

EXECUTIVE DIRECTOR'S REPORT

MAY, 2021

ADMINISTRATION

The May meeting is our annual organizational meeting that includes numerous actions Board Members will consider and confirm. In addition, all Commissioners elected in the recent Consolidated Election will take the oath of office.

The following actions are also included on the May agenda for consideration:

1. Truck purchase and trade of excess equipment.
2. Consideration of contract for lease of new golf carts with improvements
3. New phone system lease

We continue to work with a muralist, Kevin Hay, to develop a proposal for art at our Community Center. Mr. Hay will meet with staff on Wednesday, May 19, to discuss images for inclusion on the mural, and if Board Members have thoughts on what the Frankfort Square Park District means to them, input would be appreciated. It is hoped the initial rendering will reflect community ideas about the Park District.

The community-wide survey is complete and will be summarized for our June meeting. Response rates are at or above previous survey levels.

I will request an executive session at the conclusion of the May meeting.

MAINTENANCE

Maintenance is doing well, with the priority being weed control at park properties. A new ride-on sprayer was ordered to aid the efforts.

Contracted services have been doing well, and routine maintenance has been completed in a timely fashion.

New this month is a project listing that reflects the status of approved projects and level of completion.

RECREATION

Registration for summer brochure programs is going well.

The highlight of the month was the end-of-year dance performance, and the District and staff received many positive comments for tremendous effort by staff affiliated with this program.

We have seen a wholesale increase in requests for District facilities and fields, and are working with multiple groups to provide requested access.

Wildcats Football completed their spring season without incidence. A great deal of effort was provided by the Wildcats organization to make this opportunity available.

Staff continue to meet and aid efforts for a 5k and 10k run in support of the Maddog Strong Foundation.

The Park District is advertising for a Recreation Supervisor and many applications have been received.

INFORMATION TECHNOLOGY

The big advancement is the much-anticipated migration to the new RecTrac software with ongoing training Tuesday through Thursday, the week of May 17 and May 24. Launch of this software will culminate the update of both the Park District's website that was finished last fall, and completion of the program registration software currently underway.

We continue to move forward with server upgrades planned for later this year, along with a new project to update and improve the District's phone systems.

We are also working on a leased camera system to replace the Park District-owned equipment and required ongoing service.

SPECIAL RECREATION

LWSRA staff have been working on the 2021-2022 budget, and will present the final version for approval during the agency's May 18 Board Meeting.

Staff have been working hard to offer virtual, as well as increasing in-person programming. The virtual options have been well received this past year, and are a critical opportunity for participants that are unable to wear the required masks.

Training began this month for summer staff and the anticipated return of summer programming.

The audit is nearing completion, and staff prepared an RFP for the next three years of auditing services.

FINANCE & PLANNING

I'm hoping to report on receipt of the first tax distribution, scheduled for May 20 from Will County. We became aware of the change to a four payment option this year and have yet to see how that will impact schedule of distribution, however, we are aware that a third date of distribution was added in June.

GOLF COURSE

An example of a new golf cart is parked in the garage for Board review, and the Harris Golf Cars proposal is included on the May agenda. The new carts will come with advance technology providing screen scorecards and real time distance location. I will be requesting direction on this issue at the May meeting.

Numbers remain positive at the golf course, and John is working with school organizations to schedule a variety of programs in coming months.

OFFICE

It's nice to have office staff back, and we're again busy managing the business of the Park District.

Full-time staff, Bonnie Roach and Julie Hein, have done great work performing all necessary tasks without support of the part-time staff that were furloughed last fall. In addition to numerous office duties, Julie worked at both the golf course and Mary Drew in support of the Recreation Department.

RISK MANAGEMENT

Staff will be meeting with our new PDRMA Risk Management Consultant at the end of May, and we are spooling up necessary risk management actions with the return of staff and programming.

Respectfully Submitted:

Jim Randall

Executive Director