

South Park Parks & Recreation District  
Executive Director's



# MONTHLY REPORT

Report provided by  
Saam Golgoon





## JUNE/JULY ACTIVITIES

In the month of June rec center activities started picking up as the rec center resumed full operations without COVID operational restrictions. This allowed us to open the pool in June. Lifeguard training was provided by SAAM Inc. for new lifeguard staff and to recertify current staff who needed recertification. The district hired me as the new Executive Director in late June and I began work on Monday, June 28th. The summer Gymnastic classes started in late June; however, all gymnastics classes were cancelled in early July due to the instructor contracting COVID. The skate camp began the first week of July with a total of 9 students registered for the session.

Since my first day, I have taken care of setting up all of my technical needs such as rec center email, access to files stored in the cloud. I discovered that in the past 5 years, when the district switched from storing digital files on a local server and then backing it up online, we have not had a file tree/directory for storing files and all files have been stored in one folder. I have started creating a new file tree that will be shared with the rest of the staff once it's been completed. I also was not able to place any digital files dated previous to this change. We still have the old server computer at the rec center, but I was not able to access anything on there since it's an old computer and it has a serial port to connect it to a screen. We currently don't have a serial port cable. I will work on this to access all important old files. I have also gone through most of the hard copy files and folders at the rec center to reacquaint myself with all pertinent documentation. In the process I discovered that

a couple of the oath of office documents were missing. This was communicated with Denise.

Since my start date I've done some research in the ARP (American Rescue Plan) fund that may be available to the district and how we can access these funds. From what I have discovered that funds for special district will be given to the local county government, and then they will distribute it to the special districts. I've emailed Tom Eisenman, Park County Manager, to find out how much funding will be available to us. Tom replied to my email that he will get back to me with a date and time to meet and discuss this. I have not heard back from him yet and will follow up this week. I've been reviewing our 2021 budget that Adelina has provided me. I do need the actual year to date numbers for better forecasting for the remainder of the year.

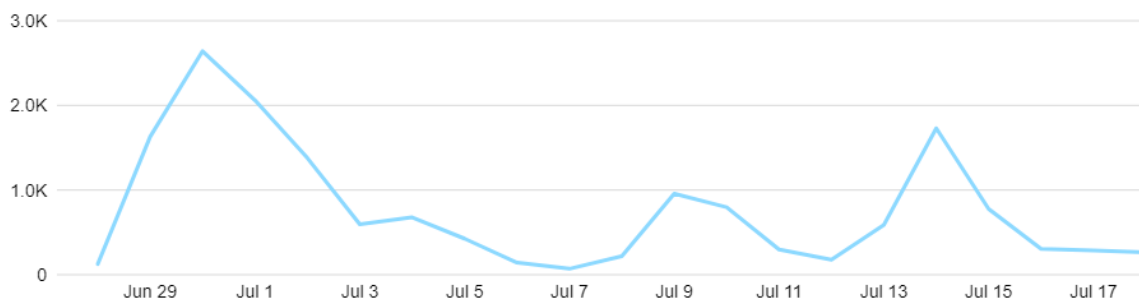
I've met with most staff individually, since my start date, to learn more about them, and for them to learn more about me. I have a staff meeting scheduled for this Wednesday, July 21st. It has been wonderful working with Carrie. She does an outstanding job.

I've been posting more information to our Facebook and Instagram accounts to increase our public engagement. Since June 28th our Facebook reach has increased by 423%; however, our Instagram reach has decreased by 9.5%. I will work on increasing our reach on Instagram. This is where Tessa can be of help since she has a good understanding of social media engagement. My only concern with Tessa is that I personally don't see much intuitive from her to get more involved.

#### Results

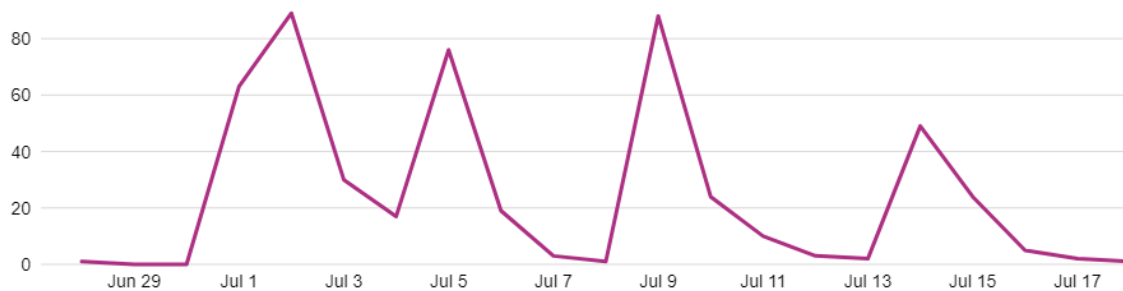
Facebook Page ⓘ

Reach  
6,967 ↑ 442.6%



Instagram ⓘ

Reach  
191 ↓ 9.5%

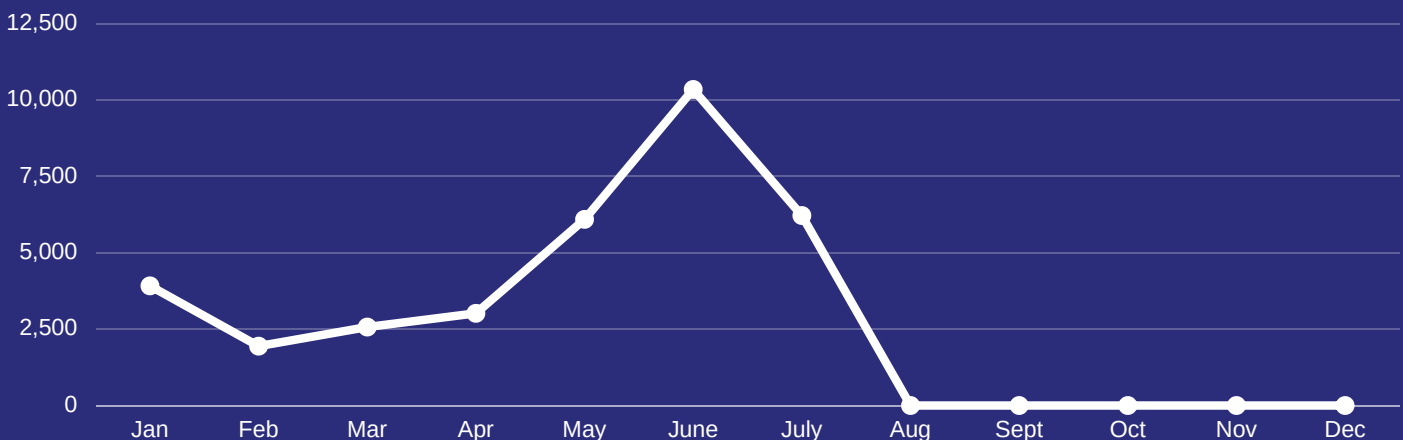


I have scheduled a couple of sessions of summer swim lessons starting on Monday, July 26th. We got the information out this past Wednesday and since then we've had 17 registrations. I will be the main instructor for these sessions; however, I'm training some of the lifeguard staff, who have shown interest in teaching swim lessons, so I don't have to continue teaching and take me away from my office work.

Lastly, I've done lots of work on our website to integrate the Mindbody platform in our website to make online membership and program registration sales. Our guests can now create an account online on our website to manage their memberships and class registrations. We are finding some technical issues for registrations which I'm working on with the assistance of the Mindbody technical team. Carrie and I had an online meeting with our Mindbody representative, so we can utilize all the tools that are available to us on there platform for streamlining a lot of our work online through one platform instead of multiple platforms that we are currently using. Carrie is working with Mindbody for utilizing there payroll tools, so we can stream line that process as well.

# MONTHLY SALES REPORT JUNE/JULY

In the month of June we had \$10,343.5 in sales, and in July to date we've had \$6,218.21 in total sales. Please see attached sales reports provided through the Mindbody system.



# ISSUES + CONCERNS

We have an issue with the air temperature in the pool area and it's causing large amounts of water loss due to evaporation. I've been working with Andrew Newton from Tolin Mechanical on this issue. He has figured out the part that needs to be replaced. I have received a quote for \$1,463 for replacing this part (please see attached). We have a lot of water loss in the pool and some of the staff believe that we have a leak. However, there are no visible leaks. We experienced this exact thing about 10 years ago or so that we hired a company to pressure test all of our pool water pipes to find out if we have a water leakage issue under ground. The results were that we had no water leaking under ground and we fixed the issue by raising the air temperature in the pool area (I'll explain this more at the meeting). Andrew and I also have discussed an auto fill system to keep the water level at it's ideal level. I receive a quote from Tolin Mechanical for \$7,965 to do this work (please see attached).

Other important facility issue that we need to address is protecting the ceiling in the pool area. You will not find any other pool areas that the ceiling is exposed insulation. The moisture and chemicals in the air in a pool area can cause tremendous damage to the exposed insulation. This type of insulation should last almost the lifetime of the building and should not be replaced, but the damage the moisture and the chemicals in the air causing pieces of insulation to continue falling down on the pool deck and in the pool. We also need some asphalt work done at the entrance of our parking lot. The skate park has unfortunately has been tagged with graffiti which needs to be removed. I have picture on my phone that I'll share with you at the meeting. This is another investment that needs to be protected and the way to do it is by providing security cameras out there, so if it ever gets tagged again, we can hopefully find the culprit.