

EXECUTIVE DIRECTOR'S REPORT
MAY, 2020

ADMINISTRATION

Thursday's meeting will take place under the picnic shelter adjacent to the Splash Park. Please note; the Park District will provide chairs, located to ensure appropriate social distancing. In the event of inclement weather, the meeting will be moved into the Community Room where it will also be set for social distancing parameters. I plan on having an executive session at the conclusion of the meeting, and if outdoors, we will move into the Community Room for this action. When we return to open session, I would ask for consideration of Resolution No. 20-05-27, the semi-annual release of closed session minutes and destruction of closed session audio older than 18 months. I will review this action with Dave Macek, FOIA Officer, and will update the Board orally at Thursday's meeting.

This meeting is being conducted in-person in accordance with the legal requirement that the budget must be approved by an in-person quorum. Although the State has made allowances for increased teleconferencing as a viable option, our Legal Counsel has noted that approval of the annual budget, and in the event any financial or bond action was needed, an in-person quorum is required.

Nothing is typical this year, but May is our organizational meeting at the beginning our fiscal year. The agenda includes all necessary actions, and I am providing the current holder of positions or existing information related to Board action:

Election of Officers

President: Ken Blackburn

Vice President: Dave Macek

Treasurer: Craig Maksymiak

Secretary: Jim Randall

Legal Representation: Ancel, Glink, Diamond & Bush

FOIA/OMA Officer: Dave Macek

Risk Management and Personnel Liaison: Dave Macek

Determination of Meeting Dates, Times, Places: 3rd Thursday of every month, 7:30 p.m. at 7540 West Braemar Lane, Frankfort Illinois, FSPD Community Center Board Room with the following exceptions: July and November meetings will take place at Square Links Golf Course, 7861 W. St. Francis Road, Frankfort, and the December meeting will take place on the first Monday, December 7, 2020 at 7:30 p.m. at 7540 West Braemar Lane, Frankfort Illinois, FSPD Community Center Board Room.

Check Signing Authority: President Blackburn, Vice President Macek, Executive Director Randall, Park Superintendent Reidy, and Recreation Superintendent Keenan

Legal Ad Publication: *Frankfort Station* and *Daily Southtown* – Please note; 22nd Century Media, publisher of the *Frankfort Station* ceased operations on April 7, 2020.

LWSRA Board Representatives: Director Marcquenski / Alternate-Executive Director Randall

Designation of Primary Bank Accounts: Old Plank Trail Community Bank

All remaining full-time staff have been adhering to State requirements for social distancing, and other than a practice outdoor staff meeting in advance of our upcoming Board Meeting, all meetings have occurred via teleconference. When necessary, staff have met in small numbers to organize essential activities. This is primarily required at the golf course with the pending opening. In all cases, processes are being developed to ensure the safety of staff and public, with the best available information. As we are all aware, the information related to best practices is coming in on a daily basis.

I have advised about tax distribution concerns and will update Board Members at Thursday's meeting, understanding that May 21 is also the first scheduled distribution from Will County. I am working with Chapman and Cutler to pursue a viable line of credit if the need materializes, and am primarily investigating a promissory note that could be distributed incrementally, if needed.

The budget and all the potential changes is under consideration, and at first pass, the Park District should be in a good position to weather the storm. In general terms, we had developed a positive fund balance at or about \$400,000. All programming has or will be refunded in the near future. Contracted services have allowed for a continuity of services with a minimal amount of Park District employees. The limited golf benefit will offset the maintenance expense and allow full-time Office and Recreation staff to remain productive in support of the golf course and also continue to prepare for reopening. The primary reason for our overall stability is a small staff, a third less than most, and some as much a half the normal full-time staff employed by similar agencies.

The budget that is presented includes, with Board awareness, the intention is to fill the vacated full-time position in the Maintenance Department later this year. We had previously interviewed for this position and have an outstanding candidate. Secondly, the budget includes a full-time position for a bookkeeper that is necessary with the expansion of the District and the need for a permanent professional resource. This position would not be filled until December, 2020, or January, 2021, with a current part-time employee being promoted to a full-time position.

The primary action will be to limit expenditures to maintain necessary service. All programming will need to be rewritten to meet new facility and supervision standards. We anticipate an internet-based brochure this fall to provide the ability to adapt and change as needed.

The agenda includes a proposal for website renovation. This has not been completed in years, and with the advances in personal devices and 90% of program registration completed online, this action will provide a substantial benefit to our residents.

An update in RecTrac, our primary registration software, is required. The version we currently operate under will not be supported in the near future.

Bid results for paving that are included for consideration on the May agenda have been attached to my report. I will make recommendations on items to move forward, and those to delay to enable additional budget consideration and development.

On a positive note, we posted and awarded the Park District College Scholarship recipients on our website and on Facebook.

We continue to meet via teleconference as a staff on Wednesday's, and will continue to do so until the State raises the level to allow normal non-emergency gatherings of ten or less.

I do not anticipate a return to the office until we have the ability to offer programming and service residents. We are in the parks and gather as needed, but all actions necessary can be completed and supported by the staff in their present positions, minimizing gatherings to those times that are absolutely necessary.

TREASURER'S REPORT

The April, end-of-fiscal year Treasurer's Report is included with your packet. We finished the year in a good position, as previously mentioned.

I would ask for approval of the 2020-2021 Operating Budget with the understanding that amendments will be forthcoming, contingent on the current State of Emergency duration and other contributing factors.

MAINTENANCE

A good deal of exceptional outdoor maintenance has been completed, and I think we're all relieved that contracted services were in place for the beginning of this maintenance season. Ed and Bill have done exceptional work, a common theme with our staff, keeping up with all the contracted actions throughout our community. We have received positive feedback on work completed to date.

It is not anticipated that a full complement of part-time staff will be returning this year. We will extend an opportunity to one or two individuals to support Ed and Bill beginning in June.

RECREATION AND OFFICE

Recreation and Office staff have done exceptional work contacting participants, preparing refunds/credits and fielding questions and concerns. Unlike many similar operations, our residents are able to call and communicate directly with staff and have taken the opportunity to provide thoughts and comments. A large majority are appreciative of the Park District's efforts to protect, inform, and provide residents with information and opportunities.

INFORMATION TECHNOLOGY

B Practical Solutions, primarily Dave Gorke, has kept us up and running, enabling us to work remotely. We all have had some unique experiences, and it's nice to have an immediate resource to work through solutions on a variety of issues.

FINANCE AND PLANNING

I often refer to the Bookkeeping team that Audrey heads up, and this group has made the payments and payroll possible. The Park District is under audit, and the Bookkeeping team, plus Linda, have kept this action moving forward without an onsite presence. The biggest benefit to this action is the transparency of records immediately available online. This has been an ongoing effort for the past several years and has been an invaluable tool.

RISK MANAGEMENT

PDRMA continues to provide direction on all actions necessary now, and as we move forward. FSPD staff have participated in all available options to prepare for park services that will be dramatically different. Staff will continue to take advantage of all resources to provide safe opportunities in the future.

WELLNESS

Wellness has never been more important, and again, we are employing social distancing and all forms of personal protection equipment along with strict compliance to State and Federal guidelines. We have been successful in securing product for staff, along with limited supplies to sanitize golf course equipment and make alcohol wipes and alcohol based hand liquid available. We will continue to source product as cost-effectively as possible.

COMMUNITY UPDATES

There has been a great deal of ongoing action in our community, including massive earth moving at the Vollmer Road and Harlem Avenue site, road work on St. Francis Road, and home/townhome building. Work continues at Mary Drew at the sewer lift station, and I believe the plan still calls for project completion and restoration by fall.

I continue to get questions about all programs and opportunities, but like everyone else we just don't know what the coming months will bring. We follow the direction of the State in the interest of public/resident safety, and are looking for the safe restoration of normal activity.

Respectfully submitted:

Jim Randall

Executive Director