



To: Park Board Commissioners
 From: Executive Director Rini and the Senior Leadership Team
 Date: April 29, 2024
 Re: WEEKLY MEMO

Dates To Remember:

Date	Event	Time
April 27	Candyland Trail, Coyote Crossing Mini Golf	11am – 1pm
April 27-28	Revolution Dance Competition (Storm & Poms), Northlake	Various
April 28	Springers Gymnastics Optional State Meet, Bloomingdale	Various
May 2-3	Preschool Spring Field Trip, Hampe Park	9am-3pm
May 3-5	Seminole Sports Youth Baseball Tournament, McCaslin	All Day
May 4	Coyote Crossing Mini Golf, Opening Day for the season	11am – 10pm
May 4	Summer Slam 3 on 3 Adult Basketball Tournament, FVRC	9am-2pm
May 6-10	Teacher Appreciation Week, Preschool, SRC	9am-3pm
May 10-12	Seminole Sports Youth Baseball Tournament, McCaslin	All Day
May 10-12	McFadden Sports Youth Softball Tournament, Armstrong	All Day
May 11-12	VIP Dance Competition (Forte Dance Company), Batavia	Various
May 15	Preschool Graduation, FVRC	9am-3pm
May 16-19	FCA Impact Youth Baseball Tournament, Armstrong	All Day
May 17	Preschool Graduation Celebration, CCMG	10:30am-1pm
May 17-19	CSTSBA Youth Softball Tournament, McCaslin	All Day
May 18-19	One Day Shootout Basketball Tournament, FVRC	8am-8pm
May 19	Spring Dance Recital Performances, GBN	10am & 1:30pm
May 18-22	Gymnastics Parent Watch Week, SRC	Various
May 24	First Day of Awesome Adventure Camp, SRC	7am-6:30pm
May 25	Coral Cove Water Park Opening Day, CCWP	11am-2pm

Strategic Goal and Initiative #1

Take Care of What We Have

- The Fun Squad held a Sack Lunch Superstars outing on April 19th. Despite the windy day, staff met and had lunch at the McCaslin picnic pavilion and then helped clean up the park to make it nice and clean for the Baseball/Softball opening day event later that evening.
- FVRC
 - Patio improvements this week include patio furniture, firepit assembly, propane storage cage assembly; all items are now in place.
 - A new floor cleaning machine has been ordered to replace the 10 year old unit for FVRC.
 - “NO REF = NO GAME” banners were installed below each scoreboard in the gym.
 -
- SRC

- NO REF = NO GAME banners were installed in the gym.
- CCMG
 - The new tables and chairs for the program room were brought to CCMG and set up in the room.
 - PUMP PIT
 - The pump that was no longer working at the end of last season has been replaced, and the pit wall was stabilized and reinforced.
- CCWP
 - A leaking water shut-off valve in the men’s locker room was repaired.
- McCaslin Concessions
 - The following repairs were made in preparation of opening day: A new faucet with sprayer was installed, small heater repaired, freezer coils were cleaned, entire concession stand was thoroughly cleaned, vendor was hired to repair the fryer.
- PARKS
 - Staff installed the new signs by the 2 entrances to the hub at McCaslin Park.
 - Staff turned over mulch at FVRC to give it a fresh look.
 - Staff prepared the garden plots at Slepicka Park.
 - Staff built 2 sets of Bags boards for the Tournament Recreation is holding this year.
 - Staff removed the lift gate from the F- 150 that is being replaced and sold so it can be put on another truck in the fleet.
 - Staff replaced damaged ADA pads at SRC.

Strategic Goal and Initiative #2

Improve Financial Position

	2024 - YTD	2023 – YTD
CCMG Daily Admissions	\$1,612	\$1,487
Concessions	\$15,979	\$12,812
Family Special Events	\$20,184	\$13,870
Field Rentals	\$15,400	\$25,077
FVRC/SRC Rental	\$28,436	\$27,735
Group Swim Lessons	\$46,342	\$39,999
Gym Rentals	\$52,891	\$40,682
Gymnastics Group Outing	\$492	\$240
Indoor Pool FVRC Rental	\$1,580	\$450
Indoor Pool Group Outing	\$240	\$144
Lap Swim	\$6,559	\$3,824
Park Shelter Rental	\$110	\$48

- Work continues on the annual audit; staff has completed and verified all adjusting year end entries. We are now finalizing the written report documents/letters that coincide with the Audit.
- Pay application number 3 for Community Park has been approved by the County for release by the District to the Vendor. Staff has submitted a reimbursement to request to the County that will bring us to within \$50,000 of the full \$1,000,000 grant reimbursement.
- Bond payments in the amount of \$639,350 are scheduled for April 26.
- Deposits received:
 - \$152.48 Felco Vending (SRC)
 - \$781.20 Fine Designs of Midwest (Swim Team %)

- \$27.00 Pallet Sales
- 2024 interest received to date:
 - IL Trust Fund Balance Money YTD \$ 232.01
 - Fifth Third Bank Fund Balance Money \$71,753.60
 - IPrime (PMA) Capital Money YTD \$15,214.26
- 2024 Future interest:
 - Fifth Third Bank: \$2MM T-Bill to mature July 9, 2024 at a 5.19% yield, with estimated interest of \$26,547.22.
 - IPDLAF/IL Trust: \$233K cd to mature Aug 1, 2024 at a 4.70% yield, with estimated interest of \$16351.49; \$230K 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; \$227K cd to mature Feb 17, 2026 at a 4.85% yield, with estimated interest of \$21,396.46; \$172K cd to mature Aug 14, 2025 at a 5.10% yield, with estimated interest of \$12,712.69
- 2024 Property Taxes:
 - Current Year Allocations: 2024 YTD \$0, 0% of budget
 - Prior Year Allocations: 180.98, 2024 YTD \$180.98, 72.4% of budget
- 2024 Personal Property Replacement Taxes:
 - Current Allocation: \$0, 2024 YTD \$53,043.33, 30.4% of budget

Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

- As of April 23, 171 CCWP Memberships have been sold.
- McCaslin Home Plate Concessions was open for a Youth Baseball Seminole Tournament April 13-14. Total gross revenue was \$4,901.
- McCaslin Home Plate Concessions revenue for the April 19-20 for opening weekend of baseball and softball was \$6,648.



Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

Strategic Goal and Initiative #5

Develop Parks and Facilities

- Walter Park – the park is making steady progress and is scheduled to be open approximately Memorial Day weekend. A grand opening will be scheduled when the completion date is set in stone.
- Community Park – the overall project continues to have minor challenges throughout the process. However, even in the face of adversity, the park itself is looking better and better every day. A grand opening will be scheduled when the completion date is set in stone.

Strategic Goal and Initiative #6

Foster a Safe and Welcoming Environment

- The Registration Desks are in the process of having a dedicated cell phone so they can use it for the Google Translation app. This will allow staff to communicate more efficiently with our non-English-speaking customers.
- Staff is meeting Rep from Cardiac Science to discuss the ordering of an outdoor AED box for McCaslin Park.
-

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

- The Registration Manager tested the set up for the 2024/2025 Activkids Before and After Care program in Active Net and worked with the Recreation Manager to come up with a more efficient payment plan set up.
- Registration team has been busy calling participants from the camp waitlist to enroll into the program.
- Registration team has been working over the past couple months to convert over a thousand memberships from an individual set up to a family set up in Active Net.
- PDF Guide - April 24 - Summer guide is published via ISSUU and linked throughout the website and mobile app. Announcement made via Constant Contact and social media. Copies were made for the front desk binders. Mondlock is sending the marketing campaigns list to staff April 26. Seven start-of-season eblasts (sales/promos/deadlines) were staggered the week of April 22.
- Monthly program surveys
 - 2024 February - Sent March 7 to 698 mails. Submissions to date: 35. Survey closed March 22 with 5% response rate. Results sent to Recreation.
 - 2024 March - Sent April 1 to 1,059 emails. Submissions to date: 54. Survey closed March 19. Mondlock will send results to recreation when they are ready.

	2024 - YTD	2023 – YTD
5 Star Soccer Clinic	24	0
Adult Softball Leagues – Spring (T, W, Th)	40 Teams	41 Teams
Adult Trips	287	192
Awesome Adventure Camp	2,634	2,524
Dance	52	40
Days off Club	546	399
Outdoor Adventure Camp	794	103

Preschool Registration for the Upcoming School Year	109	91
Springers Gymnastics Team	46	45
Swim Lessons – Spring (April-May)	281	273

- Frozen cast parties were held on April 17.



- Spring Dance Recital tickets went on sale to participants on April 15. So far, 738 tickets have been sold. Tickets go on sale to the public on May 1.
- Forte Dance Company & Storm Poms Team attended their first competition of the year. Both teams placed in the top 1-6 for various awards of dances and special awards.



- Before & After Care has 836 school year registrations compared to 861 this time last year. 1,306 daily flex passes have been sold year to date compared to 1,309 last year. The program is serving 232 individual registrants.



- Awesome Adventure Camp has 276 individual participants registered compared to 240 individuals this time last year.
- The Teenie Weenie Princess Ball was held on April 20 at Fountain View Recreation Center. 79 children were registered with a total of 171 attendees (including parents). Participants enjoyed performances and had photo and autograph opportunities with 11 princesses.



- The adult Mystery Trip to Harley Davison Museum took place on April 4.



- The adult trip to Dancing Horses took place on April 10.



- On April 10-11, the Carol Stream Library came to read stories to the preschoolers.



- Preschoolers witnessed the process of how a caterpillar turns into a butterfly first-hand and were able to release their butterflies outside this week.



- Adult Cup in Hand Kickball league has 6 total teams as oppose to the 12 last year.
- Adult Softball Leagues have 40 total teams this year, down 1 team compared to last year.
- 5 Star Soccer ran a one-day clinic on Sunday, April 14, and had a total of 24 participants. This first time clinic was developed to help boost the youth soccer program by including additional skill development prior to the season starting.
- CSYTBA (Travel Basketball) donated funds to the Carol Stream Park District in order to purchase a shooting machine to be used by patrons (picture below). Athletic staff will look into programming along with rentals for the new shooting machine.



- In house youth soccer league started on Saturday, April 13 at Red Hawk:



Strategic Goal and Initiative #8

Highest Quality Staff & Team

- We have rehired Marketing Intern - Emmalena Palermo for summer 2024. Start date to be determined.
- The Registration Supervisor and Coordinator worked together to update and create a customer service training that will be presented at the registration staff meeting in April.
- Recreation Supervisors attended the IPRA Supervisor Symposium on April 12. Highlighted sessions included Rethinking Staff Training, Appreciating & Motivating Staff, and Battling Burnout.
- Director of Parks and Facilities attended a Financial Sustainability Seminar through a company called 110 Percent. This educational opportunity was the second best professional experience of his career.
- Recreation Manager attended the IPRA ProConnect Mentoring Program on April 17 at Lyman Woods to participate in a service project for the Downers Grove Park District. The next event will be a culmination event at Top Golf in Schaumburg on May 15.
- Recreation Supervisors, Manager, and Superintendent completed a CSPD parks tour to prepare for summer camps.
- Athletics staff held its annual Youth Baseball/Softball Opening at McCaslin Park on Friday, April 19. Staff, Board Members, and our Executive Director attended as it was the unveiling of the new McCaslin turf. The event included a team parade, activities, raffles, sponsor tables, and coaches' game.



Miscellaneous News You Can Use...

- Marketing Manager/Graphic Designer, Theresa Esposito will be returning from FMLA on May 6; 4 weeks before the end of her 12 week leave. She will work intermittently (reduced hours) for another few weeks to complete her FMLA Leave. We are excited to have her back as we enter our busiest season!

- Staff and Board Coyote Crossing passes are being distributed this week.
- The Board/Staff Selection Committee for Corporate Counsel Services completed their interviews with Tressler, LLP, and Ancel Glink. They are compiling notes and will be scheduling a discussion with Commissioner to discuss a recommendation to the full board.
- The Strategic Plan Proposals were distributed to the Selection Committee. Once they have a chance to review the proposals, we will plan a Selection Committee Meeting, and schedule interviews.