

**VILLAGE OF HINSDALE
MEETING OF THE
PARKS AND RECREATION COMMISSION
AGENDA
Tuesday, October 11, 2016 at 7:00 p.m.
Memorial Hall – Memorial Building
(Tentative and Subject to Change)**

1. Approval of Minutes – September 13, 2016
2. Liaison Reports
 - a. Gateway Special Recreation Association Report
3. Monthly Reports
 - a. Recreation Staff Report
 - b. Financial Report
4. Old Business
 - a. Update on Art Donation Process
5. New Business
 - a. Ice Rink Discussion
6. Correspondence
7. Other Business
 - a. KLM Lodge Comparisons Discussion
8. Adjournment

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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1.

**VILLAGE OF HINSDALE
MEETING OF THE
PARKS AND RECREATION COMMISSION**
Tuesday, September 13, 2016
Memorial Building Board Room

 **DRAFT**

Chairman Banke called the meeting of the Park and Recreation Commission to order at 7:02 p.m. at the Memorial Building Board room.

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

Members Absent: John George and Patrick Conboy

Staff Present: Heather Bereckis, Interim Manager of Parks and Recreation
Linda Copp, Administrative Assistant
Suzanne Ostrovsky, Management Analyst
Emily Wagner, Administration Manager
Brad Bloom, Assistant Village Manager

Also present: Marge Stefani, 408 Ridgemoor Dr, Willowbrook

Approval of Minutes

Commissioner Baker moved approval of the July 26, 2016 Park and Recreation Commission meeting minutes. Commissioner Keane seconded and the motion passed unanimously.

New Business

Art Donation Review

Ms. Stefani presented a report on their history with the village and information regarding the art piece that they want to donate to the village. The art is to be set as a piece of art and not a memorial to their son that passed away. They want it to be placed at KLM because of its beauty and to have others enjoy the gift of art. The name of the art fixture is Northern Lights.

The Commission had discussion regarding the application. Ms. Bereckis commented that the art piece will need to be secured with concrete and would be done by Village public services staff. Financially it would fall on the Stefani family, upkeep will be minimal but the one thing to be determined is the location. The aerial view in the packet shows the location that the family prefers, which is between the lodge and north shelter. There would be a lot of foot traffic at that location and park users would look towards the creek. It should be down far enough that it would not interfere with the look of the lodge or any programming. Ms. Stefani explained the look of the bench. Ms. Stefani stated that it should be able to fit 3 people on the bench.

Chairman Banke asked if the Commission felt that the application met the criteria of the application. Commissioner Keane asked what it was made out of. Ms. Stefani stated that it is steal so there would no maintenance. Ms. Bereckis stated that the wording for the plaque would need to be approved before going to the board.

Commissioner Baker mentioned that the donation does meet the criteria for donations but he thought the placement should be farther away from the lodge and Zook house. The other Commissioners all thought the location was fine. Ms. Bereckis stated that it is set to go to the board on October 2nd for a first read. Commissioner Owens asked if there was a way to expedite the process with the board because of cold weather coming. Brad Bloom commented on how the board

works with the readings. Everything has 2 readings to allow for transparency with the residents. The only time the process varies is if there is an emergency.

Commissioner Waverley approved the donation and that it meets the criteria of the application criteria. Commissioner Keane seconded and the motion passed unanimously.

The motion will go to the board for a first read at the Oct. 4 meeting.

Gateway Special Recreation Association Report

Ms. Bereckis commented on the packet. End of summer enrollment was up in enrollment and Hinsdale is second largest in enrollment. They are enjoying the new vehicle. The website is still in progress and hopes to be finished in January.

Recreation Staff Report

Ms. Bereckis presented the staff report. The fall/winter brochure was delivered and some new programs have been added. Staff is working on the Fall Festival taking place on Oct. 22nd. Winter events are Breakfast with Santa and the Holiday Express. Mowing and landscaping is on budget with last year. Athletic field rentals are increasing due to demand. The lodge revenue is down due to lack of marketing primarily due to staff changes.

Platform tennis will have maintenance done this week by Reilly Green. The walkways are being rebuilt and the carpet will be replaced soon. Commissioner Waverley asked when the walkways will be finished. Ms. Bereckis stated that they will hopefully be ready by the end of the month, but for sure by the time the paddle league begins. Some court lights have been down due to electrical work and moving of the gas lines.

The pool did well because it was a hot summer. Staff costs were up but there were more open days and the revenue was up to cover the extra staff costs.

Recreation Financial Report

Ms. Bereckis explained the financial report for June. Currently, picnic shelters and field rental have increased. Field rental fees will come through November. Operating expenses are down primarily due to decreased staff wages. Ms. Bereckis explained the capital projects and that some roofs may be wait until next year. The tenant is not in HCA building yet because of project delays. They hope to be in by the end of October.

Ms. Bereckis stated that tennis court resurfacing is in the 2017 budget and the 5 year capital improvement plan is being worked on. Chairman Banke asked if the Commission would be able to look at the plan. Ms. Bereckis stated that the Commission would have an opportunity to look at the 5 year improvement plan. Ms. Bereckis stated that Robbins and Stough tennis courts will be done, but not Peirce. It will be reevaluated in the next fiscal year.

Programming through June decreased due to early childhood programs that S/D 181 offered. We are trying to do more programs with the Community House to capture some more revenue. KLM license fees are down because caterers decided it wasn't worth it to be a preferred vendor. Outside caterers can purchase a single day license to do an event.

Through June pool revenue increased with a decline in resident pass sales, the neighborly rate has offset the decline in resident passes. 10 visit passes are primarily purchased by residents. Chairman Banke asked about total revenue from last year and this year. Ms. Bereckis stated that

revenue has increased this year. There have been no complaints that the pool is overcrowded and it has never been at capacity.

Old Business

Community Survey Discussion

Ms. Bereckis asked if the Commission had any questions or concerns regarding the survey.

Chairman Banke stated it was well done and seemed to be well received. Commission Baker stated that he thought the information is helpful for future years in planning purposes. The survey will be shared with the community at this point.

Tennis Courts/Pickle Ball Discussion

Ms. Bereckis stated that it was approved to have Robbins Park dual striped on one court. Ms. Bereckis met with a gentleman and has invited us to meet with him to see the game. He would like to work with us to do lessons. The Community House is contributing 50% of the striping cost because the courts are located at Robbins. Commissioner Waverley read the description of pickle ball from the Community House brochure. The striping is scheduled to be done in the fall. Chairman Banke stated that he felt this is good for the future for sharing services.

Correspondence

Ms. Bereckis explained the letter that came from a resident complaining about the location of a co-op program. The resident complained about not having a facility in Hinsdale to meet resident recreation needs. This has been the only complaint about the neighboring facilities.

Other Business

KLM Marketing Plan

Ms. Wagner spoke about the proposed marketing plan for KLM. The village would like to do advertising for the lodge. She highlighted using social media, be sure the village website is up to date and print material is updated. Facebook will capture brides and prospective clients. An Economic Development firm that the Village does business with will prepare printed materials at no charge. Another idea is to work with other partners like the Chamber and the Rotary to set up a time to host an event at the lodge.

Ms. Wagner stated that clearly wedding venues are the top users of the lodge. One of the new ideas is participating at bridal shows. Commissioner Owens agreed that wedding shows are good exposure. Commissioner Owens wanted to know who would be invited to the open house events. Ms. Wagner stated that it would be general marketing but would focus on a particular market such as businesses. They will be held quarterly instead of yearly.

Commissioner Owens asked if there could be an outreach to wedding planners. Ms. Wagner agreed that it would be a great place to start. Our preferred vendors would be included in the open houses. Ms. Wagner stated staff is working hard to get good photos for the internet. We can put photos on The Knot to be used on that website. Ms. Ostrovsky explained to the Commission what eHinsdale is – it comes out on Friday and people get added through the village website. It is an opt-in service that residents have to subscribe to. Ms. Ostrovsky stated that she will put something on the Village home page and Channel 6 to advertise e-Hinsdale.

Commissioner Waverley asked about the preferred vendors and how that came about. Ms. Bereckis explained why the lodge uses preferred vendors. Chairman Banke commented on how this can deter someone from using the lodge. There was discussion among the Commission regarding the catering policies at the Lodge.

Chairman Banke stated that he thought \$10,000 was not enough budget for marketing. Ms. Wagner stated that is what it will be for 2017, but could be increased in future years. Commissioner Waverley asked if there is a way to capture how clients heard about the lodge. Ms. Bereckis stated that a survey is sent out after the event asking how they heard about the Lodge. Commissioner Waverley also asked if the Hinsdale caucus could use the lodge to meet. Chairman Banke stated that they have it used it once. Mr. Bloom stated that it would set a precedent and the attorney stated that political parties should not use Village facilities.

Adjournment

Since there was no further business to come before the Commission, Commissioner Owens moved to adjourn. Commissioner Baker seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission was declared adjourned at 8:15 p.m.

Next meeting will be October 11, 2016

Respectfully submitted,

Linda Copp, Administrative Assistant

2a.

Gateway Special Recreation Association

Board Meeting

Thursday, September 8, 2016

3:00 PM

Oakbrook Family Recreation Center

1450 Forest Gate Road

Oakbrook, IL 60523

- I. CALL TO ORDER
- 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 August 2016 Regular Meeting Minutes
 - B. Approval of September 2016 Check Register
 - C. Approval of September 2016 Treasurer's Report
- VI. REPORTS
 - A. RGA Monthly Report
- VII. OLD BUSINESS
 - A. Archiving of Documents
 - B. Website Update
- 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

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GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTOR'S MEETING

AUGUST 11, 2016

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

Roll Call: Board Members present: Cindy Szkolka, Elmhurst; Heather Bereckis, Hinsdale; Matt Russian, Pleasant Dale; Gary Kasanders, Westchester; John Fenske, Willowbrook

Absent: Jim Pacanowski, Burr Ridge; Sharon Peterson, Countryside; Karen Spandikow, Oakbrook; Scott Nadeau, York Center

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

Visitors: None

- II. **Open Forum:** None

- III. **Board Member Comments:** None

- IV. **Communications:** None

- V. **Omnibus Agenda:** Motion was made by John Fenske, Willowbrook; to approve the Omnibus Agenda and motion seconded by Heather Bereckis, Hinsdale.

A. Approval of July 2016 Regular Meeting Minutes

B. Approval of August 2016 Check Register

C. Approval of August 2016 Treasurer's Report

On a voice vote, the motion passed unanimously.

- VI. **Reports:**

A. RGA Monthly Report: The monthly report was reviewed by Superintendent Cortez. As summer programs are winding down, Superintendent Cortez stated the final number of participants was 114 which reflects a great level of participation. There have been some thoughts and discussion about possibly restructuring some August programs in 2017 due to families being on vacation and getting prepared for the upcoming school year. Superintendent Cortez will be preparing a comparison of summer camp numbers between this year and last. There were some minor incidents throughout the summer but nothing out of the ordinary and it was a successful summer overall. There will be some open staffing positions as summer help returns to school. She will also be visiting Moraine Valley Community College to discuss the

program and recruit potential employees. Vehicle 171 will be returned on August 12 after being in the shop to repair the A/C compressor. Fall brochure has been sent to the printer and will be mailed to families next week. The annual fall demographic report will be available at next month's meeting. Final day camp transportation numbers should be compiled in the near future so that bill can be paid and the audit is scheduled for August 22, 2016.

VII. Old Business:

A. Archiving of Documents: This item was tabled until next meeting as Jim Pacanowski and other members were absent.

B. Website Update: Superintendent Cortez has been working with Mark MacLean on website development. She has been supplying him with information and content and there are a few items still being created. A question was raised regarding FOIA information access. Matt Russian will work with Mark MacLean to establish that portion of the website. A listing of the Board of Directors will be on the site as well as a link to each individual participating agency. Discussion followed on who would be able to upload new information to the website once it is established. It was decided to use the address of the Hanson Center as the address listed for Gateway on the website.

VIII. New Business: None

IX. Open Forum: None

X. **Adjournment:** Matt Russian, Pleasant Dale, made a motion to adjourn the meeting, seconded by John Fenske, Willowbrook. Motion passed on a voice vote. Meeting adjourned at 3:17pm.

Gateway SRA Board Meeting
September 8, 2016
RGA Report

Fall 2015/2016 Comparison
As of 09/07/2016

2015

District	Registered Participants
Burr Ridge	6
Countryside	1
Elmhurst	45
Hinsdale	19
Oak Brook	5
Pleasantdale	3
Willowbrook	5
Westchester	2
York	1
Non-resident	7
Total:	94

2016

District	Registered Participants
Burr Ridge	6
Countryside	0
Elmhurst	39
Hinsdale	21
Oak Brook	3
Pleasantdale	4
Willowbrook	5
Westchester	2
York	1
Non-resident	5
Total:	86

Potentially Cancelled Fall Programs as of 09/07/2016

- Farmers Market
- Kids Day Out

Full Programs as of 09/07/2016

As of yet none. Close in a few social clubs but the new paratransit vehicle has allowed more accommodations for our participants.

Gateway Staff Update

Had a meeting with RGA HR recruiter and discussed employment options and recruitment. Gateway SRA staff will be taking the lead on several recruitment efforts with school districts, local colleges, and other community organizations.

We currently have the following positions open:

- 4 Recreation Leader
- 4 Recreation Instructor

Gateway Vehicles Update as of 09/07/2016

Vehicle	Mileage	Maintenance
192	80,664	N/A
171	121,511	AC Compressor
170	50,088	N/A
283	2,490	N/A

Scholarships Status as of 09/07/2016

- Elmhurst (2) - \$200.00
- Pleasant Dale (1) - \$51.00
- Burr Ridge (1) - \$100
- Willowbrook (1) - \$101
- Westchester (1) - \$100
- Hinsdale (1) - \$100

Annual Demographic Reports

We have been working on a report that lays out Gateway's demographic stats for the fiscal year of 2015 – 2016. This will include all the sessions starting with Fall 2015 through Summer 2016. This report will be made up of:

- Individual district/village reports that detail the participants, ages and genders. Along with a table the outlines the hours of service that were provided to each district/villages' participants for each session and total for the fiscal year.
 - This is further broken down into participation based on age ranges and gender, as well as a graph outlining the hours of service that were provided for each district/villages residents for each session.

Octobers Meeting

- An overall agency report that outlines each district/villages overall number of participants; age ranges and genders; a table outlining the total hours of service that were provided to Gateway participants overall and various graphs that outline the year's data.
 - Line graph – Hours of Service
 - Pie graph – District participation numbers
 - Bar Graph – Year's participation numbers based on age range

Program Highlights for Fall 2016

September

Friday, September 16th – Chicago Sky Game

Friday, September 23rd – Oktoberfest

Saturday, September 24th – WWE Live!

Sunday, September 25th – Meal and a Movie

October

Sunday, October 9th – Fright Fest at Great America

Sunday, October 16th – Meal and a Movie

Friday, October 28th – Monster Mash

November

Sunday, November 13th – Chicago Bears and Buffalo Wild Wings

Friday, November 18th – Turkey Trot

Sunday, November 20th – Meal and a Movie

December

Saturday, December 4th – Shop till You Drop

Sunday, December 16th – Candlelight Celebration

Sunday, December 18th – Chicago Blackhawks Game!!

Gateway SRA

Special Olympic Events and Sport Programs

Summer 2016

This summer season was a great sports season for the Gator athletes. The sports and sport programs that during the summer are Gators Golf, Gators Bowling, Streetball, Weight Training, Tennis, Thursday Swimming and Gators Softball. Gators Bocce and Gators Volleyball started in August, but are considered fall programs.

The golf programs went very well this summer. The Sunshine Through Golf foundation once again sponsored our golf program by covering the costs of the golf course and providing a golf pro. Gateway had 16 golfers this summer! Dave competed at the Special Olympic golf qualifier on August 1st at Bartlett Hills golf course. Dave did well and received the bronze medal! The entire golf program was a success!

The Gators Bowling program had an increase in number of registered bowlers. With 10 bowlers, this is the largest this program has been in the last 5 years! Arti, Anna, Mike, Matt, Ryan, Robby, Judy and Jonathan all competed at the Special Olympic area bowling competition on July 30. Everyone did great and had a ton of fun! Arti and Anna received the gold medal for doubles. Matt and Ryan both received the gold medal for both singles and doubles. The gold medal winners will then be competing at the sectional Special Olympics bowling competition on October 16. Congrats to all of the Gator bowlers!

Streetball and Weight Training were both new programs this summer. Both programs were a success with the athletes! Streetball very well received and several parents of athletes participating in Streetball expressed how much fun the athletes had at the program! We will be offering Streetball again next summer for sure! Weight Training went well and the athletes enjoyed learning about the new weight machines and developing a training circuit.

Tennis and Thursday Swim programs run in conjunction with each other. Both programs took place at East End Park in Elmhurst. The tennis players really liked learning how to serve and volley on the tennis courts. Mike did compete in the Special Olympic tennis competition on July 9th. Mike did very well and Coach Abby said Mike played the best tennis she's ever seen him play! Mike received the bronze medal! The Thursday Swim program is a recreational swim based program. They really enjoyed their time in the pool and played some pool games also!

The softball season went well. We had 2 softball teams consisting of 14 softball players on each team for a total of 28 softball players, with 4 people being new to the softball program. The Gators Red team did great this season! They had 3 new players. The Red team kept getting better and better as the season went on. The Gators Red team played great at the ITRS tournament and received the bronze medal! Congrats to the Gators Red team for an incredible season. The Gators Green did very well this season also. They had 1 new player this season. They faced a very tough team in the NISRA Thunder at the ITRS tournament and had to play them twice! The Gators Green team had several great hits and had some really good pitching during this tournament. The Green team received the silver medal. The softball Special Olympic qualifier was rained out, so then Special Olympics picks team names out of a hat for each division. Unfortunately, the Gator Red team did not get picked. The Gators Green team did get picked and will be advancing on to the state softball competition the weekend of September 10th in Decatur, IL. We wish the Green team the best of luck at state!

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

Agency Demographic Report Fall 2015 - Summer 2016

<u>Burr Ridge</u>			
# Of Participants:		10	
Age Ranges		# M	# F
3y-12y	3	3	0
13y - 18y	2	2	1
19y - 22y	0	1	0
23y - 40y	4	2	0
41y - 99y	1	0	1
Total Male/Female:		8	2

<u>Elmhurst</u>			
# Of Participants:		73	
Age Ranges		# M	# F
3y- 12y	13	9	4
13y - 18y	15	9	6
19y - 22y	12	10	2
23y - 40y	26	14	12
41y - 99y	7	2	5
Total Male/Female:		44	29

<u>Hinsdale</u>			
# Of Participants:		35	
Age Ranges		# M	# F
3y- 12y	8	6	2
13y - 18y	7	4	3
19y - 22y	2	1	1
23y - 40y	14	9	5
41y - 99y	4	2	2
Total Male/Female:		22	13

<u>Oak Brook</u>			
# Of Participants:		9	
Age Ranges		# M	# F
3y- 12y	1	1	0
13y - 18y	1	1	0
19y - 22y	1	1	0
23y - 40y	5	3	2
41y - 99y	1	0	1
Total Male/Female:		6	3

<u>Pleasant Dale</u>			
# Of Participants:		8	
Age Ranges		# M	# F
3y-12y	0	0	0
13y - 18y	2	1	1
19y - 22y	1	0	1
23y - 40y	3	2	1
41y - 99y	2	0	2
Total Male/Female:		3	5

<u>Westchester</u>			
# Of Participants:		8	
Age Ranges		# M	# F
3y - 12y	1	1	0
13y - 18y	2	2	0
19y - 22y	1	1	0
23y - 40y	2	2	0
41y - 99y	2	2	0
Total Male/Female:		8	0

<u>Willowbrook</u>			
# Of Participants:		9	
Age Ranges		# M	# F
3y- 12y	1	1	0
13y - 18y	2	1	1
19y - 22y	1	1	0
23y - 40y	3	2	1
41y - 99y	2	2	0
Total Male/Female:		7	2

<u>York Center</u>			
# Of Participants:		2	
Age Ranges		# M	# F
3y- 12y	1	1	0
13y - 18y	0	0	0
19y - 22y	0	0	0
22y - 40y	0	0	0
41y - 99y	1	1	0
Total Male/Female:		2	0

Agency Demographic Report Fall 2015 - Summer 2016

<u>Countryside</u>			
# Of Participants:		4	
Age Ranges		# M	# F
3y- 12y	1	1	0
13y - 18y	1	1	0
19y - 22y	1	0	1
23y - 40y	1	0	1
41y - 99y	0	0	0
Total Male/Female:		2	2

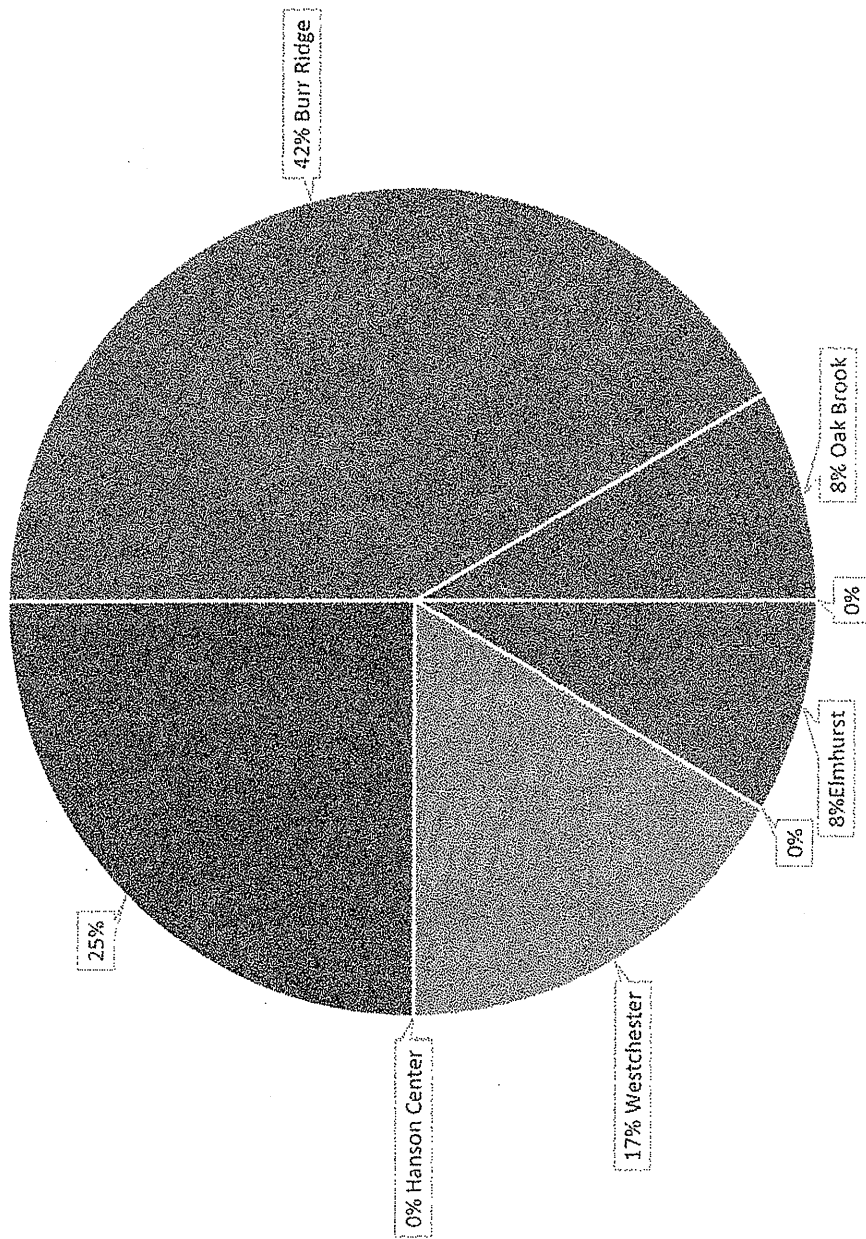
<u>Non - Resident</u>			
# Of Participants:		15	
Age Ranges		# M	# F
3y- 12y	0	0	0
13y - 18y	0	0	0
19y - 22y	2	1	1
23y - 40y	9	4	5
41y - 99y	4	0	4
Total Male/Female:		5	10

GATEWAY SRA FACILITY COMPARISON

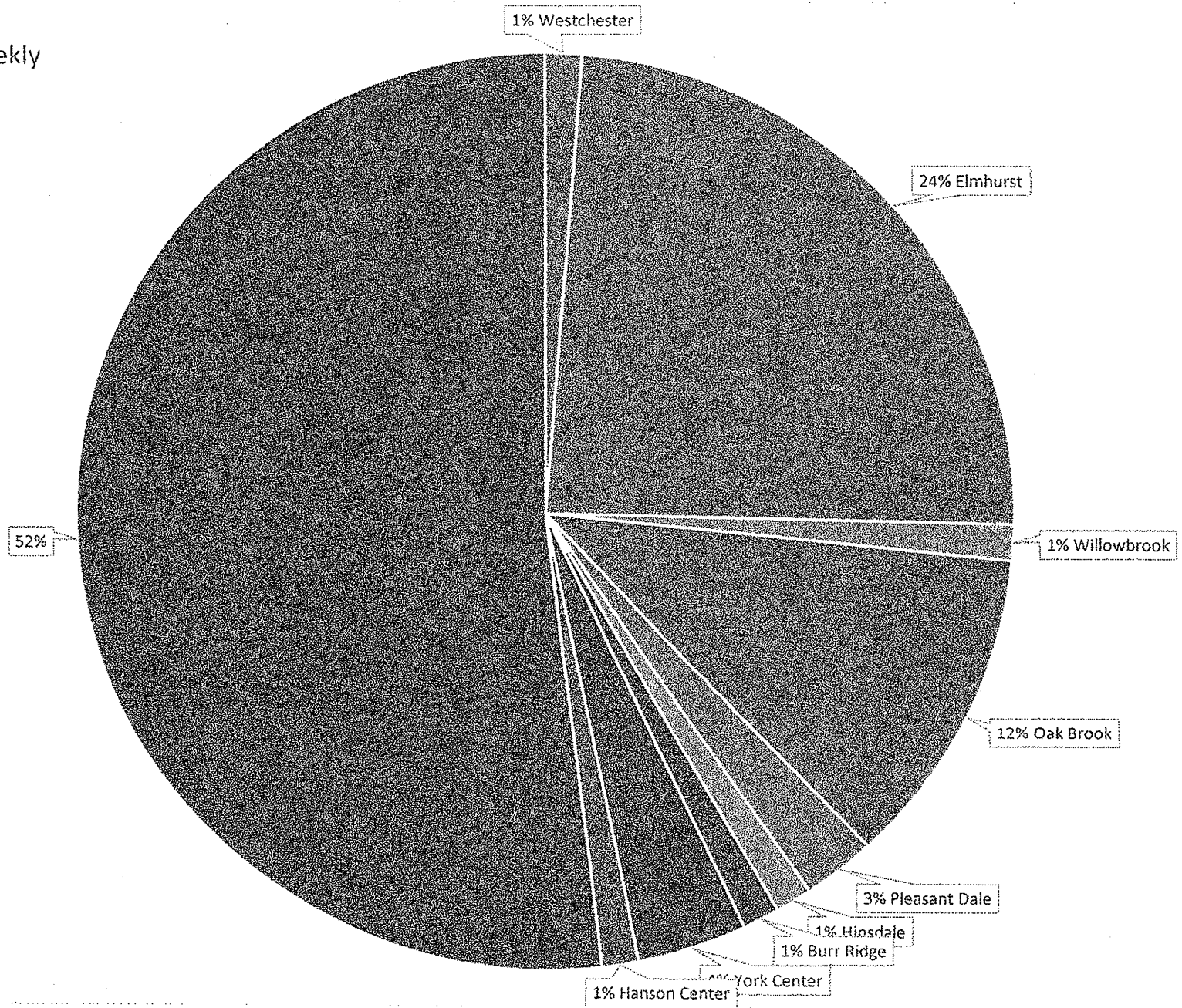
Fall 2015 - Summer 2016

	Fall 2015		Winer 2016		Spring 2016		Summer 2016		Totals	
	Weekly	Event	Weekly	Event	Weekly	Event	Weekly	Event	Weekly	Event
Burr Ridge	0	2	0	1	1	0	0	2	1	5
Elmhurst	3	0	2	1	6	0	8	0	19	1
Hinsdale	0	0	0	0	1	0	0	0	1	0
Oak Brook	4	0	1	0	2	1	2	0	9	1
Pleasant Dale	1	0	0	0	0	0	1	0	2	0
Westchester	0	1	0	0	0	1	1	0	1	2
Willowbrook	0	0	0	0	1	0	0	0	1	0
York Center	1	0	0	0	1	0	1	0	3	0
Countryside	0	0	0	0	0	0	1	0	1	0
Hanson Center	16	0	10	0	10	2	5	1	41	3

Special Events



Weekly



**GATEWAY SRA
CHECK REGISTRY
September 8, 2016**

Check #	Issued to	Description	Amount	Total
1903	IPARKS	Insurance	\$ 2,106.00	\$ 2,106.00
1904	Village of Hinsdale	Vehicle Fuel	\$ 554.64	\$ 554.64
1905	Knutte & Associates	Audit	\$ 3,800.00	\$ 3,800.00
1906	Ray Graham Association	2nd quarter service contract	\$ 112,587.00	\$ 112,587.00
Totals				\$ 119,047.64

Bank Accounts Reconciled as of August 31, 2016	
General Checking Account	\$ 2,214.16
Money Market Account	\$ 256,315.78
Totals	\$ 258,529.94
September Check Registry	\$ 119,047.64
Outstanding check Total	none
Balance after Check Registry	\$ 139,482.30

GATEWAY SRA 2016 - 2017
MONTHLY TREASURER'S STATEMENT

Date: September 8, 2016

<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	\$ 77.05	\$ 157.36	\$ 250.00	\$ (92.64)	62.9%
120 Member Contributions	\$ -	\$ 258,304.33	\$ 516,609.00	\$ (258,304.67)	50.0%
130 Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ -	0.0%
Total Income	\$ 77.05	\$ 258,461.69	\$ 516,859.00	\$ (258,397.31)	50.0%
<u>Expense Accounts</u>					
500 Audit Services	\$ 3,800.00	\$ 3,800.00	\$ 4,000.00	\$ (200.00)	95.0%
510 Day Camp Transportation	\$ -	\$ -	\$ 6,000.00	\$ (6,000.00)	0.0%
520 Financial Assistance	\$ -	\$ -	\$ 4,000.00	\$ (4,000.00)	0.0%
530 Legal Fees	\$ -	\$ 2,016.00	\$ 1,500.00	\$ 516.00	134.4%
540 Insurance Expense	\$ 2,016.00	\$ -	\$ 2,310.00	\$ (2,310.00)	0.0%
550 Misc. Expenses	\$ 20.07	\$ 39.62	\$ 500.00	\$ (460.38)	7.9%
560 One on One Services	\$ -	\$ -	\$ 12,000.00	\$ (12,000.00)	0.0%
570 Program Supplies	\$ -	\$ -	\$ 500.00	\$ (500.00)	0.0%
580 Web / IT	\$ -	\$ 1,100.00	\$ 4,000.00	\$ (2,900.00)	27.5%
590 Service Contract	\$ 112,587.00	\$ 225,174.00	\$ 441,421.00	\$ (216,247.00)	51.0%
600 Vehicle Fuel	\$ 554.64	\$ 554.64	\$ 8,750.00	\$ (8,195.36)	6.3%
610 Vehicle Repairs	\$ -	\$ 190.98	\$ 10,000.00	\$ (9,809.02)	1.9%
620 Transportation Fund	\$ -	\$ -	\$ 11,207.00	\$ (11,207.00)	0.0%
Total Expenses	\$ 118,977.71	\$ 232,875.24	\$ 506,188.00	\$ (273,312.76)	46.0%
Net Ordinary Income	\$ (118,900.66)	\$ 25,586.45	\$ 10,671.00	\$ 14,915.45	4%



3a.

MEMORANDUM

DATE: October 11, 2016

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

FROM: Heather Bereckis, Interim Manager of Parks & Recreation

RE: September Staff Report

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

Platform Tennis

The platform tennis season will start the first week of October. Letters have gone out to past platform members. When league play begins, staff will work with the Hinsdale Platform Tennis Association (HPTA) to ensure that individuals playing in their leagues purchase a membership. Per HPTA's court license agreement with the Village, all HPTA league players are required to have a current Village membership. Membership fees are beginning to come in; the bulk of membership revenue will post in October. Below is a summary of current membership revenue.

Platform Tennis Membership Summary

		2015					2016							
Memberships as of 9/25/15	Fees	New Members	Renewal Members	Total Members	Revenue YTD	Fees	New Members	Renewal Members	Total Members	Change of over Prior Year	Revenue YTD	Change over Prior Yr.	% of Change Over Prior Year	
Resident Individual	\$120	2	39	41	\$4,920	200.00	1	23	24	17	\$4,800	-\$120	-2%	
Resident Family	\$175	4	11	15	\$2,450	250.00	0	12	12	3	\$3,000	\$550	22%	
Resident Family Secondary	\$0	13	26	39	\$0	0.00	1	30	31	8	\$0	\$0	0%	
Resident Total		19	76	95	\$7,370		2	65	67	-28	\$7,800	\$430	6%	
Non-Resident Individual	\$289	5	44	49	\$14,161	\$300	5	44	49	0	\$14,700	\$539	4%	
Non-Resident Family	\$345	0	8	8	\$2,760	\$375	1	10	11	-3	\$4,125	\$1,365	49%	
Non-Resident Secondary	\$0	1	23	24	\$0	\$0	7	29	36	-12	\$0	\$0	0%	
Non-Resident Total		6	75	81	\$16,921		13	83	96	15	\$18,825	\$1,904	11%	
Sustaining Lifetime	\$0	0	291	291	\$0	\$0	1	187	188	103	\$0			
New Lifetime Members	\$1,500	0	0	0	\$0	\$1,500	0	0	0	0	\$0			
Total Membership Revenue		25	442	467	\$24,291		16	335	351	-116	\$26,625	\$2,334	10%	

Lesson information for platform tennis has been included in the fall brochure. Mary Doten, per her agreement with the Village, teaches and coordinates lessons. This is year one of a renewed two year agreement with Ms. Doten. The terms are that Ms. Doten pays the Village 10% of her gross lesson revenue.

The week of September 22nd, Riley Green Mountain was at the courts to complete additional repairs to the snow boards and court screens. Staff evaluated the conditions of the warming hut; it was found that the carpet is in need of replacement. This work is

MEMORANDUM

scheduled to take place in early October. Staff has worked with HPTA and Mary Doten on finalize the carpeting choice.

The replacement of the walkways around the courts is scheduled to be completed no later than the second week of October. All courts are open for use and have working lighting. There was a small delay in the delivery of the final walkway decking material; to make the walkways useable for the opening of the platform season, the contractor has installed ¾" plywood walkways. This has been inspected by the Village and will provide walkway access to the courts. The courts can also be accessed by using the perimeter stairways.. Once the decking material has arrived, the final phase of the project will take approximately five days. Access to the courts will remain available for the remainder of the project.

Katherine Legge Memorial Lodge

Preliminary net income for the fiscal year to-date is \$12,572. This is a \$36,629 decrease over the same period of the prior year; this is a result of decreased rentals and increased expenditures.

Rental revenue for the fourth month of the fiscal year is \$11,500. In August, there were five events held at the Lodge, which is seven less than the prior year. This decline in bookings can be attributed to the lack of marketing done as a result of staff turnover during the heavy summer booking season in 2015. Expenses for August are down, which can be directly attributed to the decrease in rental and staff costs.

Staff has developed a comprehensive marketing plan and began increased advertising in July for 2017 bookings. The marketing plan was presented to the Parks & Recreation Commission on September 12th and was shared with the Village Trustees via Managers Notes on September 9th.

REVENUES	August		YTD		Change Over the Prior year	2016-17 Annual Budget	FY 16-17 % of budget	2015-16 Annual Budget	FY 15-16 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
KLM Lodge Rental	\$24,775	\$11,500	\$91,020	\$51,444	(\$39,576)	\$180,000	29%	\$160,000	57%
Caterer's Licenses	\$0	\$0	\$13,266	\$8,500	(\$4,766)	\$15,000	57%	\$15,000	88%
Total Revenues	\$24,775	\$11,500	\$104,286	\$59,944	(\$44,342)	\$195,000	31%	\$175,000	60%
EXPENSES	August		YTD		Change Over the Prior year	2016-17 Annual Budget	FY 16-17 % of budget	2015-16 Annual Budget	FY 15-16 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
Total Expenses	\$13,274	\$7,332	\$55,084	\$47,372	(\$7,713)	\$212,741	22%	\$199,700	28%
Net	\$11,501	\$4,168	\$49,201	\$12,572	(\$36,629)	(\$17,741)		(\$24,700)	

MEMORANDUM

The capital improvement plan includes \$30,000 in funds to repair and expand the outdoor patio at the Lodge. A formal bid was awarded at the Sept 6th Board Meeting to the Kenneth Company in the amount of \$32,874.50. The project is projected to take less than a week; work is expected to commence in October and will be scheduled around the events booked at the Lodge.

Community Pool

The Community Pool closed on September 5th for the season. Overall pool revenues increased 9% (\$17,265) over the prior year; the largest contributing factor is an increase of 24% (\$11,665) in daily fees. Non-capital related expenses remain virtually the same over the prior year; with capital expenditures, the expenses increased 18% (\$51,482). Staff is preparing the annual pool report to be presented at the November Parks & Recreation meeting.

As of September 5, 2016	2015 Pass Revenue				2016 Pass Revenue						
	New Passes	Renew Passes	Total	Revenue		New Passes	Renew Passes	Total	Revenue	% Change Over Prior Year	Change Over the prior year
Resident											
Nanny	36	45	81	\$4,635		43	40	83	\$4,935	6%	\$300
Family Primary	80	225	305	\$88,455		90	203	293	\$85,870	-3%	-\$2,585
Family Secondary	250	775	1025	\$0		298	675	973	\$0		\$0
Individual	4	13	17	\$2,740		7	13	20	\$3,030	11%	\$290
Senior Pass	3	22	25	\$1,840		10	23	33	\$2,640	43%	\$800
Family Super	3	25	28	\$9,715		0	22	22	\$7,705	-21%	-\$2,010
Family Super Secondary	3	31	34	\$1,575		0	23	23	\$1,080	-31%	-\$495
Family Super Third	4	22	26	\$1,215		0	21	21	\$990	-19%	-\$225
Family Super 4+	8	24	32	\$495		3	29	32	\$495	0%	\$0
Individual Super Pass	0	1	1	\$0		0	0	0	\$0		\$0
Senior Super Pass	0	0	0	\$0		0	0	0	\$0		\$0
Resident Total	391	1183	1574	\$110,670		451	1049	1500	\$106,745	-4%	-\$3,925
Neighborhoodly											
Neighbor Family	52	13	65	\$23,810		43	41	84	\$30,730	29%	\$6,920
Neighborhoodly Individual	0	0	0	\$0		0	0	0	\$0	0%	\$0
Neighbor Add'l	207	38	245	\$0		146	158	304	\$0	0%	\$0
Neighborhoodly Total	259	51	310	\$23,810		189	199	388	\$30,730	29%	\$6,920
Non-Resident											
Non Resident Family	1	0	1	\$540		3	0	3	\$540	0%	\$0
Non Resident Family Secondary	3	0	3	\$0		6	9	15	\$0	0%	\$0
Non Resident Individual	0	1	1	\$285		1	1	2	\$500	240%	\$215
Non Resident Senior	1	8	9	\$1,550		7	5	12	\$1,860	20%	\$310
Non Resident Nanny	14	0	14	\$1,260		9	3	12	\$990	100%	-\$270
Non-resident Total	19	9	28	\$3,635		26	18	44	\$3,890	7%	\$255
10-Visit	209	64	273	\$21,110		202	99	301	\$23,460	11%	\$2,350
TOTAL			2185	\$159,225				2233	\$164,825	4%	\$5,600



MEMORANDUM

Daily Fee Revenue				
	2015	2016	Change over prior	% Over Prior Year
May	\$935	\$3,742	\$2,807	300%
June	\$10,959	\$16,036	\$5,077	46%
July	\$18,970	\$17,702	-\$1,268	-7%
August	\$14,037	\$12,424	-\$1,613	-11%
Sept	\$3,078	\$9,740	\$6,662	216%
Total	\$47,979	\$59,644	\$11,665	24%

Fall Brochure & Activities

Staff is finalizing the plans for the annual Fall Festival scheduled for Saturday, October 22nd. The event will be held at the grounds of the Hinsdale Middle School (HMS). This is the fifth year the event will be held at HMS. The event will be outdoors, but if there is inclement weather the event will be held indoors at the school. This event is coordinated by the Village in partnership with the Hinsdale Library, Hinsdale Chamber of Commerce, The Community House and The Hinsdalean.

Staff is also in the early planning stages for its winter holiday events. The Holiday Express, formerly known as the Polar Express, is scheduled for Sunday, December 4th. Due to the popularity of the event and limited slots provided by Metra, a lottery system is utilized for registration of this event; the deadline to register for the lottery is November 11th. Registered participants take the train from Hinsdale to the Aurora station and participants enjoy a buffet, entertainment, crafts and visits with Santa at the Two Brothers Roundhouse banquet facility.

On Saturday, December 3rd, families can enjoy Breakfast with Santa at Katherine Legge Memorial Lodge. The event includes a continental breakfast and a visit with Santa.

Field/Park Updates

Robbins & Stough Parks Tennis Court Projects

The capital improvement plan includes for improvements to the Robbins and Stough Parks tennis courts. Design Perspectives was retained by the Village to draft the bid specifications and to manage the tennis court improvement project. At the September 6th Village Board meeting, a contract was awarded to US Tennis Courts Construction Company in the amount not to exceed \$49,332.80. The project is expected to start during the first week of October.



MEMORANDUM

Athletic Fields

Staff has been coordinating fall field use with community athletic organizations. Usage includes soccer, football, tennis, cross country and lacrosse activities. Public Services personnel will continue to stripe the fields weekly through the first week in November.

KLM has been host to Hinsdale Central, Hinsdale South and Hinsdale Middle School cross country meets. On October 22nd, Hinsdale Central will host a sectional meet at KLM. The school district has hired off-duty police officers to monitor traffic and parking lots during the meet. Signage will be posted for other park users to alert them to the event, and no other programming has been scheduled by the Village or at the Lodge for the duration of the sectional meet.

Other scheduled park uses include the following:

- Falcon Football is utilizing space at Oak School for practices, and games will be held at Brook Park. Given the high attendance previously experienced for Falcon Football games, a letter was sent to residents that reside near Brook Park to inform them of the park schedule. No resident feedback has been received.
- AYSO Soccer will practice and play games at a variety of Village fields.
- Veeck Park will be utilized for competitive soccer programs.
- Lacrosse programs will utilize KLM Park.



36.

MEMORANDUM

DATE: October 11, 2016

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

FROM: Heather Bereckis, Interim Manager of Parks & Recreation

RE: August 2016 Parks & Recreation Financial Report

Attached are the preliminary Parks & Recreation Department financial results for August 2016; this is the fourth month of the FY 2016-17 budget year.

Parks

Revenue for field and picnic shelter rentals increased 44% (\$13,911) over the prior year. Field rental revenue increased 45% (\$9,791) for the same period of the prior year. Staff has been diligently working with outside groups to secure additional rental space. Picnic shelter rental revenue increased 43% (\$4,120) due to an increase in usage.

Park operating expenses are down 41% (\$114,956) over the prior year. Personnel services are down 43% (\$70,114) over the prior year due to reallocation of staff wages and a part-time staff vacancy. Contractual Services, Materials & Supplies and Repairs & Maintenance are all down over the prior year due to the timing of invoices posting.

Programs

Through the month of August, program revenue decreased 10% (\$15,696) over the prior year. General Interest program revenue has increased 40% (\$2,789) over the prior year, due to increased enrollment in magic and Lego programs. Athletic program revenue decreased 24% (\$18,789) over the prior year; this is a result of decreased registration in the tennis lesson and sports camp programs. Staff is evaluating these programs to determine whether changes are warranted. Early childhood programming registration revenue is down 13% (\$3,707) over the prior year. This is the result of third-party preschool providers declining to offer summer programming. Staff continues to work with local groups to increase programming opportunities for early childhood through cooperative programming with Clarendon Hills and Burr Ridge Park Districts, as well as The Community House. All of the above programs are contractual; revenues are directly related to offsetting contractual expenses. Therefore, due to reduced programming, recreation expenses are down 10%



MEMORANDUM

(\$21,798) over the same period of the prior year. Personnel and Contractual expenses, which includes the payment for program services, decreased 14% (\$26,001) due to decreased enrollment.

Katherine Legge Memorial Lodge

Rental revenue through August is currently \$49,845, which is a decrease of 53% (\$56,425) over the same period of the prior year. Caterer's License fees are down 32% (\$4,266) over the same period of the prior year; fewer caterers chose to renew because they weren't receiving enough business from Lodge clients. Some of this revenue will be recaptured with single event fees paid by non-preferred caterers over the course of the year.

Expenses are trending down 39% (\$27,806) over the prior year. Personnel expenses decreased 31% (\$10,756), which is a result of decreased staff costs to cover fewer events.

Community Pool

Pool revenue through August increased 4% (\$10,556) over the same period in the prior year. A decline in resident pass sales of 4% (\$4,954) was offset by a 32% (\$8,742) increase in non-resident pass sales over the prior year; this includes neighborly pass revenue. Daily fee revenue has increased 8% (\$4,609) over the prior year, due to warm seasonal weather. Resident swim lesson decreased 3% (\$559), while non-resident swim lessons increased 17% (\$1,056) over the prior year. The decrease in resident lessons has been a trend over the past 3 years, related to oversaturation in the local market and other programs like the D181 camps. Miscellaneous pool revenue decreased 24% (\$7,149) over the same period of the prior year; this is a result of timing related to billing. Town Team revenue increased by 30% (\$4,009) over the prior year due to increased enrollment. Ten-visit pass revenue increased 8% (\$1,646) over the same period of the prior year. Overall, pool revenues have been positively affected by the hot, humid summer weather that occurred in May and June.

Pool operating expenses decreased 1% (\$1,365) over the prior year. Personnel expenses increased 2% (\$3,591) over the prior year due to more open hours at the pool; this was offset by the increase in revenue.

Staff anticipates that the annual pool report will be included in the packet for the December Parks & Recreation meeting.

Parks Recreation Revenue/Expense Summary
August FY 2016-17

DEPT. 3101

	FY 16-17	FY 16-17	FY 16-17	FY 15-16	FY 15-16	VARIANCE	% of
ADMIN. AND SUPPORT	Budget	Actual	% of Budget	BUDGET	Actual	OVER PRIOR YEAR	Change
Expenses							
Personnel Services	232,862	72,386	31%	229,647	87,159	-14,774	-17%
Professional Services	0	0	0%	0	0	0	0%
Contractual Services	0	559	0%	0	204	355	0%
Other Services	5,800	782	13%	7,550	2,058	-1,276	-62%
Materials & Supplies	2,450	1,524	62%	2,200	1,454	70	5%
Repairs & Maintenance	800	0	0%	150	1,242	-1,242	-100%
Other Expenses	4,309	79	2%	4,230	70	9	13%
Risk Management	28,598	0	0%	30,980	1,660	-1,660	-100%
Total-Operating Expenses	274,819	75,330	27%	274,757	93,846	-18,516	-20%

DEPT. 3301

	FY 16-17	FY 16-17	FY 16-17	FY 15-16	FY 15-16	VARIANCE	% of
PARKS MAINTENANCE	Budget	Actual	% of Budget	BUDGET	Actual	OVER PRIOR YEAR	Change
Revenues							
Field Fees	44,500	31,784	71%	38,000	21,993	9,791	45%
Picnic Fees	11,500	13,610	118%	10,500	9,490	4,120	43%
Total Revenues	56,000	45,394	81%	48,500	31,483	13,911	44%
Expenses							
Personnel Services	259,029	94,098	36%	376,456	164,212	-70,114	-43%
Contractual Services	152,900	47,652	31%	131,376	71,525	-23,874	-33%
Other Services	1,675	490	29%	1,850	166	324	195%
Materials & Supplies	52,355	14,009	27%	48,300	26,391	-12,381	-47%
Repairs & Maintenance	29,220	9,314	32%	53,500	18,225	-8,911	-49%
Other Expenses	2,495	0	0%	2,495	0	0	0%
Total-Operating Expenses	497,674	165,563	33%	613,977	280,519	-114,956	-41%
Capital Outlay							
Motor Vehicles	46,000	0	0%	0	0	0	0%
Park/Playground	0	0	0%	0	0	0	#DIV/0!
Lands/Grounds	74,000	7,237	10%	181,000	62,065	-54,828	-88%
Buildings	139,500	51479.6	37%	50,000	0	51479.6	0%
Total Capital Outlay	259,500	58,717	23%	231,000	62,065	-3,349	-5%
Total Expenses	757,174	224,280	30%	844,977	342,584	-118,304	-35%

DEPT.3420

	FY 16-17	FY 16-17	FY 16-17	FY 15-16	FY 15-16	VARIANCE	% of
RECREATION SERVICES	Budget	Actual	% of Budget	BUDGET	Actual	OVER PRIOR YEAR	Change
Revenues							
Registration & Memberships	320,500	148,596	46%	308,000	164,292	-15,696	-10%
Misc. Income	250	0	0%	2,000	0	0	#DIV/0!
Total Revenues	320,750	148,596	46%	310,000	164,292	-15,696	-10%
Total Expenses							
Personnel Services	109,261	37,435	34%	94,721	56,820	-19,385	-34%
Contractual Services	271,605	121,127	45%	266,419	127,743	-6,616	-5%
Other Services	56,280	23,278	41%	59,650	23,520	-242	-1%
Materials & Supplies	10,990	4,387	40%	11,680	4,104	283	7%
Other Expenses	7,839	3,530	45%	8,220	3,175	355	11%
Repairs & maintenance	17,000	1,120	7%	17,000	5,810	-4,690	0%
Capital Outlay	123,500	8,496	0%	0	0	8,496	#DIV/0!
Total Expenses	596,475	199,373	33%	457,690	221,172	-21,798	-10%

Parks Recreation Revenue/Expense Summary
August FY 2016-17

DEPT.34-BY DEPARTMENT	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
RECREATION SERVICES							
3421 General Interest							
Revenues	12,000	9,802	82%	20,000	7,013	2,789	40%
Expenses							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	8,500	2,990	35%	10,000	4,625	-1,635	-35%
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	8,500	2,990	35%	10,000	4,625	-1,635	-35%
3422 Athletics							
Revenues	140,000	59,478	42%	130,000	78,267	-18,789	-24%
Expenses							
Personnel Services	1,615	0	0%	1,615	0	0	#DIV/0!
Contractual Services	90,000	34,160	38%	95,000	42,037	-7,877	-19%
Other Services	0	0	#DIV/0!	1,300	0	0	0%
Materials & Supplies	1,500	1,077	0%	0	637	440	69%
Other Expenses	0	0	0%	0	0	0	0%
Total Expenses	93,115	35,237	38%	97,915	42,673	-7,436	-17%
3423 Cultural Arts							
Revenues	11,000	4,918	45%	7,000	4,474	443	10%
Expenses							
Personnel Services	4,306	0	0%	4,306	943	-943	-100%
Contractual Services	2,500	0	0%	2,500	400	-400	-100%
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	0	0%	6,806	1,343	-1,343	-100%
3424 Early Childhood							
Revenues	42,000	23,901	57%	47,000	27,608	-3,707	-13%
Expenses							
Personnel Services	19,484	14,918	77%	15,609	18,505	-3,587	-19%
Contractual Services	10,000	6,501	65%	14,000	4,994	1,507	30%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	1,200	1,109	92%	1,350	1,187	-78	-7%
Other Expenses	0	0	0%	0	0	0	#DIV/0!
Total Expenses	30,684	22,528	73%	30,959	24,686	-2,157	-9%

Parks Recreation Revenue/Expense Summary
August FY 2016-17

DEPT.3420-BY DEPARTMENT

	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
RECREATION SERVICES							
3425 Fitness							
Revenues	34,500	11,504	33%	33,000	11,622	-118	-1%
Expenses							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	14,500	3,230	22%	16,000	5,237	-2,007	-38%
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	14,500	3,230	22%	16,000	5,237	-2,007	-38%

3426 Platform Tennis

	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Revenues							
Memberships/Lessons	65,000	29,490	45%	50,000	26,077	3,414	13%
Grant funding	0	0	0%	0	0	0	0%
Lifetime and donations	0	0	0%	0	0	0	0%
	65,000	29,490	45%	50,000	26,077	3,414	13%
Expenses							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	19,030	2,280	12%	9,919	3,253	-972	-30%
Other Services	5,500	1,310	24%	3,500	719	591	82%
Materials & Supplies	500	0	0%	950	0	0	0%
Repairs and Maintenance	15,000	415	3%	15,000	5,810	-5,395	0%
Other Expenses	50	0	0%	50	50	-50	0%
Total Operating Expenses	40,080	4,006	10%	29,419	9,832	-5,826	-59%
Capital Outlay							
Courts project	0	0	0%	0	0	0	0%
Resurfacing/skirting	123,500	8,496	0%	0	0	8,496	#DIV/0!
Total Capital Outlay	123,500	8,496	0%	0	0	8,496	#DIV/0!
Total Expenses	163,580	12,502	0%	29,419	9,832	2,670	27%

3427 Special Events

Revenues	16,000	9,504	59%	21,000	9,231	273	3%
Expenses							
Personnel Services	3,983	3,912	98%	2,153	4,006	-94	-2%
Contractual Services	27,850	18,830	68%	30,000	18,359	471	3%
Other Services	2,080	1,992	96%	1,250	2,036	-45	-2%
Materials & Supplies	5,140	1,376	27%	6,350	1,425	-49	-3%
Repairs & Maintenance	0	42	0%	0	0	42	#DIV/0!
Total Expenses	39,053	26,152	0%	39,753	25,826	326	1%

3428 General Rec Administration

Expenses							
Personnel Services	79,873	18,606	23%	71,038	33,367	-14,762	-44%
Contractual Services	99,225	53,136	54%	89,000	48,838	4,298	9%
Other Services	48,700	19,976	41%	53,600	20,764	-788	-4%
Materials & Supplies	2,650	824	31%	3,030	855	-31	-4%
Repairs and Maintenance	2,000	663	33%	2,000	0	663	0%
Other Expenses	7,789	3,530	45%	8,170	3,125	405	13%
Total Expenses	240,237	96,734	40%	226,838	106,949	-10,215	-10%
Capital Outlay							
	0	0	0%	0	0	0	0%
Total Expenses	240,237	96,734	40%	226,838	106,949	-10,215	-10%

Parks Recreation Revenue/Expense Summary
August FY 2016-17

DEPT. 3724

	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
KLM LODGE							
Revenues							
KLM Lodge Revenue	180,000	49,845	28%	160,000	106,270	-56,425	-53%
Caterer's Licenses	15,000	9,000	60%	15,000	13,266	-4,266	-32%
Total Revenues	195,000	58,845	30%	175,000	119,536	-60,691	-51%
Expenses							
Personnel Services	64,523	24,491	38%	65,200	35,248	-10,756	-31%
Contractual Services	25,318	5,237	21%	26,300	13,080	-7,843	-60%
Other Services	37,000	12,646	34%	46,900	16,307	-3,661	-22%
Materials & Supplies	9,400	1,020	11%	9,400	2,108	-1,089	-52%
Repairs & Maintenance	16,450	57	0%	9,250	4,501	-4,444	-99%
Other Expenses	50	355	710%	650	368	-13	-3%
Total-Operating Expenses	152,741	43,805	29%	157,700	71,611	-27,806	-39%
Capital Outlay	60,000	9,422	16%	42,000	0	9,422	#DIV/0!
Total Expenses	212,741	53,227	25%	199,700	71,611	-18,383	-26%

DEPT. 3951

	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
SWIMMING POOL							
Revenues							
Pool Resident Pass	135,000	108,058	80%	160,000	113,012	-4,954	-4%
Non-Resident Pass	32,000	36,317	113%	12,000	27,575	8,742	32%
Pool Daily Fee	58,000	59,751	103%	65,000	55,142	4,609	8%
Pool Lockers	0	0	0%	0	0	0	0%
Pool Concession	8,200	4,100	50%	8,000	4,100	0	0%
Class-Registration -Resident	24,000	19,027	79%	26,500	19,586	-559	-3%
Class-Registration Non-Resident	6,500	7,395	114%	5,200	6,339	1,056	17%
Private Lessons	10,500	12,732	121%	8,000	9,575	3,157	33%
Misc. Revenue (Rentals)	32,000	22,309	70%	26,000	29,458	-7,149	-24%
Town Team	17,000	17,441	103%	24,500	13,433	4,009	30%
10-Visit Pass	22,000	23,548	107%	22,000	21,902	1,646	8%
Total Revenues	345,200	310,677	90%	357,200	300,121	10,556	4%
Expenses							
Personnel Services	166,858	150,279	0%	166,858	146,687	3,591	2%
Contractual Services	35,450	28,440	80%	22,750	18,945	9,496	50%
Other Services	41,500	19,368	47%	36,500	22,494	-3,127	-14%
Materials & Supplies	28,255	26,641	94%	30,950	19,318	7,322	38%
Repairs & Maintenance	28,240	24,414	86%	37,000	42,952	-18,538	-43%
Other Expenses	6,700	3,078	46%	6,700	3,188	-110	-3%
Risk Management	0	0	0%	0	0	0	0%
Total-Operating Expenses	307,003	252,219	82%	300,758	253,584	-1,365	-1%
Capital Outlay	65,000	51,436	79%	14,000	6,524	44,912	688%
Total Expenses	372,003	303,655	82%	314,758	260,108	43,547	17%

	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Capital Expenses	508,000	128,071	25%	287,000	68,589	59,482	87%
Operating Expenses	1,705,212	727,794	43%	1,804,882	920,731	(192,937)	-21%
Total Expenses	2,213,212	855,865	39%	2,091,882	989,320	-133,455	-13%
Total Revenues	916,950	563,512	61%	890,700	615,431	-51,920	-8%
Revenue Offset Difference	(1,296,262)	(292,353)	23%	(1,201,182)	(373,889)	81,535	-22%

5a.



MEMORANDUM

DATE: October 11, 2016

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

FROM: Heather Bereckis, Interim Manager of Parks & Recreation

RE: Burns Field Ice Rink

Ice skating at Burns Field is a long standing tradition in Hinsdale. Burns Field offers a central location in town, as well as lights and a warming house for ice skating. Past practice regarding rinks has varied, however in 2015-16, one rink 90' x 170' in size was constructed at Burns Field, receiving positive feedback from residents. The rink was located in the turf area west of the platform tennis courts. The rink size allowed for figure skating and hockey activity to occur concurrently. Wooden timbers are placed down the center of the ice to distinguish usage. The rink was constructed using a NiceRink board system purchased in 2015-16, a NiceRink liner, and additional materials such as wood timbers. The NiceRink system and most of other supplies are reusable; the Village will be required to purchase a new liner each year. Estimated costs for the 2016-17 season are projected as follows:

Item	2015-16	2016-17
NiceRink boards	\$5,000	Reusable
NiceRink liner	\$3,500	\$3,500
Wood and other supplies	\$ 250	\$ 100
TOTAL	\$8,750	\$3,600

To construct the ice rink at Burns Field, Village staff sets the boards, lays out the liner, and then fills the area with water. Once the rink has been constructed, the liner is susceptible to tears if walked on, and the ice surface is easily compromised. The body of water also creates a safety hazard. Therefore, Village staff is required to watch the ice during the school travel times until the rink freezes.

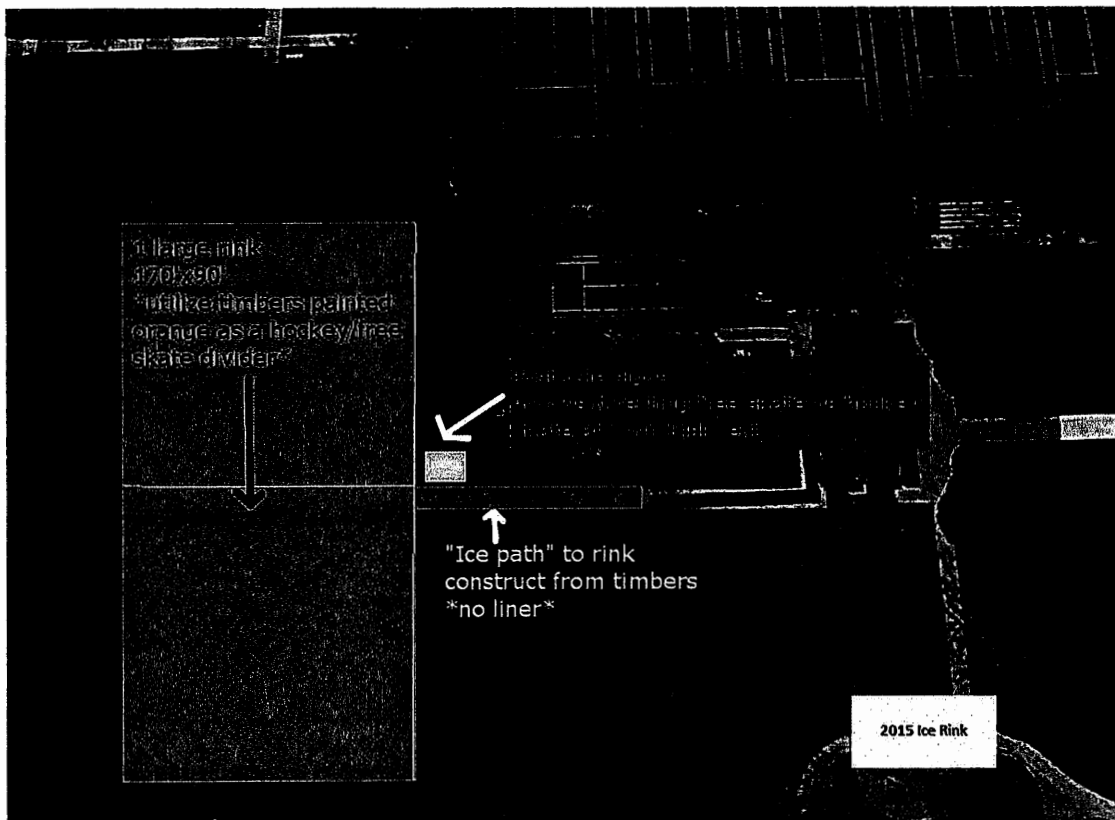
It is important to note that conditions of the ice rink are heavily weather-dependent. The natural topography of the area where the rink is placed at Burns Field is not level, and it can take up to a week for the ice to be frozen solid. The depth of the area is 2" at one end and 12" at the other end. The conditions for the liner require that the ground be frozen solid, and the forecast must include several days of below freezing overnight temperatures. Winter days with full sun and the occasional warm day can delay the process. Village crews

MEMORANDUM

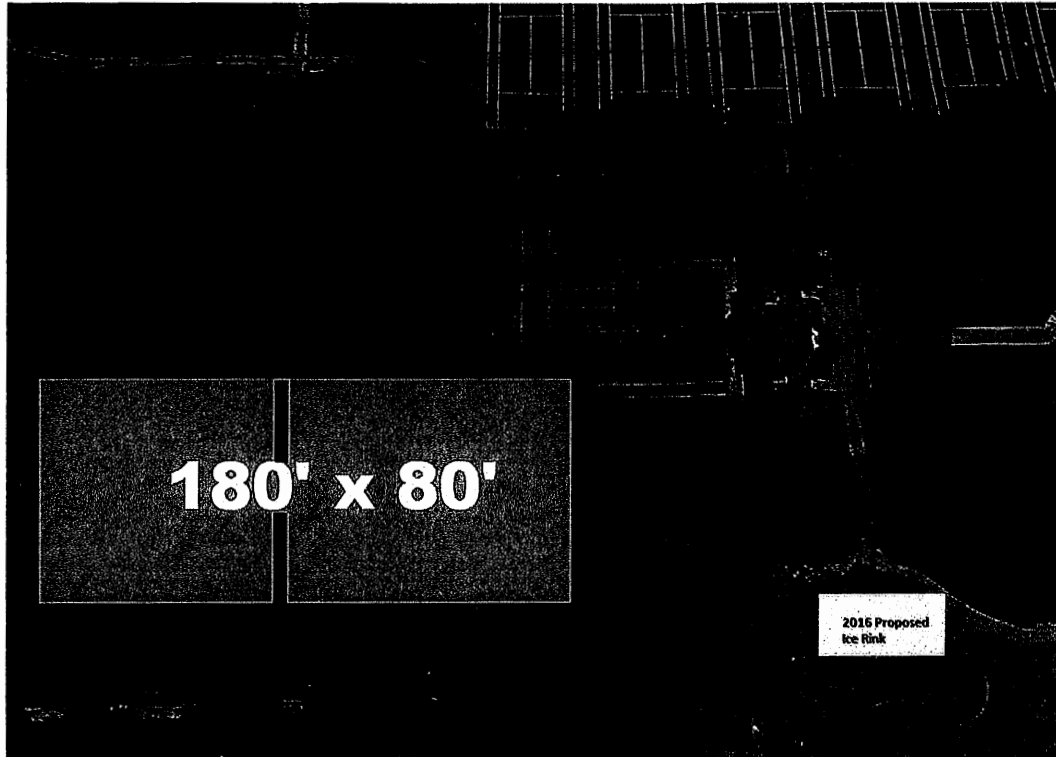
monitor the forecast to see if conditions will be favorable for ice making. To maintain the ice, crews fill the rink with thin layers of water throughout the season as needed.

Based on resident feedback, for the 2016-17 winter season, staff is proposing the following details related to the ice rink at Burns Field. Staff respectfully requests that the Commission discuss these items and provide staff with recommendations.

- 1) Consideration is being given to moving the rink from the west side of the platform tennis courts to the south side to provide easier access to the warming house. A photograph showing the previous location and proposed location is included below. The new location would mean a slightly narrower, but loner rink. It would still allow for concurrent use of ice hockey and figure skating. There is some concern with additional time needed for freezing, as the grade at the new location is greater than the previous location. Based on past experience, Staff would anticipate an additional two days of below freezing weather to be needed.



MEMORANDUM



- 2) Staff recommends relocating 10-15 picnic tables from other parks to Burns Field and placing them around the rink to allow seating for families while the ice is in use.
- 3) While the warming house would be available for use in the upcoming season, it would not be staffed. The warming house and rink would be secured by the Hinsdale Police during the posted hours. There is no budget for staffing during the 2016-17 season, but this could be taken into consideration for the 2017-18 season if the Commission wishes to explore this option.
- 4) If the Commission is supportive of the concept, staff can research third-party vendors to sell snacks such as hot chocolate, popcorn and candy from the warming house. Timing may limit this option for the current season.

Staff recommends that the Burns Field ice rink be slated as a Commission agenda item for the spring of 2017. This would provide the Commission with an opportunity to discuss the outcomes of the 2016-17 season and allow time for budget decisions related to the 2017-18 season.

DATE: October 11, 2016

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

FROM: Hilary Poshek, KLM Lodge Manager
Heather Bereckis, Interim Manager of Parks & Recreation

RE: KLM Competitor Venue Comparison

Below please find a chart indicating the pricing structure for facility rentals at Katherine Legge Memorial Lodge, along with venue pricing and information for three comparable locations in close proximity to the Lodge. Also attached as Exhibit A is a full accounting of the comparable data for each competitive property.

The comparable venues include Wilder Mansion in Elmhurst, Danada House in Wheaton and Mayslake Peabody Estate in Oak Brook.

While direct comparisons are difficult due to the variety of offerings, the data indicates that rental rates for the Lodge are, on average, 22% less expensive than the comparable facilities.

The Lodge offers a lovely venue option that provides clients flexibility, vast outdoor space and amazing picture opportunities; however, it cannot compete with venues boasting such coveted features as covered outdoor seating space, lush gardens and / or one-floor indoor seating for parties of 200 or more.

Therefore, staff recommends adding some amenities that are currently considered additional charges into the base rate for renting the Lodge, which would slightly increase the rental rate. The goal is to be more accommodating to clients in terms of included amenities and to generate additional rental revenue, while remaining an affordable and competitive option in the rental venue market.

Below please find the suggested alterations to the current pricing structure.

Staff recommends increasing the base price for a Lodge rental by \$300 for Friday evening through Sunday rates. Staff does not recommend increasing the rate for weekday rentals at this time.

- This fee increase includes absorbing the rate for an outdoor wedding ceremony into the base rate for renting the Lodge: \$250
- Absorbing the fireplace lighting fee of \$50 into the base rate for a Lodge rental

MEMORANDUM

The recommended fee structure for the base rental rates for Friday evening through Sunday would then be as follows:

Rental Description	1 Floor (Proposed)	1 Floor (Current)	% Increase	2 Floors (Proposed)	2 Floors (Current)	% Increase
Saturday (8 hour)	N/A	N/A	N/A	\$2,800	\$2,500	12%
Friday Evening (8 hour)	N/A	N/A	N/A	\$2,300	\$2,000	15%
Sunday (8 hour)	\$1,300	\$1,000	30%	\$2,300	\$2,000	15%

- In addition, staff recommends decreasing the tent permit fee. The Lodge currently charges a \$250 tent permit fee for those clients looking to rent a tent to be placed on the property surrounding KLM. Staff feels that this fee is quite high in comparison to other venues that do not charge a permit fee at all. At this time, staff recommends lowering the tent permit fee to \$150. Staff feels this charge is consistent with the permit fee associated with renting a covered pavilion in the park and therefore makes the most sense.

In conclusion, the Lodge has many great attributes that make it an excellent venue choice for a variety of clients hosting a variety of events. Assessing the fee structure of comparable venues in the area has helped staff to determine the most logical and client centered approach to adjusting the Lodge's rental fees.

Staff recommends instituting the new weekend rental rates starting on November 1st, 2017. Increasing the fees earlier than this date would prove difficult, as the vast majority of rentals for KLM are booked one year prior to the date of the event.

Staff requests that the Parks & Recreation Commission review this recommendation and provide feedback. Any adjustments to KLM rental rates will also require approval of the Village Board of Trustees.

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Facility Rental*	KLM Lodge	Wilder Mansion	Danada House	Mayslake Peabody
Saturday (8 hour)	\$2,500	\$3,200	\$3,800	\$2,500
Friday Evening (8 hour)	\$2,000	\$2,800	\$3,800	\$2,000
Sunday (8 hour)	\$2,000	\$2,800	\$3,200	\$2,000
Weekday (5 hour)	\$1,000	\$1,200	\$1,000	N/A
Weekday (8 hour) <i>Does not include Friday evening</i>	\$1,600	\$1,600	\$1,500	N/A
Memorial Service (6 hour)	\$500	N/A	N/A	N/A
Additional Fees / Options	KLM Lodge	Wilder Mansion	Danada House	Mayslake Peabody
Refundable Deposit Weekend	\$500	\$250	\$125-\$1,500 dependent on event/time	N/A
Refundable Deposit Weekday	\$250	\$250	\$125-\$1,500 dependent on event/time	N/A
Non-Refundable Insurance	N/A	\$200	N/A	N/A
Inside Wedding Ceremony	Included	Included	Included	\$300-\$750- depends on location
Outside Wedding Ceremony w/ Lodge Rental	\$250	Included	Included	Included
Outside Wedding Ceremony Only	\$500	N/A	N/A	\$300-\$750- depends on location
Wedding Rehearsal (1 hour)	\$200	N/A	N/A	N/A
Tent Permit Fee	\$250	N/A	N/A	N/A
Living Room Furniture Removal	\$250	N/A	N/A	N/A
Coffee Service per 50 cups	\$50	N/A	\$12.50/person	N/A
Fireplace Lighting Per Floor	\$50	N/A	\$25	N/A
Coat Check Staff	N/A	\$100	\$100	N/A
Piano Tuning	N/A	\$100	N/A	N/A
TV/ LCD Projector Fee	\$75	N/A	N/A	N/A
One Day Catering License Fee	\$500	\$500	N/A	N/A
One Day Catering License Refundable Deposit	\$500	N/A	N/A	N/A
Additional Hour	\$250	\$200	\$200	N/A

MEMORANDUM

Additional Information	KLM Lodge	Wilder Mansion	Danada House	Mayslake Peabody
Annual Fee for Preferred Caterers	\$1,000	Charge 10% commission on all food and liquor; refundable \$1,000 security deposit to all preferred caterers	\$500	N/A
Number of Preferred Caterers	7	7	8	23
Marketing Budget	\$10,000	\$12,000	Declined	\$0
Chair Rental Fee	N/A	N/A	\$3/chair	\$3/chair

***Comparison data applies to full facility (two floors where applicable)**

MEMORANDUM

Katherine Legge Memorial Lodge

Rental Description	1 Floor	2 Floors
Saturday (8 hour)	Not Available	\$2,500
Friday Evening (8 hour)	Not Available	\$2,000
Sunday (8 hour)	\$1,000	\$2,000
Weekday (5 hour)	\$700	\$1,000
Weekday (8 hour) <i>Does not include Friday evening</i>	\$1,000	\$1,600
Memorial Service(6 hour)	\$500	Not Applicable

Additional Fees / Options	
Refundable Deposit Weekend	\$500
Refundable Deposit Weekday	\$250
Outside Ceremony w/ Lodge Rental	\$250
Outside Wedding Ceremony Only	\$500
Wedding Rehearsal (1 hour)	\$200
Tent Permit Fee	\$250
Living Room Furniture Removal	\$250
Coffee Service per 50 cups	\$50
Fireplace Lighting Per Floor	\$50
TV/ LCD Projector Fee	\$75
One Day Catering License Fee	\$500
One Day Catering License Refundable Deposit	\$500
Additional Hour	\$250

Additional Information:	
Preferred Caterer List Information:	<ul style="list-style-type: none"> Preferred caterers pay \$1,000 to the Village of Hinsdale to be on the Lodge's annual listing of licensed caterers. The Lodge has 7 total preferred caterers.
Annual Marketing Budget:	<ul style="list-style-type: none"> \$10,000
Wedding Ceremony Information:	<ul style="list-style-type: none"> Indoor Wedding Ceremonies are included in the fee for the rental of the Lodge. The charge for an Outside Wedding Ceremony is \$250 if included with rental of Lodge or \$500 without the rental of the Lodge.

MEMORANDUM

Wildet Mansion of Elmhurst Park District

Rental Description	1 Floor	2 Floors
Saturday / Sunday Morning & Afternoon (8 hour)	Not Available	\$2,400
Saturday Evening (8 hour)	Not Available	\$3,200
Friday / Sunday Evening (8 hour)	Not Available	\$2,800
Weekday (4 hour)	\$800	\$1,200
Weekday (8 hour)	\$1,200	\$1,600

Additional Fees / Options	
Refundable Deposit	\$250
Non-refundable Insurance	\$200
Outside Catering Fee	\$500
Coat Check Staff	\$100
Additional Hour	\$200
Piano Tuning	\$100
Photos Only	\$100

Additional Information:	
Preferred Caterer List Information:	<ul style="list-style-type: none"> Does not charge an annual fee. Venue makes 10% commission on all food and liquor Venue charges \$1,000 refundable security deposit to caterers on the list. Have 7 total preferred caterers.
Marketing Information:	<ul style="list-style-type: none"> Annual Budget - \$12,000 Marketing dollars spent primarily with Wedding Guide Chicago, The Knot and Wedding Wire.
Wedding Ceremony Information	<ul style="list-style-type: none"> Wedding Ceremony fees are included in the fee for the venue rental. Wedding Ceremonies can take place indoors or outdoors at venue.

MEMORANDUM

Danada House of DuPage County Forest Preserve in Wheaton

Base Rental Price	House with Atrium Included	House without Atrium
Saturday / Sunday Morning & Afternoon 8am-4pm (8 hour)	\$3,200	\$1,000
Friday, Saturday, Sunday Evening (8 hour)	\$3,800	Not Available
Weekday Evening 4pm -12am (8 hour)	\$1,500	Not available
Weekday During the Day 8am – 4pm	\$1,000	\$250

Additional Fees / Options	
Refundable Deposit	\$125 - \$1,500 dependent on day, time of event and type of rental
Chairs for Ceremony	\$3 per chair
Outside Catering Fee	No charge
Coat Check Staff	\$100
Additional Hour	\$200
Coffee, Tea, Pastries and Fruit for up to 40 people	\$12.50 per person
Use of the fireplace	\$25

Additional Information:	
Preferred Caterer List Information:	<ul style="list-style-type: none"> Charges \$500 annually to be a preferred caterer. Have 8 preferred caterers on list.
Marketing Information:	<ul style="list-style-type: none"> Venue manager did not disclose annual marketing budget. Indicated that they are focusing marketing dollars on social media.
Wedding Ceremony Information:	<ul style="list-style-type: none"> There is no additional wedding ceremony fee however there is a \$3 per ceremony chair rental fee that is assessed.

MEMORANDUM

Mayslake Peabody Mansion of the DuPage County Forest Preserve

Base Rental Price	
Saturday (8.5 hour)	\$2,500
Friday or Sunday (8.5 hour)	\$2,000
Ceremony Only	\$300 - \$750 depending on specific location in facility

Additional Information:	
Preferred Caterer List Information:	<ul style="list-style-type: none"> Does not currently charge caterers but assessing the need to do so in the future. Have 23 caterers on recommended list.
Marketing Information:	<ul style="list-style-type: none"> Has limited time to book rentals due to a large amount of internal programming that takes place at the location. They do not struggle to fill their limited schedule and therefore do not allocate dollars to market the facility.
Ceremony Information:	<ul style="list-style-type: none"> There is no additional wedding ceremony fee however dependent on the client's chosen location in the facility for the ceremony there may be a chair rental fee of \$3 per ceremony chair.