

DIRECTOR'S REPORT NOVEMBER, 2018

Just a reminder, the November Board Meeting will be held at the Square Links Golf Course Clubhouse, and the required change of venue notice will be published in the *Frankfort Station* on Wednesday, November 14, 2018. In addition, meeting location notices are posted at the Community Center and the Park District's website.

ADMINISTRATION

Although the Tax Levy Ordinance was passed at the October meeting, we will still conduct the regular December Board Meeting as scheduled on Monday, December 3, 2018 at 7:30 p.m. The Levy and County Direction Ordinances were filed at both Will and Cook County Clerk's Offices and filing receipts have been received.

Staff will be in attendance at the November Board Meeting to provide annual golf course, special recreation, programming, and parks department presentations.

The agenda includes modified prevailing wage rates for certain construction trades, provided by the Illinois Department of Labor. The revised rate reports will be added to the Prevailing Wage Ordinance, No. 18-06-314, adopted by the Park Board on June 21, 2018, and will be posted for public inspection at the District's office.

Mary Drew became a new polling place for the November 6, 2018 General Election, in addition to the Community Center. Ed and John ensured facilities were open and closed, as well as equipped with the proper amenities for voters and election judges. Additional staff were located at Mary Drew all day to monitor the facility and assist residents.

Staff attended the IAPD Legal Symposium on November 8. Topics included:

- Employment law
- Construction bid documents and contracts
- Investigating employee misconduct
- Employee and volunteer oversight and mandated reporting of abuse
- Hot topics in park district finance and borrowing
- New laws and key legislative issues from the 100th General Assembly
- Significant court decisions affecting park district day-to-day operations

The mini bond payment for the 2017 issue is scheduled to be paid on November 15.

Nicolette and I will be in attendance at the December Board Meeting to provide a summary of the Salary Equity Study.

MAINTENANCE

Staff have been busy transitioning seasonal equipment. Mowers, trucks, and trailers are being cleaned, serviced, and stored for the winter. Snow plows and salt spreading equipment are being prepared for use.

PDRMA hosted snow plow training at Lincoln-Way North on November 8, and all full-time parks department staff participated. Historically, this opportunity has only been available in the northern suburbs, and we are thankful for the availability of Lincoln-Way North to bring this valuable training close to home for us and other south suburban agencies.

RECREATION

Staff are finalizing programming for the Winter/Spring 2019 Brochure. Residents can expect to find the brochure in their mailboxes beginning in mid-December.

John hosted PDRMA staff at Mary Drew on November 8 to tour the new dance studios and Lincoln-Way North.

Nicolette has been working diligently on the Day Off Escapades offerings. This program can serve as critical child care for working parents, but participation fluctuates dramatically based on parents' professions and interest in the activities. Unique field trips and activities have increased participation this fall, and Nicolette is working to schedule the rest of the school year for inclusion in the brochure.

Matt is working with new program instructors, Marc and Spencer Hein, to reinvent the longtime Pee Wee Sports and Little Bulls programming. These programs are often the first structured sports offerings for our young athletes and serve as an introduction to Park District programming.

IT

Staff have been working with website contractor, John Staples, to highlight programming and special event information, making it more quickly and easily accessible on the website.

GOLF COURSE

The last day of the season at Square Links was November 7. FSPD staff and Reliable Property Services have been completing season-end responsibilities. Irrigation is scheduled to be winterized November 13.

OFFICE

Staff successfully entered all program information into RecTrac for the Winter/Spring 2019 Brochure. Bonnie is training office staff and the IT contractor to ensure coverage with this critical component of the registration process.

The new automatic payment plans for the dance program have operated smoothly this fall, and staff are preparing to offer this service for the second session. Program, costume, and competition fees have been standardized in an effort to streamline the process during this busy session, highlighted by three competitions and the two showcases.

RISK MANAGEMENT

The 2018 Risk Management Grant Proposal – Broadcast Hooded Boom Sprayer was chosen by PDRMA as a winning grant submission with an award totaling \$750. From the 51 proposals

submitted, the Risk Management Committee chose 18 that best met the established criteria, and are adaptable and applicable to other PDRMA members.

Through PDRMA's annual Property/Casualty Council meeting on November 7, the Park District is in receipt of PDRMA financials and projected fees for the upcoming fiscal year. In addition to PDRMA's rate stabilization efforts for a 1.8% increase in member contributions for the upcoming year, our 2019 contribution will decrease by 1.48% or \$812.84, which reflects our continued risk management efforts outside of a Loss Control Review (LCR) year.

Eight staff will attend PDRMA's Risk Management Institute, conveniently located at the Tinley Park Convention Center, on Friday, November 16.

COMMUNITY UPDATES

The BSA Troop 237 Scouting for Food Drive is underway. Scouts will be collecting bags on Sunday, November 11, and the truckloads of food will be delivered to Lincoln-Way North to be organized. Staff is scheduled to be onsite to monitor the facility and assist as needed with this tremendous service project.

Respectfully submitted:
Audrey Marcquenski
Director