

## EXECUTIVE DIRECTOR'S REPORT JUNE 2023

### ADMINISTRATION

The primary items for the June meeting are the public hearing and consideration of the Budget and Appropriation Ordinance. Notice of the hearing was published in June 7, 2023 edition of the *Daily Southtown*. 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 auditors from Lauterbach and Amen completed their on-site work and many thanks to Sue Baker for her responsiveness to their requests, along with support from Diane Meister, Linda Mitchell, and Nicolette Jerik. We expect the report to be available in the coming months and they offered to present it at a future Board Meeting. Moving forward, we plan to stay with Lauterbach and Amen, but change to a completely different auditing team.

Staff are working with Planning Resources Inc. (PRI) on a plan for redeveloping Hunter Prairie Park, one of the FSPD's oldest parks, which was deeded to the Park District by Donald and Barbara Hunter on 12/15/1979. The plan would include an OSLAD grant proposal for the project with an anticipated late August 2023 due date. Staff are awaiting a visual plan for the site and cost estimates. Proposed amenities include a new playground for ages 2-12, community gardens, refreshing the existing baseball field and two tennis courts, a walking path, native Illinois shade trees, and a rain garden. A critical component of the project is public input which can be provided at meetings tentatively scheduled for the week of June 26 and July 10. A Board resolution is drafted, which is a formal authorization to apply for the OSLAD grant. However, staff are waiting for the IDNR FY2024 Grant Manual to be released. It is expected to be available in early July and the resolution will be provided for Board consideration at the July 20 Board Meeting.

The resolution forming a Committee on Local Government Efficiency was approved at the May 18, 2023 Board Meeting. Staff continue to gather materials and the Illinois Association of Park Districts is offering an informational webinar on June 27, 2023.

The Cook County Levy Edit was reviewed and filed with the County.

Our first Will County tax distribution totaling \$190,771.29 was received on May 25, 2023. The second is scheduled for June 15, 2023, and receipt can be orally confirmed at the Board Meeting.

### MAINTENANCE

The dry conditions we are experiencing have required irrigation to start earlier than usual on fields and modifications to the golf course watering schedule. A benefit of the dry conditions is that staff are able to work on the Island Prairie Park boardwalk, which is not normally easy because of all the standing water in the wetlands.

Lincoln-Way North Park was the latest location for Wednesday Park Days where all staff work together at a single park. They pruned shrubs, trimmed trees, fixed a pothole, and cleaned up the location in time for the runners and walkers participating in the Miles for Maddog 5K Run/Walk and 10K Run on June 24, 2023.

One of the landscape contractors has not been able to complete the work needed to meet expectations and provided notice that it will no longer continue after May 2023. FSPD staff support their decision and the existing two contractors divided up the work moving forward in a positive manner without missing a beat.

## **RECREATION**

The Splash Park opened on Memorial Day weekend and this free opportunity was well attended and enjoyed immediately with 90+ degree temperatures.

The Village of Frankfort hosted a community-wide celebration on 6/04/2023 when the calendar corresponds with the zip code. The FSPD was excited to participate, and the Braemar Dance Center performed on stage to thunderous applause!

Staff have been working on the goal of adding a second three-year-old preschool class, which enrollment has not allowed since the Covid shutdown. We are excited that their efforts were successful, and parents were notified last week that there will be two three-year-old and two four-year-old classes offered this fall.

Summer Concerts at Island Prairie Park begin on June 20 at 7:00 p.m. with Strung Out, Chicago's Ultimate 70's Musical Experience.

## **INFORMATION TECHNOLOGY**

All Park District data is running off the new servers, and the old servers are being decommissioned.

Five replacement computers are being ordered for the front office per the replacement schedule.

## **SPECIAL RECREATION**

The LWSR Foundation is hosting two golf outings this summer – August 11 at Sanctuary Golf Course and August 18 at Green Garden Country Club. I am requesting consideration of a \$750 Nine Hole Sponsorship for the event on August 18, 2023, consistent with previous years.

LWSRA participants are enjoying the Nature Center and Island Prairie Park this summer for their Pre-Titans Camp and golfers at the Square Links driving range.

The next LWSRA Board Meeting is scheduled for June 20, 2023.

## **GOLF COURSE**

The range was able to open earlier than normal due to the dry conditions, especially when compared to last year. Normally in March, April, and May the range is too wet to pick the golf balls without the balls and equipment getting stuck in the mud. Both range usage and golf rounds are up compared to last year and in each of the weeks May 20 – 26 and May 27 – June 2, over 90 new users booked tee times via Teesnap on the FSPD website.

Also, the ladies league and youth lessons are underway. FSPD and Reliable Services staff are working hard to manage everything happening at the course and are preparing for Father's Day, which tends to be our busiest weekend of the year.

Staff finalized details with NBC Sports, so Square Links tee times are now available on Golf Now in addition to Teesnap on the FSPD website.

## **RISK MANAGEMENT**

The Community Center, Square Links, and the Champions Park concession stand successfully passed infrared inspections. PDRMA offers this service, and the contractor has equipment that detects heat in electrical items such as wires and breaker panels with the goal of early detection before something becomes an issue.

**FREEDOM OF INFORMATION ACT**

Staff received and responded to a FOIA request from the Better Government Association requesting documents related to the Park District's 2021 payroll. This has been an annual request from the group.

Respectfully submitted:  
Audrey Marcquenski  
Executive Director

## **Monthly Department Summary**

Department: Administration

Month/Year: May, 2023

### **Daily/Weekly Tasks**

Completed payroll, accounts payable, and all related tasks.  
Contacted vendors/contractors to request updated COIs and W-9s.  
Processed five new hires, three day camp, one dance, and one front office.  
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.  
Prepare golf pass donations for local charitable events.  
Added documents to employee training files & computer data bases  
Update employee training files.  
Tabulating inspection sheets for buildings, vehicles, etc.

### **Special Projects**

Developed a PowerPoint presentation on staff HSAs.  
Submitted PDRMA Operating Expenditures Annual Report.  
Reviewed Section 125/POP plan.  
Distributed Section 125 plan paperwork to staff and updated ACS deductions for Section 125 purposes.  
Updated salaries for personnel w/ the exception of BAS/Dance  
Filed reports with Illinois State Treasurer's unclaimed property division for two outstanding checks.  
Participated in Zoom meeting re: potential Hunter Prairie Park Redevelopment grant application, 2024 cycle.  
Updated I-PASS account, removed and added vehicles as needed.  
Prepared Closed Session Resolution and related lists of written and audio sessions.  
Updated College Scholarship criteria, per Board direction, ran test of future scoring utilizing 2023 matrix.  
Assembled budget binders for Executive Director and Bookkeeper.  
Developed process detailing final payout request/independent attestation for OSLAD grants.  
Updated Commissioner list on IAPD website.  
Reviewed OSLAD grant info, prepared narrative draft for potential grant application.  
Forwarded B&A public hearing legal notice to Chicago Tribune, approved proof for June 7 publication.  
Investigated ownership of swale between Hunter Prairie Park & SHJH.  
Prepared list of legislatures, local government. agencies, to request grant support letters, prepped draft of letter.  
Revised vehicle list on public and private server, updated hard file.  
Prepared Board agendas through October, 2023.  
Continue work on Local Government Efficiency Report.  
Investigated permanent sign options for Path to Reading and reached out to local youth services librarians for input.  
Discussed the final PDRMA RMR document with recommendations.  
Conducted background checks for new employees and volunteers.  
Created goals for the PDRMA review.  
Submitted documentation of AED/CPR class training for certification.  
Researching active shooter training.  
Revised and update Volunteer's Manual (ongoing)

## Monthly Department Summary

Department: Park Maintenance

Month/Year: May 2023

### Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning and sanitizing, our facilities daily, per building use schedule, and work requests. A deep cleaning between preschool & day camp was done at the end of the month before the Day Camp Open House.
Garbage & Litter	Ongoing: Emptying garbage cans District-wide on a weekly basis; increasing frequency as needed. Completed extra litter picking at Union Creek and Lake of the Glens Parks and the Brookside Glen pathway.
Signboard Changes	As needed
Respond to public questions & special requests	Lincolnway Special Rec's wheelchair basketball tournament at LWNHS kept us busy with a long "to do" list. The end of the school year means "Field Days" with coordinating mowing contractors and our field dragging, requests for extra garbage cans, requests for access to ice from our ice machines, filling a dunk tank, etc. Two truck loads of dance Showcase props were trucked back & forth to Lincoln-Way West HS. FSBL Memorial Day baseball tournament required garbage removal and cleaning bathrooms twice a day.
Administrative	Invoices (submit & code to proper line item) are done weekly. Payroll every two weeks. Monthly PBDs. Signing checks. Marlon Medina is doing a great job heading up the Productive Parks software introduction. CPR/First Aid training was done for summer staff. Emails and Zoom meeting with the Landscape Architect in regard to the Hunter Prairie Park project. The Park Maintenance department had a safety meeting covering the dangers of heat stress, staying hydrated, kids on summer vacation (360 around trucks & 30 second site surveys), equipment vehicle training, etc. One of the mowing contractors did not work out. This contractor's sites were split up between the remaining two without a problem.

### Special Projects

Preschool	The FSPD preschool 'field days' and graduation at LWNHS were an exciting time. We moved chairs from the Community Center and Mary Drew school, fans for keeping things cool, and helping with other tasks as needed. Everything went well.
Square Links Golf Course	Maintenance, Recreation, and the Reliable Services contractor continue meeting every other week. A variety of "to do" list items come from these meetings to keep everything running smoothly.

Parks	<p>Completed seasonal broadleaf weed spraying and non-selective (all kill) spraying. Spring start ups with washroom buildings, drinking fountains, Splash Pad, garden water, RPZ backflow preventers (contractor), irrigation are always big spring jobs. Employed plumbers to correct issues with irrigation water hookups. Planted twenty-seven new trees at Union Creek, Woodlawn, Kiwanis &amp; Island Prairie. Began dead tree removals and branch trimming. Reinstated Wednesday Park Days, starting at Crystal Lake Park. Benches, tree branches, landscaping, 'Do Not Feed the Geese' sign installations, etc. were done as we swarmed this park at the end of the month. The contractor painted the crosswalk and installed signs at Kiwanis Park.</p>
Buildings	<p>Addressing short list of "to do" items following Tinley Park fire inspector's annual inspection of buildings at Union Creek Park.</p>
Vehicles & Equipment	<p>Purchased a jon boat and an underwater weed cutter, watched a boat safety video from the IDNR, and ordered life jackets.</p>

## Monthly Department Summary

Department: Recreation  
Month/Year: May 2023

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### Daily/Weekly Tasks

#### Square Links

Hired and trained golf course employee.  
Contacted Toptracer to request service on malfunctioning range cameras.  
Hosting CDGA and Lincoln-Way Special Recreation Association's summer golf program two days per week.  
Identified issue of patrons from driving around the existing 8' speed bump and requested an extension.

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

FSPD staff ensured restrooms, score table, bleachers, etc, were in good working order at LWN for the North American Wheelchair World Basketball Championship hosted by LWSRA.  
Worked with IT to troubleshoot problem with TV #4 in fitness center.

#### Recreation

Signed up with Poster My Wall, an online service that enables in-house production of customized flyers that can include interactive artwork to market programs and events.  
Created flyers for Youth & Jr. Group Golf Lessons, Parent/Child Golf Scramble, Ladies Golf League, Teen/Adult Group Golf Lessons, Golf Clinic, Golf Scramble, Ice Cream Social, Basketball Shooting & Trick Shot Camp, Little Bulls, Pee Wee Sports Mix, Summer Concerts, VIP & Son Bowling, Splash Park, Zumba, Memorial Day, Kids Neighborhood Art Studio, and Paint & Pour.  
Trained Summer Day Camp staff.  
Trained Splash Park staff .  
Arranged to have fields prepared for the soccer and girls softball programs at Mary Drew.  
Trained Early Childhood Camp staff.  
Researching a new photographer for our dance program.  
Finalized arrangements and attended Dance Showcases at LWW.

#### Preschool

Wrapped up school year by conducting reviews of spatial terms with the students, and planned scavenger hunt and nature walks.  
Assisted 3 & 4-year-old students with Mother's Day and Father's Day gifts.  
Finalized all graduation preparations, held practices, and set up and took down decorations at LWN.  
Celebrated the release of the butterflies, grown from caterpillars, by the 4-year-old students.

#### Special Projects

Provided a summary of the 2022/2023 school year.

## Monthly Department Summary

Department: Office

Month/Year: May 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 May 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, updated shot records in appropriate households, and 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 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.  
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.  
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.  
Archived all fall 2022 programs.  
Assigned new code set for fall 2023 registration dates.  
Organized master fee list folder with directins re: collecting National dance competition payments.  
Organized and boxed up dance/preschool/monthly financial balance files from FYE: 4/30/23.  
Developed roster for Company dancers that will be practicing over the summer.  
Ran May F.A.N. pass membership expiration report, notified members about expiring passes.  
Cleaned up website, turned off all programs that started.  
Completed 2 Proven IT tickets on switching staff phone extensions and updated 4 side cars.  
Completed 4 RecTrac tickets (Archiving, cash drawer opening, reschedule grade bump, correct GL Golf Credit Card report.)  
Inputted Board Meeting dates for FYE: 4/30/24 to appear on monthly facility calendars.  
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 start on online summer registration (resident May 1/Non-resident May 4)  
Billed May indoor & outdoor facility usage for Mary Drew & LWN .  
Monitored co-op program registration via web and adjust numbers if needed.  
Ran May credit report and contacted those with 45-day outstanding 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 outdoor usage, accepted and verified facility usage paperwork for 400+ games/practices.  
Contacted those with outstanding installment bill payments and sent invoices in the mail, if needed.  
Updated credit cards on file for families utilizing installment billing for preschool for 2023/2024 school year.  
Assembled fall 2023 write-up binder by program sections.  
Coded the 4-year-old extra preschool day option.  
Set up installment billing template with months/dates billing will be run for extra 4-year-old day offering.  
Calculated fee set for extra 4-year-old preschool day and linked it to the code.  
Continued tracking Dog Park applications.  
Prepared reference sheet #72 on how to send blast email directly from staff members' email addresses.  
Revised reference sheet on how to remove waivers that are attached to certain online programs.  
Created reference sheet #73 on running various financial reports.  
Blast emailed Dog Park application and rules/regulations for new fiscal year that begins new ongoing process.  
Followed up with Dog Park patrons after 4/10 that did not renew their memberships.  
Unarchived program sections for dance Nationals rehearsals, extended 6 codes through June 15.  
Kept track of individual dancers utilizing Nationals dance rehearsals.  
Continued 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 May field usage.  
Put through BDC gear sales from the Showcases under appropriate households.  
Revised Polar Express registration form with last year's suggestions for improvement.  
Completed Polar Express & Letters from Santa write-ups.  
Set up 4 iPADS for the new parks maintenance software program.  
Revised updated email instructions for Board Members, Apple & Android-friendly.  
Updated summer camp passes per household.