

EXECUTIVE DIRECTOR'S REPORT
APRIL, 2022

ADMINISTRATION

I will start my fortieth year of employment on Monday April 18, and it seems like yesterday when I began career with the Frankfort Square Park District. May 1 will start the transition, with Audrey Marcquenski assuming the primary responsibilities of the Executive Director.

Audrey will provide daily briefs and weekly social media posts, oversee daily banking and direction of staff, and prepare all reports, including the monthly Executive Director's Board Report.

Audrey will also be administratively responsible for Board Meetings. May is the organizational meeting of the Board, where I will be removed from Park District accounts and positions. It is my assumption that the Board will appoint Audrey to these roles, following the summary of administrative changes in advance of the May meeting.

Audrey and I continue to meet with Park District stakeholders, elected officials, village administrators, and various contractors in support of the her transition.

As of this report, the Park District has received two letters of interest for the open Park Board position, following Commissioner, Brian Mulheran's notice of resignation that was presented to President, Ken Blackburn at the March 17, 2022 meeting of the Park Board that would become effective April 22, 2022.

Board Members will have the opportunity to review both letters in advance, will discuss candidates during executive session of the April 21, 2022 meeting, and will determine how to best move forward. The Park Board could accept Brian's resignation at the end of the April meeting, and appoint his replacement when returning to open session during this meeting. The Board may also decide to table this action until the May organizational meeting. This entire process is determined by the Board, and my role will be simply to deliver packets prior to next week's meeting.

The new budget for the fiscal year will be included with this packet and is on the agenda for approval at the April meeting. A summary listing of expenditures for the upcoming fiscal year for Board approval is also included.

I would also ask for Board direction to balance deficit funds at the conclusion of the fiscal year, utilizing excess corporate proceeds. Starting the new fiscal year with zero fund balances is a best action when the budget runs an overall surplus. I anticipate a positive fund balance greater than the previous year, and will have a more accurate estimate at the Board Meeting, following remittance of the April bills and final payroll of the fiscal year.

I am requesting Board consideration for disposal of excess equipment, allowing the District to accept sealed lump sum bids, awarding sale to the highest qualified bidder. Ordinance No. 22-04-340, Disposal of Unused Equipment, is included on the April agenda.

The Park District will be notified of its status regarding the Gold Medal application during the first week of May.

Upon review of action at the last meeting, I am including a formal approval of the pay increases that were discussed in executive session at the March 17, 2022 meeting, to meet the parameters that were defined by the Park Board.

MAINTENANCE

Parks are ready to go after a cold wet spring. Mowing contractors completed the annual spring clean-up of all parks and the regular mowing schedule has begun. The contracted mowing season runs from April 1 through October 30.

A summer construction project schedule is being prepared, and we anticipate issuance of purchase orders in May, with work to begin based on District priorities beginning in June

The complete Maintenance summary is provided for Board review.

RECREATION

The summer brochure is online and registration is underway.

The highlight of May will be the return of the Dance Showcase at the Lincoln-Way West High School Performing Arts Center. We anticipate a sellout of all performances, with audiences at maximum capacity for the four performances

This is one of many end of year highlights, and a complete recreation report is provided for Board review.

INFORMATION AND TECHNOLOGY

Dave Gorka, the District's IT Contractor is unable to attend the April meeting, but will be in attendance at the May meeting to overview updated technology for the new fiscal year.

The advancements are included for Board approval in the listing of projects, and I'll do my best to answer any questions at the April meeting.

Dave will be in attendance at the May meeting to overview server, software, AT&T fiber optic, and dual authentication scheduled for implementation this year.

SPECIAL RECREATION

LWSRA will conduct its monthly meeting on Tuesday, April 19, and Audrey Marcquenski will provide an oral update during Thursday's meeting.

FINANCE AND PLANNING

The Park District will be working with a landscape contractor to develop an OSLAD grant application for potential improvements at Hunter Prairie Park. In order to be considered for grant funding, the Park District is required to register in the Grant Accountability and Transparency Act, 30 ILCS 708/1 et.seq. (GATA) system. Sue Baker, Bookkeeper, and Linda Mitchell, Assistant to the Executive Director, are working to complete this necessary first step of the grant process.

GOLF COURSE

Reliable Property Services staff and our new Superintendent are on-site and things are ready to go.

In comparison to last year, this season has been exceptionally wet and cold. We hope the weather has taken a turn, allowing us to fully open for golfers, but that is yet to be seen.

Our new Athletic Supervisor, Dan Coughlin is being trained on all necessary actions, and he's been a welcome addition.

To date, there is no confirmed update on the previously approved golf carts, but Harris Golf Cars is optimistic that we could possibly see the new equipment by August.

The marketing study remains underway, and logos have been provided for Board review. The group continues to meet and develop a plan to move forward.

OFFICE

Registration has been underway, and Nicolette Jerik, Superintendent of Office Administration and Technology has a full staff of primarily new employees added within the last six months.

Nicolette, Erin Kertson, Recreation Supervisor, and Dave Gorka all worked together to migrate to the new phone service from Verizon to T-Mobile. It was not an easy process, but it has been completed.

Dave Gorka also provided an overview on Apple iPhones, our primary product.

A full report on office actions is provided.

RISK MANAGEMENT

Audrey has been positioned to be our administrative representative and will be attending the spring PDRMA meeting.

FREEDOM OF INFORMATION

The Park District received a FOIA request for information from "the FOIA Lady" related to our legal services engagement letters in 2021 and 2022, legal invoices for 2021, and our 2022 certificates of insurance for all Park District insurance policies. Park staff completed the request that required assistance from its liability insurance carrier's legal team and the District's Corporate Counsel.

Respectfully submitted:

Jim Randall

Executive Director

Monthly Department Summary

Department: Administration

Month/Year: March, 2022

Daily/Weekly Tasks

Attended LWSRA Board Meeting, as well as various meetings with contractors and Village administrators.
Conducted purchasing meeting/staff training on procedures and budget line items.
Managed daily correspondence.
Participated in staff, planning, and safety committee meetings. Took minutes and transcribed for distribution.
Assembled all Board documents, save to W: drive.
Posted Board agenda and hyperlinked documents. Sent Board/staff/press notifications.
Attended Board Meeting, took minutes and transcribed for distribution and historical record.
Proofed weekly Facebook posts, forward to Social Media Coordinator.
Forwarded sign change information to Ed, updated LED sign, as needed.
Provided Square Links passes to various organizations for their fundraising efforts.
Scheduled and submitted wire transfer instructions to Old Plank Trail Bank for bond payment.
Kept inventory and replaced AED supplies per schedule.
Inputted monthly vehicle and facility inspection data.
Created new employee and updated existing employee safety files. Added training certificates.
Completed banking tasks such as loading issues and checking Positive Pay, cash transfers, and statements.
Reviewed and updated safety documents for all departments.
Assisted staff with interviewing and new employee documents.
Used PDRMA resources to assist staff. Prepared annual administration training materials.
Conducted PDRMA training of administrative personnel.
Completed pre-employment testing - background checks and driver abstracts.
Completed payroll and accounts payable, and all related tasks.
Troubleshoot time clock issue with staff working overnight past midnight.
Reviewed tax rate calculations for final tax extension.

Special Projects

Completed Gold Medal application questions and statistical data.
Prepared Strategic Plan with themes, goals, and objectives, as well as Executive Summary.
Developed Master Plan Addendum and Executive Summary.
Researched options for Gold Medal video project. Communicated and met with new film team.
Communicated with Campfire Concepts on the golf course marketing plan. Answered questions.
Researched contracted and online options for AED/CPR training.
Attended PDRMA HR Essentials Conference.
Compiled documents for FOIA request.
Developed system for scanning certificates of insurance.
Worked with Comcast to review status of all existing accounts.
Completed PDRMA business and service interruptions worksheets and vehicle information.
Prepared and delivered college scholarship judges' packets, updated scoring matrix and forwarded list of recipients to LWE PPE Office; reviewed and scored applications.
Developed summer brochure page detailing free opportunities.
Completed online Mandated Reporter and Sexual Harassment Training.

Monthly Department Summary

Department: Park Maintenance

Month/Year: March-22

Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning, sanitizing our facilities daily, per building use schedule, and work requests. Misting / disinfecting has been increased to a twice a week rotation.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District wide. Litter is also picked up where needed.
Playground maint & repairs	Weather permitting: Examp: raking surfacing under swings, slides, and other kick-out areas. Work requests from schools are addressed.
Signboard Changes	as needed
Respond to public questions	We are working with the Scouts to organize this year's Park Clean Up Day near the end of April to celebrate Earth Day. We helped the School District move their lift from one school to another. I received a forwarded email from another park district, from a neighbor asking about us mowing around pond edges and why we stopped. By the time I was forwarded the message we had already mowed the pond they had in question.
Administrative	Bills (submit & code to proper line item). I am working with new front desk staff to give maps of our parks for questions they may need to answer over the phone (picture worth 1,000 words). Also, front desk is helping me with schedules and calendars. I sat down with them to give an orientation of FOBs. Finally, front desk sat in on the public bid opening for the asphalt bid. Payroll every two weeks. Sign checks. Meetings. FSPD admin staff began meetings and interviews with landscape architects. Interview & reference checks for new summer maintenance staff. Write & prioritize capital project lists. Budgeting and calendar lists. I attended a PDRMA webinar "Facility Inspections for Maintenance Staff", Write & prioritize daily 'to do lists' for crew by Bill O'Shea- "Thank you Bill". Bill & Al also help out a great deal with inspections.

Special Projects

Sports Fields	Sports fields were fertilized. Toward the end of the month, the guys have been working very hard getting ballfields dried out and playable (when possible). I wrote a letter to FSBL and travel team renters about playablility, stressing that one or two hours on a field, at the wrong time, could ruin the field for weeks.
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Natural areas	Bill & the guys have done a great job mowing pond banks with the new excavator boom mower.
Lincoln-Way North	Parts order and a service call was made for FAN treadmills.
Square Links	More gravel was added to the new path on hole #1. The new trees were ordered for hole #1. The groundcover (prairie dropseed) was started in the greenhouse for the restoration of the hole #1 project. Mats, benches, signs, etc. were brought out of storage and put out for the season.
Parks	Spring prep has begun. Nets (pickleball nets are the first to come out and last to get packed away), speedbumps, etc. are brought out for the summer.
Community Center	Parking lot lights were repaired at the Community Center.

Monthly Department Summary

Department: Recreation

Month/Year: March, 2022

Daily/Weekly Tasks

- * Dan Coughlin began ongoing training of the daily operations at Square Links on Monday, March 7.
- * Golf course opened on Monday, March 14th for the season.
- * Created March tee sheets for our website so patrons can reserve tee times online.
- * Interviewed three candidates for positions at the golf course on March 14. (Hired all three)
- * Completed the Illinois Basset Seller/Server Certification test on March 18. (5 hour training class)
- * Dan Coughlin completed the Illinois Basset Seller/Server Certification test on March 8.
- * Completed the Food Handler Training Course on March 24. (2 hour training class)
- * Dan Coughlin completed the Food Handler Training Course on March 24.
- * Ordered beverages to sell at Square Links Golf Course on March 17.
- * Began training new hire, Julie Fletcher at the golf course on March 21.
- * Began training new hire, Ken Wilkas at the golf course on March 30.
- * Created a flyer to email to our golfers on Teesnap and Facebook to inform them that the synthetic hitting bays on the driving range were open for the season (weather permitting) on March 16.
- * Co-led an AED/CPR/First Aid training class for golf course staff on Saturday, March 12 at the park district administration building.
- * The Will County health inspector came to inspect the Square Links Golf Course on March 30.
- * Interviewed Summer Day Camp Counselor applicant.
- * Sent cashier's check to Rainbow Dance Competition.
- * Sent rosters to schools for BAS.
- * Attended Applause Dance Competition.
- * Added Photography and Ultimate Frisbee to the class offerings .
- * Completed Summer Day Camp packets and flyers.
- * Attended Sexual Harassment training.
- * Completed Summer Day Camp field trip schedule.
- * Submitted pay raises for Dance Coordinators.
- * Attended Groove Dance Competition in Madison, WI.

Special Projects

- * Worked on Summer 2022 brochure.
- * Completed virtual CPR/AED training.
- * Gathered supplies for Breakfast with the Bunny.

Monthly Department Summary

Department: Front Office

Month/Year: March-22

Daily/Weekly Tasks

Answering phones and taking registrations.

Send blast emails from RecTrac based on department needs for marketing purposes.

Bi-Weekly bills and payroll mailing.

Provide the maintenance department a facility calendar two weeks ahead of time every week and email changes daily.

Reserve program facilities in RecTrac to appear on the maintenance calendar.

Balanced for the month of March and put balance worksheets in order by date.

Order office supplies based on department needs.

Balance each morning from both web and in-house transactions.

Dog park renewals and updating shot records in appropriate households every month.

Bank deposits and reconcile pay codes match.

Respond to all info@fspd.org email inquiries.

Update the master calendar with rentals at all locations. Update Mary Drew & LWN master calendar each week for set up.

File 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 and event complete and process.

Created Day Camp and Early Childhood Camp registration forms.

Send blast emails out to all garden renewals about season information and rules.

Website clean up. Turn off programs that have started and test from the web side of transactions to preview.

BAS rosters- organize onto excel for morning and afternoon by schools.

Reserve scout and homeowner groups facility dates.

Special Projects

Checked BAS emergency paperwork was up to date in RecTrac including allergies, approved pick ups, & medical conditions. Printed all paperwork into profiles for parents to approve. Created a binder in ABC order.

Added in new Medical Code Management categories and updated Profile Reports.

Updated the dog park application and waivers to correlate for registration renewals.

Coding for summer dance implementing a daily rate option for summer dance intensive camp.

Coding for Athletics, Golf, and Special Events.

Adjustments made with Company dance members competition and costume price changes.

Installment billing run and charge all credit cards for preschool on 3/10.

Installment billing run and charge all credit cards for Company competitions on 3/15 and 3/29.

Installment billing run and charge all credit cards for regular winter spring dance classes on 3/1.

Run GL Reports for all installment billing.

Link new credit cards parents provide based on the number of declined cards for installment billing.

Updated all rental applications with new prices for when community rentals return. Update prices in RecTrac.

Implemented the childcare calendar for both Day Camp & Early Childhood Camp.

Made summer camp paperwork including the deadline calendar, profile reports, lobby packets and etc.

Mary Drew & LWN facility indoor billing for the month of March.

Ongoing credit and debit project. Run credit and debit reports every month.

Balance rentals from GL codes for the previous month.

Follow up and send invoice via email and in the mail to patrons outstanding large debit balances.

Organized the rental file cabinet with up the date information.