



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
ADMINISTRATION & FINANCE COMMITTEE
November 11, 2014**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on November 11, 2014 at 8:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Rep Katis, Musial, Utal, Winner, Chairman Greenberg

Absent: Comm Rep Keenan

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

Audience: GM Golf Bechtold, IT Manager Agudelo, Commissioners McGinn, R. Evans, Mohan, Kilbridge, President Bickham, Comm Rep Kinnane

2. Agenda:

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

3. Minutes:

Commissioner K. Evans made a motion, seconded by Comm Rep Utal to approve the minutes of the October 21, 2014 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. VOIP Phone System/M14-129:

Deputy Director Talsma reviewed the item noting that IT Manager Agudelo did a great job on the RFP. He also explained that the item did not need to go to bid. He reviewed the need to re-cable TC and at some time in the future BPC as well as the other facilities. He explained that staff was recommending ATI's Shoretell system with an additional \$20,000 for cabling TC and a 5% contingency for the project.

Comm Rep Katis asked how long it would take and IT Manager Agudelo said they needed a 2-3 week lead time for ordering but should be done in a timely fashion.

Comm Rep Winner asked about staff training and Deputy Director Talsma explained that ATI would provide training. Comm Rep Utas asked about the increase speed and Deputy Director Talsma explained that PSSWC and BPC would have 10 megabits and Parks and WRC would have 4 megabits.

Commissioner K. Evans asked if they had looked at hosting services and IT Manager Agudelo explained that it was a very new system and felt it would be better to wait.

Comm Rep Katis asked if the district would be better waiting for this hosting service and IT Manager Agudelo explain that the district could not wait longer to replace their present system.

Comm Rep Utas asked about security and IT Manager Agudelo explained that ti would be an issue for Comcast but that he would check with them on it.

Commissioner K. Evans asked about the cost of the switches and IT Manager Agudelo said it was \$30,000 for all facilities.

Commissioner Greenberg asked if a recent audit had been done to determine any lines that should not be replaced. Deputy Director Talsma said that they had already done the internal audit and removed the lines. Staff will continue to check to make sure the district does not pay for any lines it does not use. Commissioner Greenberg asked if the elevators were included and it was noted that they were.

He also explained that all T1 lines would expire in December and the district would be disconnecting when the new system was in place.

Comm Rep Winner made a motion, seconded by Comm Rep Katis to recommend the board approve awarding \$128,477 to ATI Communications, approving an allowance not to exceed \$20,000 for the cabling project at TC and an additional 5% contingency fund on this project as outline in M14-129. The motion carried by voice vote.

B. Health Insurance/vacation policy/ M14-128:

Deputy Director Talsma reviewed the items noting that the changes are a response to the Affordable Health Care Act and that the park district picks up 25% of the health care costs per employee/plan. He noted that initially there was an incentive to keep employees from taking the district's insurance as a co-insurance but that incentive no longer existed and staff was recommending that the policy be altered.

Commissioner K. Evans asked how many people were affected and it was noted that there were 18. Comm Rep Musial noted that the policy change may not be well received.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to recommend the board remove the one week additional vacation from the current policy (XI) Employee Benefits, Insurance & Hospitalization effective January 1, 2015 and outlined in M14-128. The motion carried by voice vote.

C. A&F Report M14-127:

Deputy Director Talsma reviewed noting that since the change to the HE Community Bank, the district no longer writes a payroll check but instead does a sweep so it does not appear on the manual check report. As a result, it will now appear in the Division Report. He also reported that the district had received the Certificate of Achievement from the Government Finance Officers Association (GFOA).

Comm Rep Winner made a motion, seconded by Comm Rep Katis to send the A&F Report M14-127 to the board. The motion carried by voice vote.

D. Detail Reports:

Comm Rep Katis asked about the difference between the Class A and Class 2A liquor license and GM Bechtold noted one was for outdoor use for the Bev Carts.

Comm Rep Musial made a motion, seconded by Comm Rep Katis to recommend the board approve the detail reports:

- Manual Checks: \$199,020.49
- Monthly Invoices: \$207,999.72

The motion carried by voice vote.

E. Financial Statements:

Deputy Director Talsma reviewed the item noting that the packet had gone out prior to posting the last payroll that ran through October 31st.

Commissioner K. Evans made a motion, seconded by Comm Rep Katis to recommend the board approve the financial statements as presented. The motion carried by voice vote.

F. 2015 Budget/M13-120:

- Fund 01 (Admin)

Deputy Director Talsma reviewed the item noting the objectives were specific items to be done and supported financially by the budget. He also explained that PSSWC and BPC dollars went back to the capital fund and reviewed the \$1,000,000 that would be coming from the Rec Fund to the Capital.

Deputy Director Talsma explained that staff was proposing to abate the Working Cash Fund that they have had for 10 years and never used. He explained that they could not relevel that fund for 10 years unless they did a referendum. He noted that next year the district would have to report the UAAL underpayments on the Pension Fund on the balance sheets and recommended that they abate the working cash to release the monies to the General Fund which in turn could then release the funds to IMRF. He explained that there would be approximately \$275,000 not needed for the IMRF Pension debt that could fund the deficit of the Special Recreation Fund for the ADA projects.

Comm Rep Katis asked about getting a percentage of the ADA monies back. Deputy Director Talsma noted that the district was not able to get those funds back, however, they could use a portion of the fund to pay for the services by NWSRA.

Deputy Director Talsma also reviewed the 2 full time employees from PSSWC now covered by part time staff and the full time position of custodian created for BPC.

He reviewed the Tax Levy noting a slight increase to \$8,390,000.

Objectives:

Commissioner K. Evans asked about the measurement "achieve continually" and Deputy Director Talsma noted that it meant accomplishing objectives much more often than quarterly.

Commissioner Greenberg asked about the light duty work plans and it was noted that it would have most reference to Worker's Compensation.

Comm Rep Musial asked about the insurance benefits promoting healthy habits for employees and Executive Director Bostrom explained that staff actually received a \$300 benefit from PDRMA for fulfilling the program requirements.

President Bickham asked about the Team Committee and Deputy Director Talsma noted that it was a committee that planned employee events and interactions as well as trainings for staff morale.

Comm Rep Musial made a motion, seconded by Comm Rep Winner to recommend the board approve the Goals and Objectives for the A&F Division and the 2015 Budget for Fund 01. The motion carried by voice vote.

G. Tax Levy Ordinance O14-008/M14-130 in tentative form:

Deputy Director Talsma noted this was to announced the intent to levy with the final form to be presented at the December Board Meeting.

Comm Rep Utas made a motion, seconded by Commissioner K. Evans to recommend the board approve Tax levy Ordinance O-14-008 as outlined in M14-130. The motion carried by voice vote.

H. Budget and Appropriation Ordinance O-14-009/M14-131 in tentative form:

Deputy Director Talsma explained that the ordinance would be display for 30 days and the final form voted on in the December Board meeting.

Comm Rep Utas made a motion, seconded by Comm Rep Katis to recommend the board approve the B&A Ordinance O-14-009 in tentative form as outlined in M14-131. The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Winner commended staff on the budget.

Commissioner K. Evans agreed.

Commissioner Greenberg also agreed.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Winner to adjourn the meeting at 9:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary