

EXECUTIVE DIRECTOR'S REPORT
JANUARY, 2022

ADMINISTRATION

With an early Board Meeting in December, it always seems like quite a break between the December and January meetings.

We continue to attach departmental reports to Board reports to provide the best, most accurate information on all Park District actions.

We have also continued daily updates and weekly social media postings to keep all up to date.

Please note; the normal approval of minutes includes the required Truth in Taxation public hearing, along with the regular meeting that were conducted on December 6, 2021.

Included with this report is the approval of a contract with Campfire Consultants to prepare a marketing campaign for Square Links Golf Course. We have a long history of working with Jarrod Scheunemann of Campfire Consultants in its present form, and previously, when Jarrod was working for the University of Illinois. The last three surveys and master plans were completed by this organization, and I am extremely supportive of their past work and assume that the proposed action will have the intended benefit of increased play and awareness of our golf course facility. I am asking for Board approval to move forward on this project, with the intent to have the marketing materials released in the upcoming season.

We are also in the process of evaluating inclusion in the annual Tinley Park Golf Expo. John Keenan, Superintendent of Recreation is looking into the opportunity and I will have more information at the January meeting.

Staff would like the Board to consider disposal of excess equipment that would include the sale of the 2013 Peterbilt Dump Truck. I will review this action and the intended benefit at the January meeting. The general thought is that the annual maintenance expense of this equipment exceeds the value. The sale of the equipment is at a time when we should recover the highest benefit to the District and we would replace the truck with a smaller, less costly vehicle in the future.

I am also asking for approval to accept the best bid that meets the minimum estimate. We are currently evaluating a best acceptable bid price that can be determined from professional sources. I will review this value at Thursday's meeting.

Similarly, we are looking into the replacement of the Park District's older Skid Steer with leased equipment, and I am asking for Board approval to pursue this action. Staff are working on an equipment summary that includes trade value of existing equipment, cost of new comparable equipment, and governmental lease options. All this information will be provided for Board consideration at Thursday's meeting.

We have been contacted by the Will County State's Attorney's Office regarding the issue at Square Links Golf Course this past fall. Information has been provided related to the occurrence, and our PDRMA and Park District Attorneys have been notified. The PDRMA Attorney will be communicating with the State's Attorney's Office on our behalf.

We have been unable to get TIF information and agreements related to property in the Village of Matteson that is within the corporate borders of our Park District. Attempts have been made to get this information to determine how it will affect the property tax base of our District.

Travel expense forms are included with this report for the IPRA conference, dance competitions, and a staff training opportunity through PDRMA. I would request approval of all submitted travel expense forms.

The Park District remains in a good financial position. Preliminary budget information is included for Board review, and I will provide a brief overview of initial information during Thursday's meeting.

I am asking for an executive session to review a personnel issue at the conclusion of the January meeting

Respectfully submitted:

Jim Randall

Executive Director

Monthly Department Summary

Department: Administration
Month/Year: December, 2021

Daily/Weekly Tasks

Managed daily correspondence. Retrieved daily mail/sorted and distributed.
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.
Prepared documents for special meeting, posted notifications to Board, press, and website.
Attended Truth in Taxation public hearing and Board Meeting, took minutes and transcribed.
Prepared and presented step-by-step instructions for Cook County District Portal filing of Tax Levy and Levy Direction Ordinances. Completed necessary filing. Tracked County's acceptance for file.
Filed Tax Levy and Levy Direction Ordinances in-person at Will County Clerk's Office.
Scheduled and participated in teleconference call re: updating Board packet index file for 2022 calendar year.
Proofed weekly Facebook posts, forward to Social Media Coordinator.
Forwarded sign change information to Ed, updated LED sign
Prepared and forwarded fully executed Alta Lease Agreement packet.
Received and forwarded annual PDRMA COIs to local school districts and lease holders.
Followed up with PDRMA WC claim's rep regarding two outstanding claims.
Maintained weekly Covid testing list and results.
Updated annual College Scholarship Program application, forwarded to LWE, and posted on website.
Used PDRMA resources to assist staff. Updated inspection forms and staff training plans.
Completed pre-employment testing - background checks and driver abstracts.
Completed payroll and accounts payable, and all related tasks.
Prepared letters and direction to staff regarding Covid.
Attended LWSRA Board Meeting, and met with SHSD Superintendent.

Special Projects

Prepared Square Links liquor license renewal packet and hand delivered to Liquor Control Commissioner.
Delivered final sets of District maps/plans/renderings along with a flash drive to Alpha Graphics for digitizing
Work has begun on identifying/labeling/saving electronic plans to mirror the spreadsheet, for ease of access.
Met to review and discuss plans for securing sensitive personnel file documents.
Updated budget to reflect 5% CPI
Review fixed assets currently in AssetMax that have been sold, disposed of, etc.
Researched and communicated with contractors for our inventory vs. fixed asset program options.
Completed SUTA reporting, reviewed method of payment, and rate protest.
Completed W2s for January distribution and updated process for identifying contractors for 1099s.
Completed SUTA, Federal, and State 941 filings.
Completed bond payments via wire transfers and related documents.
Communicated with Campfire Concepts on golf course marketing plan and customer service training.
Addressed outstanding checks by contacting individuals/businesses and reissuing new checks.
Researched Public Act 102-0519 (SB 508) PTELL legislation to recapture property tax refunds.
Supported PDRMA and staff efforts in hosting ladder safety training program.
Communicated and filed necessary documents for AED/CPR instructor certifications.

Monthly Department Summary

Department: Park Maintenance

Month/Year: December-21

Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning, sanitizing, our facilities daily, per building use schedule, and work requests. More frequent Covid call disinfecting as needed, a few spaces have been put on a rotation.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District wide. Litter is also picked up where needed District wide (examp: Christmas wrappings, boxes, etc. after windy garbage days).
Playground maint & repairs	Ongoing. Examp: raking surfacing under swings slides and other kick-out areas. Changing boards on wood benches. Removing graffiti. A climbing net was removed and ordered for White Oak playground.
Signboard Changes	as needed
Respond to public questions	Examps: A dedication bench was requested. Bench & plaque that had been ordered, were received and installed at Arbor Park. A case of mistaken identy had me, the police, Village of Frankfort and a concrete company rep at Lighthouse Pointe for most of a morning. A neighbor thought he saw concrete being illegally dumped into one of our ponds. It was found to have been a mistake, concrete was not dumped anywhere on park property. Finally, a full garbage can was called in at Lake of the Glens Park. It was emptied immediately and the neighbor was called back to say thank you for the heads up.
Administrative	Paperwork for the scouting groups as the Charter Organization Representative. Bills (submit & code to proper line item). Community Park garden FOBs were programmed and confirmed to work for the front desk. Payroll every two weeks. Sign checks. Meetings. Write & prioritize capital project lists. Budgeting and calendar lists. Write & prioritize daily 'to do lists' for crew by Bill O'Shea- "Thank you Bill".

Special Projects

Christmas	Tables, chairs, tree,s and boxes (decorated "presents" by preschool staff) were brought back & fourth to the high school for the preschool show. Tables, chairs, and a tree was set up, and cleaned up for the Santa event at Mary Drew. Afterward, trees were disassembled, decorations were taken down, and all packed away for next year.
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Winterizing	New 'Keep Off The Ice' signs specific to Community Park due to the new aerator system were installed. Police and fire were also made aware of the aerator system and the ice. Finishing up windscreens, speed bumps, tennis, volleyball, & pickleball nets were brought in for the winter. Pickleball is always the last to come in and the first to go out. Pond aerators were removed and stored for the winter by our pond contractor.
Community Center	Phase 1 of new security cameras were installed. Controlled burns were started, but work is still to be finished (weather depending) by our natural areas contractor.
Union Creek	Fence repairs were done at the hockey rink by our fencing contractor.
Square Links	Phase 1 of new security camera installation was started, but still to be completed.
Cooperation and support for other groups	We moved pallets of ice melt from a central delivery point (Mary Drew) to School District 161 school sites District wide. We hosted a PDRMA 'Ladder Safety' class in the Community Room and maintenance garage (several other park districts also attended).
Vehicles & equipment	Snow plows, the salt spreader, and snow blowers were prepped and readied for snow removal.

Monthly Department Summary

Department: Recreation

Month/Year: December, 2021

Daily/Weekly Tasks

- * Two new F.A.N. staff members were hired. Matthew Janaszak and Lauri Schutzius will start training in December.
- * LWN Facility usage calendar for team rentals that start January 3, 2022 were completed and sent out to teams.
- * NOVAtime clock was repaired in the staff room at LWN.
- * A Volleyball net was set up on court #3 at LWN for F.A.N. members to use.
- * A pickleball net was set up on court #3 at LWN for F.A.N. members to use.
- * Preschool had their Christmas shows in the main gym at Lincoln-Way North. The 3 year old show was on Tuesday, December 14 and the 4 year old show was on December 15.
- * The Fall dance session concluded on Thursday, December 9.
- * Dance Company rehearsals began Monday, December 13.
- * 73 dances will be taken to competition for the 2022 dance season.
- * Escapades took place throughout December and Santa visited the students!

Monthly Department Summary

Department: Front Office

Month/Year: December-21

Daily/Weekly Tasks

Answering phones and taking registrations.

Send blast emails from RecTrac based on department needs and COVID-19 related cases.

Bi-Weekly bills and payroll mailing.

Provide the maintenance department a facility calendar two weeks ahead of time every week and email changes daily.

Reserve program facilities in RecTrac to appear on the maintenance calendar.

Balanced for the month of December and put balance worksheets in order by date.

Order office supplies based on department needs.

Balance each morning from both web and in-house transactions.

Dog park renewals and updating shot records in appropriate households every month.

Bank deposits and reconcile pay codes match.

Respond to all info@fspd.org email inquiries.

Update the master calendar with rentals at all locations.

File all applicable programs in the brochure in numerical order for reference and filing at the end of the season

Cancel change request forms for each program and event complete and process.

Letters from Santa's Mailbox program, create form and write back.

Polar Express letter pick up and Santa's Craft Corner family headcount/set up.

Winter Spring 2022 BDC dance registrations. Option to pay in full or utilize installment billing.

BAS rosters- organize onto Excel for morning and afternoon by schools.

Reserve scout and homeowner groups facility dates.

Special Projects

Turn off remaining fall 2021 programs from the website.

Create new registration forms for 3 and 4 year old preschool 22-23 school year.

Organize all materials for preschool registration to begin on 1/10 for priority registration.

Created a tracker spreadsheet for preschool time preferences from parents.

Created a spreadsheet and color coded the rental file cabinet with each groups contact information.

Send out Santa's mailbox program registration letters.

Installment billing run and charge all credit cards for preschool on 12/10.

Run GL Reports for installment billing.

Create an installment billing template for Company competition payments. Bi-Weekly option with 4 install bil dates.

Continue winter project check list.

Continuing to open 2 case tickets in RecTrac each week to solve problems.

Update and create new RecTrac reference sheets.

Outstanding field billing usage for teams that have not paid, follow up.

Mary Drew & LWN facility indoor billing for the month of December.

Ongoing credit and debit project. Run credit and debit reports every month.

Balance rentals from GL codes for the previous month.

Follow up and send invoice via email and mail to patrons for programming.