

## **EXECUTIVE DIRECTOR'S REPORT JANUARY, 2019**

### **ADMINISTRATION**

The budget and related documents have been drafted for Board review. I previously requested an early start/committee meeting at 7:00 p.m. prior to the February 21 and March 21 Board Meetings.

Full-time salary/benefit review is scheduled for an executive session at the conclusion of the February meeting.

Staff are currently working on the referendum project list for the upcoming fiscal year. I will orally overview outstanding projects and new projects that are scheduled for the upcoming year.

I advised Board Members about a health issue experienced by Duane Meyers, FSPD Senior Bookkeeper and past Commissioner. We have secured a temporary replacement to provide support to FSPD staff until Duane returns. I will further update Board Members at Thursday's meeting.

November and December financial reports are included on Thursday's agenda, however, the December financial reports may be delayed.

We are providing travel reimbursement forms required by the State of Illinois, reflecting staff members' travel to Des Plaines for the first of three BDC Company competitions scheduled in 2019.

### **MAINTENANCE**

Maintenance completed a drainage project at Indian Boundary South Park. Work involved locating a small concrete manhole, directional boring of 200' of 4" drainage pipe, and installation of drain tile. Final grading will be completed in the spring.

Work continues, readying parks and equipment for spring usage.

All maintenance contracts are under review and will be updated for the new fiscal year. We currently contract golf course maintenance, park and natural area maintenance, and indoor facility maintenance. The District also contracts many inspections and services including RPZ inspection of over thirty RPZs, furnace cleaning and inspection, vehicle and trailer inspection, along with a myriad of other managed services provided by professional contractors.

Ed Reidy, Superintendent of Parks, is also working to secure staff for the short maintenance season. We intend to hire 4-5 high school/college students for preliminary manual park maintenance and enhancements. It is intended to have this group continually overseen by older, seasoned staff members.

### **RECREATION**

The winter/spring brochure is out, and registration has been ongoing since before Christmas.

The new annual Polar Express Metra train trip has proven to be so successful, that we will attempt to secure two trains next Christmas season.

The dance program's Company dancers will compete in the 2019 Dance Idol competition Friday, February 1, through Sunday, February 3.

John Keenan, Superintendent of Recreation, continues to work with the Early Learning Center (ELC) preschool. Registration for the 2019/2020 school year will begin on February 8, and includes expanded opportunities for both the 3 year old and 4 year old classes.

Preschool staff will attend an event at the Frankfort Public Library to promote the ELC program.

### **INFORMATION TECHNOLOGY**

The new golf course hardware has been delivered and the RecTrac software and training will take place in February.

Phone system training, provided by a qualified AT&T representative, was completed on January 8, and will allow staff to better utilize the phone system options.

### **SPECIAL RECREATION**

I will represent the Park District at the monthly meeting of the LWSRA Board on Tuesday, January 15, enabling Audrey, our District's representative, to focus on payroll.

Additional details about the agency are provided in Audrey's monthly report.

### **FINANCE & PLANNING**

We have made substantial progress financially, paying off over \$150,000 in debt during this fiscal year. Our current position is at or about \$70,000 better/positive than last year. This calculation does not include referendum proceeds, which are held separate from the District's operating accounts.

Current fund balances and anticipated expenses should not require the extension of tax anticipation warrants for the current fiscal year.

Over the next month, I will complete a review of anticipated revenue/expense, attempting to anticipate any shortfalls. Consistent with past years, I may ask to authorize TAWs at the February meeting in the event an unforeseen circumstance occurs, and will update the board on this issue at Thursday's meeting.

### **GOLF COURSE**

Staff will meet in February to complete training on the new POS system and possible expand menu options at the golf course kitchen.

Projects completed last fall on many of the tee areas look outstanding and should be ready for play in May.

The driving range is expected to be ready for use on opening day, following the grading project to improve drainage.

### **OFFICE**

Bonnie Roach, Office Manager, was instrumental in scheduling phone system training.

Office staff did an exceptional job managing the current program registration.

### **RISK MANAGEMENT**

Training plans are under review and scheduled departmental trainings are ongoing.

## **WELLNESS**

Two wellness workshops will be presented by Mary Condon, RD, LDN from the UChicago Medicine, Ingalls Wellness Center on January 30 and February 27. All staff are invited to attend these sessions, titled New Year, New You and Comfort Food Made Easy. Both sessions will begin at 1:30 p.m., and if any Board Members are available, I would encourage attendance at these informative sessions.

## **COMMUNITY UPDATES**

I will provide community updates at Thursday's meeting.

Respectfully submitted:

Jim Randall

Executive Director