

## **EXECUTIVE DIRECTOR'S REPORT SEPTEMBER, 2014**

### **ADMINISTRATION**

Representatives from Toro were on site Monday, September 8<sup>th</sup>, to survey equipment involved in the June accident.

I am requesting an executive session at the conclusion of the Board Meeting to review legal matters and discuss a personnel issue.

Preparation of the tax levy is underway and certain public hearing requirements must be met prior to passage. A resolution, determining the amount of money to be raised by the property tax levy will be presented for adoption during the October meeting, which also officially calls for the requisite Truth in Taxation public hearing. This step will be recorded in the meeting minutes, demonstrating compliance.

I would also ask that Board Members attending the NRPA Congress in Charlotte review their upcoming itinerary and travel arrangements.

The audit has been completed, and a first draft was reviewed. I hope to have the final document at the September meeting.

The park district received the first installment of the second major tax distribution from Will County. The majority of tax extensions will be received by the end of September.

Staff training on the new biometric payroll system is scheduled for September 17<sup>th</sup> and September 24<sup>th</sup>. Full staff conversion should be completed by November 1<sup>st</sup>.

A one year revision and upgrade to our website is nearing completion. The launch of our new website should occur prior to the January, 2015 winter/spring registration.

The exciting news of the month is, valued employee, Kelly VanHyning's wife delivered twins, a boy and girl, on September 11<sup>th</sup>. John Keenan's wife is due in December. Consistent with past male maternity leaves, I would like to extend ten (10) days of paid time off to Kelly and John. I will request Board approval for this action at the September meeting.

Chapman and Cutler has been contacted, and Old Plank Trail Community Bank agreed to fund the annual mini-bond sale. Appropriate bond authorization will be presented for approval to Board Members at the October Board Meeting. Funds are scheduled for distribution in November.

### **MAINTENANCE**

The new truck was delivered, and the after-market tommy lift, plow assembly, and required lighting have been installed.

The push frame was installed on the Peterbilt truck, and the plow will be delivered this month.

The one car garage and door expansion to the Community Center's west exit began on Friday, September 12<sup>th</sup>. I hope to report project completion at Thursday's meeting.

The irrigation project at the LWN JV field has been completed, tested, and is operational.

Staff have done a commendable job maintaining athletic fields this fall.

The bridge at Union Creek is scheduled for placement on Monday, September 15<sup>th</sup>. Installation of the golf course bridge is on hold until November.

Renovation of restrooms at the Union Creek hockey rink, football, Skate Park, and baseball facilities is scheduled.

### **BEAUTIFICATION AND NATURAL AREAS**

Planting, planting, and more planting. Only 4,000 of some 30,000+ plugs remain unplanted.

Julie Arvia has also completed the EPA burn plan for the upcoming season.

Cardno JFNew has conducted a survey of the district's natural areas, and a review should be provided in the coming months.

John Vann, Landscape Architect, has been working throughout the summer on the ADA transition of all park district properties and facilities. The final report will provide a priority template for ADA compliance.

### **RECREATION**

The Before and After School, Dog Obedience, and dance programs highlight three hugely successful opportunities. BAS has an enrollment of 102 students, Dog Obedience offers a wide variety of training classes, and dance has progressively grown to become the most popular park district program.

These represent only three of the 1,000+ programs that are offered annually, and recreation staff have been challenged to create, offer, and supervise these opportunities.

Evaluations will be completed this winter to review offerings and develop a reasonable approach for future expansion.

With the advent of PDRMA membership, new committees have been formed that include safety and wellness.

The Safety Committee meets to review, evaluate, and improve overall district safety for participants and staff.

Wellness was established to identify and promote healthy behaviors and lifestyles for participants and staff. One initial step was to develop health snack and beverage choices for program participants.

### **EARLY CHILDHOOD**

The Early Learning Center preschool is open for business, inviting our youngest participants to what is for most, their first park district experience. In addition to the traditional two hour, three day a week 4 year old program, an expanded three hour, three day per week program was introduced. This option, taught by certified teachers, expands math, literature, and science concepts.

## **INFORMATION TECHNOLOGY**

I have nearly completed the soliciting of bids for cameras and DVR placement at Frankfort Square School. I will be presenting findings at an upcoming School Board Meeting.

## **SSSRA**

SSSRA conducted another successful golf outing, raising funds in support of the organizations many opportunities.

Increasingly, individuals are enrolled in our park district offerings that require assistance of SSSRA staff support. From conversations with staff, to the provision of one-on-one inclusion aides, SSSRA provides an invaluable service.

## **FINANCE AND PLANNING**

I have started drafting next year's budget to hopefully provide the detail required to maximize our resources.

It would be nice if our budget growth returned based on new construction, which shows signs of improving.

## **F.A.N.**

The F.A.N. program is in full swing. Daily numbers are positive, and we are managing a steady stream of indoor space requests.

## **GOLF COURSE**

Square Links remains busy this fall, with high school teams using our course for both practices and competitions.

LWSRA used the links for what may become an annual outing opportunity.

I am finalizing a proposal with Harris Golf Carts, our Yamaha distributor, for lease replacement of ten 2002 carts and six 2006 carts. All have become increasingly less effective due to age and needed repairs. New carts would be choke and carburetor free, replaced by electronic ignition with mileage exceeding 31 miles per gallon.

I will provide lease parameters in advance of Thursday's meeting.

Kelly VanHying and Deb Cancialosi will provide an end of season report at the November Board Meeting.

## **OFFICE**

The new office staff are exceptional, and Diane is truly exceptional, instilling positive methods for customer service, office organization, and support of all park district departments.

## **F.O.I.A**

A F.O.I.A. report will be provided orally during the September meeting.

Respectfully submitted:

Jim Randall

Executive Director