



Board of Commissioners  
Regular Business Meeting  
910 N Gary Ave  
Room 120

**February 8, 2021**  
**7:00pm**

1. **Call To Order**
2. **Roll Call – Pledge of Allegiance**
3. **Listening Post**
  - A. Community Service Award – Erik Witteck
4. **Changes or Additions to the Agenda**
5. **Consent Agenda**

All items listed are included in the Consent agenda. There will be no separate discussion of these items. Members of the public may petition in writing that an item be removed from the Consent Agenda.

  - A. Approval: Regular Minutes: January 13, 2021
  - B. Approval: Parks & Facilities Committee Minutes: February 1, 2021
  - C. Ratify January 2021 Bills
  - D. Approval: Treasurers Report
6. **Discussion Items**
  - A. Strategic Plan Update
  - B. Master Plan Update
  - C. Capital Improvement Plan
  - D. Weekly Happenings (oral)
7. **Action Items**
8. **Closed Session**
9. **Action pertaining to closed session**
10. **Adjournment**



**Board of Commissioners**  
**Regular Meeting**  
**January 25, 2021**  
**7:00pm**

<b>Call to Order</b>	Commissioner Gramann called the meeting to order at 7:05pm.								
<b>Roll Call/Pledge of Allegiance</b>	<p>Present: Commissioners Bird, DelPreto, Jaszka, Jeffery, Powers and Sokolowski.</p> <p>Absent: Commissioner Gramann.</p> <p>Staff: Executive Director Reuter, Directors Bachewicz, Hamilton, Rini, Superintendents Quinn and Scumaci, Division Manager Kenny and Executive Assistant Greninger</p>								
<b>Listening Post</b>	None								
<b>Changes to the Agenda</b>	None								
<b>Consent Agenda</b>	<p>There being only one item on the consent agenda, Commissioner Powers made a motion to approve the Regular Board Meeting Minutes from January 11, 2021. Seconded by Commissioner DelPreto.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Del Preto: Aye</td> <td style="width: 50%;">Commissioner Gramann: Absent</td> </tr> <tr> <td>Commissioner Jaszka: Aye</td> <td>Commissioner Powers: Aye</td> </tr> <tr> <td>Commissioner Jeffery: Aye</td> <td>Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Bird: Aye</td> <td></td> </tr> </table> <p>Motion Passes 6-0-1</p>	Commissioner Del Preto: Aye	Commissioner Gramann: Absent	Commissioner Jaszka: Aye	Commissioner Powers: Aye	Commissioner Jeffery: Aye	Commissioner Sokolowski: Aye	Commissioner Bird: Aye	
Commissioner Del Preto: Aye	Commissioner Gramann: Absent								
Commissioner Jaszka: Aye	Commissioner Powers: Aye								
Commissioner Jeffery: Aye	Commissioner Sokolowski: Aye								
Commissioner Bird: Aye									
<b>Discussion Items</b>	<p>A. Weekly Happenings (oral)</p> <ul style="list-style-type: none"> <li>• Executive Director Reuter asked the Board for direction in planning <i>Meet us at the Park</i> events for the summer of 2021. Plans are subject to COVID mitigations regulations, but we hope to be on the path to normalcy by summertime. Staff suggest Community and Slepicka parks in June and August. Commissioner Jeffery expressed concern about drawing a large group of people together. Executive Director Reuter suggested we have a smaller park in mind as an alternative; Executive Assistant Greninger suggested Hampe Park. Commissioner Bird is looking forward to planning fun events for people to attend and we can make changes if COVID regulations require it.</li> <li>• Executive Director Reuter asked the Board for the direction for funding future capital projects. The bond market still looks good and we have a list of priorities from the Board. Director Rini asked if the Board is interested in having Baird come out to present our options. Commissioner Powers would like time to review the report distributed today (attached). Commissioner</li> </ul>								

	<p>Sokolowski stated he was ready; he would like to see the District flatten out the spikes in the coming years for repayment of our outstanding bonds. Commissioner Jeffery does not feel a need to rush, but would like Baird to explain the options. Commissioner Jaszka feels the rates will be stable for a while and would like to hear from Baird. Commissioner DelPreto asked if the presentation would be held in person. Commissioner Bird suggested scheduling the presentation on February 22 to allow the Board to digest the report. Executive Director will suggest the date to Baird.</p> <ul style="list-style-type: none"> <li>• Commissioner DelPreto asked how the COVID mitigation regulations are changing with the move to Tier 1. Executive Director Reuter explained we can have indoor meetings with up to 25 people. In person activities can resume with limitations. Staff is excited about opening up more options.</li> <li>• Commissioner Sokolowski noted in the weekly report that two parks are scheduled to get synthetic turf this year. Director Hamilton said Cambridge received partial turf, so we will finish that playground. Jirsa playground is the other park on the schedule for this summer.</li> <li>• Commissioner Sokolowski noted he spoke to Wayne Township Supervisor over the weekend. Discussion included the plan for the Township to put a walking path around a small lake located behind their building with money they received from a grant. Commissioner Sokolowski suggested the Park District could provide some guidance on how to best put that project together.</li> <li>• Commissioner Bird asked about the Coral Cove Water Park analysis. Executive Director Reuter said 80% will be completed soon but the remaining 20% of the analysis must be completed with water in the pools. We are planning on opening the pool this summer to patrons under IPDH guidelines and that includes swim time slots that will be scheduled by on-line reservation.</li> <li>• Executive Director Reuter asked if all the Board members will be present for the February 1 Parks and Facilities Committee meeting. All are planning to attend. We will have each of the four consults present for 30 minutes in rooms 120 and 122. The meeting will begin at 6pm with final discussion by the Board/Park Committee taking place in Room 121.</li> </ul>
<p><b>Action Items</b></p>	<p>Director Bachewicz announced the affiliate agreements are annually reviewed and updated. This year, COVID protocols were added to all three agreements. Commissioner DelPreto noted that the Carol Stream Panther Soccer Club asked all parents to sign the “return to play” agreement to follow COVID protocols. Director Bachewicz asked for the affiliate board minutes to be sent to Division Manager</p>



	<p>Kenny. We will ask each affiliate to do the same.</p> <p>A. Affiliate Agreement with Carol Stream Panther Soccer Club. Commissioner Powers made a motion approve the 2021 affiliate agreement with the Carol Stream Panther Soccer Club. Seconded by Commissioner Sokolowski. Voice Vote. All in favor. Motion passed.</p> <p>B. Affiliate Agreement with Carol Stream Travel Softball and Baseball Association. Commissioner Jeffery made a motion approve the 2021 affiliate agreement with the Carol Stream Travel Softball and Baseball Association. Seconded by Commissioner DelPreto. Voice Vote. All in favor. Motion passed.</p> <p>C. Affiliate Agreement with Carol Stream Youth Football Association. Commissioner Jazka made a motion approve the 2021 affiliate agreement with the Carol Stream Youth Football Association. Seconded by Commissioner Sokolowski. Commissioner Powers thinks the field usage hours are too late at GNHS. Voice Vote. All in favor. Motion passed.</p>
<b>Closed Session</b>	None
<b>Action Pertaining to Closed Session</b>	None
<b>Adjournment</b>	Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner DelPreto. Voice Vote taken. Motion passed. Meeting adjourned at 7:38pm.

\_\_\_\_\_  
 President  
 Brenda Gramann

\_\_\_\_\_  
 Secretary  
 Jim Reuter

February 8, 2021  
 Date



## **Parks and Facilities Committee Meeting Minutes**

February 1, 2021

6:00 –pm

**Present:** Commissioners Gramann, Bird, Del Preto, Sokolowski, Jaszka, Jeffery and Powers  
Staff: Executive Director Reuter, Directors Hamilton, Bachewicz, Superintendent Quinn,  
Division Manager Kenny and Executive Assistant Greninger

**Topic:** **Community Park Master Plan RFQ Review**

Board President Gramann called the meeting to order at 6:00 pm. This meeting was scheduled to review the top four proposals for the Community Park Master Plan Request for Qualifications sent out in December. The four firms are Hitchcock Design Group, Gewalt Hamilton Associates, Planning Resources Incorporated and Wight & Company. Each firm will have 30 minutes to review their proposal and qualifications with a short question and answer period.

Director Hamilton introduced Steve Konters, Senior Principal, and Andy Howard from Hitchcock. Also managing the project, but not present, would be Lacey Lawrence, Project Manager. They have over 20 years of experience. Their approach is to create memorable, unique and environmentally sound projects, making use of natural areas, incorporating walking trails and the nearby lake. They want to engage the park users with new play equipment, natural space, areas for sports, and gardening. Mr. Konters said they have a 92% success rate in receiving OSLAD grant awards, as well as with Community Development Block Grants, Lake and Storm Water Management. They would form a task force to get feedback from the community. They would send out flyers and schedule open houses, providing interpreters for those who need it. The Master Plan will have phases to allow for the pursuit of grants and annual budgeting.

Next up was Michael Shrake, President of Gewalt Hamilton Associates and Greg Petry, consultant and previous Waukegan Executive Director. Carissa Smith, Senior Engineer and grant expert would also lead the team. With nearly 40 years of experience, Mr. Shrake promised honesty and commitment to excellence. The existing conditions of Community Park, being on a flood plain with aging equipment and hardscapes would be the first phase of improvements. They would bring in interpreters to engage the community, depending on the pandemic, for in-person or online feedback. They are highly recommended, collaborative and form great relationships with our reviewers and contractors.

Darrel Garrison, President of Planning Resources Incorporated and Dwayne Gillian, Senior Project Manager at V3 Companies presented next. Mr. Garrison invited us to consider how this park can bring people together, but be pandemic minded as well, to keep people apart. They envision a sustainable and conservative Master Plan. They would work with our Marketing Department to reach out through social media to engage the neighbors of Community Park. The design would be put together by all staff

at the firm with the goal to WOW us. They self-perform key components of the plan to project cost estimates using bid software and in-house estimates.

The last to present was Bob Ijams and Patty King of Wight & Company. Also introduced were Scott Randall, Engineer and Lara Remitz, Designer, and Randy Jardine, Estimator by video. Wight would align with the Carol Stream Park District mission and the diverse demographics in this area to develop the park to its full potential with drop off and pick up areas for sports, updated play spaces, native play areas, sensory or raised gardens to engage the seniors, trails and gathering areas for passive recreation. A microsite was presented to link residents for involvement in the community with a say in what is planned there. Ms. King envisions easy access for neighbors using the shapes of nature. The project would be put together to roll out in phases and would encourage further use of existing partnerships.

After all four presentations, the group discussed how to score them. Staff will tally the score sheets and email the Board with the results. Commissioner DelPreto noted Gewalt and Planning Resources did not talk about grants. Commissioner Sokolowski added he does not think there will be grants available in 2021. Commissioner Bird has worked with GHA, Hitchcock and Wight. Each has their strengths. He asked if we can sit on the master plan to wait for grant money to become available. Executive Director Reuter agreed that the first step is developing the master plan so we have something to present when grants become available. This community really needs a nice park, but the surrounding areas will see it and they will come too. Commissioner Jeffery noted that the neighbors will take ownership of it and take pride in it. Commissioner Jaszka is eager to get the community input. Commissioner Gramann commended Director Hamilton for planning this meeting. We got a lot done tonight.


Commissioner Powers made a motion to adjourn the meeting at 9:20pm Seconded by Commissioner Del Preto. All in favor. Meeting adjourned.


Respectfully submitted,

Shane Hamilton  
Director of Parks & Facilities

Motion:

Make a motion to ratify bills as presented in the Accounts Payable Voucher List for January 2021.

  
\_\_\_\_\_  
(Treasurer)

  
\_\_\_\_\_  
(Date)

Carol Stream Park District  
Accounts Payable Voucher List  
January 2021

Presented to the  
Board of Commissioners  
February 8, 2021

VENDOR	---- VENDOR NAME -----	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-000036	ASHLEY ELECTRIC, INC.										
	21-40759	INV	50% DEPO	1/08/21	1/22/21	N	2,380.00	2,380.00-	103427	1/22/21	0.00
	20-40664	INV	50%BALAN	12/30/20	12/30/20	N	11,930.00	11,930.00-	103381	1/08/21	0.00
			** TOTALS **				14,310.00	14,310.00-			0.00
01-000039	IL DEPT OF REV										
	21-40797	INV	2020 PMT	1/28/21	1/29/21	N	192.87	192.87-	000414	1/29/21	0.00
			** TOTALS **				192.87	192.87-			0.00
01-000049	FLEXIBLE BENEFIT SRV CRP										
	21-40786	INV	32865250	1/19/21	1/29/21	N	50.00	50.00-	000413	1/29/21	0.00
	21-40706	INV	Flex Cla	1/01/21	1/08/21	N	4,213.16	4,213.16-	000397	1/08/21	0.00
			** TOTALS **				4,263.16	4,263.16-			0.00
01-000078	BENJAMIN SCHOOL DIST. 25										
	21-40729	INV	IGA 1/21	1/01/21	1/15/21	N	795.00	795.00-	103400	1/15/21	0.00
			** TOTALS **				795.00	795.00-			0.00
01-000169	CONSERV FS, INC.										
	21-40767	INV	6402296	1/08/21	1/29/21	N	688.00	688.00-	103440	1/29/21	0.00
			** TOTALS **				688.00	688.00-			0.00
01-000171	CONSTELLATION NEWENERGY										
	20-40592	INV	3055413	12/02/20	1/04/21	N	2,232.55	2,232.55-	000396	1/08/21	0.00
			** TOTALS **				2,232.55	2,232.55-			0.00
01-000202	DIRECT FITNESS SOLUTIONS L										
	21-40736	INV	562014-I	11/05/20	1/15/21	N	115.00	115.00-	103406	1/15/21	0.00
	21-40734	INV	562275-I	12/02/20	1/15/21	N	115.00	115.00-	103406	1/15/21	0.00
	21-40733	INV	562293-I	12/11/20	1/15/21	N	397.79	397.79-	103406	1/15/21	0.00
			** TOTALS **				627.79	627.79-			0.00
01-000243	JEFF ELLIS MANAGEMENT, LLC										
	21-40708	INV	2010140	1/01/21	1/08/21	Y	26,100.75	26,100.75-	103385	1/08/21	0.00
			** TOTALS **				26,100.75	26,100.75-			0.00
01-000416	KAMMES AUTO										
	21-40750	INV	132936	1/06/21	1/22/21	N	173.34	173.34-	103429	1/22/21	0.00
			** TOTALS **				173.34	173.34-			0.00
01-000512	MIDWEST INSTITUTE										
	21-40715	INV	2021 MBR	1/05/21	1/15/21	N	25.00	25.00-	103409	1/15/21	0.00
	21-40707	INV	2021 MBR	1/01/21	1/08/21	N	25.00	25.00-	103388	1/08/21	0.00
	21-40754	INV	2021 MBR	1/08/21	1/15/21	N	50.00	50.00-	103409	1/15/21	0.00
			** TOTALS **				100.00	100.00-			0.00
01-000659	SAFETY-KLEEN SYSTEMS, INC.										
	21-40703	INV	84923064	12/29/20	1/08/21	N	343.91	343.91-	103392	1/08/21	0.00
			** TOTALS **				343.91	343.91-			0.00



A C C O U N T S P A Y A B L E  
O P E N I T E M R E P O R T  
S U M M A R Y

VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-000789	VILLAGE OF CAROL STREAM 21-40724	INV	12/20 Do	1/01/21	1/08/21	N	30.00	30.00-	103396	1/08/21	0.00
				** TOTALS **			30.00	30.00-			0.00
01-000790	VILLAGE OF CAROL STREAM										
	20-40689	INV	1685314	12/31/20	1/15/21	N	17.21	17.21-	000403	1/15/21	0.00
	20-40689	INV	1686126	12/31/20	1/15/21	N	52.33	52.33-	000403	1/15/21	0.00
	20-40689	INV	1686126	12/31/20	1/15/21	N	5.82	5.82-	000403	1/15/21	0.00
	20-40689	INV	1689389	12/31/20	1/15/21	N	10.58	10.58-	000403	1/15/21	0.00
	20-40689	INV	1690662	12/31/20	1/15/21	N	47.80	47.80-	000403	1/15/21	0.00
	20-40689	INV	1690699	12/31/20	1/15/21	N	948.27	948.27-	000403	1/15/21	0.00
	20-40689	INV	1690711	12/31/20	1/15/21	N	0.08	0.08-	000403	1/15/21	0.00
	20-40689	INV	1690731	12/31/20	1/15/21	N	0.13	0.13-	000403	1/15/21	0.00
	20-40689	INV	1690735	12/31/20	1/15/21	N	0.13	0.13-	000403	1/15/21	0.00
				** TOTALS **			1,082.35	1,082.35-			0.00
01-000797	WAREHOUSE DIRECT, INC.										
	21-40710	INV	4850602-	12/24/20	12/31/20	N	259.98	259.98-	103397	1/08/21	0.00
	21-40712	INV	4854851-	1/05/21	1/08/21	N	34.86	34.86-	103397	1/08/21	0.00
	21-40742	INV	4858277-	1/07/21	1/22/21	N	313.06	313.06-	103434	1/22/21	0.00
				** TOTALS **			607.90	607.90-			0.00
01-000812	WDSRA										
	21-40721	INV	CSPDFINA	12/30/20	12/31/20	N	1,152.61	1,152.61-	000400	1/08/21	0.00
				** TOTALS **			1,152.61	1,152.61-			0.00
01-001498	WAYNE TOWNSHIP										
	21-40785	INV	20-158	10/09/20	1/22/21	N	6,768.64	6,768.64-	103435	1/22/21	0.00
				** TOTALS **			6,768.64	6,768.64-			0.00
01-001678	CAROL STREAM LAWN & POWER										
	21-40748	INV	460262	1/07/21	1/22/21	N	527.34	527.34-	103428	1/22/21	0.00
	21-40749	INV	460318	1/08/21	1/22/21	N	6.46	6.46-	103428	1/22/21	0.00
				** TOTALS **			533.80	533.80-			0.00
01-001859	DUPAGE CONVENTION										
	21-40700	INV	4723	11/19/20	12/31/20	N	225.00	225.00-	103384	1/08/21	0.00
				** TOTALS **			225.00	225.00-			0.00
01-001995	BILL ROSENBERG										
	21-40779	INV	2021 INC	1/11/21	1/22/21	N	1,000.00	1,000.00-	103431	1/22/21	0.00
				** TOTALS **			1,000.00	1,000.00-			0.00
01-002173	RELIABLE FIRE & SECURITY										
	21-40789	INV	15846-R	1/26/20	1/29/21	N	500.00	500.00-	103447	1/29/21	0.00
				** TOTALS **			500.00	500.00-			0.00
01-002689	ACCESS ONE INC.										
	21-40720	INV	4805909	1/01/21	1/22/21	N	890.94	890.94-	000404	1/22/21	0.00
				** TOTALS **			890.94	890.94-			0.00





A C C O U N T S P A Y A B L E  
O P E N I T E M R E P O R T  
S U M M A R Y

VENDOR	---- VENDOR NAME -----	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	---BALANCE---
01-004611	ASCAP	** CONTINUED **									
	21-40758	INV	10000560	12/20/20	1/22/21	N	1,158.00	1,158.00-	103426	1/22/21	0.00
							** TOTALS **	1,158.00-			0.00
01-004642	JUST ELEVATOR INSPECTION S										
	21-40719	INV	5082	12/03/20	12/31/20	N	125.00	125.00-	103386	1/08/21	0.00
							** TOTALS **	125.00-			0.00
01-004645	HAWK FORD of ST. CHARLES										
	21-40801	INV	2020 FOR	1/28/21	1/29/21	Y	17,861.00	17,861.00-	103450	1/29/21	0.00
							** TOTALS **	17,861.00-			0.00
01-1	MISC VENDOR (REFUNDS ONLY)										
		INV REC #	200	1/22/21	1/22/21	N	130.00	130.00-	103430	1/22/21	0.00
		INV REC#	200	1/08/21	1/08/21	N	350.00	350.00-	103389	1/08/21	0.00
		INV REC#	200	1/08/21	1/08/21	N	27.32	27.32-	103393	1/08/21	0.00
		INV REC#	200	1/08/21	1/08/21	N	163.35	163.35-	103391	1/08/21	0.00
		INV REC#	200	1/08/21	1/08/21	N	450.00	450.00-	103390	1/08/21	0.00
		INV REC#	200	1/15/21	1/15/21	N	206.00	206.00-	103401	1/15/21	0.00
		INV REC#	200	1/15/21	1/15/21	N	35.34	35.34-	103411	1/15/21	0.00
		INV REC#	200	1/15/21	1/15/21	N	378.00	378.00-	103408	1/15/21	0.00
		INV REC#	200	1/15/21	1/15/21	N	375.33	375.33-	103407	1/15/21	0.00
		INV REC#	200	1/15/21	1/15/21	N	578.00	578.00-	103405	1/15/21	0.00
		INV REC#	200	1/15/21	1/15/21	N	153.00	153.00-	103403	1/15/21	0.00
		INV REC#	200	1/25/21	1/29/21	N	140.00	140.00-	103448	1/29/21	0.00
		INV REC#	200	1/29/21	1/29/21	N	103.00	103.00-	103443	1/29/21	0.00
		INV REC#	200	1/29/21	1/29/21	N	40.00	40.00-	103445	1/29/21	0.00
		INV REC#	2007	1/25/21	1/29/21	N	400.00	400.00-	103441	1/29/21	0.00
		INV REC#	2007	1/29/21	1/29/21	N	127.35	127.35-	103444	1/29/21	0.00
		INV REC#	2007	1/29/21	1/29/21	N	226.00	226.00-	103446	1/29/21	0.00
							** TOTALS **	3,882.69-			0.00

A C C O U N T S P A Y A B L E  
O P E N I T E M R E P O R T  
S U M M A R Y

T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	131,215.85	131,215.85CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	131,215.85	131,215.85CR	0.00

A C C O U N T S P A Y A B L E  
O P E N I T E M R E P O R T  
S U M M A R Y

\*\* PRE-PAID INVOICES \*\*

P R E P A I D T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	0.00	0.00	0.00

R E P O R T T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	131,215.85	131,215.85CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
VOIDED ITEMS	0.00	0.00	0.00
** TOTALS **	131,215.85	131,215.85CR	0.00

U N P A I D R E C A P

NUMBER OF HELD INVOICES	0
UNPAID INVOICE TOTALS	0.00
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	0.00

\*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 204000	DUE TO VILLAGE OF CAROL STREAM	30.00
10 209500	D/T CSP FOUNDATION-BRICK PRGM	500.00
10 217000	SECTION 125	4,213.16
10 5-00-00-534	PHYSICAL/DRUG TESTING	91.00
10 5-00-00-565	BACKGROUND CHECKS-EMPLOYEES	28.50
10 5-00-00-590	OTHER SERVICES-LIABILITY	11,930.00
10 5-00-00-689	COVID-19 SUPPLIES	129.99
10 5-00-00-704	PATHWAYS/PARKING LOTS-P/L	6,768.64
10 5-10-00-535-000	GROUP MEDICAL	1,000.00
10 5-10-00-540	SECTION 125 PLAN	50.00
10 5-10-00-552	FINANCIAL	192.87
10 5-10-00-555	PUBLIC NOTICES	69.00
10 5-10-00-556	MAINTENANCE CONTRACTS	1,349.35
10 5-10-00-561	MEMBERSHIP DUES	375.00
10 5-10-00-620	STAFF INCENTIVE	60.00
10 5-12-00-561	MEMBERSHIP DUES	225.00
10 5-15-00-545-080	WATER/SEWER-ARMSTRONG FOUNTAIN	0.13
10 5-15-00-545-089	WATER/SEWER-HAMPE	0.13

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 5-15-00-545-096	WATER/SEWER-SLEPICKA	0.08
10 5-15-00-547-083	ELECTRIC-ARMSTRONG PARK NORTH	104.16
10 5-15-00-547-085	ELECTRIC-ARMSTRONG PARK SOUTH	316.84
10 5-15-00-547-086	ELECTRIC-BIERMAN	27.09
10 5-15-00-547-089	ELECTRIC-HAMPE	243.81
10 5-15-00-547-093	ELECTRIC-MEMORIAL PARK	18.80
10 5-15-00-547-094	ELECTRIC-POND AERATORS	24.59
10 5-15-00-547-095	ELECTRIC-RED HAWK	221.04
10 5-15-00-547-096	ELECTRIC-SLEPICKA	33.11
10 5-15-00-547-097	ELECTRIC-UNDERPASS IL64	48.03
10 5-15-00-556	MAINTENANCE CONTRACTS	343.91
10 5-15-00-561	MEMBERSHIP DUES	75.00
10 5-15-00-570	CONTRACTUAL SERVICES	1,845.00
10 5-15-00-659	VEHICLE FUELS	591.35
10 5-15-00-661	HERBICIDES/SNOW REMOVAL	688.00
10 5-15-00-663-024	VEHICLE REPAIRS-#124 F250	173.34
10 5-15-00-673	TOOL REPAIR & PARTS	587.57
10 5-28-00-544	GAS	225.10
10 5-28-00-545	WATER/SEWER	17.21
10 5-28-00-546	TELEPHONE	1,121.92
10 5-28-00-547	ELECTRIC	373.91
	** FUND TOTAL **	34,092.63
20 205000	REGISTRATION CLIENT PAYABLE	3,882.69
20 5-10-00-556	MAINTENANCE CONTRACTS	386.90
20 5-13-00-544	GAS	1,004.02
20 5-13-00-545	WATER/SEWER	948.27
20 5-13-00-546	TELEPHONE	1,393.49
20 5-13-00-547	ELECTRIC	12,057.24
20 5-13-00-562	REPAIR SERVICES	1,890.00
20 5-13-00-650	EQUIPMENT RENTAL	539.00
20 5-13-00-654	CHEMICALS-POOL	600.24
20 5-13-00-656	JANITORIAL SUPPLIES	477.91
20 5-13-00-664	REPAIR & MAINT SUPPLIES	713.05
20 5-14-00-546	TELEPHONE	442.52
20 5-23-00-544	GAS	707.55
20 5-23-00-545	WATER/SEWER	5.82
20 5-23-00-546	TELEPHONE	1,802.22
20 5-23-00-547	ELECTRIC	1,924.57
20 5-23-00-556	MAINTENANCE CONTRACTS	125.00
20 5-24-00-544	GAS	85.38
20 5-24-00-545-087	WATER/SEWER-CORAL COVE	52.33
20 5-24-00-547	ELECTRIC	237.87
20 5-26-00-544	GAS	135.15
20 5-26-00-547	ELECTRIC	135.15
20 5-26-00-556	MAINTENANCE CONTRACTS	524.70
20 5-27-00-544	GAS	142.78



## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-27-00-545	WATER/SEWER	10.58
20 5-27-00-547	ELECTRIC	183.15
20 5-60-28-595-865	PGM SRV-YTH BB/SB FALL LGS	180.00
20 5-60-70-570-700	CONTRACTUAL SRVS-FVRC POOL	26,100.75
20 5-60-80-562-800	REPAIR SERVICES-FITNESS	627.79
20 5-60-80-595-800	PGM SRV-FITNESS CENTR-MEM/PASS	1,158.00
20 5-64-00-545	WATER/SEWER-MCCAS FIELDS	47.80
20 5-64-00-547	ELECTRIC-MCCASLIN FIELDS	459.17
20 5-64-00-556	MAINTENANCE CONTRACTS	20.00
20 5-65-00-544	GAS	67.72
20 5-65-00-546	TELEPHONE	442.51
20 5-65-00-547	ELECTRIC	87.46
	** FUND TOTAL **	59,598.78
25 125000	WDSRA Receivable/Cash Held	1,152.61
	** FUND TOTAL **	1,152.61
34 5-00-00-713	TECHNOLOGY	9,724.00
	** FUND TOTAL **	9,724.00
42 5-00-00-723	FOUNTAIN VIEW REC CENTER	2,380.00
42 5-00-00-746	PRESCHOOL IMPROVEMENTS	1,366.17
42 5-00-00-762	PARKS/PLAYGROUNDS	5,040.66
42 5-11-00-800	CAPITAL EQUIPMENT	17,861.00
	** FUND TOTAL **	26,647.83
-----		
	** TOTAL **	131,215.85

A C C O U N T S P A Y A B L E  
O P E N I T E M R E P O R T  
S U M M A R Y

\*DEPARTMENT TOTALS\*

DEPARTMENT	DEPARTMENT NAME	AMOUNT
10	NON-DEPARTMENTAL	4,743.16
10 00	ANCILLARY FUNDS	18,948.13
10 10	FINANCE/ADMINISTRATION	3,096.22
10 12	MARKETING/COMMUNICATION	225.00
10 15	PARKS	5,341.98
10 28	MAINTENANCE FACILITY	1,738.14
	** FUND TOTAL **	34,092.63
20	NON-DEPARTMENTAL	3,882.69
20 10	ADMINISTRATION	386.90
20 13	FOUNTAIN VIEW REC CENTER	19,623.22
20 14	CONCESSIONS	442.52
20 23	SIMKUS FACILITY	4,565.16
20 24	CORAL COVE	375.58
20 26	EVERGREEN GYM FACILITY	795.00
20 27	ELK TRAIL FACILITY	336.51
20 60	RECREATION	28,066.54
20 64	MCCASLIN FIELDS	526.97
20 65	MINIATURE GOLF	597.69
	** FUND TOTAL **	59,598.78
25	NON-DEPARTMENTAL	1,152.61
	** FUND TOTAL **	1,152.61
34 00	CAPITAL PROJECTS	9,724.00
	** FUND TOTAL **	9,724.00
42 00	CAPITAL PROJECTS	8,786.83
42 11	CAP REPAIR & REPLACEMENT	17,861.00
	** FUND TOTAL **	26,647.83
-----		
	** TOTAL **	131,215.85

0 ERRORS  
0 WARNINGS

SELECTION CRITERIA

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VENDOR SET: ALL  
 VENDOR: THRU ZZZZZZ  
 VENDOR CLASS: ALL  
 BANK CODES: Include: APBNK  
 1099 BOX: All  
 COMMENT CODES: All  
 HOLD STATUS: Both  
 AP BALANCE AS OF: 0/00/0000  
 ADVANCED SELECTION: YES

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ITEM SELECTION: PAID ITEMS  
 FUNDS: All  
 ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZZZ  
 ITEM AMOUNT: 999,999,999.00CR THRU 999,999,999.00

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PRINT OPTIONS:

SEQUENCE: VENDOR NUMBER  
 REPORT TYPE: SUMMARY  
 SORT TRANSACTIONS BY DATE: NO  
 G/L ACCOUNTS/PROJECTS: YES  
 ONE VENDOR PER PAGE: NO  
 ONE DEPARTMENT PER PAGE: NO  
 PRINT STUB COMMENTS: NO  
 PRINT COMMENT CODES: None  
 PRINT W/ PO ONLY: NO

-----

DATE SELECTION:

PAYMENT DATE: 1/01/2021 THRU 1/31/2021  
 ITEM DATE: 0/00/0000 THRU 99/99/9999  
 POSTING DATE: 0/00/0000 THRU 99/99/9999

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**Quarterly Treasurers Report**  
*Fiscal Year Ending December 31, 2020*  
**Fourth Quarter/Year End**

**Presented To:** Finance Committee and Park Commissioners

**From:** Sue Rini, Director of Finance & Administration  
Lisa Scumaci, Superintendent of Finance & Accounting



The following is the **Quarterly Treasurers Report** for the Carol Stream Park District for the Fourth Quarter/Year End of fiscal year ending December 31, 2020. **All values are unaudited.**

### **Current Fund Balance**

**Refer to Chart A**

- The Fourth Quarter **Combined Fund Balance is \$4,752,476**. This includes all operating, restricted use funds, capital, and repair & replacement dollars. This opening balance was \$4,847,994.
- The Fourth Quarter ending fund balance for all **Operating Funds is \$1,981,656**. This compares favorably to the Fourth Quarter of 2019 which closed with an Operating Fund Balance of **\$1,817,920**.
  - Operating funds include: *Corporate/Corporate R&R; Recreation/Recreation R&R; Paving & Lighting; Liability; FICA; Audit; and IMRF.*
- The **Year-to-Date (YTD) change in the Operating Fund Balance** reflects an **increase of \$163,736**; this is less than the increase of \$394,154 in 2019. However, stable tax receipts and unemployment cost relief through the CARES Act, coupled with aggressive cost cutting measures and innovative programming produced a result that could have been much worse considering the global impact of the COVID Pandemic.
- Total **Capital Dollars** available (includes encumbered, earmarked, and unassigned) are \$787,150.



Carol Stream Park District

(Chart A)

Current Fund Balance

4th Quarter - Fiscal Year Ending 12/31/20

	Corporate Fund (Includes Corp R&R, and Ancillary Funds)							Recreation		Restricted Use / Cap Exempt Funds					Total
	Admin Fund 10	Corp R&R Fund 11	Paving Fund 21	FICA Fund 22	Audit Fund 23	Liability Fund 24	IMRF Fund 26	Rec R&R Fund 12	Recreation Fund 20	Spec Rec Fund 25	Working Cash Fund 29	Bond & Int Fund 30	Technology Fund 34	Capital Fund 42	
1/1/20 Bal: By Fund	\$ 707,637	\$ 114,158	\$ 45,411	\$ 96,149	\$ 1,290	\$ 97,154	\$ 93,250	\$ 413,548	\$ 249,320	\$ 399,786	\$ 100,000	\$ 1,286,943	\$ 157,389	\$ 1,085,956.06	\$ 4,847,994
1/1/20 Bal: Combined Funds	\$ 1,040,893								\$ 662,868						
Fund Balance	\$ 1,040,893	\$ 114,158						\$ 413,548	\$ 249,320	\$ 399,786	\$ 100,000	\$ 1,286,943	\$ 157,389	\$ 1,085,956	\$ 4,847,994
January Net	\$ (122,896)	\$ 531	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,993	\$ 65,746	\$ (4,217)	\$ -	\$ 2,239	\$ (13,604)	\$ (9,019)	\$ (78,226)
Fund Balance 1/31	\$ 917,997	\$ 114,689	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 416,541	\$ 315,067	\$ 395,569	\$ 100,000	\$ 1,289,183	\$ 143,785	\$ 1,076,937	\$ 4,769,768
February Net	\$ (162,938)	\$ 503	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,251	\$ (60,273)	\$ (25,689)	\$ -	\$ -	\$ (65)	\$ 181,878	\$ (61,333)
Fund Balance 2/28	\$ 755,059	\$ 115,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 421,792	\$ 254,794	\$ 369,880	\$ 100,000	\$ 1,289,183	\$ 143,720	\$ 1,258,816	\$ 4,708,435
March Net	\$ (191,189)	\$ 275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,629)	\$ (114,363)	\$ 21,937	\$ -	\$ (22,738)	\$ (4,057)	\$ (172,573)	\$ (490,336)
Fund Balance 3/31	\$ 563,870	\$ 115,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 414,163	\$ 140,431	\$ 391,817	\$ 100,000	\$ 1,266,445	\$ 139,663	\$ 1,086,243	\$ 4,218,098
April Net	\$ (175,012)	\$ (2,353)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38	\$ (282,515)	\$ (4,111)	\$ -	\$ (493,085)	\$ (3,670)	\$ (2,648)	\$ (963,356)
Fund Balance 4/30	\$ 388,858	\$ 113,113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 414,201	\$ (142,085)	\$ 387,706	\$ 100,000	\$ 773,361	\$ 135,993	\$ 1,083,594	\$ 3,254,742
May Net	\$ (138,915)	\$ 213	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,352	\$ (139,152)	\$ (59,100)	\$ -	\$ 40,253	\$ (7,988)	\$ (9,605)	\$ (286,943)
Fund Balance 5/31	\$ 249,944	\$ 113,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 441,553	\$ (281,236)	\$ 328,605	\$ 100,000	\$ 813,614	\$ 128,005	\$ 1,073,989	\$ 2,967,800
June Net	\$ 1,267,028	\$ 551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 441,691	\$ 149,900	\$ -	\$ 2,051,564	\$ -	\$ (2,888)	\$ 3,907,846
Fund Balance 6/30	\$ 1,516,972	\$ 113,877	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 441,553	\$ 160,454	\$ 478,505	\$ 100,000	\$ 2,865,178	\$ 128,005	\$ 1,071,102	\$ 6,875,646
July Net	\$ (148,098)	\$ 33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,470)	\$ (48,984)	\$ 10,932	\$ -	\$ 104,018	\$ -	\$ 7,470	\$ (78,100)
Fund Balance 7/31	\$ 1,368,874	\$ 113,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 438,083	\$ 111,470	\$ 489,437	\$ 100,000	\$ 2,969,195	\$ 128,005	\$ 1,078,572	\$ 6,797,546
August Net	\$ 74,597	\$ 73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 680	\$ (50,826)	\$ 50,182	\$ -	\$ 423,327	\$ (240)	\$ 3,453	\$ 501,247
Fund Balance 8/31	\$ 1,443,471	\$ 113,982	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 438,763	\$ 60,644	\$ 539,619	\$ 100,000	\$ 3,392,522	\$ 127,766	\$ 1,082,025	\$ 7,298,793
September Net	\$ 781,858	\$ 33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 835	\$ 315,424	\$ 213,013	\$ -	\$ 1,739,678	\$ -	\$ (282,909)	\$ 2,767,932
Fund Balance 9/30	\$ 2,225,328	\$ 114,016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 439,598	\$ 376,069	\$ 752,632	\$ 100,000	\$ 5,132,200	\$ 127,766	\$ 799,116	\$ 10,066,724
October Net	\$ (226,385)	\$ (152)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (174,689)	\$ (155,904)	\$ -	\$ (3,577,518)	\$ -	\$ 18,387	\$ (4,116,259)
Fund Balance 10/31	\$ 1,998,943	\$ 113,864	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 439,598	\$ 201,380	\$ 596,729	\$ 100,000	\$ 1,554,682	\$ 127,766	\$ 817,503	\$ 5,950,465
November Net	\$ (225,454)	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380	\$ (154,647)	\$ (1,543)	\$ -	\$ 28,786	\$ -	\$ (17,414)	\$ (369,832)
Fund Balance 11/30	\$ 1,773,489	\$ 113,924	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 439,978	\$ 46,733	\$ 595,186	\$ 100,000	\$ 1,583,469	\$ 127,766	\$ 800,089	\$ 5,580,633
December Net	\$ (347,838)	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ (45,042)	\$ (6,317)	\$ -	\$ (417,817)	\$ 1,384	\$ (12,938)	\$ (828,157)
YTD Fund Balance	\$ 1,425,651	\$ 113,936	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,378	\$ 1,691	\$ 588,869	\$ 100,000	\$ 1,165,652	\$ 129,149	\$ 787,150	\$ 4,752,476
YTD Combined Fund Balance:	Corporate/CorpR&R/Ancillary							Recreation/RecR&R							
	\$ 1,539,587							\$ 442,069							
Budgeted Ending Balances	\$ 788,781	\$ 140,433	\$ (29,589)	\$ 93,615	\$ 7,833	\$ 99,941	\$ 102,474	\$ 501,563	\$ 315,556	\$ 451,047	\$ 100,000	\$ 1,276,633	\$ 91,725	\$ 371,798	\$ 4,311,813
* Combined Funds	\$ 1,203,490							\$ 817,119							
Target of 5/12	\$ 776,408	n/a	per plans	\$ 137,931	\$ 12,311	\$ 104,047	\$ 143,032	n/a	\$ 934,566	per plans	\$ 100,000	per debt	n/a	n/a	
Target Range of 3-6 months				\$82,759 to \$165,517	\$7,387 to \$14,773	\$62,418 to \$124,857	\$85,819 to \$171,638								

\* Target Balance for Compined Corporate and Ancillary Funds is: \$ 1,173,729

Operating Fund Beg Balance: \$ 1,817,919  
 Operating Fund End Balance: \$ 1,981,656  
 Change in Operating Balance: \$ 163,736

**Year-to-Date (YTD) Revenues and Expenses – Monthly Comparison – ALL FUNDS****Refer to Chart B**

- This report includes revenue, expense and net performance totals for ALL FUNDS – therefore, operating dollars, capital dollars, cap-exempt (bond & interest dollars), and special recreation dollars are included in the totals.
- Not all funds have the same goals or ‘targets’. While capital funds are intentionally spent down and will result in a negative net, some operating funds target a more significant positive net performance.
- **Fourth Quarter net performance including all funds is -\$5,314,248.**
  - Net performance for the Fourth Quarter is typically negative.
  - Completion of major capital projects, equipment purchases, and paving projects cause intentional spend down:
    - ✓ FVRC Parking Lot
    - ✓ Skid steer
    - ✓ GBN Turf Replacement
  - The additional impact of the COVID Pandemic will be highlighted in Charts C (Operating Funds), and Chart D (Recreation Fund).
- **Year End net performance including all funds is -\$95,518.**
  - This includes a \$298,806 spend down of capital funds.



**Carol Stream Park District**  
**YTD Revenue & Expense - Monthly Comparison**  
**4th Quarter - Fiscal Year Ending 12/31/20**

ALL FUNDS - Corresponds to Graph B-1

Fiscal Year		1st Quarter Totals	2nd Quarter Totals	First Half YTD	3rd Quarter Totals	October	November	December	4th Quarter Totals	YTD TOTAL
2011	Revenue	\$ 861,953	\$ 4,036,683	\$ 4,898,637	\$ 3,811,948	\$ 348,597	\$ 582,747	\$ 7,900,847	\$ 8,832,191	\$ 17,542,776
	Expense	\$ 1,723,449	\$ 4,734,039	\$ 6,457,488	\$ 3,272,184	\$ 2,140,734	\$ 676,298	\$ 1,570,495	\$ 4,387,528	\$ 14,117,201
	Net	\$ (861,496)	\$ (697,356)	\$ (1,558,852)	\$ 539,764	\$ (1,792,137)	\$ (93,551)	\$ 6,330,351	\$ 4,444,663	\$ 3,425,575
2012	Revenue	\$ 1,013,987	\$ 4,361,544	\$ 5,375,531	\$ 3,851,476	\$ 552,767	\$ 370,864	\$ 214,188	\$ 1,137,820	\$ 10,364,826
	Expense	\$ 2,518,513	\$ 4,575,083	\$ 7,093,596	\$ 4,232,921	\$ 4,352,024	\$ 1,688,442	\$ 2,120,868	\$ 8,161,334	\$ 19,487,851
	Net	\$ (1,504,526)	\$ (213,539)	\$ (1,718,065)	\$ (381,445)	\$ (3,799,258)	\$ (1,317,578)	\$ (1,906,680)	\$ (7,023,515)	\$ (9,123,025)
2013	Revenue	\$ 16,281,004	\$ 4,181,652	\$ 20,462,656	\$ 4,067,836	\$ 504,879	\$ 706,398	\$ 484,007	\$ 1,695,284	\$ 26,225,776
	Expense	\$ 6,589,480	\$ 2,958,952	\$ 9,548,432	\$ 6,779,914	\$ 3,104,208	\$ 1,443,893	\$ 1,506,979	\$ 6,055,079	\$ 22,383,425
	Net	\$ 9,691,524	\$ 1,222,700	\$ 10,914,224	\$ (2,712,078)	\$ (2,599,329)	\$ (737,494)	\$ (1,022,972)	\$ (4,359,796)	\$ 3,842,351
2014	Revenue	\$ 2,520,518	\$ 5,061,623	\$ 7,582,140	\$ 4,588,061	\$ 569,851	\$ 228,156	\$ 1,536,478	\$ 2,334,484	\$ 14,504,685
	Expense	\$ 2,705,877	\$ 3,211,570	\$ 5,917,447	\$ 4,404,267	\$ 3,108,611	\$ 1,023,155	\$ 1,544,739	\$ 5,676,505	\$ 15,998,218
	Net	\$ (185,359)	\$ 1,850,053	\$ 1,664,694	\$ 183,794	\$ (2,538,761)	\$ (794,999)	\$ (8,262)	\$ (3,342,021)	\$ (1,493,533)
2015	Revenue	\$ 1,581,176	\$ 5,604,998	\$ 7,186,174	\$ 4,806,492	\$ 582,171	\$ 277,752	\$ 419,368	\$ 1,279,291	\$ 13,271,957
	Expense	\$ 2,116,310	\$ 3,213,738	\$ 5,330,048	\$ 3,281,917	\$ 2,947,763	\$ 703,023	\$ 1,547,519	\$ 5,198,304	\$ 13,810,269
	Net	\$ (535,134)	\$ 2,391,260	\$ 1,856,126	\$ 1,524,575	\$ (2,365,592)	\$ (425,271)	\$ (1,128,151)	\$ (3,919,013)	\$ (538,312)
2016	Revenue	\$ 1,460,617	\$ 5,532,006	\$ 6,992,623	\$ 4,724,822	\$ 530,138	\$ 331,792	\$ 447,154	\$ 1,309,084	\$ 13,026,529
	Expense	\$ 1,979,005	\$ 3,297,933	\$ 5,276,938	\$ 3,577,429	\$ 3,216,861	\$ 599,969	\$ 1,752,602	\$ 5,569,431	\$ 14,423,798
	Net	\$ (518,388)	\$ 2,234,073	\$ 1,715,685	\$ 1,147,393	\$ (2,686,723)	\$ (268,177)	\$ (1,305,448)	\$ (4,260,347)	\$ (1,397,269)
2017	Revenue	\$ 992,937	\$ 5,948,022	\$ 6,940,959	\$ 5,396,347	\$ 561,464	\$ 344,067	\$ 337,724	\$ 1,243,254	\$ 13,580,560
	Expense	\$ 1,949,971	\$ 3,673,264	\$ 5,623,235	\$ 2,937,513	\$ 3,590,723	\$ 681,701	\$ 1,329,888	\$ 5,602,312	\$ 14,163,060
	Net	\$ (957,034)	\$ 2,274,759	\$ 1,317,724	\$ 2,458,834	\$ (3,029,259)	\$ (337,634)	\$ (992,164)	\$ (4,359,058)	\$ (582,500)
2018	Revenue	\$ 1,031,725	\$ 6,207,035	\$ 7,238,761	\$ 5,388,057	\$ 734,529	\$ 302,297	\$ 312,312	\$ 1,349,138	\$ 13,975,955
	Expense	\$ 1,797,510	\$ 3,347,702	\$ 5,145,212	\$ 2,598,391	\$ 3,836,293	\$ 886,387	\$ 1,294,280	\$ 6,016,961	\$ 13,760,564
	Net	\$ (765,785)	\$ 2,859,333	\$ 2,093,548	\$ 2,789,666	\$ (3,101,765)	\$ (584,090)	\$ (981,968)	\$ (4,667,823)	\$ 215,391
2019	Revenue	\$ 1,048,303	\$ 6,199,885	\$ 7,248,188	\$ 5,795,670	\$ 751,262	\$ 398,227	\$ 292,524	\$ 1,442,013	\$ 14,485,871
	Expense	\$ 1,679,997	\$ 3,831,956	\$ 5,511,953	\$ 2,852,295	\$ 4,054,186	\$ 987,234	\$ 1,313,561	\$ 6,354,980	\$ 14,719,228
	Net	\$ (631,694)	\$ 2,367,929	\$ 1,736,235	\$ 2,943,375	\$ (3,302,924)	\$ (589,007)	\$ (1,021,036)	\$ (4,912,967)	\$ (233,357)
2020	Revenue	\$ 1,018,997	\$ 4,990,270	\$ 6,009,267	\$ 4,939,804	\$ 444,638	\$ 170,983	\$ 210,698	\$ 826,318	\$ 11,775,390
	Expense	\$ 1,648,893	\$ 2,332,723	\$ 3,981,616	\$ 1,748,726	\$ 4,560,897	\$ 540,815	\$ 1,038,855	\$ 6,140,567	\$ 11,870,908
	Net	\$ (629,896)	\$ 2,657,547	\$ 2,027,652	\$ 3,191,078	\$ (4,116,259)	\$ (369,832)	\$ (828,157)	\$ (5,314,248)	\$ (95,518)





## Year-to-Date (YTD) Revenue and Expenses Compared to Budget – ALL FUNDS

*Refer to Chart B-1*

- Similar to the spreadsheet in Attachment B, this graph includes Year-to-Date performance compared to budget and includes ALL FUNDS. It also provides the percentage (%) of the budget. Comparative information for 2019 is included for reference.
- This graph reflects Operating, Capital, Cap-Exempt, and Special Recreation revenues and expenses.
- 2020 Year-to-Date revenue is 79.48% of the annual budget, with expenses at 72.84% of the annual budget.



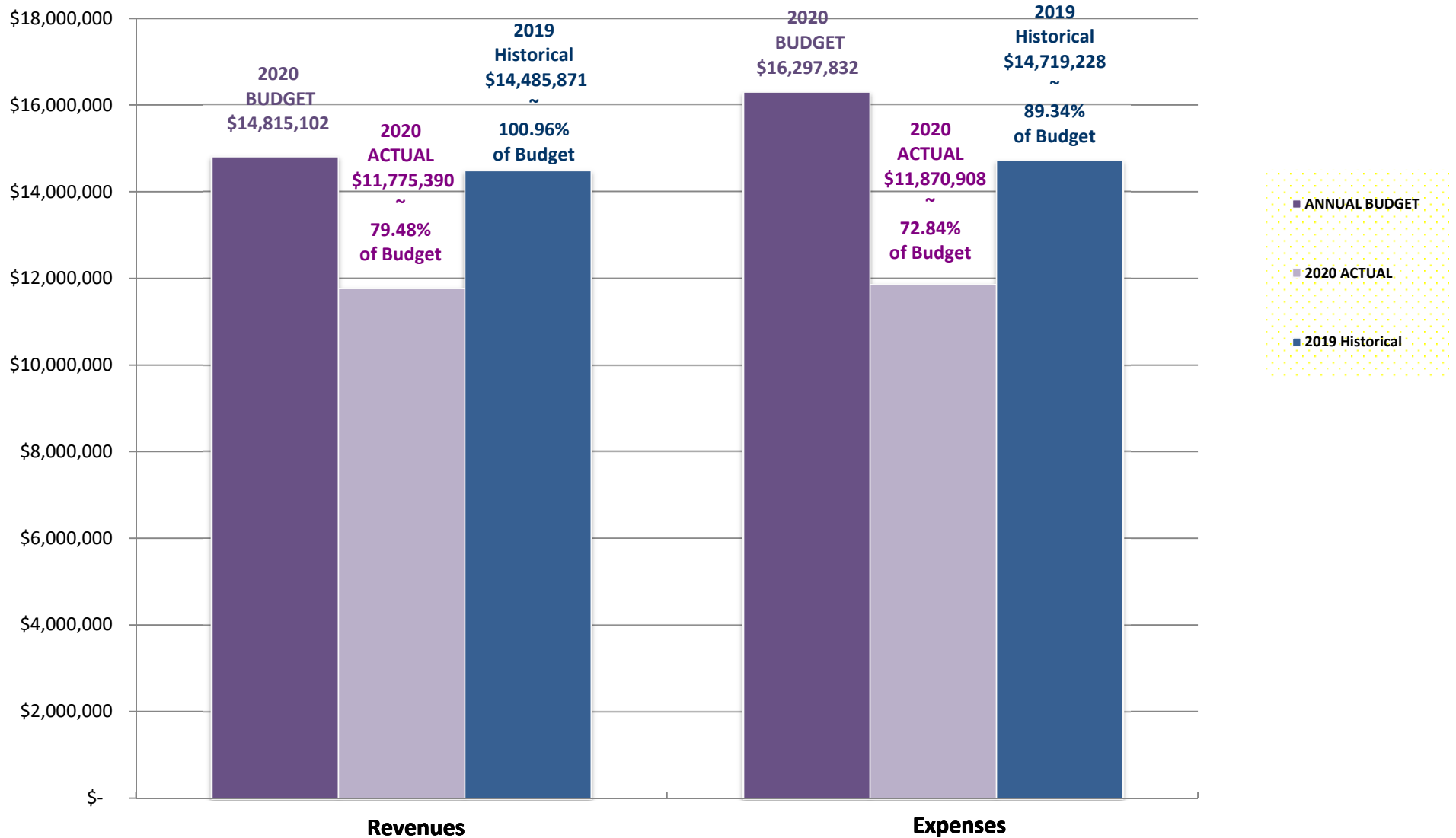
# Carol Stream Park District

## YTD Revenue & Expense as % of Budget

### 4th Quarter - Fiscal Year Ending 12/31/20

ALL FUNDS

*(Chart B-1)*



**Year-to-Date (YTD) Revenue and Expenses – Monthly Comparison – OPERATING FUNDS****Refer to Chart C**

- This report includes current and historical revenue, expense, and net performance for **Operating funds**:
  - Corporate
  - Corporate Repair & Replacement
  - Recreation Repair & Replacement
  - Recreation
  - Paving & Lighting
  - FICA
  - Audit
  - Liability
  - IMRF
  
- **Fourth Quarter net performance for Operating Funds is -\$1,173,355.**
  - Fourth quarter net performance of the operating funds is typical.
  - Negative net performance of operating funds is \$84,346 (almost 8%) greater than that of 2019.
  
- **YTD net performance for Operating Funds is \$163,736.**
  - This is \$320,418 (58.5%) less than 2019, and attributable to the temporary shut-down of operations and continuing COVID related restrictions.
  - The aggressive cost cutting efforts resulted in strong Corporate Fund performance which helped offset the significant drop to the Recreation Fund; therefore the overall change to operating funds still reflects an increase of \$163,736 which is only \$38,862 less than budgeted for 2020.



**Carol Stream Park District**  
**YTD Revenues & Expense - Monthly Comparisons**  
**4th Quarter - Fiscal Year Ending 12/31/2020**

(Chart C)

**OPERATING FUNDS - Corresponds to Graphs C-1, C-2, C-3**

Fiscal Year	1st Quarter Totals	2nd Quarter Totals	First Half YTD	First Half % of Annual Budget	3rd Quarter Totals	1st-3rd Qtrs % of Annual Budget	October	November	December	4th Quarter Totals	YTD Total	1st-4th Qtrs % of Annual Budget	Annual Operating Budget	
2011	Revenue	\$ 858,191	\$ 2,492,844	\$ 3,351,035	54.4%	\$ 2,332,620	92.2%	\$ 172,983	\$ 463,898	\$ 110,922	\$ 747,803	\$ 6,431,458	104.4%	\$ 6,162,469
	Expense	\$ 1,021,948	\$ 1,465,701	\$ 2,487,648	42.4%	\$ 1,842,324	73.8%	\$ 404,890	\$ 554,368	\$ 658,523	\$ 1,617,781	\$ 5,947,753	101.4%	\$ 5,868,139
	Net	\$ (163,757)	\$ 1,027,144	\$ 863,387		\$ 490,296		\$ (231,907)	\$ (90,470)	\$ (547,601)	\$ (869,978)	\$ 483,705		\$ 294,330
2012	Revenue	\$ 995,292	\$ 2,514,215	\$ 3,509,507	56.6%	\$ 2,276,489	93.3%	\$ 333,061	\$ 248,896	\$ 108,866	\$ 690,822	\$ 6,476,819	104.5%	\$ 6,199,024
	Expense	\$ 1,257,175	\$ 1,445,162	\$ 2,702,337	44.6%	\$ 1,927,685	76.5%	\$ 499,126	\$ 526,064	\$ 491,819	\$ 1,517,010	\$ 6,147,032	101.6%	\$ 6,052,849
	Net	\$ (261,883)	\$ 1,069,054	\$ 807,171		\$ 348,804		\$ (166,066)	\$ (277,168)	\$ (382,953)	\$ (826,187)	\$ 329,787		\$ 146,175
2013	Revenue	\$ 963,016	\$ 2,563,697	\$ 3,526,713	52.8%	\$ 2,580,891	91.5%	\$ 324,445	\$ 459,138	\$ 319,053	\$ 1,102,635	\$ 7,210,239	108.0%	\$ 6,676,415
	Expense	\$ 1,370,030	\$ 1,478,970	\$ 2,849,000	40.4%	\$ 2,122,550	70.5%	\$ 732,119	\$ 862,924	\$ 854,197	\$ 2,449,239	\$ 7,420,789	105.3%	\$ 7,047,256
	Net	\$ (407,014)	\$ 1,084,727	\$ 677,713		\$ 458,341		\$ (407,674)	\$ (403,786)	\$ (535,144)	\$ (1,346,604)	\$ (210,550)		\$ (370,841)
2014	Revenue	\$ 1,444,219	\$ 2,990,258	\$ 4,434,477	53.0%	\$ 2,729,520	85.7%	\$ 337,437	\$ 188,288	\$ 501,809	\$ 1,027,533	\$ 8,191,531	97.9%	\$ 8,363,776
	Expense	\$ 1,800,027	\$ 1,979,168	\$ 3,779,196	45.3%	\$ 2,457,460	74.7%	\$ 649,345	\$ 460,169	\$ 968,287	\$ 2,077,801	\$ 8,314,456	99.6%	\$ 8,348,073
	Net	\$ (355,808)	\$ 1,011,089	\$ 655,281		\$ 272,060		\$ (311,908)	\$ (271,881)	\$ (466,478)	\$ (1,050,267)	\$ (122,926)		\$ 15,703
2015	Revenue	\$ 1,580,635	\$ 3,379,033	\$ 4,959,668	59.0%	\$ 2,808,561	92.4%	\$ 346,043	\$ 92,513	\$ 182,483	\$ 621,039	\$ 8,389,269	99.8%	\$ 8,404,925
	Expense	\$ 1,787,216	\$ 2,139,735	\$ 3,926,952	46.8%	\$ 2,457,156	76.1%	\$ 618,250	\$ 564,141	\$ 743,866	\$ 1,926,258	\$ 8,310,366	99.0%	\$ 8,393,568
	Net	\$ (206,581)	\$ 1,239,298	\$ 1,032,716		\$ 351,405		\$ (272,207)	\$ (471,628)	\$ (561,383)	\$ (1,305,218)	\$ 78,903		\$ 11,357
2016	Revenue	\$ 1,455,155	\$ 3,114,762	\$ 4,569,917	54.1%	\$ 2,637,240	85.3%	\$ 413,851	\$ 290,927	\$ 273,039	\$ 977,817	\$ 8,184,973	96.8%	\$ 8,452,124
	Expense	\$ 1,665,103	\$ 1,803,999	\$ 3,469,102	41.1%	\$ 2,556,806	71.3%	\$ 605,861	\$ 547,603	\$ 781,577	\$ 1,935,041	\$ 7,960,948	94.2%	\$ 8,448,387
	Net	\$ (209,948)	\$ 1,310,764	\$ 1,100,815		\$ 80,434		\$ (192,010)	\$ (256,676)	\$ (508,538)	\$ (957,225)	\$ 224,025		\$ 3,737
2017	Revenue	\$ 985,131	\$ 3,366,856	\$ 4,351,988	51.1%	\$ 3,063,935	87.0%	\$ 484,328	\$ 310,199	\$ 301,675	\$ 1,096,203	\$ 8,512,125	99.9%	\$ 8,524,852
	Expense	\$ 1,708,453	\$ 2,096,096	\$ 3,804,549	44.2%	\$ 2,345,189	71.4%	\$ 633,745	\$ 584,640	\$ 823,748	\$ 2,042,134	\$ 8,191,871	95.1%	\$ 8,614,925
	Net	\$ (723,322)	\$ 1,270,761	\$ 547,439		\$ 718,746		\$ (149,417)	\$ (274,440)	\$ (522,074)	\$ (945,931)	\$ 320,254		\$ (90,073)
2018	Revenue	\$ 1,023,845	\$ 3,407,818	\$ 4,431,663	52.0%	\$ 3,115,869	88.5%	\$ 527,692	\$ 278,587	\$ 288,351	\$ 1,094,630	\$ 8,642,163	101.3%	\$ 8,530,595
	Expense	\$ 1,665,262	\$ 2,165,679	\$ 3,830,941	43.8%	\$ 2,205,213	69.0%	\$ 629,091	\$ 770,017	\$ 724,289	\$ 2,123,397	\$ 8,159,551	93.3%	\$ 8,746,759
	Net	\$ (641,417)	\$ 1,242,139	\$ 600,722		\$ 910,657		\$ (101,399)	\$ (491,429)	\$ (435,938)	\$ (1,028,766)	\$ 482,612		
2019	Revenue	\$ 1,031,330	\$ 3,438,917	\$ 4,470,248	51.0%	\$ 3,154,418	86.9%	\$ 510,352	\$ 334,409	\$ 285,368	\$ 1,130,129	\$ 8,754,795	99.8%	\$ 8,770,170
	Expense	\$ 1,560,257	\$ 2,291,653	\$ 3,851,911	45.3%	\$ 2,289,592	72.3%	\$ 635,242	\$ 857,961	\$ 725,935	\$ 2,219,138	\$ 8,360,641	98.4%	\$ 8,494,828
	Net	\$ (528,927)	\$ 1,147,264	\$ 618,337		\$ 864,826		\$ (124,890)	\$ (523,552)	\$ (440,567)	\$ (1,089,009)	\$ 394,154		\$ 275,342
2020	Revenue	\$ 1,005,907	\$ 2,114,520	\$ 3,120,427	34.2%	\$ 2,379,617	60.3%	\$ 237,574	\$ 138,861	\$ 173,274	\$ 549,709	\$ 6,049,752	66.4%	\$ 9,114,321
	Expense	\$ 1,589,896	\$ 1,115,594	\$ 2,705,490	30.4%	\$ 1,457,462	46.7%	\$ 638,799	\$ 518,521	\$ 565,743	\$ 1,723,063	\$ 5,886,016	66.0%	\$ 8,911,720
	Net	\$ (583,989)	\$ 998,925	\$ 414,936		\$ 922,155		\$ (401,225)	\$ (379,661)	\$ (392,469)	\$ (1,173,355)	\$ 163,736		\$ 202,601

**Operational Revenue & Expenses Include the following funds:**

- 10 - Corporate & All Ancillary Funds: P&L - FICA - Audit - Liability - IMRF
- 11 - Corporate R&R
- 12 - Recreation R&R
- 20 - Recreation

**Year-to-Date (YTD) Revenue and Expenses Compared to Budget – OPERATING FUNDS*****Refer to Chart C-1***

- This graph compliments the preceding spreadsheet, and reflects revenue and expenses for Operating Funds.
  - YTD revenues are \$6,049,752 and represent 66.4% of the annual budget.
  - YTD expenses are \$5,886,016 and represent 66.0% of the annual budget.

**Year-to-Date (YTD) Revenue and Expenses as a % of Budget – OPERATING FUNDS - 5 Year History*****Refer to Chart C-2***

This graph reflects revenue and expenses for Operating Funds through the Fourth Quarter.

- The graph is strictly % based. As the annual budget targets vary from year to year, it should not be considered the only tool for measuring performance.

**Net Performance – OPERATING FUNDS - 5 Year History (Fourth Quarter)*****Refer to Chart C-3***

This graph reflects NET performance for Operating Funds for the Third Quarter, as well as the First-thru-Third Quarters of the fiscal year.

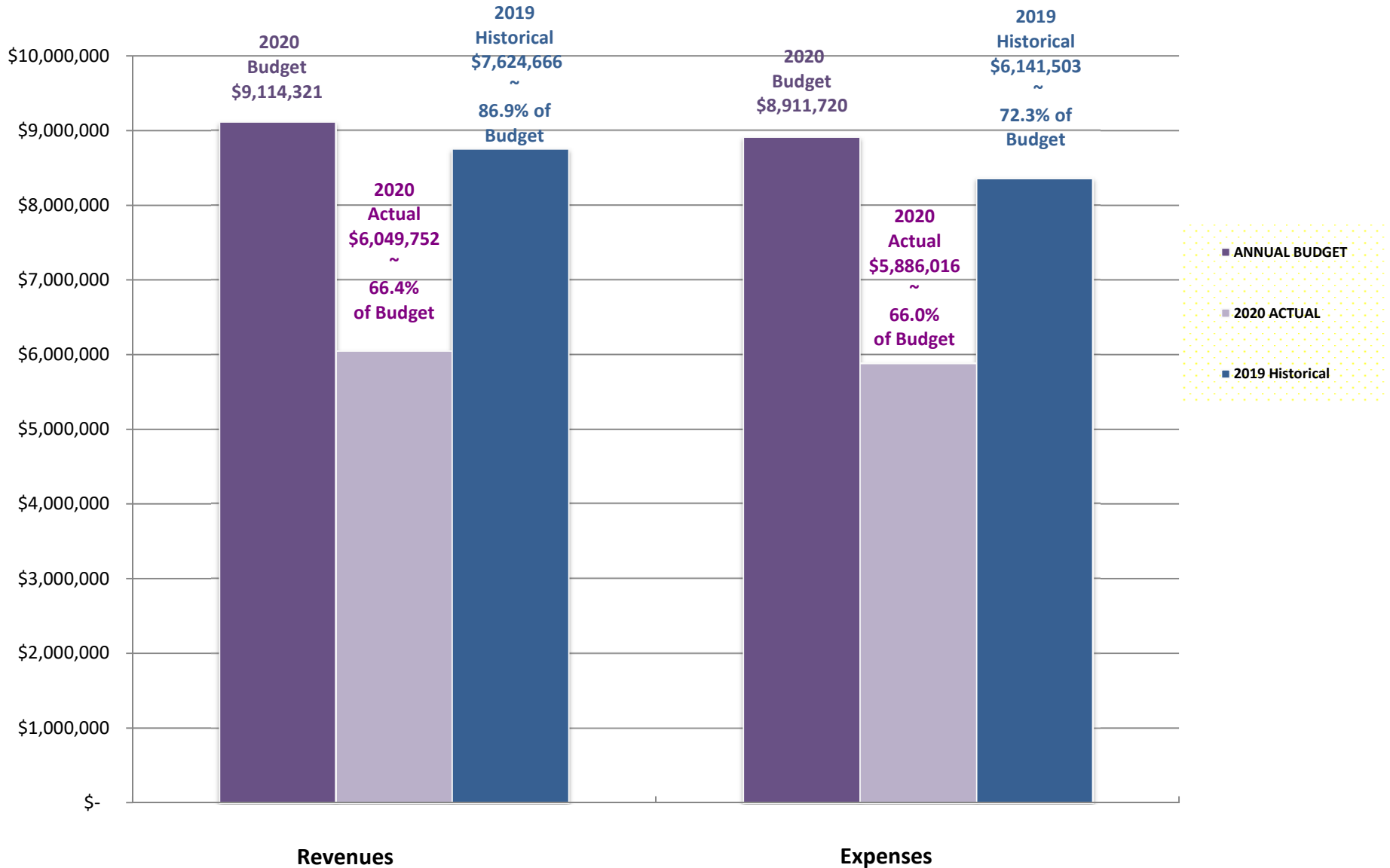
- The graph on the left includes a 5 year history of net performance for the **Fourth Quarter** only (Oct-Nov-Dec).
- The graph on the right includes a 5 year history of net performance for the **First-through the Fourth Quarter** (Jan –Dec).



**Carol Stream Park District**  
**YTD Revenue & Expense as a % Budget**  
**4th Quarter - Fiscal Year Ending 12/31/20**

*(Chart C-1)*

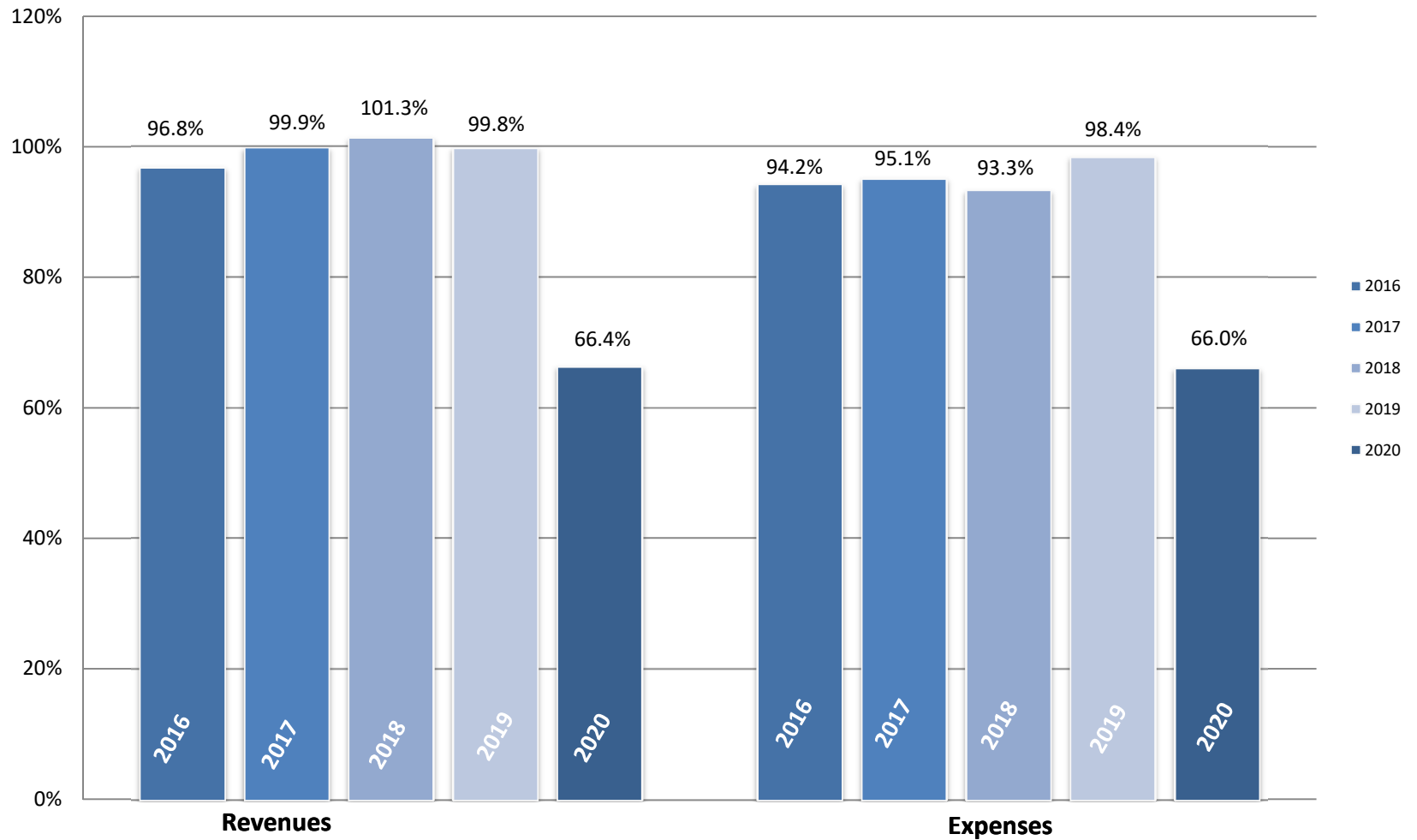
**OPERATING FUNDS**





**Carol Stream Park District**  
**YTD Revenue & Expense as a % of Budget**  
**4th Quarter - Fiscal Year Ending 12/31/20**  
**OPERATING FUNDS - 5-Year History**

*(Chart C-2)*



4th Quarter vs. 1st THRU 4th YTD - Fiscal Year Ending 12/31/20

OPERATING FUNDS - 5 Year History







## Year-to-Date (YTD) Revenue and Expenses – Monthly Comparison – RECREATION FUND

*Refer to Chart D*

This report includes revenue, expense, and net performance of only the Recreation Fund.

- **Fourth Quarter** net performance of the **Recreation Fund** (Oct-Nov-Dec) is **-\$374,378**
  - Fourth Quarter net performance is typically negative.
  - A percentage of Administrative salaries, and network maintenance fees that are typically split between the Corporate and Recreation Funds, were shifted prior to the close of the year and charged in full to the Corporate Fund. Since Recreational operations were so reduced in 2020, it was more accurate for those costs to be absorbed by the Corporate Fund.
  - If not for this shift, the Recreation fund would have seen an additional \$167,240 in negative performance.
  - These shifts were reviewed with the District's Auditors for affirmation.
  
- **YTD Net Performance** is **-\$247,629**.
  - The Recreation Fund is largely supported by earned revenue, and therefore is most impacted by COVID related declines in programming.
  - Net performance was \$364,903 less than that of 2019.



Carol Stream Park District

(Chart D)

YTD Revenues & Expenses - Monthly Comparisons

4th Quarter - Fiscal Year Ending 12/31/20

RECREATION FUND - Corresponds to Attachments D-1, D-2, and D-3

Fiscal Year	1st Quarter Totals	1st Qtr % of Annl Budget	2nd Quarter Totals	2nd Qtr % of Annl Budget	3rd Quarter Totals	3rd Qtr % of Annl Budget	1st-3rd Quarter YTD Totals	YTD % of Annual Budget	October	November	December	4th Quarter Totals	4th Qtr % of Annl Budget	1st-4th Quarter YTD Totals	YTD % of Annual Budget	Annual Recreation Budget
2011	Revenue	\$ 798,094	20.9%	\$ 1,310,964	34.3%	\$ 1,255,820	\$ 3,364,879	88.1%	\$ 132,865	\$ 341,075	\$ 68,007	\$ 541,946	14.2%	\$ 3,906,825	102.3%	\$ 3,819,632
	Expense	\$ 596,254	16.9%	\$ 858,302	24.3%	\$ 1,226,176	\$ 2,680,732	75.8%	\$ 242,397	\$ 349,494	\$ 326,081	\$ 917,972	25.9%	\$ 3,598,704	101.7%	\$ 3,537,926
	Net	\$ 201,840		\$ 452,662		\$ 29,644	\$ 684,146		\$ (109,533)	\$ (8,420)	\$ (258,074)	\$ (376,026)		\$ 308,120		\$ 281,706
2012	Revenue	\$ 849,275	22.2%	\$ 1,353,182	35.4%	\$ 1,207,392	\$ 3,409,848	89.1%	\$ 158,063	\$ 194,593	\$ 70,126	\$ 422,783	11.1%	\$ 3,832,632	100.2%	\$ 3,825,794
	Expense	\$ 744,693	20.1%	\$ 871,981	23.5%	\$ 1,264,424	\$ 2,881,098	77.7%	\$ 246,353	\$ 344,596	\$ 264,683	\$ 855,632	23.1%	\$ 3,736,730	100.8%	\$ 3,706,940
	Net	\$ 104,582		\$ 481,200		\$ (57,032)	\$ 528,750		\$ (88,289)	\$ (150,003)	\$ (194,556)	\$ (432,849)		\$ 95,901		\$ 118,853
2013	Revenue	\$ 865,392	20.0%	\$ 1,417,695	32.8%	\$ 1,479,184	\$ 3,762,271	87.1%	\$ 262,539	\$ 394,273	\$ 255,225	\$ 912,037	21.1%	\$ 4,674,308	108.3%	\$ 4,317,643
	Expense	\$ 755,404	17.2%	\$ 884,138	20.1%	\$ 1,389,653	\$ 3,029,195	68.9%	\$ 508,732	\$ 652,177	\$ 567,417	\$ 1,728,325	39.3%	\$ 4,757,520	108.2%	\$ 4,395,662
	Net	\$ 109,988		\$ 533,557		\$ 89,531	\$ 733,076		\$ (246,192)	\$ (257,903)	\$ (312,192)	\$ (816,288)		\$ (83,212)		\$ (78,019)
2014	Revenue	\$ 1,311,311	23.3%	\$ 1,730,859	30.8%	\$ 1,581,196	\$ 4,623,366	82.2%	\$ 250,939	\$ 204,617	\$ 427,767	\$ 883,323	15.7%	\$ 5,506,689	97.9%	\$ 5,622,602
	Expense	\$ 1,208,079	21.8%	\$ 1,292,770	23.4%	\$ 1,711,252	\$ 4,212,101	76.2%	\$ 462,121	\$ 295,458	\$ 516,510	\$ 1,274,089	23.0%	\$ 5,486,190	99.2%	\$ 5,529,656
	Net	\$ 103,232		\$ 438,089		\$ (130,056)	\$ 411,265		\$ (211,183)	\$ (90,841)	\$ (88,743)	\$ (390,766)		\$ 20,498		\$ 92,946
2015	Revenue	\$ 1,320,736	22.8%	\$ 1,851,249	32.0%	\$ 1,681,110	\$ 4,853,094	83.9%	\$ 247,910	\$ 198,533	\$ 146,972	\$ 593,415	10.3%	\$ 5,446,509	94.2%	\$ 5,783,771
	Expense	\$ 1,210,282	20.9%	\$ 1,333,404	23.1%	\$ 1,751,828	\$ 4,295,513	74.3%	\$ 444,366	\$ 361,441	\$ 492,652	\$ 1,298,459	22.5%	\$ 5,593,972	96.8%	\$ 5,778,387
	Net	\$ 110,454		\$ 517,845		\$ (70,718)	\$ 557,581		\$ (196,456)	\$ (162,908)	\$ (345,680)	\$ (705,044)		\$ (147,463)		\$ 5,385
2016	Revenue	\$ 1,391,430	23.9%	\$ 1,829,597	31.5%	\$ 1,494,005	\$ 4,715,031	81.1%	\$ 323,466	\$ 261,844	\$ 243,959	\$ 829,269	14.3%	\$ 5,544,301	95.4%	\$ 5,813,394
	Expense	\$ 1,165,618	20.3%	\$ 1,234,977	21.5%	\$ 1,797,042	\$ 4,197,636	73.1%	\$ 398,072	\$ 367,839	\$ 508,852	\$ 1,274,763	22.2%	\$ 5,472,399	95.4%	\$ 5,738,668
	Net	\$ 225,812		\$ 594,620		\$ (303,037)	\$ 517,395		\$ (74,606)	\$ (105,995)	\$ (264,893)	\$ (445,494)		\$ 71,902		\$ 74,726
2017	Revenue	\$ 918,039	15.6%	\$ 1,984,181	33.7%	\$ 1,899,594	\$ 4,801,814	81.6%	\$ 402,602	\$ 277,140	\$ 264,825	\$ 944,567	16.0%	\$ 5,746,381	97.6%	\$ 5,887,257
	Expense	\$ 1,191,900	20.6%	\$ 1,441,211	25.0%	\$ 1,648,279	\$ 4,281,391	74.1%	\$ 435,630	\$ 385,547	\$ 545,697	\$ 1,366,874	23.7%	\$ 5,648,265	97.8%	\$ 5,774,176
	Net	\$ (273,861)		\$ 542,970		\$ 251,315	\$ 520,423		\$ (33,029)	\$ (108,406)	\$ (280,872)	\$ (422,307)		\$ 98,117		\$ 113,081
2018	Revenue	\$ 945,957	16.2%	\$ 1,992,503	34.0%	\$ 1,959,525	\$ 4,897,985	83.6%	\$ 436,221	\$ 252,309	\$ 259,188	\$ 947,719	16.2%	\$ 5,845,704	99.8%	\$ 5,856,681
	Expense	\$ 1,087,307	18.9%	\$ 1,494,465	26.0%	\$ 1,628,465	\$ 4,210,237	73.2%	\$ 443,460	\$ 496,595	\$ 474,572	\$ 1,414,627	24.6%	\$ 5,624,865	97.8%	\$ 5,751,202
	Net	\$ (141,350)		\$ 498,038		\$ 331,060	\$ 687,748		\$ (7,238)	\$ (244,286)	\$ (215,384)	\$ (466,908)		\$ 220,839		\$ 105,479
2019	Revenue	\$ 964,168	16.2%	\$ 2,017,508	33.9%	\$ 1,915,839	\$ 4,897,515	82.4%	\$ 415,238	\$ 297,707	\$ 257,790	\$ 970,735	16.3%	\$ 5,868,250	98.7%	\$ 5,946,852
	Expense	\$ 1,041,681	17.9%	\$ 1,563,435	26.8%	\$ 1,675,741	\$ 4,280,857	73.5%	\$ 440,490	\$ 538,447	\$ 491,182	\$ 1,470,119	25.2%	\$ 5,750,976	98.7%	\$ 5,825,193
	Net	\$ (77,513)		\$ 454,074		\$ 240,098	\$ 616,658		\$ (25,251)	\$ (240,741)	\$ (233,392)	\$ (499,384)		\$ 117,274		\$ 121,659
2020	Revenue	\$ 949,904	15.9%	\$ 580,324	9.7%	\$ 1,028,889	\$ 2,559,117	42.8%	\$ 182,306	\$ 120,301	\$ 93,180	\$ 395,788	6.6%	\$ 2,954,905	49.5%	\$ 5,974,574.15
	Expense	\$ 1,058,794	17.9%	\$ 560,300	9.5%	\$ 813,275	\$ 2,432,369	41.2%	\$ 356,995	\$ 274,948	\$ 138,222	\$ 770,165	13.0%	\$ 3,202,534	54.2%	\$ 5,908,337
	Net	\$ (108,890)		\$ 20,024		\$ 215,614	\$ 126,748		\$ (174,689)	\$ (154,647)	\$ (45,042)	\$ (374,378)		\$ (247,629)		\$ 66,237



### **Year-to-Date Revenue and Expenses as a % of Budget – RECREATION FUND**

***Refer to Chart D-1***

This graph compliments the preceding spreadsheet, and reflects the year-to-date revenue and expenses for the Recreation Fund.

- YTD revenue is \$2,954,905 and represents 49.5% of the annual budget.
- YTD expenses are \$3,202,534 and represents 54.2% of the annual budget.

### **Year-to-Date Revenue and Expenses as a % of Budget – 5 Year History**

***Refer to Chart D-2***

This graph reflects revenue and expenses for the Recreation Fund as a percentage of the budget.

- As the annual budget targets vary from year to year, so does percentage of performance.

### **Net Performance – 5 Year History (Third Quarter)**

***Refer to Chart D-3***

This graph reflects NET performance for the Recreation Fund.

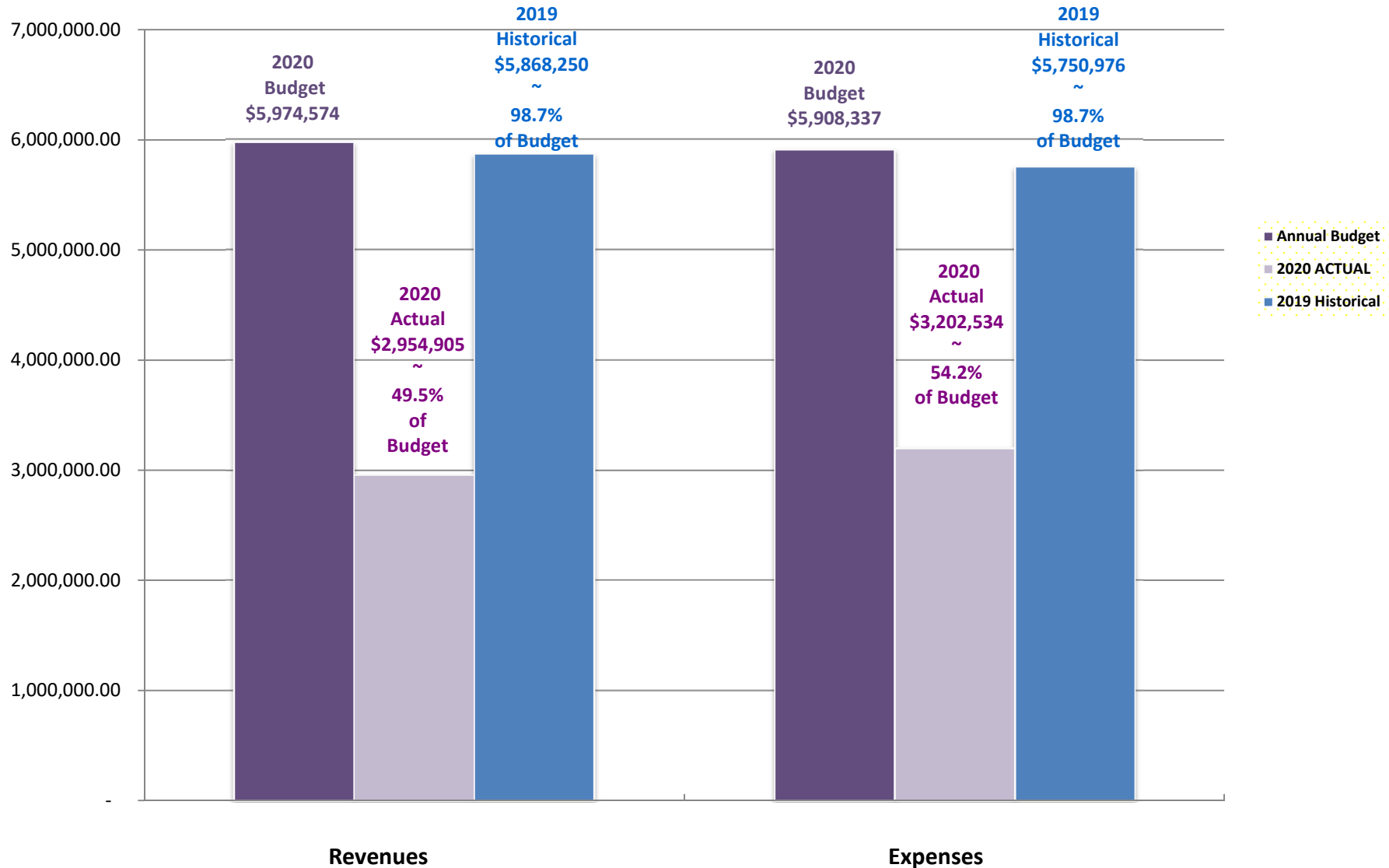
- The graph on the left includes net performance for the **Fourth Quarter** only (Oct-Nov-Dec).
- The graph on the right includes NET performance **through the Fourth Quarter** (Jan-Dec).



**Carol Stream Park District**  
**YTD Revenue & Expenses as a % of Budget**  
**4th Quarter - Fiscal Year Ending 12/31/20**

*(Chart D-1)*

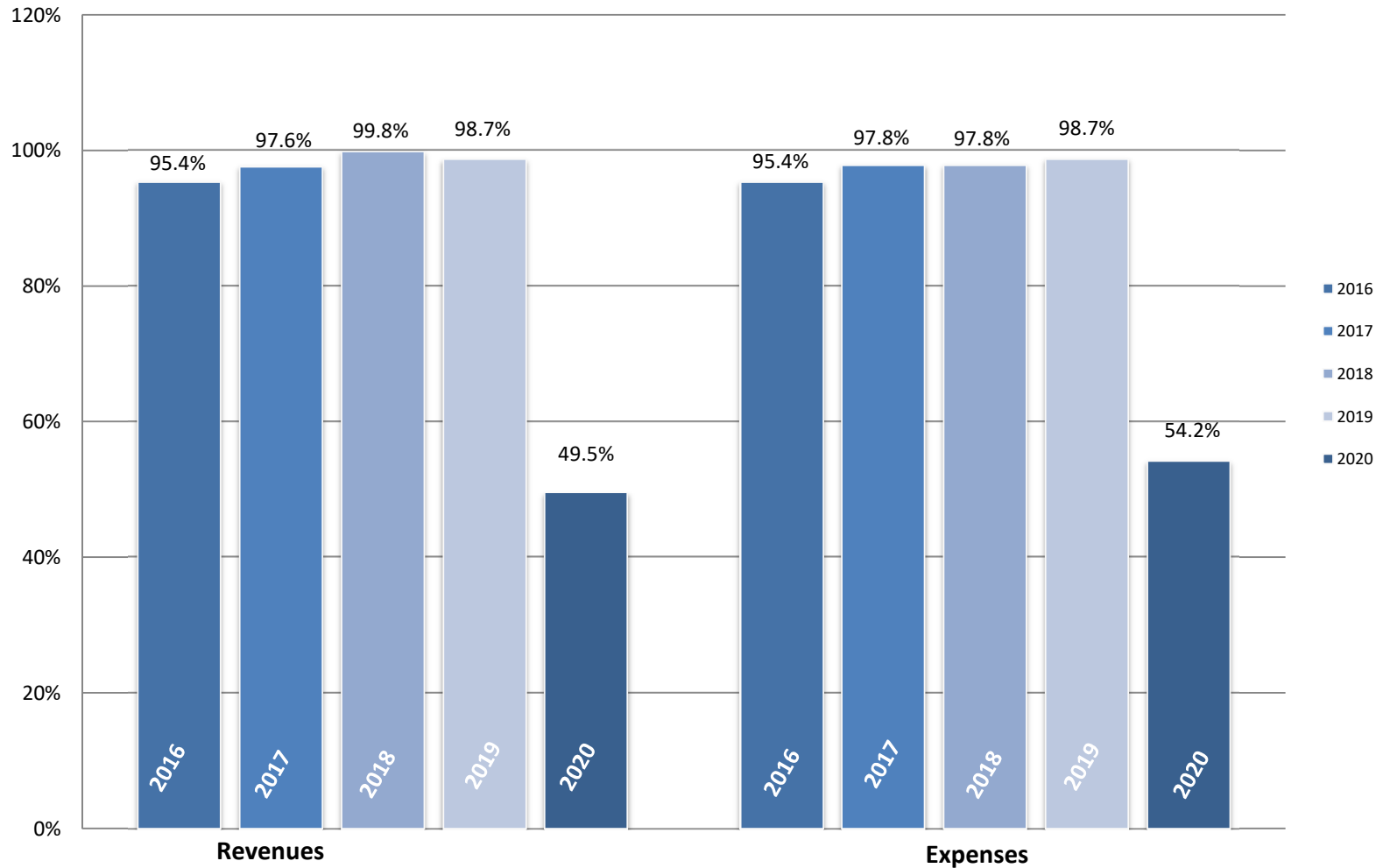
**RECREATION FUND**





**Carol Stream Park District**  
**YTD Revenue & Expense as a % of Budget**  
**4th Quarter - Fiscal Year Ending 12/31/20**  
**RECREATION FUNDS - 5-Year History**

*(Chart D-2)*





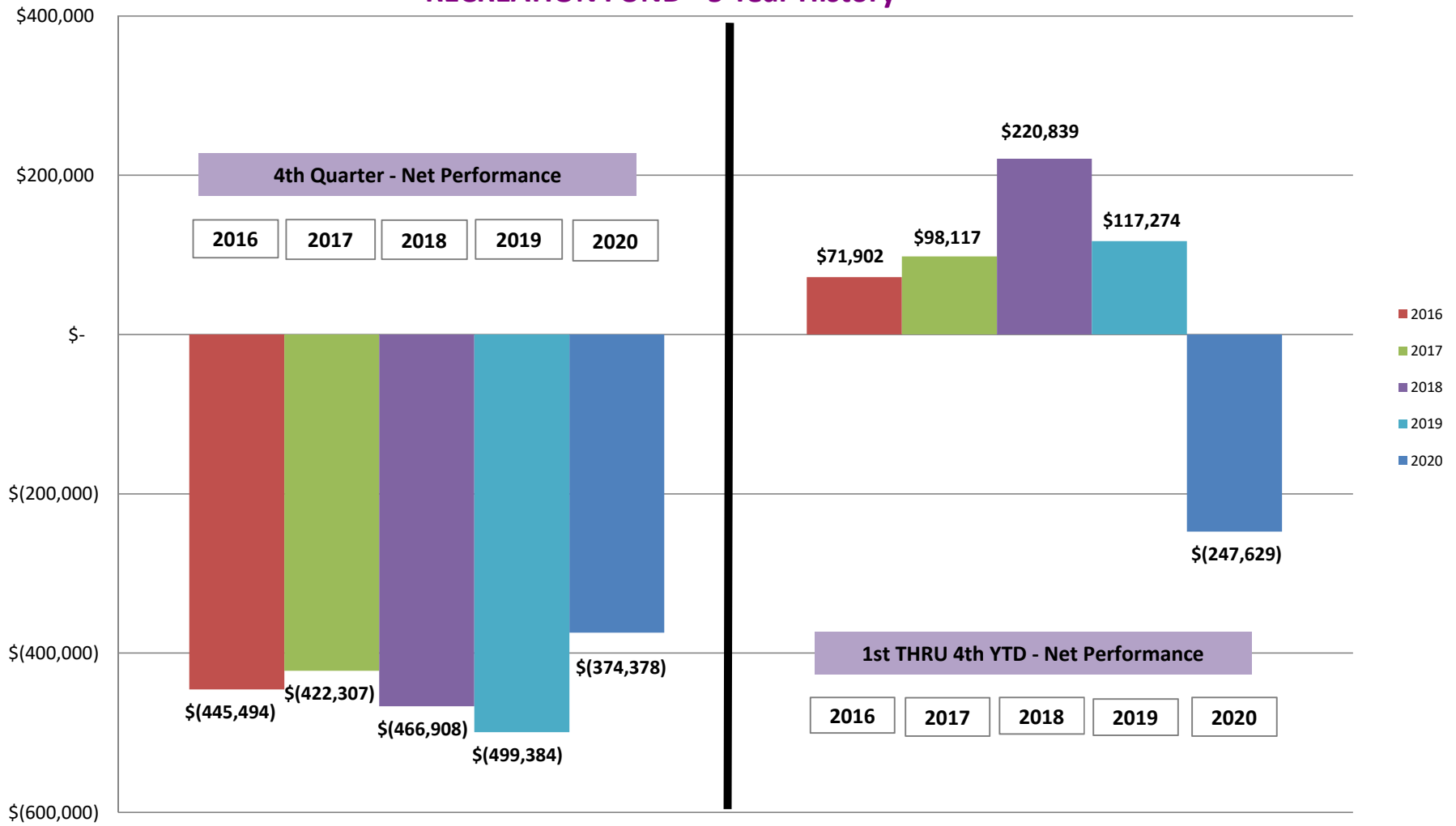
# Carol Stream Park District

## Net Performance

(Chart D-3)

### 4th Quarter - Fiscal Year Ending 12/31/20

#### RECREATION FUND - 5 Year History





**Capital / Cap-Exempt / Special Recreation Revenues and Expenses – Monthly Comparison**

**Refer to Chart E**

This report includes performance for the following funds:

- Special Recreation
  - Working Cash
  - Bond & Interest
  - Capital (and Capital Repair & Replacement)
  - Cash-in-Lieu
- 
- Special Recreation is a special use (restricted) fund.
  - Capital dollars are intentionally spent down.
  - Performance is also a result of timing (when taxes are received for bond payments).

**Bonds:**

Six bond and interest payments were made in the fourth quarter totaling \$4,227,697.63:

- 2011A \$2,780,000.00
- 2016 \$451,087.50
- 2020A \$934.44
- 2020B \$299,831.48
- 2020C \$445,585.28
- 2020D \$250,258.93



**Carol Stream Park District**  
**Comparison of Monthly Capital, Cap-Exempt, & Special Recreation Funds**  
**4th Quarter - Fiscal Year Ending 12/31/2020**

Fiscal Year	1st Quarter Totals	2nd Quarter Totals	First Half YTD	3rd Quarter Totals	October	November	December	4th Quarter Totals	YTD TOTAL
2011 Revenue	\$ 3,763	\$ 1,543,839	\$ 1,547,602	\$ 1,479,328	\$ 175,614	\$ 118,849	\$ 7,789,925	\$ 8,084,388	\$ 11,111,318
2011 Expense	\$ 701,501	\$ 3,268,339	\$ 3,969,840	\$ 1,429,861	\$ 1,735,844	\$ 121,930	\$ 911,973	\$ 2,769,747	\$ 8,169,448
2011 Net	\$ (697,739)	\$ (1,724,500)	\$ (2,422,239)	\$ 49,468	\$ (1,560,230)	\$ (3,081)	\$ 6,877,952	\$ 5,314,641	\$ 2,941,870
2012 Revenue	\$ 18,695	\$ 1,847,329	\$ 1,866,024	\$ 1,574,986	\$ 219,706	\$ 121,969	\$ 105,323	\$ 446,997	\$ 3,888,007
2012 Expense	\$ 1,261,338	\$ 3,129,922	\$ 4,391,259	\$ 2,305,235	\$ 3,852,898	\$ 1,162,378	\$ 1,629,049	\$ 6,644,325	\$ 13,340,819
2012 Net	\$ (1,242,643)	\$ (1,282,593)	\$ (2,525,235)	\$ (730,249)	\$ (3,633,192)	\$ (1,040,409)	\$ (1,523,726)	\$ (6,197,327)	\$ (9,452,812)
2013 Revenue	\$ 15,317,988	\$ 1,617,955	\$ 16,935,943	\$ 1,486,945	\$ 180,434	\$ 247,261	\$ 164,954	\$ 592,649	\$ 19,015,537
2013 Expense	\$ 5,219,450	\$ 1,479,982	\$ 6,699,432	\$ 4,657,364	\$ 2,372,089	\$ 580,969	\$ 652,782	\$ 3,605,840	\$ 14,962,636
2013 Net	\$ 10,098,538	\$ 137,973	\$ 10,236,511.42	\$ (3,170,419)	\$ (2,191,655)	\$ (333,708)	\$ (487,828)	\$ (3,013,192)	\$ 4,052,901
2014 Revenue	\$ 1,076,298	\$ 2,071,365	\$ 3,147,663	\$ 1,858,541	\$ 232,414	\$ 39,868	\$ 1,034,669	\$ 1,306,951	\$ 6,313,155
2014 Expense	\$ 905,849	\$ 1,232,402	\$ 2,138,251	\$ 1,946,807	\$ 2,459,266	\$ 562,986	\$ 576,452	\$ 3,598,705	\$ 7,683,762
2014 Net	\$ 170,449	\$ 838,963	\$ 1,009,413	\$ (88,266)	\$ (2,226,852.26)	\$ (523,118.04)	\$ 458,216.31	\$ (2,291,754)	\$ (1,370,608)
2015 Revenue	\$ 541	\$ 2,225,965	\$ 2,226,506	\$ 1,997,931	\$ 236,128	\$ 185,239	\$ 236,885	\$ 658,252	\$ 4,882,688
2015 Expense	\$ 329,094	\$ 1,074,003	\$ 1,403,096	\$ 824,760	\$ 2,329,512	\$ 138,881	\$ 803,653	\$ 3,272,047	\$ 5,499,903
2015 Net	\$ (328,552)	\$ 1,151,962	\$ 823,410	\$ 1,173,170	\$ (2,093,384.64)	\$ 46,357.55	\$ (566,768.07)	\$ (2,613,795)	\$ (617,215)
2016 Revenue	\$ 5,462	\$ 2,417,244	\$ 2,422,706	\$ 2,087,583	\$ 116,286.89	\$ 40,865.31	\$ 174,114.89	\$ 331,267	\$ 4,841,556
2016 Expense	\$ 313,902	\$ 1,493,934	\$ 1,807,836	\$ 1,020,624	\$ 2,610,999.35	\$ 52,365.78	\$ 971,024.91	\$ 3,634,390	\$ 6,462,850
2016 Net	\$ (308,440)	\$ 923,310	\$ 614,870	\$ 1,066,959	\$ (2,494,712.46)	\$ (11,500.47)	\$ (796,910.02)	\$ (3,303,123)	\$ (1,621,294)
2017 Revenue	\$ 7,805	\$ 2,581,166	\$ 2,588,971	\$ 2,332,412	\$ 77,136	\$ 33,867	\$ 36,049	\$ 147,052	\$ 5,068,435
2017 Expense	\$ 241,518	\$ 1,577,168	\$ 1,818,686	\$ 592,324	\$ 2,956,978	\$ 97,061	\$ 506,140	\$ 3,560,179	\$ 5,971,189
2017 Net	\$ (233,713)	\$ 1,003,998	\$ 770,286	\$ 1,740,088	\$ (2,879,842)	\$ (63,194)	\$ (470,091)	\$ (3,413,127)	\$ (902,754)
2018 Revenue	\$ 7,880	\$ 2,799,217	\$ 2,807,097	\$ 2,272,188	\$ 206,837	\$ 23,709	\$ 23,961	\$ 254,507	\$ 5,333,792
2018 Expense	\$ 132,247	\$ 1,182,023	\$ 1,314,271	\$ 393,179	\$ 3,207,202	\$ 116,370	\$ 569,991	\$ 3,893,564	\$ 5,601,013
2018 Net	\$ (124,367)	\$ 1,617,194	\$ 1,492,826	\$ 1,879,009	\$ (3,000,366)	\$ (92,661)	\$ (546,030)	\$ (3,639,057)	\$ (267,221)
2019 Revenue	\$ 16,972	\$ 2,760,968	\$ 2,777,940	\$ 2,641,252	\$ 240,910	\$ 63,818	\$ 7,156	\$ 311,884	\$ 5,731,076
2019 Expense	\$ 119,739	\$ 1,540,303	\$ 1,660,043	\$ 562,703	\$ 3,418,944	\$ 129,273	\$ 587,626	\$ 4,135,842	\$ 6,358,587
2019 Net	\$ (102,767)	\$ 1,220,665	\$ 1,117,898	\$ 2,078,549	\$ (3,178,034)	\$ (65,455)	\$ (580,470)	\$ (3,823,958)	\$ (627,511)
2020 Revenue	\$ 13,090	\$ 2,875,751	\$ 2,888,841	\$ 2,560,187	\$ 207,063	\$ 32,122	\$ 37,424	\$ 276,610	\$ 5,725,638
2020 Expense	\$ 58,997	\$ 1,217,129	\$ 1,276,126	\$ 291,263	\$ 3,922,097	\$ 22,294	\$ 473,112	\$ 4,417,503	\$ 5,984,892
2020 Net	\$ (45,907)	\$ 1,658,622	\$ 1,612,715	\$ 2,268,924	\$ (3,715,034)	\$ 9,829	\$ (435,688)	\$ (4,140,893)	\$ (259,254)

**Capital & Cap-Exempt Funds Include:**

25 - Special Recreation

29 - Working Cash

34 & 42 - Capital



## Investments for Fiscal 2020

*Refer to Chart F*

The chart is a summary of the District's investments for the current fiscal year.

- Average interest earned during the Fourth Quarter is 1.279% - interest rates continue to stay low due to the lowered fed rates.
  - The cumulative average for interest earned in 2019 was 2.342%
  - The cumulative average for interest earned in 2018 was 1.999%
  - The cumulative average for interest earned in 2017 was 1.083%
  - The cumulative average for interest earned in 2016 was 0.504%
  - The cumulative average for interest earned in 2015 was 0.403%
  
- Investments are scheduled in line with statutory limitations, the District's investment policy, spending needs and project schedules.



**Carol Stream Park District  
Investments  
4th Quarter - Fiscal Year Ending 12/31/20**

<b>Illinois Trust</b>	<b>Fund Balance Investments</b>	<b>TERM</b>	<b>RATE</b>	<b>2020 YTD BALANCE INVESTED</b>	<b>2020 Actual Interest RECEIVED</b>
Illinois Trust \$	Total Illinois Trust [Fund Balance ('savings')]	Q4/20	1.668%	\$ 1,221,000.00	\$ 30,057.34
<b>PMA</b>	<b>Capital Repair/Replacement Investments</b>	<b>TERM</b>	<b>RATE</b>	<b>2020 YTD BALANCE INVESTED</b>	<b>2020 Actual Interest RECEIVED</b>
R/R \$	Total Repair/Replacement	Q4/20	2.090%	\$ 488,000.00	\$ 13,358.72
<b>TOTAL INVESTMENTS</b>				\$ 1,709,000.00	\$ 43,416.06
12/31/2020	iPRIME Funds (Liquid \$-R/R)		0.090%	\$ 145,754.28	\$ 944.79
<b>TOTAL CAPITAL + FUND BALANCE \$</b>				\$ 1,854,754.28	\$ 44,360.85
		<u>includes</u> <u>liquid</u> <u>capital \$</u>	<u>avg %</u>	<b>2020 YTD BALANCE INVESTED/LIQUID</b>	<b>2020 Actual Interest RECEIVED</b>
		Q4	1.279%		

\* NOTE: Only grant dollars earmarked for capital projects remain [R/R \$/iPRIME Funds].

**Recreation/Operational Repair & Replacement Fund*****Refer to Chart G***

- Reflects a running total of the earned revenue dollars being shifted from the **Recreation** Operational Repair & Replacement Funds to a reduce reliance on debt issuance for improvements.

**General/Operational Repair & Replacement Fund*****Refer to Chart H***

- Reflects a running total of the earned revenue dollars being shifted from the **General** Operational Repair & Replacement Funds to a reduce reliance on debt issuance for improvements.

**Combined Recreation & General Operational Repair & Replacement Fund*****Refer to Chart I***

- Snapshot of the year to date balances of both the General and Recreational Repair & Replacement Funds.
  - Balance of the Recreation Operational R&R Fund is \$440,377.93
  - Balance of the General Operational R&R Fund is \$113,935.59

**Note:**

There are no transfer-ins budgeted to the R&R funds in 2021 due to budgetary constraints. We plan to resume transfers in 2022.

4th Quarter - Fiscal Year Ending 12/31/20

(Chart G)

Carol Stream Park District  
Recreation Operational Repair/Replacement

	Program Surcharge	CSYFA / GBN Turf	Capital - Gym Rentals	D87 IGA / FVRC Pool	Fitness	Capital - CCWP	Capital - ETRC	Capital - McCaslin	Capital - CCMG	Capital - Concessions-CCWP	Capital - Concessions-McCaslin	Capital - Concessions-FVRC	Capital - Concessions-SRC	Totals	AS OF
	12-413/700	12-702	12-745	12-748	12-749	12-753	12-754	12-760	12-761	12-790	12-791	12-792	12-793		12/31/2020
<b>12/31/2011</b>		-	-	-	-	-	-	-	-	-	-	-	-	-	<b>EB 2011</b>
Revenues		8,000.00	-	-	-	-	-	-	-	-	-	-	-	8,000.00	Revenues
Expenditures		-	-	-	-	-	-	-	-	-	-	-	-	-	Expenditures
<b>12/31/2012</b>		<b>8,000.00</b>	-	-	-	-	-	-	-	-	-	-	-	<b>8,000.00</b>	<b>EB 2012</b>
Revenues		4,000.00	-	-	16,753.33	-	-	-	-	-	-	-	-	20,753.33	Revenues
Expenditures		-	-	-	-	-	-	-	-	-	-	-	-	-	Expenditures
<b>12/31/2013</b>		<b>12,000.00</b>	-	-	<b>16,753.33</b>	-	-	-	-	-	-	-	-	<b>28,753.33</b>	<b>EB 2013</b>
Revenues		-	-	35,000.00	11,585.29	-	-	-	-	-	-	-	-	46,585.29	Revenues
Expenditures		-	-	-	-	-	-	-	-	-	-	-	-	-	Expenditures
<b>12/31/2014</b>		<b>12,000.00</b>	-	<b>35,000.00</b>	<b>28,338.62</b>	-	-	-	-	-	-	-	-	<b>75,338.62</b>	<b>EB 2014</b>
Revenues		8,000.00	-	35,000.00	10,872.03	-	-	-	-	-	-	-	-	53,872.03	Revenues
Expenditures		-	-	-	-	-	-	-	-	-	-	-	-	-	Expenditures
<b>12/31/2015</b>	-	<b>20,000.00</b>	-	<b>70,000.00</b>	<b>39,210.65</b>	-	-	-	-	-	-	-	-	<b>129,210.65</b>	<b>EB 2015</b>
Revenues		4,000.00	-	35,000.00	18,216.35	1,217.24	-	6,076.00	3,207.75	-	-	-	-	67,717.34	Revenues
Expenditures		-	-	-	(7,023.32)	-	-	-	-	-	-	-	-	(7,023.32)	Expenditures
<b>12/31/2016</b>	-	<b>24,000.00</b>	-	<b>105,000.00</b>	<b>50,403.68</b>	<b>1,217.24</b>	-	<b>6,076.00</b>	<b>3,207.75</b>	-	-	-	-	<b>189,904.67</b>	<b>EB 2016</b>
Revenues	13,942.00	4,000.00	-	35,000.00	47,469.56	3,445.25	390.00	7,393.75	3,184.25	-	-	-	-	114,824.81	Revenues
Expenditures	(5,567.00)	-	-	-	(12,647.54)	-	-	(4,370.00)	-	-	-	-	-	(22,584.54)	Expenditures
<b>12/31/2017</b>	<b>8,375.00</b>	<b>28,000.00</b>	-	<b>140,000.00</b>	<b>85,225.70</b>	<b>4,662.49</b>	<b>390.00</b>	<b>9,099.75</b>	<b>6,392.00</b>	-	-	-	-	<b>282,144.94</b>	<b>EB 2017</b>
Revenues	16,422.50	4,000.00	-	35,000.00	47,143.00	3,005.00	1,505.00	7,828.50	2,741.75	1,355.13	3,516.98	-	-	122,517.86	Revenues
Expenditures	(4,390.00)	-	-	-	(44,633.83)	(140.11)	-	(4,570.00)	(1,545.92)	-	-	-	-	(55,279.86)	Expenditures
<b>12/31/2018</b>	<b>20,407.50</b>	<b>32,000.00</b>	-	<b>175,000.00</b>	<b>87,734.87</b>	<b>7,527.38</b>	<b>1,895.00</b>	<b>12,358.25</b>	<b>7,587.83</b>	<b>1,355.13</b>	<b>3,516.98</b>	-	-	<b>349,382.94</b>	<b>EB 2018</b>
Revenues	19,494.25	-	4,964.60	35,000.00	39,651.35	2,962.37	1,584.00	7,315.75	2,882.50	1,482.98	3,869.89	70.08	-	119,277.77	Revenues
Expenditures	(2,367.91)	-	-	(14,685.00)	(19,519.60)	(6,270.00)	-	(12,270.00)	-	-	-	-	-	(55,112.51)	Expenditures
<b>12/31/2019</b>	<b>37,533.84</b>	<b>32,000.00</b>	<b>4,964.60</b>	<b>195,315.00</b>	<b>107,866.62</b>	<b>4,219.75</b>	<b>3,479.00</b>	<b>7,404.00</b>	<b>10,470.33</b>	<b>2,838.11</b>	<b>7,386.87</b>	<b>70.08</b>	-	<b>413,548.20</b>	<b>EB 2019</b>
Revenues	-	-	-	35,000.00	5,205.00	-	-	-	-	-	-	-	-	40,205.00	Revenues
Expenditures	-	-	(1,065.47)	-	(4,661.30)	-	-	-	(7,648.50)	-	-	-	-	(13,375.27)	Expenditures
<b>12/31/2020</b>	<b>37,533.84</b>	<b>32,000.00</b>	<b>3,899.13</b>	<b>230,315.00</b>	<b>108,410.32</b>	<b>4,219.75</b>	<b>3,479.00</b>	<b>7,404.00</b>	<b>2,821.83</b>	<b>2,838.11</b>	<b>7,386.87</b>	<b>70.08</b>	-	<b>440,377.93</b>	<b>EB 2020</b>

4th Quarter - Fiscal Year Ending 12/31/20

(Chart H)

Carol Stream Park District

General Operational Repair/Replacement

	General 11-7XX	Bark Park 11-724	IT Replace / Summary 11-713	Totals	AS OF 12/31/2020
<b>12/31/2011</b>	-	-	-	-	<b>EB 2011</b>
Revenues	91,303.88	-	-	91,303.88	Revenues
Expenditures	(67,107.74)	-	-	(67,107.74)	Expenditures
<b>12/31/2012</b>	<b>24,196.14</b>	-	-	<b>24,196.14</b>	<b>EB 2012</b>
Revenues	16,414.58	-	-	16,414.58	Revenues
Expenditures	(1,450.85)	-	-	(1,450.85)	Expenditures
<b>12/31/2013</b>	<b>39,159.87</b>	-	-	<b>39,159.87</b>	<b>EB 2013</b>
Revenues	4,322.86	-	-	4,322.86	Revenues
Expenditures	(459.99)	-	-	(459.99)	Expenditures
<b>12/31/2014</b>	<b>43,022.74</b>	-	-	<b>43,022.74</b>	<b>EB 2014</b>
Revenues	6,834.97	-	-	6,834.97	Revenues
Expenditures	(30,916.54)	-	-	(30,916.54)	Expenditures
<b>12/31/2015</b>	<b>18,941.17</b>	-	-	<b>18,941.17</b>	<b>EB 2015</b>
Revenues	10,669.11	3,000.00	16,750.00	30,419.11	Revenues
Expenditures	-	-	-	-	Expenditures
<b>12/31/2016</b>	<b>29,610.28</b>	<b>3,000.00</b>	<b>16,750.00</b>	<b>49,360.28</b>	<b>EB 2016</b>
Revenues	5,518.63	-	12,300.00	17,818.63	Revenues
Expenditures	(9,348.00)	-	-	(9,348.00)	Expenditures
<b>12/31/2017</b>	<b>25,780.91</b>	<b>3,000.00</b>	<b>29,050.00</b>	<b>57,830.91</b>	<b>EB 2017</b>
Revenues	15,141.33	1,515.00	12,750.00	29,406.33	Revenues
Expenditures	-	-	-	-	Expenditures
<b>12/31/2018</b>	<b>40,922.24</b>	<b>4,515.00</b>	<b>41,800.00</b>	<b>87,237.24</b>	<b>EB 2018</b>
Revenues	14,707.45	2,085.00	12,150.00	28,942.45	Revenues
Expenditures	-	(2,021.57)	-	(2,021.57)	Expenditures
<b>12/31/2019</b>	<b>55,629.69</b>	<b>4,578.43</b>	<b>53,950.00</b>	<b>114,158.12</b>	<b>EB 2019</b>
Revenues	2,495.71	-	-	2,495.71	Revenues
Expenditures	(2,345.21)	(373.03)	-	(2,718.24)	Expenditures
<b>12/31/2020</b>	<b>55,780.19</b>	<b>4,205.40</b>	<b>53,950.00</b>	<b>113,935.59</b>	<b>EB 2020</b>

**ALL Operational Repair & Replacement Funds - SNAPSHOT YTD  
4th Quarter - Fiscal Year Ending 12/31/20**

**(Chart I)**

**Carol Stream Park District  
General Operational Repair/Replacement**

	General	Bark Park	IT Replace / Summary	Totals	AS OF	CAFR EB / 11-310000
	11-7XX	11-724	11-713		12/31/2020	
<b>12/31/2019</b>	<b>55,629.69</b>	<b>4,578.43</b>	<b>53,950.00</b>	<b>114,158.12</b>	<b>EB 2019</b>	<b>\$114,158.12</b>
Revenues	2,495.71	-	-	2,495.71	Revenues	
Expenditures	(2,345.21)	(373.03)	-	(2,718.24)	Expenditures	
<b>12/31/2020</b>	<b>55,780.19</b>	<b>4,205.40</b>	<b>53,950.00</b>	<b>113,935.59</b>	<b>EB 2020</b>	<b>\$113,935.59</b>

**Carol Stream Park District  
Recreation Operational Repair/Replacement**

	Program Surcharge	CSYFA / GBN Turf	Capital - Gym Rentals	D87 IGA / FVRC Pool	Fitness	Capital - CCWP	Capital - ETRC	Capital - McCaslin	Capital - CCMG	Capital - Concessions- CCWP	Capital - Concessions- McCaslin	Capital - Concessions- FVRC	Capital - Concessions- SRC	Totals	AS OF
	12-413/700	12-702	12-745	12-748	12-749	12-753	12-754	12-760	12-761	12-790	12-791	12-792	12-793		12/31/2020
<b>12/31/2019</b>	<b>37,533.84</b>	<b>32,000.00</b>	<b>4,964.60</b>	<b>195,315.00</b>	<b>107,866.62</b>	<b>4,219.75</b>	<b>3,479.00</b>	<b>7,404.00</b>	<b>10,470.33</b>	<b>2,838.11</b>	<b>7,386.87</b>	<b>70.08</b>	<b>-</b>	<b>413,548.20</b>	<b>EB 2019</b>
Revenues	-	-	-	35,000.00	5,205.00	-	-	-	-	-	-	-	-	40,205.00	Revenues
Expenditures	-	-	(1,065.47)	-	(4,661.30)	-	-	-	(7,648.50)	-	-	-	-	(13,375.27)	Expenditures
<b>12/31/2020</b>	<b>37,533.84</b>	<b>32,000.00</b>	<b>3,899.13</b>	<b>230,315.00</b>	<b>108,410.32</b>	<b>4,219.75</b>	<b>3,479.00</b>	<b>7,404.00</b>	<b>2,821.83</b>	<b>2,838.11</b>	<b>7,386.87</b>	<b>70.08</b>	<b>-</b>	<b>440,377.93</b>	<b>EB 2020</b>

**To:** Board of Commissioners  
**From:** Renee Bachewicz, Director of Recreation  
**Date:** February 8, 2021  
**Discussion:** Strategic Plan Update

**Agenda Item # 6A**

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The Strategic Plan was approved by the Board on February 22, 2018. These are working documents with attainable goals that staff has been working on this year and will continue to strive to achieve. Highlights will be presented at the meeting.

**This is your  
Park District.**



**Strategic Plan  
2018-2022**

*Ethical, Innovative, Passionate, Transparent...Fun!*













## Strategic Initiatives




1. **Highest Quality of Financial Stewardship** - Prioritize use of resources in all aspects of our operation and align the District to address economic/legislative actions, optimize alternative revenue sources, capitalize on partnerships, and pursue funding options.
2. **Highest Quality Parks & Amenities** – Provide high quality parks and amenities and provide for their upkeep, maintenance and replacement.
3. **Highest Quality Facilities** – Fund and support a maintenance schedule that provides high quality facilities with updated equipment and optimized LEED functionality.
4. **Highest Quality Recreation Programs & Services** – Provide high quality service and offer a diverse range of high quality recreational programs and opportunities for the entire community, while coordinating the best use of facilities and space.
5. **Highest Quality Staff & Team** – Foster a work environment that encourages collaborative teamwork, develops, retains and motivates quality park and recreation professionals.




<u>Key</u>	<u>Status</u>
Short Term = ST	Ongoing = O
Long Term = LT	Completed = C


	Goal	Department	Status	Objective	Notes
ST1	Review District’s Fees, Services & Charges policy  *Includes Rentals/ picnic shelters/gyms/fields		O	Conduct a review of all of the fees and charges to align with the competing markets	✓ Project has been assigned to Superintendent of Recreation ✓ All fees and charges for programs are being analyzed
				Not sufficient difference in costs for residents vs non-residents	
				Analyze and determine appropriate cost differentials for residents vs non-residents	
			O	Review Fountain View Fitness Costs and pricing model	✓ Task Force is reviewing and analyzing Fitness pricing policy
				Compare costs to competitors	
			O	Explore sponsors to support/reduce cost to customers	✓ Ongoing with every program ✓ Community Relations Coordinator has developed sponsor budget
ST2	Improve communication and education of financial performance among staff for better accountability and budget management		O	Develop staff education series and make available on employee portal	✓ A series of training were recorded for all staff to view in the Summer of 2020.
			O	Hold regular meetings to educate/inform staff of financial performance	✓ Financial overview given by Director of Finance at All Staff meeting October 4, 2018 ✓ Financial overview given by Director of Finance at All Staff meeting September 11, 2020
			O	Provide budget management trainings	✓ Superintendent of Finance conducted budget training September 12, 2018



	Goal	Department	Status	Objective	Notes
ST3	Capture a larger market; non-resident targeting		O	Develop and implement pricing strategies to draw non-residents	<ul style="list-style-type: none"> <li>✓ Project has been assigned to Superintendent of Recreation</li> <li>✓ All fees and charges for programs are being analyzed</li> </ul>
			O	Cross market to non-resident participants	<ul style="list-style-type: none"> <li>✓ Staff will carefully balance the draw of non-residents while maintaining sufficient pricing differences</li> </ul>
ST4	Provide recreational opportunities and services to enhance the District's reputation, and meet residents' needs		O	Create Measurements to assess how well we meet residents' needs	<ul style="list-style-type: none"> <li>✓ Community Needs Assessment completed in 2017</li> <li>✓ Class evaluations being analyzed</li> <li>✓ Online feedback form in production for 2019 release</li> </ul>
			O	Actively seek residents' feedback	<ul style="list-style-type: none"> <li>✓ Seeking feedback via email evaluations to coaches and participants</li> <li>✓ Comment Cards available at all facilities</li> <li>✓ Bark Park evaluation conducted in August 2018</li> <li>✓ Seasonal program surveys sent throughout 2020 with analytics and comments shared with Recreation Staff for review.</li> </ul>
ST5	Improve Engagement between Community and Park Board			Assess communication vehicles/methods	
			O	Increase board exposure to community	<ul style="list-style-type: none"> <li>✓ Commissioner Sokolowski produced a video that was posted on the website.</li> <li>✓ Three "Meet Us At The Park" events were held over the Summer 2018 and two were held in the Summer of 2019</li> <li>✓ Commissioners Sokolowski, Del Preto and Jeffery attended the</li> </ul>

	Goal	Department	Status	Objective	Notes
					<p>Volunteer Appreciation event in August 2018.</p> <ul style="list-style-type: none"> <li>✓ All the Commissioners took turns attending Carol Stream Parks Foundation meetings throughout 2018, 2019 and 2020.</li> </ul>
ST6	Develop a plan/program to address vandalism and engage community support		C	Develop Public campaign	See something, Say something Campaign
			C	Engage community and bring public awareness	<ul style="list-style-type: none"> <li>✓ Flyers distributed at National Night Out and three Meet Us At The Park events in 2018</li> <li>✓ Two Meet Us At The Park events held in 2019</li> <li>✓ Marketing collateral with slogan posted on website, social media, FVRC marquee and televisions</li> </ul>
			C	Educate the children	<ul style="list-style-type: none"> <li>✓ School presentation at Evergreen School in March 2018 and to Benjamin School in May 2018</li> <li>✓ Developed curriculum for CCSD93</li> <li>✓ Seeking assistance from D87 Student Council and Environmental Club</li> </ul>
			C	Develop public campaign	<ul style="list-style-type: none"> <li>✓ Slogan and message developed. Marketing collateral printed on flyers, posted on website, social media, FVRC marquee and televisions</li> </ul>
			C	Educate community of financial impact	<ul style="list-style-type: none"> <li>✓ Cost of vandalism in Year in Review.</li> <li>✓ Flyers distributed at National Night Out and three Meet Us At The Park event</li> <li>✓ September 18, 2020 plea went out from Parks Department for help identifying and reporting vandalism. The story was carried on local news</li> </ul>





	Goal	Department	Status	Objective	Notes
					stations and newspapers.
			C	Train/Educate staff on their role	✓ Presented at All Staff Meeting October 4, 2018
ST7	Take Care of What We Have” Maintain High Quality Parks		O	Develop and maintain comprehensive maintenance plan	✓ Repair and Replacement plan for ETRC created 2017 ✓ Playgrounds, Equipment and Vehicle Replacement Plan created in 2017, updated annually
				Evaluate benefits and feasibility of innovative solutions for parks maintenance	
ST8	Analyze the LEED functionality of Fountain View Recreation Center to ensure optimization of technology			Evaluate the existing Geo-Thermal System	Geothermal system evaluated in 2017 - 2018
			O	Investigate LED lighting options within the pool	✓ New LED lighting installed at Parks Garage, Redhawk Park Concessions, Simkus Gymnasium, Coral Cove Exterior Lights
			O	Evaluate the efficiency of the pool filtration room	✓ The pool filtration system is checked twice daily to ensure efficient operations
			C	Recommission the Fountain View Recreation Center	✓ Geothermal system recommissioned in 2018 ✓ Automated Logic software upgraded Fall 2019
			O	Center and track results annually for the highest efficiency possible	✓ Automated Logic contract renewed and the HVAC system is being monitored efficiently.
ST9	Create strategy to address and resolve reoccurring issues at the Fountain View Recreation Center		O	Identify outstanding facility issues at Fountain View Recreation Center	✓ Roof and Pool lights identified in 2018
			O	Continue to monitor roof leaks to ensure resolution is sustainable	✓ Phase 1 of roof repair completed October 2018 ✓ Phase 2 of roof repairs completed Spring -2019




	Goal	Department	Status	Objective	Notes
			C	Pusue viable solution to address power surge issues	✓ Power surge unit installed in 2017
ST10	Improve cleanliness of Fountain View and Simkus Recreation Centers		C	Analyze benefits/feasibility of in-house vs. contracted services	✓ In house cleaning implemented July 2018 ✓ Stringent cleaning and sanitizing protocols implemented summer 2020.
				Investigate methods at other successful facilities	
			O	Improve internal training and processes for facility and fitness staff	✓ Parks and Facilities staff attended Aquatics Facility Operator training and carpet cleaning clinic in 2018
			O	Set and maintain standards	✓ Cleaning schedule is being revised monthly to utilize staff strengths
ST11	Create a system to maximize use of parks and facilities during non-peak hours	 	O	Pursue corporate and private rentals	✓ Another church rental was booked in 2018
			O	Increase marketing penetration to target markets	✓ After hours rentals extended ✓ Several cultural events booked in 2018 ✓ Five new Forever Young fee-based group fitness classes were offered at SRC during non-peak hours ✓ Awesome Adventure Camp expanded the age range to include kindergarteners this summer, increasing participation at SRC between 7:00am-6:30pm ✓ A new Cheer & Poms Camp was offered during the daytime hours in the summer ✓ The new Movie in the Park event was offered at McCaslin Park on a Friday evening
			O	Consider pricing incentives	✓ July – December 2018 saw a 40% increase





	Goal	Department	Status	Objective	Notes
				Continue to give priority to in house programming	✓ Rooms in all building used for park district programming to comply with social distancing protocols.
			O	Work with partners to promote use of facilities	<ul style="list-style-type: none"> <li>✓ Intergovernmental Meeting quarterly in 2018</li> <li>✓ IPRA meetings booked in 2018</li> <li>✓ School in-service training booked in 2018</li> <li>✓ Amita Heath Care meetings booked in 2018</li> <li>✓ Frito-Lay meeting booked in 2018</li> </ul>
			O	Expand internal programming	<ul style="list-style-type: none"> <li>✓ New programs offered to expand the variety of our programs offered at SRC: one special interest class, two dance classes, six tumbling clinics, and a new dance/gymnastics combo class.</li> <li>✓ A new session for our volleyball league (FVRC) and an additional date/time of the Dragonfly and Cricket gymnastics classes (SRC) were offered based on high demand in the existing programs.</li> </ul>
ST12	Identify public needs and interests and create innovative programming that addresses those needs		O	Implement results of Community Needs Assessment	<ul style="list-style-type: none"> <li>✓ Carolshire Park in underserved area</li> <li>✓ Community Park in underserved area</li> <li>✓ Culturally diverse rentals</li> <li>✓ Christmas in July 2019</li> </ul>
				Utilize focus groups consistent with demographic population	
			O	Assess residents' interest in outdoor programming and mid-level sport activities	✓ 2017 Community Needs Assessment identified need for more semi-competitive programming
				Explore programs held at alternate locations such as	✓ Saturday morning yoga classes held at Town Center



	Goal	Department	Status	Objective	Notes
				outdoor shelters/parks	
ST13	Reduce cancellation rates		O	Identify and avoid internal competition	<ul style="list-style-type: none"> <li>✓ Activenet reports were reviewed to identify programs with multiple day/time options which were not consistently running in order to reduce the number of classes offered in the future</li> <li>✓ Classes with more than one age level were combined in order to avoid canceling the program options for an age group not meeting minimum enrollment</li> </ul>
			O	Use program evaluations as tools to refresh, improve or change programs	<ul style="list-style-type: none"> <li>✓ InfoGraphics used to evaluate programs</li> <li>✓ Forever Young program evaluations are collecting feedback and trip location suggestions to determine the demand for future successful trip destination</li> </ul>
			O	Identify trends by utilizing registration system customer data	<ul style="list-style-type: none"> <li>✓ Activenet and Class reports are reviewed seasonally to determine if a trip is worth repeating. If enrollment was not high, the program is not offered, to reduce potential cancelations.</li> </ul>
ST14	Increase training on recreation trends		O	Increase staff participation in industry groups and committees that offer sharing of information on trends	<ul style="list-style-type: none"> <li>✓ IPRA Marketing Roundtable</li> </ul>
			C	Identify key research sources of recreational trends on the local and national level	<ul style="list-style-type: none"> <li>✓ IPRA and NRPA</li> </ul>
			O	Establish quarterly trend	<ul style="list-style-type: none"> <li>✓ Tracking at quarterly recreation</li> </ul>











	Goal	Department	Status	Objective	Notes
				discussions	meeting.
ST15	Improve customer satisfaction			Create temporary task forces to address areas identified in Needs Assessment	
			O	Evaluate life-cycle of programs and events	✓ We do this annually
			O	Create effective and improved method to evaluate programs	✓ Marketing developed new on-line customer satisfaction survey to be completed by December 2018
			O	Implement Secret Shopper	✓ In progress
			O	Reduce cancellations	✓ New programs developed to replace those past their life-cycle
			O	Increase customer ratings	✓ Comment cards reflect improved customer satisfaction.
ST16	Connect with neighboring park districts, forest preserve and library on programming opportunities		O	Reduce competition	✓ Improved coordination with Library
			O	Identify cooperative opportunities	✓ Library
			O	Share resources to reduce cost of high quality recreation/services to residents	✓ Partnered with Library on programming efforts and cross-promotional opportunities in 2020 ✓ Co-op with neighboring park districts in an effort to increase participating and revenue in Summer 2020.
ST17	Attract motivated volunteers	 	O	Develop volunteer program; consider appreciation benefits	✓ Volunteer Appreciation banquet ✓ Carol Stream Citizen of the Year
			O	Engage community to increase awareness of volunteer opportunities	✓ Volunteer segment added to Year In Review
				Develop a campaign to highlight importance and rewards of volunteering	
ST18	Hire and retain best staff		O	Improve staff training and development	✓ Incode User Training ✓ Increased Financial and IT Trainings






	Goal	Department	Status	Objective	Notes
		 Administration			<ul style="list-style-type: none"> <li>✓ Invested in Professional Development</li> <li>✓ Training Consultant, Ethan Martin</li> </ul>
		 Human Resources	O	Optimize cross training	<ul style="list-style-type: none"> <li>✓ Executive Assistant cross trained to assist Human Resources.</li> </ul>
			O	Analyze staff turnover as tool to improve staff retention	<ul style="list-style-type: none"> <li>✓ Exit surveys improved</li> </ul>
			O	Fund recruiting options to improve hiring timeframes and improve candidate pool	<ul style="list-style-type: none"> <li>✓ Dedicated staff time to hiring campaign</li> </ul>
			O	Review compensation, benefits and wage scale	<ul style="list-style-type: none"> <li>✓ Compensation study completed</li> <li>✓ Implementation continues</li> </ul>
ST19	Increase morale	 Human Resources	O	Conduct employee opinion survey to assess morale, incentives and recognition within District	<ul style="list-style-type: none"> <li>✓ Employee opinion survey completed in 2018.</li> </ul>
			O	Continue to promote staff events for all staff	<ul style="list-style-type: none"> <li>✓ Shoot the puck</li> <li>✓ Basketball shoot</li> <li>✓ Green River Floats</li> <li>✓ Summer Family picnic and Concert</li> <li>✓ Mini Golf staff outing</li> <li>✓ BBQ at Parks Garage</li> <li>✓ Hawthorne's staff outing</li> <li>✓ BBQ at FVRC after brick removal</li> </ul>
			O	Improve staff involvement and communication	<ul style="list-style-type: none"> <li>✓ Weekly email to staff</li> <li>✓ Distinguished Agency Award</li> <li>✓ Carolshire Task Force</li> <li>✓ Elk Trail Task Force</li> <li>✓ Vandalism Task Force</li> </ul>
			O	Evaluate recognition and award programs	<ul style="list-style-type: none"> <li>✓ Anniversary Awards</li> <li>✓ JIM Awards are very popular with staff.</li> </ul>





	Goal	Department	Status	Objective	Notes	
LT1	Retain excellent community/governmental partnerships and seek additional opportunities		O	Review and assess existing public partnerships to ensure optimal and mutually beneficial status	<ul style="list-style-type: none"> <li>✓ Gary Avenue Bike Path IGA February 2018</li> <li>✓ Wayne Township IGA revised December 2018</li> </ul>	
					Explore 2-3 additional public partnerships	
					Explore private partnership opportunities	
LT2	Improve net position and fund balances	  	O	Implement marketing plans to focus on high return programming, promote memberships, facilities	<ul style="list-style-type: none"> <li>✓ Shifted marketing budget dollars to focus more on bigger revenue producing programs</li> </ul>	
					Develop strategy to deal with legislative and economic changes	<ul style="list-style-type: none"> <li>✓ COVID19 forced leadership to furlough 95% of staff in the spring of 2020.</li> </ul>
				O	Pursue State/Federal/County/IDNR Grant Opportunities	<ul style="list-style-type: none"> <li>✓ Community Development Block Grant awarded in 2018 to help fund Carolshire Park development.</li> <li>✓ Community Development Block Grant awarded in 2018 to help fund the ADA entrance at Simkus and Coral Cove Water Park.</li> <li>✓ Power Play Grant awarded (date)</li> <li>✓ Safety Grant awarded (date)</li> <li>✓ ComEd LED Light Rebates</li> <li>✓ DuPage County COVID-19 Reimbursement Program</li> </ul>
				O	Pursue sponsorships, donations and naming rights	<ul style="list-style-type: none"> <li>✓ Sponsorships increasing annually</li> <li>✓ Naming rights being evaluated 2019.</li> </ul>
				O	Utilize innovative expense control measures including	<ul style="list-style-type: none"> <li>✓ US Communities for Roof Repair.</li> <li>✓ Cost control for cleaning</li> </ul>

	Goal	Department	Status	Objective	Notes
				co-op purchasing/sharing with partners or neighboring districts	<ul style="list-style-type: none"> <li>consumables.</li> <li>✓ RFP to obtain best pricing on concessions food and supplies.</li> <li>✓ Sharing equipment with Village of Carol Stream.</li> </ul>
LT3	Maintain high level of financial accountability		O	Look for opportunities to increase financial transparency with staff and residents	✓ Year in Review includes Financial Recap.
			O	Hold periodic meetings with staff to review and analyze financial results	✓ Financial position discussed at October 2018 All Staff Meeting
			O	Maintain GFOA standards and achieve Certificate of Excellence in Financial Reporting	✓ GFOA Certificate earned every year
			O	Evaluate benefits of cost centers as a method for measuring performance	<ul style="list-style-type: none"> <li>✓ Elk Trail Recreation Center</li> <li>✓ Coyote Crossing Mini Golf</li> <li>✓ McCaslin Park</li> <li>✓ Coral Cove Water Park</li> <li>✓ Concessions Operations</li> </ul>
				Utilize Cost Recovery Model to set profit margins for programs and facilities	
LT4	Align Brand to improve Park District recognition by residents		O	Realign branding for all teams, programs, and activities	✓ Branding completed in 2018 for Agency, Simkus, Forever Young, Gymnastics, Performing Arts, Awesome Adventure Camp, Bucket List Trips, Bus Trips, Forte Dance Company, Springers Gymnastics and Foundation
			O	Include logo/brand in all external communication, signage, and marketing	✓ Staff educated on the tiered branding guide and how to access updated logos in 2018
				Increase customer recognition of Park District	

	Goal	Department	Status	Objective	Notes
				Brand and presence	
LT5	Upgrade parks and amenities in under-served, and low to moderate income areas of the community		C	Update Master Plan to include goals for parks in underserved areas	✓ Master Plan completed January 2018.
			C	Pursue acquisition of park parcel in underserved areas	✓ Carolshire Park ✓ Community Park
			C	Pursue Funding of Community Development Block Grants to assist with projects	✓ \$200,000 CDBG awarded 2018 for Carolshire Park ✓ \$28,500 CDBG awarded 2018 for ADA accessibility at Simkus and CCWP
LT6	Create and fund a comprehensive repair and replacement plan			Develop a detailed replacement inventory and plan	✓ Playgrounds ✓ Paths and Parking Lots ✓ Vehicles
				Dedicate budgets to take care of what we have; repair, replacements, upkeep	
				Leave the District better than we found it by creating a sustainable mechanism for the repair and replacement funding	
			O	Maintain reserves for emergency allocations and repairs	✓ Capital Repair & Replacement Budget Funds 11 and 12
LT7	Explore options for creating a trail/pathway to McCaslin Park			Create a cost estimate and plan to determine features and costs	
				Seek partnerships with other governmental units	
				Explore funding options and grants	
LT8	Upgrade parks to accommodate ADA requirements and remove		O	Implement ADA Plan	✓ ADA Transition Plan Adopted August 2018

	Goal	Department	Status	Objective	Notes
	physical barriers		O	Establish Plan for implementation	✓ 2019 Budget includes items on new ADA Transition Plan
			O	Incorporate ADA equipment in parks, playgrounds, and shelters	✓ Wheelchair accessible play surface installed at Cambridge Park August 2018
LT9	Reduce Park Maintenance Costs		O	Develop volunteer program to engage community's assistance in maintaining parks	<ul style="list-style-type: none"> <li>✓ Jan Smith continues work at her namesake park on a volunteer basis</li> <li>✓ Steve Ravanese continues to volunteer along his namesake trail.</li> <li>✓ Jeff Bates volunteers to clear invasive brush by Volunteer and Red Hawk Park and the Bark Park</li> </ul>
				Proactive maintenance of equipment to reduce repair costs, and extend life	
			O	Stagger staff schedules to reduce overtime	✓ Staff scheduled staggered during summer to cover extended hours.
			O	Develop additional natural/no mow areas	✓ Tedhran Park 2018
LT10	Explore other revenue generating uses/options for Coyote Crossing Facility		O	Conduct analysis to determine future options	✓ Alcoholic beverages are now being sold at CCMG.
				Assess potential success and ROI of upgrading course and facility	
LT11	Analyze work/office space for most efficient and effective use		O	Conduct a cost/needs analysis of staff workspace	✓ Added workstations at Simkus and Fountain View
			O	Investigate future facilities that could accommodate staff offices	✓ Visited Piggly Wiggly space Spring 2018
				Identify benefits of relocating staff offices	✓ Facilities staff moved into empty cubicle at FVRC.
LT12	Upgrade facilities to accommodate ADA requirements and remove physical barriers.		C	Update ADA Plan	✓ Completed August 2018
			O	Establish Plan for implementation	✓ Improvements budgeted for 2019
			O	Incorporate ADA equipment in Fitness and Aquatics	✓ New ADA chair purchased for FVRC pool 2019

	Goal	Department	Status	Objective	Notes
LT13	Pursue options for unique/alternative revenue sources, and new market opportunities other than those related to customer fees	 	O	Explore options for an indoor facility dedicated to rentals for a variety of sports and activities	✓ Visited Piggly Wiggly space Spring 2018
			O	Capitalize on new concession business	✓ 2018 Home Plate and The Cove concessions outpaced 2017 revenue
			O	Expand rental business/operations	✓ Special summer pricing and hours offered 2018 ✓ Marketing promotions in place 2018
LT14	Improve communication methods and customer service from start to finish	 	C	Improve communication to staff so they can communicate better to customers	✓ Letterhead and Memo template added to Employee Portal 2018
			O	Increase email as a communication tool for programs, services and events	✓ Summer of 2020 presented with the opportunity to expand use of email marketing techniques
				Expand online marketing; measure results	✓ Digital program guide rolls out Summer of 2020.
			O	Improve online registration so that memberships can be completed online instead of in person	✓ Added Lap Swim membership to online registration 2018 ✓ Walking Track and CCWP Passes added 2019
			O	Create standard communications that incorporate print, electronic, and social media outlets	✓ Writing style guide added to Employee Portal 2018
				Utilize Focus Groups to capture preferred communication methods/frequency/etc	✓ Emails to existing customers regarding similar programs .
LT15	Align staff on the District's mission, and common goals			Incorporate as part of new employee, seasonal employee, and annual training	

	Goal	Department	Status	Objective	Notes
				Incorporate mission and goals into each employee's annual performance goals	
LT16	Foster a work environment that applies equal standards amongst departments, equalized workloads, fosters teamwork, and accountability	 Administration	O	Build inter-departmental relationships	<ul style="list-style-type: none"> <li>✓ Vandalism Task Force brought all departments together to collaborate on solutions</li> <li>✓ Christmas in July Committee includes all departments to brainstorm ideas and plan the new 2019 Community event</li> </ul>
		 Human Resources			
		 Parks & Facilities	O	Review organizational structure/staffing needs	✓ 95% of staff laid off or furloughed due to COVID-19.
		 Recreation	C	Review and align workloads and job responsibilities	✓ Job descriptions updated 2018
				Pinpoint 'root' of this reoccurring staff discussion	
			O	Develop District-Wide Core Standards for matters that apply to all staff	<ul style="list-style-type: none"> <li>✓ Branded name tags distributed to all staff 2018</li> <li>✓ Dress code revised with new shirts to all staff</li> </ul>
				Improve Teamwork	



**To:** Board of Commissioners  
**From:** Shane Hamilton, Director of Parks & Facilities  
**Date:** February 8, 2021  
**Discussion:** Master Plan Update

## Agenda Item # 6B

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The Master Plan was approved by the Board on January 8, 2018. The plan consists of working documents with attainable goals. Staff continuously works with our Master Plan as the detailed plan drives every major decision within the District. The plan is a work in progress and updated as goals are attained.

Here is an update on the progress we have made.

### CSPD Master Plan Project Planner Goal 1: Take Care of What We Have

OBJECTIVES and TASKS	ACTUAL START	2018				2019				2020				2021				2022				2023				2024				2025				2026				2027			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
1.a. Create, fund and maintain a Parks and Facilities Repair and Replacement Plan	2018 Q1	S																																							
1.a.1 Write the P&F Repair and Replacement Plan				C																																					
1.a.2 Develop strategies to fund the R&R Plan					C																																				
1.a.3 Annually Review the R&R Plan and Adjust as needed								C																																	
1.b Implement and maintain the Parks and Facilities Standard of Care Plan	2018 Q1	S																																							
1.b.1 Review the plan												S																													
1.b.2 Educate/train staff										C																															
1.b.3 Educate vendors/contractors					C																																				
1.b.4 Develop accountability for plan execution (internal and external)																																									
1.c Continue to expand and improve pathways/trails and parks	2018 Q1	S																																							
1.c.1 Identify and further develop trail partnerships		S																																							
1.c.2 Work with partners to coordinate local and regional trails master plans					C																																				
1.c.3 Execute playground replacement plan		C																																							
1.d Simplify property maintenance	2019 Q1					S																																			
1.d.1 Identify needs via task force																																									
1.d.2 Execute task force recommendations																																									
1.e Proactively address preventative maintenance program	2018 Q2	S																																							
1.e.1 Review and update current PM program		C																																							
1.e.2 Implement deferred maintenance program			S																																						
1.e.3 Identify funding sources						S																																			

■ S = Started/Ongoing  
■ C = Completed

### CSPD Master Plan Project Planner Goal 2: Improve Financial Position

OBJECTIVES and TASKS	ACTUAL START	2018				2019				2020				2021				2022				2023				2024				2025				2026				2027			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
2.a. Improve fund balances to reach targeted levels	2018 Q2	S																																							
2.a.1 Update fund balance targets to align with new fund design		S																																							
2.b Pursue alternative revenue sources	2018 Q1	S																																							
2.b.1 Research and identify new opportunities		S																																							
2.c Maximize profit margin through utilization of cost recovery guidelines	2018 Q1	S																																							
2.c.1 Reassess current guidelines for effectiveness (3 years)																																									
2.d Partner to reduce costs	2018 Q1	S																																							
2.d.1 Exchange more in-kind services		S																																							
2.e Continue to pursue new grant opportunities	2018 Q1	S																																							
2.f Reduce expenses and apply cost saving measures to parks and facilities operations	2018 Q2	S																																							
2.f.1 Pursue joint purchase opportunities			S																																						
2.f.2 Share equipment			C																																						
2.f.3 Evaluate and negotiate current contracts						C				C																															
2.g Creatively use park and facility spaces	2018 Q1	S																																							
2.g.1 Work with Recreation to maximize parks and facilities to support innovative programming		C																																							
2.h Maximize rental opportunities	2018 Q1	S																																							
2.h.1 Review facility usage guidelines (annual)			C				C																																		
2.h.2 Pursue new renters			S																																						
2.h.3 Enhance rental amenity and service options			C																																						
2.i Expand and enhance sponsorship programs	2019 Q2					S																																			
2.i.1 Explore naming rights and advertising						S																																			
2.i.2 Determine sponsorship priorities and opportunities						S																																			
2.j Expand the use of community volunteers in parks and facilities operations	2019 Q3					S																																			
2.j.1 Explore Adopt-A-Park/Trail programs																																									
2.j.2 Work with volunteer task force to develop a volunteer outreach program for parks and facilities																																									
2.j.3 Further develop opportunities for volunteers to engage with parks and facilities						S																																			

## CSPD Master Plan Project Planner Goal 3: Operate Parks and Facilities Efficiently

OBJECTIVES and TASKS	ACTUAL START	2018				2019				2020				2021				2022				2023				2024				2025				2026				2027			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
<b>3.a. Complete a staffing needs and training assessment for parks and facilities</b>	2018 Q3	S																																							
3.a.1 Determine staffing needs according to benchmarks and industry standards																																									
3.a.2 Identify training needs based on responsibilities						C																																			
3.a.3 Evaluate and document current training effectiveness																																									
<b>3.b Assess space and storage utilization at parks and facilities</b>	2018 Q2	S Staff has improved, organized and added staorage space creatively																																							
<b>3.c Develop processes to improve operation efficiency</b>	2018 Q1	S																																							
3.c.1 Assess building hours for efficiency of operations		C																																							
3.c.2 Use transaction and usage data to assess annually		C																																							
3.c.3 Establish Staffing needs based on activity schedule		C																																							
<b>3.d Conduct a facility scheduling analysis to increase percentage of capacity</b>	2018 Q4	S																																							
3.d.1 Identify a tool to enable a master schedule analysis																																									
3.d.2 Ensure capacity is also compared with value/net gain																																									
3.d.3 Establish facility scheduling prioritization guidelines based on analysis																																									

S = Started/Ongoing  
 C = Completed

## CSPD Master Plan Project Planner Goal 4: Meet Needs of Changing Community Demographics

OBJECTIVES and TASKS	ACTUAL START	2018				2019				2020				2021				2022				2023				2024				2025				2026				2027			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
<b>4.a. Respond to the anticipated growth in the mature adult age segment</b>	2018 Q1	S																																							
4.a.1 Conduct mature adult focus groups																																									
4.a.2 Identify partners in provision of mature adult services		C																																							
4.a.3 Continue to enhance facility accessibility						S																																			
<b>Add and enhance parks in underserved areas and expand amenities to better-serve a culturally diverse community</b>	2018 Q4	S																																							
4.b.1 Develop Community Park						S				Master Plan will be completed in 2021																															
4.b.2 Develop Carolshire Park						S				C																															
4.b.3 Identify leaders and conduct focus groups for growing demographic groups, including Asian, Hispanic, etc.						S																																			

S = Started/Ongoing  
 C = Completed

## CSPD Master Plan Project Planner Goal 5: Develop Parks and Facilities

OBJECTIVES and TASKS	ACTUAL START	2018				2019				2020				2021				2022				2023				2024				2025				2026				2027			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
<b>5.a Analyze the need for outdoor winter facilities</b>	2018 Q1	Eliminated due to lack of interest																C																							
5.a.1 Evaluate Armstrong Sled Hill						C																																			
5.a.2 Consider outdoor ice skating options		C																																							
<b>5.b Evaluate outdoor aquatic facility and consider future options and/or needs</b>	2018 Q4					S				Pool analysis underway																															
<b>5.c Explore alternative indoor space possibilities within the community</b>	2018 Q3	S																																							
5.c.1 Consider indoor turf locations		C																																							
5.c.2 Identify programs that could be more successful at an offsite facility																																									
5.c.3 Inventory vacant storefronts		C																																							
<b>5.d Continuously monitor acquisition and repositioning opportunities with the consideration of additional operating costs</b>	2019 Q2					S																																			

■ S = Started/Ongoing  
■ C = Completed

## CSPD Master Plan Project Planner Goal 6: Foster a Safe and Welcoming Environment

OBJECTIVES and TASKS	ACTUAL START	2018				2019				2020				2021				2022				2023				2024				2025				2026				2027			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
<b>6.a Encourage safety awareness</b>	2018 Q1	S				Be a good neighbor campaign																																			
<b>6.b Engage and educate the community to reduce vandalism of parks and facilities</b>	2018 Q1	S				See something say something																																			
6.b.1 Create a vandalism task force		C																																							
6.b.2 Develop a community awareness campaign		C								Daily Herald article																															
6.b.3 Engage community partners		C																																							
<b>6.c Maintain brand identity through all parks and facilities in an effort to create a welcoming environment</b>	2018 Q1	S				Really aggressive about this goal with a Market Plan currently being developed																																			

■ S = Started/Ongoing  
■ C = Completed

**To:** Board of Commissioners  
**From:** Sue Rini, Director of Finance & Administration  
**Date:** February 8, 2021  
**Discussion:** Capital Improvement Plan

**Agenda Item # 6C**

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Staff will provide an overview of the District's Capital Improvement Plans and funding.