SPECIAL PROJECTS AND FACILITIES COMMITTEE
Tuesday, September 4, 2012
7:40 p.m.
or at the conclusion of the previous Board Committee meetings

AGENDA

1. Call to Order
2. Roll Call
3. Matters from the Public
4. Discussion of 2012 Beach Season
6. Discussion of Strategic Plan
7. Other Business
8. Adjourn

TO BE HELD AT 999 GREEN BAY ROAD
Glencoe Park District / 999 Green Bay Road / Glencoe, IL 60022 / (847) 835-3030 / fax (847) 835-4942
www.glencoeParkdistrict.com
GLENCOE PARK DISTRICT
999 Green Bay Road
Glencoe, Illinois 60022

SPECIAL PROJECTS AND FACILITIES COMMITTEE
8:30 p.m.
Tuesday, July 31, 2012

Minutes

Roll Call  The meeting was called to order at 8:32 p.m. and the roll was called. Present were Committee members Trent Cornell (Chair) and Andre Lerman. Also in attendance was Max Retsky, President. Also present were Interim Executive Director/Secretary Steve Nagle and Director of Recreation Cheryl DeClerck.

Irv Leavitt, Pioneer Press reporter was also in attendance.

Matters from the Public  There was no one present wishing to address the Committee.

Discussion of Energy Assessment Project  Interim Executive Director Nagle stated last summer the District had a Level III Energy Assessment done by the Smart Energy Design Assistance Center (“SEDC”) from the University of Illinois. He stated the District has been able to perform some of the least costly recommendations listed in the report. He continued by stating the next recommendation would be to address lighting in the Takiff Center gymnasium. The lighting fixtures, ballasts, and bulbs are costly and have long re-strike times, which add to increases in electrical costs.

Mr. Nagle stated he has learned of a grant application opportunity through the Illinois Department of Commerce and Economic Opportunity (“DCEO”) which would reimburse the District 25% of the cost to upgrade the lights in the gym. He stated the electrical contractor would complete the grant application paperwork. The estimated cost for this project is $9,800; the DCEO grant would be $2,500, which would leave an approximate net final cost of $7,300. Committee Chair Cornell stated this project would be beneficial to the District for electrical cost savings and other public agencies are already retrofitting to the new lighting. Discussion continued. Commissioner Lerman stated this was a good sustainability effort. Mr. Cornell stated the new light bulbs last longer, provide better lighting, and are smaller; he felt it was important to let the residents know about this initial investment, which will in the long run save taxpayers’ dollars.

Discussion of Front Desk Redesign Project  Interim Executive Director/Secretary Nagle stated there were funds in the Fiscal Year 2012/2013 Budget for the redesign of the front office and main lobby area at the Takiff Center. He said the redesign would be more efficient for the staff and give the lobby area a more welcoming feeling. Discussion ensued. Other ideas, which could be included in the redesign of the lobby, are a mural, tables and chairs in the lower lobby area. Director of Recreation DeClerck stated the redesign would need to include accommodations for
the additional computers staff will need for the upgrade of the registration software. Mr. Nagle stated the redesign could be done in 2013.

President Retsky then inquired about an update on the stairway repair at the beach. Mr. Nagle stated he is meeting with representatives of the Village of Glencoe. He said after a thorough review from the District’s consultants, he will get a bid package developed to have the project go out to bid. He felt it was important to have Village support for this project. Mr. Nagle stated from reading the engineers’ assessment of the stairway, there is wash out damage, there is significant rebar exposed, and the stairs are showing a downhill displacement. The new wall will be a buffer for any other displacement. The Halfway House will also need professional evaluation; it is beginning to show signs of degradation.

Discussion continued. One concern addressed would it be cheaper to tear everything down and rebuild rather than doing repairs/restoration as needed. There has been tuck pointing along the roadway and some areas will need additional repair.

Discussion of Advisory Groups Committee Chair Cornell stated there is currently a Glencoe Beach and Lakefront Advisory Group and the Watts Advisory Group. Mr. Nagle stated the Watts Advisory Group will meet the end of August with active users of Watts. He said it was important to have input because the Watts skating season will start soon.

Mr. Nagle stated the Glencoe Beach and Lakefront Advisory Group met last week and he felt it was important to focus on Watts and have the Glencoe Beach and Lakefront Advisory Group meet after beach surveys are completed.

Mr. Lerman then gave a summary on the Glencoe Beach and Lakefront Advisory Group. He stated the group members have provided insight into other beaches and developing a mission and vision for the Glencoe Beach.

Director of Recreation DeClerck stated she saw the need for an adult and senior focus group as a priority; however, she would like to postpone for now starting this group.

Committee Chair Cornell stated the early childhood parent group would like to continue.

Other Committee Chair Cornell moved to approve the minutes of the March 15, 2012 and May 7, 2012 meetings. Commissioner Lerman seconded the motion which passed by unanimous voice vote.

Mr. Lerman stated he would like to have Director of Parks Bold attend meetings of this Committee. He felt parks and maintenance discussion should be included on this Committee. Mr. Cornell stated he felt it was important for Mr. Nagle to ask the appropriate staff members which meetings he wanted them to attend.

Discussion ensued. It was the consensus of the Committee to review the Board Policy Manual with regard to the Committee formation or revisions that are appropriate.

Mr. Nagle stated there is a “Bike Bonanza” Centennial event scheduled for Saturday, the 11th of August. He continued by stating the final Centennial event is the “Past, Present, and Future” on
December 6. Discussion ensued. Mr. Nagle stated plans for sponsorships for the final event are still under consideration. He continued by asking Board members to assist in recruiting local people and businesses to attend.

Mr. Cornell stated it was important to have people who have not been in the Takiff Center to visit the building and have cross marketing events in the Center. Mr. Cornell stated if Mr. Nagle felt it was appropriate for the Board to contact potential corporate sponsors, he would be willing to do so.

Next, Mr. Nagle told the Committee that the Illinois Association of Park Districts (“IAPD”) will be recognizing the District for 100 years as a park district. There will be a gala evening in Wheeling, Illinois on September 28 and the District would be recognized for this milestone.

Mr. Nagle then stated he is submitting a grant application for personnel and technical assistance for community planning from a planning commission. He stated if the grant is accepted, this is an opportunity to have personnel to help develop a comprehensive master plan.

Discussion ensued with regard to the conversion of the District’s registration software. Mr. Cornell stated he would like to have discussion of the Master Plan and the process on an upcoming Committee agenda.

Adjourn With no further business for the Committee, at 9:30 p.m. Commissioner Lerman moved to adjourn the meeting. Mr. Cornell seconded the motion.

Respectfully submitted,

Steven T. Nagle
Secretary
Watts Ice Center Report

2011/2012 Report
2012/2013 Recommendations

by David Johnson
August 31, 2012
1. 2011-2012 Watts Operations Review
   - Hours of Operation
   - Office Hours
   - Public Skate
   - Ice Rentals
   - Scrub Hockey Open Shoot
   - Special Events
   - Additional Patron Services

2. Closed Rink Time

3. Watts Skating School
   - 2011-2012 financials
   - Skating Survey Review

4. Watts Revenue/Expense Review

5. 2012-13 Recommendations

6. Fiscal Year and Capital Budget Recommendations
   a. Watts Staff Review
   b. Capital project list and estimate

7. Conclusion

8. 2012 Watts Survey Review
2011 – 2012/2012-2013
Watts Ice Center Report and Recommendations

INTRODUCTION

This annual report will review the operations of the 2011-12 Watts season. Each of the Watts Ice Center elements is reviewed and includes any changes implemented since the 2010-2011 season. Additionally, any relevant survey results are included that impact that particular service item. The 2012 – 2013 Recommendations will follow at the end of this report.

1. 2011-12 Watts Operations Review
   The following is a review of the basic Watts Operations as well as recommendations for 2012-2013. Detailed information on staffing, budget, surveys, programs, and capital spending are located in other sections of this report.

   **Hours of Operation**

   a. The facility was open as dictated by the daily schedule. Closing time was 9:30 p.m. Sunday through Thursday. On Friday and Saturday the rink closed at 10:00 p.m. or at the discretion of the Facility Manager/Director.
   b. Use of the public address system and amplified music was ceased at 6:00 p.m. Sunday through Thursday and 8:30 p.m. Friday and Saturday with the exception of Park District sponsored special events.
   c. The outdoor lighting was shut off at 9:30 p.m. Sunday through Thursday and 10:30 p.m. Friday and Saturday.

   **Office Hours**

   a. Weekdays – 9:30 a.m. or first rental through end of business day, year round. The ice will be available and marketed weekday mornings.
   b. Weekends - 8:30 a.m. through end of business day
   c. The office was staffed in the off season September through Mid-December and March through May from 9:30 am - 4:30 p.m. to monitor building and be present for Recreation classes.
Public Skate

Friday, November 25, 2011 through Monday, March 5, 2012 - 14 weeks.

a. Weekly Schedule - There were safety/resurface break taken near the middle of each afternoon public skate session.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>3:00 - 5:15 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>3:00 - 5:15 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>3:00 - 5:15 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>3:00 - 5:15 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>3:00 - 5:15 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>1:30 - 4:30 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:30 - 4:30 p.m.</td>
</tr>
</tbody>
</table>

NOTE: Most public skating was held on the large rink. Parent child skating was offered Monday through Friday 1:30 p.m. - 3:00 p.m. If adults without children wanted to skate, they are welcome.

Holiday Schedule: 12:30-3:00 December 19- January 1st.

1). Special Holiday Hours

The rink was closed at 5:00 p.m. on Christmas Eve and was closed on Christmas Day. The Rink was closed at 5:00 p.m. on New Year’s Eve and was open at 11:00 a.m. on New Year’s Day.

For 2011-2012 staff recommended introducing Friday Night themed skating sessions (1-2 times /Month). Some families and neighbors enjoyed the activities. We continue to seek and implement Friday night activities.

2). Fees and Charges

<table>
<thead>
<tr>
<th>Daily Fees:</th>
<th>2011-12</th>
<th>2010-11</th>
<th>2009-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults (18 yrs. &amp; older)</td>
<td>$7.00</td>
<td>$7.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Children (4 yrs. &amp; older)</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Skates</td>
<td>$3.00</td>
<td>$3.00</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

Note: Season Tokens (Rates have stayed the same since 2009-10)

<table>
<thead>
<tr>
<th>Early Bird 11/24 - 1/13 1/14-Through 11/23</th>
<th>Regular</th>
<th>On</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75.00</td>
<td>$90.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>$50.00</td>
<td>$65.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

All tokens include a guest pass for five public skate entries or five skate rentals.
3). 2011-2012 Ice Rink Public Skating Fee Comparable:

<table>
<thead>
<tr>
<th>Town</th>
<th>Hours</th>
<th>Adult</th>
<th>Child</th>
<th>Skate Rental</th>
<th>Skate Sharpening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilmette</td>
<td>Mon-Thurs 10-11:30a</td>
<td>$8</td>
<td>$6.75</td>
<td>$4.00</td>
<td>$7.50</td>
</tr>
<tr>
<td></td>
<td>Tues &amp; Thur 7:30-9:30p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat &amp; Sun 1-2:30p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon-Thur 8:30-9:10a</td>
<td>$6</td>
<td>$5</td>
<td>$3.00</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>&amp; 11a-1p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 3:50-5pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sun 1-2:20pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winnetka</td>
<td>Mon-Thurs 10:45a</td>
<td>$6</td>
<td>$5</td>
<td>$3.00</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>12:15p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat 1:40-2:55</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sun 1:20-2:35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skokie</td>
<td>Tues-Friday 10a-1p</td>
<td>$5</td>
<td>$4.50</td>
<td>$3.00</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td>Sat 1:20-2:35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-7p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sun 2:20-3:45p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glencoe</td>
<td>Mon-Fri 1:30-3p</td>
<td>$7</td>
<td>$5</td>
<td>$3.00</td>
<td>$4.00</td>
</tr>
<tr>
<td></td>
<td>Mon-Thurs. 3-5:15p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sun &amp; Mon 1:30-4:30p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ice Rentals

**2011-2012 Rates**

- **Main Rink:**
  - $215 per hour
  - $200 per hour
  - $185 per hour
  - $185 for Winnetka Hockey

- **Studio Rink:**
  - $130/hour for rentals
  - $150/hour broomball

**2010-11 Rates**

- **Main Rink:**
  - $210 per hour
  - $200 per hour
  - $180 per hour
  - $175 per hour

- **Studio Rink:**
  - $125/hour for rentals
  - $150/hour broomball

Approved non-for-profit organizations will receive a discounted rate of 20% off the total bill. Permits for alcohol use are available; the cost of liquor liability is $175. A kitchen facility is available upon request for a $20 fee. An additional fee of $25 is required for the rental of broomball equipment.

Setup and breakdown time must be included in the rental time. Any equipment and rental supplies remaining past the ending time of rental will not be allowed. Additional set-up time or additional clean-up incurred by the district after the contract is signed will be charged at a rate of $50/hour.
"Scrub" Hockey & Open Shoot Hockey

Definitions:

Scrub - unsupervised pick-up hockey under game conditions scheduled in advance for specified age groups.

Open Shoot - unsupervised hockey practice (no games allowed) for mixed age groups scheduled during the following times.

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>AGE</th>
<th>RINK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>6:45 p.m. – 8 p.m.</td>
<td>12 and under</td>
<td>Studio</td>
</tr>
<tr>
<td></td>
<td>8 p.m. – 9:15 p.m.</td>
<td>13 and older</td>
<td>Studio</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6:45 p.m. – 7:45 p.m.</td>
<td>12 and under</td>
<td>Studio</td>
</tr>
<tr>
<td></td>
<td>8 p.m. – 9:15 p.m.</td>
<td>13 and older</td>
<td>Studio</td>
</tr>
<tr>
<td>Wednesday</td>
<td>3 p.m. – 4:15 p.m.</td>
<td>8 and under</td>
<td>Studio</td>
</tr>
<tr>
<td></td>
<td>7:15 – 8:30 p.m.</td>
<td>13 and older</td>
<td>Studio</td>
</tr>
<tr>
<td>Thursday</td>
<td>6:15 p.m. – 7:30 p.m.</td>
<td>12 and older</td>
<td>Studio</td>
</tr>
<tr>
<td>Friday</td>
<td>3 p.m. – 5:15 p.m.</td>
<td>18 and under</td>
<td>Studio</td>
</tr>
<tr>
<td>Sunday</td>
<td>9:15 a.m. – 11:15 a.m.</td>
<td>12 and under</td>
<td>Studio</td>
</tr>
</tbody>
</table>

a. Daily "open shoot" hockey were scheduled and posted to fill openings in the skating schedule on the main or studio rink. Daily open shoot was posted by 10 am daily on the phone recording and internet calendar. Staff looked at posting schedules and activities on the Web. Last names will only be used for rental reservations. No advanced scheduling of open shoot for the purposes of filling ice was permitted.

b. **Adult Scrub Schedule all on the Main Rink**
   Sunday 9:15 a.m. - 10:45 a.m.     Fee: $10 per visit

c. **Adult Open Hockey**
   Monday – Friday 11:15 a.m.-1:15 p.m. Fee: $6 per visit

Additional Patron Services

1. Refreshments: Curb Your Crepes

2. Pro Shop: Skating accessories will be available. Prices of items will fluctuate according to changes in wholesale merchandise.

3. Skate Sharpening: **All management staff will be sent to skate sharpening training.**
   - Overnight $ 4.00**
   - Same Day $ 5.00**

4. School Use
   Local schools providing facilities to the Park District for recreation uses shall be given the opportunity to use the ice facilities as long as the program is sponsored by the School District and the use is during school hours.
5. **Rules and Usage for consideration**

1. Children must be older 11 or older to be dropped off and left unsupervised.
2. All permanent renters must designate one or two representatives of their group who will be authorized to add or cancel ice times.
3. Once a “permanent renter” has booked ice time they are responsible for payment of the first month’s rent prior to the season beginning. All rent after the first month will be due prior to the first day of the following month. Renters are responsible for agreed to rental hours regardless of weather, unless the rental is cancelled by the Park District. If a cancellation occurs, the renter may reschedule its time at no additional charge whenever time is not reserved.
4. Renters who rent for longer than an hour in duration are entitled to an additional ice resurfacing. However, the 15 minutes it takes to resurface the ice will not be credited back to the user.
5. All rentals must be paid at the time of booking, at no time may space be placed “on hold” without payment. A minimum of 50% is required for booking of ice time.
6. No pets except service dogs allow during regular business hours. Exceptions are made during dog obedience classes and are only allowed in Recreation Room.
7. Open Hockey & Scrub Hockey players over the age of 18 must wear a helmet in order to go onto the ice rink. If there is refusal, the player must sign waiver of liability that the individual is aware of the risk and that the park district will not assume responsibility if an injury occurs. Players 17 and under must wear helmet or participant will not be allowed onto the rink.
8. Due to the risky nature of this particular sport and USA Hockey rules of all players performing any hockey activities and players must wear a helmet at all times on an ice rink.

2. **Closed Rink Time**

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Details (weather/ice conditions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>26-Nov</td>
<td>Closed</td>
<td>Heavy rain, first day of classes cancelled.</td>
</tr>
<tr>
<td>3-Dec</td>
<td>Open</td>
<td>Rain in the AM, Skating Classes cancelled</td>
</tr>
<tr>
<td>14-Dec</td>
<td>Closed</td>
<td>Heavy rain, ALL programs/classes cancelled</td>
</tr>
<tr>
<td>30-Dec</td>
<td>Closed</td>
<td>Heavy Rain ALL day, All programs/rentals rescheduled</td>
</tr>
<tr>
<td>20-Jan</td>
<td>Closed</td>
<td>Snow, Estimated 4-8 in, Parent/Child &amp; Open Shoot cancelled. Glenview Stars Reschedule</td>
</tr>
<tr>
<td>31-Jan</td>
<td>Open</td>
<td>SUNNY &amp; 56 degrees/Adult Open Hockey/ Parent Child cancelled</td>
</tr>
<tr>
<td>16-Feb</td>
<td>Open</td>
<td>Parent Child &amp; Public Skate Cancelled</td>
</tr>
<tr>
<td>23-Feb</td>
<td>Closed</td>
<td>Rain &amp; Snow; ALL Cancelled/Rescheduled all Renters</td>
</tr>
<tr>
<td>26-Feb</td>
<td>Open</td>
<td>Warm &amp; Sunny / Cancelled Public Skate, Lou Harrison, Mother Puckers</td>
</tr>
<tr>
<td>6-Mar</td>
<td>CLOSED</td>
<td>Cancelled Mike Glass make-up</td>
</tr>
</tbody>
</table>
3. Watts Skating School

2011 – 2012 Skate Class Registration Revenue

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Class</th>
<th>Number Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>4:30-5:30</td>
<td>Let's Play Hockey</td>
<td>3</td>
</tr>
<tr>
<td>Monday</td>
<td>5:30-6:30</td>
<td>Intermediate Hockey</td>
<td>2</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1:30-2:30</td>
<td>Adults</td>
<td>0</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11:30-1:00</td>
<td>Kinderblades</td>
<td>13</td>
</tr>
<tr>
<td>Tuesday</td>
<td>3:15-4:15</td>
<td>Skate, Practice, Play!</td>
<td>13</td>
</tr>
<tr>
<td>Tuesday</td>
<td>4:15-4:45</td>
<td>Toddler</td>
<td>6</td>
</tr>
<tr>
<td>Tuesday</td>
<td>4:45-5:15</td>
<td>Basic</td>
<td>5</td>
</tr>
<tr>
<td>Tuesday</td>
<td>5:15-5:45</td>
<td>Pre-Alpha</td>
<td>1</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:30-10:30</td>
<td>Chicks and Sticks</td>
<td>8</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11:00-12:25</td>
<td>Kinderblades</td>
<td>0</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6:00-7:00</td>
<td>Advanced Development</td>
<td>4</td>
</tr>
<tr>
<td>Thursday</td>
<td>11:00-12:25</td>
<td>Kinderblades</td>
<td>0</td>
</tr>
<tr>
<td>Thursday</td>
<td>3:15-4:15</td>
<td>Skate, Practice, Play!</td>
<td>19</td>
</tr>
<tr>
<td>Friday</td>
<td>11:30-1:00</td>
<td>Kinderblades</td>
<td>7</td>
</tr>
<tr>
<td>Friday</td>
<td>3:30-4:00</td>
<td>Toddler</td>
<td>1</td>
</tr>
<tr>
<td>Friday</td>
<td>4:00-4:30</td>
<td>Basic</td>
<td>4</td>
</tr>
<tr>
<td>Friday</td>
<td>4:30-5:00</td>
<td>Pre-Alpha</td>
<td>2</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00-9:30</td>
<td>Toddler</td>
<td>14</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:30-10:00</td>
<td>Basic</td>
<td>19</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:20-10:50</td>
<td>Pre-Alpha</td>
<td>8</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:50-11:30</td>
<td>Alpha-Delta</td>
<td>3</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:30-12:00</td>
<td>Rockin' Tots</td>
<td>0</td>
</tr>
<tr>
<td>Saturday</td>
<td>12:00-12:30</td>
<td>Learn to Skate Hockey</td>
<td>0</td>
</tr>
<tr>
<td>Sunday</td>
<td>3:30-4:30</td>
<td>Let's Play Hockey</td>
<td>5</td>
</tr>
</tbody>
</table>
Several of the classes that were offered last year were not offered this year. Please see the class explanations below for further details. The revenue for the 2010-2011 season was $15,993 and the revenue for the 2011-2012 season was $20,433.24.

2011-12 Watts Skating Survey Review

The skating program for 2011-12 was review on several criteria ranging from quality of classes to new programming ideas. The following questions were asked to gauge interest and to improve upon the overall satisfaction of the skating program.

- In asking if classes were held during a convenient time, 84% said yes.
- Skaters did not attend the skating exhibition in February (92% said no to attending). Creating incentives or skating routine will be a possible way of increasing attendance.
- Skaters of the program seemed interested in the idea of creating a winter program during holiday break (77% said yes).
- More importantly when asked if students would attend next year’s program, 100% said they would.

4. Annual Watts Ice Center Revenue/Expense Review

<table>
<thead>
<tr>
<th>Area of Revenue</th>
<th>FY 2009-2010</th>
<th>FY 2010-2011</th>
<th>FY 2011-2012</th>
<th>Budgeted 2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Daily Fees</td>
<td>18,337</td>
<td>12,387</td>
<td>23,635</td>
<td>19,500</td>
</tr>
<tr>
<td>Admission Res Family</td>
<td>14,129</td>
<td>13,592</td>
<td>11,343</td>
<td>15,000</td>
</tr>
<tr>
<td>Admission NR Family</td>
<td>5,380</td>
<td>3,985</td>
<td>4,480</td>
<td>6,000</td>
</tr>
<tr>
<td>Admission Res Individual</td>
<td>180</td>
<td>690</td>
<td>1,122</td>
<td>1,000</td>
</tr>
<tr>
<td>Admission NR Individual</td>
<td>50</td>
<td>465</td>
<td>741</td>
<td>500</td>
</tr>
<tr>
<td>Room Rentals</td>
<td>15,786</td>
<td>15,569</td>
<td>12,608</td>
<td>15,000</td>
</tr>
<tr>
<td>Rental Party Ice</td>
<td>15,341</td>
<td>22,477</td>
<td>14,347</td>
<td>16,000</td>
</tr>
<tr>
<td>Rental Winnetka</td>
<td>28,191</td>
<td>36,455</td>
<td>36,898</td>
<td>35,000</td>
</tr>
<tr>
<td>Rental Misc. Hockey</td>
<td>20,596</td>
<td>30,667</td>
<td>46,007</td>
<td>38,000</td>
</tr>
<tr>
<td>Rental Skates</td>
<td>7,539</td>
<td>5,508</td>
<td>7,333</td>
<td>6,000</td>
</tr>
<tr>
<td>Scrub Hockey</td>
<td>3,376</td>
<td>1,745</td>
<td>2,093</td>
<td>3,500</td>
</tr>
</tbody>
</table>
Watts Ice Center Total Expense

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages (FT and PT)</td>
<td>$94,748</td>
<td>93,338</td>
<td>104,576</td>
<td>110,145</td>
</tr>
<tr>
<td>Utilities</td>
<td>51,864</td>
<td>55,901</td>
<td>50,378</td>
<td>54,850</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>25,450</td>
<td>17,201</td>
<td>21,201</td>
<td>23,150</td>
</tr>
<tr>
<td>Supplies</td>
<td>12,886</td>
<td>11,927</td>
<td>14,313</td>
<td>16,800</td>
</tr>
<tr>
<td>Capital</td>
<td>2,314</td>
<td>2,565</td>
<td>4,285</td>
<td>10,500</td>
</tr>
<tr>
<td>Misc.</td>
<td>0</td>
<td>12,970</td>
<td>12,632</td>
<td>1,000</td>
</tr>
<tr>
<td>G&amp;A Transfer</td>
<td>33,678</td>
<td>31,221</td>
<td>34,962</td>
<td>39,580</td>
</tr>
</tbody>
</table>

Total Watts Department Financial Annual Deficit / Surplus

<table>
<thead>
<tr>
<th>Budget Comparisons</th>
<th>FY 2009 - 2010 Actual</th>
<th>FY 2010-2011 Actual</th>
<th>FY 2011 - 2012</th>
<th>FY 2012 - 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues</td>
<td>132,600</td>
<td>149,342</td>
<td>163,326</td>
<td>158,600</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>221,290</td>
<td>225,473</td>
<td>242,723</td>
<td>256,825</td>
</tr>
<tr>
<td>Total Profit/Loss</td>
<td>-88,690</td>
<td>-76,131</td>
<td>-79,397</td>
<td>-98,225</td>
</tr>
</tbody>
</table>

Please note this is projected with maximum expenditures and not indicative of final numbers.

5. Recommendations for Watts Ice Center 2012-13

The Watts Ice Center will open from November 23, 2012 through March 4, 2013.

Public Skating/Token/Open Hockey - continue with same operating schedule as last year. Public Skating/Token fees will remain unchanged. Adult Hockey will be scheduled from 11 a.m. to 1 p.m. instead of 11:15 a.m. to 1:15 p.m. on Mondays through Fridays. Open Shoot time has been added on Sundays from 9:15-11:15 a.m. in the studio rink.

Holiday Break Schedule: December 24, 2012 - January 6, 2013: During legal school holidays - January 21 and February 18, 2013, public skating will be from 12:30 p.m. to 3:30 p.m. with evening hours remaining the same during the weekly schedule. Christmas Day the facility will be closed.

Open Hockey Fees We are recommended the following changes for Open Shoot. Players will no longer be able to use public skating token for admission to Open Shoot scheduled times.
Open Shoot participants will go under the following proposed changes:

**Fees:** Every season token holder will receive a 5 punch pass good for admission to open hockey. Additional fees for punch pass can be purchased. The following token/punch options can be purchased:

- 10 punch ($40) $4 per visit
- 25 punch ($75) $3 per visit
- 40 punch ($80) $2 per visit

Day fee for open shoot is our regular daily fee.

In researching other area rinks, there is a different fee structure between Public Skating passes and Open Hockey passes. Generally, most ice rinks would require a daily fee to attend open hockey activities. Wilmette, Niles, North Shore Ice Center and Franklin Park all charge $10 per hour with goalies being free of charge.

Adult Open Hockey and Adult Scrub will remain the same daily fee, which are $10 scrub and $6 open. Punch pass for Open Hockey also is valid for all Adult Open/ Scrub times. There will be rule enforcement by management during Open Shoot and Adult Hockey times regarding wearing of helmets and overall conduct on the ice.

**Office Hours** - will remain unchanged from last year.

**Concessions** - Pending new Concessions RFP – Responses due by September 18

**Skating & Hockey Classes**

**Skating & Hockey Programs** - continue to run same programs at same times/rates. ISI Mini Session will run another session of ISI level classes in Mid-January.

**New Programs**

**Dad & Me Hockey** – Offer a class for dads and their little hockey skaters. This should follow the same 11 weeks as the other full session of classes. The program will be a short session starting in Mid-January.

**Adult Skating** – Offer this class on Saturdays at the same time as our other International Skating Institute classes.

**Skate/Practice/Play** – Offer this class more than 2x/week.

**Minor Hawks** - hockey program that is associated with the Chicago Blackhawks involving 5-10 year olds.

**Special Events**

**Skate A Thon (November)** – event will benefit the Children’s Memorial Foundation.

**NEW** Chicago Blackhawks Night (November) - Rink Partner event benefiting the Chicago - Blackhawks charity.
Winter Carnival (January) – Expanded to included events and activities. New activities were added in 2012.

Skating Exhibition (February) – Needs to be re-organized into Class Show with new activities and other new ideas.

Watts Classic (Winter Break) – Area junior hockey players competing in house hockey tournament.

Rental Rates

Rental Rates- Rates would increase by $5 for all Main Rink time.

Main Rink:
$220 per hour
$205 per hour for weekly renters
$190 per hour for renters 25 hours
$190 for the Winnetka Hockey Club

Studio Rink:
$135/hour for rentals

6. Fiscal Year and Capital Budget Recommendations

a. Watts Staff Review- There were several new additions to the Watts Ice Center that have contributed to the success of the programming and day to day operations. Vicky Klinko contributed in creating a brand new International Skating Institute skating program which saw increase in skating revenue. Matt Meier was also a good addition and was able to use his experience from working at area ice rinks. Stacey Lialios has worked several years at the district and will continue to use her skills at both the Watts Ice Center and Glencoe Beach as a year round Facility Supervisor. The staff will be trained on an annual basis focusing on patron safety and customer service, rink management and overall management of ice conditions.

b. Capital Improvement List:

The following are a list of needs for the Watts Ice Center.

- 2 outdoor hockey goals/nets ($2,500)
- Skate Rental shelving unit ($5,000)
- Rink Dividers ($3,000)
- Annual Skate Replacement ($2,000)
- Annual Off Season Chiller Worker ($4,000)
- Annual Walkway/Mat/Counters/Sinks/Faucets ($2,000)
- Zamboni Contingency ($2,000)

The first CAP need for next fiscal year is 2 new hockey goals for the studio rink. Due to the years of use, the studio rink nets are badly need of replacement. The next CAP need the replacement of skate rental shelving unit inside the office. Most of the times from the top shelf, skates would fall down landing on the ground. If a new racking system was install, skates would stay in one slot and would be easily retrievable for staff during skate rental.
The following is a list of CAP/contingency costs from 2011-12
- Tables & Chairs for Lobby $2,290
- Security Cameras $1,850
- Replacement Glass $145
- Compressor Repair (Contingency) $8,045
- Water heater (Contingency) $4,587

Lastly, broomball is a popular activity during public skate that seems to interrupt other skaters. Skating cones are set up to divide half of the rink for this activity but still there are skaters that would go into broomball area creating problems. To prevent any further injuries, rink dividers can create a barrier that will stop the progress of the skater and create a visual marker of areas of usage.

7. **Conclusion**

Overall, the Watts Ice Center is a rink that provides an essential need for the community. It is expected that this facility follows all safety standards and assists the public needs during the operational season. There will be continued high expectations for staff and programming. It is the belief by Watts Management that this facility will continue to strive for better customer service, new and innovative programming, proactive risk management and an overall positive experience for participants.

8. **2011-12 Watts Ice Center Survey Results**

The Watts survey was conducted in gauge the satisfaction in the following areas: marketing, staff and overall usage of the facility. There were 38 respondents.
GLENCOE PARK DISTRICT
Policy on
USE OF PARKS BY GROUPS, ORGANIZATIONS AND FOR COMMERCIAL PURPOSES

1.0 Statement of Purpose

The Glencoe Park District (hereinafter "Park District") maintains its parks for the recreational and open space use and enjoyment of its residents. As public facilities, the parks are also available for use and enjoyment by visitors to the community. Residents support the Park District through their property taxes and, therefore, to the extent permitted by law the Park District shall give residents priority over non-residents for the reservation and use of park property. Fees that are charged non-residents need not be the same as those charged residents. Use by students going to and from classes or participating in educational activities under the immediate direction and supervision of school authorities or their agents, a governmental agency acting with the scope of its functions, Park District programs and activities and Park District sponsored programs and activities are not governed by this Policy. Nothing contained in this policy shall be interpreted to mean that the Park District must grant a permit to any person, group or organization for use of a park.

2.0 Neighborhood Parks

Currently most parks within the park system are small "neighborhood parks" located within residential areas. Due to their size, location and limited accessibility these parks do not lend themselves to large group or organization uses, except for a neighborhood gathering. The Executive Director may issue a permit for the use of a neighborhood park to host a gathering of neighbors of that park. Permits will not be issued for any other uses.

3.0 Community Parks

There are four (4) parks currently within the park system, which due to their size, location, accessibility and configuration, are most suited for large group and/or organization uses.
These parks are: Lakefront Park, Shelton Park, Kalk Park, and the Community Center property. Use of these parks by large groups and/or organizations is least likely to block or impede vehicular traffic, impede pedestrian traffic or otherwise create genuine health, safety and welfare issues for residents in the surrounding area or park users. The use of these parks by groups and/or organizations shall be subject to Sections 4 through 17 of this Policy.

4.0 Resident Groups and/or Organizations

A “resident group” is defined as any group consisting of twelve (12) or more unrelated individuals the majority of whom reside in the Village of Glencoe. A “resident organization” is defined as any charitable, religious or not-for-profit entity located in or having its headquarters located in the Village of Glencoe. The Director may issue a use permit to resident groups and organizations subject to the provisions of this Section and Sections 8.0 and 9.0.

4.1 Applications for uses other than the exercise of First Amendment rights must be in writing and submitted to the Executive Director not less than two (2) and not more than ten (10) months prior to the date requested for use. Applications must be submitted on forms provided by the Park District or otherwise contain all information required by the Park District.

4.2 No park may be used to host more than three (3) non-Park District sponsored events in a single year, including not more than two (2) non-Park District sponsored events during the period June 1 to September 1 in the same year.

4.3 No permit will be granted under this Section 4.0 to any group or organization registered as a commercial enterprise or for-profit business entity or whose planned use is commercial in nature. Such uses are governed by Section 6.0 below.

5.0 Non-resident Groups and/or Organizations

A “non-resident” group is defined as any group consisting of twelve (12) or more unrelated individuals the majority of whom reside outside the Village of Glencoe. A “non-resident organization” is defined as any charitable, religious or not-for-profit entity located outside of or having its headquarters located outside of the Village of Glencoe. The Executive Director may issue a use permit, subject to availability, to non-resident groups and non-resident organizations pursuant to the provisions of this Section and Sections 8.0 and 9.0.

5.1 Applications for uses other than the exercise of First Amendment rights must be in writing and submitted to the Director not less than two (2) and not more than six (6) months prior to the date requested for use.

5.2 No park may be used to host more than three (3) non-Park District sponsored events in a year including not more than two (2) non-Park District sponsored events during the period June 1 to September 1 in the same year.
5.3 No permit will be granted under this Section 5.0 to groups or organizations registered as a commercial enterprise or for-profit business entity or whose planned use is commercial in nature. Such uses are governed by Section 6.0 below.

6.0 Commercial Uses

6.1 Persons requesting the use of a park for filming an advertisement or movie may be granted a permit subject to terms and conditions established by the Board of Park Commissioners (hereinafter "Park Board") and agreed to by the requesting entity. The Board will make its determination in part based on the impact the use would have on residents and on Park District services versus the potential revenue to be derived from an approved use.

6.2 No other commercial uses, including without limitation the giving of lessons or instructions for a fee or other consideration, or engaging in the sale of goods and/or services may be made of a park, except pursuant to a permit granted by the Park Board in connection with a Park District sponsored event and subject to terms and conditions established by the Park Board. The only exception to this provision and to Section 10.5 is that individual private tennis lessons may be taken on two designated courts within the park system as determined annually by the Park District; such lessons to be scheduled in advance with designated Park District staff. A scheduling fee of $5 per hour will be paid at the time the court is reserved.

7.0 Exercise of First Amendment Rights

Any group or organization requesting the use of a community park for the exercise of First Amendment rights shall be issued a permit subject to the suitability and availability of that particular site for the proposed use. The term "exercise of First Amendment rights" shall include, without limitation, parades, marches, demonstrations, rallies, speeches. Applications received under this Section are subject to the provisions of this Section and Section 8.0 and 9.0 of this Policy.

7.1 Applications for the exercise of First Amendment rights, except those submitted on an emergency basis, must be in writing and submitted to the Executive Director at least forty-eight (48) hours prior to the date requested. Such applications shall be submitted not more than ten (10) months in advance of the date requested for Resident applicants and not more than six (6) months in advance of the date requested for Non-resident applicants, respectively.

7.2 Requests to be considered on an emergency basis should be submitted to the Executive Director as soon as possible prior to the date requested.

7.3 The Executive Director shall issue the requested permit in writing without unreasonable delay unless the activity is one listed in Section 10.0 of this Policy.
7.4 If the application is denied on the basis of a scheduling conflict or inappropriateness of the location, duration or time of activity, the Park District shall make a reasonable effort to assist the applicant in arranging an alternative location, duration or time that is acceptable to the applicant. If the Park District denies the application or the applicant is dissatisfied with the alternative arrangement, the applicant may appeal the decision to the Board as stated in Section 10.0 of this Policy.

7.5 For applications received under this Section the Executive Director may waive any application fees, permit fees and security deposit if the applicant demonstrates that the cost of such fees or security deposit is prohibitive. The Executive Director may also waive insurance requirements if the applicant provides sufficient evidence that it is unable to withstand diligent efforts to procure such insurance. An applicant must request such a waiver in writing.

8.0 Permit Guidelines

Permits under this Policy may be granted upon proper application to the Executive Director. Applications must include the names of the event sponsors, nature of the event, anticipated number of attendees, and specific park site set up and logistical requirements, if any.

8.1 Permits, other than those described in Section 7.0, received by the Executive Director shall be approved or denied within forty-five (45) days of receipt. If a longer review period is required, the Director shall meet with the applicant to explain why such an extension of time is needed. This extension shall last no more than one additional thirty-(30) day period.

8.2 Upon approval of the application, the Executive Director shall issue a written permit to the applicant.

8.3 Any permit issued shall be produced upon request by authorized Park District personnel for the purpose of enforcing compliance with any federal, state, local or Park District law, ordinance, rule or regulation, when such permit is required to engage in an activity on Park District property.

8.4 No group or organization shall engage in any activity on Park District property in a manner calculated or which is reasonably likely to endanger, injure, or damage people or property in any way.

8.5 Any group or organization involved in an incident on Park District property resulting in personal injury or property damage shall report the incident to the Executive Director within twenty-four (24) hours after the incident.
9.0 **Conditions**

Any permit granted by the Director, including any permit granted under Section 7.0, may contain lawful conditions precedent to the issuance of the permit and/or restrictions on the conduct of the permitted use including without limitation: (i) general liability insurance coverage; (ii) an indemnity agreement to hold Park District harmless from any liability or costs resulting from the use of the park; (iii) reasonable time, manner, and location restrictions; and (iv) any other reasonable restriction necessary for the safe, efficient and orderly use and enjoyment of the park and its facilities and where and as applicable for the contemporaneous use by the general public. Permittees are also required to cooperate and comply with all reasonable directions or requests from the Park District pertaining to such use, whether before or during the conduct of the use, and to obey all applicable laws, rules and regulations during the conduct of the use.

10.0 **Denial of Permit**

If an application is denied, the Executive Director shall state in writing the reason(s) for denial. If an applicant is dissatisfied with the reasons for denial, that applicant may appeal to the Board within fifteen (15) days of receipt of such permit denial. If the Board rejects the appeal after full review or if time for full review is not available, the applicant may appeal the decision to the appropriate state or federal court. All other decisions of the Board are final. The Executive Director shall deny the requested permit if one or more of the following provisions applies:

10.1 The proposed activity violates any federal, state, local or Park District law, rule or regulation.

10.2 A prior application for a permit for the same date, time, and location has been or will be granted and the use authorized by that permit cannot reasonably accommodate use of that location by another applicant during an overlapping time period.

10.3 The duration, nature or expected attendance of the proposed use is such that it cannot reasonably or safely be accommodated in the particular location applied for considering, without limitation, the likelihood of injury to persons and or property incompatibility with the surrounding area and unreasonable interference with Park District functions, buildings, facilities, operations or programs, or the intended use poses a clear and present danger or imminent threat to the public health or safety.

10.4 The duration or nature of the proposed use or the intended number of participants or spectators of the proposed use would so dominate the use of Park District property as to preclude other members of the public from using and enjoying the park for an unreasonable period of time.
10.5 The applicant intends to charge a fee to attendees and/or engage in the sale of goods or services on Park District property.

11.0 Fees and Regulations

As permitted by law, fees charged non-residents of the Park District need not be the same as fees charged residents of the Park District. The Park District may issue permits without fee where the applicant is a resident group seeking to use the park for a charitable purpose, or where the applicant is a resident organization and the use or purpose is for the benefit and/or recreational enjoyment of the Glencoe community or persons within the Glencoe community. Non-Glencoe based not-for-profit charitable groups/organization who want to use a community park in furtherance of their charitable purposes may be issued a permit for such use without fee once every two years. The Board may otherwise establish rules and regulations for proper conduct by groups and/or organizations using the parks. Specific information regarding use by such groups may be posted at or on the applicable site and/or published in Park District program brochures or otherwise made available to park users, who shall be presumed to have actual knowledge thereof.

12.0 Liability Insurance

Except as provided in Section 7.0 of this Policy, every applicant for a permit shall maintain general liability insurance to protect itself and the Park District from liability resulting from the use of the park and provide proof of such insurance to the Park District before a permit will be issued to an otherwise acceptable applicant. The Park District, its park commissioners, officers and employees must be named on such policy as additional insureds. Where possible, an applicant may acquire a rider to the Park District’s insurance policy at the applicant’s cost and expense. Applicants should contact the Park District administrative offices for more information.

13.0 Indemnification

Every applicant must execute and deliver to the Park District an agreement to indemnify and hold the Park District harmless from legal liability, property damage or injury to persons caused by the negligent or unlawful acts of any member, volunteer, employee, agent, participant, or other person associated with the applicant group or organization.

14.0 Security Deposit

A refundable security deposit of $500 shall be paid at the time the permit is granted. If the Park District is required to clean-up or restore Park District property after the permitted use, the permit holder shall reimburse the Park District for all costs and expenses associated with such clean-up and restoration. The cost of said clean-up shall be deducted from the security deposit. If there are any funds remaining after the clean-up costs have been paid, they shall be refunded to the permit holder. If the costs exceed the amount of the security deposit, the Park
District reserves the right to bill the permit holder and to pursue any and all legal options. This security deposit may be waived for an applicant exercising its First Amendment rights if the applicant demonstrates that the cost of such security deposit is prohibitive. An applicant must request such a waiver in writing.

15.0 Revocation of Permit; Penalties

Any group or organization found to have misrepresented a material fact in its permit application or found to have failed to provide material information, may have its permit withheld or, if already issued, may have its permit revoked. Any group or organization violating or disobeying any Section of this Policy or any other Park District policy, rule or regulation, or any Park District ordinance in connection with its use of a park, may be forthwith evicted from the park and have its permit revoked and may be subject to such other penalties as provided by law.

16.0 Severability

Provisions of this Policy shall be deemed to be severable. Should a court of competent jurisdiction declare any Section or part thereof invalid, the remaining part or parts of such Section and/or the other Sections of this Policy shall remain valid, binding and subsisting.

17.0 Conclusion

In the event a situation arises which is not expressly covered in this Policy, the Executive Director may make a determination of how to proceed and/or refer the matter to the Board for its consideration. Notwithstanding issues regarding the exercise of First Amendment rights, the Board shall have the final determination regarding all matters of park use, in accordance with its authority to manage and control all Park District property.