

## **EXECUTIVE DIRECTOR'S REPORT SEPTEMBER, 2016**

### **ADMINISTRATION**

Staff have been working diligently to update legal compliance of various Park District documents. I am providing a revised copy of the Personnel Handbook, and will ask for adoption at the October meeting.

We have also, at PDRMA's request, formalized the purchase or acceptance of park property. Park District counsel is formalizing this document for approval by the Park Board, and an advanced review is made available with this month's agenda.

A social media policy, directing comments to Park District email, through input during Board Meetings, directly to staff by mail or voice mail, is being prepared. Social media has proven to not be a suitable forum, over-representing, in some cases, nonfactual positions. An updated policy will be provided for Board consideration.

We are working to standardize intergovernmental agreements with Frankfort and Tinley Park police, and the Will County Sheriff's Department. When completed, it will be presented for Board review.

Summit Hill School District, at the time of our Board Meeting, will have considered the minor amendment to our intergovernmental agreement, in compliance with PDRMA's request.

The much-anticipated budget revisions, reflecting many needed adjustments will be provided for Board review and October adoption at Thursday's meeting.

Due to the number of changes, we are providing Board Members with a month to review all documents noted prior to consideration.

There has been an interest expressed in lease and operation of the A La Cart restaurant facility for the 2017 season. Talks are in the preliminary phase, and I will update Board Members during Thursday's meeting.

In the interest of transparency, I am providing a purchase order for related travel expenses for the ten employees and once Commissioner and his spouse that will be attending the NRPA Conference in Saint Louis from October 4<sup>th</sup> through October 7<sup>th</sup>.

Park District counsel is formulating a Park District policy in compliance the new Illinois Local Government Travel Expense Control Act that takes effect January 1, 2017. In the absence of this coming provision, the summary of expenses reflects appropriate transparency. I will ask for Board approval of costs at September's meeting.

We are excited about potential grant funding of the OSLAD grant Community Park Redevelopment project. Ed Reidy, Superintendent of Parks, and I have met with Joe Brusseau, Brusseau Design Group, to prepare for anticipated grant funding and implementation.

I will be presenting the annual mini bond funding at the October meeting. Additionally, I will be presenting the refinancing of existing debt related to the purchase of baseball field property on St. Francis.

Final Will County tax distributions will be received by the end of October. I am still very encouraged by the state of Park District accounts.

The audit is completed, and required filings are in process by the Park District CPA firm of Hearne & Associates.

The final Loss Control Review was completed at Square Links Golf Course on Friday, September 9<sup>th</sup>. Park District staff will be completing recommended corrections in advance of our final appraisal in November.

### **MAINTENANCE**

Roof repair was completed on the two pole buildings located in the Community Center maintenance yard.

Staff have had a very productive season. With seasonal staff returning to school, full time staff and a few seasonal staff will be hard-pressed to keep up with the demands.

### **RECREATION**

The fall brochure has been received, and the expanded F.A.N. program is open for business. I will update the Board on the F.A.N. program at Thursday's meeting.

Registration has been well received for both preschool and the popular BAS program.

### **INFORMATION TECHNOLOGY**

I continue to be pleased with B Practical, IT contractor's performance and professionalism. Since entering into our agreement in July, they have been onsite, working diligently to correct and improve IT performance.

### **FINANCE AND PLANNING**

Information for this committee has been addressed under the Administration section of this report.

### **GOLF COURSE**

Preparations continue for the upcoming "Free Day of Golf" College Scholarship Tournament.

The parking lot and Hole #6 repairs will be completed early in the week of September 12<sup>th</sup>.

The high school season is in full swing throughout the month of September and early October.

I will provide an oral financial comparison at September's meeting.

**RISK MANAGEMENT**

We have contracted with Ray Ochrowicz of Executive Decisions to complete required playground audits.

Respectfully submitted:

Jim Randall

Executive Director