

# Memorandum



Date: June 24, 2022

To: Board of Park Commissioners;  
Commissioner Michael Murdock, President  
Commissioner Kara Kosloskus, Vice President  
Commissioner Lindsay Anderson  
Commissioner Cecilia Clarke  
Commissioner Patrick Duffy  
Commissioner Allison Frazier  
Commissioner Julia Goebel

From: Steve Wilson, Executive Director

Cc: Kristi Solberg, Superintendent of Parks and Planning  
Emily Guynn, Superintendent of Recreation  
Sheila Foy, Superintendent of Finance  
Liz Cox, Superintendent of Human Resources & Risk Management

Re: Approach to Project Discussions in Committee of the Whole Meetings

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On each Committee of the Whole (COW) Agenda, when the meeting is not dedicated to a specific topic, there will be a section regarding projects that warrant public discussion. For example, the replacement of an HVAC unit on a rooftop of one of the facilities does not typically warrant public discussion other than when determining annual budgets, but something that is more directly interacted with by the public does, like the replacement of a playground.

Therefore, throughout any year, different projects will commence and complete, and the below structure is intended to facilitate those conversations. The hope is that the structure will create transparency for the community by keeping them informed as to where in the process any project currently is. In addition to that, another benefit to the process is it will allow for the District to be more intentional and create a longer term view of the planning process that will position the District more favorably to apply for and receive various grants.

When comparing this section of the COW agenda to the prior Committees' agendas, the items that would typically have fallen under New or Unfinished Business will be located in projects. It is important to note that Projects are not specifically limited to just physical/capital projects and will include larger District-wide initiatives such as the forthcoming Comprehensive and Strategic Plans.

A four phase process has been developed for projects. They are outlined below with associated explanations.

- Defining
  - Define project goals, objectives, anticipated outcomes, and initial timeline. Some duplicative work from the annual budget process when setting the Capital Budget, but will dive deeper into the details as the project is kicking off. This stage will also include determining the level of Public Input process treatment, which could include, but not limited to, website, communications channels, public meetings, surveys, etc. This stage will also involve consultants as needed.
- Planning
  - Create a project plan, checklist, outline, and project cost estimation. Implement Public Input process treatment. Involve consultants as needed.
- Execution
  - Complete the project plan, permits, bid, project budget updates, project status updates, work to ensure all contractors and consultants adhere to all previously agreed upon deliverables and timeline
- Completion
  - Project wrap up, complete project evaluation that includes public process review, project planned vs. results, financials, and identify areas of improvement for future projects

As the District works through these phases, there very well may be alterations made to the approach to try and improve the process for the District and public. While this is a good approach and place to start, it is important to also allow for continual improvement to best serve the Wilmette Community.