

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO 15-121

TO: A&F Committee
FROM: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
RE: Division Report
DATE: September 16, 2015

A. Finance/Administration

- Staff is participating at the 2015 NRPA congress.
- Staff continues investigating accounting software applications in preparation of the 2016 budget process. This past month Tyler/Incode was in-house to provide a demonstration.
- Deputy Director Talsma attended year 1 of 2, of the NRPA Directors School. It is an exclusive professional development opportunity designed to prepare new and potential directors of park and recreation agencies for the challenges of leading and managing effectively. The Directors School curriculum is based on the national standards of best practices for parks and recreation agencies as identified by the Commission for Accreditation of Park and Recreation Agencies (CAPRA). CAPRA accredits park and recreation agencies for excellence in operation and service. Graduates gain insight and skills that enable them to create a successful park and recreation agency.
- Staff is conducting internal cash drawer, program audits, and PT employee hours worked; but additionally focusing this past month on monitoring program cancellations, below minimum participant requirements, and open purchase orders.
- Staff conducted a Hoffman U on the budget process; outlining how to utilize the software, methods for accurately determining 2015 projections and how to use projections to assist in creating the 2016 recommended budget.
- Staff is working with Morgan Stanley in hopes of rectifying the account management issue. The situation could potentially be solved by utilizing the District's financial advisor as an adjunct for the account.
- Payroll Cycle Processing
 - 08/28/15 \$305,166.65
 - 09/11/15 \$281,558.35

B. Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. Sponsorship
 - d. STAR
 - e. PreSchool
 - f. Dance Company
- Administrative Registration for:
 - a. Financial Assistance

- b. Park Permits
- c. Fall Hockey
- d. Travel Soccer
- e. Pre School transfers
- f. Dance Company
- g. STAR

- Administrative mailing
- Foundation mailing

C. Human Resources

- Processed 20 new part-time hires and 14 new volunteers.
- Provided orientation for new FT Graphic Designer.
- Advertised for and hired new FT STAR Program Manager.
- Advertised for vacant FT ELC Program Manager position.
- Held meeting with Parks Department and Carol Gabrielsen from Unemployment Consultants, Inc. in order to identify potential ways to limit unemployment liability.
- Instituted new exempt swipe in/out process. Updated applicable procedure and held Hoffman U on the topic.
- Continued participation in Challenge U meetings, coordinating team for input on creating new challenge obstacle course for teens.

D. Technology

- EZlinks at BPC.
 - BPC staff continues to evaluate the EZlinks application.
- TC server room UPS battery backup
 - PDRMA & Amset, Inc. decided to pay the repair cost of \$4000 less our \$1000 deductible. This amount could also be put towards a new unit.
 - Spoke with Pinnacle and Elarasys on the replacement APC as well as the electrical work needed. We will be installing a new smaller UPS unit and connecting that to the existing natural gas generator that we have here at TC. The Maintenance room and the networking equipment there will also be tied in. This will provide us a solid stream of electricity even if TC experiences a ComEd power outage.
- Barracuda Spam Filter and Email Archiver
 - Spam Filter has been implemented and a cancellation to Excalibur for their services has been initiated. Currently writing documentation for our end users on how to access their new Spam Quarantined emails.
 - Email Archiver - currently waiting to schedule a date and time with Sterling Networks to assist in the implementation.
- Shoretel Telephone system

- A Hoffman U training session is being planned. The subject will encompass not only the Shoretel phone system but also on IT FAQs i.e. email cleanup, etc.
- Continuing to work with ATI to address outstanding minor phone, networking, & call quality concerns. The remaining \$12,467.35 balance owed from the last invoice will be paid once these issues have been resolved.
- Remote Access - Cisco Firewall & LogMeIn
 - Computer Network Policy was updated. Planning to send to existing remote access users along with form to be signed.
 - Windows documentation for our new Cisco AnyConnect VPN has been completed. Mac OSX is in progress.
 - Mac OSX documentation for LogMeIn has been completed.
 - Continuing to monitor and adjust access control as needed.
- WIFI (Public & Private) upgrade throughout the District
 - WIFI throughout the district has been upgraded. HEPD-Public and HEPD-Private are both readily available.
 - TC – Additional WIFI for HEPD-Private is being requested near the pre-schools as well as downstairs near the café, IceBox.
 - Contacted Comcast to review all BCI accounts and removed any services that were not needed. There were two (2) accounts at BPC. After confirming with BPC, we decided to consolidate and terminate one of the Comcast BCI accounts. Waiting for 2nd BCI account to be disconnected. We've already stopped paying the bill.