



**WINNETKA PARK DISTRICT
COMMITTEE MEETINGS
THURSDAY, JULY 9, 2015
Winnetka Golf Club
1300 Oak Street**

- 1. Parks and Beaches Committee – 5:30 p.m.**
(Claybrook, Archambault, Thomas)
 - a. Call to Order
 - b. Equipment Purchase

- 2. Revenue Facilities Committee – 5:45 p.m.**
(Thomas, Archambault, Kahnweiler)
 - a. Call to Order
 - b. Winnetka Golf Club 100 Anniversary

- 3. Finance Committee – 6:15 p.m.**
(Kahnweiler, Larkin, Thomas)
 - a. Call to Order
 - b. Budget Assumptions
 - c. Boat Storage

- 4. Committee of the Whole – 7:30 p.m.**
 - a. Call to Order
 - b. Chabad of Wilmette Request
 - c. Village Park Caucus Committee

- 5. 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: July 2, 2015
To: Board of Commissioners
Subject: Equipment Replacement – Backhoe loader
From: Costa Kutulas, Superintendent of Parks
Through: Robert Smith, Executive Director

Summary:

The Winnetka Park District/Parks Department staff proposes to replace the existing “1995 JCB 210S Backhoe Loader”. Staff has identified the “John Deere 310L Backhoe” as the best machine to address the current and future needs of the District. Equipment failure and obsolete parts are causing us to look to replace the twenty year old unit.

The local John Deere Construction Equipment distributor, West Side Tractor submitted a quote via the National Joint Powers Alliance (NJPA) for a “2015 John Deere 310L Backhoe” with the gross delivered price of \$113,516.89 which includes a trade in allowance of \$14,000.00. West Side Tractor offers an additional municipal discount of \$2,516.89 which will bring the total price to \$111,000.00.

The NJPA is a cooperative purchasing organization serving state, county, city and local governmental agencies. Winnetka Park District is registered with the NJPA. The John Deere 310L Backhoe is on the NJPA contract list, Contract #060311-JDC and is valid for this piece of equipment until July 19, 2015. Westside Tractor will honor the quote for 30 days allowing the Park Board to make a decision at the July 23, 2015 Park Board meeting.

Recommendation:

Staff recommends that the Park Board approve the purchase of the 2015 John Deere 310L Backhoe for the total price of \$111,000.00 which includes trade in of the old unit and current NJPA pricing.

END

**Winnetka Park District
Board Summary**

To: Board of Commissioners

From: Bob Farmer

Through: Robert Smith

Re: 2016 Budget Assumptions and Previously Approved Capital Items

Date: July 9, 2015

Summary

Each year, as part of the budget process, staff prepares a list of budget assumptions and the rationale behind the assumptions which are used for the preliminary budget. If staff has more accurate estimates for any specific revenue or expense areas, those estimates will be used in place of the basic assumptions.

To prepare the budget, staff will use the strategic plan, prior year budget detail, the prior year capital plan, prior year usage statistics, current year estimated increases/decreases from vendors, projected fee adjustments, completed business plans and the "Budget Assumptions" list after approval by the Board.

After approval of the 2016 Budget Assumptions, staff will begin the 2016 budget process in accordance with the "Budget Process Timeline" which is attached (attachment "A").

The "2016 Budget Assumptions and Major Capital Items" report is attached to this summary (attachment "B").

Staff Recommendation

Staff recommends that the Board approve the "2016 Budget Assumptions" for use in completing recommendations for the 2016 Budget.

END

**Attachment “A”
Winnetka Park District
Budget Process Timeline**

July 7, 2015	In Tyler (Accounting System Program) <ul style="list-style-type: none">• Open 2016 budget year• Import current year data (through June) into budget
July 9, 2015	Distribution of “Basic Assumptions for 2016 Budget Year”
July 23, 2015	Board Approval of “Basic Budget Assumptions for 2016 Budget Year”
September 1-3, 2015	Executive Director meets with Department Heads to review proposed Fee Adjustments (tentative fee adjustments presented to Committee of the Whole with final approval by Board scheduled on November 19, 2015).
September 10, 2015	Proposed Fee Adjustments presented to Board for review and approval
September 11, 2015	Staff Begins Budget Entry into Tyler using <ul style="list-style-type: none">• Strategic Plan• Business Plan• Prior Year budget Detail• Prior Year Long-Range Capital Plan• Prior Year Usage Statistics• Current Year Estimated Increases from Vendors• Basic Budget Assumptions
Week of October 5, 2015 input	Staff meets with Department Heads to review initial budget input <ul style="list-style-type: none">• Annual Budget• Monthly Period Budgets

- Week of October 19, 2015 Review Budget with Director after changes with Department Heads
- Each meeting covers budget by Org. (100, 200, 300, 400, 1000 through 1600, 2000, 2100, 2300, 2400, 2500, 2700 and 3100 through 3700 and includes all staff. All line items in the Org. being reviewed are reviewed in detail.
- Week of November 2, 2015 Board Committee meetings scheduled for Budget Review
- Included will be Board Committee members, Director, Business Manager, respective Department Heads and all respective staff
- November 12, 2015 Final Fee Adjustments presented to Board for review and approval
- November 16, 2015 Preliminary Budgets must be available for public review at WPD Offices
- December 17, 2015 Tax Levy must be approved at Regular Board Meeting
Board Approval of final compensation package
- February, 2016 Final Budget Approval at Regular Board Meeting

Attachment “B”
2016 Budget Assumptions and Major Capital Items

REVENUES:

1. **Fees and Charges:** Individual Departments determine the amount of User Fees based on total expenditures of the program or activity, and the amount the public is willing to pay for participation in the activity. The Revenue Policy will help inform staff of the category the programs will be placed based on fee tolerances

The fees for the activities/programs for each year are presented to the Board for approval prior to proposed final budget submittal.

2. **Taxes:** For the 2015 Tax Levy, which will be used to finance operations for the fiscal year 2016, the tax cap has been placed at 0.80% plus 2.20% for new growth for a total of 3.00%. The 0.80% is based on the CPI at December 31, 2014. The District finances approximately 46% of total costs with property taxes. The remaining operating costs are funded through fees and charges, interest income and other miscellaneous revenues.

3. **Interest Income:** Based on the past year, and discussions with our banker, it is anticipated that interest rates will remain around 1.00% in the upcoming year.

EXPENSES:

1. **Salaries and Wages:** In December 2013, the Board of Commissioners approved the comprehensive review of the existing compensation package including salaries and benefits. At that time it was determined the comprehensive review should occur every two to three years. **Staff will present to the Board a new comprehensive review in November 2016.**

For preliminary budget purposes, a four-percent increase for full-time and a three-percent increase for part-time employees will be used. In December, staff will adjust salaries to Board approved compensation increases.

2. **Supplies:** In an effort to control costs, in general, supplies should increase no more than 3.0%. In certain areas, if the attendance of a particular program or activity is greater than anticipated, the actual amount spent on supplies will be greater.
3. **Services:** It is anticipated that services, as a whole will likely increase no more than 4.0%. Medical Insurance costs continue to be major concern. They are expected to increase approximately 10%. The 2016 budget will be adjusted accordingly. The District hasn't received the new rate from IMRF. The current rate is 10.19%. Property Insurance costs-member contributions and Worker's Compensation should increase no more than 5%.

4. **Repairs and Maintenance:** This is a difficult line item to estimate, because there are so many things that can happen, but the increase for this amount is projected to be no more than 3% of the previous year's actual.
5. **Utilities:** The Village is expected to increase its' electrical and water rate 4.0% each Telephone/Communication is expected to increase 4.0%. Natural Gas is expected to increase 4.0 %.
6. **Pro-shop Merchandise:** Maintained at previous year's level.
7. **Capital Improvements:** Current Year Capital improvements come from prior year budget capitals that have not been completed, Capital improvements identified in the prior year's capital plan and any new Capital improvements added by the Board or staff. All capital improvements must have at least one actual quote or estimate and will need to be justified during the budget process. **This preliminary list is expected to have several changes as the budget process is completed.**

<u>2015 Major Capitals to be Completed</u>	<u>Budgeted</u>	<u>Estimate to Complete In 2015</u>
Hubbard Woods	1,500,000	500,000
Skokie Playfield Dredging (18 th Hole)	53,000	53,000
Golf Maintenance Service Center	350,000	350,000
Beaches Master Plan	<u>150,000</u>	<u>150,000</u>
Subtotal	\$ 275,000	\$ 775,000

<u>2016 Budget Capitals</u>	<u>Est. Cost</u>
Hubbard Woods	1,000,000
Skokie Playfield Dredging (18 th Hole)	186,380
Golf Maintenance Service Center	100,000
Lakefront Renovation	1,500,000
Dwyer Park Renovation	515,696

Note: 2016 Budget Capitals are only a partial list other items will be added to the list during the budget process.

8. **Allocations:** Based on a 50/50 blend of the ratio of that individual department's budget as a portion of the entire District's budget and an allocation of the time spent by General and Administrative personnel on behalf of each of the District's departments—same as in previous year.

Winnetka Park District

Board Summary

Date: July 1, 2015
To: Board of Commissioners
Subject: Fenced-In Membership Policy
From: John Shea, Recreation Division Manager

Summary:

The Winnetka Park District currently offers Fenced-In Storage for eight vessels that do not exceed 24ft length at Lloyd Beach. The eight boat owners, who currently have a membership for Fenced-In storage, have been grandfathered in each year for renewal. While they are grandfathered in, more residents add their name to the waitlist each year. Some of these residents have been on the waitlist for over a decade. As of July 1, 2015 there are 78 boat owners placed on the waitlist. WPD boat launch staff believes that the demand is higher than 78 boat owners, but they do not want to be placed on the waitlist because the boat owners believe that they will never be granted a space for the Fenced-In storage.

To store your vessel at Lloyd Beach for the entire year is currently \$1,800(\$1,500 for summer storage and \$300 for winter storage). Other local boat storage facilities can cost anywhere from \$825 to \$2,976 to store your vessel for the year.

The Winnetka Park District Staff proposes to move to an open bid process for the eight fenced-in spaces starting with the 2016 season. By switching to an open bid process all resident boat owners will be given an opportunity to become a fenced-in pass holder and the price for the membership will be at the fair market value. Bids will be for a two year term and the bidding will start at \$3,600.00 (two years of summer and winter storage). Spaces will be awarded to the eight highest bidders and every two years the Park District will conduct a formal bid process for the next term.

If the committee approves staff's recommendation for an open bid process, staff will give notice to all current pass holders regarding the change in policy for the 2016 season. In addition, staff will formalize all documents for the open bid process to take place prior to the 2016 boating season.

END



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540 Hibbard Road
Winnetka, IL 60093



Winnetka Park District Lloyd Beach Fenced-In Storage





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540 Hibbard Road
Winnetka, IL 60093



Fenced In History

- Lloyd Beach offers fenced-in storage for vessels no larger than 24ft.
- This area can accommodate 10 vessels.
- 8 spaces are reserved for pass holders.
- 2 spaces are used for the Jr. Sailing safety vessels.



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Fenced In History Cont.

- Boats must be on a trailer that is registered to the pass holder/ boat owner.
- Pass holders are privileged to WPD staff personally moving and launching their vessel.
- Patrons are responsible for securing, covering, and uncovering boat.



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Fenced In History Cont.

- Pass holders are grandfathered in from year to year.
- Passes are issued to the current boat owner with proof of registration.
- Passes are non transferable.
- \$1,500 is the current price for summer storage.
- \$300 is the current price for winter storage.



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Local Boat Storage Rates

Location	Price
Highland Park	\$825
Lake Forest	\$1,977
Winthrop Harbor	\$2,120
Wilmette Harbor	\$2,976



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Fenced In Pass Holder/Waitlist

- Out of the 8 pass holders 6 have had the privilege since 2002 or earlier.
- 1 has been a member since 2007.
- 1 has been a member since 2015.
- Currently there are 78 boat owners on the wait list.
- Staff believes the demand is higher.



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2016 Season Open Bid Process

- WPD staff have discussed the option to move to an open bid process for the 8 fenced-in storage spaces starting with the 2016 season.
- Staff have created basic parameters for the open bid process.
- Once finalized and approved the new fenced in policy, will follow the current set procedures for an open bid process.



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Open Bid Process Specifications

- Term will be a 2 year term May 1, 2016-April 30, 2018.
- Bid starts at \$3,600 (2 years of summer storage and 2 years of winter storage).
- Open to Winnetka residents only.
- Passes are not transferable.



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Open Bid Process Specifications

Cont.

- Open to all motorized vessels (PWCs).
- Must show proof of registration.
Driver's License must match address on registration.
- Provide proof of insurance.
- Only the owner of the vessel is allowed to bid. No third parties.



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Open Bid Process Specifications

Cont.

- 20% deposit is required for all bids.
- Bids must be accompanied by a certified check.
- If not the highest bidder the 20% will be refunded.
- If the highest bidder refuses to accept, WPD retains the 20% deposit.



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2016 Season Open Bid Process

- WPD Staff is asking approval from the Board of Commissioners to proceed with an open bid process for the 8 fenced-in spaces starting with the 2016 season.
- Questions?



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**Thank You
For Your Time!**

Winnetka Park District

Board Summary

Date: July 2, 2015
To: Board of Commissioners
Subject: Holiday Display Request
From: Robert Smith, Executive Director

Summary:

Please find attached a request from the Chabad of Wilmette regarding a request to place a menorah display at Station Park during the month of December 2015. Originally, this request was sent to the Village of Winnetka in the belief that Station Park was owned by the Village. As the rightful property owners, the Village Manager forwarded this letter to the park district for consideration.

By the description and intent of the letter, this display is secular (non-religious) and is intended to message “freedom over oppression” and enlightenment. With the obvious constitutional issues of freedom of speech and the restriction of any endorsement of a religion by a governmental body, staff is in the process researching information to allow the Park Board to make a thoughtful and fact based determination at the upcoming board meeting scheduled for July 23.

Recommendation:

There is no staff recommendation at this time. Staff will continue to research the possible issues related to this request. Based upon information gathered, staff will formulate a recommendation for the Board to consider at the July 23 meeting.

END



CHABAD of WILMETTE

March 25, 2015

Mr. Robert Bahan
c/o Winnetka Village Council
510 Green Bay Rd.
Winnetka, IL 60093

Dear Mr. Bahan,

I am a Rabbi at the Chabad – Center for Jewish Life and Learning in Wilmette and would like to submit a formal request to erect a menorah display during the December holiday season.

The Hanukkah menorah's message is the triumph of freedom over oppression and of light over darkness. Needless to say, darkness is not chased away by brooms and sticks, but by illumination. By displaying this universal symbol, the village would join the chorus of goodness so desperately needed in our society. As our sages said, "A little light expels a lot of darkness."

The 42 Chabad centers in Illinois co-sponsor close to one hundred holiday displays on Village Hall lawns, in shopping malls and town squares across the state. The global Chabad movement will display over 15,000 menorahs internationally, most famously on the Ellipse just south of the White House, designated by President Reagan as the "National Menorah".

Displayed menorahs are generally 6-8ft tall, metallic and illuminated with electric bulbs. I imagine Station Park would be a nice spot for the display, but obviously you know what would work best.

Thank you for giving this matter your attention.

Respectfully,

Rabbi Moshe Teldon
Director of Community Development