

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

**Tuesday, February 9, 2016 at 7:00 p.m.
Memorial Building Board Room**

(Tentative and Subject to Change)

1. Approval of Minutes – December 8, 2015
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
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.

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**VILLAGE OF HINSDALE
MEETING OF THE
PARKS AND RECREATION COMMISSION**
Tuesday, December 8, 2015
Memorial Hall Old Board Room



DRAFT

Chairman Banke called the meeting of the Park and Recreation Commission to order at 7:35 p.m. at the Memorial Hall old board room.

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

Members Absent: Commissioner George

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

Approval of Minutes

Commissioner Waverley commented on one correction to the minutes. Commissioner Conboy moved approval of the October 13, 2015 and October 26, 2015 Park and Recreation Commission meeting minutes. Commissioner Baker seconded and the motion passed unanimously.

Gateway Special Recreation Association Report

Ms. Hassett commented on the packet. At the next meeting lease options will be discussed for a new vehicle.

Recreation Staff Report

Ms. Hassett commented on the KLM lodge rental revenue. Revenue increased 12% over prior year. Platform tennis walkways are secure and staff is working on getting engineering specs for the walkways. Ms. Hassett has requested additional funding for lights for the courts. There will be net funding to cover the cost this year and it will cost \$6,800 to replace four courts. After this year staff will make a decision regarding changing of any more lights. To change all of them could be too much light for Burr Ridge residents. Burr Ridge suggests redrafting the agreement that we have with them regarding any additional time or lights. If the village manager approves the expense, they could go in after the New Year, depending on the weather.

Ms. Hassett explained that there will always be a problem with the heaters because of the moisture in the area. Revenue is still coming in and there is a significant decrease due to league and players still needing to pay.

Ms. Hassett commented on the community surveys that have been received so far. The goal is to receive at least 10% of them back. Eastern University is compiling the results during the holiday break. It is possible that the professor may be here to present the information once it is tabulated. Commissioner Owens stated that people may not fill it out because of being so busy. Commissioner Waverley stated comments that she has heard are regarding the baby pool. Because it is separate from the lap pool, parents can't be in both areas at the same time. Commissioners discussed how the study would be helpful for the future. Ms. Hassett stated that there is adequate power for an additional filtration system.

Ms. Hassett stated that the ice rink liner may be down next week, weather dependent. Commissioner Banke asked about the location of the rink. Ms. Hassett stated that Public Services picked a place that is more level. Ms. Hassett stated that the weather conditions need to have at least 5 days of below freezing to make ice and if there is snow in the forecast it helps as a blanket.

Ms. Hassett stated that the Holiday Express was a success once again with both trips sold out and that this Saturday is Breakfast with Santa. The village has a new website and it will hopefully be more helpful. There are some repairs on the tennis courts to be done in the spring. Athletic field revenue is still coming in and since there was more usage, electric bills were higher. Chairman asked about an adult baseball league that was playing and wanted to know if they were paying a fee. Ms. Hassett stated that the fields are generally booked until 9:30 pm every night. Mowing and landscaping were watched closely through October and is still within budget.

Ms. Hassett stated that the Brook Park repairs of \$4,600 were being reimbursed by the resident and was paid by their homeowners insurance. December 1st the new picnic fees went in affect. Our software upgrade has been postponed until next year. Ms. Hassett explained that the new version is window based and will give many more options.

Recreation Financial Report

Ms. Hassett commented about field revenue and some more will still come in. Personnel costs are up 17% due to seasonal staff and raises. There are still some capital improvements to be made. There will be carpeting at the lodge and new windows for the Arts Center. There is a decrease in program revenue, primarily due to not offering the program anymore. Commissioner Waverley asked if we look at the Community House to see that we don't offer the same programs. Ms. Hassett stated that we have talked about shared programming, but the Community House is limited for outdoor field space and the Village is limited because of having to use the school gyms. Ms. Hassett stated that the Community House does have a membership fee to join. We are successful in the pre-school programs and they charge a lot more for programs. Ms. Hassett explained how we co-op with Burr Ridge and how we don't have any access to the school gyms in January and February, which limits programming for the winter months. Commissioner Waverley stated that we should not overlap programs. Ms. Hassett reminded the Commission that the Community House is a non-profit membership organization and their membership fee is annual.

Chairman Banke asked Ms. Hassett how much time is spent on programs. Ms. Hassett stated that is Heather's job. Ms. Hassett explained how the community recreational needs have changed over the years. Chairman Banke commented that the amount of services offered has declined in the past years and that the survey will help in making business decisions.

Public Donation/Artwork Guidelines Update

Chairman Banke asked what specific items that Ms. Hassett wanted to highlight. Ms. Hassett stated that the contract was drafted by the village attorney and the life cycle care fund is the big question. That would depend on the donation. The Commission and Village Board would need to decide on when upkeep is required. Chairman Banke asked what the next step would be with the Village Board. Ms. Hassett explained the components of the donations. The first step is a recommendation by the Commission. Commissioner Conboy asked if there will be guidelines to follow for artwork. Ms. Hassett stated that there are currently no guidelines. Chairman Banke explained how this request came about and what the bench would look like. The Village President asked the Commission for guidelines and where it should be installed. Commissioner Conboy wants to know who judges the project and how to decide who can have a memorial and where to put it. The Commissioners discussed the issue.

Chairman Banke stated that we have a good outline for the donation but not what the process is for the donation. The first step is what the donation is and then if that is acceptable, what is the cost component for maintaining it. Chairman Banke stated that should be in the document. Commissioner Conboy stated that the people making the donation should live in Hinsdale.

New Business

Pool Report

Ms. Hassett explained the report and how personnel staffing has been changed so the staff costs have been brought within budget. The largest revenue is admission fees and we continue to see a decrease in resident passes. Staff hopes to see additional growth in neighborly rate memberships. 10 visit passes were affected by the weather and the neighborly rate memberships. Ms. Hassett explained that staff was concerned that Clarendon Hills would extend the neighborly rate to Hinsdale residents. Clarendon Hills has stated that won't offer the rate to Hinsdale residents. We do have an agreement that we share each other's pools when the other community pool goes down to mechanical issues. That agreement to use each other's pool would go away if they ever offered the neighborly rate to Hinsdale residents.

Ms. Hassett explained the hours that the Town Team uses the pool and that our members go to Clarendon Hills when there are swim meets. Ms. Hassett commented on the chart where the expenses are, the bulk of which are personnel. Unbudgeted issues this year were pump issues in the lap pool and some repairs. Capital outlay was under budget due to the swim club paying for half of the lane lines. Initial feedback from the survey comments were outdated facility, dissatisfaction with pool closures and water temperatures. Ms. Hassett stated that the concession stand has tried healthier options, but they don't sell very well.

Ms. Hassett commented that the facility maintenance repairs were on the valves. The valves are now being exercised and the grates are covered to keep debris out. Public Services are taking a more pro-active approach. The weekly maintenance will now be done by the water plant supervisor. 2016 budget includes painting locker rooms, replacing life guard chairs, painting of the pergolas and replacement of the ADA staircase. Capital budget will include pool painting, re-grouting, pump maintenance and interior bath house painting. Commissioner Owens suggested putting a teak wood grate in the showers.

The Commissioners made comments on how we need to think about the future vision for any pool plans. Ms. Hassett stated that there have been no improvements to the pool since it was built in 1992. Ms. Hassett stated that neighboring communities also have declining membership in the past few years.

Extension of License Agreement with Hinsdale Platform Tennis Association

Ms. Hassett commented that the first agreement was in 2007 and it was extended in 2010 and is currently expires in March of next year. Ms. Hassett asked for a recommendation to extend the agreement until July 31, 2016. This will give staff time to evaluate costs for the walkways and other expenses. Commissioner Owens moved approval of the recommendation. Commissioner Waverley seconded and the recommendation passed unanimously.

Chairman Banke suggested that there needs to be a process in place for making requests for improvements to the paddle courts that are safety related. Ms. Hassett stated that there are 805 members, 250 are lifetime and 143 are residents, which is about 50%. Ms. Hassett stated that the members need to be charged enough to cover the maintenance that the players want.

Landscape and Maintenance Contract Renewal Discussion

Ms. Hassett is asking for a recommendation to renew the contract with Beary Landscaping to include some additional plantings, weed removal and some additional mowing. Public Services does still do some maintenance work in-house. Staff is recommending 32 mows for the coming year and add funds for additional mows at Brook and Veeck, shrub trimming and add additional mulch at some areas. Additional increase would be \$14,792. Commissioners agreed to the extras that Ms. Hassett recommended. Commissioner Owens moved approval of the recommendation to increase

funds and renew the contract with Beary Landscaping for 2016/17. Commissioner Baker seconded and the recommendation passed unanimously. The recommendation will be brought to the board.

Community Pool Concession Stand Contract Renewal Discussion

Ms. Hassett stated that since 2009 the Village and concessionaire are on an aggregate rate so the recommendation is to keep the contract amount the same. Commissioner Conboy moved approval to renew the Concession Stand Contract for 2016/17 at a cost of \$8,200. Commissioner Baker seconded and the motion passed unanimously.

Adjournment

Since there was no further business to come before the Commission, Commissioner Baker moved to adjourn. Commissioner Conboy seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission was declared adjourned at 9:45 p.m.

Respectfully submitted,

Linda Copp, Secretary

Gateway Special Recreation Association

Board Meeting
Thursday, January 14, 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 December 2015 Regular Meeting Minutes
 - B. Approval of January 2016 Check Register
 - C. Approval of January 2016 Treasurer's Report
- VI. REPORTS
 - A. RGA Monthly Report
- VII. OLD BUSINESS
 - A. Vehicle Lease Update
 - B. RGA Contract Discussion
- VIII. NEW BUSINESS
- IX. OPEN FORUM
- X. ADJOURNMENT

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

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

Topic: Overview of Gateway SRA Board Survey

In our last board meeting we had an open discussion on our thoughts regarding the participant survey conducted by the Gateway SRA board. In our discussion, we broke down our thoughts into the following categories: programming, marketing, outreach and infrastructure.

The following is a bulleted outline of our ideas in regards to each category. Based off this report, we will select reasonable goals for us to strive for over the course of the rest of the year. Our thoughts are as follows:

PROGRAMMING

A. New Programming Efforts

1. Adaptive Sports
 - a. Adaptive Boccia
 - b. Power Soccer
 - c. Wheelchair Basketball
2. Youth Sports
 - a. Youth program
 - b. SOI Young Athletes Program
3. Veteran Programming
4. Camps
 - a. More program and age specific camps
 - i. Sports Camp
 - ii. Autism Specific Camp
 - iii. Winter Camp
5. Teen Programming
 - a. Use of ECLC Computer Labs
 - b. Use of Monarch Media room

B. Build Off Current Efforts

1. Recreation and Sports
 - a. Current SO Sports
 - b. Swim Lessons
2. Autism Specific
 - a. Explore a Focus Group to establish wants and needs of our communities
3. Programming for the "in between age".
 - a. Pilot Hinsdale Social Club

MARKETING

- A. Branding
 - a. GWSRA (Gateway Special Recreation Association)
 - i. i.e. Fox Valley (FVSRA), Lincoln Way (LWSRA), Lilly Cashe (LCSRA), NEDSRA (North Eastern DuPage)
 - b. New Logo
- B. Social Media
 - a. Additional use of Facebook
 - b. New Website Efforts
- C. Events
 - a. Be in attendance for various events to represent Gateway SRA in our communities
 - i. Chamber Meetings
 - ii. School Events
 - iii. Park District Board Meetings
 - iv. Park District/Village Events
 - v. Gateway SRA Hosted Events
- D. Materials
 - a. Development of beneficial marketing materials other than program book
 - i. General Gateway SRA Packet
 - ii. Informational Power Point Presentation
 - iii. Tri-fold & Informational Brochure
 - iv. Display Board
 - v. Gateway SRA Give –a – Ways

OUTREACH

- A. Build off current successes
 - a. Host classroom/gym activities
 - b. TR Leisure Education of Park Districts
 - c. Tie efforts into marketing events

INFRASTRUCTURE

- A. Staffing
 - a. Clean up staff plan
 - b. Create & develop positions as needed
 - c. Evaluate current program staffing practices
 - d. Evaluate current part-time hiring process
- B. Financials
 - a. Evaluate and develop more defined Gateway SRA expense and petty cash process
 - b. Develop and maintain in-depth financial reports

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTORS' MEETING

December 10, 2015

- I. Call to Order:** President Gina Hassett called the Gateway Special Recreation Association Board of Directors' Meeting to order at 3:04 pm on December 10, 2015 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present.

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

Absent: Jim Berg, Westchester.

Staff Present: Ray Graham Staff: Superintendent Ryan Cortez.

Visitors: None.

- II. Open Forum:** None

- III. Board Member Comments:** None

- IV. Communications:** None

- V. Omnibus Agenda:** Motion made by Scott Nadeau, York Center to approve the Omnibus Agenda and motion seconded by John Fenske, Willowbrook.

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

On a voice vote the motion passed.

- VI. Reports:**

- A. RGA Monthly Report: The monthly report was reviewed by Superintendent Cortez. The Gateway report reflects the end of the Fall Session. There are still a few Holiday Special Events planned in December. There are still 5 open positions to fill: 1 Recreation Leader and 4 Instructors. The Winter Brochure is being distributed.

- VII. Old Business:**

- A. Vehicles: A motion was made by Jim Pacanowski, Burr Ridge to approve the 36 month leasing option on a 12 passenger para-transit vehicle in the amount of \$33,621, with the

lease being held by RGA. Karen Spandikow, Oakbrook seconded the motion. On a roll call vote, the motion passed (8 – 0).

- B. RGA Contract Discussion: A motion was made by Matt Russian, Pleasantdale to approve the modified contract language with RGA to provide for the terms of the vehicle lease between Midwest Transit Equipment, Inc. and RGA, and to ensure that the terms of the agreement continue in full force and effect notwithstanding the expiration of the terms of the agreement. The motion was seconded by Sharon Peterson, Countryside. On a roll call vote, the motion passed (8 – 0).
- C. Participant Survey: After reviewing the positive results of the survey, the board asked that Superintendent Cortez expand upon possible program and registration improvements based on survey question #10 results: What feedback do you have for Gateway to improve their programs and services?

VIII. New Business: None

IX. Open Forum: None

X. Adjournment: Jim Pacanowski, Burr Ridge; made a motion to adjourn the meeting, seconded by Karen Spandikow, Oakbrook. Motion passed on a voice vote.

**GATEWAY SRA
CHECK REGISTRY
January 1, 2015**

Check #	Issued to	Description	Amount	Total
1878	Village of Hinsdale	Fuel	\$ 601.83	\$ 601.83
1879	JMS Auto Service Inc.	Vehicle Repairs	\$ 313.21	\$ 313.21
1880	Spiroff & Gosselar, Ltd	Legal Services	\$ 140.00	\$ 140.00
1881	Ray Graham Association	3rd quarter service contract	\$ 108,194.00	\$ 112,062.13
1881	Ray Graham Association	1 on 1 aids	\$ 3,464.13	
1881	Ray Graham Association	financial assistance	\$ 404.00	
Totals				\$ 113,117.17

Bank Accounts Reconciled as of December 31, 2015	
General Checking Account	\$ 941.56
Money Market Account	\$ 168,406.45
Totals	\$ 169,348.01
January check registry	\$ 113,117.17
Balance	\$ 56,230.84
Deposits	\$ 149,599.20

GATEWAY SRA 2015 - 2016
MONTHLY TREASURER'S STATEMENT

Date:

<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	\$ 11.07	\$ 96.41	\$ 150.00	\$ (53.59)	64.3%
120 Member Contributions	\$ 202,583.55	\$ 455,823.10	\$ 506,479.00	\$ (50,655.90)	90.0%
130 Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ -	0.0%
Total Income	\$ 202,594.62	\$ 455,919.51	\$ 506,629.00	\$ (50,709.49)	90.0%
<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	\$ 404.00	\$ 1,362.50	\$ 4,000.00	\$ (2,637.50)	34.1%
530 Legal Fees	\$ 140.00	\$ 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	\$ 188.92	\$ 500.00	\$ (311.08)	37.8%
560 One on One Services	\$ 3,464.13	\$ 6,613.76	\$ 12,000.00	\$ (5,386.24)	55.1%
570 Program Supplies	\$ -	\$ -	\$ 500.00	\$ (500.00)	0.0%
580 Service Contract	\$ 108,184.00	\$ 324,572.00	\$ 433,040.00	\$ (108,468.00)	75.0%
590 Vehicle Fuel	\$ 601.83	\$ 3,971.43	\$ 8,750.00	\$ (4,778.57)	45.4%
600 Vehicle Repairs	\$ 313.21	\$ 2,779.62	\$ 13,250.00	\$ (10,470.38)	21.0%
Total Expenses	\$ -	\$ 349,656.73	\$ 497,790.00	\$ (148,133.27)	70.2%
Net Ordinary Income	\$ 202,594.62	\$ 106,262.78	\$ 8,839.00	\$ 97,423.78	20%
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>			
Total Cash Beginning of Year		\$ 52,410.32			
Net Income		\$ 158,673.10			



**Gateway SRA Board Meeting
January 14, 2016
RGA Report**

Winter 2015/2016 Comparison
As of 1/11/2016

2015

District	Registered Participants
Burr Ridge	3
Countryside	0
Elmhurst	30
Hinsdale	16
Oak Brook	5
Pleasantdale	2
Willowbrook	4
Westchester	2
York	1
Non-resident	4
Total:	67

2016

District	Registered Participants
Burr Ridge	5
Countryside	0
Elmhurst	41
Hinsdale	18
Oak Brook	6
Pleasantdale	3
Willowbrook	2
Westchester	2
York	1
Non-resident	4
Total:	82

Full Programs as of 1/11/2016

- Recreation Sensation

Gateway Staff Update

We currently have the following positions open:

- 3 Recreation Instructor

Gateway Vehicles Update as of 1/11/16

Vehicle	Mileage	Maintenance
192	74, 596	Safety Check
171	116, 455	Oil Change, Alternator, Safety Check
170	46, 764	N/A

Scholarships Status as of 1/11/2016

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

Elmhurst District 205

On Wednesday, January 27th Jillian Schneider and I will be attending the Elmhurst School District 205 Summer Day Camp Open House to assist in promoting our summer day camp programs. We will be partnering up and sharing a table with the Elmhurst Park District as well.

Summer 2016 Programs & Brochure

Now that our winter programs are underway, we will begin planning and organizing for the summer 2016 program and camp brochure. Right now, I am tentatively anticipating a distribution time of early April with a registration deadline of 5/27/2016 for summer programs. To get a jump start on our planning process, if you know ahead of time of community events that you would like to put into the upcoming brochure, please feel free to start sending me the information now.

Overview of Gateway SRA Participant Survey

In our last board meeting we had an open discussion on our thoughts regarding the participant survey conducted by the Gateway SRA board. In our discussion, we broke down our thoughts into the following categories: programming, marketing, outreach and infrastructure. Please see attached report regarding the breakdown of that survey.

Camp Snowflake

This December Gateway SRA had its 7th annual Camp Snowflake. We had a total of 6 campers. This winter the campers enjoyed outings to Shed Aquarium, Oak Brook Indoor Water Park and Jump Zone. The campers also enjoyed winter crafts, holiday themed activities, organized games in the gym and board games in the multi-purpose room. The Pleasant Dale Park District was extremely accommodating to Gateway SRA again this year.



3d.

MEMORANDUM

DATE: January 5, 2016
TO: Chairman Banke and Members of the Parks & Recreation Commission
FROM: Gina Hassett, Director of Parks & Recreation
RE: February Staff Report

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

Katherine Legge Memorial Lodge

Through December, rental revenue increased 10% (\$14,544) over the prior year. Rental revenue for the month of December is \$17,657, which is an increase of 2% (\$367) over the same period of the prior year. Expenses are trending 5% (\$5,424) below the prior year.

REVENUES	December		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	\$17,290	\$17,657	\$149,963	\$164,507	\$14,544	\$160,000	103%	\$160,000	94%
Caterer's Licenses	\$1,000	\$0	\$12,500	\$13,766	\$1,266	\$15,000	92%	\$16,800	74%
Total Revenue	\$18,290	\$17,657	\$162,463	\$178,273	\$15,810	\$175,000	102%	\$176,800	92%
EXPENSES	December		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	\$18,257	\$11,384	\$116,535	\$111,111	(\$5,424)	\$199,700	56%	\$174,511	67%
Net	\$33	\$6,273	\$45,928	\$67,162					

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. A mandatory prebid meeting for vendors was held on January 26th and bids are due back to the Village on February 8th. Staff anticipates that the approval for the carpet will be brought to the Board for a first reading on February 16th.

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 cost that is necessary for a tenant to occupy the building. Additionally, staff is evaluating the cost of repairs that will be required for the property in the next five to ten years.

Platform Tennis

The platform tennis season started the first week of October. League play is underway and will run through March. Staff continues to 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. Membership revenue is down 9% (\$3,818) over the prior year. This is a result of a decline in both resident and non-resident memberships. The first payment from Ms. Doten for fall platform lessons was received in the amount of \$4,007, which is an increase of 12% (\$475) over the prior year.

Membership as of 12/22/15	Fees	2012		2013		2014		2015						
		Total Members	Revenue	Total Members	Revenue	Total Members	Revenue	New Members	Renewal Members	Total Members	Change 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	13	59	72	-7	\$8,285	-\$955	-10%
Resident Family	\$175	37	\$6,630	36	\$6,038	28	\$4,725	8	18	26	-2	\$4,550	-\$175	-4%
Resident Family Secondary	\$0	91	\$0	83	\$0	74	\$0	25	55	51	-23	\$0	\$0	0%
Resident Total		201	\$15,150	205	\$15,758	181	\$13,965	46	132	149	-32	\$12,835	-\$1,130	-8%
Non-Resident Individual	\$289	61	\$17,051	90	\$24,276	102	\$26,908	11	75	86	-16	\$24,565	-\$2,343	-9%
Non-Resident Family	\$345	13	\$4,830	13	\$3,968	16	\$5,865	2	14	16	0	\$5,520	-\$345	-6%
Non-Resident Secondary	\$0	35	\$0	35	\$0	56	\$0	11	38	49	-7	\$0	\$0	0%
Non-Resident Total		109	\$21,881	138	\$28,244	174	\$32,773	24	127	151	-23	\$30,085	-\$2,688	-8%
Sustaining Lifetime	\$0	335	\$0	298	\$0	291	\$0	0	273	273	-18	\$0	\$0	
New Lifetime Members	\$1,500	3	\$4,380	0	\$0	0	\$0	0	0	0	0	\$0	\$0	
Total		648	\$37,031	641	\$44,002	646	\$46,738	70	532	573	-73	\$42,920	-\$3,818	-8%

Hinsdale Platform Tennis Association

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 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 the Trustee Hughes, the Finance Director and Director of Parks and Recreation, met January 19th to review the terms of the current license agreement with HPTA. The next step is for the sub-committee, Trustee Hughes and staff to meet with members of the HPTA Board to review the platform tennis membership and financial summary. A meeting with HPTA is scheduled for February 2nd. Following the meeting, staff will draft a license agreement which will be brought to the Parks & Recreation Commission.



MEMORANDUM

KLM Platform Tennis Walkways

Hinsdale Engineering has been retained for \$5,000 to evaluate the existing KLM platform facility and to generate plans for the new walkways. The plans will be used to develop the bid specifications for the replacement of the walkways. It is anticipated that the review and plans will be provided to the Village at the end of March. The replacement of the walkways is included in the capital improvement plan for FY 16/17.

KLM Platform Lights

There are six platform tennis courts at KLM Park and two courts at Burns Field. In August, members of the Hinsdale Platform Tennis Association reported to staff that there are concerns that the platform tennis court lighting does not provide adequate lighting. Each of the KLM platform courts has 8 light fixtures for a total of 48 fixtures and there are two courts with total of 12 light fixtures at Burns Field. In 2011, the fixtures at both KLM Park and Burns Field were switched to 70W LED Lumecon Floods lamps. The cost of the light upgrade in 2011 was funded through two grant programs. In August of 2015, four 124W Lumecon High Output Large Flood fixtures were purchased at a cost of \$1,400. This upgrade replaced half the fixtures on Court 4. Public Services personnel completed the installation of the fixtures. The feedback from HPTA was positive and they requested that consideration be given to fund the remainder of the lighting upgrade.

The purchase to replace four fixtures on the remaining five courts at the KLM platform facility at a cost of \$6,800 was approved. Public Services staff installed the lights the week of January 25th. Feedback from HPTA has been positive. Funds will be included in future budget years to replace the remaining lights at KLM and the fixtures at the Burns Field courts.

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. Staff has confirmation that the draft report summarizing the data will be provided to the Village on Monday, February 1st. A conference call has been scheduled for Tuesday, February 2nd that will allow for a review of the report with the University staff. If the report is finalized, it may be presented by the University staff at the February 9th Parks & Recreation Commission meeting.



MEMORANDUM

Ice Rinks

Public Services staff combined two ice rink systems to construct a rink that measures 170'x 90' at Burns Field. The rink was filled on Monday, January 11th and was ready for skating on Thursday, January 14th. Due to uncooperative weather conditions, such as rain and warm temperatures, there have been intermittent rink closings. Once the weather conditions change, Public Services staff will evaluate the ice and more water is added to improve the ice conditions. Signs are posted at the rink that indicates if the rink is open for skating. Updates regarding the rink are posted on the Village's website and on the Parks and Recreation Facebook page.

Community Pool

Staff has made contact with the 2015 pool staff to see who plans to return for the upcoming season. After confirmation has been made of who will be returning, staff will begin to hire for the vacant positions. Lifeguards are trained and certified by the Pool Managers in May.

Pool passes go on sale March 1st; early bird pass rates are effective through April 29th. Emails and letters will be sent to previous pass holders and press releases will be posted in the local paper to advertise pass sales.

Continuing Education

Staff members from Parks and Recreation and Public Services attended the Illinois Association of Park Districts/Illinois Park and Recreation Association (IAPD/IAPRA) conference January 28th and 29th at the Hyatt Regency in Chicago. Staff was able to earn continuing education credits for attending workshops. Staff is appreciative of the opportunity to attend the conference.

Programs

The current program brochure that is available contains both spring and winter program offerings; registration is ongoing. Staff is preparing program offerings for the summer brochure will be delivered to residents April 11th. Attached is a summary of the registration enrollment comparison of 2014 and 2015 program enrollments. Staff is evaluating program offerings which includes meeting with community organizations to evaluate continued opportunities for cooperative programming and/or consolidation of programs.

Upcoming events include the Easter Egg Hunt that will be held at Robbins Park on Saturday, March 26th and the Park Clean-Up Day to be held on Friday, April 22nd at Burns Field.



3b

MEMORANDUM

DATE: February 5, 2016
TO: Chairman Banke and Members of the Parks & Recreation Commission
FROM: Gina Hassett, Director of Parks & Recreation
RE: December FY 2015/16 Parks & Recreation Financial Report

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

PROGRAMS

Through the month of December, program revenue decreased 15% (\$36,536) over the prior year. Athletic program revenue decreased 13% (\$13,830) 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 be a contributing factor in the drop in enrollment. Early childhood programming registration revenue is down 13% (\$4,452) 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 47% (\$12,083) 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 10% (\$38,414) over the same period of the prior year. Personnel expenses increased 9% (\$6,354) over the prior year; a contributing factor is the staff costs for inclusion participants. Contractual expenses, which includes the payment for program services decreased 12% (\$26,364) due to decreased enrollment.

Platform Tennis

Through December, membership revenue increased .05% (\$108) over the prior year. Revenue through December is \$42,032. Operating expenses are trending 5% (\$1,310) above the prior year.

Katherine Legge Memorial Lodge

Through December, rental revenue increased 10% (\$14,544) over the prior year due to increased usage and increased rental fees. Caterer's licenses revenue increased 10% (\$1,266) over the prior year due to an increase in one day caterer licenses. Rental revenue for the month of December is \$17,657, which is an increase of 2% (\$367) over the same period of the prior year. Operating expenses are trending 8% (\$8,324) below the prior year.

Parks Recreation Revenue/Expense Summary

December 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
ADMIN. AND SUPPORT							
Expenses							
Personnel Services	229,647	144,668	63%	208,980	137,363	7,305	5%
Professional Services	0	0	0%	0	0	0	0%
Contractual Services	0	203	0%	0	0	203	0%
Other Services	7,550	3,713	49%	8,000	4,937	-1,224	-25%
Materials & Supplies	2,200	2,216	101%	2,600	2,688	-472	-18%
Repairs & Maintenance	150	373	249%	150	177	196	111%
Other Expenses	4,230	3,054	72%	3,880	3,755	-701	-19%
Risk Management	30,980	25,889	84%	32,830	20,343	0	0%
Total-Operating Expenses	274,757	180,116	66%	256,440	169,263	10,853	6%

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
PARKS MAINTENANCE							
Revenues							
Field Fees	38,000	41,959	110%	38,000	37,570	4,389	12%
Picnic Fees	10,500	9,590	91%	8,005	8,765	825	9%
Total Revenues	48,500	51,549	106%	46,005	46,335	5,214	11%
Expenses							
Personnel Services	376,456	248,317	66%	364,499	221,364	26,953	12%
Contractual Services	131,376	97,445	74%	125,000	149,053	-51,608	-35%
Other Services	1,850	953	52%	2,100	1,178	-225	-19%
Materials & Supplies	48,300	39,069	81%	58,450	37,555	1,514	4%
Repairs & Maintenance	53,500	34,145	64%	49,000	28,287	5,858	21%
Other Expenses	2,495	1,301	52%	1,000	266	1,035	0%
Total-Operating Expenses	613,977	421,230	69%	600,049	437,703	-16,473	-4%
Capital Outlay							
Motor Vehicles	0	0	0%	81,000	29,510	-29,510	0%
Park/Playground	0	0	0%	150,000	107,536	-107,536	-100%
Lands/Grounds	181,000	62,415	34%	112,000	16,393	46,022	281%
Buildings	50,000	0	0%	50,000	0	0	0%
Total Capital Outlay	231,000	62,415	27%	393,000	153,439	-91,024	-59%
Total Expenses	844,977	483,645	57%	993,049	591,142	-107,497	-18%

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
RECREATION SERVICES							
Revenues							
Registration & Memberships	308,000	208,280	68%	214,039	244,816	-36,536	-15%
Misc. Income	2,000	0	0%	6,000	5,795	-5,795	-100%
Total Revenues	310,000	208,280	67%	220,039	250,611	-42,331	-17%
Total Expenses							
Personnel Services	94,721	76,663	81%	93,841	70,309	6,354	9%
Contractual Services	266,419	197,734	74%	259,530	224,098	-26,364	-12%
Other Services	59,650	39,024	65%	60,750	34,795	4,229	12%
Materials & Supplies	11,680	5,203	45%	13,200	7,078	-1,875	-26%
Other Expenses	8,220	3,722	45%	8,370	4,976	-1,254	-25%
Repairs & maintenance	17,000	18,713	110%	17,000	20,422	-1,709	0%
Capital Outlay	0	0	0%	20,000	17,795	-17,795	-100%
Total Expenses	457,690	341,059	75%	472,691	379,473	-38,414	-10%

Parks Recreation Revenue/Expense Summary

December FY 2015-16

DEPT.34-BY DEPARTMENT

RECREATION SERVICES	FY 15-16 Budget	FY 15-16 TO DATE	Preliminary Numbers		FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
			FY 15-16 % of Budget	FY 15-16 % of Budget				
3421 General Interest								
Revenues	20,000	8,487	42%		9,171	10,556	-2,069	24%
Expenses								
Personnel Services	0	0	0%		0	0	0	0%
Contractual Services	10,000	5,705	57%		16,500	6,660	-955	-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	5,705	57%		16,500	6,660	-955	-14%
3422 Athletics								
Revenues	130,000	92,569	71%		88,246	106,399	-13,830	-13%
Expenses								
Personnel Services	1,615	0	0%		2,515	486	-486	-100%
Contractual Services	95,000	57,088	60%		82,000	80,129	-23,041	-29%
Other Services	1,300	0	0%		0	0	0	0%
Materials & Supplies	0	637	0%		1,500	824	-187	-23%
Other Expenses	0	0	0%		0	0	0	0%
Total Expenses	97,915	57,725	59%		86,015	81,439	-23,714	-29%
3423 Cultural Arts								
Revenues	7,000	6,364	91%		7,069	10,687	-4,323	-40%
Expenses								
Personnel Services	4,306	1,589	37%		4,306	1,507	82	5%
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%
Total Expenses	6,806	1,989	29%		4,306	5,525	-3,536	-64%
3424 Early Childhood								
Revenues	47,000	29,612	63%		31,758	34,064	-4,452	-13%
Expenses								
Personnel Services	15,609	18,504	119%		15,609	19,658	-1,154	-6%
Contractual Services	14,000	6,610	47%		21,000	7,427	-817	-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	26,301	85%		37,759	28,178	-1,877	-7%

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	13,675	41%	20,256	25,758	-12,083	-47%
Expenses							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	16,000	5,867	37%	11,000	6,657	-790	-12%
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	5,867	37%	11,000	6,657	-790	-12%

Parks Recreation Revenue/Expense Summary

December FY 2015-16

Preliminary Numbers

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	42,032	84%	50,000	41,924	108	0%
Grant funding	0	0	0%	0	0	0	0%
Lifetime and donations	0	0	0%	0	0	0	0%
	50,000	42,032	84%	50,000	41,924	108	0%
Expenses							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	9,919	4,883	49%	8,480	5,673	-790	-14%
Other Services	3,500	1,154	33%	3,500	135	1,019	755%
Materials & Supplies	950	55	6%	100	0	55	0%
Repairs and Maintenance	15,000	17,573	117%	15,500	19,167	-1,594	0%
Other Expenses	50	50	100%	50	50	0	0%
Total Operating Expenses	29,419	23,715	81%	27,630	25,025	-1,310	-5%
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	23,715	0%	47,630	42,820	-19,105	-45%

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	24,008	80%	30,000	25,370	-1,362	-5%
Other Services	1,250	2,036	163%	2,000	682	1,354	199%
Materials & Supplies	6,350	1,768	28%	7,450	3,709	-1,941	-52%
Repairs & Maintenance	0	0	0%	0	245	-245	-100%
Total Expenses	39,753	32,135	0%	41,603	34,001	-1,866	-5%

3428 General Rec Administration Expenses

Personnel Services	71,038	52,247	74%	69,258	44,663	7,584	17%
Contractual Services	89,000	93,173	105%	90,550	88,164	5,009	6%
Other Services	53,600	35,834	67%	55,250	33,978	1,856	5%
Materials & Supplies	3,030	1,556	51%	3,000	1,502	54	4%
Repairs and Maintenance	2,000	1,140	57%	1,500	1,255	-115	0%
Other Expenses	8,170	3,672	45%	8,320	4,631	-959	-21%
Total Expenses	226,838	187,622	83%	227,878	174,193	13,429	8%
Capital Outlay	0	0	0%	0	0	0	0%
Total Expenses	226,838	187,622	83%	227,878	174,193	13,429	8%

Parks Recreation Revenue/Expense Summary

December FY 2015-16

Preliminary Numbers

DEPT. 3724

KLM LODGE	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							
KLM Lodge Revenue	160,000	164,507	103%	69,454	149,963	14,544	10%
Caterer's Licenses	15,000	13,766	92%	12,000	12,500	1,266	10%
Total Revenues	175,000	178,273	102%	81,454	162,463	15,810	10%
Expenses							
Personnel Services	65,200	56,577	87%	63,111	50,301	6,276	12%
Contractual Services	26,300	19,345	74%	26,500	17,118	2,227	13%
Other Services	46,900	21,313	45%	49,900	27,163	-5,850	-22%
Materials & Supplies	9,400	8,166	87%	10,700	6,036	2,130	35%
Repairs & Maintenance	9,250	5,253	57%	8,500	1,692	3,561	210%
Other Expenses	650	456	70%	800	475	-19	-4%
Total-Operating Expenses	157,700	111,110	70%	159,511	102,785	8,325	8%
Capital Outlay	42,000	0	0%	15,000	13,749	-13,749	-100%
Total Expenses	199,700	111,110	56%	174,511	116,534	-5,424	-5%

DEPT. 3951

SWIMMING POOL	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							
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	13,432	55%	16,383	17,287	-3,855	-22%
10-Visit Pass	22,000	21,901	100%	24,053	24,123	-2,222	-9%
Total Revenues	357,200	304,394	85%	276,406	297,507	6,887	2%
Expenses							
Personnel Services	166,858	147,053	0%	161,475	184,787	-37,734	-20%
Contractual Services	22,750	20,468	90%	32,475	21,722	-1,254	-6%
Other Services	36,500	27,535	75%	37,000	32,640	-5,105	-16%
Materials & Supplies	30,950	21,943	71%	31,300	28,123	-6,180	-22%
Repairs & Maintenance	37,000	47,277	128%	22,000	29,649	17,628	59%
Other Expenses	6,700	3,720	56%	6,700	4,088	-368	-9%
Risk Management	0	0	0%	0	0	0	0%
Total-Operating Expenses	300,758	267,996	89%	290,950	301,009	-33,013	-11%
Capital Outlay	14,000	6,524	47%	12,000	14,078	-7,554	-54%
Total Expenses	314,758	274,520	87%	302,950	315,087	-40,567	-13%
	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	68,939	24%	440,000	199,061	(130,122)	-65%
Operating Expenses	1,804,882	1,321,511	73%	1,759,641	1,372,438	(50,927)	-4%
Total Expenses	2,091,882	1,390,450	66%	2,199,641	1,571,499	-181,049	-12%
Total Revenues	890,700	742,496	83%	623,904	751,121	-8,626	-1%
Revenue Offset Difference	(1,201,182)	(647,955)	54%	(1,575,737)	(820,378)	172,423	-21%



MEMORANDUM

DATE: February 5, 2016
TO: Chairman Banke and Members of the Parks & Recreation Commission
FROM: Gina Hassett, Director of Parks & Recreation
RE: Donation Policy

At the September 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 8th and the December 8th Parks & Recreation Commission meeting. The Village's Attorneys have reviewed the draft policy.

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

Staff has updated the policy to outline the application process.

Staff is asking the Commission to review the policy and make recommendations to the policy. Once the policy is finalized, staff will ask the Commission to recommend the item be sent to the Village Board for consideration.

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

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

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, with the assistance of the parks maintenance staff.

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 meets the criteria, the donor will complete an application form. Village staff will determine the life cycle costs. Applications are available through the mail or in-person at the Parks and Recreation Department office.

Process

1. Applicant is required to complete the application which must include a description 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.
3. The completed application will be brought as a discussion item at a monthly meeting of the Parks & Recreation Commission.
4. The Parks & Recreation Commission will make a recommendation on whether the donation should be sent to the Village Board for approval. The recommendation will include a review of the placement, life cycle and life cycle maintenance fund contributions. If the Commission does not recommend the donation to the Village Board for approval, the applicant can appeal to the Village Board.

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5. The recommendation will be brought to the Village Board for approval.
6. If approved by the Board, Village staff will collect the appropriate fees and oversee the purchase and installation of the donation.

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.

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 of 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 tree installation applications the donation acknowledgment will be installed as a tree tag, text size will be limited to the applicable space available.

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 Parks and Recreation Department in accordance with an available site plan or the replacement of existing element. 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.

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Flags: State of Illinois and United States of America flags may be sited in locations approved by the Parks and 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 be of a size and quality suitable for the site and the environment in which it is to be located. Flags may be subject to replacement, paid for by the donor at the time when 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 Village Board.

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 Commission.

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 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.

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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 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 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.

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

Phone: 630-789-7090 Fax: 630-789-7016 PARKS AND RECREATION OUTDOOR FACILITIES MEMORIAL AND DONATION APPLICATION
Name of Donor:
Address of Donor:
Phone Number: Work: Home: Fax:
Email:
Description of Donation (if available provide a photo):
Location of Donation:
Wording on Memorial Acknowledgement:

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

Includes purchase, tax, shipping and installation.

I have read the Memorial and Donations Policy

Requested by: _____ Date: _____

Reviewed by: _____ Date: _____

Parks and Recreation Department Approval:

By: _____ Date: _____