

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

### **ADMINISTRATION**

Courtney Clement, from Lauterbach & Amen, will present the annual audit and be available for any questions at the August 18, 2022, Board Meeting. Following consideration at the Board Meeting, the audit will be filed with the appropriate agencies.

Based on the auditor's recommendation, I am requesting consideration of Resolution No. 22-08-35 authorizing the transfer of funds from the golf course fund to corporate.

We received a tax distribution from Cook County and expect one from Will County on August 18, 2022. I plan to confirm receipt at the Board Meeting.

Staff have been working on a new free outdoor opportunity for families of young children, Path to Reading, where pages from preschool-aged books are laminated and posted along park paths. This project is meant to encourage our youngest residents to explore our parks with their parents or caregivers while reading favorite children's books along the way. We will start with "*Rainbow Fish*" at Community Park, and the final page will include details about where the next Path to Reading story "*Brown Bear, Brown Bear, What Do You See?*" will pop up. The second book selection will coincide with the Early Learning Center's color unit where this book is the focus. It will be placed along the Island Prairie Park path and enable our preschool teachers to take the students outside for their story time where physical activity can be combined with learning. Information about Path to Reading will be posted on our Facebook page and website, and office staff will send email blasts to families of children enrolled in our preschool programs. Rachel, the Frankfort Public Library's Youth Services Librarian, has been very helpful as we developed this idea, and we look forward to collaborating with the library on future projects.

Staff are working on a grant opportunity through The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, which is a part of the American Rescue Plan (ARPA). Will County received ARPA funds totaling \$134 million to support the response to and recovery from COVID-19, and approved allocations to Park Districts, wherein we may be eligible to receive up to \$25,000. Our application will be forwarded to Anser Advisory, Will County's ARPA consultant group, and it is hoped we will be considered for this recover funding. Board Members may recall our previous applications for CRF funding were successful, and we received reimbursements totaling \$65,150 from Will County and Cook County for Covid-19 relief that helped defray the cost of the upgraded HVAC system, acrylic barriers, various PPE purchases, and IT advancements that enabled key staff to work remotely during the pandemic shutdown in 2020.

I would request a brief executive session at the conclusion of this meeting to discuss employee compensation.

## **MAINTENANCE**

New playground surfacing was installed at Rogus, Frankfort Square, and Indian Trail Schools, and the playgrounds are ready for the start of the school year. Lighthouse Pointe Park playground is also receiving new surfacing this month.

Cardno is finalizing our Natural Areas Management Plan, and we look forward to reviewing their ideas. Also, they will be onsite at Crystal Lake Park on Friday, August 19, 2022, for bull thistle and teasel removal, reducing the amount of invasive seed produced onsite this year.

Earlier this summer, a resident shared a good curb cutting idea to make a smoother transition for bicyclists, and the work was completed. Another good idea came in from a resident to address an area at Odyssey Park that collects water and weeds more easily than grass and trees. FSPD staff were onsite this week with the new excavator to dig a drainage swale along the north end of the park to move water from this wet area to the city storm sewer. Staff will return to install grass seed and decorative stone to create a “dry riverbed” look. Many thanks to the Village of Tinley Park for their assistance on this project to improve the enjoyment of this park.

## **RECREATION**

While our Recreation Supervisor is on leave, John Keenan, Superintendent of Recreation and the head of our preschool, Pam Moloney, are covering her responsibilities and I am happy to see other staff offering assistance and supporting their efforts. Our Before and After School (BAS) program is one of our most logistically challenging programs due to transportation both to and from home and school. They have completed BAS parent night and staff training, and are finalizing staff and student schedules, necessary student documents, and planning in advance of the start of the school year. The final piece of the puzzle is working with Summit Hill and Lincoln-Way School Districts as they determine bus schedules.

Preschool will begin early next month with one three-year-old class and one four-year-old class. Registration is good, but not large enough to offer additional classes at this time. We continue to work to recover from the Covid shutdown and look forward to an anticipated baby boom from the same time.

Summer Concerts always rank high on FSPD community-wide surveys. We continue to work to spread the word about the bands performing at this beautiful lakeside location. Everything came together on the evening of August 9, 2022, with a record 350+ in attendance to see Dancing Queen: An ABBA Salute!

## **INFORMATION TECHNOLOGY**

The AT&T fiber was installed and working at the golf course, but we canceled the plan for the Community Center when the cost skyrocketed to \$70,000+ to run the lines from Harlem Avenue.

Andrews Technology is the new service provider for our timeclocks and the NOVAtime system after purchasing it from ITR Systems, our provider since the beginning. Staff met with our new representative who expects the transition to be seamless for staff using the timeclocks and supervisors using the software to approve timesheets.

## **SPECIAL RECREATION**

The Lincolnway Special Recreation Foundation's annual golf outings are August 12 and September 17, 2022. Staff will be present on August 12 and FSPD supported their efforts with a sponsorship and two gift baskets containing passes for Square Links greens fees along with hats, golf balls, and tees.

The next LWSRA Board Meeting is scheduled for August 16, 2022.

## **GOLF COURSE**

The course is in great shape and Mother Nature has been kind, so play continues to be strong. Comparing the July 2022 vs. July 2021 Treasurer's Reports, revenue has increased 30% this year with strong numbers in both greens fees and driving range.

Staff are preparing for the \$5 day of golf on Saturday, September 24, 2022, in support of the FSPD College Scholarship Program. The sponsorship letters were mailed on July 15, and to date, we received \$3,350 in donations that includes two \$1,000 Corporate Sponsors (Old Plank Trail Community Bank and Oak Lawn Asphalt), one \$750 Event Sponsor (Sid Kamp, Inc.), two Hole Sponsorships (Al Warren Oil Company and Saunoris Bros., Inc.), and one \$250 donation (Chapman and Cutler LLP).

## **OFFICE**

Staff have developed a calendar for programs and rentals occurring at all facilities. This has been a wish list item for many, many years, and not easy with activities happening inside and outside at the Community Center, Mary Drew, LWN, Union Creek Park, Champions Park, etc. The location list is long, but for the first time ever, possible through advancements in the RecTrac software. Staff meet every two weeks to review and refine the calendar which will be a tremendous resource moving forward.

Everyone in the front office supports all FSPD departments on a daily basis, but their efforts and attention to detail are greatly appreciated during the busy maintenance project and programming months, especially with summer day camp, Splash Park, BAS, and preschool.

## **RISK MANAGEMENT**

We continued our efforts with PDRMA's Risk Management Review. PDRMA staff visited on July 27 and reviewed maintenance staff as they worked to complete regular Parks Day tasks, i.e., shrub and tree trimming, mulching trees, minor repairs, and trimming along the edges of pathways and curbs. They encouraged us to develop a stretching routine and continue our injury prevention training efforts and practices.

AED batteries are the latest on the long list of backordered items that everyone is dealing with due to supply chain issues. We cannot offer enough thanks to longtime friend of the FSPD, Vernon LaVia, for finding two critical AED batteries needed to keep all of our 12 units District-wide in operation. Following the passing of his Father, Vernon has made it his mission to deploy defibrillators and related supplies throughout the nation and saving lives.

Respectfully submitted:  
Audrey Marcquenski  
Executive Director

## **Monthly Department Summary**

Department: Administration

Month/Year: July 2022

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### **Daily/Weekly Tasks**

Completed payroll and accounts payable and all related tasks.  
Developed new cost center codes for dance and maintenance staff.  
Contacted vendors/contractors to request updated COIs.  
Managed daily correspondence.  
Attended/participated in staff and PAT meetings. Took minutes and transcribed for distribution.  
Completed all necessary pre and post-Board Meeting actions.  
Prepared sign change information, updated LED sign as needed.  
Updated OSHA form.  
Completed and forwarded accident/incident forms to PDRMA  
Prepared raffle donations (Square Links passes) for various organizations  
Work continues on creation of new employee files.  
Added individual documents to training files and computer data bases.  
Updated employee training files.  
Tabulated inspection sheets for buildings, vehicles, etc.

### **Special Projects**

Continued working on registration process for SAM/GATA, required for grant applications.  
Continued work on ACS historical salary information report.  
Reviewed ACS financial software and Bank charges for the option of Direct Deposit.  
Reviewed annual audit, worked with auditors regarding questions and/or corrections.  
Reviewed health insurance options/pricing, providers, etc.  
Completed personnel file project.  
Researched Born to Learn Trail and story walk opportunities.  
Completed 3rd draft of Tax Levy and Truth in Taxation documents for legal counsel review/input.  
Proofed golf course marketing plan.  
Prepared and mailed annual request for college scholarship donations.  
Completed golf cart agreement document, forwarded to Yamaha with requested documents.  
Attended meeting with Supt. of Parks and LHP developer, followed up with requested documentation.  
Worked on the method for new employees.  
Arranging online training of employees for CPR/AED certification.  
Prepared for PDRMA Injury Prevention visit.  
Purchased AED replacement equipment.  
Participated in Mindful Mental Health Series webinar.  
Participated in Safety Coordinator webinar.  
Conducted monthly PAT meeting.

## Monthly Department Summary

Department: Park Maintenance

Month/Year: July, 2022

### Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning, sanitizing, our facilities daily, per building use schedule, and work requests. Hilda Walker (Day Camp) & Community Center (preschool camp).
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied district wide. Litter is also picked up where needed District wide.
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	An ownership easment issue was resolved, one of our mowing contractors has been assigned the task. A maintenance concern at Crystal Lake was brought up, our native area contractor has been asked to provide a proposal.
Administrative	Bills (submit & code to proper line item). Meetings and emails with landscape architects in regard to Hunter Prairie, Champions, and Square Links. Front desk staff continues helping me with schedules and calendars (Thank You). Payroll every two weeks. Monthly PBDs. Signing checks. Keeping staff updated in regard to air conditioning repairs at Mary Drew. Writing & prioritizing capital project lists, schedule work, and coordinating contractors. Emailing pictures and complaints to mowing contractors for details at Woodlawn & Indian Boundary South. Writing & prioritizing daily 'to do lists' for the crew is done by Bill O'Shea- "Thank you Bill". Al is helping out a great deal with inspections.

### Special Projects

Bandshell Concerts	Staff cleans and preps for the outdoor concerts held at the band shell.
Sports Fields	Dragging around Summit Hill Jr HS baseball softball trainings & tryouts are not a problem. Irrigation systems are programmed and scheduled, making supplemental mowing necessary at a few sites. After the 4th schedules seem to settle down until late summer tournaments and fall ball begins. Port-o-potties are moved for football camp. An area at Champions park (previously under construction at the water plant) has been aerated, seeded a few times, rocks removed and the like. It will be hydroseeded soon.

Square Links	FSPD & Reliable continue to meet every other week do discuss maintenance needs and coordinate work that may be needed. Homer Tree service removed the scheduled willows from Hole # 6. Arbor Care will follow up filling the gap with more desirable species.
Parks	Park Day' every Wednesday is a great success (good idea Bill).
Special events	Jim's last day luncheon.

## Monthly Department Summary

Department: Recreation

Month/Year: July 2022

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### Daily/Weekly Tasks

- \* Supervised the second in the series of Summer Concert in the Park - Gen FuZe performed July 12
- \* Local showcase concert in the park - St. Jupiter
- \* Summer Day Camp was moved from Mary Drew to Hilda Walker School and is going very well.
- \* Working with Bert Johnson to schedule the Lincoln-Way Mega Band at Lincoln-Way North this Fall.
- \* Preschool and BAS welcome letters, as well as parent manuals were sent to families.
- \* Ordered shirts and sweatshirts for the BAS staff.
- \* Binders with phones and logs were prepared, and allergy information will be added to the binders once enrollment is closed.
- \* Prepared a new BAS staff contact list - Name, email, phone, etc.
- \* Ordered BAS supplies.
- \* Worked a BAS open house on July 25 for prospective families that are considering signing up for the program or have already signed up for the program and just wanted to stop by Mary Drew and see the facility, meet the staff, and ask questions.
- \* Erin has been saving information to the public server for John to have access during her leave of absence.
- \* Summer Dance Intensive instructors included four professional dancers, and one from Los Angeles.
- \* New FAN staff shirts were ordered.
- \* Updated the outdoor and indoor facility usage rental forms. We will use the new forms next season.
- \* Working with John Staples to improve the look of the FSPD website on mobile devices.
- \* The new golf carts arrived at Square Links. Golf carts are equipped with two usb ports, a 12 inch diagonal screen with gps and a digital scorecard. Received instruction on the numerous features via a conference call.
- \* Talked with Jimbooo's about opening at Square Links in mid to late August. Helping advertise for new staff at Square Links and on the FSPD social media page.
- \* LWE and LWW girls golf will be at Square Links the week July 11, and Summit Hill will use the course later this month. Summit Hill will be out 3 times over the summer (early morning), and 2 times after school starts (following school dismissal).
- \* Scheduled service provider to maintain Square Links beer keg lines.
- \* Ordered a new kegerator regulator for Square Links Golf Course.
- \* Ordered cigar clips for the new golf carts
- \* Met with Rachel Lenz, Executive Director at the Macomb Park District at Square Links Golf Course. She is considering adding Top Tracer to their driving range and wanted to test it out, get our feedback on it, and get some of her questions answered.
- \* With the help of Dave Gorka we were able to fix two Toptracer cameras that were offline on the grass side of the range.

## **Monthly Department Summary**

Department: Front Office

Month/Year: July, 2022

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### **Daily/Weekly Tasks**

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

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

Managed bi-weekly bills and payroll mailing.

Provided a facility calendar to maintenance two weeks ahead of time every week and email changes daily.

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

Balanced for the month of July 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.

Completed dog park renewals and updated 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 with specific room details.

Filed all applicable programs in the brochure in numerical order for reference & filing at the end of the season.

Completed and processed cancel change request forms for each program.

Called patrons, provided refunds, and updated RecTrac/brochure/web.

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

Secured rental supervisors when rentals are scheduled and completed the following rental tasks:

- \*Reviewed supervisor checklist and followed up/returned security deposits.

- \*Filled out alcohol waiver, when applicable, through PDRMA.

Monitored website turned on & off programs as applicable.

Delivered golf course deposits to the bank on a daily basis.

Reserved scout and homeowner groups facility dates.

### **Special Projects**

All cell phone devices are loaded and synced up under our Apple Business Account.

Tested fobs in Sue's office to put into fob computer system/verify.

Made a rule set for the Polar Express.

Created the new Polar Express registration form.

Filled the lobby with fall program information. Made BAS new student packets.

Created and printed F.A.N. winter pass.

Reviewed summer camp binders and updated contacts, allergies, etc., into RecTrac.

Set up BAS binders for office and Mary Drew.

Printed camp profile reports for camp counselors accessibility.

Office 365: front 2 computers completed and forwarding emails finished for info@fspd.org email.

Reviewed PDRMA's most up to date IT requirements and made sure FSPD was up to date.

Set up all BAS reports for the school year to report on what school and grade students attend for all schools.

Created Fall 2022 dance registration form for over the phone and in-person registrations.

Created fall 2022 dance installment billing plan schedule breaking down different class fee amounts for parents.

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

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

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

Balanced rentals from GL codes for the previous month.

Entered Illinois State Police dates into LWN household to appear on facility calendar.

Completed the grade bump in RecTrac, moving all children up one grade level for the new school year.

Turned all fall 2022 programs online for patrons to view.

Finished coding all BDC dance programs.

Archived BAS from 21-22 school year. Had over 7,000 registration throughout the school year last year.

7/11: Company registration opened. 7/25 Resident and 7/28 Non-Resident registration opened up.