

EXECUTIVE DIRECTOR'S REPORT

APRIL 2023

ADMINISTRATION

The results from the Consolidated Election are in and we are extending congratulations to Craig Maksymiak, Phil Cherry, and Ryan Holley. Current Commissioners will be present to begin the May Board Meeting at which the Oath of Office will be given to those elected and re-elected.

The proposed 2023/2024 operating budget is included on the agenda for approval along with the prioritized project list. Also included in the budget for approval are the pay increases based on Park Board direction.

I will ask for Board approval to balance deficit funds at the conclusion of the fiscal year utilizing excess Corporate proceeds. The positive balance has grown over the past year, and we are making good progress towards meeting the goals set by the District's Fund Balance Policy.

I am requesting approval of a Section 125 Plan that will be overseen by National Benefit Services (NBS) who currently does the same for our retirement program through Fidelity Investments. This plan will enable full-time staff to make pre-tax contributions to their HSA accounts through payroll deductions which will decrease the Park District's Medicare and FICA expenses.

To the best of my knowledge, the Park District received its very first noteworthy tax distribution during the final months of its fiscal year. Historically, they were complete by the end of December. Many thanks to the forethought of previous Park Commissioners and administrators in annexing land from Harlem to Ridgeland and Vollmer Road to Lincoln Highway in Cook County. We are grateful and will continue to benefit from their efforts moving forward.

The final hourly and salaried payrolls for this fiscal year will be run prior to the Board Meeting, and I plan to orally provide a more accurate end of year balance estimate at the Board Meeting.

The FSPD is fortunate to work cooperatively with Lincoln-Way Community High School District 210 to make Lincoln-Way North available to the residents we mutually serve. The effort to keep this community asset open is made possible by the support of our residents. At this time, we have 537 F.A.N. pass holders and average 40+ daily use drop ins. In addition, the Park District scheduled 462 indoor team rentals at LWN from September 2022 through March 2023 for the Frankfort Square Wildcats Football, Cheerleading, and Wrestling, as well as Frankfort Square Baseball, along with 25 private teams. The LWN ballfields and stadium are heavily used with 981 games and practices scheduled last summer and the current full calendar shows we are expected to exceed that number this summer.

At this time, the tennis courts are not available for community use. We will direct residents to please use the courts located at Hunter Prairie Park. Also, Lincoln-Way provides access to tennis courts at their East, Central, and West Campuses.

I may ask for an Executive Session at the conclusion of the Board Meeting to review a potential litigation matter.

MAINTENANCE

The 2023 mowing season is underway with all contractors onsite this month to complete spring clean-up, storm clean-up, and regular mowing schedules.

FSPD Park Maintenance staff have been preparing parks for use by installing nets, reopening remote restrooms, and readying athletic fields. In April, over 300 practices and games are scheduled throughout our community.

Second interviews are scheduled for the open full-time position, and it is hoped that the hiring process will be complete by the end of April and that a new employee will be on board at the start of the May 1 fiscal year.

The Splash Park pergola structure has been built and amenities such as seating and planters will be added for the season, making this a great gathering place for our residents and will also serve as an additional outdoor classroom space that our ELC preschool will enjoy.

RECREATION

The Summer 2023 brochure is headed to the Frankfort and Tinley Park Post Offices early this week and will soon be in residents' mailboxes.

Staff conducted a survey of preschool families to determine if there was interest in extending preschool hours to better prepare students for Summit Hill School District 161's recently approved extended kindergarten hours. Results are mixed between keeping the current number of days per week and increasing to four or five days. Staff are discussing keeping the existing schedule and adding days as an option.

INFORMATION TECHNOLOGY

Staff and IT Contractor, Dave Gorka, viewed a PDRMA webinar on April 4, 2023, that introduced PDRMA's efforts to prepare member agencies for cyber insurance underwriting and coverage. PDRMA partnered with KYND, a cyber liability consulting firm that will distribute a cyber questionnaire to start the process and then analyze and offer additional services, support, and guidance as needed. PDRMA's goal is to have all members apply for cyber coverage by July 1 for the 2023 – 2024 coverage renewal.

The server transition is in its final stages and is expected to be completed in advance of the Board Meeting.

FINANCE AND PLANNING

On March 28, 2023, I had the pleasure of making the final golf course bond payment in the amount of \$116,638.75.

The Will County Tax Rate Calculation report has been reviewed and incorporated into the 2023/2024 operating budget.

SPECIAL RECREATION

The next LWSRA Board Meeting is scheduled for April 18. The LWSRA Spring-Summer 2023 Program Guide is available online and resident registration is underway.

GOLF COURSE

Water from the March 25, 2023 water main break at Jameson Drive and Graceland Lane was pumped away from the homes and onto the golf course between the first hole green and the second hole tee box. We closed the course on Sunday, March 26 due to the extraordinary amount of standing water and debris. Thankfully, there was no damage to the cart path or landscape work that was recently completed. The Village of Frankfort offered assistance, but FSPD and Reliable Property Services staff were able to use some of the material that washed onto the course to fill in low spots and remove the rest of the debris.

It has been a wet and rainy start to the golf season and March 2023 play was approximately one third of what it was March 2022, however we enjoyed 70+ and 80+ degree temperatures and sunny skies during the week of April 10. Two golfers have already hit holes in one on the 2nd and 5th holes. With the grass starting to grow, we opened the driving range for the year.

Jimbooo's staff continue to work towards opening their restaurant in the Square Links Clubhouse and passed the Will County Health Department Inspection.

OFFICE

Summer 2023 resident online program registration begins May 1, 2023. Walk-in and non-resident registration begins May 4, 2023.

Staff have been conducting interviews for the posted front office position and we plan to have the position filled by the end of the month.

RISK MANAGEMENT

The Park District's risk management agency, PDRMA, will be scheduling an infrared electrical test of equipment at the Community Center and Square Links Clubhouse through an independent company. The testing will be performed on electrical equipment such as breaker panels and junction boxes, to ensure they are not emitting excessive heat which would signal problems and potential safety hazards within the system.

Respectfully submitted:
Audrey Marcquenski
Executive Director

Monthly Department Summary

Department: Administration

Month/Year: March 2023

Daily/Weekly Tasks

Completed payroll and accounts payable and all related tasks.
Reviewed and contacted vendors/contractors to request updated COIs.
Managed daily correspondence.
Completed all necessary pre and post-Board Meeting actions.
Prepared sign change information, updated LED sign as needed.
Transcribed staff and PAT meeting minutes.
Reviewed website and requested updates through Visionary Webworks.
Added documents to employee training files and computer data bases.
Updated employee training files.
Tabulated inspection sheets for building, vehicles, etc.

Special Projects

Researched the need for a written Cafeteria Plan/Section 125.
Assisted terminated staff member with Cobra process.
Attended monthly Account Coding Meeting.
Assisted Rec staff with an employee's quarterly wages.
Inactivated vendors that have not been used since 2021.
Processed new employee paperwork for three staff members (BAS, Dance, & Program Instructor).
Contacted IDOR to request updated certificate of registration for Square Links.
Reviewed proposed extension rates from the Will County Clerk's Office.
Audited Fund Balance proposal.
Received and forwarded State of Illinois Liquor License for display @ Square Links.
Updated project list, posted for Board review and input.
Attended PATH Ambassador webinar, prepared summary.
Worked on NRPA summary, reviewed with Audrey and submitted final copy.
Finalized College Scholarship packets, delivered to judges.
Entered College Scholarship judges' scores into matrix, forwarded list of successful candidates to LWE PPE Office.
Assembled and hand delivered budget packets.
Contacted Rich Twp Deputy Assessor and Cook County Assessor to rectify tax exempt online access issue.
Completed Cook County annual online tax exempt affidavit and prepared process for future use.
Started 2023 OSHA 300 form.
Attended State of Illinois ILCC webinar.
Attended IL Attorney General webinars, FOIA & OMA, prepared summaries.
Prepared donations for various local charitable organizations.
Completed annual online renewal of State of IL liquor license.
Adjusted Will Co. Tax Rate Calculation Report per Audrey's direction, forwarded final copy to Tax Extension Dept.
Prepared annual Budget & Appropriation Ordinance and Certificate of Estimated Revenues.
Provided Square Links golf passes to various local charities as fundraiser raffle prizes.
Discussed final PDMRA RMR document with recommendations.
Conducted background checks for new employees and volunteers.
Updated Dog Park documents and registration documents
Developed goals for the PDRMA RMR review.
Arranged for AED/CPR classes for new and returning employees.
Prepared online version of annual safety training for administration employees, provided to dept. heads/supervisors.
Reviewed brochure for additions/corrections.
Revised and updated Volunteer Manual.

Monthly Department Summary

Department: Park Maintenance

Month/Year: March 2023

Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning and sanitizing, our facilities daily, per building use schedule, and work requests. A deep cleaning at the clubhouse was done before opening. Disinfecting with the mister is also done on an as needed basis "Covid
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Extra litter picking has been done at Union Creek South and Lighthouse Pointe (construction debris blowing in). I received an email about a tire in the water at the Island Prairie Park pond. It was removed and a "Thank You" email was received.
Signboard Changes	As needed
Respond to Public Questions & Special Requests	A very important annual event... pickleball nets have been put up for the season!!! Wildcats Football asked for help around the Union Creek storage shed as they are in a flood prone area. I met with our plumber on-site for ideas, and we have some grading and drainage plans. Cub Scouts asked for help with their pinewood derby (they were very appreciative). FSBL asked for a short list of requests before their season starts. We email back & forth as the list is completed. An extra chain & padlock were installed on a door at Lincoln-Way North to prevent unauthorized access.
Administrative	Invoices (submitted & coded to proper line items) are done weekly. Front desk staff continue to provide schedules and calendars for maintenance and custodians (Thank You). Payroll every two weeks. Monthly PBDs. Signing checks. a PDRMA meeting. Day light savings time means clocks, timers and thermostats are reset. Summer maintenance staff (home on spring break) joined us for our spring training maintenance meeting. I posted our job opening on an online recruiting service (I learn something new every day).

Special Projects

Buildings	Building inspections and needed maintenance and repairs are completed monthly. Water was run, filters changed, the ice machines were sanitized and cleaned after the water main break boil order. Dance deliveries (outfits and costumes) are brought over to Mary Drew when received.
Square Links Golf Course	Maintenance, Recreation, and contractor Reliable Property Services continue meeting every other week. Golf carts were returned from winter storage. Driving range mats, benches, etc., have been put out on the course. There was a water main break near the course and for efficiency, public works needed to use our land to pump down their repair hole. The area has been cleaned up. A short 'to do list' was done for Jimbooo's as they prepare to provide food service at Square Links.
Parks	Maintenance staff cut & drilled holes for the Splash Park pergola. Gardens at Community and Brookside Bayou Parks were cleaned up and ready for new renters.
Schools	LWNHS stadium use has begun. Communication with SHSD 161 is a pleasure to work with and all questions are efficiently answered.
Vehicles & Equipment	Seasonal equipment is brought out of storage for the new season.

Monthly Department Summary

Department: Recreation
Month/Year: March 2023

Daily/Weekly Tasks

BAS

Conducted interviews for a new BAS instructor.

Square Links

Completed necessary reopening tasks for the 2023 golf season.
Updated signage and various materials with the new Square Links logo and name.
Prepared the clubhouse and restaurant for the Will County Health Department inspections.
Assisted in preparing restaurant for provision of food service.
Managed closures of the course following the March 25 water main break and March 31 storms.

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

Hired and trained a new F.A.N. attendant.
Met weekly with LWSRA at LWN as they practiced for the Special Olympics that will be held at this facility.

Recreation

Prepared and sent Summer Camp return letters to previous year's staff.
Completed final preparations for BDC Company competitions.
Notified American Ninja Warriors participants that a class was cancelled due to severe weather.
Communicated with an individual that is interested in offering a pop-up art program at the Nature Center.
Hired and worked with individual to offer a senior trip in the summer brochure.
Investigated use of Remind app to enable text communication with Summer Day Camp families.

Preschool

Decorated the preschool hallways and lobby bulletin board with children's artwork.
Reinforced independence and self care by helping students put on and zip their own coats in preparation for kindergarten.

Special Projects

Completed summer brochure edit process and forwarded final copy to the printer.
Scheduled on-site Lions Club vision screening for ELC's 3- & 4-year-old preschool students.

Monthly Department Summary

Department: Office

Month/Year: March 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 March and put balance worksheets in order by date.
Ordered office supplies based on department needs.
Balanced each morning from both web and in-house transactions.
Deactivated Dog Park fobs and reactivated fobs for members that turned in up-to-date paperwork.
Managed Dog Park renewals and updated shot records in appropriate households.
Ran Dog Park shot record report, deactivated fobs if shot records were not up-to-date.
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 Ed for indoor usage and outdoor field usage with specific 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.
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.
Monitored website and turned on and off programs, as applicable.
Prepared and organized BAS rosters onto Excel per school, weekly emailed rosters to main contact.
Reserved Scout and HOA group's facility dates.

Special Projects

Inputted reservations into RecTrac for monthly calendar meetings. Changed & updated as needed.
Double checked for new BAS enrollment weekly, ensuring paperwork is completed and copies are available in the front office and at Mary Drew.
Coded all summer 2023 Athletic & Active Adult programs.
Developed Early Childhood & Summer Day Camp paperwork passes and set the rules/criteria.
Set up the summer F.A.N. pass with new dates along with printing and testing.
Updated Company competition individual dancer bills to reflect participation changes.
Ran March F.A.N. pass membership expiration report, notified members about expiring passes.
Cleaned up website, turned off all programs that started.
Completed 5 Proven IT tickets.
Completed 9 RecTrac tickets.
Double checked that all Breakfast with the Bunny participants were enrolled with a special guest.
Filed applicable summer brochure programs in numerical order for reference and filing at the end of the season.
Proofed the summer brochure and made changes in RecTrac to reflect new updates.
Reviewed annual PDRMA safety training with front office staff.
Billed March facility usage for Mary Drew & LWN .
Monitored co-op program registration via web and adjust numbers if needed.
Ongoing credit and debit project - ran credit and debit reports.
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.
Ran credit card authorization check for all cards on file utilizing installment billing.
Updated credit cards on filing utilizing installment billing as declines occur or patrons notify the front desk.
Ran installment billing and charged all credit cards for preschool, dance, & Company.
Ran GL reports for installment billing, contacted declined credit cards, updated cards in system.
Prepared reference sheet #71 on how to put a camp pass under a camper's household.
Turned on & set up the golf balancing reports in RecTrac to appear in supervisors' inboxes daily at 7am.
Presented Cyber Security PowerPoint presentation.
Continued to manually adjust Company competition payments before running billing.
Blast emailed Community & Brookside Bayou Garden Welcome Letter for the new season.
Updated Dog Park application, rules/regulations, and waivers to implement an ongoing registration process.
Modified Summer Day Camp and Early Childhood Camp registration forms.
Coded 2023 Summer Day Camp and Early Childhood Camp.
Coded Special Events.
Blast emailed marketing to previous campers for summer camps to notify parents about upcoming registration.
Marketed and updated applicable materials for Front Desk Receptionist job.
Dog Park application is now a fillable PDF for future use.
POE switch was installed to hook up the security cameras.
Completed the deadline calendar for Day Camp & Early Childhood Camp.
Sent out Ed's coaches' letters to the teams for 2023 season with the rules of the fields.