

**EXECUTIVE DIRECTOR'S REPORT  
FEBRUARY, 2017**

*The Park District-sponsored Boy Scout Troop 237 will be in attendance at Thursday's meeting, and will present colors and lead us in the Pledge of Allegiance.*

**ADMINISTRATION**

Ordinance No. 17-02-302 authorizing the extension of tax anticipation warrants is on the February Board Meeting agenda for approval. This will allow the extension of warrants, if deemed necessary. The Park District is in a much better financial position, but is dependent on timely tax distributions. The approval of this Ordinance will ensure payment of all Park District obligations under all circumstances.

A first draft of the 2017-2018 fiscal year budget will be distributed and discussed at the February Meeting. The first draft includes best guess estimates of anticipated revenues and expenses for the upcoming fiscal year. Staff have received assignments at the monthly staff meeting to provide detail to specific line items related to their departments. An updated version will be distributed at the March Board Meeting, with the final document presented at the April Board Meeting. As always, if Board Members have questions or concerns not covered at regular Board Meeting, please forward them to my attention.

On December 1, 2016, full time employees at salaries below \$47,700.00 or that do not perform 60% administrative tasks, were converted to hourly rates of compensation, according to a new federal law. The law was appealed in Texas and put on hold. It is the recommendation of Park District legal counsel to leave the change in place until a full determination is made. I will keep Board Members informed as information becomes available.

I had a meeting scheduled to review potential community surveys, but it was canceled due to illness. I will update Board Members as information becomes available.

Intergovernmental agreements with primary resident user groups will be presented at an upcoming meeting. The agreements will be formalized in accordance PDRMA's recommendation.

Park District staff that attended the IPRA Conference in Chicago this past January, per Board approval, have submitted reports detailing the educational sessions and their experiences. These reports are included on the February agenda for Board review.

**MAINTENANCE**

All maintenance staff have been working on improvements at Square Links Golf Course, primarily on the seventh hole. The hole should be roughed in by Thursday's meeting, but will be out of play for 6-8 weeks at the beginning of the 2017 season. This delayed use is necessary to complete irrigation and grow grass.

Ed Reidy, Superintendent of Parks, has been reviewing annual contracts. He met with Cardno to schedule the start of the Native Area Maintenance Contract, published a bid for landscaping services for the 2017 season, and is reviewing all contracted actions related to park and building maintenance. Results from these efforts will be included in the upcoming budget information.

Ed completed and secured a \$7,000.00 federal tree grant, and the funds are available. Look for trees to be planted throughout Park District properties in the coming months.

## **RECREATION**

We are disappointed with the unexpected departure of Regan Christy, Recreation Supervisor, due to her recent relocation, but wish her only the best. I am happy to announce that we have hired, Nicolette Jerik to fill this vacated position. Nicolette previously interviewed for the Recreation Supervisor position, and comes to the Park District with years' experience at the Westmont Park District. Her first full day of employment will be on March 2, 2017.

The company dancers from the Park District's dance program, Braemar Dance Center, attended their annual competition, Dance Idol, this past weekend. Company dancers, in their second year of existence, represented the Park District very well, placing 1<sup>st</sup>-4<sup>th</sup> in various categories/age groups. The Park District again won the choreography award for the 9-11 year old groups, and also won the choreography award for the 12-14 year olds. The District's small group contemporary finished as the second highest scoring dance for their age division, receiving a first runner up medal.

For the first time ever, the popular Daddy/Daughter Dance will be held at Mary Drew, allowing for increased registration. Currently, 150 participants are expected for the first dance on February 11, and 100 have registered for the second, to be held on February 18. There is a potential to have 300 hundred registered for these two dates, exceeding previous participation by 100. No one needs to be turned away due to the lack of space.

## **INFORMATION TECHNOLOGY**

Ineffective, inefficient terminals have been replaced with CPU's.

Various improvements to surveillance cameras are being completed.

RecTrac software representatives from Vermont Systems will be onsite the first week of May to conduct advanced software training.

## **SSSRA**

I have formalized several areas of concern with SSSRA, and will update Board Members orally at February's meeting.

## **FINANCE AND PLANNING**

The first draft of the 2017/2018 budget will be presented during Thursday's meeting, as previously noted. Will County Levy Edit reports should be received in early March, and a net increase in revenue from taxes or new growth between 1% - 1.5% is anticipated.

There is currently no update from Springfield on budget changes and potential impacts on our taxing authority.

## **GOLF COURSE**

Improvements to the 7<sup>th</sup> hole are noted under the above maintenance section of this report.

The new range ball machine was installed, and the District's IT contractors will complete installation to enable the systems new technology.

Carter Patton, Athletic Supervisor, and John Keenan, Superintendent of Recreation, have been working on a simplified restaurant plan for the upcoming season. Plans are to open the restaurant in June when schools are on their summer breaks. There will be a simplified menu, and the restaurant will be open primarily for lunch. One key will be ready-to-go food, preventing long waits.

We are also considering utilizing beverage revenues to support community groups. This would entail donating \$1.00 for beer purchases, and .50 for all other beverages to community groups that serve the District. Purchasers would designate their organization, and if no designation is selected, the funds would be shared by all listed community groups. I would like to briefly discuss the potential of this plan during Thursday's meeting.

### **OFFICE**

The Park District office will be closed two (2) days in May to allow all staff to receive advanced software training, as detailed in this reports Information Technology section.

### **RISK MANAGEMENT**

The administration Loss Control Review (LCR) will be conducted on March 9, 2017.

Staff are in the process of deciding the best way to utilize the \$1,500 LCR award the District received from PDRMA for positive efforts in loss control.

### **WELLNESS**

The third in the series of staff health challenges has concluded. Twenty-three employees participated in the twenty-one week football-themed walking program, equating to 34,411,762 steps and distance walked of 17,206 miles.

A celebratory "Souper Bowl" luncheon is planned, with staff supplying their favorite homemade soups, and all will be recognized for their participation and healthy attitudes.

Respectfully submitted:  
Jim Randall  
Executive Director