



*The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.*

**MINUTES  
ADMINISTRATON & FINANCE COMMITTEE  
January 19, 2016**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on January 19, 2016 at 7:02 pm at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner McGinn, Comm Rep Katis, Musial (7:08), Utas, Winner, Chairman Kaplan

Absent: Comm Rep Chhatwani

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, P&D Director Buczkowski

Audience: President Bickham, Commissioners R. Evans and Kilbridge, Mr. K. Evans

**2. Approval of Agenda:**

Commissioner McGinn made a motion, seconded by Comm Rep Winner to approve the agenda as presented. The motion carried by voice vote.

**3. Minutes:**

Comm Rep Winner noted that he was not present at the December meeting.

Commissioner McGinn made a motion, seconded by Comm Rep Utas to approve the minutes of the December 15, 2015 meeting as amended. The motion carried by voice vote with Comm Rep Winner abstaining.

**4. Comments From the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. GIS Consulting Contract/M16-007L

Deputy Director Talsma explained that \$85,000 had been budgeted for the project. Director Buczkowski noted that the district had built so many parks and facilities so quickly that there was a need to work with software that could track map centrally the entire district's assets.

Executive Director Bostrom and President Bickham arrived at 7:05 p.m.

Director Buczkowski also explained that the GIS systems were not new concepts and an excellent way to track assets. He explained that it used a map central approach rather than by list or through an excel spreadsheet and the district could determine the assets that needed to be tracked. He explained that those assets would be more easily identified as they would also be provided a location for the asset.

Comm Rep Musial arrived at 7:08 pm.

Director Buczkowski noted that they could also bring in other data such as maintenance records so that the district could be proactive in the maintenance approach. He noted that the district had probably 4,500 to 5,000 assets in the park system. He explained that the information could also be used to evaluate the cost of replacement for assets and that smart phones and tablets could be used to input and track data from the field. Director Buczkowski explained that the Village has an individual for general GIS and another for facility GIS. He explained that he thought the district could maintain the system in-house once the initial inventory was complete.

He also explained that the package was tailored to Parks and Recreation Agencies and used for the planning and maintenance of assets.

Commissioner McGinn asked if it would be reconciled with the large asset plan the district had presently and Deputy Director Talsma explained that it would give more detail and background to that initial plan. His example was of \$25,000 for park amenities and another \$25,000 for trees. Presently that is all the information; however, the GIS would provide the location of the park amenities and trees as well as the type of amenity or tree and the actual cost per item in that purchase and could be immediately updated to the system from the field via the use of the tablet. He noted that it would be taken to the capital level. Director Buczkowski explained

that it could also be used as a marketing tool and could tie to RecTrac and MainTrac.

Comm Rep Katis asked if the district did not already have that information. Director Talsma noted that the information he might have would be that it would cost \$140,000 to redo a community park that the financial statement would not break that down. Ten years down the road they would only have the information that they used \$140,000 to replace the park and not the specific information and/or cost tied to each asset in the park.

Comm Rep Katis asked if the system was used more for inventory and maintenance. Deputy Director Talsma noted that it could be used for all of the above. He also explained that the information would be available on line to residents along with a map of the area showing where the amenities were in the park.

Comm Rep Katis asked if Google Earth did not offer that information and would the \$80,000 be better spent on something else.

Comm Rep Utas asked about the ROI and Deputy Director Talsma explained that it would provide a very detailed data base as well as a marketing tool on who was using areas of the district, especially the parks. Director Buczkowski explained that it would be helpful for tree maintenance; that as the community got older the trees would get older and require maintenance, trimming, removal and this system could provide the information on the tree and the exact location. He explained that the district had reacted to the Ash Borer issue and that an inventory of the trees could have forecast the cost of the maintenance as well as location and what type of tree to replace the Ash trees with to provide diversity in the area.

Comm Rep Katis asked if it was used in the corporate world and it was noted that it might be more now, noting that it could be used to find ethnic populations.

Chairman Kaplan asked where that information would come from and Director Buczkowski explained that the information was already out there in the public domain and that information could be used for queries.

Executive Director Bostrom explained that the system would be used as a maintenance management system for all assets and would prevent the district from surprise maintenance costs; allowing the district to better allocate our resources.

Director Buczkowski explained that it would give the district the ability to manage all the assets including items like fences, benches and drinking fountains.

Comm Rep Utas asked if it could be used to estimate the useful life of the equipment and if that equipment would continue to be inspected. Deputy Director Talsma noted that it could estimate and that the equipment would continue to be inspected as the life of the item might be shorter or longer than estimated. Comm Rep Utas asked about the number of users and it was noted that they would have 10 licenses; however, many staff could use the licenses; just as long as they used 10 at a time. Comm Rep Utas asked if the public would have the opportunity to bring an item needing attention to the district's attention and Director Buczkowski noted that they would be able to.

Comm Rep Katis asked how the district would get the community involved and Director Buczkowski explained there would be marketing.

Comm Rep Utas asked who would be doing the inventory and Director Buczkowski noted that the company would but that he would be trained on the system.

Comm Rep Musial noted that the company recommended did primarily counties and cities with references to counties in the SE area. She asked if they had any experience with park districts or in this area.

Director Buczkowski noted that this company was seeing park districts as a potential niche in the market and that city governments would include park districts. He noted that he had found them at a Parks and Rec Conference.

Comm Rep Musial expressed concern that the district not be this company's guinea pig. Director Buczkowski noted that Geotech was the interface for a tailored ESRI platform for our specific assets.

Comm Rep Utas asked if the district could work with the Village to piggy back and Director Buczkowski explained that staff had looked into that but the Village staff person would only work on a part time basis and not very cost effective.

Commissioner Kilbridge asked about the man hours required for inventory and Director Buczkowski said a possible average of 3 hours per park.

Comm Rep Katis asked how long it would take to get up and running and Director Buczkowski explained that his goal was to have it complete by October 1 for the next budget process.

Comm Rep Musial asked why the district should pay to have someone else inventory and input the assets and Director Buczkowski explained that they would also be setting up the mapping locations.

Executive Director Bostrom explained that Director Buczkowski would not be available to do the inventory as he already had a full schedule for the coming months with capital projects.

Commissioner R. Evans asked if a license was the same as a user and it was noted that it was. Mr. K. Evans equated the 10 licenses to a set of 10 chairs that any of the district's staff could use, but only 10 staff at a time. Deputy Director Talsma noted that it was the same for the time card system. That the district had a limited number of licenses but 600 staff that had to use the system throughout the day. Commissioner R. Evans asked about the widget and Director Buczkowski explained that it was a specifically designed program.

Mr. K. Evans noted that his daughter used GIS as an environmental scientist. He expressed concern that the system would not integrate with RecTrac and the accounting software as promised. He also asked if they could take pictures of the assets and Director Buczkowski noted that they could.

Executive Director Bostrom explained that it would allow mapping of underground water lines.

Mr. K. Evans asked what would happen when the champion of the project retired and Executive Director Bostrom explained that the district runs a program called "train the trainer" and Deputy Director Talsma explained that it would be implemented by the parks department. Director Buczkowski noted that as the torch was passed, so would the system. Mr. K. Evans noted that it could be an opportunity to bring in an intern over the summer.

Chairman Kaplan asked about the contract cost of \$77,000 and the budgeted amount of \$85,000 and Deputy Director Talsma noted that it was for possible additional needs. It was also noted that the company name was Geographic Technologies Group.

Comm Rep Winner made a motion, seconded by Commissioner McGinn to recommend the board approve expending an amount not to exceed \$85,000 for the GIS development project which includes the proposed contract cost to Geographic Technologies Group for an amount of \$77,000. The motion carried by voice vote.

B. Accounting Software/M16-008:

Deputy Director Talsma reviewed the item noting that there was \$140,000 budgeted for this item. He explained that staff had been evaluating the options and doing the background checks and gave credit to Superintendent Cotshott for the hard work.

Comm Rep Winner asked if the system would require new hardware and Deputy Director Talsma said it would not.

Comm Rep Utas asked about scanners and Deputy Director Talsma explained that 2 new ones were purchased this year and there would be no need for anything additional.

Chairman Kaplan asked when they would phase out MSI and Deputy Director Talsma noted that the initial intent was to already have phased it out, but the replacement (Smart Fusion) had not been well received.

Comm Rep Utas asked about the travel expense and Deputy Director Talsma noted that the district would cover that to have them out for an upgrade. He explained that they provided that expense for VSI presently.

Chairman Kaplan asked what would happen if they waited until they closed out MSI and Deputy Director Talsma noted that they would not provide support for the MSI software if something went wrong – there would be no fix.

Comm Rep Musial asked why there were no comments for the Tyler/Incode and Deputy Director Talsma said he did not have an answer as the space was provided to all for comments.

Mr. K. Evans asked if it would interface with the GIS and Deputy Director Talsma said it would not directly. Mr. K. Evans asked about the customer service and customizations and Deputy Director Talsma explained that there was always an added cost for customization; same held true for RecTrac. However, the district had not had a need for that in 10 years.

Comm Rep Musial made a motion, seconded by Comm Rep Katis to recommend the board approve the proposed software purchase of BS&A software in an amount not to exceed \$138,125. The motion carried by voice vote.

C. A&F Report and 4Q2015 Goals/M16-009:

Deputy Director Talsma reviewed the report noting that they had begun preparing for the audit. He explained the auditors would be here in March for field work and should be reporting their findings to A&F in May.

He also noted that HR Leninger had completed a course to become a Certified HR Professional.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to send the A&F report and 4Q2015 goals M16-009 to the board. The motion carried by voice vote.

D. Detail Reports:

Deputy Director Talsma asked for questions.

Chairman Kaplan asked why the monthly invoices were double from December. Deputy Director Talsma noted that some capital items may have been included increasing the amount for this report as well as December's report being a little light on expenses during the last 2 weeks of the month.

Comm Rep Winner made a motion, seconded by Comm Rep Katis to approve the

- Manual Checks: \$352,412.62
- Monthly Invoices: \$344,512.87

The motion carried by voice vote.

E. Financial Statements:

Deputy Director Talsma reviewed the statements noting that the district had abolished the Working Cash fund. He also distributed a copy of the Fund 13 explaining that the funds had been transferred to pay the UAL in the IMRF Fund.

Comm Rep Katis asked if ELC was really making that much money and it was noted that it was along with youth hockey, and the STAR program.

Director Kies explained that ELC was only 3 spots away from maxing out.

7. **Committee Member Comments:**

Commissioner McGinn said he was looking forward to State Conference.

Comm Rep Katis noted that all programs were looking financially very impressive and he felt the GIS made good sense to maintain the assets.

Chairman Kaplan thanked everyone for participating.

**8. Adjournment:**

Comm Rep Katis made a motion, seconded by Comm Rep Winner to adjourn the meeting at 8:41 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary