

**AGENDA**  
**FINANCE COMMITTEE**  
**Village of Hoffman Estates**  
**August 20, 2018**

**7:00 p.m. – Board Room**

<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 – July 16, 2018**

**NEW BUSINESS**

- 1. Request approval of the FY2018 mid-year financial review and to move forward with the following unbudgeted projects:
  - a.) Fire Department large diameter hose, and
  - b.) Installation of a generator at the Sears Centre Arena.
  
- 2. Request approval of a five year extension to the agreement with Andy Frain of Aurora, IL for:
  - A. Security/ushers/guest services at the Sears Centre Arena
  - B. Event parking services at the Sears Centre Arena.

**REPORTS (INFORMATION ONLY)**

- 1. Finance Department Monthly Report.
- 2. Information System Department Monthly Report.
- 3. Sears Centre Monthly Report.

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

*Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at [www.hoffmanestates.org](http://www.hoffmanestates.org) and/or in person in the Village Clerk's office.*

*The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*

**FINANCE COMMITTEE MEETING MINUTES**

**July 16, 2018**

**I. Roll call**

**Members in Attendance:**

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

**Members Absent:**

**Trustee Mills**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Art Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Mark Koplin, Asst. Village Mgr. – Dev. Services  
Peter Gugliotta, Director of Planning  
Ted Bos, Police Chief  
Patrick Fortunato, Fire Chief  
Patrick Seger, Director of HRM  
Rachel Musiala, Director of Finance  
Monica Saavedra, Director of HHS  
Joe Nebel, Director of Public Works  
Fred Besenhoffer, Director of IS  
Suzanne Ostrovsky, Asst. to the Village Mgr.  
Bev Romanoff, Village Clerk  
Patti Cross, Asst. Corporation Counsel  
Doug LaSota, Asst. Corporation Counsel  
Bruce Anderson, CATV Coordinator  
Ian Irizzary, Mgmt. Analyst, Fire Dept.**

The Special Finance Meeting was called to order at 7:22 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve the Finance Committee meeting minutes from June 25, 2018. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the Special Finance Committee meeting minutes from July 2, 2018. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request approval to obtain bids to sealcoat the Sears Centre Arena parking lots.**

An item summary sheet from Mark Koplin and Alan Wenderski was presented to Committee.

Motion by Trustee Arnet, seconded by Trustee Gaeta, to obtain bids to sealcoat the Sears Centre Arena parking lots. Voice vote taken. All ayes. Motion carried.

2. **Request approval of a resolution concerning the intervention by Corporation Counsel on cases before the State of Illinois Property Tax Appeal Board (PTAB).**

An item summary sheet from Doug LaSota was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve a resolution concerning the intervention by Corporation Counsel on cases before the State of Illinois Property Tax Appeal Board (PTAB). Voice vote taken. All ayes. Motion carried.

3. **Request authorization to waive bidding and award a contract to CDW Government for the purchase of 65 desktop computers in an amount not to exceed \$43,225.**

An item summary sheet from Fred Besenhoffer and Darek Raszka was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to waive bidding and award a contract to CDW Government for the purchase of 65 desktop computers in an amount not to exceed \$43,225. Voice vote taken. All ayes. Motion carried.

### **REPORTS (Information Only)**

1. **Request acceptance of the Finance Department Monthly report.**

The Finance Department Monthly Report was presented to committee and received and filed.

2. **Request acceptance of the Information System Department Monthly report.**

The Information System Department Monthly Report was presented to committee and received and filed.

3. **Request acceptance of the Sears Centre Monthly report.**

The Sears Centre Monthly Report was presented to committee and received and filed.

### **II. President's Report**

### **III. Other**

### **IV. Items in Review**

### **V. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:25 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

## COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** 2018 Mid-Year Financial Review  
**MEETING DATE:** August 20, 2018  
**COMMITTEE:** Finance Committee  
**FROM:** James Norris, Village Manager  
 Rachel Musiala, Director of Finance

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**PURPOSE:** Request approval of the FY2018 mid-year financial review and to move forward with the following unbudgeted projects:  
 a) Fire Department large diameter hose, and  
 b) Installation of a generator at the Sears Centre Arena.

### **BACKGROUND**

#### *FY2017 Year-end Results*

The original budget for FY2017 reflected the Village's decision to utilize \$2.3 million of General Fund fund reserves, primarily for road improvements and the final phase of the Emerald Ash Borer project. As can be seen on the first page of the attachment, FY2017 ended the year much better than expected and the Village only had to utilize \$991,248 of fund reserves. The fund balance of the General Fund currently stands at 31.7%, well above the 25% requirement.

#### *FY2018*

For FY2018, the Village approved a budget utilizing \$513,820 of fund reserves for the purchase of SCBA equipment for the Fire Department. As you may recall, several attempts at grant funding for this project were made but were unsuccessful.

The negative impact on the Village from the State's reduction of several revenues continues to be of concern. However, as you can see on the bottom of page 2 of the attachment, several Village revenues are trending higher than expected and will make up projected shortfalls. As of now, we are expecting these major revenues to come in about \$395,000 over budget.

On the expense side, although there are several expenses that are projected to exceed budget, we have savings in every department to offset those amounts. In total, as of mid-year data, we are projecting General Fund expenses to come in about \$294,745 under budget for the year.

After compiling this information, changes in revenue and expenditure projections are currently netting to \$689,745 of a positive overage. This will offset the planned drawdown of reserves in the amount of \$513,820.

### **DISCUSSION**

Two projects that were not planned for in the original FY2018 budget have been brought to our attention. Based on the positive financial results noted above, it appears we have the financial capacity to proceed with both projects if the Finance Committee and Village Board approve.

### Large Diameter Hose

The Fire Department is requesting to purchase Large Diameter Hose (LDH) and appliances for each of the fire engines. This type of fire hose is used to supply water from a fire hydrant to the fire engine. It allows the department to double our water supply capabilities without having to use multiple smaller lines, resulting in more efficient use of staffing and greater fire flow capabilities. This technology has been commonly used in the fire service for more than 20 years. Moving this project forward will allow the Fire Department to function more cohesively with neighboring communities and provide seamless interoperability during MABAS responses.

Over the last year, the Fire Department has made two unsuccessful attempts to obtain grant funding for this project. Earlier this year, we were able to locate some used LDH that still had some serviceable life at a fair price. This hose was purchased and will be placed on reserve fire apparatus. The Fire Department is requesting \$60,750 to move this project forward in the 2nd half of FY2018.

### New Generator for the Sears Centre

Last year, Enernoc removed the Sears Centre Arena from the Demand Response enrollment due to changes in EPA emission standards in which only Type II generators can be part of the program. We received a revenue projection back in February, 2018 from Enernoc that shows a potential loss of \$83,454 in revenue over the next 5 years as a result of this change.

There are two possible options to try to recapture some of that future revenue. One is to install an emissions scrubber on the existing SCA generator at an estimated cost of \$80,000. The second option would be to install a new Tier II generator and transfer switch. As it happens, the Village owns a 900 kVa mobile trailered generator that is not frequently used. Since the existing 750 kVa generator at the arena only covers half of the building, installing the Village's mobile generator would not only recapture the lost Demand Response revenue, but also provide power to the other half of the arena not covered by emergency power generation.

The second option was researched further by looking into the possibility of using a purchasing consortium to get the electrical supplies needed to install the generator at the arena. Public Works staff had a target to go before the Village Board before the Enernoc enrollment deadline of May 31, 2018 to get approval and have it installed. However, after researching additional pricing, staff found that the purchasing cooperative was actually higher than local electrical contractors. Seeing that we could get better pricing through the bid process and the fact that we realized we could not meet the enrollment deadline for project completion, staff is hoping to get Committee approval now to move forward with this unbudgeted project. Staff is hoping for project completion sometime this year or at the very latest, prior to the next enrollment deadline.

The estimated cost of the generator installation is \$75,000, which will be partially offset by future Enernoc revenues.

If approved, these additional requests along with the changes in our revenue and expenditure projections would result in an estimated year-end surplus of \$40,175 and a fund balance policy level of 33.3%.

**RECOMMENDATION:** Request approval of the FY2018 mid-year financial review and to move forward with the following unbudgeted projects:

- a) Fire Department large diameter hose, and
- b) Installation of a generator at the Sears Centre Arena.

ATTACHMENT  
(FINANCIAL ANALYSIS)

## 2018 Mid-Year Financial Review and Update

Updated: 8/16/2018 8:21

### GENERAL FUND

#### 2017 Year-End Results

Original Budgeted Revenues	56,036,150
Original Budgeted Expenses	(58,412,620)
Original Budgeted Shortfall	(2,376,470)
Actual Revenues	55,951,090
Actual Expenses	(56,942,338)
Actual Surplus	(991,248)
% of Unassigned Fund Balance:	
Unassigned Fund Balance	18,789,155
Budgeted Expenses	59,200,120
Fund Balance %	31.7%
25% of Unassigned Fund Balance	14,800,030
Current Surplus Above Required	3,989,125

*Status of FY2018*

Revenue Surplus - detailed below	395,000
Expense Savings - detailed on following pages	294,745
Projected Surplus	<u>689,745</u>
New Requests:	
Fire Hose Replacement	(60,750)
SCA Generator Installation	(75,000)
Total New Requests	<u>(135,750)</u>
Projected Impact the General Fund:	
2018 Original Budgeted Revenues	56,107,320
2018 Original Budgeted Expenses	(56,621,140)
Budgeted Shortfall	<u>(513,820)</u>
2018 Estimated Revenues - Preliminary	56,502,320
2018 Estimated Expenses - Preliminary	(56,462,145)
Estimated Surplus - Preliminary	<u>40,175</u>
% of Unassigned Fund Balance	
Projected Unassigned Fund Balance	18,829,330
Budgeted Expenses	56,621,140
Projected Fund Balance %	33.3%

*2018 Projected Revenue Surplus/(Deficit)*

Hotel Tax	(50,000)
Real Estate Transfer Tax	200,000
Home Rule Sales Tax	100,000
Telecommunications Tax	(150,000)
Building Permits	190,000
Local Use Tax	70,000
Ambulance Fees	85,000
Engineering Fees	(50,000)
	<u>395,000</u>



<b>2018 Projected Expense Savings/(Shortfall)</b>	
<b>General Government</b>	
Credit Card Fees (General Fund Only)	(21,000)
Celebrations Comm. Fireworks @ Tree Lighting	(500)
Greenest Region Corp Sustainability Intern	(17,380)
Health Insurance Savings (General Fund)	93,500
<b>TOTAL BUDGET SAVINGS - General Government</b>	<b>54,620</b>
<b>Police Department</b>	
Salary Savings	50,000
<b>TOTAL BUDGET SAVINGS - Police</b>	<b>50,000</b>
<b>Fire Department</b>	
Salary Savings	50,000
Sale of Brush Truck	48,000
<b>TOTAL BUDGET SAVINGS - Fire</b>	<b>98,000</b>
<b>Public Works</b>	
Salt Savings	58,000
Station 24 Paver Replacement (savings)	7,975
Station 24 Hot Water Heater Replacement (unbudgeted)	(11,000)
Station 24 Masonry Repairs (unbudgeted)	(18,850)
<b>TOTAL BUDGET SAVINGS - Public Works</b>	<b>36,125</b>
<b>Development Services Department</b>	
Salary Savings	29,000
Comprehensive Plan (not spent in 2018)	70,000
Area Plan & TIF Studies (unbudgeted for 2018)	(43,000)
<b>TOTAL BUDGET SAVINGS - Dev. Svcs</b>	<b>56,000</b>
<b>Total Projected Expense Surplus/(Deficit)</b>	<b>294,745</b>

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of a five year extension to the agreement with Andy Frain of Aurora, IL for:

- A. Security/ushers/guest services at the Sears Centre Arena
- B. Event parking services at the Sears Centre Arena

**MEETING DATE:** August 20, 2018

**COMMITTEE:** Finance

**FROM:** *M-K* Mark Koplin/Ben Gibbs

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**REQUEST:** Request approval of a five year extension to the agreement with Andy Frain of Aurora, IL for:

- A. Security/ushers/guest services at the Sears Centre Arena
- B. Event parking services at the Sears Centre Arena

**BACKGROUND:** In 2011, after an RFP process, the Village approved a three year contract with Andy Frain to provide ushers/security/guest services and parking services at the Sears Centre Arena (SCA). That contract was extended an additional five years in 2014 and expires this fall. The security/ushers/guest services contract includes several components - scanning tickets at the entrances, security screening at all entrances, directing patrons to their seats, general security to the guests, and backstage security. Parking services include the collection of parking fees, the payment of parking taxes on behalf of the SCA, and overall traffic control of the parking lots.

When reviewing proposals, we looked at adequate staffing levels, quality of service, sponsorship opportunities (suite, club seats, loge, and/or advertising) by contractors to enhance the revenue stream at the SCA, experience, references, reliability, and projected costs based on a typical annual schedule of SCA events.

The costs of these services can be paid by the SCA, shared with the event or promoter, or paid entirely by the show or promoter. Any cost savings realized will be advantageous to the SCA, either directly (for SCA promoted shows) or indirectly for other shows, as reduced costs make the SCA more competitive.

**DISCUSSION:** Andy Frain began providing security/usher/guest and parking services at the SCA in March 2011. During that period of time, the SCA has realized significant savings from the previous contractor while conducting events professionally. Andy Frain personnel came on board, learned the ins and outs of the SCA, and have provided adequate service to our patrons.

**DISCUSSION:** (Continued)

A five year contract would include the ability to terminate the contract without cause with a 30 day notice. Andy Frain has increased billable rates given the increase in minimum wage across the region, but remain lower than competing security companies. Furthermore, they would provide a sponsorship of \$20,000 each year of the contract. Andy Frain's rate for labor was still considerably less expensive when compared to other credible security firms in the area.

**RECOMMENDATION:**

Recommend approval of a five year extension to the agreement with Andy Frain of Aurora, IL for:

- A. Security/ushers/guest services at the Sears Centre Arena
- B. Event parking services at the Sears Centre Arena

Attachments

## Sears Centre--Village of Hoffman Estates--(Global Spectrum, as Agent)

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### MEMORANDUM OF AGREEMENT

Between

THE VILLAGE OF HOFFMAN ESTATES (Global Spectrum, as agent)

And ANDY FRAIN SERVICES, INC.

This agreement is by and between The Village of Hoffman Estates ("the Village"), an Illinois Home Rule municipal corporation and Andy Frain Services, Inc., an Illinois corporation ("Contractor").

WHEREAS, the Village of Hoffman Estates is the owner of a multi-sports and entertainment facility in the Village of Hoffman Estates located at 5333 Prairie Stone Parkway, Hoffman Estates, Illinois 60192 known as the Sears Centre Arena ("the Arena");

WHEREAS, Global Spectrum, L.P. ("the Operator") is the Operator of the Arena and is only executing this Agreement on behalf of the Village of Hoffman Estates and is not responsible for or guaranteeing any performance under the terms of this Agreement;

WHEREAS, the Village has the power and authority to license the use of the Arena to others for the purpose of holding and presenting certain events;

WHEREAS, Contractor's principal offices are located at 761 Shoreline Drive, Aurora, Illinois 60504

1. Provision of Services. Contractor shall serve as an independent Contractor to furnish uniformed event staff, security, and parking staff for the events held at the Arena "Arena Events". Contractor shall furnish the Village with a sufficient number of Contractor's employees ("service personnel") to perform Credential Verification, Access Control, Parking Services, Ushering (when required) and Site Security at designated locations providing coverage as required by the Village.
2. Term of Agreement. This Agreement shall be effective 09/01/201~~8~~<sup>4</sup> and shall remain in force through 08/30/~~2318~~ with an option to renew for two one-year extensions ("Term").
3. Payment Terms.
  - A. The Village shall pay Contractor for services at the rates set forth in Appendices B and C. These rates shall remain in effect for the term of the Agreement except those that are mandated by law, regulation, ruling or other mandate having appropriate jurisdiction which alters the hours of service, rates of pay, working conditions or costs of performing the services provided.
  - B. The Village agrees that this Agreement will be subject to renegotiation in the event of such changes mandated by law. In the event the parties, after good faith negotiations, are unable to re-negotiate the terms of this Agreement in the event of a change in law, regulation, ruling or other mandate impacting hours of service,

## Sears Centre--Village of Hoffman Estates--(Global Spectrum, as Agent)

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rates of pay, working conditions or costs of performing the services provided, either party may terminate this Agreement upon sixty (60) days written notice.

- C. The Contractor will invoice the Village after each Arena Event. Invoices shall be paid thirty-days after the receipt of the invoice. Any objection, dispute or claim regarding the amount of an invoice or the underlying services rendered must be sent in writing by the Village to Contractor with ninety (90) days from the invoice date, setting forth the nature of the objection, dispute or claim, and including all supporting documentation, or it shall for all purposes be deemed waived by the Village and the work completed deemed accepted by the Village.
  - D. Invoices should be sent to: Global Spectrum, L.P., Sears Centre Arena, 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192.
  - E. Any payment for undisputed invoices after forty-five (45) days of receipt is subject to a one half percent (.50%) per month late fee.
4. Licenses and Permits. Contractor shall secure and maintain at its expense prior to commencement of the Term, all licenses, permits and approvals under any applicable law that may be required in connection with the provision of Contractor's services at the Arena.
5. Legal Compliance. Contractor shall fully abide by, conform to and comply with, and shall cause every person under its direction or control who is connected with the performance of any aspect of this Agreement to fully abide by, conform to and comply with all applicable laws, rules, regulations and ordinances of the United States of America, the State of Illinois, the Village of Hoffman Estates, and their respective agencies, as well as all rules and regulations of Global Spectrum, L.P. for the use, occupancy and operation of the Arena.
6. Rules. The Village reserves the right, exercisable from time to time as determined by the Village, to promulgate, establish, rescind and modify reasonable rules and regulations concerning the Arena and related services, personnel, equipment, materials and appurtenances and the placing of furniture, fixtures, equipment and other property there at by uses of the Arena including, without limitation, the Contractor, provided that such rules and regulations shall not be materially inconsistent with the rights granted to Contractor pursuant to this Agreement.
7. Return of Premises. Contractor agrees not to perform any act during the Term of this Agreement which shall mar, deface or injure any part of the Arena. Contractor agrees to pay the cost of repairing or replacing any and all damage to any equipment or other property owned by the Village and to pay the actual cost of repairing or replacing any and all damage to the Arena which results from a wrongful or negligent act or omission of an employee, agent or independent contractor of Contractor.
8. The Village Control. In entering this Agreement with Contractor, it is understood that the Village does not relinquish the right to control the management of the Arena and to

## Sears Centre--Village of Hoffman Estates--(Global Spectrum, as Agent)

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enforce all necessary rules and regulations. The decision of the Village's representative as to the number of persons that can safely and freely move about in the Arena and the location and number of security and event staff shall be final.

### 9. Contract Documents and Modifications.

- A. This agreement, along with the documents identified below and referenced appendices together constitute the entire Agreement between the parties, and there are no other or further written or oral understandings or agreements with respect thereto.
  - a. Contractor's Proposal dated on this Agreement
  - b. Appendices A, B, C, D, E and F (Standard Terms and Conditions, Rates, Insurance, Scope of Work).
  - c. In the event of a conflict among the Agreement and the Contractor's Proposal, the terms and conditions of the Agreement shall control.
  - d. No variation or modification of this Agreement and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of Contractor and The Village. This Agreement supersedes all other agreements between the parties.
  
- B. It has been agreed that the Andy Frain Services will provide one Performance Bond in the amount of \$20,000.00, which will fulfill any requirements by the Village for a Performance Bond under both work sections (i.e., Security/Crowd Control and Parking) upon an uncured breach of this Agreement by Contractor.
  
- C. It is further agreed that no Patronage Agreement will be required.

10. No Third Party Beneficiaries. Any agreement to pay an amount and any assumption of liability herein contained, expressed or implied, shall be only for the benefit of the undersigned parties and their respective successors and permitted assigns (as herein expressly permitted), and such agreements and assumptions shall not inure to the benefit of the obligee or any other party whomsoever (except for the Indemnitees), it being the intention of the undersigned that (except with respect to the Indemnitees), no other party shall be or be deemed to be a third party beneficiary of this Agreement.

11. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original but together shall constitute one and the same instrument

12. Power and Authority. Contractor represents and warrants to the Village that it has the full right, power and authority to enter into and perform this Agreement, and that the person whose signature appears below is duly authorized to execute and deliver this Agreement on behalf of Contractor.

Sears Centre--Village of Hoffman Estates--(Global Spectrum, as Agent)

13. Agent of The Village. Contractor acknowledges that the Village of Hoffman Estates is the owner of the Arena, and Global Spectrum L.P. is a disclosed agent of the Village solely for the purpose of signing this Agreement at the direction and on behalf of the Village of Hoffman Estates and the Arena and for the operation of the Arena, and further, that Global Spectrum L.P. is not responsible or obligated for or guaranteeing the performance or payment obligations of the Village pursuant to this Agreement, and Contractor hereby covenants not to sue, releases, and waives any such claims against Global Spectrum, L.P., and its members, managers, officers, directors, agents and employees.

14. The Village Contact Manager and Contractor Account Executive.

The Village hereby designates Mike Carosielli of Global Spectrum as Contract Manager to serve as the principal contact and manager of this Agreement and Contractor hereby assigns David Clayton as Account Executive to service The Village's contractual requirements to this Agreement. Richard Grund will serve as the manager/contact for operational issues. The Account Executive and/or manager will maintain contact with the Village's Contract Manager on a mutually agreed basis, to provide customer service and to review service requirements.

SEARS CENTRE – VILLAGE OF HOFFMAN ESTATES – (GLOBAL SECTRUM, as Agent)

WHEREFORE, on the day noted below and in the witness of, The Village of Hoffman Estates with Global Spectrum L.P. as agent and Andy Frain Services have caused this Agreement to be executed by their respective, duly authorized representatives, each of whom by signing below personally represents and guarantees the authority to sign for the party indicated.

ANDY FRAIN SERVICES, INC.

By: \_\_\_\_\_  
David Clayton  
Title: President  
Date: \_\_\_\_\_

Sears Centre

Village of Hoffman Estates, Illinois

By: \_\_\_\_\_  
William D. McLeod  
Title: Village President  
Date: \_\_\_\_\_

# Sears Centre-Village of Hoffman Estates (Global Spectrum, as Agent)

## **APPENDIX A STANDARD TERMS AND CONDITIONS**

This Appendix A is incorporated by reference in to the Agreement (“Agreement”) entered by and between Village of Hoffman Estates, through its agent, Global Spectrum L.P. (“the Village”), with its offices at 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192 and Andy Frain Services, Inc. (“Contractor”) with its principal offices at 761 Shoreline Drive, Aurora, Illinois 60504 (collectively, “Parties”), and this Appendix A identifies the agreed upon terms and conditions, as follows:

1. Applicable Law

The Agreement shall be governed by the laws of the State of Illinois, and Contractor shall at all times comply with and observe all federal, state and local laws, ordinances, and regulations which are in effect during the period of this Agreement and which in any manner may affect the work or its conduct.

2. Agreement Assignment

No right or duty in whole or in part of the Contractor under this Agreement may be assigned or delegated, including by transfer of stock or ownership in Contractor, without the prior written consent of the Village

3. Conflict of Interests

Private and non-profit corporations are bound by state statute regarding conflicts of interest by employees in the conduct of state agreements. A complete non-collusion certificate must accompany the signing of this Agreement

4. Agreement Termination

4.1 Termination by Contractor for Cause

Should the Village breach any material terms or provisions of the Agreement, Contractor shall promptly serve the Village with written notice setting forth the alleged breach. Unless the Village, within ten (10) business days of the receipt of the notice, has corrected or has taken reasonable steps toward correcting the alleged breach, Contractor party may terminate the Agreement by giving thirty (30) days written notice to the Village of its intention to terminate this Agreement. Contractor shall provide written notice of termination to the Village by certified letter.

4.2 Termination by the Village for any Reason

The Village may terminate this Agreement for any reason at its sole discretion with or without cause by providing a 30 day notification to Contractor. The Village shall provide written notice of termination to Contractor by certified letter.

4.3 Payment Upon Termination

In the event that this Agreement is terminated pursuant to either Paragraph 4.1 or 4.2, the Village shall, within thirty (30) days of the termination, pay Contractor for



## Sears Centre-Village of Hoffman Estates (Global Spectrum, as Agent)

approved and/or undisputed fees and expenses for services rendered through the termination date and shall have no further financial obligation to Contractor.

### 5 Notices

With the exception of notice of termination, which must be made by certified mail, any written notice called for in this Agreement may be given by personal delivery, first class mail, overnight delivery service or facsimile transmission. Notices given by personal delivery will be effective on delivery; by overnight service, on the next business day; by first class mail, five business days after mailing; and by facsimile, when an answer back is received. Notices shall be sent to:

The Village:	Contractor
Mike Carosielli	David Clayton
5333 Prairie Stone Parkway, Hoffman Estates, IL 60192	761 Shoreline Drive Aurora, IL 60504
Michael.carosielli@searscentre.com	DClayton@andyfrain.com
Phone: 847-649-2238	Phone: 630-820-3820
Fax: 847-649-2338	Fax: 630-820-3819

### 6 Non-Discrimination

In connection with the performance of work under this Agreement, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, sexual orientation, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation. Contractor further agrees that employees and agents, while on the Village's premises, shall comply with and observe all applicable rules and regulations concerning conduct on premises, which are imposed upon employees and agents.

### 7 Excused Performance

If, because of riots, war, public emergency or calamity, fire, flood, earthquake, acts of God, government restriction, business operations at the Arena are interrupted or stopped, the performance of this Agreement, with the exception of money already due and owing, shall be suspended and excused to the extent commensurate with such interfacing occurrence. The expiration date of this Agreement may be extended, by mutual written consent, for a period of time equal to the time that such default in performance is excused.

### 8 Independent Contractor Relationship

It is mutually understood and agreed that an independent contractor relationship is hereby established and that employees of the Contractor are not employees of the Village and that

## Sears Centre-Village of Hoffman Estates (Global Spectrum, as Agent)

employees of the Village are not employees of the Contractor. Under no circumstances shall this agreement be considered a contract of partnership or joint venture. Neither party shall be liable for any of the debts, accounts, obligations or other liabilities of the other party, its agents or employees, and neither party shall have any authority to obligate or bind the other party in any manner except as may be expressly provided herein. Further, no agent, servant or employee of Contractor or any of its subcontractors shall under any circumstances be deemed an agent, servant or employee of the Village.

### 9 Severability

If any provision of this Agreement or its application to any party or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of its provisions to other parties or circumstances shall not be affected and shall be enforced to the extent permitted by law.

### 10 No Waiver

The failure of the Village to insist in any one or more instances upon the performance of any one or more of the provisions of this Agreement or to pursue any rights here under shall not be construed as a waiver of any such provisions or the relinquishment of any such rights.

### 11 Endorsement

Unless specifically authorized in writing by the Village Purchasing Department on a case by case basis, Contractor shall have no right to use, and shall not use, the name of the Village, its officials or employees, or the seal or marks of the Village in advertising or promotion; nor to express or imply any endorsement of Contractor's supplies or services.

### 12 Non-Performance

In the event that Contractor fails to provide services as requested under the terms and provisions of this Agreement and Contractor has failed to cure such non-performance of service within a reasonable period of time prior to the Event as solely determined by the Village, the Contractor shall reimburse the Village for any additional expense incurred by the Village to have the work completed by a third party over and above what the Village would have been required to pay Contractor had Contractor not failed to complete the work. If the Village terminates this Agreement without cause, subsequent to the Village's termination of this Agreement, Andy Frain shall not be liable to the Village for any additional expense incurred by the Village to have the work completed by a third party.

### 13 Funding

The Village represents that, as of the date of this transaction, funds significant to pay immediate financial obligations under this Agreement have been allocated and are available. This representation is a material inducement to Contractor in entering the Agreement.

## Sears Centre-Village of Hoffman Estates (Global Spectrum, as Agent)

### 14 Force Majeure

Neither party shall be considered in breach of this Agreement for failure to perform if such failure is caused by national or local calamity, acts of terrorism, the act or regulation of any public authority, labor difficulty or strike, war, epidemic, fire, storm, inclement weather or other act of God, or any other cause beyond the reasonable control of the non-performing party that renders that party's performance impossible.

### 15 Key Person Clause

David Clayton is a key person to the success of the Agreement and, as such, essential to the Agreement. Therefore, substitution of another key person for the Contractor shall not be permitted without express written permission from the Village.

### 16 Contractor's Employees

During the term of this Agreement and for a period of 12 months following the end of this Agreement, the Village may not hire any of Contractor's supervisors/managers directly, without the prior written consent of Contractor. Any successive vendor however may hire Contractor's employees, should this Agreement terminate.

# Sears Centre – Village of Hoffman Estates – (Global Spectrum, as Agent)

## APPENDIX B RATES – PARKING/SECURITY/USHERS/Guest Services

This Appendix B is incorporated by reference in to the Agreement (“Agreement”) entered by and between Sears Centre Arena and the Village of Hoffman Estates, through their agent, Global Spectrum (collectively “Client”), with its offices at 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192 and Andy Frain Services, Inc. (“Contractor”) with its principal offices at 761 Shoreline Drive, Aurora, Illinois 60504, and this Appendix B identifies the agreed upon rates to be charged by Contractor for certain services provided under the Agreement, as follows:

The Parties agree that Contractor shall furnish Client with the following service personnel at the following rates, and subject to the terms and conditions of the Agreement. The service personnel shall provide Services in accordance with the Scope of Work and the Post Orders, if any. The Parties also agree that the following provisions of service personnel may be amended or modified by the request of Client as provided in the Agreement’s Scope of Work, and that the service personnel shall provide Services as more fully described in the Agreement’s Scope of Services.

<b>Sears Centre Staffing Rates 9/1/18</b>							
Position	Pay Rates (9/1/18)	Bill Rates 2018 9/1/18 - 8/31/19	Bill Rates 2019 9/1/19 - 8/31/20	Bill Rates 2020 9/1/20 - 8/31/21	Bill Rates 2021 9/1/21 - 8/31/22	Bill Rates 2022 9/1/22 - 8/31/23	
Event Contract Manager	Salary	\$ 30.50	\$ 31.75	\$ 31.75	\$ 31.75	\$ 31.75	
Event Parking Manager	\$ 15.00	\$ 28.50	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	
Guest Services Supervisor	\$ 12.50	\$ 18.66	\$ 19.03	\$ 19.41	\$ 19.80	\$ 20.19	
Security Supervisors	\$ 12.50	\$ 18.66	\$ 19.03	\$ 19.41	\$ 19.80	\$ 20.19	
Parking Supervisors	\$ 12.50	\$ 18.66	\$ 19.03	\$ 19.41	\$ 19.80	\$ 20.19	
Security Officers \$11.00 - \$12.00	\$ 11.50	\$ 17.16	\$ 17.51	\$ 17.86	\$ 18.21	\$ 18.58	
Guest Services / Event Staff \$11.00 - \$12.00	\$ 11.50	\$ 17.16	\$ 17.51	\$ 17.86	\$ 18.21	\$ 18.58	
Parking Cashiers	\$ 12.00	\$ 17.91	\$ 18.27	\$ 18.63	\$ 19.01	\$ 19.39	
Parking Directors \$11.00 - \$12.00	\$ 11.50	\$ 17.16	\$ 17.51	\$ 17.86	\$ 18.21	\$ 18.58	

<b>Basketball ONLY</b>							
Position	Pay Rates (9/1/18)	Bill Rates 2018 9/1/18 - 8/31/19	Bill Rates 2019 9/1/19 - 8/31/20	Bill Rates 2019 9/1/19 - 8/31/20	Bill Rates 2019 9/1/19 - 8/31/20	Bill Rates 2019 9/1/19 - 8/31/20	
Event Contract Manager	Salary	\$ 30.50	\$ 31.75	\$ 31.75	\$ 31.75	\$ 31.75	
Event Parking Manager	\$ 15.00	\$ 28.50	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	
Guest Services Supervisor	\$ 12.50	\$ 17.86	\$ 18.21	\$ 18.58	\$ 18.95	\$ 19.33	
Security Supervisors	\$ 12.50	\$ 17.86	\$ 18.21	\$ 18.58	\$ 18.95	\$ 19.33	
Parking Supervisors	\$ 12.50	\$ 17.86	\$ 18.21	\$ 18.58	\$ 18.95	\$ 19.33	
Security Officers \$11.00 - \$12.00	\$ 11.50	\$ 16.43	\$ 16.76	\$ 17.09	\$ 17.43	\$ 17.78	
Guest Services / Event Staff \$11.00 - \$12.00	\$ 11.50	\$ 16.43	\$ 16.76	\$ 17.09	\$ 17.43	\$ 17.78	
Parking Cashiers	\$ 12.00	\$ 17.14	\$ 17.49	\$ 17.84	\$ 18.19	\$ 18.56	
Parking Directors \$11.00 - \$12.00	\$ 11.50	\$ 16.43	\$ 16.76	\$ 17.09	\$ 17.43	\$ 17.78	

<b>Other Costs:</b>							
9 Holidays @ Time + 1/2 (if worked )							
Initial Officer Screening Training @ 4 hours X 70% hourly bill rates							
Annual attendance bonus \$ TBD							

# Sears Centre-Village of Hoffman Estates-(Global Spectrum, as Agent)

## APPENDIX C

### SCOPE OF WORK AND ADDITIONAL TERMS AND CONDITIONS PERTAINING TO SECURITY SERVICES/CROWD CONTROL/RELATED SERVICES

This Appendix C is incorporated by reference in to the Agreement (“Agreement”) entered by and between the Village of Hoffman Estates, through its agent, Global Spectrum L.P. (collectively “the Village”), with its offices at 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192 and Andy Frain Services, Inc. (“Contractor”) with its principal offices at 761 Shoreline Drive, Aurora, Illinois 60504, and this Appendix C identifies the agreed upon Scope of Work and the Additional Terms and Conditions for certain security, crowd control and event services contemplated by this Agreement, as follows:

1. *Services.* Pursuant to the Agreement, Contractor shall furnish all services (including, without limitation, providing personnel (“Service Personnel”)) as requested by the Village to maintain security (“Security Services”) and certain event staffing (“Event Services”) at Arena Events in accordance with the term and conditions of this Agreement (collectively known hereinafter as the “Services” unless specifically identified otherwise). The following Services which have been requested by the Village and which Contractor agrees to furnish pursuant to this Agreement are more fully described, as follows:

a) Contractor shall provide crowd control, guest services, ushers and certain security services at Arena Events held from time to time as requested by the Village. ~~The number of, and types, of service personnel positions contemplated by this Agreement are identified in Appendix B to the Agreement.~~ The Contractor’s service personnel will be assigned by the Village to specific posts and provided post orders (“Post Orders””), ~~copies of which Post Orders are attached hereto and incorporated herein by reference,~~ as detailed and provided by the Village. The Village specifically reserves the right to reassign as needed any Service Personnel to other functions and posts as the Village in its sole discretion may deem necessary.

If at any time Contractor believes that personnel or services in excess of those expressly requested by the Village and described in this Agreement are necessary to properly furnish Services at the Property, Contractor may so inform the Village. However, the Parties agree that Contractor's responsibility is solely limited to providing Services, and that Contractor has not been engaged by the Village as a consultant or otherwise to provide advice or an assessment of security or event staffing needs at the Property, except as otherwise specifically identified herein. Contractor shall not be responsible for any decisions or security assessments made by the Village or anyone else, including pertaining to the sufficiency and placement of staffing.

The Parties agree that any change in the Scope of Work contemplated by this Agreement, including any modification, supplementation or reduction in Services or service personnel, shall be made by a request in writing by the Village and, if such changes or modifications are accepted by Contractor, shall be agreed upon in writing signed by the Village and Contractor.

## Sears Centre-Village of Hoffman Estates-(Global Spectrum, as Agent)

b) The Village shall retain sole responsibility and control of the reserved parking areas.

c) Contractor's floor security will help breakdown chairs on the event floor near the stage at the end of show for concerts.

d) Contractor's ushers will help with bowl cleans in-between kid's shows and theater shows on days when there are multiple shows scheduled for one day.<sup>[A1]</sup>

e) Quarterly meetings between Contractor's Supervisors and/or Managers and the Village will take place at the Arena, as well as weekly conference calls explaining upcoming events.

f) Based on the information, documents and direction provided to Contractor by the Village, Contractor shall prepare an Operating Manual with Event Security and Usher policies and procedures for Village approval. Contractor acknowledges that the aforementioned manuals shall be the property of the Village and that to the extent this Agreement is terminated during its Term, is not renewed, or otherwise expires, all such manuals will be left with the Village. To the extent that such manuals contain general information and procedures developed by Contractor or the confidential or proprietary information of Contractor, the Village agrees that it will not distribute such information beyond necessary Arena personnel. The Village agrees at all times to maintain the confidentiality of Contractor's confidential and proprietary information, processes, plans and manuals.

2. The Contractor shall issue a copy of the Arena's Post Orders, if any, to all Service Personnel.

3. *Uniforms, Equipment.* Unless otherwise stated herein, Contractor shall provide all the necessary labor, materials and equipment to completely execute the Services specified under the Agreement including, but not limited to, all Service Personnel uniforms. All uniforms and equipment to be used during this Agreement must be approved by the Village prior to being used by Contractor for the Services.

4. *Facilities.* Items provided by the Village which are directly related to the Services of the Contractor, on event day are:

a) Work space and event security room.

b) Keys, as required for the execution of work (one set only). Under no circumstances shall Contractor or any of their employees have duplicate keys made. Should duplicate keys be made or the original set lost, the penalty for doing so will be that the Contractor will be held responsible for all costs entailed in rekeying the building or specified areas as required.

c) Radios may be provided by the Village to Contractor's Managers and/or Supervisors. Contractor is responsible for repair or replacement cost of units damaged by any of Contractor's personnel, and/or agents.

## Sears Centre-Village of Hoffman Estates-(Global Spectrum, as Agent)

5. *Quality Assurance.* Contractor shall keep legible and accurate daily records of the Services performed by the employees of Contractor as requested by the Village. Each quarter, Contractor shall conduct a minimum of four (4) unscheduled inspections by supervisory personnel during event days or nights. Contractor's evaluations derived from such inspections shall be made available to the Village. Contractor's Manager and/or Supervisor shall meet with the Village prior to any Arena Event and be available to attend any meeting the Village concerning Contractor's Services at the Arena, as reasonably requested by the Village.

6. *Labor.*

- A. Contractor agrees that its provision of all services under this Agreement shall be and is as an independent contractor and it is expressly agreed that Contractor is not authorized to and shall not act as a representative or agent of the Village.
- B. Contractor is responsible for the hiring and dismissing its Service Personnel. However, authorized representatives of the Village have the right to have any employee, independent contractor, and/or agent of Contractor removed from the Arena, for cause. Contractor will be responsible for preparing all work schedules to assure coverage of all posts for which the Village has requested coverage.
- C. It is Contractor's sole responsibility to require and ensure that all of its employees, independent contractors, and agents follow Village policy to act in accord with all laws in the performance of all services under this Agreement.
- D. Contractor's employees shall be uniformly dressed and clean and neat in appearance. All Contractor's employees must display identification prominently and at all times while on the Arena premises.
- E. All Contractor's Service Personnel involved in providing Security Services and Event Services shall be qualified and properly trained in the theory and practical application of security services and proper crowd management techniques, respectively. All Service Personnel shall be held to the highest standards of customer service in all interactions with patrons, guests, employees or any other person. The Village retains the right to demand placement and deployment of specific positions and quantities of personnel, and Contractor shall not be responsible for any decisions or security assessments made by the Village or anyone else, including pertaining to the sufficiency and placement of staffing.
- F. To the extent allowable under applicable law, Contractor shall conduct a background check and drug screening on all its employees working at the Arena, including supervisors and management personnel.
- G. All security personnel and management providing Services at the Arena will be exposed to the public. Therefore, the Village requires the following qualifications:
  - No felony convictions, criminal background or any conviction involving moral turpitude.
  - Must be a regular full or part time employee of the Contractor, unless otherwise agreed in writing upon by Contractor and the Village that a specific Arena Event requires that Contractor hire an independent contractor. In such

## Sears Centre-Village of Hoffman Estates-(Global Spectrum, as Agent)

event, Contractor's independent contractor(s) must otherwise meet the same qualifications identified herein.

- Must be fully bondable or already a bonded and licensed security guard in the State of Illinois.
- Must be able to verbally communicate in a clear, distinct and courteous manner.
- Must be able to write clear and accurate reports and be able to complete any and all types of reports.
- Must successfully complete the training as prescribed by the Contractor and approved by the Village.
- Must have experience in guest service relations.

7. *Training.* Contractor shall provide all training for the security officers, event staff, supervisors and management for the arena at 70% of the bill rate for position for a maximum of four (4) hours each year. On-the-job training is not billable to the Village. All classroom training over four (4) hours per year is non-billable to the Village. The Contractor trainer is non-billable to the Village.

8. *Training of Security Personnel.* All Service Personnel providing Security Services shall receive complete training and instructions, provided by Contractor, in the areas of:

- A. Procedures in reporting emergency problems or situations
- B. Search and detection of bombs and weapons
- C. Crowd control
- D. Training in Arena's Emergency Response Plan
- E. Conflict management and resolution

9. *Reports.* The following reports are to be submitted by Contractor to the Village upon reasonable request of the Village:

- A. Event security operational report of staffing levels.
- B. Copies of all incident reports created before, during and after Arena Events
  - Contractor will ensure that incident reports are completed as to any unusual incidents occurring on Arena premises while Contractor is providing Services at the Arena.
  - Contractor will ensure that an incident report is submitted to the Village as to any and all injuries occurring in or on the premises of the Arena while Contractor is providing Services at the Arena. Event and incident reports shall be submitted by Contractor to the Village at the end of each event or reasonable amount of time thereafter.



# Sears Centre-Village of Hoffman Estates-(Global Spectrum, as Agent)

## APPENDIX D SCOPE OF WORK - PARKING

This Appendix D is incorporated by reference in to the Agreement (“Agreement”) entered by and between the Village of Hoffman Estates, through its agent, Global Spectrum L.P. (collectively “the Village”), with its offices at 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192 and Andy Frain Services, Inc. (“Contractor”) with its principal offices at 761 Shoreline Drive, Aurora, Illinois 60504, and this Appendix E identifies the agreed upon Scope of Work for certain parking services contemplated by this Agreement, as follows:

1. *Services.* Pursuant to the Agreement, Contractor shall furnish certain parking management services (including, without limitation, providing personnel (“Service Personnel”) as requested by the Village to provide Parking Services (“Parking Services”) at Arena Events by directing vehicle traffic, by managing the parking of vehicles during an Arena Event, remit all applicable taxes to taxing authorities, and collecting parking revenues, as described below. The following Parking Services which have been requested by the Village and which Contractor agrees to furnish pursuant to this Agreement are more fully described, as follows:

a) Contractor shall provide certain Parking Services at the Arena Events held from time to time as requested by the Village, including collection of parking fees as certain Arena Events, as more fully described in the following Scope of Work. The number of and types of service personnel positions contemplated by this Agreement are identified in Appendix B to the Agreement. The Contractor’s service personnel will be assigned by the Village to specific posts and provided post orders (“Post Orders”), ~~copies of which Post Orders are attached hereto and incorporated herein by reference,~~ as detailed and provided by the Village to provide the Services. The Village specifically reserves the right to reassign as needed any Service Personnel to other functions and posts as the Village in its sole discretion may deem necessary.

If at any time Contractor believes that personnel or services in excess of those expressly requested by the Village and described in this Agreement are necessary to properly furnish Services at the Property, Contractor may so inform the Village. However, the Parties agree that Contractor's responsibility is solely limited to providing Parking Services, and that Contractor has not been engaged by the Village as a consultant or otherwise to provide advice or an assessment of security or event staffing needs at the Arena, except as otherwise specifically identified herein. Contractor shall not be responsible for any decisions or security assessments made by the Village or anyone else, including pertaining to the sufficiency and placement of staffing.

The Parties agree that any change in the Scope of Work contemplated by this Agreement, including any modification, supplementation or reduction in Parking Services or service personnel, shall be made by a request in writing by the Village and, if such changes or modifications are accepted by Contractor, shall be agreed upon in writing signed by the Village and Contractor.

b) Scope of Work: the Parking Services shall include the following:

## Sears Centre-Village of Hoffman Estates-(Global Spectrum, as Agent)

- a) Contractor shall furnish Service Personnel (as requested by the Village and set forth in Appendix B to the Agreement) to provide event services with respect to the parking lots and facilities at the Arena during Arena Events, with the exception of certain reserved parking facilities as specified by the Village. Contractor shall be responsible for directing vehicle traffic at the Arena's parking facilities during Arena Events. Contractor shall also be responsible for managing parking of vehicles during such Arena Events. Contractor shall be responsible to remit all applicable taxes to taxing authorities.
- b) Contractor shall have the sole right and responsibility to collect parking revenues derived from the use of the parking facilities at Arena Events.
- b) Contractor shall employ Service Personnel for the collection of parking revenue and fees for the parking facilities at Arena Events.
- c) Maintenance of accounting records of all income and expenses related to the parking revenues and fees collected by Contractor.
- d) Consultation with the Village's Arena management on all matters involving the operation of the parking facilities.
- e) Preparation of an Operating Manual with parking policies and procedures for The Village approval. Contractor acknowledges that the aforementioned manuals shall be the property of the Village and that to the extent this Agreement is terminated during its Term, is not renewed, or otherwise expires, all such manuals will be left with the Village. To the extent that such manuals contain general information and procedures developed by Contractor or the confidential or proprietary information of Contractor, the Village agrees that it will not distribute such information beyond necessary Arena personnel. The Village agrees at all times to maintain the confidentiality of Contractor's confidential and proprietary information, processes, plans and manuals.

### 2. *Specific Terms, Conditions and Obligations for Parking Services.*

- a) Contractor shall invoice the Village and be promptly reimbursed by the Village for the following expenses which Contractor anticipates incurring in endeavoring to collect parking revenues and fees at Arena Events and otherwise providing Parking Services at the Arena: salaries and wages of Contractor's Service Personnel, Contractor's use, purchase, lease or construction of directional or informational signs (with prior approval by the Village), parking tickets and all other necessary and reasonable direct costs related to such parking services.

## Sears Centre-Village of Hoffman Estates-(Global Spectrum, as Agent)

- b) The Parties acknowledge the Village shall be solely responsible for performing and monitoring maintenance and repair of the Arena's parking lots and facilities, such as sweeping, re-stripping, and sealing of parking areas, cleaning and clearing or snow removal from parking areas. Accordingly, Contractor shall have no obligations to inspect or monitor the condition of the pavement of the Arena's parking facilities, or perform maintenance or janitorial service with respect to the Arena's parking facilities.
- c) Contractor acknowledges that Contractor shall be solely responsible for all Operating Expenses of Contractor and that such expenses shall not be chargeable to the Village with the exception of those direct costs identified in paragraph 2.a). For illustration purposes, such other Operating Expenses not chargeable to the Village include, but is not limited to:
- Administration and related costs and expenses incurred in the operation of the parking facilities or the other operations of operator, as they are incurred in the general management of the affairs of the parking facilities or operator's other operations, including the monitoring of the operation and management of the parking facilities.
  - Maintenance of the general books and records of the operator.
  - Office supplies and equipment used by the operators which are not used exclusively for the parking facilities.
  - Postal, telephone, and travel expenses related to the management of the parking facilities.
  - The cost of any managers, supervisors, and couriers who are not employed at the parking facility.
  - Taxes and permits
  - Insurance
- d. All parking revenues, fees and monies collected by Contractor will be deposited with the Arena box office immediately after each event, or as otherwise directed in writing by the Village.

Contractor shall be responsible for payment of any applicable Parking Taxes directly to the tax authorities and shall defend, indemnify and hold harmless the Village from and against any and all liability (including, without limitation, penalties) for payment of said Parking Taxes. Upon request, proof of payment of Parking Taxes shall be furnished to the Village by Contractor. Contractor shall invoice the Village for and the Village shall pay Contractor for the amount of the applicable Parking Taxes paid by Contractor to tax authorities on behalf of the Village.

- e. Contractor shall submit supervisor staffing for approval by the Village, prior to each Arena Event.

## Sears Centre-Village of Hoffman Estates-(Global Spectrum, as Agent)

2. *Uniforms, Equipment.* Unless otherwise stated herein, Contractor shall provide all the necessary labor, materials and equipment to completely execute the Parking Services specified under the Agreement including, but not limited to, all Service Personnel uniforms. All uniforms and equipment to be used during this Agreement must be approved by the Village prior to being used by Contractor for the Parking Services.
  
3. *Facilities.* Items provided by the Village which are directly related to the Parking Services of the Contractor, on event day are:
  - a) Work space and event security room.
  - b) Keys, as required for the execution of work (one set only). Under no circumstances shall Contractor or any of their employees have duplicate keys made. Should duplicate keys be made or the original set lost, the penalty for doing so will be that the Contractor will be held responsible for all costs entailed in rekeying the building or specified areas as required.
  - c) Radios will be provided by the Village to Contractor's Managers and/or Supervisors.
  
4. *Quality Assurance.* Contractor shall keep legible and accurate daily records of the Parking Services performed by the employees of Contractor as requested by the Village. Each quarter, Contractor shall conduct a minimum of four (4) unscheduled inspections by supervisory personnel during event days or nights. Contractor's evaluations derived from such inspections shall be made available to the Village. Contractor's Manager and/or Supervisor shall meet with the Village prior to any Arena Event and be available to attend any meeting the Village concerning Contractor's Parking Services at the Arena, as reasonably requested by the Village.

**APPENDIX E**

Insurance and Indemnification

This Appendix E is incorporated by reference in to the Agreement (“Agreement”) entered by and between Village of Hoffman Estates, through its agent, Global Spectrum L.P. (“the Village”), with its offices at 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192 and Andy Frain Services, Inc. (“Contractor”) with its principal offices at 761 Shoreline Drive, Aurora, Illinois 60504 (collectively, “Parties”), and this Appendix EF identifies the agreed upon insurance and indemnification obligations of the Parties under the Agreement, as follows:

1. Contractor shall maintain during the term of this Agreement, at its own expense, insurance policies issued by an insurance company licensed to do business in the State of Illinois and signed by an authorized agent, as follows:

<b>INSURANCE REQUIREMENTS</b>	
<u>Workers Compensation</u> <u>Employer’s Liability</u>	Statutory coverage \$1,000,000 each accident \$1,000,000 policy limit
<u>General Commercial Liability (including Contractual)</u>	\$1,000,000 each occurrence
<u>Business Automobile Liability (including owned &amp; non-owned)</u>	\$1,000,000 each occurrence
Additional Insured	Contractor agrees to include and name on a primary and non-contributory basis the Village of Hoffman Estates, Global Spectrum, L.P. and Sears Holdings Corporation (and their respective members, managers, officers, officials (elected and appointed), directors, partners, agents and employees and representatives as Additional Insureds on Contractor’s General Commercial Liability, and Business Auto Liability policies.

2. Contractor agrees to name the Village of Hoffman Estates, Global Spectrum, L.P, and Sears Holdings Corporation (and their respective members, managers, officers, officials (elected and appointed), directors, partners, agents, employees, and representatives) as Additional Insureds on a primary to and not contributory basis on Contractor’s General Commercial Liability, Auto Liability and Umbrella liability insurance plans. Contractor further agrees to cause such insurance to be endorsed with an endorsement providing to the maximum extent permitted by applicable law for the waiver of its and its insurer’s rights of subrogation against any indemnified party or additional insured party, and that any insurance coverage or self-insured program of the Village of Hoffman Estates, Global

## Sears Centre – Village of Hoffman Estates – (Global Spectrum, as Agent)

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Spectrum, L.P., Sears Holdings Corporation, or any of the other additional insureds, shall be excess to any other insurance issued to the Additional Insureds. Insurance effected or procured by Contractor hereunder will not reduce or limit Contractor's contractual obligation to indemnify and defend the Village of Hoffman Estates, Global Spectrum, L.P., and Sears Holdings Corporation (and their respective members, managers, officers, officials (elected and appointed), directors, partners, agents, employees and representatives) pursuant to Section 5 hereof.

3. Contractor, at least thirty (30) days prior to the commencement of the Term (or immediately upon execution hereof, if less than thirty (30) days remain before the Term's commencement), shall provide to the Village evidence of the insurance required (including certificates of insurance, policies, and endorsements) pursuant to Paragraph 1 and 2 above. The policies shall also provide, that the coverages may not be canceled or that a major change in coverage may not be implemented without at least thirty (30) days' prior written notice given to the Village and Global Spectrum L.P. All insurance policies shall be issued by insurance companies rated no less than A VIII in the most recent "Bests" insurance guide, and licensed in the State of Illinois or as otherwise agreed by the parties. All such policies shall be in such form and contain such provisions as are generally considered standard for the type of insurance involved.

2. The insurance certificate shall be for the initial Agreement period of one (1) year and shall be extended by the Contractor for each subsequent year of the Agreement.

3. In the event of non-renewal, cancellation or expiration, the Contractor shall provide the Village evidence of the new source(s) of required insurance prior to the Village's receipt of the cancellation notice.

4. In the event the Contractor fails to obtain, maintain and/or keep in force the above insurance policies, the Village shall have the right to declare a default and to immediately terminate the Agreement upon written notice.

5. Contractor hereby agrees to indemnify, defend, save and hold harmless the Village of Hoffman Estates, Global Spectrum, L.P., Sears Holdings Corporation, and their respective successors and assigns, and each of their respective members, managers, officers, officials (elected and appointed), directors, partners, agents, employees and representatives (collectively, "Indemnitees") from and against any and all claims, suits, judgments, losses, injuries, damages, liabilities and expenses, including, without limitation, reasonable attorneys' fees and expenses ("Claims or Costs"), occasioned in connection with, arising or alleged to arise from, wholly or in part, (i) the wrongful acts, errors or omissions of Contractor or Contractor's employees, independent contractors, and/or agents while performing agreed upon duties under the terms of this Agreement, (ii) any breach of this Agreement by Contractor, or (iii) the wrongful or negligent act or omissions, or violation of any applicable law, rule, regulation or order, of or by Contractor or any of its employees, independent contractors, and/or agents or by anyone for whose acts Contractor is responsible or is under the control of Contractor. It is further the intent of this Agreement that this indemnity provision and this Agreement is deemed a written

## Sears Centre – Village of Hoffman Estates – (Global Spectrum, as Agent)

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agreement for indemnity under the Illinois' Workers' Compensation laws. The provisions of this Paragraph shall survive any expiration or termination of this Agreement. Contractor expressly understands and agrees that any insurance protection which may be required by this Agreement or any other agreement or which is otherwise provided by Contractor shall in no way limit the Contractor's responsibility to indemnify, keep and save harmless and defend the Village of Hoffman Estates, Global Spectrum, L.P., Sears Holdings Corporation, and their respective successors and assigns, and each of their respective members, managers, officers, officials (elected and appointed), directors, partners, agents, employees and representatives as provided in this paragraph.

Except where caused by the wrongful or negligent act or omission of the Contractor, its employees, independent contractors, and/or agents, the Contractor shall not be liable to and shall not defend, indemnify or hold harmless any additional insured or indemnified party for any injury, claim, loss, death or cause of action arising from a slip, trip or fall occurring at, in or near the Arena, including in the Arena's Parking Lot.

## Sears Centre – Village of Hoffman Estates – (Global Spectrum, as Agent)

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### APPENDIX F

#### Sponsor License Agreement

This Appendix F is incorporated by reference in to the Agreement (“Agreement”) entered by and between Sears Centre Arena and the Village of Hoffman Estates, through their agent, Global Spectrum (“Client”), with its offices at 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192 and Andy Frain Services, Inc. (“Contractor”) with its principal offices at 761 Shoreline Drive, Aurora, Illinois 60504 (collectively, “Parties”), and this Appendix F identifies the agreed upon Sponsor License obligations of the Parties under the Agreement (see next page).

Annual sponsorship due from Contractor is \$20,000, payable quarterly in the amount of \$5,000 per quarter.





# HOFFMAN ESTATES

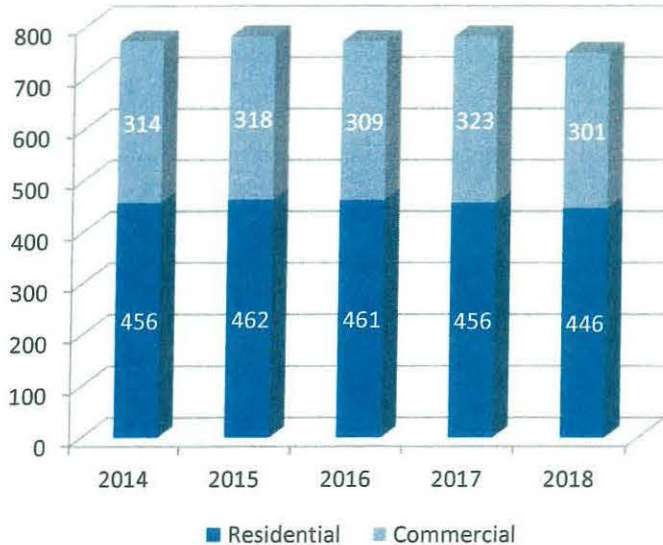
GROWING TO GREATNESS

## DEPARTMENT OF FINANCE MONTHLY REPORT JULY 2018

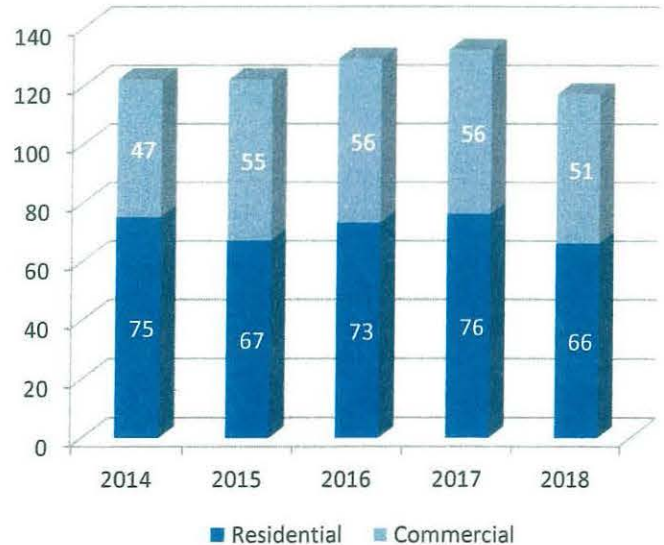
### Water Billing

A total of 14,703 residential water bills were mailed on July 1st for May's water consumption. Average consumption was 4,505 gallons, resulting in an average residential water bill of \$58.64. Total consumption for all customers was 117 million gallons, with 66 million gallons attributable to residential consumption. When compared to the July 2017 billing, residential consumption decreased by 13.2%.

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

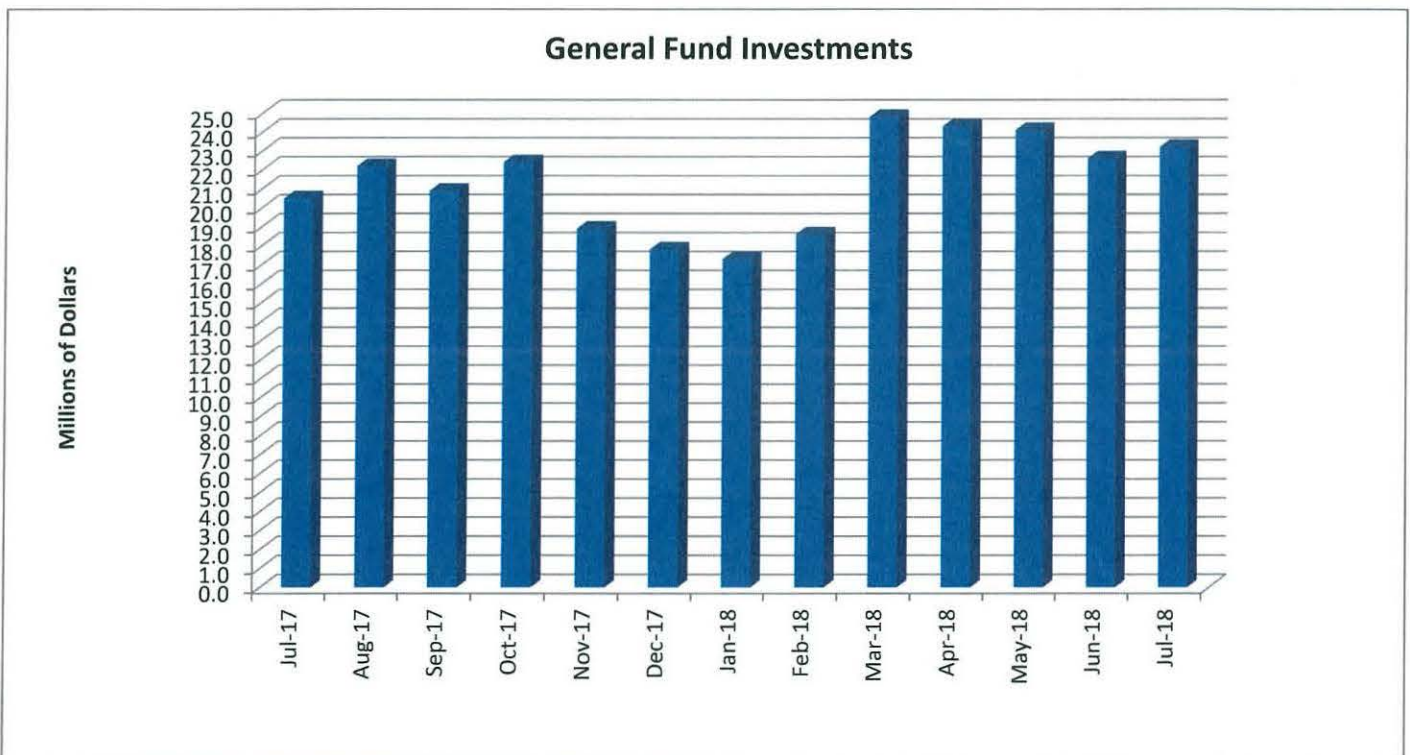
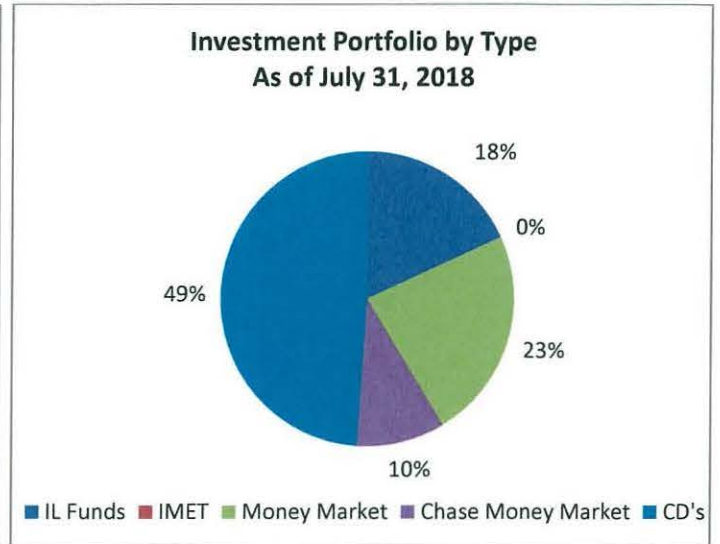
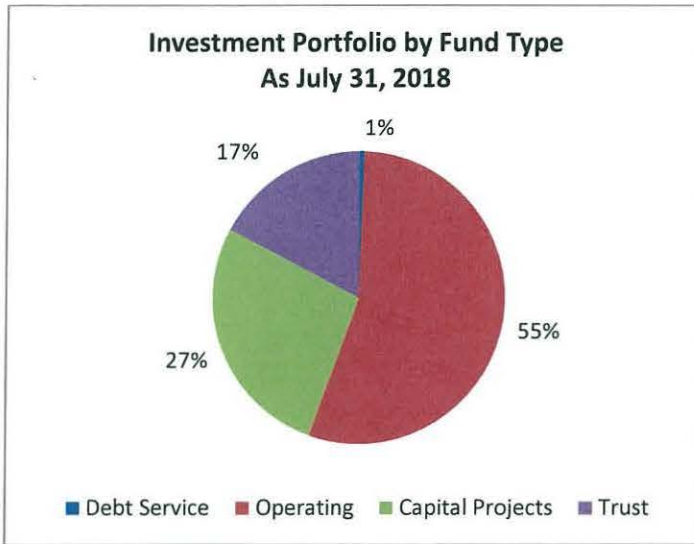


**Total Water Consumption  
Month of July**



## Village Investments

As of July 31, 2018, the Village's investment portfolio (not including pension trust funds) totaled \$53.1 million. Of this amount, \$29.2 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$23.9 million is related to debt service, capital projects and trust funds.



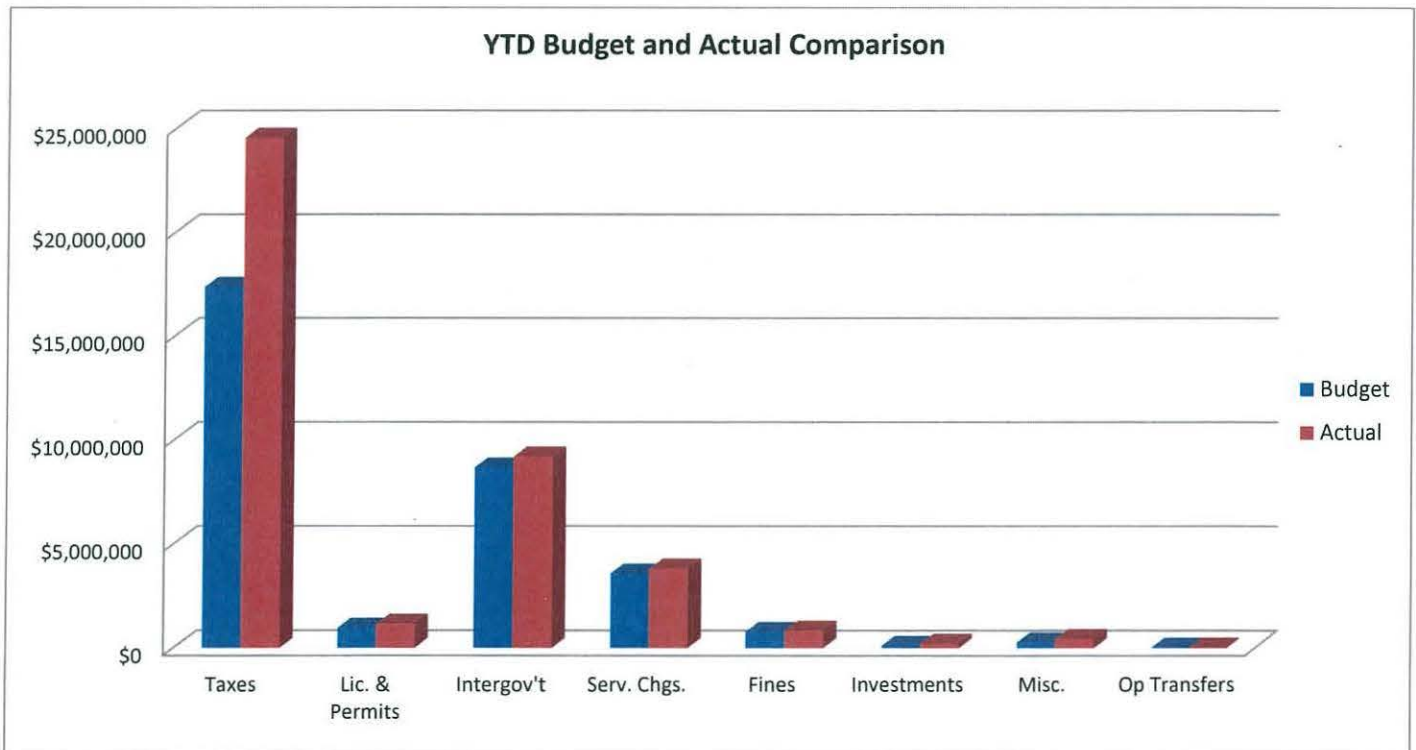
## Operating Funds

### General Fund

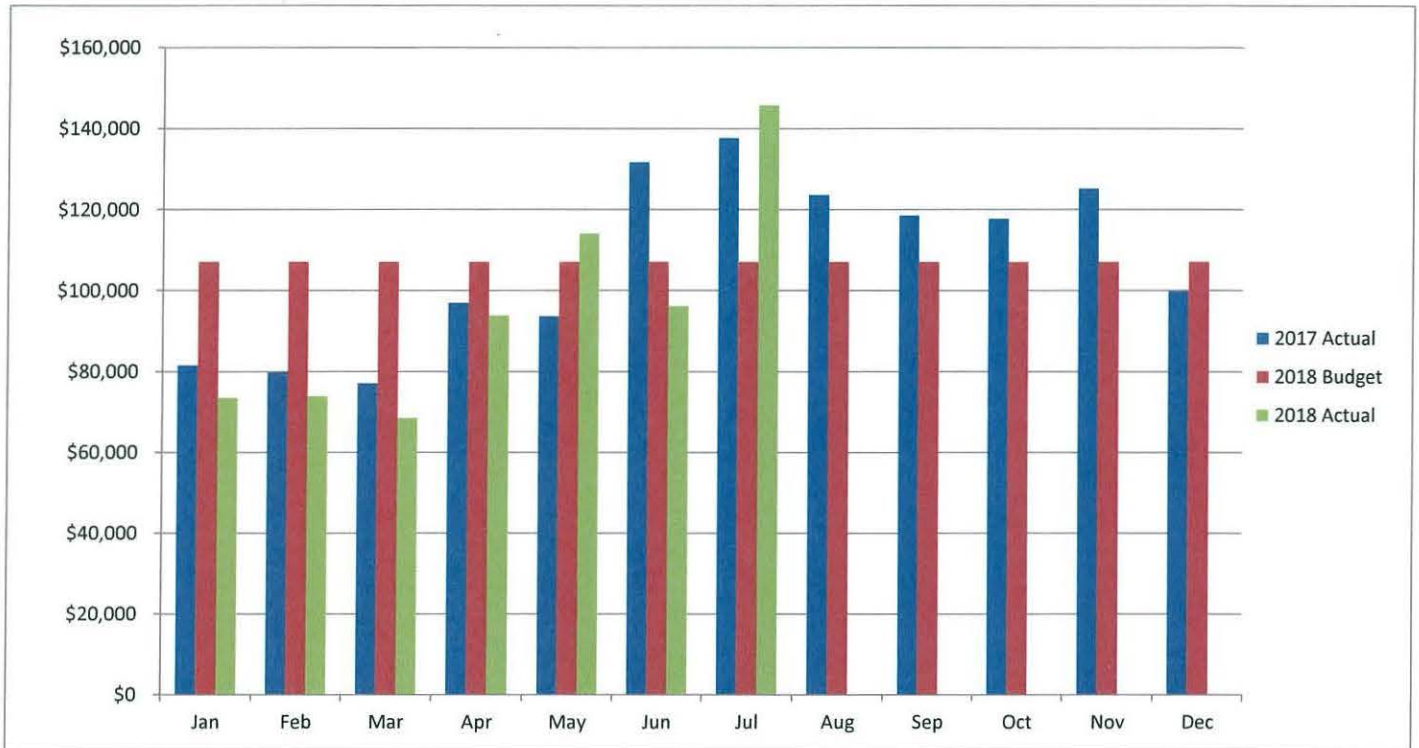
For the month of July, General Fund revenues totaled \$8,035,471 and expenditures totaled \$6,010,114 resulting in a surplus of \$2,025,357.

**Revenues:** July 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. Licenses and permits are overbudget because license renewal payments were received in May and increased permit activity. Investment income is over budget due to increased investment activity and higher interest rates being realized. Most miscellaneous revenues are not received on a monthly basis.

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 17,352,307	\$ 24,522,920	41.3%
Licenses & Permits	958,958	1,155,149	20.5%
Intergovernmental	8,652,642	9,185,216	6.2%
Charges for Services	3,568,837	3,805,915	6.6%
Fines & Forfeits	773,500	838,761	8.4%
Investments	110,833	218,235	96.9%
Miscellaneous	270,089	444,992	64.8%
Operating Transfers	29,167	29,169	0.0%
<b>TOTAL</b>	<b>\$ 31,716,333</b>	<b>\$ 40,200,356</b>	<b>26.7%</b>

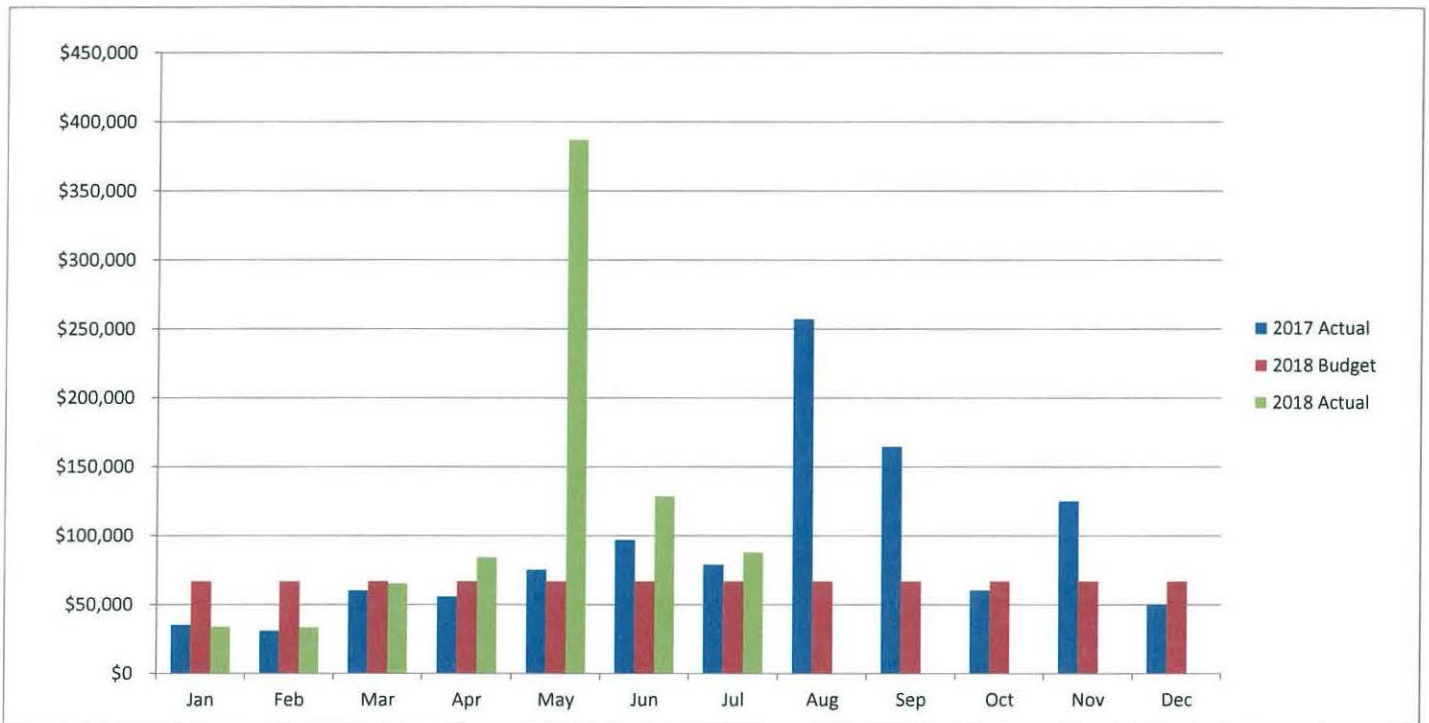


## Hotel Tax



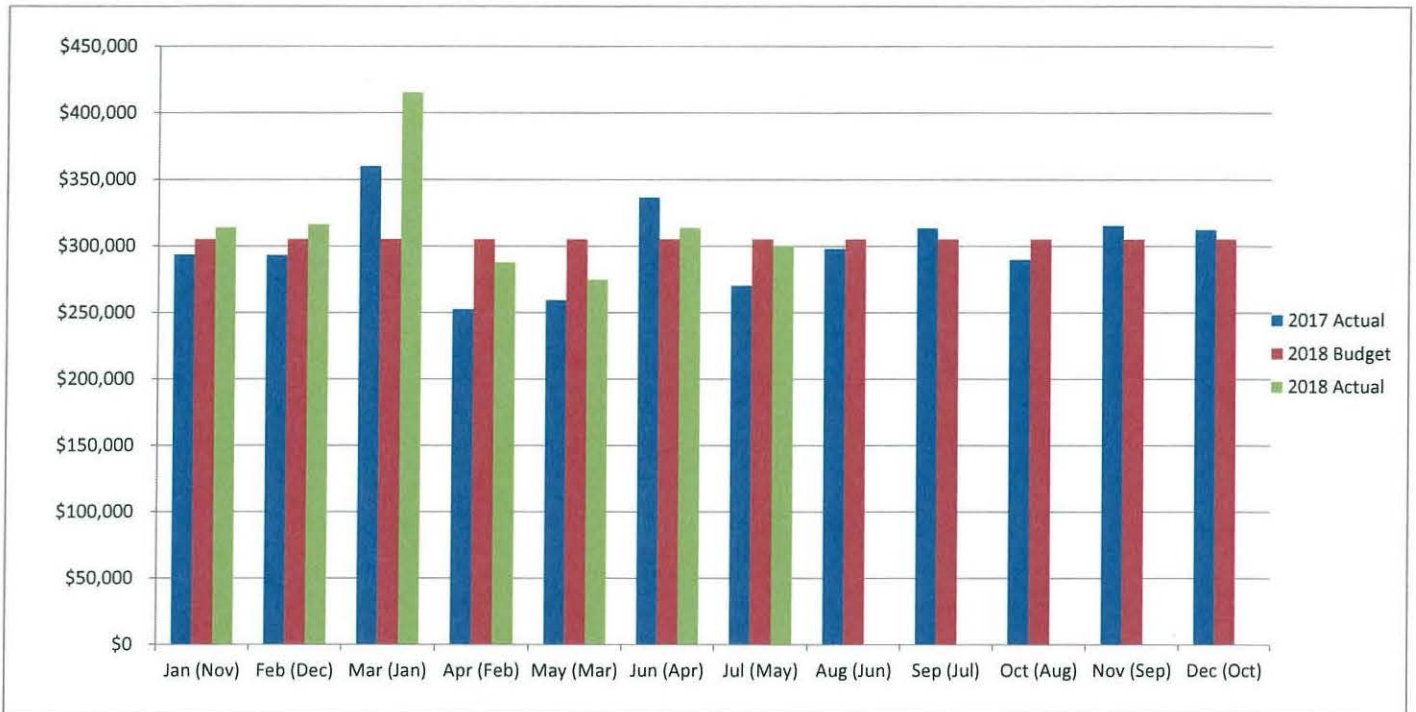
<u>Month Received</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan	\$ 81,414	\$ 107,083	\$ 73,426	\$ (33,657)
Feb	79,723	107,083	73,833	(66,908)
Mar	76,961	107,083	68,427	(105,564)
Apr	96,865	107,083	93,845	(118,802)
May	93,566	107,083	114,055	(111,831)
Jun	131,686	107,083	96,120	(122,794)
Jul	137,580	107,083	145,737	(84,140)
Aug	123,587	107,083		
Sep	118,499	107,083		
Oct	117,732	107,083		
Nov	125,121	107,083		
Dec	99,747	107,083		
<b>YTD Totals</b>	<u>\$ 1,282,481</u>	<u>\$ 1,285,000</u>	<u>\$ 665,443</u>	

## Real Estate Transfer Tax



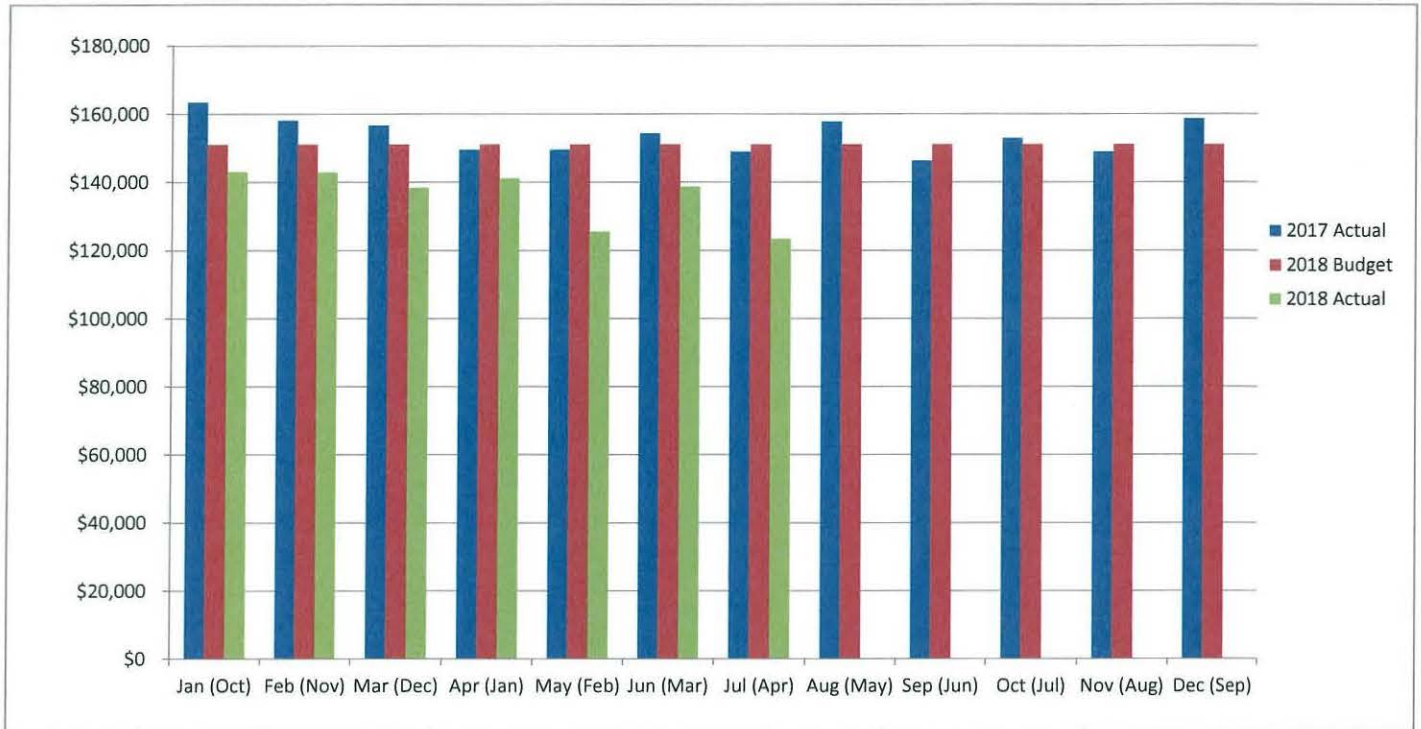
<u>Month Received</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan	\$ 35,132	\$ 66,667	\$ 33,669	(32,998)
Feb	30,558	66,667	33,215	(66,449)
Mar	59,905	66,667	64,943	(68,173)
Apr	55,537	66,667	84,196	(50,644)
May	75,058	66,667	386,938	269,628
Jun	96,733	66,667	128,366	331,327
Jul	78,722	66,667	87,683	352,343
Aug	256,935	66,667		
Sep	164,363	66,667		
Oct	60,086	66,667		
Nov	124,838	66,667		
Dec	50,047	66,667		
<b>YTD Totals</b>	<u>\$ 1,087,914</u>	<u>\$ 800,000</u>	<u>\$ 819,010</u>	

## Home Rule Sales Tax



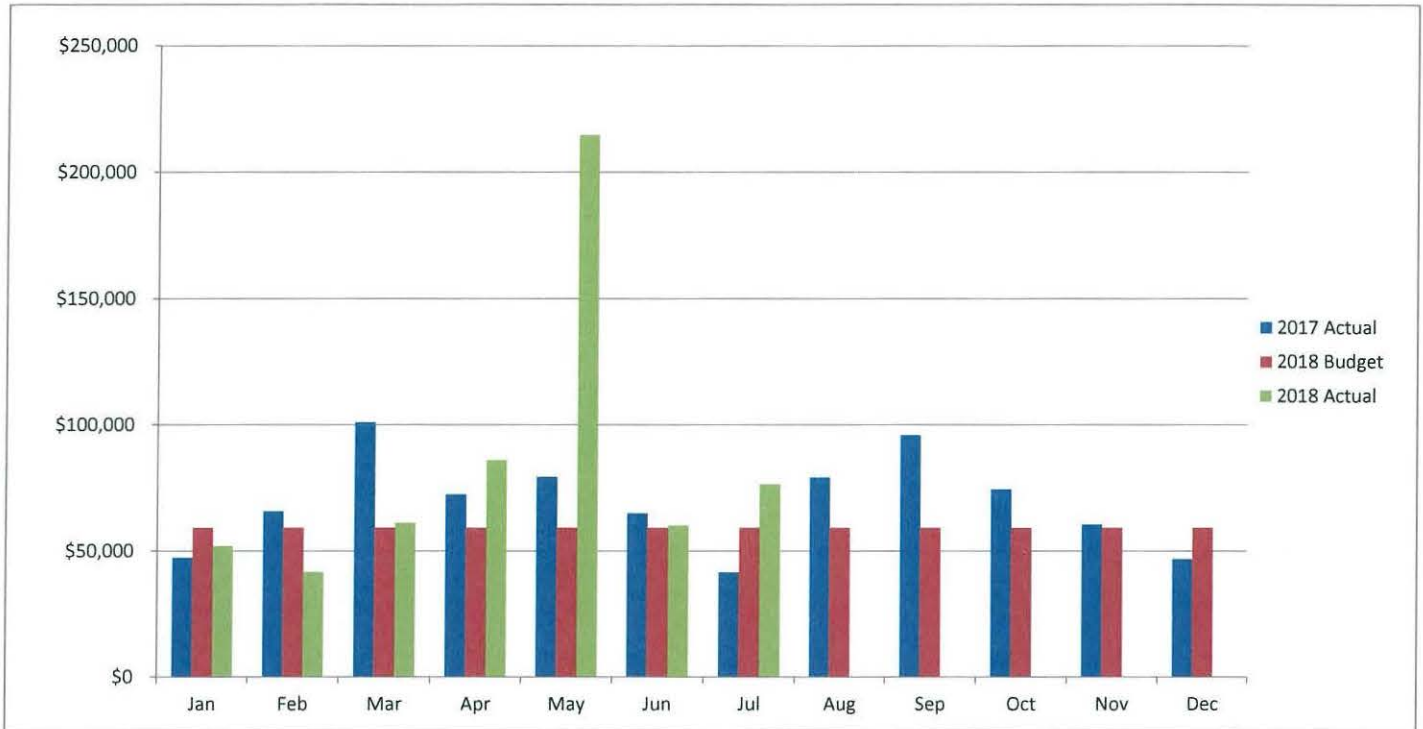
<b>Month Received (Liability Period)</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>Cumulative Variance 2018 Actual vs. Budget</b>
Jan (Nov)	\$ 293,338	\$ 305,000	\$ 313,635	\$ 8,635
Feb (Dec)	292,978	305,000	316,042	19,677
Mar (Jan)	359,794	305,000	415,305	129,982
Apr (Feb)	252,424	305,000	287,678	112,660
May (Mar)	259,148	305,000	274,533	82,193
Jun (Apr)	336,344	305,000	313,381	90,574
Jul (May)	269,843	305,000	300,246	85,820
Aug (Jun)	297,839	305,000		
Sep (Jul)	313,282	305,000		
Oct (Aug)	289,460	305,000		
Nov (Sep)	315,084	305,000		
Dec (Oct)	311,909	305,000		
<b>YTD Totals</b>	<b>\$ 3,591,442</b>	<b>\$ 3,660,000</b>	<b>\$ 2,220,820</b>	

## Telecommunications Tax



<b>Month Received (Liability Period)</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>Cumulative Variance 2018 Actual vs. Budget</b>
Jan (Oct)	\$ 163,399	\$ 151,042	\$ 143,036	\$ (8,006)
Feb (Nov)	157,995	151,042	142,880	(16,167)
Mar (Dec)	156,644	151,042	138,304	(28,905)
Apr (Jan)	149,435	151,042	141,076	(38,871)
May (Feb)	149,407	151,042	125,439	(64,473)
Jun (Mar)	154,229	151,042	138,619	(76,896)
Jul (Apr)	148,853	151,042	123,374	(104,564)
Aug (May)	157,762	151,042		
Sep (Jun)	146,211	151,042		
Oct (Jul)	152,804	151,042		
Nov (Aug)	148,887	151,042		
Dec (Sep)	158,537	151,042		
<b>YTD Totals</b>	<b>\$ 1,844,162</b>	<b>\$ 1,812,500</b>	<b>\$ 952,728</b>	

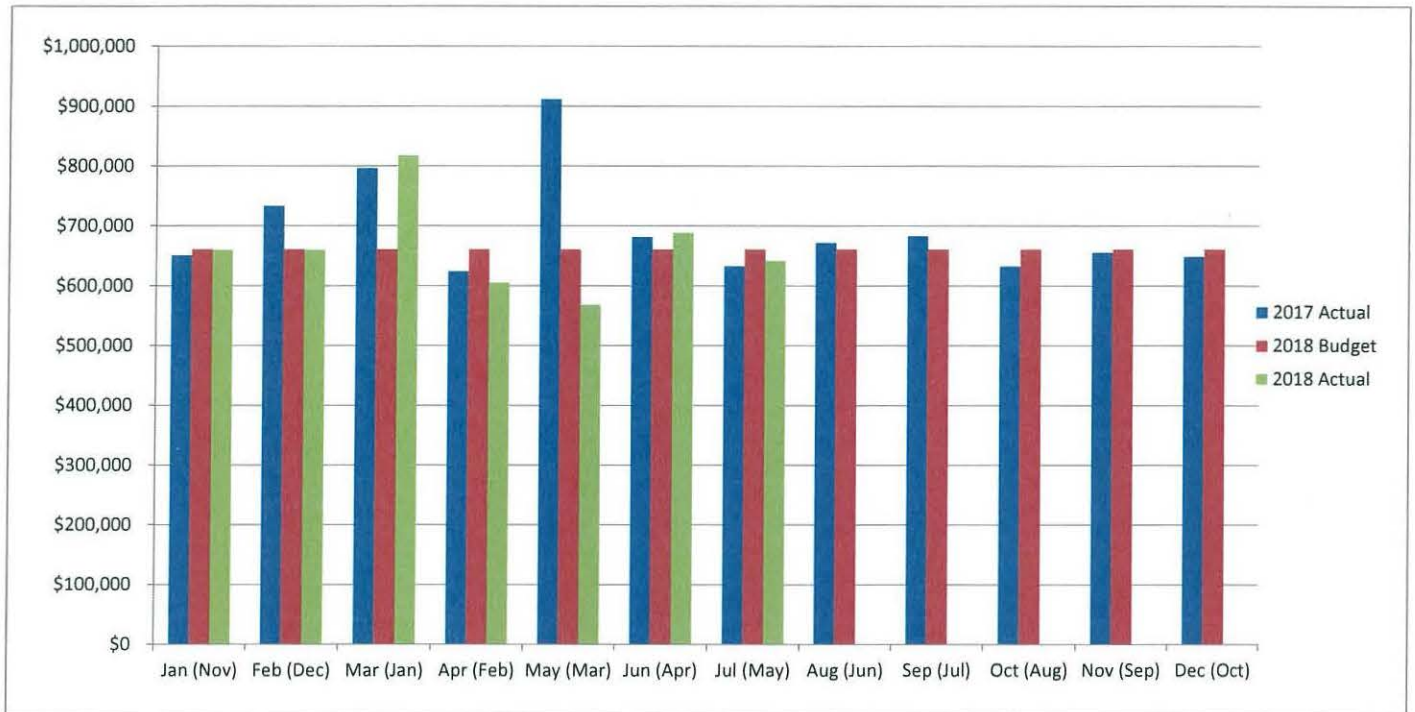
## Building Permits



<u>Month Received</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan	\$ 47,243	\$ 59,167	\$ 51,874	\$ (7,293)
Feb	65,665	59,167	41,660	(24,799)
Mar	100,988	59,167	61,020	(22,946)
Apr	72,363	59,167	85,963	3,850
May	79,342	59,167	214,601	159,285
Jun	64,910	59,167	60,036	160,154
Jul	41,452	59,167	76,387	177,374
Aug	79,087	59,167		
Sep	95,819	59,167		
Oct	74,432	59,167		
Nov	60,428	59,167		
Dec	46,715	59,167		
<b>YTD Totals</b>	<u>\$ 828,445</u>	<u>\$ 710,000</u>	<u>\$ 591,541</u>	

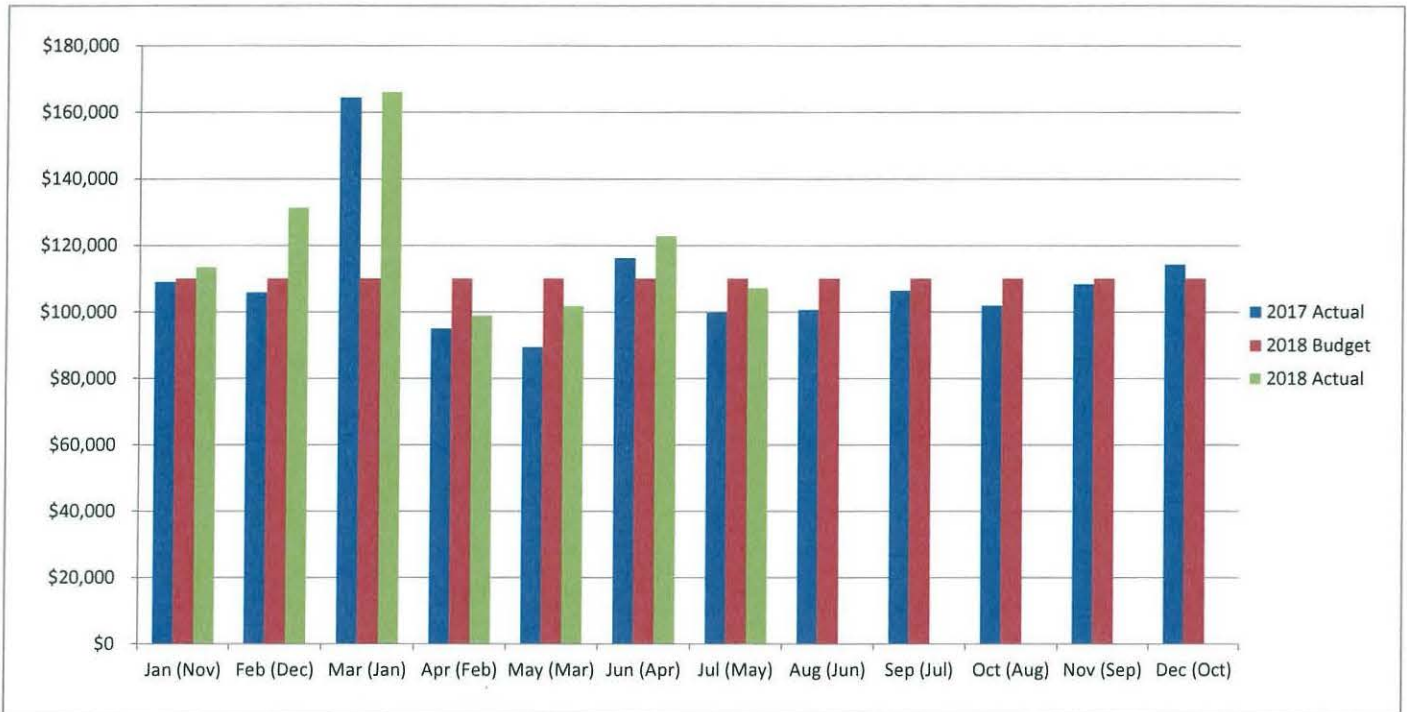


## State Sales Tax



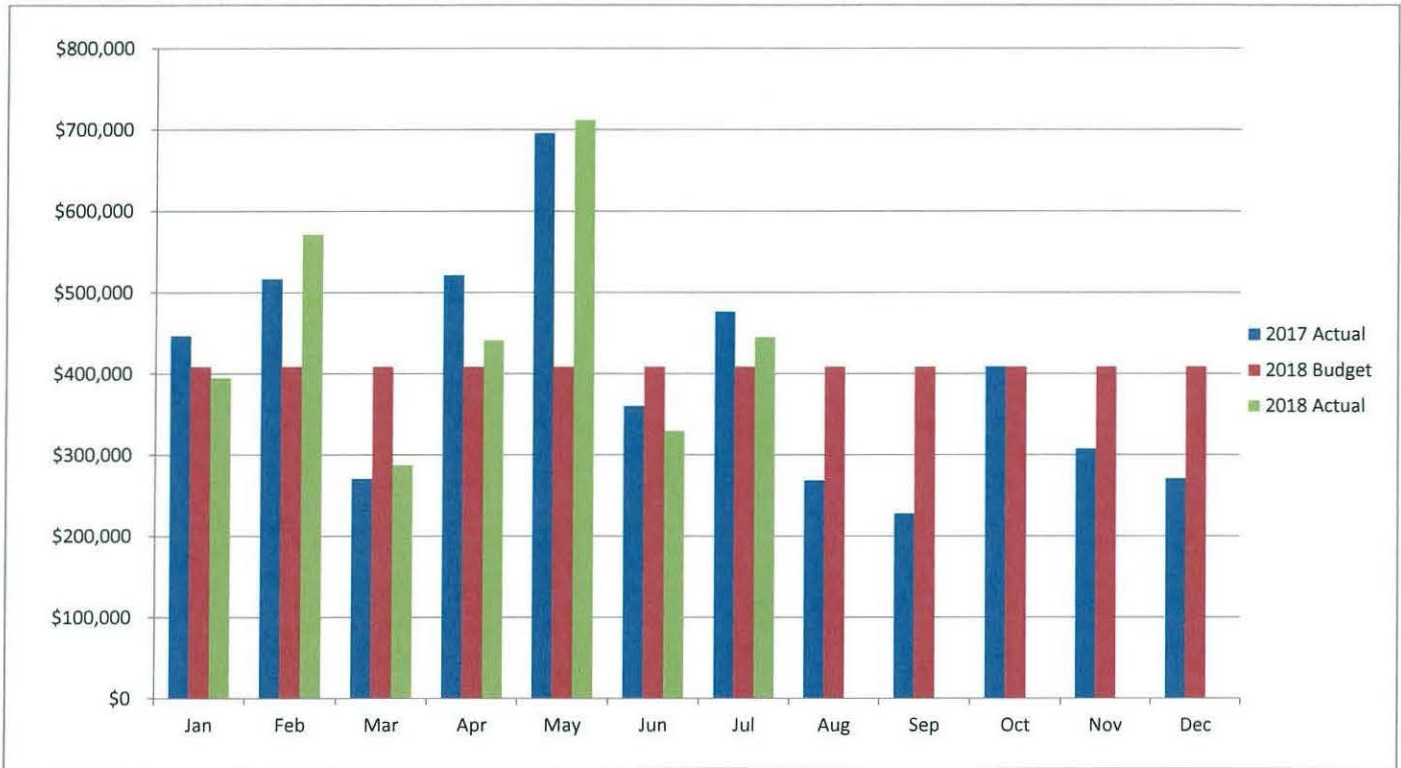
<b>Month Received (Liability Period)</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Actual</b>	<b>Cumulative Variance 2018 Actual vs. Budget</b>
Jan (Nov)	\$ 650,327	\$ 660,292	\$ 659,220	\$ (1,072)
Feb (Dec)	732,873	660,292	659,346	(2,017)
Mar (Jan)	795,543	660,292	817,105	154,796
Apr (Feb)	623,246	660,292	604,906	99,410
May (Mar)	911,242	660,292	567,645	6,764
Jun (Apr)	680,702	660,292	688,018	34,490
Jul (May)	632,257	660,292	641,453	15,651
Aug (Jun)	671,209	660,292		
Sep (Jul)	682,286	660,292		
Oct (Aug)	632,185	660,292		
Nov (Sep)	654,978	660,292		
Dec (Oct)	648,040	660,292		
<b>YTD Totals</b>	<b>\$ 8,314,885</b>	<b>\$ 7,923,500</b>	<b>\$ 4,637,693</b>	

## Local Use Tax



<u>Month Received (Liability Period)</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan (Nov)	\$ 108,978	\$ 110,000	\$ 113,343	\$ 3,343
Feb (Dec)	105,805	110,000	131,295	24,638
Mar (Jan)	164,414	110,000	166,066	80,704
Apr (Feb)	94,978	110,000	98,851	69,555
May (Mar)	89,385	110,000	101,658	61,213
Jun (Apr)	116,238	110,000	122,767	73,980
Jul (May)	99,818	110,000	107,147	71,127
Aug (Jun)	100,570	110,000		
Sep (Jul)	106,373	110,000		
Oct (Aug)	101,838	110,000		
Nov (Sep)	108,303	110,000		
Dec (Oct)	114,136	110,000		
<b>YTD Totals</b>	<b>\$ 1,310,833</b>	<b>\$ 1,320,000</b>	<b>\$ 841,127</b>	

## Income Tax

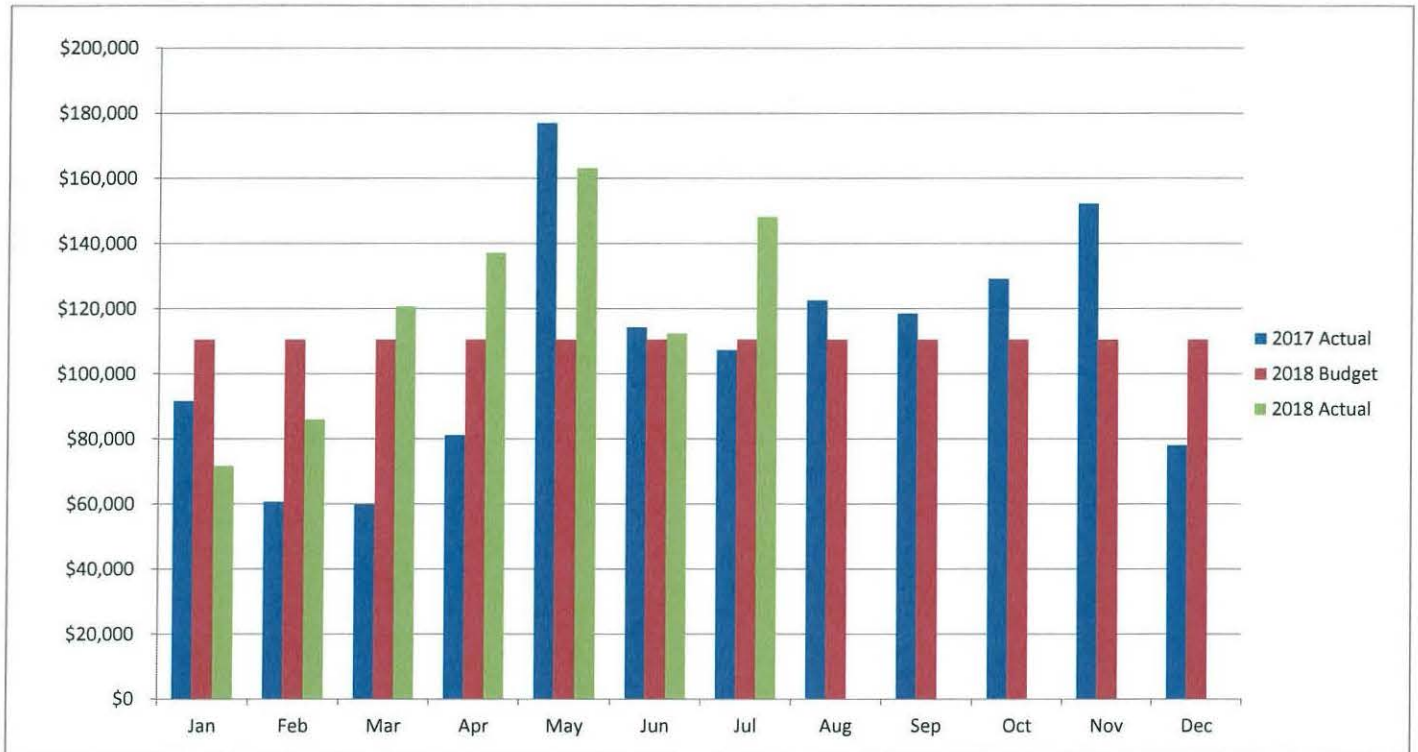


2016-2017		
Month	Liab Pd	2017 Actual
Jan	Dec-16	\$ 446,231
Feb	Jan-17	516,095
Mar	Feb-17	270,127
Apr	Mar-17	520,933
May	Apr-17	695,546
Jun	May-17	359,714
Jul	Jun-17	475,857
Aug	Jul-17	268,236
Sep	Aug-17	227,411
Oct	Sep-17	408,405
Nov	Oct-17	307,361
Dec	Nov-17	270,596
<b>YTD Totals</b>		<b><u>\$ 4,766,512</u></b>

2017-2018			
Month	2018 Budget	Liab Pd	2018 Actual
Jan	\$ 408,333	Dec-17	\$ 394,357
Feb	408,333	Jan-18	570,829
Mar	408,333	Feb-18	286,970
Apr	408,333	Mar-18	440,655
May	408,333	Apr-18	711,744
Jun	408,333	May-18	328,799
Jul	408,333	Jun-18	444,568
Aug	408,333	Jul-18	
Sep	408,333	Aug-18	
Oct	408,333	Sep-18	
Nov	408,333	Oct-18	
Dec	408,333	Nov-18	
<b>YTD Totals</b>	<b><u>\$ 4,900,000</u></b>		<b><u>\$ 3,177,922</u></b>

Cumulative Variance 2018 Actual vs. Budget
\$ (13,976)
148,519
27,156
59,478
362,888
283,354
319,589

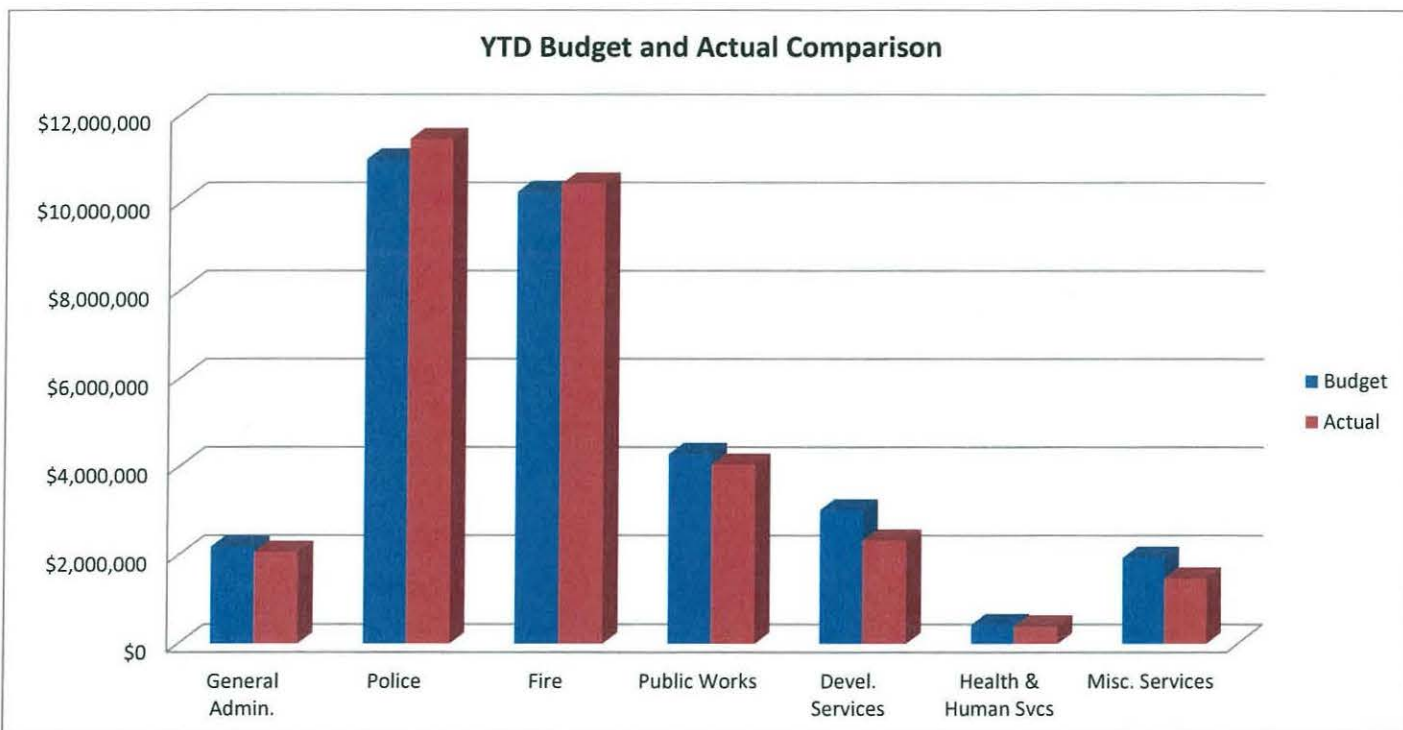
## Fines



<u>Month Received</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>	<u>Cumulative Variance 2018 Actual vs. Budget</u>
Jan	\$ 91,503	\$ 110,500	\$ 71,631	\$ (38,869)
Feb	60,552	110,500	85,889	(63,480)
Mar	59,724	110,500	120,617	(53,363)
Apr	81,067	110,500	137,043	(26,820)
May	176,866	110,500	163,094	25,774
Jun	114,176	110,500	112,383	27,657
Jul	107,239	110,500	148,104	65,261
Aug	122,441	110,500		
Sep	118,445	110,500		
Oct	129,049	110,500		
Nov	152,189	110,500		
Dec	77,893	110,500		
<b>YTD Totals</b>	<b>\$ 1,291,144</b>	<b>\$ 1,326,000</b>	<b>\$ 838,761</b>	

**Expenditures:** General Fund expenditures in July were \$1,203,487 above the budgeted figure of \$4,806,627. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year.

EXPENDITURES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 216,720	\$ 226,715	-4.6%
Administration	348,524	333,907	4.2%
Legal	302,493	268,716	11.2%
Finance	617,202	619,682	-0.4%
Village Clerk	122,028	115,722	5.2%
HRM	350,222	301,211	14.0%
Communications	132,603	106,965	19.3%
Cable TV	101,512	95,253	6.2%
Police	10,966,947	11,430,870	-4.2%
Fire	10,236,777	10,419,927	-1.8%
Public Works	4,287,652	4,047,578	5.6%
Development Services	3,012,380	2,326,851	22.8%
H&HS	427,443	392,781	8.1%
Miscellaneous	1,941,494	1,474,262	24.1%
<b>TOTAL</b>	<b>\$ 33,063,996</b>	<b>\$ 32,160,440</b>	<b>2.7%</b>



## Department News

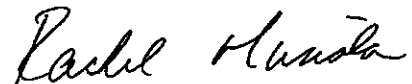
During the month of July, the following training sessions were attended by Finance staff:

- Attended the IGFOA Webinar on New Investment Options. The webinar focused on a new investment option for municipalities: three-year corporate notes. (Finance Director, Assistant Director, Fiscal Operations Manager, Accountant II, and Accounting Assistant).

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

- Attended the Platzkonzert planning meeting to oversee the financial operations of the annual Platzkonzert Festival (Finance Director).
- Held the annual TIF Joint Review Board Meetings (Finance Director).
- Conducted a successful rating agency update with Standard & Poor's (Village Manager, Finance Director). Our current bond rating of AA+ was reaffirmed.
- Attended the quarterly Fire Pension Board meeting (Village Treasurer and Finance Director).
- Attended the quarterly Police Pension Board meeting (Village Treasurer and Finance Director).
- Prepared and compiled 1<sup>st</sup> draft of FY2019 budget for Budget Team Review.
- Multiple Finance staff worked the financial operations of the 4<sup>th</sup> of July festival.
- Attended IGFOA Professional Education Committee planning meetings for the upcoming Annual Conference (Finance Director).

Respectfully Submitted,



Rachel Musiala

**MONTHLY REPORT STATISTICS**

**July-18**

	<u>Jul-18</u>	<u>YTD Jul-18</u>	<u>Jul-17</u>	<u>YTD Jul-17</u>	<u>% Inc / Dec</u>	
					<u>Month</u>	<u>Year</u>
<b><u>Credit Card Transactions</u></b>						
Finance and Code Front Counter						
Number	587	3,790	533	4,117	10.1%	-7.9%
Amount	\$ 97,400	603,156	\$ 94,761	684,420	2.8%	-11.9%
Internet Sales						
Number	2,573	18,396	2,478	16,919	3.8%	8.7%
Amount	\$ 258,813	1,710,431	\$ 239,683	1,553,852	8.0%	10.1%
Total						
Number	3,160	22,186	3,011	21,036	4.9%	5.5%
Amount	\$ 356,213	2,313,587	\$ 334,444	\$ 2,238,272	6.5%	3.4%
Credit Card Company Fees						
General Fund	\$ 2,282	15,166	\$ 1,862	14,764	22.6%	2.7%
Municipal Waste Fund	785	5,141	1	9	58924.8%	57467.3%
Water Fund	7,050	46,136	7,510	47,235	-6.1%	-2.3%
Total Fees	\$ 10,116	\$ 66,443	\$ 9,373	\$ 62,008	7.9%	7.2%
<b><u>Accounts Receivable</u></b>						
Invoices Mailed						
Number	80	499	49	441	63.3%	13.2%
Amount	\$ 652,609	1,533,436	\$ 642,446	1,362,066	1.6%	12.6%
Invoices Paid						
Number	56	453	60	484	-6.7%	-6.4%
Amount	\$ 126,725	749,793	\$ 134,662	769,464	-5.9%	-2.6%
Reminders Sent						
Number	8	119	13	128	-38.5%	-7.0%
Amount	\$ 5,682	273,109	\$ 38,448	79,513	-85.2%	243.5%
<b><u>Accounts Payable</u></b>						
Checks Issued						
Number	316	2,342	337	2,620	-6.2%	-10.6%
Amount	\$ 1,963,318	12,841,099	\$ 2,222,211	21,920,024	-11.7%	-41.4%
Manual Checks Issued						
Number	26	208	34	250	-23.5%	-16.8%
As % of Total Checks	8.23%	8.88%	10.09%	9.54%	-18.4%	-6.9%
Amount	\$ 30,604	2,512,535	\$ 381,631	10,680,921	-92.0%	-76.5%
As % of Total Checks	1.56%	19.57%	17.17%	48.73%	-90.9%	-59.8%
<b><u>Utility Billing</u></b>						
New Utility Accounts	205	1,060	208	1,024	-1.4%	3.5%
Bills Mailed / Active Accounts	15,621	109,171	15,559	108,848	0.4%	0.3%
Final Bills Mailed	205	1,060	208	1,037	-1.4%	2.2%
Shut-Off Notices	1,308	10,001	1,255	8,837	4.2%	13.2%
Actual Shut-Offs	111	739	92	662	20.7%	11.6%
Total Billings	\$ 1,899,597	12,336,856	\$ 1,993,039	12,262,380	-4.7%	0.6%
Direct Debit (ACH) Program						
New Accounts	23	219	34	167	-32.4%	31.1%
Closed Accounts	14	199	63	199	-77.8%	0.0%
Total Accounts	2,689	18,846	2,627	18,602	2.4%	1.3%
As % of Active Accounts	17.21%	17.26%	16.88%	17.09%	0.3%	1.0%
Water Payments Received in Current Month						
Total Bills Mailed	15,621	109,171	15,559	108,848	0.4%	0.3%
ACH Payments	2,689	18,846	2,627	18,602	2.4%	1.3%
ACH Payments-% of Total Bills	17.21%	17.26%	16.88%	17.09%	2.0%	1.0%
On-line Payments (Internet Sales)	2,345	15,981	2,235	14,985	4.9%	6.6%
On-line Payments-% of Total Bills	15.01%	14.64%	14.36%	13.77%	4.5%	6.3%
Over-the-phone Payments	1,074	7,471	981	6,409	9.5%	16.6%
Over-the-phone Payments-% of Total Bills	6.88%	6.84%	6.31%	5.89%	9.0%	16.2%
Mail-in Payments	9,126	64,835	9,504	66,840	-4.0%	-3.0%
Mail-in Payments-% of Total Bills	58.42%	59.39%	61.08%	61.41%	-4.4%	-3.3%

**WATER BILLING ANALYSIS**  
**July 31, 2018**

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

<u>Month Billed</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
July	4,597	5,010	5,214
August	5,376	5,431	4,965
September	5,073	5,068	4,951
October	4,643	4,474	5,003
November	4,590	4,330	4,375
December	4,036	4,214	4,198
January	4,916	4,897	4,538
February	4,175	4,177	4,486
March	4,169	3,914	3,845
April	4,276	4,242	4,206
May	4,437	4,257	4,213
June	4,595	4,595	4,633
July	5,010	5,214	4,505
13 Month Average -	4,607	4,602	4,549
% Change -	-1.2%	-0.1%	-1.2%

**Total Water Customers**

**Average Bill**

<u>Customer Type</u>	<u>Customer Type</u>			<u>Customer Type</u>	<u>Customer Type</u>		
	<u>Jul-17</u>	<u>Jul-18</u>	<u>% Change</u>		<u>Jul-17</u>	<u>Jul-18</u>	<u>% Change</u>
Residential	14,643	14,703	0.4%	Residential	\$ 64.10	\$ 58.64	-8.5%
Commercial	916	918	0.2%				
Total	15,559	15,621	0.4%				

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

	<u>Month-To-Date</u>				<u>Year-To-Date</u>		
	<u>Jul-17</u>	<u>Jul-18</u>	<u>% Change</u>		<u>Jul-17</u>	<u>Jul-18</u>	<u>% Change</u>
Residential	76	66	-13.2%	Residential	456	446	-2.2%
Commercial	56	51	-8.9%	Commercial	323	301	-6.8%
	132	117	-11.4%		779	747	-4.1%



**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31,2018

<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		5,806,131.92			1.934
Illinois Funds - Veterans Memorial	05/01/92		301.19			1.934
IMET Convenience Fund	10/20/05		2,764.86			1.810
Citibank SDA	11/07/08		316,100.70			1.500
Chase Money Market	03/06/18		3,527,514.35			1.490
CD with PMA	08/22/13		13,531,703.67	13,526,728.77	13,747,967.51	0.375
			<u>23,184,516.69</u>			
<b><u>Motor Fuel Tax</u></b>						
Illinois Funds	09/30/86		205,729.72			1.934
Citibank SDA	11/07/08		12,414.18			1.500
CD with PMA	08/22/13		53,268.80	53,268.80	54,511.84	0.375
			<u>271,412.70</u>			
<b><u>Asset Seizure - Federal</u></b>						
Illinois Funds	06/09/99		4,210.25			1.934
<b><u>Asset Seizure - State</u></b>						
Illinois Funds	11/30/98		53,916.51			1.934
<b><u>Asset Seizure - BATTLE</u></b>						
Illinois Funds	07/10/08		148.00			1.934
<b><u>Municipal Waste System</u></b>						
Illinois Funds	08/31/98		7,569.01			1.934
<b><u>2005A G.O. Debt Serv.</u></b>						
Illinois Funds	11/30/04		298,452.83			1.934
<b><u>Central Road Corridor Improv.</u></b>						
Illinois Funds	12/15/88		14,377.57			1.934
Citibank SDA	11/07/08		19,385.58			1.500
			<u>33,763.15</u>			
<b><u>Hoffman Blvd Bridge Maintenance</u></b>						
Illinois Funds	07/01/98		10,798.36			1.934
CD with PMA	08/22/13		181,436.04	181,436.04	185,670.01	0.375
Citibank SDA	02/10/11		103,775.55			1.500
			<u>296,009.95</u>			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31,2018

<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>Western Corridor</u></b>						
Illinois Funds	06/30/01		37,012.79			1.934
CD with PMA	08/22/13		2,447,130.77	2,447,130.77	2,499,120.24	
Citibank SDA	01/07/09		96,914.46			1.500
			2,581,058.02			
<b><u>Traffic Improvement</u></b>						
Citibank SDA	01/07/09		4,942.45			1.934
<b><u>EDA Series 1991 Project</u></b>						
Illinois Funds	08/22/91		1,184,197.92			1.934
Citibank SDA	02/10/11		234,092.26			-
			1,418,290.18			
<b><u>Road Improvement</u></b>						
Illinois Funds	01/01/15		1,568,807.15			
Chase Money Market	03/06/18		503,241.91			1.490
CD with PMA	03/09/17		647,700.00	647,700.00	656,093.96	
Citibank SDA			224,734.31			1.810
			2,944,483.37			
<b><u>Capital Improvements</u></b>						
Illinois Funds	12/31/96		1,204.03			1.934
Citibank SDA	01/07/09		240,835.43			1.500
			242,039.46			
<b><u>Capital Vehicle &amp; Equipment</u></b>						
Illinois Funds	12/31/96		22,507.11			1.934
Citibank SDA	01/07/09		69,066.40			1.500
			91,573.51			
<b><u>Capital Replacement</u></b>						
Illinois Funds	02/01/98		3,180.56			1.934
Citibank SDA	11/07/08		305,937.96			1.500
CD with PMA	08/22/13		486,014.72	486,014.72	497,474.20	0.375
			795,133.24			
<b><u>Water and Sewer</u></b>						
Illinois Funds	09/30/86		9,836.83			1.934
Citibank SDA	11/07/08		21,531.14			1.500
Chase Money Market	03/06/18		1,157,456.39			1.490
CD with PMA			692,900.00	692,900.00	702,897.14	
			1,881,724.36			
<b><u>Water and Sewer-2015 Bond Projects</u></b>						
Citibank SDA	08/12/15		463,561.97			1.500

**STATEMENT OF INVESTMENTS-VILLAGE**

As of July 31,2018

<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>Water and Sewer-2017 Bond Projects</u></b>						
Citibank SDA	09/13/17		852,861.54			1.500
CD with PMA	09/13/17		4,737,630.00	4,737,630.00	4,843,900.57	
			<u>5,590,491.54</u>			
<b><u>Sears Operating</u></b>						
Illinois Funds			2,474.50			
Citibank SDA			30,242.33	400,000.00	406,094.19	
			<u>432,716.83</u>			
<b><u>Insurance</u></b>						
Illinois Funds	11/10/87		15,779.86			1.934
Citibank SDA	11/07/08		34,344.04			1.500
CD with PMA	08/22/13		2,229,708.42	2,229,708.42	2,275,053.72	0.375
			<u>2,279,832.32</u>			
<b><u>Information Systems</u></b>						
Illinois Funds	02/01/98		177,522.77			1.934
Citibank SDA	11/07/08		92,757.55			
CD with PMA			491,100.00	491,100.00	499,797.97	
			<u>761,380.32</u>			
<b><u>EDA Special Tax Alloc.</u></b>						
Citibank SDA	11/07/08		9,168,727.51			
<b><u>Roselle Road TIF</u></b>						
Illinois Funds	09/30/03		7,308.95			1.934
CD with PMA	08/22/13		92,655.85	92,655.85	94,818.06	0.375
Citibank SDA	11/07/08		17,824.06			1.500
			<u>117,788.86</u>			
<b><u>Barr./Higgins TIF</u></b>						
Illinois Funds	08/26/91		206,141.03			1.934
<b>Total Investments</b>			<u>\$ 53,129,884.06</u>			
<b>Total Invested Per Institution</b>				<b>Percent Invested</b>		
Illinois Funds			9,637,608.86	18.14		
IMET Convenience Fund			2,764.86	0.01		
Chase Money Market			5,188,212.65	9.77		
CD with PMA			25,991,248.27	48.92		
Citibank at PMA			12,310,049.42	23.17		
			<u>\$53,129,884.06</u>	100.00		

**STATEMENT OF INVESTMENTS-VILLAGE**

As of July 31,2018

<u>Fund</u>	<u>Investment Date</u>	<u>Maturity Date</u>	<u>Book Value</u>	<u>Market Value</u>	<u>Maturity Value</u>	<u>Rate of Interest</u>
<b>Total Invested Per Institution Excluding all Trust and EDA Funds</b>				<b>Percent Invested</b>		
Illinois Funds			8,453,410.94	19.87		
IMET			2,764.86	0.01		
Chase Money Market			5,188,212.65			
CD with PMA			25,991,248.27	61.09		
Citibank at PMA			2,907,229.65	6.83		
			<u>\$42,542,866.37</u>	<u>87.80</u>		
<b>Total Invested Per Fund</b>						
Total Investments - Operating Funds				\$29,201,356.88		
Total Investments - Debt Service Funds				\$298,452.83		
Total Investments - Trust Funds				\$9,168,727.51		
Total Investments - Capital Projects Funds				\$14,461,346.84		
Total Investments - All Funds				<u>\$53,129,884.06</u>		

**PMA Certificate of Deposits**

**7/31/2018**

	Settlement	Maturity	Cost	Interest Rate
<b>GENERAL FUND</b>				
Enerbank USA	09/16/16	09/17/18	110,000.00	0.810%
Kansas State Bank	09/16/16	09/17/18	245,000.00	1.002%
Capital One, Natl Assoc CD	09/21/16	09/21/18	248,000.00	1.150%
Capital One Bank, Natl Assoc CD	09/21/16	09/21/18	248,000.00	1.150%
BMO Harris Bank CD	09/22/16	09/21/18	248,244.30	1.100%
ALLY BANK CERTIFICATE OF DEPOSIT	09/16/16	09/24/18	100,000.00	1.150%
BMW Bank of North America CD	09/23/16	09/24/18	247,755.19	1.150%
Bank of Hope/BCBN Bank CD	09/23/16	09/24/18	249,246.89	0.950%
Wells Fargo Bank, NA	09/28/16	09/28/18	249,246.17	1.100%
Capital Bank/Nafh National Bank CD	09/30/16	10/01/18	248,245.41	0.950%
Bremer Bank, NA	10/04/17	10/11/18	246,400.00	1.400%
Comenity Capital Bank	10/12/17	10/12/18	249,247.19	1.350%
Bank of China	10/12/17	10/11/18	1,750,000.00	1.300%
Wex Bank	10/18/17	10/18/18	246,242.72	1.350%
Safra National Bank	10/19/17	10/18/18	246,290.40	1.380%
Western Alliance Bank	03/06/18	12/14/18	1,500,000.00	1.965%
Modern Bank, National Association	06/22/18	12/19/18	247,300.00	2.143%
Saco & Biddeford Savings Inst	03/09/17	03/07/19	241,914.72	1.170%
Morton Community Bank	03/09/17	03/07/19	241,914.72	1.170%
Prudential Savings Bank	03/09/17	03/07/19	241,914.72	1.170%
1st Colonial Natl Bank	03/09/17	03/07/19	241,914.72	1.170%
Columbus Bank & Trust Company	03/15/18	03/14/19	241,737.32	2.100%
Union Bank Company	03/15/18	03/14/19	241,737.32	2.100%
TransPecos Banks	03/15/18	03/14/19	241,737.32	2.100%
Hawthorn Bank	03/15/18	03/14/19	241,737.32	2.100%
ZB, National Association	03/15/18	03/14/19	241,737.32	2.100%
Iowa State Bank	03/15/18	03/14/19	241,737.32	2.100%
Fort Jennings State Bank	03/15/18	03/14/19	241,737.32	2.100%
Marlborough Savings Bank	03/15/18	03/14/19	209,493.30	2.100%
Post Oak Bank, N.A.	06/21/18	06/21/19	244,200.00	2.350%
Premier Bank	06/21/18	06/21/19	244,200.00	2.353%
Servisfirst Bank	06/21/18	06/21/19	244,100.00	2.378%
Sonabank	06/21/18	06/21/19	244,100.00	2.393%
Pacific Western Bank	06/29/18	06/28/19	244,300.00	2.281%
Bank of China, NY	07/26/18	07/25/19	2,762,271.98	2.480%
<b>GENERAL FUND TOTALS:</b>			<b>\$ 13,531,703.67</b>	
<b>MFT FUND</b>				
Pacific Commerce Bank	03/09/17	03/07/19	53,268.80	1.170%
<b>MFT TOTALS:</b>			<b>\$ 53,268.80</b>	
<b>HOFFMAN BLVD BRIDGE FUND</b>				
First National Bank & Trust Co	03/09/17	03/07/19	181,436.04	1.170%
<b>HOFFMAN BLVD BRIDGE TOTALS:</b>			<b>\$ 181,436.04</b>	

**PMA Certificate of Deposits**  
**7/31/2018**

	Settlement	Maturity	Cost	Interest Rate
<b>WESTERN CORRIDOR FUND</b>				
Cit Bank/Onewest Bank, NA	09/16/16	09/17/18	245,200.00	0.958%
Western Alliance Bank	03/06/18	12/14/18	500,000.00	1.965%
Landmark Bank N.A.	03/09/17	03/07/19	241,914.72	1.170%
First Nation Bank of Sonora	03/09/17	03/07/19	241,914.72	1.170%
St Louis Bank	03/15/18	03/14/19	241,737.32	2.100%
Merrick Bank	06/21/18	06/21/19	244,200.00	2.350%
Millennium Bank	06/21/18	06/21/19	244,100.00	2.378%
New Omni Bank, N.A.	06/21/18	06/21/19	244,200.00	2.350%
Bank of China, NY	07/26/18	07/25/19	243,864.01	2.480%
<b>WESTERN CORRIDOR TOTALS:</b>			<b>\$ 2,447,130.77</b>	
<b>ROAD IMPROVEMENT FUND</b>				
BOFI Federal Bank	03/12/18	09/10/18	247,700.00	1.862%
Western Alliance Bank	03/06/18	12/14/18	400,000.00	1.965%
<b>ROAD IMPROVEMENT TOTALS:</b>			<b>\$ 647,700.00</b>	
<b>CAPTIAL REPLACEMENT FUND</b>				
Peoples Bank National Association	03/09/17	03/07/19	241,914.72	1.170%
Mainstreet Bank	06/21/18	06/21/19	244,100.00	2.382%
<b>CAPTIAL REPLACEMENT TOTALS:</b>			<b>\$ 486,014.72</b>	
<b>WATER &amp; SEWER FUND</b>				
Third Coast Bank, SSB	10/04/17	10/11/18	246,400.00	1.407%
Orrstown Bank	10/04/17	10/11/18	246,500.00	1.360%
Western Alliance Bank	03/06/18	12/14/18	200,000.00	1.965%
<b>WATER &amp; SEWER TOTALS:</b>			<b>\$ 692,900.00</b>	
<b>SEARS CENTRE FUND</b>				
Western Alliance Bank	03/06/18	12/14/18	400,000.00	1.965%
<b>SEARS CENTRE TOTALS:</b>			<b>\$ 400,000.00</b>	
<b>INSURANCE FUND</b>				
Western Alliance Bank	03/06/18	12/14/18	600,000.00	1.965%
Bank of Akron	03/09/17	03/07/19	241,914.72	1.170%
WesBanco Bank	03/09/17	03/07/19	237,321.55	1.170%
United Bank	03/15/18	03/14/19	241,737.32	2.100%
Gold Coast Bank	03/15/18	03/14/19	241,737.32	2.100%
Parke Bank	03/15/18	03/14/19	241,737.32	2.100%
InterBank	03/15/18	03/14/19	161,570.10	2.100%
First National Bank in Green Forest	03/15/18	03/14/19	19,826.08	2.100%
Bank of China, NY	07/26/18	07/25/19	243,864.01	2.480%
<b>INSURANCE TOTALS</b>			<b>\$ 2,229,708.42</b>	
<b>INFORMATION SYSTEM FUND</b>				
First Internet Bank of Indiana	10/04/17	10/11/18	246,500.00	1.376%
Bank of China	03/12/18	03/14/19	244,600.00	2.133%
<b>INFORMATION SYSTEM TOTALS:</b>			<b>\$ 491,100.00</b>	

<b>PMA Certificate of Deposits</b>
<b>7/31/2018</b>

	Settlement	Maturity	Cost	Interest Rate
<b>ROSELLE RD TIF FUND</b>				
First Bank & Trust Company	03/09/17	03/07/19	92,655.85	1.170%
<b>ROSELLE RD TIF TOTALS:</b>			<b>\$ 92,655.85</b>	
<b>2017 BOND PROCEEDS FUND</b>				
Bank 7	09/13/17	08/01/18	199,800	1.210%
Crestmark Bank	09/13/17	08/01/18	243,100	1.293%
First Capital Bank	09/13/17	08/01/18	247,100	1.300%
ABC Bank/Austin Bank of Chicago	09/13/17	12/03/18	198,500	1.362%
CFG Community Bank	09/13/17	12/03/18	245,800	1.393%
TBK Bank, SSB/The National Bank	09/13/17	12/03/18	245,700	1.400%
CIBC Bank USA/ Private Bank-MI	09/13/17	12/02/19	240,700	1.675%
United Bank	09/13/17	12/02/19	876,930	1.362%
United Bank	09/13/17	08/01/19	1,120,000	1.339%
United Bank	09/13/17	04/01/19	1,120,000	1.336%
<b>2017 BOND PROCEEDS TOTALS:</b>			<b>\$ 4,737,630.00</b>	

**TOTAL: \$ 25,991,248**

**OPERATING REPORT SUMMARY**

**REVENUES**

**July 31, 2018**

	<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>			
General Fund							
Property Taxes	100,000	3,108,375	8,282,255	13,860,925	16,364,510	84.7%	
Hotel Tax	107,083	145,737	749,583	665,444	1,285,000	51.8%	
Real Estate Transfer Tax	66,667	87,683	466,667	819,009	800,000	102.4%	
Home Rule Sales Tax	305,000	300,246	2,135,000	2,220,820	3,660,000	60.7%	
Telecommunications Tax	151,042	123,374	1,057,292	952,728	1,812,500	52.6%	
Property Tax - Fire	275,879	946,534	1,931,154	2,604,879	3,310,550	78.7%	
Property Tax - Police	300,003	1,021,697	2,100,018	2,834,635	3,600,030	78.7%	
Other Taxes	90,048	133,710	630,338	564,480	1,080,580	52.2%	
Total Taxes	1,395,722	5,867,355	17,352,307	24,522,920	31,913,170	76.8%	
Business Licenses	51,000	18,742	289,000	293,641	340,000	86.4%	
Liquor Licenses	-	4,757	245,000	266,985	245,000	109.0%	
Building Permits	59,167	76,387	414,167	591,541	710,000	83.3%	
Other Licenses & Permits	1,542	217	10,792	2,982	18,500	16.1%	
Total Licenses & Permits	111,708	100,103	958,958	1,155,149	1,313,500	87.9%	
Sales Tax	660,292	641,453	4,622,042	4,637,695	7,923,500	58.5%	
Local Use Tax	110,000	107,147	770,000	841,127	1,320,000	63.7%	
State Income Tax	408,333	444,568	2,858,333	3,177,922	4,900,000	64.9%	
Replacement Tax	18,900	42,475	132,300	209,050	226,800	92.2%	
Other Intergovernmental	38,567	109,295	269,967	319,421	462,800	69.0%	
Total Intergovernmental	1,236,092	1,344,939	8,652,642	9,185,216	14,833,100	61.9%	
Engineering Fees	8,333	8,505	58,333	50,476	100,000	50.5%	
Ambulance Fees	108,333	102,390	758,333	745,538	1,300,000	57.3%	
Police Hireback	35,417	5,643	247,917	221,384	425,000	52.1%	
Lease Payments	59,487	72,749	356,920	458,285	713,840	64.2%	
Cable TV Fees	43,000	49,108	473,000	448,615	860,000	52.2%	
4th of July Proceeds	64,983	64,983	96,751	96,751	136,700	70.8%	
Employee Payments	91,667	102,401	641,667	762,376	1,100,000	69.3%	
Hireback - Arena	13,333	8,644	93,333	206,934	160,000	129.3%	
Rental Inspection Fees	-	3,275	310,000	275,100	310,000	88.7%	
Other Charges for Services	76,083	86,942	532,583	540,456	913,000	59.2%	
Total Charges for Services	500,636	504,640	3,568,837	3,805,915	6,018,540	63.2%	
Court Fines-County	18,333	17,636	128,333	94,362	220,000	42.9%	
Ticket Fines-Village	41,667	42,398	291,667	353,178	500,000	70.6%	
Overweight Truck Fines	500	1,080	3,500	2,850	6,000	47.5%	
Red Light Camera Revenue	41,667	58,425	291,667	251,263	500,000	50.3%	
Local Debt Recovery	8,333	28,565	58,333	137,108	100,000	137.1%	
Total Fines & Forfeits	110,500	148,104	773,500	838,761	1,326,000	63.3%	
Total Investment Earnings	15,833	36,556	110,833	218,235	190,000	114.9%	
Reimburse/Recoveries	18,333	6,201	128,333	82,919	220,000	37.7%	
S.Barrington Fuel Reimbursement	2,333	3,308	16,333	23,285	28,000	83.2%	
Tollway Payments	2,083	-	14,583	24,050	25,000	96.2%	
Other Miscellaneous	15,834	20,099	110,839	314,738	190,010	165.6%	
Total Miscellaneous	38,584	29,608	270,089	444,992	463,010	96.1%	
Total Operating Transfers In	4,167	4,167	29,167	29,169	50,000	58.3%	
<b>Total General Fund</b>	<b>3,413,242</b>	<b>8,035,471</b>	<b>31,716,333</b>	<b>40,200,356</b>	<b>56,107,320</b>	<b>71.6%</b>	<b>58.3%</b>



**OPERATING REPORT SUMMARY**

**REVENUES**

**July 31, 2018**

	<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	1,506,058	1,552,043	10,542,408	10,041,103	18,072,700	55.6%	
Connection Fees	4,167	32,890	29,167	91,659	50,000	183.3%	
Cross Connection Fees	3,167	3,203	22,167	22,775	38,000	59.9%	
Penalties	6,667	9,073	46,667	66,425	80,000	83.0%	
Investment Earnings	1,750	10,932	12,250	62,161	21,000	296.0%	
Other Revenue Sources	32,125	11,021	224,875	227,457	385,500	59.0%	
Capital Projects	-	-	-	7,271	2,685,730	0.3%	
Total Water Fund	1,553,933	1,619,161	10,877,533	10,518,850	21,332,930	49.3%	58.3%
Motor Fuel Tax Fund	113,083	100,793	791,583	786,410	1,357,000	58.0%	
Community Dev. Block Grant Fund	25,483	-	178,383	25,445	305,800	8.3%	
Asset Seizure Fund	17	25,743	117	331,133	200	165566.4%	
Municipal Waste System Fund	243,874	234,413	1,707,119	1,720,472	2,926,490	58.8%	
Sears Centre Operating Fund	262,902	293,723	1,840,312	1,765,052	3,154,820	55.9%	
Sears Centre Activity Fund	662,847	1,759,356	4,639,927	6,306,186	7,954,160	79.3%	
Stormwater Management	44,600	44,955	312,200	314,482	535,200	58.8%	
Insurance Fund	145,595	133,681	1,019,165	1,108,794	1,747,140	63.5%	
Roselle Road TIF	16,708	150,029	116,958	281,974	200,500	140.6%	
Barrington/Higgins TIF	50,471	159,329	302,825	447,623	605,650	73.9%	
Higgins/Hassell TIF	8,200	289,416	57,400	343,651	98,400	349.2%	
Information Systems	143,474	139,420	1,004,319	979,220	1,721,690	56.9%	
Total Spec Rev. & Int. Svc. Fund	1,717,254	3,330,859	11,970,308	14,410,442	20,607,050	69.9%	
<b>TOTAL OPERATING FUNDS</b>	<b>6,684,430</b>	<b>12,985,492</b>	<b>54,564,175</b>	<b>65,129,648</b>	<b>98,047,300</b>	<b>66.4%</b>	<b>58.3%</b>
2015A & C G.O. Debt Service	-	600,549	1,701,660	1,434,400	3,403,320	42.1%	
2015B G.O. Debt Service	-	-	60,500	17,750	121,000	0.0%	
2016 G.O. Debt Service	21,940	120,986	241,340	342,812	438,800	0.0%	
2017A & B G.O. Debt Service	-	-	85,355	102,197	170,710	0.0%	
2008 G.O.D.S. Fund	-	-	439,190	418,968	878,380	47.7%	
2009 G.O.D.S. Fund	113,866	361,330	1,252,526	1,427,537	2,277,320	62.7%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>135,806</b>	<b>1,082,865</b>	<b>3,780,571</b>	<b>3,743,663</b>	<b>7,289,530</b>	<b>51.4%</b>	<b>58.3%</b>
Central Rd. Corridor Fund	50	65	350	1,151	600	191.8%	
Hoffman Blvd Bridge Maintenance	42	429	292	2,807	500	561.3%	
Western Corridor Fund	833	5,770	5,833	44,993	10,000	449.9%	
Traffic Improvement Fund	33	11	233	644	400	0.0%	
EDA Series 1991 Project	417	2,312	2,917	57,611	5,000	1152.2%	
Central Area Rd. Impr. Imp. Fee	-	6	-	191	-	0.0%	
Western Area Traffic Impr.	25	5	175	18	300	6.1%	
Western Area Traffic Impr. Impact Fee	72,500	-	507,500	-	870,000	0.0%	
Capital Improvements Fund	223,120	71,505	1,561,840	1,259,607	2,677,440	47.0%	
Capital Vehicle & Equipment Fund	60,829	52,748	425,804	502,665	729,950	68.9%	
Capital Replacement Fund	48,194	49,341	337,359	342,963	578,330	59.3%	
2015 Project Fund	13	-	88	7,773	150	5182.3%	
Road Improvement Fund	561,833	471,854	3,932,833	3,169,663	6,742,000	47.0%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>967,889</b>	<b>654,046</b>	<b>6,775,224</b>	<b>5,390,087</b>	<b>11,614,670</b>	<b>46.4%</b>	<b>58.3%</b>
Police Pension Fund	482,092	634,087	3,374,642	3,100,778	5,785,100	53.6%	
Fire Pension Fund	456,831	1,013,849	3,197,816	3,635,842	5,481,970	66.3%	
<b>TOTAL TRUST FUNDS</b>	<b>938,923</b>	<b>1,647,936</b>	<b>6,572,458</b>	<b>6,736,621</b>	<b>11,267,070</b>	<b>59.8%</b>	<b>58.3%</b>
<b>TOTAL ALL FUNDS</b>	<b>8,727,047</b>	<b>16,370,339</b>	<b>71,692,427</b>	<b>81,000,019</b>	<b>128,218,570</b>	<b>63.2%</b>	<b>58.3%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**July 31, 2018**

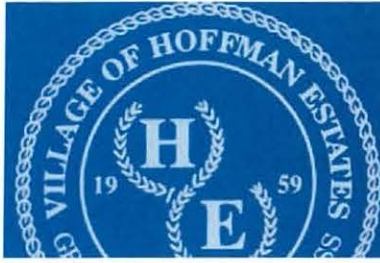
	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL</u>	<u>%</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>		
General Fund							
General Admin.							
Legislative	30,960	36,733	216,720	226,715	371,520	61.0%	
Administration	49,789	48,827	348,524	333,907	597,470	55.9%	
Legal	43,213	49,248	302,493	268,716	518,560	51.8%	
Finance	88,172	90,114	617,202	619,682	1,058,060	58.6%	
Village Clerk	17,433	16,582	122,028	115,722	209,190	55.3%	
Human Resource Mgmt.	50,032	43,406	350,222	301,211	600,380	50.2%	
Communications	18,943	14,251	132,603	106,965	227,320	47.1%	
Cable TV	14,502	17,037	101,512	95,253	174,020	54.7%	
<b>Total General Admin.</b>	<b>313,043</b>	<b>316,198</b>	<b>2,191,303</b>	<b>2,068,171</b>	<b>3,756,520</b>	<b>55.1%</b>	<b>58.3%</b>
Police Department							
Administration	125,470	152,269	878,290	889,032	1,505,640	59.0%	
Juvenile Investigations	45,964	68,342	321,749	339,741	551,570	61.6%	
Tactical	81,393	149,332	569,748	621,363	976,710	63.6%	
Patrol and Response	908,883	1,395,706	6,362,178	6,781,019	10,906,590	62.2%	
Traffic	101,713	162,538	711,988	662,620	1,220,550	54.3%	
Investigations	110,848	161,948	775,933	803,364	1,330,170	60.4%	
Community Relations	1,154	3,459	8,079	8,184	13,850	59.1%	
Communications	60,850	60,548	425,950	423,835	730,200	58.0%	
Canine	15,023	21,408	105,158	108,496	180,270	60.2%	
Special Services	19,101	11,885	133,706	171,082	229,210	74.6%	
Records	25,534	17,354	178,739	147,947	306,410	48.3%	
Administrative Services	64,002	56,925	448,012	432,636	768,020	56.3%	
Emergency Operations	6,774	3,481	47,419	41,551	81,290	51.1%	
<b>Total Police</b>	<b>1,566,707</b>	<b>2,265,194</b>	<b>10,966,947</b>	<b>11,430,870</b>	<b>18,800,480</b>	<b>60.8%</b>	<b>58.3%</b>
Fire Department							
Administration	75,213	81,340	526,493	497,533	902,560	55.1%	
Public Education	3,621	3,066	25,346	15,771	43,450	36.3%	
Suppression	697,092	1,010,464	4,879,642	4,982,888	8,365,100	59.6%	
Emer. Med. Serv.	639,770	926,980	4,478,390	4,628,390	7,677,240	60.3%	
Prevention	43,468	22,990	304,273	269,177	521,610	51.6%	
Fire Stations	3,233	4,400	22,633	26,168	38,800	67.4%	
<b>Total Fire</b>	<b>1,462,397</b>	<b>2,049,240</b>	<b>10,236,777</b>	<b>10,419,927</b>	<b>17,548,760</b>	<b>59.4%</b>	<b>58.3%</b>
Public Works Department							
Administration	27,282	27,994	190,972	195,312	327,380	59.7%	
Snow/Ice Control	150,950	77,610	1,056,650	1,145,377	1,811,400	63.2%	
Pavement Maintenance	43,214	40,744	302,499	250,012	518,570	48.2%	
Forestry	95,328	82,870	667,298	562,506	1,143,940	49.2%	
Facilities	97,005	151,032	679,035	664,446	1,164,060	57.1%	
Fleet Services	103,523	95,324	724,658	620,487	1,242,270	49.9%	
F.A.S.T.	17,535	52,884	122,745	110,806	210,420	52.7%	
Storm Sewers	14,619	10,574	102,334	82,702	175,430	47.1%	
Traffic Control	63,066	107,338	441,461	415,929	756,790	55.0%	
<b>Total Public Works</b>	<b>612,522</b>	<b>646,370</b>	<b>4,287,652</b>	<b>4,047,578</b>	<b>7,350,260</b>	<b>55.1%</b>	<b>58.3%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**July 31, 2018**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL</u>	<u>%</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>		
Development Services							
Administration	32,924	30,532	230,469	227,458	395,090	57.6%	
Planning	35,280	24,692	246,960	205,210	423,360	48.5%	
Code Enforcement	124,456	120,654	871,191	827,511	1,493,470	55.4%	
Transportation & Engineering	111,535	115,152	780,745	749,611	1,338,420	56.0%	
Economic Development	126,145	167,606	883,015	317,062	1,513,740	20.9%	
<b>Total Development Services</b>	<b>430,340</b>	<b>458,636</b>	<b>3,012,380</b>	<b>2,326,851</b>	<b>5,164,080</b>	<b>45.1%</b>	<b>58.3%</b>
Health & Human Services	61,063	59,207	427,443	392,781	732,760	53.6%	58.3%
Miscellaneous							
4th of July	102,411	102,411	134,479	134,479	170,540	78.9%	
Police & Fire Comm.	5,293	1,472	37,053	7,581	63,520	11.9%	
Misc. Boards & Comm.	19,408	12,491	135,858	90,501	232,900	38.9%	
Misc. Public Improvements	233,443	98,895	1,634,103	1,241,701	2,801,320	44.3%	
<b>Total Miscellaneous</b>	<b>360,556</b>	<b>215,268</b>	<b>1,941,494</b>	<b>1,474,262</b>	<b>3,268,280</b>	<b>45.1%</b>	<b>58.3%</b>
<b>Total General Fund</b>	<b>4,806,627</b>	<b>6,010,114</b>	<b>33,063,996</b>	<b>32,160,440</b>	<b>56,621,140</b>	<b>56.8%</b>	<b>58.3%</b>
Water & Sewer Fund							
Water Department	1,084,435	1,143,549	7,591,045	7,268,079	13,013,220	55.9%	
Sewer Department	178,148	186,856	1,247,033	1,235,353	2,137,770	57.8%	
Billing Division	68,826	77,047	481,781	482,397	825,910	58.4%	
Debt Service Division	-	-	146,313	146,313	292,630	50.0%	
Capital Projects Division	-	-	110,460	110,460	937,300	11.8%	
2015 Bond Capital Projects	70,517	70,517	164,700	164,700	93,600	176.0%	
2017 Bond Capital Projects	119,159	119,159	345,052	345,052	2,498,230	13.8%	
<b>Total Water &amp; Sewer</b>	<b>1,521,084</b>	<b>1,597,128</b>	<b>10,086,383</b>	<b>9,752,353</b>	<b>19,798,660</b>	<b>49.3%</b>	<b>58.3%</b>
Motor Fuel Tax	155,142	155,142	1,096,676	1,096,676	1,915,000	57.3%	
Community Dev. Block Grant Fund	147	147	23,551	23,551	305,800	7.7%	
Asset Seizure Fund	11,232	9,032	78,622	83,305	134,780	61.8%	
Municipal Waste System	253,048	252,541	1,771,338	1,564,880	3,036,580	51.5%	
Sears Centre Operating Fund	282,974	21,211	1,980,819	933,760	3,395,690	27.5%	
Sears Centre Activity Fund	662,847	1,500,015	4,639,927	5,688,522	7,954,160	71.5%	
Stormwater Management	66,304	1,110	464,129	17,852	795,650	2.2%	
Insurance	151,767	64,415	1,062,367	1,157,770	1,821,200	63.6%	
Information Systems	170,141	113,211	1,190,986	1,016,934	2,041,690	49.8%	
Roselle Road TIF	76,078	5,385	532,548	13,853	912,940	1.5%	
Barrington/Higgins TIF	50,471	3,337	151,413	209,493	605,650	0.0%	
Higgins/Hassell TIF	391	3,337	2,736	3,727	4,690	79.5%	
<b>TOTAL OPERATING FUNDS</b>	<b>8,208,252</b>	<b>9,736,125</b>	<b>56,145,490</b>	<b>53,723,117</b>	<b>99,343,630</b>	<b>54.1%</b>	<b>58.3%</b>
2015A G.O. Debt Service	-	-	831,156	831,156	3,403,320	24.4%	
2015 G.O. Debt Service	-	-	17,750	17,750	121,000	14.7%	
2016 G.O. Debt Service	-	-	169,375	169,375	438,800	38.6%	
2017A & B G.O. Debt Service	-	-	102,197	102,197	170,710	59.9%	
2008 G.O.D.S. Fund	-	-	439,188	439,188	878,380	50.0%	
2009 G.O.D.S. Fund	-	-	396,156	396,156	2,277,320	17.4%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>-</b>	<b>-</b>	<b>1,955,821</b>	<b>1,955,821</b>	<b>7,289,530</b>	<b>26.8%</b>	<b>58.3%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**July 31, 2018**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL</u>	<u>%</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>		
Central Road Corridor Improvement	1,667	1,667	11,667	11,669	20,000	58.3%	
Hoffman Blvd Bridge Maintenance	250	-	1,750	38,904	3,000	1296.8%	
Traffic Improvement Fund	1,250	1,250	8,750	8,750	15,000	58.3%	
EDA Series 1991 Project	102,750	4,583	719,250	169,406	1,233,000	13.7%	
Western Area Rd Improve Imp. Fee	26,250	-	183,750	-	315,000	0.0%	
Capital Improvements Fund	246,913	141,622	1,728,393	1,109,274	2,962,960	37.4%	
Capital Vehicle & Equipment Fund	78,948	16,017	552,633	310,663	947,370	32.8%	
Capital Replacement Fund	117,274	359,040	820,919	475,424	1,407,290	33.8%	
2015 Project Fund	-	-	-	586,310	-	N/A	
Road Improvement Fund	565,331	944,159	3,957,316	1,669,960	6,783,970	24.6%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>1,140,633</b>	<b>1,468,337</b>	<b>7,984,428</b>	<b>4,380,361</b>	<b>13,687,590</b>	<b>32.0%</b>	<b>58.3%</b>
Police Pension Fund	493,111	509,353	3,451,776	3,549,384	5,917,330	60.0%	
Fire Pension Fund	434,743	432,396	3,043,203	3,082,358	5,216,920	59.1%	
<b>TOTAL TRUST FUNDS</b>	<b>927,854</b>	<b>941,749</b>	<b>6,494,979</b>	<b>6,631,742</b>	<b>11,134,250</b>	<b>59.6%</b>	<b>58.3%</b>
<b>TOTAL ALL FUNDS</b>	<b>10,276,739</b>	<b>12,146,211</b>	<b>72,580,718</b>	<b>66,691,040</b>	<b>131,455,000</b>	<b>50.7%</b>	<b>58.3%</b>



# Village of Hoffman Estates Information Systems Department

## 2018 JULY MONTHLY REPORT

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## *Superion/GovQA Monthly Review*

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### **July Synopsis**

- Project to move payment processing on all Village payment platforms to First Billing continued in earnest in July. Met several times with Finance Department and First Billing to discuss requirements and possible solutions. Developed files to provide UB data to First Billing for their website and the specifications for the lockbox file that they need to create for our use in uploading daily payment transactions to CommunityPLUS Cash Receipting program.
- Training for Employee Access Center's Open Enrollment was held in July. It brought up a large number of questions regarding our current Payroll and HR table entries and the changes that will be required to implement this application. After training, we determined how to set up the benefits groups and the related deductions. That process revealed issues that we will need to address to make this product usable for all employees.
- Final planning and preparation for the Superion TRAKiT demo of the software that is the next iteration for Superion's Community Development applications. This software is directly linked to our GIS data, and can provide a full picture of all records related to a parcel.

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

- VOHE employees with Superion access were unable to access FTP File Manager, this issue was immediately resolved.
- A long-standing issue with the Business search in eGov was resolved by Superion in July.
- Provided Superion with SQL script to update the deadline date to 10/1/2018 for rental inspections in Business Licensing.
- A fix was installed by Superion to eliminate the errors we were receiving when printing reports during the UB Bill creation process. We tested it and it resolved the issue.
- Retested adding a Favorites Panel to CommunityPLUS in order to access certain modules in eCommunityPLUS.
- Researched the Favorites tables in CommunityPLUS and was able to create a script to correct for employees who were not able to set up Favorites.
- Retested issue occurring in which notes deleted from the Fire and Safety Inspections application were no longer visible but were not removed from the appropriate tables. It was resolved.
- Several users were added and removed from Superion and GovQA databases.

- tested the case that the money owed on a Pet Licensing now shows up in the entity link.
- Opened a Superior Support case for Entity Consolidation in which the address was not being updated in Pet Licensing during the consolidation process.

## **Work Orders**

- Created a new Permits Issued Report to be given to each of the Townships and Cook County each month.
- As a result of the creation of the new Permits Issued Report, several permits were found not to ever have been printed and therefore, no Issue Date was added to the permit. Created a report so that could be correct.
- Updated the dates and header on the invoices in Cognos for GP licenses
- Added verbiage about number of employees on both GP and BL invoices in Cognos.
- Ran the GP Renewal Process and reviewed the renewal documents.
- Created SQL script to update RRL License Deadline date.
- Ran July RRL Penalties.
- A last minute request for a report for the Police Chief of all Violations Issued for Parking in Restricted areas was provided within an hour of the request.
- Created an instructional document for Public Works on the method of looking up Permit Details in CommunityPLUS.
- Fix a Business Licenses with a credit, which was created when the wrong license was paid.
- Removed Default Inspectors for Permit Inspection Types at the request of Code Enforcement staff.
- Researched FinancePLUS to determine if a Vendor check had been created.
- Added locations for Fire and Safety Inspections.
- Due to the need to print licenses for previous license year and then starting the new year print process without notify IS, we had to change the dates in the GP license form three times on a one-month period.
- Assisted to the Finance and Code Departments in gathering information for a FOIA request.

## **Administration**

- Prepared monthly report.
- Processed Payroll for department employees on July 2, 15, and 30.

## *Training*

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- Trained Darek Raszka on the entry of Electronic Requisitions for his division of the IS Department.
- Attended Superior Training for Open Enrollment set up and processes in EAC.

## *Meetings*

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- Biweekly meetings with IS Director on July 2, 15, and 30.
- Met with the Finance Department and First Billing to discuss the file layout needs in order to convert over to First Billing.
- Met with GIS Administrator to review data available in CommunityPLUS
- Reviewed Webinar regarding the future of the Superior Cloud.
- Attended several meetings with the Finance Department and First Billing for the implementation of the new payment processor.
- Met with Human Resources to discuss the next steps needed to move forward with the Employee Open Enrollment process
- Attended a monthly staff meeting.



## Geographic Information System Review

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### July Synopsis

- Sean and I met in early July to review his edits for the *response time analysis*. Due to the number of errors, a quick review was not possible and much of July was spent going over the Village road attributes. These edits were done after completing the roads for Inverness and Schaumburg. Once all the edits were complete, I began reviewing the work and querying the data to isolate any errors or missing data. With the review complete, I began preparations for the analysis. Several documents exist detailing this process. I will begin with the simplest analysis and compare our analysis drive times to the actual drive times as supplied by the fire department.
- New (since 2010) and planned housing unit points were completed for the Local Update of Census Addresses (LUCA). Additional paperwork was completed and data was packaged according to Census Bureau guidelines. Zipped data was uploaded to the Census Secure Web Incoming Module (SWIM) site. The Census Bureau acknowledged receipt of our data and will notify us should they need any additional information.
- Last month the locators asked if Collector map processing speeds could be increased. While updating another Collector map for Forestry, I began testing tile services. The benefit of using a tile service is that it can increase the processing time of a large data set by providing a tile image that loads only at specified scales. The drawback is that the data is a snapshot, so it works best with data that doesn't change often. Unfortunately, it seems that only aerial imagery would be worth pursuing as a tile service. However, a tile service was created of our address labels. It did not appear to provide much of an increase in the map loading time. I will continue to test tiles during down time.

### Work Orders

- WebMap Request: add parcels & address labels to Trees map (PW)
- Map Request: 4<sup>th</sup> of July layout (PW)
- Map Request: Moon Lake & Gannon/Bode sanitary views (PW)
- Data Request: Hoffman/Inverness/Schaumburg road edits for response analysis (GG/FD)
- Data Request: Sanitary manholes & mains to Midwest Water (PW)
- Data Request: flushing/televising totals (PW)

### Administration

- LUCA paperwork completed and scanned (IS)

- Track-It: removal of duplicate orders and closing outstanding orders (IS)
- ESRI Support: Manage Tile Cache tool error: *Solved* (IS)

## Training

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- Set a Custom Scale Range for a Tile Service (7/20)
- Building and Maintaining Street Networks (7/24)

## Meetings

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- Public Works GIS monthly (7/10)
- GIS Bi-Weekly (7,2, 7/16, 7/30)
- Project Review: Fire Analysis Phase I Hoffman Estates (7/5)
- Project Planning: Sidewalks (7/5)
- Superior Rental Housing data (7/26)

### **Project Activities**

#### **Project – Veeam Backup System**

- I.S. Staff continues to work on streamlining and fine tuning our new backup solution. During the month of July, I.S. staff performed multiple recovery test to make sure that the solution is configured properly.

#### **Project – CCTV Project**

- I.S. Staff continues to work with PACE Systems on upgrading and replacing cameras throughout the Village. During the month of July the team was able to do a walkthrough of all the water towers. Also, Village staff was able to receive delivery of the mobile trailer which is part of the project. This mobile trailer will primarily be used by the Police Department to monitor different events where staff can monitor progress of any given project remotely.

#### **Project – Wireless Access Points Replacement**

- I.S. Staff started preparations to replace the remaining legacy access points throughout the Village. Approximately one half of our current wireless access points are past their life cycle and do not support the newer faster Wi-Fi standards that are currently available.

#### **Project – Sears Centre Phone System**

- I.S. Staff began working on an RFP for the replacement of the Sears Centre phone system. The current phone system at the SCA is out warranty and past it life cycle. I.S. staff is expecting to release the RFP in the 3<sup>rd</sup> quarter of 2018.

#### **Project – Amazon Cloud Storage**

- I.S. Staff started research into offsite storage solution. One of the very compelling solutions is provided by Amazon and their S3 Glacier product. During preliminary investigation the Amazon Glacier solution offers SJIS compliance, very low cost and 99.999999999% up time. I.S. staff will continue the search for the optimal solution for Village's needs and make recommendation on which direction to proceed.

## Training

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- I.S. staff held one “new user orientation” session for our new employee.
- I.S. staff provided a Basic Word and Excel training for Marcos Toledo.
- Darek Raszka attended FinancePLUS Requisition Entry training provided by Cathy Errichiello.

## Meetings

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- I.S. Staff attended meeting with the Assistant Village Manager Mark Koplin to discuss Sears Centre’s IT needs and requirements.

## Technical Support, Hardware & Software Activities

- Applied necessary software updates as needed.
- 128 help desk requests were opened during the month of July.
- 131 help desk requests were closed during the month of July.
- Self Service Password Resets or Account Unlocks: 10
- Email passwords reset: 1
- SunGard passwords reset: 0
- Voicemail passwords reset: 2
- User accounts unlocked: 2
- Active Directory Password Resets: 2

## Director Summary

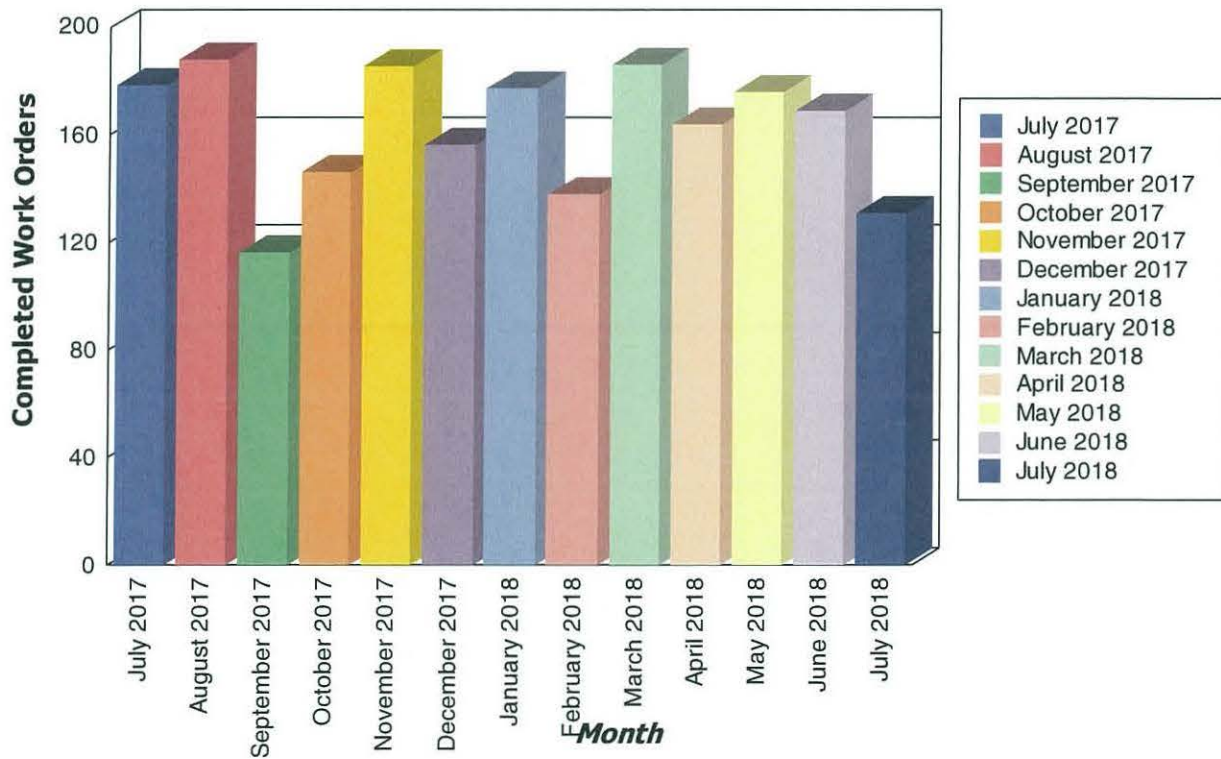
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- Vendor meeting with the Finance Department and First Billing (FBS)
  - Review I.T. requirements
  - Review file needs for conversion
- Kick off meeting with the Human Resources team and Nastassia Finley from Civic HR for the Applicant Tracking application Human Resources recently acquired.

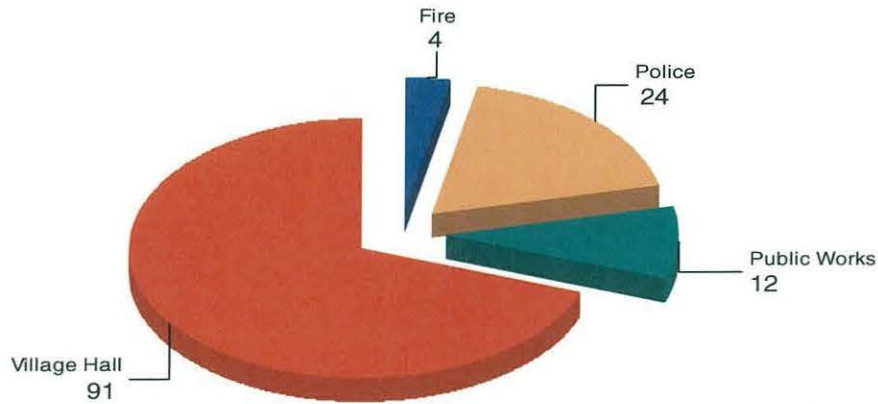
- Design options
- Template Configurations
- Administrative options
- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions
  - Project progress
  - Division Goals
- Electronic Leave Request training for the department
  - I.S. will be a pilot for the implementation of Electronic Leave Requests
    - Goal – Eliminate the HETR form
    - Link to Time Entry
- Monthly meeting with the Manager's office.
- Police CAD group conference call with NWCD.
- Bi Weekly Management team and Committee agenda meetings.
- ETAC Meeting
- Met with GIS Administrator to review data available in CommunityPLUS
- Met with Human Resources to discuss the next steps needed to move forward with the Employee Open Enrollment process

## Total Work Orders by Priority by Month

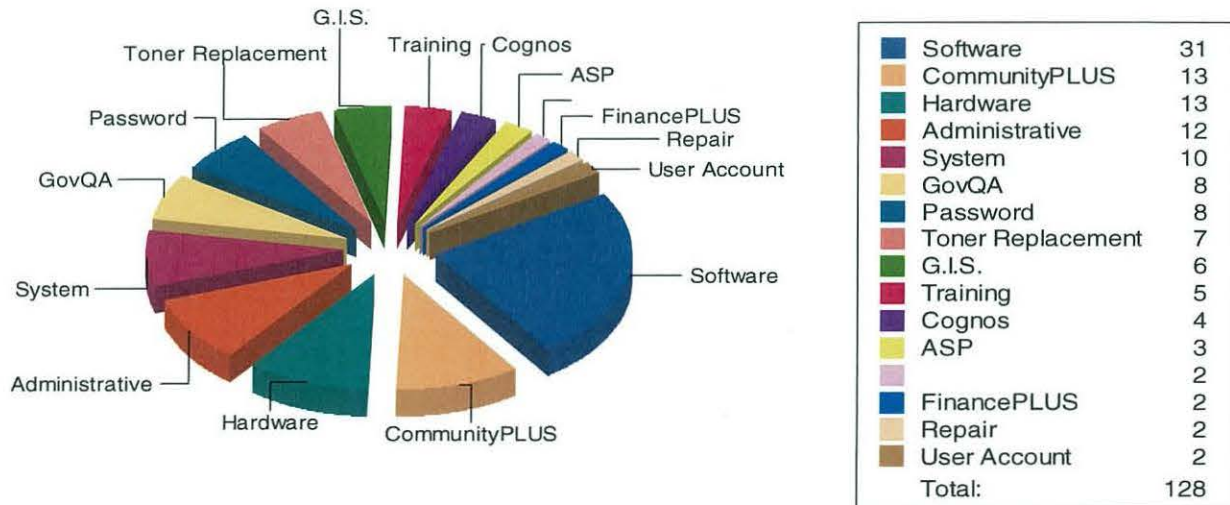
Month	February
1 - Normal	96
2 - High	8
3 - Urgent	4
Project	5
Scheduled Event	12
Vendor intervention required	3
<b>Total for Month</b>	<b>128</b>



## Completed Work Orders by Location

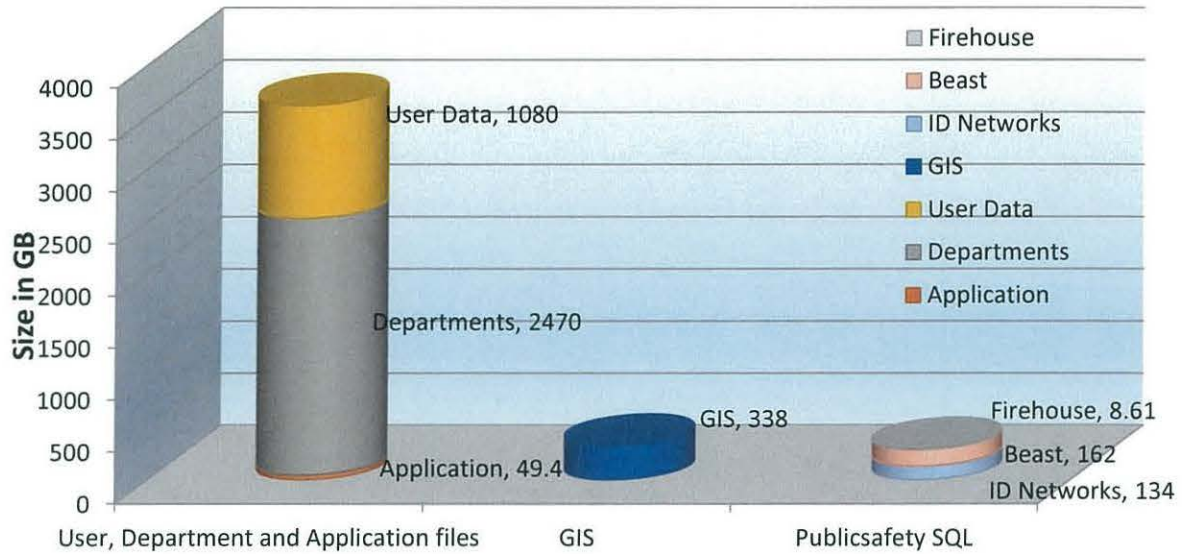


## Work Order Trends by Type



## System and Data Functions

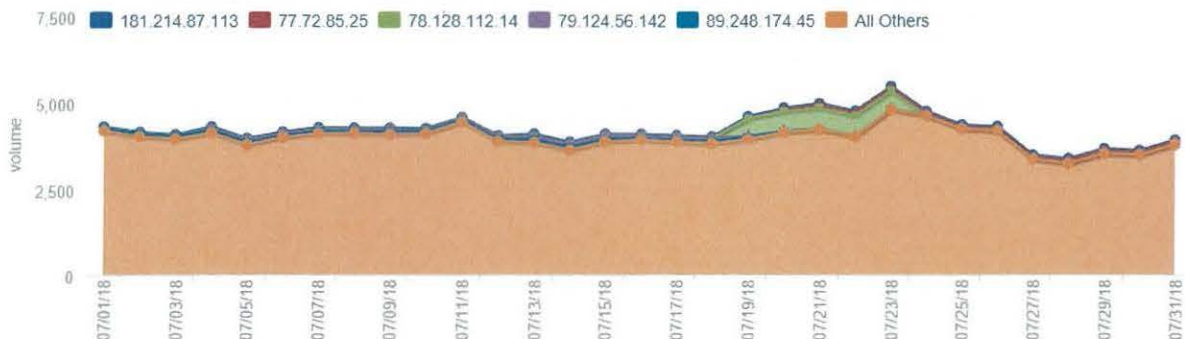
### Disk Usage



## Sentinel IPS Attack Report

External parties attacked the Village network 130226 times during the month of July

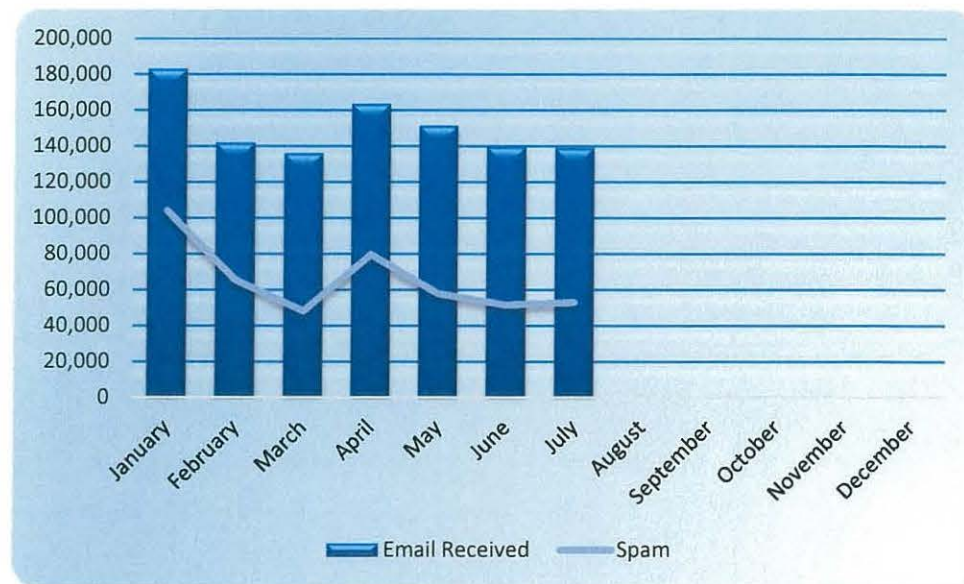
### Attack Volume with 5 Most Active IP Addresses





## Email Spam Report

Month	Email Received	Spam	Percent Spam
January	182,753	104,111	57%
February	141,809	65,554	46%
March	135,823	48,211	35%
April	163,386	79,667	49%
May	151,173	57,882	38%
June	139,527	51,643	37%
July	138,906	53,074	38%
August			0%
September			0%
October			0%
November			0%
December			0%
<b>Total</b>	<b>1,053,377</b>	<b>460,142</b>	<b>44%</b>



*Fred Besenoffer*

Fred Besenoffer, Director of Information Systems

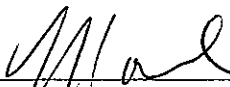
## VILLAGE OF HOFFMAN ESTATES

**Memo**

**TO:** Finance Committee  
**FROM:** *M.K.* Mark Koplin, Assistant Village Manager-Development Services  
**RE:** **OWNER'S REPRESENTATIVE MONTHLY REPORT - AUGUST 2018**  
**DATE:** August 17, 2018

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1. Coordination with Ben Gibbs and Yousuf Ahmed regarding the temporary concession stand for the summer events at the Village Green.
2. Discussions with Pepsi to continue their sponsorship and soft drink pouring rights agreement.
3. Coordination with Facilities, Public Works Department, and SCA Building Engineer on ongoing maintenance of building systems. Working on a protocol for mudjacking under the concourse floor slab.
4. Continuing discussions regarding lighting upgrades in various location in the building.
5. Review of monthly financial reports and staffing/operational costs.
6. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.
7. Discussions regarding application of Cook County entertainment taxes.
8. Discussions regarding naming rights.



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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 2018**

Event Highlights	Notes
Aug 11 - LFL Football Aug 25 - Special Olympics Convoy	
Finance Department	
General	Arena finished June financials. Ahead of budget by \$291,059
Monthly Financial Statement	Building Event Revenue YTD: \$1,797,111
	Building Sponsor/Other Revenue YTD: \$159,706
	Building Expenses YTD: \$1,339,154
	Building Income YTD: \$617,663 vs. YTD Budget \$293,700
Operations Department	
General	Preparing for All-In Wrestling. Making final repairs during the off-season including door replacement.
Positions to Fill	Ops Coordinator position (will not be filled at this time)
Third Party Providers	N/A
Village Support	Looking at smaller scale foundation repair
Events Department	
General	n/a
Positions to Fill	Training new Senior Event Manager
Marketing Department	
General	Marketing support for WCB upcoming season, Glory Kickboxing, All-In Wrestling, TNT Event, Celtic Fest and beer fest
Positions to Fill	N/A
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	N/A
Food & Beverage Department	
General	Preparing for All-In
Premium Seating Department	
General	NA
Positions to Fill	Hired new Director of Partnerships
Sponsorship Department	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$73,850
	Suites Sales: \$86,278
General	
Capital Improvements/Repairs	Back door replacement, lower level suite carpet replacement, Club Room lighting improvement



Event Announcement

**What:** *GLORY KICKBOXING – GLORY 58*

**When:**

EVENT SPACE				
Date	Start (incl. Load In)	End (incl. Load Out)	Event Space Description	Event Start Time(s)
9/12/18	3:00pm		Parking access for production truck	
9/13/17 Thursday	6:00am		Arena	LOAD IN ONLY
9/14/17 Friday	8:00am	1:00am (9/15/17)	Arena	DOORS: 5:00PM EVENT START: TBD BUILDING CLEAR: 11:00pm Load Out Done: 2:00AM (9/16/18)

**Where:** Sears Centre Arena

**Tickets:** Ticketed: PL1 – \$173, PL2 – \$123, PL3 – \$93, PL4 - \$58, PL5 - \$38

**On Sale:** *Presale Tuesday, June 17 @ 10:00am, Promo Code: G58PRE*  
*Public Onsale: Friday, July 20 @ 10:00am*

**Marketing:** Website & Marquee

**Parking:** \$20

**Levy:** Concessions

**SCA Event Mgr:** TBD

**Event Contact:** **Jorge Marin**  
*Director of Operations*  
Glory World Series  
2101 Larimer Street, Suite 101  
Denver, CO 80205  
P: 303-427-3200 C: 913-515-1880 F: 303-427-3201  
[jorge@gloryworldseries.com](mailto:jorge@gloryworldseries.com)

**Notes:** Heavy Consignment.

**Comps:** Yes

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



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 (FRI)	7:00AM	5:00PM	ARENA	LOAD IN
12/29/17 (SAT)	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 (SUN)	8:00am	11:59PM	ARENA	STAFF ARRIVES: 8:00AM YOUTH EVENT: 9:00AM DOORS: 11:00AM; 6:00PM EVENT START: 12:00PM; 7:00PM EVENT END: 4:00PM; 9:30PM BUILDING CLEAR: 10:00PM

**Where:** Sears Centre Arena

**Tickets:** Ticketed:  
 ALL-SESSION THRU 10/31: \$99, ADULT - \$89, YOUTH AGE 2-12  
 ALL-SESSION AFTER 10/31: \$119, ADULT - \$109, YOUTH AGE 2-12  
 SESSION 1 & 2 ONLY - \$31, ADULT - \$26, YOUTH AGE 2-12  
 SESSION 3 ONLY - \$34, ADULT - \$31, YOUTH AGE 2-12  
 SESSION 4 ONLY - \$36, ADULT - \$33, YOUTH AGE 2-12  
 DAY 1 PASSES SESSIONS 1 & 2: \$51; DAY 2 PASSES SESSIONS 3 & 4: \$56

**On Sale:** *Public Onsale: Friday, August 10 @ 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:** All-session tickets get one ticket for each session. Day passes get one ticket for each session on specific days.

**Comps:** Yes