

South Park Parks & Recreation District
Executive Director's



MONTHLY REPORT

Report provided by
Saam Golgoon





JULY/AUGUST ACTIVITIES

We had a rec center staff meeting on Wednesday 7/21 and Carrie was officially introduced as the rec district's Assistant Director. We covered quite a bit at this meeting.

I received the new flow sensor for the pool chemtrol and have replaced it.

We conducted two sessions of swim lessons in late July and August. They were very successful which generated \$2,940.00 in revenue. During these two sessions I worked with a few of our lifeguard staff to train them as swim instructors, so I no longer have to teach these lessons in the future.

I received a call from Deb Edward with BGV Gives regarding the grant we had applied for with them to cover operations of the pool for a month. Unfortunately we were not awarded the grant since they don't provide funding for operations of special districts. For other immediate funding opportunities, I provided Carrie with the Alma CARE Emergency Grant information and link to the application. Carrie has applied for this grant and we are waiting for an answer from the Alma Town Administrator. I attended a meeting with Governor Polis regarding the ARP (American Rescue Plan) funds that will be available in Park County. These funds will be available to us through the county. I met with Tom Eisenman, our County Manager, regarding the ARP (American Rescue Plan) funding that will be available in Park County. Tom mentioned that the county will be receiving a total of \$3.6M from the federal government. They have received \$1.8M so far and the rest will be received next year.

The county is currently working on finalizing how these funds will be distributed in our community. Tom is providing the commissioners with a proposal for the distribution of these funds which the BOCC will have to approve and vote on before the funds become available. He said that from this first round they are designating \$120K to be distributed to local nonprofits and special districts. Once the fund distribution has been approved, he will send me the paperwork to apply for them.

Carrie and I interviewed a couple of candidates for yoga and fitness instructor positions. Both interviews went great. One of the candidates would like to get certified as a Silver Sneakers instructor. The other candidate has background and experience in running youth rec programs, Lacrosse, and is interested in getting certified as a lifeguard. One of our front desk attendants, Kristina, has been working on getting her fitness and personal trainer certification and she is very close to completion. Carrie and I are met with her to come up with options for more personal training at the rec center. We also hired Jim Peterson as the Facility Maintenance Technician. He has been taking care of lots of minor maintenance needs such as fixing leaky faucets, and fixing the back door in the weight area to open and close properly.

Carrie and I have been continuing our work in setting up the Mindbody system to utilize all the tools available to us. Carrie has set up the time clock option for staff to use. We are no longer using paper timesheets, and all staff is clocking in and out with Mindbody. This has allowed for more efficient and faster payroll processing. After looking into the staff scheduling option that Mindbody provide, we learned that with its current features, it will not meet our scheduling needs, so we are continuing the use of the "When I Work" software for staff scheduling. I've been setting up the CRM options in Mindbody for better and more consistent communication with our guests. I had mentioned at the board meeting that we were having some issues with guests registering for classes or purchasing memberships online. An email was sent out by Mindbody regarding some issue with their system as they are transitioning their servers to AWS (Amazon Web Services). These issues still haven't been resolved.

On other technical stuff, I've set up our Google Drive on the front desk computer for staff to be able to share and access files without having to email each other to share documents. A company drive tree is being set up on this Google Drive as well. I also was able to access the old computer we have in our tech room to access all files going back to 2009. There are over 17K files that I'm slowly going through to transfer the needed ones to our Google Drive shared drive, so they will always be accessible on the cloud.

All fall programs have been scheduled with the exception of swim lessons that I'm currently working on. Our football program has already started, and the deadline for soccer registrations were today. We have hired Eric Chat as the lead coach for our soccer program. This will allow us for better and faster schedule of our soccer program in the future. Eric has lots of experience as a soccer player and coach and he is a great addition and asset to our team. We are offering circus training classes this fall through a partnership with the Salida Circus. They will be doing a performance this Friday from 2-5pm at the rec center as a program promo.

I've had a discussion with Carrie regarding creating seasonal program guides that can be distributed around the community. I would also like to create these program guides in a digital format to include on our website and distribute online through social media and other channels. We can make this guide an additional revenue source by providing advertising opportunities for local businesses in these guides. I would like to start the advertising opportunities through the digital format because it's very easy to set up and we have no printing costs. I have created digital magazines in the past and am familiar with the ad sales process.

I ordered a deep cleaning of the facility with our cleaning company TruClean. This included the deep cleaning of all floors and carpets, and scrubbing and cleaning of the inside of all the lockers. I also had all the windows in the rec center professionally cleaned. This was done by one of our patrons Pat Navin, and provides this service for us once or twice year with not charge to us.

I got a hold of our Grant Officer at GOCO for our Baseball field grant that is part of our IGA with Park County RE2 School District. I had an online meeting with him and learned a lot about the changes to this grant over the past 4 years. The good news is that we have until March 31st, 2022 to receive the funds for this project. We are also not effected for future funding because of all the modifications to this grant.

I reached out to CEM, the company that installed our chemical feed system and computer, for an estimate to get our chemical computer online, so it can be monitored remotely and adjustments made remotely as well. There have been a couple of times this month that I had to come in on my days off to fix and adjust the chemical feed. This all could have been managed remotely if the computer was online. We need a remote communication module for our chemical computer and the coast is \$750. There is also a \$780 labor cost for installing this module and getting the system online. I have ordered this work to be done.

I've been in contact with a few folks in the skateboarding community in the Fairplay and Alma area regarding some repairs that are needed for the coping around the bowl. There are quite a few of them that are broken and it is a safety hazard for the riders. These are folks who really care about this park and want to donate their time to make the repairs as long as we pay for the coping. They are working on providing me with an estimate on the cost to replace the damaged coping.

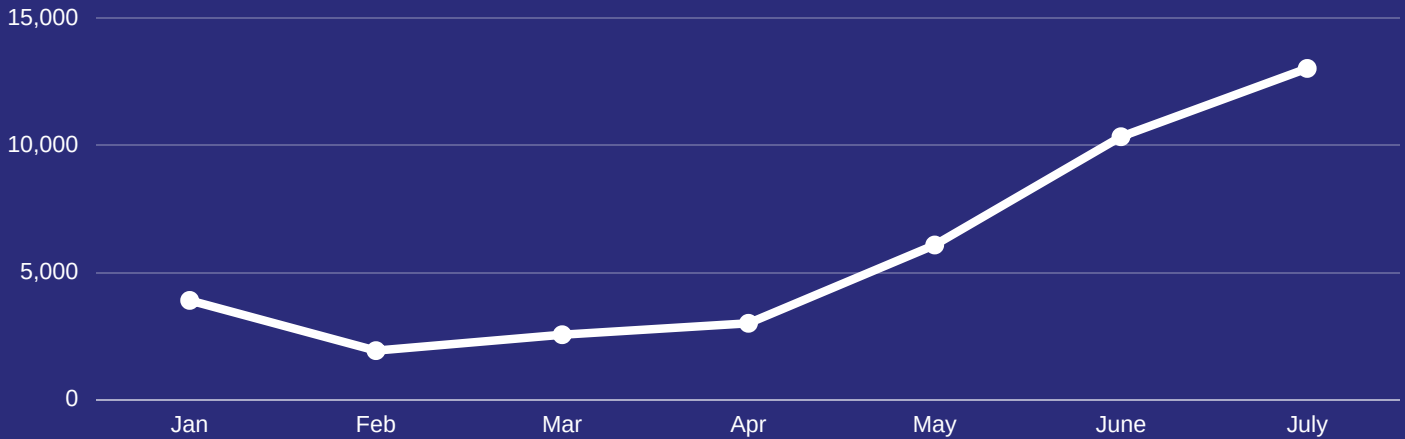
I've been continuing my work updating the rec center website. Some of these updates include updating the board and staff information. Staff information is included on the home page and under the "About" section of our site. I'm working on creating bios for all staff as well.

I reached out to Everlast Climbing Industries. This is the company I worked with 11 years ago to build a climbing wall which unfortunately was not approved by the board at that time. I've started the process of designing and getting an estimate for a possible climbing wall at the rec center. I've had discussions with the Director of Park County Search and Rescue for their support in this project. Another organization that Carrie and I have discussed this potential project with is the South Park Prevention Coalition. Both of these organizations can assist us in securing grant funding for this project.

Attached you'll find the preliminary strategic plan that I created.

MONTHLY SALES REPORT JULY

In the month of July we had \$13,025.62 in sales, and in August to date we've had \$6,275.89 in total sales. Please see attached sales reports provided through the Mindbody system.

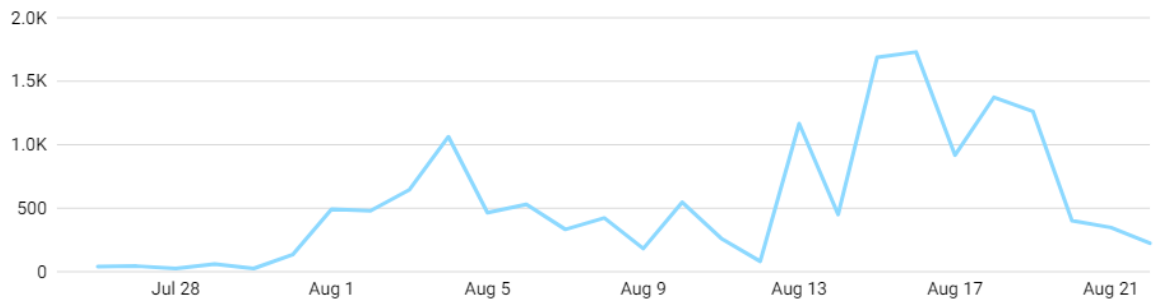


SOCIAL MEDIA REPORT

Results

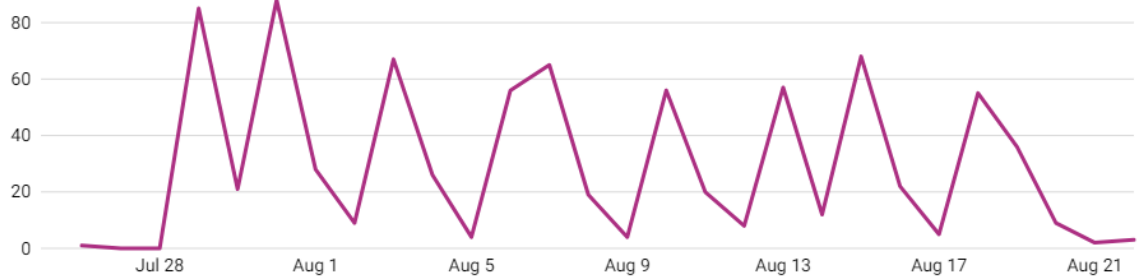
Facebook Page Reach ⓘ

5,332 ↓ 26%



Instagram Reach ⓘ

216 ↑ 10.8%



ISSUES + CONCERNS

When I went into TBK Bank to complete the paperwork to be a signer on the rec district accounts, it was brought my attention that the rec district has multiple checking accounts with one of them being the account for the 2 Mile High Inc. I asked the manager if I'm a signer for the Inc. account and she confirmed yes. I'm not sure why this is the case. I sent the bank manger an email to get more clarification from her, but I haven't heard anything back from her yet. I will follow up with her again this week. We should look into this to find out why signers for the rec district can sign for the 2 Mile High Inc. account.

We had an issue with the pool circulation pump going out this month. The original diagnosis was that the motor was burnt out. Fortunately that was not the issue. The wiring to the motor had overheated and melted causing the motor to stop running. This could have been caused by either loose connections or possible power surges that could have happened a couple of nights ago when we had severe lightning activity in the area. This situation brought to my attention that we don't have a backup motor and seal kit for the pool pump. I used to have a backup in the past when I worked here and recommend that we invest in purchasing a backup motor and seal kit. This way when the motor burns out, which it will at some point in the future, we have the parts on hand to make repairs and not have a long pool down time. I'm working with Tolin Mechanical to get some pricing which I will provide you as soon as I have them.

In the process of finding old files, one document I haven't been able to find (both electronic and paper copy) is the rec district By Laws. This is the internal governing document for the rec district. I need Adelina's assistance in finding this document.