

EXECUTIVE DIRECTOR'S REPORT
JUNE, 2022

ADMINISTRATION

The primary items for the June meeting are the public hearing and consideration of the required Budget and Appropriation Ordinance. These actions are required in the first quarter of our fiscal year, and Board Members are welcome to forward questions in advance of the meeting. After approval, the document will be filed, as required, with the Will and Cook County Clerk's Offices.

The Opening Balance on the May Treasurer's Report reflects a positive year-end balance of \$759,600 and includes the transfers approved at the April 21, 2022 Board Meeting. In addition, we expect our second tax distribution on Thursday, June 16, 2022, and I plan to confirm receipt at the Board Meeting.

The annual audit finished this week, and the report will be available in the coming months. Sue Baker skillfully led the effort, with support from Diane, Linda, Nicolette, and Duane. The Lauterbach and Amen team is very knowledgeable, and works well with our staff on needed documents, receipts, and reports. This was our third audit together, and we feel that we are getting outstanding audit materials and support. Originally, the plan was to change auditors after five years, but if things continue in this manner, we would like to stay with Lauterbach and Amen, but change the members of their auditing team for fresh eyes.

We received the first cut of the Park District video, and are very pleased. The goal was to showcase our commitment to community-wide surveys in providing Park District direction, that results in the programs and facilities that encourage many good things, including friendship, education, teamwork, and community. We have a meeting on Monday to discuss, and I hope to give you a sneak peak on Thursday evening.

In addition, this project will include shorter, facility/program specific video clips and the eventual development of our video library for us to use on social media to share the wonderful things the FSPD has to offer.

MAINTENANCE

Seasonal staff completed training and orientation, and we are happy to have them on board and contributing to park and facility maintenance.

Prep work continues for the many asphalt projects scheduled when the warm and dry weather arrives. Curb work is completed, and informational letters prepared for surrounding neighbors. The paths at White Oak and Plank Trail Parks are next on the list, and the golf course cart path is scheduled for early to mid-July.

Before Jim's retirement, he conducted tours of all parks with staff reviewing history, as well as current and future planning. Linda transcribed the information provided and staff are reviewing the park-by-park summaries.

RECREATION

Early Childhood and Summer Day Camp registrations continue to grow in advance of their start next week.

The Splash Park opened Memorial Day weekend, and this free opportunity has already been enjoyed by many residents, with more expected with school out for the summer and the upcoming forecast for 90+ degree temperatures.

Erin completed her AED/CPR instructor training certification with the support of current instructors Ed and John. Many thanks to all of them for putting in tremendous effort to train and certify 30+ FSPD staff members before summer programming began.

Summer Concerts are back lakeside at Island Prairie Park. The first performance is Gen FuZe on Tuesday, June 21, 2022 with a high-energy show of classic rock and current favorites.

INFORMATION TECHNOLOGY

Dave replaced the Wireless Access Points that are used as backups in case Comcast goes down at the Community Center and Square Links. Because the service is ending June 30, 2022, the Sprint backups were replaced with AT&T ones. This will cover us until AT&T Fiber service is brought to the two buildings.

The email migration has begun with the copying of emails to O365. Next week, new email and Microsoft Office 365 products will be installed.

SPECIAL RECREATION

I will ask for consideration to provide a \$1,000 sponsorship towards the LWSRF Golf Outing Fundraiser consistent with previous years.

It's nice to have LWSRA participants back again with in-person programming at our facilities. Their day campers are enjoying the Nature Center and Island Prairie Park for the summer, and golfers at the driving range.

The LWSRA Board Meeting is scheduled for June 21, 2022.

GOLF COURSE

Staff continue to meet regularly with Reliable Superintendent, Hunter Rowe, to coordinate work and maintenance needs. He has been a welcome addition, and continues to receive praise from golfers for his efforts.

Play continues to be strong with the nice weather. Staff are preparing for the upcoming Father's Day, which tends to be our busiest weekend of the year.

The popular Ladies League is underway for the season with 37 golfers.

Staff met with Campfire Concepts to complete a Challenges, Opportunities, Weaknesses, and Strengths (COWS) analysis for the golf course and review progress on the marketing plan, which is scheduled to be presented at the July 21, 2022 Board Meeting at Square Links.

OFFICE

Staff are assigning and double-checking program codes and preparing installment billing for the fall programming. We are a year into the RecTrac upgrade, and it is remarkable what staff have learned and the new features they find each day. They continue to communicate regularly with Vermont Systems with questions and issues as they arise.

There are many community groups and private teams that use Park District fields and facilities. The office staff are great at handling the processes from original requests to calendars to billing. Communication is key between all the departments, and they keep everyone organized.

RISK MANAGEMENT

Staff are preparing for the June 22, 2022 visit from our Risk Management consultant to review areas on which to focus, such as slip, trip, and fall hazards and training. We will also tour Mary Drew and Lincoln-Way North as new facilities for her to see.

CEO Brett Davis hosted meetings for all PDRMA members to share thoughts and ideas for new ways PDRMA could help support our efforts. Many of the discussions focused on the difficulty and time spent on finding, hiring, and training staff, as well as documentation. Any assistance they can offer in this area would be greatly appreciated.

Respectfully submitted:
Audrey Marcquenski
Executive Director

Monthly Department Summary

Department: Administration

Month/Year: May, 2022

Daily/Weekly Tasks

Completed payroll and accounts payable, and all related tasks.
Managed daily correspondence.
Participated in staff, planning, and safety committee meetings. Took minutes and transcribed for distribution.
Completed all necessary pre and post-Board Meeting actions.
Proofed weekly Facebook posts, forward to Social Media Coordinator.
Forwarded sign change information to Ed, updated LED sign, as needed.
Provided Square Links passes to various organizations for their fundraising efforts.
Updated administration calendar.
Requested website changes through District's Contractor, Visionary Webworks.
Participated in park tours, took notes to include in park-by-park summary that details current/future planning.
Prepared Budget & Appropriation Ordinance and related documents for June Board Meeting.
Formatted project summary template and related questionnaire, saved to public server for staff access and use.
Creating new employee files.
Added individual documents to training files and computer data bases.
Updating employee training files.
Tabulating inspection sheets for buildings, vehicles, sled hill, etc.
Reorganizing AED/CPR files.

Special Projects

Creating a new method for employment of persons new to the Park District.
Coordinating sessions for employees to receive CPR/AED training.
Organizing training sessions for CPR training.
Attended PDRMA's Safety Coordinator webinar.
Updated listing of certified CP:R/AED/First Aid employees
Continued work on registration process for SAM/GATA, a requirement for the OSLAD grant application.
Reviewed Records Retention guidelines.
Determined future filing requirements for personnel files with regards to records retention.
Contacted Secretary of State regarding registration on two vehicles.
Contacted Comcast regarding misapplied payment and credit due.
Reviewed previous positive pay issues for stale dated and voided checks.
Worked with with auditors, providing necessary documents.
Preliminary audit fieldwork began May 4. Auditors were on-site May 31. Two more visits are scheduled in June.
Participated in AED/CPR/First Aid training.
Determined future filing requirements for personnel files with regards to records retention.
Prepared Budget & Appropriation Ordinance and related documents for June Board Meeting.
Forwarded legal B&A notice for required newspaper publication, posted hard copy in lobby.

Monthly Department Summary

Department: Park Maintenance

Month/Year: May, 2022

Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning and sanitizing all our facilities daily, per building use schedule, and work requests.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Litter is also picked up where needed.
Playground maint & repairs	Raking surfaces 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	As needed
Administrative	Bills coded to proper line item and submitted. Summer staff's T-shirt & ball cap order. New (and returning staff) training and orientation. Front desk staff continues helping me with schedules and calendars (Thank You!). Payroll every two weeks. My first PBD. Sign checks. Keeping staff updated in regard to air conditioning repairs at Mary Drew. Write and prioritize capital project lists, schedule work, coordinate contractors. Meeting with mowing contractors on-site and soliciting prices for comparison to maintain the new area at Brookside Glen West was completed. The mowing contractor will begin at the first week of next month. Write and prioritize daily 'to do lists' for crew by Bill O'Shea- "Thank you Bill". Bill & Al also help out a great deal with inspections.

Special Projects

Dance Show Delivery and pick up of dance props from Mary Drew to/from Lincoln-Way West for Showcase event.

Video filming Sites prepped, tree pick up and planting, and day of filming

Sports Fields	Completing work requests from travel baseball and softball teams on an as-needed basis.
Lincoln Way	Building repairs, cleaning and prep for the wheelchair basketball event went well. Re-finishing (disassembly, sanding, staining, reassembly) of the preschool graduation bridge was done by Aubrey (with many thanks from preschool teachers- Good job Aubrey!). Delivering and returning chairs for preschool graduation to/from Lincoln-Way North.

Square Links	John Keenan and I (sometimes Jim & Audrey) meet with Reliable's new greenskeeper Superintendent, Hunter Rowe every other week to discuss maintenance needs and coordinate work that may be needed.
Parks	Keeping mowing contractors out of wet areas is tricky. To mow as much as possible without damage <i>seems</i> easy, but... The Community Park garden water service repair was completed. A FOB gate issue at Communiity Park gardens also needed attention.
Projects	Coordinating work between the curb cutting contractor and the asphalt contractor was completed.

Monthly Department Summary

Department: Recreation

Month/Year: May, 2022

Daily/Weekly Tasks

Daily scheduling the lights at LWN for Baseball/Softball/Soccer/Rugby teams.

Met with new Toptracer Account Manager.

Set up LWN at 8:30 am on May 12 for the LWSRA National Wheel Chair Basketball Tournament.

Took video and photos of the start of the basketball tournament for the FSPD Facebook page.

Talked with Bert Johnson about running/creating a Winter program for flag Spinning/Colorguard training.

Updating all Athletic programs for the 2022 fall brochure.

Talked with Greg Beaudin about a new Columbus Day Soccer Camp that would be included in the 2022 fall brochure.

Reached out to Al Gera about running a floor hockey program that would be included in the 2022 fall brochure.

Sent a few website Covid-related update corrections and date corrections for the golf course to John Staples at Visionary Webworks.

Worked with Ed Reidy to get the LWN main gym set up for the preschool graduation.

Worked with Dave Gorka to set up Dan Coughlin as new Teesnap Administrator user on the Administration webpage.

Trained Dan Coughlin on how to create and post the June tee sheets for Teesnap. June tee times have been posted to the website.

Ordered and received a new hot dog bun warmer for Square Links Golf Course.

Talked to Ed Reidy to schedule Harris to come out to Square Links to repair/replace a broken windshield on one of our riding carts.

Updated the Sunrise/Sunset sign for the door so golfers know when the Driving range closes each night.

Ran an AED/CPR/First Aid training session for new hires and a couple renewals for the 2022 Day Camp staff.

Worked with Dan Coughlin to set up the Square Links Golf Course Ladies League that starts on June 1st.

- Tee times were blocked off on the Teesnap Tee Sheet.

- Spreadsheet was created to track golfers scores/standings and whether or not they purchase a riding cart.

Received AED/CPR Instructor Certification after hosting class on June 1

Interviewed and hired Summer Day Camp Counselors

Sent BAS rosters to schools.

Completed BAS staff schedules.

Printed BAS rosters.

Picked up Splash Pad and Day Camp shirts from Nix Nax

Held training for Day Camp staff

Held training for Splash Park staff.

Provided key FOBs to staff that work Day Camp and Splash Park, enabling building access.

Compiled binders for Day Camp and Early Childhood Camp.

Held open house for Day Camp and Early Childhood Camp.

Held dress rehearsal for the dance Showcases on May 6.

Held the dance Showcases on May 7 and May 8.

Picked up supplies from Home Depot for senior dancers to leave their footprints and handprints.

Attended the BDC banquet on May 11.
Prepared the June Mary Drew schedule.
Organized camp dates and times at Mary Drew with Summit Hill.

Special Projects

Continued working on the fall 2022 Brochure.
Completed CPR/AED instructor training and held certification class.

Monthly Department Summary

Department: Front Office

Month/Year: May, 2022

Daily/Weekly Tasks

Answering phones and taking registrations in-person and over the phone.

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

Bi-Weekly bills and payroll mailing.

Weekly provide the maintenance dept. a facility calendar two weeks ahead of time and email changes daily.

Reserve program facilities in RecTrac to appear on the facility calendar.

Balanced for the month of May and put balance worksheets in order by date.

Order office supplies based on department needs.

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

Dog park renewals and updating shot records in appropriate households every month.

Bank deposits and reconcile pay codes match.

Respond to all info@fspd.org email inquiries.

Sent weekly schedules/calendars to Ed for indoor usage and outdoor field usage.

File all applicable programs in the brochure in numerical order for reference and filing at the end of the season

Cancel change request forms for each program and event, complete and process. Call patrons, provide refunds, update RecTrac/brochure/web.

Created the BAS deadline calendar.

Secure rental supervisors when rentals are scheduled. Review supervisor check list and follow up/return. security deposit.

Monitor website, turn on and off programs as applicable.

Organize BAS rosters onto Excel by schools for morning and afternoon sessions.

Reserve scout and homeowner groups facility dates.

Special Projects

Made new sets in RecTrac for fall registration dates and BAS registration dates.

Created installment bill template for fall 2022 dance classes.

Made installment billing fee sets for BAS & all different class times for dance.

Decided on installment bill dates for preschool and dance. 5th & 20th every month.

Set up the master front office coding brochure binder for double checking.

Set up different fee sets & rules in RecTrac for various programs in regards to fall programming.

Coded athletics programs.

Coded for preschool & youth programs.

Set up summer FAN pass in RecTrac.

Developed a plan for cleaning up the fob system. Plan in place for activating fobs at correct locations.

Organized and boxed up dance, preschool, and monthly financial balance files from the last fiscal year.

Completed 2 form authentication project.

Printing profiles from previous childcare activities for summer camp.

Started daily FAN input.

Completed billing for all outdoor field requests based on team's calendar for the month of May.

Mary Drew and LWN facility indoor billing for the month of May.

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

Balance rentals from GL codes for the previous month.

Organized first aid drawers, inventory, and ordered supplies.

Created a new balancing template and report for credit card transactions from 12am-11:59pm to reflect FAN and dance sales after 8pm

