

EXECUTIVE DIRECTOR'S REPORT
MARCH, 2014

ADMINISTRATION

Please note; a budget meeting is scheduled for Wednesday, March 19th at 7:00 p.m., prior to our regularly scheduled Board Meeting. We will meet in Audrey's office; please enter through the office door adjacent to the office service window.

I am finalizing budget information and will present budget packets at Wednesday's meeting. Typically, employee compensation would be reviewed at the March meeting. Final decisions on the budget and compensation is not necessary until the April meeting. The agenda includes an Executive Session to begin the salary and benefit review.

Staff have worked with the park district's current health insurance agent, Brian Murray, and PDRMA health representatives to determine the best available benefit. Mr. Murray provided an evaluation of available opportunities that is included with budget material. Dave Macek, experienced in the health insurance industry, also reviewed opportunities and may have input at either Wednesday's budget meeting or Thursday's Board Meeting.

As I recommended at the February meeting, a Tax Anticipation authorizing ordinance will be presented for consideration/passage at Thursday's meeting. Budget projections indicate an end-of-year fund balance between \$75,000 and \$95,000, but cash flow in May, awaiting pending tax distributions, could be problematic. I would ask for Board approval to move forward with this action.

Julie Arvia and Linda Mitchell completed a grant application, with Board authorization at the February meeting. The ComEd grant would provide funding for the expansion of the existing boardwalk at Island Prairie Park. The long-term plan is to create a looped boardwalk, encircling Island Prairie Pond.

I have had discussions and advised the Board during the February meeting about potentially supporting an existing leadership program at Lincoln-Way North High School. A letter received from the leadership group was forwarded to Commissioners on February 28th. Students who have participated in this program, along with school advisors, will provide a presentation on this opportunity at our April Board Meeting.

We are coming to the conclusion of one of the most challenging periods in recent history. Staff have simultaneously been preparing the annual budget, completion of a Master Plan, NRPA Gold Medal application, summer brochure completion, and implementation of safety and new PDRMA requirements.

The completion of the Master Plan is fast approaching, culminating nearly two years of research and analysis. Draft documents of accumulated data have been posted on the park district's website. Final review and editing is ongoing. The U of I team completed their review and analysis, providing the initial draft on Friday, March 14th. The final document will be available in the coming weeks.

The Gold Medal application represents a lot of work, but as has been our experience, was very rewarding. Rewarding in team building, district evaluation, and formulation of direction in all areas of park district operation. The format of the application has dramatically changed, and efforts have been made to best represent the Frankfort Square Park District. A copy of the application will be posted on the park district's website on or before the final application deadline of March 24th.

MAINTENANCE

The Maintenance staff have been challenged with record levels of snowfall. Jeff Mecher and I had a very positive meeting with SHSD 161 Superintendent, Barb Rains. We also received a very positive thank you letter from Lincoln-Way High School for providing snow removal assistance during their very popular Senior Series concert. All staff are desperately looking forward to spring weather.

Equipment has been evaluated, and best efforts are being made to identify under-used/older equipment. I am working on several possible deals to trade multiple pieces of equipment for a single valued piece for little or no cost. The thought process is to eliminate under-used equipment that requires annual maintenance, replacing with a frequently-used and valued piece of equipment.

RECREATION

Audrey Marcquenski and the Recreation staff completed the summer brochure. The brochures will be delivered to the Frankfort and Tinley Park Post Offices on March 19th, and residents can expect to receive them on or about March 20th.

Diane Meister and office staff are preparing for the upcoming registration period.

Respectfully submitted:
Jim Randall