

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

**ADMINISTRATION**

I have been working with the new Park District auditor, Hearne & Associates, to finalize the audit, and forwarded discussion related to advisory conclusion. My final response to this issue was made Wednesday, October 7<sup>th</sup>, asking for completion of the audit.

The October meeting agenda includes the annual bond abatement and sale. Both ordinances, providing for the issue and the abatement, are included for Board review prior to consideration. If any clarification is required, please contact me directly.

In addition, a resolution of compliance with the Truth and Taxation Law, and consideration of liquor license renewal is included for Board approval.

I have been meeting with administrative staff to compile budget adjustments to reflect changes that have occurred since budget approval. Primary items include staff changes in salary and benefits, and line item adjustments recommended by the Park District audit. I will provide an overview of these adjustments during the October meeting, asking for Board approval of line item adjustments at the November meeting.

I would also ask for discussion related to a future bond sale and capital improvements, previously discussed. I am having final conversations with Chapman and Cutler, Ancel Glink, and R.W. Baird. Information regarding this issue will be available at Thursday's meeting.

The Park District's finances continue to reflect a better positive position than the previous two fiscal years. I continue to evaluate the District's finances to move us forward to a positive fund balance. I do believe TAWs may be necessary, due to cash flow concerns, but all efforts are being made to maintain quality service as efficiently as possible.

Thanks to all that attended the Mary Drew Community Open House on September 23<sup>rd</sup>. It was nice to put this wonderful facility in the forefront, but equally wonderful are the staff members and instructors that have made the transition to this new space so successful.

We continue to meet with SHSD 161 Superintendent, Barb Rains on a monthly basis, but have not been made aware of any changes at this point.

I have no new information related to Lincoln-Way North High School availability for 2016-2017. If I receive any updates on this matter, I would immediately update Board Members.

I have struggled to secure the building permit for the equipment storage building to be located at the Park District Community Center. We are down to three additional requests for detail from a starting point of 20+ requests made during the initial review. I still hope to get this building completed and available for winter use.

Due to numerous concerns related to the Frankfort Square Baseball League's use of the concession stand at Union Creek, I am requiring the removal of the existing subcontractor. I will also be developing a formal lease agreement for completion prior to the spring season.

I have ordered the “Nice Rink” liner in advance of the upcoming winter season. The cost of the disposable liner is \$2,500, and will hopefully extend this popular opportunity.

### **MAINTENANCE**

A very successful season is best apt to describe Superintendent of Parks, Ed Reidy’s, progress. Better training, organization, and efficiency more than adequately described Ed’s effort to create a professional, responsible department. I look forward to next season, when Ed will have had an entire winter to organize actions.

Projects recently completed include branch pruning throughout the District, turf/park repair/concrete sidewalk assessment and replacement, in addition to normal required park and field maintenance.

Ed has also completed Park District actions necessary for finalization of the ADA transition plan, assuming all inspections, and has also begun required park/playground audits of areas we had previously found to be deficient.

### **RECREATION**

Work is well underway on the winter/spring brochure. Information will be forwarded to the printer, final copies will be delivered to the Frankfort and Tinley Park Post Offices on Wednesday, December 19<sup>th</sup>, and residents can expect delivery to their homes beginning December 20<sup>th</sup>.

Staff have been exceptionally busy, servicing the expanding dance program, with thirty-six separate offerings available for ages 3-adult. The Braemar Dance Center, located at Mary Drew, provides two studio locations, enabling dance classes to run simultaneously, under the direction of Donnette Cannonie, Dance Director, along with four instructors and two aides.

Staff will meet with a concerned soccer parent that was disappointed by a scheduling error, but we are more concerned about soccer as a continuing opportunity. I will overview this issue during Thursday’s meeting.

### **INFORMATION TECHNOLOGY**

A list of IT projects at the Community Center, golf course, and at Mary Drew that have been completed, and are yet to be scheduled are included on the October agenda for Board review.

### **SPECIAL RECREATION**

The SSSRA held its annual Oktoberfest event at Union Creek Park on Saturday, October 3<sup>rd</sup>. This free event is open to participants, and their families and friends. A total of 165 guests enjoyed a day of activities, that included hayrides provided by the Frankfort Square Park District maintenance staff. Additional support was provided through preparing the park site, subsequent clean-up, and the provision of the Park District’s mobile restroom facility during the event.

### **FINANCE AND PLANNING**

All details related to the District’s finance and planning have been addressed in the Administration section of this October report.

## **GOLF COURSE**

A budget analysis was completed, and I have met with the owner of Beggar's Pizza, and will continue to work on improvements to our food service for the 2016 season.

One issue that will be reflected in budget revisions will be removal of the "treat" budget from golf to its own identified line item. This relatively expensive cost has been reflected in the golf budget.

I will be requesting Board consideration regarding season pass rate increases for the 2016 season. A comparison of season pass rates for the 2015 season, with proposed rates for the 2016 season reflects a 7% increase, and is included on the October agenda for Board review prior to consideration.

Staff have been working diligently to promote the Oktoberfest event. I hope to positively report on this inaugural event at Thursday's meeting.

## **PDRMA RISK MANAGEMENT/WELLNESS COMMITTEE**

I have added these two committees to the October agenda. Both new areas provide important contributions, integral to the success of the Park District.

Respectfully submitted:

Jim Randall

Executive Director