



Wilmette Park District
Financial Planning & Policy Committee Meeting

Tuesday, March 16, 2021

5:30 p.m. – Online¹

AGENDA

I. Meeting Called to Order

Members of Committee:

Commissioner Julia Goebel, Chair

Commissioner Bryan Abbott

Commissioner Todd Shissler

Staff:

Superintendent Sheila Foy

II. Approval of Minutes

A. February 15, 2021

III. Communications and Correspondence

IV. Public Comment/Recognition of Visitors

V. Unfinished Business

VI. New Business

A. January 2021 Income Statement

B. 2021 Capital Projects

C. Phone System Recommendation

VII. Next Meeting: Monday, April 19, 2021

VIII. Adjournment

¹This meeting will also be held remotely via Zoom. To participate via Zoom on the phone, please call 312-626-6799 and enter meeting ID #815 5609 3992 and passcode #115531. If you wish to participate via the Zoom software, please use the same meeting number and passcode. Public Comment will be facilitated on Zoom during the meeting.

If you are a person with a disability and need special accommodations to participate in and/or attend a Wilmette Park District meeting, please notify the Director's Office at 847-256-6100.

Wilmette Park District **Policy for Public Comment**

The Board of Park Commissioners, in its regular or special meetings, is a deliberative body assembled to make decisions on new and pending matters affecting the District. Park Board and Committee meetings are meetings held in public, not a public meeting. The Board invites both oral and written communications from its residents.

To facilitate the conduct of Board/Committee meetings, the following procedures will be followed:

1. A section of each regular meeting is set aside for public comment and will be noted on the agenda as "Recognition of Visitors."
2. During the "Recognition of Visitors" agenda item, audience members should raise their hands and be recognized by the President/Chairperson prior to speaking.
3. When recognized by the President/Chairperson, each audience member should identify themselves and limit speaking to no more than three (3) minutes, unless additional time is granted by the President/Chairperson.
4. Questions are to be directed to the entire Board/Committee.
5. Park Board members may, by addressing the President/Chairperson, interrupt a presenter to obtain clarification and/or further information.
6. A Board/Committee meeting is not a forum for complaints against individual employees. Such matters are handled by directly contacting the Executive Director. Complaints against the Executive Director should be handled by directly contacting the President of the Board of Park Commissioners.
7. During presentation and discussion of agenda items, the President/Chairperson will not recognize speakers in the audience unless the Board/Committee desires additional information from an audience member.
8. When addressing the Board/Committee, all persons permitted to speak shall confine their remarks to the matter at hand and avoid personal remarks, the impugning of motives, and merely contentious statements. If any person indulges in such remarks or otherwise engages in conduct injurious to the civil discourse of the Board/Committee and the meeting, the President/Chairperson may immediately terminate the opportunity to speak. This decision is at the discretion of the President/Chairperson or upon the affirmative vote of two-thirds (2/3) of the park board commissioners present.
9. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board present.



WILMETTE PARK DISTRICT
Financial Planning & Policy Committee
Meeting Minutes

Monday, February 15, 2021
Virtual Meeting via "Zoom"

Present

Commissioners/Committee: Chair Julia Goebel, Bryan Abbott and Todd Shissler
Staff: Sheila Foy, Steve Wilson, Lindsay Thomas

Visitors: League of Women Voters Representatives and Board of Park Commissioner Candidates

Absent

None

I. Meeting Called to Order

Meeting was called to order at 6:32 p.m.

II. Approval of Minutes

A. January 19, 2021

Commissioner Shissler moved and Commissioner Abbott seconded a motion to approve the minutes of the January 19, 2021 Financial Planning & Policy Committee meeting.

By a roll call vote, voting Yes, Commissioners: Abbott, Shissler, and Goebel. Voting *No*, none. *Absent*, none; **motion carried.**

III. Communication and Correspondence

None

IV. Public Comment/Recognition of Visitors

Attendance Sheet will become part of the permanent record.

V. Unfinished Business

None

VI. New Business

A. January 2021 Income Statement

Superintendent Foy shared a revised financial statement as compared to what was in the packet and pointed out that the original income statement had a larger variance related to property taxes. Moving forward the variance will be tighter because the amount of property tax income is no longer allocated on a straight-lined basis over the twelve months of the year. She also pointed out

that COVID has impacted the tax collection and disbursement cycle so year over year analysis will not be as simple as it has been in the past.

Commissioner Abbott questioned why there was such a discrepancy between the January 2021 budget and actual fee revenue. Director Wilson said we thought there would be a greater demand for programs than there actually was due to rolling back into a more restrictive set of mitigations than were contemplated during the budget process.

Commissioner Abbott questioned the variance in salary and wages, to which Director Wilson explained the same amount of staff aren't being hired as would be during a normal non-COVID year. Commissioner Shissler questioned the benefits variance, to which Superintendent Foy explained there are now more part time positions and Director Wilson pointed to a few open positions at the golf course.

Commissioner Shissler asked for an explanation of the negative expense shown for utilities. Superintendent Foy explained that with some rebates the district was offered, those rebates were greater than the amount of utilities used.

B. January 2021 Capital Expenditure Summary

Superintendent Foy explained we have spent \$7,011 against the capital budget, for computer hardware and software in the administration office.

Commissioner Shissler asked about the replacement of the dog fence at Gilson Beach, which was initially listed for \$20,000 in the budget and is no longer. Director Wilson said the fence has been adjusted, but is unsure if this is a permanent solution. He will follow-up with a definitive answer. It is important to remember that sand shifts and additional repairs/replacement maybe necessary.

C. Proposed Social Equity Policy

Director Wilson explained that this is the second step in a multi-step process. The first piece was an inclusion statement and if this second step is approved, the next steps would be to analyze language in existing policies to update language and try and root out any implicitly or explicitly biased language. He further stated that this policy is intended to create a mindset of equitability, social justice, and inclusion in all we do.

Commissioner Goebel said this was an important initiative and asked if any other commissioners had comment on the policy. Commissioner Abbott praised the policy as well. Commissioners Goebel and Abbott both said it's important the policy apply equally to residents and non-residents, as residency should not affect how someone interacts with the District.

Commissioner Goebel asked that we discuss this at the next full board meeting as well. She further discussed recruiting part-time employees from not only New Trier, but other area schools such as Niles North and Evanston High Schools. Director Wilson agreed and said a part of the process is to understand our data first and start putting together a plan around that.

Commissioner Abbott motioned to recommend the Social Equity Policy to the full board and Commissioner Shissler seconded.

By a roll call vote, voting Yes, Commissioners: Abbott, Shissler, and Goebel. Voting *No*, none. *Absent*, none; **motion carried.**

VII. Next Meeting

The next meeting of the Financial Planning & Policy Committee is scheduled for March 8, 2021 at 6:30pm.

VIII. Adjournment

There being no further business to conduct, Commissioner Shissler moved and Commissioner Abbott seconded a motion to adjourn the Financial Planning & Policy Committee meeting at

By a roll call vote, voting Yes, Commissioners: Abbott, Shissler, and Goebel. Voting *No*, none. *Absent*, none; **motion carried.**

Minutes Approved by Committee on _____

Committee Chair

Department Head



Wilmette Park District
Revenue and Expense Statement
Calendar Year 2021
For Month End February 28, 2021

Total District	Through February 28th			YTD Variance		Total Year Budget 2021
	Actual 2020	Actual 2021	Budget 2021	Actual to Budget		
				\$	%	
Revenue						
Property Taxes	\$1,129,181	\$1,175,200	\$1,170,228	\$4,972	0.4%	\$7,909,177
Daily Fees	69,580	14,196	23,702	(9,506)	-40.1%	1,596,782
Fee Revenue	3,723,546	1,066,566	1,719,488	(652,922)	-38.0%	7,957,064
Membership Fees	255,581	93,517	258,270	(164,753)	-63.8%	2,296,121
Rental Revenue	557,740	364,828	306,561	58,267	19.0%	2,164,411
Retail Sales	24,832	14,861	15,009	(148)	-1.0%	201,495
Miscellaneous Revenue	<u>86,057</u>	<u>21,207</u>	<u>14,952</u>	<u>6,255</u>	41.8%	<u>160,221</u>
Total Revenue	\$5,846,518	\$2,750,374	\$3,508,210	(\$757,836)	-21.6%	\$22,285,271
Expenses						
Salaries & Wages	\$1,200,397	\$934,125	\$1,082,602	(\$148,478)	-13.7%	\$7,985,885
Employee Benefits	375,281	250,337	305,834	(55,497)	-18.1%	2,371,609
Contract Services	445,713	268,932	504,138	(235,206)	-46.7%	3,132,888
Utilities	40,300	77,522	120,905	(43,382)	-35.9%	998,443
Supplies	87,292	32,611	94,577	(61,967)	-65.5%	961,241
Repairs	<u>38,429</u>	<u>17,857</u>	<u>35,323</u>	<u>(17,465)</u>	-49.4%	<u>322,276</u>
Operating Expenses	\$2,187,414	\$1,581,384	\$2,143,380	(\$561,995)	-26.2%	\$15,772,342
Operating Surplus (Deficit)	\$3,659,104	\$1,168,990	\$1,364,830	(\$195,841)	-14.3%	\$6,512,929
Non-Operating Revenue						
Bond Proceeds	\$0	\$0	\$0	\$0		\$0
Capital Reimbursement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total Non-Operating Revenue	\$0	\$0	\$0	\$0		\$0
Non-Operating Expenses						
Capital	203,466	42,434	100,169	(57,735)	-57.6%	2,880,176
Capital - Special Recreation	0	0	0	0	N/A	705,818
Debt Service	0	0	0	0	N/A	2,373,943
Capital Transfer	0	0	(36,607)	36,607	-100.0%	0
Overhead Transfer	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	N/A	<u>0</u>
Total Non-Operating Expenses	\$203,466	\$42,434	\$63,562	(\$21,128)	-33.2%	\$5,959,937
Net Non-Operating Surplus (Deficit)	(\$203,466)	(\$42,434)	(\$63,562)	\$21,128	-33.2%	(\$5,959,937)
Total Expenses	<u>\$2,390,880</u>	<u>\$1,623,818</u>	<u>\$2,206,942</u>	<u>(\$583,124)</u>	-26.4%	<u>\$21,732,279</u>
Net Surplus (Deficit)	\$3,455,638	\$1,126,556	\$1,301,268	(\$174,712)		\$552,992



Memorandum

Date: March 12, 2021

To: Members of the Financial Planning and Policy Committee
Commissioner Julia Goebel, Chair
Commissioner Bryan Abbott
Commissioner Todd Shissler

From: Steve Wilson

Re: Phone System Proposal

In 2019, the Village and the Park District began discussing the need to replace our existing shared phone system. The reason being the service provider was ending support on the now 10 year old phone system. This support expires this month. The plan at the time was to work together to seek proposals and decide on the next shared phone system. With the pandemic, the Village decided to use a phone system available to them via another software they already owned. Therefore, the Park District embarked upon seeking proposals for its own phone needs.

Bill Popielarczyk, Network Administrator, worked with many phone providers and received thirteen proposals. After reviewing all proposals for features and costs, a couple providers were asked to demonstrate their product for a group of staff members. Ultimately, a phone system provided by Converged Digital Networks using the Sangoma phone system and Digium phones was identified as the preferred system.

With most solutions presented, both an on premise and a cloud solution were available to us. The upfront cost for an on premise solution is hire as the District would purchase the equipment, as compared to a cloud solution where the equipment is provided and the District pays a monthly service fee. When analyzing all solutions, the costs over a 10 year period for a cloud solution were greater than that of an on premise solution. Please see the table at the bottom of this memo for the cost analysis. Therefore, in the interest of being as fiscally prudent as possible, the decision was to pursue an on premise solution.

Therefore, the staff recommends that the board considers approving an agreement to purchase and install this phone system in the near future due to the current phone system no longer having a support provider. The cost for the system would be about \$62,500 for hardware and \$15,800 for a warranty period of 5 years, which is discounted by 20% for paying the warranty up-front. Therefore, the total upfront cost would be about \$78,400. This would be an unbudgeted expense as it was unfortunately missed during the budget process.

The phone system does provide some savings in the form of allowing us to eliminate certain communication lines needed for the current system that would not be needed for the proposed new system. The annual savings would be \$64,000 in year one, and about \$72,000 in each year subsequent to year one. This means the upfront costs would be fully recouped in 15 months. After that, all the savings would be simply that, savings.

The option to go with a cloud solution is also viable, and would be offset by the same savings, making the upfront, unbudgeted cost unnecessary, but in the long run, the total cost of ownership over a 10 year period would be significant when looking at the various options on the table below.

If the committee feels this is a prudent purchase to make, the staff will get a final proposal with all the specifications finalized for the next board meeting for the board to consider approving.

If you have any questions, please let me know.

All options Sorted in Ascending Order by 10 Year Cost								
<u>Solution Provider</u>	<u>Cloud or on-prem</u>	<u>Phones</u>	<u>Initial Cost</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>	<u>1 Year Cost</u>	<u>5 Year Cost</u>	<u>10 Year Cost</u>
Converged Digital Networks	On-prem	Sangoma d62 & d65 phones	75,230.00	329.55	3,954.60	79,184.60	95,003.00	114,776.00
TIG	On-prem	Mitel phones	50,944.30	600.00	7,200.00	58,144.30	86,944.30	122,944.30
MidCo Systems	On-prem	Mitel phones	89,749.19	600.00	7,200.00	96,949.19	125,749.19	161,749.19
TIG	Cloud	Mitel phones	-	2,207.25	26,487.00	26,487.00	132,435.00	264,870.00
Vertical	Cloud	Polycom vxx phones	22,726.11	2,019.03	24,228.36	46,954.47	143,867.91	265,009.71
Comcast Business	Cloud	Polycom vxx phones	6,005.25	2,461.40	29,536.80	35,542.05	153,689.25	301,373.25
Vertical	Cloud	Polycom vxx phones	5,245.01	2,560.13	30,721.56	35,966.57	158,852.81	312,460.61
MidCo Systems	Cloud	Mitel phones	1,647.00	2,930.41	35,164.92	36,811.92	177,471.60	353,296.20
RingCentral Cloud	Cloud	Polycom vxx phones	24,787.00	2,743.04	32,916.48	57,703.48	189,369.40	353,951.80
Access One	Cloud	Polycom vxx phones	18,807.00	2,888.62	34,663.44	53,470.44	192,124.20	365,441.40
RingCentral Cloud	Cloud	Polycom vxx phones	8,550.00	3,336.64	40,039.68	48,589.68	208,748.40	408,946.80
Access One	Cloud	Polycom vxx phones	1,020.00	3,441.62	41,299.44	42,319.44	207,517.20	414,014.40
AT&T Office at Home	Cloud	Polycom vxx phones	20,128.00	3,375.73	40,508.76	60,636.76	222,671.80	425,215.60