

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

### **ADMINISTRATION**

We are excited to return from St. Louis, Missouri, carrying the NRPA Gold Medal Award. I wish all could have been there to share in a truly exciting moment. I will be including correspondence, all congratulatory emails, and cards that the Park District has received since the announcement. We are already making plans for our next Gold Medal opportunity in 2021.

Staff are working to add the new Finalist Medal and Gold Medal to our display in the foyer.

Two reminders: I will not be at the November Board meeting, Audrey will be in attendance, and this meeting will be at the golf course. The November agenda will include the final department reports from staff.

At the direction of Park District attorneys, I am delaying budget adjustments until the December Board Meeting, scheduled for Monday, December 5<sup>th</sup>. The annual Truth in Taxation public hearing and tax levy adoption is also to be completed at this meeting. It is critical that we have five Board Members in attendance to complete these required actions. Although the meeting is two months away, if there is anything on your calendar for this date, please let me know at your earliest convenience.

I am requesting Board approval for the following actions at the October meeting:

1. Approval of annual \$106,000 mini-bond sale ordinance
2. Approval of annual abatement ordinance
3. Approval of an ordinance to refund the cost of debt service that financed the purchase of the St. Francis ball fields combined with a purchase and financing of a Toro Athletic Field Groomer at a financed sum not to exceed \$25,000, amortized for two years at an interest rate of 3.05%
4. Consideration of a Land Acquisition Policy
5. Consideration of Law Enforcement Intergovernmental Policies with the Will County Sheriff's Department, Frankfort Police Department, and Tinley Park Police Department
6. Consideration of updated Personnel Handbook – Policies and Procedures
7. Consideration of Resolution No. 16-10-16, a Truth in Taxation Law Resolution
8. Consideration of Square Links Golf Course Class D Liquor License renewal

I will also note that Park District coffers are at the highest level since 2007. Efficiency measures and various other changes have proven to be successful.

### **MAINTENANCE**

We are in wrap-up and winterization mode, with fall maintenance and cleaning of equipment, and preparation of vehicles and snow equipment for the upcoming season.

Ed Reidy, Superintendent of Parks, and I reviewed all equipment. Russo Power Equipment conducts a used equipment auction, and equipment not used with frequency was entered into the auction. The auction allows public disposal of equipment, reduces maintenance costs, and alleviates storage issues. I will review auction results at Thursday's meeting.

Body work has been completed on three Park District vehicles. Due to the nature of our usage, we intend to retain these vehicles, making it reasonable to invest in the equipment.

The repair of turf at Lincoln-Way North has been completed, and is coming in nicely.

Staff will be topdressing and aerating high use areas throughout the fall.

I received the addition of contracted service in areas of maintenance, and will be reviewing changes for the 2017/2018 season during the winter budget process.

### **RECREATION**

The new F.A.N. program is underway, and an open house to promote winter memberships is scheduled for Tuesday, November 22<sup>nd</sup>. We will also be using paid advertisement through local publications to promote the new opportunities.

Some much-needed equipment was ordered that includes volleyball standards, soccer goals, badminton, and pickleball nets that will provide some new opportunities at LWN.

I am enclosing programming calendars to indicate the frequency and variety of usage available through F.A.N.

### **INFORMATION TECHNOLOGY**

Fifteen new CPUs/office computer stations, a budgeted expense, have been ordered to replace ineffective terminals.

The Park District will be repurposing the two non-smart TV monitors, currently located in the Board Room, and will replace these units with one smart TV and speakers to allow for improved presentations.

One of the old TV monitors will be used in the garage training room, and the second will be located in the foyer to display photos and text.

The building security DVR will be placed on the Park District server, allowing staff to access security cameras via the internet. The long-term approach will be to have all cameras available to staff online.

### **SSSRA**

Park District Maintenance staff provided hayrides for the SSSRA's participants and families during their annual Oktoberfest that was held at Union Creek Park on Saturday, October 1<sup>st</sup>.

Park staff met with a personal trainer to establish the Healthy Minds-Healthy Bodies program at LWN to assist veterans with their health and wellness.

### **FINANCE AND PLANNING**

I am working on the annual tax levy, with the hearing and adoption scheduled for December 5, 2016, the first Monday in December, as required.

### **GOLF COURSE**

Preparations are underway for the fall course closing on or about November 1<sup>st</sup>, depending on weather conditions.

### **OFFICE**

Staff are preparing to enter information into RecTrac for the winter/spring brochure that is scheduled to be distributed in mid to late December.

New this year, parents have the option to pay preschool tuition online, and this change has been well-received.

### **RISK MANAGEMENT**

The final PDRMA LCR onsite review was completed on October 13<sup>th</sup>. The final report that will be completed on November 4<sup>th</sup>, will culminate 2+ years and 1000's of hours of staff effort to improve Park District operation.

Audrey Marcquenski, Director, and I will attend the annual PDRMA Property/Casualty Program Council meeting on November 2<sup>nd</sup>.

### **WELLNESS**

Staff and BAS fitness challenges, designed to increase health awareness and physical activity, are well underway.

Recreation staff will incorporate new wellness programs through the F.A.N. program, with assistance provided by Ingalls Occupational Health Program.

Respectfully submitted:

Jim Randall

Executive Director