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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
October 27, 2020**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on October 27, 2020 at 7:12 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Comm Rep Wilson, Comm Rep Winner, President Kaplan (interim A&F Committee member)

Absent: Comm Reps Kulkarni, Musial, Utas

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 & Facilities Bechtold, Executive Assistant Logan

Audience: Commissioners Kinnane, K. Evans, R. Evans, Chhatwani; Comm Rep Macdonald

2. Approval of Agenda:

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

3. Approval of the Minutes:

President Kaplan made a motion, seconded by Comm Rep Wilson to approve the minutes of the September 22, 2020 meeting as presented. The motion carried by voice vote. Comm Rep Winner abstained because he was absent for the September 22, 2020 meeting.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. First Amendment Activities Policy / M20-111:

Executive Director Talsma explained each park district should have a policy governing where we can hold our first amendment activities. This policy dictates where at each facility the public is allowed to assemble or protest without a permit. Legal counsel has reviewed and approved the policy.

It was noted that parking spaces are included in the designated area of each facility.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend the Board approve the First Amendment Activities Policy as presented in M20-111. The motion carried by voice vote.

B. Billboards Agreements and Resolutions / M20-123:

Executive Director Talsma explained nothing is changing with the billboard lease agreements, this is in regards to the billboard signs. The owners of the property the signs are located on went bankrupt. We are transferring the existing agreement to new ownership. This will allow for the billboards to maintain as originally set in agreements by changing ownership of land that the billboards sit on.

Comm Rep Winner asked about the lease extension to 2042. Executive Director Talsma explained staff worked with The Village to extend the Special Use Permit to match the iDOT permits expiration date of 2042; this way, all will expire in the same year.

Commissioner K. Evans asked about the condition of the billboards. Director Huguenot noted the billboards are in good condition.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend the Board approve the following resolutions: Resolution to Approve First Amendment to Sign Lease Agreement; and the Resolution to Approve Sign Sublease Agreements and Assignments of Rents as presented in M20-123. The motion carried by voice vote.

C. Cook County Coronavirus Relief Funds Resolution R20-006 / M20-122:

Executive Director Talsma explained staff are planning to apply for Coronavirus relief funds, but in order to do so, an intergovernmental agreement must be passed.

Comm Rep Winner made a motion, seconded by Comm Rep Wilson to recommend the Board approve the IGA and the resolution with Cook County in order to apply for coronavirus relief funds as presented in M20-122. The motion carried by voice vote.

D. Pay Grades, Job Descriptions, Health Insurance Contribution, and 2021 Wage Increase / M20-114:

Executive Director Talsma explained that to address a 2020 Goal Objective to “ensure employee wages are competitive and aligned with value”, Director Hopkins conducted an in-house salary survey to reestablish all pay grades for full-time staff. In addition, full-time job descriptions were evaluated for accuracy of responsibilities. Also, an analysis was completed to evaluate current health insurance contributions.

Director Hopkins explained that from the data collected for the salary survey, grades were created using the midpoint annual as a comparison. If they were close, we then grouped jobs together based on that midpoint and created the grade. We then compared the minimum and maximum of the established grades and job titles/descriptions were updated. Director Hopkins explained it was determined some employees were below the wage range and some were above the wage range. Adjustments were made to those staff that were below the wage range.

Director Hopkins explained that as part of this process other benefits were evaluated primarily health insurance contribution. Compared to the most comparable park districts, Hoffman Estates is by far the most expensive in the area. Based on the averages of the comparable park districts, staff is proposing an adjustment be made to the health insurance contribution. The adjustment will result in an increase of 2% to staff’s take home pay. Staff is also proposing the opt out coverage be increased from \$25 to \$50.

Director Hopkins explained staff are proposing a wage increase but only for Grades 1 and 2 which are our hourly employees; primarily, to make sure they stay aligned with the minimum wage increase that is going to take place this year.

Comm Rep Wilson asked how this fits into the budget. Executive Director Talsma explained this is a part of the proposed 2021 budget; for the budget, this strategy for wage increase for just the hourly staff will result in ~\$15,000 as compared to the entire salary pool which would be ~\$50,000 to \$75,000 more than that. Additionally, the District is down nine full-time positions and because of that we are looking at roughly \$500,000 in salary savings for next year’s budget. The 2% differential for health insurance contribution will allow for a little more take home pay and then the offsetting impact would be on the District to pay ~\$10,000 more in contributions.

Comm Rep Wilson asked about the stepping forward of minimum wage. Executive Director Talsma explained the part-time employees that this would impact are already at the appropriate wage level.

Chairman McGinn commended Director Hopkins on a job well done.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend the Board approve: 1) The proposed pay grades, new job descriptions, and employee health insurance contribution rates. 2) To budget a 2% wage increase for the 2021 budget for the hourly workers in Grades 1 & 2. The motion carried by voice vote.

E. Administration & Finance Report and 3Q Goals / M20-115:

Director Hopkins highlighted the following:

- Staff began testing a new AP process that will allow documents to be submitted electronically using a feature in the software in order to eliminate the process from hard copies. The testing went well and staff plan to roll it out to additional employees in October.
- Staff completed research into a replacement Time and Attendance software. Staff are prepared to present their findings and proposal at a future meeting.
- Staff completed the IMRF audit.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to send the A&F Report M20-115 and 3Q Goals to the Board as presented. The motion carried by voice vote.

F. Open and Paid Invoice Register:

Chairman McGinn noted there was an expense for an Emergency Button for \$18,000. Director Hopkins confirmed panic buttons were installed at all facilities.

Chairman McGinn noted the \$13,000 expense for the bond rating assessment. Executive Director Talsma confirmed this is standard and it is required.

Comm Rep Winner made a motion, seconded by Comm Rep Wilson to recommend the Board approve the Open and Paid Invoice Register in the amount of \$642,641.89 as presented. The motion carried by voice vote.

G. Revenue and Expenditure Report, Financial Analysis, and COVID-19 Impact Statement:

Director Hopkins reviewed the Financial Analysis highlighting that the general fund net revenue is up over \$750,000 greater than budgeted primarily due to staff reductions and furloughs, the insurance rebate, and the fact that the District is not

responsible for the unemployment reimbursement since 50% is being paid for by the federal government and 50% is being paid for by the state government.

She added the Recreation net revenue is down roughly \$250,000 primarily due to STAR, preschool, and ELC revenues being down due to the extended closure.

She added The Club's net revenue is \$525,000 less than budgeted due to five months' worth of membership fees that were not collected.

She explained Bridges net revenue is up over \$42,000 above budgeted due to wage reductions and green fees.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend the Board approve the Revenue and Expenditure Report, Financial Analysis, and the COVID-19 Impact Statement as presented. The motion carried by voice vote.

7. Committee Member Comments:

Chairman McGinn and Comm Rep Winner commended Director Hopkins on the impressive job on the wage analysis.

8. Adjournment:

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

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant