

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM # 17-002

To: A&F Committee
From: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director of Admin & Finance
Eric Leninger, Superintendent of HR & Risk Management
Date: January 11, 2017
Re: Policy manual updates

Background:

Currently, employees are eligible for a 25% discount on food and non-alcoholic beverages purchased at the Bridges of Poplar Creek Country Club, as well as concession purchases at PSSWC, Triphahn Center, and Seascape, as stipulated in the Personnel Policy Manual under Section XI Employee Benefits, Use of District Services, Paragraph 8.

Currently, an ordinance authorizing the conveyance or sale of any excess property must be approved by a three-fifths (3/5) vote of the Board, as stipulated in the Policy Manual under Section 5.02- Sale and Real Estate and Excess Property / Equipment.

Implications:

Employee food/concession discount:

Discounts are a valuable incentive encouraging employees to utilize the many services offered by the District. However, with rising food & beverage costs, the district's profit margins have decreased. Slightly lowering the employee food/concession discount from 25% to 15% will maintain the incentive for employees while adhering to margin projections in the 2017 budget.

Sale/Disposal of Excess Property:

The District utilizes many different types of property to conduct daily operations. Every piece of property is purchased, used, and eventually, disposed. Allowing the Executive Director to authorize the conveyance or sale of property valued at \$500.00 or less will allow the District to more efficiently dispose of items that have limited value and are no longer useful. To implement, the third paragraph of Policy Manual Section 5.06 would be revised by adding the **highlighted** text below:

The Staff may recommend the sale or liquidation of certain pieces of equipment or other personal property when such sale or liquidation is determined to be in the best interest of the District.

***For property with an initial or current fair market value of more than \$500:** If the Board determines that the property is no longer necessary, useful to, or in the best interest of the District, the Board may adopt, by a three-fifths (3/5) vote, an ordinance authorizing the conveyance or sale of the personal property in any manner that the Board may designate with or without advertising the sale.*

For property with an initial and current fair market value of \$500 or less, the conveyance or sale may be authorized by the Executive Director.

Recommendation:

That the A&F committee recommends the full board approve the following:

- Revising the Personnel Policy Manual to stipulate an employee discount of 15% on food / non-alcoholic beverages purchased at the Bridges of Poplar Creek Country Club, as well as concession purchases at PSSWC, Triphahn Center, and Seascap; and,
- Revising the third paragraph of section 5.02 Sale and Real Estate Excess Property / Equipment as written above.