

## **EXECUTIVE DIRECTOR'S REPORT**

### **AUGUST, 2020**

#### **ADMINISTRATION**

The audit has been completed and will be added to the August agenda for formal adoption. Once approved and adopted by the Park Board, the final document will be posted to the website for public access.

We received tax distributions from Cook County and property tax bills are due to Will County beginning September 1, 2020. To date, we have experienced no shortfalls in taxes from any issues.

We continue to look for sources of funding to support necessary compliance with State and Federal regulations and are working on a cost analysis of required compliance-related purchases. There is no new information on the CARES Act funding from Will County.

We have had a reduction in expenses in a variety of line items related to part-time staff, utilities, and various other items reduced due to lack of programming.

I would request a brief executive session at the end of the August meeting.

#### **MAINTENANCE**

Contracted park maintenance continues to be successful, and we have also used contractors to assist with specific additional projects.

A rendering has been provided of planting improvements at District marquee locations, and more information on this will be forthcoming.

Remaining projects include:

1. HVAC improvements
2. Garbage can installation
3. Sealcoating and crack filling of various park paths
4. Herbicide application for weed control

Since we last met, Cardno has completed maintenance at the Interpretive Gardens and Community Center.

#### **RECREATION**

Recreation programming has returned with Summer Dance Camp, and the following programs are also underway: Step Aerobics, Leaps and Turns, Acro, and Mixed Media.

In addition, staff are working to develop a micro-program for preschool-age children that will provide participants with an opportunity for active play with a focus on after school types of outdoor and messy activities.

Nicolette Jerik and John Keenan are working on the fall brochure that will be posted online later this month that will include a full slate of dance classes, adult and youth programs, and special events. An online-only version of the brochure will enable us to continually add and update activities.

The Board received notice of refunds extended to both F.A.N. and Early Learning Center participants. The refunds for F.A.N. will be mailed to over 300 members on or about August 24, and ELC refunds will be mailed to 77 preschool families in late August. The total for all refunds since the District closed on March 16, 2020, exceeds \$122,000. The community has been very supportive of refunds and the District's efforts to complete this process in a timely fashion.

#### **INFORMATION TECHNOLOGY**

The exciting news is that the draft of our new website's homepage was received and has been forwarded to Board Members for review and comment.

B Practical Solutions resolved the switch failure issue at the golf course that was caused by a power surge.

An older CPU has been replaced at the clubhouse office.

The new phone system at the golf course has been completed and has been a welcome addition. AT&T will soon be cancelled, providing an overall savings with the new phone system and Voice over Internet service.

### **SPECIAL RECREATION**

The LWSRA building lost power during the storm that hit our area on Monday, August 10, and it is hoped that power will be restored by the weekend.

Staff are employing best efforts to keep participants connected through use of virtual programs, such as Wake Up Warm, Moving With Mak, Canvas Creations, and Creative Corner.

LWSRA's online popcorn sales exceeded expectations by raising \$14,000, and the agency will receive \$7,000 from this fundraising effort.

A financial assistance workshop and Board Meeting will be conducted on Tuesday, August 18.

### **FINANCE AND PLANNING**

The audit is the primary focus, but all staff have been busy with necessary financial actions. The entire Bookkeeping team was involved in the audit and the detail involved in order to bring our new audit firm up to speed with District actions.

Per audit recommendations, we will be working with Lauterbach and Amen to develop additional policies included in their report.

A great deal of effort was required to prorate the 300+ F.A.N. memberships for the refunds that were previously mentioned.

### **GOLF COURSE**

Still busy is best description of Square Links. Staff have been doing their best to be responsive to patrons, but change doesn't always come easy. The primary concern is that we are not operating as we have before due to required State guidelines. It has been a challenge for staff as they manage concerns expressed by patrons that are not receptive to change or are looking for discounts that are no longer available.

On a brighter note, we have expanded the number of patrons, and the response to course improvements, specifically the driving range powered by Toptracer, has been very positive.

Marketing directed to slow midday times has been popular. We plan to expand to earlier morning times, marketed towards our senior patrons.

### **OFFICE**

We do have one staff person, Bonnie Roach that returned to the office, and the balance of our two-person full-time office staff, Julie Hein, remains at the golf course.

Bonnie and Julie have done great work responding to thousands of resident calls and calling thousands of patrons and staff, and have represented the District well in a difficult situation. These two directly communicate with residents, and since March, it has all been by cell phone with callers being directed to dial one of the two cell phones.

Respectfully submitted:  
Jim Randall  
Executive Director