



To: Park Board Commissioners  
 From: Deputy Director Rini and Senior Leadership Team  
 Date: May 19, 2023  
 Re: WEEKLY MEMO

**Dates To Remember:**

<b>Date</b>	<b>Event</b>	<b>Time</b>
May 19	Preschool Graduation Celebration, CCMG	10am-1pm
May 20	Dance Recital, GBN	10am-12pm
May 20	CPR Certification Class, FVRC	10am-2pm
May 22, 24	Moana Theatre Production Auditions and Callbacks, FVRC	4-8pm
May 22-27	Gymnastics Parent Watch Week, SRC	Various
May 22	Adventure Camp Welcome Night, SRC	5-7pm
May 25	Forte Dance Company End of Season Party, FVRC	7-8:30pm
May 26	First Day of Awesome Adventure Camp, SRC	7am-6:30pm
May 30	First Day of Outdoor Adventure Camp, McCaslin	9am-4pm
May 30	WGN Visits Adult Gymnastics Class, SRC	8pm
June 4	Adult Bean Bag Blind Draw Tournament, CCMG	12-3pm
June 4	Youth Summer Basketball League Start, FVRC	12-6pm
June 5	Springers Gymnastics Team Family Night, SRC	6-9pm
June 5	Moana Theatre Production Rehearsals Begin, FVRC	4-8:30pm
June 5	Park Play Begins, Wellington Place	3-5:30pm
June 5-10	Summer Dance & Gymnastics Classes Begin, SRC	Various
June 6	Kiddie Camp begins, SRC	9:30-11:30am
June 6	Park Play begins, Carolshire Park	3-5:30pm
June 9	Youth Baseball/Softball All-Star Game, McCaslin	6-10pm
June 10	DSDC Home Swim Meet vs Lombard, FVRC	6:30am-12pm
June 10	Showman Night, Special Event, CCMG	5-10pm
June 14	DSDC Home Swim Meet vs. Woodridge	5-9:30pm
June 17	DSDC Home Swim Meet vs. Buffalo Grove	6:30am-12pm

**Strategic Goal and Initiative #1**

**Take Care of What We Have**

- FVRC
  - Peloton seat mounts ordered to comply with recall.
- CCMG
  - Parks staff performed their annual work day with all staff on site to knock off work orders in preparation for opening. Bushes were trimmed, weeds pulled, bricks glued down, some turf repairs on greens and posts repaired on course.

- CCWP
  - Work continues on the renovation and preparing for opening day.
  - A new shade sail was installed over the concession seating area. The sail was damaged and replaced under a property
- McCaslin
  - Staff got the Splash Pad working for Memorial Day weekend.
  - The concrete pad for the garage was poured. The garage will be delivered Tuesday, May 23.
- Parks
  - Staff installed Veteran’s Memorial Park sign at the top of the flower flag.



## Strategic Goal and Initiative #2

### Improve Financial Position

	2023 – YTD	2022 – YTD
Corporate Memberships	\$54,061	\$44,475
Family Special Events	\$19,270	\$7,410
Fitness Classes	\$1,205	\$630
Fitness Memberships	\$305,131	\$275,369
Gymnastics Group Outing	\$240	\$90
Indoor Pool Group Outing	\$318	\$0
Open Swim	\$7,138	\$5,275
Youth Birthday Parties	\$11,533	\$7,033

- The 2022 Annual Financial Report has been completed; bound copies were received and delivered to all board members so they have time to review and gather questions before Auditors attend the June 12 Board Meeting to formally present the report.
- Staff is preparing additional documentation for the DuPage County Tourism Grant; since the award was less than originally requested, the scope of the project has been adjusted not to include an irrigation system and revised grant documents are required. We have been put on HOLD as the grant administrators *may have additional funding* on top of the \$37,637 already awarded.
- Finance staff wired a bond payment on May 1 in accordance with our debt schedule totaling \$640,798.75. The District collects taxes sufficient to make all bond payments.
- 2023 Personal Property Replacement Taxes; YTD \$97,447.64, 40.6% of budget;

- The following deposits/reimbursements were received:
  - \$2,309 PDRMA claim-Red Hawk Sprinkler Repair
  - \$500 PDRMA Loss Control Incentive 2023, 1st of 3 possible payments
  - \$350.41 Felco vending commission
  - \$1,418.60 PepsiCo vending commission
- Donations/In-Kind Trade Value
  - LOWES – Secured a Cordless Leaf Blower in exchange for sponsorship – Valued at \$300.
  - CORT Furniture: Secured 6 piece seating area and two wall décor items in exchange for Advertising – Value \$ 2,080.



- Coyote Crossing Mini Golf opening day was May 6. Total revenue for the weekend was \$1,081 with 150 admissions.



- Interest Earnings – Finance staff diversifies investments to accommodate spending needs, FDIC investment limits, and best interest earnings:
  - 2023 interest received from IPrime (PMA) for capital dollar investments YTD are \$32,128.75.
  - 2023 interest received from IPrime (PMA) for capital repair/replacement dollar investments YTD are \$2,027.91.
  - 2023 interest through Fifth Third Bank for fund balance dollars:
    - \$2.75M in Government Agency Discount Notes to mature August 25, 2023 at a 4.754% yield, with estimated interest of \$52,002.56.
    - YTD received from 5/3 Liquid & Treasury Investments are \$50,122.50.
- 3 Month Summer Member special has sold 55 memberships to date; this special concludes at the end of June.

### Strategic Goal and Initiative #3

#### Operate Parks and Facilities Efficiently

- Staff met with Wayne Township to begin discussions on revisions to the intergovernmental agreement that covers usage of the Township parking lot for patrons of Redhawk Park. The agreement does not expire until March 2024.
- SRC Registration Services Desk will open longer hours when Summer Camp starts to accommodate the summer participants.

### Strategic Goal and Initiative #4

#### Meet Needs of Changing Community Demographics

- The Community Needs Assessment hit homes in mid-May with the Library's Newsletter. At the same time, the District released the electronic version via social media, electronic media, emailed to entire District customer database, website, and QR code. An additional email version of the survey will be sent to all non-resident users to capture that market as well. We appreciate the Board to providing their availability for individual Board interviews. Focus groups have been developed, staff is refining the questions, and preparing meeting logistics.

### Strategic Goal and Initiative #5

#### Develop Parks and Facilities

- Walter Park kick off planning meeting with Wight & Co was held on May 18 to review project timeline. Project will be bid in late summer for fall construction.
- Community Park – construction will begin as soon as the County verifies that all paperwork submitted by Construction Inc.
- Park On The Green – COMPLETE!
- May 15 – Veterans Memorial Plaza: Brick installation was completed in time for Memorial Day Service.
- Administration staff worked with consultant to prepare a Bike Trail Grant through the Illinois Department of Natural Resources that would support 50% (up to \$200,000) for the



redevelopment of the Veterans Park Trail/Bike Path. If successful, this project will be the last major Park District trail slated for repair. A public meeting was held on May 11 at Fountain View Recreation Center to gather community input. The grant application was submitted May 15.

- Staff continues work with the Village of Carol Stream to create an Intergovernmental Agreement for the Klein Creek Shoreline Stabilization project through Armstrong Park.

### Strategic Goal and Initiative #6

#### Foster a Safe and Welcoming Environment

- Camp Welcome Night is scheduled for May 22. Campers and their parents can stop by the open house to meet staff, ask questions, and try out some of our favorite camp activities; 56 campers are currently registered to attend the free event.

### Strategic Goal and Initiative #7

#### Highest Quality Recreation Programs & Services

	2023 – YTD	2022 – YTD
Adult Basketball 3v3 Tournament – Summer Slam	4	0
Adult Overnight Trips	28	0
Adult Trips	248	232
Awesome Adventure Camp	2,671	2,627
Corporate Memberships	394	370
Fitness Classes	81	45
Fitness Daily Passes	839	1,170
Fitness Memberships	1,502	1,335
Lap Swim Memberships	180	240
Open Swim	851	609
Outdoor Adventure Camp	485	0
Personal Training	409	456
Special Interest	130	78
Walking Track Memberships	232	210

- Youth Birthday Party photos:



- Tee-ball league started their spring season, and we have 99 kids for the 2023 season compared to 111 last year.

- Super Smash Bros tournament ran on Friday, May 5 with 10 kids, and had 14 last year. This is the Super Smash Bros Champion and Runner Up.
- Met with Bloomingdale in regards to creating a co-op with our fall travel softball and baseball leagues this upcoming season. Bloomingdale has many contacts to help booster the league.
- There are 824 Before & After Care school year registrants, compared to 839 this time last year. 1,582 daily flex passes have been sold this school year and the program is serving 261 individual registrants.
- There are currently 92 unique individuals enrolled in Outdoor Adventure Camp.



<b>Outdoor Adventure Camp Registration</b>	
Week 1	16
Week 2	54
Week 3	51
Week 4	47
Week 5	46
Week 6	23
Week 7	57
Week 8	51
Week 9	58
Week 10	47
Week 11	35

- Currently, there are 298 unique individuals enrolled in Awesome Adventure Camp (compared to 243 unique individuals at this time in 2022). Several weeks are under 170 due to schedule changes; waitlists are being contacted.

<b>Awesome Adventure Camp Registration</b>				
<b>Week</b>	<b>BC</b>	<b>SC</b>	<b>SC – W/L</b>	<b>AC</b>
Week 1 - 5/26	10	57	0	7
Week 2 - 5/30-6/2	23	117	0	12
Week 3 - 6/5-6/9	42	170	53	25
Week 4 - 6/12-6/16	38	168	42	22
Week 5 - 6/19-6/23	36	168	48	22
Week 6 - 6/26-6/30	40	170	54	21
Week 7 - 7/3-7/7	34	157	0	17
Week 8 - 7/10-7/14	44	170	54	24
Week 9 - 7/17-7/21	40	169	39	22
Week 10 - 7/24-7/28	44	170	58	24
Week 11 - 7/31-8/4	42	169	46	24
Week 12 - 8/7-8/11	42	170	30	22
Week 13 - 8/14-8/15	14	111	0	14

- ActivKids Before & After Care



- Preschool had its second Open House on May 3'; 23 families attended.
- Preschoolers had their Spring Field Trip day at Hampe Park on May 4-5.



- Forte Dance Company attended their second competition at VIP. Two dances won first place overall, six dances were awarded 1<sup>st</sup> in their division, all dances placed in the top 10, and they received three specialty awards.



- Tiny Toes recital dance class:



- Kinderbug gymnastics class:



- The Adult Overnight Trip left on May 1 and returned on May 6, taking 28 participants to Lancaster and Philadelphia. Participants visited the Liberty Bell, Amish Country, and experienced spectacular productions at some of Lancaster's top theatres.



- 3v3 Summer Slam Champions





## Strategic Goal and Initiative #8

### Highest Quality Staff & Team

- All full-time staff, and any staff handling cash, or processing payments are participating in annual training on strengthening internal controls and fraud awareness. This training is provided by Lauterbach & Amen at no cost to the District.
- As of May 15, the Parks Department has reached staffing levels similar to June 2018, with a new summer seasonal staff member also starting that day.
- Recreation Attendants will bring back “staff vests” as part of their uniform for each shift at McCaslin and Armstrong Park.
- Recreation Supervisor held a Lead Swim Instructor Training on May 2 with all current lead instructors. During the meeting, expectations were established going into summer season, addressed concerns, and received an update on the new staff.
- Quarterly training for the Rental Host Team took place on May 10. The staff training included AV training, rental policies, and staff safety.
- Quarterly training for the Birthday Party Team took place on May 15. The staff was trained on our outdoor birthday parties including Coyote Crossing Mini Golf and Coral Cove Water Park birthday parties.
- Training for the Coral Cove Water Park Concessions staff was on May 11. The agenda included new staff introductions, POS and cash handling training, code of conduct, and cleaning/stocking protocols.



### Miscellaneous News You Can Use...

- Suggested changes to the Redhawk Settlement Agreement from the Park Board were shared with Attorney Wysocki for presentation to opposing counsel.
- Administration Staff are preparing to meet with new Park Commissioner Sara Witteck to conduct a Board Orientation. Sara is already registered to attend the IAPD Board of Commissioners Boot Camp program.