

**VILLAGE OF HINSDALE
SPECIAL MEETING OF THE
PARKS AND RECREATION COMMISSION**

Tuesday, May 19, 2015
Old Board Room – Memorial Building



DRAFT

Chairman Banke called the meeting of the Park and Recreation Commission to order at 7:32 p.m. at the Memorial Hall old board room.

Members Present: Chairman Banke, Commissioners Baker, Conboy and Owens

Members Absent: Commissioners George, Keane and Mulligan

Staff Present: Gina Hassett, Director of Parks and Recreation
Linda Copp, Secretary

Commissioner Conboy moved approval of the March 24, 2015 Parks and Recreation Commission meeting minutes. Commissioner Owens seconded and the motion passed unanimously.

Liaison Reports

Gateway Special Recreation Association

Ms. Hassett reported that at the last meeting the treasurer stated that funds will be allocated for an automobile fund in the amount of \$10,000 to lease or establish a fund to purchase a vehicle.

Ms. Hassett stated that she received a call from S/D 86 about Hinsdale joining Seaspar instead of Gateway. Hinsdale South participates in that program and has young people that would use it. Ms. Hassett stated that there should be dialogue with the Director of Special Education to see if there is a need for those that age out of the school. The financial difference to the village would be huge and Hinsdale is one of original members of Gateway. Gateway is based on population and the annual contribution to Seaspar is figured differently.

Revenue/Expense Report

Ms. Hassett commented on the report. The March report shows program revenue trending around the same as the prior year. April should be a little more. Expenses are down due to capital projects. Platform tennis is up over the prior year due to membership revenue, but there was a decline in lesson revenue from Mary Doten.

KLM Lodge revenue was \$162,700 which is an increase over last year and the first year that revenue has been over \$100,000 primarily due to lodge rates being increased. Picnic shelter rentals have decreased and also some field rentals.

There was one soccer club that did not renew their usage. Veeck Park west field has not held up well with the wet weather. Ms. Hassett will present a recap of the past fiscal year next month.

Recreation Program Report

Ms. Hassett reported that summer programs are underway. Park clean-up day went well for the first year of the event. The Hyatt in Oak Brook Terrace had 20 employees there. Ms. Hassett stated that next year she would like to focus on one park and do more projects at that location. The hope is for the clean-up to improve each year. Chairman Banke mentioned that the feedback he

received was that it was a good opportunity for service hours but that it wasn't well advertised, particularly for the high school kids looking for service hours.

Ms. Hassett commented that planning for the July 4th parade is underway and staff is looking for parade volunteers. The retiring principal from Madison School will be the grand marshal this year.

Athletic fields are busy and the baseball field at Veeck will have men's softball beginning in June. Extra mowing and landscaping can be authorized by the Village manager and it is needed at Veeck for soccer. There is no travelling baseball at Veeck this year. Peirce Park water lines were moved when the park was done so the irrigation system has to be fixed. Brook Park has had damage and the bathrooms are not being opened during the week.

Ms. Hassett reported that the capital projects in this year's budget will be Burns Field tennis courts, the Veeck Park walking path and some improvements to the former Arts Center. The board has suggested delaying the walking path because it is not cost effective. The high school has been approached about paying towards the tennis court project. There has been power washing on the courts due to tree sap. The construction would not start until the end of August after the summer tennis programs are done. Commission Baker asked about the walking path and how much the cost was over budget. Ms. Hassett explained the increase is because the park is fully restored. It would have cost a lot less if it was installed when the park was under construction.

Ms. Hassett reported that the pool opens this weekend. Resident family memberships are down and some refunds have been issued for people that wanted to purchase a membership at Clarendon Hills. The neighborly rate has gone well and most are from LaGrange. Clarendon Hills receives most of their additional revenue from their neighborly rate. Chairman Banke stated that we have a fiscal responsibility to the pool and we need to do what we can to get memberships. Ms. Hassett explained about some maintenance issues at the pool that have to be fixed before it can open. Commissioner Owens commented about the need for new amenities and Ms. Hassett stated that is what the survey will ask.

Ms. Hassett stated that the Swim Club will need to have a written agreement with the Village. Part of the terms are they must secure a place for our members to swim. Chairman Banke discussed the demand for the super passes and some possible suggestions for that additional revenue. Ms. Hassett stated that if we charge too much, residents will just purchase the pass at Clarendon Hills as a non-resident. Commission Conboy suggested that perhaps there could be some kind of package deal that included the pool. Commissioner Baker commented that maybe for one week we could have a set amount of passes on sale at a higher rate. The Commissioners discussed some options.


Ms. Hassett commented on the maintenance that is being done, including painting. The diving boards arrived and will be installed in the next few days and the diving board surface has been installed. Some of the plumbing connections required replacing so there will not be any new deck chairs this year. The filtration pump motor fried and will need replacement. Ms. Hassett is concerned about some of the electrical issues from last summer that they are affecting the pumps.

Chairman Banke asked what the process is for buying new pumps. Ms. Hassett stated that we have rebuilt them over the last few years and none have been replaced. A third party contractor replaces them. The pool should have been filled ten days ago but with new public services staff, there have been challenges. It is hard when there is not dedicated staff for the pool with the public services staff.

Ms. Hassett stated that there has been some interest in the Arts Center. There is a home school group that might be interested and also the Community House is looking to expand their arts program.

Social Media Report

Heather Bereckis provides the Facebook information. Town Team may also use Twitter in addition to Facebook.

 **DRAFT**

Veeck Park Pay Phone

The phone will be removed if it hasn't been already.

Hinsdale Tennis Association Lease Agreement

The Lease Agreement has been approved by the Village board and the signed copy has been returned to the office.

New Business

Ice Rink Discussion

Chairman Banke commented about the displeasure from residents of the size of the Burns ice rink. He thinks it should be its own line item in the village budget. Staffing and the weather are the variables. Because of it being smaller, it didn't have the net effect of usage as it did in the past. Chairman Banke asked the Commission if they thought it should be a line item in the budget. Ms. Hassett stated that the warming house would be part of the line item. Commissioner Baker asked what is being accomplished if there is a line item for the ice rink. Ms. Hassett stated that there is staff overtime involved and the budget has no funds allocated for overtime. There will always be competition when there is snow. All public services employees are allocated for snow removal. Ms. Hassett will monitor this year closely to see if overtime can be allocated for the ice rink, but there will not be a line item for it in this year's budget.

Commissioner Owens stated that the residents support is strong and we could lose them because it might not be available here. She thinks we could charge for concessions in the warming house. Ms. Hassett stated that people bring their own food and there would be health licensing involved in order to sell food in the warming house. There are too many variables for making any revenue. Commissioner Conboy asked if there would be any community groups that could take over the operations. Ms. Hassett will reach out to the newspaper and will look at the liability issues for having a village employee working with resident volunteers to get the rink done. Commissioner Owens suggested putting something in the winter brochure regarding donations for the rink.

Other Business

Chairman Banke commented on the Oak Street bridge and how he secured a 4' section of the bridge. He is communicating with the Preservation Commission and Historical Society to have a memorial located adjacent to the new bridge in Highland Park. It will be a fund raising event but he has no idea how much it will cost. Chairman Banke shared information about the bridge history.

Adjournment

Since there was no further business to come before the Commission, Commissioner Owens moved to adjourn. Commissioner Baker seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission was declared adjourned at 8:59 p.m. The next meeting is scheduled for June 9.

Respectfully submitted,

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Gateway Special Recreation Association

Special Board Meeting
Thursday, June 11, 2015
3:00 PM

Oak Brook Family Recreation Center
1450 Forest Gate Road
Oak Brook, IL 60523

I. CALL TO ORDER/ROLL CALL

II. OPEN FORUM

III. BOARD MEMBER COMMENTS

IV. COMMUNICATIONS

V. OMNIBUS AGENDA

All items on the Omnibus Agenda are considered to be routine in nature by the Gateway Board and will be enacted in one motion. There will not be separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Omnibus Agenda and considered separately.

A. Approval of May 2015 Regular Meeting Minutes

B. Approval of June 2014 Check Register

C. Approval of June 2014 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

VII. OLD BUSINESS

A. Budget FY 2015/16

VIII. NEW BUSINESS

IX. OPEN FORUM

X. ADJOURNMENT

Items listed on the agenda will be discussed and considered by the Board. The Board welcomes public comment on the agenda items during discussion.

Gateway Special Recreation is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Gina Hassett, at 630-789-7097 or by TDD at 630-789-7022 promptly to allow the Board to make reasonable accommodations for those persons.

Gateway Special Recreation Association

Board of Director's Meeting

May 14, 2015

- I. **Call to Order:** President, Gina Hassett called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:03 pm on May 14, 2015 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present.

Roll Call: Board Members present: Jim Pacanowski, Burr Ridge; Sharon Peterson, Countryside; Cindy Szkolka and Erica Brady, Elmhurst; Gina Hassett, Hinsdale; Karen Spandikow, Oakbrook; Matt Russian, Pleasantdale; Tim Halik and John Fenske, Willowbrook; Scott Nadeau, York Center.

Absent: Jim Berg, Westchester

Staff Present: Ryan Cortez, Ray Graham Association.

Visitors: None

- II. **Open Forum:** None.
- III. **Board Member Comments:** Scott Nadeau, York Center. Thank you to Ryan and staff at Gateway for providing assistance with a new participant.
- IV. **Communications:** Freedom of Information Act new laws and updated language.
- V. **Omnibus Agenda:** Motion made by Sharon Peterson, Countryside to approve the Omnibus Agenda and motion seconded by Scott Nadeau, York Center.
- A. Approval of March 2015 Regular Meeting Minutes
 - B. Approval of April 2015 Check Register
 - C. Approval of April 2015 Treasurer's Report
 - D. Approval of May 2015 Check Register
 - E. Approval of May 2015 Treasurer's Report

On a voice vote, motion passed.

VI. Reports

- A. **RGA Monthly Report:** Ryan Cortez, Superintendent noted that spring programs are ending this weekend. Spring programs were at maximum, although there were no waitlists and not cancelled programs. Last open position was just filled and all camp staff have been hired.

VII. Old Business:

- A. Budget FY 2015/16- Proposed budget and draft of capital budget

VIII. New Business:

- A. **RGA Budget Proposal-** Gateway budget proposal includes increase for Brochure cost.

Motion made by Jim Pacanowski, Burr Ridge to approve the RGA Budget Proposal and motion seconded by Karen Spandikow, Oakbrook .

On a voice vote, motion passed.

- B. **Capital Budget-** Will need to get financials to see what is in the reserve fund balance. Are agencies willing to go back and ask for 2-3 % increase? Increase will be used for vehicle fund.

IX. Open Forum: None.

- X. **Adjournment:** Matt Russian, Pleasantsdale made a motion to adjourn the meeting, seconded by Cindy Szkolka, Elmhurst. Motion passed on a voice vote.

GATEWAY SRA 2014 - 2015
MONTHLY TREASURER'S STATEMENT

Date: June-15

<u>Revenue Accounts</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>+ or - to Budget</u>	<u>% of Budget</u>
110 Interest	\$ 8.38	\$ 144.06	\$ 105.00	\$ 39.06	137.2%
120 Member Contributions	\$ -	\$ 496,548.10	\$ 496,548.03	\$ 0.07	100.0%
130 Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ -	0.0%
Total Income	\$ 8.38	\$ 496,692.16	\$ 496,653.03	\$ 39.13	100.0%

<u>Expense Accounts</u>					
500 Audit Services	\$ -	\$ -	\$ 3,750.00	\$ (3,750.00)	0.0%
510 Day Camp Trans.	\$ -	\$ 7,647.47	\$ 7,700.00	\$ (52.53)	99.3%
520 Financial Assistance	\$ 685.00	\$ 1,384.00	\$ 4,000.00	\$ (2,616.00)	34.6%
530 Legal Fees	\$ -	\$ 122.50	\$ 1,000.00	\$ (877.50)	12.3%
540 Insurance	\$ -	\$ 2,118.00	\$ 2,175.00	\$ (57.00)	97.4%
550 Misc. Expense	\$ 20.45	\$ 215.65	\$ 500.00	\$ (284.35)	43.1%
560 1 on 1 Aids	\$ 3,149.63	\$ 10,147.26	\$ 12,000.00	\$ (1,852.74)	84.6%
570 Program Supplies	\$ -	\$ -	\$ 500.00	\$ (500.00)	0.0%
580 Service Contract	\$ -	\$ 426,506.00	\$ 426,640.00	\$ (134.00)	100.0%
590 Vehicle Fuel	\$ 618.66	\$ 7,575.68	\$ 8,650.00	\$ (1,074.32)	87.6%
600 Vehicle Repairs	\$ 1,683.64	\$ 14,676.31	\$ 7,500.00	\$ 7,176.31	195.7%
Total Expenses	\$ 6,157.38	\$ 470,392.87	\$ 474,415.00	\$ (4,022.13)	99.2%

Net Ordinary Income	\$ (6,149.00)	\$ 26,299.29	\$ 22,238.03	\$ 4,061.26	1%
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Money Market Balance	\$ 97,075.25
Checking Account Balance	\$ 5,463.72
June 2015 Expenses	\$ 6,157.38
Cash on hand after this months expenses	\$ 96,381.59

**Gateway SRA Board Meeting
June 11, 2015
RGA Report**

**Summer 2014/2015 Comparison
As of 6/9/2015**

June 2014

District	Registered Participants
Burr Ridge	8
Elmhurst	34
Hinsdale	19
Oak Brook	5
Pleasantdale	4
Willowbrook	4
Westchester	3
York	1
Non-resident	5
Total	83

June 2015

District	Registered Participants
Burr Ridge	6
Elmhurst	41
Hinsdale	27
Oak Brook	6
Pleasantdale	4
Willowbrook	4
Westchester	3
York	2
Countryside	2
Non-resident	3
Total	98

Potentially Cancelled Summer Programs as of 6/9/2015

- Flag Football

Full Programs as of 6/9/2015

- Weekend Warriors
- Saturday Explorers (waiting list 2 people)
- Diners Club (waiting list 2 people)
- Lunch Box
- Saturday Split

Day Camp Update

33 Total registrations

Currently our registration is at the following:

Summer Spectacular

Session I – 15 total campers

Teen Scene

Session I – 18 total campers

Transportation

3 Transportation

Transportation

6 Transportation

Gateway Staff Update

As of 6/9/15 we have interviewed for all 3 open positions and 2 have accepted. Waiting on 1 more candidate to accept last recreation instructor. Once all 3 are on board and training we will be able to accept the 2 individuals on our waiting list for Saturday Explorers and Diners Club.

Gateway Vehicles Update as of 5/6/2015

Vehicle	Mileage	Maintenance
192	69, 460	A/C repairs
171	170, 864	Safety Check
170	43, 056	N/A

Scholarships Status as of 6/9/2015

Burr Ridge = \$100

Elmhurst = \$500

Hinsdale = \$100

Westchester = \$100

Fall Brochure

We are set to begin planning for the Fall 2015 Brochure. Currently we are anticipating a delivery date of July 24th. Program facility requests should be going out. If agencies have fall programs they would like to incorporate into Gateway SRA's booklet please send them to me. I would also like to discuss Gateway SRA's exposure in member agencies brochures. Do you need updated announcements, special events, highlights from previous seasons, contact information and/or possible pictures?

Program Highlights

Special Events

The special events highlights for the month of May is our annual Spring Formal Dance and Meal and A Movie. This year's event was held at the Mayfair Recreation and Banquet facility in Westchester. The banquet facility is always very accommodating and decorates the hall in spring colors and is always a huge help the day off. Upon entering the Spring Formal participants were greeted with a flower corsage or boutonniere and a welcome to Gateway SRA Spring Formal card. Participants enjoyed a full buffet dinner provided by Corkey's catering as well as a decorated cake. The evening was filled with dinner, dancing, music and an opportunity to take pictures under a decorated lighted arch. Each participant was mailed home a thank you for attending and a photo from the evening. This is one of the most enjoyable and memorable evenings for all Gateway participants and staff.

APPROVED GATEWAY BUDGET
2 % increase in Member Contributions

<u>Account</u>	<u>Revenues</u>	<u>Current Budget</u>	<u>End of Year</u>	<u>FY 2015 - 2016 Budget</u>
110	Interest	\$105.00	\$ 144.06	\$ 150.00
120	Member Cont.	\$496,548.00	\$ 496,548.10	\$ 506,478.96
130	Misc. Revenues	\$-	\$ -	\$ -
Revenue Totals		\$496,653.00	\$ 496,692.16	\$ 506,628.96

<u>Account</u>	<u>Expense</u>	<u>Budget</u>	<u>End of Year</u>	<u>FY 2015 - 2016 Budget</u>
500	Audit Services	\$3,750.00	\$ -	\$ 4,000.00
510	Day Camp Trans.	\$7,700.00	\$ 7,647.47	\$ 8,510.00
520	Financial Assistance	\$4,000.00	\$ 1,684.00	\$ 4,000.00
530	Legal Fees	\$1,000.00	\$ 122.50	\$ 1,000.00
540	Insurance	\$2,175.00	\$ 2,118.00	\$ 2,240.25
550	Misc. Expense	\$500.00	\$ 215.65	\$ 500.00
560	1 on 1 Aids	\$12,000.00	\$ 10,147.26	\$ 12,000.00
570	Program Supplies	\$500.00	\$ -	\$ 500.00
580	Service Contract	\$426,640.00	\$ 426,506.00	\$ 433,039.60
590	Vehicle Fuel	\$8,650.00	\$ 7,575.68	\$ 8,750.00
600	Vehicle Repairs	\$7,500.00	\$ 12,992.67	\$ 13,250.00
610	Transportation Fund	\$0.00	\$ -	\$ 10,000.00
Total Expense		\$474,415.00	\$ 469,009.23	\$ 487,789.85
Budgeted Balance				\$ 18,839.11

MEMBER	FY 14 -15	FY 15-16	INCREASE
Burr Ridge	\$ 30,852.90	\$ 31,469.96	\$ 617.06
Countryside	\$ 16,673.04	\$ 17,006.50	\$ 333.46
Elmhurst	\$ 186,459.86	\$ 190,189.06	\$ 3,729.20
Hinsdale	\$ 70,111.12	\$ 71,513.34	\$ 1,402.22
Oakbrook	\$ 32,866.68	\$ 33,524.01	\$ 657.33
Pleasantdale	\$ 34,188.34	\$ 34,872.11	\$ 683.77
Westchester	\$ 69,702.52	\$ 71,096.57	\$ 1,394.05
Willowbrook	\$ 35,605.90	\$ 36,318.02	\$ 712.12
York Center	\$ 20,087.74	\$ 20,489.49	\$ 401.75
TOTALS	\$ 496,548.10	\$ 506,479.06	\$ 9,930.96

Memo

To: Chairman Banke and Members of the Parks & Recreation Commission
From: Gina Hassett, Director of Parks & Recreation
Date: June 26, 2015
RE: FY 2014/15 Parks & Recreation Financial Report

Attached are the preliminary Parks and Recreation Department financial results for FY 2014-15 fiscal year. Included is a five year summary of FY 10/11 through FY 14/15.

PROGRAM REVENUE

Program revenue increased 4% (\$13,121) over the prior year.

General Interest program revenue decreased 30% (\$11,549) over the prior year due to a reduced number of Lego Playwell programs being offered.

Athletic program revenue increased 11% (\$13,645) over the prior year; this is a result of the tennis lesson program registration being collected by the Village rather than the third party vendor.

Cultural Arts program revenue increased 126% (\$7,509) over the prior year due to new program offerings including theater and art classes that were offered with the Burr Ridge Park District.

Early Childhood program revenue decreased 21% (\$9,702) over the prior year; programming formerly offered through Kaleidoscope, a contractual provider, was discontinued. Going forward programming offerings are being offered to Residents through cooperative programming at Clarendon Hills and the Burr Ridge Park District.

Fitness program revenue increased 7% (\$2,457) over the prior year due to increased enrollment.

Special Event revenue increased 3% (\$393) over the prior year.

PROGRAM EXPENSES

All of the above program areas are contractual; revenues and expenses are directly related to offsetting contractual expenses.

Recreation program expenses are down 3% (\$15,383) over the prior year. The decrease can be attributed to lower utility costs and reduced capital projects.

PLATFORM TENNIS

Platform tennis revenue increased 7% (\$3,839) over the prior year; this can be attributed to increased non-resident membership sales.

Operating expenses increased 10% (\$3,445) over the prior year. There is negative budget variance of 14% (\$2,836) for repairs made to the electrical and piping for the court heaters. In addition there is a negative budget variance of 42% (\$4,204) for contractual services related to the increased cost for snow removal.

PARKS

Revenue for field and picnic shelter rentals decreased 3% (\$1,535) over the prior year. Field rental revenue decreased 1% (\$240) for the same period of the prior year due to a spring soccer tournament that did not rent fields, as they utilized fields outside of Hinsdale. Picnic shelter rental revenue decreased 13% (\$1,295) over the prior year; revenue collected last year included incidental rental revenue from events held at the former Arts Center. This year, rental revenue for the Arts Center is not included with picnic shelter rentals.

Park operating expenses increased 13% (\$70,969) over the prior year in part due to increased contractual services. Due to a wet summer, mowing expenses are up \$20,276 over the prior year. In addition there was an unbudgeted project for the construction of a berm at KLM Park that accounts for \$11,567 of the contractual services expenses. The Village of Burr Ridge reimbursed the Village for half of the berm project costs.

Capital expenses for the year are \$303,269 as opposed to the budget of \$393,000. The capital budget included \$50,000 for improvements at the former Arts Center, which have been put on hold until a tenant is found; terms of the lease agreement will determine the scope of work. The Veeck Park walking was budgeted at \$16,000; the project has been deferred to FY 2017/18.

Community Pool

A detailed review of pool operations was provided in the annual report in January.

Parks Recreation Revenue/Expense Summary

DEPT. 3101

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Change of Prior Year	% of Change
ADMIN. AND SUPPORT							
Expenses							
Personnel Services	197,891	204,353	213,004	199,744	220,603	20,860	10%
Professional Services	0	0	0	0	0	0	0%
Contractual Services	0	0	0	0	0	0	0%
Other Services	6,642	7,211	8,445	8,167	7,421	(746)	-9%
Materials & Supplies	2,349	3,771	3,632	2,784	3,346	561	20%
Repairs & Maintenance	178	787	8	0	651	651	0%
Other Expenses	1,507	1,982	3,000	4,099	4,297	197	5%
Risk Management	30,250	22,624	28,846	21,725	21,436	(289)	-1%
Total-Operating Expenses	238,818	240,728	256,935	236,520	257,754	21,234	9%

DEPT. 3301

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Change of Prior Year	% of Change
PARKS MAINTENANCE							
Revenues							
Field Fees	33,152	32,872	22,240	40,819	40,579	(240)	-1%
Picnic Fees	6,142	3,360	8,615	10,010	8,715	(1,295)	-13%
Total Revenues	39,294	36,232	30,855	50,829	49,294	(1,535)	-3%
Expenses							
Personnel Services	365,358	296,719	297,669	322,248	359,493	37,246	12%
Contractual Services	107,020	111,057	90,873	112,140	162,044	49,904	45%
Other Services	2,763	3,035	1,876	1,822	1,531	(291)	-16%
Materials & Supplies	42,580	56,705	55,303	72,460	46,099	(26,360)	-36%
Repairs & Maintenance	30,905	43,514	32,672	39,095	49,454	10,359	26%
Other Expenses	1,953	1,174	1,141	912	1,024	112	12%
Total-Operating Expenses	550,579	512,204	479,535	548,676	619,645	70,969	13%
Capital Outlay							
Motor Vehicles	0	0	0	0	80,430	80,430	0%
Park/Playground	0	120,053	125,163	0	147,407	147,407	0%
Lands/Grounds	4,861	3,746	67,666	185,212	75,431	(109,781)	-59%
Buildings	0	0	0	0	0	0	0%
Total Capital Outlay	4,861	123,799	192,829	185,212	303,269	118,057	64%
Total Expenses	555,440	636,003	672,364	733,888	922,914	189,026	26%

DEPT.3420

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Change of Prior Year	% of Change
Revenues							
Registration & Memberships	281,738	249,835	319,200	298,470	311,591	13,121	4%
Misc. Income	1,350	0	1,487	1,875	600	(1,275)	-68%
Total Revenues	283,088	249,835	320,687	300,345	312,191	11,846	4%
Total Expenses							
Personnel Services	79,326	72,292	75,994	90,638	96,030	5,392	6%
Contractual Services	253,793	235,853	253,419	275,801	285,098	9,296	3%
Other Services	55,787	63,709	63,396	62,666	51,050	(11,617)	-19%
Materials & Supplies	11,878	12,921	13,925	10,669	10,028	(641)	-6%
Other Expenses	12,769	7,397	50	50	5,622	5,572	11143%
Repairs & maintenance	1,970	3,327	30,149	26,271	24,948	(1,322)	-5%
Capital Outlay	0	188,182	0	39,858	17,795	(22,063)	-55%
Total Expenses	415,524	583,681	436,932	505,953	490,570	(15,383)	-3%

Parks Recreation Revenue/Expense Summary

DEPT.34-BY DEPARTMENT

RECREATION SERVICES	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Change of Prior Year	% of Change
3421 General Interest							
Revenues	3,923	6,277	25,967	16,569	11,549	(5,020)	-30%
Expenses							
Personnel Services	200	0	0	0	0	0	
Contractual Services	4,103	5,804	22,992	11,507	8,447	(3,060)	-27%
Other Services	0	0	466	0	0	0	0%
Materials & Supplies	0	330	35	0	0	0	0%
Repairs & Maintenance	0	0	0	0	0	0	0%
Other Expenses	0	0	0	0	0	0	0%
Total Expenses	4,303	6,135	23,493	11,507	8,447	(3,060)	-27%
3422 Athletics							
Revenues	115,149	119,295	145,019	128,017	141,662	13,645	11%
Expenses							
Personnel Services	4,464	654	1,129	2,718	486	(2,232)	-82%
Contractual Services	81,620	74,372	91,301	89,034	108,308	19,274	22%
Other Services	0	0	0	0	0	0	
Materials & Supplies	2,385	3,486	3,460	1,312	1,573	261	20%
Other Expenses	0	0	0	0	0	0	0%
Total Expenses	88,469	78,512	95,891	93,064	110,368	17,304	19%
3423 Cultural Arts							
Revenues	7,270	8,298	8,610	5,948	13,457	7,509	126%
Expenses							
Personnel Services	3,100	1,464	3,068	3,682	2,717	(965)	-26%
Contractual Services	1,232	1,024	0	0	5,544	5,544	0%
Other Services	0	0	0	0	0	0	0%
Materials & Supplies	0	0	0	0	0	0	0%
Other Expenses	0	0	0	0	0	0	0%
Total Expenses	4,332	2,488	3,068	3,682	8,261	4,580	124%
3424 Early Childhood							
Revenues	39,886	28,216	40,807	45,744	36,042	(9,702)	-21%
Expenses							
Personnel Services	9,911	6,663	11,360	14,868	19,658	4,790	32%
Contractual Services	16,353	14,262	20,445	21,294	16,647	(4,647)	-22%
Other Services	0	0	0	0	0	0	0%
Materials & Supplies	419	1,149	1,083	1,184	1,043	(141)	-12%
Other Expenses	0	0	0	0	50	50	0%
Total Expenses	26,683	22,074	32,888	37,346	37,397	52	0%

Parks Recreation Revenue/Expense Summary

DEPT.3420-BY DEPARTMENT

RECREATION SERVICES	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Change of Prior Year	% of Change
3425 Fitness							
Revenues	37,699	32,705	37,566	34,596	37,053	2,457	7%
Expenses							
Personnel Services	0	0	0	0	0	0	0%
Contractual Services	18,100	15,348	6,167	16,815	13,502	(3,313)	-20%
Other Services	0	0	0	0	0	0	0%
Materials & Supplies	0	0	0	0	0	0	0%
Other Expenses	0	0	0	0	0	0	0%
Total Expenses	18,100	15,348	6,167	16,815	13,502	(3,313)	-20%

3426 Platform Tennis

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Change of Prior Year	% of Change
Revenues							
Memberships/Lessons	58,382	35,010	41,083	52,561	56,400	3,839	7%
Grant funding	0	0	0	0	0	0	0%
Lifetime and donations	0	140,050	0	0	0	0	0%
	58,382	175,060	41,083	52,561	56,400	3,839	7%
Expenses							
Personnel Services	0	0	0	0	0	0	0%
Contractual Services	22,109	7,714	9,612	10,059	14,263	4,204	42%
Other Services	4,198	5,659	7,748	5,331	1,232	(4,099)	-77%
Materials & Supplies	65	67	0	0	504	504	0%
Repairs and Maintenance	1,937	3,227	22,927	20,293	23,129	2,836	14%
Other Expenses	50	50	50	50	50	0	0%
Total Operating Expenses	28,360	16,717	40,337	35,732	39,178	3,445	10%
Capital Outlay							
Courts,project	0	188,182	0		0	0	0%
Resurfacing/skirting	0	0	0	39,858	17,795	(22,063)	-55%
Total Capital Outlay	0	188,182	0	39,858	17,795	(22,063)	-55%
Total Expenses	28,360	204,899	40,337	75,590	56,973	(18,618)	-25%

3427 Special Events

Revenues	19,429	20,035	20,148	15,035	15,428	393	3%
Expenses							
Personnel Services	839	1,769	422	2,971	3,996	1,025	34%
Contractual Services	27,792	26,242	23,256	30,886	26,766	(4,121)	-13%
Other Services	2,327	2,189	2,050	1,117	1,377	260	23%
Materials & Supplies	6,426	6,312	8,234	6,969	5,108	(1,861)	-27%
Repairs & Maintenance	33	100	37	0	245	245	0%
Total Expenses	37,417	36,612	34,000	41,943	37,492	(4,451)	-11%

3428 General Rec Administration

Expenses							
Personnel Services	60,812	61,741	60,014	66,399	69,173	2,774	4%
Contractual Services	82,484	91,087	79,644	96,207	91,621	(4,586)	-5%
Other Services	49,262	55,861	53,133	56,219	48,441	(7,778)	-14%
Materials & Supplies	2,583	1,576	1,112	1,204	1,799	595	49%
Repairs and Maintenance	0	0	7,185	5,977	1,574	(4,404)	-74%
Other Expenses	12,719	7,347	0	0	5,522	5,522	0%
Total Expenses	207,860	217,613	201,088	226,006	218,130	(7,876)	-3%
Capital Outlay	0	0	0	0	0	0	0%
Total Expenses	207,860	217,613	201,088	226,006	218,130	(7,876)	-3%

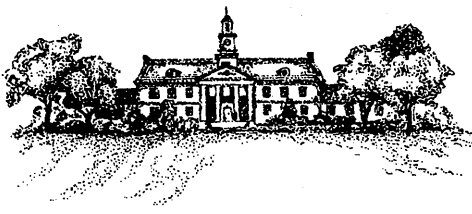
Parks Recreation Revenue/Expense Summary

DEPT. 3724

KLM LODGE	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Change of Prior Year	% of Change
Revenues							
KLM Lodge Revenue	133,958	110,994	133,302	154,619	177,403	22,784	15%
Caterer's Licenses	14,900	12,100	12,080	16,800	14,000	(2,800)	-17%
Total Revenues	148,858	123,094	145,382	171,419	191,403	19,984	12%
Expenses							
Personnel Services	60,492	53,393	54,575	63,231	73,349	10,118	16%
Contractual Services	18,870	19,266	20,881	26,390	26,028	(362)	-1%
Other Services	34,472	38,448	46,271	47,831	48,605	774	2%
Materials & Supplies	11,229	6,847	7,555	9,661	6,682	(2,978)	-31%
Repairs & Maintenance	17,970	11,762	14,103	5,325	6,817	1,492	28%
Other Expenses	658	577	744	615	582	(33)	-5%
Total-Operating Expenses	143,691	130,293	144,128	153,053	162,064	9,011	6%
Capital Outlay	115,819	180,641	19,741	16,784	13,749	(3,035)	-18%
Total Expenses	259,510	310,934	163,869	169,837	175,813	5,976	4%

DEPT. 3951

SWIMMING POOL	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Change of Prior Year	% of Change
Revenues							
Pool Resident Pass	168,820	173,365	155,192	156,252	130,572	(25,680)	-16%
Non-Resident Pass	10,415	11,425	15,014	9,242	9,119	(123)	-1%
Pool Daily Fee	62,405	70,329	67,928	49,280	47,747	(1,533)	-3%
Pool Lockers	98	114	93	0	0	0	0%
Pool Concession	7,000	7,350	7,350	7,950	8,000	50	1%
Class-Registration -Resident	29,803	28,312	26,575	22,813	25,177	2,364	10%
Class-Registration Non-Resident	3,562	4,360	3,555	5,087	4,022	(1,065)	-21%
Private Lessons	9,929	9,158	7,264	5,899	8,295	2,396	41%
Misc. Revenue (Rentals)	12,468	10,840	11,460	22,646	23,111	465	2%
Town Team	23,882	22,403	18,952	23,509	17,286	(6,223)	-26%
10-Visit Pass	0	15,478	22,085	18,081	24,122	6,041	33%
Total Revenues	328,382	353,133	335,468	320,759	297,450	(23,308)	-7%
Expenses							
Personnel Services	146,174	154,506	155,574	155,078	184,787	29,709	19%
Contractual Services	27,142	26,532	24,246	27,601	27,926	325	1%
Other Services	39,563	41,669	37,749	40,932	44,986	4,054	10%
Materials & Supplies	33,394	31,846	33,369	27,580	31,081	3,500	13%
Repairs & Maintenance	23,316	15,587	19,215	12,232	42,295	30,063	246%
Other Expenses	10,543	8,446	5,993	5,298	5,014	(284)	-5%
Risk Management	0	0	0	0	0	0	0%
Total-Operating Expenses	280,130	278,587	276,145	268,721	336,089	67,367	25%
Capital Outlay	22,158	45,697	76,030	106,409	14,078	(92,331)	-87%
Total Expenses	302,289	324,284	352,175	375,130	350,167	(24,964)	-7%
Summary							
	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Change of Prior Year	% of Change
Capital Expenses	142,837	538,320	288,600	348,263	348,891	628	0%
Operating Expenses	1,628,742	1,557,310	1,593,675	1,673,065	1,848,327	175,262	10%
Total Expenses	1,771,580	2,095,630	1,882,275	2,021,327	2,197,218	175,890	9%
Total Revenues	799,621	902,345	832,392	843,352	850,338	6,986	1%
Revenue Offset Difference	(971,958)	(1,193,285)	(1,049,884)	(1,177,975)	(1,346,879)	(168,904)	14%



36

To: Chairman Banke and Members of the Parks & Recreation Commission

From: Gina Hassett, Director of Parks & Recreation

Date: June 26, 2015

Subject: Parks & Recreation June Staff Report

The following is a summary of activities completed by the Parks and Recreation Department during the month of June.

Programming & Special Events

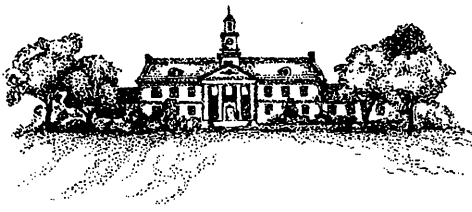
Summer programs are under way. Enrollment numbers are down for several programs including summer camp, tennis and swim lessons. Staff speculates the frequent rain events and cool spring weather have affected program enrollment.

The first in a series of three events titled "Lunch on the Lawn" was held on June 17th; the event was held at the library due to inclement weather. The next Lunch On the Lawn is scheduled for Wednesday, July 15 and the entertainment will be Sideswipe a martial art entertainment group. The event provides families an opportunity to pack a picnic lunch and enjoy family entertainment at the park. The event is a partnership with the Hinsdale Library.

Below is a five year summary of program enrollment and revenue; programming data is broken down by calendar year rather than fiscal year. Revenues for the 2014 calendar year are down 3% (\$7,098) over the prior year; no one area of programming is pinpointed, however swim lessons and Town Team enrollment both declined. The trend continues to grow that families are using on-line registration. In 2014, 53% of program registration was done on-line, which is up from 46% the prior year. Staff continues to evaluate seasonal programs to ensure that program offerings are fresh and meeting the needs of residents.

Calendar Year	Registrations Processed			Revenue		
	On-Line	In Person/Mailed	Total	On-Line	In Person/Mailed	Total
2010	1395	2405	3800	\$ 105,815	\$ 196,361	\$ 302,176
2011	1495	2183	3678	\$ 107,339	\$ 167,337	\$ 274,676
2012	1755	2080	3835	\$ 128,844	\$ 175,805	\$ 304,649
2013	1571	2064	3635	\$ 132,974	\$ 172,199	\$ 304,069
2014	1888	1639	3527	\$ 157,499	\$ 139,472	\$ 296,971
2015 (Through May)	1078	751	1829	\$ 102,057	\$ 77,731	\$ 179,788

Does not include Platform Tennis Membership and Pool Membership revenue



July 4th

Final planning is underway for the annual July 4th Parade and Festival that will be held on Saturday, July 4th. There are 70 groups and paid entertainers scheduled to walk in the parade; that is three more groups than the prior year. Donation slips to support the parade are being inserted in the June and July water bills; to date \$3,115 has been collected. Community groups and nonprofit organizations participate in the parade free of charge. There is a fee of \$150 for businesses and political candidates; there are thirteen paid entries; eleven businesses and two political candidates. This is a decline over 2014, from six paid political groups but an increase from eight paid businesses. The Grand Marshal for the parade is Mindy McMahon, the current Principal of Madison School, who is retiring this June after 23 years of service. Craft Productions has been retained for the eighth year to manage the Arts and Crafts Festival. Hinsdale Rotary will be sponsoring the annual turtle races. Events at Burlington Park will run from 10:00 am through 4:00 pm and will include the turtle races, craft fair, food vendors, kids' rides and games and a performance by the West Suburban Concert Band.

Fall Brochure

Brochure development for the fall season is on-going. Staff is reviewing current and past program enrollment to determine offerings for the coming year. The fall brochure will be delivered to residents in August.

Inclusion

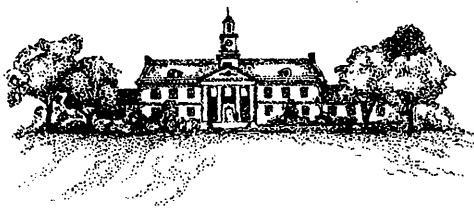
Three children with special needs have enrolled in summer activities. Staff met with the families to assess their children's disabilities. It is necessary to hire inclusion aides to assist them in participating. In addition, the Oak Brook Park District has four Hinsdale families enrolled in their summer camp program; based on participant needs assessments, it will be necessary for them to have one-on-one inclusion aides. Per the Gateway Special Recreation Association agreement, the Village will be required to reimburse Oak Brook Park District the personnel costs for the one-on-one aides. This is the first time that the Village will have to reimburse a Gateway member agency for inclusion costs, and funds are not budgeted for this expense.

Field/Park Updates

Mowing & Landscaping

At the February 16th Board meeting, the landscaping and mowing contract was awarded to Beary Landscaping Inc. in the amount of \$150,405.

Per the approved budget, mowing of Village Parks and public right of ways is scheduled to be completed once per week. The frequent rain events resulted in long turf that was affecting the athletic play; authorization was approved to mow Veeck Park and Brook Park twice per week for four weeks. Below is an expense summary of the billing for the May mowing and landscaping.



	Business District 2202	Pool 3951	KLM Lodge 3724	Parks 3301	Total
May 4	586.76	55.00	0.00	1,999.61	2,641.37
May 11	874.76	133.75	30.00	2,092.81	3,131.32
May 18	586.76	133.75	30.00	2,688.21	3,438.72
May 25	586.76	715.00	0.00	2,012.41	3,314.17
May Total	2,635.04	1,037.50	60.00	8,793.04	12,525.58
FY 15/16 Budget	20,622.00	5,979.00	2,728.00	78,804.00	108,133.00
May Billing	2,635.04	1,037.50	60.00	8,793.04	12,525.58
Remaining	17,986.96	4,941.50	2,668.00	70,010.96	95,607.42

Burns Field Tennis Court Project

Staff is working with Design Perspectives to draft the bid specifications for the projects that are included in the capital improvement plan. High School District 86 has authorized a contribution of \$50,000 towards the replacement of the Burns Field tennis courts.

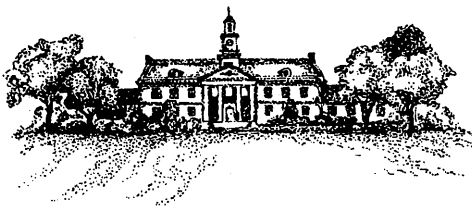
Prior to going out to bid, core samples of the existing court surface will be taken; this will ensure the bid specifications are accurate. Below is a tentative timeline for the project.

Project Timeline

- | | |
|------------------------------------------|---------------------------------|
| • Core samples taken | Week of June 29 th |
| • Report from Geo-Tech | Week of July 6 th |
| • Finish up plans and specs/Owner review | Week of July 6 th |
| • Out to bid | Week of July 13 th |
| • Bid Opening | Week of July 27 th |
| • Board Approval | Week of August 17 th |
| • Construction | Week of August 31 st |

Katherine Legge Memorial Lodge

Rental revenue for the first month of the fiscal year is \$16,000, which is an increase of 14% (\$2,255) over the prior year. In May, there were seven events held at the Lodge, which is two less than the prior year. The rental revenue increased due to a large scale wedding, and there were also several forfeited security deposits posted to revenue.



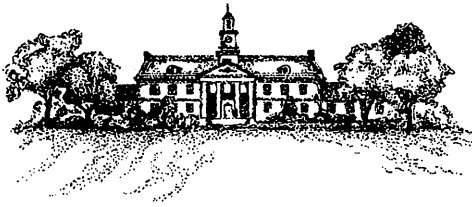
EXPENSES	May		YTD		Change Over the Prior year	2015-16 Annual Budget	FY 15-16 % of budget	2014-15 Annual Budget	FY 14-15 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
	\$12,720	\$5,216	\$12,720	\$5,216	(\$7,504)	\$199,700	3%	\$174,511	7%
REVENUES	May		YTD		Change Over the Prior year	2015-16 Annual Budget	FY 15-16 % of budget	2014-15 Annual Budget	FY 14-15 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
KLM Lodge Rental	\$13,745	\$16,000	\$13,745	\$16,000	\$2,255	\$160,000	10%	\$16,000	86%
Caterer's Licenses	\$11,000	\$10,500	\$11,000	\$10,500	(\$500)	\$15,000	70%	\$16,800	65%
Net	\$24,745	\$26,500	\$24,745	\$26,500	\$1,755	\$175,000	15%	\$32,800	75%

Below is five year financial summary of the Lodge. In 2014, the revenues exceeded operating expenses by \$29,912. A summary of Lodge revenues and expenses for 2008 through 2015 is provided below. Rental revenue for the FY 14/15 year increased 15% (\$22,784) over the prior year. Caterer's license revenue decreased 17% (\$2,800) over the prior year due to a staff decision to not bring back as many preferred caterers.

Expenses increased 6% (\$8,438) over the prior year. Personnel expenses reflect a negative budget variance of \$10,118, which is attributed in part to the staffing level required to manage the increased rentals. In addition, as well as the previous year personnel costs were inadvertently miscategorized, resulting year over year variance.

KLM Lodge Financial Summary

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Actual	Difference Over Prior Year	% Over Prior Year	2015-16 Budget
Revenue									
Lodge Rental	133,959	110,994	133,302	154,620	160,000	177,403	22,784	15%	160,000
Caterer's Licenses	14,900	12,100	12,080	16,800	16,800	14,000	(2,800)	-17%	15,000
	148,859	123,094	145,382	171,420	176,800	191,403	19,984	12%	175,000
Expenses									
Personnel Services	60,492	53,393	54,575	63,231	63,111	73,349	10,118	16%	65,200
Contractor Services	18,870	19,266	20,881	26,390	26,500	26,028	(362)	-1%	26,300
Other Services	34,472	38,448	46,271	47,831	49,900	48,032	201	0%	46,900
Materials & Supplies	11,229	6,847	7,555	9,661	10,700	6,682	(2,978)	-31%	9,400
Repairs & Maintenance	17,970	11,762	14,103	5,325	8,500	6,818	1,493	28%	9,250
Other Services	658	577	744	615	800	582	(33)	-5%	650
Total Operating Expenses	143,691	130,293	144,128	153,053	159,511	161,491	8,438	6%	157,700
Operating Income (Loss)	5,168	(7,199)	1,254	18,367	17,289	29,912	11,546	63%	17,300
Capital Outlay	115,819	180,641	19,741	16,784	15,000	13,749	(3,035)	-18%	42,000
Net Income (Loss)	(110,651)	(187,840)	(18,487)	1,583	2,289	16,163	14,581	921%	(24,700)



Platform Tennis

To ensure that the courts are in good condition for the coming season, staff is scheduling work to be done on the courts and to the heaters. Riley Green Mountain will be out in August to complete repairs to the court screens, snow boards and court doors. Repairs to the courts are in the operating budget.

In 2014 new heaters were installed under three of the six platform tennis courts at KLM Park. The new heaters were installed to increase the volume of heat to properly dry the court surface.

During the initial use of the new heaters, staff found they were overheating. The issue affected the play on the courts but was managed for the season. It has been determined that the units are over heating due to lack of air flow. The vents are located on the bottom of the heater units and are currently there installed tight to the ground.

To correct the problem, it is necessary to increase the air flow to the heaters. The heater units under court 3 have limited clearance; to increase air flow louver doors can be installed on the four units.

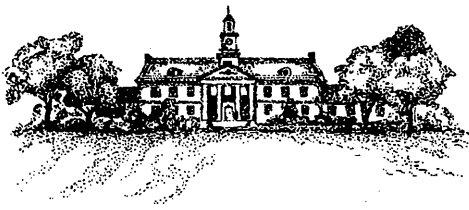
There are eight units under the other two courts. There are two options to increase the airflow; install custom racks to raise the units or to hang the units from the court structure. Staff has heard that hanging the unit can impact play; therefore, staff is recommending custom racks to raise the units.

Staff has secured pricing from Platform Tennis (P.T.) Heating Company, which specializes in platform tennis court heating. The cost to modify the units is \$4,698; funds are in the budget to cover the cost.

Memberships

Renewal letters will go out to past members in early August; current memberships are good through August 2015.

Below is a five year's financial summary of the Platform Tennis program. In 2014, revenues exceeded operating expenses, resulting in operating income of \$17,217. Revenue increased 7% (\$3,840) over the prior year. Expenses increased 12% (\$4,190) over the prior year. Contractual expenses, including building and grounds, reflect a negative budget variance of \$4,969 due to increased snow removals. Repairs and maintenance reflect a negative budget variance of \$3,081 due to work required to replace electrical wiring and gas piping to the heaters.



	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Actual	Change over the prior year	% Change over prior year
REVENUE								
Memberships	41,863	29,032	34,312	45,202	46,000	49,557	4,355	10%
Lessons	16,519	5,978	5,870	7,358	4,000	6,843	-515	-7%
Revenue	58,382	35,010	40,182	52,560	50,000	56,400	3,840	7%
Lifetime Memberships	0	140,050	7,315	0	0	0	0	0%
Grant Funding	0	0	0	39,858	0	0	-39,858	-100%
Total Revenue	58,382	175,060	47,497	92,418	50,000	56,400	-36,018	-39%
Operating Expenses								
Personal Services	0	0	0	0	0	0	0	0%
Contractual Services								
Buildings/Grounds	5,368	1,759	2,757	1,814	2,000	6,783	4,969	274%
Custodial	4,615	5,475	6,375	7,275	6,000	7,000	-275	-4%
Data Processing	420	480	480	480	480	480	0	0%
Rec. Programs	11,705	0	0	0	0	0	0	0%
Utilities	4,198	5,959	7,747	5,326	3,500	1,237	-4,089	-77%
Materials & Supplies	65	67	0	0	100	504	504	0%
Repairs and Maintenance	1,937	3,227	22,926	20,048	15,500	23,129	3,081	15%
Other Expenses	50	50	50	50	50	50	0	0%
Total Operating Expenses	28,359	17,017	40,335	34,993	27,630	39,183	4,190	12%
Operating Income (loss)	30,023	158,043	7,162	57,425	22,370	17,217	-40,208	-70%
Capital Outlay	0	203,449	0	39,858	20,000	17,795	-22,063	-55%
Net Income	30,023	-45,406	7,162	17,567	2,370	-578	-18,145	-103%

As of 2012 No longer reimburse for lessons, receive a flat fee from the pro

** Sold lifetime members and no longer take lesson reg.

Community Pool

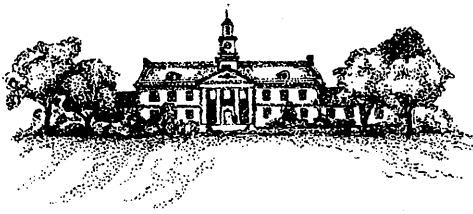
Pass Sales

Pool passes went on sale on Monday, March 2nd; early bird rates ended April 30th. As reported previously there were 100 Super Passes available; they sold out in five minutes.

Pool pass sales are ongoing. The table provided below summarizes pass sales through June 19th. Revenue for the same period of the prior year increased 1% (\$1,974). Frequent rain events and cool weather continue to affect pass and daily pool fees.

Resident family pass sales for the same period of the prior year decreased 11% (\$14,091). The largest decrease is in Family pass sales which has declined 15% (\$15,271) over the prior year.

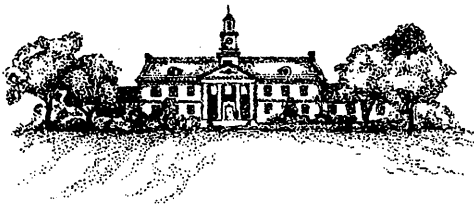
This is the first year that Neighborly pass rates have been available; the fee is \$75 more than the Resident rate. The rates are offered to residents in the communities of LaGrange,



LaGrange Park, Indian Head Park, Western Springs, Willowbrook and Brookfield; these communities do not have municipal or park district run pools. Staff has been marketing the rates in these communities.

Neighborhood and Non-Resident pass revenues to date are \$34,140 which is an increase of \$21,400 over the same period of the prior year. Staff had suggested previously that there might be a possibility that the discounted Neighborhood rate could have a negative impact on revenue. However, staff is happy to report that Neighborhood pass sales have exceeded the total Non-Resident pass sales for the prior year; total Non-Resident pass sales for FY 2014/15 were \$9,118. To date thirty-nine Neighborhood Passes have been sold; nine of these members had previously purchased a Non-Resident pass. Feedback from the new members is that previously they were members of the Oak Brook Bath and Tennis Club and Five Seasons but were not happy with the services.

For the same period of the prior year 10-Visit pass sales decreased 19% (\$2,360). Staff will continue to monitor pass sales to evaluate whether the Neighborhood rate might impact the sales of the 10-Visit pass revenue.



POOL PASS SALES SUMMARY

Feb 1-June 19

		2014 Pass Revenue				2015 Pass Revenue					
Pass Type		New Passes	Renew Passes	Total	Revenue	New Passes	Renew Passes	Total	Revenue	% Change Over Prior Year	Change Over the prior year
Resident											
Nanny		43	44	87	\$5,040	33	44	77	\$4,575	-9%	-\$465
Family Primary		79	275	354	\$102,921	77	225	302	\$87,650	-15%	-\$15,271
Family Secondary		246	939	1185	\$0	235	774	1009	\$0		\$0
Individual		5	13	18	\$2,760	3	15	18	\$2,885	5%	\$125
Senior Pass		1	23	24	\$2,000	2	22	24	\$1,920	-4%	-\$80
Family Super		0	25	25	\$8,040	3	25	28	\$9,715	21%	\$1,675
Family Super Secondary		4	68	72	\$3,195	3	31	34	\$1,575	-51%	-\$1,620
Family Super Third		0	4	4	\$30	4	22	26	\$1,215	3950%	\$1,185
Family Super 4+		3	6	9	\$135	8	24	32	\$495	267%	\$360
Individual Super Pass		0	1	1	\$0	0	1	1	\$0		\$0
Senior Super Pass		0	1	1	\$0	0	0	0	\$0		\$0
Resident Total				110	\$124,121			120	\$110,030	-11%	-\$14,091
Neighborhood											
Neighbor Family		NA	NA	NA		51	13	64	\$23,760		
Neighborhood Individual		NA	NA	NA		0	0	0	\$0		
Neighborhood Senior		NA	NA	NA		0	0	0	\$0		
Neighbor Add'l		NA	NA	NA		199	38	237	\$0		\$0
Neighborhood Total					\$0			301	\$23,760		\$23,760
Non-Resident											
Non Resident Family		7	5	12	\$6,305	1	0	1	\$540	-91%	-\$5,765
Non Resident Family Secondary		26	4	30	\$0	3	0	3	\$0		\$0
Non Resident Individual		3	2	5	\$1,065	0	1	1	\$285	-73%	-\$780
Non Resident Senior		1	6	7	\$1,085	1	8	9	\$1,395	29%	\$310
Non Resident Nanny		NA	NA			10	0	10	\$900		
Non-resident Total		28	17	54	\$8,455			24	\$3,120	-63%	-\$5,335
10-Visit		164	23	187	\$12,740	120	14	134	\$10,380	-19%	-\$2,360
TOTAL				559	\$145,316			1067	\$147,290	1%	\$1,974

Rentals

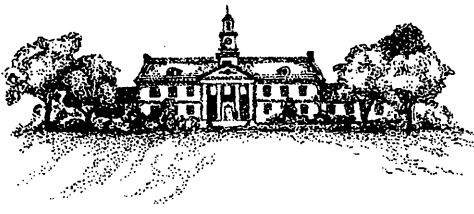
Staff continues to work to maximize after hour rentals of the pool. This year is the third year of the agreement with Hinsdale Swim Club (HSC) that permits their use of the pool for practice and the annual swim meet. Staff will review costs and discuss the renewal of the agreement with the Parks & Recreation Commission in August.

Staffing

This year the staffing model has been modified to ensure that personnel costs will be within the approved budget. Managers have been directed to reduce staff on duty when bather loads are low as well to close portions of the facility.

Events

The Hinsdale Swim Club will host their annual swim meet July 10-12. The pool will be closed to members and daily guests however passes will be honored at the Clarendon Hills Pool. Members will be able to swim at their facility free of charge, and Hinsdale residents who show identification will be extended the resident daily rate on these three days.



Community Survey

Over the past three years, the Village has seen a decline in pool memberships. In an effort to determine the reason for this decline, staff proposed to survey the Residents to find out their needs as it is related to swimming. In addition, it was determined that it would be beneficial to expand the survey to gain feedback regarding Resident's overall recreational needs. The data collected through a survey will be used help to refine current service offerings and determine long range plans for the Community Pool.

Consideration was given to conduct the survey through a professional service provider, which was estimated to cost \$20,000. It was discussed with the Board during the budget development to eliminate the \$20,000 from the budget; it was determined that consideration would be given to evaluate alternatives to reduce the project cost. Staff contacted several universities to see if there was an opportunity for partnerships to have the survey performed.

Staff received two proposals from Eastern Illinois University to administer the survey through their undergraduate Recreation Administration program. The only difference in the two proposals relates to the printing and distribution of the survey materials; Option I the Village manages and pays the printing and postage for the project materials resulting in a cost of \$1,850 for the survey. Option II, the University pays the printing cost postage cost for a project cost of \$6,280.

The survey will be conducted as part of the 2015 fall semester course work; preliminary data from the survey will be available in January of 2016. The students, with oversight, will administer the survey which will include staff and stakeholder interviews, survey development, data collection, analysis, and results. Staff and the Parks & Recreation Commission will work with the students to develop and review the survey questions.

Staff recommends working with Eastern Illinois University at a cost of \$1,850. Staff will secure competitive pricing to print survey materials; the Village will incur postage costs for the mailing and return envelope postage. Funds to cover the cost will be coded to Recreation Administration (3428-7314).

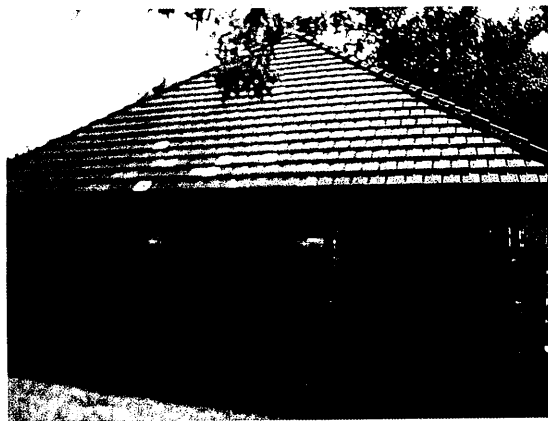


June 26, 2015

To: Chairman Banke and Members of the Parks & Recreation Commission
From: Gina Hassett, Director of Parks & Recreation
RE: Picnic Shelter Permit Rates

There are two picnic shelters and one area referred to as the grounds at Katherine Legge Memorial Park. These shelters are available for rentals annually from May through October. Consistently, Saturdays and Sundays are permitted for the entire season; revenue for the prior fiscal year was \$8,715. Rates were last evaluated in December of 2011, which resulted in an increase in permit fees.

The south shelter was renovated in 2011; it has a capacity of 150 people and is located near the playground area. The North shelter has a capacity of 80 people and is located north of the Lodge. The "Grounds" area is south of the access road and consists of a designated area with picnic tables; there is no covered shelter provided. Pictures of the shelters are provided below. Rentals are not refunded if there is inclement weather. Renters can request to have a tent rental which is an addition to their rental of the shelter.



Permits are required to secure the shelters for use. Public Services staff clean the shelters daily; emptying the trash, picking up the debris around the area and, if necessary, hosing down the hard surfaces. Public Services staff are in on the weekends to clean the shelters; however, staff is not present during the rentals. There is one rental per weekend day; Public Services staff perform site maintenance each morning when they are in to unlock park bathrooms.

Staff evaluated the rental rates to ensure that staff costs associated with rental maintenance are covered. Of the current annual rentals, 50% of the rentals are by Non-Residents.

Recommendation

Staff is recommending an increase in rental fees which would be effective for 2016. The increase will cover staff costs for weekend maintenance while remaining competitive with other rental properties in the area. A summary of rental rates for similar properties is attached. The table below outlines the current and proposed rates. At the current usage level, the proposed rates will result in an additional \$4,000 in revenue.

	Current Resident	Current Non-Resident	Proposed Resident	Proposed Non-Resident
South Shelter	\$100	\$160	\$150	\$210
North Shelter	\$50	\$110	\$100	\$160
Grounds	\$30	\$70	\$60	\$100
Tent Permits	\$50	\$100	\$100	\$150

VILLAGE	CAPACITY	FEES	ALCOHOL ALLOWED
Burr Ridge	50 More than 50 they cannot use shelters	\$20/hr Resident not-for-profit \$45/hr Residents \$100/hr Non-residents (2 hour minimum) <i>Fee includes on site attendant</i>	Only with special permission
Clarendon Hills		No fee – residents only	NO
Elmhurst	35-100 Special use permit over 100	Weekends & Holidays -77R/\$125NR Weekdays – R N/C NR \$125 Open area only Weekends & holidays \$54R/\$95NR Weekdays – R N/C NR \$95 School groups - \$20	NO
LaGrange	50 More than 50 need to rent open space as well	\$10/hr Residents \$20/hr Non-Residents \$100 security deposit required	NO
Oak Brook	30 Over 30 need to rent open space as well	\$50/hr Resident & non-resident \$25/hr community organization	Only with special permit
Villa Park	Up to 100	\$85R/\$115NR	NO
Western Springs	25-50 51-100 Special use permit after 100	\$60R or NFP \$120NR \$90R or NRP \$150NR Plus \$100 security deposit Only hours of 11am – 2pm OR 3-6 pm	NO
Westmont <i>Ty Warner</i>	0-100 101-150 151-200 201-250 (with board approval)	\$150R/\$225NR + \$100 deposit \$200R/\$330NR + \$100 deposit \$250R/\$375NR + \$150 deposit \$300R/\$450NR + \$250 deposit	NO
Westmont <i>A or B or Gazebo</i>	Up to 50	\$75R + \$75 deposit \$112.50NR + \$100 deposit	NO
Westmont <i>Veterans Park</i>	0-100 101-150 151-200	\$150R/\$225NR + \$100 deposit \$200R/\$300NR + \$100 deposit \$250R/\$375NR + \$150 deposit	NO



June 26, 2015

To: Chairman Banke and Members of the Parks & Recreation Commission
From: Gina Hassett, Director of Parks & Recreation
RE: Donation Policy

On June 1st, staff received a proposal from the Stefani family for consideration of a donation of a functional sculpture bench to be placed in KLM Park. Staff communicated to the Stefani family that their proposal would be taken through a process which could take several months to be reviewed. The Stefani family asked if consideration could be given to expedite a review of their proposal therefore they attended the June 16th Board meeting.

President Cauley referred the Stefanis' request to the Parks and Recreation Commission. Currently the Village does not have policy for the donation of public art. Therefore it would be appropriate to establish guidelines for donations, including park benches, play equipment, artwork, etc. Once that policy is approved, consideration of the Stefani proposal can be appropriately reviewed.

Several sample policies are provided for the Commission's review. The Park District of Oak Park has established a thorough process for the approval of public artwork installations, which includes an application; copies are attached. In addition, sample donation policies from the City of Lake Geneva and the City of Port Angeles are provided.

Areas of consideration to review in developing a policy include but are not limited to liability, maintenance, removal, precedent, and donation versus "loan".



CALL FOR ARTISTS

Application for Public Art Submission

Deadlines:

Fall - September 1
Winter - December 1
Spring - March 1
Summer - June 1

MISSION STATEMENT:

The purpose of the Park District Art Advisory Committee is to enhance the cultural and aesthetic quality of life in Oak Park by integrating art throughout the Park District.

Project Name: _____

Project Type:

- ☐ Sale
☐ Donation [Permanent Gift]
☐ Loan [Temporary Gift]
Term (e.g., 1 year) _____

Liability Insurance Provider _____

Proposed Location:

- ☐ Unspecified
☐ Specified

Park: _____

Site Description: _____

Please include a scaled site plan and color images for specified location and its contents.

Artwork Type: _____

Artwork Description: _____



Park District of Oak Park, 218 Madison Street Oak Park, IL 60302
Phone: (708) 383-0002

CHECK ALL THAT APPLY:

CATEGORY		MATERIALS	
Ceramics		Clay	
Fashion		Computer	
Glasswork		Concrete	
Installation		Drawing Medium	
Jewelry		Earth	
Multimedia		Fiber/Fabric	
Mural		Fiberglass/Plastic	
Painting		Glass	
Photography		Light/Neon	
Sculpture		Metal	
Textile		Paint	
Video		Paper	
Works on Paper		Sound	
Other		Stone	
		Water	
		Wood	
		Other:	

Artist Name: _____

Address: _____

Phone: _____

E-mail: _____

Current Owner Name: _____

Address: _____

Phone: _____

E-mail: _____

Applicant Name: _____

Address: _____

Phone: _____

E-mail: _____

Signature: _____ **Date:** _____



Park District of Oak Park, 218 Madison Street Oak Park, IL 60302
Phone: (708) 383-0002

The following materials MUST be provided with the completed application form:

- ☐ Non-refundable application fee by check or money order for \$25;
- ☐ Drawings, photographs and/or models of the proposed artwork, including one CD with no less than 5 and no more than 8 digital images of the artwork (image format must be in either JPG, JPEG, or TIFF) (CD will not be returned);
- ☐ Provenance ("chain of title"), and history of where the artwork has previously been exhibited (if applicable);
- ☐ A written "artist's statement" of no more than two hundred fifty (250) words;
- ☐ Artist's resume, annotated exhibition list, and CD Rom and/or hard copy color images of other works;
- ☐ Description of short- and long-term maintenance requirements and costs;
- ☐ Description of any specific technical requirements for the exhibition of the artwork.
- ☐ Project timeline, including (as applicable) fabrication, delivery, installation and removal;
- ☐ Project budget, including both committed and anticipated funding sources.

Please review the Guidelines for Acquisition, Placement, and Maintenance of Art in the Park District for a full explanation of the process by which artwork is selected for placement in the Park District.

Submit hard copies of this form and required supplemental materials to:

Neil Adams
Project Manager
Park District of Oak Park
218 Madison Street
Oak Park, Illinois 60302

Send electronic submissions to: neila@oakparkparks.com

Incomplete submissions cannot be processed and will be returned to the applicant.



Park District of Oak Park, 218 Madison Street Oak Park, IL 60302
Phone: (708) 383-0002

PROPOSED GUIDELINES FOR ACQUISITION, PLACEMENT, AND MAINTENANCE OF ART IN THE PARK DISTRICT AND THE CREATION OF THE PARK DISTRICT ART ADVISORY COMMITTEE

1.01 PURPOSE

The purpose of the Park District Art Advisory Committee is to enhance the cultural and aesthetic quality of life in Oak Park by integrating art throughout the Park District of Oak Park. Art is a vital part of the cultural life of the entire Oak Park community, which enriches participants in the arts as well as those who observe them. The creation of the Park District Art Advisory Committee will assist the Board of Commissioners of the Park District of Oak Park in making the aesthetic and practical decisions necessary for incorporating art in the Park District.

1.02 DEFINITIONS

For the purpose of these Guidelines, the following words and phrases shall have the meanings ascribed to them below. All other words and phrases shall have the meanings which are ordinarily ascribed to them.

ACQUISITION or ACQUIRED ART: Artworks whose ownership or temporary interest has been obtained by the Park District by purchase, rental, or acceptance of a gift.

MAINTENANCE FUND: A dedicated fund established by the Park District to hold monies contributed by individuals or organizations (including the Park District) for the purpose of maintaining artworks under the possession, custody or control of the Park District.

ART PROFESSIONAL: Any person who is not an artist, but by virtue of his or her training and/or profession possesses expertise with regard to artistic judgments. Such persons may include, but are not limited to, museum curators or directors, academicians, patrons, collectors, and critics.

ARTIST: Any person who by virtue of professional training, exhibition history, and/or critical review is recognized as skilled in the making works of art. Indications of a person's status as a professional artist include, but are not limited to, income realized through the sole commission of artwork, frequent or consistent art exhibitions, placement of artwork in public institutions or museums, receipt of honors and awards, and training in the arts.

ARTISTIC STATEMENT: Written statement by artists describing their background and inspiration for, or meaning of, a work of art.

ARTWORK or WORK OF ART: Tangible creations by artists exhibiting aesthetic principles, including all forms of the visual arts conceived in any medium, material, or combination thereof, including, but not limited to, drawings, prints, photographs, collages, paintings, mosaics, murals, fiber works, stained glass, relief or freestanding sculptures, fountains, arches, mobiles, environments, functional furnishings such as artist designed seating and pavers, architectural elements designed by an artist, and artist designed land forms or landscape elements. Not included under this definition are objects that are mass produced art objects of standard design, reproductions of other works or objects of neither art, nor works that are decorative, ornamental, or functional elements of the architecture, signage or landscape design, except where commissioned from an artist as an integral aspect of a structure or site.

COLLECTION: All artworks owned by, rented by, or loaned to the Park District.

EXECUTIVE DIRECTOR: The Executive Director of the Park District of Oak Park, Illinois.

GIFT or GIFTED: Artwork donated to the Park District.

INVENTORY: A record of object transactions, including acquisition, loan, movement, care, shipment, etc.

MAINTENANCE: The act of keeping artworks and their supporting documentation in good and complete condition for the purposes of exhibit, study and preservation, which may entail the movement of artworks.

PARK DISTRICT BOARD: The Board of Commissioners of the Park District of Oak Park, Illinois.

PERMANENT: Artwork not expected to change in status, condition or site location.

PRIVATELY OWNED ARTWORK: Artworks that are not owned by the Park District, but which are temporarily located on Park District property under the authorization of a License Agreement between the Park District and the owner of the artwork.

SITE: Location where an artwork is located.

TEMPORARY: Artwork that is placed on Park District property for a limited or set period of time.

PARK DISTRICT PROPERTY: Land, buildings, roadways, thoroughfares, and public ways owned by the Park District of Oak Park, Illinois.

WAIVER: A written instrument executed by an artist specifically and expressly setting forth and waiving the artists' rights under the Visual Artists' Rights Act of 1990 with regard to an identified work of art by the artist.

1.03 PARK DISTRICT ART ADVISORY COMMITTEE

- A. There is hereby created and established in and for the Park District of Oak Park a committee to be hereafter known as the Park District Art Advisory Committee (the “Art Advisory Committee”) which shall consist of a chairperson and six (6) members, to be appointed by the Park District Board. Members shall be appointed on a staggered basis with initial appointments consisting of a chairperson and two (2) members for one year; two (2) members for two years; and two (2) members for three years. Thereafter, the chairperson and all members shall be appointed for three year terms. Membership of the Art Advisory Committee shall include at least:
1. two (2) individuals chosen from the following disciplines: landscape architecture, urban planning, engineering, or a related design discipline;
 2. two (2) professional artists; and
 3. two (2) private citizens with knowledge of and interest in art.
- B. The Art Advisory Committee shall have the following duties and responsibilities:
1. Hold meetings in accordance with the Open Meetings Act on a monthly basis, or as needed.
 - a. The presence of four (4) or more members shall constitute a quorum.
 - b. If any member fails to attend two (2) of three (3) successive meetings without cause and without prior approval of the chairperson, the Art Advisory Committee shall declare the member’s office vacant, and the Park District Board shall promptly fill that vacancy.
 2. Discuss matters related to the fostering and dissemination of art throughout the Park District; consider applications for the placement of all art on Park District property; make recommendations to the Park District Board with regard to the acceptance, placement and maintenance of art on Park District property, all in accordance with the Guidelines. The Art Advisory Committee may, within its discretion, both encourage and assist prospective applicants in the filing of applications for the placement of art on Park District property.
 3. Recommend to the Park District Board on or before September 1st of each year an annual designation of funds to the Artworks Acquisition and Maintenance Fund for the acquisition of new art, if any, and the repair and maintenance of the

existing art collection, together with a supporting acquisition and maintenance plan and cost analysis, as well as any other budget requests.

4. Prepare and submit an annual report to the Park District Board by February 15 of each year.
5. Keep minutes of its regular public meetings and records of all official actions. Minutes and records of all meetings shall be filed in a location which is normally accessible to the public and shall be maintained as public records for the purposes of the Illinois Freedom of Information Act.
6. Maintain a detailed inventory and record of all existing art in the Park District, including site drawings, photographs, designs, explanations of the piece, the artist's name and the year of creation, appraisals, artist waivers, evidence of ownership and purchase price, whenever and applicable and/or feasible.
7. Inspect the condition of exiting artworks, at a minimum, on an annual basis. The Art Advisory Committee shall (1) recommend to the Part District Board any maintenance problems and/or suggested solutions, including, but not limited to, re-siting or removal; and (2) communicate maintenance problems and/or suggested solutions to owner, artist, or other persons or entities designated as responsible for the artwork. Suggested solutions shall include donor conditions and/or artist waiver where applicable.
8. Provide public education on existing artworks throughout the Park District.
9. Provide expertise in the area of art and knowledge of the fine arts.
10. Act as a resource in area related to art and the arts in general.
11. With prior Park District Board authorization, work with the Public Advisory Commission of the Village of Oak Park, the Oak Park Area Arts Council, and other public and private entities and individuals on art related activities which involve or have the potential to involve art on Park District property or other public areas within the Village of Oak Park which are normally open and accessible to the public.
12. Solicit, as well as establish policies and guidelines to facilitate and encourage, the contribution of funds to the Park District Artworks Acquisition and Maintenance Fund and/or loans of artworks to the Park District.

- C. Members of the Art Advisory Committee shall serve without compensation, as such, but may receive reimbursement for necessary travel or other expenses incurred on official duty when such expenditures have received prior authorization by the Park District Board.
- D. If any member of the Art Advisory Committee shall find that his or her private or personal interests are involved in the matter coming before the Art Advisory Committee, he or she shall disqualify herself from all participation in the matter. No member of the Art Advisory Committee shall have his or her work of art considered or approved by the Art Advisory Committee during their term of service on the Art Advisory Committee or for one (1) year thereafter.
- E. The Arts Advisory Committee shall operate in the general public interest serving the Park District and community as a whole. It shall serve no special interests.
- F. The Arts Advisory Committee shall not endorse any commercial product or enterprise.

1.04 APPLICATION TO PLACE ACQUIRED AND/OR PRIVATELY OWNED ARTWORK ON PARK DISTRICT PROPERTY

Any person(s) or entity that wishes to accomplish any of the following actions shall complete and file with the Executive Director an application to the Art Advisory Committee, which application shall be substantially in the same form as the application set forth in Appendix 1 attached hereto:

- A. Sell, rent or donate artwork to the Park District;
- B. Sell, rent or donate artwork to the Park District on the condition that the artwork is placed at a specific site on Park District property;
- C. Obtain permission from the Park District temporarily to place privately owned artwork on Park District property without specifying the location of the site (loans of artwork which do not specify a site shall fall within this category); and
- D. Obtain permission from the Park District temporarily to place privately owned artwork at a specific site on Park District property (loans of artwork which are conditioned upon the placement of the loaned artwork at a specific site on Park District property shall fall within this category).

The application shall be accompanied by drawings, photographs and/or models of the proposed artwork; site plans and a written "artist's statement" of no more than two hundred fifty (250) words.

The Executive Director shall immediately forward the full application to the chairperson of the Art Advisory Committee, with a copy to the Superintendent of Buildings and Grounds. Application forms may also be obtained at the Park District Administration Offices. A copy of the full application shall be maintained at the office of the Executive Director and shall be available for review by members of the public. The Art Advisory Committee may conduct a preliminary meeting or meetings with the applicant to discuss details of the application. The application may be amended by the applicant following the preliminary meeting or meetings.

1.05 NOTICE AND MEETING TO REVIEW APPLICATION

- A. Upon receipt of the application, and after the preliminary meeting or meetings, the chairperson of the Art Advisory Committee shall schedule a meeting at which Art Advisory Committee members shall consider the application. The applicant shall be afforded the opportunity to make a presentation at the meeting and any interested persons in attendance at the meeting will be given an opportunity to comment on the application.
- B. The Art Advisory Committee shall send notice of the meeting to consider the application by regular mail to the applicant at least ten (10) days prior to the meeting. The Art Advisory Committee shall also publish a notice of the meeting on the Park District's website and in a local newspaper at least ten (10) calendar days prior to the meeting. The notice shall contain:
 - 1. the date, time and location for the Art Advisory Committee meeting;
 - 2. a brief description of the proposed artwork; and
 - 3. the proposed site (if then known) for the display of the artwork which will be considered by the Art Advisory Committee at the meeting.
- C. The notice shall also indicate that a copy of the full application is available for review upon request at the office of the Executive Director, and that all interested parties in attendance will be given an opportunity to comment on the application.
- D. When the Art Advisory Committee provides the applicant with the notice, it may at that time request any other supporting documentation or materials from the applicant which the Art Advisory Committee deems appropriate.
- E. In the event that the application does not specify a site for the artwork, the Art Advisory Committee shall, as a preliminary matter, identify an available site (or sites) which are most appropriate for the artwork in question. Once the site or sites have been identified, additional notice will be mailed to the applicant and published on the Park District's website and a local newspaper.
- F. The Superintendent of Buildings and Grounds or the Executive Director's designee, upon receipt of a copy of the application, shall, within thirty (30) calendar days, provide the Art Advisory Committee with a statement accompanied by a drawing containing adequate information to provide the Art Advisory Committee of the specific site parameters within which the artwork may be placed and any additional requirements the Superintendent of Buildings and Grounds may have for purposes of public access, public safety and maintenance of the artwork and the public way.

- G. If the application does not specify a site, the Art Advisory Committee shall forward site information to Superintendent of Buildings and Grounds as soon as it is available, and the Superintendent of Buildings and Grounds or the Executive Director's designee shall, within thirty (30) calendar days, provide the Art Advisory Committee with the statement and drawing referenced above.

1.06 FACTORS FOR PURCHASE, ACCEPTANCE, PLACEMENT AND MAINTENANCE OF ARTWORK

Factors to be considered by the Art Advisory Committee in recommending acquisition, placement and maintenance of acquired art and/or acceptance, placement and maintenance of temporarily placed, privately owned (including loaned) artwork on Park District property shall include, but not be limited to, the following:

- A. Artistic Quality: The artist's concept, vision and craftsmanship for the work of art are of strong artistic quality.
- B. Site: The artwork and site are appropriate in scale, materials, for and content for the immediate, general, social and physical environments.
- C. Permanence: Due consideration shall be given to the structural and surface soundness and to inherent resistance to theft, vandalism, weathering and excessive maintenance or repair costs.
- D. Public Safety: Each work shall be evaluated to ensure that it does not present a hazard to public safety.
- E. Feasibility: Proposals shall be evaluated relative to their feasibility and convincing evidence of the artist's ability to complete the work as proposed. Factors to be considered include, but are not limited to, project, budget, time line, artist's experience, soundness of materials, zoning/construction/design guidelines.
- F. Duplication: Artists are required to warrant that artwork is unique and an edition of one or part of a limited edition.
- G. Maintenance and Preservation: The Art Advisory Committee shall consider the costs for installation, site preparation, insurance and maintenance, and evaluate whether there are sufficient funds in the Maintenance Fund or from other sources to pay these costs. Where feasible, donors and sellers shall provide a report of future maintenance, including a plan for routine care, with itemized estimated costs including the number of persons and special equipment or vehicles necessary to move the work. Where feasible or appropriate, the Art Advisory Committee shall also consider the ability of the seller, donor or artist to provide the Park District with an artist's "waiver" (as defined herein) or written permission for maintenance work by a qualified conservator.
- H. Purchase: In the case of artwork to be acquired by purchase, the reasonableness of the purchase price or rent amount in relation to the appraised value of the artwork and the sources available for acquisition.

1.07 FACTORS FOR SITE LOCATION OF ARTWORK IN THE PARK DISTRICT

Factors to be considered by the Art Advisory Committee in recommending site locations for the placement of artworks on Park District property shall include, but not be limited to, the following:

- A. Accessibility and Visibility to the Public. The Art Advisory Committee shall attempt to place artworks in locations that afford the greatest accessibility and visibility to the public, subject to the nature of the work of art.
- B. Maintenance and Preservation. Before the final selection of a location, the Art Advisory Committee shall present the location to the Superintendent of Buildings and Grounds or the Executive Director's designee for an assessment of the costs of maintenance and preservation of the work of art.
- C. Public Safety. Before the final selection of a location, the Art Advisory Committee shall present the location to the Superintendent of Buildings and Grounds or the Executive Director's designee for a risk assessment of the placement of the artwork.

Each proposal the Art Advisory Committee to the Board that includes a proposed site location shall include an estimate of the annual cost of maintenance and a risk assessment by the Superintendent of Buildings and Grounds or the Executive Director's designee.

The Art Advisory Committee may recommend to the applicant, during a preliminary conference, appropriate alternative sites to the site set forth in the application. If the applicant agrees to an alternate site or sites during these preliminary discussions, the notice and Art Advisory Committee meeting process set forth in Section 1.05, above, shall proceed based upon an amended application containing the agreed upon alternative site location.

1.08 ADDITIONAL REQUIREMENTS FOR ACQUISITION OF ARTWORK

In addition to the general factors set forth above, the Art Advisory Committee should consider the following factors in relation to the acceptance, placement and maintenance of permanent gifts of artwork:

- A. Under extraordinary circumstances, such as the high cost of maintenance for a given artwork, the Art Advisory Committee may recommend conditions of accepting a gift of such artwork, including establishment by the donor of a maintenance endowment to ensure adequate care for the artwork.
- B. Acquisitions shall be accepted only when accompanied by a legal instrument of conveyance of title, listing any conditions of the acquisition that the Park District has agreed to accept and the appropriate warranty of originality. In general, acquisitions shall be accepted without restrictions as to the future use or disposition. The Art Advisory Committee shall forward copies of the conveyance of title and the appraisal for donated artworks to the Superintendent of Buildings and Grounds or the Executive Director's designee. The Art Advisory Committee shall forward copies of the conveyance of title and the stated insurance value for acquired artworks to the Superintendent of Buildings and Grounds or the Executive Director's designee.

1.09 GUIDELINES FOR PRIVATELY OWNED AND/OR LOANED ARTWORK TEMPORARILY PLACED ON PARK DISTRICT PROPERTY

In considering the temporary acceptance, placement, and maintenance of privately owned and/or loaned artwork, in addition to the general factors set forth in Section 1.06, above, the Art Advisory Committee shall also consider the following guidelines:

- A. The owner of the artwork shall be required to affix the artwork on or to the Park District property and maintain same at the owner's expense and in accordance with the direction and approval of the Superintendent of Buildings and Grounds or the Executive Director's designee.
- B. The owner submit such construction detail plans as the Superintendent of Buildings and Grounds or the Executive Director's designee may require prior to construction detailing that the artwork shall be affixed on or to Park District property in such a manner as to assure that the artwork cannot be moved or removed by passers by and to assure that when it is removed by the owner, the Park District property can be easily restored by the owner to its original condition.
- C. The owner shall save and hold harmless the Park District from any and all liability or loss for any personal injury or damage to property which may result from the installation and/or maintenance of the temporary artwork on Park District property and release the Park District from any and all liability for damage to or loss of the temporary artwork which may result from the placement of the temporary artwork on Park District property. The owner may be required to provide the Park District with:
 - 1. a certificate of insurance for liability insurance in an appropriate amount, naming the Park District as an additional insured, which shall remain in full force and effect for the full term of the placement of the artwork and the agreement between the Park District and the owner of the artwork;
 - 2. a five hundred dollar (\$500.00) restoration deposit which shall be refunded to the owner after the owner's artwork has been removed and the Park District property restored to its original condition by the owner.
- D. The Park District shall provide the owner with temporary access to Park District property for display of the owner's artwork through the execution of a License Agreement with the owner, granting the owner a license to use the Park District property for the placement of the owner's artwork for a term of one year, subject to the terms and conditions set forth herein. After one hundred twenty (120) days have elapsed, either party shall have the right to terminate such License Agreement and remove said artwork upon giving sixty (60) days written notice to the other party of its intention to terminate the License Agreement.

Any notice required therein shall be delivered by certified mail to the Park District at 218 Madison Street, Oak Park, Illinois 60302, and to the owner at the owner's given mailing address. In the event of termination, the owner shall be responsible for removing the artwork from the Park District property and restoring the Park District property to the condition in which it existed prior to the installation of the artwork.

- E. The Park District, however, may remove the artwork at any time if it determines, in its sole discretion, that the artwork represents a hazard to public health and/or safety. In the event of such a removal, the Park District shall return the artwork to the owner as soon after the removal as is practicable. Due to the fact that the Park District deems the display of the artwork by the owner to be primarily a public benefit enhancing the aesthetic appearance of Park District property, the Park District shall waive any fee it would otherwise charge for the use of Park District property.
- F. The owner may renew a License Agreement under the same terms and conditions for an additional one year term on an annual basis by providing the Park District with written notice of the owner's intention and offer to renew the License Agreement at least ninety (90) days prior to the termination of the then-current License Agreement and, if applicable, at the same time providing the Park District with a new certificate of insurance which complies with the terms of the License Agreement and which extends coverage for the full term of the renewal period. In order to extend the License Agreement, the Park District must provide the owner with written acceptance of the owner's offer to extend the License Agreement for an additional one year term at least sixty (60) days prior to the termination of the existing term of the then-current License Agreement. All renewals of the License Agreement, however, shall remain subject to the termination provisions of the original License Agreement. The Park District's failure to provide the owner with written acceptance by the Park District of the owner's notice and offer to extend the License Agreement for one year at least sixty (60) days prior to the termination date of the existing, then-current License Agreement shall constitute a termination of the License Agreement by the Park District, which shall take effect at the end of the term of the existing, then-current License Agreement.
- G. The Park District Board may waive any or all of the requirements set forth in this Section upon passage of a duly authorized resolution setting forth finding which demonstrate that such waiver is in the public interest.

1.10 ART ADVISORY COMMITTEE RECOMMENDATIONS TO THE PARK DISTRICT BOARD

- A. At the conclusion of the meeting at which the applicant's application has been considered and all interested parties have had an opportunity to comment thereon, the Art Advisory Committee shall vote to approve or deny the application.
- B. If the Art Advisory Committee votes to deny the application, it shall submit a recommendation to the Park District Board that it reject the application. Any recommendation of denial shall include a written explanation of the reason why the Art Advisory Committee denied the application, together with a copy of the application.
- C. If the Art Advisory Committee votes to approve the application, it shall forward a recommendation to the Park District Board with regard to the acceptance, placement, and maintenance of the artwork, together with findings, supporting documentation and such other conditions and restrictions as the Art Advisory Committee deems appropriate. In the case of an application to acquire an artwork by purchase or rental, the recommendation shall also include a recommended purchase price or rental amount, and appraisal, and recommended source of funding.

1.11 FINAL ACTION BY THE PARK DISTRICT BOARD

- A. Upon receipt of a recommendation by the Art Advisory Committee, the Park District Board, at a regularly scheduled meeting, shall vote to accept, reject or modify the findings and recommendations of the Art Advisory Committee. In considering the recommendation of the Art Advisory Committee, the Park District Board shall respect the judgment of the Art Advisory Committee on artistic matters and shall not exercise its independent judgment with regard thereto absent a showing of just cause.
- B. If the Park District Board rejects the recommendation of the Art Advisory Committee, such rejection will serve as the final decision of the Park District. The applicant shall be prohibited from filing the same or similar application for a period of one year from the date of the rejection.
- C. If the Park District Board accepts the recommendation of the Art Advisory Committee as presented or as modified with regard to the acquisition or temporary loan of an artwork, the Park District Board shall do so by adopting a resolution:
 - 1. Authorizing or directing Executive Director to acquire or receive the temporary loan of such artwork;
 - 2. Directing the manner and site location for placing and affixing the artwork on or to Park District property; and
 - 3. Directing the manner in which the artwork shall be maintained.
- D. If the acquisition of the artwork is by purchase, the resolution shall also establish the purchase price of the artwork.
- E. If the Park District Board accepts the recommendation of the Art Advisory Committee as presented or modified by the Board with regard to the temporary placement of a privately owned or loaned artwork, the Board shall do so by resolution authorizing and directing the Executive Director to permit the temporary placement of such privately owned or loaned artwork on Park District property and, except under circumstances where the Board finds it otherwise appropriate and reasonable, to further authorize and direct the Executive Director to enter into a temporary License Agreement setting forth the terms and conditions recommended in the guidelines found in Section 1.09, above.

1.12 ARTWORK PLAQUE

The only items of information which may be displayed with artwork that is not located inside one of the Park District's buildings (*i.e.* located outdoors), are the name of the artist, the title of the artwork, and the year in which it was created, on a plaque of brass or other similar material in letters and numbers which do not exceed three-fourths ($3/4$) of an inch in height.

1.13 RELOCATION OR REMOVAL OF ARTWORK

- A. The Executive Director shall file with the Art Advisory Committee an annual report on the condition of all artwork in or on the Park District's property.
- B. The Art Advisory Committee may recommend relocation of artwork for one or more of the following reasons:
 - 1. The condition or security of the artwork can no longer reasonably be guaranteed at its current site.
 - 2. The artwork has become a danger or hazard to public health or safety at its current site.
 - 3. The site has changed such that the artwork is no longer compatible with the site.
- C. In the case of an unconditional, permanent acquisition of an artwork which qualifies for relocation hereunder, the Art Advisory Committee will, nevertheless, attempt to obtain approval from the artist prior to recommending relocation. If it is unable to obtain approval of the artist, the Art Advisory Committee may still recommend and the Park District Board may authorize relocation of the artwork to another site. In the case of temporarily place privately owned or loaned artwork which qualifies for relocation, the Art Advisory Committee will seek the permission of the owner to relocate the artwork.
- D. If the Art Advisory Committee is unable to obtain the permission of the private owner to relocate the artwork, the Art Advisory Committee may recommend and the Park District Board may authorize removal of the artwork from Park District property.
- E. The Art Advisory Committee may recommend removal of artwork from Park District property for one or more of the following reasons:
 - 1. Physical deterioration and/or damage.
 - 2. Excessive cost of maintenance.
 - 3. Incompatibility with the site, with no alternative site available.
- F. In the case of artwork which qualifies for removal, the Art Advisory Committee will make a good faith effort to notify the artist and/or donor and the artist and/or donor shall be given the opportunity to reacquire title to the artwork prior to its removal and final disposition, which may result in storage, sale, exchange, gift or destruction, as authorized by the Park District Board.

- G. In the case of temporarily placed, privately owned or loaned artwork which qualifies for removal, the Park District shall store the artwork in a safe and secure location for up to one hundred and twenty (120) days.
- H. Upon removal of temporarily placed, privately owned or loaned artwork from a public site, the Park District shall provide a written notice to the owner of the artwork which shall include the following:
 - 1. The date and time of the Park District's removal of the artwork from the site;
 - 2. The location where the artwork is or will be stored by the Park District; and
 - 3. The time period and hours of the day within which the artwork may be retrieved by the owner.
- I. The notice shall further indicate that if the artwork is not retrieved by the owner within a sixty (60) day period, and if the Park District has not provided a waiver in writing in advance:
 - 1. The artwork shall become the property of the Park District;
 - 2. The Park District may (a) retain the artwork as it sees fit or (b) declare the artwork as surplus property and dispose of the artwork.
- J. In all cases where the removal, relocation, or alteration of artwork on Park District Property is under consideration, the Art Advisory Committee, Park District, and Park District Board shall abide by the Federal Visual Artists' Rights Act of 1990.

1.14 ACQUISITION AND MAINTENANCE FUND

- A. A general fund called the Artworks Acquisition and Maintenance Fund shall be established by the Park District to acquire and maintain artwork. Funds from any special endowment fund that has been established for a specific artwork may be transferred to the Artworks Acquisition and Maintenance Fund if that specific artwork has been removed from the Park District's collection. Proceeds of all sales of artworks shall be deposited in the Artworks Acquisition and Maintenance Fund.
- B. The Artworks Acquisition and Maintenance Fund shall be used solely for the expenses associated with the selection, commissioning, acquisition, transportation, maintenance, public education, promotion, administration, removal and insurance of the artwork. All expenditures from the Acquisition and Maintenance Fund must have prior approval from the Park District Board.
- C. The Park District Board shall determine the extent to which the Park District may designate funds for the Artworks Acquisition and Maintenance Fund on an annual basis. In determining the funding for the Artworks Acquisition and Maintenance Fund, the Park District Board shall consider, but not be limited to, the following:
 - 1. recommendations and supporting acquisition and maintenance plans of the Art Advisory Committee; and
 - 2. maintenance and public safety assessments by the Superintendent of Buildings and Grounds or the Executive Director's designee.

1.15 SEVERABILITY

If any section, subsection, sentence, clause, chapter, provision, or phrase of the Guidelines or its application to any person or circumstance is found to unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of the Guidelines or the application or the provisions to other persons or circumstances.

City of Lake Geneva
Department of Public Works

Park System - Memorial and Donation Policy
No. PK-10-01

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, trees, flagpoles, picnic tables, public art, statuary and other appropriate parkland amenities and accessories. The City of Lake Geneva desires to encourage donations, from both individuals and groups, both public and private, while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

Guidelines established by this policy shall apply to all donations to the City of Lake Geneva within its park system. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements and long term care of all donations. The standards as set forth in this document may be applied to donations to other City of Lake Geneva departments, though other committees and commissions are not required to utilize this policy. This policy is simply a guideline for accepting donations. Each donation will be received upon its own merits and decided on a case-by-case basis. These policies do not create a precedent for the acceptance of memorials or donations.

STANDARDS FOR DONATIONS

Acquisition or Purchase: The City and the community have an interest in ensuring that park elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The City staff will be responsible for the purchase and installation of all park elements. Park elements, such as park benches, where possible shall be standardized.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgements should reflect the character of the park or facility. The parks system, does however, exist for the benefit of the general public. To that extent donations of statues and works of art which depict an individual are discouraged. All park elements will be installed in such a manner that will not substantially alter the character of a facility or its intended use. It is also a consideration of the City to preserve the shoreline and lake views of Geneva Lake.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become City property. Accordingly, the City has the duty to maintain the donation for the expected life cycle of the donation. Life cycles are indicated on the Fee Schedule maintained by the City. The City, at its sole discretion, may choose to replace or remove the donated element. The City shall not be responsible for donations located or installed contrary to the terms of this policy.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism. Due to factors beyond the City's control, it cannot guaranty the longevity of the donation.

Cost: The City has an interest in ensuring that the donor covers the full cost for the purchase, installation and routine maintenance (if applicable) during the expected life cycle of the donated park elements. The donation cost shall also include the cost of the donation acknowledgement/memorial plaque. A separate fee schedule is maintained in which the City will detail costs for donations, installation and maintenance.

PROCEDURE FOR MAKING A DONATION

The City of Lake Geneva Board of Park Commissioners generally through recommendations to the City Council will administer all donations located on City park property, with the assistance of the City Public Works Department.

Application: The donor must contact the City's Administrator or Director of Public Works to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail, in-person or via e-mail. Completed applications and payment will be made to the City of Lake Geneva for review and processing by the City's Board of Park Commissioners.

Approval: The City's Board of Park Commissioners, upon determining that the donation request meets the criteria provided in this policy, may approve donations up to \$2,500. Donation offers of trees may be referred to the City of Lake Geneva Tree Board for handling. If a donation's value exceeds \$2,500 or has the potential to adversely impact the shoreline or views of Geneva Lake, the City's Board of Park Commissioners make a recommendation to the City Council and the Plan Commission for approval of the donation. The City Council may consider the request at its next regularly scheduled meeting or at a time to be determined by the Mayor. The City's Board of Park Commissioners must approve all donations up to \$2,500, and the City Council must approve all donation requests in excess of \$2,500 and statuary donations of any kind prior to the City accepting any donations.

CRITERIA FOR ACCEPTANCE

Park Plan: To accept donations of park elements for a specific park facility, City staff will determine whether or not the donation falls within the scope of the City's most recent Park Use and Open Space Master Plan, before forwarding the offer to the City's Board of Park Commissioners.

If no plan exists, the City may accept the donation under certain circumstances.

The donation must:

1. Be consistent with the intended current or future use of the facility.
2. Not create an adverse impact on the varied recreational, social, wellness, enjoyment or educational needs of park users.
3. Not require the relocation of other equipment or infrastructure to accommodate the donation, and
4. Must comply with all deed restrictions as well as local, state and federal guidelines (if applicable). In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques/On-line Registry: Donation acknowledgements and memorial plaques, as approved by the City, will be placed on or near the donated element at the sole discretion of the City. Such acknowledgements and plaques will be made of bronze and purchased through the City unless separate approval is granted. The cost for these items is incorporated in the cost of the donation. In cases where bronze plaques are not feasible, City staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgements shall be tasteful and subtle; the City's Board of Park Commissioners (<\$2,500) or City Council (>\$2,500) must approve all text for donation acknowledgements/memorial plaques. If a donation is made anonymously, a plaque may be installed which reads "Donated by Friends of Lake Geneva". If a donation is removed, the donor, if they can be contacted, has the option of accepting back the remnant of the donation and related plaque. The donor also will be given the option of paying for the replacement on the donation upon either its destruction, death of a live planting, or end of its useful life. The City will maintain a registry or record of all donations to the park system.

OTHER DONATIONS

There may be donations possible, other than those expressly listed or contained within this policy. The City may accept those donations subject to review of the staff, City's Board of Park Commissioners, and City Council. The City also reserves the right to modify or alter certain conditions as set forth in this policy.

CONDITIONS

Location: Although suggestions will be considered for a particular location, placement of park elements will be at the discretion of the City's Board of Park Commissioners and/or City Council.

Installation: Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed by City personnel or a third party chosen by the City. The installation will be scheduled at a time and date as determined by the Public Works Department so as to not unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques, when they interfere with site safety, maintenance, construction activities or if damaged beyond repair. In accordance with previously stated procedures in this policy, the City will send a letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a donation must be permanently removed, the City will, when feasible, seek an alternate location consistent with this policy. If no alternate location can be found, the acknowledgement/memorial plaque and element (if appropriate), at the donors request, may be given to the donor.

Fee Schedule

Costs for some park components are as follow:

- Lakefront & Downtown Park Bench including acknowledgement plaque (\$2,200.00). Term of donation up to 10 years.
- Park Bench other than Lakefront & Downtown including acknowledgement plaque (\$1,200). Term of donation up to 10 years.
- Tree including acknowledgement plaque in ground with species selected from the City's approved planting list (\$400.00 unless special more expensive tree is ordered).
- Bike rack including acknowledgement plaque in ground (Minimum \$800 or actual cost for material and labor depending upon the size of the rack). Term of donation up to 15 years.
- Standard City Picnic Table (\$600). Term of donation up to 10 years.
- Modular Play Equipment (Actual cost of components including labor to assemble and install). Requires City Council approval as cost will exceed \$2,500. Term of donation up to 20 years.
- Lakefront & Downtown Trash Receptacle (\$1,400 plus cost of concrete pad if required). Term of donation up to 15 years.
- Statuary & Works of Art (Actual cost of purchase and installation. A 10-year maintenance charge shall be estimated and added). Term of donation up to 25 years.
- 30' Anodized Aluminum Flagpole (\$2,000). Term of donation is 25 years.

Other memorial and donation requests may be accepted.

City of Lake Geneva
Department of Public Works

Park System - Memorial and Donation Application

Name of Donor: _____

Address of Donor: _____

Phone Number: _____

Home: _____ Other: _____

E-mail: _____

Description of Donation: _____

Wording on Memorial Acknowledgement: _____

My signature below indicates that I have received a copy of the Memorial and Donations Policy and agree to all the provisions and procedures as outlined.

Requested by: _____

(Please Print)

Signature of Donor

Date

Staff Use Only. Date Received _____ Staff Initials _____

Staff Recommendation to City's Board of Park Commissioners: Approve/Deny

Council Review Date: _____ Approved/Denied

Order Date: _____ Installation Date: _____

CITY OF PORT ANGELES

Park and Recreation Outdoor Facilities

Memorial and Donation Policy

Adopted by Parks Commission 10/20/05



Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, public art, monuments (by exception only), drinking fountains, flags, and other types of park trails accessories. This policy does not apply to buildings or land. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on city owned property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration and long term care of all donations made after the adoption of this policy.

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly. Nothing shall be hung or tied to trees. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping shall not be done around site furniture. Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclist or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time as they can weather, and become unattractive and detract from the image of the community.



Materials: If landscaping around trees is desired, donors are encouraged to utilize natural materials in the construction of a six (6') foot border around the tree i.e. (one row of rocks no larger than eight inches in diameter). Prior approval of the landscaped area must be obtained from the Recreation Division.

Maintenance: Maintenance of the landscaping at tree donation sites is the responsibility of the donor. All landscaped sites will be maintained weed and debris free. All dead flowers and shrubs will be removed and disposed of by the donor. Donors must request direct supervision by City Parks Maintenance staff during pesticides, fertilizers or herbicidal application to manage the proper type and amount of pesticides, fertilizers, or herbicides. If a donor determines that he or she can no longer maintain the donor site, the donor is requested to contact the City in order that City staff may restore the site to its original condition. Donated park elements (i.e. benches, trees, plaques, etc.) become City property. Donations made previous to the adoption of this policy are to be maintained by the city during its salvageable life span.

STANDARDS FOR NEW DONATIONS

Definitions of New Donations: New donations are those made after the adoption of this policy.

Acquisition or Purchase: The City and the community have an interest in ensuring that park elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The City staff will be responsible for the purchase and installation of all park elements.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgments should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become City property. Accordingly, the city has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

Cost: The City has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation,



and maintenance. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently the City will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

PROCEDURE FOR MAKING A DONATION

The City's Recreation Division office will manage all donations located on City park property, with the assistance of the Parks Maintenance Operation staff.

Application: The donor must contact the Recreation office to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail or in-person at the Recreation Division office. Completed applications and payment will be made to the Recreation Division office for review and processing.

CRITERIA FOR ACCEPTANCE

Park Plan: To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgments, as approved by the City, and memorial plaques are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the City. Donation acknowledgements/memorial plaques will be a maximum 5 x 7 or 2 x 18 (pending application) inches in size, utilize "cheltenham light" lettering and numbers, have a leatherette background, be of light brown type "A" color (subject to change, due to availability) and manufactured by a City approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, City staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgments shall be tasteful, and subtle. To prevent obscene or potentially offensive text from being displayed on city property, the City must approve all text for donation acknowledgements/memorial plaques.

In park bench applications the donation acknowledgment will be routed into the seat back of the bench.



In picnic table applications the donation acknowledgment will be inserted into the concrete pad installed under the picnic table. Multiple donors (up to 6 per table) will be allowed.

In tree installation applications the donation acknowledgment will be installed in a flush mounted concrete pad.

Notification: This criteria is a requirement for both existing (at the expiration of its life-cycle period) and new donations. It shall be the responsibility of the donor to provide the Recreation Division with a current address for purposes of notification regarding their donation. For the purposes of notification the City will send a certified letter to the donor, notifying the donor of changes related to the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

PARK BENCHES, BICYCLE RACKS, PICNIC TABLES, AND DRINKING FOUNTAINS

Park benches, bicycle racks, picnic tables, drinking fountains, and playground components may be sited in locations approved by the Recreation Division in accordance with an available site plan. Items donated must be of a product approved by the Recreation Division, and these items become City property at time of purchase.

TREES

Landscaping and plant selection for park facilities is critical due to the marine coastal environment in Port Angeles. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the City. Trees will only be accepted for areas that have active irrigation systems in place.

MONUMENTS

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City park facility. Exceptions to this policy are the Veteran's Park and monuments installed by the City commemorating the history and/or dedication of a park facility.

FLAGS

Flags may be sited in locations approved by the Recreation Division in accordance with an available site plan. Flags deteriorate quickly when exposed to the elements and the size of a flag is determined by the type, size and configuration of the pole on which it is to be mounted. Consequently, donated flags must of a size and quality suitable for the site and the environment in which it is to be located. Flags may be subject to replacement, paid for by the donor at the time when City park personnel determine replacement is needed.



INTERPRETIVE SIGNS

Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

OTHER DONATIONS

There may be other donations possible, other than those expressly listed or contained within this policy. The City may accept those donations subject to a review by the Recreation Division. The City may, at their discretion, bring any donation proposal to the Parks, Recreation and Beautification Commission for review and approval.

BUILDINGS, STRUCTURES, AND PUBLIC ART

Donated buildings, structures (including playgrounds) and public art (with the exception of public art placed at the Port Angeles Fine Art Center and the Art Outside Program) are subject to full review and approval of the Parks, Recreation and Beautification Commission and the City Council and are not considered as part of this policy.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed by City personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance Operations section so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedure in this policy, the City will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location.

MAINTENANCE AND REPAIR

The long term care and maintenance of donated park elements is important to both the donor and the City.

Life Cycle Care Fund: The establishment of the Life Cycle Care Fund ensures that the City will care for the donation for the estimated life of the donation, or until such time the City determines that the memorial donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance sufficient based upon the expected life cycle for a donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

Accordingly, the City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. The City reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the City has not been able to contact the original donor.

It is in the City's interest to exclude certain donations from this policy. Donations with short life spans are to be replaced and paid for by the donor at the time when the Recreation Division determines replacement is needed. This policy shall not apply to land or building donations.

Adopted and approved by the City of Port Angeles Parks, Recreation and Beautification Commission:

Adopted by Parks Commission 10/20/05__

CITY OF PORT ANGELES

Recreation Division

321 East Fifth Street / Port Angeles, WA 98362

Phone: 360-417-4550 Fax: 417-4559



PARKS AND RECREATION OUTDOOR FACILITIES MEMORIAL AND DONATION APPLICATION		
Name of Donor:		
Address of Donor:		
Phone Number: Work:	Home:	Fax:
Email:		
Description of Donation:		
Location of Donation:		
Wording on Memorial Acknowledgement:		

Donation Cost Calculations		
Element Type		
Cost of element (1)		\$
Life Cycle Term	Years (x)	
Annual Life Cycle Cost	\$ (=)	
Life Cycle Cost		\$
Total Cost of Donated Element		\$ (2)

* Includes purchase, tax, shipping and installation.

**A 50% deposit of the total cost must be paid at the time of the application, with the remainder due prior to installation.

I have read the Memorial and Donations Policy

Requested by: _____ Date: _____

Reviewed by: _____ Date: _____
Parks Maintenance

Recreation Division Approval:

By: _____ Date: _____

lea

Gina Hassett

Director of Parks & Recreation

19 East Chicago Avenue

Hinsdale, Illinois 60521

Dear Ms. Hassett and Hinsdale Park Board:

I would like to introduce our family to you and present a proposal for donation of a piece of functional art/sculpture bench to be placed in KLM.

We are the Stefani family, Roger, Marge, Steve and Ben. We have lived in Hinsdale and Burr Ridge since 1985. We have been active and involved in the community, as our children have attended the Hinsdale Public Schools, and participated in the local athletics, and we have been active members of our community through programs such as Hinsdale Falcon Football board, and Charlie's Gift. All of us have been participants in the local Young Life organization for several years.

Sadly our son Matthew passed away on April 23, 2015. We are deeply saddened by his loss and have been thinking of a special way to give something back to our wonderful community as a way to honor him. Matthew's uncle, James Vilona is a well known and highly regarded sculptor. In Matthew's memory James has offered to donate a piece of public, functional art to the Hinsdale Park District. The idea of a memorial to Matthew would remain very private with our family. The broader goal is to provide a work of art that will be appreciated and enjoyed by members of the community.

One of our favorite places in the community is Katherine Leggie Memorial Park. We have lived on that park, and spent many happy times there playing, sledding, taking music lessons, and walking the dog. We have selected the location with special consideration to add value and beauty to the park. The area is close to the lodge and the walking path. We hope the artwork will draw people who are visiting the lodge to come and enjoy the beauty of the park. We met with Gina Hassett at the park to discuss the location and request permission to share this art with the community.

When we shared our vision of what we were hoping to accomplish with the sculpture, James suggested a piece called Northern Lights. This is a piece that personally holds great meaning for him, and it is something that he would like to share with the Hinsdale community as a way of honoring Matthew, the family, and the wonderful community. We have attached a photo of the sculpture bench that we would like to have installed into the park.

The artist is Marge's brother James Vilona. We grew up in Elmhurst Illinois so James is native to this area. James currently resides in Boulder Colorado where he owns an art gallery. Information pertaining to James, his artwork and his gallery can be obtained at <http://vilonagallery.com/http://jamesvilona.com/home.shtml> , and <http://jamesvilona.com/artist.shtml>. James' works of art are displayed at many public locations throughout the country, and also are included in many personal art collections and museums.

The donation is from the artist James Vilona, to the Hinsdale Park District. Although we would like to have a small memorial plaque placed with the sculpture, this is not a requirement. Our main goal is offering something beautiful in Matthew's honor. Please let us know if this request is an idea the park board views as a positive enhancement to KLM. James will be in town in late June and could install this piece. We will need an 8 x 8 concrete pad installed to support this sculpture and protect the beauty of the art for years to come. We are looking forward to your response, as we are hopeful this project can move forward.

Best Regards,

The Stefani Family

