

**EXECUTIVE DIRECTOR'S REPORT
MAY 2023**

ADMINISTRATION

May includes our annual organizational meeting including the Oath of Office for our newly elected and re-elected Commissioners, election of officers, and appointments. It also includes the required resolution to form a committee on local government efficiency for your approval.

Thank you for approving the Section 125 Plan last month enabling staff to make pre-tax contributions to their HSA accounts through payroll deductions which also decreases the Park Districts' Medicare and FICA expenses. The official resolution per plan requirements is on the May agenda for your approval.

Approval was given at the February 16, 2023, Board Meeting for dance instructor travel to the 2023 National competition trip to Pigeon Forge, Tennessee, but due to scheduling issues, additional hotel expenses are necessary, and the amended travel reimbursement forms are included on the agenda for your approval.

At the April 21, 2022, Board Meeting approval was given to continue the existing annual LWSRA tax extension at a rate not to exceed .0225%. Since then, a formal agreement was drafted along with a resolution, for all LWSRA member agencies to sign ensuring that all are in this together. The resolution with agreement is provided for your consideration.

Board Members Frank Florentine and Phil Cherry represented the Frankfort Square Park District at Lincoln-Way East's Scholarship Night on May 10, 2023, and presented scholarships to six well-deserving high school seniors. Congratulations to Maddalyn Alford, Jacob Coulson, Katharine Ehmen, Sabriah Faber, Victoria Lucarelli, and Brooklyn Mortell.

Staff have been researching maintenance management software and selected Productive Parks, which was developed by parks and recreation professionals and works with our existing RecTrac software, that houses our calendar with program, facility, and rental information. Productive Parks provides a centralized hub where maintenance and office staff can easily communicate work requests, inspections, and task-related information. When a requested task is completed, an email is automatically sent documenting that the request has been completed.

Staff are meeting with Planning Resources Inc. in an effort to apply for an OSLAD grant this next cycle for the redevelopment of Hunter Prairie Park. Included in this plan would be meetings scheduled this summer for neighbors to provide input.

On the agenda is the required bi-annual review of closed session minutes and destruction of audio recordings. I would like to request an Executive Session to review all closed session minutes and then return to open session to complete the necessary action.

MAINTENANCE

We are three full-time maintenance members strong, along with three seasonal staff who have returned, and a few more coming soon when the school year ends.

Our eight pond fountains are all approximately ten years old and reaching time for replacement. Community and Lighthouse Pointe Parks were prioritized on the list for this year, but the two fountains at Arbor Park stopped working shortly after being installed and needed to be replaced. They are expected by the end of the month.

Parks Days have returned this season where all maintenance staff gather at a designated park and complete necessary work. First on the list are Crystal Lake and Candle Creek Parks.

RECREATION

Congratulations to the Braemar Dance Center (BDC) on their successful annual Showcases held at Lincoln-Way West High School. Hundreds of talented dancers were cheered on by their families and friends during their awesome performances. Many thanks to Donnette and Kari, our dance directors, and the numerous teachers, aides, and volunteers who made this possible!

BDC will perform and offer a dance workshop at the Village of Frankfort's celebration on 6-04-23, the once in a century day when the calendar matches the zip code.

We are looking forward to opening the Splash Park for the season on Saturday May 27, weather permitting. This free amenity is a favorite destination on warm summer days and will be even more enjoyable with the new pergola that provides an extra seating area adjacent to the Splash Park where families can gather with friends and neighbors to watch their little ones play among the interactive water features and enjoy a picnic lunch.

FINANCE AND PLANNING

Following an increase in tax distributions from Cook County in the previous fiscal year, staff enlisted the help of Dalena Welkomer, Director, Baird Public Finance, and the District's longtime primary Bound Counsel, to research the largest Cook County taxpayers to the Frankfort Square Park District. The 2020 tax year included two businesses involved with the Manheim Auto Auction with a combined Equalized Assessed Valuation (EAV) of \$15,918,084. In the 2021 tax year, Amazon jumped to the top of the list with an EAV of \$37,727,253.

SPECIAL RECREATION

FSPD staff supported LWSRA's efforts in hosting the North American Wheelchair Basketball League Championships at LWN earlier this month. Congratulations to the LWSRA Hawks and all the amazing athletes who compete in this great event!

LWSRA Executive Director, Keith Wallace, was recently named the American Red Cross 2023 Community Impact Hero and Wheelchair Basketball Coach of the Year.

The next LWSRA Board Meeting is scheduled for May 16.

GOLF COURSE

In 2020, staff researched online opportunities to book golf tee times and Teesnap was found to be the best option for Square Links at the time. NBC Sports, which owns GolfNow, recently signed an agreement with Teesnap and is offering opportunities previously not available. Staff met with NBC Sports and discussed a trade opportunity where Square Links tee times would be available on GolfNow. In return, NBC Sports would have the opportunity to sell a maximum of four rounds of golf per day after the noon hour and keep the proceeds. GolfNow will introduce new golfers to Square Links, providing an additional marketing opportunity, and the trade would only be available during our slow early afternoon time period.

Jimbooo's Italian Beef Restaurant had a soft opening in the Square Links Clubhouse and will gradually increase hours as the season progresses.

OFFICE

Summer program registration began earlier this month and is going strong. Both the Summer Day Camp for children in grades 1-6 and Early Childhood Camps for children ages 3-kindergarten are popular offerings. Also, since offering a girls softball camp this past winter, we are seeing a resurgence in our FSPD Girls Softball League, a program, that due to the popularity of travel teams and other opportunities, has not been offered since the spring of 2019.

Ballfield rentals are scheduled to exceed 400 this month. Also, staff are managing a full calendar of picnic shelter, community center, and Splash Park rentals.

Respectfully submitted:
Audrey Marcquenski
Executive Director

Monthly Department Summary

Department: Administration

Month/Year: April 2023

Daily/Weekly Tasks

Generated a payroll cost center for PATH wellness incentives and dance Hall Monitors.
Generated a stipend code for PATH incentives.
Tested stipend code for payroll purposes.
Reviewed dance costume billing issue.
Printed College Scholarship checks
Attended 2-day in-person PDRMA presentation of the Essentials of Human Resources Curriculum.
Attended PDRMA webinar on Certificates of Insurance.
Prepared application for Section 125/POP plan
Completed annual PDRMA asset management report of the Park District's vehicle inventory.
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.
Monitored annual SEI filings through Will County portal.
Added documents to employee training files and computer data bases.
Updated employee training files.
Tabulated inspection sheets for building, vehicles, etc.

Special Projects

Organized all District property deeds and certificates of exemption.
Communicated with PDRMA and part-time staff interested in joining PATH.
Completed Local Records Commission Records Disposal Certificate.
Began working on Local Government Efficiency report and resolution.
Worked on NRPA summary, reviewed with Audrey and submitted final copy.
Finalized operating budget with Executive Director.
Communicated with Ford Motor Credit and completed necessary lease documentation.
Communicated with PDRMA PATH Consultant regarding adding Calm app challenge to PATH program.
Requested quote for Adobe licenses through Dell.
Completed annual PDRMA Administration training.
Began preparations for summer/fall Path to Reading project.
Prepared donations for various local charitable organizations.
Finalized Budget & Appropriation Ordinance and Cert. of Estimated Revenues.
Discussed the final PDRMA RMR document with recommendations.
Conducted background checks for new employees and volunteers.
Developed goals for PDRMA review (ongoing).
Arranged for AED/CPR classes for returning staff.
Updated Golf Course and F.A.N. staff manuals.
Arranged for student volunteer to assist with Scout clean up day.
Trained new full-time Maintenance employee on PDRMA rules and regulations.
Attended PDRMA webinar for Safety Coordinators.
Revised and updated volunteer manual (ongoing).

Monthly Department Summary

Department: Recreation

Month/Year: April 2023

Special Projects

Worked with brochure designer and printer to complete summer brochure.

Worked with Social Media Coordinator to update photos in brochure and on website.

Daily/Weekly Tasks

BAS

Weekly delivered BAS rosters to Mary Drew.

Weekly prepared and provided BAS staff schedules.

Prepared calendars for Mary Drew hall monitors and Summit Hill.

Hired and trained two new BAS staff members.

Square Links

Welcomed seasonal staff back on April 1.

Scheduled LWE's JV golf invitational.

Prepared deposits for Davis Bancorp pickup three times per week.

Cleaned and stocked soda fountain.

Scheduled repair of deep fryer and inspection of exhaust hood.

Ordered and received 9,900 new driving range balls.

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

Developed new field diagram of LWN baseball/softball fields that includes field locations, dimensions, and base & mound distances to provide to organizations renting the fields.

Weekly set the LWN athletic field light schedule utilizing Musco Lighting app.

Reviewing how best to provide F.A.N. membership cards for underage members so staff can see them at a glance and ensure they are using areas that are appropriate and safe for their age group.

Assisted with preparing LWN for LWSRA's hosting of the North American World Wheelchair Basketball Championship event scheduled for the first weekend in May.

Recreation

Ran successful Breakfast with the Bunny event.

Scheduled safety training for summer staff.

Worked on national competition budget.

Continued interviewing potential Summer Day Camp Counselors and hired four new employees.

Assigned 2 new Summer Day Camp Directors and met to discuss upcoming season.

Sent summer brochure information to website contractor.

Preschool

Assisted children in preparing Mother's Day gifts.

Began working with students on graduation crafts, decorations, and songs.

Prepared and printed graduation programs.

Monthly Department Summary

Department: Office

Month/Year: April 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 March 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.
Deactivated Dog Park fobs and reactivated fobs for members that turned in up-to-date paperwork.
Managed Dog Park renewals and updated shot records in appropriate households.
Ran Dog Park 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.
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.
Daily F.A.N. cash input. Filed F.A.N. daily drop ins.
Secured rental supervisors as needed. Reviewed supervisor checklist, followed up/retured security deposits.
Monitored website and turned on and off programs, as applicable.
Prepared and organized BAS rosters onto Excel per school, weekly emailed rosters to main contact.
Reserved Scout and HOA group's facility dates.

Special Projects

Inputted reservations into RecTrac for 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.
Coded all miscellaneous summer brochure programs.
Assembled packets and placed in the lobby for both summer camps.
Set up the summer F.A.N. pass with new dates along with printing and testing.
Brainstormed plan for dance nationals with rehearsal practice and competition.
Developed roster fro Company dancers that will be practicing over the summer.
Sent 132 blast emails to Dog Park members, reminding them to renew memberships and sign updated waiver.
Coded and promoted new 4-week sessions of Hatha & Chair Yoga and R.E.C.E.S.S. that were added to w/s brochure.
Ran March F.A.N. pass membership expiration report, notified members about expiring passes.
Cleaned up website, turned of all programs that started.
Completed 2 Proven IT tickets.
Completed 1 RecTrac ticket.
Reserved all summer brochure programs in RecTrac to appear on facility calendar.
Filed applicable summer brochure programs in numerical order for reference and filing at the end of the season.
Turned on all summer programs for patrons to preview prior to start of registration.
Prepared for April 24 start of Summer Day Camp and Early Childhood Camp.
Billed April facility usage for Mary Drew & LWN .
Monitored co-op program registration via web and adjust numbers if needed.
Ran April credit report and contacted those with 45-day balances.
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 usage, accepted and verified facility usage paperwork.
Ran credit card authorization check for all cards on file utilizing installment billing.
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, dance, & Company.
Participated in 2 RecTrac webinars - SMS text messaging and reporting features.
Ran GL reports for installment billing, contacted declined credit cards, updated cards in system.
Developed reference sheet #72 on SMS messaging.
Developed reference sheet #73 on different reports available in RecTrac.
Continued to manually adjust Company competition payments before running billing.
Blast emailed Dog Park application and rules/regulations for new fiscal year that begins new "ongoing process.
Updated Dog Park application, rules/regulations, and waivers to implement an ongoing registration process.
Began taking Dog Park registration renewals on 3/26-4/7.
Followed up with Dog Park patrons after 4/10 that did not renew their memberships.
Completed KYND Cyber Security questionnaire for PDRMA.
Updated website with summer camp information and developed a 3-in-1 waiver for camp parents to sign off.
Began putting passes under day campers names if proper paperwork was received.
Reviewed duplicate household/family member report and merged duplicate households.
Reserved Illinois State Police dates on calendar.
Billed applicable teams for April field usage.
Prorated all summer brochure programs except for installment billing.
Developed BAS deadline calendar for 2023/2024 school year.
Prepared day camp binders with a-z tabs and tabs for paperwork.
Updated file folder organizers to reflect summer offerings for filing purposes after registration is taken.
Cut off old servers after the office closed on 4/19.