

# Thornton Recreation Department Annual Report 2020-2021



## Mission Statement:

To provide quality recreation programs, facilities, and parks that meet the leisure needs and improve the quality of life for the residents of Thornton.

# 2020-2021 Thornton Recreation Personnel

## Director of Parks and Recreation

Sharlee Dunlop

## Assistant Director/Rental Coordinator

Amy Potwin

## Front Desk Personnel

Mary Vasquez

Jennifer Shadley

Ida Martinez

## Preschool Instructors

Amy Potwin

Jennifer Shadley

## Softball Manager

Michael Cronin

## 2020-21 Year in Review

- **Responsibilities:** Park equipment and safety surfacing of all parks are maintained. We offer free community programs: T.O.P.S. and Alcoholics Anonymous. We update social media including; Facebook, Village of Thornton website and Comcast Cable channel four. We receive each department's articles to edit and insert in the Village newsletter. We maintain paperwork for existing grant applications and research new opportunities. We coordinate with Thornton Youth Baseball League, the Thornton Library and Wolcott Community PTA. We also work closely with School District 154 to provide opportunity of educational services to resident youth. We maintain a helpful and friendly team of employees who continue to prove their loyalty, dependability and commitment to the recreational needs of the community.
- **May 2020:** Due to COVID-19 and the order of the Governor's office we remained closed to the public the entire month of May. We canceled all programs and events. We officially ended the preschool year. All 10 part-time employees were placed on furlough until further notice. The Director continued to work a regular schedule. Temperature screenings were required before entering work. The Director worked on updating social media, website and cable channel 4 as well as budget cuts and calculating revenue loss versus expenditures and savings. The newsletter was edited and sent to the printer. Director

Dunlop also reviewed the Restore Illinois guidelines while purchasing supplies we needed to safely reopen the building. When the state moved into Phase 3 and outdoor gatherings were allowed, we loaned picnic tables to local businesses to allow them outside seating. Due to the dilapidated state, the vehicle we used to move equipment and supplies was declared surplus and sold at auction. We hope to budget for a vehicle in the future.

- **June 2020:** We remained closed to the public all month, but we were able to bring back two employees to prepare for the state's move into Phase 4 of Restore IL. We collected and organized student belongings and delivered them to their homes. Coordinating with Public Works, we ordered a door release system so we can "buzz" in fitness center participants and remain closed to the general public. We began work on a hold harmless agreement for participants. We learned how to take online payments and had some pavilion rental requests. We placed the spring order of Memorial Bricks. We started taking ball field rentals. Once Phase 4 began, we opened playgrounds for outdoor recreation.
- **July 2020:** We continued to be closed to the public until the door release system was installed. We developed protocols for letting essential meetings resume. First, we hosted the Village Committee and Board meeting on July 6. After that occurred we allowed AA and TOPS meetings. End of the month our current fitness members came in to work out by reservation. We had 7 teams sign up for summer co-ed softball. We brought back more employees to manage the season and keep score.
- **August 2020:** We brought back another part time employee to develop fall preschool guidelines in consideration of the Restore IL. We ordered youth masks and more COVID sanitation supplies. We met with preschool parents to discuss how we can navigate the new guidelines for class.
- **September 2020:** We installed new touchless water fountains with bottle fillers. We installed hand sanitizer stations at the park pavilions and concession stand. Fitness members continued on a reservation schedule with 15 minutes between time slots for staff to fog the equipment with disinfectant. Preschool classes began September 14 with a reduced class size to allow for social distancing. Preschool enjoyed an outdoor field trip to Wind Mill Acres.
- **October 2020:** The softball season came to a close and field rentals finished their seasons. Note: Mary Vasquez, staff and instructor has been with our department for 10 years!
- **November/December 2020:** IL COVID numbers took a turn for the worst and recreation programs and meetings were suspended. We were forced to close preschool for the remainder of 2020. Fitness center capacity was reduced to 25%. It seemed a good time to tackle some projects. The asbestos flooring in the equipment room was removed and Public Works put on a fresh layer of paint with a durable epoxy floor kit. We disposed of any broken or unused furniture and equipment. The Janitor resigned due to the COVID risk factors. We took on the entire department cleaning and disinfecting duties.
- **January 2021:** We began 2021 in a holding pattern. We regularly sent home school work and activity packets to keep the students engaged in learning. We removed all of the furniture and equipment to begin updating the office and staff workspace. We began promoting Thornton Youth Baseball and our Co-ed Softball leagues.
- **February 2021:** We were able to welcome back preschool students in a safe and clean environment. We resumed classes on January 20<sup>th</sup> once the Tier 3 mitigations had been lifted. Our students (and teachers) were very happy to be back. We welcomed back small meetings for AA and TOPS. We created additional guidelines & protocols for rental meetings and small social events. We painted the office workspace and Public Works installed new durable flooring. We continued to organize and return items to the equipment room.

- **March 2021:** Our work space project is complete, Public Works installed some basic cabinetry and countertop. It looks nice and will be very functional for our staff. Preschool Instructors decided to extend the school year through June to help get our students ready for the next step, and to make up for lost time. We also planned a free Easter Egg Hunt. We began taking room rental reservations.
- **April 2021:** Our first room rental went really well. The free Egg Hunt was a success! It was such a nice day. Residents were checked in and socially distant around the park. The Easter Bunny left out 1000 eggs to be hunted. Participants were allowed to take pictures with the bunny at the conclusion. We were really pleased with the amount of participation and glad to host. We plan to bring back Senior Bingo next month. The department generated **\$17,266 plus the ISATT rental fee of \$22,000** this fiscal year. All while mostly being closed to the public. The Village incurred savings from our department in staffing and budgeted but unpurchased line items.

## 2021-22 Thornton Recreation Goals

- Continue to maintain all park equipment with ADA compliance.
- Update job descriptions, Capital Assets, Grant Applications and Five year plan.
- Continue to evaluate and remove inoperative equipment, paperwork and electronics.
- Continue to coordinate efforts in all buildings and grounds projects.
- Look into more ways to secure the funds to continue updating aging park equipment.
- Gradually bring back more programs and generate revenue.

## Recreation Intake Descriptions

Preschool – **Preschool, and Pre-Kindergarten classes offered to children ages 3-5.**

Youth Programs – **Five Play, Summer Camps, and Babysitting - offered to children ages 2-13**

Adult Programs – **Senior Bingo, Co-Ed Softball and Jujitsu**

Special Events – **Egg Hunts, Halloween, Family Bingo, Memorial Bricks and Holiday programs**

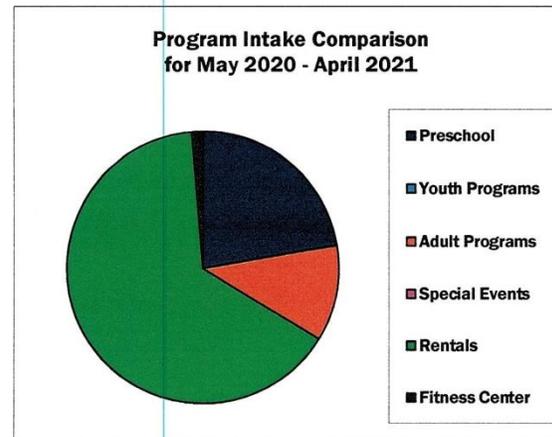
Rentals – **Parties, Room, Ball field, Pop Machine, Table & chairs, and pavilion rentals.**

Fitness Center – **Memberships**

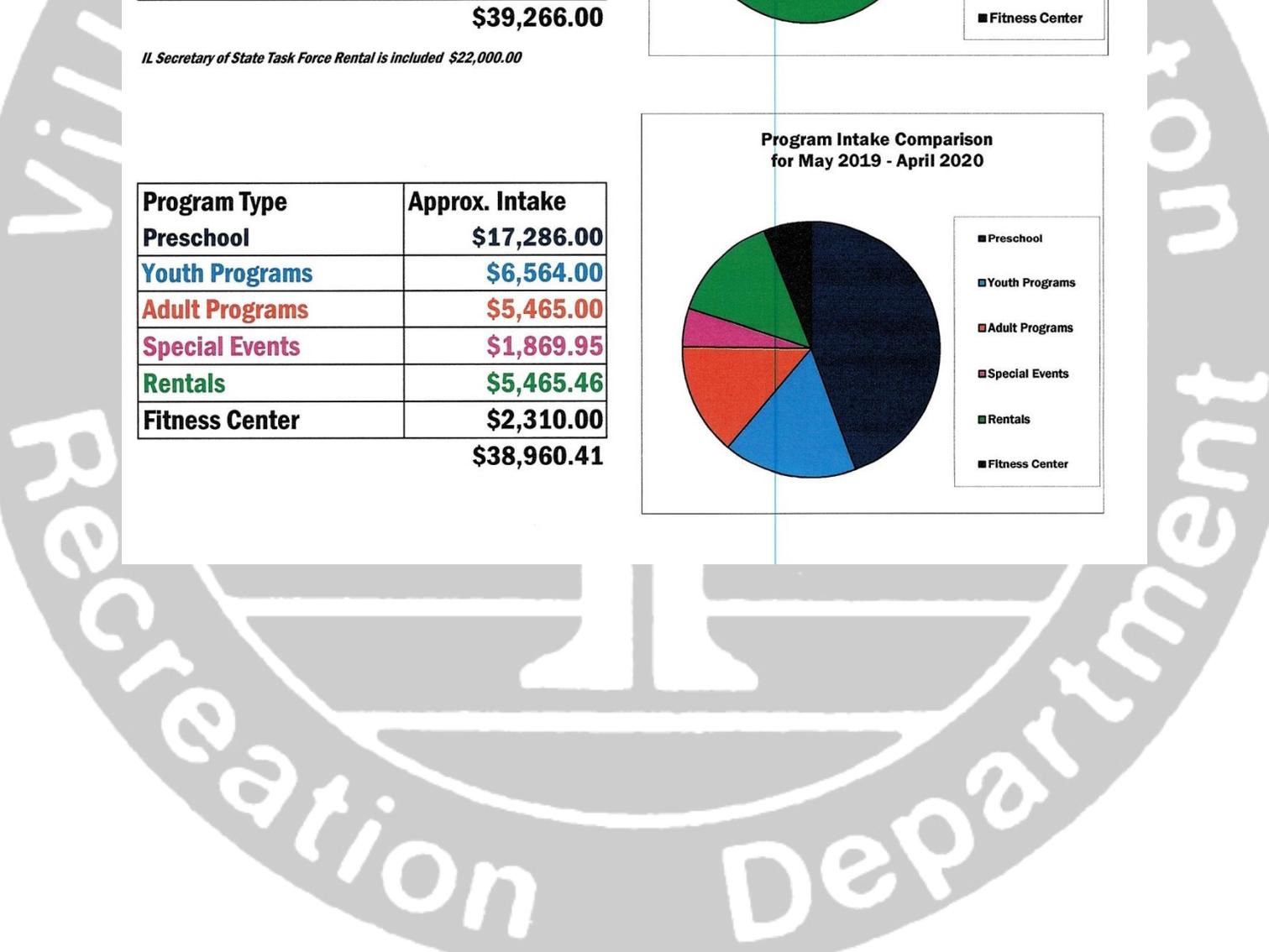
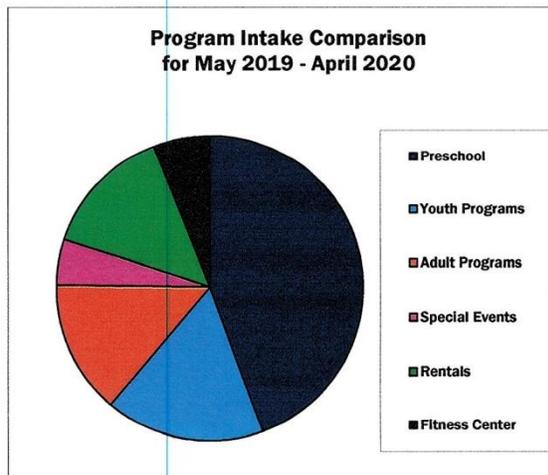
## Recreation Program Intake Comparison

Program Type	Approx. Intake
Preschool	\$8,750.00
Youth Programs	\$0.00
Adult Programs	\$4,500.00
Special Events	\$0.00
Rentals	\$25,506.00
Fitness Center	\$510.00
	<b>\$39,266.00</b>

*IL Secretary of State Task Force Rental is included \$22,000.00*



Program Type	Approx. Intake
Preschool	\$17,286.00
Youth Programs	\$6,564.00
Adult Programs	\$5,465.00
Special Events	\$1,869.95
Rentals	\$5,465.46
Fitness Center	\$2,310.00
	<b>\$38,960.41</b>





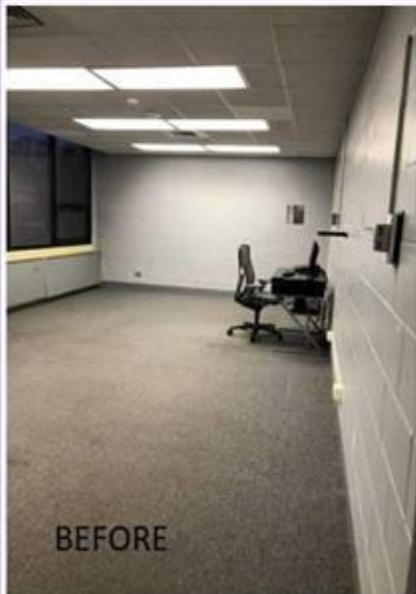
We placed messages on our windows during the Stay at Home order.







Asbestos removed from Equipment closet. TPW gave it a fresh coat of yellow and epoxy floor paint.



BEFORE



PAINT & FLOORING



CABINETS

We painted, TPW installed flooring and storage with countertop.



Preschool with masks went really well.



We hosted a FREE Easter Egg Hunt. It was great to see everyone!