

EXECUTIVE DIRECTOR'S REPORT
JANUARY, 2016

ADMINISTRATION

The MaxSafe account, opened at Plank Trail Community Bank, has successfully received property tax deposits from both Will and Cook Counties.

For the past 30+ years, deposits had previously been deposited in the Illinois Treasurer's Pool. Per previous discussions, it is beneficial to the District to close the long-standing Treasurer's Pool account, with Board approval.

I am requesting working budget changes for the current fiscal year. A summary of changes, with explanation of adjustment is included with this agenda. I would request consideration for adoption of the amended budget.

The preliminary budget will be presented at the February meeting. Staff have been working towards a month-by-month itemization of each line item.

I will review the fund balance statement and projected fund balance at the end of the current fiscal year.

Board Members are aware of the new phone system, improved internet, and upgraded wiring, necessitated by the sporadic service of our vintage phone system, dating back to 1990. The advanced service and phone system should be completed prior to our February meeting.

Two phone stations are included in our new system, allowing for tele-conferencing in the Board Room and Audrey Marcquenski's office.

With Board approval, I would have Park District attorneys draft an agreement, authorizing tele-conferenced Board attendance, if physically unable to attend.

The RFP, request for proposal to operate the restaurant at Square Links Golf Course, is due Wednesday, January 20th. I will update Board Members on Thursday regarding this opportunity.

As previously detailed, the Park District website will be upgraded. A listing of numerous changes will be distributed at the Board meeting.

We have also implemented a summary of actions for both the maintenance and IT departments. "To Do Lists" will be provided on Thursday, giving Commissioners an idea of pending actions for both departments.

We received a request for information related to the dog training facility at Lincoln-Way North 5^h High School. Board Members will receive a Cc of information that was provided to the press.

Commissioners have been assisting with identifying residents that are supportive of Park District actions. Prior to the election, post card reminders of the election will be mailed to the households that were identified.

I have included my schedule of presentations, beginning the end of this month. Commissioners will be welcome to attend any or all of these presentations.

Staff will be hosting a referendum booth at primary activities throughout the month of February.

I would like to discuss a departmental promotion during Thursday's meeting. With the departure of Kelly VanHyning, and Audrey increasingly drawn away from the department for additional duties, it is my recommendation to promote John Keenan to the position of Superintendent of Recreation. I am not recommending a salary increase immediately, but would recommend salary consideration with the upcoming 2016/2017 budget.

The staff would like to apply for the 2016 Gold Medal. The NRPA Congress will be held in St. Louis this year. I welcome any input on this action.

The golf course LED electronic sign bid opening was completed on January 11th. The successful bidder was Comet Neon, at a total cost of \$31,200. One half, \$15,600, will be incurred by the Frankfort Township Highway Department. The project should be completed by April 1st.

I have put the golf boards on hold for reevaluation in the spring. I believe this to be a good project/opportunity, but do not believe we have to move on the purchase at this time.

MAINTENANCE

I would request consideration to move forward on a truck purchase if the contracted allotment is in jeopardy of not being available. Currently, a 2015 F-250 4x4 plow truck, replacing a 2002 F-150 4x4 is available for \$24,000. This is a non-aluminum vehicle, and is \$10,000 less expensive than the new 2016 model. I do not believe I will take delivery before June, but if there would be a shortage, I would like the ability to move forward.

Ice rinks are in process. All we need is cold weather.

RECREATION

Registration for the 2016/2017 ELC preschool program is February 1, 2016.

Registration for winter programming has been very successful.

The annual T.E.A.M. Asset Family Faire is scheduled for Saturday, March 5, 2016 at Lincoln-Way Central High School.

Jim Zawilinski, president of the Frankfort Square Baseball League, contacted John Keenan, Athletic Supervisor, regarding an opportunity to receive free uniforms that include logo shirts and visors, donated by the Chicago White Sox organization. These free uniforms will be provided to the Park District's girls softball program.

RISK MANAGEMENT

The Park District safety manual is nearing completion. I would ask for adoption of chapters 3 & 4, presented at the December Board Meeting. Chapters 5 & 6 are included with the January Board packet. These reflect the completion of the safety manual, and hopefully approval and adoption of the completed manual at the February meeting.

WELLNESS

New fitness initiatives for the BAS program and Park District staff have successfully concluded, with BAS students reaching Disney World in December through tracking of daily physical activities, and staff reaching Sonoma, through tracking of daily steps.

Both programs have raised awareness of how individuals can improve overall health and fitness, and it has been noted that the BAS children are now asking about the type of activities that are planned for each day.

The Wellness Committee continues to plan additional programs for BAS and staff, to ensure all remain motivated as they move forward into the new year.

Respectfully submitted:

Jim Randall

Executive Director