



To: Park Board Commissioners

From: Executive Director Rini and the Senior Leadership Team

Date: February 18, 2025

Re: WEEKLY MEMO

Dates To Remember:

Date	Event	Time
February 19-March 9	Winter \$0 Enrollment Special, FVF	5am
February 21	Adult Trip, Chicago Pizza Tour	9:30am-3:15pm
February 22-23	Travel Basketball Tournament, FVRC	1-10pm
February 23	Youth Basketball All Star Games, FVRC	12-5pm
February 27	Adult Trip, Second City	5:45-11pm
March 1-2	Travel Basketball Tournament, FVRC	1-10pm
March 1	Storm Poms Perform at CSPD Basketball Game, SRC	12pm
March 1	Springers Gymnastics Meet, Alsip	TBA
March 5	Adult Trip, Four Winds Casino	8am-6:30pm
March 7-9	Travel Basketball Tournament, FVRC	1-10pm
March 9	Dolphins All-Conference Swim Meet, Mt. Prospect	3:30pm
March 12	Adult Trip, Waitress the Musical	11am-5pm
March 15-16	One Nation Adult Softball Tournament, McCaslin	All Day
March 17-22	Gymnastics Parent Watch Week, SRC	Various
March 18	Adult Trip, Radium Girls of Illinois	8:15am-4:30pm
March 19	Adult Trip, Waitress the Musical	11am-5pm
March 22	Spring Time Madness 3v3 Adult Basketball Tourney, FVRC	9am-1pm
March 24	Adult Trip, Volo Auto Museum	9am-4:30pm
March 27, 28, 29	Descendants Theatre Performance, Wheaton Academy	7-9pm; 2-4pm
April 12	Spring Fling Breakfast, FVRC	9:30-11am
April 18	Flashlight Egg Hunt, CCMG	7:15am-9:45pm

Strategic Goal and Initiative #1

Take Care of What We Have

- PARKS
 - Staff repaired and repainted picnic tables that needed to be reconditioned.
 - Staff continues annual two cycle engine maintenance on all necessary equipment.
 - Staff continues to do annual repairs of the agility equipment at the Bark Park.
- FACILITIES
 - Staff replaced shower floor mount hardware for the shower partitions in the men's down stairs locker room.
 - Staff repaired a dead area on the spring floor in the gymnastics room at SRC.
 - Staff replaced the fire extinguisher box near the therapy pool.

Strategic Goal and Initiative #2

Improve Financial Position

	2024 - YTD	2023 – YTD
ActivKids Before & After Care	\$39,177	\$40,367
Adult Trips	\$3,448	\$878
Awesome Adventure Camp	\$4,375	\$3,045
CCWP Memberships	\$5,229	\$1,050
Contractual Sports	\$7,493	\$7,120
Corporate Memberships	\$10,743	\$9,429
Dance	\$13,022	\$11,480
Days Off Club	\$7,972	\$7,285
Early Childhood Programs	\$1,368	\$1,066
Epic Adventure Camp	\$670	\$420
Fitness Daily Admissions	\$2,598	\$2,515
Fitness Memberships	\$65,964	\$59,878
Fitness Programs	\$603	\$836
FVRC Rentals	\$10,136	\$8,338
Group Swim Lessons	\$14,302	\$8,775
Gym Rentals	\$16,040	\$11,109
Gymnastics Classes	\$15,795	\$16,719
Indoor Pool Daily Admissions	\$1,257	\$1,097
Advertising/Sponsorship	\$14,500	\$5,250
Lap Swim Memberships	\$3,003	\$3,296
Open Gym	\$2,308	\$2,409
Personal Training	\$2,530	\$2,037
Preschool	\$28,550	\$24,569
Special Interest	\$544	\$521
Springers Gymnastics Team	\$11,004	\$10,271

Swim Team	\$10,176	\$11,058
Theatre	\$15,001	\$10,580

- Deposits received:
 - \$9,165.84 Panthers Soccer Club affiliate fees received
 - \$10,000 CSPF Scholarship Donation
 - \$2,261.46 Pepsico 4th quarter commission
 - \$2,500 American Cricket Conference [Cricket Field Donation #1]
 - \$3,120.00 Village of Carol Stream Developer donations – Cash in Lieu
 - \$146.14 December Electric Vehicle Charging stations
- 2025 interest received to date:
 - IL Trust Fund Balance Money YTD \$ 13.46
 - Fifth Third Bank Fund Balance Money \$18,463.59
- Staff completed issuance and filing of 2024 1099's and W2's before the January 31 deadline.
- Springers Gymnastics Team hosted a Sectional Tumbling Meet on February 2. \$2,090 in admissions and \$308 in concessions and merchandise was earned.
- January Fitness Membership special ran from January 2-20, bringing in 115 new members.
- January Personal Training Special has gained 9 new clients with the \$99 3 Pack.
- Director of Finance working on single audit needs for closeout of \$200,000 Walter Park OSLAD grant.

Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

- Parks staff held their annual meeting with our natural areas contractor to discuss how we are going to allocate our annual budget for natural area maintenance.
- Staff is exploring A/V equipment upgrades for the Fountain View rental rooms. The current system was original to the building, and we want to ensure reliable and most up to date equipment for this growing business need.
- IT is exploring alternatives to the current IT HELPDESK TICKET, and PARKS HELPDESK ticket system to better track and report problems, or request work.
- Lauterbach & Amen Auditors were on site February 10-13 for main audit; finance staff are prepping reports and paperwork.
- Performance Evaluations for 2024 performance are underway, with targeted completion by February 28.
- A total of 33 Marketing Campaigns were created for the spring programming. (Apr-May)
- Social Media Posts this month included:
 - Community Partners in Action: Ice Rescue Training at Veterans Lake February 11
 - Tim Powers, Master Board member
 - Foundation donation of \$10K, with Relay for Life reps
- Administration and Marketing staff are developing a and Division Manager for Marketing reviewed photography guidelines and posting on social media. This information will be shared with any staff or photographers who take pictures on behalf of the District.
- Eblasts - 33 sent/scheduled since last report.
- The January monthly program surveys was sent February 4 to 238 emails and are still open.
- Marketing staff is populating content from current website to new website. Invex is using the content to template the pages. It is a gradual process on both sides due to the number of pages we have, but we're all making steady progress. Marketing staff is meeting every other day with contractor.

- A new set of soccer goals have been ordered to rotate game goals with practice goals. As the soccer program continues to grow, additional goals will be added to the inventory.

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

Strategic Goal and Initiative #5

Develop Parks and Facilities

- Pleasant Hill Park – the Board of Commissioners has approved a contract for Hitchcock Design Group to create construction documents for the project, take the project through the bidding process and construction oversight. A contract was also signed to get the topographic survey going with boundary limits on the property
- The bucket feature at Coral Cove Water Park will be painted prior to opening the water park for the season.

Strategic Goal and Initiative #6

Foster a Safe and Welcoming Environment

- The Safety Committee met on January 15. In addition to the monthly updates on claims, inspections, accidents and incidents, there were suggestions for having clear and consistent communication when it comes to disciplinary incidents.
- Executive Director, Director of HR and Administrative Services, and HR Specialist met with our Risk Management Consultant from PDRMA to have our annual “Kick-Off Meeting”. In this meeting we review our claim history for the past 5 years and begin to develop a plan for our Risk Management focus for 2025 through PDRMA’s Risk Management Review process.
- Communication Boards - The Communication Boards serve as vital visual aids to enhance accessibility within our parks. Adding six more signs gets the district closer to achieving the district's commitment to accessibility and diversity. Parks ticket placed for sign install, two signs at Community Park, second sign at McCaslin Park and three signs at Armstrong Park.
- SRC Inspiration wall design finalized. Two vendors are preparing quotes.
- Preschool promoted our 2025-2026 classes at the Carol Stream Public Library’s Preschool Information Fair on January 25. 63 people were in attendance.

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

	2024 - YTD	2023 – YTD
ActivKids Before & After Care	700	846
Adult Trips	342	225
Awesome Adventure Camp	1,531	1,558
CCWP Memberships	193	200
Corporate Memberships	377	410
Dance	45	52
Days Off Club	145	140
Early Childhood	81	65
Epic Adventure Camp	280	253
FVRC Daily Admissions	43	54
Group Fitness Class Participation	3,571	3,347
Group Swim Lessons	456	373

Group Training Class Enrollment	24	34
Gymnastics	390	560
Lap Swim Memberships	18	23
Next Elite Soccer Training	8	0
Overnight Trips	33	40
Paid Fitness Memberships	1,677	1,551
Paid Walking Track Memberships	258	241
Preschool	140	130
Private Swim Lessons	11	2
Special Interest	32	5
Springers Gymnastics Team	49	58
Swim Team	142	159
Theatre	123	151
Winter Smash Pickleball Tournament	5 teams	0
Youth Basketball 3 on 3 Tournament	14 people	0
Youth Contractual Sports	297	297

- PDF GUIDE - Spring 2025 – Proofing final draft
- Manager worked on special ad for new Community Park event May 8 to be placed in spring guide.
- Dance, gymnastics, and theatre enrollment are still in progress for winter 2025 compared to end of winter enrollment numbers for 2024.
- The Storm Poms teams are preparing to perform as our upcoming basketball games.
- At the Sectional Tumbling Meet, the Springers Gymnastics Team qualified for State and 31 out of 36 competing tumblers also qualified individually for State.



- The Descendants winter theatre production has 98 registrants compared to 106 in last winter's production. Participants are prepping for upcoming performances, memorizing lines, and working on set blocking.



- ActivKids Before & After Care has 681 school year registrations, 759 daily flex passes, and is serving 189 individual registrants. This time last year, there were 807 school year registrations and 910 daily flex passes. This month participants created crafts, built forts, and played with playdoh. They also made approximately 250 valentines for a seniors' program through State Senator Lewis's office.



- Dolphins Swim Team had 98 swimmers compete in the January 25 home meet and took 1st place. 95 swimmers competed at the February 8 meet and took 2nd place.



- Snowflakes & Smiles preschool enrichment class was held on January 24. Children built a giant snowflake, made snow, painted ice, and created their own snowflakes using beads.



- Glitzy Girlz held their Winter Fantasy Princess Glam Night on January 28. Participants made a jewelry box craft and bracelet, got their hair, makeup and nails done, and showed off their new looks in a fashion show for their parents at the end of class.



- Teenie Weenie Play Time has been enjoying activities in the Simkus gymnastics room.



- Days Off Club enjoyed painting rocks and canvases and a field trip to Funway & The Zone.



- Swim Lessons



- Youth Contractual Sports



- Adult Trips



- The January member challenge asked members to complete an IRONMAN at Fountain View during the month of January. Members completed 2.5 miles swimming, 250 minutes on the bike, and 26 miles running/walking. The winner received a \$50 Coopers Hawk gift card.

JANUARY

IRONMAN

MEMBER CHALLENGE

FINISHERS

DALE A.
JENNIFER C.
SHAWN C.
GIL D.
CINDY D.
KAREN F.
GINA O.
BRENT R.
JEFFREY W.
PATRICIA W.

CONGRATS

2.5 MILE SWIM, 250 MINUTE BIKE RIDE, 26 MILE RUN

WINNER

MONIKA K.

CHALLENGE COMPLETED

- February Member Challenge to workout at Fountain View 14 days during the month of February is underway with 136 Swim, Walking Track, and All-Inclusive members participating.
- The February fun classes were Super Bowl themed and highly attended on Saturday, February 7 with 16 participants for the 7am class and 26 participants for the 8am class.
- First ever youth 3 on 3 basketball tournament ran with 14 participants. There is potential to expand this new program.



Strategic Goal and Initiative #8

Highest Quality Staff & Team

- An Activkids Before & After Care staff meeting was held on February 5 to review program procedures, forms, safety training topics, the daily schedule and staff responsibilities.
- Several recreation staff attended a WDSRA new supervisor training on January 28 to review the role of WDSRA and the inclusion process.
- Recreation staff met with inter village soccer group to go over expectations for the upcoming spring season.
- On Thursday, February 6 Parks & Facilities held their annual training with topics such as PPE, three points of contact and more. All paperwork has been turned in to Human Resources for retention.
- Two Park staff members completed their second year of Park and Recreation Management School, and graduated from the program.

