



To: Park Board Commissioners

From: Executive Director Reuter and Senior Leadership Team

Date: September 20, 2019

Re: WEEKLY MEMO

Dates to Remember:

<i>Date</i>	<i>Event</i>	<i>Time</i>
September 26	Forever Young Oktoberfest Celebration, FVRC	12-2:30pm
September 28	Homerun Smash ADSB Tournament, McCaslin	9am-6pm
September 29–October 5	Forever Young Virginia Beach Overnight Trip	
October 1	Try Group Training \$5, FVRC	6:30-7:15pm
October 5	Stars and Stripes ADSB Tournament, Armstrong Park	9am-6pm
October 5-6	Youth Seminole Sports Softball Tournament, McCaslin	8am-10pm
October 12	Co-ed 12" Fall Class ADSB Tournament, McCaslin	8am-8pm
October 13	Zumbathon, SRC	11am-1pm
October 14	Columbus Day Enrollment Fee Special \$14, FVRC	All day
October 19-20	Halloween Havoc ADSB Tournament, McCaslin	8am-10pm
October 25	Boo Fest, SRC	6:30–9pm

Strategic Goal and Initiative #1

1. Take Care of What We Have

FVRC

- Deep cleaned showers and bathrooms at FVRC

CCWP

- The slide leak was repaired by IPS

SRC

- Parks & Facility staff assembled and installed a tumble track in the gymnastics room.
- A-1 Roofing and Inspec were at Simkus to look measure a section of roof needing repair.

McCaslin

- McCaslin turf edges were repaired with a different kind of tape.

Parks

- Handicap Reserve parking fees were changed in the Village from \$250 to \$350. An inventory of all signs at our parks and facilities has been completed and new signs are on order.
- Per PDRMA, red flags are not needed at our ponds during the winter provided we post the ordinance prohibiting their use for skating, ice fishing, sledding, etc., on our website prior to the start of cold weather conditions.
- Vandalism was reported at Armstrong, Weeks and Community Park.

The amount of “no face army” stickers and others found on signs throughout Volunteer Park, the North Avenue tunnel and Red Hawk Park has increased this month.



Strategic Goal and Initiative #2

2. Improve Financial Position

	2019 - YTD	2018 - YTD
Fitness Corporate Memberships	\$103,187	\$78,284
Group Swim Lessons Revenue	\$61,045	\$59,105
Group Swim Lessons Net Revenue	\$32,742	\$26,049
Daily Admission Indoor Pool	\$9,226	\$8,997
Indoor Pool Rentals	\$7,670	\$7,197
Youth Birthday Parties	\$18,138	\$12,731
Concessions	\$216,040	\$205,076
FVRC & SRC Room Rentals	\$73,085	\$71,783

- Received \$1,639,345 Property Taxes (\$665,214.26 for 2018). Next payment due Oct 10. 2019 YTD \$8,843,073 - 96.9% of levy (2018 YTD \$8,529,935 – 97.57% of levy).
- 2020 Budget process is underway. Staff’s first draft is due October 4.
- Quotes have been obtained to discuss 2020 proposed projects during interdepartmental meetings.

Strategic Goal and Initiative #3

3. Operate Parks and Facilities Efficiently

- A new LED time clock was installed at the FVRC pool.
- Coral Cove Concessions shut down took place the week of September 3. Everything was deep cleaned and all food products were moved to Home Plate concessions.

Strategic Goal and Initiative #4

4. Meet Needs of Changing Community Demographics

Strategic Goal and Initiative #5

5. Develop Parks and Facilities

- IT staff will be removing and storing computers and printers from CCWP and Cove Concessions until next season.
- Bi-yearly cleaning of all workstations has begun. Maintaining clean equipment helps extend the lifespan of the equipment.
- We have requested a quote to replace some internal wiring to the SRC Recreation office with fiber to expand our fiber network's speed.
- Marketing and Recreation are working together to update signage along the CCMG course with clean, ADA compliant signage. Installation will be completed over the winter season to be ready for next season.

Strategic Goal and Initiative #6

6. Foster a safe and welcoming environment

- Human Resources has revised the internal procedures for maintaining background check records, expedite the process and ensure that results are received in a timely manner.
- Preschool held a Kick off Night at Hampe Park during the first week of classes. 32 families came, which is roughly 1/3 of our registered participants. Participants and their families played at the park, met their classmates and spent time with their teachers.
- Glenbard North HS ran their first evacuation drill to the FVRC gymnasium.

Strategic Goal and Initiative #7

7. Highest Quality Recreation Programs & Services

	2019 - YTD	2018 - YTD
Special Interest Programming	15	5
ActivKids Before/After School (weekly participation)	1,435	1,336
Corporate Fitness Memberships	512	285
Teeny Weenie Pumpkins & Munchkins	74	

- Due to overwhelming demand by Forever Young participants, a second Autumn on the River trip has been scheduled for October 31 and a third Harbor Country Cruise trip has been planned for October 14.
- Fitmas Time fitness member retention program started on September 3 with 40 members enrolled.

- Fall Swim Academy began on Monday, September 9. Sunday tot classes and private lessons were added to accommodate additional swimmers.
- Adult Volleyball started on September 15 and have a total of 32 volleyball teams compared to 36 in fall of 2018.
- Staff have been trained on the new Tumble Track in the gymnastics room and the new Track is being incorporated into Instructional Gymnastics and Springers Gymnastics Team practices.
- Family Events held a brand new program on September 14. Teenie Weenie Pumpkins & Munchkins was held at Coyote Crossing Mini Golf with 74 children and their families participating. There was a Pumpkin Bounce House, Putt Putt Mini Golf, fall snacks, pumpkin painting and a Storytime Hayride around McCaslin Park.
- The Springers Gymnastics Team held the Sisters Meet, with older, experienced gymnasts mentoring younger team members with 32 CSPD gymnasts competing in levels 2-5.



Strategic Goal and Initiative #8

8. Highest Quality Staff & Team

- Human Resources is creating a comprehensive wage scale for part-time staff that incorporates the increases to minimum wage. Guidelines have been given to supervisory staff to use in the 2020 budgeting process.
- Director of Finance and Administration will be partnering with Glencoe Park District, and WinTrust to speak at the Illinois State Conference in January on the topic of Public Finance for the Recreation Professional.
- Superintendent of Accounting and Finance attended the Illinois Government Finance Officers Conference in Bloomington Illinois.
- IT is developing an Information Technology Users Manual. This manual will serve as both a training tool and reference manual for staff.
- Marketing Manager attended the 3CMA Marketing Conference on marketing trends.
- CPR training for ten fitness and other staff was held on Sunday, September 15.

- Recreation Supervisor scheduled a meeting to welcome parents and families to the Dolphin Swim Team on Tuesday, September 10. Approximately 85 parents and children were in attendance.

Miscellaneous News You Can Use...

- Effective August 12, Registration Manager was placed on Intermittent FMLA to care for her spouse.
- Registration Services hired two new registration staff; training begins this week.
- Window banners were installed in gymnastics room at SRC, which can be seen from County Farm Road



- Forever Young participant in an old cell at Old Joliet Prison.
- Forever Young participants getting ready to board Tall Ship Windy for a fireworks cruise in Chicago.

