

## EXECUTIVE DIRECTOR'S REPORT OCTOBER, 2021

### ADMINISTRATION

The Park District will be hosting Attorney and CPA, Jim Rock, for a presentation on Park finance, on Thursday, October 21 at 5:30 p.m., in advance of the Board Meeting. Mr. Rock will provide an overview of the legal calendar and related required actions. Specific questions can be forwarded to me directly, and I will relay them to Mr. Rock in advance of Thursday's meeting.

The October agenda includes the required Truth in Taxation Resolution 21-10-32, providing an estimate of taxes to be levied in accordance with Section 60 of the "Truth in Taxation" law. Please note; the levy reflects an expanded Equalized Assessed Valuation (EAV) over 5%. I am anticipating commercial construction in Cook County, that when added to tax rolls, will increase the District's EAV somewhere between 7-10%.

Staff have worked with PDRMA on the policy related to Covid vaccination and testing. We have additionally secured weekly free testing, enabling employees with approved exemptions from the vaccination to receive weekly testing. It is anticipated that out of the 63 current employees, 5-7 may not be vaccinated and will require testing.

The policy has been reviewed by Park Counsel and the District's insurance provider, PDRMA. I am versed in the policy, but am not an expert. If there are specific legal questions or concerns prior to policy adoption, Commissioners can forward them to my attention, and I will obtain clarification prior to Board consideration.

Thursday's agenda includes consideration to update the Park District's main checking account through Old Plank Trail Community Bank from a current Government Hybrid Checking to a MaxSafe® Government Hybrid Checking account. This action will provide up to \$3.5 million in FDIC® coverage of funds housed in this account.

Park finances are in good order, and I have previously detailed adjustments to the change in tax distributions received from Will County. No issues have resulted from the new distribution schedule, but we will budget projects to coincide with available funds.

October ends contracted Park maintenance expense, golf course maintenance contracted expense, and golf cart lease payments.

I am asking for approval to contract for the purchase of ten (10) Verkada cameras to replace a portion of existing cameras. Replacement of all existing equipment would be budgeted over time.

I am also asking for approval to enter into a lease agreement for a Kubota Mini Excavator at a lease cost of \$120,940, with five annual payments of \$25,750. A secondary lease of specific attachments will be put before the Board at future meetings, when attachments, not currently available, become available. This vehicle is currently being rented by the Park District and has proven invaluable for use with the recent water main break. The complete project was repaired by Park staff.

### MAINTENANCE

The original fire suppression RPZ, manufactured in 1990, was installed with the construction of the Community Center, has been replaced.

The pond aerators have been installed by Clarke Environmental at the Community Park pond. We had hoped to have a wide range of improvements with water treatment, fountains, and aeration all in place, but problems with the existing fountain and delays in delivery of aeration equipment prevented the planned multi-pronged approach. We will be ready for next year.

Maintenance staff are preparing for a fall shutdown schedule. The winter plan is to develop and project a maintenance calendar of necessary actions throughout the District. The list will be extensive, but will include actions such as playground Fibar installation, asphalt sealcoating and paving, and interior and exterior painting.

We will also be working on projection for improvement or replacement of various required maintenance and repairs at all park locations, and applying this detail to a calendar for completion.

Many additional winter planning ideas are pending.

### **RECREATION**

The winter/spring brochure is complete and will be mailed to residents in mid-November.

Registration continues with the F.A.N. program, and we anticipate a steady increase in participation with changing weather.

### **INFORMATION TECHNOLOGY**

The Park District has benefited with all aspects of IT support from Dave Gorka of B Practical Solutions that includes assistance with software and hardware that was required for its RecTrac software program migration.

Dave also supported the Early Learning Center Preschool staff by securing tablets for participants. The tablets enable students to access the Summit Hill School District's site that they will be using when entering kindergarten.

### **SPECIAL RECREATION**

We had a LWSRA Board Meeting on September 28, and the next one is scheduled for October 19.

LWSRA staff developed a plan, and is seeking grants to install a sensory path along the 1/3 mile walking path surrounding the universal design playground. The sensory path is a series of guided movements to follow, shown by painted designs along the trail, providing an interactive and engaging environment for LWSRA participants and park users.

A Trunk or Treat event will be held on October 30 from 11 a.m. – 1 p.m. at the Lincolnway Special Recreation Center.

### **GOLF COURSE**

Plans continue on Hole 1A cart path adjustment.

The golf course is preparing for its annual winterization.

Square Links will remain open until the change of weather limits play, usually around mid-November.

### **OFFICE**

Staff have worked through issues with RecTrac software and the program is in full use. This culminates years of planning, training, and transition. Good work by all, but exceptional effort from Office Manager, Nicolette Jerik, for making a difficult situation with numerous challenges successful.

The new phone system is scheduled for November installation and training.

### **RISK MANAGEMENT**

I have detailed the occurrence at Woodlawn Park pond, and I continue to work with Cardno and PDRMA to resolve any issues that may arise. The initial findings with the contractor, although careless, is that the product should have no lasting impact on our pond health.

The Park District contracted with Cardno to analyze material and determine the validity of product the contractor indicated was employed and detailed in the Material Data Safety Sheet.

I will update Board Members and community residents as more information becomes available.

Respectfully Submitted:

Jim Randall

Executive Director

## Monthly Department Summary

Department: Administration  
Month/Year: September, 2021

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### Daily/Weekly Tasks

Attended LWSRA Board meeting, and provided census, accounting, and staff information.  
Met and communicated with Summit Hill School District administrative staff.  
Assisted staff with various risk management questions using PDRMA resources.  
Collected and reviewed timesheet approvals. Ran payroll reports in Novatime.  
Reviewed bills and credit card statements. Assisted staff with assigning GL codes.  
Completed payroll and accounts payable tasks necessary for September 7 and 21 check runs.  
Loaded Positive Pay and bank statement files.  
Supported recreation staff with programming modifications for Covid and notification documentation.  
Completed new employee background checks and entered information into payroll and time clock systems.  
Assisted staff with payroll, tax, and retirement questions.  
Managed daily correspondence. Retrieved daily mail/sorted and distributed.  
Attended/participated in staff meetings. Took minutes and transcribed for distribution.  
Assembled all Board documents, saved to W: drive.  
Posted Board agenda and hyperlinked documents. Sent Board/staff/press notifications.  
Attended Board Meeting, took minutes and transcribed for distribution and historical record.  
Filed abatement and mini-bond ordinances with Will County Clerk's Office. Sent executed mini-bond packet to Sharone Levy at Chapman and Cutler.  
Proofed weekly Facebook posts, forward to Social Media Coordinator.  
Reviewed and updated COI binder, sent reminders requesting current certificates.  
Forwarded sign change information to Ed, updated LED sign  
Forwarded weekly work status reports to PDRMA claims rep related to seasonal maintenance staff injury.  
Uploaded property loss report through PDRMA claims portal and prepared incident timeline.

### Special Projects

Assigned staff and completed training for PDRMA's Slip, Trip, and Fall self-assessment for FSPD facilities.  
Updated job descriptions and postings in preparation to hire new staff. Participated in interviews.  
Reviewed PDRMA information and communicated with Park Counsel on mandatory vaccination policies.  
Shared Vaccination Policy and related staff memo. Collected responses.  
Identified and corrected software calculation error related to state unemployment taxes (SUTA).  
Built an ongoing import file for accounts payable into ACS.  
Completed comparison between PDRMA's and auditor's fixed asset software programs.  
Developing improved method for staff to balance Teesnap at the golf course.  
Reviewed collateralization information for Park District bank accounts.  
Prepared additional 2021/2022 budget binder and information for staff.  
Worked with Brandon at One Up Signs on signage for 2021 College Scholarship Golf Classic.  
Assembled raffle basket for golf event.  
Tracked donations, sent reminders to vendors, and prepared follow-up letters of appreciation for golf event.  
Developed budget line item description document.  
Prepared primary draft of 2022/2023 comparison budget and all related documents including the salary summary, loan payment schedule, 5-debt service, and insurance spreadsheet.



## Monthly Department Summary

Department: Park Maintenance

Month/Year: September-21

### Daily/Weekly Tasks

Supervise Mowing Contractors: Ed & Bill	Constant contact with crew supervisors, calling them back for various items.
Custodial Building Cleaning	Cleaning, sanitizing, the Community Center, Golf Course, Mary Drew / Champions, Union Creek buildings, & LWNHS stadium concession stand daily, per building use schedule, and work requests.
Sport Field Maint	Ball fields: litter, garbage, clean dugouts, drag, rake, fill & tamp low spots, remove puddles (when needed). Communicating with the Front Desk to let them know what is (or isn't) playable. This time of year, more games are being scheduled through Summit Hill Jr HS teams and fall baseball & softball at our and LWNHS fields are being scheduled more heavily. Union Creek football has had various repairs as well as an increased irrigation (earlier in the month) and mowing (contracted & in house) frequency.
Garbage & Litter	Weekly (more when needed) garbage cans are emptied district wide. Litter is also picked up where needed districtwide (examp: LWNHS stadium).
Playground maint & repairs	Ongoing. Examp: Union Creek playgrounds have had new safety surfacing installed. Repairs to Union Creek front Dinosaur spring toy is complete. Also, Union Creek back Tic Tac Toe play panel (parts have been ordered).
Signboard Changes	as needed
Respond to public questions	Examples: Grandchildren's "donated" trees were transplanted at Lighthouse Pointe Park and are watered weekly or more as needed. A dead tree was cut & removed from Hawthorne Park at the association's request. District-wide tree trimming and removals are scheduled for late October early November. Dead tree identification now finished (before leaves fall). Complaints about mini bikes & go carts are referred to the Will County Sherrif's Department.
Administrative	Bills (submit & code to proper line item). Payroll every two weeks. Sign checks. Meetings. Write & prioritize capital project lists. Budgeting and calendar lists. Write & prioritize daily 'to do lists' for crew by Bill O'Shea- "Thank you Bill".

## **Special Projects**

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Fall festivities & Haloween fun	Golf carts were delivered to, and returned from, Frankfort's fall fest. Pumpkins were ordered for our Preschool and Escapades programs.
Community Park pond	Algae / pond weed control is nearing the end of the season, with compliments from neighbors and dog walkers. A diffuser system to increase aeration is being installed soon.
Fall seeding	Recently seeded areas at the golf course and Union Creek / Brookside Glen West are coming in nicely.
Utilities	Power outages are handled when needed. Office & preschool staff are flexible and accomidating (Thank you) when these things happen. Com Ed, electricians are called in, maintenance staff make sure they have accesss, and keep Department Heads updated.
Square Links	FSPD & Reliable staff inspected all greens with the soil scientist from the Chicago District Golf Association. It was an educating afternoon. Path project details are being planned for #1 fairway. The week of October 18 Reliable will be aereating greens and maintenance staff will be interviewing mowing contractors to possibly mow roughs and out of bounds areas, string trimming and maintaining landscape beds.
Indoor outdoor carpeting	Our carpeting contractor replaced old, deteriorating astro turf at Square Links bridge on fairway #7, Union Creek bridge between the hockey rink and the practice football field. As well as repairs to the carpet at the preschool playground.

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## Monthly Department

Department:

Front Office

Month/Year:

September-21

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### Daily/Weekly Tasks

- 1 Answering phones and taking registrations.
- 2 Send blast emails from RecTrac based on department needs and COVID-19 related cases.
- 3 Bi-Weekly bills and payroll mailing.
- 4 Provide the maintenance department a facility calendar two weeks ahead of time every week and email changes daily.
- 5 Reserving program facilities in RecTrac to appear on the maintenance calendar.
- 6 Balanced for the month of September and put balance worksheets in order by date.
- 7 Order office supplies based on department needs.
- 8 Balance each morning from both web and in-house transactions.
- 9 Dog park renewals and updating shot records in appropriate households every month.
- 10 Bank deposits and reconcile pay codes match.
- 11 Respond to all info@fspd.org email inquiries.
- 12 Update the master calendar with rentals at all locations.
- 13 File all applicable programs in the brochure in numerical order for reference and filing at the end of the season.
- 14 Cancel change request forms for each program and event complete and process.
- 15 Update garden letter for next season. Create a new folder and waitlist for assigning of numbers.
- 16 Process garden renewals.
- 17 Update and re-run all declined installment billing of credit cards.
- 18 BAS rosters- organize onto Excel for morning and afternoon by schools.
- 19 Schedule outdoor fields and communicate via email with teams.

### Special Projects

- 1 Installment billing run and charge all credit cards for preschool on 9/10.
- 2 Installment billing run and charge all credit cards for dance on 9/22.
- 3 Create, schedule, and link installment billing for all dance programs for the winter spring 2022.
- 4 Run GL Reports for installment billing.
- 5 Calculation of 5 different fees sets for the winter spring brochure for dance.
- 6 Credit card pre-check for all patrons utilizing installment billing.
- 7 Archive all programs from last winter spring 2021.
- 8 Update dog park registration form.
- 9 Field usage billing of all teams.
- 10 Team billing for facility usage indoors.
- 11 How to fill out the alcohol waiver through PDRMA.
- 12 Office reference sheets manuals for specific areas staff oversee.
- 13 Polar Express registration form, ticket numbering and assigning, process on moving forward once we receive approval.
- 14 Ongoing training for RecTrac.
- 15 Proven IT new phone system paperwork and meetings.

## **Monthly Department Summary**

Department: Recreation

Month/Year: September 2021

### **Daily/Weekly Tasks**

- \* Open house for dance was held at Mary Drew on September 1 & 2. During open house, dancers and parents were able to meet the instructors and get fitted for shoes that they will use throughout the season.
- \* Dance company meetings were held at Mary Drew on September 1 & 2.
- \* 89 dancers are registered for company for the 2021-2022 dance season.
- \* Dance classes began Saturday, September 11. Braemar Dance Center is offering 55 classes this session and have a total of 558 dancers enrolled
- \* KT Miller, a profession photographer from Chicago, took pictures of the dancers on Sunday, September 26. Pictures are available to view on the Braemar Dancer Center Instagram page.
- \* BAS numbers continue to increase averaging 25 students in the mornings and 30 students in the afternoons.
- \* A daily sunset schedule was posted at the golf course so golfers could see in advance the last tee time when the driving range closed.
- \* The October tee time sheet was posted on the website
- \* Fall Special was emailed directly to golfers through tee snap (4,392 people) and posted on Facebook.  
\$10 Walk / \$18 w/cart.
- \* F.A.N. was open to residents on September 1st
- \* Cheerleading is practicing at LWN in the field house and at Mary Drew in the gym every Tuesday/Thursday evening in September.
- \* ELC-Preschool began the school year on Sept. 14. There are 23 students in the 3 year old program and 33 in the 4 year old program.

### **Special Projects**

- \* Information for the Winter/Spring Brochure was sent to Tom on October 1. We will have the first proof by 10/22.



