



*The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.*

**MINUTES  
SPECIAL ADMIN & FINANCE COMMITTEE MEETING  
November 10, 2015**

**1. Roll Call:**

A special meeting of the Hoffman Estates Park District Admin & Finance Committee was held on November 10, 2015 at 8:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner McGinn, Comm Rep Musial, Winner, President Bickham

Absent: Comm Rep Chhatwani, Katis, Utas, Chairman Kaplan

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, Golf Director Bechtold

Audience: Commissioner Kilbridge, Kinnane, Mr. Evans

**2. Approval of Agenda:**

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

**3. Comments From the Audience:**

None

**4. Old Business:**

None

**5. New Business:**

A. 2016 Budget Format/M15-148:

Deputy Director Talsma reviewed the process making note of the tax levy, new full time job descriptions to include the positions for Facilities

& Aquatics Supervisor, Advertising & Sponsorship Manager, reduction to a single Athletic Manager and moving the other Athletic Manager to fill the vacated Seascap and PSSWC Aquatic Manager position, the salary range report and interfund charges.

Comm Rep Musial asked about the interfund charges and the totals and Deputy Director Talsma explained that the difference was in the general fund.

Goals and objectives:

Comm Rep Musial asked how realistic the goal was to achieve \$150,000 in the first year of the Sponsorship position and Deputy Director Talsma noted that there was a certain amount of difficulty; however, Executive Director Bostrom explained that the position would also allow for marketing the local business on the Marquee signs. It was noted that the salary range would be approximately \$50,000 plus commission.

President Bickham asked about the TC video security upgrade and Deputy Director Talsma noted that some of the 10 cameras were replacements of old cameras.

Comm Rep Winner asked about the new accounting software and the annual maintenance of that. Deputy Director Talsma estimated the cost to be approximately \$10,000 and noted that it would be a monumental undertaking done because they were no longer supporting the present accounting software.

President Bickham asked about the electronic payment of vendors and Deputy Director Talsma noted that they were looking for 25% of vendors that would equate to approximately 60% of the district's checks. He noted that they had already begun the process.

Budget:

The committee reviewed the General Fund (01), IMRF Fund (07), Debt Service Fund (08), FICA Fund (10), and the Working Cash Fund (13) which had been abolished for 2016.

Comm Rep Musial asked why the district budgeted for a deficit and Deputy Director Talsma explained staff anticipated utilizing cash on hand in the fund balance of certain funds and therefore, the deficit spending was planned.

Comm Rep Winner asked about the tax levy and it was noted that the new growth taxes would be seen in 2017.

Comm Rep Musial made a motion, seconded by Comm Rep Winner to recommend the board approve Fund 01 (General), Fund 07 (IMRF), Fund 08 (Debt Service), Fund 10(FICA) and 2016 Salary Ranges and Organizational Chart as presented. The motion carried by voice vote.

B. Job Description revisions/M15-157:

Deputy Director Talsma reviewed the items noting the changes to personnel to include the Athletic Manager, Aquatic and Program Manager and Advertising and Sponsorship Manager.

Comm Rep Winner made a motion, seconded by Comm Rep Musial to recommend the board approve the revised/new job descriptions as outlined in M15-157. The motion carried by voice vote.

C. Tax Levy Ordinance in tentative form O15-018/M15-155:

Deputy Director Talsma reviewed the item.

Comm Rep Winner made a motion, seconded by Comm Rep Musial to recommend the board approve the district's intent to levy \$8,475,000 Ordinance O15-018 as outlined in M15-155. The motion carried by voice vote.

D. B&A Ordinance in tentative form O15-019/M15-156:

Deputy Director Talsma reviewed the item noting this would be the actual ordinance filed with the county. He explained that they would file it along with the levy and that it must be publicly displayed for 30 days prior to final approval. He also reminded the committee that there would be a formal public hearing at 6:45 p.m. on December 1.

Comm Rep Musial made a motion, seconded by Comm Rep Winner to recommend the board approve the B&A Ordinance O15-019 in tentative form as outline in M15-156. The motion carried by voice vote.

6. **Committee Member Comments:**

Comm Rep Winner complimented staff on a great job and on how smoothly the budget process had gone.

Chairman McGinn echoed those statements noting that it was easier this year.

7. **Adjournment:**

Comm Rep Winner made a motion, seconded by Comm Rep Musial to adjourn the meeting at 8:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peg Kusmierski  
Recording Secretary

