

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

**ADMINISTRATION**

I contacted Chapman and Cutler to request Tax Anticipation Warrant proceeds be extended on Wednesday, February 18, 2015. Cash balances are following anticipated projections, but warrant extension will provide a necessary financial cushion.

A first draft copy of the 2015-2016 budget will be distributed at Thursday's meeting. I will also provide an overview, detailing budget construction. A more complete budget overview with supporting documents will be distributed at the March meeting. With Board comment, the final operating budget will be presented at the April meeting for adoption.

The Park Board Workshop is scheduled for Saturday, March 14<sup>th</sup>. I would encourage Board Members to forward names and addresses of individuals they would like to invite to this community meeting. This is the last meeting prior to the public meeting. I will provide the agenda and a detailed format for the day's activities at Thursday's meeting.

Various policies, required for adoption as part of our ongoing risk management compliance, is on the February agenda. These documents are provided as a "first read", providing Board Members with the opportunity to fully review prior to consideration at the March meeting. I have invited Audrey Marcquenski, and new employee, Ken Novak, to overview the ongoing work involved in developing necessary methods and specific policies that will require Board approval. Staff, led by Mr. Novak, will be developing many methods, policies, and procedures. All staff will be working cooperatively on loss control reviews.

I was contacted by Mayor Holland from the Village of Frankfort regarding the future development of sewer utilities in the village. I had met with village officials in the fall to discuss utility improvements, and I encouraged consideration to eliminate the north plant, adjacent to Union Creek Park. During the village's February Board meeting, a \$60 million dollar long term capital improvement program was approved. I have no date for elimination, but I believe this action is a positive step.

The most exciting news is that Summit Hill School District 161 has offered the Park District access to Mary Drew Elementary School for virtually limitless programming. The School District is simply asking for utility costs related to usage. This recently remodeled facility will offer desperately needed space, and daytime space that was is currently unavailable to the Park District. Space is also available for storage, a function that is lacking at the Park District's Community Center. Staff will be working towards an agreement on this tremendous opportunity.

The mower involved in the June 17, 2014 accident has been transferred to the three parties involved in pending litigation.

I am transferring website management back to Visionary Webworks, our previous provider, due to problems with the newly launched website.

Additionally, IT management will be provided by Unique Computing Solutions, a Frankfort-based company, replacing Logical Technical Service, the current IT provider. I will review this transition during Thursday's meeting.

After nearly one year, the comprehensive ADA analysis and report is nearing completion. I will have an initial draft report available for Board review at Thursday's meeting. The final report will be completed by April 30, 2015.

The revised natural areas report is complete. An electronic copy will be posted for public review on the Park District's website in the coming months. We are awaiting website transfer to Visionary Webworks prior to posting.

### **MAINTENANCE**

Staff have been challenged by heavy February snowfall, with 125 man hours required to clear Park and School District lots. Two additional days were spent clearing the 9.9 miles of park paths. The Park District received two complaints about the speed at which paths were cleared, primarily in Brookside Glen.

Hand equipment has been serviced, three tractors are in for routine service, and one golf course mower and two sets of reels are being serviced in preparation for the upcoming season.

Community Center garages are organized, and cleaning, organizing, and eliminating debris is ongoing at the golf course garage.

A new software package is being evaluated that would detail park inspections, but also would be available for numerous other inspections of vehicles, facilities, and buildings.

Ken Novak has been working with staff to evaluate existing and new training opportunities. We were recently made aware of limitations of employees, aged 17 and under, that dramatically limits the size and type of equipment they are able to operate. I will review this new standard at Thursday's meeting.

I previously mentioned cooperative efforts with the Village of Tinley Park. Their public works department is reviewing vehicle maintenance, landscape maintenance, asphalt/hot tar path patching, and asphalt repair projects. Pricing will be made available to determine whether village contracts offer savings for described services and projects. I will update Board Members as information becomes available.

### **RECREATION**

Staff continue to be challenged by the changing needs of its residents. Staple athletic programs are continually impacted by the "traveling team" nature of sports. It is exceptionally challenging to secure volunteer coaches for Park District-sponsored sports programs.

Increased competition is not limited to sports. There is increased competition in preschool and before and after school programming. We are looking forward to community input on these issues at the Park Board Workshop in March.

Registration for winter/spring programming has been consistent with past years, with F.A.N. and the relatively new dance and dog obedience programs being well-supported.

### **GOLF COURSE**

The clubhouse and kitchen are ready, and awaiting spring weather.

The irrigation CPU and software, installed in 2002, is being replaced with the latest version. The previous software package is no longer supported. Similarly, the POS system, two CPUs, and touch screens are being upgraded. Once again past software and hardware are no longer supported.

**GOLD MEDAL**

I have not given up on the hope of again applying for Gold Medal consideration. The application is due by the end of March, but budget, brochure, planning for the Park Board Workshop, and PDRMA compliance all take priority.

If substantial progress can be made on these projects, Audrey, Linda, and I may be able to put a reasonable application together. If possible, we will present a Gold Medal application for Board review and approval prior to submittal. I am open to any thoughts Board Members have on this potential application.

Respectfully submitted:

Jim Randall

Executive Director