



To: Park Board Commissioners
 From: Executive Director Reuter and the Senior Leadership Team
 Date: March 10, 2023
 Re: WEEKLY MEMO

Dates To Remember:

Date	Event	Time
February 22	Safety Committee Meeting	2pm
March 8	IPRA - HR Roundtable Meeting	12pm
March 10	PDRMA Webinar – Child and Vulnerable Adult Abuse Preventio	10am
March 10	IPRA - A&F Section Board Meeting, Oak Brook	2pm
March 12	Gymnastics Meet, Bloomingdale Park District	11:45am
March 13	CSPD Hiring Event at FVRC	3:30pm
March 17	Legislative Breakfast, Bloomingdale Park District	8am
March 17	Fun Squad – Green River Floats/March Madness Event	1pm
March 17	Days Off Club, SRC	6:45am-6:30pm
March 17	End of the Year Swim Party, FVRC	7-9pm
March 18-19	One Nation Adult Softball Tournament, McCaslin	All Day
March 19	Youth Baseball and Softball Meet and Greet, SRC	12-4pm
March 24-26	Seminole Sports Youth Baseball Tournament, McCaslin	All Day
March 24	Annie Jr. Red Cast Performance, GBN	7-9pm
March 25	Annie Jr. Red Cast Performance, GBN	2-4pm
March 25	Annie Jr. Yellow Cast Performance, GBN	7-9pm
March 26	Annie Jr. Yellow Cast Performance, GBN	2-4pm
March 27	Annie Jr. Cast Parties, SRC	4:30-8:30pm
March 27-31	Spring Break - Days Off Club, SRC	6:45am-6:30pm
March 27-April 1	Gymnastics Parent Watch Week, SRC	Various Times
April 1	Family Spring Fling Breakfast, FVRC	8:30am & 10am
April 2	Springers Gymnastics Team Optionals Meet, SRC	2:30pm
April 6	Youth Flashlight Egg Hunt, CCMG	7:30-9:30pm
April 15	Springers Gymnastics Team Optionals State Meet, SRC	TBA
April 17	Spring Dance Recital Tickets on Sale (for Participants)	10am

Strategic Goal and Initiative #1

Take Care of What We Have

- FVRC
 - The first-floor drinking fountain next to the elevator has been fixed. The second-floor drinking fountain is scheduled to be replaced on March 8.
 - Two of three wall fans have been installed on the pool deck.
 - The wall paper was removed in the lower level restrooms for easier cleaning of the facilities. Walls were then repainted with an accent color on the far walls.

- SRC
 - The Building Automation System (BAS) Air Handling Units 1 & 2 were shutting down periodically. Alpha Controls remotely upgraded the program's firmware. There have been no problems since.
 - The Trane system that heats and cools the REC Office received a firmware upgrade. The upgrade was required for remote access via Google. Previous access was only available via Internet Explorer which was retired in June last year (2022).
- CCMG
 - Coyote Crossing Mini Golf floors were waxed and cleaned.
 - Parks & Facilities Staff have planned their annual all staff work day to assist the Recreation Team with needs at the facility.
- CCWP
 - Stuckey is nearing completion.
 - LED lighting is 90% completed.
 - Inside work being done in-house is 20% completed.
 - Outside work being done in-house in 10% completed.
- Parks
 - Staff completed building stairs for the theater group.
 - Staff finished cutting willows at Evergreen Park.
 - Staff cut down invasive brush and trees at McCaslin Park.



Strategic Goal and Initiative #2

Improve Financial Position

	2023 – YTD	2022 – YTD
ActivKids Before & After Care	\$91,393	\$67,306
Advertising	\$11,600	\$8,900
Awesome Adventure Camp	\$5,425	\$200
Concessions	\$4,493	\$2,571
Corporate Memberships	\$32,457	\$26,100
Dance	\$25,241	\$17,066
Days Off Club	\$2,943	\$2,660
Early Childhood Camps	\$308	\$70
Family Special Events	\$13,870	\$111
Fitness Classes	\$840	0
Fitness Memberships	\$173,788	\$163,456
FV & SRC Rentals	\$17,761	\$10,878
Gym Rentals	\$17,727	\$19,625
Instructional Gymnastics	\$34,192	\$23,219
Open Swim	\$3,402	\$2,360
Preschool	\$62,657	\$40,609
Special Interest	\$3,126	\$1,635
Sponsorship	\$9,300	\$1,500
Springers Gymnastics Team	\$15,114	\$14,827
Theatre	\$21,834	\$12,988
Youth Birthday Parties	\$5,754	\$2,695

- We received a \$429 refund from Garland/DBS for an over-payment; the company who replaced the Elk Trail Recreation Center roof back in 2019.
- The following surplus items were sold through a municipal marketplace:
 - \$500 from the Warrenville Athletic Association for the sale of an old youth pitcher's mound.
 - \$3,100 for an old mower.
- Received a \$348 rebate for the District's Costco/Citibank card; this will cover the annual membership renewal and create a credit on the account.
- A total of three, 181-day cd's matured on February 27, 2023 resulting in \$11,104.34 of interest earned.
- First installment of this year's Personal Property Replacement Taxes (corporate replacement taxes) totaling \$42,695.51 was received; this represents 17.8% of budget.
- Fountain View Fitness is currently holding a \$0 Enrollment Special (Feb 22-Mar 12) – 35 All Inclusive Memberships have been sold thus far.
- McElroy Pediatric Dentistry: Advertising \$3,500 and Sponsorship \$3,000.
- Weber Orthodontics: Advertising \$1,000 and Sponsorship \$2,300.
- Fountain View Concessions was open for Youth Travel Basketball Tournament March 4-5. Total sales were \$2,091

Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

- Parks staff will be implementing a new internal trash program beginning approximately April 1. The Park District map will be divided into four quadrants. Teams of two will be assigned a quadrant. They will be responsible for trash removal and bathroom cleaning in their quadrant. This will happen on Mondays only in an attempt to jumpstart the trash crew for the rest of the week.
- IT has been working with JEM and Comcast for installation of JEM internet service at Coral Cove Water Park. All installation and reoccurring costs will be paid by JEM. Comcast contract has been signed by JEM and installation will be scheduled soon.

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

Strategic Goal and Initiative #5

Develop Parks and Facilities

- Community Needs Assessment Survey was shared with Board; next step is to design the layout. We continue to coordinate with the printer and CS Library for a May distribution.
- Staff was notified that we will be receiving \$400,000 from the Illinois Department of Natural Resources for Walters Park. The project will consist of a new pickle ball court, new parking lot, field upgrades, new playground, etc. A Press release was sent to local Media on March 3 and a blog posted on our website, linked from Enews and social media.
- Community Park is out to bid; Pre-bid meeting March 16, bid opening on March 28. Construction to begin late spring/early summer.

- Community Park Sign – announcing the upcoming improvements was created. Staff will be installing the sign on the site next week. The sign (96” width x 48” height).
Note: the same type of sign is being designed and will be out at Walter Park as well.



- Peloton has been introduced at FVRC. Member feedback on the new equipment has been positive. A hanging sign and balloons are displayed to draw member attention to the addition. So far people have been trying out the new bikes.



Strategic Goal and Initiative #6

Foster a Safe and Welcoming Environment

- A dance recital parent meeting was held to review important dates, parent handbook reminders, ticket sales, and an overview of the recital event.
- The first Safety Committee meeting of the year was held on February 22, 2023. The committee members were introduced to the enhancements to be implementing this year.
- Superintendent of Human Resources and Human Resources Coordinator met with the Risk Management Consultant from PDRMA on March 2, 2023 to kick off the 2023 Risk Management Review process. By completing the introductory tasks that were assigned by PDRMA, our District received a \$500 incentive for the first quarter of 2023.
- Suggestions were made by front desk to move around signage to allow fewer blockages and more visibility for the front desk to see down the hallways at Fountain View.

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

	2023 – YTD	2022 – YTD
Awesome Adventure Camp	1,937	459
Corporate Memberships	385	348
Days Off Club	117	116
Fitness Memberships	1,468	1,320
Instructional Gymnastics	523	398
Open Swim	404	293
Outdoor Adventure Camp	11	0
Personal Training	184	222
Seasonal Dance	43	33
Special Interest	70	41
Springers Gymnastics Team	44	44
Theatre	138	73
Walking Track Memberships	216	204

- Participants in ActivKids Before and After Care have enjoyed various games, activities and going outside when weather permits.



- Outdoor Adventure Camp registration is off to a slow start with only one participant enrolled in nine of the 11 weeks and two participants enrolled in one of the 11 weeks. Additional marketing will be requested to get the word out.

- Currently, there are 158 unique individuals enrolled in Awesome Adventure Camp.

2023 AA Camp Registration	BC	SC	AC
Week 1 - 5/26	8	28	9
Week 2 - 5/30-6/2	18	64	11
Week 3 - 6/5-6/9	31	125	20
Week 4 - 6/12-6/16	32	128	21
Week 5 - 6/19-6/23	30	129	19
Week 6 - 6/26-6/30	32	132	20
Week 7 - 7/3-7/7	24	96	15
Week 8 - 7/10-7/14	33	128	22
Week 9 - 7/17-7/21	31	117	20
Week 10 - 7/24-7/28	31	127	20
Week 11 - 7/31-8/4	29	118	19
Week 12 - 8/7-8/11	29	119	19
Week 13 - 8/14-8/15	12	61	10

- Preschool science days included Straw Rockets, Disappearing Germs, and Rainbow in a Jar.



- Preschool Open House was held on March 1 at Simkus Recreation Center for new families. Nine families were in attendance and three registered that day.

- Preschoolers celebrated Dr. Seuss's Birthday with Crazy Hair Day on March 1-2.



- Annie Jr. Theatre Performance sold 1,031 tickets in the participant priority sale, between the four shows. Public sales began on March 6 with an additional 122 tickets sold the first day. Totals ticket sales through March 6: 1,153.
- The Carol Stream Dolphins competed in the NISC South Divisional Championships on Sunday, March 5 and won first place as a team.
- Days Off Club was held on February 20 with a field trip to The Zone and on March 3 with a Princesses & Superheroes theme day.



- Tumblebugs gymnastics class:



- Ninja class using the steps built by the CSPD parks team:



- Ballet 1 worked on arm positions with Ms. Rachel:



- Frozen theatre workshop:



- Springers Gymnastics team competed in the State Tumbling Meet on February 26.
 - Newcomer – 3rd place
 - Beginner- 4th place
 - Advanced Beginner 1 – 3rd place
 - Advanced Beginner 2 – 2nd place
 - Novice 1 – 1st place



- Marketing staff met with the new Carol Stream Library Marketing Supervisor, Mikayla Frigo. Discussed upcoming plans for CSPD Community Needs Survey in their newsletter, their printer, including our program guide at the Library’s reading area, and how we can help each other promote non-competing programs to the community.
- Marketing is working with CSPD APP vendor for budgeted upgrades that will improve scheduling feature for special promotions.
- Summer Guide in progress; scheduled to be released on April 26. Mini Electronic Guides for these popular program areas will also be created: Spring Break; Adult Trips/Events; Summer Sports.
- March ‘Enews’ and March ‘Fit Thoughts’ were emailed to the full CSPD mailing list. This month’s edition of Fit Thoughts includes an exciting campaign for the new Peloton Bikes at Fountain View Fitness. Additional eblasts to be scheduled along with next sale.
- Monthly program surveys were sent to 168 participants on February 2, 2023. Submission rate of 9%; data shared with Recreation Supervisor.
- NEW this season – the digital menus above the serving windows at the McCaslin Concession stand will now run ads on left side, with the menu on right side.

Strategic Goal and Initiative #8

Highest Quality Staff & Team

- Recreation Supervisors and Coordinators attended various IPRA meetings, hosted at FVRC. Morning committee sessions included Athletics, Cultural Arts, Nature, and School Age/Camp. Afternoon sessions included Early Childhood, Forever Young, Special Events, and Teens. A Recreation Section meeting was also held, with updates from all IPRA recreation committees.
- Parks Intern continues to assist the Department. He has helped re-vamp the garden plots, acted as Foreman for a week, attended meetings and read books related to leadership and Parks & Recreation.
- Administration and Finance staff participated in a webinar for new GASB 87 and GASB 96 reporting requirements; they would affect the 2022 Annual Financial Audit.

Miscellaneous News You Can Use...

- We've added a fillable form to the CSPD Website for FOIA requests to streamline the process and make it more user friendly.
- Thanks to HR Coordinator for handling Board Packet preparation and compilation of minutes during Executive Assistant's leave. She is scheduled to return to work next week.

Registration and Membership Services:

- Working with IT to determine the slow internet connection issue over the weekends.
- Registration Manager sent a poll to the Registration Group to see if other park districts take ID's to validate the member's identity when signing them up each time or only when an account is being created. All Park districts agreed they only validate identification for a resident at the time the account is created and not when registering for programs or memberships.
- Registration staff took a check but processed it as an ECP. Registration Manager is working with organization to have check revoked and reissued.
- Fountain View has been busy over the weekends with basketball tournaments.