

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO 17-063

TO: A&F Committee
FROM: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
RE: Division Report
DATE: May 5, 2017

A. Finance/Administration

- Auditors are still compiling the year end 2016 information; the Comprehensive Annual Financial Report (CAFR) will be presented in draft form at the June 27th meeting for approval.
- S&P rating meeting to receive our Bond Rating for the refunding of the 2006 Bonds went very well. After meeting with S&P and answering all questions regarding the District operations, financial projections and utilization of fund reserves we received a favorable evaluation. This reaffirmed the District AA+ bond rating from S&P. Staff will now work on finalization of the 2006 refunding.
- Staff worked with the Recreation Division to prepare and finalize licensing agreements for Hoffman United Soccer Club and Wings and Talons as well as the rental agreement addendum with Athletico.
- Staff attended the PDRMA board of directors meeting.
- Staff presented a Hoffman-U covering RecTrac registration software including program input.
- Plum Farms was annexed by the Village of Hoffman Estates. There will be much more input moving forward prior to final plans being approved by the Village. Part of the approval also ascertained that the developer cannot request another TIF unless both School District 220 and 300 are in approval.
- Points earned through VISA card payments were surrendered to realize a \$700 statement credit to be applied to future purchases.
- Staff updated and prepared the 1st quarter balanced scorecard for committee review.
- Staff attended the multi chamber luncheon event with speaker Governor Rauner.
- Staff attended the HE Chamber Bon Appetite event.
- Payroll Cycle Processing
 - 04/21/17 \$306,403.64
 - 05/05/17 \$316,321.40

B. Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)

- c. Sponsorship/Marquee Signs
- d. STAR
- e. Spring Hockey
- Administrative
 - a. Summer Guide Review
 - b. Travel Soccer Fee Adjustments
- Administrative Registration for:
 - a. Financial Assistance
 - b. Foundation Giving Tree
 - c. Park Permits
 - d. Summer Hockey
 - e. Harper Spring Programs

C. Human Resources

- Processed 27 new part-time hires and 3 new volunteers.
- Attended PDRMA's Aquatics Risk Management day at Fox Valley Park District with Aquatics Manager.
- Held annual PDRMA on-site health screening with 57% of FT employees participating.
- Participated in interviews for FT Golf Course Superintendent and the C&M Digital Media Associate.

D. Technology

- Disaster Recovery Plan & Redundancy
 - a. Planning with Sterling on the VM Host and SAN upgrade. Obtaining quotes on hardware.
- TC North side renovation
 - a. Epson Projector was purchased and mounting kit is on the way. Planning for Audio speakers and projector screen with Gary F.
 - b. All security cameras, WIFI access points, wall mounted phones, & card readers have been installed and are operational.
 - c. All computer hardware (i.e. AIO Timeclock, printers, faxes, and computers) have been installed and are operational including North front desk.
- Evaluating new remote control software to replace LogMeIn
 - a. Successfully transitioned to Splashtop from LogMeIn – Completed.
- Working with TC & WRC Facility Managers to implement AppAudio. AppAudio is a service and device that will enable patrons to listen to the audio of the televisions we have in our fitness centers through their smartphone via an app.
 - a. Gary F. ordered AppAudio devices for each TV in the Fitness areas of TC and WRC.

- Our email archiver has been setup to replicate and sync continuously to Barracuda's cloud service. This ensures that our archived emails are in multiple locations in the event of a disaster or hardware failure.
- Preparing for the installation of Seascope hardware (i.e. computers, UPS battery, WIFI access points, etc.) for the season.

E. Advertising and Sponsorships

- Newly acquired sponsors:
 - a. Culver's extension thru June
 - Marquee
 - b. Liberty Mutual
 - Donation
 - c. Linda Dressler ReMax
 - Donation
 - d. The Lucky Monk
 - Zamboni Sponsor
 - e. Flores Group
 - Food Vendor PIP
 - f. Garibaldi's
 - Food Vendor PIP
 - g. Fire House Subs
 - Food Vendor PIP
 - h. Costco
 - Water Vendor PIP