



To: Park Board Commissioners  
 From: Executive Director Reuter and the Senior Leadership Team  
 Date: October 21, 2022  
 Re: WEEKLY MEMO

**Dates To Remember:**

<b>Date</b>	<b>Event</b>	<b>Time</b>
October 24-29	Halloween Week in Dance Program, SRC	All Classes
October 27	Preschool Halloween Parade and Costume Day, SRC	9-11:30am
October 29	Dolphins Swim Meet, FVRC	12-4pm
October 29	Trick-or-Treat Trail, Red Hawk Park	12-3pm
October 31	Preschool Halloween Parade and Costume Day, SRC	9am-3pm
November 4-5	Turkey Shoot Adult Softball Tournament, McCaslin	All Day
November 9	Preschool Family Night, SRC	4:00-6:00pm
November 12	Annie Theatre Auditions, FVRC	12-5pm
November 14	Forever Young Winter Program Guide Preview Day, SRC	10:00-11:00am
November 14	Dance Holiday Showcase Tickets on Sale (Dancers Only), Online	12pm
November 16-17	Carol Stream Library Visits Preschool, SRC	9am-3pm
November 21	Dance Holiday Showcase Tickets on Sale to the Public, Online	12pm
December 17	Dance Holiday Showcase, GBN	2pm

**Strategic Goal and Initiative #1**

**Take Care of What We Have**

- FVRC
  - Staff met with multiple geothermal contractors to begin investigating the glycol leak in the system. The contractors had differing views of our system and whether or not it can be repaired. Staff is inclined to use the contractor who can repair the system.
- McCASLIN
  - Contractor finished painting the concession stand to match the freshly painted Coyote Crossing Mini Golf.
  - AED location sign installed on mechanical room door to designate clearly the AED location for all staff and patrons.
- CCMG
  - Contractor painted the shelter to match the concession stand.
- CCWP
  - Renovations are on schedule at the water park. New equipment is being installed, concrete was poured and the hope is the liner to the main pool will be installed prior to

the winter months. The contractor believes the project will be substantially complete by January 15, 2023.

- PARKS
  - Contractor installed floating bridge for Balog Island at Armstrong Park. Staff cleared undergrowth from Balog Island and around the entirety of Lake George.
  - Staff added limestone screening to Bocce Ball courts at Slepicka and Volunteer Parks.
  - Staff installed gravel to restore the fishing station at Bierman Park.
  - Staff removed fountains from the pond at Simkus Recreation Center and Tedrahn Pond for the winter.
  - Director of Parks & Facilities and Parks Manager have been on regular park tours to evaluate each park site in the park system and determine work to be completed in 2023.

## Strategic Goal and Initiative #2

### Improve Financial Position

	2022 – YTD	2021 – YTD
Concessions	\$304,613	\$257,863
Corporate Memberships	\$92,755	\$84,633
Coyote Crossing Mini Golf Daily Admissions	\$79,482	\$69,976
Coyote Crossing Mini Golf Group Outings	\$2,205	\$884
Field Rentals	\$170,405	\$147,508
Fitness Daily Passes	\$24,453	\$23,597
Fitness Memberships	\$554,593	\$500,994
Forever Young Day Trips	\$25,303	\$6,927
Forever Young Overnight Trips	\$51,286	\$0
FV & SRC Rentals	\$102,406	\$67,738
Group Swim Lessons	\$79,930	\$7,281
Gym Rentals	\$81,321	\$62,902
Gymnastics Group Outing	\$540	\$72
Indoor Pool Rental	\$8,555	\$560
Lap Swim Memberships	\$30,434	\$23,677
Open Swim Passes	\$8,875	N/A
Park Shelter Rentals	\$20,550	\$16,205
Personal Training	\$31,449	\$27,015
Preschool	\$131,578	\$61,426
Special Interest Programming	\$21,539	\$10,718
Swim Team	\$40,510	\$22,522
Youth Birthday Parties	\$23,432	\$13,087

- Draft 2 of the 2023 proposed budget is due on Friday, October 21. Work on main funds is near completion and work on ancillary funds will now follow.
- Deposits received:
  - \$923.22 Carol Stream Youth Travel BB & SB.
  - \$31,978.27 LARPA grant from DuPage County.
  - \$483 Village of Winfield partial permit refund for Park on the Green project.
  - \$10 Gov Deals-stand up desk sold.

- \$72.67 Nicor Gas refund for ETRC account 2022 interest received from IL Trust investments (ytd=\$1,510.78) & Liquid \$ [Fund 10] (YTD=\$473.36).
- 2022 interest received from IPrime (PMA) Cap R/R investments & Liquid \$ [Fund 11] (YTD=\$1,282.71).
- 2022 interest received from IPrime (PMA) 2021 Cap investments & Liquid \$ [Fund 42] (YTD=\$13,425.29).
- 2022 Property Taxes: Oct 14 \$66,370.33, 2022 YTD \$9,980,136.74, 98.7% of budget; (2021 YTD Total=\$9,143,574.81, 101.0% of budget, 2021 Final Total=\$9,227,550.37, 101.9% of budget).
- 2022 Personal Property Replacement Taxes:
  - 2022 \$59,103.04 for August-September, 2022 YTD \$282,365.67 (2021 YTD Total=\$141,107.89, 2021 Final YTD \$149,119.58).
- 2022 Treasury Investments:
  - Fifth Third Bank: \$4M in Treasury Notes matured October 15; \$27,500 unbudgeted interest received.
  - Reinvested \$1M in Treasury Bills to mature December 31, 2022, estimated interest is \$6,400; \$3M in Treasury Bills to mature March 31, 2023, estimated interest is \$50,122.50 (for 2023 budget).
  - PMA: \$750K in Treasury Bills due to mature December.
- Sponsorship Youth Sports –Bauer Dentistry & Orthodontics - \$750.
- Two large Garba rentals were held at Simkus Recreation Center in October which resulted in \$2,550 in revenue.



**Strategic Goal and Initiative #3**  
Operate Parks and Facilities Efficiently

**Strategic Goal and Initiative #4**  
Meet Needs of Changing Community Demographics

- Forever Young Winter Program Guide Preview Day, will take place on November 14. This event gives participants the opportunity to preview the trips and events coming up for winter and register prior to the official opening day.

**Strategic Goal and Initiative #5**  
Develop Parks and Facilities

- Bierman Park Trail completed. There were minor issues on a punch list in regards to the drainage added under the trail and the sump pump connections. The contractor has repaired the issues.

## Strategic Goal and Initiative #6

### Foster a Safe and Welcoming Environment

- Dance held a free trial week with 27 participants. Five registered for the dance program after their trial.
- IT has completed the implementation of a multi-factor authentication program. The program will be required under PDRMA upgraded Cyber-Liability Plan, and reinforces the District network integrity and safety. PDRMA offers a \$1,250 rebate to all agencies who implemented their programs before December.
- IT has implemented a “rule” on the email security device that looks for suspicious keywords. This rule will catch suspicious emails before they reach their intended target and delete them. This is working and IT is adding more keywords to this rule.

## Strategic Goal and Initiative #7

### Highest Quality Recreation Programs & Services

	2022 – YTD	2021 – YTD
Adult Basketball League – Fall	6	4
Adult Dodgeball League – Fall	4	0
Adult Pickleball League – Fall	70	22
Corporate Memberships	371	335
Forever Young Day Trip Participation	477	100
Days Off Club	44	30
Dolphins Swim Team	160	124
Fitness Daily Passes	2,327	1,924
Fitness Memberships	1,374	1,281
Group Swim Lessons	985	174
Lap Swim Memberships	220	225
Open Swim	864	N/A
Forever Young Overnight Trip Registration	45	0
Personal Training	757	570
Springers Gymnastics Team	54	44
Walking Track Memberships	211	125

- Registration Manager has set up a Health Check with Active Net to analyze the Active Net system and see if the district is using the software to its full potential. This service is free.
- Three new group fitness classes have been added to the schedule: LaBlast Splash, Trim & Tone, and LaBlast Chair Fitness.
- On October 6-7, preschoolers went to Sonny Acres for a field trip. 122 children and 133 adults attended. The children fed the animals, rode the train, jumped on the jumping pillow and several inflatables, and finished the day on a hayride with their families. They received a goody bag and a pumpkin pie to take home.





- On October 13, Teenie Weenie Play Time had a special day for Spooky Fun. 15 children were registered. Participants enjoyed a game of pin the eyeball on the monster, made a bat headband craft, and just had fun playing with the toys in the SRC gym.



- ActivKids Before & After Care currently has 837 school-year registrations, compared to 854 in 2021. There are also 406 daily flex pass registrations through October 14, compared to 431 in 2021.



- Days Off Club went to Coyote Crossing for a mini golf field trip on October 10.



- San Antonio Overnight Trip:





- Cup In Hand Kickball League finished on October 17 with Chicks N Kicks winning the tournament.



- 8U and 10U baseball championships were held at McCaslin Park on Friday, October 14.



## Strategic Goal and Initiative #8

### Highest Quality Staff & Team

- Full Time Parks Maintenance employee submitted his letter of resignation. His last day will be Friday, October 28.
- An ActivKids staff meeting was held to review policy and procedure reminders.
- New Recreation Supervisor of Parties, Rentals and Events began her employment and training.
- Minimum wage adjustment spreadsheets were sent to all supervisors to assist them in determining their staff's new rates of pay when the minimum wage increases on January 1, 2023.
- The Fun Squad is planning and preparing for the following fall and winter events.
  - October 11 – Staff Mini Golf Outing
  - October 24 – Office Decorating Contest
  - October 27 – Halloween Potluck and Party
  - November 16 – Turkey Tailgate
  - December 8 – National Brownie Day
  - December 14 – Holiday Party and Potluck
- The annual Staff Mini Golf Outing was held on October 11<sup>th</sup> at Coyote Crossing. Staff played together in foursomes and ended the afternoon with a pizza lunch

