

EXECUTIVE DIRECTOR'S REPORT SEPTEMBER, 2020

ADMINISTRATION

April 6, 2021 marks the Consolidated Election, and the Park District has four Park Board of Commissioner positions up for election that includes one unexpired 4-year term of office. Candidate information and nominating petitions will be available beginning September 22, and filing dates for nominating petitions are Monday, December 14, 2020, through Monday, December 21, 2020.

The District remains in a good financial position despite the many changes that have been required to operate. County property taxes have been timely, and although the timeframe has been slightly altered, the receipts have been typical of past years. We are on schedule for final Will County tax receipts and should know shortly if any deficiencies will present themselves. A primary distribution is due the day of the September meeting, at which time I will be in a much better position to summarize receipts to date.

We have returned to some programming and staff have been diligent in preparing employees and participants about new program requirements. With the new requirements come added expense, and the primary increase is due to smaller class sizes. We have decreased the District's margin from 30% down to 20%, but made sure that budgets include all required expenses.

Staff continues to update our COVID-19 policies, and community groups and organizations have been very supportive of FSPD actions. I previously notified Board Members that Audrey Marcquenski has been working in conjunction with PDRMA and State and National agencies to develop and maintain necessary processes, updating as additional information becomes available

The annual bond abatement has been provided by Chapman and Cutler, and is included on the September agenda for formal adoption.

The annual audit, receiving Board approval last month, has been filed with the Illinois State Comptroller and will be forwarded to Will and Cook Counties. The audit has also been posted to the District's website, and R.W. Baird filed a copy with the EMMA, the MSRB's official source for electronic security disclosures for public access.

We continue to divide staff to minimize the potential risk of exposure in the event of a positive COVID-19 staff diagnosis.

Performance evaluations have been completed and will be formally presented the week of September 14. The new full-time Maintenance employee, Al Gryzb, is scheduled to begin employment in early October.

MAINTENANCE

I have summarize projects in past meetings, and hope to have an end-of-year summary of completed actions and pending final projects for Board review.

We have discussed conducting after-action meetings and preparing reports related to the many changes that have taken place over the past six months, not the least of which was the contracted work maintaining park properties. The purpose to this meeting, and similar action with the golf course, is to determine if there may be areas for improvement. Board Members will receive updates from both meetings at the November Board Meeting.

The fire detection system has been replaced at the golf course clubhouse. This has been an ongoing problem since the golf course purchase in 2002. We recently had numerous false calls to Frankfort Fire Department that necessitated the change.

I recently provided information on “Away with Geese” through a daily Board update, and will provide additional details during Thursday’s meeting.

RECREATION

Fall dance classes are in full swing. Additional programs during the month of September include the following:

Youth Programs

It’s Raining Cats & Dogs
Character Creations
Babysitter Training
Adult Programs

Adult Programs

Photo 1
Social Ballroom Dance
Upholstery

The Recreation staff have begun evaluating other possibilities for the coming months.

We hope to review Lincoln-Way processes for indoor athletic activities to determine if there is a reasonable cross-over for our residents, and staff will be meeting to brainstorm ideas for the winter months.

INFORMATION TECHNOLOGY

A switch failed on our computer server, but due to an updated warranty that was secured last year, the part was drop-shipped and replaced without charge.

Visionary Webworks continues to move forward with the updated website project.

We still anticipate updated RecTrac software to be implemented in the current fiscal year.

An evaluation is being completed as to the passivity of a simplified server update that would be considered for the next fiscal year.

All new technology at the golf course has been well managed by Dave Gorka of B Practical Solutions and golf course staff. John Keenan has done an exceptional job with all the new changes and challenges related to the current season.

SPECIAL RECREATION

LWSRA staff are preparing for a six week session of virtual programming that will run from September 14 through October 25, and registration is underway.

The number of FSPD residents participating in LWSRA’s programming increased 3% for the fiscal year 2019 – 2020 from the previous year.

The FSPD banner is being hung in the gym with the other member agencies.

During a recent storm, a neighbor’s trampoline went airborne, hitting both the LWSRA foul pole and scoreboard. A claim was filed with PDRMA.

Prior to last month’s Board Meeting, Keith Wallace, LWSRA’s Executive Director, conducted a workshop to review the financial assistance program to help those in need, as well as the Hawk Bucks program, which includes account credits and gift certificates purchased for participants. Both are highly valued and utilized programs.

The next meeting of the LWSRA Board is scheduled for Tuesday, September 15.

FINANCE & PLANNING

I have previously detailed annual challenges with the uncertainty of times.

Staff daily track expenses and income to keep current with the District's finances and to determine if any additional action would be necessary.

Staff have explored potential funding options, but to date, no emergency action is anticipated.

As in previous years, staff will overview areas of responsibility regarding the District's financial actions in preparing the budget for the upcoming fiscal year.

GOLF COURSE

The year started with difficulty with initial closure and the imposed limits related to State guidelines for golf course operation. The new technology Toptracer, was not immediately available upon reopening and was excluded from initial guidelines. Limits to services that presented challenges initially excluded use of power carts, pull carts, washrooms, clubhouse, and food sales. We are back near to normal, and the staff have done well to provide a quality opportunity.

Plans for the Free Day of Golf event, scheduled for Saturday, September 26, are well underway. Reservations for free rounds of golf and free range use are being accepted through Teesnap, and to date, \$5,100 in donations have been received from vendors and friends of the Park District.

OFFICE

Bonnie still is manning the office, answering resident questions and concerns and keeping recreation up and running.

I do not anticipate a return to public hours in the near future. Registration will remain online or by phone, and new office hours that began the week of September 7 are 9:00 a.m.-4:00 p.m. Monday, Tuesday, Thursday, and Friday, and 9:00 a.m.-noon on Wednesdays.

RISK MANAGEMENT

As part of annual performance evaluations, we are incorporating risk management language and overview of staff concerns regarding this action.

Risk management, with all the current requirements has become an essential part of each employees regular day. The initial estimate is that compliance, excluding staff cost, exceeds \$120,000 for necessary actions. The difficulty is that requirements are frequently updated, changing what is available and allowable.

Respectfully submitted:

Jim Randall

Executive Director