



To: Park Board Commissioners
 From: Executive Director Rini and the Senior Leadership Team
 Date: December 4, 2023
 Re: WEEKLY MEMO

Dates To Remember:

| Date | Event | |
|----------------|--|------------|
| December 1 | Forte & Storm Poms Perform at Holiday Tree Lighting, FVRC | 6-8pm |
| December 1 | Oz! Tech Rehearsal, FVRC | 6-9pm |
| December 1 | FVF 1-Month Membership Special Begins | |
| December 2 | Oz! Performance, FVRC | 10am-12pm |
| December 2 | Swim Meet: Oak Brook, FVRC | 1-5pm |
| December 8-9 | Grinchmas, CCMG | 4:45-7pm |
| December 9 | Holiday Hangover Adult Basketball Tournament, FVRC | 9am-1pm |
| December 10 | Springers Gymnastics Meet, Glen Ellyn | 10:30am |
| December 13 | Christmas Sharing, FVRC | 4-7pm |
| December 16 | Holiday Dance Showcase, GBN | 4 & 6:30pm |
| December 16 | Springers Gymnastics Meet, Fox Valley | 3:30pm |
| December 16 | Swim Meet: Elk Grove, FVRC | 1-5pm |
| December 20 | Preschool Holiday Sing-A-Long, FVRC | 9am-3pm |
| December 24 | Christmas Eve: Adjusted Hours, FVRC | 8am-12pm |
| December 25 | Christmas Day: Facilities Closed for Holiday | Closed |
| December 25-30 | ActivKids B&A Winter Break, CCSD93 Elementary Schools, SRC | All Day |
| December 31 | New Year's Eve: Adjusted Hours, FVRC | 8am-12pm |
| January 1-5 | ActivKids B&A Winter Break, CCSD93 Elementary Schools, SRC | All Day |

Strategic Goal and Initiative #1

Take Care of What We Have

- FVRC
 - New door handle installed on women's sauna door.
- CCMG
 - The broken pump which moves water to the top of the river was replaced and re-wired. The facility has been winterized, so testing will occur in the spring when the facility is re-opened.
- McCaslin
 - New turf should be completed this week.
- Parks
 - Staff removed all the tall grasses from the island in the SRC parking lot and replanted them throughout the parks.
 - Staff winterized all the bathrooms in the parks.
 - Staff removed the old playground at Armstrong Park that was by the inline skating rink in preparation of the new equipment.

- Staff cut down natives adjacent to the bench and shade structure at Kids World.
- Maintenance Building
 - The ground around the new cement pad for the new garage was dug out and asphalt gravel was put down. The permit for the electrical was approved by the village.

Strategic Goal and Initiative #2

Improve Financial Position

| | 2023 – YTD | 2022 – YTD |
|------------------------------------|------------|------------|
| Advertising & Sponsorship Combined | \$41,245 | \$41,625 |
| CCMG Group Outing | \$3,923 | \$2,205 |
| CCMG Rental | \$5,806 | \$2,950 |
| CCWP Group Outing | \$19,452 | \$9,596 |
| Concessions | \$412,569 | \$318,071 |
| Corporate Memberships | \$117,899 | \$102,665 |
| Family Special Events | \$23,427 | \$12,299 |
| Field Rentals | \$179,641 | \$177,370 |
| Fitness Daily Admissions | \$24,072 | \$28,175 |
| Fitness Memberships | \$688,911 | \$612,197 |
| Fitness Programs | \$742 | \$630 |
| FV & SRC Rentals | \$135,507 | \$124,329 |
| Group Swim Lessons | \$93,370 | \$85,214 |
| Gym Rentals | \$101,120 | \$95,817 |
| Gymnastics Group Outing | \$762 | \$540 |
| Indoor - Swim Dailies | \$12,690 | \$10,180 |
| Indoor Pool Group Outing | \$390 | \$72 |
| Lap Swim Members | \$33,439 | \$31,537 |
| Personal Training | \$28,303 | \$35,429 |
| Private Swim Lessons | \$8,293 | \$4,440 |
| Youth Birthday Parties | \$37,375 | \$27,434 |

- Deposits received:
 - ChargePoint Electric Charging Station revenue for is October \$290.04.
 - Town & Country Liquor Sales refund of unused product for McCaslin is \$1,430.35
- 2023 interest received to date:
 - IL Trust Fund Balance Money YTD \$ 11,427.94
 - Fifth Third Bank Fund Balance Money \$185,330.16
 - IPrime (PMA) Capital Money YTD \$95,342.90
- 2023 Future interest on investments through 5/3 Bank:
 - \$1.97M in T-Bill to mature December 7, 2023 at a 5.25% yield, with estimated interest of \$26,541.67;
 - \$973,901.41 in T-Bill to mature December 7, 2023 at a 5.21% yield, with estimated interest of \$6,098.59;
 - \$2.46M in T-Bill to mature December 21, 2023 at a 5.3% yield, with estimated interest of \$32,187.50.

- IPDLAF/IL Trust Investments:
 - \$245K CD to mature February 16, 2024 at a 0.385% yield, with estimated interest of \$4,165.00;
 - \$233K cd to mature August 1, 2024 at a 4.70% yield, with estimated interest of \$16351.49;
 - \$245K cd to mature April 8, 2025 at a 5.40% yield, with estimated interest of \$18,374.80;
 - \$224K cd to mature November 3, 2025 at a 5.50% yield, with estimated interest of \$24,673.75
- 2023 Property Taxes:
 - Current Year Allocations: 2023 YTD \$10,431,906.26, 99.5% of budget
 - Prior Year Allocations: 2023 YTD \$1,195.06, 201.18% of budget
- 2023 Personal Property Replacement Taxes:
 - Current Allocation: 2023 YTD \$239,680.31, 99.86% of budget
- Fountain View Concessions was open for:
 - Youth Travel Basketball Tournament November 18-19. Total gross sales was \$1,691.
 - Youth Travel Basketball Tournament November 25-26. Total gross sales was \$1,653.
- 26 new members have taken advantage of the November \$0 Enrollment Special. This special ends on November 30.
- A new Safari Themed Birthday Party was added in the 2024 Winter Guide. Bookings are now available.



Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

- Boosting Registration Tactics - Winter 2024 was released to public November 15.
- There were 36 Winter (Jan-Mar) Marketing Campaigns requested
- Our AV vendor completed the installation of the new audio equipment at the CCMG facility, and the WIFI controller for the facility is up and running.
- IT tested the installation of windows 11 on a current pc that doesn't fit the Microsoft requirements to see if it works without spending the money to buy a new computer; it worked. IT will install Windows 11 in most computers.
- IT found a different cyber security vendor federally sponsored to work with state organizations. The free service will provide better protection at no cost to the District and allow us to drop the Sentinel One product we are currently paying for. We are arranging a call with their onboarding team to determine the next steps.
- The "Password manager" project is up and running. IT is working on a way to disable saving passwords in the staff browsers.

- IT has scheduled a “table top” exercise with key personnel to practice the Network Incident Response Plan on Tuesday December 5th.

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

- Community Needs Assessment Survey – Marketing Division Manager is resequencing report based on Senior Leadership recommendations. The deadline for completion is December 31.

Strategic Goal and Initiative #5

Develop Parks and Facilities

- The Community Park project is coming to a slow halt due to weather conditions. Per our on-site meeting on November 29, the contractor stated they remain hopeful the binder course will get completed on the parking lot, trails and basketball court. That would leave the final lift for the spring of 2024. The shelters are still not on site. Tracking shows they are on their way with an arrival date the week of December 4. Our formal extension letter has been filed with the DuPage County and extends us until July 1, 2024.
- The preconstruction meeting at Walter Park was held on November 29 with contractor, staff and landscape architect. The contractor would like to begin demo in late February/early March, weather permitting.
- The Theme for the 2023 Year in Review will be, “A Year to Remember”.
- Village of Carol Stream bill for CCWP Filter Room is zero for 10/1-11/1 billing period. Last year it was \$608; another large savings due to the CCWP project.

Strategic Goal and Initiative #6

Foster a Safe and Welcoming Environment

- Primrose Day Care Center has reached out asking if we could be an evacuation site for their center in the event of an emergency. Senior Leadership had an initial discussion and we will be reaching out to the Center Director to discuss and obtain more information before determining if we can accommodate this request.

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

| | 2023 – YTD | 2022 – YTD |
|---------------------------------|------------|------------|
| Adult Trips | 821 | 694 |
| Corporate Memberships | 404 | 402 |
| Days Off Club | 530 | 490 |
| Dolphins Stroke Clinics | 66 | 0 |
| Swim Lessons – Added Classes | 10 | 0 |
| Total Fitness Memberships | 1,758 | 1,607 |
| Walking Track Memberships | 240 | 197 |
| Group Fitness Classes, November | 2,101 | 1,628 |

- Adult Trips Program Preview Day was held on November 14 with 50 registrants who enjoyed an early Thanksgiving catered meal while learning more about our winter trips. 24 trip registrations took place that day.
- Three new swim classes were added due to instructor availability in November for 5-week sessions.

- Dolphins stroke clinics are for swim team participants to learn extra skills such as Backstroke, Breaststroke, Butterfly, Freestyle, turns, and sprints at additional cost.
- Days Off Club was held on November 22 with 31 participants. The day's entertainment was an interactive performance by the Headspin Guy.
- OZ! theatre tickets are sold out for their performance on December 2.
- Frozen winter theatre production had auditions with 110 registrants, making two casts of approximately 55 per cast. Rehearsals begin January 14.
- Preschoolers had their tornado drill practice on November 16-17. They practiced how to get to their safe locations quickly and quietly and how to get low and cover their heads.



- Early Childhood Series – Mickey Mouse's Birthday was held on November 18. Children celebrated Mickey's birthday with party games, Mickey themed crafts and freeze dance.



Strategic Goal and Initiative #8

Highest Quality Staff & Team

- The Fun Squad will hold a Holiday Stocking and decorating contest December 1 – 18. Staff can decorate a stocking and they will be hung at each facility. Senior Leadership will vote on the best stocking and the winner will receive a prize.
- The Fun Squad will host the annual staff Holiday Party and Potluck on December 13th.
- Administrative, Facilities, and Recreation staff attended PDRMA Risk Management Institute Conference on November 17.
- The new Recreation Supervisor of Rentals & Special Events has been hired and will start December 1.

Miscellaneous News You Can Use...