

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

**ADMINISTRATION**

It seems like quite a while since we last met, and the park district has been full of activity. The budget is in full production, and all departments are contributing to the first draft. The completed first draft will be presented to the Park Board in advance of the February meeting.

Petition filing for Board positions have concluded. The following is a list of candidates for the upcoming election:

1. James B. Kohlbacher – 2 year unexpired term
2. Anthony D. Granata – 4 year full
3. David A. Geekie – 4 year full
4. Joseph A. Vlosak – 4 year full
5. Craig Maksymiak – 4 year full

David Geekie, the only non-incumbent candidate, has been invited to attend meetings between now and the April 7<sup>th</sup> Consolidated Election. Good luck to all.

The exciting news is the awarding of the OSLAD grant for the Community Park Redevelopment Project. We are excited about the many improvements that will be added to one of our oldest parks over the next two years. New to this program is that the \$200,000 grant will be issued soon after the initial award notification. It is hoped that the park district contribution of \$200,000 in labor and improvements can be distributed from budget proceeds over the next two years. We should be receiving the actual grant contract from the IDNR in the coming weeks, and after executing and returning this contract, grant proceeds will be distributed.

The park district cash flow, previously discussed, is running consistent with projections. Staff are considering many cost saving actions that will be included in the budget's first draft. Some potential actions include using a state insurance exchange for full time employee health insurance. I have also met with Dale Schepers, Director of Public Works for the Village of Tinley Park. The potential exists to tag on to larger village contracts for mowing and asphalt repair at substantial savings. Additionally, Dale is preparing a proposal for vehicle maintenance, using village mechanics. Both of these opportunities could be very advantageous to the district. As final costs become available, I will provide information for Board consideration.

The T.A.W.'s have been approved, and funds will be available when and if a shortfall occurs. I will update Board Members if this extension becomes necessary.

Final payment for the lawnmower involved in the June accident has been received from litigants. Funding enabled the retirement of debt service in the amount of approximately \$14,000. The remaining balance of approximately \$13,000 was deposited in park accounts.

Staff are working on all details necessary for the Saturday, March 14<sup>th</sup> Park Board Workshop. Save the date cards have been sent to local government and community organizations. In early to mid-February, a more detailed invitation and agenda will be provided. I will orally outline this event at Thursday's meeting, and Board Members can contribute their thoughts and ideas. I look at Board Members being a key part of the morning open forum and generating input from attendees.

I have received confirmation from park counsel that they will be in attendance for the afternoon Board Meeting to review litigation. I have also asked if Bond Counsel could attend to update Board Members on park district debt and potential options.

We are also planning a luncheon, and are asking local governments to provide a five minute snapshot of their organizations' plans for the upcoming year.

Please consider any residents you may want the park district to personally invite to the public portion of the workshop. I am also asking staff to develop a "friends of the program" list that will be individually invited to the event.

The new website was launched on December 29<sup>th</sup>. This is the first substantive change for our site in ten years. The site is still under construction, but all detail included in our last website should be up and running by late February.

The new biometric time clock is fully implemented, and reports are phenomenal, in comparison to the previous manual system. I believe that staff time savings, when compared to the previous system, will provide better efficiencies than initially projected.

I have worked with the contracted audit firm in anticipation of our June audit, and am very pleased with the detail and professionalism of the firm and staff.

## **MAINTENANCE**

The initial lack of snow this season allowed for some positive progress in building and equipment maintenance. December was spent evaluating our inspection efforts and correction deficiencies.

The entire staff is working to develop a repeatable method to ensure we do our best job at keeping parks and facilities as well-maintained as possible.

Ken Novak, a 30+ year park professional, has signed on in a part time capacity to work with staff on developing a systematic approach to park and facility maintenance. Ken also has extensive safety experience, and will prove invaluable on safety compliance with our insurance carrier, PDRMA. Ken will also evaluate maintenance training in an effort to assess available resources and the best way to introduce and train staff on a wide variety of equipment and tasks.

Staff began working on ice rinks at Union Creek and Champions Parks. We continually struggle with these facilities, due to the inconsistent weather in our area.

Staff completed their first night of plowing, and the equipment operated well. The exceptionally cold temperatures delayed some hand shoveling.

## **RECREATION**

The winter/spring brochure was delivered, and online registration began on January 5<sup>th</sup> on the new park district website. Registration was very successful, with participation at or above last year's level. Walk-in and non-resident registration began on January 8<sup>th</sup>.

ELC preschool registration concluded, and new participants will be register on Saturday, February 7<sup>th</sup>.

The dance program continues to set participation records, and the dog obedience program continues to be exceptionally popular.

New this January, is morning F.A.N. program times on Tuesdays and Thursdays. Participation has not been strong, but those that attend are very appreciative of the 6:00-8:00 a.m. opportunity.

In planning the budget, we anticipate adding more specific line item costs for popular programs, such as dance, summer day camp, and pre-k programming to better track the budget and participation in these activities. Look for the changes in the budget's first draft.

### **INFORMATION TECHNOLOGY**

Deb Cancialosi, Superintendent of IT, has been busy with the new website, RecTrac transition to the new site, and planning for necessary improvements in the next fiscal year.

The POS system at the golf course is outdated. We believe we can get through the 2015 season, but will have to update the computer and battery back-up system at this location.

### **FINANCE AND PLANNING**

Budget, taxes, departments, projects, maintenance, programming, debt service, and grants, are all being incorporated into the upcoming budget draft. I believe I can finally complete the month-by-month estimate of income and expenses that proved to be a useful tracking tool several years ago.

If Board Members have any objectives for the upcoming fiscal year, please contact me directly. We will have several months to review past master plans and community input, but if there is anything you or your neighbors, through contact with community organizations, have expressed an interest in, please let me know.

### **GOLF COURSE**

We are ready to open. Kelly VanHyning is working with Deb Cancialosi on all aspects of operation. Look for minor changes in the annual tournaments and a potential Oktoberfest celebration in the fall.

I have been meeting with Ray Schmitz and Dan McDonald on potential course projects for the upcoming season.

### **OFFICE**

Diane Meister, Office Manager/Bookkeeper, and staff have been busy with registration, and have been fielding the many questions related to enrollment in 100's of park district opportunities. Diane has also become fully versed in her role as payroll clerk and bookkeeper, replacing duties previously provided by Bob Guler.

Diane is exceptionally talented and dedicated, and has proven to be a tremendous asset in many areas, and in all departments.

Respectfully submitted:

Jim Randall

Executive Director