

# **EXECUTIVE DIRECTOR'S REPORT**

**MARCH 2023**

## **ADMINISTRATION**

The primary focus has been on the 2023 – 2024 budget and project list for the upcoming year. Included for your approval is the list of capital projects to begin the season, along with prioritized IT items, equipment, and planning documents.

March is the annual review of full-time salaried personnel. Packets will be delivered for Board review in advance of the meeting. I will request an Executive Session at the conclusion of the regular meeting to discuss.

Staff are preparing for the annual administration department safety training. It includes reviews of Park District manuals and action plans along with topics ranging from accident/incident reporting to bloodborne pathogens. This training serves as the foundation on which all department, facility, and program-specific trainings are built.

There is much conversation in the field regarding the Governor's announcement that he does not intend to renew the Covid-19 disaster declaration beyond April. This means that public bodies will no longer be able to conduct remote meetings under the current public health provision contained in the Open Meetings Act. FSPD Park Board meetings have been back in-person for quite some time now and work best that way. Most importantly, this does not impact the ability of an individual Board Member to attend remotely if needed due to our existing policy allowing for remote attendance.

## **MAINTENANCE**

Marlon Medina, Assistant Superintendent of Parks, continues to learn all things FSPD and train on equipment. He and Ed Reidy, Superintendent of Parks, are leading staff training this week while many of the seasonal staff are available due to Spring Break from school.

Al Grzyb, Assistant Superintendent of Parks, submitted his resignation. We will all miss Al very much and wish him well in his new endeavors. He always had a smile on his face and brought a lifetime of park maintenance experience and leadership to the FSPD.

A full-time maintenance position has been posted online with the goal of finding a new staff member this spring. Also, based upon previous Board discussion and need, we included a new park laborer position in the proposed budget.

## **RECREATION**

Staff are finalizing and proofreading the summer brochure. New additions include the senior trip to Niagara Falls and Kitchener for the second largest Oktoberfest in the world. Fitness classes have been going well this year and offerings are being expanded to keep the momentum going through the summer. A second art instructor was hired to offer weekend opportunities for students to develop their creativity.

## **INFORMATION TECHNOLOGY**

Nicolette Jerik, Superintendent of Office Administration and Technology, and Dave Gorka, IT Contractor, presented cyber liability training this month to fulfill new requirements for cyber liability coverage through PDRMA.

## **FINANCE AND PLANNING**

On March 28, we have an appointment at Old Plank Trail Community Bank to make the final payment on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013, which matures on April 1, 2023.

The proposed 2023 – 2024 budget includes the increase in the Equalized Assessed Valuation by the maximum allowed level of 5% in the property tax line items. It does not account for new growth which will be documented in the Will County Tax Rate Calculation report expected at the end of this month and incorporated into the April Operating Budget.

The golf course budget reflects the elimination of the bond payment detailed above providing for increased funding available for improvements.

Our biggest increase is in debt service with the 2019B refunding bond principal payment increasing by \$140,000. That is the largest item in the debt service fund with that budget totaling \$528,876.

Per the recommendation of Chapman and Cutler, our District's longtime bond counsel, we are increasing the alternate bond which annually provides \$106,000 to \$136,000.

The Fund Balance Policy was established to provide financial stability, sufficient cash flow for operations, support long-term infrastructure plans, and assure that the Park District will be able to respond to emergencies with fiscal strength. At the end of last fiscal year, the balance was approximately \$750,000 and projections for this year are about \$900,000. The Park District is in its best financial position in twenty years, and we continue to work and make progress towards the goal of a \$1 million balance.

## **SPECIAL RECREATION**

The next LWSRA Board Meeting is scheduled for March 21. The agenda features a review of the closed session minutes and recordings along with the procedure used.

## **GOLF COURSE**

While we enjoyed a mild winter, we are anxiously awaiting a string of sunny and 40+ degree days to allow us to open the golf course. Reliable Property Service staff are in-place and FSPD staff are ready to welcome golfers for the season!

Jimbooo's continues efforts to open this year at the golf course. Owner Jim Lungaro has keys and has begun using the Square Links address. A Will County Health inspection is scheduled for this month.

## **OFFICE**

Dog Park memberships are free for residents after completing the registration process and providing current shot records. On a monthly basis, staff run shot record reports in order to

determine when proof of updated shots are needed. Efforts have resulted in a method to streamline the renewal process for active members. With the Risk Management Review, the waiver form is under review by PDRMA staff who will make recommendations before the new process is implemented.

### **RISK MANAGEMENT**

Staff met with PDRMA representative, Lindsey Robertson, to begin our risk management review. Previous reviews involved tremendous staff time managing a long list of required training, policy, and safety documents. The new process is designed to meet our prioritized risk management needs, along with areas identified through our loss history and member-agency trends.

Respectfully submitted:

Audrey Marcquenski

Executive Director

## **Monthly Department Summary**

Department: Administration

Month/Year: February 2023

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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.  
Transcribed staff and PAT meeting minutes.  
Reviewed website and requested updates through Visionary Webworks.  
Added documents to employee training files and computer data bases.  
Updated employee training files.  
Tabulated inspection sheets for buildings, vehicles, etc.

### **Special Projects**

Researched Amazon account to minimize disruption when a shared password is forgotten  
Conducted research on memorial plaque quoting, purchasing and accounting.  
Completed and submitted PDRMA Workers Comp survey.  
Reissued four lost payroll checks.  
Participated in monthly coding meeting  
Cross trained ACS entry of deposits and statement balancing  
Completed Worker's Comp application for out of state employee  
Researched former employee options for continuation of group life insurance.  
Researched PDRMA and Plan Source literature for termination and Cobra benefits.  
Prepared end-of-year budget projections  
Reissued four outstanding AP checks with continued communication to ensure patron/vendor checks are cashed.  
Received final invoice from Windstream. Service was disconnected as they no longer provide long distance service.  
Reviewed Teesnap customer agreement.  
Reviewed New Hire paperwork  
Responded to mowing contractor's FOIA request for information regarding 2020 landscape bid results.  
Requested 2023 Alternate Bond numbers through Chapman and Cutler.  
Updated 2nd draft budget documents.  
Phone meeting with PATH Wellness Consultant.  
Submitted online employee injury claim to PDRMA.  
Completed necessary actions for onsite biometric screening.  
Proofed/edited out-of-state travel reimbursement forms for Company competiton.  
Provided Square Links golf passes to various local charities as fundraiser raffle prizes.  
Requested electronic copy of Cook County Consolidated Election ballot, proofed and returned to County.  
Assisted Ed Reidy with 2023 landscape agreements, post Board approval.  
Proofed 1st draft of summer brochure.  
Viewed PDRMA webinar with District's claims contacts regarding new online claims process, prepared summary.  
Created documents for purchase of ladder through PDRMA ladder reimbursment program.  
Prepared and submitted kickoff documents for upcoming onsite PDRMA Risk Management Review visit.  
Arranged for AED/CPR instructors to attend recertification classes.  
Revised and updated Volunteer's Manual.

## Monthly Department Summary

Department: Park Maintenance

Month/Year: February 2023

### Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning and sanitizing, our facilities daily, per building use schedule, and work requests. Disinfecting with the mister is also done every Friday for BAS through flu season as well as on an as needed basis "Covid calls".
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Extra litter picking as needed.
Signboard Changes	As needed
Respond to public questions & special requests	Working with Scout troops as follows: An Eagle Scout candidate built us two American Flag Retirement boxes, awaiting approval Summit Hill Jr. High to locate a Scout's dedication bench, coordinating potential tree planting for Arbor Day. Non-Scout related - Working with a family to install a dedication bench behind the IP bandshell for their Dad's favorite fishing spot.
Administrative	Submitted and coded invoices weekly. Front desk staff continues to provide schedules and calendars for maintenance and custodians (Thank You). Payroll every two weeks. Monthly PBDs. Signing checks. Wrote and prioritized budget lists. Finalized mowing contractors.

### Special Projects

Buildings	Conducted weekly building checks (or more if needed). Picked up golf course mail and delivered dance supplies to Mary Drew.
Square Links Golf Course	Began bi-monthly meeting routine with Maintenance, Recreation, and Reliable Property Services (grounds contractor).
Parks	Placed a fish order with the Will County Soil and Water Conservation District that includes bluegill, catfish, largemouth bass, redear sunfish, and grass eating carp for Community, Lighthouse Pointe, Plank Trail, and Woodlawn Parks. Received confirmation that last fall's tree order will arrive in April.
Schools	Addressed small facility repairs with SHSD Building & Grounds staff and all matters were resolved in a quick and efficient manner.

## Monthly Department Summary

Department: Recreation  
Month/Year: February 2023

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### Daily/Weekly Tasks

#### BAS

- \* Submitted BAS rosters to Summit Hill weekly.
- \* Printed and distributed BAS rosters.
- \* Developed and distributed BAS schedules.
- \* Developed and distributed calendars for hall monitors.

#### Square Links

- \* Represented Square Links Golf Course & Practice Center at Tinley Park Golf Expo.
- \* Opened golf course for Super Bown Sunday.
- \* Conducted golf course meeting to review grounds and clubhouse projects.
- \* Updated the golf course page on the FSPD website with rebranded name and logo.

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

- \* Met with Upholstery Class instructor to discuss LWN field house net repair.
- \* Started second session of adult fitness classes at Lincoln-Way North.
- \* Continued scheduling baseball/softball/basketball teams for indoor practices at Lincoln-Way North.
- \* Developed February F.A.N. calendar and posted on District's website.
- \* Developed and distributed February facility usage calendar.
- \* Added summer Zumba class at Mary Drew.
- \* Purchased an additional volleyball net.
- \* Prepared new basketballs, designed by Rich Schereck, for use at LWN.

#### Recreation

- \* Instructed first class of Pee Wee Sports Mix and Floor Hockey.
- \* Developed flyer for second session of Fastpitch Softball Camp at LWN.
- \* Reviewed program ideas for ages 4-8 with Richard Shereck. Hired him to teach Pee Wee Sports Mix, Little Bulls, and new Basketball Shooting & Trick Shot Camp.
- \* Conducted two sessions of Sweetheart Dance special event.
- \* Attended first BDC Company competition of the season.
- \* Scheduled and staffed summer classes.
- \* Scheduled contracted summer classes.
- \* Prepared Summer Camp return letters.
- \* Began scheduling Summer Day Camp field trips.
- \* Began scheduling Early Childhood Camp speakers.
- \* Scheduled Summer Day Camp Counselor interview.
- \* Added second session of Girls Fast Pitch Softball Camp.
- \* Received signed contracts for two of three summer concerts.
- \* Scheduled Local Showcase Community Concerts.
- \* Discussed potential Neighborhood Art Studio program with instructor.
- \* Met with senior trip planner to discuss trip to Niagara Falls in October of 2023.
- \* Added VIP & Son Bowling special event.

#### Preschool

- \* Secured kindergarten information from SHSD for distribution to parents of 4-year-old ELC students.
- \* Represented ELC at Tinley Park Public Library's Preschool Fair.
- \* Completed assessment of ELC students in preparation for parent/teacher conferences.
- \* Scheduled visit from District's adult fitness instructor to provide yoga session for 4-year-old student.

#### Special Projects

- \* Proofed and corrected first and second drafts of summer brochure.
- \* Worked with contracted brochure designer.

## Monthly Department Summary

Department: Front Office

Month/Year: February 2023

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### 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 provide the maintenance department with facility calendar and emailed changes daily.  
Reserved, updated, or deleted programs and reservations in RecTrac to appear on the facility calendar.  
Balanced month of February 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.  
Managed Dog Park renewals and updated shot records in appropriate households.  
Ran Dog Park shot record report, deactivated fobs if shot records are not up to date.  
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.  
Sent weekly schedules/calendars to Ed 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/website.  
Daily FAN cash input. File FAN daily drop ins.  
Secured rental supervisors as needed. Reviewed supervisor checklist, followed up/retured security deposits.  
Filled out PDRMA alcohol waivers for rentals, as needed.  
Monitored website, turned on and off programs as applicable.  
Prepared BAS school rosters. Organized onto Excel per school, weekly emailed rosters to main contact.  
Reserved Scout and HOA group's facility dates.  
Ran duplicate household report, merged households into most current.

### Special Projects

Inputted reservations into RecTrac for our monthly calendar meetings. Changed & updated as needed.  
Double checked for new BAS enrollment weekly, ensuring paperwork is completed and copies are available in the front office and at Mary Drew.  
Inputted holiday dates in RecTrac & updated master calendar for the remainder of the year through November.  
Continued preschool registration that opened up to the public on 1/27 and monitored class #2 options.  
Archived all previous summer 2022 programs.  
Created a set for the summer season dates for resident & non-resident registration.  
Inputted a rule for Summer Day Camp & Early Childhood Camp registration.  
Made 3 new reference sheets for new methods learned with RecTrac.  
Ran February F.A.N. pass membership expiration report, notified members about expiring passes.  
Cleaned up website, turned of all programs that started.  
Completed 5 Proven IT tickets.  
Completed 9 RecTrac tickets.  
Double checked that all Sweet Heart Dance participants had a special guest of choice enrolled with them.  
Filed all applicable programs in the brochure in numerical order for reference and filing at the end of the season.  
Put together brochure coding binder and organzied by program sections.  
Made Company calls reminding those who have not paid for competition costumes.  
Put costume payment amounts under each dancers' households after February 10.  
Billed facility usage for Mary Drew & LWN for the month of February.  
Monitored co-op program registration via web and adjust numbers if needed.  
Ongoing credit and debit project. Ran monthly credit and debit reports.  
Balance 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 usage. Accepted and verified facility usage paperwork.  
Ran credit card authorization check for all cards on file that utilize installment billing, contacted patrons with declined cards.  
Updated credit cards on filing utilizing installment billing as declines occur or patrons notify the front desk.  
Ran installment billing and charged all credit cards for preschool.

Ran installment billing and charged all credit cards for regular dance classes.

Ran installment billing and charged all credit cards for Company dance competitions.

Ran GL reports for installment billing.

Installed new wireless access point in the preschool hallway.

Set up new cash drawer with RecTrac at the golf course.

Created and finalized Cyber Security PowerPoint presentation for staff training.

Continued to manually adjust Company competition payments as changes come up before running billing.

Midnight settlement option built into PayTrac. Scheduled live event and updated applicable credit card and GL balancing reports.

Completed various dance class transfers & changes prior to first scheduled installment bill.

Processed Company shoe orders under applicable households.

Completed first Davis Bancorp ticket.

Updated and changed applicable balancing credit card & GL reports to reflect the new PayTrac settlement time of midnight.

Drafted community garden welcome letters.

Coded and reserved the new 2nd session of Girls Fast Pitch Softball Camp.

Coded and made transfers for 2 new Preschool Prep classes.

Coded summer 2023 preschool and youth programs

Coded summer 2023 dance programs and camps along with golf programs and lessons.

Made snow day call lists for dance by each day of the week.