

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
November 26, 2024

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on November 26, 2024, at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Comm Reps Harner, Pilafas and Wilson

Absent: Commissioner Kaplan, Community Reps Musial, and Winner

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

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

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Wilson made a motion, seconded by Comm Rep Pilafas to approve the minutes of the October 22, 2024, meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. **New Business:**

A. Proposed Tax Levy / M24-102

Executive Director Talsma stated that the District is announcing our intent to levy \$12,503,850 for the 2024 Tax Levy to be collected for the 2025 fiscal year.

He added that we will discuss the levy during the budget process during the Special Board Committee of the Whole Budget Workshop meeting in December.

B. Limited Bond Issue / M24-100

Comm Rep Harner made a motion, seconded by Comm Rep Wilson to recommend to the full board the approval of Ordinance O24-003 for the issuance of General Obligation Limited Bonds.

Executive Director Talsma stated that this is our annual rollover bond that funds debt service and capital projects. We held the required multi-year public hearing in 2022.

The motion carried by voice vote.

C. 2025-2029 Pepsi Contract / M24-094

Comm Rep Wilson made a motion, seconded by Comm Rep Harner to recommend to the full board the approval of the renewal contract with Pepsi to provide the District's beverage service for the period January 1, 2025-December 31, 2029.

Deputy Director Bechtold said that we renew this contract every five years. Our recent additional business with Toptracer and the Icebox helped with our negotiations, and this is a favorable agreement. The sponsorship level increased from \$2,000 to \$5,000.

The motion carried by voice vote.

D. Balanced Scorecard / M24-101

Comm Rep Harner made a motion, seconded by Comm Rep Wilson to recommend to the full board the approval of the Balanced Scorecard for the 3rd Quarter of 2024.

Commissioner McGinn said that the camps did very well and asked if there was a specific reason for the increase. Executive Director Talsma said it is cyclical, event by the type of camp. He added that as more people returned to work after Covid, they needed childcare during the summer.

Commissioner McGinn asked about the decrease in youth sports. It was noted that more people are starting travel sports at a younger age, but the recreation staff is working on multiple ways to increase these numbers.

President Chhatwani asked about volunteer opportunities, as she did not see anything in the scorecard for this. Director Hopkins said she will double-check on these, as we know there were multiple activities.

The motion carried by voice vote.

E. Administration & Finance Report / M24-099

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

The motion carried by voice vote.

F. Open and Paid Invoice Register: \$719,999.76:

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

The motion carried by voice vote.

G. District Wide Operations Statement and Revenue and Expenditure Report

Comm Rep Wilson 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.

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Harner said he continues to be impressed by the Balanced Scorecard. It is a lot of information in a small area.

Commissioner McGinn said he is looking forward to Breakfast with Santa.

8. **Adjournment:**

Comm Rep Wilson made a motion, seconded by Comm Rep Harner to adjourn the meeting at 7:27 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 meeting:

We received the following questions regarding the information in the packet for tonight's A&F meeting:

1. Why did we pay PlanSource for Lynn Cotshott's Oct and Nov retirement contribution and also pay Lynn?
These payments are for Lynne's COBRA coverage. She had changed her coverage to single from employee + spouse and the payment to Lynne is reimbursing her for the difference.
2. Is Brian Dumler an independent contractor rather than an employee?
Brian is both. He works for the District but also takes on private lessons as an independent contractor.
3. Why is Seascope water charge in Village invoice so large? Is this for older dates than October?
The water bill is from the period of 08/01/2024 to 09/03/2024 received on October 1st and due October 20th.
4. **Pepsi Contract M24-094**
Seems like an overall favorable updated agreement on behalf of HEPD. Sponsorship from \$2K to \$5K a significant increase. It's stated that the commission rate at The Club is now 40%.....how does that compare to our other facilities?
The one vending machine we have at The Club is grandfathered into our agreement with Pepsi, and they are not interested in expanding to our other facilities. The vending machines at other facilities generate a 15% commission for the District.
5. **Balanced Scorecard M24-101**
Firstly, thanks for the scorecard notes.....most helpful!
Total program revenue up \$1 million is fantastic given most of our (old) core sports are down YTD vs last year....i.e. baseball, basketball, hockey, gymnastics, soccer, aquatics etc.
We have had some tremendous success with the majority of our programs, especially camps. We are aware that athletics has decreased this year (pretty standard across the industry), and this is one of the reasons for the reorganization of the staff over the past year, and we are excited about how this group will grow the current programs while adding some new athletic programs into the mix.
6. **Division Report M24-099**
Marquee signs.....nice to see the marquee sign project getting finalized. The time and effort on this work is appreciated and that it is under budget as well!
Thank you. We are looking forward to finalizing the lettering to fully complete the project.
7. **District Wide Operations Statement**
The only number that still pops out to me is our YTD Advertising expense is still at 39.2%. I know we discussed earlier and the Plan was to support some 4th quarter promotions/events. Is that still the case (i.e., invoices for Santa's breakfast, Winter Fest, etc. still not received yet?)
The GL number reflected in the report is actually paid invoices. With current PO requests submitted but invoices not processed we are at 56% of the total advertising budget. We do have additional November and December promotions set and anticipate exceeding 80% of the budget amount.