



**WINNETKA PARK DISTRICT  
COMMITTEE OF THE WHOLE  
Thursday, September 12, 2019  
Community Room, 540 Hibbard Road  
5:30 p.m.**

**AGENDA**

1. Roll Call
2. Changes to the Agenda
3. Communications
  - a. NSSRA Communication – Craig Culp\*
4. New Business
  - a. Policy Manual Chapter 18 Review\*
  - b. 2020 Budget Timeline\*
5. Unfinished Business
  - a. Winnetka Waterfront 2030 – Lakefront Master Plan
6. Matters of the Director
7. Board Liaison Reports
8. Staff Updates
9. Closed Session  
The Board will enter Closed Session to discuss:
  - a. The purchase or lease of property. 5 ILCS 120/2(c)(5)
10. Return to Open Session
11. Adjournment

\*Items included in packet

*Persons with disabilities requiring reasonable accommodations to participate in meetings should contact John Shea, the Park District's ADA Compliance Coordinator, at the Park District's Administrative Office by mail at 540 Hibbard Rd, Winnetka, IL, by phone at 847-501-2040, Monday - Friday from 8:30 a.m. to 5:00 p.m., or by email to [jshea@winpark.org](mailto:jshea@winpark.org) at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) working days advance notice.*

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**From:** Craig Culp <cculp@NSSRA.org>  
**Sent:** Friday, August 30, 2019 9:23 AM

**To:** [Redacted]

**Subject:** NSSRA update

**NSSRA officially owns it's new facility in Highland Park as of today!! Thank you to the Slotnick family, the NSSRA Foundation, the NSSRA Partner Agencies and the team at NSSRA. It would not have been possible to get to this point without each and every one of you. Thank you!**

**NSSRA Board of Directors**

The next NSSRA Board meeting is scheduled for September 12.

## **NSSRA Foundation Board of Directors**

The Foundation Board will hold a regularly scheduled meeting on September 16. The annual SWING golf outing is on Friday, September 13 at Park District of Highland Park's Sunset Valley Golf Club, the outing is sold out!! Everyone is hoping for great weather and a fun day.

## **Capital Campaign Committee**

A second pledge toward our \$2,000,000 *A Place to Belong* Capital Campaign was made this week by Capital Campaign Committee and Foundation Board member Franklin Baumann (thank you!). Meetings with other Capital Campaign Committee members are in process of being scheduled for the coming weeks.

The next Committee meeting is scheduled for Monday, September 9. Our campaign brochure goes to print next week.

## **Associate Board**

The first official Associate Board meeting took place on Monday, August 26 at Rosewood Beach in Highland Park. 14 people attended and members assembled into committees focused on Fundraising, Engagement and Events/Marketing. Committee meetings will be held in September/October prior to the next Board meeting on Monday, October 28. Please direct any prospective members to Rebekah Lee ([rlee@nssra.org](mailto:rlee@nssra.org)) for further details.

### **Craig Culp, CPRP**

Executive Director  
Phone: (847) 509-9400  
x6820

### **NSSRA**

3105 MacArthur Blvd.  
Northbrook, IL 60062  
[www.nssra.org](http://www.nssra.org)



**Winnetka Park District**  
**BOARD SUMMARY**

**Date:** September 12, 2019  
**Subject:** Policy Manual Review: Chapter 18  
**From:** Mary Cherveney, Administrative Services Manager  
**Through:** John Muno, Executive Director

**SUMMARY**

The Winnetka Park District completed an extensive review/board adoption of the District's policy manual in 2016, with future plans calling for a re-visit every three years.

Chapter 18 is enclosed for Board review. Items in red are recommended staff changes. These changes occur on all pages.

These changes reflect current practice and terminology. Additionally, the section on Environmental Policy was removed as it is in chapter 5.

**STAFF RECOMMENDATION**

Staff recommends that these chapters be presented for a 1<sup>st</sup> reading at the October 24 Board meeting and a 2<sup>nd</sup> reading/adoption at the November 21 Board meeting (two readings are required for adoption of policy).

**END**

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 18**

**SAFETY POLICY**

- 18.00 Safety Policy**
- 18.01 Safety Policy Statement**
- 18.02 ~~Supervisor's~~ Report of Employee **Work Related** Injury or Illness**
- 18.03 ~~Supervisor's~~ Report of Public or Participant Injury or Illness**
- 18.04 ~~Supervisor's~~ Report of Vehicle Accident**
- 18.05 ~~Supervisor's~~ Report of Property or Valuable Loss**
- 18.06 Emergency Phone Numbers for the Winnetka Park District**
- 18.07 Vehicle Operation Procedures**
- 18.08 Product Warning Label Procedure**
- 18.09 Written Hazard Communication Plan**
- 18.10 ~~Material~~ Safety Data Sheets**
- 18.11 Warning Labels**
- 18.12 Employee Information and Training**
- 18.13 Hazardous Chemical Emergency**
- 18.14 First Aid**
- 18.15 Employee Safety Committee Statement**
- 18.16 Safety Committee Responsibilities**
- 18.17 Building Inspections**
- 18.18 Parks & Playground Inspections**
- 18.19 Staff Responsibilities**

**18.20 Employee Safety Training Program**

~~**18.21 Environmental Policy**~~

Review

## **18.00 SAFETY POLICY**

### **18.01 SAFETY POLICY STATEMENT**

The Winnetka Park District wishes to provide a safe work place to its employees and safe recreation to the public. It is the intention of the Winnetka Park District to develop, implement and administer a safety and comprehensive loss control program. In all of the assignments of the Winnetka Park District, the health and safety of all shall be of paramount consideration.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is responsible for work being performed in a safe manner, inspections being conducted on a regular basis, hazards and dangers being confronted and accidents investigated.

We are confident that this program will be successful and expect all staff to cooperate and support.

### **18.02 ~~SUPERVISOR'S~~ REPORT OF WORK RELATED EMPLOYEE INJURY OR ILLNESS**

#### **Every Employee Must:**

1. Report any work related employee injury or illness to their immediate supervisor. Render all injured employees immediate first aid or assistance. Use caution in moving any seriously injured person.
2. For serious employee injury, call 911, if within the Village of Winnetka for Fire Department paramedics. If outside a 911 area, phone the local designated emergency number. Seriously injured employees shall be taken to the nearest available hospital. An emergency contact, usually a spouse or parent, shall be called in the event of a serious injury. The Department Head and the ~~Business-office~~ **HR & Benefits Administrator** shall also be called in case of a serious injury.
3. Promptly report all injuries, even if they do not require immediate medical attention, to your Supervisor. A PDRMA ~~Accident/Incident~~ **Employee Injury/Illness** Report shall be completed at that time and may be noted as record only.
4. Your Supervisor is responsible for investigating all reports of employee injury or illness **in conjunction with the HR & Benefits Administrator**. These may involve checking for hazards, interviewing witnesses and generally verifying the facts of the stated injury.
5. If first aid care is not sufficient, or the employee requests additional medical care, the Supervisor shall direct the employee to the preferred immediate care facility. This is: Omega Medicine Evanston / Glenbrook Associates, 2150 Pfingsten Rd., Suite 3000, Glenview, Illinois (847) 657-1700. **HR & Benefits Administrator should be notified.**

6. If an employee desires treatment elsewhere, this is allowed by the Illinois Worker's Compensation Act. All billing and reports must be forwarded by the employee, to the ~~Business-office~~ **HR & Benefits Administrator**. For convenience of billing and reporting, the preferred clinic is the recommended care provider.
7. Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others shall be held for further investigation.
8. ~~A Supervisor's Report of Employee Injury or Illness~~ **The PDRMA Employee Injury/Illness Report** shall be completed by the Supervisor, for every reported employee injury or illness. This must be received by the ~~Business-office~~ **HR & Benefits Administrator** with a copy to the Department Head within 24 hours of an employee injury or notice of injury. If an injury occurs on a weekend or holiday, the accident report may be submitted to the ~~Business Department~~ **HR & Benefits Administrator**, on the first business day afterward.

### **18.03 ~~SUPERVISOR'S~~ REPORT OF PUBLIC OR PARTICIPANT INJURY OR ILLNESS**

#### **Every Employee Must:**

1. Report any non-employee injury or illness involving a member of the public, or a program participant.
2. Render immediate first aid or assistance to the injured or ill person. Use caution in moving any seriously injured person. See program and/or department emergency response plan.
3. For serious injury, phone 911, if within the Village of Winnetka, for Fire Department paramedics. If outside the 911 area, phone the local designated emergency number. Please note that we do not authorize treatment, but only give notice that a serious injury has occurred. An emergency contact, usually a spouse or parent, shall be called in the event of a serious injury. The Department Head ~~and Safety Chairperson and the Business-office~~ shall also be called in case of serious injury.
4. In case of injury to a participant, instructors are reminded to never leave the program group alone without adult supervision. Instructors have a duty to stay with all programs involving minors.
5. The Supervisor taking the report is responsible for investigating the incident of public or participant injury or illness. This may involve checking for hazards, interviewing witnesses, etc. However, when dealing with the public, it is very important that staff shall:
6. **Do not** make any promises to any injured party or their representatives. Be courteous, helpful, and mention that you will take a report for our records. Refrain from any comments about fault or responsibility or other statements of admission



7. If medical treatment is requested by the participant, or public, staff is not authorized to approve treatment or care. It is the decision of the injured party, if they wish to go for medical care, at their own expense.
8. Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others shall be held for further investigation.
9. An **Supervisor's Incident/Accident** Report of Public or Participant Injury or Illness shall be completed by the Supervisor, for every reported participant or public injury or illness. It must be received by the **Administrative Service Manager, ~~Business-office,~~ HR & Benefits Administrator and Safety Chairperson** with a copy to the Department Head within 24 hours of the first notice of injury. If an injury occurs on a weekend or holiday, the accident report may be submitted ~~to the Business Department~~ on the first business day afterward.

#### **18.04 SUPERVISOR'S REPORT OF VEHICLE ACCIDENT**

1. Use the vehicle accident sheet located in the glove compartment of the Park District vehicle. The Supervisor, in conjunction with the employee involved shall complete this form.
2. All employees operating personal vehicles for park district business are required to have, a minimum, (a) a valid drivers license appropriate to the classification of the vehicle and (b) insurance coverage as required by state law. This personal auto insurance is primary coverage, for which a mileage reimbursement allowance is paid to employees using their personal vehicles.
3. All employees operating Park District vehicles or equipment are required to have a valid driver's license, appropriate to the classification of the vehicle or the equipment they operate.
4. At the vehicle accident scene, information shall be gathered to allow completion of the vehicle accident report. If available, an accident packet may be used to obtain preliminary accident information with witness and exoneration cards, at the accident scene.
5. At the accident scene, it is important to preserve evidence and identify witnesses. Put on emergency flashers and post reflector triangles to prevent additional accidents. If there is a question as to the facts of an accident, do not move your vehicle until police have viewed the scene.
6. Employees shall report accidents immediately to their Supervisor. Police having jurisdiction shall be contacted and a report taken for every accident. The officer's name, his badge number and the police report number shall be noted on the Park District report form.

7. For all serious accidents, the Department Head, and the ~~Business-office HR & Benefits Administrator and Safety Chairperson~~, shall also be immediately notified by the Supervisor.
8. Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others, shall be held for further investigation.
9. A ~~Supervisor's Report of~~ Vehicle Accident Report shall be completed by the Supervisor, in conjunction with the operating employee, for every vehicle accident. It must be received by the ~~Business-office HR & Benefits Administrator and Safety Chairperson~~ with a copy to the Department Head, within 24 hours of an accident.

### 18.05 SUPERVISOR'S REPORT OF PROPERTY OR VALUABLE LOSS

1. Report any loss of building contents, personal property, or currency / negotiable property. This property may be owned by the Park District, or others. This loss may have arisen due to weather conditions, or other acts of God, theft, vandalism, mysterious disappearance, etc.
2. Whenever dealing with a member of the public, it is very important that employees **Do Not Make Any Promises**. Refrain From Any Comments About Fault or Responsibility or other Statements of Admission.
3. Any loss or damage of a serious nature shall also be called in to the Department Head and the ~~Business-office Administrator Services Manager~~.
4. The Winnetka Police Department, shall be called and a report taken, for every loss of a criminal nature. The officer, his/her badge number and the police report number, shall be noted on our report.
5. ~~Supervisor's Report of Property or Valuables Loss Report~~ shall be completed by the Supervisor, for very first notice of property or valuables loss. This must be received by the ~~Business-office Administrative Services Manager and Safety Chairperson~~, with a copy to the Department Head, within 24 hours of the first notice of loss.

### 18.06 EMERGENCY PHONE NUMBERS FOR THE WINNETKA PARK DISTRICT

*(Please take note that when calling from any district telephone, you must dial (8) for an outside line).*

Police Department	911
Fire Department (Paramedics)	911
Poison Control Center	800-942-5669
Evanston Hospital	847-570-2111
Glenbrook Hospital	847-657-5632
<del>International Fire Equipment</del>	<del>847-438-2343</del>

## Non-Emergency Telephone Numbers

Police (Non-Emergency)	847-501-6034
Fire Department	847-501-6029
Evanston Hospital	847-570-2000
Glenbrook Hospital	847-657-5800
OMEGA Industrial Clinic	847-657-7466

## Park District Office Hours

Monday through Friday 8:30 a.m. – 5:00 p.m.

Saturday 9:00 a.m. – 12:00 p.m.

**NOTE:** These numbers will help both you and program participants when you have questions regarding weather, cancellations, etc.

Administration	847-501-2040
Recorded Information ( <i>rain-outs, cancellations, etc.</i> )	<del>847-446-0080</del> 847-563-3131 (WPD) 847-600-3660 (WGC)
Winnetka Golf Club	847-501-2050
Winnetka Ice Arena	847-501-2060
A.C. Nielsen Tennis Center	847-501-2065
Winnetka Service Center	847-501-2052

## 18.07 VEHICLE OPERATION PROCEDURE

Vehicle Operators – All District personnel required to operate District vehicles and equipment as a part of their job responsibilities shall have appropriate State of Illinois license according to vehicle type. Operators must be 18 years or older. Operators are responsible for reporting any mechanical problem discovered via written repair orders. Operators and passengers should bear in mind that they and their vehicle are highly visible representatives of the Park District when on the road, and should conduct themselves accordingly. All employees operating any Park district vehicle must undergo a safety check ride prior as part of safety training orientation

When driving or riding as a passenger in any Park District vehicle, all staff are to be properly seated, and seat belts must be worn at all times. If passengers require a child safety seat, the seat unit shall be installed and fitted as specified by the manufacture.

Vehicle Cleanliness and Appearance – A high standard of vehicle cleanliness and appearance, both interior and exterior shall be required, consistent with the particular working environment. Department Heads of the District are responsible for enforcing cleanliness standards for the vehicles assigned to their departments, and will be held accountable for the appearance of that portion of the District’s fleet under their operational control.

## 18.08 PRODUCT WARNING LABEL PROCEDURE

Warning labels are designed to alert you that a chemical is dangerous. They must identify all the hazards of a chemical, but they may not communicate everything you need to know about controlling those dangers. More detailed information can be found in the **MSDS** (**M**aterial Safety Data Sheet).

**With few exceptions, labels are required on the following:**

- All containers of hazardous materials in the work place.
- All containers of hazardous materials being shipped from one work place to another.
  - Warning Labels must provide the following information:
  - The name of the chemical.
  - All its physical hazards and health hazards.
  - Labels on containers being shipped from one location to another must also give the name, address and phone number of a responsible source of information about the chemical. This would normally be the manufacturer. Information may be given in words, symbols, or pictures. Labels must be easy to see and easy to read.

**The following exceptions apply to the labeling requirements:**

- If several stationary containers in a single area hold similar chemicals, the warning may be given on an area holding similar chemicals, the warning may be given on an area sign, rather than labeling on each container.
- For stationary process containers, standard operating procedures or other written warnings may be used instead of container labels.
- Pipes need not be labeled.
- Portable containers do not have to be labeled if the chemical is transferred from a labeled container and is immediately used by the worker who transferred it.
- If containers are already adequately labeled with the product name and appropriate hazard warnings, staff will not be required to label the containers again. However, where existing labels are damaged or destroyed, staff shall be required to label the container appropriately.

**All employees should use warning label information, as follows:**

- Read the label on the container of every chemical you use.
- Check the **MSDS** (**M**aterial Safety Data Sheet) whenever you need more information about how to control the materials' hazards.
- Follow instructions that the product label gives you.

**All employees working with hazardous chemicals that require labeling should do the following:**

- Review the **MSDS** or ask your supervisor if the product you are using requires a warning label, and what should be marked.

- All indicated personal protective equipment should be worn when handling hazardous materials.
- Any questions regarding application or use should be directed to your supervisor.

## **18.09 WRITTEN HAZARD COMMUNICATION PLAN**

The Winnetka Park District recognizes the need to inform all employees of hazardous chemicals that may be found in the work place. To this end, the District is committed to the use of non-hazardous chemicals wherever possible. However, where hazardous chemicals cannot be avoided, the agency recognizes the need to obtain a ~~Material~~ Safety Data Sheet and to carefully assess chemical hazards before introduction into the work place.

## **18.10 ~~MATERIAL~~ SAFETY DATA SHEETS**

~~Material~~-Safety Data Sheets will be required for every new hazardous chemical and sent to the Safety ~~Coordinator~~ Chairperson for assessment and compilation. All posted MSDS's will then be updated. ~~M~~SDS's will be kept in ring binders and posted at major Park District work locations. These locations will be well marked for use by all employees.

The Safety ~~Coordinator~~-Chairperson will answer all written requests by employees for ~~Material~~ Safety Data Sheets within 10 days. If an ~~M~~SDS is not immediately available, a good faith effort will be made by the park district to obtain an ~~M~~SDS within the initial 10 days. Failure to obtain an ~~M~~SDS, after a good faith effort, does not give employees the right to refuse work with a particular chemical.

## **18.11 WRITTEN LABELS**

Warning labels will be available at specified locations in the work place for use by all employees. Warning labels will be required on all chemical containers as outlined in the Product Warning Label Procedure.

## **18.12 EMPLOYEE INFORMATION AND TRAINING**

Employees will be given information and training on hazardous and toxic chemicals at the time of their initial assignment, annually and whenever a new hazard is introduced into the work area. Employees will also be informed of the OSHA requirements and any operations in the work area where hazardous materials are present.

The written Hazard Communication Program will be available, upon request, to all employees, from the Assistant Secretary of Labor and the OSHA Executive Director or their designated representatives, in accordance with OSHA 20 CFR 1910.20(e).

## **18.13 HAZARDOUS CHEMICAL EMERGENCY**

All hazardous chemical emergencies should be reported immediately to the Department Head and the Safety ~~Coordinator~~ Chairperson. For a serious emergency, fire department paramedics, or the fire department hazardous materials team, should be contacted and the hazardous chemical kept away from all storm sewers and waterways.

#### **18.14 FIRST AID**

In the case of any serious injury avoid moving the victim unless absolutely necessary. Concentrate your efforts on getting help and on stabilizing the victim's condition. All Park District staff should become familiar with first aid procedures. CPR/AED/first aid training is routinely offered for Winnetka Park District staff.

#### **18.15 EMPLOYEE SAFETY COMMITTEE STATEMENT**

The purpose of this committee is to review accidents, conduct safety inspections, plan safety seminars and recommend changes in procedures that will promote safety. It is also the responsibility of the committee to assist in providing a safe working environment for our employees and participants. The committee must also be concerned with the safety of patrons utilizing our parks, facilities and programs.

#### **18.16 SAFETY COMMITTEE RESPONSIBILITIES**

1. Establish and meet specific short – term and long term safety and loss control program goals and objectives.
2. Review all District injuries, accidents and incidents (near misses) and develop countermeasures for prevention.
3. Discuss existing safety policies. Make recommendations for modifications / upgrading and advertise or utilize policies in the preparation of educational materials.
4. Oversees the completion of, and reviews all inspections and coordinates a self-inspection program schedule.
5. Develop recommendations and target dates (time lines) for loss control program improvement.
6. Concentrate heavily upon needs and concerns which arise during the summer months.

#### **18.17 BUILDING INSPECTIONS**

Each Winnetka Park District building will be inspected on a monthly basis. Particular attention will be placed on the general condition of building, fire protection, housekeeping, proper chemical storage, life safety precautions and maintenance of tools and equipment.

#### **Inspection Process**

Each building will be divided into inspection zones based on structural make-up, activity areas, and the potential for fire or other catastrophic emergencies.

~~A minimum of two persons will conduct~~ The walk through inspection ~~with a facility representative~~ is to ensure that all obvious hazards are noted. ~~The inspection team will normally but not always consist of the safety coordinator, a safety committee member, and/or a facility representative to guide the inspection team and unlock any secured areas.~~

### **Documentation**

~~The inspection team will complete~~ An inspection report form for each inspection and re-inspection will be completed. ~~The PDRMA provided inspection form will be used to document any violations.~~

The completed inspection form will be sent to the safety ~~coordinator~~ chairperson and the Facility Manager so that corrective actions can begin. All safety inspections shall be reviewed by the safety committee and kept on file.

### **Re-Inspections**

1. Any required repair or other corrective action must commence within 30 days after the completed inspection form is submitted. The 30 day time period will begin when the inspection report has been received by the safety coordinator.
2. Any remaining incomplete or uncorrected items on the safety inspection following 30 days period will be referred to the Department Head and Executive Director.
3. Certain hazardous conditions may require immediate action to prevent injury. Discretion will be given to the inspect~~orion~~ team to make this recommendation, but approval from the safety ~~coordinator~~ chairperson and Executive Director should also be sought when necessary.

## **18.18 PARKS AND PLAYGROUND INSPECTIONS**

### **Frequency**

An in-depth systematic, preventive playground maintenance inspection will be performed each month by a Certified Playground Safety Inspector to identify any wear, damage, vandalism or related hazards.

### **Inspection Process**

The monthly inspections will be conducted on foot, and will require the inspector to look for wear, structural integrity, and necessary parts replacement. Attention will also be given to playground



surfaces, equipment footings, and landing areas. A comprehensive safety audit shall be completed should the current ASTM/CPSC guidelines change during the life of the playground equipment

## **Documentation**

Staff will use a checklist inspection form to identify any needed repairs, vandalism, or equipment replacement for each park. The maintenance supervisor and safety ~~coordinator~~ chairperson will file these records.

## **18.19 STAFF RESPONSIBILITY**

The success of the safety program depends upon the announced and demonstrated interest of management, the consistent example set by supervisors and the concerted efforts of all employees.

### **Enforcement of Standards:**

1. All safety and health standards adopted by the Winnetka Park District must be strictly adhered to by all persons employed by the Winnetka Park District.
2. Any employee found to be in violation of a safety standard will be issued a written notice by his/her supervisor. This reprimand shall be kept on file for one year, during which period a second offense will warrant disciplinary action by the Department Head and the Executive Director. Disciplinary actions may include a reprimand, suspension or dismissal, and shall be the responsibility of management to administer.
3. Any employee who is disciplined has a right to appeal as outlined in the Winnetka Park District Personnel Policy Manual

## **18.20 EMPLOYEE SAFETY TRAINING PROGRAM**

The Winnetka Park District Safety Training Program will be conducted on an on-going basis and will involve members from each department. ~~Although the Safety Coordinator is responsible for reviewing the Safety Orientation Checklist with each employee,~~ Department Heads are ultimately responsible for providing the proper safety related training for their staff and all new employees in their department.

The Park District recognizes the benefits of developing a Job Safety Analysis (JSA) Program to establish standard safe job procedures. The JSA procedures will maximize efficiency by identifying the fastest and safest steps in accomplishing a task, reducing training time without compromising thoroughness.

New employee orientations will include safety training immediately after hire, while other specific training will take place on an ongoing basis.



The Safety Committee is responsible for ensuring that proper safety training is provided for present staff and all new employees. As a condition of continued employment, employees will be required to attend any safety training programs that are scheduled by Park District management.

**~~18.21 ENVIRONMENTAL POLICY~~**

~~Refer to Chapter 5, Section 5.28.~~

END

Tracking

Review and Update:	September 2016
Committee of the Whole:	October 13, 2016
Board First Reading:	October 27, 2016
Board Second Reading & Adoption	November 17, 2017
Review Date	September 2019

Notes:

REVIEW

**Winnetka Park District  
2020 Budget Process Timeline for Park Board**

October 10, 2019	Board Committee Meeting <ul style="list-style-type: none"><li>➤ Long Range Plan Review (2020-2024 funded)</li></ul>
October 24, 2019	Board Meeting <ul style="list-style-type: none"><li>➤ Approval of Truth in Taxation Resolution</li></ul>
November 11, 2019	Preliminary Budget available for public review on District website and WPD Office
November 14, 2019	Budget Workshop/Committee Meeting <ul style="list-style-type: none"><li>➤ All Funds Overview</li><li>➤ Recreation Fund</li><li>➤ Golf Fund</li><li>➤ Tennis Fund</li><li>➤ Indoor Ice Arena Fund</li><li>➤ Paddle Tennis Fund</li><li>➤ General Fund</li><li>➤ Special Recreation Fund</li><li>➤ Workers' Compensation Fund</li><li>➤ IMRF and FICA Pension Fund</li><li>➤ Audit Fund</li><li>➤ Liability Fund</li><li>➤ Debt Service Fund</li><li>➤ Capital Projects Fund</li></ul>
November 21, 2019	Budget Workshop/Board Meeting <ul style="list-style-type: none"><li>➤ Updates from November 14<sup>th</sup>, if any</li><li>➤ Funds Carried Over from November 14<sup>th</sup>, if needed</li><li>➤ Tax Levy Approval – Regular Board Meeting</li></ul>
December 2, 2019	Total Compensation package uploaded to District Website
December 12, 2019	Public Hearing on 2020 Budget Final Budget Approval of Budget & Appropriation Ordinance - Regular Board Meeting
December 31, 2019	Deadline to File Tax Levy with Cook County