

EXECUTIVE DIRECTOR'S REPORT
MARCH, 2015

ADMINISTRATION

Risk Management policies, provided during the February Board Meeting for review, will be considered for adoption during the March meeting. The policies, necessary for compliance as a member of PDRMA and safe operation for employees and Park District patrons, will be reviewed over a 30-day period and presented for adoption at subsequent Board Meetings.

The second draft of the budget will be provided at Thursday's meeting. I would request a brief executive session to discuss personnel changes and rate of pay for the upcoming fiscal year. It will also provide an opportunity to answer any questions on the recent demotion of a full-time employee. If anyone has any insights or would like specifics in advance of Thursday's meeting, please contact me directly.

The budget will provide more detail on primary areas, salaries, benefits, revenues, contracted services, and any anticipated major expenditures. This is also a great time for Board Members to provide ideas for specific requests that need to be considered in the budget process.

This report is being written in advance of Saturday, March 14th Park Board Workshop. Thanks to all the staff for putting this event together. It takes weeks of effort and organization to plan this type of event. It is a testament to these efforts that we were able to secure the responses and have the quality of speakers that will gather in support of the Park District. Guest speakers include Dr. Scott Tingley, Lincoln-Way High School District Superintendent, Dr. Mark Cohen Lincoln-Way North Principal, Barb Raines Summit Hill School District Superintendent, Frankfort Mayor Jim Holland, David Niemeyer, Tinley Village Manager, and Janet Porter, SSSRA Superintendent. All these speakers have current projects that we are working on cooperatively.

The Consolidated Election will be held on April 7, 2015, and canvassing will take place at the County level. I will update Board Members when election results are received from both Will and Cook Counties.

One of many reminders you have been receiving includes the Special Meeting that will be held immediately following the Park Board Workshop. Rob Bush, Attorney from the firm of Ancel, Glink, Diamond and Bush, will be in attendance to review litigation and other relevant issues. Tom Gavin, Bond Counsel for Robert W. Baird, will also be available to review current financial matters and potential future bonding authority.

Ken Novak, Risk Manager, Arliss Bouton, and Audrey Marcquenski have developed, and will be adding training modules relevant to all areas of risk management. Primary staff have been attending group training, and all full-time and many part-time staff are scheduled to complete six hours of training prior to the end of this fiscal year. This is the first step of many, designed to improve and comply with risk management training prescribed by PDRMA for the benefit of our staff. This not a static one size fits all program, but something that will develop and be modified over time.

Audrey and I will meet with Barb Rains regarding Mary Drew School usage. It is my understanding that HVAC costs will be the only billable expense. The Park District will maintain the space, providing custodial services for any area we occupy. I will provide an initial overview of potential programming in this space, and the anticipated time frame for usage.

We received notice of suspension of the OSLAD grant funding for our Community Park redevelopment project. I have contacted our local legislators, Senator Michael Hastings, Representative Al Riley, to request assistance in appealing to Governor Rauner to reconsider this sweep of funds that were dedicated to OSLAD grant funding in order to cover other state expenses. I will keep Board Members informed on this matter as information becomes available.

I will provide a budget update related to the status of our current fund balance. We are at or about the expected level, and the financial condition could improve, based on a variety of factors.

I was informed by the developers of Brookside Glen West that plans are being prepared for additional acreage and pathways adjacent to the Union Creek #1-#4 ball fields. I have requested that pathways be expanded to 10' width from the previous 8' width, and that an improved base be included in the installation.

A claim has been submitted for the repair of fencing at Union Creek ball fields damaged from this winter's heavy snow fall. An insurance adjuster was onsite Wednesday, March 11th. The repair is scheduled for completion the week of March 16th. The fencing will be modified to prevent a recurrence of this problem.

Audrey and I are scheduled to attend a workshop on performance evaluation on Wednesday March 18th. This is timely since the new fiscal year requires evaluations of all full-time staff positions. The workshop will be held in Bolingbrook, and is offered at no cost to PDRMA members.

No Freedom of Information requests have been received over the past month.

RECREATION

The summer brochure is at the printer, and will be delivered to residents beginning March 19th.

Staff have been busy with many special events, including the exceptionally successful Daddy Daughter Dance attended by 225 participants for the two evening events that were held on February 21st and 28th. New this year is a Mother/Son Game Night event that will be held after the Park Board Workshop that has attracted 23 participants.

Thanks to John Keenan who has been defined as the park representative of the annual Lincoln-Way Family Faire. This a long running event that is well supported by the area.

The Park District website remains under construction, but there is light at the end of the tunnel. Long-time website designer, John Staples of Visionary Webworks has agreed to fully update the site, for no cost, and we are glad to have him back, working on our behalf.

The transition of IT contractors from LTS, our current provider, to Unique Computing Solutions will take place on Friday, March 18th. This also will be a huge relief, and I look forward to many efficiencies in the coming year.

MAINTENANCE

Preparations for spring activity are underway. We are in receipt of the annual contracted maintenance agreement with Bill's Lawn Maintenance & Landscaping, and with the assumption of some properties by staff maintenance, we have reduced annual contracted costs for this upcoming season by 15%.

Staff are preparing equipment for the spring season. The recent warm weather has everyone excited for spring, but we are several weeks away from getting into the parks. The late snow falls put us back several weeks in the preparation of many outdoor facilities, including ball fields, skate parks, and playgrounds.

All full-time, part-time, and seasonal staff will be required to undergo training prior to being ready for the upcoming season. Resources are available, and staff are generating a systematic approach for implementation.

Lincoln-Way has offered to allow purchase of a 14 passenger activity bus that complies with state requirements for participant transportation. The new budget will include the needed purchase, and the purchase of a replacement vehicle and retirement of two older fleet vehicles.

No other major purchases are anticipated. Best efforts have been made to maintain all park equipment.

GOLF COURSE

Ray Schmitz, Superintendent of Square Links Golf Course will return on March 17th, and it is always a goal to have the course opened by April 1st. This is completely weather-dependent, and delaying the opening can reduce the potential of expensive repairs if fairway and greens are not in good condition.

Kelly VanHying and Deb Cancialosi have been busy updating computer CPU's and POS software. A new irrigation computer is available, and will be installed this spring. The new irrigation computer replaces hardware that was installed in 2003.

Kelly has also been working on a fall special event, Oktoberfest scheduled for Saturday, October 10th. More information will be provided as it becomes available.

Respectfully submitted:

Jim Randall

Executive Director