

EXECUTIVE DIRECTOR'S REPORT

MARCH, 2021

ADMINISTRATION

Audrey Marcquenski, Director, completed, with the help of all our financial support systems, the much-anticipated Park District investment policy. We have a very simple investment procedure, maintaining collateralized money market accounts that secure Park District funds. Audrey kept running into more complicated policies that did not reflect what our District had in place. With persistence and support, the document fulfills the intent and represents the safeguards the Park District has in place. Lauterbach and Amen, our audit firm that noted the lack of this action as a deficiency in last year's audit, supports this action. I would ask for Board adoption of this policy at the upcoming March meeting. In addition, Audrey completed the capital investment policy that is also included for consideration during Thursday's meeting.

Our BDC Company dancers have two additional dance competitions scheduled that involve travel, requiring consideration of travel reimbursement forms that are included in the March Board packet. I am requesting the required Board review and approval at the March meeting.

The Park District remains in a good financial position, with cash on hand of nearly \$600,000 as of March 10, 2021. Recent months, and needed expenditures to correct irrigation problems at Square Links, have lowered the overall end of year projection, but I still anticipate a positive fund balance at the close of the fiscal year, hopefully exceeding last year's \$440,000 end of year balance. It would be helpful if the one primary revenue generating facility, the golf course, has a good spring. We're off to a positive start, with the earliest rounds in the history of the course. Let's all hope for continued good weather.

We are in the 8th or 9th iteration of this year's budget, and I think we're nearing a presentable document for review and comment. I will provide oral highlights to this year's preliminary budget during Thursday's meeting. We received the Consumer Price Index (CPI), but are lacking the new growth determination from Will County. I am optimistic that our conservative estimate of 2% CPI and new growth is a minimum, not a maximum. The budget projects a return to normal from May 1, which is not likely, however, we're prepared if State guidelines allow us to do so. If not, the programs funded by participation will not move forward, and expenses for these opportunities will not be necessary.

Ed Reidy, Superintendent of Parks, and his staff have been working on a project listing for Board review. Projects will be provided by staff recommendation of priority for Board approval. We will calendar projects for the spring, summer, and fall construction season, and will move forward with approved projects in a systematic fashion, preferably one project at a time. We anticipate leaving \$75,000 in reserve.

The budget will be provided electronically with the March agenda. We also scheduled an executive session to review annual cost of living and merit increases for full-time staff for the upcoming fiscal year. Historically, I request a not-to-exceed percentage increase, and review and apply increases based on individual performance. I will review this process during the executive session, and will excuse myself to allow the Board to review. I presented information related to this process at our last meeting and confirmed that the full-time staff of eleven employees have done outstanding work, and are grateful for the cost of living increase provided last year. It is hoped that the Board would consider including merit increases in addition to cost of living this year, and I will review this potential action at the conclusion of the meeting in personnel discussions during the March executive session. If any Board Members have questions related to this action in advance of the March meeting, please contact me directly.

MAINTENANCE

Construction on the additional maintenance office and archive area in the garage mezzanine is nearing completion, and shelving is being assembled.

Spring tasks include preparing the parks for the upcoming season, and this year, the process has been accelerated by the early warm temperatures.

Pickleball nets are up and in use, along with many other outdoor areas of the District. Paths have been swept, and a myriad of other necessary duties are in process.

Mowing contractors have been confirmed for an April 1 start, and will begin with spring clean-ups followed by the initial mowing during the first week of May.

The project list will come before the Board at the March meeting. Ed Reidy also created a repeatable plan for the Community Park pond. The hope is to improve water quality and mitigate the damaging water weeds and algae.

RECREATION

The March agenda includes consideration of annual salaries for defined part-time instructor positions. I am working with the District's Legal Counsel, Scott Puma, to develop details related to this proposed change from the current hourly rates, and the information will be provided for Board review.

Dance is the long anticipated highlight of the District's recreation offerings, but with the golf course opening, indoor football and Scout meetings, outdoor football practice starting, scheduling of spring baseball, Breakfast with the Bunny, and planning for summer activities, things have been fairly hectic.

We have been surveying the community for programming needs, and it appears that both day camp and preschool day camp will take place this summer.

Interest is strong for fall preschool, and the summer activity will enable us to develop processes that can be employed with the anticipated larger fall numbers. We have submitted summer staff lists to the Will County Health Department, and it's hoped vaccines will be available in advance of the start of summer programming. Will County has been tremendously supportive of Park District programs, and we appreciate the consideration extended by the County.

INFORMATION TECHNOLOGY

Cameras are still being de-bugged, but should be back up and running by the Board Meeting.

The primary change will be RecTrac 3.1, but we are also investigating a simpler server to replace the existing hardware that I can't believe is over ten years old. I will have an equipment list with costs available for consideration at the April Board Meeting.

Dave Gorka, the District's IT Contractor, has been working at the golf course to ensure our Teesnap software and Toptracer Range opportunities are up and running.

We are considering adding a 70" TV, viewable from the picnic table area, to promote Toptracer daily games and scores.

SPECIAL RECREATION

LWSRA staff provided the first draft of their 2021-2022 budget for review.

Virtual programming continues, with the provision of creative offerings and strong participation.

The spring brochure was released, and all are excited about the opportunity to begin offering more in-person programming.

Park District staff recall that when LWSRA hosted the basketball tournament at Lincoln-Way North, they learned that the ADA doorways and bathroom stalls, required for wheelchair access, do not accommodate active wheelchairs like those used for wheelchair basketball, as they have a wider wheel base. The athletes needed to remove one of their wheels in order to fit through bathroom doors. Over the winter months, LWSRA staff addressed this issue, creatively widening bathroom entrances and stalls at their New Lenox facility to allow for ease of active wheelchair accessibility, and they anticipate completing this project by mid-March.

FINANCE & PLANNING

Staff will contact the District's auditors to schedule the annual fiscal year audit.

Reminder, all that have not already completed their Statements of Economic Interest filings through Will County should do so.

As previously noted, we are still waiting for new growth numbers for Will County, and are also trying to work with Cook County to determine when and how much Amazon will generate for the District through increased assessment.

GOLF COURSE

Reliable Property Services started work at the course, and Square Links opened for the season on Monday, March 8. There are no major plans for the golf course, other than to do our best to promote this developed Park District resource.

I am looking into updating our older golf carts, but the proposal is yet to be received. If we do move forward, we would take delivery of new carts in the fall, and first payments would begin in the 2022 season

I'm working to get our somewhat senior golf course staff vaccinated through Will County and submitted a request along with the program instructor list on March 10.

OFFICE

Work continues on the June migration to the new RecTrac program 3.1. Data has been transferred, and staff have begun practicing online with the new system. Bonnie Roach, Office Manager, has taken the lead on this action, and is training Shelly Wantiez on the new system.

We anticipate a return to public office hours beginning with the new fiscal year, dependent on State guidelines.

RISK MANAGEMENT

PDRMA continues to be staff sensitive, doing everything possible to keep our District current with State guidelines and staff and participants safe and healthy.

Respectfully submitted:

Jim Randall

Executive Director