

Sycamore

PARK DISTRICT

Established 1923

Sycamore Park District

Regular Board Meeting

October 26, 2021

6:00 PM

Sycamore Golf Club, A Facility of the Sycamore Park District

Riverview Room

940 E. State Street, Sycamore, IL

AGENDA

CALL TO ORDER (Roll Call Vote)

Motion to permit any Commissioners to participate remotely. (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

- 3. Regular Minutes: September 24, 2021 (Voice Vote)
Executive Session Minutes: September 24, 2021 (Voice Vote) to remain confidential
- 8. Study Session Minutes: October 12, 2021 (Voice Vote)
Executive Session Study Session Minutes: October 12, 2021 (Voice Vote) to remain confidential

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 27. Superintendent of Finance Monthly Report
- 30. Budget Report
- 44. Superintendent of Recreation Monthly Report
- 51. Superintendent of Golf Operations Monthly Report
- 53. Superintendent of Parks and Facilities Monthly Report
- 55. Executive Director Monthly Report

CORRESPONDENCE:

- 57. Jim Waszak – Golf Course
- 58. Cindi Moller & Steve Martin – Golf Course
- 59. James Cleven – Golf Course
- 63. Kent Wrenn – Golf Course
- 67. IAPD Letters from Peter Murphy

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

AGENDA

October 26, 2021, 6:00 PM

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PUBLIC INPUT:**POSITIVE FEEDBACK/REPORTS:****PLANNING COMMISSION REPORT: Ted****OLD BUSINESS:**

- **Construction Updates: Jeff/Jonelle**
 - Founders Park Playground
 - Great Western Trail
 - ITEP Letter/meeting
 - Memorial Park
 - Riverside Soccer Complex
- 70. **Community Pool Focus group update: Staff**
 - 70. Map of flood plain
 - 71. FEMA document
 - 72. Revenue/Expenses on pool alone
 - Pool Heater update
- 112. **Division of proceeds of MMNH**
 - a. Recommendation
 - b. Break down

NEW BUSINESS:

BINA Public Hearing - Public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$1,800,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and the payment of the expenses incident thereto.

- 114. **IAPD Resolution for IAPD annual business meeting: Jonelle**
- 118. **Health Insurance information: Jackie**
- 120. **Capital Budget first draft: Jackie**
- 128. **Resolution #05-2021 for GWT FHWA paperwork**
- 131. **Golf Survey Results**

Special Announcements

Potential Study Session November 9 at 6:00 PM—940 E. State St.

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:

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, September 28, 2021**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held at our Clubhouse, located at 940 E. State St., Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, September 28, 2021.

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 Ackmann, Graves, and Kroeger.**
Commissioner Doty arrived at 6:10 pm.

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 Strack.**

Staff members present were Director Jonelle Bailey, Jeff Donahoe, Jeanette Freeman, Jackie Hienbuecher, Kirk Lundbeck, Theresa Tevsh, and Sarah Rex.

Guests at the Board meeting were:

- Mark Zimmerman, 427 Gayle Avenue, DeKalb

Regular and Consent Agenda Approval –

Motion

Commissioner Graves moved to approve the Regular Agenda and the Consent Agenda.
Commissioner Ackmann seconded the Motion.

Voice Vote

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioner Strack was absent, and Commissioner Doty had not arrived yet.

Approval of Minutes –

Motion

Commissioner Ackmann moved to approve the August 24, 2021, Regular Meeting Minutes. Commissioner Graves seconded the Motion.

Voice Vote

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioner Strack was absent, and Commissioner Doty had not arrived yet.

Motion

Commissioner Graves moved to approve the August 24, 2021, Executive Session Meeting Minutes to remain confidential. Commissioner Ackmann seconded the Motion.

Voice Vote

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioner Strack was absent, and Commissioner Doty had not arrived yet.

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Claims and Accounts Approval

Motion

Commissioner Ackmann moved to approve and pay the bills in the amount of \$257,955.97. Commissioner Graves seconded the Motion.

Roll Call

President Kroeger called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioner Strack was absent, and Commissioner Doty had not arrived yet.

Correspondence –

- 18 Hole Ladies Thank You
- IAPD Best Winners
- Peter Polarek, Sycamore Fire Thank You

Public Input – Director Bailey noted we received the Best of the Best Award. There will be an award ceremony on October 15th. We will have a table for 8, so she sent out invites to Terry from the Forest Preserve. Someone needs to be there to accept the award.

Positive Feedback –

- Commissioner Ackmann noted she has heard a lot of great things about the Superhero Challenge. It was well organized, so thumbs up to everyone and her kids loved it.
- President Kroeger noted the closing on the Reston Ponds and the Museum were two big things that have been accomplished that we have wanted to take of for a long time. He also noted that golf is doing great.
- Commissioner Graves noted he is getting great comments from a lot of people about the new trail. Also, that the new baseball/soccer complex is awesome. Staff is doing a great job.

Planning Commission Report: Commissioner Strack was not in attendance, so no report.

Old Business

Construction Updates:

- **Memorial Park:** Supt. Donahoe noted the company is going to town within the limits they can work on. There will be a meeting in 2 weeks with engineering and contractors. They are doing what they can at this point on the parking lot and storm sewers, etc. Director Bailey noted the company is hoping to have all the cement work done by second week in October.
- **Soccer Complex:** Supt. Donahoe noted the company did more seeding and fertilizing.
- **Trails:** Supt. Donahoe noted the trails is great and Terry from the Forest Preserve working with the library for story signs.

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Construction Updates- cont'd:

- **Founders Park:** Supt. Donahoe noted we are waiting for the new playground equipment and will be possibly November now. The old equipment will be donated to areas that can't get playgrounds.

Commissioner Doty arrived at 6:10 pm.

Director Bailey noted they have feedback from the community about the disc golf. There were some challenges with it being very open and not as challenging of a course.

100-Year Anniversary update: Sarah Rex noted there was a summary of this in the packet. This needs to be included in next year's budget or implemented next year. She went through the overall approach.

Pool Update: Director Bailey noted they had their first community focus group meeting last night. They will be meeting once a month and will present the findings at the December board meeting. They had seven people at the meeting, and it went well. Sarah sent a follow up to the group and will be sending out to them the usage & budget data along with the WT assessment and the community survey. The committee would like to keep the existing pool as long as possible, and they liked the fact the pool has a basic layout. The next meeting will be October 13th.

Foundation Update: Director Bailey noted they had a great meeting. This group is amazing and she is very happy they are on the board. They discussed what they can do, and how they can help. They would like to tie into the 100-year video to promote the foundation. They would also like to have their own webpage on ours, Facebook, Instagram and have a digital payout. They would like to hold one large and two smaller events. At the next meeting, Director Bailey is going to take them on a park tour.

New Business

Bridge 1 at Golf Course Proposal: Director Bailey noted this is the cost of the bridge for engineering and she needs the board to approve this before going forward. The mussel survey has already been done and all good with that. Supt. Hienbuecher noted this would be in the 2022 budget. She also noted they have started the review of the 2022 capital budget. She has put these numbers in and is comfortable going forward. Supt. Lundbeck noted he is hoping working on in the summer with them building the new bridge next to the old one. Supt. Donahoe noted this would allow for the irrigation pipe not having to be moved.

Motion

Commissioner Graves moved to approve the ERA cost of \$64,300. Commissioner Doty seconded the Motion.

Roll Call

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

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GWT – Grand Opening Date/Activities: Supt. Tevsh noted this is information on what will happen that day from 10:00 to 11:00. Sarah is going to line up the drone for that time. Sarah Rex noted everyone should have received the save the date and this week a more formal invite will go out and include inviting the public at this time. Also, inviting any other stake holders that helped make it happen.

New Logo Concepts: Sarah Rex noted a lot has been changing at the Park District with a lot of exciting things. They thought it would be a good time to refresh our logo. Make it more vibrant, active, and diverse like we are. Sarah went over what is behind the new logos.

Quarterly Capital Funds Update: Supt. Hienbuecher noted this is just a quarterly report on where capital items are at this point.

Special Announcements – None

September Study Session: Tuesday, October 12th, 2021 was scheduled.

Public Input –

- Mark Zimmerman from DeKalb. He noted he was told about the disc golf course, and he was hoping to give some input on the disc golf course. He has played many courses and noted that open design courses don't seem to get many people coming. Director Bailey noted that at this point, we have already started construction. We will be planting things and have native berms as it goes along to create challenges.
- Commissioner Graves noted he has had some kids talking to him about a skateboard park. He told them to come up with something and come present to the board. The board happy to listen, but he can't promise anything.

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:54 pm on a motion made by Commissioner Ackmann for the reasons listed below. The motion was seconded by Commissioner Doty.

Roll Call

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

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The Board convened to Executive Session at 6:58 pm. The roll was called with Commissioners Doty, Ackmann, Doty and Kroeger present along with Director Bailey, Recording Secretary Jeanette Freeman, and Supt. Hienbuecher.

Motion

The Board adjourned the Executive Session at 7:19 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Ackmann.

Voice Vote

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

The Board reconvened to Regular Session at 7:19 pm. The roll was called with Commissioners Doty, Ackmann, Graves and Kroeger present along with Director Bailey, Recording Secretary Jeanette Freeman, and Supt. Hienbuecher.,.

Motion

The Board adjourned the Regular Session at 7:19 p.m. on a motion made by Commissioner Doty. The motion was seconded by Commissioner Ackmann.

Voice Vote

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack 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, October 12, 2021**

The special study session meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Clubhouse, 940 E. State St. in Sycamore, Illinois is called to order at 6:01 p.m. on Tuesday, October 12, 2021.

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: **Commissioner Graves and Strack.**

The following Sycamore Park District Commissioners are not physically present but will be participating in the meeting via video and/or audio conferencing: **Commissioner Doty and Kroeger.**

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

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

Motion

Commissioner Graves made a motion to permit Commissioners Doty and Kroeger to participate remotely. Commissioner Doty seconded the Motion.

Roll Call

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

Guests: None

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:03 pm on a motion made by Commissioner Graves for the reasons listed below. The motion was seconded by Commissioner Doty.

Roll Call

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

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

Minutes of the Special Study Session Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday October 12, 2021
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The Board convened to Executive Session at 6:03 pm. The roll was called with Commissioners Doty, Graves, Kroeger, and Strack present along with Director Bailey, Recording Secretary Jeanette Freeman, Supt. Hienbuecher, Supt. Donahoe, Supt. Tevsh, Supt. Lundbeck.

Motion

The Board adjourned the Executive Session at 6:50 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Doty.

Voice Vote

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

The Board reconvened to Regular Session at 6:51 pm. The roll was called with Commissioners Doty, Graves, Kroeger and Strack present along with Director Bailey, Recording Secretary Jeanette Freeman, Supt. Hienbuecher, Supt. Donahoe, Supt. Tevsh, and Supt. Lundbeck.

Motion

Commissioner Doty made a motion to accept and approve the appraisals as presented. Commissioner Graves seconded the Motion.

Roll Call

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

Motion

Commissioner Doty made a motion to approve the Engineering Services at \$123,113.00. Commissioner Graves seconded the Motion.

Roll Call

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

Commissioner Graves asked if we could look at possible solar power and if that would help the Park District. He noted that Kaneland School District has them on their buildings.

Supt. Tevsh will look into getting information on this.

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Next Study Session: This will be determined at a later date.

Motion

The Board adjourned the Regular Session at 6:59 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Doty.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 10/20/2021
 TIME: 09:32:46
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/24/2021 TO 10/20/2021

Interim

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET		ACUSHNET COMPANY							
911913520		01 TITLEIST PERMASOFT GLOVES	501000001301	09/30/21	00005277	63745	10/05/21	68.96	68.96
		02 SHIPPING INV 911913520	501000001301		00005277				63.00
		03 DISCOUNT INV 911913520	501000001301		00005277				7.22
									-1.26
911941910		01 REPLACEMENT SHAFT FOR DRIVER	501000001303	10/05/21	00005287	63773	10/20/21	254.53	123.61
		02 DISCOUNT INV 911941910	501000001303		00005287				100.00
		03 SHIPPING INV 911941910	501000001303		00005287				-2.00
									25.61
911971348		01 TITLEIST PERMASOFT GLOVES	501000001301	10/09/21	00005288	63773	10/20/21	254.53	130.92
		02 SHIPPING INV 911971348	501000001301		00005288				126.00
		03 DISCOUNT INV 911971348	501000001301		00005288				7.44
									-2.52
									323.49
ADVANCE		ADVANCE AUTO PARTS							
2454-454659		01 GREENS MOWER SWITCHES	504100066403	09/04/21	00005238	63753	10/11/21	203.20	18.84
									18.84
2454-455067		01 FUEL TANK FOR TRUCK	101500066402	09/13/21		63753	10/11/21	203.20	93.49
									93.49
2454-455111		01 TRUCK WATER PUMP-THERMOSTAT	101500066402	09/13/21		63753	10/11/21	203.20	182.09
									182.09
2454-455112		01 GMC TRUCK THERMOSTATE	101500066402	09/13/21		63753	10/11/21	203.20	17.19
									17.19
2454-455144		01 RETURN-TRUCK GMC THERMOSTAT	101500066402	09/14/21		63753	10/11/21	203.20	-16.33
									-16.33
2454-456026		01 SOCKET - SHOP	101500076512	09/28/21		63753	10/11/21	203.20	1.41
									1.41
24554-455337		01 RETURN - FUEL TANK	101500066402	09/16/21		63753	10/11/21	203.20	-93.49
									-93.49
									203.20
ADVANCET		ADVANCED TURF SOLUTIONS							
S0963149		01 GOLF TEE TOWELS, BALLWASHER TA	504100076500	09/27/21		63754	10/11/21	267.31	267.31
									267.31

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/24/2021 TO 10/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	AFLAC							VENDOR TOTAL:	267.31
	307263	01 AFLAC - PRE TAX	101000002006	09/12/21		63716	09/30/21	570.26	570.26
		02 AFLAC - AFTER TAX	101000002007						541.46
									28.80
ALL		ALL STAR SPORTS INSTRUCTION						VENDOR TOTAL:	570.26
	216018	01 Jr programs fall 1	205550026128	09/29/21	00005281	63755	10/11/21	3,426.00	3,426.00
		02 Skills programs fall 1	205550076128		00005281				2,620.00
									806.00
BANN		BANNER UP SIGNS						VENDOR TOTAL:	3,426.00
	75773	01 NO VEHICLE SIGN	101500066405	09/23/21		63727	10/01/21	55.00	55.00
BATTERIE		BATTERIES PLUS BULBS						VENDOR TOTAL:	55.00
	P44180105	01 BATTERIES - SHOP	202100076500	09/30/21		63756	10/11/21	27.00	27.00
BURRI		BURRIS EQUIPMENT CO.						VENDOR TOTAL:	27.00
	PS3005512	01 PAINT LINER SWITCH	202100066402	10/08/21	00005295	63774	10/20/21	118.14	118.14
CAPITALO		CAPITAL ONE						VENDOR TOTAL:	118.14
	163	01 LETTUCE-SALT	303000086629	09/19/21		63728	10/01/21	84.93	84.93
		02 TOMTOJC-HRSRD-HOT SAUCE	303000086636						4.92
		03 CREAMER-COFFEE	303000086632						11.82
		04 CRNJC-GRPJUICE-PINEAJCE	303000086636						12.55
		05 EGGS	303000086610						27.86
		06 HOT DOG BUNS	303000086615						1.41
		07 COFFEE	303000086632						17.60
								VENDOR TOTAL:	8.77
								VENDOR TOTAL:	84.93

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SYCAMORE PARK DISTRICT
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FROM 09/24/2021 TO 10/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT / ITEM AMT
CCP	CCP INDUSTRIES INC.							
	IN02807588--REPL	01 REPLACEMENT CHECK	101500066401	10/20/21	10/20/21	63775	32.22	32.22
								32.22
							VENDOR TOTAL:	32.22
CINTA2	CINTAS CORP							
	5078208059	01 1ST AID - CC STOCK	207500076513	09/30/21	10/01/21	63729	14.49	14.49
								14.49
							VENDOR TOTAL:	14.49
COMPLETE	COMPLETE FENCE							
	63240	01 ELECTRIC GATE REPAIRS	101500056300	07/21/21	10/05/21	63746	1,940.00	1,940.00
		02 ELECTRIC GATE REPAIRS	202100066401					646.66
		03 ELECTRIC GATE REPAIRS	504100056300					646.66
								646.68
							VENDOR TOTAL:	1,940.00
CONS	CONSERV FS							
	121016501	01 DIESEL = GOLF	504100076515	09/15/21	09/30/21	63726	4,407.51	807.98
		02 DIESEL = PARKS	101500076515					747.68
		03 DIESEL = SC	202100076515					18.98
								41.32
							VENDOR TOTAL:	1,940.00
	121016502	01 GASOLINE - GOLF	504100076515	09/15/21	09/30/21	63726	4,407.51	505.26
		02 GASOLINE - PARKS	101500076515					188.88
		03 GASOLINE - SC	202100076515					183.09
		04 GASOLINE - TRUCKS	101500076515					17.80
								115.49
							VENDOR TOTAL:	490.92
	121016587	01 DIESEL - GOLF	504100076515	09/27/21	09/30/21	63726	4,407.51	421.14
		02 DIESEL - PARKS	101500076515					69.78
							VENDOR TOTAL:	598.07
	121016588	01 GASOLINE - GOLF	504100076515	09/27/21	09/30/21	63726	4,407.51	71.10
		02 GASOLINE - PARKS	101500076515					156.84
		03 GASOLINE - SC	202100076515					40.08
		04 GASOLINE - TRUCKS	101500076515					330.05
							VENDOR TOTAL:	295.62
	121016604	01 DIESEL - GOLF	504100076515	09/28/21	09/30/21	63726	4,407.51	295.62

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FROM 09/24/2021 TO 10/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	121016605	01 DIESEL - GOLF	504100076515	09/28/21		63726	09/30/21	4,407.51	727.43
		02 DIESEL - PARKS	101500076515						422.02
									305.41
	1906	01 DIESEL - GOLF	504100076515	05/20/21		63726	09/30/21	4,407.51	982.23
		02 DIESEL - PARKS	101500076515						761.36
		03 DIESEL - SC	202100076515						38.59
									182.28
								VENDOR TOTAL:	4,407.51
DEKA		DEKALB LAWN & EQUIPMENT CO.							
	81139	01 CHAINSAW BAR OIL	101500076515	09/21/21		63757	10/11/21	57.18	28.80
	81168	01 PULL SAW FILTER	101500076500	09/23/21		63757	10/11/21	57.18	5.70
	81251	01 WEEDEATERS SPOOLS	202100066402	09/29/21		63757	10/11/21	57.18	22.68
								VENDOR TOTAL:	57.18
DEKA2		DEKALB IMPLEMENT CO.,							
	193547	01 THROTTLE CABLE MOWER	202100066402	10/12/21	00005294	63776	10/20/21	42.20	42.20
								VENDOR TOTAL:	42.20
DEKAM		DEKALB MECHANICAL INC							
	80213	01 CH A/C OUTDOOR UNIT REPAIR	101000056300	09/16/21		63719	09/30/21	180.50	180.50
								VENDOR TOTAL:	180.50
DOTYNUR		DOTY NURSERIES							
	179280	01 DONATION TREES-REGULAR ONES	101500076501	09/14/21		63758	10/11/21	1,880.00	1,640.00
	179321	01 GOLF TREE	101500076501	09/21/21		63758	10/11/21	1,880.00	240.00
								VENDOR TOTAL:	240.00
ELM REX		ELM REX, SARAH							
	REIMB 10-1-21	01 REIMB SUPPLIES-FLAG	206095266216	10/01/21		63730	10/01/21	25.99	25.99
								VENDOR TOTAL:	1,880.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/24/2021 TO 10/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
EUCL	EUCLID BEVERAGE LTD.							VENDOR TOTAL:	25.99
	W-2759254	01 BLUE MOON	303000086634	09/10/21	00005276	63731	10/01/21	960.60	463.10
		02 COORS LIGHT	303000086634		00005276				61.20
		03 MILLER LITE	303000086634		00005276				165.00
		04 ANTI HERO	303000086634		00005276				65.90
		05 DELIVERY	303000086634		00005276				6.00
	W-27863265			09/17/21		63731	10/01/21	960.60	497.50
		01 COORS LIGHT	303000086634		00005273				82.50
		02 MILLER LITE	303000086634		00005273				82.50
		03 MIKES HARD LEMONADE	303000086635		00005273				200.70
		04 ANTI HERO	303000086634		00005273				65.90
		05 FIST CITY	303000086634		00005273				59.90
		06 DELIVERY	303000086634		00005273				6.00
	FINNEY'S ELECTRIC							VENDOR TOTAL:	960.60
FINN	23926	01 POOL SUMP REPAIR	518100056300	09/28/21		63759	10/11/21	135.00	135.00
	FRONTIER							VENDOR TOTAL:	135.00
	4818-092221			09/22/21		63732	10/01/21	170.02	170.02
		01 MAINT	101500096700						85.01
		02 MAINT	504000096700						85.01
	GORDON HARDWARE							VENDOR TOTAL:	170.02
GORDH	910823	01 FASTENERS-PARKS, BLOWGUN TIP	101500066407	10/05/21		63760	10/11/21	35.17	27.00
	910831	01 FASTENERS - SHOP - PARKS	101500066407	10/05/21		63760	10/11/21	35.17	27.00
	GRAINGER							VENDOR TOTAL:	35.17
GRAI	9067604513	01 BULES - CH	303000076500	09/27/21		63747	10/05/21	63.90	63.90
									63.90

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/24/2021 TO 10/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	9073084783	01 BULBS - CH	303000076500	10/01/21		63747	10/05/21	63.90	63.90
	CM 9072597454	01 REFUSED CREDIT - BROKEN	303000076500	10/01/21		63747	10/05/21	63.90	-63.90
							VENDOR TOTAL:		63.90
HARRG		HARRIS GOLF CARS SALES & SERVI							
	02-295988	01 GOLF CART CABLES	504000066409	09/17/21		63761	10/11/21	43.68	43.68
							VENDOR TOTAL:		43.68
HORN		HORNUNG'S PRO GOLF SALES INC.							
	514631	01 GOLF PRIDE TOUR WRAP 2G	501000001303	10/01/21		63762	10/11/21	144.79	144.79
		02 DISCOUNT INV 514631	501000001303						137.04
		03 SHIPPING INV 514631	501000001303						-2.74
							VENDOR TOTAL:		10.49
INTERS		INTERSTATE BATTERIES ROCKFORD							
	300388212	01 CORE CHARGE	202100066402	01/22/21		63763	10/11/21	42.95	-15.00
	400447386	01 CORE CHARGE	202100066402	06/22/21		63763	10/11/21	42.95	-15.00
	900102515	01 new mower battery	202100066402	10/04/21		63763	10/11/21	42.95	72.95
							VENDOR TOTAL:		72.95
LIFEFIT		LIFE FITNESS							
	6873302	01 TREADMILL POWER CORD	207000076500	10/06/21		63777	10/20/21	41.78	41.78
							VENDOR TOTAL:		41.78
LOWE		LOWE'S							
	903221-HMEZCF	01 SPORTS PAINTS BATTERIES	202100076500	08/30/21		63764	10/11/21	126.07	24.18
	903691-HMOMMD	01 MOLD CLEANER - POOL AWWINGS	518100066401	09/01/21		63764	10/11/21	126.07	24.18
							VENDOR TOTAL:		18.49
									18.49

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/24/2021 TO 10/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
903703	HHHJTJ	01 PARKS-CLEANER-BATTERIES	101500076500	09/07/21		63764	10/11/21	126.07	40.04 40.04
903936	HOCTAG	01 SPRAY PAINT SPORTS	202100066404	09/13/21		63764	10/11/21	126.07	39.28 39.28
903963	HNMCTW	01 PARKS -DECKING BOARD	101500066401	09/08/21		63764	10/11/21	126.07	4.08 4.08
VENDOR TOTAL: 126.07									
MENA		MENARDS - SYCAMORE							
51978		01 SHOVEL, RAKE SHOP	202100066404	08/10/21	00005218	63708	09/24/21	174.35	26.05 26.05
52145		01 SHOP AIR HOSE EXTENTION PARTS	101500066401	08/13/21	00005215	63708	09/24/21	174.35	148.30 148.30
53758		01 SNACKS FOR CUBS TRIP 9/18	205231606216	09/13/21	00005264	63733	10/01/21	97.63	50.75 20.33 12.55
		02 BEE KILLER	101500076500		00005264				9.88
		03 GRILL UTENCILS	207500076555		00005264				7.99
		04 THERMOMETER	207500076500		00005264				
53851		01 SAND/SOIL -AQUARIUM	101500076500	09/15/21		63765	10/11/21	48.05	18.06 18.06
53924		01 HOOKS, FLOOR CLEANER	303300076510	09/16/21	00005265	63733	10/01/21	97.63	20.28 20.28
54042		01 SNACKS FOR CUBS BUS TRIP 9/18	205231606216	09/18/21	00005266	63733	10/01/21	97.63	1.62 1.62
54353		01 POST DRIVER - SHOP	101500076512	09/24/21		63765	10/11/21	48.05	29.99 29.99
54366		01 TOWEL BAR COMM CNTR	207500076500	09/24/21	00005267	63733	10/01/21	97.63	24.98 24.98
VENDOR TOTAL: 320.03									
MID-WEST		MID-WEST FAMILY BROADCASTING							
1913-00107-6-0002		01 AUG ADS	101200046209	09/30/21	00005280	63766	10/11/21	100.00	100.00 100.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/24/2021 TO 10/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MOOSE(L)	MOOSE(L)-UP GYM							VENDOR TOTAL:	100.00
	SUPERHERO CHAL 2021			09/24/21		63709	09/24/21	152.00	152.00
	01 SUPERHERO CHALLENGE STAFF CONT 206095146128								152.00
MSC	MSC INDUSTRIAL SUPPLY CO							VENDOR TOTAL:	152.00
	52934964	01 SHOP - HARDENED WASHERS	101500076511	09/14/21		63767	10/11/21	50.53	50.53
	52934974	01 NUTS & BOLTS - SHOP	101500076511	09/14/21		63720	09/30/21	26.01	26.01
NATGOLF	NATIONAL GOLF GRAPHICS LLC							VENDOR TOTAL:	76.54
	11752	01 GOLF GREENS FLAGS	504100076517	03/20/21		63748	10/05/21	157.50	157.50
PENDEL	PENDELTON TURF SUPPLY							VENDOR TOTAL:	157.50
	2900	01 GOLF-WET AGENT-FUINGICIDE	504100076507	09/07/21		63721	09/30/21	802.65	802.65
		02 LIQUID FERTILIZER	504100076506						590.00
		03 SPORTS - HOSE NOZZLE	202100076500						56.00
		04 CART TIRES & RIMS	101500066402						100.00
PEPSI	PEPSI COLA GEN. BOT.							VENDOR TOTAL:	802.65
	38417656	01 20 OZ BOTTLE POP	303000086631	09/27/21	00005284	63778	10/20/21	320.01	320.01
		02 5 GAL BIB	303000086630		00005284				27.08
		03 CO2	303000086630		00005284				260.10
	48464358	01 20 OZ BOTTLE POP	303000086631	09/13/21	00005272	63734	10/01/21	276.48	276.48
		02 5 GAL BIB	303000086630		00005272				81.24
		03 3 GAL BIB	303000086630		00005272				86.70
	72650505-BALANCE								108.54
	01 BAL INV 72650505		303000086630	09/24/21		63710	09/24/21	86.70	86.70

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PERFOR

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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VENDOR TOTAL: 683.19

PERFORMANCE FOODSERVICE									
6764771		01 POPCORN SEED	3033000086621	10/01/21	00005278	63735	10/01/21	973.16	355.28
		02 20Z PLASTIC CUPS	3033000076550		00005278				23.78
		03 CHIPS	303000086622		00005278				45.37
		04 DELI PAPER	303000076550		00005278				158.05
		05 POTATO SALAD	303500086640		00005278				74.80
									53.28

6765769		01 STEAK	303500086640	09/10/21	00005275	63735	10/01/21	973.16	142.56
									142.56

6770939		01 STEAK	303500086640	09/16/21	00005270	63735	10/01/21	973.16	510.98
									510.98

6782558		01 FRYER OIL	303000086617	09/29/21	00005286	63779	10/20/21	211.88	211.88
		02 HOT DOGS	303000086615						83.48
									128.40

CM#6773206		01 CREDIT ON STEAKS MISSING	303500086640	09/22/21		63735	10/01/21	973.16	-35.66
									-35.66

VENDOR TOTAL: 1,185.04

PIONEER MFG/PIONEER ATHLETICS									
INV806971		01 SPORTS FIELD MARKING PAINT	202100076524	09/10/21		63722	09/30/21	136.75	136.75
									136.75

VENDOR TOTAL: 136.75

PLAYERS GOLF CARS									
22895		01 CART RENTALS - 9/24	504000036126	09/27/21		63736	10/01/21	450.00	450.00
									450.00

VENDOR TOTAL: 450.00

PRINCIPAL LIFE GROUP									
OCT 2021									
		01 DENTAL INS PREM	101000106801	10/01/21		63737	10/01/21	1,482.57	1,482.57
		02 DENTAL INS PREM	101500106801						311.48
		03 DENTAL INS PREM	504100106801						75.46
		04 DENTAL INS PREM	504000106801						87.77
		05 DENTAL INS PREM	201000106801						118.38
		06 DENTAL INS PREM	202100106801						415.52
		07 DENTAL INS PREM	207500106801						302.31
		08 DENTAL INS PREM	303000106801						147.98
									23.67

VENDOR TOTAL: 1,482.57

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

FROM 09/24/2021 TO 10/20/2021

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ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PROVIDEN		PROVIDENT DIRECT						VENDOR TOTAL:	1,482.57
	23348	01 CORP CONNECTIONS MAILER	101200046203	09/22/21	00005263	63711	09/24/21	536.00	536.00
REIN		REINDERS, INC.						VENDOR TOTAL:	536.00
	1888670-00	01 REPL PARTS	504100076505	07/06/21		63768	10/11/21	272.88	272.88
REVELS		REVELS TURF & TRACTOR, LLC						VENDOR TOTAL:	272.88
	P41448	01 BEARINGS	202100066403	07/23/21		63749	10/05/21	22.65	22.65
RINGCEN		RINGCENTRAL INC.						VENDOR TOTAL:	22.65
	CD_000298010	01 PHONE SERVICE	101000096700	09/21/21		63738	10/01/21	973.16	973.16
		02 PHONE SERVICE	201000096700					486.58	486.58
SELDAL		SELDAL PLUMBING						VENDOR TOTAL:	973.16
	5164	01 NEW SHOP REPL TOILET FLUSH	101500056300	09/20/21		63769	10/11/21	297.00	297.00
SELLMCK		SELL, MCKENNA						VENDOR TOTAL:	297.00
	1	01 Horseback riding 101 & 102	205011006128	09/20/21	00005262	63723	09/30/21	1,125.00	1,125.00
SHAW		SHAW SUBURBAN MEDIA						VENDOR TOTAL:	1,125.00
	092110027030	01 PRINT/WEB PACKAGE	101200046208	09/30/21		63770	10/11/21	803.88	803.88
		02 CHRONICL SCHOOL CALENDAR SPONS	101200046214					300.00	300.00
		03 SERVICE CHARGE	101200046214					499.00	499.00
								4.88	4.88

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	803.88
STAPLES	3487654390	STAPLES BUSINESS ADVANTAGE							
		01 DESK PAD - JONELLE	101000046200	09/18/21		63739	10/01/21	12.60	12.60
		02 DESK PAD - JONELLE	201000046200						6.30
									6.30
								VENDOR TOTAL:	12.60
SUP	394932	SUPERIOR BEVERAGE							
		01 BUD LIGHT	303000086634	09/01/21	00005271	63740	10/01/21	524.55	554.55
		02 BUSCH LIGHT	303000086634		00005271				162.50
		03 MICHELOB ULTRA	303000086634		00005271				187.85
		04 LEMON SHANDY	303000086634		00005271				58.80
		05 ARNOLD PALMER	303000086631		00005271				52.40
		06 DELIVERY	303000086634		00005271				88.00
									5.00
								VENDOR TOTAL:	351.70
	401544	BUD LIGHT	303000086634	09/29/21	00005285	63780	10/20/21	351.70	351.70
		02 BUD SELTZER	303000086634		00005285				162.50
		03 BUSCH LIGHT	303000086634		00005285				40.80
		04 NATURAL LIGHT	303000086634		00005285				62.00
		05 MICHELOB ULTRA	303000086634		00005285				15.00
		06 GOOSE 312	303000086634		00005285				39.20
		07 DELIVERY	303000086634		00005285				26.20
									6.00
								VENDOR TOTAL:	-30.00
CM #394946	01	KEG RETURN	303000086634	08/30/21	00005274	63740	10/01/21	524.55	-30.00
T0001652	BAILEY, JONELLE							VENDOR TOTAL:	876.25
	REIMB-NRPA CONF								
	01	UBER REIMB	101000046207	10/05/21		63750	10/05/21	88.96	88.96
	02	LYFT REIMB	101000046207						8.66
	03	LYFT REIMB	101000046207						14.61
	04	LYFT REIMB	201000046207						21.63
	05	NRPA CONFERENCE LUNCH	201000046207						14.72
	06	NRPA CONFERENCE DINNER	201000046207						12.01
									17.33
								VENDOR TOTAL:	88.96
T0001696	SHS CLASS REUNION 1975								
	REFUND								
	01	REFUND RENTAL	201000002150	09/24/21		63712	09/24/21	225.00	225.00
									225.00

SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001697	MOUDY, SANDRA							VENDOR TOTAL:	225.00
	REFUND	01 REFUND	201000002150	09/24/21		63713	09/24/21	12.00	12.00
								VENDOR TOTAL:	12.00
T0001699	FURST, JAMIE							VENDOR TOTAL:	12.00
	REIMB - MENARDS	01 STEM SUPPLIES REIMBURSEMENT	205011006216	10/20/21		63781	10/20/21	6.64	6.64
								VENDOR TOTAL:	6.64
TYLER	TYLER ENTERPRISES							VENDOR TOTAL:	6.64
	60336	01 GREENS FUNGICIDE	504100066403	08/10/21	00005186	63714	09/24/21	660.00	285.00
	60383	01 GREENS FUNGICIDE	504100076507	08/16/21	00005217	63714	09/24/21	660.00	285.00
	60700	01 TURF INSECTICIDE - GRUBS	504100076507	09/22/21		63741	10/01/21	183.60	375.00
	60780	01 GOLF FUNGICIDE-INSECTICIDE	504100076507	09/30/21		63771	10/11/21	391.80	375.00
								VENDOR TOTAL:	1,235.40
UNIT2	UNITED STATES POSTAL SERVICE							VENDOR TOTAL:	136.44
	CORP CONN MAILER							VENDOR TOTAL:	136.44
	01		101200046203	09/24/21		63715	09/24/21	136.44	136.44
UNUM	UNUM LIFE INSURANCE							VENDOR TOTAL:	136.44
	0439956-001 0921							VENDOR TOTAL:	323.08
	01 STD INS PREM		101000106801	09/30/21		63743	10/01/21	646.16	45.33
	02 STD INS PREM		101500106801						25.05
	03 STD INS PREM		504100106801						22.20
	04 STD INS PREM		504000106801						14.80
	05 STD INS PREM		201000106801						111.38
	06 STD INS PREM		202100106801						81.59
	07 STD INS PREM		207500106801						12.62
	08 STD INS PREM		303000106801						10.11

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/24/2021 TO 10/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
0439956	001-0821	01 STD INS PREM	101000106801	08/31/21	10/01/21	63743	646.16	323.08
		02 STD INS PREM	101500106801					45.33
		03 STD INS PREM	504100106801					25.05
		04 STD INS PREM	504000106801					22.20
		05 STD INS PREM	201000106801					14.80
		06 STD INS PREM	202100106801					111.38
		07 STD INS PREM	207500106801					81.59
		08 STD INS PREM	303000106801					12.62
								10.11
								VENDOR TOTAL:
								646.16
VULC		VULCAN MATERIALS CO.						
	32656663	-BALANCE		06/15/21	10/05/21	63751	214.34	214.34
		01 STONE - BALLFIELDS	202100076509					214.34
								VENDOR TOTAL:
								214.34
WARE		WAREHOUSE DIRECT BUSINESS						
	5064682-0	01 CAN LINERS - CH	303000076510	09/29/21	10/01/21	63744	108.21	108.21
		02 PAPER TOWELS - CC	207500076510					41.99
		03 COPY PAPER -	101000046200					21.90
		04 COPY PAPER	201000046200					17.75
		05 BINDER CLIPS	101000046200					17.75
		06 BINDER CLIPS	201000046200					4.41
								4.41
								VENDOR TOTAL:
								108.21
WASTE		WASTE MANAGEMENT						
	3653511-2011-5	01 REFUSE - ADMIN	101000056302	09/30/21	10/05/21	63752	513.67	513.67
		02 REFUSE - CH	303000056302					59.41
		03 REFUSE - ADMIN	101000056302					59.41
		04 REFUSE - OLD SHOP	504100056302					6.50
		05 REFUSE - SC	202100056302					32.06
		06 REFUSE - PARKS	101500056302					73.08
		07 REFUSE - PICNIC	101500056302					73.08
		08 REFUSE - CC	207500056302					57.75
								152.38
								VENDOR TOTAL:
								513.67
YAEGERS		YAEGERS FARM MARKET						
	190	01 STRAW BALES	101500066404	09/19/21	09/30/21	63724	100.00	100.00
								100.00
								VENDOR TOTAL:
								100.00

DATE: 10/21/21
 TIME: 16:03:13
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

New

INVOICES DUE ON/BEFORE 10/21/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MENA	MENARDS - SYCAMORE							
54576	09/28/21	01	4" VELCRO	207500076500	00005268		10/21/21	11.08
							INVOICE TOTAL:	11.08
54644	09/29/21	01	FUTTY	504000066401	00005282		10/21/21	3.99
		02	SPLIT KEY RINGS	207500076500	00005282			9.96
							INVOICE TOTAL:	13.95
54707	09/30/21	01	SPLIT KEY RINGS	207500076500	00005283		10/21/21	-9.96
							INVOICE TOTAL:	-9.96
54712	09/30/21	01	PARK LANDSCAPE TIMBERS	101500066407			10/21/21	12.56
							INVOICE TOTAL:	12.56
55137	10/08/21	01	PAINT, BALL VALVE SHOP EQUIP	101500076500	00005292		10/21/21	87.50
							INVOICE TOTAL:	87.50
							VENDOR TOTAL:	115.13
REIN	REINDERS, INC.							
1894033-00	10/20/21	01	GRIND WHEEL FOR BLADE SHARPENE	202100066402			10/21/21	136.79
							INVOICE TOTAL:	136.79
1904056-00	10/20/21	01	MOWER REEL GRIND STONES	202100066402			10/21/21	296.11
							INVOICE TOTAL:	296.11
							VENDOR TOTAL:	432.90
STAPLES	STAPLES BUSINESS ADVANTAGE							
3489210534	10/02/21	01	PAPER TOWELS - CC	207500076510			10/21/21	14.69
		02	DESKPAD - COPY PAPER	101000046200				23.74
		03	DESKPAD - COPY PAPER	201000046200				23.74
							INVOICE TOTAL:	62.17
3489210535	10/02/21	01	TONER - KL	101000046200			10/21/21	141.19

INVOICES DUE ON/BEFORE 10/21/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3489210535	10/02/21	02	TONER - KL	201000046200			10/21/21	141.19
							INVOICE TOTAL:	282.38
3489210537	10/02/21	01	MAGENTA TONER - KL	101000046200			10/21/21	34.82
		02	MAGENTA TONER - KL	201000046200				34.82
							INVOICE TOTAL:	69.64
							VENDOR TOTAL:	414.19
							TOTAL ALL INVOICES:	962.22

Inte Rim
\$ 29,171.89

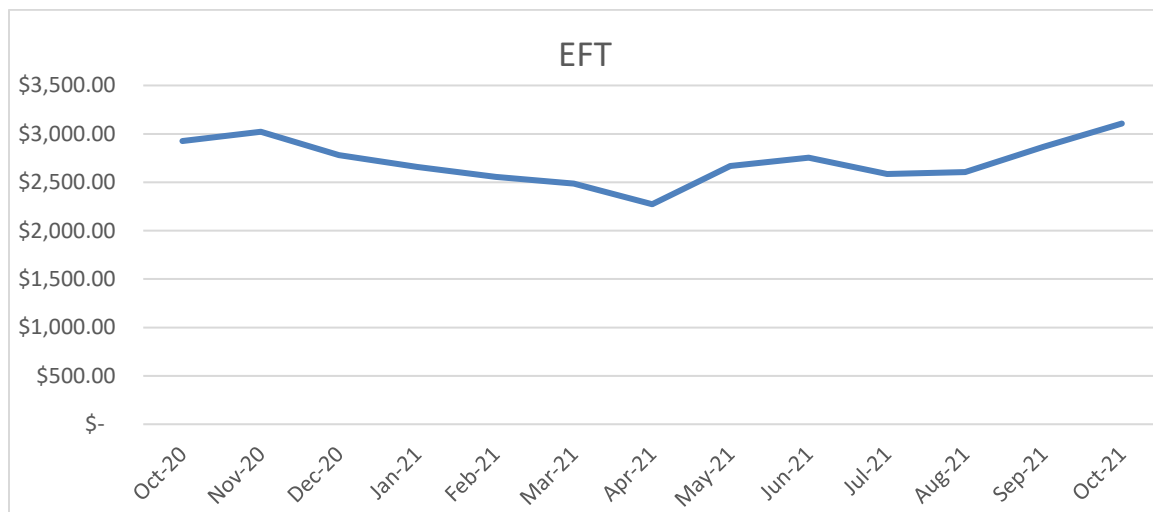
New \$ 962.22

Total 30,134.11

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: October 26, 2021

Administrative Initiatives (10/1/21 – 10/31/21)

- Attended scheduled Board and leadership/staff meetings.
- Attended study session. Reviewed Action 2020 budget in preparation.
- Reviewed deposits for Community Center using Rectrac. Prepared general ledger journal entry to be uploaded and posted to MSI, separating out dog park, shelter, aquatics and clubhouse rentals to ensure posting to proper fund.
- Reviewed deposits for Golf and Concessions (Clubhouse, Beverage Cart, Sports Complex, Catering, Recreation) in TeeSnap. Prepared general ledger journal entries to be entered and posted to MSI. Adding the cost of goods sold entry for Concessions.
- Updated EFTs. Performed installment billing for Pathway Fitness memberships and passes. The October installment was for 152 individuals, an increase of 16 from September. The monthly installment was \$2,955.40 (\$287.40 increase) processed through credit cards and \$151 (\$46.00 decrease) through ACH transactions. There were 3 households whose credit cards did not process (\$84) due to declined credit cards. I am following up on each of these and processing the transactions when possible. (See chart below that shows monthly EFT revenue over the last year.)



- 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.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary. Topics: new domain, email updates and additions
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.

- Filed quarterly payroll taxes.
- Submitted payroll direct deposit files for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Processed pro shop inventory/special orders.
- Performed criminal background checks on new hires and volunteers.
- Continued to set up new employees to complete Harassment training. Assisted where needed.
- Allocated IMRF and SS tax levy.
- Attended Pumpkin Festival Committee meeting. Participate in festival as needed.
- Updated Capital Project 5 year funding plan for 2022 to submit a first draft to the board for review.
- Continued to work on updating personnel manuals.
- Provided worksheets for FY2022 Operating Budget.
- Began process of determining 2021 tax levy.
- Began preparation for open enrollment for employee benefits. Review new rates and benefits for employee health insurance. Calculate threshold and total anticipated 2022 expense. Prepare recommendation for the board
- Began work with Speer Financial on annual rollover bond. Published BINA Hearing
- Attended The Diamond of Care Approach to Loss Prevention and Liability Control Webinar.
- Participated in Employee Wellness function.
- Participated in Rectrac Virtual Symposium: Report Criteria Selection, Report Output Customization and Rule and Fee Management. The in-person event was cancelled.
- Attended meeting on employee supplemental benefits.
- Participated in PDRMA Virtual Risk Management Institute webinars.
- Posted activity for Visa account.
- Managed various HR matters.
- Worked with First Midwest to increase our interest rate from .02 to .05.

Administrative Initiatives (11/01/21 – 11/30/21)

- Attend scheduled Superintendent and Board meetings.
- File monthly unemployment report to state.
- Prepare and 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.
- Monthly bank reconciliation.
- Process monthly EFT for memberships/passes.
- Work with CMJ on technology as needed.
- Continue work on updating and consolidating personnel manuals.
- Finalize FY 2022 Capital Budget.
- Begin consolidation of FY 2022 Operating Budget.
- Attend Pumpkin Festival Committee meeting.
- Estimate 2021 Tax Levy increase and prepare resolution.

- Facilitate open enrollment for employee benefits.
- Continued communication with Speer Financial and Chapman & Cutler on annual rollover bond. Complete documentation on awarding bid.
- Participate in additional PDRMA Virtual Risk Management Institute webinars.
- Attend IAPD Legal Symposium.
- Participate in PDRMA Open Enrollment Benefits Coordinator Workshop.
- Work on reservations and registration for state conference.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2021

Corporate Fund (10)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	<u>Variance</u>	<u>2019 YTD Actual</u>	
Revenues							
Administration	704,062.41	1,597,866.16	1,583,814.00	1,371,501.33	16.5% (1)	1,350,535.62	18.3%
Marketing	-	1,000.00	-	272.50	267.0% (5)	-	#DIV/0!
Parks	2,822.08	17,313.45	23,732.00	20,281.02	-14.6% (2)	16,534.46	4.7%
Total Revenues	706,884.49	1,616,179.61	1,607,546.00	1,392,054.85	16.1%	1,367,070.08	18.2%
Expenses							
Administration	36,531.91	515,570.16	1,269,693.00	600,425.54	-14.1% (3)	457,182.56	12.8%
Marketing	1,628.73	19,587.56	44,939.00	36,373.07	-46.1% (4)	28,900.98	-32.2%
Parks	20,833.80	198,624.88	297,933.00	199,370.84	-0.4%	222,059.30	-10.6%
Total Expenses	58,994.44	733,782.60	1,612,565.00	836,169.45	-12.2%	708,142.84	3.6%
Total Fund Revenues	706,884.49	1,616,179.61	1,607,546.00	1,392,054.85	16.1%	1,367,070.08	18.2%
Total Fund Expenses	58,994.44	733,782.60	1,612,565.00	836,169.45	-12.2%	708,142.84	3.6%
Surplus (Deficit)	647,890.05	882,397.01	(5,019.00)	555,885.40	58.7%	658,927.24	33.9%

(1)

In 2021, received return of net position on PDRMA Health Plan \$2,725.61 and final payout on flood claim \$2,462.77. Replacement Taxes in 2021 greater than 2020 by 46.4% \$17,491 and 2019 by 50.0% \$18,377. Shelter rentals were impacted by COVID in 2020 and increased in 2021 by 427.2% \$6,613; compared to 2019 they are higher 11.6% \$846. Overall anticipated property tax increase from 2020 to 2021 is 4.4%. Includes proceeds from sale of MMNH \$149,907.

(2) 2021 allocation of tax levy less due to lower part time maintenance payroll costs.

(3) 2021 wages and related taxes less than 2020 12.0% \$24,986. The IMRF employer rate has steadily decreased. 2020 included \$20,899 in misc consultants for Survey and Sustaining the Legacy exercise. 2020 also had COVID related expenses that we were later reimbursed for.

(4) In 2020 we had cost of COVID mailers. (Later reimbursed through CURE)

(5) Banner program in 2021.

Recreation Fund (20)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	391,172.73	988,642.61	1,027,728.00	968,648.02	2.1% (1)	928,692.12	6.5%
Sports Complex	-	19,220.50	44,457.00	868.50	2113.1% (2)	11,095.00	73.2%
Sports Complex Maintenance	6,610.14	32,092.67	42,339.00	34,442.84	-6.8%	30,578.96	5.0%
Midwest Museum of Natural Hist	-	1,680.86	2,400.00	1,161.92	44.7%	2,395.97	-29.8%
Programs-Youth	1,977.73	19,414.05	21,711.00	11,330.25	71.3% (3)	14,547.51	33.5%
Programs-Tweens	180.00	693.00	1,696.00	260.00	166.5% (3)	42.00	1550.0%
Programs-Adult	573.06	19,950.16	4,806.00	3,443.92	479.3% (3)	8,982.18	122.1%
Programs-Leagues	4,656.26	9,782.24	9,798.00	6,206.57	57.6% (3)	7,414.12	31.9%
Programs-Youth Athletics	1,331.06	51,697.74	24,382.00	18,026.99	186.8% (3)	26,728.50	93.4%
Programs-Fitness	1,075.18	16,329.89	12,629.00	9,217.31	77.2% (3)	17,193.21	-5.0%
Programs-Early Childhood	(144.00)	-	6,569.00	2,878.00	-100.0% (3)	5,938.00	-100.0%
Programs-Dance	130.07	2,899.76	3,085.00	1,980.40	46.4% (3)	3,057.40	-5.2%
Programs-Special Events	445.00	2,103.50	9,594.00	6,559.02	-67.9% (3)	9,156.23	-77.0%
Programs-Community Events	577.94	8,648.80	6,850.00	4,600.00	88.0% (3)	10,042.67	-13.9%
Brochure	-	4,050.00	7,350.00	-	#DIV/0!	7,350.00	-44.9%
Weight Room	7,284.51	76,407.20	149,397.00	61,880.54	23.5% (4)	140,569.05	-45.6%
Community Center	3,023.01	42,909.07	50,849.00	34,265.45	25.2% (4)	44,945.34	-4.5%
Total Revenues	418,892.69	1,296,522.05	1,425,640.00	1,165,769.73	11.2%	1,268,728.26	2.2%

(1) Overall estimated property tax increase 2020 to 2021 is 2.83% \$26,643

(2) 2020 impacted by COVID. 2021 receipts came in earlier than 2019.

(3) Revenue from programs increased 103.9%, \$67,017 compared to 2020. In comparison to 2019, revenues increased 27.6% \$28,417.

(4) Still feeling impacts of COVID

Compared to Annual Budget/Compared to 2020 YTD/Compared to 2019 YTD:

Pathway Fitness Membership	43.49% / 106.42% / 44.92%
Pathway Fitness Pass	61.05% / 148.92% / 68.29%
Track Only Pass	58.60% / 124.09% / 73.26%
Pre-pay Card	49.00% / 0% / 55.06%
Program Fees	57.37% / 138.46% / 37.25%
Daily Admission Fee	42.13% / 116.07% / 38.75%

Compared to Annual Budget/Compared to 2020 YTD:

Open Gym Daily	112.68% / 169.35% / 148.73%
Open Gym Membership	92.45% / 187.64% / 127.55%
Rentals	66.91% / 85.48% / 66.51%

Sycamore Park District
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Expenses								
Administration	42,972.72	416,069.06	598,550.00	435,732.70	-4.5%	(1)	402,632.66	3.3%
Sports Complex	-	-	-	-	#DIV/0!		78.06	-100.0%
Sports Complex Maintenance	33,217.30	310,028.79	434,361.00	318,434.08	-2.6%	(2)	317,857.98	-2.5%
Midwest Museum of Natural Hist	-	13,679.48	18,500.00	15,886.76	-13.9%		12,322.82	11.0%
Programs-Youth	1,316.36	5,747.79	13,196.00	5,594.78	2.7%	(3)	8,785.42	-34.6%
Programs-Tweens	20.00	20.00	1,049.00	-	#DIV/0!	(3)	50.00	-60.0%
Programs-Adult	118.70	8,931.96	2,765.00	2,872.34	211.0%	(3)	7,343.81	21.6%
Programs-Leagues	-	3,340.49	6,405.00	3,546.57	-5.8%	(3)	3,362.12	-0.6%
Programs-Youth Athletics	2,636.53	23,931.90	14,610.00	5,051.87	373.7%	(3)	15,251.69	56.9%
Programs-Fitness	892.44	9,495.95	9,527.00	5,280.71	79.8%	(3)	8,807.71	7.8%
Programs-Early Childhood	-	-	4,635.00	1,900.00	-100.0%	(3)	1,688.00	-100.0%
Programs-Dance	56.26	782.01	1,487.00	667.51	17.2%	(3)	642.14	21.8%
Programs-Special Events	1,234.00	2,009.16	6,204.00	3,534.57	-43.2%	(3)	3,630.12	-44.7%
Programs-Community Events	90.00	6,849.07	5,350.00	4,400.00	55.7%	(3)	25,359.38	-73.0%
Brochure	-	12,597.75	24,575.00	6,185.86	103.7%		16,639.11	-24.3%
Weight Room	29.08	9,822.76	32,156.00	11,288.30	-13.0%		14,078.52	-30.2%
Community Center	16,111.81	136,199.29	218,217.00	118,802.18	14.6%	(4)	140,799.16	-3.3%
Total Expenses	98,695.20	959,505.46	1,391,587.00	939,178.23	2.2%		979,328.70	-2.0%
Total Fund Revenues	418,892.69	1,296,522.05	1,425,640.00	1,165,769.73	11.2%		1,268,728.26	2.2%
Total Fund Expenses	98,695.20	959,505.46	1,391,587.00	939,178.23	2.2%		979,328.70	-2.0%
Surplus (Deficit)	320,197.49	337,016.59	34,053.00	226,591.50	48.7%		289,399.56	16.5%

(1) 2021 wages and related taxes less than 2020 6.4% \$21,021 primarily due to staffing change and drop in IMRF rate. Also in 2020 COVID related expenses that were later reimbursed

(2) 2021 wages and related taxes and health insurance decreased 3.4% \$9,578 due to staffing changes and decrease in IMRF rate.

(3) Expenses for programs increased 86.0%, \$28,260 compared to 2020 and decreased 18.4% \$138122 compared to 2019.

(4) Wages and related payroll taxes increased over 2020 37.1% \$18,654 due to building being closed three months in 2020 due to COVID.

Donations (21)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	5,000.00	22,953.61	25,500.00	41,561.58	-44.8% (1)	68,277.36	-66.4%
Total Revenues	5,000.00	22,953.61	25,500.00	41,561.58	-44.8%	68,277.36	
Expenses							
Administration	-	-	50,000.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	50,000.00	-	#DIV/0!	-	
Total Fund Revenues	5,000.00	22,953.61	25,500.00	41,561.58	-44.8%	68,277.36	
Total Fund Expenses	-	-	50,000.00	-	#DIV/0!	-	
Surplus (Deficit)	5,000.00	22,953.61	(24,500.00)	41,561.58	-44.8%	68,277.36	-66.4%

(1) Collection of Leaf a Legacy pledges.

Special Recreation (22)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	82,202.79	199,211.65	208,000.00	195,263.79	2.0%	185,041.36	7.7%
Total Revenues	82,202.79	199,211.65	208,000.00	195,263.79	2.0%	185,041.36	
Expenses							
Administration	44,567.15	102,924.81	204,500.00	97,588.77	5.5%	92,165.85	11.7%
Total Expenses	44,567.15	102,924.81	204,500.00	97,588.77	5.5%	92,165.85	
Total Fund Revenues	82,202.79	199,211.65	208,000.00	195,263.79	2.0%	185,041.36	
Total Fund Expenses	44,567.15	102,924.81	204,500.00	97,588.77	5.5%	92,165.85	
Surplus (Deficit)	37,635.64	96,286.84	3,500.00	97,675.02	-1.4%	92,875.51	3.7%

Insurance (23)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	28,092.47	69,215.73	71,000.00	65,622.41	5.5%	69,669.62	-0.7%
Total Revenues	28,092.47	69,215.73	71,000.00	65,622.41	5.5%	69,669.62	
Expenses							
Administration	-	30,587.82	71,000.00	33,156.26	-7.7%	31,276.32	-2.2%
Total Expenses	-	30,587.82	71,000.00	33,156.26	-7.7%	31,276.32	
Total Fund Revenues	28,092.47	69,215.73	71,000.00	65,622.41	5.5%	69,669.62	
Total Fund Expenses	-	30,587.82	71,000.00	33,156.26	-7.7%	31,276.32	
Surplus (Deficit)	28,092.47	38,627.91	-	32,466.15	19.0%	38,393.30	0.6%

Audit (24)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	5,918.09	14,581.59	15,000.00	14,045.73	3.8%	14,547.47	0.2%
Total Revenues	5,918.09	14,581.59	15,000.00	14,045.73	3.8%	14,547.47	
Expenses							
Administration	-	16,500.00	16,500.00	14,750.00	11.9%	15,950.00	3.4%
Total Expenses	-	16,500.00	16,500.00	14,750.00	11.9%	15,950.00	
Total Fund Revenues	5,918.09	14,581.59	15,000.00	14,045.73	3.8%	14,547.47	
Total Fund Expenses	-	16,500.00	16,500.00	14,750.00	11.9%	15,950.00	
Surplus (Deficit)	5,918.09	(1,918.41)	(1,500.00)	(704.27)	172.4%	(1,402.53)	36.8%

Paving & Lighting (25)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	9,864.89	24,307.64	25,000.00	24,453.11	-0.6%	532.30	4466.5%
Total Revenues	9,864.89	24,307.64	25,000.00	24,453.11	-0.6%	532.30	
Expenses							
Administration	-	-	73,522.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	73,522.00	-	#DIV/0!	-	
Total Fund Revenues	9,864.89	24,307.64	25,000.00	24,453.11		532.30	
Total Fund Expenses	-	-	73,522.00	-		-	
Surplus (Deficit)	9,864.89	24,307.64	(48,522.00)	24,453.11		532.30	4466.5%

Park Police (26)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	2,015.94	5,086.08	5,319.00	784.98	547.9% (1)	302.97	1578.7%
Total Revenues	2,015.94	5,086.08	5,319.00	784.98	547.9%	302.97	
Expenses							
Administration	267.77	3,179.07	4,844.00	2,640.20	20.4% (2)	785.56	304.7%
Total Expenses	267.77	3,179.07	4,844.00	2,640.20	20.4%	785.56	
Total Fund Revenues	2,015.94	5,086.08	5,319.00	784.98	547.9%	302.97	
Total Fund Expenses	267.77	3,179.07	4,844.00	2,640.20		785.56	
Surplus (Deficit)	1,748.17	1,907.01	475.00	(1,855.22)	-202.8%	(482.59)	-495.2%

(1) Levy increased for 2021.

(2) Patrol of Dog Park (payroll) increased in 2020 during COVID and changing to members only. Continued into 2021

IMRF (27)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	43,752.61	107,796.08	111,000.00	117,693.79	-8.4%	88,129.61	22.3%
Total Revenues	43,752.61	107,796.08	111,000.00	117,693.79	-8.4%	88,129.61	
Expenses							
Administration	16,472.70	80,516.17	111,000.00	93,227.83	-13.6%	70,371.23	14.4%
Total Expenses	16,472.70	80,516.17	111,000.00	93,227.83	-13.6%	70,371.23	
Total Fund Revenues	43,752.61	107,796.08	111,000.00	117,693.79	-8.4%	88,129.61	
Total Fund Expenses	16,472.70	80,516.17	111,000.00	93,227.83	-13.6%	70,371.23	
Surplus (Deficit)	27,279.91	27,279.91	-	24,465.96		17,758.38	53.6%

Social Security (28)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	39,600.57	97,566.42	100,000.00	98,930.30	-1.4%	98,625.58	-1.1%
Total Revenues	39,600.57	97,566.42	100,000.00	98,930.30	-1.4%	98,625.58	
Expenses							
Administration	16,547.24	79,737.18	105,224.00	74,560.32	6.9%	80,691.23	-1.2%
Total Expenses	16,547.24	79,737.18	105,224.00	74,560.32	6.9%	80,691.23	
Total Fund Revenues	39,600.57	97,566.42	100,000.00	98,930.30	-1.4%	98,625.58	
Total Fund Expenses	16,547.24	79,737.18	105,224.00	74,560.32	6.9%	80,691.23	
Surplus (Deficit)	23,053.33	17,829.24	(5,224.00)	24,369.98		17,934.35	-0.6%

Sycamore Park District
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Concessions (30)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Clubhouse Concessions	13,767.04	87,652.75	68,256.00	45,967.56	90.7%	57,593.46	52.2%
Beverage Cart	2,339.09	9,979.53	6,352.00	1,505.27	563.0%	7,009.39	42.4%
Sports Complex Concessions	4,680.56	42,621.92	32,667.00	8,229.93	417.9%	29,691.27	43.6%
Pool Concessions	-	-	10,549.00	-	#DIV/0!	8,332.11	-100.0%
Catering	1,803.82	13,525.27	18,007.00	3,311.56	308.4%	14,054.33	-3.8%
Total Revenues	22,590.51	153,779.47	135,831.00	59,014.32	160.6% (1)	116,680.56	31.8%
Expenses							
Clubhouse Concessions	6,182.68	73,283.04	88,703.00	55,977.24	30.9%	68,593.74	6.8%
Beverage Cart	1,495.35	7,170.91	5,381.00	225.98	3073.2%	4,584.26	56.4%
Sports Complex Concessions	2,578.99	29,424.81	31,665.00	4,168.46	605.9%	24,612.52	19.6%
Pool Concessions	-	-	10,046.00	-	#DIV/0!	7,016.92	-100.0%
Catering	243.25	2,583.84	6,690.00	1,239.20	108.5%	4,743.92	-45.5%
Total Expenses	10,500.27	112,462.60	142,485.00	61,610.88	82.5% (1)	109,551.36	2.7%
Total Fund Revenues	22,590.51	153,779.47	135,831.00	59,014.32	160.6%	116,680.56	31.8%
Total Fund Expenses	10,500.27	112,462.60	142,485.00	61,610.88	82.5%	109,551.36	2.7%
Surplus (Deficit)	12,090.24	41,316.87	(6,654.00)	(2,596.56)	-1691.2%	7,129.20	479.5%

(1) Weather has been dry allowing for increased opportunities for revenue. In 2020, concessions opening was delayed due to COVID; sports complex nothing until Aug 1. 2019 was a cold wet Spring.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended September 30, 2021

Developer Contributions (32)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	0.92	15,000.00	15,259.40	-100.0%	10,273.44	-100.0%
Total Revenues	-	0.92	15,000.00	15,259.40	-100.0%	10,273.44	
Expenses							
Administration	-	-	15,000.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	15,000.00	-	#DIV/0!	-	
Total Fund Revenues	-	0.92	15,000.00	15,259.40	-100.0%	10,273.44	
Total Fund Expenses	-	-	15,000.00	-	#DIV/0!	-	
Surplus (Deficit)	-	0.92	-	15,259.40	-100.0%	10,273.44	-100.0%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2021

Golf Course (50)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Golf Operations	67,162.81	556,376.24	425,553.00	383,664.04	45.0% (1)	363,035.84	53.3%
Golf Maintenance	3,443.89	15,963.83	22,039.00	15,564.42	2.6%	15,182.89	5.1%
Total Revenues	70,606.70	572,340.07	447,592.00	399,228.46	43.4%	378,218.73	51.3%
Expenses							
Golf Operations	21,893.71	194,160.18	233,920.00	153,478.20	26.5% (2)	164,233.03	18.2%
Golf Maintenance	29,897.85	207,040.04	265,811.00	176,996.62	17.0% (3)	210,835.98	-1.8%
Total Expenses	51,791.56	401,200.22	499,731.00	330,474.82	21.4%	375,069.01	7.0%
Total Fund Revenues	70,606.70	572,340.07	447,592.00	399,228.46	43.4%	378,218.73	51.3%
Total Fund Expenses	51,791.56	401,200.22	499,731.00	330,474.82	21.4%	375,069.01	7.0%
Surplus (Deficit)	18,815.14	171,139.85	(52,139.00)	68,753.64	148.9%	3,149.72	5333.5%

(1) Golf Course opened earlier in 2021. 2020 COVID delayed opening and May flood. 2019 April flood and cold wet May. Compared to Annual Budget/Compared to 2020 YTD/Compared to 2019 YTD:

Daily Greens Fees 140.18% / 157.69% / 173.11%

Golf Events & Misc 37.80% / 40.37% / 32.99%

Lessons 64.27% / na / na

Carts 145.85% / 157.23% / 175.70%

Season passes 138.58% / 135.67% / 136.32%

Pro shop sales 110.61% / 118.44% / 120.61%

Weekly league rate is now in green fees

(2) Wages and related expenses higher in 2021 compared to 2020 29.5% \$25,780 and 2019 19.1% \$18,171. New POS system in 2021 \$10,200. Higher credit card fees 125.2% \$6,470 due to higher rate with POS and more transactions. COGS and sales tax expense greater due to increased sales.

(3) 2021 Wages and related taxes compared to 2020 increased 12.8% 13,658 and to 2019 decreased 2.3% \$2,844 primarily due to part time staff. Gas/Oil increased 215.1% \$12,139 over 2020.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2021

Aquatics (51)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Pool	379.39	26,725.77	71,654.00	44.68	59716.0%	68,448.48	-61.0%
Swim Lessons	(513.19)	2,666.08	22,811.00			20,929.39	-87.3%
Splashpad	674.00	13,251.00	22,804.00	8,194.00	61.7%	13,211.45	0.3%
Total Revenues	540.20	42,642.85	117,269.00	8,238.68	417.6% (1)	102,589.32	-58.4%
Expenses							
Pool	111.00	49,252.57	67,929.00	1,521.81	3136.4%	52,356.32	-5.9%
Aquatics Maintenance	1,850.53	26,174.28	33,200.00	9,201.72	184.4%	29,715.07	-11.9%
Swim Lessons	-	816.11	11,734.00	-		9,083.98	-91.0%
Splashpad	-	55.93	349.00	-	#DIV/0!	50.45	10.9%
Total Expenses	1,961.53	76,298.89	113,212.00	10,723.53	611.5%	91,205.82	-16.3%
Total Fund Revenues	540.20	42,642.85	117,269.00	8,238.68	417.6%	102,589.32	-58.4%
Total Fund Expenses	1,961.53	76,298.89	113,212.00	10,723.53	611.5%	91,205.82	-16.3%
Surplus (Deficit)	(1,421.33)	(33,656.04)	4,057.00	(2,484.85)	1254.4%	11,383.50	-395.7%

(1) Due to COVID, pool was closed in 2020. Opened in 2021 with time slots. Once into Phase 5, opened completely and sold reduced passes. Minimal lessons.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended September 30, 2021

Debt Service (60)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	<u>254,786.75</u>	<u>627,739.38</u>	<u>645,000.00</u>	<u>616,599.37</u>	1.8%	<u>601,588.99</u>	4.3%
Total Revenues	254,786.75	627,739.38	645,000.00	616,599.37	1.8%	601,588.99	
Expenses							
Administration	<u>-</u>	<u>4,845.00</u>	<u>640,178.00</u>	<u>6,015.00</u>	-19.5%	<u>7,140.00</u>	-32.1%
Total Expenses	-	4,845.00	640,178.00	6,015.00	-19.5%	7,140.00	
Total Fund Revenues	254,786.75	627,739.38	645,000.00	616,599.37	1.8%	601,588.99	
Total Fund Expenses	-	4,845.00	640,178.00	6,015.00	-19.5%	7,140.00	
Surplus (Deficit)	254,786.75	622,894.38	4,822.00	610,584.37	2.0%	594,448.99	4.8%

Capital Projects (70)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	<u>-</u>	<u>25.22</u>	<u>549,000.00</u>	<u>1,603.40</u>	-98.4%	<u>13,048.50</u>	-99.8%
Total Revenues	-	25.22	549,000.00	1,603.40	-98.4%	13,048.50	
Expenses							
Administration	<u>-</u>	<u>251,689.36</u>	<u>614,838.00</u>	<u>222,336.27</u>	13.2%	<u>297,896.64</u>	-15.5%
Total Expenses	-	251,689.36	614,838.00	222,336.27	13.2%	297,896.64	
Total Fund Revenues	-	25.22	549,000.00	1,603.40	-98.4%	13,048.50	
Total Fund Expenses	-	251,689.36	614,838.00	222,336.27	13.2%	297,896.64	
Surplus (Deficit)	-	(251,664.14)	(65,838.00)	(220,732.87)	14.0%	(284,848.14)	-11.6%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2021

Action 2020 (71)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	91,839.51	249,002.00	31,026.15	196.0%	110,333.44	-16.8%
Total Revenues	-	91,839.51	249,002.00	31,026.15	196.0%	110,333.44	
Expenses							
Administration	7,502.50	601,200.07	1,620,350.00	1,110,245.42	-45.8%	299,799.38	100.5%
Total Expenses	7,502.50	601,200.07	1,620,350.00	1,110,245.42	-45.8%	299,799.38	
Total Fund Revenues	-	91,839.51	249,002.00	31,026.15	196.0%	110,333.44	
Total Fund Expenses	7,502.50	601,200.07	1,620,350.00	1,110,245.42	-45.8%	299,799.38	
Surplus (Deficit)	(7,502.50)	(509,360.56)	(1,371,348.00)	(1,079,219.27)	-52.8%	(189,465.94)	168.8%
Total Fund Revenues	1,690,748.70	4,941,787.88	5,752,699.00	4,247,150.05		4,493,657.59	
Total Fund Expenses	307,300.36	3,454,429.25	7,286,536.00	3,832,676.98		3,159,373.94	
Surplus (Deficit)	1,383,448.34	1,487,358.63	(1,533,837.00)	414,473.07		1,334,283.65	

Sycamore Park District
Fund Balances

	Audited 1/1/2021	Revenues	Expenses	Audited 9/30/2021	9/30/2021 Cash balance
10 Corporate	820,032.92	1,616,179.61	733,782.60	1,702,429.93	1,696,435.34
20 Recreation	463,680.80	1,296,522.05	959,505.46	800,697.39	817,563.74
21 Donations	166,593.13	22,953.61	-	189,546.74	189,546.74
22 Special Recreation	19,460.95	199,211.65	102,924.81	115,747.79	115,747.79
23 Insurance	43,018.31	69,215.73	30,587.82	81,646.22	81,646.22
24 Audit	13,423.50	14,581.59	16,500.00	11,505.09	11,505.09
25 Paving & Lighting	48,804.64	24,307.64	-	73,112.28	73,112.28
26 Park Police	690.47	5,086.08	3,179.07	2,597.48	2,677.77
27 IMRF	-	107,796.08	80,516.17	27,279.91	27,279.91
28 Social Security	5,224.09	97,566.42	79,737.18	23,053.33	23,053.33
30 Concessions	26,192.46	153,779.47	112,462.60	67,509.33	62,895.77
32 Developer Contributions	15,492.35	0.92	-	15,493.27	15,493.27
50 Golf	28,463.93	572,340.07	401,200.22	199,603.78	200,068.12
51 Aquatics	2,372.62	42,642.85	76,298.89	(31,283.42)	(30,477.38)
60 Debt Service	88,244.06	627,739.38	4,845.00	711,138.44	711,138.44
70 Capital Projects	421,544.39	25.22	251,689.36	169,880.25	169,880.25
71 Action 2020	1,905,295.24	-	7,502.50	1,897,792.74	1,792,847.29
	4,068,533.86	4,849,948.37	2,860,731.68	6,057,750.55	5,960,413.97

Summary of depository accounts as of **10/21/2021**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
First Midwest Bank	2,969,522.71	0.05
Resource Bank	200,111.75	0.08
IPDLAF	2,744,481.93	varies
DCCF - Action 2020	74,016.36	
Dekalb Co. Community Foundation	<u>23,667.28</u>	
	6,011,800.03	

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Report

Date: October 20, 2021

Administrative Initiatives (10/1/21-10/31/21)

Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff

- Attended the Park District Board meeting, Study session and staff management meetings for October.
- The Employee Wellness Golf outing and lunch was rained out October 7th. Instead, we had indoor challenges and lunch. This event was supported through the PDRMA Employee wellness grant which was used to promote employee activities from October 2020 to October 2021.
- Attended the KSRA Board meeting and KSRF Foundation meeting October 12. The Foundation will organize the 5K Donut Dash on November 6th at the Dekalb park District. See Attached Flyer.
- Assisted the Library staff with the Adult Creepy Campfire event at the Good Tymes Shelter on October 15. There were 20 adults in attendance.
- Assisted the GAs with the start of youth basketball program on October 17th. In its second year, we have grown from 4 to 8 boys' teams and added a girl's league with 6 teams! Total of 106 youth in grades 3rd-6th.
- The Pet Parade event scheduled for October 23 was canceled due to low enrollment.
- The Recreation Team will assist with the Kiwanis Pumpkin Roll Down and events on October 23. Hoping for a full house of 300 families.
- Attended the NRPA National Convention in Nashville Sept 20-24. See attached report.
- Recreation staff attended the Community Pool Volunteer Focus Group meeting October 13.
- 433 Dog Park Memberships sold to date.
- All yearly evaluations for full-time and part-time staff will be completed by end of October.
- Will coordinate an all-employee viewing area of the Sycamore Pumpkinfest Fireworks on October 30.
- The Community Center will be closed on Sunday, October 31st due to the 10K race that will close off airport road from 9-11am.
- Supervisor Rex will continue to research projects and collect quotes for 100th year anniversary items that need to be initiated in 2022.
- Recreation Supervisor Rex will coordinate and design the Winter/Spring 2022 brochure.

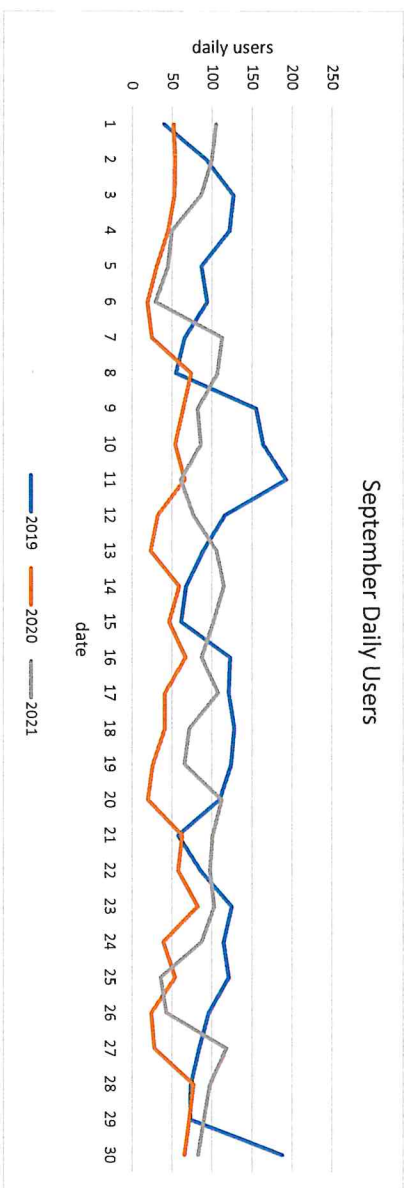
- Recreation Supervisor Rex assisted with the Sycamore Public Library's Slightly Spooky Stories on October 1. There were approximately 50 in attendance.
- The Ribbon Cutting event for the Great Western Trail Extension – Segment I was held October 16th on a beautiful Fall morning. Vendors on the trail included the Sycamore Police Dept, Sycamore Boy scouts, Sycamore Library, and the Dekalb Cyclery. Due to high winds, we could not get the drone up for pictures. Plenty of photos were taken at the bridge and included Dekalb County Forest Preserve members, City of Sycamore, Sycamore Park District foundation and Sycamore Park District past and present board members.
- Recreation Specialist Dobberstein attended the Food Show in Dubuque, IA on October 11th.
- Community Center September vending sales totaled \$72.75 in product.
- Recreation Specialist Dobberstein wrapped up catering for Wednesday and Thursday Men's league golf with a steak dinner.
- Recreation Specialist Dobberstein will sell her famous chili at the Pumpkin Scramble Golf outing October 30th.
- The Adult Co-Ed and women's volleyball leagues are underway with 23 teams. The season will run October through March on Wednesday and Thursday evenings.
- Recreation Specialist Genz attended the Chamber Leadership Academy, visited Upstaging.
- The Mommy and Me painting program, ran with 10 participants, which increased from 6 participants from the previous class.
- Recreation staff met to discuss 2022 budget worksheets.
- Recreation Supervisor Rex will complete the 2022 Winter/Spring Brochure layout.
- As of October 18, 2021, we have 220 Active Pathway Fitness 24/7 Memberships, 233 Active Pathway Fitness Passes, 32 Active Track 24/7 Memberships, 128 Active Track Passes and 210 Active Open Gym Passes.
- Facility Specialist Metcalf attended a couple of virtual sessions with Vermont Systems to replace the RecTrac Symposium that got canceled.
- The Pathway Fitness October Sale for Memberships and Passes paid in full is in full swing again this year. So far, as of October 18, we had 27 people purchase or renew a pass. Last year we had a total of 46 people purchase or renew a pass during the same October sale.
- Facility Supervisor Metcalf attended the KSRA Foundation Board Meeting.
- Facility Supervisor Metcalf and GA Kelsey Sipp attended the Fitness Center Committee meeting through IPRA on October 19.
- Facility Supervisor Metcalf participated in a Lifeguard Audit Program follow-up meeting with PDRMA and Counselman-Hunsaker to discuss ways to improve the program for next summer.
- Facility Supervisor Metcalf continues to work in RecTrac to keep updates current. Added Winter/Spring 2022 Brochure codes.

Administrative Initiatives (11/1/21-11/30/21)

Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff

- Will attend all Board meetings, study session, and management team meetings in November.
- Will meet with Professor Howell of NIU to discuss GA recruiting for 2022.
- The Recreation Team has been invited to challenge the KSRA Bocce ball team on November 9th in Dekalb.
- GA's will begin to organize the Community Trees program and the Holiday House Decorating contest.
- Recreation Specialist Genz will attend leadership academy in November.
- Recreation Specialist Genz will conduct Teen Gym Jam on Nov 5th.
- Recreation Supervisor Rex will send the brochure to the printer around November 5th, with delivery to homes around November 29th.
- Recreation Supervisor Rex and Facility Supervisor Metcalf will organize the new, "launch parties" to promote the upcoming registration of each seasonal brochure. These parties will give discounts to multiple registrations, showcase certain programs, and provide short sampling of fitness classes or youth programs to sample.
- Superintendent of Recreation Tevsh and Facility Supervisor Metcalf will help at the KSRF 5-K Donut Dash Walk/Run Nov 6.
- Recreation team will attend the November 10th Pool Volunteer Committee meeting.
- Recreation Specialist Dobberstein will prepare for Cookies with Santa event.
- GA's will organize and run the Hoop Shoot event on Nov. 27.
- Facility Supervisor Metcalf will conduct a Service Desk Staff meeting to discuss the Winter/Spring Brochure and any new policies/procedures. Staff will also participate in a Customer Service Training.
- Recreation Supervisor Rex will coordinate the purchase of new park district Domain, implement new park district Domain & Emails, implement new Email addresses for the Foundation Board, implement new park district logo, and promote new website and introduce Foundation.

	2018	2019	2020	2021
September 1	71	40	52	105
2	82	93	54	100
3	48	127	53	86
4	149	122	45	50
5	121	87	31	45
6	108	94	19	29
7	85	66	25	113
8	41	55	74	107
9	50	155	64	82
10	113	164	54	86
11	103	193	66	61
12	110	116	32	77
13	88	89	23	106
14	81	68	59	115
15	78	62	46	102
16	109	123	67	87
17	147	121	41	108
18	106	128	41	72
19	101	124	26	66
20	140	110	20	112
21	73	58	63	101
22	58	86	58	98
23	43	125	82	103
24	121	115	39	87
25	99	121	54	36
26	102	96	24	43
27	79	84	28	118
28	76	74	77	98
29	43	73	72	90
30	55	188	66	83
TOTALS	2,680	3,157	1,455	2,566



Sept Daily	Building Hours	After Hours	Splashpad Daily Fee	Splashpad Pass	Open Gym	Total Users
1	73	9	2		21	105
2	54	6	21		19	100
3	52	7	0		27	86
4	25	21	0		4	50
5	15	12	3		15	45
6	21	8	0		0	29
7	75	12	5		21	113
8	72	12	2		21	107
9	49	11	3		19	82
10	50	5	14		17	86
11	28	13	14		6	61
12	10	15	47		5	77
13	71	11	7		17	106
14	71	12	8	No Passes	24	115
15	84	10	0		8	102
16	50	10	4		23	87
17	63	7	28		10	108
18	34	4	19		15	72
19	12	16	27		11	66
20	76	14	3		19	112
21	65	17	0		19	101
22	71	12	0		15	98
23	56	13	0		34	103
24	67	9	0		11	87
25	19	8	0		9	36
26	13	16	2		12	43
27	86	9			23	118
28	73	11		Closed For Season	14	98
29	60	13			17	90
30	52	11			20	83

Holiday

No Passes

Closed For Season



5K DONUT DASH

FUNDRAISER FOR A SENSORY ROOM

Saturday, November 6, 2021
 Race Start 9:00 am
 Hopkins Park, Shelter Building



REGISTRATION \$25
DAY OF RACE \$30

TO REGISTER SCAN THE QR CODE OR VISIT OUR WEBSITE

**SPECIAL THANKS TO OUR LOCAL SPONSORS KUIPER FAMILY FARM,
 NORTHERN ILLINOIS CREDIT UNION, AND HEARTLAND BANK & TRUST**

First 100 registrants receive gaiter give away!

Not a timed race.

Hosted by Kishwaukee Special Recreation Foundation

www.kishsra.org

NRPA Conference Report 2021

Nashville, Tennessee, September 21-23

Theresa Tevsh, Superintendent of Recreation Services

Tue, Sept 21

Virtual: Coffee Talks-Equity at the Center: A year later with Autumn Saxton-Ross	8am
Virtual: Opening General Session	8:45am
Exhibit Hall	10:30am
*Bike Repair Stations by Most Dependable fountains	
*Holiday Lighting	
*ADCI – Architectural Design Consultants – Clubhouse facility assessment	
Creating a Culture of Listening and Service Excellence in the midst of a Pandemic	1:30pm
Arts Programing Celebrating Diverse Cultures	3:30pm

Wed, Sept 22

Virtual: Coffee Talks-Introducing an Oral History of NRPA	8am
Luncheon	11:30am
Exhibit Hall	1pm
Healthy Food, Healthy Bodies: Using Food Service Guidelines in Parks and Rec Departments	1:30pm
Nothing Changes if Nothing Changes	3:30pm

Thur, Sept 23

Solving Pickleball Problems 2.0	12pm
The Secret Language of Seniors: Marketing to the 55+ Population	2pm
It Takes a Village: Partnering with Nonprofits to Maximize Your Credibility	4pm

From: Kirk T. Lundbeck
 Subject: Monthly Report
 Date: October 26, 2021

Administrative Initiatives (10/1/21 – 10/31/21)

- Attended all administrative team meetings as scheduled.
- Continued to use Teesnap marketing tools to bring new customers to the facility.
- Began marketing and registration for the Pumpkin Scramble. 144 players expected. Field is full 36 teams as of October 10th. Currently 7 teams on the waiting list.
- Completed the final Fairway Club Men's League night is Wednesday, October 6th. This night will include the prize payout, the presentation of the the Ron Razniewski Cup and a steak fry. Many positive comments about this season's league schedule.
- Continued to try to fill the void created by Alex Hawkins' departure.
- Began planning staging for lesson offerings for 2022. These to include:
 - Say-Golf Junior Lessons
 - Adult Beginner and Intermediate Group Lessons
 - Corporate Lunch Hour Golf Clinics
 - Private Lessons
- Began to develop a Pro Shop Manager Job description to begin promoting after the first of the year.
- Continued to complete part-time staff evaluations.
- Finalized fall marketing with Teesnap marketing and begin preparation for offseason eblasts to keep customers and all golfers engaged.
- Continued to work with Jonelle, Jeff, Steve and ERA on Bridge number #1 preconstruction concerns.
- Picked out carpeting and paint colors for pro shop improvements scheduled for the second week of December.
- Cleaned, detailed and completed minor maintenance on 8 golf carts and the shuttle cart for the pumpkin parade and the craft show.
- Continued to meet with sales representatives for pro shop merchandise for 2022.
- Returned old Titleist club inventory for credit.
- Began to finalize dates for 2022 golf outings and send out outing contracts.
- The 2021 Season continues to be a banner year for Sycamore Golf Club I have been told by many of the visiting sales reps that many courses are not doing well at all. This gives affirmation to our staff that we are doing something right.
-

Month	Rounds	Days Open	Season Passes	Daily Fees	Carts	Pro Shop	Lessons/Fees	Total
Actual 20	32593	215	\$84,864.00	\$181,152.97	\$130,563.45	\$41,614.22	\$12,091.00	\$450,285.64
Actual 21	26357	209	\$111,747.50	\$223,331.67	\$173,640.03	\$42,717.01	\$18,120.00	\$570,119.07
Projected Budget	32000	240	\$81,150.00	\$144,520.00	\$112,800.00	\$43,740.00	\$26,400.00	\$408,610.00
% to budget	82.37%	87.08%	137.70%	154.53%	153.94%	97.66%	68.64%	139.53%

Administrative Initiatives (11/1/21 – 11/30/21)

- Attend all administrative team meeting as scheduled.
- Begin bi-monthly marketing calls with Teesnap marketing in preparation of next season.
- Meet with Teesnap about our wish list of improvements for the system. Jonelle, Jackie, and Melissa will be included in this conversation.
- Continue planning staging for lesson offerings for 2022. These to include:
 - Say-Golf Junior Lessons
 - Adult Beginner and Intermediate Group Lessons
 - Corporate Lunch Hour Golf Clinics
 - Private Lessons
- Finalize Pro Shop Manager Job description to begin planning for promoting after the first of the year and begin work on succession planning with Jonelle.
- Finalize part-time staff evaluations.
- Begin preparation of golf carts and cart barn for winter closure.
- Continue to work with Jonelle, Jeff, Steve and ERA on Bridge number #1 preconstruction concerns.
- Begin marketing of the Frozen Fingers Open scheduled for Saturday, November 20th.
- Continued to meet with sales representatives for pro shop merchandise for 2022.
- Continue to finalize dates for 2022 golf outings and send out outing contracts.
- Begin 20% off sale of remaining pro shop merchandise sale.
- Finalize timeline for carpeting replacement and painting on the pro shop and staff office.
- Prepare for the end of the 2021 golf season, finalize thank you eblasts to outing planners, season pass holders and daily patrons.

To: Board of Commissioners
 From: Jeff Donahoe
 Subject: Monthly Report
 Date: October 26th, 2021

Administrative Initiatives (10/1/21-10/31/21)

Golf

- We finally received some much-needed rainfall since October began. The area has received about 2.5" spread thru 4 or 5 rain events. This is about equal to what we received in most of July, August, and September combined.
- The rain combined with early month warmth and humidity caused the dormant turf to start growing again with vigor. We have been mowing more frequently in all areas. The more recent cooler nights have slowed the growth somewhat, but many brown areas are green once again.
- The greens were aerated, and sand top dressed on the 12th and 13th. The process went well, and the holes healed quickly. The process helps with thatch control, compaction relief, and air space for roots and water.
- Staff continues to mow frequently, blow and mulch leaves, planted more trees, fertilized greens, sprayed for turf disease, and pruned trees.
- I have been meeting with pesticide and fertilizer sales reps for early order opportunities that save money for next season.
- We have had some skunk and racoon digging in the rough as they look for grub worms. All the digging was outside the zone near on and near fairways, tees, and greens where we apply grub insecticide in the summer just for this very reason. The digging usually stops about now as the grubs go deeper into the soil for winter.

Sports

- The end of this month will end all sports for the fall. Most groups are holding end of year tournament games this week and next. I am already working with all groups for tournament dates for next spring.
- William Charles continues construction on the new baseball fields. The rain last week caused a stoppage for a few days but work now continues with the playground equipment delivery expect any day. At the end of the month with soccer completed, they will spread out all over the area to continue work.
- With the pool now closed, I am trying to get info and pricing for a new pool heater. I contacted IDPH and we must have a pre-certified/approved contractor and architect with the State to do the drawings and installation.
- The splash pad was closed and drained at the end of September. The pool water lines for the faucets and spigots will be blown out at the end of the month.

Parks

- I attended staff, Board, and study session meetings.
- Attended ribbon cutting ceremony for the new trail segment.
- Met with Terry Hannan and Library staff on the planning of trail story book sign installation next month.

- Began budget planning for 2022 operation budgets.
- Staff continues to mow/trim now that grass is growing consistently again. Tree trimming continues when time allows. Leaf blowing and mulching continues.
- Donated trees were planted at Wetzel and Old Mill Parks. New shrubs were also planted at the parking lot strip at Old Mill.
- Old Mill Park now has a functioning drinking fountain and electricity for a new light thanks to the agreement with Mr. Grainger and the new development.
- We were contacted by the Schramer brothers who will be donating an outdoor bench along the trail just west of the river bridge.
- The playground structure for Founders is still on the way and now is delayed until December. Concrete work is still set to begin in November before the freeze with the playground equipment installed after or in spring as weather dictates. The old play equipment will be removed the last week of October by the group that will then donate it to neighborhoods in need around the country or overseas. The HOA has been contacted with the updates.
- For Old Mill Park, I am coordinating with the excavator to replace the old rubber tile surface system with playground mulch. We will remove the tiles, excavation will remove soil to 12" deep, and we will add new mulch in November.
- Completed PDRMA survey and audit with other staff for slip, trip, and fall safety initiative.
- Completed required State Health Dept. water well testing's and sent to independent lab for analysis.

Administrative Initiatives (11/1/21-11/30/21)

- Attend all staff, Board, and planning meetings.
- Attend planning meetings with IDOT and engineers for next phase of trail system to Old Mill Park.
- Work with engineers and contractor on continued construction of new ball fields and attend biweekly meetings on the progress.
- Winterize golf irrigation system and equipment along with pool bathroom and spigot lines and drinking fountain lines at sports and dog park.
- Work with Upland design on Founders Park playground installation construction and Reston Pond plans.
- Work on auctioning old irrigation system and equipment.
- Staff will spend a lot of time with final turf mowing and leaf blowing and mulching.
- Spray the course with snow mold preventive fungicide near the end of the month. Close the course once weather dictates at end of the month or early December.
- Repair Park areas, replace surfacing at Old Mill playground.
- Work consistently with sport field user groups for season follow up and planning for 2022 seasons.
- Work on budget planning for 2022, projects needed, and equipment purchase planning.

To: Board of Commissioners
 From: Jonelle Bailey
 Subject: Monthly Report
 Date: October 26, 2021

Administrative Initiatives (10/1 – 10/31/2021)

- Attend all Staff, Board and Planning meetings.
- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Attend Rotary and Chamber Meetings
- Attend IPRA meetings
- Continue get to know community members and local businesses.
- Bi-weekly meeting with the Superintendents
- Staff:
 - Employee Evaluation Review
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Training:
 - Continuing Education Benefits for all staff
- Review Marketing needs and timelines with Sarah Rex.
 - Review Grants ITEP, IDOT and OSLAD
 - Deadline dates and next steps for all these areas
 - New signage w/ Mission, Vision and Core Value information at facilities
- Review all construction projects and next steps:
 - GWT parcel purchase overview for Phase/Segment 2 of the trail
 - Founders Park on hold until spring, removal of current playground equipment and preparation for installation. EST date of equipment arrival 12/2021
 - Memorial Park Development timeline and construction update: playground arrived on 10/20/21, waiting on concrete curbs and footers to be completed and equipment will be installed.
 - GWT – officially opened on 10/16.
 - IAPD awarded the park district and Dekalb Forest Preserve an award for BEST of the BEST in intergovernmental agreements.
- Continue to update the Employee Manual with Staff
 - First draft review to board pushed to November. Estimated time of competition is December
 - Work on review of Policy revision – pushed to November
- Started process to create the Sycamore Park District Foundation
 - Have board members, will be providing them with minimal benefits, working on timeline for roll out
 - Creating starting budget for the Foundation
- Pool Focus Group meeting 10/14 at 6pm

Administrative Initiatives (11/1 – 11/30/2021)

- Attend all Staff, Board and Planning meetings.
- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Attend Rotary and Chamber Meetings
- Attend IPRA meetings
- Continue get to know community members and local businesses.
- Bi-weekly meeting with the Superintendents
- Staff:
 - Employee Evaluation Review

- Succession planning for Golf: new positions, golf Pro/manager
- Organizational Chart Review – Final document January/February 2022
- Confirm with all departments
 - Current positions
 - Future positions
 - Estimated costs
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Training:
 - Continuing Education Benefits for all staff
- Review Marketing needs and timelines with Sarah Rex.
 - Review Grants ITEP, IDOT and OSLAD
 - Deadline dates and next steps for all these areas
 - New signage w/ Mission, Vision and Core Value information at facilities
- Review all construction projects and next steps:
 - GWT parcel purchase overview for Phase/Segment 2 of the trail: in the process of negotiation and review
 - Founders Park on hold until spring, removal of current playground equipment and preparation for installation. EST date of equipment arrival 12/2021
 - Memorial Park Development timeline and construction update: playground arrived on 10/20/21, waiting on concrete curbs and footers to be completed and equipment will be installed.
- Continue to update the Employee Manual with Staff
 - First draft review to board pushed to November. Estimated time of competition is December
 - Work on review of Policy revision – pushed to November
- Started process to create the Sycamore Park District Foundation
 - Planning first year of activities
 - Official roll-out of launch
 - Working on Webpage and social medial for Foundation
 - Getting emails for foundation members
 - Starting Budget for the Foundation

Jeanette Freeman

From: Jeanette Freeman
Sent: Monday, October 4, 2021 9:55 AM
To: Jeanette Freeman
Subject: FW: Sycamore Golf Club Tee Time Confirmation

From: Kirk Lundbeck <kirkl@sycamoreparkdistrict.com>
Sent: Monday, October 4, 2021 7:11 AM
To: Jonelle Bailey <jonelleb@sycamoreparkdistrict.com>; Jeff Donahoe <jeffd@sycamoreparkdistrict.com>
Subject: Fwd: Sycamore Golf Club Tee Time Confirmation

This was nice to receive.
Get [Outlook for iOS](#)

From: Jim Waszak <successjw@aol.com>
Sent: Sunday, October 3, 2021 7:27:05 PM
To: Kirk Lundbeck <kirkl@sycamoreparkdistrict.com>
Subject: Re: Sycamore Golf Club Tee Time Confirmation

Hi Kirk,

My compliments. The course is always in very nice shape. I enjoy playing there even though it is one hour from my home. Keep up the good work.

Sincerely,
Jim Waszak
Supporting Companies and Individuals
In the Pursuit of Their Dreams
More about Jim
630-272-3895
successjw@aol.com

Even if you are on the right track, you'll get
run over if you just sit there! Will Rogers

-----Original Message-----
From: kirkl@sycamoreparkdistrict.com
To: successjw@aol.com
Sent: Thu, Sep 30, 2021 9:54 am
Subject: Sycamore Golf Club Tee Time Confirmation

Jeanette Freeman

From: Jonelle Bailey
Sent: Thursday, September 30, 2021 2:23 PM
To: Jeanette Freeman
Subject: FW: Employee Praise

Jonelle Bailey
 Executive Director
 815-895-3365 ext. 229
jonelleb@sycamoreparkdistrict.com



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 815-895-3365 | SycamoreParkDistrict.com

ESTABLISHED	19	9.8	COMMUNITY CENTER
1923	PARKS	MILES TRAILS	GOLF COURSE
			SPLASHPAD • POOL
			DOG PARK • SLED HILL

WE VALUE EQUITY • TRANSPARENCY • SUSTAINABILITY • CONNECTIONS

From: Cindi Moller <cmoller827@gmail.com>
Sent: Thursday, September 30, 2021 1:08 PM
To: Jonelle Bailey <jonelleb@sycamoreparkdistrict.com>
Subject: Employee Praise

Hello-

My partner and I have been members of both the Community Center and the Golf Club for about 6 years. We have been consistently amazed at the excellent customer service supplied by Melissa Dobberstein. She always takes the time to make sure we have what we need. Melissa is caring, thorough and knowledgeable at her job.

During the pandemic, it has been difficult to ensure that our recreation and fitness needs are maintained, and Melissa has helped us navigate through those uncertain times.

We also looked into reserving party space at the golf club, and although we had to postpone our party, Melissa showed her willingness to explain how festivities can occur in this post-pandemic world.

In short, you have an excellent employee in Mellissa Dobberstein and we have come to consider her a valued contact and friend.

Best Regards,
 Cindi Moller & Steve Martin

Jeanette Freeman

From: Jonelle Bailey
Sent: Thursday, October 7, 2021 9:51 AM
To: Jeanette Freeman
Subject: FW: Razniewski League Final Results

Hi Nettie, could you add this as well.

Jonelle Bailey
 Executive Director
 815-895-3365 ext. 229
jonelleb@sycamoreparkdistrict.com



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From: Kirk Lundbeck <kirkl@sycamoreparkdistrict.com>
Sent: Thursday, October 7, 2021 8:11 AM
To: Jonelle Bailey <jonelleb@sycamoreparkdistrict.com>
Subject: FW: Razniewski League Final Results

And another below

Kirk T. Lundbeck

Superintendent of Golf Operations/PGA Professional
 Sycamore Golf Club
 A facility of Sycamore Park District
 940 East State Street
 Sycamore, IL 60178
 815-895-3884

Sent from Mail for Windows 10

From: James Clevon
Sent: Thursday, October 7, 2021 6:30 AM
To: Kirk Lundbeck
Subject: Re: Razniewski League Final Results

Thanks for everything you do. I really appreciate it.

James Cleven
Principal
Sycamore Middle School

On Thu, Oct 7, 2021 at 5:18 AM Kirk Lundbeck <kirkl@sycamoreparkdistrict.com> wrote:

Hi Guys,

Thanks for a wonderful season. As I said last night at dinner I would like to return to the early league/late league format next season. In order to do this I will need your help to promote this league and try to get equal number of teams playing each week on each side of the golf course. Also next year I will eliminate the Modified Peoria System we did on the last week of each month and replace it with a Team Stableford System. Each member will get a certain number of points for bogeys, pars, birdies and eagles. This format will use your existing handicaps to figure out the point values. In addition, since the entire league fee goes into the prize pool at season's end I brought up the idea of raising the fee. Please let me know how you would feel about that.

Sign up for league next year begins on Friday, March 4th. That will be the first day of our annual Swing into Spring Sale. At that time you can specify if you wish to play in the early league or late league. If it works out as we all hope, with a manageable size of players on both sides of the golf course we can also add a "fun day" mid-season where a special format will be played like a 2 man scramble, alternate shot or something on that order.

My goal is to make this league more enjoyable for the players and enticing new "blood" into the league. Please let me know your thoughts.

RESULTS - 10/6/21

Closest to the Pin Back 9 - Jim Cleven
Longest Putt Back 9 - Jim Khuen
Closest to the Pin Front 9 - Sean Wood
Longest Putt Front 9 - Mike Marin

FINAL STANDINGS

Total
Carlson/Nehring - \$600.00
86
Olson/Wood - \$450.00
83
Maveus/Kuykendall - \$450.00
83
Burton/Wood - \$300.00
79
French/Lynch - \$175.00
76
Haag/Schroeder - \$175.00
76
Pleckham/Sherman - \$100.00
74
Spafford/Maki

71
Doty/Roliardi
71
Marin/Roberts
71
Reed/Piazza
70
McGhee/Mathey
65
George/Swedberg
65
Zang/Graves
65
Hansen/Khuen
64
Sauber/Owens
59
Ziegler/Hoecherl
59
Mathey/Meisch
56
Suchy/Latimer
55
Cleven/Wackt
51
Wrenn/Schulz
48
Briesacher/Lubke
21

There are still some great golf days ahead so I hope to see you out here. Also there are still a few spots left in the Pumpkin Scramble, scheduled for October 30th. So get your team together soon!

Once again, thanks for a great season!

Kirk Lundbeck
Sycamore Park District
Superintendent of Golf Services
Head PGA Professional
Office: 815-895-3365 Ext 227
Cell: 815-901-2346

SycamoreParkDistrict.com<<http://www.sycamoreparkdistrict.com/>>

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Jeanette Freeman

From: Jonelle Bailey
Sent: Thursday, October 7, 2021 9:51 AM
To: Kirk Lundbeck
Cc: Jeanette Freeman
Subject: RE: Razniewski League Final Results

Nice job Kirk.

Nettie, could you please add this to the board correspondence?

Jonelle Bailey
 Executive Director
 815-895-3365 ext. 229
jonelleb@sycamoreparkdistrict.com



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 815-895-3365 | SycamoreParkDistrict.com



From: Kirk Lundbeck <kirkl@sycamoreparkdistrict.com>
Sent: Thursday, October 7, 2021 8:10 AM
To: Jonelle Bailey <jonelleb@sycamoreparkdistrict.com>
Subject: FW: Razniewski League Final Results

Another one below

Kirk T. Lundbeck
 Superintendent of Golf Operations/PGA Professional
 Sycamore Golf Club
 A facility of Sycamore Park District
 940 East State Street
 Sycamore, IL 60178
 815-895-3884

Sent from [Mail](#) for Windows 10

From: [Kent Wrenn](#)
Sent: Thursday, October 7, 2021 8:04 AM
To: [Kirk Lundbeck](#)
Subject: Re: Razniewski League Final Results

Kirk,

Thanks for all your efforts organizing and managing this league. I'm sure it's quite a herd of cats to shepherd!

Scott and I plan to join again next year and will get the word out to find others.

Question - is there a golf app you recommend for keeping track of my scores? Now that I'm playing more regularly (and keeping score), I'd like to track the data.

Thanks!

Kent Wrenn
815-751-9328

On Thursday, October 7, 2021, 05:18:16 AM CDT, Kirk Lundbeck <kirkl@sycamoreparkdistrict.com> wrote:

Hi Guys,

Thanks for a wonderful season. As I said last night at dinner I would like to return to the early league/late league format next season. In order to do this I will need your help to promote this league and try to get equal number of teams playing each week on each side of the golf course. Also next year I will eliminate the Modified Peoria System we did on the last week of each month and replace it with a Team Stableford System. Each member will get a certain number of points for bogeys, pars, birdies and eagles. This format will use your existing handicaps to figure out the point values. In addition, since the entire league fee goes into the prize pool at season's end I brought up the idea of raising the fee. Please let me know how you would feel about that.

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Pleckham/Sherman - \$100.00	74
Spafford/Maki	71
Doty/Roliardi	71
Marin/Roberts	71
Reed/Piazza	70
McGhee/Mathey	65
George/Swedberg	65
Zang/Graves	65
Hansen/Khuen	64
Sauber/Owens	59
Ziegler/Hoecherl	59
Mathey/Meisch	56
Suchy/Latimer	55
Cleven/Wackt	51
Wrenn/Schulz	48
Briesacher/Lubke	21

There are still some great golf days ahead so I hope to see you out here. Also there are still a few spots left in the Pumpkin Scramble, scheduled for October 30th. So get your team together soon!

Once again, thanks for a great season!

Kirk Lundbeck

Sycamore Park District

Superintendent of Golf Services

Head PGA Professional

Office: 815-895-3365 Ext 227

Cell: 815-901-2346

SycamoreParkDistrict.com

September 23, 2021

Jonelle Bailey
Sycamore Park District
480 S. Airport Road
Sycamore, IL 60178

Dear Jonelle:

Please find enclosed letters that were sent to Representative Jeff Keicher and Senator Dave Syverson. We wanted them to know about the outstanding work the Sycamore Park District is doing and the recognition it will be receiving at the *Best of the Best Awards Gala* on October 15th.

I encourage you to invite your legislators to the *Best of the Best Awards Gala* and make them a part of your reservation, so that they can join in the celebration and learn more about your agency's award-winning projects.

Congratulations on the award, Jonelle. Keep up the great work!

My best personal regards,



Peter M. Murphy
President/CEO

Enclosures



September 23, 2021

The Honorable Jeff Keicher
Illinois House of Representatives
158 S. State St., Ste. C
Sycamore, IL 60178

Dear Representative Keicher:

I am honored to tell you that the Sycamore Park District will be recognized with a statewide award at the Illinois Association of Park Districts' Best of the Best Awards Gala. This year's Gala will take place the evening of Friday, October 15, 2021.

The Sycamore Park District is receiving a "Best of the Best" statewide award in the intergovernmental cooperation category for its nomination of DeKalb County Forest Preserve District. The District competed against other park districts, forest preserves, conservation and recreation agencies throughout the state in order to win this prestigious award.

IAPD's Best of the Best Awards Gala provides the perfect setting to shine the light on agencies like the Sycamore Park District as a model for others. The outstanding contributions that park board members, citizen volunteers, businesses and media make each year improve communities throughout Illinois and inspire others to do the same. We are proud of these extraordinary efforts and believe they deserve statewide recognition at a prominent event like the Gala.

Thank you for your support of the Sycamore Park District and for all you do to help the Illinois Association of Park Districts advance parks, recreation and conservation. Together, we are helping to make Illinois a better place to live, work and play.

My best personal regards,



Peter M. Murphy
President/CEO

c: Jonelle Bailey, Sycamore Park District



September 23, 2021

The Honorable Dave Syverson
Illinois Senate
State of Illinois Building
200 S. Wyman, Suite 302
Rockford, IL 61101

Dear Senator Syverson:

I am honored to tell you that the Sycamore Park District will be recognized with a statewide award at the Illinois Association of Park Districts' Best of the Best Awards Gala. This year's Gala will take place the evening of Friday, October 15, 2021.

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Thank you for your support of the Sycamore Park District and for all you do to help the Illinois Association of Park Districts advance parks, recreation and conservation. Together, we are helping to make Illinois a better place to live, work and play.

My best personal regards,



Peter M. Murphy
President/CEO

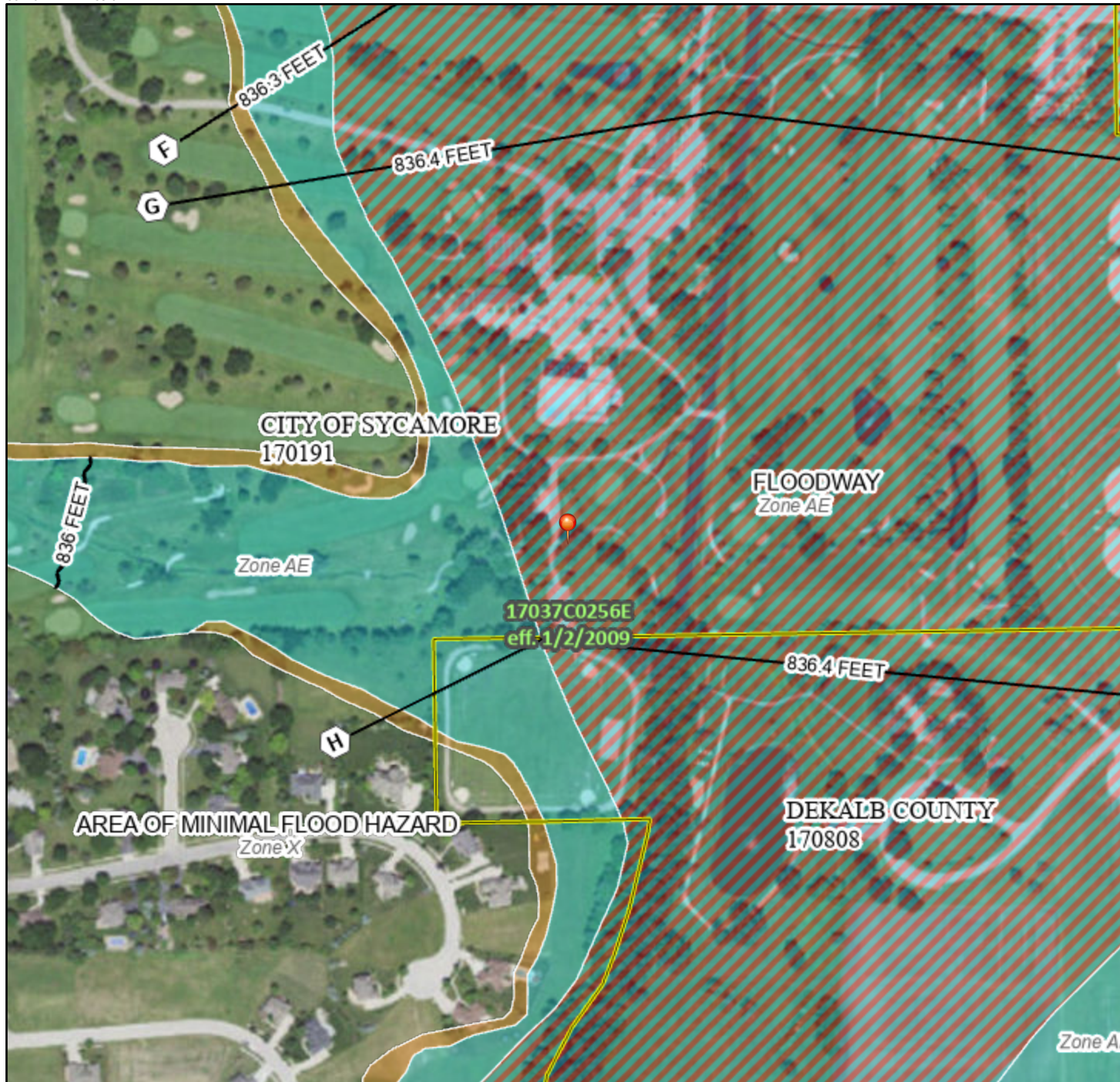
c: Jonelle Bailey, Sycamore Park District



National Flood Hazard Layer FIRMMette



88°40'27"W 41°59'6"N



Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend 70

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

- | | | |
|------------------------------------|--|--|
| SPECIAL FLOOD HAZARD AREAS | | Without Base Flood Elevation (BFE)
<i>Zone A, V, A99</i> |
| | | With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i> |
| | | Regulatory Floodway |
| OTHER AREAS OF FLOOD HAZARD | | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i> |
| | | Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i> |
| | | Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i> |
| | | Area with Flood Risk due to Levee <i>Zone D</i> |
| OTHER AREAS | | NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i> |
| | | Effective LOMRs |
| | | Area of Undetermined Flood Hazard <i>Zone D</i> |
| GENERAL STRUCTURES | | Channel, Culvert, or Storm Sewer |
| | | Levee, Dike, or Floodwall |
| OTHER FEATURES | | B 20.2 Cross Sections with 1% Annual Chance Water Surface Elevation |
| | | 17.5 |
| | | Coastal Transect |
| | | Base Flood Elevation Line (BFE) |
| | | Limit of Study |
| | | Jurisdiction Boundary |
| | | Coastal Transect Baseline |
| | | Profile Baseline |
| | | Hydrographic Feature |
| MAP PANELS | | Digital Data Available |
| | | No Digital Data Available |
| | | Unmapped |
| | | The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location. |



This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

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Answers to Questions About Substantially Improved/ Substantially Damaged Buildings

FEMA 213 / August 2018



FEMA

About the Cover

The photograph on the left shows a house after the storm surge from Hurricane Sandy flooded it with 5 feet of water. The photograph on the right shows the house being lifted on a taller foundation after the homeowners made the decision to elevate above the new flood level. FEMA photo by Kenneth Wilsey.

All other photographs in this document are public domain or taken by FEMA or a FEMA contractor.

Questions on this publication are welcome and should be addressed to FEMA Building Science (<http://www.fema.gov/building-science>) through the FEMA Building Science Helpline at FEMA-Buildingsciencehelp@fema.dhs.gov or call (866) 927-2104.

Answers to Questions About Substantially Improved/Substantially Damaged Buildings

FEMA 213 / *August 2018*



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Acronyms and Abbreviations

ACV	actual cash value
BFE	base flood elevation
CFR	Code of Federal Regulations
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
FMA	Flood Mitigation Assistance (grant program)
GIS	geographic information system
HMGP	Hazard Mitigation Grant Program
HVAC	heating, ventilation, and air conditioning
ICC	Increased Cost of Compliance
NFIP	National Flood Insurance Program
PDM	Pre-Disaster Mitigation (grant program)
RCV	replacement cost value
SDE	Substantial Damage Estimator
SFHA	Special Flood Hazard Area
SI/SD	substantial improvement and substantial damage



Section 1

Introduction

The National Flood Insurance Program (NFIP) is administered by the Federal Emergency Management Agency (FEMA). FEMA identifies and maps areas that are subject to flooding under certain conditions, establishes minimum criteria for development in identified floodprone areas, and underwrites flood insurance coverage. The purpose of the NFIP is to reduce future flood damage and to break the cycle of repetitive flood damage by encouraging communities to adopt and enforce floodplain management regulations and by providing affordable insurance to property owners, renters, and businesses. The NFIP regulations are found in Title 44 of the Code of Federal Regulations (CFR) § 59.1, Definitions, and 44 CFR § 60.3, Flood plain management criteria for floodprone areas.

The purpose of this booklet is to answer questions about the minimum NFIP regulations. It also summarizes FEMA's guidance and policies on substantial improvement and substantial damage (SI/SD) and what it means to bring structures into compliance with the minimum requirements for new construction.

NFIP flood insurance and certain types of Federal financial assistance are available only in communities that enter into agreements with FEMA to regulate flood hazard areas. More than 22,300 communities throughout the United States—counties, parishes, cities, towns, townships, villages, special districts, territories, Indian tribes, and authorized tribal organizations—participate in the NFIP by adopting and enforcing codes, regulations, and ordinances that meet or exceed the minimum requirements of the program.

The minimum NFIP requirements apply to new construction of buildings and structures, installation of manufactured homes, and all other development activities in Special Flood Hazard Areas (SFHAs) shown on Flood Insurance Rate Maps (FIRMs). When improvements to existing buildings, structures, and manufactured homes meet the definition of “substantial improvement,” or when damage meets the definition of “substantial damage,” communities must enforce requirements to bring those structures into compliance by meeting the requirements for new construction. The SI/SD requirements grew out of the recognition that there were large numbers of buildings and manufactured homes already located in floodprone areas before communities joined the NFIP.


This booklet refers to the NFIP minimum requirements. States and communities that adopt more restrictive requirements in floodplain management regulations or building codes must enforce those requirements.

As with all design and construction matters, property owners, design professionals, and building owners should determine whether any State or local floodplain management regulations or building codes have additional or more stringent requirements than those of the NFIP.


The enforcement of the SI/SD requirements can be a major concern for communities after they experience widespread damage from floods or other disasters. In particular, local officials may have many questions concerning permits that must be issued for the repair of damaged structures.

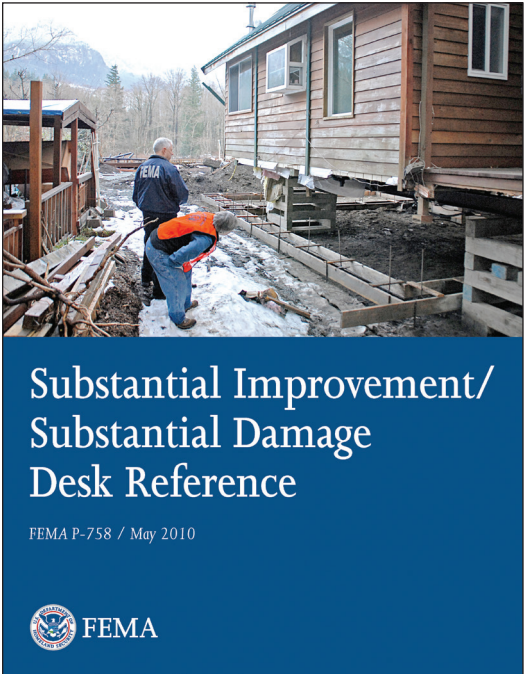
This booklet answers many of those questions and concerns and is organized into four sections. Section 1 outlines the role of the NFIP and the purpose of the booklet. Section 2 explains the NFIP definitions and regulations, and also answers some general questions about SI/SD. Section 3 answers questions about how to determine substantial improvement and substantial damage, and Section 4 answers common questions that arise in the post-disaster period.

The questions and answers in this booklet are intended to guide building officials, building inspectors, floodplain administrators, zoning administrators, citizen planning boards, and elected and other local officials who have roles in enforcing floodplain management and building codes. These officials should also obtain a copy of the *Substantial Improvement/Substantial Damage Desk Reference* (FEMA P-758). This booklet refers to the appropriate chapters and sections in FEMA P-758 for more detail. See Appendix A for links and ordering instructions for free FEMA publications and other resources.

 **See Another Question**

These text boxes identify other questions in this booklet where related information is located.

 These text boxes identify sections in the *SI/SD Desk Reference* where related additional information and detail is found.



This booklet is also helpful for architects, engineers, contractors, building owners, and other interested parties. Local officials may want to provide this booklet to property owners to help them understand SI/SD, especially after events that damage many structures.

Local officials can also seek assistance from NFIP State Coordinating Agencies and FEMA Regional Offices. Appendix B lists contact information for these agencies.



Section 2

Definitions, Regulations, and General Questions

The questions in this section address general definitions and regulations pertinent to SI/SD. The questions in Section 3 address more specific issues when determining SI/SD.

1. What is substantial improvement?

Substantial improvement, as defined in 44 CFR § 59.1, means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. The term includes structures that have incurred “substantial damage,” regardless of the cause of damage and regardless of the cost of repair work actually performed. However, the term does not include:

- Any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official, and that are the minimum necessary to ensure safe living conditions, or
- Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.”

Be sure to check the State and community’s floodplain management regulations and building codes to determine whether any local requirements are more restrictive than the NFIP minimum requirements. Some communities modify the substantial improvement requirements in one of two ways: adopting a lower threshold than 50 percent (such as 40 percent or 30 percent) or tracking costs of improvements and costs of repairs over a specific period, referred to as “cumulative substantial improvement.” Some communities adopt more restrictive requirements that affect the design of buildings, such as requiring elevation higher than the NFIP minimum elevation, which is the base flood elevation (BFE).

This booklet uses the terms “structure” and “building” to refer to buildings, structures, and manufactured homes subject to the SI/SD requirements.




See Section 3.4 of the *SI/SD Desk Reference*.



Historic Structures
See Question 25.


2. Why was 50 percent chosen as the substantial improvement threshold?

The 50 percent threshold was chosen as a compromise between two extremes. One extreme would be to prohibit all investment in existing, non-conforming buildings that do not meet the minimum NFIP requirements. The other extreme would be to allow buildings in flood hazard areas to be improved in any fashion without regard to the flood risk. In the first scenario, there is the potential for causing hardship to those who have built in flood hazard areas without knowing the risk because those buildings were constructed before areas were designated as floodprone. Those individuals would not be able to improve their buildings as damage or age contributes to deterioration. The second scenario provides no mechanism to ensure that increased investment in flood hazard areas would receive needed protection from the flood risk, contributing to the increased peril to life and property. Thus, the threshold of 50 percent is a compromise at a halfway point and conforms to similar building code and zoning standards that also use a 50 percent threshold.

 See Section 1.1 of the *SI/SD Desk Reference*.

3. Who is responsible for making the determination of whether a building or manufactured home will be substantially improved or has been substantially damaged?


The NFIP requires participating communities to review all applications for development in mapped SFHAs and to enforce their floodplain management regulations and building codes. The local official who is designated to administer those regulations and codes is responsible for making SI/SD determinations. The local official reviews information submitted by applicants and may use a combination of information to estimate or verify costs and market values. The review determines whether cost estimates reasonably reflect the proposed work, including all work to repair and restore damaged buildings to pre-damage conditions.

 See Section 2.2, Chapter 4, and Sections 5.2 and 5.6 of the *SI/SD Desk Reference*.

To administer the SI/SD requirements, local officials take four actions: (1) determine the cost of work, (2) determine the market value of buildings, (3) make SI/SD determinations and provide determinations to property owners, and (4) require owners to obtain permits to bring substantially improved and substantially damaged structures into compliance with the floodplain management requirements. Property owners may appeal decisions by providing additional information, especially when estimates of costs and market values are used to make determinations.

4. If proposed improvements are determined to be substantial improvements, what must happen to the building or manufactured home to bring it into compliance?

When a local official makes a determination that a building or manufactured home in an SFHA will be substantially improved, the structure must be brought into compliance with floodplain management (and building code) requirements for new construction based on flood zone. Every aspect of the structure must be made compliant. To identify how best to achieve this result, each provision of the community’s regulations (and applicable building codes) should be reviewed, including:

 See Sections 6.2 and 6.3 of the *SI/SD Desk Reference*.

- Lowest floor elevations
- Types of foundations

- Enclosures
- Basements
- Utilities and building service equipment
- Flood damage-resistant materials
- Making structures reasonably safe from flooding

Several solutions can achieve compliance. The solution selected for any given structure will depend on several factors, such as flood zone (Zone A or V), the type of foundation, feasibility, and whether the structure is residential or non-residential. Compliance solutions include, but are not limited to:

- Elevate in-place, which means detaching a building from its foundation and raising it onto a compliant foundation (applicable in Zones A and V)
- Convert the ground level to a compliant enclosure (typically in Zone A)
- Extend foundation walls upward and raise the floor (Zone A only)
- Convert a walkout basement to a compliant enclosure (Zone A only)
- Dry floodproofing (Zone A only, non-residential only)

5. What is substantial damage?

Substantial damage, as defined in 44 CFR § 59.1, means “damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.” Most damage occurs during a single and sudden event, such as a fire, wind storm, lightning strike, falling tree, tornado, earthquake, flood, or natural gas explosion. Damage may also be unrelated to a specific event, such as soil settlement, exposure to the elements, termite infestation, vandalism, deterioration over time, and other causes.



See Section 3.4 of the *SI/SD Desk Reference* for other useful definitions and terms.

6. What must happen when a building or manufactured home is determined to be substantially damaged?

If a local official determines that a damaged building or manufactured home in an SFHA has incurred substantial damage, then the structure must be brought into compliance with floodplain management (and building code) requirements for new construction based on flood zone. Work necessary to restore a substantially damaged structure to its pre-damage condition constitutes substantial improvement, regardless of the actual repair work performed. Therefore, when the NFIP regulations refer to substantial improvement, repair of substantial damage is included.

Even if an owner proposes to perform less than all of the work necessary to repair the damage completely, the determination must be made on the cost to fully repair and restore the structure to its pre-damage condition.



See Sections 6.2 and 6.3 of the *SI/SD Desk Reference*.



Requirements for Compliance

See Question 4.

If the total repair costs are equal to or greater than 50 percent of the structure’s pre-damage market value, the structure must be brought into compliance. The same requirements for structures that are substantially improved apply to structures that are substantially damaged.



Elective Improvements

See Question 20.

Reconstruction of a completely destroyed building or manufactured home (or one that is voluntarily demolished) is new construction, even if some or all of the original foundation is incorporated into the new structure.

7. Which buildings and manufactured homes are subject to the substantial improvement and substantial damage requirements?

Communities are responsible for evaluating permit applications to perform work on buildings and manufactured homes in SFHAs, including improvements (i.e., rehabilitations, alterations, and additions), repairs, and reconstruction. After damaging events, local officials should proactively tour affected areas to identify buildings that should be inspected or evaluated before repairs are started. Buildings that are subject to the SI/SD requirements fall into two categories:

- Existing structures (sometimes called pre-FIRM structures). Existing structures were already present when FEMA issued a community’s initial FIRM. Because they pre-date the regulations, many existing structures were not built in ways that recognized flood hazards. Existing structures are subject to the SI/SD requirements when certain improvements are proposed and when they sustain substantial damage.
- New construction (sometimes called post-FIRM structures). New structures are those built after a community joined the NFIP. Improvements and repairs of these structures, regardless of the nature or value of the work, must not be allowed to alter any aspect that was originally required for compliance with floodplain management requirements. These structures are subject to the SI/SD requirements if a FIRM has been revised and the BFE increases, the flood zone designation changes, or the floodplain management regulations have changed.

8. What types of improvements might trigger the substantial improvement requirement?

Any work on a building or manufactured home might be determined to be substantial improvement, regardless of the type of work (or what it is called), including:

- Rehabilitation or remodeling of a structure, with or without modifying its external dimensions

Pre-FIRM and Post-FIRM

The NFIP uses these insurance terms to determine flood insurance rates; they are tied to the date of a community’s initial FIRM. Using the terms to identify buildings subject to the SI/SD requirements is common, but misleading. Because FEMA periodically revises FIRMs, sometimes changing flood zones and BFEs, reliance on “pre-FIRM” and “post-FIRM” terminology can lead to incorrect interpretations.



Types of Work, in the SI/SD Desk Reference, see:

- Rehabilitation and remodeling (Section 6.4.1)
- Lateral additions (Section 6.4.2) and vertical additions (Section 6.4.3)
- Repair, reinforcement, or replacement of foundations (Section 6.4.4)
- Repair of damaged buildings (Section 6.4.5)
- Reconstruction of demolished or destroyed buildings (Section 6.4.6)
- Work on compliant buildings (Section 6.4.7)
- Work on buildings where flood maps have been revised (Section 6.4.8)

- Lateral additions that may or may not involve structural modifications of the load-bearing structure of the existing structure
- Vertical additions
- Repair, reinforcement, or replacement of foundations, including extending existing foundations
- Repair of damage of any origin that is necessary to restore a structure to its pre-damage condition
- Work on structures that were compliant at the time of construction
- Work on existing structures where BFEs, flood zones, or floodways have been revised

9. If a building or manufactured home is substantially improved or substantially damaged and is not brought into compliance with community floodplain management regulations, how would that impact NFIP flood insurance rates and premiums?

When a building or manufactured home in the SFHA is substantially improved or substantially damaged, the NFIP flood insurance policy for that structure will be rated using risk-based premium rates that depend on the surveyed elevation of the lowest floor relative to the BFE. Risk-based premium rates are actuarial rates that take into account the risk of flood damage. When a structure is elevated and brought into compliance with the requirements for new construction, the cost of an NFIP flood insurance policy generally will be lower than the premium calculated based on discounted rates used for buildings built before communities joined the NFIP, called pre-FIRM (see illustration on the next page). Communities require permittees to submit as-built surveyed lowest floor elevations as a condition of permits for new construction and SI/SD.

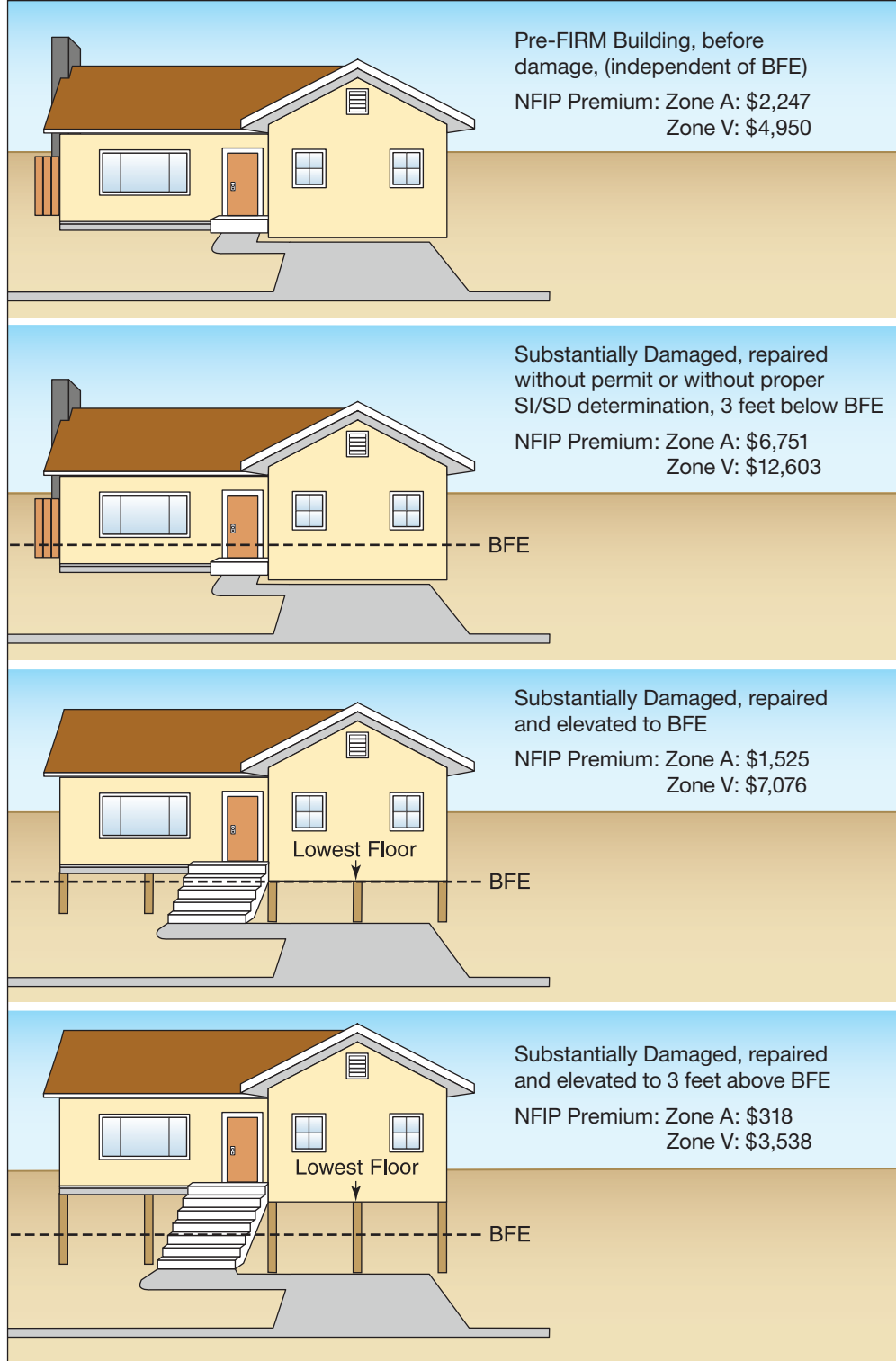


See Section 6.6 of the *SI/SD Desk Reference*.

If a building or manufactured home is substantially improved, or if a substantially damaged building or manufactured home is repaired or rebuilt, and it is not brought into compliance, it is in violation of the floodplain management requirements and the cost of an NFIP flood insurance policy may be very high. The annual premium could be more than 3 times the premium paid before the structure was improved or repaired. When questions arise concerning how a proposed improvement might affect an NFIP flood insurance policy, property owners should obtain cost estimates from qualified insurance agents. The NFIP may deny flood insurance coverage for specific buildings if communities cite violations and owners refuse to comply with the floodplain management requirements.

Section 2 Definitions, Regulations, and General Questions

The cost of an NFIP flood insurance policy varies depending on how a substantially damaged building is repaired. The example illustrated is for a one-story, single-family home without basement or enclosure. Premiums shown are based on \$250,000 building coverage with \$2,000 deductible (rates as of April 2018), without fees and surcharges. This figure is for comparison purposes only.





Section 3

How to Determine Substantial Improvement and Substantial Damage

This section addresses general questions about making SI/SD determinations. Questions in Section 4 typically arise after disasters.

10. What is the basis for determining whether a building or manufactured home is substantially damaged? Is the basis for making a substantial improvement determination different?

When making a substantial improvement or substantial damage determination, the calculation is the same: the cost of the improvement (or the cost to repair to pre-damage condition) is compared to the pre-improvement or pre-damage market value of the structure:



See Chapter 4 of the *SI/SD Desk Reference*.

$$\frac{\text{Cost of Improvement or Cost to Repair to Pre-Damage Condition}}{\text{Pre-Improvement or Pre-Damage Market Value of Building}} \geq 50\%$$

When improvements to a building are proposed, the cost of the work must include all labor and materials necessary to perform the work. Minimum costs necessary to correct previously cited health, sanitary, or safety code violations may be excluded. The market value of the structure is the market value before the improvements are performed.

When repair of substantial damage is necessary, the cost of the work must include all labor and materials necessary to fully restore the structure to its pre-damage condition, even if the owner proposes to perform less work or do the work over time. In addition, the value of volunteer labor (including work performed by owners) and donated materials must be estimated. The market value of the structure is the market value before the damage occurred.



Who Makes SI/SD Determinations?

See Question 3.

Determining Market Value

See Question 12.

Costs to Include & Exclude


See Questions 16 and 17.

Existing Violations

See Question 18.

11. What level of accuracy is required when determining whether a building or manufactured home is being substantially improved or has been substantially damaged?

Local officials are responsible for reviewing the validity of all cost estimates provided by applicants, whether prepared by licensed contractors, engineers, architects, professional cost estimators, or property owners. When applicants submit professional appraisals of market value, local officials should examine the documentation to determine whether the appraisals reflect the specific characteristics of the buildings. Local officials also should inspect damaged buildings and manufactured homes to verify that the proposed costs include all work necessary to restore the structures to pre-damage condition.


 See Sections 4.2, 4.4, 4.5 and 7.4 of the *SI/SD Desk Reference*.

Estimates may be used for both costs and market values. To be consistent, local officials should decide and document in advance the estimation methods that will be used, especially in post-disaster situations when many damaged structures may need to be evaluated to determine whether they have been substantially damaged.

When using estimates, the closer the ratio of estimated costs to estimated market value is to 50 percent, the greater the accuracy needed to make the SI/SD determination. Especially in the post-disaster period when using estimates to focus attention on the structures for which additional data are needed, local officials may decide that if the ratio of estimated costs compared to estimated market value is less than 40 percent, no further evaluation is necessary because the work obviously does not constitute SI/SD. Using that same logic, the community may decide that if the ratio is greater than 60 percent, no further evaluation is necessary because the work obviously does constitute substantial improvement. However, when the ratio falls between 40 percent and 60 percent, the local official may require the applicant to provide a detailed list of costs or to obtain a professional appraisal of the structure’s market value.

12. For purposes of making SI/SD determinations, how should the market value of a building or manufactured home be determined?

Market value refers to the price that a seller of real property can expect to receive from a buyer in a fair and open negotiation. For SI/SD determinations, only the market value of the building or manufactured home is important (land, land improvements, and accessory structures are excluded). In addition, the market value must always be based on the condition of the structure before the improvement is undertaken or before damage occurred. If structures have not been maintained and have deteriorated over time, then the pre-improvement or pre-damage market values are the values as of the date applications for permits are submitted.

 See Sections 4.5 and 7.4 of the *SI/SD Desk Reference*.

Many communities require permit applicants to obtain appraisals of market value prepared by qualified professionals who are licensed to perform appraisals in the State or community where the properties are located. In addition, three other methods can be used to estimate market value:

- Values developed for property tax assessment purposes, adjusted to approximate market value
- Estimates of a structure’s actual cash value, including depreciation
- “Qualified estimates” based on the professional judgment of a local official

Local officials may need to use other methods to estimate market value after disaster events that damage many structures, when it is important to quickly and efficiently focus attention on those structures most likely to have sustained substantial damage.



Post-Disaster Permitting

See Questions 26, 27, and 28.

13. If property appraisals used for tax assessment purposes are used to determine market value, what are some of the limitations that should be considered?

Property assessment values determined by a State or local taxing or assessment authority can be used if the values are adjusted to reasonably represent market value. The assessor’s office should provide an adjustment factor that, when applied to assessed value, yields the “adjusted assessed value,” which can be used as an estimate of market value.



See Section 4.5.2 of the *SI/SD Desk Reference*.

Local officials who elect to use adjusted assessed values for making SI/SD determinations should consult with the authority that prepared the assessment values to understand the limitations on use of the data. These limitations are the length of the appraisal cycle (how old are the data), whether land value is listed separately, and the assessment level (an established statutory ratio between the assessor’s estimate of value and the true fair market value). If not considered and accounted for, those limitations can produce erroneous estimates of market value.



Post-Disaster Permitting

See Questions 26, 27, and 28.

In post-disaster situations when no other market value estimates are available or the number of permit applications is overwhelming, unadjusted assessed values may suffice as the estimate of market value.

14. Can actual cash value or replacement cost value be substituted as estimates for market value?

If depreciated to account for physical conditions, then actual cash value (ACV) or replacement cost value (RCV) can be used to estimate market value.



See Sections 4.5.3 and 7.4.3 of the *SI/SD Desk Reference*.

ACV is the cost to replace a structure on the same parcel with a new structure of like kind and quality, minus depreciation due to age, use, and neglect. ACV does not consider loss in value due simply to outmoded design or location factors. Depreciation accounts for the physical condition of a structure. The concept of ACV is used in both the insurance industry and the construction industry. In most situations, ACV is a reasonable approximation of market value, provided depreciation is accounted for.

RCV is the cost to replace a structure on the same parcel with a new structure that is intended for the same purpose and using comparable materials and quality (at the present day cost of materials and labor). The concept of RCV is also used by both the insurance industry and the construction industry. Definitions may vary from State to State.

RCV can be estimated easily, even when a large number of damaged structures must be assessed. Therefore, local officials may find it useful to use RCV to estimate market values during the post-disaster period. However,

the older and more deteriorated a structure is, the greater the potential for a difference between RCV and market value. Thus, local officials who use RCV estimates for screening are advised to set a low threshold for the ratio of cost to repair to RCV, such as 30 percent. In that case, any structure that the screening indicates has a ratio value of greater than 30 percent would be examined carefully to ensure that valid cost estimates and market values are used in the substantial damage determinations.

15. How are the costs of improvements and costs to repair determined?

“Costs of improvements” include the complete costs associated with all of types of work being done. “Costs to repair” include the costs of all work necessary to restore a damaged building or manufactured home to its pre-damage condition. Both include the costs of all materials, labor, and other items necessary to perform the proposed work. Most costs must be included, although certain costs may be excluded.

Applicants for permits must provide estimates of the cost of the proposed work. Acceptable sources of cost information include:

- Itemized costs of materials and labor, or estimates of materials and labor that are prepared by licensed contractors or professional construction cost estimators.
- Building valuation tables published by building code organizations and cost-estimating manuals, and tools available from professional building cost-estimating services.
- “Qualified estimates” of cost prepared by the local official using professional judgment and knowledge of local and regional construction costs.
- Structure owners may submit cost estimates that they prepare themselves. Owners should submit as much supporting documentation as possible.

Costs can also be estimated by using the FEMA *Substantial Damage Estimator* (SDE) software. The program is most effective in the post-disaster period, when many estimates of repair costs and many substantial damage determinations must be made.

16. What items must be included in the cost of improvements or repairs?

Items that must be included in the costs of improvement are those directly associated with the work being done on a building or manufactured home. The costs of repairs must include all work necessary to restore a structure to its pre-damage condition. Whether determining costs of improvement or costs of repairs, the determination must include costs associated with complying with any other regulation or code requirement that is triggered by the work. Any list of costs that must be included cannot be exhaustive; however, the following list characterizes the types of costs that must be included:



See Section 4.4 of the *SI/SD Desk Reference*.



Included Costs

See Question 16.

Excluded Costs

See Question 17.

Donated and Owner Labor Costs

See Questions 21 and 22.



Substantial Damage Estimator (SDE)

See Question 29.



See Section 4.4.1 and a sample Notice to Property Owners, Contractors, and Design Professionals in Appendix D of the *SI/SD Desk Reference*.

- Materials and labor, including the estimated value of donated or discounted materials and owner or volunteer labor
- Site preparation related to the improvement or repair, such as foundation excavation or filling in basements
- Demolition and construction debris removal
- Labor and other costs associated with demolishing, moving, or altering structure components to accommodate improvements, additions, and making repairs
- Costs associated with complying with other requirements and codes that may be triggered by the work
- Construction management and supervision
- Contractor’s overhead and profit
- Sales taxes on materials
- Structural elements and exterior finishes, including:
 - Foundations
 - Monolithic and other types of concrete slabs
 - Bearing walls, tie beams, trusses
 - Joists, beams, subflooring, framing, ceilings
 - Interior non-bearing walls
 - Exterior finishes
 - Windows and exterior doors
 - Roofing, gutters, and downspouts
 - Hardware
 - Attached decks and porches
- Interior finish elements, including:
 - Floor finishes
 - Bathroom tiling and fixtures
 - Wall finishes
 - Built-in cabinets
 - Interior doors
 - Interior finish carpentry
 - Built-in bookcases and furniture
 - Hardware
 - Insulation
- Utility and service equipment, including:
 - Heating, ventilation, and air conditioning (HVAC) equipment
 - Plumbing fixtures and piping
 - Electrical wiring, outlets, and switches
 - Solar panels and equipment
 - Light fixtures and ceiling fans
 - Security and fire, smoke, and CO2 warning systems
 - Built-in appliances
 - Central vacuum systems
 - Water filtration, conditioning, and recirculation systems

17. What items can be excluded from the cost of improvements or costs of repairs?

Items that can be excluded are those that are not directly associated with the structure. The following list characterizes the types of costs that may be excluded:



See Sections 4.4.2 and 4.4.7, and a sample Notice to Property Owners, Contractors, and Design Professionals in Appendix D of the *SI/SD Desk Reference*.

- Clean-up and trash removal
- Costs to temporarily stabilize a structure so that it is safe to enter to evaluate and identify required repairs
- Costs to obtain or prepare plans and specifications
- Land survey costs
- Permit fees and inspection fees
- Carpeting and recarpeting installed over finished flooring, such as wood or tile
- Outside improvements, including landscaping, irrigation, sidewalks, driveways, fences, yard lights, swimming pools, pool enclosures, and detached accessory structures (e.g., garages, sheds, gazebos)
- Costs required for the minimum necessary work to correct existing violations of health, sanitary, or safety codes
- Plug-in appliances, such as washing machines, dryers, and stoves



Existing Violations
See Question 18.

18. The NFIP definition of substantial improvement states: “the term does not, however, include any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.” What does this mean?

To be excluded, the costs must be the minimum necessary to correct a violation or condition that pre-dates the application and was previously cited by an official who has the authority to enforce the community’s health, sanitary, and safety codes. If substandard conditions are identified by the owner or are discovered in the course of deciding what work to perform, the costs to bring those substandard conditions up to code must be included. In addition, the mere presence of a condition that does not conform to current codes does not qualify as a violation.



See Section 4.4.8 of the *SI/SD Desk Reference*.

19. When a building or manufactured home is completely destroyed and a new structure will be built on the old foundation or slab, is it considered a substantial improvement or new construction?

A building or manufactured home that is totally destroyed, or so significantly damaged that it cannot be repaired, is a substantially damaged structure. However, any project that involves complete reconstruction, even if rebuilt on the same foundation, is new construction and must comply with all applicable floodplain management and building code requirements. Sometimes owners elect to demolish structures located in flood hazard areas. In these circumstances, if the decision is to reconstruct using an existing foundation, the reconstructed structure (including the existing foundation) must meet the requirements for new construction.



See Section 6.4.6 of the *SI/SD Desk Reference*.

20. What happens if damage is determined not to be substantial damage and during repairs, the owner wants to make other improvements to the building or manufactured home?

Local officials often see applications for combinations of improvements and repairs. In these cases, the combined costs of all work must be used to make the SI/SD determination. For example, property owners who make necessary repairs to damaged structures may elect to add improvements at the same time. Applicants must provide the combined estimated costs for all costs to repair buildings and all costs of proposed improvements. The combined total cost is compared to the pre-damage or pre-improvement market value of the structure to make the SI/SD determination.



See Sections 5.6.1 and 5.6.2 of the *SI/SD Desk Reference*.

If damage is initially determined not to be substantial damage or proposed improvements are initially determined not to be substantial improvements, and the owner subsequently wants to add more work, the permit must be modified. The cost of the additional work must be added to the costs used in the initial determination and the local official must reevaluate the SI/SD determination. If the combined repairs and improvements constitute substantial improvement, then the structure must be brought into compliance. Local officials should ensure proposed work is a complete project that does not depend on subsequent work, and should discourage deliberate phasing to circumvent the substantial improvement requirements.

21. What if a building or manufactured home is substantially damaged but not fully restored, or is repaired using donated or discounted labor and/or materials, such that the amount actually spent on repairs is less than 50 percent of the structure's market value?

By definition, a building or manufactured home is substantially damaged if the cost to restore all damaged aspects to pre-damage condition equals or exceeds 50 percent of the structure's market value, regardless of how much work the owner plans to do right away. Sometimes owners decide to undertake restoration and repairs over time. Sometimes the initial work is only the minimum necessary to make the structure safe enough to reoccupy (provided such occupancy is allowed by the community). Sometimes the owner's financial situation does not allow all of the repairs to be done at the same time. Even if an owner elects to perform less work or delay repairs, the substantial damage determination must be made using the estimate of all costs to fully restore the structure.



See Sections 4.4, 5.6.2, and 5.6.3 of the *SI/SD Desk Reference*.

When repair work is done by owners or volunteers, or when labor costs are discounted by contractors, and when materials are donated or discounted, the full costs must be estimated and included in substantial damage determinations.

22. How are estimates for donated or discounted materials and the owner's labor or volunteer labor determined?

The value placed on all donated or discounted materials should be equal to the full actual or estimated cost of such materials and must be included in the total cost. Where materials or service equipment are donated or discounted below market values, the costs should be adjusted to amounts equivalent to normal market costs.



See Sections 4.4.4 (materials) and 4.4.5 (labor) of the *SI/SD Desk Reference*.

When property owners do their own work, or if volunteer labor is used, then the normal market value or “going rate” for labor must be included in cost estimates. The value of labor should be estimated based on applicable minimum hourly wage rates for the skill and type of construction work that will be done. Wage rates can vary geographically.

In both cases, local officials should verify the estimates based on professional judgment and knowledge of local or regional material costs and construction industry labor wage scales.

23. What requirements apply when a substantially improved or substantially damaged building or manufactured home is located in a coastal high hazard area (Zone V)?

Coastal high hazard areas are areas of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high-velocity wave action from storms or seismic sources. SFHAs where the waves are predicted to be 3 feet or higher are labeled Zone V on FIRMs.



See Section 5.6.9 of the *SI/SD Desk Reference*.

In Zone V, substantially improved and substantially damaged buildings and manufactured homes must be brought into compliance with the following requirements:

- Be elevated on open foundations (pilings or columns) that allow floodwater and waves to pass beneath the elevated structures (floodproofing is not allowed)
- Be elevated so that the bottom of the lowest horizontal structural member of the lowest floor is at or above the BFE
- Have foundations anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all structure components
- Have areas beneath elevated structures free of obstructions that would prevent the free flow of floodwater and waves during a base flood event
- Have utilities and structure service equipment elevated above the BFE
- Have the walls of enclosures below elevated structures designed to break away under base flood conditions without transferring loads to foundations

24. What requirements must be met if a substantially improved or substantially damaged building or manufactured home is located in a floodway?

A floodway is the channel of a river or other watercourse and the adjacent land areas that must be reserved (kept free of encroachments) to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Floodways are delineated along most waterways that are studied using detailed engineering methods.



See Section 5.6.8 of the *SI/SD Desk Reference*.

If a building or manufactured home is located in a floodway, bringing it into compliance may involve having a floodway encroachment analysis prepared if there is any increase in the footprint, such as a lateral addition or increase in earthen fill. The NFIP regulations require this analysis to be performed for any work that

encroaches into a floodway. If the analysis indicates any increase in BFE, the local official must not allow the proposed work. Using open foundations such as piers or columns may minimize the floodway impacts.

25. How are historic structures treated when they are substantially damaged or when improvements are proposed?

Floodplain management regulations give special consideration to the unique value of designated historic structures, which include structures listed or preliminarily determined to be eligible for listing in the National Register of Historic Places, structures certified or preliminarily determined as contributing to the historical significance of a registered historic district, or structures individually listed on a State inventory of historic places or on local inventories in communities with certified historic preservation programs. Note the NFIP has a specific definition for historic structures. It does not include structures that are merely old, those that are referred to as historic, or those that happen to be located in historic districts.



See Section 6.5.1. of the *SI/SD Desk Reference*.

Provided historic structures retain their designations as historic structures, the requirement to bring them into compliance does not apply if they will be substantially improved or have been substantially damaged. Although compliance is not required for substantial improvement of historic structures, owners should carefully consider the benefits of implementing measures to minimize flood damage. Guidance for minimizing the impacts of flooding on historic structures is found in *Floodplain Management Bulletin: Historic Structures* (FEMA P-467-2).

Permit applications for improvements (including additions) or repairs of historic structures should be accompanied by two pieces of evidence: (1) documentation that confirms the structure is designated a historic structure, and (2) documentation that confirms the proposed work will not preclude the structure's continued designation.

Communities may elect to use one of two approaches to handle historic structures. One approach is to grant variances, requiring evaluation of individual requests and consideration of conditions to make the structures more resistant to flood damage. The other approach is to exclude historic structures from the definition of substantial improvement. Whichever approach is selected, it should be used in all cases when improvements or repairs are proposed for historic structures.



Section 4

Post-Disaster Permitting

The questions in this section typically arise after a disaster, especially when many buildings or manufactured homes are damaged. The questions and answers in Sections 2 and 3 still apply after disasters.

26. What are the permit requirements for buildings and manufactured homes that have been substantially damaged?

Before starting to repair damaged buildings and manufactured homes, property owners should always check with local permit authorities to determine whether permits are required. Permits are typically required to repair damage, and if a structure has been substantially damaged, it must be brought into compliance with the community's floodplain management regulations. Note that it is not always easy to tell whether a damaged structure has been substantially damaged because making that determination requires an estimate of the cost to repair the damaged structure to its before-damage condition and an estimate of the market value of the structure before the damage occurred.



Existing Violations

See Questions 5 and 6.

27. Given the number of permit applications may be overwhelming in a post-disaster situation, what should local officials focus on to assess potential substantially damaged buildings and manufactured homes?

Immediately after a damaging event occurs, the first step in assessing damage typically involves conducting an initial "windshield review" or survey of the extent of damage, resulting in a broad characterization of the number of buildings and manufactured homes affected and the level of anticipated damage. This initial assessment, call a Preliminary Damage Assessment, is usually a precursor to a decision regarding whether to seek a declaration of the event as a major disaster.




See Sections 7.3, 7.4, and 7.5 of the *SI/SD Desk Reference*.

The next step local officials typically take is to conduct a rapid evaluation or structure condition survey of affected areas. This is done to identify obviously unsafe structures and to identify those that will require a permit before repairs are undertaken. This is the step where many communities use color-coded placards to identify the structures that have been inspected and declared safe (green), those that have restricted use (yellow), and those deemed unsafe (red).

Preliminary Damage Assessments and safety evaluations are not equivalent to substantial damage determinations. However, local officials charged with performing building inspections and making substantial damage determinations may find the results useful to identify areas where significant damage has occurred and to coordinate their substantial damage inspections.

Although it is important to issue permits to allow property owners in SFHAs whose buildings have sustained less than substantial damage to make repairs as soon as possible after a damaging event, it is equally important to make substantial damage determinations and to enforce the substantial damage requirements. Failure to do so means structures would remain vulnerable, may be in violation of floodplain management requirements, and NFIP flood insurance policies may have very high premiums.

Some readily available data can be used to estimate repair costs and market values. These estimates can be used to screen damaged structures for those most likely to have sustained substantial damage. Comparing readily available information on repair costs to readily available information on market value can give local officials a basic picture of which structures will require more attention and more detailed information to make substantial damage determinations. When using estimates, attention should be focused on those buildings for which the resulting ratios fall within a range around 50 percent, such as between 40 and 60 percent. Even if more refined data are used, those with higher ratios are still likely to have incurred substantial damage, while those with lower ratios are less likely to have to meet the substantial damage threshold.

 **Level of Accuracy**
See Question 11.

Adjusted Assessment Values
See Questions 12 and 13.


Replacement Cost Values
See Question 14.

While the sources of information listed below should not be used to make final substantial damage determinations, local officials can use them to organize and focus efforts following disasters:

- Property owners who have insurance will receive estimates of damage from their insurance companies. Because the basis used by insurance adjusters to estimate damage and the costs to repair are governed by the terms of the insurance policy, these estimates cannot be used to make substantial damage determinations. However, they are useful for screening to help identify the structures most likely to have sustained substantial damage.
- Unadjusted assessment values can be used as estimates of market values to quickly screen damaged structures to help focus attention on those for which more detailed information has to be provided.
- Replacement cost values can be used as estimates of market values to screen all damaged structures.

28. What options are available to help local officials handle a large number of permit applications and potentially substantially damaged buildings and manufactured homes after disasters?

Communities that have extensive floodplains and significant numbers of floodprone structures are encouraged to plan ahead to handle the workload. Even with good planning, support may be necessary to handle large numbers of damage inspections and permit applications.

 See Section 7.2 of the *SII/SD Desk Reference*.

In addition to support from the State and FEMA, resources may be available from other communities, State floodplain management associations, State building code associations, and organizations that represent engineers and architects. Some States and communities develop mutual aid agreements, interlocal agreements, or some other mechanism to facilitate this post-disaster

support. While help may be offered to perform inspections and gather data, perhaps using the FEMA SDE, making final SI/SD determinations and permit decisions remain the responsibility of local officials in affected communities.

Depending on the scale and severity of damage, some communities institute a full or partial moratorium on issuing permits. Once the community has evaluated the magnitude, scope, and general location of potential substantially damaged structures, the community may remove the moratorium. When mitigation projects such as floodplain buyouts, elevation-in-place, or other measures are considered, it may be reasonable to delay rebuilding until the pros and cons of such projects are evaluated.

29. What is the FEMA Substantial Damage Estimator (SDE) and how can it help in determining substantial damage?

The SDE software offers a formalized approach to develop reasonable estimates of structure values and reasonable estimates of the costs to repair or reconstruct buildings. The SDE enables local officials to calculate a reasonable and defensible estimate of whether structures have been substantially damaged and make substantial damage determinations. The SDE is described in the *Substantial Damage Estimator (SDE) User Manual and Field Workbook, Using the SDE Tool to Perform Substantial Damage Determinations* (FEMA P-784).



See Section 7.5.1. of the *SI/SD Desk Reference*.



Making Determinations
See Question 10.

The SDE can be used to evaluate damage by any cause (flood, tornado, earthquake, etc.). The software allows users to develop damage estimates by examining individual structure elements. Users can estimate damage percentages for each described structure element. Using these percentages, the SDE produces an aggregate “percent damage” for the structure as a whole. Because the SDE uses localized cost data and estimates of market value (typically based on property assessments), communities should establish a procedure to handle property owner appeals, especially when owners provide more detailed data for costs to repair and market value.

30. When buildings and manufactured homes are substantially damaged by flooding, how can local officials help property owners obtain the financial benefits of the Increased Cost of Compliance (ICC) coverage that is as part of NFIP standard flood insurance policies?

NFIP standard flood insurance policies on buildings and manufactured homes in SFHAs include ICC coverage. This coverage was authorized by Congress to help pay the added costs of bringing structures that are substantially damaged by flooding into compliance with the community’s floodplain management requirements for new construction. ICC claims are paid any time flood damage qualifies and when local officials make substantial damage determinations, not just when major disasters are declared. Processing ICC claims, which involves insurance adjusters, property owners, and local officials, must be accomplished within specific timeframes. As of 2018, the ICC coverage provides up to \$30,000 toward the cost of bringing insured structures into compliance. Additional guidance, brochures, frequently asked questions, and a policyholder processing checklist are available online at <https://www.fema.gov/increased-cost-compliance-coverage>.



See Section 7.6. of the *SI/SD Desk Reference*.

Compliance measures that can be paid with the ICC claim payment include elevation, relocation, demolition, and dry floodproofing (non-residential structures only).

The community's role helping property owners with ICC claims includes:

- Requiring compliance with all NFIP and local requirements.
- Collecting information and making substantial damage determinations.
- Informing property owners/policyholders about the requirement to bring structures into compliance and working with them to determine the appropriate options to achieve compliance.
- Providing property owners/policyholders with letters documenting the substantial damage by flooding determination; the owner provides a copy to the claims adjuster to process the ICC claim.
- Issuing permits and inspecting construction.
- Performing final inspections and issuing certificates of occupancy or letters stating the work to bring the structure into compliance has been completed satisfactorily and that no variance was granted. This evidence is required before policyholders receive the final installment of their ICC claim payments.

31. What steps can local officials take to inform citizens about the permit process and substantial damage determinations?

Local officials should recognize that citizens will have questions about recovery and the process of obtaining inspections and permits. Distributing substantial damage determinations may generate a number of questions. Local officials should be prepared to answer questions throughout the post-disaster recovery phase.



See Sections 5.5 and 7.9 of the *SI/SD Desk Reference*.

Communities should consider developing and distributing guidance to citizens, property owners, contractors, and design professionals on:

- The importance of having damaged structures inspected before repair work is started
- Activities that require a permit
- Activities that do not require a permit
- The floodplain management requirements that apply when structures in the SFHA are substantially damaged and what it means to bring those structures into compliance
- The availability and benefits of the ICC coverage that is part of NFIP standard flood insurance policies on structures in mapped SFHAs
- The importance of hiring licensed contractors and cautions about fraudulent and unlicensed entities that may take advantage of victims in areas affected by significant events
- The importance of including damage-reduction measures to minimize future flood damage, even if such measures are not required by the community's floodplain management regulations

32. Because of the trauma and inconvenience people experience during and after disasters, can communities suspend permit requirements for the repair of damaged buildings and manufactured homes in post-disaster situations?

No, requirements for buildings and structures in SFHAs must not be suspended or waived. Sometimes there is pressure on local officials to suspend issuing permits or to waive requirements that are perceived



See Section 7.1. of the *SI/SD Desk Reference*.

to delay recovery, but returning structures to their pre-flood condition leads to repetitive flood damage. Yielding to such pressure would expose people and their properties to future damage. In addition, allowing repairs and reconstruction of substantially damaged structures means the owners would have very costly NFIP flood insurance premiums. Moreover, if a community fails to properly administer its floodplain management requirements for substantially damaged structures, its standing in the NFIP could be jeopardized.



NFIP Insurance Rates

See Question 9.

Communities may decide to waive permit fees after significant damage events to be responsive to the needs of property owners. However, waiving fees does not waive the requirement for property owners to obtain permits and comply with the requirements.

33. Can variances to the substantial damage requirements be granted?

Generally, no. Local floodplain management regulations have criteria for variances that must be satisfied even in the post-disaster recovery period. A variance is a grant of relief from the terms of a code or regulation. If granted, a variance allows construction in a manner that is otherwise prohibited. Granting variances to the requirements would allow property owners to repair and rebuild in ways that will continue to expose their buildings to flooding. Especially when damage was caused by flooding, it is difficult to conceive of situations where waiving the requirement to elevate substantially damaged buildings could be justified.



See Sections 5.6.7 and 7.8 of the *SI/SD Desk Reference*.

NFIP flood insurance policies written on new construction and substantially improved buildings are rated based on risk (primarily elevation relative to BFE). Even if variances are issued to allow the substantially damaged buildings to be repaired without elevating and bringing them into compliance, the cost of flood insurance policies will be high.



NFIP Insurance Rates

See Question 9.

34. What steps can communities take to prepare to implement the substantial damage requirement during the post-disaster period?

There are several ways communities can effectively administer floodplain management responsibilities after disasters occur. Some successful actions include:

- Brief elected officials as soon as possible after an event to inform them of the community’s responsibilities to:
 - Issue permits for repair and reconstruction
 - Make substantial damage determinations for buildings located in mapped SFHAs
 - Explain what it means to bring substantially damaged structures into compliance with current floodplain management standards
 - Explain the NFIP ICC coverage that is part of NFIP flood insurance policies on buildings in SFHAs
 - Share the materials developed to communicate with citizens



See Section 7.2 of the *SI/SD Desk Reference*.

- Ask electric utility companies and community utility departments to turn on service only when property owners provide copies of building permits or evidence that permits are not required
- Establish a routine to drive through affected areas to check for unpermitted construction work
- Depending on the scale and severity of damage, institute a full or partial moratorium on issuing permits to allow evaluation of potential substantially damaged structures and possible mitigation projects
- Keep records in a format that allows plotting by a geographic information system (GIS) to easily document the status of damaged structures
- Plan ahead to handle the workload, perhaps by developing mutual aid agreements, interlocal agreements, or other support, and by learning to use the SDE before disasters to facilitate use after disasters



Federal Assistance
See Question 36.



Substantial Damage Estimator (SDE)
See Question 29.

35. What information should local officials share with property owners during the post-disaster period?

Communications with property owners will take place throughout the post-disaster recovery period. Immediately after an event, communities should be prepared to provide information about cleanup and repairs and to caution property owners not to perform any work that requires a permit until a permit is obtained, except work necessary to temporarily stabilize structures so they are safe to enter.

Local officials should recognize that there may be questions from property owners about permit requirements and what it means if they receive a substantial damage determination. Many communities distribute notices to property owners, contractors, and design professionals summarizing the SI/SD requirements and listing costs to be included in estimates. This booklet can be made available to property owners, contractors, engineers, architects, and other interested parties.



See Section 7.9 and a sample Notice for Property Owners, Contractors, and Design Professionals in Appendix D of the *SI/SD Desk Reference*.

36. Are there grant programs available to communities to help property owners whose buildings or manufactured homes have been substantially damaged?

Yes. FEMA, working through the States, administers a number of mitigation grant programs that allow communities to apply for funds to implement a variety of flood mitigation projects. Projects that may help owners of substantially damaged structures include acquisition of property (and demolition or relocation of structures), elevating structures in-place on higher foundations, relocating structures to sites outside of SFHAs, and dry floodproofing (applicable only to non-residential structures and historic structures).

Each of FEMA's hazard mitigation grant programs has specific requirements, notably that projects must be cost effective, which may be determined by a benefit-cost analysis. Visit <https://www.fema.gov/hazard-mitigation-assistance> for more information about the following grant programs:



See Chapter 8 of the *SI/SD Desk Reference*.

- **Pre-Disaster Mitigation (PDM) Program.** This nationally competitive program provides funds to States, territories, federally-recognized tribes, and local governments to implement cost-effective hazard mitigation activities that complement a comprehensive mitigation program.
- **Hazard Mitigation Grant Program (HMGP).** These funds are available following Presidential disaster declarations. Eligible applicants include States, territories, federally-recognized tribes, local governments, and some private non-profit organizations. Communities may apply for HMGP assistance on behalf of affected individuals and businesses, and all funds must be used to reduce or eliminate losses from future disasters.
- **Flood Mitigation Assistance (FMA) Program.** This program provides funding to States, territories, federally-recognized tribes, and local governments to implement measures that reduce or eliminate the long-term risk of flood damage to buildings and manufactured homes that are insured by the NFIP.

Appendix A

Publications and Resources

Free hard copies of FEMA Building Science's current publications may be ordered by calling the FEMA Publication Warehouse at 1-800-480-2520, Monday through Friday between 8:00 AM and 5:00 PM (EST), by faxing a request to 1-240-699-0525, or by emailing FEMA-Publications-Warehouse@fema.dhs.gov. Please include the publication title and number, quantity of each publication, and the requestor's name, address, zip code, and daytime telephone number.

FEMA F-084, *Answers to Questions about the National Flood Insurance Program*. Washington, DC: Federal Emergency Management Agency, 2011.

<https://www.fema.gov/media-library/assets/documents/272>

FEMA P-85, *Protecting Manufactured Homes from Floods and Other Hazards: A Multi-Hazard Foundation and Installation Guide*, Second Edition. Washington, DC: Federal Emergency Management Agency, 2009.

<https://www.fema.gov/media-library/assets/documents/2574?id=1577>

FEMA P-259, *Engineering Principles and Practices of Retrofitting Flood-Prone Residential Structures*, Third Edition. Washington, DC: Federal Emergency Management Agency, 2012.

<https://www.fema.gov/media-library/assets/documents/3001?id=1645>

FEMA 301, *Increased Cost of Compliance Coverage: Guidance for State and Local Officials*. Washington, DC: Federal Emergency Management Agency, 2003.

<https://www.fema.gov/increased-cost-compliance-coverage>

FEMA P-312, *Homeowner's Guide to Retrofitting: Six Ways to Protect Your Home from Flooding*, Third Edition. Washington, DC: Federal Emergency Management Agency, 2014.

<https://www.fema.gov/media-library/assets/documents/480>

FEMA P-347, *Above the Flood: Elevating Your Floodprone House*. Washington, DC: Federal Emergency Management Agency, 2000.

<https://www.fema.gov/media-library/assets/documents/725>

FEMA P-467-2, *Floodplain Management Bulletin: Historic Structures*. Washington, DC: Federal Emergency Management Agency, 2008.

<https://www.fema.gov/media-library/assets/documents/13411?id=3282>

FEMA P-499, *Home Builder's Guide to Coastal Construction: Technical Fact Sheets*. Washington, DC: Federal Emergency Management Agency, 2010.

<https://www.fema.gov/media-library/assets/documents/6131?id=2138>

FEMA 511, *Reducing Damage from Localized Flooding: A Guide for Communities*. Washington, DC: Federal Emergency Management Agency, 2005.

<https://www.fema.gov/media-library/assets/documents/1012>

FEMA 551, *Selecting Appropriate Mitigation Measures for Floodprone Structures*. Washington, DC: Federal Emergency Management Agency, 2007.

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FEMA F-663, *Increased Cost of Compliance Brochure*. Washington, DC: Federal Emergency Management Agency, 2017.

<https://www.fema.gov/media-library/assets/documents/12164>

FEMA P-758, *Substantial Improvement/Substantial Damage Desk Reference*. Washington, DC: Federal Emergency Management Agency, 2010.

<https://www.fema.gov/media-library/assets/documents/18562?id=4160>

FEMA P-784, *Substantial Damage Estimator (SDE) User Manual and Field Workbook, Using the SDE Tool to Perform Substantial Damage Determinations*. Washington, DC: Federal Emergency Management Agency, 2017.

<https://www.fema.gov/media-library/assets/documents/18692>

FEMA P-936, *Floodproofing Non-Residential Buildings*. Washington, DC: Federal Emergency Management Agency, 2013.

<https://www.fema.gov/media-library/assets/documents/34270>

FEMA P-1080, *Answers to Frequently Asked Questions About Increased Cost of Compliance*. Washington, DC: Federal Emergency Management Agency, 2017.

<https://www.fema.gov/media-library/assets/documents/142200>

FEMA, *NFIP Technical Bulletin Series*. Washington, DC: National Flood Insurance Program.

<https://www.fema.gov/nfip-technical-bulletins>

U.S. Government Printing Office. Title 44, Code of Federal Regulations, Emergency Management and Assistance, (Parts 59 and 60).

<https://www.gpo.gov/fdsys/pkg/CFR-2017-title44-vol1/content-detail.html>

Appendix B

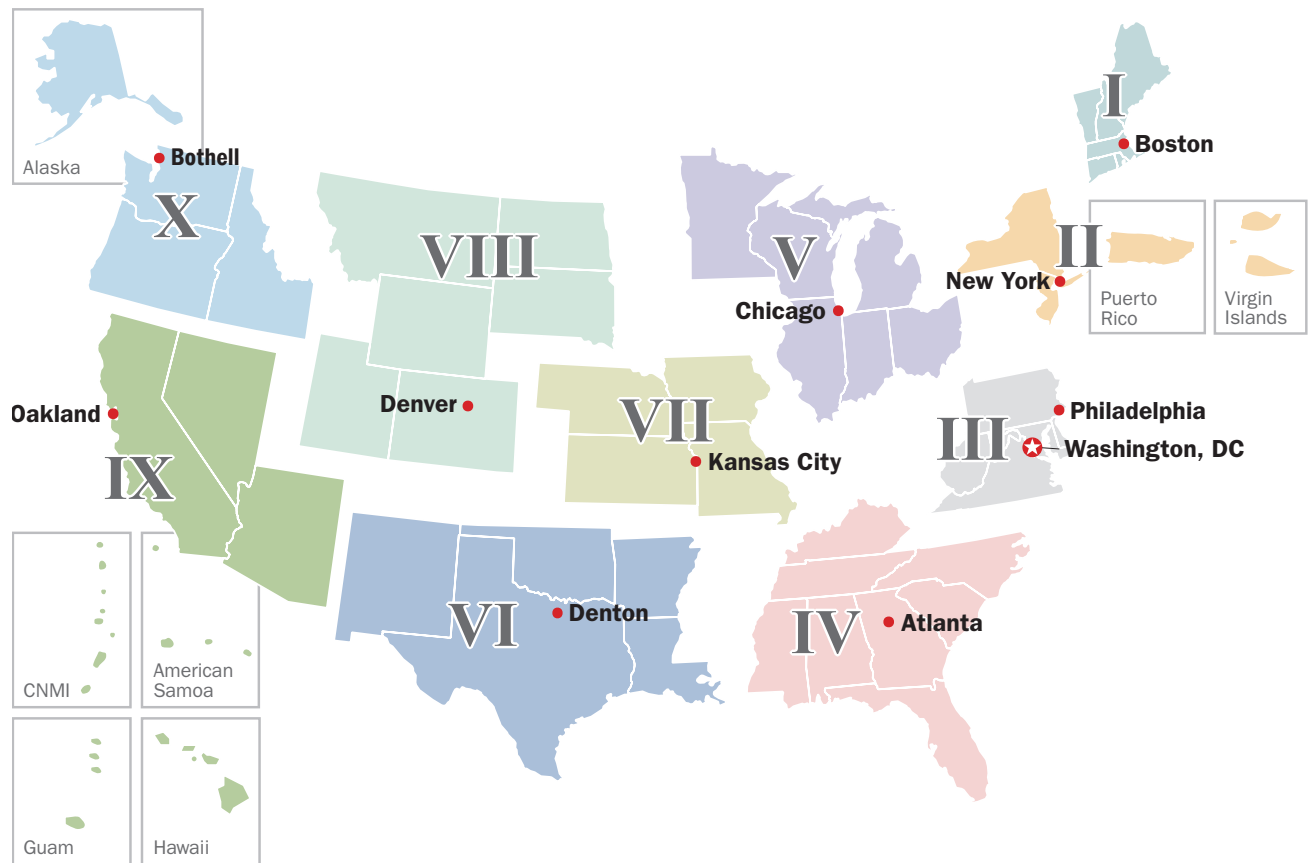
Contact Information for NFIP State Coordinating Agencies and FEMA Regional Offices

NFIP State Coordinating Agencies

Every State and territory has an office or agency designated as the NFIP State Coordinating Agency, usually called the NFIP State Coordinator. Contact information is available at <http://www.floods.org>.

FEMA Regional Offices

Regional office addresses and contact information are shown below and are available at <https://www.fema.gov/fema-regional-office-contact-information>.



FEMA Regions and Location of Regional Offices

FEMA Region Contact Information

FEMA Region	States and Territories	Address	Telephone
Region I	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Federal Emergency Management Agency 99 High Street Boston, MA 02110	877.336.2734
Region II	New Jersey, New York, Puerto Rico, U.S. Virgin Islands	Federal Emergency Management Agency 26 Federal Plaza New York, NY 10278-0002 Region II Caribbean Address Federal Emergency Management Agency Caribbean Division New San Juan Office Building 159 Calle Chardon, 6th Floor Hato Rey, PR 00918	212.680.3600
Region III	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia	Federal Emergency Management Agency 615 Chestnut Street One Independence Mall, Sixth Floor Philadelphia, PA 19106-4404	215.931.5500
Region IV	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee	Federal Emergency Management Agency 3003 Chamblee Tucker Road Atlanta, GA 30341	770.220.5200
Region V	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	Federal Emergency Management Agency 536 South Clark Street, 6th Floor Chicago, IL 60605	312.408.5500
Region VI	Arkansas, Louisiana, New Mexico, Oklahoma, Texas	Federal Emergency Management Agency FRC 800 North Loop 288 Denton, TX 76209-3698	940.898.5399
Region VII	Iowa, Kansas, Missouri, Nebraska	Federal Emergency Management Agency 9221 Ward Parkway, Suite 300 Kansas City, MO 64114-3372	816.283.7061
Region VIII	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming	Federal Emergency Management Agency Denver Federal Center Building 710, Box 25267, Denver, CO 80225-0267	303.235.4800
Region IX	Arizona, California, Guam, Hawaii, Nevada, Commonwealth of Northern Mariana Islands, Republic of the Marshall Islands, Federated States of Micronesia, American Samoa	Federal Emergency Management Agency 1111 Broadway, Suite 1200 Oakland, CA 94607-4052	510.627.7100 Pacific Area Office: 808.851.7900
Region X	Alaska, Idaho, Oregon, Washington	Federal Emergency Management Agency Federal Regional Center 130 228th Street, Southwest Bothell, WA 98201-8627	425.487.4600



FEMA

Sycamore Park District
Aquatics

	<u>2021*</u>	<u>2019</u>	Difference	Pool ONLY 2021	Pool ONLY 2019
Revenue					
Pool - Daily	16,418.00	24,926.50	(8,508.50)	16,418.00	24,926.50
Aquatic Passes	2,994.00	32,415.50	(29,421.50)	2,994.00	32,415.50
Pool - rentals	1,440.00	1,885.00	(445.00)	1,440.00	1,885.00
Middle school parties	-	1,455.00	(1,455.00)	-	1,455.00
OSCAR	2,140.00	4,120.00	(1,980.00)	2,140.00	4,120.00
Misc	-	223.25	(223.25)	-	223.25
Swim Lessons	4,148.00	20,300.25	(16,152.25)	4,148.00	20,300.25
Splashpad - daily	11,844.00	12,170.50	(326.50)		
Splashpad - rental	<u>1,380.00</u>	<u>1,031.50</u>	348.50		
	40,364.00	98,527.50	(58,163.50)	27,140.00	85,325.50
Expenses					
Wages - pool	42,322.82	44,176.47	(1,853.65)	42,322.82	44,176.47
wages - lessons	758.03	8,216.70	(7,458.67)	758.03	8,216.70
admin costs	5,000.00	5,353.36	(353.36)	5,000.00	5,353.36
maintenance	12,411.74	16,204.73	(3,792.99)	12,411.74	16,204.73
utilites	<u>17,166.75</u>	<u>18,681.22</u>	<u>(1,514.47)</u>	<u>17,166.75</u>	<u>18,681.22</u>
	77,659.34	92,632.48	(14,973.14)	77,659.34	92,632.48
	(37,295.34)	5,895.02	(43,190.36)	(50,519.34)	(7,306.98)

* 2021 Revenue is actual. Expenses have been estimated using actual figures through 9/30/21 and estimating remainder of year based upon historical data.



Board of Commissioners

Date of Board Meeting: October 26, 2021

STAFF RECOMMENDATION

AGENDA ITEM:

Division of Revenue of from the sale of 425 State Street also known as the Midwest Museum of Natural History

BACKGROUND INFORMATION:

During our study session the board and staff discussed how to divide up the proceeds.

FISCAL IMPACT:

Total Revenue: \$149,907.00

Capital: \$50,000

Operations: \$19,907.00

Foundations: \$50,000

100 year Anniversary: \$30,000

STAFF RECOMMENDATION:

Staff recommends that the Park District move forward with the attached division.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

		Capital	Operations	100 yr Anniversary	Foundation		
Total amount	\$149,907.00	\$50,000.00	\$19,907.00	\$30,000.00	\$50,000.00	\$149,907.00	
OC Videos	\$18,200.00	\$0.00	\$6,066.67	\$6,066.67	\$6,066.67	\$18,200.00	
Website	\$22,629.00		\$5,657.25	\$11,314.50	\$5,657.25	\$22,629.00	EST
Swag	\$6,000.00	\$0.00	\$1,200.00	\$3,600.00	\$1,200.00	\$6,000.00	EST
Signs	\$2,300.00	\$0.00	\$2,300.00			\$2,300.00	EST
Activities	\$5,000.00	\$0.00	\$1,250.00	\$2,500.00	\$1,250.00	\$5,000.00	EST
	\$95,778.00						
		\$50,000.00	\$3,433.08	\$6,518.83	\$35,826.08	\$95,778.00	

\$95,778.00



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2021

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 27-29, 2022.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 29, 2022 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

_____ Sycamore Park District held at
(Name of Agency)
Sycamore IL on _____ at _____
(Location) (Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 29, 2022 at 3:30 p.m.:**

	<u>Name</u>	<u>Title</u>	<u>Email</u>
Delegate:	_____		
1st Alternate:	_____		
2nd Alternate:	_____		
3rd Alternate:	_____		

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: _____ Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
 211 East Monroe Street
 Springfield, IL 62701-1186
 Email: iapd@ilparks.org



TO: ALL MEMBER DISTRICTS
 FROM: Peter M. Murphy, President/CEO
 DATE: October 1, 2021
 RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 30, 2021) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 15, 2021) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office no later than November 30, 2021.



TO: ALL MEMBER DISTRICTS
 FROM: Peter M. Murphy, President/CEO
 DATE: October 1, 2021
 RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 30, 2021 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 15, 2021) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

NOTE: November 30, 2021 is the deadline for all changes and/or amendments to be received in the Association's office.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 26, 2021

STAFF RECOMMENDATION

AGENDA ITEM: EMPLOYEE INSURANCE BENEFIT PACKAGE **RECOMMENDATION FOR 2021: Recommend Approval**

BACKGROUND INFORMATION:

In 2008, the Board established a threshold as an attempt to control the cost of providing insurance to our employees. This threshold would be adjusted each year based upon the CPI. In 2014, the board approved a slightly higher threshold and determined that the amount would be adjusted in the future for any new hires.

HEALTH: We are completing our seventh year with PDRMA. The District continues to control costs by belonging to a larger pool. PDRMA again is making only minor changes to the plan. I propose no change in coverage. Based upon our maximum enrollment, from 2021 to 2022, we would have an decrease in our monthly premium of 1.26% \$282.79.

LIFE/EAP: Included with PDRMA Health. Slight decrease in the EAP premium 4.55% \$2.70. No change in life insurance.

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

DENTAL: Currently covered by Principal Insurance. Premium is increasing 4.9% \$72.60.

VISION: Currently provided by PDMRA. Monthly premium increasing 2.01% \$10.82.

THRESHOLD: The threshold for health care expenses will increase by the CPI of 1.4% \$3,966.61. That makes the 2022 threshold \$397,794.20 for 18 people.

OPT-OUT: As a reminder, the amount for payout is based upon 50% of the single premium for medical insurance only. An employee opting out of medical insurance for 2022 will receive an additional \$188.17 per pay period. For each

individual that chooses this program the District will have an annual savings of approximately \$4,112.77 (after taxes). In 2021, only one employee signed up for this program.

FISCAL IMPACT: Based upon the recommendation the annual employee insurance coverage expense for 2022 is estimated at \$288,922 if all 18 employees carry coverage. This is a decrease of \$2,881 compared to 2020.

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

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 26, 2021

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF 5 YEAR CAPITAL BUDGET

PLAN: Discussion and comment only

BACKGROUND INFORMATION: Attached you will find a draft of the 2022-2025 Capital Funding Plan. This is coming to you a month sooner since there are many projects in the works, we felt it was important for the board to see where we were in this process. The Capital Asset List and the Equipment Replacement Schedule are both being used as a guide for this budget. All items on these reports that were scheduled to be replaced during the stated timeframe were included in the first draft and highlighted in yellow. Typically this goes out five years but due to time constraints I have not added 2026 yet. Also, I am hoping that in 2022 I am able to work on updating the Equipment Replacement Schedule and Capital Asset List.

Staff was asked to review and update information based upon current needs and financial data. The draft presented takes that information into account. The first column shows everything that was initially scheduled or moved to 2022. Then you can use the key to help you understand what, if anything, was done with each item. We will take a final review before bringing it to the board for approval at November's board meeting.

Some items of note:

1. Because of the success at the Golf Course in 2021, \$100,000 will be transferred to capital to help with the cost of the #10 Bridge.
2. The development of the park in Reston Ponds is included with the assumption of receiving the OSLAD grant. These are the figures provided by Upland.

While the primary focus is 2022, it is the desire of the District to continually maintain a five-year capital plan in order to assist in planning for future projects. Years 2023 and forward will continue to evolve based upon needs, priorities and financial data.

FISCAL IMPACT: Total 2022 Budgeted Capital Revenue = \$900,300, Total 2022 Budgeted Capital Expenditures = \$1,154,875.

STAFF RECOMMENDATION: Staff welcomes questions and comments from the board. Adjustments, if needed, will be made and then be brought back to the Board for review and approval at November's meeting.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
Funding	Balance forward (approximate)	377,274	392,274	137,699	(759,517)	(955,945)
	Golf Course		100,000			
	OSLAD (pending) Reston Ponds		240,300			
	General Obligation Bond	554,628	560,000	565,600	571,256	576,969
	Funding available	931,902	1,292,574	703,299	(188,261)	(378,976)
Administration	CONTINGENCY	30,000	30,000	30,000	30,000	30,000
	bond issue costs	11,500	11,500	11,500	12,000	12,000
	alternate bond payment	166,375	166,375	168,663	170,863	172,975
	PC Replacement/upgrades	7,600	7,600	12,000	12,900	7,200
	copier (admin, Maint)	6,100	6,100			
	server	-				15,000
	lateral files (2)	2,700				
	Total Administration	224,275	221,575	222,163	225,763	237,175
Concessions	Beverage cart (med cart, small cart)	10,500		10,500	9,500	
	ice machine (clubhouse)	3,000		3,000		
	freezer (recently rebuilt)	4,500		4,500		
	keg cooler	3,000		3,000		
	SC Conc - fixtures (2019 update storage/sink/flooring)				27,950	
	SC Conc - doors orig 2019				2,300	
	SC Conc - bathroom fixtures orig 2019			28,750		
	SC Conc - gutters/downspouts orig 2019				2,070	
SC Conc - roof orig 2019				7,245		
	Total Concessions	21,000	-	49,750	49,065	-
Maintenance	workhorse	18,000		18,000		
	pickup	35,000		35,000		
	pickup			37,000		
	brush mower attachment	8,500		8,500		
	sprayer on workman	24,500		24,500		
	tractor	43,000		43,000		
	tractor			46,500		
	maintenance shop painting orig 2019	21,280		21,280		
	skidsteer (bobcat 250)	29,500		29,500		
	large dump truck	43,000		43,000		
bandsaw	4,000		4,000			

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
	table saw	3,500		3,500		
	generator	2,500		2,500		
	field rake	16,000		16,000		
	branch chipper	28,900		28,900		
	bobcat sweeper/debris brush	5,200		5,200		
	small equipment trailer	4,200		4,200		
	air compressor	3,900		3,900		
	maintenance shop power gate	13,310		13,310		
	enclosed trailer			9,500		
	Core Harvester				12,000	
	Turfco Walk Edger				1,000	
	parts washer				6,500	
	Smithco Paint Liner					13,200
	Foley Reel Grinder					28,250
	Total Maintenance	304,290	-	397,290	19,500	41,450
Clubhouse	hvac orig 2017	28,196		28,196		
	staining 2019 siding/trim 2020 or later orig 2018	83,734		83,734		
	assessment POSTPONED FROM 2021		15,000			
	lighting	8,992		8,992		
	Total Clubhouse	120,922	15,000	120,922	-	-
Golf Course	golf carts (2021 replace burned cart only)	30,000		30,000	30,000	
	ranger cart	7,000		7,000	7,250	7,500
	fairway aerifier John Deere					18,000
	Bridge on 10	190,000	337,300			
	cart barn - HVAC orig 2018	4,480		4,480		
	cart barn - gutters/downspouts orig 2018	2,240		2,240		
	cart barn - planters orig 2018	2,912		2,912		
	workhorse					
	Toro trap rake (orig 2019)	13,000		13,000		
	rough mower jacobsen 9016	80,000		80,000		
	shelter 1: 8th tee - structure			9,440		
	shelter 2: 4th tee - structure			1,180		
	minor bridge: 17th tee			5,900		
	minor bridge: 6th ladies tee			3,540		
	trim mower John Deere 1435				22,000	
	46000 greensmower 3250 greens	32,000	46,000			
	shuttle cart	12,000			12,000	
	minor bridge #16/#17 fairway	3,630		3,630		

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
	cart paths - aggregate	6,050				
	ryan aerifier			16,000		
	green/tee top dresser			17,900		
	golf lift for shop				17,500	
	Total Golf Course	383,312	383,300	197,222	88,750	25,500
Aquatics						
	Total Pool		-	-	-	-
Community Center						
	cabinets of class rooms (5K)		5,000			
	Total Community Center		5,000	-	-	-
Parks & grounds						
	founders park - playground - benches/amenities	3,000				
	H.S. Field Dug out - Benches/Shelving orig 2018	2,725		2,725		
	third shed old maint (15-20k)		20,000			
	resurface basketball court (10k)		10,000			
	RESTON PONDS		500,000			
	fields 1-4 irrigation orig 2018			4,480		
	Brothers Park - benches/amenities orig 2019	4,025		4,025		
	Old Shop-painting orig 2019				896	
	Old Shop-lighting orig 2019				2,800	
	Old Shop-electrical orig 2019				12,320	
	Old Shop-gutters/downspouts orig 2019				2,800	
	Old Shop-doors orig 2019				7,840	
	SC - N. Water Fountain - roof orig 2019	1,725		1,725		
	Olsen Shelter - roof orig 2019	4,600		4,600		
	kessler shelter - roof orig 2019	4,830		4,830		
	kiwanis east - playground - surfacing				11,500	
	comm park - old fountain - roof			824		
	comm park - old fountain - posts/structure			4,600		
	comm park - old fountain - concrete base			1,150		
	sports complex - s. water fountain - roof	1,725		1,725		
	old mill - playground - benches/amenities			7,670		
	larson park - overlook - benches/ammenities	1,815		1,815		
	larson park - brickvelle entrancee -fencing	275		275		
	stezco area - interpretive signs					
	lake sycamore - trails - signage			2,360		
	lake sycamore - trails - raised beds			1,180		

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
	lake sycamore - playgrounds - surfacing					
	lake sycamore - fishing pier - anchors					
	kiwanis west - trails - signage					
	boyton park - trails - signage					
	emil cassier - pond 2 - shoreline					
	larsen park - playground - surfacing	22,320		22,320		
	larsen park - playground - equipment	93,000		93,000		
	larsen park - playground - stonework	6,200		6,200		
	larsen park - playground - benches/amenities	2,480		2,480		
	wetzel park - shelter - picnic tables	2,541		2,541		
	brothers park - trails - raised beds	744		744		
	kiwanis east - shelter - picnic tables	5,082		5,082		
	kiwanis east - playground - benches/amenities	9,075		9,075		
	charley laing park - playground - surfacing	14,520		14,520		
	charley laing park - trails - signage	1,150		1,150		
	larsen park - trails - signage			2,480		
	brothers park - playground - surfacing			22,320		
	brothers park - basketball court- surfacing			2,480		
	brothers park - basketball court- painting			620		
	PAVING WEST ENTRANCE			130,000		
	Main South Shelter - Roof ? Already done?			9,300		
	Main South Shelter - Benches/Amenities			1,240		
	Main South Shelter - Electrical			620		
	community park - playground - equipment ?			9,920		
	Lions Shelter - Approach Path			9,100		
	HS Field Dug Out - Aglime Approach			508		
	soccer storage - doors			3,175		
	soccer storage - fixtures - shelves			1,270		
	bb fields 1-4 scoreboards			32,500		
	bb fields 1-4 bases and mounds			7,800		
	Old Mill Park - Playground - Surfacing			34,055		
	Old Mill Park - Playground - Solar Lights			5,080		
	Old Mill Park - Trails - Signage			1,905		
	Wetzel Park - Tennis Court - Surfacing				6500	
	Wetzel Park - Tennis Court - Painting				650	
	Wetzel Park - Tennis Court - Posts				650	
	Wetzel Park - Basketball Court - Fencing - Wood				390	
	Wetzel Park - Basketball Court - Surfacing				6500	
	Wetzel Park - Basketball Court - Painting				650	
	Wetzel Park - Basketball Court - Well and Electric				13000	
	Kiwanis Park West - Basketball Court - Fencing				23400	
	Kiwanis Park West - Basketball Court - Surfacing				97500	

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
	Kiwanis Park West - Basketball Court - Posts/Backboards				13000	
	Concession Garage - Electrical				2600	
	Basketball Court (by main south) - Posts/Backboards				15600	
	Lions Building - Electrical Panels				9100	
	HS Field Dug Out - Roof				2990	
	SC - N. Water Fountain - Posts/Structure				9100	
	SC - N. Water Fountain - Plumbing				650	
	SC - N. Water Fountain - Fixtures				650	
	Olsen Shelter - Posts/Structures				19500	
	Baseball Storage - Rolling Doors				15600	
	kessler shelter - Posts/Structure				19500	
	Lou's Lake - Dredging				13000	
	Lou's Lake - Shoreline				7800	
	BB Fields 9-12 Surfacing				26000	
	Boyton Park - Playground - Surfacing				15600	
	chief black partridge - Benches				1170	
	Emil Cassier - Frantum - Electrical				1950	
	Residence - Siding/Trim				13000	
	Residence - Garage Door/Electric				3900	
	Residence - Brick/Tuckpointing				3250	
	Residence - Fencing				3250	
	Larson Park - Stezco Area - Playground Structure					20,020
	Elmer & Stanley Larson Park - Signage					1,540
	Wetzel Park - Playground Surfacing					65,000
	Wetzel Park - Playground Equipment					78,000
	Wetzel Park - Playground - Sand Lot Area					390
	Wetzel Park - Playground - Benches/Amenities					2,600
	Wetzel Park - Trails - Signage					1,250
	Wetzel Park - Trails - Raised Beds					1,300
	Founders Park - Playground - Surfacing					6,500
	Founders Park - Trails - signage					1,200
	Kiwanis Park West - Shelter - Roof					9,750
	Kiwanis Park West - Shelter - Concrete Base					19,500
	Community Park - WPA Shelter - Roof					16,900
	Community Park - Baseball Fields - Portable Benches					2,600
	Community Park - Old Shop - Bathroom Fixtures					1,300
	Community Park - Old Shop - Plumbing					2,600
	Community Park - Old Shop - Siding/Trim					24,700
	Community Park - Old Shop - Fencing/Gates					22,100
	Community Park - Vehicle Bridge - Approaches					11,700
	Sports Complex - HS Field - Sound/Speaker/Posts					3,810
	Sports Complex - S Water Fountain - Posts/Structure					9,100

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
	Sports Complex - S Water Fountain - Plumbing					650
	Sports Complex - S Water Fountain - Fixtures					650
	Sports Complex - BB Fields 1-4 Flagpole/Lights					3,250
	Sports Complex - BB Fields 5-8 Surfacing					26,000
	Residence = Roof					18,620
	Total Parks & Grounds	181,832	530,000	475,469	384,606	351,030
	Total Capital Expenses	1,235,631	1,154,875	1,462,816	767,684	655,155
	Ending balance	(303,729)	137,699	(759,517)	(955,945)	(1,034,131)

- On Capital Asset or Equipment Lifecycle Schedule**
- Postponed replacement**
- Moved to Operating Budget**
- Updated amounts**
- Additions**
- Removed completely**



Board of Commissioners

Date of Board Meeting: October 26, 2021

STAFF RECOMMENDATION

AGENDA ITEM:

Resolution No. 05-2021: Great Western Trail project cost

BACKGROUND INFORMATION:

After being awarded the ITEP grant for \$1,748,149 (80% federal and 10% state) we are being asked to submit a resolution stating that the Sycamore Park District has the sufficient funds to cover Final Engineering Phase II costs of \$123,113 until we have been approved by reimbursement by FHWA and IDOT. At that time our cost will be 10% of the Final Engineering Phase II costs totaling \$12,311.30.

We have been asked to wait on passing a final resolution for the total project cost until Construction numbers have been approved. We are anticipating a November 2022 letting day, starting construction in 2023.

FISCAL IMPACT: \$123,113

STAFF RECOMMENDATION: I recommend that we approve this so we can continue to move forward with the Great Western Trail project.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

RESOLUTION NO. 05-2021

**A RESOLUTION APPROVING FINAL ENGINEERING PHASE II COST OF
\$123,113.00
AND CONFIRMING APPROPRIATION OF SUFFICIENT FUNDS
TO COVER THE LOCAL MATCH SET FORTH IN THE AGREEMENT
IN THE AMOUNT OF \$12,311.00 PLUS ANY OTHER AMOUNTS
NEEDED IN ADDITION TO THE ITEP FUNDS TO COMPLETE THE PROJECT**

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

WHEREAS, the Sycamore Park District was awarded an ITEP Grant of \$1,748,149.00 (80% Federal and 10% state); and

WHEREAS, the Park District desires to approve the Final Engineering Phase II costs of the project of \$123,113.00 and

WHEREAS, the Park District desires to publicly confirm that it has appropriated sufficient funds to cover the local match in the amount of \$123,113.00, plus any other amounts in excess of those provided by the ITEP grant necessary to complete the project and work set forth in the Agreement.

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

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

SECTION TWO: The Sycamore Park District formally approves the Final Engineering Phase II cost of \$123,113.00; and formally confirms that the Sycamore Park District has appropriated sufficient funds to cover the local match set forth in the Agreement in the amount of \$123,113.00, plus any other amounts in excess of those provided by the ITEP grant necessary to complete the project and work set forth in the Agreement. This Agreement is to confirm that the Sycamore Park District has sufficient funds to cover engineering expenses until ITEP can reimburse the Sycamore Park District. At which point the local amount the Park District is responsible for would be \$12,311.30.

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

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

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

APPROVED and ADOPTED by the Board of Commissioners of the Sycamore Park District this 26th day of October 2021 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

President

ATTEST:

Secretary

4851-8596-6691, v. 1

State Job Project #: D-93-032-22
Federal Project #: 6KB3(875)
Section # 21-P4006-03-BT



Board of Commissioners

Date of Board Meeting: October 26, 2021

STAFF RECOMMENDATION

AGENDA ITEM:

Sycamore Golf Club Survey

BACKGROUND INFORMATION:

In August we sent out a customer service golf survey. Attached are the overall results. We have very positive results overall. 125 people responded to the survey. It was sent out to all TeeSnap contacts. We have some minor areas of improvement but overall responses were positive.

Highlights:

- 58% said we have excellent customer service
- NPS (national promoter score) of 9 out of 10 would recommend the Sycamore Golf Club
- People appreciate the level of quality and options the Caddy Shack and Pro Shop offer.

FISCAL IMPACT:

STAFF RECOMMENDATION: Information Only

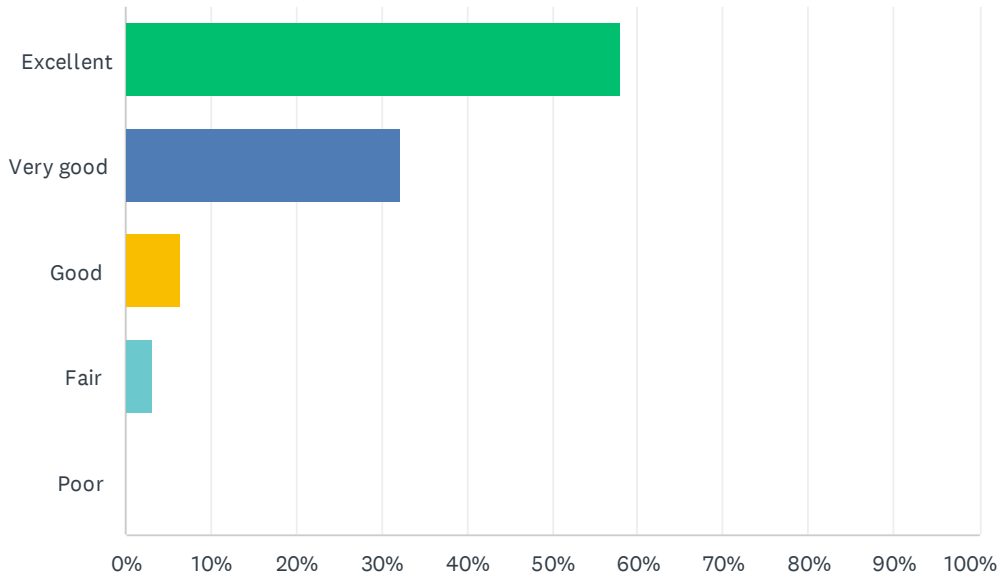
PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Q1 Overall, how would you rate the service you received from the staff at the course?

Answered: 124 Skipped: 1

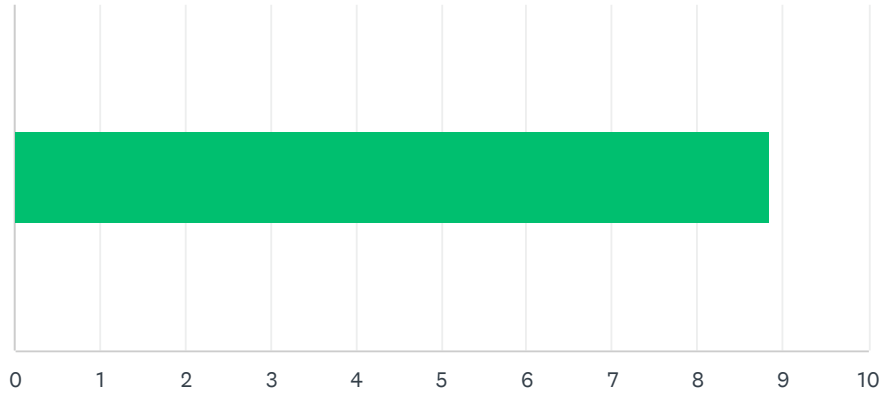


ANSWER CHOICES	RESPONSES	
Excellent	58.06%	72
Very good	32.26%	40
Good	6.45%	8
Fair	3.23%	4
Poor	0.00%	0
TOTAL		124

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q2 Use the slider to indicate how likely is it that you would recommend Sycamore Golf Club to a friend or colleague.

Answered: 123 Skipped: 2



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	9	1,089	123
Total Respondents: 123			

#		DATE
1	10	9/16/2021 4:24 PM
2	9	9/7/2021 10:45 AM
3	7	9/2/2021 1:17 PM
4	10	8/31/2021 12:36 PM
5	9	8/31/2021 7:20 AM
6	9	8/29/2021 5:17 PM
7	10	8/29/2021 4:35 PM
8	10	8/29/2021 4:35 PM
9	10	8/29/2021 3:36 PM
10	7	8/28/2021 7:39 PM
11	10	8/28/2021 7:20 AM
12	10	8/26/2021 3:54 PM
13	9	8/26/2021 8:06 AM
14	6	8/26/2021 6:47 AM
15	10	8/25/2021 10:25 PM
16	10	8/25/2021 10:03 PM
17	8	8/25/2021 5:25 PM
18	10	8/25/2021 3:11 PM
19	9	8/25/2021 2:17 PM

Sycamore Golf Club Survey

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20	10	8/25/2021 2:05 PM
21	10	8/25/2021 1:50 PM
22	10	8/25/2021 1:46 PM
23	9	8/25/2021 10:49 AM
24	8	8/25/2021 8:52 AM
25	10	8/25/2021 8:45 AM
26	10	8/25/2021 8:28 AM
27	8	8/25/2021 7:59 AM
28	10	8/25/2021 7:39 AM
29	8	8/25/2021 7:32 AM
30	9	8/25/2021 7:10 AM
31	10	8/25/2021 4:29 AM
32	10	8/25/2021 4:22 AM
33	9	8/24/2021 11:45 PM
34	10	8/24/2021 10:54 PM
35	9	8/24/2021 10:04 PM
36	9	8/24/2021 9:44 PM
37	8	8/24/2021 9:12 PM
38	10	8/24/2021 8:35 PM
39	10	8/24/2021 8:33 PM
40	10	8/24/2021 8:31 PM
41	9	8/24/2021 8:27 PM
42	5	8/24/2021 8:15 PM
43	10	8/24/2021 8:11 PM
44	9	8/24/2021 8:07 PM
45	8	8/24/2021 8:04 PM
46	10	8/24/2021 7:54 PM
47	8	8/24/2021 7:52 PM
48	9	8/24/2021 7:44 PM
49	8	8/24/2021 7:38 PM
50	9	8/24/2021 7:31 PM
51	6	8/24/2021 7:22 PM
52	2	8/24/2021 7:15 PM
53	10	8/24/2021 7:10 PM
54	10	8/24/2021 6:55 PM
55	10	8/24/2021 6:53 PM
56	8	8/24/2021 6:49 PM
57	9	8/24/2021 6:37 PM

Sycamore Golf Club Survey

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58	8	8/24/2021 6:27 PM
59	9	8/24/2021 6:25 PM
60	9	8/24/2021 6:21 PM
61	6	8/24/2021 6:19 PM
62	9	8/24/2021 6:12 PM
63	9	8/24/2021 6:09 PM
64	10	8/24/2021 6:03 PM
65	10	8/24/2021 5:56 PM
66	10	8/24/2021 5:46 PM
67	9	8/24/2021 5:34 PM
68	10	8/24/2021 5:33 PM
69	10	8/24/2021 5:29 PM
70	10	8/24/2021 5:27 PM
71	8	8/24/2021 5:26 PM
72	10	8/24/2021 5:23 PM
73	5	8/24/2021 5:15 PM
74	10	8/24/2021 5:14 PM
75	9	8/24/2021 5:08 PM
76	10	8/24/2021 5:08 PM
77	10	8/24/2021 5:07 PM
78	2	8/24/2021 5:05 PM
79	8	8/24/2021 5:02 PM
80	10	8/24/2021 4:53 PM
81	9	8/24/2021 4:45 PM
82	10	8/24/2021 4:36 PM
83	10	8/24/2021 4:31 PM
84	10	8/24/2021 4:19 PM
85	10	8/24/2021 4:12 PM
86	8	8/24/2021 4:12 PM
87	10	8/24/2021 4:06 PM
88	10	8/24/2021 4:06 PM
89	9	8/24/2021 4:01 PM
90	10	8/24/2021 3:58 PM
91	1	8/24/2021 3:58 PM
92	8	8/24/2021 3:53 PM
93	7	8/24/2021 3:53 PM
94	10	8/24/2021 3:51 PM
95	10	8/24/2021 3:40 PM

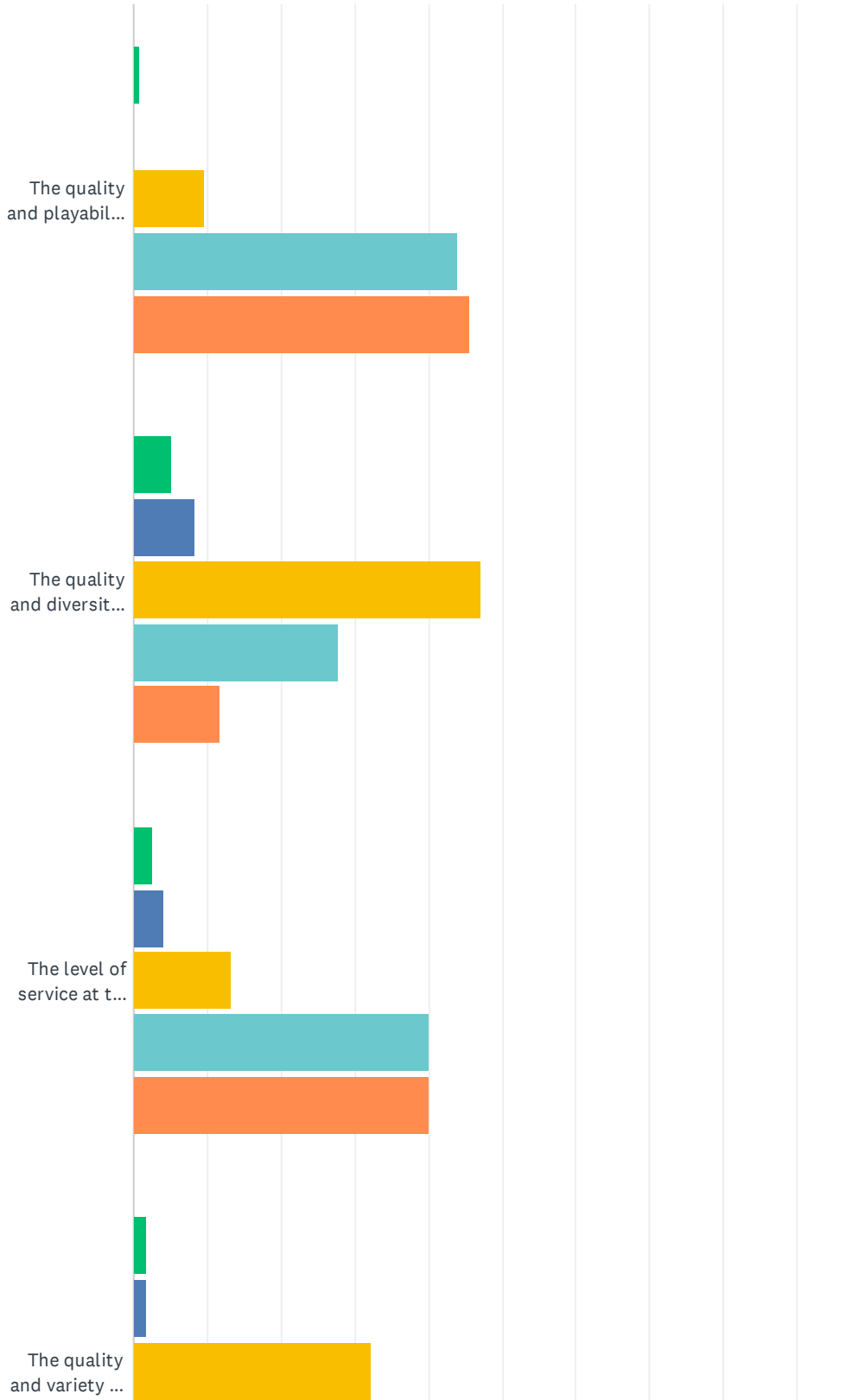
Sycamore Golf Club Survey

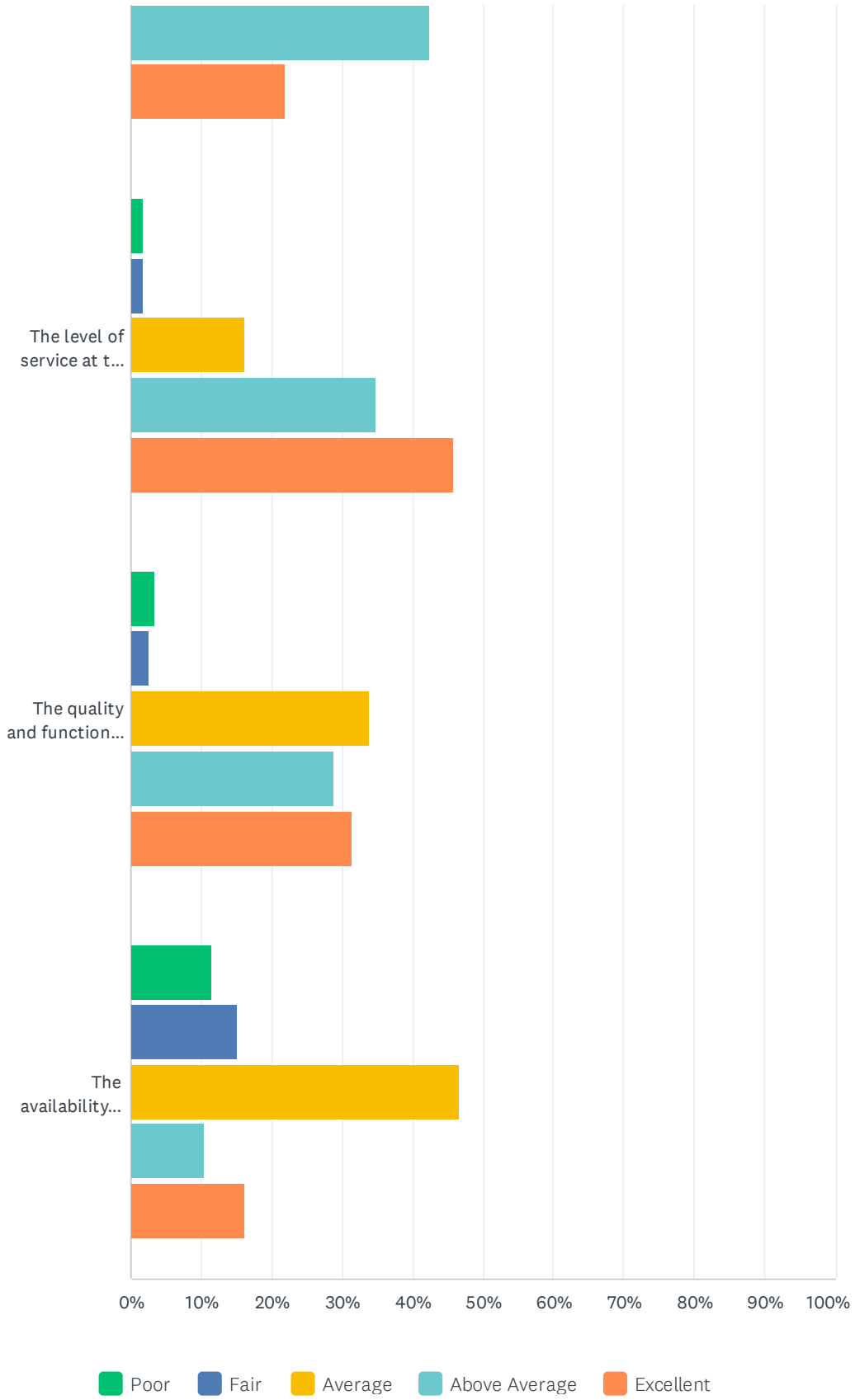
136

96	5	8/24/2021 3:34 PM
97	10	8/24/2021 3:30 PM
98	9	8/24/2021 3:25 PM
99	8	8/24/2021 3:24 PM
100	10	8/24/2021 3:22 PM
101	10	8/24/2021 3:22 PM
102	4	8/24/2021 3:19 PM
103	8	8/24/2021 3:18 PM
104	7	8/24/2021 3:15 PM
105	10	8/24/2021 3:09 PM
106	8	8/24/2021 3:04 PM
107	9	8/24/2021 3:00 PM
108	10	8/24/2021 2:57 PM
109	10	8/24/2021 2:55 PM
110	10	8/24/2021 2:55 PM
111	10	8/24/2021 2:54 PM
112	5	8/24/2021 2:54 PM
113	10	8/24/2021 2:52 PM
114	9	8/24/2021 2:51 PM
115	10	8/24/2021 2:51 PM
116	10	8/24/2021 2:50 PM
117	9	8/24/2021 2:49 PM
118	10	8/24/2021 2:49 PM
119	9	8/24/2021 2:49 PM
120	8	8/24/2021 2:49 PM
121	8	8/24/2021 2:48 PM
122	10	8/24/2021 2:47 PM
123	10	8/24/2021 2:45 PM

Q3 Please rank the following areas on a scale of poor to excellent based on your experience.

Answered: 125 Skipped: 0





Sycamore Golf Club Survey

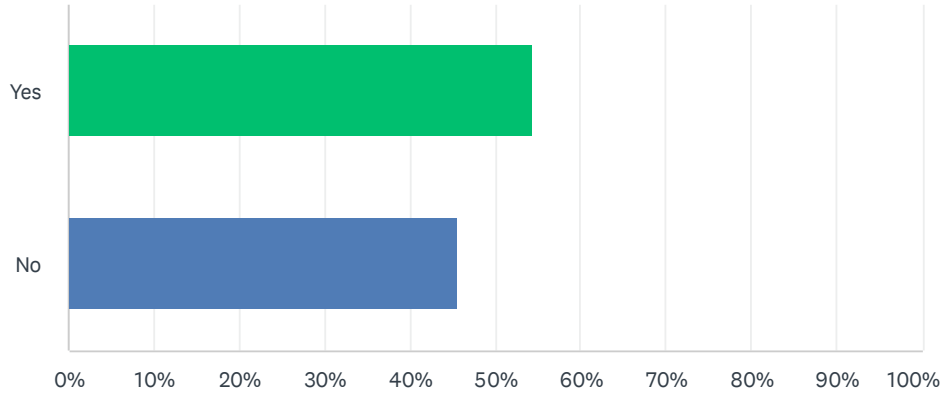
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	POOR	FAIR	AVERAGE	ABOVE AVERAGE	EXCELLENT	TOTAL
The quality and playability of the course	0.80% 1	0.00% 0	9.60% 12	44.00% 55	45.60% 57	125
The quality and diversity of the items available at the Pro Shop	5.04% 6	8.40% 10	47.06% 56	27.73% 33	11.76% 14	119
The level of service at the Pro Shop	2.46% 3	4.10% 5	13.11% 16	40.16% 49	40.16% 49	122
The quality and variety of items offered at the Caddyshack Grill	1.69% 2	1.69% 2	32.20% 38	42.37% 50	22.03% 26	118
The level of service at the Caddyshack Grill	1.69% 2	1.69% 2	16.10% 19	34.75% 41	45.76% 54	118
The quality and function of the golf carts	3.48% 4	2.61% 3	33.91% 39	28.70% 33	31.30% 36	115
The availability and level of service of the beverage carts	11.43% 12	15.24% 16	46.67% 49	10.48% 11	16.19% 17	105

#	OTHER (PLEASE SPECIFY)	DATE
1	Golf carts should be cleaner. Many time there is no sand in the divot fill containers. When getting new golf carts please consider ball wash stations and gps	9/16/2021 4:24 PM
2	Not available most times	9/2/2021 1:17 PM
3	Not sure	8/26/2021 6:47 AM
4	Have seen one on the course.	8/25/2021 5:25 PM
5	Would like to see the pace of play regulated. Many times senior players will walk during their rounds and it really slows down the pace of play. Several times I have experienced having four groups on the same hole and a walking senior group is leading the way. Nothing against senior players, as I am one as well.	8/25/2021 7:32 AM
6	Have never seen a beverage cart on the course.	8/25/2021 7:10 AM
7	Didn't see one that day	8/24/2021 9:44 PM
8	Dint do a cart and haven't seen beverage cart	8/24/2021 6:55 PM
9	Expensive for weekend play	8/24/2021 6:53 PM
10	I'm not sure we have seen a beverage cart at all this season.	8/24/2021 6:03 PM
11	Beverage carts are not on the course when iam.	8/24/2021 5:46 PM
12	Carts backfire and are very squeaky!	8/24/2021 5:15 PM
13	I've never seen the beverage cart when I'm in the course	8/24/2021 5:08 PM
14	I appreciate the fact that there is a water cooler provided at several holes, and the cooler almost always has water.	8/24/2021 4:19 PM
15	We just golfed walking it's is a great course	8/24/2021 4:06 PM
16	Not available	8/24/2021 3:22 PM
17	I have yet to see a single beverage cart out but I don't golf there on the weekends.	8/24/2021 2:49 PM
18	The course was in excellent shape. Staff were all friendly and the service top notch.	8/24/2021 2:45 PM

Q4 Are you a CURRENT Season Pass holder for the Sycamore Golf Club?

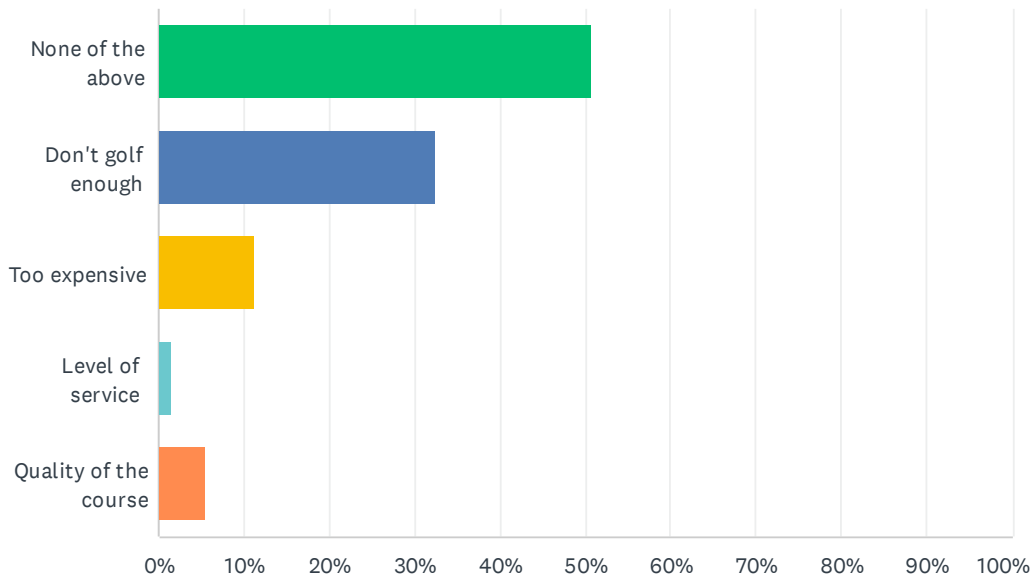
Answered: 125 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	54.40%	68
No	45.60%	57
TOTAL		125

Q5 If you are not a Season Pass holder, why not?

Answered: 71 Skipped: 54



ANSWER CHOICES	RESPONSES	
None of the above	50.70%	36
Don't golf enough	32.39%	23
Too expensive	11.27%	8
Level of service	1.41%	1
Quality of the course	5.63%	4
Total Respondents: 71		

#	OTHER (PLEASE SPECIFY)	DATE
1	Live in warrenville play a few times a year, I have an outing there 3 out of last 4 yrs 40 players	8/26/2021 3:54 PM
2	I am a season pass holder, now let me move on!	8/25/2021 8:28 AM
3	Live a little far away - Carol Stream.	8/24/2021 9:44 PM
4	Like to play variety of courses	8/24/2021 9:12 PM
5	Live a little far but enjoy the course	8/24/2021 8:04 PM
6	Play a wide variety of courses	8/24/2021 7:38 PM
7	not very senior friendly, gold tee boxes offer very little distance help, no input from seniors, attitude if you don't like it leave,	8/24/2021 7:22 PM
8	New to area..checking it out	8/24/2021 6:53 PM
9	We are members	8/24/2021 6:03 PM
10	Live to far from the course.	8/24/2021 5:26 PM
11	Just like to play different course at times.	8/24/2021 5:02 PM

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12	Don't want to play the same course all the time.	8/24/2021 4:36 PM
13	Dropped by with a golf card	8/24/2021 3:04 PM
14	Work too many hours. Considering maybe next year	8/24/2021 2:54 PM
15	Planning on it in the future.	8/24/2021 2:54 PM
16	I'm a member at the Kish Country club.	8/24/2021 2:49 PM
17	Too far to drive often	8/24/2021 2:49 PM

Q6 What do you like the most about the Sycamore Golf Club?

Answered: 108 Skipped: 17

#	RESPONSES	DATE
1	Condition of greens and fairways are consistently very good	9/16/2021 4:24 PM
2	Quality and condition of the fairways & greens	8/31/2021 7:20 AM
3	Easy to get to. Course in good shape. Good price.	8/29/2021 5:17 PM
4	Quality of the course. Most of the people who work there and play golf	8/29/2021 4:35 PM
5	Quality of the course. Most of the people who work there and play golf	8/29/2021 4:35 PM
6	It's close and I can usually get a tee time	8/29/2021 3:36 PM
7	The course is in great condition	8/28/2021 7:39 PM
8	The course and it's a good value.	8/28/2021 7:20 AM
9	Very friendly people work there ,all involved	8/26/2021 3:54 PM
10	well maintained and convenient	8/26/2021 8:06 AM
11	Staff and course condition	8/26/2021 6:47 AM
12	Best golf value in northern Illinois	8/25/2021 10:25 PM
13	Convenience and as affordability	8/25/2021 10:03 PM
14	The course is well maintained.	8/25/2021 5:25 PM
15	Excellent layout of the course	8/25/2021 3:11 PM
16	It is well kept.	8/25/2021 1:50 PM
17	The maintenance of the greens and fairways is great! Love the history and the layout!	8/25/2021 1:46 PM
18	Condition of golf course and weekday twi-light rates	8/25/2021 11:29 AM
19	Quality of help	8/25/2021 10:49 AM
20	Easy to play FOR senior	8/25/2021 8:52 AM
21	Beautiful course. Well maintained.	8/25/2021 8:45 AM
22	Really in good shape.	8/25/2021 8:28 AM
23	Great overall experience	8/25/2021 7:39 AM
24	I like the quality of the golf course. Bent grass from tee to green. The course is a real gem in our community. Easy to make a tee time on line is a real plus for me.	8/25/2021 7:32 AM
25	It is challenging but it allows you to make mistakes without losing your ball.	8/25/2021 7:10 AM
26	The course is maintained extremely well.	8/25/2021 4:29 AM
27	Course is well maintained	8/24/2021 11:45 PM
28	Super nice staff. Course is in great shape.	8/24/2021 10:54 PM
29	Fun to play and is extremely well maintained. Also friendly people in pro shop.	8/24/2021 10:04 PM
30	The course is immaculate kept. Fairways and greens	8/24/2021 9:44 PM
31	Enjoy golf course	8/24/2021 9:12 PM
32	Good condition and close to home. Well run and reasonable cost.	8/24/2021 8:33 PM

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33	The course is taken care of excellent. Staff works hard.	8/24/2021 8:31 PM
34	Course is in excellent condition.	8/24/2021 8:27 PM
35	Golf course always in great shape	8/24/2021 8:11 PM
36	The condition of the golf course	8/24/2021 8:07 PM
37	Fairways and greens	8/24/2021 8:04 PM
38	It is in very good condition for park district course	8/24/2021 7:54 PM
39	The condition of the course.	8/24/2021 7:52 PM
40	Quality of golf course for a great price	8/24/2021 7:44 PM
41	Price matches course condition and pace of play has always been decent to good.	8/24/2021 7:38 PM
42	Speed of play	8/24/2021 7:31 PM
43	kirk tries, excellent rangers	8/24/2021 7:22 PM
44	The back 9 when it isn't flooded	8/24/2021 7:15 PM
45	The beauty and condition of the course for the cost	8/24/2021 7:10 PM
46	Everything	8/24/2021 6:55 PM
47	Close convince friendliness flat	8/24/2021 6:53 PM
48	Good senior price's	8/24/2021 6:37 PM
49	Close to where we live. Nice fairways.	8/24/2021 6:27 PM
50	Quick, short course	8/24/2021 6:25 PM
51	Good for walking	8/24/2021 6:21 PM
52	Close to home	8/24/2021 6:19 PM
53	Convenience, condition, staff, clubhouse, walkability, value	8/24/2021 6:12 PM
54	Course is in excellent condition.	8/24/2021 6:09 PM
55	The proximity of the course to our home, the price, and the excellent condition of the course.	8/24/2021 6:03 PM
56	I think Sycamore Golf, the while team, has provided a level of excellence, especisly during the pandemic . The course is in beautiful shape, always. Kirk and his team are great. I tell everyone about Sycamore Golf Club.	8/24/2021 5:56 PM
57	Playability	8/24/2021 5:46 PM
58	The bang for your buck	8/24/2021 5:34 PM
59	The course is well kept.	8/24/2021 5:33 PM
60	Fairways and greens are the best playing shape around.	8/24/2021 5:29 PM
61	Condition of the course.	8/24/2021 5:27 PM
62	Conditioning of the course	8/24/2021 5:26 PM
63	Internet tee time set up. nice to not have to bother staff to do something so easy to do myself.	8/24/2021 5:23 PM
64	Mature trees	8/24/2021 5:15 PM
65	Course is in excellent condition Friendly staff	8/24/2021 5:08 PM
66	Great prices for passes, condition of the course, pleasant staff, easy to make tee times on line, the pro	8/24/2021 5:07 PM
67	The guys that I play with	8/24/2021 5:05 PM
68	One of the best grounds keeping crew around. They fairways and greens are always kept in excellent shape.	8/24/2021 5:02 PM

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69	Excellent condition, friendly staff	8/24/2021 4:53 PM
70	fair price and wide open fairways, no pressure guests	8/24/2021 4:45 PM
71	The staff and course conditions.	8/24/2021 4:36 PM
72	It is in fantastic condition. The pace of play is well controlled. Kirk is very helpful and keeps things under control.	8/24/2021 4:31 PM
73	The country type grounds, the variety of holes, the availability of ability to play, the reasonable price, helpful employees who do not bother you, good radar for rain warning.	8/24/2021 4:19 PM
74	Course is well maintained.	8/24/2021 4:12 PM
75	Price and proximity	8/24/2021 4:12 PM
76	Beautiful greens and nice people working there	8/24/2021 4:06 PM
77	Fair price at a well maintained course	8/24/2021 4:06 PM
78	Great staff Good course	8/24/2021 4:01 PM
79	Great course for all skill levels	8/24/2021 3:58 PM
80	Condition of the fairways	8/24/2021 3:58 PM
81	Friendly atmosphere	8/24/2021 3:53 PM
82	Family friendly and well taken care of course	8/24/2021 3:53 PM
83	Right here in Sycamore, best course within twenty miles	8/24/2021 3:51 PM
84	The condition of the course and employees including Pro at the course	8/24/2021 3:40 PM
85	Cheaper walking rates	8/24/2021 3:34 PM
86	The quality and condition of the course	8/24/2021 3:30 PM
87	The great condition it is kept in, even with how much it gets played, plus the fact that it is in town and close	8/24/2021 3:25 PM
88	Local and fair price for seasonal	8/24/2021 3:24 PM
89	Location and it's just a nice golf course for the price	8/24/2021 3:22 PM
90	Friendly people course in good shape.	8/24/2021 3:22 PM
91	Fairways	8/24/2021 3:19 PM
92	I can typically 9 in 1:40 and 18 in 3:30. Course is in good shape, it is challenging, but fair, and for the most part not too crowded.	8/24/2021 3:15 PM
93	Location and well maintained.	8/24/2021 3:09 PM
94	Well maintained fairways and greens	8/24/2021 3:04 PM
95	The condition of the course	8/24/2021 2:57 PM
96	The course itself and the friendly staff. The cost is becoming a slight deterrent from becoming a full pass member. But I understand there's cost for quality.	8/24/2021 2:55 PM
97	The course is in excellent shape and it's a good value	8/24/2021 2:55 PM
98	Well maintained course that isn't too challenging for the average golfer that I am	8/24/2021 2:54 PM
99	The course and service	8/24/2021 2:54 PM
100	Close by	8/24/2021 2:52 PM
101	Serene setting, fun course	8/24/2021 2:51 PM
102	playability; affordability	8/24/2021 2:51 PM
103	The course fits my level of play and it is easy to walk.	8/24/2021 2:50 PM

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104	The friendly atmosphere	8/24/2021 2:49 PM
105	Club. Municipal course and its close to my house.	8/24/2021 2:49 PM
106	Friendly staff. Usually reasonable rates	8/24/2021 2:49 PM
107	It is very well maintained thanks to Jeff and his crew.	8/24/2021 2:49 PM
108	Well kept. Easy. Watered well.	8/24/2021 2:48 PM

Q7 What do you like the least about the Sycamore Golf Club?

Answered: 102 Skipped: 23

#	RESPONSES	DATE
1	Bunkers Sometimes too much sand sometimes very dirty sand. Many tees do not seem to be watered (very hard). Would like to see tees more level. I realize that a lot money was spent on the river and creek banks and the area between 6 and 7. However that was a major waste of park district money. The creek and river banks are mostly weeds and the 10th tee the weeds do not allow players to see the greens The area between 6 and 7 is just an embarrassment. There are too many groups that jump on the 10th tee while there are players approaching or are on the 9th green.	9/16/2021 4:24 PM
2	Do to the number of leagues, its hard to get on to the back (to only play the back) in the afternoon.	9/7/2021 10:45 AM
3	The fact that last year due to COVID-19 and the course closure as a pass holder we were supposed to get a credit against this years pass. Since I purchased my pass on the discount day I was told I was not eligible for the COVID-19 credit??? I do not agree with this and am curious if the board was aware?	9/2/2021 1:17 PM
4	don't like that you need tee times - go back to allowing walkons	8/31/2021 12:36 PM
5	Cost of riding carts	8/31/2021 7:20 AM
6	Nothing	8/29/2021 5:17 PM
7	Not much	8/29/2021 4:35 PM
8	Not much	8/29/2021 4:35 PM
9	Nothing	8/29/2021 3:36 PM
10	1) pro is a little moody	8/28/2021 7:39 PM
11	Have no complaints	8/26/2021 3:54 PM
12	No walk on allowed must have tee time.	8/26/2021 6:47 AM
13	Too flat.	8/25/2021 10:25 PM
14	Members do not receive any special deals on carts	8/25/2021 10:03 PM
15	The leagues and outings make it difficult to get tee times.	8/25/2021 5:25 PM
16	Nothing	8/25/2021 3:11 PM
17	Online tee time scheduling	8/25/2021 2:17 PM
18	Not much	8/25/2021 1:50 PM
19	I've golfes the course 4 or 5 times this season, and haven't seen the beverage cart once.	8/25/2021 1:46 PM
20	weekend rates	8/25/2021 11:29 AM
21	Grass cutting	8/25/2021 10:49 AM
22	Pace of play	8/25/2021 8:52 AM
23	Too many Friday golf outings	8/25/2021 8:45 AM
24	No complaints	8/25/2021 8:28 AM
25	availability of tee times on Fridays,too many tournaments	8/25/2021 7:59 AM
26	Eighteen hole bridge	8/25/2021 7:39 AM
27	Sometimes the slow pace of play.	8/25/2021 7:32 AM

28	The league schedules and the outings are making it difficult to get a tee time,	8/25/2021 7:10 AM
29	T-box condition on all par 3 and some others	8/25/2021 4:29 AM
30	Many of the holes are pretty straight and offer little challenge	8/24/2021 11:45 PM
31	N/A	8/24/2021 10:54 PM
32	Not much, I love coming there	8/24/2021 10:04 PM
33	Can't think of anything	8/24/2021 9:44 PM
34	Inability to get a.m. tee times. Slow play at times. Experienced poor golf etiquette occasionally.	8/24/2021 9:12 PM
35	I cannot think of anything negative.	8/24/2021 8:33 PM
36	No shot gun starts for 9 hole women's league.	8/24/2021 8:11 PM
37	no comment on that	8/24/2021 8:07 PM
38	No problems	8/24/2021 8:04 PM
39	Length and difficulty	8/24/2021 7:52 PM
40	It seems there are always non-golfers cutting across the course	8/24/2021 7:44 PM
41	Tee boxes need watering in warmer weather and are pretty beat up.	8/24/2021 7:38 PM
42	No Coke	8/24/2021 7:31 PM
43	I stated, not senior or women friendly	8/24/2021 7:22 PM
44	All the flooding	8/24/2021 7:15 PM
45	Mowing while golfing	8/24/2021 7:10 PM
46	Nothing	8/24/2021 6:55 PM
47	Expensive on weekend	8/24/2021 6:53 PM
48	Kinda far from where I live	8/24/2021 6:37 PM
49	The tee boxes are uneven and need to be leveled out. 8 & 9 are bad tee boxes. Also, we like to play with another couple on Fridays after 4, and numerous outings kept us off the course. Please start the outings earlier, around 11, 12 at the latest. We had to play in DeKalb 5 times at added expense.	8/24/2021 6:27 PM
50	Very busy. Sometimes pace is too slow	8/24/2021 6:25 PM
51	Front nine course layout is boring	8/24/2021 6:19 PM
52	variety of holes (I don't think much can be done about it),	8/24/2021 6:12 PM
53	On the front nine holes, there seems to be a lack of variation from hole to hole.	8/24/2021 6:03 PM
54	I feel tree planting should have been a priority before we lost our trees!	8/24/2021 5:56 PM
55	Caddyshack does not open early enough.	8/24/2021 5:46 PM
56	There's nothing to complain about	8/24/2021 5:34 PM
57	He carts are ancient.	8/24/2021 5:33 PM
58	The sand traps do not have enough sand in them.	8/24/2021 5:27 PM
59	None.	8/24/2021 5:26 PM
60	When it floods	8/24/2021 5:23 PM
61	The golf pro and the carts.	8/24/2021 5:15 PM
62	Mowers who do not turn down the machine when teeing off and putting When I play with my husband they do When I play with ladies they do not	8/24/2021 5:08 PM

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63	No rangers on weekends	8/24/2021 5:07 PM
64	No comment.	8/24/2021 5:02 PM
65	No complaints	8/24/2021 4:53 PM
66	it is all good	8/24/2021 4:45 PM
67	The greens were way too slow and bumpy this year.	8/24/2021 4:36 PM
68	Can't think of a thing. Maybe more women's golf wear	8/24/2021 4:31 PM
69	I do not know if it was possible to avoid this when the course was designed, but the front nine has eight holes that are east/west (or west/east) holes, so the player is often looking into the sun. Ideally a course should be designed to avoid this, by having mostly north/south holes, and angled holes when forced to go east/west.	8/24/2021 4:19 PM
70	Would like a gunshot start for league play. Leagues are guaranteed income.	8/24/2021 4:12 PM
71	The rough is too long	8/24/2021 4:12 PM
72	Nothing	8/24/2021 4:06 PM
73	Carts are old	8/24/2021 4:06 PM
74	Little more diversity on holes	8/24/2021 4:01 PM
75	The food and beverage selection and service is terrible. The Pro has been there about 12 years too long and can be down right rude and nasty with customers. Seeing how it is more than likely the only revenue generator in the park district, get some better leadership in there and turn the place around.	8/24/2021 3:58 PM
76	Small greens	8/24/2021 3:53 PM
77	Visibility while leaving by hole number ten, very dangerous.	8/24/2021 3:51 PM
78	Flooding that seems to take place annually, knock on wood we did not have any flooding issues	8/24/2021 3:40 PM
79	Price	8/24/2021 3:34 PM
80	The kind of boring layout, and the not so stellar amenities	8/24/2021 3:25 PM
81	Tee boxes need to be redone, leveled off. And when it floods. Needs more trees	8/24/2021 3:24 PM
82	Nothing I can think of off hand	8/24/2021 3:22 PM
83	Nothing	8/24/2021 3:22 PM
84	Pro shop	8/24/2021 3:19 PM
85	Not fair, but wish you had a driving range...it is nice there is one across the street	8/24/2021 3:15 PM
86	Hard to get a last minute Tee Time.	8/24/2021 3:09 PM
87	good to have a ranger to manage and keep moving the traffic	8/24/2021 3:04 PM
88	Flooding	8/24/2021 2:57 PM
89	I like most things provided from the Sycamore golf club. I would like to see Wednesday night league revert back to early and late competition. My personal preference would be being able to start playing earlier. 5:40 start on a Wednesday night is not my favorite.	8/24/2021 2:55 PM
90	All good	8/24/2021 2:55 PM
91	Everything is great	8/24/2021 2:54 PM
92	Some of the people that attend are rude and complain if your not moving fast enough	8/24/2021 2:54 PM
93	The pull cart gofers were spraying balls into our fairways like crazy! Several foursomes. Not just one group. It was crazy!	8/24/2021 2:52 PM
94	Pond in front of #10	8/24/2021 2:51 PM

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95	Price compared to the quality of the course is a bit high, particularly on weekends.	8/24/2021 2:50 PM
96	It's popular so can't always get on the course but understand	8/24/2021 2:49 PM
97	The concession stand and clubhouse needs to be remodeled.	8/24/2021 2:49 PM
98	Too far to drive	8/24/2021 2:49 PM
99	No rules are enforced as far as dress code, speed of play, too many unfixed divots in the fairway, sand is not always raked. There are never any rangers enforcing anything!!	8/24/2021 2:49 PM
100	Set up can be monotonous	8/24/2021 2:48 PM
101	Consistency of sand in bunkers	8/24/2021 2:47 PM
102	Can't think of anything.	8/24/2021 2:45 PM

Q8 Do you have any recommendations on how to improve the programs or services at the Sycamore Golf Club?

Answered: 81 Skipped: 44

#	RESPONSES	DATE
1	Overall we are happy with the Facility. Everyone tries hard. And the general condition of the course and facilitate is great. We would like to see better practice facilities. We need a chipping green and bunker. Would like to see forward tees for juniors.	9/16/2021 4:24 PM
2	There needs to be a early league on Wednesday. We are not going to finish until October	9/2/2021 1:17 PM
3	Discounted carts for pass holders	8/31/2021 7:20 AM
4	Change the year end tournament to encourage more participation	8/29/2021 4:35 PM
5	Change the year end tournament to encourage more participation	8/29/2021 4:35 PM
6	N/a	8/29/2021 3:36 PM
7	More beverage carts on course. Better SVC at pro shop	8/28/2021 7:39 PM
8	None	8/28/2021 7:20 AM
9	No	8/26/2021 3:54 PM
10	Allow walk on for pass holders. Tee time rule reduced my play by 50%	8/26/2021 6:47 AM
11	No	8/25/2021 10:25 PM
12	More staff and a variety of specials for members	8/25/2021 10:03 PM
13	Move all leagues to the afternoon hours.	8/25/2021 5:25 PM
14	No	8/25/2021 3:11 PM
15	no	8/25/2021 2:17 PM
16	no	8/25/2021 8:52 AM
17	No	8/25/2021 8:28 AM
18	Improve the pace of play.	8/25/2021 7:32 AM
19	Move the leagues to the afternoon, if possible.	8/25/2021 7:10 AM
20	Possibly one more level for the junior golfers. IE stage 1 in June Stage 2 in July	8/25/2021 4:29 AM
21	None	8/24/2021 11:45 PM
22	N/A	8/24/2021 10:54 PM
23	No	8/24/2021 10:04 PM
24	Nope	8/24/2021 9:44 PM
25	Ranger. Pace of play needs to improve	8/24/2021 9:12 PM
26	no	8/24/2021 8:07 PM
27	No	8/24/2021 8:04 PM
28	Offer parent and child program play days to promote youth involvement.	8/24/2021 7:52 PM
29	Will water coolers return to the course? If not, then maybe a water fountain or two?	8/24/2021 7:44 PM
30	The cups are often set deeper than most, perhaps because of wind conditions. Would like to see ball retriever flip outs on the pins.	8/24/2021 7:38 PM

31	All friendly. Good experience	8/24/2021 7:31 PM
32	get more input from members, not just the special long time members	8/24/2021 7:22 PM
33	Do a rewards system for non members is always a good idea. Or drop your prices, but to never give a break in price is a little to much since the course is the same 4 holes on the front nine.	8/24/2021 7:15 PM
34	Maybe more women's golf wear	8/24/2021 7:10 PM
35	No	8/24/2021 6:55 PM
36	Couples golf would be nice	8/24/2021 6:53 PM
37	Nope	8/24/2021 6:37 PM
38	Maybe an APP where you could order beverages since the cart does not come around very often.	8/24/2021 6:27 PM
39	No	8/24/2021 6:19 PM
40	nope	8/24/2021 6:12 PM
41	No	8/24/2021 6:03 PM
42	No	8/24/2021 5:46 PM
43	Nope	8/24/2021 5:34 PM
44	Nope	8/24/2021 5:33 PM
45	Free beer on holes 3, 7, 11 and 15 and a free cigar.	8/24/2021 5:29 PM
46	More sand in the traps.	8/24/2021 5:27 PM
47	No	8/24/2021 5:26 PM
48	No I am delighted with my home course and all the staff!	8/24/2021 5:23 PM
49	Be kind and courteous.	8/24/2021 5:15 PM
50	More clothing options for women	8/24/2021 5:08 PM
51	Rangers when course is busy	8/24/2021 5:07 PM
52	Weekly steak fry + more in house gambling	8/24/2021 5:05 PM
53	I think season ticket holders should get a reduced fee if not free on cart rental if a resident of Sycamore. This might interest others in the community of getting a membership.	8/24/2021 5:02 PM
54	No	8/24/2021 4:53 PM
55	not really - they do well	8/24/2021 4:45 PM
56	New GPS golf carts.	8/24/2021 4:36 PM
57	Very satisfied.	8/24/2021 4:31 PM
58	The course is on low ground, and therefore is more vulnerable to heavy rainfall periods. Given that, it is usually kept playable remarkably well. I do not know if there is any way to overcome this, but maybe some expert in this problem does.	8/24/2021 4:19 PM
59	Nope	8/24/2021 4:06 PM
60	No	8/24/2021 4:06 PM
61	They do a good job	8/24/2021 4:01 PM
62	Get someone with food and beverage background to make the restaurant something people want to eat at! Several courses in the area draw in customers just for the food and drinks.	8/24/2021 3:58 PM
63	Bigger pro shop	8/24/2021 3:53 PM
64	upgrade carts with windshields and rain covers for the golf bags in back of the carts	8/24/2021 3:40 PM
65	Not at this time	8/24/2021 3:34 PM

66	N/a	8/24/2021 3:25 PM
67	No	8/24/2021 3:22 PM
68	Good as is	8/24/2021 3:22 PM
69	Friendlier pro shop personnel	8/24/2021 3:19 PM
70	No, there is no starter/ranger, but I have never had any issues...people understand when to let people play through.	8/24/2021 3:15 PM
71	Not at this time.	8/24/2021 3:09 PM
72	No, think it is a good golf course for average golfers like me.	8/24/2021 3:04 PM
73	No	8/24/2021 2:57 PM
74	Split Wednesday night league with early and late tee times. Maybe more younger kids golf institution. Signed up my grandkids and they really enjoyed it. Kirk and staff did a great job.	8/24/2021 2:55 PM
75	Not at this time	8/24/2021 2:55 PM
76	No	8/24/2021 2:54 PM
77	A couples golf league would be great!	8/24/2021 2:50 PM
78	Advertise events and leagues more. Many of my friends at the CC had no idea that you started a women's 18 hole league. Only found out by word of mouth.	8/24/2021 2:49 PM
79	Do not allow people to cut in front of those who have already played the front. Put a ranger on the front and one on the back to enforce the rules of golf anywhere!!	8/24/2021 2:49 PM
80	All good	8/24/2021 2:48 PM
81	Might you consider promoting more women's leagues? Is there a place to sign up for interest areas associated with this golf course? If so, where?	8/24/2021 2:45 PM