

EXECUTIVE DIRECTOR'S REPORT SEPTEMBER 2023

ADMINISTRATION

Staff worked with Old Plank Trail Community Bank and Chapman and Cutler to prepare the annual abatement ordinance and the provision for the extension of a General Obligation Bond (mini bond) totaling \$136,000, which are both included for your consideration on the September Board Meeting agenda. The extension of Bond proceeds amount was increased from the historical \$106,000 due to the DSEB-Debt Service Extension Base, per recommendation by Chapman and Cutler, and the sale date is scheduled for October 2023, with repayment in October 2024.

The audit has been distributed to Old Plank Trail Community Bank, Baird for MSRB EMMA posting, Standard and Poor's, and is available on the FSPD website. It has also been filed with Will and Cook County Clerk's Offices.

Staff and Planning Resources, Inc. completed a final review and submitted the OSLAD grant application for the redevelopment of Hunter Prairie Park. Successful grant awards are expected to be announced in the spring of 2024.

Jarrold Scheunemann and his team from Campfire Concepts will be onsite on September 18, 2023, to meet with department heads and begin the Master Planning process. Staff are excited to work with Jarrod on another project, as well as Dr. Michael Mulvaney, Professor at Illinois State University, and former college professor for FSPD's own John Keenan, Superintendent of Recreation, and Nicolette Jerik, Superintendent of Office Administration and Technology.

We received a Will County tax distribution at the end of August and expect the next one on September 14, 2023. I plan to confirm receipt during Thursday's meeting.

Staff are working with Park Counsel to update the Personnel Handbook and completed the first step, which was to provide a summary of the FSPD business decisions that have changed since 2018.

The first meeting of the Local Government Efficiency Committee Meeting will be held at 7:45 p.m., immediately following the September 21 Board Meeting.

MAINTENANCE

A new part-time custodian completed staff training and is now working independently to clean the buildings. The department continues to be short-staffed, and we have two open full-time positions. Other area agencies are experiencing the same issue, and everyone is having trouble finding suitable candidates. In addition to park district employment sites, we have expanded our search and have posted the positions with the Illinois Landscape Contractor Association, Illinois Arborist Association, and shared the information with contractors we use.

To supplement staff efforts, especially as we head into the winter months with snow and salt, we hired a floor cleaning company to professionally clean the LWN field house track, hallways, and the wood floor gym.

The paths through Union Creek and Lake of the Glens Parks will have cracks filled and sealcoated this month, weather permitting. Ed Reidy, Superintendent of Parks, has been working with Hilda Walker staff to communicate temporary path closures with families who use the path to and from school.

Larger cracks on the path through Island Prairie Park were addressed by cutting and removing a section of the path, establishing a new solid base, and patching with new asphalt.

The final asphalt project currently scheduled is the north section of the Union Creek Park front parking lot. Notifications went out to current dog park users about the project and alternate access via the path along 80th Avenue.

RECREATION

The school year is underway and BAS staff and students are well into their routine at Mary Drew. Participation numbers continue to increase each year and the program is averaging 50+ students each day.

Preschool students and their families enjoyed Preview Days in advance of the start of school on September 11. This year, the four-year-old program has expanded to a second class and the opportunity for an additional day has been well received and reinforces the weekly topics introduced, providing students with an extra level of preparation for kindergarten.

Thanks to the efforts of John Keenan and Laura Kramer, the girls softball program has grown into a new fall season and two new umpires were hired. Players are excited for the opportunity!

SPECIAL RECREATION

The next LWSRA Board Meeting is scheduled for September 19, 2023. We established John Keenan as the alternate, to ensure the District is represented in the event I am unable to attend a meeting.

GOLF COURSE

To date, the FSPD has received over \$6,500 in donations for the College Scholarship Program. Since its inception in 2006, the FSPD has provided \$145,000 in \$1,000 individual awards to 145 students.

The College Scholarship Class is scheduled for Saturday, September 23 with tee times available all day for \$5. The event showcases our generous sponsors and offers fun day in support of the FSPD College Scholarship Program.

Earlier this month we celebrated Hunter Rowe on “Thank a Superintendent Day.” We are thankful for him and his efforts in maintaining the grounds and providing a most excellent playing experience. In addition, we thank his Reliable Property Services staff and the golf course staff for their efforts and contributions in making Square Links a wonderful place to golf!

OFFICE

The front office staff has been busy helping residents with fall program registrations. September is a busy month with F.A.N. membership renewals and staff are developing a new membership pass process with different colored backgrounds to assist the F.A.N. staff with easily identifying adult, youth, and seasonal passes.

Along with the fall start of preschool and dance programming, we are seeing residents increasingly choosing the installment billing option to spread out payments throughout the program season. Staff work to continually evaluate and develop methods to improve the online and in-person registration process.

The front office staff have been supporting the maintenance department's efforts with the new Productive Parks software. They regularly enter calendar items and maintenance requests in the system so Ed Reidy, Superintendent of Parks, and Marlon Medina, Assistant Superintendent of Parks, can review, prioritize, and delegate tasks to staff.

RISK MANAGEMENT

Led by Arliss Bouton, Safety Coordinator, staff completed the first step in this year's Risk Management Review and PDRMA awarded the FSPD with \$500 for its efforts in working through this process that is designed to continually improve the safety of its employees, patrons, and facilities.

The next step is the slip, trip, and fall assessment to be completed before November 15 at all major facilities where staff, program participants, and residents gather, i.e., the Community Center, Mary Drew, Lincoln-Way North, and Square Links.

COMMUNITY UPDATES

Work has begun for both planned bike path connections. The construction on 80th Avenue includes a path that will connect residents all the way to the 80th Avenue Tinley Park Metra Train Station. In Frankfort, work started on the Pfeiffer Road extension which will provide residents with a direct connection to the Old Plank Road Trail. Many thanks to the Villages of Frankfort and Tinley Park for making these beneficial projects a priority.

Respectfully submitted:
Audrey Marcquenski
Executive Director

Monthly Department Summary

Department: Administration

Month/Year: August 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.
Uploaded July bank statements, saved to Z drive for offsite Bookkeeper access.
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

Returned NOVAtime timeclocks to FedEx.
Reviewed and processed Positive Pay exceptions.
Reached out to Old Plank Trail Community Bank to discuss higher occurrence of Positive Pay exceptions, learned that JP Morgan Chase's equipment is misreading our bank routing number-charges incurred by exceptions will be reversed.
Received and reviewed audit and AFR long form.
Generated a purchase history of Square Links gift cards for previous and current versions of RecTrac.
Updated pay for staff whose positions begin with the fall brochure.
Updated Payroll and Accounts Payable instructions.
Addressed how Teesnap and GolfNow processes refunds with Athletic Supervisor.
Met with BDC Dance coordinators to review dance budget.
Responded to McGrath HR Group's request for compensation study on behalf of City of Palos Heights.
Submitted August SUTA file.
Reviewed and communicated with PDRMA regarding dependent insurance benefits when overseas.
Prepared letters/forms re: post-season availability for distribution to departing summer staff.
Continued work on Local Government Efficiency Report.
Provided requested detail to PRI for OSLAD grant application.
Completed third in series of Path to Reading displays.
Updated ordinance list to include dates of passage.
Worked with Daktronics to address issues with LED display.
Filed AFR long form and audit with Will and Cook Counties, forwarded to Baird (EMMA) & Old Plank Trail Bank.
Worked on proposed changes to update personnel handbook.
Prepared 2024 College Scholarship Program timeline and write-ups for winter/spring brochure.
Sent FOIA request to Will County Sheriff's Office re: golf cart accident, forwarded report to PDRMA claims rep.
Began preliminary work on 2024/2025 budget.
Reviewed administration calendar and updated document as needed.
Registered for Slip,Trip, and Fall webinar
Submitted additional documentation for PDRMA RMR.
Requested background checks for new employees and volunteers.
Researched and arranged for training of staff to ensure compliance with new eip pen legislation.
Met with PDRMA consultant rto review new program program.
Worked on updates to Volunteer's Manual (ongoing).
Attended PDRMA Roundtable webinar regarding submission of SMART GOALS for RMR.

Monthly Department Summary

Department: Park Maintenance

Month/Year: August 2023

Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning and sanitizing our facilities daily, per building use schedule and work requests. Custodians and maintenance staff continue to help each other out while a little short handed. A new custodian was interviewed, background checks, physical & drug test, drivers abstract, references checked...etc. He should start in early September.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Extra litter picking was done at Woodlawn and Hunter Prairie Parks.
Signboard Changes	as needed
Respond to public questions & special requests	Park staff worked on the high water level at Woodlawn Park pond. The Highway Department and the Village of Frankfort were both called for favors (seperately). Thanks to the Village's large pumper truck, the problem (clogged pipe) was fixed.
Administrative	Invoices (submit & code to proper line item) 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. Thanks to Nicolette for her continued work on the software communication. I am working on filling the full-time maintenance position by advertising with the Illinois Landscape Contractors Association, Illinois Parks and Rec Association, the Illinois Arborist Association, and local contacts (contractor).

Special Projects

Square Links Golf Course	Maintenance, recreation, and Reliable Property Services contractor continue meeting every other week.
Parks	The ballfield machine is back (again). It has been back & forth to the shop a few times this season. The guys have done a good job using different equipment. Lake of the Glens Park playground got new safety surfacing. Burned out light bulbs were replaced at the sports fields. Pickleball nets at Champions Park were put back up after the hiatus. Union Creek Wildcats football game field was given some extra TLC prior to the start of their season.
Buildings	Floors were waxed in the Preschool and Community Room and the carpets were cleaned for the upcoming school year. Union Creek Front picnic shelter got a new roof and energy efficient LED lights were installed.
Vehicles & Equipment	Truck #26 had a transmission leak our part time mechanic was able to make the needed repair.

Monthly Department Summary

Department: Recreation
Month/Year: August 2023

Daily/Weekly Tasks

Square Links

Hosted 50 students from Summit Hill District 161 (8x).
Hosted LWSRA / CDGA Adaptive Golf summer programs.
Hosted the Lincoln Way JV Girls Golf Invitational (9 teams) on August 10.
Hosted LWE - LWC JV boys / girls dual match.
Hosted try-outs for the Hickory Creek Junior High Boys and Girls Golf Team.
Attended FSPD / Reliable meetings every other Tuesday.
Conducted 2 job interviews (1 for F.A.N. , 1 for Square Links).
Hosted the August Park Board Meeting.
Monitored Teesnap, noting 78 new members from July 29-August 4, and 109 new members from August 5-11.

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

Ordered new "Gym Wipe" dispensers that were installed at LWN on August 4.
Ordered 4 cases of gym wipes for the fitness center and weight room at Lincoln-Way North.
Managed Wildcat Cheerleading use of LWN wrestling room & court 3.
Monitoring photography class use of LWN ROTC room.
Ensured appropriate F.A.N. staff coverage of Wildcats cheerleaders picture day August 21 in the LWN gym.

Recreation

Worked with brochure designer to make final changes to the 2023 fall brochure and gave okay to send to printer.
Developed a 2023 College Scholarship Golf Classic flyer to promote the event on social media and the golf course.
Held recreation department staff meeting at Square Links on August 23.
Finalized and monitored Escapades trips to Enchanted Castle and Palos Heights Pool.
Daily printed rosters for dance.
Prepared Mary Drew calendars for hall monitors and Summit Hill.
Finalized the fall brochure and scheduled mailing to residents to begin August 15.
Rendered deposits for the upcoming BDC competition season.
Hired two new BDC instructors for the 2023-2024 dance season.
Forwarded updated information to John Staples, website contractor.

B.A.S. - Before and After School

Trained BAS employees for the upcoming school year.
Weekly sent rosters to Summit Hill.
Weekly printed and delivered BAS rosters to Mary Drew.
Sent BAS schedules to staff each week.

Preschool

Preschool staff cleaned, prepped, and set up classrooms for the 2023/2024 school year.
Scheduled Picture Day for October 12 and 13.

Special Projects

Worked with Jackie Keenan to update pictures for the brochure and website.
Developed winter/spring brochure programs.
Encouraged walk-in golf patrons to join Square Links electronic data base.

Monthly Department Summary

Department: Office

Month/Year: August 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 August 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.
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.
Completed, pulled, and sorted morning and afternoon BAS rosters onto Excel by school from RecTrac.

Special Projects

Inputted reservations into RecTrac for monthly calendar meetings. Changed and updated as needed.
Updated allergy, emergency contact, and medication info into RecTrac as new BAS paperwork is received to ensure all are up-to-date.
Coded all fall dance programs.
Reserved preschool and youth, athletic and golf, and active adult/exercise classes.
Developed dance registration form with master codes list.
Pro-rated all fall programs in RecTrac.
Turned on all fall programs in RecTrac to enable patrons to preview them online.
Restricted web view for preschool, Polar Express, and softball as these registrations are managed in-house.
Ran August F.A.N. pass membership expiration report, notified members about expiring passes.
Cleaned up website, turned off all programs that started.
Completed 9 T-Mobile tickets-iPhone order, quote request, finished Apple Business Manager account setup, planned/finalized details for T-Mobile/Apple MD migration, added camp phone to MDM service/added storage, account setup & training, testing of apps & password restrictions, autofill to work on maintenance iPads.
Completed 13 RecTrac tickets-Directions on exporting Productive Parks, adding pickleball as new facility, resolve day camp online registration issue, 2 golf balancing issues, correcting golf balancing issue due to cancelled transaction, addressed disputed credit card charge, office balancing correction locate IP address used by RecTrac server, remove/correct rule linked to gift cards
Completed 6 Proven IT tickets-rectified phone extensions 301 & 303 that requireclick hold/resume, phone ringing before & after hours, issue with ext. 300 ext. 300 went blank, onsite troubleshooting, resolved extension 303.
Completed 5 Productive Parks tickets-video of exporting, exporting test trials, follow up steps on both ends, determine if we have secure FTP, send a test export, send a second test export and download data.
Filed applicable brochure programs in numerical order for reference and filing at the end of the season.
Ran credit card pre-check authorization for upcoming installment billing the following month.
Completed Mary Drew & LWN facility indoor billing for month of August.
Monitored co-op program registration via web and adjusted numbers as needed.
Ran credit report for August and contacted those with previous balances after 45 days have passed.
Balanced rentals from GL codes for the previous month.
Ran July credit report and contacted those with 45-day outstanding balances.
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.
Assisted preschool with misc. work for start of school year that included copies of all paperwork, birthdates, name tags, etc.
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.
Developed fillable PDF form for Polar Express.
Started facility registration binder for fall programs to reference reservations numbers to access as needed.
Developed a Productive Parks ongoing calendar for office staff to correlate with one-off calendar used for RecTrac.
Updated dance classes in RecTrac with applicable studios to avoid reservation conflicts.
Ran activity fees report for Niagara Falls trip, contacted participants with outstanding balances.
Updated F.A.N. registration form in advance of new season that began September 1.
Updated F.A.N. pass prices to reflect fee increase.
Developed new reference sheet for RecTrac-updating registration date rule when changing a section after is has been coded.
Prepared new folders for dance gear, cash, credit card, and check payments.
Put BAS 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 August field usage.
Mobile Device Management project-prepped, made account, and followed up, set up new phone.