

EXECUTIVE DIRECTOR'S REPORT **MAY, 2015**

ADMINISTRATION

Reminder, May is the organizational meeting of the District. Commissioners elected in the April Consolidated Election will take the Oath of Office. As indicated on the agenda, the president and vice president are elected. Appointments are made to remaining positions, offices, and committees. A summary of necessary actions are included on the May agenda.

The first tax distribution from Will County is scheduled to be received on May 14th, continuing until the first Friday in June, when 50% of the total tax distribution will be complete. This has been a financially challenging year, without any sign of relief from existing growth. I would like to briefly discuss options during Thursday's meeting.

Staff have been working in preparation of occupying and programming Mary Drew School, beginning July 1st. The plan is to take advantage of storage beginning in July, and the Before and After School Program will transition in the fall. Staff will be working on other opportunities throughout the summer.

Upon further reflection, I have come to the opinion that it is in the Park District's best interest not to pursue the shade structure previously discussed and approved during the April, 2015 Park Board Meeting. With all the expenses and outstanding projects that are necessary to keep the District moving forward, I believe we should focus on things that can provide a greater impact to the community as a whole.

I would like the Board to consider mats and dance flooring that will enable the expansion and improvement of safety in new and existing programs. Total cost for these portable improvements should not exceed \$20,000.

I am asking the Board to consider opening the Skate Park for normal park hours, from dawn to dusk. Use of this facility has been limited, and the cost of fencing repair and liability of injury from users climbing the fence are the factors that led to this recommendation. No major change is needed immediately. In the long term, we may consider removing existing fencing at this facility.

Annually, we update the Park District inventory, and past auditors recommended raising the recording of assets at or above \$10,000. This dollar value represents 50% of the \$20,000 bid limit, and I will ask for Board consideration on this matter.

Preparation for the July audit is underway. Auditors have provided a complete listing of required documents.

We continue to submit risk management policies for Board review. If Commissioners require any additional clarification on these submittals, please contact me directly.

Kelly VanHynning and Dave Macek represented the Park District, awarding eleven \$1,000 scholarships to the following graduating seniors at Lincoln-Way North High School: Ryan Arthur, Brandon Butler, Alison DeBruyn, Robert Harrington, Allison Michaluk, Denis Moore, Alyssa Murray, Joshua Mutter, Celisse Pennington, Joseph Dale Richter, and Nora Ward. This group represents the largest number of scholarships ever awarded by the Park District. Since the program was introduced in 2006 by the Park Board, \$74,000 in \$1,000 individual scholarships have been provided.

In advance of the June Board Meeting, an organizational meeting will be held for the proposed 501 (c) 3 Park Foundation. Residents were introduced to this opportunity during the first ever Park Board Workshop on March 14, 2015, and several individuals expressed an interest in meeting and discussing the Foundation's formulation. All Commissioners are welcome to attend this initial meeting on June 18th at 6:30 p.m.

Staff are in the final phase of consideration and assessment of the ADA transition plan. The revised document was forwarded to LandTech for the completion of the final plan.

Resident input from the Park Board Workshop is being summarized and formatted for first review by Commissioners and staff. Secondly, the summaries will be posted on the Park District's website. Recommendations from this meeting, have in some cases, already been implemented.

Finalizing the ADA Transition Plan, Master Plan, primarily the summary of facilities, inclusion of Workshop staff and resident input/requests are all underway.

I represented the Park District on an unemployment compensation hearing on May 11, 2015.

Ed Reidy began employment as Superintendent of Parks on Monday, May 4, 2015. Audrey Marcquenski and I worked with Ed in preparing a transition plan, assuming job description responsibilities in the coming weeks. We are pleased with Ed's experience, and he has already proven to be an asset in a variety of areas. I look forward to introducing Ed to Board Members at the June Board Meeting.

I would also request Board approval to trade in two Park-owned 2002 Econoline Vans towards the lease of a Ford Explorer and 8-passenger Transit. Trade in value for the vans is \$14,000, and the purchase price for the two vehicles on a five year lease will equate to \$9,520 in annual payments.

MAINTENANCE

Typical with this time of year, we are slowly gaining control of required mowing and park maintenance.

The Park District secured the following four exceptional permanent part-time employees that have proven invaluable this past winter and spring: Mike Hansen, Conrad Jordan, and Lou Vieceli.

Seasonal college, part-time employees are beginning to return.

Substantial progress in overall Park District maintenance will occur over the coming weeks.

Backstops at Union Creek Park that were damaged this past winter from a heavy snow load have been replaced.

RECREATION

The summer season is fast approaching, and staff are being prepared for the start of another season.

The Splash Park opens Memorial weekend, and girls softball is in full swing!

I encourage Board Members to review the summer brochure and website to see all that is offered this summer.

I have attached a list of all summer concerts for Board review, and we hope you will be able to attend.

INFORMATION TECHNOLOGY

Changes are too numerous to mention, but overall performance of systems has vastly improved.

Staff will meet with website manager/designer, John Staples to discuss available options.

Based on resident input, staff are evaluating available social media options to better inform Park District residents.

SSSRA

The SSSRA's annual budget has been finalized.

GOLF COURSE

The foundation for the bridge on Hole #6 will be installed on May 18th. Bridge installation is scheduled to be completed prior to July 4th.

New golf carts have been delivered and are in use.

Longtime golf instructor, Brian Zipse, notified the District that he is relocating to Kentucky. A PGA professional will replace Brian, providing adult and youth lessons.

OFFICE

Diane Meister has been working with staff, establishing additional financial controls, key management, and overall building security. Diane worked with Linda Mitchell and Arliss Bouton on this valued Loss Control Review.

Special recognition to all staff for extra effort in the many methods necessary for eventual PDRMA compliance. Thanks to Audrey Marcquenski, new employee Ken Novak, Arliss Bouton, Linda Mitchell, Diane Meister, Rachael Bennett, Kelly VanHynning, and Deb Cancialosi, for committing 100's of hours in necessary compliance related issues.

Respectfully submitted:

Jim Randall
Executive Director