

## **EXECUTIVE DIRECTOR'S REPORT SEPTEMBER, 2021**

### **ADMINISTRATION**

For the second month, departmental summaries are included with this report. In addition, daily updates provide the best cumulative overall information on all areas of Park District action and direction.

The District's current fund balance exceeds last year's position during the same timeframe. Income and expense is monitored on a near daily basis to ensure best practices are employed in all areas. We will continue to improve this process, along with expanding staff knowledge on overall Park District actions, specifically budget control measures, to create an even more knowledge-based and transparent, actions.

The District has come a long way in many areas, and with the staff resources available, we want to improve all actions specific to Park finances and will be scheduling an overview by Attorney and CPA, Jim Rock in October.

Staff will be meeting to develop and evaluate current financial processes, ensuring a complete understanding by all. We are also reviewing potential innovations that will benefit the District.

Staff have been working with Park Counsel and PDRMA on a policy regarding Covid vaccination, but the understanding is fluid with recent developments. We will not have a workable policy adequately reviewed prior to the September meeting, and will more likely have this direction available for review and consideration at the October Board Meeting.

The District submitted a grant application to its risk management provider, PDRMA, related to a safety innovation. We have been successful in the past with innovations by the District that have reduced overall risk, and it is hoped this application will also be recognized.

We are making provisions for OSLAD grant applications next year for capital improvements that would include expanded regional gardens and potential land acquisition in underserved areas, specifically the Walnut Creek subdivision.

Staff continue to investigate customer service training and potential marketing options for Square Links Golf Course. More to come in these areas over the winter months.

We look to have sufficient capacity for all interested residents to attend our September meeting in person, and therefore will not be offering public Webex access. If guidelines change that would restrict attendance, we can open up this opportunity again in the future.

### **LEGAL REPORT**

The annual abatement ordinance and the provision for the extension of a General Obligation Bond in the amount of \$106,000 is included on the September agenda. The extension of Bond proceeds is scheduled for October, 2021, with repayment in October of 2022.

This repayment of \$106,000 in principal plus interest will replace the annual \$700,000+ debt service payment that will expire with the last payment on January 1, 2022.

### **MAINTENANCE**

We've had a great year with progress on multiple fronts. There have been some disappointments, such as anticipated pond maintenance at Community Park. The end result on this project was the need to secure an improved contractor that immediately created visible progress on areas of concern.

Pond fountains will be evaluated at the end of the season for potential advanced maintenance or replacement. A better contractor for pond aerification has been secured, and we hope to hit the ground running with this improvement next spring.

I will distribute a list of completed actions by the Maintenance Department at the September meeting. Staff have been very productive, improving on the second year of contracted services. In addition, irrigation, weed control, pavement maintenance, playground maintenance, and multiple other actions have seen great advancements, creating a strong baseline of facilities and service.

The Park District has many unique opportunities, and improvements are visible at the skate park, hockey rink, Frisbee golf course that were all renovated in some form or fashion this season.

Direction to staff is to develop a calendar of recurring maintenance that will enable better annual planning and completion of necessary actions.

Substantial improvements have been made to park landscapes, with replanting focal point areas throughout the District.

It is hoped a list will come before the Board at the upcoming meeting for the disposal of excess equipment. With the contracting of maintenance, less physical equipment is required. Staff have been assessing what is required and what can be eliminated for overall savings.

### **RECREATION**

Open and operating, Recreation staff are providing a full slate of offerings. The Early Learning Center Preschool, BAS, F.A.N., and other FSPD opportunities are back. They are not to pre-Covid levels, but they are operating.

The winter/spring brochure will return to a hard copy product, in addition to the online version that has been in place since last spring.

Indoor space will be made available to traveling teams and third party organizations. Users are understanding of the necessary Covid compliance that had been enacted after the August Board Meeting.

It is increasingly difficult to secure staff. We're hoping those that left the District or were furloughed will return when a more normal environment returns.

### **INFORMATION TECHNOLOGY**

RecTrac is still a work in progress, but staff received commitment from the software provider for continued free support.

The improved phone system is delayed, as previously reported, due to the chip shortage.

Staff like the new surveillance camera system that had been on loan as a demo, but will need to formulate a plan for implementation.

We still plan on shifting to a Cloud-based storage system, but it is important that all are confident in current IT changes prior to taking on another project.

### **SPECIAL RECREATION**

The Leigh Creek South Park Grand Opening was well attended, and received nice coverage from Fox 32 news highlighting the agency, its supporters, and the tremendous new facility.

The LWSR Foundation hosted two successful golf outings on August 13 and August 20. FSPD's Ed Reidy won the Mega Putt!

The new website launched, and fall program registration is underway.

LWSRA continues to look for new staff and volunteers.

LWSRA's next Board Meeting is scheduled for September 28.

## **FINANCE & PLANNING**

The Park District received the first distribution of the second half of tax revenue from Will County. We have been made whole with the first half of normally received tax revenue, but the total receipt of revenue has been delayed over past years by approximately six weeks. Staff have done good work in metering out expenses reflective of revenues, while completing necessary actions.

## **GOLF COURSE**

Square Links is on schedule to finish out a potentially record year.

It's reported that our primary administrative contract with the District's golf maintenance contractor has taken another job, but his immediate supervisor will oversee responsibilities until a replacement is found.

I will orally review a projected plan to reroute the cart path on Hole 1A to allow for safe tree planting at September's meeting.

Landscape maintenance, along with facility painting, has been completed.

Toptracer was repaired and remains a popular improvement.

The Park District has applied for membership in the Chicago District Golf Association, and I will review benefits at the September meeting

## **OFFICE**

Back to normal with staff and action best summarizes the front Office. Nicolette Jerik, Office Manager, has done well with all the technology, software, and registration actions that have been necessary over the past months.

Daily staff are in place and again answering phones and responding to resident concerns. It's good to have this valuable resource back in place.

## **RISK MANAGEMENT**

The District is back to work with training for slips/trips/falls, in addition to the renewal of CPR/AED/First Aid training.

Inspections continue, and repairs to reduce risk and keep all patrons and employees safe are addressed as needed.

It is nice to have Arliss Bouton, Safety Coordinator back to shepherd and cajole us to get the necessary actions completed in everyone's best interest.

Respectfully Submitted:

Jim Randall

Executive Director

## **Monthly Department Summary**

Department: Administration

Month/Year: August, 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.

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.

Forwarded approved audit to financial partners, filed with Will & Cook County Clerk's Offices.

Proofed weekly Facebook posts, forwarded to Social Media Coordinator.

Reviewed and updated COI binder, sent reminders requesting current certificates.

Requested various website updates

Worked with contractors to rectify IT issues.

Forwarded sign change information to Ed, updated LED sign

Provided end of season availability forms to Supervisors, filed completed forms.

Forwarded weekly work status reports to PDRMA claims rep related to seasonal maintenance staff injury.

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 August 9 and 23 check runs.

Supported staff efforts with RecTrac migration and correspondence with Vermont Systems.

Assisted recreation staff with fall programming planning and the start of BAS, F.A.N, and preschool.

Supported staff efforts with new Covid guidelines, providing direction and updating procedures/manuals.

Assisted staff with various risk management questions using PDRMA resources.

Updated community group Covid guidelines and distributed to main contacts.

### **Special Projects**

Reviewed PDRMA information and communicated with Park Counsel on mask requirements, exceptions, and mandatory vaccination programs.

Trained on Novatime, RecTrac, and Teesnap programs.

Reviewed golf course financial methods, and began developing a standardized procedure.

Updated Emergency Action Plan and supported staff efforts with program, Covid, and staff manuals.

Completed training, and prepared introductory PDRMA documents for the Slip, Trip, and Fall initiative.

Worked with Ed and Maddog Strong organizers to review this year's event and plan for next year, as well as ideas for Maddie's Grove.

Compiled and communicated BAS transportation history with Park and School District staff.

Reviewed and confirmed PDRMA Property/Casualty renewal information.

Completed first draft of tax levy and direction to county clerks ordinances, and Truth in Taxation resolution.

Prepared worksheets of levy documents and scheduled date of legal notice publication.

Completed filing of inactive personnel folders, relabeled as needed.

Prepared first draft of PDRMA Risk Management Grant application, submitted final copy to PDRMA.

Prepared monthly Board agendas through remainder of calendar year.

Assembled gift baskets for LWSR Foundation golf outing fundraisers.

## Monthly Department Summary

Department: Park Maintenance

Month/Year: August, 2021

---

### Daily/Weekly Tasks

Extreme Heat	A few weeks, staff needed to work 6 to 2, a few, 6 to 12 noon to avoid working outside in the dangerous heat. Watering annuals and new perennials, filling tree 'gator' bags frequency has increased.
Supervise Mowing	Constant contact with crew supervisors, calling them back for various items.
Contractors: Ed & Bill	Making them aware of other contractors (seal coaters). Request for proposals from our existing mowing contractors to take on parks previously maintained by Reliable Services were received, approved and have begun.
Custodial Building Cleaning	Cleaning, sanitizing, the Community Center, Golf Course, Mary Drew / Champions, Union Creek buildings, & LWNHS stadium concession stand daily, per building use schedule, and work requests.
Sport Field Maint	Ball fields: litter, garbage, clean dugouts, drag, rake, fill & tamp low spots, 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. This time of year, more games are being scheduled through Summit Hill Jr HS teams and soon fall baseball & softball at our and LWNHS fields will be scheduled heavily. Union Creek football has had various repairs as well as an increased irrigation and mowing frequency.
Garbage & Litter	Weekly (more when needed) garbage cans are emptied district wide. Litter is also picked up where needed districtwide (examp: LWNHS stadium).
Playground maint & repairs	Ongoing. Examp: Union Creek playgrounds have had new safety surfacing installed. Repairs to Union Creek front Dinosaur spring toy; Union Creek back Tic Tac Toe play panel (parts have been ordered).
Signboard Changes	as needed
Respond to public questions	Examples: An email letting us know about the Crystal Lake pond fountain not spaying high enough. I cycled the aerator on/off to release any trash or pond weeds. It worked, and the neighbor emailed a 'Thank You'. Also: Trees planted by grandchildren on Townhome property (cited by Townhome Association Board) requested to be donated to park district. We are scheduling the planting of the two little trees for later in September.
Administrative	Bills (submit & code to proper line item). Payroll every two weeks. Sign checks. Meetings. I gave CPR & AED training for FAN and BAS staff. Write & prioritize capital project lists. I had a phone meeting with OSLAD rep for next year's application. Write & prioritize daily 'to do lists' for crew by Bill O'Shea- "Thank you Bill".

## **Special Projects**

Electrician service call	The electrician was called to help with a few issues at Union Creek football - vandalized lights at their storage building, a light pole fuse between the game and practice field and a faulty switch in the storage room. They replaced ballast at Mary Drew and FAN, and fixed a faulty switch in the Forest preschool room.
Community Park pond	Request for proposals for algae / pond weed control were received, approved and have begun. A new control box was installed by the original electrical contractor who installed the fountain & control box. Troubleshooting was done and it was determined that something with the motor has failed. Pricing between a new motor plate and a rebuilt fountain with updated lighting and cable protection is in progress.
Skate Park	Skatelite material (ordered earlier) was delivered to the skate park for carpenters. Later that evening we came in to load up & bring back the (expensive) unused materials to keep it all safe.
Preschool	Social distancing squares and parent pick-up Xs were measured and laid out. Desks borrowed from SHSD 161 were delivered, lowered to the proper height and spaced accordingly in the classroom. Toy boxes and other play items were moved and spaced as directed.
Brookside Glen West	An area south of Union Creek has been mowed, gilled, seeded and fertilized.
Square Links Golf Course	One of our landscaping contractors was brought in to increase quality of some details needed around the course. I met with our irrigation contractor and the rep from Homer Tree Care for continued improvements.
Lighthouse Pointe	Crack filling & seal coating at Lighthouse Pointe Park has begun. Signs were hung and a Facebook post was made to let neighbors know of the work.
FAN	Fitness equipment was inspected and repairs are being completed by the equipment contractor.
Lincoln Way North stadium	An astro-turf contractor was hired to treat the rubber crumb surfacing. We met, opened gates to give access, and locked up afterward.

## **Monthly Department Summary**

Department: Recreation

Month/Year: August/2021

---

### **Daily/Weekly Tasks**

Updated the August Tee Sheets at the golf course and created September tee sheets for the website.

Created a daily September schedule for final tee times and range hours - To reflect the days getting shorter each day.

The last day of Early Childhood Camp was Thursday, August 12.

The last day of Summer Camp was Friday, August 13.

The BAS program started on Wednesday, August 25.

Planning for the Winter/Spring brochure has begun.

### **Special Projects**

Created a now hiring flyer for F.A.N. to promote available positions at F.A.N.

Developed a F.A.N. calendar for the website.

Conducted staff training before the September 1st opening of F.A.N. at Lincoln-Way North.

After a service call from Direct TV/AT&T, I purchased two new HDMI signal converters for two televisions that were not working at Lincoln-Way North. They will arrive September 3rd.

Created new F.A.N. signage for Lincoln-Way North to promote how to safely use a health club during Covid.

There was a problem with two of the electrical connections.

Worked with Dave Gorka and Top Tracer to fix two of the cameras at the golf course that were offline.

Created a \$5 day of golf flyer for the College Scholarship golf event.

Open house for BAS was held for BAS instructors on August 13 and August 16.