

**EXECUTIVE DIRECTOR'S REPORT  
APRIL, 2014**

**ADMINISTRATION**

The operating budget includes final revisions, based on recommendations from the Park Board. The park district received the annual Levy Edit Report from Will County, and actual estimates of county tax income have been finalized. I would ask for approval of the operating budget for fiscal year 2014/2015. Please note; the final budget, provided with this report, includes all actual tax figures from Will County and payroll changes previously approved by the Park Board.

The Board authorization of Tax Anticipation Warrants at the March meeting will allow the actual extension of warrant proceeds on Wednesday, April 23<sup>rd</sup>. I anticipate a positive balance, but the delay in Cook County tax proceeds and the less than anticipated golf course revenue created the previously discussed close cash flow position, pending our primary tax distribution in late May/early June.

As approved by the Park Board, the FSPD will provide \$2,500 in financial support of Lincoln-Way North High School's J. Kyle Braid Leadership Program. Park staff will meet with community organizations in coming months to develop a long-term sustainable approach to permanently fund this valuable asset.

Park equipment was damaged at Arbor Park at 2:00 a.m. on March 27, 2014. A vehicle drove into the park, damaging two exercise stations on the park's walking trail. The total cost for replacement of the equipment, including installation, exceeds \$10,000. A police report was filed, and a claim was submitted to the park district's insurance carrier, PDRMA.

Area park districts have been discussing smoke/tobacco-free parks, and although I support this measure administratively, the park district has no power of enforcement. I would request Board input if any action on this issue is needed. I have advised staff of a phased approach, defining permitted tobacco use during employees' work hours.

The golf course driving range fencing was repaired, and a 3-row bleacher was replaced. Both items were damaged during a storm this past November, and a claim was filed through PDRMA.

I have evaluated projects and purchases for the upcoming fiscal year, and recommend the following. All purchases and repairs have been included in the existing budget.

Project: Roof/shingle repair and replacement at the Community Center above the lobby and Community Room areas  
Cost: Not to exceed \$20,000  
Timeline: July/August:  
Budget line item: Building Repair

Project: Parking lot repair and patching at Community Center and golf course lots-phased approach of repair and re-surfacing  
Cost: Not to exceed \$20,000  
Timeline: July/August  
Budget line item: Paving & Lighting-Building Repair

Project: Installation of planted bioswale to address stormwater management and improved water quality  
Cost: \$2,000-minimal expense utilizing equipment/expertise of staff and plant material propagated in park district's greenhouse  
Timeline: July  
Budget line item: Natural Areas-Supplies

Project: Golf course irrigation monitor-equipment purchased and installed to measure moisture levels throughout course, enabling more efficient watering

Cost: \$5,000

Timeline: June

Budget line item: Golf Course Equipment Purchase

Project: Indian Boundary South/Union Creek Parks boardwalk expansion to increase accessibility in natural areas

Cost with grant funding (pending approval of grant application): \$10,000-annually budgeted

Cost without grant funding: \$10,000-\$20,000

Timeline: July/August

Budget line item: Improvement Projects

Equipment purchase: New mower/trade Massey Ferguson Tractor/Mower and Vermeer Chipper

Trade-in value: \$10,500

New mower cost: \$22,016

Purchase price: \$12,289

Timeline: June delivery

Budget line item: Building & Grounds Equipment Purchase

Equipment purchase: New 28' Goose Neck Trailer/trade Goose Neck P & J 20' Trailer

Trade-in value: \$2,000

New trailer cost: \$6,000

Purchase price: \$4,000

Budget line item: Building & Grounds Equipment Purchase

Equipment purchase: Radio repeater equipment and installation

Purchase price: \$3,984

Budget line item: Building & Grounds Equipment Purchase

Project: 40<sup>th</sup> Anniversary celebration & fireworks display

Cost: \$25,000

Timeline: July

Budget line item: Improvement Projects

Project: Professional report-Native Management Plan/trade Truax Seed Drill

Trade value: \$9,000

Report Cost: \$9,000

Net Cost: \$ 0

Project: Professional Report-ADA Evaluation

Cost: YTB Determined

Project: Phone exchange

Cost: YTB Determined

Project: Annual tree planting

Cost: \$10,000

Timeline: Fall, 2014

Project: Garage floor resurfacing

Cost: \$8,500

Timeline: June/July

Budget line item: Building Repair

Requested projects and purchases do not exceed \$120,000. The budget proposed for 2014-2015 include:

Corporate: Building Repair-\$65,000  
Corporate: Improvement Projects-\$122,619  
Recreation: Equipment Purchases-\$30,000  
Recreation: Maintenance Supplies-\$85,000  
Liability: Repair & Improvement-\$15,000  
Paving & Lighting-\$10,550  
Total: \$318,164

Remaining projects include:

- Playground renovation
- Bridge installation
- Drainage project-golf course
- Elevated gardens-Community Park
- Irrigation monitoring-Union Creek Park
- Parking lot surfacing

Projects, in addition to those listed, will be added only after Board review and approval.

I would like to delay our visit to the golf course. There was an issue with the beverage equipment, which had to be returned and replaced. We are up and running, but I want to make sure I can put my best foot forward.

### **MAINTENANCE**

Jeff Mecher has been able to secure part time adult employees who are able to work March through November. This aids our efforts to properly maintain park facilities during the busy spring and fall months.

### **BEAUTIFICATION AND NATURAL AREAS**

Julie Arvia is ready for the season, with planting in the greenhouse complete, the golf course landscape maintained, and preliminary burns scheduled for the 3<sup>rd</sup> week in April.

### **RECREATION**

The summer brochure has been received by residents, and recreation staff have been busy with lots of fun programs and special events, including the annual Lunch with the Bunny. Recreation staff are reviewing the 2014/2015 budget, and are preparing for a busy summer.

### **EARLY CHILDHOOD**

Staff are very busy with holiday celebrations, and the end-of-year ELC activities are fast approaching.

### **INTERNET & TECHNOLOGY**

The focus for the upcoming year will be to maximize the use of our new technology and addressing all issues generated by new equipment/software.

### **SPECIAL RECREATION**

Audrey Marcquenski has been working on the budget committee, and has also reflected some concerns about Board ideas regarding non-resident fees that do not further the SSSRA's mission.

### **FINANCE & PLANNING**

As the district approaches the beginning of a new fiscal year, the focus will be towards allocating income and expense, based on estimated income or distribution.

### **F.A.N.**

The F.A.N. program is winding down, following record-setting participation over the long winter months.

### **GOLF COURSE**

The golf course officially opened on Saturday, April 5<sup>th</sup>. Due to inclement weather, we are off to a slow start, but all is in place for another good season ahead.

### **OFFICE**

The office has been busy with the summer registration, which began on April 1<sup>st</sup>, and have also been updating methods for all areas of office operation.

Respectfully submitted:  
Jim Randall