

EXECUTIVE DIRECTOR'S REPORT MARCH, 2022

ADMINISTRATION

The primary focus has been the completion of the 2022/2023 budget and plan for projects for the upcoming fiscal year.

The project listing will be provided in advance of Thursday's meeting. The intent is to choose 2-3 projects to start the season, complete the objectives, review the budget impact, and move forward with additional projects.

The new mini excavator and skid steer are in possession. As previously noted; staff are appreciative of these quality improvements.

I have been meeting with elected officials, village staff and supporting contractors. Audrey Marcquenski has been accompanying me, and is being introduced to these valued resources in preparation for her assuming the role of Executive Director on June 6, 2022. This will continue over the next few months.

March is the annual review of full-time salaried personnel. Packets will be delivered next week in hard copy to enable review in advance of Thursday's meeting.

Things have gratefully quieted down on Covid requirements. We are happy to be back to our routines, with mask optional operation. Acrylic panels will be removed from the Board Room for Thursday's meeting, however we will maintain the current socially-distanced seating. The May meeting is scheduled to be a return to the Board table as a group.

In general, May 1 is the scheduled completion of transition, returning to pre-Covid standards.

The same will be true of programming. It was fun to work with preschool to schedule normal graduation and the end-of-year outdoor field days.

I am excited about the Splash Park reopening and the return to outdoor summer concerts.

We will also be meeting with community groups and organizations, returning to normal usage and the elimination of costs that were required due to enhanced Covid protocols.

Two exciting advancements are the completion of the Gold Medal application, answering relevant questions. A copy will be forwarded for Board review and comment, in advance of Thursday's Board Meeting.

We had a fun conversation with Anthony Stagno, freelance videographer who has been involved in all seven of the previous Park District videos. The four minute video is necessary if we're selected to be a Gold Medal finalist. My recommendation is to complete the video either way. Past videos created a great sense of community, and we're applying for recognition on behalf of the residents we serve. We will receive a proposal and determine how best to move forward at a later date.

MAINTENANCE

We continue to investigate trout stocking and hope to make a small scale stocking as a test case for the future. More to come at the April meeting.

The asphalt bid opening is scheduled for Wednesday, March 16, prior to the Board Meeting.

We are anticipating increased costs related to fuel and fuel-based products, such as asphalt and sealcoating. We also anticipate receiving requests for additional costs or surcharges for delivery and contracted services.

RECREATION

The summer brochure is nearing completion and will be highlighted by free opportunities throughout the District, including facilities and programs.

FINANCE AND PLANNING

The third draft of the 2022/2023 budget included on the March agenda. Please note the numerous dates listed on page one, reflecting the number of drafts prior to the one that will be before the Board on Thursday.

This was an exceptionally easy budget, compared to previous years. The details that created this improvement are obvious. First and foremost is the payoff of the 2002 referendum. In addition, other smaller debt obligations also expired. The budget reflects reduced staff costs related to Covid, but also efficiencies of operation through contracted services. This action reduced salary, but also reduced costs of equipment, workers' comp insurance, supervision salaries, and training that is no longer necessary. This reduction, and continued reduction of non-essential equipment had a net impact, saving over \$100,000, not including the sale of excess equipment.

The budget also includes additional relevant details, such as the increase in Equalized Assessed Valuation by the maximum allowed level of 5% that is reflected in this budget.

It does not account for any new growth, and I estimate we will receive another 1%-2% once we receive the Will County Tax Rate Calculation report at the end of this month.

Also, my retirement, returning the District to typical staffing levels, will have a partial net benefit this year. The longer term large value in 2023/2024 will reflect reduction of all costs that were related to my employment.

A Tax Anticipation Warrant for potential extension, yet to be determined is included as a Board action for the March meeting. We are running the largest end of fiscal year fund balance, without referendum proceeds, in the history of the District. I recommend this process in the event that the release of pending tax distributions are delayed or reduced, as had been the case with new payment allowances creating quarterly, rather than semi-annual payments possible. My concern is that although many did not take advantage of this opportunity in the past year, they may opt for this advantage in the upcoming fiscal year.

Supportive schedules and documentation related to the consideration of full-time employee compensation will be provided next week. Since some of the information relates to employees, packets will be hand delivered in advance of the meeting for Board Member's review and understanding.

FREEDOM OF INFORMATION

The Park District received and responded to a FOIA request for information for full payroll expenditures for the year 2020, and any compensation for elected and appointed officials. This is an annual request from the Better Government Association, a nonprofit journalism organization based in Chicago.

Respectfully submitted:

Jim Randall

Executive Director

Monthly Department Summary

Department: Administration

Month/Year: February, 2022

Daily/Weekly Tasks

Managed daily correspondence. Retrieved daily mail/sorted and distributed.
Attended/participated in staff meetings. Took minutes and transcribed for distribution.
Assembled all Board documents, save to W: drive.
Posted Board agenda and hyperlinked documents. Sent Board/staff/press notifications.
Prepared documents for special meeting, posted notifications to Board, press, and website.
Proofed weekly Facebook posts, forward to Social Media Coordinator. Reviewed additional posts.
Forwarded sign change information to Ed, updated LED sign
Attended Board Meeting, took minutes and transcribed for distribution and historical record.
Provided Square Links passes to various organizations for their fundraising efforts.
Prepared response to FOIA request.
Coordinated CPR/AED training for instructors and staff.
Inputted monthly vehicle and facility inspection data.
Created new employee and updated existing employee safety files. Added training certificates.
Completed banking tasks such as loading issues and checking Positive Pay, cash transfers, and statements.
Reviewed and updated safety documents, as well as staff and volunteer manuals.
Maintained weekly Covid testing list and results.
Assisted staff with interviewing and new employee documents.
Used PDRMA resources to assist staff. Prepared annual administration training materials.
Completed pre-employment testing - background checks and driver abstracts.
Completed payroll and accounts payable, and all related tasks.
Prepared letters and direction to staff and program participants regarding Covid.
Attended LWSRA Board Meeting, and met with SHSD Superintendent and various contractors.

Special Projects

Applied for renewal of, and received State of Illinois liquor license for golf course.
Prepared and delivered special packets to Board Members-Executive Director Transition.
Prepared bid legal ad, (Peterbilt) forwarded to *Chicago Tribune* and John Staples for *Daily Southtown* and website posting.
Prepared legal ad and bid documents for Caterpillar Track Loader, forwarded to *Chicago Tribune* and John Staples for *Daily Southtown* and website posting.
Proofed/updated asphalt bid documents and forwarded legal to *Chicago Tribune* and John Staples for *Daily Southtown* and website posting.
Worked on Gold Medal application.
Reviewed Caterpillar Track Loader closing documents, prepared for legal review.
Completed review of certificates of insurance.
Reviewed/generated copies of payroll processing instructions in case of internet connection issues.
Reviewed/updated stale dated check procedures for reissuing checks.
Completed PDRMA Workers' Compensation payroll audit.
Communicated with Park Counsel on Statement of Economic Interests questions and responses.
Met with Campfire Concepts on the golf course marketing plan.

Monthly Department Summary

Department: Park Maintenance

Month/Year: February-22

Daily/Weekly Tasks

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| Custodial Building Cleaning | Cleaning, sanitizing, our facilities daily, per building use schedule, and work requests. Misting / disinfecting has been increased to a twice a week rotation. |
| Garbage & Litter | Ongoing: Weekly (more when needed) garbage cans are emptied district wide. Litter is also picked up where needed District-wide. |
| Playground maint & repairs | Weather permitting: Examp: raking surfacing under swings slides and other kick-out areas. Changing boards on wood benches. Removing graffiti. Hilda Walker calls with work requests / questions every once in a while (remove a dead... critter). |
| Signboard Changes | as needed |
| Respond to public questions | We received a very nice "Thank You" - an Edible Arrangements platter for a dedication bench we recently installed at Arbor Park. Vandalism at Union Creek was taken care of within the hour of receiving the email from our front desk. |
| Administrative | Bills (submit & code to proper line item). I attended the annual Scouting Council meeting. Phone interviews with landscape architects were scheduled. Payroll every two weeks. Sign checks. Meetings. Write & prioritize capital project lists. Budgeting and calendar lists. Statement of Economic Interest was completed. The Asphalt Bid is finished and ready for the public Invitation To Bid . I attended a PDRMA webinar "Keep Fit, Keep Safe for maintenance staff", Write & prioritize daily 'to do lists' for crew by Bill O'Shea- "Thank you Bill". Bill & Al also help out a great deal with inspections. |

Special Projects

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| Winter work | Snow removal, a few times over the weekends, keep us busy. Wake up early, shovel, plow, salt... wake up, shovel, plow, salt (Groundhog Day). |
| Lincoln Way | Extra cleaning, garbage cans, door work (wheel chairs)... etc was done for a Lincolnway Special Recreation basketball event. |

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| Square Links | To do list items and set up assistance was provided for the Super Bowl Sunday golfers. The entry gate was finally replaced. There were issues in our contractor receiving the correct size rails for opening / closing. Dave Gorka (IT) was able to help with internet / security camera connection (thanks Dave). |
| Vehicles & equipment | After reaching out to over twenty potential buyers (10+ contractors we have used, and 10+ local municipalities), answering questions over the phone & email, the Peterbilt bids were open on Feb 22. We were very happy with the winning bid amount \$73,600. Bill has done a good job with details in regard to the new excavator's needed accessories. He is also finishing up equipment repairs, most recently the Dingo and hydraulic leaks. Thank you to Linda for helping with the skid steer invitation to bid. |

Monthly Department Summary

Department: Recreation

Month/Year: February 2022

Daily/Weekly Tasks

- * Worked at the Square Links exhibit table at the Tinley Park Golf Show February 4th-6th
 - We added 362 people to our Square Links customer email data base to receive promotional information.
 - Brian Skora was our raffle basket winner. Basket was valued at \$515.00
 - Basket included Four (4) forsomes with golf cart, Callaway golf hat, Callaway golf balls, Callaway golf glove, club cover, Top Flight golf balls, and golf tees.
- * Overall the golf expo was a great success! We met many people that will be coming out to Square Links this year.
- * Golf course was open Super Bowl Sunday for golf - 16 people braved the elements and golfed.
 - About half of the golfers were people we met at the Tinley Park Golf Expo!
- * Talked with Brian Shannon from L-Way Central to set up a girls golf tournament at Square Links.
 - Tournament will be on Thursday, August 11 @ 3pm - 48 girls golfing
- * Working on a schedule to get all of our golf course staff re-certified for selling alcohol/food. Illinois Basset certification and Food Handler training in March.
- * Reaching out to all golf course staff for AED/CPR certification. Training will be on March 11 @ 8:30am
- * Hired a new Pee Wee Sports and Little Bulls instructor - Ryan Kertson
- * Completed updated February F.A.N. calendars for the FSPD website
- * Completed February facility usage calendars for the Field House, Main Gym, and Dance Room for LWN.
- * Began the outdoor facility usage calendars for the baseball, softball, stadium, and soccer field at LWN.
- * Parent teacher conferences for preschool were in February. At the beginning of the year parents were concerned how Covid would impact their childrens education. Our assessments found that the 4 year old preschool students are on the same track that they were pre-Covid.
- * Ran the Sweetheart Dance at Mary Drew on 2/5.
- * Completed check request for contractors that worked the Sweetheart Dance.
- * Ran Be My Valentine, a Valentine Day party for kids where they make their own stuffed animal.
- * Ordered chairs as props for dance.
- * Asked to borrow desks from Summit Hill as a dance prop.
- * Attended competition the weekend of 2/25-2/27
- * Continued to refill the disinfectant in each dance studio.
- * Planned crafts for BAS students each Tuesday.
- * Distributed BAS rosters and sign in/out sheets each week.
- * Sent BAS rosters ro each school so they can prepare for upcoming weeks.
- * Assisted in Little Bulls and Pee Wee Sports.
- * Created the Mary Drew calendar for March.
- * Subbed for dance classes when needed.
- * Ordered new BAS zip ups from Nix Nax because the previous order was incorrect.
- * Sent out COVID-19 testing reminders.
- * Collected COVID-19 test results from staff.
- * Dealt with a close contact COVID case in the BAS program where four children had to quarantine.
- * Explained our new mask optional policy to staff and patrons.

- * Delivered costume boxes to Mary Drew for Donnette and Kari to sort through.
- * Continued working with T-Mobile to upgrade cell phones throughout the District.
- * Compiled and submitted write ups for the Summer 2022 brochure.
- * Organized staffing for BAS snow days.
- * Spoke with Illinois Dream to solidify their rental at Mary Drew.
- * Began planning field trips for Summer Day Camp.

Monthly Department Summary

Department: Front Office

Month/Year: February-22

Daily/Weekly Tasks

Answering phones and taking registrations.

Send blast emails from RecTrac based on department needs.

Bi-Weekly bills and payroll mailing.

Provide the maintenance department a facility calendar two weeks ahead of time every week and email changes daily.

Reserve program facilities in RecTrac to appear on the maintenance calendar.

Balanced for the month of February and put balance worksheets in order by date.

Order office supplies based on department needs.

Balance each morning from both web and in-house transactions.

Dog park renewals and updating shot records in appropriate households every month.

Bank deposits and reconcile pay codes match.

Respond to all info@fspd.org email inquiries.

Update the master calendar with rentals at all locations.

File all applicable programs in the brochure in numerical order for reference and filing at the end of the season

Cancel change request forms for each program and event complete and process.

Changed buttons on POS system for FAN daily.

Drafted garden letters for both garden plots to welcome gardeners for the new season.

Website clean up. Turn off programs that have started and make inactive.

BAS rosters- organize onto Excel for morning and afternoon by schools.

Reserve scout and homeowner groups facility dates.

Special Projects

Preschool registration opened to all on 2/7/22. Processing registration and filing system of all paperwork.

Linked all Company members credit card information for installment billing for 4 competitions.

Create the summer FAN pass in RecTrac.

Archived all summer programs.

Coding preschool, youth, athletics, and active adult programs.

Installment billing run and charge all credit cards for dance regular classes on 2/1.

Installment billing run and charge all credit cards for preschool on 2/10.

Installment billing run and charge all credit cards for Company competitions on 2/22.

Run GL Reports for all installment billing.

Link new credit cards parents provide based on the number of declined cards for installment billing.

Installed the wireless credit card reader for FAN daily and tested. Directions were made for staff.

Learned how to implement the childcare calendar for day camp. Coding for Day Camp and Early Childhood Camp.

Create rule sets in RecTrac that will correlate to summer programs.

Mary Drew & LWN facility indoor billing for the month of February.

Ongoing credit and debit project. Run credit and debit reports every month.

Balance rentals from GL codes for the previous month.

Worked with ID Wholesaler on designing dog park cards, proofed, and purchased.