

EXECUTIVE DIRECTOR'S REPORT
NOVEMBER, 2015

ADMINISTRATION

I have taken some vacation time in advance of our November meeting, and prepared this report early, so it may seem a bit dated.

I met with Lincoln-Way administration staff on November 5th. If any major developments occur, I will notify Board Members.

Chapman and Cutler prepared the authorizing Resolution No. 15-11-15, allowing the Park Board to include a referendum question on the March 15, 2016 general primary election ballot. If approved, the resolution will be filed with Will and Cook Counties, prior to the December 30th deadline. Referendum information is being prepared, and drafts will be provided to Park Board Members prior to, or during the November meeting. If acceptable, and pending Board approval, a supplementary brochure, detailing referendum information/projects would be included in the winter/spring brochure that will be delivered to Park District residents in late December.

John Williams, CPA from the independent auditing firm of Hearne and Associates, will attend our November meeting to provide a brief overview of the district's most recent audit, copies of which were provided to Board Members at the October meeting. Mr. Williams will also be available to answer questions related to the audit.

The Park District drafted the ADA transition plan, and forwarded information to John Vann, landscape architect, who will be producing the final report. This has been a previous deficiency, and we look forward to the completion of this major accomplishment.

Ed Reidy, Superintendent of Parks, and I met with the Frankfort Square Baseball League to review the past season, and to discuss how best to move forward. At the end of the season, several projects were completed that included cleaning and painting of the facility, asphalt repair and replacement, and field grading. FSBL is facing decreasing participation in their program, similar to our girls softball program, and we will continue to work together for the benefit of Park District residents.

Construction has begun on condominium units at the corner of St. Francis and Pine Hill Road. I am concerned about the close proximity to our Kiwanis Park ball fields, but we have no control over development of property not owned by the Park District. We will evaluate the site upon completion, to determine if additional safety measures are necessary. The advantage to the development is that the developer agreed to provide immediate access to sewer and water, making permanent restrooms at the Kiwanis Park ball fields an affordable option in the future.

As part of staff development, and in an effort to continue the overall assessment of Park District operations, an all-day workshop was conducted on Wednesday, October 21st. Various staff members made presentations, and have been challenged to present ideas outside the box that would promote valued change and relevancy. It was exceptionally successful, and due to the nature of the input, we were not able to complete reviews of all staff positions and departments. An additional meeting will be conducted, and Board Members will be notified of potential projects provided through staff input.

Staff will also attend a GASB inventory workshop and RecTrac software seminar. The long-term goal is to add FinTrac to the district's existing software, providing an integrated financial tracking method for all aspects of Park District operation.

In a supplemental note, I previously asked for consideration to purchase replacement vehicles. This seems to be never ending, but many of our vehicles were purchased in 2002 and 2003. I became aware, through state purchasing, that the requested vehicle is on state contract, but would take between 12-16 weeks for delivery. I would like to move forward with this acquisition.

We anticipate providing some budget line item adjustments to more closely reflect actual income and expense. A summary of these requested adjustments will be provide in advance of any requested changes.

Previously, key staff provided five minute snapshots of developments within their specific departments before the Board, but these annual presentations were not completed this past summer. The Board can decide if presentations should be scheduled after the first of the year, or delayed until August, 2016.

Please note; a Truth in Taxation public hearing will take place on December 7th at 7:00 p.m., immediately followed by the regular Board Meeting, beginning at 7:30 p.m. The hearing is necessary for the adoption and filing of the Park District's annual levy. The State of Illinois requires all taxing entities to complete this action the first Monday of December, and consistent with past years, the next Park Board Meeting will not take place until the third Thursday in January.

MAINTENANCE

Several projects are still underway that include the removal of fencing at the Skate Park and annual winter preparations. Equipment and snow removal methods will be reviewed with staff.

We are looking forward to the cold weather, providing the opportunity to employ the new Nice Rink liner that will extend use of our popular inline/hockey rink facility at Union Creek Park.

Maintenance staff will be busy at the golf course in the coming weeks, dewatering the two front ponds. This is a necessary step, enabling the removal of silt that has been causing issues with the irrigation system. With equipment on site, we will also install irrigation pipe adjacent to the bridge, excavate for an additional cart path along the sixth fairway, and add a new tee on the 7th hole. Ditches at Hoffman and Kingston Park will also be cleared of silt and debris.

Maintenance staff have had a busy and productive fall. I cannot express the number of details necessary to service all areas of the district, but I am pleased with recent advancements that take a systematic approach to the care of facilities and properties.

RECREATION

Staff are developing the 2016 winter/spring brochure. New in this offering, will be a revision to the ELC preschool program, Preschool Plus One, which will provide the option of adding one day of social and gross motor activity to our existing program.

This is one of the many new and innovative advancements that will be available at the Park District. Preschool Plus One was developed in response to a request for new ideas that will ensure the Park District remains relevant in an ever-changing environment.

INFORMATION TECHNOLOGY

I am happy to announce that we met with John Staples, our website designer, and in the coming months, the website will be improved. The site has changed in past years to accommodate various devices and increased information, and new changes will be implemented to streamline access to information and decrease redundancy. I will apprise Board Members as updates go into effect.

GOLF COURSE

The golf course has benefitted from mild temperatures in early November. Early in the 2015 season, inclement weather limited play, and it is hoped the unseasonably warm temperatures will make up some financial ground.

We continue to explore all options for the clubhouse restaurant, and have solicited proposals from area restaurants. If any are received, I will inform Board Members prior to taking any action.

RISK MANAGEMENT

Chapters 3 & 4 of the Safety Manual is provided for your review, and will be presented for consideration during the December meeting. This follows the first two chapters of the document that were previously approved, as a necessary PDRMA compliance action. If any additional clarification is required regarding this submittal, please contact me directly.

The Park District continues to develop its risk management program, attending educational sessions and addressing various safety topics. Full time staff will attend the annual PDRMA workshop at the Tinley Park Convention Center on Friday, November 20th. PDRMA representatives will visit the Park District on Wednesday, November 18th, to introduce the Park District's new consultant and provide a summary prior to the first formal Loss Control Review, scheduled for 2016.

Respectfully submitted:

Jim Randall

Executive Director