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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
January 25, 2022**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on January 25, 2022 at 7:20 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Friedman, Commissioner Dressler, Comm Reps Kulkarni (phone), Musial, Utas, Wilson, and Winner

Absent: None

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

Audience: President Kinnane, Commissioners Chhatwani, Evans, Kaplan, and McGinn

2. Approval of Agenda:

Comm Rep Winner 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 Winner made a motion, seconded by Comm Rep Utas to approve the minutes of the December 21, 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 Services Report and 4th Quarter Goals / M22-009:

Executive Director Talsma noted that the PandaDoc system has been one of the major focuses of the Administrative Services and Human Resources department. This system allows us to use electronic signatures with auto advancing of documents, saving time and paper. He added that Director Cahill has also been working on the ever-changing COVID mandates and OSHA requirements.

Commissioner Dressler made a motion, seconded by Comm Rep Winner to forward the Administrative Services Board Report and 4th Quarter Goals to the full board. The motion carried by voice vote.

B. Administration and Finance Report and 4th Quarter Goals / M22-008

Director Hopkins highlighted the following:

- The business department kept busy during the end of December and beginning of January with the COVID vaccine mandate in Cook County, as staff was managing those requirements in RecTrac.
- In addition, staff worked on finding a solution for the auto discounts in RecTrac for staff, board members and community reps. We are still working on a solution for the extras (uniforms, costumes) where the discount does not apply, but should have this up and running by mid-February.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to forward to the full board the Administration & Finance Board Report and 4th Quarter Goals. The motion carried by voice vote.

C. Open and Paid Invoice Register: \$622,951.03:

Executive Director Talsma explained that the water bill labeled South Ridge should be labeled for hydrant usage. This is a bill we receive from the village at the end of the year for hydrant usage throughout all parks. We use a portable water meter that is read for billing at the end of the year.

Commissioner Dressler made a motion, seconded by Comm Rep Wilson to recommend to send the Open and Paid Invoice Register in the amount of \$622,951.03 to the full board for approval. The motion carried by voice vote.

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

Director Hopkins highlighted the following:

- The budgeted net income for 2021 was \$708,106. The actual net income was \$\$2,342,696.
- Taxes and Interest are below budget, mostly due to the EDA. We budgeted for the full amount of \$610,000, but after the dissolution of the EDA, Executive Director Talsma was able to work with the school district so that we will receive \$764,000, split between 2020 and 2021.
- Grants and Donations: the difference was a federal grant we received to help with unemployment costs. We also received a FEMA reimbursement, and the Early Childhood grant was not budgeted because we didn't know if we would receive it again.
- Advertisement Revenue was below budget because there was no significant sponsorship opportunities in 2021.
- Admissions Revenue is golf greens fees and Seascope admissions.
- Facility Rentals is ice rentals and tournaments at Bridges.
- Leagues: all leagues were up in 2021: soccer, basketball, baseball, hockey
- Memberships: increase in Seascope memberships
- Programs and Instruction: these were over budget in revenue across the board (figure skating, STAR, camps, LSC, soccer)
- Sales are banquet revenue from the golf course.
- Service fees: these are mostly from the driving range at Bridges and private swim lessons or personal training at The Club
- Under expenses, salaries and wages: full-time salaries were below budget; part-time were consistent with increases in revenue.
- Cost of goods sold: consistent with the increase in sales.
- Direct Expenses: these are contractual and program expenses. The increase in revenue supports the increase in cost.
- Advertising expense: increase due to changes in COVID restrictions.
- Grant and donation expenses – additional cost of LSC/ELC grant.

Commissioner McGinn asked about the Aquatics activity showing as \$0.00 in 2020. Executive Director Talsma stated that Seascope was closed for all of 2020.

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to recommend the Board approve the Revenue and Expenditure Report and the District-Wide Operations Statement as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Commissioner Dressler wished everyone a Happy New Year.

8. **Adjournment:**

Comm Rep Utas made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:31 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant