



WILMETTE PARK DISTRICT
Golf Operations Committee Meeting

Monday, July 13, 2020

6:30 p.m. – Online¹

AGENDA

- I. Meeting Called to Order

<u>Members of the Committee:</u>	<u>Staff:</u>
Commissioner Amy Wolfe, Chair	Director Steve Wilson
Commissioner Julia Goebel	
Commissioner Mike Murdock	
- II. Communications and Correspondence
- III. Public Comment
- IV. Manager Reports
- V. Unfinished Business
 - A. Golf Cart Path Project
- VI. New Business
 - A. June 30, 2020 Financial Statement
- VII. Adjournment

¹This meeting will be held virtually via Zoom by the Golf Operations Committee. To participate via Zoom on the phone, please call **312-626-6799** and enter meeting ID# **812 8593 8052** and Password# **136053**. If you wish to participate via the Zoom software, please use the same meeting number and password. Public Comment will be facilitated on Zoom during the meeting.

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.



Memorandum

Date: July 13, 2020

To: Members of the Golf Operations Committee
Commissioner Amy Wolfe, Chair
Commissioner Julia Goebel
Commissioner Mike Murdock

From: Steve Wilson

Re: Golf Cart Path Project

The engineering and permitting process related to the golf course cart path project continues to progress. The engineers held a meeting this week with staff to look at a couple locations to make sure they understood the property so they could finalize some of the details. Permitting has already begun at the various agencies that must approve the project.

As engineering and permitting progress, the District will need to ultimately determine if this project is one that it pursues this year or at a later date. Per the request of a Committee member, attached you will find the staff financial analysis that was reviewed in a prior Committee meeting prior to the Board of Park Commissioners solidifying the 2020 budget, including capital projects. Ultimately, the cart path project was included in the 2020 budget.

With that being said, 2020 has been a very unusual year due to COVID-19, and has caused many operations to operate at lower capacities once they reopened after being shut down for a material period of time. As a result, many capital projects were deferred from the 2020 budget into future years due to the greatly reduced operating net surplus. At this time, the cart path project is in the category of deferred capital projects.

As the cart path project was initially contemplated as a revenue based project, it is reasonable to consider pursuing the project in 2020 to begin capturing revenue sooner than later. Therefore, the discussion on Monday evening at the meeting will be centered around the question of when the project should be pursued.

If you have any questions, please let me know.

2019 Golf Comparison															
Rounds are Thru October 31, 2019															
						Northbrook Park District		Highland Park PD							
Wilmette Rounds		Winnetka Rounds		Glencoe Rounds		Sportsman's Rounds		Sunset Valley		Deerfield Rounds		Glenview Rounds		Mt. Prospect	
Mar/Apr	1,888	Mar/Apr	1,240	Mar/Apr	1,858	Mar/Apr	1,898	Mar/Apr	1,751	Mar/Apr	2,815	Mar/Apr	3,492	Mar/Apr	3,471
May	3,766	May	1,877	May	3,242	May	3,176	May	3,638	May	4,850	May	5,276	May	4,652
June	5,500	June	3,103	June	5,124	June	4,899	June	5,508	June	5,692	June	6,277	June	5,691
July	6,188	July	4,313	July	6,156	July	5,023	July	6,142	July	6,364	July	7,223	July	6,027
August	5,796	August	4,431	August	6,029	August	5,380	August	6,083	August	6,009	August	6,981	August	5,952
Sept	3,797	Sept	2,694	Sept	4,177	Sept	3,307	Sept	4,151	Sept	4,857	Sept	4,652	Sept	3,589
October	1,739	October	1,018	October	2,635	October	2,448	October	2,486	October	2,715	October	2,757	October	2,447
TOTAL	28,674	TOTAL	18,676	TOTAL	29,221	TOTAL	26,131	TOTAL	29,759	TOTAL	33,302	TOTAL	36,658	TOTAL	31,829
Proj Cart	\$ 174,000	Proj Cart	\$ 100,000	Proj Cart	\$ 197,000	Proj Cart	\$ 230,000	Proj Cart	\$ 266,000	Proj Cart	\$ 249,000	Proj Cart	\$ 225,000	Proj Cart	\$ 265,000
\$19 per		\$17.50 per		\$17 per		\$19 per		\$19 per		\$19 per		\$18 per		\$19 per	

Wilmette Park District
Wilmette Golf Course Continuous Cart Path Break Even Analysis
For November 5, 2019 Committee Meeting

Relevant Collected Data:

	Through October 31, 2019						
	Number of Days:			# of Rounds	Year End Projected Carts:		
	Closed	W/O Carts	Total		Quantity	Price	Revenue
Wilmette	16	57	73	28,674	9,158	\$ 19	\$ 174,000
Glenview	<u>13</u>	<u>-</u>	<u>13</u>	<u>36,658</u>	<u>12,500</u>	<u>\$ 18</u>	<u>\$ 225,000</u>
Variance	<u>3</u>	<u>57</u>	<u>60</u>	<u>(7,984)</u>	<u>(3,342)</u>	<u>\$ 1</u>	<u>\$ (51,000)</u>

Break Even Analysis

Avg. Revenue/Round	\$ 21	
Estimated Additional Rounds	<u>3,992</u>	(50% of bolded variance above)

Estimated Increased Round Revenue	\$ 83,832
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Cart Rental Fee	\$ 19	
Estimated Additional Carts	<u>1,671</u>	(50% of bolded variance above)

Estimated Increased Cart Revenue	\$ <u>31,750</u>
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Total Estimated Increased Revenue	\$ <u><u>115,582</u></u>
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Estimated Project Cost	\$ 850,000
Estimated 10 Year Maintenance Cost	\$ <u>50,000</u>

Total Cost	\$ 900,000
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Estimated Increased Revenue	\$ 115,582
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# Of Years to Break Even	7.8
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Wilmette Park District

Revenue and Expense Statement (without Overhead)

Golf Operations

As of June 30, 2020

Total District	Year-To-Date			YTD Variance		Total Year Budget 2020
	Actual 2019	Actual 2020	Budget 2020	Actual to Budget		
				\$	%	
Revenue						
Daily Fees	327,455	434,075	379,142	54,933	14.5%	853,891
Fee Revenue	111,236	77,180	122,355	(45,176)	-36.9%	228,056
Membership Fees	207,111	146,100	208,281	(62,181)	-29.9%	210,228
Rental Revenue	56,196	55,903	67,903	(12,000)	-17.7%	192,880
Retail Sales	46,225	28,894	45,214	(16,320)	-36.1%	103,500
Miscellaneous Revenue	<u>34,608</u>	<u>9,766</u>	<u>36,170</u>	(26,404)	-73.0%	<u>88,850</u>
Total Revenue	\$782,831	\$751,916	\$859,066	(\$107,149)	-12.5%	\$1,677,405
Expenses						
Salaries & Wages	311,745	\$322,299	\$367,094	(44,795)	-12.2%	\$835,197
Employee Benefits	44,258	44,699	48,998	(4,299)	-8.8%	114,240
Contract Services	72,236	43,372	81,167	(37,795)	-46.6%	129,190
Utilities	30,376	50,102	39,034	11,068	28.4%	91,618
Supplies	130,506	99,950	188,540	(88,590)	-47.0%	291,223
Repairs	<u>30,255</u>	<u>46,052</u>	<u>43,641</u>	2,411	5.5%	<u>80,879</u>
Operating Expenses	\$619,376	\$606,475	\$768,474	(\$161,999)	-21.1%	\$1,542,347
Operating Surplus (Deficit)	\$163,455	\$145,442	\$90,592	\$54,850	60.5%	\$135,058
Non-Operating Revenue						
Bond Proceeds	\$0	\$0	\$0	0		\$0
Capital Reimbursement	<u>0</u>	<u>0</u>	<u>0</u>	0		<u>0</u>
Total Non-Operating Revenue	\$0	\$0	\$0	\$0		\$0
Non-Operating Expenses						
Capital	5,489	6,485	8,510	(2,025)	-23.8%	11,510
Debt Service	0	0	0	0		0
Capital Transfer	0	0	0	0		0
Overhead Transfer	0	<u>0</u>	<u>0</u>	0		<u>0</u>
Total Non-Operating Expenses	\$5,489	\$6,485	\$8,510	(\$2,025)	-23.8%	\$11,510
Net Non-Operating Surplus (Deficit)	(\$5,489)	(\$6,485)	(\$8,510)	2,025	-23.8%	(\$11,510)
Total Expenses	<u>\$624,865</u>	<u>\$612,960</u>	<u>\$776,984</u>	<u>(\$164,024)</u>	<u>-21.1%</u>	<u>\$1,553,857</u>
Net Surplus (Deficit)	\$157,966	\$138,957	\$82,082	\$56,875	69.3%	\$123,548