



To: Park Board Commissioners
 From: Executive Director Reuter and the Senior Leadership Team
 Date: October 22, 2021
 Re: WEEKLY MEMO

Dates To Remember:

Date	Event	Time
October 28-29	Preschool Halloween Parties, SRC	9-3pm
October 20	PDRMA Claims Committee Meeting	
October 20	Halloween Potluck and Party, FVRC	12-1:30pm
October 21	OTOM, Meeting, SRC	2-3pm
October 25	IPRA Webinar, Vaccine Mandates & COVID Testing for Employees	2-3pm
October 27	Vaccine Booster Clinic, FVRC	9am-1pm
October 28	Fun Squad Meeting, FVRC	2-3pm
November 4	IAPD Legal Symposium	Nov 4

Strategic Goal and Initiative #1

Take Care of What We Have

- FVRC
 - New LED fixtures are being completed in Room 206. Room 201 has been completed.
 - Geothermal system not working properly.
 - Geothermal contractor was at FVRC on 10-19-21 and made adjustments that enabled the system is run again.
 - On November 2 all vendors involved in the operation of the system will meet at FVRC in an attempt to resolve.
 - Met with Lakeland HVAC to discuss the possibility of replacing ALC.
- PARKS
 - Dog park fence is going in around wetland area. Everything is completed except the gate to access the native area if needed.
 - Sports fields getting aerated and slit seeded.
 - Two trees cut down, one at Sundance Park and one at Tedrahn Park; stumps ground down by contractor.
 - Splash pad and garden plots shut down for the season.
 - Staff helped with Munchkins and Pumpkins event help at Armstrong Park. Staff picked up straw bales and a jump house, and drove the tractor for the hay ride through the park.

- CCWP, McCaslin, CCMG
 - Held meeting with facility supervisors to discuss and plan end of season closing at these facilities.
 - The conversion to LED light fixtures at mini golf has been completed.

Strategic Goal and Initiative #2

Improve Financial Position

	2021 – YTD	2020 – YTD
Concessions	\$248,861	\$95,240
Park Shelter	\$15,980	\$4,680
FVRC & SRC Rentals	\$61,574	\$32,386
CCMG Facility Rentals	\$6,342	\$1,122
Youth Birthday Parties	\$12,468	\$4,433
Coyote Crossing	\$88,249	\$61,634
Family Special Events	\$15,921	\$14,172
Private Swim Lessons	\$29,914	\$13,180
Swim Team	\$35,435	N/A
FVF Memberships	\$499,397	\$388,489
Corporate Memberships	\$84,611	\$67,284
Fitness Daily Passes	\$22,277	\$2,970
Personal Training	\$24,230	\$16,860

- The District received a rebate of \$1,377 from purchases made on its BMO P-Card from 2020 through August 2021.
- An October 15 disbursement of Property Taxes in the amount of \$70,239.75 was received. Year to date we have collected \$9,143,574.81 in taxes representing 101% of what was budgeted.
 - Disbursement of Personal Property Replacement Taxes was received October 12 in the amount of \$38,610; year to date we have received \$141,108.
- Elk Trail Recreation Sale Update; Buyers attorney has notified the District's attorney that the loan is under conditional approval; good news. The buyer was required to form a new corporation as part of the process. We are expecting another update soon, and feel that we should be able to close in the next week or two.
- Finance team is gathering year end forecasting information from Recreation and Parks managers to compliment statistical information already compiled. This exercise will help project year end results, and guide preparation of tax levy and final budgets for next year.
- Concessions was open for a swim meet at Fountain View. This is the first time FVRC concessions has been open since early 2020. Total revenue was \$372.
- Home Plate Concessions was open for a weekend Seminole Youth Baseball tournament and total revenue was \$4,949.
- Not So Scary Golf was held at Coyote Crossing Mini Golf. Participants played mini golf with theme music, Halloween décor, and special prizes. Rain hampered the success and the facility was only able to be open two hours, before closing due to inclement weather. There were 42 admissions sold for a total revenue of \$252.
- Secured Sponsorship – Special Family Event-Haunted Golf - JT's Corner Tap - \$300.
- Secured Sponsorship – Special Family Event-Haunted Golf - Consumer's Credit Union - \$250.

Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

- Community Park will be added to the District's Banner Rotation Schedule to help promote programs, activities, and increase our presence in the surrounding area.

Strategic Goal and Initiative #5

Develop Parks and Facilities

- WT Engineering group sent the first draft of their proposal for Coral Cove Water Park but we are working with WT to make some changes to the proposal.

Strategic Goal and Initiative #6

Foster a Safe and Welcoming Environment

- Vaccine Booster Clinic at FVRC – Superintendent of Human Resources will coordinate with the Village of Carol Stream the October 27th Vaccine Booster Clinic. See info below from the Village of Carol Stream:

Carol Stream and Park District to Host Vaccine Booster Event



The [Village of Carol Stream](#) in partnership with the [Carol Stream Park District](#) and [Jewel-Osco](#) will be hosting a COVID-19 Vaccine Booster event. Qualifying individuals are invited to join us at the Fountain View Recreation Center on Wednesday, October 27th. Pfizer booster shot appointments will be available from 9:00 a.m. until 1:00 p.m. Next week we will send a special newsletter with the sign-up link.

Following the [Centers for Disease Control](#) and Prevention's recommendation, the following people are eligible to receive a booster dose of the Pfizer COVID-19 vaccine:

1. People who are 65 years and older, residents in long-term care settings;
2. People aged 18-64 years with underlying medical conditions;
3. People aged 18-64 years who are at increased risk for COVID-19 exposure based on their occupational or institutional setting.

Booster recommendations only apply to individuals who completed the two-shot series of Pfizer-BioNTech at least 6 months ago. **Individuals who received Moderna or Johnson & Johnson COVID-19 vaccines are not currently eligible for boosters and mixing vaccines is not recommended.**

- Superintendent of Human Resources and Facility Manager will complete Slip, Trip and Fall assessments for FVRC, Fountain View Fitness, Fountain View Indoor Pool, SRC, CCWP, CCMG, and McCaslin Concessions as part of PDRMA's upcoming Risk Management Review. Assessments are due back to PDRMA by October 22nd.

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

	2021 – YTD	2020 – YTD
Smash Bros E-Sports Tournament	21	16
Fall Pickleball League	22	0
Adult Fall Basketball League	4	0
ActivKids Enrollment (Before and After Care School Year Schedules)	842	0
ActivKids Enrollment (Before and After Care Flex Passes)	354	0
Days Off Club (Fall Enrollment)	85	49
Swim Team	119	N/A
Private Swim Lessons	225	73
Lap Swim Memberships	215	45
Personal Training Sessions	487	366

- New Registration Banners - All Seasons have been ordered for 2022.
- A direct mail campaign will deliver a postcard to 16,930 Carol Stream households and 1,455 nonresident addresses households by November 17 promoting that the winter program registration is now open, includes a QR code to the digital guide, and a QR code link to submit your email information to the Park District for a chance to win a gift certificate. In addition to getting the District’s brand in front of every resident again – we want to build our email database of resident’s who have not previously registered for a park district program.
- Two photographers have been scheduled to shoot various photos of events, sports, and in-house programming through mid-December.
- Marketing and Recreation staff worked together to create a “Reactivation Campaign” to former fitness members, pool and track members.
- The Athletic Supervisor met with Winfield and Warrenville to discuss the 2022 Winter Basketball season. Topics included season start date, tournament, and team deadlines. The Carol Stream Park District will do a co-op 5th/6th grade boy and 7th/8th grade boys to make the leagues more diverse and give the kids more opportunities to play.
- The Second Annual Haunted Golf was held on October 16. This year, a beer tasting was added to the event. 79 participants mini-golfed through a “haunted” course while sampling 10 different fall brews. Preschool classes visited Hampe Park for a field trip on October 14-15.
- The Dolphins swim team held its first dual swim meet in over a year at FVRC on Oct 16. Preschool took a walking field trip to Hampe Park



- ActivKids Before & After Care photos:



- Smash Bros E-Sports Tournament YTD
 - 2021: 149 total participants
 - 2020: 45 total participants
- Our 10U and 12U baseball playoffs ended this past weekend, and we have both levels include Carol Stream teams in the championships! 10U winner was the Braves and runner up was the Blue Jays and 12U winner was the Diamondbacks and runner up was the Cubs.



Strategic Goal and Initiative #8

Highest Quality Staff & Team

- Walk-In Wednesdays and Meet Us Mondays are being promoted this fall for onsite interviews for our open positions. These recruiting events will take place on November 10, November 22, December 8, and December 20.
- Pat Kolp has been hired as the new Recreation Coordinator of Special Events, Rentals and Concessions. Pat has been working as a Recreation Attendant since March of 2021 and is very familiar with McCaslin Park and other parks and facilities. He has his Bachelor of Science Degree in Recreation, Park and Tourism from Western Illinois University. Pat has begun his training in his new role.
- PDRMA has accepted the District's offer to host a HELP Workshop in 2022; an HR Training Workshop for supervisors. By hosting the workshop, we will be offered two complimentary slots for the event.
- Halloween Party and Potluck – The Fun Squad has planned the annual Halloween Potluck and Party for Wednesday, October 20 at FVRC. Staff is bringing food for the potluck and the Fun Squad will have games, a costume contest and a pumpkin decorating contest.
- All staff who are not enrolled in Direct Deposit have been notified that the Post Office has informed us to expect delays in mail service. Staff may have to wait an average of 3-5 days to receive their paychecks in the mail and we are encouraging these staff to enroll in direct deposit. So far, two of these employees have enrolled in direct deposit.

- Human Resources, Marketing and Recreation Staff are working on a campaign for Walk in Wednesdays/Meet us on Mondays recruiting event. We are going to pilot this new program in hopes to provide a quick and easy way for potential new staff to stop in, get interviewed and potentially receive a job offer all on the same day.
 - Scheduling a training with WDSRA on inclusion for the Registration and Membership Services Staff.
- We are hosting a Certified Pool Operator class on December 14 and 15. We have been provided with two slots in the class for hosting.

Miscellaneous News You Can Use...

- We have contracted Wight & Company to create an updated Park District boundary map; this is CAPRA requirement, and also supports grant applications as the District continues to seek additional funding to support its capital improvement plans.
- PDRMA Health Open Enrollment 2022 preparation is underway. and will begin the open enrollment process with staff.