

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

**Tuesday, May 31, 2016 at 7:00 p.m.  
Memorial Building Board Room**

*(Tentative and Subject to Change)*

1. Approval of Minutes – April 12, 2016
2. Liaison Reports
  - a. Gateway Special Recreation Association Report
3. Monthly Reports
  - a. Recreation Staff Report
  - b. Financial Report
4. Old Business
  - a. Donation/Artwork Policy Update
5. New Business
  - a. July 4<sup>th</sup> Parade & Festival Discussion
6. Correspondence
7. Other Business

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

The Village of Hinsdale is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Darrell Langlois, ADA Coordinator, at 789-7014 or by TDD at 789-7022 promptly to allow the Village of Hinsdale to make reasonable accommodations for those persons.

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

# Gateway Special Recreation Association

Board Meeting  
Thursday, May 26, 2016  
3:00 PM

Village of Hinsdale  
19 E. Chicago Ave.  
Hinsdale, IL 60521

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 April 2016 Regular Meeting Minutes
- B. Approval of May 2016 Check Register
- C. Approval of May 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 Development of a Gateway Website
- D. Budget
- E. Board Positions

VIII. NEW BUSINESS

- A. Website Development
- B. Legal Counsel

IX. OPEN FORUM

X. ADJOURNMENT

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

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

## **GATEWAY SPECIAL RECREATION ASSOCIATION**

### **BOARD OF DIRECTORS' MEETING**

**April 14, 2016**

- I. **Call to Order:** President Gina Hassett called the Gateway Special Recreation Association Board of Directors' Meeting to order at 3:05 pm on April 14, 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; Karen Spandikow, Oakbrook; Matt Russian, Pleasantdale; Jim Berg, Westchester; John Fenske, Willowbrook; Scott Nadeau, York Center.

*Absent:* Jim Pacanowski, Burr Ridge.

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

*Visitors:* Gary Kasanders (Treasurer), Westchester.

- II. **Open Forum:** None

- III. **Board Member Comments:** The May meeting will be on May 26, 2016 (same time, same location).

- IV. **Communications:** Gateway received notice from Spiroff & Gosselar, LTD (Gateway Attorneys) that both Harlan Spiroff and Barbara Gosselar will be retiring from the practice of law. The firm will continue to provide services through May 31, 2016. Gateway will need to arrange for new legal counsel. Jim Pacanowski, Burr Ridge: will consider Gateway's legal needs when interviewing firms for Burr Ridge.

- V. **Omnibus Agenda:** Motion made by John Fenske, Willowbrook; to approve the Omnibus Agenda and motion seconded by Jim Berg, Westchester.

- A. Approval March 2015 Regular Meeting Minutes
- B. Approval of April 2016 Check Register
- C. Approval of April 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. The only waitlist for Spring 2016 programs is for the Meal and A Movie (4). Spring

registrations, as of April 11, are at 100, as compared to 63 in 2015. The summer program brochure is out, and summer camp locations are confirmed for Elmhurst. Spring program offerings included an overnight trip to Key Lime Cove Resort in Gurnee, IL. A weeklong trip to Minnesota is planned for the summer. RGA honored the Gateway volleyball gold medal team on April 11, 2016.

**VII. Old Business:**

- A. Vehicles Lease Update: Gateway is expecting to have the new lease vehicle in early June.
- B. *Archiving of Documents*: Gina Hassett, Hinsdale; and Cindy Szkolka, Elmhurst will begin to compile documents to be archived at one location. Matt Russian, Pleasantdale; has agreed to serve as Gateway's FOIA officer.
- C. Marketing of the Gateway Program: The Board's focus should be on the Gateway Website.

**VIII. New Business**

- A. *Marketing of the Gateway Program*: The board plans to include website design and maintenance in the 2016 – 2017 budget, along with cost to "host" the site. At least one proposal is being sent to Gateway regarding website services for the Board's consideration at their May meeting.
- B. *Budget*: In additions to the website, the Board will review other revenue/expense items for the 2016 – 2017 budget at the May meeting. The Board Treasurer will prepare example budgets for consideration.
- C. *Board Positions*: Gary Kassanders, Westchester; will continue to serve as the Gateway Treasurer. Cindy Szkolka, Elmhurst; has expressed an interest in continuing as the Gateway Secretary. Gina Hassett, Hinsdale; has asked for Board nominations for President of the Gateway Board.

**IX. Open Forum: None**

- X. **Adjournment**; Karen Spandikow, Oakbrook; made a motion to adjourn the meeting, seconded by Matt Russian, Pleasantdale. Motion passed on a voice vote.

**GATEWAY SRA  
CHECK REGISTRY  
May 1, 2016**

Check #	Issued to	Description	Amount	Total
1890	Village of Hinsdale	Fuel February	\$ 215.33	\$ 215.33
1891	JMS Automotive Service Inc.	Repairs	\$ 351.04	\$ 351.04
1892	Spiroff & Gosselar, Ltd	Legal fees	\$ 315.00	\$ 315.00
1893	Ray Graham Association	Summer Transportation	\$ 3,935.13	\$ 6,627.63
	Ray Graham Association	One on One Staffing	\$ 2,146.00	
	Ray Graham Association	Financial Assistance	\$ 546.50	
<b>Totals</b>				<b>\$ 7,509.00</b>

Bank Accounts Reconciled as of April 30, 2016	
General Checking Account	\$ 281.85
Money Market Account	\$ 136,279.53
<b>Totals</b>	<b>\$ 136,561.38</b>
March Check Registry	\$ 7,509.00
<b>Balance</b>	<b>\$ 129,052.38</b>

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

12-May-16

Date:

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>+ or - to Budget</u>	<u>% of Budget</u>
<b>Revenue Accounts</b>					
110 Interest	\$ 29.57	\$ 217.54	\$ 150.00	\$ 67.54	145.0%
120 Member Contributions	\$ -	\$ 506,479.10	\$ 506,479.00	\$ 0.10	100.0%
130 Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Income</b>	<u>\$ 29.57</u>	<u>\$ 506,696.64</u>	<u>\$ 506,629.00</u>	<u>\$ 67.64</u>	<u>100.0%</u>
<b>Expense Accounts</b>					
500 Audit Services	\$ -	\$ 7,300.00	\$ 4,000.00	\$ 3,300.00	182.5%
510 Day Camp Trans.	\$ 3,935.13	\$ 3,935.13	\$ 8,510.00	\$ (4,574.87)	46.2%
520 Financial Assistance	\$ 546.50	\$ 1,909.00	\$ 4,000.00	\$ (2,091.00)	47.7%
530 Legal Fees	\$ 315.00	\$ 1,067.50	\$ 1,000.00	\$ 67.50	106.8%
540 Insurance	\$ -	\$ 2,116.00	\$ 2,240.00	\$ (124.00)	94.5%
550 Misc. Expense	\$ 20.37	\$ 268.11	\$ 500.00	\$ (231.89)	53.6%
560 1 on 1 Aids	\$ 2,146.00	\$ 8,759.76	\$ 12,000.00	\$ (3,240.24)	73.0%
570 Program Supplies	\$ -	\$ -	\$ 500.00	\$ (500.00)	0.0%
580 Service Contract	\$ -	\$ 432,766.00	\$ 433,040.00	\$ (274.00)	99.9%
590 Vehicle Fuel	\$ 215.33	\$ 5,078.19	\$ 8,750.00	\$ (3,671.81)	58.0%
600 Vehicle Repairs	\$ 351.04	\$ 5,508.58	\$ 13,250.00	\$ (7,741.42)	41.6%
610 Transportation Fund	\$ -	\$ -	\$ 10,000.00	\$ -	0.0%
<b>Total Expenses</b>	<u>\$ 7,529.37</u>	<u>\$ 468,708.27</u>	<u>\$ 497,790.00</u>	<u>\$ (29,081.73)</u>	<u>94.2%</u>
<b>Net Ordinary Income</b>	\$ (7,499.80)	\$ 37,988.37	\$ 8,839.00	\$ 29,149.37	6%
<b>Beginning Year Cash Money Market</b>		\$ 50,314.48			
<b>Beginning Year Cash Checking Account</b>		\$ 2,095.84			
<b>Total Cash Beginning of Year</b>		\$ 52,410.32			
<b>Net Income</b>		\$ 90,398.69			



**Gateway SRA Board Meeting  
May 26, 2016  
RGA Report**

**Spring 2015/2016 Comparison  
As of 5/19/2016**

**May, 2015**

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

**May 19, 2016**

District	Registered Participants
Burr Ridge	7* (2)
Countryside	0
Elmhurst	46* (6)
Hinsdale	20* (3)
Oak Brook	5
Pleasantdale	3* (1)
Willowbrook	6* (1)
Westchester	2
York Center	2* (1)
Non-resident	11* (1)
Total	102

**Full Programs as of 5/19/2016**

- Tuesday Travelers – No Wait List
- Meal and A Movie – 4 Wait List
- Northern Area Social Club – No Wait list
- Weekend Warriors – No Wait list

**Canceled Programs**

- Gator Bocce

**Gateway Staff Update**

We currently have the following positions open:

- 2 Recreation Leaders
- 7 Recreation Instructors (2 potential hires)

**Gateway Vehicles Update as of 5/19/2016**

Vehicle	Mileage	Maintenance
192	78,354	None
171	118,788	Oil change, Brakes
170	47,902	None

### **Scholarships Status as of 5/19/2016 – Spring Registrations**

- Burr Ridge = \$100
- Elmhurst = \$200
- Willowbrook = \$99

### **Day Camp**

#### **Camp Locations**

Location has been approved in Elmhurst for Summer Spectacular at Edison Elementary. Gator Group (13-17) and Teen Tycoons (18-22) will be at Hawthorn Elementary. Swimming will also take place in Elmhurst at East End and Smalley Pools. Horsemanship will also be offered again this year to all campers that wish to participate and is included in the fee. All field trips have been decided and booked. T-Shirts have been designed and delivered. Supplies have been ordered. Camp staff have been hired and meetings with supervisors have already begun. Orientation and training schedules have been completed and distributed to incoming team members.

#### **Current Camp Numbers as of 5/19/16**

Summer Spectacular – 9

Gator Group – 5

Teen Tycoons – 8

#### **Transportation**

We have awarded the Day Camp Transportation bid to Rich Lee Vans, Inc. Contracted amount of services will be \$40.00 per hour for pool and horsemanship trips and \$50.00 per hour for field trips. Staff will also be responsible for keeping track of transportation time to make sure billing is correct.

#### **Gateway SRA Marketing and PR Update**

Recreation Coordinator Jillian Schneider attend the 5k event hosted by the Village of Willowbrook and said the event was a success despite the cold weather. In light of that event there has been discussion on more Gateway SRA marketing materials such as give a ways, printed material, signs/banners and/or table cloth. A list is being put together with items the team would like to purchase. Discussion on possible survey to the families of Gateway SRA regarding the logo designs and keeping Gateway SRA or shortening it to GSRA with different designs.



Program Highlights

# Gateway SRA Gators Special Olympic Events Spring 2016

This spring season was a great sports season for the Gator athletes. The sports that competed in the spring are soccer, track and field, power lifting and swim team.

Swim team competed at the beginning of March. All of the Gator swimmers did very well. They were all in some very tough heats. David swam the 50M Butterfly and the 100M Freestyle. He received the gold medal in the 100M Freestyle with a time of 01:52.48! He has, therefore, advanced to the state Summer Games. Both Robby and Michelle did well at the qualifier. Michelle received the silver medal in the 100M Backstroke with a time of 02:37.43. Congrats to all of the Gator swimmers!

The soccer qualifier was quite exciting! The Gator Green team played two very close games. They went into overtime in both games! The Gator Green team received the bronze medal. The Gator Red team played very well against Helping Hands during their first game. The team got progressively better as the game went on. They ended up losing, but it was a good competition. The Gator Red team then played the PSOP team. This was not a very evenly matched game. The Gators Red team won their second game 16-1. The Gators Red received the bronze medal. Good job to both of the Gator soccer teams!

The Spring Games qualifier (for Track and Field and for Power Lifting) was on May 1<sup>st</sup>. The Power Lifters did very well! This was the first time Billy, who is a new athlete to Gateway, competed in Power Lifting. He received the gold medal in his weight class! He will be advancing to the state Summer Games competition. L.J. also competed in Power Lifting. L.J. did very well and received the gold medal in all three of his events! L.J. will be competing in Bench Press, Deadlift and Squat at the state competition.

The track athletes enjoyed their day at the qualifier, regardless of the cold weather. Many of the track athletes were in very close heats. They all did well and had fun. Max received the gold medal in the 50M Run. This is the first time Max has competed in track. Emily received the gold medal in the 100M Run. She is very excited to be going down state! Holt ran the 400M Run and received the gold medal! He ran that race very well and held his pace throughout the race. Bryan ran the 50M run and received the bronze medal with a time of 00:09.50. Alex ran the 200M Run and received the bronze medal. Ryan ran the 100M Run and received the bronze medal with a time of 00:14.95. He was a little disappointed because his PR time is 00:12.97. He shook it off and continued on by focusing on his next race and supporting his teammates. Anna ran the 100M Run and received the silver medal! Sara ran the 100M Run and received the silver medal. She was in the same heat as Emily, so the Gators dominated that heat with first and second place finishers! Arti ran the 100M and the 200M. She received the silver medal in both races! We had two relay teams. The relay team of Bryan, Arti, Scott and Ryan finished in third place and received the bronze medal. The relay team of Emily, Matt, Kelly and Alex ran well finishing in 4<sup>th</sup> place.

David M. will be competing at the state Summer Games in bocce singles also.

Great job to the Gateway Gator athletes!! Well done! We are very proud of all of you!

### 1.5 % increase in Member Contributions

<u>Account</u>	<u>Revenues</u>	<u>Current Budget</u>	<u>Current Statement</u>	<u>End of Year</u>	<u>FY 2016 - 2017 Budget</u>	<u>+ / - %</u>
110	Interest	\$150	\$218	\$250	\$250	166.7%
120	Member Cont.	\$506,479	\$506,479	\$506,479	\$514,076	101.5%
130	Misc. Revenues	\$0	\$0	\$0	\$0	
Revenue Totals		\$506,629	\$506,697	\$506,729	\$514,326	101.5%

<u>Account</u>	<u>Expense</u>	<u>Budget</u>	<u>Current Statement</u>	<u>End of Year</u>	<u>FY 2015 - 2016 Budget</u>	<u>+ / - %</u>
500	Audit Services	\$4,000	\$7,300	\$7,300	\$4,000	100.0%
510	Day Camp Trans.	\$8,510	\$3,935	\$3,935	\$8,510	100.0%
520	Financial Assistance	\$4,000	\$1,909	\$2,724	\$4,000	100.0%
530	Legal Fees	\$1,000	\$1,068	\$1,100	\$1,500	150.0%
540	Insurance	\$2,240	\$2,116	\$2,116	\$2,310	103.1%
550	Misc. Expense	\$500	\$268	\$325	\$500	100.0%
560	1 on 1 Aids	\$12,000	\$8,760	\$8,760	\$12,000	100.0%
570	Program Supplies	\$500	\$0	\$0	\$500	100.0%
580	Service Contract	\$433,040	\$432,766	\$432,766	\$441,421	102.0%
590	Vehicle Fuel	\$8,750	\$5,078	\$6,100	\$8,750	100.0%
600	Vehicle Repairs	\$13,250	\$5,509	\$6,600	\$10,000	75.5%
610	Transportation Fund	\$10,000	\$0	\$11,207	\$11,207	112.1%
Total Expense		\$497,790	\$468,709	\$482,933	\$504,698	101.4%
Balance		\$8,839	\$37,988	\$23,796	\$9,628	

<u>MEMBER</u>	<u>FY 15 - 16</u>	<u>FY 16 - 17</u>	<u>INCREASE</u>
Burr Ridge	\$ 31,469.96	\$ 31,942.01	\$ 472.05
Countryside	\$ 17,006.50	\$ 17,261.60	\$ 255.10
Elmhurst	\$ 190,189.06	\$ 193,041.90	\$ 2,852.84
Hinsdale	\$ 71,513.34	\$ 72,586.04	\$ 1,072.70
Oakbrook	\$ 33,524.01	\$ 34,026.87	\$ 502.86
Pleasantdale	\$ 34,872.11	\$ 35,395.19	\$ 523.08
Westchester	\$ 71,096.57	\$ 72,163.02	\$ 1,066.45
Willowbrook	\$ 36,318.02	\$ 36,862.79	\$ 544.77
York Center	\$ 20,489.49	\$ 20,796.83	\$ 307.34
<b>TOTALS</b>	<b>\$ 506,479.06</b>	<b>\$ 514,076.25</b>	<b>\$ 7,597.19</b>

Each .5% change in membership contributions goes up or down by \$ 2,532.00

## 2 % increase in Member Contributions

<u>Account</u>	<u>Revenues</u>	<u>Current Budget</u>	<u>Current Statement</u>	<u>End of Year</u>	<u>FY 2016 - 2017 Budget</u>	<u>+ / - %</u>
110	Interest	\$150	\$218	\$250	\$250	166.7%
120	Member Cont.	\$506,479	\$506,479	\$506,479	\$516,609	102.0%
130	Misc. Revenues	\$0	\$0	\$0	\$0	
Revenue Totals		\$506,629	\$506,697	\$506,729	\$516,859	102.0%
<u>Account</u>	<u>Expense</u>	<u>Budget</u>	<u>Current Statement</u>	<u>End of Year</u>	<u>FY 2015 - 2016 Budget</u>	<u>+ / - %</u>
500	Audit Services	\$4,000	\$7,300	\$7,300	\$4,000	100.0%
510	Day Camp Trans.	\$8,510	\$3,935	\$3,935	\$8,510	100.0%
520	Financial Assistance	\$4,000	\$1,909	\$2,724	\$4,000	100.0%
530	Legal Fees	\$1,000	\$1,068	\$1,100	\$1,500	150.0%
540	Insurance	\$2,240	\$2,116	\$2,116	\$2,310	103.1%
550	Misc. Expense	\$500	\$268	\$325	\$500	100.0%
560	1 on 1 Aids	\$12,000	\$8,760	\$8,760	\$12,000	100.0%
570	Program Supplies	\$500	\$0	\$0	\$500	100.0%
580	Service Contract	\$433,040	\$432,766	\$432,766	\$441,421	102.0%
590	Vehicle Fuel	\$8,750	\$5,078	\$6,100	\$8,750	100.0%
600	Vehicle Repairs	\$13,250	\$5,509	\$6,600	\$10,000	75.5%
610	Transportation Fund	\$10,000	\$0	\$11,207	\$11,207	112.1%
Total Expense		\$497,790	\$468,709	\$482,933	\$504,698	101.4%
Balance		\$8,839	\$37,988	\$23,796	\$12,160	

<u>MEMBER</u>	<u>FY 15 - 16</u>	<u>FY 16 - 17</u>	<u>INCREASE</u>
Burr Ridge	\$ 31,469.96	\$ 32,099.36	\$ 629.40
Countryside	\$ 17,006.50	\$ 17,346.63	\$ 340.13
Elmhurst	\$ 190,189.06	\$ 193,992.84	\$ 3,803.78
Hinsdale	\$ 71,513.34	\$ 72,943.61	\$ 1,430.27
Oakbrook	\$ 33,524.01	\$ 34,194.49	\$ 670.48
Pleasantdale	\$ 34,872.11	\$ 35,569.55	\$ 697.44
Westchester	\$ 71,096.57	\$ 72,518.50	\$ 1,421.93
Willowbrook	\$ 36,318.02	\$ 37,044.38	\$ 726.36
York Center	\$ 20,489.49	\$ 20,899.28	\$ 409.79
<b>TOTALS</b>	<b>\$ 506,479.06</b>	<b>\$ 516,608.64</b>	<b>\$ 10,129.58</b>

Each .5% change in membership contributions goes up or down by \$ 2,532.00

## 2.5% increase in Member Contributions

<u>Account</u>	<u>Revenues</u>	<u>Current Budget</u>	<u>Current Statement</u>	<u>End of Year</u>	<u>FY 2016 - 2017 Budget</u>	<u>+ / - %</u>
110	Interest	\$150	\$218	\$250	\$250	166.7%
120	Member Cont.	\$506,479	\$506,479	\$506,479	\$519,141	102.5%
130	Misc. Revenues	\$0	\$0	\$0	\$0	
	Revenue Totals	\$506,629	\$506,697	\$506,729	\$519,391	102.5%

<u>Account</u>	<u>Expense</u>	<u>Budget</u>	<u>Current Statement</u>	<u>End of Year</u>	<u>FY 2015 - 2016 Budget</u>	<u>+ / - %</u>
500	Audit Services	\$4,000	\$7,300	\$7,300	\$4,000	100.0%
510	Day Camp Trans.	\$8,510	\$3,935	\$3,935	\$8,510	100.0%
520	Financial Assistance	\$4,000	\$1,909	\$2,724	\$4,000	100.0%
530	Legal Fees	\$1,000	\$1,068	\$1,100	\$1,500	150.0%
540	Insurance	\$2,240	\$2,116	\$2,116	\$2,310	103.1%
550	Misc. Expense	\$500	\$268	\$325	\$500	100.0%
560	1 on 1 Aids	\$12,000	\$8,760	\$8,760	\$12,000	100.0%
570	Program Supplies	\$500	\$0	\$0	\$500	100.0%
580	Service Contract	\$433,040	\$432,766	\$432,766	\$441,421	102.0%
590	Vehicle Fuel	\$8,750	\$5,078	\$6,100	\$8,750	100.0%
600	Vehicle Repairs	\$13,250	\$5,509	\$6,600	\$10,000	75.5%
610	Transportation Fund	\$10,000	\$0	\$11,207	\$11,207	112.1%
	Total Expense	\$497,790	\$468,709	\$482,933	\$504,698	101.4%
	Balance	\$8,839	\$37,988	\$23,796	\$14,693	

<u>MEMBER</u>	<u>FY 15 - 16</u>	<u>FY 16 - 17</u>	<u>INCREASE</u>
Burr Ridge	\$ 31,469.96	\$ 32,256.71	\$ 786.75
Countryside	\$ 17,006.50	\$ 17,431.66	\$ 425.16
Elmhurst	\$ 190,189.06	\$ 194,943.79	\$ 4,754.73
Hinsdale	\$ 71,513.34	\$ 73,301.17	\$ 1,787.83
Oakbrook	\$ 33,524.01	\$ 34,362.11	\$ 838.10
Pleasantdale	\$ 34,872.11	\$ 35,743.91	\$ 871.80
Westchester	\$ 71,096.57	\$ 72,873.98	\$ 1,777.41
Willowbrook	\$ 36,318.02	\$ 37,225.97	\$ 907.95
York Center	\$ 20,489.49	\$ 21,001.73	\$ 512.24
<b>TOTALS</b>	<b>\$ 506,479.06</b>	<b>\$ 519,141.04</b>	<b>\$ 12,661.98</b>

Each .5% change in membership contributions goes up or down by \$ 2,532.00



Mark MacLean  
312.543.1278

612 S Oakwood Ave.  
Willow Springs, IL 60480

www.maclewebworks.com  
mark@maclewebworks.com

## Proposal

Attention:	Gina Hassett
Company Name:	Gateway Special Recreation
Address:	15W431 59th Street
City, State, Zip	Burr Ridge, IL 60527
Date:	April 22, 2016
Project Title:	Gateway Special Rec. website
Version/Project:	1.0

### Scope of Work:

Design and construct responsive, mobile friendly website to educate, inform and provide online files for Gateway Special Recreation.

### Services:

Site design and set-up	1200.00
10 pages @ \$100/page	1000.00
	\$2200.00

### Optional:

Site hosting @\$60/year	60.00
Set up Google Analytics	100.00
Wordpress site management @\$30/month	360.00

Additional work @ \$100/hr. (No additional work will be performed without pre-approval from client.)



3a

## MEMORANDUM

**DATE:** May 27, 2016  
**TO:** Chairman Banke and Members of the Commission  
**FROM:** Gina Hassett, Director of Parks & Recreation  
**RE:** May Staff Report

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

### Katherine Legge Memorial Lodge

Through April, rental revenue increased less than 1% (\$799) over the prior year. Rental revenue for the month of April is \$9,125, which is a decrease of 40% (\$3,570) over the same period of the prior year. Expenses are trending less than 1% (\$562) above the prior year in part due to capital budget items.

REVENUES	April		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	\$12,695	\$9,125	\$177,403	\$178,202	\$799	\$160,000	111%	\$160,000	111%
Caterer's Licenses	\$114	\$0	\$14,114	\$13,766	(\$348)	\$15,000	92%	\$16,800	84%
<b>Total Revenue</b>	<b>\$12,809</b>	<b>\$9,125</b>	<b>\$191,517</b>	<b>\$191,968</b>	<b>\$451</b>	<b>\$175,000</b>	<b>110%</b>	<b>\$176,800</b>	<b>108%</b>
EXPENSES	April		YTD		Change Over the Prior year	2015-16 Annual Budget	FY 15-16 % of budget	2014-15 Annual Budget	FY 14-15 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
<b>Total Expenses</b>	<b>\$13,749</b>	<b>\$26,203</b>	<b>\$176,555</b>	<b>\$177,116</b>	<b>\$562</b>	<b>\$199,700</b>	<b>89%</b>	<b>\$174,511</b>	<b>101%</b>
<b>Net</b>	<b>(\$940)</b>	<b>(\$17,078)</b>	<b>\$14,962</b>	<b>\$14,851</b>					



## MEMORANDUM

### **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 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 dating back to 2004 when the KLM courts were constructed. Staff and members of the HPTA Board participated in a conference call on April 22 to review the financials. HPTA confirmed that the financials provided were an accurate account of the program's revenues and expenses. The sub-committee met on May 2 to discuss the upcoming capital expenditures for the platform program. Trustee Hughes asked the HPTA Board to provide the Village a proposal by May 16<sup>th</sup> that outlined a method in which HPTA could pay down the cost of the capital improvements. Staff received the proposal and forwarded to sub-committee. Conversations are ongoing.

#### **KLM Platform Tennis Walkways**

The replacement of the KLM platform tennis walkways is included in the capital improvement plan for FY 16/17. The bid specifications were distributed in May; the bid opening is scheduled for May 24<sup>th</sup>. Construction is estimated to start at the end of June and the work to be completed prior to the fall platform season.

### **Park Maintenance**

#### **Field Updates**

Athletic play on the fields will wrap up for the season at the end of June. Staff is actively working with community organizations to schedule the dates for their programs. Fall user groups include AYSO youth and adult soccer, Falcon Football, Community House flag football and St. Isaacs's football. Once the needs of the recreational program are met, the remaining field space is available for competitive athletic programs.

#### **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



## MEMORANDUM

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 very 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, the survey was reopened for a period of two weeks and closed on April 24.

Only thirteen new surveys were completed. The overall survey results didn't change given there were only thirteen respondents. The surveyor was able to run a cross section of Community Pool section of the survey using cross-tabulations. This will provide more insight into the views of the residents based on their family status (i.e., Middle School or Younger Children in Household vs. No Middle School or Younger Children in Household). Once the Village Manager reviews the survey results, it will be shared with the Commission.

### **Community Pool**

Pool passes went on sale on March 1; early bird rates ended April 29. Email reminders were sent to past pass holders. 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 May 19. Revenue for the same period of the prior year decreased 7% (\$7,800). Resident family pass sales for the same period of the prior year decreased 11% (\$7,550). Neighborly pass revenue increased 15% (\$2,630) over the prior year.



## MEMORANDUM

As of May 20, 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
<b>Resident</b>										
<b>Resident</b>										
Nanny	24	40	64	\$3,720	20	32	52	\$3,135	-16%	-\$585
Family Primary	58	175	233	\$66,405	46	158	204	\$58,855	-11%	-\$7,550
Family Secondary	182	592	774	\$0	144	523	667	\$0		\$0
Individual	2	10	12	\$1,815	6	11	17	\$2,475	36%	\$660
Senior Pass	2	12	14	\$1,120	6	12	18	\$1,440	29%	\$320
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	1	5	6	\$480	0	0	0	\$0		-\$480
<b>Resident Total</b>	<b>287</b>	<b>937</b>	<b>1224</b>	<b>\$85,605</b>	<b>225</b>	<b>831</b>	<b>1056</b>	<b>\$76,175</b>	<b>-11%</b>	<b>-\$9,430</b>
<b>Neighborhood</b>										
<b>Neighborhood</b>										
Neighbor Family	39	9	48	\$17,180	23	32	51	\$19,810	15%	\$2,630
Neighborhood Individual	0	0	0	\$0	0	0	0	\$0	0%	\$0
Neighbor Add'l	140	26	166	\$0	78	120	198	\$0	0%	\$0
<b>Neighborhood Total</b>	<b>179</b>	<b>35</b>	<b>214</b>	<b>\$17,180</b>	<b>101</b>	<b>162</b>	<b>249</b>	<b>\$19,810</b>	<b>15%</b>	<b>\$2,630</b>
<b>Non-Resident</b>										
<b>Non-Resident</b>										
Non Resident Family	1	0	1	\$540	0	0	0	\$0	0%	-\$540
Non Resident Family Secondary	3	0	3	\$0	0	0	0	\$0	0%	\$0
Non Resident Individual	0	1	1	\$285	1	1	2	\$500	240%	\$215
Non Resident Senior	0	5	5	\$775	0	2	2	\$310	-60%	-\$465
Non Resident Nanny	3	0	3	\$270	3	3	6	\$540	100%	\$270
<b>Non-resident Total</b>	<b>7</b>	<b>6</b>	<b>13</b>	<b>\$1,870</b>	<b>4</b>	<b>6</b>	<b>10</b>	<b>\$1,350</b>	<b>-28%</b>	<b>-\$520</b>
10-Visit	25	1	26	\$1,980	22	0	22	\$1,500	-24%	-\$480
<b>TO TAL</b>			<b>1477</b>	<b>\$106,635</b>			<b>1337</b>	<b>\$98,835</b>	<b>-7%</b>	<b>-\$7,800</b>

## Marketing

Staff continues to market pool passes to residents and non-residents. A sticker will be placed on the cover of the May 26 edition of the Hinsdalean which advertises memberships for the pool. Staff has scheduled a free open house for June 5 from 3:00-6:00 pm at the pool to showcase the facility to prospective members. The event details have been distributed through local papers and press releases. The Village Manager has authorized staff to implement a "referral" program. Current pool members who refer new pass members will receive guest passes to be used this summer and be enrolled in a drawing for free 2017 pass. The program will be rolled out opening weekend.

## Maintenance

Staff has been working with the Water Department personnel to ready the facility for the upcoming season. Opening day of the 2016 pool season is Saturday, May 28.

## Pool Painting



## MEMORANDUM

At the April 19 Village Board meeting the contract for the pool painting was awarded to Muscat Painting in the amount of \$51,436. All painting work was completed on May 19<sup>th</sup>. It was determined that the diving well and wading pool only need one coat.

### **Heaters**

There are four heaters at the pool. 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. During the review of the heaters, it was determined that two of the units needed repairs. When the heating units were turned on there was water leaking from the header pipes on two units. These units will also be repaired and will be functional prior to opening day.

### **PROGRAMS**

Summer programs get under way in June. Staff is finishing up the details for July 4 parade and festival. The success of the event is dependent on volunteers. If you the Commission is available, staff would greatly appreciate your assistance with the parade portion of the event. Please contact Heather if you or anyone know would like to volunteer.



3b

## MEMORANDUM

**DATE:** May 31, 2016  
**TO:** Chairman Banke and Members of the Parks & Recreation Commission  
**FROM:** Gina Hassett, Director of Parks & Recreation  
**RE:** April FY 2015/16 Parks & Recreation Financial Report

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

### **PROGRAMS**

Through the month of April, program revenue decreased 21% (\$67,055) over the prior year; contributing factors are a significant decline in fitness and athletic program enrollment. Athletic program revenue decreased 24% (\$33,731) over the prior year; this is a result of decreased registration in the tennis lesson and sports camp programs. Fitness revenue decreased 41% (\$15,300) over the prior year due to a decline in the fencing, yoga and karate programs. 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 11% (\$55,022) over the same period of the prior year. Personnel expenses increased 5% (\$5,184) over the prior year; a contributing factor is the staff costs for inclusion participants. Contractual expenses, which include the payment for program services, decreased 13% (\$37,618) due to decreased enrollment.

### **Platform Tennis**

Platform membership and lesson revenue decreased 3% (\$1,913) over the prior year. Operating expenses are trending 19% (\$10,021) above the prior year; 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 April, rental revenue increased less than 1% (\$799) over the prior year due to increased rental fees. Caterers' licenses' revenue decreased 2% (\$348) over the prior year. Operating expense decreased 7% (\$11,892) over the prior year.

# Parks Recreation Revenue/Expense Summary

**April FY 2015-16**

*Preliminary Numbers*

**DEPT. 3101**

	FY 15-16 Budget	FY 15-16 TO DATE	FY 15-16 % of Budget	FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
<b>ADMIN. AND SUPPORT</b>							
<b>Expenses</b>							
Personnel Services	229,647	214,159	93%	208,980	220,135	-5,976	-3%
Professional Services	0	0	0%	0	0	0	0%
Contractual Services	0	204	0%	0	0	204	0%
Other Services	7,550	6,207	82%	8,000	7,439	-1,232	-17%
Materials & Supplies	2,200	3,271	149%	2,600	3,346	-75	-2%
Repairs & Maintenance	150	0	0%	150	1,077	-1,077	-100%
Other Expenses	4,230	3,540	84%	3,880	4,297	-757	-18%
Risk Management	30,980	39,949	129%	32,830	21,436	0	0%
<b>Total-Operating Expenses</b>	<b>274,757</b>	<b>267,329</b>	<b>97%</b>	<b>256,440</b>	<b>257,729</b>	<b>9,600</b>	<b>4%</b>

**DEPT. 3301**

	FY 15-16 Budget	FY 15-16 TO DATE	FY 15-16 % of Budget	FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
<b>PARKS MAINTENANCE</b>							
<b>Revenues</b>							
Field Fees	38,000	54,492	143%	38,000	40,580	13,912	34%
Picnic Fees	10,500	9,590	91%	8,005	8,715	875	10%
<b>Total Revenues</b>	<b>48,500</b>	<b>64,082</b>	<b>132%</b>	<b>46,005</b>	<b>49,295</b>	<b>14,787</b>	<b>30%</b>
<b>Expenses</b>							
Personnel Services	376,456	338,783	90%	364,499	358,539	-19,756	-6%
Contractual Services	131,376	116,203	88%	125,000	162,044	-45,841	-28%
Other Services	1,850	1,296	70%	2,100	1,531	-235	-15%
Materials & Supplies	48,300	46,703	97%	58,450	46,299	403	1%
Repairs & Maintenance	53,500	53,592	100%	49,000	49,454	4,138	8%
Other Expenses	2,495	2,051	82%	1,000	1,024	1,026	0%
<b>Total-Operating Expenses</b>	<b>613,977</b>	<b>558,626</b>	<b>91%</b>	<b>600,049</b>	<b>618,890</b>	<b>-60,264</b>	<b>-10%</b>
<b>Capital Outlay</b>							
Motor Vehicles	0	0	0%	81,000	80,430	-80,430	0%
Park/Playground	0	0	0%	150,000	147,407	-147,407	-100%
Lands/Grounds	181,000	166,746	92%	112,000	75,431	91,315	121%
Buildings	50,000	9450	19%	50,000	0	9450	0%
<b>Total Capital Outlay</b>	<b>231,000</b>	<b>176,196</b>	<b>76%</b>	<b>393,000</b>	<b>303,269</b>	<b>-127,073</b>	<b>-42%</b>
<b>Total Expenses</b>	<b>844,977</b>	<b>734,822</b>	<b>87%</b>	<b>993,049</b>	<b>922,160</b>	<b>-187,337</b>	<b>-20%</b>

**DEPT.3420**

	FY 15-16 Budget	FY 15-16 TO DATE	FY 15-16 % of Budget	FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
<b>RECREATION SERVICES</b>							
<b>Revenues</b>							
Registration & Memberships	308,000	250,332	81%	214,039	311,591	-61,260	-20%
Misc. Income	2,000	0	0%	6,000	5,795	-5,795	-100%
<b>Total Revenues</b>	<b>310,000</b>	<b>250,332</b>	<b>81%</b>	<b>220,039</b>	<b>317,386</b>	<b>-67,055</b>	<b>-21%</b>
<b>Total Expenses</b>							
Personnel Services	94,721	101,199	107%	93,841	96,015	5,184	5%
Contractual Services	266,419	241,480	91%	259,530	279,098	-37,618	-13%
Other Services	59,650	54,131	91%	60,750	51,807	2,323	4%
Materials & Supplies	11,680	8,383	72%	13,200	10,028	-1,645	-16%
Other Expenses	8,220	4,816	59%	8,370	5,867	-1,051	-18%
Repairs & maintenance	17,000	20,282	119%	17,000	24,703	-4,421	0%
Capital Outlay	0	0	0%	20,000	17,795	-17,795	-100%
<b>Total Expenses</b>	<b>457,690</b>	<b>430,291</b>	<b>94%</b>	<b>472,691</b>	<b>485,313</b>	<b>-55,022</b>	<b>-11%</b>

# Parks Recreation Revenue/Expense Summary

**April FY 2015-16**

*Preliminary Numbers*

DEPT.34-BY DEPARTMENT						VARIANCE	
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	OVER PRIOR YEAR	% of Change
<b>3421 General Interest</b>							
Revenues	20,000	10,150	51%	9,171	11,549	-1,400	-12%
Expenses							
Personnel Services	0	687	0%	0	0	687	0%
Contractual Services	10,000	7,878	79%	16,500	8,447	-569	-7%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	0	0	0%	0	0	0	0%
Repairs & Maintenance	0	0	0%	0	0	0	0%
Other Expenses	0	0	0%	0	0	0	0%
<b>Total Expenses</b>	<b>10,000</b>	<b>8,565</b>	<b>86%</b>	<b>16,500</b>	<b>8,447</b>	<b>118</b>	<b>1%</b>
<b>3422 Athletics</b>							
Revenues	130,000	107,931	83%	88,246	141,662	-33,731	-24%
Expenses							
Personnel Services	1,615	0	0%	2,515	486	-486	-100%
Contractual Services	95,000	65,572	69%	82,000	108,308	-42,736	-39%
Other Services	1,300	0	0%	0	0	0	0%
Materials & Supplies	0	1,516	0%	1,500	1,573	-57	-4%
Other Expenses	0	0	0%	0	0	0	0%
<b>Total Expenses</b>	<b>97,915</b>	<b>67,089</b>	<b>69%</b>	<b>86,015</b>	<b>110,368</b>	<b>-43,279</b>	<b>-39%</b>
<b>3423 Cultural Arts</b>							
Revenues	7,000	7,978	114%	7,069	13,457	-5,479	-41%
Expenses							
Personnel Services	4,306	2,881	67%	4,306	2,717	164	6%
Contractual Services	2,500	400	16%	0	5,544	-5,144	-93%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	0	0	0%	0	0	0	0%
Other Expenses	0	0	0%	0	0	0	0%
<b>Total Expenses</b>	<b>6,806</b>	<b>3,281</b>	<b>48%</b>	<b>4,306</b>	<b>8,261</b>	<b>-4,981</b>	<b>-60%</b>
<b>3424 Early Childhood</b>							
Revenues	47,000	32,492	69%	31,758	36,042	-3,550	-10%
Expenses							
Personnel Services	15,609	18,505	119%	15,609	19,658	-1,154	-6%
Contractual Services	14,000	9,583	68%	21,000	10,647	-1,064	-10%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	1,350	1,187	88%	1,150	1,043	144	14%
Other Expenses	0	0	0%	0	50	-50	-100%
<b>Total Expenses</b>	<b>30,959</b>	<b>29,274</b>	<b>95%</b>	<b>37,759</b>	<b>31,397</b>	<b>-2,123</b>	<b>-7%</b>

# Parks Recreation Revenue/Expense Summary

**April FY 2015-16**

*Preliminary Numbers*

DEPT.3420-BY DEPARTMENT	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
<b>3425 Fitness</b>							
<b>Revenues</b>	<b>33,000</b>	<b>21,753</b>	<b>66%</b>	<b>20,256</b>	<b>37,054</b>	<b>-15,300</b>	<b>-41%</b>
<b>Expenses</b>							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	16,000	13,359	83%	11,000	13,502	-143	-1%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	0	0	0%	0	0	0	0%
Other Expenses	0	0	0%	0	0	0	0%
<b>Total Expenses</b>	<b>16,000</b>	<b>13,359</b>	<b>83%</b>	<b>11,000</b>	<b>13,502</b>	<b>-143</b>	<b>-1%</b>
<b>3426 Platform Tennis</b>							
	FY 15-16	FY 15-16	FY 15-16	FY 14-15	FY 14-15	VARIANCE	% of
<b>Revenues</b>	<b>Budget</b>	<b>TO DATE</b>	<b>% of Budget</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>OVER PRIOR YEAR</b>	<b>Change</b>
Memberships/Lessons	50,000	54,487	109%	50,000	56,400	-1,913	-3%
Grant funding	0	0	0%	0	0	0	0%
Lifetime and donations	0	0	0%	0	0	0	0%
	<b>50,000</b>	<b>54,487</b>	<b>109%</b>	<b>50,000</b>	<b>56,400</b>	<b>-1,913</b>	<b>-3%</b>
<b>Expenses</b>							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	9,919	23,638	238%	8,480	14,263	9,375	66%
Other Services	3,500	5,401	154%	3,500	1,280	4,121	322%
Materials & Supplies	950	55	6%	100	504	-449	0%
Repairs and Maintenance	15,000	17,676	118%	15,500	23,129	-5,454	0%
Other Expenses	50	50	100%	50	50	0	0%
<b>Total Operating Expenses</b>	<b>29,419</b>	<b>46,820</b>	<b>159%</b>	<b>27,630</b>	<b>39,226</b>	<b>7,594</b>	<b>19%</b>
<b>Capital Outlay</b>							
Courts project	0	0	0%	0	0	0	0%
Resurfacing/skirting	0	0	0%	20,000	17,795	-17,795	-100%
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>20,000</b>	<b>17,795</b>	<b>-17,795</b>	<b>-100%</b>
<b>Total Expenses</b>	<b>29,419</b>	<b>46,820</b>	<b>0%</b>	<b>47,630</b>	<b>57,021</b>	<b>-10,201</b>	<b>-18%</b>
<b>3427 Special Events</b>							
<b>Revenues</b>	<b>21,000</b>	<b>15,541</b>	<b>74%</b>	<b>7,539</b>	<b>15,428</b>	<b>113</b>	<b>1%</b>
<b>Expenses</b>							
Personnel Services	2,153	4,323	201%	2,153	3,996	327	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	5,108	-2,515	-49%
Repairs & Maintenance	0	0	0%	0	245	-245	-100%
<b>Total Expenses</b>	<b>39,753</b>	<b>35,359</b>	<b>0%</b>	<b>41,603</b>	<b>37,492</b>	<b>-2,133</b>	<b>-6%</b>
<b>3428 General Rec Administration</b>							
<b>Expenses</b>							
Personnel Services	71,038	74,805	105%	69,258	69,158	5,647	8%
Contractual Services	89,000	94,643	106%	90,550	91,621	3,021	3%
Other Services	53,600	46,694	87%	55,250	49,151	-2,457	-5%
Materials & Supplies	3,030	3,031	100%	3,000	1,799	1,232	69%
Repairs and Maintenance	2,000	2,607	130%	1,500	1,574	1,033	0%
Other Expenses	8,170	4,766	58%	8,320	5,522	-756	-14%
<b>Total Expenses</b>	<b>226,838</b>	<b>226,544</b>	<b>100%</b>	<b>227,878</b>	<b>218,825</b>	<b>7,720</b>	<b>4%</b>
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenses</b>	<b>226,838</b>	<b>226,544</b>	<b>100%</b>	<b>227,878</b>	<b>218,825</b>	<b>7,720</b>	<b>4%</b>

# Parks Recreation Revenue/Expense Summary

**April FY 2015-16**

*Preliminary Numbers*

DEPT. 3724

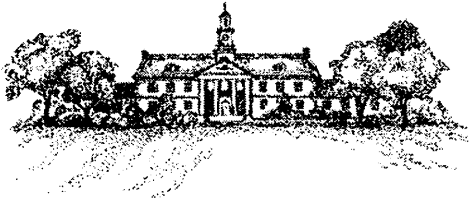
	FY 15-16 Budget	FY 15-16 TO DATE	FY 15-16 % of Budget	FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
<b>KLM LODGE</b>							
<b>Revenues</b>							
KLM Lodge Revenue	160,000	178,202	111%	69,454	177,403	799	0%
Caterer's Licenses	15,000	13,766	92%	12,000	14,114	-348	-2%
<b>Total Revenues</b>	<b>175,000</b>	<b>191,968</b>	<b>110%</b>	<b>81,454</b>	<b>191,517</b>	<b>451</b>	<b>0%</b>
<b>Expenses</b>							
Personnel Services	65,200	70,269	108%	63,111	73,349	-3,081	-4%
Contractual Services	26,300	24,644	94%	26,500	26,028	-1,384	-5%
Other Services	46,900	35,713	76%	49,900	49,346	-13,633	-28%
Materials & Supplies	9,400	8,925	95%	10,700	6,682	2,243	34%
Repairs & Maintenance	9,250	10,770	116%	8,500	6,818	3,953	58%
Other Expenses	650	593	91%	800	582	11	2%
<b>Total-Operating Expenses</b>	<b>157,700</b>	<b>150,914</b>	<b>96%</b>	<b>159,511</b>	<b>162,806</b>	<b>-11,892</b>	<b>-7%</b>
Capital Outlay	42,000	26,203	62%	15,000	13,749	12,454	91%
<b>Total Expenses</b>	<b>199,700</b>	<b>177,116</b>	<b>89%</b>	<b>174,511</b>	<b>176,555</b>	<b>562</b>	<b>0%</b>

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
<b>SWIMMING POOL</b>							
<b>Revenues</b>							
Pool Resident Pass	160,000	112,837	71%	134,698	130,572	-17,736	-14%
Non-Resident Pass	12,000	27,575	230%	4,992	9,119	18,456	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	25,177	-5,590	-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	29,458	113%	9,037	23,112	6,346	27%
Town Team	24,500	13,373	55%	16,383	17,287	-3,914	-23%
10-Visit Pass	22,000	21,902	100%	24,053	24,123	-2,221	-9%
<b>Total Revenues</b>	<b>357,200</b>	<b>303,986</b>	<b>85%</b>	<b>276,406</b>	<b>297,452</b>	<b>6,533</b>	<b>2%</b>
<b>Expenses</b>							
Personnel Services	166,858	147,053	0%	161,475	184,787	-37,734	-20%
Contractual Services	22,750	20,195	89%	32,475	33,123	-12,927	-39%
Other Services	36,500	39,723	109%	37,000	45,303	-5,580	-12%
Materials & Supplies	30,950	23,089	75%	31,300	31,081	-7,992	-26%
Repairs & Maintenance	37,000	48,289	131%	22,000	42,295	5,994	14%
Other Expenses	6,700	4,651	69%	6,700	5,014	-363	-7%
Risk Management	0	0	0%	0	0	0	0%
<b>Total-Operating Expenses</b>	<b>300,758</b>	<b>283,001</b>	<b>94%</b>	<b>290,950</b>	<b>341,602</b>	<b>-58,601</b>	<b>-17%</b>
Capital Outlay	14,000	6,524	47%	12,000	14,078	-7,554	-54%
<b>Total Expenses</b>	<b>314,758</b>	<b>289,524</b>	<b>92%</b>	<b>302,950</b>	<b>355,680</b>	<b>-66,155</b>	<b>-19%</b>

	FY 15-16 Budget	FY 15-16 TO DATE	FY 15-16 % of Budget	FY 14-15 BUDGET	FY 14-15 TO DATE	VARIANCE OVER PRIOR YEAR	% of Change
<b>Capital Expenses</b>	<b>287,000</b>	<b>208,922</b>	<b>73%</b>	<b>440,000</b>	<b>348,891</b>	<b>(139,969)</b>	<b>-40%</b>
<b>Operating Expenses</b>	<b>1,804,882</b>	<b>1,690,161</b>	<b>94%</b>	<b>1,759,641</b>	<b>1,848,545</b>	<b>(158,384)</b>	<b>-9%</b>
<b>Total Expenses</b>	<b>2,091,882</b>	<b>1,899,083</b>	<b>91%</b>	<b>2,199,641</b>	<b>2,197,436</b>	<b>-298,353</b>	<b>-14%</b>
<b>Total Revenues</b>	<b>890,700</b>	<b>810,367</b>	<b>91%</b>	<b>623,904</b>	<b>849,856</b>	<b>-39,489</b>	<b>-5%</b>
Revenue Offset Difference	(1,201,182)	(1,088,716)	91%	(1,575,737)	(1,347,580)	258,864	-19%

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May 27, 2015

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

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

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

The changes made to the policy provide further detail under the review criteria for artwork, monuments and nonconforming park items.



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 managing aesthetic impacts and mitigating 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.

**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 of 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 species of tree or trees donated shall be limited to those determined by the Village's Tribute Tree program.

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

**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 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 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. Applicants will bear the cost of all necessary permits, approvals, project management, design, installation and maintenance. The Commission will review requests two times per year as scheduled by the Chairman of the Commission.

**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

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

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.

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 is made, 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. Since this is a Village of Hinsdale Parks & Recreation policy, not a land use decision, there is no legal appeal associated with this policy. The Village Board's decision is final. Approving or denying any gift, memorial or tribute is wholly within the discretion of Village of Hinsdale Board and no individual or organization has any right to make any improvement or place any items in public parks,

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

**APPROVAL CRITERIA**

Approving or denying any gift, memorial or tribute is wholly within the discretion of Village of Hinsdale Board and no individual or organization has any right to make any improvement or place any items in public parks, regardless of whether they think their proposal meets the following approval criteria. Approval criteria focus on four general categories: appropriateness, aesthetics, maintenance and safety. All donations must comply with the Village code and building requirements.

**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, be installed on public property.

**Significance of event/person being memorialized or significance of a gift**

- The memorial has timeless qualities and makes a statement of significance to future generations.

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

- The memorial represents a person or event deemed significant to Village of Hinsdale's history.
- The gift or memorial must be consistent with the mission of Village of Hinsdale Parks & Recreation.

**Aesthetics**

Though conditioned by a range of subjective considerations, aesthetic merit is the 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.

**Project Design**

- Proposal must be in concurrence with the Park Master Plan. If a park master plan does not exist, a Needs Assessment of the park's service area must be completed in order to determine the need for future park elements and circulation patterns.
- The quality, scale, and character of the memorial are at a level commensurate with the particular park setting.
- Reuse, rehabilitate or restore an existing park feature where appropriate.
- Meets the requirements of American with Disabilities Act (ADA) by providing accessibility to all park users.
- Enhances a park by adding elements that add to identity and ambiance.
- The proposal does not create any public safety or security issues.

**Location/Siting**

Donors may be asked to broaden their search for an appropriate location and consider other public or privately owned spaces which may provide a more suitable location.

- The proposed site offers opportunities for enhancement without diminishing a park's ability to offer undefined open space for quiet contemplation and/or spontaneous activities.
- The increased use of a park due to a gift or memorial is appropriate for the park's context and surrounding uses.
- The quality, scale, and character of the gift or memorial are at a level commensurate with the particular park setting. (Also to be considered during project design)
- There should be some specific geographic justification for the memorial being located in that spot.
- Alternative sites in rights-of-way, private property or other public property were considered and determined inappropriate.

**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.

**Safety**

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

Works of art should be safe to passersby, curious spectators (especially children), and the environment as a whole.

**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

Donation Application for Art Work, Monuments and Non-conforming donations																								
Name of Donor:																								
Address of Donor:																								
Phone Number: Work: Home: Fax:																								
Email:																								
Description of Donation (if available provide a photo):																								
Proposed Location of Donation:																								
Requested Wording on Memorial Acknowledgement:																								
Value of Donation: \$																								

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: \_\_\_\_\_