



To: Park Board Commissioners

From: Executive Director Reuter and the Senior Leadership Team

Date: November 8, 2019

Re: WEEKLY MEMO

Dates to Remember:

Date	Event	Time
November 1-30	One Week Membership for \$15 Offered, FVRC	
November 10	Springers Gymnastics Team Compulsory Meet, SRC	12-5pm
November 15	Forever Young Thanksgiving Luncheon hosted by Windsor Park	12-2:30pm
November 23-24	Turkey Shoot Softball Tournament, McCaslin	10am-5pm
November 23-24	Travel Basketball Tournament-Girls, FVRC	9am-4pm
Nov 25-Dec 1	½ Off Fitness Daily Passes, FVRC	
Nov 25-Dec 1	Black Friday Fitness \$0 Enrollment Special, FVRC	
Nov 30-Dec 1	Travel Basketball Tournament-Boys, FVRC	9am-7pm
November 26	Middle School Open Gym Open Swim Event, FVRC	7-9pm
November 28	Thanksgiving Shortened Hours, FVRC	6am-12pm
November 28	Fitness Members Can Bring a Friend to Work Out for Free, FVRC	6am-12pm
November 29	Holiday CCWP Membership Goes on Sale, FVRC and SRC	
December	One Month Fitness College Membership \$30, FVRC	
December 8	Holiday Trolley, FVRC	5-8pm
December 9	Finance Committee Meeting-2020 Proposed Budget	6-7pm

Strategic Goal and Initiative #1

Take Care of What We Have

SRC

- Radio controller connection to Simkus electronic outdoor sign (Lies and County Farm) was repaired. PDRMA Property Loss Report form submitted to Facilities Manager on November 1.

FVRC

- The floors were tested for slip resistance. While all areas passed, the shower room floors scores was lower. Staff is exploring options such as mats and/or slip resistant strips as improvements.
- Automated Logic installed a new server and updated our HVAC monitoring software.

PARKS

- The Athletic Manager and Athletic Supervisor met with Parks to discuss field maintenance in an effort to better utilize and maintain our fields.
- Veterans Memorial Plaza - staff worked to get 30 new engraved bricks installed in the plaza before Veteran's Day.
- Spring Trail Elementary School - park staff installed a Little Library in conjunction with school District U-46 and the local Rotary Club.

- Slepicka Park - staff worked diligently to obtain specific replacement parts required to repair the four Life Trail units. The District will not have to replace the entire unit due to sourcing these parts locally. This will result in a savings of \$2,200.
- Staff determined locations throughout the park system to insure coverage of “No Swim/No Skate” signs around all bodies of water. Large ponds will have more than one sign to ensure visibility as the red flag system will not be utilized any more.

CCMG

- Athletic Supervisor at CCMG developed a new way to win a BOGO prize. The ball dispenser will be filled with white balls and some will have the CCMG logo on them; if you get a ball with a logo, you win.

Strategic Goal and Initiative #2

Improve Financial Position

	2019 - YTD	2018 - YTD
Youth Birthday Parties	\$21,454	\$13,914
Concessions	\$239,425	\$217,970
FVRC & SRC Room Rentals	\$93,758	\$82,875
Family Events	\$20,130	\$18,800
Fitness Corporate Memberships	\$117,044	\$86,442
October Personal Training	\$8,282	\$3,673
Group Swim Lessons Revenue	\$68,361	\$65,344
October Private Swim Lessons Revenue	\$3,442	\$1,702
Daily Admission Indoor Pool	\$10,483	\$9,770
Indoor Pool Rentals	\$7,925	\$7,332

- Secured \$1,100 in sponsorships for BooFest.
- Secured Eagle Falls Dentistry for a \$300 sponsorship for Fountain View Fitness Member Appreciation Day.
- Secured \$1,020 in sponsorships for Adult Softball Halloween Havoc Tournament.
- There were six birthday parties from October 21–November 3.
- Fountain View concessions was open for a swim meet on October 26. Several new menu items were introduced.
- Fitness personal training revenue doubled from October 2018.
- 2019 interest received on liquid accounts continue to bring interest earnings above budget. Year to date is \$43,286 compared to the annual budget expectation of \$37,000.
- Staff has finalized the 2020 Proposed Budget. At the December 9 Finance Committee Meeting the reports will be presented for discussion and review.
- Finance staff worked with contractors to finalize payments on Carolshire Park and submit for Grant reimbursement.
- Staff is coordinating dates and the timeline for the 2019 Financial Audit.

Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

- Staff from Recreation and Administration met to discuss the coupons and discounts for CCWP and CCMG. In 2020, we will create POS buttons that can easily track discounted admissions and will also be simple for staff to use.

- Fitness staff trainings are being scheduled in November and December to practice changes entering memberships, including charging a cancellation fee, in 2020.
- New fitness waivers, cancellation forms, medical suspension forms, tri-folds, and rack cards are being created to use in 2020.
- Custodial Staff Meeting was held on Friday, November 1. It was attended by the Director of Parks & Facilities, the Facilities & Safety Manager, full time maintenance staff as well as part time maintenance staff.

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

- Four members and one non-member pre-registered for the “Calm the Mind and the Body will Follow” program offered at FVRC on November 8.
- A new VIP referral program is being offered to new members which allows them to refer up to three friends who will all get a free 2-week trial membership and a free 30 minute personal training session and 50% off enrollment if they join.

Strategic Goal and Initiative #5

Develop Parks and Facilities

- Marketing has written an article on “The Carolshire Story.” It was posted on our website, and distributed to the Daily Herald, NRPA and IPRA for their Enews. We are hoping NRPA and IPRA will publish it in their magazines.

Strategic Goal and Initiative #6

Foster a safe and welcoming environment

- A new Forever Young Monthly Newsletter was created and sent in November with a 55% open rate.
- PDRMA will be providing the District with two new lines of expanded coverage effective January 1, 2020.
 - Deadly Weapon Protection Coverage - while this was previously covered under our liability plan, this more enhanced coverage is geared specifically towards Deadly Weapon Protection Coverage. Three main elements include prevention, crisis management services, and indemnification.
 - Sexual Misconduct Coverage –previously covered to some extent under our liability plan, this coverage is much more comprehensive and clearly spells out limitations. It includes coverage levels for the agency, the individual, and defense coverage. HR and Administration staff participated in a review of the coverage documents.

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

	2019 - YTD	2018 - YTD
ActivKids Weekly Registration	1,456	1,343
Big Break Basketball	17	10
Baseball/Softball Hitting Clinic	11	0
BooFest	208	171
Corporate Fitness Memberships	521	290
Group Swim Lessons	1,284	1,270
October Private Swim Lessons	85	80

- Dance participants wore their Halloween costumes to class for the week.
- The Springers Gymnastics Team held a Fall Fun Night featuring pizza, a craft, and a movie.
- The Springers Gymnastics Team competed in a Compulsory Meet for Levels 2 and 3 only. There were three teams with about 40 gymnasts in total. The Springers received 2nd place for Level 2 and 1st place for Level 3!



- Boo Fest was held on October 25 at Simkus Recreation Center. Families enjoyed many spooky offerings such as a Mad Scientist Lab, a Glow Room Dance Party, crafts, games, a reptile show, snacks and more. The event was attended by five community sponsors. There were 208 registrations; up from 171 total participants in 2018. The event was featured in an article on The Daily Herald website two days before the event.



- Enews/Eblasts were issued with the District's Enews; Fountain View Fitness Enews, and notices for theater auditions for the next performance (which will be Disney's Frozen). The Check-In Campaign invites patrons to take their picture with characters from the play.
- Daily Herald ran a story on the Boo-Fest; published October 23; also shared to social media.
- Recreation Supervisor, Registration Services Manager and Supervisor and Superintendent of Recreation met to discuss summer camp registration and improvements for 2020. The registration and emergency forms are in the process of being updated following to staff and parent feedback.
- Fitness and Registration Staff met to prepare for changes to Fountain View Fitness Memberships for the coming year. One of the changes includes allowing the basic fitness membership to be purchased on-line. The impact of this type of sale will be closely monitored.

Strategic Goal and Initiative #8

Highest Quality Staff & Team

- Recreation Supervisor, Performing Arts Coordinator, and Superintendent of Recreation attended the IPRA Cultural Arts committee meeting.
- Superintendent of Recreation was re-elected as Secretary for the Active Adult Network.
- Rec Attendant meeting was held on Saturday, October 26. Topics of discussion included the upcoming winter season, issues from the fall and summer, Open Gym changes and trainings.
- A total of 14 Rec Attendants attended a CPR training course.
- Health and Fitness Coordinator scheduled a CPR class for seven fitness and recreation staff on November 6.
- Marketing and fitness staff met to brainstorm future promotions. A 2020 marketing calendar will be created for review based on new and popular promotions.
- Recreation staff met with the ActiveNet team on October 28 to further discuss cancellation fees and on-line membership registration.
- Superintendent of Human Resources attended training on the new Cannabis Regulation and Tax Act, which goes into effect in the State of Illinois on January 1, 2020. She is preparing a Supervisory training and has been working with Amita Health, our Occupational Health office to make sure we will be compliant with this law when doing post offer drug tests.
- Superintendent of Human Resources, Director of Finance and Administration, and HR Specialist attended a PDRMA/Laner Muchin seminar on the Wage and Hour laws and how they affect our District. We came away from that seminar with some great information and will be putting some changes in place in regards to Exempt employees as well as making sure we are compliant with the Equal Pay Act.
- Annual Benefits Annual enrollment is underway. As part of the PDRMA Health Plan, employees and the District will benefit from only a 2.1% aggregate increase in medical insurance premiums.
- Director of Parks and Facilities and Human Resources Specialist will attend the Legal Symposium on November 14 in Oak Brook.
- Superintendent of Risk Management will attend the Risk Management Institute on November 15 in Tinley Park.

Miscellaneous News You Can Use...

- We started a Photo Contest on Facebook to promote registration for our upcoming theatre production of Frozen Jr.



- Dolphin Swim Team had a home meet against Oak Brook on November 9, at Fountain View Recreation Center.
- Saturday, November 2 Dolphin Swim Team had their fall Swim-A-Thon during regularly scheduled practice.
- Staff responded to several FOIA requests for bid results on the McCaslin Playground resurfacing.
- Several staff members dressed up for the Halloween Costume Contest.



- 2020 Staff Shirt will be a ¼ zip pullover; it is available for sizing between now and November 8. Board members can try them on at the November 12 meeting and that will be the last day that we will have samples in our office. The order will be placed shortly after November 12 and the pullovers with logo will be available towards the end of the year.