

EXECUTIVE DIRECTOR'S REPORT
JUNE, 2016

ADMINISTRATION

The Park District has undergone several staff changes in the past year, and all have pitched in to ease the various transitions. The latest resignation leaves our IT Department in a transitional period, with opportunities to revise operations. We have advertised for a replacement of the full time position, but are evaluating all options. I will update the Board with progress in this area at Thursday's meeting. In the interim, all staff have taken on extra duties, but special recognition goes to Diane Meister, Office Manager/Bookkeeper, for assuming responsibilities well outside her normal job requirements.

The independent audit firm of Hearne & Associates, P.C. will begin the annual audit on Monday, June 13th. Duane Meyers, FSPD Senior Bookkeeper, and Executive Assistant, Linda Mitchell, have prepared and assembled necessary documents. I anticipate an onsite presence for 3-4 days, and completion of the audit offsite. It is hoped the completed audited financial statements will be available for Board review in August.

The Budget and Appropriation Ordinance is being prepared for Board review, public posting, and eventual adoption at the July Board Meeting.

I am delaying line item adjustments, pending confirmation of ending balance and possible adjustments recommended by Park District auditors, Hearne & Associates.

The Prevailing Wage Ordinance is included on the agenda for review and required adoption. If Commissioners have any questions related to this document, please contact me directly.

Chapman & Cutler LLP, District counsel on various financings, has asked for the adoption of the provided ordinance and filing with Cook County to confirm the defeasance of debt paid off in 2011. An oversight, to the best of my understanding, prevented the recording of this action. The attached ordinance will correct any previous deficiency.

The bulk of the first half of Will County Tax proceeds has been received, and Tax Warrants have been remitted on Monday June 13th. I will update the Board on this action on Thursday.

The June report will include the first provision of estimated income and expenses for all park line items. This is an estimate in some areas, and actual expenses in various defined line items.

I am finalizing our Intergovernmental with Lincoln-Way through the development of new opportunities at Lincoln-Way North beginning this fall. We anticipate distributing information about new programming to FSPD and LWCHSD 210 residents in mid to late July, in anticipation of the start of new programming the first week of September. I plan to finalize pricing and scheduling with Dr. Tingley at the end of June, and meeting with community groups and organizations in July. When a proof of the intended offerings is available, I will forward a draft for Board review.

On a happy note, the new Park District Gold Medal video is posted on our website, and is also playing on Frankfort's FCTV Channel 6 public access. We have provided thank you's to many residents, supporting agencies, and community groups. I will provide all the supportive comments that we have received since providing the link. I am also attaching links to our Class V competitors, providing Board Members with an opportunity to review the Gold Medal Award competition. Simply click on the links below, or copy and paste them to your web browser.

Homewood-Flossmoor Park District, Flossmoor, IL

<https://www.youtube.com/watch?v=wQrwuX532FY&feature=youtu.be>

Itasca Park District, Itasca, IL

<https://www.youtube.com/watch?v=aWRzulV56pk>

Middleton Public Lands, Recreation & Forestry, Middleton, WI

<http://www.ci.middleton.wi.us/index.aspx?nid=107>

We are reviewing new overtime rules with the support of Park District attorneys. In advance of new laws that will be implemented on December 1, 2016, we need to determine exempt administrative employees and adjust as necessary. I will review this new requirement with Board Members, and will have preliminary findings to staff at our monthly meeting.

We have been working on master department calendars and will continue to draft necessary annual actions throughout this year. The hope is that after identifying annual requirements/actions by department, a solid document will better prepare us for necessary recurring tasks.

The Park District has been responding to legal requests for information related to a previous accident by a District employee. The Park District is not a named party in this suit, but is providing requested information.

We have also responded to a federal subpoena for information, and provided documentation related to the District's operation of the Dog Obedience program at Lincoln-Way North High School.

I anticipate a representative from the Park District's legal representation firm of Ancel Glink during Thursday's meeting to review legal matters with the Board during open session.

I met with representatives with the Village of Frankfort regarding developer impact fees and related park ordinances. This document has not been reviewed or amended in 10+ years, and all agreed it should be revised. The FSPD has no pending developments, and will be working on evaluating and amending the existing agreement. It would be hoped that prior to the end of this fiscal year, a new agreement could be reviewed by Park counsel and Commissioners, and scheduled for eventual adoption with any necessary amendments.

MAINTENANCE

You can set the calendar on the Maintenance Department catching up with spring work the first week of June.

Work on the Island Prairie Park boardwalk extension will begin June 20th, with pier installation and framing. Ed Reidy, Superintendent of Parks, has been working with area Boy Scouts to complete the installation of decking.

Ed has completed bid procedures for roof replacement on two pole barns, and bid results will come before the Board for approval at Thursday's meeting.

Fencing is being replaced at the Community Center maintenance area. We are hoping work will be completed by the first Summer Series Concert, scheduled for June 14th.

Staff will be moving the restroom trailer from LWN to Kiwanis Park to benefit park users at the former little league fields.

Contracted work at the Lincoln-Way North campus and throughout the District has been successful and is monitored weekly.

RECREATION

John Keenan, Superintendent of Recreation, and Audrey Marcquenski, Director, have garnered the support of many Park staff to get spring programs, events, and activities underway. The loss of two Park District programmers has created a hole that required many to expend exceptional efforts to keep things up and running.

We are currently interviewing to fill two full time positions, Recreation Supervisor and Athletic Supervisor, and hope to have final candidate interviews within two weeks. It will take 6-8 weeks to get new people up and operating, once job offers are accepted.

In the interim, the Park District has many part time staff members that have filled the programming void and operations at the golf course. Audrey and John have both extended job responsibilities to ensure all the summer activities reflect the Park District's commitment to quality programming.

The fall brochure is under production, and as previously mentioned, will include new opportunities at Lincoln-Way North.

Summer is a busy time, with Summer Day Camp, Play Camp, a myriad of athletics, support of the Frankfort Square Baseball League through scheduling, operating the golf course, numerous special events, daily Splash Park hours, and overseeing 100+ plus part time/seasonal staff.

INFORMATION TECHNOLOGY

I reviewed our direction in the Administration section of my report, but I continue to stress reaching longer term solutions to our IT administration. Recent developments impress upon me the need to better manage all aspects of this very important part of Park District operation, holding both contracted services and staff accountable, and plan for future Park District needs. I will continue to update Commissioners of developments in this area.

FINANCE AND PLANNING

The audit is the biggest annual event in finance and planning, but other areas of action include the passage of the required Prevailing Wage Ordinance, development and posting of the Budget and Appropriation Ordinance, and consideration of changes to overtime regulations. Staff are working on all these areas and others important to the financial administration of the District.

GOLF COURSE

The Park District has received good play at Square Links, and weather has been a much welcomed change. The restaurant did not open. I did not receive any interest from an outside contractor in regards to operating the restaurant, and with the level of change in the District, I was not willing to jump back into the restaurant business.

The operation of the golf course has reflected a change in staffing that has lowered operating costs without lowering course maintenance or supervision.

OFFICE

Office staff, primarily Diane Meister, has been compelled to assume responsibility for the bulk of necessary software management with the support of Unique Computing Solutions, the District's IT contractor.

We are exploring options and discovering previously unknown issues on a daily basis.

RISK MANAGEMENT

June is National Safety Month, and a safety workshop was held for staff on Wednesday June 8th.

We have completed our first PDRMA Loss Control Review, and the second LCR is scheduled for the Maintenance Department on July 8th.

Ken Novak, Risk Manager, and Arliss Bouton, Assistant Safety Coordinator, are reviewing the Red, Yellow, and Green training policy, and will provide necessary updates.

WELLNESS COMMITTEE

The Summer Day Camp program is underway, and similar to the BAS program, healthy daily snacks are provided.

The expanded access to the LWN facilities will provide the opportunity to create wellness programs for residents of LWCHSD 210. The committee will work with the new Recreation and Athletic Supervisors, regarding the development of the new offerings.

Respectfully submitted:

Jim Randall

Executive Director