

EXECUTIVE DIRECTOR'S REPORT OCTOBER 2022

ADMINISTRATION

The third book in our Path to Reading program is "*If the Dinosaurs Came Back*" at Lighthouse Pointe Park. It was an instant hit when a family arrived and started reading as staff installed the pages. We will take a break for the winter and return next spring. We have received positive feedback and will continue to discuss ideas for adding amenities to the paths such as games and fitness stops.

The AFR long form and audited financial report has been filed with the Will and Cook County Clerk's Offices. In addition, Lauterbach and Amen filed the AFR with the Illinois Comptroller, representing the final action of the annual audit, FYE: 4/30/22, that began in late April.

We received a \$121,633.94 Will County tax distribution on September 29, 2022, and anticipate the next one on October 27, 2022. The total received to date is down \$211,004 compared to this time last year. Contributing factors include our decision to lower resident taxes following the final bond payment from the 2002 "Something for Everyone" referendum and a new Will County tax distribution schedule. Our current bank balance is ahead of last year keeping the Park District in a good financial position.

On October 17, 2022, we will close on the General Obligation Limited Tax Park Bonds, Series 2022 in the amount of \$106,000 approved at the September Board Meeting. Also, the Series 2021 bond is scheduled to be repaid on October 18, 2022, at Old Plank Trail Community Bank.

The November 17, 2022, Board Meeting will be held at Square Links Golf Course and will include annual staff reports and contributions to Wildcats Football and Cheerleading, Frankfort Square Baseball League, and scouts generated by beverage sales at the golf course.

LEGAL

The October agenda includes the required Truth in Taxation Resolution 22-10-35 in accordance with Section 60 of the Truth in Taxation law. We are putting forth this "balloon levy" in order to capture new growth, especially with proposed commercial development along Harlem Avenue to support Amazon. Without inflating the levy in this manner, we would lose the tax dollars provided by any new growth. This development would increase the Park District's EAV, and with the development being added to the tax rolls, this cost would not be passed on to taxpayers. A Park District cannot receive more than the law allows by the property tax calculation, so even if the estimated levy is higher than the results of the final levy figures, the Park District will only receive what is established by the final EAV and new growth figures.

PDRMA approved our application to join their health insurance pool. I am asking for consideration to join this program, which features minimal average premium increases of 1.8% over the past 5 years and a 5% reduction in our PDRMA property/casualty annual contribution. With passage of this resolution at the October Board Meeting, we are eligible to join January 1, 2023. That would put us on schedule with the standard health savings account year January 1 – December 31.

Our public bid for the front-end loader resulted in two bids that were below the minimum bid set at \$25,000. I am requesting approval for the highest responsible bid.

MAINTENANCE

Bill O'Shea, Assistant Superintendent of Parks, resigned his position effective October 7, 2022. We wish him well with his new position at the Bolingbrook Park District. Staff posted the open position on the Illinois Park and Recreation Association and Illinois Landscape Contractors Association websites, and also included the job posting on the Park District's website.

Staff are working with Proven IT on the next phase of security cameras for the Community Center. Installation is expected to begin in November or December.

The fall shutdown and winterization of irrigation systems, drinking fountains, pond fountains, and water supply for the community gardens at Community and Brookside Bayou Parks is underway. Annually at this time, an email is sent to dog park users informing them that the water will be turned off so they can accommodate their pets' needs.

Ed Reidy assisted the girl scouts in planting a beautiful sycamore tree at Rogus School. They did a great job, and the tree will grow and be enjoyed for decades to come.

In keeping with our ongoing intergovernmental relationship with Lincoln-Way Community High School District 210, the Park District and School District will be sharing the expense to replace a basketball backboard and curtain inspection and repairs in the LWN field house. This is just a small example of how the cooperative efforts have and continue to be a benefit to the residents our two agencies mutually serve.

RECREATION

The Park District's dance program, BDC welcomed Frankfort Mayor Keith Ogle to a High School Musical Theatre class in support of his "Move with the Mayor" initiative to get residents up and moving. We enjoyed the opportunity to introduce the Mayor and First Lady to our program offerings at Mary Drew.

Staff are working on the Winter/Spring 2023 brochure, which is scheduled to be mailed to residents in December.

We are excited to welcome Erin Kertson back from maternity leave on November 1. John Keenan and Pam Moloney have done an excellent job supervising all of the programming during Erin's absence. In addition, Loraine Torres has supported their efforts and I look forward to the continued collaboration of this talented team.

INFORMATION TECHNOLOGY

Our Datto back-up service has expanded to now include O365 data. Should an individual accidentally delete a block of emails, they can be restored. On a daily basis, we receive an email report confirming that back-ups were successful.

SPECIAL RECREATION

I am requesting consideration to add the Crete Park District as a new member of LWSRA along with current members Frankfort Square, Frankfort, Manhattan, Mokena, New Lenox, Peotone, and Wilmington Park Districts.

The next LWSRA Board Meeting is scheduled for October 18, 2022.

GOLF COURSE

The College Scholarship Golf Classic was a huge success on September 24, 2022, with 192 filled tee times and lots of fun with popular golf instructor, Ken Buss running putting contests. To date, we received \$7,191 in donations, which includes money raised during the day of the event, in support of the FSPD College Scholarship Program.

The golf course is preparing for annual winterization and plans to continue operation into November as long as we enjoy favorable weather. New this year, Reliable Property Services will keep a staff member at Square Links over the winter to work on equipment. It will be good to have a presence at the facility and this also gives him the opportunity to work on the course a bit in advance of opening next spring.

OFFICE

The District's current Toshiba copier lease will conclude at the end of the current fiscal year. Nicolette Jerik and Sue Baker have been investigating copier providers and have found that Gordon Flesch has a comparable model to the unit we currently lease, with an overall lower cost to the District. I am asking for consideration to enter into a lease for a Canon copier with Gordon Flesch Company, Inc. that would go into effect next year. If we sign a lease now, they will honor the quoted cost, ensuring we will avoid a potential price increase.

In an effort to increase office efficiencies, staff researched armored car services. I have included a copy of the agreement for Davis Bancorp to provide the Park District with Armored Transportation and Cash Processing services with the October agenda for your consideration.

RISK MANAGEMENT

PDRMA has partnered with Midwest Slip Stop, Inc. to provide floor safety testing and scheduled the Community Center for a Coefficient of Friction test on October 24, 2022. Following the inspection, we will receive a full summary report, giving a concise overview of the slip resistance potential throughout the facility.

The annual Risk Management Institute returns to the Tinley Park Convention Center November 4, 2022, and staff are reviewing training opportunities.

Respectfully submitted:
Audrey Marcquenski
Executive Director

Monthly Department Summary

Department: Administration
Month/Year: September, 2022

Daily/Weekly Tasks

Completed payroll and accounts payable and all related tasks.
Developed new cost center codes for dance and maintenance staff.
Contacted vendors/contractors to request updated COIs.
Managed daily correspondence.
Completed all necessary pre and post-Board Meeting actions.
Transcribed executive session minutes.
Prepared sign change information, updated LED sign as needed.
Updated 2023/2024 budget purchase list.
Completed application for access to District deeds on Will County Recorder of Deeds website.
Assembled Consolidated Election candidate packets, submitted legal notice for Daily Southtown publication.
Updated current FY administration calendar, prepared FY 2024 administration calendar.
Attended PDRMA "Mindful of Mental Health" webinar .
Transcribed staff meeting minutes.
Prepared raffle donations (Square Links passes) for 2 charitable organizations.
Added individual documents to training files and computer data bases.
Updating employee training files.
Tabulating inspection sheets for buildings, vehicles, etc.

Special Projects

Virtual Attendance at the ACS (accounting software) two day annual conference
Continued efforts to resolve issue with FSD.gov and Sam.gov in effort to receive UEI number for GATA purposes
Develop and begin a new hire procedure to confirm that all necessary paperwork is received.
Continued work to develop individual training needs based on department.
Worked with staff member regarding benefits.
Continued work with PDRMA's Health Program Application.
Resolution of Sales Tax charged by Propane Vendor, along with late fees.
NOVAtime review of pay profiles.
ACS correction of state quarterly tax report not calculating wages correctly.
Collaboration with Nicolette on copier and armored car proposals.
Prepared training materials for Consolidated Election.
Completed follow-up actions for abatement and mini bond ordinances, overnighted packet to Chapman & Cutler.
Ordered signage for \$5 Day of Golf, delivered signage and OPTCB marketing materials to golf course.
Prepared 2023 College Scholarship application and developed timeline to coincide with LWE calendar.
Met with Audrey and Ed to review ARPA application in advance of Anser Advisory virtual meeting.
Prepared and mailed thank you letters to College Scholarship Golf Classic donors.
Updated Truth in Taxation resolution and ordinance, post legal counsel review and recommendations.
Worked with Superintendent of Parks to post full-time maintenance position on IPRA, ILCA, and FSPD websites.
Continuing the method for employment of persons new to the Park District.
Arranging for online training of employees for CPR AED certification.
Completed background checks for new employees.
Creating a modified duty policy and guide.

Monthly Department Summary

Department: Park Maintenance

Month/Year: September-22

Daily/Weekly Tasks

Staffing

Bill O'Shea who did a great job here for years, accepted a higher position at Bolingbrook Park District. Good luck, you will be missed.

Custodial Building Cleaning	Cleaning and disinfecting our facilities daily per building use schedule, and work requests. Custodians are doing a good job changing direction based on building usage.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Litter is also picked up where needed. Our third year of purchasing concrete garbage cans just arrived and they replace the old metal 55 gallon drums.
Playground maint & repairs	Raking surfacing under swings slides and other kick-out areas is a routine task. Vandalism and graffiti is removed as needed.
Signboard Changes	As needed
Respond to public questions	A tree planting with the girl scouts was requested and is being scheduled.
Administrative	Bills (submit & code to proper line item). Front desk staff continue to assist with schedules and calendars (Thank You). Payroll every two weeks. Monthly PBDs. Trees were ordered for the 2023 season. Signing checks. Writing & prioritizing project lists, schedule work, and coordinating contractors. A fall Letter To Coaches reminding them of field conditions and minimizing damage was sent out at the beginning of the month. Emailing pictures and complaints to mowing contractors for missed work at various parks. Writing & prioritizing daily 'to do lists' for the crew is done by Bill O'Shea- "Thank you Bill".

Special Projects

Sports Fields	Union Creek football field needed re-seeding and rolling after a wet weekend of games September 10 & 11. It seems to be recovering nicely.
Square Links	FSPD & Reliable continue to meet every other week to discuss maintenance needs and coordinate work that may be needed. After asphalt work, Semmer Landscaping was hired to do restoration and install sod. Reliable staff, SLGC rangers, and park maintenance did a great job keeping the sod watered. it was flagged off limits until the end of September.

Parks	Pond fountain issues continue to be addressed at Square Links and Community Park. The fountain at Square Links has been running since adjustments were made to the thermal overloads. The Community Park pond fountain had control box parts repaired by Dav-Com electrician and the power cord to fountain connector was repaired by Clarke Aquatics. It was working then stopped (again) it is scheduled to be removed for winter service soon.
Schools	I had a good meeting with the new Superintendent of Buildings and Grounds for Lincoln-Way School District 210. We discussed work that needs to get done (backboards, divider curtains, doors issues, fire extinguishers due for annual inspections, etc.). Fire extinguishers were taken care of immediately, back board & divider curtains are being scheduled. Summit Hill School District 161 staff are helping with exterior lighting around Mary Drew. I met with dance instructors to clarify some 'to do list' items, These were all completed.
Facilities and Equipment	Community Center fire sprinkler issues are being identified and communicated with the fire department. Two bids were received for September 28 bid opening for the New Holland front end loader, and both were under the requested bid limit.

Monthly Department Summary

Department: Recreation
Month/Year: September 2022

Daily/Weekly Tasks

BAS

Prepared and distributed weekly staff schedules, with staffing based on participant numbers.
Created Escapades flyer for field trip to Konow's Corn Maze on October 7 , posted to FSPD Facebook page.
Created Escapades flyer for field trip to Nova Quarter Horses on October 10, posted to FSPD Facebook page.
Developed diagram of new drop off and pick up locations at Mary Drew to alleviate parking lot congestion.

Square Links

Conducted Free Adult Golf Clinic on Thursday, September 1.
Posted pictures of the Adult Golf Clinic to the FSPD Facebook page.
Youth & Junior group golf lessons started on September 6 at 5pm.
Teen & Adult group golf lessons started on September 6 at 6pm.
Labeled driving range hitting bays on the synthetic side for Toptracer.
Wrapped up Summit Hill's use of Square Links for their golf intramural program, that included 50+ students.
Completed plans for the College Scholarship Golf Classic.
Organized a longest putt contest with 50% of proceeds donated towards College Scholarship Program.
Announced winners of the longest putt contest on FSPD's Facebook page.
Updated September Tee Sheets on the website.
Emailed College Scholarship Golf Classic information to golf patrons that are registered in Teesnap.

F.A.N. - Frankfort Square Park District Activities at North

Created September F.A.N. calendar and posted to the FSPD website.
Posted facility usage calendars for the gymnasium, field house, dance room, and wrestling room at F.A.N. desk.
Ordered a dozen Yoga/Exercise balls for a new Yoga Class that is being offered at LWN.
R.E.C.E.S.S. Yoga, Hatha Yoga, and Chair Yoga classes started the week of September 12 at LWN.
Requested repairs to lighting at LWN field house.
Prepared signage notifying F.A.N. users that credit cards will not be accepted for daily walk-in fees.
Advised Athletic Supervisor to increase F.A.N. staffing to accommodate increased usage.
Hired two new F.A.N. employees.

Recreation

Scheduled the Sweetheart Dance for February 11, 2023. Booked DJ and entertainment contractor.
Worked on the 2023 Winter/Spring brochure. Called program instructors, confirming times/dates, hired new instructors for new programs, etc.
Hired new basketball instructor for Instructional Co-Ed Basketball Clinic and Skills & Drills Clinic.

Preschool

Secured Tinley Park firefighters for a fire safety preschool visit.
Booked TSS Photography to take class pictures.
Worked with Superintendent of Parks on plans for hayrides and pumpkin purchases for Halloween events.
Began planning for Preschool, Preschool Prep, and BAS Halloween parties .

Monthly Department Summary

Department: Front Office

Month/Year: September-22

Daily/Weekly Tasks

Answering phones and taking registrations in-person and over the phone.
Sent RecConnect blast emails from RecTrac based on department needs for marketing purposes.
Bi-Weekly bills and payroll mailing.
Weekly provide facility calendar to the maintenance department 2 weeks in advance and email changes daily.
Reserved, updated, or deleted programs in RecTrac to appear on the facility calendar.
Balanced for the month of September and organized balance worksheets in order by date.
Ordered office supplies based on department needs.
Balanced each morning from both web and in-house transactions.
Managed Dog Park renewals, updated and ran monthly shot records in appropriate households every month.
Responded to all info@fspd.org email inquiries.
Sent weekly schedules/calendars to Ed Reidy for indoor usage and outdoor field usage with specific room details.
Filed all applicable programs in the brochure in numerical order for reference and filing at the end of the season.
Cancel change request forms for each program: complete and process. Called patrons, provided refunds, and updated RecTrac/brochure/web.
Daily FAN cash input. File FAN daily drop ins.
Secured rental supervisors as needed. Review supervisor checklist and follow up/return security deposit.
Filled out alcohol waiver if applicable through PDRMA.
Monitored website turned, on & off programs as applicable.
Prepared BAS school rosters. Organized onto Excel per school, weekly emailed rosters to main contact.
Reserve scout and homeowner groups facility dates.

Special Projects

Reviewed BAS binder and update emergency contact, allergies, & medications.
Entered all BAS participants into program code to keep up with new students registered and paperwork.
Created program write up change form to help with staff communication if an instructor changes program information.
Updated calendar change request form with new features learned in RecTrac.
Researched different companies that offer Armored Car Service. Call for reference to compare reviews/prices.
Met with Davis Bancorp for Armored Car Service. Reviewed contract, filled out paperwork, scheduled training.
Ran F.A.N. pass membership expiration report, notified members of passes expiring within the next month.
Archived all winter/spring 2022 programs.
Made new sets in RecTrac for winter/spring registration dates.
Created an installment billing template with dates selected for dance winter/spring 2023 billing.
Processed dance shoe/tights orders in RecTrac and file.
Ran GL reports for installment billing.
Ran installment billing and charged all credit cards for preschool on 9/20 & 9/30.
Sent blast emails with updated end of season garden letter and garden registration form to 2021/22 gardens members.
Began taking garden registrations on 9/26. Offered email registration for the first time this year.
Completed Mary Drew & LWN facility indoor billing for the month of September.
Ongoing credit and debit project. Run credit and debit reports every month.
Balanced rentals from GL codes for the previous month.
Entered Illinois State Police dates into LWN household and other monthly recurrences to appear on facility calendar.
Assembled Community Garden and Brookside Bayou binders for renewals and registration.
Assembled garden packets for new registrations. Updated info packet with different garden ideas.
Ran credit card authorization checks for all cards on file utilizing installment billing.
Updated credit cards on file for installment billing.
Started and completed 6 tickets for RecTrac. Both credit card machines are back up and working.
Scheduled teams for indoor and outdoor usage. Accepted and verified facility usage paperwork.
Worked with Proven IT regarding our Copier Lease Agreement expiring soon. Reviewed options and quotes to determine best fit for District.
Started keyless entry fob project with Proven IT. Provided list of facilities and addresses of all locations that currently have fobs. Visited locations to get a quote.
Contacted instructors for preschool, youth, adult, and special event programs for 2023 winter/spring brochure.
Completed write ups.
Compiled information for weekly field rentals calendars and indoor usage calendars for the maintenance department.
Ran dance rosters the first two weeks of dance to ensure instructors had the most up-to-date rosters with changes and cancellations. Updated all Company members' information in RecTrac.
Started 4 tickets with Proven IT to correct voicemail and sidecar issues.