

**VILLAGE OF HINSDALE**  
Monday, March 18, 2013 @ 7:00 PM  
Memorial Hall Old Board Room

 **DRAFT**

Chairman Kluchenek called the meeting of the Park and Recreation Commission to order at 7:06 p.m. at the Memorial Hall old board room.

**Members Present:** Chairman Kluchenek, Commissioners Banke, George, Mulligan and Owens

**Members Absent:** Commissioners Griffin and Otto

**Others Present:** Jude & Suzie Troppoli, Bill Barre, Viv Walsh, Jaine Petkus, Keith Medick, Doug Lax, Bendt Bladel, Matthew Halpin & Lisa Lundgren

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

Commissioner Mulligan moved approval of the January 21, 2013 Park and Recreation Commission meeting minutes. Commissioner George seconded and the motion passed unanimously.

**Liaison Reports**

- Administration and Community Affairs Committee

Ms. Hassett reported that Jennifer Braun, the Lodge manager attended the ACA meeting. The Trustees were not happy that Jennifer had not been making sales calls. The video is available for Commissioners to watch.

- Gateway Special Recreation Association Report

Ms. Hassett reported that the budget is being prepared and they are working toward capital planning for replacement of vehicles in the budget process.

**Monthly Reports**

Ms. Hassett commented on the reports. Approval has been received for the grading of the lacrosse field at KLM. That will start in April and the fields will be offline through the fall.

- The summer brochure is at the printer.
- The Egg Hunt is Saturday, March 30 at Robbins Park this year. It will provide for better traffic control and some can walk to the park. The Bunny Breakfast will be held at the Community House.
- Fields are beginning to be striped.
- Platform tennis is wrapping up.
- Commissioner Owens asked who the new Little League president is. Ms. Hassett stated who the new President was.
- Commissioner George asked who Kurt's replacement is. She will attend a meeting in the future.

- Ms. Hassett reported that a lot of the pool staff are not returning. There will not be any Groupon deals considered. It is our year to host the town team conference meet but there has to be an indoor location so she is working with the high school for space for the meet. The conference is the weekend of July 13 and is the same weekend as the HSC swim meet. Commissioner Owens suggested getting some prior Town Team staff to help with the conference.
- KLM is over budget on marketing, but everything else is in line.

## **Old Business**

### **Golfview Hills Homeowners Request**

Chairman Kluchenek asked about the background to the request. Ms. Hassett commented on the history of how many have had memberships. They have about 15 families that would purchase memberships if the non-resident rate was lowered. Commissioner Otto and Ms. Hassett had worked together to arrive at the \$350 membership fee. Clarendon Hills charges \$310 for their friendly rate to neighboring communities.

Ms. Hassett stated that the early bird rate is \$290 and this would be a slight difference above that but below the non-resident rate. Commissioner Owens asked if it would be families or individuals. Ms. Hassett commented that the rate would apply to families. Chairman Kluchenek asked about the fees for non-residents and how much higher those rates are.

Ms. Hassett stated that any other community would pay the non-resident fees and this would only apply to Golfview Hills residents. Chairman Kluchenek liked the idea but believes the rate should be higher than \$350. Commissioner Owens asked about the friendly rate at Clarendon Hills. Ms. Hassett explained that Clarendon Hills needs the revenue, so they offer the friendly rate to surrounding communities. Chairman Kluchenek asked how many of the 15 families were members of the Clarendon Hills pool. Ms. Hassett does not know that information. Chairman Kluchenek asked the Commission for their opinions on the rates. Commissioner Owens suggested \$400 as the family rate. Commissioner Mulligan believes that the non-resident rate should be evaluated for next year. Commissioner Banke believes increasing participation is good and agrees with the \$400 rate but believes that placing a cap on those memberships is a good idea.

Commissioner Banke made a motion to offer the \$400 rate for family memberships for Golfview Hills with a cap of 20 families. Commissioner George seconded the motion and the motion passed unanimously with the provision that it will be a one year agreement. Ms. Hassett believes that the non-resident rates are too high and should be lowered due to health clubs and other organizations that compete. Ms. Hassett believes we would get more non-resident memberships if the rate was lower. Ms. Hassett stated that Clarendon Hills has new amenities this year so that could conflict with our memberships, but could increase Super Pass sales.

## **New Business**

### **Janie Petkus Burlington Park Presentation**

Ms. Petkus presented her plan for the improvements at Burlington Park. Ms. Hassett stated that Dave Cook and the horticulturist do want to see the plans to see if it is the best plan. Ms. Petkus presented three options. The idea is to bring some color to the park and

have a variety of different looks. Option #1 has 5 planters on the pavement with different plantings four times a year.

Options 2 and 3 have planters in the grass space. Option 2 has 3 larger planters and option 3 has three planters in the soil. Ms. Petkus suggested having the plants changed four times a year and she will find out prices once a plan is accepted. Ms. Petkus also stated that she would like a bronze plaque in her husband's honor if the village approved. The money from the memorial has always been designated for Parks and Rec.

Chairman Kluchenek believes that the first option is dangerous for kids because of being on concrete. Ms. Hassett stated that anything done there could be integrated into the irrigation system at the park. The Commission agreed on option 3. Commissioner Owens asked how long the funds would be able to cover the plantings.

Ms. Hassett will present the plan to Mr. Cook and the village horticulturist. It doesn't have to go before the village board. Ms. Petkus asked if the fountain color could be changed from blue. Ms. Hassett stated that there were plans for having plantings at Burlington Park when the fountain was installed that were never done.

The Commission thanked Ms. Petkus for the plans and the memorial funds. Commissioner Owens made a motion to approve plan 3. Commissioner George seconded and the motion passed unanimously.

#### Robbins Park Proposal

Keith Medick and Doug Lax presented the plan for using the concession building at Robbins Park for an ice cream shop. They believe it would be a great draw to the park. The building is currently not being used except for storage for football and soccer. They think it could serve the community and would not cause congestion in the area. They would like to take the structure and invest into it and make it an ice cream shop with water, candy, sodas, etc.

Mr. Medick stated that they would make the investment to add windows and would tile the structure. In addition new sinks and grease trap would be added. Signage would have to be approved and to code. The hours of operation would be when sports teams are using the park, after school until mid-evening and mid-day to early evening on the weekends.

Chairman Kluchenek was concerned about subsidization. Mr. Medick and Mr. Lax have met with the village planner, Sean Gascoigne, Ms. Hassett and Dave Cook. Chairman Kluchenek asked if there would be a lease agreement and what they would be willing to pay. Mr. Lax stated that the area is 209 square feet and they would be willing to pay \$20 per square foot. Chairman Kluchenek asked about repairs and if they would cover the expenses. Their concept is to employ some kids from the community and they could also clean the bathrooms, even though they are the village responsibility. Ms. Hassett stated that the exterior would be the village responsibility. The Trustees would have to approve any lease agreement.

Chairman Kluchenek asked Ms. Hassett what the process is. Ms. Hassett stated that based on the lease agreement, it is a permitted use since it is already has the use of a concession stand. The Plan Commission would need to approve the windows.

Commissioner Owens asked about the concession stand at Brook Park. Ms. Hassett stated that we get no revenue from them, but make sure that they follow health codes. Falcon Football hires Fullers to supply the food. Mr. Medick stated that Pitchin' Kitchen puts the revenue back into field dry and other expenses. Usage of Little League has been down so that revenue has been down. Ms. Hassett stated that this is not something that has to go out to bid.

Ms. Hassett stated that the Agreement doesn't have to come back to Parks & Rec and she would work with ACA for the market price for the lease agreement. Commission Banke asked about why they need a lease agreement when they are willing to put \$50,000 into the facility. Mr. Medick stated that even at \$20 per square foot, it is only \$350 per month. Commissioner Owens believes it is something great for the park and gives Robbins more to offer. She believes that it would improve the property values in the area.

Ms. Hassett explained about the other park locations and the concession buildings amenities. Commissioner Owens stated that if Little League or AYSO don't pay any rent, why would this group have to pay. Ms. Hassett stated that this would be a for-profit business, so it is different. Their next step would be to meet with President Cauley and the neighbors for their feelings.

Commissioner Mulligan feels that there are benefits to the park. Chairman Kluchenek doesn't want to set the rental amount and would leave that to the board. He believes some credit should be given for the amount of money that will be invested. Mr. Medick and Mr. Lax requested some picnic tables or benches for people to sit on. Ms. Hassett stated that there is money in next year's budget for picnic tables. Chairman Kluchenek stated that he would like to see some healthy items on the menu. Mr. Lax stated that space would be the issue, but protein bars could be offered.

Commissioner Banke made a motion to accept the proposal. Commissioner Owens seconded and the motion passed unanimously. The request will go to ACA.

### **Hinsdale residents regarding the pool**

Bill Barre, 16 S Bruner, Hinsdale commented on the letter that was submitted to the Parks and Recreation Commission. The lap swimmers are asking for 50 meter lane lines at 5 pm and that on weekends the adult swimmers are not put in only 2 lanes. If swim teams are there, they would like them to be there from 9 – 11 am.

Mr. Barre explained the prior policy about the 25 yard lane lanes and the swimmers want two 50 meter lane lines instead. He stated that at 5 pm, the attendance drops and they feel that having 2 lanes is not an inconvenience for anyone. Swim teams do the same thing but the adult swimmers do different types of strokes and at different skill levels.

The lap swimmers in attendance want the Commissions support to make it policy. Ms. Hassett explained why the policy was changed and that she does not agree to have a policy

stating that the lap lanes must be put in when it is a pool for everyone. HSC is there in the morning and competitive teams are there later in the day. Ms. Hassett stated that there are already contracts with some of the swim clubs up until noon. If there were not swim clubs paying for that time, the pool could not be open at all during the morning lap swim. The board has instructed staff to find all additional sources of revenue.

Commissioner Owens commented on the letter and asked for a summarization of what hours they want. Mr. Barre explained that they want 2 lanes Monday – Friday from 5 to 8 pm and all 8 lanes for 1 hour on weekends.

Ms. Hassett stated that the high school uses the pool the last two weeks of August on weekdays when the pool is closed for back to school hours. Mr. Barre stated that there are 20-25 swimmers per day at various times and they don't feel that it would impact any of the swimmers. Mr. Barre stated that he feels the managers are too young to make a decision.

Matthew Halpin, 938 Allmen Ave, Hinsdale stated that when the pool was built, there was foresight to build a 50 meter pool but now this is being used as leverage. They don't want to exclude the swim clubs, but they need time as residents. Chairman Kluchenek stated that the pool doesn't pay for it self and there are Trustees that are willing to shut down the pool and that is why swim clubs are paying to use the facility.

Ben Bladel, 549 N Elm, Hinsdale gave the Commissioners his copy of what was sent to the newspapers last summer. He stated that 25 meters is not the same as the 50 for avid swimmers. He stated that he didn't like the policy of the pool closing in mid-August when it goes to back to school hours. He doesn't believe it is true that Hinsdale can't afford to keep the pool open until Labor Day. Chairman Kluchenek stated that the Commission has no access to the budget.

Bill Barre commented on what they would like and doesn't believe they can't be attained.

Commissioner Mulligan stated that their passion is a wonderful thing but the swim clubs are filled with Hinsdale swimmers and they petition to utilize it as well. The constraint is the fiscal pressure and no one wants the pool to disappear. There has been frustration but we need to figure it out to make it work best for everyone.

Mr. Halpin explained that they understand that the clubs need the facility, but if the lap swimmers knew that the lanes would be there, they think that there would be more lap swimmers. Chairman Kluchenek stated that he doesn't know if it can be resolved. Vivian Walsh, 16 S Bruner, Hinsdale stated that she has been intimidated because 4 or 5 swimmers have to share a lane and knows people have left to go to Lifetime so they can count on lanes.

Ms. Hassett stated that we need to keep all members happy and it can not be guaranteed at a certain time each day. Staff can work with the pool managers but does not want a policy for it. Saturday time agreements have already been established and HSC does not want to give up any lanes. Commissioner Owens asked if lanes could be made available in August for these lap swimmers. Ms. Hassett explained that the time available in August is

available only to HSC and not to regular pool members because the pool is on back to school hours when it is closed during the week.

Ms Hassett commented about the 5-8 pm time and that this year there are not as many rentals and it would be up to staff to work on the process. Ms. Hassett stated that the Saturday's and last half of August have financial restraints.

Bill Barre stated that it was like this for 34 years that at 5 pm the lane lines went up and believes that the pool is never crowded at 5 pm. The lap pool is 8 lanes and they want ¼ of it for a couple of hours. Ben Bladel asked who makes the rules and if any of the Commissioners are swimmers. Chairman Kluchenek explained that they are an Advisory Committee and how the policies are made. Mr. Bladel complained about swim clubs being able to use the pool that are not residents when he can't use it.

Chairman Kluchenek suggested that one representative from the swimmers, Ms. Hassett and one Commissioner should get together to try to make it work. Matthew Halpin doesn't believe that it is micro managing to set a policy. Ms. Hassett will not guarantee that there will always be lanes in at 5 pm. There is a lot of frustration on both sides that needs to be resolved and needs to go away. Commissioner Mulligan stated that not everyone will get what they want. Chairman Kluchenek asked Ms. Hassett to put a suggestion together.

- Hinsdale Tennis Association Agreement

Ms. Hassett stated that this Agreement is for the current season. She stated that the only marketing HTA does is the advertising in the summer brochure. Chairman Kluchenek stated that there is a problem because the enrollment is declining. Chairman Kluchenek wants to renew the agreement but feedback is necessary. Commissioner Banke commented on the decline in enrollment in all services and his concern about residents going elsewhere for their recreational activities. He believes that there are 3<sup>rd</sup> party services offering more and the village has become much more fiscally conservative. He believes that the Trustees need to know that and start evaluating.

Commissioner Mulligan stated that our facilities are competing against more financially backed facilities. Commissioner Owens stated that the pool and tennis also compete with weather where indoor facilities don't have that issue.

The Commissioners discussed issues regarding choices parents have to make about programs. Chairman Kluchenek asked the Commission if programs should be looked at to see if they still work. Commissioner Banke stated that a survey could help with that. Commissioner Mulligan stated that there is demographic change right now than parents from 10 years ago.

The Agreement will move to ACA.

- KLM Review – this item will be deferred until next month.

- Community Pool Concessions Agreement

Ms. Hassett stated that there have been no concerns and there are no other companies that want to do it. Commissioner Owens asked about the increase. Ms. Hassett stated that the

village doesn't like flat revenue. Ms. Hassett stated that the concession business is weather related and the owner hasn't complained but he can't absorb much more of an increase. Commissioner Owens stated that the prices have increased and believes some of them are too high.

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

### **Adjournment**

Since there was no further business to come before the Commission, Commissioner Banke moved to adjourn. Commissioner Mulligan seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission meeting was declared adjourned at 9:13 p.m.

Respectfully submitted,

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Linda Copp, Secretary

**VILLAGE OF HINSDALE**  
**Administration and Community Affairs Committee**  
**Minutes of the Meeting March 4, 2013**

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on March 4, 2013 at 7:31 p.m.

**Members Present:** Chairman Doug Geoga, Trustees Chris Elder and Kim Angelo

**Members Absent:** Trustee Laura LaPlaca

**Staff Present:** Darrell Langlois, Assistant Village Manager, Gina Hassett, Director of Parks and Recreation, Jennifer Braun, KLM Lodge Manager and Timothy Scott, Economic Development Director

**Approval of Minutes – February 4, 2013**

Trustee Elder moved approval of the minutes. Trustee Angelo seconded and the motion passed unanimously.

**Monthly Reports**

Mr. Langlois presented the January, 2013 Treasurer's Report. Base sales tax receipts for the month of February increased \$64,000. Mr. Langlois reported that total sales tax receipts for the first ten months of the fiscal year amount to \$2,440,000, an increase of 6.2%. Mr. Langlois reported that Income Tax revenue for the month of January was up 10.9% and had increased by 13.6% for February. Total Income Tax receipts for the first ten months of FY 2012-13 total \$1,270,000, an increase of 11.4%. Mr. Langlois reported that the State remains three months or \$382,000 behind the normal payment schedule.

Mr. Langlois reported that Building Permit revenues for January increased 145.5% above the prior year. Year to date Permit revenue is \$873,613, which is an increase of 1.2% from the prior year. Mr. Langlois reported that the total legal billings through December amount to \$111,667, which is tracking well below the prior year and is tracking below budget.

Mr. Langlois reported that in conjunction with the ongoing budget process for FY 2013-14, staff has now comprehensively updated the estimated end of year amounts for all budget line items in the General Corporate Fund and Water Fund. On a net basis, the end of year results project to an end of year operating surplus in the General Corporate Fund of \$1,068,877 which is greater than the amount of \$629 assumed in the FY 2012-13 Budget. The proposed FY 2013-14 Budget will recommend a number of year end transfers as well as discretionary pension contributions. These proposed transactions are reflected in the monthly Treasurer's report, but are obviously subject to change as we go through the budget approval process.



Mr. Langlois explained about the upcoming sale of bonds and that the Village has maintained its AAA bond rating from both Standard & Poors and Fitch Ratings. Chairman Geoga thanked Mr. Langlois for his report.

### **Park and Recreation Activity Report**

Ms. Hassett presented the report. She stated that the new Recreation Supervisor has been hired. A successful grading plan has been agreed to for the lacrosse field at KLM. HCA has vacated its building at KLM, and the building has been utilized for some recreation programs when the Lodge wasn't available.

Veeck Park is back in operation and she explained how she has been in contact with Little League for an updated field use agreement. The Eagle Scouts will be doing some projects, and the Easter Egg Hunt will be moved to Robbins Park this year so that there is more parking available. The summer pool staff is currently being hired and it is expected that there will be some transition with staff since many of the managers are not expected to return this year.

Ms. Hassett explained that there isn't much new revenue from platform tennis since it is at the end of the season. Ms. Hassett explained that new platform courts are being discussed by LaGrange Country Club. Chairman Geoga asked about why there has not been an increase in memberships when that was the reason for building the new courts. Ms. Hassett stated that she believes that there will be more growth next year.

Ms. Hassett stated that the Parks and Recreation Commission did not meet in February.

### **Economic Development Report**

Mr. Scott presented his report. Mr. Scott reviewed his new tenant update and noted that Fox's has started work on the interior. Mr. Scott stated that there are some initial sketches for First and Garfield and a plan will be submitted to the Plan Commission.

Mr. Scott explained about the parking analysis that is part of a grant-funded project and the sign code process.

### **Approval of an Ordinance Revising Title 2 Chapter 14 of the Village Code related to the Finance Commission**

Chairman Geoga explained the request regarding reducing the number of members from nine to seven and to further define the Finance Commission's role. These changes were discussed at the last ACA meeting and are consistent with that discussion.

Trustee Elder moved approval of the request. Trustee Angelo seconded and the motion passed unanimously.

### **Approval of a Contract with Wilson Ware Group in the Amount of \$195,291.29 to Construct and Landscape the Masonry Wall of Burlington Park**

Chairman Geoga asked Mr. Scott to explain the request for the wall replacement. Mr. Scott explained the process and being able to maintain the quality. There will be a planting area included in the wall. Money was saved by having a solid drainage system and not as robust of a foundation. The more naturalized approach doesn't have to go down 4 feet.

Chairman Geoga asked Mr. Scott what is known about the Wilson Ware Group. Mr. Scott explained that they are very well known in the landscaping world and has a good track record. The costs include the wall and the landscaping. Trustee Angelo asked why this is a better plan. Mr. Scott stated that to replicate what is out there would cost \$150,000 more. The big expense is everything you don't see, which would be concrete and stone. That involves a lot of time and labor, which is where the expense would be. This new plan is built on a high quality drainage system.

Trustee Elder needs to study the plan a little more and wanted to know how many trees would be lost. Mr. Scott stated that only one tree would be lost and some trees are added back. The village forester is okay with that tree being removed. There will be a barrier curb in the area by the parking area.

Chairman Geoga read a letter from Trustee LaPlaca that stated her approval of the project. Mr. Scott stated the work would start the work around April 1 and should take approximately eight weeks. Ms. Hassett stated that there are events that happen in the park that should be considered in the construction.

Trustee Elder moved approval of the request. Trustee Angelo seconded and the motion passed unanimously

### **Discussion Regarding KLM Lodge Operations**

Chairman Geoga asked Ms. Braun if she could update the Committee on the operations at the Lodge. Ms. Braun commented on the changes that have been implemented, such as marketing in the newspapers and magazines. She has also joined the Burr Ridge Chamber of Commerce and revenue is being increased due to increasing the rental rate structure. The brochure has been updated and KLM now has a virtual tour on the Village website and is on Facebook. There are still some challenges and some of the event host hours have been given to the new assistant manager.

The ACA Committee reviewed the memorandum prepared by Ms. Braun regarding Lodge operations. The Committee was concerned about statements made in the memorandum that de-emphasize the goal of trying to attract weekday business meetings to the Lodge, which was a prior direction from a number of ACA members as well as the KLM Task Force. There was discussion between the staff present and the ACA Committee about this issue, and the Committee directed once again that an appropriate effort be made to make sales calls to potential weekday commercial renters, a log should be kept of all sales calls, and that staff shall report back to the Committee and the Park and Recreation Commission as to the results of the marketing in a couple of months.

**Village Audit Committee**

Trustee Elder reported on the Audit Committee meeting held with the Village's auditor and senior finance staff. This was the first year of a two year agreement with Sikich LLP and everything seemed in order. The Audit Committee unanimously voted to finish the agreement.

**Adjournment**

As there was no further business to come before the Committee, Trustee Elder motioned to adjourn. Trustee Angelo seconded and the motion passed unanimously. The meeting was adjourned at 8:41 P.M.

Respectfully Submitted:

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Darrell Langlois  
Assistant Village Manager/Director of Finance

# AGENDA

## Gateway Special Recreation Association

Board Meeting  
Thursday, April 11, 2013  
3:00 PM

Oak Brook Family Recreation Center  
1450 Forest Gate Road  
Oak Brook, IL 60523

I. CALL TO ORDER/ROLL CALL

II. OPEN FORUM

III. BOARD MEMBER COMMENTS

IV. COMMUNICATIONS

V. OMNIBUS AGENDA

All items on the Omnibus Agenda are considered to be routine in nature by the Gateway Board and will be enacted in one motion. There will not be separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Omnibus Agenda and considered separately.

A. Approval of March 14, 2013 Regular Meeting Minutes

B. Approval of April 2013 Check Register

C. Approval of April 2013 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

B. Advisory Oversight Group Reports

VII. OLD BUSINESS

A. Ray Graham Contract Review

B. Logo Design

C. Financial Audit

VIII. NEW BUSINESS

A. Budget Review

IX. OPEN FORUM

X. ADJOURNMENT

**Gateway Special Recreation Association  
Board of Directors Meeting  
March 14, 2013**

- I. **CALL TO ORDER:** President Gina Hassett called the Gateway Special Recreation Association Board of Directors' Meeting to order at 3:00 p.m. on March 14, 2013, 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; Cindy Szkolka, Elmhurst; Gina Hassett, Hinsdale; Karen Spandikow, Oakbrook; Brian Kaspar, Westchester; and Kristin Violante, Willowbrook.

Absent: Katherine Parker, Pleasantdale; York Center Park District.

Staff Present: Ray Graham Staff: Brian Alexander, Kathy Carmody

Visitor: Georgia Albertson, grandparent of Gateway participant

- II. **OPEN FORUM:** Georgia Albertson introduced herself and complimented Gateway, explaining how much it has helped her grandson. She particularly mentioned the basketball conditioning program and its instructor, Carolyn Strasen. Ms. Albertson said the program has quality coaches and volunteers who make the program so great. She also requested that Gateway order new softball hats since the current ones are so old. She was assured Gateway will order new softball hats. Gina Hassett will send a note to Carolyn from the Gateway Board thanking her for doing such a great job.
- III. **BOARD MEMBER COMMENTS:** Gina Hassett, Hinsdale, has spoken with a representative from York. They do not have a new director, but hope to have a representative at the Gateway meeting soon.
- IV. **COMMUNICATIONS:** None
- V. **OMNIBUS AGENDA:** Motion made by Jim Pacanowski, Burr Ridge, to approve the Omnibus Agenda and motion seconded by Karen Spandikow, Oakbrook.

A. Approval of February 14, 2013 Regular Meeting Minutes

B. Approval of March 2013 Check Register

C. Approval of March 2013 Treasurer's Report

On a voice vote, motion passed.

Kristin Violante, Willowbrook, requested that the treasurer add a line item each month indicating the current reserve balance.

## **VI. REPORTS:**

- A. **RGA Monthly Report:** The monthly report was reviewed by Superintendent Alexander. Superintendent Alexander indicated that the Sports Banquet is not going since there was low registration. He is going to ask the parents why their children are not attending this once a year event. A suggestion was made that perhaps the athletes want to celebrate at the end of their particular sport as opposed to waiting for a banquet. Superintendent Alexander mentioned that Gateway was looking for a facility to house approximately 30 summer campers since the school they were scheduled to use in Elmhurst is no longer available. Gina Hassett indicated that the old Hinsdale Center of the Arts building located on the Katherine Legge property may be an option.
- B. **Advisory Oversight Group Reports:** Cindy Szkolka, Elmhurst asked what the schedule is for requesting money for IDOT for the purchase of a vehicle. Superintendent Alexander stated he would look into it.

## **VII. OLD BUSINESS**

- A. **Ray Graham Contract Review:**  
The Board requested that we get more clarification from our lawyer regarding page 2, 1<sup>st</sup> full paragraph, first sentence. The sentence reads "Either Party may terminate this Agreement on written notice. The Board wanted to know the Board Attorney's view on this kind of statement and if it needed clarification. The Board requested to see the whole revised part of this "Termination of Agreement" section.
- B. **Logo Design:**  
This was tabled until the April meeting.

## **VIII. NEW BUSINESS**

- A. **Financial Audit Review**  
There were some questions for clarification about the 2 bullet points listed on the first page of the letter from Knutte & Associates to the Board. These points, listed as significant deficiencies in Gateway's internal control were "Limited controls over the preparation of the financial statements being audited and "Limited controls over the preparation of the financial statements being audited. There was discussion of Cindy Szkolka, Elmhurst, assisting the treasurer in preparing financials. Gina Hassett, Hinsdale, will speak with the Gateway Treasurer to see his suggestions for addressing these deficiencies.

Motion made by Jim Pacanowski, Burr Ridge, to approve the annual financial report for the year ending June 30, 2012 and seconded by Cindy Szkolka. On a voice vote motion passed.

**B. Budget-Capital Planning**

The Gateway SRA by-laws indicate there should be a contingency fund of \$30,000 as part of the annual budget. We need to determine what our projected fund balance will be at the end of the current fiscal year so we can determine how to budget to reach \$30,000. Ray Graham is projecting the increase in their contract to not go over 2%.

**IX. OPEN FORUM:**

**X. ADJOURNMENT:** Jim Pacanowski, Burr Ridge, made a motion to adjourn the meeting, seconded by Kristin Violante, Willowbrook. Motion passed on voice vote.

# Gateway Special Recreation Association

## Monthly Treasurer's Statement

Date: April 11, 2013

<u>Account</u>	<u>Revenues</u>	<u>Current</u> <u>Month</u>	<u>Year To</u> <u>Date</u>	<u>Budget</u>	<u>Yr. To Date</u> <u>Budget</u>
100	Fundraising	\$ -	\$ 9,766.00	\$ 2,500.00	391%
105	Grants/Donations	\$ -	\$ 8.85	\$ -	0%
110	Interest	\$ 8.38	\$ 66.48	\$ 90.00	0%
120	Member Contributions	\$ -	\$ 465,807.90	\$ 465,808.00	100%
125	Miscellaneous Revenues	\$ -	\$ -	\$ -	0%
<b>Total Revenues</b>		<b>\$ 8.38</b>	<b>\$ 475,649.23</b>	<b>\$ 468,398.00</b>	<b>102%</b>

<u>Account</u>	<u>Expenses</u>	<u>Current</u> <u>Month</u>	<u>Year To</u> <u>Date</u>	<u>Budget</u>	<u>Yr. To Date</u> <u>Budget</u>
500	Audit Services	\$ -	\$ 3,250.00	\$ 3,250.00	100%
505	Brochure Printing	\$ 2,350.00	\$ 2,350.00	\$ 8,500.00	28%
510	Day Camp Transportation	\$ -	\$ 441.26	\$ 3,000.00	15%
520	Financial Assistance	\$ -	\$ 432.50	\$ 4,000.00	11%
525	Fund Raising Expenses	\$ -	\$ 8,954.62	\$ 2,050.00	437%
530	Legal Fees	\$ 175.00	\$ 1,277.50	\$ 500.00	256%
540	Liability Insurance	\$ -	\$ 2,043.00	\$ 2,080.00	98%
545	Miscellaneous Expenses	\$ 19.28	\$ 333.57	\$ 285.00	117%
550	1 on 1 program services	\$ -	\$ 5,651.75	\$ 11,650.00	49%
555	Program Supplies	\$ -	\$ -	\$ 450.00	0%
560	Service Contract	\$ -	\$ 407,311.00	\$ 407,311.00	100%
570	Vehicle Fuel & Maintenance	\$ 1,067.18	\$ 7,620.63	\$ 11,670.00	65%
575	Vehicle Repairs	\$ 774.06	\$ 4,803.61	\$ 7,035.00	68%
<b>Total Expenses</b>		<b>\$ 4,385.52</b>	<b>\$ 444,469.44</b>	<b>\$ 461,781.00</b>	<b>96%</b>



**GATEWAY SRA  
CHECK REGISTRY  
Apr-13**

<b>Checking Account Balance:</b>	\$ 1,663.70
<b>Money Market Account Balance:</b>	\$ 59,800.94

**Outstanding Checks:**

Check #	Issued to	Amount
	none	\$ -
		\$ -
<b>Total Outstanding Checks</b>		\$ -

Check #	Issued to	Description	Amount	Total
1782	Spiroff & Gosselar, Ltd.	Legal fees	\$ 175.00	\$ 175.00
1783	Ray Graham Association	Reimbursement Fall Brochure	\$ 1,000.00	\$ 1,000.00
1784	Institute Basic Life Principles	Winter/Spring Brochure	\$ 1,350.00	\$ 1,350.00
1785	Village of Hinsdale	January Fuel	\$ 448.32	\$ 1,067.18
1785	Village of Hinsdale	February Fuel	\$ 618.86	
1786	JMS Auto Service	Repairs 2002 fod Van (shocks	\$ 774.06	\$ 774.06
		wheel allgnment, wather strip,		\$ -
		oil change		\$ -
<b>TOTAL CHECK REGISTRY</b>				\$ 4,366.24

**Gateway SRA Board Meeting  
April 11, 2013  
RGA Report**

**Spring 2012/2013 Comparison  
As of 4/4/2013**

2013		2012	
District	Registered Participants	District	Registered Participants
Burr Ridge	8	Burr Ridge	8
Elmhurst	42	Elmhurst	40
Hinsdale	18	Hinsdale	21
Oak Brook	4	Oak Brook	5
Pleasantdale	3	Pleasantdale	4
Willowbrook	7	Willowbrook	8
Westchester	2	Westchester	4
York	1	York	1
Non-resident	9	Non-resident	18

**Cancelled Spring Programs as of 4/4/2013**

- Hinsdale Afterschool Program

**Full Programs as of 4/4/2013**

- Tuesday Travelers
- Saturday Night Explorers
- Swim Lessons
- Recreation Bowling
- Saturday Split

**Gateway Staff Update**

We currently have the following positions open:

- 2 Recreation Instructor Position

**Gateway Vehicles Update**

Vehicle	Mileage	Maintenance
192	55994	N/A
171	91365	Oil change, back shocks, alignment, Safety check.
170	33229	Oil Change, windshield wipers.

### **Scholarships Status as of 4/4/2013**

- Awarded \$200 to Burr Ridge Members

### **Summer 2013 Brochure**

We are currently in the final stages of the brochure development. A second round of editing has been made, our graphic designer is currently making those edits, and the summer brochure should be ready for approval, print and distribution in the very near future, giving the Gateway families and participants plenty of time to register for the May 31<sup>st</sup> registration deadline.

### **Marketing Efforts**

Since we last met, the following marketing events have been attending:

- March 14 – SERG Transition Meeting - Elmhurst
- March 20 – Parent Meeting @ Lyons Township High School

### **Gateway Logo**

At our March meeting we discussed the Gateway logo design. We have presented a couple different design options, and the thought was to vote on a new design.

### **Gateway Summer Camp**

We are getting close to having all our summer camp positions filled. As of 4/4/2013 we only have three more camp instructor positions to fill, with a good number of applicants to fill them with. We will be in the process of evaluating summer camp trips and supplies. Also, two schools in Elmhurst have been secured for our summer camps. The camps will be held at Emerson Elementary School and Edison Elementary School.

Summer camp dates are: June 10 – August 2

Summer camp staff orientation dates are: June 3 – June 7

### **Program Highlights**

#### **Oodles and Doodle**

Our class is lead by a fantastic Gateway staff that has a passion for art and comes up with creative designs that our participants love to create. They get to express themselves individually through art and show their families weekly what they have created.

#### **Special Events**

On Sunday, March 10 Gateway SRA went out to spectacular performance of Fiddler on the Roof at the Paramount Theater in Aurora. This was a great Sunday afternoon for the participants. A few weeks later on Friday, March 15 Gateway SRA celebrated St. Patrick's Day with a themed dance that included a full Irish dinner and Irish inspired games and activities.

#### **Gateway Productions**

Our Gateway Drama program practiced extremely hard throughout the entire month of March for their performance on March 28<sup>th</sup> of "Gateways Got Glee Talent" We had 2 group numbers they preformed along with an individual performance and a final duet and trio performed. Many family and friends were in attendance for the performance and everyone had a fantastic time.

### **Girls Night Out**

Gateway SRA Girls Night Out met on Saturday, March 9th and headed out to North Central College for an evening of acoustic performances specifically designed for individuals with autism by the college's orchestra. The ladies had an amazing evening listening and singing along to their favorite songs.

### **Gateway Athletic Banquet**

As stated last month, we did not have enough registration to host an athletic banquet for our SOI participants. However, we still enjoyed an evening at the Buffalo Wild Wings in Elmhurst with the participants and families that did register. All athletes received an award, and the feedback we received overall was the participants and families really enjoyed this format. We will be considering hosting an outing at the end of each team's season.

### **SOI Basketball**

The Gateway Gator Red and Blue basketball teams played very well at the state competition. Both teams were in tough divisions. All four games were very intense, with the score remaining bouncing back and forth throughout the games. The Gators displayed some great basketball skills and strategy.

### **Hinsdale Afterschool**

Unfortunately, we had to cancel the Hinsdale Afterschool program for the spring session. We only had 2 participants registered at 5 days a week, and 1 participant registered at 2 days a week. This is a program that we are still interested in hosting again in the future if we find there is a need/want for the program.

### **Tuesday Travelers**

Started the month, by getting snowed out, and then finished up by going to the field museum.

### **Northern Area Social Club**

Learned a little about our Galaxy at the Cernan Space Center.

### **Southern Area Social Club**

Practiced their short game at Glow Golf in Orland Park.

### **Community Cruisers**

Went to Enchanted castle to play games, and did some bowling at Fitz pub in Elmhurst.

### **New Horizons**

The participants of this program enjoy games, crafts, bingo and beaded necklace making.

### **Fun and Fitness/Gator Fit**

Our Participants are continuing to work hard in these programs to get in shape for summer. They are working out on our stationary bikes, treadmill, bands and light weights as well as playing indoor soccer and hockey.

**Gateway Special Recreation Association  
Contractual Agreement for Service Provision**

This Agreement is entered into between the Gateway Special Recreation Association, whose business address is 1450 Forest Gate Road, Oak Brook, IL 60523 hereinafter referred to as "Gateway" and the Ray Graham Association for People with Disabilities, whose address is, 2801 Finley Rd., Downers Grove, IL 60515, hereinafter referred to as "Service Provider." (the "Agreement")

WHEREAS both parties warrant the following to be true and accurate on the date of signing:

That the SERVICE PROVIDER is in substantial compliance with all federal, state and local laws, rules and regulations regarding the provision of Special Recreation Programming and related services.

NOW, THEREFORE, in consideration of mutual covenants and promises contained herein, GATEWAY and the SERVICE PROVIDER agree to enter into this Agreement subject to the following:

**CONTRACTUAL SERVICES**

Gateway hereby retains the Service Provider to perform services as further defined in Attachment A, in accordance with the terms and conditions set forth in this Agreement.

**TERM OF AGREEMENT**

This Agreement will commence on July 1, 2013 and end on June 30, 2017. The amount of the annual service contract will not exceed a 5% increase or the amount of CPI, whichever is less to be paid for services rendered on the basis of the years' approved joint budget). The five year agreement will allow for better planning and justify capital investments (i.e. on-line registration capabilities) to benefit both Service Provider and Gateway participants.

**TERMINATION OF AGREEMENT**

Gateway reasonably believes that funds sufficient to make all payments during the term of this Agreement can be obtained and made available; however expenditures of funds under this Agreement are subject to prior appropriation by the governing bodies of the agencies that are members of Gateway ("Member Agencies"). The Member Agencies' obligation to make payments under this Agreement will be a current expense of each Member Agency, and such obligation is not intended to be, and shall not be construed as a debt in violation of applicable law or limitations. Nothing contained in this Agreement shall be interpreted as a pledge of the Member Agencies' general tax revenues, funds or moneys. If sufficient funds are not budgeted or appropriated by the Member Agencies, or the Member Agencies have exhausted all funds legally available for such payments, Gateway will provide written notice thereof to the Service Provider as promptly as practical, and this Agreement will terminate as of the last day of which such funds are/were available. Such termination shall not constitute a default under

this Agreement. Gateway agrees that, to the extent permitted by law, it will not spend funds for services which are the same as those contracted for in this Agreement during any period covered by this Agreement if Gateway has asserted that funds are legally unavailable to make payments for such period under this Agreement.

Either party may terminate this Agreement upon written notice to the other party no less than ninety (90) day's prior to July 1 of any year of the term of this Agreement. Such termination shall not be effective until the end of the program session following the session in which the notice was given; provided that any required quarterly payment to the Service Provider that falls due within the final session during which the Agreement is effective after notice of termination, will be prorated to reflect the time during which services are actually provided. Upon termination of this Agreement, the Service Provider will request authorization from program participants and their parents/guardians to release copies of the participant program records to Gateway. Each participant record will be released to Gateway within no more than three (3) business days after receipt of authorization to release. Upon termination of this Agreement, all non-participant records concerning services the Service Provider performed for Gateway will be released to Gateway.

Anything aforesaid notwithstanding, either party may cancel this Agreement for cause during its term, and said termination for cause shall be effective immediately upon notification thereof. Cause for termination includes failure to abide by the terms of this Agreement for a period of thirty (30) days, or on a repeated basis over a longer period; a breach of the terms of this Agreement that endangers participants in the programs or results in the other party's inability to carry out its obligations under this Agreement; or failure to provide required insurance coverage.

## **PAYMENT TO SERVICE PROVIDER**

The Service Provider will be paid quarterly for services rendered pursuant to this Agreement, on the basis of the year's approved joint budget and amendments thereto. The first payment to the Service Provider from Gateway for the fiscal year will be due on July 1, and will be in amount of one quarter (1/4) of the most recent budget or amended budget for that fiscal year.

Other quarterly payments shall be due on October 1, January 1 and April 1. The Service Provider shall invoice Gateway quarterly. In the event that any invoice is not paid within thirty (30) days of the invoice having been received, the Service Provider will have the right to assess 1% per month on the unpaid balance, all in accordance with the Local Government Prompt Payment Act.

The Service Provider shall use Gateway funds exclusively for Gateway programming and services.

## **INSURANCE**

The Service Provider shall provide Gateway with copies of a certificate or certificates of insurance from an insurance carrier providing for the following coverage's:

1. Workers' Compensation Insurance with limits as prescribed by federal and state laws.
2. Comprehensive General Liability Insurance with limits of at least \$2,000,000 for the Service Provider, with Gateway named as an additional insured. Such coverage shall cover the Service Provider and Gateway for any claim, liability, cost, expenses, or damages on account of personal injuries or death, or damages to property occurring, arising out of, incident to, or resulting directly or indirectly from the conduct of the programs and the performance of the services required to be performed by the Service Provider hereunder. The policy or policies of insurance and certificates of insurance shall provide that no cancellation or change of insurance will be effective without thirty (30) days written notice to Gateway. The Service Provider shall provide notice of reinsurance annually upon renewal date, no later than October 1.
3. Comprehensive Automobile Liability Insurance covering all vehicles utilized by the Service Provider for the transportation of program participants, with limits of at least \$1,000,000 for bodily injury for each person and each accident, and at least \$1,000,000 for property damage for each occurrence.
4. Excess/Umbrella Liability with limits of at least \$10,000,000 each occurrence and aggregate. The policy or policies of insurance and certificates of insurance shall provide that no cancellation or change of insurance will be effective without thirty (30) days written notice to Gateway. The Service Provider shall provide notice of reinsurance annually upon renewal date, no later than October 1st.

#### **MUTUAL HOLD HARMLESS AGREEMENT**

Gateway, its agents, officers and successors shall not be liable and the Service Provider shall hold Gateway harmless and indemnify Gateway from any and all claims, liabilities, costs, expenses or damages, including but not limited to attorneys' fees and litigation costs, on account of personal injuries or death, or damages to property occurring, arising out of, incident to, or resulting directly or indirectly from the conduct of the programs, the performance of the services required to be performed hereunder, or any other acts of the Service Provider, its directors, officers, volunteers, agents or employees in the performance by the Service Provider of its duties hereunder, except for intentional or negligent acts of Gateway, its agents, officers and successors. The Service Provider, its directors, officers, volunteers, agents or employees shall not be liable, and Gateway shall hold the Service Provider harmless and indemnify the Service Provider from any and all claims, liabilities, costs, expenses or damages, including but not limited to attorneys' fees and litigation costs, arising out of, incident to, or resulting directly or indirectly from the acts of Gateway, its agents, officers and successors, in the performance by Gateway of its duties hereunder, except for intentional or negligent acts of the Service Provider, its directors, officers, volunteers, agents, or employees.

#### **INDEPENDENT CONTRACTOR**

The Service Provider shall be deemed an independent contractor, and nothing in this Agreement is intended or to be construed to create an agency, employment, or joint venture relationship, or any other relationship which could allow Gateway to exercise control or direction over the manner or method by which the Service Provider performs services hereunder. The Service Provider hereby warrants that all personnel provided by it with respect to such services shall be employees of the Service Provider and, at all times during the course of performing services hereunder, the Service Provider's employees shall be and remain employees of the Service Provider and not employees of Gateway. The Service Provider, and not Gateway, shall be solely and exclusively responsible to pay wages; salaries; pensions; overtime, holiday, sick and vacation pay; federal and state withholding and unemployment taxes; FICA; Social Security; Medicare; health, accident and life insurance; or any other claim, obligation, demand, tax, benefit, wage or other payroll-related expense or penalty that may occur under local, state or federal law. The Service Provider shall defend, indemnify and hold Gateway harmless from any and all claims, demands, judgments and awards for such items and any other employment obligations for the Service Provider's employees. The Service Provider shall also have the sole obligation to make or cause to be made payments which may be due under the Worker's Compensation Act (820 ILCS 305/1, et seq.), and to meet any and all other obligations which an employer may have under local, state and federal laws. The Service Provider expressly waives any right or claim it might have, including those set forth in the Worker's Compensation Act, and especially those set forth in 305/1(a)(4) thereof, to recover from Gateway any worker's compensation claims, attorneys' fees, expenses or other costs on account of any injury or worker's compensation claim made by any employee of the Service Provider providing services pursuant to this Agreement.

## **SERVICE PROVIDER RESPONSIBILITIES AS INDEPENDENT CONTRACTOR**

As an independent contractor, the Service Provider shall be solely responsible for adhering to, and fulfilling, the terms and conditions as established in Attachment A.

## **OTHER CONTRACTS FOR SERVICE PROVIDER**

Gateway acknowledges that the Service Provider can provide special recreation services to other agencies or organizations that are the same or similar to those services rendered under this Agreement. The Service Provider agrees that in the course of providing like services to other organizations or agencies, the Service Provider shall not diminish nor affect services provided under this Agreement with Gateway.

## **CONFIDENTIAL INFORMATION**

During any furtherance of the Service Provider's obligations in accordance with this Agreement, the Service Provider agrees that any information received by the Service Provider that concerns the personal, financial or other affairs of individuals served by Gateway will be treated by the Service Provider in full confidence and will not be revealed to any other persons, or organizations, except as may be required by law.



## HIPPA COMPLIANCE

Since the Service Provider is a Covered Entity subject to the Health Insurance Portability and Accountability Act of 1996 ("HIPPA") it is necessary to enter into a Business Associate Agreement. A Business Associate Agreement is essentially a confidentiality and nondisclosure agreement with respect to Protected Health Information of a Covered Entity.

The Parties to this Agreement agree that records related to individuals served by the Service Provider are confidential and shall be handled in compliance with all State and Federal Laws governing such records. The Parties to this Agreement further agree that to the maximum extent reasonably possible, services will be provided in compliance with the Health Insurance Portability and Accountability Act of 1996 ("HIPPA").

## APPLICABLE LAW

This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of Illinois. This Agreement constitutes the entire agreement between the parties and is intended as a complete and exclusive statement of the promises, representations, negotiations and agreements that have been made in connection with the subject matter hereof. No modification or amendment of this Agreement shall be binding upon the parties, except by a written document, signed by the parties to this Agreement. The prevailing party in any litigation shall be entitled to recover its reasonable attorneys' fees from the other party.

## SUCCESSORS AND ASSIGNS

Gateway and the Service Provider each bind their successors, assigns and legal representatives to the other party to this Agreement with respect to all covenants of this Agreement. The Service Provider shall not assign this Agreement without the written approval of Gateway.

**THIS AGREEMENT** will be in full force and effect beginning July 1, 2013 as authorized by the representative of all parties whose signatures appear below.

Gateway Special Recreation Association

Ray Graham Association for People With Disabilities

By: \_\_\_\_\_  
Gina Hassett, Chairman

By: \_\_\_\_\_  
Kathleen Carmody

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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Date

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Date

## ATTACHMENT A

### PLANNING AND PROGRAMMING ELEMENTS

**Policies** The Gateway Board shall define areas in which it wishes to have formal policies. The Service Provider shall conduct policy research and develop policies for approval by the Board.

**Service Delivery Level** The Service Provider will, at a minimum, maintain the current level of offerings (as defined by previous season's brochures) to Gateway participants and families. Program distribution may be adjusted according to the Service Provider's philosophy and beliefs to provide services to the entire Gateway participant population in the best possible manner. It is the Gateway Board's desire that this Agreement will result in increased opportunities for all participants with disabilities who live in the Gateway communities.

**Master Calendar** The Service Provider shall develop a master calendar of all dates involving parents planning meetings, goals and objectives, budget development, days of service for each program session, seasonal program development and brochure schedule, facility usage reservations and contract adoption. The master calendar will be distributed to the Gateway Board at its August Board meeting. The Gateway Board will be notified of any changes made to the master calendar prior to their implementation.

**Program Registration** The Service Provider shall conduct the registration process for all Gateway programs. The process will include a mail-in component, as well as a drop-off component that takes place within the Gateway boundaries.

**Annual Meeting** The Service Provider and the Gateway Board shall jointly host annual parents and participants meeting during which an annual report will be given by the Service Provider and input will be solicited from participants and parents regarding Gateway's provision of services. The Service Provider's staff will address the recommendations of participants and parents when they present proposed program offerings to the Gateway Board.

**Participant/Parent Advisory Process** The Gateway Board shall appoint a Program Advisory Group, made up of (2) Board members, to work with participants, parents and staff to ensure that quality programs are provided in an effective and efficient manner.

**Goals and Objectives** The Service Provider, in conjunction with the Gateway Board, shall develop annual goals and objectives for Gateway Board approval within the time frame specified in the master calendar. The Service Provider shall provide participants and parents the opportunity to offer ideas and input regarding the development of annual goals and objectives at a meeting of the Participant and Parent Advisory Committee and through written suggestions solicited from participants and families. The Service Provider shall incorporate these ideas and input and present its draft goals and objectives for the next fiscal year at the May Gateway Board Meeting.

**Program Brochure** The Service Provider will plan three program sessions annually. The program session plans will be approved by the Gateway Board prior to any publication.

Service Provider will coordinate the development, printing and distribution of three brochures annually, which will include detailed program information on Gateway services. The cost of the brochure will be incorporated into the annual payment to Service Provider. At a minimum, the brochure quality will reflect the current production quality, and will be distributed to the homes of the participant data base, as maintained by the Service Provider and Members Agencies, 2 weeks in advance of registration deadlines.

***Participant Emergency Medical Information*** The Service Provider shall maintain detailed medical emergency profiles for each Gateway participant, and such information shall be the property of Gateway. Such information shall be readily available and accessible to all appropriate staff of the Service Provider and Gateway Board members upon completion of the appropriate release form by the participant and/or parent/legal guardian of the participant in question. The participant and/or parent/guardian will be requested to update the information annually or more often as necessary. Immediate access to information about an individual or a participant shall be granted to the program participant and/or parent/legal guardian of the participant in question. Confidentiality will be maintained.

***Program Transportation*** The Gateway Board shall appoint a Transportation Advisory Group (made up of two Board members) to make recommendations concerning the most efficient and cost effective ways to provide transportation. The Service Provider shall continue to provide transportation for Gateway utilizing vehicles made available for such usage by Gateway, supplemented by vehicles owned by the Service Provider when necessary. The Service Provider shall insure that each vehicle utilized for transporting Gateway participants is in good repair, safe and has a two way communication system that is independent of the vehicle's ability to function. For vehicles made available by Gateway, the Service Provider shall 1) arrange for and pay for vehicle insurance, inspections and license plates as covered in the budget; 2) directly bill Gateway for fuel, maintenance and repairs; 3) seek advanced approval for any non-routine maintenance or repair which exceeds \$300.

The Service Provider will arrange for and coordinate transportation for summer day camps, including door-to-door pick up and return, camp field trips and camp swimming trips. The Service Provider will strive to obtain the highest quality of service through a competitive bidding process. The Service Provider will then collect door-to-door fees as set by the Gateway Board at registration and will invoice Gateway for the difference between the contracted cost and the fees collected. Such net cost for all such services will then be paid to the Service Provider by Gateway, as budgeted in the Gateway budget. Cost above and beyond the budgeted dollars will need board approval, in advance of expenditure.

The Service Provider shall take appropriate measures to insure that adequate supervision exists at all time during Gateway sponsored transport. All drivers employed or contracted by the Service Provider shall be qualified and licensed per Illinois law. Emergency procedures shall be in place for breakdowns, accidents, extreme temperatures/weather, and other potential emergencies.

The Gateway Board reserves the right to change the way in which transportation is provided to

its participants during the term of this Agreement. Such change(s), if any, shall be made at a point in time that provides the least amount of disruption to program participants, and the Service Provider agrees to assist with any such transition and to negotiate the appropriate adjustments, if necessary, to the financial terms of this Agreement.

***Program Staff-Participant Ratios*** The Service Provider shall be responsible to insure adequate levels of supervision and assistance during all programs and activities. Staff-to-participant ratios will be provided upon request by the Service Provider via the individual program budgets submitted with brochure copy for each program session.

Staffing plans will be based on an appropriate staff-to-participant ratio for the maximum number of participants in each program or event. Staffing plans may be adjusted following registration due to the following circumstances; a) program/events which will not be held due to low enrollment, b) programs/events which do not meet minimum enrollment levels but which are held, c) 1:1 or other accelerated staffing needs, and d) staffing above the maximum to remove names from a wait list. Following the first week of programs, the Service Provider shall provide the Program Committee with a staffing plan report including an estimated cost to meet 1:1 staffing needs. Thereafter, the Service Provider shall prepare an invoice for additional staffing costs and present it to the Gateway Board at the end of each session, to accompany the end of session status report.

***Program Locations*** The Service Provider shall 1) make every attempt to provide an equitable geographic distribution of services, 2) make every attempt to utilize the facilities of Member Agencies in accordance with the Gateway By-Laws, and 3) secure the appropriate contracts for all program locations.

***Program Cancellations/Rescheduling*** The Service Provider shall endeavor to keep program location changes to an absolute minimum. When a program is canceled for any reason, all participants will be given no less than 24 hour notice, whenever possible. Program cancellations and rescheduling are to be included in seasonal summary reports.

***Additional Programs*** Both parties are encouraged to present new initiatives to be discussed jointly.

## **BUDGET ELEMENTS**

***Fundraising*** The Service Provider will support fundraisers in conjunction with the Gateway Board to assist in securing income from sources other than the Gateway Member Contributions and Private Fees.

***Budget Parameters*** Budget parameters will be mutually established and agreed upon by the parties on an annual basis.

***Budget Schedule*** The Service Provider shall develop and submit to the Gateway Board a preliminary fiscal year proposed budget on or before March 1 and a final fiscal year proposed budget for Gateway Board approval at the May meeting. The budget shall include anticipated

costs and revenues for services for the fiscal year beginning July 1 and ending June 30.

**Fee Policy** Participants in programs may be charged a fee for their participation. Some events by their nature or sponsorship may not incur a fee. The Service Provider shall prepare a schedule of program fees which shall be reviewed by the Gateway Board as part of the annual budget. Gateway's current schedule of fees is based on the following:

Residents of Member Agencies shall be charged no more than the following percentages of the total calculated costs of running a program-100% admission fees, 100% of program supplies, 50% of facility and equipment rental, 50% of all direct program staff, and 50% for any transportation costs, excluding summer day camp. All direct program costs not covered by program fees are included in contract payments made to the Service Provider. Those not residing within a Member Agency shall be charged 125% of the total calculated costs for the program.

The Gateway Board reserves the right to adjust fee component percentages at any time. In the event of any changes, the Service Provider will receive no less than 60 days' notice in advance of the beginning of the next programming season.

**Late Fee Policy** The Service Provider may implement a late pick-up procedure for parents who disregard scheduled pick-up times. This procedure may include a late pick-up fee, as deemed appropriate by the Service Provider.

**Financial Assistance** In order to make programs available to all Gateway residents, regardless of their economic situation, the Gateway Board may, at its sole discretion, provide financial assistance to participants and/or their families. The Service Provider shall propose, and the Gateway Board shall approve, policies and procedures for the disbursement of financial assistance including eligibility, application processes and selection criteria. All information furnished by applicants shall be kept confidential by the Service Provider, and will not be released without the applicant's written permission, unless such release is required by law.

## **MARKETING ELEMENTS**

**Reporting** The Service Provider will provide marketing objective(s) for Gateway programs and services as part of the annual Goals and Objectives process. In addition, the Service Provider will prepare a report of all marketing efforts at the end of each session for the Gateway Board.

**Gateway Brochure** Whenever possible, all programs and activities will be included in the seasonal brochure.

**Target Audience** The Service Provider shall market primarily to the disabled population through the seasonal brochure, flyers, news releases, direct mail and other methods within the guidelines and numbers established in the annual Goals and Objectives.

**Outreach Programs** Leisure Education/Outreach Programs will be undertaken with interested Member Agencies within the guidelines and numbers established in the annual Goals and

**Communication** The Service Provider will openly and effectively communicate with all Gateway users.

**Identification of Potential Users** The Service Provider and Gateway Board will develop strategies, through the annual Goals and Objectives, to identify potential users from within the Member Agencies populations. Strategies will be developed and implemented for marketing Gateway programs to potential users. Potential user is defined as a person with a disability who lives within the Gateway boundaries and does not participate in Gateway Programs.

## **INCLUSION ELEMENTS**

**Inclusion in Programs** The Gateway Agencies and Board recognize and value the benefits of inclusion in all recreation programs. Requests for inclusion of non-special needs populations will be evaluated on a case-by-case basis and all decisions will be made in accordance with all applicable laws, and based on what is in the best interest of the program and the participants. In accordance with the purpose of the specific program offering, and subject to the review and approval of the Gateway Board, the Service Provider will determine which program offerings are eligible for inclusive opportunities, including non-disabled sibling participation.

**Registration Procedures** The mission of the Gateway is to accommodate all participants with disabilities. Priority placement shall be given to people with disabilities over people without disabilities in programs that reach their maximum number of participants prior to the start of the program. In addition, priority to register shall be given to Gateway community residents over non-residents and registration cut-off dates shall be established by the Service Provider to ensure adequate time for program preparation.

**Inclusion Training for Member Agencies** The Service Provider will provide inclusion training sessions as requested by Member Agencies. When such assistance is likely to cause the Service Provider to incur direct costs beyond allocations made in the general budget, those costs and the reimbursement thereof will be identified in advance of the implementation of these services, and will be the responsibility of the requesting Member Agency.

**Provision of Inclusion Aides to Member Agencies** The Service Provider will refer inclusion aides to Member Agencies on an as-needed basis, with the cost for the inclusion aide to be paid by the respective Member Agency.

## **STAFFING ELEMENTS**

**Staffing** The Gateway Board shall appoint a Staffing Advisory Group, made up of two Board members, to work with the Service Provider to ensure that there is adequate staff to provide quality services and to provide a forum for addressing staffing issues.

**Qualifications - Staff** The Service Provider shall provide administrative and program staff to directly administer and evaluate programs offered under this Agreement. Staff should be qualified via education, experience and certification for the level of the position which they occupy (Certified Leisure Professional and Certified Therapeutic Recreation Specialist preferred for administrative staff). The Service Provider shall maintain job description for all employees.

**Evaluations** The Service Provider shall conduct regular performance evaluations of all staff.

## **REPORTING ELEMENTS**

**Assessment of User Satisfaction** The Service Provider will conduct user satisfaction surveys for all programs and services. The survey results will be shared with the Gateway Board.

**Program Data** The Service Provider will provide the Gateway Board with program data after each session which describes 1) number of participants served by the program and their city or village of residence, and 2) an actual participant analysis. The Gateway Board may request additional data from the Service Provider.

**Financial Data** The Service Provider will provide the Gateway Board with detailed year-end financial reports, The Gateway Board may request additional data from the Service Provider.

## **GENERAL PERFORMANCE EXPECTATIONS OF THE SERVICE PROVIDER**

1. The Service Provider demonstrates a commitment to using positive approaches in all service and support activities.
2. The Service Provider's practices and staff demonstrate sensitivity and concern for personal dignity and respect.
3. The Service Provider implements procedures for investigation and intervention in all instances of alleged abuse and neglect.
4. The Service Provider owns, operates or leases buildings that comply with all applicable fire and sanitation codes.
5. The Service Provider is in compliance with state and federal physical accessibility codes.
6. The Service Provider is in compliance with the provisions and requirements of the American with Disabilities Act (ADA) as these relate to the provision of recreation opportunities and services.
7. The Service Provider implements procedures for meeting all emergencies, such as fire, severe weather and health.
8. The Service Provider implements employment screening procedures that minimize unnecessary or unreasonable risk.
9. The Service Provider has a budgeting and accounting system in place.
10. The Service Provider has an annual independent audit of its fiscal activities.



11. The Service Provider's personnel practices meet all state and federal Fair Labor regulations.
12. The Service Provider provides opportunities for staff training and personal development.
13. The Service Provider regularly evaluates and provides feedback to its staff on their performance.
14. The Service Provider trains its employees to be individual-oriented and service-focused.
15. The Service Provider conducts an ongoing evaluation of success in achieving desired outcomes.
16. The Service Provider includes input and involvement from people served and others in its evaluation and planning activities.
17. The Service Provider has high programming standards and reacts in a timely fashion if found to be deficient.
18. The Service Provider provides a healthy and safe working environment for staff and programming environment for participants.
19. In all of the above, the Service Provider respects the dignity, confidentiality and rights of the disabled population it serves.

**PARK RECREATION REVENUE/EXPENSE SUMMARY**

**March**

**FY 2012-13**

**(May 1-April 30)**

**PRELIMINARY NUMBERS**

<b>DEPT. 3101</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 11-12</b>
<b>ADMIN. AND SUPPORT</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>
Personal Services	220,534	191,436	87%	214,952	189,512	88%
Professional Services	0	0		0	0	
Contractual Services	0	0		0	0	
Other Services	6,200	6,748	109%	7,400	6,178	83%
Materials & Supplies	2,800	3,059	109%	3,100	3,616	117%
Repairs & Maintenance	150	0	0%	650	787	121%
Other Expenses	3,975	2,950	74%	3,075	1,981	64%
Risk Management	44,098	28,846	65%	45,373	22,623	50%
<b>Total-Operating Expenses</b>	<b>277,757</b>	<b>233,039</b>	<b>84%</b>	<b>274,550</b>	<b>224,697</b>	<b>82%</b>
Capital Outlay	0	0		0	0	0%
<b>Total Expenses</b>	<b>277,757</b>	<b>233,039</b>	<b>84%</b>	<b>274,550</b>	<b>224,697</b>	<b>82%</b>

<b>DEPT. 3301</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 11-12</b>
<b>PARKS MAINTENANCE</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>
<b>Revenues</b>						
Field Fees	25,000	2,240	9%	36,000	12,497	35%
Picnic Fees	7,000	8,640	123%	5,000	3,435	69%
<b>Total Revenues</b>	<b>32,000</b>	<b>10,880</b>		<b>41,000</b>	<b>15,932</b>	
<b>Expenses</b>						
Personal Services	345,935	271,097	78%	389,267	274,220	70%
Contractual Services	114,000	79,644	70%	114,000	98,432	86%
Other Services	2,600	1,695	65%	3,100	2,747	89%
Materials & Supplies	50,650	46,739	92%	59,500	53,937	91%
Repairs & Maintenance	36,500	28,046	77%	34,500	38,612	112%
Other Expenses	1,600	1,019	64%	1,200	1,145	95%
<b>Total-Operating Expenses</b>	<b>551,285</b>	<b>428,240</b>	<b>78%</b>	<b>601,567</b>	<b>469,093</b>	<b>78%</b>
<b>Capital Outlay</b>						
Motor Vehicles	35,000	0		0	0	
Land/Grounds	203,800	98,053		83,500	118,115	
Equipment	43,000	67,719		4,500	3,746	
Capital Outlay	281,800	165,772	59%	88,000	121,861	
<b>Total Expenses</b>	<b>833,085</b>	<b>594,012</b>		<b>777,567</b>	<b>590,954</b>	<b>76%</b>

<b>DEPT. 3420</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 11-12</b>
<b>RECREATION SERVICES</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>
<b>Revenues</b>						
Registration & Memberships	290,000	321,010	111%	423,500	242,667	57%
Misc Income	3,500	525	15%	3,500	675	19%
<b>Total Revenues</b>	<b>293,500</b>	<b>321,535</b>	<b>110%</b>	<b>427,000</b>	<b>243,342</b>	<b>57%</b>
<b>Total Expenses</b>						
Personal Services	76,834	67,073	87%	92,672	66,641	72%
Contractual Services	255,745	223,885	88%	278,600	204,876	74%
Other Services	71,200	48,391	68%	74,675	56,698	76%
Materials & Supplies	13,250	11,892	90%	11,950	12,503	105%
Other Expenses	10,900	29,380	270%	8,700	6,854	79%
Repairs & maintenance	7,000	22,927	328%	2,000	3,227	161%
<b>Total Expenses</b>	<b>434,929</b>	<b>403,548</b>	<b>93%</b>	<b>468,597</b>	<b>350,800</b>	<b>75%</b>

**PARK RECREATION REVENUE/EXPENSE SUMMARY**

**March**

**FY 2012-13**

**(May 1-April 30)**

**PRELIMINARY NUMBERS**

<b>DEPT.34-BY DEPARTMENT RECREATION SERVICES</b>	<b>FY 12-13 BUDGET</b>	<b>FY 12-13 TO DATE</b>	<b>FY 12-13 % of Budget</b>	<b>FY 11-12 BUDGET</b>	<b>FY 11-12 TO DATE</b>	<b>FY 11-12 % of Budget</b>
<b>3421 General Interest</b>						
<b>Revenues</b>	<b>8,500</b>	<b>25,852</b>	<b>304%</b>	<b>7,000</b>	<b>6,253</b>	<b>89%</b>
<b>Expenses</b>						
Personal Services	538	0	0%	0	0	
Contractual Services	5,200	22,517	433%	3,500	5,444	156%
Other Services	0			0	0	
Materials & Supplies	0	35		0	260	
Repairs & Maintenance	0	0	0%	0	0	
Other Expenses	0	0	0%	0	0	
<b>Total Expenses</b>	<b>5,738</b>	<b>22,552</b>	<b>393%</b>	<b>3,500</b>	<b>5,704</b>	<b>163%</b>
<b>3422 Athletics</b>						
<b>Revenues</b>	<b>130,000</b>	<b>129,473</b>	<b>100%</b>	<b>130,000</b>	<b>114,316</b>	<b>88%</b>
<b>Expenses</b>						
Personal Services	1,615	778	48%	6,997	592	8%
Contractual Services	85,000	69,955	82%	85,000	55,950	66%
Other Services	0	0	0%	0	0	
Materials & Supplies	3,700	2,297	62%	2,000	3,485	174%
Other Expenses	0	0	0%	0	0	
<b>Total Expenses</b>	<b>90,315</b>	<b>73,030</b>	<b>81%</b>	<b>93,997</b>	<b>60,027</b>	<b>64%</b>
<b>3423 Cultural Arts</b>						
<b>Revenues</b>	<b>9,000</b>	<b>8,420</b>	<b>94%</b>	<b>8,500</b>	<b>8,241</b>	<b>97%</b>
<b>Expenses</b>						
Personal Services	862	3,068	0%	2,691	1,464	
Contractual Services	2,500	0	0%	2,500	1,024	41%
Other Services	0	0	0%	0	0	
Materials & Supplies	0	0	0%	0	0	
Other Expenses	0	0	0%	0	0	
<b>Total Expenses</b>	<b>3,362</b>	<b>3,068</b>	<b>91%</b>	<b>5,191</b>	<b>2,488</b>	
<b>3424 Early Childhood</b>						
<b>Revenues</b>	<b>40,000</b>	<b>40,571</b>	<b>101%</b>	<b>42,000</b>	<b>28,477</b>	<b>68%</b>
<b>Expenses</b>						
Personal Services	6,997	11,251	161%	15,071	6,663	44%
Contractual Services	19,200	17,145	89%	21,200	13,886	66%
Other Services	0	0	0%	0	0	
Materials & Supplies	1,550	1,083	70%	2,550	1,149	45%
Other Expenses	0	0	0%	0	0	
<b>Total Expenses</b>	<b>27,747</b>	<b>29,479</b>	<b>106%</b>	<b>38,821</b>	<b>21,698</b>	<b>56%</b>

**PARK RECREATION REVENUE/EXPENSE SUMMARY**

**March**

**FY 2012-13**

**(May 1-April 30)**

**PRELIMINARY NUMBERS**

<b>DEPT.3420-BY DEPARTMENT RECREATION SERVICES</b>	<b>FY 12-13 BUDGET</b>	<b>FY 12-13 TO DATE</b>	<b>FY 12-13 % of Budget</b>	<b>FY 11-12 BUDGET</b>	<b>FY 11-12 TO DATE</b>	<b>FY 11-12 % of Budget</b>
<b>3425 Fitness</b>						
<b>Revenues</b>	<b>36,000</b>	<b>33,946</b>	<b>94%</b>	<b>30,000</b>	<b>30,520</b>	<b>102%</b>
<b>Expenses</b>						
Personal Services	0	0	0%	0	0	
Contractual Services	11,500	5,927	52%	13,000	5,910	45%
Other Services	0	0	0%	0	0	
Materials & Supplies	0	0	0%	0	0	
Other Expenses	0	0	0%	0	0	
<b>Total Expenses</b>	<b>11,500</b>	<b>5,927</b>	<b>52%</b>	<b>13,000</b>	<b>5,910</b>	<b>45%</b>
<b>3426 Paddle Tennis</b>						
<b>Revenues</b>						
Memberships	42,000	40,048	95%	60,000	35,010	58%
Lifetime and donations	0	4,380		125,000	140,050	
	<b>42,000</b>	<b>44,428</b>	<b>106%</b>	<b>185,000</b>	<b>175,060</b>	<b>95%</b>
<b>Expenses</b>						
Personal Services	0		0%	0	0	
Contractual Services	11,750	7,307	62%	25,500	7,213	28%
Other Services	4,000	6,379	159%	3,775	4,553	121%
Materials & Supplies	100	0	0%	500	67	13%
Repairs and Maintenance	7,000	22,927	328%	2,000	3,227	161%
Other Expenses	200	50	0%	200	50	25%
<b>Total Expenses</b>	<b>23,050</b>	<b>36,663</b>	<b>159%</b>	<b>31,975</b>	<b>15,111</b>	<b>47%</b>
<b>Capital Outlay</b>						
Courts project	0	0		125,000	188,209	
Resurfacing/skirting	0	0		16,000	0.00	
<b>Total Expenses</b>	<b>23,050</b>	<b>36,663</b>	<b>159%</b>	<b>172,975</b>	<b>203,319</b>	<b>118%</b>
<b>3427 Special Events</b>						
<b>Revenues</b>	<b>21,000</b>	<b>20,148</b>	<b>96%</b>	<b>21,000</b>	<b>19,850</b>	<b>95%</b>
<b>Expenses</b>						
Personal Services	2,153	422		2,153	734	
Contractual Services	33,400	22,951	69%	35,200	26,242	75%
Other Services	3,700	2,050	55%	3,500	2,189	63%
Materials & Supplies	5,300	7,704	145%	5,400	6,027	112%
Other Expenses	0	20		0	100	
<b>Total Expenses</b>	<b>44,553</b>	<b>33,148</b>	<b>74%</b>	<b>46,253</b>	<b>35,292</b>	<b>76%</b>
<b>3428 General Rec Administration</b>						
<b>Expenses</b>						
Personal Services	64,669	51,554	80%	65,760	57,188	87%
Contractual Services	87,195	78,083	90%	92,700	89,206	96%
Other Services	63,500	39,962	63%	67,400	49,956	74%
Materials & Supplies	2,600	773	30%	1,500	1,515	101%
Other Expenses	10,700	6,433	60%	8,500	6,704	79%
<b>Total Expenses</b>	<b>228,664</b>	<b>176,805</b>	<b>77%</b>	<b>235,860</b>	<b>204,569</b>	<b>87%</b>
<b>Capital Outlay</b>						
<b>Total Expenses</b>	<b>281,800</b>	<b>165,772</b>	<b>59%</b>	<b>88,000</b>	<b>121,861</b>	

**PARK RECREATION REVENUE/EXPENSE SUMMARY**

**March**

**FY 2012-13**

**(May 1-April 30)**

**PRELIMINARY NUMBERS**

<b>DEPT. 3724</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 11-12</b>
<b>KLM LODGE</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>
<b>Revenues</b>						
KLM Lodge Revenue	145,000	114,172	79%	160,000	108,611	68%
Caterer's Licenses	15,000	12,080	81%	16,000	12,700	79%
<b>Total Revenues</b>	<b>160,000</b>	<b>126,252</b>	<b>79%</b>	<b>176,000</b>	<b>121,311</b>	<b>69%</b>
<b>Expenses</b>						
Personal Services	56,662	50,324	89%	57,589	47,691	83%
Contractual Services	22,100	19,584	89%	21,000	17,981	86%
Other Services	39,500	37,022	94%	35,700	35,451	99%
Materials & Supplies	12,400	6,114	49%	12,200	6,742	55%
Repairs & Maintenance	10,500	9,544	91%	16,500	9,419	57%
Other Expenses	1,000	360	36%	600	519	87%
<b>Total-Operating Expenses</b>	<b>142,162</b>	<b>122,947</b>	<b>86%</b>	<b>143,589</b>	<b>117,803</b>	<b>82%</b>
Capital Outlay	20,000	2,856	-	177,000	180,641	-
<b>Total Expenses</b>	<b>162,162</b>	<b>125,803</b>	<b>78%</b>	<b>320,589</b>	<b>298,445</b>	<b>93%</b>
<b>DEPT. 3951</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 11-12</b>
<b>SWIMMING POOL</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>
<b>Revenues</b>						
Pool Resident Pass	190,000	155,192	82%	179,740	173,364	96%
Non-Resident Pass	14,000	15,014	107%	13,765	11,855	86%
Pool Daily Fee	75,000	67,929	91%	75,000	70,328	94%
Pool Lockers	100	93	93%	300	114	38%
Pool Concession	7,500	7,350	98%	7,000	7,350	105%
Pool Class-Reg -Resident	29,500	26,575	90%	29,800	28,412	95%
Pool Class-Reg Non-Resident	5,000	3,555	71%	3,500	4,415	126%
Private Lessons	10,500	7,264	69%	10,500	9,253	88%
Misc. Revenue (Rentals)	12,000	11,460	96%	12,000	10,840	90%
Town Team	25,200	19,001	75%	25,200	22,403	89%
10-Visit Pass	17,000	22,085	0%	0	15,478	
<b>Total Revenues</b>	<b>385,800</b>	<b>335,518</b>	<b>87%</b>	<b>356,805</b>	<b>353,812</b>	<b>99%</b>
<b>Expenses</b>						
Personal Services	161,475	154,733	96%	172,240	153,636	89%
Contractual Services	30,100	19,084	63%	30,325	23,231	77%
Other Services	45,800	34,360	75%	51,500	35,941	70%
Materials & Supplies	38,975	29,337	75%	39,375	29,948	76%
Repairs & Maintenance	16,350	16,219	99%	20,350	14,275	70%
Other Expenses	10,600	1,466	14%	10,600	5,672	54%
Risk Management	0	0		0	0	
<b>Total-Operating Expenses</b>	<b>303,300</b>	<b>255,199</b>	<b>84%</b>	<b>324,390</b>	<b>262,702</b>	<b>81%</b>
Capital Outlay	119,000	76,029	64%	60,850	45,697	
<b>Total Expenses</b>	<b>422,300</b>	<b>331,228</b>	<b>78%</b>	<b>385,240</b>	<b>308,399</b>	<b>80%</b>
	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 11-12</b>
	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>
<b>Capital Expenses</b>	<b>400,800</b>	<b>244,657</b>	<b>61%</b>	<b>148,850</b>	<b>167,558</b>	<b>113%</b>
<b>Operating Expenses</b>	<b>1,709,433</b>	<b>1,442,974</b>	<b>84%</b>	<b>1,812,693</b>	<b>1,425,095</b>	<b>79%</b>
<b>Total Expenses</b>	<b>2,224,428</b>	<b>1,687,631</b>	<b>76%</b>	<b>2,224,428</b>	<b>1,592,653</b>	<b>72%</b>
<b>Total Revenues</b>	<b>921,100</b>	<b>771,108</b>	<b>84%</b>	<b>921,100</b>	<b>734,396</b>	<b>80%</b>
Revenue Offset Difference	(1,303,328)	(916,523)		(1,303,328)	(858,256)	

## MEMORANDUM

**To:** Chairman Kluchenek & Members of the Parks & Recreation Commission  
**FROM:** Gina Hassett, Director of Parks and Recreation  
**DATE:** April 11, 2013  
**SUBJECT:** April Parks & Recreation Report

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The following is a summary of activities completed by the Parks and Recreation Department during the month of March 2013.

### RECREATION SERVICES

- The annual Easter Egg Hunt was held on Saturday, March 30<sup>th</sup>. We had over 500 children in attendance. The weather provided for a nice day and the event ran smoothly. This is a co-operative event with The Community House.
- A pre-construction meeting was held on March 27<sup>th</sup> with the contractors at KLM Park regarding the remaining OSALD projects. Silt fence was installed the week of April 1<sup>st</sup>. Grading was scheduled to begin the week of March 8<sup>th</sup> but has been delayed due to weather. We anticipate the project to take 6 weeks including the installation of irrigation once the weather breaks.
- Two new members have been appointed to the Commission. We welcome Steve Keane and Darren Baker. Diane and Bill's term end after this month's meeting. There will be two open spots on the Commission.
- The planning for July 4<sup>th</sup> Parade and festival is underway. Contracts have been sent to contractual groups for the parade. This year staff has secured a military band to perform in the parade. We are fortunate to have secured the military band which does not require a stipend. Staff has also secured the Jesse White Tumblers and several other new groups to participate in the event. Applications have also gone out to local community groups and businesses.
- The wet spring has limited access to the soccer fields. Crews have worked diligently to line and prep the fields for AYSO and Lacrosse. Veeck will have all three fields open for the spring season.
- The summer brochure will be delivered to residents on Monday, April 22<sup>nd</sup> via a door to door delivery service. Resident registration will begin at that time and non-resident registration begins on May 1<sup>st</sup>.
- Spring programs are underway and will finish up in early May. The youth t-ball program kicks off the week of April 1<sup>st</sup>. This is the third year of the program.
- The men's basketball league finished for the season. We had six teams in the league this year. Men's softball registration is open and will begin play in June.

## Community Pool

Staff and Commissioner Mulligan are set to meet with Mr. Barre regarding the lap lanes issues on Friday, April 12<sup>th</sup>.

Opening day for the 2013 season is Saturday, May 25<sup>th</sup>. Public Services have begun the pre-season maintenance. We anticipate filling the pool the week of May 1<sup>st</sup>. Staff has been working to ready for the season by pricing equipment and materials. Lifeguard training will begin April 20<sup>th</sup> for the season. The new budget includes monies for deck chairs, shade structures and parking lot resurfacing.

Staff has prepared mailings to past pool members regarding renewal. Flyers promoting pool passes were inserted in the Hinsdalean. After the ACA Committee it was approved that we discount not just the non-resident passes to Golfview Hills but rather to all Non-Residents. Staff is working to notify the residents of Golfview Hills and surrounding communities. The discount is 20% off the posted rates.

## Feb 1- April 12

Type	2012 Pass Revenue				2013 Pass Revenue			
	2012	2012	2012	2012	2012	2012	2012	2012
	New Passes	Renew Passes	Total	Revenue	New Passes	Renew Passes	Total	Revenue
Nanny Pass	4	5	9	\$540	10	8	18	\$1,155
Family Primary	11	41	52	\$15,080	21	51	72	\$20,525
Family Secondary	23	135	158	\$0	67	168	235	\$0
Family Super	1	4	5	\$1,700	3	17	20	\$6,800
Family Super Secondary	1	4	5	\$225	3	16	19	\$855
Family Super Third	1	12	13	\$195	12	30	42	\$630
Guest Pass Adult	3		3	\$340	3	1	4	\$255
Guest Pass Child	1		1	\$60	4	0	4	\$240
Individual Pass	2	2	4	\$585	1	2	3	\$495
Senior Super Pass			0		0	1	1	\$130
Individual Super Pass			0		0	1	1	\$0
Non Resident Family	2		2	\$1,030	0	1	1	\$702
Non Resident Family Secondary	7		7		0	3	3	\$0
Non Resident Individual		3	3	\$780	1	1	2	\$260
Non Resident Senior			1	\$155	0	2	2	\$310
Senior Pass		2	2	\$160	0	4	4	\$320
				\$18,485				\$30,910
				\$1,965				\$1,272
				\$400				\$495
<b>Total</b>	<b>56</b>	<b>208</b>	<b>264</b>	<b>\$20,850</b>	<b>125</b>	<b>306</b>	<b>431</b>	<b>\$32,677</b>

## Katherine Legge Memorial Lodge

The Lodge staff is focusing on outside sales calls and creating a new web site. We are working with our IT department to develop a separate website for KLM. The virtual tour is up on the web site and Facebook. Staff is now logging sales calls. Attached is the call log. We have been modifying the log as we move forward. The intent is to include outside sales and inquires.

Letters have gone out to current caterers for their annual renewal fee. We anticipate we will lose a few and we have plans to replace them. We will be adding two preferred alcohol vendors. Staff met with each of the caterers to review their menus and services they provide. We have gained feedback from them and will look to make some small changes.

The Board approved the audio and visual upgrades for the Lodge. At the end of the month two new portable sound racks will be installed. The upgrades also include a portable 80" monitor and cart to be used on the first floor. Staff is working with public works to repair the outside speakers.

The new fiscal year includes funds for a wedding garden. Staff will start in-house for design. Planting would occur in the early fall. We have been approached by a local resident who has several trees that they would like to donate. Village crews think they would be a strong anchor for a garden. They may be moved this spring.

#### 2012-13 Rental Summary

as of 4/10/2013	Business Mtg	Memorial Service	Rec Program	School Dist	Social Event	Village Meeting	Village Event	Wedding	Total	2011-12 Revenue	2012-13 Revenue	Dollar Change	Booked 2013-14 Rentals
May	2	1			2	6		4	15	8,561	8,941	380	16,550
June	1			1	2	1		6	11	11,156	10,645	(511)	17,300
July	1	2	5		5			3	16	13,559	9,786	(3,773)	9,262
August	5	2	11		6	1		6	31	17,759	18,880	1,121	14,900
September	2		10	1	6			4	23	14,823	14,499	(324)	13,650
October	2		21	1	6		1	8	39	16,347	15,589	(758)	10,787
November	2	2	20		10			1	35	8,256	11,186	2,930	3,500
December	1	1	10		9	2	1	1	25	8,853	9,663	810	2,500
January	0	0	22		1	0	0	0	23	4,489	250	(4,239)	0
February	1	0	12	0				3	16	2,301	8,481	6,180	0
March	1	0	13				0	1	15	2,506	6,515	4,009	0
April	1	0	26	0	2	1	1	1	32	2,384	5,250	2,866	0
Total	19	8	150	3	49	11	3	38	281	110,994	119,685	8,691	88,449

EXPENSE	March				2012-13 Annual Budget	FY 12-13 % of budget	2011-12 Annual Budget	FY 11-12 % of budget
	Prior	Current	Prior	Current				
	Year	Year	Year	Year				
	\$9,816	\$6,953	\$117,805	\$122,950	\$142,162	86%	\$143,589	82%
REVENUES	March				2012-13 Annual Budget	FY 12-13 % of budget	2011-12 Annual Budget	FY 11-12 % of budget
	Prior	Current	Prior	Current				
	Year	Year	Year	Year				
KLM Lodge Rental	\$2,506	\$6,515	\$108,610	\$114,172	\$145,000	79%	\$160,000	68%
Caterer's Licenses	\$0	\$0	\$12,700	\$12,080	\$15,000	81%	\$16,000	79%



# **Village of Hinsdale Parks & Recreation**

## **PARK EVALUATION ASSIGNMENTS**

Team 1:

Team 2:

Team 3:

Team 4:

### Team #1

#### Group C

KLM  
Woodland  
Highland  
Elm School  
Middle School

### Team #2

#### Group A

Burns  
Dietz  
Eleanor's  
Monroe School

### Team #3

#### Group B

Robbins  
Brush Hill Area  
Burlington  
Madison School  
Oak School

### Team #4

#### Group D

Pierce  
Brook  
Stough  
Ehert  
Melin

# PARK EVALUATION REPORT

Name of Park: **STOUGH** – July 8, 2009 \_\_\_\_\_

## Evaluators:

### Turf:

- Repair pot 2 holes located at center field of soccer field
- Add soil and seed near water fountain

### Plants & Trees:

- Trim bushes located south of tennis courts
- Remove 2 stump located at SouthWest corner of park and south of playground fence
- Trim low hanging tree branches along south end of park
- Complete bush trimming at south side of park and towards the west

### Equipment:

- Sand box needs to be replenished with sand
- Fence along south end of playground needs to be repaired (reconnected)
- Add back stop inside tennis courts for use by solo tennis player to return volleys

### Bike Racks (please list number, type, location)

- No bike racks are present

### Signage:

OK

### Safety:

- Southwest walkway and stairs entrance to park (upgrade to ADA minimum standards))
  - Install railing along north side of concrete stairs
  - Install ramp for wheel chair and baby stroller access
  - Repair damage walkway surface
- Very low hanging power lines along south end of park and north of railroad tracks
- Remove three non-functional overhead lights, light poles and overhead power line (coordinate with Commonwealth Edison and complete any necessary pre-work)
- Repair parks perimeter pathway
  - Add crushed stone to level off and widen pathway in order to minimize sprained ankles by walkers and joggers and reduce the risk of bicycle riders from falling when tires hit the rut
  -
- Add wood chips to play ground in bare spots
- Return rail road tie (located along the south end) back to track area

### Cleanliness:

- Return 3<sup>rd</sup> garbage can to Northwest corner of tennis courts

### Ideas for Improvement:

- Improve path connection between Stough and Ehret
- Improve drainage to resolve flooding of soccer field after heavy rain