



To: Park Board Commissioners
From: Executive Director Reuter and the Senior Leadership Team
Date: April 10, 2020
Re: WEEKLY MEMO

Dates to Remember:

Date	Event	Time
April 16	Virtual Aquatics Roundtable Meeting	2:30pm
May 1	Summer Guide Available – ON LINE ONLY	
May 4	Summer Resident Registration Begins	
May 11	Summer Non-Resident Registration Begins	
May 17	Youth Theatre - The Little Mermaid Jr. Auditions	12-5:30pm
May 21	FVF Open House	

Strategic Goal and Initiative #1

Take Care of What We Have

- FVRC
 - ComEd reportedly repaired an ongoing problem with the feed to the building.
 - Both pools were drained, cleaned, and refilled. The filters for both were emptied, cleaned, and refilled.
 - Gym floor and floors in Rooms 201 and 206 were resealed.
 - GBN is using the vestibule to hand out lunches to students while the Governor’s “Stay At Home” mandate is in place.
 - The dryer exhausts were cleaned in Fitness.
 - First quarter preventative maintenance completed. A total of seven machines were out of order. There are now three machines out of order.
- SRC
 - The floor in Room 2 was resealed.
- PARKS
 - The following amenities have been closed to maintain social distancing: Bark Park, all basketball courts, the skate park and the in-line skating rink.
 - Community Park wooded area was cleaned up with the help of Holy Cross Lutheran Church on March 5. Approximately 230 pounds of trash and recyclables were removed.
 - Control burn of Balog Island and Hampe Park was completed.
 - Staff discovered that vandals removed six handicap parking signs and two “Caution - Fly Balls” signs from McCaslin Park. Staff will order replacements and install with a new method to deter theft.
 - New hours of operation sign was designed and ordered for the Splashpad. Open times were changed to Thursday through Sunday, 11am to 6pm, June through Labor Day. The

reduction equates to a decrease of about half of the hours previously open. Exceptions will be made for specific CSPD summer camp reservations.

- Limited staff has been working on Mondays and Fridays picking up trash throughout the park system.
- As the “Stay At Home” order continues in place from the Governor, some staff have been placed on furlough and the remaining staff will focus on parks maintenance essentials such as trash removal, grass mowing/trimming, playground inspections, park inspections and limited ballfield maintenance.
- Office staff working remotely as of March 18 to process invoices for payment, dedication tree plaque orders, other correspondence and analyzing budget for expenditures that can be delayed to 2021 while maintaining our park standards.
- Parks Manager performing daily checks of parks and the maintenance facility through this time of limited staff.
- Parks staff have been in constant communication with our mowing contractor in an attempt to push off mowing as long as possible. Mowing will start approximately Monday, April 13.

Strategic Goal and Initiative #2

Improve Financial Position

	2020 - YTD	2019 - YTD
Family Special Events	\$12,328	\$10,415
Group Swim Lessons	\$18,520	\$15,622
Private Swim Lessons	\$5,508	\$4,106
Lap Swim Memberships	\$6,729	\$6,465
Fitness Corporate Membership	\$29,750	\$12,144

- Advertising revenue in March totaled \$1,795.
- Sponsorship revenue totaling \$2,250 for spring and \$600 for fall secured since last report.
- A youth basketball tournament was held March 6 through 8. The Concessions staff was able to sell grilled food in addition to regular menu items on March 7. Total revenue for the weekend was \$2,215.
- Rather than canceling, the Dance Recital session was extended and dance recital re-scheduled. Classes are scheduled to resume when facilities open and will make-up all missed classes. Recital currently rescheduled to July 18 at SRC.
- Rather than canceling, Forté Dance Company season was extended and will perform at re-scheduled recital. Classes scheduled to resume when facilities open and will make-up all missed classes
- Awesome Adventure Camp Early Bird deadline extended to May 15 to encourage an increase in registration.
- Furlough announcement was delivered to all affected staff on Monday, April 7.
- Improve fund balances to reach targeted levels
 - Year to date interest earnings are \$25,497; this compares favorably to the same period last year in which interest earnings were \$19, 19,773.91.
 - Year to date Corporate Replacement Taxes is \$16,666.28; this compares favorably to the same period last year in which receipts were \$13,024.59.
- Naming Rights project has been put on hold; we do not feel we can promote benefits of facility due to lack of high attendance on site.
- Finance team is reviewing the first draft of the 2019 Financial Audit. Audit based journal entries and reversing entries completed.

- Registration Services Team is processing account credits for programs that have been canceled due to the COVID shutdown. If customers specifically request a refund check/or credit back to their credit card, those are also being processed.
- Finance is verifying fees/receipts/refunds processed through Active Net. Due to high volume of refunds exceeding receipts for registrations, the District has had to issue payments to Active Net in reimbursement. District will be allowed to process payment through our PCard so we can earn points.
- Initial tax levy allocations were issued by the County in late March. The aggregate difference is (\$2,091.21). The actual levy came in at 104.44%; we levied 104.9% - meaning we did not leave any tax money 'on the table'.
- NEW - The \$600 Federal Stimulus for expanded unemployment benefits has not been confirmed as reimbursable for park districts. This news is in contradiction to what we were originally told only a few days ago. As of April 7, the District's unemployment consultants, there is still no confirmation of reimbursement for the District by the Feds. As soon as confirmation is received, we will reassess any need to change staffing plans.
- POTS lines have been removed at CCWP for Nicor gas line, FVRC pool deck, and Fitness Desk emergency lines; these reflect a monthly savings @\$350, for a total of \$1,050/month. Three more lines are scheduled to be removed.
- Finance Team has created several tools to monitor loss of revenue; staff is also tracking COVID related expenses.
- The Village issued us an estimated water bill for McCaslin Splash Pad for January 8 through February 3 for \$1,470.21. Finance contested the charge; water has not been turned on at the facility and there should be no charges. The Village had automatically estimated that account and created an invoice. All charges have been reversed, and no payment was made.
- The District's new tax exempt certificate is being issued to all documented vendors to ensure we will not be billed for any tax on purchases.

Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

- Received certificate from State to shred over 44 boxes of financial documents that have reached destroy dates.
- All District mail was temporarily placed on hold following the initial Stay at Home Order. With the extension to April 30, staff submitted a request to have all mail forwarded to the Maintenance Facility – where a secure, post-office approved mail drop box is located. Mail forwarding is expected to resume by April 10.

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

- FVF has created daily stay at home workouts for members during closure. To date, ten videos have been uploaded to district's social media networks.

Strategic Goal and Initiative #5

Develop Parks and Facilities

- IT is remotely providing support to all remote staff, monitoring network, and continuing Windows updates.
- Lockers throughout Fountain View have been disinfected with Virex.

- Recreation Coordinator for Preschool has been sending home activity instructions to parents and asking for pictures to be sent back.



- Recreation staff has been putting activities of the day on the Facebook page to keep the community engaged.

Strategic Goal and Initiative #6

Foster a safe and welcoming environment

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

- Two cancelled spring Forever Young trips were rescheduled for summer.
- Awesome Adventure Camp now promoting registration by email and mail while facilities are closed. Website updated with new registration directions and new registration packets.
- Two new dance technique classes were planned for summer, due to the revised Forte Dance Company schedule. These classes will bridge the gap between the recital season ending and the fall season beginning.
- Instructional Gymnastics classes canceled for spring.
- Seasonal Dance classes canceled for spring.
- Forever Young trips canceled through May 10.
- Forever Young spring overnight trip was canceled. It will most likely be rescheduled for spring 2021.
- Youth Soccer, Baseball/Softball, and Tee-ball has been scheduled to start on May 11 for practices and games on May 16.
 - Soccer schedules were adjusted get the majority of games (6-8 games) scheduled.
 - Baseball/Softball schedules will be adjusted when numbers are finalized.
- Youth Volleyball start date will be adjusted when numbers are finalized
- Youth Basketball concluded their season with 5 missed games due to the closure; the end of season evaluation was sent out to coaches.
- Adult Sports
 - Adult Softball League was shortened and adjusted to start week of May 11.
 - Adult Flag Football season was cut short and credits were issued for the remainder of the season.
 - Winter Adult Basketball season was cut short by one week, and prize money was split between the final four teams. Spring season was pushed back two weeks and will start the week of May 15.

- Winter Adult Volleyball season was cut short by 2 weeks. Spring season was pushed back and scheduled to start the week of May 15 and cut short by 2 games.
- Sprint Adult Floor Hockey season is shortened to 4 games and starts the week of May 12.
- All kiosks were updated for spring season.
 - Summer Guide will be released in a digital format only (cost savings of \$3500 in postage; \$8,750 in printing). Marketing team will promote digital format, and online registration via social media, website, eblasts, and enews.
 - Registrations Services team is monitoring info@csparks.org email, as well as messages on main phone lines. They are responding to customers, or directing questions to appropriate parties.
 - Automatic, reoccurring payments for park district programs/memberships have been suspended until business is resumed.

Strategic Goal and Initiative #8

Highest Quality Staff & Team

- Current and returning concessions staff attended one of two training sessions offered on March 5 and March 10. The Concession Coordinator reviewed POS and cash handling along with general rules and guidelines of the stand.
- Recreation Supervisor revamping summer camp training to help make trainings more engaging for staff.
- Recreation Supervisor hosted a Virtual Aquatics Roundtable on April 2 with 72 other park district professionals to discuss the affect COVID-19 has had or will potentially have on other aquatic facilities.
- Fitness desk coordinator attended three webinars discussing different aspects of fitness and the coronavirus.
- Recreation Supervisor and Division Manager met with marketing team to discuss summer marketing needs.
- The District's internal COVID19 Task Force continues to meet twice a week to strategize on the best way to operate during this pandemic. Staff continue to gather information from PDRMA, Unemployment Consultants, and HR Roundtable and shares with committee.
- HR staff continue to respond to steady volume of questions from laid off/furloughed staff.
- Finance staff participated in an IAPD webinar on short term borrowing options in case we need to explore this option.

Miscellaneous News You Can Use...

- Concessions staff was informed that the Papa John's location in Carol Stream would be closing permanently on March 29. Staff is working with the corporate office to see if another store can provide pizza service. While waiting for an answer, research is being done on other alternatives for pizza.