



**Village of Lincolnwood
Parks and Recreation Board Meeting**

**Council Chambers
6900 N. Lincoln Ave.
Lincolnwood, IL 60712
October 10, 2017
7:00p.m.**

AGENDA

- I. Call to Order
- II. Approval of Minutes of September 12, 2017 Meeting and September 25, 2017 Special Meeting
- III. Audience Participation and Letters/Notes/Emails from the Public
- IV. Old Business
 - A. Presentation of the 2017 Winter/Spring Program Report
 - B. Presentation of the 2017 Summer Day Camp Report
- V. New Business
 - A. Discussion on the Renaming of Drake Park after WNBA Basketball Player, Jewell Loyd
 - B. Presentation on the Village's New Web-Based Story Maps
- VI. Chairperson's Report
- VII. Commissioners' Reports
- VIII. Director's Report
- IX. Staff Report
- X. Adjournment

Posted: October 6, 2017



Lincolnwood Park and Recreation Board Meeting
Lincolnwood Village Hall – Council Chambers
September 12, 2017
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:02 P.M.

PRESENT AT MEETING

Park Board Members: Laura Tomacic, Victor Shaw, Reese Gratch, Maria Leberis, Carol Georges Orah
(7:08pm)

Parks and Recreation Department Staff: Laura McCarty, Katie Gamroth

Village Board Liaison: Mayor Barry Bass, Jennifer Spino

Village Staff: Charles Meyer, Assistant to the Village Manager

Audience: Jodi Frailey; Ari Kirshner, 6644 N. Drake; Damien Kardaras

APPROVAL OF MINUTES

On motion Tomacic/Shaw approve the meeting minutes of the August 8, 2017. 4-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

OLD BUSINESS

A. 2017 Lincolnwood Fest Recap

Kadaras:

- Highlighted 2017 netted approximately \$27,000 in revenue
- Notes the Public Works staffing fees are not part of the budgeting in the net revenue
- Thanks the Public Works Department, Fire Department and Police Department for their hard work in assisting this event
- 2017 had the addition of a man with his reptiles for children, which was a nice draw
- Informs board that the Windy City Amusement Group has provided him the dates of July 26-29 for the 2018 fest

Board Questions:

- Comments on the weather being threatening in the beginning but turning out well
- Thanks Kadaras for setting up the event

B. Follow Up Discussion on Bus Shelter Advertising Program

Meyer- Brought back follow up information and photos for the proposed shelter at Touhy and McCormick.

- Comments on the obstructed view causing concern for safety of bikers whom may be speeding across to make the light, or drivers speeding down the road.
- Notes the opposite side of the road would not be appropriate as it would be blocking the Olive Garden sign.

Board Discussion:

- Questions if all of the shelters are the same, or if there is one that is more see through than others
- Questions what is our liability if someone were to be injured
- Comments on the homeless people that are around the area and possibly using the shelter as a hangout
- Agreed that this location seems better than the original
- Questions the necessity, as this location is not ideal

Meyer:

- Will contact the Villages risk management agency for their feedback on the location
- Notes that the shelter can enhance the park by allowing for a sheltered location from rain and a specific stop for people to utilize the park

NEW BUSINESS

A. Approval of a Resolution Approving the Award of the Central Park Playground Installation Contract

Gratch- Notes that nine letters have come in from the public saying that it was more important to them for the sandbox to be removed and seating added than a specific playground design choice.

McCarty – Recaps project timeline and process:

- Four bids received today for the installation of the playground
- Elanar Construction was disqualified for not submitting an entire packet
- Presents bid results from the September 12, 2017 bid opening
- Comments on that with any company the basketball court would put the project over budget
- Reminds board that design option #1 was voted on at the August Park Board meeting

Krishner- Speaks to this being the playground that his grandkids are going to be playing on and is elated to see that there are options where residents can have their cake and eat it to. He encourages the board to select an option that would incorporate including alternatives 1-3

Frailey – Introduces herself as an employee of Indiana, Illinois, Iowa Foundation For Fair Contracting (III FFC) who performs construction analysis in Cook county, a non-profit that monitors prevailing wage. She monitors what is going on in the bid arena; what jobs are available, who is applying, and what companies are being awarded jobs. She continues on about how the III FFC has been following and monitoring Hacienda for quite some time, and just last night the Darien Park District rejected a bid from Hacienda for being non-responsible.

Board Discussion:

- Asks for clarification on non-responsible

Frailey- Most municipalities have their own documents for what is a responsible bidder. A non-responsive bidder could be a bid that is not complete, and the III FFC has found Hacienda to be non-responsive or non-responsible. We have followed park jobs performed by Hacienda and applied for FOIA documents to find that prevailing wage laws are being broken. By either not reporting properly or by not paying workers that have been seen by myself or staff. Hacienda has pending litigations and when litigation information was requested at another agency Hacienda signed a contract saying they did not have anything going on. In the same contract Hacienda did disclose that they had been non-responsive. I wanted to share this information with the board about Hacienda to make sure that the board is able to make the most informed decision.

Board Discussion:

- Questions if any other bidders were on the III FFC list

Frailey – Not that she is aware of

Board Discussion:

- Comments on how we used Hacienda for G.G. Rowell and had no issues
- Asks staff if they have heard of any other vendors having complaints like this

McCarty – Comments on not having heard of any other companies having complaints like this in her time here. Notes that Kenneth is the preferred installer by the vendor BCI Burke

Board Discussion:

- Has concerns with going with a vendor we have not used before
- Finds it interesting that BCI Burke has a preferred vendor for the equipment installation
- Questions the budget and being over
- Agrees that the next lowest bid is not over by much
- Questions if this is a behavior that is picking up with Hacienda
- Questions how long ago we worked with Hacienda
- Questions if III FFC is monitoring The Kenneth Company

McCarty – Confirms that March of 2017 was the last time we worked with Hacienda

Frailey – Confirms that the III FFC has been watching Hacienda for quite some time and that they are not presently watching The Kenneth Company.

Gratch – Suggest starting with making a motion for design to narrow down the options. If we are all in with design one we are over budget, if design two is selected we are under or right on budget.

Board Discussion:

- Confirms that the basketball courts are not being included

- Questions if Public Works can complete the basketball court

McCarty- Reminds the board that much of the feedback that came in today was in favor of alternates and not a specific playground design.

On motion Shaw/Tomacic move to approve design option number two for Central Park. 5-0, motion passed

Gratch- There are two companies that we could work with for chosen option two

Board Discussion:

- Concerns with what was presented earlier
- Leaning towards the preferred vendor

On motion Leberis/Shaw move to approve a Resolution to Award a Bid for the Installation of Playground Equipment and Implementation of Alternates 1, 2, and 3 at Central Park in the Amount of \$100,134.50 the Kenneth Company of Lemont, Illinois. 5-0, motion passed

B. Approval of a Resolution Authorizing the Purchase of Central Park Playground Equipment from BCI Burke Company

McCarty- Playground design option two was selected by the board in the last motion; this motion is the actual purchase of the equipment from Burke

On motion Tomacic/Shaw move to approve a Resolution to Purchase Playground Equipment for the Renovation of Central Park Playground through the National Intergovernmental purchasing Alliance Contract #R170301 from BCI Burke Company, LLC of Fond Du Lac, Wisconsin in the Amount of \$49,840.50. 5-0, motion passed

C. Approval of an Ordinance Authorizing the Donation of Playground Equipment Owned by the Village of Lincolnwood

McCarty- Staff have worked with Kids Around The World before to donate playground equipment removed to areas around the world. The organization comes in and removes the equipment for free

On motion Shaw/Leberis move to approve an Ordinance Authorizing the Donation of Playground Equipment Owned by the Village to Kids Around The World. 5-0, motion passed

D. Approval of a Resolution to Close a Portion of Lincoln Ave. between Touhy and Pratt on Sunday November 19 from 7am – 11am for the 2017 Lincolnwood Turkey Trot

McCarty- The 41st annual Turkey Trot is coming up on November 19, 2017. For the event Lincoln Ave. between Touhy and Pratt Ave. will need to be closed for the safety of our runners. This is a request that comes every year for this annual event.

On motion Tomacic/Shaw move to approve a Resolution to Close a Portion of Lincoln Avenue between Touhy and Pratt Avenue on Sunday, November 19, 2017 Between the hours of 7 a.m. to 11 a.m. for the Annual Turkey Trot Race

E. Approval of a Request from the Chicago Memon Community Association to Hold a shelter Reservation for up to 350-400 People on Sunday, September 17, 2017 from 9am-6pm.

McCarty –Request just came through for the Chicago Memon Community Association to rent out the shelter this weekend with an anticipated 400 in attendance. They do not think that there will be more than 300 onsite at any given time, but throughout the course of the day they anticipate reaching 400. The Touch –A-Truck event was just this past weekend with about 400 in attendance and we did not have any issues with the amount of people in the area.

Board Discussion:

- Questions if staff have enough time to prepare for such a large event

McCarty- Confirms staff should not have an issue preparing for the event

On motion Shaw/Gratch move to approve a Request from the Chicago Memon Community Association to Hold a Shelter Reservation for up to 350-400 People on Sunday, September 17, 2017 from 9am-6pm. 5-0, motion passed

F. Discussion on Televising Park Board Meetings

Meyer- Village Board is requesting feedback on having other committee and advisory meetings being televised. This would allow board members to watch what transpired at the meeting.

Board Discussion:

- Questions how many people watch the broadcasted meetings

-

Meyer- Several hundred watch the Village Board meetings at any given time. We could also look at televising as needed if something larger would come up

Board Discussion:

- Likes the option as needed
- Questions if it is worth the cost of broadcasting, some meetings are very short
- Expresses concern of conversations being held back
- Agrees they understand the need, and would lean towards as needed

CHAIRPERSON'S REPORT –

COMMISSIONERS' REPORTS –

DIRECTOR'S REPORT –

McCarty:

- Officially welcome Maria Leberis
- Congratulations to staff year round and seasonal. Great summer with day camp numbers increasing over the past two seasons and pools sales increasing.
- Reminder that the ribbon cutting is on Friday for the Union Pacific trail
- Had a successful Touch a Truck event with approximately 400 people in attendance
- Reminder that Family Fun Fest is next weekend in Centennial Park
- Notes that she will be out of the office at the end of September attending the NRPA conference

STAFF REPORTS

- A. **SUPERINTENDENT OF RECREATION – GAMROTH**
Provides updated Turkey Trot numbers: currently 125 registered
- B. **SUPERINTENDENT OF PARKS AND FACILITIES – RIMDZIUS**
As noted in report
- C. **RECREATION SUPERVISOR – ANTOSZ**
As noted in report
- D. **COMMUNITY OUTREACH AND MARKETING COORDINATOR – VERING**
As noted in report
- E. **YOUTH PROGRAMS COORDINATOR - FLETCHER**
As noted in report

ADJOURNMENT

Meeting adjourned at 8:06 P.M.

Park Board Minutes prepared by: Katie Gamroth, Superintendent of Recreation

Park and Recreation Board President:

Signature

Date



Lincolnwood Park and Recreation Special Board Meeting

Lincolnwood Village Hall – Council Chambers

September 25, 2017

DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 9:31 P.M.

PRESENT AT MEETING

Park Board Members: Laura Tomacic, Art Lovering, Reese Gratch, Carol Georges Orah

Parks and Recreation Department Staff: Laura McCarty, Katie Gamroth, Melissa Rimdzius

Village Board Liaison:

Village Staff: Village Attorney Hart Passman

Audience: Jesal Patel, 3730 W. Devon;

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

OLD BUSINESS

A. Discussion on the Recommendation of the Award of the Central Park Playground Installation Bid

McCarty- Presents recap of Central Park Playground installation bid process

- Both playground option one and option two were bid out
- Four additional alternates were a part of the bid
- Four bids were received and opened on Tuesday, September 12
- One bid, Elanar Construction was disqualified due to not submitting a complete packet

McCarty – Recaps September 12, 2017 Park Board discussion about installation of the Central Park Playground:

- Board voted on playground option two with the additional of alternate #1,2, and 3
- Outside source presented information on Hacienda Landscape not being the lowest responsible bidder and other organizations opting not to use Hacienda
- Board voted to use The Kenneth Company, second lowest bid and preferred vendor by Burke, for the installation of Central Park playground

McCarty – Presents findings of staff investigations of Hacienda Landscape since the last meeting:

- Staff contacted 13 agencies, some on Haciendas reference list and some that were cited in documents presented by the outside source
- Positive feedback was received from those who worked with Hacienda
- One agency did not work with Hacienda because of a past experience, however said they are better suited for smaller projects
- One agency who did not work with Hacienda said it was due to timeline conflicts
- Staff worked with Hacienda for the installation of G.G. Rowell this past April and had a positive experience

McCarty – Notes that with the information collected after the last board meeting staffs opinion is that Hacienda is the lowest responsible bidder.

Passman- Provides research results of claims that were presented by the outside source at the September 12, 2017 Park Board meeting:

- Among the allegations made against Hacienda Landscape is that they are a break off of a separate company named Fuerte Systems
- Documents provided previously show a federal complaint that alleges Hacienda and Fuerte Systems are the same company with shared equipment and employees.
- Research completed on the two companies did not show much of a connection between the two companies; different addresses, both organizations have bid on the same project, no overlap of officers, etc.

- Connections found are the allegation in the federal complaint and both companies using the same filing agent.
- Cannot say that they are or are not the same company

Passman – Notes that there is no obligation to approve the lowest bidder, but look for the lowest responsible and responsive bidder. Because we cannot verify the claims made by the outside source we cannot say that Hacienda is not the lowest responsible bidder.

Rimdzius- Provides comments received while checking references

- Hacienda was fantastic with paperwork, hit all deadlines
- Completed the project ahead of schedule at request of the park district
- Good project management, documents were in order and kept up prevailing wage
- Received positive comments on their concrete work
- Timely, within budget and completed work on time
- Multiple organizations have worked with them multiple times
- Very flexible timeline depending on when equipment was able to be delivered
- Negative feedback, completion took a little longer than projected. Staff had to follow up with some of the smaller details

Board Discussion:

- Questions if anything needs to be done with the previous motion
- Comments on staffs research not sending out any red flags
- Notes staff previous positive experience with Hacienda
- Wants staff to remain involved during the project

On motion Tomacic/Oraha Move to Approve a Recommendation to Award a Bid for the Installation of Playground Equipment and Implementation of Alternates 1,2 and 3 at Central Park in the Amount of \$39,700 to Hacienda Landscaping of Plainfield, Illinois. 4-0, motion passed

B. Recommendation on the Televising Parks and Recreation Board Meetings

McCarty- Provides follow up information on the televising of Parks and Recreation Board Meetings.

- No additional expense for equipment needed for televising the meetings
- Additional \$650 for staff time, no new staff would be needed
- Broadcasting would be all meetings or no meetings, cannot air only some

Board Discussion:

- Comments on how the following might be different from the Village Board, Traffic Commission or Zoning Board
- Notes that the Park Board is an advisory board and questions if other advisory boards are being televised
- Notes meetings can be short
- Questions if it is worth the money to do it
- Questions the value of televising

McCarty – Comments that all boards and commission are being requested to be televised

Passman – Notes that other boards are advisory boards as well

Patel – Provides reasoning for the request:

- Record keeping, more insight can be gained from watching the meeting opposed to reading the minutes
- History of decision and discussions can be easily reviewed to answer questions that arise later on
- Valuable for the Plan Commission and Zoning Board
- Can be tested out for a year and revisited

On motion Lovering/Tomacic Move to Approve a Recommendation in Favor of Televising Parks and Recreation Board Meetings. 4-0 motion passed

ADJOURNMENT

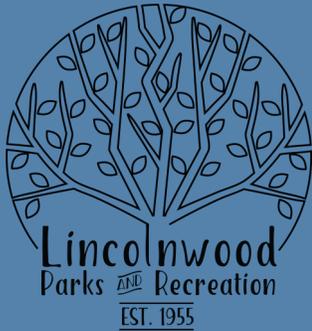
Meeting adjourned at 9:57 A.M.

Park Board Minutes prepared by: Katie Gamroth, Superintendent of Recreation

Park and Recreation Board President:

Signature

Date



WINTER SPRING

January - May 2017



Report Contents

The Parks and Recreation Winter/Spring program brochure promotes recreation programs offered by the department January - May. This report outlines programs, participation numbers and revenues/expenses for the winter and spring programs offered in 2017.

- Special Events
- Tot/Youth
- Club Kid
- Lincolnwood International Soccer Academy
- Birthday Party Packages
- Exercise, Fitness and Health
- Jazz Dance
- Tennis
- Social Club
- Community Center Rentals
- 2017 Financial Overview
- 2016 - 2017 Financial Comparison



MOTHER/SON BINGO AT THE
LINCOLNWOOD FIRE STATION



Special Events - Daddy Daughter Dance

“Let Love Glow” the popular Daddy Daughter Dance was held at Monastero’s Ristorante on February 3rd from 6-9pm. Registered couples enjoyed a glow themed event, buffet style meal and D.J led entertainment throughout the evening.

Let Love Glow Theme:

- Glow bracelets, necklaces and wands were given to participants
- Black lights were used to enhance the glow accessories
- Participants encouraged to accessorize with light or neon colors



Sponsors at the event:

- Physician’s Immediate Care



Special Events - Daddy Daughter Dance

Program	Ages	# of Participants	Revenue
Daddy Daughter Dance	5 - 14 years	63 couples + 10 additional daughters	\$4,796
TOTAL		126	\$4,796
Sponsorship			\$225
TOTAL REVENUE			\$5,021
TOTAL EXPENSES			\$4,764
NET			\$257

	2016	2017
Participation	107	136
Revenue	\$4,030	\$4,796
Sponsorship	\$250	\$225
TOTAL REVENUE	\$4,280	\$5,021
TOTAL EXPENSES	\$4,055	\$4,764
NET	\$225	\$257

2018 Daddy Daughter Dance

Monastero's Ristorante will be closing in November of 2017. Due to this closure, the Daddy Daughter Dance will need to find a new home for 2018. Currently staff are looking into new venues including a hotel in nearby Skokie or holding the dance at the Community Center.

Special Events - Mom/Son Bingo

Mom/Son Bingo at the Lincolnwood Fire Station continues to grow in popularity, 2017 registration was up approximately 15% from 2016. Bingo was held on Thursday, April 20 from 6-7:30pm on the apparatus floor at the fire station. Participants enjoyed pizza, brownies, popcorn and lemonade before playing rounds of Bingo.



Sponsors at the event:

- Physician's Immediate Care



Special Events - Mom/Son Bingo

Program	Ages	# of Participants	Revenue
Mom/Son Bingo	4 - 12 years	26 couples + 6 additional sons	\$468
TOTAL		58	\$468
Sponsorship			\$135
TOTAL REVENUE			\$603
TOTAL EXPENSES			\$393
NET			\$210

	2016	2017
Participation	46	58
Revenue	\$372	\$468
Sponsorship	\$150	\$135
TOTAL REVENUE	\$522	\$603
TOTAL EXPENSES	\$304	\$393
NET	\$218	\$210



Special Events - Egg Hunt

In years past the Annual Egg Hunt was organized and run by the Fraternal Order of Police. This year the Parks and Recreation Department took on the Egg Hunt. Before the event the following changes were put into place:

- New location near shelter
- Age groups were separated
- Staggered start times

Highlights of the event:

- Doughnuts and coffee
- 2,000 pre-stuffed eggs
- 1,000 additional eggs stuffed with candy and coupons donated from local businesses. (Novelty Golf, Jump Zone, and Subway)
- Photo station with bunny



Sponsors at the event:

- RCN



Special Events - Financial Breakdown

All special events offered September - December are free; any revenue collected was generated through sponsorship.

Program	Ages	# of Participants	Revenue
Daddy Daughter Dance	5 - 14 years	63 couples + 10 additional daughters	\$4,796
Mom/Son Bingo	4 - 12 years	26 couples + 2 additional sons	\$468
Egg Hunt	2 - 11 years	Estimated 300	\$0
TOTAL		Estimated 490	\$5,264
Sponsorship			\$495
TOTAL REVENUE			\$5,759
TOTAL EXPENSES			\$5,448
NET			\$311

	2016	2017
Participation	153	490
Revenue	\$4,402	\$5,264
Sponsorship	\$400	\$495
TOTAL REVENUE	\$4,802	\$5,759
TOTAL EXPENSES	\$4,359	\$5,448
NET	\$443	\$311

**Revenues were down in 2017 due to the addition of the free Egg Hunt event. Without the additional free event, the 2017 net would have been \$468.*

Tot/Youth Programming

Youth programs being offered immediately following the school day are the most popular classes for kids grades K-5. Programs that are offered include in-house programs that are lead by Parks and Recreation staff, as well as contracted programs through a variety of organizations.

Tot/Youth Overview:

- 10 programs were offered (does not include open gym or Lincolnwood International Soccer) for a total of 16 sessions
- Three out of the 16 sessions were cancelled due to low enrollment
- Four Fridays of open gym were offered at Lincoln Hall
- Three Saturdays of open gym were offered at Lincoln Hall

Tot/Youth Programming

2017 Tot/Youth program breakdown:

Program	Ages	# of Participants	Revenue
Indoor Playground	9 months - 4 years	65	\$156
Coupes & Comedy	2 - 5 years	17	\$0
Little Pint Soccer	Grades K - 2	6	\$528
Soc-Key	Grades K - 2	6	\$528
Basketball at Todd: Session One	Grades K - 2	14	\$1,694
Basketball at Todd: Session Two	Grades K - 2	13	\$1,287
Sportsmania: Session One	Grades K - 2	8	\$968
Basketball at Rutledge: Session One	Grades 3 - 5	13	\$1,603
Basketball at Rutledge: Session Two	Grades 3 - 5	13	\$1,430
Karate: Session One	Grades K - 5	15	\$1,620
Karate: Session Two	Grades K - 5	13	\$1,404
Rookie Game Play Basketball: Session One	Grades 3 - 5	13	\$1,749
Rookie Game Play Basketball: Session Two	Grades 3 - 5	9	\$1,080
Open Gym	Grades 5 - 8	Approx. 75	\$0
Saturday Morning Sports	Grades 3 - 8	Approx. 75	\$0
TOTAL		355	\$14,047
		TOTAL EXPENSES	\$6,504
		NET INCOME	\$7,543

Tot/Youth Programming

2017 Tot/Youth survey results:

How did you learn about the program?	
Parks and Recreation brochure	6
Past participant	2
Word of mouth	
Village website	3
Social media	
Newspaper article	1
Other	1
TOTAL RESPONSES	13

What was your level of satisfaction with the program?	
Very satisfied	14
Somewhat satisfied	2
Neutral	
Somewhat dissatisfied	
Very dissatisfied	
TOTAL RESPONSES	16

How likely are you to register again?	
Very likely	13
Somewhat likely	1
Neutral	1
Somewhat unlikely	
Very unlikely	1
TOTAL RESPONSES	16

Please rate your level of satisfaction	Very satisfied	Somewhat satisfied	Neutral	Somewhat dissatisfied	Very dissatisfied
Cost of program	8	4	4		
Instructor	16				
Registration process	16				
Program schedule	15	1			

Club Kid

Club Kid runs in conjunction with the School District 74 calendar, and is held in the Rutledge Hall multipurpose room. The 2016-2017 program had a total of 43 registered participants. The program continues to be a popular option among families in Lincolnwood in need of afterschool care. The program has seen growth in the additional half day option for early dismissal days.

Breakdown by day and school (numbers are from June 2017)

School	Monday	Tuesday	Wednesday	Thursday	Friday
Todd Hall	7	8	5	8	5
Rutledge Hall	20	29	20	28	22
TOTAL	27	37	25	36	27



Club Kid

Number of Days	Yearly Fee	Number of Participants	Total
1 Day/week	\$700	3	\$1,085
2 Days/week	\$1,200	12	\$10,051
3 Days/week	\$1,700	4	\$6,475
4 Days/week	\$2,100	3	\$6,510
5 Days/week	\$2,500	21	\$55,100
Add/Flex Day	\$20/\$25	44	\$1,850
Half Day/Misc.	\$25	46	\$2,280
TOTAL REVENUE			\$83,951
TOTAL EXPENSES			\$46,256
NET			\$37,695

	2016	2017
Participation	52	43
Revenue	\$89,477	\$81,671
Half Day Revenue	\$2,130	\$2,280
TOTAL REVENUE	\$91,607	83,951
TOTAL EXPENSES	\$37,513	\$46,256
NET	\$54,094	\$37,695

**Staffing expenses were up in 2017 due to a longer school year.*

Lincolnwood International Soccer Academy

The Fall of 2015 was the start of the Lincolnwood International Soccer Academy. The Lincolnwood International Soccer Academy has changed from a league to a series of clinics, while enrollment has been unable to sustain multiple teams for a league. Staff will continue to offer the clinics in efforts to grow participation numbers to be able to sustain a league. Staff is also looking at pairing with surrounding communities that would allow the Lincolnwood team the opportunity to play a different team each week.

Program	Ages	# of Participants	Revenue
Spring Clinic	5-14	12	\$1,685
TOTAL		12	\$1,685
TOTAL EXPENSES-CONTRACTUAL			\$959
TOTAL EXPENSES-SUPPLIES			\$190
NET			\$536



Birthday Party Packages

Birthday party packages at the Community Center were implemented in January of 2012. Birthday party packages continue to be a program that shows little growth with an average of one party per season. Staff will continue to update themes to remain current with the surrounding districts.

Month	# of Parties	Party Theme	Revenue
January	1	Combined	\$235
TOTAL	1		\$235
TOTAL EXPENSES			\$70
NET INCOME			\$165

Exercise, Fitness and Health

Throughout the Winter/Spring months the Parks and Recreation Department offered five fitness programs for a total of ten sessions of fitness at the Community Center. Due to low enrollment four sessions of fitness classes were cancelled.

New Programs Offered:

- Fit at Fifty

Fitness Programming

2017 Fitness survey results:

How did you learn about the program?	
Parks and Recreation brochure	3
Past participant	2
Word of mouth	
Village website	
Social media	
Newspaper article	
Other	1
TOTAL RESPONSES	6

What was your level of satisfaction with the program?	
Very satisfied	5
Somewhat satisfied	1
Neutral	
Somewhat dissatisfied	
Very dissatisfied	
TOTAL RESPONSES	6

How likely are you to register again?	
Very likely	5
Somewhat likely	
Neutral	1
Somewhat unlikely	
Very unlikely	
TOTAL RESPONSES	6

Please rate your level of satisfaction	Very satisfied	Somewhat satisfied	Neutral	Somewhat dissatisfied	Very dissatisfied
Cost of program	1	5			
Facility	2	1	1	1	
Instructor	6				
Registration process	3	1	2		
Program schedule	3	3			

Exercise, Fitness and Health

Fall 2017 Fitness breakdown:

Program	Ages	# of Participants	Revenue
Zumba - Sunday Session I	16 years+	12	\$770
Zumba - Sunday Session II	16 years+	11	\$770
Zumba - Wednesday Session I	16 years+	4	\$308
Zumba - Wednesday Session II	16 years+	3	\$210
Fit At Fifty - Session I	16 years+	1	\$8
Peace Yoga - Session I	16 years+	9	\$1,108
Peace Yoga - Session II	16 years+	9	\$1,035
Drop-In Revenue		88	\$566
TOTAL		137	\$4,775
TOTAL EXPENSES			\$3,343
NET			\$1,432

Survey comments:

- The instructor is great, and is the most important part of the class
- Wish there was a Zumba day class during the week instead of the evening classes.
- I wanted a yoga program that was slightly more challenging. It's perfect for people who just want to stretch.

Programs that didn't quite make it

Programs that were offered in the Winter/Spring that were cancelled due to low enrollment:

- Special Events
 - *Best Friends Walk
- Youth Programs
 - *Sportsmania (session two)
 - *3 Sports (session one and two)
- Adult Programs
 - *R.I.P.P.E.D (session one and two)
 - *Fit At Fifty (session one and two)

Juzz Dance

Juzz Dance is a program for adults 21 and over, it features instruction ballroom dance with open dance throughout the night. This is a drop in program offered at the Community Center on Friday evenings.

Program	Ages	# of Participants	Revenue
September	21 years+	217	\$2,170
October	21 years+	303	\$3,032
November	21 years+	213	\$2,130
December	21 years+	122	\$1,220
TOTAL		855	\$8,552
TOTAL EXPENSES			\$5,986
NET			\$2,566

	2016	2017
Participation	1,309	855
TOTAL REVENUE	\$13,090	\$8,552
TOTAL EXPENSES	\$9,163	\$5,986
NET	\$3,927	\$2,566

Community Center Rentals

The Community Center building is regularly rented out during the weekends for family gatherings, birthday parties, bat/bar mitzvah, etc. Throughout January - May of 2017 the Community Center held a total of 54 rentals, the breakdown by room and rental hours is found below.

Month	Small Room Rentals in hours	Large Room Rentals in hours	Revenue
January	6.5	15.5	\$2,737
February	10.5	32	\$4,045
March	15	39	\$2,997
April	15	33	\$4,580
May	19.5	50.5	\$5,823
TOTAL	66.5	170	\$20,182
TOTAL EXPENSES			\$3,862
NET INCOME			\$16,320

	2016	2017
Small Room Rentals	17	21
Large Room Rentals	21	33
TOTAL REVENUE	\$11,680	\$20,182
TOTAL EXPENSES	3,896	3,862
NET	\$7,784	\$16,320

Tennis

Tennis lessons are contracted through E-Town Tennis. This Spring a total of five classes were offered, four youth and one adult class. Of the five offered, the one adult class was the only class that ran. Staff has had a nice working relationship with E-Town and will continue to offer lessons through E-Town.

Program	Ages	# of Participants	Revenue
Spring Adult Tennis Lessons	16 years+	4	\$1,160
TOTAL		4	\$1,160
TOTAL EXPENSES			\$812
NET			\$348

	2016	2017
Participation	4	4
TOTAL REVENUE	\$359	\$1,160
TOTAL EXPENSES	\$251	\$812
NET	\$108	\$348

Social Club

The Lincolnwood Social Club is open to Lincolnwood residents as well as non-residents over the age of 55. Membership allows for early registration, member pricing and ability to participate in member only events. On average between four and six events are offered each month including:

- Free local lunches
- Holiday parties
- Day trips
- Theatre trips
- City-Style travel lunches
- Informational classes

The Lincolnwood Social Club has received grant funding from the Niles Township Government. With grant funding staff does not charge back all operating costs to participants making participation more attainable for members on a budget.

Social Club

Winter/Spring Social Club financial and participation overview:

Program	# of Participants	Revenue
City-Style Lunch: Nando's Peri-Peri	8	\$120
Cooking at the Community Center	4	FREE
AARP Defensive Driving - January	1 - Cancelled	\$0
Lunch Bunch: Longhorn Steakhouse	8	FREE
Saturday Night Fever	10	\$800
Lunch Bunch: California Pizza Kitchen	6	FREE
High Tea With Geri	9	\$585
City-Style Lunch: The Spoon	5	\$75
AARP Defensive Driving - February	12	FREE
Money Museum	8	\$160
Lunch Bunch: Bonefish Grill	10	FREE
AARP Defensive Driving - March	6	\$0
St. Patrick's Lunch - The Curragh	7	FREE
City-Style Lunch: Ethiopian Diamond	8	\$120
Come Fly With Me at White Fence Farm	11	\$660
Cooking at the Community Center	6	FREE
Hamilton	9	\$1,125
AARP Defensive Driving - April	5	\$0
City-Style Lunch: P.F. Chang's	12	\$180
Lunch Bunch: Wildwood Tavern	7	FREE
City-Style Lunch: Noon O Kabab	5	\$78
Supper Club: Brick House Tavern	6	FREE
Chicago	6	\$510
Afternoon Tea: Madame Zuzu's	10	\$150
Lunch Bunch: Outback Steakhouse	8	FREE
Drop-In Senior Exercise	317	\$654
TOTAL	490	\$5,217
	GRANT TOTAL	\$2,000
	TOTAL REVENUE	\$7,217
	TOTAL EXPENSES	\$6,650
	NET	\$567

Winter/Spring Participation and Revenue/Expense Totals

Winter/Spring financial overview:

- Youth/Tot and Juzz Dance are the largest revenue generating programs
- Areas for growth include Exercise/Fitness/Health, Soccer and Tennis
- Social Club is budgeted to break even
- Special Events are budgeted at a loss

Program Area	# of Participants	Revenue	Expenses	Net Income
Special Events	490	\$5,759	\$5,448	\$311
Youth/Tot	355	\$14,047	\$6,504	\$7,543
Club Kid	43	\$83,951	\$46,256	\$37,695
Soccer	12	\$1,685	\$1,149	\$536
Birthday Party Packages	1	\$235	\$70	\$165
Exercise/Fitness/Health	137	\$4,775	\$3,343	\$1,432
Juzz Dance	855	\$8,552	\$5,986	\$2,566
Community Center Rentals	n/a	\$20,182	\$3,862	\$16,320
Tennis	4	\$1,160	\$812	\$348
Social Club	490	\$7,217	\$6,650	\$567
WINTER/SPRING SUMMARY	2,387	\$147,563	\$80,080	\$67,483

2016 v. 2017 Winter/Spring Financials

Notable changes from 2016 to 2017:

- Club Kid had larger expenses due to the longer school year
- Soccer participation has decreased significantly
- Youth/Tot programming participation number change is due to Friday evening and Saturday morning drop in estimates
- Youth/Tot program participation that require registration were higher in 2017

Program Area	2016		2017	
	# of Participants	Net Income	# of Participants	Net Income
Special Events	153	\$443	490	\$311
Youth/Tot	533	\$6,220	355	\$7,543
Club Kid	52	\$56,564	43	\$37,695
Soccer	33	\$2,589	12	\$536
Birthday Party Packages	7	\$733	1	\$165
Exercise/Fitness/Health	179	\$2,550	137	\$1,432
Juzz Dance	1,309	\$3,927	855	\$2,566
Community Center	n/a	\$7,784	n/a	\$16,320
Tennis	4	\$108	4	\$348
Social Club	581	\$(172)	490	\$567
Winter/Spring SUMMARY	2,851	\$80,746	2,387	\$67,483
SUMMARY w/o Club Kid	2,799	\$24,182	2,344	\$29,788



Summer Day Camp Program Final Report 2017

Overview

This report is an overview of the summer day camp program, including:

- Program Specifics
- Program Highlights
- Financial Comparison – Fiscal Year 2016-2017 vs. 2017-2018
- Participation Comparison – 2015 vs. 2016 vs. 2017
- Staffing Overview
- Parent Comments
- Recommendations for 2018

Program Specifics

Lincolnwood Summer Day Camp hosted nine full weeks of camp. The team welcomed campers between three and fifteen years of age at nine different recreational camps. Registration in all camps was open to both residents and non-residents, with priority registration and an early discounted fee given to both Lincolnwood and Non-Lincolnwood Residents.

The majority of our camps spent the season in Proesel Park and the Shelter, our main campsite, filling the park with action and adventure throughout the summer months. Prairie Dogs, Lincolnwood’s 3-4 year old camp option, were based out of the Community Center. Overall, camp registration totaled 1,344, with 583 enrollments for full sessions, 761 for the Pick-a-Week option, and 77 for the post-season option. On a weekly basis, between 50 and 301 campers were at the campsite.

Eight Week Camp Comparison

	2015	2016	2017
Total Registrations	1,221	1,123	1,267
Full Sessions	482	533	583
Pick-A-Week	739	579	684

The chart above shows the core eight weeks that stays consistent year after year regardless of pre and post season camp offerings.

Individual Campers On-Site by Week

Week	Total Campers
June 20 - 23	262
June 26 - 30	260
July 3 - 7	271
July 10 - 14	301
July 17 - 21	298
July 24 - 28	291
July 31 – August 4	272
August 7-11	283
August 14 – 18*	50

* Last Hurrah Post-Season Camp

Every summer camp program included field trips, on-site children’s entertainment, and special treats every other Friday. Specialized activities were offered in conjunction with the camp program, including swim lessons through the Proesel Park Family Aquatic Center and tennis lessons through E-Town Tennis. Participants from five camps were able to register for swim lessons and campers from four camps were eligible to register for tennis lessons. Roughly 165 campers enjoyed swim lessons each session as well as 30 campers taking tennis lessons.

Program Highlights

- American Camp Accreditation (ACA) representatives visited the campsite in 2016 and extended our accreditation for an additional five years. At the time of the 2016 final report, the extension was still under review.
- The 5th Annual Camp Family Picnic took place between the first and second sessions of camp. Sponsors included Physician’s Health, Meatheads and Chipotle. Physician’s was on-site and provided information along with prizes to families. Chipotle and Meatheads supplied the snacks of chip & dip along with chicken tenders which were a big hit! The Lincolnwood Public Library was also present with on-site.
- For the fourth summer in a row, Camp 74 participants were transported to Proesel Park after school. This allows for flexibility in activity planning and gives campers the opportunity to fully enjoy all of the on-site amenities.
- Last Hurrah, our summer extension camp for children grades K-5, was scheduled for one week this summer. The Camp 74 schedule was accommodating to the School District 74 calendar.
- Training included additional M-NASR related material on how to make camp overall more inclusive to campers of all abilities. M-NASR full time staff attended trainings as and visited camp sites throughout the summer to provide additional support.

- New for this year, camp-wide meetings were scheduled twice per session to provide ongoing training and ensure consistency in service throughout all camp programs.

Financial Comparison – 2017 vs. 2018

Program Revenues

Program Name	2017 Actuals	2018 Budget	2018 Estimates	2017 Variance
Prairie Dogs	\$ 20,210.70	\$ 24,000.00	\$ 23,969.00	\$ (31.00)
Little Lincolns	\$ 34,332.22	\$ 39,000.00	\$ 38,599.00	\$ (401.00)
Camp Potawatomie	\$ 91,123.00	\$ 98,000.00	\$ 91,417.00	\$ (6,583.00)
Rutledge Rockets	\$ 100,175.00	\$ 103,000.00	\$ 122,183.00	\$ 19,183.00
Adventure Camp	\$ 63,853.50	\$ 70,500.00	\$ 54,522.00	\$ (15,978.00)
Camp 74	\$ 21,856.00	\$ 22,000.00	\$ 11,359.00	\$ (10,641.00)
Warm-Ups	\$ 6,772.00	\$ 7,000.00	\$ 10,716.00	\$ 3,716.00
Overtime	\$ 28,782.00	\$ 30,750.00	\$ 37,092.00	\$ 6,342.00
Other Camp Fee	\$ 47,001.00	\$ 10,000.00	\$ 16,523.00	\$ 6,523.00
Leader-in-Training	\$ 425.00	\$ 1,100.00	\$ 1,641.00	\$ 541.00
Miscellaneous	\$ 225.00	\$ 100.00	\$ -	\$ (100.00)
Finance Fee	\$ -	\$ 500.00	\$ 725.00	\$ 225.00
REVENUE TOTAL	\$ 414,755.42	\$ 405,950.00	\$ 408,746.00	\$ 2,796.00

Program Expenses

Program Name	2017 Actuals	2018 Budget	2018 Estimates	2018 Variance
Wages - Full-Time	\$ 63,613.95	\$ 62,750.00	\$ 62,750.00	\$ -
Wages-Full-Hourly	\$ 3,749.00	\$ 3,880.00	\$ 3,880.00	\$ -
Wages-Part-Time	\$ 2,555.18	\$ 3,500.00	\$ 3,500.00	\$ -
Wages - Seasonal	\$ 151,740.78	\$ 172,000.00	\$ 183,180.00	\$ 11,180.00
Payroll - Benefits	\$ 45,356.88	\$ 41,775.00	\$ 41,775.00	\$ -
Purchased Services	\$ 29,211.81	\$ 24,000.00	\$ 24,227.00	\$ 227.00
Telephone	\$ 1,035.17	\$ 1,300.00	\$ 1,300.00	\$ -
Training	\$ 814.33	\$ 1,000.00	\$ 902.00	\$ (98.00)
Other Contractual	\$ 1,899.00	\$ 2,000.00	\$ 2,000.00	\$ -
Concessions/Food	\$ 6,267.79	\$ 5,600.00	\$ 4,289.00	\$ (1,311.00)
Postage	\$ -	\$ 150.00	\$ -	\$ (150.00)
Transportation	\$ 30,605.42	\$ 24,000.00	\$ 25,631.00	\$ 1,631.00
Credit Card Charges	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -
Program Supplies	\$ 17,598.39	\$ 12,800.00	\$ 10,131.00	\$ (2,669.00)
Local mileage, parking	\$ 72.50	\$ -	\$ 44.00	\$ 44.00
EXPENSE TOTAL	\$ 356,020.20	\$ 356,255.00	\$ 365,109.00	\$ 8,854.00

-	2017 Actuals	2018 Budget	2018 Estimates	2017 Variance
REVENUE TOTAL	\$414,755.42	\$405,950.00	\$408,746.00	\$2,796.00
EXPENSE TOTAL	\$356,020.20	\$356,255.00	\$365,109.00	\$8,854.00
NET	\$58,735.22	\$49,695.00	\$43,637.00	(\$6,058.00)

Areas of note include:

- Transportation increased as an expense due to a higher number of older campers needing more seating space, which requires more buses than originally budgeted.
- Full-time wages includes 50% of the Superintendent of Recreation’s salary, 50% of the Recreation Supervisor’s salary, and 10% of the Receptionist’s salary.
- Seasonal/hourly wages include 10% of the Community Outreach & Marketing salary.
- Seasonal Wages increased as Lincolnwood provided seven companions that M-NASR was unable to staff. Two Lincolnwood companions will be added to the budget next year as Inclusion requests continue to increase for M-NASR agency wide.
- Purchased program supplies were reduced from the previous years due to the hiring of a Cultural Arts Supervisor who oversaw large art projects that streamlined the supply purchasing process.



Participation Comparison – 2016 vs. 2017

2017 Participation Matrix

2017					
Camp Program	Total Enrolled	Unique Enrollment	Resident Enrolled	NR Enrolled	Percent NR Enrolled
Leader in Training	4	3	1	2	67%
Prairie Dogs	89	46	27	19	41%
Prairie Dogs Overtime	41	21	10	11	52%
Little Lincolns	119	63	35	28	44%
Camp Potawatomie	227	107	43	64	60%
Rutledge Rockets	335	153	76	77	50%
Adventure Camp	156	68	45	22	32%
Camp 74 & OT	30	20	15	5	25%
Warm-Ups	80	35	13	22	63%
Overtime	186	80	41	39	49%
The Last Hurrah & OT	77	50	30	20	40%
TOTALS	1,344	643	335	307	48%

2016-2017 Total Enrollment Comparison

Camp Program	2016 Total Enrolled	2017 Total Enrolled
Leader in Training	1	4
Prairie Dogs	79	89
Prairie Dogs Overtime	22	41
Little Lincolns	100	119
Camp Potawatomie	228	227
Rutledge Rockets	243	335
Adventure Camp	159	156
Camp 74 & OT	56	30
Warm-Ups	62	80
Overtime	173	186
First Hurrah & OT*	60	N/A
The Last Hurrah & OT**	176	77
TOTALS	1,359	1,344

*First Hurrah was a two week program offered in 2016, but not needed in 2017

** Last Hurrah's need was reduced from three weeks in 2016 to one week in 2017

Below is the chart comparing total enrollment for only the two full sessions of camp and the percent of non-residents enrolled.

Eight Week Camp Comparison

	2016	2017	Variance
Total Enrolled	1,123	1,267	144
Unique Enrollment	607	643	36
Percent NR Enrolled	46%	48%	2%

Areas of note include:

- Unique enrollment increased by 36 campers since 2016.
- Our Resident to Non-Resident ratio increased two percent to 48% Non-Residents registering.
- With four weeks less of pre and post camp offerings from 2016, overall enrollment only reduced by 15 this summer.

Staffing Overview

The 2017 day camp season comprised of 85 staff members: 38 returning and 47 new hires. Amongst the leadership team, only three supervisors were not hired from within or were returning staff. Seven staff were utilized as Lincolnwood Companions to accommodate the absence of M-NASR Companions throughout the summer. These seven staff worked one on one with campers at various camps to ensure an inclusive and safe summer for those families who requested companions.

Position	# of Staff
Counselor	61
Lincolnwood Companion	7
Supervisor	14
Coordinator	2
Director	1
Total	85



Staff Highlights:

- Camp staff recruitment began in December 2016.
- Job postings were submitted at the following:
 - Postings to college job boards and direct emails were sent to advisors at schools with majors in education and child development.
 - Flyers were placed throughout Village Campus, and returning staff were encouraged to reach out to their friends.
 - Temporary postings were also purchased and displayed on Care.com.
- Training for staff occurred before the camp season which included group and individual sessions, M-NASR staff presented and the staff visited the pool to meet with lifeguards and pool management.

Parent Comments:

- *Thank you for setting up such a great program, we really enjoyed it and think highly of the program.*
- *Thanks for your part in running such a wonderful camp. Our boys are really enjoying themselves.*
- *Kudos to all of you for another awesome job this summer!*
- *Thank you for a great summer! She really enjoyed camp this year! Appreciate the organization and creative activities, thanks for your hard work.*

Recommendations for 2018

After another exceptional camp season, the leadership team met to review feedback from the parents and staff, and discuss possible improvements. Below are our goals/recommendations for the 2018 season:

- Adjust the Rutledge Rockets tennis time to allow for longer off site field trips, possibly offering this during the Overtime program or a different day of the week.
- Add Lincolnwood Companion as a “as hire as needed” position to work with children who require an inclusion companion when M-NASR is unable to provide staff.
- Increase marketing efforts for Prairie Dogs and Little Lincolns, especially in the Chicago neighborhoods bordering Lincolnwood.
- Add an additional tennis instructor to classes that to accommodate the increasing abilities of the registrants.
- Increase the camp fees. Camp fees were not increased from 2016 to 2017.
- Further discuss the possibility of contracting with a local, lunch service provider to offer camp families the option to purchase nutritious meals for their children 3-5 days per week. Research occurred this summer.
 - Research was conducted in 2017; reach out to potential providers for possible implementation in 2018.

Long term goals:

- Research the feasibility of offering a fee-based morning and afternoon bus stop in Chicago, for campers who are at least 15 minutes’ drive from Proesel Park during the peak driving times before and after camp.
- Online-only camper data form, utilizing an online survey service. This would allow parents the opportunity to complete and submit forms online, which is especially convenient for campers who arrive on the first day of camp without a form or parent to complete the form.
 - Camp Docs and ePACT are two options that several agencies utilize. Research utilization of the program and effectiveness. Additional technology may need to be purchased to utilize the service on site.



MEMORANDUM

TO: Members of the Park Board and Trustee Spino

FROM: Laura McCarty, Director of Parks and Recreation

DATE: October 6, 2017

RE: Request to Rename Drake Park

Background

On September 8, 2017 the Village and Mayor Bass received a request to consider renaming Drake Park after WNBA basketball player, Jewell Loyd. Jewell Loyd grew up in Lincolnwood playing basketball at Drake Park and went on to become an extraordinary athlete. Her family has lived in Lincolnwood for over 20 years.

Jarryd Loyd (Jewell Loyd's brother) is proposing renaming Drake Park to Jewell Loyd Park in an effort recognize the positive impact Jewell had on Lincolnwood residents being an African American Female and as an athlete achieving the highest levels of professional sports. In addition he would like to make an initial donation to the Parks and Recreation Department toward the resurfacing of the basketball court at Drake Park.

Direction Requested

Staff is seeking direction from the Parks and Recreation Board regarding the renaming of Drake Park. The email from Jarryd Loyd regarding the request to rename Drake Park and the current park naming policy follow this memorandum.

Documents Attached

1. Email from Jarryd Loyd outlining request to rename Drake Park
2. Park Naming Policy

On Sep 8, 2017, at 12:19 PM, Jarryd Loyd <jarryd.loyd@gmail.com> wrote:

Dear Mayor Bass & Village

Thank you for meeting and going over the goals and objectives for the village in the consideration to re naming Drake Park. This email regards a desire to re-name Drake Park Jewell Loyd Park after a truly outstanding athlete in Lincolnwood sports who has also proven to be an exceptional human being as she continues her journey in the course of her adult life.

Our family has lived in the community for twenty plus years, living at 6706 N Drake. Jewell grew up playing basketball at Drake Park and continued her journey to play at Niles West Highschool becoming an All American, scoring 3,000 points and getting a division 1 scholarship to the University of Notre Dame and later becoming a number 1 draft pick in the WNBA.

At the University of Notre, Dame Jewell reached four final fours and ranked fifth on Notre Dame's career scoring list with 1,909 points. Jewell holds the school record with seven career 30-point games and ranks fifth with 35 career 20-point games.

Jewells extraordinary athletic ability and performance continued as she joined another Chicago native Candace Parker as the second underclassman in league history to be the top drafted in the 2015 WNBA Draft by the Seattle Storm and receiving Rook of the Year Honors.

For all the athletic accolades, it is no mistake that Jewells best achievements have shone forth in the quality of human being she has always been and is becoming. Jewell's focus on community, youth sports, and spokesman for Dyslexia inspires many to achieve their dreams.

Our objectives for the renaming of Drake Park is to align our vision with the parks and rec vision of providing an enjoyable, attractive, safe, park for the residents of Lincolnwood. In this effort, we would like to make an initial donation to the parks and recreation department to help resurface the court of Drake Park as over the years the wear and tear of the court have shown.

Our vision of this renaming is to bring a sense of community of diversity to Lincolnwood because we know that Jewell has impacted not only Lincolnwood residents positively being an African American Female but the nation in extraordinary ways.

Jewell has brought honor and dignity to the village, and we are in support of the Parks and Rec's mission and vision.

I would be happy to elaborate, answer questions, produce other sources/references to corroborate and explain my suggestion at the convenience of any who might wish such

Best

Jarryd Loyd

	<p>Village of Lincolnwood Policy</p> <p>Park Land, Building, Facility and Park Amenity Naming</p>	<p>Effective Date: 1994</p> <p>Revision Dates: 1999, 2012, 2016</p>
-----------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

Purpose:

To establish a systematic and consistent approach for the official naming or renaming of park land, buildings, facilities and park amenities.

It is the objective of the Village of Lincolnwood:

1. To ensure that park land, buildings, park amenities and facilities are easily identified and located.
2. To ensure that names of park land, buildings, facilities and amenities will engender a strong public image and have public support.
3. To ensure that the names of park land, buildings, park amenities and facilities will stand the test of time and will be in the best interest of the residents of Lincolnwood.

Definitions:

Park Land: mini parks, neighborhood parks, community parks and bikeways

Buildings: Structures owned and operated by the Village for the purpose of recreation such as the Lincolnwood Community Center

Facilities: Recreation areas that encompass outdoor and indoor space that have a unique identify such as Proesel Park Family Aquatic Center

Park Amenities: Features within park land, buildings of facilities including, but not limited to, athletic fields, skating facilities, disc golf course, rooms, playgrounds, slides,

Types of Naming Rights:

1. Honorary – While only allowed for park amenities and not parks, buildings or facilities, park amenities may be named to honor a resident, person or group who has met the established Criteria set forth in this policy. A lease or memorandum of understanding may be put in place to establish or define the terms of the naming.
2. Philanthropic/Donation – Naming park land, buildings, facilities or park amenities to honor or recognize a significant financial contribution to the Village. This may come in monetary form or a product or equipment donation. Naming may be done to recognize the donor, a group or a third party. All philanthropic/donation naming must be done in conjunction with the Village’s Donation Policy. A lease or memorandum of understanding may be put in place to define the terms of the donation.
3. Sponsorship – Naming park land, buildings, facilities or park amenities may be considered upon the execution of a mutually-beneficial business arrangement with an external entity. Sponsorships are governed by the Advertising and Sponsorship Policy.

Policy:

It is the responsibility of the Park Board to recommend to the Village Board names for park land, buildings, facilities and park amenities, or when appropriate, to change the existing name of park land, buildings, facilities and park amenities of the Village. Naming shall be done only after a discussion has been held on the selection of the name, and an open process allowing for public input is held.

It is the policy of the Village of Lincolnwood to reserve the right to name or rename park land, buildings, facilities and park amenities in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the Village's parks and recreation system. Naming will be done in a manner that will stand the test of time and will be meaningful for future generations of people residing in Lincolnwood.

- A. Park land, Buildings, Facilities and Park Amenities may be named after streets, neighborhoods, subdivisions, natural assets, topography, purpose of the park land, building, facility or amenity, geographical locations, events, or concepts (e.g. Peace, Unity, Diversity).
- B. Park land, Buildings, and Facilities may not be named after individuals, except in the case of famous historical figures (e.g. former presidents)
- C. Park Amenities may be named after individuals. (See Criteria Below)
- D. The Park Board may solicit public input on park land, building, facility and park amenity names through public meetings or other means.
- E. The Park Board may hold public contests for the naming of park land, buildings, facilities and park amenities. Such contests shall also be subject to the policies outlined above and are advisory, and are not binding.
- F. Renaming of existing park land, buildings, facilities and park amenities is discouraged, except to rename park land, buildings, facilities and park amenities that are named after an individual whose character is or was such that continued use of the individual's name for park land, buildings and facilities is not in the best interest of the Village.
- G. Park land, buildings facilities and park amenities will be named only after discussion by the Park Board and then a waiting period of not less than sixty days. A majority vote is required of the Park Board to name park land, buildings, facilities and park amenities or to change the name of park land, buildings, facilities or park amenities of the Village.
- H. All naming must be consistent with the mission and vision of the Lincolnwood Parks and Recreation Department.
- I. The Park Board reserves the right to reject any and all naming proposals for any reason.

- J. The naming of park land, buildings, facilities and park amenities shall stand on its own merit and will not be precedent setting.

Naming of Park Amenities after Individuals

- A. Park Amenities may be named after individuals, but only if the established criteria have been met.
 - a. The individual must have lived in Lincolnwood for a minimum of 5 years
 - b. The individual has contributed substantial services in the expansion and growth of the Village or were closely associated with a significant community event or brought honor to the Village through meritorious achievement at the national or international level.
 - c. If the individual is living, written consent must be given to allow the naming. If the individual is deceased, permission must be granted in writing by the closest relative.
 - d. The individual must be in support of the Parks and Recreation Department's mission and vision.



MEMORANDUM

TO: Timothy C. Wiberg, Village Manager

FROM: Heather McFarland, Management Analyst
Charles Meyer, Assistant to the Village Manager

DATE: October 3, 2017

SUBJECT: Story Maps

Background

The Village has been working with the Geographical Information Systems Consortium (GISC) and its service provider, Municipal GIS Partners (MGP), to develop story maps to visually detail certain aspects of the community on the Village's website. Story maps combine the maps created through MGP with narrative text, images, and other content to highlight aspects of the community. Recently, the Village has developed story maps for the Village's 13 parks and the ongoing and recently completed private development projects. A Village infrastructure story map was previously created and presented to the Board in 2016.

The Village has been a member of the GISC since 2005 where 34 communities work together to create and maintain map information through the use of Geographical Information Systems (GIS). The Village's GIS provides aerial imagery of the community, information regarding parcel lines, utility locations and size and address information. Participation in the GISC has allowed for improvements to the Village GIS functionality including the addition of a zoning layer on the maps, address grids, street intersections, Tax Increment Financing districts, parking restrictions, street sweeping, snow plow routes, tree inventory, and five years of aerial photography. The story maps detailed in this memorandum are a continuation of the improvements to the Village's GIS program that have been made possible through the consortium at no additional cost to the Village.

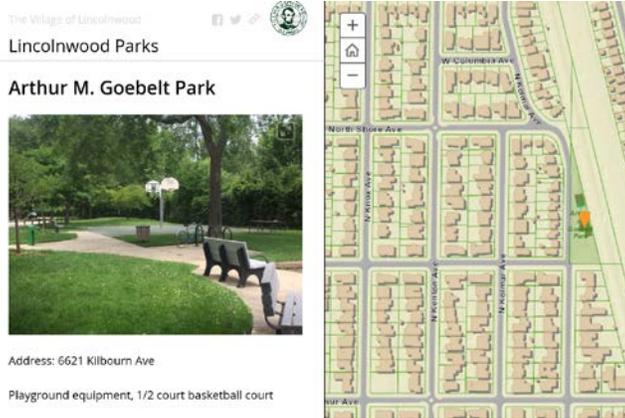
Purpose

To provide an overview and receive feedback regarding story maps that were developed for the Parks and Recreation and Community Development Departments that is available on the Village's website.

Parks Story Map

The story map of the Village's parks provides a picture, background information, available equipment, and location for each park and multi-use trail within the community. The story map is linked to the Village's "Our Parks" page and is available [here](#). The interactive map provides a venue to market the community to current and future residents by highlighting what recreational activities are available to the community. A sample of the Parks story map is available on the next page of this memorandum:

Arthur M. Goebelt Park



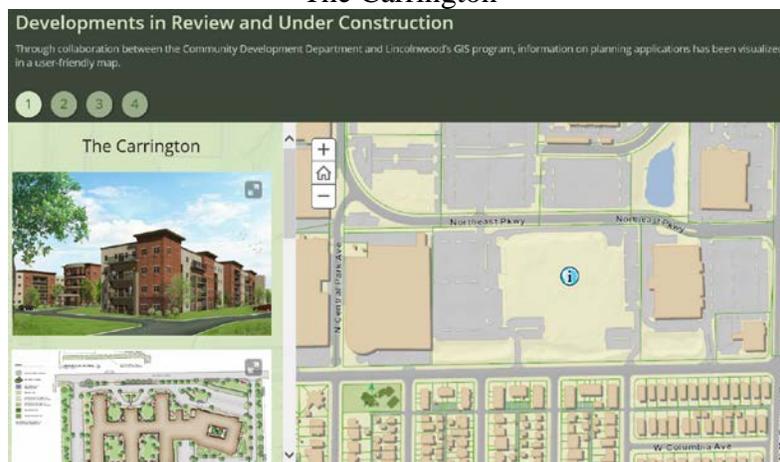
Developments in Review and Under Construction Story Map

The Developments in Review and Under Construction story map provides a summary for proposed, approved, or recently completed private development projects in the community. The story map provides information to residents and other stakeholders who are interested in learning more about the status of a current project. The information included in this story map is:

- Project information including the name of the project, location, developer, and development status
- Village project manager contact information to answer questions Images of the project and site map
- The proposed use, variations, and approvals needed related to the project

This story map is available [here](#) and is updated periodically by staff to include new projects and status changes for ongoing private developments. A sample of this story map is below:

The Carrington



Board Direction Sought

To receive feedback regarding the Parks and Recreation and Community Development Departments story maps.

LINCOLNWOOD PARKS & RECREATION

Staff Report: October 2017



UPCOMING EVENTS

Date	Event	Location
Friday, October 6	Open Gym Grades 3-5	Lincoln Hall
Saturday, October 7	My First Marathon	Valley Line Trail
Wednesday, October 11	Rock Of Ages	Drury Lane
Friday, October 13	Open Gym Grades 6-8	Lincoln Hall
Friday, October 20	Open Gym Grades 3-5	Lincoln Hall
Saturday, October 21	Pumpkins in Proesel	Proesel Park Shelter
Wednesday, October 25	City-Style Lunch	Fogo De Chao
Monday, October 30	Start of Session II Karate	Rutledge Hall
Monday, October 30	Start of Session II Soc-Key	Todd Hall



ADMINISTRATIVE OPERATIONS HIGHLIGHTS

New Bench in Proesel Park

Longtime Lincolnwood family, the Purtells, donated \$1,500 to the Village of Lincolnwood for a new bench to be placed in Proesel Park. The new bench, located by the Aquatic Center, was donated to commemorate the Purtell's five grandchildren.



Touhy Avenue Overpass Project

Construction on the Touhy Avenue Overpass begins next Monday, October 9. Contractors will begin this long-anticipated project with staging, traffic protection and some tree clearing. The clearing work will include the removal of brush and trees that will conflict with the bridge. Homer Tree Service anticipates beginning this work at the end of next week or the beginning of the following. In order to protect users of the path from flying debris and falling trees, the path will need to be closed while they are performing the work. To accommodate users of the path, the general contractor, Areatha Construction will be providing a flagger on the path to safely escort pedestrians and cyclists through the work zone. It is anticipated that this work will take five days to complete, but the path will be open to users at the end of each work day.



Community Helper Day

On Tuesday, October 3, the Parks and Recreation Department participated in Community Helper Day at Todd Hall School. Staff presented to the Pre-Kindergarten students about the importance of parks in a community. After the presentation the students participated in an arts and craft activity. Each student received a fabric Frisbee with the new Parks and Recreation Department logo to color.



MARKETING CHANNEL HIGHLIGHTS

	July	August	September
FACEBOOK			
Posts	33	37	30
Total Followers	1,132	1,108	1,124
Daily Total Reach: <i>Number of unique visitors who have seen any content associated with the page</i>	2,807	4,211	6,620
Top Post* *new highlight added to table			Family Fun Fest (post-event w/photos) Organic Reach: 605
TWITTER			
Tweets	7	6	8
Impressions	2.5K	2,116	3,436
Followers	196	200	205
Top Tweet	Community Fitness Walk	Movie Walk	Get ready for Touch a Truck
INSTAGRAM			
Posts	10	12	13
Likes	79	224	107
Followers	216	217	225

Digital Brochure

	Autumn (7/26)	Autumn (8/31)	Autumn (9/28)
Reads	22	122	95
Impressions	62	284	170
Average Time Spent	1:40	3:36	2:56

Emails

	Date	Open Rate	Click Rate	Unsubscribed
Touch a Truck	9/5/2017	27%	5%	2
Family Fun Fest	9/16/2017	30%	9%	4
Turkey Trot	9/19/2017	30%	9%	9
My First Marathon	9/28/2017	24%	2%	3
Turkey Trot	9/29/2017	27%	7%	11

Press Releases

Turkey Trot	Sent for distribution
My First Marathon	Sent for distribution

Online Promotions

Event	Dist. 74	Nextdoor	Chicago Parent	Oaklees Guide	Chicago Kids	Yelp	Metromix	Eventbrite
Touch a Truck	•	•	•	•	•	•	•	•
Family Fun Fest	•	•	•	•	•	•	•	•
Turkey Trot	•	•	•	•	•	•	•	•
My First Marathon	•	•	•	•	•	•	•	•

Event Sponsorship

Date	Sponsor	Event	Amount	Notes
9/9/2017	Physicians Immediate Care	Touch a Truck	\$360	Provided bags, magnets and first aid kits
9/9/2017	NorthShore University HealthSystem	Touch a Truck	\$360	Ran promotion
9/9/2017	Haagen Dazs	Touch a Truck	\$100+	in-kind donation
9/17/2017	Allstate Insurance	Family Fun Fest	\$150	Provided candy
9/17/2017	RCN	Family Fun Fest	\$125	Ran promotion
9/17/2017	Physicians Immediate Care	Family Fun Fest	\$125	Provided hand sanitizer



Haagen-Dazs (Lincolnwood Town Center) provided ice cream sundaes at Touch a Truck

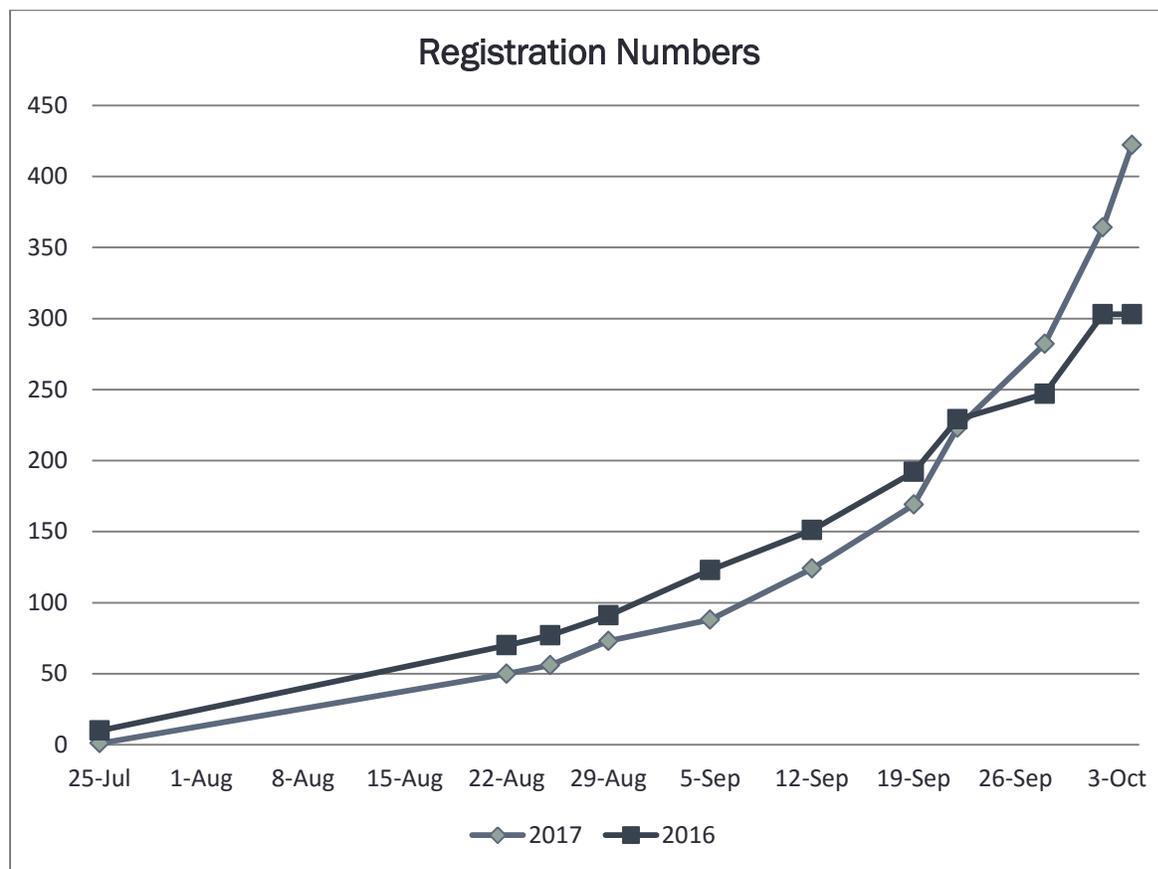
RECREATION

PROGRAMMING HIGHLIGHTS

41st Annual Lincolnwood Turkey Trot

Organization for the upcoming Turkey Trot continues. This October marks the deadline for sponsor logos to be used on the shirts. Once that deadline passes race shirts will be ordered. Shirt sizes will be ordered based on a smaller shirt size, what was ordered last year and then what was reordered last year. In an effort to reduce the need for a reorder for this year all shirts (volunteer and race) will be the same moisture wicking material. It was anticipated that the expense for all moisture wicking material would be more costly on the front end, however through the bidding process in January we found that the prices for the partial cotton and partial moisture wicking was the more costly option.

As of 10/4/2017 at 9:15am we had 422 registered participants for the 2017 race. This is an increase of approximately 100 runners compared to 2016. Staff attributes this to the change in early bird registration deadline. In 2016 the early bird deadline was in the beginning of November, in 2017 we have changed the early bird deadline to early October. This change reflects a true early fee.



Touch-A-Truck

Approximately 400 people attended the annual Touch-A-Truck event held on Saturday, September 9 from 10am-12pm in the Village Hall parking lot. This year's event featured trucks from Lincolnwood's Police Department, Fire Department, and Public Works Department, a postal truck, a school bus and the infamous Groot garbage truck. Children also had the opportunity to play in a bounce house and ride on a trackless train through Madeline's Garden. Sponsors for this event included: Physicians Immediate Care, Northshore University Health System and complimentary ice cream from Haagen Dazs in Lincolnwood Town Center.



Family Fun Fest

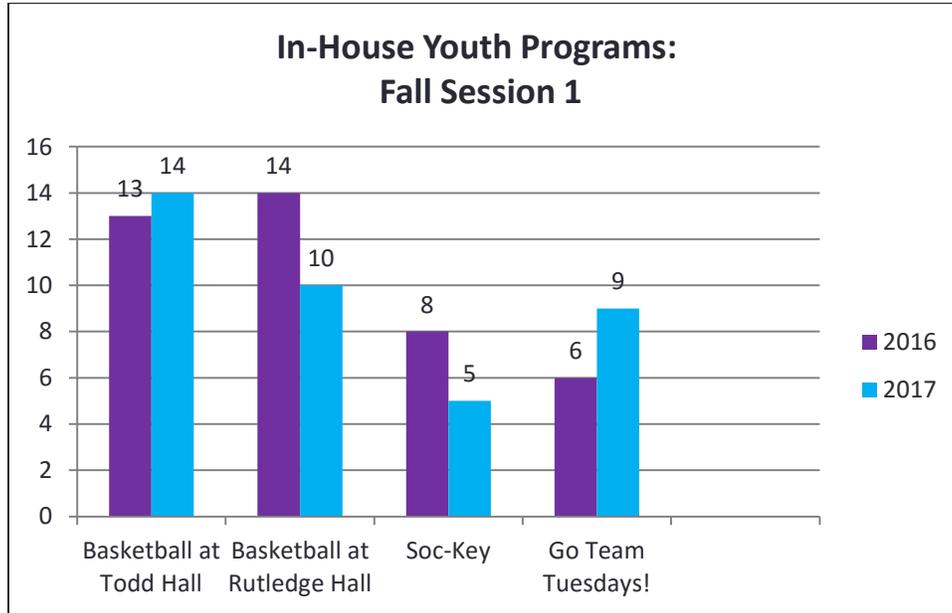
Family Fun Fest took place on Sunday, September 17 at Centennial Park from 1pm-3pm. Approximately 300 participants attended the event. Activities included: music and games, a Gaga pit and bounce house, an arts and craft project, bubble playing, sidewalk chalk drawing, and kayaking. Sponsors for this event included: Physicians Immediate Care, RCN and a Lincolnwood State Farm agent.



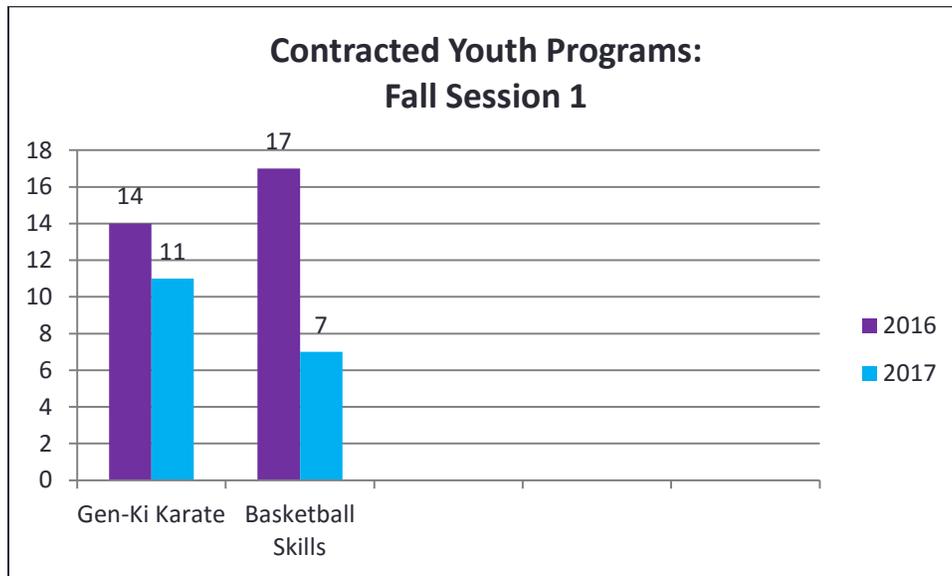
YOUTH PROGRAMS

After school programs

In-house after school programs include: Basketball, Soc-Key and Go Team Tuesdays. These programs are all held at the School District 74 campus and instructed by a Parks and Recreation Department employee. The chart below displays total enrollment during fall 2017 compared to fall 2016.

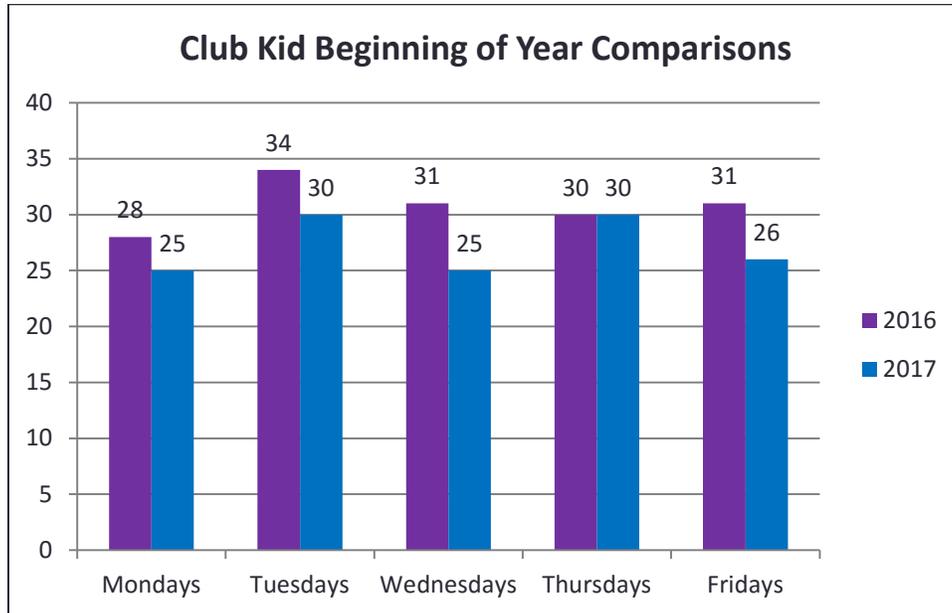


Contracted programs for the fall of 2017 include: Karate and Basketball Skills. These programs are also held at the School District 74 campus and the department contracts with an outside company to provide these programs. The chart below depicts the number of participants in each program compared to 2016.



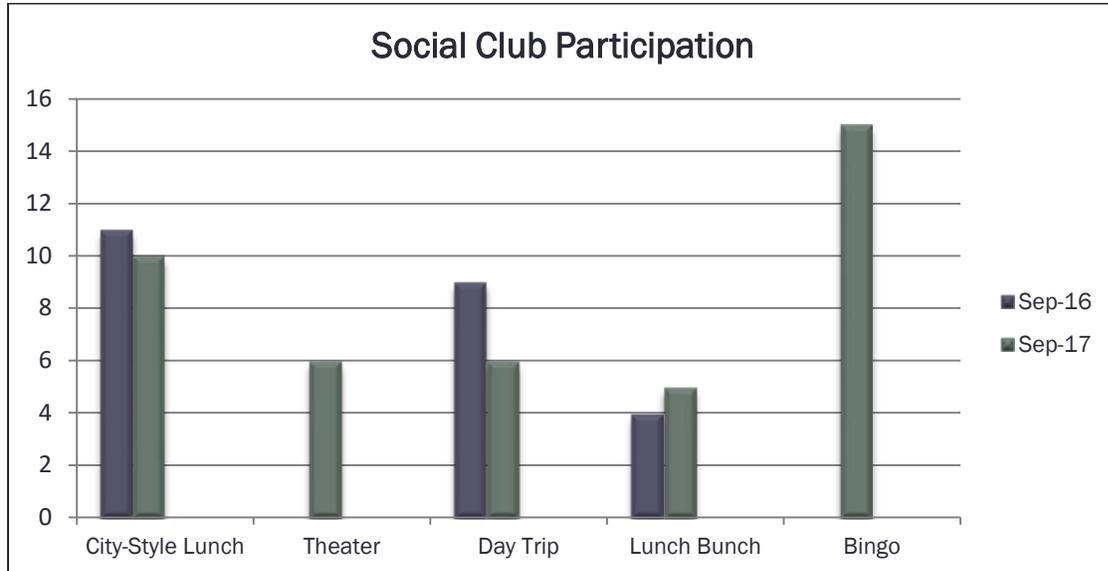
Club Kid

The Parks and Recreation Department partners with School District 74 to offer Club Kid, an afterschool program for Kindergarten through 5th grade. The chart below displays Club Kid enrollment at the beginning of 2017 school year compared to the 2016 school year. A total of 37 participants were enrolled at the beginning of the 2017 school year compared to 34 participants enrolled at the beginning of the 2016 school year.

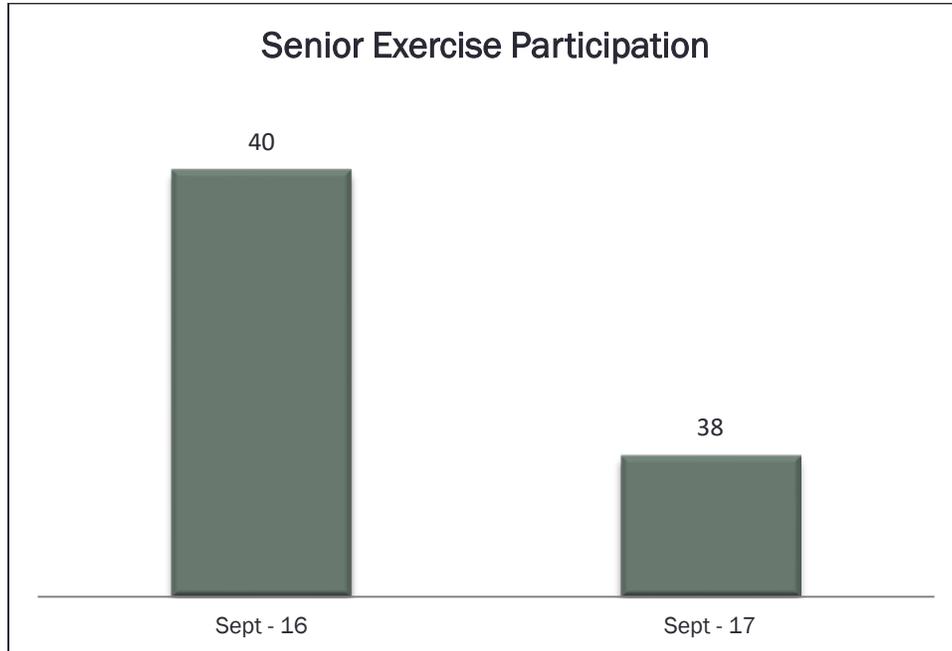


Lincolnwood Social Club (Ages 55+)

September events for the Lincolnwood Social Club included a trip to Windy City Live, boat tour and sightseeing in Lake Geneva, lunch at the Sugar Factory downtown Chicago, and a Free Bingo hosted by sponsor Liberty Bank.

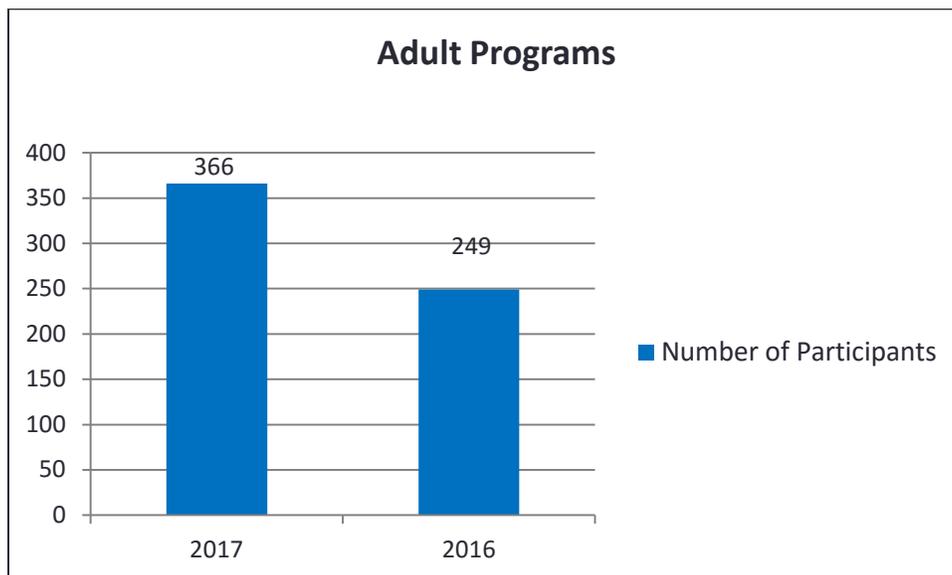


The slight decrease in participation can be attributed to two less meeting dates in 2017 due to instructor vacation.



Adult Programs

Below are fall registration numbers for adult programs. Adult programs consist of Jazz Dance and fitness programs including: Zumba & Peace Yoga. Zumbini was a new program that incorporated early childhood and parents light fitness that did not run this first fall session due to low enrollment.



Day Camp

The chart below displays final camp revenue and expenses. More detailed financial comparison reports will be discussed in the summer camp final report.

	2016 Actuals	2017 Budget	2017 Estimates	2017 Variance
Revenue Total	\$ 414,755.92	\$ 405,950.00	\$ 408,746.00	\$ 2,796.00
Expense Total	\$ 356,020.20	\$ 356,255.00	\$ 365,109.00	\$ 8,854.00
NET	\$ 58,735.72	\$ 49,695.00	\$ 43,637.00	\$ (6,058.00)

Several comments from camp families at the end of the summer received via email:

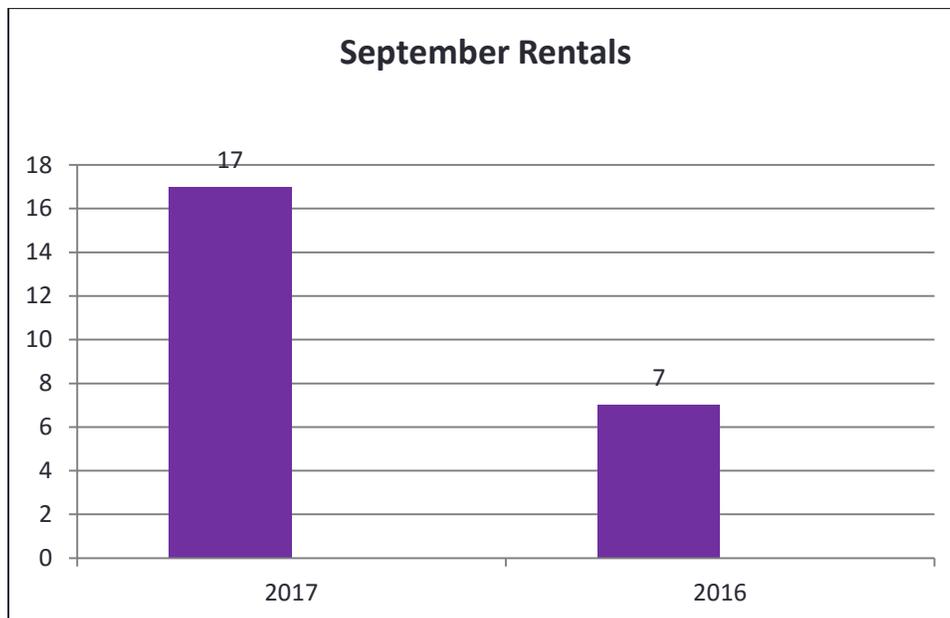
"I think you all do a great job caring for the kids at camp, I very much appreciate it."

"Thank you for setting up such a great program, we really enjoyed it and think highly of the program."

"Appreciate the organization and creative activities, thanks for your hard work."

Community Center

Even with the warm weather continuing into September, the indoor events at the Community Center have been increasing. A total of \$4,260 was generated in rental revenue which included eleven large room rentals, four small room rentals and two patio rentals. This is an increase of \$3,141 in rental revenue and seven rentals compared to September 2016.



PARKS AND FACILITIES

Central Park Playground

The bid for the installation of the Central Park Playground was awarded to Hacienda Landscaping, Inc. during the Village Board meeting on October 3, 2017. Staff is working with the playground manufacturer, BCI Burke, to order the equipment in the requested color scheme. The equipment is anticipated to arrive within five weeks; once a delivery date is finalized, staff will finalize the project timeline with Hacienda Landscaping, Inc. The installation will take approximately two weeks. Park neighbors and users will be notified of the project timeline via signage at Central Park.



Playground Inspection Report Summary

Date: October 4, 2017
Inspector: Melissa Rimdzius, CPRP, CPSI

Hazard Ranking System

- #1 – Condition reported for immediate attention, hazard level high
- #2 – Condition should be corrected within one-four weeks, hazard level is moderate
- #3 – Condition should be corrected within a determined amount of time, hazard level low
- #4 – Condition is aesthetic
- #5 – Condition should be fixed when the playground is replaced

PROESEL PARK

Nothing to report at this time

KENNETH PARK

Nothing to report at this time

KILDARE PARK

<u>Rank</u>	<u>Month Reported</u>	<u>Description</u>
3	September	Tighten the bolts on the fourth rung of the ¼ round climber
3	August-September	Playground vandalized. The cable holding the musical tubes in place was cut in multiple locations and partially removed. Needs to be ordered and replaced.
4	September	Remove the tape and tape residue from the water fountain

O'BRIEN PARK

<u>Rank</u>	<u>Month Reported</u>	<u>Description</u>
3	October	Check all bolts on the large net climber to ensure the connections on the edge move on only one plane

CENTRAL PARK

<u>Rank</u>	<u>Month Reported</u>	<u>Description</u>
1	September	One of the bridge chains failed, resulting in collapse of the bridge. Chain replaced and bridge reinstalled.

DRAKE PARK

Nothing to report at this time

ROSSI PARK

<u>Rank</u>	<u>Month Reported</u>	<u>Description</u>
2	July-September	Replace five small bolts from five separate fasteners that connect the side panels to the support beams (Waiting on parts)

COLUMBIA PARK

<u>Rank</u>	<u>Month Reported</u>	<u>Description</u>
4	October	Remove the tape and tape residue from the water fountain

GOEBELT PARK

<u>Rank</u>	<u>Month Reported</u>	<u>Description</u>
4	October	Remove weeds in EWF around playground and at base of trees south of Playground
4	October	Fill the small section between the pour-in-place and sandbox with EWF

SPRINGFIELD PARK

<u>Rank</u>	<u>Month Reported</u>	<u>Description</u>
3	October	One of the yellow hand holds on the climbing panel near the skate park needs to be tightened
3	October	The front piece of the motorcycle rocker shift when under pressure – tighten the bolts at the base of the piece
3	July-October	Replace the loose fence post from the exterior of the park
4	October	A name is scratched into the blue stepping pod near the sand box and needs to be buffed out
4	October	Remove stickers from the small and large skate park ramps

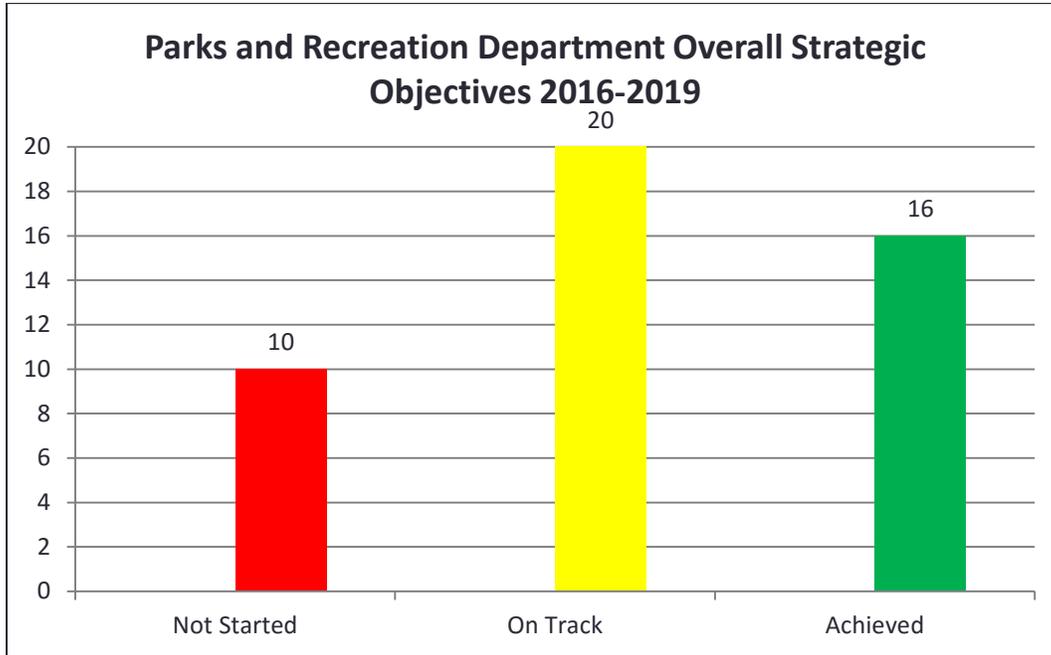
G.G. ROWELL PARK

3	September	A section of the retaining wall on the West side of the playground has been removed and needs to be reaffixed
---	-----------	---------------------------------------------------------------------------------------------------------------

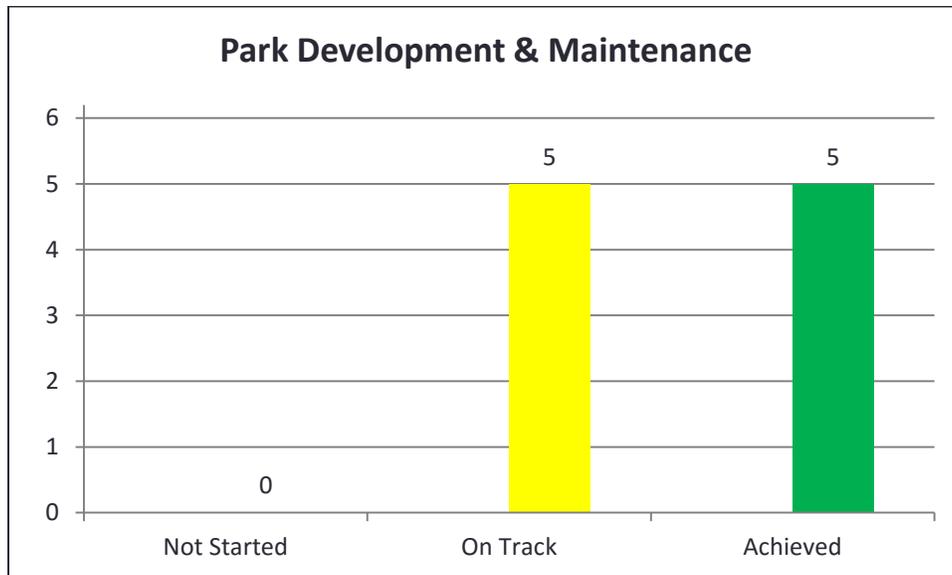
FLOWERS PARK

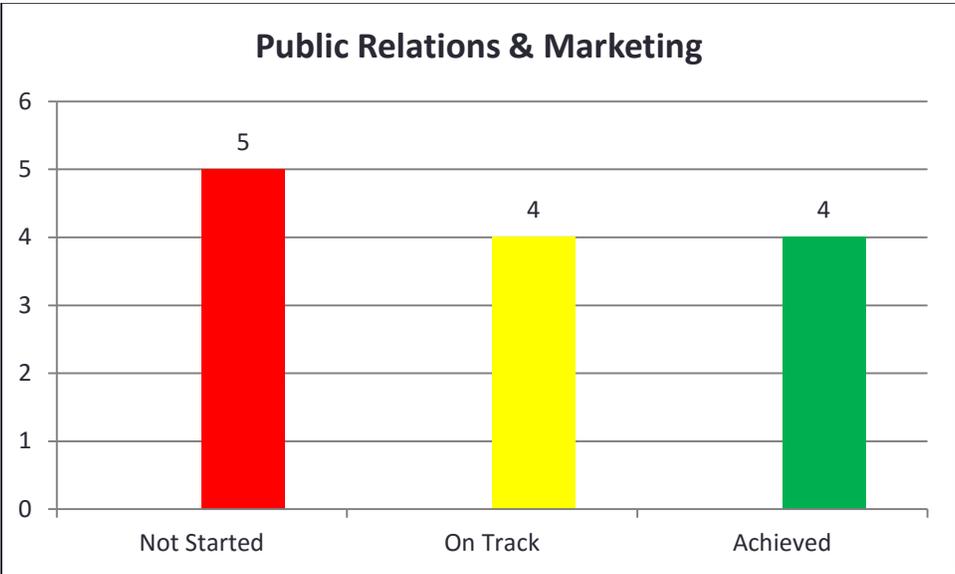
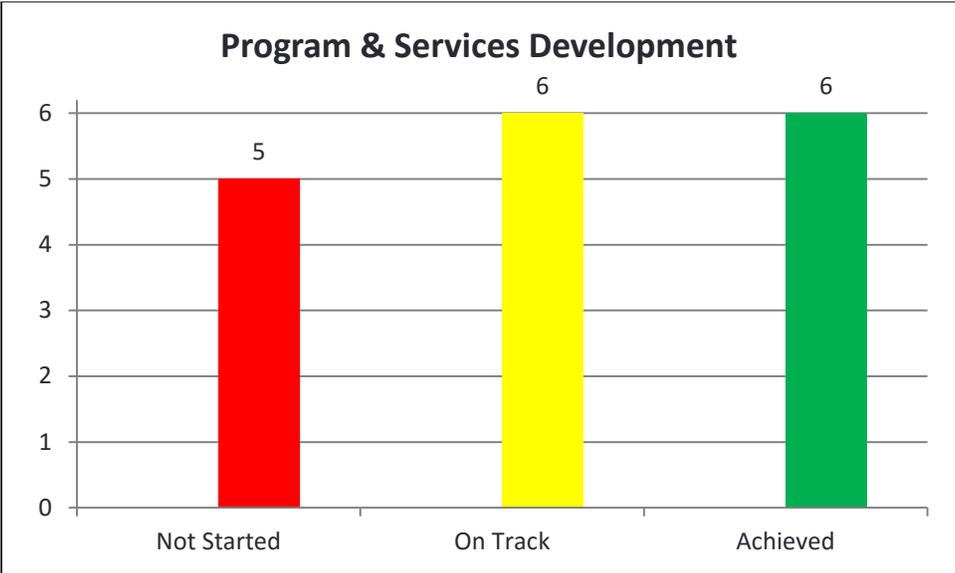
<u>Rank</u>	<u>Month Reported</u>	<u>Description</u>
3	October	Support for motorcycle rocker below grade has rotted out and one bolt is no longer secured, which is causing the rocker to become unstable. Remove rocker immediately. Replace support below grade when time permits.
4	October	1-2 of the slats on the picnic table were burned and damaged. Replace slats or smooth out damage
4	October	Permanent marker on the swing set posts needs to be removed

OVERALL STRATEGIC OBJECTIVES



The following charts display the status of strategic objective focus area.





Grants and Partnerships

