

**EXECUTIVE DIRECTOR'S REPORT
FEBRUARY, 2019**

ADMINISTRATION

We will again have Scouts at Thursday's meeting with Scout Troop #237 presenting colors and leading us in the Pledge of Allegiance.

As a reminder, a budget meeting, beginning at 7:00 p.m., will take place in advance of Thursday's Board Meeting. If you are unable to attend either the budget or regular Board Meeting, please let me know.

The budget meeting will include an overview of the budget, debt service, and potential projects. I would request an additional budget meeting in advance of the regular Board Meeting in March. During this meeting, we will review personnel and schedule an executive session to provide Board Members time to complete the annual full-time employee evaluations.

I am requesting consideration of the potential sale of \$350,000 in Tax Anticipation Warrants in the event of a shortfall at the end of this fiscal year or at the beginning of the next fiscal year. Our current fund balance is nearly identical to last year, and I anticipate an end-of-year balance at our about \$250,000, excluding referendum proceeds. There is no cost for the authorization ordinance. If issuance of TAWs becomes necessary, Chapman and Cutler costs would be at or about \$2,500, and the taxable interest rate for the warrants, provided by Old Plank Trail Community Bank, is 4.13%.

I am also including travel reimbursement requests for dance staff that will attend the Applause Talent competition for Company students' participation in Batavia from March 1 through March 3.

Duane Meyers, longtime Senior Bookkeeper and past Board Member, is out of the hospital and recovering at home. Duane will not be able to return to work in the immediate future, and I will provide a plan for moving forward at the February meeting.

The Park District successfully issued W-2s, 1099s, completed all payrolls, and is current with account receivables and payables. In addition, I monitor Park District accounts on a daily basis. Norine Lau, from William A. Lau & Co., Ltd, is employed to aid with bookkeeping requirements, reconciling accounts and creating monthly treasurer's reports, and is working towards getting documents back to the normal schedule. I will update Board Members on this progress at the February meeting.

I would ask for an executive session, following our February meeting, to review a personnel issue.

MAINTENANCE

Weather has been challenging. Staff have been putting in long hours, including many consecutive weekends plowing, salting, and shoveling.

Ed Reidy, Superintendent of Parks, and I developed a project list in a rough form. We are in the process of developing the detail necessary to present to Board Members, allowing for project direction.

Staff are moving forward on the baseball scoreboard at Union Creek #5, approved at the January Board Meeting.

We have also met with representatives from Upland Design to develop potential designs of park improvements. I will review a variety of projects at Thursday's meeting.

RECREATION

Highlighting February was the Sweetheart Dance, formerly known as the Daddy/Daughter Dance, and the dance program's Company competition at the 2019 Dance Idol Competition and Convention in Des Plaines. The Sweetheart Dance was enjoyed by 83 in the 3:00-5:00 p.m. event, and 182 in the 6:30-8:30 p.m. event. Ninety Company dancers competed in forty different dances and came away with the following:

- Company 1 – 1st Place
- Company 4 – Multiple awards for solo, duo, and trio routines
- Company 4 – One student received a Summer Intensive Scholarship during the Dance Idol Workshop

Registration for the 2019/2020 Early Learning Center Preschool program began on Friday, February 3. To date, 22 participants registered for the 3 year old program, and 31 participants registered for the 4 year old program.

Staff did their best to notify participants about class cancellations, necessary during the various inclement weather conditions experienced over the past month.

The summer brochure is under construction, and we are looking to hire seasonal staff for recreation, maintenance, and golf departments.

INFORMATION TECHNOLOGY

The new innovation is specialized cameras that secure our Community Center, focusing and recording license plates through infrared reflective properties. We hope to have this new system operational by Thursday's meeting.

New RecTrac POS golf course software was installed, and staff was trained by a representative from Vermont Systems.

SPECIAL RECREATION

SSSRA's attorney notified the District that the agency accepted the Park District's offer to sell land beneath the building. We have yet to receive the sale agreement.

FSPD assisted LWSRA as they hosted their Canada vs. LWSRA wheelchair basketball games on January 11, and Power Soccer Tournament on February 2, at Lincoln-Way North. These events served as good practice opportunities in advance of the National Junior and Women's Wheelchair Basketball Tournaments scheduled for March 29 - 31, which will also be held at LWN.

FINANCE & PLANNING

The preliminary budget has been provided and will be reviewed prior to the Board Meeting. I anticipate the initial levy edit report from Will County in late February, early March. The report will include new growth, completed in the last fiscal year.

RISK MANAGEMENT

Staff completed the annual employee salary classification for the determination of related cost of coverage. Employers cost of required coverages has declined with the increase in contracted labor.

WELLNESS

The January 30 wellness workshop, to have been presented by Mary Condon, RD, LDN from the UChicago Medicine, Ingalls Wellness Center was cancelled due to the extreme temperatures, but staff are looking forward to the Comfort Food Made Easy session scheduled for February 27.

Respectfully submitted:

Jim Randall

Executive Director