

LINCOLNWOOD PARKS & RECREATION BOARD MEETING
Tuesday, February 12, 2013, 7:00 pm
Village Hall-Council Chambers

AGENDA

- I. Call to Order
- II. Approval of Minutes of January 8, 2013 meeting minutes
- III. Audience Participation/Letters from the Public
- IV. Old Business
 - a. 2013-2014 Draft Budget Summary
 - b. Draft Five Year Capital Plan
- V. New Business
- VI. Chairperson's Report
- VII. Commissioners' Report
- VIII. Director's Report
- IX. Staff Reports
- X. Adjournment

Posted: February 8, 2013



Lincolnwood Park and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers

January 8, 2013

CALL TO ORDER

The meeting was called to order at 7:03 P.M.

PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Art Lovering, Barry Bass, Laura Tomacic

Parks and Recreation Department Staff: Jan Hincapie, Jan Springer, Andrew Thurman, Katie Smith

Village Board Liaison: John Swanson

Village Officials: Gerald Turry, Village President, Lawrence Elster, Village Trustee, Tim Wiberg, Village Manager

Audience: Frank Sacks, 6555 N. Drake, Sarah Hardin, 6827 N. Kolmar

On motion Lovering/Tomacic to approve moving the Turkey Trot report to February 12, 2013 meeting. 5-0, motion passed.

APPROVAL OF MINUTES

Ito – Vote on motion to recommend the Traffic Commission consider installing a stop sign at on Chase at East Prairie to slow traffic and ensure the safety of park users should be 5-1 not 6-1.

On motion Lovering/Ito to approve the revised meeting minutes of the December 11, 2012 meeting. 5-0, motion passed.

AUDIENCE PARTICIPATION

Frank Sacks, 19 year Lincolnwood resident, raised concerns related to the Request for Proposals for Group and Private Tennis Instruction. Mr. Sacks sent a letter to the Village Trustees voicing his concerns. He does not recall an RFP for any recreation programs in the 20-30 years that he's been teaching in Lincolnwood. Why now, and why tennis? His program has not been evaluated but an RFP was sent out. No one has looked at evaluations or what patrons are saying. Language in the RFP is of concern. Mr. Sacks has completed one half-dozen RFPs but has never seen the language used in this document. It is centered around pleasing the staff. Mr. Sack's job is to please the customers and residents of Lincolnwood. More concerning is that it was never determined how a provider would be chosen. They never said how the scoring would be weighted. Not able to write a fair RFP. Qualifications listed include ITF, which is an international level which is not appropriate in Lincolnwood. PTR is the pro registry yet that was not mentioned. The document is faulty and has to do with personal issues. I can respond if you want more information. Students have told him they were not allowed to register even though a class is in the brochure because there is no space at Todd Hall. We can do a better job helping people. The minimums of tennis classes have been lowered from six to four for safety reasons. Thank you very much.

Gratch – You are welcome to stay for the rest of the meeting. We did receive a copy of the RFP you sent to the Village Trustees. This is an advisory board so no huge decisions will be made here at this level.

Sacks – Will send you the letter I sent to the Village Trustees.

LETTERS TO THE DEPARTMENT

None

OLD BUSINESS

A. Tennis Request for Proposal (RFP) Process

Springer presented an overview of RFP process

- Provide group and private tennis instruction through Midwest Tennis
- Factors leading up to RFP: administrative challenges, lack of indoor court space and no access to School District 219
- Consulted with School District 219 administration, other parks and recreation agencies and other communities
- Interview format: 15 minutes for contractors to give program overview, 20 minutes for questions by staff, 5 – 10 minutes for contractor to ask questions of staff
- Scoring matrix: interview, references, actual proposal, past experience, average of top categories

- Timeline: RFP due date – December 14, 2012, interviews December 20-21, 2012. Reference checks finalized by January 14, 2013. Recommendation to Village manager by February 1, 2013.

Ito: How many RFPs came in?

Hincapie: Three RFPs were received and were reviewed.

Gratch: We are discussing the process. Normally the Park Board would not read an RFP; feels strange to be approving language. Why is this being brought to the Park Board?

Hincapie: Since we had concerns from the contractor, we thought it was appropriate to bring it here and wanted to explain the process to you. Out of respect we brought it here. Trustee Elster also wanted more information.

Lovering: How are points awarded? Is there a rubric? Was it subjective, and who awarded points?

Hincapie: RFP states Village professional staff will review. Smith, Springer and I discussed and took notes after each interview. Springer and Smith called references. This is an \$18,000 contract. Things under \$20,000 can go directly to the Village Manager. If there weren't concerns then we would just recommend.

Lovering: When points were awarded, how was it? Was there a discussion?

Hincapie: There was a lot of discussion - what did we like, what didn't we like, where could we improve? We did a matrix during open discussion.

Ito: Matrix was used for references?

Springer: Explained the matrix and scoring.

Ito: You compared apples to apples. Why did you choose to go to RFP? Because there were issues?

Tomacic: Specifically administrative issues?

Hincapie: Administrative and space issues were the main concerns.

Ito: Your staff time?

Hincapie: Yes

Ito: Have we done this for other services?

Hincapie: We do it for park renovations. We are researching other aquatic safety providers as well. One of the reasons why is because we have had delays with service and want to see what else offered. We have had conversations with other contractual providers. If the issues aren't resolved then we have had to look into other contractors.

Gratch: If something is under \$20,000 you could just decide to end that relationship. You can hire someone else without this whole process.

Hincapie: Typically we would wait until the end of the contract, unless it was an extreme situation.

Gratch: This is a more thorough way to do it. The person couldn't just come back and interview, but you are making it fair.

Ito: You are asking for information, not specific certifications. You are leaving the process open for any certification and background. It's very broad and inviting.

Hincapie: District 219 gave us ideas of what to include in the RFP. We asked people who had more experience; we talked to other communities and park districts.

Ito: You left it open to whatever they wanted to give you as far as their background. It looks very open. It only asks for qualifications. Gives you list of clients and indoor court space. I don't see it as being biased. It's just asking for information.

Lovering: I like the process for something important. This is a decent proposal process. I think my only concern is when it comes down to doing the scoring and staff discussion. Maybe doing it independently and then submitting scores instead of meeting and coming to a consensus would be better. Think about the decision-making process. By scoring independently, you can alleviate the comments about it being a personal issue.

Ito: Develop a rubric. I agree with Art. What is your way of ranking?

Tomacic: Develop a more defined way of scoring.

Gratch: Breakdown the discussions. This is not a hold up. It's good and all the attempts are good. Then you can come and bring it back to us and show how the decision was made.

Ito: I don't have a problem with this information being collected. It's all stuff that goes into the decision-making process and the services that we provide. I don't see any of this as an issue or a problem.

Gratch: Is there a recommendation as far as the process to send to the Village Trustees?

Lovering: RFP is a step in the right direction and get involved with scoring rubrics. You have to take a look at whether we are being fair with our decisions and it narrows our scope and our decision process.

Ito: Didn't we use a rubric when we interviewed for the Community Center master plan.

Hincapie: I will look into this. I'm not sure how we scored.

Ito: We had a mechanism when we interviewed for the director position too.

Gratch: I think a system is fair.

Bass: This is a fair process to interview a contractual employee.

Ito: I feel comfortable recommending to the Trustees that the process seems fair and unbiased; add a defined matrix to the system.

On motion, Ito/Tomacic recommends the RFP process, which seems fair and unbiased, with a future scoring rubric where all interviewers contribute equally and confidentially to eliminate biases that can taint a decision. 5-0, motion passed.

Tomacic: What was the reason for the RFP? Lack of indoor space? Will a new provider have that access?

Hincapie: It depends. There are different types of programs (feeder, cooperative, etc.) with different levels of access at School District 219. It will depend on if other feeder communities use the same provider. Based on the history we would present that to School District 219.

Tomacic: Is it a given that you will have space?

Hincapie: The access to the facility would be determined at a later date

Lovering: The drivers of the issue are part of the reason why you took these steps.

Trustee Elster: Is what you are recommending that the Village Board that the project be rebid or is the process OK?

Lovering: the process is OK.

Gratch: No, we are not recommending rebidding.

Ito: We are asking them to make a ruling. We are satisfied with the bidding process.

NEW BUSINESS

- A. Turkey Trot Report – Moved to February 12, 2013 meeting.

CHAIRPERSON'S REPORT - None

COMMISSIONERS' REPORTS - None

DIRECTOR'S REPORT

We have our budget meeting with the Village Manager on January 17.

Gratch: When does this board have a chance review?

Hincapie: We could give an expense/revenue report.

Ito: It would be helpful for us to see the budget.

Hincapie: I will let you know when the budget workshop is. There are still changes happening, so I just want to be sure what I send to you is accurate.

Ito: Knowing this information will help us support you. We are coming to an election time and it's going to be a little crazy. We want to be aware of where money is spent. We are the ones making the recommendations. Next year, set a time when this information can be shared with the board.

Hincapie: It would be at the January meeting next year.

Ito: We just want a general idea. I am a huge supporter of special events, the pool and bike paths.

Hincapie: We are really working on the ADA audit. I will get you the capital plan and the net. We are covered very well financially with the pool and camps. That's how a community recreation department should work. We are getting more aggressive with charging salaries back to programs that can support it.

STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – JAN SPRINGER

Facebook likes have hit 130 and are still climbing! Contest is open through January 31, 2013. One lucky winner will receive a 2013 Proesel Park Family Aquatic Center pool membership.

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN

Started the hiring process for aquatics staff.

C. COMMUNITY CENTER PROGRAM SUPERVISOR, KATIE SMITH

Started hiring process for day camp staff. Have 39 children registered for Club Kid.

D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA

As noted in report.

E. YOUTH PROGRAMS COORDINATOR, MELANIE UNTERFRANZ

As noted in report.

ADJOURNMENT

On motion, Tomacic/Bass to adjourn the meeting at 8:08 P.M.

Park Board Minutes prepared by: Jan Springer, Superintendent of Recreation and Andy Thurman, Superintendent of Parks and Facilities

Park and Recreation Board President:

Signature

Date

| Village of Lincolnwood | | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|--|
| Parks & Recreation Department | | | | | | |
| FY Budget April 30, 2014 | | | | | | |
| Activities | | | | | | |
| | 2011/2012 | 2011/2012 | 2012/2013 | 2012/2013 | 2013/2014 | |
| | Budget | Actual | Budget | Projected | Budget | |
| General P&R Administration | | | | | | |
| Dept 501- Non-Program Revenue | 187,400 | 17,955 | 16,300 | 35,925 | 46,200 | |
| Dept 430- Park Maintenance | (723,450) | (733,102) | (719,617) | (742,844) | (733,002) | |
| Dept 500- Administration | (432,555) | (461,298) | (393,984) | (382,683) | (403,726) | |
| Dept 508- Park Patrol | (63,683) | (52,489) | (61,986) | (59,933) | (57,682) | |
| Net Income/(Expense) | (1,032,288) | (1,228,934) | (1,159,287) | (1,149,535) | (1,148,210) | |
| Dept 502- Youth/Tot Programs | | | | | | |
| Revenue | 30,000 | 51,413 | 35,600 | 26,000 | 22,000 | |
| Expense | (20,627) | (20,854) | (26,227) | (11,177) | (16,423) | |
| Net Income/(Expense) | 9,373 | 30,559 | 9,373 | 14,823 | 5,577 | |
| Dept 503- Adult/Fitness | | | | | | |
| Revenue | 24,000 | 38,848 | 30,700 | 36,700 | 34,600 | |
| Expense | (17,788) | (23,928) | (20,509) | (28,700) | (23,799) | |
| Net Income/(Expense) | 6,212 | 14,920 | 10,191 | 8,000 | 10,801 | |
| Dept 504- Special Events | | | | | | |
| Revenue | 13,500 | 4,714 | 7,600 | 4,960 | 10,500 | |
| Expense | (31,763) | (18,330) | (29,988) | (27,583) | (37,088) | |
| Net Income/(Expense) | (18,263) | (13,616) | (22,388) | (22,623) | (26,588) | |
| Dept 505- Athletic Programs | | | | | | |
| Revenue | 8,600 | 4,470 | 5,700 | 4,273 | 3,200 | |
| Expense | (2,924) | (2,108) | (8,366) | (4,255) | (3,866) | |
| Net Income/(Expense) | 5,676 | 2,362 | (2,666) | 18 | (666) | |
| Dept 506- Birthday Parties | | | | | | |
| Revenue | 500 | 790 | 500 | - | 2,880 | |
| Expense | (611) | (3) | (385) | (110) | (1,340) | |
| Net Income/(Expense) | (111) | 787 | 115 | (110) | 1,540 | |
| P&R continued - page 2 | | | | | | |
| Dept 507- Outdoor Recreation | | | | | | |
| Revenue | | | | 0 | 2,700 | |
| Expense | | | | | (1,383) | |
| Net Income/(Expense) | | | | 0 | 1,317 | |
| Dept 509- Turkey Trot | | | | | | |
| Revenue | 57,000 | 55,140 | 64,500 | 60,390 | 61,000 | |
| Expense | (27,650) | (29,311) | (57,045) | (47,620) | (50,744) | |
| Net Income/(Expense) | 29,350 | 25,829 | 7,455 | 12,770 | 10,256 | |

| | | | | | | |
|-----------------------------------|--|-----------|-----------|-----------|-----------|-----------|
| Dept 520- Club Kid Program | | | | | | |
| Revenue | | 42,160 | 45,711 | 46,000 | 53,800 | 55,000 |
| Expense | | (40,974) | (33,065) | (27,180) | (39,180) | (40,508) |
| Net Income/(Expense) | | 1,186 | 12,646 | 18,820 | 14,620 | 14,492 |
| Dept 530- Day Camp Program | | | | | | |
| Revenue | | 337,350 | 313,656 | 316,305 | 362,210 | 366,450 |
| Expense | | (277,774) | (257,914) | (302,023) | (290,120) | (311,586) |
| Net Income/(Expense) | | 59,576 | 55,742 | 14,282 | 72,090 | 54,864 |
| Dept 540- Softball Program | | | | | | |
| Revenue | | 9,800 | 15,683 | 16,800 | 15,040 | 15,600 |
| Expense | | (6,400) | (7,570) | (7,550) | (6,074) | (6,500) |
| Net Income/(Expense) | | 3,400 | 8,113 | 9,250 | 8,966 | 9,100 |
| Dept 550- Tennis Program | | | | | | |
| Revenue | | 30,000 | 28,785 | 26,000 | 25,511 | 23,200 |
| Expense | | (24,125) | (16,486) | (20,800) | (18,000) | (16,240) |
| Net Income/(Expense) | | 5,875 | 12,299 | 5,200 | 7,511 | 6,960 |
| Dept 560- Pool Program | | | | | | |
| Revenue | | 491,390 | 546,768 | 554,148 | 580,935 | 587,335 |
| Expense | | (432,332) | (366,825) | (439,208) | (442,794) | (466,927) |
| Net Income/(Expense) | | 59,058 | 179,943 | 114,940 | 138,141 | 120,408 |
| P&R continued - 3 | | | | | | |
| Dept 561- Swim Lessons | | | | | | |
| Revenue | | 41,000 | 39,087 | 40,500 | 43,731 | 44,000 |
| Expense | | (18,036) | (13,770) | (16,397) | (17,397) | (19,290) |
| Net Income/(Expense) | | 22,964 | 25,317 | 24,103 | 26,334 | 24,710 |
| Dept 562- Swim Team | | | | | | |
| Revenue | | 37,350 | 30,514 | 32,500 | 33,133 | 32,200 |
| Expense | | (25,505) | (25,353) | (24,335) | (22,152) | (23,360) |
| Net Income/(Expense) | | 11,845 | 5,161 | 8,165 | 10,981 | 8,840 |
| Dept 563- Concessions | | | | | | |
| Revenue | | 84,850 | 83,794 | 85,000 | 82,090 | 81,460 |
| Expense | | (53,292) | (59,941) | (55,446) | (68,933) | (70,094) |
| Net Income/(Expense) | | 31,558 | 23,853 | 29,554 | 13,157 | 11,366 |
| Dept 570- Seniors Program | | | | | | |
| Revenue | | 34,900 | 24,871 | 21,850 | 31,100 | 31,600 |
| Expense | | (36,504) | (32,631) | (29,153) | (29,153) | (29,592) |
| Net Income/(Expense) | | (1,604) | (7,760) | (7,303) | 1,947 | 2,008 |

| | | | | | | | |
|--|--|-------------|-------------|-------------|-------------|-------------|--|
| Dept 571- Community Center | | | | | | | |
| Revenue | | 27,550 | 41,298 | 31,500 | 40,500 | 38,500 | |
| Expense | | (22,086) | (18,181) | (21,646) | (23,284) | (41,813) | (\$20,000 in roof repairs, donated by Friends of the Community Center) |
| Net Income/(Expense) | | 5,464 | 23,117 | 9,854 | 17,216 | (3,313) | |
| | | | | | | | |
| Dept 580 - Special Recreation | | | | | | | |
| Revenue | | | | | | | |
| Expense | | (128,000) | (111,987) | (128,000) | (128,000) | (128,000) | |
| Net Income/(Expense) | | (128,000) | (111,987) | (128,000) | (128,000) | (128,000) | |
| | | | | | | | |
| | | | | | | | |
| Total Revenue | | 1,457,350 | 1,343,497 | 1,331,503 | 1,436,298 | 1,458,425 | |
| Total Expenditures | | (2,386,079) | (2,285,146) | (2,389,845) | (2,389,992) | (2,482,963) | |
| Net Income/Expenditures | | (928,729) | (941,649) | (1,058,342) | (953,694) | (1,024,538) | |
| | | | | | | | |
| Amounts in 2013-2014 budget expenses attributed to capital items -net of revenue | | 220,500 | | 201,100 | | | |
| Net (loss) before capital expenses | | (708,229) | (941,649) | (857,242) | (953,694) | (1,024,538) | |
| | | | | | | | |

Village of Lincolnwood
 CIP - Capital Improvement Project - Department Summary
 For The Periods as Shown

Department Parks & Recreation

| <u>Project</u> | <u>2013-2014</u> | <u>2014-2015</u> | <u>2015-2016</u> | <u>2016-2017</u> | <u>2017-2018</u> |
|---|------------------|------------------|------------------|------------------|------------------|
| ComEd Bike Path Development | | | | | |
| Bike Path/Overpass Design and Construct. | 260,000 | 110,000 | 785,000 | 785,000 | |
| Grant Funding - 80% (CMAQ) | (208,000) | (88,000) | (628,000) | (628,000) | |
| Community Center | | | | | |
| Possible Acquisition/Renovation | | | 2,700,000 | 2,700,000 | |
| Possible Grant Funding - 50% | | | | (2,500,000) | |
| Playground Replacement Program | | | | | |
| | 120,000 | 120,000 | 200,000 | 120,000 | 120,000 |
| Possible Grant Funding - 50% | | | (100,000) | | |
| | (Drake) | (O'Brien) | (Proesel) | (Flowers) | (GG Rowell) |
| Channel Runne Park | | | | | |
| Project Phase III | | | 300,000 | | |
| (Shelter w/ restrooms, lookout over channel, nature path) | | | | | |
| Possible Grant Funding - 50% | | | (150,000) | | |
| Proesel Park Aquatic Center Renovations | | | | | |
| New Kiddie Pool Slide (2013-2014) | 30,000 | 110,000 | 185,000 | 1,500,000 | 1,500,000 |
| Possible Grant Funding - 50% | | | | | (1,500,000) |
| Totals | 202,000 | 402,000 | 3,292,000 | 1,977,000 | 120,000 |



DIRECTOR'S REPORT

February, 2013

Jan Hincapie, Director of Parks and Recreation

jphincapie@lwd.org

Illinois Park and Recreation Conference

All Recreation program staff attended the Illinois Parks and Recreation Conference. As usual, it was a great opportunity to network with fellow professional and board members. I was sworn in as Chairperson-Elect of the Illinois Park and Recreation Association. I also met with the Municipal Task Force of Illinois, made up of individuals working in parks and recreation in the municipalities in the state. Both groups are working to better serve and represent the parks and recreation officials and professionals in the municipal setting.

I coordinated a session called "Managing Multiple Priorities: Women in Leisure Services" for the second year in a row.

Budget Update

Staff will participate in the Budget Workshop with the Village Board on Wednesday, February 13. This is the meeting that the Village Board receives a big picture view of the entire Village budget. The next part of the process is when the Finance Committee goes through each budget in more detail.

Accreditation Update

The Village Board approved the updates of the Personnel Policy Manual which stalled the accreditation process for our department for a few months. We will be scheduling some full days during March to attack this process again. We have to have everything in place for a fall review to receive accreditation at the January, 2014.



Superintendent's Report

February 2013

Andy Thurman, Superintendent of Parks and Facilities athurman@lwd.org

CSL Sports/Programs

The youth basketball league has been running for a month now with 475 total participants through the Morton Grove Park District, the Skokie Park District and the Lincolnwood Parks and Recreation Department. Lincolnwood has almost doubled registration since last year. We are continually involved meeting with Skokie, Morton Grove, Niles North and Niles West on a monthly basis, monitoring this and other program collaborations.

We are promoting an engineering camp through Niles West High School in our summer camp brochure along with their Sizzling Science Camp. Other new programs promoted through our department in conjunction with the Central Suburban League are gymnastics, indoor swim lessons and flag football in the fall.

Pool

I have posted the pool manager position on the Illinois Parks and Recreation webpage and on the Village website. We continue to collect lifeguard and maintenance applications. Carol Morazoni will return as the concession stand manager this year. I have asked for returning guards to return their forms by the end of February.

I have met with one vendor and spoke to several more regarding a new kiddie slide for the kiddie pool this year. It is showing its age and has several exterior cracks. We will look for a themed slide or something with a little more design.

Springfield Park

The preconstruction meeting with Hacienda Landscaping was held on January 10. The shipping date for the playground equipment is set for February 15. Once the structure is delivered to Hacienda Landscaping they will set a date for delivery and install. This will all depend on the weather. Everything is on time for the spring install prior to April 30, 2013.

The Park Inspections sheet is attached.

Office Operations

Chris has done a great job transitioning into her new position. She has taken a lot of initiative by inputting the brochure into RecTrac and really getting to know the

individuals who come in to sign up at our counter. She engages the seniors who come for trips and always makes individuals who come to reserve the Community Center feel welcome.

We are working on updating our registration and rental agreement forms. They have not been updated in several years and really need some work.

Chris has been working on cleaning up the registration website. She has removed 249 old programs that have either been cancelled or past seasonal programs.

Softball and Baseball Field Rentals

Over the past two years I have observed numerous groups, high school teams and tournaments using our baseball and softball fields in Proesel Park. Our charge has been \$60 per field per day and \$100 for the fields with lights for the day. This \$100 charge includes the full day and the use in the evening. We now have two fields with lights and have more tournament and evening game requests.

After researching over 35 park districts and park and recreation department I feel that our field rental fees are too low and should be priced by a set time frame not the entire day. Many of the agencies differentiate from residents and non-residents for their fees and currently Lincolnwood does not.

| Community | Lights | Length of Rental | Resident/Non-Resident | Price |
|------------------|---------------|-------------------------|------------------------------|--------------|
| Lincolnwood | Yes | 1 full day | Both | \$100 |
| Lincolnwood | No | 1 full day | Both | \$60 |
| Skokie | No | 2 hours | Resident | \$35 |
| Skokie | No | 2 hours | Non-Resident | \$70 |
| Morton Grove | No | 1.5 hours | Resident | \$45 |
| Morton Grove | No | 1.5 hours | Non-Resident | \$65 |
| Morton Grove | Yes | 1.5 hours | Resident | \$65 |
| Morton Grove | Yes | 1.5 hours | Non-Resident | \$95 |
| Niles | No | 2.5 hours | Both | \$75 |
| Niles | Yes | 2.5 hours | Both | \$150 |
| Crystal Lake | No | 1 hour | Both | \$30 |
| Crystal Lake | Yes | 1 hour | Both | \$50 |
| Waukegan | No | 1 hour | Both | \$50 |
| Waukegan | Yes | 1 hour | Both | \$100 |
| Elgin | No | 1 hour | Resident | \$25 |
| Elgin | Yes | 1 hour | Non-Resident | \$30 |
| Palatine | No | 1 hour | Resident | \$30 |
| Palatine | No | 1 hour | Non-Resident | \$55 |
| Palatine | Yes | 1 hour | Resident | \$65 |
| Palatine | Yes | 1 hour | Non-Resident | \$90 |

| | | | | |
|--------------------|-------------------|-----------------|--------------------|-------------|
| Alsip | No | 1 hour | Both | \$25 |
| Evanston | No | 1 hour | Resident | \$25 |
| Glen Ellyn | No | 1 hour | Resident | \$10 |
| Glen Ellyn | No | 1 hour | Non-Resident | \$50 |
| Carol Stream | No | 1 hour | Resident | \$60 |
| Carol Stream | No | 1 hour | Non-Resident | \$60 |
| Wheeling | No | 2 hours | Resident | \$74 |
| Wheeling | No | 2 hours | Non-Resident | \$103 |
| Huntley | No | 1 hour | Resident | \$25 |
| Huntley | No | 1 hour | Non-Resident | \$50 |
| Woodridge | No | 1 hour | Resident | \$12.50 |
| Woodridge | No | 1 hour | Non-Resident | \$17.50 |
| Mundelein | Yes | 1 hour | Both | \$30 |
| Wood Dale | No | 1 hour | Resident | \$20 |
| Wood Dale | No | 1 hour | Non-Resident | \$70 |
| Barrington | No | 1 hour | Resident | \$40 |
| Barrington | No | 1 hour | Non-Resident | \$60 |
| Bolingbrook | No | 1 hour | Resident | \$30 |
| Bolingbrook | No | 1 hour | Non-Resident | \$55 |
| Addison | No | 1 hour | Resident/Wkend | \$35 |
| Addison | No | 1 hour | Non-Resident/Wkend | \$50 |
| Homewood-Flossmoor | No | 3 hours | Resident | \$15 |
| Homewood-Flossmoor | No | 3 hours | Non-Resident | \$105 |
| Vernon Hills | No | 1 hour | Resident | \$40 |
| Vernon Hills | No | 1 hour | Non-Resident | \$50 - \$75 |
| Midlothian | No | 2 hours | Resident | \$50 |
| Midlothian | Yes | 2 hours | Resident | \$75 |
| Romeoville | No | 1 full day | Resident | \$40 |
| Romeoville | No | 1 full day | Non-Resident | \$90 |
| Schaumburg | No | 1 hour | Resident | \$42 |
| Schaumburg | No | 1 hour | Non-Resident | \$58 |
| Naperville | No | 1 hour | Both | \$10 |
| Oak Lawn | No | 1 game (2.5hrs) | Both | \$40 |
| Peoria | No | 1 game (2.5hrs) | Both | \$50 |
| Pleasant Dale | No | 1 game (2.5hrs) | Resident | \$42 |
| Pleasant Dale | No | 1 game (2.5hrs) | Non-Resident | \$62 |
| Freeport | No | 1.5 hours | Resident | \$10 |
| Northfield | Yes (\$5-\$14/hr) | 1 hour | Resident | \$50 |
| Northfield | Yes (\$5-\$14/hr) | 1 hour | Non-Resident | \$75 |
| Northbrook | Yes (\$25/hr) | 1 hour | Resident | \$35 |
| Northbrook | Yes (\$25/hr) | 1 hour | Non-Resident | \$49 |

| | | | | |
|---------------|----------------|--------|------------------|-------|
| Glencoe | \$40/hr lights | n/a | Resident | n/a |
| Glenview | \$45/hr lights | 1 hour | Resident | \$35 |
| Glenview | \$55/hr lights | 1 hour | Non-Resident | \$45 |
| Highland Park | \$25/hr lights | 1 hour | Resident (games) | \$100 |
| Highland Park | \$25/hr lights | 1 hour | Non-Resident | \$125 |
| Elmhurst | \$30/hr lights | n/a | n/a | n/a |
| Winnetka | \$35/hr lights | 1 hour | Resident | \$35 |
| Winnetka | \$45/hr lights | 1 hour | Non-Resident | \$50 |
| LaGrange | No | 1 hour | Resident | \$25 |
| LaGrange | No | 1 hour | Non-Resident | \$35 |
| Grayslake | No | 1 hour | Resident | \$25 |
| Grayslake | No | 1 hour | Non-Resident | \$50 |

| PROPOSED RENTAL PRICES | | | | |
|-------------------------------|---------------|-------------------------|------------------------------|--------------|
| Community | Lights | Length of Rental | Resident/Non-Resident | Price |
| Lincolnwood | No | 2.5 hours | Resident | \$40 |
| Lincolnwood | Yes | 2.5 hours | Resident | \$75 |
| Lincolnwood | No | 2.5 hours | Non-Resident | \$65 |
| Lincolnwood | Yes | 2.5 hours | Non-Resident | \$100 |

Playground Inspection Report Summary

Date(s) of Inspection: January 31, 2013

Inspector: Andy Thurman

Hazard Ranking System

- #1 – Condition should be corrected immediately, hazard level high
- #2 – Condition should be corrected as soon as possible, hazard level low
- #3 – Condition is aesthetic, brings the appearance of the park down
- #4 – ASTM Standard, will be fixed when the park is remodeled

PROESEL PARK

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|-------------|-----------------|--------------|--------------------|
|-------------|-----------------|--------------|--------------------|

Nothing to report from Proesel Park

KENNETH PARK (Equipment New 2009)

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|-------------|-----------------|--------------|--------------------|
|-------------|-----------------|--------------|--------------------|

| | | | |
|----|----|--|----------------------------------|
| #3 | PW | | Need ADA sand digger spring 2013 |
|----|----|--|----------------------------------|

KILDARE PARK (Equipment New 2007)

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|-------------|-----------------|--------------|--------------------|
|-------------|-----------------|--------------|--------------------|

| | | | |
|----|----|--|-----------------------------------|
| #3 | PW | | Mulch will be ordered spring 2013 |
|----|----|--|-----------------------------------|

GOEBELT PARK (Equipment new 2007)

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|-------------|-----------------|--------------|--------------------|
|-------------|-----------------|--------------|--------------------|

| | | | |
|----|----|--|--|
| #3 | PW | | Mulch will be ordered spring 2013 |
| #3 | PW | | Blacktop on the ends of the basketball court |
| #3 | PW | | Basketball court needs painting |

O'BRIEN PARK

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|-------------|-----------------|--------------|--------------------|
|-------------|-----------------|--------------|--------------------|

| | | | |
|----|----|--|--|
| #3 | PW | | Please spread out picnic tables, moving some near basketball courts |
| #2 | PW | | Can we add a new sloped sidewalk into the park near the new sidewalk? |
| #3 | PW | | The spinning XOX game does not spin on the equipment. This is the yellow three piece part on the smaller playhouse. |
| #4 | PW | | Equipment needs cleaning/painting at next remodel |
| #3 | PW | | There is a sign near the basketball courts that is a "Park Closed" sign. It is hidden by the trees and cannot be seen. Please remove this sign |

ROSSI PARK (Equipment New 2009)

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|-------------|-----------------|--------------|--------------------|
|-------------|-----------------|--------------|--------------------|

| | | | |
|----|----|--|-------------------------------------|
| #3 | PW | | We need to order new swings in 2013 |
|----|----|--|-------------------------------------|

COLUMBIA PARK (Equipment New 2006)

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|-------------|-----------------|--------------|--------------------|
|-------------|-----------------|--------------|--------------------|

| | | | |
|----|----|--|--------------------------------------|
| #3 | PW | | Basketball court needs painting BAD |
| #3 | PW | | Mulch will be ordered spring of 2013 |

CENTRAL PARK

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|-------------|-----------------|--------------|--------------------|
|-------------|-----------------|--------------|--------------------|

| | | | |
|----|----|--|---|
| #3 | PW | | Basketball court needs to be painted spring/summer 2013 |
| #3 | PW | | Tennis windscreens need to be replaced |

DRAKE PARK

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|-------------|-----------------|--------------|---|
| #3 | PW | | Mulch will be ordered spring 2013 |
| #3 | PW | | Remove spring equipment |
| #3 | PW | | Holes need to be drilled in the swing seats |

SPRINGFIELD PARK (budgeted 2012/13)

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|---------------------------------|-----------------|--------------|--|
| Park will be replaced 2012/2013 | | | |
| #2 | PW | | Structure is rotting |
| #3 | PW | | Swings should have holes drilled to allow for drainage |

G.G. ROWELL PARK

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|-------------|-----------------|--------------|---|
| #3 | PW | | Mulch is being ordered for this park |
| #4 | | | New sand digger when park replaced |
| #3 | PW | | Holes need to be drilled in swings for drainage |

FLOWERS PARK

| <u>Rank</u> | <u>Reported</u> | <u>Fixed</u> | <u>Description</u> |
|-------------|-----------------|--------------|---|
| #3 | PW | | Remove boxes by tennis courts |
| #3 | PW | | Please replace tennis nets |
| #3 | PW | | Please drill holes in swing seats to allow drainage |
| #4 | PW | | Blacktop by tennis and tree needs to be replaced |
| #2 | PW | | Remove flower spring equipment |
| #3 | PW | | Mulch will be ordered in the Spring 2013 |
| #3 | PW | | Blacktop for the basketball courts |



Community Center Program Supervisor Report

February 2013

Katie Smith

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Fitness Classes

This winter we have offered nine programs that run out of the Community Center. Our evening classes (Zumba, RIPPED, Yoga, Tai Chi) did very well; we were able to run four out of the five classes. The morning classes, however, were not as successful with only two out of the four running. We have tried mom and tot classes as well as adult fitness (Tai Chi, Zumba, Senior Stretch) and just have not yet found the class and time that works. The spring sessions are right around the corner and will give the morning classes a go again, and will reevaluate for the summer.

Rentals

We have our very first rental free weekend since July 2012! The Community Center currently has six weekend rentals booked and will be host to the senior Valentine's Day party on Friday February 8th.

Club Kid

Club Kid has broken a new milestone with 40 children registered for the program! This February, the staff plans to implement "Club Kid Fitness Club". The goal of the Fitness Club is to help encourage the kids to make fitness/play and nutrition a part of everyday for a healthier life.

ACA

This February we will be meeting with our ACA correspondent to review the information we have compiled for the accreditation of the day camp program. I have been in communication with IRMA, Public Works, and the Fire Department to fulfill requirements regarding risk management, safety, and staff training. We will have the direction needed to finish the process after meeting with our correspondent.

Conference

This year at the IPRA conference I selected workshops that I had hoped would enhance my leadership/management styles of part-time staff. While I was able to take away a few new ideas I found the workshops on "having a great day every day" and being positive were much more beneficial for both myself and part time staff.

Tennis

We are proud to announce that E-Town Tennis has been selected as the Villages new tennis provider starting June 2013. We are working towards getting classes and camp information together for the summer brochure to properly introduction E-Town to the community.



Community Outreach Coordinator

Genelle Iocca

February 2013

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Senior Programming

This month we will be celebrating Valentine's Day with entertainment by Hilary Feldman and lunch catered by Lou Malnati's. A theatre trip is also planned to see the production of Now and Forever at the Lincolnshire Marriott. A lunch outing is also scheduled for Outback Steakhouse, and our passport series begins this month with a trip to Greektown to visit the National Hellenic Museum, the Greek Islands Restaurant, concluding with a tour of Annunciation Cathedral. Additionally, Concentra Primary care is providing a Heart Healthy Lunch and Learn at the Community Center and is sponsoring the Valentine's Day Party.

Fridays for the Family

On February 1, the Social Club was promoted in the morning at the Lincolnwood Town center to mall walkers and senior coffee drinkers. The current senior newsletter and Valentine's Party was handed out. We are able to reach the right group of people by arriving at the mall at different times on Fridays.

Concerts in the Park

All the bands have been booked for the eight concerts this summer. Concerts will be on Thursday evenings from 7 to 8:30pm. The schedule is as follows:

June 13- Chicago Tribute Anthology

June 20 - Tropixplosian

June 27- Final Say

July 11 – Bopology

July 18- Libido Funk Circus

July 25- Hillbilly Rockstarz

August 8 – 28 Days

August 15 - Midwest Dueling Pianos

REI Programming

Both dates for snowshoe and cross country ski classes were cancelled due to low enrollment and/or lack of snow. Summer programming of Centennial Park with REI is being scheduled now. Offerings will include, how to ride a bike, outdoor photography, and bike maintenance.

Family Fun Fest

We have had our first planning meeting for this event and brainstormed ideas for that day. So far, a kite demonstration will be provided by Chicago Kites. We are hoping to give away kites to families that include our name and logo. David Barrish and Art Lovering will be on site to give demonstrations and educate people about disc golf. We are researching options for discs to give away at the event. We plan on having our new tent up and have secured Tai Chi, Yoga, Martial Arts and Rock'n Kids to provide classes and demonstrations under the tent. We have inquired with DNR to give fishing demonstrations,

and Ryan Chew to launch kayaks and canoes for short trips down the channel. A schedule is being put together for a promotional flyer.

Friday/Saturday Sports

This program is going well with the addition of Nick Kalaras, our newest open gym facilitator. The Schedule and Attendance are listed below:

| Date | Day | Grade | Time | Attendance |
|--------|----------|--------|---------------|------------|
| 11-Jan | Friday | 7&8 | 7 to 9 | 37 |
| 18-Jan | Friday | 5&6 | 7 to 9 | 15 |
| 25-Jan | Friday | 7&8 | 7 to 9 | 42 |
| 1-Feb | Friday | 5&6 | 7 to 9 | |
| 15-Feb | Friday | 7&8 | 7 to 9 | |
| 22-Feb | Saturday | 5&6 | 7 to 9 | |
| 8-Mar | Sunday | 7&8 | 7 to 9 | |
| | | | | |
| 12-Jan | Saturday | 3 to 6 | 9 to 10:30 | 11 |
| 26-Jan | Saturday | 3 to 6 | 9 to 10:30 | 13 |
| 9-Feb | Saturday | 3 to 6 | 9 to 10:30 | |
| 23-Feb | Saturday | 3 to 6 | 9 to 10:30 | |
| | | | | |
| 12-Jan | Saturday | 7 to 8 | 10:30 to noon | 23 |
| 26-Jan | Saturday | 7 to 8 | 10:30 to noon | 27 |
| 9-Feb | Saturday | 7 to 8 | 10:30 to noon | |
| 23-Feb | Saturday | 7 to 8 | 10:30 to noon | |



Youth Program Coordinator Report

Melanie Unterfranz

February 2013

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Afterschool Programming

Afterschool Athletics

Afterschool athletic enrollment was full for the first session and is filling quickly for the next session that starts this month. We already have Soc-key on Monday and Basketball at Todd Hall filled.

| Class | Enrollment This Session | Enrollment Next Session |
|------------------------|--------------------------------|--------------------------------|
| Soc-key/Soccer | 12 | 12 |
| Sportsmania | 12 | 10 |
| Basketball at Todd | 12 | 12 |
| Basketball at Rutledge | 16 | 15 |

Contractual Afterschool Classes

The classes ran very smoothly again this session and we will continue to offer Zumbatomic, Computer Explorers, Tae Kwon Do, and Amazing Art. The library is now offering a free Chess class on Sundays; I think that is why we do not have the enrollment for the chess class. I do not plan to continue the Chess class in the future.

| Class | Enrollment This Session | Enrollment Next Session |
|--------------------|--------------------------------|--------------------------------|
| Zumbatomic | 9 | 5 |
| Tae Kwon Do | 9 | 0 |
| Computer Explorers | 5 | 1 |
| Chess Wizards | 0 Canceled | 0 |
| Amazing Art | 7 | 1 |

Special Event and Program Updates

Daddy Daughter Dance

The Daddy Daughter Dance was held again at Monastero's Ristorante on Friday, February 1. New this year, we offered an early registration discount of \$10 to couples who registered before January 18th; 36 of the 83 couples took advantage of the discount. The evening included a DJ and photo booth, with key chains for their pictures, with a custom event border. I created and purchased fun props for the girls to use in their pictures. The girls also had a fun craft of making bracelets with beads shaped like candy hearts to work on while giving their dads a rest from the dance floor. We had 83 couples and 9 additional sisters attend, which was a full house with 171 people in attendance. The event ran very smoothly and the girls were very busy singing and dancing on the dance floor with their dad and friends. Each girl left the event with a heart shaped balloon at the end of the evening.

Birthday Party Packages

The next birthday packages we have booked are an Angry Birds Birthday party in February and an Indoor playground party booked in March. The parks and recreation staff met and created policies and procedures for this new and growing program.

Summer Camp

Day Camp staff positions have been posted on the different college recruiting sites including Wright College, Northwestern University, Loyola University, Oakton College, North Park University, Northeastern University, and National Louis University. This year by becoming American Camping Association accredited, we can only have 20% of our staff under the age of 18, and therefore, we are spending more of an effort recruiting college-age employees. We are anticipating having many returning staff, due to the fact that the majority of our applications received are from returning staff. Interview dates are set for the camp staff applicants that have come in thus far. We are going to have group interviews starting in March. We are going to use the same process that we did last year with the group interviews and then individual interviews. In the group interviews, applicants will be asked to lead a group game and participate in the games as if they were in a real life camp setting. The best candidates seen in the group interview will then be called in for an individual interview. The best candidates from those interviews will be selected for summer positions.

The process of booking field trips and entertainers for camp has begun. For the first day of camp, the Frog lady will be coming out to do a presentation to all of the camps. She will bring different reptiles and amphibians, while providing an educational presentation for the campers

For Rutledge Rockets and Adventure Camp, staff has scheduled

- Vertical Endeavors, which is indoor rock climbing
- Second City, an improvisational comedy show
- The Chicago Sky, a women's basketball game.

Staff has also started to coordinate the following programs for campers:

- A tour of Wrigley Field for Adventure camp
- Bubbles Academy for Prairie Dogs
- Music by Joel Frankle for Prairie Dogs, Little Lincolns, and Potawatomie
- Music by Gary Kantor for Prairie Dogs, Little Lincolns, and Potawatomie
- Rock 'n' Tots for Prairie Dogs.