

## **EXECUTIVE DIRECTOR'S REPORT JANUARY, 2017**

### **ADMINISTRATION**

Preliminary actions necessary for the upcoming Consolidated Election have been completed, with the exception of the official form of ballot to Will and Cook Counties. This information will be forwarded on the prescribed deadline date of January 26<sup>th</sup>, coinciding with the deadline for withdrawal of candidacy. The Park District ballot is uncontested, with four candidates vying for the four available positions. I have invited Denis Moore, the only non-incumbent candidate, to attend Board Meetings in advance of his taking the Oath of Office in May.

As always, if any Board Members are unable to attend Thursday's meeting, please let me know.

The January meeting includes approval of the December 5<sup>th</sup> Truth in Taxation minutes from the public hearing, and financial statements from both November and December.

I had asked in my January update to use January, February, and March Board Meetings to review and provide direction on the creation of the 2017/2018 budget.

The Executive Director's Report, as is typical, will provide highlights from all Park departments. If Board Members need clarification on any particular department, please let me know. If department information is sufficient, I will plan on focusing on budget prep during our regular meetings.

Staff will be meeting with Robin Hall, University of Illinois, to seek a proposal to create, distribute, and tabulate a community-wide survey. In review of our last master plan, the majority of recommendations have been completed or determined to be non-viable, due to budget constraints.

One potential opportunity, previously discussed, is the provision of a full day child care opportunity. Staff will begin reviewing requirements of facility and personnel, but it is hoped that a community-based survey would determine community need.

Research is underway to determine development of t-ball fields, synthetic infields, bleachers, and water service. The referendum called for multi-field development, but we are pursuing the cost of improvements to one field.

Raegan Christy, John Keenan, Carter Patton, and Ed Reidy will attend the IPRA Conference in Chicago, January 19-21. Attending staff will take requests for literature/information for particular areas of interest from those of us staying behind.

### **TREASURER'S REPORT**

The current fund balance is stronger than past years, but I am still recommending the sale of \$400,000 in tax anticipation warrants for the upcoming year. Chapman and Cutler will be providing the authorizing ordinance, and legal opinion, and Old Plank Trail Community Bank has agreed to purchase the warrants.

### **MAINTENANCE**

Since the early snow fall, staff have had a reprieve, enabling them to catch up on organizational duties. Typical daily actions include equipment repair and maintenance. The increase/addition of space in the Summit Hill and Lincoln-Way School Districts have created an increased demand for daily custodial services.

I will be meeting with Cardno JF New later this month to finalize contract details for the new native area maintenance contract.

Our Park Naturalist's last day of full-time employment will be April 30, 2017.

Ed is working with contractors, obtaining RFPs necessary for Park maintenance of property that include HVAC, plumbing, and facilities. Proposals will be reviewed throughout the budget process.

### **RECREATION**

Registration for the winter programming is underway. Preschool registration for the next school year is also underway for existing students, and new student registration starts February 1<sup>st</sup>.

I am including the F.A.N. report that was provided to Lincoln-Way Community High School Superintendent, Dr. Tingley last week. Per previous notice, the Park District will post this report on the website. I am very pleased with the numerous opportunities at North. Staff have done an outstanding job developing, expending, and managing this expanded opportunity.

### **INFORMATION TECHNOLOGY**

We continue to make IT advancements. The Park District is evaluating data storage, considering various options. Updated camera and DVR replacements are scheduled to be installed at the Nature Center and golf course. The installation will enable smart phone camera access to all these locations. Two cameras are being installed to provide shots of the Community Center parking lot.

We continue to pursue internet backup to the high speed Comcast service.

Older, inefficient computer terminals are being replaced.

### **SSSRA**

No report.

### **FINANCE AND PLANNING**

The TAW ordinance, referenced above, will be presented to the Board for consideration at the February meeting.

### **GOLF COURSE**

The Park District has had problems with loss of range ball tokens. Improvements are underway to eliminate the token system, enabling access to range balls with a computer code.

Improvements are also scheduled to limit manual repetitive actions related to the driving range.

The golf course experienced a break-in since we last met. There was no loss, other than damage to a window. A good picture of the individual responsible for the break-in was provided to the Will County Sheriff's Department.

Other winter projects include creek repair at Hole #7, two drain tiles on Hole #4 will be replaced through the Township, and a large dead willow tree will be removed from Hole #6.

Dan McDonald will be readying equipment for the start of the season.

Carter Patton and John Keenan are reviewing restaurant options.

The Park District has become a distributor for Calloway, and is looking to improve rental clubs. We are also able to get wholesale pricing on range balls and miscellaneous merchandise through Calloway.

### **OFFICE**

Vermont Systems, provider of RecTrac, the District's online registration software, is scheduled to conduct advanced training for office staff in June, 2017.

Registration, both online and in-person, that began on January 9<sup>th</sup> and 12<sup>th</sup>, respectively, went well.

### **RISK MANAGEMENT**

The second Loss Control Review (LCR) has been scheduled for 2017.

Staff have been provided assignments for completing necessary actions, detailed in the 2016 LCR.

### **WELLNESS**

Staff have been competing in a step challenge. Teams were formed, steps tracked, encouraging all to maintain healthy winter activities.

Park staff will have a wellness in-service in advance of the January 18<sup>th</sup> staff meeting.

### **BUDGET OVERVIEW**

I received salary information summaries from the south suburbs, and a second report from various districts of comparable size.

I am preparing a full-time salary report for Thursday's meeting, and will be reviewing the Park District's debt service schedule. I am not requesting any action, but discussion of how best to move forward. I would also like to discuss potential capital projects and community surveys.

This is meant to be a brainstorming session, so bring any ideas for discussion.

Respectfully submitted:

Jim Randall

Executive Director