CAROL STREAM Park District

To: Park Board Commissioners

From: Executive Director Reuter and the Senior Leadership Team

Date: February 24, 2023

Re: WEEKLY MEMO

Dates To Remember:

Date	*Event*	*Time*
February 22	Safety Committee Meeting	2pm
February 26	Springers Tumbling State Meet (rescheduled), Elk Grove Village	11:45am & 3:45pm
February 27	Recital Parent Meeting, SRC	6pm and 7pm
February 27	Facility Report, FVRC	6:30pm
February 28	Youth Baseball and Softball Coaches Meeting, FVRC	6-7:30pm
March 1	Preschool Open House for New Families, SRC	4:30-6pm
March 2	Youth Soccer Coaches Meeting, FVRC	6:30-8pm
March 3	Swim Pasta Party, FVRC	7-8:30pm
March 3	E-Sports Tournament, FVRC	6-8:30pm
March 3	No Preschool, SRC	All day
March 3	Days Off Club, SRC	6:45am-6:30pm
March 4	Citizen of the Year Banquet, St. Andrews Golf and Country Club	6pm
March 6	Annie Jr Tickets on Sale to the Public	10am
March 15-16	Preschool Spring Picture Day, SRC	9am-3pm
March 17	No Preschool, SRC	All Day
March 17	Days Off Club, SRC	6:45am-6:30pm
March 18	Gymnastics Spring Staff Meeting, SRC	1-3pm
March 18-19	One Nation Adult Softball Tournament, McCaslin	All Day
March 24-26	Seminole Sports Youth Baseball Tournament, McCaslin	All Day
March 24	Annie Jr. Red Cast Show 1, GBN	7-9pm
March 25	Annie Jr. Red Cast Show 2, GBN	2-4pm
March 25	Annie Jr. Yellow Cast Show 1, GBN	7-9pm
March 26	Annie Jr. Yellow Cast Show 2, GBN	2-4pm
March 27	Annie Jr. Cast Parties, SRC	4:30-8:30pm
March 27-April 1	Gymnastics Parent Watch Week, SRC	Various Times

Strategic Goal and Initiative #1

Take Care of What We Have

- FVRC
  - Work began on the installation of the wall fans on the pool deck.
  - The pool storage room off the warm water pool was cleaned out. Organizing the room has started with a table and chair for swim instructors and three new shelving units. Floor cabinets will be made and added at a future date.
  - Fitness Manager replaced pedals on Cybex recumbent bike.

- Chicago Sign was contacted to request service of the LED lights and power supply in the upper and lower cabinets of the FVRC electronic sign. Replacement of the LED bulbs will take place in late February. Repairs were included in this year's budget.

- SRC
  - New 2X2 LED fixtures were installed in recreation manager's office.
- CCMG
  - With the exception of the storage room, all floors were cleaned and waxed.
- CCWP
  - Began the inside work that needs to be done before opening day. Target date to complete all work, inside and out, including filling the pools, is April 15.
  - Conversion to LED light fixtures in the lobby is nearing completion.
- McCaslin
  - Concession floor cleaned and waxed by custodial staff.
- Parks
  - Staff completed the prototype for the giant deck chair that is to be placed in front of CCWP.
  - Staff started building stairs that will attach to the stage so the theater can put on a better performance.
  - Staff cut down woody invasive plants at Mitchell and Veterans Park.
  - Staff added mulch to the small dog area at the Bark Park.
  - Red Hawk Park suffered yet another brownout once again causing damage to the dry pipe sprinkler system. Fox Valley is repairing the sprinkler system.

Strategic Goal and Initiative #2

Improve Financial Position

	2023 – YTD	2022 – YTD
Preschool	$62,639	$40,609
Early Childhood Camps	$248	$70
Awesome Adventure Camp Revenue	$3,535	$200
Special Interest	$3,126	$1,635
Sponsorship	$4,000	$1,500
Fitness Memberships	$115,006	$105,649
Corporate Memberships	$22,204	$16,858
Fitness Classes	$600	0
Lap Swim Memberships	$5,680	$5,667
Concessions	$3,626	$2,571
FV & SRC Rentals	$13,545	$10,878
Youth Birthday Parties	$4,707	$2,695
Family Special Events	$13,870	$111
Special Interest	$3,126	$1,635
Gym Rentals	$15,000	$19,625

- In 2022, the IMRF investment portfolio decreased by approximately 12.8%. IMRF's estimated actuarial funded status is about 98.0%. These estimates are based on preliminary data and are likely to change. We expect the portfolio decrease to cause a slight increase in employer contribution rates beginning in 2024. However, IMRF's standard actuarial practice of smoothing, along with the strong returns of the previous 3 years, will help mitigate the impact of the loss in any one year.
- On site audit work for the Consolidated Financial Audit Report for year ending 12/31/22 was completed February 17. The auditors will begin work on putting together the full report.

- Administration staff has renewed the District application for the System for Award Management (SAM). This will ensure that the District remains eligible to be considered for federal, state and local grants.
- Fountain View Fitness held a $14 enrollment special February 12-19th – 24 new members took advantage of the offer
- Fountain View Concessions was open for Youth Basketball League games February 11 and 18. Total revenue was $622.
    - The Daughters Dance "Whole New World" was a two-night event on February 17 & 18 at Bloomingdale Golf Club. We had a total of 230 guests attend. The event included dinner, entertainment, princess visits, DJ, professional photography, photo-ops and a candy station.

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Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

- The recreation team applied for the IAPD PowerPlay! Beyond School Grant to support the new Outdoor Adventure Camp. The goal is to purchase equipment and supplies for the program.
- Finance and Recreation staff are working on new procedures to expedite the payments associated with the CSPD/GBN Summer Sports Camps.
- A group of ten staff will be testing a new 'soft phone' system to replace the current system which was originally installed in 2006. The current system can't support the upgraded security requirements.

- Park On The Green officially passed its' drop test for the synthetic turf surface. The playground is open for play but not 100% finished. We have to plant some bushes and install a split rail fence for completion.

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

- Questions have been drafted for the Community Needs Assessment and will be shared with the Board for input.

Strategic Goal and Initiative #5

Develop Parks and Facilities

- Updates have been made to the Coral Cove facility including replacing light fixtures with brighter, energy efficient LED lamps, as well as painting the locker rooms.
- IT staff replaced one of the amplifiers in the FVRC Multi-Purpose Rooms to maintain quality sound systems for rentals. The amplifier was original to the 2013 building opening.

Strategic Goal and Initiative #6

Foster a Safe and Welcoming Environment

- Adult Trips & Events Spring Guide Preview Day was held on February 21 with 42 participants. They enjoyed light refreshments, played bingo for prizes, and one raffle winner received a $25 gift certificate to the Carol Stream Park District. They also had the opportunity to register a day early for spring adult trips. 36 registrations were processed after this event.

- Approximately 15 Full Time and Regular Part Time Staff attended a PDRMA DEI Webinar titled "Unconscious Bias" on February 14th. The webinar provided helpful information on how to be aware of our unconscious biases as well as methods to prevent these biases from impacting the workplace.
- Staff conducted a walk-through of CCWP with JEM to discuss installation plans for the EAVS system at CCWP. All costs for installation are being paid for by JEM. The IDPH has not approved any lifeguard variance and the system will be used 'in addition' to standard lifeguard requirements.
- Facilities staff was approached by a member (on crutches) about how slippery the bridges were in front of FVRC. Staff worked immediately to come up with a solution.

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

	2023 – YTD	2022 – YTD
Awesome Adventure Camp	1,381	0
Special Interest	46	27

Lap Swim Memberships	191	248
Open Swim	331	228
Fitness Memberships	1,471	1,321
Corporate Memberships	384	346
Walking Track Memberships	214	202
Fitness Daily Passes	405	624
Personal Training	149	192
Fitness Classes	14	0

- Annie Jr. tickets went on sale to program participants. 938 tickets were sold on the first day between the four performances.
- Homeschool Gymnastics class has 10 participants – the most enrollment it has ever had.

- Encanto Theatre workshop had a mini in-class performance and made “Maribel” glasses.

- Photo of Annie Jr. rehearsals:

- Photo of Ballet 2 practicing their technique:

- Teenie Weenie Play Time ran for January and February. Price was reduced due to not having staff paid to supervise the program.

- Before & After Care sold 1,156 daily flex passes this school year and is serving 252 individual registrants.

- Days Off Club has 72 registrations year to date compared to 76 in 2022. The variance is due to only two dates being offered thus far in 2023 compared to four dates last year. CCSD93 held several unscheduled days off of school in 2022.
- Participants in ActivKids Before and After Care enjoyed making crafts for Valentine's Day and Presidents day.

- Preschoolers celebrated Valentine's Day on February 13 & 14. Students made crafts, played games, and distributed and received Valentines.

- Preschool Kindergarten Readiness class celebrated their 100th day of preschool on February 15.

- McElroy Pediatric Dentistry visited Preschool on February 15-16.

- Priority registration for Awesome Adventure Camp open January 15-February 15 for 2022 Awesome Adventure Camp participants and current ActivKids participants. During the priority registration window, 104 campers enrolled for Awesome Adventure Camp.

2023 AACamp Reg.	**BC**	**SC**	**AC**
Week 1 - 5/26	6	19	7
Week 2 - 5/30-6/2	14	51	9
Week 3 - 6/5-6/9	25	89	17
Week 4 - 6/12-6/16	26	91	18
Week 5 - 6/19-6/23	25	90	17
Week 6 - 6/26-6/30	24	89	17
Week 7 - 7/3-7/7	18	66	12
Week 8 - 7/10-7/14	25	89	17
Week 9 - 7/17-7/21	25	82	17
Week 10 - 7/24-7/28	25	89	17
Week 11 - 7/31-8/4	25	85	17
Week 12 - 8/7-8/11	24	84	16
Week 13 - 8/14-8/15	1	11	2

Total Per Program	**263**	**935**	**183**
Average Per Program	20.2308	71.9231	14.0769
Grand Total	**1381**		

Individuals	104

- Marketing uses a variety of channels to distribute campaigns. Those channels include email, Facebook, Twitter, Digital Guide, Marquee, Web - Banner, Button, Blog, Posting, Flyer in Virtual Backpacks. Emails sent through Constant Contact are set up to share to various Facebook pages and Twitter feed. We also ask our customers if they have heard about us by word of mouth or referral.

- 46 Spring campaigns are underway.
- Monthly program surveys for January were sent to 168 emails; 43 emails were opened; 15 surveys were submitted for a 9% submission rate.

- Marketing added a link to LiveBarn to the CSPD Mobile APP.
- Registration team is conducting an annual audit of all Fitness Center Memberships which includes the verification that there is a primary member on each account.

Strategic Goal and Initiative #8

Highest Quality Staff & Team

- Registration team had a meeting on February 15 to go over upcoming spring program guide.
- Marketing met with Recreation staff to discuss and plan upcoming marketing needs for:
  - ActivKids, Preschool and Adult Trips team
  - Dance, Gymnastics and Theatre team.
  - Sports team.
  - Marketing met with Parks intern.
  - Fitness team.
- The next District-wide Hiring Event is scheduled for February 23rd.
- Executive Director Reuter grilled hotdogs on February 10th and held a Super Bowl Tailgate in the SRC parking lot. Despite the cold weather, staff enjoyed spending time together and having a tailgate lunch!
- 18 employees participated in The Fun Squad's Secret Valentine Gift Exchange on Tuesday February 14th.
- Recreation Supervisor, Recreation Manager, and Superintendent of Recreation attended the Active Adult Network meeting on February 7.
- WDSRA held a new supervisor training to provide an overview of WDSRA and the inclusion process. Five recreation supervisors/managers attended.
- Before & After Care held an all staff meeting that also included a training from WSDRA on February 15.

- All full-time staff park and facilities reviews are complete.

- Gina Burdi was recognized for her 20 year work anniversary at the Before & After Care meeting on February 15.

- Recreation Supervisor (Aquatics) has hired a new member of the swim lesson team. The staff will start in April as a Swim Lesson Assistant. She will shadow the more experienced Swim Instructors with the goal of her leading her own class in the future.
- Recreation Supervisor (Aquatics) has two more interviews arranged with more applications coming in daily.
- Annual Performance Evaluation Process for all year-round employees was completed this week.

Miscellaneous News You Can Use…

- Nominated by Anthony Kenny: Division Manager of Athletics - The Carol Stream Park District is honored to nominate Marco Bastidas as Special Citizen of the Year:
  Mark has been active volunteer for the Carol Stream Park District since 2016, coaching both of his children in baseball and softball for spring and fall seasons. Once his kids moved on from park district leagues he continued to coach the youth sports program of Carol Stream. Mark has even coached multiple teams and different levels to ensure that no team went without a coach. He has put countless hours into our program to ensure that the players get the best youth sports experience possible, teaching skills, sportsmanship and team camaraderie. Mark is exactly what the Carol Stream Park District looks for in a coach. He not only takes time for his own children, but every child that he coaches.
  Mark is a key component to making the youth baseball and softball program better each year. We are very fortunate to have Mark as a dedicated volunteer. He provides every child he coaches the opportunity to grow, become better players, and build self-confidence. We thank and acknowledge Mark Bastidas for his years of dedication and contributions to the Carol Stream Park District Community.
- Anthony Kenny and Anthony Gentile will attend the Citizen of the Year Banquet in support of the Park District's nominee.
- Compilation of content for the 2022 YEAR IN REVIEW is underway. Release is scheduled for late March/early April.