

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

**Tuesday, December 8, 2015 at 7:30 p.m.  
Memorial Hall – Old Board Room  
(Tentative and Subject to Change)**

1. Approval of Minutes
  - a. October 13, 2015 Regular Meeting
  - b. October 26, 2015 Special Meeting
2. Liaison Reports
  - a. Gateway Special Recreation Association Report
3. Monthly Reports
  - a. Recreation Staff Report
  - b. Financial Report
4. Old Business
  - a. Public Donation/Artwork Guidelines Update
5. New Business
  - a. Annual Pool Report
  - b. Extension of License Agreement with Hinsdale Platform Tennis Association
  - c. Landscape and Maintenance Contract Renewal Discussion
  - d. Community Pool Concession Stand Contract Renewal Discussion
6. Correspondence
7. Other Business

Items listed on the agenda will be discussed and considered by the Commission. The Commission welcomes public comment on the agenda items during discussion. Items recommended for Board of Trustee approval at this meeting may be referred to the Board for further consideration at their next meeting.

The Village of Hinsdale 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 Darrell Langlois, ADA Coordinator, at 789-7014 or by TDD at 789-7022 promptly to allow the Village of Hinsdale to make reasonable accommodations for those persons.

Visit the Village's Web Site at [www.villageofhinsdale.org](http://www.villageofhinsdale.org)

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

Tuesday, October 13, 2015  
Memorial Hall Memorial Building



**DRAFT**

Chairman Banke called the meeting of the Park and Recreation Commission to order at 7:00 p.m. at the Memorial Hall board room.

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

**Members Absent:** Commissioner Keane

**Staff Present:** Gina Hassett, Director of Parks and Recreation

Commissioner Owens moved approval of the September 8, 2015 Parks and Recreation Commission meeting minutes. Commissioner Conboy seconded and the motion passed unanimously.

**Little Library Presentation by Hinsdale Library & the Christopher Family Foundation**

Kelly Christopher Schuler spoke about the Foundation and how they want to become involved in the community parks. She defined it as take a book, return a book or keep a book. The Foundation will support 100% of the program funding. They will be checked every Monday by staff and the books will be refreshed if necessary. If it doesn't work, they will also pay the costs for termination. They hope to be able to add on to the program. Ms. Schuler stated that there were suggested locations, next to a park bench and facing west. Ms. Schuler emphasized the benefits of this program and how it would promote the use of the library.

Commission George asked if they have any other locations. They have no other locations in Hinsdale, but the hope is to have it in a park, it will promote literacy. Chairman Banke asked who the books would be geared to. Ms. Schuler stated that she would hope that there would be adult and children as well, but they are open for suggestions. Commissioner Owens commented that perhaps a phone number could be included in case there were questions or comments. They would start with one location to see how they are received. Commissioner Waverley commented about kids putting in inappropriate materials and that would have to be looked at closely. Commissioner Waverley also wanted to know if it would be a year round program, or just the spring and fall.

Ms. Schuler had four locations in mind but the parks department and the library need to decide the best location. Commissioner Baker suggested Robbins and Burns to start. Ms. Hassett stated that the maintenance was an initial concern. The Hinsdale police chief stated that there has been some vandalism at some places that have them. Ms. Hassett asked if Parks and Recreation special events could be included.

Commissioner Owens stated that LaGrange just installed Little Libraries in their town. She thought that Burlington Park would be a good trial, but Ms. Schuler stated that is close to the library so they thought a different location would be better. Chairman Banke asked what the materials would be. Ms. Schuler stated that there always needs to be a backup unit and they would be wood and painted. Ms. Schuler stated that spring would be a great time to start the project but will take whatever time that is needed.

Chairman Banke stated that all donations are greatly appreciated by the village.

**Liaison Reports**

## **Gateway Special Recreation Association**

Ms. Hassett commented that the vehicle will be leased and they are working to get the correct language from the attorney.

### **Recreation Staff Report**

Ms. Hassett commented on the report. KLM revenue increased 30% over the prior year due to increased bookings and increase in fees. Ms. Hassett explained about the condition of the walkways at the paddle courts. They are deteriorating and those walkways are currently closed due to safety issues. When they were built in 2003, they were not built to code and the materials were all donated. A temporary staircase has been constructed for the courts. The new stairs would be made of aluminum. The gas lines are under the decking, so that makes it a challenge. Chairman Banke asked where the funds come from for this project. Ms. Hassett stated that the village does have a reserve fund and the costs could be as much as \$85,000. Chairman Banke asked if HPTA has offered to help with the funding. Ms. Hassett stated that they don't have a lot of money because what they collect generally goes right back out in fees.

Commissioner Waverley asked if the gas lines have been turned off and stated that players are walking through the caution tape anyway. She suggested having communication sent out to the members notifying them of the danger. Ms. Hassett stated that the gas lines are now back on and the walkway will be dismantled as soon as possible. Ms. Hassett stated that the heaters are an issue every year but some work has been done to them because of the low clearance. The courts are located in the wettest part of the park and that will always be a challenge.

Ms. Hassett stated that the pool will come out better than the prior year primarily due to lower personnel expenses. The pool report will be presented at the next meeting. Town team participation was down primarily due to staff changes and competition. Ms. Hassett reported about an arson incident at Brook Park. There is mostly smoke damage and the family will be making restitution for the damage. Commissioner Waverley asked how long the bathrooms remain open. Ms. Hassett stated they generally stay open until the weather freezes, sometime in November.

Ms. Hassett stated that Fall Fest will be held at Hinsdale Middle School on Saturday, Oct. 24 and there will be touch a truck outside. Commissioner Baker asked how much of the school is used. Ms. Hassett stated we use the common area on the first floor and the vendors will be outside unless it rains. They can go to the gym on the 3<sup>rd</sup> floor if they can't be outside. It is more congested if the vendors are located on the first floor. Chairman Banke complemented Ms. Hassett that the financials are showing an increase of revenue and decrease in expenses.

Ms. Hassett stated that they flooded the Burns tennis courts to see if there are any areas that hold water. They will need to patch some areas, and leaves have been dropping to stall the project. They hope to still get the courts painted this year.

### **Revenue/Expense Report**

Mr. Hassett commented on the report. Personnel services are up over the prior year due to staff vacancies or incorrect coding. Contractual expenses are down due to some of the mowing being allocated to Public Services budget. Ms. Hassett explained the program revenues and expenses. The pool revenue through August increased 6%. Commissioner Baker asked if the pool would be in the black. Ms. Hassett stated that there were some repairs, but she believes that it will be.

### **Old Business**

#### **Public Donation/Artwork Guidelines**

Ms. Hassett received comments back on the draft policy from the village attorney. It will be brought to the Commission next month.

## **New Business**

### **Ice Rink Discussion**

Ms. Hassett commented on the plan for a rink at Burlington Park last year. She stated that there are challenges for installing an ice rink at Burlington Park and believes that staff should focus on a rink at Burns. Ms. Hassett asked for feedback on the two choices for installing the rink at Burns. There could be one large rink or two smaller rinks. We have the large rink on hand so no additional purchase would have to be made. All of the staff resources would still be allocated to snow removal. Ms. Hassett suggested option two, the one larger rink. The liner we have would last approximately three years. Commissioner Waverley asked about the area for hockey players.

Chairman Banke stated that he was happy with the larger rink. Ms. Hassett stated that there would be a goal to have the warming house open. Ms. Hassett gave the history of making the ice rink and how it is much more than buying a liner. Staff sits in trucks overnight to be sure no one drives or skates on it until the ice is ready. Commissioner Waverley asked if we know the usage. Ms. Hassett stated that there is no way of knowing that.

### **Melin Park Ice Rink Request**

Ms. Hassett explained the annual request. Commissioner Baker asked about risk management for any liability at the rink. Ms. Hassett explained that staff inspects the rink and assumes the risk. Commissioner George moved approval of the motion. Commissioner Waverley seconded and the motion passed unanimously.

### **Hinsdale Swim Club Agreement Discussion**

Ms. Hassett commented that there needed to be a recommendation to bring to the village board. The cost is \$17,900 with a 3% increase each year. One change is that they need to find an alternate location for Hinsdale members to swim at during meet times, which has currently been Clarendon Hills. Ms. Hassett stated that lap swimmers have use of two lanes during this time.

Chairman Banke asked what the motion was specifically for. The motion would be for the \$17,900 with a 3% increase for subsequent years. Commissioner George moved approval of the motion. Commissioner Conboy seconded and the motion passed unanimously.

### **Review of the Draft Community Survey**

Ms. Hassett stated that the draft survey was just received and a copy of one from Pleasant Dale that was currently done. There will be an electronic version available as well as in direct mail. There will also be an ad in the Hinsdalean promoting the survey. The return date is November 20<sup>th</sup>. The goal is for the survey to be sent out the last week of October. Commissioner Waverley asked if there would be any incentive for filling it out and felt the survey was too long. Ms. Hassett stated that would be difficult because then personal information would have to be given.

Commissioner Waverley thought it was vague. Ms. Hassett stated that there is some clarification needed on visits and participation. Chairman Banke stated that he believes that there are many things on there that residents are not aware of. There was discussion among the Commissioners regarding the survey and thought it should be more focused. Commissioner Baker suggested having a pool section and being specific on the questions regarding their usage. Ms. Hassett commented on what should be removed or added to the survey. Commissioner Baker stated that it is important to have a web version of the survey. Ms. Hassett stated that the cost will be for mailing, printing and postage. Ms. Hassett asked for feedback from the Commissioners by the end of the week.

**Correspondence**

None

**Adjournment**

Since there was no further business to come before the Commission, Commissioner Conboy moved to adjourn. Commissioner Baker seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission was declared adjourned at 8:40 p.m.

Respectfully submitted,

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Linda Copp, Secretary

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 **DRAFT**

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

Monday, October 26, 2015  
Memorial Hall Memorial Building

Chairman Banke called the meeting of the Park and Recreation Commission to order at 7:01 p.m. at the Memorial Hall board room.

**Members Present:** Chairman Banke, Commissioners Baker, Conboy, Keane, George and Waverley

**Members Absent:** Commissioner Owens

**Staff Present:** Gina Hassett, Director of Parks and Recreation, Kathleen Gargano, Village Manager, Darrell Langlois, Assistant Village Manager, Rob McGinnis, Building Commissioner, Linda Copp, Secretary

**Others present:** Members of HPTA: Marty Brennan, Mary Doten, Bill O'Brien, Kristen Evans, Rick Larsen, Patty Doolas, Margaret Hawn and Bryan Freel

**Discussion regarding the KLM Platform Tennis Court Walkways**

Chairman Banke gave a background of the situation regarding the walkways at KLM. Ms. Hassett commented on the memo regarding the license agreement with HPTA. She explained the items in the memo and the table that was provided with the contributions and expenses. Lifetime memberships were sold which offset the construction of the courts and the village is responsible for the maintenance of the hut. Staff noted this year about the declining condition of the walkways and suggested repairs be made in the next budget year. On October 9 the Village Building Commissioner noted that there was deterioration of the walkways and the gas and electric are under the walkway. The courts were closed at that time due to safety concerns. Staff stabilized the existing walkways because the bid process would take too long to be able to fix before winter. Staff is suggesting a structural engineer comes out so construction can start next spring. The building department will inspect all construction to be sure it is to code.

Ms. Gargano clarified that the scope of work exceeds \$20,000 and must go out to bid by state law. Specs will take a couple of weeks and the bid process takes time so the earliest it would be available would be late December or early January.

Marty Brennan, 4516 Woodland Ave, Western Springs, HPTA board member addressed the Commission. He mentioned that he runs the travel program and feels there is a good partnership with the staff. He stated that KLM was state of the art when it was built, but it is now 10 years old.

Mr. Brennan wanted to point out the three important issues that HPTA has.

1<sup>st</sup> – Opportunity to have a better working relationship with village and staff. He commented on how many new facilities have been built within 5 miles. They feel that KLM needs a better standard to compete with private clubs.

2<sup>nd</sup> – Infrastructure needs operating agreement to do long-term planning. Need to be ahead of issues yearly and need to maximize resources for the maintenance of the facility

3<sup>rd</sup> – Long term facility management, seasonal maintenance schedule, protocol in how to manage upkeep

Mr. Brennan commented on what the immediate needs are:

1. lighting at all courts - they feel LED is not adequate for good performance and player safety. They would like all courts to match the one that has been changed already. Suggestion is half this year and half next year.
2. court heaters – traditionally a problem due to topography. They propose an outside expert to consult on the heating equipment.
3. walkways – they are in support of the Village staff recommendations
4. snow removal – heaters will melt courts, but walkways need to be shoveled. Fullers is outsourced for that and HPTA wants to propose that Mary Doten could manage the snow removal crews.
5. Burns Field – original courts are worse than KLM and need a plan to maintain them

Mr. Brennan summarized that they would like to initiate funding for the paddle facility in general. He suggests keeping \$1 from every membership towards maintenance of the courts. Formation of an operating group so everyone is accountable and a plan and timetable for the suggestions of their needs.

Commissioner Conboy asked about the membership numbers – Mr. Brennan stated that there are 220 members in the men's leagues and the women have 7 teams, which is one of the largest league. Bill O'Brien has 40 new players this year to learn the game every Sunday night. Commissioner Conboy asked how many communities are represented. Mr. Brennan explained how many communities are represented. Ms. Hassett stated that the non-residents have the biggest growth. Commissioner Keane asked if the revenue covers the costs. Mr. Langlois stated that generally it does cover operating costs but capital does not cover a six figure repair. We are not getting any more revenue from lifetime members. Mr. Langlois stated there is currently about \$11,000 surplus.

Commissioner Waverley asked why there was a limit of lifetime memberships. Ms. Hassett explained that they could be sold until the debt was paid or 29 memberships were sold. Mr. Langlois explained there is reluctance for anymore lifetime memberships and would have an impact on capital costs for big ticket items. The fees for next year will increase. Ms. Hassett explained that we are at the low end of fees but it also challenging because there are also league fees in addition. Mr. Brennan explained that the funding for the KLM courts was paid almost in full by the paddle members through lifetime memberships and donations.

Bill O'Brien, 16 Lake Ridge Club Court, Burr Ridge explained that the two Burns courts were donated by a resident, but four courts and the hut at KLM was mostly paid for by paddle members. The last two courts were paid for by paddle members. Membership fees cover the on-going operations and he explained why the courts are in that location. He explained that the Village did not pay to build the last two courts.

Ms. Hassett stated that lifetime membership covered most of the courts but did cover the cost of the hut. Mr. Langlois stated that the village paid over \$400,000 with the hut. Commissioner Baker asked Mr. Brennan if the list was in priority order. Mr. Brennan stated that is correct and they feel confident that the walkways can hold until next year. Ms. Hassett commented on the lights and the expense would be around \$13,800 to do all of the fixtures. \$15,000 has been budgeted and \$5000 has already been spent for repairs, including heaters. All the water flows under the courts so it is a challenge to keep the heaters dry. Last year staff installed chicken coup heaters on 3 courts but then there were ventilation issues. Experts have stated that more ventilation is needed, but they were not built with the recommended clearance. Ms. Hassett explained the challenges that will always be there because of the wetness and clearance issues. The engineers will also evaluate that.

Commission Baker asked if the clearance issue would be covered in the budget amount for the repairs. Ms. Hassett explained that it is impossible and won't go away. HPTA believes that the

walkways are secured for this season and now HPTA has new priorities. Ms. Hassett stated that there was never been a safety issue with the lights so they were not budgeted. There are no funds available this year for lighting changes.

Ms. Waverley stated that the walkways are still slippery and asked for more non-skid stripping to be installed. Ms. Hassett stated that there is no salt put there. Mr. Brennan stated that HPTA does endorse the proposal in the memo to replace the walkways in the summer. Commissioner Baker asked what is meant by cost sharing for an operating agreement. Mr. Brennan stated they don't have funds for maintaining a budget to help with the expense.

Chairman Banke thanked Marty Brennan for the presentation. Chairman Banke moved for a motion to go forward with the recommendation for the temporary fix and have a permanent solution in the off season.

Ayes – 6 Nays – 0 Commissioner Waverley moved to approve, Commissioner Baker seconded and the motion passed unanimously.

Chairman Banke told HPTA that the Commission is an advisory committee and will need to be considered by the board. He asked them to come up with creative ideas for funding and to remember that there is only so much money in the budget for the entire parks department.

Mr. Brennan asked when the lighting issue would be addressed. Chairman Banke stated we don't know when that would be. Commissioner Waverley asked about the \$15,000 in the budget. Ms. Hassett stated that about \$10,000 has already been used and there is not \$6,000 left for lighting. Ms. Hassett stated that if revenues exceed the projection, then it would be possible. Platform revenues will come in through November.

Bryan Freel, 32 S Adams, Hinsdale asked about how much money the paddle revenue provides. Mr. Langlois stated that it varies from year to year and currently there is an \$11,000 surplus. Paddle revenue pays for operating costs. \$29,419 is budgeted for expenditures to cover maintenance issues, including snow removal. Mr. Langlois explained that staff knew that the walkways would be in the budget for next year, but it will be significantly more than budgeted.

### **Adjournment**

Since there was no further business to come before the Commission, Commissioner Conboy moved to adjourn. Commissioner George seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission was declared adjourned at 8:06 p.m.

Respectfully submitted,

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Linda Copp, Secretary

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# Gateway Special Recreation Association

Board Meeting  
Thursday, November 12, 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 October 2015 Regular Meeting Minutes
  - B. Approval of November 2015 Check Register
  - C. Approval of November 2015 Treasurer's Report
- VI. REPORTS
  - A. RGA Monthly Report
- VII. OLD BUSINESS
  - A. Vehicle Discussion
  - B. RGA Contract Discussion
  - C. Participant Survey
- VIII. NEW BUSINESS
  - A. Discussion Regarding Participant Contact Information
- 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 DIRECTORS' MEETING**

**October 8, 2015**

- I. Call to Order:** President Gina Hassett called the Gateway Special Recreation Association Board of Directors' Meeting to order at 3:07 pm on September 10, 2015 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present.

*Roll Call:* Board members present: Sharon Peterson, Countryside; Cindy Szkolka, Elmhurst; Gina Hassett, Hinsdale; Matt Russian, Pleasantdale; Jim Berg, Westchester; John Fenske, Willowbrook; Scott Nadeau, York Center.

*Absent:* Jim Pacanowski, Burr Ridge; Karen Spandikow, Oakbrook.

*Staff Present:* Ray Graham Staff: Superintendent Ryan Cortez.

*Visitors:* None.

**Open Forum:** On Wednesday, October 7, Cindy Szkolka, Elmhurst; and Superintendent Cortez were invited to speak to a parent support group. This group of parents of children with special needs meets the first Wednesday of each month at the Community Bank of Elmhurst. About 10 parents of adult children with special needs were present at this meeting. Superintendent Ryan prepared general information regarding Special Recreation Associations and specific information about programs and services offered through the Gateway Special Recreation Association. Szkolka provided information related to the Elmhurst Park District services for individuals with special needs including: EPD inclusion services, the new Special Olympic Gymnastics program and transportation services available through EPD's contract with Superior Ambulance Services to/from the Abbey/Hanson Center. It was obvious from the discussion with parents that they are overwhelming pleased with the programs and services offered for individual with special needs. Concerns were raised related to registration/waitlist procedures, the coordination of transportation between Superior and Gateway, the type of vehicles being used more small group transports by Superior and the ability to contact Gateway program staff outside of office hours. Ryan addressed (or will be addressing) both registration and contact information, and Szkolka will follow up with Superior regarding vehicles for small group transports. Szkolka and Ryan will continue to discuss options regarding Elmhurst's transportation program.

The board also discussed scheduling their annual meeting.

- II. Board Member Comments:** None

**III. Communications:** None

**IV. Omnibus Agenda:** Motion made by Scott Nadeau, York Center to approve the Omnibus Agenda and motion seconded by Matt Russian, Pleasantdale.

- A. Approval of September 2015 Regular Meeting Minutes
- B. Approval of October 2015 Check Register
- C. Approval of October 2015 Treasurer's Report

On a voice vote the motion passed.

**V. Reports:**

- A. RGA Monthly Report: The monthly report was reviewed by Superintendent Cortez. The Holiday Production, cancelled last year due to low enrollment, has 6 registered to date. The show will be scheduled in early December. RGA's Monarch Home in Elmhurst has eight new participants registering in social and sports programs with Gateway. The largest participant base for fall programs is in sports program participation.

**VI. Old Business:**

- A. Vehicles: RGA is open to being the leasing agent for Gateway vehicle replacement/additions. However, this will require modifications to the contract to ensure that Gateway, and its member communities, will be financially responsible for the full terms of the lease should the Gateway contract with RGA cease to exist prior to the conclusion of the terms of the lease. Gina Hassett, Hinsdale; will contact Gateway's legal counsel to update the current contract language.
- B. Participant Survey: Minor modifications were made to the participant survey.

**VII. New Business:**

- A. RGA Contract Discussion: Gateway's legal counsel will address the terms of the current contract to address RGA's role as a vehicle leasing agent for Gateway.

**VIII. Open Forum:** None

**IX. Adjournment:** Sharon Peterson, Countryside; made a motion to adjourn the meeting, seconded by Jim Berg, Westchester. Motion passed on a voice vote.

**GATEWAY SRA  
CHECK REGISTRY  
November 9, 2015**

Check #	Issued to	Description	Amount	Total
1871	JMS Auto Service, Inc.	Vehicle Repairs	\$ 141.83	\$ 141.83
1872	Dupage Auto Body Inc	Vehicle Repairs	\$ 595.00	\$ 595.00
1873	Spiroff & Gosselar	legal fees	\$ 420.00	\$ 420.00
<b>Totals</b>				<b>\$ 1,156.83</b>

**GATEWAY SRA 2015 - 2016**  
**MONTHLY TREASURER'S STATEMENT**

Date: November-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	\$ 18.51	\$ 73.16	\$ 150.00	\$ (76.84)	48.8%
120 Member Contributions	\$ -	\$ 253,239.55	\$ 506,479.00	\$ (253,239.45)	50.0%
130 Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Income</b>	<b>\$ 18.51</b>	<b>\$ 253,312.71</b>	<b>\$ 506,629.00</b>	<b>\$ (253,316.29)</b>	<b>50.0%</b>
<u>Expense Accounts</u>					
500 Audit Services	\$ -	\$ 7,300.00	\$ 4,000.00	\$ 3,300.00	182.5%
510 Day Camp Transportation	\$ -	\$ -	\$ 8,510.00	\$ (8,510.00)	0.0%
520 Financial Assistance	\$ -	\$ 958.50	\$ 4,000.00	\$ (3,041.50)	24.0%
530 Legal Fees	\$ 420.00	\$ 2,116.00	\$ 1,000.00	\$ 1,116.00	211.6%
540 Insurance Expense	\$ -	\$ 420.00	\$ 2,240.00	\$ (1,820.00)	18.8%
550 Misc. Expenses	\$ 20.10	\$ 150.46	\$ 500.00	\$ (349.54)	30.1%
560 One on One Services	\$ -	\$ 3,149.63	\$ 12,000.00	\$ (8,850.37)	26.2%
570 Program Supplies	\$ -	\$ -	\$ 500.00	\$ (500.00)	0.0%
580 Service Contract	\$ -	\$ 108,194.00	\$ 433,040.00	\$ (324,846.00)	25.0%
590 Vehicle Fuel	\$ -	\$ 2,806.61	\$ 8,750.00	\$ (5,943.39)	32.1%
600 Vehicle Repairs	\$ 736.83	\$ 2,146.63	\$ 13,250.00	\$ (11,103.37)	16.2%
610 Transportation Fund	\$ -	\$ -	\$ 10,000.00	\$ (10,000.00)	0.0%
<b>Total Expenses</b>	<b>\$ 1,176.93</b>	<b>\$ 127,241.83</b>	<b>\$ 497,790.00</b>	<b>\$ (370,548.17)</b>	<b>25.6%</b>
<b>Net Ordinary Income</b>	<b>\$ (1,158.42)</b>	<b>\$ 126,070.88</b>	<b>\$ 8,839.00</b>	<b>\$ 117,231.88</b>	<b>24%</b>
Beginning Year Cash Money Market		\$ 50,314.48			
Outstanding check to IBLP #1784		\$ (1,350.00)			
<u>Beginning Year Cash Checking Account</u>		<u>\$ 2,095.84</u>			
<b>Total Cash Beginning of Year</b>		<b>\$ 52,410.32</b>			
<b>Net Income</b>		<b>\$ 178,481.20</b>			

**Current Reconciled Accounts as of October 31, 2015**

<b>General Checking Account</b>	<b>\$</b>	<b>1,679.14</b>
<b>Money Market Account</b>	<b>\$</b>	<b>217,895.60</b>
<b>Account Totals</b>	<b>\$</b>	<b>219,574.74</b>
<b>November Check Registry</b>	<b>\$</b>	<b>1,156.83</b>
<b>Balance</b>	<b>\$</b>	<b>218,417.91</b>

**Gateway SRA Board Meeting  
November 12, 2015  
RGA Report**

**Fall 2014/2015 Comparison  
As of 11/09/2015**

**2014**

District	Registered Participants
Burr Ridge	6
Countryside	3
Elmhurst	43
Hinsdale	20
Oak Brook	9
Pleasantdale	3
Willowbrook	5
Westchester	4
York	1
Non-resident	8
<b>Total:</b>	102

**2015**

District	Registered Participants 10/15	Registered Participants 11/9
Burr Ridge	7	8 *SO BB
Countryside	1	1
Elmhurst	50	52 *Camp Snowflake & SO BB
Hinsdale	26	26
Oak Brook	8	8
Pleasantdale	4	4
Willowbrook	6	6
Westchester	3	4 *SO BB
York	1	1
Non-resident	10	10
<b>Total:</b>	117	121

**Cancelled Fall Programs as of 11/9/2015**

- Card Games and Bingo
- Gators Cheerleading

**Full Programs as of 11/09/2015**

- Swim Lessons – No wait list
- Lunch Box – Wait list
- Weekend Warriors – Wait list
- Chicago Bears @ Buffalo Wild Wings – No wait list
- Hollywood Blvd Meal and Movie – Wait list
- Dury Land – 4 on the wait list
- Shop Till You Drop – 3 on the Wait list

**Gateway Staff Update**

We currently have the following positions open:

- 6 Recreation Instructor

**Gateway Vehicles Update**

Vehicle	Mileage	Maintenance
192	73, 605	A/C Compressor and Belt
171	115, 289	N/A
170	46, 362	N/A

### **Scholarships Status as of 11/09/2015**

- Elmhurst - \$200.00
- Pleasant Dale - \$68.50
- Burr Ridge - \$100
- Hinsdale - \$100
- Willowbrook - \$92.00

### **Winter/Spring 2016 Brochure**

We have already begun our development process for the Winter/Spring 2016 Program Brochure. We are in the final stages of editing. Gateway will be utilizing a new printer American Litho. Our goal is for the program brochure to be printed and to be distributed by the end of October or early November with a registration deadline of December 18<sup>th</sup>.

### **Public Relations and Marketing**

Revitalization of social media efforts through Facebook, possibly twitter and LinkedIn. I have been consulting with RGA IT department about a separate Gateway SRA website. One that will still be connected with RGA and our member agencies but a site that will be more user-friendly, accessible through search engines such as google, Bing, yahoo and most update to date information regarding Gateway. We are also in the process of putting together marketing packets for the agency that can be presented at any promotional events, schools, interest groups or any other avenues we feel would be beneficial to have this informational material. We are in the design and quote stage of development for these packets.

### **Special Olympic Highlights for October 2015**

#### **Gateway SRA Gators Volleyball Special Olympic Event 2015**

The Gateway SRA Gators Green team participated in the Special Olympics state Fall Games on October 24<sup>th</sup> and October 25<sup>th</sup> in Rockford, IL. We had 10 total athletes at this state event, with 2 head coaches attending as well.

The Gators Green team was in the top division for the state competition. They were in a division of 3 teams. They faced SRJC in the first volleyball match. This was a very evenly matched division. The score bounced back and forth from team to team throughout the match. The Gators Green team ended up winning in 2 games. They then went on to face Eckhart Park for the gold medal. This, once again, was a very fierce competition! The lead score fluctuated back and forth from team to team. The Gators Green pulled through to win against Eckhart Park in the third game, scores were 12-25, 27-25, 25-22! The Gators Green team received the gold medal!! This is the fifth year in a row the Gators Green team has won the gold medal in volleyball at the state games. All of the athletes and coaches were ecstatic to finish in 1<sup>st</sup> place!



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

**From: Gina Hassett, Director of Parks & Recreation**

**Date: December 4, 2015**

**Subject: December Staff Report**

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

### Katherine Legge Memorial Lodge

Through October, rental revenue increased 12% (\$14,075) over the prior year due to increased usage and increased rental fees. Rental revenue for the month of October is \$25,755, which is an increase of 7% (\$1,770) over the same period of the prior year. In October there were thirteen events held at the Lodge, which is an increase of four events over the prior year. Operating expenses are trending 9% (\$7,041) above the prior year.

REVENUES	October		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	\$23,985	\$25,755	\$117,949	\$132,025	\$14,076	\$160,000	83%	\$160,000	74%
Caterer's Licenses	\$0	\$0	\$12,000	\$13,266	\$1,266	\$15,000	88%	\$16,800	71%
<b>Total Revenue</b>	<b>\$23,985</b>	<b>\$25,755</b>	<b>\$129,949</b>	<b>\$145,291</b>	<b>\$15,342</b>	<b>\$175,000</b>	<b>83%</b>	<b>\$176,800</b>	<b>74%</b>
EXPENSES	October		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					
<b>Total Expenses</b>	<b>\$11,163</b>	<b>\$10,236</b>	<b>\$88,556</b>	<b>\$81,847</b>	<b>(\$6,709)</b>	<b>\$199,700</b>	<b>41%</b>	<b>\$174,511</b>	<b>51%</b>
<b>Net</b>	<b>\$12,822</b>	<b>\$15,519</b>	<b>\$41,394</b>	<b>\$63,444</b>					

The capital improvement plan includes funds to replace the Lodge carpet and banquet chairs, dependent upon the final budget. Staff is meeting with a vendor to develop the specifications for the carpet replacement. Once they are developed the carpet replacement will be put out to formal bid. The chairs will be replaced after the carpet to ensure the colors are complementary.

### Platform Tennis

The platform tennis season started the first week of October. Letters have gone out to past platform members. When league play begins, staff will work with the Hinsdale Platform Tennis Association (HPTA) to ensure that individuals playing in their leagues purchase a membership. Per HPTA's court license agreement with the Village, HPTA league players are



required to have a current Village membership. Below is a summary of current membership revenue. Staff is working with HPTA to ensure all league players have paid for their Village memberships.

Membership as of 10/25/16	Fees	Total Members	Revenue	Total Members	Revenue	Total Members	Revenue	New Members	Renewal Members	Total Members	Change of over Prior Year	Revenue YTD	Change over Prior Yr.	% of Change Over Prior Year
Resident Individual	\$120	73	\$8,520	86	\$9,720	79	\$9,240	11	56	67	-12	\$7,920	-\$1,320	-14%
Resident Family	\$175	37	\$6,630	36	\$6,038	28	\$4,725	8	17	25	-3	\$4,375	-\$350	-7%
Resident Family Secondary	\$0	91	\$0	83	\$0	74	\$0	0	25	51	-23	\$0	\$0	0%
<b>Resident Total</b>		<b>201</b>	<b>\$15,150</b>	<b>205</b>	<b>\$15,758</b>	<b>181</b>	<b>\$13,965</b>	<b>19</b>	<b>98</b>	<b>143</b>	<b>-38</b>	<b>\$12,295</b>	<b>-\$1,670</b>	<b>-12%</b>
Non-Resident Individual	\$289	61	\$17,051	90	\$24,276	102	\$26,908	9	69	78	-24	\$22,542	-\$4,366	-16%
Non-Resident Family	\$345	13	\$4,830	13	\$3,968	16	\$5,865	0	14	14	-2	\$4,830	-\$1,035	-18%
Non-Resident Secondary	\$0	35	\$0	35	\$0	56	\$0	1	38	39	-17	\$0	\$0	0%
<b>Non-Resident Total</b>		<b>109</b>	<b>\$21,881</b>	<b>138</b>	<b>\$28,244</b>	<b>174</b>	<b>\$32,773</b>	<b>10</b>	<b>121</b>	<b>131</b>	<b>-43</b>	<b>\$27,372</b>	<b>-\$5,401</b>	<b>-16%</b>
Sustaining Lifetime	\$0	335	\$0	298	\$0	291	\$0	0	257	257	-34	\$0	\$0	
New Lifetime Members	\$1,500	3	\$4,380	0	\$0	0	\$0	0	0	0	0	\$0	\$0	
<b>Total Membership Revenue</b>		<b>955</b>	<b>\$37,031</b>	<b>984</b>	<b>\$44,002</b>	<b>1001</b>	<b>\$46,738</b>	<b>58</b>	<b>695</b>	<b>805</b>	<b>-196</b>	<b>\$39,667</b>	<b>-\$7,071</b>	<b>-15%</b>

## Platform Lighting

Members of the HPTA reported to staff that there are concerns that the platform tennis court lighting does not provide adequate lighting. Each of the platform courts has 8 light fixtures for a total of 48 fixtures. In 2011, the fixtures were switched to LED lighting.

In August of this year, staff researched the options to upgrade the lighting. The current fixtures cannot hold a higher watt bulb. To improve the wattage it is necessary to change the light fixture. Staff researched lighting options and purchased four 124W Lumecon High Output Large Flood fixtures at a cost of \$1,400. Public Services personnel completed the installation. The fixtures replaced 70W Lumecon Large Floods that were installed in 2011. The players are happy with the quality of light provided by the new fixtures and have requested that the Village replace half of the fixtures this year. The cost to replace four fixtures on the remaining five courts is \$7,000. Staff is evaluating the current budget to determine if resources are available to change out the fixtures this fiscal year. Funds will be budgeted for the following year to the remaining fixtures that changed this year.

## KLM Platform Tennis Walkways

On Friday, October 9, an inspection of the KLM Platform tennis area by the Village Building Commissioner, Robb McGinnis, revealed considerable shifting of the walkways indicating structural deficiencies that ultimately could result in the structure failing. Due to the public safety concerns noted through his personal inspection of the property, Mr. McGinnis took the walkways out of service until the safety issues could be remediated. When the walkways were closed, players were required to exit the north door of the warming hut and walk around the courts to utilize the stairs. The challenge is the grade and conditions of the area around the rear stairs. The area surrounding the courts is typically wet; the drainage of the park is designed to flow into the southeast area around the courts.

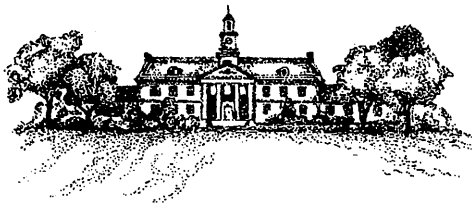


Village staff took measures the week of October 19 to secure the walkways so they should last through the winter season. On Friday, October 23, the walkways were reopened by the Building Commissioner. Village staff is performing weekly inspections to note any deficiencies between now and replacement of the walkways.

Staff is seeking proposals for a structural engineer to evaluate the existing KLM platform facility and to generate plans for the new walkways, which will be used to develop the bid specifications for the new permanent walkways. Construction of the walkways and the necessary work required below the walkways would begin in spring after the platform season. All work necessary would be completed to ensure the KLM platform tennis facility is compliant with the Village building code. The replacement of the walkways around the courts is included in the capital improvement plan for FY 16/17.

Below is a financial summary of the platform tennis court operation.

	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15/16 Budget	To Date
<b>REVENUE</b>						
Memberships	29,032	34,312	45,202	49,557	43,000	39,110
Lessons	5,978	5,870	7,358	6,843	7,000	0
<b>Revenue</b>	<b>35,010</b>	<b>40,182</b>	<b>52,560</b>	<b>56,400</b>	<b>50,000</b>	<b>39,110</b>
Lifetime Memberships	140,050	7,315	0	0	0	0
Grant Funding	0	0	39,858	0	0	0
<b>Total Revenue</b>	<b>175,060</b>	<b>47,497</b>	<b>92,418</b>	<b>56,400</b>	<b>50,000</b>	<b>39,110</b>
<b>Operating Expenses</b>						
Personal Services	0	0	0	0	0	0
<b>Contractual Services</b>						
Buildings/Grounds	1,759	2,757	1,814	6,783	2,189	1,228
Custodial	5,475	6,375	7,275	7,000	7,250	3,025
Data Processing	480	480	480	480	480	0
Rec. Programs	0	0	0	0	0	0
Utilities	5,959	7,747	5,326	1,237	3,500	918
Materials & Supplies	67	0	0	504	950	0
Repairs and Maintenance	3,227	22,926	20,048	23,129	15,000	11,664
Other Expenses	50	50	50	50	50	50
<b>Total Operating Expenses</b>	<b>17,017</b>	<b>40,335</b>	<b>34,993</b>	<b>39,183</b>	<b>29,419</b>	<b>16,885</b>
<b>Operating Income (loss)</b>	<b>158,043</b>	<b>7,162</b>	<b>57,425</b>	<b>17,217</b>	<b>20,581</b>	<b>22,225</b>
Capital Outlay	203,449	0	39,858	17,795	0	0
<b>Net Income</b>	<b>-45,406</b>	<b>7,162</b>	<b>17,567</b>	<b>-578</b>	<b>20,581</b>	<b>22,225</b>



## Community Pool

Public Services personnel have been completing work to winterize the facility. Repairs to the lap and dive pools has been completed, which included the removal of tile targets on walls of the lap pool, removal and replacement of caulk and patching to damaged areas of the lap and diving pool walls. The cost to make the repairs was \$3,457.

## Financial Summary

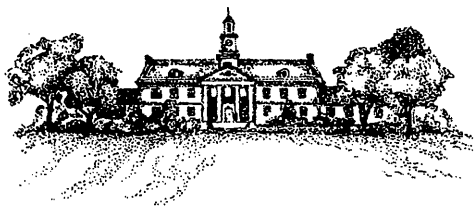
Pool revenues increased 2% (\$6,515) over the prior year; the largest contributing factor is an increase of 15% (\$7,395) in daily fees. Expenses decreased 17% (\$57,254) over the prior year; the largest contributing factor is a decrease of 20% (\$37,739) in personnel costs. Staff has prepared the annual pool report to be presented at the December Parks & Recreation meeting. The financial summary below includes year-end estimated actuals.

	2014-15 Actual	2015-16 Budget	2015-16 to Date	2015-16 Estimated Actual	Difference Over budget	% Of Budget	Difference Over Prior Year	% Over Prior Year
<b>REVENUE</b>								
Membership	139,690	172,000	140,587	140,587	-31,413	82%	897	1%
Daily Fees	47,747	65,000	55,142	55,142	-9,858	85%	7,395	15%
Locker Revenue	0	0	0	0	0	0%	0	0%
Concession	8,000	8,000	8,200	8,000	0	100%	0	0%
Class Revenue	37,549	39,700	35,500	35,500	-4,200	89%	-2,049	-5%
Private Lessons	8,295	8,000	9,575	9,575	1,575	120%	1,280	15%
Misc. Pool Revenue (Rentals)	23,112	26,000	29,458	29,458	3,458	113%	6,347	27%
Town Team Fees	17,286	24,500	13,433	13,433	-11,068	55%	-3,854	-22%
10 Visit Pass	24,123	22,000	21,902	21,902	-98	100%	-2,221	-9%
<b>Total Revenue</b>	<b>297,506</b>	<b>357,200</b>	<b>304,220</b>	<b>304,021</b>	<b>-53,179</b>	<b>85%</b>	<b>6,515</b>	<b>2%</b>
<b>OPERATING EXPENSES</b>								
Personnel Services	184,787	166,858	147,048	147,048	-19,810	88%	-37,739	-20%
Contractual Services	33,123	22,750	19,283	21,500	-1,250	95%	-11,623	-35%
Other Services (utilities & printing)	45,303	36,500	25,030	36,000	-500	99%	-9,303	-21%
Materials & Supplies	31,081	30,950	20,050	27,000	-3,950	87%	-4,081	-13%
Repairs & Maintenance	42,295	37,000	42,952	46,500	9,500	126%	4,205	10%
Other Expense (sewer & bank fees)	5,014	6,700	2,699	6,300	-400	94%	1,286	26%
<b>Total Operating Expenses</b>	<b>341,602</b>	<b>300,758</b>	<b>257,062</b>	<b>284,348</b>	<b>-16,410</b>	<b>95%</b>	<b>-57,254</b>	<b>-17%</b>
<b>Operating Income (Loss)</b>	<b>-44,096</b>	<b>56,442</b>	<b>47,158</b>	<b>19,673</b>	<b>-36,769</b>	<b>35%</b>	<b>63,769</b>	<b>-145%</b>
Capital Outlay	14,078	14,000	6,524	6,524	-7,476	47%	-7,554	-54%
<b>Net Income (Loss)</b>	<b>-58,174</b>	<b>42,442</b>	<b>40,634</b>	<b>13,149</b>	<b>-29,293</b>	<b>31%</b>	<b>-45,025</b>	<b>-123%</b>

## 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 residents, focusing on non-pool users to find out their needs as it relates to swimming. In addition, it was determined that it would be beneficial to expand the survey to gain feedback regarding residents' overall recreational needs. The data collected through a survey will be used to help refine current service offerings and determine long range plans for the Community Pool.

The Village is working with Eastern Illinois University (EIU) to administer the survey which is being conducted as part of their 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 and 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.

After review and input from members of the Parks & Recreation Commission and Village Trustees, a final survey was completed on November 5<sup>th</sup>. The survey was mailed to Hinsdale residents on Friday, November 27<sup>th</sup>. The mailing was delayed due to layout and scheduling issues with the printer. Staff is encouraging residents to respond electronically.

A link to the survey is available on the Village's website and the Parks & Recreation Facebook page; information will also be included in E-Hinsdale each week. Staff worked with School District 181 to include information regarding the survey in their virtual backpack and in the school newsletter; a link to the survey is available on District 181's website. The Hinsdale Falcon Football program and AYSO Soccer Region 210 shared the survey link with their families. Staff has placed two ads in the Hinsdalean to promote the survey. The Hinsdalean also posted the survey information on their Facebook page. In addition, the information was sent to the 4,000 contacts from the Parks & Recreation department's database.

Staff will be traveling to EIU on December 11<sup>th</sup> to meet with the students' as they present the preliminary findings.

### **Ice Rinks**

For the upcoming winter, staff will combine the two rink systems that are on hand to construct a 170'x90' rink at Burns Field utilizing a liner that was purchased in 2012. The area of the park that will be used is the most level which will allow the water in the rink systems to be a similar depth across the surface. A level surface will reduce the depth of water allowing the rink to freeze at a faster rate. A rink of this size will allow Public Services staff the ability to put a small bobcat on the ice to clear the snow off the ice surface. Staff is working to have the rink system in place by December 15<sup>th</sup> prior to the winter break. The rink would be filled as weather temperatures permit.

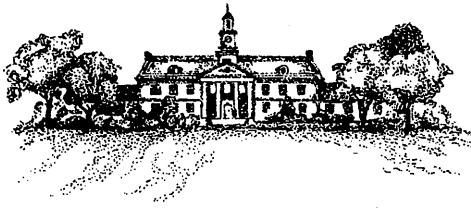
### **Brochure & Activities**

The Holiday Express, formerly known as the Polar Express, is scheduled for Sunday, December 6<sup>th</sup>. Due to the popularity of the event and limited slots provided by Metra, a lottery system is utilized for registration of this event; the lottery was held November 11. All individuals who enrolled in the lottery were able to register for the event. Registered participants take the train from Hinsdale to the Aurora station. Participants enjoy a buffet, entertainment, crafts and visits with Santa at the Two Brothers Roundhouse banquet facility.

On Saturday, December 12, families can enjoy Breakfast with Santa at Katherine Legge Memorial Lodge. The event includes a continental breakfast and a visit with Santa.

### **Website**

Staff has been working to update the Village's new website including adding content, forms, photos and brochure content.



## **Field/Park Updates**

### **Burns Field Tennis Court Project**

The capital improvement plan includes \$165,000 for improvements to the Burns Field tennis courts. High School District 86 has authorized a contribution of \$50,000 toward the project. Design Perspectives was retained by the Village to draft the bid specifications and to manage the Burns Field tennis court improvement project. At the July 30<sup>th</sup> Village Board meeting, a contract was awarded to Allstar Asphalt in the amount of \$167,681 to complete the project.

The project was completed the end of October. Staff noted that paint on the fence posts was chipped when the fence fabric was installed. The contractor came back to make the necessary repairs. Staff noticed hairline cracks in the asphalt around the net posts that occurred when the net posts were installed. The contractor will return in the spring when the weather is favorable to make the necessary repairs to the cracks.

### **Athletic Fields**

Athletic fields closed for the season on November 15<sup>th</sup>. Public Services personnel will pull the soccer and lacrosse goals.

Staff is evaluating the field rental fees to ensure the usage rates cover the operating costs.

### **Mowing & Landscaping**

At the February 16 Board meeting, the landscaping and mowing contract was awarded to Beary Landscaping Inc. in the amount of \$105,405.

Per the approved budget, mowing of Village parks and public rights of way is scheduled to be completed once per week. Due to long turf that was affecting the athletic play, authorization was given to mow Veeck Park and Brook Park twice per week in the spring and fall. Following is an expense summary of the billing through September for mowing and landscaping. Services will continue through the second week of November to manage the turf and leaves. Based on performance and responsiveness, staff recommends renewing the contract with Beary Landscaping for a second year. Further details on the recommendation are provided for a discussion in packet.



	<b>Business District 2202</b>	<b>Pool 3951</b>	<b>KLM Lodge 3724</b>	<b>Parks 3301</b>	<b>Total</b>
<b>FY 15/16 Budget</b>	<b>20,622.00</b>	<b>5,979.00</b>	<b>2,728.00</b>	<b>78,804.00</b>	<b>108,133.00</b>
May Billing	2,635.04	1,037.50	60.00	8,793.04	12,235.01
June Billing	2,649.02	318.75	96.00	9,171.24	12,235.01
July Billing	3,949.10	511.25	42.00	10,861.44	15,363.79
August Billing	4,002.10	1,072.50	396.00	13,882.60	19,353.20
September Billing	2,868.68	298.75	30.00	8,980.81	12,178.24
October Billing	2,902.68	240.00	12.00	8,267.24	11,421.92
November Billing	0.00	0.00	0.00	0.00	0.00
April Billing	0.00	0.00	0.00	0.00	0.00
Remaining	<b>1,615.38</b>	<b>2,500.25</b>	<b>2,092.00</b>	<b>18,847.63</b>	<b>25,345.83</b>

### Park Updates

There was an incident at Brook Park on October 10<sup>th</sup> that resulted in damage to the women's restroom. The repairs totaled \$4,661. The Police Department worked with the family and they have made restitution for the damages.

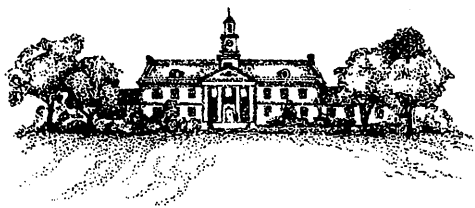
### Picnic Shelters

Starting December 1<sup>st</sup>, Village residents can reserve picnic shelters for 2016 season, non-residents can secure shelters on January 4<sup>th</sup>. New rental fees were approved early this year and are in place for the 2016 season. The table below summarizes the fee increases.

	<b>2015 Resident</b>	<b>2015 Non-Resident</b>	<b>2016 Resident</b>	<b>2016 Non-Resident</b>
<b>South Shelter</b>	\$100	\$160	\$150	\$210
<b>North Shelter</b>	\$50	\$110	\$100	\$160
<b>Grounds</b>	\$30	\$70	\$60	\$100
<b>Tent Permits</b>	\$50	\$100	\$100	\$150
<i>Rates are per day</i>				

### Professional Development

On November 5th, Linda Copp and Gina Hassett attended the annual Rec Trac user group training. Rec Trac is the software utilized for the departments registration and pass management. The software provider is educating users on a software upgrade that will change the user interface. The department postponed the software upgrade for November of this year to November of 2016. Users had been reporting numerous issues with the upgrade; delaying until 2016 will allow the provider to work through issues to ensure a seamless upgrade.



Director Hassett participated in Emergency Management Training that was organized by the Hinsdale Fire Department on October 28<sup>th</sup>; training was held in Clarendon Hills. Mrs. Hassett attended IRMA's 2<sup>nd</sup> Education Summit at NIU Naperville on October 29<sup>th</sup>.

Mrs. Hassett attended Professional Development School November 8-10<sup>th</sup> in Decatur, Illinois. The school is a three year program that is coordinated through Illinois Park and Recreation Association (IPRA).



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

**From: Gina Hassett, Director of Parks & Recreation**

**Date: December 4, 2015**

**RE: October FY 2015/16 Parks & Recreation Financial Report**

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Attached are the preliminary Parks and Recreation Department financial results for October 2015; this is the six month of the FY 2015-16 budget year.

### **PARKS**

Revenue for field and picnic shelter rentals increased 26% (\$9,078) over the prior year. Field rental revenue increased 32% (\$8,253) for the same period of the prior year due to increased rentals of soccer fields. Picnic shelter rental revenue increased 17% (\$1,345) due to increase in usage.

Park operating expenses increased .5% (\$1,457) over the prior year. Personnel services are up 17% (\$28,065) over the prior year due to salary increases, reallocation of staffing and seasonal staff wages. In the prior fiscal year there was a staff vacancy resulting in budget variance for personnel expenses. Contractual expenses are down 32% (\$38,274) over the prior year due in part to the timing of invoices posting and the reallocation of mowing services. The cost of \$22,602 to mow Village right of ways has been reallocated from the Park to the Public Services budget.

The capital budget includes \$231,000 for park improvements. The break down includes \$50,000 for improvements at the former Arts Center, \$165,000 for the reconstruction of the Burns Field Tennis courts and \$16,000 for the Veeck Park walking path. The Burns Field tennis court project is complete, final billing has not posted. With construction oversight, the total project cost is \$170,481 will result in the project being over budget by \$5,481. High School District 86 contributed \$50,000 towards the project, which will result in variance in a cost of \$120,481 to the Village. During the review of the five year capital improvement plan, the Village Board recommended that staff defer the Veeck walking path until FY 2017-18.

### **PROGRAMS**

Through the month of October, program revenue decreased 8% (15,654) over the prior year. Athletic program revenue decreased 20% (\$19,527) over the prior year; this is a result of decreased registration in the tennis lesson and sports camp programs. Staff is evaluating the programs; however, inconsistent weather seems to a contributing factor in the drop in enrollment. Early childhood programming registration revenue is down 14% (\$4,724) over the prior year. This is the result of discontinued programming with the current early childhood vendor, Kaleidoscope. Staff continues to increase programming opportunities for early childhood classes through cooperative programming with Clarendon Hills and Burr Ridge Park District. Fitness revenue decreased 50% (\$11,524) over the prior year due to decline in the



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

Recreation expenses are down 17% (\$50,257) over the same period of the prior year. Contractual expenses, which includes the payment for program services decreased 19% (\$33,878) due to decreased enrollment.

### **Katherine Legge Memorial Lodge**

Through October, rental revenue increased 12% (\$14,075) over the prior year due to increased usage and increased rental fees. Rental revenue for the month of October is \$25,775, which is an increase of 7% (\$1,770) over the same period of the prior year. In October there were thirteen events held at the Lodge, which is an increase of four events over the prior year. Expenses are trending 9% (\$7,041) above the prior year.

### **Community Pool**

Through October, pool revenues increased 4% (10,712) over the prior year. A decline of resident pass sales of 13% (\$17,560) accounts for the majority of the decline. Non-resident pass sales, which includes the Neighborly pass revenue, is up 202% (\$18,457) over the prior year. Daily fee revenue increased 15% (\$7,395) over the prior year; August weather was warmer than the prior year. Resident swim lesson decreased 22% (\$5,646) over the prior year. Miscellaneous pool revenue increased 27% (6,346) over the same period of the prior year; this is a result in the increase of the Hinsdale Swim Club payment. 10-visit pass revenue decreased 9% (\$2,222) for the same period of the prior year. Pool revenues were affected by the unseasonable and wet weather that occurred in May and June.

Pool operating expenses decreased 8% (\$22,071) over the prior year. Personnel expenses decreased 20% (\$37,155) over the prior year.

# Parks Recreation Revenue/Expense Summary

October FY 2015-16

Preliminary Numbers

## DEPT. 3101

	FY 15-16 Budget	FY 15-16 TO DATE	FY 15-16 % of Budget	FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
<b>ADMIN. AND SUPPORT</b>							
<b>Expenses</b>							
Personnel Services	229,647	102,174	44%	208,980	102,784	-610	-1%
Professional Services	0	0	0%	0	0	0	0%
Contractual Services	0	203	0%	0	0	203	0%
Other Services	7,550	2,179	29%	8,000	3,621	-1,442	-40%
Materials & Supplies	2,200	1,506	68%	2,600	1,485	21	1%
Repairs & Maintenance	150	1,433	955%	150	0	1,433	#DIV/0!
Other Expenses	4,230	867	20%	3,880	2,482	-1,615	-65%
Risk Management	30,980	1,938	6%	32,830	126	0	0%
<b>Total-Operating Expenses</b>	<b>274,757</b>	<b>110,300</b>	<b>40%</b>	<b>256,440</b>	<b>110,498</b>	<b>-198</b>	<b>0%</b>

## DEPT. 3301

	FY 15-16 Budget	FY 15-16 TO DATE	FY 15-16 % of Budget	FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
<b>PARKS MAINTENANCE</b>							
<b>Revenues</b>							
Field Fees	38,000	34,011	90%	38,000	25,758	8,253	32%
Picnic Fees	10,500	9,590	91%	8,005	8,765	825	9%
<b>Total Revenues</b>	<b>48,500</b>	<b>43,601</b>	<b>90%</b>	<b>46,005</b>	<b>34,523</b>	<b>9,078</b>	<b>26%</b>
<b>Expenses</b>							
Personnel Services	376,456	188,767	50%	364,499	160,702	28,065	17%
Contractual Services	131,376	80,506	61%	125,000	118,780	-38,274	-32%
Other Services	1,850	208	11%	2,100	945	-737	-78%
Materials & Supplies	48,300	32,210	67%	58,450	22,758	9,452	42%
Repairs & Maintenance	53,500	19,864	37%	49,000	17,486	2,378	14%
Other Expenses	2,495	579	23%	1,000	6	573	0%
<b>Total-Operating Expenses</b>	<b>613,977</b>	<b>322,134</b>	<b>52%</b>	<b>600,049</b>	<b>320,677</b>	<b>1,457</b>	<b>0%</b>
<b>Capital Outlay</b>							
Motor Vehicles	0	0	0%	81,000	0	0	0%
Park/Playground	0	0	0%	150,000	7,881	-7,881	-100%
Lands/Grounds	181,000	62,065	34%	112,000	16,393	45,672	279%
Buildings	50,000	0	0%	50,000	0	0	0%
<b>Total Capital Outlay</b>	<b>231,000</b>	<b>62,065</b>	<b>27%</b>	<b>393,000</b>	<b>24,274</b>	<b>37,791</b>	<b>156%</b>
<b>Total Expenses</b>	<b>844,977</b>	<b>384,199</b>	<b>45%</b>	<b>993,049</b>	<b>344,951</b>	<b>39,248</b>	<b>11%</b>

## DEPT.3420

	FY 15-16 Budget	FY 15-16 TO DATE	FY 15-16 % of Budget	FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
<b>RECREATION SERVICES</b>							
<b>Revenues</b>							
Registration & Memberships	308,000	178,153	58%	172,631	193,807	-15,654	-8%
Misc. Income	2,000	0	0%	6,000	5,795	-5,795	-100%
<b>Total Revenues</b>	<b>310,000</b>	<b>178,153</b>	<b>57%</b>	<b>178,631</b>	<b>199,602</b>	<b>-21,449</b>	<b>-11%</b>
<b>Total Expenses</b>							
Personnel Services	94,721	61,810	65%	93,841	59,758	2,052	3%
Contractual Services	266,419	142,049	53%	259,530	175,927	-33,878	-19%
Other Services	59,650	26,403	44%	60,750	21,997	4,406	20%
Materials & Supplies	11,680	4,103	35%	13,200	6,615	-2,512	-38%
Other Expenses	8,220	3,175	39%	8,370	4,157	-982	-24%
Repairs & maintenance	17,000	9,513	56%	17,000	11,061	-1,548	0%
Capital Outlay	0	0	0%	20,000	17,795	-17,795	-100%
<b>Total Expenses</b>	<b>457,690</b>	<b>247,053</b>	<b>54%</b>	<b>472,691</b>	<b>297,310</b>	<b>-50,257</b>	<b>-17%</b>

# Parks Recreation Revenue/Expense Summary

October FY 2015-16

## DEPT.34-BY DEPARTMENT

	FY 15-16 Budget	FY 15-16 TO DATE	<i>Preliminary Numbers</i> FY 15-16 % of Budget	FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
<b>RECREATION SERVICES</b>							
<b>3421 General Interest</b>							
<b>Revenues</b>	<b>20,000</b>	<b>7,033</b>	<b>35%</b>	<b>9,171</b>	<b>9,785</b>	<b>-2,752</b>	<b>39%</b>
<b>Expenses</b>							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	10,000	4,803	48%	16,500	6,187	-1,384	-22%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	0	0	0%	0	0	0	0%
Repairs & Maintenance	0	0	0%	0	0	0	0%
Other Expenses	0	0	0%	0	0	0	0%
<b>Total Expenses</b>	<b>10,000</b>	<b>4,803</b>	<b>48%</b>	<b>16,500</b>	<b>6,187</b>	<b>-1,384</b>	<b>-22%</b>
<b>3422 Athletics</b>							
<b>Revenues</b>	<b>130,000</b>	<b>80,524</b>	<b>62%</b>	<b>88,246</b>	<b>100,051</b>	<b>-19,527</b>	<b>-20%</b>
<b>Expenses</b>							
Personnel Services	1,615	0	0%	2,515	486	-486	-100%
Contractual Services	95,000	47,350	50%	82,000	72,943	-25,593	-35%
Other Services	1,300	0	0%	0	0	0	0%
Materials & Supplies	0	636	0%	1,500	824	-188	-23%
Other Expenses	0	0	0%	0	0	0	0%
<b>Total Expenses</b>	<b>97,915</b>	<b>47,986</b>	<b>49%</b>	<b>86,015</b>	<b>74,253</b>	<b>-26,267</b>	<b>-35%</b>
<b>3423 Cultural Arts</b>							
<b>Revenues</b>	<b>7,000</b>	<b>5,054</b>	<b>72%</b>	<b>7,069</b>	<b>8,604</b>	<b>-3,550</b>	<b>-41%</b>
<b>Expenses</b>							
Personnel Services	4,306	943	22%	4,306	861	82	10%
Contractual Services	2,500	400	16%	0	4,018	-3,618	-90%
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%
<b>Total Expenses</b>	<b>6,806</b>	<b>1,343</b>	<b>20%</b>	<b>4,306</b>	<b>4,879</b>	<b>-3,536</b>	<b>-72%</b>
<b>3424 Early Childhood</b>							
<b>Revenues</b>	<b>47,000</b>	<b>27,875</b>	<b>59%</b>	<b>31,758</b>	<b>32,599</b>	<b>-4,724</b>	<b>-14%</b>
<b>Expenses</b>							
Personnel Services	15,609	18,504	119%	15,609	19,658	-1,154	-6%
Contractual Services	14,000	5,546	40%	21,000	7,077	-1,531	-22%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	1,350	1,187	88%	1,150	1,043	144	14%
Other Expenses	0	0	0%	0	50	-50	-100%
<b>Total Expenses</b>	<b>30,959</b>	<b>25,237</b>	<b>82%</b>	<b>37,759</b>	<b>27,828</b>	<b>-2,591</b>	<b>-9%</b>

## DEPT.3420-BY DEPARTMENT

	FY 15-16 Budget	FY 15-16 TO DATE	FY 15-16 % of Budget	FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
<b>RECREATION SERVICES</b>							
<b>3425 Fitness</b>							
<b>Revenues</b>	<b>33,000</b>	<b>11,627</b>	<b>35%</b>	<b>20,256</b>	<b>23,151</b>	<b>-11,524</b>	<b>-50%</b>
<b>Expenses</b>							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	16,000	5,552	35%	11,000	6,357	-805	-13%
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%
<b>Total Expenses</b>	<b>16,000</b>	<b>5,552</b>	<b>35%</b>	<b>11,000</b>	<b>6,357</b>	<b>-805</b>	<b>-13%</b>

# Parks Recreation Revenue/Expense Summary

October FY 2015-16

## 3426 Platform Tennis

	FY 15-16			FY 14-15		VARIANCE OVER PRIOR YEAR	% of Change
	Budget	TO DATE	% of Budget	BUDGET	TO DATE		
<b>Revenues</b>							
Memberships/Lessons	50,000	34,865	70%	8,592	8,592	26,273	306%
Grant funding	0	0	0%	0	0	0	0%
Lifetime and donations	0	0	0%	0	0	0	0%
	<b>50,000</b>	<b>34,865</b>	<b>70%</b>	<b>8,592</b>	<b>8,592</b>	<b>26,273</b>	<b>306%</b>
<b>Expenses</b>							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	9,919	3,252	33%	8,480	5,182	-1,930	-37%
Other Services	3,500	918	26%	3,500	88	830	943%
Materials & Supplies	950	0	0%	100	0	0	0%
Repairs and Maintenance	15,000	9,513	63%	15,500	9,806	-293	0%
Other Expenses	50	50	100%	50	50	0	0%
<b>Total Operating Expenses</b>	<b>29,419</b>	<b>13,733</b>	<b>47%</b>	<b>27,630</b>	<b>15,126</b>	<b>-1,393</b>	<b>-9%</b>
<b>Capital Outlay</b>							
Courts project	0	0	0%	0	0	0	0%
Resurfacing/skirting	0	0	0%	20,000	17,795	-17,795	-100%
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>20,000</b>	<b>17,795</b>	<b>-17,795</b>	<b>-100%</b>
<b>Total Expenses</b>	<b>29,419</b>	<b>13,733</b>	<b>0%</b>	<b>47,630</b>	<b>32,921</b>	<b>-19,188</b>	<b>-58%</b>

## 3427 Special Events

<b>Revenues</b>	<b>21,000</b>	<b>11,175</b>	<b>53%</b>	<b>7,539</b>	<b>11,025</b>	<b>150</b>	<b>1%</b>
<b>Expenses</b>							
Personnel Services	2,153	4,006	186%	2,153	3,891	115	3%
Contractual Services	30,000	20,410	68%	30,000	21,054	-644	-3%
Other Services	1,250	2,036	163%	2,000	682	1,354	199%
Materials & Supplies	6,350	1,425	22%	7,450	3,246	-1,821	-56%
Repairs & Maintenance	0	0	0%	0	245	-245	-100%
<b>Total Expenses</b>	<b>39,753</b>	<b>27,877</b>	<b>0%</b>	<b>41,603</b>	<b>29,118</b>	<b>-1,241</b>	<b>-4%</b>

## 3428 General Rec Administration

<b>Expenses</b>							
Personnel Services	71,038	38,357	54%	69,258	34,862	3,495	10%
Contractual Services	89,000	54,736	62%	90,550	53,109	1,627	3%
Other Services	53,600	23,449	44%	55,250	21,227	2,222	10%
Materials & Supplies	3,030	855	28%	3,000	1,502	-647	-43%
Repairs and Maintenance	2,000	0	0%	1,500	1,255	-1,255	0%
Other Expenses	8,170	3,125	38%	8,320	3,812	-687	-18%
<b>Total Expenses</b>	<b>226,838</b>	<b>120,522</b>	<b>53%</b>	<b>227,878</b>	<b>115,767</b>	<b>4,755</b>	<b>4%</b>
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenses</b>	<b>226,838</b>	<b>120,522</b>	<b>53%</b>	<b>227,878</b>	<b>115,767</b>	<b>4,755</b>	<b>4%</b>

# Parks Recreation Revenue/Expense Summary

**October FY 2015-16**

*Preliminary Numbers*

**DEPT. 3724**

<b>KLM LODGE</b>	<b>FY 15-16 Budget</b>	<b>FY 15-16 TO DATE</b>	<b>FY 15-16 % of Budget</b>	<b>FY 14-15 BUDGET</b>	<b>FY 14-15 TO DATE</b>	<b>VARIANCE OVER PRIOR YEAR</b>	<b>% of Change</b>
<b>Revenues</b>							
KLM Lodge Revenue	160,000	132,024	83%	69,454	117,949	14,075	12%
Caterer's Licenses	15,000	13,266	88%	12,000	12,000	1,266	11%
<b>Total Revenues</b>	<b>175,000</b>	<b>145,290</b>	<b>83%</b>	<b>81,454</b>	<b>129,949</b>	<b>15,341</b>	<b>12%</b>
<b>Expenses</b>							
Personnel Services	65,200	42,056	65%	63,111	39,000	3,056	8%
Contractual Services	26,300	14,603	56%	26,500	10,872	3,731	34%
Other Services	46,900	17,936	38%	49,900	18,460	-524	-3%
Materials & Supplies	9,400	2,292	24%	10,700	4,880	-2,588	-53%
Repairs & Maintenance	9,250	4,591	50%	8,500	1,167	3,424	293%
Other Expenses	650	368	57%	800	426	-58	-14%
<b>Total-Operating Expenses</b>	<b>157,700</b>	<b>81,846</b>	<b>52%</b>	<b>159,511</b>	<b>74,805</b>	<b>7,041</b>	<b>9%</b>
Capital Outlay	42,000	0	0%	15,000	13,749	-13,749	-100%
<b>Total Expenses</b>	<b>199,700</b>	<b>81,846</b>	<b>41%</b>	<b>174,511</b>	<b>88,554</b>	<b>-6,708</b>	<b>-8%</b>

**DEPT. 3951**

<b>SWIMMING POOL</b>	<b>FY 15-16 Budget</b>	<b>FY 15-16 TO DATE</b>	<b>FY 15-16 % of Budget</b>	<b>FY 14-15 BUDGET</b>	<b>FY 14-15 TO DATE</b>	<b>VARIANCE OVER PRIOR YEAR</b>	<b>% of Change</b>
<b>Revenues</b>							
Pool Resident Pass	160,000	113,012	71%	134,698	130,572	-17,560	-13%
Non-Resident Pass	12,000	27,575	230%	4,992	9,118	18,457	202%
Pool Daily Fee	65,000	55,142	85%	41,595	47,747	7,395	15%
Pool Lockers	0	0	0%	100	0	0	0%
Pool Concession	8,000	8,200	103%	4,000	4,000	4,200	105%
Class-Registration -Resident	26,500	19,586	74%	25,231	25,232	-5,646	-22%
Class-Registration Non-Resident	5,200	6,339	122%	4,022	4,022	2,317	58%
Private Lessons	8,000	9,575	120%	8,295	8,295	1,280	15%
Misc. Revenue (Rentals)	26,000	29,457	113%	9,037	23,111	6,346	27%
Town Team	24,500	13,432	55%	16,383	17,287	-3,855	-22%
10-Visit Pass	22,000	21,901	100%	24,053	24,123	-2,222	-9%
<b>Total Revenues</b>	<b>357,200</b>	<b>304,219</b>	<b>85%</b>	<b>272,406</b>	<b>293,507</b>	<b>10,712</b>	<b>4%</b>
<b>Expenses</b>							
Personnel Services	166,858	147,048	0%	161,475	184,203	-37,155	-20%
Contractual Services	22,750	19,533	86%	32,475	20,554	-1,021	-5%
Other Services	36,500	25,485	70%	37,000	28,248	-2,763	-10%
Materials & Supplies	30,950	20,109	65%	31,300	27,690	-7,581	-27%
Repairs & Maintenance	37,000	46,409	125%	22,000	19,482	26,927	138%
Other Expenses	6,700	3,187	48%	6,700	3,665	-478	-13%
Risk Management	0	0	0%	0	0	0	0%
<b>Total-Operating Expenses</b>	<b>300,758</b>	<b>261,771</b>	<b>87%</b>	<b>290,950</b>	<b>283,842</b>	<b>-22,071</b>	<b>-8%</b>
Capital Outlay	14,000	6,524	47%	12,000	14,078	-7,554	-54%
<b>Total Expenses</b>	<b>314,758</b>	<b>268,295</b>	<b>85%</b>	<b>302,950</b>	<b>297,920</b>	<b>-29,625</b>	<b>-10%</b>

	<b>FY 15-16 Budget</b>	<b>FY 15-16 TO DATE</b>	<b>FY 15-16 % of Budget</b>	<b>FY 14-15 BUDGET</b>	<b>FY 14-15 TO DATE</b>	<b>VARIANCE OVER PRIOR YEAR</b>	<b>% of Change</b>
<b>Capital Expenses</b>	<b>287,000</b>	<b>68,589</b>	<b>24%</b>	<b>440,000</b>	<b>69,896</b>	<b>(1,307)</b>	<b>-2%</b>
<b>Operating Expenses</b>	<b>1,804,882</b>	<b>1,023,104</b>	<b>57%</b>	<b>1,759,641</b>	<b>1,069,337</b>	<b>(46,233)</b>	<b>-4%</b>
<b>Total Expenses</b>	<b>2,091,882</b>	<b>1,091,693</b>	<b>52%</b>	<b>2,199,641</b>	<b>1,139,233</b>	<b>-47,540</b>	<b>-4%</b>
<b>Total Revenues</b>	<b>890,700</b>	<b>671,263</b>	<b>75%</b>	<b>578,496</b>	<b>651,786</b>	<b>19,477</b>	<b>3%</b>
Revenue Offset Difference	(1,201,182)	(420,430)	35%	(1,621,145)	(487,447)	67,017	-14%



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December 4, 2015

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

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At the July Parks & Recreation Commission a discussion was held regarding the consideration of developing a policy to manage donations. A draft policy was reviewed by Commissioners at the September 8<sup>th</sup> Parks & Recreation Commission meeting. The Village's Attorney's have reviewed the policy. Staff has made the recommended changes provided by the Attorney's and the Commission.

The policy would include but not be limited to the review of park accessories and pieces of public art. The policy would address issues related to donations including potential liability, maintenance, removal, precedent, and donation versus "loan".

Staff is asking the Commission to review the policy and make a recommendation to the Village Board.

VILLAGE OF HINSDALE  
**Park and Recreation Outdoor Facilities  
Donation & Memorial Policy**

**Purpose:** The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park elements, 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 accessories. This policy does not apply to buildings or land. The Village 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 Village 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 park 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.

**STANDARDS FOR DONATIONS**

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

**Definitions of Park Elements:** A fundamental, and/or essential item used in a park setting. Such as but not limited to park benches, bicycle racks, picnic tables, back stops, public art, monuments (by exception only), drinking fountains, flags, and other types of park accessories.

**Acquisition or Purchase:** The Village and the community have an interest in ensuring that park elements purchased and donated and installed be of high quality related to style, appearance, durability and ease of maintenance. The Village staff will authorize the items purchased park elements to ensure the items meet the standards set forth and authorize the installation of all park elements.

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**Appearance and Aesthetics:** The Village and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements 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 Village property at the time of purchase. Accordingly, the Village has the duty to maintain the donation only for the expected life cycle of the donation.

**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 for donated park elements 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 Village 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 will be maintained in which the Village details costs for donations, installation and maintenance. The Village also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Village park facilities. Consequently the Village may assess, at the time the donation, a charge sufficient to cover anticipated long term maintenance of donated park elements during their expected life expectancy.

**PROCEDURE FOR MAKING A DONATION**

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

**Application:** The donor must contact the Recreation Department 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 and Parks Department office. Completed applications and payment will be made to the Recreation Department 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 Village 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 Village, a facility may be determined to be fully developed and the opportunity for donations-would not be available.

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**Donation Acknowledgements/Memorial Plaques:** As approved by the Village, at the cost to the donor, donation acknowledgments, such as memorial plaques are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the Village Donation acknowledgements/memorial plaques will be a maximum 5 x 7 or 2 x 18 (pending application) inches in size, utilize "Times New Roman" lettering and numbers, have a leatherette background, be of light brown type "A" color (subject to change, due to availability) and manufactured by a Village approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, Village staff may suggest alternative types of acknowledgments. 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 Village property, the Village 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 criterion 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 Department with a current address for purposes of notification regarding their donation. For the purposes of notification the Village 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).

**PROCEDURES FOR SPECIFIC TYPES OF DONATED PARK ELEMENTS**

**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 Department in accordance with an available site plan. Items donated must be of a product approved by the Recreation Department

**Trees:** Landscaping and plant selection for park facilities is critical to sustaining the environment in Hinsdale. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the Village's Tribute Tree program.

**Monuments:** Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any Village Park facility .Other monument designs will be reviewed for consideration.

**Flags:** Flags may be sited in locations approved by the Recreation Department 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

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which it is to be located. Flags may be subject to replacement, paid for by the donor at the time when Village 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.

**Buildings, Structures, and Public Art:** Donated buildings, structures (including playgrounds) and public art are subject to full review and approval of the Parks, Recreation Commission and the Village Board and are subject to this policy

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

**CONDITIONS**

**Installation:** Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed or overseen by Village personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance staff 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 Village 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 or at the end of their life cycle. The long term care and maintenance of donated park elements is important to both the donor and the Village.

**Life Cycle Care Fund:** The Village will determine the level of maintenance required for the donated park element. Based upon available budget funding and the type of care needed to reasonably maintain the donated park element, donors may be required to fund the cost long term maintenance through a contribution to the Life Cycle Fund.

The establishment of the Life Cycle Care Fund ensures that the Village will care for the donated park element for the estimated life of the donation, or until such time the Village determines that the donated park element 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.

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 donated park element and its associated maintenance cost. The Village

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reserves the right to seek a new donor for the donated park element at the end of the established life cycle should the original donor choose not to renew the donation, or if the Village has not been able to contact the original donor. It is in the Village's interest to exclude certain donations from this policy such as donations with short life spans. This policy shall not apply to land or building donations.

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 at the time of donation. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

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**VILLAGE OF HINSDALE**

Parks & Recreation Department  
19 E. Chicago Avenue, Hinsdale, IL 60521

Phone: 630-789-7090 Fax: 630-789-7016	
<b>PARKS AND RECREATION OUTDOOR FACILITIES MEMORIAL AND DONATION APPLICATION</b>	
Name of Donor:	
Address of Donor:	
Phone Number: Work: Home: Fax:	
Email:	
Description of Donation:	
Location of Donation:	
Wording on Memorial Acknowledgement:	

<b>Donation Cost Calculations</b>	
Element Type:	
Cost of element (1)	\$
Cost of Plaque	\$
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 and Recreation Department Approval:

By: \_\_\_\_\_ Date: \_\_\_\_\_



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**To: Chairman Waldo and Members of the Finance Commission**  
**From: Gina Hassett, Director of Parks & Recreation**  
**Date: November 4, 2015**  
**Subject: Community Pool Report**

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At the end of each swimming season, Village Staff reviews the operating results and provides the Parks and Recreation Commission with a detailed summary and analysis of the pool operations. This report assists in setting assumptions that will be used in guiding the development of the 2016 Budget.

The following report provides a summary of the activities for the 2015 swim season at the Pool.

### **Background**

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The Village of Hinsdale provides a municipal pool that offers the following amenities:

- 50 meter pool with 25 yard "L" shape design depth from 3.5 to 5 feet
- Diving pool with drop slide and two one-meter and one three-meter diving boards
- Wading pool area includes a zero depth walk-in wading pool with water play features and sand play area
- A separate sunbathing area, bathhouse with locker rooms and a concession area

For reference, the Village Pool is open seven days a week from Memorial Day weekend through Labor Day. The pool will be closed from time to time due to the Swim Club holding swim meets; however, the revenue loss due to the pool closure is offset by fees charged to the Swim Club. When the pool is closed for swim meets, season pass holders, through a negotiated arrangement with the Clarendon Hills Park District, may utilize the Clarendon Hills Pool free of charge.

### **Staffing and Personnel**

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The Village uses best practices for staffing a pool of this size and offerings. The staffing level is determined by water surface area and the bather load. The standard required by Starguard Aquatics, the lifeguard certification program, requires that lifeguards be able to recognize and reach a distressed swimmer within 20 seconds and that staff have a break from monitoring the water every hour. Lifeguards that are not monitoring the water perform utility positions, including cleaning of the facility. Cashiers are staffed according to operating hours; additional cashiers are utilized during peak bather loads.

Staff is hired to supervise and instruct swim programs and the swim team. The following table shows the staffing level on a weekday with good weather and a high bather loader; the corresponding staffing expense is shown for the past four years as well. In addition, staff levels and personnel expenses for programming and the Town Team program are provided.

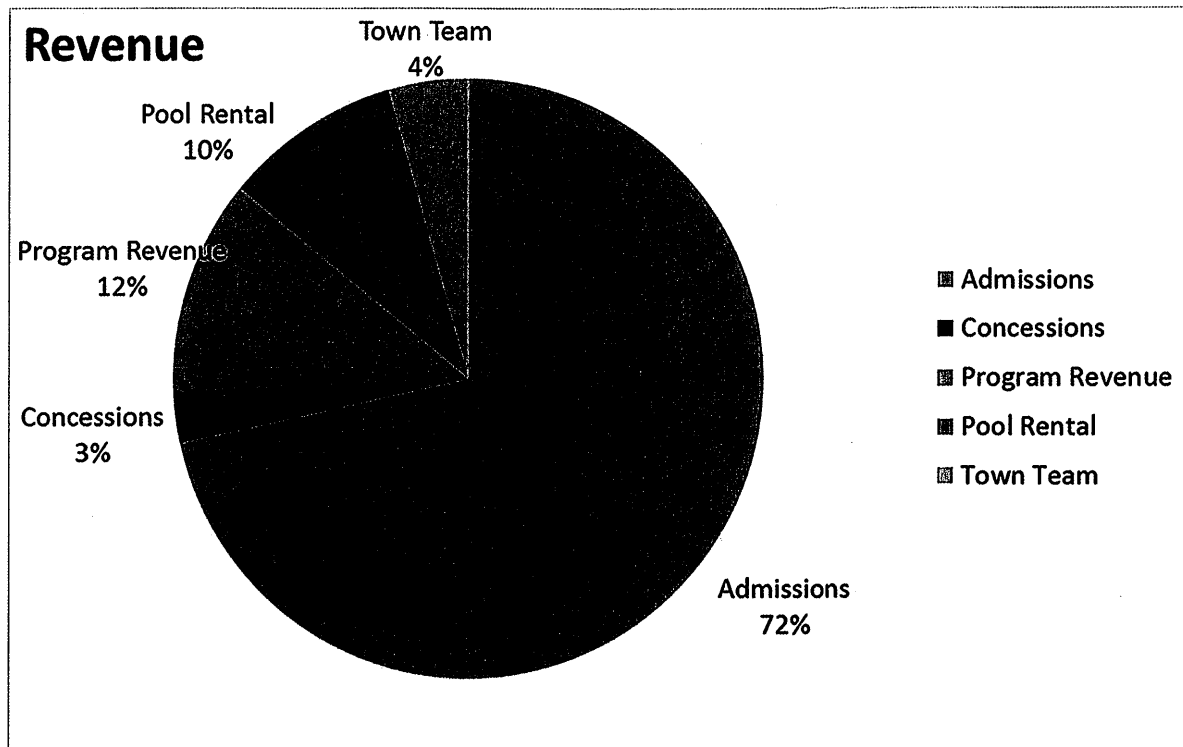
	2011	2012	2013	2014	2015
Manager	1	1	1	1	1
Head Guard	1	1	1	1	1
Lifeguards	12	12	13	13	12
Head Cashier	NA	NA	.5	1	1
Cashier	2	2	2	2	1
Total Staff per Shift	16	16	17.5	18	16
Personnel Expenses Per Day	\$1,603	\$1,603	\$1,833	\$1,924	\$1,614
Learn to Swim Staff	12	12	12	16	15
Learn to Swim Coordinator	NA	NA	1	1	1
Learn to Swim Expenses Day	\$ 357	\$ 357	\$ 428	\$ 542	\$485
Town Team (stipend positions)	4	4	4	5	5
Town Team Salaries	\$7,500	\$7,500	\$7,500	\$12,250	\$12,500
Total Personnel Expense	\$154,283	\$155,573	\$158,000	\$184,203	\$147,053

Personnel costs for 2015 declined 20% over the prior year. For the 2015 season, the staffing model was modified, which contributed to 12% of the decrease in personnel costs. The remaining 8% decrease is due to situations when the pool was closed due to inclement weather and that staffing levels were reduced when attendance was low.

## REVENUES

The Village Pool derives its operational revenues to sustain the operations from the following sources:

- Admission fees - Daily, 10 visit passes and season passes (72% of budget)
- Programs - Swim and Dive lessons (12% of budget)
- Pool rental - Swim Teams and private rentals (10% of budget)
- Town Team Swim Team - (4% of budget)
- Concession fees - (3% of budget)



### Admission Fees

The largest revenue source (72%) is admission fees, as described below. The fees may be further classified into Resident and Non-Resident offerings and further refined to fall into Daily, 10-Visit, Season and Super Pass. The following describes those categories:

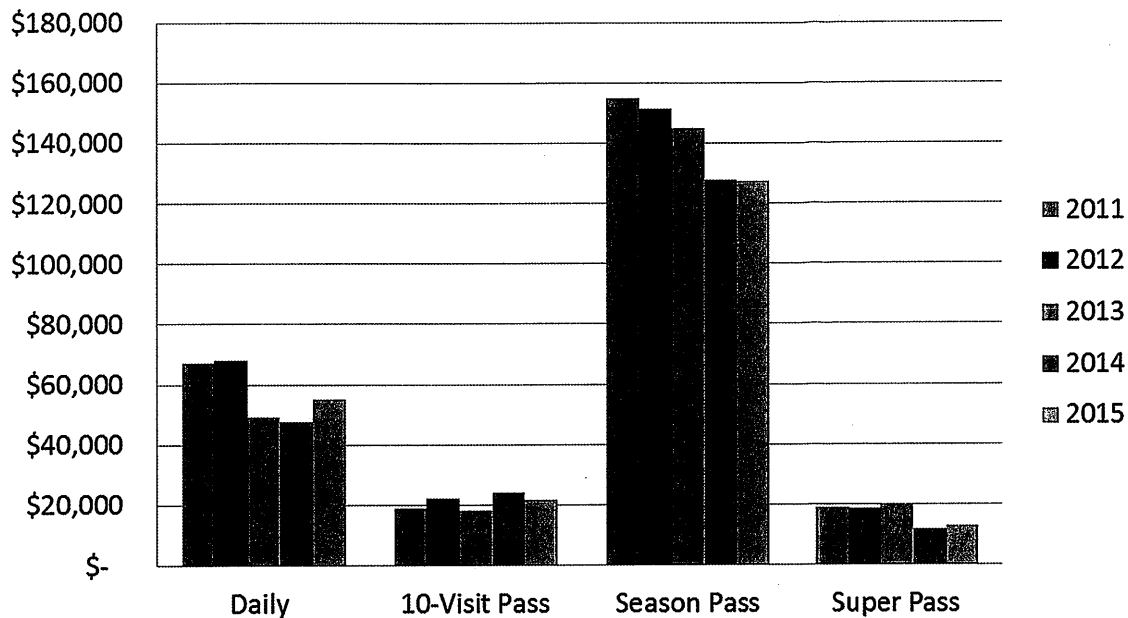
**Daily** – The fees paid by guests for a one-day admission at the pool. Fees are \$8 for Resident and \$12 for Non-Residents. After 5:00 pm, there is an evening rate of \$5 for all guests. Children 2 and under are free.

**10-Visit** – The pass is 10 pre-paid visits. The pass provides a \$1 discount off the daily admission for Residents and a \$2 discount for Non-Residents. The pass is transferable; unused visits expire at the end of the season. The pass was introduced in 2011.

**Season Pass** – Passes allow guests access to the facility for the season; rates are in place for Residents, Non-Residents, and a “neighborly rate” for certain nearby communities. Passes are further categorized to family, individual, senior and nanny rates. Pass sales start in March with an “early bird” discount available through April 30<sup>th</sup>. Passes are non-transferable.

**Super Pass** – Season pass holders can upgrade their pass to utilize the Clarendon Hills Park District pool; passes are limited to 100 members and only available to Residents. There is significant demand above the 100 members but Clarendon Hills Park District will not increase the amount.

## Admission Revenue 2011-2015



As indicated in the tables below, overall admissions revenue increased 3% (\$6,071) over the prior year. Non-Resident admission rates increased by 56% (\$16,282) over the prior year. This is a direct result of a new “Neighborhoodly” pass. This is the first year that Neighborhoodly 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 a municipal or park district pool. Staff marketed the rates in these communities. Clarendon Hills Park District (CHPD) has previously used this pass type with success, which is what led to the consideration of the Neighborhoodly pass offering here in Hinsdale.

Resident admission rates decreased 6% (\$10,211) over the prior year. Factors contributing to the decrease in resident admissions are likely the saturated market, cool temperatures and the aging facility.

A summary of admission revenue is below; a breakdown by resident and non-resident is also provided.

Admission Revenue					
	2011	2012	2013	2014	2015
Daily	\$ 67,069	\$ 67,928	\$ 49,280	\$ 47,747	\$ 55,142
10-Visit Pass	\$ 18,824	\$ 22,085	\$ 18,081	\$ 24,123	\$ 21,902
Season Pass	\$ 154,861	\$ 151,456	\$ 145,178	\$ 127,955	\$ 127,587
Super Pass	\$ 18,980	\$ 18,750	\$ 20,315	\$ 11,735	\$ 13,000
	\$ 259,734	\$ 260,219	\$ 232,854	\$ 211,560	\$ 217,631

**Resident Admission Only**

	2011	2012	2013	2014	2015
Daily	\$ 51,947	\$ 43,461	\$ 38,429	\$ 38,207	\$ 45,842
10-Visit Pass	\$ 14,824	\$ 14,375	\$ 12,346	\$ 13,903	\$ 13,852
Season Pass	\$ 139,966	\$ 136,442	\$ 135,936	\$ 118,837	\$ 99,777
Super Pass	\$ 18,980	\$ 18,750	\$ 20,315	\$ 11,735	\$ 13,000
	\$ 225,717	\$ 213,028	\$ 207,026	\$ 182,682	\$ 172,471

**Non-Resident Admission Only**

	2011	2012	2013	2014	2015
Daily	\$ 15,122	\$ 24,467	\$ 10,851	\$ 9,540	\$ 9,300
10-Visit Pass	\$ 4,000	\$ 7,710	\$ 5,735	\$ 10,220	\$ 8,050
Season Pass	\$ 14,895	\$ 15,014	\$ 9,242	\$ 9,118	\$ 27,810
Super Pass	NA	NA	NA	NA	NA
	\$ 34,017	\$ 47,191	\$ 25,828	\$ 28,878	\$ 45,160

**Daily Passes**

The daily pass sales are dependent on weather conditions. Weather condition in May and June were rainy with cool temperatures. July and August weather improved significantly resulting in an increase of 15% (\$7,395) over the prior year. Non-resident daily fees declined 3% (\$240) while resident daily fees increased by 20% (\$7,635). A contributing factor to the decrease in non-residents daily fees could be the offering of the Neighborly membership season pass.

**10-Visit Passes**

10-Visit Pass sales continue to be a strong revenue category; however, the 10-Visit pass sales decreased 9% (\$2,221) over the prior year. Non-Resident 10-visit Pass sales decreased 21% (\$2,170) over the prior year. A contributing factor to the decrease in 10-visit non-resident pass sales may have been the offering of the Neighborly season pass.

**Season Pass**

Season pass sales account for 59% of admission revenues; overall season pass sales declined 0.5% (\$368) over the prior year. Trends show a continued decline in Resident season pass sales; revenue declined 16% (\$19,060) over the prior year. Non-Resident season pass sales increased 205% (\$18,692) over the prior year. The revenue generated through the sales of the Neighborly pass helped to offset the decline in resident season pass sales. Of the 66 Neighborly passes that were sold, 13 had previously purchased a Village pool pass. The majority of the Neighborly pass holders were from Village of LaGrange (39).

**Super Pass**

Revenue from Super Pass sales, which were limited to 100 passes, increased 11% (\$1,265) over the prior year due to a change in the pricing structure. A number of Hinsdale residents who were unable to secure a Super Pass opted to purchase non-resident passes directly from Clarendon Hills. Clarendon Hills Park District (CHPD) reported an increase in the sales of Non-resident pass sales to Hinsdale residents selling 24 passes in 2015, which is an increase of 11 as 13 passes were sold in 2014. CHPD also reported a decline in the sales of Super Passes to their residents; selling 52 super passes in 2015 which is down from 76 passes in 2014.

### **Efforts to enhance sales**

The Village staff implemented an advertising campaign at a cost of \$3,387 for the 2015 season. Below is summary of the marketing efforts that were implemented to boost admissions. The campaign helped to market the new Neighborly pass rate.

- Suburban Family Magazine – 3- ½ page advertisements included a full-page excerpt on the pool in summer edition, half page ad promoting memberships, 10-Visit passes and daily admissions.
- The Hinsdalean – 4 -1/2 page color advertisements promoting memberships and programs; flyer insert to promote memberships
- Glancer Magazine- ½ pg. color advertisement
- Trib Local (The Doings, Pioneer Press; print and online) – 1- ¼ page color advertisement
- Ad in LaGrange Park District Summer Brochure
- Facebook Page – posts marketed pass sales and programs
- Banners - hung at Burlington Park and at the pool
- Channel 6 – slides promoting memberships and programs
- Mailings to LaGrange, LaGrange Park, Golfview Hills, Western Springs, Brookfield, Countryside and Willowbrook advertising the new Neighborly Rate.
- Display case at the Hinsdale Library decorated to promote pass sales
- Emails and flyers sent to past members
- Flyers distributed at Village special events and programs

### **Attendance**

As the previous tables indicate, the attendance and the corresponding revenue at the pool have been declining in recent years. The attendance at the pool is influenced by several factors that include weather, admission fees and competition due to the more robust offerings at newer, private or renovated pools in the area. However, there is still a demand for a traditional pool setting that Hinsdale offers to the greater community.

In a five-mile radius, the Hinsdale Pool is in competition with fifteen neighboring facilities. Three of the facilities are Park Districts and the remaining twelve are associated with private clubs. Many of these have had substantial renovations, including the neighboring community of Clarendon Hills Park District that recently updated its offerings. The impact to the Village has certainly been felt in both attendance and anecdotal comments as relayed to the staff during the registration process. Competition notwithstanding, the recent cooler and rainy summers have further influenced attendance revenue.

This is not just a challenge for the Village of Hinsdale. Staff has surveyed other area entities that offer a public pools and have found that for the past two years, a number of facilities have experienced a year over year decline in revenue. In 2015, Oak Brook Bath and Tennis Club (OBBT) experienced a decline of 11% (\$29,679) in membership revenue; they attribute the previous year's weather to be the largest contributing factor. Clarendon Hills Park District's (CHPD) reported a decline in revenue of 6% (20,288) over the prior year. CHPD cited weather and overcrowding as the main reasons for their decline in revenue.

Agency	2014 Attendance	2014 Revenue	2015 Attendance	2015 Revenue
Burr Ridge Park District	NA	\$75,600	NA	\$85,995
Clarendon Hills Park District*	30,626	\$360,000	28,606	\$339,612
Oak Brook Bath and Tennis***	9,061	\$270,907	9,062	\$241,228
Hinsdale Community Pool	21,733	\$297,506	21,076	\$301,366

\* Clarendon Hills Park District underwent major renovations that were completed prior to the 2013 season.

\*\*\*Oak Brook Bath & Tennis revenue and attendance data is for tennis and swimming usage.

NA-These agencies do not monitor daily attendance.

## Programs

As mentioned above, key revenue for the Hinsdale pool is swim and dive lessons. In proportion to the overall budget, swim and dive lessons account for 12% of the overall operating revenue.

	2011	2012	2013	2014	2015
Youth	\$ 21,771	\$ 21,009	\$ 16,339	\$ 16,418	\$15,160
Preschool	\$ 6,209	\$ 4,700	\$ 6,751	\$ 7,074	\$5,170
Parent-Tot	\$ 1,793	\$ 1,167	\$ 2,512	\$ 2,353	\$1,280
Dive Lessons	\$ 3,593	\$ 3,254	\$ 2,298	\$ 3,409	\$4,315
Private Lessons	\$ 7,938	\$ 7,263	\$ 5,898	\$ 8,295	\$9,575
Total	\$ 41,304	\$ 37,393	\$ 33,798	\$ 37,549	\$35,500

Program revenue decreased 5.5% (\$2,049) over the prior year. Private lessons increased by 15% (\$1,280), which offset some of the decline in other lesson categories. The growth of the private lessons can be attributed to staff marketing the program and the preference for smaller class sizes or individualized learning as indicated by parents in the end of year surveys. For the past two years, there has been a decline in youth swim lessons revenue. A contributing factor to the decline is that there are new indoor facilities in the area such as Goldfish Swim School in Burr Ridge, which opened just this year. The lessons at those facilities are offered in a controlled indoor environment, which eliminates lessons being cancelled due to weather related issues. For the past two years the weather has been unseasonably cold, which resulted in families withdrawing from the program.

Feedback provided through parent surveys indicates that smaller class sizes were preferred that would allow for increased instructional time for each participant. Staff worked to meet this expectation by hiring additional staff to reduce the student to teacher ratio to 6:1 (previously 8:1); program fees were increased to offset the additional staffing cost. Feedback provided in the end of year survey indicated that the staffing changes were well received. Staff will continue to modify the program offerings for the 2016 season. Consideration is being given to reducing the number of swim lesson times, which would then allow for additional swim team rentals.

**Concessions**

The Village retains a third party contractor to operate concession services. Concession revenue accounts for 3% of the budget; net revenue is \$8,200, an increase of 2% over the prior year. C&W Concessions has been the vendor for over ten years.

**Pool Rentals**

Pool rental revenue accounts for 8% (\$29,458) of the budget. Revenue increased 27% (\$6,347) over the prior year due to scheduled fee increases. Rental groups include area swim clubs and private parties. Rental fees from the Hinsdale Swim Club (HSC) account for 58% of the pool rental revenue. HSC practices at the facility five days per week and hosts an annual swim meet. Rental expenses include personnel costs and incidental costs related to the pool operation; net revenue is \$12,563.

**Town Team**

This category represents 4% (\$13,433) of the budget. Village staff coordinates the recreational Town Team Swim program. This was second year in the rebuilding of the program. Participation increased 3% over the prior year; however, revenue decreased 22% (\$3,853). The decrease is directly related to Village not hosting the swim conference annual meet and thus not collecting the participation fees related to the meet. As part required by the swim conference, the Village hosts the swim conference meet for two consecutive years every six years, with the next conference meet slated to return in 2020.

Feedback from the 2014 survey indicated that a number of parents expected the Town Team to be led by a more experienced coach; therefore, staff increased program fees to cover the increased personnel cost. Expenses include personnel, program supplies, conference fees and equipment; net revenue is (\$77). The program model is being evaluated to ensure that expenses for the program are covered by registration fees.

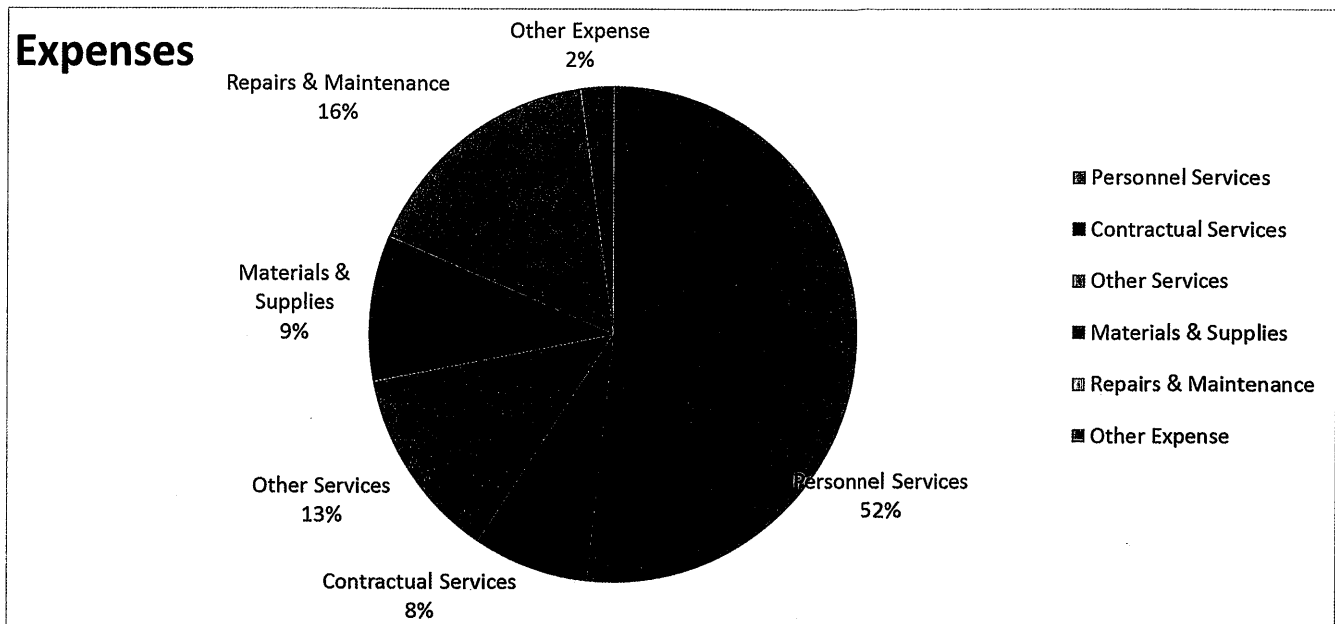
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**EXPENSES**

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It has been the philosophy of the Village Board and the Finance Commission that the revenues from pool operation should cover expenses from an operating perspective as well as most routine maintenance capital expenditure.

In 2015, the Pool revenue exceeded expenses by an estimated \$19,867. A summary of pool revenues and expenses for 2011 through 2015 is provided on page 13. The key expenses associated with the pool operation are as follows:



As you can see, personnel costs make up the largest portion of the expenses at 52% (\$147,053) as pool operations are labor intensive. Other Services includes utilities, which is then followed by Repairs and Maintenance, Contractual Services, Materials and Supplies, and Other Expenses. The following provides more detail regarding each of the individual categories.

### Personnel Expense

As indicated above, personnel services represents 52% (\$147,053) of the operating budget of the pool. As previously noted, the Village used a new staffing model for the 2015 season that decreased expenses 20% (\$37,734) over the prior year. In addition to the changes in the staffing model, during periods of low attendance staffing levels were reduced which contributed to the reduction in personnel expenses.

### Other Services

Expenses in this category account for 13% (\$36,000) of the budget; costs include utilities (electric, natural gas, internet and phone) and marketing. The pumps systems run continuously for the duration of the season to manage the water quality. It is recommended that this expense be adjusted to reflect the three-year average for this expense category.

### Contractual Services

Expenses in this category account for 8% (\$21,500) of the budget and include web hosting departmental software for the pool that is used for pass management; pre-season third party cleaning; grounds maintenance; repair services and recreational service providers.

### Repairs and Maintenance

Expenses in this category account for 16% (\$46,500) of the budget, which included repairs to the pools and buildings. This category is estimated to be 26% (\$9,500) over budget due to unexpected repairs that included the replacement of water inlets for the lap pool and repairs to

the lap pool pump motor. Preventive maintenance is performed by Public Services staff; however, from time to time unexpected repairs arise.

### **Other Expenses**

This category accounts for 2% (\$6,300) of the budget, which accounts for bank and sewer fees.

### **Capital Outlay**

Projects in this category are given consideration under the Village's Five Year Capital Plan. Expenses for the year included the purchase of new lanes lines for the pool. After negotiation, this purchase was shared with The Hinsdale Swim Club and costs to the village were \$6,524 or 53% (\$7, 476) under budget.

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## **Annual User Survey**

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The annual user survey included 100 responses; generally, positive feedback was received. Several items that received negative feedback are listed below.

- Prefer an updated Pool; want Hinsdale Pool Updated (17 respondents)
- Pool Closures – Guests felt that the pool closed frequently due to low attendance and guests noted they would like to see additional hours in August (12 respondents)
- Water Temperature – Guests indicated that the water temperature was too cold, and lap swimmers noted that water was too warm (10 respondents)
- Want the pool open later in the season (6 respondents)
- Healthier Food Options at the Concession Stand (6 respondents)

**Prefer an updated Pool; want Hinsdale Pool Updated-** The Hinsdale pool was constructed in 1992. Updating the water feature and replacing the sand area with interactive water features would provide opportunities to improve the facility and might increase attendance by keeping Hinsdale residents in town rather than going to Clarendon Hills or another local updated facility. Families would also like to see an updated family locker room and more amenities for their older children (slide, climbing wall etc.) Staff has no way to validate this statement, unfortunately, until such time that we would be in a position to measure attendance after the installation of any new feature.

**Pool Closures** – Based on the pool policies that are provided to members, if there are less than 10 guests for an extended period of time or if the air temperature falls below 68 degrees, the facility will close. Staff communicates closures to guests and information is posted on the department's Facebook page and the pool's message line. The majority of the season's closures were related to weather; evenings were cool which resulted in low attendance. For 2016, all attempts will be made to remain open as attendance permits. Regarding the Pool's August closures, weekday hours are reduced in August when the high school students employed as lifeguards return to school; this makes it difficult to staff the Pool, and past attendance during this time frame has been historically low as well.

**Water Temperatures** - The State of Illinois recommends water temperature should be maintained between 77 to 84 degrees, the water at the pool is maintained in the range of 78-82 degrees. The three pools are heated and water temperature is maintained within the state guidelines, however when overnight air temperatures drop below 60 degrees, water in areas of the pool can drop below the normal range. The diving well is more difficult to heat due to the water depth.

**Want the Pool open later in the season**- Currently the pool closes during the week when school starts again, generally around mid-August. The pool remains open on weekends through Labor Day. This request has been received more in the past two seasons due to warmer August weather. This request is difficult to address from a staffing perspective as most pool employees return to school at this time.

**Healthier Food Options**- The concession stand offers a variety of items ranging from burgers and nachos to yogurt and fresh fruit. Unfortunately, the concession vendor has found that offering healthy food leads to spoiled and wasted product, as these items did not sell particularly well.

### **Facility Maintenance**

The Public Services Department performs facility maintenance. At the end of the season, an evaluation of the facility was completed. The evaluation noted needed repairs to areas of the lap pool walls where there were signs of deterioration. In addition, the caulk line along the gutter system in both the lap and dive well needed to be replaced. These repairs will help limit the potential damage that can be incurred during the freezing conditions of the winter season. Public Services staff is working with a contractor to evaluate the condition of the pool pumps and motors. In the spring of 2015, the lap pool pump motor failed resulting in emergency repairs. The pool was able to open on time, but this failure nearly resulted in the pool not being ready to open for Memorial Day weekend. The past practice has been to send the pump motors out for periodic maintenance; however, staff is evaluating the cost to purchase new equipment. This would allow the old equipment to be on hand should an emergency occur.

In late 2015, the Village reorganized the Public Services Department and going forward the pool facility operations will now be the responsibility of the newly created Water Superintendent position. We believe that this change will bring necessary focus and improve preventative maintenance at the pool.

For the 2016 season, the following items are recommended to be included in the operating budget: painting of the shower area in the locker rooms, replacement of the lifeguard stands, painting of the pergolas in the wading pool area, painting of the diving board and slide stairs, and the replacement of the portable American with Disabilities Act (ADA) compliant staircase.

### Capital Budget

Purchases and repairs with a budgeted cost of \$10,000 are included in the capital improvement plan. The following three items are expected to be included in the FY 2016-17 Budget:

**Pool Painting-** The most recent painting of the lap and dive pools was completed in 2010. With chemicals and high traffic, paint deteriorates quickly. An estimated cost to pressure wash and paint the three pools is \$50,000. The work will be bid in early spring in order to be completed prior to the facility opening in May.

**Pump Motor Maintenance-** \$10,000 has been allocated for maintenance of the pump motors. The pool motors run continuously during the pool season and require frequent maintenance to increase the longevity of equipment.

**Interior Bathhouse Painting-** \$15,000 has been allotted to paint the interior of the locker rooms, guardhouse and office. Staff is recommending that this expense be deferred to 2017. Painting to the shower area only would be completed which would be included in the operating budget.

The table below indicates projects that included in the most recent five-year capital improvement plan.

	Year 1 Projected FY 2015-16	Year 2 Projected FY 2016-17	Year 3 Projected FY 2017-18	Year 4 Projected FY 2018-19	Year 5 Projected FY 2019-20	Five-Year Plan Total
Item						
Replacement of Lane Lines	14,000					14,000
Community Pool Survey	0					0
Paint Interior of Bathhouse		15,000				15,000
Pump Motor Maintenance		10,000	12,000			22,000
Paint Pool		50,000				50,000
Restore Slide - Diving Well				15,000		15,000
Replace Wading Pool Slide				12,000		12,000
Replace Pool Heaters (3)				18,000		18,000
Community Pool Renovation Design					20,000	20,000
<b>Total - Swimming Pool</b>	<b>14,000</b>	<b>75,000</b>	<b>12,000</b>	<b>45,000</b>	<b>20,000</b>	<b>166,000</b>

### Summary

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 residents, focusing on non-pool users to find out their needs as it relates to swimming. In addition, it was determined that it would be beneficial to expand the survey to gain feedback regarding residents' overall recreational needs. The data collected through a survey will be used to help to refine current service offerings and determine long-range plans for the Community Pool.

The Village is working with Eastern Illinois University to administer the survey through its undergraduate Recreation Administration program for a cost of only \$1,850 to cover postage for the survey mailing. The survey is being 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 that will include staff and stakeholder interviews, survey development, data collection, analysis, and results.

Looking ahead to the upcoming season, staff is evaluating ways to improve the operation in order to increase revenues and to improve overall customer satisfaction. Staff will continue the marketing efforts with the hope of attracting both new Resident and Non-Resident season pass holders. Staff is developing a strategic marketing calendar to assist in this process.

## Community Pool Financial Summary

	2011-12	2012-13	2013-14	2014-15	2015-16	2015-16	2015-16	2015-16	Difference	% Of	Difference	%
	Actual	Actual	Actual	Actual	Budget	to Date	Estimated	Over budget	Prior Year	Budget	Over Prior Year	Over Prior Year
REVENUE												
Membership												
Pool Resident Fees	158,948	155,192	156,251	130,572	172,000	140,587	140,587	-31,413	82%	897	897	1%
Non-Resident Fees	14,895	15,014	9,242	9,118	12,000	27,575	113,012	-46,988	71%	-17,560	-17,560	-13%
Daily Fees	67,069	67,928	49,280	47,747	65,000	55,142	27,575	15,575	230%	18,457	18,457	202%
Locker Revenue	93	93	62	0	0	0	55,142	-9,858	85%	7,395	7,395	15%
Concession	7,350	7,350	7,950	8,000	8,000	8,200	0	0	0%	0	0	0%
Class Revenue							8,200	200	103%	200	200	2%
Resident Class							35,500	-4,200	89%	-2,049	-2,049	-5%
Non-resident Class	26,575	26,575	22,813	25,232	26,500	19,586	19,586	-6,914	74%	-5,646	-5,646	-22%
Private Lessons	3,555	3,555	5,087	4,022	5,200	6,339	6,339	1,139	122%	2,317	2,317	58%
Misc. Pool Revenue (Rentals)	7,938	7,263	5,898	8,295	8,000	9,575	9,575	1,575	120%	1,280	1,280	15%
Town Team Fees	14,721	11,460	22,646	23,112	26,000	29,458	29,458	3,458	113%	6,347	6,347	27%
10 Visit Pass	19,001	18,951	23,509	17,286	24,500	13,433	13,433	-11,068	55%	-3,854	-3,854	-22%
	18,824	22,085	18,081	24,123	22,000	21,902	21,901	-99	100%	-2,222	-2,222	-9%
Total Revenue	320,145	313,381	320,819	297,506	357,200	304,220	304,220	-52,980	85%	6,714	6,714	2%
OPERATING EXPENSES												
Personnel Services	154,283	155,573	155,078	184,787	166,858	147,053	147,053	-19,805	88%	-37,734	-37,734	-20%
Contractual Services	15,253	24,246	27,601	33,123	22,750	19,533	21,500	-1,250	95%	-11,623	-11,623	-35%
Other Services (utilities & printing)	27,651	37,749	40,932	45,303	36,500	25,485	36,000	-500	99%	-9,303	-9,303	-21%
Materials & Supplies	25,055	33,368	27,580	31,081	30,950	20,109	27,000	-3,950	87%	-4,081	-4,081	-13%
Repairs & Maintenance	15,366	19,124	12,231	42,295	37,000	46,409	46,500	9,500	126%	4,205	4,205	10%
Other Expense (sewer & bank fees)	1,442	5,993	5,298	5,014	6,700	2,699	6,300	-400	94%	1,286	1,286	26%
Total Operating Expenses	239,050	276,053	268,720	341,602	300,758	261,288	284,353	-16,405	95%	-57,249	-57,249	-17%
Operating Income (Loss)	81,095	37,328	52,099	-44,096	56,442	42,932	19,867	-36,575	35%	63,963	63,963	-145%
Capital Outlay	72,058	76,029	106,409	14,078	14,000	6,524	6,524	-7,476	47%	-7,554	-7,554	-54%
Net Income (Loss)	9,037	-38,701	-54,310	-58,174	42,442	36,408	13,343	-29,099	31%	-44,831	-44,831	-123%

# Pass & Daily Fee Revenue Summary

	2011			2012			2013			2014			2015		
	Pricing	Total	Annual Revenue	Pricing	Total	Annual Revenue	Pricing	Total	Annual Revenue	Pricing	Total	Annual Revenue	Pricing	Total	Annual Revenue
<b>Season Passes</b>															
<b>Resident Family</b>															
Family	\$290	479	\$ 142,470	\$ 290	427	\$ 127,655	\$ 290	415	\$ 123,175	\$ 290	367	\$ 107,016	\$ 290	657	\$ 90,195
Individual	\$165	31	\$ 4,470	\$ 165	29	\$ 5,105	\$ 165	27	\$ 4,735	\$ 165	19	\$ 2,945	\$ 165	18	\$ 3,070
Senior	\$80	27	\$ 2,155	\$ 80	27	\$ 2,160	\$ 80	23	\$ 1,840	\$ 80	23	\$ 2,000	\$ 80	26	\$ 1,920
Nanny*	\$60	0	\$ 4,305	\$ 60	94	\$ 5,640	\$ 60	93	\$ 5,580	\$ 60	87	\$ 5,220	\$ 60	81	\$ 5,055
		537	\$ 153,400		577	\$ 140,560		558	\$ 135,330		496	\$ 117,181		782	\$ 100,240
<b>Neighborhood</b>															
Family	NA	0	\$ -	NA	0	\$ -	NA	0	\$ -	NA	0	\$ -	\$ 365	310	\$ 24,175
Individual	NA	0	\$ -	NA	0	\$ -	NA	0	\$ -	NA	0	\$ -	\$ 240	0	\$ -
Senior	NA	0	\$ -	NA	0	\$ -	NA	0	\$ -	NA	0	\$ -	\$ 90	14	\$ -
Nanny*	NA	0	\$ -	NA	0	\$ -	NA	0	\$ -	NA	0	\$ -	\$ 0	0	\$ 1,260
		0	\$ -		0	\$ -		0	\$ -		0	\$ -		324	\$ 25,435
<b>Non-Resident:</b>															
Family	\$515	18	\$ 9,470	\$ 540	23	\$ 12,245	\$ 540	18	\$ 7,616	\$ 540	13	\$ 6,505	\$ 540	4	\$ 540
Individual	\$260	6	\$ 1,610	\$ 285	8	\$ 2,105	\$ 285	5	\$ 1,060	\$ 285	5	\$ 1,065	\$ 285	1	\$ 285
Senior	\$155	5	\$ 775	\$ 155	7	\$ 1,085	\$ 155	10	\$ 1,240	\$ 155	11	\$ 1,705	\$ 155	0	\$ 1,550
Nanny	NA	NA	\$ -	NA	NA	\$ -	NA	NA	\$ -	NA	NA	\$ -	\$ 60	2	\$ -
		29	\$ 11,855		38	\$ 15,435		33	\$ 9,916		29	\$ 9,275		7	\$ 2,375
<b>Super Pass</b>															
Family	\$340	42	\$ 14,530	\$ 340	41	\$ 15,410	\$ 340	48	\$ 16,320	\$ 340	25	\$ 8,375	\$ 340	30	\$ 9,715
2nd Family Member**	\$45	47	\$ 2,145	\$ 45	41	\$ 1,845	\$ 45	48	\$ 2,160	\$ 45	72	\$ 3,330	\$ 45	60	\$ 2,790
Add'l Family Members	\$15	99	\$ 1,560	\$ 15	95	\$ 1,495	\$ 15	105	\$ 1,575	\$ 15	2	\$ 30	\$ 15	33	\$ 495
Individual	\$215	5	\$ 745	\$ 215	0	\$ -	\$ 215	0	\$ -	\$ 215	0	\$ -	\$ 215	0	\$ -
Senior	\$130	0	\$ -	\$ 130	0	\$ -	\$ 130	2	\$ 260	\$ 130	0	\$ -	\$ 130	0	\$ -
		193	\$ 18,980		177	\$ 18,750		203	\$ 20,315		99	\$ 11,735		123	\$ 13,000
<b>10-Visit Pass</b>															
Resident	\$85	56	\$ 7,200	\$ 85	95	\$ 8,075	\$ 85	61	\$ 6,150	\$ 70	208	\$ 13,903	\$ 70	188	\$ 13,852
Non Resident	\$60	84	\$ 7,624	\$ 60	105	\$ 6,300	\$ 60	95	\$ 6,196	NA	0	\$ -	\$ 100	82	\$ 8,050
		140	\$ 14,824		200	\$ 14,375		156	\$ 12,346		208	\$ 13,903		270	\$ 21,902
NR Youth	\$85	28	\$ 2,380	\$ 85	53	\$ 4,505	\$ 85	35	\$ 2,975	NA	\$ -	\$ -	NA	\$ -	\$ -
NR Adult	\$60	27	\$ 1,620	\$ 60	60	\$ 3,205	\$ 60	46	\$ 2,760	\$ 70	146	\$ 10,220	NA	\$ -	\$ -
		\$	\$ 4,000		\$	\$ 7,710		\$	\$ 5,735		\$	\$ 10,220		\$	\$
<b>Daily Admission</b>															
Resident Youth	\$7	\$	\$ 33,776	\$ 7	2358	\$ 16,506	\$ 7	3722	\$ 26,054	\$ 8	4776	\$ 38,207	\$ 8	4854	\$ 45,842
Resident Adult	\$9	\$	\$ 18,171	\$ 9	3136	\$ 26,955	\$ 9	1375	\$ 12,375	\$ 8	\$	\$	\$ 8	\$	\$
Non-Resident Youth	\$9	\$	\$ 7,968	\$ 9	1177	\$ 10,593	\$ 9	523	\$ 4,707	\$ 12	795	\$ 9,540	\$ 12	775	\$ 9,300
Non-Resident Adult	\$14	\$	\$ 7,154	\$ 14	991	\$ 13,874	\$ 14	439	\$ 6,144	\$ 12	\$	\$	\$ 12	\$	\$
		\$	\$ 67,099		7662	\$ 67,928		6059	\$ 49,280		5571	\$ 47,747		5629	\$ 55,142

# Attendance Records

	2015	2014	2013	2012
Week 1	no data	1,668	129	1,761
Week 2	178	1,421	498	1,736
Week 3	1,492	1,042	1,903	2,745
Week 4	1,308	2,497	2,376	3,290
Week 5	2,059	2,643	2,190	2,712
Week 6	1,533	1,958	2,048	3,657
Week 7	1,471	1,630	1,811	1,980
Week 8	1,529	934	3,016	2,289
Week 9	2,801	2,271	1,657	2,310
Week 10	2,676	1,627	1,104	2,746
Week 11	2,328	1,851	1,654	1,685
Week 12	1,598	1,199	1,146	985
Week 13	836	152	877	782
Week 14	760	1,035	667	168
Week 15	150	945	657	694
Week 16	1,017	NA	NA	NA
	21,736	22,873	21,733	29,540
May	178	1,668	35	1,652
June	4,859	8,411	7,454	10,592
July	10,010	7,179	8,365	11,389
August	5,522	5,213	5,222	5,052
September	1,167	402	657	855
	21,736	22,873	21,733	29,540
Season	21,736	22,873	21,733	29,540



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December 4, 2015

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

FROM: Gina Hassett, Director of Parks & Recreation

REF: Hinsdale Platform Tennis Association License Agreement Extension

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The Village has eight platform tennis courts; six located at KLM Park and two at Burns Field. The Village has issued a third party license agreement with Mary Doten, which allows her to teach and coordinate lessons at the Village courts. In addition the courts are programmed by the Hinsdale Platform Tennis Association (HPTA) which has a license agreement that allows their organization use of the courts. The terms of the license agreement between the Village and HPTA is that their league players must annually purchase a membership with the Village. The current agreement between HPTA and the Village expires in March of 2016.

Given the recent issues at the court regarding the upcoming expenses to replace the walkways, staff is recommending that a full review of agreement with HPTA be completed. To allow adequate review by staff and the Commission, staff recommends extending the current agreement through July 31, 2016.

A copy of the current license agreement is attached.

## **RECREATIONAL LICENSE AGREEMENT – TERM EXTENSION**

This Recreational License Agreement – Term Extension (hereinafter "Term Extension Agreement") is executed on the date set forth below by and between the Village of Hinsdale, Illinois (the "Village"), and the Hinsdale Platform Tennis Association, a not-for-profit corporation (the "HPTA", and together with the Village, the "Parties").

### **RECITALS**

- A. The Village is a unit of local government organized pursuant to and in accordance with the Illinois Municipal Code, 65 ILCS 5/1-1-1, *et seq.*
- B. The Village owns real property known as The Katherine Legge Memorial Park, which is located at 5901 – 5911 South County Line Road, Hinsdale, Illinois (the "Property").
- C. The Property contains recreational and social facilities, which the Village regularly permits individuals, organizations, and entities to use, subject to certain terms and conditions of use.
- D. HPTA is a not-for-profit Illinois corporation, and has requested that the Village permit it to regularly use the Property's paddle tennis facilities (the "Paddle Tennis Facilities") for the benefit of HPTA's members and guests.
- E. The Parties seek to extend the Recreational License Agreement dated March 3, 2009, attached hereto as Exhibit A, subject to the terms and conditions set forth herein in this Term Extension Agreement.

NOW, THEREFORE, in consideration of the above recitals, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the Parties, the Parties agree as follows:

- 1. **Recitals.** The above recitals are incorporated into and made a part of this Term Extension Agreement by reference.
- 2. **Term.** The term of the Recreational License in the Recreational License Agreement dated March 3, 2009, is extended for five (5) years from the date of March 3, 2011, and shall automatically expire on March 3, 2016.
- 3. **Terms and Conditions.** All terms and condition of the Recreational License Agreement dated March 3, 2009 shall remain the same and shall remain in full force and effect unless changed by the provisions of this Term Extension Agreement.
- 4. **Intergovernmental Agreement.** HPTA understands that the Village has entered into an Intergovernmental Agreement (IGA) with the Village of Burr Ridge, a copy

of which is attached. HPTA agrees to comply with the conditions contained in the IGA related to use and operation of the platform tennis courts subject to this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Term Extension Agreement to be executed by duly authorized officers thereof, as of the day and year written above:

VILLAGE OF HINSDALE


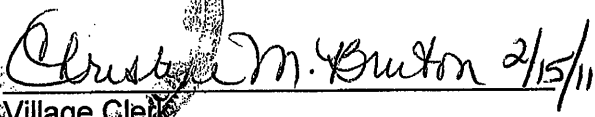
HINSDALE PLATFORM TENNIS  
ASSOCIATION

  
\_\_\_\_\_  
President of the Board of Trustees

  
\_\_\_\_\_  
President

ATTEST:

ATTEST:

  
  
\_\_\_\_\_  
Village Clerk

\_\_\_\_\_  
Secretary



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

From: Gina Hassett, Director of Parks & Recreation

Date: December 4, 2015

RE: Landscape Mowing Contract Extension

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Annually, the Village bids out the landscape and maintenance for its 140 acres of public green space, including right-of-ways, cul-de-sacs, passive areas and miscellaneous Village properties. For FY 15/16, the contract was awarded to Beary Landscaping for landscape maintenance and mowing in the amount of \$105,405 with an option to renew for a second year. Beary Landscaping was responsive and performed all work to a satisfactory level.

The contract provided for mowing and landscaping Village right of ways (ROW) and for all 17 parks and the community pool. The contract was awarded with the assumption of 30 mows for public right of ways and 32 mows for park sites which was the average for the last five years. The 2015 contract accounted for several areas that were not previously included in the bid, a summary of those areas is outlined below.

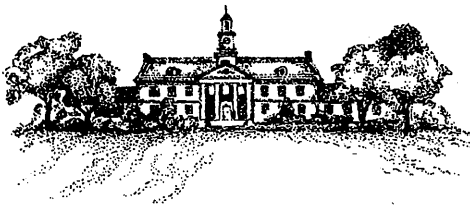
**KLM Lodge and the Arts Center** - The bid proposal included items that had previously not been included in prior Public Services mowing bids as it was contracted separately by Parks and Recreation Staff as this work was for KLM Lodge only and appeared in the maintenance budget for the annual cost of \$3,500. This work has been added to this request for services in an attempt to benefit from economies of scale and have all mowing work in the Village completed by one vendor.

**Right of Ways (ROW)** - The bid proposal provides for mowing and landscaping of the Village's ROW. Three locations were added to the existing scope of the work. One area in particular, located at 55<sup>th</sup> Street and Taft Rd, was added because shrubbery was removed during Woodland Phase II construction. Turf grass was planted where the shrubbery was removed.

**Weed Removal** - The bid proposal also included receiving pricing for weed removal at certain locations throughout the Village. This item was added to allow staff the flexibility to utilize staff more efficiently. Currently, in addition to the temporary summer help, our highly skilled Public Services staff is taken from more value added projects to perform this task in response to complaints. Utilizing the contractor will allow for the Public Services staff to remain focused on value added work such as keeping the tennis courts in playable condition and other upkeep in the parks including performing preventative maintenance, playground inspections and athletic field maintenance.

### **Review of 2015**

This was the first year that the contract included weeding of the playground areas and the central business district. Staff believes the additions to the scope of work improved the appearance of the parks and village properties and resulted in more efficient deployment of staff resources. Including the weeding in the contract provided a proactive approach to park maintenance.



In prior years, the weeding of parks and Village sites was managed by Public Services personnel. With limited resources the work was often managed in a reactive matter and addressed after receiving feedback from residents. In May of 2015, Public Services began tracking personnel resources. In addition to the weeding that was included in the contract, in 2015, Village personnel spent 300 hours weeding the Central Business District which includes downtown flower beds, train stations grounds and parking lot beds. This is down from an estimated 600 personnel hours which previously included the weeding of park sites. Adding the weeding to the contract has allowed personnel to be allocated to manage other work. The list below highlights projects that were completed this year due to the personnel resources that were made available.

- Prescribed burn in April - postponed in 2014 due to staffing reallocation and late winter
- Peirce Park re-route irrigation around new playground

- Village Personnel attended various certification/educational opportunities

  - Two park staff attended & passed the Certified Playground Supervisors Inspection exam course

  - One staff attended playground safety training by IRMA

  - Two park staff members acquired certified flaggers certificates

  - Three park staff members obtained CPR certifications

- 21 shrubs were trimmed at KLM Park in June

- 30 cubic yards of mulch was installed around the Central Business District

- 2 planting beds were installed at the Village parking lot

- Village personnel trimmed all shrubs on the Memorial Hall grounds in August

- Installed tennis hit boards at Stough and Brook

- Playgrounds were inspected twice this year (previously done once per year)

- Constructed 14 soccer goals

- Restored and replanted one rain garden

- Brook Park sanitary ejector pump was replaced

- Rejuvenation shrub pruning was performed at Burns Field along tennis courts

Through November of 2015, 37 weekly mows have been completed. There will be a minimum of one mow to occur in the spring. To maintain the turf level for athletic play, the mowing in 2015 of Brook and Veeck Park was increased to biweekly mows for a period of fourteen weeks. On two occasions, second mows were completed at portions of KLM Park to manage the turf for athletic play and Lodge events.

### **Recommendation**

Staff is recommending that the contract be renewed for a second year with Beary Landscaping. Staff is requesting that consideration be given to increase the contract and budget to account for an increase in service areas which are outlined below.

To implement the Village's Integrated Pest Management program, two Village right of way areas which are Chestnut Street and RT 83 and Cleveland Road be added to the contract work. These areas are being mowed to manage the insect population versus applying pesticide to the sites. The cost to include the mowing of the two areas is \$2,325. These areas were mowed by Beary in 2015.

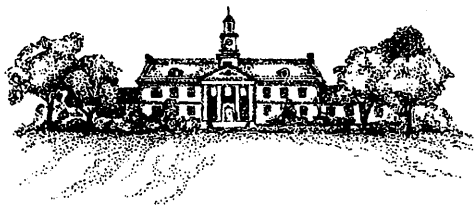


The previous contract and budget was based on 32 mows. Staff recommends maintaining the budget at the current mowing schedule as the average for the past five years is 32. When weather conditions allow, staff reduces or eliminates mows. Staff is recommending that the contract include funds to mow Brook and Veeck Park bi-weekly for a period of 14 weeks. Due to past applications of organic matter at these two parks, the turf grows at a high rate. For the past three years these locations have required additional mows to maintain the turf for athletic play. The second mows are not assumed and are only completed when authorized by staff. The cost to mow both locations for an additional period of 14 weeks is \$2,790.

Staff is recommending that the number of mulch installations at the Community Pool, KLM Lodge, Burlington Park and Memorial Hall be increased. The increased mulch application will help to reduce the weeds in the high profile areas. Keeping mulched areas at a depth of three inches restricts sunlight and helps prevent weed seeds from germinating. Installing mulch multiple times per season will limit weed growth which helps the Village's efforts to reduce pesticide use. The cost for the increased mulch applications at the four sites is \$2,730.

Weeding of the KLM Park front entrance sign area was not included in the 2015 bid. Given the high profile of the park site staff recommends including a bimonthly weeding (20) schedule at a cost of \$480. Staff also recommends adding three maintenance clean-ups for the Arts Center, Platform Tennis area and the KLM front entrance. For the first time, the 2015 bid included a spring clean-up of these areas. Previously the Arts Center was maintained by the tenant and the platform and entrance areas were completed in house. The spring clean-up did not provide adequate maintenance for the year and it was necessary for Village staff to return to the areas to trim and edge the locations. The cost to add three maintenance cleanups to the locations noted is \$576. Staff also recommends increasing the maintenance clean-ups of the KLM Lodge. The clean-up was completed once in 2015 however given the high volume of events at the Lodge it would be beneficial to increase the cleanups to four per season; the increased cost is \$990.

Shrub trimming in high profile areas such as Katherine Legge Lodge and the Community Pool is necessary to keep a uniform and formal appearance. Shrubs such as boxwoods put out flushes of growth both in the spring and fall thus calling for multiple trims. Staff is recommending that the frequency of these two locations be increased to twice per year at an increased cost of \$1,600. Staff requested Beary Landscaping to provide pricing for rejuvenating pruning and fence line trimming. Trimming and pruning of shrubs in Village parks is completed by Public Services personnel. It is recommended to perform dormant trimming in the winter months. Resources have not been allocated to trimming for the past three winters. This has resulted in areas along the fence line at Brook, Peirce and KLM Park where there is extensive overgrowth. The growth of the shrubs is intertwined in the fence material; if left untrimmed it can damage the fence material. Staff is recommending that consideration be given to budget for one day of rejuvenating trimming and one day of fence line trimming at a cost of \$3,300.



The table below summarizes the frequency at which the work outline above was contracted for in 2015 and the recommended increase and cost associated with increasing the frequency. The total cost increased for the work outline above is \$14,791.

<b>Village Right of Ways - Mowing</b>					
Cleveland	NA	\$30.00		30	\$900
Chestnut & Rt 83	NA	\$95.00		15	\$1,425
<b>Parks</b>					
<b>Brook Park</b>					
Mowing	32	\$59.28	<b>\$1,896.96</b>	14	\$830
<b>Veeck Park</b>					
Mowing	32	\$140.00	<b>\$4,480.00</b>	14	\$1,960
<b>Burlington Park</b>					
Mulch Installation	2	\$400.00	<b>\$800.00</b>	1	\$400
<b>Memorial Building</b>					
Mulch Installation	2	\$770.00	<b>\$1,540.00</b>	1	\$770
Shrub Trimming	1	\$940.00	<b>\$940.00</b>	1	\$940
<b>KLM Park</b>					
Front Entrance Weeding	0	\$24.00		20	\$480
Maintenance Front Entrance, Arts Center & Platform	0	\$192.00		3	\$576
<b>Hinsdale Community Pool</b>					
Mulch Installation	1	\$960.00	<b>\$960.00</b>	1	\$960
Shrub Trimming	1	\$660.00	<b>\$660.00</b>	1	\$660
<b>KLM Lodge</b>					
Mulch Installation	2	\$600.00	<b>\$1,200.00</b>	1	\$600
Lodge Clean-Up				3	\$990
<b>Rejuvenating Pruning</b>	0	\$1,500.00		1	\$1,500
<b>Fence Line Trimming</b>	0	\$1,800.00		1	\$1,800
					<b>\$14,791</b>

Staff believes the recommended additions to the scope of work will improve the appearance of the parks and village properties and result in more efficient deployment of staff resources. The table below outlines the budget impact of the proposed contract.

Account	Scope	2015/16 Contract	Proposed 2016/17 Contract	Difference over the Prior Year
2202 -Roadway Maintained	Mowing of 22.5 Acres of Village ROW & Central Business District Weed Removal	\$ 20,622	\$ 22,947	\$ 2,325
3301-Parks Maintenance	Mowing & Maintenance of 17 Parks	\$ 76,076	\$ 85,332	\$ 9,256
3724-KLM Lodge	Full Landscape Maintenance Service	\$ 2,728	\$ 4,318	\$ 1,590
3951-Community Pool	Full Landscape Maintenance Service	\$ 5,979	\$ 7,599	\$ 1,620



Scd

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

From: Gina Hassett, Director of Parks & Recreation

Date: December 4, 2015

RE: Community Pool Concession Stand Contract Renewal

The pool concession operation is contracted with a third party. In 2014, the Village solicited proposals for the concession operation. Proposals were received from C&W Concessions and Organic Life LLC. The contract was awarded to C&W Concessions for a period of one year and was extended for a second year for the 2015 season. Provisions allow for an option to renew for a third year.

C&W Concession's has been the vendor at the Hinsdale Community Pool since 2005 and also provides concession services at the Clarendon Hills Park District Pool and the Darien Swim and Recreation Club. For the past five years, the terms of the concession lease have been an aggregate payment. These terms have provided a predictable revenue source that is not subject to the seasonality of the pool operation. The concession revenue history is provided below.

As reported by staff, membership and attendance in the past three years has declined. The concessionaire has reported that sales for the past three years are flat with increased operating costs. Given the current climate at the pool and in an effort to retain the current vendor, staff feels it is necessary to hold the annual aggregate payment to that of 2015 which is \$8,200.

Staff recommends extended the contract for the pool concessions with C&W Concessions for a period of two years with no increase in terms for 2016 and an increase of CPI for 2017.

Year	Revenue	Terms
2007	\$5,211	\$1,200 plus 10% of sales
2008	\$7,739	\$1,200 plus 10% of sales
2009	\$7,000	Aggregate Rate
2010	\$7,000	Aggregate Rate
2011	\$7,350	Aggregate Rate
2012	\$7,717	Aggregate Rate
2013	\$7,950	Aggregate Rate
2014	\$8,000	Aggregate Rate
2015	\$8,200	Aggregate Rate