

## **EXECUTIVE DIRECTOR'S REPORT JULY, 2018**

### **ADMINISTRATION**

Staff members from various departments, specifically those that most closely interact with residents, the office, F.A.N., golf course, and full-time employees, attended a customer service seminar provided by Steve Beck on July 11. Steve specializes in customer service and is highly motivational. The presentation was evaluated by those in attendance, and it was an exceptionally positive experience that is relevant to employment with the District.

Included on the July agenda is the annual public hearing of the Budget & Appropriation ordinance. If Board Members have any questions related to this ordinance, please contact me directly.

Park staff that work with budget and levy ordinance creation are meeting with Jim Rock, attorney for Ancel Glink, on Wednesday, July 25, to review state requirements for annual completion. This session will help to develop a full understanding of all details related to these very important actions. If any Board Members are available, they are welcome to attend. The meeting will take place in the Board Room at 10:00 a.m. on July 25. Please let me know if you plan to attend.

Please note that the August meeting takes place at the golf course. We will invite representatives from groups that benefit from the support of golf course beverages sales that include the FSBL, Wildcats, and Troop #237. We will also determine who is best able to provide department reports and introduce new Athletic Supervisor, Matt Tillman, to Board Members.

A health insurance quote for continuation of existing coverage was received and the numbers are within budget. Brian Murray of Group Benefit Specialists, secured identical coverage from the same provider with an 8% increase in premiums. That is 4% under the budgeted estimate of 12%. Staff realize the need to continually evaluate options, but appreciate one year of identical coverage by the same provider.

### **MAINTENANCE**

A summary will be distributed at Thursday's meeting, indicating the quantity of actions and projects that have been completed or are currently underway.

An extensive amount of asphalt has been laid that includes improving surfaces in Brookside Glen, new path at Woodlawn Park, new parking lot at Community Center, and a pickle ball court at Community Park.

The boardwalk is complete at IBS Park. This much-needed improvement has been very well received by residents that use this path on a daily basis.

We are excited about the completion of the Community Park grant project. If everything comes together, all work should be completed by Monday, July 30.

I would like to schedule the October Board Meeting at Community Park. We can invite the local homeowners, Frankfort Lions, and elected officials that supported park efforts.

## **RECREATION**

The fall brochure will soon be complete.

All staff have been working together to secure staff and improvements to the Early Learning Center preschool program. I will continue to keep Board Members and participants fully aware of the positive new direction of this program. Additional correspondence will be sent to parents of children enrolled in the 2018/19 school year, and an open house will be held in early August.

## **SPECIAL RECREATION**

LWSRA's foundation, LWSRF, will hold its 11<sup>th</sup> annual golf outing on Friday, August 10. Our District will be represented by staff members and three Board Members.

Audrey Marcquenski will provide a summary of LWSRA actions and events that will be distributed at Thursday's meeting.

## **FINANCE & PLANNING**

I previously mentioned the meeting with Ancel Glink attorney, Jim Rock. Jim will also assist in determining how best to levy, ensuring no tax rate increase to current residents, while taking advantage of all new growth revenue.

## **GOLF COURSE**

Golf rounds and range revenue have been down due to unplayable spring weather. Inclement weather also delayed the renovated tee being ready for play. The good news is that play has picked up, and work continues.

We will soon be soliciting support for our annual Free Day of Golf fundraiser to be held this fall. Donations provided by area businesses and District vendors/contractors are used to provide scholarships to graduating high school seniors and other worthy causes approved by the Park Board.

## **OFFICE**

As noted in the June report, we welcomed two new clerical staff. Alyssa Zapata and Debbie Klir are providing much-needed support for existing staff.

## **RISK MANAGEMENT**

The monthly meetings of the Safety Committee include action items that span all areas of District operations, ensuring the safety of all facilities and programs.

## **WELLNESS**

A second annual employee wellness assessment is scheduled for August 7.

Respectfully submitted:

Jim Randall

Executive Director