

EXECUTIVE DIRECTOR'S REPORT OCTOBER 2023

ADMINISTRATION

Many thanks to the Local Government Efficiency Committee for its input on the report that will be filed with both Will and Cook Counties. Revisions are underway and the next draft is scheduled to be distributed to committee members the week of November 6 for their review in advance of the next meeting on December 4, 2023.

Thank you for approving the mini bond at last month's Board Meeting. We will close on the District's 2023 General Obligation Limited Tax Park Bonds Series 2023 on October 16, 2023 and the 2022 Bond is scheduled to be paid on October 17, 2023 at Old Plank Trail Community Bank.

On September 28, 2023, we received a Will County tax distribution totaling \$110,236.03, and anticipate the next one on October 26, 2023. The total received to date is \$163,436.19 ahead of last year as is the bank balance, keeping the Park District in a good financial position.

Congratulations to Jarrod Scheunemann and the Champaign Park District for winning the National Gold Medal Award last week at the NRPA Conference in Dallas, Texas! In his leadership role with Campfire Concepts, Jarrod has started work on our Comprehensive Plan meeting with FSPD department heads and touring the parks. Staff are finalizing plans with Jarrod for two days of workshops next month with staff and stakeholders.

The November 16, 2023, Board Meeting will be held at Square Links Golf Course and will include annual staff reports and contributions to Wildcats Football and Cheerleading, Frankfort Square Baseball League, and Scouts, generated by this year's beverage sales at the golf course.

LEGAL

The October agenda includes the required Truth in Taxation Resolution 23-10-45 in accordance with Section 60 of the Truth in Taxation law. We are putting forth this "balloon levy" in order to capture new growth, especially the proposed commercial development in Tinley Park. Without inflating the levy in this manner, we could lose the tax dollars provided by any new growth. This development would increase the Park District's EAV, and with the development being added to the tax rolls, this cost would not be passed on to taxpayers. A Park District cannot receive more than the law allows by the property tax calculation, so even if the estimated levy is higher than the results of the final levy figures, the Park District will only receive what is established by the final EAV and new growth figures.

The agenda also includes consideration of the annual liquor license renewal for Square Links through the Will County Liquor Control Commission and the State of Illinois Liquor Control Commission, as required for the sale and consumption of beer and wine at the golf course.

It is the recommended best practice to have Park Counsel review the Personnel Policy Handbook every five years. Our last review was in 2018. Park Council added the new policies and procedures that were approved since then and reviewed the entire manual. An updated copy is provided for Board review and consideration at the October meeting.

MAINTENANCE

Ed Reidy, Superintendent of Parks, and the Girl Scouts continue their tree planting efforts at Rogus School. Earlier this month, they planted a linden tree. It is a beautiful tree that is native to our area and blooms each spring.

We welcome Alec Flamm to our team in the Full-Time Buildings and Grounds maintenance position that includes Ed Reidy and Marlon Medina, Assistant Superintendent of Parks.

Staff completed ballfield work at Summit Hill Junior High including reestablishing the turf lines along the basepaths, the circles around home plate, and the pitcher's mound.

The winterization process, conducted in the fall, is underway for irrigation systems, drinking fountains, pond fountains, and water supply for the community gardens at Community and Brookside Bayou Parks.

RECREATION

Jodi Dilling, the Park District's Senior Trip Coordinator, organized and accompanied 34 adults as they enjoyed celebrating Canada's Thanksgiving Day parade in Kitchener, Ontario, where they also experienced the second largest Oktoberfest in the world. The group then spent three days at Niagara Falls where they enjoyed the sights of this wonder, toured the falls by boat, and braved an exciting whirlpool ride. The tour wrapped up in Allen Park, Michigan with a visit to the Henry Ford Museum. Jodi kept Park District staff informed every step of the way, sharing details and photos of this exciting new opportunity, and she also noted that many of the participants are inquiring about plans for the next senior trip.

Our 3 and 4-year-old preschool students began celebrating Halloween early this year as they walked to the Scare at Joe's Halloween display on Benton Drive. The celebrations will continue with hayrides, courtesy of maintenance staff, a visit to the pumpkin patch, and will wrap up with Halloween parties after they Trick or Treat through the Park District office, where they will be greeted and treated by staff.

Staff are working on the Winter/Spring 2024 brochure, which is scheduled to be mailed to residents in December.

INFORMATION TECHNOLOGY

Park staff have been investigating new vendors to provide employee time and attendance, HR, and payroll solutions, as the current timeclock provider is asking its clients to begin a migration process that includes a 5-year agreement that could result in the inability to service our current NOVAtime timeclocks. It is hoped that the District will find an option that will best serve its needs in an efficient and fiscally responsible manner.

Six new computers were ordered for various workstations in the Community Center. This multi-year process of updating CPUs will increase staff efficiencies throughout the District as the new units are equipped with solid state hard drives which immensely improves performance.

SPECIAL RECREATION

The next LWSRA Board Meeting is scheduled for October 17, 2023. The agenda includes a resolution approving an amendment to the agreement between LWSRA and SSSRA. The amendment states that an out of district participant that chooses to enroll in a LWSRA program

will pay the out of district fee when SSSRA offers a similar program. For example, both agencies offer Special Olympics basketball.

Congratulations to Keith Wallace, FSPD resident and Executive Director of LWSRA! Keith was recognized by the National Recreation and Park Ethnic Minority Society with an Achievement Award for Outstanding Leadership.

GOLF COURSE

The 2024 College Scholarship Classic was held on Saturday, September 23 at Square Links. 94% of tee times were filled, and 189 golfers enjoyed perfect weather for this event that raised money for the Park District's College Scholarship Program. Vendors and local businesses donated \$7,000, and the \$2,700 raised through greens fees and a putting contest, will ensure the District can again award scholarships to high school graduates in the spring of 2024, adding to the current total of \$145,000 that was awarded to 145 students as of 2023.

OFFICE

The lottery for the popular Polar Express special event was conducted. Thanks to the availability of two trains, all residents in the lottery will be able to purchase tickets this year to the North Pole courtesy of a Metra train out of the 80th Avenue train station in Tinley Park.

The Park District office will be selling recreation and golf course gift cards for residents looking to give friends and family an opportunity to enjoy FSPD programs and/or golf at Square Links Golf Course and Practice Center.

RISK MANAGEMENT

As part of this year's annual Risk Management Review, staff completed PDRMA's slip, trip, and fall assessment at all facilities where staff and program participants routinely gather. These include FSPD facilities as well as both Summit Hill School District 161 and Lincoln-Way Community High School District 210 facilities. All scored well in this area thanks to the cooperative efforts by the three districts in support of the residents we mutually serve.

PDRMA hosted the annual Health Program Council Meeting on September 27, 2023. Since this is our first year with the health insurance program, this was our first opportunity to participate and vote on the recommendations for the health plans and budget. We plan to continue our participation in the same high deductible plan required for a health savings account and appreciate PDRMA's efforts to support and listen to its member agencies.

Respectfully submitted:
Audrey Marcquenski
Executive Director

Monthly Department Summary

Department: Administration

Month/Year: September 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.

Completed all necessary pre- and post-Local Government Efficiency Committee 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.

Prepared subject matter for PAT meeting, distributed agenda to committee members.

Special Projects

Onboarded eight new staff members, six dance, one golf, one maintenance

Reviewed timeclock providers, as the District's current timeclock provider is updating their timeclock hardware.

Updated employee new hire paperwork to include the updated I-9 form.

Reviewed limitations of an electronic solution for the onboarding process.

Attended four Zoom meetings for timeclock, onboarding, and payroll software solutions.

Attended PDRMA's Mindful of Mental Health, Agency Benefit Strategy and Unconscious Bias Zoom meetings.

Reviewed recently ordered check stock due to manufacturer printing errors.

Developed spreadsheet for Dance classes to account for revenues less expenses.

Filed 3rd quarter Federal/State 941s and SUTA

Contacted IL SOS for record retention requirements of Driver Abstract reports.

Developed spreadsheet for historical purposes of record retention for each Background Check, I-9 and Driver's Abstract reports.

Updated recurring payment list information.

Cross trained staff member on payroll, updated instructions for payroll and AP.

Contacted Square Links customer to inform them of a resolution regarding a chargeback.

Contacted Niagara Falls trip provider regarding refund policy for two attendees that cancelled their reservations.

Applied for TCC code through IRS to file 1099s electronically.

Completed review of Personnel Handbook and provided recommendations for updates.

Continued to work on 1st draft of the Local Government Efficiency Report.

Continued to work on preliminary draft of the 2024/2025 budget.

Prepared 2024/25 Debt Service, Loan Payment Summary, Salary Recommendations, Salary Summary documents.

Prepared 1st draft of 2024/2025 project and equipment list.

Provided requested documents to Campfire Concepts for Comprehensive Plan project, via Googledoc & Dropbox.

Forwarded suggested OSLAD grant applications edits to PRI.

Tracked College Scholarship donations, prepared and mailed thank you letters to sponsors.

Ordered signage for college Scholarship Classic, picked up from contractor and delivered signage to golf course.

Entered post-meeting detail to G.O. Bond Ordinance documents, overnighted package to Chapman and Cutler.

Revised Local Government Efficiency Report per committee member recommendations.

Prepared letters of direction for S2022 mini bond payoff and S2023 funds placement, forwarded to OPTCB.

Reviewed and updated administration calendar.

Participated in PDRMA Slip, Trip, and Fall webinar.

Submitted additional documentation for PDMRA SMART Goals.

Requested background checks for new employees and volunteers.

Investigating online training opportunities for use of auto-injector EPI pens for John Keenan and Ed Reidy.

Arranged for a date and time for the next AED/CPR/First Aid class.

Reminded staff to update Golf and F.A.N. staff manuals.

Revise and update Volunteer's Manuals (ongoing project).

Reviewed RMI sessions, notified staff about available opportunity, and encouraged attendance.

Monthly Department Summary

Department: Park Maintenance

Month/Year: September 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 has been hired, orientation, and training completed. He is working out well.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Extra litter picking has been done at Union Creek Park.
Signboard Changes	As needed
Respond to public questions & special requests	Emails were sent back and forth to our charter groups in regard to the Scout advertisement in the winter/spring brochure, and changes were forwarded to rec staff. Plank Trail residents reported that the pond fountain was not spraying in the usual pattern. The contractor was called and debris was removed from inside the fountain.
Administrative	The Superintendent of Parks and Superintendent of Recreation attended the September Board Meeting. Staff reviewed and gave input to the Hunter Prairie Park OSLAD grant before it was submitted to the IDNR. Invoices (submit & code to proper line item) are completed weekly. Payroll every two weeks (cross training with Marlon Medina). Monthly PBDs. Signing checks. Marlon continues doing a great job heading up the Productive Parks. Thanks to Nicolette for all her hard work on the software side of Productive Parks. The full-time maintenance staff member resigned, and the District is advertising in several areas, reviewing applicants, and interviewing candidates.

Special Projects

Square Links Golf Course	Maintenance and recreation staff meet with the Reliable Property Services contractor every other week.
Parks	The Champions Park soccer goals were moved back to the Lincoln-Way North stadium. The fall order of trees were planted. To avoid a 'Slip Trip Fall' issue, the curb at Indian Boundary South parking lot was replaced. Sealcoating was completed at Union Creek and Lake of the Glens Parks, and the path through Brookside Glen Subdivision. Certain areas of sealcoating were coordinated with Hilda Walker School for students walking/riding bikes to school and FSBL around the fields & concession stand. Parking lot work at Union Creek's 80th Avenue parking lot was completed.
Buildings	Contracted painting projects were completed at Union Creek Front, Champions Park, and Mary Drew picnic shelters. We have brought in an outside contractor to help with floors at the high school. Splash Park tables and planters were assembled and placed under the pergola.
Vehicles & Equipment	New LED lighting is replacing the original, less efficient, lighting at Champions Park.

Monthly Department Summary

Department: Recreation
Month/Year: September 2023

Daily/Weekly Tasks

Square Links

Recognized Hunter Rowe on Golf Course Superintendent Day.
Conducted College Scholarship Golf Classic on Saturday, September 23.
Held Free Golf Clinic was held on September 7 for 15 golfers.
Ordered a new ball picker for the utility cart.
Hired a new Ranger.

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

Monitored registration numbers for adult fitnesses classes that began in mid-September.

Recreation

Printed daily dance rosters for the first few weeks of each session to remain current.
Printed dance rosters with contact information for hall monitors.
Prepared Mary Drew calendars and provided them to hall monitors and Summit Hill.
Attended first session of Upholstery Class.
Sent updated information to website contractor.
Printed and provided rosters to Upholstery Class instructor.
Printed rosters for Kids 3-D Art Class and delivered them to Mary Drew.
Secured entertainment for Polar Express special event.
Secured entertainment for Sweetheart Dance.
Interviewed and hired two umpires for our Girls Softball League.
Ordered and distributed softball uniforms to the Girls Softball players.
Completed coaches' background checks and provided reports to Arliss.

B.A.S. - *B efore and A fter S chool*

Weekly sent BAS rosters to the Summit Hill School District Office.
Provided hard copies of BAS and delivered to Mary Drew every Thursday.
Weekly sent BAS schedules to staff.
Conducted an all-staff BAS meeting.

Preschool

Held 3- & 4-year old preschool open house events for the 2023/2024 school year.
Provided Rogus speech evaluation information to 3 preschool families.
Working on fine motor skills with 4-year-old students (scissors and writing their names).
Secured visit from firefighters for 3-year-old and 4-year-old classed during Fire Prevention Week.

Special Projects

Working with brochure contractor on start of the winter/spring brochure.
Completed winter/spring brochure write-ups.

Monthly Department Summary

Department: Office

Month/Year: September 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.

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.

Managed new season of F.A.N. renewals that began September 1.

Created dance class dress code requirements list for parents.

Filed all F.A.N. daily drop-ins and past year memberships.

Working with ID Wholesaler on front office gift card design.

Turned off all August classes on the web.

Completed testing, balancing, a reference sheet, and user name for golf gift cards to be sold at the office during the holiday season.

Ran September F.A.N. pass membership expiration report, notified members about expiring passes.

Cleaned up website, turned off all programs that started.

Completed 1 T-Mobile tickets: Updates for iPads.

Completed 3 RecTrac tickets: 9/1: Connecting to FTP, 9/5: Question regarding entering full URL address, 9/22: Scheduling a report for exporting.

Completed 1 Proven IT tickets: Adjusting auto-shipments for the copier.

Completed 3 Productive Parks tickets: 9/1: Export data through IP address, 9/5: export data through URL address, 9/21: set up server name on their end.

Ran credit card pre-check authorization for upcoming installment billing the following month.

Contacted 4 different payroll companies and attended meetings to learn and receive a quote.

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

Monitored co-op program registration via web and adjusted numbers as needed.

Ran credit report for September and contacted those with previous balances after 45 days have passed.

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, billed teams for September field usage.

Updated credit cards on file for patrons that utilize utilizing installment billing.

Ran and charged 4's extra day installment billing on 9/10.

Ran and charged 3 & 4 year old preschool installment billing on 9/20.

Ran installment billing GL reports.

Continued to organize 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.

Finished all fall program reservations and completed the facility reservation binder by program tab sections.

Developed 3 reference sheets to finalize gift card sales at the office and to sell gift cards for the golf course.

Finalized proof with ID Wholesaler on rec office gift cards.

Finalized timeline for all winter spring programs.

Ran duplicate household/family member report, merged duplicate households.

Set up the Winter Spring 2024 registration date season in RecTrac.

Converted 2024 garden registraion form into a fillable PDF.

Sent blast email with end of season garden letter and registration form to Community Garden & Brookside Bayou gardeners.

Developed Excel spreadsheets for Commuity and Brookside gardens to keep track of renewals.

Developed a reference sheet on how to check F.A.N. passes with the scanner connected to Computer #1.

Downloaded secure file transfer protocol to export data over to Productive Parks.

Reserved Illinois State Police dates at LWN.

Compared different payroll providers and the services they offered.

Continued to remove waivers from programs that have old waivers attached to them in RecTrac.

Updated the season rule in RecTrac to allow late dance registration.

Sent low enrollment program list on a weekly basis to recreation staff to complete cancel change request forms, if needed.

Boxed up F.A.N. registration from last seasons/year of sales.

Continued to monitor KYND status to take action, if needed.

Archived winter/spring programs from previous year.

Ran sFTP from RecTrac to Productive Parks.

Weekly entered rentals with applicable numbers of tables and chairs and field usage into Productive Parks

Updated website with fillable PDF Polar Express lottery registration form.

Pulled and sorted BAS school rosters onto Excel for morning and afternoon sessions.