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MINUTES
ADMINISTRATION & FINANCE COMMITTEE
September 18, 2018

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on September 18, 2018 at 7:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Bickham, Comm Rep Chhatwani, Utas, Wilson, Chairman Kilbridge

Absent: Comm Rep Musial, Winner

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: Commissioners Kinnane, McGinn, K. Evans, R. Evans, President Kaplan

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the August 28, 2018 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Admin/Finance Report /M18-095:

Executive Director Talsma addressed the committee noting that staff had checked with regard to the park district's rule on drone usage. He explained that only the State and Feds could control drones, however, the legal position was that the district was not trying to control them, only mandating their use in the parks and that our policy of not allowing drones in the parks was not much different than the policy of no smoking in the parks.

Director Hopkins reviewed the report explaining that they were changing the budget process. Accounting staff had input a base budget based upon historical budget information and it would then go to the managers and directors to tweak with budget information on new programming or the removal of unsuccessful programming.

Chairman Kilbridge asked if this was different than what was done in the past and Director Hopkins explained that in the past the managers and directors created their budgets including past historical data and new programming ideas and then it went to accounting staff. In an effort to balance the budget with that information, accounting staff would have two difficult weeks aligning the budget. This way, the budget would begin balanced with the historical information and additional programming information could be added or deleted and the budget balanced at each point.

Commissioner Bickham asked if there was a range of 5% to 10% and Executive Director Talsma noted that there was no limit, just the need to maintain a balanced budget.

Commissioner McGinn asked if dollars were built into the budget for the new ideas and Executive Director Talsma noted the initial budget would be base only and anything staff wanted to add as new programming (within reason) would be added.

Commissioner Kinnane asked if the new program ideas would be prioritized and Executive Director Talsma explained that no new idea would be turned down.

Commissioner Kinnane asked if staff recognized when programs did not work and Executive Director Talsma noted that they did.

Director Bechtold noted that this new approach should free staff to be more creative in acquiring additional revenues.

Commissioner Bickham asked if Director Hopkins had used this approach before and she noted that she had not but was looking forward to implementing this new approach to create a better budget process.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to send the A&F Report M18-095 to the board as presented. The motion carried by voice vote.

B. Open and Paid Invoice Register:

Comm Rep Utas asked if the GPS units were back in the golf carts and Director Bechtold noted that they were. He explained that he was waiting to see if they continued to be an improvement over the old units and that would determine if he asked for a month of refund or more compensation.

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Open and Paid Invoice Register in the amount of \$479,062.98 as presented. The motion carried by voice vote.

C. Revenue and Expenditure Report:

Director Hopkins reviewed the financial report noting that the General Fund was positive primarily due to staffing changes; Recreation Fund was behind in the numbers primarily due to ice registration; ELC was up; Senior programming was under by \$20,000; Aquatics was to the positive by \$30,000, PSSWC was overall better than budget primarily due to staffing changes; BPC had not changed numbers much through August but they might still make up revenue in the fall if the weather held.

Commissioner McGinn asked about the Senior Programming revenue down and Director Hopkins noted that they were looking at a large trip in the fall and trying to generate interest to make up revenue. Executive Director Talsma noted that an earlier large trip (\$20,000 revenue/\$18,000 expenses) had been cancelled and that had an impact.

Commissioner McGinn asked about golf noting that he did not believe it was too far off budget. It was noted that 75% of revenue would be expected to be realized by this date and the course was at 68%.

Chairman Kilbridge asked about the \$30,000 in Aquatics and Director Hopkins noted that it was primarily daily fees. Executive Director Talsma noted that the district was receiving positive feedback on the new concessions.

Commissioner Kinnane noted that the concessions at his children's birthday parties had been great.

President Kaplan asked about the projected losses for ice and Director Hopkins said that it was below budget but they were estimating at this point. Executive Director Talsma explained that staff would provide additional information at the Recreation Committee meeting.

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Revenue and Expenditure Report as presented. The motion carried by voice vote.

7. Committee Member Comments:

Commissioner Bickham reminded everyone of the Hoffman Walk on Saturday. He also noted that the garage sale had been nice and well done by staff.

Comm Rep Wilson noted that Uncorked and Untapped had also been very nice.

Chairman Kilbridge agreed that the Uncorked and Untapped had been good and congratulated BPC and Staff and Advertising and Sponsorship Manager Graham and all the participants on a successful event. Executive Director Talsma noted that Reverse Raffle winner Comm Rep Chhatwani had donated \$100 back to the Foundation.

8. Adjournment:

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 7:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary