

**VILLAGE OF HINSDALE
MINUTES
PARK AND RECREATION COMMISSION
Monday, December 19, 2011 7:00 PM
Memorial Hall Board Room**

Chairman Kluchenek called the meeting of the Park and Recreation Commission to Order at 7:04 p.m. at the Memorial Hall board room.

Members Present: Chairman Matt Kluchenek, Commissioners Banke, Dougherty, Griffin, Otto and Owens

Members Absent: Commissioners McCarthy, Mulligan and Opler

Others Present: Trustee Chris Elder; Charlie and John Banke

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

Commissioner Dougherty moved approval of the November 14, 2011 Park and Recreation Commission meeting minutes with one correction. Commissioner Owens seconded and the motion passed unanimously.

Monthly Reports

December Expense Reports

Ms. Hassett commented on the Polar Express and Santa Breakfast. Staff is waiting for cold weather for the ice rink to be installed at Burns Field. Veeck Park project is completed until the spring. The next big project will be the 5K race in April.

The interview process has begun for the KLM reservationist position and three will be asked for a second interview.

Ms. Hassett discussed the preliminary budget and the Lodge is the one that is under budget. Commissioner Dougherty asked about the low field fees to date. Ms. Hassett stated that AYSO payment usually comes in the spring. The rentals are down at Veeck because of the fields not being available. Paddle memberships are on target even with the sale of lifetime memberships. The lifetime memberships are \$140,000 but that does not cover the cost of the project. Chairman Kluchenek asked about the donations and how much they were. Ms. Hassett explained what the levels of donations were and will give further information next month.

John and Charlie Banke presented a check from the skate park concession revenues of \$750. John thanked the Commissioners for the opportunity to raise the money for the skate park. He stated that many people were very supportive of the effort and some just gave donations without buying any concessions.

Park & Recreation Commission Follow Up Items

Sport Summit Draft Agenda

Ms. Hassett explained the draft agenda for the Sports Summit and she explained what organizations would probably attend. A date needs to be selected for the Summit. Chairman Kluchenek asked the other Commissioners if the January meeting should include the Sports Summit. If two members participate, the others can just listen. Commissioner Banke is interested in participating and he gave his opinion of what the Sports Summit should be. Ms. Hassett stated that the fee structure is set by the board, so that would not be discussed. It would be educational to the other organizations and the Commissioners.

Commissioner Banke thinks that all Commissioners should attend and that it should be a regular meeting. Chairman Kluchenek also believes that it should be a regular meeting and would like it to be after the regular January Parks and Rec meeting. The needs of the organizations will be met and Ms. Hassett will check on the discussion aspect. If it is an official meeting, minutes would need to be taken. Commissioner Banke asked if questions can be prepared ahead of time for the organizations so Commissioners know what they are concerned about. They are helpful to know on the field allocation emphasis.

Commissioner Owens asked Ms. Hassett to invite the swim clubs as well if perhaps they have any issues. Commissioner Otto also wants the organizations to be asked how their needs have changed and emphasize the field fees that are collected and how much it costs to run the fields. He stated that the weather policy needs to be stressed and that teams have used the fields even when they are closed. They need to be educated and this is why they are paying field fees. Ms. Hassett will have that information ahead of time.

Commissioner Banke wants the organizations to have an idea how much it costs to run the parks. Residents don't realize the cost involved with maintaining the parks and the pool. Chairman Kluchenek asked if the consensus would be to combine the sports summit with the January meeting. Ms. Hassett is suggesting the meeting on January 23 since the regular meeting date would be Martin Luther King Day. Ms. Hassett will check availability and perhaps have the meeting at KLM. The regular meeting would be at 6:30 and then the sports summit would be at 7:00 pm.

Chairman Kluchenek will defer to Ms. Hassett who should be included. Commissioner Dougherty asked if the high school should be there. Ms. Hassett stated that the grounds director would be invited along with the school principals. Ms. Hassett will try to get an agenda by next week.

Hinsdale Tennis Association Agreement

Ms. Hassett explained that the agreement with Tom Lockhart is similar to the Mary Doten agreement. Tom has asked for the amount to be the same amount of \$7500 since his participation numbers are down. People are generally happy with the program. We don't have registration numbers but can ask for them for the future. There is no way to verify the numbers because he doesn't have software with that information. Commissioner Otto

moved to keep the fee at \$7500 for 2012 and Commissioner Dougherty seconded the motion with the stipulation that Mr. Lockhart will need to provide registration numbers at the end of the 2012 season. The motion passed unanimously. Commissioner Dougherty asked about the indemnification clause in the agreement and if it can be changed. Ms. Hassett stated that this is a long standing agreement and that the village will have a new law firm after Jan. 1st.

New Business

Add Service with Design Perspectives

Ms. Hassett explained the services that would be needed for the OSLAD grant. Design Perspectives is requesting \$24,500 for their services. The project could be done within budget including the professional services and includes the lighting in the north shelter. Design Perspectives would bring in the bidders and trade services and stated that sometimes the bidding process is waived.

Ms. Hassett stated that this would be the final phase of the grant process. Commissioner Dougherty asked what the bid process would be. Ms. Hassett explained the process and stated that there is a firm that came by to lay out the disk golf course. It might be able to be an 18 hole course if staff does the labor.

Trustee Elder asked about the contractor bid and if it includes the fees. Ms. Hassett explained that there would be some professional services that still would need to be paid. A general contractor or landscape architects would need to be hired. Commissioner Banke wanted to know if there was a guarantee with the work and a time frame. Ms. Hassett explained that the contractors all have to follow the guidelines in the Village contracts and all the paperwork and contracts done for the grant have guidelines to follow as well.

Commissioner Banke moved approval of the request. Commissioner Owens seconded and the motion passed unanimously.

Community Pool Report

Ms. Hassett explained the report. Ms. Hassett will be discussing the agreement with Hinsdale Swim Club which will be expiring. Ms. Hassett stated that there is no reason to increase pool membership fees, but believes the non-resident fees should be lower. The 10 visit offers a big discount for the non-residents or those that are unsure of their usage. Ms. Hassett stated that the rates must be discussed at the January meeting since pool memberships go on sale in February.

Adjournment

Since there was no further business to come before the Commission, Commissioner Owens moved to adjourn. Commissioner Otto seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission meeting was declared adjourned at 7:50 p.m.

Respectfully submitted,

Linda Copp, Secretary

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PARK AND RECREATION REVENUE/EXPENSE SUMMARY

December 2011

FY 11-12 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

| DEPT. 3101 ADMIN. AND SUPPORT | FY 11-12 BUDGET | FY 11-12 TO DATE | FY 11-12 % of Budget | FY 10-11 BUDGET | FY 10-11 TO DATE | FY 10-11 % of Budget |
|---|--------------------------------|---------------------------------|-------------------------------------|--------------------------------|---------------------------------|-------------------------------------|
| Personal Services | 214,952 | 133,554 | 62% | 205,997 | 129,738 | 63% |
| Professional Services | 0 | 0 | | 0 | 0 | |
| Contractual Services | 0 | 0 | | 0 | 0 | |
| Other Services | 7,400 | 3,234 | 44% | 7,800 | 4,182 | 54% |
| Materials & Supplies | 3,100 | 3,513 | 113% | 3,100 | 1,103 | 36% |
| Repairs & Maintenance | 650 | 473 | 73% | 650 | 146 | 22% |
| Other Expenses | 3,075 | 1,595 | 52% | 2,395 | 1,063 | 44% |
| Risk Management | 45,373 | 21,817 | 48% | 49,665 | 30,250 | 61% |
| Total-Operating Expenses | 274,550 | 164,186 | 60% | 269,607 | 166,483 | 62% |
| Capital Outlay | 0 | 0 | | 0 | 0 | 0% |
| Total Expenses | 274,550 | 164,186 | 60% | 269,607 | 166,483 | 62% |
| DEPT. 3301 PARKS MAINTENANCE | FY 11-12 BUDGET | FY 11-12 TO DATE | FY 11-12 % of Budget | FY 10-11 BUDGET | FY 10-11 TO DATE | FY 10-11 % of Budget |
| Revenues | | | | | | |
| Field Fees | 36,000 | 11,423 | 32% | 30,000 | 32,007 | 107% |
| Total Revenues | 36,000 | 11,423 | | 30,000 | 32,007 | |
| Expenses | | | | | | |
| Personal Services | 389,267 | 188,413 | 48% | 384,241 | 253,186 | 66% |
| Contractual Services | 114,000 | 97,708 | 86% | 118,500 | 92,063 | 78% |
| Other Services | 3,100 | 1,766 | 57% | 3,400 | 1,797 | 53% |
| Materials & Supplies | 59,500 | 37,429 | 63% | 43,800 | 33,659 | 77% |
| Repairs & Maintenance | 34,500 | 21,889 | 63% | 34,500 | 20,281 | 59% |
| Other Expenses | 1,200 | 896 | 75% | 500 | 1,601 | 320% |
| Total-Operating Expenses | 601,567 | 348,100 | 58% | 584,941 | 402,586 | 69% |
| Capital Outlay | 88,000 | 102,434 | 116% | 200,000 | 13,361 | |
| Total Expenses | 689,567 | 450,534 | 65% | 784,941 | 415,947 | 53% |
| DEPT. 3420 RECREATION SERVICES | FY 11-12 BUDGET | FY 11-12 TO DATE | FY 11-12 % of Budget | FY 10-11 BUDGET | FY 10-11 TO DATE | FY 10-11 % of Budget |
| Revenues | | | | | | |
| Registration & Memberships | 423,500 | 352,012 | 83% | 308,500 | 232,064 | 75% |
| Misc Income | 3,500 | 2,370 | 68% | 6,000 | 4,351 | 73% |
| Total Revenues | 427,000 | 354,382 | 83% | 314,500 | 236,415 | 75% |
| Total Expenses | | | | | | |
| Personal Services | 95,902 | 50,220 | 52% | 93,017 | 55,612 | 60% |
| Contractual Services | 278,600 | 193,476 | 69% | 284,900 | 209,101 | 73% |
| Other Services | 74,675 | 43,476 | 58% | 85,000 | 36,375 | 43% |
| Materials & Supplies | 11,950 | 8,333 | 70% | 11,800 | 9,029 | 77% |
| Other Expenses | 8,700 | 9,095 | 105% | 9,200 | 9,463 | 103% |
| Repairs & maintenance | 2,000 | 2,980 | 149% | 3,000 | 543 | 18% |
| Total Expenses | 471,827 | 307,581 | 65% | 486,917 | 320,123 | 66% |

PARK AND RECREATION REVENUE/EXPENSE SUMMARY

December 2011

FY 11-12 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

| DEPT.34-BY DEPARTMENT RECREATION SERVICES | FY 11-12 BUDGET | FY 11-12 TO DATE | FY 11-12 % of Budget | FY 10-11 BUDGET | FY 10-11 TO DATE | FY 10-11 % of Budget |
|--|----------------------------|-----------------------------|---------------------------------|----------------------------|-----------------------------|---------------------------------|
| 3421 General Interest | | | | | | |
| Revenues | 7,000 | 6,064 | 87% | 16,000 | 3,534 | 22% |
| Expenses | | | | | | |
| Personal Services | 3,230 | 0 | 0% | 5,921 | 200 | |
| Contractual Services | 3,500 | 3,883 | 111% | 3,500 | 3,557 | 102% |
| Other Services | 0 | | | 2,200 | 0 | 0% |
| Materials & Supplies | 0 | 0 | | 0 | 0 | #DIV/0! |
| Repairs & Maintenance | 0 | 0 | 0% | 0 | 0 | |
| Other Expenses | 0 | 0 | 0% | 0 | 0 | |
| Total Expenses | 6,730 | 3,883 | 58% | 11,621 | 3,757 | 32% |
| 3422 Athletics | | | | | | |
| Revenues | 130,000 | 97,183 | 75% | 145,000 | 90,055 | 62% |
| Expenses | | | | | | |
| Personal Services | 6,997 | 334 | 5% | 6,459 | 1573 | 24% |
| Contractual Services | 85,000 | 53,958 | 63% | 107,500 | 59690 | 56% |
| Other Services | 0 | 0 | 0% | 0 | 0 | |
| Materials & Supplies | 2,000 | 1,848 | 92% | 2,000 | 1009 | 50% |
| Other Expenses | 0 | 0 | 0% | 0 | 0 | |
| Total Expenses | 93,997 | 56,140 | 60% | 115,959 | 62,272 | 54% |
| 3423 Cultural Arts | | | | | | |
| Revenues | 8,500 | 5,736 | 67% | 9,500 | 4,555 | 48% |
| Expenses | | | | | | |
| Personal Services | 2,691 | 646 | 0% | 2,153 | 1,636 | |
| Contractual Services | 2,500 | 1,024 | 41% | 2,500 | 1,232 | 49% |
| Other Services | 0 | 0 | 0% | 0 | 0 | |
| Materials & Supplies | 0 | 0 | 0% | 0 | 0 | |
| Other Expenses | 0 | 0 | 0% | 0 | 0 | |
| Total Expenses | 5,191 | 1,670 | 32% | 4,653 | 2,868 | |
| 3424 Early Childhood | | | | | | |
| Revenues | 42,000 | 27,211 | 65% | 42,000 | 35,571 | 85% |
| Expenses | | | | | | |
| Personal Services | 15,071 | 6,663 | 44% | 10,765 | 9,811 | 91% |
| Contractual Services | 21,200 | 13,228 | 62% | 18,500 | 15,957 | 86% |
| Other Services | 0 | 0 | 0% | 0 | 0 | |
| Materials & Supplies | 2,550 | 1,149 | 45% | 2,300 | 403 | 18% |
| Other Expenses | 0 | 0 | 0% | 0 | 0 | |
| Total Expenses | 38,821 | 21,040 | 54% | 31,565 | 26,172 | 83% |

PARK AND RECREATION REVENUE/EXPENSE SUMMARY

December 2011

FY 11-12 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

| DEPT.3420-BY DEPARTMENT RECREATION SERVICES | FY 11-12 BUDGET | FY 11-12 TO DATE | FY 11-12 % of Budget | FY 10-11 BUDGET | FY 10-11 TO DATE | FY 10-11 % of Budget |
|--|----------------------------|-----------------------------|---------------------------------|----------------------------|-----------------------------|---------------------------------|
| 3425 Fitness | | | | | | |
| Revenues | 30,000 | 23,246 | 77% | 23,000 | 27,568 | 120% |
| Expenses | | | | | | |
| Personal Services | 0 | 0 | 0% | 0 | 0 | |
| Contractual Services | 13,000 | 4,965 | 38% | 15,000 | 7,627 | 51% |
| Other Services | 0 | 0 | 0% | 0 | 0 | |
| Materials & Supplies | 0 | 0 | 0% | 0 | 0 | |
| Other Expenses | 0 | 0 | 0% | 0 | 0 | |
| Total Expenses | 13,000 | 4,965 | 38% | 15,000 | 7,627 | 51% |
| 3426 Paddle Tennis | | | | | | |
| Revenues | | | | | | |
| Memberships | 60,000 | 33,054 | 55% | 53,000 | 51,906 | 98% |
| Lifetime and donations | 125,000 | 140,050 | 112% | | | |
| | 185,000 | 173,104 | 94% | 53,000 | 51,906 | 98% |
| Expenses | | | | | | |
| Personal Services | 0 | 0 | 0% | 0 | 0 | |
| Contractual Services | 25,500 | 4,939 | 19% | 17,500 | 17,117 | 98% |
| Other Services | 3,775 | 1,245 | 33% | 3,000 | 2,981 | 99% |
| Materials & Supplies | 500 | 67 | 13% | 300 | 65 | 22% |
| Repairs and Maintenance | 2,000 | 2,980 | 149% | 3,000 | 543 | 18% |
| Other Expenses | 200 | 50 | 0% | 200 | 50 | 25% |
| Total Expenses | 31,975 | 9,282 | 29% | 24,000 | 20,756 | 86% |
| Capital Outlay | | | | | | |
| Courts project | 125,000 | 173,808 | | | | |
| Resurfacing/skirting | 16,000 | 14,400 | | | | |
| Total Expenses | 172,975 | 197,490 | 114% | 24,000 | 20,756 | 86% |
| 3427 Special Events | | | | | | |
| Revenues | 21,000 | 19,469 | 93% | 20,000 | 18,875 | 94% |
| Expenses | | | | | | |
| Personal Services | 2,153 | 734 | | 2,153 | 839 | |
| Contractual Services | 35,200 | 25,047 | 71% | 40,400 | 26,224 | 65% |
| Other Services | 3,500 | 2,106 | 60% | 4,300 | 2,001 | 47% |
| Materials & Supplies | 5,400 | 4,118 | 76% | 5,300 | 5,344 | 101% |
| Other Expenses | 0 | 5 | | 0 | 33 | |
| Total Expenses | 46,253 | 32,010 | 69% | 52,153 | 34,440 | 66% |
| 3428 General Recreation Administration | | | | | | |
| Revenues | | | | | | |
| Expenses | | | | | | |
| Personal Services | 65,760 | 41,844 | 64% | 65,566 | 41,553 | 63% |
| Contractual Services | 92,700 | 86,431 | 93% | 80,000 | 77,698 | 97% |
| Other Services | 67,400 | 40,124 | 60% | 75,500 | 31,393 | 42% |
| Materials & Supplies | 1,500 | 1,152 | 77% | 1,900 | 2,208 | 116% |
| Other Expenses | 8,500 | 6,109 | 72% | 9,000 | 9,380 | 104% |
| Total Expenses | 235,860 | 175,660 | 74% | 231,966 | 162,232 | 70% |
| Capital Outlay | | | | | | |
| Total Expenses | 88,000 | 102,434 | 116% | 200,000 | 13,361 | |

PARK AND RECREATION REVENUE/EXPENSE SUMMARY

December 2011

FY 11-12 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

| DEPT. 3724 | FY 11-12 | FY 11-12 | FY 11-12 | FY 10-11 | FY 10-11 | FY 10-11 |
|---------------------------------|------------------|------------------|--------------------|------------------|------------------|--------------------|
| KLM LODGE | BUDGET | TO DATE | % of Budget | BUDGET | TO DATE | % of Budget |
| Revenues | | | | | | |
| KLM Lodge Revenue | 160,000 | 95,606 | 60% | 160,000 | 126,108 | 79% |
| Caterer's Licenses | 16,000 | 13,000 | 81% | 18,000 | 14,600 | 81% |
| Total Revenues | 176,000 | 108,606 | 62% | 178,000 | 140,708 | 79% |
| Expenses | | | | | | |
| Personal Services | 57,589 | 38,228 | 66% | 57,982 | 40,429 | 70% |
| Contractual Services | 21,000 | 15,166 | 72% | 23,000 | 13,927 | 61% |
| Other Services | 35,700 | 26,171 | 73% | 39,200 | 19,542 | 50% |
| Materials & Supplies | 12,200 | 9,061 | 74% | 10,700 | 8,753 | 82% |
| Repairs & Maintenance | 16,500 | 6,535 | 40% | 16,500 | 4,964 | 30% |
| Other Expenses | 600 | 446 | 74% | 600 | 531 | 89% |
| Total-Operating Expenses | 143,589 | 95,607 | 67% | 147,982 | 88,145 | 60% |
| Capital Outlay | 177,000 | 180,641 | - | 6,000 | 0 | - |
| Total Expenses | 320,589 | 276,248 | 86% | 153,982 | 88,145 | 57% |
| DEPT. 3951 | FY 11-12 | FY 11-12 | FY 11-12 | FY 10-11 | FY 10-11 | FY 10-11 |
| SWIMMING POOL | BUDGET | TO DATE | % of Budget | BUDGET | TO DATE | % of Budget |
| Revenues | | | | | | |
| Pool Resident Pass | 179,740 | 173,365 | 96% | 185,000 | 168,820 | 91% |
| Non-Resident Pass | 13,765 | 11,855 | 86% | 18,000 | 10,415 | 58% |
| Pool Daily Fee | 75,000 | 70,329 | 94% | 52,000 | 62,405 | 120% |
| Pool Lockers | 300 | 114 | 38% | 300 | 98 | 33% |
| Pool Concession | 7,000 | 7,350 | 105% | 7,000 | 7,000 | 100% |
| Pool Class-Reg -Resident | 29,800 | 28,412 | 95% | 24,885 | 29,802 | 120% |
| Pool Class-Reg Non-Resident | 3,500 | 4,563 | 130% | 2,500 | 3,563 | 143% |
| Private Lessons | 10,500 | 9,253 | 88% | 10,735 | 9,929 | 92% |
| Misc. Revenue | 12,000 | 10,840 | 90% | 5,500 | 12,468 | 227% |
| Town Team | 25,200 | 22,403 | 89% | 25,200 | 23,882 | 95% |
| 10-Visit Pass | 0 | 15,478 | 0% | 0 | 0 | |
| Total Revenues | 356,805 | 353,962 | 99% | 331,120 | 328,382 | 99% |
| Expenses | | | | | | |
| Personal Services | 172,240 | 153,604 | 89% | 166,858 | 145,301 | 87% |
| Contractual Services | 30,325 | 20,290 | 67% | 26,625 | 18,095 | 68% |
| Other Services | 51,500 | 31,028 | 60% | 54,350 | 33,363 | 61% |
| Materials & Supplies | 39,375 | 25,509 | 65% | 37,375 | 30,027 | 80% |
| Repairs & Maintenance | 20,350 | 9,935 | 49% | 19,900 | 17,597 | 88% |
| Other Expenses | 10,600 | 5,016 | 47% | 10,100 | 9,747 | 97% |
| Risk Management | 0 | 0 | | 0 | 0 | |
| Total-Operating Expenses | 324,390 | 245,382 | 76% | 315,208 | 254,129 | 81% |
| Capital Outlay | 60,850 | 45,698 | 75% | 90,000 | 9,700 | |
| Total Expenses | 385,240 | 291,080 | 76% | 405,208 | 263,829 | 65% |
| | FY 10-11 | FY 10-11 | FY 10-11 | FY 09-10 | FY 09-10 | FY 09-10 |
| | BUDGET | TO DATE | % of Budget | BUDGET | TO DATE | % of Budget |
| Capital Expenses | 148,850 | 328,773 | 221% | 290,000 | 23,061 | 8% |
| Operating Expenses | 1,815,923 | 1,160,856 | 64% | 1,804,655 | 1,231,466 | 68% |
| Total Expenses | 2,224,428 | 1,489,629 | 67% | 2,224,428 | 1,254,526 | 56% |
| Total Revenues | 921,100 | 685,953 | 74% | 921,100 | 737,512 | 80% |
| Revenue Offset Difference | (1,303,328) | (803,676) | | (1,303,328) | (517,015) | |

MEMORANDUM

To: Chairman Kluchenek and Members of the Parks & Recreation Commission

FROM: Gina Hassett, Director of Parks and Recreation

DATE: January 17, 2012

SUBJECT: December Parks & Recreation Report

The following is a summary of activities completed by the Parks and Recreation Department during the month of December 2011.

RECREATION SERVICES

- Staff is working on the April 22, 2012 Healthy Parks Healthy Patients 5k race. This event is partnered with RML Specialty Hospital. Staff is hoping the Village Trustees will come out and support this event. This is a large undertaking for the department and staff is looking for the Parks & Recreation Commission and Village Board to support this event. The hope is this event will grow and generate annual revenue to fund capital projects for the parks.
- Due to unseasonable warm temperatures ice has not been made at Burns. Staff will continue to evaluate the long range weather forecast to see if ice is in the future. Staff has discussed that we might consider saving the liners and layering the ice. This would incur over-time as layering is done overnight when temperatures drop.
- The Board approved the ad service with Design Perspectives. Staff will be meeting with them next week to begin the design and bid process for the remainder of the OSLAD grant projects.
- Later this month staff will attend the annual IPRA/IAPD conference that will be held in Chicago. This annual conference provides quality workshops for all level of our staff. Staff is appreciative for the opportunity to attend and participate in continuing education courses.
- Staff is looking to deliver the summer brochure through a door to door delivery. The fee to deliver the brochure through the Hinsdalean is affordable however we continue to hear that people do not get the brochure. We are looking to partner with the Community House or other organizations to combine the distribution of pieces.
- The planning for summer programs is underway. The brochure will go to layout in February and be delivered in late March or first week of April.
- The ACA Committee asked that staff gather additional information from Hinsdale Tennis Association related to profit and loss statement. The Committee wanted to confirm that the program has decreased participation. The HTA agreement will be brought before the Committee in February with additional financial data provided.

Gateway Special Recreation Association

The Gateway Board discussed the upcoming budget. The Treasurer is preparing a draft budget with a 3% increase to our contractor administrator. Due to changes the board has made the increase may allow agency contributions to increase at 1.5% or close to it. If the Gateway Board is not able to set minimal increases to member agencies, this may result in Hinsdale withdrawing from Gateway. Staff will continue to advocate for a minimal increase. Stressing that if this does not happen they may lose Hinsdale. An alternative is to cut programs which could reduce budget items and keep the contributions at the 1.5% increase.

Katherine Legge Memorial Lodge

President Cauley has asked the Finance Commission to review KLM Lodge. The hope is to evaluate potential opportunities to maximize the utilization of the facility. Members of the Parks & Recreation Commission will take part in this process. Chairman Kluchenek and Kathleen Mulligan will be a part of this process.

Staff has contacted an audio visual firm to review the current set-up and what can be improved to enhance the offerings to retain business meetings at the Lodge. Staff is also looking into what the County requires to put up an informational sign on County Line Road.

EXPENSE

| December | | | | 2011-12 Annual Budget | FY 11-12 % of budget | 2010-11 Annual Budget | FY 10-11 % of budget |
|---------------|-----------------|---------------|-----------------|-----------------------------|----------------------------|-----------------------------|-------------------------|
| Prior Year | Current Year | Prior Year | Current Year | | | | |
| \$9,392 | \$11,077 | \$88,144 | \$95,606 | \$143,589 | 67% | \$147,982 | 60% |


| Revenue | December | | | | 2011-12 Annual Budget | FY 11-12 % of budget | 2010-11 Annual Budget | FY 10-11 % of budget |
|---------------------------|---------------|-----------------|---------------|-----------------|-----------------------------|----------------------------|-----------------------------|-------------------------|
| | Prior Year | Current Year | Prior Year | Current Year | | | | |
| KLM Lodge Rental | \$15,761 | \$8,903 | \$126,108 | \$99,364 | \$160,000 | 62% | \$160,000 | 79% |
| Caterer's Licenses | \$300 | \$0 | \$14,600 | \$13,000 | \$16,000 | 81% | \$18,000 | 81% |

PLATFORM TENNIS

| Platform Membership 1-17-12 | 2011 Fees | 2011 New Members | 2011 Re-newal Members | Total Members | 2011 Revenue | 2010 Fees | 2010 New Members | 2010 Re-newal Members | Total Members | 2010 Revenue | Fees | 2009 Members | 2009 Revenue |
|-----------------------------|-----------|------------------|-----------------------|---------------|-----------------|-----------|------------------|-----------------------|---------------|-----------------|-------|--------------|-----------------|
| Resident Individual | \$120 | 27 | 55 | 82 | \$9,240 | \$120 | 24 | 78 | 102 | \$12,239 | \$112 | 97 | \$10,695 |
| Resident Family | \$175 | 9 | 22 | 31 | \$4,980 | \$175 | 12 | 46 | 58 | \$9,975 | \$164 | 53 | \$9,184 |
| Resident Family Secondary | \$0 | 32 | 60 | 92 | \$0 | \$0 | 52 | 140 | 192 | \$0 | \$0 | 186 | \$0 |
| Non-Resident Individual | \$289 | 21 | 22 | 43 | \$10,917 | \$289 | 9 | 38 | 47 | \$13,439 | \$270 | 53 | \$13,820 |
| Non-Resident Family | \$345 | 5 | 10 | 15 | \$3,875 | \$345 | 3 | 15 | 18 | \$6,210 | \$322 | 21 | \$6,762 |
| Non-Resident Secondary | \$0 | 22 | 26 | 48 | \$0 | \$0 | 16 | 43 | 59 | \$0 | \$0 | 65 | \$0 |
| Lifetime | \$0 | 64 | 291 | 355 | \$0 | \$0 | 6 | 147 | 153 | \$0 | \$0 | 176 | \$0 |
| Total | | 180 | 486 | 666 | \$29,012 | | 122 | 507 | 629 | \$41,863 | | 651 | \$40,461 |

| Platform Membership Summary | Fees | 2011 Members | 2011 Revenue | 2010 Members | 2010 Revenue | 2009 Members | 2009 Revenue | 2008 Members | 2008 Revenue | 2007 Member | 2007 Revenue |
|-----------------------------|-------|--------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|-----------------|-------------|-----------------|
| Resident Individual | \$112 | 82 | \$9,240 | 102 | \$12,239 | 97 | \$10,695 | 71 | \$7,840 | 82 | \$7,560 |
| Resident Family | \$164 | 31 | \$4,980 | 58 | \$9,975 | 53 | \$9,184 | 70 | \$8,610 | 67 | \$8,774 |
| Resident Family Secondary | \$0 | 92 | | 192 | \$0 | 186 | \$0 | 159 | \$0 | 176 | \$0 |
| Non-Resident Individual | \$270 | 43 | \$10,917 | 47 | \$13,439 | 53 | \$13,820 | 32 | \$8,640 | 37 | \$8,370 |
| Non-Resident Family | \$322 | 15 | \$3,875 | 18 | \$6,210 | 21 | \$6,762 | 17 | \$5,152 | 24 | \$5,635 |
| Non-Resident Secondary | \$0 | 48 | \$0 | 59 | \$0 | 65 | \$0 | 46 | \$0 | 57 | \$0 |
| Lifetime | \$0 | 355 | \$0 | 153 | \$0 | 176 | \$0 | 159 | \$0 | 165 | \$0 |
| Total | | 666 | \$29,012 | 629 | \$41,863 | 651 | \$40,461 | 554 | \$30,242 | 608 | \$30,339 |

Memo

Date: January 17, 2012
To: Chairman Kluchenek and Members of the Parks & Recreation Commission
From: Gina Hassett, Director of Parks & Recreation 
RE: July 4th Parade and event

The Commission has asked staff to report on opportunities to capture revenue to off set the cost incurred with the July 4th parade and event. Staff has met with representatives from surrounding communities to compare events. Attached is an expense summary of the July 4th Parade and event. After last years event the Commission suggested we review the expenditures and review options to off set the cost of the event.

Parade

The parade draws a large crowd. Many have suggested they come to the parade because the quality of the entertainment. In an effort to retain quality of the parade, staff suggests we continue to retain groups with paid contracts. The contracts are reviewed annually to ensure the rates are appropriate. Last year \$9,400 was spent to hire parade groups. The groups hired include high school bands, singing groups and war re-enactment groups.

Arts & Craft Fair

Currently the Village hires a third party vendor to coordinate the craft fair. If in house staff supervises the craft fair there will be increased staff costs but this would coordinate the strong revenue source. Staff would recommend we use the contractor for 2012. This year staff would gather contact information from craft vendors. The past terms with the contractor have been that 70% of all the proceeds for the booths booked at the Craft Show are retain by the Contractor. The Village shall be entitled to 30% of all fees paid by crafters for booths at the Craft Show, with a minimum payment to the Village of \$3,000. Booth fees have ranged from \$95 to \$110 for a one day show. There would be staff costs and marketing fees to manage the event internally. The KLM Lodge Manager could manage the planning and assist with the event. The Parks & Recreation Department is a small staff but with assistance from additional department this would be feasible. The contractor currently marketed and promoted the event throughout the year. The Village received \$3,762 in revenue from the fair in 2011. If the craft fair was coordinated in house and participation remained the same we could increase revenues to \$10,000 for the craft fair. In 2008 the current vendor took over the craft fair. The quality of the vendors has increased.

Kids Area

Currently there is no charge for children to utilize the moon-jump, rides or to play games at the event. Many agencies charge for these services. We could charge \$.50 or \$1 per ride. This does increase the staff to manage the cash handling. The revenue would be based on usage, staff predicates that we could recapture between \$800 to \$1200.

Parade Participation Fee

Currently we charge businesses to participate in the parade. Participating businesses logo's are included in the fall Parks & Recreation brochure. There is no charge for community groups, politicians or business groups. Many parades charge an entry fee for these groups. Some charge a simple \$10 up to \$150.

Sponsorship

The goal has been to gain sponsorships for Parks & Recreation events. Over the past years sponsorship dollars have been reduced to the economy. Staff continues to pursue sponsorships.

Donations

For the past two years the Village has included a buck slip in the water bills. Residents have been generous sending funds to support the annual event. During the parade the Community Service organization collects money and canned food to fill the pantry. The Village did receive \$3,400 in donations.

VILLAGE OF HINSDALE PARKS & RECREATION

Sports Summit

January 23, 2012

7:00 PM

Katherine Legge Memorial Lodge

(Tentative and Subject to Change)

Discussion Topics

1. **Introductions – brief overview of organization**
2. **Field Closings**
 - a. Veeck Park Field Closing
 - b. KLM Athletic Field Renovation
 - c. Duncan Field
 - d. Healthy Parks Healthy Patients 5k Race
3. **Field Allocations**
 - a. Review field fees and policies
 - b. Liability - Certificate of Insurance, up to \$1,000,000
4. **Field Maintenance and Equipment**
 - a. Field rotation for maintenance
 - b. Organization's maintenance priorities
5. **Inclement Weather Policy**
 - a. Field Rain Policy
 - b. Closing Fields
 - c. Weekday field closings
6. **Round Table Discussions**
 - a. Joint projects
 - b. Fundraising