



## MEETING AGENDA

**MEETING OF THE  
PARKS AND RECREATION COMMISSION  
Tuesday, April 10, 2018  
7:00 p.m.  
Memorial Hall – Memorial Building  
(Tentative and Subject to Change)**

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF MINUTES – February 13, 2018**
- 4. LIAISON REPORTS**
  - a) Gateway Special Recreation Association Report
- 5. MONTHLY REPORTS**
  - a) Recreation Staff Report- February 2018
  - b) Recreation Financial Report- through January 2018
- 6. OLD BUSINESS**
  - a) Park Donation- Hinsdale Little League
  - b) KLM Marketing Update
  - c) Addendum to the Donation Policy-Naming Rights
- 7. NEW BUSINESS**
  - a) Park Bench Donation- Nadine Bartecki
  - b) Hinsdale Community Pool- Concessions Proposals
- 8. CORRESPONDENCE**
- 9. OTHER BUSINESS/DISCUSSION ITEMS**
  - a) Tollway Update/Park Impact
  - b) Meeting Schedule May-September
- 10. 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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 **DRAFT**

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

Tuesday, February 13, 2018  
Memorial Building Board Room  
7:00 PM

Chairman Waverley called the meeting of the Parks and Recreation Commission to order at 7:00\_\_ p.m. at the Memorial Building Board Room.

**Members Present:** Chairman Waverley, Commissioners Baker, Boruff, Conboy, Hester and George

Absent: Steve Keane

**Others Present:**

**Staff Present:** Heather Bereckis, Superintendent of Parks and Recreation  
Linda Copp, Administrative Assistant

**Public Comment**

None

**Approval of Minutes**

Commissioner Conboy moved approval of the January 16, 2018 Park and Recreation Commission meeting minutes. Commissioner Boruff seconded and the motion passed unanimously.

**Gateway Special Recreation Association Report**

Ms. Bereckis gave the report. Registration for Hinsdale residents continue to drop slightly but nonresident numbers are increasing. They are primarily from Golfview Hills and Darien. Currently the individual must pay their own costs. Riverside has shown interest in joining Gateway but they border other communities that are not part of Gateway. The families would have to request to being included. Residents are down primarily due to aging out of the programs.

Commissioner Boruff asked if there is any outreach to this community. Ms. Bereckis stated that we have it in our brochure and schools have some resources. Most families will come to Gateway for assistance. Ms. Bereckis stated that Gateway has decreased some programming due to shortage of enrollments.

**Monthly Reports**

Ms. Bereckis presented the staff report for January, 2018. The lodge looks concerning but there have been smaller events that have less revenue. Next month the lodge manager Ms. Poshek will report on the marketing progress. There have been more inquiries but not a large number of big price events. There have been more showers that only use one floor. Summer has dropped but September and October are good months. Commissioner Conboy asked if there has been follow up on the marketing. Ms. Bereckis stated there is a survey and also phone calls being used for follow-up. Commissioner Conboy stated that strategic value needs to be the focus. Most of the weddings are under 120 people because the guests have to be split up if there are more. Ms. Bereckis suggested some Commissioners work with Hilary for marketing purposes.

Chairman Waverley stated that school parties could be suggested. The school board does have consistent rentals there.

Ms. Bereckis stated that the summer brochure has been sent for the first draft. The athletic programs will begin in April. There will be some new programs in the summer brochure and will be delivered on March 19. Many classes will be in conjunction with the Community House.

The next event will be the egg hunt on March 31 and then the park clean day on April 20th. There will be multiple parks this year and Ms. Bereckis would like the Commissioners to help. It is getting bigger each year. Scout groups usually like a big project. Ms. Bereckis stated that she hopes to have enough staff members for the parks with the help of the Commissioners. Ms. Bereckis stated that feedback has been that weekdays are better than a weekend.

Ms. Bereckis stated that fields are being filled for spring/summer with priority to AYSO. The ice rink is still closed due to all the snow. Public services hopes to have to open again by this weekend. It has to come down by March 15 to prepare for soccer. Ms. Bereckis stated there has been good feedback about the hot chocolate that has been available.

Platform tennis still has had growth and there have been a couple of ten visit passes for league players. The HPTA has an extension and they are working on the agreement with the Village. Ms. Bereckis shared the parks maintenance report and that all of the work is done by 3 people.

### **Old Business**

**Park Benches** – The recommendation is to go with all metal benches.

Ms. Bereckis shared where benches would be placed and if they are existing ones. There are only three that would be in open fields that need the different footing. Some would be backless but all will be metal.

Ms. Bereckis shared the priority listing and the \$30,000 in the capital budget will take care of 16 benches which covers shipping and installation. The remaining years the cost would come from operating budget. Not all benches will need to be replaced so it will be fewer than 35 that was originally proposed. The playground benches would be different colors but the same styles. Commissioner Conboy emphasized to be consistent with the parks.

Ms. Bereckis stated that the bench comes with a matching trash can. The benches would be ready for installation this summer. Commissioner Conboy asked if the donation can be marketed as a sponsorship to help pay for the benches. Ms. Bereckis stated that she has had multiple requests for bench donations. She is sending a story to the paper regarding a new type of swing at some parks. Chairman Waverley suggested sending the park clean up day information to the paper as well.

Chairman Waverley asked about the picnic tables at some of the parks. Ms. Bereckis stated that the location of the benches would also be good for the sports teams.

Ms. Bereckis stated that the areas for benches will be marked before installation. Chairman Waverley thanked the Commissioners for their work to come to an agreement.

### **New Business**

**Hinsdale Tennis Association – contract extension**

Ms. Bereckis commented on the license extension agreement with Tom Lockhart to teach private tennis lessons. His lessons have decreased so there will not be another increase. We will be offering a free clinic and the tennis sessions will be shorter. Ms. Bereckis is recommending a one year extension with the flat rate of \$1,900 and then look at it again next summer. Mr. Lockhart has provided the data to Ms. Bereckis for private lessons. His private lessons have increased in the past few years. Most of the coaches are high school students that are teaching lessons and that has

deterred some from continuing in lessons because Mr. Lockhart does not teach them. The ages of the children range from age 6 to 12 years for group lessons. The adult program did not run as group lessons.

The Commission agreed to a one year agreement and then renegotiate next year.

### **Addendum to Donation Policy**

Ms. Bereckis provided information about local communities naming rights. She suggested having a smaller group to discuss it and commented on the precedent the board has set and how to incorporate that.

Chairman Waverley commented on what she felt was important to have in the criteria. Commissioner Hester stated she believes it is important to keep the names of the parks due to the historical significance.

Chairman Waverley commented on some of the highlights like the waiting period, a signed petition, and not renaming something that is already named. This will be a policy adopted by the Village and not just what applies to parks. Commissioner Conboy commented on checking the legal obligations on removing a name if necessary.

Ms. Bereckis stated that the attorney will have to approve any policy and then it will come back to the Commission and then finally back to the board for approval.

### **Correspondence**

None

### **Other Business**

Ms. Bereckis commented that the Concession contract is coming up for renewal. Request for proposals have been sent and three restaurants have shown interest. Clarendon Hills is keeping C& W Concessions. They are due the 23<sup>rd</sup>.

### **Adjournment**

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

Respectfully submitted,

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Linda Copp, Administrative Assistant

Ha.

## Gateway Special Recreation Association

Board Meeting

Thursday, March 8, 2018

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 the February, 2017 Regular Meeting Minutes

B. Approval of March, 2018 Check Register

C. Approval of March, 2018 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

VII. OLD BUSINESS

A. Audit 2016/2017

B. 2018 Certificates of Coverage

C. Ray Graham Association Certificate of Liability Insurance

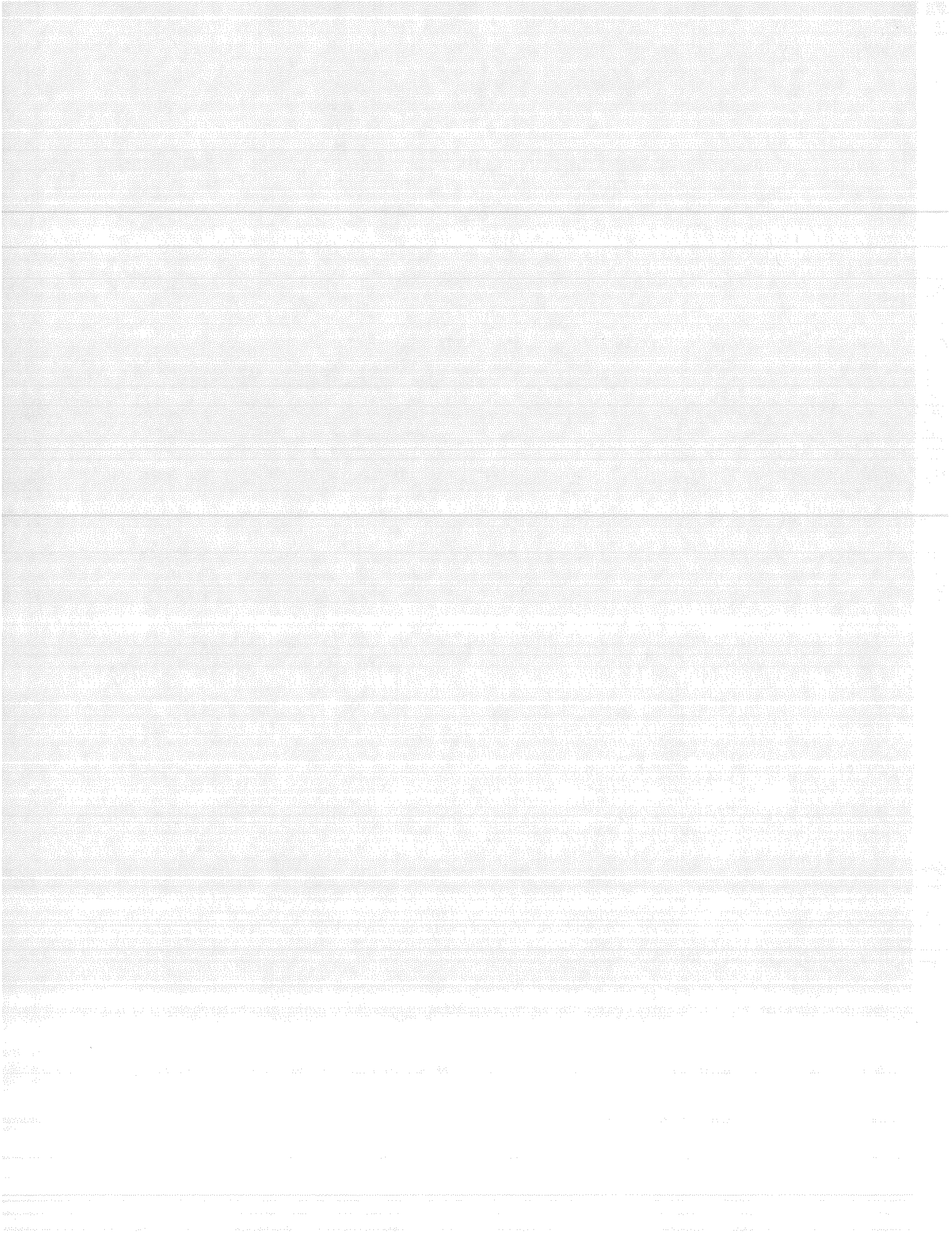
VIII. NEW BUSINESS

IX. OPEN FORUM

X. ADJOURNMENT

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

Gateway Special Recreation is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Cindy Szkolka, at 630-993-8910 or at [cszkolka@epd.org](mailto:cszkolka@epd.org) promptly to allow the Board to make reasonable accommodations for those persons.



**GATEWAY SPECIAL RECREATION ASSOCIATION**

**BOARD OF DIRECTOR'S MEETING**

**February 8, 2018**

- I. **Call to Order:** Chairman Szkolka called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:00pm on February 8, 2018 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; Heather Bereckis, Hinsdale; Karen Spandikow, Oakbrook; Matt Russian, Pleasant Dale; Dean Hoskin, Westchester; John Fenske, Willowbrook; Scott Nadeau, York Center

*Absent:* None

*Ray Graham Staff:* Ryan Massengill

*Visitors:* None

Dean Hoskin was recently hired as the Executive Director of the Westchester Park District. Dean will be serving as the representative from his district moving forward. Introductions of current board members ensued.

- II. **Open Forum:** Treasurer Nadeau noted an invoice that he continues to receive from JMS Auto. This is the third instance of receiving the same invoice which has been paid. It appears to be a glitch in their system since every time he calls he is told that the bill has, in fact, been paid. Chairman Szkolka asked whether or not it may be time to involve our attorney. If this seems to continue, that may be the next course of action.

- III. **Board Member Comments:** Chairman Szkolka stated that Gateway has been approached by the Village of Riverside regarding possibly joining our SRA. Brief discussion continued regarding their boundaries and their possible level of interest. Superintendent Massengill added that Riverside residents have participated in Gateway summer camp programs in the past.

- IV. **Communications:** None

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

- A. Approval of January, 2018 Regular Meeting Minutes
- B. Approval of February, 2018 Check Register
- C. Approval of February, 2018 Treasurer's Report

On a voice vote, the motion passed unanimously.

**VI. Reports:**

RGA Monthly Report-Superintendent Massengill reviewed her report noting that participation numbers have continued to improve and have surpassed Winter 2017 numbers. A question was asked about non-resident participation and most of the non-residents are from the Darien and Downers Grove area and participate in Special Olympics. Two job offers were made regarding the open Recreation Coordinator position and both candidates did not accept the job so the position is still open along with the other leader and aide positions. It appears that the monetary compensation is the reason for the withdrawal of both candidates. Additionally, there are four other similar positions open at this time at other special recreation agencies. All vehicles are in good shape as of late. Scholarship status has stayed at a consistent level. After attending a session at the IAPD/IPRA conference, Superintendent Massengill would like to establish an inclusion manual outlining policies and procedures for inclusion assessments, trainings, etc. The annual program survey that Gateway offered was to be administered every other year. 2016 was the last time the survey was completed so this year would be another survey year and should be on the radar. This would be in addition to the regular program surveys that take place. Planning for summer brochure and programs is continuing. Quite a number of special events are approaching, including finding a new location for the May weekend getaway that needs to be rescheduled due to a fire. Four basketball teams participated in the qualifying tournament and two of those teams will be headed to the state tournament at ISU on St. Patrick's Day weekend.

**VII. Old Business:**

- A. Audit 2016-17- The official audit required Gateway letterhead in order to be finalized. Treasurer Nadeau worked with Superintendent Massengill to create letterhead and passed it along to the auditing firm so the audit should be available in March.
- B. 2018 Certificates of Coverage-Countryside and Burr Ridge need to supply updated certificates.

**VIII. New Business:**

- A. RGA Certificates of Coverage-Chairman Szkolka noted that Gateway typically receives three types of coverage from RGA: Workmans Compensation, Comprehensive General Liability, and Comprehensive Auto Insurance. She requested that Superintendent Massengill acquire updated certificates from RGA for our records.
- IX. Open Forum:** Treasurer Nadeau stated that RGA has not cleared the most recent service check. Superintendent Massengill confirmed that the check was received so it should be showing soon. That check (\$111,000) is the one outstanding item on the Treasurer's report.
- X. Adjournment:** Sharon Peterson, Countryside; made a motion to adjourn the meeting, seconded by Jim Pacanowski, Burr Ridge. Motion passed on a voice vote. Meeting adjourned at 3:24pm.

**Gateway SRA Board Meeting  
 March 8, 2018  
 RGA Report**

**Winter 2017/2018 Comparison  
 As of 3/6/2018**

**2017**

District	Registered Participants
Burr Ridge	6
Countryside	1
Elmhurst	48
Hinsdale	24
Oak Brook	6
Pleasant Dale	5
Willowbrook	2
Westchester	3
York	1
Non-resident	6
Total:	102

**2018**

District	Registered Participants
Burr Ridge	7
Countryside	1
Elmhurst	59
Hinsdale	20
Oak Brook	4
Pleasant Dale	2
Willowbrook	3
Westchester	5
York	1
Non-resident	8
Total:	111

**Full Programs as of 3/6/2018**

- Norther Area Social Club
- Saturday Split – Winter Session
- Spring Break Camp

**Gateway Staff Update as of 3/6/18**

We currently have the following positions open:

- 1 Recreation Coordinator – Day Camp Director and Special Events
- 3 Recreation Leaders
- 4 Recreation Aids

**Gateway Vehicles Update as of 3/6/18**

Vehicle	Mileage	Maintenance
192	85,155	Safety Check
171	131,775	Oil Change and battery recharge
170	53,964	None
283	17,365	None

### Scholarships Status as of 3/6/2018

- Burr Ridge = \$100 (1)
- Elmhurst = \$555 (5)
- Westchester = \$200 (1)
- Willowbrook = \$200

### Gateway SRA Annual Survey

I have included a copy of 2016 family survey questions for the boards review. Since several family members are on email we can electronically send this out through a survey monkey type services as well as post mail the surveys to families that we do not have email for. In 2016 the survey was prepared by the Elmhurst Park District is this going to be the same for this year?

### Summer Camp 2018

Preparations for our summer day camps have begun! With some of the old classics come new and exciting improvements to each of our camps. This summer we will be offering an After Camp option again. Parents can sign their campers up for an addition 2 hours of camp from 3:30-5:30 Monday through Thursday. Last year there did not seem to be much interest we only had 2 families register. This After Camp will run for the same length of time as Elmhurst School District's Extended School year. This gives parents a bit of additional time to find a summer afternoon sitter, or even just helps in cases of traffic or working late. Gateway SRA is looking into campdocs. Which is an online resource for pertinent medical related documentation. I am looking into whether or not this will be a useful tool for our site supervisors to utilize or if paper documentation is still the way to go. We will continue offering 3 camp options where in which each camp will include 5 ages. Summer Spectacular will run for ages 5-10, Teen Tycoons for ages 11-16, and Gator Group for ages 17-22. Each age is handled with discretion knowing that every camper is different. Camp transportation for field trips, pools and horsemanship bids are being put together to distribute. Job announcements have been posted to various colleges, universities, career building websites, and RGA internal posting network. I am not yet sure how many counselors will be needed to hire, but currently we are looking at 3.

### April 12 Meeting

Will include a full detailed report about the winter program season. Report will include goals and objectives, numbers of participants, and overview of program.

### Upcoming Winter/Spring Special Events

Sweetheart Dance – February 16<sup>th</sup>  
Luck 'O Irish Dance – March 9<sup>th</sup>  
Meal and a Movie – April 15 & May 20  
Disco Dance – April 20<sup>th</sup>  
South Pacific – April 22<sup>nd</sup>  
Ladies Primping Night – May 24<sup>th</sup>  
Guys Night Out – May 24<sup>th</sup>  
Spring Fling – May 25<sup>th</sup>  
Spring Break Camp – Tuesday, March 27 – Thursday, March 29  
Weekend Getaway! – March 23 – March 25

## Gateway Program Family Survey

Dear family member of a Gateway program participant,

The Gateway Special Recreation Association, operated by the Ray Graham Association, promotes the full participation of people with disabilities in meaningful recreational and cultural activities, such as sports programs, camps and services that maximize their health, well-being and quality of life. Through an intergovernmental agreement, Gateway is an extension of the Elmhurst Park District. In order to better serve your needs, we are asking that you take a few minutes to complete this survey regarding your experience with Gateway programs.

1. How many Gateway programs has your family participated in over the last twelve months?  
(please check one)
  - ☐ One
  - ☐ Two
  - ☐ Three
  - ☐ Four
  - ☐ Five or more
2. Please indicate what type of program(s) your family has participated in. (please check all that apply)
  - ☐ Health & Wellness
  - ☐ Sports & Special Olympics
  - ☐ Social Clubs
  - ☐ Performing Arts
  - ☐ Camps
  - ☐ Special Events
  - ☐ Community Events
3. How would you rate the registration process? (please check one)
  - ☐ Very good
  - ☐ Above average
  - ☐ Okay
  - ☐ Below average
  - ☐ Needs improvement
4. Overall, have the programs met your expectations? (Please check one)
  - ☐ Extremely satisfied
  - ☐ Somewhat satisfied
  - ☐ Okay
  - ☐ Somewhat unsatisfied
  - ☐ Very unsatisfied
5. Is the variety of programs offered sufficient to meet your needs? (please check one)
  - ☐ Yes, lots of variety to choose from
  - ☐ Some variety, but would like a few more
  - ☐ Would like to see a larger variety of programs offered

6. Were the instructors well-trained in working with your family member? (please check one)

- ☐ Yes, they were well-trained
- ☐ They were okay
- ☐ They need additional training

7. Do you feel the staff was compassionate and caring in working with your family member? (please check one)

- ☐ Yes, they were excellent
- ☐ They were okay
- ☐ They need improvement in this area

8. Overall, how satisfied are you with the programs your family member(s) has participated in? (please check one)

- ☐ Extremely satisfied
- ☐ Somewhat satisfied
- ☐ Okay
- ☐ Somewhat unsatisfied
- ☐ Very unsatisfied

9. Would you recommend Gateway programs to another family? (please check one)

- ☐ Yes, definitely
- ☐ Maybe
- ☐ No, I would not

10. Did you utilize transportation to or from the programs? (please check one)

- ☐ Yes
- ☐ No

**If yes, what was your satisfaction level with the transportation provided?**

- ☐ Extremely satisfied
- ☐ Okay
- ☐ Somewhat unsatisfied
- ☐ Very unsatisfied

11. What feedback do you have for Gateway to improve their programs and services?

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Thank you for sharing your feedback with us.

Please return the survey in the enclosed postage-paid envelope.

**GATEWAY SRA  
CHECK REGISTRY**

Date: March 7th, 2018 (no invoices this month)

Check #	Issued to	Description	Amount	Total
			\$ -	
			\$ -	\$ -
			\$ -	\$ -
<b>Totals</b>				<b>\$ -</b>

Bank Accounts Reconciled as of	
General Checking Account	\$ 2,120.36
Money Market Account	\$ 309,501.78
<b>Totals</b>	<b>\$ 311,622.14</b>
Check Registry	\$ -
Outstanding check Total	\$ -
Balance after Check Registry	<b>\$ 311,622.14</b>

**GATEWAY SRA 2017-208**  
**MONTHLY TREASURER'S STATEMENT**

DATE **March**

REVENUES		CURRENT	YEAR TO		VARIANCE	% OF
<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>MONTH</u>	<u>DATE</u>	<u>BUDGET</u>	<u>TO BUDGE</u>	<u>BUDGET</u>
110	Interest	\$ 216.06	\$ 1,213.46	\$ 625.00	\$ (588.46)	194%
120	Member Contributions	\$ 37,018.88	\$ 524,357.84	\$ 526,939.81	\$ 2,581.97	100%
<u>130</u>	<u>Misc. Revenues</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>
Total Revenues		\$ 37,234.94	\$ 525,571.30	\$ 527,564.81	\$ 1,993.51	100%

EXPENSES		CURRENT	YEAR TO		VARIANCE	% OF
<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>MONTH</u>	<u>DATE</u>	<u>BUDGET</u>	<u>TO BUDGE</u>	<u>BUDGET</u>
500	Audit Services	\$ -	\$ 3,800.00	\$ 3,800.00	\$ -	100%
510	Day Camp Transportation	\$ -	\$ 5,132.28	\$ 5,500.00	\$ 367.72	93%
520	Financial Assistance	\$ -	\$ 2,441.00	\$ 4,000.00	\$ 1,559.00	61%
530	Legal Fees	\$ -	\$ 222.00	\$ 1,500.00	\$ 1,278.00	15%
540	Insurance	\$ -	\$ 2,104.00	\$ 2,310.00	\$ 206.00	91%
550	Misc. Expenses	\$ 19.72	\$ 192.56	\$ 250.00	\$ 57.44	77%
560	One on One Aids	\$ -	\$ 5,587.01	\$ 10,712.00	\$ 5,124.99	52%
570	Program Supplies	\$ -	\$ 2,633.85	\$ 1,000.00	\$ (1,633.85)	263%
580	Web/IT	\$ -	\$ 135.00	\$ 2,000.00	\$ 1,865.00	7%
590	Service Contract	\$ -	\$ 340,329.00	\$ 457,507.00	\$ 117,178.00	74%
600	Vehicle Fuel	\$ -	\$ 2,717.19	\$ 8,750.00	\$ 6,032.81	31%
610	Vehicle Repairs	\$ -	\$ 2,448.59	\$ 11,000.00	\$ 8,551.41	22%
<u>620</u>	<u>Transportation Fund</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,207.00</u>	<u>\$ 11,207.00</u>	<u>0%</u>
Total Expense		\$ 19.72	\$ 367,742.48	\$ 519,536.00	\$ 151,793.52	71%

Gateway Special Recreation Association  
Annual Financial Report  
For The Year Ended June 30, 2017

Gateway Special Recreation Association  
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For The Year Ended June 30, 2017

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## INDEPENDENT AUDITORS' REPORT

To The Board of Directors  
Gateway Special Recreation Association  
Westchester, Illinois

### Report on the Financial Statements

We have audited the accompanying basic financial statements of the Gateway Special Recreation Association as of and for the year ended June 30, 2017, which collectively comprise the Association's basic financial statements, as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these basic financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of these basic financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these basic financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the Gateway Special Recreation Association, as of June 30, 2017, and the respective changes in financial position and cash flows, where applicable, thereof for the year ended in conformity with accounting principles generally accepted in the United States of America.

## Other Matters

Accounting principles generally accepted in the United States of America require that management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an

The Supplementary Information listed in the accompanying table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements of the Gateway Special Recreation Association. The Supplementary information has been subjected to the auditing procedures applied in the audit of the basic financial statements for the year ended June 30, 2017, and in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Kuntle & Associates, P.C.*

**Gateway Special Recreation Association  
Management's Discussion and Analysis  
June 30, 2017**

The Gateway Special Recreation Association provides the following overview and analysis of the Association's financial operations and attached financial statements for the fiscal year ended June 30, 2017. The following discussion is presented to enable the readers to more fully understand the accompanying audited financial statements. The Association is responsible for the fair and accurate presentation of all financial information, as well as the internal controls and reporting procedures in creating the financial statements. In management's opinion, the financial statements herewith reflect all material aspects of the Association's operations in an accurate, fair and complete manner.

The financial statements are prepared in accordance with generally accepted accounting principles (GAAP), and follow the guidelines of the Governmental Accounting Standards Board (GASB). In 1999, GASB adopted Statement Number 34, "Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments." This standard modifies the required reporting for the Association requiring full accrual accounting, including the reporting of all capital assets net of depreciation. The modifications to the Association would require the additional reporting of capital assets and depreciation, and long-term debt obligations, when applicable.

The major components of the financial statements are the overall statement of net position and the overall statement of activities. The statement of net position shows the amount that total Association assets exceed total liabilities, which may be considered the current value of net worth for the Association. The statement of activities reflects the overall operations of the Association for the past year, excluding revenues from taxes from members, interest and miscellaneous items. This demonstrates how effectively the Association operates on a business level model. In simple terms, it shows how the Association would fair as a business, without the support of auxiliary revenues.

At June 30, 2017, the Association's total assets exceeded total liabilities by \$145,637. The unrestricted net position totaled \$145,637 at June 30, 2017.

**Overview of the Financial Statements**

The financial statements have two major components: (1) government-wide financial statements, and (2) notes to the financial statements.

The two main components to the government-wide financial statements are: (1) the statement of net position, and (2) the statement of activities. As discussed before, these are the two major statements that are analyzed in terms of obtaining a broad overview of the finances, value and annual operations of the Association.

The statement of net position is a snapshot as of the end of the fiscal year illustrating the overall value of the Association. The total net position should be a positive number, and can be equated to the Association's total net worth. From year to year, an increase or decrease in the total net position of the Association is one factor in determining the total overall financial performance.

The only component of assets is cash of \$155,546. The only component of liabilities is accounts payable of \$9,909.

**Gateway Special Recreation Association  
Management's Discussion and Analysis (Continued)  
June 30, 2017**

**Overview of the Financial Statements (Continued)**

The statement of activities on page 7 of this report shows the overall expenses and operating revenues for services the Association provides. Operating revenues include member contributions, fundraising, and donations to arrive at the total increase or decrease from operations. This amount is added to the total net position at the beginning of the year, to provide the value of the total net position at the end of the year. A decrease in net position does not necessarily mean poor performance, as planned usage of cash on hand or fund reserves will also be reflected here.

Both of the government-wide financial statements may be divided into two components: governmental activities, which are operations of the Association primarily supported by tax revenues, and business-type activities, which are those operation intended to be self-supportive, which have no direct attachment to providing Association services other than their own business. All of the Association's operations are considered to be business-type activities.

The notes to the financial statements provide additional information that is needed to gain a full understanding of the Association's financial operations and the reporting on it. The notes to the financial statements begin on page 9 of this report.

**Financial Analysis**

The Association's combined net position increased from \$115,256 to \$145,637 as a result of operations in 2017.

Gateway Special Recreation Association  
Statement of Net Position  
June 30, 2017 and 2016

	2017	2016
Cash	\$ 155,546	\$ 337,279
Total Assets	<u>155,546</u>	<u>337,279</u>
Deferred Outflows	<u>0</u>	<u>0</u>
Accounts Payable	9,909	190
Unearned Membership Contributions	<u>0</u>	<u>221,833</u>
Total Liabilities	<u>9,909</u>	<u>222,023</u>
Deferred Inflows	<u>0</u>	<u>0</u>
Net Position:		
Unrestricted	<u>145,637</u>	<u>115,256</u>
Total Net Position	<u><u>\$ 145,637</u></u>	<u><u>\$ 115,256</u></u>

**Gateway Special Recreation Association  
Management's Discussion and Analysis (Continued)  
June 30, 2017**

**Financial Analysis (Continued)**

Gateway Special Recreation Association  
Changes in Net Position  
June 30, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Revenues		
Member Contributions	\$ 517,859	\$ 506,479
Interest Income	<u>969</u>	<u>292</u>
Total Revenues	<u>518,828</u>	<u>506,771</u>
Expenses		
Program Services	<u>488,447</u>	<u>477,766</u>
Total Expenses	<u>488,447</u>	<u>477,766</u>
Increase in Net Position	<u>\$ 30,381</u>	<u>\$ 29,005</u>

**Budgetary Highlights**

The enterprise fund is reported as the only fund, and accounts for the routine program operations of the Association.

For the year ended June 30, 2017, operating revenues in the enterprise fund were \$517,859, which was \$1,250 over budget. Operating expenditures were \$488,447, which was \$17,741 under budget. For the year ended June 30, 2016, operating revenues in the enterprise fund were \$506,479, which was equal to the budget. Operating expenditures were \$477,766, which was \$20,024 under budget.

**Requests for Information**

The financial report is designed to provide a general overview of the financial operations of the Gateway Special Recreation Association. Questions concerning any of the information in this report, or requests for additional information, should be sent to the Executive Director, Scott Nadeau, York Center Park District, 1609 Luther Avenue, Lombard, Illinois, 60148.

Gateway Special Recreation Association  
Statement of Net Position  
June 30, 2017

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	Business Type Activities
<b>ASSETS</b>	
Cash	\$ 155,546
<b>TOTAL ASSETS</b>	155,546
<b>TOTAL DEFERRED OUTFLOWS</b>	0
<b>LIABILITIES</b>	
Accounts Payable	9,909
<b>TOTAL LIABILITIES</b>	9,909
<b>TOTAL DEFERRED INFLOWS</b>	0
<b>NET POSITION</b>	
Unrestricted Net Position	145,637
<b>TOTAL NET POSITION</b>	\$ 145,637

See Accompanying Notes To The Financial Statements.

**Gateway Special Recreation Association**  
**Statement of Activities**  
**For The Year Ended June 30, 2017**

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**OPERATING REVENUES**

Member Contributions	\$ 516,609
Donations	1,250

<b>TOTAL OPERATING REVENUES</b>	<b>517,859</b>
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**OPERATING EXPENSES**

Contractual Services	439,140
One on One Service	4,306
Vehicle Fuel, Maintenance, and Repair	19,233
Professional Services	555
Audit Services	3,800
Financial Assistance	3,573
Insurance	2,106
Transportation Services	3,043
Transportation Fund	11,207
Website IT	1,224
Miscellaneous	260

<b>TOTAL OPERATING EXPENSES</b>	<b>488,447</b>
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<b>OPERATING INCOME</b>	<b>29,412</b>
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**NON-OPERATING INCOME**

Interest Income	969
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<b>TOTAL NON-OPERATING INCOME</b>	<b>969</b>
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<b>CHANGE IN NET POSITION</b>	<b>30,381</b>
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**NET POSITION**

<b>BEGINNING OF YEAR</b>	<b>115,256</b>
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<b>END OF YEAR</b>	<b>\$ 145,637</b>
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**See Accompanying Notes To The Financial Statements.**

**Gateway Special Recreation Association**  
**Statement of Cash Flows**  
**For The Year Ended June 30, 2017**

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**CASH FLOWS FROM OPERATING ACTIVITIES**

Cash Received from Members and Participants	\$ 296,026
Interest Received	969
Cash Paid to Suppliers	(478,728)
Interest Paid	0
Income Taxes Paid	0
	<hr/>

<b>NET CASH USED IN OPERATING ACTIVITIES</b>	<hr/> (181,733)
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<b>NET DECREASE IN CASH AND CASH EQUIVALENTS</b>	(181,733)
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<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<hr/> 337,279
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<b>END OF YEAR</b>	<hr/> <u>\$ 155,546</u>
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**RECONCILIATION OF CHANGE IN NET POSITION TO  
NET CASH USED IN OPERATING ACTIVITIES**

Change in Net Position	<hr/> \$ 30,381
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Adjustments to Reconcile Change in Net Position to Net Cash  
Used In Operating Activities

Change in Certain Liabilities:

Accounts Payable	9,719
Unearned Revenue	(221,833)
Total Adjustments	<hr/> (212,114)

<b>NET CASH USED IN OPERATING ACTIVITIES</b>	<hr/> <u>\$ (181,733)</u>
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See Accompanying Notes To The Financial Statements.

**Gateway Special Recreation Association  
Notes To The Financial Statements  
For The Year Ended June 30, 2017**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Gateway Special Recreation Association is a cooperative association of park districts and municipal entities that have organized to jointly provide recreation services for individuals with disabilities. The member agencies include the Park Districts of Burr Ridge, Elmhurst, Oak Brook, Pleasant Dale, Westchester, and York Center, and the Villages of Countryside, Hinsdale and Willowbrook. A summary of significant accounting policies is as follows:

**A. Reporting Entity**

The Association follows the provisions of Governmental Accounting Standards Board Statement No. 39, "Determining Whether Certain Organizations Are Component Units – an amendment of GASB Statement No. 14". As defined by generally accepted accounting principles established by GASB, the financial reporting entity consists of the primary government, as well as its component units, which are legally separate, tax-exempt entities and meet all of the following criteria:

1. The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents.
2. The primary government, or its component units, is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization.
3. The economic resources received or held by an individual organization that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to that primary government.

The Association has concluded that no entities meet the criteria of Statement 39 for inclusion as a component unit. Likewise, the Association is not required to be included as a component unit of any other entity.

Governmental Accounting Standards Board Statement No. 61, "The Financial Reporting Entity", is an amendment of GASB Statements No. 14 and No. 39, which does not have impact on the current year financial statements.

As of July 1, 2012, the Association has implemented GASB Statement No. 63, "Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position". The objective of this Statement is to improve financial reporting by standardizing the presentation of deferred outflows of resources and deferred inflows of resources and their effect on a government's net position.

As of July 1, 2012, the Association has implemented GASB Statement No. 65 "Items Previously Reported as Assets and Liabilities". The objective of this statement is to establish accounting and financial reporting standards that reclassify as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities. The Statement also recognizes as outflows of resources or inflows of resources certain items that were previously reported as assets and liabilities.

**Gateway Special Recreation Association**  
**Notes To The Financial Statements (Continued)**  
**For The Year Ended June 30, 2017**

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation

The Government-Wide Financial Statements require three statements to be shown as basic financial statements for all stand-alone enterprise fund entities. They are the Statement of Net Position, which presents the financial condition of the governmental activities of the Association at fiscal year end, the Statement of Activities, which presents a comparison between direct expenses and program revenues for the Association's activities, and the Statement of Cash Flows. All statements are prepared on the accrual basis.

Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The Association has one fund which operates as a stand alone enterprise fund whose function is to provide special recreation.

C. Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or the economic asset is used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The current financial resources measurement focus and the modified accrual basis of accounting are followed by the governmental funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., both measurable and available to finance the Association's operations. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Member agency contributions and fundraising revenues are the primary revenue sources susceptible to accrual. All revenues are recognized when cash is received. Expenditures are recorded when the related fund liability is incurred.

**Gateway Special Recreation Association**  
**Notes To The Financial Statements (Continued)**  
**For The Year Ended June 30, 2017**

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Measurement Focus

The basic financial statements are presented using the flow of economic resources measurement focus, which means all assets, deferred outflows, liabilities, and deferred inflows are included on the Statement of Net Position and the operating statements present increases and decreases in net position.

E. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

F. Budgetary and Budgetary Accounting

The Board of Directors followed these procedures in establishing the budgetary data reflected in the financial statements. The Directors submit to the Board of Directors a proposed operating budget for the upcoming fiscal year commencing July 1. The operating budget includes proposed expenditures and the means for financing. The operating budget is based upon the recommendation of the Director and the Board Finance committee. The Board of Directors has the power to amend the Budget in the same manner as its original enactment.

G. Cash and Cash Equivalents

For purposes of reporting cash flows, cash and cash equivalents are defined as cash on hand, amounts held at financial institutions, and short-term highly liquid investments that are readily convertible to known amounts of cash. Investments with an original maturity of three months or less are considered short-term for these purposes.

H. Capital Assets

Depreciation of all exhaustible capital assets over the threshold of \$1,000 is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Vehicles

5 Years

**Gateway Special Recreation Association**  
**Notes To The Financial Statements (Continued)**  
**For The Year Ended June 30, 2017**

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**NOTE 2 - CASH AND CASH EQUIVALENTS**

**A. Deposits**

At June 30, 2017, the carrying amount of the Association's deposits and the bank balance was \$155,546, respectively.

**B. Policies and Investments**

It is the policy of the Association to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Association and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objective of the policy is safety (preservation of capital and protection of investment principal), liquidity and yield.

Custodial credit risk for deposits with financial institutions is the risk that in the event of a bank's failure, the Association's deposits may not be returned to it. The Association's investment policy requires pledging of collateral of all bank balances in excess of federal depository insurance with the collateral held by a third party in the Association's name.

The Association limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its par value upon maturity, by primarily investing in obligations guaranteed by the United States Government or securities issued by agencies of the United States Government that are explicitly or implicitly guaranteed by the United States Government.

**NOTE 3 – CAPITAL ASSETS**

A summary of the changes in capital assets for the year follows for the business-type activities. Depreciation expense for the year ended June 30, 2017 was \$0.

	Balance June 30, 2016	Additions	Retirements	Balance June 30, 2017
Capital Assets Subject to Depreciation				
Vehicle #1	\$ 43,175	\$ 0	\$ 0	\$ 43,175
Vehicle #2	15,000	0	0	15,000
Vehicle #3	15,000	0	0	15,000
Total	73,175	0	0	73,175
Less Accumulated Depreciation				
Vehicle #1	(43,175)	0	0	(43,175)
Vehicle #2	(15,000)	0	0	(15,000)
Vehicle #3	(15,000)	0	0	(15,000)
Total Accumulated Depreciation	(73,175)	0	0	(73,175)
Net Capital Assets	\$ 0	\$ 0	\$ 0	\$ 0

**Gateway Special Recreation Association**  
**Notes To The Financial Statements (Continued)**  
**For The Year Ended June 30, 2017**

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**NOTE 4 - MEMBERS CONTRIBUTIONS**

Contributions received from members during the 2017 - 2018 fiscal year were:

Burr Ridge Park District	\$	32,100
Village of Countryside		17,347
Elmhurst Park District		193,993
Oak Brook Park District		34,194
Pleasant Dale Park District		35,570
Village of Hinsdale		72,943
Village of Willowbrook		37,044
Westchester Park District		72,519
York Center Park District		20,899
	<u>\$</u>	<u>516,609</u>

**NOTE 5 – RISK MANAGEMENT**

The Association is exposed to various risks related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and net income losses.

The Gateway Special Recreation Association is a member of IPARKS, a self-insurance pool initiated by the Illinois Association of Park Districts. The IPARKS program is designed to provide Illinois Association of Park District member agencies with those coverages necessary to properly protect their assets. The relationship with IPARKS is governed by an intergovernmental cooperative contract, which specifies how the contribution (premium) dollars are handled, how members join and withdraw and the roles of the board of directors and the administrator.

The following table is a summary of insurance coverage in effect at June 30, 2017:

<u>Legal Liability - Third Party Claims</u>		
\$	2,000,000	Per Occurrence of Bodily Injury, Property Damage, Personal Injury, and Advertising Liability.
\$	5,000	Per Person for Premises Medical Payments
	Included	Legal Liability - Real & Personal
	Included	
	(if applicable)	Day Care/Pre-School Sexual Abuse Liability
	N/A	Law Enforcement Operations
	N/A	No Benefit Per Occurrence of Employee Benefit Liability.
\$	2,500	Each Claim of Broad Legal Defense
\$	5,000	Aggregate Claim of Broad Legal Defense
\$	3,000	Aggregate of Moral Obligation to Pay
\$	1,000,000	Each Occurrence of Cyber Liability
\$	1,000,000	Aggregate Cyber Liability

**Gateway Special Recreation Association**  
**Notes To The Financial Statements (Continued)**  
**For The Year Ended June 30, 2017**

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NOTE 5 – RISK MANAGEMENT (CONTINUED)

Wrongful Acts Coverage		
\$	2,000,000	Limit of Liability Per Occurance
\$	1,000	Deductible Each Claim
Automobile Liability and Physical Damage Coverage		
N/A		Bodily Injury & Property Damage
N/A		Per Person for Medical Payments
\$	2,000,000	Hired & Non-owned Automobile
Uninsured/Underinsured Motorists		
N/A		Each Member
N/A		Each Accident

NOTE 6 - SUBSEQUENT EVENTS

The date to which events occurring after June 30, 2017, the date of the most recent balance sheet, have been evaluated for possible adjustment to the financial statements or disclosure is October 19, 2017, the date on which the financial statements were available to be issued.

**Gateway Special Recreation Association**  
**Schedule of Revenues, Expenses and Changes in Net Position**  
**Budget and Actual**  
**For The Year Ended June 30, 2017**

	Budgeted Amounts			Variance
	Original	Final	Actual	with Final Budget
<b>OPERATING REVENUES</b>				
Member Contributions	\$ 516,609	\$ 516,609	\$ 516,609	\$ 0
Donations	0	0	1,250	1,250
<b>TOTAL OPERATING REVENUES</b>	<u>516,609</u>	<u>516,609</u>	<u>517,859</u>	<u>1,250</u>
<b>OPERATING EXPENSES</b>				
Contractual Services	441,421	441,421	439,140	2,281
One on One Service	12,000	12,000	4,306	7,694
Vehicle Fuel, Repair, and Insurance	18,750	18,750	19,233	(483)
Professional Services	5,500	5,500	4,355	1,145
Financial Assistance	4,000	4,000	3,573	427
Insurance	2,310	2,310	2,106	204
Transportation Services	6,000	6,000	3,043	2,957
Transportation Fund	11,207	11,207	11,207	0
Website IT	4,000	4,000	1,224	2,776
Miscellaneous	1,000	1,000	260	740
<b>TOTAL OPERATING EXPENSES</b>	<u>506,188</u>	<u>506,188</u>	<u>488,447</u>	<u>17,741</u>
<b>OPERATING INCOME</b>	<u>10,421</u>	<u>10,421</u>	<u>29,412</u>	<u>18,991</u>
<b>NON-OPERATING INCOME</b>				
Interest Income	250	250	969	719
<b>TOTAL NON-OPERATING INCOME</b>	<u>250</u>	<u>250</u>	<u>969</u>	<u>719</u>
<b>CHANGE IN NET POSITION</b>	<u>\$ 10,671</u>	<u>\$ 10,671</u>	<u>30,381</u>	<u>\$ 19,710</u>
<b>NET POSITION</b>				
BEGINNING OF YEAR			115,256	
END OF YEAR			<u>\$ 145,637</u>	



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To Board of Directors  
of Gateway Special Recreation Association

In planning and performing our audit of the financial statements of the business-type activities of Gateway Special Recreation Association as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the Gateway Special Recreation Association's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Gateway Special Recreation Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Gateway Special Recreation Association's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in internal control to be material weaknesses.

- **Limited controls over the preparation of the financial statements being audited**

Controls need to be implemented to prevent the occurrence of material misstatements in the presentation and disclosure of the financial statements, including the related footnotes. Someone with the necessary accounting expertise to prevent, detect, and correct a potential misstatement in the financial statements or notes needs to at least read, review, and approve of the financial statements for this to no longer be a significant deficiency.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated March 27, 2017, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of Gateway Special Recreation Association. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether Gateway Special Recreation Association's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have not been engaged to report on supplementary information, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

#### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Gateway Special Recreation Association are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 19, 2017.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the management's discussion and analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the supplementary information, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

This communication is intended solely for the information and use of management, Board of Directors, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Knuttle & Associates, P.C.*

October 19, 2017



5a.

## MEMORANDUM

**DATE:** April 10, 2018

**TO:** Chairman Waverley and Members of the Parks & Recreation Commission

**FROM:** Heather Bereckis, Superintendent of Parks & Recreation

**RE:** April Staff Report

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

### Katherine Legge Memorial Lodge

Preliminary gross rental and catering revenue for the fiscal year to-date is \$130,574. Rental revenue for the tenth month of the 2017/18 fiscal year is \$2,495. In February, there were five events held at the Lodge, which is equal to the prior year. Expenses for February are down 12% (\$1,405) over the prior year; this is primarily due to smaller events being held during the month.

REVENUES	February		YTD		Change Over the Prior year	2017-18 Annual Budget	FY 17-18 % of budget	2016-17 Annual Budget	FY 16-17 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
KLM Lodge Rental	\$4,550	\$2,495	\$122,116	\$118,574	(\$3,542)	\$160,000	74%	\$180,000	68%
Caterer's Licenses	\$0	\$0	\$10,000	\$12,000	\$2,000	\$11,000	109%	\$15,000	67%
<b>Total Revenues</b>	<b>\$4,550</b>	<b>\$2,495</b>	<b>\$132,116</b>	<b>\$130,574</b>	<b>(\$1,542)</b>	<b>\$171,000</b>	<b>76%</b>	<b>\$195,000</b>	<b>68%</b>

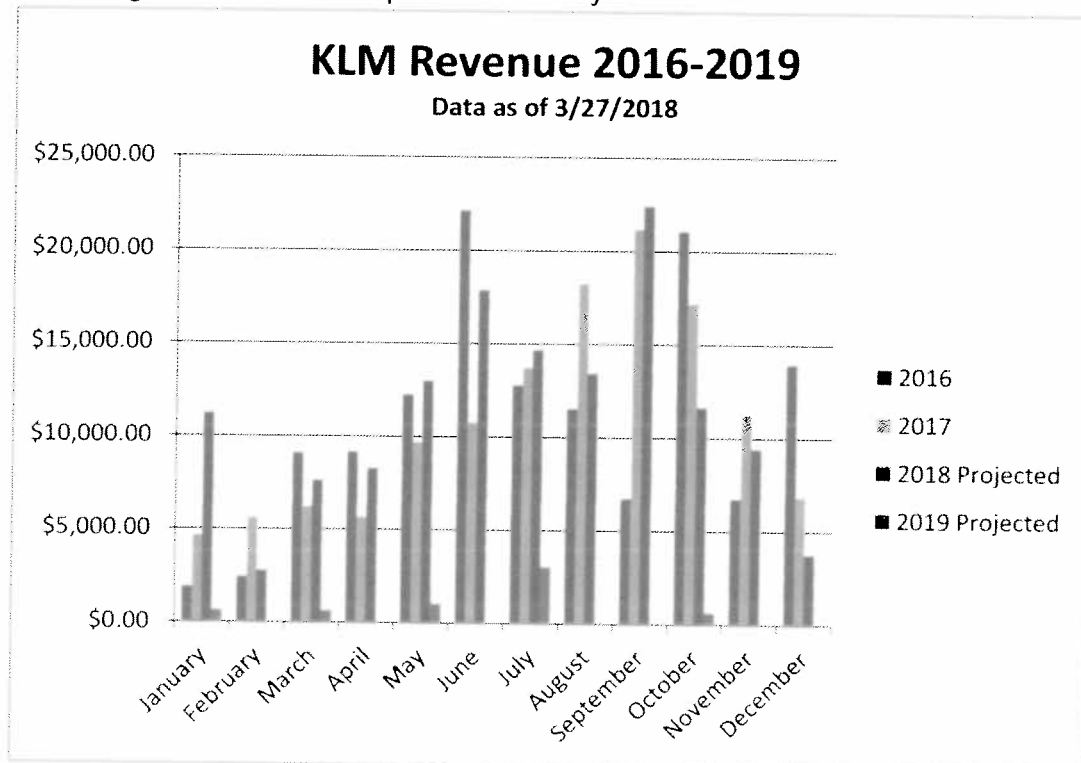
  

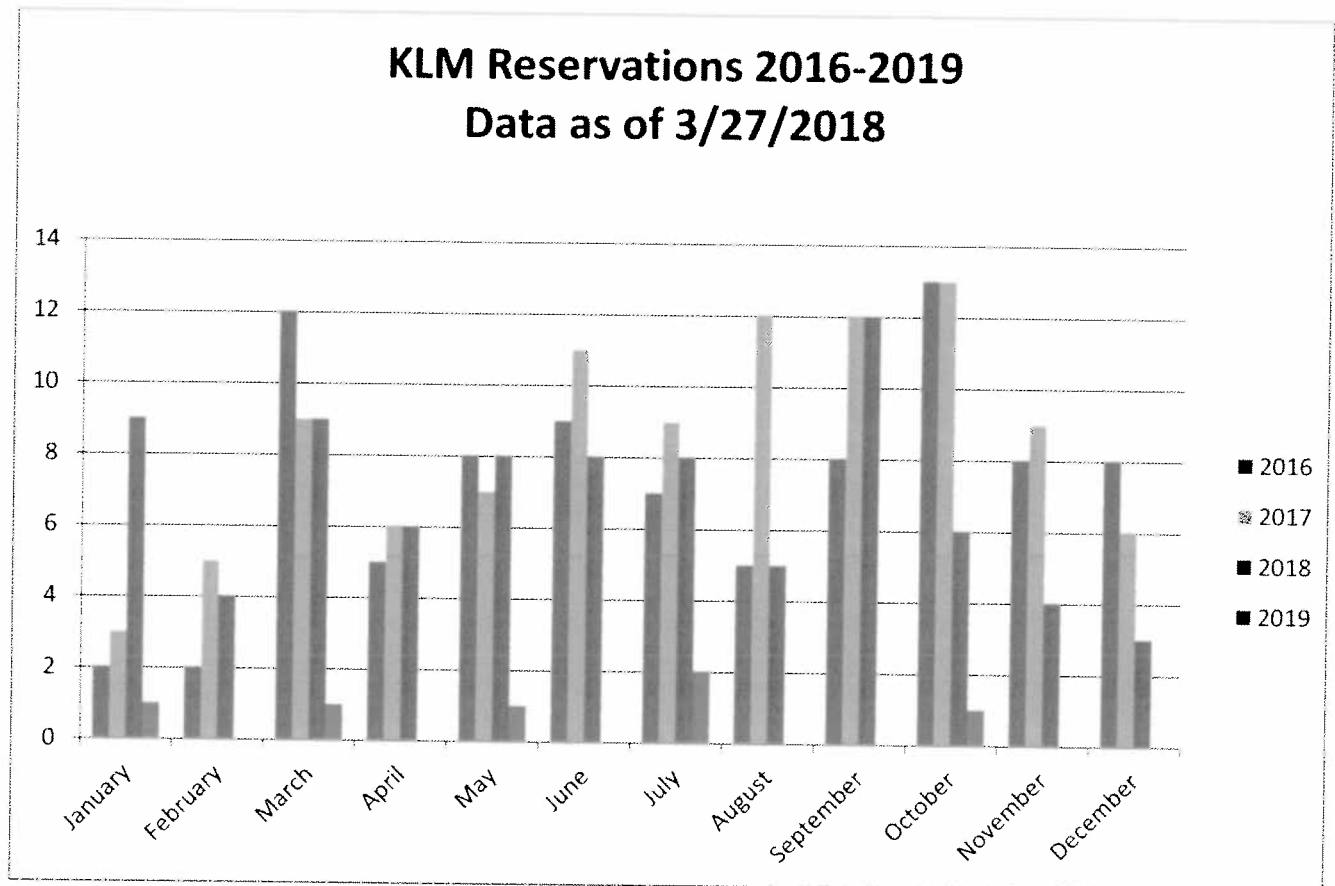
EXPENSES	February		YTD		Change Over the Prior year	2017-18 Annual Budget	FY 17-18 % of budget	2016-17 Annual Budget	FY 16-17 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
<b>Total Expenses</b>	<b>\$11,857</b>	<b>\$10,452</b>	<b>\$129,704</b>	<b>\$109,917</b>	<b>(\$19,787)</b>	<b>\$197,651</b>	<b>56%</b>	<b>\$212,741</b>	<b>61%</b>
<b>Net</b>	<b>(\$7,307)</b>	<b>(\$7,957)</b>	<b>\$2,412</b>	<b>\$20,657</b>	<b>\$18,245</b>				

## MEMORANDUM

KLM Gross Monthly Revenues							
Month	2011/12 FY	2012/13 FY	2013/14 FY	2014/15 FY	2015/16 FY	2016/17 FY	2017/18 FY
May	\$ 8,561	\$ 8,801	\$ 16,796	\$ 13,745	\$ 16,000	\$ 12,200	\$ 9,600
June	\$ 11,156	\$ 10,745	\$ 26,818	\$ 17,450	\$ 22,770	\$ 22,845	\$ 12,595
July	\$ 13,559	\$ 9,786	\$ 18,650	\$ 12,909	\$ 27,475	\$ 12,550	\$ 13,950
August	\$ 17,759	\$ 18,880	\$ 19,579	\$ 25,350	\$ 24,775	\$ 11,500	\$ 18,130
September	\$ 14,823	\$ 14,498	\$ 12,137	\$ 24,510	\$ 15,250	\$ 12,645	\$ 15,560
October	\$ 16,347	\$ 15,589	\$ 14,825	\$ 23,985	\$ 25,580	\$ 21,045	\$ 16,780
November	\$ 8,256	\$ 11,612	\$ 8,580	\$ 14,724	\$ 14,825	\$ 6,700	\$ 11,250
December	\$ 8,853	\$ 10,265	\$ 13,366	\$ 17,290	\$ 17,200	\$ 13,457	\$ 7,050
January	\$ 1,302	\$ 4,489	\$ 250	\$ 8,450	\$ 2,850	\$ 4,624	\$ 11,164
February	\$ 2,301	\$ 6,981	\$ 7,575	\$ 3,120	\$ 2,400	\$ 4,550	\$ 2,495
March	\$ 2,506	\$ 7,669	\$ 4,245	\$ 6,725	\$ 8,945	\$ 5,944	
April	\$ 2,384	\$ 4,365	\$ 3,600	\$ 12,695	\$ 9,125	\$ 4,300	
total	\$ 107,807	\$ 123,680	\$ 146,421	\$ 180,953	\$ 187,195	\$ 132,360	\$ 118,574

The graph below shows the past three years of lodge revenue and the upcoming year's projection. Future predictions are based on the average revenue from the event type. Also included below are charts indicating the number of reservations and reservation type by month. Typically, events are booked 6-18 months in advance of the rentals; however, if there are vacancies, staff will accept reservations within 5 days of an event. These tracking devices will be updated monthly.





Staff is currently working with the approved marketing plan for the 2017/18 FY, including the addition of Search Engine Optimization (SEO) and progressive marketing through The Knot. A sub-committee was started and held its first meeting on March 8<sup>th</sup>. The committee is working on developing a detailed marketing plan, specific to KLM. Staff is currently working tasks from the first meeting; a second meeting will take place in May.

## Upcoming Brochure & Activities

### Brochure & Programming

The summer brochure was delivered to all Hinsdale resident homes on March 19<sup>th</sup>. Registration began on March 26<sup>th</sup>. New programs for the summer include Fluid Running, Frisbee golf classes, youth power yoga, and field hockey. Staff has also expanded dive lessons and the Movie in the Park events, including a float-in movie at the Pool. Finally, there will be two new special events; Taco Tuesday, and Food & Beer pairing night at KLM Lodge.



## MEMORANDUM

### Special Events

The Easter Egg Hunt on March 31<sup>st</sup> was well attended, despite the weather. The next special event is the Park Cleanup Day on April 20<sup>th</sup>. The Egg Hunt event was held in collaboration with The Community House in Robbins Park. Park Cleanup Day is sponsored by Trader Joes and will be held at various parks around Hinsdale.

### Field & Park Updates

#### Fields/Parks

Staff is finalizing booking of spring 2018 Field space, with the majority of space being reserved at this time. Public Service staff is finalizing preparing fields with aeration, seeding, and striping as the weather permits. Fields will open April 2<sup>nd</sup>, weather permitting. Park restrooms will also open April 2<sup>nd</sup>.

### Platform Tennis

#### Memberships

The official platform tennis season wrapped up on March 31<sup>st</sup>. Preliminary final membership numbers are listed below.

Platform Tennis Membership Summary

	2016					2017						
Memberships as of 3/27/18	New Members	Renewal Members	Total Members	Revenue YTD	2017 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	8	50	58	\$11,600	\$200	10	53	63	5	\$12,600	\$1,000	9%
Resident Family	2	25	27	\$6,750	\$250	5	20	25	-2	\$6,250	-\$500	-7%
Resident Secondary	12	51	63	\$0	\$0	14	53	67	4	\$0	\$0	0%
Resident Total	22	126	148	\$18,350		29	126	155	7	\$18,850	\$500	3%
Non-Resident Individual	16	95	111	\$33,300	\$300	16	96	112	1	\$33,600	\$300	1%
Non-Resident Family	1	18	19	\$7,125	\$375	3	21	24	5	\$9,000	\$1,875	26%
Non-Resident Secondary	4	57	61	\$0	\$0	18	48	66	5	\$0	\$0	0%
Non-Resident Total	21	170	191	\$40,425		37	165	202	11	\$42,600	\$2,175	5%
Total Lifetime Members	N/A	255	255	\$0		0	227	227	-21	\$0	\$0	0%
Res League Players 10 Visit	N/A			\$0	\$100	3	0	3		\$300	\$300	
NR League Players 10 Visit	N/A			\$0	\$150	2	0	2		\$300	\$300	
10 Visit Total				\$0				5		\$600	\$600	
Total Memberships/ Revenue	43	551	594	\$58,775		71	518	589	-5	\$62,050	\$3,275	6%



## MEMORANDUM

### Community Pool

Pool passes went on sale March 1st; early bird pass rates are effective through April 30<sup>th</sup>. Super Passes, a pass that allows access to both Hinsdale and Clarendon Hills Pools, are sold out at this time. A waitlist of over 25 families exists. Emails and letters were sent to previous pass holders in early February, ads and press releases were posted in the local papers and signs/flyers were posted around the community in mid-February to advertise pass sales. Staff will continue to market the pool pass sales. A summary of current membership revenue is below.

As of March 23, 2018		As of March 21, 2017 2017 Pass Revenue						As of March 23, 2018 2018 Pass Revenue					
		New Passes	Renew Passes	Total	Revenue	% Change Over Prior Year	Change Over the prior year	New Passes	Renew Passes	Total	Revenue	% Change Over Prior Year	Change Over the prior year
<b>Resident</b>													
<b>Resident</b>													
Nanny + Nanny Super		12	9	21	\$1,365	-2%	-\$30	4	13	17	\$950	-30%	-\$415
Family Primary		21	39	60	\$17,400	-22%	-\$4,930	17	65	82	\$22,170	27%	\$4,770
Family Secondary		62	121	183	\$0	0%	\$0	78	216	294	#DIV/0!		\$0
Individual		0	4	4	\$495	-40%	-\$330	1	3	4	\$495	0%	\$0
Senior Pass		0	7	7	\$560	40%	\$160	1	3	4	\$320	-43%	-\$240
Family Super		11	13	24	\$7,870	2%	\$165	19	6	25	\$6,644	-16%	-\$1,226
Family Super Secondary		11	13	24	\$1,080	0%	\$0	61	12	73	\$1,800	67%	\$720
Family Super Third		10	13	23	\$1,035	5%	\$45			0		-100%	-\$1,035
Family Super 4+		15	17	32	\$480	-3%	-\$15			0		-100%	-\$480
Individual Super Pass		0	0	0	\$0	0%	\$0			0		#DIV/0!	\$0
Senior Super Pass		0	0	0	\$0	0%	\$0			0		#DIV/0!	\$0
<b>Resident Total</b>		<b>142</b>	<b>236</b>	<b>378</b>	<b>\$30,285</b>	<b>-14%</b>	<b>-\$4,935</b>	<b>181</b>	<b>318</b>	<b>499</b>	<b>\$32,379</b>	<b>7%</b>	<b>\$2,094</b>
<b>Neighorly</b>													
<b>Neighorly</b>													
Neighbor Family		8	12	20	\$7,225	24%	\$1,385	3	9	12	\$4,405	-39%	-\$2,820
Neighorly Individual		0	0	0	\$0		\$0	0	0	0	\$0	#DIV/0!	\$0
Neighbor Add'l		24	38	62	\$0		\$0	11	30	41	\$0	#DIV/0!	\$0
<b>Neighorly Total</b>		<b>32</b>	<b>50</b>	<b>82</b>	<b>\$7,225</b>	<b>24%</b>	<b>\$1,385</b>	<b>14</b>	<b>39</b>	<b>53</b>	<b>\$4,405</b>	<b>-39%</b>	<b>-\$2,820</b>
<b>Non-Resident</b>													
<b>Non-Resident</b>													
Non Resident Family		1	0	1	\$515		\$515	0	0	0	\$0	-100%	-\$515
Non Resident Family Secondary		2	0	2	\$0	0%	\$0	0	0	0	\$0	#DIV/0!	\$0
Non Resident Individual		0	0	0	\$0	0%	\$0	0	0	0	\$0	#DIV/0!	\$0
Non Resident Senior		0	0	0	\$0	0%	\$0	1	0	1	\$155	#DIV/0!	\$155
Non Resident Nanny		2	1	3	\$270	50%	\$90	1	1	2	\$180	-33%	-\$90
<b>Non-resident Total</b>		<b>5</b>	<b>1</b>	<b>6</b>	<b>\$785</b>	<b>336%</b>	<b>\$605</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>\$335</b>	<b>-57%</b>	<b>-\$450</b>
10-Visit		2		2	\$170	-76%	-\$530						
<b>TOTAL</b>				<b>0</b>	<b>\$38,465</b>	<b>-8%</b>	<b>-\$3,475</b>	<b>3</b>		<b>3</b>	<b>\$240</b>	<b>41%</b>	<b>\$70</b>
										<b>0</b>	<b>\$37,359</b>	<b>-3%</b>	<b>-\$1,106</b>



5b.

## MEMORANDUM

**DATE:** April 10, 2018

**TO:** Chairman Waverley and Members of the Parks & Recreation Commission

**FROM:** Heather Bereckis, Superintendent of Parks & Recreation

**RE:** January 2018 Parks & Recreation Financial Report

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Attached are the preliminary Parks & Recreation Department financial results through January 2018; this is the ninth month of the FY 2017-18 budget year.

### **Parks**

Revenue for field and picnic shelter rentals decreased 11% (\$5,969) over the prior year. Field rental revenue decreased 13% (\$5,301) for the same period of the prior year. Picnic shelter rental revenue decreased 5% (\$668) over the prior year. Both declines are a result of the wet spring weather, which accounted for fewer rentals.

Park operating expenses are up 24% (\$76,992) over the prior year. Personnel services are up 49% (\$85,063) over the prior year primarily due to the addition of a Horticulturist staff member. Most other categories appear to be down over the prior year due to the timing of projects and invoices posting.

### **Programs & Activities**

Through the month of January, program revenue increased by 9% (\$19,617) over the prior year. All of the below programs are contractual; revenues are directly related to offsetting contractual expenses. Overall recreation expenses are down 33% (\$142,455) over the same period of the prior year, including capital expenses.

General Interest program revenue has increased 54% (\$5,665) over the prior year, due to new programming and increased enrollment in current offerings.

Athletic program revenue increased 24% (\$16,457) over the prior year; this is a result of increased registration in the sports camp programs and new programming.



## MEMORANDUM

Cultural Arts program revenue increased 28% (\$1,773) over the prior year; due to increased enrollment in Ballroom Dancing, and new art and dance classes. While the expenses appear to have significantly increased (86%), it is merely related to timing of the invoices being processed.

Early childhood programming registration revenue is down 67% (\$16,215) over the prior year. This is a direct result of Day Camp being moved to The Community House. All registrations are being taken at their site, with an 80/20 share of revenues being billed at the end of the season. The split collected by the Village was \$3,713. The decrease in revenue is offset by the expenses, which are down 87% (\$22,305).

Fitness program revenues has remained flat with an increase of 0% (\$30) over the prior year.

### **Platform Tennis**

Through January, membership revenue increased 14% (\$9,033) over the prior year. Operating expenses have increased by 11% (\$2,868). This is due to unexpected work completed on the electrical components of courts 1 and 5.

### **General Rec Admin**

Operating expenses are up 3% (\$4,353) over the prior year. This is primarily due to changes in staffing.

### **Katherine Legge Memorial Lodge**

Rental revenue through January is currently \$118,990; which is a decrease of 7% (\$8,576) over the same period of the prior year. Caterer's License fees are up 20% (\$2,000) over the same period of the prior year; new caterers signed on for the 2017/18 year and outside catering fees. Expenses are trending up 14% (\$13,771) over the prior year. This is due to some unexpected recent repairs that needed to be made in the men's restroom, and in the kitchen.

### **Community Pool**

Pool revenue through end of the season decreased 4% (\$11,640) over the same period in the prior year. Resident pass sales have increased by 1% (\$1,244) over the prior year, while non-resident pass sales have remained the same. Resident class registration has decreased 3% (\$593), while non-resident class registration has decreased 41% (\$3,068) over the prior year. Town Team registration has increased 27% (\$4,660) over the prior year.



## MEMORANDUM

Miscellaneous pool revenue increased 7% (\$1,968) over the same period of the prior year; this is a result of the increase to Hinsdale Swim Club's annual agreement.

Pool operating expenses decreased 2% (\$4,271) over the prior year. Contractual Services expenses decreased over the prior year by 58% (\$18,493). This was due to fewer unbudgeted repairs early in the season, as a result of diligent preseason preparations by Public Services and Recreation staff.

**Parks Recreation Revenue/Expense Summary**  
**January FY 2017-18**

DEPT. 3101

	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
<b>ADMIN. AND SUPPORT</b>							
<b>Expenses</b>							
Personnel Services	172,143	121,966	71%	232,862	129,741	-7,775	-6%
Professional Services	0	0	0%	0	0	0	#DIV/0!
Contractual Services	0	1,012	0%	0	559	453	81%
Other Services	5,800	3,908	67%	5,800	3,443	465	14%
Materials & Supplies	2,400	1,119	47%	2,450	2,223	-1,104	-50%
Repairs & Maintenance	800	2,890	361%	800	595	2,295	385%
Other Expenses	4,609	4,337	94%	4,309	2,612	1,726	66%
Risk Management	32,000	39,766	124%	28,598	11,072	28,694	259%
<b>Total-Operating Expenses</b>	<b>217,752</b>	<b>174,998</b>	<b>80%</b>	<b>274,819</b>	<b>150,245</b>	<b>24,753</b>	<b>16%</b>

DEPT. 3301

	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
<b>PARKS MAINTENANCE</b>							
<b>Revenues</b>							
Field Fees	55,000	34,524	63%	44,500	39,826	-5,301	-13%
Picnic Fees	14,500	13,092	90%	11,500	13,760	-668	-5%
<b>Total Revenues</b>	<b>69,500</b>	<b>47,616</b>	<b>69%</b>	<b>56,000</b>	<b>53,586</b>	<b>-5,969</b>	<b>-11%</b>
<b>Expenses</b>							
Personnel Services	392,916	260,052	66%	259,029	174,988	85,063	49%
Contractual Services	147,250	88,754	60%	152,900	101,172	-12,418	-12%
Other Services	1,675	1,700	101%	1,675	1,209	491	41%
Materials & Supplies	41,405	19,106	46%	52,355	24,123	-5,017	-21%
Repairs & Maintenance	42,310	25,716	61%	29,220	17,716	8,000	45%
Other Expenses	2,255	1,052	47%	2,495	250	803	0%
<b>Total-Operating Expenses</b>	<b>627,811</b>	<b>396,380</b>	<b>63%</b>	<b>497,674</b>	<b>319,458</b>	<b>76,922</b>	<b>24%</b>
<b>Capital Outlay</b>							
Motor Vehicles	36,000	0	0%	46,000	29,528	-29,528	-100%
Park/Playground	0	0	0%	0	0	0	#DIV/0!
Lands/Grounds	211,405	42,761	20%	74,000	20,268	22,493	111%
Buildings	75,000	30,194	40%	139,500	72,157	-41,962	-58%
<b>Total Capital Outlay</b>	<b>322,405</b>	<b>72,955</b>	<b>23%</b>	<b>259,500</b>	<b>121,952</b>	<b>-48,997</b>	<b>-40%</b>
<b>Total Expenses</b>	<b>950,216</b>	<b>469,335</b>	<b>49%</b>	<b>757,174</b>	<b>441,410</b>	<b>27,925</b>	<b>6%</b>

DEPT.3420

	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
<b>RECREATION SERVICES</b>							
<b>Revenues</b>							
Registration & Memberships	279,500	226,279	81%	320,500	206,662	19,617	9%
Misc. Income	0	0	#DIV/0!	250	0	0	#DIV/0!
<b>Total Revenues</b>	<b>279,500</b>	<b>226,279</b>	<b>81%</b>	<b>320,750</b>	<b>206,662</b>	<b>19,617</b>	<b>9%</b>
<b>Total Expenses</b>							
Personnel Services	69,569	46,889	67%	109,261	47,201	-313	-1%
Contractual Services	257,280	153,988	60%	271,605	210,563	-56,575	-27%
Other Services	63,380	45,914	72%	56,280	43,286	2,628	6%
Materials & Supplies	11,990	4,670	39%	10,990	6,378	-1,708	-27%
Other Expenses	8,359	17,253	206%	7,839	5,901	11,351	192%
Repairs & maintenance	17,000	17,253	101%	17,000	10,656	6,597	62%
Capital Outlay	0	0	0%	123,500	104,437	-104,437	-100%
<b>Total Expenses</b>	<b>427,578</b>	<b>285,966</b>	<b>67%</b>	<b>596,475</b>	<b>428,421</b>	<b>-142,455</b>	<b>-33%</b>

**Parks Recreation Revenue/Expense Summary**  
**January FY 2017-18**

DEPT.34-BY DEPARTMENT

RECREATION SERVICES	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
<b>3421 General Interest</b>							
Revenues	13,500	16,223	120%	12,000	10,559	5,665	54%
Expenses							
Personnel Services	0	0	0%	0	0	0	#DIV/0!
Contractual Services	8,500	10,485	123%	8,500	4,842	5,643	117%
Other Services	0	0	0%	0	0	0	#DIV/0!
Materials & Supplies	0	0	0%	0	0	0	#DIV/0!
Repairs & Maintenance	0	0	0%	0	0	0	#DIV/0!
Other Expenses	0	0	0%	0	0	0	#DIV/0!
<b>Total Expenses</b>	<b>8,500</b>	<b>10,485</b>	<b>123%</b>	<b>8,500</b>	<b>4,842</b>	<b>5,643</b>	<b>117%</b>
<b>3422 Athletics</b>							
Revenues	115,000	86,215	75%	140,000	69,759	16,457	24%
Expenses							
Personnel Services	1,500	338	23%	1,615	0	338	#DIV/0!
Contractual Services	80,000	50,116	63%	90,000	47,513	2,603	5%
Other Services	0	0	0%	0	0	0	#DIV/0!
Materials & Supplies	2,100	1,218	0%	1,500	1,225	-6	-1%
Other Expenses	0	0	0%	0	0	0	#DIV/0!
<b>Total Expenses</b>	<b>83,600</b>	<b>51,672</b>	<b>62%</b>	<b>93,115</b>	<b>48,738</b>	<b>2,934</b>	<b>6%</b>
<b>3423 Cultural Arts</b>							
Revenues	9,000	8,137	90%	11,000	6,364	1,773	28%
Expenses							
Personnel Services	4,230	1,938	46%	4,306	1,292	646	50%
Contractual Services	1,500	1,660	111%	2,500	641	1,018	159%
Other Services	0	0	0%	0	0	0	#DIV/0!
Materials & Supplies	0	0	0%	0	0	0	#DIV/0!
Other Expenses	0	0	0%	0	0	0	#DIV/0!
<b>Total Expenses</b>	<b>5,730</b>	<b>3,597</b>	<b>63%</b>	<b>6,806</b>	<b>1,933</b>	<b>1,664</b>	<b>86%</b>
<b>3424 Early Childhood</b>							
Revenues	26,500	7,852	30%	42,000	24,067	-16,215	-67%
Expenses							
Personnel Services	5,383	0	0%	19,484	14,918	-14,918	-100%
Contractual Services	10,000	3,405	34%	10,000	9,683	-6,278	-65%
Other Services	0	0	0%	0	0	0	#DIV/0!
Materials & Supplies	350	0	0%	1,200	1,109	-1,109	-100%
Other Expenses	0	0	0%	0	0	0	#DIV/0!
<b>Total Expenses</b>	<b>15,733</b>	<b>3,405</b>	<b>22%</b>	<b>30,684</b>	<b>25,710</b>	<b>-22,305</b>	<b>-87%</b>

**Parks Recreation Revenue/Expense Summary**  
**January FY 2017-18**

**DEPT.3420-BY DEPARTMENT**

	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
<b>RECREATION SERVICES</b>							
<b>3425 Fitness</b>							
Revenues	34,500	19,426	56%	34,500	19,396	30	0%
Expenses							
Personnel Services	0	0	0%	0	0	0	#DIV/0!
Contractual Services	14,000	11,408	81%	14,500	10,875	534	5%
Other Services	0	0	0%	0	0	0	#DIV/0!
Materials & Supplies	0	0	0%	0	0	0	#DIV/0!
Other Expenses	0	0	0%	0	0	0	#DIV/0!
<b>Total Expenses</b>	<b>14,000</b>	<b>11,408</b>	<b>81%</b>	<b>14,500</b>	<b>10,875</b>	<b>534</b>	<b>5%</b>
<b>3426 Platform Tennis</b>							
	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Revenues							
Memberships/Lessons	65,000	71,953	111%	65,000	62,920	9,033	14%
Grant funding	0	0	0%	0	0	0	#DIV/0!
Lifetime and donations	0	0	0%	0	0	0	#DIV/0!
	<b>65,000</b>	<b>71,953</b>	<b>111%</b>	<b>65,000</b>	<b>62,920</b>	<b>9,033</b>	<b>14%</b>
Expenses							
Personnel Services	0	0	0%	0	0	0	#DIV/0!
Contractual Services	19,030	10,351	54%	19,030	11,773	-1,423	-12%
Other Services	5,500	3,974	72%	5,500	4,925	-951	-19%
Materials & Supplies	500	183	37%	500	216	-33	-15%
Repairs and Maintenance	15,000	14,363	96%	15,000	9,088	5,275	58%
Other Expenses	50	0	0%	50	0	0	#DIV/0!
<b>Total Operating Expenses</b>	<b>40,080</b>	<b>28,870</b>	<b>72%</b>	<b>40,080</b>	<b>26,001</b>	<b>2,868</b>	<b>11%</b>
<b>Capital Outlay</b>							
Courts project	0	0	0%	0	104,437	-104,437	-100%
Resurfacing/skirting	0	0	0%	123,500	0	0	#DIV/0!
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>123,500</b>	<b>104,437</b>	<b>-104,437</b>	<b>-100%</b>
<b>Total Expenses</b>	<b>40,080</b>	<b>28,870</b>	<b>0%</b>	<b>163,580</b>	<b>130,438</b>	<b>-101,568</b>	<b>-78%</b>
<b>3427 Special Events</b>							
Revenues	16,000	16,472	103%	16,000	13,598	2,874	21%
Expenses							
Personnel Services	3,983	3,190	80%	3,983	3,989	-800	-20%
Contractual Services	30,350	27,354	90%	27,850	24,577	2,777	11%
Other Services	2,080	3,640	175%	2,080	748	2,892	387%
Materials & Supplies	6,390	4,007	63%	5,140	2,884	1,123	39%
Repairs & Maintenance	0	0	0%	0	42	-42	-100%
<b>Total Expenses</b>	<b>42,803</b>	<b>38,191</b>	<b>0%</b>	<b>39,053</b>	<b>32,241</b>	<b>5,950</b>	<b>18%</b>
<b>3428 General Rec Administration</b>							
Expenses							
Personnel Services	54,473	41,761	77%	79,873	27,002	14,759	55%
Contractual Services	93,900	89,325	95%	99,225	100,659	-11,334	-11%
Other Services	55,800	38,300	69%	48,700	37,613	687	2%
Materials & Supplies	2,650	480	18%	2,650	944	-464	-49%
Repairs and Maintenance	2,000	2,890	144%	2,000	1,526	1,364	89%
Other Expenses	8,309	5,242	63%	7,789	5,901	-660	-11%
<b>Total Expenses</b>	<b>217,132</b>	<b>177,998</b>	<b>82%</b>	<b>240,237</b>	<b>173,645</b>	<b>4,353</b>	<b>3%</b>
<b>Capital Outlay</b>			<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenses</b>	<b>217,132</b>	<b>177,998</b>	<b>82%</b>	<b>240,237</b>	<b>173,645</b>	<b>4,353</b>	<b>3%</b>

**Parks Recreation Revenue/Expense Summary**  
**January FY 2017-18**

**DEPT. 3724**

<b>KLM LODGE</b>	<b>FY 17-18 Budget</b>	<b>FY 17-18 Actual</b>	<b>FY 17-18 % of Budget</b>	<b>FY 16-17 Budget</b>	<b>FY 16-17 Actual</b>	<b>VARIANCE OVER PRIOR YEAR</b>	<b>% of Change</b>
<b>Revenues</b>							
KLM Lodge Revenue	160,000	106,990	67%	180,000	117,566	-10,576	-9%
Caterer's Licenses	11,000	12,000	109%	15,000	10,000	2,000	20%
<b>Total Revenues</b>	<b>171,000</b>	<b>118,990</b>	<b>70%</b>	<b>195,000</b>	<b>127,566</b>	<b>-8,576</b>	<b>-7%</b>
<b>Expenses</b>							
Personnel Services	76,933	48,734	63%	64,523	44,906	3,829	9%
Contractual Services	25,818	17,045	66%	25,318	14,763	2,282	15%
Other Services	39,500	23,440	59%	37,000	26,104	-2,664	-10%
Materials & Supplies	8,400	3,817	45%	9,400	3,411	406	12%
Repairs & Maintenance	16,450	16,325	99%	16,450	6,411	9,914	155%
Other Expenses	550	556	101%	50	552	3	1%
<b>Total-Operating Expenses</b>	<b>167,651</b>	<b>109,918</b>	<b>66%</b>	<b>152,741</b>	<b>96,147</b>	<b>13,771</b>	<b>14%</b>
Capital Outlay	30,000	0	0%	60,000	33,598	-33,598	-100%
<b>Total Expenses</b>	<b>197,651</b>	<b>109,918</b>	<b>56%</b>	<b>212,741</b>	<b>129,746</b>	<b>-19,828</b>	<b>-15%</b>

**DEPT. 3951**

<b>SWIMMING POOL</b>	<b>FY 17-18 Budget</b>	<b>FY 17-18 Actual</b>	<b>FY 17-18 % of Budget</b>	<b>FY 16-17 Budget</b>	<b>FY 16-17 Actual</b>	<b>VARIANCE OVER PRIOR YEAR</b>	<b>% of Change</b>
<b>Revenues</b>							
Pool Resident Pass	115,000	109,302	95%	135,000	108,058	1,244	1%
Non-Resident Pass	37,000	36,375	98%	32,000	36,317	58	0%
Pool Daily Fee	60,000	51,861	86%	58,000	59,751	-7,890	-13%
Pool Lockers	0	0	0%	0	0	0	#DIV/0!
Pool Concession	8,400	6,870	82%	8,200	8,300	-1,430	-17%
Class-Registration - Resident	22,000	18,434	84%	24,000	19,027	-593	-3%
Class-Registration Non-Resident	7,400	4,327	58%	6,500	7,395	-3,068	-41%
Private Lessons	13,000	10,310	79%	10,500	12,732	-2,422	-19%
Misc. Revenue (Rentals)	30,000	30,225	101%	32,000	28,257	1,968	7%
Town Team	18,500	22,101	119%	17,000	17,441	4,660	27%
10-Visit Pass	24,000	19,310	80%	22,000	23,478	-4,168	-18%
<b>Total Revenues</b>	<b>335,300</b>	<b>309,114</b>	<b>92%</b>	<b>345,200</b>	<b>320,755</b>	<b>-11,640</b>	<b>-4%</b>
<b>Expenses</b>							
Personnel Services	166,858	157,538	0%	166,858	150,566	6,972	5%
Contractual Services	32,350	13,496	42%	35,450	31,989	-18,493	-58%
Other Services	38,500	31,479	82%	41,500	26,117	5,362	21%
Materials & Supplies	30,005	31,918	106%	28,255	28,174	3,744	13%
Repairs & Maintenance	34,880	11,854	34%	28,240	13,306	-1,453	-11%
Other Expenses	7,000	4,382	63%	6,700	4,785	-403	-8%
Risk Management	0	0	0%	0	0	0	#DIV/0!
<b>Total-Operating Expenses</b>	<b>309,593</b>	<b>250,667</b>	<b>81%</b>	<b>307,003</b>	<b>254,938</b>	<b>-4,271</b>	<b>-2%</b>
Capital Outlay	15,000	0	0%	65,000	63,316	-63,316	-100%
<b>Total Expenses</b>	<b>324,593</b>	<b>250,667</b>	<b>77%</b>	<b>372,003</b>	<b>318,254</b>	<b>-67,587</b>	<b>-21%</b>
<b>Summary</b>							
	<b>FY 17-18 Budget</b>	<b>FY 17-18 Actual</b>	<b>FY 17-18 % of Budget</b>	<b>FY 16-17 Budget</b>	<b>FY 16-17 Actual</b>	<b>VARIANCE OVER PRIOR YEAR</b>	<b>% of Change</b>
Capital Expenses	367,405	72,955	20%	508,000	323,303	(250,348)	-77%
Operating Expenses	1,750,385	1,217,930	70%	1,705,212	1,144,773	73,156	6%
<b>Total Expenses</b>	<b>2,117,790</b>	<b>1,290,885</b>	<b>61%</b>	<b>2,213,212</b>	<b>1,468,077</b>	<b>-177,192</b>	<b>-12%</b>
<b>Total Revenues</b>	<b>855,300</b>	<b>702,000</b>	<b>82%</b>	<b>916,950</b>	<b>708,569</b>	<b>-6,569</b>	<b>-1%</b>
Revenue Offset Difference	(1,262,490)	-588,885	47%	(1,296,262)	(759,508)	170,623	-22%



6 a.

## MEMORANDUM

**DATE:** April 10, 2018

**TO:** Chairman Waverley and Members of the Parks & Recreation Commission

**FROM:** Heather Bereckis, Superintendent of Parks & Recreation

**RE:** Park Donation Application

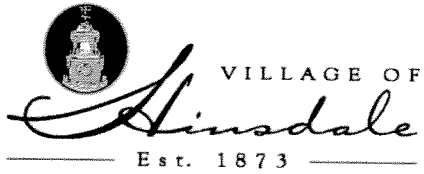
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An application for Park Donation has been submitted to the Parks & Recreation Commission (P&R) and staff for consideration. The Hinsdale Little League (HLL), represented by Adam Linn, wishes to donate a flag pole to be installed near the west baseball field at Peirce Park. Included with the flag pole, HLL is asking to install a memorial plaque at the existing east field pole, in lieu of the new pole as originally suggested. This donation is in memoriam of former Hinsdale resident Brooks Tonn, who passed away in December 2017.

Staff has reviewed the application related to the established Art Donation Policy and would like to note a few items. First, related to the installation of the new flag pole; this item falls under the general park accessory guidelines, per the Donation Policy. These guidelines state that the accessory must meet a need for the facility, not interfere with the intended use or future use, and must not require the relocation of other equipment or infrastructure. As this flag pole is not in the current park plan, it is considered non-conforming and must be reviewed by the Parks & Recreation Commission before approval.

The proposed flag pole will match the existing pole on the east side of Peirce Park. This flag pole is also consistent throughout all Hinsdale parks. Maintenance on this item would be minimal, and would be added in to the annual rotation of flag replacement at the parks. Currently Public Service staff replaces flags at least once a year or on an as needed basis. All flagpoles are lit allowing the flags to remain posted 24/7. A requirement in approving this structure would include providing lighting. Staff would recommend that the installation process is encompassed in the donation and overseen by Village Public Services staff.

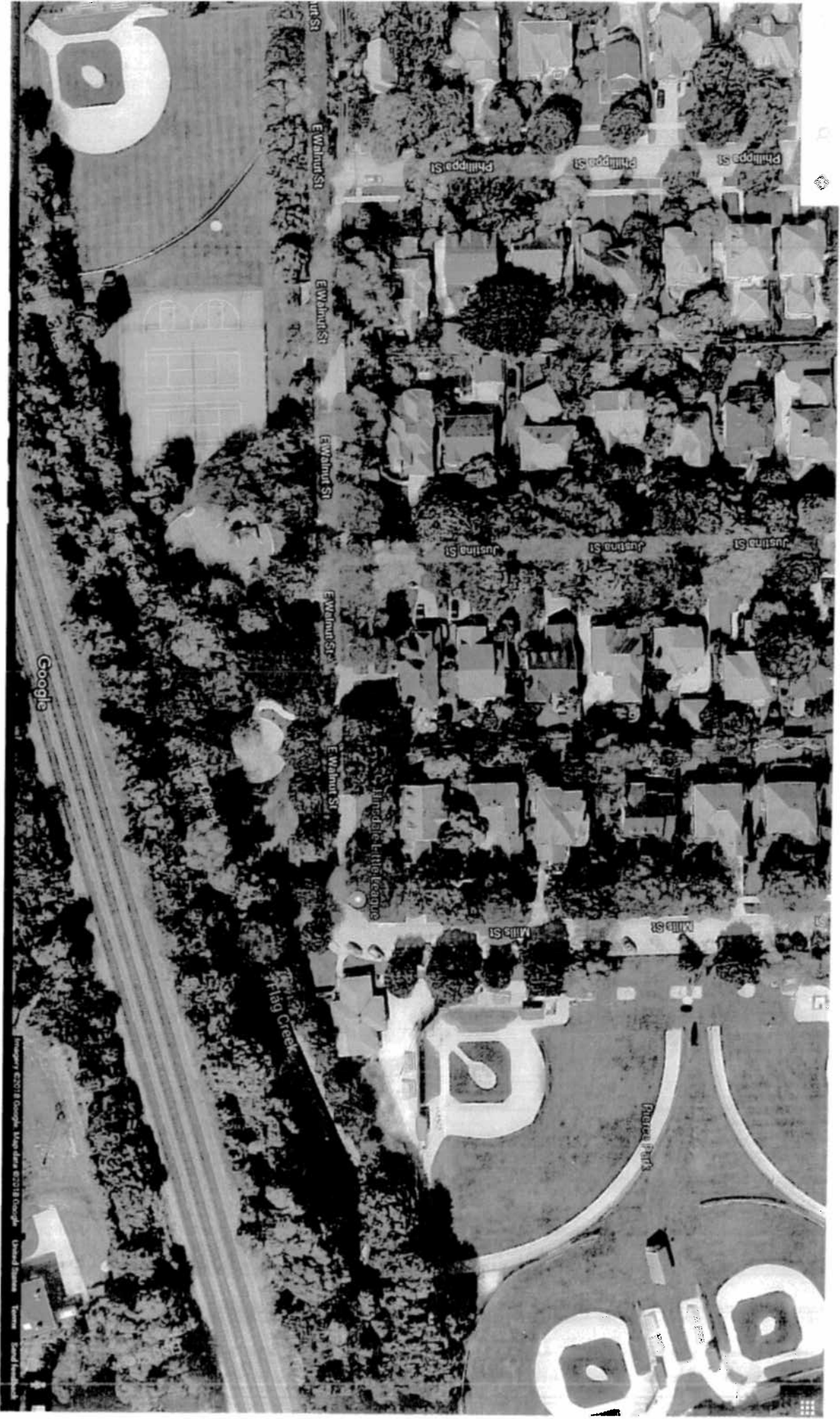
In regards to the memorial plaque; HLL is asking for this item to match existing plaques that are installed in rocks throughout the Village. Attachments show the most recent rock memorial installed at the Oak Street Bridge pocket park and a mock-up of the proposed plaque. Based on the criteria listed in the Donation Policy, this item is conforming. There is a Village-wide precedent set for rock memorials in parks and the plaque will match existing plaques. Maintenance on this item will be minimal. Staff recommends that installation of the plaque into the rock should be complete by the donor, while installation of the completed memorial be placed by Village staff.



## MEMORANDUM

Staff is asking the Commission to evaluate the language and design of the plaque as presented. Based on feedback related to the design of the plaque, staff would then recommend the approval of both items, as they are conforming to current Village aesthetics and meet all requirements of the Donation Policy.

Additional attached documents include the completed Art Donation application, supplemental images related to the donation, and a map/photo of the requested areas for display.



In Memory of

# BROOKS TONN

Faithful Teammate and Friend

He touched many lives and inspired us all to be better.  
Hinsdale will be forever

# BROOKS STRONG

*"It's hard to beat a person who never gives up."*

– Babe Ruth

Dedicated May \_\_, 2018

**OAK STREET BRIDGE**  
**Dedicated 2010**

Dedicated to the Hinsdale residents who supported the replacement of the century-old wooden bridge that stood on this spot

**Thomas Ceuley, Jr., Village President  
and Board of Trustees:**

**J. Kimberly Angelo  
Christopher J. Elder  
Doug Geoge  
William N. Hearlow  
Gerald J. Hughes**

**Laura L. Laplace  
Robert M. Seigh  
Bob Schultz  
Luke Stithert  
Cindy Williams**

**In partnership with:**  
Adventist Hinsdale Hospital  
Bedington Northern Santa Fe  
Illinois Commerce Commission  
Illinois Department of Commerce & Economic Opportunity  
Illinois Department of Transportation  
Regional Transportation Authority / Metra  
West Suburban Mass Transit District  
Illinois State Representative - Patricia A. DeHoff  
Illinois State Senator - Kirk W. Dillard  
United States Representative - Judy Bigert

# THOMAS FLEMING COMPANY

426 NORTH AVE, WAUKEGAN, IL. 60085

PHONE (847) 360-8090 FAX (847) 360-8066

Fax:

Re: FLAGPOLE

TO: ADAM

WE ARE PLEASED TO QUOTE THE FOLLOWING:

STRAIGHTEN OUT EXISTING 30' FLAGPOLE	375.00
NEW ROPE AND SNAPS	75.00

TAKE DOWN AND RE-INSTALL EXISTING 30' FLAGPOLE ( NEW SLEEVE AND FOUNDATION)	950.00
--	--------

FURNISH AND INSTALL 30' ALUMINUM FLAGPOLE, EXTERNAL HALYARD, SATIN FINISHED	
5" BUTT, 3" TOP, .125 WALL	\$2,140.00
5" BUTT, 3" TOP, .156 WALL	2,360.00

SHIP.	95.00
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NELLIE GALVIN ,

THOMAS FLEMING CO.  
sales@thomasflemingflag.com



Plaques Plus, Inc.  
790 Royal St. George Drive  
Suite # 108  
Naperville, IL 60563

## Quotation

DATE	QUOTE NO.
3/7/2018	1466

NAME / ADDRESS
Village of Hinsdale Heather Bereckis 19 E. Chicago Ave. Hinsdale, IL 60521

TERMS
Net 15
Quotes are Valid for 30 Days

ITEM	DESCRIPTION	QTY	COST	TOTAL
CastPlaque	12"x16" Solid Bronze Cast Plaque w/ Satin Bronze Finish Black Background with Pebble Texture Custom Single Line Border with Inverted Radius Corners 2 @ Raised Cancer Ribbon, Painted Yellow	1	1,028.00	1,028.00
CastSetUp	Stud Mount Backing Cast Plaque Setup Charge	1	25.00	25.00
	Subtotal			1,053.00

**Subtotal** \$1,053.00

**Sales Tax (7.5%)** \$0.00

**TOTAL** \$1,053.00

Phone #	Fax #	E-mail	Web Site
630-983-0523	630-983-5008	sales@plaquesplus.com	www.plaquesplus.com

**DATE:** April 10, 2018

**TO:** Chairman Waverley and Members of the Parks & Recreation Commission

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

**RE:** KLM Marketing Update

Staff began implementing a new Katherine Legge Memorial Lodge (KLM) marketing plan in August of 2017 that was comprised of two key changes including an upgraded storefront with the popular wedding website "The Knot" and hiring a Search Engine Optimization (SEO) firm, Linchpin, to assist in SEO management on a monthly basis.

Data has been collected since to assist staff and the Commission in determining the effectiveness of the marketing plan. As displayed in detail below, KLM visibility, inquiries, tours, and bookings have increased since the inception of the plan.

**THE KNOT:**

KLM upgraded its storefront status with "The Knot". KLM has noticed a significant increase in inquiries generated through the website. Below, please find data comparing "The Knot" monthly traffic.

<u>The Knot Engagement</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>
Unique Visitors to Page	92	121	141	311	365	377	296	292	413	293
Clickthroughs	15	43	44	82	121	131	95	85	131	72
Storefront Saves	1	1	1	33	27	30	33	32	48	33
Messages & Calls	2	8	7	31	36	29	23	19	30	27
Page Views	105	142	161	425	489	505	439	391	552	381

**SEO Report from Linchpin, SEO:**

**Significant Increase in Rankings Related to Specific Keywords:**

Corporate Function Venue Hinsdale: Before #18 Now #3

Business Meeting Venue Hinsdale: Before #11 Now #8

Bat Mitzvah Venue Hinsdale: Before #6 Now #1

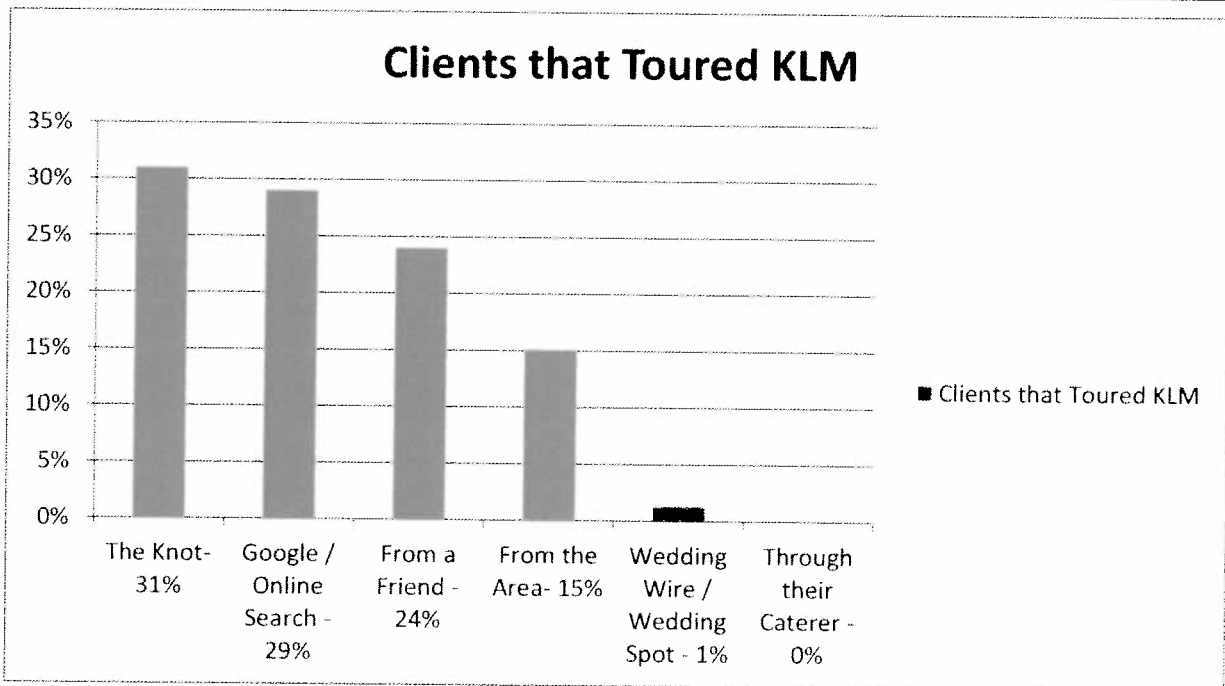
Memorials Venue Chicago: Before #12 Now #9

**Additional Ranking:**

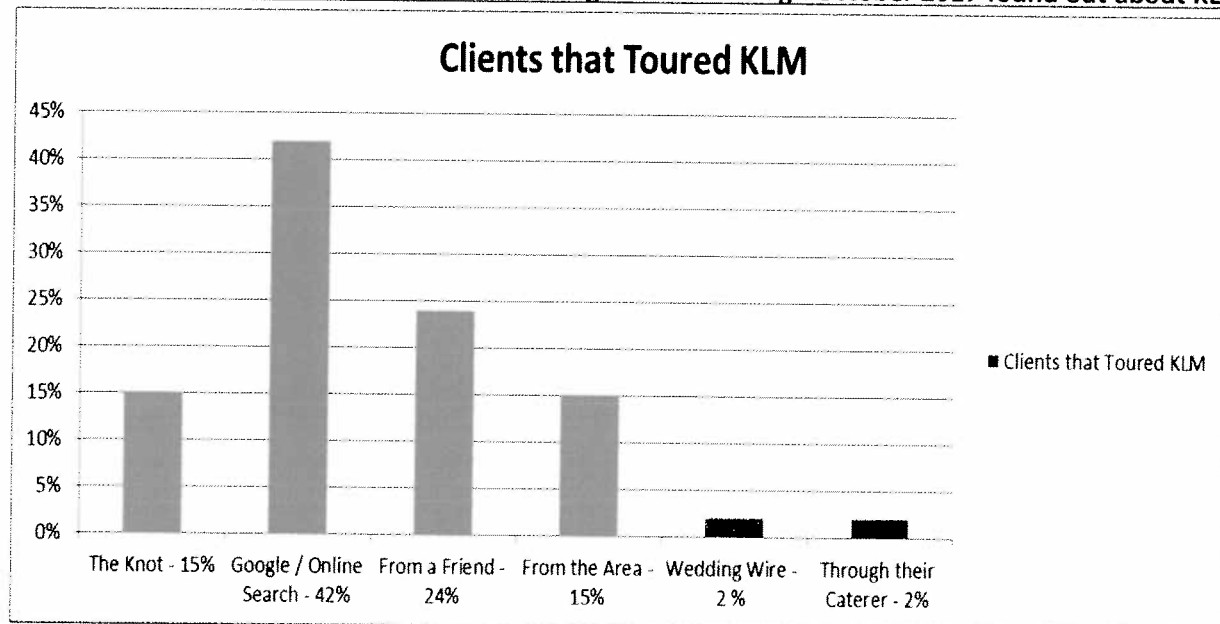
Wedding Venue Hinsdale: Before August 2017 Ranked #7 in Google, KLM Continues to Rank #1

MEMORANDUM

**How Clients that Toured the Facility between November 2017 – February 2018 found out about KLM:**



**How Clients that Toured the Facility between August 2017 through October 2017 found out about KLM:**



**Rental Booking Process for KLM Staff:**

- Clients typically inquire through email, the Knot or by phone call.
- Staff then provides clients with information regarding renting KLM (pricing, available dates, preferred vendors, event time suggestions / policies, KLM policies and procedures, etc.).
- Staff then tries to schedule a tour for the client to visit the facility.
- Clients then complete their tour of KLM, discuss their event vision and KLM staff assist in discussing how to make that work at the KLM facility.
- Staff then provides clients with pictures of past events, vendor information and KLM pricing, policies, procedures, etc.
- Clients are asked to complete an Event Inquiry form that includes fact gathering information like name, contact information, event details and asks how the client learned about KLM.
- Clients are told to follow up by phone or email to move forward in completing an event contract, supply a refundable security deposit and book the facility or to schedule a date to come in and do so.
- If clients do not follow up, staff wait one week and follow up with clients to ask if they have any further questions and to see if they are still interested in KLM.
- Staff will ask if a different venue was chosen and ask clients why they chose a different venue.
- If clients choose to rent KLM, staff completes their event contract, policy and procedure page and accepts the clients' refundable security deposit.



bc.

## MEMORANDUM

**DATE:** April 10, 2018

**TO:** Chairman Waverley and Members of the Parks & Recreation Commission

**FROM:** Heather Bereckis, Superintendent of Parks & Recreation

**RE:** Addendum to Donation Policy: Naming Rights for Public Facilities and Structures

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In January 2018, staff received a proposal from the Hinsdale Little League for a request to name a ball field after a former Hinsdale resident who played there. Upon discussion, the Commission determined that there were no specific guidelines related to naming public facilities or structures, and limited past precedent. The Commission recommended establishing an addendum to the current Donation Policy outlining naming rights guidelines, before approving any requests of this nature. At the February 2018 Commission meeting, it was determined that a sub-committee would begin the process of creating this addendum.

Commission members Baker and Hester met with staff on Wednesday, February 28<sup>th</sup>, 2018. As a result of this meeting and through review of other established Naming Policies, the following general principles and criteria were constructed. It was intended that these not all be required, but rather be items for consideration.

1. Length of residency (minimum of 5 years)
2. Contribution to the community (monetary, in-kind service, etc)
3. Appropriateness based on motivation, location, mission, vision etc.
4. Has historical, cultural, or social significance as related to the community and future generations
5. Wait period (in relation to post mortem requests only)-1 year
6. Public support and comment period (prior to approval or denial)
7. Past precedent
8. Renaming generally avoided or discouraged (see revocation)
9. Naming subject to revocation (based on historical, social or cultural significance)
10. Significance or symbolic; commemorates places, people or events that are of continued importance to the Village
11. No undue commercialization of the park, facility or amenity (specific to organization contribution)
12. If living, written permission sought from individual or corporation; post-mortem permission sought from closest relative



## MEMORANDUM

Staff is asking the Commission to review and provide feedback on the established criteria. Once this has been done, the sub-committee will meet again to construct detailed categories and guidelines.



7a.

## MEMORANDUM

**DATE:** April 10, 2018

**TO:** Chairman Waverley and Members of the Parks & Recreation Commission

**FROM:** Heather Bereckis, Superintendent of Parks & Recreation

**RE:** Bench Donation Application

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An application for Bench Donation has been submitted to the Parks & Recreation Commission and staff for consideration. Nadine and Tom Bartecki of Glen Ellyn, wish to donate a park bench with plaque, displayed for use in Brook Park. This donation is in memoriam of their dear relative Mary Healy Bartecki, who lived in Hinsdale.

Staff has reviewed the application related to the established Art Donation Policy and would like to note a few items. First, the bench will require minimal upkeep, so should not create an undue burden on Village personnel for maintenance. The donated bench will be replacing an existing bench that does not match the newly established preferred style. Brook Park is slated for replacement of two benches; this donation would be one of those, decreasing expenses for the Village. Lastly, installation will be a minor process, and Public Service staff has agreed to perform this for the donor.

Additional attached documents include the completed Art Donation application, and a map/photo of the requested area for display.

# VILLAGE OF HINSDALE Park and Recreation Donation Policy

## Donation Application

**for Art Work, Monuments and Non-conforming donations**

*Application must include a summary to demonstrate how the proposed donation meets the application criteria established in the policy.*

Name of Donor:

Nadine + Tom Bartekki

Address of Donor:

444 Stagecoach Run, Glen Ellyn, IL 60137

Phone Number:

Work: 630-~~XXXXXXXXXX~~ 818-5422

Home: 630-469-3444

Fax:

Email:

aaarts4eaim.com

Description of Donation (if available provide a photo):

Par K Bench

Proposed Location of Donation:

# Brook Park

Requested Wording on Memorial Acknowledgement:

Memory of  
MARY HEALY BARTECKI  
A Role Model For So Many

Value of Donation: \$

I have read the Donation Policy

Requested by: CRZ Date: 3/18

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Donation Cost Calculations

Element Type:

Value of Donation	\$
-------------------	----

\$

## Cost of Plaque

\$

Life Cycle Term	Years (x)
-----------------	-----------

Y

Annual Life Cycle Cost  
(determined by Village staff)

\$

### Life Cycle Cost

\$

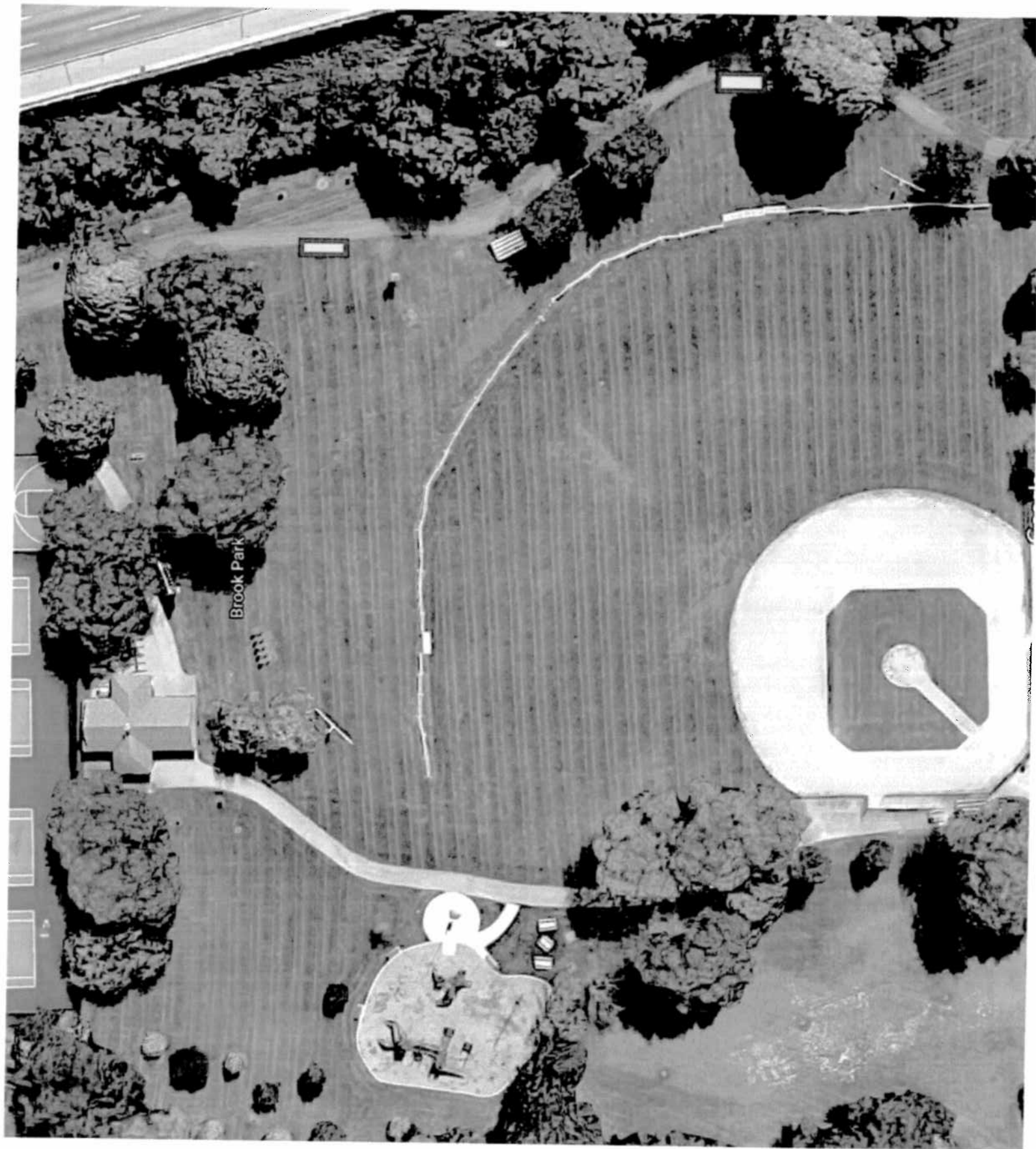
Total Cost of Donated Element	\$ (
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\$

Board of Trustees Approval: \_\_\_\_\_ Date: \_\_\_\_\_

HAB 7.13.16 Parks Misc/art donation/PR donation policy final

If there is any way this can be installed by 4/1/18  
her children will be in town to see it at the SO



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.

*\*Monuments, due to their potential size and stature, will be approved in rare instances only and will be subject to increased scrutiny.*

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

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**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 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

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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 next step is for the Board of Trustees to 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 the Village Board makes a recommendation for approval the donation request will be brought back to the Board of Trustees for a first reading for approval.

6. Upon final approval by 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.

## **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.
- The memorial represents a person or event deemed significant to Village of Hinsdale's history.

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- 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**

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

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**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	
Application must include a summary to demonstrate how the proposed donation meets the application criteria established in the policy.	
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: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

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: \_\_\_\_\_



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## MEMORANDUM

**DATE:** April 10, 2018

**TO:** Chairman Waverley and Members of the Parks & Recreation Commission

**FROM:** Heather Bereckis, Interim Manager of Parks & Recreation

**RE:** Pool Concessions Proposal Review

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Staff prepared a Request for Proposals (RFP) and distributed the pool concession lease) to 22 vendors. Four vendors attended the concession walk-through and a final proposal was received from Baldinelli Pizza. The last proposal cycle of the concession agreement received two submittals which were from C&W Concessions, INC and RV Concessions. Pool concessions have been a contracted service since 1986.

Baldinelli Pizza has existed as a successful restaurant in Hinsdale since 1986. They are a well-known brand throughout the community and will offer the Pool concessions the opportunity for a higher caliber of fresh menu offerings. In addition to the operation of the restaurant, Baldinelli Pizza also offers hot lunches to Elm, Monroe, and Oak Schools. This started with Elm School in 2014 and has grown to encompass all three schools currently.

The table below provides a summary of the rental terms as submitted by the vendor. The proposal required that the vendors submit a monthly rent with a percentage of gross sales and an aggregate amount for a 12 month lease. For the past eight years, the terms of the concession lease have been an aggregate payment. These terms have provided a predictable revenue source that is not subject to the seasonality of the pool operation. However, the monthly payment option has been accepted in the past. Eleven years of concession revenue history and terms are included below.

Concessions Revenue History		
Year	Revenue	Terms
2007	\$5,211	\$1,200 plus 10% of sales
2008	\$7,739	\$1,200 plus 10% of sales
2009	\$7,000	Aggregate Rate
2010	\$7,000	Aggregate Rate
2011	\$7,350	Aggregate Rate
2012	\$7,717	Aggregate Rate
2013	\$7,950	Aggregate Rate
2014	\$8,000	Aggregate Rate
2015	\$8,200	Aggregate Rate
2016	\$8,400	Aggregate Rate
2017	\$6,750	Aggregate Rate

Baldinelli Pizza has proposed a monthly payment with percentage of sales. They are offering a rate of \$100/month and 10% of gross sales. Based on the last revenue history provided by the former concessionaire, staff has estimated overall revenue for the 2018 Pool season. This is indicated in the chart below. Staff anticipates that Baldinelli's brand would increase sales at the concession stand over prior years. The estimated revenue below is expected to be the minimum revenue amount.

While Baldinelli Pizza has proposed the rate stay flat for years two and three, staff would suggest reevaluating this agreement in 2019, based on the revenue history provided in the 2018 season.

Vendor	Flat Rate Lease Terms			Monthly/Percentage -12 month period		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
Baldinelli's Pizza	N/A	N/A	N/A	\$100 10% of sales	\$100 10% of sales	\$100 10% of sales
Estimated revenue	\$0	\$0	\$0	\$4,700	-	-



## MEMORANDUM

Menu options and pricing are included in the attached documents. In addition, Baldinelli would like to place a banner at the Concession stand, advertising to the community that they are the new vendor. This would help promote sales and encourage walk-ups to the outside window. They have also provided an item list and pricing for morning sales at the Pool. This would include the 5:30am-11:30am timeframe when swim practice and lessons are taking place. This would be done initially on a trial basis and continued if it is successful.

In closing, the proposal submitted by the vendor provides comparable terms related to past operations of the pool concessions. Based on references and Baldinelli's good standing with the community already, staff is recommending the Commission accept this proposal for the 2018 season.

Food Items	Cost	Tax	Total
Pizza Slices (Cheese, Sausage, Pepperoni)	5	0.46	\$5.46
Garden Salad	5.25	0.48	\$5.73
Baldinelli Chopped Salad	9	0.83	\$9.83
Bosco Sticks	4.75	0.44	\$5.19
Char Chicken Sandwich	7.5	0.7	\$8.20
Italian Ice	3	0.28	\$3.28
Ice Cream	2	0.19	\$2.19
Bottle water	2	0.19	\$2.19
La Croix	1	0.09	\$1.09
Pop (CAN)	1.5	0.14	\$1.64
Sun Chips	1	0.09	\$1.09
Gatorade	2	0.19	\$2.19
Hot Dogs	3	0.28	\$3.28
Walking Tacos	6	0.56	\$6.56
Cheeseburgers	5	0.46	\$5.46
Hamburgers	4.5	0.42	\$4.92
Soft Pretzels	3	0.28	\$3.28
Cheese Cup	0.75	0.07	\$0.82