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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
February 23, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on February 23, 2021 at 7:10 p.m. remotely via ZOOM.

Present: Chairman McGinn, Commissioner Friedman, Comm Reps Musial, Utas, Winner

Absent: Comm Reps Kulkarni, Wilson

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

Audience: President Kaplan; Commissioners K. Evans, R. Evans, Chhatwani

2. Approval of Agenda:

Comm Rep Utas made a motion, seconded by Comm Rep Winner to approve the agenda.

On a Roll Call: Carried 5-0-2
Ayes: 5 Musial, Utas, Winner, Friedman, McGinn
Nays: 0
Absent: 2 Kulkarni, Wilson

3. Approval of the Minutes:

Commissioner Friedman made a motion, seconded by Comm Rep Utas to approve the minutes of the January 26, 2021 meeting as presented.

On a Roll Call: Carried 5-0-2
Ayes: 5 Musial, Utas, Winner, Friedman, McGinn
Nays: 0
Absent: 2 Kulkarni, Wilson

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Surplus Ordinance O21-002 / M21-019:

Executive Director Talsma explained these items are Parks/Golf maintenance-related items that need to be disposed of per the standard surplus ordinance and the estimated value is based on fair market value of the disposal or guaranteed trade-in value that we are already aware of.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the Board approve the Surplus Ordinance O21-002 an “Ordinance Authorizing the Disposal, Sale or Trade-In of Surplus Property Owned by the Hoffman Estates Park District” as presented in M21-019.

On a Roll Call: Carried 5-0-2

Ayes: 5 Musial, Utas, Winner, Friedman, McGinn

Nays: 0

Absent: 2 Kulkarni, Wilson

B. Administration & Finance Report / M21-016:

Director Hopkins highlighted the following:

- Human Resources staff are reviewing and updating employee information in the HR database.
- Technology staff are working with Maintenance and Recreation on the new eSports Gaming Lounge.

Comm Rep Utas asked about the eSports Gaming Lounge and it was noted that this is being put into the Vogeley Barn where the teen center was.

Chairman McGinn asked about the cameras at The Club and it was noted some of the cameras are new and some are being replaced.

Comm Rep Musial asked how many staff members are obtaining the SHRM certification and it was noted that one staff member is.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to send the A&F Report to the Board as presented.

On a Roll Call: Carried 5-0-2
Ayes: 5 Musial, Utas, Winner, Friedman, McGinn
Nays: 0
Absent: 2 Kulkarni, Wilson

C. Open and Paid Invoice Register:

Comm Rep Utas asked if the District receives any revenue from the fan photos at the ice rink. It was noted that the Wolves receive the revenue from the photos and the District does not.

Chairman McGinn asked about the \$25,000 expense for Dominion Lighting. It was noted staff will look into it and follow-up with the Committee.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the Board approve the Open and Paid Invoice Register in the amount of \$432,663.06 as presented.

On a Roll Call: Carried 5-0-2
Ayes: 5 Musial, Utas, Winner, Friedman, McGinn
Nays: 0
Absent: 2 Kulkarni, Wilson

D. Revenue and Expenditure Report, Financial Analysis, and District Wide Operations Statement:

Director Hopkins highlighted the following:

- The General Fund's net revenue is \$18,957 greater than the budgeted net expense of \$1,157,000, excluding capital net revenue is \$309,472 greater than budget.
- For the General Fund, property taxes were slightly below budget. The District's collection percentage went from 99.4% in 2019 to 98.5% in 2020. We are still expecting to see that revenue come in, but it will be delayed and will likely come in later in 2021 or over the next couple of years.
- Grant reimbursement is under budget. The entire grant for Birch Park was budgeted for 2020; however, only \$37,500 of applicable expenses came in, so that is how much of the grant was recognized. We won't receive the rest of the money until the project is completed in 2021.
- For miscellaneous revenue, in 2020 there were a lot more memorials purchased compared to that of 2019.
- Insurance expenses were below the budgeted amount. We received a rebate from PDRMA. We were not responsible for unemployment costs as 50% was covered by the Federal Government and 50% was covered by the State.

- For the Recreation Fund, the net revenue is \$337,053 less than the budgeted net revenue of \$85,000, excluding capital net revenue is \$382,823 less than budget.
- Seascope was closed for the season. The expenses incurred are primarily fixed costs and some additional expenses early in the year before the shutdown.
- The District was one of the Illinois Childcare Restoration Grant recipients from funding provided by the Federal CARES Act. These resources were used to offset staffing, PPE supplies, and equipment to allow the ELC to operate safely.
- The Club's net revenue is \$105,382 less than the budgeted net revenue of \$0, excluding capital net revenue is \$555,382 less than budget due to reductions in membership numbers and COVID-19 closures and restrictions.
- Bridges – except for walking paths in parks, golf courses were the first recreation activity to begin opening up after the March shutdown. It was also a near-perfect year for golf with few rain closures and a warm fall season. The Bridges of Poplar Creek Fund's net revenue is \$122,086 greater than the budgeted net revenue of \$0, excluding capital net revenue is \$107,226 greater than budget.
- The District Wide Operations Statement is replacing the COVID-19 Impact Statement. The Budgeted YTD is a calculation based on five years' worth of history and the average amount of revenues or expenses that occurred during that month. The budget is allocated that way with the variance, so we can keep close tabs on where we are headed for the fiscal year.

Commissioner K. Evans asked if we have a commitment for how long we will keep memorial items in place for and it was noted that the District does not have a policy designating the length of time that a memorial item must remain in place for.

Chairman McGinn asked about the Sears EDA payment and it was noted that last year it was held up, too, but the school district eventually works with the courts to release the EDA payments on an annual basis. We anticipate receiving the payment in March 2021.

Chairman McGinn asked about a ComEd rebate for the ice rink lights. Director Hugen explained we received ComEd incentive grants. These grants mean ComEd will provide funds for using one of their installers/providers. The provider does the project for us at ComEd's cost cutting off the funds we pay outright. Then the provider goes back to ComEd to get the money in return.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the Board approve the Revenue and Expenditure Report, Financial Analysis, and the District Wide Operations Statement as presented.

On a Roll Call: Carried 5-0-2
Ayes: 5 Musial, Utas, Winner, Friedman, McGinn
Nays: 0
Absent: 2 Kulkarni, Wilson

7. Committee Member Comments:

Comm Rep Winner congratulated Commissioner Friedman and added he looks forward to having Commissioner Friedman on the Board/A&F Committee.

Comm Rep Musial noted it was very nice to see the ice fishing and all of the people out on the lake. She added a thank you to staff for plowing the park paths.

Comm Rep Utas thanked staff for their efforts.

Chairman McGinn thanked Director Hopkins for a job well done.

8. Adjournment:

Comm Rep Utas made a motion, seconded by Commissioner Friedman to adjourn the meeting at 7:35 p.m.

On a Roll Call: Carried 5-0-2
Ayes: 5 Musial, Utas, Winner, Friedman, McGinn
Nays: 0
Absent: 2 Kulkarni, Wilson

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant