

DIRECTOR'S REPORT NOVEMBER, 2016

ADMINISTRATION

Through PDRMA's annual Property/Casualty Council meeting on November 2nd, the park district is in receipt of PDRMA financials and projected fees for the upcoming fiscal year.

Please note; a Truth in Taxation public hearing is scheduled for Monday, December 5th at 7:00 p.m., immediately followed by the regular Board Meeting, beginning at 7:30 p.m. A legal notice regarding the hearing will be published in the November 23rd edition of the *Frankfort Station*. 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.

Staff are completing a final review of the amended budget that will be presented for Board approval during the December meeting. A summary of all line item adjustments, detailing the amounts and reasons for the corrections, will be provided in advance of the December meeting for review prior to consideration. As has been previously discussed, the corrections are at the direction of park district auditors to provide accurate accounting of all income and expense.

District-wide staff schedules have been developed and posted, and there will be a practice payroll cycle conducted prior to the Fair Labor Standards Act (FLSA) that goes into effect on December 1, 2016.

Staff will be in attendance at the November Board Meeting to provide departmental reports for Maintenance, Recreation, and Office.

MAINTENANCE

Maintenance staff provided hayrides for many happy program and partnering agency participants in preschool, BAS, Girl Scouts, SSSRA, and Hilda Walker School's 20th Anniversary.

Staff have been busy with normal tasks, i.e. mowing, athletic field and facility maintenance, garbage collection, while also transitioning into the next season. Plowing plans have been communicated to the school district, and staff are preparing the snow plows, shovels, and salt for upcoming use.

We have seen a recent increase in graffiti and reported loitering at Union Creek Park. Staff cleaned-up the graffiti and communicated with Tinley Park Police to address the issue.

RECREATION

Staff are finalizing programming and proofing the Winter/Spring 2017 Brochure. It is scheduled to go to the printer on November 30th, and residents can begin to expect to find the brochure in their mailboxes beginning December 15th.

The F.A.N. Open House is scheduled for November 22nd. This free event for all Lincoln-Way High School District 210 residents has been publicized through newspaper advertisements, Facebook, our website, marquees, and flyers. In addition to the fitness center and weight room, we will set-up volleyball, pickleball, and badminton courts with the hope that lots of people visit and try out all that F.A.N. has to offer.

INFORMATION TECHNOLOGY

The revised Personnel Handbook and Safety Manual have been posted to our website for efficient staff access and transparency.

A new monitor was installed in the Board Room, providing improved technology for presentations, meetings, and training opportunities. The existing monitors have been moved to the garage workroom for training, and the Community Center lobby to display scrolling messages and photos to keep residents informed. Also, a television was installed at Mary Drew for use during the BAS and Day Off Escapades programs.

SSSRA

Legal counsel from Ancel Glink was in attendance at the October Board Meeting to review the updates to SSSRA's Personnel Policy Manual, which are consistent with FSPD's updates regarding topics such as the FLSA and Local Government Travel Expense Control Act.

GOLF COURSE

The golf course has benefitted from above-normal temperatures into early November. Staff continue to monitor weather and play, but at this time, Square Links remains open for golfers to enjoy late season play.

OFFICE

Staff are preparing program codes for the upcoming brochure, and developing a new, more efficient coding system moving forward that will make registration easier for staff and residents.

With numerous private teams scheduling practice time at Lincoln-Way North, it is critical to stay current with invoicing. Office staff have provided tremendous support in managing the payment process.

RISK MANAGEMENT

Our PDRMA Loss Control Review (LCR) is complete for 2016, and I am honored to share our score of 97.05. This high score is rare for new members going through the process for the first time, and reflects our commitment to excellent and safe work practices. The goal is to score in excess of 95 for two consecutive reviews in order to achieve accreditation status, which means less frequent reviews.

This was a phenomenal district-wide effort. Every seasonal, part-time, and full-time staff member was involved in the review process, from training to sharing ideas for making job tasks safer and more efficient. Of course everything had to be thoroughly documented, with thousands of sign-in sheets, manuals, ordinances, certificates of insurance, agreements, inspections, assessments, plans, and photos presented for review. Staff are taking a brief break from the LCR before finalizing winter plans of action and preparing to complete the process again in 2017.

WELLNESS

Thanks to our Wellness Committee, staff have focused on health and wellness, attending a presentation by Kim Kramer, Ingalls dietician, entitled "The Facts of Life: Commonly Asked Nutrition and Exercise Questions So You Know the Real Deal!" on November 9th, as well as participating in a team walking challenge that is currently underway, and will continue through the Super Bowl.

Respectfully submitted:
Audrey Marcquenski
Director