



To: Park Board Commissioners  
 From: Executive Director Reuter and the Senior Leadership Team  
 Date: June 19, 2020  
 Re: WEEKLY MEMO

**Dates to Remember:**

<i>Date</i>	<i>Event</i>	<i>Time</i>
June 15	Coyote Crossing – Opening Day	11am-9pm
June 15	Partial Reopening: Camp, Mini Golf, Outdoor Programming	
June 20-21	Virtual Father’s Day Fishing Derby	6am 6/20 – 11:30am 6/21
June 23	Fitness Roundtable Virtual	1:30pm
June 23	Aquatics Roundtable Virtual	2:30pm
June 26	Earliest Date the State of Illinois enters Phase 4	
June 27	Virtual Dolly & Me Mother Daughter Tea Party	1-2pm
July 6	Fountain View Fitness – Tentative Reopening	Open-Close

**Strategic Goal and Initiative #1**

Take Care of What We Have

FVRC

- With SRC opened for business, staff will shift focus to FVRC with the hopes of opening the facility in Phase IV of the Governor’s Restore Illinois Plan. There is cleaning and set up that needs to take place prior to opening on July 6.
- Maintenance staff is monitoring the pool and HVAC systems.
- COVID-19 building signage has been secured.
- Tim Brennan of Direct Fitness came out to FVF on June 3 to discuss possible ways to improve the layout of Fountain View to better promote social distancing.
- Direct Fitness serviced 5 pieces of equipment on June 10. 4 out of the 5 are now operational. 1 machine waiting for an “incline board module”.

SRC

- Staff finalized cleaning, sanitizing, COVID-19 sign installation, and provided COVID-19 sanitizing supply areas throughout the building for Recreation Staff.
- There are 3 Maintenance employees working full-time, 3 more to follow in the next 3 weeks.
- Building cleaning/sanitizing protocols were completed and will be used for tracking.

#### CCWP

- Staff is continuously pumping water out of the pool so we can get to the debris on the bottom to clean.
- Maintenance staff set up the pool deck for Day Camp use. This included safety measures to prevent campers from actually getting to the pool.

#### ETRC

- Staff changed lightbulbs in the building while in there doing a building check.
- Maintenance staff is monitoring the HVAC systems.

#### PARKS

- Maintenance staff continues to cut grass, pick up trash, inspect playgrounds and the park system, turn ballfields regularly and plan for Recreation to begin programming June 26 and beyond.
- Bleachers have been removed from Armstrong Park in preparation of programming at the site.
- The following amenities have been re-opened: Bark Park, Disc Golf, basketball, inline skating, the skatepark and tennis courts. The only amenity remaining are the playgrounds. Playgrounds are a part of the Phase IV Plan for Restore Illinois. When the Governor opens them up, we will be ready.
- Park bathrooms will be opened with Phase IV kicks in. The bathrooms are clean and ready as soon as the Governor moves the State to Phase IV.
- All shade sails have been installed throughout the park system.
- Four square painted at Red Hawk.
- As of Monday, June 29 the Parks Department will be at 100% staffing levels.

#### MCCASLIN

- Staff walked the fields, filled in holes in the turf with topsoil and seed back in April. The field is ready for use.

#### CCMG

- Maintenance staff has cleaned the course, glued bricks, cleaned bathrooms and the inside of the facility in preparation for opening on June 15.

### Strategic Goal and Initiative #2

#### Improve Financial Position

	2020 - YTD	2019 - YTD
Sand Volleyball Camp	\$450	0
Kopion Soccer Camp	\$1,260	0

- Youth Birthday Parties are back starting June 15. Information will be posted on the website, social media and also in email blasts. There will be a push for outdoor birthday parties at our shelters this summer. Many of the indoor party themes can be offered outside and modifications are being made when needed. Past themes such as Luau and Princess are also being brought back. Parties will also be offered outdoors seven days a week this summer and select indoor parties can be held at Simkus on the weekends. Options will be available for those interested in virtual parties as well.
- Staff reached out to local business that is shutting down (Rock N Jump) to purchase items for sale, and instead the company donated 2 A-Frames and 200 children's face coverings/masks!

- Staff has worked with Baird Municipal Advisors to prepare information and craft a recommendation for a refinancing of outstanding debt for a savings of an estimated \$1.1M. Final savings will be determined at time of closing in August.
- 2020 interest/(fee) for 5/3 Bank (\$78.20) (ytd=\$4,885.37, 21.2% of budget) [lower interest rates and lowest monthly balance contributed to not enough funds to cover fees/receive interest]
- Revenue projections through August estimate an almost \$2 million decrease in revenue from recreational programming/memberships. This will decrease as we resume activities that are currently on hold.
- The 2019 Financial Audit has been submitted to the Government Finance Officers Association for review and consideration for the Financial Excellence Award.

### **Strategic Goal and Initiative #3**

#### Operate Parks and Facilities Efficiently

- Coyote Crossing is using signupgenius.com for tee times. Customers can sign up for a tee time online, email or call us for a tee time.
- Baseball/Softball/Soccer Practices/Camps started at our outdoor facilities.
- Staff continue to closely monitor spending. One of the most challenging line items is “Repair Service and Materials” as of May 31, expenses were 43% of budget.

### **Strategic Goal and Initiative #4**

#### Meet Needs of Changing Community Demographics

- A total of 18 outdoor fitness classes were scheduled beginning in June.
- 2 out of the 9 virtual classes FVF offered are currently running.

### **Strategic Goal and Initiative #5**

#### Develop Parks and Facilities

### **Strategic Goal and Initiative #6**

#### Foster a safe and welcoming environment

- Requests have been sent to Marketing for signage for the tentative July 6 open date of FVF with an emphasis on members practicing social distancing and cleaning.

- Invoices had been delayed but were finally received for the annual health department permits. Paperwork and checks were delivered to the health department on June 8. Staff followed up and all checks were applied to the park district account. The health department will contact staff when the permits are ready to be picked up.
- Awesome Adventure Camp implemented new cleaning procedures to help prevent the spread of COVID-19, including routine cleaning of commonly used items/surfaces.
- Awesome Adventure Camp put together individual supply kits of commonly used items for each camper to minimize contact on supplies.
- Recreation Director, Superintendent and Supervisor attended PDRMA COVID-19 Day Camp Webinar.
- Recreation Supervisor and Superintendent of Recreation worked with PDRMA to clarify and determine the safest procedures for Awesome Adventure Camp.
- Superintendent of Recreation attended a WDSRA Zoom meeting to discuss final summer camp plans and procedures. Additional information (highlights of new procedures, camper expectations, and the Parent Handbook) was also forwarded to WDSRA for them to share with inclusion aides assigned to our program.
- The Awesome Adventure Camp Parent Handbook was updated with new procedures, camper expectations, and safety protocol related to COVID-19 risk management. The handbook was emailed to parents and posted on the camp webpage.
- HR has created training videos for staff on COVID-19 Prevention, and COVID-19 Safety Measures. All existing and returning staff are required to review the trainings.
- A district wide message/letter from the Executive Director that included status on the district's programs, activities, and tentative reopening plans was distributed to all customers. Shared by email to all lists, social media to Twitter and Facebook, website blog on csparks.org main page.

### Strategic Goal and Initiative #7

#### Highest Quality Recreation Programs & Services

	2020 - YTD	2019 - YTD
Virtual Hot Shots – June	3	0
Virtual Summer Preschool	11	0
Virtual Magic and Balloon	6	0
Virtual Rock N Kids – June	1	0

- Plans are continuing for the Father's Day Fishing Derby on the weekend of June 20/21. The Carol Stream Police Department provided items for the goody bags. Staff is stuffing the bags with various snacks, rulers, coloring sheets and fish identification sheets. The award ceremony will be held virtually at 12pm on June 21 live from Bierman Park on Facebook.
- Awesome Adventure Camp Enrollment as of 6/15/2020:

	BC	SC	AC
Week 1	11	46	7
Week 2	11	46	5
Week 3	10	41	7
Week 4	12	49	8
Week 5	14	48	9
Week 6	9	45	6
Week 7	13	47	10

Week 8	8	44	8
Week 9	12	42	8

- Awesome Adventure Camp started June 15 with 46 participants. Campers and staff maintained a schedule of activities that promote social-distancing and visited three parks – Veterans Park/Town Center, Hampe Park, and Cambridge Park. They will be using the fields only and playing games. Adaptations were made to incorporate as much outside activity as possible, with activity stations located at Coral Cove Water Park concessions area and grassy area and outside of Simkus Recreation Center in the parking lot.
- Outdoor classes for gymnastics and dance began at McCaslin Park, Bierman Park, Hampe Park, Red Hawk Park and Armstrong Park.
- The following virtual programs were offered: Private Voice Lessons, Ballet Barre, Stories, Song & Movement, Adult Hip Hop, Princess Dance Party, Dragonfly Gymnastics and Springers Strength and Flexibility. Of the 13 virtual classes offered, five ran.
- The following outdoor gymnastics programs were offered: Parent/Tot Gymnastics (1-3 years), Parent/Tot Gymnastics (3-5 years), Cheernastics (4-6 years), Cheernastics (7-10 years). Of the six outdoor classes offered, five are running.
- The following outdoor dance programs were offered: Mini Hip Hop, Hip Hop/Jazz, Little Dancers, Young Ballerinas, Poms, Mommy and Me Dance). Of the seven classes offered, five are running.
- The dance recital program resumed to finish its season virtually and outdoors. There are 21 recital classes with 167 dancers. There are an additional six Forte classes with 48 registrants. A total of 215 dancers are finishing off the season. 22 people withdrew from the extended season.
- 2019 Year in Review was mid production when staff were furloughed. With staff's return, the Year in Review was completed and posted to the District's website.
- IT is exploring online data storage options for ZOOM recordings of virtual programming. Recordings can be accessed by 'virtual participants' when they are provided with a link.
- Marketing staff worked with Recreation staff to design and produce all the signage for our modified reopening of activities for Summer Camp and Coyote Crossing Mini Golf.
- Marketing has created targeted constant contact emailings, social media posts, and marquee announcements on virtual, and outdoor programming that has been developed by Recreation Staff.

### Strategic Goal and Initiative #8

#### Highest Quality Staff & Team

- Division Manager and Recreation Supervisor attended Virtual Fitness Roundtable on 6/9/2020 with other park district professionals to discuss other fitness reopening plans.
- Recreation Supervisor attended an IPRA Virtual training on Managing Anxiety due to COVID-19.
- Awesome Adventure Camp held three virtual trainings and one in-person training on new camp procedures, general program procedures, HR/safety information, and COVID-19 protocol.
- Recreation Supervisors attended a Coyote Crossing training to prepare for shifts they will work to minimize part time staff.
- A Zoom meeting was held for dance instructors to go over recital class plans, procedures, and new safety protocol for virtual and outdoor classes.
- Human Resources tracked and collected insurance premium payments for the furloughed employees who are enrolled in our health plans.
- To date, we have processed unemployment claims for 91 employees: 9 Full Time, 3 RPT, and 79 Part Time staff.
- Marketing staff participated in a webinar on - Connecting Through Content in Today's Digital World BY ISSUU



- Marketing Staff attended a webinar - Creating a Digital Marketing Plan
- Marketing Staff attended a webinar - The Future of Recreation

Miscellaneous News You Can Use...

- Park District phones have reopened to the public. Lisa Campione is back from furlough and answering customer calls, processing over the phone registrations, on Monday-Friday from 9am – 5pm.
- We are excited to have Liz Blake back on staff at the Fountain View Recreation Center.
- Fitness Service Desk Coordinator, Heather Holtz, to return to work June 22.
- Social-distanced Awesome Adventure Camp activity – Freeze Dance!



- Socially-distanced lunch at Awesome Adventure Camp:

