

**EXECUTIVE DIRECTOR'S REPORT**  
**MAY, 2016**

**ADMINISTRATION**

May is the annual organizational meeting of the District. The agenda includes all actions necessary including election of officers and other administrative details.

I am in receipt of the revised intergovernmental agreement with Lincoln-Way Community High School District 210. We have had a back and forth between Park District and School District attorneys, creating the document before you. This agreement was approved by the LWCHSD 210 School Board during their regular meeting, held on Thursday, May 13, 2016, allowing the Park District to begin working on program creation and staffing of this expanded opportunity.

Also included for consideration is a revised intergovernmental agreement with Summit Hill School District 161 for use of school facilities in exchange for green area maintenance services. The previously approved document underwent minor revisions by the School District, and is provided for Board review prior to consideration.

I asked Board Members to check calendars related to participation in the NRPA Congress in St. Louis. We are all excited about the finalist designation for the Gold Medal Award. Staff are working on completion of the required 5 minute video that needs to be posted to the Park District's website by June 5<sup>th</sup>.

Our end of fiscal year was April 30<sup>th</sup>, and I will ask for budget adjustments for the repayment of tax anticipation warrants. As detailed last month, \$16,000 was the approximate shortfall. This represents a financial position improvement of over \$250,000 from the previous fiscal year. There are many contributing factors, but the important thing is we are moving in the right direction.

I am finalizing the monthly anticipated expenditure summary, and this information will be incorporated into the monthly Treasurer's Report. The added information will hopefully recognize the positive action within the budget, and draw attention to any unusual activity.

Staff have been working by department to develop an annual calendar of action by department. This important tool allows staff to detail required action and visualize how primary processes take place within the District. I hope to post this summarized report on our website to create greater awareness by residents of all the actions necessary to keep the Park District up, running, and moving forward.

The annual Park District audit is scheduled to begin Monday June 13<sup>th</sup>. Staff are gathering all necessary materials, and have sent required notices to District bank account and debt holders. It is hoped the completed audit will be available for Board review in August, and as this is a second audit for Hearne & Associates, templates created last year will aid efforts for a timely completion.

Thanks to Board Members who represented the Park District at the annual Scholarship Night at Lincoln-Way North High School. This year, we awarded ten \$1,000 scholarships to graduating seniors, bringing the total amount of scholarships to \$84,000 over the past nine years that this opportunity has been offered.

I have been contacted by the Village of Frankfort regarding initial work, soon to be approved by the EPA, on the relocation of waste water treatment plant in Frankfort Square, to the regional plant in Frankfort. This is not an immediate process, but it's exciting that the process is starting. Frankfort Village Public Works is also helping with inspection of utility improvements at Kiwanis Park. Carlson Development will be providing both sewer and water connection at this location. This will represent a long-term savings when permanent utilities are developed at this site.

Staff are still working on two planning projects, applying for a ComEd easement for future path development from Union Creek Park to St. Francis Road, and a second easement in Lighthouse Pointe from Pfeiffer road to Route 30. We are trying to do this as cost-effectively as possible.

We are exploring several other projects that include co-generation for our computer room, in the event of a power failure, and cold storage at the golf course for course equipment.

We are soliciting bids for roof replacement on the two Community Center pole buildings, and a new electronic sign at Union Creek Park, adjacent to and in cooperation with SSSRA.

Reminder, if Board Members are unable to attend Thursday's meeting, please notify me directly.

### **MAINTENANCE**

I am recommending the purchase of new aeration equipment at Square Links Golf Course. I investigated contracting this service, and annual expense is cost-prohibitive. Staff at the course highly recommend this equipment due to the process employed to keep greens and tees playable and healthy. The equipment is use 3-4 days per month, primarily on greens, but also on fairways and tees, including the grass tee on the driving range. Estimated contracted cost would be \$500-\$800 per day, with an estimated annual budget between \$8,000-\$9,000 annually. Cost of new equipment is \$17,500. This is a discounted price from the initial estimated \$25,000 cost. Savings were found by purchasing an American-made product over the Weidman German-made implement. I would ask for Board approval to move forward in acquiring this implement.

### **RECREATION**

The District is moving forward on the replacement of our Recreation Supervisor who resigned her position, and we have also advertised for a replacement for Kelly VanHyning's position following his resignation in November, 2015. Kelly's replacement is pending completion of the intergovernmental agreement with Lincoln-Way that will allow for expanded programming.

The recreation staff are overwhelmed with spring activity that includes outdoor sports, the huge dance performance, scheduled for Saturday May 14<sup>th</sup> at the LWN Performing Arts Center, preparing for Summer Day Camp and Play Camp, and concluding the year's Before and After School programming. In true Park District fashion, numerous full and part-time staff have pitched in to complete necessary actions. I will keep Board Members informed on the hiring process.

### **RISK MANAGEMENT**

The first Loss Control Review of the administration department was completed by PDRMA's Risk Management staff on Wednesday May 11<sup>th</sup>. This culminates more than a year of effort to complete the development of necessary safety-related documentation and training. I will update Board Members about our first LCR experience during Thursday's meeting. Additional LCR's will be completed this summer for maintenance, recreation, and golf departments.

I also have a PDRMA regional meeting on May 26<sup>th</sup> in Tinley Park. This is a required task, and is assigned to staff throughout the year. All staff have been required to train and participate in workshops and seminars for professional development.

Respectfully submitted:

Jim Randall

Executive Director