

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

**ADMINISTRATION**

The OSLAD grant application for the proposed redevelopment of Community Park is nearing completion, and a budget and rendering will be provided for Board and public review. Please note; a public hearing is scheduled for the June meeting, and we may have residents attending to hopefully to voice their support. The grant application is being submitted by Mark Yergler, longtime grant administrator for the district. The deadline for the application is July 1<sup>st</sup>.

The annual prevailing wage ordinance is included for adoption at the June meeting. Rob Bush, attorney for Ancel, Glink, Diamond & Bush, prepared the document on behalf of the district.

The annual audit was completed by Greg Miller, from the independent accounting firm of Wermer, Rogers, Doran & Ruzon, LLC. The completed audited financial statements should be available in August.

The park district should consider the purchase of payroll hardware and software that would dramatically streamline the payroll method employed by the district. Currently, staff punch a manual time clock that requires numbered payroll time cards, prepared in advance of each pay period. Supervisory staff gather time cards bi-weekly, and approve them for accuracy and compliance. The time cards are then forwarded to Bob Guler for final approval and transfer to Duane Meyers, who prepares the payroll checks and appropriate deductions and tax distributions. Additionally, vacation, sick time, personal days, retirement benefits, and health care costs are all maintained manually.

The new software would be programmed to eliminate all steps except departmental, bookkeeper, and payroll creation. The biometric hardware is identical to equipment employed at Disney World to read epidermal fingerprints. Additionally, staff could remotely clock in from a smart device when working off site. The remote clock-in provides a GIS location at the point of time in or out.

The cost for the hardware and software, installed and programmed ready-to-run, shall not exceed \$9,500.00, with a monthly cost of \$1.60 per employee and \$4.00 per management access that would be restricted to four or five employees. At 100 employees, the monthly cost would be \$180.00 per month.

Currently nine staff members spend an estimated total of 25 hours bi-weekly on payroll, at a real lost labor cost estimated conservatively at 750.00 per payroll period, or \$19,500 annually.

I would ask for Board approval to move forward with this improvement.

Over the past month, the park district installed new battery back-ups and improved permanent grounding to park servers. We have scheduled installation of a static dissipative floor that will be completed before the July Board Meeting. All actions are necessary to minimize potential damage to park district computer hardware.

Team Charlotte is ready to go. Flights, ground transportation, and hotel accommodations have been confirmed. Staff will be completing conference registration in the coming months. An itinerary will be provided in advance of our trip. Staff are also providing a 250 word summary and several photographs for the Gold Medal program.

A summary of projects and equipment for completion and purchase in the current fiscal year is provided. Please review and contact me with any questions or concerns. I will give an oral update on projects during the June Board Meeting.

### **MAINTENANCE**

I moved forward on the purchase and replacement of an existing zero turn mower that required major work to function. This piece of equipment was replaced on an emergency basis, due to immediate need. The cost of the new 2012 Grasshopper diesel mower was \$13,355.00, less the trade in value for the used 2009 Kubota at \$4,500.00, for a net cost of \$8,855.00. Only one 2012 model was available at an additional \$3500.00 discount over a 2014 model.

Julie Arvia has been busy growing and planting native plugs throughout the parks. Her crews have completed a myriad of spring clean-up tasks and limited annual planting. Native areas have also received selective invasive control.

### **RECREATION**

Staff are transitioning to summer with Summer Day Camp and Sunshine Pals Play Camp starting the first and second week of June.

The 2014 Summer Concert Series begins this month, and a calendar of events is provided for your review.

Staff are hard at work preparing for the 40<sup>th</sup> Anniversary Celebration on July 26<sup>th</sup>, and are also under full production of the fall brochure.

### **INTERNET & TECHNOLOGY**

Outside of the previously mentioned hardware and payroll software, staff are working to transfer the park district website to in-house control. For the past 10+ years, the district has employed a contractor to manage the park website. The new website will be equally professional, but staff will be able to manage 85% of all actions necessary for site maintenance. In-house management by staff will result in a net savings over contracted costs.

### **SPECIAL RECREATION**

Audrey Marcquenski will be attending a normal monthly meeting of the SSSRA on June 26<sup>th</sup>, but an idea to lower non-resident program fees has surfaced, and will be addressed during this meeting. Audrey and I promote agency membership in the SSSRA, and believe that non-resident registration should not be subsidized by member agencies.

### **FINANCE & PLANNING**

Monthly cost estimates will be included in the monthly treasurer's reports, and I will update Board Members on the progress of this change during the June meeting.

### **TOWNSHIP PLANNING COMMITTEE**

Commissioner, Anthony Granata, newly appointed to represent the park district on this committee, will provide a report during the June meeting.

### **SUMMIT HILL 161 WORKSHOP COMMITTEE**

Vice President, Dave Macek, will update Board Members on the SHSD committee during the June meeting.

### **GOLF COURSE**

Good business typifies the last month of activity at the park-owned golf course. A La Cart Family Diner has also reported increased sales.

Special events planned for this season include the 9<sup>th</sup> Annual College Scholarship Golf Tournament on July 12<sup>th</sup>, and the first ever free movie night, Movies on the Range, on June 27<sup>th</sup>. This new family-friendly opportunity, featuring Disney's Up, will begin at dusk.

The billboard on Harlem Avenue and ads in the *Frankfort Station* have been employed to increase awareness of Square Links Golf Course and A La Cart.

I would request Board approval to promote special rates for resident businesses and their employees, and for local government and school district employees that service our residents. I would also like to promote a July – August high school golf team tryout membership. Please consider these measures, and we can discuss them fully during our June meeting.

### **OFFICE**

Two new individuals were hired for part time office positions. Diane Meister, Office Manager, will introduce her staff at the next departmental report in August.

### **FOIA**

No requests were received over the past month.

Respectfully submitted:  
Jim Randall  
Executive Director