

EXECUTIVE DIRECTOR'S REPORT

JUNE, 2020

ADMINISTRATION

Primary actions for the annual audit have been the ongoing with the Bookkeeping team, led by Audrey Marcquenski, providing all necessary documents remotely. Linda Mitchell has been our onsite office person and the staff resource to pull, scan, and upload requested documents into the audit portal.

The May Treasurer's Report reflects a positive end of year balance of \$487,000, meeting projections the Park District adopted last year. The District is facing tremendous challenges this year, but staff are fully aware of the need for strict awareness of income and expenses.

The Treasurer's Report is an interesting anomaly of unused line items that are normally expended. Even utility bills are rightfully lower with the lack of use at the Community Center and other indoor facilities. Water and sewer bills, normally at an all-time high with Splash Park operation, are minimal.

We are taking a minimalist approach to discretionary spending in all areas. This is exceptionally necessary with capital improvements that can be, and usually are, the greatest annual discretionary expense. I also have asked Recreation staff to evaluate all future program budgets for both new and existing offerings. Increased expenses for smaller class sizes will be incurred due to the new safety guidelines that will include increased personnel and varying compliance costs.

We continue to receive updates from governing agencies and our risk management provider regarding State and Federal compliance rules to COVID-19. It is a fulltime job just reading these daily materials, and we are truly hoping the end of June or beginning of July moves us forward to Phase 4.

Staff are making plans for a staggered return to the office with ½ staffing possible in Phase 4. We envision not opening to the public until programming returns in quantity, but having full-time staff return to the office 3-4 at a time. Audrey is reviewing golf course processes and is preparing a return to office process and preliminary schedule.

The Bookkeeping team was the first back in the office this week to complete bill and payroll actions necessary for the Board meeting. They join Linda who has managed actions in the primary office area, and Ed and Bill who are onsite daily and have access to their offices without entering the primary office.

I communicated with Chapman and Cutler on options if the District needs financial support due to a delay in tax distributions. I do not see a need for this action at the present time, but will continue to evaluate and make recommendations to the Board if action becomes necessary.

I do not anticipate needing an executive session at Thursday's meeting.

LEGAL

I was happy to receive and previously notify Board Members about a notice from the IRS that our self-reporting had been accepted. The freeze on the original 403(b) accounts has been removed and the new 457(b) accounts are in place with NBS overseeing all areas of compliance.

We have had limited legal expenses in comparison to past years. Scott Puma, Attorney from Ancel Glink, replaced retiring Jim Rock, and has been available to support questions that have arisen.

MAINTENANCE

The Maintenance Department has more than doubled, from two to five staff members. Primary actions include the review of contracted work, garbage detail, and ballfield maintenance.

As previously reported, the fountains will be installed at park ponds this week, and hopefully all will be up and running soon. We also looked into additional measures to improve pond health and plan to present recommendations to the Board at the July meeting.

I am asking for approval of the portion of last month's Concrete / Asphalt Installation bid that includes installation of garbage cans along District trails. I am still evaluating the budget for scheduled asphalt resurfacing of a section of Brookside Glen Trail. I am working with the low bidder to stay on the schedule for the fall when we will have a better understanding of our financial position.

We also hope to schedule some crack repair and potentially complete some in-house sealcoating of the existing path.

Final work at the Kiwanis Park path is pending, with the connection to Spruce Drive, asphalt around three ball diamonds, and striping remaining.

All FSPD courts are up and available for singles play. I believe Phase 4 will allow the much-anticipated return to doubles play for both pickleball and tennis.

There is no update on playgrounds, and it is assumed that Phase 4 will allow reopening, but we have yet to see that in writing. I would assume the Splash Park, a chlorinated system may also be available, but to date, we have not seen information regarding this type of facility.

I am investigating ultra violet lights in conjunction with our HVAC system to provide better air quality and improved protection against airborne contaminants. Nothing is 100%, but this may provide an affordable improvement.

RECREATION

We are working on the return to recreation, and it looks like our dance program will offer the first return to opportunity. Nicolette is working with instructors, Audrey, and others to begin the process. Dance is allowed in Phase 3 with restrictions, and we may begin with older youth first and possibly micro and individual classes as our first offerings. All are excited to start, but understand the new standards that will need to be in place.

I previously mentioned we are not scheduling traveling teams due to added availability needed to accommodate FSBL with smaller numbers to meet State requirements.

We continue to work with the Wildcats football players and cheerleaders, along with our local Scout organizations.

All Recreation and Office staff still continue to support efforts at the golf course and this will be proportionally downsized as we return staff to normal duties.

INFORMATION TECHNOLOGY

IT has been an essential requirement, enabling staff to work remotely, adapting to necessary changes at the golf course for Teesnap online registration, Toptracer, and our popular website and social media sites.

B Practical Solutions, specifically Dave Gorka, has been an ever-present force, working on multiple fronts to keep us up and running and is also expanding opportunities for residents.

We still have budgeted and approved updates to the District's website and RecTrac, its registration software. It will be a busy year, but all these improvements have been invaluable in continuing to provide services and information.

SPECIAL RECREATION

LWSRA has continued to provide a variety of services during the shutdown to ensure they stay engaged with participants and are currently taking registration for exciting virtual programs.

The LWSRA staff is planning “fly-by” car parades through all their member communities, and they will be in Frankfort Square on June 19 between the hours of 12:30 and 2:30 p.m.

LWSRA was happy to announce the promotion of Melissa Jensen to Superintendent of Recreation.

GOLF COURSE

The Board has been receiving frequent updates on all actions at Square Links.

Driving range bay reservations will go live on Monday, June 15, and it is hoped the new, improved driving range will open on Friday, June 19.

John Keenan, Bonnie Roach, Julie Hein, Nicolette Jerik, and Dave Gorka should all be commended for their tremendous efforts to implement all necessary changes. Ed Reidy and Bill O’Shea installed the new signage, targets, and oversaw the completion of Toptracer installation and physical building changes.

Plexiglass has been ordered and will be hopefully installed on or before we move to Phase 4 and can reopen the golf course clubhouse.

OFFICE

Bonnie and Julie have completed over \$28,000 in refunds since we last met, and continue to answer the phones and represent best information to our residents. They are not only completing these actions, but are simultaneously working at the golf course.

Office staff were able to assign all but a few elevated garden plots at both community garden sites, located at Brookside Bayou and Community Parks. With people currently staying home, we were pleased to be able to offer this healthy outdoor opportunity to residents that were on the garden plot waiting list.

RISK MANAGEMENT

We continue to receive daily updates from PDRMA on how best to keep moving forward and comply with State and Federal guidelines, and staff have participated in numerous webinars related to relevant and specific topics.

WELLNESS

I am happy to announce that the health insurance premiums increase was 6% as a result of efforts by our agent, Brian Murray. This is below our estimated and budgeted increase of 8-10%.

The District received notification from UnitedHealthcare, its health insurance provider, regarding a one-time credit, to support its customers due to the global coronavirus pandemic. The credit will be reflected on the July invoice, and will be calculated based on a percentage of the May premium. This savings, no matter how minimal, is appreciated during these unprecedented times.

Respectfully submitted:

Jim Randall

Executive Director