

REGULAR MEETING OF THE OREGON PARK DISTRICT
BOARD OF COMMISSIONERS
TUESDAY, OCTOBER 8, 2019, AT 6:00 P.M.
NASH RECREATION CENTER BOARD ROOM,
304 SO. FIFTH STREET, OREGON, ILLINOIS

AGENDA

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) RECOGNITION OF VISITORS
- 4) APPROVAL OF MINUTES
 - A. REGULAR MEETING MINUTES, SEPTEMBER 10, 2019
- 5) FINANCIAL
 - A. TREASURER'S REPORT
 - B. CLAIMS PAYABLE AND CHECKS DRAWN
- 6) REPORTS
 - B. FINANCE COMMITTEE - NO REPORT
 - C. PERSONNEL & POLICY COMMITTEE - NO REPORT
 - D. PARKS & FACILITIES COMMITTEE - NO REPORT
 - E. PROGRAM & SERVICE COMMITTEE - NO REPORT
 - F. PARKS REPORT - INCLUDED IN PACKETS
 - G. RECREATION REPORT - INCLUDED IN PACKETS
 - H. ENVIRONMENTAL SERVICES REPORT - INCLUDED
 - I. ADMINISTRATIVE REPORT - INCLUDED IN PACKETS
- 7) UNFINISHED BUSINESS
- 8) NEW BUSINESS
 - A. EXECUTIVE SESSION

To discuss litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
- 8) COMMISSIONERS COMMENTS
- 9) DIRECTORS COMMENTS
- 10) PRESIDENTS COMMENTS
- 11) ADJOURNMENT

NEXT REGULAR MEETING - NOVEMBER 12, 2019

**Oregon Park District Board of Commissioners
Nash Recreation Center
304 So. Fifth Street
Oregon, Illinois
Regular Meeting Minutes
September 10, 2019**

Steve Pennock, President, called the Regular meeting to order at 6:04 p.m.

PRESENT: Dave Bakener, Mark Tremble, Steve Pennock

ABESNT: Scott Stephens, Dan Engelkes

OTHERS PRESENT: Erin Folk, Executive Director; Dan Griffin, Secretary Pro Temp; Andy Egyed, Supt. of Parks; Brian Beckman, Supt. of Environmental Services; Tina Ketter, Supt. of Recreation; Lesley Sheffield, Athletics Coordinator; Danielle Volk, Aquatics Coordinator; Kim Krahenbuhl, District Attorney; Don Fuller, Treasurer

RECOGNITION OF VISITORS: Tina Ketter introduced Lesley Sheffield as the new Athletic Coordinator that started in May and Danielle Volk as the new Aquatics Coordinator.

APPROVAL OF MINUTES

Motion by Dave Bakener, seconded by Mark Tremble, the regular meeting minutes of August 13, 2019 be approved. Roll Call: Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

FINANCIAL

Treasurer's Report

Motion by Mark Tremble, seconded by Dave Bakener, the Treasurer's Report be approved. Roll Call: Dave Bakener, Mark Tremble, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

Mr. Fuller noted that the Districts Treasurers Report shows a large decrease in the Park Improvement Funds.

Claims Payable and Checks Drawn

Motion by Dave Bakener, seconded by Mark Tremble, the Claims Payable be approved as presented. Roll Call: Mark Tremble, Dave Bakener, Steve Pennock - yes. MOTION PASSED UNANIMOUS.

REPORTS

Parks Report - Mr. Egyed said the District hired Nick Karper to fill the Parks Laborer position.

Recreation Report - Mrs. Ketter highlighted the Spring Summer Recreation Survey. There were many positive comments and only a few complaints. The individuals that had specific complaints were contacted and addressed further. The District did have a recommendation to add a 'Rocksteady' Aerobics class. The class is a boxing class for individuals with Parkinson's Disease. The District's new Fitness Instructor, Elizabeth Priller, said she would be interested in learning more as well. Mrs. Ketter said she would gather more information before moving forward.

Environmental Services Report - Mr. Beckman said the new fitness center flooring has held up well. Mr. Tremble asked how the installation was different from the prior flooring. Mr. Beckman said the new adhesive that was utilized forms a much stronger bond.

Administrative Report - Mr. Griffin said the new Budget and Appropriations Schedule was released to the staff and board. The new schedule will align the budget season, evaluations, tax levy and General Obligation Bond process.

Mr. Bakener asked if there was any update on the Exelon appeal. Mrs. Folk said that the Board or Review did not have the case on the agenda for September.

BUSINESS (unfinished)- None

BUSINESS (new)

Autumn on Parade Permit

Motion by Mark Tremble, seconded by Dave Bakener, the board approve the Autumn on Parade Park Use Permit. All in Favor - yes. MOTION PASSED UNANIMOUS.

COMMISSIONERS COMMENTS

Mr. Bakener had no comment.

Mr. Tremble commented on the use of the Park West complex during the prior weekend. There were many athletes who utilized the park.

DIRECTOR'S COMMENTS

Mrs. Folk said there were little updates from the Park West Construction. The majority of the construction should be complete by November.

The District was nominated for a national demonstration site award that the District will receive at the National Conference.

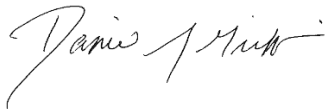
PRESIDENT'S COMMENTS

Mr. Pennock had no comments.

ADJOURN

Motion by Dave Bakener, seconded by Mark Tremble, the meeting adjourn at 6:17 p.m. ALL WERE IN FAVOR.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Dan Griffin".

Dan Griffin
Secretary Pro Temp

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 8, 2019

Parks Report



Parks

This past Month has been spent keeping up with general maintenance. With the amount of rain fall we have been getting we are literally in catch up mode. Trying to get all parks mowed twice a week and trimmed has been a challenge.

Sports are a top priority currently as we have co-ed softball, District soccer, OHS soccer and OHS cross country all going on at Park West. These sports areas are mowed often to make sure turf is a playable condition. All fields are painted the day before or the day of event depending on weather. Ball diamonds are power raked and groomed on a regular basis. Soccer will be winding down this week and all equipment, benches, goals and bleachers will all be put away for the winter.

Once we get caught up with general maintenance, we will be working on trimming trees and this winter we will be removing trees that are dead or damaged. We will then have a tree service come in and grind stumps.

We are noticing the dirt starting to settle in the area of the 10" tile that was laid in the waterway at Park West. We will let this settle through the winter and early spring. We will then have Benesh come back with good topsoil, fill in the settled area and reseed as they did before. This area is 1200 feet long and could take a considerable amount of dirt and seed.

The Park West construction is moving along good, but they too have been struggling with weather related issues. Currently, they are starting the playground instillation. Weather permitting, they will still get the poured in place surface done this fall. Other areas of the bike path will soon be taken out and new path will be installed. If they can get just two weeks of dry weather a lot could be accomplished according to contractor.

The splash pad has been shut down and winterized for the season. We have also spent time weeding, trimming trees and removed Sumac that has been growing out of control in the flower beds in this area. We had another successful year running the splash pad as there were no major issues Maintenance wise.

We will be helping again this year setting up for Autumn on Parade. We set up large tent, tables, chairs and garbage receptacles at park east for car show. Set up bleachers, benches and picnic tables up town for the festival and parade.

Like to thank my staff for picking up the slack when short staffed!!!!

Respectfully submitted,

A handwritten signature in black ink that reads 'Andy Egyed'. The signature is written in a cursive, flowing style.

Andy Egyed
Superintendent of Parks

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 8, 2019

Superintendent of Recreation Report



Participation

Participation numbers for our first five months continued to increase and are up 29% overall. The participation increase for the month of September can be attributed to an OHS Soccer/OPD Soccer Future Hawk event, Pop in and Play at Nash and the scheduling change for Wiggly Wag. Staff continues to monitor their programs and provide opportunities the community is eager to participate in.

| Comparison | 2018 | 2019 | | Change |
|------------|------|------|------|---------|
| May | 670 | 756 | 12%+ | 86.00 |
| June | 1632 | 1928 | 16%+ | 296.00 |
| July | 1098 | 2075 | 48%+ | 977.00 |
| August | 665 | 756 | 11%+ | 91.00 |
| September | 243 | 554 | 56%+ | 311.00 |
| Total | 4308 | 6069 | | 1761.00 |



Fitness Classes

New fitness instructor, Elizabeth Priller, continues to impress patrons and her program participation numbers are proof. Both her morning and evening classes continue to have strong participation and are attracting new fitness clients. The District will continue to benefit from Elizabeth's talents as she is looking to add a fitness class geared towards senior citizens.

Kim Henry will once again offer a Women's Weightlifting Club that meets for 8 weeks on Wednesday evenings. Registration maxed at 10 participants.

During the month of October, I plan to meet with Midwest Commercial Fitness to research new fitness products and begin to formulate a plan to continue replacing our existing equipment. I will propose the District continue to pursue a rolling 3-year lease to allow us the opportunity to continue to offer top of the line equipment to our users. The new lease would take effect as part of the 2020 fiscal year.



Preschool/Classes

I am currently working with Mrs. Caposey to identify possible program changes for the 2020/21 school year. The current 3-year old program is the smallest we have seen in many years. This can be attributed to a shift in parents choosing to not send their children to 2 years of preschool, a loss of participation to the free program at OCUSD and a lack of a 5-day program. Mrs. Caposey is researching current preschool trends and their impact on the quality of the education provided. Throughout this process we will be discussing options with current preschool parents in an effort to meet the needs of our community. We are hopeful to have a plan ready to roll out in the very near future.



10th Annual Spa Day

The 10th Annual Spa Day will be held on October 16th. 69 participants are registered to date. Rosann Costello is the mastermind behind this event and works on behalf of the District to solicit prizes for all in attendance. I look forward to her continued involvement and am thankful for her willingness to donate her time.



Marketing & Community Engagement

Staff will be attending the Ogle County Senior Fair at the Rock River Center on October 11th. This is a great opportunity to market our current programs and solicit feedback from local seniors. The District will be raffling off 2 pairs of tickets to "Newsies" on October 16th for those who register to win.

I continue to encourage staff to participate in community events and partner with local organizations. Current partnerships include, but are not limited to, OCUSD, City of Oregon, Chana School, Rock River Center, Village of Progress, Autumn on Parade, Oregon Police Department, Ogle County, and Chamber of Commerce. These partnerships not only benefit our community, but also allow us to provide improved services to our patrons. The staff does a phenomenal job reaching out to the community and working together.

Marketing is ongoing for upcoming programs. The District continues to see a strong presence on facebook and in the Ogle County Life. E-blasts scheduled for the 1st and 15th of each month have also proven to be successful.

Respectfully Submitted,

Tina Ketter
Superintendent of Recreation

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 8th, 2019


Environmental Services Report

 **Chiller Shutdown Procedure**

This year we budgeted for the startup and shutdown of the chiller system by a contractor. Mechanical incorporated will be in later this month to complete the chiller shutdown for the winter. This process will include a full leak check of the system while running, evacuating the system and storing all refrigerant, pressurizing the system with nitrogen. Also, during this time, the mechanic will go through the chiller and its components to recommend future repairs and identify potential issues. My intent is to continue running the chiller as long as we must without incurring significant repair expenses.

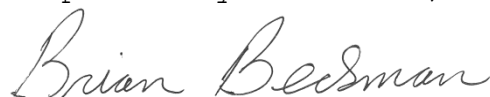
 **AHU 08**

During this summer I have manually manipulated the inputs for the Gymnasium air handler to try to control the temperature and humidity in the gym and not affect other areas of the building. I had Alpha controls grant me access to control the amount of outside air we are pulling in as well as control the exhaust fans. This allows me to create negative air pressure in the gym. According to most of the occupants the difference has been significant, and they appreciate our efforts to provide them with a comfortable place to exercise. In addition to these changes we found that the discharge air sensor had failed, and we had it replaced by Alpha Controls under our PM contract.

 **Sprinkler Inspection**

Ahern performed our quarterly sprinkler inspection on September 06th. The Technician stated that the system was roughly 13psi below our normal ranges. He overrode the deficiencies because our system is typically very stable. We investigate the reasoning behind and found that the pool and cooling tower were both filling at the same time. This anomaly resulted in a drop-in water pressure, but the system would still be able to extinguish a fire if necessary. Once the pool and cooling tower had completed filling, the pressures returned to normal.

Respectfully Submitted,



Brian Beckman
Superintendent of Environmental Services

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 8, 2019

Business Administration Report



Financial Review

The September 2019 Treasurers Report is included in the Board Packet. Overall cash balances continue to be healthy and are increased over prior years. In summary, the total for all funds was \$3,976,339, an increase of 49.74% from the month of August. This increase was in large part due to the District receiving the second large tax distribution from the 2018 tax year at the end of September. The total tax distribution was \$1,360,249. The District has received 99.37% of the expected tax proceeds for the 2018 tax year.



Perfect Mind Activity Registration Software Implementation

The District continues to tweak the use of its new recreation software as it learns more about its setup and future use. There are several improvements to the use of the software that are awaiting release by the software vendor, Perfect Mind. The Districts users of the Extended Time Program will be able to complete the monthly required registration online through their user account in the near future. There are several other 'defects' or bugs that are being investigated and will hopefully be resolved soon. Overall the District continued to see increased online registrations and positive comments on the website's community user interface.



2020 Fiscal Year Budget, Evaluation, Tax Levy and G.O. Bond

The District will soon utilize the 2019 Assessor Estimated Assessed Value (EAV) to estimate the 2019 tax levy. The District will forecast its annual operating needs for the new calendar year (fiscal year) and incorporate those taxation needs into the current tax year levy. The tax levy will be approved in December and must be filed by the last Tuesday of December.

The tax levy estimate will assist the District in planning its overall levy as well as the Fiscal Year 2020 Bond Issue. The Finance Committee will meet in mid-November to discuss the 2019 tax levy in detail along with the 2020 budget and General Obligation Bond Issue.

The 2020 General Obligation Bond Issue will be approved in January and the sale must be completed by the end of February to be added to the 2019 tax year levy. The District completed the proceedings required for the Bond Issue Notification Act (BINA) last November. The Notice was approved for \$3,000,000 and is valid for up to three years. The Districts 2019 G.O. Bond utilized \$1,325,000 of the BINA, providing the District with \$1,675,000 in available BINA roll-over sales. The District will utilize the Bond to maximize its annual tax receipts within the approved annual tax rate. The G.O. Bond funds assist the District in completing its annual maintenance plans and capital infrastructure plans. The District will update its annual capital improvement plans to align with the 2020 fiscal year budget.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dan Griffin". The signature is written in a cursive style.

Dan Griffin,
Finance & Technology Administrator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 8, 2019

Administrative Services Report



Front Counter/Registrations

The Front Counter has kept busy with registration for many Fall programs, including swim lessons, tumbling & basketball, Spa Day, and the contracted classes at Cork & Tap.

As of October 1, online registrations accredited for 14% of District registrations. This is a 2% increase from August. During the next month, I plan to work with Tina to incorporate online widgets in our Facebook posts. This will allow the audience to be directly linked to our online registration platform, which I believe will be heavily utilized on registration deadline dates and outside of office hours.



Memberships

Silver Sneakers members are at 271. Two members joined during the month of September. Both members were new to OPD.

Central Bank ran their Corporate promotion period September 16-30. This is Central Bank's second year in our Corporate Membership Program. Four employees took advantage of the 10% discount. This is one more than last year.

A proposal was sent to Serenity Hospice and Home for their 2019-20 Corporate Membership Drive. Once approved, their Membership Drive will run October 15 - November 15.

Ogle County Government's Insurance committee meeting was re-scheduled for October 16 to discuss their Corporate Membership Drive. A revised proposal was sent to them to run their Membership Drive October 21-November 10.



Perfect Mind Software Implementation

Dan Griffin and I continue to hold weekly conference calls with Perfect Mind for additional training, along with improving the software as our District continues to find new bugs with continued use.



Looking Ahead

Over the next few months, I plan on compiling a customer service training program to implement at the Front Counter. I would like to set the service standards even higher than they currently are to provide the best experience to our patrons. Once compiled, the training will occur at our regular monthly meetings.

Respectfully Submitted,

A handwritten signature in black ink that reads "Alyssa Barringer". The signature is written in a cursive style.

Alyssa Barringer
Administrative Services Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 2, 2019

Aquatics Coordinator Report



Fall Swim Lessons

Fall registration for swim lessons has surpassed previous numbers. With 123 currently enrolled, 14 higher than last year, 24 of the 26 classes are running. I would like to try to condense classes in response to staffing needs.



New for Winter/Spring

Slight changes are being made to the current swim program: open enrollment, StarTots, updated Levels, and a new pool schedule. One of the biggest changes is pulling out the 3 - 5yr olds and introducing the StarTots Lesson Program and beginning Level 1 at 6yrs old (or those who test out of StarTots).

Additionally, we plan to offer open enrollment, where parents select the time offered that works best for them rather than offering levels. With Open Enrollment, we can offer all levels at the same time.

We will be making a few more changes slowly over time and will reevaluate if we should pause or continue moving forward with more adjustments with each round of programming.

Lastly the new pool schedule will show group swim lesson times, extended time for Village of Progress, and a NEW Deep-Water Aerobics class with Kim.



September Trainings

During the previous month, I held a staff meeting and all staff inservices. I am impressed with how many staff members are involved in sports or additional extra curriculums and still provide time to work and meet the standards set.



Staffing

Currently seeking more staff for all positions, with most need for day time lifeguards and swim instructors. High influx of private lessons with limited staff is creating a delay in scheduling those lessons.

Respectfully Submitted,

A handwritten signature in black ink that reads "Danielle Volk".

Danielle Volk, MAOL, LGI-4, SSI, CPO
Aquatics Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 8th, 2019

Athletic Coordinator Report



Basketball

Basketball season kicks off this month with programs for girls and boys PreK- 1st Grade, Boys 2nd-5th grade and Girls 2nd- 5th grade. The Prek-1st Grade program has 68 participants, in comparison to 54 last year, and the deadline for older age groups in later this month. I am currently finalizing league details, rosters and coaches for the younger level as this will start on the 19th. Skills assessments for the older levels will be at the end of the month that should assist with the drafting process, with games scheduled to start in November.



Fall Soccer

The busy fall season continues as Fall Soccer nears the end of their season. The season will conclude on October 12th with tournaments for the oldest 3 age groups. The last home hosting weekend was October 5th, and we marked the season with cookies for the coaches, and donuts/pizza for all the kids.



6th Grade Boys Competitive Basketball

The maximum number of participants for this program is 16, and we had 21 players register by our deadline. As such, tryouts were held on Monday Sept 30th and the skills assessments were run independently by the Oregon High school and Junior High basketball coaching staff. Coaching staff have been picked and practices have been scheduled. The first game of the season is October 28th.



More cooperation between High School and Oregon Park District

I have been fortunate to be involved with the planning meetings at the High School, in their effort to re-evaluate their Athletics philosophy. This has included a recognition of the importance of the feeder athletics programs that the Park District provides, and a commitment to helping as needed to ensure the successful skills development of our young athletes. Ideas have included continuing sports camps, coaching clinics, and specific skills clinics. The High School is now making it compulsory that all High School coaches must participate in these efforts.



Conclusion of seasons

6th Grade Competitive Volleyball concluded their season on Tuesday October 1st with an away game, followed by a pizza party here at Nash. Our coaches, Coach Anaya and Coach White, did a fantastic job, as this was many of their team's first time playing volleyball. Junior High cross Country will also finish their successful season on October 9th.

Respectfully Submitted,

Lesley Sheffield
Athletic Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 8, 2019

Events Report



Farmers Market

Based on public input, survey results from vendors and our staff input, the Farmers Market was moved from Friday evenings and back to Saturday mornings for summer 2019. The Farmers Market was held June - September on the Courthouse lawn from 8:30 a.m.-12:00. There were 16 vendors registered for full Summer Permits. However, the average weekly vendor participation was 3 vendors. The move back to Saturday was cost saving for the District as there was no paid Market Supervisor weekly and no entertainment expenses. Unfortunately, we were not able to get some of our Saturday vendors back as they are now in Byron or elsewhere. Only 3 vendors came on a consistent basis and 3 vendors paid for the summer permit and never came at all. Most Tuesday evenings we had 4 vendors at the concerts. The Market is being re-evaluated and for summer 2020 we may just have the Market in conjunction with the Concerts at Park West on Tuesday evenings.



Cork & Tap Classes

The partnership with Cork & Tap is working well and participants for adult craft classes and workshops seem to like having classes where they can also enjoy a beverage. We do pay a rental fee for the space unless it is a class that Merlin's is contracted to teach. That expense is built in to the class fee which seems to be working. See photos



Farm to Table Dinner

I am pleased to report that after all invoices were paid, the net profit for the Farm to Table Dinner was \$5,079.98. Those funds were transferred to the Youth Scholarship Fund. Thanks to the efforts of staff, the great community support and some very generous "chefs" and businesses we again can make a difference in the lives of many students with the funds raised. The staff did decide to host the Farm to Table Dinner again next summer at Oak Lane. The date selected for the event is Friday, July 24, 2020.



Halloween

October is a busy month with all the Halloween activity. The Canine costume contest is Tuesday, October 22. It is for those who are currently Wiggly Field Members. It is co-sponsored by Pines Meadow Vet Clinic and A Furry AffHair. Their sponsorship helps to buy the prizes/awards needed and they also help with judging. This year we will again have 3 different Halloween Carnivals to try and accommodate all ages and abilities. The Carnivals are on Tuesday, October 29 in the gymnasium at Nash. Options are: Pre-K carnival 10:00-11:00 a.m., special needs carnival for VOP and OCEC from 12:45-1:45 p.m. and the K-5th grade carnival after school from 3:30-5:00 p.m. E.D. Etnyre is sponsoring this FREE program. Their contribution will help to offset the many expenses for the Halloween events.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Debbie Leffelman".

Debbie Leffelman, CPRP
Event Coordinator

MEMORANDUM TO THE BOARD OF COMMISSIONERS

October 8, 2019

Recreation Program Manager Report



Summer Camp Year End Analysis

See attached.



Extended Time

This month I have had the chance to sit down individually with each of the ET staff members to touch base on the program. These meetings are open-ended and allow an opportunity for the staff to share ideas and/or frustrations that they may not feel comfortable addressing on their own while at program. I have these meetings at least once every 3 months. These meetings are crucial to keeping the team cohesive and to address underlying issues swiftly as to not interfere with the quality of the ET program. Though we are fully staffed, some staff members are getting busy with school and extracurriculars. Therefore, I am looking to hire 1-2 new team members. I have 5 interviews scheduled and hope to have a decision made no later than 10/8, which will also be our next monthly all staff meeting.



Fall Musical

The musical rehearsals have been going very well. Most actors can say their lines without their scripts. The familiarity of the songs is also really helping our actors catch on quickly. Most rehearsals now consist of one cast performing to another cast and providing feedback on tone/expression and choreography.



Programs in September/October

The new drop-in playtime program on Fridays has brought in 145 additional individuals to our facility. This program has proven to be beneficial to the young families in our community. We had two more pack walks on 9/16 and 10/3. Participants have been very pleased to have this program for safe socialization for their dogs and meeting new people themselves. I look forward to continuing these walks in the future. We had a day trip to Paramount Theatre in Aurora on 9/18 to see a performance of Disney's Newsies. There were 6 adults in attendance, and everyone had a great time! For the fourth year, I assisted with TOSOC which took place on 9/28. This is a great event for our community and many people stop at the rest stop at Fairgrounds and eager to ask all about our parks. The OES Health Jam occurred on 10/3. I assisted Elizabeth Priller pull off another high energy and informative session with each of the 5th grade classes.



Office Work

I completed my program masters for the Winter/Spring activity guide. I am looking forward to proofing and perfecting our next guide. My project for the next 4 weeks will be tackling the recreation budgets and completing the part-time evaluations.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Amanda Zimmermann".

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager

MEMORANDUM TO THE BOARD OF COMMISSIONERS

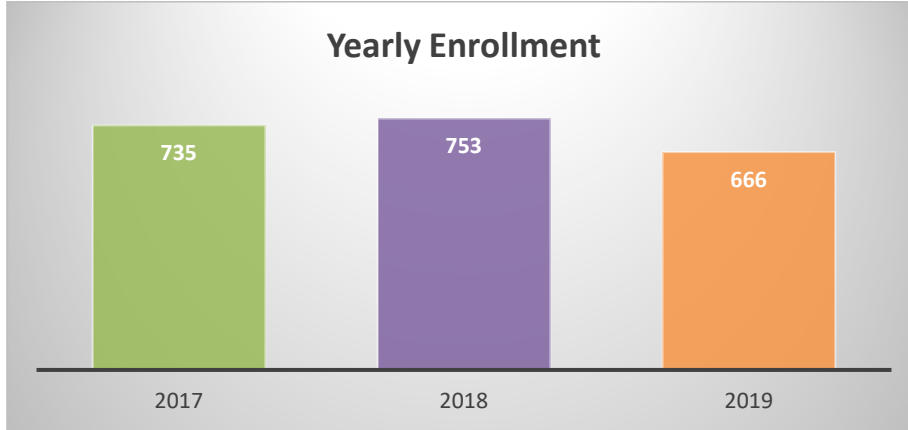
October 8, 2019

Summer Camp Year-End Summary

Enrollment Summary

The length of summer camp directly relates to the OCUSD district calendar each year. We start and end on the first and last day of the OCUSD summer break.

- 2017: 12 weeks, 58 days (Weekly Max: 65 campers)
 - Resulted in too many campers to fit onto the standard school bus.
- 2018: 13 weeks, 61 days (Weekly Max: 60 campers)
- 2019: 11.5 weeks, 56 days (Weekly Max: 60 campers)

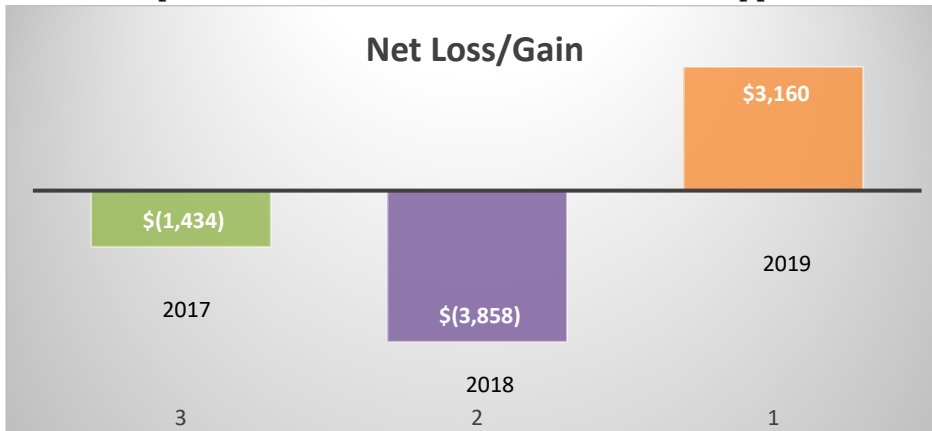


Financial Summary

- 2017: Revenue: \$50,044 Expense: \$51,478 Net Loss: (\$1,434)
- 2018: Revenue: \$50,800 Expense: \$54,658 Net Loss: (\$3,858)
- 2019: Revenue: \$56,267 Expense: \$51,350 Net Gain: 3,160.41

Top Expense Categories:

- Payroll (Top expense every year)
- Supplies (2nd top 2017) (3rd top 2018) (4th top 2019)
- Field Trips (2nd top 2018, 2019) (3rd top 2017)
- Other: Transportation, Master Gardeners and Apparel



Camp Survey Data

The 2019 Camp Parent Survey resulted in 17 responses with all positive comments. All parents were happy with the field trip offerings, daily activities as well as the camp staff. One suggestion I will investigate for next summer is to switch from Master Gardeners program to a library ran program.

Respectfully Submitted,

Amanda Zimmermann, MBA, CPRP
Recreation Program Manager