



**WINNETKA PARK DISTRICT
COMMITTEE MEETINGS
THURSDAY, FEBRUARY 12, 2015
Community Room
540 Hibbard Road**

- 1. Committee of the Whole – 5:30 p.m.**
 - a. Strategic Plan - Discussion
 - b. GreenAssociates Proposal – Skokie Playfield Service Center
 - c. 2015 Budget

- 2. Administration Committee Meeting – 6:15 p.m.
(Larkin, Pierce, Kahnweiler)**
 - a. Executive Director Review & 2015 Work Plan

- 3. Revenue Facilities Committee – 6:30 p.m.
(Pierce, Harney, Thomas)**
 - a. Golf Course Update

- 4. Adjournment**

Persons with disabilities requiring reasonable accommodations to participate in this meeting should contact the Park District's ADA Compliance Coordinator, John Muno, at the Park District's Administrative Office, 540 Hibbard Road, Winnetka, IL Monday through Friday from 8:30 a.m. to 5:00 p.m. at least 48 hours prior to the meeting. Telephone number 847-501-2040; Fax number 847-501-5779. Requests for a qualified interpreter require five (5) working days advance notice.

Winnetka Park District

Board Summary

Date: February 6, 2015

To: Board of Commissioners

Subject: Green Associates – Proposal of Architectural and Engineering services for Skokie Playfield Service Center

From: Costa Kutulas, Superintendent of Parks

Through: Robert Smith, Executive Director

Summary:

Please find attached the proposal of architectural and engineering services for the Skokie Playfield Service Center phase 3 construction. This proposal outlines services to complete engineering, construction documents, bidding process, permitting, construction administration, and final closeout for the project. This project will complete the final phase of the special use permit for the Skokie Playfield Phase 2 construction which included the construction of restrooms that will be adjacent to the Skokie Playfield site. The estimated project cost is \$363,867.00 which includes a 9.5% (\$35,000.00) contract fee for Greens Associates services.

Recommendation:

Staff recommends that the Park Board approve the proposal from Green Associates for Architectural and Engineering services of the Skokie Playfield Service Center for the contract amount of \$35,000.00.

6 February 2015

Mr. Costa Kutulas
Superintendent of Parks
Winnetka Park District
1380 Willow Road
Winnetka, IL 60093

RE: Winnetka Park District
2015 Service Center Improvements
Project No. 0524-201461

Dear Mr. Kutulas:

Thank you for requesting a proposal to provide Architectural and Engineering Services for the Service Center Improvements project. I have summarized below my understanding of the scope of work, and the proposed services for the project.

1. 2015 Service Center Improvements

A. Service Center Building

1. Provide interior renovation to accomplish the work shown within the area of the Services Center as highlighted on Drawing A-121, dated 6 February 2015.

2. Estimated Cost of Construction

- A. Estimated General Construction Cost as indicated in Service Center Improvements 2015; Proposed Phasing and Estimated Project Costs, dated 21 January 2014:
- B. Phase 1 Estimated Cost: \$60,212.00
 1. Demolition, Sprinkler System Rough-In, Fire Alarm Panel, Mechanical Room
- C. Phase 2 Estimated Cost: \$63,230.00
 1. Two Small Toilet Rooms and Vestibule
- D. Phase 3 Estimated Cost: \$56,139.00
 1. Shower Room and Men's Toilet Room
- E. Phase 4 Estimated Cost: \$40,163.00
 1. Office
- F. Phase 5 Estimated Cost: \$52,047.00
 1. Lunch Room
 2. To be bid as an Alternate.
- G. Sub-Total: \$271,791.00
- H. Contingencies and Fees: \$92,076.00
- I. **Total Estimated Project Cost: \$363,867.00.**
- J. Phasing to be determined by Assessed Valuation of existing building and Village of Winnetka permitting requirements per the Flood Hazard regulations.
- K. Cost Estimate to be updated as the documents are developed, particularly with regard to the impact of phasing the construction in the dollar value allowed by Village permitting restrictions.

Enlightened Design
Practical Solutions

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Deerfield, Illinois 60015-4998
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facsimile 847-317-0899
www.greenassociates.com

George W. Reigle, AIA
Carole Donovan Pugh, AIA
Colin A. Marshall, AIA
Gerald L. Guy, PE
William H.R. Taylor, AIA
Lynn D. Gibbons



3. Scope of Services

- A. All architectural and engineering design services as outlined in the Owner – Architect Agreement, and to meet Park District goals and objectives, and applicable codes.
- B. Documents shall be issued as a General Construction bid package with phasing indicated to meet Village of Winnetka permitting requirements per the Winnetka Flood Hazard Regulation.
- C. Coordination of Bidding Phase, review of bids and recommendation of awards.
- D. Coordination of Building Permit reviews and submittals.
- E. Construction Administration Services as outlined in the Owner – Architect Agreement.
 - 1. Two (2) Site Observation visits per phase included in Basic Services for a total of ten (10) site observation visits. Additional observation visits as needed to be billed on an hourly basis, as approved by the Park District.

4. Services provided by Others

- A. Construction Material Testing.

5. Proposed Schedule:

- A. Authorization to Proceed from the Winnetka Park District: February 26, 2015
- B. Issue Preliminary Permit Set to Village for Review: March 20, 2015
- C. Issue Bidding Documents: April 20, 2015
- D. Bid Due Date: May 11, 2015
- E. Award of Contract: May 29, 2015

6. Fee Proposal

- A. Basic Services as outlined to be provided for the lump sum of \$35,000.00.
- B. Phase Billing as follows:
 - 1. Completion of Contract Documents: 50%.
 - 2. Bidding and Negotiation: 10%.
 - 3. Construction Administration: 40%.

7. Additional Services

- A. Other services as approved by the Park District, to be billed on an Hourly Basis, per the attached Schedule of Hourly Rates, dated 1 July 2012.

8. Reimbursables

- A. To be billed per the attached Schedule of Reimbursable Expenses, dated 1 March 2007.

9. Form of Agreement

- A. AIA Document B101 – 2007 – Standard Form of Agreement between Owner and Architect, as amended by the Park District and GreenAssociates, Inc.



Thank you again for the request of this proposal. Please let me know if you have any comments on the outlined scope of work or services. If you are in the agreement with the proposal, I will send to you copies of the AIA Document B101 for review and signature.

Sincerely,

A handwritten signature in black ink, appearing to read 'Colin Marshall'.

Colin A. Marshall, AIA
Project Manager

- Enc. Drawing A-121, dated 6 February 2014
Service Center Improvements 2015; Proposed Phasing and Estimated Project
Costs, dated 6 February 2014
Schedule of Reimbursable Expenses, dated 1 March 2007
Schedule of Hourly Rates, dated 1 July 2012.

**Winnetka Park District
MEMORANDUM**

To: Commissioners of the Park Board

From: Robert Smith, Executive Director

Re: Executive Director 2015 Work Plan

Date: January 20, 2015

Please find below the executive work plan initiatives for 2015. This plan primarily focuses on several carryover initiatives of 2014 which are currently underway in addition to new ones which the Park Board has expressed interest in over the past year. The initiatives are not listed in order of priority. However, should the Board like to assign priorities, I would suggest a three tier approach with Tier I as the highest priority and Tier III as the lowest. The initiatives are summarized below.

1. Phase II of Golf Enterprise recovery.
2. Hubbard Woods Park Master Plan Implementation and Grant Administration.
3. Lakefront Master Plan and Grant Administration.
4. Village Stormwater Utility Fee Appeal.
5. Strategic Plan 2015-2019.
6. Implementation of Comprehensive Marketing Plan 2015.
7. Bikeway Master Plan and Phase I Build Out of Green Bay Trail.
8. Staff Transition and Agency Environment.
9. Website Assessment and Improvement.
10. Phase II of the Skokie Playfield Service Center Renovation.
11. Miscellaneous.

Each initiative has an expected deliverable, in addition to identifying staff responsible for the initiative, elements of the initiative, anticipated timeline and any other considerations. I look forward to discussing this plan in detail and answering any questions you may have.

END



Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093



Golf Course 2014 Financial Review





Cash vs Accrual

CASH

- Revenue
- Operating Expenses
- (NOI) Net Operating Income
- How staff analyze, report & are accountable

• Accrual

- Revenue
- Operating Expenses
- Depreciation
- Capitals (major)
- How auditor and accountant report

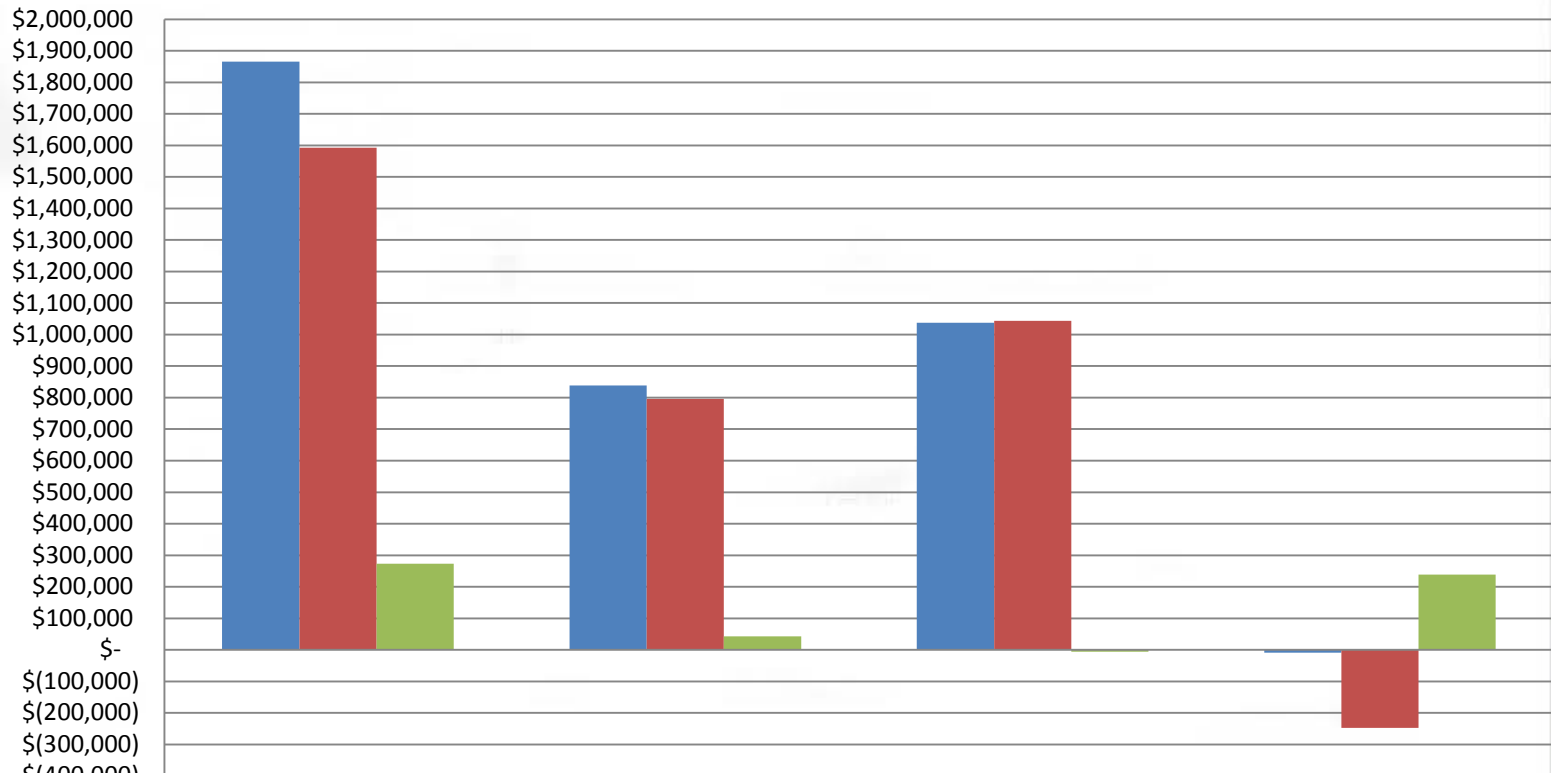


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2014 ACTUAL vs 2013 ACTUAL (CASH Basis) Revenue Less Expense = (NOI) Net Operating Income



	Revenue	Ex/CH	EX/Main	NOI
Actual 2014	\$1,866,101	\$838,085	\$1,037,361	\$(9,345)
Actual 2013	\$1,592,834	\$795,831	\$1,043,590	\$(247,759)
Difference	\$273,267	\$42,254	\$(6,229)	\$238,414



2014

\$\$ TURN-AROUND (Phase 1)

- (\$ 9,345) short of break-even compare to (\$250,000) -2013 and 4-yr average
*(Note: unique one-time variances)
- GREAT year for REVENUE (despite weather)
* \$ 16,500/organic life
- Decreased CH Operating EXPENSES...
* \$ 34,000+/- FM transition (one-time additional expense)
- Made up a \$ 238,000 DIFFERENCE in NOI
- Result = Minimal operating Subsidy from General Fund



Winnetka Park District

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- REVENUE= \$ 273,267 (Difference)
- Range added \$ 113,000
- Season Passes \$ 50,000
- Par- 3 \$ 15,000
- Lessons \$ 47,000
- Food/Beverage \$ 30,500
- (including Organic Life)
- PDRMA = \$ 37,500+/- Storm claim (wash w/ expenses)
- EXPENSES = (\$36,000) decrease in operating
- Salaries = (\$ 39,000) FM & Teaching Pro restructure (despite added FM transition costs- of est. \$ 34K)
- Services = + \$67,000 Private Pro Lessons & PDRMA loss claim
- Partial cart payment \$ 13,471
- Maintenance costs consistent

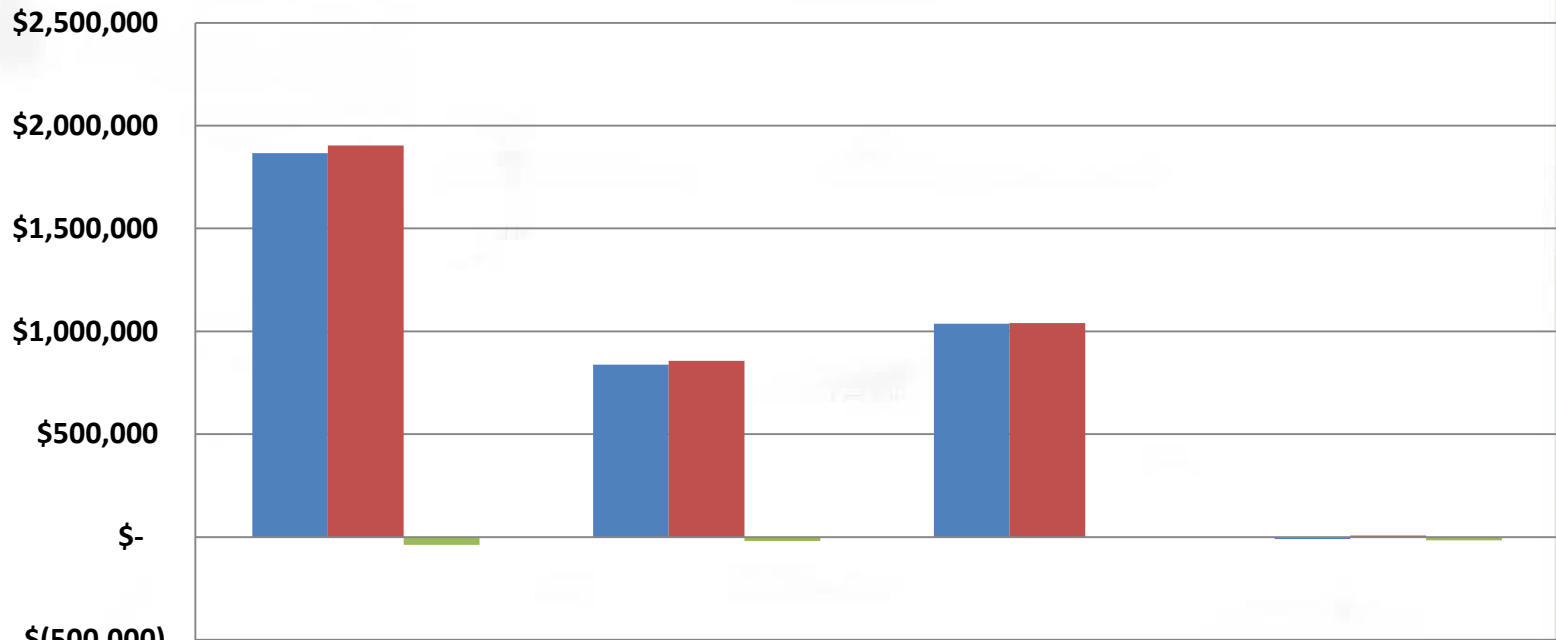


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2014 --Actual vs Budget Revenue - Expense = NOI



	Revenue	Exp/CH	Exp/Main	NOI
Actual 2014	\$1,866,101	\$838,085	\$1,037,361	\$(9,345)
BUDGET 2014	\$1,904,177	\$856,397	\$1,040,435	\$7,345
Difference	\$(38,076)	\$(18,312)	\$(3,074)	\$(16,690)



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2014 Actual VS Budget

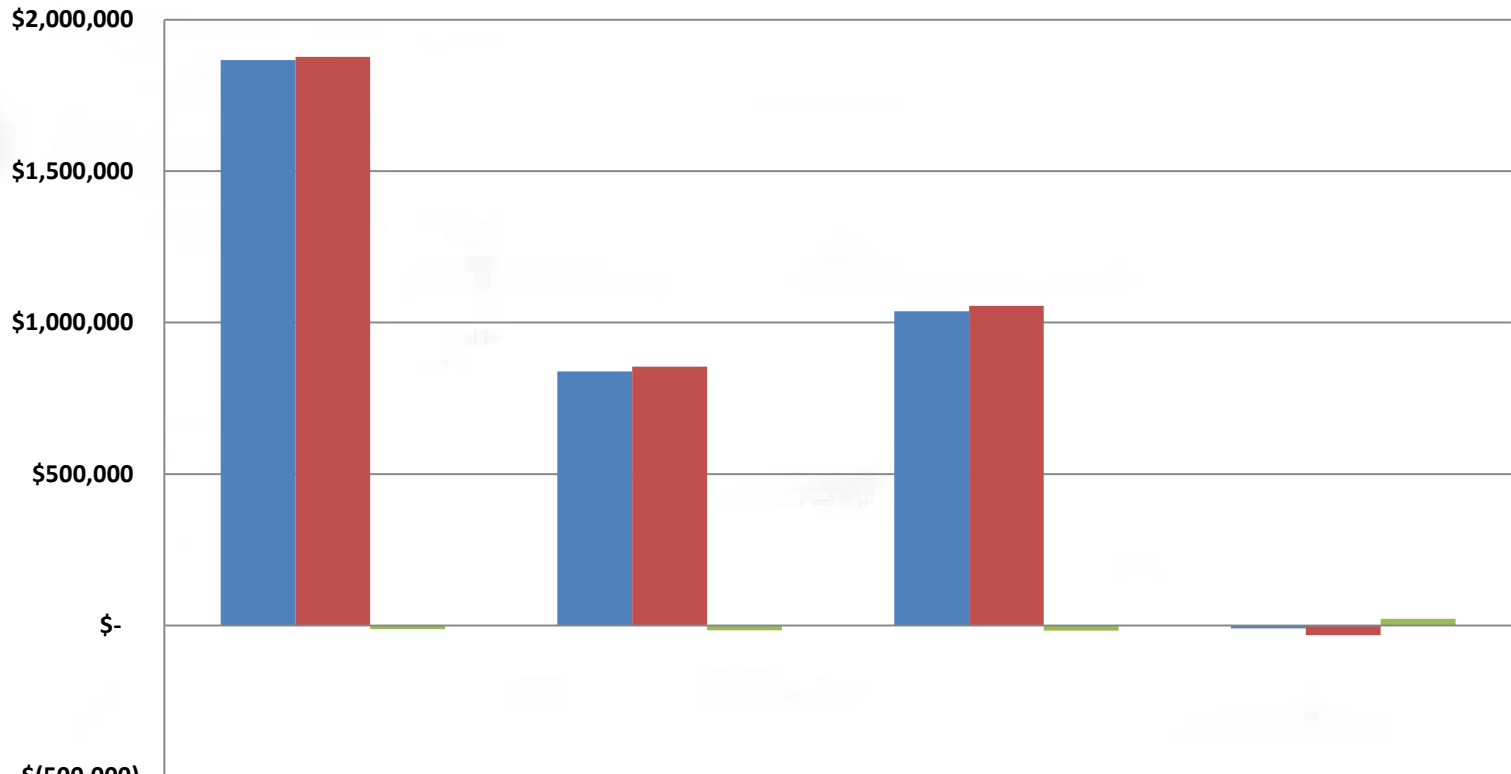
- Came just short (\$ 16,690) of meeting very aggressive (NOI) budget projections



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2015 Budget



	Revenue	Exp/CH	Exp/Main	NOI
Actual 2014	\$1,866,101	\$838,085	\$1,037,361	\$(9,345)
BUDGET 2015	\$1,877,374	\$854,344	\$1,054,848	\$(31,818)
Difference	\$(11,273)	\$(16,259)	\$(17,487)	\$22,473



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2015 Summary

- REVENUE conservative
 - \$ 11,000/increase
- EXPENSES
 - SOR/maintenance \$ 13,750
 - Marketing \$ 30,000



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Member/Customer Satisfaction

- Survey in conjunction with NGF
- Establish Benchmarks to compare
 - Establish as KPI's
 - Analyze, use feedback
 - Adapt and Improve

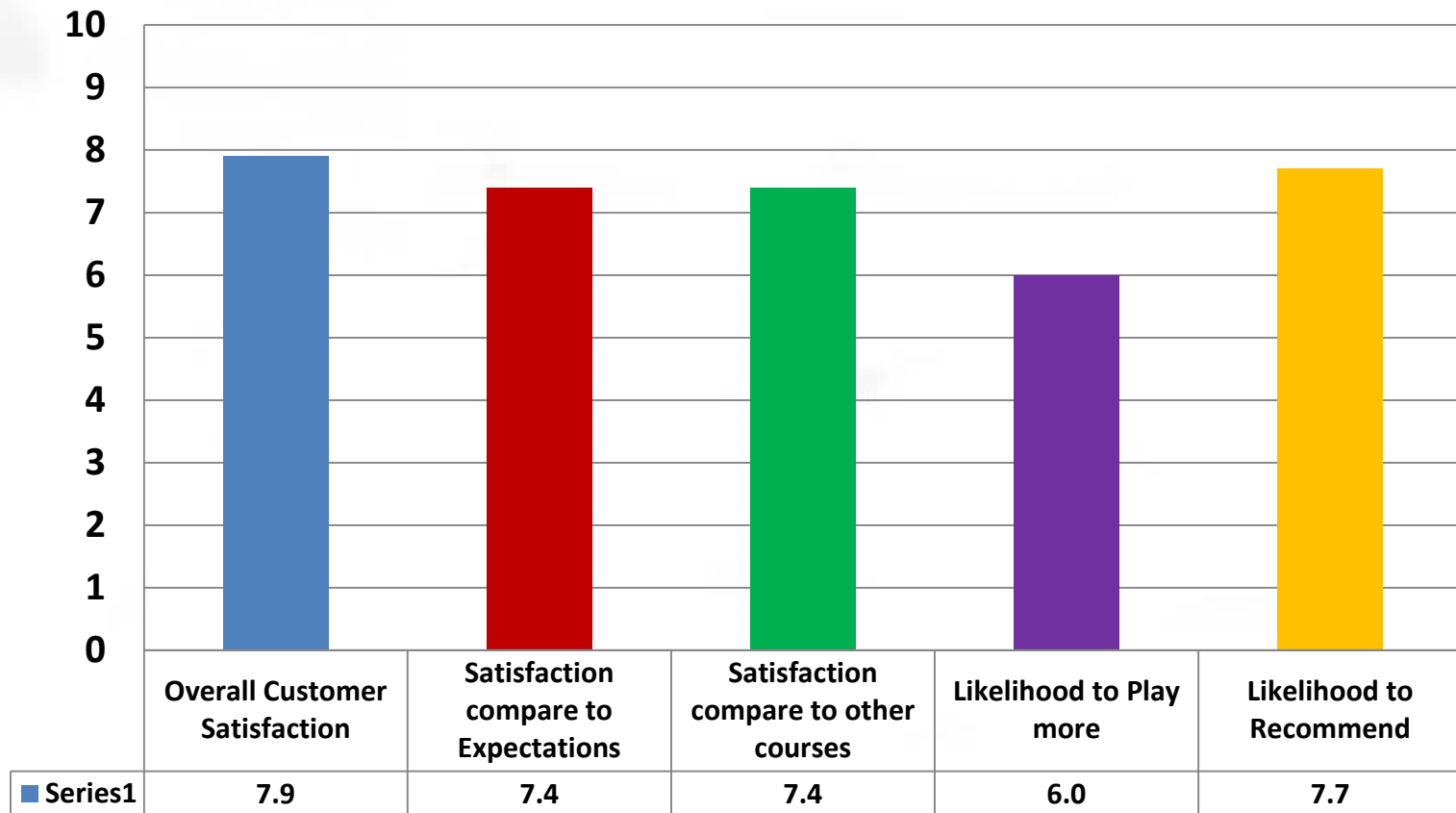


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Customer Satisfaction-Survey

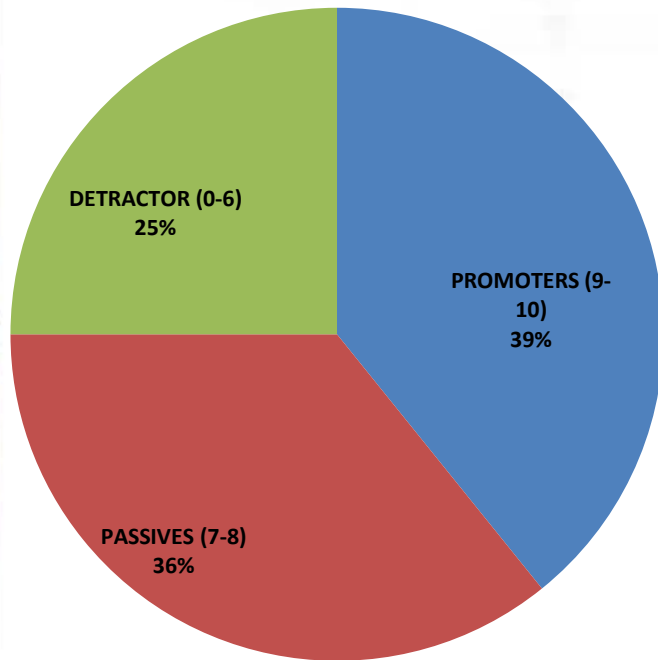
SATISFACTION MEASURES





Customer Loyalty Index

WGC



Benchmark

