

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

Tuesday, December 2, 2014
Memorial Hall – Memorial Building

Chairman Banke called the meeting of the Park and Recreation Commission to order at 7:00 p.m. at the Memorial Hall board room.

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

Members Absent: Commissioners George and Mulligan

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

Commissioner Conboy moved approval of the October 14, 2014 Parks and Recreation Commission meeting minutes with one correction. Commissioner Owens seconded and the motion passed unanimously.

Liaison Reports

Administration and Community Affairs Committee

Ms. Hassett reported that the next ACA meeting is Dec. 9th. There was discussion at board about the ice rink requests.

Gateway Special Recreation Association

Ms. Hassett reported on the expense to a vehicle. It was decided to repair the vehicle and it will be put replacement of the vehicle in the capital plan. An employee was promoted from within for the new Director position.

Revenue Expense Report

Ms. Hassett commented on the October report. Revenue increased \$16,058 due partly to the tennis program but expenses are also up and we are on track from last year. Platform tennis revenue has increased \$5,515 and 90% of the revenue is in. The revenue from Mary Doten will be received in January. Ms. Hassett reported that there was a \$9,146 increase in October for KLM rentals and continues to be a strong month. Catering license fees are down due to less annual caterers.

Ms. Hassett reported that revenue for picnics was done \$3,039. Revenue from rental of the Arts Center has been separated out to another code. AYSO fall payment has been received, but there is still some outstanding athletic revenue. Operating expenses are down and some capital expenses that are completed have not all been posted. Some are coded to the road projects. There are some vehicles that have been ordered but not posted.

There is \$50,000 allocated in the budget for improvements to the arts center but staff is waiting to see who the tenant will be before any work will be done. This is in the 2014/15 budget. After the beginning of the year, the school district will know if they want use of the building. The Veeck walking path is budgeted for \$16,000, but the project cannot be done for that amount because of drainage that is required and the site being finished.

Chairman Banke asked about the possibility of using Veeck by the middle school for cross country teams. Ms. Hassett has not been asked about that from the school district. She had a conversation with a group about installing a turf field at Robbins. Ms. Hassett stated that would cost around \$1,000,000. Ms. Hassett reported that the pool report will be coming in the upcoming months.

Recreation Program Report

Ms. Hassett commented on the Holiday Express for December 7 and the Santa Breakfast at KLM on Saturday, December 6. The winter/spring brochure will be delivered on Dec. 8th and registration will begin Dec. 15.

Ms. Hassett reported on the increased spending for the mowing due to a lot of rain and sometimes mowing 3 times per week. The company also was doing weeding of the playgrounds. The current contract does not cover the maintenance of the berm at the KLM platform tennis courts or the playgrounds. The public service staff does not have the time for doing this. The Village crews have done some fall clean up in-house.

The annual request from Melin Park residents for an ice rink was approved. The request from residents at 4th and Park was not approved by the village board. The parcel is not a park so the area would not be under the same rules as the parks. There were also some safety concerns by the police.

The rink at Burlington Park and at Burns will hopefully start by mid-month. There will not be hockey play allowed at Burlington. The rinks at Burns will be smaller and will use the liners. The lights have been fixed and the sidewalks have been repaired. There were not enough funds to fix KLM sidewalks so all the funds were spent at Burns. Some additional repairs needed to be done. Commissioner Owens asked if Ms. Hassett could send an email to the Commissioners when the ice rinks are ready to go.

Commissioner Baker asked if the Nice Rink liners help in keeping the rinks frozen. Ms. Hassett commented on how the deep end was almost 12 inches at Burns. These rinks will be smaller and she thinks the smaller size will help it freeze at a faster rate. One rink will be at the north end and one in the bowl area.

Ms. Hassett reported that Peirce Park is 85% done and the fence by the web climber has been removed and it has reopened. The construction fencing will not be removed until the concrete work is done. Hopefully it can be finished this week. There will be ribbon cutting in the spring.

Ms. Hassett stated that the electric under the heaters at the paddle courts needed to be replaced. The heaters have been replaced with a new style. They are a larger capacity and there are 4 heaters instead of 6. The gas pipe is now to code and all should be good except for one court that is not accessible. The stone below the courts could be replaced but the hope is to be under the courts a lot less. Ms. Hassett explained that radiant heat would be ideal, but that would be very expensive. The new heaters are what are used in chicken coops. The surface on the decking to the paddle hut is sagging so that will be the next thing to be replaced.

Old Business

Adopt-A-Park Program

Ms. Hassett explained the program and that reporting damage and signage are the issues. A park damage report could be used by any resident and this will be something included on the new website. The cost for a sign is about \$30 and once the first clean-up is done, the sign could go up. The goal to kick off the program is the park clean-up day after Earth Day.

Ms. Hassett stated that staff does work with the high school for volunteer hours. It will go to ACA for their approval. Commissioner Conboy asked if the sign would be permanent. Ms. Hassett explained that there would be a sticker on the sign stating who the sponsor was. Some of the larger parks could have more than one sponsor. It generally takes a few years to get all the parks adopted. The sponsor would need to reapply each year unless they didn't want to be a sponsor anymore.

New Business

Proposed 2015 Meeting Dates

Ms. Hassett shared the dates with the Commission. The Village board is looking at combining Committees but that should not affect the meeting dates.

Correspondence

Ms. Hassett shared the correspondence from a dog user that was asking for earlier evening hours for dog walking at KLM. Ms. Hassett stated that the dog hours are an Ordinance and would require Board approval to change the hours. The reason is due to the athletics that happen in the park. Having another set of hours would cause more confusion and the dog owners generally don't pay attention to the times anyway. It is dark in November when the hours change. Dogs are not allowed in any other park at any time but the police will not pursue that violation unless there is a complaint.

Ms. Hassett explained that the dogs are to be on leash until they are on the north end of the park. The amount of dog users is very high. Commissioner Conboy asked who is accountable if the police don't follow through. Ms. Hassett explained that the police will give warnings first but it is important during athletic time to step up enforcement. It would interfere with athletic play to change the hours.

Commissioner Owens stated that only the people that don't like dogs will comment. Chairman Banke stated that it is part of their routine for the people that use KLM. We accept the consequences, but the majority like it. Ms. Hassett explained that in the spring the dog users destroyed the area because of the wet spring, but they did comply when they had to move to allow the turf to grow.

Chairman Banke stated that this is Ordinance based and it would involve a process to change it. The Commission unanimously agreed to not proceed with changing the Ordinance.

Chairman Banke asked if there was anything to add to the agenda for the next meeting. Commissioner Baker asked about the pool report. Ms. Hassett stated that will be covered in the coming months.

Adjournment

Since there was no further business to come before the Commission, Commissioner Baker moved to adjourn. Commissioner Owens seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission was declared adjourned at 7:45p.m.

Respectfully submitted,

Linda Copp, Secretary

Gateway Special Recreation Association

Board Meeting
Thursday, January 8, 2015
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 December 2014 Regular Meeting Minutes

B. Approval of January 2015 Check Register

C. Approval of January 2015 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

VII. OLD BUSINESS

A. Budget

B. Vehicles

VIII. NEW BUSINESS

A. Day Camp Transportation

IX. OPEN FORUM

X. ADJOURNMENT

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

Gateway Special Recreation is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Gina Hassett, at 630-789-7097 or by TDD at 630-789-7022 promptly to allow the Board to make reasonable accommodations for those persons.

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTORS' MEETING

December 11, 2014

- I. **Call to Order:** President Gina Hassett called the Gateway Special Recreation Association Board of Directors' Meeting to order at 3:05 pm on December 11, 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; Sharon Peterson, Countryside; Cindy Szkolka, Elmhurst; Gina Hassett, Hinsdale; Dave Thommes, Oakbrook; Jim Burg, Westchester; Kristen Violante, Willowbrook.

Absent: Matt Russian, Pleasantdale and Scott Nadeau, York Center

Staff Present: Ray Graham Staff: Ryan Cortez.

Visitors: None

- II. **Open Forum:** Vehicle 192 experienced additional problems after it's when staff went to pick up the vehicle after last month's repairs. The problems were related to the fan belt and air conditioning lines. It took 3 weeks to correct the problem. No additional charges were incurred.

- III. **Board Member Comments:** Cindy Szkolka, Elmhurst complimented Ryan's presentation at the November Elmhurst Park District Board meeting. Ryan gave the Elmhurst Board an overview of the programs and services provided to Elmhurst as a member of the Gateway Special Recreation Association.

- IV. **Communications:** None

- V. **Omnibus Agenda:** Motion made by Jim Pacanowski, Burr Ridge to approve the Omnibus Agenda and motion seconded by Sharon Peterson, Countryside.

- VI. Approval of November 13, 2014 Regular Meeting Minutes
A. Approval of December 2014 Check Register
B. Approval of December 2014 Treasurer's Report

On a voice vote the motion passed, Willowbrook abstained.

- VII. **Reports:**

A. RGA Monthly Report: The monthly report was reviewed by Superintendent Cortez. As there has been no change in the fall program registrations, the December report included a comparison of the number of programs offered each season for 2014 as compared to the number of programs offered each season for 2013. The total number of programs offered in 2014 was 139 programs (9 cancelled) as compared to 134 programs (6 cancelled) in 2013. Superintendent Cortez also provided a copy of the Gateway Basketball Schedule for 2014/2015 season.

B. Old Business:

A. Budget: The Board will receive the final bill for Day Camp transportation at the January Board meeting.

B. Vehicles: Superintendent Cortez will provide the transportation committee (Elmhurst and Willowbrook) with contact information regarding the IDOT Vehicle Grant Application. President Hassett, Hinsdale will investigate IDOT grant requirements to maintain a granted vehicle for a predetermined mileage, regarding the cost effectiveness of such.

VIII. New Business: None

IX. Open Forum:

A. Willowbrook has a facility with 3 available rooms that could be used for Gateway programming.

XI. Adjournment: Cindy Szkolka, Elmhurst made a motion to adjourn the meeting, seconded by Dave Thommes, Oakbrook. Motion passed on a voice vote.

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Memo

To: Chairman Banke and Members of the Parks & Recreation Commission
From: Gina Hassett, Director of Parks & Recreation
Date: November 20, 2014
RE: November FY 2014/15 Parks & Recreation Financial Report

Attached are the preliminary Parks and Recreation Department financial results for November, 2014; this is the seventh month of the FY 2014-15 budget year.

PROGRAMS

Through the month of November, program revenue has increased \$3,876 over the prior year. Athletic program revenue is up \$15,241 over the prior year; this is a result of the tennis lesson program registration being collected by the Village rather than the third party vendor. Platform Tennis, Cultural Arts and Fitness program revenue are trending slightly above the prior year due to increased program registration. General Interest and Early Childhood registration revenue are down over the prior year, due to a reduced number of early childhood programs being offered and a decline in interest in the Lego Playwell programs. All of the above programs are contractual; revenues and expenses are directly related to offsetting contractual expenses.

Recreation expenses are down \$1,852 over the same period of the prior year; this is a result in timing of expenses. Expenses for Athletics have increased \$18,949 over the prior year; contributing to the increase is the payment to the third party for the contractual tennis program; Early Childhood expenses have decreased by \$8,322 due to the reduction of programs being offered; revenues and expenses are directly related to offsetting contractual expenses.

PLATFORM TENNIS

Platform tennis revenue has increased \$2,321 over the same period of the prior year. Membership numbers include the sales of 74 new memberships; 43 of the new members are non-residents. The lease agreement between the Village and the Hinsdale Platform Tennis Association (HPTA) requires all HPTA league players have an active membership; staff will ensure that all players are active members.

The first installment of lesson revenue is due in January from Mary Doten for the instruction of the Paddle in the Parks program. The terms of the agreement with Ms. Doten state that for lessons she teaches and coordinates at the Village courts, 10% of her gross revenue is to be paid to the Village.

KATHERINE LEGGE MEMORIAL LODGE

Revenue for the first seven months has increased \$10,990 versus the same period of the prior year due to increased rentals. November rental revenue was up \$15,290 over the prior year in part because there were three more events booked than the prior year.

Revenue for caterer license fees is down \$4,300 for the same period of the prior year in part because the number of preferred caterers is less than the prior year. Several caterers were not asked back due to negative feedback from clients. Several caterers did not renew because they had not received any business at the Lodge from their listing as a preferred caterer. In addition to having fewer caterers, there is no longer a per person caterer fee charged to clients. Rental fees were increased in 2011, the increase in fee eliminated the per person caterer fee that was charged to the Lodge client. There continues to be a fee of \$500 for clients that do not use a preferred caterer which typically generates additional revenue throughout the year.

Personnel expenses reflect a negative budget variance of \$13,911, which is the result of a miss categorized personnel expenses from the prior year. The negative variance is offset by the increased revenue. Since the correcting journal entry was not made until the end of the previous fiscal year, this will result in a year over year variance on the current report.

PARKS

Revenue for field and picnic shelter rentals is up \$5,973 over the prior year. Field rental revenue has increased \$7,218 for the same period of the prior year due to increased fall field rentals. Picnic shelter rental revenue is down \$1,245 over the prior year; revenue collected last year included incidental rental revenue from events held at the former Arts Center. This year rental revenue for the Arts Center is not included with picnic shelter rentals.

Park operating expenses are up \$35,425 over the prior year in part due to increased contractual services. Due to a wet summer, mowing expenses are up \$20,276 over the prior year. In addition there was an unbudgeted project for the construction of a berm at KLM Park that accounts for \$11,567 over the contractual services expenses. The Village of Burr Ridge reimbursed the Village for half of the berm project costs.

Capital expenses posted are \$107,068 which represents 27% of the budget. The resurfacing of the parking lots at Brook Park is budgeted at \$50,000, and the park sidewalk repairs are budgeted at \$30,000; both are completed but to date have not posted. Two park vehicles totaling \$80,609 have been purchased; the vehicle expenses are expected to post in January. The capital budget includes \$50,000 for improvements at the former Arts Center, which have been put on hold until a tenant is found; terms of the lease agreement will determine the scope of work. The Veeck Park walking path is budgeted at \$16,000; staff continues to review the scope of the project to bring it within budget.

COMMUNITY POOL

A financial summary of the pool will be included in the annual pool report to be presented on January 27th at the Special meeting of the Parks & Recreation Commission.

Parks Recreation Revenue/Expense Summary
November FY 2014-15
Preliminary Numbers

DEPT. 3101	FY 14-15	FY 14-15	FY 14-15	FY 13-14	FY 13-14	FY 13-14	Variance
ADMIN. AND SUPPORT	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget	over prior year
Expenses							
Personnel Services	208,980	120,077	57%	226,611	113,914	50%	6,163
Professional Services	0	0	0%	0	0	0%	0
Contractual Services	0	0	0%	0	0	0%	0
Other Services	8,000	4,270	53%	8,000	4,368	55%	(98)
Materials & Supplies	2,600	2,214	85%	3,720	1,957	53%	257
Repairs & Maintenance	150	177	118%	150	844	563%	(667)
Other Expenses	3,880	3,091	80%	3,975	1,707	43%	1,384
Risk Management	32,830	1,813	6%	37,994	0	0%	1,813
Total-Operating Expenses	256,440	131,642	51%	280,450	122,790	44%	8,852

DEPT. 3301	FY 14-15	FY 14-15	FY 14-15	FY 13-14	FY 13-14	FY 13-14	Variance
PARKS MAINTENANCE	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget	over prior year
Revenues							
Field Fees	38,000	36,700	97%	30,000	29,482	98%	7,218
Picnic Fees	10,500	8,765	83%	9,000	10,010	111%	(1,245)
Total Revenues	48,500	45,465	94%	39,000	39,492	101%	5,973
Expenses							
Personnel Services	364,499	191,826	53%	346,774	196,674	57%	(4,848)
Contractual Services	125,000	140,886	113%	122,000	102,932	84%	37,954
Other Services	2,100	1,041	50%	1,700	1,088	64%	(47)
Materials & Supplies	58,450	36,027	62%	70,450	38,639	55%	(2,612)
Repairs & Maintenance	49,000	26,184	53%	66,000	21,264	32%	4,920
Other Expenses	1,000	266	27%	2,000	208	10%	58
Total-Operating Expenses	600,049	396,230	66%	608,924	360,805	59%	35,425
Capital Outlay							
Motor Vehicles	81,000	21	0%	0	0	0%	21
Land/Grounds	150,000	90,654	60%	160,000	174,412	109%	(83,758)
Equipment	112,000	16,393	15%	0	0	0%	16,393
Buildings	50,000	0	0%	0	0	0%	0
Total Capital Outlay	393,000	107,068	27%	160,000	174,412	109%	(67,344)
Total Expenses	993,049	503,298	51%	768,924	535,217	70%	(31,919)

DEPT.3420	FY 14-15	FY 14-15	FY 14-15	FY 13-14	FY 13-14	FY 13-14	Variance
RECREATION SERVICES	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget	over prior year
Revenues							
Registration & Memberships	308,000	231,937	75%	290,000	217,434	75%	14,503
Misc. Income	6,000	5,765	96%	6,000	16,392	273%	(10,627)
Total Revenues	314,000	237,702	76%	296,000	233,826	79%	3,876
Total Expenses							
Personnel Services	93,841	65,304	70%	93,476	65,958	71%	(654)
Contractual Services	259,530	178,152	69%	251,700	180,957	72%	(2,805)
Other Services	60,750	25,393	42%	63,400	35,064	55%	(9,671)
Materials & Supplies	13,200	6,177	47%	14,580	8,074	55%	(1,897)
Other Expenses	8,370	5,380	64%	8,600	3,994	46%	1,386
Repairs & maintenance	17,000	12,082	71%	15,500	18,088	117%	(6,006)
Capital Outlay	20,000	17,795	89%	0	0	0%	17,795
Total Expenses	472,691	310,283	66%	447,256	312,135	70%	(1,852)

Parks Recreation Revenue/Expense Summary

November FY 2014-15

Preliminary Numbers

DEPT.34-BY DEPARTMENT RECREATION SERVICES	FY 14-15 BUDGET	FY 14-15 TO DATE	FY 14-15 % of Budget	FY 13-14 BUDGET	FY 13-14 TO DATE	FY 13-14 % of Budget	Variance over prior year
3421 General Interest							
Revenues	20,000	9,888	49%	23,000	14,978	65%	(5,090)
Expenses							
Personnel Services	0	0	0%	538	0	0%	0
Contractual Services	16,500	6,632	40%	25,000	10,452	42%	(3,820)
Other Services	0	0	0%	0	0	0%	0
Materials & Supplies	0	0	0%	0	0	0%	0
Repairs & Maintenance	0	0	0%	0	0	0%	0
Other Expenses	0	0	0%	0	0	0%	0
Total Expenses	16,500	6,632	37%	25,538	10,452	37%	(3,820)
3422 Athletics							
Revenues	130,000	102,231	79%	125,000	86,990	70%	15,241
Expenses							
Personnel Services	2,515	486	19%	1,615	215	13%	271
Contractual Services	82,000	72,943	89%	75,000	54,501	73%	18,442
Other Services	0	0	0%	0	0	0%	0
Materials & Supplies	1,500	0	0%	3,700	588	16%	(588)
Other Expenses	0	824	0%	0	0	0%	824
Total Expenses	86,015	74,253	86%	80,315	55,304	69%	18,949
3423 Cultural Arts							
Revenues	7,000	8,824	126%	9,000	3,350	37%	5,474
Expenses							
Personnel Services	4,306	1,507	35%	4,306	1,938	45%	(431)
Contractual Services	0	4,018	0%	1,000	0	0%	4,018
Other Services	0	0	0%	0	0	0%	0
Materials & Supplies	0	0	0%	0	0	0%	0
Other Expenses	0	0	0%	0	0	0%	0
Total Expenses	4,306	5,525	128%	5,306	1,938	37%	3,587
3424 Early Childhood							
Revenues	47,000	32,670	70%	40,000	39,770	99%	(7,100)
Expenses							
Personnel Services	15,609	19,658	126%	11,842	14,962	126%	4,696
Contractual Services	21,000	7,077	34%	20,500	20,004	98%	(12,927)
Other Services	0	0	0%	0	0	0%	0
Materials & Supplies	1,150	1,043	91%	1,550	1,184	76%	(141)
Other Expenses	0	50	0%	0	0	0%	50
Total Expenses	37,759	27,828	74%	33,892	36,150	107%	(8,322)

Parks Recreation Revenue/Expense Summary
November FY 2014-15
Preliminary Numbers

DEPT.3420-BY DEPARTMENT RECREATION SERVICES	FY 14-15 BUDGET	FY 14-15 TO DATE	FY 14-15 % of Budget	FY 13-14 BUDGET	FY 13-14 TO DATE	FY 13-14 % of Budget	Variance over prior year
3425 Fitness							
Revenues	33,000	23,342	71%	30,000	18,191	61%	5,151
Expenses							
Personnel Services	0	0	0%	0	0	0%	0
Contractual Services	11,000	6,357	58%	9,000	10,110	112%	(3,753)
Other Services	0	0	0%	0	0	0%	0
Materials & Supplies	0	0	0%	0	0	0%	0
Other Expenses	0	0	0%	0	0	0%	0
Total Expenses	11,000	6,357	105%	9,000	10,110	105%	(3,753)
3426 Platform Tennis							
Revenues							
Memberships/Lessons	50,000	40,719	81%	42,000	38,398	91%	2,321
Grant funding	0	0	0%	0	0	0%	0
Lifetime and donations	0	0	0%	0	0	0%	0
	50,000	40,719	81%	42,000	38,398	91%	2,321
Expenses							
Personnel Services	0	0	0%	0	0		0
Contractual Services	8,480	6,162	73%	9,700	3,713	38%	2,449
Other Services	3,500	106	3%	5,000	2,112	42%	(2,006)
Materials & Supplies	100	0	0%	100	0		0
Repairs and Maintenance	15,500	10,827	70%	15,500	18,088	117%	(7,261)
Other Expenses	50	50	0%	100	50		0
Total Operating Expenses	27,630	17,145	62%	30,400	23,963	79%	(6,818)
Capital Outlay							
Courts project	0	0	0%	0	0	0%	0
Resurfacing/skirting	20,000	17,795	0%	0	0	0%	17,795
Total Capital Outlay	20,000	17,795	0%	0	0	0%	17,795
Total Expenses	47,630	34,940	73%	30,400	23,963	79%	10,977
3427 Special Events							
Revenues	21,000	14,263	68%	21,000	15,757	75%	(1,494)
Expenses							
Personnel Services	2,153	3,890	181%	2,153	2,791	130%	1,099
Contractual Services	30,000	21,854	73%	26,000	26,962	104%	(5,108)
Other Services	2,000	682	34%	2,400	1,117	47%	(435)
Materials & Supplies	7,450	3,632	49%	6,900	5,587	81%	(1,955)
Repairs & Maintenance	0	245	0%	0	215	0%	30
Total Expenses	41,603	30,303	73%	37,453	36,672	98%	(6,369)
3428 General Rec Administration							
Expenses							
Personnel Services	69,258	39,763	57%	73,022	46,052	63%	(6,289)
Contractual Services	90,550	53,109	%	85,500	55,215	65%	(2,106)
Other Services	55,250	24,605	45%	56,000	31,835	57%	(7,230)
Materials & Supplies	3,000	1,502	50%	2,330	715	31%	787
Repairs and Maintenance	1,500	1,255	84%	0	0	0%	1,255
Other Expenses	8,320	4,211	51%	8,500	3,729	44%	482
Total Expenses	227,878	124,445	55%	225,352	137,546	61%	(13,101)
Capital Outlay	0	0	0%	0	0	0%	0
Total Expenses	227,878	124,445	55%	225,352	137,546	61%	(13,101)

Parks Recreation Revenue/Expense Summary

November FY 2014-15

Preliminary Numbers

DEPT. 3724		FY 14-15	FY 14-15	FY 14-15	FY 13-14	FY 13-14	FY 13-14	Variance
KLM LODGE		BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget	over prior year
Revenues								
KLM Lodge Revenue		160,000	132,673	83%	145,000	117,383	81%	15,290
Caterer's Licenses		16,800	12,500	74%	13,000	16,800	129%	(4,300)
Total Revenues		176,800	145,173	82%	158,000	134,183	85%	10,990
Expenses								
Personnel Services		63,111	44,371	70%	57,593	30,460	53%	13,911
Contractual Services		26,500	12,600	48%	27,600	18,231	66%	(5,631)
Other Services		49,900	20,589	41%	42,900	21,945	51%	(1,356)
Materials & Supplies		10,700	5,713	53%	12,500	4,976	40%	737
Repairs & Maintenance		8,500	1,372	16%	5,220	3,285	63%	(1,913)
Other Expenses		800	456	0%	1,000	374	0%	82
Total-Operating Expenses		159,511	85,101	53%	146,813	79,271	54%	5,830
Capital Outlay		15,000	13,749	92%	20,000	9,884	49%	3,865
Total Expenses		174,511	98,850	57%	166,813	89,155	53%	9,695
DEPT. 3951		FY 14-15	FY 14-15	FY 14-15	FY 13-14	FY 13-14	FY 13-14	Variance
SWIMMING POOL		BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget	over prior year
Revenues								
Pool Resident Pass		160,000	130,572	82%	170,000	156,277	92%	(25,705)
Non-Resident Pass		12,000	9,118	76%	16,000	9,274	58%	(156)
Pool Daily Fee		65,000	47,747	73%	72,000	49,280	68%	(1,533)
Pool Lockers		100	0	0%	100	0	0%	0
Pool Concession		8,000	8,000	100%	7,900	0	0%	8,000
Class-Registration -Resident		26,500	25,231	95%	29,500	22,970	78%	2,261
Class-Registration Non-Resident		5,200	4,021	77%	5,000	5,088	102%	(1,067)
Private Lessons		8,000	8,295	104%	10,000	5,994	60%	2,301
Misc. Revenue (Rentals)		26,000	23,111	89%	12,000	22,694	189%	417
Town Team		24,500	17,286	71%	22,000	23,574	107%	(6,288)
10-Visit Pass		22,000	24,122	110%	24,100	18,081	75%	6,041
Total Revenues		357,300	297,503	83%	368,600	313,232	85%	(15,729)
Expenses								
Personnel Services		161,475	184,203	114%	161,475	155,078	96%	29,125
Contractual Services		32,475	21,514	66%	25,650	17,901	70%	3,613
Other Services		37,000	30,955	84%	42,000	24,446	58%	6,509
Materials & Supplies		31,300	27,714	89%	33,475	21,850	65%	5,864
Repairs & Maintenance		22,000	29,649	135%	11,850	10,457	88%	19,192
Other Expenses		6,700	3,923	59%	8,200	3,208	39%	715
Risk Management		0	0	0%	0	0	0%	0
Total-Operating Expenses		290,950	297,958	102%	282,650	232,940	82%	65,018
Capital Outlay		12,000	14,078	117%	107,000	86,483	81%	(72,405)
Total Expenses		302,950	312,036	103%	389,650	319,423	82%	(7,387)
		FY 14-15	FY 14-15	FY 14-15	FY 13-14	FY 13-14	FY 13-14	Variance
		BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget	over prior year
Capital Expenses		440,000	152,690	35%	287,000	270,779	94%	(118,089)
Operating Expenses		1,759,641	1,203,419	68%	1,766,093	1,107,941	63%	95,478
Total Expenses		2,199,641	1,356,109	62%	2,053,093	1,378,720	67%	(22,611)
Total Revenues		896,600	720,078	80%	861,600	720,733	84%	(655)
Revenue Offset Difference		(1,303,041)	(636,031)	49%	(1,191,493)	(657,987)	55%	21,956



3b

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

From: Gina Hassett, Director of Parks & Recreation

Date: January 9, 2015

Subject: December Staff Report

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

Programming & Special Events

The Holiday Express event, formerly known as the Polar Express, was held on December 7th. There were 260 participants that attended the event. There are two trips held which include a train ride from Hinsdale to the Aurora station. Participants enjoyed a buffet, entertainment, crafts and visits with Santa at the Two Brothers Roundhouse banquet facility. Due to the past popularity of the event and limited slots provided by Metra, a lottery system is utilized for registration of this Holiday Express. Following the lottery, there were spaces available for the event; they were available on a first come first serve basis. The trip sold out the week prior to the event. Staff attributes the decline in advance registration due to the name of the event being changed. In 2013, Staff received communication from Warner Bros Entertainment Inc. informing the Village that calling the event "Polar Express" violated the company's copyright therefore, the name of the event was changed to the Holiday Express.

The annual Breakfast with Santa event was held on Saturday, December 6th at Katherine Legge Memorial Lodge. There were 55 participants registered for the event which included a continental breakfast and a visit with Santa.

The Winter/Spring program brochure was delivered to Hinsdale Residents on Monday, December 8th. Registration is on-going, programs start in mid-January.

Park Maintenance

Mowing & Landscaping

The Village utilizes a third party to mow and maintain the landscaping at Village parks. The contract with the current vendor, Zenith Landscaping, has expired. The bid will be distributed to vendors the first week of January. Staff anticipates that a recommendation to award the bid will be brought to the Board at the first meeting in February. Public Service staff has updated the bid documents. The scope of work includes landscaping of Village playgrounds, maintenance of park flower beds and maintenance of the flower



beds at KLM Park including the Lodge, the former Arts Center and the Platform Tennis area. The bid is itemized so that services can be approved to align with funds that are allocated in the budget.

To aid in the planning and maintenance of Village parks, staff is developing a park inventory. The document will include park amenities, the date equipment/feature was installed or replaced, and an estimated replacement date and cost. The initial document should be completed and provided to Parks & Recreation Commission in February.

Ice Rinks

This year, plans include the construction of an outdoor ice rink at Burlington Park and two rinks at Burns Field. This is the first year for the rink at Burlington Park. Public Service staff laid out the rink systems the week of December 29th. Public Service staff filled one rink at Burns Field on Friday, January 2nd. The rink opened for skating on January 14th. However was closed on Thursday, January 15th and remains closed. The warm weather has affected the condition of the ice. Staff is monitoring the weather; if air temperatures drop additional layers of water will be added to improve the ice conditions allowing for the rink to be reopened.

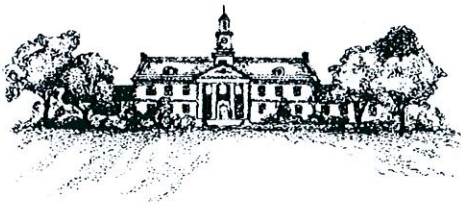
To make ice, it is best to have five days of below freezing overnight temperatures to produce safe ice. Snow and rain events can hamper the construction of rinks and require additional layers of water to be applied. Signs will be posted to indicate if the rinks are open or closed. Updates regarding the rinks and the condition of the ice will be provided on the Village's website and Facebook page. The ice skating rink at Burns Field has field lighting that allows for evening skating. Lighting at Burlington Park is limited to the lights that illuminate the walkways within the park, this will limit evening skating. Hockey play is permitted at Burns Field, not at Burlington Park. Signs with the rink rules will be posted at rinks and on the Village's web site.

At the November 18th Village Board meeting, the request for the resident constructed ice rink at Melin Park was approved. The rink has been constructed and Public Service staff filled the rink with water on December 26th. As of Friday, January 2nd the rink was open for skating. The Village provides signs that indicate the status of the ice to the residents who maintain the Melin Park ice rink.

Arts Center

The building that was formerly occupied by the Hinsdale Center for the Arts remains vacant. School District 181 had expressed interest in renovating the building and utilizing the space for their administrative offices. The District has communicated to staff that the cost to renovate the building exceeds what they had planned to spend.

Staff will work the Economic Development Department to secure a tenant for the building. Depending on the use of the building, renovations may be required to be code



complaint. The FY 2014/15 Budget includes \$50,000 for improvements to the building; since no tenant has been secure there are no improvements scheduled.

Peirce Park Playground

Design Perspectives Inc. was retained to design and supervise the construction of the Peirce Park playground project. The construction of the playground project was awarded to The Kenneth Company on September 11th in the amount of \$141,006.

The playground equipment and site furnishings have been installed. Due to the cold temperatures, there is approximately 50 feet of sidewalk that has not been poured. The contractor is monitoring the weather and will finish as weather permits. Staff plans to coordinate an event to be held in the spring that will commemorate the installation of the new playground.

Katherine Legge Memorial Lodge

December rental revenue is \$17,290 which is an increase of 17% (\$3,924) over the prior year. In December, there were thirteen events held at the Lodge; three were Village events. One of the events was hosted by Hinsdale clients, which accounts for \$700 of the revenue; the remaining revenue of \$16,590 was from non-resident clients. Revenue for the year is \$149,936, which is an increase of 14% (\$19,187) over the prior year. Revenue for the year is trending slightly above the prior year. Lodge staff is working with clients to fill the event calendar for 2015.

EXPENSES	December		YTD		Change Over the Prior year	2014-15 Annual Budget	FY 14-15 % of budget	2013-14 Annual Budget	FY 13-14 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
	\$13,711	\$18,237	\$102,866	\$117,087	\$14,221	\$174,511	67%	\$116,813	88%
REVENUES	December		YTD		Change Over the Prior year	2014-15 Annual Budget	FY 14-15 % of budget	2013-14 Annual Budget	FY 13-14 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
KLM Lodge Rental	\$13,366	\$17,290	\$130,749	\$149,936	\$19,187	\$160,000	94%	\$145,000	90%
Caterer's Licenses	\$0	\$0	\$16,800	\$12,500	(\$4,300)	\$16,800	74%	\$15,000	112%
Net	\$13,366	\$17,290	\$147,549	\$162,436	\$14,887	\$176,800	92%	\$160,000	92%

The Lodge staff hosted the Hinsdale Chamber of Commerce holiday party on December 11th. The Village partnered with Taste of Home Catering, who provided the food at no cost, the Village covered the cost of the wait staff, event supplies and beverages. The event was well attended and was a good opportunity to showcase the facility. This is the second year the Lodge staff has hosted a Chamber event.



Below is a summary that includes the scheduled events and projected revenue for the Lodge.

2014-15 KLM Bookings
as of 12/2/14

FY 2014-15	Business Mtg	Memorial Service	Rec Program	School Dist	Social Event	Village Mtg	Village Spec Event	Wedding	Total	2014-15 Projected Revenue	Actual 14-15	2013-14	Change over prior
May	1	1	20		3	1		7	33	\$13,045	13,745	16,796	(3,051)
June	1		19		1	1		7	29	\$20,250	17,450	26,818	(9,368)
July	2	1	14		6			5	28	\$16,425	12,909	18,650	(5,741)
August			11		4			7	22	\$21,075	25,350	19,579	5,771
September			11	1	1			8	21	\$23,200	24,510	12,137	12,373
October			22		2			7	31	\$22,900	23,985	14,825	9,160
November			16		1			2	19	\$5,680	14,724	8,580	6,144
December	1		10		5		1	2	19	\$15,025	14,300	13,366	934
2015 January			19					1	20	\$2,200		8,450	
February	1		20						21	\$2,675		7,575	
March	1		20					1	22	\$4,295		4,245	
April			21		1			3	25	\$6,970		3,375	
Total	5	2	203	1	23	2	1	45	202	\$137,600	146,973	154,396	16,222

Platform Tennis

League play began the first week of October and will continue through March. Membership revenue collected to date is \$40,388, which is a decrease of \$3,225 over the same period of the prior year. The agreement between the Village and the Hinsdale Platform Tennis Association (HTPA) requires that all league players have a current membership with the Village. HPTA has provided staff a list of league players; staff is verifying that all members are current. Those that are not will be contacted to renew their membership.

HPTA has provided their league participation numbers, which are listed in the table below.

Platform Tennis Membership Summary

Membership as of 10-27-2014	Fees	2012		2013		2014					
		Total Members	Revenue	Total Members	Revenue	New Members	Renewal Members	Total Members	Revenue YTD	Change over Prior Yr.	% Change Over Prior Year
Resident Individual	\$120	73	\$8,520	86	\$9,720	13	53	66	\$7,920	-\$1,800	81%
Resident Family	\$175	37	\$6,630	36	\$6,038	5	21	26	\$4,375	-\$1,663	72%
Resident Family Secondary	\$0	91	\$0	83	\$0	14	56	70	\$0		
Non-Resident Individual	\$289	61	\$17,051	90	\$24,276	20	60	80	\$22,573	-\$1,703	93%
Non-Resident Family	\$345	13	\$4,830	13	\$3,968	5	10	15	\$5,520	\$1,552	139%
Non-Resident Secondary	\$0	35	\$0	35	\$0	18	27	45	\$0		
Sustaining Lifetime	\$0	335	\$0	298	\$0	0	301	301	\$0		
New Lifetime Members	\$1,500	3	\$4,380	0	\$0	0	0	0	\$0		
Total Membership Revenue		645	\$37,031	641	\$44,002	75	528	603	\$40,388	-\$3,614	92%



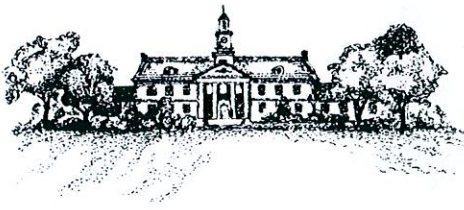
Hinsdale Platform Tennis Association League Enrollment					
	Women's Teams			Men's Teams	
	2014/15	2013/14	2012/13	2014/15	2013/14
Series 1	11	8	9	10	10
Series 2	10	9	9	9	9
Series 3				10	10
Series 4	11	10	9	11	11
Series 5		9	9	11	11
Series 6	11			10	10
Series 7				10	10
Series 8	11	9	9		
Series 9				11	11
Series 10					
Series 11				11	11
Series 11				10	10
Series 12					
Series 13					
Series 14				11	11
Series 15		10	11		
Series 16				11	11
Series 17					
Series 18				12	12
Series 19					
Series 20				11	11
Series 21					
Series 22				6	6
Series 24				13	13
Series 25				10	10
Series 26				12	12
Total	54	55	56	189	189

This fall, new heaters were installed under three of the platform courts. The new heaters provide 250,000 BTU's per units that reduces the time to melt the ice and snow on the courts. Under court 2, there is limited clearance below the court deck; the new heaters are overheating causing the units to shut down. The heaters have a manual reset button that requires staff to crawl under the courts to reset the heaters. Staff has spoken to other agencies that have had similar experiences. To rectify the problem and eliminate staff time, automatic reset switches will be installed on the new heating units; the cost is estimated to be \$700. In addition to increase the circulation under the courts, Public Service staff will install vents in the court skirting which will help to the units from overheating.

In November, Public Service staff replaced the electrical wiring for the heating system on three of the courts at KLM. In the past, when it rained or snowed, the electric for the heaters would shut down requiring staff to dry out the system and reset the breakers. The improvements made this fall have rectified the problem, the electrical system has not shutdown this season.

Community Pool

The annual pool report will be presented to the Parks and Recreation Commission on January 27th.



During the week of January 5th, the heater in the pool pump room failed. The heater was repaired; there was no damage to the building mechanics. Staff is evaluating if the furnace should be replaced or if adding an additional heater in the building would be effective; adding a second heater would provide a backup system. In 2014, the heater in the pump room failed causing damage to the pipes and insulation. Building Maintenance is making regular checks of Village buildings to monitor the heating units.

In January, contact will be made with the pool staff to see who plans to return for 2014 season. After confirmation has been made of who will be returning, staff will begin to hire for the vacant positions. Lifeguards are trained and certified by the Pool Managers in May.

Pool passes go on sale March 2nd; early bird pass rates are effective through April 30th. Beginning May 1st, regular pass rates apply. Emails and letters will be sent to previous pass holders and will be posted in the local paper to advertise pass sales.

2015 POOL MEMBERSHIP FEES

EARLY BIRD DISCOUNT RATE

Resident		Non-Resident	
Family	\$290	Family	\$515
Individual	\$165	Individual	\$260
Senior Citizen (62 yrs +)	\$80	Senior Citizen (62 yrs +)	\$155
Nanny*	\$60		

REGULAR RATES BEGINNING MAY 1ST

Resident		Non-Resident	
Family	\$315	Family	\$540
Individual	\$185	Individual	\$285
Senior Citizen	\$80	Senior Citizen	\$166
Nanny*	\$60		

**Can only be purchased with a family membership*



To: President Cauley and the Village Board of Trustees
From: Gina Hassett, Director of Parks & Recreation
Date: January 23, 2015
Subject: Community Pool Report

Annually, Village Staff reviews the prior swim season and provides to the Parks and Recreation Commission a detailed summary and analysis of the pool operations along with assumptions that will be used in guiding the development of the 2015 Budget and operations.

The following report provides a summary of the activities for the 2014 swim season at the Pool.

Background

The Village of Hinsdale provides a municipal pool that offers the following amenities:

- 50 meter pool with 25 yard "L" shape design depth from 3.5 to 5 feet
- Diving pool with drop slide and two one-meter and one three-meter diving boards
- Wading pool area includes a zero depth walk-in wading pool with water play features and sand play area
- A separate sunbathing area, bathhouse with locker rooms and a concession area

For reference, the Village Pool is open seven days a week from May through September. The pool will be closed from time to time due to the Swim Club holding swim meets, however the unrealized revenue due to the pool closure is offset by fees charged to the Swim Club. When the pool is closed for swim meets, season pass holders through a negotiated arrangement with the Clarendon Hills Park District may utilize the Clarendon Hills Pool free of charge.

Staffing and Personnel

The Village uses best practices for staffing a pool of this size and offerings. The staffing level is determined by water surface area and the bather load. The standard required by Starguard Aquatics, the lifeguard certification program, requires that lifeguards be able to recognize and reach a distressed swimmer within 20 seconds and that staff have a break from monitoring the water every hour. Lifeguards that are not monitoring the water perform utility positions, including cleaning of the facility. Cashiers are staffed according to operating hours; additional cashiers are utilized during peak bather loads. This year the Village purchased scanners to facilitate in processing guests at the pool, which expedited entry of members and improved customer service.

Staff is hired to supervise and instruct swim programs and the swim team. The following table shows the staffing level on a week day with good weather and a high bather loader; the corresponding staffing expense is shown for the past four years as well. In addition, staff levels and personnel expenses for programming and the Town Team program are provided.

	2011	2012	2013	2014
Manager	1	1	1	1
Head Guard	1	1	1	1
Lifeguards	12	12	13	13
Head Cashier	NA	NA	.5	1
Cashier	2	2	2	2
Total Staff per Shift	16	16	17.5	18
Personnel Expenses Per Day	\$1,603	\$1,603	\$1,833	\$1,924
Learn to Swim Staff	12	12	12	16
Learn to Swim Coordinator	NA	NA	1	1
Learn to Swim Expenses Day	\$ 357	\$ 357	\$ 428	\$ 542
Town Team (stipend positions)	4	4	4	5
Town Team Salaries	\$7,500	\$7,500	\$7,500	\$12,250
Total Personnel Expense	\$154,283	\$155,573	\$158,000	\$184,203

The staffing levels of neighboring facilities are included below for reference purposes:

Staff on Duty Per Shift				
Agency	2011	2012	2013	2014
Clarendon Hills Park District 25Y, 6 lane pool, zero depth pool with splash pad, dive/plunge pool	17	17	19*	19*
Burr Ridge Park District 25Y pool	5	5	5	5
Lifetime Fitness 25Y, 4 lane lap pool, leisure pool with spa	10	10	10	10
Oak Brook Park District Indoor Pool with outdoor Splash Island w/18" depth	13	13	15	15
Oak Brook Bath & Tennis 25Y pool, diving pool, wading pool & beach area	N/A	N/A	N/A	8
Hinsdale Golf Club 25Y pool & wading pool	N/A	N/A	N/A	N/A
Ruth Lake Country Club 25M - 6 lane pool	6	6	6	6
Salt Creek Club 25M-6 lane pool & diving pool	6	6	6	6
Villa Park Community Pool 25Y 6 lane pool, wading pool	11	11	10**	10**
Wheaton Park District 25M 6 lane pool, baby pool with splash pad, diving pool with drop slide and tube slide	33	33	33	33
Western Springs Service Club 2-25Y 6 lane pool with diving board & wading pool	16	16	16	16
Wilmette Park District 50M - 8 lane pool, wading & dive pool w / drop slide & diving boards, zero depth leisure pool	25	25	25	25
Hinsdale Community Pool 50M - 8 lane pool, wading pool, diving pool w/drop slide & 3 diving boards	16	16	17.5	18

*Staff increased due pool renovation w/increased amenities

**Staff reduced because custodial was transferred to Parks Staff

The 2014 staffing level increased, which contributed to a 20% increase in personnel costs. As described above, the staffing level allowed the Village to provide:

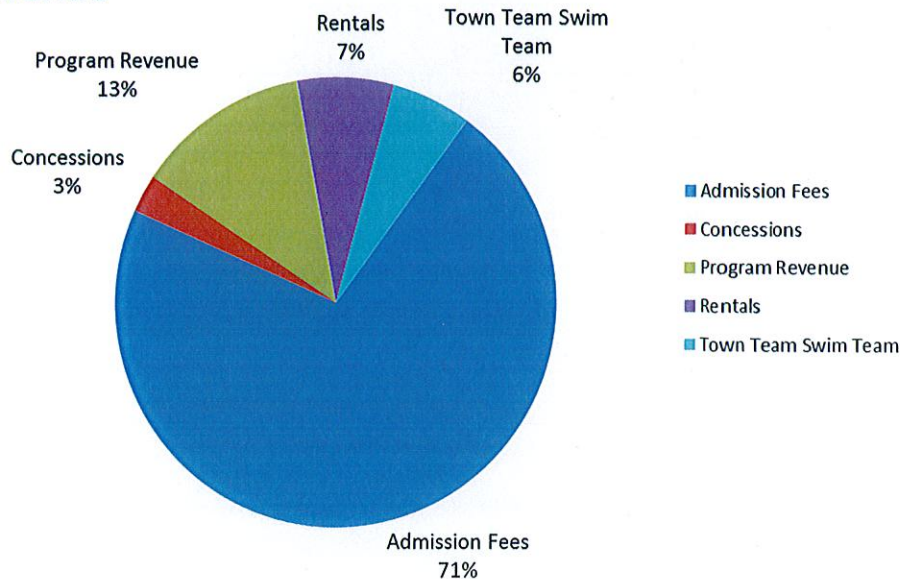
- 6:1 ratio for swim lessons (prior to 2014 the ratio was 8:1 and was received with negative feedback from participants); this staffing change required the addition of four personnel
- Implemented a new progress reporting program for swim lessons that is managed by Learn to Swim Coordinator
- Improved customer service, pass management and cash handling in the cashier's office
- Improved the coordination and personnel for the Town Team Swim Team
- Improved cleanliness of the locker rooms and concession area

REVENUES

The Village Pool derives revenues to sustain the operations from the following sources:

- Admission fees - Daily, 10 visit passes and season passes (71% of budget)
- Programs - Swim and Dive lessons (13% of budget)
- Pool rental - Swim Teams and private rentals (8% of Budget)
- Town Team Swim Team - (6% of budget)
- Concession fees - (3% of budget)

Revenue



Admission Fees

The largest revenue source (71%) is admission fees, as described below. The fees may be further classified into Resident and Non-Resident offerings and further refined to fall into Daily, 10-Visit, Season and Super Pass. The following describes those categories:

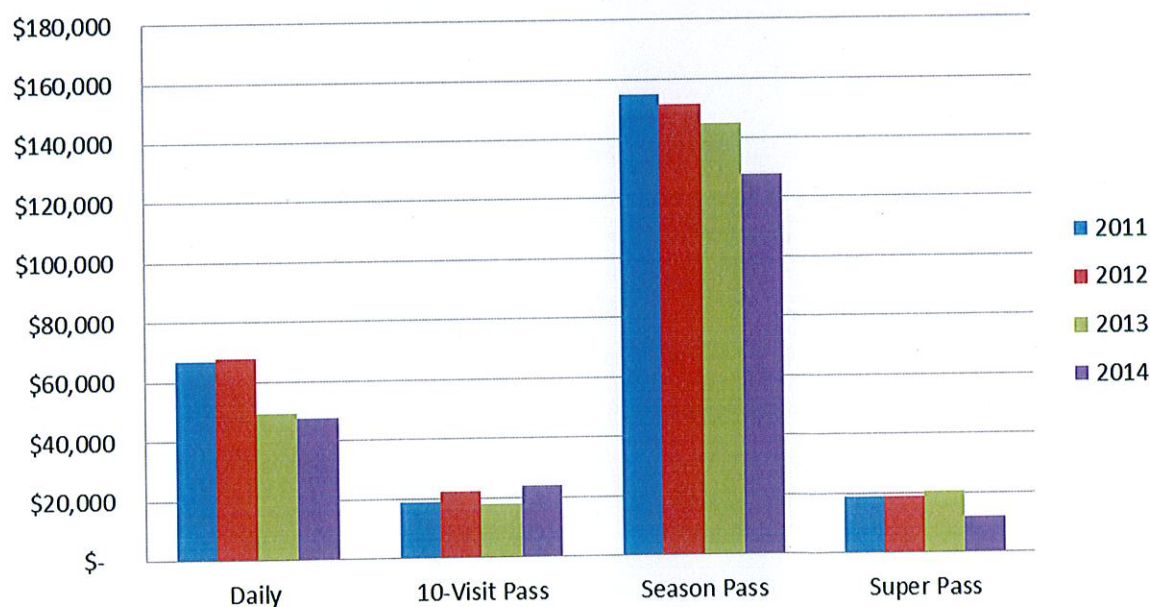
Daily – The fees paid by guests for a one day admission at the pool. Fees are \$8 for Resident and \$12 for Non-Residents. After 5:00 pm there is an evening rate of \$5 for all guests. Children 2 and under are free.

10-Visit – The pass is 10 pre-paid visits. The pass provides a \$1 discount off the daily admission for Residents and a \$5 discount for Non-Residents. The pass is transferable; unused visits expire at the end of the season. The pass was introduced in 2011.

Season Pass – Passes allow guests access to the facility for the season; rates are in place for Residents and Non-Residents. Passes are categorized further reduced to family, individual, senior and nanny rates. Pass sales start in March with an early bird discount available through April 30th. Passes are non-transferable.

Super Pass – Season pass holders can upgrade their pass to utilize the Clarendon Hills Park District pool; passes are limited to 100 members and only available to Residents.

Admission Revenue 2011-2014



As you can see from the above table, the only category that did not decline from prior year totals was the 10 –Visit pass.

A summary of admission revenue is below; a breakdown by resident and non-resident is also provided.

Admission Revenue

	2011	2012	2013	2014
Daily	\$ 67,069	\$ 67,928	\$ 49,280	\$ 47,747
10-Visit Pass	\$ 18,824	\$ 22,085	\$ 18,081	\$ 24,123
Season Pass	\$ 154,861	\$ 151,456	\$ 145,178	\$ 127,955
Super Pass	\$ 18,980	\$ 18,750	\$ 20,315	\$ 11,735
	\$ 259,734	\$ 260,219	\$ 232,854	\$ 211,560

Resident Admission Only

	2011	2012	2013	2014
Daily	\$ 51,947	\$ 43,461	\$ 38,429	\$ 38,207
10-Visit Pass	\$ 14,824	\$ 14,375	\$ 12,346	\$ 13,903
Season Pass	\$ 139,966	\$ 136,442	\$ 135,936	\$ 118,837
Super Pass	\$ 18,980	\$ 18,750	\$ 20,315	\$ 11,735
	\$ 225,717	\$ 213,028	\$ 207,026	\$ 182,682

Non-Resident Admission Only

	2011	2012	2013	2014
Daily	\$ 15,122	\$ 24,467	\$ 10,851	\$ 9,540
10-Visit Pass	\$ 4,000	\$ 7,710	\$ 5,735	\$ 10,220
Season Pass	\$ 14,895	\$ 15,014	\$ 9,242	\$ 9,118
Super Pass	NA	NA	NA	NA
	\$ 34,017	\$ 47,191	\$ 25,828	\$ 28,878

Daily Passes

The daily pass trends with the weather as these are the patrons that have not secured a multi-use pass (whether it be a 10-Visit, Season or Super Pass) and have chosen to use the Village Pool for the day. For these reasons, the revenue received from this pass is fairly dependent on the weather. As we have experienced rainy and cooler summers over the past two years as compared to average, the daily admission revenue has declined accordingly.

10-Visit Passes

10-Visit Pass sales continue to be a strong revenue category; revenue increased 25% (\$6,042) over the prior year. Non-Resident 10-visit Pass sales increased 44% (\$4,485) over the prior year. The increase in Non-Resident 10-Visit pass sales is likely contributing to the decline in Non-Resident daily fees and season pass sales; the 10-Visit passes offers a greater discount and flexibility for guests.

Season Pass

Season pass sales account for 60% of admission revenues; revenue from season pass sales declined 12% (\$17,223) over the prior year. Trends show a decline in Resident season pass sales; this year there was a decline of 13% (\$17,099) over the prior year. Contributing to the decline in Resident season pass sales is the reduced number of Super Passes that were available from Clarendon Hills. A number of Hinsdale residents who were unable to secure a Super Pass opted to purchase non-resident passes directly from Clarendon Hills.

Super Pass

Super Pass sales, which were limited to 100 passes, declined \$8,580 over the prior year due to limited availability.

Efforts to enhance sales

The Village staff has undertaken a considerable advertising campaign (\$4,681 for the 2014 season) which consisted of the items listed below in an attempt to boost admissions. Unfortunately, the campaign did not increase memberships over the prior year.

- Suburban Family Magazine – 3- ½ page advertisements included a full page excerpt on the pool in summer edition, half page ad promoting memberships, 10-Visit passes and daily admissions.
- The Hinsdalean – 3 -¼ page color advertisements promoting memberships and programs; flyer insert to promote memberships
- Money Mailer – 3-two sided color advertisements sent to Western Springs, LaGrange, & LaGrange Park
- The Doings – 1- ¼ page color advertisement
- Facebook Page – posts marketed pass sales and programs
- Banners - hung at Burlington Park and at the pool
- Channel 6 – slides promoting memberships and programs
- Flyers distributed to Western Springs and LaGrange Park District's, mailed to Golfview Hills residents
- Display case at the Hinsdale Library decorated to promote pass sales
- Emails and flyers sent to past members
- Flyers distributed at Village special events and programs

Attendance

As the previous tables indicate, the attendance and the corresponding revenue at the pool have been declining in recent years. The attendance at the pool is influenced by several factors that include weather, admission fees and competition due to the more robust offerings at newer, private or renovated pools in the area. However, there is still a demand for a traditional pool setting such that Hinsdale offers to the greater community.

In a five-mile radius the Hinsdale Pool is in competition with fifteen neighboring facilities. Three of the facilities are Park Districts and the remaining twelve are associated with private

clubs. Many of these have had substantial renovations, including the neighboring community of Clarendon Hills Park District that recently updated its offerings. The impact to the Village has certainly been felt both in attendance and anecdotal comments as related to the staff during the registration process. Competition notwithstanding, the recent cooler and rainy summers have further impacted attendance revenue.

This is not just a challenge for the Village of Hinsdale. Staff has surveyed other area entities that offer a pool feature and have found that for the past two years, a number of facilities have experienced a year over year decline in revenue. Oak Brook Bath and Tennis Club (OBBT) experienced a decline of 7% (\$18,818) in membership revenue; they attribute the previous year's weather to be the largest contributing factor. OBBT did experience increased attendance; they attribute the increase to members making more visits given the improved weather over the prior year. The table below provides attendance and revenue for neighboring facilities.

Agency	2013 Attendance	2013 Revenue	2014 Attendance	2014 Revenue
Burr Ridge Park District	NA	\$20,222	NA	\$20,047
Clarendon Hills Park District*	36,271	\$360,526	30,626	\$360,000
Oak Brook Park District**	NA	\$137,146	NA	\$181,548
Oak Brook Bath and Tennis***	6,825	\$289,725	9,061	\$270,907
Hinsdale Community Pool	22,873	\$320,819	21,733	\$297,506

* Clarendon Hills Park District underwent major renovations that were completed prior to the 2013 season.

**Oak Brook Park District constructed an outdoor Splash pad that opened in August of 2013. Revenue is for both the indoor and outdoor pool.

***Oak Brook Bath & Tennis revenue and attendance data is for tennis and swimming usage.

NA-These agencies do not monitor daily attendance.

Programs

As mentioned above, key revenue for the Hinsdale pool is swim and dive lessons. In proportion to the overall budget, swim and dive lessons account for 13% of the overall operating budget, not inclusive of capital. Program expenses include personnel and program supplies; net revenue is \$8,354.

Program Revenue

	2011	2012	2013	2014
Youth Learn To Swim	\$ 20,335	\$ 21,009	\$ 16,339	\$ 16,418
Preschool Learn To Swim	\$ 4,409	\$ 4,700	\$ 6,751	\$ 7,074
Parent-Tot Learn To Swim	\$ 1,793	\$ 1,167	\$ 2,512	\$ 2,353
Diving Lessons	\$ 3,593	\$ 3,254	\$ 2,298	\$ 3,409
Private Lessons	\$ 7,938	\$ 7,263	\$ 5,898	\$ 8,295
Total	\$ 38,068	\$ 37,393	\$ 33,798	\$ 37,549

Program revenue increased 10% (\$3,751) over the prior year. Private lessons increased by 40% (\$2,397), which offset the decline in lesson revenue. The growth of the private lessons can be attributed to staff marketing the program. For the past two years, there has been a decline in

youth lessons which can be attributed to the Hinsdale Swim Club now offering indoor lessons at the high school; the lessons are in a controlled environment which eliminates lessons being cancelled which parents prefer. For the past two years the weather has been unseasonably cold, which resulted in families withdrawing from the program.

Feedback provided through parent surveys is that smaller class sizes were preferred that would allow for increased instructional time for each participant. Staff worked to meet this expectation by increasing program fees to cover the cost to hire additional staff, reducing the student to teacher ratio 6:1 (previously 8:1). To further improve the program, additional training was provided to staff and a new progress reporting program was implemented. Feedback provided in the survey was that the improvements have been well received.

Concessions

The Village retains a third party contractor to operate concession services. Revenue accounts for 3% of the budget; net revenue is \$8,000, an increase of 1% over the prior year. C&W Concessions has been the vendor for over ten years.

Pool Rentals

Rental revenue accounts for 8% (\$23,112) of the budget. Revenue increased 2% (\$466) over the prior year due to incremental fee increases. Rental groups include area swim clubs and private parties. Rental fees from the Hinsdale Swim Club (HSC) account for 58% of the pool rental revenue. HSC practices at the facility five days per week and hosts an annual swim meet. Rental expenses include personnel costs and incidental costs related to the pool operation; net revenue is \$9,063.

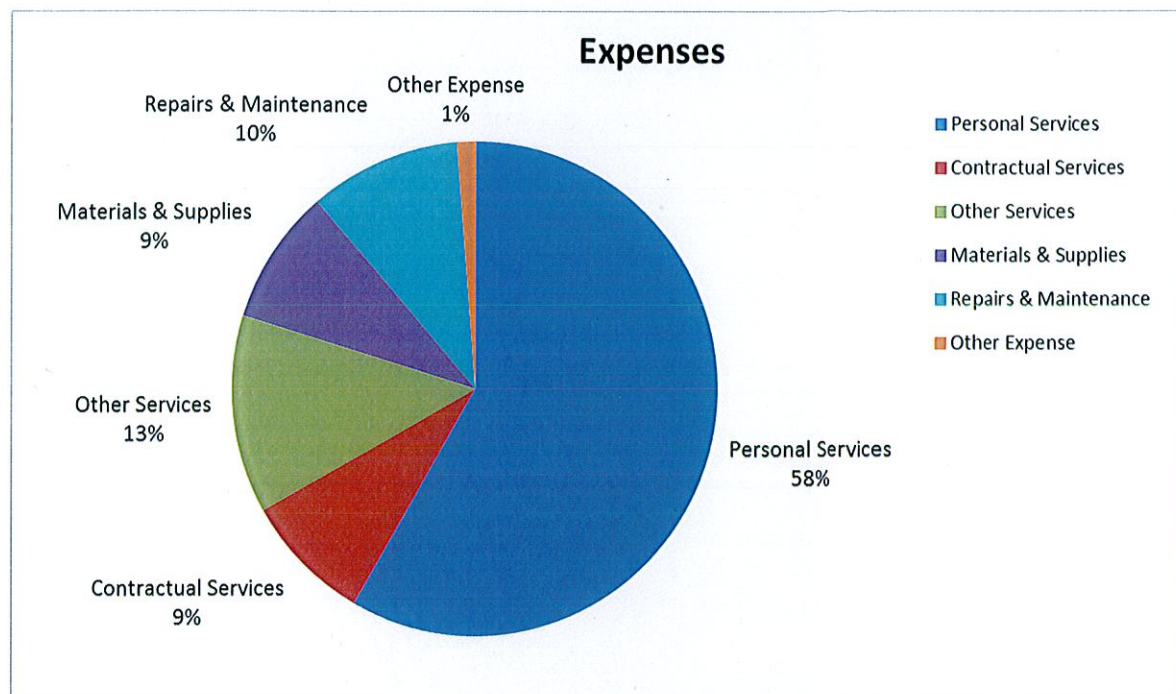
Town Team

This category represents 8% (\$17,296) of the budget. The recreational Town Team Swim program is coordinated by Village staff. This was a rebuilding year for the program; participation declined by 42% over the prior year, which resulted in a decrease in revenue of 36% (\$6,223). Feedback from the 2013 survey indicated that parents' expectations were that the team be led by a more experienced coach; therefore, staff increased fees to cover this increased personnel cost. Expenses include personnel, program supplies, conference fees and equipment; net revenue is \$2,888.

EXPENSES

It has been the philosophy of the Village Board and the Finance Commission that the revenues from pool operation should cover expenses from an operating perspective as well as most routine maintenance capital expenditure.

In 2014, the Pool expenses exceeded revenues by \$19,327. A summary of pool revenues and expenses for 2011 through 2104 is provided on page 13. The key expenses associated with the pool operation are as follows:



As you can see, personnel costs make up the largest portion of the expenses (58%) as pool operations are labor intensive. Other Services includes utilities, which is then followed by Repairs and Maintenance, Contractual Services, Materials and Supplies, and Other Expenses. The following provides more detail regarding each of the individual categories.

Personnel Expense

As indicated above, personnel services represents 58% (\$184,787) of the operating budget of the pool. As previously noted above, the Village used a staffing model for the 2014 season that increased from prior years; the increased staffing was put in place to improve the overall operation, including the swim lessons and Town Team programs. This resulted in a negative budget variance of \$29,248.

Staff anticipated offsetting the additional personnel costs through increased program revenue and by managing staffing levels. Revenues did increase by approximately \$4,000, but that was not enough to offset the corresponding expense. Staff is currently exploring alternative staffing models in preparation for the 2015 season to better align the expenses to the revenues.

Other Services

Expenses in this category account for 13% (\$32,000) of the budget; costs include utilities (electric, natural gas, internet and phone) and marketing. The pumps systems run continuously for the duration of the season to manage the water quality. The category is

estimated to be \$4,000 over budget due to increased utility costs related to heating the pool during unseasonably cold temperatures. It is recommended that this expense be adjusted to reflect the three-year average for this expense category.

Contractual Services

Expenses in this category account for 9% of the budget and include web hosting departmental software for the pool that is used for pass management; pre-season third party cleaning; grounds maintenance; repair services and recreational service providers. The category was \$5,475 under budget, partially offsetting overages in the Personnel and Repairs and Maintenance categories.

Repairs and Maintenance

Expenses in this category account for 10% (\$32,000) of the budget, including repairs to the pools and buildings. This category is estimated to be \$10,000 over budget due to unexpected repairs that include the replacement of insulation that was damaged due to burst water pipes; repairs to pump motors; and plumbing repairs in the locker rooms. Preventive maintenance is performed by Public Services staff; however, from time to time unexpected repairs arise.

Other Expenses

This category accounts for 1% (\$3,923) of the budget, which accounts for bank and sewer fees.

Capital Outlay

Projects in this category are given consideration under the Village's Five Year Capital Plan. Expenses for the year included the installation of two shade structures to replace existing umbrellas that required maintenance; costs are \$14,078, 17% over budget. The previous year's installation revealed that soil around the pool was backfilled with concrete, which elevated the installation cost for the final phase of the shade structure project.

Annual User Survey

The annual user survey included 95 responses; generally positive feedback was received. Several items that received negative feedback are listed below.

- Pool Closures – Guests felt that the pool closed frequently due to low attendance and guests noted they would like to see additional hours in August (8 respondents)
- Prefer Clarendon Hills Pool –Guests prefer the Clarendon Hills pool due to its recent renovation and enhanced amenities (12 respondents)
- Water Quality – Feedback included that the pools were full of sand and debris (4 respondents)
- Water Temperature – Guests indicated that the water temperature was too cold, and lap swimmers noted that water was too warm (8 respondents)

Pool Closures – Based on the pool policies that are provided to members, if there are less than 10 guests for an extended period of time or if the air temperature falls below 68 degrees, the facility will

close. Staff communicates closures to guests and information is posted on the department's Facebook page and the pool's message line. The majority of the season's closures were related to weather; evenings were cool which resulted in low attendance. For next season, all attempts will be made to remain open as attendance permits. Regarding the Pool's August closures, weekday hours are reduced in August when the high school students employed as lifeguards return to school; this makes it difficult to staff the Pool, and past attendance during this time frame has been historically low as well.

Prefer Clarendon Hills Pool – Clarendon Hills Park District (CHPD) renovated their facility in 2013. The major difference is the design of the activity pools; CHPD main pool is a zero-depth entry with play features. The Hinsdale pool can be difficult for children who are transitioning from the wading pool to the 3 ft. depth of the lap pool. Generally CHPD's facility is more active. The Hinsdale pool was constructed in 1992. Updating the water feature and replacing the sand area with interactive water features would provide opportunities to improve the facility and might increase attendance by keeping Hinsdale residents in town rather than going to Clarendon Hills. Staff has no way to validate this statement, unfortunately, until such time that we would be in a position to measure attendance after the installation of any new feature.

Water Quality - Feedback was provided regarding sand and debris in the water; pools are vacuumed nightly with automated vacuums, and as time provides in the morning with a manual vacuum. The sand from the play area is deposited in the lap and diving pool through patrons and wind; the small sand particles are challenging for the vacuums to remove. Staff will work to ensure guests shower off after using the sand area before entering the pools.

Water Temperatures - The State of Illinois recommends water should be maintained between 77 to 84 degrees, the facility water is maintained in the range of 78-82 degrees. The three pools are heated and water temperature is kept within the state guidelines, however when overnight air temperatures drop below 60 degrees, water in areas of the pool can drop below the normal range. The diving well is more difficult to heat due to the water depth. The heaters were utilized all summer to maintain the water temperature, which elevated utility costs.

Facility Maintenance

Facility maintenance is performed by the Public Services Department. In 2010, an outside firm performed an audit of the condition of the facility and potential maintenance issues. The table below outlines the recommendations/requirements and the status of the items.

2010 Facility Audit Maintenance Summary

Item	Deficiency	Reason	Solution	Completion Date	Estimated Repair Cost
Pool Enclosure Fence	Repair	Age of Facility	Contractor	Spring 2011	
Small tiles in lane wall markers	Repair	Age of Facility	Contractor	Spring 2013	
Flow Meter location-change	IDPH Code	Installation error	Staff Repaired	Spring 2011	
Paint Pergolas - spot paint & make repairs	Repair	Age of Facility	Staff Repaired	Spring 2011 & 2012	
Concession Cabinet repairs	Repair	Age of Facility	Staff Repaired	Spring 2011	
Lap Pool Wall - Depilating wall	Repair	Age of Facility	Outside firm	Spring 2013	
Gutter Grating	Repair	Age of Facility	Outside Firm	Spring 2012	
Wall Depth markers need repainted	IDPH Code	Age of Facility	Staff or outside firm	Spring 2011,2013	
Caulk Joints around markers	Repair	Age of Facility	Staff Repaired	Spring 2013	
Replace all flange bolts with stainless bolts	Upgrade	Age of Facility	In-House	25% complete	
New LMI Chlorine Pumps for wading pool	Improve operation	Upgrade	In-House	Spring 2012	
New LMI Chlorine Pumps for lap pool;	Improve operation	Upgrade	In-House	Spring 2012	
Signet Flow Sensors Location	Repair	Installation error	Staff repaired	Spring 2011	
Filter Header needs new flange	Repair	Age of Facility	Staff repaired	Spring 2011	
Pool Equipment Room Foundation Repair	Repair	Age of Facility	Contractor	Spring 2011	
Dive Pool Supply Throttling Valve frozen	Repair	Age of Facility	Staff Repaired	Spring 2011	
Gates to wading pool latch	IDPH Code	Needs repair	Contractor	Spring 2011, 2013	
Barrier beneath drop slide and stairs	IAC/ADA Violation	Design flaw	Staff Repaired	Spring 2011	
Pool deck area cracks	Repair	Age of Facility	Staff Repaired	Spring 2011	
Diving Pool - Proximity of Diving boards & Slide	IDPH Code	Design flaw	Staffed to reduce hazard	NA	
Custom Strainer for dive/wading pool & 2nd filter	Improve operation	Design flaw	Contractor	Not Planned	\$19,000
Custom Strainer for lap pool & 2nd strainer	Improve operation	Design flaw	Contractor	Not Planned	\$24,000
Concrete Repair at Surge Tank Hatch	Repair	Age of Facility	Contractor	TBA	\$1,500
Deck ramps between deck and locker rooms	IAC/ADA Violation	Change in code	Contractor	Pending	\$10,000
Light fixtures in surge tank are not waterproof	Repair	Installation error	Replace Fixtures	replaced electric lines, fixtures pending	\$1,000

Annually, staff compiles a list of items to be included in the repair budget; these are items were not noted in the audit above. For the 2015 season, the following repairs are recommended to be included in the operating budget:

Valve Replacement – The valves used to drain the pool are located in a sump pit outside of the pump house; there are five valves in the pit. The valves control the level of water in the pools. Four of the valves failed at the end of the season and must be repaired before the pools are filled; cost estimate is \$8,000 for the four valves.

Linebackers – There are three linebacker units that establish the range of electric voltage for the Pool's four pumps; the units were installed in 1992. It was observed that units do not provide for a low and high range. This summer the facility experienced a fluctuation of power from Com Ed; the outdated linebackers could have been a factor that caused the pumps to shut down. When the pumps are not operational the facility must close; Illinois State law requires operational pool filtration when bathers are present. Installing updated units will allow the motors to operate within an approved voltage range; cost estimate is \$1,200.

Protective Fall Surface - This past year there were three incidents where patrons fell from the 3 meter diving board. Staff surveyed other facilities that have 3 meter diving boards. A variety had height restrictions, while others have installed a non-slip protective surface below the boards. Staff suggests that a protective fall surface that would protect guests be installed below the 3 meter board; estimated to cost \$8,000. Staff will also review its staffing to determine if there might be a better way to monitor this area, which could include limiting hours and times that this dive is available to patrons.

Diving Boards - The nonslip surface on the three diving boards has worn; they were resurfaced in 2004. Diving boards have an estimated life of ten years, at which time they can be resurfaced or replaced. Estimated cost is \$8,000, which does not include staff labor to remove and install the boards.

Fire Suppression – The fire suppression system located in the locker rooms and guard house is rusting out and requires replacement. Per State fire code, a working system is required. 50% of the system was replaced in 2014; cost estimate by contractors to replace the remaining portion is \$9,400.

Capital Budget

Purchases and repairs with a budgeted cost of \$10,000 are included in the capital budget; only one item is included for the upcoming budget year.

Lane Lines - The pool has eight 50-meter lanes and six 25-yard lanes. The lane lines experience a lot of use as they are changed three times per day to designate swim areas and clearly mark the areas to allow for rentals, lap swim and recreational swim team. The existing reels and lines are falling apart; replacement cost is \$14,000. Staff is looking to share the costs with the Hinsdale Swim Club.

Summary

Looking ahead to the upcoming season, staff is evaluating ways to improve the operation which include: reducing staff costs, increasing revenue and working to improve overall customer satisfaction.

Staff has been in contact with several management firms to see if there are opportunities to manage the facility in a more cost effective manner. In addition, the staffing model for the upcoming season has been modified to bring personnel costs within budget; customer service and safety will not be compromised.

Marketing efforts will be continued with the hope of attracting new Resident and Non-Resident season pass holders. Staff will continue to market the 10-Visit Pass to attract new visitors. To increase the sale of Non-Resident season passes, staff recommends that a "Neighborly" rate be offered for residents in nearby communities that do not have community pools; the proposed rate would be \$75 over the current resident season pass rate. The proposed fee is \$150 less

than the current non-resident family season pass fee. Providing a reduced rate may increase Non-Resident season pass sales; the current cost is \$515. Clarendon Hills offers a Neighborly rate that generates \$10,000 in revenue per year; the communities that are eligible for their rate include Darien, Downers Grove, Westmont, and Willowbrook. Staff feels that the Neighborly rate will attract new Non-Resident members.

The proposed communities that would be eligible for the Hinsdale Neighborly rate would include: Golfview Hills, LaGrange, LaGrange Park, Western Springs and Willowbrook. In 2014, 18 Non-Resident passes were purchased from the proposed Neighborly communities, with LaGrange accounting for the largest segment of the population. If Neighborly rates are approved and non-resident pass sales remain flat, there is a risk that revenue for non-resident passes could decrease as a result of the lower pricing.

A price comparison of neighboring facilities is shown below.

Pool Membership Price Comparison

Membership Rates							
	Resident Family	Resident Individual	Resident Senior	Non-Resident Family	Non-Resident Individual	Non-Resident Senior	Neighborly Rate
Village of Hinsdale	\$290	\$165	\$80	\$515	\$260	\$155	NA
Barrington Park District*	\$203	\$110	\$100	425**	\$189	\$175	
Clarendon Hills Park District	\$285	\$150	\$70	\$470	\$230	\$85	\$335
Elmhurst Park District**	\$188	\$47	\$47	\$392	\$98	\$98	
Western Springs Service Club Pool***	\$590	\$325	\$245	\$590	\$340	\$265	
Wilmette Park District****	\$163	\$76	\$42	460*	\$218	\$98	
Wheaton Park District	\$255	\$99	\$94	\$380	\$148	\$141	
Village of Palos Heights	\$215	\$95	\$80	\$260	\$115	\$100	

*Prices are based on 4 person household. Additional members are \$15/each for residents and \$20/each for non residents

**Memberships are offered per person, fees are for a family of four.

***Western Springs is private pool, members must pay a capital assessment of \$300

****Prices are based on a 4 person household. Additional members are \$19/each for residents and \$47/each for non residents

In addition, staff recommends establishing a Non-Resident rate for the 10-Visit pass that could increase the sales of Non-Resident season passes. Currently Residents and Non-Residents pay the same fee for the 10-Visit pass. Increasing the fee for the Non-Residents 10-Visit passes from \$70 to \$100 still provides a discount off the daily rate, but reduces the discount from \$5 to \$2 per visit. In 2014, 354 10-visit passes were sold; 41% (146) were purchased by non-residents. Based on the previous year's sales, the proposed fee increase would generate \$4,380 in additional revenue if sales remain flat. Program fees for swim lessons and the Town Team program will be increased further to cover personnel costs related to the programs.

By making the proposed changes as noted above, it is hoped that the pool will provide a neutral or positive return on investment when evaluating the revenues and expenses at the end of 2015.

Community Pool Financial Summary

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budgeted	2014-15 Estimate	Difference Over budget	% Of Budget	Difference Over Prior Year	% Over Prior Year
REVENUE									
Pool Resident Fees	158,948	155,192	156,251	160,000	130,572	-29,428	82%	-25,679	-16%
Non-Resident Fees	14,895	15,014	9,242	12,000	9,118	-2,882	76%	-124	-1%
Daily Fees	67,069	67,928	49,280	65,000	47,747	-17,253	73%	-1,533	-3%
Locker Revenue	93	93	62	100	0	-100		-62	-100%
Concession	7,350	7,350	7,950	8,000	8,000	0	100%	50	1%
Resident Class	26,575	26,575	22,813	26,500	25,232	-1,268	95%	2,419	11%
Non-resident Class	3,555	3,555	5,087	5,200	4,022	-1,178	77%	-1,065	-21%
Private Lessons	7,938	7,263	5,898	8,000	8,295	295	104%	2,397	41%
Misc. Pool Revenue (Rentals)	14,721	11,460	22,646	26,000	23,112	-2,889	89%	466	2%
Town Team Fees	19,001	18,951	23,509	24,500	17,286	-7,214	71%	-6,223	-26%
10 Visit Pass	18,824	22,085	18,081	22,000	24,123	2,123	110%	6,042	33%
Total Revenue	320,145	313,381	320,819	335,300	297,506	-37,794	89%	-23,313	-7%
Operating Expenses									
Personal Services	154,283	155,573	155,078	161,475	184,787	23,312	114%	29,709	19%
Contractual Services	15,253	24,246	27,601	32,475	27,000	-5,475	83%	-601	-2%
Other Services (utilities & printing)	27,651	37,749	40,932	37,000	41,000	4,000	111%	68	0%
Materials & Supplies	25,055	33,368	27,580	31,300	28,123	-3,177	90%	543	2%
Repairs & Maintenance	15,366	19,124	12,231	22,000	32,000	10,000	145%	19,769	162%
Other Expense (sewer & bank fees)	1,442	5,993	5,298	6,700	3923	-2,777	59%	-1,375	-26%
Total Operating Expenses	239,050	276,053	268,720	290,950	316,833	25,883	109%	48,113	18%
Operating Income (Loss)	81,095	37,328	52,099	44,350	-19,327	-63,677	-44%	-71,426	40%
Capital Outlay	72,058	76,029	106,409	12,000	14,078	2,078	117%	-92,331	40%
Net Income (Loss)	9,037	-38,701	-54,310	32,350	-33,405	-65,755	-103%	20,904	40%