

To: Park Board Commissioners

From: Executive Director Reuter and Senior Leadership Team

Date: June 7, 2019

Re: WEEKLY MEMO

**Dates to Remember:**

<b>Date</b>	<b>Event</b>	<b>Time</b>
June 1-31	½ off Fitness Daily Visits, FVRC	
June 1-31	1/2 off group personal training, FVRC	
June 4	Awesome Adventure Camp-First Day	
June 5	K-2 Camp Begins, FVRC	12:30pm-3:30pm
June 9	Summer Basketball Games Begin, FVRC/SRC	12:00pm
June 10	Summer Preschool Begins, ETRC	9:00am-11:00am
June 10	Action Hours Begins, Wellington Place Apartments	4:00pm-8:00pm
June 10	Personal Training Night-15% off, FVRC	6:00pm-8:00pm
June 11	Action Hours Begins, Community Park	4:00pm-8:00pm
June 12	Dolphins swim meet, FVRC	5:00pm-10:00pm
June 16	Donuts for Dads, FVRC	7:00am-12:00pm
June 16	Father's Day Fishing Derby, Bierman Park	9:30am-11:30am
June 25	Teenie Weenie Beach Bash, McCaslin Park	10:00am-12:00pm

**Strategic Goal and Initiative #1**

**1. Take Care of What We Have**

- Coyote Crossing Mini Golf trademark renewed for five years – good until June 2, 2024.
- Staff held and participated in a table cleaning day at SRC and FVRC on May 28.
- Roof work continues at Elk Trail, and has been delayed due to weather. Summer programming has been/will be moved to FVRC until work is completed.

**2. FVRC**

- Replaced leaking cartridge in men's shower.
- Replaced two shower handles in locker rooms.
- Made adjustments to the settings on the UV light in warm water pool.
- Fitness - cleaned windows, dusted and edge vacuumed the bike area. Dusted the tops of the pillars above the stairs. Dusted the window frames around the track. Edge vacuumed locker rooms.
- Pool areas - disinfected and scrubbed the pool hallways and pool deck. Cleaned blue mats. Power washed locker rooms, family locker rooms and showers. Dusted the tops of the lockers in locker rooms.
- Cleaned main stairs and under the playset.
- Shampooed elevator.
- Scrubbed kitchen floor and cleaned the fridge.
- Cleaned all tables with volunteer staff from other departments.

- Insecticide contractor sprayed the concession stand air conditioners.
- Replaced Family Changing Room door handles.
- Repaired cracked pipe in remote pump room.
- Contractor repaired two broken valves for pool controllers and broken pipes to outdoor water fountains.
- Replaced circulation pump for dive pool controller.
- Installed posts by both spray features for new signs.
- Installed numerous new signs inside and outside.
- Installed slide tower shades, concession big blue shade.
- Cleaned concessions room, bathrooms and locker rooms.
- Floor scrubbed locker rooms and lobby.
- Power washed pool deck and umbrellas.
- Cleaned windows and doors inside and outside.
- Trained JEM staff on cleaning Coral Cove.

### 3. ETRC

- Roof replacement is in progress.

### 4. SRC

- Maintenance was performed by a contractor on the full court basketball backstops. Cables were replaced and the blue rubber basketball guards on the backstops were replaced with new orange guards.
- Cleaned backboards on hoops and black mats on the bleachers.
- Dusted tops of stage office cubicles
- Detail cleaned gymnastics.
- Power washed SRC bathrooms and kitchen.
- Picked up garbage around the outside perimeter and cleaned garbage can lids.
- Cleaned refrigerators in rooms 3 and 4.
- Sprayed for bugs inside and exterior of recreation offices.
- Upstairs storage - two closet rails and a shelf were added to the east wall to allow for organization of dance and theater costumes. Clean-up by theater staff also continues of all items in bins.
- CCWP-Irrigation system was activated and a few of the heads will need service.
- Insecticide contractor sprayed the concession stand air conditioners.

5. PARKS

- Town Center - Veterans Memorial Plaza- annuals, perennials and sod were planted. Bench was installed and temporary sign was removed. Plant beds were mulched and entire area cleaned of materials and debris before the dedication on May 27.
- Red Hawk- awaiting scheduling from Reliable for repair of sprinkler system.
- Auger was rented to plant numerous new trees at Cambridge, Kent, Walters, Weeks, Papoose, Appomattox.
- Dedication trees - Veterans, Bark Park and Walters trees were planted.
- Bierman - Heritage Lake - parks staff identified over 20 feet of retaining wall had collapsed into the lake shore area. Quotes are being obtained for "rip-rock" install instead of retaining wall.
- Dead trees were removed from three park locations.
- Bus #112 was released for use by CSPD staff. Keys are located in the SRC key box and an Activenet reservation is required for use.
- Excessive rain has caused major field drying time commitment.
- Mowing continued at all locations with some areas within parks avoided due to excessive rain.
- Bark Park- repaired temporary fence in areas where owners have allowed dogs to dig. Awaiting dryer conditions to allow planting native seed and plant plugs for rain garden. Order in process for information sign regarding rain garden.
- Interviews continue for one full time position. Offer extended to a candidate.
- Pleasant Hill - the school staff requested help with excessive dog waste in the field area this spring. Two "pick-up after your dog" signs were installed on each side of the park.
- Installed Little Library for CS Rotary at church across from GBN.
- Gretna - unneeded items identified by theater department were removed. Remaining items were organized and space for set production was cleared. The HVAC will be accessed by our contractor to determine if feasible to heat building for winter use.
- Storage container- a solar light for the interior was installed. A ventilation fan and vents were ordered to be installed to reduce summer temperatures and avoid damage of contents.
- Photos and descriptions were gathered for the current auction items including paver bricks, old pitching mounds, small picnic tables, excess fire extinguishers and old automatic hand dryers.
- Key inventory continues for parks department and determining CCWP key system.

6. McCaslin

- Parks staff installed jumbo toilet paper dispensers. The change will reduce the waste of paper that has been identified and save staff time in re-filling the restrooms.
- Splashpad - Village of CS replaced their broken water meter. Parks staff replaced a cracked union and tested system. Opened for season on June 1.
- Door closer - broken unit was exchanged with the mechanical room unit until repair parts can be obtained. Some parts are under warranty.

7. CCMG

- Repaired cup on hole eighteen.
- Added anti-foaming agent to ponds.
- Addressed with staff the garbage being placed next to the dumpster.

## Strategic Goal and Initiative #2

### 8. Improve Financial Position

	2019 - YTD	2018 - YTD
Sponsorships General	\$37,860	\$18,805
Preschool Sponsorship – Final	\$690	\$300
Youth BB/SB League Sponsorship - Final	\$8,910	\$7,450
Youth Spring Soccer Sponsorship - Final	\$1,855	\$1,125
Sponsorships General	\$37,860	\$18,805
Corporate Fitness Memberships	\$52,971	\$45,209
Memorial Day Fitness Promotion Revenue	\$11,642	\$8,426
Vendor Fitness Sponsorships	\$2,270	\$1,785
Fitness Personal Training	\$18,658	\$9,648
Indoor Pool Rentals	\$6,500	\$2,543
Swim Lessons	\$31,568	\$30,712
Room Rentals (Fountain View & Simkus)	\$39,806	\$37,544
Youth Birthday Parties	\$10,099	\$10,043
Concessions	\$59,722	\$56,169

- The old large-format printer was sold on GovDeals Auction site for \$500.
- District received a \$1,550 rebate from Bottling Group.
- District received \$22,270.61 in Personal Property Replacement Taxes; this compares favorably to the 2018 payment of \$16,155.97.
- Staff has initiated conversations with legal counsel regarding naming rights. Also requested information from an agency that provides services to evaluate/sell park district's naming rights. This organization has worked with other park districts including Fox Valley, Rockford, Oswegoland, and Northbrook.
- HR and Marketing developed a new name badge for all part time employees. These name badges will cost us less than \$2 a badge versus \$10 per badge for the magnetic ones.
- Staff hosted the USSSA Major at McCaslin Park from May 31 - June 2. 39 teams from all over the United States came to participate in this event.
- Less fitness memberships were sold during the Memorial Day free enrollment promotion in 2019; however, more annual memberships were sold so revenue increased by 38% for this promotion.
- Youth Birthday Parties prepared for their re-imagining of the birthday party program on May 29 with a special staff meeting. Staff were introduced to new itineraries, decorations, procedures and signage. The kick-off was the weekend of June 1 where hosts held Unicorn, Splash Bash, Nerf, Sports and Crazy Science parties.
- There were 10 birthday parties from May 6 - June 2. A mix of themes including the new Unicorn party.
- Youth Birthday Party signage and Unicorn theme party.





### Strategic Goal and Initiative #3

#### 9. Operate Parks and Facilities Efficiently

- New corporate marketing collateral recently displayed at the fitness center has created 5 new memberships in one week.
- Membership scanning has been fully implemented in group fitness land and aqua classes.
- New cloth shower curtains were installed in the fitness and pool locker rooms. They are scheduled to be washed and replaced bi-weekly. The cleanliness and effectiveness of these curtains will continue to be monitored.
- New marketing collateral and signage was installed at Coral Cove.

### Strategic Goal and Initiative #4

#### 10. Meet Needs of Changing Community Demographics

- Language Interpretation Services phone installed.
- Offering more recital and gymnastics classes in the fall on evenings/weekends to accommodate working parents and to accommodate growing numbers
- Starting Action Hours at Community Park at 4:00pm in 2019 vs. 5:00pm in past years. This is to better align with programs ending at Outreach Community Center and hopefully increase participation.

### Strategic Goal and Initiative #5

#### 11. Develop Parks and Facilities

- Marketing and Parks staff are working together with Jeanne Balog on the future preservation of Balog Island. The current group of volunteers are moving out of the area; we are seeking volunteers experienced in conversation practices.

### Strategic Goal and Initiative #6

#### 12. Foster a safe and welcoming environment

- Post cards inviting residents surround Bierman Park were mailed to 250 residents for the June 24, "Meet Us at the Park Event".
- Marketing set up a "Say Cheese" campaign to notify Fountain View Fitness members that photographers will be onsite on specific days at specific times to photograph the center, classes and members. Photographers were arranged and a good variety of photos were received for future marketing purposes.

- Veteran's Memorial at Town Center dedication was well covered by the Daily Herald, and Examiner.

## Strategic Goal and Initiative #7

### 13. Highest Quality Recreation Programs & Services

	2018 - YTD	2017 - YTD
Total Forever Young Day Trip Resident Registrations	621	600
Getting Ready for Summer Cooking-NEW!	5	0
Babysitting Basics	5	0
Corporate Fitness Memberships	457	305
May Forever Young Group Fitness Attendance	449	279
Group Swim Lessons Summer	336	257

- Administration/Registration/IT staff coordinated an ActiveNet software update to improve Point of Sale processing.
- Eblast, eNews and social media posts were issued for summer programming, Coral Cove, Coyote Crossing and Fountain View Fitness events and memberships.
- Forever Young Spring Overnight Trip: Niagara Falls.
  - 48 participants (full bus) traveled to Niagara Falls, Ontario, for 7 days where they participated in 3 different full-day tours of Niagara Falls, Ontario, and Niagara on the Lake, visited the famous Casa Loma, and took a cruise by the falls.

Casa Loma:

Niagara Falls:



- The Summer Basketball meet and greet was held at Simkus on May 21. Altogether the program has 146 players across 16 teams. Games begin at Simkus and Fountain View this Sunday, June 9.
- The fitness center staff provided Muffins for Moms on Mother's Day.
- Babysitting Basics class started being offered in 2019. Both offerings have run very successfully. The class is offered at Simkus, but co-opted with Bartlett and Bloomingdale Park Districts.
- There was a 60% increase in Forever Young fitness class classes from May 2018.
- 128 Northwestern Medicine employees have joined the fitness center in 2019.
- Coral Cove opened on May 25 for pass holders only. Sixty-nine patrons scanned in that day. The waterpark could not open on May 26 due to inclement weather. Coral Cove opened for the season on June 1.
- Eighteen tours were provided in the fitness center in May. Ten of the tours resulted in memberships.



- Fitness Coordinator offered a Limited Group Fitness Schedule for all-inclusive members on Memorial Day, May 27. Five classes were offered, 69 members attended.
- Three new classes were added to the June Group Fitness Class; Yoga in the Park, Cross Train Challenge, and Easy Tai Chi.
- Due to an additional session being offered and an increased number of instructors, summer swim lesson participation has increased by 31%.

## Strategic Goal and Initiative #8

### 14. Highest Quality Staff & Team

- Administration Staff attended a workshop by the Illinois Government Finance Officers Association on the GATA (Grant Administration and Transparency Act); guest speaker was from the Illinois Office of GATA Administration.
- Administration and Registration Services Staff attended an IPRA Meeting to discuss Accounts Receivable and Collection Practices.
- IT conducted a staff training on the new AV System at FVRC.
- Bus Driver hired and will train May 31 and June 1.
- Recreation Supervisor and Camp Coordinator participated in mini-bus training with Parks Manager.
- Recreation Supervisor (Activkids, preschool, special interest) led training for staff May 28 on mandated reporting.
- Gymnastics Staff Meeting on Tuesday May 28 from 6:30pm - 7:30pm. Covered Safety – Accident Reports and Safety Checks in gymnastics room, Statement of Admissions and Mandated Reporter. Also talked about frequently common mistakes that children make when practicing and how to correct them.
- Recreation Supervisor and swim coordinators held 4 written and in the water instructor trainings for the upcoming summer session. Instructors were required to attend 2 out of 4 of the trainings.

## Miscellaneous News You Can Use...

- Finance staff prepared documentation to submit it's annual disclosure statements on outstanding debt per SEC requirements.
- HR's new "we are hiring A-Frame" signs – located at the entrances to FVRC and SRC have been a great success! During the past month over 98 Quick Apply Forms, and 71 Full Applications have been received.
- A team of staff including Reuter, Rini, Hamilton, Bachewicz, Adamson, Greninger, and Esposito will serve as the District's CAPRA Team. First meeting was held last week to discuss approach to certification process.
- The District accepted donation of 13 costumes from Village Trustee, Rick Gieser with agreement he can borrow them for the annual parade. Costumes were donated to the village parade committee from a costume company and are adult/mascot sized, good quality. There are 13 costumes.
- Springers had their End of Year Performance on Thursday, May 23 at Simkus Recreation Center. About 100 people attended. Springers choreographed their own routines and performed them for their families, then families were invited to the gym to have dinner and desserts. Gymnasts were also given their end of year pins and end of season gifts.

- Springers had their Optional State Meet at Simkus Recreation Center on Sunday, May 11. Ten teams participated, with a total of 100 gymnasts.
  - Bronze 1st place
  - 1 All Around Champion
  - 6 individual event champs



- Monday May 27 – Veterans Memorial Plaza Dedication



- Nearly 300 people attended the Dedication for Veterans Memorial Plaza. Speeches were made by Mayor Saverino, Jim Reuter, Jim Murray (Rolling Thunder organization), Jacqueline Jeffery and Jim Benzin. Flags and military flags were raised as part of the ceremony which concluded with a ribbon cutting to officially open the plaza.



- Monday May 27 – Memorial Day Service was observed.
- Nearly 200 people attended. Speeches were made by Jim Benzin, Roland Johnson, Mike Johns, guest speaker Elizabeth Pennix, Jim Murray. Musical interlude, playing of taps and concluded with Amazing Grace by the Shannon Rovers.



