

EXECUTIVE DIRECTOR'S REPORT MAY, 2019

ADMINISTRATION

The May organizational meeting includes election of officers, Board appointments, and various designations and authorizations. Please review the meeting agenda, and if you require any further clarification, please contact me directly.

I included the review of executive session minutes, and in advance of Thursday's meeting, will confirm direction with Dave Macek, designated Risk Management Liaison on this required action. In evaluating minutes, Park District Counsel recommended releasing only information that excludes personnel and potential legal concerns.

The end-of-year fund balance is estimated to be at or about \$174,000. I have been working cooperatively with Bond Counsel, Dalena Welkomer from RW Baird, to improve the overall S&P Bond Rating for future bond sales.

The first reflected area of concern was the number of small loans and the specific language contained in the loan agreements. Legal requirements potentially make these small bank loans callable at the bank's discretion. This issue will self-correct with the repayment of all specific obligations in the current fiscal year. If a bond rating was pursued in advance of repayment, the Park District could improve its rating by negotiating a revised contractual statement on loan agreements.

Secondly, the District can improve its overall financial position by developing financial reserves to a 4% level as the immediate goal, and initially upon meeting this minimal goal, we could then improve the financial position to 8%. The 4% level is a good position, but 8% would be considered a strong position.

Our total expended budget from all sources last year was \$5,122,000. A 4% position would be \$204,880, subtracting our estimated end-of-year balance of \$174,000, we then ended the fiscal year at -\$30,880 from being considered "good", \$235,760, short of recommended "strong" financial position. In the coming months, preferably by the July, 2019 Board Meeting, staff will provide a plan and ordinance projecting the District's commitment to move towards a strong financial position.

I also previously provided recommendations for savings related to our General Obligation Bonds Series 2009, 2010, and 2013. We are still preparing information and relevant savings related to this process. The key component to this action is savings to the District. Additional information will be presented at or in advance of Thursday's meeting.

Finally, we are exploring potential future projects and supporting referenda. We are working with Campfire Consultants to combine the wellness survey with our typical community-wide survey. The results from this instrument will finalize both the community wellness report and a new master plan.

We are all probably aware that the original 2002 "Something for Everyone" referendum debt will be retired in whole in 2022. The Park District could, if supported, offer a referendum issue at or about \$5.5 million and still reduce the typical property tax bill for its residents. This is a broad strokes overview, with staff developing the needed detail for a final decision.

We have forwarded information related to a resident concerned about ticks in the parks and will be sharing this information through the District's social media and resident organizations.

All full-time performance reviews were completed. I advised Board Members that Matt Tillman resigned on Monday, May 6. Job responsibilities are being divided between existing staff with no immediate plan to fill the position. We would like to evaluate this position and determine if there is a more sustainable approach.

MAINTENANCE

Spring is always challenging. Rain and cold have come to be the norm, not the exception, and staff have done their best to get things up and running and ready for use with expanded duties. I am impressed with the entire maintenance staff, and we look forward to the return of part-time seasonal staff.

The following projects and improvements have been completed:

- New shelter at Union Creek baseball complex;
- Aggregate added to Lincoln-Way ball diamonds;
- Asphalt at the new Champions Park pickleball courts.

Additional actions are underway that include the following:

- Light pole replacement scheduled for Champions Park outfield and pickleball courts;
- Additional asphalt work at Indian Boundary South and Union Creek Parks;
- New playground equipment was selected for Woodlawn Park, with the bid opening for this project scheduled for early June;
- Weed control utilizing new wind-resistant equipment;
- Golf course master plan work;
- Fencing installation at the new Champions pickleball courts.

In addition, foundations for the Wildcats Football picnic shelter columns will be installed the week of May 13, ideally the shelter will be completed no later than August 1, 2019; and the Champions Park pickleball courts are on schedule to be completed by July 4, 2019.

Ed Reidy, Superintendent of Parks, and I continue to investigate contracting additional Park maintenance to discover if it might offer cost-effective opportunities. Ed will be summarizing properties for the purpose of determining exact acreage of maintained properties and necessary miscellaneous actions that will be required of contractors.

RECREATION

A highlight for the year is the now annual Braemar Dance Center Showcase in May. Hundreds of hours of practice, dedicated instructors, and supportive parents make this huge undertaking possible.

The Before and After School Program at Mary Drew will conclude at the end of the school year, and registration for Summer Day Camps is already underway.

ELC teachers have done an exceptional job providing new and fresh opportunities in this long-running District program. End-of-year events include a Field Day, with children bringing two guests each, and the much anticipated preschool graduation.

We have a summer intern, Morgan Cassidy. Morgan currently attends the University of South Alabama, where she is studying hospitality. Ms. Cassidy is also a Park District employee, hired in June, 2016, and has held positions of Splash Park Supervisor and Summer Day Camp Counselor. She will work all areas of the District, maintenance, recreation, and administration over a ten week period, and is also serving a three week internship in Greece. We look forward to the additional support of this talented and hard-working young lady, and of course appreciate the opportunity to share our knowledge and District operations to further her education.

The fall brochure is under production and will be delivered to residents on or about July 17, 2019.

As previously noted above, Matt Tillman resigned his athletic supervisor position, and staff are working to cover his duties. Options for this position will be explored, but in the interim, part-time staff will be tasked to ensure proper overview and adequate coverage.

INFORMATION TECHNOLOGY

We are entering our third year of contracted IT service provided by B Practical Solutions, and are happy with their professional support and advancement of Park District IT abilities.

Dave Gorka is the primary contractor, providing a weekly onsite presence, and has become part of the staff.

SPECIAL RECREATION

On Friday, May 10, Park District Attorney Rob Bush, forwarded an electronic copy of the land purchase contract received from SSSRA's legal counsel. I will review all documents provided and will forward them for Board Member review prior to consideration of final acceptance on Thursday.

Four of our full-time staff attended Park Day at LWSRA on April 24, 2019, where they were provided with a tour of their New Lenox facility and participated in adaptive sports that included goal ball, a form of blind soccer, wheelchair basketball, seated volleyball, and were challenged to complete small gross motor activities while wearing mittens and using mirrors. All came away with an appreciation for the challenges and exceptional abilities displayed by LWSRA participants.

FINANCE & PLANNING

I provided a supplemental report based on information received from Bond Counsel. I would like to take ten minutes to review this information at Thursday's meeting. Hopefully, additional analysis will be available for added clarity.

The new accounting team, led by Audrey Marcquenski, Director, has been successful in forming a sustainable and professional process.

Diane Meister, working from Florida, has enabled completion of monthly financials using electronic resources.

Sue Baker, after leaving the FSPD, developed a wealth of knowledge directly related to the District, and we benefit from her past/present employment at Frankfort and Woodridge School Districts.

As always, Duane Meyers is proud to be an invaluable resource. Since 1983, he has been teaching staff and leading Park District efforts.

I feel really good about backup to backups in our financial processes.

The annual audit is scheduled for the first week of July, and staff have provided the auditor, John Williams from Hearne & Associates, with documents requested in advance of the fieldwork.

GOLF COURSE

Inclement weather has not been conducive for golf, but staff are in place and our contracted maintenance provider, Reliable Property Services, has done a good job in getting the course ready for play.

Park staff did extensive work to fix drainage issues on the driving range, and a drain tile will be installed in the center of the driving range in the coming months.

On Thursday, May 9, staff met with Lohmann Quitno Golf to begin the planning process for the eventual master plan. Look for more information regarding a long-term approach to future development and improvements. I will update Board Members as information becomes available.

Just a reminder, we plan to hold the July Board Meeting at Square Links.

OFFICE

Bonnie Roach, Office Manager, has been busy preparing for summer program registration along with a myriad of other tasks for office staff management on a daily basis.

The entire staff is supportive of the Board's decision to add Julie Hein to a full-time position of Assistant Office Manager. Julie has already been supportive, assisting with both F.A.N. and golf course staff scheduling, areas that had previously been problematic.

I look forward to the continuity of service and improvements through Julie's full-time employment, Bonnie's continued growth as Office Manager, and continued development of part-time staff.

WELLNESS

The wellness survey is nearly complete, but with input from Bond Counsel, staff will add those recommendations to the overall survey.

The additions would include finance and planning related to a five to ten year plan to grow and develop the Park District.

Respectfully submitted:
Jim Randall
Executive Director