

## **EXECUTIVE DIRECTOR'S REPORT NOVEMBER 2022**

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

### **ADMINISTRATION**

Ed Reidy, Superintendent of Parks, John Keenan, Superintendent of Recreation, Nicolette Jerik, Superintendent of Office Administration and Technology, and Dan Coughlin, Athletic Supervisor, will be in attendance at the November Board Meeting to provide annual department presentations. We are also training this month on Board Meetings to further their professional development.

In addition, we welcome representatives from the Frankfort Square Baseball League, Wildcats Football and Cheerleading, and scouts to receive contributions collected from beverage sales this season at Square Links.

The November agenda includes consideration of the annual liquor license renewal for Square Links. The license is renewed annually through the Will County Liquor Control Commission and the State of Illinois Liquor Control Commission. Both are required for the sale and consumption of alcohol, primarily beer and wine, at the golf course.

Staff attended the annual PDRMA Property/Casualty Program Counsel meeting on November 2, 2022. PDRMA presented the 2023 coverage documents and the proposed budget, which were all approved. Our contribution will decrease by approximately 20% from our current annual contribution of \$54,140.99. This is due to decreases in our operating expenditures, maintenance payroll, and other payroll. It should be noted that the decrease is based on historical numbers while we were under restrictions and facing staffing challenges due to the pandemic. Our contribution will increase in the future, but for now, we will enjoy the savings in our upcoming budget.

On November 3, staff attended the IAPD Legal Symposium to learn about new laws and key legislative issues from the 102<sup>nd</sup> General Assembly, including the Local Government Efficiency Act. More information is coming from the state and IAPD, but my initial understanding is that this requires us to form a committee and meet to review items such as our governing statutes, ordinances, and intergovernmental agreements in order to file an efficiency report with the county board.

The December Board Meeting will be held on Monday, December 5, 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. The Truth in Taxation legal ad that provides notice of the public hearing along with details about the proposed property tax levy is scheduled to be published in the November 25 edition of the *Daily Southtown*.

## **MAINTENANCE**

The two new trailers and front-end loader were delivered and put into immediate use by staff to remove speed bumps for the season on Mary Drew Parkway, and staff are looking forward to using this equipment to manage snow events during the winter. Thank you for approving these purchases.

Staff provided support for the election judges before, during, and after voting on November 8, with voting booths, tables, chairs, securing cords, and Wi-Fi passwords. Both the Community Center and Mary Drew are polling places.

Mowing and landscaping contracted services are winding down for the season and staff followed-up on any outstanding tasks. Maintenance staff have transitioned to winterization projects throughout the Park District and are preparing for the upcoming snow plowing season.

## **RECREATION**

Staff continue proofreading and coding efforts for the Winter/Spring 2023 brochure, which is scheduled to be mailed to residents in December.

Final preparations are underway for the Polar Express on November 19. Two train rides were scheduled to accommodate resident demand, and everyone is eagerly anticipating this popular special event.

Erin Kertson, Recreation Supervisor, hosted an AED/CPR training for FSPD staff with Ed and John's support, fulfilling her final requirements to become a certified instructor. This puts us in a more sustainable position with three instructors and an online recertification opportunity.

## **INFORMATION TECHNOLOGY**

Staff and IT Contractor, Dave Gorka, have been working on PDRMA's increased cyber liability requirements for coverage, including dual authentication, which is complete. They have moved on to the training needs which would be ideal to complete during the winter months.

## **SPECIAL RECREATION**

The next Lincolnway Special Recreation Association Board Meeting is scheduled for November 15. If all seven current member district Boards have passed the required resolutions, then the LWSRA Board will take the final vote on the resolution to add the Crete Park District as a new member.

It was announced that LWSRA will host the National Wheelchair Basketball Tournament at Lincoln-Way North High School (LWN) on Friday, May 5 through Sunday, May 7, 2023. In addition to our own Hawks teams, this event draws top-notch athletes from all over the United States and it is always impressive to watch them compete.

## **GOLF COURSE**

We have been extremely fortunate with good weather this year, and plan to keep the golf course open through November 11.

Staff will meet with Reliable Property Services on November 15, to review the past year and begin plans for the 2023 golf season. We are very happy with Hunter Rowe's efforts and the skill and care he has brought to Square Links.

### **OFFICE**

It is a busy season for rentals with the Community Room scheduled for every weekend through the end of the year. Many thanks to our rental staff of Arliss Bouton, Elizabeth Barker, and Jackie Keenan for their weekend efforts in ensuring proper use of the building during these festive events.

Staff regularly work with customer support as we continue to refine the RecTrac update for our unique needs, especially with installment billing for our popular dance and preschool programs. Also, staff and IT Contractor, Dave Gorka, are currently working through office phone details to correctly identify us on Caller-ID.

### **RISK MANAGEMENT**

Staff will attend PDRMA's Risk Management Institute on November 18, at the Tinley Park Convention Center. Sessions include: The Role of Organizational Leaders in Creating Safety Results Through Others, Preventing Sexual Abuse of Children in Parks and Recreation, Leaving a Safety Legacy, and Building Safety Nets of Self-care for You and Your Team.

### **COMMUNITY UPDATES**

The annual Scouting for Food Drive is scheduled for November 13, at LWN. We are happy to support the scouts' efforts with this tremendous service project to help families in need. Staff are present at LWN for set-up and take-down as well as during the event to support the scouts as needed and supervise the facility.

Respectfully submitted:  
Audrey Marcquenski  
Executive Director

## **Monthly Department Summary**

Department: Administration  
Month/Year: September, 2022

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### **Daily/Weekly Tasks**

Completed payroll and accounts payable and all related tasks.  
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.  
Attended PDRMA "Mindful of Mental Health" webinar .  
Transcribed staff and PAT meeting minutes.  
Identified and labeled file boxes for destruction.  
Organized/purged admin files.  
Filed accident/incident and property loss forms with PDRMA.  
Provided website changes to web designer as needed.  
Added individual documents to training files and computer data bases  
Continued to update employee training files.

### **Special Projects**

Continued efforts to resolve the issue we are having with FSD.gov and Sam.gov. in an effort to receive our Unique Entity Identifier for GATA purposes.  
Continued work to develop individual training needs based on department  
Began work on PDRMA's new member insurance questionnaire  
Requested and received refund from IPRA for class paid in advance for since terminated employee.  
Communication with Will County Food Service regarding license needs for alcohol license renewal.  
Developed a plan for staff who have multiple job duties to clock in or out correctly.  
Postponed October bookkeeper's meeting due to travel.  
Confirmed payment schedule for Kubota  
Staff communication regarding Old National Bank's transition to UMB HSA custodian.  
Worked with Nicolette Jerik on Davis Bancorp and the new Toshiba copier contracts.  
Completed third in series of Path to Reading opportunities, prepared notices for website/Facebook/email blasts.  
Filed AFR long form and audited financial report with Will and Cook Counties.  
Continued preliminary work on 2023/2024 budget.  
Made adjustments to Tax Levy per Legal Counsel input.  
Attended Consolidated Election webinar.  
Proofed winter/spring brochure.  
Communicated with Will County Liquor Commission's Office re: change to license renewal deadline.  
Updated vehicle/trailer list, provided info re: trailer purchases and trade-ins to Bookkeeper for asset inventory.  
Continuing the method for employment of persons new to the Park District.  
Arranging for on-line training of employees for CPR AED certification.  
Requested background checks for new employees.  
Creating a modified duty policy and guide.  
Updating F.A.N. staff manual.  
Registered for PDRMA mental health seminar, notified staff, and viewed webinar as a group.

## Monthly Department Summary

Department: Park Maintenance

Month/Year: October-22

### Daily/Weekly Tasks

Staffing Vacant full-time position is being advertised and applications are being received.

Custodial Building Cleaning	Cleaning and disinfecting, our facilities daily, per building use schedule, and work requests. Custodians are doing a good job changing direction as many areas of building are being used more, and some are being winterized and closed for the off season.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Litter is also picked up where needed.
Playground maint & repairs	Raking surfacing under swings slides and other kick-out areas is a routine task. Vandalism and graffiti is removed as needed.
Signboard Changes	As needed
Respond to public questions & special requests	Assisted girl scouts with tree planting at Rogus School. Provided hayrides to preschool & BAS. Located irrigation lines and installed T-posts for scouts and FSPD department scarecrow displays at the Community Center.
Administrative	Invoices (submit & code to proper line item). Front desk staff continue to assist with schedules and calendars (Thank You). Payroll every two weeks. Monthly PBDs. Signing checks. Writing & prioritizing project lists, schedule work, and coordinating contractors (electricians & Com Ed). Emailing pictures and complaints to mowing contractors for missed work at various parks. Writing & prioritizing daily 'to do' lists for the crew.

### Special Projects

Sports Fields	Ballfields are finishing up with the end of fall baseball & softball. Football & lacrosse groups are using lighted baseball outfields as days are getting shorter. Athletic fields were given their fall fertilization at the end of October / beginning of November.
Square Links	FSPD & Reliable continue to meet every other week to discuss maintenance needs and coordinate work that may be needed.
Parks	Pond fountains were removed for the off season, they will be serviced and stored for the winter. Mowing contractors are finishing up for the season.
Schools	I continue working with new maintenance superintendents for Lincoln Way School District 210 and Summit Hill School District 161.
Facilities and Equipment	Trailers, approved & ordered in April, were delivered and trade-ins were accepted. The wheel loader, bid in September and approved in October, was also sent out to the highest bidder.

## Monthly Department Summary

Department: Recreation  
Month/Year: October 2022

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### Daily/Weekly Tasks

#### BAS

- \* Staff schedules continue to be made and distributed on a weekly basis. Staffing numbers are determined on the amount of program participants for that week.
- \* Created a Mary Drew facility usage calendar for the month of October so that staff knows what programming is happening in the building, when that program is scheduled, and what room that program is located in.

#### Square Links

- \* The Free Adult Golf Clinic that was to be held on Thursday; October 6 was cancelled due to the weather.
- \* Pictures of the Adult Golf Clinic were posted on the FSPD Facebook page.
- \* October Tee Sheets were updated on the website and included the \$10.00 Fall Special.
- \* The Fall Special information was emailed to all golf patrons that are registered in Teesnap.
- \* The greens at Square Links were aerated on Wednesday, October 24th
- \* The new driving range balls used this summer were replaced with the older driving range balls used last year. We do this at the end of every year as the weather conditions deteriorate.
- \* Targeting mid-November as a closing date for the golf course this year.

#### F.A.N. - *F rankfort Square Park District A ctivities at N orth*

- \* October F.A.N. calendar was created and posted to the FSPD website. Calendar indicates the dates/hours we are open for the month of September.
- \* Facility usage calendars for the gymnasium, field house, dance room, and wrestling room were posted at the F.A.N. desk so they know what groups are coming in each day and where they will be located.
- \* Talked to the Frankfort Square Wrestling coaches on policies and procedures that they will need to have in place for when they start using the wrestling room at LWN on November 8.
- \* We increased the amount of F.A.N. staff from 2 to 3 per night as the LWN facility is getting busier with colder weather bringing in more groups and residents to exercise, practice basketball, etc.
- \* Two new pickleball nets on wheels were purchased for use in the LWN fieldhouse during F.A.N. hours.

#### Recreation

- \* Continuing to work on the 2023 Winter/Spring brochure - calling program instructors, confirming times/dates, hiring new instructors for new programs, etc. - We are currently working on brochure proof #6.
- \* I booked Photography by Feltes to take the dance photos on April 30
- \* Maintenance moved the smaller soccer goals to the grass area by the Aquatic Center entrance at LWN. Our Saturday indoor soccer program can now very easily move outside when the weather conditions cooperate.

#### Preschool

- \* Preschoolers went trick or treating through the office on Halloween and went on a hayride with the help of our maintenance staff.
- \* Preparations are underway for Thanksgiving, and families were provided a list with items to contribute to the trail mix feast.
- \* Teachers are parting music selections for the holiday shows.

## **Monthly Department Summary**

Department: Front Office

Month/Year: October-22

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### **Daily/Weekly Tasks**

Answered phones and taking registrations in-person and over the phone, and responded to all info.org emails.

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

Bi-weekly bills and payroll mailing.

Weekly provide facility calendar to the maintenance department 2 weeks in advance and email changes daily.

Reserved, updated, or deleted programs and reservations in RecTrac to appear on the facility calendar.

Balanced the month of October and organized balance worksheets in order by date.

Ordered office supplies based on department needs.

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

Managed dog park renewals and updating shot records in appropriate households and ran monthly shot records.

Bank deposits and reconcile pay codes match. Golf Course bank deposits/petty cash.

Sent weekly schedules/calendars to Ed Reidy for indoor 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.

Cancelled change request forms for each program, completed and processed. Called patrons, provided refunds and updated RecTrac/brochure/web.

Daily F.A.N. cash input. Filed F.A.N. daily drop ins.

Secured rental supervisors when rentals as needed. Reviewed supervisor checklist and followed up/returned security deposits. Filled out alcohol waivers, where applicable, through PDRMA.

Monitored website turn on & off programs as applicable.

Prepared BAS school rosters. Organized onto Excel per school, weekly emailed rosters to main contact.

Reserved scout and homeowner groups facility dates.

### **Special Projects**

Updated BAS paperwork in RecTrac under each household member to ensure all changes have been made.

Double checked new enrollments, filled out paperwork, and made copies for the office & Mary Drew weekly.

Created facility usage form removing fees with rules for community groups/organizations.

Developed write up binder categorized by program section, implementing the new write up change form.

Organized Davis Bancorp username credentials for staff.

Onboarding staff training for Davis Bancorp. Practiced website navigation. Created a reference sheet.

Ran F.A.N. pass membership expiration report, notified members of passes expiring within the next month.

Coded all preschool, youth, and regular dance class programs.

Created 5 different fees sets for winter/spring dance with regular class prices, 2 costume prices broken down by grades, Company, and 30-minute classes.

Completed winter/spring dance 2023 & Company write ups for the brochure.

Ran GL reports for installment billing.

Ran installment billing and charged all credit cards for dance and preschool.

Continued taking garden registration through month of October.

Called and emailed those who have not renewed their garden plot.

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

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

Balanced rentals from GL codes for the previous month.

Entered Illinois State Police dates into LWN household and other monthly activities to appear on facility calendar.

Created Letters From Santa registration form and posted online in a fillable PDF version.

Compiled information for weekly field rentals calendars and indoor usage calendars for the 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 file for installment billing.

Started and completed 5 tickets with RecTrac. Learned about installment billing and if a patron leaves an item in the shopping cart.

Worked with Proven IT on new copier contract agreement with pricing for transition in November.

Checked brochure proofs with original write ups and correcting/updating RecTrac if needed.

Staff double checking to ensure all coding matches write ups and that RecTrac is correct.

Organized event letters for the 11:18am and 1:18pm Polar Express train routes and event information

Planned Polar Express lottery system and put all registrations through for those accepted into the lottery.

Proven IT caller ID issue/tickets have been resolved by resetting our CNAME on each telephone number and learned it was a Company-wide issue. The change was then sent to phone carriers.

Phone extensions 301 & 303 Proven IT ticket started with delayed call pick up.