

EXECUTIVE DIRECTOR'S REPORT
JUNE, 2015

ADMINISTRATION

Reminder that in advance of Thursday's Board Meeting, we are hosting an organizational meeting for the much-discussed Park District 501 (c) 3 Foundation. An email was directed to residents that expressed an interest during the Park Board Workshop on March 14, 2015, and it is anticipated that approximately nine individuals will be in attendance.

The Park District and Summit Hill School District experienced vandalism at Frankfort Square School. Repairs have been completed, a complicated process that involves chemicals, pressure washing, and painting. Cost for the total repair exceeds \$2,000.

Surveillance cameras were installed cooperatively between the School and Park Districts, and the cameras captured both video and stills of the offenders. A letter was distributed to residents adjacent to the school site, and included photos of the offenders. I will provide a copy of the distributed information at Thursday's meeting. A person came forward with an identification, and the Will County Sheriff's Department is actively investigating the incident. I will update Board Members as additional information becomes available.

Recently, I submitted an article to the Illinois Parks & Recreation Association regarding intergovernmental cooperation. The article was published at www.ipraonline.com, and a copy is provided via a link through the June agenda for Board review. Following Board review, I will forward copies to local officials, agencies, and organizations that partner with the Park District.

The Oath of Office will be given to the last elected Commissioner, Joe Vlosak, who was absent from the May organizational meeting.

I am happy to report that the majority of the first distribution of Will County Tax receipts has been received. Approximately \$1.4 of the \$1.5 million in tax revenue has been deposited in Park District accounts.

Repayment of the \$450,000 TAW will be completed prior to the June 30, 2015 deadline.

Legal matters before the Board include the adoption of the annual Prevailing Wage Ordinance No. 15-06-286 and consideration of a loan agreement funding equipment and improvements to Mary Drew School, Promissory Note Ordinance No. 15-06-287.

The following is a summary of proposed projects and one equipment purchase:

Project #1, Dance Floor-\$35,697

Dance is one of the largest and fastest growing programs the Park District offers. Access to Mary Drew School enables the District to dedicate a facility to this exceptionally popular program. The project includes creation of a semi-permanent/designed floor to improve safety and prevent injuries. Previously, dance had been offered on a tile floor.

Project #2, Gymnastic Mats-\$8,091

The mats have already been purchased, and enable the Park District to accommodate Wildcats Cheerleading at the Mary Drew facility.

The mats will also be available for aerobic/Zumba/Karate programs. The Park District is also planning to develop an instructional cheerleading program.

Project #3, IT & Key System-\$27,500

There are many components to this project that include establishing a computer lab, adding staff computers, installing flat screen TV's and Wii, and installing a NOVAtime payroll reader at Mary Drew School. The District is also planning to install a NOVAtime reader at Lincoln-Way North for F.A.N. staff.

I am very excited about a key probe system that would allow the distribution of key probes, replacing issuance of physical keys. The District would have immediate control, and most importantly, an individual probe can be disabled, rather than jeopardizing the master key system.

Project #4, Toro Fairway Mower-\$27,972

Replacement mower to the existing 2002 Fairway mower.

Project #5, School Furniture & Shelving-\$15,000

Furniture necessary for program and office space at Mary Drew School. Shelving will be utilized for recreation, athletic, and archive records storage.

Project #6, 40'x20' Storage Building-\$25,000

A storage building would be constructed at the Community Center in the fall. The unit would provide cold storage of small engines, hand tools, and natural areas equipment and supplies. Previously, the District rented winter storage space to accommodate equipment.

Project #7, Digital Sign-\$15,000

This would be a cooperative project with Bill Carlson, Frankfort Township Highway Commissioner. The digital sign would be located at Square Links Golf Course.

I have included Promissory Note Ordinance No. 15-06-287 that would finance the project listing. The most affordable financing is a two year promissory note with a balloon payment.

The debt service replaces a five year note that funded the construction of two pole buildings. The final payment of this debt service will be June 15, 2015.

I would ask for approval of Promissory Note Ordinance No. 15-06-287 to complete the described projects and initiate the proposed financing.

Two other budgeted projects include counter replacement in the Board Room kitchen, and replacement of Hunter Prairie and Frankfort Square School shelter roofs with metal roofs.

The Park District received no FOIA requests during the past month.

We are also providing Risk Management policies for Board approval that includes Chapter 1 of the Safety Manual that was provided for review at the May meeting.

I have forwarded a request to the Licka family regarding installation of a memorial bench at Lincoln-Way North Park. If accepted, a bench and memorial plaque will be installed at this park site.

MAINTENANCE

Action and activities are absolutely too numerous to mention.

I am very pleased with the quality and quantity of completed maintenance projects.

A summary of resident concerns is included with the Board report. Ed Reidy, Superintendent of Parks, has done an exceptional job managing the many requests.

RECREATION

Resident input from the Park Board Workshop indicated a need for a stronger Park District presence on social media. In response, staff is working with longtime F.A.N. employee, Colleen Hassell, who is managing the Park District's Facebook page. Initial goals are for Colleen to post on Facebook twice per day, respond to questions, and start an Instagram account. It is hoped that these efforts will keep residents informed, as well as increase facility, program, and special event attendance.

Staff are exceptionally occupied with all the summer activities. Summer Day Camp for children in grades 1-6, began on June 11th, and Sunshine Pals Play Camp, for children ages 3 ½-7 begins on June 15th.

INFORMATION TECHNOLOGY

Plans have been developed to provide computer and internet access for the BAS program move to Mary Drew School in the 2015/2016 school year.

SSSRA

SSSRA recently had Special Olympics athletes compete in the Area 7 Bocce Tournament held in Dyer, Indiana. Frankfort Square athlete, Ron Antonacci, won a Gold Medal, which enables him to compete at the State Summer Games this month. Frankfort Square resident Karen Merk also competed and won a Silver Medal.

SSSRA hosted an Inclusion Workshop at the Community Center on June 2nd. Frankfort Square Park District recreation program staff attended this training, which focused on what Inclusion is, provided tips and tools for Inclusion, and allowed for questions and answers regarding disabilities.

FINANCE & PLANNING

The monthly expenditure estimate is still in process.

The audit is scheduled to begin July 7th, and will be conducted by the independent CPA and Business consulting firm, Hearne & Associates, P.C.

GOLF COURSE

The course, range, and restaurant have been busy.

The bridge will be located on July 15th. The foundation has been completed, but installation will be delayed until after the 4th of July holiday.

Respectfully submitted:

Jim Randall

Executive Director