



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

**January 8, 2024**

**6:00pm**

- 1. Call To Order**
- 2. Roll Call – Pledge of Allegiance**
- 3. Public Hearing – Budget and Appropriation Ordinance**
  - A. Call to Order the Public Hearing
  - B. Ordinance No. 574, 2024 Budget and Appropriation
  - C. Adjournment of Public Hearing
- 4. Listening Post**
  - A. Betsy Slockyj Introduction
- 5. Changes or Additions to the Agenda**
- 6. 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: December 11, 2023
  - B. Approval: Organizational Chart and Wage Scales
- 7. Action Items**
  - A. Approval: Ordinance No. 574, 2024 Budget and Appropriation in the amount of \$19,775,778 for the fiscal year January 1, 2024 to December 31, 2024
- 8. Discussion Items**
  - A. 2023 Community Needs Assessment
  - B. Future Capital Improvement Plan Discussion
  - C. Weekly Happenings
- 9. Closed Session**
- 10. Action Pertaining to Closed Session**
- 11. Adjournment**



**Board of Commissioners  
Regular Meeting  
December 11, 2023  
6:00pm**

<b>Call to Order</b>	Commissioner Gramann called the meeting to order at 6:00 pm.								
<b>Roll Call/Pledge of Allegiance</b>	Present: Commissioners Gramann, Powers, Sokolowski, Del Preto, and Bird. Commissioners Jeffery and Witteck were absent. Staff: Directors Bachewicz, Hamilton, Quinn, and Scumaci, Superintendent Adamson, Division Manager Kenny and Executive Assistant Greninger.								
<b>Listening Post</b>	<ul style="list-style-type: none"> <li>A. Dan Leahy, Executive Director of WDSRA, presented an update (see attached.)</li> <li>B. Director Bachewicz introduced new Recreation Supervisor, Genevive Snopko. She worked for Carol Stream Park District from 2007-2017 in the aquatics department while attending DePaul University. After graduation, she worked at Fortnightly of Chicago. She said she is excited to return to work at Carol Stream Park District.</li> </ul>								
<b>Changes to the Agenda</b>	None								
<b>Consent Agenda</b>	<p>Commissioner Powers made a motion to accept the consent agenda as read. Seconded by Commissioner Bird.</p> <ul style="list-style-type: none"> <li>A. Approval: Regular Minutes: November 13, 2023</li> <li>B. Approval: Finance Committee Minutes: December 4, 2023</li> <li>C. Ratify: November 2023 Bills</li> <li>D. Approval: Affiliate Agreement with Carol Stream Travel Softball and Baseball Association</li> <li>E. Approval: Affiliate Agreement with Carol Stream Youth Football Association</li> <li>F. Approval: Ordinance No. 572 Park District Surplus</li> </ul> <p>Voice Vote. All in favor. Motion Passes.</p> <p>Commissioner Sokolowski made a motion to approve the consent agenda as read. Seconded by Commissioner Del Preto.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Bird: Aye</td> <td style="width: 50%;">Commissioner Powers: Aye</td> </tr> <tr> <td>Commissioner Del Preto: Aye</td> <td>Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Gramann: Aye</td> <td>Commissioner Witteck: Absent</td> </tr> <tr> <td>Commissioner Jeffery: Absent</td> <td></td> </tr> </table> <p>Motion Passes 5-0-2</p>	Commissioner Bird: Aye	Commissioner Powers: Aye	Commissioner Del Preto: Aye	Commissioner Sokolowski: Aye	Commissioner Gramann: Aye	Commissioner Witteck: Absent	Commissioner Jeffery: Absent	
Commissioner Bird: Aye	Commissioner Powers: Aye								
Commissioner Del Preto: Aye	Commissioner Sokolowski: Aye								
Commissioner Gramann: Aye	Commissioner Witteck: Absent								
Commissioner Jeffery: Absent									

**Discussion Items**

**A. Future Capital Improvement Plan**

Director Hamilton reviewed a couple of projects completed in 2023 and some of the projects that remain on the Capital Improvement Plan. Trends, including Pickleball, should be considered in our future plans. Staff would like to conduct a priority exercise at the next Board Meeting to evaluate our priorities for the next five years. Commissioner Powers asked if we need to replace the 39 passenger bus. Director Hamilton said while the motor is strong, it is over 10 years old and parts are failing. The last problem was the anti-lock braking system. Commissioner Del Preto asked for a copy of the Playground Repair and Replacement spreadsheet and asked how long a typical playground lasts. Director Hamilton said they are usually rated for 15-20 years, but with the care we provide, we can sometimes stretch it out to 25 years. Commissioner Sokolowski noted the shoreline restoration is an important capital expenditure too. Commissioner Gramann asked for detailed information to be provided in advance of the January 8, 2024 meeting so we can discuss and review, then perhaps complete the priority exercise on January 22, 2024.

**B. Potential Partnership Opportunity with Benjamin School District**

Director Bachewicz reviewed the “field of dreams” Benjamin School District has planned as well as the addition of an auditorium at Benjamin Middle School. Superintendent Woell values our partnership and wants to move on this project right away. Director Hamilton added we have the ability to negotiate with them as they want to use the McCaslin lift station to connect Benjamin Middle School to the sewer lines on Morton Road. We are looking to get direction from the Board if this opportunity to expand our services should be pursued. Commissioner Powers does not think it is a good idea; adding it does not align with our mission. Commissioner Sokolowski would like to get more information on the costs involved and the benefits to the Park District. Commissioner Del Preto is in favor, knowing the conditions of our soccer fields, but not sure about the auditorium. Commissioner Bird is concerned about lighting up the neighborhood surrounding Benjamin. As far as the auditorium is concerned, he would like more information. Commissioner Gramann is interested in looking at the possibilities.

**C. Affiliate Agreements Review and Approval Process**

Director Bachewicz asked the Board to consider removing the requirement for Board approval of the Annual Affiliate group agreements. The documents are very similar to other contractual agreements that the Board does not review and approve. We update the dates and fees annually. If there were changes recommended by PDRMA or affiliate status, we would bring that to the Board. Commissioner Powers said no; he wants to review them annually. Commissioner Bird said he is ok with forgoing the annual review. Commissioner Del Preto said it doesn't seem like a good idea to him. Commissioner Sokolowski likes to see them annually and we continue to have issues with the football affiliate. Commissioner Gramann said she likes to review them.

	<p>D. Weekly Happenings (oral)</p> <ul style="list-style-type: none"> <li>• Commissioner Gramann participated in several holiday events since the last meeting including the Holiday Tree Lighting, the Polar Express and Grinchmas. She was delighted with the programs and complimented staff.</li> <li>• Commissioner Del Preto asked if we have considered hosting an information night for parents to know what we offer for kids. Director Bachewicz noted Just Try It and the 10 Year Anniversary event held this past August where we gave samples of programs to the public. There are also informational meetings at the start of select programs like Summer Camp and Preschool.</li> <li>• Commissioner Sokolowski noted how nice McCaslin looks with the new shed and turf. He asked about the different colors of turf; Division Manager Kenny explained they represent where the base bags go for different age groups and where softball pitchers stand.</li> <li>• Commissioner Sokolowski noted he has seen an increase in usage at Fountain View Fitness. It is a beautiful facility that brings many people in; the quality of service keeps them there.</li> </ul>
<p><b>Action Items</b></p>	<p>A. Approval: Ordinance No. 571 Levying and Assessing Taxes for the Year 2023 By State Statute, the Board of Commissioners needs to file an annual ordinance with the County in order to levy taxes for the following year.</p> <p>Commissioner Sokolowski made a motion to approve Ordinance No. 571 levying and assessing taxes for the year 2023, to be collected in the year 2024, and to certify that the District levied an amount of ad valorem tax that is less than 105% of the final aggregate levy extension of the preceding year, complied with the publication and hearing provisions needed per section 6 or 7 of the Act, and that the staff be allowed to make the adjustments to that potential reduction in the same vein. Seconded by Commissioner Powers.</p> <p>Roll Call Vote:          Commissioner Bird: Aye          Commissioner Del Preto: Aye          Commissioner Gramann: Aye          Commissioner Jeffery: Absent          Motion Passes 5-0-2          Commissioner Powers: Aye          Commissioner Sokolowski: Aye          Commissioner Witteck: Absent</p> <p>B. Approval: Ordinance No. 573 Annexing Certain Property to the Carol Stream Park District          Director Scumaci reviewed the location of the property at the corner of North Avenue and Morton Road. Aligning Park District boundaries to incorporate newly annexed Village property will build the tax base through Corporate Replacement Tax. Commissioner Bird asked if this will lead the way to annex McCaslin Park. Director Bachewicz said yes, hopefully in less than a year.</p>



	<p>Commissioner Bird made a motion to approve Ordinance No. 573, an Ordinance annexing certain property located at 27W364 West North Avenue to the Carol Stream Park District. Seconded by Commissioner Del Preto.</p> <p>Roll Call Vote:          Commissioner Bird: Aye          Commissioner Del Preto: Aye          Commissioner Gramann: Aye          Commissioner Jeffery: Absent          Motion Passes 5-0-2</p> <p>Commissioner Powers: Aye          Commissioner Sokolowski: Aye          Commissioner Witteck: Absent</p>
<b>Closed Session</b>	<p>Motion by Commissioner Del Preto to enter into closed session at 7:25 pm to discuss Section 2(c)(21) Biannual Review of Closed Session Minutes. Seconded by Commissioner Powers. Arose from closed session at 7:29 pm.</p>
<b>Action Pertaining to Closed Session</b>	<p>Commissioner Bird made a motion to release closed session meeting minutes and destroy verbatim recordings as discussed in closed session. Seconded by Commissioner Powers.</p> <p>Roll Call Vote:          Commissioner Bird: Aye          Commissioner Del Preto: Aye          Commissioner Gramann: Aye          Commissioner Jeffery: Absent          Motion Passes 5-0-2</p> <p>Commissioner Powers: Aye          Commissioner Sokolowski: Aye          Commissioner Witteck: Absent</p>
<b>Adjournment</b>	<p>Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Sokolowski Voice Vote taken. Motion passed 5-0-2. Meeting adjourned at 7:30 pm.</p>

\_\_\_\_\_  
 President  
 Jacqueline Jeffery

\_\_\_\_\_  
 Secretary  
 Sue Rini

January 8, 2024  
 Date



**Western DuPage**  
Special Recreation Association  
Focus on Carol Stream

- Two Rec n' Roll sites – one recently relocated to Fountain View due to the building flood.
- Programming at CSPD sites, special events, inclusion requests – Over 94% of requests met in a timely manner
- Foundation support partners in our Golf Outing and annual BASH fundraisers
- Summer Camp at Simkus, Coral Cove
- Disability awareness education for Carol Stream Park District staff or partners
- Administrative/business staff being accommodated at Simkus

Respect / Passion / Innovation / Integrity / Communication / Collaboration / Fu

**Western DuPage**  
Special Recreation Association  
Flooding Update

Oct. 4 Water Main burst between 6 p.m. and 7 a.m.

ServPro onsite for two weeks - \$250,000 remediation assistance

Relocation of Staff and Day Program

Ongoing engineer survey/reports

Claim / Contract coordination

Contingency Plans

Respect / Passion / Innovation / Integrity / Communication / Collaboration / Fu



**Western DuPage**  
Special Recreation Association  
Director Activities

**Director Activity Highlights**

- Visits to all communities/program sites
- Inclusion shadowing
- IAPD/IPRA State Conference
- Continued meetings w/local legislators (Rec n' Roll Grant)
- Foundation advocacy – nearly 700k raised in donations and in-kind gifts
- Meetings/advocacy w/school Superintendents
- More involvement with SRA Directors

Respect / Passion / Innovation / Integrity / Communication / Collaboration / Fu

**Western DuPage Special Recreation Association**  
Facts and Figures

Regular Programs			Inclusion Programs		
Age	% of Participants	% of Program Registrations	Age	% of Participants	% of Program Registrations
Age <2	10%	2%	Age <2	24%	9%
Age 2-5	<1%	<1%	Age 2-5	6%	4%
Age 5-12	8%	2%	Age 5-12	61%	77%
Age 13-17	12%	4%	Age 13-17	6%	4%
Age 18-21	8%	6%	Age 18-21	<1%	<1%
Age 22-55	56%	81%	Age 22-55	<1%	<1%
Age 55+	6%	5%	Age 55+	<1%	<5%

**Additional Participations by Individuals without Disabilities in Community Special Events, Disability Awareness and Foundation Events**

FY 2021-2022: 1,015  
FY 2022-2023: 1,035

**WDSRA Seasonal Program Registrations**

Old Orchard	1,284, 21%
Woodstock	955, 17%
West Chicago	185, 3%
Marquette	88, 1%
Geneva	151, 3%
Wood Dale	1,448, 27%
Carol Stream	614, 10%
Other Area	614, 10%
Bluesbrook	134, 2%
Carol Stream	100, 2%

**WDSRA Inclusion Program Registrations**

Old Orchard	74, 1%
Woodstock	21, 0%
West Chicago	101, 1%
Marquette	205, 3%
Geneva	151, 2%
Wood Dale	1,448, 27%
Carol Stream	602, 10%
Other Area	174, 3%
Bluesbrook	74, 1%
Carol Stream	100, 2%

Respect / Passion / Innovation / Integrity / Communication / Collaboration / Fun

**Western DuPage Special Recreation Association**  
Impact Story




### HELEN, JULIAN, ZACH & CONRAD

Scholarships make it possible for each of them to be connected... not isolated.

Three adult children (21-year-old Julian, 26-year-old Zach and 32-year-old Conrad). Three distinct personalities. Three sets of interests. Three levels of abilities. All three are on the Autism spectrum. Two also have ADHD. Helen has her hands full 24/7. She is also a one-income family and has her own health issues.

Helen finds herself depending on WDSRA to give her children something she can't. Through programs, each child has an outlet that is personal to their likes and needs. They go places she is unable to take them. Perhaps most importantly, she gets some time to herself. When life revolves around her children, time to herself becomes essential for her emotional well-being.

Listen to their full story at <https://youtu.be/1pKADaNs8Gg>



*"WDSRA provides a safe place for friendships for Sophie. I am so thankful for that." – Heather, Sophie's mom*

**Western DuPage Special Recreation Association**  
Spaces / Services / Staff




### Launching the WDSRA Scholarship Endowment

The WDSRA Scholarship Endowment has a fund balance goal of \$750,000. Once in place, that figure and the earnings it produces, will fulfill our typical annual scholarship need and more in perpetuity. This is a sustainable way to meet the needs of current and future participants & families.

### The WDSRA Scholarship Endowment Inspiration

As a way to honor their son Kerry, who passed away in December of 2021, the Fitzgerald family has committed to raising \$25,000 and has been the inspiration for the creation of the WDSRA Scholarship Endowment. The family wants Kerry's memory to outlive us all.

52 Families Assisted	176 Scholarships Awarded	\$18,248 Scholarship Dollars Awarded
Foundation		
849 donors		
\$699,061 financial and in-kind donations		
Possibilities Society		
Total Members: 31		
Members joined in FY22-23: 6		

Access for Everyone. Barriers for No One.

Respect / Passion / Innovation / Integrity / Communication / Collaboration / Fun

**Western DuPage Special Recreation Association**  
What's Next?




### What's Next?

- Building recovery and rebuild
- Continued progress on our Strategic Plan (begin year 2) – continuous improvement
- #WDSRA50 in 2026

Questions? Thank You!






Respect / Passion / Innovation / Integrity / Communication / Collaboration / Fun

**To:** Board of Commissioners  
**From:** Sue Rini, Executive Director  
**Date:** January 8, 2024  
**Approval:** Organizational Chart and Wage Scales **Agenda Item # 6B**

---

### Issue

Should the Board approve the Organizational Chart and Wage Scales in conjunction with the 2024 Budget approval process.

### Background/Reasoning

As part of the Distinguished Accredited Agency review, staff implemented a more formal process for documenting the Board's approval of the Organizational Chart, and Wage Scales. In the past these actions were included as part of the general approval of the annual budget.

### Supporting Documents

Excerpts of the Proposed 2024 Budget which reflect these two documents are attached for reference.

### Cost

None

### Public/Customer Impact

Reinforces District's commitment to transparency and alignment of goals.

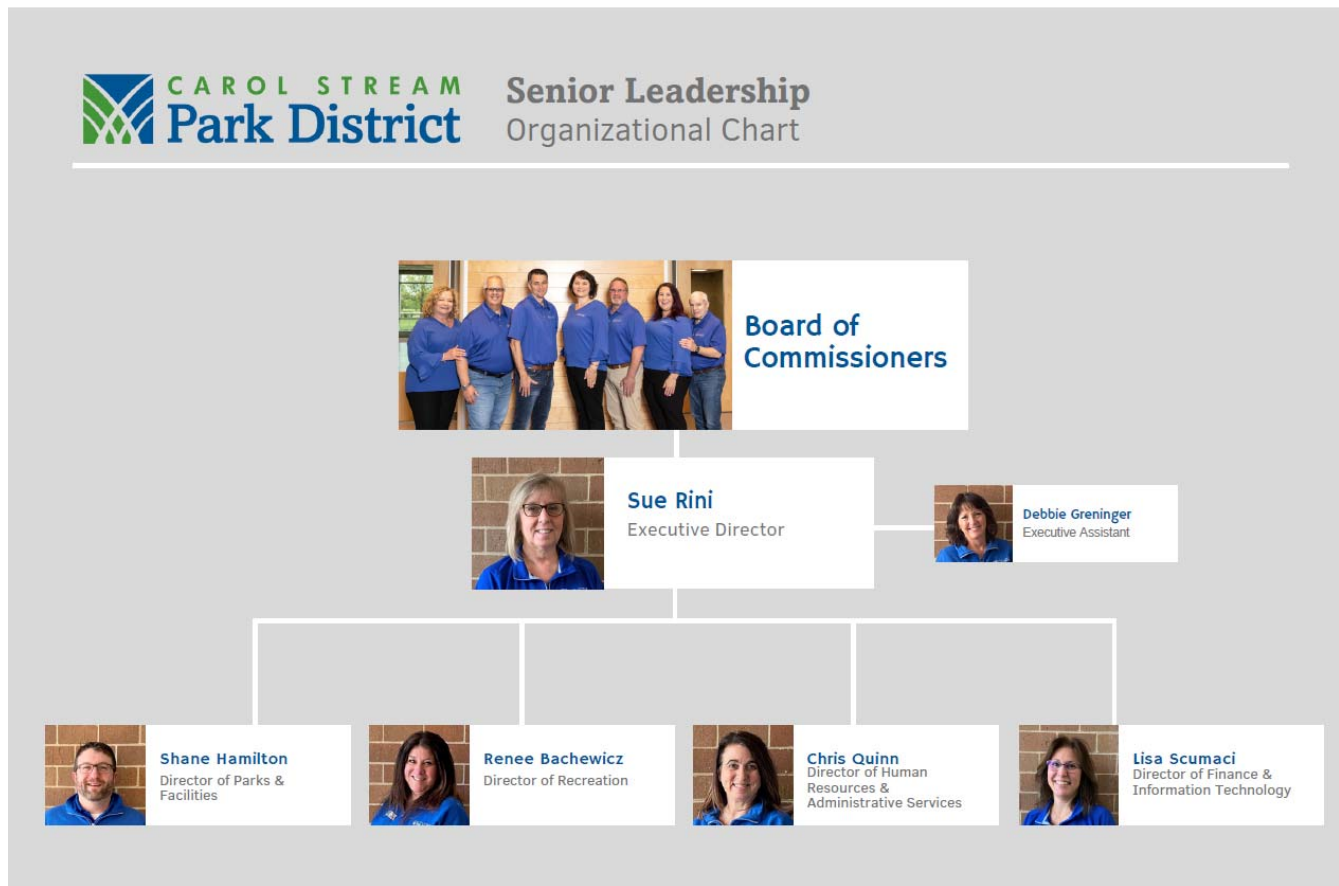
### Recommendation

That the Board approve the Organizational Chart and Wage Scales in conjunction with the 2024 Budget approval process.

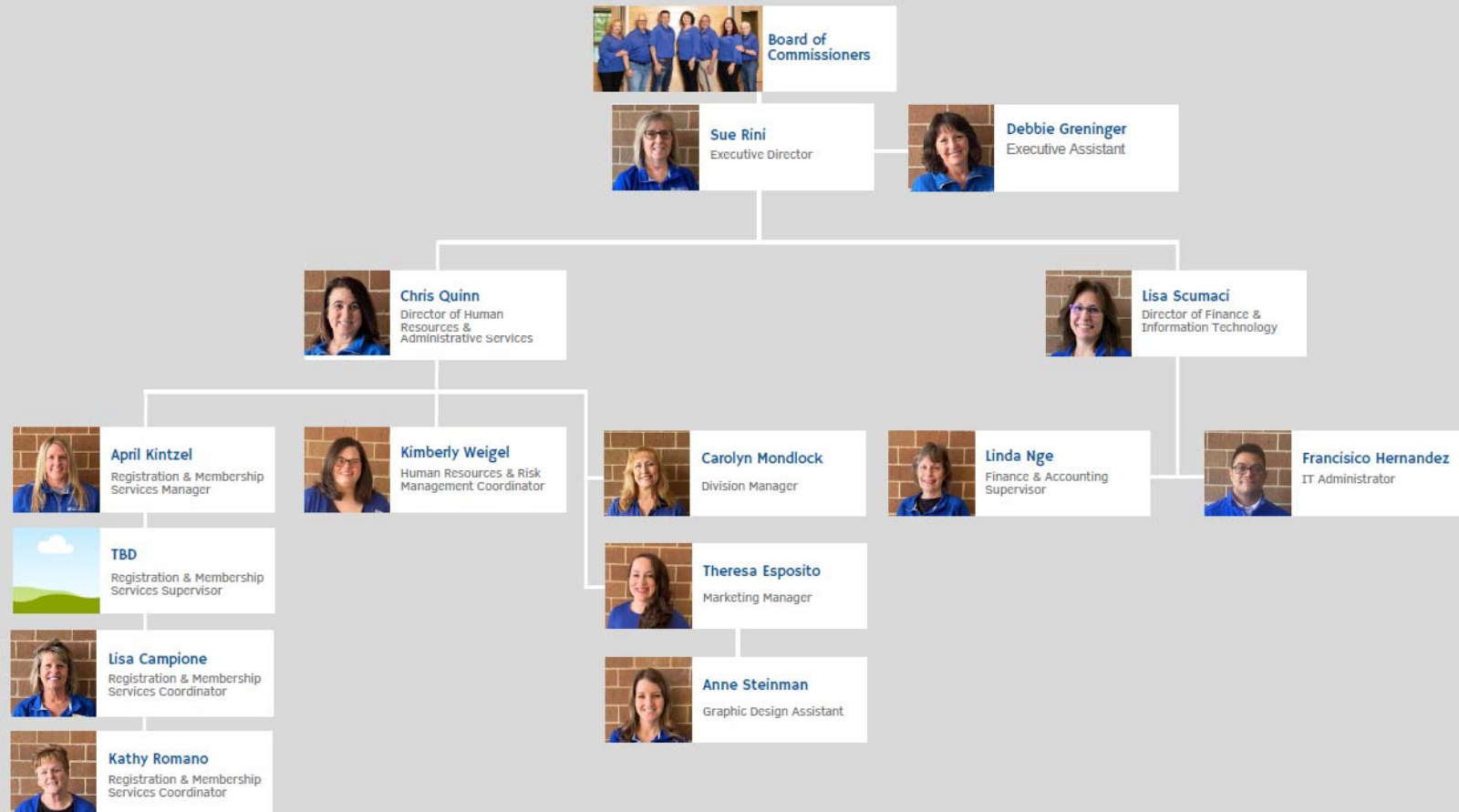


## Organizational Chart

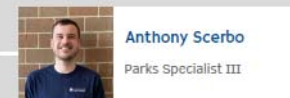
To accomplish organizational and departmental goals, the District relies on a staff of dedicated professionals. The organization has been restructured following the installation of a new Executive Director. This plan plays on the strengths of the team, and allows for ongoing professional development that will support long-term succession planning. **The Board will be asked to approve the Organizational Chart in conjunction with the Proposed Budget for 2024.**



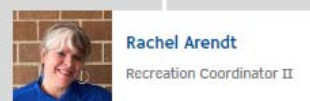
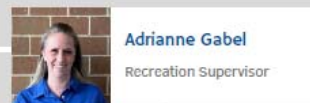
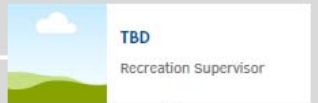
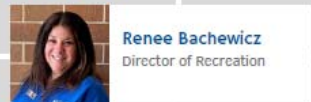
## Finance & Administration Department Organizational Chart



## Parks & Facilities Department Organizational Chart



## Recreation Department Organizational Chart



**Full-Time Staff Wage Scale**

The District conducted a formal Market Benchmarking & Compensation Study in 2018; the study will be done again in 2024. The goal of the study was to align District wages within the parks and recreation industry. It considered factors such as geographic location, population served, and operating budget size. For the positions that cross-over into the private sector (such as IT, Human Resources, or Finance), the scale blended a percentage of data from that market as well.

In order to remain competitive in the current market and retain high quality staff, the scale is adjusted annually to increase by 1% less than the proposed merit pool value. Earlier this year, the board approved the staff's merit pool recommendation of up to 5.0%; therefore, the wage scale increased by 4.0%.

**Minimum Wage and Part-Time Wage Scale**

The 2024 budget also addresses the next increase for Illinois Minimum Wage. In 2020, minimum wage increased from \$8.25 to \$10.00 (21%). Each subsequent January, the minimum wage increases by \$1.00 until it reaches \$15.00/hour on January 1, 2025. Illinois minimum wage will increase to \$14.00 on January 1, 2024. In order to remain competitive in this challenging hiring market the District will raise the scale for new hires age 18 and over to \$15/hour; for new hires age 16-17 to \$14/hour; teen minimum wage of \$12/hour will be used for staff under 16. Staff will continue to review wage scales each year to adjust to minimum wage increases.

Below is the Updated 2024 Wage Scale for Full-Time Staff, the Illinois Minimum Wage Schedule, and the new Part-Time Wage Scale. **The Board will be asked to approve the District's Wage Scales in conjunction with the Proposed Budget for 2024.**

**Full-Time Wage Scale**

Carol Stream Park District			Notes:		
Pay Grade Assignments/Wage Scale - 2024			Merit Increase: 5.0%; pool adjusted by 4% with conditional compression due to min wage impact at lower grades.		
Full Time   Benefit Eligible					
Approved at Board Meeting of:			Some Compression is occurring		
			-20% from Midpt		*+20% from Midpt
Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
1	NE	Custodian	\$ 31,200	\$ 39,000	\$ 46,800
	NE	Parks Specialist I	\$ 15.00	\$ 18.75	\$ 22.50
2	NE	Registration & Membership Specialist	\$ 32,881	\$ 41,101	\$ 49,321
	NE	Recreation Coordinator I	\$ 15.81	\$ 19.76	\$ 23.71
	NE	Custodian II			
	NE	Rentals Coordinator			
3	NE	Recreation Coordinator II/Combo Instr & Coord	\$ 36,688	\$ 45,860	\$ 55,032
	NE	Building Supervisor & Custodian	\$ 17.64	\$ 22.05	\$ 26.46
	NE	Registration & Membership Coordinator			
4	NE	Administrative Assistant	\$ 41,533	\$ 51,917	\$ 62,300
	NE	Human Resources Coordinator	\$ 19.97	\$ 24.96	\$ 29.95
	NE	Custodial Supervisor			
	NE	Parks Specialist II			
	NE	Parks Specialist II-Mechanic			
	NE	Facility Specialist II			

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
5	E	Finance & Accounting Supervisor	\$ 47,398	\$ 59,248	\$ 71,097
	E	Community Relations Supervisor	\$ 22.79	\$ 28.48	\$ 34.18
	E	HR Generalist			
	NE	Executive Assistant			
	NE	Facility Specialist III			
	NE	Parks Specialist III			
	E	Registration & Membership Ser. Supervisor			
	E	Recreation Supervisor			
6	E	IT Administrator	\$ 52,993	\$ 66,241	\$ 79,488
	E	Recreation Manager	\$ 25.48	\$ 31.85	\$ 38.22
	E	Marketing Manager			
	NE	Park Foreman			
	E	Registration Services Manager			
7	E	Manager II-Facility Maintenance Manager	\$ 59,827	\$ 74,785	\$ 89,742
	E	Manager II-Parks Manager	\$ 28.76	\$ 35.95	\$ 43.15
	E	Division Manager-Athletics/Aquatics			
	E	Division Manager-Rentals/Concessions			
	E	Division Manager-Marketing & Communications			
8	E	Superintendent-Recreation	\$ 67,544	\$ 84,431	\$ 101,318
			\$ 32.47	\$ 40.59	\$ 48.71

**Full-Time Wage Scale continued**

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
<b>9</b>	E	Reserved for Future Use	\$ 75,625	\$ 94,532	\$ 113,438
			\$ 36.36	\$ 45.45	\$ 54.54
<b>10</b>	E	Director-Parks & Facilities	\$ 84,970	\$ 106,213	\$ 127,456
	E	Director of HR & Administrative Services	\$ 40.85	\$ 51.06	\$ 61.28
<b>11</b>	E	Director-Recreation	\$ 89,871	\$ 120,058	\$ 144,069
	E	Director of Finance & IT	\$ 43.21	\$ 57.72	\$ 69.26
<b>12</b>	E	Reserved for Future Use	\$ 101,455	\$ 135,741	\$ 162,889
			\$ 48.78	\$ 65.26	\$ 78.31
<b>13</b>	E	Deputy Director	\$ 114,545	\$ 153,046	\$ 183,656
			\$ 55.07	\$ 73.58	\$ 88.30
<b>14</b>	E	Executive Director	\$ 129,312	\$ 173,056	\$ 207,667
			\$ 62.17	\$ 83.20	\$ 99.84





Part-Time Wage Scale

Illinois Minimum Wage Schedule

Senate Bill 1

	Adult Minimum Wage	Teen Sub- Minimum Wage	Exemption Amount	Exemption Percentage
2019	\$8.25	\$7.75	\$0.50	6.06%
January 1, 2020	\$9.25	\$8.00	\$1.25	13.51%
July 1, 2020	\$10.00	\$8.00	\$2.00	20.00%
January 1, 2021	\$11.00	\$8.50	\$2.50	22.73%
January 1, 2022	\$12.00	\$9.25	\$2.75	22.92%
January 1, 2023	\$13.00	\$10.50	\$2.50	19.23%
January 1, 2024	\$14.00	\$12.00	\$2.00	14.29%
January 1, 2025	\$15.00	\$13.00	\$2.00	13.33%

CAROL STREAM Park District		2024 Budget Year	
Part -Time / Seasonal / Program Staff			
Proposed PAY GRADE & WAGE SCALE for CSPD - 1/1/2024			
PAY GRADE	CSPD Minimum *	Midpoint	Maximum
A	15.00	\$18.75	\$22.50
B	15.70	\$19.63	\$23.56
C	16.90	\$21.13	\$25.36
D	18.59	\$23.24	\$27.89
E	20.45	\$25.57	\$30.68
F	22.50	\$28.12	\$33.75
G	24.75	\$30.94	\$37.12
H	27.22	\$34.03	\$40.84
I	29.95	\$37.43	\$44.92

**Part-Time Wage Scale continued**

Carol Stream Park District			Minimum Wage Adjustment for 2024		
Pay Grade Assignments/Wage Scale - 2024			CSPD 18+ min Wage = \$15/hr		
Part Time   Seasonal   Program Staff			(16-17 yr old) Min Wage = \$14/hr		
Approved at Board Meeting of:			(15 yr old) Teen Min Wage = \$12/hr		
			NOTE: IL Adult Min Wage 18+ = \$14/hr		
Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
A	NE	ActivKids/Days Off Club Assistant	\$ 15.00	\$ 18.75	\$ 22.50
	NE	Asst Dance Instructor			
	NE	Birthday Party Host			
	NE	Camp Counselor			
	NE	Cashier			
	NE	Concessions Attendant			
	NE	Custodian I			
	NE	Fitness Attendant			
	NE	Fitness Floor Specialist			
	NE	Gymnastics Instructor I			
	NE	Gymnastics Instructor II			
	NE	Gymnastics Instructor III			
	NE	Gymnastics Team Coach I			
	NE	Gymnastics Team Coach II			
	NE	Gymnastics Team Coach III			
	NE	Mini Golf Attendant			
	NE	Parks Specialist - Seasonal			
	NE	Recreation Attendant			
	NE	Rental Host			
	NE	Swim Lesson Instructor			
	NE	Swim Team Assistant Coach			
	NE	Theater Assistant			
	NE	Theater Seamstress			
	NE	Theater Technician			
	NE	Trip Supervisor			

**Part-Time Wage Scale continued**

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
<b>B</b>	NE	ActivKids/Days Off Club Lead	\$ 15.70	\$ 19.63	\$ 23.56
	NE	Birthday Party Coordinator			
	NE	Camp Lead Counselor			
	NE	Camp Coordinator			
	NE	Concessions Beverage Cashier			
	NE	Concessions Team Leader			
	NE	Custodian II			
	NE	Dance Instructor			
	NE	Gymnastics Coordinator			
	NE	Preschool Assistant Instructor			
	NE	Registration & Membership Specialist			
	NE	Theater Vocal Coach			
<b>C</b>	NE	Bus Driver	\$ 16.90	\$ 21.13	\$ 25.36
	NE	Preschool Instructor			
	NE	Registration & Membership Coordinator			
	NE	Rental Coordinator			
	NE	Supervisor on Duty			
	NE	Swim Lesson Coordinator			
	NE	Theater Musical Director			
<b>D</b>	NE	Graphic Design Assistant	\$ 18.59	\$ 23.24	\$ 27.89
	NE	Marketing Assistant/Coordinator			
	NE	Preschool Lead Instructor			

**Part-Time Wage Scale continued**

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
E	NE	Fitness Instructor I	\$ 20.45	\$ 25.57	\$ 30.68
	NE	Gymnastics Team Head Coach			
	NE	Swim Team Head Coach			
F	NE	Fitness Instructor II	\$ 22.50	\$ 28.12	\$ 33.75
	NE	Lead Dance Instructor			
	NE	Personal Trainer			
G	NE	Fitness Instructor III	\$ 24.75	\$ 30.94	\$ 37.12
	NE	Fitness Nutritionist			
	NE	Lead Personal Trainer			
H	NE	Fitness Instructor IV	\$ 27.22	\$ 34.03	\$ 40.84
I	NE	Reserved for future use	\$ 29.95	\$ 37.43	\$ 44.92

**To:** Board of Commissioners  
**From:** Lisa Scumaci, Director of Finance & IT  
**Date:** January 8, 2024  
**Subject:** Approval: Ordinance No. 574, 2024 Budget and Appropriation  
in the amount of \$19,775,778 for the fiscal year January 1,  
2024 to December 31, 2024 **Agenda Item # 7A**

---

**Issue:** Should the Board approve Ordinance No. 574, 2024 Budget and Appropriation Ordinance in the amount of \$19,775,778 for the fiscal year January 1, 2024 to December 31, 2024.

### Background/Reasoning

- A Budget and Appropriation Ordinance outlines the District's plans for expenditures. It differs from the Levy Ordinance which outlines the acquisition of tax revenues and how they are distributed.
- Last September the staff began the budget process for the 2024 fiscal year.
- As required under state statute:
  - The Board must annually adopt a Budget and Appropriation Ordinance.
  - Staff placed the Budget and Appropriation Ordinance on public display on December 5, 2023 to fulfill the 30 day requirement.
  - A notice of a *Public Hearing* for the Budget and Appropriation Ordinance appeared in the *Daily Herald* on December 27, 2023.
  - This evening the Board will hold a *Public Hearing* to hear any public comments.
- The Ordinance meets all the requirements of the Park District Code Article 4.4 "Adoption of Budget and Passage of Annual Appropriation Ordinance Required."
- The 'Budget' column (*Page 3 of Ordinance*) reflects the budget dollars as presented to the Board in the Budget 2024 document.
- The 'Appropriation' column (*Page 3 of Ordinance*) reflects a 15% increase to the budgeted dollars to:
  - provide a contingency margin to better manage ordinary operating expenses
  - allows the park district some flexibility in generating more revenue that will offset additional expenses, and
  - eliminates the need to come back to the Board to request approval of minor amendments to the budget.

### Supporting Documents:

- Ordinance No. 574, Exhibit A and Exhibit B

**Cost:**

None

**Public/Customer Impact:**

The Budget and Appropriation Ordinance demonstrates the careful and transparent plan of the District for budget year ending December 31, 2024.

**Recommendation**

That the Board makes a motion to adopt Ordinance No. 574, 2024 Budget and Appropriation Ordinance in the total amount of \$19,775,778 for the fiscal year January 1, 2024 to December 31, 2024.

Ordinance No. No. 574

AN ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATING SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE CAROL STREAM PARK DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2024, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE, AND THE AMOUNT APPROPRIATED FOR EACH OBJECT AND PURPOSE.

WHEREAS, the Board of Park Commissioners of the Carol Stream Park District has caused this Ordinance to be prepared in tentative form as the combined annual budget and appropriation ordinance for the fiscal year beginning January 1, 2024, and ending December 31, 2024, and the Secretary of the Board has made same conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such combined annual budget and appropriation ordinance at the Carol Stream Park District on the 8th day of January, 2024, pursuant to a notice which was published in the Daily Herald, a paper having a general circulation in this district, and all other legal requirements having been complied with.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CAROL STREAM PARK DISTRICT, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

Section I: This Ordinance is hereby termed THE ANNUAL COMBINED BUDGET AND APPROPRIATION ORDINANCE OF THE CAROL STREAM PARK DISTRICT, DUPAGE COUNTY, ILLINOIS

Section II: That the estimates of current assets shown in the appended statements are made a part hereof and marked "Exhibit A" of this ordinance of the Carol Stream Park District, DuPage County, Illinois, for the fiscal year beginning January 1, 2024, and ending December 31, 2024. As part of the Annual Budget, it is stated:

- (a) That the estimated cash on hand at the beginning of the fiscal year is \$7,562,772
- (b) That the cash expected to be received during the fiscal year from all sources is \$18,579,064
- (c) That the estimated expenditures contemplated for the fiscal year are \$19,775,778

- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$6,366,058.
- (e) That the estimated amount of taxes to be received by the Carol Stream Park District during the fiscal year is \$10,810,391.

Section III: The amounts hereinafter set forth and appended hereto and marked "Exhibit B" are hereby budgeted and appropriated for the fiscal year beginning January 1, 2024 and ending December 31, 2024. The sums of money in the "Appropriation" Column in the amount of or as much thereof as may be authorized by law and the same are hereby appropriated for the corporate purposes of the Carol Stream Park District as therein after specified for the fiscal year beginning January 1, 2024 and ending December 31, 2024.

Section IV: That all unexpected balances of any item or items or any general appropriations made in this ordinance be expended in making up any insufficiency in any item or items in the same general appropriations made for this ordinance.

Section V: That all unexpected balances from annual appropriations of previous years are hereby re-appropriated.

Section VI: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section VII: If any item, or portion thereof, of this ordinance is held invalid, such decision shall not affect the validity of the remaining portion of such item or the remaining portion of this ordinance.

Section VIII: The passage by the Board of Commissioners of the Carol Stream Park District of this 2024 Combined Annual Budget Appropriation Ordinance, including the "Appropriation" column, shall not be interpreted to authorize the expenditure within any fund of any amount greater than the amount budgeted for each fund in the "Budget" column.

Section IX: This ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law. A certified copy of this ordinance shall be filed with the County Clerk of DuPage County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District within thirty (30) days after its passage and approval as provided by law.



Passed by the Board of Commissioners of the Carol Stream Park District, DuPage County, Illinois, on the 8th day of January, 2024.

### Summary of Budgeted & Appropriated Funds

SUMMARY	BUDGET	APPROPRIATION
Corporate Fund	\$4,134,513	4,754,690
Recreation Fund	6,712,822	7,719,745
Special Recreation Fund	909,794	1,046,264
Bond & Interest Fund	5,776,600	6,643,090
Capital Improvement Funds	2,242,049	2,578,357
<b>Grand Total</b>	<b>\$19,775,778</b>	<b>\$22,742,145</b>

Roll Call Vote

Ayes: \_\_\_\_\_  
\_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Susan Rini, Secretary  
Board of Park Commissioners  
Carol Stream Park District  
Carol Stream, Illinois

Approved by the Board of Commissioners the 8th day of January 2024.

\_\_\_\_\_  
Jackie Jeffrey, President  
Board of Park Commissioners  
Carol Stream Park District  
Carol Stream, Illinois

Certificate of Estimate of Revenues for Fiscal year 2024

TREASURER'S CERTIFICATE OF ESTIMATED REVENUE FOR THE  
CAROL STREAM PARK DISTRICT, DUPAGE COUNTY, ILLINOIS

I, Lisa Scumaci, do hereby certify that I am duly qualified and elected  
TREASURER of the Carol Stream Park District, DuPage County, Illinois, and  
as such official I do further certify that the estimated revenue by source  
anticipated to be received by the Carol Stream Park District for the fiscal  
year beginning January 1, 2024, and ending December 31, 2024, to be as  
follows:

SOURCE	AMOUNT
Tax Revenue	\$10,810,391
Interest	215,000
Rentals	483,900
Donations/Grants	1,278,033
Sponsorships	65,485
Concession Sales	443,470
Other Income	1,018,527
Program Revenue	4,264,258

IN WITNESS THEROF, I have hereunto affixed my official signature  
and the corporate seal of the Carol Stream Park District at Carol Stream,  
Illinois, on this 8th day of January 2024.

---

Lisa Scumaci, Treasurer  
Carol Stream Park District

(SEAL)

STATE OF ILLINOIS )

) SS

COUNTY OF DUPAGE )

**CERTIFICATION OF ORDINANCE AND MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioner (the “Board”) of the Carol Stream Park District, DuPage County, Illinois (the “District”), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 8th day of January, insofar as same relates to the adoption of Ordinance No. 574 entitled:

AN ORDINANCE adopting a Combined Annual Budget and Appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Carol Stream Park District, DuPage County, Illinois, for the fiscal year beginning January 1, 2024, and ending December 31, 2024, and specifying the objects and purposes for which such appropriations are made, and the amount appropriated for each object and purpose.

A true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the passage of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 8th day of January 2024.

\_\_\_\_\_  
Secretary, Board of Park Commissioners

(SEAL)

**Carol Stream Park District  
Budget 2024**

**EXHIBIT A**

<b>Fund #</b>	<b>FUND</b>	<b>Beginning Fund Balance 1/1/2023</b>	<b>Estimated YTD Revenue FY 2023</b>	<b>Estimated YTD Expenses FY 2023</b>	<b>Estimated Net FY 2023</b>	<b>Est. Ending Fund Balance 12/31/2023</b>	<b>Budgeted TAXES FY 2024</b>	<b>Budgeted Other Revenue FY 2024</b>	<b>Budgeted Expenses FY 2024</b>	<b>Budgeted Net FY 2024</b>	<b>Est. Ending Fund Balance 12/30/2024</b>
10-10	Corporate - Finance/Administration	\$ 1,283,310.32	\$ 2,718,776.00	\$ 871,719.00	\$ 1,847,057.00		\$ 2,240,090.00	\$ 379,650.00	\$ 1,432,984.00	\$ 1,186,756.00	
10-12	Corporate - Marketing/Communication		\$ -	\$ 197,499.00	\$ (197,499.00)			\$ -	\$ 223,928.00	\$ (223,928.00)	
10-15	Corporate - Parks		\$ 10,784.00	\$ 1,130,637.00	\$ (1,119,853.00)			\$ 7,655.00	\$ 1,170,164.00	\$ (1,162,509.00)	
10-28	Corporate - Maintenance Facility		\$ -	\$ 26,895.00	\$ (26,895.00)			\$ -	\$ 27,705.00	\$ (27,705.00)	
10-62	Corporate - Registration Services		\$ -	\$ 176,722.00	\$ (176,722.00)			\$ -	\$ 233,787.00	\$ (233,787.00)	
10-00	Paving & Lighting	\$ 113,877.42	\$ 26,158.00	\$ 82,156.00	\$ (55,998.00)		\$ 60,000.00		\$ 81,000.00	\$ (21,000.00)	\$ (21,000.00)
10-00	F.I.C.A.	\$ 129,313.27	\$ 308,995.00	\$ 332,003.00	\$ (23,008.00)		\$ 360,000.00		\$ 357,634.00	\$ 2,366.00	\$ 2,366.00
10-00	Audit	\$ 14,607.89	\$ 19,619.00	\$ 23,933.00	\$ (4,314.00)		\$ 19,500.00		\$ 21,460.00	\$ (1,960.00)	\$ (1,960.00)
10-00	Liability Insurance	\$ 202,831.25	\$ 153,792.00	\$ 209,187.00	\$ (55,395.00)		\$ 192,000.00	\$ 1,500.00	\$ 233,684.00	\$ (40,184.00)	\$ (40,184.00)
10-00	IMRF	\$ 152,036.79	\$ 294,281.00	\$ 300,084.00	\$ (5,803.00)		\$ 256,000.00		\$ 282,106.00	\$ (26,106.00)	\$ (26,106.00)
11-00	Corporate - Repair/Replacement	\$ 138,727.04	\$ 62,585.00	\$ 10,850.52	\$ 51,734.48		\$ 25,000.00	\$ 31,750.00	\$ 70,061.00	\$ (13,311.00)	
	<b>Total Corporate</b>	\$ 2,034,703.98	\$ 3,594,990.00	\$ 3,361,685.52	\$ 233,304.48	\$ 2,268,008.46	\$ 3,152,590.00	\$ 420,555.00	\$ 4,134,513.00	\$ (561,368.00)	\$ 1,706,640.46
20-10	Recreation - Finance/Administration	\$ 1,364,325.71	\$ 1,236,890.00	\$ 205,086.00	\$ 1,031,804.00		\$ 1,214,000.00	\$ 5,100.00	\$ 213,371.00	\$ 1,005,729.00	
20-12	Recreation - Marketing/Communication		\$ -	\$ 39,367.00	\$ (39,367.00)			\$ -	\$ 57,378.00	\$ (57,378.00)	
20-13	Recreation - FountainView Facility		\$ 15,756.00	\$ 450,707.00	\$ (434,951.00)			\$ 17,152.00	\$ 480,373.00	\$ (463,221.00)	
20-14	Recreation - Concessions		\$ 397,009.00	\$ 234,531.00	\$ 162,478.00			\$ 409,278.20	\$ 268,372.88	\$ 140,905.32	
20-15	Recreation - Facility Services		\$ -	\$ 494,193.00	\$ (494,193.00)			\$ -	\$ 550,022.00	\$ (550,022.00)	
20-23	Recreation - Simkus Facility		\$ -	\$ 149,718.00	\$ (149,718.00)			\$ -	\$ 173,789.00	\$ (173,789.00)	
20-24	Recreation - Coral Cove Facility		\$ 15,931.00	\$ 205,518.00	\$ (189,587.00)			\$ -	\$ 165,339.00	\$ (165,339.00)	
20-26	Recreation - Evergreen Gym Facility		\$ -	\$ 9,544.00	\$ (9,544.00)			\$ -	\$ 9,544.00	\$ (9,544.00)	
20-60	Recreation - Programs		\$ 4,681,142.00	\$ 3,863,613.00	\$ 817,529.00			\$ 4,921,375.72	\$ 4,421,620.80	\$ 499,754.92	
20-62	Recreation - Registration Services		\$ -	\$ 107,092.00	\$ (107,092.00)			\$ -	\$ 131,013.00	\$ (131,013.00)	
20-64	Recreation - McCaslin Fields		\$ -	\$ 40,830.00	\$ (40,830.00)			\$ -	\$ 40,795.00	\$ (40,795.00)	
20-65	Recreation - Miniature Golf		\$ -	\$ 52,500.00	\$ (52,500.00)			\$ -	\$ 26,004.00	\$ (26,004.00)	
12-00	Recreation - Repair/Replacement	\$ 540,676.77	\$ 151,141.40	\$ 50,055.12	\$ 101,086.28			\$ 197,179.00	\$ 175,200.00	\$ 21,979.00	
	<b>Total Recreation</b>	\$ 1,905,002.48	\$ 6,497,869.40	\$ 5,902,754.12	\$ 595,115.28	\$ 2,500,117.76	\$ 1,214,000.00	\$ 5,550,084.92	\$ 6,712,821.68	\$ 51,263.24	\$ 2,551,381.00
25	Special Recreation Fund	\$ 97,167.57	\$ 695,686.00	\$ 577,021.00	\$ 118,665.00	\$ 215,832.57	\$ 690,071.00	\$ 5,000.00	\$ 909,794.00	\$ (214,723.00)	\$ 1,109.57
29	Working Cash Fund	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
30	Bond & Interest Fund	\$ 1,543,943.32	\$ 5,574,987.00	\$ 5,553,098.00	\$ 21,889.00	\$ 1,565,832.32	\$ 5,753,730.00	\$ -	\$ 5,776,600.00	\$ (22,870.00)	\$ 1,542,962.32
32	Capital Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 41,355.00	\$ 458,645.00	\$ 458,645.00
34	Capital Projects Fund	\$ 50,912.81	\$ -	\$ 50,912.81	\$ (50,912.81)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35	Cash-in-Lieu Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Referendum Capital Projects Fund	\$ 2,563,395.66	\$ 326,360.22	\$ 1,976,775.04	\$ (1,650,414.82)	\$ 912,980.84	\$ -	\$ 1,293,033.19	\$ 2,200,694.21	\$ (907,661.02)	\$ 5,319.82
	<b>Total</b>	\$ 8,295,125.82	\$ 16,689,892.62	\$ 17,422,246.49	\$ (732,353.87)	\$ 7,562,771.95	\$ 10,810,391.00	\$ 7,768,673.11	\$ 19,775,777.89	\$ (1,196,713.78)	\$ 6,366,058.17

CAROL STREAM PARK DISTRICT  
 AMOUNTS BUDGETED AND APPROPRIATED

EXHIBIT B

	BUDGETED	APPROPRIATED	
<b>(A) CORPORATE FUND</b>			
Salaries	\$1,452,730	\$1,670,640	
Benefits	\$844,744	\$971,456	
Auditing	\$21,460	\$24,679	
Utilities	\$57,601	\$66,241	
Services	\$736,500	\$846,975	
Supplies	\$171,509	\$197,235	
Insurance	\$156,408	\$179,869	
Miscellaneous	\$531,250	\$610,938	
Capital Improvements	\$162,311	\$186,658	
Total		\$4,134,513	\$4,754,690
<b>(B) RECREATION FUND</b>			
Salaries	\$3,324,783	\$3,823,501	
Benefits	\$254,177	\$292,304	
Utilities	\$488,337	\$561,588	
Services	\$1,554,911	\$1,788,147	
Supplies	\$681,908	\$784,194	
Miscellaneous	\$233,506	\$268,532	
Capital Improvements	\$175,200	\$201,480	
Total		\$6,712,822	\$7,719,745
<b>(C) SPECIAL RECREATION</b>			
Salaries	\$12,441	\$14,307	
Benefits	\$630	\$725	
Services	\$104,723	\$120,431	
WDSRA Allocation	\$328,622	\$377,915	
Supplies	\$8,590	\$9,879	
Interfund Transfers	\$30,788	\$35,406	
Capital Improvements	\$424,000	\$487,600	
Total		\$909,794	\$1,046,264
<b>(D) BOND &amp; INTEREST FUND</b>			
Services	\$4,400	\$5,060	
Debt Service	\$5,772,200	\$6,638,030	
Total		\$5,776,600	\$6,643,090

CAROL STREAM PARK DISTRICT  
AMOUNTS BUDGETED AND APPROPRIATED

EXHIBIT B

	BUDGETED	APPROPRIATED	
<b>(E) CAPITAL IMPROVEMENT FUNDS</b>			
Interfund Transfers	\$0	\$0	
Capital Improvements	\$2,242,049	\$2,578,357	
Total		\$2,242,049	\$2,578,357
<b>(F) CASH-IN-LIEU FUND</b>			
Capital Improvements	\$0	\$0	
Total		\$0	\$0
<b>TOTAL BUDGET AND APPROPRIATION</b>		<b>\$19,775,778</b>	<b>\$22,742,145</b>

**To:** Board of Commissioners  
**From:** Sue Rini, Executive Director  
**Date:** January 8, 2023  
**Discussion:** 2023 Community Needs Assessment **Agenda Item #: 8A**

---

Commissioners,

The 2023 Community Needs Assessment Report is complete. Copies were delivered electronically or in print to the Board the last week of December. The report contains a lot of information, statistics, as well as verbatim comments from respondents. This report will lead the Board and staff in prioritizing capital improvement plans and in the creation of the District's next Strategic Plan. While response to the survey was low, it will serve as a key tool in setting plans for the future. We hope you take time to review and absorb the information collected.

The Senior Leadership Team worked collectively to review the findings and develop the recommendations for how to address the identified needs. Key recommendations are explained in pages 44-47 of the report and some of those include:

- Walking paths, trails and playgrounds are highly used and in demand.
- Sports fields, athletic programs are second only to pathways/playgrounds when it comes to frequency of usage. Demand remains strong and additional space/options should be considered.
- Pickleball!
- Preschool is highly rated and has shown no decline in enrollment even when that age group has declined within the community; we are the preschool provider of choice.
- Swim lesson staffing challenges are impacting the programs perception in the community; how do we address adequate staffing?
- Partnerships are critical and beneficial. Consider additional collaboration a method to increase recreational amenities or opportunities.
- Take Care of What We Have – important message that must stay at the forefront.
- The frequency of comments related to affordability of programs and services warrants a deeper look; review of scholarship program, Silver Sneakers type of options, or a different line of lower cost programming options.
- Email/Website are most popular method to keep customers informed and the way they sign up for programs. Maintaining a strong website, and digital presence are critical.
- Continue to expand Board and Management exposure to the public.

- The District provides a good variety of programs. Is there an opportunity for a mid-level competitive athletic program, and additional Senior Fitness related programs.
- Staff are the reason for our success – especially those on the front line. Maintaining a positive culture with motivated staff should remain a priority.

Marketing staff is designing digital version of the report to share with residents, government partners and for posting to the website.

Staff is happy to answer any questions or hear your comments. Thank you for your input during the interview process and we look forward to working together to address the needs of the Carol Stream Community.



**To:** Board of Commissioners  
**From:** Shane Hamilton, Director of Parks & Facilities  
**Dates:** January 8, 2024  
**Discussion:** Capital Improvement Plan Exercise:  
Discussion & Prioritization

**Agenda Item #: 8B**

---

In a continued effort to create an accurate, long term Capital Improvement Plan staff is asking the Board of Commissioners to participate in a prioritization exercise. That exercise will be divided in two parts and held over the course of two Board meetings. Last week you received a summary document that included descriptions of the projects and estimated costs. *A copy is attached to this summary for reference.*

The first part of that exercise will be conducted this evening and will involve a discussion of staff's recommendations. These recommendations are derived from existing needs or address emerging trends. District staff will share thoughts, answer questions, and gather Board feedback in preparation for the prioritization exercise.

The prioritization exercise will be conducted at the January 22 Board meeting and will set the course for the next set of capital improvement projects.

**To:** Board of Commissioners  
**From:** Shane Hamilton, Director of Parks & Facilities  
**Date:** December 29, 2023  
**Discussion:** Future Capital Improvement Plan - Information

---

In preparation for the Capital Improvement Plan prioritization exercise, staff has created a summary of future suggested projects. These suggestions are the result of:

- addressing emerging trends or suggestions discovered during the 2023 Community Needs Assessment,
- aligning with the District's Repair & Replacement Schedule for playgrounds and vehicles, and
- addressing large scale maintenance or facility upkeep.

Staff is suggesting that all future parking lot and bike/pedestrian trail replacements be funded through the dedicated Paving & Lighting Tax Levy. This would reduce the burden of such projects on the Capital Improvement Fund. Staff will prioritize parking lots, trails and lighting needs and then levy and budget accordingly.

The information below is in no particular order, and provides general information on proposed projects. Staff is prepared to provide additional detail and answer any questions so the Board is prepared to participate in a prioritization exercise at the January 22, 2024 meeting.

#### **Evergreen Shoreline Stabilization**

The restoration of the shoreline throughout both bodies of water at Evergreen Lakes will need to be addressed in the coming years. Staff proposes to contract with WBK Engineering in 2024 for \$5,220 to assess the shorelines of both bodies of water, place the areas of concern in order from most important to least important and provide approximate costs for each portion of shoreline restoration. This will allow staff to budget or seek grant opportunities in the years to come. Any necessary shoreline restoration work will be planned once we have a better understanding of the area from WBK. Total Budget for actual restoration work is TBD.

#### **Coral Cove Water Park Bucket Feature Painting**

After the renovation in 2022/23, once the water slides were re-surfaced and re-painted it became abundantly clear the bucket feature was in need of some attention. Mechanically the feature is in working condition, however, aesthetically the structure could use a refresh. Staff has obtained a quote for \$40,000 to repaint the entire structure.

### **Simkus Recreation Center's Marquee**

The marquee at the Simkus Recreation Center on the corner of Lies Road/County Farm Road serves as one of the District's main points of marketing and communication with the community. Staff is limited by the sign's capabilities as the technology is dated. Additionally, replacement parts have become obsolete so it is only a matter of time before the District will be out of options. The cost for a new marquee is \$34,000.

### **New 39-Passenger Bus**

The current 39-passenger bus has begun to spend significant time at the mechanic. With that being said, it is time to begin the exploration of a new 39-passenger bus. Please note, the 39-passenger bus is not only utilized for Senior Programming but serves a critical function as the key mode of transportation for Summer Camp as well. Not having a bus would be a challenge for the Recreation team in the summer months and lead to an increase in bus rental fees and logistical issues. Staff has obtained a quote for \$240,000-\$250,000 for a new version of the same bus. There will be some recovery through the trade-in of the current bus. (\*) *The bus will include a handicapped accessible lift, and therefore up to 50% of the total cost can be funded through the Special Recreation Fund "if" funds are available.*

### **Carpet/Flooring in Fitness Center**

This addresses the hallway area to the Fitness Center locker rooms. This heavy traffic area is starting to show its age even with more frequent cleaning. Staff is recommending the carpeting be replaced. Quotes for updated flooring range from \$30,000 (to replace with the exact same carpet tiles) up to \$70,000 for a vinyl planking type floor with a thick rubber backing. A vinyl flooring product could make the floor easier on feet and knees, be easier to clean and maintain, and has a longer life expectancy.

### **Pickleball at Armstrong Park**

The sport of pickleball is exploding across the country. At this time, the Park District has no pickleball courts, however, one court will be installed at Walter Park in 2024. With the popularity of the sport, this lone court will not support the demand from the community as identified from the most recent community needs survey. Staff has secured quotes to turn the inline skating rink at Armstrong Park to pickleball courts. The most up to date quote is \$160,000 to repair existing asphalt, install Sport Court pickleball surface, post/net installation and some fencing in between courts.

### **Fountain View Recreation Center - Lower Locker Room Floors**

The textured floors in the lower level locker rooms at Fountain View Recreation Center require attention. There is a coating separating from the flooring which creates an undesirable appearance. Staff receives complaints regularly about the floor being "dirty", however it is the coating coming up and not dirt on the floor. Staff believes the coating will need to be removed at minimum. Staff is working to secure exact quotes and options. At the time this information was shared, staff is estimating from \$35,000 - \$60,000 to remove the coating. We will have more information once the flooring vendor provides a recommendation.

### **Benjamin School District Partnership**

The Park District has been approached by Benjamin School District on a potential partnership on a new "Field of Dreams," an all turf soccer field, with an updated 6 lane track as well as a new 500-person auditorium. At the December 11 meeting, the Board expressed its desire to have more information on the "Field of Dreams" portion of this possible partnership but had no desire to partnership a new auditorium.

At this time, staff lacks hard costs for this partnership that are still being determined. Benjamin School District has engineers working on the feasibility of tying into our existing sanitary system at McCaslin Park. If engineers deem it possible, we would propose that the sewer infrastructure serve as a significant portion of the matching funds needed to solidify this partnership. Out of pocket expenses could include engineering costs as well as the hard costs to install new field lights since the school district has communicated that they have no need for lighting. We do not have hard quotes on field lights, however, staff has contacted consultants and it appears \$500,000-\$575,000 seems to be the going rate to light a field. There are other partnership options to explore. For example, the School District could fund the entire project in return for % of net revenue earned from the Park District's programming/rentals of the field.

### **Playground Replacements**

All District playgrounds are inspected and evaluated regularly; recommendations for replacement are based on actual playground condition and are subject to change. (\*) *Up to 25% of funding can come from the Special Recreation Fund "if" funds are available.*

Appomattox Park – 2025 (\$176,000)

Friendship Park – 2026 (\$275,000)

Papoose Park – 2027 (\$250,000)

Memorial Park – 2028 (\$300,000)

### **Vehicles/Equipment Replacement**

This is a list of vehicles/equipment scheduled to be replaced in the next several years. Order of recommendations is based on usage and vehicle/equipment condition.

- #124 – F250 w/plow - (2012) - \$70,000
- #119 – F250 w/plow - (2012) - \$70,000
- Bunker Rakes (2005 & 2008) - \$20,000/each x 2 \$40,000
- #219 - Enclosed Utility Trailer - \$11,000
- #123 - F250 w/plow - (2015) - \$70,000

### **Conclusion**

These suggested projects are subject to change whether it be due to unexpected repairs or new emerging trends. In the course of our daily operations, staff continually monitors conditions and places future needs on the 'radar' for if/when a repair or replacement will become necessary. For example, the member shower area at Fountain View Fitness, and the concrete/mulch area at the Armstrong Field hub are already on staff's 'radar'. Both these areas require significant manpower to meet our standards. While no recommendation is being made at this time, we are looking into the benefits of enhancing the ventilation system and replacing the small wall tiles in the member shower area. Similarly, we are tracking the amount of time dedicated to maintaining the Armstrong hub area and whether or not it should all be converted to concrete.

We appreciate the Board's questions and comments related to these recommendations in preparation for the January 8 discussion, and the formal prioritization exercise on January 22.