**MINUTES**

**ADMINISTRATION & FINANCE COMMITTEE MEETING**

**July 27, 2021**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on July 27, 2021 at 7:20 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Friedman; Commissioner Dressler; Comm Reps Kulkarni, Wilson, Winner

 Absent: Community Reps Musial and Utas

Also Present: Executive Director Talsma, Director of Recreation Kapusinski, Director of Finance Hopkins, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold, Director of Administrative Services Pete Cahill, Executive Assistant Flynn

Audience: President Kinnane; Commissioners K. Evans, Kaplan, Chhatwani; Community Member Jennifer McIlrath

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to approve the minutes of the June 22, 2021 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

 None

**5. Old Business:**

 None

**6. New Business:**

A. Administrative and Finance Report and 2Q Goals / M21-068:

 Director Hopkins highlighted the following:

* The Wi-Fi access point at The Club has been upgrades to accommodate more members.

Commissioner Dressler asked about the jump in payroll for the pay period of June 11 through June 25. Executive Director Talsma indicated this is due to the summer/seasonal workers.

Commissioner Dressler inquired as to why there were no comments under PDRMA for 2nd Quarter Goals. Executive Director Talsma stated that the accreditation process is being revamped. It is usually every three years, and we were scheduled for this year, but it was delayed due to the pandemic. We are a beta site for the new process, which will roll out in the fall. They are moving from a scoring process to a performance-based one, which will align more with the state and national safety guidelines. He also stated that we can add something for 3rd Quarter to update this.

Commissioner Dressler asked about the 1st Quarter goal for Establish Debt Issuance policies. Executive Director Talsma and Director Hopkins together noted that a draft was being developed in the 1st Quarter, and is still under development. This will be tied to the bond issue in December.

Commissioner Evans asked if there were any updates on the purchase of security cameras for Fabbrini. Executive Director Talsma stated that no decisions have been made to move forward with this. The cost is estimated between $5,000 and $10,000. There is one parent who may have some information from Snap Chat, and Commissioner Dressler will send contact information to Director Hugen for a community member who has pictures of the kids in question. We may sit on the purchase of cameras and see if these incidents of vandalism have stopped, as we haven’t seen any activity since the two children were questioned by police.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend to forward the Administration and Finance Report and 2Q Goals to the full board. The motion carried by voice vote.

C. Open and Paid Invoice Register:

Director Hopkins asked if there were any questions regarding the Open and Paid Invoice Register. No questions were asked.

Comm Rep Wilson made a motion, seconded by Commissioner Dressler to recommend to forward the Open and Paid Invoice Register in the amount of $924,849.59 to the full board. The motion carried by voice vote.

D. Revenue & Expenditure Report and District Wide Operations Statement:

Director Hopkins reviewed the District Wide Operations Statement highlighting the following:

* Director Hopkins added a COVID timeline at the beginning of the report so we could see dates when things changed in terms of permissions from the state. This helps to explain a lot of what is going on in the financial statements when comparing to prior years.
* The general fund operating variance is due to declining investment income as well as a shift in property tax dollars and maintenance costs of the District being moved to the general fund.
* The Recreation fund shows a positive variance of $465,000 compared to the year prior. Camps are now at pre-COVID levels.
* Hoffman United and All Stars have been very popular this year, resulting in a favorable variance of $61,000 in Athletics.
* The transfer of maintenance and repair costs to the general fund had a positive impact on the financial statement, as well as full-time staff reductions that took place in 2020.
* The revenue at The Club is $174,000 more than the prior year.
* The fitness revenue is $192,000 greater that this time last year.
* Bridges of Poplar Creek is the “all-star”, with a revenue variance of $198,594 greater than the prior year. The food and beverage area is still feeling the impact from restrictions, which were in place until June 11, and this report includes revenue through June 30. Golf operations are exceeding pre-pandemic levels.

Comm Rep Wilson made a motion, seconded by Comm Rep Kulkarni to recommend to forward the Revenue & Expenditure Report, Financial Analysis and District Wide Operations Statement to the full board. The motion carried by voice vote.

**7. Committee Member Comments:**

None

**8. Adjournment:**

Comm Rep Winner made a motion, seconded by Comm Rep Wilson to adjourn the meeting at 7:28 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma

Secretary

Cindy Flynn

Executive Assistant