

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
June 24, 2025

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on June 24, 2025, at 7:19 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Kaplan, Comm Reps Harner, Musial, Wilson, and Winner

Absent:

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Finance & IT Hopkins, Director of Administrative Services Rivas, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: President Friedman, Commissioners Chhatwani, Evans, Dressler, and MacGregor; Comm Rep Dowling

2. Approval of Agenda:

Executive Director Talsma requested to remove Item A from the Agenda. This item will be moved to the July A&F meeting. Commissioner Kaplan made a motion, seconded by Comm Rep Winner to approve the agenda as amended. The motion carried by voice vote.

3. Approval of the Minutes:

Commissioner Kaplan made a motion, seconded by Comm Rep Harner to approve the minutes of the May 27, 2025 meeting as amended. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Human Resources Information System (HRIS) / M25-045

Comm Rep Harner made a motion, seconded by Comm Rep Wilson to recommend to the full board to approve a three-year agreement with Paycom Human Resources Information System (HRIS) payroll software as outlined in the attached price proposal for approximately \$60,000 per year.

Executive Director Talsma stated that Director Rivas did the majority of the work on this agreement, and he highlighted the following:

- Staff has been trying to find the right system for a few years, resulting in a few smaller systems that do not work well together. Paycom offers a full range of Human Resources and Payroll programs that work seamlessly together.
- Making the change in 2025 gives us the 4th quarter of the year to have data going into the tax filing.
- Paylocity does not offer much more than Paycom but is considerably more expensive for an organization of our size. Paycom pricing is per check rather than a flat monthly fee, so we are only paying based on the actual number of employees who worked during that particular pay period.
- Paycom also has a support group among park districts that meets quarterly.
- This is a three-year agreement.

Comm Rep Harner asked where Paycom is located; Director Rivas said they are out of Warrentville.

Comm Rep Musial asked who else we looked at besides Paylocity; Director Rivas said we looked at Paycor.

The motion carried by voice vote.

B. Administration, Finance & IT Report / M25-064

Comm Rep Wilson made a motion, seconded by Comm Rep Harner to recommend to the full board to include the June Administration, Finance & IT Report in the June Executive Director's Report.

Director Hopkins noted that park shelters would be available for online reservations by the end of June. This will be a convenient process for the residents.

The motion carried by voice vote.

C. Open and Paid Invoice Register: \$1,080,807.02:

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend the Board approve the Open and Paid Invoice Register as presented.

Comm Rep Winner asked why the Seascope electric bill was so low. Director Hopkins explained that this bill was for May, and we opened late due to the weather.

The motion carried by voice vote.

D. District Wide Operations Statement and Revenue and Expenditure Report

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

Comm Rep Musial noted that the Annual Budget column should say 2025 instead of 2024. Director Hopkins concurred.

The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Harner congratulated Executive Director Talsma on his engagement.

Comm Rep Musial said she had family in town this week and they have enjoyed time at Toptracer and the golf course.

Commissioner Kaplan welcomed Pat McGinn back. Also, he drove by Moon Lake Park this afternoon and it looks so colorful!

Comm Rep Winner thanked staff for answering all of the questions ahead of the meeting.

Comm Rep Wilson said she has heard great feedback regarding the new Moon Lake Park.

Commissioner McGinn said the invasive species event is this weekend, and he is looking forward to the 4th of July Parade.

8. Adjournment:

Commissioner Kaplan made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:34 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

The following questions were asked and answered via email, prior to the A&F meeting:

1. 2024 Audit/M25-067: Are Lauterbach & Amen just a tad behind the normal schedule (i.e. short staffed?)

There were scheduling and communication conflicts with L&A.

2. Paycom M25-064: When does the Barracuda license expire?

The license expired mid May.

3. DWOS: Equipment rental revenue down YTD (at 21.9%). Any key factor vs last year or just a timing issue?

Equipment rentals revenue is almost exclusively Cart rentals at Bridges. The percentage complete for the year is anticipated to be a timing issue.

4. DWOS: Contract services YTD expense only at 19.2%. Function of doing more work in house or timing issue?

This is also a timing issue for the first installment of NWSRA assessment.

5. Memo M25-045: The \$27,000 to be saved by eliminating several single source software programs - are those annual contracts that expire 12.31?

Each software has its own expiration date:

- Breezy – January 4
- PandaDoc – December 31
- BS&A – August 1
- When to Work – Renews quarterly
- TimePro – The software is paid for, the support will end October 2025 without renewal

6. Memo M25-045: When there is a drastic cost difference between proposals like Paylocity's and Paycom's you wonder why. What was the major differences between the proposals? Was Paylocity offering something Paycom wasn't?

Paycom's fee structure is based on per paycheck. Paylocity has monthly flat fees of \$12,900. All vendors have a different type of fee structure.

7. Memo M25-045: Modules not included - what do those modules do and do we need to consider purchasing ?

There is a lot of work required for these additional modules, and we are not considering them. One is Learning Management System, which is an online learning library – we already have this with PDRMA. The other module is Performance & Compensation for annual reviews; we may build these later internally.

8. Is \$60,000/year our all in cost? Is the per paycheck fee amounting to \$52-\$55K on top of that?

Yes, \$60,000 is our all-in cost estimate. The per paycheck fee is included in this amount.

9. Since they would like us to start with the 4th quarter, is our contract going yearly from October thru September?

Yes, our three-year contract will begin with an ACH payment in July for set-up fees, and end August 15, 2028.

10. Are the year-end fees included in the \$52-\$55K?

The first year-end fees for tax forms will be assessed in 2026 and are included in the \$60,000 estimated yearly cost.

11. Invoice Register: Burris Equipment \$4,836 - What were they repairing? Not clear from descriptions but there is labor charge so they must have repaired something
This was to repair the Smithco Sprayer at BPC Maintenance.

12. Invoice Register: Emily Totev \$2,305 - Why such large class refund amount?
The refund for Emil Totev is for Splash & Explore camp (9 weeks of camp). He had paid fully for the camp to reserve a place in the program, but was then approved for assistance through the Illinois Child Care Assistance Program, so a refund was processed for his initial payment.

13. The \$32K deposit for the website translates to \$109K. Is that our total cost including support and updates? Do we pay yearly maintenance on top of that?
We have budgeted \$150,000 for our website redesign in 2025. The board has approved Prolific Digital for the project, with a total contract amount of \$105,699, plus a 10% contingency, bringing the total to \$116,269.

In addition to this amount, we anticipate a few additional expenses related to the website that fall outside of the Prolific Digital contract. The most significant of these will be costs for photography and video production to enhance the visual elements of the new site. These fees are not expected to go over the overall total budget for this project. We will also continue to incur hosting fees for our current site until the transition is complete, followed by ongoing hosting fees for the new site.

The first year of the project includes maintenance as part of the total cost. Starting in year two, annual maintenance will be approximately \$4,600.