

**EXECUTIVE DIRECTOR'S REPORT**  
**APRIL, 2021**

**ADMINISTRATION**

Congratulations to all candidates elected in the April Consolidated Election. Please note; this will be Pam Kohlbacher's last meeting, and Frank Florentine and all re-elected Commissioners will take the oath of office at our May organizational meeting.

The budget has been presented and reviewed with frequency over the last several months, and the copy before you reflects the best work in formulating the District's income and expenses for the upcoming fiscal year. We always treat the budget as a living document that is modified and adjusted to reflect actual activity with full transparency. With this understanding, I am asking for budget approval at the April Board Meeting. Upon approval, staff will move forward on the Budget & Appropriation and Tax Levy Ordinances, and the return to an annual mini-bond sale, enabled with the retirement of the 2002 referendum debt service in this upcoming fiscal year.

I have worked with District's attorney to develop an annual salary for our Braemar Dance Center's Dance Director and Co-Director. These two individuals are truly exceptional and have developed the most successful program on many levels. Both remain part-time employees, but their wages will be averaged out over the upcoming year and will be evaluated annually to adjust wages based on merit and program participation. I would ask for Board approval to move forward with the designation of these two positions to be salaried for the upcoming fiscal year, after the completion of review and approval by Park Counsel.

I informed the Board that Michael Mulvaney, Professor at ISU requested approval to use the Park District's personnel handbook as an example in a NRPA publication he is co-authoring for the NRPA Management textbook. This document has not been reviewed or amended since 2018. I asked Park Counsel for a proposal to complete this process and will provide updates as they become available.

This is the last month of our fiscal year, and at the development of this report, the District's fund balance is \$591,303. This is a compilation of all bank balances, including obligated proceeds posted in District checking accounts.

With one payroll and one check issuance for bill payments remaining, we should improve our financial position over our previous fiscal year. This was an even greater challenge this year with the near elimination of program fees, limited staff, and other factors created by the COVID-19 pandemic.

The greatest accomplishment is the repayment of debt with the pending retirement of both a golf course loan and also the primary Park District debt incurred with the 2002 referendum. Good things are on the FSPD's horizon.

The tax base continues to grow, with large commercial expansion on our eastern border. Amazon is a future benefit, but seems to be a catalyst for added expansion in the Manheim commercial development. In these times of limited growth, our overall tax base could increase by 10% with the completion of Amazon and another potential 15% increase if the scheduled TIF growth, now being discussed in Matteson, moves forward.

The community-wide survey has been delivered, and results are being received. We still anticipate that survey results will be tabulated and presented to the Board and community at the June Board Meeting.

## **MAINTENANCE**

The project listing for the 1<sup>st</sup> quarter of our fiscal year will be provided and posted the week of the April Board Meeting. This will reflect early projects and purchases anticipated for the first four months of our fiscal year and details the direction of the Maintenance Department in completing requested improvements in the coming months. Upon receipt, please review and contact me directly with any questions that may arise, or if any clarification that is required.

All contractors that maintain park properties have been on-site this month, completing initial spring clean-ups and getting ready for regular mowing schedules. Lincoln-Way North is not included as our responsibility for contracted maintenance this year due to an agreement with Lincoln-Way Community High School District 210. We hope to return to programming at LWN in the fall, and will return to our normal agreement in the next fiscal year.

Staff have been busy preparing parks for spring use, enabling washrooms, readying athletic fields, along with normal tasks required to get all areas ready for outdoor action.

## **RECREATION**

The Recreation staff, consisting of John Keenan and Nicolette Jerik, have been busy developing the summer brochure and keeping existing programming moving forward. I encourage all to frequent the Park District's website to see the latest in offerings. COVID-19 and the elimination of a published brochure gives us the ability to expand recreation on a weekly, and sometimes, daily basis. We look forward to the return of normal programming, but will keep actions in place that enable us to adapt and expand recreational opportunities for the benefit our residents.

## **GOLF COURSE**

Square Links Golf Course is still on the forefront of technology, with reserved tee times and driving range opportunities through Teesnap software and advanced training and play enabled through Toptracer. We are working to spread the word on these advancements.

We continue to move forward with RecTrac migration. The upgrade to our software includes updated credit card processing and will enable the District to process credit cards at every FSPD facility.

## **INFORMATION TECHNOLOGY**

We also look to move forward with data management, replacing physical servers with virtual ones that will make downtime and data loss less likely and more secure. This is a much less costly alternative to hardware, yet still provides a similar service.

## **GOLF COURSE**

The golf course is setting records with the advancements in technology and the unseasonably warm spring and excellent course conditions have resulted in early play. John Keenan has singly has made much of these advancements possible, with assistance from our IT Contractor, Dave Gorke of B Practical Solutions.

## **OFFICE**

Bonnie Roach is coding the new brochure, training staff, answering the phone, and all the other actions necessary to keep the office up and ready to go. Part-time staff will be returning to support the expanded recreation opportunities.

## **RISK MANAGEMENT**

PDRMA will have virtual assembly meetings in July. These gatherings summarize actions for the upcoming six months.

We have a new PDRMA Risk Management Consultant, Lyndsey Robertson. Audrey Marcquenski, Ed Reidy, and Arliss Bouton met with her via teleconference, and Ms. Robertson will visit the Park District this fall.

Respectfully Submitted:

Jim Randall

Executive Director