

EXECUTIVE DIRECTOR'S REPORT JULY 2023

ADMINISTRATION

Staff are working together with Planning Resources Inc, (PRI) on an OSLAD grant for the proposed redevelopment of Hunter Prairie Park, one of the District's oldest parks. Two public meetings were held and residents in attendance provided good input, including three future architects with written plans. We are thrilled to have been able to incorporate the specific features into the playground plan that they would like to see at their park. Other residents shared their desire for the existing trees to remain. While we do not plan to remove any trees, PRI revised the plan images to better show the existing trees to emphasize that point.

The IDNR FY2024 Grant Manual was released, and staff are working on preparing the required items in advance of the August 31, 2023 deadline. Requests for letters of support have been mailed to residents, friends of the FSPD from local government officials and agencies and school districts. To date, five well-written and supportive letters have already been received, well in advance of our deadline.

For your consideration are two resolutions per the grant requirements to demonstrate the District's commitment to the project through a formal authorization to apply for the OSLAD grant and an IDNR resolution acknowledging and certifying compliance with all terms, conditions, and regulations.

Staff communicated with the Tinley Park Village Manager regarding the proposed development located at 191st Street and 80th Avenue. A meeting with the developer will follow to discuss the Park donation.

Many thanks to the staff at Old Plank Trail Community Bank who helped us through the bond payment due July 1, 2023, and stopped two fraudulent checks. The good news is that the Positive Pay system that we utilize worked in both cases preventing a loss of approximately \$6,000.

A reminder that the August 17, 2023, Board Meeting will be held at the Square Links Clubhouse, as determined during the May organizational meeting.

MAINTENANCE

The Productive Parks program has gone live following staff training and both maintenance and office staff are communicating and documenting tasks needed and completed utilizing this new software program.

Staff have been working at Champions Park removing arborvitaes and the outfield fencing. It really opens up the area, allowing for more activities.

Next week, staff will begin replacing and painting the railings at Woodlawn and Community Park fishing piers to give them a fresh look.

RECREATION

Our BDC dancers, teachers, and families are competing at Nationals in Pigeon Forge, Tennessee. We wish them the best of luck and hope they have a fun and memorable experience!

Tonight's concert at the Island Prairie Park bandshell features John Falsey, FSPD piano teacher and maintenance staff member, and Dave Gorka, IT contractor, performing on piano and guitar respectfully as the Dueling Dudes! If time allows, I encourage everyone to stay for the fun!

SPECIAL RECREATION

As approved at the June 15, 2023 FSPD Board Meeting, staff provided the sponsorship for the LWSR Foundation Golf Outing on August 18. Staff also prepared two raffle baskets with Square Links greens fees and golf-related items.

The next LWSRA Board Meeting is scheduled for July 18, 2023. I can provide an oral summary at the Board Meeting.

GOLF COURSE

Compared to last year, pleasant temperatures and drier conditions have dramatically increased golf rounds played and use of the driving range. The initial rain that fell recently greened everything up and increased water levels in the pond enough to turn on the fountain and alleviate irrigation concerns. This past week's rain flooded the course prompting a one-day closure until the expanded water hazards receded and debris was removed.

FSPD staff completed work on the landscape waste and wash down area by improving drainage and channeling the water away so landscape bins can be added soon.

Both FSPD and Reliable Property Services staff have been doing a great job with the course and usage. Staff met and discussed winter projects including replacing the irrigation supply line, replacing a section of the sprinkler heads, and pond work.

RISK MANAGEMENT

PDRMA was able to successfully renew our cyber liability coverage July 1 with our current provider with limits, terms, and conditions substantially similar to the current program. Along with PDRMA, KYND, the cyber risk professionals PDRMA contracted with, is currently reviewing FSPD cyber risk-management controls and we are awaiting any recommendations they can offer.

COMMUNITY UPDATES

Congratulations to the Maddog Strong Foundation for their successful events, i.e., the Giving Tree Ceremony and Miles for Maddog 10K Run/5K Run & Walk. They received tremendous support and Governor JB Pritzker proclaimed June 24, 2023, as Organ Donation Celebration Day in the State of Illinois in honor of the Miles for Maddog race. No sooner than they wrapped up their 2023 events, the Foundation announced their 2024 Giving Tree and Miles for Maddog events.

FREEDOM OF INFORMATION ACT

Staff received and responded to a FOIA request from NBC Chicago for the following items, of which we have none.

1. All settlement agreements resolving any Freedom of Information Act (FOIA) lawsuits;
2. All judgments or other court orders requiring you to pay attorney fees, costs, and/or civil penalties in any FOIA lawsuits;
3. All invoices from law firms for work on any FOIA lawsuits or Public Access Counselor reviews, where the lawsuit or the PAC review was ultimately decided in favor of the requestor;
4. All invoices from law firms for work on any FOIA lawsuits or Public Access Counselor reviews, where the lawsuit or the PAC review was ultimately decided in favor of the District;
5. All claims made to an insurance company for coverage involving a FOIA action;
6. All studies, reports, or other records calculating or referencing the cost of FOIA lawsuits or PAC reviews on an annual or other time-period basis.

The FOIA request, which also went out to several hundred public agencies and entities in Illinois, is part of an NBC Chicago project on the costs of challenges to the release of public records. Also, according to the request, there will be a follow-up survey to find out the biggest challenges encountered in requests for public records – including frequent-filers and people making unreasonable requests.

Also, staff received and responded to a FOIA request for all communications as they relate to the inclusion of, approval of, rejection of, concerns or complaints regarding, or in any way related to any leaders or parents of scouts (Boy Scouts of America: including Cub Scouts or Scouts BSA). This included any and all forms of communication from January 1, 2020, to present.

FOIA detail, including staff time and review by Park Counsel, will be shared at the meeting, and a spreadsheet of these two FOIA requests for information are also linked to the July 20 Board Meeting agenda for public review.

Respectfully submitted:
Audrey Marcquenski
Executive Director

Monthly Department Summary

Department: Administration

Month/Year: June 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.
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 databases.
Updated employee training files.

Special Projects

Prepared July 1 Bond payments, scheduled appointment with OPTCB.
Worked on IAPD survey.
Continued work with auditors/reviewed preliminary audit received on 6/22/2023.
Determined method for outstanding previous year payroll checks/learned how to process a new check to ensure taxes are not affected.
Completed 7-month copier usage study (to date the FSPD has saved \$2,554.89).
Reviewed FSPD personnel manual and PDRMA's sample manual in advance of updating FSPD's document.
Investigated options for permanent Path to Reading book displays. Requested RFPs and chose vendor.
Began work on annual Tax Levy, prepared draft of ordinance and Truth in Taxation Resolution.
Prepared "Request for Support" letters for OSLAD grant application.
Prepared DOC-3 Resolution-IDNR requirement for OSLAD grant application. Added action to July Board agenda.
Continued working on Local Government Efficiency Report.
Prepared FOIA responses to BGA and NBC Chicago, updated cost spreadsheet.
Purchased book for Path to Reading June display, prepared for installation at Island Prairie Park.
Contacted Chapman and Cutler to request preparation of annual Abatement and Mini Bond Ordinances.
Prepared and sent public hearing notice of community meeting to Chicago Tribune for publication in *Daily Southtown*.
Filed Budget & Appropriation Ordinance with Will and Cook County Clerk's Offices.
Participated in meeting with Hunter Prairie Park landscape architect/grant administrator.
Prepared Board agendas through October 2023.
Participated in Local Government Efficiency webinar.
Prepared public meeting documents, attending meeting and transcribed meeting minutes.
Created SMART Goals for the PDRMA RMR.
Conducted background checks for new employees and volunteers.
Created goals for the PDRMA review.
Submitted documentation of AED/CPR class training for certification.
Continued to research active shooter training.
Revised and update Volunteer's Manual (ongoing)
Identified all inspection documents for transfer to new Productive Parks software program.
Attended active shooter preparedness webinar.
Provided PDRMA onboard training for newly hired Maintenance and Front Office employee.
Viewed PDRMA roundtable webinar regarding submission of SMART Goals.
Researched Motor Vehicle driving qualifications.

Monthly Department Summary

Department: Park Maintenance

Month/Year: June 2023

Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning and sanitizing, facilities daily, per building use schedule, and work requests. Custodians and maintenance staff have helped each other out, chipping in to cover others' shifts, while out on well-deserved vacaion time.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Extra litter picking completed at Hunter Prairie and Woodlawn Parks.
Signboard Changes	As needed
Respond to public questions & special requests	Completed long lists of To Do items for FSBL's Family Day and Parade and the Maddog 5 K Run and tree dedication events.
Administrative	Weekly submitted and coded invoices. Completed payroll every two weeks. Monthly PBDs. Signed checks. Marlon continues doing a great job heading up the Productive Parks working with Nicolette on the software introduction. Emails, Zoom and public meetings for the Hunter Prairie Park project keep everyone busy. Attended an active shooter webinar hosted by the Will County Emergency Management Agency. Filled the last two summer crew spots.

Special Projects

Square Links Golf Course	Maintenance, Recreation, and contractor Reliable Services continue meeting every other week. Tree trimming, fence repairs, bridge repairs, imporvments to the equipment washdown area, and the like keep us busy.
Parks	The asphalt contractor installed patches at Union Creek Park's Mary Drew Parkway.
Buildings	The AC at the Mary Drew facility is not as reliable as others. We have bought large high-power fans and staff have been instructed to keep interior doors open to mix cool areas and warmer areas for more balance. School District 161 staff are aware and are working to resolve the issue.

Vehicles & Equipment	<p>The computer program that runs the Splash Pad cycles is starting to show its age. Consistency and reliability are giving staff a few more steps to do so public won't notice. I have contacted the program company and am coming up with possible options. Pond fountains are always a challenge. One of Arbor Park's two new fountains is not working continuously but is still under warranty. The ballfield machine needed to go in for repairs (second time this season). We have other equipment to help fill until it is returned.</p>
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Monthly Department Summary

Department: Office

Month/Year: June 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 June 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 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.
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 camp passes on applicable households to verify registration.
Reserved Scout and HOA group's facility dates.

Special Projects

Inputted reservations into RecTrac for monthly calendar meetings. Changed & updated as needed.
Updated allergy, emergency contact, and medication info to ensure all are up-to-date. Inputted into RecTrac from camp paperwork.
Archived BAS - 2022-2023 school year.
Prepared new registration season set for BAS registration dates.
Prepared two new fee sets for BAS morning care and BAS afternoon care for the 2023-2024 school year.
Developed BAS pass.
Contacted parents (6/12 through 6/23) to pay their National competition fees.
Organized and boxed up BAS registrations from the 2022/2023 school year.
Ran June F.A.N. pass membership expiration report, notified members about expiring passes.
Cleaned up website, turned off all programs that started.
Completed 3 Proven IT tickets-Learned to change when phone rings during working & nonworking business hours, Gmail within copier, ext. 301 troubleshoot.
Completed 4 RecTrac tickets-Added homeschool option to BAS and corrected grade bump issue, and resolved golf course GL credit card error.
Sent reminder calls and emails (began on 6/26) to dancers that have outstanding National fees.
Filed applicable summer brochure programs in numerical order for reference and filing at the end of the season.
Set up dance installment billing template for fall 2023 season.
Calculated fee set prices for dance program's different installment billing amounts to reflect \$25 deposit.
Billed June indoor & outdoor facility usage for Mary Drew & LWN .
Monitored co-op program registration via web and adjusted numbers as needed.
Ran June 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.
Mailed invoices to teams/groups with outstanding installment bill payments.
Updated credit cards on file, utilizing installment billing as patrons update for the next season.
Linked dance installment billing template to the various fee sets.
Updated the yearly scheduled grade bump to run on June 1.
Continued organizing 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.
Coded preschool, youth, active adult, and golf programs.
Developed Polar Express registration form into a fillable PDF for fall 2023.
Decided on preschool plan for the 2023-2024 school year.
Printed camp profiles to BAS families.
Worked with Pam Moloney preschool class transfers and completed all transfers.
Updated RecTrac with four preschool classes times, dates, and no class days.
Sent blast email communication to four preschool classes regarding school calendar and supply list.
Continued to put camp passes under households as paperwork is received.
Ran duplicate household/family member report, merged duplicate households.
Reserved Illinois State Police dates for LWN usage.
Billed applicable teams for June field usage.
Deactivated all dog park fobs for households that did not submit the revised 2 in 1 waiver and ongoing application.