

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
December 17, 2024

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on December 17, 2024, at 7:06 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Kaplan, Comm Reps Pilafas and Winner

Absent: Community Reps Harner, Musial and Wilson

Also Present: Executive Director Talsma, Director of Finance & IT Hopkins, Director Miletic, Executive Assistant Flynn, IT Specialist Hassler

Audience: President Chhatwani, Commissioners Friedman, Dressler, Evans and MacGregor

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Pilafas made a motion, seconded by Commissioner Kaplan to approve the minutes of the November 26, 2024, meeting as presented. Comm Rep Winner abstained. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Policy Updates / M24-107

Comm Rep Winner made a motion, seconded by Comm Rep Pilafas to recommend to the full board the approval of the Policy Updates as amended.

Executive Director Talsma stated that a few changes were made via email discussion prior to the meeting, and those changes will be reflected in the updated Policy Manual.

The motion carried by voice vote.

B. Administration & Finance Report / M24-108

Commissioner Kaplan made a motion, seconded by Comm Rep Pilafas to recommend to the full board to include the December Administration & Finance Report in the December Executive Director's Report.

The motion carried by voice vote.

C. Open and Paid Invoice Register: \$699,670.25:

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

The motion carried by voice vote.

D. District Wide Operations Statement and Revenue and Expenditure Report

Comm Rep Pilafas made a motion, seconded by Comm Rep Winner 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 Winner said it has been a great year, and Happy Holidays.

Commissioner McGinn said thanks for the great work and year; good work on the CDP.

8. Adjournment:

Commissioner Kaplan made a motion, seconded by Comm Rep Pilafas to adjourn the meeting at 7:33 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) The policy change for memorials - The second item says the park district will take responsibility for maintaining the item and guarantee replacement for the first ten years. The third item says the district will not be responsible for repair or replacement of vandalized item. That seems at odds with guaranteeing replacement for the first ten years. Could this be worded better?
We will update the wording as follows:
 - 2) District staff will take responsibility to maintain the memorial item and will guarantee the replacement of the item for the first ten years (see exceptions in paragraph 3). However, the District reserves the right to relocate the tree or bench at their discretion due to future change in the design of the park.
 - 3) In the event of vandalism, ~~or~~ theft, or acts of God, the District will attempt to clean/repair the memorial item, but will not be responsible for the replacement of the ~~memorial~~ item.
- 4) Motor vehicle policy - does that include kids motorized cars and trucks? My grandson loves to ride his little jeep around Pine Park path. I like that it keeps him from crossing streets if he rides it on sidewalks
We will update the wording as follows:

Motorized Vehicles or Devices, exclusive of battery-operated children's toys, are prohibited from all walking and riding paths, unless being used without the motor engaged.
- 5) Holidays - 11.12.03 Can the 24 hours of floating holidays be carried over to the next year?
No, floating holidays may not be carried over to the following year. This verbiage was already in the policy and was not changed, and therefore not included in the memo.
- 6) Personal time - 11.12.04 part 1 - Is that 24 hours in addition to the 24 hours in 11.12.03?
Yes.
- 7) 11.12.05 Vacations - #1 and #2 appear to say the exact same thing? Was something else intended here?
This is a repeated statement, and we will remove one from the final policy.
- 8) Open and paid invoices - IT Savvy - why would renewal of software licenses be a capital project?
GASB 96, issued in May 2020 and effective as of our 12/23 audited financial statements, requires that subscription-based information technology arrangements be treated like a lease if they meet certain criteria. Exacq is the software used in our security system. We have been using this software for many years, and although we continually investigate alternatives, we are likely to continue using it. The fee is

for increased functionality or efficiency (software updates), which must be capitalized as an addition to an existing subscription asset (paragraph 40).