

EXECUTIVE DIRECTOR'S REPORT

AUGUST, 2021

ADMINISTRATION

New this month are monthly departmental reports that consist of one page highlights, detailing previous monthly actions. This is a hybrid benefit that came from the Covid policy of each staff member generating weekly action reports, primarily while working remotely. We discovered there was value in these updates, with better awareness of all departments. Please review the attached information and let us know your thoughts. It is the intention to provide these departmental reports with monthly Board packets.

At the recommendation of Office Manager, Nicolette Jerik and office staff, we have amended office hours, primarily removing little used Saturday hours from 9:00 a.m. - noon, and extending hours into Monday evenings, which is generally a busier day at the District. This is being addressed on a trial basis to better serve our residents. We will track usage of these hours and will report back with results.

The Park District has installed demo cameras at two facilities in the Community Center Board Room and outdoor maintenance yard, and at the golf course parking lot. The intent is to provide a better, more reliable system. Dave Gorka, the District's in-house IT Contractor will be in attendance during Thursday's meeting to provide a brief overview of this new system and all it has to offer.

Nicolette and staff continue to work on the new phone system with installation and transition of District numbers scheduled in the coming months

The RecTrac upgrade has been successful, with ongoing support providing correction to issues and better overall knowledge of the new software.

No update on the potential mural. We are working with District's art instructor on an alternative to the initial draft. More to come.

LEGAL REPORT

Park Counsel has prepared Ordinance 21-08-333, related to Covid compliance and the overview of third parties using District-owned or scheduled space. If adopted at Thursday's meeting, the Ordinance and supporting information will be directed to users for implementation in the coming week.

MAINTENANCE

Parks are in good order, but we will have a transition in mowing contractors from Reliable Property Services, dropping their park maintenance contracts for Kingston, Hoffman, and Indian Boundary South Parks, enabling them to return to a greater focus on golf course maintenance. This decision was reached following a lengthy meeting with Reliable staff the week of August 9.

We are also working with Liebold Irrigation to overview the irrigation system at the golf course for evaluation of any potential longer term service or maintenance.

The Skate Park has received normal annual service and proves to be a popular amenity some 19 years after initial installation.

The Wildcats field has been striped and is ready for the upcoming fall season.

The Lincoln-Way North turf at the football stadium has been serviced with added crumb rubber for continued safety.

Maintenance staff have been working with Recreation staff in preparing the preschool for the start of the school year. Individual desks have been borrowed from Summit Hill School District and are in place and ready for the school year.

We continue to work on the outdoor shade structure at the Community Center adjacent to the Splash Park.

I would encourage all to review Ed Reidy's monthly update attached to this report, providing further clarification on actions by the maintenance department.

RECREATION

The fall brochure has been posted and registration is underway. Erin O'Brien, Recreation Supervisor, has done a great job getting ready for the start of the Before and After School Program, in addition to preparing for fall dance offerings.

John Keenan, Superintendent of Recreation, in addition to running Square Links Golf Course, is getting F.A.N. programming ready to go at Lincoln-Way North and is also preparing for the start of the Early Learning Center Preschool program this fall.

We are also scheduling outdoor and indoor space for community and traveling team usage. John will be working with F.A.N. staff to put required Covid compliance guidelines in place, necessary for these activities to be successful.

We hope to have the shade structure by the Splash Park completed for fall use by the Early Learning Center Preschool program as an expanded outdoor classroom. HVAC improvements were also completed to enhance air quality in all indoor space.

INFORMATION TECHNOLOGY

Busy is an understatement, having worked on the completion of the RecTrac software upgrade, new phone system, and demo of a potential new surveillance camera system.

We have remained current with upgrades of hardware necessary for all staff to work remotely, when advantageous to the District.

We are still planning for server upgrades to a Cloud-based system from our current tower configuration. This change will be a net improvement in complexity and cost.

We are also in the second year of Toptracer and Teesnap registration software at Square Links Golf Course and have added 1,042 new Teesnap patrons from March, 2021 to date.

SPECIAL RECREATION

The Park District sponsored both golf outings offered by the LWSR Foundation's annual fundraiser, in support of LWSRA.

FINANCE & PLANNING

The Park District received its final distribution from Will County for the first half of this fiscal year. We are in a good overall position, and to date are ahead by over \$100,000.

We're happy that Sue Baker has started her in-person part-time employment as the District's Bookkeeper. We are working on several areas for improvement, and Sue will be instrumental in implementing new measures to better administer District finances.

The annual audit is in hand and following consideration during the August Board Meeting, will be filed with the appropriate agencies. The audit reflects another good year with all the detailed challenges.

GOLF COURSE

A golf course marketing plan, proposed for implementation next year to better advertise this District asset, will hopefully increase awareness and play at Square Links. A more complete overview of this action is included in the proposal, and I will the document at Thursday's meeting.

Concerns related to the daily maintenance at the golf course have been overviewed in this report, and best efforts will be made to get back on track for the balance of this year.

Square Links has recorded good numbers in overall play for the current season.

OFFICE

Change has been occurring District-wide, but in no more greater levels than in the front office. Nicolette Jerik transitioned from her previous position of Recreation Supervisor to Office Manager, and is tasked with the new registration software and immediately walked into the new phone project.

All things considered, we're in good shape having Bonnie Roach work the entire last year to make the registration software transition as seamless as possible, which was made even more difficult with Covid and many things happening remotely.

Sue Baker will be of value to the office, and Diane Meister continues to provide much-needed remote support.

I can't say enough about the quality and level of work in this department, supported by others, but a lot was left at their doorstep.

I would request a brief executive session at the conclusion of this meeting to overview this department and its leadership.

RISK MANAGEMENT

PDRMA continues to be supportive of Covid compliance with near weekly updates on the current status and recommendations.

Staff are returning to training and risk management, creating a better informed and safer staff.

Respectfully Submitted:

Jim Randall

Executive Director

Monthly Department Summary

Department: Administration

Month/Year: July, 2021

Daily/Weekly Tasks

Managed daily correspondence. Retrieved daily mail/sorted and distributed.
Prepared bi-weekly staff agendas.
Attended/participated in staff meetings. Took minutes and transcribed for distribution.
Prepared monthly Board agenda.
Assembled all Board documents, save to W: drive.
Posted Board agenda and hyperlinked documents. Sent Board/staff/press notifications.
Attended Board Meeting, took minutes and transcribed for distribution and historical record.
Proofed weekly Facebook posts, forward to Social Media Coordinator.
Reviewed and updated COI binder, sent reminders requesting current certificates.
Responded to FOIA requests, updated FOIA spreadsheet.
Collected and reviewed timesheet approvals. Ran payroll reports in Novatime.
Reviewed bills and credit card statements. Assisted staff with assigning GL codes.
Completed payroll and accounts payable tasks necessary for July 12 and 26 check runs.
Organized remote/office payroll files. Updated AP accounts and information with contractors.
Supported LWSRA-attended Board Meeting, park grand opening, and wheelchair softball tournament.
Assisted recreation staff with fall programming planning.
Supported staff efforts with new Covid guidelines, providing direction and updating procedures/manuals.
Assisted staff with various risk management questions using PDRMA resources.

Special Projects

Printed all staff summaries dating from March, 2020 to date.
Printed Board Updates, March, 2020 through February, 2021
Prepared schedule for file destruction, oversaw seasonal staff in completion of task.
Removed inactive personnel files from Bookkeeping office in preparation for storage in new file room cabinet
Prepared vendor list of potential College Scholarship donors. Prepared donation request letter and donation form, mailed to vendors/contractors.
Forwarded emergency contact forms to supervisors to update personnel files.
Hand delivered Budget & Appropriation documents to Will County Clerk's Office for annual filing, uploaded same to Cook County portal, confirmed acceptance and placed filing receipts in B&A file.
Prepared Monthly Summary template, enabling uniform completion by full-time staff.
Assisted with retirement event, making necessary purchases, retrieving photos, and decorating Board Room.
Maintained open line of communication between Silve Cross Hospital and PDRMA, forwarded required documents for claim and necessary reimbursement of billing and wages.
Met with Lauterbach and Amen to review audit. Answered questions and completed final audit documents.
Completed Conflict Resolution Training offered by PDRMA for use with staff and patrons.
Developed retirement packet with insurance and contact information, as well as task checklist.
Communicated with Jarrod and Jessie Scheunemann on golf course marketing proposal.
Security cameras-reviewed footage, assisted with service, supported staff/IT efforts with cameras.
Met with Proven IT to discuss new phone system. Supported staff/contractor efforts with transition.

Monthly Department Summary

Department: Park Maintenance

Month/Year: July, 2021

Daily/Weekly Tasks

| | |
|--|---|
| Custodial Building Cleaning | Cleaning, sanitizing, the Community Center, Golf Course, Washroom Trailer, Mary Drew / Champions, Union Creek buildings, & LWNHS stadium concession stand daily, per building use schedule, and work requests (examp: Community Center preschool prep & LWNHS FAN prep). |
| Sport Field Maint | Ball fields: pick up litter, empty garbage, blow out dugouts, drag, rake, fill low spots, tamp filled areas at 3 bases home plate & pitcher's mound, remove puddles (if needed), paint foul ball lines (Champions), minor fence repairs (as needed). Communicating with the Front Desk to let them know what is (isn't) playable. Gilling & removing weeds at various fields and warning tracks. Installed new base sleeves at LWNHS varsity softball field at request of coach / facility renter. Fertilized sport fields at Union Creek baseball & football, Champions, Summit Hill, and Kiwanis. |
| Watering & weeding | Monitoring and adjusting irrigation as needed. Watering annuals and new perennials, filling tree 'gator' bags, Eagle Scout project trees & shrubs at disk golf course. Weeding flagpoles at Community Center and Community Park and dedication bench at LWN Park. Clean up compost & check / fill water at Community & Brookside Bayou gardens. |
| Garbage & Litter | Weekly (more when needed) garbage cans emptied district wide. Litter pick up where needed districtwide (examp: LWNHS stadium). |
| Playground maint & repairs | Ongoing. Examp: Repairs to Union Creek front Dinosaur spring toy; Union Creek back Tic Tac Toe play panel (parts have been ordered). LaPorte Meadows playground had safety surfacing added with balance of material ordered for Arbor Park in late June. |
| Signboard Changes | as needed |
| Respond to public questions | Phone calls of wasp nests: spray; kill & remove per call. Dedication plaque request installed at Dog Park. Facebook post about a dead tree at Woodlawn Park: tree removed. Trees planted by grandchildren on Townhome property (cited by Townhome Association Board) requested to be donated to park district. Currently emailing details to/from resident. |
| Supervise Mowing Contractors: Ed & Bill | Constant contact with crew supervisors, calling them back for missed areas. Contact with company reps for changes / areas we would like to add onto our contract (examp: new construction area at Champions water treatment plant, and Reliable Services requesting to be relieved of their park mowing responsibilities to focus more at Square Links. As a result, we are requesting proposals from our existing mowing contractors to take on these parks. |
| Office | Bills (submit & code to proper line item). Payroll every two weeks. Sign checks. Meetings. Write & prioritize capital project lists. Write & prioritize daily 'to do lists' for crew by Bill - "Thank you". |

Special Projects

| | |
|---|---|
| Square Links painting | Met with painters & spoke with golf course staff for coordination. Delivered scissors lift & gave brief description of use. |
| Splash Park landscaping project | Remove spoils from concrete install. Add dirt blanket & seed. Met with Jeff Graefen on site. Emailed Jeff proposed layout from Dotty & Sons. |
| Square Links various projects | Re-boxed original non-working TV for return. Hung new TV. Contacted Dave Gorka for programing. Tree trimming. Hedge trimming along fences. Chipping branches at the maintenance area branch bin (used by park maintenance & Reliable golf staff). Adjusted Tee distance signs for easier moving to help with divots. Helped with ball picker & ball washer repairs. |
| Seal Coating | Request for proposals from various contractors for sealcoating with squeegee only application approach for better quality finished product. Received and approved proposal for Lighthouse Pointe. |
| Community Park pond | Request for proposals from various contractors for algae / pond weed control. New contractor was approved, hired and Certificate of Insurance received. A new control box was ordered & received. The original electrical contractor has been scheduled to install the control box. |
| Transit Van & Explorer Security Cameras | Two vehicles brought in for recall notices. Three trial security cameras were hung at Square Links parking lot, the Community Center maintenance yard, and Board Room. Meetings email's & phone calls with Verkada & Proven IT were attended. |
| HVAC service call | Our HVAC contractor was on site for various issues, one at Square Links (AC not blowing cold) and Community Center (bad bearing in an exhaust fan & thermostat not responding). |
| Fire Extinguisher Service | Gather all fire extinguishers district wide the afternoon prior to annual service. Contractor inspects, tests, and certifies units. Staff return all fire extinguishers to their original locations that afternoon. |

Monthly Department Summary

Department: Recreation

Month/Year: July, 2021

Daily/Weekly Tasks

Met with Ryan from Vermont Systems to resolve issues with golf course POS system. Button to print out a PIN for prepaid range buckets was not working.

Created a new flyer for the 2021 College Scholarship Classic.

Lincoln-Way High School Golf Tournament on Thursday, August 12 with 36 golfers, 15 large buckets.

Invoiced Lincoln-Way High School for golf tournament, due September 12.

Sent out a return to work questionnaire to all F.A.N. staff to determine who will come back to work in September.

Working on a flyer to attract new F.A.N. employees that will be posted this week.

Updated indoor facility usage request form for website, includes updated pricing.

Edits were made to the Summer 2021 Brochure.

The Summer 2021 Brochure was published online on Monday, July 19.

The second session of summer dance began on Thursday, July 15.

Dance Intensives were held July 19-July 23. Guest artists were brought in from across the country to teach at the intensive.

Worked with Frankfort Library to schedule Storytime in the Parks. This will be a free, pop-up event beginning September 8.

Special Projects

A job fair was held at Mary Drew on Wednesday, July 7

Attended RecTrac meetings during the month of July to better understand the new system and aid in the transition.

Monthly Department Summary

Department: Front Office

Month/Year: July, 2021

Daily/Weekly Tasks

- 1 Answering phones and taking registrations.
- 2 Send blast emails from RecTrac based on department needs.
- 3 Created the preschool registration forms, getting to know you, and waiver.
- 4 Began resident registration on Monday, July 19th and Non-Resident Thursday, July 22.
- 5 Revised the indoor facility rental forms. Indoor rentals for small groups has began.
- 6 Working with Pam on calling preschool waitlists, copies for of rosters on excel, and othger program needs.
- 7 Bi-weekly bills and payroll mailing.
- 8 Provide the maintenance calendar 2 weeks ahead of time weekly.
- 9 Reserving facilities in RecTrac to appear on the maintenance calendar.
- 10 Update billing fee codes for facility rentals
- 11 Balanced for the month of July and put balance worksheets in order by date.
- 12 Order office supplies.
- 13 Balance each morning from both web and in-house transactions.
- 14 Dog park renewals and updating shot records in appropriate households.
- 15 Bank deposits and reconcile pay codes match.
- 16 Respond to all info@fspd.org email inquiries.
- 17 Update the master calendar with rentals at all locations.
- 18 File all applicable programs in the brochure in numerical order for reference and filing at the end of the season.

Special Projects

- 1 Installment billing template for preschool.
- 2 Installment billing template for dance.
- 3 Proven IT new phone system.
- 4 Ongoing training for RecTrac.
- 5 Update billing fee codes for facility rentals.
- 6 Coding for the fall brochure.
- 7 New fee codes.
- 8 New procedure for balancing & reporting.
- 9 Implementation for the childcare calendar.
- 10 Calculation for installment billing fees based on a monthly basis.
- 11 Update general registration credit card and installment billing information.