



To: Park Board Commissioners
 From: Executive Director Reuter and the Senior Leadership Team
 Date: March 11, 2022
 Re: WEEKLY MEMO

Dates To Remember:

<i>Date</i>	<i>Event</i>	<i>Time</i>
March 2	All Staff Meeting	1:15pm
March 3	Fun Squad Committee Meeting	10am
March 9	Annual Safety Training – FT and RPT Staff	1:15pm
March 10	CAPRA Meeting	10am
March 10-11	Preschool Spring Pictures, SRC	9am-3pm
March 11	Scerbo Baby Shower	2pm
March 15	DEI Committee Meeting	2pm
March 16-17	Dress Rehearsals for The Little Mermaid Jr., GBN	4-9pm
March 17	Green River Floats	2pm
March 18	PDRMA On-Site Screenings	7:30am
March 18	Blue Cast Performance of The Little Mermaid Jr., GBN	7pm
March 19	Green Cast Performance of The Little Mermaid Jr., GBN	7pm
March 19-20	One Nation Survivor Weekend, Adult Softball McCaslin	All Day
March 20	Swim Team Conference Meet, McHenry High School	1-4pm
March 25-27	Seminole Sports Youth Baseball Tournament, McCaslin	All Day
March 28-April 1	Days Off Club (Spring Break), SRC	6:30am-6:30pm
March 29-31	Dancenastic Camp, SRC	9:30am-3:30pm
April 1-3	JP Sports Youth Baseball Tournament, McCaslin	All Day
April 7	Adult Softball Tournament, McCaslin	6-10pm
April 8-10	Seminole Sports Youth Baseball Tournament, McCaslin	All Day
April 14	Adult Softball Tournament, McCaslin	6-10pm
April 14-16	Seminole Sports Youth Baseball Tournament, McCaslin	All Day
April 21	Adult Softball Tournament, McCaslin	6-10pm
April 22	Youth Baseball/Softball Opening Day, McCaslin	6-9pm
April 29-May 1	Seminole Sports Youth Baseball Tournament, Armstrong	All Day
April 30-May 1	One Nation Moneyball Adult Softball Tournament, McCaslin	All Day

Strategic Goal and Initiative #1

Take Care of What We Have

- FVRC
 - The new lap pool heater has been ordered. Delivery is expected in 6 to 8 weeks. Installation is planned during the annual summer cleaning/shutdown, unless the

unit begins to show signs of failing. Then, staff will move quickly to replace the unit.

- Facilities Manager filed a claim with PDRMA in regards to the drivers for the pumps to the geothermal system. Our HVAC contractor firmly believes they were all effected by an electrical outage on November 28. Seven variable speed drives to replace the seven no longer functioning properly were ordered. Two were received are being installed. Five are on backorder.
- SRC
 - Parks staff built a closet with a door as part of the Dance Room renovations.
- CCWP
 - Final bid documents for the renovations are nearing completion. They will be delivered to the District this month for review. Once reviewed, the bid will be opened to the public for bidding.
- CCMG
 - Shingles color has been selected, and vendor selected to replace the roof at Coyote Crossing; this is a budgeted project.
- PARKS
 - Parks Manager working on getting trade in quotes on the Toro 5900, Zero turn mower, and enclosed tractor from John Deere with the hopes of trading them in on new equipment/vehicles budgeted in 2022.
- FACILITIES
 - Parks & Facilities Director and Facilities Manager met with Sunvest, a solar company. The representative will be providing us with a feasibility study for solar panels at three of our facilities; FVRC, CCMG, and the maintenance building.

Strategic Goal and Initiative #2

Improve Financial Position

	2022 – YTD	2021 – YTD
Adult Dance	\$850	\$347
Awesome Adventure Camp	\$300	\$0
Dance Recital	\$14,681	\$4,661
Forever Young Day Trips	\$5,285	\$208
Forte Dance Company	\$4,952	\$4,530
Seasonal Dance	\$4,091	\$2,322

- Administration staff submitted a formal Letter of Intent to DuPage County in the amount of \$30,411 for COVID related expenditures incurred since March 3, 2021. This is the first step in being qualified to receive any reimbursement of funds earmarked through the American Rescue Plan. We will be notified by the end of March as to whether or not the expenses will be approved for reimbursement.
- A multi-department Naming Rights Committee is working on a promotional webpage to sell the naming rights to McCaslin Park. Staff have identified elements and information that should be included in the site. A short preview will be shared with the Board at the March 18 meeting.

- Secured a volleyball rental group that will run one volleyball tournament each month out of Fountain View Recreation Center.
- Met with the owner of Midwest Sports Training, Inc, which is an indoor turf facility located in West Chicago, to discuss possible opportunities for indoor space, camps, and programs. There is also an opportunity to work with them for sponsorships.
- Advertising – Bodyworks Medical Center - \$2,800
- Adult Sports Sponsorship Vendor Table – Bodyworks Medical Center - \$360
- Swim Sponsorship Vendor Table – Bodyworks Medical Center - \$120
- Life Care-Life Mart, the agency managing benefits for FED EX GROUND (located in Carol Stream), has accepted our proposal to offer FED EX GROUND employees a membership at Fountain View Fitness Center, at a corporate membership discounted fee. It is now available on the FED EX GROUND company benefits portal under FED EX EXCLUSIVES.

Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

- IT is coordinating the installation of a building wide public announcement system at Fountain View Recreation (there is not currently a system in place). The system will support general customer announcements, security/safety announcements, and program announcements. This is phase one of the project and will include the base system and all public hallways on the main level. Vendor will be on site late this week to begin work.

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

- Division Manager and Recreation Supervisor laid out two additional pickleball courts at Simkus to allow us four courts. We are now able to host more teams and players for the game of pickleball.

Strategic Goal and Initiative #5

Develop Parks and Facilities

- Recreation Supervisor met with the Parks Department at Coyote Crossing to discuss new obstacles for the course. Obstacles will be ready by March 23 and are being constructed in house by the parks team.
- Walters Park is the next park that is slated for replacement in the Capital Improvement Plan. Parks Manager is beginning work on gathering information and needs for the project so that we are prepared in case a grant opportunity becomes available at the end of this year.

Strategic Goal and Initiative #6

Foster a Safe and Welcoming Environment

- Recreation Supervisor attended the Preschool Fair at the Carol Stream Library.
- The March Forever Young Newsletter was sent with a 50% open rate.

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

	2022 – YTD	2021 – YTD
Adult Dance Classes	14	7

Adult Pickleball League – Session 2 (Thursdays)	40	14
Adult Pickleball Open Gym (Sundays)	30	0
All Star Sports	63	36
Coral Cove Water Park Total Passes Sold	75	N/A
Days Off Club	116	28
Fencing	6	0
Forever Young Day Trips	68	0
Forte Dance Company	37	36
Group Swim Lessons	214	N/A
Hot Shot Sports	22	0
Lap Swim Memberships	242	219
Personal Training Sessions	214	96
Recital Dance Classes	122	71
Seasonal Dance Classes	29	26

- Super Smash Bros Esports tournament was held on Friday, March 4, with 16 participants. We have offered three tournaments totaling 34 participants compared to 28 this time last year.
- Our first session of pickleball open gym had 30 participants registered, and is running this the whole month of March.
- Tickets for The Little Mermaid Jr. productions on March 18-19 are sold out; 586 tickets were sold.
- The preschoolers celebrated Dr. Seuss' Birthday on March 2 with Wacky Wednesday and Crazy Hair Day!



- Springers Gymnastics Team competed in the State Tumbling Meet and placed 1st in Newcomer, 3rd in Advanced Beginner 1, and 1st in Advanced Beginner 2 and Novice. A Springers gymnast placed first in all six age groups we qualified for. Of the 15 individual qualifiers, six placed 1st, two placed 2nd, three placed 3rd, two placed 4th, one placed 5th and one placed 7th.
- Days Off Club was held on March 4 with a science theme day and 40 registrations between Before Care, Days Off, and After Care.
- February Fitness Member Challenge – 110 members took part in the February Member Challenge; 67 members completed the challenge. A total of 1,410 workouts were completed amongst all member.
- Carol Stream Dolphins won their swim meet against Elk Grove Sting Rays on February 26.




- Forever Young overnight trips are resuming this fall. Participants from the cancelled spring 2020 overnight trip are being contacted for priority registration for the fall 2022 San Antonio overnight trip (same destination).



- On February 23 the Early Bird sale for Coral Cove Water Park passes began; early sales end April 30.
- Coyote Crossing was open for a Pop-Up Day on March 5 from 12-4pm. Total sales were \$666 with a total of 107 admissions. Concessions sold candy and beverages.
- Monthly program surveys for 2022 January were emailed on February 1 to 227 emails. 90 opened, 38 submissions for 17% return rate.
- Registration Banner for Spring season were installed; 131 pageviews were recorded on the day of banner installation. - All Seasons
- PDF Guide

- Analytics to date:

	Winter Guide 2022 (digital guide)	Spring Guide 2022 (pdf guide)
views for the entire season	15,721	3,255
% viewing on mobile device	65.1%	71%

- Registration & Membership services staff reports many positive comments from customers loving the new digital program guide. Many comments center around how “easy it is to read and then choose programs available.”
- Staff from all departments are working on cataloguing documents necessary for the CAPRA certification process. Meetings have been conducted to review section assignments, cataloguing guidelines, and the internal review process. Staff plans to submit the District’s application to the NRPA in April to trigger the assignment of a mentor who will help in the preparation of material for the formal review.
- CSPD Custom play store App 
 - Setup is being completed. The next step will be to train staff on use, as well as how to update information. The final step will be a public campaign promoting the app to our customers.

Strategic Goal and Initiative #8

Highest Quality Staff & Team

- Congratulations to Superintendent of HR and Risk Management who has been invited to serve on PDRMA’s Risk Management committee. The committee is made up of senior

risk management staff from seven different member agencies and provides guidance on loss control review strategies and planning.

- Another Registration & Membership Services Specialist has been hired; Mohammed Ahmed will begin training next week. This is our second hire this month and comes just in time as the volume of phone calls, customers, and registrations are increasing.
- Recreation Supervisor scheduled a Recreation Attendant meeting on Saturday, March 5. The meeting went over the spring outside schedule, introduction of new staff and the Annual Safety Training.
- Walk-in interviews were held on February 29; 16 applicants attended.
- A new Recreation Supervisor was hired to oversee dance, gymnastics, and theatre. She will begin on March 17.
- A Mini Golf Course roundtable meeting was set for April 6. Invites were sent to numerous park districts that have mini golf facilities so ideas can be shared.
- The Parks Department will utilize two Summer Seasonal employees in 2022. Both have been hired, paper work complete and they are eager to start.
- Human Resources Coordinator and Marketing Manager have created a process for introducing new employees to staff. With our large part-time team, this new process looks to make everyone aware of their new coworkers, engage new staff and make them feel more like a member of the CSPD Team.

Welcome!
Cameron Summers

Recreation Attendant

What's your process for turning a bad day into a good one?
Taking deep breaths and realizing that it won't affect me in the long run.

Who inspires you?
My dad.

Do you have any hidden talents or hobbies?
No.

Who would play you in a movie about your life?
Jim Carrey.

CAROL STREAM Park District

Get Your Friends to Work Here | Reward an Employee | What's Happening

Miscellaneous News You Can Use...

- Staff has signed an extension and amendment to the real-estate sales contract for Elk Trail Recreation Center. The extension allows the terms of the contract to remain in place as the buyer completes the purchasing process. In a good faith move, the amendment states that the buyer will reimburse the park district for all Elk Trail utility costs starting February 1, 2022 through closing.
- Fountain View registration desk has been catching people using a relative/friend's membership card to get into the fitness center. We are working with fitness staff resolve the issue.
- Parks Maintenance team member lost his wife to breast cancer. The funeral will be on Monday, March 14.