

EXECUTIVE DIRECTOR'S REPORT AUGUST 2023

ADMINISTRATION

A reminder that the August 17, 2023, Board Meeting will be held at the Square Links Clubhouse, as determined during the May organizational meeting.

Included on the August agenda for your consideration is An Ordinance Amending Policies for Remote Participation. Recent legislation amended the Open Meetings Act and added unexpected childcare obligations to the list of approved reasons for a Board Member to attend a meeting remotely if a quorum is physically present in the room.

Also for your consideration is a Comprehensive Plan Services Proposal from Campfire Concepts. This proposal includes both a Master Plan and Strategic Plan. These are important planning documents to guide the District for the next five years. Our last Master Plan was prepared in March 2014.

Staff are excited that our first active adult trip to Niagara Falls has 33 individuals registered. In addition, FSPD staff member, Jodi Dilling, will chaperone the trip and her husband will serve as a volunteer. Both have 20 years of experience leading trips for the Frankfort Township. The agenda includes consideration of travel reimbursement expenses outside what the travel package includes. These costs are included in the projected program budget.

Staff are working with Planning Resources Inc. (PRI) on the OSLAD grant for the proposed redevelopment of Hunter Prairie Park. Information required by the Illinois Grant Accountability and Transparency Act is complete and we were fortunate to receive numerous letters of support. Board approval of the two resolutions, passed at the July 20, 2023, Board Meeting completed an important requirement of the grant process, and work continues to refine the narrative and confirm all documents are provided in advance of the August 31, 2023, deadline.

Negative behaviors in and around the Champions Park pickleball courts escalated recently and the facility was put on hiatus and will reopen on August 15, 2023. The goal was to take a break with the hope that tensions would ease, and we could move forward in a positive direction. Staff collected input from FSPD residents and non-residents that proved very informative, as well as other agencies and contractors.

It has been brought to our attention that pickleball leagues, tournaments, lessons, and events are organized and run without the knowledge or approval of the Park District. This can bring hundreds of players to the facility at one time, contributing to many of the problems we are experiencing, i.e., limited access to the courts, unreasonable noise levels, aggressive behavior, vulgar language, and blockage of the Mary Drew parking lot. The FSPD has outdoor facility usage procedures in place and will generate pickleball specific documents and signage to ensure these procedures are applied consistently District-wide.

Also, staff have been investigating facility improvements such as acoustic wrap, landscaping, and moving the entrance gate away from the parking lot. It is hoped that we can finish the season and then implement these improvements over the winter to improve open play conditions next season.

MAINTENANCE

The maintenance department initiated “Park Days” well over a year ago to focus all staff efforts on one park location at a time on almost a weekly basis during the summer season. It brought immediate visual results with tree trimming and landscape clean-up. This year, staff are able to accomplish more detail work as they begin the second round at parks.

Staff are beginning work on a bid document to replace two wood poles at Champions Park as part of our regular scheduled replacement.

Connor Rich, Full-time Maintenance employee, resigned his position effective July 31, 2023. Staff will be posting two full-time maintenance positions.

RECREATION

The fall 2023 brochure is currently at the printer. It will soon be on its way to the post offices and is expected to be in residents’ mailboxes beginning August 17, 2023.

The final Summer Concert in the Park was Classical Blast, a unique blend of popular classical and rock music. It was another beautiful evening lakeside at Island Prairie Park and the crowd enjoyed the show and provided rave reviews. Many thanks to John Keenan, Superintendent of Recreation, for selecting a great group of bands this summer!

SPECIAL RECREATION

The LWSR Foundation Golf Outings are scheduled for August 11 and 18. Staff will be present at the August 18 outing in support and prepared Square Links raffle baskets for both events.

The next LWSRA Board Meeting is scheduled for August 15, 2023.

FINANCE & PLANNING

On July 27, 2023, the FSPD received a Will County tax distribution totaling \$157,586.08. The District is ahead of last year at this time and the next Will County distribution is expected on August 24, 2023. Will County provides a tax schedule and completes distributions by the end of the calendar year, whereas Cook County distributes as funds are available throughout the entire fiscal year.

Lauterbach and Amen is in the process of finalizing the annual audit and expect to provide it to us in advance of the August Board Meeting. Following consideration at the Board Meeting, it will be filed with the appropriate agencies.

The adjusting journal entries from the audit were completed and are reflected in the opening fund balances in the July financials impacting corporate, recreation, debt service and golf course.

GOLF COURSE

The College Scholarship Classic, which features \$5 greens fees all day, is scheduled for September 23, 2023. Donation letters were sent, and we immediately received two \$1,000 sponsorships. This annual event supports the FSPD College Scholarship program to provide funds for college-bound seniors. Since its inception in 2006, the FSPD has provided \$145,000 in \$1,000 individual awards to 145 students.

A golfer rolled a golf cart resulting in a leg laceration and damage to the golf cart. Reports were filed with PDRMA, and staff are awaiting a repair estimate. Turf also sustained minor damage by the accident and the Reliable Services contractor completed the repair.

COMMUNITY UPDATES

Staff met with individuals from both the Village of Frankfort and Tinley Park to continue conversations about economic development plans and bike path connections.

Respectfully submitted:
Audrey Marcquenski
Executive Director

Monthly Department Summary

Department: Administration

Month/Year: July 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.

Prepared sign change information, uploaded to Productive Parks, updated LED sign as needed.

Transcribed staff and PAT meeting minutes.

Added documents to employee training files and computer data bases

Updated employee training files.

Special Projects

Assigned NOVAtime access to maintenance and golf course supervisors.

Submitted GATA Internal Controls Questionnaire and received notice of acceptance.

Reviewed Golf Now reports for balancing against Teesnap.

Worked with Square Links staff regarding Club Credit usage.

Informed contractor about instance of fraudulent check activity with A/P check.

Worked with the Director of Technology at Lincoln-Way Community High School to address internet connection outage at LWN, causing timeclock availability issues for F.A.N. staff.

Continued to gather documents and forward to PRI for Hunter Prairie Redevelopment grant.

Gathered requested documents for FOIA requesting communication with BSA Scouts. Forwarded response.

Prepared and mailed request for support letters for 2024 OSLAD grant application.

Communicated with Water Werks re: incorrect license plate for Jon boat trailer, requested corrective measures.

Forwarded Commissioner list to contractor, requested update to Board plaque.

Updated FOIA cost spreadsheet.

Attended public meeting for OSLAD grant, took minutes, transcribed, and forwarded to PRI

Prepared raffle baskets for LWSR Foundation August 11 & August 18 golf fundraisers.

Finalized OSLAD resolution for Board consideration.

Prepared second Path to Reading display.

Proofed fall brochure, participated in proofing meeting.

Prepared travel reimbursement expense spreadsheet per GSA.gov and US State Department (international travel).

Prepared claim forms and forwarded to PDRMA.

Drafted, printed, and mailed letters requesting donations for College Scholarship Classic.

Completed background checks for new employees and volunteers.

Revised and updated Volunteer's Manual (ongoing project).

Researching active shooter training.

Requested final editions of Golf and F.A.N. Staff Manuals

Viewed PDRMA Roundtable Webinar regarding submission of SMART GOALS.

Monthly Department Summary

Department: Park Maintenance

Month/Year: July-23

Daily/Weekly Tasks

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| Custodial Building Cleaning | Cleaning and sanitizing facilities daily, per building use schedule and work requests. Custodians and maintenance staff continue to cover each others' shifts, for those taking well-deserved vacation time. A two-week resignation notice was submitted by one of our two custodians, and measures to fill the position will be underway. |
| Garbage & Litter | Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Extra litter picking was completed at Arbor and Hawthorne Parks. |
| Signboard Changes | As needed |
| Respond to public questions & special requests | Park staff assisted with issues at the pickleball courts. |
| Administrative | Invoices (submitted & coded to proper line items) are done weekly. Payroll every two weeks (crosstraining with Marlon Medina). Monthly PBDs. Signing checks. Marlon continues doing a great job heading up the Productive Parks software system. Thanks to Nicolette for all her hard work on the software introduction. Emails and Zoom and public meetings for the proposed Hunter Prairie Park Development project keep everyone busy. A full-time maintenance staff member resigned, and measures to fill the position will be taken. |

Special Projects

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| Square Links Golf Course | Maintenance, Recreation, and contractor Reliable Services continue meeting every other week. |
| Parks | The Champions Park outfield fence project required a herculian effort and the crew did a great job. Marlon was commended for managing the maintenance department during the Superintendent of Park's vacation. |
| Buildings | School District 161 staff continue address issues with the Mary Drew HVAC system, per the Park District's request. |
| Vehicles & Equipment | A power cord will be replaced on the Plank Trail detention pond. The ballfield machine was repaired for the third time this season, and other equipment was used while it was out of service. A maintenance truck steering issue was rectified. |

Monthly Department Summary

Department: Recreation

Month/Year: July 2023

Daily/Weekly Tasks

Square Links

Researched what Tinley Park, Alsip, and Mokena Park Districts charge for non-resident usage of indoor basketball courts to determine if any changes are necessary moving forward.

Redeemed 10% of free bucket of ball coupons that were given away at the February 2023 Tinley Park Golf Expo.

Tested the Solo Rider, groundskeeper contractor tightened up throttle cable, and staff notified the Director of Operations for the U.S. Adaptive Golf Alliance that the cart is ready for their group's use.

Provided Free Adult Monthly Golf Clinic on Thursday, July 6.

Requested an estimate from Master of the Links for a dozen golf flags with the new Square Links logo.

Adjusted ranger schedule to ensure staff coverage of busy Saturday mid-shifts.

Introduced midday golf special - \$12 to walk, \$20 to ride.

Groundskeeper treated greens for cutworms.

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

Ordered two new "Gym Wipe" dispensers to replace the existing dispensers in the fitness room and weight room.

Ordered a stainless steel floor stand wipe dispenser with built-in trash can for the LWN fitness room.

Reviewed current F.A.N. hours and will make a recommendation for the fall.

Recreation

Developed Facebook and website posts send offs as Company 2 headed to Nationals in Pigeon Forge, TN on July 8.

Provided blast informational emails to dance parents regarding the Nationals competition.

Conducted a Summer Day Camp staff meeting to discuss concerns and reinforce the Park District's pool policy.

Sent Remind App message to Summer Day Camp parents regarding sending children in safe and highly visible swimsuits for pool field trips.

Managed Summer Day Camp trips.

Arranged visit from FSPD art teacher to the Early Childhood Summer Camp.

Purchased a new slip and slide for use in the Early Childhood Summer Camp program.

Began planning for the 2023/2024 BAS program.

Proofed the fall brochure.

Attended and provided assistance as needed for the July 21 Summer Concert in the Park.

Ordered ethernet cable for installation in maintenance garage to live stream concerts on District's Facebook page.

Cancelled Summer Day Camp trip to Santa's Village due to rainy weather.

Organized and overstaffed Summer Day Camp trip to Centennial Beach as an additional safety measure.

Arranged for visit from BDC's Co-Director to teach dance to Early Childhood Camp on July 19.

Made decision to introduce Remind app to communicate with BAS parents.

Preschool

Staff continue to complete prep work for Early Childhood Camp.

Preparations are underway for the Let's Get Ready for Kindergarten program.

Investigating changing time of extra 4th day of 4-year-old preschool to mornings to increase enrollment.

Special Projects

The fall brochure is nearing completion.

Monthly Department Summary

Department: Office

Month/Year: July 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 July 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, forwarded messages to staff as needed.
Sent weekly schedules/calendars to Supt. of Parks 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. Called patrons, provided refunds, updated RecTrac/brochure/web.
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 camp 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 & updated as needed.
Updated allergy, emergency contact, and medication info to ensure all are up-to-date. Inputted into RecTrac from camp and new BAS paperwork.
Coded BAS a.m. & p.m. care. Added/linked rule and criteria for pass and Q&A answer template.
Coded Escapades where all field trip dates will appear.
Coded all BAS miscellaneous codes, i.e. t-shirts, late fees, transfers, etc.
Assembled BAS packets, including flyer, parent manual, and website sign up instructions.
Placed outstanding national dance payments under household accounts.
Mailed invoices for dance nationals.
Ran July F.A.N. pass membership expiration report, notified members about expiring passes.
Cleaned up website, turned off all programs that started.
Completed 3 T-Mobile tickets - Overview apple Manager account, find my iPhone, and ordering phone.
Completed 7 RecTrac tickets - 2 Migrating Productive Parks, 2 golf course balancing issues, 2 pickleball courts, 1 office balancing.
Began taking BAS registrations on Monday, July 24.
Filed applicable brochure programs in numerical order for reference and filing at the end of the season.
Set up dance installment billing template for fall 2023 season.
Calculated 5 fee set prices for dance program's different installment billing amounts to reflect \$25 deposit.
Billed July indoor & outdoor facility usage for Mary Drew & LWN .
Monitored co-op program registration via web and adjusted numbers as needed.
Ran July credit report and contacted those with 45-day outstanding balances.
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/outdoor usage, accepted and verified facility usage paperwork.
Boxed and filed dance, BAS, and preschool documents from last season.
Updated credit cards on file, utilizing installment billing as patrons update for the next season.
Continued organizing ongoing dog park applications and sorted through files 2 years or older.
Deactivated dog park fobs from past households that did not submit revised application.
Coded fall brochure athletic programs and special events.
Trained office, administration, and recreation staff on Productive Parks system.
Revised Productive Parks reference sheets.
Met with Productive Parks re: adding/changing certain work requests. Developed reference sheets for applicable staff.
Printed camp profiles to BAS families.
Worked with Pam Moloney re: class changes with switching days and times.
Developed 2 new reference sheets for RecTrac - Entering rental block to appear all day on calendar/changing a max count on childcare activity once registration begins.
Sent blast email communication to four preschool classes that included "Welcome Letter".
Continued to put camp passes under households as paperwork is received.
Ran duplicate household/family member report, merged duplicate households.
Reserved Illinois State Police dates for LWN usage.
Billed applicable teams for July field usage and will revise billing due to air quality cancellations in June.
Tested the new BAS pass.