



**Committee of the Whole Meeting of the West Chicago Board of Park Commissioners
in the Park District ARC Center Meeting Room 105
201 W National Street, West Chicago, IL 60185.**

Tuesday, June 4, 2019

MINUTES

I. Call to Order and Roll Call

Present were Commissioners Bass, Gunderson, Lenertz, Spencer, Voelz and Zaputil.

II. Pledge of Allegiance – President Lenertz

III. Public Comment - None

IV. Finance Department –

Superintendent of Finance, Leslie Hoffmann and Human Resources & Payroll Manager, Louisa Walsh reviewed changes to the following personnel policies:

- 1.2; Non-Discrimination and Anti-Harassment Policy
- 2.2; Fair Labor Standards Act: Overtime & Compensatory Time
- 2.3; Payroll Periods & Payday
- 3.2; Vacation Leave
- 4.13; Expense Reimbursement
- 6.9; Telephone and Cellular Telephone Usage
- 9.1; Grievance Process & Procedure – Board requested the word should be replaced with the word will in Step 1 on page one of the policy.

Analysis of 2019 Salary Survey

Superintendent of Finance, Leslie Hoffmann provided the Board with an Analysis of the 2019 Salary Survey (Appendix A).

V. Miscellaneous - None

VI. Closed Session

Commissioner Voelz motioned to convene into closed session pursuant to the Open Meetings Act Section 2(c)1 at 7:00 p.m. Commissioner Zaputil seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz, Zaputil

No: 0

Absent: 0

VII. Open Meeting/Call to Order/Roll Call

Commissioner Gunderson motioned to rise from Closed Session at 7:27 p.m. Commissioner Zaputil seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz, Zaputil

No: 0

Absent: 0

VIII. Action on Closed Session Items - None

IX. Adjourn Open Meeting

Commissioner Spencer motioned to adjourn the meeting at 7:28 p.m. Commissioner Bass seconded the motion which carried by voice vote.



Finance Committee of the Whole Meeting June 4, 2019

Full-Time Salary Study
(based on 2018 IPRA survey results)
Public Meeting Session

Presentation Overview

- Survey Information-public meeting
- Survey Definitions-public meeting
- Job Descriptions-public meeting
- Overall Graphic Information – executive session
 - West Chicago in relation to West Suburban
 - West Chicago in relation to Equalized Assessed Valuation
- Position Level Graphic Information – executive session
 - West Chicago positions as compared to West Suburban Districts & within same Equalized Assessed Valuation category
- Individual Job Positions –executive session
 - Lowest averaged 5 positions
 - Highest averaged position
 - Hybrid Positions

26 Park Districts
8 Participated in Survey

West Suburban Region

<u>Park District</u>	<u>Area</u>	<u>Survey Participant</u>
Bartlett	Northern Fox Valley	Y
Carol Stream	West Suburbs	Y
Dundee	Northern Fox Valley	Y
Elmhurst	West Suburbs	Y
Geneva	Southern Fox Valley	Y
Hampshire	Northern Fox Valley	Y
Oswego	Southern Fox Valley	Y
St Charles	Northern Fox Valley	Y
Addison	West Suburbs	N
Aurora	Southern Fox Valley	N
Batavia	Southern Fox Valley	N
Bellwood	West Suburbs	N
Carpentersville	Northern Fox Valley	N
Elburn	Southern Fox Valley	N
Elgin	Northern Fox Valley	N
Forest Park	West Suburbs	N
Franklin Park	West Suburbs	N
Glendale Hts	West Suburbs	N
LaFox	Southern Fox Valley	N
Montgomery	Southern Fox Valley	N
North Aurora	Southern Fox Valley	N
Plano	Southern Fox Valley	N
South Elgin	Northern Fox Valley	N
West Chicago	Southern Fox Valley	N
West Dundee	Northern Fox Valley	N
Yorkville	Southern Fox Valley	N

Equalized Assessed Valuation of 500 Million to 1 Billion

132 Agencies in Survey

31 Same Equalized Assessed Valuation

Geographic Participation of Agencies

18.9% North Suburbs

18.9% South Suburbs

18.2% West Suburbs

15.2% Northwest Suburbs

12.9% Southwest Suburbs

5.3% Rockford/IL River Valley

4.5% Central Illinois

.8% Chicago

Survey Definitions:

5

1. Average:

Calculated by dividing the sum of all rates by the number of agencies responding.

2. Equalized Assessed Value (EAV)

The adjusted fair market value of all real estate within our boundaries, determined by the county and used for property tax calculations.

3. Median:

The middle value of a distribution of rates. When the values or rates are arrayed in order from lowest to highest, the median divides this distribution so that an equal number of items are on either side of it. It is not as affected by extremely high or low values as the weighted average.

4. Ranges: 25th and 75th Percentiles:

25% of the rates are below the number designated by the 25th percentile.

75% of the rates are below the number designated by the 75th percentile.

At least 5 organizations are needed to show these statistics.

Note: Statics displayed only for those positions with 5 or more contributing organizations.

Administrative Department – Job Descriptions

Executive Director Responsible for overall organization management, including leadership, strategic planning, fundraising, Board of Directors relations, budget/finance, human resources, public relations, communication and development planning. Acts as chief organization spokesperson to government agencies, community organizations and the public.

Finance Department – Job Descriptions

Director/Superintendent of Finance Plans, develops, manages and maintains the financial operations including areas of finance, auditing, investments, and accounting for the organization. Oversees and leads annual budget planning process and prepares budget document in accordance with policies and procedures. Ensures compliance with all state, federal and statutory requirements.

Human Resources Manager General responsibility for human resource functions, including employment, compensation and benefits, employee relations, equal employment opportunity, affirmative action, training, performance management, human resources policies and procedures personnel records. Advises organization management on human resources policy and program issues. May supervise Human Resources staff.

Accounting Clerk Responsible for a range of general accounting activities which may include compiling, checking and verifying records, preparing invoices and vouchers, posting ledger and general journal entries, and balancing accounts payables and receivables. May verify financial reports and statements. Uses automated office systems to input data, respond to inquiries and generate reports.

Parks Department – Job Descriptions

Director of Parks & Facilities

Responsible for overall administration, planning, personnel and operations of all operations and services for the physical maintenance of facilities, parks, major equipment and grounds. Creates and implements the associated repair and maintenance programs, procedures for ensuring quality and efficiency, and development of best practices. Oversees capital improvement projects and special projects.

Parks Specialist II

Performs more advanced grounds maintenance duties and oversight of projects and/or crews performing mowing, mulching, weeding, edging, trimming, repair of park elements and light construction. Requires pesticide license and performs spraying. Responsible for maintaining tools and equipment and performing preventative maintenance on same. Performs set ups/take downs for special events.

Parks Specialist I/Grounds Maintenance

Performs general grounds maintenance including mowing, mulching, weeding, edging, trimming and repair of park elements. Responsible for maintaining tools and equipment and performing preventative maintenance on same. Performs set ups/take downs for special events.

Recreation Department – Job Descriptions

Director/Superintendent of Recreation Responsible for the overall administration, supervision, planning, personnel, and operation of recreational programming, activities, and related services. Leads the research and development of recreation programs that fulfill needs of patrons. Establishes procedures, and provides direction which ensure quality programming, and optimize financial and organizational success.

Recreation Program Manager Responsible for overall operations, management and coordination of assigned recreation program areas. Recruits, hires, trains, supervises and evaluates all staff in program areas. Responsible for brochure information and implementation of working budgets for assigned areas.

Recreation Supervisor/Coordinator Oversees the organization and coordination of recreation programs for youth and/or adults. Responsible for planning, budgeting, staffing, and scheduling assigned programs, special events and services. Typically requires a Bachelor's Degree in Parks & Recreation, Therapeutic Recreation or equivalent experience.

Recreation Department – Job Descriptions

Fitness Supervisor

The Fitness Supervisor is responsible for the planning, organization and supervision of the fitness center. Develops and promotes a broad spectrum of diverse activities, programs, events and services for all ages and interest levels of club members. Plans and promotes sales programs and the recruitment of new club members. Responsible for facility budget, staffing needs, procedures, and safety.

Before and After School Supervisor

Responsible for staff supervision and the day to day administration of the before and after school program. Assists the Recreation Supervisor in recruiting, interviewing and training staff. Implements the program curriculum. Promotes a safe environment and ensures activities are age appropriate. Supervises counselors and communicates with school personnel and parents on a regular basis.

Recreation Department – Job Descriptions

Office Manager Responsible for managing office services, which may include copy services, word processing, mail and distribution services, records retention, office reception, janitorial services, cafeteria staff, recreation services, utility services and communication systems, such as telephones.

Communications & Marketing Manager Responsible for planning and producing all publicity, advertising, marketing and promotion activities. Develops and manages budgets for marketing activities. Creates and maintains a favorable public image of the organization by communicating accomplishments, programs and events. Plans communications strategies to enhance the visibility of the organization through various media outlets and local organizations."

Facilities Manager/Supervisor Responsible for managing the construction, housekeeping and maintenance of equipment, machinery, buildings and other organization facilities. Plans, budgets and schedules facility modifications, and ensures they are in compliance with government health and safety standards. Oversees and manages daily facility maintenance. Coordinates recycling programs. Supervises maintenance and technician staff.

Hybrid Positions – Job Descriptions

Aquatics Manager Manages operations, programs and maintenance at swimming pools. Oversees swim lessons and special events. Ensures staff are trained according to associated aquatics certification.

Member Services Manager Plans, develops, manages, implements and maintains operation of membership service activities. Manages recruitment and retention of members. Plans member appreciation events and membership specials.

Registration Supervisor Oversees daily registration, batching, and data entry. Closes and balances daily cash reports to finance. Supervises registration clerks. Handles customer inquiries. Manages delinquent accounts.

Risk Manager Manages general safety and risk management concerns for all functions, grounds and facilities. Formulates, implements, monitors and maintains procedures and records as they relate to loss prevention, safety training, accident/incident investigation, claim reporting and safety inspections.