



To: Park Board Commissioners
 From: Executive Director Reuter and Senior Leadership Team
 Date: March 5, 2021
 Re: WEEKLY MEMO

Dates to Remember:

Date	Event	Time
March 7	Gymnastics Tumbling Meet, Glen Ellyn Park District	9-10:30am
March 12	Off Their Rockers Theatre Workshop Performance, FVRC	6:30pm
March 17	Forever Young Luck of the Irish Game Day, FVRC	10am-Noon
March 19	Days Off Club, SRC	6:45am-6:30pm
March 20	Family Spring Fling special event, FVRC	8am-Noon
March 20	FVF Member Appreciation, FVRC	9-11am
March 20-21	One Nation Adult Softball Tournament, McCaslin	8am-11pm
March 21	Doggie Egg Hunt, Bark Park	1-2pm
March 24	Job Fair, FVRC	4-5:30pm
March 29-April 2	Days Off Club, SRC	6:45am-6:30pm
March 29-April 9	Preschool Spring Break	All Day
March 30	Moving Day for Preschool from ETRC to SRC	All Day
April 5	Days Off Club, SRC	6:45am-6:30pm

Strategic Goal and Initiative #1

Take Care of What We Have

- FVRC
 - First quarter preventative maintenance completed on equipment at FVRC Fitness. Division Manager awaiting quote on needed repairs.
 - Room 103 (Premier Room) has been painted, new flooring, baseboard, blinds, lighting and refrigerator installed. An 85 inch Sony Smart TV and sound bar installed and restroom converted into adult ADA compliant facility with sink and toilet.
- SRC
 - Preschool Front of Building (Room 1) has been painted, new flooring and baseboards installed. Cabinets and ceiling tiles will be installed by staff. Electric work completed to isolate light switches.
 - Preschool (Rooms 4 and 5) wall added separating rooms and adding Jack and Jill work room with observation windows. Relocated and installed new sprinkler heads. Electric work to isolate switches and move two lights completed.
 - REC Office HVAC System modifications were made to the controllers. System appears to be running efficiently right now. Contractor suggested six electric oil based heaters be installed

and placed under the windows; quote will be provided. Contractor suggested a wind baffle be installed around the outside unit; quote will be provided.

- PARKS
 - Staff spent considerable time working on snow removal for the District. Snow removal doesn't end when the lots and sidewalks are cleared. There is maintenance, repair and cleaning of equipment after each event.
 - Staff had the large mower in for annual maintenance. This is budgeted for the first time ever in the hopes of reducing repair time in the summer mowing months and assisting with sudden maintenance repairs.

Strategic Goal and Initiative #2

Improve Financial Position

	2021 - YTD	2020 - YTD
Swim Team Conditioning	\$1,165	Not Offered
Virtual Group Fit	\$99	NA
Fitness Daily Pass	\$5,210	\$2,257
Rental Revenue	11,297	12,259

- 2021 interest received from IL Trust investments – fund balance money - 18 month CD matured with \$4,629.65 in interest. Year to date we have earned \$8,694.85 in interest.
- 2021 interest received from IPrime (PMA) investments – this is the balance of capital funds - 18-month CD matured with \$6,825.30 interest; reinvesting \$249,500 for 15 months at 0.15% net rate, due to mature May 18, 2022. Year to date we have earned \$6,825.30.
- 2020 Audit fieldwork has been completed; statistical information has also been gathered. Final GASB reports being reviewed. First draft due from Auditors by March 12, 2021.
- Staff from Administration and Recreation worked together to gather, inventory and catalogue office supplies throughout SRC. This was part of our preparation to make room for preschool to share the facility. Lots of items pulled together; it will help control office supply costs.
- Staff were informed in early February that the Simkus church rental that meets on Sunday mornings had decided not to return due to low membership. A different church inquired recently and a tour was given. This new church decided to move forward and will begin renting on Sundays from 10am-Noon starting March 8, 2021.
- Community Relations Supervisor successfully secured a Winter Basketball Sponsorship from DICK'S Sporting Goods for \$300 and Digital Advertising Sponsorship from Andigo Credit Bureau for \$795.

Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

- Re-opening work has begun on Coyote Crossing Mini Golf facility. The glass case inside the building was removed and will allow for more spacing for concessions along with equipment storage. A lengthy start-up/to do list was created for both inside and outside. With the cooperation of melting snow and good weather, the plan is to open for pop-up dates in late March during spring break.
- Announcements by emails and/or social sent to Preschool Parents regarding move to SRC. The Press release is prepared but not yet sent.
- New firewalls have been ordered for Maintenance and Mini Golf. Sterling will set them up before sending them to IT for installation.
- Work continues on turning SRC into a Wi-Fi friendly facility. Most work is being done in the evenings to avoid disruption to staff and programs. Expected completion by end of the month. We

will then include/promote the feature as a benefit to renters, and general customers. The sign-on process will also allow for cross promotional advertising of programs/activities.

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

- There are currently 34 students in the Remote/Hybrid Learning program.
- Fountain View Fitness to begin fitness programming with WDSRA Rec and Roll program in the coming weeks.
- Registration staff has reported that the “in-person” registration at Simkus has picked up.
- Parks Staff assisted the Rotary Club by cutting materials for approximately 50 desks to be distributed to the community to children who do not have desks at home and may not have a desk to do their virtual school work. These desks will serve to fulfill that need for free.

Strategic Goal and Initiative #5

Develop Parks and Facilities

- A USB mixer and cable kit, a Victure 1080 webcam with dual microphones, and a camera mount tripod stand arrived at FVRC for Room 206 Group Fitness Classes. This equipment will improve visual quality broadcasting classes over Zoom as well as prevent sound issues and allow the instructors to maneuver the production equipment more easily.



Strategic Goal and Initiative #6

Foster a safe and welcoming environment

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

	2021 - YTD	2020- YTD
Swim Team Conditioning	39	NA
Private Swim Lessons	59	47
Lap Swim Memberships	30	25
Virtual Group Fitness Classes	672	NA

- Groupon contract initiated for Coyote Crossing Mini Golf - May 1 through October 22.
- Monthly program evaluation surveys have resumed, beginning in January. Surveys were suspended at start of lockdown due to no programming. The January evaluation survey results are in, with 180 sent and 25 completed (14% response rate). We’re pleased to report that 100% of respondents believe that our instructors met or exceeded their expectations, the content of the program met or exceeded their expectations, the program started on time, the location was convenient, the facility was clean, and they would recommend the program. 96% said the overall value of the program was excellent.
- The Athletic Supervisor met with the inter-village soccer league. The plan is to start the season on April 10 for games and play a normal 8 game regular season.
- All indoor adult leagues started within the last week, but numbers are lower for all of the leagues compared to the past. Adult Basketball League has 8 teams, Adult Volleyball League has 11 teams and Adult Floor Hockey League has 4 teams.

- A Cartwheel and Back Walkover Workshop is running for the first time with five enrolled. It was offered twice before this session but did not meet minimum enrollment. Gymnastics enrollment is trending upwards.
- In February, auditions/tryouts were held for both Forte Dance Company and Springers Gymnastics Team.
- All Preschool classes are now full. There are three in-person classes with 12 students each and three virtual classes with 10 students each, for a total of 66 preschoolers.
- In-person preschoolers enjoyed playing in the snow on February 26.
- A new Forever Young Walking Club will begin on March 20. We have 12 registrants and enrollment is still being accepted. Participants will meet at various parks throughout a six week period for a 1-2 mile staff-led walk.
- Valentine's Luncheon for Forever Young was held at Fountain View Recreation Center. The event was attended by 18 participants who dined on Rocco Vino's pasta and participated in Love Songs Trivia/Valentine's Day puzzles. Pianist, Mark Hoffman, entertained the guests with fun sing-along songs and creative new pieces.



Strategic Goal and Initiative #8

Highest Quality Staff & Team

- Staff attended a meeting with DuPage County Health department on how to safely open outdoor aquatic centers under the COVID restrictions and rules.
- Community Relations Supervisor attended sponsorship huddle with other recreational professionals to discuss how to navigate sponsorship opportunities during the pandemic.
- 2020 Performance Reviews have been completed for all staff. Merit increases (capped at 1.5%) will be reflected in the March 19 payroll.
- Orientation/training has begun for the new part-time HR/Payroll Coordinator.
- Two new parks specialists were hired and started in mid-February.

Miscellaneous News You Can Use...

- Year in Review 2020 – design and content gathering is underway. This year's document will only be produced in electronic format which allows for a more comprehensive document, more pages, and more pictures. Expected delivery at end of first quarter.
- Administration staff worked with Corporate Counsel to finalize paperwork to disconnect select parcels from the Wheaton Park District at Community Park. Once that process is complete, we will commence the formal annexation of those parcels to the Carol Stream Park District, and work with County to reassign parcel PINS. This step will be important to future grant applications.
- **COVID Vaccine for CSPD Staff**
After reaching out to our partner school districts, we have been successful in partnering with District 93 to vaccinate park district staff. On February 26, we were offered 19 vaccine slots. On Monday, March 8, District 93 has extended us participation in another vaccination clinic at Glen Oaks Hospital. Staff not already offered a vaccine will receive an email with a link to register as well as important information regarding the vaccine clinic.