

EXECUTIVE DIRECTOR'S REPORT DECEMBER, 2018

ADMINISTRATION

I have reviewed the November 15 Board Meeting minutes, and as I have been readily aware, the Park District has an exceptional group of committed, talented staff. I thoroughly enjoyed my time off, even more so, understanding that the Park District was in good hands under Audrey Marcquenski's direction and the wonderful personnel we have in place.

Just a reminder, the Board Meeting is early this month, typically it is scheduled to enable the passage of the 105% levy. Without the requirement to extend at that level, the levy was adopted in October and has been filed with both Will and Cook Counties. The Park District publishes our meeting dates in May following our organizational meeting, making it easier to hold our regular December Board Meeting on December 3, 2018. If anyone is unable to attend or needs to attend remotely, please let me know. Due to the timing of the meeting, the financial documents included on the agenda will be tabled until the January meeting, as is customary.

I would ask for a brief executive session at the conclusion of Monday's meeting to discuss a potential land sale/litigation issue.

I have provided two supplemental reports on natural areas maintenance and proposed changes to the ELC preschool program. The natural areas report details the change and success transitioning from in-house labor/supplemented with contracted service to contracted service/supplemented with in-house labor. The second report reviews the ELC preschool program and upcoming changes of additional class times for the three and four year old programs. The survey results and supporting emails will be provided in hard copy during Thursday's meeting. This is a lemons to lemonade opportunity, made possible due to an energetic and creative staff looking outside the box, surveying program users, and adding change and innovation to a benchmark FSPD program.

Similar summary reports will be generated for F.A.N., BAS, golf course, golf course food service, and contracted maintenance. We are also working on a capital development schedule for the 2019/2020 season. This schedule will primarily address completion of projects already underway. We have a garage full of garbage cans, park benches, playground table canopies, pickleball court at 50% completion, and more path and parking lot work.

The budget is also in its early stages, and capital improvements will be incorporated for initial presentation in January. I will ask for added meeting time in January, February, and March, starting committee meetings at 7:00 p.m. to allow for budget review and discussion.

Senator Mike Hasting's representative attended our Community Park Dedication on October 18, and following the event, he contact the IDNR on our behalf, inquiring about the remaining OSLAD grant funds. On Wednesday, November 28, Jennifer Weisenberger, IDNR Grant Administrator assigned to our project, visited the park site, the final step prior to the balance of funds being distributed. The funds yet to be received total \$99,500, as an advanced 50% payment of the \$199,000 grant award was received in September, 2016, enabling the start of the project. I will notify Board Members when the remaining funds are received.

I am asking for approval of travel reimbursement for staff members that will attend the annual IAPD/IPRA Soaring to New Heights Conference in Chicago in January, 2019. Reimbursement forms are included on the December agenda for Board Member review prior to consideration.

Audrey Marcquenski, Director, and Nicolette Jerik, Recreation Supervisor, working with Jarrod Scheunemann and Michael Mulvaney, have completed the Salary Equity Study, commissioned last spring. Copies of this report and a one page summary will be presented at the January Board Meeting, with Audrey and Nicolette in attendance to briefly review the information and answer any questions the Board may have regarding the report findings.

Staff, again working with Jarrod and Michael, will begin a Community Wellness Survey in the spring of 2019. The new initiative is for all organizations to develop wellness opportunities and education for their residents. Staff have had the benefit of annual health screenings and evaluation, and many of our facilities, indoor and outdoor, promote wellness opportunities. The survey and subsequent report will attempt to identify and promote wellness assets. It may also generate wellness needs that the Park District could develop. It is anticipated the survey/evaluation and report will be completed by January, 2020.

The final phase of District assessment will be an update to the District's Master Plan and Community-Wide Survey in 2020/2021. I hope to incorporate an environmental assessment, a District-wide inventory, and specific recommendations for promoting our mission of environmental stewardship with this report.

The District's finances are in good stead with account balances, excluding referendum proceeds. We have made great strides in the reduction of debt and are projecting continued advancement on this front through the next year. As is typical of our annual process, I will complete end-of-year financial projections for review at our January meeting.

We have spoken in detail about the quantity of completed projects, and over a half million dollars in referendum proceeds remain to continue capital improvements.

MAINTENANCE

Ed Reidy, Superintendent of Parks, detailed the many accomplishments that have been completed and that are ongoing. Construction is complete for the season, but we are prepared to hit the ground running in the spring.

Pending projects include:

1. Placement of multi-generational swings throughout the community.
2. Champions Park, 6-court pickleball facility will be ready for spring asphalt, net installation, and new fencing.
3. Preschool playground tables and canopies that will be on display at Monday night's Board Meeting, are ready for installation. Work will be completed when warm and dry weather allow for Astro Turf placement.
4. Benches and garbage cans will be located and permanently affixed, weather permitting.
5. Natural area burns will be completed, weather permitting.
6. Dead tree removal and brush mowing of natural areas are scheduled for winter completion.

In addition, a maintenance calendar will be established for Fiscal Year 2019/2020, and all facilities and equipment will be inspected and maintained.

The Maintenance Department hosted and received PDRMA snow plow training at LWN.

Ed Reidy renewed his Certified Playground Safety Inspector certification and CPR/AED/First Aid Instructor Certification.

Bill O'Shea, Assistant Superintendent of Parks, and Luke Deuser, Lead Park Maintenance, will be registered for CPSI certification I the 2019 calendar year.

RECREATION

Two exciting winter/holiday events include Lunch with Santa, on December 1, and the Polar Express on December 7.

The winter/spring brochure is nearing completion and scheduled for delivery to residents homes in mid to late December. New programs are highlighted by a Walking Club, 18+ Basketball League, Acro classes, and various adult/senior programs. Staff have already began planning for the summer brochure, with information due to the brochure designer in January.

We continue to have burgeoning dance numbers with over 500 participants learning various dance disciplines.

John Keenan, Superintendent of Recreation, renewed his CPR/AED/First Aid Instructor Certification.

INFORMATION TECHNOLOGY

The parking lot cameras, discussed at the October meeting, have been upgraded to digital units. The new units provide a clearer, highly-improved picture and resolution.

Research is being completed on transitioning the golf course POS system to RecTrac. This integrated system will enable registration for golf programs, purchase of membership passes and gift certificates, at either the Park District office or golf course, and will also provide improved reporting and tracking of golf and beverage sales.

The new bar code membership scanner at F.A.N. has been tremendously successful and has proven to be a major improvement over the previous check-in system.

SPECIAL RECREATION

A participant at LWSRA donated a new scoreboard for the accessible Miracle Field.

LWN will play host to a National Women's and National Junior Wheelchair Basketball Tournaments March 29 through March 31. Park District staff are working with Keith Wallace, LWSRA's Executive Director, to ensure accessibility of the facility.

FINANCE & PLANNING

As previously noted, the 2019/2020 budget is underway.

Audrey will be meeting with PDRMA representatives to review the employee health insurance they offer.

GOLF COURSE

Matt Tillman, Athletic Supervisor, provided a detailed report at the November Board Meeting, and we will be meeting to discuss actions for the 2019 season.

It will be necessary to install a new heat pump in the pump house.

OFFICE

Staff have been busy preparing for brochure distribution and winter/spring registration.

Bonnie Roach, Office Manager, has been training staff on RecTrac coding, a necessary component prior to every brochure and registration period.

RISK MANAGEMENT

The big news is the attendance, information, and energy derived from the PDRMA Risk Management Institute (RMI) attendance by staff members, held at the Tinley Park Convention Center on November 16. All attended the keynote session and two additional breakout sessions. Staff shared their RMI experiences at the November 28 staff meeting, highlighting information from one of their sessions as follows:

Bonnie Roach – Story of Leadership Lessons from a Tragedy

Arliss Bouton – Risk Management Medley

Ed Reidy – Making OSHA Easy

Audrey Marcquenski – Money Has Nothing to Do With Money

Matt Tillman – An Employer’s Role in Financial Wellness

Nicolette Jerik – Managing the Risks of Special Events

Linda Mitchell – Property/Casualty Program Overview

Bill O’Shea – Security and Emergency Planning

WELLNESS

Beginning in January, we hope to have Mary Conlon, Ingalls Wellness Dietitian provide nutrition presentations for staff.

Per my previous reporting, the Wellness Survey & Evaluation is scheduled for 2019/2020.

COMMUNITY UPDATES

The Park District will be working cooperatively with the Village of Tinley Park on repair of erosion of Hickory Creek, adjacent to the Brookside Glen bike path.

The large apartment complex located at 191st & 80th Avenue in Brookside Glen is underway.

We recently received impact fees from the Village of Frankfort for new construction that included six new housing starts in Lighthouse Pointe and two in Candle Creek. It is nice to see the growth through issuance of new permits in our community.

Respectfully submitted:

Jim Randall

Executive Director