



PARK DISTRICT of OAK PARK

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities

PARK DISTRICT OF OAK PARK Committee of the Whole Meeting

Hedges Administrative Center
218 Madison Street
Oak Park, Illinois

Thursday, September 5, 2019
Directly Following The Continued Regular Board Meeting

AGENDA

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Recreation and Facility Program Committee – None**
- IV. Parks and Planning Committee – None**
- V. Administration and Finance Committee – Commissioner Porreca**
 - A. Registration Software Upgrade Update
 - B. 2020 Pay Range Update*
 - C. Transportation Bus Bid Contract*
 - D. NRPA Congress, September 24-26, Update
 - E. Community Service Award Nominations Gathered Update
 - F. Fall Park Tour Update
- VI. New Business**
- VII. Closed Session**
- VIII. Adjournment**

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Update indicates verbal report provided at meeting no materials attached

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call 708-725-2000 or email Karen.Gruszka@pdop.org.



PARK DISTRICT of OAK PARK

Memo

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Commissioners

From: Paula A. Bickel, Director of Human Resources

Date: August 28, 2019

Re: 2020 Full-Time Pay Range Update



Statement

The Park District reviews pay ranges annually to ensure internal and external equity/competitiveness. This is accomplished by comparing District's data against market data. The Park District's philosophy is to remain competitive with our compensation and benefit packages.

Discussion

In 2017, the Illinois Parks & Recreation Association (IPRA) collaborated with HR Source to conduct formal pay studies annually specific to Illinois Park Districts. One of the benefits of the Park District of Oak Park's participation is that we receive a free copy of the results, which are used to evaluate how our positions align with the external market in real time. In reviewing this year's results, the Park District identified that best practices is to have a "midpoint" established within each pay range. The minimum is typically reserved for entry-level employees that are still learning or lack the skills/experiences required for a job. The midpoint represents the pay target for a competent performer that has all the required skills/experiences for a job. The maximum is for employees that may have long service and/or are top performers.

Our existing pay ranges do not include a midpoint. In fact, the survey results show that our minimums match more closely with the survey's midpoints. As a result, currently the Park District may have entry level individuals being hired at the same compensation as more experienced staff. Thus, creating pay equity issues between new and existing staff.

After careful review of the Park District's current pay ranges, staff are recommending a change to create a min – mid – max pay range moving forward. Staff have created a minimum range for each position based on the survey data and then used our current minimums as the newly created mid-point. This change will allow the Park District to hire at a rate, which is more in line with other Districts. Additionally, best practices is to adjust pay ranges annually based on a variety of factors including CPI, Industry Survey's, and the conditions of the job market, which will continue to occur.

Conclusion

Staff is recommending the Park Board of Commissioners to approve the attached 2020 full-time pay ranges.

Park District of Oak Park

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Memo

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Maureen McCarthy, Superintendent of Recreation

CC: Jan Arnold, Executive Director

Date: August 28, 2019

Re: Transportation Bus Bid



Statement

Every year, the Park District offers a large number of trips which require over 100 busses. Due to the large number of vehicles required to transport our participants and resulting overall costs, we feel it is beneficial to contract with one bus company. On August 14, at 1:00pm, bus transportation bids were due in.

Discussion

Only one bid was submitted, at \$45 per hour minimum of three hours for field trips during the summer and school year. The Park District also had pricing options for year two and year three renewals.

In addition, we had daily bus runs after school to help accommodate the growth in after school sites. Those came in at \$250 per day. This was more than two times the current amount. Staff reached out to the Township and have partnered with them to provide the after school bus service for the children at Lincoln School to the Fox Center. Additionally, the PDOP will utilize our own staff and van to transport children from Beye School to the Andersen Center.

First Student submitted a comprehensive bid packet describing the company and providing information on its history, finances, safety measures, and training methods, and complied with all bidding requirements.

We have used this company the last several years and have been satisfied with their services.

Recommendation

Staff recommends entering into a contract with First Student, of Naperville, IL, in an amount of \$45 per hour for bus service for September, 2019 – August, 2020, for our field trip bus service needs. Staff recommends rejecting the daily after school portion of the bid. Staff request the option to renew for 2021 and 2022, if service meets expectations.