



To: Park Board Commissioners
 From: Executive Director Reuter and the Senior Leadership Team
 Date: January 10, 2021
 Re: WEEKLY MEMO

Dates To Remember:

<i>Date</i>	<i>Event</i>	<i>Time</i>
January 5, 6, 7	Days Off Club, SRC	6:45am – 6:30pm
January 5	DEI Committee Meeting	1pm
January 6	Safety Committee Meeting	10am
January 6	GBN Swim Meet, FVRC	5-7pm
January 17	Days Off Club, SRC	6:45am-6:30pm
January 22	Dolphins Swim Meet, FVRC	1-4pm
February 5	Sweetheart Dance, SRC	6:30-9pm
January 5, 6, 7	Days Off Club, SRC	6:45am – 6:30pm
January 6	GBN Swim Meet, FVRC	5-7pm
January 17	Days Off Club, SRC	6:45am-6:30pm

Strategic Goal and Initiative #1

Take Care of What We Have

- FVRC
 - Isolation valves “discovered”. Need to determine what areas each shuts off.
 - Discovered that the cabinet wall heater at the end of the pool family restrooms hallway was not on, probably never on since building opened. Heater is now on and functioning properly. Also confirmed that all cabinet wall heaters settings were properly set and functioning.
 - Contractor on site on January 4 to address issues with the building fans.
 - Vinyl repair of fitness benches and equipment was completed January 3.
- SRC
 - Isolation valve “discovered” in the men’s restroom. Need to determine what it shuts off.
 - Ceiling fans installed in Rooms 2 and 6.
 - Ceiling tiles purchased for Rooms 2 and 6. Need to purchase for Room 3.
 - Quote has been requested for bottle filler for Room 6 to replace spittoon.
- CCWP
 - Pumps in filter rooms continue to be manipulated (spun/turned on and off) twice per week as well as monitoring the temperature of the remote pump room.
 - Met with flooring contractor who will be providing quotes for new flooring.

- ETRC
 - Director Hamilton has met with the potential buyer twice per the request of the District's legal counsel.

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

- Deposits received:
 - \$1,500 PDRMA Loss Control Incentive for 2021
 - \$4,858.85 CS Youth Travel Basketball (Affiliate fees)
- 2021 interest received from IL Trust investments & Liquid \$15,923.62.
- 2021 interest received from IPrime (PMA) Cap R/R investments & Liquid \$11,791.23.
- 2021 interest received from IPrime (PMA) 2021 Capital investments & Liquid \$364.76.
- 2021 Property Taxes:
 - 2021 Final Total \$9,227,550.37, 101.9% of budget;
 - 2020 Final Total \$9,317,525.26, 100.2% of budget
- State of Illinois checks for Personal Property Replacement Taxes (Corporate Taxes):
 - \$149,119.58 for 2021 Final
 - 84,943.55 was 2020 Final
- Removed final FVRC POTS line for the elevator and replaced with County approved alternate VOIP solution. POTS line cost was \$117.51/month, new VOIP cost is \$32.30/month; savings @\$85.21/month or @\$1,022.52/year.
- Received \$2,300 credit to Facility Manager's BMO Pcard in response to dispute of duplicate charge by Express Board Up. Vendor deposited our check that was received later than expected even though we allowed them to charge our credit card instead. After seven weeks of non-responsive calls and emails to the vendor, a dispute was started with BMO with appropriate backup of duplicate payment sent to them. To date, no contact has been received from vendor.
- 1/1/22 Bond payment ach of \$374,212.50 for 2016 series was completed December 23, 2021.
- Finance staff had a Zoom meeting with auditors to discuss upcoming 2021 audit and associated dates.

Strategic Goal and Initiative #5

Develop Parks and Facilities

- There is a scheduled kick off meeting for Park on the Green on January 10. That meeting will formally begin the process of re-developing Park on the Green and keep us in line with our Parks Analysis performed in 2020.
- A kick off meeting for Coral Cove Water Park renovations will be held on Tuesday, January 11.
- Director Hamilton is in the process of developing an RFP package to re-surface the water slides at Coral Cove Water Park.
- Director Hamilton will be releasing the mowing RFP package.
- Director Hamilton received notification that we are being considered for the Pollinator Program Grant which would supply plant materials in the form of plugs for the Bark park wetland area.

Strategic Goal and Initiative #6

Foster a Safe and Welcoming Environment

- Maintenance staff is reverting back to various COVID protocols including, but not limited to, additional sanitizations, additional cleanings, etc.

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

	2021 – YTD	2020 – YTD
All Star Basketball Camp	13	0
Dance	739	319
Days Off Club	537	446
Gymnastics – Instructional	867	473
Holiday Hangover 3v3 Adult Basketball Tournament	5	0
Lap Swim Memberships	234	45
Personal Training Sessions	621	564
Private Swim Lessons	239	73
Super Smash Brothers Tournament – December	12	0
Swim Team	127	N/A
Youth Basketball League	383	123
Youth Dodgeball League	149	0

- Holiday Dance Showcase took place December 12 in the SRC gym with 91 participants across 14 dance classes and three dance companies. The 1pm show sold 316 tickets (\$948) and the 3pm show sold 205 tickets (\$615). Candy grams were sold as a fundraiser, 51 candy grams in advance and 66 onsite, for \$117 in additional revenue.



- All eight days of winter break Days Off Club ran this year compared to only three days in 2020. We also had enough enrollment to run Before Care each day and five days of After Care. Special events and theme days included Movie/PJ/Popcorn day, Swimming at Fountain View, Gymnastics, Theatre demo from our Theatre Coordinator, Music Day, Lincoln Marsh, Winter Wonderland, and Giant Yard Games.

- Families were invited to the 4-year-old preschool Holiday Sing-A-long on December 17 at Fountain View Recreation Center.



- Our first Play in a Day workshop had 23 participants ages 7-13 and performed ELF for families on December 20 at Fountain View Recreation Center.



- Springers Gymnastics Team competed in a tumbling meet with four teams and 90 tumblers on December 11. Results: Newcomer – 1st place, Advanced Beginner 1 – 2nd place, Advanced Beginner 2 – 3rd place, Novice 1 – 1st place.
- Grinchmas was held at Coyote Crossing Mini Golf. There were 272 participants who walked through “Whoville” playing games and meeting with Cindy Lou Who, The Grinch, Cody Coyote, Rudolph and Santa.



- Glitzy Girls Parent/Child Annual Holiday Gift Boutique one-night event was held with six couples enrolled.
- Double the Fun Drawing class by Young Rembrandts featured several projects along with instruction to learn to draw whimsical characters, animals, everyday objects and action scenes. Six children were enrolled.
- Direct Mail Campaign - Winter Postcard.
 - Emails collected from QR code = 79.
 - Delivered to 16,930 Carol Stream households and 1,455 nonresident addresses November 17.
 - Winner was drawn on December 20. Voicemail was left and email sent to winner. Front desk notified and credit for gift certificate was placed on account.
- PDF Guide - Spring 2022.

- The PDF version of the spring 2022 guide is out for review with deadline of January 7 when it comes back to marketing for editing.
- Second draft will be ready for review January 14.
- Spring postcard still out for review. Marketing needs to get to printer by January 19 for mailing on February 11.
- 2021 Monthly program surveys:
 - November – sent 234 – 31% opened (42), 13 submissions for 5.5% return rate.
 - December – sending Friday, January 7.

Strategic Goal and Initiative #8

Highest Quality Staff & Team

- Seven applicants attended the December 8 Meet Us Monday interviews. No applicants attended Walk-in Wednesday interviews on December 20.
- The Athletic Manager held a Rec Attendant meeting to go over the upcoming basketball season. Points of emphasis during the meeting included using the scoreboards, raising and lowering the hoops and curtains, and COVID guidelines going forward.
- The Park District, along with PDRMA Health will be hosting a health screening for all full-time employees who are enrolled in medical insurance with PDRMA Health. Superintendent of Human Resources and the Human Resources Coordinator will be participating in a webinar on November 8th to learn more about the upcoming program. Our screening date is set for Friday, March 18, 2022.
- The Fun Squad hosted a Holiday Party and Potluck on December 16th. Approximately 40 staff were in attendance and enjoyed a good food, a grab bag exchange, fun games and lots of comradery!
- Superintendent of Human Resources and Human Resources Coordinator attended the HR Roundtable Zoom Meeting on December 29th. We discussed the upcoming Illinois OSHA ETS (Emergency Temporary Standard) that is scheduled to take effect in February.
- Blogged “Anne Gerrick Resolution” with photos and “Jim Reuter video holiday greetings”. Shared to social media.
- Supervisors received spreadsheets with their staff’s current rates of pay. Anyone who needs minimum wage adjustments will be noted on these spreadsheets and the Human Resources Coordinator will update to comply with State deadline. Staff will receive an email confirming their new rates of pay.
- New 5/3 PCard implementation training completed. Eight cards were distributed to staff for pilot group; setting up user ID’s for online platform “Sgd2” expense reporting. This Pcard rebate program is expected to be double that of the previous card’s program.
- Paid final COVID unemployment claim through September 4, 2021 date; \$1,305.75 per Unemployment Consultants.
- Budget/Appropriation Ordinance public hearing notice was published on December 29, 2021 in the Daily Herald.
- 2021 Tax Levy Ordinance with Truth in Taxation certification was filed with DuPage County before the December 28, 2021 deadline.

Miscellaneous News You Can Use...

- Superintendent of Human Resources and Director of Finance provided PDRMA with feedback on the current unemployment company that PDRMA retains to assist its members with the unemployment process.

- COVID has hit the District pretty hard following the Christmas and New Year's Holidays. The COVID Coordinator is working very closely with Senior Leadership on the new cases and exposures to our staff.
- IT is still gathering old PCs and equipment for a recycle pile.
- IT working on quotes for fiber and internet services.
- IT is looking at the new requirements to qualify for our Cyber liability insurance from PDRMA and will plan to meet those requirements by order of importance.