

EXECUTIVE DIRECTOR'S REPORT
APRIL, 2017

ADMINISTRATION

I previously congratulated Commissioners that were elected in the Consolidated Election on April 4, 2017. Election results will be canvassed by Will and Cook Counties on April 25, 2017, and the Oath of Office will be administered at the May Board Meeting.

The May meeting is also our organizational meeting that includes election of officers, appointments, and other necessary actions.

Park District counsel has been reviewing the Summit Hill School District 161 intergovernmental agreement the District's Personnel Handbook, and is preparing an agreement for facility usage.

Intergovernmental agreements with Boy Scout Troop 237, FSBL, and Wildcats Football, approved at the March Board Meeting, have been forwarded to the respective agencies.

Golf course beverage sales are being tracked in order to distribute proceeds to the approved community groups at the end of the golf season.

Board Members are being provided with a copy of the 2017/2018 budget, enabling review prior to approval. I would ask for authority to amend carryforward and deficient transfer payments, the fiscal year is complete at the end of April.

Tax Anticipation Warrants were extended on April 14. At the time of extension, the Park District had at or about \$290,000 of available non-grant funds. With our remaining payroll and April bills, the conservative positive ending balance would be approximately \$200,000. This reflects an end-of-year balance improvement of about \$120,000 from 2015/2016 fiscal year.

I will note that in the first month of service, administrative contracts with Cardno and Reliable Golf Services have been positive, professional experiences. For future meetings, both contractors will provide written progress reports, to be included with Board Members monthly reports.

At the time of receipt of this report, the Park District has posted and is receiving applications for the new Assistant Park Superintendent position. It is that hoped hiring for this position will be completed by June 1, 2017.

Audrey Marcquenski, Director, and I have been invited to participate in the Gold Medal session at this year's NRPA Convention. I proposed a very conservative approach to professional development, with staff attending the state convention.

Included in the Board packet is a proposal for an Attitude and Interest Survey to be completed by the Office of Recreation and Park Resources of the University of Illinois for which we have two options. Option one is to move forward, and option two is to determine between a full or partial survey. Partial is statistically acceptable, but the Park District has always surveyed every household.

The Park District participated in the disposal of excess equipment at the spring Russo auction. Proceeds will be available shortly.

We have several pieces of golf course equipment remaining, and will be pursuing a single online auction to maximize potential return on sale. I will forward the auction link when complete.

I am including a list of potential projects for the upcoming fiscal year, and would ask for approval of projects in list "A". The secondary list, "B" projects, are still in the development phase.

The Community Park grant project remains in the planning phase. I anticipate completion of bid documents by the May Board Meeting. On a brighter note; the boulevard tree planting at Community Park has been completed.

Performance evaluations will be completed prior to the first payroll in May.

MAINTENANCE

Contracted natural areas, mowing, and golf course maintenance has helped staff stay current on necessary actions to open ball fields and parks for spring usage. The wet weather has been a limiting factor, and we are hoping for some dry weather.

RECREATION

The huge Dance Showcase will take place on Saturday, May 6, at Lincoln-Way East. The larger venue will allow for greater attendance.

We will be evaluating F.A.N. fees in the coming month, and discussing continuation of our agreement with Lincoln-Way in June.

INFORMATION TECHNOLOGY

RecTrac training will be held the first week of May, with the office closed on May 2 & 3, allowing for key staff to participate in the sessions.

SSSRA

No report

FINANCE AND PLANNING

I hope to have the audit schedule for June, and am also completing a debt service review.

GOLF COURSE

Square Links is now open. New golf balls, rental, clubs, and ball vending procedures have been introduced in the 2017 season.

It is hoped the kitchen will open with a modified menu in early June.

OFFICE

Diane Meister, Office Manager/Bookkeeper, will be working with Audrey Marcquenski and Bonnie Roach on transition duties.

RISK MANAGEMENT

Staff are busy preparing for the 2017 Loss Control Review and complying with OSHA standards.

WELLNESS

The Wellness Committee is on hiatus.

Respectfully submitted:

Jim Randall

Executive Director