

**VILLAGE OF HINSDALE
MEETING OF THE
PARKS AND RECREATION COMMISSION**
Tuesday, March 8, 2016
Memorial Building Board Room



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

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

Members Absent: Commissioner Keane, Waverley

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

Approval of Minutes

Commissioner Owens moved approval of the February 9, 2016 Park and Recreation Commission meeting minutes. Commissioner George seconded and the motion passed unanimously.

Gateway Special Recreation Association Report

Ms. Hassett commented on the packet. The website and record retention are being worked on for minutes and packets. The Village of Hinsdale website will link to it. Delivery date is still unknown for the vehicle. Ms. Hassett stated that the Olympic event went well at Hinsdale Central.

Recreation Staff Report

Ms. Hassett commented that KLM rental revenue increased 8% since last month. January and February are slow months and staff is looking at possibly closing the lodge in those months. This could result in lost bookings and would cause a problem for the Village programs that are held there. The board did approve the carpet and it will take about 4 weeks to order. The chair fabric will complement the carpet. The color pallet is similar to what is there. Applications for a new lodge manager will be accepted through March 11th.

Ms. Hassett stated that the Arts Center is still in discussion with a potential renter. A heating oil tank will need to be removed from the basement. It is about a 2200 gallon tank and has been there since the building was constructed. We did not know that it was there and the tank was behind a wall that was backfilled with sand so it couldn't be seen. The oil has been leaking and there are fumes so it is now obvious that it needs to be removed.

Ms. Hassett stated that the platform tennis season is wrapping up and the revenue is down slightly primarily due to non-resident memberships. There is one session of lessons that Mary still will need to pay for. The Commission sub-committee met to discuss the current license agreement. Staff has been asked to look at the total costs of maintenance and the revenues. Ms. Hassett commented that one of the objectives is to be on a more sustainable path for the requirements of cost for the facility. Chairman Banke explained about costs that are involved with the project. how much it costs to run, what the village costs are and what HPTA should pay.

Ms. Hassett stated that an engineer is reviewing the walkways and should have a proposal back in early April. Soccer and lacrosse fields are being striped and are scheduled to open the first week of April. Landscaping will also start early April and mowing will be early May.

Ms. Hassett stated that the early bird super passes were sold out before 8 am. We have a wait list but we don't anticipate getting anymore from Clarendon Hills. The summer brochure is in the final

stages. Ms. Hassett stated that the Egg Hunt is scheduled for Saturday, March 26 and park clean-up day is Friday, April 22.

Commissioner Baker commented on his experience in the super pass line. He stated that the views of the community were mostly what staff has already talked about. They like the design of the Clarendon Hills pool but like the size of our pool. They go to Clarendon Hills until their kids are older. Nothing came out that was new or different that the Commission had already talked about. The process is understood and they all agreed that waiting in line was the fairest way to sell the super passes. Commissioner George asked about the program data and what the cutoff is on programs, specifically programs that showed only one participant. Ms. Hassett explained that any of those low number programs are co-op programs so they are with another park district.

Recreation Financial Report

Ms. Hassett stated that program revenue has decreased over the prior year. Some state that there has been lower participation in athletic programs and staff will continue to evaluate the programs to find the trend. Staff will not offer a program if it doesn't do well.

Chairman Banke asked if there are any improvements for the pool this year. Ms. Hassett stated that the pools will be painted and the lap pool will be sand blasted. One motor repair is scheduled for repair and the lap pool pump and motor are currently out for maintenance. The other pump will be done at the end of the season. Pool will open for the season on May 28.

Public Donation/Artwork Guidelines Update

Ms. Hassett stated that she is still gathering more information and will try to have it to the Commission before May.

Community Survey

Ms. Hassett stated that management Staff has asked to have the survey re-opened to try to capture the younger age residents. It will be merged with the current data. The data came from a lot of past users and not new or younger families. Commissioner Owens stated that she thought the response was great and wanted to know if we can capture email addresses for a designated age group. Ms. Hassett stated that this age group is under represented. Commissioner Owens stated that PTO meetings are not well attended, but residents pay a lot of attention to the S/D website and newsletter. Ms. Hassett goal is to have the data to the college to merge with the other data by mid-April.

Chairman Banke asked if there was a demographic response and what the timeline would be for the Commission to see the report. Ms. Hassett stated it probably would not be available at the next meeting.

New Business

Hinsdale Tennis Association Lease Agreement

Ms. Hassett stated this is the 3rd year where the programs will be part of the department. There are some lessons that don't fit into our lesson format so those are done as private lessons. There is a continual decline and it is offered at the Club level. This year the pricing model is changing and Tom Lockhart is frustrated because of the change to the program. Ms. Hassett stated that we do the marketing for the program and Tom will do two free clinics to try to capture more interest.

The license agreement allows Mr. Lockhart to teach the private lessons with a 5% increase. Chairman Banke stated that he does not think that there is as much interest in tennis as there used to be. There was discussion among the Commission about the high expectations put on kids for

sports programs. Commissioner Conboy asked if there are adult or senior lessons available through the department. Ms. Hassett stated that we co-op with Burr Ridge for some adult tennis lessons. Chairman Banke stated that every court at Burns Field have been filled since the warmer weather came and the courts were resurfaced. He stated that perhaps having a tournament would spark interest, especially with the Olympics coming this summer.

Commissioner Conboy made a motion to approve the license agreement. Commissioner Owens seconded and motion passed unanimously.

Other Business

None

Adjournment

Since there was no further business to come before the Commission, Commissioner George moved to adjourn. Commissioner Baker seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission was declared adjourned at 7:45 p.m.

Respectfully submitted,

Linda Copp, Secretary

2a

Gateway Special Recreation Association

Board Meeting
Thursday, March 10, 2016
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 February 2016 Regular Meeting Minutes
- B. Approval of March 2016 Check Register
- C. Approval of March 2016 Treasurer's Report

VI. REPORTS

- A. RGA Monthly Report

VII. OLD BUSINESS

- A. Vehicle Lease Update
- B. Archiving of Documents
- C. Marketing of the Gateway Program

VIII. NEW BUSINESS

- A. Development of a Gateway Website

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 Karen Spandikow, Oakbrook; N ASSOCIATION

BOARD OF DIRECTORS' MEETING

February 11, 2016

- I. Call to Order:** President Gina Hassett called the Gateway Special Recreation Association Board of Directors' Meeting to order at 3:00 pm on February 11, 2016 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present.

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

Absent: Karen Spandikow, Oakbrook.

Staff Present: Ray Graham Staff: Denise Rau (Director SLC/ECLC/SC) and Superintendent Ryan Cortez.

Visitors: None.

- II. Open Forum:** None

- III. Board Member Comments:** None

- IV. Communications:** None

- V. Omnibus Agenda:** Motion made by Sharon Peterson, Countryside; to approve the Omnibus Agenda and motion seconded by Matt Russian, Pleasantdale.

- A. Approval of January 2016 Regular Meeting Minutes
- B. Approval of February 2016 Check Register
- C. Approval of February 2016 Treasurer's Report

On a voice vote the motion passed.

- VI. Reports:**

- A. RGA Monthly Report: The monthly report was reviewed by Superintendent Cortez. Winter registrations are up due to increased participation in sports and special events. Scholarships are awarded at \$100/person/season. No new participants have taken advantage of scholarships. Outreach efforts at Hinsdale Central High School, related to the normal P.E. classes, offer great exposure for Gateway and will hopefully increase youth and teen programming in the future.

VII. Old Business:

- A. Vehicles Lease Update: No update.

VIII. New Business:

B. Marketing of Gateway programs:

1. Logo: New logo development is underway and the board had the opportunity to review several options. Superintendent Cortez will make a recommendation at next month's board meeting.
2. Website: Gateway has a couple of domains available to host a new website. The board will research website design options, and anticipates site management to be handled on the staff level.
3. Vehicles: The Gateway Board is interested in having the new logo on all Gateway vehicles.

IX. Open Forum: None

- X. Adjournment:** Sharon Peterson, Countryside; made a motion to adjourn the meeting, seconded by Scott Nadeau, York Center. Motion passed on a voice vote.

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

Date: March-16

<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	\$ 38.42	\$ 156.12	\$ 150.00	\$ 6.12	104.1%
120 Member Contributions	\$ -	\$ 506,479.10	\$ 506,479.00	\$ 0.10	100.0%
130 Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ -	0.0%
Total Income	\$ 38.42	\$ 506,635.22	\$ 506,629.00	\$ 6.22	100.0%
<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	\$ -	\$ 1,362.50	\$ 4,000.00	\$ (2,637.50)	34.1%
530 Legal Fees	\$ -	\$ 2,116.00	\$ 1,000.00	\$ 1,116.00	211.6%
540 Insurance Expense	\$ -	\$ 752.50	\$ 2,240.00	\$ (1,487.50)	33.6%
550 Misc. Expenses	\$ 20.53	\$ 228.89	\$ 500.00	\$ (271.11)	45.8%
560 One on One Services	\$ -	\$ 6,613.76	\$ 12,000.00	\$ (5,386.24)	55.1%
570 Program Supplies	\$ -	\$ -	\$ 500.00	\$ (500.00)	0.0%
580 Service Contract	\$ 108,194.00	\$ 432,766.00	\$ 433,040.00	\$ (274.00)	99.9%
590 Vehicle Fuel	\$ 312.48	\$ 4,557.63	\$ 8,750.00	\$ (4,192.37)	52.1%
600 Vehicle Repairs	\$ 542.51	\$ 4,975.34	\$ 13,250.00	\$ (8,274.66)	37.5%
610 Transportation Fund	\$ -	\$ -	\$ 10,000.00	\$ (10,000.00)	0.0%
Total Expenses	\$ 109,069.52	\$ 460,672.62	\$ 497,790.00	\$ (37,117.38)	92.5%
Net Ordinary Income	\$ (109,031.10)	\$ 45,962.60	\$ 8,839.00	\$ 37,123.60	7%
<u>Beginning Year Cash Money Market</u>					
<u>Beginning Year Cash Checking Account</u>	\$ -	\$ 50,314.48			
<u>Total Cash Beginning of Year</u>	\$ -	\$ 2,095.84			
	\$ -	\$ 52,410.32			
Net Income	\$ -	\$ 98,372.92			

**GATEWAY SRA
CHECK REGISTRY
March 10, 2016**

Check #	Issued to	Description	Amount	Total
1884	JMS Auto Service, Inc.	Vehicle Repairs	\$ 542.51	\$ 542.51
1885	Village of Hinsdale	Fuel (December	\$ 312.48	\$ 312.48
1886	Ray Graham Association	4th quarter payment	\$ 108,194.00	\$ 108,194.00
Totals				\$ 109,048.99

Bank Accounts Reconciled as of February 29, 2016	
General Checking Account	\$ 857.49
Money Market Account	\$ 245,218.11
Totals	\$ 246,075.60
March Check Registry	\$ 109,048.99
Balance	\$ 137,026.61

**Gateway SRA Board Meeting
March 10, 2016
RGA Report**

**Spring 2015/2016 Comparison
As of 3/7/2016**

March 9, 2015

District	Registered Participants
Burr Ridge	2
Elmhurst	31
Hinsdale	18
Oak Brook	2
Pleasant Dale	1
Willowbrook	2
Westchester	1
York	1
Countryside	0
Non-resident	5
Total	63

***As of March 7, 2016**

District	Registered Participants
Burr Ridge	5
Countryside	0
Elmhurst	40
Hinsdale	17
Oak Brook	5
Pleasant Dale	2
Willowbrook	5
Westchester	2
York Center	1
Non-resident	9
Total	86

Full Programs as of 3/7/2016

- Tuesday Travelers – No Waiting List
- Meal and A Movie – 4 Wait List

Gateway Staff Update

We currently have the following positions open:

- 1 Recreation Leaders
- 3 Recreation Instructors

Gateway Vehicles Update as of 3/7/2016

Vehicle	Mileage	Maintenance
192	76, 487	N/A
171	117, 732	Windshield Wipers,
170	47, 378	N/A

Scholarships Status as of 3/7/2016 – Spring Registrations

- Burr Ridge = \$100
- Elmhurst = \$200

Summer Camp 2016

We are still currently waiting on camp location confirmations from Elmhurst however our registration booklet is complete and ready for distribution once we have those confirmations. If we do not receive them the time our summer program guide is available, we will go ahead and mail them out. We will not be offering transportation for this summer's Hinsdale area ESY program. We will be offering an option for families to attend half day ESY camp however they will need to provide their own transportation. We have contacted the families that have registered it previous years and all 3 of the 4 families said they would still sign up for camp and bring their camper. The 4th family is not doing ESY this year but will be registering for full day camp.

Summer camp counselor recruitment has started but we have yet to see the amount of applications we have had in previous years. Would the member agencies be willing to post on their sites?

Summer 2016 Brochure

We are currently out to design with the summer 2016 program brochure. We are anticipating the first draft by the end of this week for edits and still on track to have the brochure finished and mailed out by March 30th. I am asking that member districts please provide me with any program highlights that we may include in our brochure and I as well will be providing current up to date Gateway SRA program information. We are offering 4 new programs this summer, 2 geared specifically for expanding our youth programming options by offering t-ball and a summer basketball league. We are also offering an additional fitness program to be held at Westchester Park District and an early afternoon matinee movie.

Marketing and PR

I have a meeting set up on March 15 with RGA's development director to discuss future marketing and PR prospects for Gateway SRA. We have taken the ideas from February's board meeting and have incorporated them into a few new designs and will have them for approval at the April board meeting. I have a contact from Pleasant Dale Park District about a new website design. I have been working with RGA to promote more Gateway SRA programs on their Facebook page but still looking for Gateway SRA to have its own page.

Program Highlights

Special Olympics Basketball

The Gateway Gator basketball teams had an incredible season this year! There were four teams with an average of 12 athletes per team. Several new athletes joined the Gators Blue team this year, including Shaan, Arti and Anna. The Gators Blue team coaches saw quite an improvement in their team from the first day of practice to the Special Olympic qualifier. It can be difficult with several new players, but the Gators Blue team, by the end of the season, played very well together. The Gators Blue team received the Bronze medal at the Special Olympic qualifier, winning against WSSRA White with a score of 32-15. The Gators White team played very well at the qualifier. They were in a tough division and faced a couple of very good adversaries. The Gators White team finished in fourth place. They did, however, come back to win the gold medal at the final tournament of the season! They were so happy when they received the gold at the ITRS tournament! There were smiles on each and every face. The Gators Red team also had a couple of new athletes join this year, Alex and Michael. This added a new dimension to this team. Coach Alex said he is

really looking forward to next year. They now have a full season under their belt and have learned each other's playing styles. The Gators Red team received the bronze medal at the qualifier, winning against the PSOP Vipers with a score of 58-31. The Gators Green team will be going to the state Special Olympic competition! They have worked very hard all season and they are very excited about going to state. Coach Mike said they actually played the best game all season at the ITRS tournament, even without one of their higher skilled players. He said they all contributed to scoring and on defense. Coach Mike said that the overall general attitude of the Gators Green team has improved and they are all very positive about playing at state.

Congratulations to all of the Gateway Gator basketball teams on an outstanding basketball season!

MEMORANDUM

DATE: April 8, 2016

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

FROM: Gina Hassett, Director of Parks & Recreation

RE: April Staff Report

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

Katherine Legge Memorial Lodge

Through February, rental revenue increased 8% (\$13,090) over the prior year. Rental revenue for the month of February is \$2,400, which is a decrease of 30% (\$720) over the same period of the prior year. There were two events held in 2016 compared to three events held in 2015. Expenses are trending 6% (\$8,691) below the prior year.

REVENUES	February		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	\$3,120	\$2,400	\$155,933	\$168,757	\$12,824	\$160,000	105%	\$160,000	97%
Caterer's Licenses	\$0	\$0	\$13,500	\$13,766	\$266	\$15,000	92%	\$16,800	80%
Total Revenue	\$3,120	\$2,400	\$169,433	\$182,523	\$13,090	\$175,000	104%	\$176,800	96%
EXPENSES	February		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					
Total Expenses	\$11,137	\$8,001	\$137,960	\$128,999	(\$8,961)	\$199,700	65%	\$174,511	79%
Net	(\$8,017)	(\$5,601)	\$31,473	\$53,524					

The table below provides a summary of projected revenue for the current fiscal year and a summary of the prior year. Projected revenue for the current fiscal year is estimated to be 4% (\$8,037) above the prior year.

MEMORANDUM

2015-16 Bookings (as of 3/23/16)

FY 2015-16	Business Mtg	Memorial Service	Rec Program	School Dist	Social Event	Village Mtg	Village Event	Wedding	Total	Projected Revenue 2015/16	Actual 2015/16	Actual 2014/15	Change over prior year
May			15		1			3	19	\$14,025	\$16,000	\$13,745	\$2,255
June	1		17					10	28	\$24,320	\$22,770	\$17,450	\$5,320
July	2	2	15		1			7	27	\$24,975	\$27,475	\$12,909	\$14,566
August	1		13	1	2			7	24	\$24,045	\$24,775	\$25,350	(\$575)
September		1	11		1			7	20	\$14,300	\$15,250	\$24,510	(\$9,260)
October	2		20	1	2			8	33	\$24,280	\$25,755	\$23,985	\$1,770
November	2	1	19		5			4	31	\$13,900	\$12,000	\$14,724	(\$2,724)
December			8		8		2	3	21	\$17,200	\$17,200	\$17,290	(\$90)
2016 January			14		2				16	\$1,850	\$1,850	\$2,850	(\$1,000)
February			18		1				19	\$1,700	\$2,400	\$3,120	(\$720)
March	1	1	19	2	2	3	2	1	31	\$8,725	\$9,045	\$6,725	\$2,320
April	3		18		3				24	\$8,870	\$0	\$12,695	(\$12,695)
Total	12	5	187	4	28	3	4	49	293	\$178,190	\$174,520	\$175,353	(\$834)

The capital improvement plan includes \$42,000 to replace the Lodge carpet and banquet chairs. Staff has selected the patterns for the carpet; bid specifications were distributed in January. At the March 1 Village Board meeting the contract was awarded to DeSitter Flooring for carpet replacement for \$26,605.59. It is anticipated that it will take four to six weeks for the carpet to arrive and installation is estimated to take place in April. Staff is in the process of selecting chairs that will complement the new carpeting.

Interviews were conducted to fill the vacant KLM Lodge Manager position. The Village extended an offer and the candidate has accepted and will start the week of April 11. In the interim, the Assistant Lodge Manager and the Director of Parks and Recreation are overseeing the day to day operations of the Lodge.

Arts Center

The capital improvement plan includes funds to improve the former Arts Center. Recreation and Public Services staff have been working together to compile a list of projects and the associated costs that are necessary for a tenant to occupy the building. Staff is also evaluating the cost of repairs that will be required for the property in the next five to 10 years.

During the evaluation process, staff discovered an old heating oil tank in the basement that has started to leak. The tank was removed the week of March 21. The contractor provided a certificate of destruction and removal. The State of Illinois Fire Marshall submitted a report noting that there was no contamination to the soils below the tank. During the removal, a portion of the tank containment wall was removed. After the tank was removed a structural engineer evaluated the integrity of the containment wall and will provide a written report that it is in good condition.

Platform Tennis

Hinsdale Platform Tennis Association

The Hinsdale Platform Tennis Association (HPTA) has a license agreement that allows their organization use of the courts. The terms of the license agreement between the Village and



MEMORANDUM

HPTA is that their league players must annually purchase a membership with the Village. The agreement between HPTA and the Village expires in July of 2016.

Given the upcoming expenses to replace the court walkways, a sub-committee of the Parks & Recreation Commission, along with Trustee Hughes, the Finance Director and Director of Parks and Recreation, met January 19 to review the terms of the current license agreement. The sub-committee, Trustee Hughes and staff members met with members of the HPTA Board on February 2 to review the platform tennis membership and financial summary. As a result of the meeting, staff prepared a financial summary of the platform program back dating back 2004 when the KLM courts were constructed. This information has been forwarded to the HPTA Board. The sub-committee will have a follow-up meeting with HPTA to further discuss the license agreement later this spring. Once drafted, staff will bring the license agreement to the Parks & Recreation Commission, then to the Village Board for approval.

KLM Platform Tennis Walkways

The firm Hinsdale Engineering has been retained for \$5,000 to evaluate the existing KLM platform tennis facility and to generate plans for the new walkways. The Engineers have been on site evaluating the structures and anticipates that his report and plans will be provided to the Village by the end of April. The replacement of the walkways is included in the capital improvement plan for FY 16/17.

Park Maintenance

Field Updates

The spring weather has been cooperative and has allowed for Public Services staff to prepare the athletic fields. Village crews have been laying out and striping soccer and lacrosse fields and moving goals into position. A third party was hired to complete the spring maintenance of Veeck and Robbins Park baseball fields. The scope of work included edging and rototilling the infield and incorporating ball field mix. The ball field at Veeck is utilized for the men's softball league and rentals. There are three fields at Robbins that are used for the Village's t-ball program and by Hinsdale Little League. Hinsdale Little League is the sole user of Peirce and Brook Park; therefore they provide and cover the cost for the field maintenance.

The lacrosse fields at KLM were opened the week of March 28. The soccer fields will open for use on April 4. Hinsdale Little League's season gets under way April 4. Starting Saturday, April 9, park bathrooms will be opened on weekends. Public Services staff will unlock and clean the restrooms and the Police Department staff will lock the facilities each night.

Mowing & Landscaping

The Village's landscape maintenance and mowing bid was extending for a second year to Beary Landscaping. Annually, the Village bids out the landscape and maintenance for its 140 acres of public green space inclusive of right-of-ways, cul-de-sacs, passive areas and miscellaneous Village properties. The scope of work includes landscaping of Village playgrounds, maintenance



MEMORANDUM

of park flower beds and maintenance of the flower beds at KLM Park including the Lodge, the former Arts Center and the Platform Tennis area.

Spring cleanup of Village parks started the week of March 28. Village staff is monitoring the turf closely. If the spring weather continues to be warm, it may be necessary to mow the athletic fields to ensure the turf length is appropriate for play.

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 worked with Eastern Illinois University (EIU) to administer the survey. Surveys were mailed to 6,400 households in the Village and the online link was publicized through emails, social media and through local news media. The draft report summarizing the data collected was provided to the Village in February. There was a 17% (998) response rate to the survey which was a good response as the target was 5%. Staff evaluated the draft report and determined that families with younger children were under represented. Given that one goal was to use the findings to help with future planning, staff is recommending that the link to the online survey be reopened with the goal to garner more participation from this group.

Staff is making contacts with the grade schools and preschools with a goal of working with a representative of each school who will promote the participation in the survey. Once contacts are made, the survey will be reopened. The goal is to close the survey by the end of April. The University will be able to separate the data collected in the second round of surveys as well as present all data as a whole.

Community Pool

Pool passes went on sale on March 1; early bird rates end April 29. Season pass holders can upgrade to a "Super" pass to utilize the Clarendon Hills Park District pool. There is a limit of 100 Super passes available, which are only available to residents. There is significant demand above the 100 members. However, since 2013, Clarendon Hills Park District has reduced the passes available from 250 to 100 passes. Clarendon Hills Park District reduced the number of passes available to Hinsdale due to an increase in their season pass sales and utilization by their members.

The table below summarizes pass sales through March 30. Revenue for the same period of the prior year decreased 10% (\$4,850). Resident family pass sales for the same period of the prior year decreased 17% (\$4,640). Worth noting, there have been 19 new families join the pool this year. Neighborly pass revenue increased 45% (\$1,825) over the prior year.

MEMORANDUM

Staff continues to market pool passes to residents and non-residents. For April, print ads will run in Trib local, Suburban Family Magazine and The Doings. For the upcoming months, a series of print ads have been placed in community church bulletins. Staff will continue to post on the department's Facebook page, Village website and Twitter.

As of March 30, 2016

		2015 Pass Revenue				2016 Pass Revenue					
		New Passes	Renew Passes	Total	Revenue	New Passes	Renew Passes	Total	Revenue	% Change Over Prior Year	Change Over the prior year
Resident											
	Nanny	11	26	37	\$2,100	7	15	22	\$1,395	-34%	-\$705
	Family Primary	20	78	98	\$26,970	19	59	78	\$22,330	-17%	-\$4,640
	Family Secondary	74	252	326	\$0	63	194	257	\$0		\$0
	Individual	1	3	4	\$495	3	4	7	\$825	67%	\$330
	Senior Pass	1	1	2	\$160	2	3	5	\$400	150%	\$240
	Family Super	3	25	28	\$9,380	0	22	22	\$7,705	-18%	-\$1,675
	Family Super Secondary	3	31	34	\$1,530	0	23	23	\$1,080	-29%	-\$450
	Family Super Third	4	22	26	\$1,170	0	21	21	\$990	-15%	-\$180
	Family Super 4+	8	24	32	\$465	3	29	32	\$495	6%	\$30
	Individual Super Pass	0	1	1	\$0	0	0	0	\$0		\$0
	Senior Super Pass	0	0	0	\$0	0	0	0	\$0		\$0
	Resident Total	125	463	588	\$42,270	97	370	467	\$35,220	-17%	-\$7,050
Neighborhood											
	Neighbor Family	7	5	12	\$4,015	7	10	17	\$5,840	45%	\$1,825
	Neighborhood Individual	0	0	0	\$0	0	0	0	\$0	0%	\$0
	Neighbor Add'l	29	9	38	\$0	24	32	56	\$0	0%	\$0
	Neighborhood Total	36	14	50	\$4,015	31	42	73	\$5,840	45%	\$1,825
Non-Resident											
	Non Resident Family	0	0	0	\$0	0	0	0		0%	\$0
	Non Resident Family Secondary	0	0	0	\$0	0	0	0		0%	\$0
	Non Resident Individual	0	0	0	\$0	0	0	0		0%	\$0
	Non Resident Senior	0	1	1	\$155	0	0	0		-100%	-\$155
	Non Resident Nanny	0	0	0	\$0	1	1	2	\$180	100%	\$180
	Non-resident Total	0	1	1	\$155	1	1	2	\$180	16%	\$25
	10-Visit	5	1	6	\$350	10	0	10	\$700	100%	\$350
	TOTAL			645	\$46,790			0	\$41,940	-10%	-\$4,850

Maintenance

Staff has been working with the Water Department personnel to ready the facility for the upcoming season.

Lifeguard Chairs

There are five lifeguard chairs that are permanently mounted into the pool deck. This past fall it was determined that the bases of three of these chairs are in poor condition. The metal is rusting and flaking off. Staff is securing prices to remove and replace the chairs.



MEMORANDUM

Pool Painting

The pools were most recently painted in 2010. Public Services staff has performed touch-up painting of the wading pool and diving well as needed. To maintain the visual appeal and cleanliness of the swimming pool, routine painting is required. The condition of the paint at this time warrants that floor of the lap pool be sandblasted; this is necessary as the paint is flaking off and failing to adhere to the floor.

To prepare for painting the pool, proper surface preparation, including acid etching and neutralization of chemicals, is vital to ensure adhesion. The applied paint must be adequate to handle immersion and chemical resistance. The coating must have adequate cure days prior to being filled with water. The scope of work includes cleaning the pools, sandblasting the lap pool floor, painting and patching the lap, wading and dive wells. In addition, the bid included options to paint the diving board and drop slide stands, two pergolas and painting of the wading pool slide and mushroom.

Staff distributed the bid to ten contractors. A mandatory pre-bid meeting was held on Tuesday, March 29, and five contractors attended. The bid opening is scheduled for April 6 at 10:00 am. The approval will be brought to the Board for a first read at the April 7 meeting. Once awarded, the work is scheduled to start at the end of April.

Pool Pumps & Motors

During FY 15/16, maintenance was performed on the feature pump which operates the water slide and water feature in the wading pool. This was year one of the maintenance cycle. The lap lane pool pump was last serviced in 2010. During the opening of the pool in 2015, there were issues with the lap pool pump and motor assembly. The turbine seized which kept the pump from working. A contractor was called in and was able to free the turbine. The problem was resolved and there was no need for parts or new equipment. The unit ran without issue for the season.

After the issue that occurred last year, the Public Service staff has started performing off season maintenance for the pool pumps and motors which will potentially reduce the need for repairs when the pool is opened in the spring. To reduce the possibility of preseason issues, the pump maintenance for the lap pool was escalated to the current budget year. Based on past repairs, costs to rewind the existing motor and for repairs to the pump assembly repairs are estimated to be \$12,500. The work will be completed by Municipal Well and Pump and will coincide with work that was awarded to their firm for the water department well pump #2.

Escalating the work for the lap pool pump will not remove the maintenance item from the FY 16/17 capital plan. Staff recommended leaving the funds in the capital budget to maintenance pump #3 at the end of the 2016 pool season. This pump operates the diving well. Having the work completed on the lap pool and diving well this calendar year would establish the pool pumps and motors to be on a four-year maintenance cycle.



MEMORANDUM

Heaters

There are four heaters at the pool. Two were installed in 2007. The Water Plant staff recommended that prior to the start of the season, the heating units be cleaned and checked for repairs by a contractor. Staff is securing pricing to have this completed.

PROGRAMS

Staff is preparing program offerings for the summer brochure that will be delivered to residents April 11. The brochure is available online for residents to review. The summer programs will include swim programs, summer camps and general program offerings. To increase the presence of the department, staff has started tweeting program and event information.

The annual Easter Egg Hunt was held Saturday, March 26 at Robbins Park. The event was well attended; activities included an egg hunt, a petting zoo and visits with the Easter Bunny. The event is a partnership with the Community House and was sponsored by the Hinsdale Rotary Club.

The next event scheduled is Park Clean-Up Day to be held on Friday, April 22, at Burns Field. This is in conjunction with Earth Day. Staff is coordinating projects that will be completed by community volunteers.



3b

MEMORANDUM

DATE: April 8, 2016
TO: Chairman Banke and Members of the Parks & Recreation Commission
FROM: Gina Hassett, Director of Parks & Recreation
RE: March FY 2015/16 Parks & Recreation Financial Report

Attached are the preliminary Parks and Recreation Department financial results for March 2016; this is the eleventh month of the FY 2015-16 budget year.

PROGRAMS

Through the month of March, program revenue decreased 18% (\$51,770) over the prior year; contributing factors are a significant decline in fitness and athletic program enrollment. Athletic program revenue decreased 20% (\$25,367) over the prior year; this is a result of decreased registration in the tennis lesson and sports camp programs. Fitness revenue decreased 41% (\$13,498) over the prior year due to a decline in the fencing, yoga and karate program. Early childhood programming registration revenue is down 11% (\$1,239) 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 the Clarendon Hills and Burr Ridge Park Districts. All of the above programs are contractual; revenues and expenses are directly related to offsetting contractual expenses.

Recreation expenses are down 7% (\$28,923) over the same period of the prior year. Personnel expenses increased 6% (\$4,786) over the prior year; a contributing factor is the staff costs for inclusion participants. Contractual expenses, which include the payment for program services, decreased 6% (\$15,538) due to decreased enrollment.

Platform Tennis

Through March, platform membership and lesson revenue decreased 6% (\$2,947) over the prior year. There is an outstanding payment due from Ms. Doten for spring lessons. Operating expenses are trending 8% (\$2,959); contributing factors are the unbudgeted cost to stabilize the failing walkways and the contract to retain Ms. Doten's firm to manage the court maintenance.

Katherine Legge Memorial Lodge

Through March, rental revenue increased 4% (\$6,049) over the prior year due to increased rental fees. Caterers' licenses revenue increased 2% (\$266) over the prior year due to an increase in one day caterer licenses. Operating expenses are flat with no increase over the prior year. Through March, no capital purchases have posted, however staff estimates that carpet replacement and new chairs will post before the end of the fiscal year.

Parks Recreation Revenue/Expense Summary

March

FY 2015-16

Preliminary Numbers

DEPT. 3101

	FY 15-16	FY 15-16	FY 15-16	FY 14-15	FY 14-15	VARIANCE	% of
ADMIN. AND SUPPORT	Budget	TO DATE	% of Budget	BUDGET	TO DATE	OVER PRIOR YEAR	Change
Expenses							
Personnel Services	229,647	193,792	84%	208,980	196,365	-2,573	-1%
Professional Services	0	0	0%	0	0	0	0%
Contractual Services	0	203	0%	0	0	203	0%
Other Services	7,550	4,983	66%	8,000	6,638	-1,655	-25%
Materials & Supplies	2,200	3,073	140%	2,600	2,841	232	8%
Repairs & Maintenance	150	0	0%	150	0	0	#DIV/0!
Other Expenses	4,230	3,682	87%	3,880	4,229	-547	-13%
Risk Management	30,980	39,949	129%	32,830	21,436	0	0%
Total-Operating Expenses	274,757	245,682	89%	256,440	231,509	14,173	6%

DEPT. 3301

	FY 15-16	FY 15-16	FY 15-16	FY 14-15	FY 14-15	VARIANCE	% of
PARKS MAINTENANCE	Budget	TO DATE	% of Budget	BUDGET	TO DATE	OVER PRIOR YEAR	Change
Revenues							
Field Fees	38,000	51,852	136%	38,000	38,795	13,057	34%
Picnic Fees	10,500	9,590	91%	8,005	8,715	875	10%
Total Revenues	48,500	61,442	127%	46,005	47,510	13,932	29%
Expenses							
Personnel Services	376,456	312,143	83%	364,499	320,892	-8,749	-3%
Contractual Services	131,376	102,681	78%	125,000	150,698	-48,016	-32%
Other Services	1,850	1,214	66%	2,100	1,445	-231	-16%
Materials & Supplies	48,300	41,243	85%	58,450	41,218	25	0%
Repairs & Maintenance	53,500	48,874	91%	49,000	32,937	15,937	48%
Other Expenses	2,495	1,932	77%	1,000	1,024	907	0%
Total-Operating Expenses	613,977	508,087	83%	600,049	548,213	-40,126	-7%
Capital Outlay							
Motor Vehicles	0	0	0%	81,000	29,510	-29,510	0%
Park/Playground	0	0	0%	150,000	147,407	-147,407	-100%
Lands/Grounds	181,000	166,746	92%	112,000	44,878	121,868	272%
Buildings	50,000	9450	19%	50,000	0	9450	0%
Total Capital Outlay	231,000	176,196	76%	393,000	221,795	-45,599	-21%
Total Expenses	844,977	684,283	81%	993,049	770,009	-85,726	-11%

DEPT.3420

	FY 15-16	FY 15-16	FY 15-16	FY 14-15	FY 14-15	VARIANCE	% of
RECREATION SERVICES	Budget	TO DATE	% of Budget	BUDGET	TO DATE	OVER PRIOR YEAR	Change
Revenues							
Registration & Memberships	308,000	240,082	78%	214,039	291,852	-51,770	-18%
Misc. Income	2,000	0	0%	6,000	5,795	-5,795	-100%
Total Revenues	310,000	240,082	77%	220,039	297,647	-57,565	-19%
Total Expenses							
Personnel Services	94,721	93,049	98%	93,841	88,146	4,903	6%
Contractual Services	266,419	229,210	86%	259,530	244,748	-15,538	-6%
Other Services	59,650	49,038	82%	60,750	41,840	7,198	17%
Materials & Supplies	11,680	7,605	65%	13,200	9,505	-1,900	-20%
Other Expenses	8,220	4,227	51%	8,370	5,420	-1,193	-22%
Repairs & maintenance	17,000	19,974	117%	17,000	24,572	-4,598	0%
Capital Outlay	0	0	0%	20,000	17,795	-17,795	-100%
Total Expenses	457,690	403,102	88%	472,691	432,025	-28,923	-7%

Parks Recreation Revenue/Expense Summary

March

FY 2015-16

Eliminatory Numbers

DEPT.34-BY DEPARTMENT

RECREATION SERVICES	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
3421 General Interest							
Revenues	20,000	10,236	51%	9,171	11,474	-1,239	-11%
Expenses							
Personnel Services	0	687	0%	0	0	687	0%
Contractual Services	10,000	6,538	65%	16,500	7,637	-1,099	-14%
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%
Total Expenses	10,000	7,225	72%	16,500	7,637	-412	-5%
3422 Athletics							
Revenues	130,000	104,205	80%	88,246	129,572	-25,367	-20%
Expenses							
Personnel Services	1,615	0	0%	2,515	486	-486	-100%
Contractual Services	95,000	62,709	66%	82,000	83,213	-20,504	-25%
Other Services	1,300	0	0%	0	0	0	0%
Materials & Supplies	0	1,516	0%	1,500	1,316	200	15%
Other Expenses	0	0	0%	0	0	0	0%
Total Expenses	97,915	64,226	66%	86,015	85,015	-20,789	-24%
3423 Cultural Arts							
Revenues	7,000	7,708	110%	7,069	13,162	-5,454	-41%
Expenses							
Personnel Services	4,306	1,589	37%	4,306	2,368	-779	-33%
Contractual Services	2,500	400	16%	0	4,425	-4,025	-91%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	0	0	0%	0	0	0	0%
Other Expenses	0	0	0%	0	0	0	0%
Total Expenses	6,806	1,989	29%	4,306	6,793	-4,804	-71%
3424 Early Childhood							
Revenues	47,000	32,477	69%	31,758	35,856	-3,379	-9%
Expenses							
Personnel Services	15,609	18,504	119%	15,609	19,658	-1,154	-6%
Contractual Services	14,000	8,554	61%	21,000	9,571	-1,017	-11%
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%
Total Expenses	30,959	28,245	91%	37,759	30,321	-2,077	-7%

Parks Recreation Revenue/Expense Summary

March

FY 2015-16

Preliminary Numbers

DEPT.3420-BY DEPARTMENT

RECREATION SERVICES	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
3425 Fitness							
Revenues	33,000	19,773	60%	20,256	33,272	-13,498	-41%
Expenses							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	16,000	13,114	82%	11,000	10,464	2,650	25%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	0	0	0%	0	0	0	0%
Other Expenses	0	0	0%	0	0	0	0%
Total Expenses	16,000	13,114	82%	11,000	10,464	2,650	25%

3426 Platform Tennis

	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
Revenues							
Memberships/Lessons	50,000	50,142	100%	50,000	53,089	-2,947	-6%
Grant funding	0	0	0%	0	0	0	0%
Lifetime and donations	0	0	0%	0	0	0	0%
	50,000	50,142	100%	50,000	53,089	-2,947	-6%
Expenses							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	9,919	17,338	175%	8,480	12,613	4,725	37%
Other Services	3,500	4,803	137%	3,500	799	4,004	501%
Materials & Supplies	950	55	6%	100	504	-449	0%
Repairs and Maintenance	15,000	17,676	118%	15,500	22,998	-5,322	0%
Other Expenses	50	50	100%	50	50	0	0%
Total Operating Expenses	29,419	39,922	136%	27,630	36,963	2,959	8%
Capital Outlay							
Courts project	0	0	0%	0	0	0	0%
Resurfacing/skirting	0	0	0%	20,000	17,795	-17,795	-100%
Total Capital Outlay	0	0	0%	20,000	17,795	-17,795	-100%
Total Expenses	29,419	39,922	0%	47,630	54,758	-14,836	-27%

3427 Special Events

Revenues	21,000	15,541	74%	7,539	15,428	113	1%
Expenses							
Personnel Services	2,153	4,323	201%	2,153	3,995	328	8%
Contractual Services	30,000	26,407	88%	30,000	26,766	-359	-1%
Other Services	1,250	2,036	163%	2,000	1,377	659	48%
Materials & Supplies	6,350	2,593	41%	7,450	4,849	-2,256	-47%
Repairs & Maintenance	0	0	0%	0	245	-245	-100%
Total Expenses	39,753	35,359	0%	41,603	37,231	-1,872	-5%

3428 General Rec Administration

Expenses							
Personnel Services	71,038	67,946	96%	69,258	61,638	6,308	10%
Contractual Services	89,000	94,150	106%	90,550	90,060	4,089	5%
Other Services	53,600	42,199	79%	55,250	39,664	2,535	6%
Materials & Supplies	3,030	2,254	74%	3,000	1,794	460	26%
Repairs and Maintenance	2,000	2,298	115%	1,500	1,574	724	0%
Other Expenses	8,170	4,177	51%	8,320	5,075	-898	-18%
Total Expenses	226,838	213,023	94%	227,878	199,805	13,218	7%
Capital Outlay	0	0	0%	0	0	0	0%
Total Expenses	226,838	213,023	94%	227,878	199,805	13,218	7%

Parks Recreation Revenue/Expense Summary

March

FY 2015-16

Preliminary Numbers

DEPT. 3724

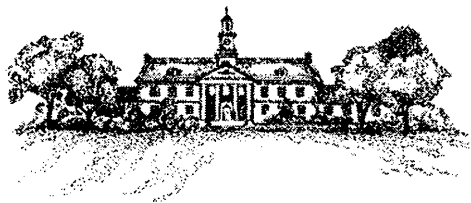
	FY 15-16 Budget	FY 15-16 TO DATE	FY 15-16 % of Budget	FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
KLM LODGE							
Revenues							
KLM Lodge Revenue	160,000	168,757	105%	69,454	162,708	6,049	4%
Caterer's Licenses	15,000	13,766	92%	12,000	13,500	266	2%
Total Revenues	175,000	182,523	104%	81,454	176,208	6,315	4%
Expenses							
Personnel Services	65,200	67,203	103%	63,111	65,481	1,723	3%
Contractual Services	26,300	22,266	85%	26,500	21,135	1,131	5%
Other Services	46,900	32,224	69%	49,900	40,953	-8,729	-21%
Materials & Supplies	9,400	8,508	91%	10,700	6,278	2,231	36%
Repairs & Maintenance	9,250	6,470	70%	8,500	3,196	3,274	102%
Other Expenses	650	481	74%	800	529	-47	-9%
Total-Operating Expenses	157,700	137,153	87%	159,511	137,571	-418	0%
Capital Outlay	42,000	0	0%	15,000	13,749	-13,749	-100%
Total Expenses	199,700	137,153	69%	174,511	151,320	-14,167	-9%

DEPT. 3951

	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
SWIMMING POOL							
Revenues							
Pool Resident Pass	160,000	113,187	71%	134,698	130,572	-17,385	-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%	8,000	8,000	200	3%
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	13,373	55%	16,383	17,287	-3,915	-23%
10-Visit Pass	22,000	21,902	100%	24,053	24,123	-2,221	-9%
Total Revenues	357,200	304,335	85%	276,406	297,507	6,828	2%
Expenses							
Personnel Services	166,858	147,053	0%	161,475	184,787	-37,734	-20%
Contractual Services	22,750	18,928	83%	32,475	24,736	-5,808	-23%
Other Services	36,500	32,739	90%	37,000	38,078	-5,339	-14%
Materials & Supplies	30,950	22,324	72%	31,300	29,594	-7,270	-25%
Repairs & Maintenance	37,000	47,741	129%	22,000	36,783	10,957	30%
Other Expenses	6,700	4,172	62%	6,700	4,549	-377	-8%
Risk Management	0	0	0%	0	0	0	0%
Total-Operating Expenses	300,758	272,956	91%	290,950	318,527	-45,571	-14%
Capital Outlay	14,000	6,524	47%	12,000	14,078	-7,554	-54%
Total Expenses	314,758	279,480	89%	302,950	332,605	-53,125	-16%

	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
Capital Expenses	287,000	182,720	64%	440,000	267,417	(84,697)	-32%
Operating Expenses	1,804,882	1,566,981	87%	1,759,641	1,650,051	(83,070)	-5%
Total Expenses	2,091,882	1,749,701	84%	2,199,641	1,917,468	-167,768	-9%
Total Revenues	890,700	788,382	89%	623,904	813,077	-24,695	-3%
Revenue Offset Difference	(1,201,182)	(961,319)	80%	(1,575,737)	(1,104,391)	143,072	-13%

4a



April 8, 2015

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

The Parks & Recreation Commission has been reviewing a draft policy to manage donations.

Per the discussion held at the March Parks & Recreation Commission meeting, staff has made further updates to the draft policy.

The items below are addressed in the updated policy.

- Donors who would like to contribute funds to donate a park bench or picnic table can do so by completing a form, which will include a predetermined cost to cover the item and the donation plaque; no further approval by the Commission or Village Board will be required.
- Donors who would like to contribute funds for a park element that is consistent with the park plan or to replace an existing park element, can do so by contacting the Director of Parks and Recreation; the Village Manager will authorize the donation, no approval by the Commission or Village Board is required.
- Donations of artwork, memorials and/or non-conforming park elements would be evaluated by the Commission using the criteria outlined in the policy. The Commission's recommendation would be forwarded to the Board of Trustees as a discussion item. The Village Board will discuss the recommendation of the Parks and Recreation Commission, if there is a recommendation for approval, the item will be brought back to the Board of Trustees for approval.

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donations for Village Parks, 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), 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 costs.

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 Accessory: 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,, drinking fountains, flags, and other types of park accessories.

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

Definitions of Public Art & Monuments: Described as a painting, sculpture, photograph, etc., that is created to be beautiful or to express an important idea or feeling.

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 purchase items to ensure the items meet the standards set forth and authorize the installation of all park elements.

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 ongoing 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 Parks and Recreation Department office will manage the care of all donations located on Village park property.

Park Benches and Picnic Tables: To donate a park bench or picnic table, donors can complete the Donation Program Application which outlines the fee structure. The amounts for these donations are adjusted periodically. A bench and picnic table donation will last ten (10) years.

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.

Park Accessories: To make a donation of other park amenities such as a playground, pavilion, gardens or fountain, donors can directly contact the Parks and Recreation Department. If a donation

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

is within the park plan the Director of Parks & Recreation will have authorization to approve the donation.

To accept donation of a park element for a specific park facility, Staff will evaluate the park plan 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. If a donation is found to not be included in a park plan it would be considered a non-conforming park donation. The Director of Parks and Recreation may recommend that a non-conforming donation request be reviewed by the Parks and Recreation Commission under the same criteria for artwork and monument donations.

Monetary Donations: Monetary donations that can be made by donors and earmarked for a project or specific use.

Artwork & Monuments: Donations of artwork and monuments will be evaluated and considered for a recommendation to the Village Board by the Parks & Recreation Commission. Donor to pay for all costs associated with the installation of the donation.

**CRITERIA FOR ACCEPTANCE FOR
PUBLIC ART, MONUMENTS & NONCONFORMING DONATIONS**

The Parks and Recreation Commission reviews the appropriateness of the subject as it relates to the site, the compatibility of the work of art within the landscape, the impact on a park and its use, aesthetic merit, as well as safety and maintenance issues.

Process

1. Donor is required to complete the application which must include a description, photo and/or drawing of the donation, estimated value and estimated life cycle. Village staff will determine the life cycle maintenance costs.
2. Applications will be reviewed by the Director of Parks & Recreation and forwarded to the Village Manager for review.
3. The completed application will be brought as a discussion item to a monthly meeting of the Parks & Recreation Commission. The Commission will review the request based on the criteria outlined in the policy.
4. Action by the Parks and Recreation Commission: Following their review, the Commission will vote to approve or disapprove the donation; the recommendation will be forwarded to the Board of Trustees for further discussion. The Commission shall specify the reason or reasons for their recommendation or decision and provide a summary to the Village Board. Approvals shall expressly set forth any limitations or conditions recommended or imposed. No member of the Commission shall participate in the vote of any matter in which that member has an interest as defined in the Hinsdale code of ethics.

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

5. Action By Board Of Trustees: Upon receipt of the recommendation of the Parks and Recreation Commission, the Board of Trustees will review the donation as a discussion item. The Board of Trustees shall make a recommendation for approval of the application as submitted, or make modifications as they deem necessary, or shall disapprove the application. If a recommendation for approval, the donation request will be brought back to the Board of Trustees for approval.
6. Upon final approval the Board of Trustees, staff will collect the appropriate fees and oversee the installation of the donation.

Criteria used to review Public Art Work, Monuments and Nonconforming Donations

- a) Appropriateness: Most effective outdoor public art is sited in spaces which bear a particular relevance to the subject of the piece. With commemorative monuments, historical associations between the subject or artist and a community are a traditional mechanism for the selection of an appropriate site. Consideration should also be given to the long-term impact of permanent monuments, and subjects should be of a stature able to weather time, changing attitudes etc. In no instance, should permanent monuments, which depict subjects that are trademarked or commercially licensed, been installed on public property.
- b) Compatibility: Most permanent artworks are likely to be situated within existing landscapes, and consideration must be given when designing the work of art to integrate it with the natural environment. Donors are encouraged to consider alternatives to traditional monuments, such as "living" memorials consisting of trees, shrubbery and other landscape elements.
- c) Impact on Park Use: It is important to keep in mind the necessity for unencumbered open space. Works of art which interfere with or prohibit existing park functions may be cause for the disapproval.
- d) Aesthetics: Though conditioned by a range of subjective considerations, aesthetic merit is primary determinant in the acceptance of permanent works of art. Proposed monuments must show evidence of the artist's mastery of the medium in which he or she is working (stone carving, bronze casting etc.). Works of inferior workmanship will not be approved. The Village Board ultimately decides upon aesthetic grounds.
- e) Maintenance: Given the responsibility of preserving and maintaining donations, the Village cannot in good faith accept works of art which present an unreasonable maintenance burden. Works of art will not be accepted unless the donor or sponsor can provide a means of care which may be required through a Life Cycle Care fund.
- f) Safety: Works of art should be safe to passersby, curious spectators (especially children), and the environment as a whole.

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

CONDITIONS OF DONATIONS

Installation: Installation of donated park elements, artwork and monuments, 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. Donor will pay the cost for the installation as determined by the Village.

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.

Plaques/Acknowledgement: Donated items will include a plaque with a maximum of three lines and 25 characters per line. No corporate logos will be permitted. Text is subject to approval by Village staff.

Life Cycle Care Fund: The Village will determine the level of maintenance required for the donated park element, art work or monument. 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 of 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.. 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 dedicated revenue source 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.

VILLAGE OF HINSDALE Park and Recreation Donation Policy

[illegible]

I have read the Donation Policy

Requested by: _____ Date: _____

Reviewed by: _____ Date: _____

Office Use

Donation Cost Calculations	
Element Type:	
Value of Donation	\$
Cost of Plaque	\$
Life Cycle Term	Years (x)
Annual Life Cycle Cost (determined by Village staff)	\$
Life Cycle Cost	\$
Total Cost of Donated Element	\$ (

Board of Trustees Approval: : _____ Date: _____