VILLAGE OF HINSDALE SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION

& DRAFT

Tuesday, June 30, 2015 Memorial Hall Memorial Building

Chairman Banke called the meeting of the Park and Recreation Commission to order at 7:01 p.m. at the Memorial Hall board room.

Members Present: Chairman Banke, Commissioners Owens, Mulligan, George

Members Absent: Commissioners Bakker, Conboy and Keane

Staff Present: Gina Hassett, Director of Parks and Recreation

Linda Copp, Secretary

Commissioner George moved approval of the May 15, 2015 Parks and Recreation Commission meeting minutes. Commissioner Mulligan seconded and the motion passed unanimously.

Liaison Reports

Gateway Special Recreation Association

Ms. Hassett commented on the budget. There will be a 2% increase from member contributions and there will be a \$10,000 transportation fund to replace vehicles.

Revenue/Expense Report

Ms. Hassett commented on the report. There is a 5 year summary of program revenue increased 4%. Programs trend according to popularity. Arts revenue increased primarily due to new co-op programs with Burr Ridge and Clarendon Hills. Early childhood decreased because we don't offer Kaleidoscope programs anymore. Fitness and special events programs increased and expenses are in line with programs that are contracted. Platform tennis increased 7% but expenses increased 10% due to the new heaters that were put in. Ms. Bereckis will continue to work on co-op programs with other communities.

Athletic field revenue decreased and operating expenses increased due to mowing and the burm being installed at KLM.

Chairman Banke asked about the timing for the ice rink being a line item for the budget. Ms. Hassett stated it would be around October for the next year's budget. The process will work but the challenge is that it is still seasonable and weather dependent.

Recreation Program Report

Ms. Hassett commented on the first lunch on the lawn and that it was moved indoors because of inclement weather. It worked well at the library because it was a reptile show. The next one will be July 15. She commented on the 5 year summary of revenue for programs. Trend continues to increase for on-line registrations.

The parade will have over 70 participants and Coach Q will not be there. Fall brochure will go the end of this week for the first draft. For the first year we have 3 children that have special needs that require one on one aide. We have a Burr Ridge family registered for one of our programs that Burr Ridge will reimburse us for.

There was a report for mowing and some additional mows have been added to Brook and Veeck. Burns tennis courts will have \$50,000 from Hinsdale Central to help with the cost to reconstruct the courts and also help pay for some long term maintenance. The bid process will hopefully be approved in August and work will begin in September. All the fabric will be removed but the footings are in good shape.

KLM revenue increased 14% and Ms. Hassett commented on the 5 year revenue. Operating income is sustaining itself and is on target. Staff is working on increasing weekday rentals. The Lodge is showing a profit and continues to stay on target.

Platform tennis had new heaters installed and there were many issues with the new heaters. Several repairs are scheduled to allow more air flow. They are overheating and not allowing the courts to heat properly. There is a new vendor in Chicago that does maintenance on these type of courts. Renewal letters will go out in early August to current pass members. Non-residents help keep the program healthy.

The pool memberships are down 2% from last year and the neighborly rate is what is helping keep the sales up. Staff is working to make efforts to sell passes. The plan for the survey is to go with students from a University but we will mail them. Some of the Commissioners commented that they would like to be involved in the process of the questions. They will be processed and tabulated by the University. Chairman Banke asked if something should be put in the billboards at Burlington Park promoting the survey. It will need to be decided if it should be sent to each household or certain sample group.

Ms. Hassett stated that there will be ads in the paper and in the brochure to promote participation in the survey. The target time will be in the fall.

New Business

Picnic Shelter Fees

Ms. Hassett commented on the proposed fees and how they will keep us in line for staff to come in on the weekends to clean the shelters and empty the trash. Burns Field is used for small groups only.

Commissioner Mulligan made a motion to approve the fees. Commissioner Owens seconded and the recommendation will now go to the full Board.

Public Artwork Guidelines

Ms. Hassett explained the request from the Stephani family. The board does not have a policy for donations. Once a policy is approved, this request could be considered. The packet has samples that Ms. Hassett commented on. Chairman Banke stated that each one of the documents had a wide variance of requirements. There was discussion about the different policies that were presented. He does not believe that it would happen regularly. Commissioner Mulligan liked the Port Angeles model and how it fit in with how people use the park. Considerations have to be made as to maintenance etc. of the donation. Commissioner George also liked the Port Angeles model. Commissioner Owens stated she preferred that one as well except there didn't seem to be any method for approval or denial of the donation. It should be determined who would be making the decision. Ms. Hassett stated that the model from Lake Geneva had a sample paragraph that could be included. It could come to the Commission for discussion and then go to the board for approval. Commissioner Owens also asked about a care fund and who would be funding the maintenance and repairs.

Chairman Banke stated that it would matter on what was donated as to what the maintenance would be. Ms. Hassett explained about the pots that were planted at Burlington Park in honor of Mr. Petkus. That would be an example of what would be included in the policy. Chairman Banke feels that if we accept the donation that we should maintain it. There was discussion regarding policy among the Commissioners. Commissioner Owens asked where the location for the artwork would be. Ms. Hassett stated that they want it at KLM because they lived on Laurie Lane.

The Commissioners agreed to follow the Port Angeles model with some blending with the others. Once a policy is established it would come back to the Commission and then go to the board. Chairman Banke suggested a bullet pointed criteria and stated that we don't want anything that is on loan. Ms. Hassett will try to have a draft before the August meeting.

Chairman Banke gave an update on the bridge memorial project. He has not received interest from people but the Historical Society could set up a video memorial for the bridge. The bridge is scheduled to be lifted sometime in mid-July.

Correspondence None

Adjournment

Since there was no further business to come before the Commission, Commissioner Owens moved to adjourn. Commissioner George seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission was declared adjourned at 8:10 p.m. The August meeting will be scheduled for August 11.

Respectfully submitted,	
Linda Copp, Secretary	



Gateway Special Recreation Association

Special Board Meeting Thursday, August 13 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 July 2015 Regular Meeting Minutes
- B. Approval of August 2015 Check Register
- C. Approval of August 2015 Treasurer's Report
- VI. REPORTS

A. RGA Monthly Report

VII. OLD BUSINESS

A. Vehicle Discussion

VIII. NEW BUSINESS

A. Participant Survey

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 SRA CHECK REGISTRY August 13, 2015

Check #	Issued to	Description	Amount		Total
1861	Village of Hinsdale	Fuel May	\$ 335.98	\$	1,401.26
1861	Village of Hinsdale	Fuel June	\$ 1,065.28		
1862	Ray Graham Association	1st Quarter Service Contract	\$ 108,194.00	\$	108,194.00
1864	JMS Automotive Inc.	Vehicle Repairs	\$ 136.78	\$	136.78
	A				
			 	<u> </u>	
Totals				\$	109,732.04

Check 1863 will be issued to RGA to replace check 1856 previously issued in June for \$ 3,834.63 1 on 1 services and financial assistance. This was previously approved by the Gateway Board

GATEWAY SRA 2015 - 2016 MONTHLY TREASURER'S STATEMENT

	(
August 13, 2015	•
Date:	٩

Revenue Accounts		S	Current Month	<i>*</i> ≯	Year to Date		Budget	+	+ or - to Budget	% of Budget
110 Interest		s	11.66	ş	11.66	·S-	150.00	\$	(138.34)	7.8%
120 Member Contributions	ibutions	S	201,747.90	❖	201,747.90	s	506,479.00	\$	(304,731.10)	39.8%
130 Miscellaneous Revenues	Revenues	\$	•	S	•	ş	1	\$	•	0.0 %
Total Income		❖	201,759.56	\$	201,759.56	\$	506,629.00	\$	(304,869.44)	39.8%
Expense Accounts										
500 Audit Services		s	•	S	•	ş	4,000.00	❖	(4,000.00)	%0.0
510 Day Camp Transportation	sportation	ۍ	•	Φ.	•	\$	8,510.00	❖	(8,510.00)	%0.0
520 Financial Assistance	ance	⊹	,	Ŷ	•	ş	4,000.00	Ŷ	(4,000.00)	%0.0
530 Legal Fees		\$	•	Ś	•	ş	1,000.00	ş	(1,000.00)	0.0%
540 Insurance Expense	ınse	\$,	÷	•	\$	2,240.00	\$	(2,240.00)	%0.0
550 Misc. Expenses		❖	19.93	❖	19.93	ş	200.00	φ.	(480.07)	4.0%
560 One on One Services	rvices	₩	ď	❖	ı	\$	12,000.00	⋄	(12,000.00)	%0.0
570 Program Supplies	ies	❖	r	⊹	•	ፉ	200.00	ς,	(200.00)	%0.0
580 Service Contract	ដ	s	108,194.00	❖	108,194.00	ب	433,040.00	÷	(324,846.00)	25.0%
590 Vehicle Fuel		❖	1,401.26	❖	1,401.26	ş	8,750.00	Ŷ	(7,348.74)	16.0%
600 Vehicle Repairs	10	ᡐ	136.78	s	136.78	ጭ	13,250.00	↔	(13,113.22)	1.0%
610 Transportation Fund	Fund	δ.	•	\$	1	\$	10,000.00	\$	(10,000.00)	$\overline{80.0}$
Total Expenses		S	1	Ŷ	109,751.97	\$	497,790.00	\$	(388,038.03)	22.0%
Net Ordinary Income		❖	201,759.56	s	92,007.59	\$	8,839.00	÷	83,168.59	18%

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTORS' MEETING

July 9, 2015

I. Call to Order: President Gina Hassett called the Gateway Special Recreation Association Board of Directors' Meeting to order at 3:05 pm on July 9, 2015 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; Karen Spandikow, Oakbrook; Jimmy Kavanaugh, Westchester; John Fenske, Willowbrook; Scott Nadeau, York Center.

Absent: Matt Russian, Pleasantdale;

Staff Present: Ray Graham Staff: Denise Rau (Director SLC/ECLC/SC) and Superintendent Ryan Cortez.

Visitors: None

- II. Open Forum: None
- III. Board Member Comments:
- IV. Communications: None
- V. Omnibus Agenda: Motion made by John Fenske, Willowbrook to approve the Omnibus Agenda and motion seconded by Scott Nadeau, York Center.
 - A. Approval of June 2015 Regular Meeting Minutes
 - B. Approval of July 2015 Check Register
 - C. Approval of July 2015 Treasurer's Report

Qn a voice vote the motion passed.

VI. Reports:

A. RGA Monthly Report: The monthly report was reviewed by Superintendent Cortez. There is one new participant from Willowbrook that has registered for Gateway summer programs. Due to their popularity some of the Saturday program offerings will be split, north and south, in the fall. Due to the far north location of summer camp, some participants are spending up to 1 ¼ hours on the camp bus. Superintendent Cortes

asked that Gateway communities submit any fall (free or low cost) programs for the Gateway brochure.

VII. Old Business:

- A. Vehicle Discussion: The Board has decided to move ahead with leasing a paratransit vehicle. Either a member community (or RGA) will need to hold the lease on this vehicle. Several member communities will discuss the possibility of serving as the leasing agency with their directors/boards.
- B. Field Trip Policy: Superintendent Ryan updated the board on a day camp incident involving an Elmhurst resident that was left by Gateway camp staff at an Elmhurst pool. Fortunately, the participant was safe and camp staff returned for him. Superintendent Ryan reviewed bus transportation policy with the camp staff and with the Board.
- VIII. New Business: None
- **IX. Open Forum:** Oakbrook and Hinsdale both thanked Superintendent Cortez for her assistance in providing education and inclusion services for their communities.
- **XI. Adjournment**: Jim Pacanowski, Burr Ridge made a motion to adjourn the meeting, seconded by Sharon Peterson, Countryside. Motion passed on a voice vote.





Gateway SRA Board Meeting August 13, 2015 RGA Report

<u>Summer 2014/2015 Comparison</u> <u>As of 8/10/2015</u>

July 2014

District	Registered
	Participants
Burr Ridge	8
Elmhurst	34
Hinsdale	19
Oak Brook	5
Pleasant Dale	4
Willowbrook	4
Westchester	3
York Center	1
Countryside	2
Non-resident	5
Total	85

July/August 2015

July/August 201	
District	Registered
	Participants
Burr Ridge	6
Elmhurst	41
Hinsdale	28 *New participant
Oak Brook	7
Pleasant Dale	4
Willowbrook	5
Westchester	3
York Center	2
Countryside	2
Non-resident	3
Total	100

Cancelled Summer Programs as of 8/10/2015

• Flag Football

Adventure Camp

6 participants

Sports Camp

7 participants (1 is a new resident from Hinsdale)

Gateway Staff Update

As of 8/10/15 we have 1 part time recreation leader position and 6 part time recreation instructor positions available and we are expected to hire by the start of fall programs.

Gateway Vehicles Update as of 8/10/2015

Vehicle	Mileage	Maintenance
192	71, 483	Shattered Glass still in shop
171	113, 035	None
170	45, 220	None

Scholarships Status as of 8/10/2015

Burr Ridge = \$100 Elmhurst = \$500 Hinsdale = \$100 Westchester = \$100

Inclusion Services

This past spring and summer Gateway has done several inclusion assessments for York Center Park District, Oak Brook Park District and Village of Hinsdale. On a few occasions Gateway has been able to provide an additional staff for support to our member agencies and will continue to do so in the future if the need should arise for additional support for member agencies programs. I did receive a phone call from a Westchester resident interested in park district programs but knows her son will need additional support and wanted to know more about what the inclusion process was and if Gateway SRA services were needed to instructed her to first speak with the park district to see if the program was appropriate and we would go from there. Having said that Gateway would like to offer up any inclusion services or in-service staff trainings we can do for member agencies in the future.

Fall Brochure

Has been mailed out and available for online registration. Planning for Winter/Spring will begin in October.

Program Highlights

Summer Camp 2015

For camp this year, we had a total of 22 campers signed up for Teen Scene and 20 for Summer Spectacular. 12 campers signed up for transportation for Teen Scene and 3 for Summer Spectacular.

We regularly had at least 5 campers from Summer Spectacular at Horsemanship on Mondays. On Wednesdays, Teen Scene brought 9 campers to Horsemanship. During the last week of Horsemanship, Summer Spectacular was able to bring 12 campers and Teen Scene was able to bring 13 campers.

Twice a week, each camp went to the pools in Elmhurst. Teen Scene went to East End Pool every Monday and Tuesday while Summer Spectacular went to Smalley Pool on Tuesday and East End Pool on Wednesday. Pool time was something that campers looked forward to each day we went!

This summer also included some very exciting field trips! Teen Scene was able to go on a Wrigley Field Tour. While it didn't include all that we had hoped, the campers still had a great time! Teen Scene also went to the Planetarium. The campers favorite field trip would easily be Main Event in Warrenville where they got to go bowling, eat lunch, and each camper received a \$10 game card to play video games. Summer Spectacular was able to go to LegoLand Discovery Center! They had a great time seeing all that you can do with Legos. They also went to the SciTech Museum! The campers' favorite field trip was definitely the Exploration Station in Bourbonnais. There, they were able to spend the day inside and out, petting animals, and playing. Both camps went to Brookfield Zoo for their SRA day, Centennial Beach, Joliet Splash Station, and Medieval Times. Each of those field trips contained fun for everyone. Many of the campers had been waiting all summer to go to Medieval Times! The summer ended with a fun filled Family day at camp. This day included talent shows, awards, games, and a camp video for parents to share the memories their kids made this summer.

Gateway SRA Gators Special Olympic Events 2015

July and August were great months for our Gator athletes! The Gators competed in Bowling, Golf, Tennis and Softball. The Area Bowling competition took place on July 25th. We had 4 bowlers competing in singles and doubles. Carly competed in her first Special Olympic bowling competition this year. She bowled 20 pins over her average and came away with the gold medal in singles! Mike, a seasoned bowler, bowled very well and missed the gold medal by only 3 pins. He received the silver medal! The doubles team of Connor and Ryan bowled in a tough division and this was their first time competing together as doubles partners. They bowled very well and came away with the gold medal!

The Special Olympic golf qualifier took place on August 3. The Gator golfers were in a couple of tough divisions. Dave golfed well, with a par 3 on the last hole. He finished with the silver medal! Mike, his first time competing in golf, had a fun time and did well. He received the silver medal, missing the gold by only 3 strokes!

The tennis qualifier was canceled due to the heat index, but Mike's name was pulled out of the hat to be

the one to advance to the state tennis competition!

Both of our softball teams competed in the Special Olympic softball qualifier on July 26th. The Green team tried their best and played well. They received the silver medal! The Gators Red team played in a hard division. They showed a lot of patience at the plate and the Gator pitching was right-on! The Gators Red team came away with the gold medal! This is the first time they will be advancing to the state softball competition.

Great job to the Gateway Gator athletes!! Well done! We are very proud of all of you!

Bowling:

Carly White—Gold medal in Singles
Mike Hengels—Silver medal in Singles
Connor Chadwick—Gold medal in Doubles
Ryan Glatczak—Gold medal in Doubles

Golf:

David Maddock—Silver medal Mike Chiczewski—Silver medal

Tennis:

Mike McLaughlin-Gold medal

Softball:

Gators Green team—Silver medal Gators Red team—Gold medal





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

From: Gina Hassett, Director of Parks & Recreation

Date: September 4, 2015

Subject: September Staff Report

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

Katherine Legge Memorial Lodge

Rental revenue for the month of July is \$27,478, which is an increase of 53% (\$14,566) over the prior year. In July, there were fifteen events held at the Lodge, which is increase of four events over the prior year. Expenses are trending over 15% (\$7,267) lower than the prior year.

EXPENSES	Ju	ly	Y	TD	Change Over the	2015-16 Annual	FY 15-16 %of	2014-15 Annual	FY 14-15 % of		
	Prior Year	Current Year	Prior Year	Current Year	Prior year	Budget	budget	Budget	budget		
Total Expenses	\$18,788	\$15,296	\$49,078	\$41,811	(\$7,267)	\$199,700	21%	\$174,511	28%		
REVENUES	Ju	ly	Y	TD	Change	2015-16	FY 15-16	2014-15	FY 14-15		
REVENUES	Ju Prior	ly Current	Y Prior	TD Current	Change Over the	2015-16 Annual	FY 15-16 % of	2014-15 Annual	FY 14-15 % of		
REVENUES					_						
REVENUES KLM Lodge Rental	Prior	Current	Prior	Current	Over the	Annual	%of	Annual	% of		
	Prior Year	Current Year	Prior Year	Current Year	Over the Prior year	Annual Budget	%of budget	Annual Budget	% of budget		

The capital improvement plan includes funds to replace the Lodge carpet and banquet chairs. Staff has met with a vendor to develop the specifications for the carpet replacement. Once they are developed the carpet replacement will be put out to formal bid. The chairs will be replaced after the carpet to ensure the colors are complementary.

Platform Tennis

The platform season will start in mid-September. Letters have gone out to past platform members; current memberships are good through August 31st. Staff will work with the Hinsdale Platform Tennis Association (HPTA) to ensure that individuals playing in their leagues purchase a membership. Per HPTA's court license agreement with the Village, it requires all HTPA league players to have a current Village membership. Membership fees are beginning to come in and the bulk of membership revenue will post in October. Below is a summary of membership revenue.



Membership as of 3/3/15	Fees	Total Members	Revenue	Total Members	Revenue	Total Members	Revenue	New Members	Renewal Members	Total Members	Change of over Prior Year	Revenue YTD	Change over Prior Yr.	% of Change Over Prior Year
Resident Individual	\$120	73	\$8,520	86	\$9,720	79	\$9,240	0	14	14	-65	\$1,680	-\$7,560	-82%
Resident Family	\$175	37	\$6,630	36	\$6,038	28	\$4,725	. 0	4	4	-24	\$525	-\$4,200	-89%
Resident Family Secondary		91	\$0	83	\$0	74	\$0		7	7	-67	\$0	\$0	
Resident Total	7 (1887 - 1983) 1	201	\$15,150	205	\$15,758	181	\$13,965	0	. 25	25	-156	\$2,205	-\$11,760	-84%
Non-Resident Individual	\$289	61	\$17,051	90	\$24,276	102	\$26,908	1	17	18	-84	\$4,913	-\$21,995	
Non-Resident Family	\$345	13	\$4,830	13	\$3,968	16	\$5,865	0	2	2	-14	\$690		-88%
Non-Resident Secondary	\$0	35		35	\$0	56	\$0	Ö	. 7	. 7	-49	\$0	\$0	0%
Non-Resident Total		109		138	\$28,244		\$32,773	1	26	27	-147	\$5,603	-\$27,170	-83%
.Sustaining Lifetime				298	\$0		\$0	0	291	291	0	\$0		201, 1000 27, 257 (2) 200
New Lifetime Members	\$1,500	3	\$4,380	0	\$0	0	\$0	0	0	0	0	\$0		
Total Membership Revenue		955	\$37,031	984	\$44,002	1001	\$46,738,	2	393	395	-606	\$7,808	-\$38,930	-83%

Lesson information for platform tennis has been included in the fall brochure. Mary Doten, per her agreement with the Village, teaches and coordinates lessons. This is year two of the agreement with Ms. Doten. The terms are that Ms. Doten pays the Village 10% of her gross lesson revenue. HPTA has requested that a compensation package be developed for Ms. Doten that would pay her for her time that she manages the court operation. Staff is evaluating the duties that Ms. Doten performs to see if there are funds in the budget to cover this position.

To ensure that the platform courts are in good condition for the coming season, Riley Green Mountain was out at the courts the week of August 17th. Repairs included the replacement and tightening of screens, repairs to snow boards and the court doors.

Community Pool

The pool will close for the season on Monday, September 7th. Starting August 16th, the pool has been operating on a "Back-to-School" schedule which means that the pool is closed Monday-Friday for open swim and only open on weekends. High School District 86 rented the pool on weekday mornings from August 17th-28th for the girls swim team practice. The rental allowed staff to extend two lanes of the pool for members for lap swim.

Pass Sales

The table provided below summarizes pass sales through August 24th. Revenue for the same period of the prior year increased .5% (\$569). Frequent rain events and cool weather affected pass sales.

Resident pass sales for the same period of the prior year decreased 12% (\$15,941). The largest decrease is in Family pass sales which has declined 16% (\$16,821) over the prior year.



This is the first year that Neighborly pass rates have been available; the fee is \$75 more than the Resident rate. The rates are offered to residents in the communities of LaGrange, LaGrange Park, Indian Head Park, Western Springs, Willowbrook and Brookfield as these communities do not have municipal or park district pools. Staff has been marketing the rates in these communities.

Neighborly and Non-Resident pass revenues to date are \$28,175 which is an increase of 70% (\$19,520) over the same period of the prior year. Staff had suggested previously that there might be a possibility that the discounted Neighborly rate could have a negative impact on revenue. However, staff is happy to report that Neighborly pass sales have exceeded the total Non-Resident pass sales for the prior year; total Non-Resident pass sales for FY 2014/15 were \$9,118. To date 66 Neighborly Passes have been sold; 13 of these members had previously purchased a Non-Resident pass.

For the same period of the prior year 10-Visit pass sales decreased 12% (\$3,010). Staff evaluated pass sales and of the 66 families that purchased Neighborly rates 13 had previously purchased 10-visit passes. Although this has impacted the 10-visit pass sales staff feels that weather has impacted the sales of the 10-visit pass.



			POOL	PASS S	UM	IMARY					
Feb 1-Aug 24	20)14 Pass	Reveni	1 6			. 20)15 Pas:	s Revenu	e	
	New Passes	Renew Passes	Total	Revenue		New Passes	Renew Passes	Total	Revenue	% Change Over Prior Year	Change Over the prior year
Resident											
Nanny	48	46	94	\$5,460		36	45	81	\$4,695	-14%	-\$765
Family Primary	89	278	367	\$107,016		81	230	311	\$90,195	-16%	-\$16,821
Family Secondary	286	951	1237	\$0		250	775	1025			\$0
Individual	6	13	19	\$2,945		4	13	17	\$3,070	4%	\$125
Senior Pass	1	23	24	\$2,000		3	22	25	¥ ·,	-4%	-\$80
Family Super	0	25	25	\$8,040		3	25	28	\$9,715	21%	\$1,675
Family Super Secondary	4	68	72	\$3,195	-	3	31	34	\$1,575	-51%	-\$1,620
Family Super Third	0	4	4	\$30		4	22	26	\$1,215	3950%	\$1,185
Family Super 4+	3	6	9	\$135		8	24	32	\$495	267%	\$360
				••		0	. 41	• • •	60		60
Individual Super Pass	. 0	1 1	1	\$0 \$0		0	1 0	· 1 0			\$0 \$0
Senior Super Pass Resident Total	- 0	- '	1853	\$128,821		U		1580	T -	-12%	-\$15,941
Resident Total			1000	\$120,021			· ·	1300	\$112,000	-1270	-\$15,541
Neighborly											
Neighbor Family	NA	NA	NA			53	13	66	\$24,540		
Neighborly Individual	NA	NA	NA			0	0	0			
Neighborly Senior	NA	NA	NA			0	0	0	\$0		
Neighbor Addt'l	NA	NA	NA			207	38	- 245	\$0		\$0
Neighborly Total				\$0				311	\$24,540		\$24,540
							-				
Non-Resident											
Non Resident Family	8	5	13	\$6,505		. 1	0	1	\$540	-92%	-\$5,965
Non Resident Family Secondary	26	4	30	\$0		3	0	3	\$0		\$0
Non Resident Individual	3	2	5	\$1,065		0	1	1	\$285	-73%	-\$780
Non Resident Senior	1	6	7	\$1,085		1	8	9	\$1,550	43%	\$465
Non Resident Nanny	NA	NA		*** ***		14	0	14	\$1,260	FOO	05.000
Non-resident Total	28	17	55	\$8,655				28	\$3,635	-58%	-\$5,020
10-Visit	278	74	352	\$24,220		210	64	274	\$21,210	-12%	-\$3,010
TOTAL			2260	\$161,696				2193	\$162,265	0%	\$569

Daily Fees

Daily fee revenue for the same period of the prior year decreased .5% (\$29). Sales for May and June were down 37% (\$7,187) over the prior year due to frequent rain events and cold weather. To date, daily fee revenue for July and August increased 29% (\$7,158) over the prior year. Staff is hopeful the last two weekends of the season will be warm resulting in increased daily sales.

Day camps that utilize the pool have been billed for their usage; this will result in additional revenue that will post to daily fees.



	Daily	Fee Re	venue	
	2014	2015	Change over prior	% Over Prior Year
May	\$3,852	\$935	-\$2,917	-76%
June	\$15,229	\$10,959	-\$4,270	-28%
July	\$13,956	\$18,970	\$5,014	36%
August	\$10,318	\$12,462	\$2,144	21%
Sept	\$608		-\$608	-100%
Total	\$43,963	\$43,326	-\$637	-1%

Staffing

This year the staffing model has been modified to ensure that personnel costs will be within the approved budget. Managers have been directed to reduce staff on duty when bather loads are low as well to close portions of the facility. Staff wages are tracking 19% below the prior year.

		2014/15		2015/2016			
Check Date		Personnel Wages	Hours	Personnel Wages	Hours	Change over Prior Year	% of Change over Prior
May	.			I.			
-	31-May	\$2,188	176.75	\$1,390	130	-\$798	-36%
June							
	6-Jun	\$11,299	1,056.25	\$5,682	472	-\$5,617	-50%
	20-Jun	\$29,765	2,935.75	\$17,022	1,497	-\$12,743	-43%
July							
	3-Jul	\$33,567	3,389.25	\$23,754	2,217	-\$9,813	-29%
	18-Jul	\$29,765	2,935.75	\$23,453	2,131	-\$6,312	-21%
	31-Jul	\$31,911	3,098.00	\$25,410	2,497	-\$6,501	-20%
August							
	15-Aug	\$25,630	2,687.75	\$24,345	2,469	-1284.21	-5%
	28-Aug	\$11,089	1,132.50	\$12,560	1,335	1471.45	
	Ī	\$164,124	17,412.00	\$133,617	12,748	-\$30,507	-19%

Community Survey

Over the past three years, the Village has seen a decline in pool memberships. In an effort to determine the reason for this decline, staff proposed to survey residents, focusing on non-pool users to find out their needs as it relates to swimming. In addition, it was determined that it would be beneficial to expand the survey to gain feedback regarding residents' overall recreational needs. The data collected through a survey will be used to help to refine current service offerings and determine long range plans for the Community Pool.



The Village will be working with Eastern Illinois University to administer the survey through its undergraduate Recreation Administration program for a cost of \$1,850. The survey will be conducted as part of the 2015 fall semester course work; preliminary data from the survey will be available in January of 2016. The students, with oversight, will administer the survey which will include staff and stakeholder interviews, survey development, data collection, analysis, and results. Staff and the Parks & Recreation Commission will work with the students to develop and review the survey questions. Below is a tentative timeline for the project.

The first phase of the project will include stakeholder interviews which are anticipated to take place from September 7th through 18th. A draft survey will be provided to the staff for review the week of October 5th.

Fall Brochure & Activities

The fall brochure was delivered to residents on August 3rd. Resident registration began August 10th and the majority of fall program will get underway the second week of September.

Staff is finalizing the plans for the annual Fall Festival that is scheduled for Saturday, October 24th; there has been a date change as the facility is not available for the original date of October 17th. The event will be held at the grounds of the Hinsdale Middle School (HMS). This is the fourth year the event will be held at HMS. The event will be outdoors, but if there is inclement weather the event will be held indoors at the school. This event is coordinated by the Village and is a partnership with the Hinsdale Library, Hinsdale Chamber of Commerce, and The Hinsdalean.

Staff is also in the early planning stages for its winter holiday events. The Holiday Express, formerly known as the Polar Express, is scheduled for Sunday, December 6th. Due to the popularity of the event and limited slots provided by Metra, a lottery system is utilized for registration of this event; the deadline to register for the lottery is November 11th. Registered participants take the train from Hinsdale to the Aurora station and participants enjoy a buffet, entertainment, crafts and visits with Santa at the Two Brothers Roundhouse banquet facility.

On Saturday, December 12th, families can enjoy Breakfast with Santa at Katherine Legge Memorial Lodge. The event includes a continental breakfast and a visit with Santa.

Website

Staff has been working to update the Village's new website including adding content, forms, photos and brochure content.



Inclusion

The Village is a member agency of the Gateway Special Recreation Association (GSRA). Per the Articles of Agreement of GSRA, the Village is required to reimburse a member agency for its direct program cost in accommodating the special needs of a Hinsdale resident that participates in their programs (i.e. inclusion staff, adaptive equipment, interpreter and the like).

This summer six Hinsdale children with special needs enrolled in summer activities at the Oak Brook and Burr Ridge Park District. Staff met with the families and the member agencies to assess their children's disabilities and it was necessary to hire three one-on-one inclusion aides to assist the individuals at Oak Brook and one aide for Burr Ridge. This is the first time that the Village will have to reimburse a Gateway member agency for inclusion costs, funds were not budgeted for this expense. The cost of the reimbursement is \$6,018.

Costs for Summer Inclusion Aides	
Hinsdale Resident Inclusion Aides	\$1,128
Burr Ridge Reimbursement	\$ 120
Oak Brook Park District Reimbursement	<u>\$5,898</u>
	\$7,146
Less Reimbursement from Burr Ridge	<u>(\$ 440)</u>
Total Cost	\$6,706

This summer the Village had two Hinsdale residents that required inclusion aides to participate in programs. This is the first time in eight years that the Village has provided inclusion aides. The total cost for the inclusion aide staff for Village programs is \$1,128.

In addition, a Burr Ridge Park District Resident, whom also required an inclusion aide enrolled in two Village programs. Burr Ridge has been billed \$440 to reimburse the Village for the inclusion staff costs.

The FY 15/16 budget includes \$75,000 for the annual Gateway Special Recreation Services contribution. Hinsdale's annual contribution to Gateway for the 2015/16 fiscal year is \$71,513. The savings of the Gateway contract will not cover the unbudgeted expense but will \$3,219 overage for inclusion services. Staff will continue to evaluate inclusion needs. If there continues to be a need for services staff will recommend that the annual levy is modified to include cost to provide inclusion services.



Field/Park Updates

Burns Field Tennis Court Project

The capital improvement plan includes \$165,000 to make improvements to the Burns Field Tennis courts. High School District 86 has authorized a contribution of \$50,000 towards the project. Design Perspectives was retained by the Village to draft the bid specifications and to manage the Burns Field tennis court improvement project. At the July 30th Village Board meeting, a contract was awarded to Allstar Asphalt in the amount of \$167,681 to complete the project.

The pre-construction meeting was held on August 26th. The contractor started the project on August 31st. The scope of work includes the replacement of the court surface, new fence material, new nets and posts and painting of the existing fence posts. Once the asphalt is laid, the courts must cure for at least 14 days before the color coating can be completed. It is estimated that the project will be completed by mid-October. Staff has shared the timeline with District 86 so that they can plan accordingly for their tennis program.

Athletic Fields

Staff has been coordinating fall field use with community athletic organizations. Usage includes soccer, football, tennis, cross country and lacrosse activities. Public Service's personnel have begun laying out the athletic fields and will stripe them weekly through the first week in November.

Hinsdale Central and Hinsdale Middle School will be hosting cross country meets at KLM Park. The cross country course follows the perimeter fence of KLM Park which has runners crossing the access roads. The schools are required to hire Hinsdale police officers to monitor the traffic at County Line Road and the access roads. During meets it is difficult for park users, including Lodge guests and staff from the Humane Society, to access the park. Staff communicates the meet schedule park users to ensure activities are not disrupted.

Falcon Football is utilizing space at Oak School and Peirce Park for practices and games that will be held at Brook Park. Given the high attendance previously experienced for Falcon Football games, a letter was sent to residents that reside near Brook Park to inform them of the park schedule. AYSO Soccer will practice and play games at a variety of Village fields. Veeck will be utilized for competitive soccer programs. Lacrosse programs will utilize KLM Park.

Special Use Permits

Requests to use Village parks for large events require a special permit which includes a fee of \$250. Below is a summary of September request that have been approved.

User Group	Event	Location	Date	Time
Falcon Football	Falcon	Robbins Park	Sat. September 19	4:00-11:00 pm
	Fest	w/use of the Community House	, i	

Memo

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

From: Gina Hassett, Director of Parks & Recreation

1

Date: September 4, 2015

RE: July FY 2015/16 Parks & Recreation Financial Report

Attached are the preliminary Parks and Recreation Department financial results for July 2015; this is the third month of the FY 2015-16 budget year.

PARKS

Revenue for field and picnic shelter rentals increased 22% (\$4,643) over the prior year. Field rental revenue increased 28% (\$17,209) for the same period of the prior year. The variance is due to timing because in the prior year revenues for fall field rentals posted later in the year. Picnic shelter rental revenue increased 11% (\$880) due to increase in usage.

Park operating expenses are up .5% (\$103) over the prior year. Personnel services are up 54% (35,414) over the prior year due to salary increases, reallocation of staffing and seasonal staff wages. In the prior fiscal year there was a staff vacancy resulting in budget variance for personnel expenses. Contractual expenses are down 49% (\$75,669) over the prior year due in part to the timing of invoices posting and the reallocation of mowing services. The cost of \$22,602 to mow Village right of ways has been reallocated from the Park to the Public Services budget. Staff continues to closely monitor the mowing expenses.

The capital budget includes \$231,000 for park improvements. The break down includes \$50,000 for improvements at the former Arts Center, \$165,000 for the reconstruction of the Burns Field Tennis courts and \$16,000 for the Veeck Park walking path. The Burns Field project is moving forward. On July 31st the Village Board awarded a contract in the amount of \$167,681 to Allstar Asphalt. With construction oversight, the total project cost is \$170,481 will result in the project being over budget by \$5,481. High School District 86 has contributed \$50,000 towards the project, which will reduce the budget variance resulting in a cost of \$120,481 to the Village. During the review of the five year capital improvement plan, the Village Board recommended that staff defer the Veeck walking path until FY 2017-18.

PROGRAMS

Through the month of July, program revenue decreased \$27% (39,731) over the prior year. Athletic program revenue decreased 29% (\$22,339) over the prior year; this is a result of decreased registration in the tennis lesson and sports camp programs. Staff is

evaluating the programs; however inconsistent weather seems to a contributing factor to the drop in enrollment. Early childhood programming registration revenue is down 22% (\$6,663) over the prior year. This is the result in discontinued the programming with the Kaleidoscope. Staff continues to increase programming opportunities for early childhood through cooperative programming with Clarendon Hills and Burr Ridge Park District. Fitness revenue decreased 30% (\$5,153) over the prior year due to decline in the summer karate program. All of the above programs are contractual; revenues and expenses are directly related to offsetting contractual expenses.

Recreation expenses are down 18% (34,876) over the same period of the prior year. Contractual expenses, which includes the payment for program services decreased 24% (\$29,197) due to decreased enrollment.

Katherine Legge Memorial Lodge

Rental revenue through July is \$79,510 which is an increase of 43% (\$22,140) over the same period of the prior year. Rental revenue for the month of July is \$27,478, which is an increase of 53% (\$14,566) over the prior year. In July, there were fifteen events held at the Lodge, which is increase of four events over the prior year. Revenue for caterer license fees is increased 15% (\$1,766) for the same period of the prior year.

Expenses are trending over 15% (\$7,267) lower than the prior year. Personnel expenses increased 32% (\$5,801) which is a result of increased personnel costs to cover the increased events.

Community Pool

Pool revenue through July increased 6% (\$15,386) over the same period in the prior year. A decline of resident pass sales of 16% (\$21,687) accounts for the majority of the decline. Non-Resident pass sales, which includes the Neighborly pass revenue, is up 452% (\$22,582) over the prior year. Daily fee revenue has decreased 2% (\$718) over the prior year, likely due to inclement weather. Resident swim lesson decreased 22% (\$5,537) over the prior year. Miscellaneous pool revenue increased 386% (\$20,517) over the same period of the prior year; this is a result in billing being done earlier than the prior year. 10 Visit pass revenue decreased 13% (\$3,094) for the same period of the prior year. Pool revenues have been affected by the unseasonable and wet weather that occurred in May and June.

Pool operating expenses decreased 5% (\$9,375) over the prior year. Personnel expenses decreased 2% (\$2,062) over the prior year; there was one additional payroll in July of this year. The personnel costs through August are down 19% (\$30,507) over the prior year. Repairs and maintenance expenses are 12% over budget due to unbudgeted repairs to the lap pool plumbing and pump motors that were done prior to opening this spring.

Parks Recreation Revenue/Expense Summary July FY 2015-16 Preliminary Numbers

DEPT. 3101	FY 15-16	FY 15-16	FY 15-16	FY 14-15	FY 14-15	VARIANCE OVER	% of
ADMIN. AND SUPPORT	Budget	TO DATE	% of Budget	BUDGET	TO DATE	PRIOR YEAR	Change
Expenses							
Personnel Services	229,647	52,641	23%	208,980	42,428	10,213	24%
Professional Services	. 0	. 0	0%	0	0	0	0%
Contractual Services	0	204	0%	0	0	204	0%
Other Services	7,550	1,084	14%	8,000	2,109	-1,025	-49%
Materials & Supplies	2,200	798	36%	2,600	1,211	-413	-34%
Repairs & Maintenance	150	868	579%	150	610	259	42%
Other Expenses	4,230	36	1%	3,880	2,030	-1,994	-98%
Risk Management	30,980	0	0%	32,830	0	0	0%
Total-Operating Expenses	274,757	55,631	20%	256,440	48,388	7,243	15%
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DEPT. 3301						VARIANCE	
	FY 15-16	FY 15-16	FY 15-16	FY 14-15	FY 14-15	OVER	% of
PARKS MAINTENANCE	Budget	TO DATE	% of Budget	BUDGET	TO DATE	PRIOR YEAR	Change
Revenues							
Field Fees	38,000	17,209	45%	38,000	13,446	3,763	28%
Picnic Fees	10,500	8,820	84%	10,500	7,940	880	11%
Total Revenues	48,500	26,029	54%	48,500	21,386	4,643	22%
Expenses					,		
Personnel Services	376,456	100,838	27%	364, 4 99	65,425	35,414	54%
Contractual Services	131,376	38,836	30%	125,000	75,669	-36,833	-49%
Other Services	1,850	83	4%	2,100	395	-312	-79%
Materials & Supplies	48,300	13,726	28%	58,450	10,751	2,975	28%
Repairs & Maintenance	53,500	11,873	22%	49,000	13,009	-1,135	-9%
Other Expenses	2,495	. 0	0%	1,000	6	-6	-100%
Total-Operating Expenses	613,977	165,357	27%	600,049	165,254	103	0%
Capital Outlay							Division
Motor Vehicles	0	0	0%	81,000	0	0	0%
Park/Playground	0	0	0%	150,000	3,974	-3,974	-100%
Lands/Grounds	181,000	2,100	1%	112,000	16,393	-14,293	-87%
	50,000	2,100	0%	50,000	0,595	-1-7,293	-07,70
Buildings Total Capital Outlay		2,100	1%	393,000	20,367	-18,267	-90%
Total Expenses	231,000 844,977	167,457	20%	993,049	185,621	-18,164	- 90% -10%
Total Expenses	044,311	107,457	20 /6	993,049	103,021	-10,104	-1076
DEPT.3420						VARIANCE	
*	FY 15-16	FY 15-16	FY 15-16	FY 14-15	FY 14-15	OVER	% of
RECREATION SERVICES	Budget	TO DATE	% of Budget	BUDGET	TO DATE	PRIOR YEAR	Change
Revenues						11	
Registration & Memberships	308,000	105,142	34%	308,000	144,874	-39,731	-27%
Misc. Income	2,000	0	0%	6,000	5,795	-5,795	-100%
Total Revenues	310,000	105,142	34%	314,000	150,669	-45,526	-30%
Total Expenses							1.275
Personnel Services	94,721	40,515	43%	93,841	32,911	7,604	23%
Contractual Services	266,419	94,988	36%	259,530	124,185	-29,197	-24%
Other Services	59,650	16,506	28%	60,750	16,056	450	3%
Materials & Supplies	11,680	3,149	27%	13,200	3,496	-346	-10%
Other Expenses	8,220	2,266	28%	8,370	2,724	-458	-17%
Repairs & maintenance	17,000	4,867	29%	17,000	0	4,867	0%
Capital Outlay	0	0	0%	20,000	17,795	-17,795	-100%
Total Expenses	457,690	162,292	35%	472,691	197,167	-34,876	-18%
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Parks Recreation Revenue/Expense Summary July FY 2015-16

DEDT A DV DED ADTMENT			July	VARIANCE				
DEPT.34-BY DEPARTMENT		FY 15-16	EV 15 18 Prelin	ninary Numbers FY 15-16	FY 14-15	FY 14-15	OVER	% of
RECREAT	ION SERVICES	Budget	TO DATE	% of Budget	BUDGET	TO DATE	PRIOR YEAR	Change
	eral Interest							
Revenues	na moroco	20,000	6,501	33%	20,000	8,701	-2,200	34%
Evnances								
Expenses	Personnel Services	0	0	0%	0	0	0	0%
	Contractual Services	10.000	3,320	33%	16,500	5,343	-2,023	-38%
	Other Services	10,000	3,320	0%	0,500	0,040	0	0%
		0	0	0%	. 0	0	0	0%
_	Materials & Supplies	0	0	0%	0	0	0	0%
· K	Repairs & Maintenance	0	0	0%	0	0	0	0%
	Other Expenses Total Expenses	10,000	3,320	33%	16,500	5,343	-2,023	-38%
0400 44515	-	,	.,		•	·	•	
3422 Athle Revenues	etics	130,000	54,139	42%	130,000	76,478	-22,339	-29%
Expenses		10,0,000	2.,		, , , , , ,	·	ŕ	
Lybeliaea	Personnel Services	1,615	0	0%	2,515	288	-288	-100%
	Contractual Services	95,000	19,770	21%	82,000	41.377	-21,607	-52%
	Other Services	1,300	0	0%	0_,556	0	0	0%
	Materials & Supplies	0	575	0%	1,500	578	-4	-1%
	Other Expenses	Ö	0	0%	0	0	0	0%
	Total Expenses	97,915	20,344	21%	86,015	42,243	-21,899	-52%
3423 Cultu	ıral Arts							
Revenues		7,000	2,844	41%	7,000	5,986	-3,142	-52%
Expenses								
	Personnel Services	4,306	297	7%	4,306	215	82	38%
	Contractual Services	2,500	400	16%	0	2,650	-2,250	-85%
	Other Services	·	. 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	6,806	697	10%	4,306	2,865	-2,168	-76%
3424 Early	Childhood							
Revenues		47,000	23,803	51%	47,000	30,466	-6,663	-22%
Expenses							٠.	11.1.
•	Personnel Services	15,609	16,722	107%	15,609	12,790	3,933	31%
	Contractual Services	14,000	1,937	14%	21,000	1,550	387	25%
	Other Services	0	0	0%	0	0	0	0%
		4.050	4 4 4 6	85%	1,150	1,043	103	10%
	Materials & Supplies	1,350	1,146	00%	1,100	1,0-10	100	.070
	Materials & Supplies Other Expenses	1,350 0	0	0%	0	50 15,432	-50	-100%

Parks Recreation Revenue/Expense Summary July FY 2015-16

July FY 2015-16 VARIANCE								
DEPT.3420-BY DEPARTMENT	FY 15-16	EV 15-1 Prelin	ninary Numbers	FY 14-15	FY 14-15	OVER	% of	
RECREATION SERVICES	Budget	TO DATE	% of Budget	BUDGET	TO DATE	PRIOR YEAR	Change	
3425 Fitness	Daaget	TODATE	70 Of Daaget			THORTEAR	Onungo	
Revenues	33,000	12,250	37%	33,000	17,403	-5,153	-30%	
	00,000	12,200	01 70	00,000	11,100	0,100	0070	
Expenses			201	•	•	•	201	
Personnel Services	0	0	0%	0	0	0	0%	
Contractual Services	16,000	3,159	20%	11,000	3,223	-64	-2%	
Other Services	0	. 0	0%	0	0	0	0%	
Materials & Supplies	0	0	0%	0	0	0	0%	
Other Expenses Total Expenses	0 16,000	0 3,159	0% 20%	0 11,000	0 3,223	0 -64	0% -2%	
•	10,000	3,139	20 /6	11,000	0,220		-2 /0	
3426 Platform Tennis						VARIANCE		
	FY 15-16	FY 15-16	FY 15-16	FY 14-15	FY 14-15	OVER	% of	
Revenues	Budget	TO DATE	% of Budget	BUDGET	TO DATE	PRIOR YEAR	Change	
Memberships/Lessons	50,000	100	0%	50,000	40	60	150%	
Grant funding	0	0	0%	0	0	0	0%	
Lifetime and donations	0	0	0%_	0	0	0	0%	
Evmono.	50,000	100	0%	50,000	40	60	150%	
Expenses Personnel Services	0	0	0%	0	0	0	0%	
Contractual Services	9,919	2,072	21%	8,480	3,185	-1,112	-35%	
Other Services	3,500	436	12%	3,500	53	383	721%	
Materials & Supplies	950	0	0%	100	0	0	0%	
Repairs and Maintenance	15,000	4,867	32%	15,500	Ö	4,867	0%	
Other Expenses	50	50	100%	50	Ö	50	0%	
Total Operating Expenses	29,419	7,425	25%	27,630	3,238	4,188	129%	
	,	.,			-,		22.5556	
Capital Outlay								
Courts project	0	0	0%	0	0	. 0	ି0%	
Resurfacing/skirting	0	0	0%	20,000	17,795	-17,795	-100%	
Total Capital Outlay	0	. 0	0%	20,000	17,795	-17,795	-100%	
Total Expenses	29,419	7,425	0%	47,630	21,033	-13,607	-65%	
			·	*			5.1	
3427 Special Events	04 000	F F0F	000/	24 222	5 000	20.5	- 0/	
Revenues	21,000	5,505	26%	21,000	5,800	-295	-5%	
Expenses						•	Kin eng	
Personnel Services	2,153	3,129	145%	2,153	3,776	-647	-17%	
Contractual Services	30,000	15,612	52%	30,000	17,021	-1,409	-8%	
Other Services	1,250	1,396	112%	2,000	682	714	105%	
Materials & Supplies	6,350	764	12%	7,450	1,291	-527	-41%	
Repairs & Maintenance	0		0%	0	245	-245	-100%	
Total Expenses	39,753	20,902	0%	41,603	23,015	-2,113	-9%	
3428 General Rec Administration Expenses	ı							
Personnel Services	71,038	20,366	29%	69,258	15,842	4,524	29%	
Contractual Services	89,000	48,718	55%	90,550	49,837	-1,119	-2%	
Other Services	53,600	14,674	27%	55,250	15,321	-648	-4%	
Materials & Supplies	3,030	665	22%	3,000	584	80	14%	
Repairs and Maintenance Other Expenses	2,000 8,170	0 2,216	0% 27%	1,500 8,320	0 2,429	0 -214	0% -9%	
Total Expenses	226,838	86,638	38%	227,878	84,013	2,625	3%	
·	•							
Capital Outlay Total Expenses	226,838	86,638	0% 38%	0 227,878	84,013	0 2,625	<u>0%</u> 3%	
Total Expenses	220,030	00,030	J0 /0	££1,010	04,013	2,023	3%	

Parks Recreation Revenue/Expense Summary July FY 2015-16 Preliminary Numbers

DEPT. 3724	FY 15-16	FY 15-16	FY 15-16	FY 14-15	FY 14-15	VARIANCE OVER	% of
KLM LODGE	Budget	TO DATE	% of Budget	BUDGET	TO DATE	PRIOR YEAR	Change
Revenues						•	
KLM Lodge Revenue	160,000	66,244	41%	160,000	44,104	22,140	50%
Caterer's Licenses	15,000	13,266	88%	16,800	11,500	1,766	15%
Total Revenues	175,000	79,510	45%	176,800	55,604	23,906	43%
Expenses							
Personnel Services	65,200	23,838	37%	63,111	18,037	5,801	32%
Contractual Services	26,300	4,210	16%	26,500	7,211	-3,001	-42%
Other Services	46,900	11,065	24%	49,900	13,373	-2,308	-17%
Materials & Supplies	9,400	1,713	18%	10,700	4,305	-2,592	-60%
Repairs & Maintenance	9,250	721	8%	8,500	700	21	3%
Other Expenses	650	265	41%	800	276	-11	-4%
Total-Operating Expenses	157,700	41,811	27%	159,511	43,902	-2,091	-5%
Capital Outlay	42,000	0	0%	15,000	5,176	-5,176	-100%
Total Expenses	199,700	41,811	21%	174,511	49,078	-7,267	-15%
DEPT. 3951						VARIANCE	
	FY 15-16	FY 15-16	FY 15-16	FY 14-15 BUDGET	FY 14-15 TO DATE	OVER PRIOR YEAR	% of
SWIMMING POOL	Budget	TO DATE	% of Budget	BUDGET	IODATE	PRIOR TEAR	Change
Revenues		440.040	740/	400.000	404.000	04 607	460/
Pool Resident Pass	160,000	113,012	71%	160,000	134,698	-21,687	-16%
Non-Resident Pass	12,000	27,575	230%	12,000	4,993	22,582	452%
Pool Daily Fee	65,000	31,469	48%	65,000	32,187	-718	-2%
Pool Lockers	0	0	0%	100	4 000	0	0%
Pool Concession	8,000	4,100	51%	8,000	4,000	100	3%
Class-Registration -Resident	26,500	19,630	74%	26,500	25,167	-5,537	-22%
Class-Registration Non-Resident	5,200	6,339	122%	5,200	3,849	2,490	65%
Private Lessons	8,000	8,740	109%	8,000	7,465	1,275	17%
Misc. Revenue (Rentals)	26,000	25,827	99%	26,000	5,310	20,517	386%
Town Team	24,500	13,570	55%	24,500	14,114	-544	
10-Visit Pass	22,000	20,049	91%	22,000	23,143	-3,094	-13%
Total Revenues	357,200	270,311	76%	357,300	254,925	15,386	6%
Expenses							1770
Personnel Services	166,858	104,079	0%	161,475	106,141	-2,062	-2%
Contractual Services	22,750	16,114	71%	32,475	15,350	764	5%
Other Services	36,500	12,494	34%	37,000	18,980	-6,486	-34%
Materials & Supplies	30,950	14,374	46%	31,300	21,873	-7,499	-34%
Repairs & Maintenance	37,000	41,565	112%	22,000	16,832	24,732	147%
Other Expenses	6,700	2,294	34%	6,700	2,369	-75	-3%
Risk Management	0	. 0	0%	00	0	0	0%
Total-Operating Expenses	300,758	190,920	63%	290,950	181,545	9,375	5%
Capital Outlay	14,000	6,524	47%	12,000	14,078	-7,554	-54%
Total Expenses	314,758	197,444	63%	302,950	195,623	1,821	1%
•							3177
						VARIANCE	1,519,61
3	FY 15-16	FY 15-16	FY 15-16	FY 14-15	FY 14-15	OVER	% of
	Budget	TO DATE	% of Budget	BUDGET	TO DATE	PRIOR YEAR	Change
Capital Expenses	287,000	8,624	3%	440,000	57,416	(48,792)	-85%
Operating Expenses	1,804,882	616,010	34%	1,759,641	618,462	(2,451)	0%
Total Evnances	2,091,882	624,634	30%	2,199,641	675,878	-51,243	-8%
Total Expenses			54%	896,600	476,788	4,204	1%
Total Revenues	890,700	480,992	12%			55,447	-28%
Revenue Offset Difference	(1,201,182)	(143,642)	12%	(1,303,041)	(199,089)	55,447	-20%



September 4, 2015

To:

Chairman Banke and Members of the Parks & Recreation Commission

From:

Gina Hassett, Director of Parks & Recreation

RE:

Donation Policy

At the July Parks & Recreation Commission a discussion was held regarding the consideration of developing a policy to manage donations. The policy would include but not be limited to the review of park accessories and pieces of public art. The policy would address issues related to donations including potential liability, maintenance, removal, precedent, and donation versus "loan".

Sample policies from other agencies were provided to the Commissioners for review. Based on the feedback from the Commissioners, staff generated a policy that is attached for their further review.

Park and Recreation Outdoor Facilities Memorial and Donation Policy

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, public art, monuments (by exception only), drinking fountains, flags, and other types of park accessories. This policy does not apply to buildings or land. The Village desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community. Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on Village owned property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration and long term care of all donations made after the adoption of this policy.

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly. Nothing shall be hung or tied to trees. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping shall not be done around site furniture. Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclist or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time as they can weather, and become unattractive and detract from the image of the community.

STANDARDS FOR NEW DONATIONS

Definitions of New Donations: New donations are those made after the adoption of this policy.

Acquisition or Purchase: The Village and the community have an interest in ensuring that park elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The Village staff will be responsible for the purchase and installation of all park elements.

Appearance and Aesthetics: The Village and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgments should reflect the character of the park or facility. All park elements will be

Park and Recreation Outdoor Facilities Memorial and Donation Policy

installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become Village property. Accordingly, the Village has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

Cost: The Village has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. A separate fee schedule will be maintained in which the Village detail costs for donations, installation and maintenance. The Village also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Village park facilities. Consequently the Village will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

PROCEDURE FOR MAKING A DONATION

The Village's Recreation Department office will manage all donations located on Village park property, with the assistance of the Parks Maintenance Operation staff.

Application: The donor must contact the Recreation office to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail or in-person at the Recreation and Parks Department office. Completed applications and payment will be made to the Recreation Department office for review and processing.

CRITERIA FOR ACCEPTANCE

Park Plan: To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the Village may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the Village, a facility may be determined to be fully developed and the opportunity for donations-would not be available.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgments, as approved by the Village and memorial plaques are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the Village. Donation acknowledgements/memorial plaques will be a

Park and Recreation Outdoor Facilities Memorial and Donation Policy

maximum 5 x 7 or 2 x 18 (pending application) inches in size, utilize "Times New Roman" lettering and numbers, have a leatherette background, be of light brown type "A" color (subject to change, due to availability) and manufactured by a Village approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, Village staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgments shall be tasteful, and subtle. To prevent obscene or potentially offensive text from being displayed on Village property, the Village must approve all text for donation acknowledgements/memorial plaques.

In park bench applications the donation acknowledgment will be routered into the seat back of the bench. In picnic table applications the donation acknowledgment will be inserted into the concrete pad installed under the picnic table. Multiple donors (up to 6 per table) will be allowed. In tree installation applications the donation acknowledgment will be installed in a flush mounted concrete pad.

Notification: This criteria is a requirement for both existing (at the expiration of its life-cycle period) and new donations. It shall be the responsibility of the donor to provide the Recreation Department with a current address for purposes of notification regarding their donation. For the purposes of notification the Village will send a certified letter to the donor, notifying the donor of changes related to the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

PARK BENCHES, BICYCLE RACKS, PICNIC TABLES, AND DRINKING FOUNTAINS

Park benches, bicycle racks, picnic tables, drinking fountains, and playground components may be sited in locations approved by the Recreation Department in accordance with an available site plan. Items donated must be of a product approved by the Recreation Department, and these items become Village property at time of purchase.

TREES

Landscaping and plant selection for park facilities is critical to sustaining the environment in Hinsdale. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the Village's Tribute Tree program.

MONUMENTS

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any Village Park facility.

FLAGS

Flags may be sited in locations approved by the Recreation Department in accordance with an available site plan. Flags deteriorate quickly when exposed to the elements and the size of a flag is determined by the type, size and configuration of the pole on which it is to be mounted. Consequently, donated flags must of a size and quality suitable for the site and the environment in which it is to be located. Flags may be subject to replacement, paid for by the donor at the time when Village park personnel determine replacement is needed.

Park and Recreation Outdoor Facilities Memorial and Donation Policy

INTERPRETIVE SIGNS

Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

OTHER DONATIONS

There may be other donations possible, other than those expressly listed or contained within this policy. The Village may accept those donations subject to a review by the Recreation Department. The Village may, at their discretion, bring any donation proposal to the Parks, Recreation and Beautification Commission for review and approval.

BUILDINGS, STRUCTURES, AND PUBLIC ART

Donated buildings, structures (including playgrounds) and public art are subject to full review and approval of the Parks, Recreation Commission and the Village Board and are subject to this policy.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed by Village personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance staff so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The Village reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedure in this policy, the Village will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a donation must be permanently removed, the Village will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location.

VILLAGE OF HINSDALE Park and Recreation Outdoor Facilities Memorial and Donation Policy

MAINTENANCE AND REPAIR

The long term care and maintenance of donated park elements is important to both the donor and the Village.

Life Cycle Care Fund: The establishment of the Life Cycle Care Fund ensures that the Village will care for the donation for the estimated life of the donation, or until such time the Village determines that the memorial donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance sufficient based upon the expected life cycle for a donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

Accordingly, the Village will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. The Village reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the Village has not been able to contact the original donor.

It is in the Village's interest to exclude certain donations from this policy. Donations with short life spans are to be replaced and paid for by the donor at the time when the Recreation Department determines replacement is needed. This policy shall not apply to land or building donations.

VILLAGE OF HINSDALE **Park and Recreation Outdoor Facilities**

Memorial and Donation Policy

VILLAGE OF HINSDALE

Parks & Recreation Department 19 E. Chicago Avenue, Hinsdale, IL 60521

Phone: 630-789-7090 Fax: 630-789-7016 PARKS AND RECREATION OUTDOOR F APPLICATION	ACILITIES MEMORIAL	AND DONATION
Name of Donor:		
Address of Donor:		
		,
Phone Number: Work: Home: Fax:		
Email:		
Description of Donation:		
Location of Donation:		
]
Wording on Memorial Acknowledgement:		
Donation Cost Calculations		
Element Type:		
Cost of element (1)	\$	
Life Cycle Term	Years (x)	
Annual Life Cycle Cost	\$ (=)	
Life Cycle Cost	\$	
Total Cost of Donated Element	\$ (2)	
ncludes purchase, tax, shipping and installation.	the time of the emplication	with the verse is dev
*A 50% deposit of the total cost must be paid at	the time of the application,	with the remainder of
rior to installation.		
have read the Memorial and Donations Policy		
Requested by:		Date:
Reviewed by:		Date:
Parks and Recreation Department Approval:		D 1
By:		Date:



August 28, 2015

TO:

Parks & Recreation Commission

FROM:

Gina Hassett, Director of Parks & Recreation

REF:

Update of 2011 KLM Platform Tennis Court project debt

There are six platform tennis courts at Katherine Legge Memorial Park. The construction of the original four courts and clubhouse was completed in 2003. In 2011, the Hinsdale Platform Tennis Association (HPTA) petitioned the Village Board to construct two additional courts at KLM Park. The Board authorized the construction of the courts with the understanding that HPTA would work to sell Lifetime platform memberships that would cover the construction costs of \$146,000 of the two courts.

Due to required site grading and electrical upgrades, the cost of the two courts increased to \$174,141. Through donations and the sale of Lifetime memberships, HPTA raised \$140,050 to fund the project. The Village Board agreed that HPTA could continue to sell Lifetime memberships until the balance of the project debt of \$34,091 was paid. In addition, the Village Board agreed that at the end of every fiscal year, the net revenue surplus generated from the platform program would be applied to pay down the project balance.

As of April of 2015 the outstanding court debt was \$729. In FY 14/15, there was \$20,000 of capital improvements and additional costs to upgrade the court heaters which resulted in a program deficit of \$578. There was no revenue surplus to apply to the unpaid court debt.

Budget estimates for the FY 15/16 forecast that the program will generate a revenue surplus of \$20,581 which will cover the outstanding court debt of \$729. Staff will provide an update at the end of the fiscal year.

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15/16 Budget
REVENUE						
Memberships	41,863	29,032	34,312	45,202	49,557	43,000
Lessons	16,519	5,978	5,870	7,358	6,843	7,000
Revenue	58,382	35,010	40,182	52,560	56,400	. 50,000
Lifetime Memberships	0	140,050	7,315	0	0	0
Grant Funding	0	0	0	39,858	0	0
Total Revenue	58,382	175,060	47,497	92,418	56,400	50,000
Operating Expenses						
Personal Services	0	0	0	0	0	0
Contractual Services						
Buildings/Grounds	5,368	1,759	2,757	1,814	6,783	2,189
Custodial	4,615	5,475	6,375	7,275	7,000	7,250
Data Processing	420	480	480	480	480	480
Rec. Programs	11,705	0.	0	0	0	0
Utilities	4,198	5,959	7,747	5,326	1,237	3,500
Materials & Supplies	65	67	0	0	504	950
Repairs and Maintenance	1,937	3,227	22,926	20,048	23,129	15,000
Other Expenses	50	50	50	50	50	50
Total Operating Expenses	28,359	17,017	40,335	34,993	39,183	29,419
Operating Income (loss)	30,023	158,043	7,162	57,425	17,217	20,581
Capital Outlay	0	203,449	0	39,858	17,795	0
Net Income	30,023	-45,406	7,162	17,567	-578	20,581