

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

Friendly reminder - this Monday's Board Meeting, different than are normal third Thursday of the month, begins at 7:00 pm with the required Truth in Taxation public hearing. The change in date allows compliance with Cook County requirements for the adoption of the annual tax levy ordinance. If you are unable to attend, please let me know.

ADMINISTRATION

The tax levy adoption is included on the agenda, and if any Commissioners need information or clarification related to this required document, please contact me directly.

As required, the Park District published the Truth in Taxation public hearing notice in the *Frankfort Station* that included the date/time/location of the required hearing along with other relevant information. I received one phone call from a concerned resident, and believe that she was satisfied with the explanation after I related the details of the requirement,

Staff have begun work on the upcoming budget for Fiscal Year 2016-2017. A first draft will be available for Board review at the February Board Meeting. We will discuss an early start to February and March meetings, to allow for added budget discussions.

Two primary bonds payments will be wire transferred in advance of the January 1st payment.

A draft of the referendum information that will be included in the winter/spring brochure will be provided at Monday's meeting for Board review. Letters will be forwarded to community groups and organizations, detailing referendum information, along with an offer to present information on at their respective February or early March meetings. I will provide Park Board Members with voter roles for their review.

I have asked for approval to establish a MaxSafe Money Market Account through Old Plank Trail Community Bank. Per previous discussions, the State of Illinois has removed support of the existing Illinois Treasurer's Pool, making investment in this vehicle less attractive. The establishment of this new account would eventually replace the Treasurer's Pool Account after all current direct deposits of tax proceeds are transitioned to the new MaxSafe Account. I am requesting Board approval to create this new investment account, and supporting documents are included with my report.

A bid document has been completed for an electronic sign that will be located at Square Links Golf Course. The invitation to bid will be published in the Frankfort Station on December 10th, and the bid opening is scheduled for January 11, 2016. It is hoped installation will be completed by April 1, 2016. The preliminary budget for this improvement is \$32,000, with the Frankfort Township Road District incurring 50% of the expense.

After several months of revisions, the plan for the 40' x 20' equipment storage building, to be located in the Community Center maintenance yard, has met with final approval through the Will County Land Use Department, and a permit was issued. Construction will be deferred until the spring of 2016, and I will update Board Members once the project is scheduled.

MAINTENANCE

Silt has been removed from Kingston and Hoffman Park ditches.

Staff completed the first snow removal of the season, and are refining the operation to improve efficiencies.

We communicated with Summit Hill School District 161 administrative staff on their needs to open schools in an order that is most effective, thereby limiting plowing of non-essential areas in heavier snow events.

On a side note, Audrey Marcquenski, Ed Reidy, and I, have been meeting with SHSD 161 Superintendent, Barb Rains and school staff monthly to review cooperative efforts.

The maintenance department is in the organization and planning stage, with all areas being evaluated for required maintenance and efficiency. Ed is working with Julie Arvia and Dan McDonald in planning for the upcoming season.

I will ask Ed to provide a monthly summary of actions, summarizing primary projects and details that have been completed in the previous month.

RECREATION

The big accomplishment is the completion of the winter/spring brochure with the referendum insert. Audrey and staff did a wonderful job pulling together all the information for these two important publications.

Staff met, with Kelly VanHyning, to review job responsibilities prior to his departure. Specific duties, as previously discussed, have been divided among existing staff. Job responsibilities will be further refined in the coming months.

The Park District will be advertising the new Preschool Plus One program along with the new curriculum for our 3 and 4 year old ELC Preschool Programs in the December 10th edition of the *Frankfort Station*. This edition will also feature an article that includes an interview with Pam Kohlbacher, the Park District's new Director of Early Childhood Programming.

INFORMATION TECHNOLOGY

The brochure had been updated, and the website is under construction. I will update Board Members on website changes at the January meeting.

SSSRA

The Crete Park District continues to pursue membership within the South Suburban Special Recreation Association (SSSRA), and anticipates the action will be brought to a vote in 2016.

The Frankfort Square area has been identified as an outreach priority by the SSSRA to identify individuals within the community that are not currently utilizing their programming, but would benefit from the agency's services. SSSRA staff will contact area schools, in an effort to communicate with special education staff to promote increased awareness of SSSRA opportunities in the area.

FINANCE AND PLANNING

The audit is complete, but staff will submit budget adjustments at the January meeting, representing the many changes that have occurred over the last few months. As previously discussed, the Park District's overall financial position has improved over the previous year.

GOLF COURSE

Ray Schmitz, Superintendent of Square Links Golf Course, has asked to step down, remaining as a part-time employee, working 20-25 hours per week during the season. Dan McDonald has been Assistant Superintendent for the past two years, and will be assuming primary Superintendent responsibilities.

I have a proposal from Harris Golf Cars to replace the four (4) remaining golf cars and two (2) utility cars. The total annual payment would be \$3,724.92, at \$620.82 per month with a June-November payment schedule. At the conclusion of the five year lease, the Park District would have a \$1.00 buyout. The lease agreement includes \$16,350 trade-in value on our older units.

OFFICE

Maureen Rascop, office clerical, submitted her resignation, effective December 10th. At this time, Diane Meister, Office Manager, is currently restructuring office responsibilities, and is confident that with the skills the current staff provide, she does not anticipate the need to hire a replacement.

RISK MANAGEMENT

Chapters 3 and 4 of the Safety Manual will be provided in hard copy at Monday's meeting for Board review. If acceptable, this items will remain on the agenda for formal adoption at the January 21, 2016 Board Meeting.

WELLNESS

The Wellness Committee has successfully launched fitness initiatives for the BAS students and Park District staff, both of which will be wrapping up in late December and early January. The winter/spring brochure will introduce a community cookbook, with a request for residents to provide recipes over a full year of brochure publications. It is anticipated that the cookbook will be ready for distribution in late fall, early winter of 2016, and will be offered at a modest price of \$5.00 per book to cover printing costs.

Respectfully submitted:

Jim Randall

Executive Director