

**EXECUTIVE DIRECTOR'S REPORT**  
**FEBRUARY, 2022**

**ADMINISTRATION**

Park Counsel completed a review of the previous lease agreement for the Square Links Restaurant, and provided revisions. Jimbooo's Italian Beef, located in Thornton, continues to be interested into entering into a lease, eventually developing this location as a 12 month operation. The owner indicated he has no issue signing the provided agreement and making payments, but the transition to Square Links may not take place until the fall. I would ask for approval of the lease agreement that is included with the February Board packet.

We have negotiated an extension of the golf course maintenance contract with Reliable, and consistent with previous extensions, increases will be tied to the Consumer Price Index. We had a very positive meeting in January, reviewed past concerns, and hopefully will move forward with more consistent service that we had become accustomed to in previous years.

I hope to have two personnel policies additions before Board Members in advance of the February meeting. One would include a written maternity policy, and another would provide an option for retiring FSPD employees to purchase health insurance through the District's policy, at their own expense, until reaching the age of Medicare eligibility.

Park District fund balances are in good order, remaining consistently above the previous fiscal year. I am preparing tax warrant documents for approval at a future meeting to be in place if the need arises. Old Plank Trail Community Bank has agreed to fund warrants, if necessary, towards the beginning of the new the fiscal year. Over the past months, the Park District has been \$100,000-\$150,000 ahead of last year, and we estimate that our fund balance will exceed last year at or about that level at the start of the new fiscal year, May 1, 2022, with approximately \$550,000 in the bank.

We will be discussing salaries for full-time staff at the March meeting and potential projects for the upcoming fiscal year. If Board Members can anticipate any information that would assist with decision making on this matter, or if they have specific projects that could be included with the new budget, they can contact me directly.

Staff have provided their detailed monthly departmental reports, and I will continue to highlight specific actions by department.

**MAINTENANCE**

The recent heavy snow event created some long days, but we received many positive comments about our Maintenance Department's efforts to clear parking lots, sidewalks, and walking paths

Staff have been focusing on preparing for the summer with personnel, training, equipment, and projects.

Al Grzyb attended the IAPD/IPRA State Conference and communicated with several landscape architects related to specific projects.

The brush mower for our mini-excavator is in process and should be available in March.

We hope to have delivery of our new Caterpillar Skid Steer in early March.

## **RECREATION**

Registration is ongoing for preschool. Dance registration, complete with payment schedules, also continues.

The summer brochure is under production. We are trying to develop a plan for a complete return to normal with summer concerts, Splash Park, and field trips.

We plan to return to Community Room, picnic shelter, and Splash Park rentals, if conditions allow.

We are also evaluating all facility rentals for community groups throughout the District.

## **INFORMATION TECHNOLOGY**

Computer issues encountered on Tuesday, February 8 were corrected, and B Practical Solutions is working on a continuing upgrade to equipment for the new fiscal year.

Staff are working with B Practical Solutions and T-Mobile to update cell phones and switch providers from Sprint to T-Mobile.

Ed Reidy, Superintendent of Parks is working on adding cameras to the monitoring system through Proven IT for the new budget year.

## **SPECIAL RECREATION**

The final tally for the Day with the Grinch that was held on December 11 and 12 has been reported. 500+ individuals enjoyed the special event, and over \$11,000 was generated through sales of 200+ activity kits and home deliveries. Many wonderful student volunteers from Lincoln-Way Community High School District 210 assisted with preparation and event day tasks.

The LWSRA Board passed a resolution in honor of State Senator and United States Congressman Harris W. Fawell who sponsored legislation that enabled and promoted the formation of SRAs for special needs children and adults throughout the State of Illinois. He also sponsored legislation that amended the Park District Code to authorize a specific tax levy for SRAs that further promoted the forming of SRAs and provided a reliable source of funding, further expanding recreation opportunities for and transforming the lives of thousands of people with disabilities and their families throughout Illinois.

LWSRA is hosting a wheelchair basketball tournament at Lincoln-Way North on Sunday, February 13. FSPD will provide normal staffing levels as we would for private team usage. LWSRA is providing staff and volunteers to manage the event.

## **FINANCE AND PLANNING**

I have been investigating financing options for improvements to the golf course clubhouse. All would be non-referendum, with improvements remitted through course receipts. The Linden Group will provide a proposal for remodel or replacement.

The second draft of the new fiscal year budget is provided and is still in development.

## **GOLF COURSE**

The Tinley Park Golf Expo, held on Friday, February 4 through Sunday, February 6, was a big success, accomplishing the goal of increasing course awareness.

We're getting ready to go and can't wait for spring.

Dan Coughlin worked the Expo alongside John Keenan, Superintendent of Recreation, and other golf course staff. He is also picking up some time at F.A.N. and will start his full-time employment as Athletic Supervisor, beginning March 1 at the golf course.

## **OFFICE**

Nicolette has been doing wonderful work with new staff. We did have one staff person resign since we previously met. It's nice that we've been in process of adding staff so she didn't miss a beat.

I would also like the Board to consider changing Nicolette's job title from Office Manager to Superintendent of Office Administration and Technology, to better reflect this position.

## **RISK MANAGEMENT**

The Safety Committee has returned to regular monthly meetings and will continue to bring back necessary processes.

Respectfully submitted:  
Jim Randall  
Executive Director

## **Monthly Department Summary**

Department: Administration

Month/Year: January, 2022

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### **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.  
Proofed weekly Facebook posts, forward to Social Media Coordinator. Reviewed additional posts.  
Forwarded sign change information to Ed, updated LED sign  
Attended Board Meeting, took minutes and transcribed for distribution and historical record.  
Prepared and presented method for completing Travel Reimbursement forms.  
Reviewed and revised list of properties per the Certificate of Status of Exempt Property. Sent to the Will County Supervisor of Assessments, via certified mail. Confirmed Cook County property and uploaded affidavit letter through Cook County Assessor's website.  
Prepared disposal of unneeded equipment ordinance and closed meeting resolution.  
Completed banking tasks such as loading issues and checking Positive Pay, cash transfers, and statements.  
Reviewed and updated safety documents, as well as staff and volunteer manuals.  
Maintained weekly Covid testing list and results.  
Assisted staff with interviewing and new employee documents.  
Used PDRMA resources to assist staff. Updated inspection forms and staff training plans. First aid kits too.  
Completed pre-employment testing - background checks and driver abstracts.  
Completed payroll and accounts payable, and all related tasks.  
Prepared letters and direction to staff and program participants regarding Covid.  
Attended LWSRA Board Meeting, and met with SHSD Superintendent and various contractors.

### **Special Projects**

Printed and distributed/mailed W2s and 1099s.  
Reviewed fixed assets currently still in AssetMaxx that have been sold, disposed of, etc.  
Researched options available with PDRMA no longer working with AssetMaxx. Chose Lauterbach & Amen.  
Inactivated employees in Novatime and ACS who are no longer with the Park District.  
Prepared information for and completed required annual OSHA reporting.  
Developed new method for new hire reporting to determine hire and end dates.  
Worked with staff and auditor on fund balance use and reporting.  
Updated directions for SUTA reporting as this is downloadable from ACS to Excel.  
Began work with parks and recreation departments to determine anticipated expenses through April.  
Completed NRPA Park Metrics with budget, staffing, programming, facility, and policy information.  
Communicated with Campfire Concepts on golf course marketing plan and customer service training.  
Addressed outstanding checks by contacting individuals/businesses and reissuing new checks.  
Work continues on identifying/labeling/saving electronic plans.  
Assisted with Golf Expo board design, marketing materials, and raffle basket items.

## Monthly Department Summary

Department: Park Maintenance

Month/Year: January-22

### 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.
Playground maint & repairs	Weather permitting: Examp: raking surfacing under swings slides and other kick-out areas. Changing boards on wood benches. Removing graffiti. The climbing net for White Oak playground was finally received (three months later = supply chain issues) and is scheduled for installation.
Signboard Changes	as needed
Respond to public questions	Examps: we received a call for a full garbage can at Community Park. All the cans at Community Park were emptied that morning.
Administrative	Bills (submit & code to proper line item). Scouting group / Charter Organization rep emails & phone calls. Payroll every two weeks. Sign checks. Meetings. Write & prioritize capital project lists. Budgeting and calendar lists. Preparing the Asphalt Bid is in the works. I attended a PDRMA webinar "Mindful of Mental Health - Overcoming Burnout", Write & prioritize daily 'to do lists' for crew by Bill O'Shea- "Thank you Bill". Bill & Al also help out a great deal with inspecions and building checks during bitter cold weather. Al attended state conference - "Thank you Al".

### Special Projects

Winter work	Snow removal, a few times over the weekends, keep us busy. Champions Ice Rink has been opened and closed (depending on weather).
Community Center	A few faucets needed repair / replacment. A hot water circulating pump and check valve failed and needed replacment.
Union Creek	The 80th Ave parking lot needed a few light bulbs replaced and the timer replaced.
Square Links	A water line air dampener failed in the kitchen wall. The wall was opened and the problem fixed.

Lincoln-Way	We work with LWNHS maintenance staff on a variety of issues. There was a broken pipe in the concession stand, lighting timer issues at the aquatics entrance lobby, plumbing issues & leaks etc.
Vehicles & equipment	Bill brought the Peterbilt to Kankakee Truck, Currie Motors & the Peterbilt dealership in Bolingbrook for value estimates. He is also doing a good job with details in regard to the new excavator, and the skid steer replacement.

## Monthly Department Summary

Department: Recreation

Month/Year: January 2022

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### Daily/Weekly Tasks

- \* Called Allison from Toptracer to see if she knew why the server fans in the office at the golf course were running on high speed and making a loud noise. We submitted a ticket with support and they resolved the problem by the next day.
- \* Picked up the new F.A.N. staff shirts from Nix Nax and got them distributed to the staff
- \* Called the Tinley Park Convention Center to get the 2022 Golf Expo Application.
- \* Called Ken Buss to see if he would be interested in helping out at the Golf Expo if we get a table.
- \* Did some research on the internet to see what type of display tables golf courses use at the expo.
- \* Called Katie Theis to let them know that the Fire Inspector had a couple issues with the wrestling room that needed to be resolved before he comes back to inspect on January 23rd.
- \* Called Allison from Top Tracer to what they could give us for our table at the TP Golf Expo.
- \* Sent out staff notification letters to three of our preschool teachers in regards to a student that tested positive for Covid-19 in their class.
- \* Sent out general letters to two of our preschool teachers in regards to a student that tested positive for Covid-19 that is in the preschool program.
- \* Working with Erin to find a new Pee Wee Sports/Little Bulls instructor. We will send them an employee application to fill out and submit.
- \* Ordered light sticks from Amazon for our table at the TP Golf Expo to pass out to people that visit our table
- \* Worked with Linda and Brandon from One Up Signs to create a Pop up display to use at the TP Golf Expo
- \* Worked with Linda to create a slide show of golf pictures to use at our table on a tv that will be at the TP Golf Expo
- \* Created a card for a Free Large Bucket of Balls that we will pass out at the TP Golf Expo
- \* Sent the card I created over to Tom Makarowski to create the cards and send file over to B Allen Graphics
- \* Created both a new Superbowl golf flyer that will be available at the expo and sent out to our golfers on Tee Snap.
- \* Created a 2022 Golf lesson flyer that will be available at the expo and in the clubhouse through out the golf season.
- \* Ordered binders to organize the dance rosters in each studio.
- \* Distributed rosters to each dance studio to prepare for the start of classes.
- \* Continued to refill the disinfectant in each dance studio.
- \* Planned crafts for BAS students each Tuesday.
- \* Distributed BAS rosters and sign in/out sheets each week.
- \* Sent BAS rosters ro each school so they can prepare for upcoming weeks.
- \* Found an instructor for Little Bulls and Pee Wee Sports.
- \* Created the Mary Drew calendar for February.
- \* Ran Happy Feet, a class where children make their own stuffed animals.
- \* Subbed for dance classes when needed.
- \* Onboarded two new staff members for BAS and interviewed one volunteer.
- \* Ordered BAS shirts for new employees.
- \* Submitted per diem requested for instructors attending dance competitions.

- \* Collected a vaccination card from a newly vaccinated staff member.
- \* Sent out COVID-19 testing reminders.
- \* Collected COVID-19 test results from staff.
- \* Send out COVID-19 exposure emails when needed.
- \* Dealt with a close contact COVID case in the BAS program where four children had to quarantine.
- \* Explained our everchanging COVID policy to staff and participants.
- \* Delivered costume boxes to Mary Drew for Donnette and Kari to sort through.
- \* Started the process of switching to T-Mobile and upgrading cell phones throughout the District.
- \* Met with T-Mobile to go over the process and timeline of our phone merge.

## **Monthly Department Summary**

Department: Front Office

Month/Year: January, 2022

### **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 January 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.

Go through online registrations for the Sweetheart Dance and follow up with families for proper registration.

Priority preschool registration/follow up with priority preschool registration families who have not yet re-registered.

Prepare for regular preschool registration and create preschool packets for registration details in the lobby.

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

Reserve scout and homeowner groups facility dates.

### **Special Projects**

Test online registration by double checking all programs are showing on the web.

Update 4 year old preschool registration form based on new class time preferences.

Organized and made a master folder for Company dance payments due to keep track.

Calculation of 23 different fees sets for Company competition fees.

Duplicate enrollment codes for Company costumes & production payments

Credit card pre-check for all patrons utilizing installment billing on 2/1.

Installment billing run and charge all credit cards for preschool on 1/10.

Run GL Reports for installment billing.

Coding for Company dance payments.

Link new credit cards parents provide based on the number of declined cards for installment billing.

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

Linking fees sets to codes and the correct template.

BDC gear sales put all transactions through and file.

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

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.