

**EXECUTIVE DIRECTOR'S REPORT
NOVEMBER 2023**

The November Board Meeting will be held at the Square Links Golf Course Clubhouse.

ADMINISTRATION

We welcome the following staff to the November Board Meeting to provide annual department presentations: Ed Reidy, Superintendent of Parks, Nicolette Jerik, Superintendent of Office Administration and Technology, Erin Kertson, Recreation Supervisor, Dan Coughlin, Athletic Supervisor, and Pam Moloney, Lead ELC Teacher. John Keenan, Superintendent of Recreation will be in attendance at the December 4, 2023, Board Meeting.

In addition, we welcome representatives from the Frankfort Square Baseball League, Wildcats Football and Cheer, and Scouts who will receive contributions collected from beverage sales this season at Square Links. It has been a record-breaking year at the golf course, and we are excited to share what has been generated this year for these valued community organizations.

I am requesting Board approval for the disposal of unused equipment, 15 wood picnic tables, and authorize the Executive Director to sell, trade, transfer, donate or convey the property. The Park District has been purchasing coated expanded metal permanent picnic tables that better withstand the weather and vandalism compared to the previous wood style.

On November 1, 2023, staff attended the annual PDRMA Property/Casualty Program Counsel Meeting which reviewed and approved the 2024 coverage documents and budget. Also approved was a new method for calculating member contributions based upon property values, land, and payroll instead of operating expenses to better evaluate risk per agency. The previous method used historical operating expenditures and payroll, which changed dramatically in the past few years. Last year, we enjoyed a 20% decrease in our contribution because of this method. With the new structure in place in 2024, our contribution will be \$54,940.90, which returns us to normal with approximately a 1% increase over the 2022 contribution.

Staff attended the IAPD Legal Symposium on November 2, 2023. It contained good information on new developments in labor and employment law, hot topics in park district finance, and new laws and key legislation from the 103rd General Assembly.

Work continues on the Comprehensive Master Plan and staff will be scheduling meetings with the Campfire Concepts team to be held with department heads, Board Members, and stakeholders for November 29.

The December Board Meeting will be held on Monday, December 4, and includes the Truth in Taxation public hearing from 6:30 to 7:00 p.m. The regular meeting will begin at 7:00 p.m. and the meeting agenda includes consideration of the annual Tax Levy Ordinance.

Following the Board Meeting, we will conduct the second of three meetings of the Local Government Efficiency Committee to review the latest draft of the report which will be submitted to both Cook and Will Counties when complete.

MAINTENANCE

The Community Center skylight was replaced the morning after our first official snowfall and served as a scene of wonder as sunshine filled the lobby. The preschool children always enjoy viewing a project completed by skilled individuals with cool equipment.

Our Alta Equipment Company representatives, Mike Heyne, and mechanic Mike Meadows held a very thorough training session on the excavator, which was exclusively operated by former FSPD staff. It was a great opportunity, and I am impressed with the staff's ability to learn so quickly. Additional practice time is scheduled before beginning work in the field.

We continue to look for one more full-time staff member for our Parks Department. Alec has been a nice addition to the talented team and Nick Coleman, seasonal employee, is staying with us through the winter. With colder temperatures in the forecast, staff are reviewing equipment and preparing for the upcoming snow plowing season.

RECREATION

Staff continue proofreading and coding efforts for the Winter/Spring 2024 brochure, which is scheduled to be mailed to residents in December.

The F.A.N. program continues to see increased membership sales and daily participation with users enjoying the fitness center, weight room, basketball courts, and walking track. Also, community groups such as the Frankfort Square Wildcats Cheerleaders, Wrestling, Lincoln-Way Xplosion, and Wildcats basketball are regularly using the facility with additional requests coming through every day.

SPECIAL RECREATION

The next Lincolnway Special Recreation Association Board Meeting is scheduled for November 21, and I can include pertinent information at our December Board Meeting.

GOLF COURSE

We have been extremely fortunate with good weather this year, and we plan to keep the golf course open through November 19, 2023, as long as the forecast continues to look good. As of October 31, we recorded 21,731 rounds of golf played and 827,800 balls struck on the driving range. I believe both numbers are record highs for Square Links.

OFFICE

Similar to the FSPD, community groups, especially BSA and Girl Scouts, are experiencing increasing participation and new groups are contacting us looking for space. Front office staff work with these groups daily on their requests for meeting space in the Community Center, Nature Center, and Champions Park Concession Stand.

RISK MANAGEMENT

On November 17, 2023, staff will attend PDRMA's Risk Management Institute at the Tinley Park Convention Center. Sessions include: Five Core Capabilities for Safety Excellence, How to De-escalate Conflicts in Parks and Recreation, Believe in Safety, and Understanding Mental Health First Aid.

COMMUNITY UPDATES

The annual Scouting for Food Drive is scheduled for November 12 at LWN. We are happy to support the Scouts' efforts with this tremendous service project to help families in need. FSPD staff will be present at LWN for set-up and take-down as well as during the event to supervise the facility and assist as needed.

FOIA

Staff received a FOIA request and following a review by Park Counsel, responded with all the intergovernmental agreements between Summit Hill School District 161 and the Frankfort Square Park District from 2012 to 2023.

A second FOIA request was received from the same individual for contracts and rental agreements between the FSPD and Braemar Dance Center. Since BDC is a Frankfort Square Park District program, the FSPD is not in possession of anything within the scope of interest.

Respectfully submitted:
Audrey Marcquenski
Executive Director

Monthly Department Summary

Department: Administration

Month/Year: October 2023

Daily/Weekly Tasks

Completed payroll, accounts payable, and all related tasks.

Contacted vendors/contractors to request updated COIs and W-9s.

Processed new hires.

Managed daily correspondence.

Completed all necessary pre- and post-Board Meeting actions.

Completed all necessary pre and post-Local Government Efficiency Committee actions.

Prepared sign change information, updated LED sign as needed.

Transcribed staff and PAT meeting minutes.

Reviewed website and requested updates through Visionary Webworks.

Special Projects

Onboarded 4 new staff members and worked with soccer and softball re: onboarding process.

Communicated with tour group (bus company) and insurance company regarding outstanding refund.

Cross trained on RecTrac online registration system.

Viewed PDRMA's Reasonable Suspicion Webinar.

Assisted with ability to have F.A.N. timeclock work over WiFi.

Addressed golf gift cards and NOVAtime during monthly Bookkeeper's meeting.

Communicated with physical and drug screening provider regarding invoice distribution.

Completed annual renewal of District's SAM.gov registration for GATA purposes.

Attended IPRA Software Symposium regarding software solutions for HR, timekeeping, payroll, registration, communications, and banking.

Followed up with in-person and virtual meetings with software providers.

Revised tax levy ordinance and updated resolution to reflect changes.

Prepared 2024/2025 administration calendar.

Updated Personnel Handbook with Corporate Counsel input, forwarded to website contractor and printed hard copies.

Worked on first draft of 50th anniversary celebration.

Completed second draft of the Local Government Efficiency Report.

Prepared ATNE and OSHA annual reporting process. Confirmed new final rule and NAICS classification with OSHA.

Prepared end of year recognition lists and confirmed details with supervisors.

Prepared PATH information packet for new full-time maintenance employee.

Continued to update 2024/2025 project & equipment list.

Completed labeling of digital maps/plans/renderings to enable ease of access.

Prepared end of season availability forms for maintenance and golf course staff.

Requested quote to replace signage in interpretive gardens from original provider, Pulse Designs in Midlothian.

Reviewed and updated administration calendar.

Worked with PDRMA claims department to resolve billing issue on closed claim.

Submitted additional documentation for PDRMA SMART Goals.

Requested background checks for new employees and volunteers.

Submitted documentation for AED/CPR certification of employees after training date.

Continuing to enter documents for the completion of SMART GOALS document.

Revised and updated Volunteer's Manual (ongoing)

Prepared first aid kits for senior trip.

Registered staff for PDRMA's November 17 Risk Management Institute.

Monthly Department Summary

Department: Park Maintenance

Month/Year: October 2023

Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning and sanitizing our facilities daily, per building use schedule and work requests. The new custodian is working out well. Two new floor cleaning machines were purchased and delivered, and staff were trained on their use by the supplier. A floor contractor was brought in at Lincoln-Way North to assist our custodial staff with cleaning this large space. They will be here once a month for the field house and less frequently for other floors (until winter snow & salt).
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Extra litter picking has been done at Hunter Prairie and Woodlawn Parks this month.
Signboard Changes	As needed
Respond to public questions & special requests	Soccer goals were moved to LWN from Mary Drew gym for use during F.A.N. programming and facility usage. Soccer goals were moved from the LWN stadium to the area outside F.A.N. for the Park District's Little Kickers soccer program. We were asked to plant a tree with the Scouts at Rogus School for the Girl Scout Tree Promise. A neighbor at LaPorte Meadows voiced concerns about the split rail fence next to his house, and replacement materials were ordered. A neighbor called about the location of the port-o-potty at Lake of the Glens. Emails were sent informing the neighbor it was moved to a more public spot due to repeated vandalism. A fence repair was made at Union Creek Ballfield #2. Replacement materials were ordered from KBrothers Fence. Maintenance staff purchased pumpkins and hay bales for the ELC preschool and BAS and also conducted hayrides for these programs.
Administrative	Participated in a Zoom call with the Executive Director and were interviewed by the Cub Scouts regarding what the Park District does for our community. Invoices (submit & code to proper line item) are done weekly. Payroll every two weeks (cross training with Asst. Supt. of Parks). Monthly PBDs. Signing checks. The Asst. Supt. of Parks continues to do a great job heading up Productive Parks. Thanks to Nicolette for all her hard work on the software side of Productive Parks. All pre-hiring actions were completed, and the new Full-Time Building & Grounds Maintenance staff member began employment the mid-October. Orientation, training, and viewing of safety videos were completed.

Special Projects

Square Links Golf Course	Maintenance, recreation, and the Reliable Property Services contractor met every other week at Square Links.
Parks	An air compressor was rented. Washrooms, gardens, drinking fountains, and irrigation systems (SLGC) were blown out. The irrigation contractor was brought in to winterize athletic field irrigation as well. Front desk staff for emailed gardeners, dog park members, and concession stand users, informing them about the winterization actions.
Buildings	Fire alarm panels were inspected and certified and suggested repairs were scheduled and completed. Special event dates were sent to LWHS 210 to ensure we are on their calendar after the Illinois State Police showed up unannounced one Saturday morning. The dates are for Scouting For Food, Special Olympics basketball, and wheelchair basketball were included. A proposal/estimate was sent to LWHS 210 for field house lighting repairs that were completed by LWHS staff. To avoid a 'Slip Trip Fall' issue, new floor mats were purchased for the garage.
Vehicles & Equipment	The pond fountain contractor was informed that the Arbor Park fountains are not working consistently and are popping the breakers. A repair will be scheduled before winter so there will not be a problem next spring.

Monthly Department Summary

Department: Recreation
Month/Year: October 2023

Daily/Weekly Tasks

Square Links

A fall price list was prepared for the counter at Square Links.
The fall golf flyer was emailed to all patrons in the Square Links Teesnap database.
The new driving range ball picker was tested.

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

Emailed the October F.A.N. calendar to Park District's website contractor for posting.
Prepared November F.A.N. calendar with monthly hours of operation for website, the F.A.N. desk, and FSPD lobby.
John and Sue Baker worked with NOVAtime to repair F.A.N. timeclock at LWN.
Worked with District's IT Contractor to set up and move the new F.A.N. time timeclock to the LWN aquatic office.
Completed indoor/outdoor facility usage billing for all the local and private groups that use LWN facilities.
Finalized the December F.A.N. staff schedule and forwarded to staff.
Prepared December facility usage calendar that will be posted at the Aquatic Center Desk at LWN.

Recreation

Assisted with senior trip Niagara Falls sendoff by directing parking, loading luggage on bus, packed coolers, and took photos for Facebook page.
Developed a flyer to promote Girls Fastpitch Softball Camp.
Developed budgets for the 2024 winter/spring recreation programs.
Secured Jimbooo's to cater the Sweetheart Dance and Breakfast with the Bunny special events.
Finalized staff schedule for the Polar Express special event.
Completed inventory of Polar Express supplies.
Purchased Halloween treats for dance students.

B.A.S. - Before and After School

Forwarded BAS rosters to Summit Hill every Friday.
Printed and delivered BAS rosters to Mary Drew every Thursday.
Sent BAS schedules to staff on a weekly basis.
Conducted a BAS staff meeting.
Promoted two BAS counselors to BAS leads.
Prepared November calendar for Mary Drew facility usage and forwarded to Summit Hill staff.
Confirmed November Escapade field trip dates with businesses.
Addressed behavioral issues.
Purchased supplies for BAS Halloween party.

Preschool

Prepared October crafts and activities.
Worked with maintenance staff to organize preschool hayrides.
Planning for preschool's Thanksgiving feast.

Special Projects

Work continues on 2024 winter/spring brochure.
Reached out to neighboring park districts to collaborate on a summer program idea.

Monthly Department Summary

Department: Front Office
Month/Year: October 2023

Daily/Weekly Tasks

Answered phones and took 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 provided the facility calendar to the maintenance department and emailed changes daily.
Reserved, updated, or deleted programs and reservations in RecTrac to appear on the facility calendar.
Balanced month of October and organized worksheets by date.
Ordered office supplies based on department needs.
Balanced each morning from both web and in-house transactions.
Deactivated Dog Park fobs the 3rd Monday of the month and reactivated fobs for members that turned in up-to-date paperwork.
Managed Dog Park renewals, updated shot records in appropriate households, ran shot record report.
Entered bank deposit cash or check information from previous business day sales into Davis Bancorp website for deposit pickup. Reconciled pay codes.
Responded to all info@fspd.org email inquiries.
Sent weekly schedules/calendars to Supt. of Parks for indoor usage and outdoor field usage with room details.
Filed applicable programs in the brochure in numerical order for reference and filing at the end of the season.
Completed/processed cancel change request forms for each program. Called patrons, provided refunds, updated RecTrac/brochure/web.
Balanced daily F.A.N. cash input. Filed F.A.N. daily drop ins.
Secured rental supervisors as needed. Reviewed supervisor checklist, followed up/returned security deposits, filled out PDRMA alcohol waiver, as needed.
Monitored website and turned on and off programs, as applicable.
Double-checked BAS passes on applicable households to verify registration.
Reserved Scout and HOA group's facility dates.
Sent weekly emails to Recreation Department re: low enrollment programs/below minimum reports.

Special Projects

Inputted reservations into RecTrac for monthly calendar meetings. Changed and updated as needed.
Update allergies, emergency contacts, and medications into RecTrac as new BAS paperwork is received.
Accepted Polar Express lottery registrations from October 2 through October 13.
Pulled and labeled Polar Express lottery numbers.
Notified Polar Express registrants of that their tickets were pulled and placed them under their respective RecTrac households.
Ran outstanding Polar Express fees report and contacted households to request payment.
Began selling Recreation gift cards.
Turned off all September classes on the web.
Ran October F.A.N. pass membership expiration report, notified members about expiring passes.
Cleaned up website, turned off all programs that started.
Completed 1 T-Mobile ticket: Updates for iPads.
Completed 2 RecTrac tickets: 10/4-adding an email address onto a program code to get notified each sign up, 10/17-2 disputed charges with Niagara Falls trip.
Completed 1 Proven IT ticket: Adjusting auto-shipments for the copier.
Completed 4 Productive Parks tickets: 10/5: Upload file name, pipe delimited, & ID number, 10/10: test sFTP, 10/12: Champions building data is going through, 10/17: Call to see if calendar view is available.
Reviewed preschool registration and the process for the 2024/2025 school year.
Ran credit card pre-check authorization for upcoming installment billing the following month.
Completed Mary Drew & LWN facility indoor billing for month of October.
Monitored co-op program registration via web and adjusted numbers as needed.
Ran credit report for the month of October and contacted those with a previous 45-day balance.
Balanced rentals from GL codes for the previous month.
Compiled information for weekly field rentals calendars & indoor usage calendars for maintenance department.
Scheduled teams for indoor usage. Accepted and verified facility usage paperwork.
Updated credit cards on file for patrons that utilize utilizing installment billing.
Ran & charged 4's extra day installment billing on 10/10.
Ran & charged 3 & 4 year old preschool installment billing on 10/20.
Ran & charged fall 2023 BDC dance installment billing on 10/15.
Ran installment billing GL reports.

Deactivated or reactivated dog park fobs as applications come in or patrons report theirs lost/stolen.
Started the winter spring 2024 write up binder with programs by section for staff to double check coding.
Calculated and helped budget dance class prices.
Created a new season for dance in RecTrac to allow late registrations for the winter/spring dance.
Tested the F.A.N. scanner on computer #1, allowing testing to be completed by favoriting pass visit processing under the front desk's username.
Ran duplicate household/family member report. Merged duplicate households.
Reversed a golf course transaction with the corrected date.
Began entering 150 facilities listed in RecTrac into Productive Parks under each asset in facility interface ID column.
Continued accepting garden plot registrations.
Contacted those who have not renewed their garden plots.
Coded Active Adults, Youth & Preschool Programs, and Special Events.
Updated winter F.A.N. pass in RecTrac with new dates and price.
Reserved Illinois State Police dates at LWN.
Billed applicable teams for field usage for the month of October.
Continued to meet with different payroll/HR/time clock providers.
Continued to remove waivers from programs that have old waivers attached to them in RecTrac.
Sent Scouts a blast email and confirmed number of scarecrow T-metal posts needed.
Weekly sent Rec staff the low enrollment program list to fill out cancel change request forms as needed.
Updated and sent winter garden crop spreadsheet to maintenance.
Continued to monitor KYND status to take action, if needed.
Cut and sorted Polar Express tickets.
Ran sFTP from RecTrac to Productive Parks.
Weekly entered rentals with applicable numbers of tables and chairs and field usage into Productive Parks.
Completed 2 Riso service calls.
Pulled and sorted BAS school rosters onto Excel for morning and afternoon sessions.