

**EXECUTIVE DIRECTOR'S REPORT**  
**MARCH, 2016**

**ADMINISTRATION**

This report is being prepared on Friday, March 11, 2016, in advance of the March 15<sup>th</sup> general primary election. Per previous correspondence, staff and Commissioners conducted an information referendum campaign. Now we wait to see what the voters tell us.

Two reminders – the Board Meeting will be held at Square Links Golf Course on Thursday, March 17<sup>th</sup>. Secondly, the final budget meeting will take place at 7:00 p.m. in advance of Thursday's Board Meeting. If anyone is unable to attend, please let me know at your earliest possible convenience.

No updates on the Lincoln-Way Community School District 210 intergovernmental agreement. As we are all aware, the school district has been busy with very important issues. I did attend a clergy breakfast for the T.E.A.M. Asset Committee, and several School Board Members in attendance expressed support for the agreement.

I have also provided a Letter of Understanding to Summit Hill School District 161 in support of cooperative issues, specifically detailing maintenance responsibilities to be exchanged in the coming months. I have committed to the creation of a similar intergovernmental agreement that was provided to Lincoln-Way. This document will be prepared and presented for Board consideration in the coming months.

The Gold Medal application has been completed, forwarded to the NRPA, provided to Board Members, and posted to the Park District's website. Finalists will be announced in late April-early May.

The value of the Gold Medal includes the self-evaluation along with gathering and documenting actions. The Gold Medal application process includes the completion of the website revision, and evaluation of the Master Plan. The ADA Transition Plan, a full two year project, has been completed and posted. Finalist or not, Gold Medal recipient or not, the actual effort is a valued tool. We all learn from the material review, adding focus to Park District direction.

Staff have been required to respond to many FOIA requests from the *Chicago Tribune* related to emails and information on the Dog Obedience program at Lincoln-Way North. We have responded to every request, dedicating staff time and legal resources to required responses.

The preliminary budget has been completed, and I will be reviewing the five year income and expense schedule and estimated preliminary 2016/17 fund expense by line item at Thursday's budget committee meeting. I would request an Executive Session for Thursday's meeting to review full time employee compensation and benefits. We can determine at the committee meeting whether this Executive Session is necessary.

The new phone system, as previously discussed, has been installed. Comcast completed rough installation of necessary high speed internet cable. Final connection to the Park District servers should be completed before the April Board Meeting.

The Park District is pursuing a zoning change through Will County that would allow the keeping of bees in the Interpretive Gardens. We missed the opportunity for the current year, but will be working towards the necessary zoning over the next few months.

All staff and departments have had the ongoing project of developing an annual calendar of monthly required actions. This sounds like a simple action, but it is amazing the required actions that occur to keep the Park District up and running. I look forward to reviewing this information with Commissioners at a future meeting.

Brian Murray, our Group Benefit Specials insurance agent, will attend Thursday's meeting for the purpose of reviewing employee benefit health insurance options.

I received correspondence from a resident requesting monetary support for LWN baseball players, many of whom participated in the FSBL program. I will include the letter in the correspondence section of Thursday's meeting, enabling the Board to review and discuss the matter.

### **MAINTENANCE**

Maintenance is gearing up for the spring. The early good weather has allowed staff to get a head start on preseason set-up and spring clean-up.

The liner was removed from the Hockey Rink, and inline skaters are again frequenting this popular facility.

The Skate Park is open, and the removal of fencing has also decreased vandalism and increased use.

Weather permitting, staff will begin prepping ballfields for spring baseball and softball.

### **RECREATION**

The summer brochure is nearing completion. We look for home delivery beginning March 28<sup>th</sup>. Resident online registration begins April 4<sup>th</sup>, and non-resident/walk-in registration begins April 7<sup>th</sup>.

### **INFORMATION TECHNOLOGY**

We continue to improve our IT capabilities, but physical improvements are too numerous to mention. A complete review of software, licensing, passwords, and registration has been completed.

IT contractors have also completed building rewiring for phones and internet.

### **SPECIAL RECREATION**

Audrey Marcquenski, Director, has been working with SSSRA to offer and provide an after school opportunity for children with special needs, similar to our BAS program. It is hoped the program could be housed at Mary Drew School, immediately available to Park District residents.

### **FINANCE AND PLANNING**

All budget, all the time. Staff have been focused on budget construction. I will update Board Members on TAW's and potential extension at Thursday's meeting, as well as current fund balance status.

### **GOLF**

Staff have been getting ready to go, and by Thursday's meeting, we may be open for business, weather permitting.

The restaurant is still under evaluation.

## **OFFICE**

Staff are busy inputting summer brochure information into RecTrac, and new this year, both Play Camp and Day Camp will offer online registration.

Diane Meister, Office Manager/Bookkeeper, is working on a method of reactivating returning seasonal staff and preparing payroll for new employees.

## **RISK MANAGEMENT**

The Park District hosted a risk management workshop offered by PDRMA on Monday March 7<sup>th</sup>, and Tuesday, March 8<sup>th</sup>.

Staff scheduled spring training for returning employees.

## **WELLNESS**

Spring physical fitness initiatives continue for the BAS program and staff.

The Park District cookbook is again advertised on the wellness page of the summer brochure, and a concerted effort of marketing this opportunity will begin, with the release of flyers through popular programs and messages on Park District marquees.

Respectfully submitted:  
Jim Randall  
Executive Director