund Expenses	11,000.00	-	-100.00%	22,000.00	-	-100.00%	22,000.00	-	
Surplus (Deficit)	(11,000.00)	-	-100.00%	(21,850.00)	611.25	-102.80%	(21,850.00)	688.93	

(1) no money spent from this fund

Park Police (26)

<u>Department</u>	<u>December Budget</u>	<u>December 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	-	12.62	#DIV/0!	150.00	350.68	133.79%	150.00	278.37	26.0%
Total Revenues	-	12.62		150.00	350.68		150.00	278.37	26.0%
Expenses									
Administration	250.00	177.62	-28.95%	4,500.00	1,205.40	-73.21% (1)	4,500.00	253.57	375.4% (1)
Total Expenses	250.00	177.62		4,500.00	1,205.40		4,500.00	253.57	375.4%
Total Fund Revenues	-	12.62	#DIV/0!	150.00	350.68	133.79%	150.00	278.37	26.0%
Total Fund Expenses	250.00	177.62	-28.95%	4,500.00	1,205.40	-73.21%	4,500.00	253.57	
Surplus (Deficit)	(250.00)	(165.00)	-34.00%	(4,350.00)	(854.72)	-80.35%	(4,350.00)	24.80	-3546.5%

(1) Dog patrol in 2019

Sycamore Park District
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IMRF (27)

<u>Department</u>	<u>December Budget</u>	<u>December 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	-	-	#DIV/0!	90,000.00	91,071.44	1.19%	90,000.00	91,513.10	-0.5%
Total Revenues	-	-	#DIV/0!	90,000.00	91,071.44	1.19%	90,000.00	91,513.10	-0.5%
Expenses									
Administration	5,070.00	6,354.89	25.34%	89,556.00	91,071.44	1.69%	89,556.00	95,975.40	-5.1%
Total Expenses	5,070.00	6,354.89	25.34%	89,556.00	91,071.44	1.69%	89,556.00	95,975.40	-5.1%
Total Fund Revenues	-	-	#DIV/0!	90,000.00	91,071.44	1.19%	90,000.00	91,513.10	-0.5%
Total Fund Expenses	5,070.00	6,354.89	25.34%	89,556.00	91,071.44	1.69%	89,556.00	95,975.40	-5.1%
Surplus (Deficit)	(5,070.00)	(6,354.89)		444.00	-		444.00	(4,462.30)	

Social Security (28)

<u>Department</u>	<u>December Budget</u>	<u>December 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	-	-	#DIV/0!	102,000.00	101,917.75	-0.08%	102,000.00	99,527.50	2.4%
Total Revenues	-	-	#DIV/0!	102,000.00	101,917.75	-0.08%	102,000.00	99,527.50	2.4%
Expenses									
Administration	7,122.00	7,640.92	7.29%	108,257.00	103,520.70	-4.38%	108,257.00	97,365.58	6.3%
Total Expenses	7,122.00	7,640.92	7.29%	108,257.00	103,520.70	-4.38%	108,257.00	97,365.58	6.3%
Total Fund Revenues	-	-	#DIV/0!	102,000.00	101,917.75	-0.08%	102,000.00	99,527.50	2.4%
Total Fund Expenses	7,122.00	7,640.92	7.29%	108,257.00	103,520.70	-4.38%	108,257.00	97,365.58	6.3%
Surplus (Deficit)	(7,122.00)	(7,640.92)		(6,257.00)	(1,602.95)		(6,257.00)	2,161.92	

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

Concessions (30)

<u>Department</u>	<u>December Budget</u>	<u>December 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									
Clubhouse Concessions	206.00	262.10	27.23%	76,145.00	62,185.93	-18.33% (1)	76,145.00	72,778.12	-14.6% (1)
Beverage Cart	-	-	#DIV/0!	11,281.00	7,009.39	-37.87% (1)	11,281.00	6,881.13	1.9%
Sports Complex Concessions	-	-	#DIV/0!	39,945.00	31,805.16	-20.38% (1)	39,945.00	36,855.01	-13.7% (1)
Pool Concessions	-	-	#DIV/0!	7,706.00	8,322.80	8.00%	7,706.00	6,771.01	22.9%
Catering	84.00	308.95	267.80%	18,615.00	17,070.55	-8.30% (2)	18,615.00	18,303.55	-6.7% (2)
Total Revenues	290.00	571.05	96.91%	153,692.00	126,393.83	-17.76%	153,692.00	141,588.82	-10.7%
Expenses									
Clubhouse Concessions	2,975.00	3,242.73	9.00%	98,519.00	81,214.54	-17.56% (1,3)	98,519.00	87,911.87	-7.6% (1,3)
Beverage Cart	-	-	#DIV/0!	8,689.00	4,615.26	-46.88% (1)	8,689.00	4,902.73	-5.9%
Sports Complex Concessions	100.00	12.98	-87.02%	31,620.00	27,653.69	-12.54% (1)	31,620.00	30,064.37	-8.0% (1)
Pool Concessions	-	-	#DIV/0!	7,086.00	7,016.92	-0.97%	7,086.00	5,771.94	21.6%
Catering	294.00	171.17	-41.78%	6,595.00	5,929.54	-10.09% (2)	6,595.00	5,810.74	2.0% (2)
Total Expenses	3,369.00	3,426.88	1.72%	152,509.00	126,429.95	-17.10%	152,509.00	134,461.65	-6.0%
Total Fund Revenues	290.00	571.05	96.91%	153,692.00	126,393.83	-17.76%	153,692.00	141,588.82	-10.7%
Total Fund Expenses	3,369.00	3,426.88	1.72%	152,509.00	126,429.95	-17.10%	152,509.00	134,461.65	-6.0%
Surplus (Deficit)	(3,079.00)	(2,855.83)	-7.25%	1,183.00	(36.12)	-103.05%	1,183.00	7,127.17	-100.5%

(1) April and September 2019 flooding and May 2019 wet and cold weather impacted both golf course and ballfields. Cold and snow in Fall 2019

(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 December 31, 2019

Developer Contributions (32)

<u>Department</u>	<u>December Budget</u>	<u>December 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	3,208.00	-	-100.00%	21,000.00	14,686.04	-30.07%	21,000.00	18,564.01	-20.9%
Total Revenues	3,208.00	-		21,000.00	14,686.04		21,000.00	18,564.01	-20.9%
Expenses									
Administration	21,000.00	-		21,000.00	-		21,000.00	-	#DIV/0!
Total Expenses	21,000.00	-		21,000.00	-		21,000.00	-	#DIV/0!
Total Fund Revenues	3,208.00	-		21,000.00	14,686.04		21,000.00	18,564.01	-20.9%
Total Fund Expenses	21,000.00	-		21,000.00	-		21,000.00	-	#DIV/0!
Surplus (Deficit)	(17,792.00)	-		-	14,686.04		-	18,564.01	-20.9%

Sycamore Park District
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Period ended December 31, 2019

Golf Course (50)

<u>Department</u>	<u>December Budget</u>	<u>December 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									
Golf Operations	50,081.00	1,931.65	-96.1%	474,322.00	383,463.67	-19.2% (1)	474,322.00	413,778.70	-7.3% (2)
Golf Maintenance	796.00	1,061.20	33.3%	20,290.00	19,428.77	-4.2%	20,290.00	20,133.46	-3.5%
Total Revenues	50,877.00	2,992.85	-94.1%	494,612.00	402,892.44	-18.5%	494,612.00	433,912.16	-7.1%
Expenses									
Golf Operations	10,469.00	10,583.47	1.1%	220,563.00	200,494.85	-9.1% (3)	220,563.00	226,793.84	-11.6% (3)
Golf Maintenance	14,094.00	16,666.36	18.3%	274,049.00	271,022.31	-1.1% (4)	274,049.00	272,378.23	-0.5%
Total Expenses	24,563.00	27,249.83	10.9%	494,612.00	471,517.16	-4.7%	494,612.00	499,172.07	-5.5%
Total Fund Revenues	50,877.00	2,992.85	-94.1%	494,612.00	402,892.44	-18.5%	494,612.00	433,912.16	-7.1%
Total Fund Expenses	24,563.00	27,249.83	10.9%	494,612.00	471,517.16	-4.7%	494,612.00	499,172.07	-5.5%
Surplus (Deficit)	26,314.00	(24,256.98)	-192.2%	-	(68,624.72)	#DIV/0!	-	(65,259.91)	5.2%

(1) Daily Greens Fees -10.14% -\$14,768

Golf Events & Misc -3.09% -\$581

Carts -4.22% -\$4,338

Season passes -11.52% -\$10,740

Pro shop sales -28.2% -\$14,865

(2) Daily Greens Fees -4.87% -\$6,725

Golf Events & Misc -0.56% -\$102

Carts -3.43% -\$3,496

Season passes -7.17% -\$6,377

Pro shop sales -25.57% -\$13,003

(3) Cost of Goods sold below budget 14.5% \$4,896 and less than 2018 22.7% \$8,429. Wages/Taxes below budget 8.5% \$10,877 and 2018 5.6% \$7,010.

(4) Wages/taxes below budget 3.6% \$5,910 and greater than 2018 5.3% \$7,472

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

Aquatics (51)

<u>Department</u>	<u>December Budget</u>	<u>December 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									
Pool	-	-	#DIV/0!	63,115.00	68,453.48	8.5% (1)	63,115.00	58,284.07	17.4% (2)
Swim Lessons	-	-	#DIV/0!	19,444.00	20,929.39	7.6%	19,444.00	18,604.85	12.5%
Splashpad	-	-	#DIV/0!	17,059.00	13,205.45	-22.6%	17,059.00	15,654.00	-15.6%
Total Revenues	-	-	#DIV/0!	99,618.00	102,588.32	3.0%	99,618.00	92,542.92	10.9%
Expenses									
Pool	-	200.00	#DIV/0!	52,920.00	52,622.42	-0.6%	52,920.00	50,263.06	4.7%
Aquatics Maintenance	1,899.00	859.64	-54.7%	37,400.00	33,240.43	-11.1%	37,400.00	31,802.46	4.5% (3)
Swim Lessons	-	-	#DIV/0!	8,932.00	9,083.98	1.7%	8,932.00	8,504.14	
Splashpad	-	-	#DIV/0!	1,014.00	50.45	-95.0%	234.00	-	#DIV/0!
Total Expenses	1,899.00	1,059.64	-44.2%	100,266.00	94,997.28	-5.3%	99,486.00	90,569.66	4.9%
Total Fund Revenues	-	-	#DIV/0!	99,618.00	102,588.32	3.0%	99,618.00	92,542.92	10.9%
Total Fund Expenses	1,899.00	1,059.64	-44.2%	100,266.00	94,997.28	-5.3%	99,486.00	90,569.66	4.9%
Surplus (Deficit)	(1,899.00)	(1,059.64)	-44.2%	(648.00)	7,591.04	-1271.5%	132.00	1,973.26	284.7%

- (1) Daily Fees +37.73% \$6,829
Season passes -2.62% -\$872
Misc income (includes oscar, pool rentals and middle school pool party) -8.53% -\$717
- (2) Daily Fees +41.3% \$7,286
Season passes +7.4% +\$2,233
Misc income (includes oscar, pool rentals and middle school pool party) +6.7% \$482
- (3) Pool chairs in 2019

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

Debt Service (60)

<u>Department</u>	<u>December Budget</u>	<u>December 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	-	-	#DIV/0!	614,000.00	621,898.26	1.3%	614,000.00	616,347.66	0.9%
Total Revenues	-	-	#DIV/0!	614,000.00	621,898.26	1.3%	614,000.00	616,347.66	0.9%
Expenses									
Administration	614,116.00	-	-100.0%	614,116.00	614,115.84	0.0%	614,116.00	601,641.50	2.1%
Total Expenses	614,116.00	-		614,116.00	614,115.84		614,116.00	601,641.50	2.1%
Total Fund Revenues	-	-	#DIV/0!	614,000.00	621,898.26	1.3%	614,000.00	616,347.66	0.9%
Total Fund Expenses	614,116.00	-		614,116.00	614,115.84		614,116.00	601,641.50	2.1%
Surplus (Deficit)	(614,116.00)	-	-100.0%	(116.00)	7,782.42	-6809.0%	(116.00)	14,706.16	-47.1%

Capital Projects (70)

<u>Department</u>	<u>December Budget</u>	<u>December 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	520,750.00	526,600.00	1.1%	540,000.00	539,909.35	0.0%	540,000.00	519,402.20	3.9%
Total Revenues	520,750.00	526,600.00	1.1%	540,000.00	539,909.35	0.0%	540,000.00	519,402.20	3.9%
Expenses									
Administration	153,500.00	5,211.52	-96.6%	539,863.00	505,906.71	-6.3%	539,863.00	624,341.74	-19.0%
Total Expenses	153,500.00	5,211.52	-96.6%	539,863.00	505,906.71	-6.3%	539,863.00	624,341.74	-19.0%
Total Fund Revenues	520,750.00	526,600.00		540,000.00	539,909.35	0.0%	540,000.00	519,402.20	3.9%
Total Fund Expenses	153,500.00	5,211.52	-96.6%	539,863.00	505,906.71	-6.3%	539,863.00	624,341.74	-19.0%
Surplus (Deficit)	367,250.00	521,388.48	42.0%	137.00	34,002.64	24719.4%	137.00	(104,939.54)	-132.4%

Sycamore Park District
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Period ended December 31, 2019

Action 2020 (71)

<u>Department</u>	<u>December Budget</u>	<u>December 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	5,319,500.00	-	-100.0%	5,605,120.00	5,324,748.89	-5.0%	5,605,120.00	547,208.66	873.1%
Total Revenues	5,319,500.00	-	-100.0%	5,605,120.00	5,324,748.89	-5.0%	5,605,120.00	547,208.66	873.1%
Expenses									
Administration	78,150.00	684,654.34	776.1%	2,162,425.00	2,328,453.22	7.7%	2,162,425.00	1,848,564.86	26.0%
Total Expenses	78,150.00	684,654.34	776.1%	2,162,425.00	2,328,453.22	7.7%	2,162,425.00	1,848,564.86	26.0%
Total Fund Revenues	5,319,500.00	-		5,605,120.00	5,324,748.89	-5.0%	5,605,120.00	547,208.66	873.1%
Total Fund Expenses	78,150.00	684,654.34	776.1%	2,162,425.00	2,328,453.22	7.7%	2,162,425.00	1,848,564.86	26.0%
Surplus (Deficit)	5,241,350.00	(684,654.34)	-113.1%	3,442,695.00	2,996,295.67	-13.0%	3,442,695.00	(1,301,356.20)	-330.2%
Total Fund Revenues	5,932,557.00	605,918.07		#####	10,560,304.30	-2.6%	10,837,908.00	6,082,032.22	
Total Fund Expenses	1,634,527.00	966,657.64	-40.9%	7,396,947.00	6,862,259.21	-7.2%	7,396,167.00	6,861,299.45	
Surplus (Deficit)	4,298,030.00	(360,739.57)	-108.4%	3,440,961.00	3,698,045.09	7.5%	3,441,741.00	(779,267.23)	

Sycamore Park District
Fund Balances

	Unaudited 1/1/2019	Revenues	Expenses	12/31/2019	12/31/2019 Cash balance
10 Corporate	448,928.49	1,444,485.38	1,046,498.99	846,914.88	839,322.05
20 Recreation	359,618.50	1,429,675.52	1,304,865.91	484,428.11	495,515.14
21 Donations	76,404.89	80,250.25	-	156,655.14	156,655.14
22 Special Recreation	18,426.12	191,544.70	95,173.97	114,796.85	114,796.85
23 Insurance	37,028.97	72,210.00	62,552.64	46,686.33	46,686.33
24 Audit	14,570.38	15,070.20	15,950.00	13,690.58	13,690.58
25 Paving & Lighting	22,891.66	611.25	-	23,502.91	23,502.91
26 Park Police	4,373.87	350.68	1,205.40	3,519.15	3,519.15
27 IMRF	-	91,071.44	91,071.44	-	-
28 Social Security	7,113.06	101,917.75	103,520.70	5,510.11	5,510.11
30 Concessions	34,633.92	126,393.83	126,429.95	34,597.80	28,902.16
32 Developer Contributions	479.89	14,686.04	-	15,165.93	15,165.93
60 Debt Service	72,041.20	621,898.26	614,115.84	79,823.62	79,823.62
70 Capital Projects	385,125.14	539,909.35	505,906.71	419,127.78	405,677.78
71 Action 2020	160,202.32	5,324,748.89	684,654.34	4,800,296.87	3,147,724.81
Total governmental fund balance	1,641,838.41	10,054,823.54	4,651,945.89	7,044,716.06	5,376,492.56
50 Golf Course	313,767.68	402,892.44	471,517.16	245,142.96	
	<u>(382,836.75)</u>			<u>(382,836.75)</u>	
	(69,069.07)			(137,693.79)	(74,720.16)
51 Aquatics	406,918.48	102,588.32	94,997.28	414,509.52	
	<u>(405,939.83)</u>			<u>(405,939.83)</u>	
	978.65			8,569.69	8,569.69
Total proprietary funds	(68,090.42)	505,480.76	566,514.44	(129,124.10)	
	1,573,747.99			6,915,591.96	5,310,342.09

Summary of depository accounts as of **1/22/2020**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	300,697.57	1.30	22141.86
Resource Bank	32,816.35	0.60	220.12
IPDLAF	1,112,396.31	1.51	11702
IPDLAF Bond Fund	3,792,938.21	1.51	9442.56
DCCF - Action 2020	28,522.81		
Dekalb Co. Community Foundation	<u>18,616.27</u>		
	5,285,987.52		

To: Board of Commissioners

From: Theresa Tevsh

Subject: Monthly Recreation Report

Date: January 21, 2020

Administrative Initiatives (1/1/20-1/31/20)

Theresa Tevsh, Superintendent of Recreation Services

- Will attend Board meeting and Study sessions meetings in January.
- Two peek through windows were installed in the doors to the track on January 7th. This was done as a safety precaution as there had been several “near misses” of members getting hit by the IN and OUT use of the doors. It has been two weeks and we are still getting thank you’s and compliments to this wise move for safety, as well as aesthetics.
- Window shades have been installed in Pathway Fitness January 15th.
- A new part-time custodian was hired and started on December 30th, David Comstock. David has a full-time job and is a resident of Sycamore.
- A Blood Drive was held on December 19th from noon-5pm in the Community Center. The next one will be held on August 13 from 3-7pm.
- Winter Family Play Day was on January 5th. Due to high winds, all the activities were moved indoors. 12 Sled dogs completed 3 outdoor runs along the sled hill base area. Approximately 150 attended.
- Attend the PDRMA safety meeting on January 8th along with the safety committee to learn of the new Loss Control Review process.
- Attended Self-Care Event committee meeting with Dr. Breuer and staff on January 9th.

- Contacted Comcast for new location of television in lobby. The existing tv was moved to the vending table area. A new, 60" was installed in December that now displays out current facility schedule as well as ads and event flyers.
- The Employee Holiday Party was held January 10th at Sorento's with 37 staff in attendance. Jackie Hienbuecher (20 years) and Tyler Burke (10 years) were recognized for years of service with the district.
- Attended the MMNH Board meeting on January 15. The 2020 budget was approved showing a \$315 deficit.
- Met with both GA's to review upcoming semester of goals and work duties on January 13th.
- Completed final edits for 2020 budget for Finance Superintendent.
- The 2020-2022 GA position has been posted with NIU and on our park district website.
- Sent letters to potential vendors for the Self Care Fair scheduled for February 29.
- Have secured two, NIU students for internships Summer 2020 and Fall 2020.
- Will attend the IAPD/IPRA State Conference January 23-25.
- Will graduate from the Chamber Leadership Academy on January 30.

Melissa J Dobberstein, Recreation Specialist

- Completed vending reports for month of December. \$379.50 in sales.
- Booked clubhouse rental for April
- Booked community center – 4 different rentals.

- Booked 2 b-day party package for February.
- Completed a very successful Cookies W Santa and our first ever Pets with Santa. The Lions club was please to have more youth then last year that participated in the vision screening.
- Ran very successful Holiday Party with committee.
- Ordered and received crafts for Mom and Son Date Night.
- Ran Mother Son Date Night with attendance of 105 participants, despite a very snowy evening. Ran very smoothly, did sports theme with everyone wearing a favorite jersey. In 2019, we had 125 in attendance and a profit of \$78. In 2020, we had 105 in attendance, cut back on the photo booth expense, and had a profit of \$303.
- Working with businesses/vendors for the Self Care Fair. To date we have half of our space filled.
- Working on Daddy Daughter Dance and moving it to our own facility for 2020. This will save money on the rental cost.
- Met with Recreation Team to discuss survey and our plan to present at study session.
- Met with Dr Breuer for more Self Care Fair ideas for Leapsters birthday party.
- Continuing working with Sarah to discuss all our upcoming special events. Adding a few new events and upgrading a few others.

Justin Genz, Recreation Specialist

- New program (fun time play group) has begun. 5 registered.
- Attended final employee party committee meeting.
- Attended employee party.

- New program (cheer tots) has begun. 5 registered
- Prepared and posted job announcement for summer instructional tennis program.
- Winter programs begin, Cheer tots 5, Karate 19, Little tumblers 17, Hip hop/jazz 4, Ballet 10, All Star Sports 38, Art 4, Speed & agility 3, Music together 8.
- Purchasing supplies at hobby lobby for Art program.
- Met with recreation staff to prepare for study session.
- Created an excel file regarding the 2020 budget for new programs.
- Attended board meeting/study session.
- Attended the IPRA state conference with Park District Staff.
- Meeting with the part time staff I oversee to conduct annual employee review.
- Attended panel group with Sycamore High School to participate in career discussion with students.

Lisa Metcalf, Facilities Supervisor

- Helped work the Winter Family Play Day.
- Met with Jackie from PDRMA to go over the new Lost Control Review process.
- Officially changed over to the new look of RecTrac that all staff members are now using permanently.
- First session of Group Fitness Classes started. We have a total of 14 classes running.
- Coordinated the installation of the shades for the front top half of the windows in Pathway Fitness.

- Attended the IPRA/IAPD State Conference.
- In December, we sold/renewed a total of 65 Pathway Fitness Memberships/Passes, 31 Track Only Memberships/Passes, and 43 Open Gym Passes. Compared to December of 2018, we sold a total of 1 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-December, we had \$1,516 in Daily Admission Fees for Pathway Fitness, \$2,757 for Track Only, and \$15,002 for Open Gym.
- Started advertising for a new Aquatics Manager.
- Continued to work in RecTrac to update things as new things get added and changed.

Sarah Rex, Recreation Supervisor

- Attended meetings with Ron Vine and Associates to review final community-wide survey data.
- Continued 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.
- Attended the Sycamore Chamber of Commerce Annual Meeting.
- Along with Natural Areas Specialist kicked off the first lecture in the new Nature Talks Series.
- Coordinated 2020 SPD logo apparel order.
- Attended Soaring to New Heights Conference.
- General marketing and development of promotional materials.

Administrative Initiatives (2/1/2020-2/29/2020)**Theresa Tevsh, Superintendent of Recreation Services**

- Will continue to assist with planning for the new, Self-Care Fair, in conjunction with the Leap Year party on February 29.
- Will work on the Corporate Card program mailer with Customer Service Specialist, Tracy Oczkowski, to send out in February.
- Will work with Dekalb County United Soccer to host a “Futsal Soccer Tournament” in the community Center February 14-16.
- Will work with Pickleball group to plan a February Social.
- Will meet with the Sycamore Library staff to plan for summer 2020 cooperative programs and events.
- Will organize an all recreation staff , IPRA monthly webinar series to enhance learning trends and career development. The webinar will be once a month on Wednesdays.
- Will attend the Chamber Leadership Academy meeting to meet the new group on February 28th, at the Regale Center.
- Will attend a site visit with KSRA Director, to see a sensory room at the Fox Valley Park District. We are gathering information to see what it takes, budgeting, to house a sensory room at the Community Center.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Will Continue to book rentals and birthday parties.
- Will Conduct an all staff birthday training in February. Working on creating birthday manual.
- Will Prepare training manual & recruiting for Beverage and Concession staff 2020.

- Will Run Daddy/Daughter Dance February 9th which will be held at the Community Center.
- Will Continue planning for Self-Care Fair Feb 29.
- Will Complete inventory of Food and Beverage Department or 2019.
- Will Work on possible changing alcohol permit hours at clubhouse from 10am to 8am, at least on Fri, Sat and Sun.

Justin Genz, Recreation Specialist

- Will prep for the upcoming volleyball tournament.
- Will continue to meet with staff to conduct reviews.
- Will continue coordinating winter programs.
- Will meet with around the horn staff to discuss summer baseball program.
- Will meet with soccer group to discuss summer camp.
- Will assist with the self-care fair.

Lisa Metcalf, Facilities Supervisor

- Will conduct evaluations for all Service Desk Part-time Employees.
- Will attend PDRMA's Aquatics Risk Management Day in Naperville.
- Will attend the Fitness Huddle along with the Personal Trainers.
- Will help run and attend the Self-Care Fair.
- Will start hiring/re-hiring for all Aquatics positions.

Sarah Rex, Recreation and Marketing Supervisor

- Will help at the Sycamore Park District's Leap Day Self-Care Fair.
- Will continue 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.
- Attended IPRA Skills Development Webinar.
- Compiled and submitted to the printer the district's Spring Mailer.
- General marketing and development of promotional materials.

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: January 28, 2020

Administrative Initiatives (1/1/20 – 1/31/20)

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed January Golf Insight newsletter.
- Continued marketing and planning the 2020 Swing into Spring Golf sale.
- Continued promotion of the 2020 golf rates.
- Attended park district holiday party.
- Attended Sycamore Chamber of Commerce Annual Meeting.
- Attended IPRA/IAPD Soaring to New Heights conference in Chicago.
The following seminars were taken:
 - 1.) Making Creative Marketing
 - 2.) Active Shooter and Active Threat Crisis Training
 - 3.) Building a Culture of Customer Service Excellence
 - 4.) Create Raving Fans
 - 5.) Golf Through the Eyes of the CDGA

I will attend the Exhibit Hall to meet with Vermont Systems and seeing if any improvements have been made to GolfTrac.

I will be looking at ways to upgrade the clubhouse and the landscaping around the clubhouse.

I will attend the Ansel Glink dinner with Commissioner Doty.

- Began developing 2020 tee sheet templates and added leagues and contracted outings to the tee sheet schedule.
- Began to sort through all customer data in the POS system and remove all incorrect and incomplete data. Merged all multiple entries.
- Met with a board member of DeKalb County Habitat for Humanities and tentatively set up a golf outing for mid-July. Also cross marketed the rest of the park district facilities. He will be contacting Theresa for a possible 5K run in the fall, a splash pad/pool party and rental of gym space for an event later in the year.
- Continued contacting outing planners for dates for 2020 golf outings and sent out contracts.
- Continued cleaning and touching up paint in the pro shop including all woodwork and carpeting. Cleaned all computer hardware, reroute cords and cables as necessary.
- Began to clean and update pro shop displays.
- Prepared Golf Operation portion of the Executive Summary.
- Began accepting applications for part-time, seasonal positions to fill spots vacated by staff moving and accepting internships. Begin the interview process in February.

Administrative Initiatives (2/1/20 – 2/29/20)

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop February Golf Insight newsletter.
- Finalize marketing and planning the 2020 Swing into Spring Golf sale.

- 1.) Send out post card mailing with Sarah.
 - 2.) Post flyers and add the event to Facebook and the websites.
 - 3.) Prepare and initiate eblasts.
- Continue promotion of the 2020 golf rates.
 - Finalize 2020 tee sheet templates and complete the addition of leagues and contracted outings to the tee sheet schedule.
 - Finalize all customer data in the POS system and remove all incorrect and incomplete data. Merge all multiple entries.
 - Assist in year-end pro shop inventory.
 - Continue contacting outing planners for dates for 2020 golf outings and send out contracts.
 - Finish cleaning and touch up painting the pro shop including all woodwork and carpeting. Finalize cleaning all computer hardware, reroute cords and cables as necessary.
 - Finalize and update pro shop displays in preparation of the Swing into Spring Sale.
 - Begin to prepare cart barn for the 2020 season.
 - Plan marketing strategy for continued irrigation installation work when the golf course opens in the spring.
 - Inventory all lost and found golf clubs.
 - Finalize in-house league offerings and the 2020 Tournament Schedule.
 - Continue accepting applications for part-time, seasonal positions to fill spots vacated by staff moving and accepting internships. Begin the interview process in February.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: January 28, 2019

Administrative Initiatives (1/1/20-1/31/20)

Golf

- Very little snow from the November 10 event until mid-January. We are now seeing more consistent weekly storms roll through.
- Working on pesticide and fertilizer researching, scheduling, purchasing, and planning for the season. Meeting with sales reps for information of new products, options.
- Staff is working on all equipment preventative maintenance and mower reel repair/service/sharpening along with plowing as needed.
- Course equipment has been brought in which includes flagsticks, tee markers, bunker rakes, ball washers, direction/cart signs, and divot sand boxes. Staff has been sanding, painting, refurbishing this equipment as part of winter service.
- New irrigation system update: Work has ceased for the winter. We are hoping for a decent spring where they will continue installation of the lateral lines off the main lines and irrigation head installation on individual holes. I will be attending a two-day training at the end of February in Buffalo Grove from Toro for the training of the software and computer involved in running the irrigation system once it is up and operating. Toro will also train our staff involved in operating the system specific to our layout on site here in the spring.

Sports

- Talking to user groups about tournament field needs for spring.
- Staff has taken advantage of the nicer days and replaced the worn steps and handrail for the field 1 press box and replaced the field 1 left field deck safety railing wood.
- Attend regular meetings with engineer, contractor, and staff at the new soccer complex. Trees have been adjusted, concrete poured for the storage building and shelter floors. Most other work will continue next spring. We have had staff on better weather days begin to stake all the 90 evergreens on the site as the windy open area tends to move the trees. This will continue thru the winter. Any trees currently pushed sideways will be straightened in the spring.
- Working on pool safety recommendations with W-T design. Will coordinate under shell pipe inspections for spring when weather allows.
- Gathering ball field 1 quotes for backstop net replacement. Also working with Sycamore School district on this replacement.
- Met with Dan Gible, Chauncey Carrick and Cathy Countryman from the school about current state of the additional fields project. They are also working with donor groups/boosters to replace the current field 1 scoreboard with a video board this spring.

Parks

- I attended staff, regular Board, and study sessions.
- Attended budget planning meetings for 2020 and completed budget projections and adjustments.

- Attend IPRA/IAPD conference the 23rd thru 25th.
- Attended PDRMA meeting with our rep. and other staff about compliance adjustments being researched by PDRMA for how we are audited and maintain our safety training, inspections, documentation, and rating process.
- Attended meetings with Rec. staff for event planning.
- Attend panel of other staff talking to Sycamore High School students about job options in the Parks/Hort/Rec. field.
- Met with electrician and supplier Com Ed trade allies for clubhouse light replacement info.
- Coordinated all required compliance for building inspections. Elevator, fire sprinkler, fire alarm, backflow preventors, CO2 detection systems were all due the past couple months for all our buildings and the museum. Also coordinated HVAC repairs at the clubhouse and museum. Updated spreadsheet I keep for all these needed inspections and major repairs made.
- Staff has completed repair/refurbish of the District's 150 picnic tables and is now performing maintenance on all equipment. Snow plowing and salting are completed as needed.
- Updating Executive Summary info.
- Working on supply pricing/ordering and projects/repairs for next season.
- Working with reps. on approved capital equipment purchasing options for spring arrival.

Administrative Initiatives (2/1/20-2/29/20)

- Attend staff, board meetings.
- Attend future trails planning meetings with City staff and engineers.
- Attend soccer complex addition meetings during winter and ball field planning meetings.
- Continue to work with sport user groups and rec. staff meetings and plans for 2020 schedules and tournaments.
- Begin work on next five-year plan goals and objectives.
- Complete Executive Summary information and goals updates.
- Work with golf irrigation installation company if conditions allow. Start training with staff with Toro reps. on how to run the computer software that will control the automated sprinkler system.
- Staff will be working on preventive maintenance of all equipment, mower reels plus sharpening, utility carts, and will plow and salt as required.
- Start process of Capital projects and Capital item purchasing.
- Gather info for pool safety upgrades on needed items.
- Send out tree replacement information to gather quotes for installation of 60 or so trees at various park and golf areas this spring.
- Update safety records and trainings provided thru the year for staff.
- Work with turf product sales reps for info on early order discounts and new product information.

- Meet with PDRMA rep again for review of updated items since last audit review. Plan safety training for staff for spring.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: January 28, 2020

Administrative Initiatives (1/1/20 – 1/31/20)

- Attended Meetings/Serve On:
 - Rotary
 - Chamber
- Continued work on Old Mill to Forest Preserve trail issues.
- Finalized report on survey findings.
- MMNH
- Prepared information on the following topics for the January 21 Study Session or January 28 Regular Meeting:
 - Final policy on budget use of funds
 - Pool Safety Items for 2020
 - Prioritization of Assets/Equipment/Programming
 - Data on Success of the Added Recreation Specialist Position
 - Recreation Program Goals, Objectives, Action Statements
- Continued Supervising three key projects:
 - Soccer Complex
 - Pool Assessment
 - Community-wide survey
- Held Construction Site meetings for Soccer Complex.
- Held update/coordination meeting with DCFPD, Engineers and SPD on the Segment 1 Trail Project.
- Conducted meeting with IDOT officials regarding land matters.
- Finalized bid specifications and bid timeline for Bridge at 15 tee.

Administrative Initiatives (2/1/20 – 2/29/20)

- Attend Meetings/Serve On:
 - Rotary
 - Chamber
- Continue work on Old Mill to Forest Preserve trail issues.
- Address bidding tree work for ITEP Trail project.
- Begin work on land acquisition for final segment of trail project.
- Continue assembling information for future 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
- Continue weaning files, and creating a solid structure of information for my successor.
- Work with other parties to address MMNH matters.
- Turn 15.
- Begin working with Superintendents—Kirk, Jackie, Jeff—on their Goals Objectives and Action Statements for *Sustaining the Legacy—2025*.
- Hold Study Session with Board to Discuss Budget in Relation to Priorities for *Sustaining the Legacy—2025*.
- Complete DRAFT AGREEMENT with North Grove Crossing HOA for park site in their subdivision.

- Continue attempting to have the City address the title issues for Reston Ponds park sites.
- Hold preliminary engineering meetings for the creation of a timeline to complete the OSLAD Grant Project: Memorial Park Sports Complex Ball Diamonds.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 28, 2020

STAFF RECOMMENDATION

AGENDA ITEM: UPDATE on POOL ASSESSMENT: Review and Discussion

BACKGROUND INFORMATION: The Board will recall that last fall we received a nearly complete assessment of our Swimming Pool Facility by W-T Engineering. With that assessment, we also received cost estimates for each of the matters that will need to be addressed in the coming years. The items were broken into different priority levels. The intent is to give Board and Staff a realistic idea of the breakdowns, failures, code issues, and end-of-lifespan matters we will face in the next seven years.

It will be essential for the Board, working with Staff, to address these matters “head-on”. Costs for all of these items will exceed \$3,000,000—just to keep the pool open, as is.

It should be recalled that Pipe Scoping and Concrete Testing of the Spa must still be completed in the Spring. Jeff Donahoe is coordinating that with W-T Engineering so it will not interfere with our regular opening of the pool in early summer.

The first attachment behind this recommendation is the Engineer’s Estimate for replacing our buried piping, should the scoping find issues. The roughly \$500,000 (they gave a range) is in addition to the prior cost figures provided to the Board (see the second attachment behind this recommendation).

There are always “sub-plans” or “off-shoot plans” that can grow out of major plans for addressing matters of this SCALE and EXPENSE.

Nonetheless, the main courses of action are:

- Close the pool.
- Close the pool when a certain expense level hits, at once, and the Board determines or staff recommends no further band-aids, duct tape, and paper clips to hold the facility together.

- Put together a plan to do a certain “dollar value” and/or “priority level” of items, each year, and hope that other things don’t fail in the interim.
- Ask our residents for more tax dollars to do the renovation more aggressively.
- Demo the pool and build a new one—with some other new source of funds.

It must be remembered:

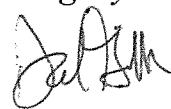
- We will not be permitted to expand outside the existing fenceline of the existing facility footprint.
- People’s expectations of what a “new” pool should be have definitely changed.
- We will not have \$3,000,000 in the next five years to spend on a pool, UNLESS all else gets ignored—other Capital Assets and Equipment.
- The pool is in the floodplain.
- The pool is open about 2.5 months of the year.
- The Bath House (from the survey) appears to be the greatest deterrent.
- The Pool is used by about the same number of residents as the golf course.
- We now have a splash pad that helps defray the prior “losses” we had on aquatics in our operating budget.

The third item attached behind this recommendation is the short list of items that Jeff Donahoe feels absolutely need to be done this year at the pool—from W-T Engineering’s list. They total just short of \$90,000—not including engineering fees.

FISCAL IMPACT: Overall renovation = \$3,000,000 +/-
This year minimum = \$100,000 +/-

STAFF RECOMMENDATION: I recommend the Board Authorize Staff to budget \$100,000 in the Action 2020 Fund to address Superintendent Jeff Donahoe’s list, attached, and, in future Study Session reach agreement/consensus on how to move forward on the pool in the next five years—to be included/spelled out in *Sustaining the Legacy—2025*.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 28, 2020

STAFF RECOMMENDATION

AGENDA ITEM: APPROVE FY 2020 OPERATING BUDGET: Recommend Adoption

BACKGROUND INFORMATION: Attached is the final draft of the 2020 Operating Budget for your consideration. The following are the most significant changes from the last presentation:

- The Action 2020 Fund Budget was completed. It includes:
 - Soccer Complex – expected to finish in 2020.
 - Ball Diamonds – Professional fees only.
 - Golf Course Irrigation – expected completion in 2020
 - Trails – Forest Preserve to Old Mill (Segment 1) – Grant income includes reimbursement from DeKalb Co Forest preserve for remainder of the engineering costs. Also includes 80% reimbursement from the state for Phase I engineering costs. Includes construction costs and anticipate completion in 2020.
 - Includes \$50,000 donation and expense for playground installation at Ovitz Park
- Pay increase as approved by the board have been included in the appropriate funds. IMRF, Social Security, and Medicare expenses, as well as the allocation of the related tax levies, were adjusted accordingly.
- Transfers were budgeted from the Special Recreation Fund to the Corporate Fund to assist in paying Action 2020 debt.
- Minor adjustments in various expenses and revenues were made.

FISCAL IMPACT: Bottom Line: Comparing FY 2019's Budget to the Proposed Budget for FY2020 we are proposing a decrease in Revenues of \$5,094,680 and a decrease in Expenses by \$224,257. This is primarily due to Action 2020 fund activity.

STAFF RECOMMENDATION: Staff Recommends Approval/Adoption of the Proposed Operating Budget attached to this recommendation.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 28, 2020

STAFF RECOMMENDATION

AGENDA ITEM: SYCAMORE PARK DISTRICT BOARD OF COMMISSIONERS EXECUTIVE SESSION MINUTES BI-ANNUAL REVIEW

BACKGROUND INFORMATION: The Board is required to review Executive Session Meeting Minutes at least twice each year. The purpose of the review is to determine if a need for confidentiality continues to exist with respect to all or part of the meeting minutes. Minutes of “Closed Meetings” should only be released to the public after the Board has determined with certainty, that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential, and should only be released by the Secretary—not a Board member.

It would be best to keep minutes confidential when their release might cause hardship to the park district, individuals, or employees. I would add that there is also a need to protect the district in matters of on-going concern related to anyone, or multiple reasons permitted by the law to hold executive sessions in the first place. Should minutes refer to matters that may still require confidentiality to protect the district or the individual on these legally allowed purposes for holding executive sessions, then those minutes should remain confidential.

The board receives a binder prior to each bi-annual review which contains the executive session minutes. The Recording Secretary has worked on that binder, and it has been provided to each Commissioner for review and consideration this month. The Executive Director would normally make recommendations as to which dates’ Executive Session Minutes should be released, and the Board may suggest additional items for the Board’s consideration. **AT NO TIME SHOULD THE BOARD COPY OR REMOVE ANY ITEM FROM THE BINDER OR MAKE IT AVAILABLE TO THE PUBLIC IN ANY WAY.**

Should discussion be needed about the Minutes, then the Board should convene an Executive Session to discuss those matters. Otherwise, the Board may take the action based upon the Recommendation of the Executive Director to release those minutes that the Executive Director indicates in the Recommendation. **All this information is strictly confidential information, and the Board has a fiduciary duty to treat the material that way.** Specific discussion of material contained in Executive Session Minutes should

only take place in Executive Session. Board action to release closed session minutes must be in open session.

The Board should consistently return the complete binder to the Secretary with no changes/removals/marks/copies at the first Regular Meeting immediately after the Board member receives the binder.

With all these matters for your consideration, the Executive Director began, several years ago, to “phase” the release of Executive Session Minutes, by year, since this had not been previously done. As of 2019 we have completed a thorough review of all Executive Session minutes through July 2019. For this review I have looked at those from the beginning of our records, until the end of 2019, and at this time I recommend keeping all of those items confidential.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: I have reviewed the Executive Session minutes found in the district’s records. At this time, I recommend **there be no Executive Session Minutes released, but that the Board authorize staff to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.**

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 28, 2020

STAFF RECOMMENDATION

AGENDA ITEM: TAX ABATEMENT: ALTERNATE REVENUE BONDS 2017A ORDINANCE 01-2020: Recommend Approval

BACKGROUND INFORMATION: In April of 2017, the Sycamore Park District issued \$7,130,000 in Alternate Revenue G.O. Bonds in order to fund the Action 2020 projects. The intent of this type of bond is that “alternate revenues”, not levied taxes, are to be used to repay this debt. A portion of the increase in the tax rate approved through the referendum will be used to repay the debt.

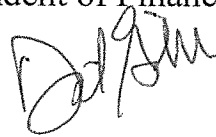
The county has record of all bonds issued by the District. They use this information to assist in determining the tax levy amount for debt repayment. Since taxes are not used to repay this Alternate Bond, the District has to formally communicate to the county to abate the taxes for this specific issuance. The ordinance is the appropriate form of communication necessary to do this.

FISCAL IMPACT: The amount payable for this bond in 2020 is \$282,075. This and the abatement are reflected in the 2020 FY budget.

STAFF RECOMMENDATION: Recommend approval of Ordinance 01-2020.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

MINUTES of a regular public meeting of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, held at 435 Airport Road, Sycamore, IL in said Park District at 6:00 o'clock P.M., on the 28th day of January, 2020.

* * *

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, _____, the President, and the following Park Commissioners were physically present at said location: _____

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: _____

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The President announced that the Board of Park Commissioners would consider the adoption of an ordinance abating the tax levied for the year 2019 to pay the principal of and interest on the District's outstanding alternate bonds.

Whereupon Park Commissioner _____ presented and the Secretary read by title an ordinance as follows, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

ANNUAL ABATEMENT ORDINANCE

ORDINANCE NO. 01-2020

ORDINANCE abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois.

WHEREAS the Board of Park Commissioners (the “*Board*”) of the Sycamore Park District, DeKalb County, Illinois (the “*District*”), by Ordinance Number 05-2017, adopted on the 25th day of April, 2017 (the “*Ordinance*”), did provide for the issue of \$7,130,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS the District hereby determines that the Pledged Revenues (as defined in the Ordinance) are or are expected to be available to pay the principal of and interest on the Bonds when due in the next succeeding bond year so as to enable the abatement of the Pledged Taxes (as defined in the Ordinance) levied for the same; and

WHEREAS it is necessary and in the best interests of the District that the tax heretofore levied for the year 2019 to pay the principal of and interest on the Bonds be abated;

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. 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.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2019 in the Ordinance is hereby abated in its entirety.

Section 3. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of The County of

DeKalb, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2019 in accordance with the provisions hereof.

Section 4. Effective Date. 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.

Approved _____, 20__.

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

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

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

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

_____ and the following Park Commissioners voted NAY: _____

Whereupon the President declared the motion carried and the ordinance adopted, and henceforth did approve and sign the same in open meeting and did direct the Secretary to record the same in full in the records of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, which was done.

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

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

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
 COUNTY OF DEKALB)

CERTIFICATION OF ORDINANCE AND MINUTES

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 I am the keeper of the books, records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 28th day of January, 2020, insofar as same relates to the adoption of Ordinance No. 01-2020 entitled:

ORDINANCE abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois.

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 taken 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 48 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 48 hour period proceeding 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 accordance with the provisions of the Park District Code of the State of Illinois, as amended, the Open Meetings Act of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the applicable provisions of said Code and said Acts and its procedural rules in the adoption of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District, this ____ day of _____, 20__.

Secretary, Board of Park Commissioners

(SEAL)

[Attach Exhibit A]

STATE OF ILLINOIS)
) SS
 COUNTY OF DEKALB)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the ____ day of _____, 20____, there was filed in my office a duly certified copy of Ordinance No. 01-2019 entitled:

ORDINANCE abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois.

(the “*Ordinance*”) duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois (the “*District*”), on the 28th day of January, 2020, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes heretofore levied for the year 2018 for the payment of the District’s \$7,130,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, as described in the Ordinance will be abated in their entirety as provided in the Ordinance.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this ____ day of _____, 20__.

County Clerk of The County
 of DeKalb, Illinois

[SEAL]

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 28, 2020

STAFF RECOMMENDATION

AGENDA ITEM: TAX ABATEMENT: ALTERNATE REVENUE BONDS 2015A ORDINANCE 02-2020: Recommend Approval

BACKGROUND INFORMATION: In April of 2015, the Sycamore Park District issued \$1,620,000 in Alternate Revenue G.O. Bonds in order to refund the balance of the 2006 Alternate Revenue G.O. Bonds. The intent of this type of bond is that “alternate revenues”, not levied taxes, are to be used to repay this debt. Currently, the District is using a portion of our annual G.O. Bond to make the annual payment.

The county has record of all bonds issued by the District. They use this information to assist in determining the tax levy amount for debt repayment. Since taxes are not used to repay this Alternate Bond, the District has to formally communicate to the county to abate the taxes for this specific issuance. The ordinance is the appropriate form of communication necessary to do this.

FISCAL IMPACT: The amount payable for this bond in 2020 is \$177,175. This and the abatement are reflected in the 2020 FY budget.

STAFF RECOMMENDATION: Recommend approval of Ordinance 02-2020.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

ORDINANCE NO. 02-2020

AN ORDINANCE abating the tax heretofore levied for the year 2019 to pay debt service on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A of the Sycamore Park District, DeKalb County, Illinois

* * *

WHEREAS, the Board of Park Commissioners (the “*Board*”) of the Sycamore Park District, DeKalb County, Illinois (the “*District*”), by ordinance adopted on the 28th day of April, 2015 (the “*Bond Ordinance*”), did provide for the issue of \$1,620,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the Board hereby determines that the Pledged Revenues (as defined in the Bond Ordinance) will be available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2019 to pay such debt service on the Bonds be abated:

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2019 in the Bond Ordinance is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of DeKalb County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2019 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect upon its adoption.

Adopted _____, _____.

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS)
) SS
 COUNTY OF _____)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of DeKalb County, Illinois, and as such official I do further certify that on the ____ day of _____, _____, there was filed in my office a duly certified copy of Ordinance No. 02-2020 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2019
 to pay debt service on General Obligation Refunding Park Bonds
 (Alternate Revenue Source), Series 2015A of the Sycamore Park
 District, DeKalb County, Illinois

duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, on the 28th day of January, 2020, and that the same has been deposited in the official files and records of my office.

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

 County Clerk of DeKalb County, Illinois

[SEAL]

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 28, 2020

STAFF RECOMMENDATION

AGENDA ITEM: TAX ABATEMENT: ALTERNATE REVENUE BONDS 2019A ORDINANCE 03-2020: Recommend Approval

BACKGROUND INFORMATION: In September of 2019, the Sycamore Park District issued \$5,070,000 in Alternate Revenue G.O. Bonds in order to fund the remaining Action 2020 projects. The intent of this type of bond is that “alternate revenues”, not levied taxes, are to be used to repay this debt. A portion of the increase in the tax rate approved through the referendum will be used to repay the debt.

The county has record of all bonds issued by the District. They use this information to assist in determining the tax levy amount for debt repayment. Since taxes are not used to repay this Alternate Bond, the District has to formally communicate to the county to abate the taxes for this specific issuance. The ordinance is the appropriate form of communication necessary to do this.

FISCAL IMPACT: The amount payable for this bond in 2020 is \$518,853.06. This and the abatement are reflected in the 2020 FY budget.

STAFF RECOMMENDATION: Recommend approval of Ordinance 03-2020.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

MINUTES of a regular public meeting of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, held at 435 Airport Road, Sycamore, IL in said Park District at 6:00 o'clock P.M., on the 28th day of January, 2020.

* * *

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, _____, the President, and the following Park Commissioners were physically present at said location: _____

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: _____

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The President announced that the Board of Park Commissioners would consider the adoption of an ordinance abating the tax levied for the year 2019 to pay the principal of and interest on the District's outstanding alternate bonds.

Whereupon Park Commissioner _____ presented and the Secretary read by title an ordinance as follows, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

ANNUAL ABATEMENT ORDINANCE

ORDINANCE NO. 03-2020

ORDINANCE abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois.

WHEREAS the Board of Park Commissioners (the “*Board*”) of the Sycamore Park District, DeKalb County, Illinois (the “*District*”), by Ordinance Number 06-2019, adopted on the 17th day of September, 2019 (the “*Ordinance*”), did provide for the issue of \$5,070,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2019A (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS the District hereby determines that the Pledged Revenues (as defined in the Ordinance) are or are expected to be available to pay the principal of and interest on the Bonds when due in the next succeeding bond year so as to enable the abatement of the Pledged Taxes (as defined in the Ordinance) levied for the same; and

WHEREAS it is necessary and in the best interests of the District that the tax heretofore levied for the year 2019 to pay the principal of and interest on the Bonds be abated;

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. 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.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2019 in the Ordinance is hereby abated in its entirety.

Section 3. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of The County of

DeKalb, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2019 in accordance with the provisions hereof.

Section 4. Effective Date. 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.

Approved _____, 20__.

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

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

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

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

_____ and the following Park Commissioners voted NAY: _____

Whereupon the President declared the motion carried and the ordinance adopted, and henceforth did approve and sign the same in open meeting and did direct the Secretary to record the same in full in the records of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, which was done.

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

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

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
 COUNTY OF DEKALB)

CERTIFICATION OF ORDINANCE AND MINUTES

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 I am the keeper of the books, records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 28th day of January, 2020, insofar as same relates to the adoption of Ordinance No. 03-2020 entitled:

ORDINANCE abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois.

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 taken 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 48 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 48 hour period proceeding 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 accordance with the provisions of the Park District Code of the State of Illinois, as amended, the Open Meetings Act of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the applicable provisions of said Code and said Acts and its procedural rules in the adoption of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District, this ____ day of _____, 20__.

Secretary, Board of Park Commissioners

(SEAL)

[Attach Exhibit A]

STATE OF ILLINOIS)
) SS
 COUNTY OF DEKALB)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the ____ day of _____, 20____, there was filed in my office a duly certified copy of Ordinance No. 03-2020 entitled:

ORDINANCE abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois.

(the “*Ordinance*”) duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois (the “*District*”), on the 28th day of January, 2020, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes heretofore levied for the year 2019 for the payment of the District’s \$5,070,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, as described in the Ordinance will be abated in their entirety as provided in the Ordinance.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this ____ day of _____, 20__.

County Clerk of The County
 of DeKalb, Illinois

[SEAL]

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: January 28, 2020

STAFF RECOMMENDATION

AGENDA ITEM: PRIORITIZATION of CAPITAL ASSETS, EQUIPMENT, and PROGRAMS: Review and Discussion and Interactive Activity

BACKGROUND INFORMATION:

For the most part, the Sycamore Park District follows this approach in allocation of its revenues:

1. The district uses the ANNUAL General Bond issuance to MAINTAIN ITS EQUIPMENT REPLACEMENT SCHEDULE.
2. The district uses the Issuance of Alternate Bonds to MAINTAIN ITS EXISTING CAPITAL ASSETS.
3. The district uses a REFERENDA to get permission to do any new Capital Project that creates a park/facility/infrastructure that did not previously exist at the district.
4. The district uses its Tax Levy Funds to support its annual operating budget:
 - Corporate/General:** 10 cents per hundred dollars Assessed Value
 - Additional Corporate/General:** 25 cents per hundred dollars Assessed Value
 - Audit:** ½ of 1 cent per hundred dollars Assessed Value
 - Joint Spec. Recreation (KSRA):** 4 cents per hundred dollars Assessed Value
 - Recreation:** 12 cents per hundred dollars Assessed Value
 - Additional Recreation:** 25 cents per hundred dollars Assessed Value
 - Paving and Lighting:** ½ of 1 cent per hundred dollars Assessed Value
 - Police:** 2 and ½ cents ½ of 1 cent per hundred dollars Assessed Value
 - Museum:** 4 cents per hundred dollars Assessed Value
 - Tort, Retirement and Social Security:** No limit

{NOTE: We do not levy the Museum tax, AND while all of these Tax Levy Funds for which there is a specific/defined/legal limit add up to 83 ½ cents per hundred of Total Assessed Value of the Sycamore Park District, our TOTAL RATE for these funds will never reach that amount as we operate under a TAX CAP (PTELL). Our current rate is: \$0.514 per hundred}

As previously reported to the Board, our planning process for *Sustaining the Legacy—2025* is intended to:

- A. Study key inputs: pool assessment, club house status, programming, capital asset lists, equipment replacement lists, surveys, etc.
- B. Review revenue and expenses: Action 2020 cash flow, budget projections, cost estimates, etc.
- C. Move toward bringing the two, above (A and B) in a Final Plan.

We are nearing the point when we have MOST of the inputs available from A and B, above.

Therefore, this evening I am asking the Board to complete a preliminary process of prioritizing the following items for the next five years:

- Capital Assets
- Equipment
- Programming

This should not make you nervous or apprehensive. This is not the FINAL opportunity to do this. It is just a starting point.

In order to prepare for the Tuesday evening “EXERCISE/ACTIVITY” that I will have you and the Superintendents participate in, I need you to review the attached information:

- A. List of Capital Assets for the Next Five Years
- B. List of Equipment Replacement for the Next Five Years
- C. List of Current Programming
- D. List of Possible Future Programming for the Next Five Years

In your mind, you should look at these lists from this perspective:

1. As an elected official designated to represent the greater community, and not just your own personal perspectives, how would you prioritize each list?
2. If budget does not permit, what are the first 10 items from each list that you would “CUT” from the budget?
3. What three items on each list do you feel the “community-at-large” do not fully understand the issues, costs, complications, challenges or usage implications for the district, as a whole?
4. FROM ALL THE LISTS COMBINED:
 - a. What two items are you now ready to walk away from as priorities for the district?
 - b. What two items are you ready to stand your ground on, and say: “No matter the cost, we MUST provide this service, facility, program, etc.

FISCAL IMPACT: At this time, none.

STAFF RECOMMENDATION: Prepare for and be ready to complete the group activity.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

Rotary Park – Sycamore Lake:

Asset	Asset Category	Year	Estimated Investment
Fishing Pier Signage	Signage	2020	\$1,500.00
Trails – Signage	Signage	2021	\$2,360.00
Trails – Raised Beds	Landscaping	2021	\$1,180.00
Playgrounds – Surfacing	Surfacing	2021	\$17,700.00
Fishing Pier – Anchors	Fixtures	2021	\$8,850.00

Sycamore Community Park:

Asset	Asset Category	Year	Estimated Investment
Old Fountain -Roof	Roofing	2020	\$824.00
Old Fountain/Post/Structure	Structure	2020	\$4,600.00
Old Fountain – Concrete Base	Concrete	2020	\$1,150.00
Clubhouse Flooring	Fixtures	2021	\$45,060.00
Clubhouse – Lighting	Fixtures	2021	\$8,992.00
Roadways – Paving	Asphalt	2022	\$533,400.00
Main Shelter - Roof	Roofing	2022	\$9,300.00
Main Shelter/Benches/Amenities	Fixtures	2023	\$1,240.00
Main Shelter – Electrical	Fixtures	2023	\$620.00
Playground – Equipment	Playground	2023	\$9,920.00
Concessions Garage – Electrical	Fixtures	2024	\$2,600.00
Basketball Courts – Posts/Backboards	Fixtures	2024	\$15,600.00
WPA Shelter – Roof	Roofing	2025	\$16,900.00
Baseball Fields – Portable Benches	Equipment	2025	\$2,600.00
Old Shop – Bathroom Fixtures	Fixtures	2025	\$1,300.00
Old Shop – Plumbing	Fixtures	2025	\$2,600.00
Old Shop – Siding/Trim	Structure	2025	\$24,700.00
Old Shop – Fencing/Gates	Fencing	2025	\$22,100.00
Vehicle Bridge – Approaches	Surfacing	2025	\$11,700.00

Sycamore Park District MMNH Museum Building:

Asset	Asset Category	Year	Estimated Investment
HVAC—Large Unit	Infrastructure	2021	\$46,000.00
Sprinkler System	Update Requirements	2022	\$50,000.00
HVAC—Small Unit	Infrastructure	2022	\$13,000.00
HVAC—Upstairs Indoor Unit	Infrastructure	2023	\$19,500.00
Water Heater—Commercial	Infrastructure	2023	\$4,000.00
New Roof	Infrastructure	2025	\$140,000.00
Deck	Restoration	2025	\$4,000.00

Old Mill Park:

Asset	Asset Category	Year	Estimated Investment
Playground – Benches/Amenities	Fixtures	2020	\$7,670.00
Playground – Surfacing	Surfacing	2023	\$34,055
Playground – Solar Lights	Fixtures	2023	\$5,080.00
Trails – Signage	Signage	2023	\$1,905.00

Sports Complex/Memorial Park:

Asset	Asset Category	Year	Estimated Investment
Lyons Shelter – Roof	Roofing	2020	\$5,520.00
K L Playground Surfacing/Border	Surfacing	2020	\$2,530.00
Kiddie Land Playground – Paths/Paving	Asphalt	2020	\$44,840.00
S. Water Fountain - Roof	Roofing	2020	\$1,725.00
Lyons Shelter Approach Path	Surfacing	2023	\$9,100.00
High School – Aglime Approach	Surfacing	2023	\$508.00
Soccer Storage – Doors	Structure	2023	\$3,175.00
Soccer Storage – Fixtures-Shelves	Fixtures	2023	\$1,270.00
Baseball Fields 1-4 – Scoreboards	Fixtures	2023	\$32,500.00
Baseball Fields 1-4 – Bases and Mounds	Surfacing	2023	\$7,800.00
Lions Building – Electrical Panels	Fixtures	2024	\$9,100.00
High School Field Dugout – Roof	Roofing	2024	\$2,990.00
N. Water Fountain – Posts/Structure	Structure	2024	\$9,100.00
N. Water Fountain – Plumbing	Fixtures	2024	\$650.00
N. Water Fountain -Fixtures	Fixtures	2024	\$650.00
Olsen Shelter- Posts/Structure	Structure	2024	\$19,500.00
Baseball Storage Rolling Doors	Structure	2024	\$15,600.00
Kessler Shelter – Posts/Structure	Structure	2024	\$19,500.00
Lou’s Lake -Dredging	Dredging	2024	\$13,000.00
Lou’s Lake – Shoreline	Surfacing	2024	\$7,800.00
Base Ball Fields 9 – 12 – Surfacing	Surfacing	2024	\$26,000.00
High School Field Sound/Speakers/Posts	Fixtures	2025	\$3,810.00
S. Water Fountain – Posts/Structure	Structure	2025	\$9,100.00
S. Water Fountain – Plumbing	Fixtures	2025	\$650.00
S. Water Fountain – Fixtures	Fixtures	2025	\$650.00
Base Ball Fields 1-4 –Flagpole and Lights	Fixtures	2025	\$3,250.00
Base Ball Fields 5 – 8 – Surfacing	Surfacing	2025	\$26,000.00

Parkside Preserve:

Asset	Asset Category	Year	Estimated Investment
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Leon D. Larson Park:

Asset	Asset Category	Year	Estimated Investment
Stezco Area	Prairie Restoration	2020	\$9,680.00
Overlook – Benches/Amenities	Fixtures	2021	\$1,815.00
Brickville Entrance – Fencing	Fencing	2021	\$275.00
Stezco Area – Interpretive Signs	Signage	2021	\$3,000.00
Playground - Surfacing	Surfacing	2022	\$22,320.00
Playground – Equipment	Playground	2022	\$93,000.00
Playground Stonework	Concrete	2022	\$6,200.00
Playground – Benches/Amenities	Fixtures	2022	\$2,480.00
Trails – Signage	Signage	2023	\$2,480.00
Stezco Area – Playground Structure	Playground	2025	\$20,020.00

Sycamore Park District Maintenance Shop:

Asset	Asset Category	Year	Estimated Investment
Security Gate	Safety	2022	\$13,310.00

Kiwanis Prairie Park:

Asset	Asset Category	Year	Estimated Investment
Shelter – Electric/Light	Fixtures	2020	\$1,150.00
Trails – Signage	Signage	2021	\$1,210.00
Basketball Court – Fencing	Fencing	2024	\$23,400.00
Basketball Court – Surfacing	Asphalt	2024	\$97,500.00
Basketball Court – Posts/Backboards	Fixtures	2024	\$13,000.00
Shelter – Roof	Roofing	2025	\$9,750.00
Shelter – Concrete Base	Concrete	2025	\$19,500.00

Kiwanis East Park:

Asset	Asset Category	Year	Estimated Investment
Playground – Surfacing	Surfacing	2020	\$11,500.00
Trails Raised Beds	Landscaping	2020	\$2,300.00
Shelters – Picnic Tables	Fixtures	2022	\$5,082.00
Playground – Benches/Amenities	Fixtures	2022	\$9,075.00

Founders Park:

Asset	Asset Category	Year	Estimated Investment
Playground Equipment	Update	2021	\$70,000.00
Playground – Benches/Amenities	Fixtures	2021	\$3,000.00
Playground – Surfacing	Surfacing	2025	\$6,500.00
Trails – Signage	Signage	2025	\$1,200.00

Chief Black Partridge:

Asset	Asset Category	Year	Estimated Investment
Benches	Fixtures	2024	\$1,170.00

Charley Laing Memorial Park:

Asset	Asset Category	Year	Estimated Investment
Playground – Surfacing	Surfacing	2022	\$14,520.00
Trails – Signage	Signage	2022	\$1,150.00

Brothers Park:

Asset	Asset Category	Year	Estimated Investment
Trails – Raised Beds	Landscaping	2022	\$744.00
Playground – Surfacing	Surfacing	2023	\$22,320.00
Basketball Court – Surfacing	Asphalt	2023	\$2,480.00
Basketball Court – Painting	Fixtures	2023	\$620.00

Wetzel Park:

Asset	Asset Category	Year	Estimated Investment
Shelter	Picnic Tables – Equipment	2022 -	\$2,541.00
Tennis Court	Surfacing – Asphalt	2024	\$6,500.00
Tennis Court	Painting – Fixtures	2024	\$650.00
Tennis Courts	Posts – Fixtures	2024	\$650.00
Basketball Court	Fencing/Wood – Fencing	2024	\$390.00
Basketball Court	Surfacing – Asphalt	2024	\$6,500.00
Basketball Court	Painting – Fixtures	2024	\$650.00

Basketball Court	Well and Electric/Fixtures	2024	\$13,000.00
Playground Surfacing	Surfacing	2025	\$65,000.00
Playground Equipment	Playground	2025	\$78,000.00
Playground	Sand Lot Area – Surfacing	2025	\$390.00
Playground	Benches/Amenities – Fixtures	2025	\$2,600.00
Trails - Signage	Signage	2025	\$1,250.00
Trails – Raised Beds	Landscaping	2025	\$1,300.00

Boynton Park:

<u>Asset</u>	<u>Asset Category</u>	<u>Year</u>	<u>Estimated Investment</u>
Trails	Signage	2021	\$2,420.00
Playground	Surfacing	2024	\$15,600.00

Emil Cassier Park:

<u>Asset</u>	<u>Asset Category</u>	<u>Year</u>	<u>Estimated Investment</u>
Pond #2	Shoreline	2021	\$5,900.00
Frantum – Electrical	Fixtures	2024	\$1,950.00

Elmer & Stanley Larson Park:

<u>Asset</u>	<u>Asset Category</u>	<u>Year</u>	<u>Estimated Investment</u>
Park – Signage	Signage	2023	\$1,905.00

Swimming Pool:

<u>Asset</u>	<u>Asset Category</u>	<u>Year</u>	<u>Estimated Investment</u>
Renovate to Extend Life 7 to 10 Years (no pipe replacement, no added features or cosmetic improvements)	Infrastructure	TBA	\$1,532,000.00
Renovated to Extend Life 7 to 10 Years (with piping replaced)			\$2,182,000.00
Completely New Facility—Ground Up (must be within existing “footprint” of pool)			\$6,250,000.00

Sycamore Park District Golf Club:

<u>Asset</u>	<u>Asset Category</u>	<u>Year</u>	<u>Estimated Investment</u>
Shelter @ 8 th Tee	Strucutre	2021	\$9,440.00
Shelter @ 4 th Tee	Structure	2021	\$1,180.00
Minor Bridge @ 17 th Tee	Strucutre	2021	\$5,900.00
Minor Bridge @ 6 th Ladies Tee	Structure	2021	\$3,540.00
Minor Bridge @ 16/17 Fairway	Structure	2022	\$3,630.00
Minor Bridge @ 16 th Utility	Structure	2025	\$13,000.00
Cart Paths--Aggregate	General	2022	\$6,050.00
Residence—Siding and Trim	Maintenance	2024	\$13,000.00
Residence—Garage Door	Maintenance	2024	\$3,900.00
Residence—Brick Tuckpointing	Structure	2024	\$3,250.00
Residence—Fencing	Maintenance	2024	\$3,250.00
Residence—Roof	Replacement	2025	\$18,620.00

Equipment Lifecycles
Created February 2014

	YEAR	REPLACE INT/	REPLACE																				
EQUIPMENT	PURCHASED	REFERENCE	COST	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Toro greensmower 3250-greens	2012	10 YRS/ 1,2	32K								\$32,000										\$41,000		
Toro greensmower 3000-tees	1994	18-22 YRS	0																				
Toro greensmower 3000-backup	1994	18-22 YRS	0																				
Toro greensmower 3250-greens	2002	10-12 YRS/ 1,2	0																				
Toro greensmower 300 old bkup	1986	SELL SOON																					
Toro walk mower for grow in	2000	30 YRS/ 1,2	1K																\$1,500				
Toro trap rake backup	1990	30 YRS	0																				
Toro trap rake	2004	15 YRS/ 1,2	13K					\$13,000															\$16,500
Toro fairway mower 5100 RAY	1992	15 YRS/ 1,2	43K	\$43,000															\$52,500				
Toro fairway mower 5100 CHLR	1992	15YRS/1,2	52K			\$52,000															\$61,300		
Toro fairway mower 5400	2004	15YRS/1,2	54K						\$54,000														
Toro bank mower-backup	1992	20YRS	0																				
Jacobsen triking bank mower	2002	15YRS/ 1,4	18K				\$18,000															\$22,500	
Jacobsen 9016 rough mower	1999	7K HRS/15YRS/ 1,4	70K						\$70,000														
John Deere 1435 trim mower	2004	15 -18 YRS/ 1,3	17K								\$18,000												
Ryan GA-30 aerifier backup	1984																						
Ryan GA-30 aerifier	2002	2K HOURS/ 1,3	15K									\$16,000											\$18,600
John Deere fairway aerifier	1997	20 YRS/ 1,3	18K				\$18,000																
Aerway pull slice aerifier	2004	25 YRS/ 1,3	16K														\$19,500						
Toro sprayer on a workman	2006	12-15 YRS/ 1,2	22K					\$24,500												\$27,400			
Tru-turf greens roller	2005	12 -14 YRS/ 1,3	12K				\$12,500													\$14,250			
Turfco green/tee topdresser	2003	20 YRS/ 1,4	16K									\$17,900											
Fountain 9 pond	2003	25 YRS/ 1	6K														\$8,500						
Fountain 11 pond	2006	25 YRS/ 1	6K																	\$9,100			
Fountain 13 pond	1999	25 YRS/ 1	4K											\$5,250									
EZ-GO cup changing cart	1991	25 YRS	0																				
Core harvestor	1994	30 YRS/ 4	10K										\$12,000										
Push walk spreader AP2000	2004	10 YRS/ 1	750	\$750										\$900									
Bobcat E26 mini excavator	2013	20 YRS/ 6	32K																			\$38,000	
Bobcat skid steer 7753	1994	15-20 YRS/ 6	28K		\$29,000															\$34,000			
Bobcat skid steer 250	2005	15-20 YRS/ 6	28K						\$29,500														
Jacobsen HR-15 large mower	1987	15-20 YRS/ 1,4	70K	\$70,000															\$81,000				
Jacobsen 9016 large mower	1999	15-18YRS/7K HRS/ 1,4	70K			\$72,000																	\$83,000
Jacobsen 9016 large mower	2006	15-18YRS/7K HRS/ 1,4	70K							\$74,500													
John Deere 935 trim mower	1991	15YRS/6K HRS/ 1,3	18K	\$18,000																			
John Deere 935 mower/blower	1996	15YRS/6K HRS/ 1,3	18K			\$19,100															\$23,500		
John Deere 1435 trim mower	2004	150YRS/6K HRS/ 1,3	18K										\$22,000										
Ransome trim/ditch mower	1992	5K HRS/ 1	18K					\$20,000												\$23,500			
John Deere Progator utility cart	2003	15YRS/ 1,3	16K				\$17,800																\$23,200
Cushman utility cart	2001	15 -18YRS/ 1,4	0																				
Toro workman utility cart	1993	6K HRS/15 YRS/ 1,2	16K	\$16,000																\$19,000			
Toro workman utility cart	1999	6K HRS/15 YRS/ 1,2	16K							\$18,100													
EZ-GO workhorse cart	1999	12-15YRS/ 1	7K	\$7,000													\$8,500						
EZ-GO workhorse cart	2005	12-15YRS/ 1	7K			\$7,400												\$8,800					
EZ-GO workhorse cart	2007	12-15 YRS/ 1	7K				\$7,800													\$9,100			
EZ-GO workhorse cart	2008	12-15YRS/ 1	7K						\$8,400												\$10,000		
EZ-GO workhorse cart ST400	2010	12-15YRS/ 1	7K								\$9,000												\$11,500
EZ-GO workhorse cart ST400	2010	12-15YRS/ 1	7K								\$9,000												\$11,500
PAGE SUBTOTALS				\$154,750	\$29,000	\$150,500	\$74,100	\$57,500	\$161,900	\$92,600	\$68,000	\$33,900	\$34,000	\$6,150	\$0	\$0	\$17,000	\$28,300	\$163,100	\$108,250	\$112,300	\$84,000	\$164,300

Equipment Lifecycles
Created February 2014

	YEAR	REPLACE INT/	REPLACE																				
EQUIPMENT	PURCHASED	REFERENCE	Cost	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
John Deere field rake	1991	20YRS	0																				
John Deere field rake	2005	15-18YRS/ 1,3	14K							\$16,000													
John Deere field rake	2013	15-18YRS/ 1,3	14K														\$21,000						
Smithco paint liner	2000	12YRS/ 1,4	11K	\$12,000												\$15,900							
Dodge pickup truck	1985	30YRS	0																				
Genie TZ-50 bucket lift	2006	20YRS	25K												\$32,000								
Ford F350 small dump truck	1995	15-18YRS/ 1	35K			\$36,500															\$4,200		
Ford F350 large dump	2002	15-18YRS/ 1	40K						\$43,000														
GMC pickup truck	2003	15-18 YRS/ 1	30K				\$32,000														\$39,000		
Ford pickup truck	2004	15-18YRS/ 1	32K						\$35,000														
Ford pickup truck	2008	15-18YRS/ 1	32K									\$37,000											
Jeep Cherokee	2007	12-14 YRS	28K						\$31,500														\$40,000
International tractor -yellow	1972		0																				
Interntl tractor/backhoe	1985		0																				
John Deere 1050 tractor	1989	6K HRS/20YRS/ 1,3	40K					\$43,000															
John Deere 5420N tractor	2002	6K HRS/20YRS/ 1,3	40K									\$46,500											
Vermeer branch chipper	2005	5K HRS/15YRS/ 1	25K							\$28,900													
Rotoderon soil renovator/seeder	1999																						
Enclosed Parks equip trailer			8K									\$9,500											
Jacobsen tractor mount box seeder	1992	25YRS/ 1,4	20K		\$21,000																		
Bobcat stump grinder attatch	2004	25YRS/ 6	5K															\$7,500					
Bobcat tree auger attatch	2005	25YRS/ 6	3K																\$5,000				
Bobcat trencher attatch	2002	25YRS/ 6	3K													\$4,200							
Bobcat sweeper/debris brush	2001	20YRS/ 6	4K								\$5,200												
Bobcat snowblower	2007	20YRS/ 6	6K													\$8,250							
Bobcat tilt attatch	1999	25YRS/ 6	1K															\$2,000					
Bobcat fork lift attatch	1994	20YRS/ 6	2K			\$2,500																	
Olathe blower tractor attatch	1980	25YRS/ 1	13K			\$14,000																	
Deere blower trim mow attatch	1989	15YRS/ 1,3	8K		\$9,000															\$12,500			
Boat with yamaha motor,trailer	2004	25YRS	?																				
Honda ATV 4 wheeler	2006	20YRS	8K												\$9,200								
Meter matic pull behind topdresser	1987																						
Woods brush mower tractor att	2003	15-18YRS	7K				\$8,500															\$11,200	
Sod cutter	2000	20YRS	2K						\$2,900														
Broyhill 35 Gal hand sprayer	1988	30YRS	600					\$1,000															
Lesco walk seeder	1988	25YRS	1K	\$1,000																			
One inch honda pump	2005	15YRS	500						\$750														
Two inch water pump	1998	15YRS	600	\$1,000															\$2,000				
Turfco walk edger	1994	30YRS	500										\$1,000										
Three inch water pump	1986	30YRS	1K			\$1,250																	
Honda 4 inch water pump	2008	20YRS	2K														\$3,250						
Honda 1 inch water pump	2012	10-12YRS	500									\$1,000										\$2,000	
Honda 1 inch water pump	2012	10-12YRS	500								\$900										\$1,750		
Toro 22" walk mower	2009	8-10YRS	500				\$1,000								\$1,500								\$2,000
Mtd walk snowblower	2000	15YRS	600		\$1,000															\$1,850			
walk mower 22"	2007	8YRS	500	\$750								\$1,250									\$1,750		
walk soil tiller	2004	12-15YRS	600				\$1,000												\$1,800				
PAGE SUBTOTALS				\$14,750	\$31,000	\$54,250	\$42,500	\$44,000	\$113,150	\$44,900	\$6,100	\$95,250	\$1,000	\$0	\$42,700	\$28,350	\$24,250	\$9,500	\$8,800	\$16,100	\$5,950	\$52,200	\$42,000

Equipment Lifecycles
Created February 2014

	YEAR	REPLACE INT/	REPLACE																				
EQUIPMENT	PURCHASED	REFERENCE	COST	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Weedeaters	2013	10YRS	600									\$5,800										\$9,000	
Weedeaters	2013	10YRS	600																				
Weedeaters	2013	10YRS	600																				
Weedeaters	2013	10YRS	600																				
Weedeaters	2013	10YRS	600																				
Weedeaters	2013	10YRS	600																				
Stihl concrete saw	2000	20YRS	1K						\$1,250														
Backpack blowers -3 stihl	1994	8-10YRS	600	\$650										\$950									
Backpack blowers -3 stihl	2013	8-10YRS	600									\$900										\$1,200	
Backpack blowers -3 stihl	2013	8-10YRS	600									\$900										\$1,200	
Small white equip trailer	used 2001	20YRS	3K								\$4,200												
Large equip trailer																							
Honda Generator	1998	15-18YRS	1800							\$2,400													
Honda Generator	2005	15-18YRS	1800								\$2,500												
Honda Generator	2009	15-18YRS	1800																				\$3,400
Stihl chainsaws	1998	10-12 YRS	750	\$750										\$1,200									
Stihl chainsaws	2000	10-12 YRS	750	\$750										\$1,200									
Stihl chainsaws	2005	10-12 YRS	750		\$800										\$1,300								
Stihl chainsaws	2006	10-12 YRS	750			\$850										\$1,350							
Stihl chainsaws	2012	10-12 YRS	750									\$1,000										\$1,200	
Stihl chainsaws	2013	10-12 YRS	750										\$1,050										\$1,250
Weedeaters	2007	10YRS	350			\$400										\$575							
Weedeaters	2008	10YRS	350				\$425										\$600						
Weedeaters	2013	10YRS	350									\$3,450										\$5,200	
Weedeaters	2013	10YRS	350																				
Weedeaters	2013	10YRS	350																				
Weedeaters	2013	10YRS	350																				
Weedeaters	2013	10YRS	350																				
Weedeaters	2013	10YRS	350																				
Echo small mantis soil tiller	1990	8-10YRS	500	\$500										\$650									
Echo small mantis soil tiller	2003	8-10YRS	500	\$500										\$650									
Stihl gas pole saw	2004	10-12YRS	700			\$750												\$900					
Stihl gas pole saw	2007	10-12YRS	700				\$775												\$925				
Stihl gas pole saw	2013	10-12YRS	700									\$875											\$975
MAINTENANCE SHOP EQUIPMENT																							
Golf lift for shop	2004	20YRS	15K										\$17,500										
Foley reel grinder	2005	20YRS	25K											\$28,250									
Foley bedknife grinder	2007	20YRS	20K												\$24,000								
Drill press	2010	20YRS	3K																\$4,500				
Sandblast cabinet	2011	15YRS	4,500												\$6,000								
Bandsaw	1988	30YRS	3K						\$4,000														
Shop press	2006	25YRS	5K																	\$7,200			
Tire changer	2007	20YRS	4K													\$5,500							
Arc welder	1998	20yrs	6,500				\$6,500																
Table saw	1988	30YRS	3K						\$3,500														
Parts washer	?	15YRS	5K										\$6,500										
Air compressor	2007	15YRS	3K								\$3,900												
PAGE SUBTOTALS				\$3,150	\$800	\$2,000	\$7,700	\$0	\$8,750	\$2,400	\$10,600	\$12,925	\$25,050	\$32,900	\$31,300	\$7,425	\$600	\$900	\$5,425	\$0	\$7,200	\$17,800	\$5,625

Equipment Lifecycles
Created February 2014

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Equipment Lifecycles
Created February 2014

EQUIPMENT	PURCHASED	REFERENCE	COST	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Reebok Steps (30)	2005	5-7 YRS	\$90/1 box		9020							10375							11931					
Gray Single Steps (17)	2005	5-7 YRS	\$90/1 box																					
Purple Single Steps (52)	2005	5-7 YRS	\$90/1 box																					
Red Yoga Balls (2)	2005	5-7 YRS	\$45-55/ball																					
Silver Yoga Balls (3)	2011	10-12 YRS	\$45-55/ball								2257											2822		
Blue Yoga Balls (3)	2011	10-12 YRS	\$45-55/ball																					
Gray Yoga Balls (9)	2011	10-12 YRS	\$45-55/ball																					
Little Yellow Balls (3)	2011	10-12 YRS	\$70/ball																					
Little Red Balls (4)	2011	10-12 YRS	\$70/ball																					
Little Blue Balls (3)	2011	10-12 YRS	\$70/ball																					
Gray 1 lb Balls (18)	2011	10-12 YRS	\$20/ball																					
Green 1 lb Balls (4)	2011	10-12 YRS	\$20/ball																					
Blue 1 lb Balls (2)	2011	10-12 YRS	\$20/ball																					
Purple 4 lb Balls (2)	2011	10-12 YRS	\$38/ball																					
Green 4 lb Balls (2)	2011	10-12 YRS	\$38/ball																					
Green 6 lb Balls (2)	2011	10-12 YRS	\$50/bali																					
Blue 6 lb Balls (2)	2011	10-12 YRS	\$50/ball																					
Red 8 lb Balls (3)	2011	10-12 YRS	\$60/ball																					
Blue 8 lb Ball	2011	10-12 YRS	\$60/ball																					
Green Bars (13)	2005	5-7 YRS	\$47/Bbell		2804							3225							3709					
Pink Bars (8)	2005	5-7 YRS	\$37/Bbell																					
Blue Bars (15)	2005	5-7 YRS	\$68/Bbell																					
Barbells (3)	2005	5-7 YRS	\$47/Bbell																					
Barbell Collars (6)	2005	5-7 YRS	\$6/pair																					
Black Wavemaster Dummy	2005	5-7 YRS	\$290																					
Red Wavemaster Dummy	2005	5-7 YRS	\$290																					
Purple Bricks (12)	2005	5-7 YRS	\$5-10/brick																					
Weighted Jump Rope	2011	10-12 YRS	\$20/rope									30											40	
Wall Mirrors (13)	2005	25	\$300-400/mirror																5550					
Life Fitness 8500 Recumbent Bike	1990's	AP, Parts no longer avail	4K			4500					5000					5600					6200			
Life Fitness Upright Bike	1990'S	AP, Parts no longer avail	4K			4500					5000					5600					6200			
Life Fitness Upright Bike	1990'S	AP, Parts no longer avail	4K			4500					5000					5600					6200			
Stairmaster Stepper	1990's	AP, Parts no longer avail	9K			9500					10000					10750					11500			
Precor EFX556 Elliptical	2002	: still available not sure ho	7K			7400					8250					9000					10000			
Precor C956 Treadmill	2002	: still available not sure ho	5K			5500					6000					6750					7500			
True CSX Elliptical	2010	2-3 YRS	3K			3300					3850					4650					5400			
True CS 8.0 Recumbent Bike	2010	2-3 YRS	4K			4400					5000					5750					6650			
True 5.0 Treadmill	2011	2-3 YRS	5K			5500					6000					6750					7500			
True CS500 Treadmill	2012	2-3 YRS	5K			5500					6000					6750					7500			
True CS500 Treadmill	2012	2-3 YRS	5K			5500					6000					6750					7500			
Life Fitness 8500 Recumbent Bike	1990's	AP, Parts no longer avail	4K			4400					5000					5750					6650			
Life Fitness Upright Bike	1990'S	AP, Parts no longer avail	4K			4400					5000					5750					6650			
Life Fitness Upright Bike	1990'S	AP, Parts no longer avail	4K			4400					5000					5750					6650			
Stairmaster Stepper	1990's	AP, Parts no longer avail	9K			9500					10000					10750					11500			
Precor EFX556 Elliptical	2002	: still available not sure ho	7K			7500					8250					9000					9750			
PAGE SUBTOTALS					\$0	\$11,824	\$90,300	\$0	\$0	\$0	\$0	\$101,607	\$13,630	\$0	\$0	\$0	\$110,950	\$0	\$0	\$21,190	\$0	\$123,360	\$2,822	\$40
	YEAR	REPLACE INT/	REPLACE																					

Equipment Lifecycles
Created February 2014

EQUIPMENT	PURCHASED	REFERENCE	COST	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
1 lid dispenser	2012	7	100.00					115							145							170		
fountain pop machine	2011	10	7,500.00							8000										9200				
coffee pot warmer	2012	5	175.00			175					200					250					300			
3 compartment sink	2003 ?	25	1,500.00														2200							
safe	2010	10	200.00						250											300				
mountain dew cooler	6 yrs plus	8	3,500.00		3600								4400								5000			
ice scoop with holder	2010	2	50.00	50		50		50		50		60		60		60		60		75		75		
stainless serving table-used	2013	20	800.00									950												
stainless small table	2013	20	200.00									325												
stool two-step	2007	5	50.00	50					60					75					100					
microwave	2013	5	200.00				250					275					310					360		
toaster	2011	4	150.00	150				175				200					225			250				
in house stove/oven combo	1996	10	1,000.00	1000											1400									
2 burner coffee pot	2011	7	300.00				350							400							450			
ice machine	1996	15	3,000.00	3000															4250					
double door commercial freezer	2002	15	4,000.00			4500															5500			
single door commercial refrigerator	2002	15	2,500.00			2750															3750			
2 single door pepsi coolers	10 yrs plus	12	1,500.00		3000												4000							
large ice bucket	2010	2	25.00	25		25		25		25		30		30		30		30		40		40		
keg cooler with 2 taps	2002	7	3,000.00	3000							3500							4200						
large 3 door beer cooler	2002	7	2,400.00	2400							2900							3500						
large chest freezer	10 yrs plus	15	2,500.00	2500															3500					
4 sets of large shelving	2011	15	1,200.00												6000									
34 folding chairs with rack	2002	25	800.00													1100								
cash register	2009	7	700.00		700							800							900					
2 8 foot white tables	2002	15	200.00			400															600			
roll top chafing/steamers (3)	2012	20	1,200.00																	3200				
cambro warming unit	2012	20	350.00																	400				
4 chafing sets	pre 1999	20	1,600.00				6400																	
nacho cheese machine	6 yrs plus	10	450.00	450										600										
drop leaf tables (15)	2013	15	8,000.00														9500							
wooden chairs (92)	2013	15	8,200.00														9000							
4 8ft tablecloths	2013	3	35.00		140			175			225			275			310			350			410	
15 6ft round tablecloths	2013	3	40.00	600			650		700				750			800			850			900		
wooden bar stools (5)	2013	15	600.00													850								
roller shades (9)	2013	20	2,000.00									3000												
garbage cans (3)	2013	15	300.00														600							
8ft display tablecloth	new 2013	5	250.00				300					375					450					525		
misc glassware	10 yrs plus	3	1,000.00	1000			1200		1500				1800			2100			2400			2700		
iron patio tables (8)	pre 1999	15	2,800.00		2800															3500				
iron patio chairs (23)	pre 1999	15	3,450.00		3450															4500				
hand truck	2013	10	250.00									300										400		
2 burner coffee pot	10 YRS PLUS	7	300.00	300							400							525						
pretzel warmer	10 YRS PLUS	10	900.00	900										1100										
pizza warmer	10 YRS PLUS	7	900.00	900							1000							1150						
toaster oven	3 YRS	3	150.00	150			150			175			175			200			200			225		
PAGE SUB-TOTALS					\$16,475	\$13,690	\$7,900	\$9,300	\$540	\$310	\$10,450	\$8,225	\$6,315	\$7,125	\$2,540	\$7,545	\$5,615	\$26,370	\$9,465	\$12,500	\$21,515	\$15,600	\$5,395	\$410
	YEAR	REPLACE INT/	REPLACE																					

Equipment Lifecycles
Created February 2014

EQUIPMENT	PURCHASED	REFERENCE	COST	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
pepsi fountain machine	3YRS	10	7,500.00									8000										9000	
1 door pepsi cooler	3YRS	15	2,500.00												3000								
2 door pepsi cooler	3YRS	15	4,000.00												5000								
nacho warmer	3YRS	10	250.00							300										400			
nacho cheese machine	5YRS	10	450.00					500										600					
microwave	2013	5	200.00				225					250					275					300	
cookie display rack	10 YRS PLUS	10	150.00	150										175									
candy display rack	6 YRS	10	200.00				225										260						
safe	3 YRS		dnr																				
cash register	2010	7	700.00			750							850							950			
popcorn machine	2013	5	500.00				525					600					675					725	
popcorn machine	10 YRS PLUS		dnr																				
tall gatorade cooler	NEW 2013	7	150.00						175							210							260
short gatorade cooler	NEW 2013	7	100.00						125							150							175
3 small chest freezers	10 YRS PLUS		dnr																				
1 large chest freezer	10 YRS PLUS		dnr																				
2 large upright freezers	10 YRS PLUS		dnr																				
1 small upright freezer	10 YRS PLUS		dnr																				
3 large shelving units	2010	15	900.00											2700									
2 small shelving units	10 YRS PLUS	15	500.00		1000															1500			
1 large grill	2010	10	500.00						550										675				
1 small grill	3 YRS		dnr																				
canopy	6 YRS		dnr																				
hot dog steamer	8 YRS	10	900.00			950										1100							
sno cone machine	10 YRS PLUS		dnr																				
7 gas tanks for grill	NEWER	7	90.00				630							900							1200		
cash register	2010	7	700.00			700							850							1000			
smoothie machine	2011	7	2,100.00				2250							2900							3800		
2 microwave		5	400.00		800					900					1100					1350			
crock pot		5	50.00	50					50					75					75				
popcorn machine	2009	5	500.00	500					550					575					600				
ice machine	rs plus/ head new 2	15	2,500.00		2500															3500			
small chest freezer	2011	10	300.00							400										500			
fountain pop machine	2013	10	7,500.00									8000										9000	
1 door cooler	new 2011	15	2,500.00												3200								
2 ice buckets	3 yrs	3	20.00	20			20			20			25			25			25				25
nacho cheese machine		10	450.00					450							500								550
pizza oven	new 2011	7	900.00				1000							1250							1500		
cash register	2010	7	700.00			750							800							875			
server - proliant ML350	2009	5	21,000.00	21000					24000					29000					35000				
computer - Nettie	2011	4	1,200.00	1200				1400				1600				1800				2000			
PAGE SUB-TOTALS				\$22,920	\$4,300	\$3,150	\$4,875	\$2,360	\$26,460	\$1,620	\$0	\$18,460	\$2,625	\$37,675	\$12,800	\$3,285	\$1,210	\$600	\$36,375	\$12,075	\$6,500	\$19,600	\$435
	YEAR	REPLACE INT/	REPLACE																				

Equipment Lifecycles
Created February 2014

<u>EQUIPMENT</u>	<u>PURCHASED</u>	<u>REFERENCE</u>	<u>COST</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>
computer - Jackie	2011	4	1,200.00	1200				1400				1600				1800				2000			
computer - Dan	2012	4	1,200.00		1200				1400				1600				1800				2000		
computer - front desk	2013	4	1,200.00			1250				1450				1650				1850				2050	
computer - kirk	2012	4	1,200.00		1200				1400				1600				1800				2000		
computer - cc front desk	2013	4	1,200.00			1250				1450				1650				1850				2050	
computer - bart	2013	4	1,200.00			1250				1450				1650				1850				2050	
computer - lisa	2012	4	1,200.00		1200				1400				1600				1800				2000		
computer - bob	2013	4	1,200.00			1250				1450				1650				1850				2050	
computer - jeff	2012	4	1,200.00		1200				1400				1600				1800				2000		
backup device drobo	2013	4	2,200.00			2400				2600				2800				3000				3200	
SONIC WALLS	2012	5	4,500.00			4750					5250					5750					6250		
PAGE SUB-TOTALS				\$1,200	\$4,800	\$12,150	\$0	\$1,400	\$5,600	\$8,400	\$5,250	\$1,600	\$6,400	\$9,400	\$0	\$7,550	\$7,200	\$10,400	\$0	\$2,000	\$14,250	\$11,400	\$0
GRAND TOTAL				<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>
				\$226,107	\$139,098	\$434,325	\$166,905	\$112,645	\$393,465	\$176,690	\$269,717	\$279,687	\$110,060	\$101,910	\$196,700	\$208,300	\$85,120	\$166,680	\$292,065	\$191,595	\$461,327	\$234,047	\$283,235

Guide to Programming and Services

<u>Theresa</u>	<u>Lisa</u>	<u>Sarah</u>	<u>Melissa</u>	<u>Justin</u>
CC Building Issues	Pathway Fitness	Marketing	Caddyshack Grill	Program Areas
Policies/Procedures	Memberships/Passes	Programs and Events	Catering	Dance Classes (LM)
Club 55	Equipment	Golf	Concessions(baseball & Pool)	Tumbling Classes (LM)
Trailhead Fitness Series	Personal Trainers	Pathway Fitness	Vending Machines	Music Classes (LM)
Northwestern Medicine	Group Fitness Classes	Aquatics	Rentals	Horseback Riding Lessons (LM)
Track	Aquatics	District-wide Branding	Clubhouse	All Star Sports Classes (LM)
Graduate Assistants/Interns	Swim Lessons	Graphic Design (Promotions, Signs, Brochure)	Community Center	Karate Classes (LM)
Trips	Pool Rentals	Website Management/Development	Splash Fountain	Summer Camps (LM)
Sport Affiliates - Rentals/keys	Pool Programing	Facebook	Birthday Parties	Volleyball Leagues (LM)
Wood Carving Club	Lifeguards & Front Desk	Electronic Message Board	Special Events(and Sarah)	Dog Training (SR)
Midwest Museum Natural History OSCAR		Donations (Leaf a Legacy)	Daddy-Daughter Dance	STEM Clubs (LM)
Dog Park	Splash Fountain	Memorial Trees (Sarah or Jeff)	Mom/Son Date Night	Teen Programming
Sled Hill	RecTrac	Sponsors	Breakfast with the Bunny	Poolside Play Days (LM)
Library Partner Programs	KSRA Inclusion Coordinator	Green Initiative	Cookies with Santa	Teen Gym Jams (TT)
Pickleball	Service Desk Operations	Requests to Post Signs	Junk in Your Trunk Sale	Open Gym (TT)
Museum Day Camp		Customer Service	Touch-a-Truck	Sport Field Rentals
Family Fitness Day		Bethany Animal Hospital Series		User Groups (LM)
KSRA Programming in CC July National P&R Month Long Term Rentals NIU Partnership City of Sycamore		SPD Donations/Gifts (transitioning from JF)		General Rentals (LM)
		Specialized Art Classes		No School Day Activities
		Events		Aggression Vball Summer Camp
		Concert Series		
		Movies in the Park		
		Fireworks and Fun		
		Park Pride Day		
		Ghost Stories in the Park		
		Dog Park Events		
		Member Communications(Pathway & Dog Park)		

FUTURE PROGRAMMING INFORMATION

SYCAMORE PARK DISTRICT RESIDENT SURVEY

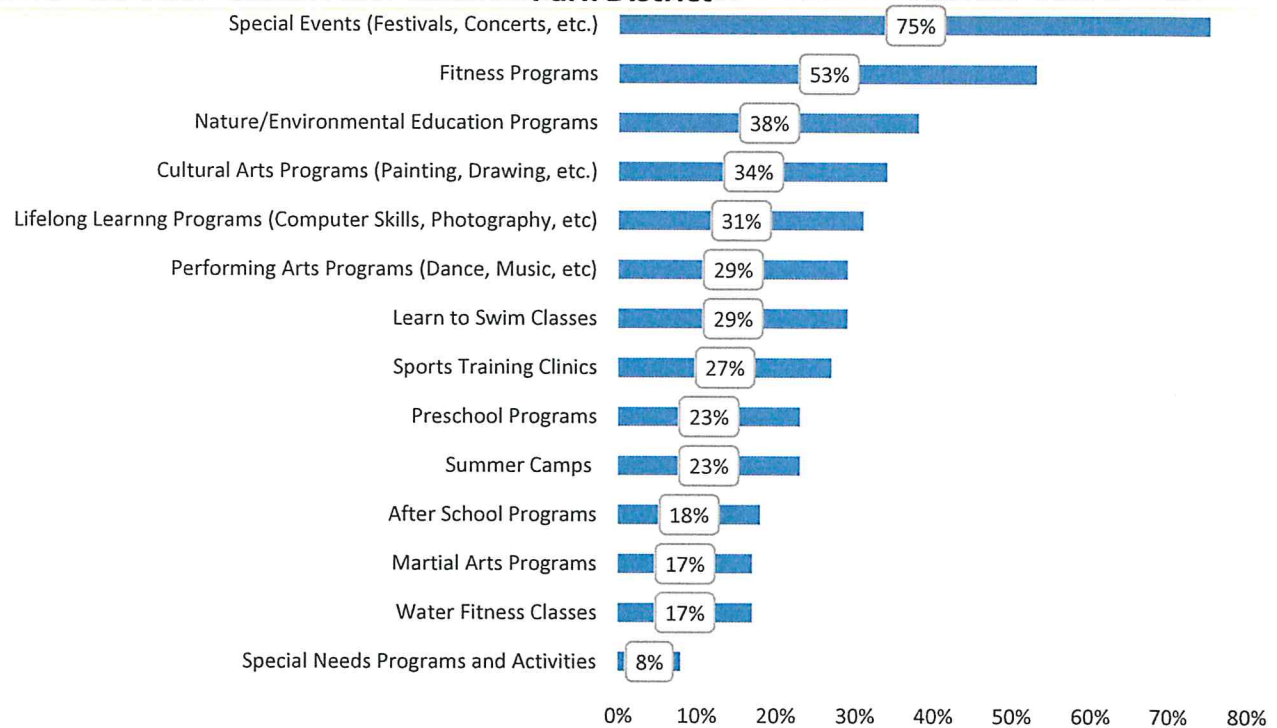
Question #17: Over the past 12 months, have you or members of your household participated in any programs, classes, or activities offered by the Sycamore Park District?

Key Finding: 37% of household respondents participated in programs, classes, or activities offered by the Sycamore Park District over the past 12 months.

Question #18: With the opening of the Sycamore Park District Community Center, the Park District has significantly more indoor space to provide programs and activities. From the following list, please check ALL the types of programs and activities you and members of your household would consider taking at indoor and outdoor parks and facilities of the Park District.

Key Findings: As the chart below shows, out of 14 program and activity options, 75% of households indicated members of their household would consider participating in special events and 53% indicated they would consider participating in fitness programs.

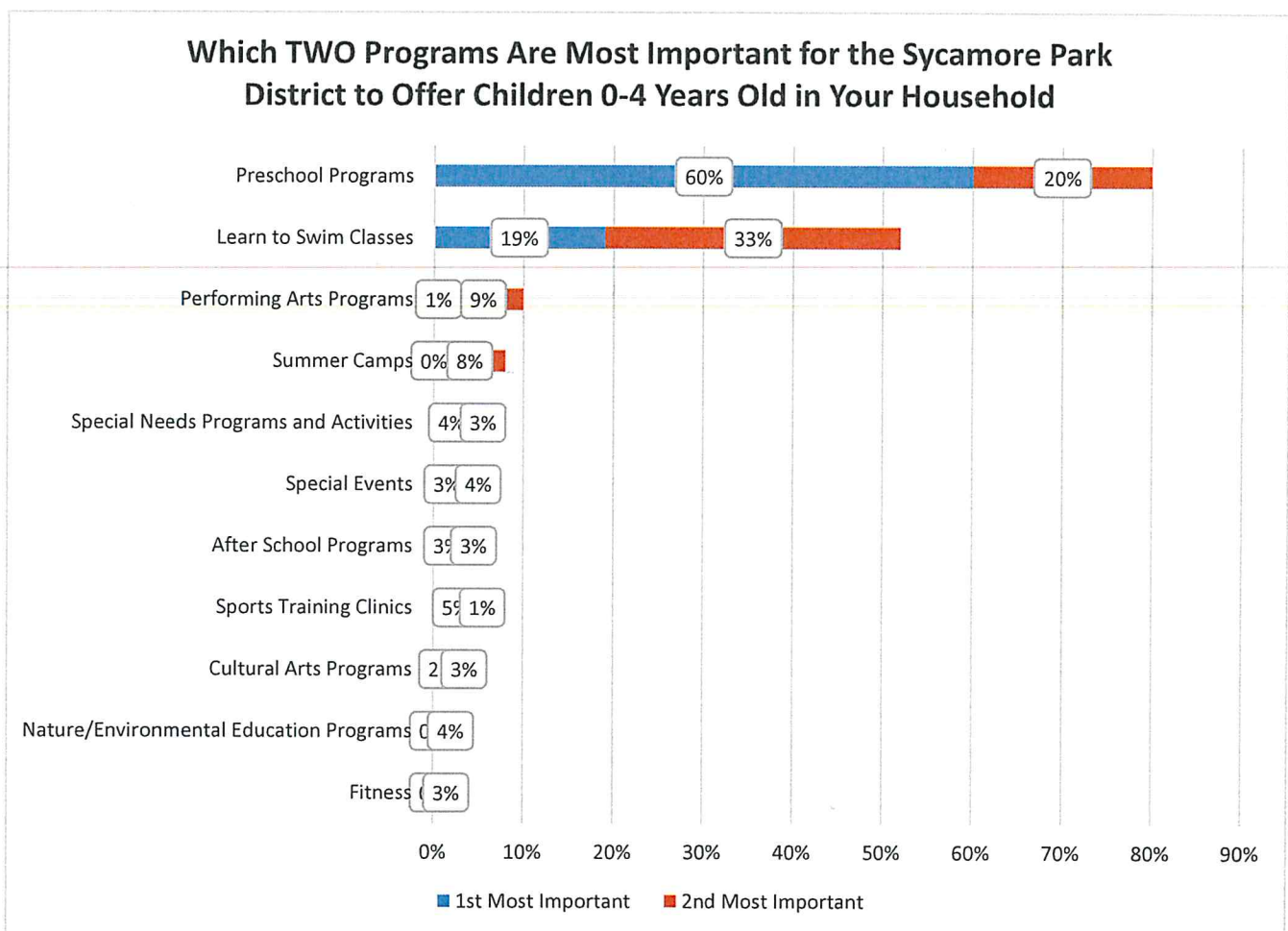
Percent of Households Who Would Consider Taking Each Program and Activity at Outdoor and Indoor Parks and Facilities of the Sycamore Park District



SYCAMORE PARK DISTRICT RESIDENT SURVEY

Question #19: Which TWO of the programs and activities listed in Question #18 are the most important for the Sycamore Park District to offer to children 0-4 years old? [Please indicate your 1st and 2nd choices for each of the age groups listed below by writing the letters from Question #18 above in the spaces below]. Note: If you do not have anyone in that age group, please skip that age group.

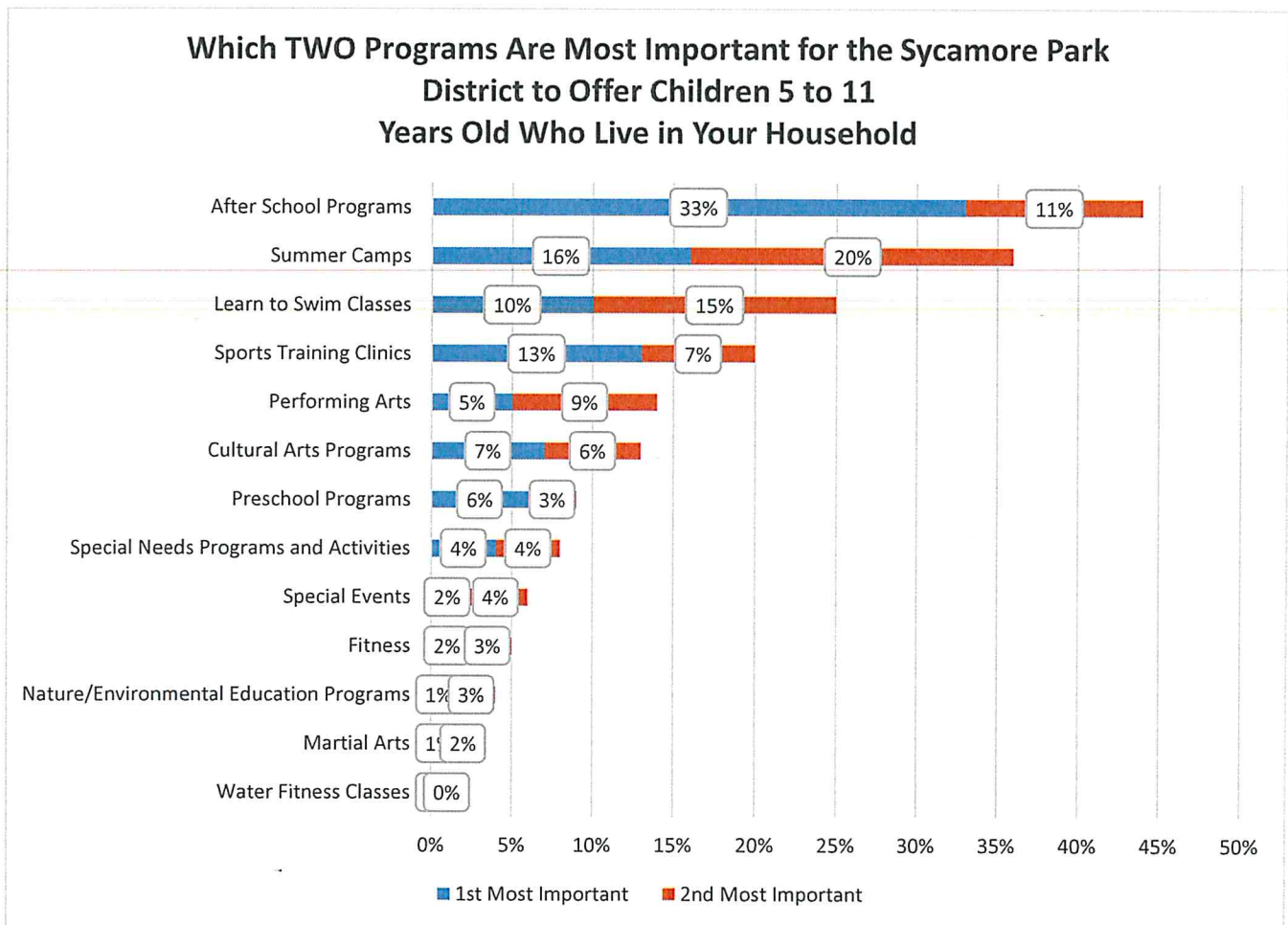
Key Findings: As the chart below shows, out of 14 program and activity options, 80% of households selected preschool programs as one of the top 2 programs for the Sycamore Park District to offer for youth 0 to 4 years of age in their household. 52% of households selected learn to swim programs as one of the top 2 programs or activities for the Sycamore Park District to offer to children 0-4 years of age in their household.



SYCAMORE PARK DISTRICT RESIDENT SURVEY

Question #19: Which TWO of the Programs listed in Question #18 are most important for the Sycamore Park District to offer children 5 to 11 years old? [Please indicate your 1st and 2nd choices by writing the letters from Question #18 above in the spaces below]. Note: If you do not have anyone in that age group, please skip the age group.

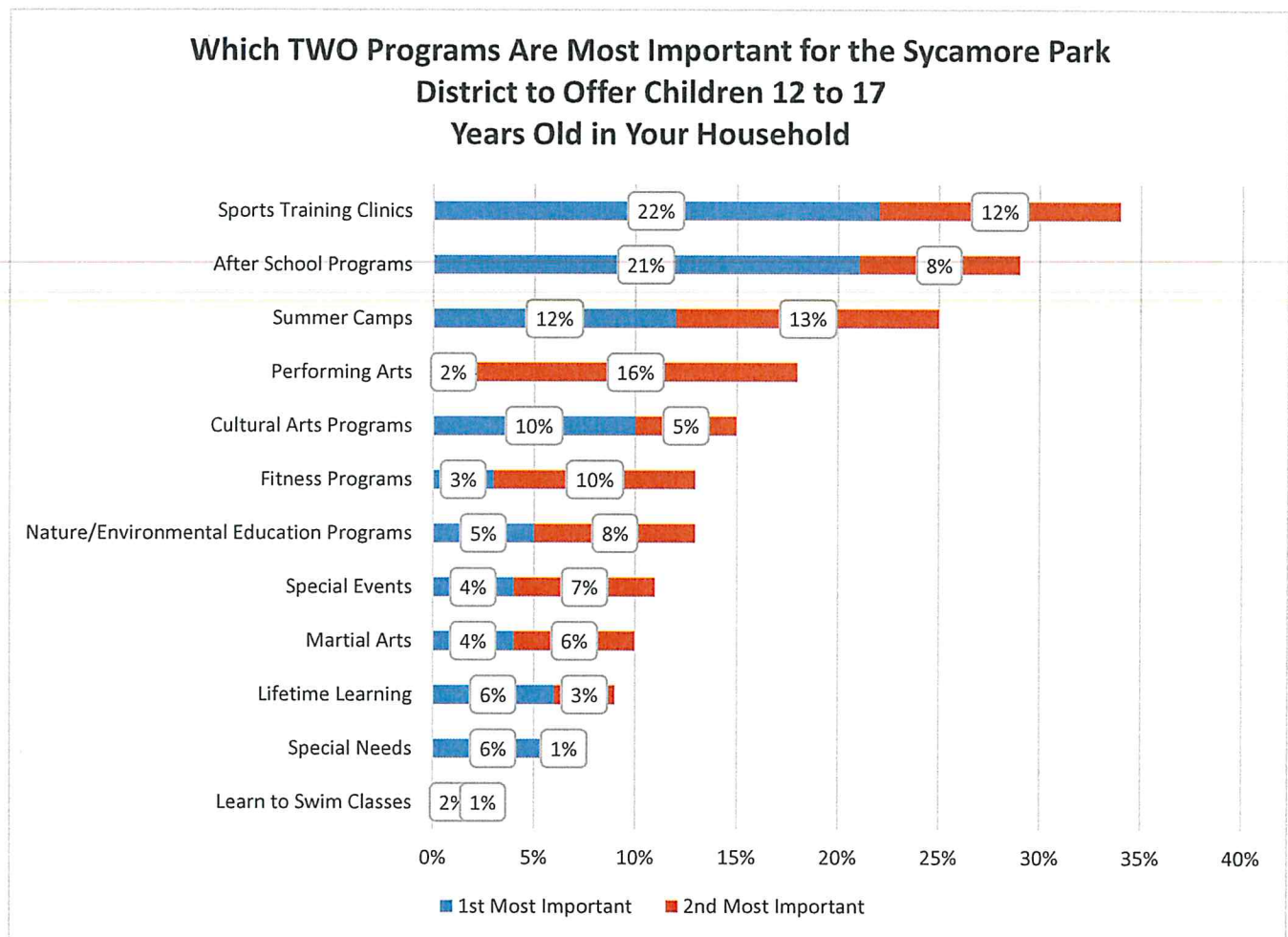
Key Findings: As the chart below shows, out of 14 program and activity options, 44% of households selected after school programs as one of top 2 programs for the Sycamore Park District to offer for youth 5 to 11 years of age in their household. 36% of households selected summer camps one of top 2 programs for the Sycamore Park District to offer the age group.



SYCAMORE PARK DISTRICT RESIDENT SURVEY

Question #19: Which TWO of the Programs listed in Question #18 are most important for the Sycamore Park District to offer to children 12 to 17 in your household? [Please indicate your 1st and 2nd choices for each of the age groups listed below by writing the letters from Question #18 above in the spaces below]. Note: If you do not have anyone in that age group, please skip the age group.

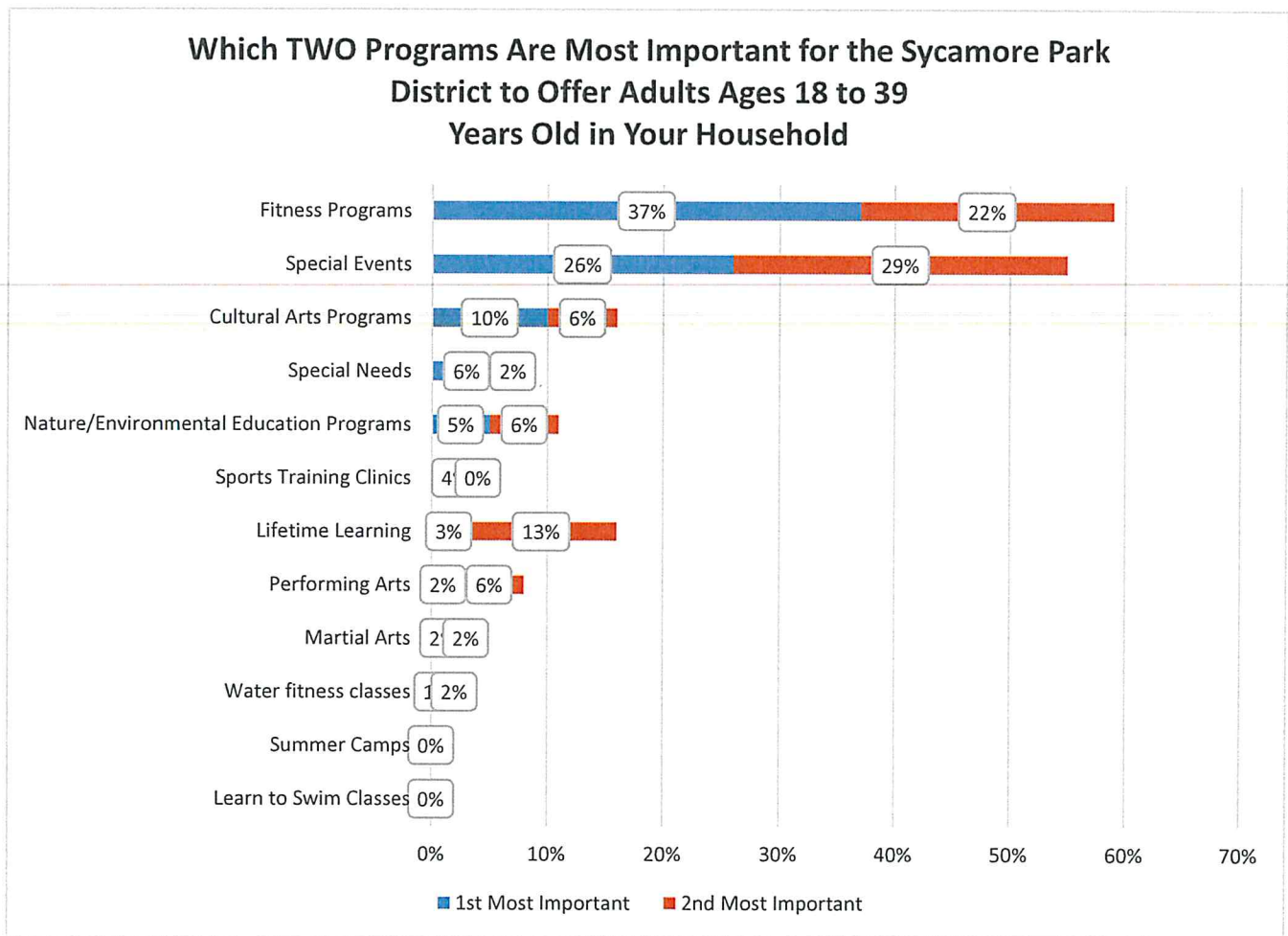
Key Findings: As the chart below shows, out of 14 program and activity options, 34% of households selected sports training clinics as one of their top 2 programs for the Sycamore Park District to offer children in their households 12 to 17 years of age. 29% of households selected after school programs as one of the top 2 programs for the Sycamore Park District to offer.



SYCAMORE PARK DISTRICT RESIDENT SURVEY

Question #19: Which TWO of the Programs listed in Question #18 are most important for the Sycamore Park District to offer for household members 18 to 39 years of age? Note: If you do not have anyone in that age group, please skip the age group.

Key Findings: As the chart below shows, out of 14 program and activity options, 59% of households who had household members 18 to 39 years of age selected fitness programs as one of the top 2 programs for the Sycamore Park District to offer. 55% of households who had household members 18 to 39 years of age selected special events as one of the top 2 programs for the Sycamore Park District to offer.

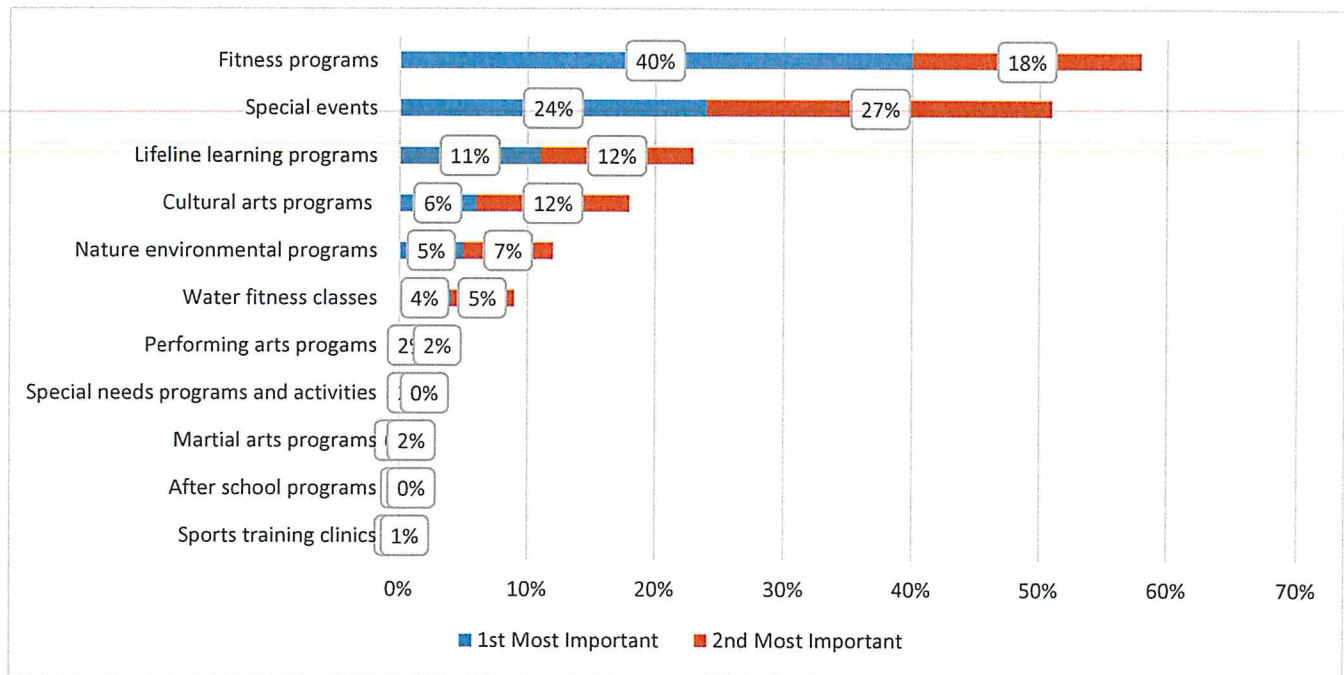


SYCAMORE PARK DISTRICT RESIDENT SURVEY

Question #19: Which TWO of the Programs listed in Question #18 are most important for the Sycamore Park District to offer for household members 40 to 59 years of age? Note: If you do not have anyone in that age group, please skip the age group.

Key Findings: As the chart below shows, out of 14 program and activity options, 58% of households who had household members 40 to 59 years of age selected fitness programs as one of their top 2 programs for the Sycamore Park District to offer the age group. 51 % of households who had household members 40 to 59 years of age selected special events as one of their top 2 programs for the Sycamore Park District to offer to this age group.

Two Programs and Activities that are Most Important for the Sycamore Park District to Offer to Adults Ages 40 to 59 Years Old

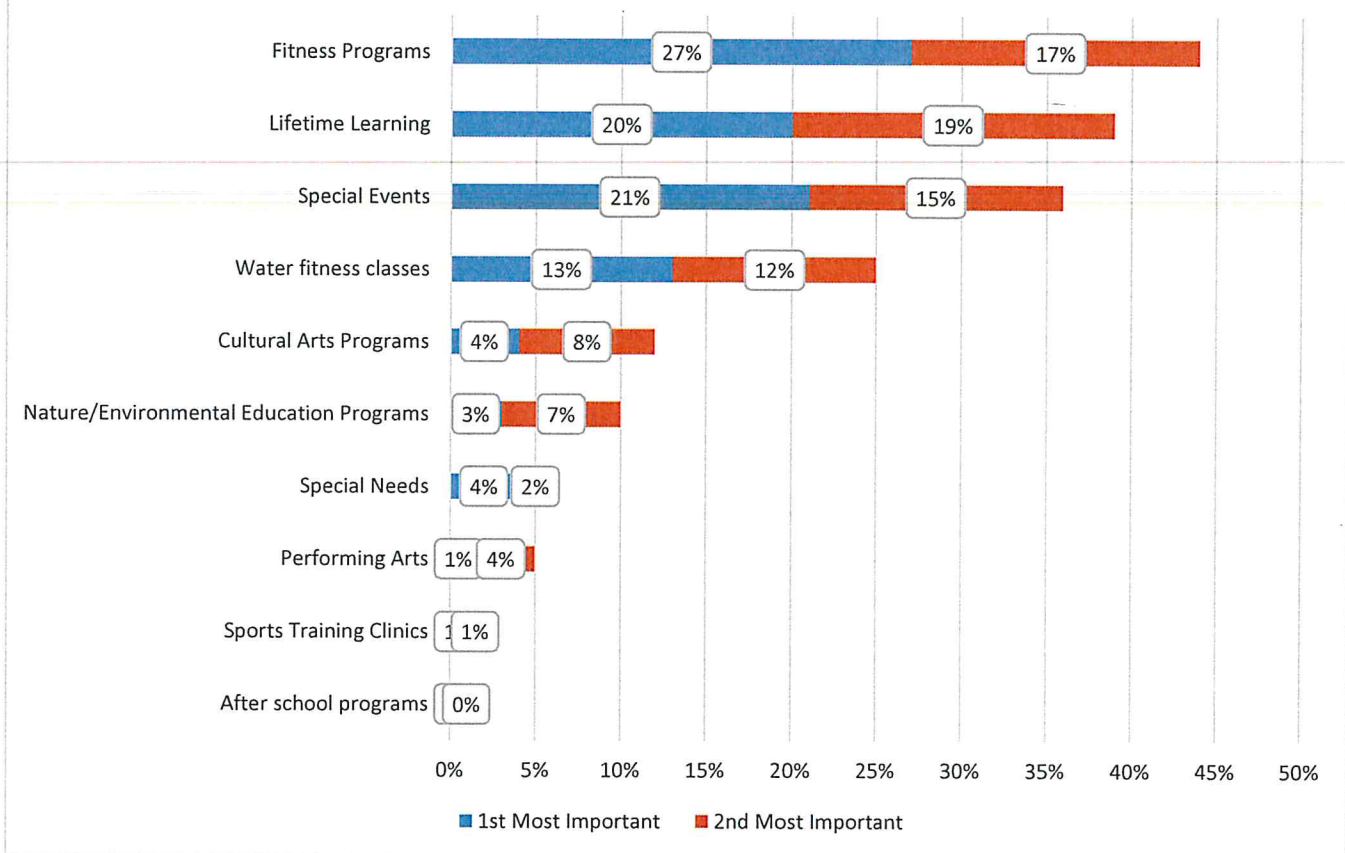


SYCAMORE PARK DISTRICT RESIDENT SURVEY

Question #19: Which TWO of the Programs listed in Question #18 are most important for the Sycamore Park District to offer for household members 60 and older years of age? Note: If you do not have anyone in that age group, please skip that age group.

Key Findings: As the chart below shows, out of 14 programs and facility options, 44% of households selected fitness programs as one of the top 2 programs for the Sycamore Park District to offer their household members who are 60 years of age or older. 39% selected lifetime learning as one of their top 2 choices, and 36% chose special events.

TWO Programs That Are Most Important for the Sycamore Park District to Offer Ages 60 and Older in Your Household



SYCAMORE PARK DISTRICT RESIDENT SURVEY

Question #20: Amongst a wide variety of public and private recreational opportunities in Sycamore (fitness studios, school district, chamber of commerce, library, business workshops, forest preserve district, etc.), how much value do you feel the Sycamore Park District brings to the community?

Key Finding: As the chart below shows, 38% of households indicated “very high value”, 40% indicated “high value”, 19% indicated “moderate value”, and only 3% indicated “low or very low value”.

