

**AGENDA**  
**FINANCE COMMITTEE**  
**Village of Hoffman Estates**  
**September 25, 2017**

*Immediately following Public Health & Safety*

<b>Members:</b>	Gary Pilafas, Chairperson	Karen Mills, Trustee
	Anna Newell, Vice Chairperson	Gary Stanton, Trustee
	Michael Gaeta, Trustee	Karen Arnet, Trustee
		William McLeod, Mayor

- I. Roll Call**
- II. Approval of Minutes – August 21, 2017**

**NEW BUSINESS**

1. Discussion regarding the Village program concerning acceptance of credit card payments and processing by the Finance Department.
2. Request authorization to purchase 7 metal detectors for the Sears Centre Arena from Rapiscan Systems of Torrance, California, in an amount not to exceed \$24,782.50.
3. Request authorization to waive formal bidding and award a contract for the purchase of eight (8) semi ruggedized laptop computers and accessories for use in Police Department vehicles to CDS Office Technologies in an amount not to exceed \$32,680.
4. Request authorization to award a contract for stage, sound, lights and backline equipment for the 2018 Northwest Fourth Fest to Diversified Audio Group, Inc., Addison, IL in an amount not to exceed \$16,820.
5. Request authorization to award a multi-year carnival contract to Modern Midways, Inc., Steger, IL, for carnival services for the Northwest Fourth Fest.
6. Request acceptance of Finance Department Monthly Report.
7. Request acceptance of Information System Department Monthly Report.
8. Request acceptance of Sears Centre Monthly Report.

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

FINANCE COMMITTEE MEETING MINUTES

August 21, 2017

I. Roll call

Members in Attendance:

Trustee Gary Pilafas, Chairman  
Trustee Anna Newell, Vice Chairperson  
Trustee Michael Gaeta  
Trustee Karen Mills  
Trustee Gary Stanton  
Trustee Karen Arnet  
Mayor William McLeod

Management Team Members  
in Attendance:

Jim Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Alan Wenderski, Dir. Of Engineering  
Mark Koplin, Asst. Village Mgr., Dev. Services  
Bruce Anderson, CATV Coordinator  
Patrick Seger, Director of HRM  
Fred Besenhoffer, Director of IS  
Joe Nebel, Director of Public Works  
Jeff Jorian, Fire Chief  
Ted Bos, Police Chief  
Greg Poulos, Asst. Police Chief  
Peter Gugliotta, Director of Planning  
Rachel Musiala, Director of Finance  
Monica Saavedra, Director of HHS  
Bev Romanoff, Village Clerk  
Suzanne Ostrovsky, Asst. to Village Manager

The Finance Committee meeting was called to order at 7:03 p.m.

II. Approval of Minutes – July 17, 2017

Motion by Trustee Stanton, seconded by Trustee Mills, to approve the minutes of the Finance Committee meeting of July 17, 2017. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

1. Request approval to enter into a five year agreement for banking services with JPMorgan Chase Bank, N.A. per the costs specified in their proposal dated July 14, 2017.

An item summary sheet from Rachel Musiala was presented to Committee.

Ms. Musiala provided background on both proposals with an explanation on why Chase was ultimately chosen.

Trustee Pilafas, Trustee Mills and Jim Norris provided comments.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to enter into a five year agreement for banking services with JPMorgan Chase Bank, N.A. per the costs specified in their proposal dated July 14, 2017. Voice vote taken. All ayes. Motion carried.

- 2. Request authorization to award a contract for the 2018 Northwest Fourth Fest fireworks display to Melrose Pyrotechnics, Inc. Kingsbury, IN in an amount not to exceed \$35,000.**

An item summary sheet from Jackie Green (4<sup>th</sup> Fest Commission Chair) was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to award a contract for the 2018 Northwest Fourth Fest fireworks display to Melrose Pyrotechnics, Inc. Kingsbury, IN in an amount not to exceed \$35,000. Voice vote taken. All ayes. Motion carried.

- 3. Request to waive bidding and to authorize an increase for the emergency expenditure to raise the front entrance glass curtain wall foundation footings and steel columns at the Sears Centre Arena in an amount not to exceed \$180,000.**

An item summary sheet from Mark Koplin and Paul Petrenko was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to authorize an increase for the emergency expenditure to raise the front entrance glass curtain wall foundation footings and steel columns at the Sears Centre Arena in an amount not to exceed \$180,000. Voice vote taken. All ayes. Motion carried.

- 4. Request acceptance of the Finance Department Monthly Report.**

The Finance Department Monthly Report was presented to committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to accept the Finance Department Monthly Report. Voice vote taken. All ayes. Motion carried.

- 5. Request acceptance of the Information System Department Monthly Report.**

The Information System Department Monthly Report was presented to committee.

Motion by Trustee Arnet, seconded by Trustee Gaeta, to accept the Information System Department Monthly Report. Voice vote taken. All ayes. Motion carried.

- 6. Request acceptance of the Sears Centre Monthly Report.**

The Sears Centre Monthly Report was presented to committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to accept the Sears Centre Monthly Report. Voice vote taken. All ayes. Motion carried.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:12 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

---

Jennifer Djordjevic, Director of Operations  
and Outreach Office of the Mayor and Board

---

Date

## COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Credit Card Acceptance Fees  
**MEETING DATE:** September 25, 2017  
**COMMITTEE:** Finance Committee  
**FROM:** Rachel Musiala, Director of Finance

**PURPOSE:** Discussion regarding the Village program concerning acceptance of credit card payments and processing by the Finance Department.

**BACKGROUND** The Village has been accepting credit card payments from customers for many years. It has proven to be a convenient and secure method of payment and has benefitted both the Village and our customers. The Village currently allows credit card payments for all types of Village fees and services and this method of payment can be done on-line via our website, over the phone with an Interactive Voice Response (IVR) system, via mobile phone for special events, and in-person at the Village Hall or Police Department.

Since the start of the Village accepting credit card payments, it has been the Village's policy to absorb any and all credit card fees and not pass them on to the customer. In the early years, this was not a significant cost to the Village, but as usage has continued to increase, the fees have become more of a noticeable expense. Currently, the Village pays about \$140,000 in credit card fees for these types of payments, paid for by the General Fund and Water & Sewer Fund:

Location	Types of Payments	Average # of payments per month	Average payment amount	Total credit card fees paid annually by VOHE	
				General Fund	Water Fund
Village Hall & Police Front Counters	Citations & Tow Fees, Utility Billing, Permits, Transfer Stamps, Business Licenses	620	\$193	\$23,320	\$7,346
Website (eGov)	Utility Billing, Business Licenses	2,228	\$99	\$4,821	\$80,187
Website (non-eGov)	Citations, Miscellaneous Billing, Refuse Stickers	180	\$114	\$3,861	\$0
Phone	Utility Billing, Citations, Miscellaneous Billing, Special Events	932	\$101	\$1,218	\$18,323
<b>TOTAL</b>		<b>3,960</b>		<b>\$33,220</b>	<b>\$105,856</b>

**DISCUSSION**

Due to recent actions by the State legislature that reduced some Village revenues and as staff began assembling budget requests for FY2018, cost saving measures were discussed with every department. The option of having customers who chose to pay with a credit card start paying for their applicable credit card fees was discussed since the Village expense was significant, especially for the Water & Sewer Fund. Absorbing these fees by the Village does provide a benefit to those customers who choose the convenience of paying with a credit card, but the question arises as to whether that service should be paid for by all residents.

If the Village decides to change its policy of absorbing these fees, there is a potential that credit card payments will decline. However, since all of these fees need to be paid, the resident will just choose a different form of payment, and there will be no loss of revenue to the Village.

It should be noted that, currently, Cook County offices pass along credit card fees to the payer, as do several of our surrounding neighbors (Schaumburg starting October 1<sup>st</sup>, Palatine, Lake Zurich, Deerfield).

**FINANCIAL IMPACT:** If the Village's policy on absorbing credit card fees was changed, there would be a cost savings to the Village of approximately \$140,000 per year.

The credit card fees range from 1.6% to 3.2%, depending on the merchant and the type of card being used. A typical monthly water bill of \$60 paid by credit card would result in about \$1.50 of fees for the customer. A \$200 citation would result in about \$5.00 of fees being passed on to the customer.

**RECOMMENDATION:** Discussion regarding the Village program concerning acceptance of credit card payments and processing by the Finance Department.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization to purchase 7 metal detectors for the Sears Centre Arena from Rapiscan Systems of Torrance, California, in an amount not to exceed \$24,782.50

**MEETING DATE:** September 25, 2017

**COMMITTEE:** Finance

**FROM:** Mark Koplin/Ben Gibbs

---

---

**REQUEST:** Request authorization to purchase 7 metal detectors for the Sears Centre Arena from Rapiscan Systems of Torrance, California, in an amount not to exceed \$24,782.50.

**BACKGROUND:** Events around the country and the world have made security one of the biggest issues facing the concert/sports/venue industry. All of the major sports leagues now require either hand wandling or fixed metal detectors at all entrances. Anybody attending local baseball, basketball, and hockey games can attest to these new procedures. The NBA Development League also requires and made sure that this requirement was included in the Windy City Bulls Agreement. The Sears Centre initiated hand wandling for Windy City Bulls games and select events in 2016.

During the foundation work at the main entrance earlier this summer, electrical outlets were installed in the floor before the concrete was replaced to facilitate installation of metal detectors.

**DISCUSSION:** With the heightened awareness of security issues in the venue management industry, many companies now sell metal detectors for sports and entertainment venues.

Metal detectors will be located at the main entrance (5) and at the loading dock (1) and the Suite entrance (1). One of the units at the main entrance will be wider to accommodate wheelchairs. If an attendee with a wheelchair uses one of the other entrances, handheld wandling will be necessary.

Each of the companies offering proposals can provide different units that are suitable for indoor and outdoor use. The cost differential to have metal detectors that can be used outside in any weather is about double, so our recommendation is to not purchase units with that capability. Furthermore, the layout immediately outside the main entrance is not suitable to perform outdoor screening, regardless of weather.

**DISCUSSION:** (Cont'd)

Due to recent events at venues around the country, utilizing walk-through metal detectors will be standard practice at most venues, and the Sears Centre cannot afford to be behind the curve. Certain concert promoters are requiring venues to utilize walk-through detectors before booking certain artists. In these cases, some venues are required to rent units to host these events.

The Sears Centre currently utilizes handheld detectors for all Windy City Bulls games and other select events. This approach is time consuming and only as reliable as the personnel overseeing the screening process. It is also intrusive to the guest as each person must stop, hold out their arms, and have the detector run over their body, including extremities. It is a tedious process and does not assure safety given the margin of human error.

Walk-through metal detectors are more sophisticated and can be calibrated to ensure that keys and belt buckles do not trigger alarms, which is not possible with wands. The units will trigger alarms for metal matching the profile for weapons and will also identify the location on the body. Overall, the difference in the arena's ability to identify weapons will be considerable.

The Windy City Bulls play their first game in early November, and the goal is to have installation completed by the end of October. Upon approval, it will require 3-4 weeks for the product to be delivered, and then 1-2 weeks for installation and testing and calibrating, then training.

The metal detectors would be used for an increasing number of Sears Centre events. It is likely all events will require metal detecting in the next 36 months.

Rapiscan currently has units at Arlington Park and Chicago Arts Museum, and their price is competitive with other companies, including CEIA and Garrett.

For clarity, 7 metal detectors could handle a crowd of under 5,000, so larger events would still require handheld wands to accommodate the crowd.

**FINANCIAL IMPACT:**

The Finance Department verified that there are adequate funds in the Village's Sears Centre Arena account to cover these costs.

Beyond enhanced safety, there really are not any cost savings using these units. There is a customer service benefit as the units will allow patrons to be scanned more quickly and reliably. The patrons will spend less time in line and will ultimately be safer.

**RECOMMENDATION:**

Request authorization to purchase 7 metal detectors for the Sears Centre Arena from Rapiscan Systems of Torrance, California, in an amount not to exceed \$24,782.50.

Attachments





An OSI Systems Company

Rapiscan Systems, Inc.  
 2805 Columbia Street  
 Torrance, California, 90503, USA  
 Telephone +1 310 978 1457  
 Facsimile +1 310 349 2491  
[www.rapiscansystems.com](http://www.rapiscansystems.com)

**QUOTATION**

**Contact:** Ben Gibbs  
**Buyer:** Sears Centre Arena  
**Address:** 5333 Prairie Stone Parkway,  
 Hoffman Estates, IL 60192 United  
 States  
**Telephone:** 847-649-2201  
**End User:** Same as bill to

**Quote Number:** 2017-18501  
**Submitted Date:** June 5, 2017  
**Expiration Date:** August 5, 2017

PS

Item	Qty	Product	Description	Net Each	Ext. Price
1	7	METOR 6M-30	METOR 6M WITH 76CM/30" CROSS PIECE	\$3,000.00	\$21,000.00
2	7	21110791	Power cord, 15ft, US, NEMA 5-15P to C13	\$0.00	\$0.00
3	7	20102858	BATTERY BACKUP, MBBS 5238, 6M	\$250.00	\$1,750.00
4	7	8100774	TRAFFIC LIGHT SET, MTL5 5169	\$100.00	\$700.00
5	1	20106468	MRCS 5116 WITH HOLDER	\$125.00	\$125.00
6	1	Freight	Freight Charges (Inside dlrvy, pallet jack & lift gate)	\$1,207.50	\$1,207.50
7	7	Warranty-MD	Warranty -- Two (2) year parts only (exchange) on entire system from date of shipment (25 months total). Does not cover any damages from misuse, abuse, tampering or acts of God.	\$0.00	\$0.00
				<b>Sub Total</b>	<b>\$24,782.50</b>

Optional Items

Qty	Product	Description	Net Each	Ext. Price
7	METOR 28	METOR 28 HAND-HELD METAL DETECTOR	\$99.00	\$693.00



An OSI Systems Company

Rapiscan Systems, Inc.  
2805 Columbia Street  
Torrance, California, 90503, USA  
Telephone +1 310 978 1457  
Facsimile +1 310 349 2491  
[www.rapiscansystems.com](http://www.rapiscansystems.com)

7	20108470	CROSSPIECE EXTENSION, SET, 6M	\$25.00	\$175.00
7	23114011	METOR WHEELS KIT, STANDARD	\$250.00	\$1,750.00
1	3061001	FAA OPERATIONAL TEST PIECE	\$45.00	\$45.00
7	23108484	KIT, RX PANEL ZONE DISPLAY	\$300.00	\$2,100.00
1	Installation	Training: Installation and Operation	\$2,000.00	\$2,000.00

<b>PROPOSAL TOTAL</b>			<b>\$24,782.50</b>
-----------------------	--	--	--------------------

**Terms of Delivery:** FOB - Destination  
**Terms of Payment:** NET30 Payment 30 days after invoice date  
**Shipping Date:**

**Prepared By:** Tom Dunn  
**Phone:** 636-273-9729  
**Email:** [tdunn@rapiscansystems.com](mailto:tdunn@rapiscansystems.com)

**Notes:**  
Import duties not included for International shipments

This Quotation is subject to Rapiscan Sales Terms and Conditions G201 (the "Sales Terms"), available at [www.rapiscansystems.com/termsandconditions](http://www.rapiscansystems.com/termsandconditions). By accepting this Quotation and/or our performance hereunder, Buyer agrees to be bound by the Sales Terms.



An OSI Systems Company

Rapiscan Systems, Inc.  
2805 Columbia Street  
Torrance, California, 90503, USA  
Telephone +1 310 978 1457  
Facsimile +1 310 349 2491  
[www.rapiscansystems.com](http://www.rapiscansystems.com)

Freight rates are based on details provided at time of quotation. Any changes may result in revised charges.



## METOR 6M

### TECHNICAL SPECIFICATIONS

#### General Information

Meteor 6M is a state-of-the-art Walk Through Metal Detector developed for demanding security screening applications. The unit has been developed using the latest technology to meet the most demanding security screening requirements. Typical Meteor 6M applications include airports and other transportation terminals, public and private buildings such as ministries, embassies, courthouses, schools, corporate security as well as night clubs and casinos. The applications also include visitor screening at conferences and special events.

#### Benefits

Meteor 6M is a very high quality Walk Through Metal Detector with excellent operational performance and versatile capabilities. The key benefits include

- High efficiency screening capability
- Suitability for versatile applications
- Superior immunity
- Built-in advanced features for enhanced security and usability
- IP 55 protection class against intrusion of foreign objects and water

#### Operation Principle

True Multi-Zone Metal Detection Technology

The Meteor 6M uses a unique coil design consisting of nine (9) independent detection zones. These overlapping detection zones are independently adjustable and located vertically on top of each other.

- Moving metal objects cause alarm when the signal exceeds the alarm threshold
- Location of detected object(s) is displayed by the zone display

#### Continuously Active

The Meteor 6M is continuously active. At no time is it possible to toss, pass or slide a weapon through undetected. No photoelectric, infrared, or other sensor device is used to enable and disable the detection circuitry and thus mask the impact of external interference.

#### Meteor 6M Features

##### High Throughput Rate

Meteor 6M is capable of a maximum throughput rate of over 50 persons per minute. The throughput rate is not limited by the performance of the detector but the human factor during the check process (walking speed of people, time spent to check the people who caused alarm, etc.)

##### Easy Assembly

- Meteor 6M's integrated construction allows installation of the unit in 5-10 minutes.
- Crosspiece fits either way.
- Polarized, easy to use connectors.

### Metor 6M Features

#### Zone Display

Metor 6M has an integrated full-length vertical zone display located on exit side of the transmitter coil panel to indicate the location of the detected metal object(s) being carried through the gate. The zone display timing is adjustable and the display can be enabled or disabled.

#### Intelligent Traffic Counters

Metor 6M incorporates fully integrated, intelligent traffic counters as a standard feature. The counters are fully integrated inside the coil panels meaning they are completely invisible. The desired direction of travel can be selected and the number of people, number of alarms and alarm percentage can be displayed on the alphanumeric display. The traffic counter can be set to increase the count in one direction and decrease the count in the opposite direction. This type of counter gives a more accurate traffic count, especially when passengers are asked to step back through the gate to divest themselves of alarming metallic items. Alternatively the counters can be set to increase the count in one direction and have no effect in the opposite direction.

#### Traffic Lights (optional accessory)

The traffic lights facilitate controlling the traffic flow through the checkpoint. The Metor 6M has traffic lights that utilize international signs for "STOP" and "GO". The traffic lights are integrated into the crosspiece in order to provide the best possible visibility. The timing of the traffic lights is adjustable and the lights can be enabled or disabled.

#### Power Indicator

The top segment of the zone display flashes to indicate that the power is on. This feature can be switched On or Off.

#### Random Alarm for non-alarming/alarming

Metor 6M can be set to randomly alarm for selected percentage (0-100%) of non-alarming people passing through the metal detector. Random alarms are generated with 1% accuracy. This feature can be switched On or Off. The audio/visual indication of the random alarm can be set to be distinct from the normal alarm indication.

Metor 6M can be set also to generate a distinct alarm randomly for a selected percentage (0-100%) of alarming people to allow random pat down checking of people who generated a natural alarm due to metal items they carried on them. This feature can be switched On or Off.

#### Calibration Guard

Calibration Guard observes calibration parameters. When any of the calibration parameters are changed from the saved value a warning message is shown. This feature can be switched On or Off.

#### Power Guard

Metor 6M is equipped with Power Guard that alarms when the unit loses power, i.e. the power cord is disconnected or power source breaks up.

#### Ready state violation

Monitors the operation of the Metor 6M and alarms in case of a person accessing when the system is not ready for normal operation.

#### Noise Measurements

Metor 6M has two special noise measurement functions: EM Noise and Total Noise. EM Noise measures only electromagnetic interferences from the environment. Total Noise measures both electromagnetic interferences and mechanical interferences like vibration and moving metal.

#### Object Speed Response

Metor 6M operates over a wide object velocity range. The low and high speed response of the unit can be independently adjusted.

#### Parameter Memory

Non-volatile memory is used to store all of the parameters regardless of the power connection. At no time is a battery system required to maintain the parameters when the main power is disconnected.

#### I/O Configuration

Metor 6M has two configurable digital Inputs and Outputs.

#### Excellent Interference Immunity

- *Static Metal Compensation:* Static metal close to the Metor 6M is compensated by digital filtering.
- *Influence of Moving Metal:* The Metor 6M detection coil design is designed to maximize the ratio between moving metal inside and moving metal outside the detector.
- *Immunity to Mechanical Vibration:* The mechanical construction of the Metor 6M enables an excellent immunity against mechanical vibration.
- *Influence of Electromagnetic Interference:* The carefully selected operating frequencies, together with effective digital filtering, allows for excellent immunity to electromagnetic interference. Furthermore, the coil design of the Metor 6M is optimized to minimize external electromagnetic interference. Metor 6M meets with the requirements of applicable standards for Electromagnetic Compatibility.

### Metor 6M Features

#### Self Diagnostics

A comprehensive self-diagnostics system continuously monitors the unit's operation. If a fault condition occurs, an alphanumeric readout shall display the exact nature of the problem. Operating personnel cannot override a fault condition prior to it being corrected.

#### Warranty

Metor 6M has a two-year warranty for parts and labor.

### Metor 6M User Interface

#### Display unit

The display of Metor 6M is equipped with alphanumeric display, keypad, including standby button, status LEDs and audible indicator.

#### Alphanumeric Display

The alphanumeric display is a 2x20 character display. It indicates the relative size of the metal object on bar graph. All programming and statistical, as well as error information, is shown with explicit text format on the display.

#### Keypad

The Metor 6M display unit is equipped with a keypad. Keypad has the same function keys as the optional remote control unit.

#### Standby Button

The Metor 6M's display unit incorporates a standby button. During standby mode metal detection is disabled, traffic lights, display and other possible power indications are turned off. The standby button can be enabled/disabled from the user interface (requires super user privileges).

#### Status LEDs

The status LEDs consist of Alarm/Wait/Ready LEDs. Alarm/Ready LEDs indicate normal operation. The Wait LEDs indicate that the Metor 6M is in programming mode.

#### Build-in Help Texts

The build-in help text guides the user when navigating through the menu structure. Metor 6M is easy to use even without the manual.

### Bi-directional Wireless Remote Control Unit (optional accessory)

Metor 6M can be equipped with a wireless bi-directional remote control unit for programming. Bi-directional function enables loading parameters from one Metor 6M and sending the same parameters to other Metor 6M's. This makes the programming of multiple Metor 6M units easy. One remote control unit can be programmed to operate several detectors or up to ten remote control units can be tuned to

a specific Metor 6M.

For programming the Metor 6M there is also a keyboard on the display unit.

### Security

In the design of Metor 6M, security of operation has been a high priority.

#### Secure Connections

All the cabling and connections except external power supply are located inside the locked crosspiece. The crosspiece is key-locked preventing any unauthorized access to the electronics unit or remote control unit.

Metor 6M is equipped with one On/Off switch. The power switch is accessible by opening the crosspiece lid – accessed only with a key.

#### Access Code Protection

Parameter adjustments are access code protected. Access code protection eliminates any unauthorized tampering with parameters. Only authorized personnel can change the access code.

The user interface locks down after entering a wrong access code three times.

The remote control operation is also secured with code hopping algorithm.

Metor 6M enables both numeric and alphanumeric access codes as user selectable feature.

#### Fully Configurable User Access Rights

Metor 6M has fully configurable user access rights. This allows different type of users to have access to all or only some specific functions. There are following pre-configured user groups:

Super User

- Access to all parameters
- Access code required for access

User

- View statistical information and clear the counters
- Access code required for access
- Other rights the same as for operator level

Operator

- Read-only level (allowed to read Program and Sensitivity)
- Allowed to adjust volume
- No access code required

Metor 6M has 8 (7+ "User" Group) fully configurable user groups that can have individual access rights. The Super User group is fixed. There can be a total of 99 different users with individual passwords. Each user belongs to one of the 8 configurable user groups or to the Super User group.

## Technical Specifications

### **Mechanical Construction**

Meteor 6M coil panels use a mechanical construction which gives the whole unit an excellent durability and mechanical stability. The panels are finished in laminate with plastic zone display profiles. The coil panels are equipped with integrated boots that protect the panels against floor washing liquids. The boots include holes for fixing the detector to the floor. The crosspiece is made of aluminum that provides excellent durability in applications requiring multiple installations and dismantles.

### **Hardware**

Meteor 6M has an electronics unit in a metal enclosure. The electronics enclosure is located inside the lockable aluminum crosspiece.

### **Software**

Meteor 6M software includes weapon detection programs to meet the international requirements as well as material specific detection programs. Operations are easy to upgrade using a SD memory card when future software versions are introduced.

### **Sensitivity**

The sensitivity settings are divided to overall sensitivity and zone sensitivity.

- There are 100 sensitivity steps available to adjust overall sensitivity.
- The zone sensitivity of each of the 9 zones can be adjusted independently. The range of the zone sensitivity setting is 0 - 200 % with respect to the overall sensitivity.

Sensitivity can be calibrated either manually or automatically.

### **Automatic Sensitivity Calibration**

An Automatic interactive Sensitivity Calibration Program enables the detector's sensitivity to be automatically selected for a specific weapon or test object. The user can choose the amount of walkthroughs with the test object(s) on which the automatic sensitivity setting is based (minimum 3 passes).

### **Automatic Floor Sensitivity Calibration**

Meteor 6M has an Automatic interactive Floor Sensitivity Calibration Program to help floor level calibration. Program enables the detector's floor level sensitivity to be automatically selected for a specific weapon or test object. The user can choose the amount of walkthroughs with the test object(s) on which the automatic sensitivity setting is based (minimum 3 passes).

### **Operating Frequency**

Meteor 6M has 10 operating frequency sets. The operating frequency sets have been carefully selected from the noise free frequency band.

### **Automated Frequency Search**

Meteor 6M searches automatically suitable operating frequency

during start-up or when the feature is activated from the user interface. This feature can be switched On or Off.

### **Multiple Unit Operation**

Two or more Meteor 6M metal detectors can be operated in close proximity. Side-by-side use does not require synchronization cables.

### **Alarm Indication**

Display unit indicates alarm with

- Audible alarm
- Alarm LEDs
- Alphanumeric display with signal display relative to signal size

In addition, alarm is indicated with Vertical Zone Display on the Transmitter coil panel.

### **Network Connection**

Meteor 6M is connectable to MeteorNet 3 Pro Web security monitoring system through ETHERNET.

### **Power Supply**

Mains, nominal: 100 - 240 VAC

Mains, maximum: 90 - 264 VAC

Mains frequency (nominal): 50/60 Hz

Battery (optional): 12 VDC

Power consumption, typical: 30 W (AC), 25 W (DC)

The Meteor 6M has the ability to adjust automatically to variations in line voltage from 90 to 264 VAC or 12 VDC without operator intervention. In an installation site where line voltage regulation is a problem, there will be no degradation in WTMD performance.

### **Battery Back-up Set (optional accessory)**

Meteor 6M can be equipped with an optional 12 V DC battery to provide up to 8 hours full operation in case of a main voltage failure.

### **Operating Temperature**

Ambient operating temperature range:

-20° C to + 60° C (-4° F to 140° F)

### **Operating Humidity**

Ambient operating humidity range:

0 to 95%

### **Protection**

IP 55, against intrusion of foreign objects and water.

### **Weight**

63 kg (139 lbs)

### **Dimensions**

Interior: 76 cm (30 in.) Width x 205 cm (81 in.) Height

Exterior: 90 cm (35 in.) Width x 224 cm (88 in.) Height x 70 cm (28 in.) Depth

## Regulatory Information

### Standards and Directives

- European Electromagnetic Compatibility (EMC) Directive 2004/108/EC
- EMC Standard – IEC/EN 61000-6-3:2006/2007 (Emission)
- EMC Standard – IEC/EN 61000-6-1:2005/2007 (Immunity)
- European Low Voltage Directive 2006/95/EC
- Safety Standard - IEC/EN 61010-1 (Electrical Safety)
- Federal Communications Commission Class B Standards for noise emission from electrical equipment

### Magnetic field safety

Safe for persons with pacemakers and pregnant women.

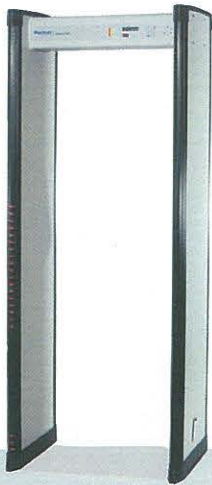
Complies with the following standards and recommendations

- 1999/519/EC - European Union Council recommendation on the limitation of exposure of the general public to electromagnetic fields (0 Hz to 300 GHz)
- 2004/40/EC – European Union Parliament and Council Directive on the minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (electromagnetic fields)
- ICNIRP 1998 – Guidelines for limiting exposure to time-varying electric, magnetic and electromagnetic fields up to 300 GHz
- IEEE Std C95.6 (2002) – IEEE standard for Safety Levels with Respect to Human Exposure to Electromagnetic Fields, 0 to 3 khz.
- IEEE Std C95.1 (2005) – IEEE Standard for Safety Levels with Respect to Human Exposure to Radio Frequency Electromagnetic Fields, 3 kHz to 300 GHz.
- ACGIH-0302 (2002) (Occupational) – The American Conference of Governmental Industrial Hygienists guidelines to occupational exposures only.

### Additional Safety Information

No Metor products will erase, alter, or damage magnetic storage media including credit cards, computer floppy disks, tapes, or IC's. The effects from the operation of the electronics and the low intensity magnetic fields of the Metor Walk Through Metal Detectors are harmless to people with pacemakers, pregnant women, the operator, and general pedestrian traffic.





## METOR 6M VS. COMPETITION

# Rapiscan<sup>®</sup> systems

An OSI Systems Company

	METOR 6M	CEIA PMD2 PLUS	GARRETT 6500I
<b>Protection class</b>	IP55, Indoor and sheltered outdoor use	IP20 for Indoor use IP65 for sheltered outdoor use available as an option	IP55, Indoor and sheltered outdoor use.
<b>Construction</b>	Coil panels: laminate Cross piece: aluminum	Coil panels: laminate Crosspiece: MDF	Coil panels: laminate Crosspiece: aluminum
<b>Weight</b>	59 kg / 130 lbs	74 kg / 163 lbs	64 kg / 141 lbs
<b>User friendliness</b>	Excellent features: <ul style="list-style-type: none"> <li>• auto sensitivity, auto floor sensitivity</li> <li>• auto frequency</li> <li>• menu-type GUI</li> <li>• On/standby soft key</li> </ul>	<ul style="list-style-type: none"> <li>• cumbersome menu structure</li> <li>• automatic self installation</li> </ul>	<ul style="list-style-type: none"> <li>• cumbersome menu structure</li> <li>• no automated features</li> </ul>
<b>Continuously Active</b>	Yes, continuously ready to detect items	Yes, continuously ready to detect items but highly susceptible to mechanical vibration	Continuously active operation mode available, but as a standard the unit utilizes operating mode which is active only when someone passes through the gate. This is due to poor interference immunity.
<b>Detection Zones</b>	9 independently adjustable overlapping detection zones make up a true multizone operation to harmonize the detection performance throughout the aperture	No independently adjustable detection zones	6 adjustable zones. Only 2 transmitters. Not a true multizone operation.

**METOR 6M**

**CEIA PMD2 PLUS**

**GARRETT 6500I**

<p><b>Location display</b></p>	<ul style="list-style-type: none"> <li>• 20 vertical light segments to improve the location accuracy of the detected items</li> <li>• gives more reliable and quicker alarm resolution for multiple items than a poorly operating “pinpointing” location function</li> <li>• true multizone operation allows implementing a high performance vertical location function</li> </ul>	<p>Claims 60 pinpointing zones.</p> <ul style="list-style-type: none"> <li>• misleading - refers to location function, not physical detection zones</li> <li>• does not work in practise, poor performance leads to situations that confuse screening personnel instead of adding value to the screening process</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>• two items, one at each side of body, give the same indication as one item in the middle. This is extremely misleading since the security screener does not know whether to look for one or multiple items. Leads to undiscovered threat items.</li> <li>• with multiple items at different locations (ankle/waist/armpit) may indicate only one. Very confusing if only one of multiple items is indicated. Leads to undiscovered threat items.</li> </ul>	<p>Claims 33 pinpointing zones.</p> <ul style="list-style-type: none"> <li>• misleading - refers to location function, not physical detection zones</li> <li>• does not work in practise, poor performance leads to situations that confuse screening personnel instead of adding value to the screening process</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>• depending on the height may indicate one or both sides when one item is taken through at right or left side. More time required to find the item that caused the alarm.</li> <li>• two items, one at each side of body, give the same indication as one item in the middle. This is extremely misleading since the security screener does not know whether to look for one or multiple items. Leads to undiscovered threat items.</li> <li>• two small items that are below alarm threshold level when taken through separately or simultaneously at the middle or at one side, cause an alarm and same indication as one big item at the middle when these two items are taken through at the different sides. This summing effect makes the discrimination capability worse as well as gives confusing location indication to the security screener.</li> <li>• item at the ankle may not be indicated at all if there is an other at the waist or armpit. Very confusing if only one of multiple items is indicated. Leads to undiscovered threat items.</li> <li>• totally wrong location is indicated compared to the real location of the item at the body. More time needed to find the detected item.</li> </ul>
<p><b>Automatic frequency selection</b></p>	<p>Standard</p> <ul style="list-style-type: none"> <li>• automated or manual activation</li> <li>• excellent feature e.g. when installing multiple units</li> </ul>	<p>Not available</p>	<p>Not available</p>
<p><b>Automatic sensitivity selection</b></p>	<p>Standard</p> <ul style="list-style-type: none"> <li>• sophisticated interactive operation</li> <li>• separate automatic selection for base and floor sensitivity</li> </ul>	<p>Not available</p>	<p>Not available</p>
<p><b>Stand-by mode</b></p>	<p>Standard</p> <ul style="list-style-type: none"> <li>• fast operation, only by pressing one button</li> <li>• simultaneous start-up of the WTMD when re-opening the checkpoint</li> <li>• can be deactivated</li> </ul>	<p>cumbersome operation, several button presses required</p>	<p>Not available</p>

**METOR 6M**

**CEIA PMD2 PLUS**

**GARRETT 6500I**

<b>Calibration guard</b>	Standard <ul style="list-style-type: none"> <li>monitors detection parameter settings</li> <li>alarms in case of parameter change</li> </ul>	Not available	Not available
<b>Power guard</b>	Standard <ul style="list-style-type: none"> <li>alarms in case of mains power outage or internal power failure</li> </ul>	Optional mains disconnection alarm <ul style="list-style-type: none"> <li>part of the embedded battery back-up and charger accessory.</li> </ul>	Not available
<b>Ready state violation</b>	<ul style="list-style-type: none"> <li>alarms in case of person accessing when system not ready to detect</li> </ul>	Not available	Not available
<b>Traffic lights</b>	Optionally available <ul style="list-style-type: none"> <li>integrated in the crosspiece</li> <li>clearly visible, international signs</li> </ul>	Standard (entry pacing lights)	Standard
<b>Traffic counters</b>	Standard <ul style="list-style-type: none"> <li>integrated (invisible) inside the zone display</li> <li>bi-directional with decrease mode</li> <li>counts alarms, passengers and alarm rates</li> </ul>	Standard <ul style="list-style-type: none"> <li>bi-directional</li> </ul>	Standard <ul style="list-style-type: none"> <li>bi-directional</li> </ul>
<b>Wireless remote control unit</b>	Optionally available <ul style="list-style-type: none"> <li>bi-directional</li> <li>can be used to control one or multiple units</li> </ul>	Optional <ul style="list-style-type: none"> <li>can not copy parameters to multiple units</li> </ul>	Not available
<b>Security</b>	multiple access codes user interface lock-up in case of feeding faulty access three times all cables & electronics unit inside crosspiece	Cables exposed to tampering key-locked electronics unit 2 password levels, 1 configurable	3 user levels, not configurable tamper alarm in case of faulty access code cables & electronics unit inside crosspiece
<b>Programs</b>	Multiple preset programs for wide variety of applications	Multiple preset detection programs	18 detection programs including weapon detection and material selective programs
<b>Immunity</b>	Good against electrical interference Good against mechanical interference	Good against electrical interference Poor against mechanical interference	Poor against electrical interference Good against mechanical interference
<b>Random alarm with dual operation</b>	Standard with dual operation <ul style="list-style-type: none"> <li>random alarms on selected percentage of non-alarming people</li> <li>random alarms on selected percentage of alarming people</li> <li>adjustable from 0-100 percent</li> </ul>	Standard <ul style="list-style-type: none"> <li>adjustable from 0 - 100 percent</li> <li>no dual operation</li> </ul>	Standard <ul style="list-style-type: none"> <li>adjustable from 0-50 percent</li> <li>no dual operation</li> </ul>
<b>Parameter Copying</b>	Parameters can be copied from 6M to remote control unit (optional) and vice versa.	Parameters can be copied to blank chip cards (option) and then loaded from the chip card to the WTMD.	No
<b>Configurable user levels</b>	1 super user level 8 fully configurable user levels up to 99 users with individual user rights and passwords	1 super user level 1 configurable user level	3 user levels, not configurable
<b>Side-by-side use</b>	excellent side-by-side capability unlimited number of units can be installed side-by-side no synchronization cables required	good no synchronization cables required	synchronization cables required if not connected into the same AC line only two frequencies for side-by-side use, i.e., only two units can operate next to each other without synchronization cable

**METOR 6M****CEIA PMD2 PLUS****GARRETT 6500I****Battery back-up**

## Optional

- up to 8 hours operating time
- locates Inside crosspiece

## Optional

- up to 8 hours operating time
- locates at crosspiece

## Optional

- 10 hours
- locates Inside crosspiece

## COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Request authorization to waive formal bidding and award a contract for the purchase of eight (8) semi ruggedized laptop computers and accessories for use in Police Department vehicles to CDS Office Technologies in an amount not to exceed \$32,680.

**MEETING DATE:** September 25, 2017

**COMMITTEE:** Finance Committee

**FROM:** Fred Besenhoffer, Director of Information Systems

**PURPOSE:** The 2017 budget contains funding to continue our replacement program of the ruggedized laptop computers in the Police Department squad cars.

**BACKGROUND** For over a decade now, the Village has continued with the program of annually replacing the ruggedized laptop computers in our Police Department squad cars.

**DISCUSSION** CDS Office Technologies is Panasonic's Platinum partner for the northern Illinois area and offers us the lowest pricing available.

The current model, the CF 31 is being replaced with the CF 54. The CF 54 is slimmer, lighter and offers a wider screen than the CF 31. This year we requested a number of upgrades to the units to include a Gloved Multi Touch Screen, a 256 GB Solid State Hard drive, contactless smartcard reader and an integrated 4G LTE Multi Carrier cell device. These new units are sturdy enough to stand up to the rigorous demands of use in an emergency vehicle environment. They are configured specifically for Public Safety use and are not available through the general retail channels. We will be replacing eight of the units, continuing our four year replacement cycle which is consistent with the four year warranties each unit receives.

**FINANCIAL IMPACT** The chart illustrates the funding and expenditure summary for 2017 in this project and shows that it will come in under budget.

<b>Account # 47008625-4602</b>		
<b>Budgeted Amount: \$45,000</b>		
Panasonic Toughbook CF 54	8 * \$2,900.00	\$23,200.00
Extended Warranty, 1 year	8 * \$316.00	\$2,528.00
Havis CF 54 Docking Station	8 * \$769.00	\$6,152.00
Cell/GPS Antenna	8 * \$100.00	\$800.00
<b>TOTAL</b>		<b>\$32,680.00</b>

**RECOMMENDATION**

Request authorization to waive formal bidding and award a contract for the purchase of eight (8) semi ruggedized laptop computers and accessories for use in Police Department vehicles to CDS Office Technologies in an amount not to exceed \$32,680.



**CDS Office Technologies**  
 1271 HAMILTON PARKWAY  
 Itasca, Illinois 60143  
 United States  
 (P) 630-625-4519  
 (F) 630-305-9876

Quotation (Open)	
<b>Date</b>	Aug 24, 2017 02:57 PM CDT
<b>Modified Date</b>	Aug 24, 2017 03:01 PM CDT
<b>Doc #</b>	474949 - rev 1 of 1
<b>Description</b>	8 x CF-54F9-01KM
<b>SalesRep</b>	Gottlieb, Mark (P) 630-625-4519 (F) 630-305-9876
<b>Customer Contact</b>	Besenhoffer, Fred (P) 847-882-9100 Fred.Besenhoffer@Hoffmanestates.org

**Customer**  
 Hoffman Estates Police  
 Department (21104)  
 Besenhoffer, Fred  
 411 W Higgins Rd  
 Hoffman Estates, IL 60169  
 United States  
 (P) 847-781-2848

**Bill To**  
 Hoffman Estates Police  
 Department  
 Accounts, Payable  
 411 W. Higgins Rd.  
 Hoffman Estates, IL 60195  
 United States

**Ship To**  
 Hoffman Estates Police  
 Department  
 Besenhoffer, Fred  
 411 W. Higgins Rd.  
 Hoffman Estates, IL 60195  
 United States  
 (P) 847-882-9100  
 Fred.Besenhoffer@Hoffmanestates.org

<b>Customer PO:</b>	<b>Terms:</b> Undefined	<b>Ship Via:</b> UPS Ground
<b>Special Instructions:</b>		<b>Carrier Account #:</b>

#	Description	Part #	Qty	Unit Price	Total
<b>State of Illinois Master Contract CMS5848520</b>					
<b>Panasonic Toughbook CF-54 - Semi-Rugged</b>					
1	Panasonic - Toughbook CF-54 Public Sector Specific - Elite RFID, Win7 (Win10 COA), Intel Core i5-6300U 2.40GHz, vPro, 14.0" FHD, Gloved Multi Touch, 256GB SSD, 8GB, Intel WiFi a/b/g/n/ac, TPM, Bluetooth, 4G LTE Multi Carrier (EM7355), Dual Pass (Ch1:GPS/Ch2:WWAN), GPS, Note: Contactless Smartcard/NFC, Emissive Backlit Keyboard, DVD Multi-drive, Webcam, Toughbook Preferred, 3 Year Public Sector Service and Support Package	CF-54F9-01KM	8	\$2,900.00	\$23,200.00
<b>Extended Warranty Option</b>					
2	Panasonic Public Sector Service Package Extended service agreement - parts and labor - 1 year (4th year) - must be purchased in conjunction with PS bundle base unit	CF-SVCPSY4	8	\$316.00	\$2,528.00
<b>Docks &amp; Antennas</b>					
3	Havis - CF-54 Docking Station Toughbook Certified Docking Station for Panasonic Toughbook CF-54 Laptop with Power Supply and Dual High Gain Antenna	DS-PAN-422-2	8	\$769.00	\$6,152.00
4	Antennas Plus Cell/GPS Antenna Black - TNC Connectors - Threaded Bolt Mount	AP-CG-Q-S11-BL	8	\$100.00	\$800.00

Subtotal: \$32,680.00  
 Tax (0.000%): \$0.00  
 Shipping: \$0.00  
**Total: \$32,680.00**

CDS Office Technologies disclaims any responsibility for product information and products described on this site. Some product information may be confusing without additional explanation. All product information, including prices, features, and availability, is subject to change without notice. Applicable taxes & shipping may be added to the final order. All returns must be accompanied by original invoice and authorized RMA number within 30 days of invoice date and are subject to a 15% restocking fee. Due to manufacturer's restrictions, Panasonic items are not eligible for return. Late fees may apply to payments past 30 days from invoice date. Please contact your sales representative if you have any questions.



# Coming Soon from Havis

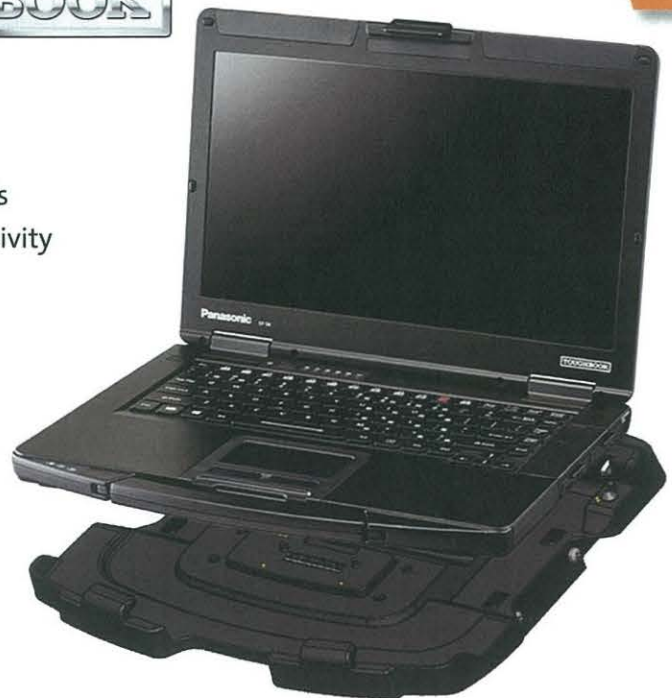
## Docking Solution for Panasonic Toughbook 54



### DS-PAN-420 Series Panasonic Toughbook 54

With the release of the Panasonic Toughbook 54, Havis is building on our reputation as a designer of the industry's best mobile computing solutions. Maximize your productivity with this lightweight and strong design that is built with theft deterrence, longevity and stability in mind.

- Accommodates all Toughbook 54 models, providing access to bottom SmartCard reader while computer is secured in the Docking Station.
- Full port replication and integrated strain relieving provide simple, safe, and secure connectivity to essential peripherals.
- Dual Pass-Thru Antenna for connectivity inside your mobile workplace. *(DS-PAN-421-2 & DS-PAN-422-2 models only)*
- Bundled Power Supply with customized cord length and connector tip. *(DS-PAN-422 & DS-PAN-422-2 models only)*
- Integral mounting provided for the addition of a Havis Rugged Communications Hub *(DS-DA-602)*, which allows user to expand connectivity to a total of five USB ports and two Ethernet ports.
- Safe and secure connectivity is maintained with a guided, floating Docking Connector
- Low profile design maximizes available space inside of vehicle.
- Rounded corners and edges are ideal for your safety in accidents and airbag deployment.
- Supplied mounting bracket designed to fit all Havis mounting equipment and most competitors' mounting equipment.
- Easy-to-use latching handle makes certain your computer is safe and secure inside your vehicle.
- Lock and key supplied for peace of mind theft deterrence.
- Optional Accessories: USB Powered Map Light, Power Supply Mounting Kit, Side Mounted Screen Support, and Rugged Communications Hub.



### Specifications *(subject to change)*

Height: 3.0" (7.62 cm)  
Width: 15.1" (38.4 cm)  
Depth: 13.7" (34.8 cm)  
Weight: 5.4 lbs (2.5 kg)



Part Number	USB 3.0	Ethernet	VGA	Serial	HDMI	Antenna	Bundled Power
DS-PAN-421	2	1	1	1	1	None	No
DS-PAN-421-2	2	1	1	1	1	Dual Hi-Gain	No
DS-PAN-422	2	1	1	1	1	None	Yes
DS-PAN-422-2	2	1	1	1	1	Dual Hi-Gain	Yes
DS-PAN-423*	0	0	0	0	0	None	No

\* Cradle only option (no electronics)



www.havis.com  
1-800-524-9900

## COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** 2018 4<sup>th</sup> of July Stage, Sound, Lights & Backline Equipment Contract

**MEETING DATE:** September 25, 2017

**COMMITTEE:** Finance

**FROM:** Ben Gibbs, Fourth of July Commission Entertainment Chair

---

**PURPOSE:** To provide a recommendation from the 4<sup>th</sup> of July Commission to award a contract for the stage and related equipment for the 2018 Northwest Fourth-Fest.

**BACKGROUND:** As part of the annual festival activities, national, regional and local musical groups are contracted to perform. A production company is contracted to provide the stage, lighting, sound, band gear equipment and technical assistance. Technicians are on-site to conduct sound checks through stage lock-down at the end of each evening's performance.

**DISCUSSION:** In August, the Commission solicited bids for the stage and related equipment. Four (4) proposals were received and copies have been placed in the Board's ante room should you wish to review. The bid results for the 2018 event are as follows:

<u>Vendor</u>	<u>Proposal</u>
Diversified Audio Group, Inc., Addison, IL	\$16,820
Sound Works Productions, Mokena, IL	\$16,820
SCS Productions, Inc., Roselle, IL	\$19,250
HRP Chicago, LLC, Des Plaines, IL	\$29,162.30

The 4<sup>th</sup> of July Commission reviewed these proposals at their September meeting. Based on that review, the Commission is recommending that Diversified Audio Group, Inc. (DAG) be awarded the stage contract. DAG submitted the low bid and provides a higher quality sound system and lighting package compared to the other proposals. This would be our first experience with DAG, however, they have been in business for 35 years and have provided stage services for comparable events such as Elk Grove fest, Chicago neighborhood fests and Rosemont/MB Financial Park. Their reference checks were excellent.

**FINANCIAL IMPACT:** The 4<sup>th</sup> of July budget contains funds within the Entertainment line item, Account No. 016053244561 for this purpose.

**RECOMMENDATION:** The 4<sup>th</sup> of July Commission recommends that the 2018 contract for stage, sound, lights and backline equipment be awarded to Diversified Audio Group, Inc. at a cost of \$16,820 in accordance with the attached contract.



**DIVERSIFIED AUDIO GROUP, INC.**  
**1765 CORTLAND CT. -SUITE G**  
**ADDISON, IL 60101**  
**630-613-9675**

## **ENGAGEMENT CONTRACT**

THIS CONTRACT IS MADE FOR THE SERVICES OF PRODUCTION FOR THE EVENT DESCRIBED BELOW, MADE THIS DATE SEPTEMBER 20, 2017 BETWEEN **DIVERSIFIED AUDIO GROUP, INC.** (CONTRACTOR) AND **THE VILLAGE OF HOFFMAN ESTATES** (PURCHASER).

**EVENT: NORTHWEST FOURTH FEST 2018**

**EVENT DATE: JULY 6-8, 2018**

### **CONTRACTOR TO PROVIDE:**

STAGELINE SL250 NEW GENERATION STAGE WITH 32' X 24' DECK, AND 12' X 12' MONITOR POSITION. THIS STAGE WILL INCLUDE A 16' X 12' FOH TENT, 10' X 10' MONITOR POSITION TENT, STAGE SKIRTING AND SOLID BACK DROP, PLUS AN ARTICULATING STAIR UNIT WITH HANDRAILS. THIS STAGE TO BE DELIVERED AND SET UP ON THE MORNING OF JULY 6, 2018, AND REMOVED AT THE END OF THE SHOW ON JULY 8<sup>TH</sup>, 2018

### **SOUND SYSTEM:**

MEYER CONCERT SOUND SYSTEM, WITH 20 MEYER MICA LINE ARRAY ENCLOSURES, FRAMES AND RIGGING TO FLY, PLUS TWELVE MEYER 700HP SUBS, AND FOUR MEYER MELODIE FRONT FILL SPEAKERS; ALL WITH MEYER GALILEO PROCESSING. TWO CM LODESTAR ONE-TON MOTORS WITH MOTION LABS CONTROL AND RIGGING PACKAGE. AVID PROFILE MIX RACK 48-INPUT FOH CONSOLE, AVID PROFILE MIX RACK 48-INPUT MONITOR CONSOLE, AND COMPLETE ONSTAGE MONITOR MIX. EIGHT EV XW-15 WEDGES, TWO EV X-LINE DRUM SUBS, AND EV X-ARRAY SIDEFILLS; ALL TO BE POWERED BY CROWN MACROTECH 3612 AMPLIFIERS. MICROPHONE AND MIC STAND KITS, RAMLATCH SPLITTER SNAKE PACKAGE WITH RAMLATCH EXTENSION AND 4 X 12 STAGE BOXES. COMPLETE ONSTAGE CABLE PACKAGING WITH NL8, NL4, AND XLR CABLES; POWER DISTRIBUTION UNIT WITH POWER CABLING, 100' FEEDER WITH CAMLOCK TAILS TO BE INCLUDED.



**DIVERSIFIED AUDIO GROUP, INC.**  
**1765 CORTLAND CT. -SUITE G**  
**ADDISON, IL 60101**  
**630-613-9675**

**LIGHTING:**

48K PAR 64 1000-WATT CONVENTIONAL LIGHTING SYSTEM, WITH LEPRECON MX 2400 DIMMERS, AND AVOLITE PEARL EXPERT LIGHTING CONSOLE. TWO 8-LIGHT MOLEFAYS (AUDIENCE BLINDERS), SIX MAC 301 MOVING LIGHTS, AND FOUR ELATION DESIGN SPOT MOVING LIGHTS. COMPLETE POWER AND CABLING PACKAGE, INCLUDING SOCAPEX AND DMX, TO BE INCLUDED.

ALSO INCLUDED FRONT OF HOUSE AND MONITOR ENGINEERS, PLUS STAGE TECHNICIANS AND LIGHTING DIRECTOR; ALL TRANSPORTATION COSTS, SET UP, OPERATION, AND REMOVAL OF ALL EQUIPMENT AT SHOW'S END.

**FEE:** \$16,820.00

**DEPOSIT:** \$3500, DUE BY JANUARY 31, 2018. BALANCE DUE ON JULY 6<sup>TH</sup>, 2018

**TERMS:**

-PURCHASER SHALL PAY FEE, IN THE AMOUNT DESCRIBED ABOVE, TO CONTRACTOR PRIOR TO COMPLETION OF ENGAGEMENT. ALL CURRENCY TO BE PAYABLE TO DIVERSIFIED AUDIO GROUP, INC. IN U.S. FUNDS.

-IN THE EVENT THAT SAID ENGAGEMENT IS CANCELLED BY PURCHASER GREATER THAN 96 HOURS TO SAID DATE, PURCHASER AGREES TO COMPENSATE CONTRACTOR ONE-HALF (50%) OF WAGE. IF LESS THAN 96 HOURS, PURCHASER AGREES TO FULL COMPENSATION OF WAGE TO CONTRACTOR.

-CONTRACTOR RESERVES RIGHT TO TERMINATE ENGAGEMENT CONTRACT IF ON SITE CONDITIONS ARE DEEMED UNSAFE DUE TO WEATHER OR SECURITY).

- ADEQUATE SECURITY MUST BE PROVIDED BY PURCHASER AT NO EXPENSE TO CONTRACTOR, FROM SET UP TO COMPLETION OF EVENT, INCLUDING OVERNIGHT. PURCHASER IS LIABLE FOR ANY LOSS OR DAMAGE TO DIVERSIFIED AUDIO GROUP EQUIPMENT DURING THIS EVENT AS A RESULT OF PURCHASER NEGLIGENCE.

- CONTRACTOR SHALL AT ALL TIMES COMPLY WITH ALL APPLICABLE VILLAGE ORDINANCES, CODES, CONDITIONS AND REQUIREMENTS. CONTRACTOR SHALL OBTAIN A PERMIT FOR THE STAGE AND RELATED



**DIVERSIFIED AUDIO GROUP, INC.**  
**1765 CORTLAND CT. -SUITE G**  
**ADDISON, IL 60101**  
**630-613-9675**

EQUIPMENT IN ACCORDANCE WITH CHAPTER 11 AND SPECIFICALLY, SECTION 11-8-1 OF THE VILLAGE OF HOFFMAN ESTATES MUNICIPAL CODE. ALL FEES RELATED TO SAID PERMIT WILL BE WAIVED.

- CONTRACTOR SHALL PROVIDE A CERTIFICATE OF INSURANCE IN CONFORMANCE WITH THE INSURANCE REQUIREMENTS OUTLINED IN ATTACHMENT A. (ATTACHED DOCUMENT WILL BE ATTACHMENT A).

- EXCEPT TO THE EXTENT PROHIBITED BY LAW AND WITHOUT WAIVING ANY AND ALL OF ITS DEFENSES, INCLUDING THOSE PURSUANT TO THE ILLINOIS LOCAL GOVERNMENT AND GOVERNMENT EMPLOYEE'S TORT IMMUNITY ACT, 745 ILCS 10/1-101 ET SEQ., IF ANY, EACH PARTY SHALL BE LIABLE FOR ALL LOSSES, CLAIMS, DEMANDS, LIENS, DAMAGES, PENALTIES, INTEREST, AND COSTS AND EXPENSES RELATED TO ITS ACTS, ERRORS, OR OMISSIONS, RESPECTIVELY OF ITS OFFICERS, OFFICIALS, AGENTS, VOLUNTEERS AND EMPLOYEES, INCLUDING ANY BREACH HEREUNDER, DURING THE TERM OF THIS AGREEMENT.

***BY SIGNING THIS DOCUMENT WE ACKNOWLEDGE AND CONFIRM THAT WE HAVE READ AND APPROVED THE TERMS AND CONDITIONS SET FORTH IN THIS CONTRACT.***

\_\_\_\_\_  
CONTRACTOR'S NAME

\_\_\_\_\_  
PURCHASER'S NAME

\_\_\_\_\_  
CONTRACTOR'S SIGNATURE

\_\_\_\_\_  
PURCHASER'S SIGNATURE

\_\_\_\_\_  
CONTRACTOR'S ADDRESS

\_\_\_\_\_  
PURCHASER'S ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
TELEPHONE

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Request authorization to award a multi-year carnival contract to Modern Midways for the Northwest Fourth Fest

**MEETING DATE:** September 25, 2017

**COMMITTEE:** Finance

**FROM:** Jackie Green, Chair – 4<sup>th</sup> of July Commission

---

**PURPOSE:** To request authorization to award a contract for carnival and related services for the upcoming 2018-2022 Northwest Fourth Fest.

**BACKGROUND:** The Village has contracted with Modern Midways to provide carnival services for the Village festival since 2009. The most recent contract was a five (5) year term and expired in 2017.

**DISCUSSION:** The 4<sup>th</sup> of July Commission has been satisfied with the carnival overall and is looking to contract with Modern Midways for another five (5) year term. The Commission believes that contracting with Modern Midways for multiple years is the most beneficial option for the Village at this time.

The proposed contract with Modern Midways provides a similar revenue distribution as the past contract with the enhancement of 35% of the ride gross without thresholds and \$250 per game/concession. Additionally, Modern will provide a \$10,000 donation to the festival over the contract term. Finally, there are additional controls on ride amount and layout, set pricing, set ride specials and a citizens with disabilities day. The proposed contract is attached for your review.

**FINANCIAL IMPACT:** The Village does not have an expense for carnival services. Rather, we share in carnival proceeds. The Village has received over \$286,000 over the past contract term with Modern Midways which offsets festival expenses.

**RECOMMENDATION:** At their September 14 meeting, the 4<sup>th</sup> of July Commission reviewed this contract and recommends award of the carnival contract to Modern Midways per the contract attached.

## **CARNIVAL SERVICES CONTRACT YEARS 2018 THROUGH 2022**

This will confirm the agreement between Modern Midways, Inc. ("Modern") and the Village of Hoffman Estates ("Village"), to hold a carnival on the dates of July 4-8, 2018, TBD years 2019 and 2020 (dates to be discussed for future contract years), located at 5333 Prairie Stone Parkway, Hoffman Estates, Illinois. The Village will have the option to renew this contract for future years 2021 and 2022 at its discretion. Should the Village elect to extend the contract, the Village will notify Modern by September 1, of the previous year (2020 and/or 2021).

Modern agrees to pay the Village the sum of \$250 for each game/concession. It is further understood that Modern will pay the Village 35% of the total ride gross after Village tax is deducted, if applicable. All payments will be made to Village in cash prior to end of carnival each year.

In addition, Modern will pay the Village \$2,000 for each year of the contract as a sponsorship for the festival. Said payment will be made by the last day of the festival each year. The Village will include Modern Midways with other sponsors in all advertising for the festival.

Each ride or attraction accepts no more than 3, 4, 5 or 6 tickets. No children's rides (those intended for ages 10 years of age and younger) shall accept more than 4 tickets.

Ticket prices for the 2018 carnival seasons are as follows: single ticket - \$1.00; 18 tickets - \$15.00 or 30 tickets for \$25.

Ride specials, except for the 4<sup>th</sup> of July holiday, will be as follows: Weekday evenings: 6 p.m. to 8 p.m. – pay one price for \$15; weekends: 1 p.m. to 5 p.m. – pay one price for \$25.00 per person (\$20 with carnival \$5 off coupon); Mega pass will be sold for no more than \$50.00 per person. All ride specials include access to all rides. Thereafter, to be determined by mutual agreement.

Each year, Modern will provide at no cost a "Citizens with Disabilities" day for a minimum of two (2) hours at a mutually agreed time during the carnival operation.

It is understood and agreed that there shall be no other riding devices, shows or concessions (including confections to be known as popcorn, cotton candy, caramel apples, caramel corn, hot dogs, nachos, snow cones, soft drinks, fresh squeezed lemonade, funnel cakes, a pizza trailer, and elephant ears), other than those furnished by Modern, except that the Village and its permitted vendors shall be allowed to sell their products which may include the above listed items. Additionally, should the Village decide to sell souvenir items (except glow products), it shall have the exclusive right to sell those identified items. Modern or their contractor shall be permitted to sell glow products on the festival grounds for a license fee of \$550. This license permits no more than five (5) individual solicitors.

It is understood and mutually agreed by both parties hereto that there is no other contract or promise, either written or verbal existing between them, and that this contract is subject to the approval of the above named entities, either by wire or letter.



It is understood and agreed that Modern will not be held responsible for damages by the Village in case of truck accidents or delays, strikes, fire, flood, cyclone, epidemic, or any unforeseen occurrence over which Modern has no control.

Modern is responsible for and agrees to:

1. Furnish a generator for power of all rides and concessions and will be operated during all operating hours and until all attractions are dismantled at the close of event. All utility wires will be appropriately covered to minimize any safety hazard.
2. Furnish 100 posters for advertising to be distributed throughout the surrounding communities.
3. Furnish uniformed ride and concession personnel, and foreman on grounds at all times. Foreman can be dispatched from office trailer on grounds at all times.
4. Provide a list of all employees working on site with appropriate information; i.e. name, date of birth, SSN, and cooperate with the Hoffman Estates Police Department to perform required background checks.
5. Provide a \$3,000,000 aggregate commercial general liability and property damage certificate of insurance naming the Village as an additional insured and providing endorsement for same. Modern is not responsible or liable for the negligent actions of Village employees and volunteers.
6. Provide ticket boxes, coupons and ticket sellers.
7. Provide \$5 off ride coupons to Village for patron use.
8. Clean up nightly and during the festival operating hours.
9. Provide a minimum of twenty-five (25) amusement rides, space permitting, within the space designated by the Village for the carnival.
10. Provide a ride inventory listing each ride to be included on the midway along with pictures of ride and targeted age category for Village review and approval thirty (30) days prior to carnival date.
11. Provide a map of midway layout thirty (30) days prior to carnival date for Fire Department review and approval.
12. Provide Modern with control of all shows, riding devices, concessions and miner privileges and it is agreed that there be no immoral shows permitted to operate on grounds by either party during this engagement and that the Village shall have power to close any attraction it deems not moral.

13. All rides are to be inspected by the State of Illinois Department of Labor and certified prior to use.
14. Modern Midways will designate a smoking area for ride operators and other personnel off the midway a safe distance from patrons.

The Village is responsible for and agrees to:

1. Provide all necessary licenses or permits for operation of festival.
2. Provide for 24-hour access to water for sanitary conditions on the midway.
3. Provide for adequate police protection and security for midway.
4. Provide for 24-hour access to sanitary facilities.
5. Provide for trash receptacles (dumpsters) for midway clean-up operations.

MODERN MIDWAYS, INC.



\_\_\_\_\_  
President/Owner

9/20/17

\_\_\_\_\_  
Date

VILLAGE OF HOFFMAN ESTATES

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date



# HOFFMAN ESTATES

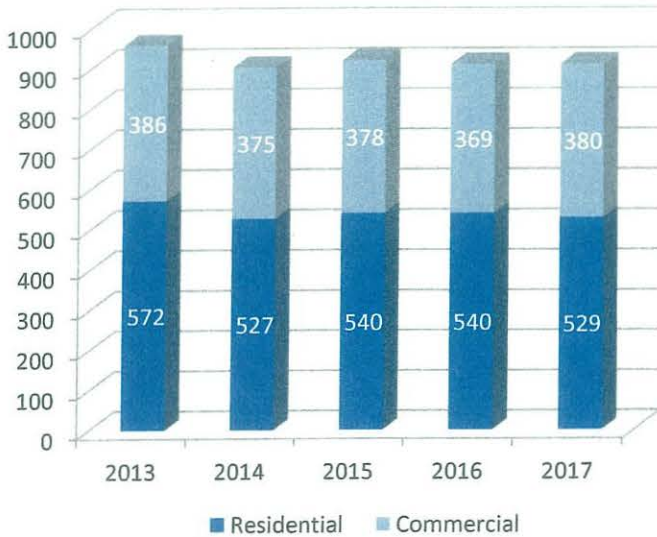
GROWING TO GREATNESS

## DEPARTMENT OF FINANCE MONTHLY REPORT AUGUST 2017

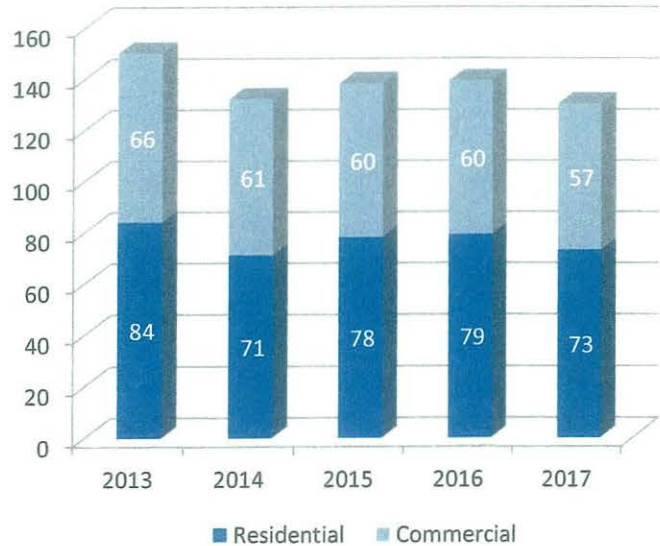
### Water Billing

A total of 14,655 residential water bills were mailed on August 1st for June's water consumption. Average consumption was 4,965 gallons, resulting in an average residential water bill of \$61.32. Total consumption for all customers was 130 million gallons, with 73 million gallons attributable to residential consumption. When compared to the August 2016 billing, residential consumption decreased 7.6%.

**Total Water Consumption  
Year-To-Date Comparison  
Month of August**

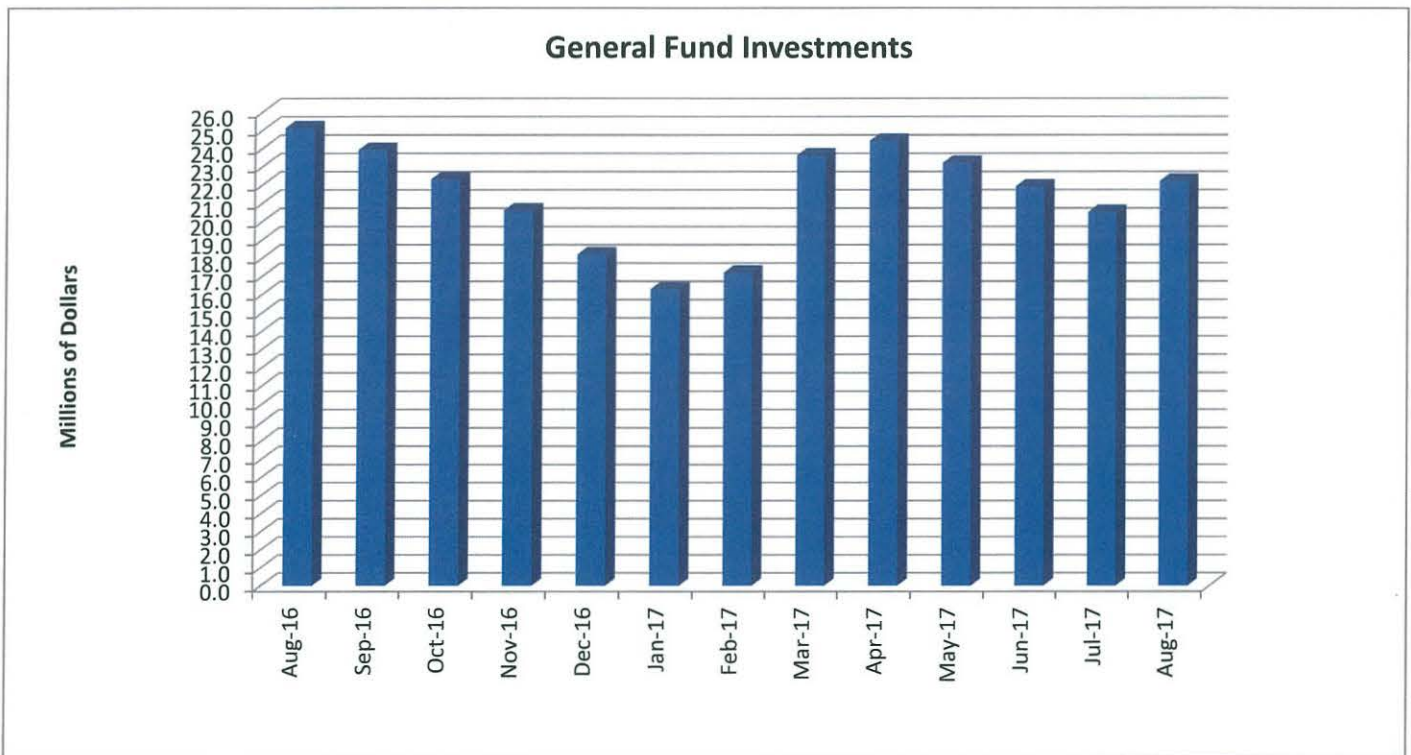
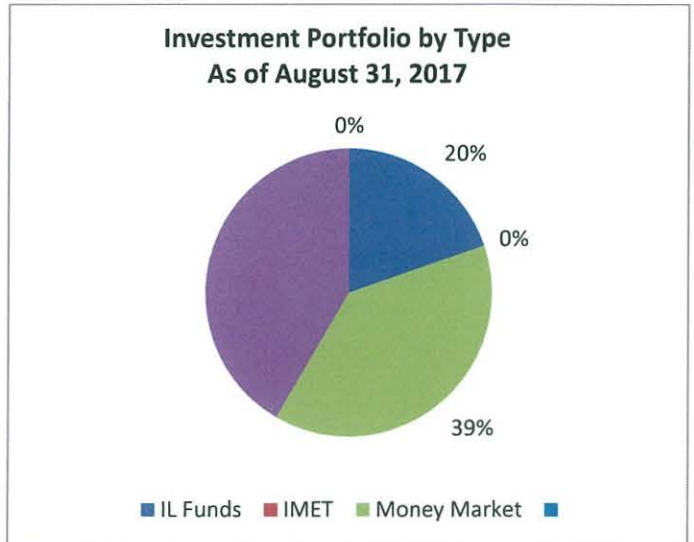
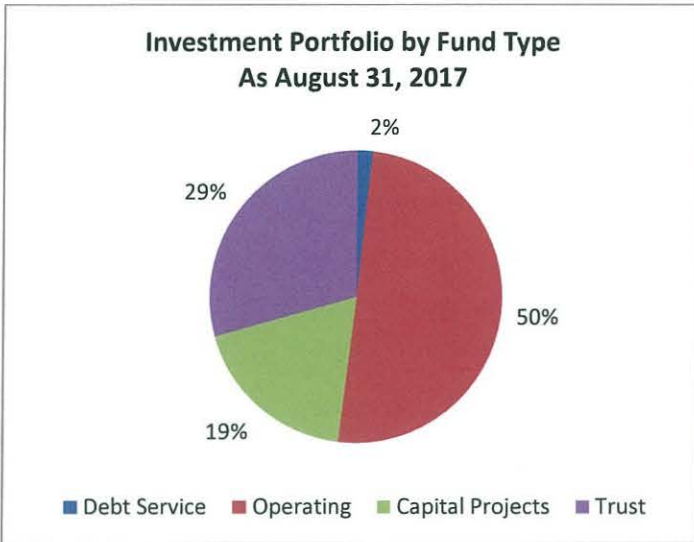


**Total Water Consumption  
Month of August**



## Village Investments

As of August 31, 2017, the Village's investment portfolio (not including pension trust funds) totaled \$54.5 million. Of this amount, \$27.4 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$27.1 million is related to debt service, capital projects and trust funds.



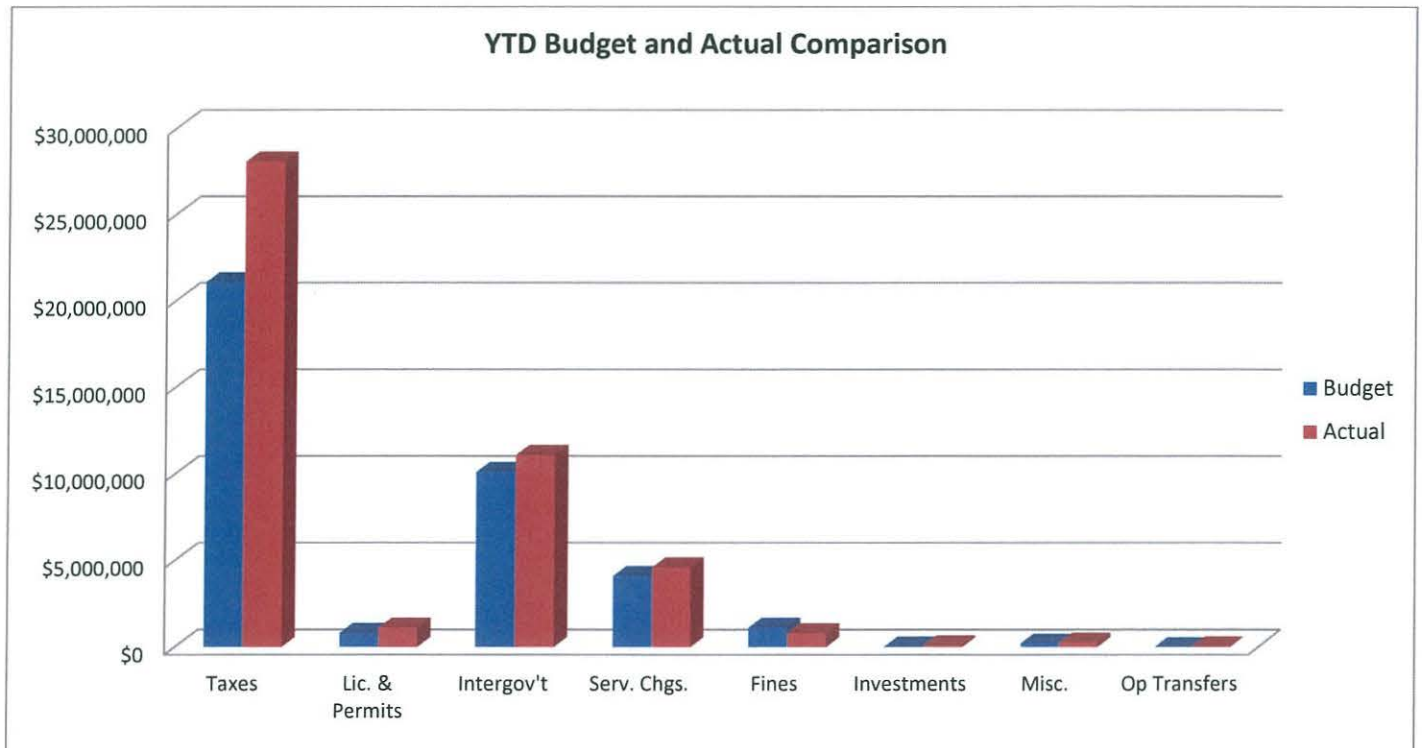
## Operating Funds

### General Fund

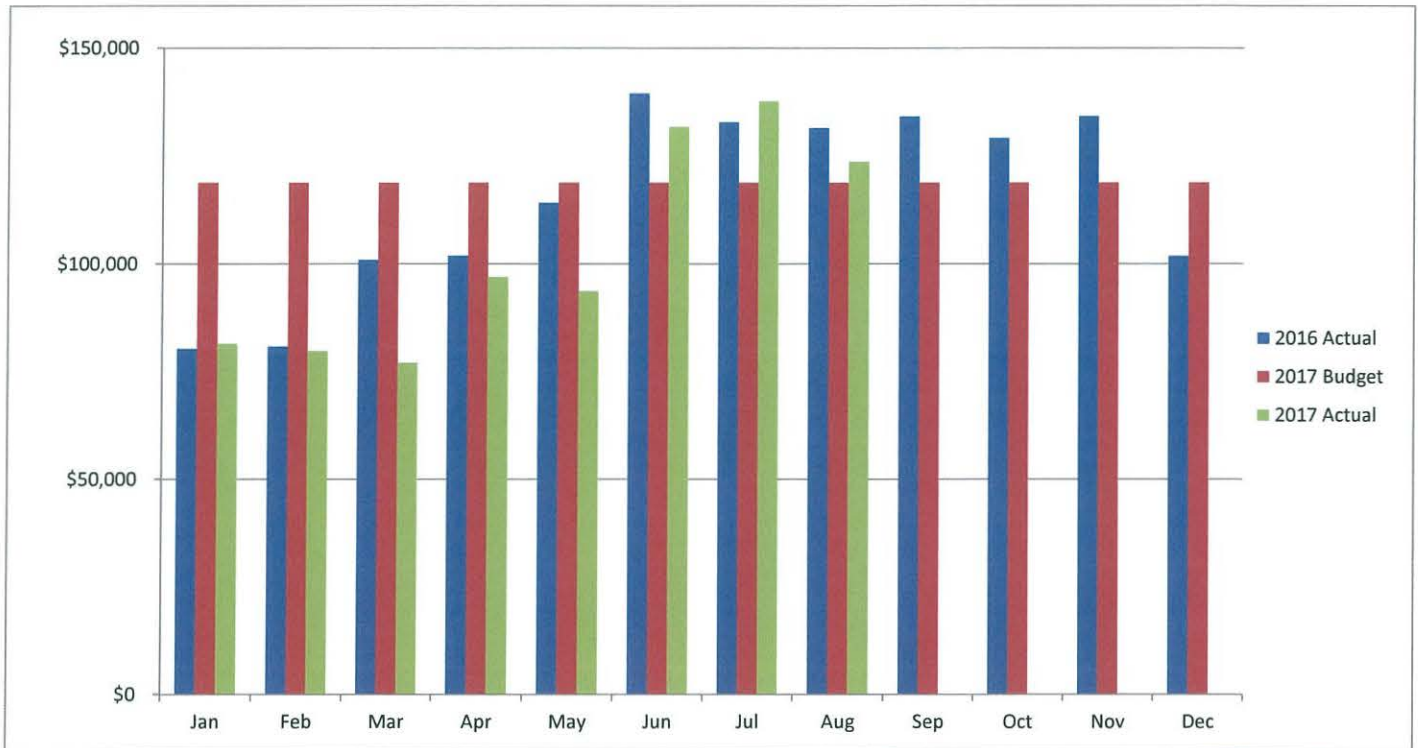
For the month of August, General Fund revenues totaled \$7,729,083 and expenditures totaled \$5,844,088 resulting in a surplus of \$1,884,995.

**Revenues:** August year-to-date figures are detailed in the table below. Taxes are over budget due to the second installment of property taxes being received this month. Also, Real Estate Transfer Tax revenues from a large sale were received. Licenses and permits are over budget because license renewal payments were received this month. Charges for services are over budget due to Engineering Fees received from upcoming developments within the Village. Fines and Forfeits are under budget because four of the nine red light cameras are not operating due to IDOT construction. Investments are over budget due to increased investment activity and higher interest rates. Most miscellaneous revenues are not received on a monthly basis.

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 21,042,113	\$ 28,023,927	33.2%
Licenses & Permits	812,667	1,121,167	38.0%
Intergovernmental	10,085,867	11,068,197	9.7%
Charges for Services	4,092,961	4,586,387	12.1%
Fines & Forfeits	1,116,667	813,569	-27.1%
Investments	40,000	108,812	172.0%
Miscellaneous	206,273	266,203	29.1%
Operating Transfers	-	50,000	0.0%
<b>TOTAL</b>	<b>\$ 37,396,547</b>	<b>\$ 46,038,262</b>	<b>23.1%</b>

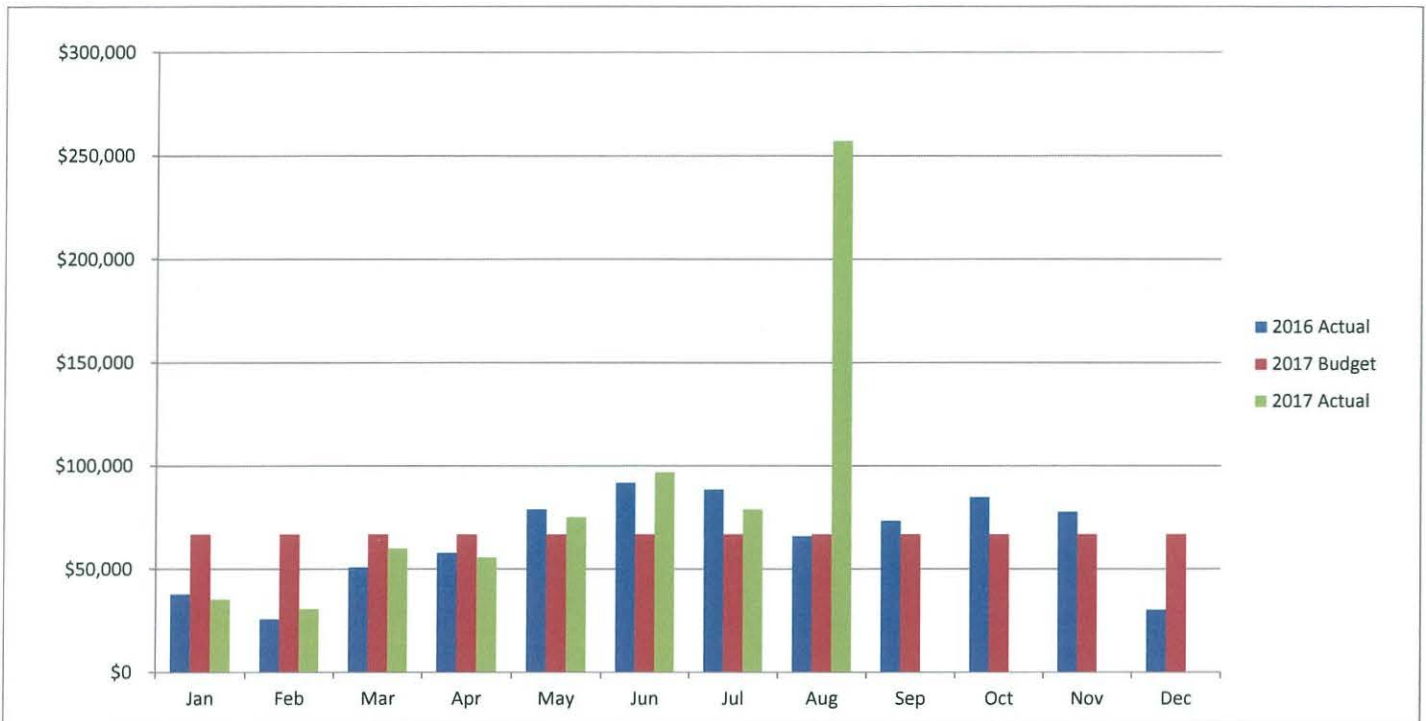


## Hotel Tax



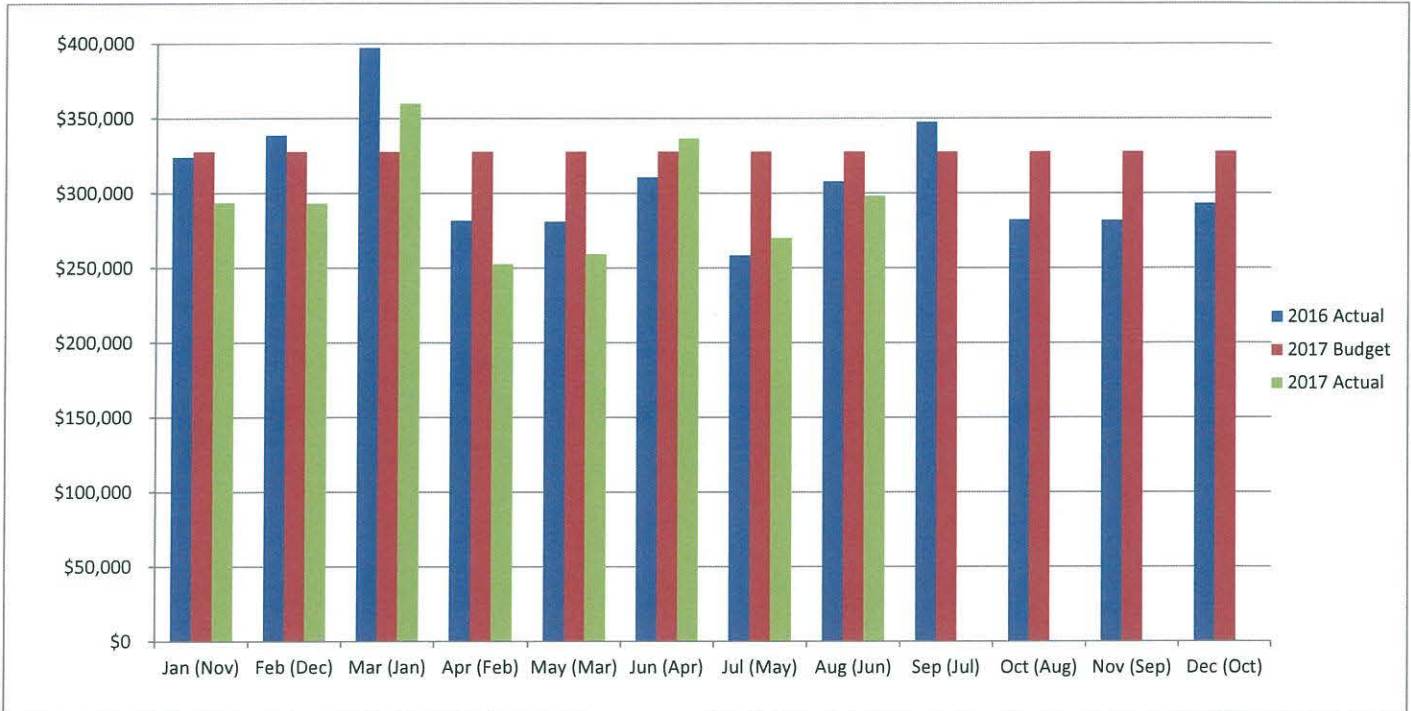
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 80,232	\$ 118,750	\$ 81,414	\$ (37,336)
Feb	80,763	118,750	79,723	(76,363)
Mar	100,812	118,750	76,961	(118,152)
Apr	101,748	118,750	96,865	(140,037)
May	114,092	118,750	93,566	(165,221)
Jun	139,424	118,750	131,686	(152,285)
Jul	132,709	118,750	137,580	(133,455)
Aug	131,370	118,750	123,587	(128,618)
Sep	134,103	118,750		
Oct	129,073	118,750		
Nov	134,179	118,750		
Dec	101,700	118,750		
<b>YTD Totals</b>	<u>\$ 1,380,205</u>	<u>\$ 1,425,000</u>	<u>\$ 821,382</u>	

## Real Estate Transfer Tax



<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 37,674	\$ 66,667	\$ 35,132	\$ (31,535)
Feb	25,556	66,667	30,558	(67,643)
Mar	50,695	66,667	59,905	(74,405)
Apr	57,748	66,667	55,537	(85,535)
May	78,831	66,667	75,058	(77,143)
Jun	91,689	66,667	96,733	(47,077)
Jul	88,395	66,667	78,722	(35,022)
Aug	65,713	66,667	256,935	155,247
Sep	73,215	66,667		
Oct	84,706	66,667		
Nov	77,469	66,667		
Dec	30,041	66,667		
<b>YTD Totals</b>	<u>\$ 761,732</u>	<u>\$ 800,000</u>	<u>\$ 688,580</u>	

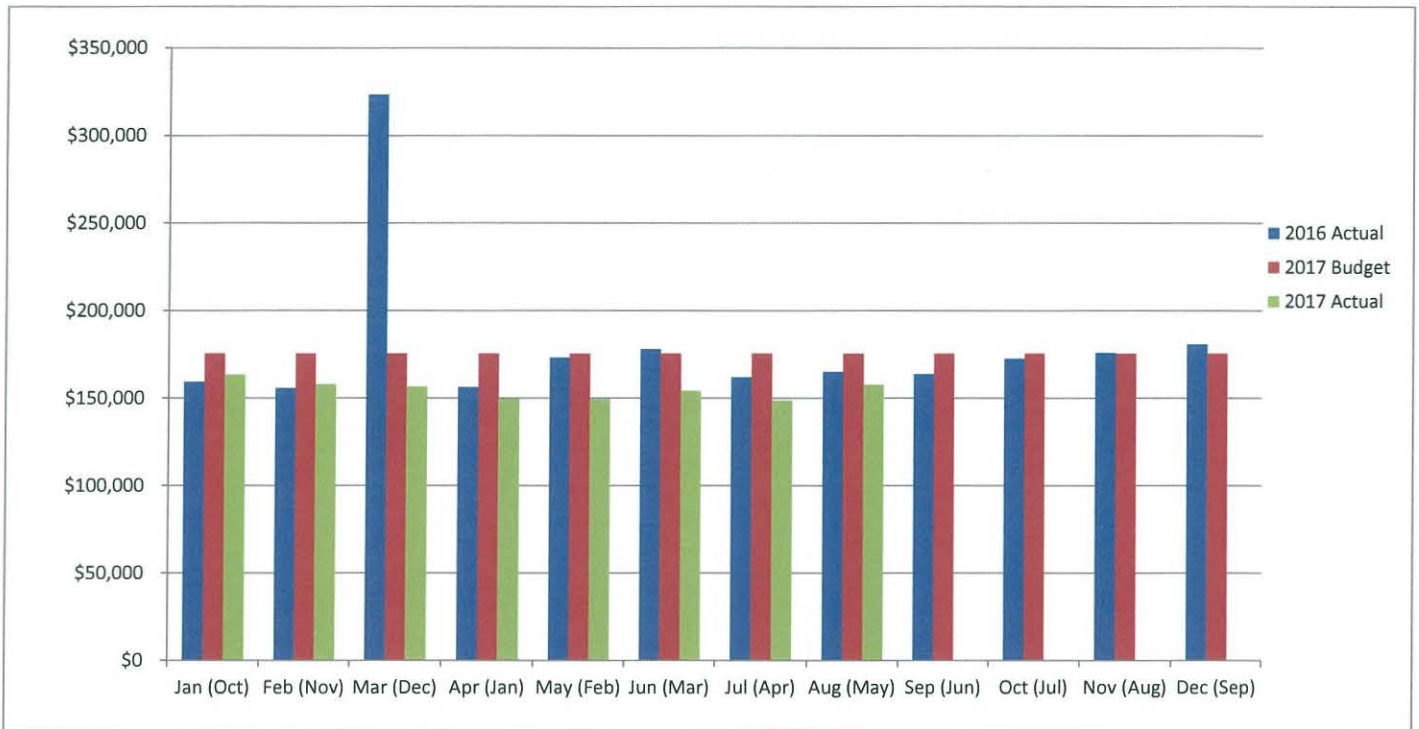
## Home Rule Sales Tax



<b>Month Received (Liability Period)</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Actual</b>	<b>Cumulative Variance 2017 Actual vs. Budget</b>
Jan (Nov)	\$ 323,979	\$ 327,500	\$ 293,338	\$ (34,162)
Feb (Dec)	338,398	327,500	292,978	(68,684)
Mar (Jan)	396,849	327,500	359,794	(36,390)
Apr (Feb)	281,321	327,500	252,424	(111,466)
May (Mar)	280,742	327,500	259,148	(179,818)
Jun (Apr)	310,457	327,500	336,344	(170,974)
Jul (May)	258,142	327,500	269,843	(228,631)
Aug (Jun)	307,548	327,500	297,839	(258,292)
Sep (Jul)	347,224	327,500		
Oct (Aug)	281,986	327,500		
Nov (Sep)	281,527	327,500		
Dec (Oct)	292,680	327,500		
<b>YTD Totals</b>	<b>\$ 3,700,852</b>	<b>\$ 3,930,000</b>	<b>\$ 2,361,708</b>	

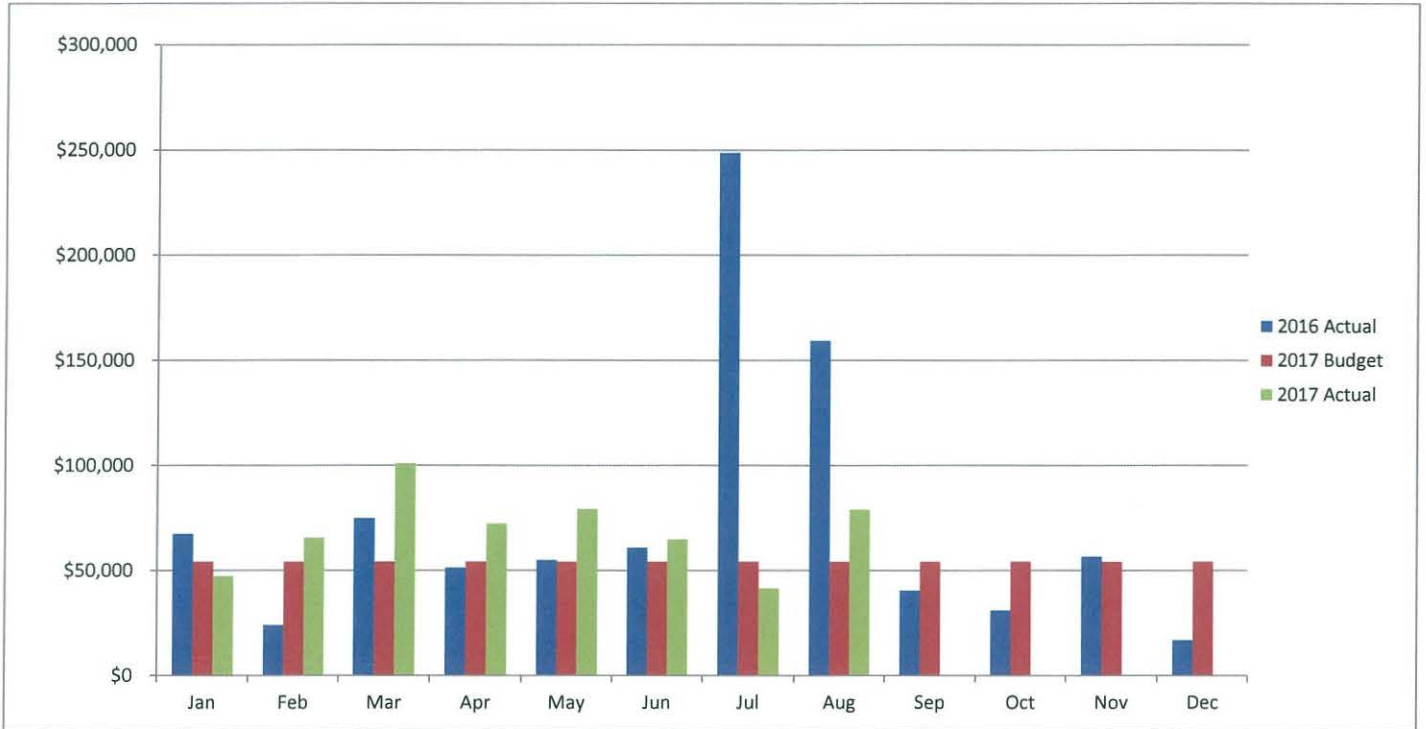


## Telecommunications Tax



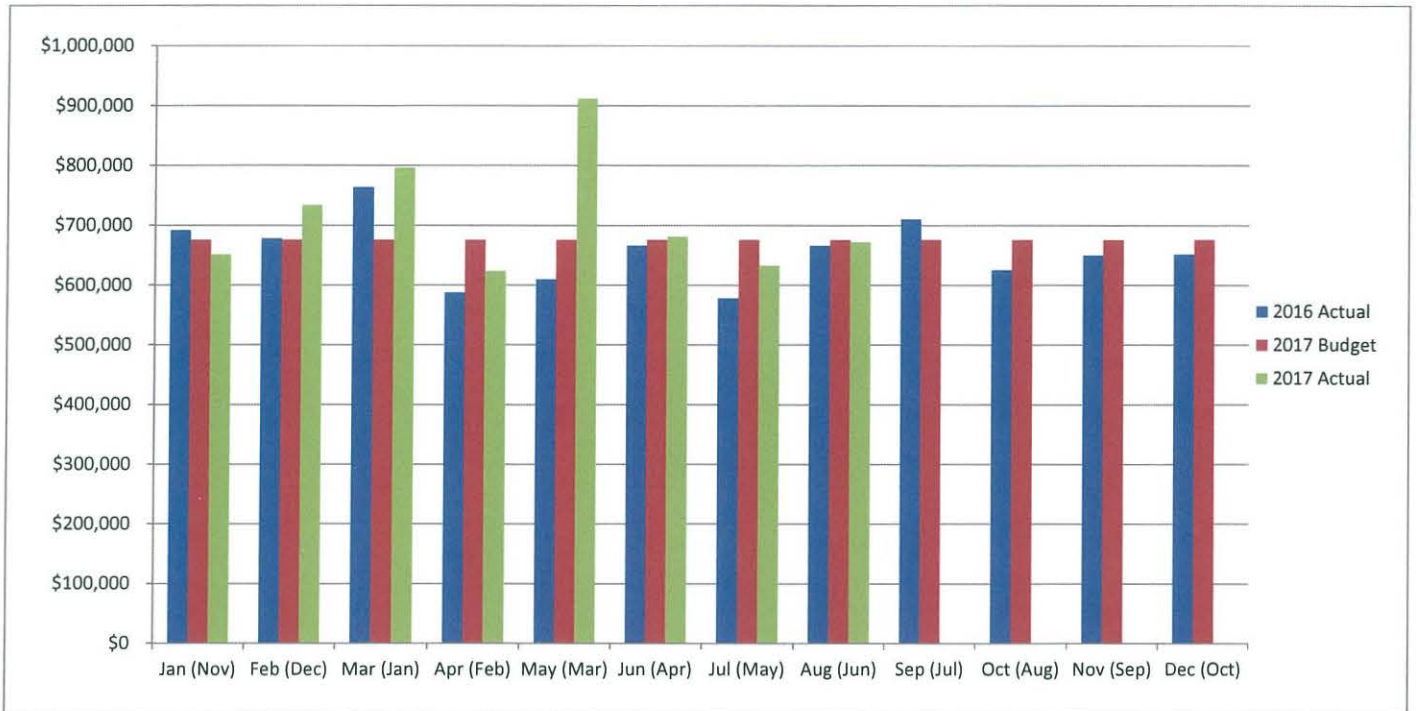
<b>Month Received (Liability Period)</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Actual</b>	<b>Cumulative Variance 2017 Actual vs. Budget</b>
Jan (Oct)	\$ 159,475	\$ 175,583	\$ 163,399	\$ (12,184)
Feb (Nov)	155,787	175,583	157,995	(29,773)
Mar (Dec)	323,176	175,583	156,644	(48,712)
Apr (Jan)	156,336	175,583	149,435	(74,860)
May (Feb)	173,101	175,583	149,407	(101,037)
Jun (Mar)	178,092	175,583	154,229	(122,391)
Jul (Apr)	161,911	175,583	148,853	(149,121)
Aug (May)	165,011	175,583	157,762	(166,943)
Sep (Jun)	163,710	175,583		
Oct (Jul)	172,526	175,583		
Nov (Aug)	175,963	175,583		
Dec (Sep)	180,915	175,583		
<b>YTD Totals</b>	<b>\$ 2,166,002</b>	<b>\$ 2,107,000</b>	<b>\$ 1,237,724</b>	

## Building Permits



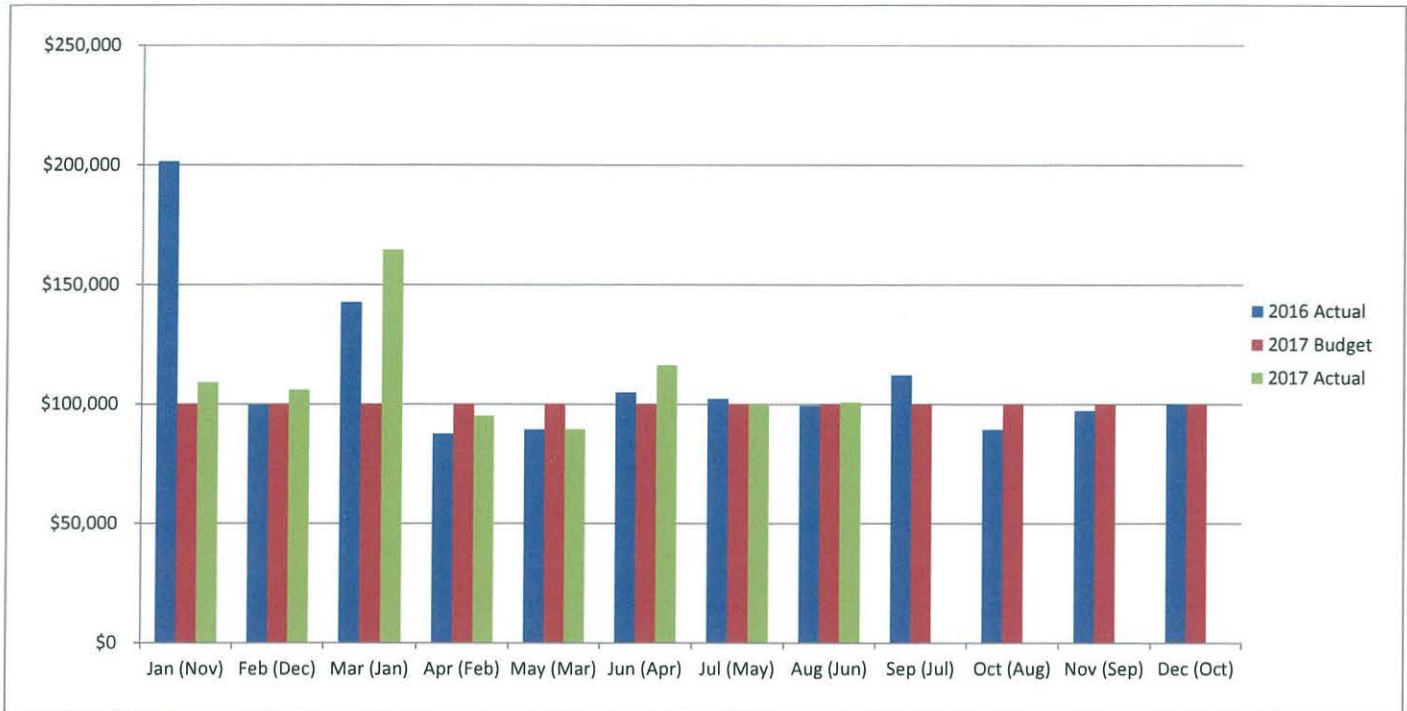
<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 67,462	\$ 54,167	\$ 47,243	\$ (6,924)
Feb	24,022	54,167	65,665	4,575
Mar	74,953	54,167	100,988	51,396
Apr	51,338	54,167	72,363	69,592
May	54,967	54,167	79,342	94,768
Jun	60,943	54,167	64,910	105,511
Jul	248,608	54,167	41,452	92,796
Aug	159,312	54,167	79,087	117,717
Sep	40,480	54,167		
Oct	31,035	54,167		
Nov	56,610	54,167		
Dec	16,886	54,167		
<b>YTD Totals</b>	<b>\$ 886,617</b>	<b>\$ 650,000</b>	<b>\$ 551,050</b>	

## State Sales Tax



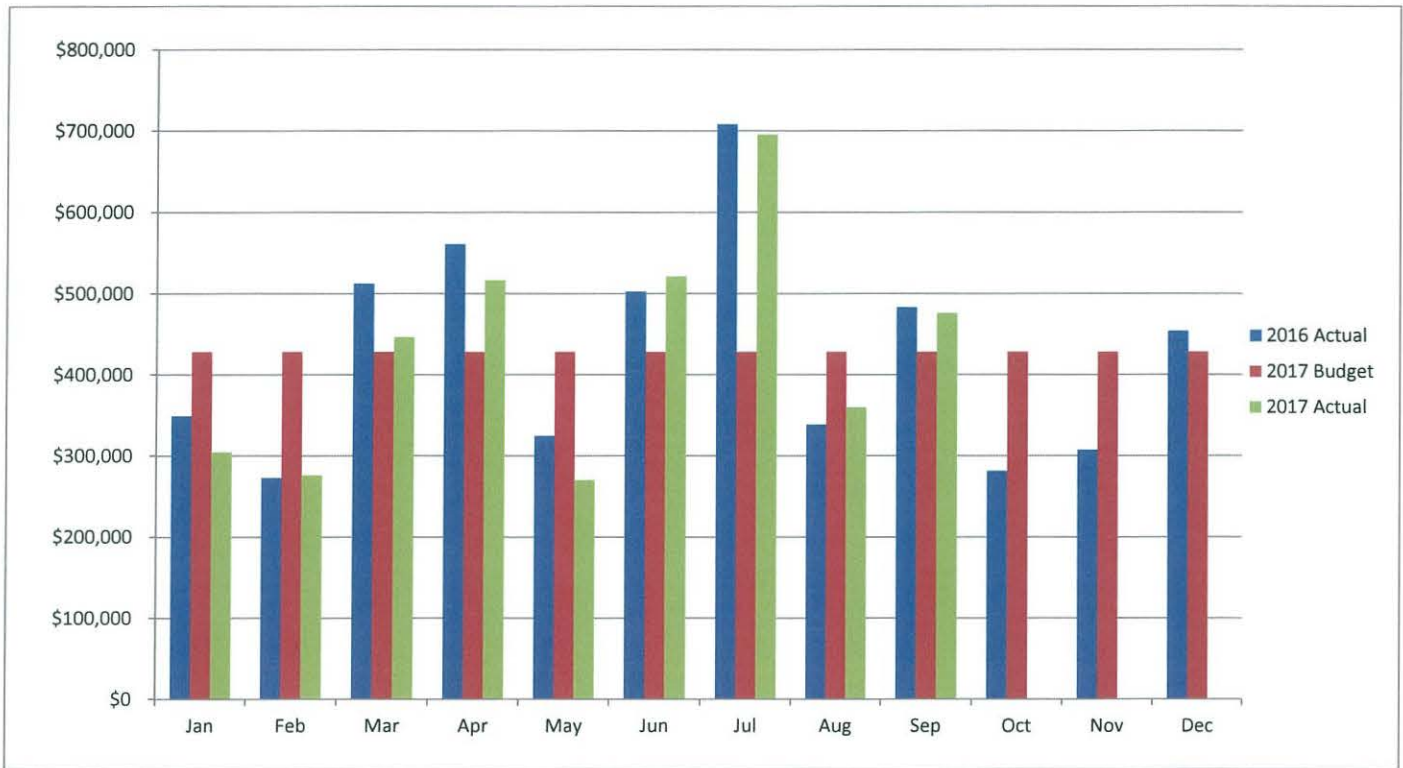
<b>Month Received (Liability Period)</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Actual</b>	<b>Cumulative Variance 2017 Actual vs. Budget</b>
Jan (Nov)	\$ 691,093	\$ 675,000	\$ 650,327	\$ (24,673)
Feb (Dec)	677,101	675,000	732,873	33,200
Mar (Jan)	762,823	675,000	795,543	153,743
Apr (Feb)	587,241	675,000	623,246	101,989
May (Mar)	609,066	675,000	911,242	338,231
Jun (Apr)	665,338	675,000	680,702	343,933
Jul (May)	577,603	675,000	632,257	301,190
Aug (Jun)	665,403	675,000	671,209	297,399
Sep (Jul)	709,575	675,000		
Oct (Aug)	624,390	675,000		
Nov (Sep)	649,353	675,000		
Dec (Oct)	650,911	675,000		
<b>YTD Totals</b>	<b>\$ 7,869,894</b>	<b>\$ 8,100,000</b>	<b>\$ 5,697,399</b>	

## Local Use Tax



<b>Month Received (Liability Period)</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Actual</b>	<b>Cumulative Variance 2017 Actual vs. Budget</b>
Jan (Nov)	\$ 201,408	\$ 100,000	\$ 108,978	\$ 8,978
Feb (Dec)	99,592	100,000	105,805	14,783
Mar (Jan)	142,417	100,000	164,414	79,197
Apr (Feb)	87,500	100,000	94,978	74,175
May (Mar)	89,193	100,000	89,385	63,560
Jun (Apr)	104,808	100,000	116,238	79,798
Jul (May)	102,085	100,000	99,818	79,616
Aug (Jun)	99,336	100,000	100,570	80,186
Sep (Jul)	112,036	100,000		
Oct (Aug)	89,165	100,000		
Nov (Sep)	97,204	100,000		
Dec (Oct)	99,922	100,000		
<b>YTD Totals</b>	<b>\$ 1,324,663</b>	<b>\$ 1,200,000</b>	<b>\$ 880,186</b>	

## Income Tax

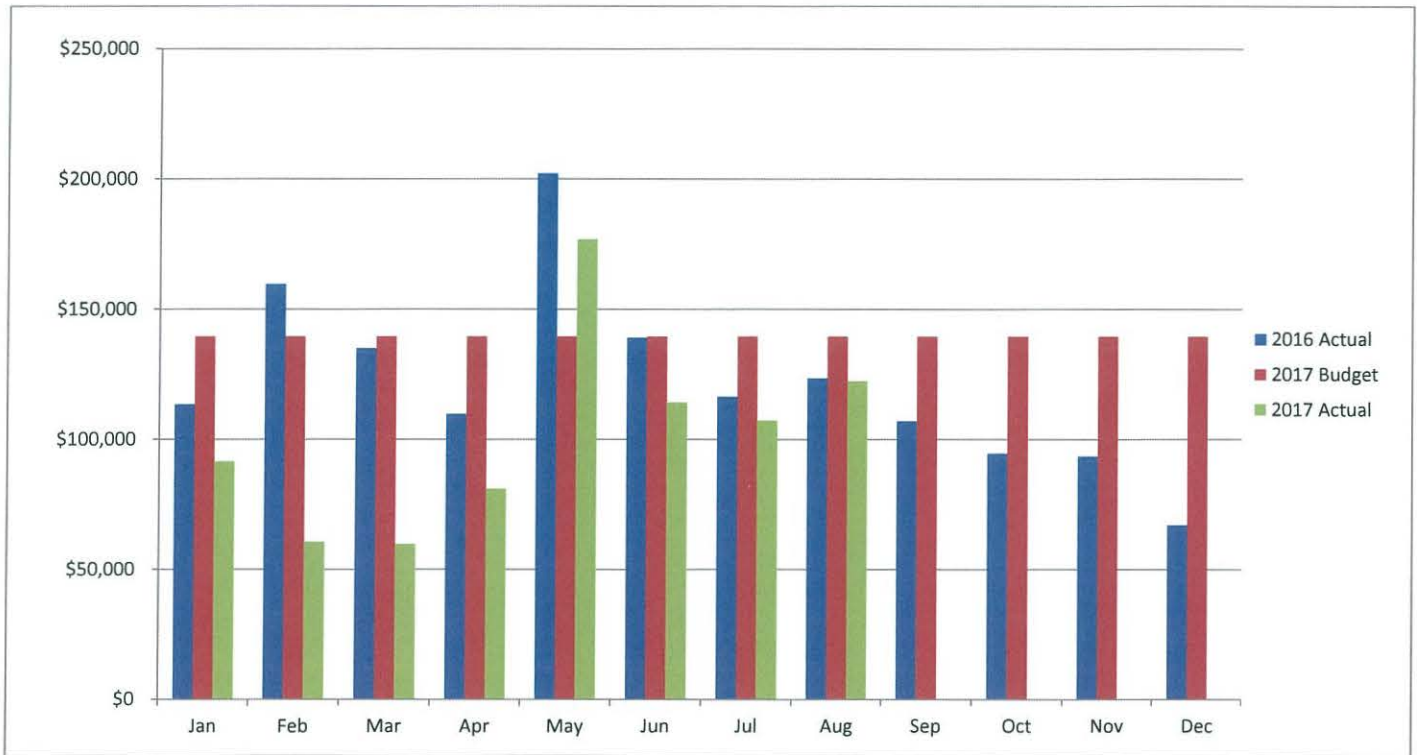


2015-2016		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2016 Actual</u>
Jan	Oct-15	\$ 349,128
Feb	Nov-15	273,041
Mar	Dec-15	512,305
Apr	Jan-16	560,622
May	Feb-16	324,562
Jun	Mar-16	502,201
Jul	Apr-16	707,845
Aug	May-16	338,352
Sep	Jun-16	482,885
Oct	Jul-16	281,203
Nov	Aug-16	307,156
Dec	Sep-16	453,894
<b>YTD Totals</b>		<u><u>\$ 5,093,193</u></u>

2016-2017			
Month			
<u>Received</u>	<u>2017 Budget</u>	<u>Liab Pd</u>	<u>2017 Actual</u>
Jan	\$ 428,133	Oct-16	\$ 304,644
Feb	428,133	Nov-16	276,000
Mar	428,133	Dec-16	446,231
Apr	428,133	Jan-17	516,095
May	428,133	Feb-17	270,127
Jun	428,133	Mar-17	520,933
Jul	428,133	Apr-17	695,546
Aug	428,133	May-17	359,714
Sep	428,133	Jun-17	475,857
Oct	428,133	Jul-17	
Nov	428,133	Aug-17	
Dec	428,133	Sep-17	
	<u><u>\$ 5,137,600</u></u>		<u><u>\$ 3,865,147</u></u>

Cumulative Variance 2017 Actual vs. Budget
\$ (123,489)
(275,623)
(257,525)
(169,563)
(327,569)
(234,770)
32,643
(35,777)
11,947

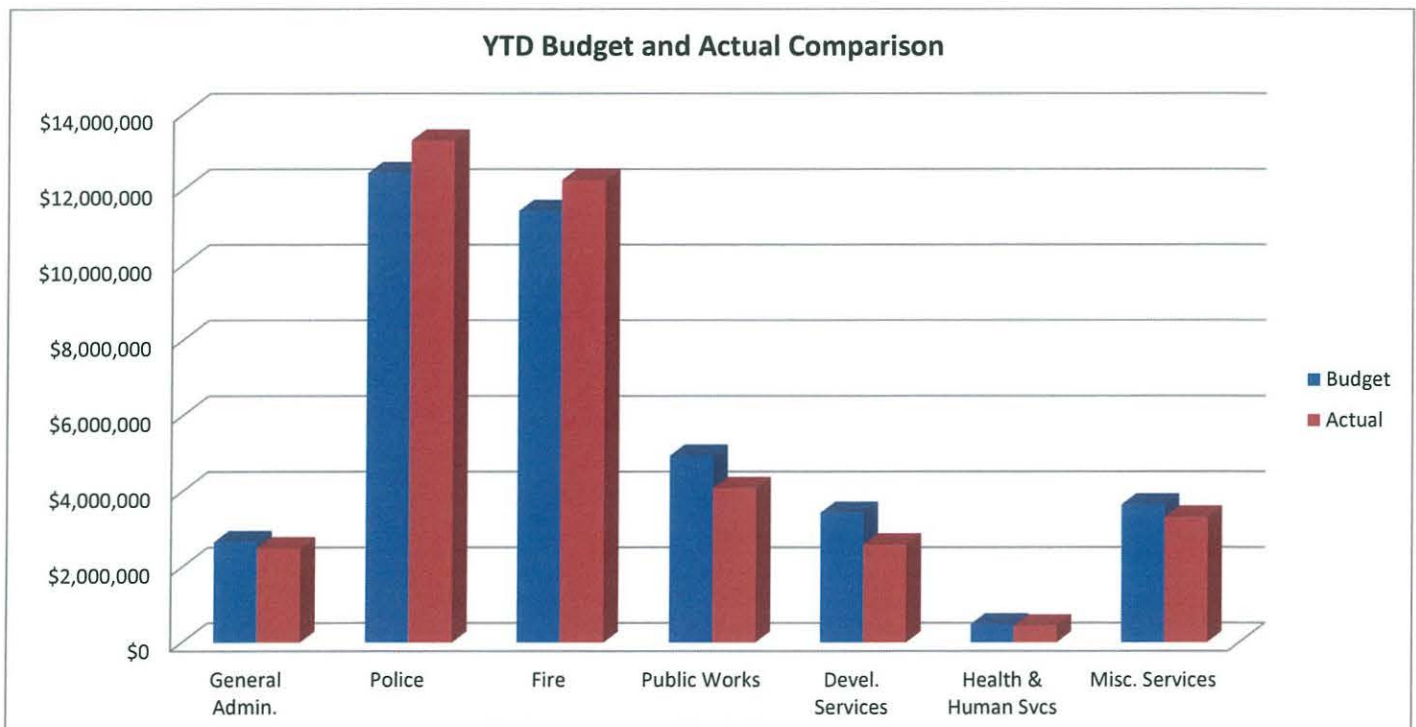
## Fines



<u>Month Received</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>Cumulative Variance 2017 Actual vs. Budget</u>
Jan	\$ 113,441	\$ 139,583	\$ 91,503	\$ (48,080)
Feb	159,572	139,583	60,552	(127,112)
Mar	135,006	139,583	59,724	(206,971)
Apr	109,782	139,583	81,067	(265,487)
May	202,175	139,583	176,866	(228,205)
Jun	139,017	139,583	114,176	(253,612)
Jul	116,339	139,583	107,239	(285,956)
Aug	123,580	139,583	122,441	(303,099)
Sep	107,009	139,583		
Oct	94,528	139,583		
Nov	93,418	139,583		
Dec	66,914	139,583		
<b>YTD Totals</b>	<u>\$ 1,460,781</u>	<u>\$ 1,675,000</u>	<u>\$ 813,568</u>	

**Expenditures:** General Fund expenditures in August were \$970,876 above the budgeted figure of \$4,873,212. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year. Police and Fire are over budget due to their pension contribution expenses, which are directly tied to the Village's receipt of property taxes. When property taxes are received, the pension contribution expense (transfer of property tax revenue to the Pension Funds) occurs.

EXPENDITURES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 247,473	\$ 243,911	1.4%
Administration	474,420	458,444	3.4%
Legal	378,893	306,859	19.0%
Finance	787,247	752,678	4.4%
Village Clerk	134,267	127,223	5.2%
HRM	373,860	354,577	5.2%
Communications	158,827	156,716	1.3%
Cable TV	109,253	98,641	9.7%
Police	12,412,993	13,273,130	-6.9%
Fire	11,407,727	12,229,702	-7.2%
Public Works	4,939,087	4,083,932	17.3%
Development Services	3,430,860	2,589,293	24.5%
H&HS	480,693	447,162	7.0%
Miscellaneous	3,651,326	3,315,684	9.2%
<b>TOTAL</b>	<b>\$ 38,986,926</b>	<b>\$ 38,437,952</b>	<b>1.4%</b>



## Department News

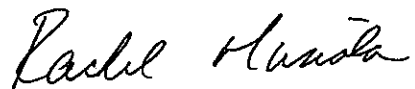
During the month of August, the following training sessions were attended by Finance staff:

- Attended the IGFOA 1<sup>st</sup> Thursday Webinar entitled "Making Your Investment Policy Work for You." The subject matter had to do with updating an investment policy, which the Finance Department considers due to active investment activity (Finance Director).
- Attended an IGFOA Lunch-n-Learn entitled "How to Budget Like a Boss." The subject matter had to do with various ways to improve the budget process which the Finance Department is always pursuing ways to improve our processes (Finance Director, Accountant I)

Also during the month, Finance staff participated in the following events and planning meetings:

- The Budget Team (Village Manager, Deputy Village Manager, Finance Director, Assistant Finance Director, Assistant to the Village Manager, and the Fiscal Operations Manager) started their initial budget review meetings with Departments for the FY2018 operating and capital budgets.
- Attended two Platzkonzert planning meetings to oversee the financial operations of the annual Platzkonzert Festival (Finance Director).
- Attended the 4<sup>th</sup> of July Commission monthly planning meeting (Water Billing Supervisor).
- Attended one IGFOA Professional Education Committee planning meeting as well as the IGFOA Executive Board Meeting to update the Board on training happening throughout the State (Finance Director).

Respectfully Submitted,



Rachel Musiala  
Director of Finance



## MONTHLY REPORT STATISTICS

August-17

	Aug-17	YTD Aug-17	Aug-16	YTD Aug-16	% Inc / Dec	
					Month	Year
<b>Credit Card Transactions</b>						
Finance and Code Front Counter						
Number	623	4,740	577	5,051	8.0%	-6.2%
Amount	\$ 110,025	794,445	\$ 118,889	754,249	-7.5%	5.3%
Internet Sales						
Number	2,349	19,268	2,133	17,438	10.1%	10.5%
Amount	\$ 227,464	1,781,316	\$ 252,108	1,837,476	-9.8%	-3.1%
Total						
Number	2,972	24,008	2,710	22,489	9.7%	6.8%
Amount	\$ 337,489	2,575,761	\$ 370,997	\$ 2,591,724	-9.0%	-0.6%
Credit Card Company Fees						
General Fund	\$ 2,367	17,131	\$ 2,296	13,352	3.1%	28.3%
Municipal Waste Fund	-	9	2	13	-100.0%	-31.3%
Water Fund	6,999	54,233	8,220	60,750	-14.9%	-10.7%
Total Fees	\$ 9,365	\$ 71,373	\$ 10,518	\$ 74,116	-11.0%	-3.7%
<b>Accounts Receivable</b>						
Invoices Mailed						
Number	128	569	54	582	137.0%	-2.2%
Amount	\$ 68,166	1,430,232	\$ 119,467	1,352,878	-42.9%	5.7%
Invoices Paid						
Number	110	594	122	570	-9.8%	4.2%
Amount	\$ 651,622	1,421,086	\$ 125,540	1,308,299	419.1%	8.6%
Reminders Sent						
Number	30	158	60	115	-50.0%	37.4%
Amount	\$ 16,844	96,357	\$ 69,789	152,206	-75.9%	-36.7%
<b>Accounts Payable</b>						
Checks Issued						
Number	412	3,032	435	2,951	-5.3%	2.7%
Amount	\$ 2,675,545	24,595,569	\$ 2,086,162	23,820,684	28.3%	3.3%
Manual Checks Issued						
Number	33	283	37	309	-10.8%	-8.4%
As % of Total Checks	8.01%	9.33%	8.51%	10.47%	-5.8%	-10.9%
Amount	\$ 42,103	10,723,024	\$ 254,180	11,179,060	-83.4%	-4.1%
As % of Total Checks	1.57%	43.60%	12.18%	46.93%	-87.1%	-7.1%
<b>Utility Billing</b>						
New Utility Accounts	93	1,117	240	1,344	-61.3%	-16.9%
Bills Mailed / Active Accounts	15,571	124,419	15,531	124,109	0.3%	0.2%
Final Bills Mailed	93	1,130	240	1,344	-61.3%	-15.9%
Shut-Off Notices	1,515	10,352	1,369	10,696	10.7%	-3.2%
Actual Shut-Offs	102	764	102	728	0.0%	4.9%
Total Billings	\$ 1,972,528	14,234,909	\$ 1,986,807	13,538,082	-0.7%	5.1%
Direct Debit (ACH) Program						
New Accounts	26	193	25	396	4.0%	-51.3%
Closed Accounts	21	220	36	403	-41.7%	-45.4%
Total Accounts	2,632	21,234	2,664	21,376	-1.2%	-0.7%
As % of Active Accounts	16.90%	17.07%	17.15%	17.22%	-0.2%	-0.9%
Water Payments Received in Current Month						
Total Bills Mailed	15,571	124,419	15,531	124,109	0.3%	0.2%
ACH Payments	2,632	21,234	2,664	21,374	-1.2%	-0.7%
ACH Payments-% of Total Bills	16.90%	17.07%	17.15%	17.22%	-1.5%	-0.9%
On-line Payments (Internet Sales)	2,061	17,046	1,968	16,246	4.7%	4.9%
On-line Payments-% of Total Bills	13.24%	13.70%	12.67%	13.09%	4.5%	4.7%
Over-the-phone Payments	995	7,404	N/A	N/A	N/A	N/A
Over-the-phone Payments-% of Total Bills	6.39%	5.95%	N/A	N/A	N/A	N/A
Mail-in Payments	9,409	76,249	12,590	100,490	-25.3%	-24.1%
Mail-in Payments-% of Total Bills	60.43%	61.28%	81.06%	80.97%	-25.5%	-24.3%

**WATER BILLING ANALYSIS**  
**August 31, 2017**

**Residential Billings**  
**Average Monthly Consumption/Customer**

<u>Month Billed</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
August	4,873	5,376	5,431
September	5,497	5,073	5,068
October	4,595	4,643	4,474
November	4,818	4,590	4,330
December	3,978	4,036	4,214
January	5,288	4,916	4,897
February	4,347	4,175	4,177
March	4,126	4,169	3,914
April	4,327	4,276	4,242
May	4,601	4,437	4,257
June	4,434	4,595	4,595
July	4,597	5,010	5,214
August	5,376	5,431	4,965
13 Month Average -	4,681	4,671	4,598
% Change -	-2.8%	-0.2%	-1.6%

**Total Water Customers**

**Average Bill**

<u>Customer Type</u>	<u>Aug-16</u>			<u>Customer Type</u>	<u>Aug-17</u>		
	<u>Aug-16</u>	<u>Aug-17</u>	<u>% Change</u>		<u>Aug-16</u>	<u>Aug-17</u>	<u>% Change</u>
Residential	14,617	14,655	0.3%	Residential	\$ 62.78	\$ 61.32	-2.3%
Commercial	914	916	0.2%				
Total	15,531	15,571	0.3%				

**Total Consumption - All Customers (000,000's)**

	<u>Month-To-Date</u>				<u>Year-To-Date</u>		
	<u>Aug-16</u>	<u>Aug-17</u>	<u>% Change</u>		<u>Aug-16</u>	<u>Aug-17</u>	<u>% Change</u>
Residential	79	73	-8.2%	Residential	540	529	-2.0%
Commercial	60	57	-5.3%	Commercial	369	380	3.0%
	139	130	-6.5%		909	909	0.0%

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of September 30, 2017

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>General Fund</u></b>						
Illinois Funds - General	09/30/86		7,633,948.88			1.007
Illinois Funds - Veterans Memorial	05/01/92		296.80			1.007
IMET Convenience Fund	10/20/05		2,728.50			1.160
Eagle Bank	11/07/08		272,149.64			0.100
CD with PMA	08/22/13		14,299,345.87	14,285,969.66	14,431,805.96	0.375
			<u>22,208,469.69</u>			
<b><u>Motor Fuel Tax</u></b>						
Illinois Funds	09/30/86		487,556.87			1.007
Eagle Bank	11/07/08		12,234.01			0.100
CD with PMA	08/22/13		53,268.80	53,268.80	54,511.84	0.375
			<u>553,059.68</u>			
<b><u>E-911</u></b>						
Illinois Funds	07/01/00		11,803.14			1.007
Eagle Bank	11/07/08		1,484.68			0.100
			<u>13,287.82</u>			
<b><u>Asset Seizure - Federal</u></b>						
Illinois Funds	06/09/99		4,155.62			1.007
<b><u>Asset Seizure - State</u></b>						
Illinois Funds	11/30/98		53,215.48			1.007
<b><u>Asset Seizure - BATTLE</u></b>						
Illinois Funds	07/10/08		19,652.32			1.007
<b><u>Municipal Waste System</u></b>						
Illinois Funds	08/31/98		6,525.18			1.007
<b><u>2005A G.O. Debt Serv.</u></b>						
Illinois Funds	11/30/04		294,572.47			1.007
<b><u>2009 G.O. Debt Serv.</u></b>						
Eagle Bank	02/10/11		394,330.63			
CD with PMA	08/22/13		248,900.00	248,900.00	249,961.48	1.007
			<u>643,230.63</u>			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of August 31, 2017

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>Central Road Corridor Improv.</u></b>						
Illinois Funds	12/15/88		14,167.77			1.007
Eagle Bank	11/07/08		167,936.52			0.100
			182,104.29			
<b><u>Hoffman Blvd Bridge Maintenance</u></b>						
Illinois Funds	07/01/98		10,640.80			1.007
CD with PMA	08/22/13		181,436.04	181,436.04	185,670.01	0.375
Eagle Bank	02/10/11		122,683.74			0.100
			314,760.58			
<b><u>Western Corridor</u></b>						
Illinois Funds	06/30/01		36,472.69			1.007
CD with PMA	08/22/13		2,451,135.17	2,451,235.17	2,488,663.36	
Eagle Bank	01/07/09		63,488.70			0.100
			2,551,096.56			
<b><u>Traffic Improvement</u></b>						
Illinois Funds	03/24/89		13,717.54			1.007
Eagle Bank	01/07/09		4,870.71			1.007
CD with PMA			108,231.27	108,231.27	109,316.07	
			126,819.52			
<b><u>EDA Series 1991 Project</u></b>						
Illinois Funds	08/22/91		1,168,801.27			1.007
Eagle Bank	02/10/11		230,694.84			-
			1,399,496.11			
<b><u>Road Improvement</u></b>						
Illinois Funds	01/01/15		418,945.68			
Eagle Bank			1,484,614.50			1.160
			1,903,560.18			
<b><u>Central Area Road Improvement Impact Fee</u></b>						
CD with PMA			244,241.72	244,241.72	246,689.62	
Citibank Savings Deposit Account	02/10/11		761.25			0.100
			245,002.97			
<b><u>Western Area Traffic Improvement</u></b>						
Illinois Funds	11/01/92		12,398.16			1.007
Eagle Bank	01/07/09		16,374.16			0.100
			28,772.32			
<b><u>Capital Improvements</u></b>						
Illinois Funds	12/31/96		87,534.65			1.007
Eagle Bank	01/07/09		337,014.47			0.100
			424,549.12			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of August 31, 2017

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>Capital Vehicle &amp; Equipment</u></b>						
Illinois Funds	12/31/96		22,178.69			1.007
Eagle Bank	01/07/09		68,064.03			0.100
			90,242.72			
<b><u>Capital Replacement</u></b>						
Illinois Funds	02/01/98		3,134.16			1.007
Eagle Bank	11/07/08		293,419.07			0.100
CD with PMA	08/22/13		489,614.72	489,614.72	497,496.84	0.375
			786,167.95			
<b><u>2015 Capital Project</u></b>						
Citibank Savings Deposit Account	08/12/15		26,373.42			-
<b><u>Water and Sewer</u></b>						
Illinois Funds	09/30/86		9,693.28			1.007
Eagle Bank	11/07/08		213,074.71			0.100
CD with PMA			497,500.00	497,500.00	499,856.64	
			720,267.99			
<b><u>Water and Sewer-2015 Bond Projects</u></b>						
Citibank Savings Deposit Account	08/12/15		1,127,984.35			0.100
CD with PMA	08/12/15		993,800.00	993,800.00	999,807.04	
			2,121,784.35			
<b><u>Sears Operating</u></b>						
Illinois Funds			2,442.33			
Citibank Savings Deposit Account			26,160.10			
CD with PMA			400,000.00	400,000.00	401,679.39	
			428,602.43			
<b><u>Stormwater</u></b>						
Citibank Savings Deposit Account	08/12/15		3,417.95			0.100
<b><u>Insurance</u></b>						
Illinois Funds	11/10/87		13,696.30			1.007
Eagle Bank	11/07/08		144,637.48			0.100
CD with PMA	08/22/13		2,096,818.13	2,096,361.54	2,127,608.47	0.375
			2,255,151.91			
<b><u>Information Systems</u></b>						
Illinois Funds	02/01/98		174,932.34			1.007
Eagle Bank	11/07/08		85,879.84			
CD with PMA			493,141.72	493,141.72	496,647.65	
			753,953.90			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of August 31, 2017

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>EDA Special Tax Alloc.</u></b>						
Eagle Bank	11/07/08		15,992,663.02			
<b><u>Roselle Road TIF</u></b>						
Illinois Funds	09/30/03		7,202.30			1.007
CD with PMA	08/22/13		92,655.85	92,655.85	94,818.06	0.375
Eagle Bank	11/07/08		17,565.38			0.100
			117,423.53			
<b><u>Barr./Higgins TIF</u></b>						
Illinois Funds	08/26/91		242,028.99			1.007
<b>Total Investments</b>			\$ 54,510,408.70			
<b>Total Invested Per Institution</b>				<b><u>Percent Invested</u></b>		
Illinois Funds			10,749,713.71	19.72		
IMET Convenience Fund			2,728.50	0.01		
CD with PMA			22,650,089.29	41.55		
Eagle Bank/Citibank at PMA			21,107,877.20	38.72		
			\$54,510,408.70	100.00		
<b>Total Invested Per Institution Excluding all Trust and EDA Funds</b>				<b><u>Percent Invested</u></b>		
Illinois Funds			9,580,912.44	25.81		
IMET			2,728.50	0.01		
CD with PMA			22,650,089.29	61.02		
Eagle Bank/Citibank at PMA			4,884,519.34	13.16		
			\$37,118,249.57	100.00		
<b>Total Invested Per Fund</b>						
Total Investments - Operating Funds				\$27,375,794.54		
Total Investments - Debt Service Funds				\$937,803.10		
Total Investments - Trust Funds				\$15,992,663.02		
Total Investments - Capital Projects Funds				\$10,204,148.04		
Total Investments - All Funds				\$54,510,408.70		

**OPERATING REPORT SUMMARY**

**REVENUES**

**August 31, 2017**

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
General Fund							
Property Taxes	1,363,709	2,960,467	10,909,673	16,234,828	16,364,510	99.2%	
Hotel Tax	118,750	123,587	950,000	821,381	1,425,000	57.6%	
Real Estate Transfer Tax	66,667	256,935	533,333	688,579	800,000	86.1%	
Home Rule Sales Tax	327,500	297,839	2,620,000	2,361,708	3,930,000	60.1%	
Telecommunications Tax	175,583	157,762	1,404,667	1,237,724	2,107,000	58.7%	
Property Tax - Fire	258,696	812,988	2,069,567	3,090,707	3,104,350	99.6%	
Property Tax - Police	282,283	888,064	2,258,260	3,375,566	3,387,390	99.7%	
Other Taxes	37,077	26,118	296,613	213,435	444,920	48.0%	
Total Taxes	2,630,264	5,523,760	21,042,113	28,023,927	31,563,170	88.8%	
Business Licenses	25,833	28,164	206,667	318,966	310,000	102.9%	
Liquor Licenses	20,000	2,344	160,000	247,327	240,000	103.1%	
Building Permits	54,167	79,087	433,333	551,051	650,000	84.8%	
Other Licenses & Permits	1,583	227	12,667	3,823	19,000	20.1%	
Total Licenses & Permits	101,583	109,822	812,667	1,121,167	1,219,000	92.0%	
Sales Tax	675,000	671,209	5,400,000	5,697,401	8,100,000	70.3%	
Local Use Tax	100,000	100,570	800,000	880,187	1,200,000	73.3%	
State Income Tax	428,133	475,857	3,425,067	3,865,147	5,137,600	75.2%	
Replacement Tax	18,900	3,004	151,200	246,576	226,800	108.7%	
Other Intergovernmental	38,700	90,881	309,600	378,886	464,400	81.6%	
Total Intergovernmental	1,260,733	1,341,522	10,085,867	11,068,197	15,128,800	73.2%	
Engineering Fees	8,333	-	66,667	258,642	100,000	258.6%	
Ambulance Fees	104,167	123,062	833,333	852,529	1,250,000	68.2%	
Police Hireback	35,417	9,790	283,333	258,112	425,000	60.7%	
Lease Payments	71,506	42,939	572,047	561,901	858,070	65.5%	
Cable TV Fees	69,417	159,016	555,333	642,924	833,000	77.2%	
4th of July Proceeds	10,752	10,752	130,247	130,247	136,700	95.3%	
Employee Payments	91,667	98,480	733,333	783,165	1,100,000	71.2%	
Hireback - Arena	13,333	5,397	106,667	170,873	160,000	106.8%	
Rental Inspection Fees	24,167	4,263	193,333	305,656	290,000	105.4%	
Other Charges for Services	77,333	72,632	618,667	622,338	928,000	67.1%	
Total Charges for Services	506,091	526,331	4,092,961	4,586,387	6,080,770	75.4%	
Court Fines-County	18,333	14,059	146,667	109,049	220,000	49.6%	
Ticket Fines-Village	41,667	49,697	333,333	273,058	500,000	54.6%	
Overweight Truck Fines	417	560	3,333	4,480	5,000	89.6%	
Red Light Camera Revenue	66,667	47,350	533,333	247,320	800,000	30.9%	
Local Debt Recovery	12,500	10,775	100,000	179,662	150,000	119.8%	
Total Fines & Forfeits	139,583	122,441	1,116,667	813,569	1,675,000	48.6%	
Total Investment Earnings	5,000	18,770	40,000	108,812	60,000	181.4%	
Reimburse/Recoveries	10,000	17,827	80,000	79,320	120,000	66.1%	
S.Barrington Fuel Reimbursement	2,333	2,354	18,667	21,397	28,000	76.4%	
Tollway Payments	2,917	6,850	23,333	20,000	35,000	57.1%	
Other Miscellaneous	10,534	9,407	84,273	145,486	126,410	115.1%	
Total Miscellaneous	25,784	36,437	206,273	266,203	309,410	86.0%	
Total Operating Transfers In	-	50,000	-	50,000	-	N/A	
<b>Total General Fund</b>	<b>4,669,039</b>	<b>7,729,083</b>	<b>37,396,547</b>	<b>46,038,262</b>	<b>56,036,150</b>	<b>82.2%</b>	<b>66.7%</b>

**OPERATING REPORT SUMMARY  
REVENUES**

**August 31, 2017**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Water & Sewer Fund							
Water Sales	1,503,583	1,633,378	12,028,667	11,692,196	18,043,000	64.8%	
Connection Fees	4,167	8,314	33,333	46,277	50,000	92.6%	
Cross Connection Fees	3,104	3,241	24,833	25,743	37,250	69.1%	
Penalties	6,250	9,198	50,000	77,816	75,000	103.8%	
Investment Earnings	2,542	467	20,333	12,852	30,500	42.1%	
Other Revenue Sources	32,333	35,910	258,667	376,530	388,000	97.0%	
Capital Projects	-	-	-	-	2,794,130	0.0%	
Total Water Fund	1,551,979	1,690,508	12,415,833	12,231,414	21,417,880	57.1%	66.7%
Motor Fuel Tax Fund	106,417	120,509	851,333	889,690	1,277,000	69.7%	
Community Dev. Block Grant Fund	26,742	9,809	213,933	35,112	320,900	10.9%	
E-911 Surcharge	-	10	-	119	-	N/A	
Asset Seizure Fund	26,753	496,381	214,020	671,495	321,030	209.2%	
Municipal Waste System Fund	245,297	231,198	1,962,373	1,933,477	2,943,560	65.7%	
Sears Centre Operating Fund	270,089	159,511	2,160,713	1,690,190	3,241,070	52.1%	
Sears Centre Activity Fund	522,605	339,395	4,180,840	4,920,540	6,271,260	78.5%	
Stormwater Management	47,900	49,585	383,200	396,944	574,800	69.1%	
Insurance Fund	135,358	129,315	1,082,867	1,042,215	1,624,300	64.2%	
Roselle Road TIF	91,157	23,622	729,253	146,664	1,093,880	13.4%	
Barrington/Higgins TIF	-	176,518	-	605,336	-	N/A	
Higgins/Hassell TIF	16,111	20,455	128,887	98,483	193,330	50.9%	
Information Systems	137,648	137,204	1,101,187	1,101,896	1,651,780	66.7%	
Total Spec Rev. & Int. Svc. Fund	1,626,076	1,893,513	13,008,607	13,532,163	19,512,910	69.3%	
<b>TOTAL OPERATING FUNDS</b>	<b>7,847,094</b>	<b>11,313,104</b>	<b>62,820,987</b>	<b>71,801,838</b>	<b>96,966,940</b>	<b>74.0%</b>	<b>66.7%</b>
2015A & C G.O. Debt Service	252	252	1,445,480	1,445,480	3,393,880	42.6%	
2015B G.O. Debt Service	10,225	475	81,800	19,075	122,700	0.0%	
2016 G.O. Debt Service	36,733	74,585	293,867	340,659	440,800	0.0%	
2008 G.O.D.S. Fund	83,266	-	666,127	432,620	999,190	43.3%	
2009 G.O.D.S. Fund	190,235	455,215	1,521,880	1,922,242	2,282,820	84.2%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>320,711</b>	<b>530,527</b>	<b>4,009,153</b>	<b>4,160,076</b>	<b>7,239,390</b>	<b>57.5%</b>	<b>66.7%</b>
Central Rd. Corridor Fund	50	145	400	468	600	78.0%	
Hoffman Blvd Bridge Maintenance	117	287	933	1,128	1,400	80.5%	
Western Corridor Fund	417	6,248	3,333	23,964	5,000	479.3%	
Traffic Improvement Fund	25	107	200	815	300	0.0%	
EDA Series 1991 Project	333	5,297	2,667	54,300	4,000	1357.5%	
Central Area Rd. Impr. Imp. Fee	-	209	-	1,393	-	0.0%	
Western Area Traffic Impr.	17	23	133	213	200	106.7%	
Western Area Traffic Impr. Impact Fee	72,517	-	580,133	61	870,200	0.0%	
Capital Improvements Fund	149,733	82,439	1,197,867	1,140,076	1,796,800	63.5%	
Capital Vehicle & Equipment Fund	140,626	92,607	1,125,007	741,020	1,687,510	43.9%	
Capital Replacement Fund	333	627	2,667	324,080	4,000	8102.0%	
2015 Project Fund	17	21	133	88	200	44.2%	
Road Improvement Fund	863,586	645,138	6,908,687	5,268,771	10,363,030	50.8%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>1,227,770</b>	<b>833,148</b>	<b>9,822,160</b>	<b>7,556,378</b>	<b>14,733,240</b>	<b>51.3%</b>	<b>66.7%</b>
Police Pension Fund	462,053	2,224,582	3,696,420	9,157,350	5,544,630	165.2%	
Fire Pension Fund	438,007	2,130,450	3,504,053	9,711,118	5,256,080	184.8%	
<b>TOTAL TRUST FUNDS</b>	<b>900,059</b>	<b>4,355,032</b>	<b>7,200,473</b>	<b>18,868,468</b>	<b>10,800,710</b>	<b>174.7%</b>	<b>66.7%</b>
<b>TOTAL ALL FUNDS</b>	<b>10,295,634</b>	<b>17,031,811</b>	<b>83,852,774</b>	<b>102,386,760</b>	<b>129,740,280</b>	<b>78.9%</b>	<b>66.7%</b>



**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**August 31, 2017**

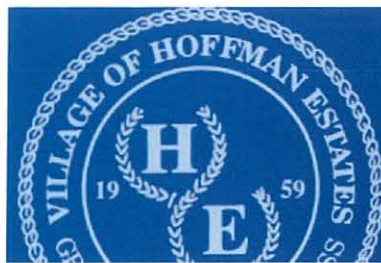
	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	30,934	32,397	247,473	243,911	371,210	65.7%	
Administration	59,303	53,874	474,420	458,444	711,630	64.4%	
Legal	47,362	44,421	378,893	306,859	568,340	54.0%	
Finance	98,406	93,457	787,247	752,678	1,180,870	63.7%	
Village Clerk	16,783	16,649	134,267	127,223	201,400	63.2%	
Human Resource Mgmt.	46,733	42,864	373,860	354,577	560,790	63.2%	
Communications	19,853	47,258	158,827	156,716	238,240	65.8%	
Cable TV	13,657	11,437	109,253	98,641	163,880	60.2%	
<b>Total General Admin.</b>	<b>333,030</b>	<b>342,357</b>	<b>2,664,240</b>	<b>2,499,050</b>	<b>3,996,360</b>	<b>62.5%</b>	<b>66.7%</b>
Police Department							
Administration	128,023	(313,421)	1,024,187	1,102,100	1,536,280	71.7%	
Juvenile Investigations	43,513	62,556	348,100	381,076	522,150	73.0%	
Tactical	62,696	187,786	501,567	634,694	752,350	84.4%	
Patrol and Response	903,298	1,291,850	7,226,387	7,919,689	10,839,580	73.1%	
Traffic	110,976	132,294	887,807	752,387	1,331,710	56.5%	
Investigations	107,458	136,127	859,660	973,404	1,289,490	75.5%	
Community Relations	1,163	539	9,300	4,910	13,950	35.2%	
Communications	66,752	127,283	534,013	509,131	801,020	63.6%	
Canine	14,468	19,954	115,747	123,001	173,620	70.8%	
Special Services	19,022	12,796	152,173	172,083	228,260	75.4%	
Records	24,688	22,714	197,507	180,452	296,260	60.9%	
Administrative Services	62,953	63,035	503,627	478,403	755,440	63.3%	
Emergency Operations	6,615	3,092	52,920	41,800	79,380	52.7%	
<b>Total Police</b>	<b>1,551,624</b>	<b>1,746,606</b>	<b>12,412,993</b>	<b>13,273,130</b>	<b>18,619,490</b>	<b>71.3%</b>	<b>66.7%</b>
Fire Department							
Administration	68,333	75,264	546,660	577,696	819,990	70.5%	
Public Education	3,454	(16,012)	27,633	29,924	41,450	72.2%	
Suppression	687,216	987,995	5,497,727	5,924,201	8,246,590	71.8%	
Emer. Med. Serv.	619,714	840,633	4,957,713	5,317,699	7,436,570	71.5%	
Prevention	44,724	86,651	357,793	359,677	536,690	67.0%	
Fire Stations	2,525	343	20,200	20,505	30,300	67.7%	
<b>Total Fire</b>	<b>1,425,966</b>	<b>1,974,874</b>	<b>11,407,727</b>	<b>12,229,702</b>	<b>17,111,590</b>	<b>71.5%</b>	<b>66.7%</b>
Public Works Department							
Administration	25,851	23,239	206,807	201,479	310,210	64.9%	
Snow/Ice Control	156,078	76,839	1,248,620	985,018	1,872,930	52.6%	
Pavement Maintenance	32,823	33,249	262,587	245,724	393,880	62.4%	
Forestry	99,655	120,488	797,240	582,427	1,195,860	48.7%	
Facilities	96,739	120,030	773,913	620,731	1,160,870	53.5%	
Fleet Services	104,130	89,278	833,040	646,670	1,249,560	51.8%	
F.A.S.T.	26,280	56,899	210,240	202,488	315,360	64.2%	
Storm Sewers	13,241	12,049	105,927	93,519	158,890	58.9%	
Traffic Control	62,589	104,682	500,713	505,876	751,070	67.4%	
<b>Total Public Works</b>	<b>617,386</b>	<b>636,753</b>	<b>4,939,087</b>	<b>4,083,932</b>	<b>7,408,630</b>	<b>55.1%</b>	<b>66.7%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**August 31, 2017**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Development Services							
Administration	32,894	30,864	263,153	261,623	394,730	66.3%	
Planning	33,819	31,686	270,553	262,056	405,830	64.6%	
Code Enforcement	124,613	104,763	996,900	871,825	1,495,350	58.3%	
Transportation & Engineering	108,652	112,678	869,213	849,531	1,303,820	65.2%	
Economic Development	128,880	159,731	1,031,040	344,258	1,546,560	22.3%	
<b>Total Development Services</b>	<b>428,858</b>	<b>439,721</b>	<b>3,430,860</b>	<b>2,589,293</b>	<b>5,146,290</b>	<b>50.3%</b>	<b>66.7%</b>
Health & Human Services	60,087	54,137	480,693	447,162	721,040	62.0%	66.7%
Miscellaneous							
4th of July	19,236	19,236	155,119	155,119	164,910	94.1%	
Police & Fire Comm.	5,365	2,054	42,920	17,529	64,380	27.2%	
Misc. Boards & Comm.	17,799	21,643	142,393	102,177	213,590	47.8%	
Misc. Public Improvements	413,862	606,706	3,310,893	3,040,859	4,966,340	61.2%	
<b>Total Miscellaneous</b>	<b>456,262</b>	<b>649,639</b>	<b>3,651,326</b>	<b>3,315,684</b>	<b>5,409,220</b>	<b>61.3%</b>	<b>66.7%</b>
<b>Total General Fund</b>	<b>4,873,212</b>	<b>5,844,088</b>	<b>38,986,926</b>	<b>38,437,952</b>	<b>58,412,620</b>	<b>65.8%</b>	<b>66.7%</b>
Water & Sewer Fund							
Water Department	1,070,362	1,134,207	8,562,893	8,403,405	12,844,340	65.4%	
Sewer Department	174,601	175,257	1,396,807	1,338,076	2,095,210	63.9%	
Billing Division	60,553	58,426	484,420	474,300	726,630	65.3%	
Debt Service Division	-	-	166,531	166,531	333,070	50.0%	
Capital Projects Division	-	-	75,350	75,350	1,171,830	6.4%	
2015 Bond Capital Projects	427,724	427,724	690,578	990,515	2,410,000	41.1%	
<b>Total Water &amp; Sewer</b>	<b>1,733,239</b>	<b>1,795,615</b>	<b>11,376,580</b>	<b>11,448,178</b>	<b>19,581,080</b>	<b>58.5%</b>	<b>66.7%</b>
Motor Fuel Tax	117,895	117,895	836,102	836,102	1,275,000	65.6%	
Community Dev. Block Grant Fund	-	-	27,812	27,812	320,900	8.7%	
E-911 Fund	5,833	5,833	46,667	46,664	70,000	66.7%	
Asset Seizure Fund	34,893	(15,109)	279,140	178,919	418,710	42.7%	
Municipal Waste System	245,605	293,729	1,964,840	1,651,750	2,947,260	56.0%	
Sears Centre Operating Fund	282,084	94,200	2,256,673	1,216,770	3,385,010	35.9%	
Sears Centre Activity Fund	522,605	429,360	4,180,840	4,786,256	6,271,260	76.3%	
Stormwater Management	106,354	5,800	850,833	70,303	1,276,250	5.5%	
Insurance	138,025	91,003	1,104,200	1,071,464	1,656,300	64.7%	
Information Systems	164,732	107,866	1,317,853	875,758	1,976,780	44.3%	
Roselle Road TIF	149,405	6,607	1,195,240	15,761	1,792,860	0.9%	
Barrington/Higgins TIF	-	98	-	285,600	-	0.0%	
Higgins/Hassell TIF	384	98	3,073	3,739	4,610	81.1%	
<b>TOTAL OPERATING FUNDS</b>	<b>8,374,266</b>	<b>8,777,083</b>	<b>64,426,779</b>	<b>60,953,027</b>	<b>99,388,640</b>	<b>61.3%</b>	<b>66.7%</b>
2015A G.O. Debt Service	282,823	475	1,126,756	844,408	3,393,880	24.9%	
2015 G.O. Debt Service	10,225	475	28,825	19,075	122,700	15.5%	
2016 G.O. Debt Service	36,733	-	207,108	170,375	440,800	38.7%	
2008 G.O.D.S. Fund	83,308	-	583,151	499,844	999,690	50.0%	
2009 G.O.D.S. Fund	189,402	-	620,808	431,406	2,272,820	19.0%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>602,491</b>	<b>950</b>	<b>2,566,649</b>	<b>1,965,108</b>	<b>7,229,890</b>	<b>27.2%</b>	<b>66.7%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**August 31, 2017**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Central Road Corridor Improvement	8,333	8,333	66,667	66,664	100,000	66.7%	
Hoffman Blvd Bridge Maintenance	26,667	-	213,333	-	320,000	0.0%	
Traffic Improvement Fund	20,833	20,833	166,667	166,664	250,000	66.7%	
EDA Series 1991 Project	101,386	52,611	811,087	520,077	1,216,630	42.7%	
Western Area Traffic Imp.	12,500	12,500	100,000	100,000	150,000	66.7%	
Western Area Rd Improve Imp. Fee	72,500	-	580,000	435,331	870,000	50.0%	
Capital Improvements Fund	148,058	149,869	1,184,467	1,110,764	1,776,700	62.5%	
Capital Vehicle & Equipment Fund	140,584	41,473	1,124,673	841,946	1,687,010	49.9%	
Capital Replacement Fund	27,343	-	218,747	51,204	328,120	15.6%	
Road Improvement Fund	871,836	966,825	6,974,687	3,218,105	10,462,030	30.8%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>1,430,041</b>	<b>1,252,443</b>	<b>11,440,327</b>	<b>6,510,755</b>	<b>17,160,490</b>	<b>37.9%</b>	<b>66.7%</b>
Police Pension Fund	425,875	459,868	3,407,000	3,577,170	5,110,500	70.0%	
Fire Pension Fund	406,982	451,630	3,255,853	3,393,783	4,883,780	69.5%	
<b>TOTAL TRUST FUNDS</b>	<b>832,857</b>	<b>911,498</b>	<b>6,662,853</b>	<b>6,970,953</b>	<b>9,994,280</b>	<b>69.7%</b>	<b>66.7%</b>
<b>TOTAL ALL FUNDS</b>	<b>11,239,654</b>	<b>10,941,974</b>	<b>85,096,608</b>	<b>76,399,843</b>	<b>133,773,300</b>	<b>57.1%</b>	<b>66.7%</b>



Village of Hoffman Estates  
**Information Systems** Department

## 2017 August MONTHLY REPORT

### Contents

<i>Superior/GovQA Monthly Review .....</i>	2
<i>Training .....</i>	3
<i>Meetings.....</i>	3
<i>Geographic Information System Review.....</i>	4
<i>Training .....</i>	5
<i>Meetings.....</i>	5
<i>Technical Support, Hardware &amp; Software Review .....</i>	6
<i>Meetings .....</i>	7
<i>Director Summary .....</i>	7
<i>Total Work Orders by Priority by Month.....</i>	9
<i>Completed Work Orders by Location .....</i>	10
<i>Work Order Trends by Type .....</i>	10
<i>Savings on Printer Repairs .....</i>	11
<i>System and Data Functions.....</i>	11
<i>Sentinel IPS Attack Report.....</i>	12
<i>Email Spam Report.....</i>	13

## *Superion/GovQA Monthly Review*

---

### **August Synopsis**

- This month the focus was on training in the various applications, and we accomplished testing of the Voorhees environment at the same time as training. We covered Business Licensing, Alarm Billing, dedicated printing functions, JAC/JAV, EAC, and began Pet Licensing and an overview of some of the FinancePLUS applications.
- Reviewed the features and applications of our Cognos environment with Angela to familiarize her with the differences between Impromptu and the 10.2 version we use. This took place on several days over the course of the month.
- Tested the dedicated printing processes in Voorhees-installed databases. Reported issues to Superion where appropriate.

### **Superion/GovQA Support Cases**

- Submitted a dozen cases related to implementation of JAC/JAV and testing the databases in the Voorhees environment. By months' end, some were resolved and others were waiting for resolution.
- Identified a problem with the GovQA website that was preventing access to customer information. Worked with WebQA to resolve the issue.

### **Work Orders**

- Code staff submitted multiple requests for new Citation Violation Codes, which were promptly entered.
- Created a Cognos report of employees by Base Location with prompts to drill into specific areas.
- A payment applied to the wrong account in Miscellaneous Billing was causing two accounts to reflect the wrong balance due. Assisted Accountant in determining the best way to modify Invoice accounts fix the error.

## Training

---

- Reviewed Pet Licensing Renewals with staff assigned to supervise the process and mail the Renewal Letters. Also reviewed the Cognos reports used to clean up any incorrect records before running the Renewal Process.
- Provided brief training in Entity Address processes in CP to Police Admins.
- Assisted Finance Department staff in how to use wildcards and date ranges when querying applications in CommunityPLUS.
- Reviewed the Payroll Restore process and limitations with Angela and the Payroll Coordinator.
- Reviewed Citations and the associated Cognos reports with staff assisting with collection efforts.
- The reassignment of the task to compile the Nicor file of Hoffman Estates locations required us to provide an overview of the process and assistance to staff now responsible for it.
- Attended a WebQA Summer Release Webinar.
- Set up a demo with WebQA of their Redaction Software designed to work with completing FOIA request through the GovQA software.
- Responsibility for entering, maintaining, and mailing letters for Tow Citations has been shifted to other staff members. Reviewed entry of data in Citations with them, and the Cognos reports used to mail letters to Violators. They requested several changes to the letters and more modifications in the coming months.
- Assisted Fire Admin staff with running a Cognos Cash Receipts report for CPR training and made modifications to report to allow them to choose a date range for the receipts.

## Meetings

---

- Biweekly meetings with IS Director on August 14 and 28, 2017.
- Attended meeting with HR and Business Solvers regarding file formats for employee data for them to upload our updated data.
- Participated in a Conference Call with Superior to discuss that future planning for JAV/JAC and other Benefits applications and provide them with our evaluation of the current products.
- Several conference calls and WebEx/Skype sessions were held to discuss outstanding issues with Superior applications on the Voorhees site and to demonstrate issues.
- Participated in a SUGA Board Conference Call to discuss upcoming Regional Training Event and future of Regional Events.

## Geographic Information System Review

---

### August Synopsis

- GIS1 has been decommissioned and all web services and applications are running from the new GIS server. The transition of services went smoothly and only a handful of adjustments were recommended by employees. Suggestions received included having certain layers turned on upon opening maps and changing the representation of the street lights & elevation contour layers. The only error caught was the printing service (tool to print web maps), which was still pointing to the old server. Following the transition, a Hoffnet map user group was initiated to facilitate future updates and encourage additional feedback. There are currently 15 members.
- We continued planning the overhaul of data that will be served out and maintained by our field crews. We met with both signs & hydrants staff (separately). Both meetings were very productive. Field crews agreed with many of the redundancies we pointed out in the data and even suggested additional fields that could be removed. Signs data consists of several layers and tables. Once the data is cleaned up we will work with the field staff to figure out the best way to move forward with maintenance records. Hydrant data fields can be reduced, as well, and will likely be ready to push out before the signs data. Both projects are on hold briefly to address the needs of the Insurance Services Office (ISO) review.
- The Fire Department needs a number of layers updated to provide to the ISO as part of the Village review process. This has required GIS staff to do field work to update the municipal boundary, hydrants, parcels, and road centerlines. This GPS data will be used to assist in digitizing updates necessary for the review. We look to complete this work in September and then refocus on getting data ready for field crews.
- Significant time has been spent configuring Pipetech on a new laptop for the sanitary crew. Issues “off-network” logins were apparent when the unit was outside the range of an access point. This was solved by connecting the system to the cellular network using the Village VPN.

### Work Orders

- Web Map Request: turn on utility layers by default (DS-TE)
- Web Map Request: add printing service & address search to Hoffnet maps (PW)
- Web Map Request: update street light representation (PW)
- Map Request: 705 Salem Dr. storm water routing (DS-TE)
- Map Request: Dumpster discount for Citizen newsletter (GG)
- Map Request: water sample areas (PW)

- Map Request: fire map book edits (FD)
- Data Request: update codes of pipe size domain & reorder sanitary crew domain (PW)
- Data Request: new fields added to storm water main & sanitary maintenance table (PW)
- GPS Request: Trumpf hydrants (FD)
- GPS Request: manhole on Hassell @ CDK Global (PW)

## Administration

- GIS1 server cleared
- Com Ed/private streetlight database verification
- Tree species spreadsheet supplied to Forestry for review
- ArcGIS Online user setup for sanitary field crew
- Hoffnet base map tool refresher for several users
- Pipetech/Collector/sanitary laptop testing and troubleshooting (ongoing)
- Contacted Manhard Consulting for Amber Meadows CAD data

## Training

---

- ArcGIS for Collector w/ K. Hennessy, N. Burisch & T. Hindenburg

## Meetings

---

- Bi-weekly updates w/ F. Besenhoffer (8/14)
- Monthly PW-GIS (8/1) Follow up: snow plow routing and MWRD high risk areas
- IS staff (8/2)
- iMAUG (8/2) several ESRI presentations touting apps and ArcGIS Pro
- Trees planning (8/2) w/ S. Diatte
- Signs planning (8/10) w/ J. Jahnke, J. Finn, S. Diatte
- Hydrants planning (8/23) w/ S. Diatte, J. Allen, S. McKittrick, & R. Czopek
- Hydrants planning (8/24) w/ S. Diatte



## **Project Activities**

### **Project – Remittance System**

- I.S. Staff begun work on upgrading and replacing our current Remittance System. This system is primarily used by our Finance department and it's designed to quickly and efficiently scan and record check transactions.

### **Project – Arbitrator Video Server**

- I.S. staff installed and configured new Arbitrator Video Server. Our current server is over five years old and it is currently out of warranty. The next phase of the project will include Arbitrator service configuration and video files migration.

### **Project – Load Balancer Backup**

- I.S. staff installed and configured secondary Fatpipe load balancer. The purpose of this unit is to provide redundancy and improve availability of internet services throughout the entire Village network.

### **Project – Switch Upgrade**

- I.S. Staff replaced switching equipment at Stonington and Westbury Water Towers. The purpose of this upgrade is to able accommodate the new microwave wireless links that are being implemented. The old switching equipment did not have enough ports to be able to accommodate the new Cambium Wireless Radios.

## Technical Support, Hardware & Software Activities

- Applied necessary software updates as needed.
- 197 help desk requests were opened during the month of August.
- 180 help desk requests were closed during the month of August.
- Self Service Password Resets or Account Unlocks: 5
- Email passwords reset: 0
- SunGard passwords reset: 2
- Voicemail passwords reset: 1
- User accounts unlocked: 7
- Active Directory Password Resets: 7

## Meetings

---

- I.S. staff meet with representatives from Entrée Solutions II to discuss upcoming wireless project. Furthermore, Justin Roach provided site tour to Entrée Solutions II representatives.
- I.S. staff meet with Panasonic and CDS representatives to discuss new and upcoming models of Panasonic Toughbook laptops and tablets.
- I.S. staff conducted Interviews for the vacant Information Systems Specialist position.
- I.S. staff attended Intranet Dashboard product demo.
- I.S. staff attended Police CAD meeting.
- I.S. staff attended IT CAD meeting.

## Director Summary

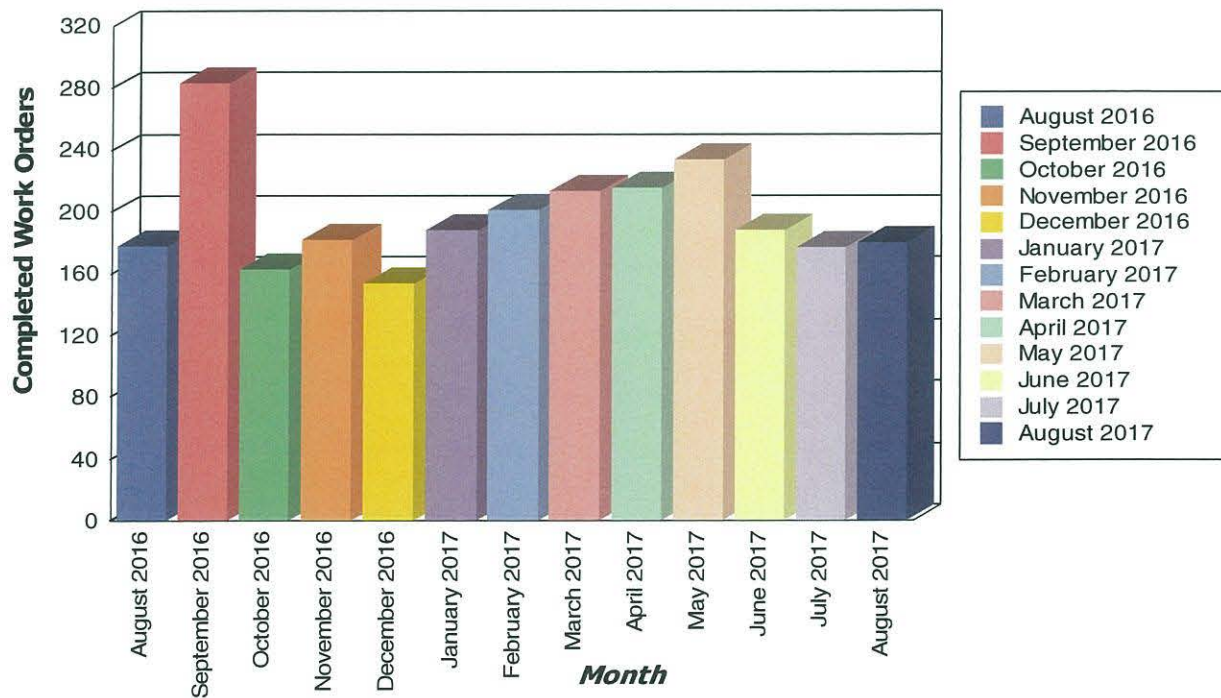
---

- Conducted interviews to fill the open Information Systems Support Specialist position.
  - Eight candidates over three days.
- Project “kick-off” meeting for the Wireless project with Tom Blumenshine, Brad Blumenshine, Drew Blumenshine, Andrew Henderson, Nick Kunkes (Entre Solutions II), Darek Raszka and Paul Petrenko.

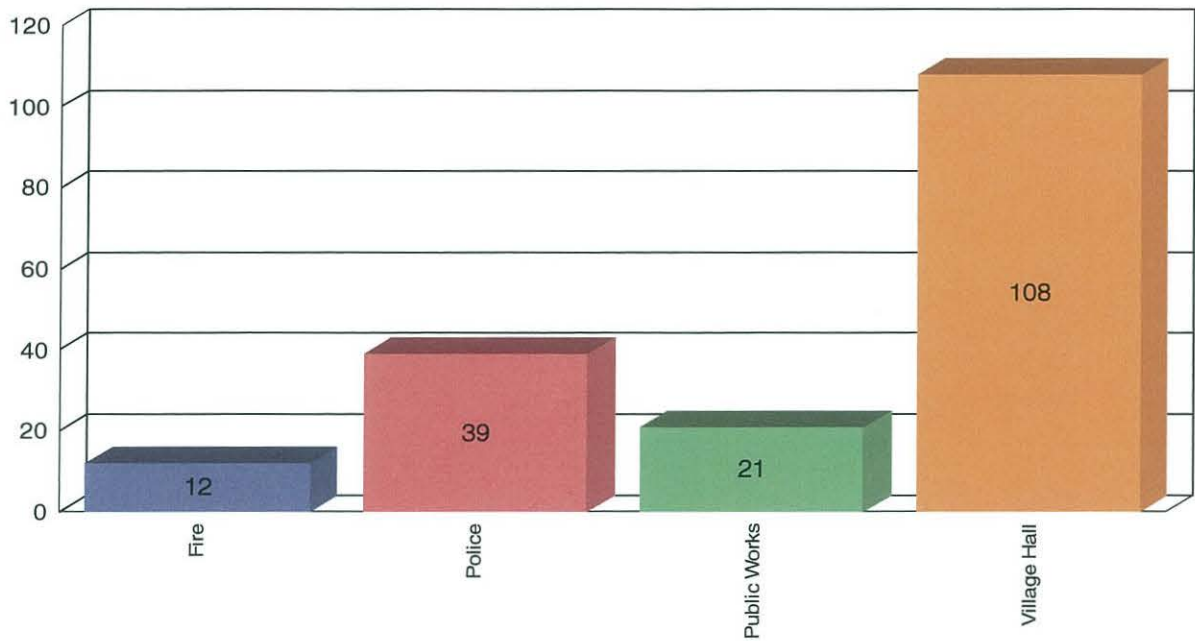
- Project timelines and SoW reviewed and accepted.
- Angela Rapisarda, Cathy Errichiello and Myself met with Patrick Seger (Director of the Human Resources Management department), Melissa Thompson, D'Ann Granger and Cathy Doczekalski to answer the remaining questions regarding the setup of the Job Applicant Center/Job Applicant Viewer application.
- Performance measures review with Suzanne Ostrovsky, Assistant to the Village Manager, Dan O'Malley, Assistant Village Manager and Jim Norris, Village Manager.
- Budget review with Dan O'Malley, Assistant Village Manager and Jim Norris, Village Manager, Rachel Musial, Finance Director and Anthony Fashoda, Assistant Finance Director.
- Conference call with Superior to discuss the status of the Community Plus product, support resolution and the general state of the company since the buyout of the SunGard product line.
- Vendor meeting with Mark Gottlieb, CDS Office Technologies and Sandee Dekker, Regional Panasonic representative to discuss the ruggedized product line with special interest placed on the new CF 54.
- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions.
- Monthly meeting with the Manager's office.
- Police CAD group conference call with NWCD.
- Bi Weekly Management team and Committee agenda meetings.

## Total Work Orders by Priority by Month

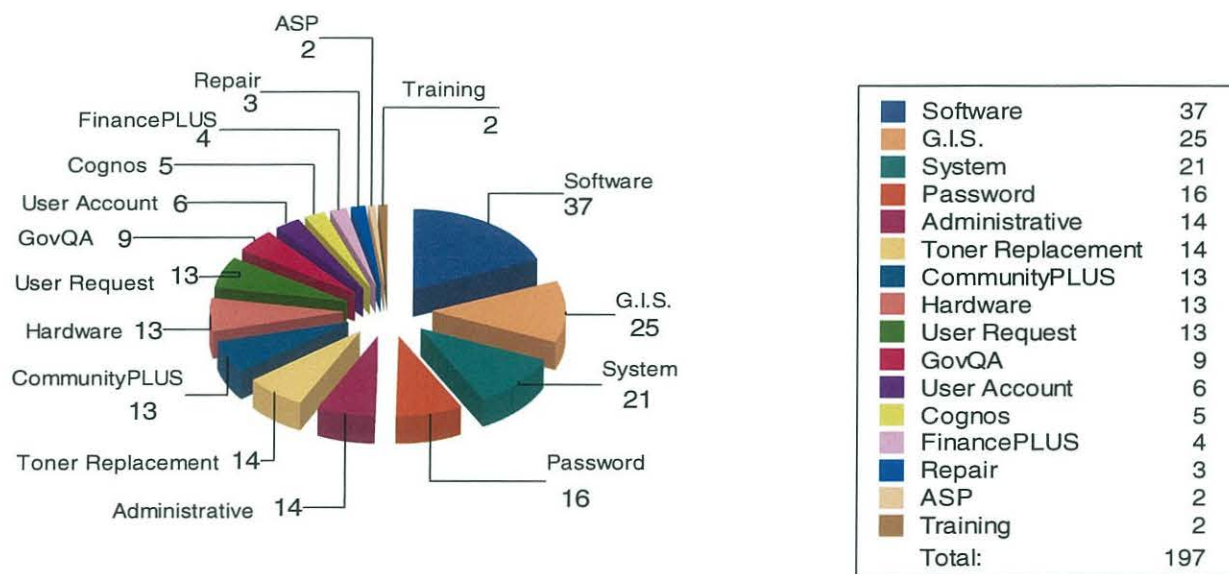
Month	February
1 - Normal	166
2 - High	1
3 - Urgent	4
Project	5
Scheduled Event	12
Vendor intervention required	9
<b>Total for Month</b>	<b>197</b>



## Completed Work Orders by Location



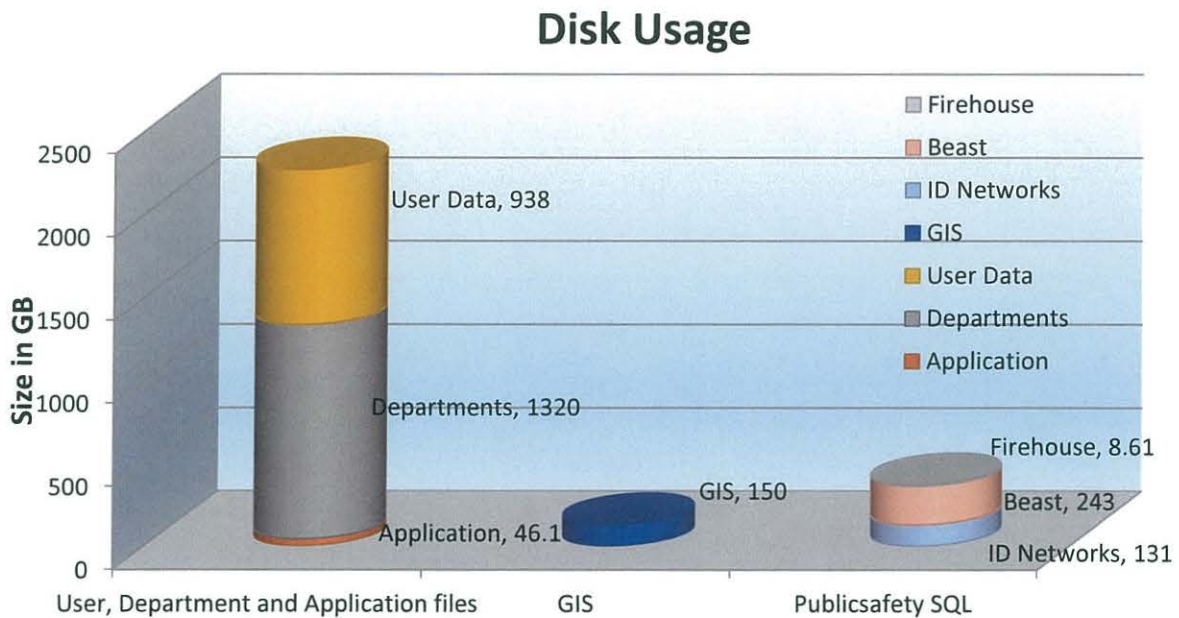
## Work Order Trends by Type



## Savings on Printer Repairs

Since the beginning of the year Village of Hoffman Estates is enrolled in DID's Printer Sense program. One of the advantages of the program is included maintenance for our printers. In the month of August we asked for one printer repair and the cost associated with this repair totaled \$404 including parts and labor.

## System and Data Functions

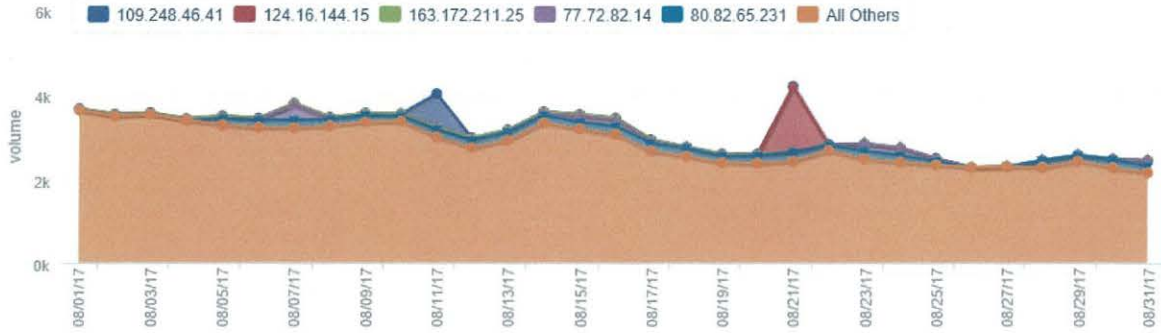


# Sentinel IPS Attack Report

External parties attacked the Village network 96476 times during the month of August

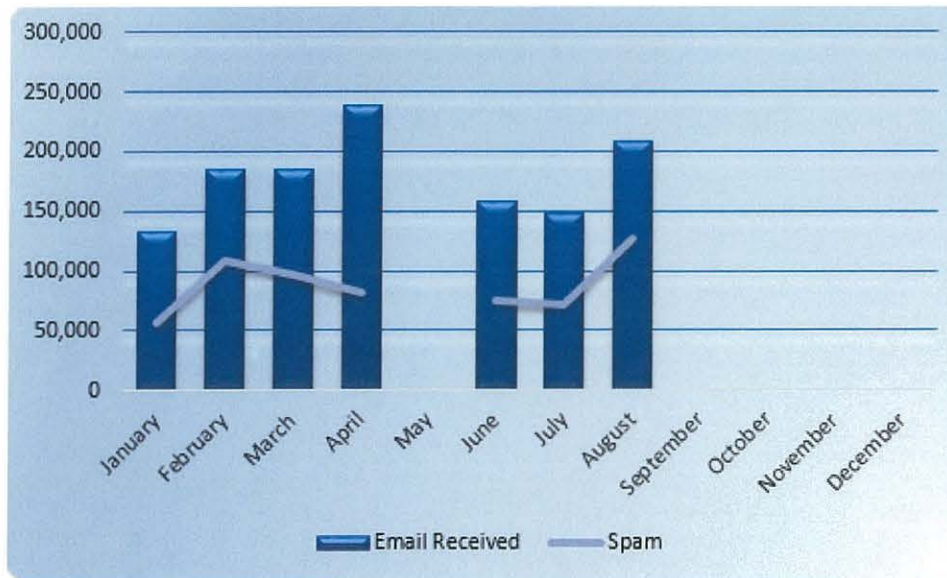
08/01/2017 08/31/2017 apply date filter 96476 total attacks from 38 unique attack types

## Attack Volume with 5 Most Active IP Addresses



## Email Spam Report

Month	Email Received	Spam	Percent Spam
January	132,584	56,517	43%
February	184,484	108,419	59%
March	183,954	96,192	52%
April	238,169	81,262	34%
May			
June	157,940	75,407	48%
July	148,133	71,432	48%
August	208,657	126,595	61%
September			
October			
November			
December			
<b>Total</b>	<b>1,253,921</b>	<b>615,824</b>	<b>49%</b>



Fred Besenoffer, Director of Information Systems



# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** Finance Committee  
**FROM:** Mark Koplin, Assistant Village Manager-Development Services  
**RE:** **OWNER'S REPRESENTATIVE MONTHLY REPORT  
SEPTEMBER 2017**  
**DATE:** September 22, 2017

---

1. Ongoing discussions regarding the Windy City Bulls second season.
2. Discussions with Pepsi to continue their sponsorship and soft drink pouring rights agreement.
3. Coordination with Facilities and SCA Building Engineer on ongoing maintenance of building systems.
4. Working with contractors to obtain quotes for walk-thru metal detectors.
5. Working with contractors to obtain quotes for retrofitting parking lot lights to LED and qualify for grants/incentives.
6. Coordination with Ben Gibbs for miscellaneous events.
7. Ongoing coordination with Levy regarding catering events.
8. Review of monthly financial reports and staffing/operational costs.
9. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, and operational items.

  
\_\_\_\_\_  
Mark Koplin  
Assistant Village Manager  
Department of Development Services

Attachment

MAK/kr

cc: J. Norris  
Ben Gibbs (Spectra)

**Sears Centre Arena**  
**General Manager Update**  
**August 2017**

<b>Event Highlights</b>	<b>Notes</b>
Sept 2 - Car Event Sept 8 - Indian Concert	
<b>Finance Department</b>	
General	Arena finished August financials. Ahead of budget by \$219,093
Monthly Financial Statement	Building Event Revenue YTD: \$1,531,825
	Building Sponsor/Other Revenue YTD: \$256,637
	Building Expenses YTD: \$1,610,484
	Building Income YTD: \$177,978 vs. YTD Budget (\$41,115)
<b>Operations Department</b>	
General	Staff is tackling repairs and cleaning in preparation for the WCB season. The ice plant is being overhauled in preparation for Cirque.
Positions to Fill	Ops Coordinator position (will not be filled at this time)
Third Party Providers	N/A
Village Support	LED Parking Light Retrofit
<b>Events Department</b>	
General	Off-Season planning including security and parking protocols. Credit cards will be accepted in the parking lot during WCB games and select events.
Positions to Fill	Event Manager
<b>Marketing Department</b>	
General	New website has been successfully launched. Marketing support for Monster Truck, Motocross, USA Gymnastics, MotherTruckin' Beer Fest, Cirque, Windy City Bulls 2017-2018 and Beers, Brats and Beethoven
Positions to Fill	N/A
<b>Group Sales Department</b>	
General	Group sales will be handled by a third party company.
<b>Box Office Department</b>	
General	N/A
<b>Food &amp; Beverage Department</b>	
General	New F&B partnership is functioning well, especially given the volume of events. Continue to monitor for remainder of fiscal year.
<b>Premium Seating Department</b>	
General	Pushing to sell remaining four annual suites for Windy City Bulls
Positions to Fill	N/A
<b>Sponsorship Department</b>	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$104,057
	Suites Sales: \$89,442
<b>General</b>	
Capital Improvements/Repairs	Walk-Thru Metal Detectors, LED retrofit in parking lot and Arena interior



**Sears Centre  
Arena**  
*Event Announcement*

**What:** *KEN KRAFT MIDLANDS WRESTLING CHAMPIONSHIPS*

**When:**

EVENT SPACE				
Date	Start (incl. Load In)	End (incl. Load Out)	Event Space Description	Event Start Time(s)
12/28/17 (THUR)	7:00AM	5:00PM	ARENA	LOAD IN
12/29/17 (FRI)	6:00AM	11:59PM	ARENA	STAFF ARRIVES: 6:00AM DOORS: 8:30AM; 6:00PM EVENT START: 9:30AM; 7:00PM EVENT END: 5:00PM; 11:00PM BUILDING CLEAR: 11:30PM
12/30/17 (SAT)	8:00am	11:59PM	ARENA	STAFF ARRIVES: 8:00AM YOUTH EVENT: 9:00AM DOORS: 11:00AM; 6:00PM EVENT START: 12:00PM; 7:05PM EVENT END: 4:00PM; 9:30PM BUILDING CLEAR: 10:00PM

**Where:** Sears Centre Arena

**Tickets:** Ticketed: ALL-SESSION: \$95, ADULT - \$85, YOUTH AGE 2-12  
SESSION 1 ONLY - \$28, ADULT - \$23, YOUTH AGE 2-12  
SESSION 2 ONLY - \$28, ADULT - \$23, YOUTH AGE 2-12  
SESSION 3 ONLY - \$31, ADULT - \$28, YOUTH AGE 2-12  
SESSION 4 ONLY - \$33, ADULT - \$30, YOUTH AGE 2-12

**On Sale:** *Public Onsale: Tuesday, September 12 @ 12:00pm*

**Marketing:** Website & Marquee

**Parking:** TBA

**Levy:** Concessions

**SCA Event Mgr:** TBA

**Event Contact:** **Tim Cysewski**  
Director of Ken Kraft Midlands  
Phone: 847-491-4799  
Email: [wrestling@northwestern.edu](mailto:wrestling@northwestern.edu)

**Notes:**

**Comps:** Yes

**ACCOUNTING USE ONLY:** \_\_\_ Royalties Calculation \_\_\_ E-time Coding \_\_\_ Event Coding Sheet