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

Tuesday, February 11, 2014
Memorial Hall – Memorial Building

 **DRAFT**

Chairman Kluchenek called the meeting of the Park and Recreation Commission to order at 7:02 p.m. at the Memorial Hall board room.

Members Present: Chairman Kluchenek, Commissioners Banke, Baker, Keane, Mulligan and Owens

Members Absent: Commissioner George

Also present: Tom Lockhart, Hinsdale Tennis Association
Kim Fornack, The Doings

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

Commissioner Banke moved approval of the January 14, 2014 Park and Recreation Commission meeting minutes. Commissioner Baker seconded and the motion passed unanimously.

Chairman Kluchenek commented on the ACA minutes from January 13, 2014 that were included for information. Ms. Hassett stated that the March meeting has been changed to the end of February, so there will not be a meeting in March. Commissioner Baker asked if there was any discussion at ACA regarding the pool improvements.

Gateway Special Recreation Association

Ms. Hassett commented on the Gateway report and the attendance numbers have changed drastically. Chairman Kluchenek asked if the board is more responsive. Ms. Hassett stated that day camp transportation is now done in house with Ray Graham. They are working real hard to provide the financials when an increase was requested. Chairman Kluchenek asked if the budget has changed. Ms. Hassett stated that a 1% increase was awarded and each community pays about a 1.5% increase. Gateway is working on a capital process and is working with IDOT for vehicle replacements. The vehicles are aging and entering into an agreement with the state is the most challenging.

Revenue Expense Report

Ms. Hassett explained the report. She commented that there are a few capital projects yet for the year but there will not be many projects for the rest of the fiscal year. Commissioner Baker asked about admin/support and the overage on repairs and maintenance. Ms. Hassett stated that it is usually miscellaneous and could be supplies or it could be miscoded.

Chairman Kluchenek asked Ms. Hassett to explain the Commissioners role in the budget. Ms. Hassett explained the five year capital plan should be presented in July for the following budget year. That would get to ACA in the fall.

Recreation Program Report

Ms. Hassett explained that the cold weather has affected some of the programs. The snow falls have hindered the ice rink because most of the snow falls have been on the weekends. The parks staff have had some calls regarding clearing the parks. During the extreme cold, people were encouraged to stay inside.

Commissioner Banke stated that the ice rink got a lot of use when the middle school was closed. Ms. Hassett commented that Staff is trying to keep track of the days that it is open.

Platform tennis courts heaters have had some issues because the conditions have been so cold. Commissioner Keane asked who fixes the heaters. Ms. Hassett stated that they are sent out for repairs. There are some other options that would be difficult to retrofit. Ms. Hassett stated that some of the courts will never heat correctly due to the way they were constructed.

Commissioner Owens asked about the survey for the town team. Commissioner Owens wanted to know how many families it was sent to since only 10% were returned. Ms. Hassett stated that there were 110 families, so that is only 10 or 11 that were returned. Commissioner Owens believes the comments were what were expected. Ms. Hassett explained that you get what you pay for in the budget and most staff are only 1st or 2nd year employees.

Ms. Hassett commented that the super passes were sold out in 3 days. Residents have stated that they will join Clarendon Hills pool instead. Ms. Hassett stated that she has talked to the village manager about lowering the non-resident rate. The village manager will talk to the village president about possible amenities. Chairman Kluchenek stated that we do need to know if there is any appetite for changes before going to the board. Ms. Hassett stated that funding a new improvement doesn't mean that memberships will grow.

Commissioner Baker asked about how the number is determined for super passes. Ms. Hassett stated that they tell us how many we can sell and that there is no written agreement with Clarendon Hills Park District. A written agreement could hinder the sales. Commissioner Baker stated that they will benefit economically from this limit.

Ms. Hassett stated that Hinsdale Swim Club pays a fee to Clarendon Hills for use of the pool during swim meets. They pay CHPD \$3,500 for the 3 days of the swim meet. Ms. Hassett requested a reduction from Clarendon Hills and an amount of \$2,500 was agreed to. It is guaranteed revenue for Clarendon Hills.

New Business

Hinsdale Tennis Association Lease Agreement

Tom Lockhart was present. Ms. Hassett explained the terms of the previous agreement and the flat rate that was charged. The participation has declined in the last few years and Mr. Lockhart decided to have parks and rec take the registrations.

By putting it into the brochure, it will make it easier for families to commit to the program. Ms. Hassett thinks that registration could be greater by us handling the registrations. Mr. Lockhart commented on the private lessons and has come to the meeting regarding what the amount would be to use the courts. Ms. Hassett believes that \$1500 is adequate for the high caliber athletes.

Commissioner Owens stated that Tom was always flexible and believes that people have taken advantage of that. Mr. Lockhart stated that he believes that the program will grow a lot going through the village. Ms. Hassett stated that 80% of the revenue will go to Mr. Lockhart and the village gets 20%. That is the standard for the field. Chairman Kluchenek asked why there is need for the private students. Mr. Lockhart explained that these are state champions and the top players in the field. It is not an enrollment based program and they train for a few weeks at a time. Ms. Hassett stated that players at that level usually don't pay for the court time. Mr. Lockhart wants to be fair and wants to build up the program through the brochure.

Mr. Lockhart explained that if he doesn't provide the service someone else will. There are only a few people that don't pay, so it isn't very profitable. Chairman Kluchenek asked why the private program can't be run through the village. Mr. Lockhart explained that they are only here for a day or two and it would not be possible when you travel a lot.

Ms. Hassett stated that if we tried to make a player buy private coupons from the department, it could make those players go somewhere else. Mr. Lockhart stated that there are less than 10 players in the category. Mr. Lockhart explained about how tournaments could work if the program grows.

Commissioner Mulligan asked about the \$1500 rental of the courts. Mr. Lockhart explained that it is 10 kids paying \$20 each per day. Ms. Hassett stated that all weather updates etc would be handled through the department now that could not be provided with Mr. Lockhart running it. Ms. Hassett also stated that we don't want to be the competitive aspect, only the recreational side.

Commissioner Owens stated that she believes the higher elite group could help the recreational aspect. Mr. Lockhart stated that the program has something for everyone where you can train as a beginner and it can grow as high as you want. Mr. Lockhart currently has four instructors but has the capacity for more instructors if the program grows.

Ms. Hassett stated that weather dates will be built into the program at the end of the sessions. Mr. Lockhart stated that when the surface is wet, the courts are slick and the surface is too fast because they are overused. Commissioner Banke stated that it makes sense that the village receives some revenue for the usage of village courts. Ms. Hassett

will talk to the village manager regarding the agreement with the high school.

Commissioner Mulligan stated that if we can get more revenue from any camps, then more money could be allocated for the courts.

Commissioner Banke stated that the service is outstanding. He asked Gina about the courts at Burns being used by the high school. Ms. Hassett stated the inter-governmental agreement is general and they have not offered or asked for any repair of the courts. Burns has not been resurfaced in at least ten years.

Commissioner Mulligan made a motion to approve the HTA agreement. Commissioner Banke seconded and the motion passed unanimously with the stipulation that it will be a one year agreement.

Dog Waste Service Provider

Ms. Hassett gave the history of the agreement. The company wants an agreement and the village does not have staff to fill them. It is very reasonable price point.

Commissioner Baker asked about the business model and if he is asking us to subsidize the service. Is it worth looking into advertising and do we get an offset if there is a windfall. Ms. Hassett stated that it is a Colorado based company and just getting into the Chicago market and she can certainly ask. The containers are no longer free but the bags still are. Commissioner Owens asked about the term of the agreement to see if there are any other companies that do the same thing. Ms. Hassett stated that the advertising artwork is approved by staff and are usually dog centered. Chairman Kluchenek suggested that we control the space if available. Ms. Hassett stated that staff doesn't have the time to fill the stations. Chairman Kluchenek suggested that we get a few stations to advertise and someone needs to review the contract to shorten it. Ms. Hassett stated that two stations would be plenty to promote the lodge or anything else.

The Commissioners commented that the contract is too long and should be reviewed. Ms. Hassett will go back to the vendor and ask for a shorter contract and two stations to advertise.

KLM Charity Concert Discussion

Ms. Hassett explained the request. The lodge is booked all Saturdays for this summer so it would need to be an event in 2015. Ms. Hassett doesn't believe it is a good idea to have the damage and wear and tear to the park. It is appealing to the vendor because the park is fenced in and has good control access points.

They are requesting the area by the lacrosse field. That location is not ideal so it would need to be below the hill by the creek where concerts have been in the past. Ms. Hassett is concerned that there would be others who could also request a similar event if permission was granted. There would be at least a \$5000 fee for use of the park because of the extras that would be involved and the lodge and fields being off line. They would have to provide additional port-a-potties, extra police presence and any additional trash pickup etc.

This would be a one day event on a Saturday with a professional stage for approximately 500 – 1000 attendees. There would not be enough parking for an event of this size.

Commissioner Mulligan stated that if it is a for-profit event, the village should be making money on it. Ms. Hassett stated that there have been requests for Burlington Park and there are guidelines for that. Ms. Hassett is concerned on the overall impact to the park and even though there would have to be restoration, it could not be restored in 24 hours.

Commissioner Banke is concerned that they have controlled access spots for the revenue and the police presence would have to be enormous. He is also concerned that this person has no previous experience at doing an event like this. Ms. Hassett is also concerned about a 3rd party running an event. Commissioner Owens asked how someone would come to a concert and have access without walking right in unnoticed. You are able to get into KLM through the back.

Ms. Hassett thinks there are more concerns than benefits to this scale of an event. Ms. Hassett will ask for more details and costs, including liability of \$2,000,000. Police, fire and paramedics costs would all be part of the contract.

Adjournment

Since there was no further business to come before the Commission, Commissioner Owens moved to adjourn. Commissioner Mulligan seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission meeting was declared adjourned at 8:14 p.m.

Respectfully submitted,

Linda Copp, Secretary

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting February 3, 2014

Chairman Hughes called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on February 3, 2014 at 7:33 PM.

Members Present: Chairman Hughes, Trustees Angelo and Elder

Members Absent: Trustee LaPlaca

Staff Present: Darrell Langlois, Assistant Village Manager/Director of Finance; Gina Hassett, Director of Parks and Recreation; Amy Pisciotto, Information Technology Coordinator; Tim Scott, Economic Development Director; George Franco, Director of Public Services; Tom Bueser, Assistant Director of Public Services; Mark Pelkowski, Water Department Supervisor and Chris Webber, Assistant Finance Director

Also Present: Representatives from Sensus and HD Supply Waterworks, Ltd. Jerry Plotke, Dave Wieggers, Chad Caps and Tim Rey

Approval of Minutes – January 13, 2014

Trustee Elder moved approval of the January 13, 2014 minutes. Trustee Angelo seconded and the motion passed unanimously with changes requested by Chairman Hughes.

Monthly Reports

Treasurers Report

Mr. Langlois presented the report. Base Sales Tax receipts for the month of December increased by 0.9% and increased 14.7% for January. Year-to-date base sales tax receipts for the first nine months of FY 2013-14 totals \$2,077,759, an increase of 6.8%. Total Sales Tax receipts (including local use taxes) for the first nine months of the fiscal year total \$2,282,800, an increase of 6.9%.

Mr. Langlois reported that Income Tax revenue for the month of December decreased 4.3% and increased 14.3% for January. Total Income Tax receipts for the first nine months of FY 2013-14 total \$1,217,269, an increase of 9.6%. The State is still \$188,000 or two months behind the normal payment schedule.

Mr. Langlois reported that property tax collections through November amount to \$5,836,240, which is approximately 95.0% of the Village's \$6.14 million tax levy. The next receipts will come in February.

Combined Gas, Electric, Telecommunications, and Water Utility Taxes for November were \$155,220, which is 7.3% above previous year's receipts. Year to date Utility Tax receipts amount to \$1,377,568, a decrease of 2.9%. Receipts from telecommunications, electric, and

water utility taxes have declined, and based on current projections the end of year results for utility tax revenue are expected to be \$74,000 below budget.

Building Permit revenues for December were \$115,915, an increase of 18.1%. For the first eight months of the year, total Building Permit revenue stands at \$1,037,112 an increase of 28.7% over the prior year. Based on current projections, the end of year results for permit fee revenue is projected to be \$135,000 above budget.

Mr. Langlois reported that total legal billings through of December amount to \$189,246, which is tracking well above budget for the first eight months of the year due to over \$28,000 in reimbursable legal fees being incurred so far this year as well as \$65,000 of costs related to the MIH litigation.

Mr. Langlois reported that the unusually large number of snow and ice events that have occurred in December and January will result in several negative budget variances. Public Services overtime will be over budget as through January 31, 2014 total overtime costs are approximately \$83,000 of which approximately \$72,000 of this amount is attributable to snow and ice removal. The budget amount for this account is \$60,000, so it is likely that this account will end the year \$30,000 to \$50,000 over budget. Likewise, the budget amount of \$30,000 for chemicals will likely be exceeded by \$50,000 to \$75,000 due to the need to purchase additional salt beyond the budgeted amount. Mr. Langlois stated that the village has spent \$83,000 so far on salt.

Mr. Langlois stated that as we are now through the first six months of the year, staff has updated the estimated end of year amounts for most major revenue accounts. On the expenditure side, we have updated our estimates on most personnel accounts, major operating accounts, and known savings on capital projects that have already been bid/awarded or will be deferred. On a net basis, the end of year results project to an end of year surplus in the General Corporate Fund of \$580,257 which is greater than the amount of \$58,349 assumed in the FY 2013-14 Budget.

Park and Recreation Activity Report

Ms. Hassett presented the report. The extreme weather has affected programming and those classes will be made up at the end of the session. The men's basketball league has missed several games due to the Middle School closures. Keeping the ice rink operational has been a challenge due to the snow events.

KLM January revenue was up \$3,101 over the prior year and total revenue is up over the prior year for the same period. The new assistant manager has been hired and staff is focusing on booking events for the quiet months, including social events and business meetings.

Ms. Hassett reported that pool memberships went on sale today and that the Super Passes are already almost sold out. Clarendon Hills has limited the amount to 100 this year because they feel that their pool will be too crowded.

Ms. Hassett reported that platform tennis has had problems with some of the heaters because of the extreme cold. Staff will look at alternatives for next year. Ruth Lake Country Club will be constructing four new platform tennis courts. Paddle tennis memberships have increased over last year by about \$4,000.

Economic Development

Mr. Scott presented his report. Mr. Scott is in the final design stage for the sign display units in Burlington Park and the second phase of the wall project, which is for the installation of landscaping. Downtown parking recommendations are in draft form and will be presented to the public after the feedback from the Trustees. Mr. Scott is working on streamlining the liquor code to simplify it and to be more consistent.

There is an area along the Ogden corridor that is in the talking stage for a potential user. Chestnut property hopes to present a plan at the February Plan Commission meeting. It is a small building and has had some variances granted.

Chairman Hughes asked what suburb is being used for a model for the liquor ordinance changes. Mr. Scott stated that he is using River Forest. Chairman Hughes asked Mr. Scott about the timing for the changes. Mr. Scott stated that he would like to have it by the next ACA meeting. Chairman Hughes commented that he believes there should be discussion with the other Trustees regarding the parking study to get their feedback.

Information Technology Coordinator Report

Ms. Pisciotto presented her report. Website visits are trending higher than the past year. E-Hinsdale is trending with new subscriptions each month.

Chairman Hughes asked Ms. Pisciotto why there are drop-offs. Ms. Pisciotto explained that there are residents that subscribe and then forget they subscribe so she will unsubscribe them to get accurate numbers.

Accept a Proposal from HD Supply Waterworks, Ltd. To Provide Water Meters, Automated Water Meter Reading Systems and Installation Services in the Amount of \$1,994,885 based on Estimated Quantities

Mr. Langlois commented on the history of the request for meter replacement and changing to an automated meter reading system. The RFP was mailed to twelve different vendors and there was a pre-bid meeting. Five prices were received and staff used a scoring sheet for the criteria from each company. Three demonstrations were presented and at the conclusion of the process the consensus was that the proposal of HD Supply best met the needs of the village.

Mr. Langlois explained that the water meters would be manufactured by Sensus, the meter would have no moving parts, and it would be battery operated so that the meters would be accurate for a longer period of time. The proposal from HD Supply was not the lowest but from the cost perspective the cost of the smart meter would better fit the Village.

Mr. Langlois stated that the proposed reading system would read from one antenna mounted on top of the village hall. Should one antenna not be sufficient, it would be the cost of the vendor to install another antenna. In order to use current wiring, the transmitter would be installed over the current touchpad reading device.

A number of vendors sell water meters but all don't do the installation. The subcontractor to install the new meters is United Meters and has extensive experience with HD Supply. The warranty is a full warranty for 10 years with a prorated warranty in years 11 through 20. The project is scheduled to be done in 18 months, but it depends on fast we can keep up.

The technology is different vendor to vendor. There are two proposals for the servers. The first was being hosted by the vendor which would cost about \$20,000 per year. The other is that we buy and house our own hardware. There would have to be three different servers. In working from the IT side, virtual technology would hopefully result in needing fewer servers to run applications. HD Supply will run on a virtualized network and that would save \$16,000 up front and \$10,000 - \$20,000 of annual costs.

Mr. Langlois reported that the initial price was \$2,000,000 and there will be some credit for servers that won't be needed and the scrap value for the old water meters being replaced. In 5 - 10% of the installations, some valves will need to be changed due to the age of the homes.

Jerry Plotke from HD Supply presented the meter technology. He explained the current meters and how they wear out and over time have a tendency to under report water usage. The life expectancy on a typical water meter is 25 years. The new smart meters have a 20 year warranty. The first year it must meet a quarter gallon flow rate at 95% accuracy and the next 14 years would have to meet a 90% accuracy rate at the quarter gallon flow rate. .

Jerry Plotke explained how the current system works with the reader box and explained the wiring system that will be used on the new system. The smart meter system reads the odometer on the meter itself. Trustee Angelo asked what happens after the 20 years, how would we know when the battery will run out. Mr. Plotke explained that there is a low voltage reading on the meters so there would be a warning that the meter needed to be changed. The functions gained by the smart meter technology will include a series of alarms that keeps 45 days of hourly reads in the memory, tamper alarms if the tube goes dry, reverse flow alarm that water is running backwards and a burst pipe alarm if there is a quick influx of water.

Mr. Plotke also explained that the water meters will meet the new standards from the EPA. Brass type meters with lead can no longer be sold. There are also inch and half meters for businesses. They can be tested and would be read for whatever the dials are set to. All are built with strainers. It is a one moving part meter so the benefit is a better low flow with a single moving part.

Chairman Hughes asked how we will know if the water usage is accurate that are guaranteed. Mr. Plotke explained that you have the homeowner history so something will be flagged if something changes. This is all set through the software.

Mr. Langlois stated that there are 700 installed so far, but the software has not been set up for reading them. Mr. Plotke noted that the radio box will transmit with 2 watts of power, which is the most powerful in the industry. The village will have its own FCC license in order to minimize interference. He explained how it can be done with one tower antenna. There will be one hourly reading 24 hours a day, 7 days a week and there will be four transmissions daily. There is memory in the water meter and the actual smart point and the logic software.

Chairman Hughes asked about ongoing support for the system. Mr. Plotke noted there will be support throughout the life of the system and there will be hardware and software maintenance fees annually.

Mr. Langlois asked Mr. Plotke to describe what the experience will be like for the residents. United Metering will be the installer. A letter will be sent by the Village to the general public and will concentrate in specific geographical areas. An area will be canvassed and will be done through letters and appointments with an 800 number for weekdays and weekends. It will take approximately 30 minutes to install a meter and transmitting unit, and all employees will have uniforms and company identification. Signatures will be required and there must be an adult present for the installation.

If there is a ball valve, the village will pay for that change. Mr. Langlois explained what could happen when the installer is there to replace the meter and decided to pay for the change in order to keep the project moving. Mr. Plotke believes that the project could be done in nine months.

Appointments will be scheduled six days per week, no holidays or Sundays. If there are specialty requests HD Supply will work to address these requests. All employees are licensed plumbers and are responsible for anything that needs to be done related to the installation.

Trustee Angelo asked how many crews would be working. There will probably be 2 or 3 at a time. They like to schedule 15 meters changes per employee per day. Chairman Hughes asked if the project in LaGrange was the same. They have one antenna and the connection was made through the attic. The difference is we will have a virtual server. LaGrange had about 5600 households and it was done in six months.

The reading system will be a two-way system so that the billing department can read meters from a central location within a one minute time period. There is the ability to reprogram the system through the central system. Trustee Angelo asked about the high bill complaints. Mr. Langlois stated that they will be able to show the daily reads to demonstrate that it is an ongoing problem. There will be a lot of data to show a resident. As the system grows, the residents can go on-line to view their water usage.

Chairman Hughes asked if there is any local user group that uses it. There are about 10 systems that are in place currently and a local user group is being organized.

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

Approval of the Engagement Letter from Chapman and Cutler LLP in the Amount of \$10,000 to Provide Bond Counsel Services for the Proposed General Obligation Bonds (Waterworks and Sewerage System Alternate Revenue Source), Series 2014
Mr. Langlois explained the request. Bonds will be sold to finance the water meter replacement project. The fee was lowered due to two bond issues that will be done this year.

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

Authorization to Proceed with Replacement of the Village's File and Print Server, Domain Controller, Back-up Solution, and Network Switches in an Amount not to exceed \$59,134.78

Mr. Langlois explained the request. The 2014 budget has \$60,000 to replace three servers and implement a virtualized network. There is partial payback from this technology which is demonstrated by the fact that the new water meter reading system will run on the virtualized servers as opposed to having to purchase three additional servers to run the reading software. Staff will be able to manage the system remotely and over time more applications will be able to be added without adding additional hardware.

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

Adjournment

As there was no further business to come before the Committee, Trustee Angelo motioned to adjourn. Trustee Elder seconded and the motion passed unanimously. The meeting was adjourned at 8:56 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance
DL/lc

Memo

To: Chairman Kluchenek and Members of the Parks & Recreation Commission
From: Gina Hassett, Director of Parks & Recreation
Date: March 4, 2014
RE: February Parks & Recreation Financial Report

Attached are the preliminary Parks and Recreation figures for February FY 2013-14. February is the tenth month of the budget year. The report had been modified to include the variance of the prior year compared to the current year to date.

PROGRAM REVENUE

Recreation program revenue is in line with revenue expectations. Winter programs are under way and spring programs will begin in April. Additional registrations revenue will post this fiscal year. Staff anticipates that next month will reflect an increase in the athletic program registration. Weather has affected when families are registering for spring lacrosse which has resulted in a decrease in program revenue over the prior year of \$16,918. Contractual services expenses related to recreation programs are in-line with program revenues.

Recreation Expenses are within budget. Repairs and replacement of the platform tennis heaters were over budget by \$4,548 in unplanned expenses. Contractual services are within budget but up over the prior year due to increased parade expenses and unbudgeted web hosting services for the department's recreation software. Both areas are being monitored closely for the remainder of the year. Contractual entertainment for the July 4th parade will be scaled back for 2014.

PLATFORM TENNIS

Platform Tennis revenue is up \$5,124 (11.5%) over the prior year, which includes the first receipt of lesson revenue. The outstanding lesson revenue will increase surplus revenue that can be applied to the outstanding court debt. The Village Board agreed that surplus revenue and the sale of Lifetime Platform Tennis Memberships would be applied to pay down the unfunded cost of the 2010 court expansion project. The outstanding court debt is \$18,295.

Katherine Legge Memorial Lodge revenue is up \$36,712 (31%) over the prior year. Revenue estimates are that the Lodge will exceed budget expectations. This will be the first time since 2009 that the Lodge will exceed \$150,000 in revenue. Lodge expense are down \$6,224 over the prior year however the difference is due to timing of posted expense. It is anticipated that expenses will be similar to the prior year at the end of the fiscal year.

POOL REVENUE

Additional expenses for utilities and miscellaneous repairs are expected. No additional pool revenue is expected for the current fiscal year. Pool revenue can be unpredictable due to the seasonality of the operation. As reported in the annual pool report, revenues are down over the prior year by \$14,217, which can be attributed to an unseasonably cold summer. Daily fees were down \$18,548 over the prior year. The weather for 2011 and 2012 were hot with record breaking heat waves. Rental revenue exceeded budget expectations by \$11,234 due to staff maximizing rental opportunities. Staff is working on marketing passes for both resident and non-resident memberships for the 2014 season.

PARK RECREATION REVENUE/EXPENSE SUMMARY

February FY 2013-14

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT. 3101	FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
ADMIN. AND SUPPORT	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Personal Services	220,534	166,039	75%	220,534	170,344	-4,305
Professional Services	0	0		0	0	0
Contractual Services	0	0		0	0	0
Other Services	6,200	6,002	97%	6,200	6,425	-423
Materials & Supplies	2,800	2,133	76%	2,800	3,059	-926
Repairs & Maintenance	150	3,227	2151%	150	0	3,227
Other Expenses	3,975	2,667	67%	3,975	2,950	-283
Risk Management	44,098	21,725	49%	44,098	28,846	-7,121
Total-Operating Expenses	277,757	201,793	73%	277,757	211,624	-9,831

DEPT. 3301	FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
PARKS MAINTENANCE	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Revenues						
Field Fees	30,000	29,482	98%	25,000	19,977	9,505
Picnic Fees	9,000	10,010	111%	7,000	8,640	1,370
Total Revenues	39,000	33,925	87%	32,000	28,617	5,308
Expenses						
Personal Services	346,774	277,225	80%	345,935	241,784	35,441
Contractual Services	122,000	103,621	85%	114,000	79,644	23,977
Other Services	1,700	1,510	89%	2,600	1,558	-48
Materials & Supplies	70,450	44,226	63%	50,650	43,999	227
Repairs & Maintenance	66,000	24,500	37%	36,500	27,861	-3,361
Other Expenses	2,000	245	12%	1,600	1,019	-774
Total-Operating Expenses	608,924	451,327	74%	551,285	395,865	55,462
Capital Outlay						
Motor Vehicles	35,000	0		35,000	0	0
Land/Grounds	203,800	174,412	86%	203,800	98,053	76,359
Equipment	43,000	0	0%	43,000	67,665	-67,665
Total Capital Outlay	281,800	174,412	62%	281,800	165,718	8,694
Total Expenses	890,724	625,739	70%	833,085	561,583	64,156

DEPT.3420	FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
RECREATION SERVICES	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Revenues						
Registration & Memberships	296,000	279,437	94%	285,000	295,555	-16,118
Misc. Income	6,000	47,494	792%	3,500	12,216	35,278
Total Revenues	302,000	326,931	108%	288,500	307,771	19,160
Total Expenses						
Personal Services	93,476	85,648	92%	76,834	58,702	26,946
Contractual Services	251,700	235,669	94%	255,745	221,123	14,546
Other Services	63,400	41,473	65%	71,200	50,609	-9,136
Materials & Supplies	14,580	9,049	62%	13,250	11,437	-2,388
Other Expenses	8,600	4,742	55%	10,900	6,482	-1,740
Repairs & maintenance	15,500	20,048	129%	7,000	22,926	-2,878
Total Expenses	447,256	396,629	89%	434,929	371,279	25,350

PARK RECREATION REVENUE/EXPENSE SUMMARY

February FY 2013-14

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT.34-BY DEPARTMENT RECREATION SERVICES	FY 13-14 BUDGET	FY 13-14 TO DATE	FY 13-14 % of Budget	FY 12-13 BUDGET	FY 12-13 TO DATE	Variance over prior year
3421 General Interest						
Revenues	23,000	16,147	70%	8,500	25,423	-9,276
Expenses						
Personal Services	538	0	0%	538	0	0
Contractual Services	25,000	10,822	43%	5,200	22,057	-11,235
Other Services	0	0	0%	0	0	0
Materials & Supplies	0	0	0%	0	35	-35
Repairs & Maintenance	0	0	0%	0	0	0
Other Expenses	0	0	0%	0	0	0
Total Expenses	25,538	9,394	37%	5,738	22,092	-12,698
3422 Athletics						
Revenues	125,000	109,907	88%	125,000	119,495	-9,588
Expenses						
Personal Services	1,615	2,436	151%	1,615	533	1,903
Contractual Services	75,000	63,979	85%	85,000	67,873	-3,894
Other Services	0	0	0%	0	0	0
Materials & Supplies	3,700	588	16%	3,700	2,298	-1,710
Other Expenses	0	0	0%	0	0	0
Total Expenses	80,315	67,003	83%	90,315	70,704	-3,701
3423 Cultural Arts						
Revenues	9,000	5,018	56%	9,000	7,080	-2,062
Expenses						
Personal Services	4,306	2,820	65%	862	3,068	-248
Contractual Services	1,000	0	0%	2,500	0	0
Other Services	0	0	0%	0	0	0
Materials & Supplies	0	0	0%	0	0	0
Other Expenses	0	0	0%	0	0	0
Total Expenses	5,306	2,820	53%	3,362	3,068	-248
3424 Early Childhood						
Revenues	40,000	45,696	114%	40,000	40,658	5,038
Expenses						
Personal Services	11,842	14,971	126%	6,997	11,355	3,616
Contractual Services	20,500	20,003	98%	19,200	17,145	2,858
Other Services	0	0	0%	0	0	0
Materials & Supplies	1,550	1,184	76%	1,550	1,083	101
Other Expenses	0	0	0%	0	0	0
Total Expenses	33,892	36,158	107%	27,747	29,583	6,575

PARK RECREATION REVENUE/EXPENSE SUMMARY

February FY 2013-14

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT.3420-BY DEPARTMENT RECREATION SERVICES	FY 13-14 BUDGET	FY 13-14 TO DATE	FY 13-14 % of Budget	FY 12-13 BUDGET	FY 12-13 TO DATE	Variance over prior year
3425 Fitness						
Revenues	30,000	29,313	98%	36,000	31,256	-1,943
Expenses						
Personal Services				0		0
Contractual Services	9,000	14,081	156%	11,500	5,657	8,424
Other Services				0		0
Materials & Supplies				0		0
Other Expenses				0		0
Total Expenses	9,000	14,081	105%	11,500	5,657	8,424
3426 Platform Tennis						
Revenues	FY 13-14 BUDGET	FY 13-14 TO DATE	FY 13-14 % of Budget	FY 12-13 BUDGET	FY 12-13 TO DATE	Variance over prior year
Memberships/Lessons	42,000	48,927	116%	42,000	39,423	9,504
Lifetime and donations	0	0		0	4,380	-4,380
	42,000	48,927	116%	42,000	43,803	5,124
Expenses						
Personal Services				0		0
Contractual Services	9,700	6,665	69%	11,750	7,307	-642
Other Services	5,000	2,334	47%	4,000	6,922	-4,588
Materials & Supplies	100			100	0	0
Repairs and Maintenance	15,500	20,048	129%	7,000	22,926	-2,878
Other Expenses	100	50		200	50	0
Total Operating Expenses	30,400	29,097	96%	23,050	37,205	-8,108
Capital Outlay						
Courts project	0	39,858		0	0	39,858
Resurfacing/skirting	0	0		0	0	0
Total Capital Outlay	0	39,858		0	0	39,858
Total Expenses	30,400	68,955	227%	23,050	37,205	31,750
3427 Special Events						
Revenues	21,000	15,035	72%	21,000	20,004	-4,969
Expenses						
Personal Services	2,153	2,970	138%	2,153	423	2,547
Contractual Services	26,000	30,036	116%	33,400	23,051	6,985
Other Services	2,400	1,116	47%	3,700	2,050	-934
Materials & Supplies	6,900	6,400	93%	5,300	7,248	-848
Repairs & Maintenance		215		0		215
Total Expenses	37,453	40,737	109%	44,553	32,772	7,965
3428 General Rec Administration						
Expenses						
Personal Services	73,022	62,451	86%	64,669	43,323	19,128
Contractual Services	85,500	90,083	105%	87,195	78,033	12,050
Other Services	56,000	38,023	68%	63,500	41,637	-3,614
Materials & Supplies	2,330	877	38%	2,600	773	104
Other Expenses	8,500	4,477	53%	10,700	6,432	-1,955
Total Expenses	225,352	195,911	87%	228,664	170,198	25,713
Capital Outlay	0	0		0	0	0
Total Expenses	225,352	195,911	86.94%	228,664	170,198	25,713

PARK RECREATION REVENUE/EXPENSE SUMMARY

February FY 2013-14

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT. 3724	FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
KLM LODGE	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Revenues						
KLM Lodge Revenue	145,000	139,399	96%	145,000	107,407	31,992
Caterer's Licenses	13,000	16,800	129%	15,000	12,080	4,720
Total Revenues	158,000	156,199	99%	160,000	119,487	36,712
Expenses						
Personal Services	57,593	45,353	79%	56,662	45,031	322
Contractual Services	27,600	21,123	77%	22,100	19,584	1,539
Other Services	42,900	33,659	78%	39,500	37,684	-4,025
Materials & Supplies	12,500	5,837	47%	12,400	5,141	696
Repairs & Maintenance	5,220	4,582	88%	10,500	9,444	-4,862
Other Expenses	1,000	436		1,000	330	106
Total-Operating Expenses	146,813	110,990	76%	142,162	117,214	-6,224
Capital Outlay	20,000	9,884	49%	20,000	2,856	7,028
Total Expenses	166,813	120,874	72%	162,162	120,070	804
DEPT. 3951	FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
SWIMMING POOL	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Revenues						
Pool Resident Pass	170,000	156,276	92%	190,000	155,192	1,084
Non-Resident Pass	16,000	9,274	58%	14,000	14,972	-5,698
Pool Daily Fee	72,000	49,280	68%	75,000	67,928	-18,648
Pool Lockers	100	80	80%	100	93	-13
Pool Concession	7,900	7,950	101%	7,500	7,350	600
Class-Registration -Resident	29,500	22,970	78%	29,500	26,575	-3,605
Class-Registration Non-Resident	5,000	5,087	102%	5,000	3,555	1,532
Private Lessons	10,000	5,993	60%	10,500	7,264	-1,271
Misc. Revenue (Rentals)	12,000	22,694	189%	12,000	11,460	11,234
Town Team	22,000	23,574	107%	25,200	19,002	4,572
10-Visit Pass	24,100	18,081	75%	17,000	22,085	-4,004
Total Revenues	368,600	321,259	87%	385,800	335,476	-14,217
Expenses						
Personal Services	161,475	155,078	96%	161,475	154,731	347
Contractual Services	25,650	18,198	71%	30,100	19,044	-846
Other Services	42,000	31,529	75%	45,800	32,768	-1,239
Materials & Supplies	33,475	22,620	68%	38,975	28,587	-5,967
Repairs & Maintenance	11,850	10,457	88%	16,350	16,219	-5,762
Other Expenses	8,200	3,752	46%	10,600	1,466	2,286
Risk Management	0	0		0	0	0
Total-Operating Expenses	282,650	241,634	85%	303,300	252,815	-11,181
Capital Outlay	107,000	86,482	81%	119,000	76,030	10,452
Total Expenses	389,650	328,116	84%	422,300	328,845	-729
	FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Capital Expenses	408,800	270,778	66%	347,664	244,604	26,174
Operating Expenses	1,763,400	1,402,373	80%	1,709,433	1,348,797	53,576
Total Expenses	2,224,428	1,673,151	75%	2,224,428	1,593,401	79,750
Total Revenues	921,100	781,426	85%	921,100	766,919	14,507
Revenue Offset Difference	(1,303,328)	(891,725)	68%	(1,303,328)	(826,482)	-65,242

To: Chairman Kluchenek and Members of the Parks & Recreation Commission
FROM: Gina Hassett, Director of Parks and Recreation
DATE: March 4, 2014
SUBJECT: February Parks & Recreation Report

The following is a summary of activities completed by the Parks and Recreation Department during the month of February 2014.

Programming & Special Events

Recreation programs for Monday, February 17th were cancelled due to the weather conditions. When possible, classes will be made up at the end of the session. In some cases partial credits will be issued to participants accounts.

The summer brochure is out for design and will be delivered to Hinsdale residents on Monday, April 21st.

Ice Rink

Weather conditions continue to be favorable for ice skating at the Burns Field Ice Rink. The warming house has been staffed when conditions are favorable for skating. The rink conditions will be monitored as the weather conditions change

Katherine Legge Memorial Lodge

As reflected in the table below, January rental revenue was up over the prior year by \$8,200 due to weddings and social events. January of 2013 had only one rental.

Revenue for the current fiscal year is \$38,773 for the same period of the prior year. Based on the current bookings, yearend revenue is projected to be above budget by \$11,559. This is the first time since 2009 that Lodge revenue will exceed \$150,000.

EXPENSE	January		YTD		2013-14 Annual Budget	FY 13-14 % of budget	2012-13 Annual Budget	FY 12-13 % of budget
	Prior Year	Current Year	Prior Year	Current Year				
	\$7,363	\$8,034	\$109,766	\$101,839	\$146,813	69%	\$142,162	77%
REVENUES	January		YTD		2013-14 Annual Budget	FY 13-14 % of budget	2012-13 Annual Budget	FY 12-13 % of budget
	Prior Year	Current Year	Prior Year	Current Year				
KLM Lodge Rental	\$250	\$8,450	\$100,426	\$139,199	\$145,000	96%	\$145,000	69%
Caterer's Licenses	\$0	\$0	\$12,080	\$16,800	\$13,000	129%	\$15,000	81%
Net	\$250	\$8,450	\$112,506	\$155,999	\$158,000		\$160,000	

2013-14 Rental Summary

2/17/14	Business Mtg	Memorial Service	Rec Program	School Dist	Social Event	Village Meeting	Village Event	Wedding	Total	2011-12 Revenue	2012-13 Revenue	Booked 2013-14	Change over prior	Booked 2014-15
May	2	0	19	0	3	2	0	6	32	8,561	8,801	16,796	7,995	8,650
June	1	0	19	1	6	0	0	7	34	11,156	10,745	26,818	16,073	17,175
July	2	1	20	0	6	0	0	4	33	13,559	9,786	18,650	8,864	13,200
August	2	0	13	0	3	0	0	6	24	17,759	18,880	18,063	(817)	13,675
September	1	0	14	1	6	2	2	4	30	14,823	14,498	14,541	43	15,150
October	2	2	24	2	3	0	0	2	35	16,347	15,589	14,825	(764)	16,475
November	1	2	18	1	4	0	1	1	28	8,256	11,612	8,580	(3,032)	2,200
December	0	0	11	0	8	0	1	0	20	8,853	10,265	13,366	3,101	1,900
January	1	0	22	0	2	0	0	2	27	4,489	250	8,450	8,200	
February	1	1	22	0	3	0	0	1	28	2,301	6,981	7,325	344	
March	3	0	20	1	3	1	0	1	29	2,506	7,669	6,345	(1,324)	
April	0	0	21	0	2	0	0	0	23	2,384	4,365	2,800	(1,565)	
Total	16	6	223	6	49	5	4	34	343	110,994	119,441	156,559	37,118	88,425

The budget includes \$10,000 for a wedding arbor to be placed at the rear of the Lodge. The funds being allocated to the project were donated by Glorious Gardens in 2008. Proposals for the arbor were sent to nine vendors. Three vendors submitted proposals and prices range from \$6,900 to \$17,000. The lowest price was submitted by Craiger Custom Design in the amount of \$6,900. Staff is checking the vendor's references. Work will be scheduled to be completed in the spring as weather permits.

On March 27, the Lodge is the hosting a business after hours for the Hinsdale Chamber of Commerce. The event is an opportunity for the host to showcase their business to Chamber memebrs.

Staff is preparing the annual caterer renewal letters. Caterers and service providers pay an annual fee to be included on the preferred provider list. This list is distributed with contracts to Lodge clients. Clients who use caterers that are not on the list must pay a one day caterer license fee.

COMMUNITY POOL

Staffing

A number of key pool staff, including three pool managers and the Head Town Team Swim Coach will not be returning for the upcoming season. The positions were posted on a number of pool message boards and listed with the Illinois Park and Recreation Associations web site. Staff has also reached out to local high schools and area swim clubs to post the position. Applications will be accepted until the positions are filled.

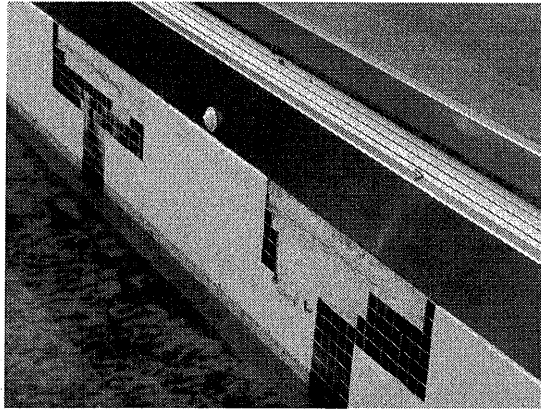
Pump House

On February 28th, staff found that the heaters in the pool pump house were not working. This resulted in damage to the pipes. Heat was restored and staff is evaluating the damage.

Wall Repairs

When the pool was drained at the end of the season, there was severe cracking and deterioration of the east and west end of the lap pool walls. The walls will require repairs prior to the start of the season. A significant number of tiles from both the west and the

east ends lane targets have come loose. Request for proposals have been sent to six vendors to solicit proposals to repair the walls in the lap pool. The Request for Proposal includes repairs for the west end wall to be sanded, sealed and repainted. The proposal also includes the work to remove the tiles from lap lane targets, sand and paint the area and replace the tiles with painted targets. The removal of the tile target markers will reduce the annual maintenance. Proposals are due back later this month. The work would be completed in May when the pool is drained and is estimated to be \$9,000. Money has been allocated in the proposed 2014/15 budget to make the repairs.



Pool Pump Repairs

On January 28th, Illinois Pump Inc. removed pumps 2 and 4 from the pool. Upon inspection of the two motors, Illinois Pump found items that need repair that are outside the scope of the proposal. Additional repairs totaling \$3,094 are needed to service the pumps. The repairs were outlined in Managers Notes on February 21st.

Pool Concessions

The Request for Proposal (RFP) for the Community Pool concession services was distributed, two proposals were received. A memo is provided in the pack with a review of the proposals.

Pool Memberships

The 2014 Hinsdale community pool passes went on sale February 1st. Listed below is the pass sales report. Revenue for the same period of the prior year is up \$20,585. The increase over the prior year is a result of the influx of residents purchasing Super Passes. The number of Super Passes that are available is limited to 100, down from 200. As of Wednesday, February 5th Super Passes allotted to Hinsdale were sold out for the 2014 season. A wait list has been established by the Village but Clarendon Hills Park District officials have indicated that they will not be moving to the wait list until sometime in May.

Feb 1- Feb 18		2013 Pass Revenue				2014 Pass Revenue				
		2013				2014				Change Over the prior year
Type		New Passes	Renew Passes	Total	Revenue	New Passes	Renew Passes	Total	Revenue	
Nanny Pass		1	0	1	\$75	2	13	15	\$960	\$885
Family Primary		2	4	6	\$1,740	2	30	32	\$9,280	\$7,540
Family Secondary		6	10	16	\$0	8	105	113	\$0	\$0
Family Super		0	1	1	\$340	0	25	25	\$8,375	\$8,035
Family Super Secondary		0	1	1	\$45	4	68	72	\$3,240	\$3,195
Family Super Third		0	1	1	\$15	0	4	4	\$120	\$105
Family Super 4		0	0	0	\$0	3	6	9	\$135	\$135
Family Super 5+		0	0	0	\$0	0	0	0	\$0	\$0
Guest Pass Adult		0	0	0	\$0	4	0	4	\$210	\$210
Guest Pass Child		0	0	0	\$0	0	0	0	\$0	\$0
Individual Pass		0	0	0	\$0	0	2	2	\$165	\$165
Senior Super Pass		0	0	0	\$0	0	0	0	\$0	\$0
Individual Super Pass		0	0	0	\$0	0	1	1	\$0	\$0
Non Resident Family		0	0	0	\$0	0	0	0	\$0	\$0
Non Resident Family Secondary		0	0	0	\$0	0	0	0	\$0	\$0
Non Resident Individual		1	0	1	\$0	0	0	0	\$0	\$0
Non Resident Senior		0	0	0	\$0	0	1	1	\$155	\$155
Senior Pass		0	0	0	\$0	0	2	2	\$160	\$160
										\$0
Total Resident					\$2,215				\$22,435	\$20,220
Total Non-Resident					\$0				\$155	\$155
Guest Passes									\$210	\$210
Total					\$2,215				\$22,800	\$20,585

Platform Tennis

League play continues at the Katherine Legge Memorial platform courts and will continue through the end of March. Additional revenue has been received from league players that have complied in renewing their annual memberships. Membership revenue is \$6,971 over the prior year. The first payment for lesson revenue was received from Mary Doten in the amount of \$4,005. Additional lesson revenue will be due at the end of the spring session

Paddle Membership Summary								
		2013				2012		
Membership as of 12-27-2013	Fees	New Member	Renewal Members	Total Members	Revenue YTD	Total Members	2012 Revenue	Change over Prior Yr
Resident Individual	\$120	28	58	86	\$9,720	73	\$8,520	\$1,200
Resident Family	\$175	4	32	36	\$6,038	37	\$6,630	-\$592
Resident Family Secondary	\$0	15	68	83	\$0	91	\$0	\$0
Non-Resident Individual	\$289	36	54	90	\$24,276	61	\$17,051	\$7,225
Non-Resident Family	\$345	3	10	13	\$3,968	13	\$4,830	-\$862
Non-Resident Secondary	\$0	18	17	35	\$0	35		\$0
Sustaining Lifetime	\$0		298	298	\$0	335		\$0
New Lifetime Members*	\$1,500	0		0	\$0	3	\$4,380	
Total Membership Revenue				641	\$44,002	645	\$37,031	\$6,971

*Revenue from New Lifetime Memberships is not included in the total revenue.

Memo

Date: March 4, 2014
To: Parks & Recreation Commissioners
From: Gina Hassett, Director of Parks & Recreation
RE: Pool concession proposal review

Staff prepared and distributed the pool concession lease Request for Proposals (RFP) to nine vendors. The submissions deadline was March 3rd, two proposals were received. Proposals were received from C&W Concessions and Organic Life LLC. The last two bid cycles of the concession agreement received only one submittal which was from C&W Concessions. Pool concessions have been a contracted service since 1986.

A table with the vendor's references is provided below. C&W Concession's has been the vendor at the Hinsdale Community Pool since 2005. C&W Concession Services provides concession services at the Clarendon Hills Park District Pool and the Darien Swim and Recreation Club. Organic Life LLC was founded in 2008. They currently provide school lunch services at Ridgewood and Niles Township High Schools and in 2013 provided the concession services at the Old Willow Tennis and Bath Club in Northbrook. Staff contacted Organic Life LLC references and conducted a brief interview with their staff during the facility tour.

References			
	Name/Years	Name/Years	Name/Years
C & W Concessions	Clarendon Hills Park District 15 years	Darien Swim Club 9 years	Hinsdale Community Pool 9 years
Organic Life LLC.	Old Willow Club 1 year	Ridgewood High School 1.5 years	Niles Township High School 2.5 years

The table below provides a summary of the rental terms as submitted by the vendors. The proposals required that the vendors submit a monthly rent with a percentage of gross sales and an aggregate amount for a 12 month lease. For the past five years, the terms of the concession lease have been an aggregate payment. These terms have provided a predictable revenue source that is not subject to the seasonality of the pool operation. The concession revenue history is attached.

Memo

Vendor	Flat Rate Lease Terms			Monthly -period of 12 months		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
C & W Concessions	\$ 8,000	\$ 8,200	\$ 8,400	\$175 10% sales	\$185 10% sales	\$200 10% sales
Organic Life LLC.	\$ 8,000	\$ 8,250	\$ 8,500	333.33 5% of sales	350 5% of sales	\$366.66 5% of sales

The table below compares the pricing of several items submitted by the vendors. Organic Life LLC provided options that were not included by C&W Concessions that included a variety of sandwiches, Panini's and wraps ranging in price from \$6.95 to \$8.95. Staff has contacted C&W Concessions regarding their ability to add menu options and they have committed to offering similar items or additional items as requested by the Village.

Menu Options with Price						
Vendor	Pizza slice	Hot Dog	Pop	Granola Bar	Chips	Soft Pretzel
C & W Concessions	\$3.00	\$2.25	\$2.00	\$1.00	\$1.00	\$2.50
Organic Life LLC.	\$3.50	\$5.95 *jumbo dog	\$2.00	\$1.50	\$2.00	\$2.50

The proposals submitted by the vendors provide comparable terms for an aggregate rent. The menus vary slightly and both vendors have indicated that they are able to be flexible on their menu offerings. Based on the past experience with C & W Concessions and their experience, staff is recommending that we recommend a lease agreement for the period of two years to C&W Concessions with an option to renew for a third year.

Concession Revenue History

Revenue	Terms
2005	6,394 \$1,200 rent plus 10% of sales
2006	6,450 \$1,200 rent plus 10% of sales
2007	5,211 \$1,200 rent plus 10% of sales
2008	7,739 \$1,200 rent plus 10% of sales
2009	7,000 Flat rate
2010	7,000 Flat rate
2011	7,350 Flat rate
2012	7,717 Flat rate
2013	7,950 Flat rate

MEMO

TO: Parks & Recreation Commission

FROM: Gina Hassett, Director of Parks and Recreation
Heather Bereckis, Recreation Supervisor

DATE: February 28, 2014

RE: **Proposed Entrance Procedures for the Community Pool**

There was feedback from patrons and staff indicating that patrons can easily gain entrance to the pool without paying or having their memberships cards scanned. Staff is proposing changes to correct this issue. Below are four changes that are being considered for implementation for the 2014 season.

Stanchions- The stanchions will be set up outside of each locker room creating a defined pathway for patrons to access the locker rooms. Patrons will be encouraged to follow the designated path in order to gain access to the facility.

Wrist Bands- Staff is proposing that wrist bands be issued to daily pool guest and members each day. This will provide managers a visible sign that guests have paid the daily fee or have had their pass scanned. If someone is not wearing a wristband, managers can approach the patron to verify their membership or that they have a receipt. Different colors wristbands will be rotated which will prevent guests from reusing the wrist bands. The wristbands will provide 10-visit pass holders ease of access during their visit allowing them to exit and re-enter the facility with ease.

Scanner- A portable hand scanner has been purchased and will be used to scan passes. During high volumes, staff will be placed outside of the pool entrance to scan passes which will expedite entrance into the facility. This will also provide staff a better view of the entrances which will allow them to direct patrons and eliminate guests from bypassing the front end. The scanner can be used on the deck to check guests that may have gotten through the entrance. Staff can then provide the guests with a wristband upon verification of their paid admission.

Camps- Camps that visit the pool will be assigned a designated area near the concession stand exit to enter the pool. A staff member will meet the camp, inform them of the rules, verify their head count and pass out wrist bands. This will reduce the large backups that occur at the cashier windows when camps arrive.

With these four processes in place, staff anticipates a reduction of patrons that are able to bypass the front entrance. Staff is seeking feedback from the Commission regarding the proposed ideas.

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Memo

Date: March 4, 2014
To: Parks & Recreation Commissioners
From: Gina Hassett, Director of Parks & Recreation
RE: School Agreements

As requested at last month's meeting, attached are copies of the agreements with School District 181 and District 86.

AGREEMENT

This Agreement (hereinafter the "Agreement") dated the ____ day of _____, 1996 by, between and among Community Consolidated School District #181 (hereinafter the "School District"), Burr Ridge Park District, Clarendon Hills Park District, and the Village of Hinsdale (the latter three entities sometimes hereinafter referred to collectively as the "Community Recreation Programs" and sometimes referred to individually as a "Community Recreation Program") (all parties hereinafter sometimes referred to collectively as the "Parties") provides as follows:

Whereas, the Parties desire to cooperate in providing community recreational services and other quality programming, and the School District is willing to grant access to its school facilities and playgrounds to the Community Recreation Programs to operate such programs when these facilities are not needed for School District activities; and

Whereas, the Parties are authorized to enter into this intergovernmental agreement pursuant to Article VII, Section 10 of the Constitution of Illinois of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

Whereas, the Parties have determined that this agreement will aid in these objectives and is for their mutual benefit and the benefit of the residents served by the Parties;

NOW, THEREFORE, in consideration of the foregoing recitals and other good and sufficient consideration, IT IS AGREED AS FOLLOWS:

1. The Program. The School District shall provide the Community Recreation Programs exclusive use of certain of its school facilities and/or playgrounds (hereinafter the "Premises"), at mutually agreeable times for the purpose of operating programs for

the benefit of the residents served by the Parties and other authorized individuals (hereinafter the "Programs"). The agreed upon locations and times will be established as outlined in Exhibit A.

2. Loss of Use for Causes Beyond Control. The Parties shall not be responsible for the obligations undertaken hereunder where it becomes impossible or impractical to maintain and operate the Premises due to any cause beyond their control including, but not limited to, acts of God or public enemies, acts or restrictions of government other than of the Parties, civil disturbances, fires, floods, strikes, lock-outs and shut downs.

3. Indemnification. Each Community Recreation Program shall defend and hold harmless the School District, its Board of Education, officers, employees, agents, successors and assigns:

- A. from and against any and all bodily personal injuries, deaths, losses, suits, costs, attorney fees, claims, damages, expenses, judgments, liabilities, or liens (collectively "Claims") arising directly or indirectly during the term of this Agreement from the conduct of that Community Recreation Program in the management of its own programs or from anything whatsoever done or about the Premises by that Community Recreation Program, its officers, employees, agents, and invitees, unless the Claims result from the negligence of the School District;
- B. from any liability under the Illinois Workers Compensation Act or the Illinois Occupational Diseases Act relating to employees of that Community Recreation Program arising directly or indirectly during the term of this

Agreement from the conduct of that Community Recreation Program's management of its programs or from anything whatsoever done in or about the Premises by that Community Recreation Program, its officers, employees, or agents; and

- C. from any and all damage or destruction of property of any person or persons, in any way arising or resulting directly or indirectly from any use, occupancy, or other condition of that part of the Premises during that Community Recreation Program's use of that part of the Premises, unless such damage or destruction results in part from the negligence of the School District.

4. Regulations for Use of the Premises. Each Community Recreation Program shall comply with the following requirements in connection with any program or related activity to be held by that Community Recreation Program in or on the Premises:

- A. All programs and related activities must be prearranged and scheduled through a representative of the School District.
- B. Each Community Recreation Program will provide a supervisor for any and all of its programs. The named supervisor shall be present before any participants are admitted to the Premises and the supervisor must remain on the Premises until all participants of that Community Recreation Program's program or activity have vacated the Premises.
- C. Each Community Recreation Program will be responsible for any damage to equipment in, on or about that part of the Premises used by that

Community Recreation Program arising directly or indirectly from its Programs and related activities and use of the Premises.

- D. Decorations and other special equipment may be brought and used on the Premises only with the prior approval of a representative of the School District.
- E. Unless specifically approved, School District-owned equipment will not be used by the Community Recreation Programs. However, with prior approval, the Community Recreation Programs will be permitted to use certain School District-owned equipment on the Premises. Any damage to said equipment will be repaired or replaced at the sole expense of the Community Recreation Program causing the damage. Notwithstanding any other provision of this Agreement to the contrary, the Community Recreation Programs shall be solely responsible for any personal injury, death, or damage to property which may result from the use of such equipment, unless such personal injury, death, or damage results in part from the negligence of the School District.

5. Fees and Payments. The School District will charge each Community Recreation Program fees associated with that Community Recreation Program's use of the Premises according to the Schedule of Charges attached hereto as Exhibit B. The intent of the fee charges is to allow the School District to recover expenses incurred when providing facilities to each Community Recreation Program. Each Community Recreation Program shall be responsible only for payment of fees associated with that Community Recreation Program's use of the Premises. The School District agrees to

review the Schedule of Charges with the Community Recreation Programs on an annual basis at least 120 days prior to any renewal of this Agreement. Any changes to the Schedule of Charges shall be pursuant to an amendment of this Agreement in accordance with Paragraph 10 hereof.

6. Vandalism. If damage results from the use of the Premises by the Community Recreation Programs from vandalism or other related causes, the cost of such damage shall be borne by the Community Recreation Program using the facility at the time that such damage occurs.

7. Relationship of Parties. Nothing in this Agreement shall be deemed to create the relationship of principal and agent, or any joint venture or partnership between the Parties. None of the Parties shall have the power to bind or obligate the others except as to the extent expressly set forth in this Agreement. Nothing in this Agreement shall be deemed to create any joint and several liability by the Community Recreation Programs for each other's debts and obligations under this Agreement. Each Community Recreation Program shall be solely responsible for its own debts and obligations hereunder.

8. No Third Party Beneficiaries. This Agreement is for the sole and exclusive benefit of the Parties hereto and their respective successors and permitted assigns and no third party is intended to or shall have any rights hereunder.

9. Assignment. No part of this agreement may be assigned by any of the Parties hereto without prior written consent of the Parties.

10. Entire Agreement. This Agreement shall constitute the entire Agreement of the parties hereto; all prior agreements between the parties, whether written or oral, are merged herein and shall be of no force and effect.

11. Exhibits. Exhibits A through B attached hereto are, by this reference, incorporated herein and made a part hereof.

12. Right to Amend. In the event that any Party desires to modify or amend this Agreement, written notice thereof shall be given to the other Parties at least thirty (30) days prior to the consideration of said modification or amendment. If said modification and/or amendment is thereafter mutually agreed upon in writing signed by all of the Parties, this Agreement will be so amended. All modifications and/or amendments shall be in writing and shall become effective upon execution by the appropriate officer of each of the Parties, unless the modification or amendment provides for another effective date.

13. Condition of Premises. At the termination of each period of usage of the Premises, the Community Recreation Program using the Premises shall return the Premises to the same condition as it was at commencement of such use.

14. Insurance. Each Community Recreation Programs agree to maintain at least the following comprehensive general liability insurance limits with respect to that portion of the Premises and their respective uses thereof and agree to annually produce a certificate of insurance and name the School District as additional insured:

Bodily Injury	\$ 250,000 each person
	\$1,000,000 each accident
Property Damage	\$ 50,000 each incident

Such insurance may be provided by any combination of self-insurance, participation in a risk management pool or commercial policies of insurance.

15. Notice. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be (A) personally delivered, or (B) delivered by a reputable overnight courier, or (C) delivered by certified mail, returned receipt requested, and deposited in the U.S. Mail, postage prepaid. Telecopy notices shall be deemed valid only to the extent they are (i) actually received by the individual to whom addressed and (ii) followed by delivery of actual notice in the manner described in either (A), (B) or (C) above within three (3) business days thereafter. Notices shall be deemed received at the earlier (x) of actual receipt; or (y) one (1) business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (z) three (3) business days following deposit in the U.S. mail, as evidenced by a return receipt. Notices shall be directed to the parties at their respective addresses set forth below or at such other address as either party may, from time to time, specify by written notice to the other in the manner described above.

To Community Consolidated School District #181:

Community Consolidated School District #181
5905 S. County Line Road
Hinsdale, Illinois 60521
Attention: Business Manager

To Burr Ridge Park District:

Burr Ridge Park District
10 S. 474 Madison Street
Burr Ridge, Illinois 60521-6839
Attention: Director of Parks and Recreation

To Clarendon Hills Park District:

Clarendon Hills Park District
1 N. Prospect Avenue
Clarendon Hills, Illinois 60514-1227
Attention: Director of Parks and Recreation

To Village of Hinsdale:

Village of Hinsdale
19 East Chicago Avenue
Hinsdale, Illinois 60521-3489
Attention: Superintendent of Parks and Recreation

16. Further Actions. The Parties agree to do, execute, acknowledge and deliver all agreements and other documents and to take all actions necessary or desirable to comply with the provisions of this Agreement and the intent hereof.

17. Authority. The individual officers of the Parties who have executed this Agreement represent and warrant that they have full power and the lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf of and in the name of the Party for which they have executed this Agreement.

18. Paragraph Headings. The paragraph headings appearing in this Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit or extend the scope or intent of the paragraph to which they pertain.

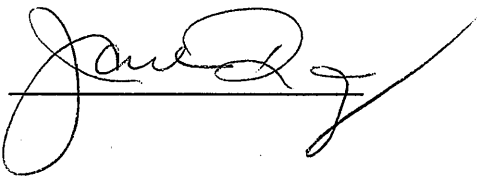
19. Multiple Counterparts. This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, constitute a duplicate original.

20. Governing Law. This Agreement and the interpretation thereof shall be governed by the internal laws, but not the conflicts of laws rules, of the State of Illinois.

21. Duration of Agreement. The initial term of this Agreement shall commence on the date hereof and end on June 30, 1997. Thereafter, this Agreement shall be deemed automatically renewed for successive one-year periods unless one of the Parties shall advise the others in writing at least sixty (60) days prior to the annual renewal date of its intention to terminate this Agreement. Notwithstanding any provision herein to the contrary, this Agreement may also be terminated by the mutual consent of the Parties or by any Party independently, for any reasonable cause, upon thirty (30) days prior written notice to the others.

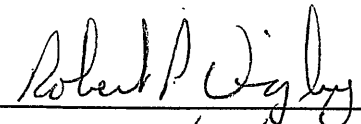
IN WITNESS WHEREOF, the School District, and the Community Recreation Programs have caused this Agreement to be executed on the dates shown below.

Attest:



BURR RIDGE PARK DISTRICT

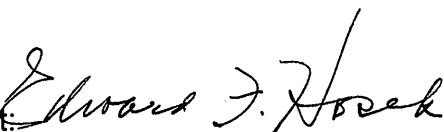
By:



Date:

9/11/96

Attest:



CLARENDON HILLS PARK DISTRICT

By:



Date:

August 26, 1996

VILLAGE OF HINSDALE

Attest: Shawn Henderson

By: Joyce E. Shoop
Date: President 09/17/96

COMMUNITY CONSOLIDATED SCHOOL
DISTRICT #181

Attest: David F. Anderson

By: RR Merz
Date: August 13, 1996

Agreement between The School District and
The Community Recreation Programs

Exhibit A

PREMISES

Locations:

Elm School 15 W 201 60th St. Burr Ridge, IL
Hinsdale Middle School 100 South Garfield St. Hinsdale, IL
Madison School 611 South Madison St. Hinsdale, IL
Monroe School 210 North Madison St. Hinsdale, IL
Oak School 950 South Oak St. Hinsdale, IL
Prospect School 180 N Prospect Ave. Clarendon Hills, IL
The Lane School 500 North Elm St. Hinsdale, IL
Walker School 120 South Walker Ave. Clarendon Hills, IL

Exclusive Use

The Community Recreation Programs will have exclusive use of the above locations during days and times established by the School District by May 1st of each year for the period from July 1 to June 30 next following.

The availability of the Premises for usage by the Community Recreation Programs will not be limited to the established days, times, or locations; however these time periods and locations will be reserved for the Community Recreation Programs and will not be assigned to another group unless the exclusive use is waived by the Parties. Each Community Recreation Program agrees to provide the School District with a schedule of days, times and locations that need to be reserved. The Community Recreation Programs agree to provide the initial schedule by September 15, 1996 and provide revised schedules annually on the following dates: January 10th, April 30th, June 15th, and September 15th.

The Parties agree that exceptions can be made to the exclusive use due to required building maintenance or unforeseen circumstances which may occur periodically. However, every effort will be made by the School District to provide similar building space at another facility. The Parties also agree that other functions may take place in the Premises during the exclusive use times providing the space is not being used by the Community Recreation Programs.

Agreement between The School District and
The Community Recreation Programs

Exhibit B

SCHEDULE OF CHARGES

Custodial Charges:

No charge will be assessed if the Premises usage occurs during the normal custodial working hours. The following charges will be assessed only if incurred by the School District:

Extra hours regular pay	\$13.60 per hour
Overtime pay	\$24.40 per hour

Damage Charges:

Reimbursement for damages as a result of Premises usage will be the actual cost to the School District. The School District shall provide an estimate of the cost of any damages expected to exceed \$500.00 to the Community Recreation Program believed to be responsible for such reimbursement prior to performing the repair. Following the repair, the School District shall provide such Community Recreation Program with written notice, with supporting invoices and other documentation, to show the actual cost.

Barter

This exhibit does not prohibit the Parties from negotiating exchange of services (such as grounds maintenance, reciprocal room usage, etc.) instead of paying the charges described above.



Dr. Roger K. Miller
Superintendent

Dr. James R. Polzin
Assistant Superintendent

Edward J. Hoster
Assistant Superintendent
for Business

Laird M. Luoma
Director of
Student Assistance

March 21, 2005

Village of Hinsdale Parks/Recreation
Attn: Bob Kotula
19 East Chicago Ave.
Hinsdale, IL 60521

Re: **RECIPROCAL AGREEMENT – FACILITIES USE**

Dear Mr. Kotula:

We appreciate your cooperation and patience as we implement the new "Community Use of Facilities" board policy. Mr. Thomas Schweer has outlined for us the numerous Park District facilities that you allow Hinsdale Central athletics teams to use. We hereby recognize the significant support that you provide to our programs and offer a "Reciprocal Agreement" status to the Village of Hinsdale Parks Department. For as long as these Reciprocal Agreements provide the best use of all community facilities for both agencies, this status will waive the associated fees from Hinsdale Twp. High School District 86. Should you ever need to discuss this, please contact me at (630) 655-6105.

Sincerely,

A handwritten signature in black ink that reads "Edward J. Hoster". The signature is written in a cursive, flowing style.

Edward J. Hoster
Asst. Supt./Business

EJH:jg
Cc: Pam Bylsma
Tom Schweer

**TO: Ed Hoster
Business Manager**

FROM: Tom Schweer

**RE: RECIPROCAL UNDERSTANDING
DISTRICT 86 - VILLAGE OF HINSDALE**

In order to clarify the terms of the reciprocal relationship between Hinsdale Township High School District 86 and the Village of Hinsdale Parks Department, the following areas of mutual support has been delineated:

"In reciprocity for the use of (as availability permits):"

**KLM Park for Cross Country
Robbins Park for LaCrosse
Burns Tennis Courts for Boys Tennis
Burns Tennis Courts for Girls Tennis**

District 86 will provide (when availability permits), use of the Fieldhouse, Swimming Pool and meeting space for the Village of Hinsdale programs, which are directly administered and funded by the Village of Hinsdale Parks Department.

It is believed that the financial benefit/expense to each organization is of equal value allowing each organization to enhance their program while minimizing costs.

TS/jm
March 11, 2005

Schweer/Dist 86-Vll of Hins

Gateway Special Recreation Association

Board Meeting
Thursday, March 13, 2014
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 February 13, 2014 Regular Meeting Minutes
 - B. Approval of March 2014 Check Register
 - C. Approval of March 2014 Treasurer's Report
- VI. REPORTS
 - A. RGA Monthly Report
 - B. Advisory Oversight Group Reports
- VII. OLD BUSINESS
 - A. Review of Medicine Dispensing Policy changes
 - B. Day Camp Transportation
- VIII. NEW BUSINESS
 - A. Capital Budget Discussion
- IX. OPEN FORUM
- X. ADJOURNMENT

Gateway Special Recreation Association

Board of Director's Meeting

February 13, 2014

- I. **Call to Order:** President Gina Hassett called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:07 pm on February 13, 2014 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; Erica Brady, Elmhurst for Cindy Szkolka; Gina Hassett, Hinsdale; Matt Russian, Pleasantdale; Kristen Violante, Willowbrook; Scott Nadeau, York Center.

Absent: Karen Spandikow, Oakbrook and Brian Kaspar, Westchester

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

- II. **Open Forum:** Scott asked if it was Ray Graham policy to pay for overnight cost for the IPRA conference. It RGA policy not to cover that cost. RGA does pay for staff to attend the conference.
- III. **Board Member Comments:** None.
- IV. **Communications:** None.
- V. **Omnibus Agenda:** Motion made by Kristin Violante, Willowbrook, to approve the Omnibus Agenda and motion seconded by Scott Nadeau, York Center.
 - A. Approval of January 9, 2013 Regular Meeting Minutes
 - B. Approval of February Check Register
 - C. Approval of February Treasurer's Report

On a voice vote, motion passed.

VI. Reports

- A. RGA Monthly Report:** The monthly report was reviewed by Superintendent Alexander. Numbers at this point for winter have increased slightly. Superintendent Alexander noted the Staff training and outside organization involvement. Superintendent Alexander saw a demo of new online registration software, show demo to the Board. Kathy Carmody mentioned with the weather cancellations, have a tier procedure as to when to cancel.
- B. Advisory Oversight Group Reports:** None.

VII.

- A. Old Business: Medicine Dispensing Policy Review:** Superintendent Alexander updated the policy. Adding in the sentence under Parental Procedures and omitted the form was for Day Camp. Jim Pacanowski recommended adding the verbiage on the 2nd paragraph, the medication instruction from the manufacturer be included along with the prescription. This is to ensure that the medication does not need to be administered by a medical professional.
- B. Day Camp Transportation:** Discuss next month

- VIII. New Business: Budget Process-** Kathy Carmody stated RGA will be looking at Staff plans in March and Income and Expenses in April. It was noted to also discuss Capital planning. For the March meeting the Board members are to brainstorm capital plan items, wish list and project list.

- IX. Open Forum:** Gina will send Bylaws and Articles of Agreement electronically to all Board Members.

- X. Adjournment:** Jim Pacanowski, Burr Ridge, made a motion to adjourn the meeting, seconded by Matt Russian, Pleasantdale. Motion passed on a voice vote.

GATEWAY SRA 2013 - 2014
MONTHLY TREASURER'S STATEMENT

Date: 13-Mar-14

<u>Revenue Accounts</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>+ or - to Budget</u>	<u>% of Budget</u>
Interest	\$ 13.94	\$ 80.14	\$ 90.00	\$ (9.86)	89.0%
Member Contributions	\$ -	\$ 472,795.02	\$ 472,795.00	\$ 0.02	100.0%
Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ -	0.0%
Total Income	\$ 13.94	\$ 472,875.16	\$ 472,885.00	\$ (9.84)	100.0%
<u>Expense Accounts</u>					
Audit Services	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	100.0%
Day Camp Transportation	\$ -	\$ 7,441.20	\$ 3,000.00	\$ 4,441.20	248.0%
Financial Assistance	\$ -	\$ 1,142.50	\$ 4,000.00	\$ (2,857.50)	28.6%
Insurance Expense	\$ -	\$ 560.00	\$ 1,000.00	\$ (440.00)	56.0%
Legal Fees	\$ -	\$ 2,093.00	\$ 2,100.00	\$ (7.00)	99.7%
Misc. Expenses	\$ -	\$ 2,368.51	\$ 350.00	\$ 2,018.51	676.7%
One on One Services	\$ -	\$ 6,928.26	\$ 8,500.00	\$ (1,571.74)	81.5%
Program Supplies	\$ -	\$ -	\$ 500.00	\$ (500.00)	0.0%
Service Contract	\$ 111,457.00	\$ 420,328.00	\$ 420,328.00	\$ -	100.0%
Vehicle Fuel	\$ 567.72	\$ 7,045.01	\$ 10,700.00	\$ (3,654.99)	65.8%
Vehicle Repairs	\$ -	\$ 3,353.76	\$ 7,500.00	\$ (4,146.24)	44.7%
Total Expenses	\$ 112,024.72	\$ 454,760.24	\$ 461,478.00	\$ (6,717.76)	98.5%
Net Ordinary Income	\$ (112,010.78)	\$ 18,114.92	\$ 11,407.00	\$ 6,707.92	1%
Beginning Year Cash Money Market		\$ 50,314.48			
Outstanding check to IBLP #1784		\$ (1,350.00)			
<u>Beginning Year Cash Checking Account</u>		<u>\$ 2,095.84</u>			
Total Cash Beginning of Year		\$ 52,410.32			
Net Income		\$ 70,525.24			

GATEWAY SRA
Check Registry

Date: March 13, 2014

Check #	Paid to:	Description	Amount	Total
1817	Village of Hinsdale	Fuel Purchase	\$ 567.72	\$ 567.72
1818	Ray Graham Association	4th quarter & brochure	\$ 111,457.00	\$ 111,457.00
Grand Total Check Register				\$ 112,024.72



**Gateway SRA Board Meeting
March 13, 2014
RGA Report**

**Winter 2013/2014 Comparison
As of 3/7/2014**

March 2013		March 2014	
District	Registered Participants	District	Registered Participants
Burr Ridge	10	Burr Ridge	7
Elmhurst	45	Elmhurst	42
Hinsdale	23	Hinsdale	18
Oak Brook	7	Oak Brook	8
Pleasantdale	3	Pleasantdale	3
Willowbrook	7	Willowbrook	3
Westchester	3	Westchester	4
York	1	York	1
Non-resident	10	Non-resident	7

Cancelled Winter Programs as of 3/7/2014

- Gator Training
- Gatorbots Tech Class
- Breakfast and Bowling

Full Programs as of 3/7/2014

- Saturday Explorers
- Recreation Bowling
- Saturday Split
- Tuesday Travelers
- Diners Club
- Weekend Warriors
- Swim Lessons

Gateway Staff Update

We currently have the following positions open:

- 2 Recreation Leaders
- 3 Recreation Instructors

Gateway Vehicles Update as of 3/7/2014

Vehicle	Mileage	Maintenance
192	63570	Safety check
171	99963	Oil Change
170	38324	N/A

Scholarships Status as of 3/7/2014

- Burr Ridge = \$100
- Elmhurst = \$265
- Pleasant Dale = \$89
- Westchester = \$100

Medication Assistance Procedure

I have updated the Medication Assistance Procedure & Waiver with the verbiage discussed in our last meeting. Provided are a copy of each.

Summer Camp 2014

We are currently in the staffing and hiring process for this year's summer camp, and working on the camp budget for this year. We will need to hire approximately 4 – 6 camp councilors this year. We have outlined our summer camp training for this year as well. Camp orientation will be held from June 2 – June 6th, with camp starting the following Monday on June 9 and running until August 1.

Camp locations will be the same as last year. They will be located at Edison Elementary and Emerson Elementary in Elmhurst.

Summer 2014 Brochure

We are currently in the editing and design process of the brochure. Once we have had a chance to complete our edits and revisions are made, we will send a copy out to the Gateway Board to review before it goes to print.

On-line Registration

We are currently in the stages of updating all the information in the Gateway Database. Once the information is updated and completed, it will be uploaded to the new website. This will give us a good indication on what the final product will look like. I did have a chance to see a quick demo of the new website, and from what I have seen, it is very user friendly and easy to navigate. As stated before, a demo will also be provided to the Gateway Board.

Program Highlights

Special Events

February was filled with special events for Gateway. On February 14th Gateway hosted a Valentine's Day dance at Burr Ridge Recreation Center we had 38 participants attend the dance. Gateway also attended the Chicago Wolves Game on Sunday, February 23rd. We had 13 participants attend the game that day. This is a yearly favorite outing for Gateway and our participants look forward to this outing each year.

Recreation Sensation

We are continuing to build on sensory, social, communication and positive supports that we have learned in the previous season along with continuing our bowling every other week and community outings. This month we had outings to the Sci-Tech Museum and Exploration Station.

Gators Basketball & Cheerleading

The Gateway Gator basketball teams finished up their regular season this month. We ended with the ITRS tournaments on February 16th. The Gator Green team put forth their best effort, taking the Silver medal. Both of the Red and Blue teams played very well at the tournament, receiving the Silver medal. Our White team ended the season with a bang, to take the Gold medal. Overall, our basketball season was a success. We have seen much improvement in all of our players.

The Gateway Gator Green and Red basketball teams have advanced to the Special Olympic state competition in March.

The Gateway Gator Cheerleading ended the regular season with a pep rally for the pizza party. The pep rally was a great success. The players and their families really enjoyed the enthusiasm of our cheerleaders. The restaurant was decorated and the cheerleaders did routines to music. This was a wonderful way to end a great season!

Gators Swim Team

The swim team continues to practice in preparation for the Special Olympic District Aquatic qualifier in March. We have 5 swimmers competing this year. We have two volunteer coaches who are great to work with and are very involved and enthusiastic about our swim program! They are hoping to be able to attend the competition as well.

Gators Soccer

Our Soccer program began this month with our indoor practices. The practices are going very well, with the seasoned athletes being role models for our new athletes. We are very excited to have two teams this year.

Gators Track and Field

Gateway Indoor Track began this month. We have 12 runners total in this program. We are happy to say we have 3 new runners joining our Gateway track program this year. This is a conditioning program that is a lead up to the outdoor track program and the Special Olympics Spring Games in April.

Diners Club

The group enjoyed some Mediterranean at Kebob House in Bensenville.

Community Cruisers

Played games at Safari Land, did some St Valentine's Day crafts, ate at Noodles and Company, and finished up learning about gems at the Lizzardo Museum in Elmhurst.