

**AGENDA**  
**FINANCE COMMITTEE**  
**Village of Hoffman Estates**  
**March 25, 2019**

*Immediately Following Public Health & Safety*

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

- I. Roll Call**
- II. Approval of Minutes – February 25, 2019  
March 4, 2019 (Special)**

**NEW BUSINESS**

- 1. Request approval to issue a Request for Proposals for ticketing services at the Sears Centre Arena.
- 2. Request approval of an ordinance amending Article 4, Hotel Tax, of Chapter 13, Revenue Taxes and Charges, of the Hoffman Estates Municipal Code.
- 3. Request approval of an ordinance creating Article 15, Transportation Network Company Tax, of Chapter 13, Revenue Taxes and Charges, of the Hoffman Estates Municipal Code.
- 4. Request approval of an ordinance reserving the Village's volume cap.
- 5. Request authorization to renew a one year contract with CallOne for local and long distance telephone service through the Suburban Purchasing Cooperative, SPC Telecommunications Services Vendor Contract #137A.

**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**

**February 25, 2019**

**I. Roll call**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager**  
**Dan O'Malley, Deputy Village Manager**  
**Art Janura, Corporation Counsel**  
**Mark Koplun, Asst. Vlg. Mgr.-Dev. Services**  
**Alan Wenderski, Director of Engineering**  
**Patrick Fortunato, Fire Chief**  
**Ted Bos, Police Chief**  
**Kathryn Cawley, Assistant Police Chief**  
**Rachel Musiala, Finance Director**  
**Monica Saavedra, Director of HHS**  
**Fred Besenhoffer, Director of IS**  
**Joe Nebel, Director of Public Works**  
**Patti Cross, Asst. Corporation Counsel**  
**Ben Gibhs, GM Sears Arena**  
**Bruce Anderson, CATV Coordinator**  
**Suzanne Ostrovsky, Asst. to Village Mgr.**

The Finance Committee meeting was called to order at 7:20 p.m.

**II. Approval of Minutes – January 28, 2019**

Motion by Trustee Arnet, seconded by Trustee Mills, to approve the Finance Committee Meeting minutes of January 28, 2019. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

**1. Discussion regarding use of Village Hall meeting rooms.**

An item summary sheet by Jim Norris was presented to Committee.

Mr. Norris provided additional comments regarding the request. The board as a whole discussed.

2. **Request approval to direct staff to work with Spectra on language to amend the Sears Centre Arena Management Agreement between the Village and Spectra Venue Management to allow Spectra a non-exclusive right to conduct and program events at the Village Green.**

An item summary sheet by Mark Koplín and Ben Gibbs was presented to Committee.

Mr. Gibbs expanded on the request and provided comments on the need for a dynamic space to host events.

Trustee Mills inquired if the Craft Canteen would remain on-site. Mr. Gibbs confirmed it would.

Mayor McLeod inquired about issues with parking. Mr. Gibbs commented.

Motion by Mayor McLeod, seconded by Trustee Arnet, to work with Spectra on language to amend the Sears Centre Arena Management Agreement between the Village and Spectra Venue Management to allow Spectra a non-exclusive right to conduct and program events at the Village Green. Voice vote taken. All ayes. Motion carried.

## **REPORTS (INFORMATION ONLY)**

### **1. Finance Department Monthly Report**

The Finance Department Monthly Report for January was presented to Committee and received and filed.

### **2. Information Systems Department Monthly Report**

The Information Systems Department Monthly Report for January was presented to Committee and received and filed.

### **3. Sears Centre Monthly Report**

Mr. Gibbs provided comment about recent activities and brought up

Trustee Pilafas requested discussion about issuing an RFP to bring Ticket Master back to the arena to be added to the March Finance Committee.

The Sears Centre Monthly Report for February was presented to Committee and received and filed.

**II. President's Report**

Mayor McLeod asked if Evans Realty picked up the permit for the Bergman house and inquired when the former Marathon Gas Station at Higgins and Glenlake would be open. Mr. Norris provided comment to both questions.

**III. Other**

**IV. Items in Review**

**V. Adjournment**

Motion by Trustee Arnet, seconded by Trustee Mills, to adjourn the meeting at 8:00 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

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Date

**I. Roll call**

**Members in Attendance:**

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

**Via Phone:**

**Trustee Gary Pilafas, Chairman**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Art Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Patrick Fortunato, Fire Chief  
Mark Koplun, Asst. Vlg. Mgr.-Dev. Services  
Bruce Anderson, Cable TV Coordinator  
Kelly Kerr, Asst. Director of Public Works  
Ted Bos, Police Chief  
Kathryn Cawley, Asst. Police Chief  
Patrick Seger, Director of HRM  
Monica Saavedra, Director HHS  
Fred Besenhoffer, Director of IS  
Rachel Musiala, Director of Finance  
Bev Romanoff, Village Clerk  
Patti Cross, Asst. Corporation Counsel  
Suzanne Ostrovsky, Asst. to Village Mgr.  
Matthew Galloway, Administrative Intern**

The Special Finance Committee meeting was called to order at 7:04 p.m.

**OLD BUSINESS**

**1. Request approval of Village Hall meeting rooms rental policy.**

An item summary sheet by Jim Norris was presented to Committee.

Mr. Norris provided comment regarding two changes to the policy.

Trustee Mills thanked the Village staff for their work on amending the policy based on feedback from the board and inquired about insurance policy.

Motion by Trustee Mills, seconded by Trustee Stanton, to approve Village Hall meeting rooms rental policy as amended. Roll call vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request authorization to remit \$9,661,977.33 as the developer allocation for tax levy year 2017 within the EDA Special Tax Allocation Fund, conditioned upon the Village’s prior receipt of an order entered by the bankruptcy court granting the turnover motion.**

An item summary sheet by Rachel Musiala and Patti Cross was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to remit \$9,661,977.33 as the developer allocation for tax levy year 2017 within the EDA Special Tax Allocation Fund, conditioned upon the Village’s prior receipt of an order to be entered by the bankruptcy court granting the turnover motion. Further action to be deferred until entry of court order. Roll call vote taken. All ayes. Motion carried.

- II. President’s Report**
- III. Other**
- IV. Items in Review**
- V. Adjournment**

Motion by Trustee Gaeta, seconded by Mayor McLeod, to adjourn the meeting at 7:10 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

\_\_\_\_\_  
Jennifer Djordjevic, Director of Operations &  
Outreach / Office of the Mayor and Board

\_\_\_\_\_  
Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval to issue a Request for Proposals for ticketing services at the Sears Centre Arena

**MEETING DATE:** March 25, 2019

**COMMITTEE:** Finance

**FROM:** Mark Koplin/Ben Gibbs

**REQUEST:** Request approval to issue a Request for Proposals (RFP) for ticketing services at the Sears Centre Arena.

**BACKGROUND:** In 2009 when the Village was in discussions to take over ownership and operation of the Sears Centre, Ticketmaster was the ticketing company at the Sears Centre. The Village entered into an agreement with New Era Tickets in January 2010, to become the new ticketing company for the Sears Centre. At that time, New Era was a sister company of Global Spectrum. In June 2012, the Village extended that agreement for an additional three years (expiring January 2015). In November 2014, the Village extended the agreements of Global Spectrum/Spectra, New Era Tickets, and Front Row Marketing. This five year extension expires January 25, 2020, with an additional two year option at the Village's election. At that time, the Village received an incentive payment for extending the three agreements, and will need to pay back 2/7ths of \$69,930 attributed to New Era Tickets if we terminate the agreement before the full seven years (January 2022).

New Era Tickets evolved into Patron ticketing while still in the Spectra family, but in 20\_\_, it was acquired by Leerfield and is no longer affiliated with Spectra.

**DISCUSSION:** With the expiration of the term of the current ticketing agreement less than a year away, it is appropriate for the Village to issue a Request for Proposals to any number of ticketing companies to accept proposals and weigh the benefits of each company submitting. Staff and the Sears Centre staff will work together to create the RFP and assemble a list of potential ticketing companies.

**FINANCIAL IMPACT:** The ticketing system provides a significant revenue source for the Sears Centre. Further, different ticketing systems provide access to different customer bases, with some providing greater access in certain geographic markets. Some companies have better relationships with event promoters which could also be a benefit for the Sears Centre event calendar. In considering a ticketing company, the above factors would need to be weighed to determine the best overall benefit to the bottom line.

**RECOMMENDATION:** Approval to issue a Request for Proposals for ticketing services at the Sears Centre Arena.

cc: Ben Gibbs (Spectra)



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of an ordinance amending Article 4, Hotel Tax, of Chapter 13, Revenue Taxes and Charges, of the Hoffman Estates Municipal Code

**MEETING DATE:** March 25, 2019

**COMMITTEE:** Finance Committee

**FROM:** Rachel Musiala, Director of Finance  
Douglas LaSota, Associate Corporation Counsel

**PURPOSE:** Request approval of an ordinance amending Article 4, Hotel Tax, of Chapter 13, Revenue Taxes and Charges, of the Hoffman Estates Municipal Code.

**BACKGROUND:** Online travel companies (Expedia, Priceline, etc.) are not presently required to remit the Village's Hotel Tax because such companies do not fall into the current class of persons required to remit the tax (owner or operator).

**DISCUSSION:** The attached ordinance would amend Article 4, Hotel Tax, of Chapter 13, Revenue Taxes and Charges, of the Hoffman Estates Municipal Code in its entirety in order to require online travel companies to remit the hotel tax to the Village.

Currently, online travel companies acquire rooms at wholesale prices and then resell the room to an end user. Online travel companies have argued successfully that they do not have an affirmative tax collection responsibility on the total gross receipts because they do not fall into the category of an "owner" or "operator" of a hotel. To be clear, the wholesale price that online travel companies negotiated with hotel operators has been subject to the Village's hotel tax and remitted to the Village by the hotel operators. This amendment is meant to capture the difference between the amount the online travel companies charge for a room (retail price) and what they paid (wholesale price).

The proposed amendments clearly set forth definitions which will capture and require online travel companies to remit taxes to the Village on behalf of the hotel patron.

**RECOMMENDATION:** Recommend approval of an ordinance amending Article 4, Hotel Tax, of Chapter 13, Revenue Taxes and Charges, of the Hoffman Estates Municipal Code.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING ARTICLE 4, HOTEL TAX, OF  
CHAPTER 13, REVENUE TAXES AND CHARGES,  
OF THE HOFFMAN ESTATES MUNICIPAL CODE

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That Article 4, HOTEL TAX, of Chapter 13, REVENUE TAXES AND CHARGES, of the Hoffman Estates Municipal Code, be and is hereby amended to read as follows:

**Article 4**

**HOTEL TAX**

Section 13-4-1. DEFINITIONS - CONSTRUCTION

A. For the purpose of this article, whenever any of the following words, terms or definitions are used herein, they shall have the meaning ascribed in this section:

1. "Director" means the Director of the Department of Finance.
2. "Department" means the Department of Finance of the Village of Hoffman Estates.
3. "Gross Rental or Leasing Charge" means the gross amount of consideration for the use or privilege of using Hotel Accommodations in the Village of Hoffman Estates, valued in money, whether received in money or otherwise, including cash, credits, property and services, determined without any deduction for costs or expenses whatsoever. The term "Gross Rental or Leasing Charge" includes any and all charges that the lessee or tenant pays incidental to obtaining the use or privilege of using Hotel Accommodations, including but not limited to any and all related markups, service fees, convenience fees, facilitation fees, cancellation fees, late departure fees and other such charges, regardless of terminology. The term "Gross Rental or Leasing Charge" does not include charges that are added to the charge or fee on account of the tax imposed by this article or on account of any other tax imposed on the charge or fee. The term "Gross Rental or Leasing Charge" shall include separately stated optional charges for the use or privilege of using Hotel Accommodations.

4. “Hotel Accommodations” means a room or rooms in any building or structure kept, used or maintained as or advertised or held out to the public to be an inn, motel, hotel, apartment hotel, lodging house, bed-and-breakfast establishment, dormitory or similar place, where sleeping, rooming, office, conference or exhibition accommodations are furnished for lease or rent, whether with or without meals. Hotel Accommodations shall not include (1) an accommodation where the Person renting or leasing as the lessee occupies the accommodation as his domicile and permanent residence; or (2) any temporary accommodation provided in any building or structure owned or operated, directly or indirectly, by or on behalf of a not-for-profit medical institution, hospital, or allied educational institution.

5. “Operator” means any Person who rents or leases Hotel Accommodations to the public for consideration or who, directly or through an agreement or arrangement with another party, collects the price, charge or rent paid for the rental or lease of Hotel Accommodations. This term includes, but is not limited to, Persons engaged in the business of selling or reselling to the public the right to occupy Hotel Accommodations, whether on-line, in person or otherwise. The term also includes Persons engaged in the business of facilitating the rental or lease of Hotel Accommodations for consideration, whether on-line, in person or otherwise. The term does not include banks, credit card companies, payment processors or other Persons whose involvement is limited to performing functions similar to those performed by such entities.

6. “Person” means any natural person, receiver, administrator, executor, conservator, assignee, trust in perpetuity, trust, estate, firm, co-partnership, joint venture, club, company, business trust, domestic or foreign corporation, association, syndicate, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit, or otherwise. Whenever the term “Person” is used in any clause prescribing and imposing a penalty, the term as applied to associations shall mean the owners or part-owners thereof, and as applied to corporations, the officers thereof.

7. “Village” means the Village of Hoffman Estates.

B. Construction. In this article, unless the text otherwise requires, words in the singular number include the plural and in the plural include the singular; words of the masculine gender include the feminine and the neuter; and when the sense so indicates, words in the neuter gender may refer to any gender.

Section 13-4-2. TAX IMPOSED

A. There is hereby imposed and shall immediately accrue and be collected a tax, as herein provided, upon the rental or leasing of any Hotel Accommodations in the Village of Hoffman Estates, at the rate of six percent (6%) of the Gross Rental or Leasing Charge imposed. The tax is to be paid by the lessee or tenant of any Hotel Accommodations, and nothing in this article shall be construed to impose a tax upon the occupation of renting, leasing or letting Hotel Accommodations.

B. The ultimate incidence of and liability for payment of the tax levied in this article is to be borne by the lessee or tenant of such Hotel Accommodations.

C. It shall be deemed a violation of this article for any owner, manager or Operator of Hotel Accommodations to fail to include the tax imposed in this article in the price of the Hotel Accommodations or to otherwise absorb the tax.

D. The tax levied in this article shall be collected by the owner, manager or Operator of Hotel Accommodations in the Village of Hoffman Estates and remitted to the Village of Hoffman Estates.

E. The tax levied by this article is in addition to any and all other taxes.

F. Any owner, manager or Operator of Hotel Accommodations responsible to remit the tax levied by this article to the Department, shall collect the tax from the lessee or tenant when collecting the price, charge or rent to which it applies. Every lessee or tenant shall be given a bill, invoice or receipt or other statement of memorandum of the price, charge or rent payable upon which the hotel accommodations tax shall be stated, charged and shown separately. The tax shall be paid to the owner, manager or Operator as trustee for and on behalf of the Village of Hoffman Estates.

G. It shall be the duty of every owner, manager or Operator of Hotel Accommodations to secure said tax from the lessee or tenant of said Hotel Accommodations and pay over to the Department said tax under rules and regulations prescribed by the Director and as otherwise provided by this article.

Section 3-4-3. TAX RETURN TO BE FILED

A. Every owner, manager, or Operator of Hotel Accommodations within the Village of Hoffman Estates shall file a sworn tax return on a monthly basis with the Department showing tax receipts received with respect to hotel accommodation space rented or leased during the preceding monthly period, upon forms prescribed by the Director. At the time of filing said tax return, the owner, manager or Operator of Hotel Accommodations shall pay to the Department all taxes due for the period to which the tax return applies. The remittance and return shall be due on the last day of the month following the month for which the return and remittance is made.

B. The tax required by this article to be collected by any owner, manager or Operator pursuant to this article shall constitute a debt owed by the owner, manager, and Operator to the Village.

C. A true and correct copy of the Illinois Department of Revenue Form RHM-1 (Hotel Operators' Occupation Tax Return) for the corresponding period must accompany each remittance.

Section 13-4-4. RECORDS TO BE KEPT

A. It shall be the duty of every owner, manager or Operator of Hotel Accommodations in the Village to keep and maintain accurate books, papers and records showing the prices, rents or charges made or charged, and occupancies taxable under this ordinance. Such books and records must be made available to the Department on request for inspection, audit and/or copying during regular business hours.

B. Books, papers and records which relate to a return filed or required to be filed with the Department shall be kept for a period of five (5) years from the time the tax is due and owing.

Section 13-4-5. VIOLATIONS, PENALTIES AND ENFORCEMENT

A. If any tax imposed by this Article is not paid when due, a late payment penalty equal to five percent (5%) of the unpaid tax shall be added for each month, or any portion thereof, that such tax remains unpaid, and the total of such late payment penalty shall be paid along with the tax imposed by this Article.

B. If any hotel tax return required by this Article is not filed when due, a late filing penalty equal to five percent (5%) of the unpaid tax shall be added to the tax liability for that monthly reporting period.

C. Any Person failing or omitting to pay said tax when due or failing or omitting to collect, account for or pay over said tax, together with any late payment penalty, or failing to maintain or allow the examination of the required records shall, in addition to any other payment penalty or fee provided by law, be fined not less than \$50.00 nor more than \$500.00 for each offense, and each day a violation continues shall be considered a separate and distinct violation.

D. Any Person failing or omitting to pay said tax when due or failing or omitting to collect, account for or pay over said tax, together with any late payment penalty, or failing to maintain or allow the examination of the required records shall, in addition to any other payment, penalty or fee provided by law be required to pay a hearing fee if a hearing is required under Section 8-1-14 of the Hoffman Estates Municipal Code to show cause why the business license should not be revoked. Such fee shall be \$100.00 for each hearing, but \$250.00 if it is the second such hearing in twelve (12) months and \$500.00 if it is the third or more such hearing in twelve (12) months. Such fee shall be required under any circumstance causing such hearing to be scheduled whether or not the Person pays said tax or not subsequent to the notice of the hearing.

E. Payment and collection of the tax imposed by this Article and any late payment or late filing penalty may be enforced by an action in any court of competent jurisdiction. The failure to collect, account for, and pay over the tax imposed by this Article, including any late payment or late filing penalty, and to file the required hotel tax returns, shall be cause for suspension or revocation of any Village license issued pursuant to Chapter 8, Licenses, of the Hoffman Estates Municipal Code.

Section 13-4-6. PROCEEDS TO BE PAID TO VILLAGE TREASURY

All proceeds resulting from the imposition of the tax under this article, including penalties, shall be paid into the treasury of the Village of Hoffman Estates and shall be credited to and deposited in the general corporate fund of the Village.

Section 13-4-7. SEVERABILITY

If any provision, clause, sentence, paragraph, section, or part of this article, or application thereof to any Person, firm, corporation, public agency or circumstance, shall for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, said judgment shall not affect, impair or invalidate the remainder of this chapter and the application of such provision to other Persons, firms, corporations, public agencies or circumstances, but shall be confined in its operation to the provision, clause, sentence, paragraph, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered and to the Person, firm, corporation, public agency, or circumstances involved. It is hereby declared to be the legislative intent of the village board that this article would have been adopted had such unconstitutional or invalid provision, clause, sentence, paragraph, section, or part thereof not been included.

Section 13-4-8. RULEMAKING

The Director is hereby designated as the Administration and Enforcement Officer of the tax hereby imposed on behalf of the Village. It shall be the responsibility and duty of the Director to collect all amounts due the Village from the owners, Operators, and managers of Hotel Accommodations in the Village.

The Department is authorized to adopt, promulgate and enforce reasonable rules, definitions and regulations pertaining to the interpretation, collection, administration and enforcement of this article. Such rules, definitions, and regulations shall include, but not be limited to, reasonable procedures consistent with existing practices in the industry for collection and remittance of the tax levied in this article upon the user of Hotel Accommodations.

Section 13-4-9. CONFIDENTIALITY

All information received by the Village on forms/returns filed pursuant to this Article or from any investigations conducted pursuant to this Article, except for Village purposes, or as required by the Freedom of Information Act, shall be confidential.

Section 2: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3: This Ordinance shall be in full force and effect on April 15, 2019.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2019.



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of an ordinance creating Article 15, Transportation Network Company Tax, of Chapter 13, Revenue Taxes and Charges, of the Hoffman Estates Municipal Code

**MEETING DATE:** March 25, 2019

**COMMITTEE:** Finance Committee

**FROM:** Rachel Musiala, Director of Finance  
Douglas LaSota, Associate Corporation Counsel

**PURPOSE:** To consider the implementation of a per ride tax on ride sharing services within the Village of Hoffman Estates.

**BACKGROUND:** Ride sharing services (Uber, Lyft, etc.) have experienced exponential growth in recent years. Other municipalities have begun to impose a per ride tax on the services.

**DISCUSSION:** The attached ordinance would create Article 15, Transportation Network Company Tax, of Chapter 13, Revenue Taxes and Charges, of the Hoffman Estates Municipal Code.

The Transportation Network Company Tax would impose a \$0.75 per ride tax to riders each time they take a ride with any transportation network provider (Uber, Lyft) that operates in Hoffman Estates. If the ride is a group ride, the tax is reduced to \$0.50 per ride. If the ride involves a wheelchair accessible vehicle, there is no tax imposed.

The City of Evanston imposes a similar tax on ride sharing services. Evanston's rates are \$0.45 for solo rides, \$0.20 for shared rides, and no tax for wheelchair accessible rides. The City of Chicago imposes a tax of \$0.60 for all rides.

The transportation network companies will remit the tax collected from riders on a quarterly basis to the Village for all rides starting or ending in the Village of Hoffman Estates.

The tax would take effect on April 15, 2019 to allow the Village time to reach out to existing transportation network companies and alert them to the new tax.

**RECOMMENDATION:** Recommend approval of an ordinance creating Article 15, Transportation Network Company Tax, of Chapter 13, Revenue Taxes and Charges, of the Hoffman Estates Municipal Code.

ORDINANCE NO. \_\_\_\_\_ - 2019

**AN ORDINANCE CREATING ARTICLE 15,  
TRANSPORTATION NETWORK COMPANY TAX, OF  
CHAPTER 13, REVENUE TAXES AND CHARGES,  
OF THE HOFFMAN ESTATES MUNICIPAL CODE**

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That Article 15, TRANSPORTATION NETWORK COMPANY TAX, of Chapter 13, REVENUE TAXES AND CHARGES, of the Hoffman Estates Municipal Code, be and is hereby created to read as follows:

**ARTICLE 15**

**TRANSPORTATION NETWORK COMPANY TAX**

Section 13-15-1. SHORT TITLE

The tax imposed by this Article shall be known as the Transportation Network Company Tax.

Section 13-15-2. DEFINITIONS

For the purpose of this Article, whenever any of the following words, terms or definitions are used herein, they shall have the meanings ascribed to them in this Section:

- A. "Ride" means any ride during which Transportation Network Company Services are provided by a Transportation Network Company Driver in the Village of Hoffman Estates.
- B. "Shared Ride" means a Ride which prior to commencement of the Ride, a rider requests through the Transportation Network Company's digital network to share the Ride with one or more riders and each rider is charged a fare that is calculated, in whole or in part, based on the rider's request to share all or a part of the Ride with one or more riders, regardless of whether the rider actually shares all or a part of the Ride.
- C. "Solo Ride" means a Ride that is other than a Shared Ride.
- D. "Transportation Network Company" has the meaning as defined in the Transportation Network Providers Act, 625 ILCS 57/et seq., as may be amended from time to time.

E. “Transportation Network Vehicle” means any vehicle used to provide a transportation network service. A Transportation Network Vehicle is not a taxicab or public passenger vehicle as defined in Section 8-8-17 (A).

F. “Transportation Network Company Driver” has the meaning as defined in the Transportation Network Providers Act, 625 ILCS 57/et seq., as may be amended from time to time.

G. “Transportation Network Company Services” has the meaning as defined in the Transportation Network Providers Act, 625 ILCS 57/et seq., as may be amended from time to time.

H. “Wheelchair Accessible Vehicle Ride” means a Ride in a Transportation Network Vehicle that a person in a wheelchair may enter and exit independently or with assistance while seated in a wheelchair. A wheelchair-accessible Transportation Network Vehicle shall comply with all applicable standards provided by law for wheelchair-accessible vehicles.

Section 13-15-3. TRANSPORTATION NETWORK COMPANY TAX IMPOSED

A tax is imposed and levied on all transportation network companies operating Transportation Network Company Services performed by Transportation Network Company Drivers in the Village of Hoffman Estates. The rate of the tax is based on the type of Ride provided. If the Ride is a Shared Ride, the rate is fifty cents (\$0.50) per Transportation Network Vehicle per Ride accepted. If the Ride is a Solo Ride, the rate is seventy-five cents (\$0.75) per Transportation Network Vehicle per Ride accepted. If the Ride is a Wheelchair Accessible Vehicle Ride, no tax will be assessed. The incidence of the tax and the obligation to pay the tax are imposed upon the Transportation Network Company operating services for any Ride accepted originating or ending in the Village of Hoffman Estates. This tax is in addition to any and all other taxes imposed.

Section 13-15-4. COLLECTION OF TAX

A. Except as otherwise provided, the tax must be collected by each Transportation Network Company operating Transportation Network Company Services in the Village of Hoffman Estates. The Transportation Network Company must remit the tax and file returns in accordance with this Section.

B. Each Transportation Network Company must collect the tax from each Transportation Network Company Driver operating a Transportation Network Vehicle in the Village of Hoffman Estates.

C. If a Transportation Network Company fails to collect the tax imposed by this Article from a Transportation Network Company Driver, then the Transportation Network Company Driver must file a return and pay the tax directly to the Village of Hoffman Estates on or before the date required by Section 13-15-7.

Section 13-15-5. ADMINISTRATION AND ENFORCEMENT

The Director of the Department of Finance will administer and enforce the tax imposed and levied by the Village of Hoffman Estates and will collect all amounts due to the Village from the transportation network companies operating Transportation Network Company Services in the Village.

Section 13-15-6. BOOKS AND RECORDS

A. Every Transportation Network Company required to collect the tax imposed by this Article must keep accurate books and records of its business or activity, including original source documents, books of entry, and/or digital records, denoting the transaction that gave rise, or may have given rise, to the tax liability or any exemption that may be claimed. All such books and records must be legibly kept in the English language. All books and records regarding the tax imposed and levied are subject to, and must be available for inspection by, the Director of the Department of Finance.

B. Books, papers and records which relate to a return filed or required to be filed with the Director of the Department of Finance shall be kept for a period of five (5) years from the time the tax is due and owing.

Section 13-15-7. TRANSMITTAL OF TAX REVENUE

A Transportation Network Company must file tax returns with the Village showing tax receipts received with respect to every transaction for every Ride accepted during each and every quarterly calendar period. These returns will be on forms prescribed by the Director of the Department of Finance. The quarterly return for each completed period is due within twenty (20) days of the completion of the applicable calendar quarter period ending March 31, June 30, September 30, or December 31, as the case may be. At the time of filing such tax returns, the Transportation Network Company must pay to the Village all taxes due for the period to which the tax return applies.

Section 13-15-8. REGISTRATION

Every Transportation Network Company must register with the Village within thirty (30) days after the date of commencing Transportation Network Company Services in the Village of Hoffman Estates. If a Transportation Network Company is already operating Transportation Network Company Services in the Village, any such company must register with the Village on or before May 1, 2019. After May 1, 2019, no Transportation Network Company may operate Transportation Network Company Services in the Village of Hoffman Estates without a valid registration. The tax imposed by this Article shall accrue and remain due regardless of whether a Transportation Network Company is registered as provided in this Section 13-15-8.

Section 13-15-9. PENALTY

A. Any Transportation Network Company, Transportation Network Company Driver, firm or corporation who violates any of the provisions of this Article shall, in addition to any other payment or penalty provided by law, be fined not less than \$50.00 nor more than \$500.00 for each offense, and each day a violation continues shall be considered a separate and distinct violation.

B. If any tax required by this Article is not timely paid when due, a late payment penalty at the rate of ten percent (10%) per thirty (30) day period, or portion thereof, from the day of delinquency, will be added and collected. The Village may file an action to enforce the payment and collection of the tax imposed by this Article, as well as any penalty that is added. The Village may suspend or revoke the Village registration of any Transportation Network Company that refuses or fails to pay the tax imposed by this Section.

C. If any tax return required by this Article is not filed when due, a late filing penalty equal to ten percent (10%) of the unpaid tax shall be added to the tax liability for that quarterly reporting period.

Section 13-15-10. PROCEEDS

All proceeds resulting from the imposition of the tax under this article, including penalties, shall be paid into the treasury of the Village of Hoffman Estates and shall be credited to and deposited in the general corporate fund of the Village.

Section 13-15-11. SEVERABILITY

If any provision, clause, sentence, paragraph, section, or part of this article, or application thereof to any person, firm, corporation, public agency or circumstance, shall for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, said judgment shall not affect, impair or invalidate the remainder of this chapter and the application of such provision to other persons, firms, corporations, public agencies or circumstances, but shall be confined in its operation to the provision, clause, sentence, paragraph, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered and to the person, firm, corporation, public agency, or circumstances involved. It is hereby declared to be the legislative intent of the Village Board that this article would have been adopted had such unconstitutional or invalid provision, clause, sentence, paragraph, section, or part thereof not been included.

Section 13-15-12. RULEMAKING

The Director of the Department of Finance is authorized to adopt, promulgate and enforce reasonable rules, definitions and regulations pertaining to the interpretation, collection, administration and enforcement of this Article. Such rules, definitions, and regulations shall include, but not be limited to, reasonable procedures consistent with existing practices in the industry for collection and remittance of the tax levied in this article upon transportation network companies operating Transportation Network Company Services performed by Transportation Network Company Drivers.

Section 13-15-13. CONFIDENTIALITY

All information received by the Village on forms/returns filed pursuant to this Article or from any investigations conducted pursuant to this Article, except for Village purposes, or as required by the Illinois Freedom of Information Act, as amended, 5 ILCS 140/1 et. seq., shall be confidential.

Section 2: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3: This Ordinance shall be in full force and effect on April 15, 2019.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Private Activity Bond (IRB)

**MEETING DATE:** March 25, 2019

**COMMITTEE:** Finance Committee

**FROM:** Arthur L. Janura, Jr., Corporation Counsel

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**PURPOSE:** To consider reserving private activity bond (IRB) volume cap.

**DISCUSSION:** The Village is given a private activity bond cap each year by the State. This year's amount is \$5,414,535 based on a volume cap of \$105 per capita. Each year, this is granted, reserved or transferred, otherwise it cedes to the State on May 1. At this time, the Village should reserve its right to use the volume cap.

**RECOMMENDATION:** Recommend adoption of an ordinance reserving the Village's volume cap.



VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE RESERVING VOLUME CAP IN CONNECTION WITH  
PRIVATE ACTIVITY BOND ISSUES AND RELATED ISSUES**

WHEREAS, the Village of Hoffman Estates, Cook and Kane Counties, Illinois (the "Municipality"), is a municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (the "Code"), provides that the Municipality has volume cap equal to \$105 per resident of the Municipality in each calendar year, which volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

WHEREAS, the Illinois Private Activity Bond Allocation Act, 30 ILCS 1998, 345/1 et. seq., as supplemented and amended (the "Act") provides that a home rule unit of government may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

WHEREAS, it is now deemed necessary and desirable by the Municipality to reserve all of its volume cap allocation for calendar year 2019 to be applied toward the issuance of private activity bonds (the "Bonds"), as provided in this Ordinance, or to be transferred, as permitted by this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2019 is hereby reserved by the Municipality, which shall issue the Bonds using such volume cap, or shall use or transfer such volume cap, without any further action required on the part of the Municipality, and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or such other bonds; provided, that any such transfer shall be evidenced by a written instrument executed by the mayor or any other proper officer or employee of the Municipality.

Section 2: That the Municipality shall maintain a written record of this Ordinance in its records during the term that the Bonds or any other such bonds to which such volume cap is allocated remain outstanding.

Section 3: That the President, Village Clerk and all other proper officers, officials, agents and employees of the Municipality are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certificates as may be necessary to further the purposes and intent of this Ordinance.

Section 4: That the provisions of this Ordinance are hereby declared to be separable, and if any section, phrase or provision of this Ordinance shall for any reason be declared to be invalid, such declaration shall not effect the remainder of the sections, phrases and provisions of this Ordinance.

Section 5: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 6: That this Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk  
Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization to renew a one year contract with CallOne for local and long distance telephone service through the Suburban Purchasing Cooperative, SPC Telecommunications Services Vendor Contract #137A.

**MEETING DATE:** March 25, 2019

**COMMITTEE:** Finance Committee

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

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**PURPOSE:** To provide local and long distance telephone service.

**BACKGROUND** The Village has been contracting with CallOne since 2011 for local and long distance telephone service, support for its numerous POTS Lines and the three Primary Rate Interface (PRI).

CallOne is a reseller that bills millions of minutes per month with AT&T and uses that volume to obtain volume discounts that are passed along. These discounts are not available direct to AT&T customers because they simply do not generate the volume needed to secure this pricing. Because Call One is a reseller of AT&T, all of the Village's current equipment remains the same, as does the service. In the event of maintenance, we would continue to contact CallOne who would handle the issue and AT&T would perform the service.

**DISCUSSION** CallOne is a member of the Suburban Purchasing Cooperative; a joint purchasing program sponsored by the Northwest Municipal Conference (NWMC), DuPage Mayors & Managers Conference (DMMC) South Suburban Mayors and Managers Association (SSMMA), and Will County Governmental League (WCGL). Together the SPC represents 139 municipalities and townships in northeastern Illinois.

SPC Telecommunications Services Vendor Contract #137A was awarded to Call One from April 1, 2018 through March 31, 2019, with the SPC reserving the right to extend the contract for an additional four (4) years on a negotiated basis. The award includes special pricing on POTS Lines; International Switched; Data Services: Service Intralata Point to Point; DS-1 & DS3 Services Intralata Point to Point; ISDN Prime; Network to Network Interface; Alarm Monitoring; Off-Premise extensions; Frame Relay Interlata; Interlata DS-1 Point to Point Pricing Per DS-0 Mile; Internet DS-1 & DS-3 Connectivity; ISDN Direct Flat Rate Dial Up 128 K Connection; Connectivity; Dial Up 56K; DSL; VPN; hosting and email.

**FINANCIAL IMPACT** The 2019/2020 rates show no increase from the previous year.

**RECOMMENDATION** Request authorization to renew a one year contract with CallOne for local and long distance telephone service through the Suburban Purchasing Cooperative, SPC Telecommunications Services Vendor Contract #137A



Village of Hoffman Estates  
1900 Hassell Rd.  
Hoffman Estates, IL 60169



**Pricing comparison - 2017-2018 versus 2018-2019 SPC Rates**

Monthly Svc. Charges - Analog

	Current Rates 2017-2018			New Rates 2018-2019		
	Rate	Qty	Charge	Rate	Qty	Charge
<b>POTS lines</b>						
Business Line	\$23.00	82	\$1,886.00	\$23.00	82	\$1,886.00
<b>Features</b>						
Caller ID w/ Name	\$4.00	3	\$12.00	\$4.00	3	\$12.00
Non-Published Listing	\$2.98	14	\$41.72	\$2.98	14	\$41.72
Semi-Private Directory Listing	\$2.45	1	\$2.45	\$2.45	1	\$2.45
Call Waiting	\$19.49	4	\$77.96	\$19.49	4	\$77.96
Call Forward Variable	\$19.49	1	\$19.49	\$19.49	1	\$19.49
Remote Call Forward	\$5.50	1	\$5.50	\$5.50	1	\$5.50
RCF Add'l Path	\$5.50	3	\$16.50	\$5.50	3	\$16.50
Busy Line Transfer	\$0.42	1	\$0.42	\$0.42	1	\$0.42
Alternate Answering	\$0.42	1	\$0.42	\$0.42	1	\$0.42
Privacy Manager	\$38.97	1	\$38.97	\$38.97	1	\$38.97
Direct Connect	\$28.00	2	\$56.00	\$28.00	2	\$56.00
<b>Low Baud Circuits</b>						
LB (FDDC.367184)	\$723.51	2	\$1,447.02	\$723.51	2	\$1,447.02

Estimated Total Monthly Service Charges

\$3,604.45

\$3,604.45

**Summary Schedule of Rates, Services, & Terms\***

**Analog Services\*\***

Business Lines (Per Line)	\$14.64 per month
Remote Call Forward (Per Line)	\$5.50 per month
Remote Call Forward Add'l Paths (Max of 5 paths)	\$5.50 per month
Federal Access Charge	\$9.20 per month

**Local Usage Rates**

Band A	\$0.015 per minute
Band B	\$0.032 per minute
Band C	\$0.018 per minute
Intralata	\$0.029 per minute

**Long Distance**

Outbound Interstate/Intrastate LD	\$0.029 per minute
PICC Charges	Waived

\* Full Rates, Service, & Terms are per Suburban Purchasing Cooperative (SPC) Agreement for Association Pricing

\*\* All Features and Non-Termed Circuits are discounted 30% from tariff rates



## Renewal Customer Service Agreement

This Customer Service Agreement ("Agreement") authorizes Call One® Inc., with a principal place of business at 225 West Wacker, Floor 8, Chicago, IL 60606 ("Call One") to provide telecommunication services ("Services") to the customer identified immediately below ("Customer"). The Services provided hereby are subject to the Terms and Conditions set forth in this Agreement.

Customer Village of Hoffman Estates  
Address 1900 Hassell Rd  
City Hoffman Estates ST IL ZIP 60169

### Please check box to determine term and discount

- 1 Year  
 2 Year  
 3 Year

**Additional Charges:** Member of SPC. All rates and discounts are subject to the rates and discounts contained in the SPC underlying agreement. Carrier Access - WAIVED.

**Service/Additional Terms:**  
Renewal of existing service.

### Billing Telephone Numbers (BTN) associated with this account:

Physical Location	City, State	BTN
<u>411 W HIGGINS RD; Flr 1</u>	<u>HOFMN ESTS, IL</u>	<u>847-285-3229</u>
<u>1775 VISTA LN; Flr 1</u>	<u>HOFMN ESTS, IL</u>	<u>847-310-1433</u>
<u>4690 OLMSTEAD DR</u>	<u>HOFMN ESTS, IL</u>	<u>847-359-5370</u>
<u>1300 WESTBURY DR; Flr 1</u>	<u>HOFMN ESTS, IL</u>	<u>847-359-8445</u>
<u>1300 WESTBURY DR; Flr 1</u>	<u>HOFMN ESTS, IL</u>	<u>847-359-9726</u>
<u>5775 BEACON POINTE DR</u>	<u>HOFMN ESTS, IL</u>	<u>847-468-1483</u>
<u>2305 PEMBROKE AV; Flr 1</u>	<u>HOFMN ESTS, IL</u>	<u>847-490-0012</u>
<u>2405 PEMBROKE AV; Flr 2</u>	<u>HOFMN ESTS, IL</u>	<u>847-490-0593</u>

_____	_____	_____	_____
<i>Authorized customer signature</i>	<i>Date</i>	<i>CallOne authorized signature</i>	
_____	_____	_____	_____
<i>Print name</i>	<i>Title</i>	<i>Print name</i>	<i>Date</i>

Call One Inc.  
225 W Wacker Drive 8th Floor - Chicago, IL 60606 - Telephone 312-681-8300 - Fax 312-681-8301

**Billing Telephone Numbers (BTN) (continued):**

1900 HASSELL RD; Flr 1	HOFMN ESTS, IL	847-490-6811
2405 PEMBROKE AV; Flr 1	HOFMN ESTS, IL	847-490-6830
225 FLAGSTAFF LN; Flr 1	HOFMN ESTS, IL	847-490-6891
1700 MOON LAKE BL; Flr 1	HOFMN ESTS, IL	847-490-6892
650 W HIGGINS RD	HOFMN ESTS, IL	847-519-1693
5775 BEACON POINTE DR	HOFMN ESTS, IL	847-531-8375
5400 W GOLF RD	HOFMN ESTS, IL	847-695-1291
5775 BEACON POINTE DR	HOFMN ESTS, IL	847-695-8529
1300 WESTBURY DR; Flr 1	HOFMN ESTS, IL	847-705-1701
2150 STONINGTON AV; Flr 1	HOFMN ESTS, IL	847-882-0608
1900 HASSELL RD; Flr 1	HOFMN ESTS, IL	847-882-1625
1900 HASSELL RD; Flr 1	HOFMN ESTS, IL	847-882-1635
1775 ABBEYWOOD LN	HOFMN ESTS, IL	847-882-1712
411 W HIGGINS RD; Flr 1	HOFMN ESTS, IL	847-882-1864
1700 MOON LAKE BL; Flr 1	HOFMN ESTS, IL	847-882-4787
225 FLAGSTAFF LN; Flr 1	HOFMN ESTS, IL	847-882-9816
1900 HASSELL RD; Flr 1	HOFMN ESTS, IL	847-884-0326
2305 PEMBROKE AV; Flr 1	HOFMN ESTS, IL	847-884-6848
411 W HIGGINS RD; Flr 1	HOFMN ESTS, IL	847-885-6158
411 W HIGGINS RD; Flr 1	HOFMN ESTS, IL	847-885-6452
1900 HASSELL RD; Flr 1	HOFMN ESTS, IL	847-885-8110
1300 WESTBURY DR; Flr 1	HOFMN ESTS, IL	847-963-1260

Customer initials \_\_\_\_\_

Call One initials \_\_\_\_\_

Call One Inc.

225 W Wacker Drive 8th Floor - Chicago, IL 60606 - Telephone 312-681-8300 - Fax 312-681-8301

# Terms and Conditions

1. **Term.** Customer hereby orders the Local Exchange, Interexchange and miscellaneous services incident thereto as described herein (collectively, the "Services") for the term selected by Customer on Page 1 of this Agreement (the "Term"), effective as of the date the Services are installed or first provided (the "Effective Date"). This agreement shall renew, on the same terms and conditions, for successive one-year terms unless either party has given sixty (60) days prior written notice of termination of this Agreement. Upon expiration of the Term, the usage rates and monthly recurring charges applicable to a Term other than Month-to-Month will revert to Call One's prevailing month-to-month rates unless Customer has (1) entered into a successor agreement or (2) canceled the Service, in each case effective as of the expiration of the Term. Call One is not responsible for notifying customer of the expiration of any Term.
2. **Rates.** (a) Unless otherwise specified on Page 1 of this Agreement, Call One's prevailing month-to-month rates for lines, features, other monthly recurring charges and non-recurring charges (e.g., installation, service establishment and/or other non-recurring charges) will apply to the Services. By executing this Agreement, Customer acknowledges that it has received notice of and is aware of the rates and other charges that apply to the Services that are not specifically identified on Page 1 of this Agreement. If there is any change to Call One's prevailing rates or charges that apply to the Services, Customer will be notified in its monthly invoice or in the applicable state tariff, effective as stated therein. If Customer has elected a Term other than Month-to-Month, the usage rates and monthly recurring charges (each expressed as a rate or as a discount off Call One's prevailing month-to-month rates) identified on Page 1 of this Agreement will apply to the Services during the Term. (b) Call One shall also bill Customer as a separate line item all applicable federal, state and other governmental fees, surcharges and taxes. (c) Call One may, at its sole discretion, increase the rates for Band C, 1+ long distance or inbound 800/888 toll-free Services, if and to the extent the charge from the local exchange carrier to terminate the outbound calls or to originate the inbound calls exceeds twenty-five percent of the rate for that Service, and that Service will be provided on a month-to-month term.
3. **Authorization.** Customer authorizes Call One to act as its agent for purposes of obtaining information on Customer's existing telecommunications and related service(s) and to submit orders to reflect the Services ordered under this Agreement for the specific Billing Telephone Numbers (BTN) and/or physical locations listed below and included in any supplement to this Agreement. This grant of agency shall remain in effect until revoked by Customer.
4. **Existing Commitments.** (a) If Customer has an existing term commitment contract with another service provider (a "Third Party Commitment"), Customer acknowledges that, in addition to the Terms and Conditions of this Customer Service Agreement, Customer shall remain obligated under the terms of such Third Party Commitment and shall be solely responsible for any penalties, fees or charges by virtue of that Third Party Commitment. (b) If, as part of Call One's provision of Services, Customer terminates a Third Party Commitment(s), Customer agrees that it is solely responsible for the fees associated with such termination. Further, no discount is provided for the related services unless and until Customer has agreed to terminate the Third Party Commitment(s) as provided above or the Third Party Commitment(s) has expired and Customer has entered a new agreement directly with Call One.
5. **Early Termination/Cancellation.** Early Termination/Cancellation. Customer shall be required to provide Call One a minimum of 30 days' notice in writing of any termination or cancellation of Service(s). (a) If Customer terminates the Service in whole or in part prior to the expiration of the Term, Customer will be liable for an early termination charge equal to the monthly recurring charges for the remainder of the Term. In addition, Customer shall also be liable for any installation and/or other non-recurring charges that were waived. (b) If Call One terminates Service(s) in whole or in part due to Customer's non-payment or default, customer will be deemed to have terminated the Service(s) and will be liable for all early termination charges. (c) If Customer Cancels Service before the Service is established, Customer shall be liable to Call One for all reasonable expenses incurred by Call One to process the order for Service.
6. **Inside Wiring.** The applicable rates for inside wiring provided directly by Call One to Customer are specified on the technician-charges page of the Call One website at [www.callone.com](http://www.callone.com). Inside wiring provided by a third party vendor will be billed at their applicable rates and charges. In addition, any installation charges identified on Page 1 of this Agreement applies to the initial Service installation and does not include insida materials and wiring.
7. **Liability.** The entire liability of Call One, if any, for damages to Customer or to any third party whether in negligence, tort, contract or otherwise, which may arise from Call One's performance or non-performance of the Services is limited to an amount equal to a prorated adjustment of applicable monthly recurring charges for the Services affected or any portion thereof. The foregoing limitation of liability includes any mistakes, omissions, interruptions, delays, errors or defects in transmission occurring in the course of installing and/or furnishing the Service.
8. **Applicability of Tariffs.** This Agreement orders Services at rates provided herein and subject to the terms and conditions set forth in Call One's then-applicable state tariff, which tariff is incorporated by reference. State tariffs are available through the regulatory page of the Call One web site currently at [www.callone.com](http://www.callone.com). Customer acknowledges all services purchased pursuant to this agreement are for business purposes.
9. **Assignment.** Customer may not assign this Agreement (by operation of law or otherwise) without the prior written consent of Call One, which consent will not be unreasonably withheld or delayed. Any prohibited assignment shall be void ab initio.
10. **Entire Agreement.** Signed facsimile or scanned copies of this Agreement will legally bind the parties to the same extent as originally executed documents. The terms contained in this Agreement and any documents attached and referenced herein constitute the entire agreement between the parties with respect to the subject matter hereof.
11. **Jurisdiction / Collection Costs.** Any action or proceeding arising out of or related to this Agreement, the Tariffs or Services may be commenced in any state or Federal court of competent jurisdiction in the State of Illinois. The Parties submit and expressly consent to the jurisdiction of such court and expressly waive any right to a trial by jury. Call One shall be entitled to recover from Customer all reasonable collection costs, including attorneys fees.

Customer initials \_\_\_\_\_

Call One initials \_\_\_\_\_

Call One Inc.

225 W Wacker Drive 8th Floor - Chicago, IL 60606 - Telephone 312-681-8300 - Fax 312-681-8301





**SCHEDULE A  
SUBURBAN PURCHASING COOPERATIVE  
Association Pricing**

Pricing is based on 3-year agreement unless otherwise noted

**SERVICES**

**vPRI (Dependent on CO)** 15% Discount  
Includes: Local Usage Bundle, Caller ID/number only, FlexPath/voice only  
Router and Failsafe Routing

**Alt Carrier PRI** Price Available Upon Request  
Includes: Local Usage Bundle, Caller ID name & number and Failsafe Routing

**Dynamic IP 1.5M** – PRI/POTS/SIP Handoff (Dependent on CO, Optional Speeds Available) \$350.00  
Includes: Local Usage Bundle, Caller ID/number only, Router and Failsafe Routing

**VPOTS** 15% Discount  
Includes: Local Usage Bundle includes 500 minutes, up to 24 call paths, Caller ID/number only, FlexPath/voice only, Router and Failsafe Routing

**POTS Line** – Access Area A, B or C (12-month term)/per line \$23.00

**Phone Numbers/DID Number(s) each** 50.20

**SIP Sessions** – Client Transport

- \$7.00/per session for 60 months
- \$8.00/per session for 36 months
  
- \$9.00/per session for 24 months
- \$10.00/per session for 12 months

Includes: Local Usage Bundle includes 500 minutes, up to 24 call paths, Call One Transport, FlexPath, Router and Failsafe Routing

**POTS Line** – Access Area A, B or C (12-month term)/per line \$23.00

**EUCL – per Circuit/Line**

vProducts/SIP	\$0.87
vProduct Presubscription	\$0.33
Alt Carrier PRI	\$31.40
POTS	\$5.95

/



**USAGE per minute rate**

Band-A	\$0.015
Band-B	\$0.032
Band-C	\$0.018
Intrastate	\$0.029
Interstate	\$0.029
800 Service	\$0.029

(Rates subject to change based on type of service)

**MISCELLANEOUS (12-month term)**

Features	30% Discount
Low Baud/Alarm Circuits (based on Call One Tariff rate)	30% Discount
Caller ID without Name Display (POTS) per line	\$5.00
Caller ID with Name Display (POTS) per line	\$7.00
Voice Mail per mailbox	\$8.00
Remote Call Forwarding per path (RCF-Limit 5)	\$5.50
Centrex Charge per line (Trunking Equivalency)	\$9.00

\*All Prices Subject to change



## DEPARTMENT OF FINANCE MONTHLY REPORT FEBRUARY 2019

### Water Billing

A total of 14,750 residential water bills were mailed on February 1st for December's water consumption. Average consumption was 4,480 gallons, resulting in an average residential water bill of \$60.87. Total consumption for all customers was 105 million gallons, with 66 million gallons attributable to residential consumption. When compared to the February 2018 billing, residential consumption did not change.

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

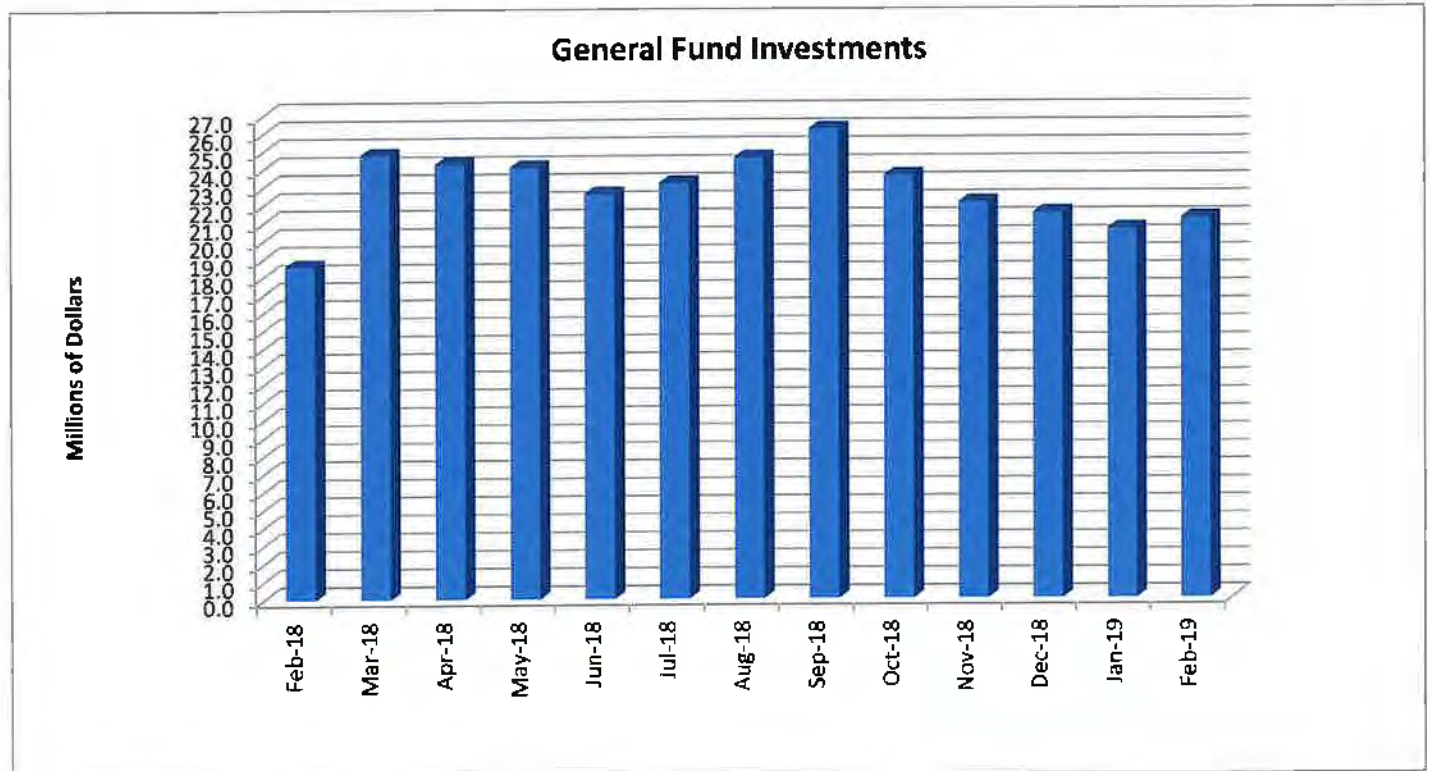
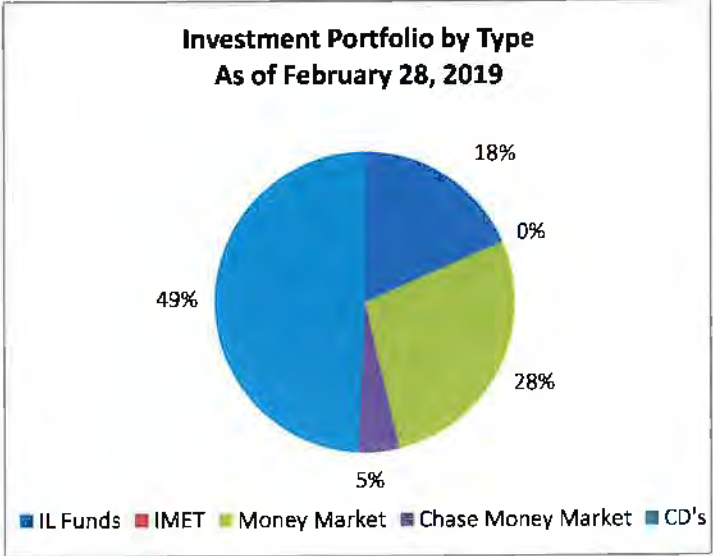
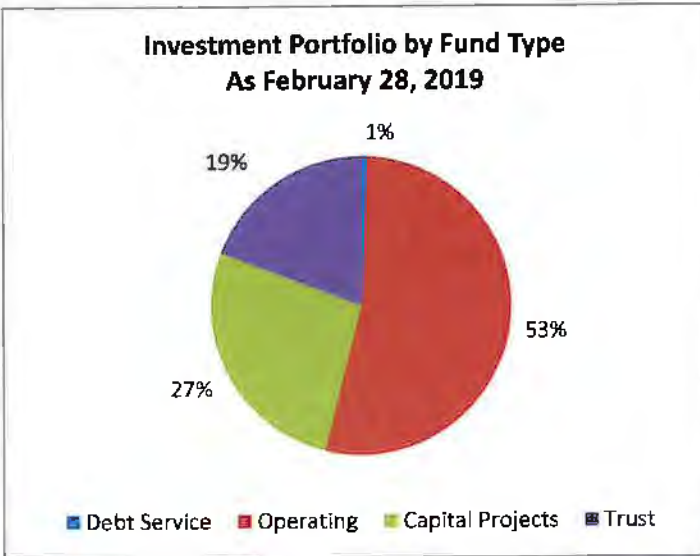


**Total Water Consumption  
Month of February**



## Village Investments

As of February 28, 2019, the Village's investment portfolio (not including pension trust funds) totaled \$50.5 million. Of this amount, \$26.9 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$23.6 million is related to debt service, capital projects and trust funds.



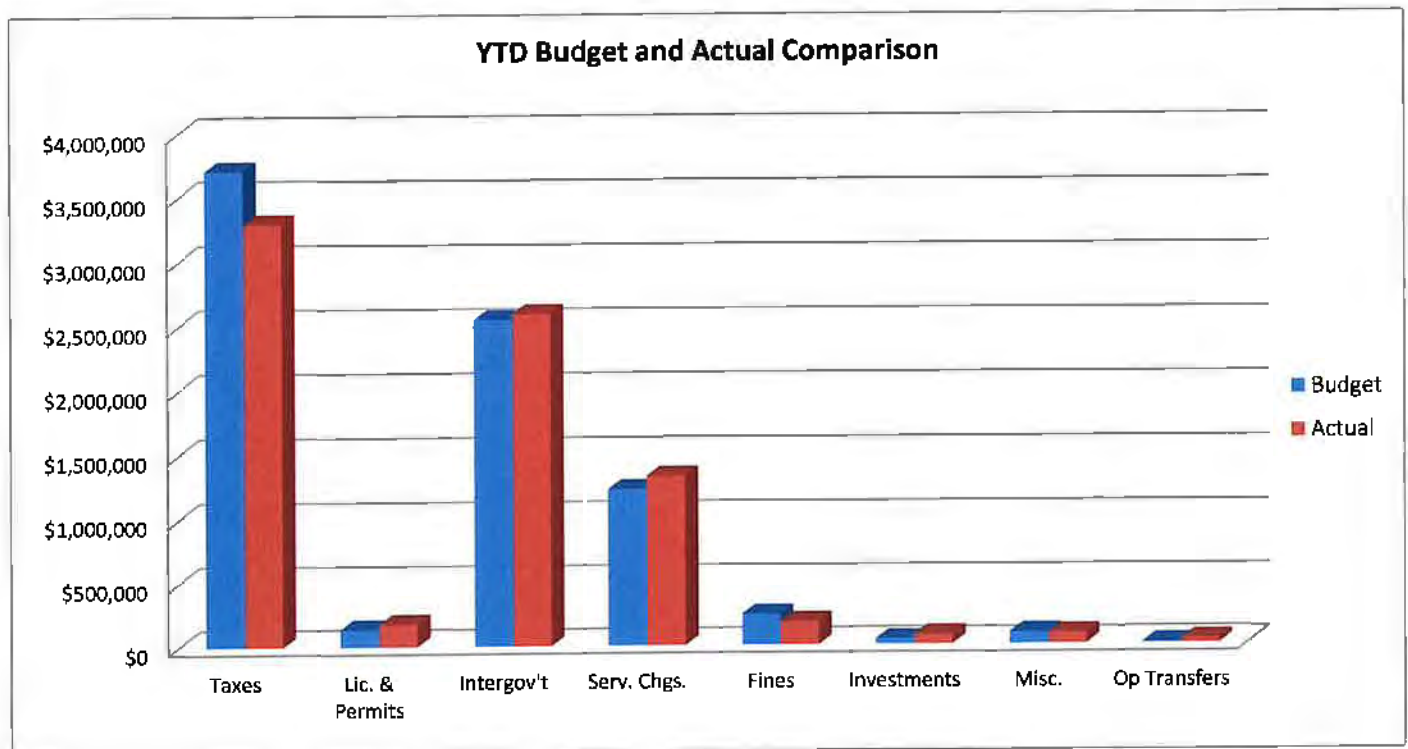
## Operating Funds

### General Fund

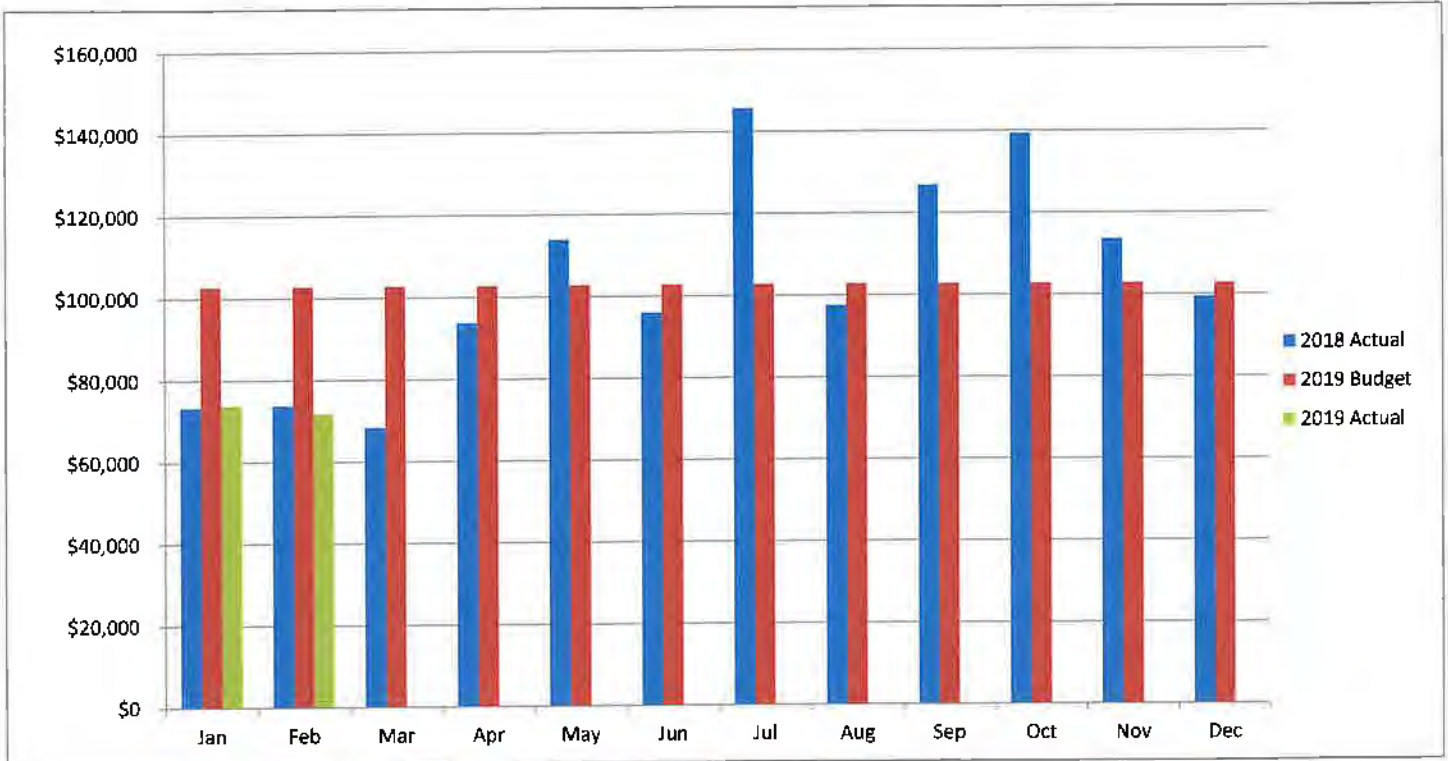
For the month of February, General Fund revenues totaled \$4,921,886 and expenditures totaled \$4,433,929 resulting in a surplus of \$487,957.

**Revenues:** February year-to-date figures are detailed in the table below. Property taxes are due in March and August every year. Licenses and permits are over budget because of increased permit activity. Charges for services are over budget due to Rental License renewals being received in January. Fines and Forfeits are under budget because we have not received a distribution from the State's Local Debt Recovery Program, due to its 60 day withholding policy. 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		VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 3,709,922	\$ 3,300,023	-11.0%
Licenses & Permits	135,750	176,306	29.9%
Intergovernmental	2,546,865	2,590,945	1.7%
Charges for Services	1,225,492	1,327,218	8.3%
Fines & Forfeits	242,767	185,172	-23.7%
Investments	41,667	78,282	87.9%
Miscellaneous	92,767	87,171	-6.0%
Operating Transfers	11,483	36,317	0.0%
<b>TOTAL</b>	<b>\$ 8,006,712</b>	<b>\$ 7,781,434</b>	<b>-2.8%</b>

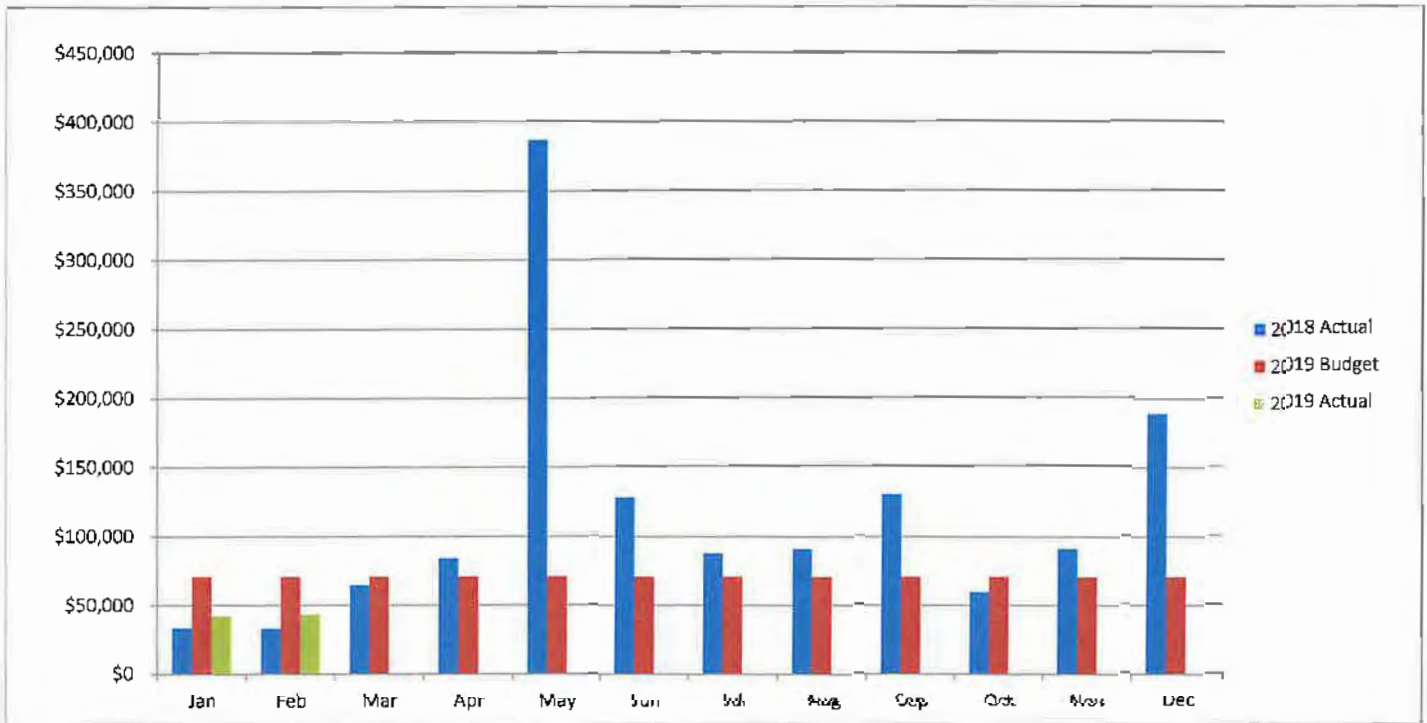


## Hotel Tax



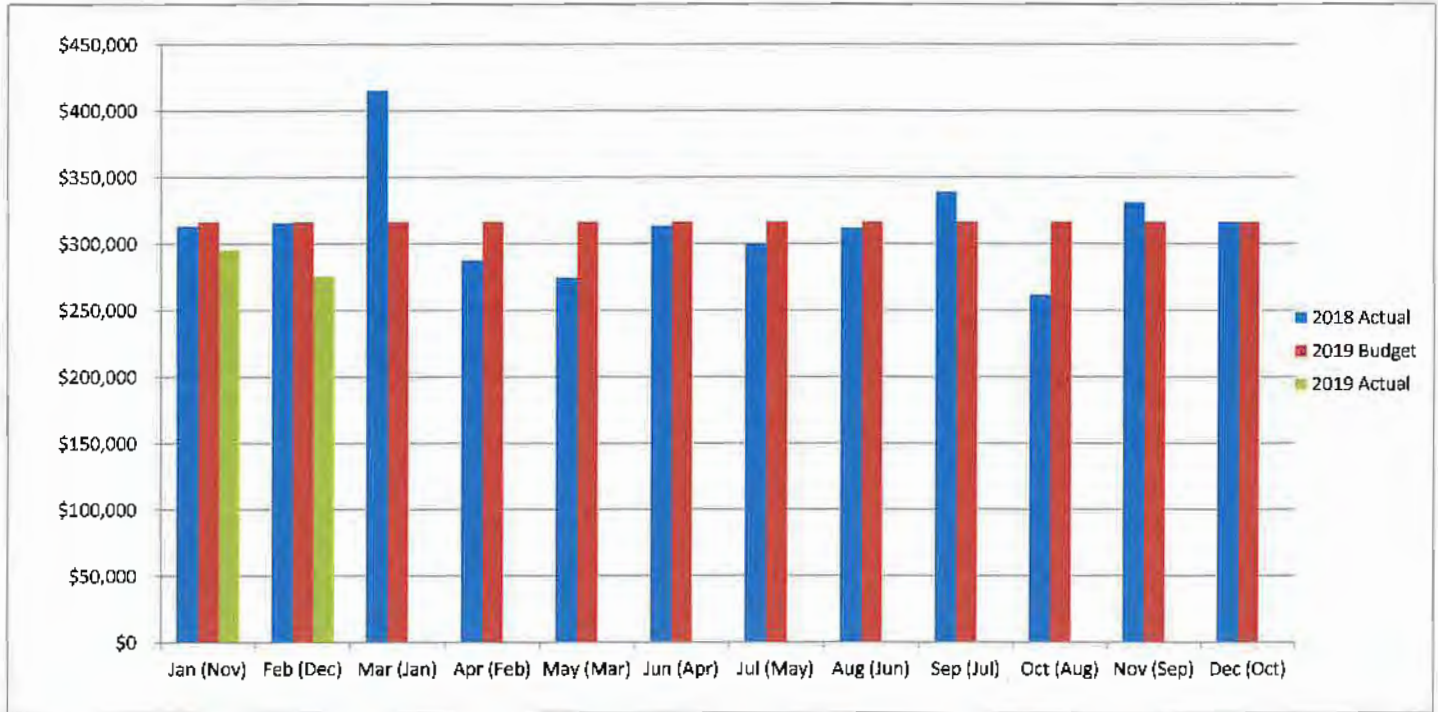
<u>Month Received</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Cumulative Variance 2019 Actual vs. Budget</u>
Jan	\$ 73,426	\$ 102,917	\$ 73,861	\$ (29,056)
Feb	73,833	102,917	71,935	(60,037)
Mar	68,427	102,917		
Apr	93,845	102,917		
May	114,055	102,917		
Jun	96,120	102,917		
Jul	145,737	102,917		
Aug	97,633	102,917		
Sep	126,735	102,917		
Oct	139,436	102,917		
Nov	113,644	102,917		
Dec	99,472	102,917		
<b>YTD Totals</b>	<u><u>\$ 1,242,363</u></u>	<u><u>\$ 1,235,000</u></u>	<u><u>\$ 145,796</u></u>	

## Real Estate Transfer Tax



<u>Month Received</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Cumulative Variance 2019 Actual vs. Budget</u>
Jan	\$ 33,669	\$ 70,833	\$ 42,133	\$ (28,700)
Feb	33,215	70,833	43,229	(56,305)
Mar	64,943	70,833		
Apr	84,196	70,833		
May	386,938	70,833		
Jun	128,366	70,833		
Jul	87,683	70,833		
Aug	91,143	70,833		
Sep	130,898	70,833		
Oct	59,570	70,833		
Nov	91,474	70,833		
Dec	189,210	70,833		
<b>YTD Totals</b>	<b><u>\$ 1,381,305</u></b>	<b><u>\$ 850,000</u></b>	<b><u>\$ 85,362</u></b>	

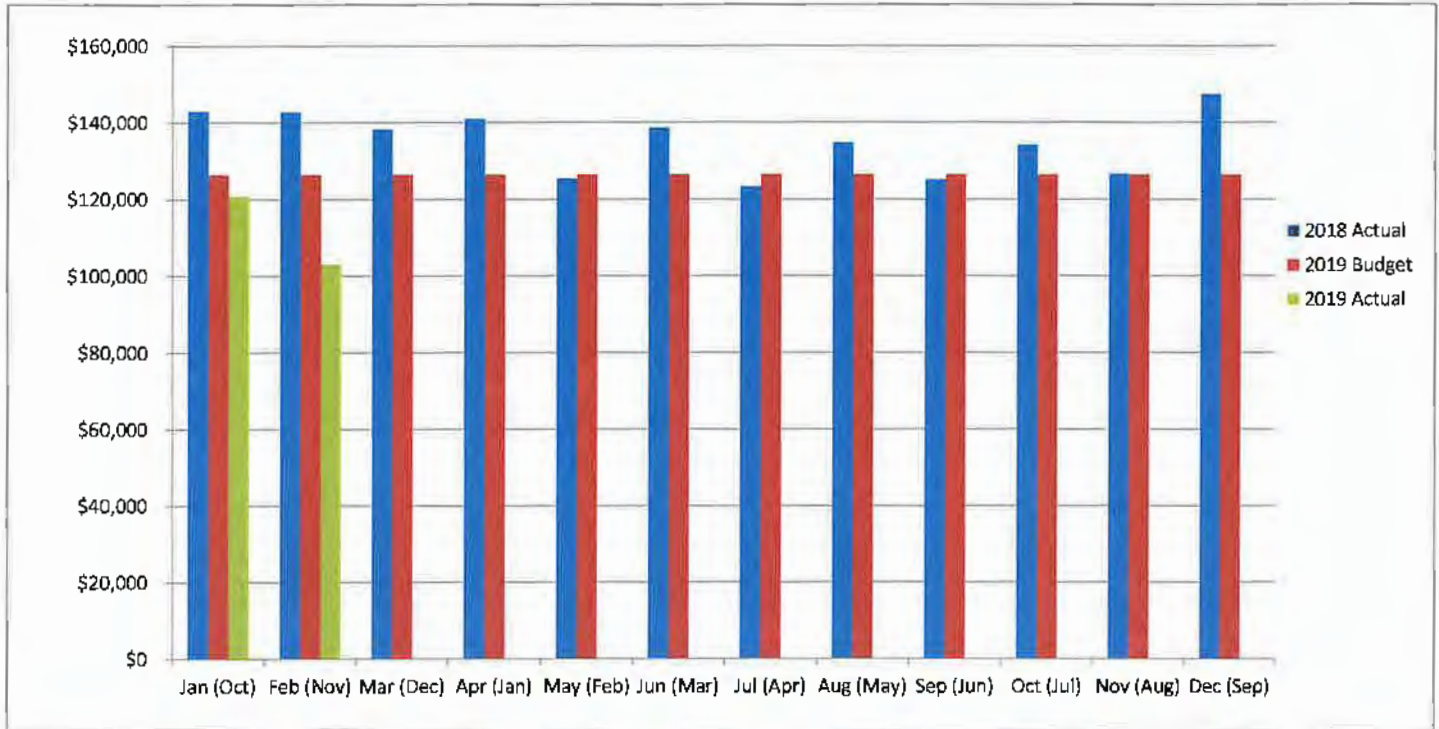
## Home Rule Sales Tax



<b><u>Month Received</u></b> <b><u>(Liability Period)</u></b>	<b><u>2018 Actual</u></b>	<b><u>2019 Budget</u></b>	<b><u>2019 Actual</u></b>	<b><u>Cumulative</u></b> <b><u>Variance</u></b> <b><u>2019 Actual</u></b> <b><u>vs. Budget</u></b>
Jan (Nov)	\$ 313,635	\$ 316,667	\$ 295,761	\$ (20,906)
Feb (Dec)	316,042	316,667	275,771	(61,801)
Mar (Jan)	415,305	316,667		
Apr (Feb)	287,678	316,667		
May (Mar)	274,533	316,667		
Jun (Apr)	313,381	316,667		
Jul (May)	300,246	316,667		
Aug (Jun)	311,998	316,667		
Sep (Jul)	339,100	316,667		
Oct (Aug)	281,779	316,667		
Nov (Sep)	331,367	316,667		
Dec (Oct)	316,550	316,667		
<b>YTD Totals</b>	<b><u>\$ 3,781,611</u></b>	<b><u>\$ 3,800,000</u></b>	<b><u>\$ 571,532</u></b>	

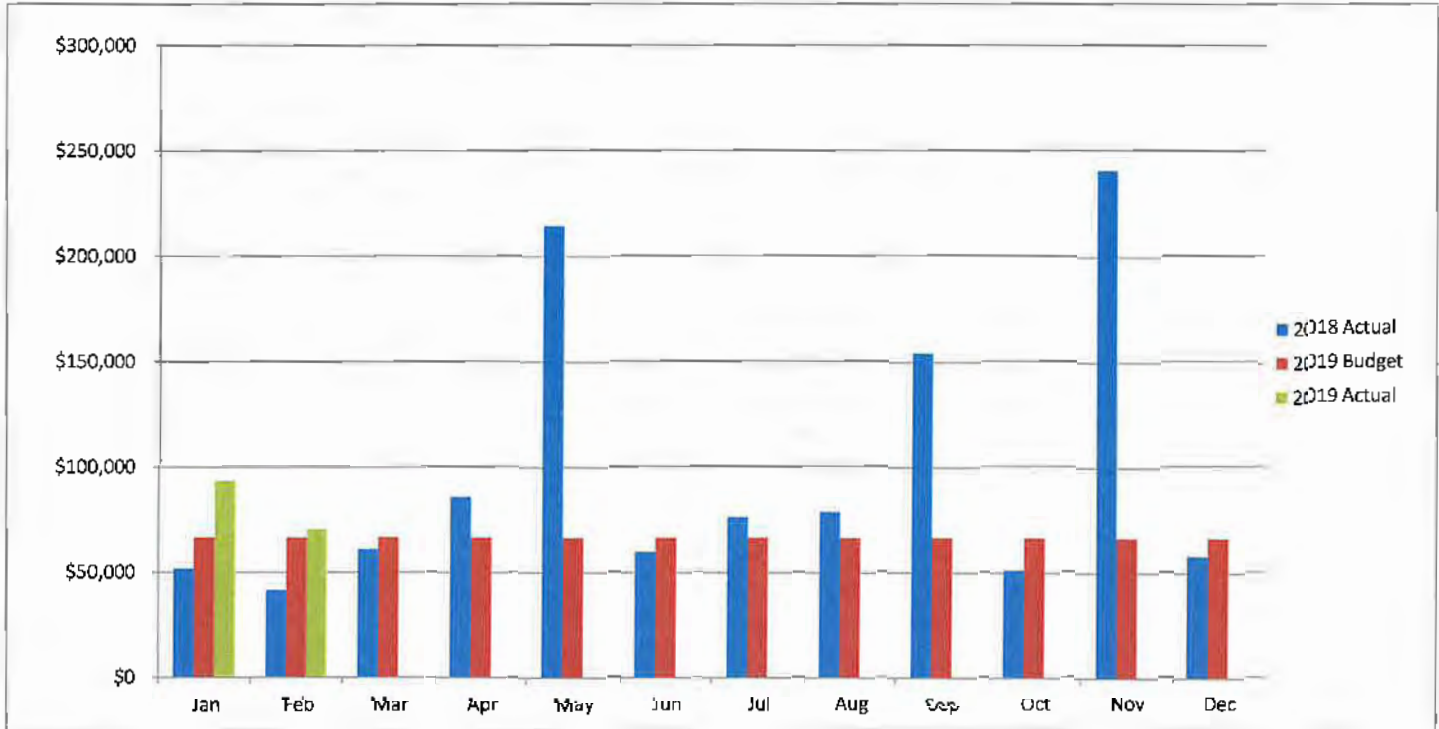


## Telecommunications Tax



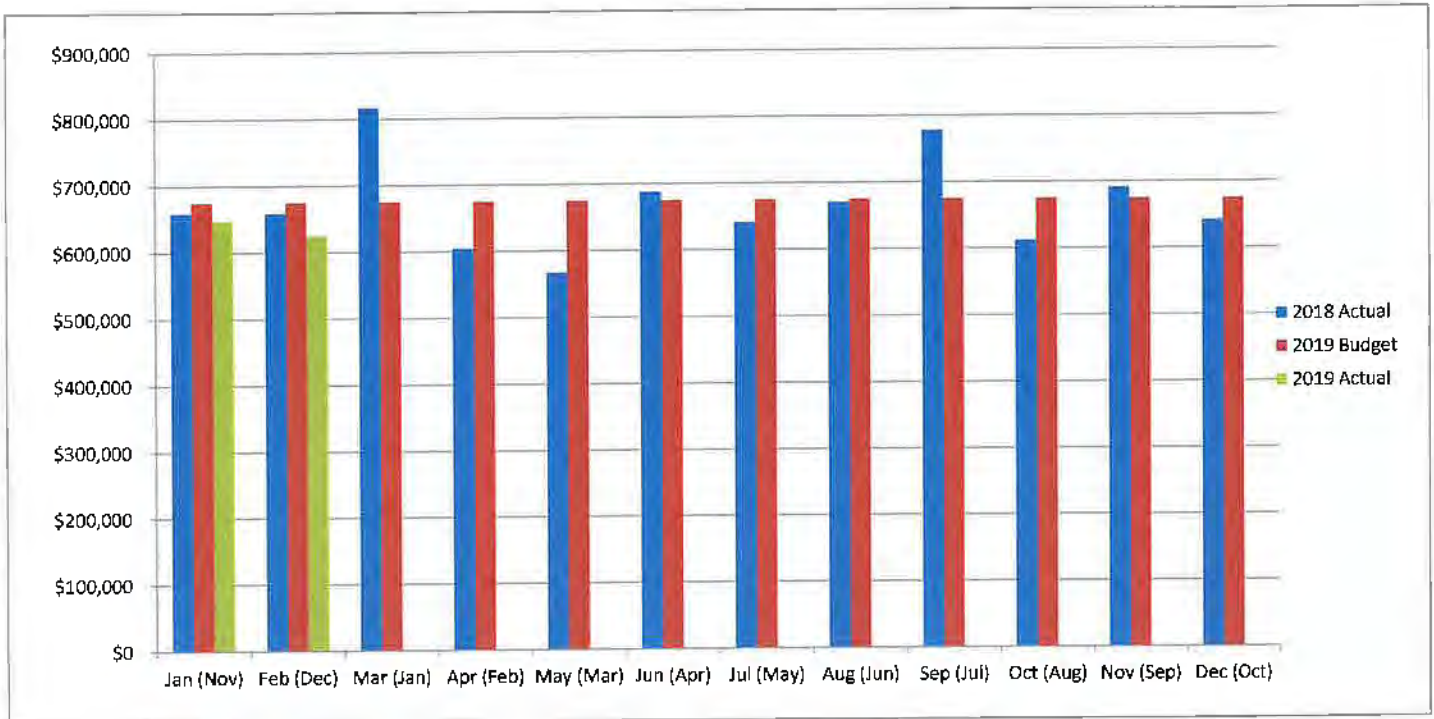
<b>Month Received (Liability Period)</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Actual</b>	<b>Cumulative Variance 2019 Actual vs. Budget</b>
Jan (Oct)	\$ 143,036	\$ 126,500	\$ 120,844	\$ (5,656)
Feb (Nov)	142,880	126,500	103,168	(28,988)
Mar (Dec)	138,304	126,500		
Apr (Jan)	141,076	126,500		
May (Feb)	125,439	126,500		
Jun (Mar)	138,619	126,500		
Jul (Apr)	123,374	126,500		
Aug (May)	134,787	126,500		
Sep (Jun)	125,192	126,500		
Oct (Jul)	134,173	126,500		
Nov (Aug)	126,705	126,500		
Dec (Sep)	147,478	126,500		
<b>YTD Totals</b>	<b>\$ 1,621,062</b>	<b>\$ 1,518,000</b>	<b>\$ 224,012</b>	

## Building Permits



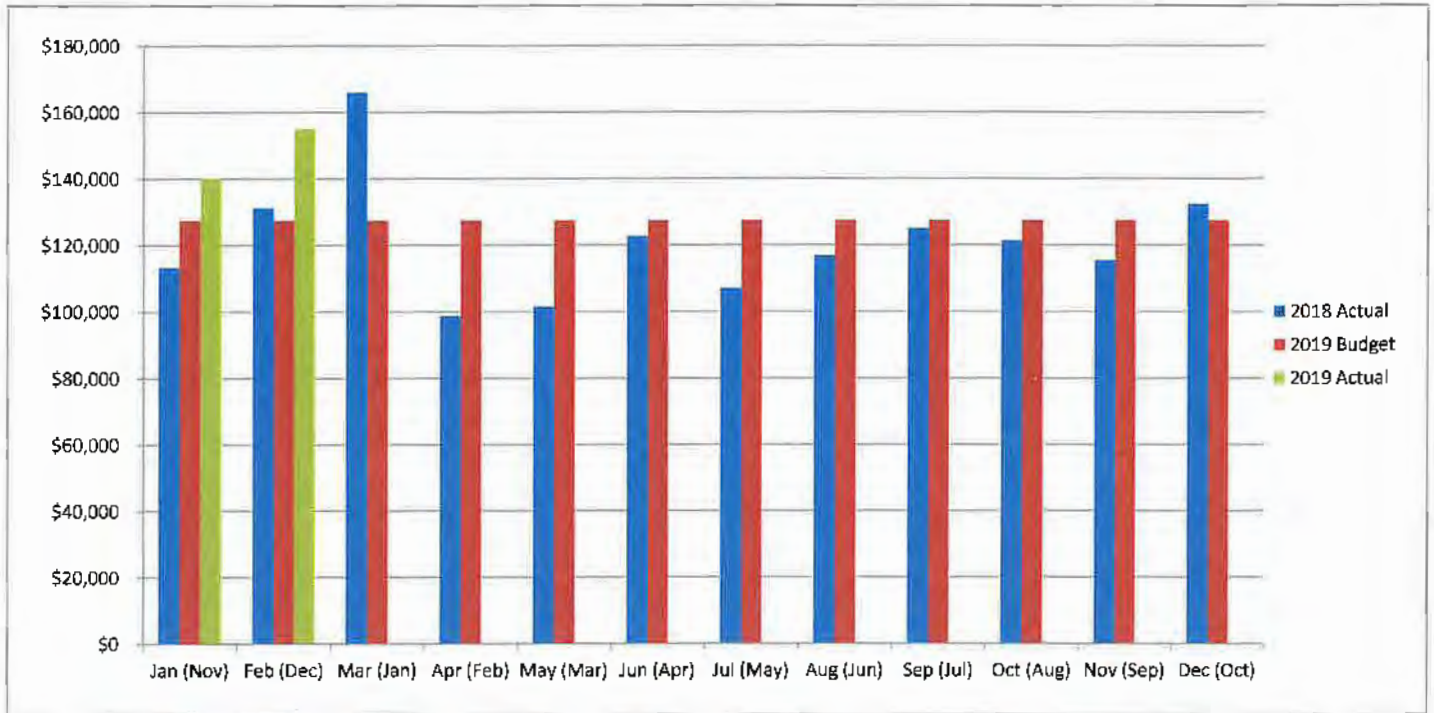
<u>Month Received</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Cumulative Variance 2019 Actual vs. Budget</u>
Jan	\$ 51,874	\$ 66,667	\$ 93,549	\$ 26,882
Feb	41,660	66,667	70,614	30,830
Mar	61,020	66,667		
Apr	85,963	66,667		
May	214,601	66,667		
Jun	60,036	66,667		
Jul	76,387	66,667		
Aug	78,987	66,667		
Sep	154,270	66,667		
Oct	51,320	66,667		
Nov	241,375	66,667		
Dec	57,994	66,667		
<b>YTD Totals</b>	<b>\$ 1,175,488</b>	<b>\$ 800,000</b>	<b>\$ 164,163</b>	

## State Sales Tax



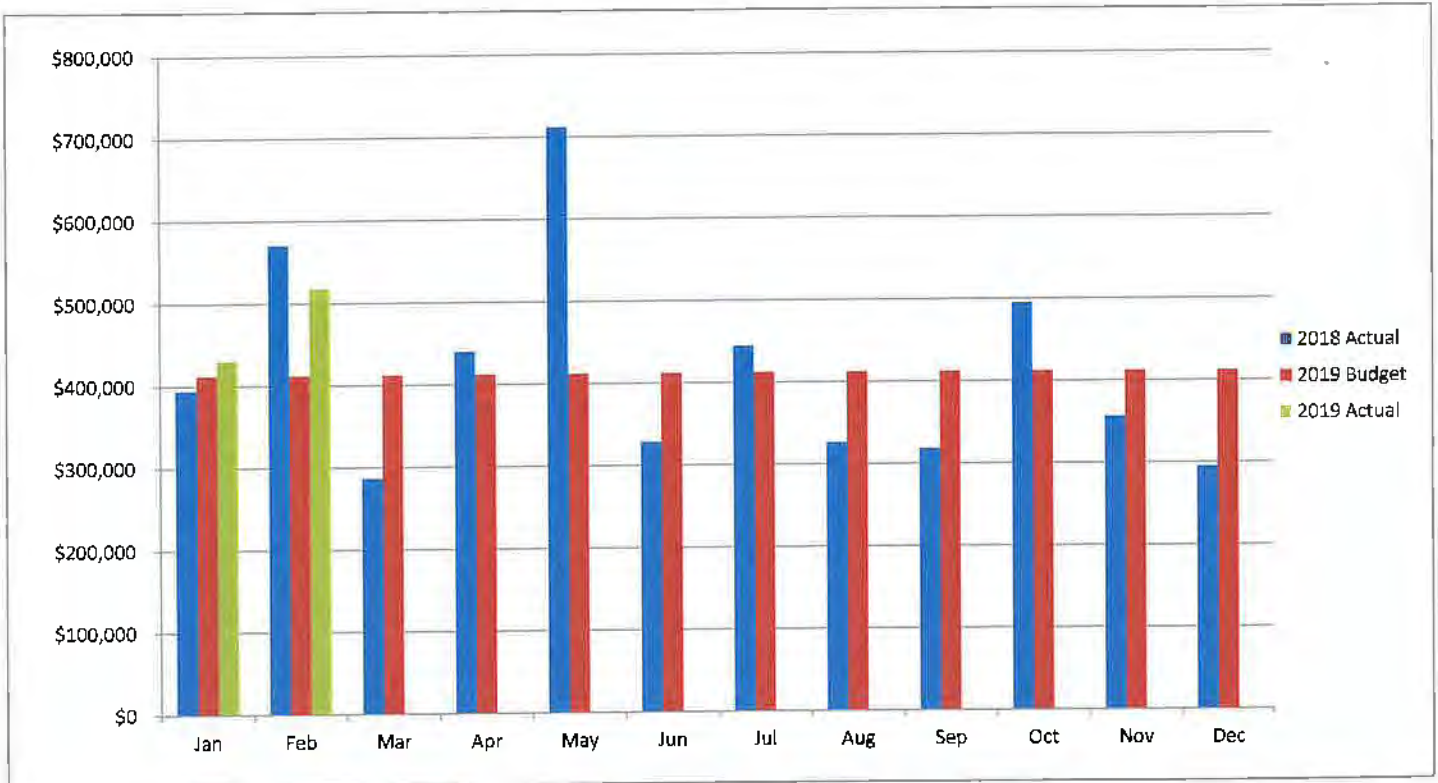
<u>Month Received (Liability Period)</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Cumulative Variance 2019 Actual vs. Budget</u>
Jan (Nov)	\$ 659,220	\$ 675,000	\$ 647,708	\$ (27,292)
Feb (Dec)	659,346	675,000	624,801	(77,491)
Mar (Jan)	817,105	675,000		
Apr (Feb)	604,906	675,000		
May (Mar)	567,645	675,000		
Jun (Apr)	688,018	675,000		
Jul (May)	641,453	675,000		
Aug (Jun)	670,995	675,000		
Sep (Jul)	778,220	675,000		
Oct (Aug)	611,782	675,000		
Nov (Sep)	691,562	675,000		
Dec (Oct)	641,917	675,000		
<b>YTD Totals</b>	<b>\$ 8,032,166</b>	<b>\$ 8,100,000</b>	<b>\$ 1,272,509</b>	

## Local Use Tax



<u>Month Received (Liability Period)</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Cumulative Variance 2019 Actual vs. Budget</u>
Jan (Nov)	\$ 113,343	\$ 127,500	\$ 140,169	\$ 12,669
Feb (Dec)	131,295	127,500	155,093	40,262
Mar (Jan)	166,066	127,500		
Apr (Feb)	98,851	127,500		
May (Mar)	101,658	127,500		
Jun (Apr)	122,767	127,500		
Jul (May)	107,147	127,500		
Aug (Jun)	116,836	127,500		
Sep (Jul)	125,128	127,500		
Oct (Aug)	121,382	127,500		
Nov (Sep)	115,439	127,500		
Dec (Oct)	132,426	127,500		
<b>YTD Totals</b>	<b>\$ 1,452,333</b>	<b>\$ 1,530,000</b>	<b>\$ 295,262</b>	

## Income Tax

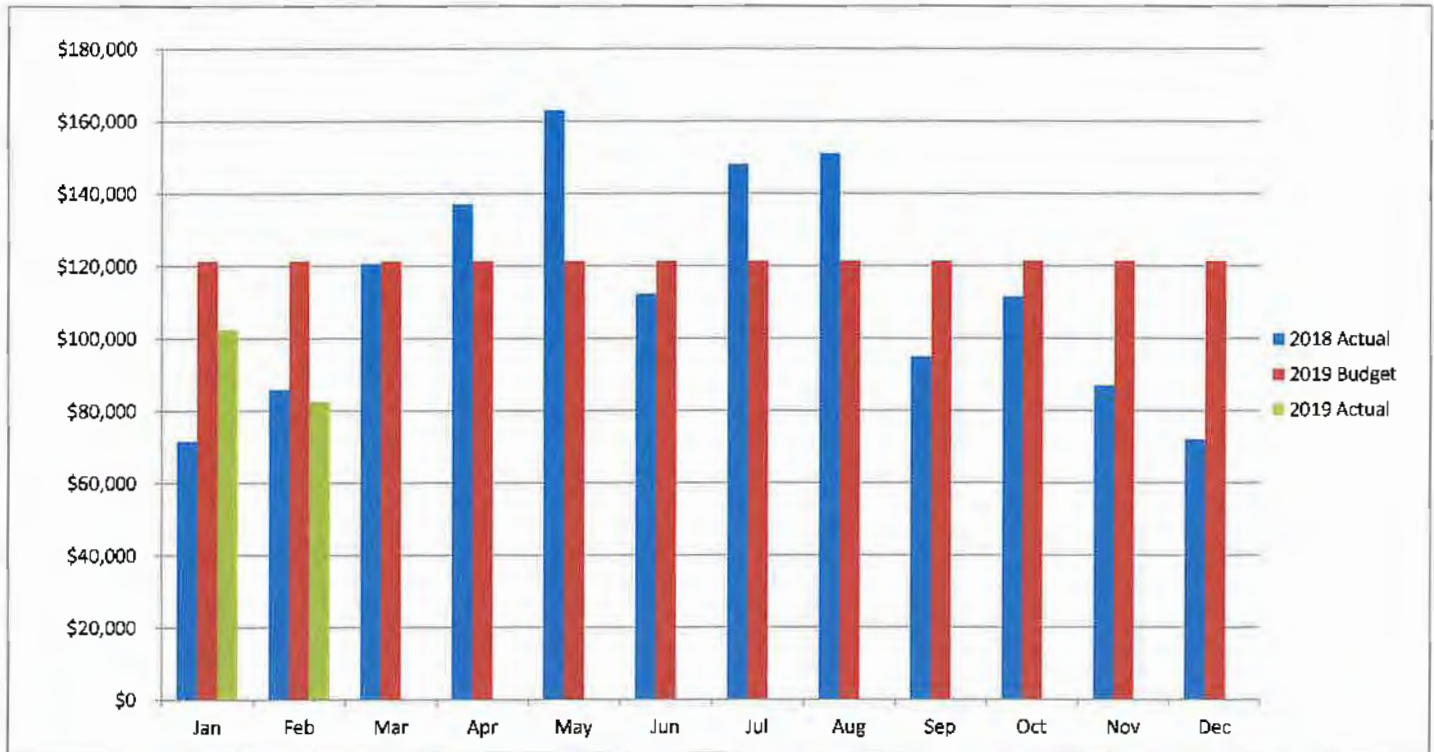


2017-2018		
Month		
<u>Received</u>	<u>Liab Pd</u>	<u>2018 Actual</u>
Jan	Dec-17	\$ 394,357
Feb	Jan-18	570,829
Mar	Feb-18	286,970
Apr	Mar-18	440,655
May	Apr-18	711,744
Jun	May-18	328,799
Jul	Jun-18	444,568
Aug	Jul-18	326,342
Sep	Aug-18	318,497
Oct	Sep-18	495,002
Nov	Oct-18	356,515
Dec	Nov-18	295,502
<b>YTD Totals</b>		<b><u>\$ 4,969,780</u></b>

2018-2019			
Month			
<u>Received</u>	<u>2019 Budget</u>	<u>Liab Pd</u>	<u>2019 Actual</u>
Jan	\$ 412,500	Dec-18	\$ 430,566
Feb	412,500	Jan-19	518,005
Mar	412,500	Jan-19	
Apr	412,500	Jan-19	
May	412,500	Feb-19	
Jun	412,500	Feb-19	
Jul	412,500	Mar-19	
Aug	412,500	Mar-19	
Sep	412,500	Mar-19	
Oct	412,500	Apr-19	
Nov	412,500	Apr-19	
Dec	412,500	May-19	
	<b><u>\$ 4,950,000</u></b>		<b><u>\$ 948,571</u></b>

**Cumulative  
Variance  
2019 Actual  
vs. Budget**  
\$ 18,066  
123,571

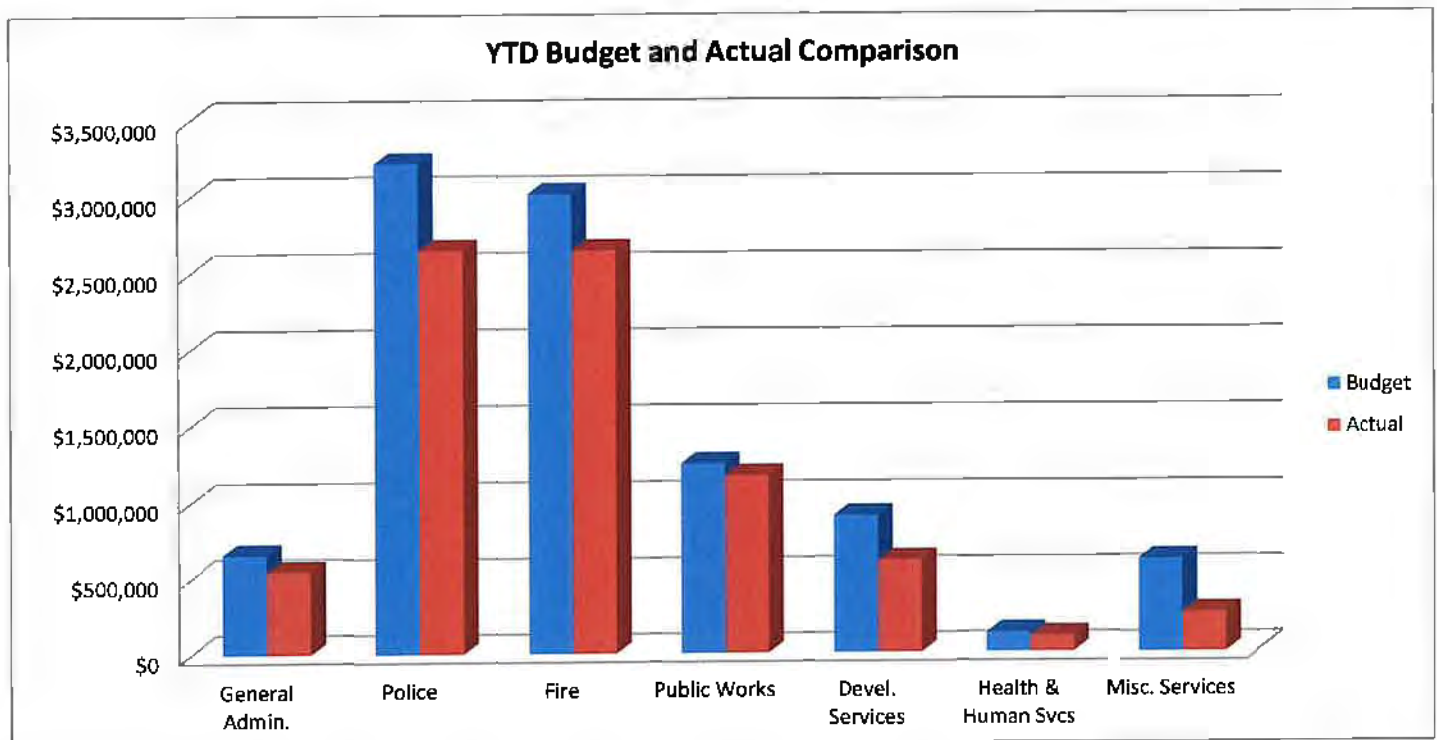
## Fines



<u>Month Received</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Cumulative Variance 2019 Actual vs. Budget</u>
Jan	\$ 71,631	\$ 121,383	\$ 102,529	\$ (18,854)
Feb	85,889	121,383	82,643	(57,595)
Mar	120,617	121,383		
Apr	137,043	121,383		
May	163,094	121,383		
Jun	112,383	121,383		
Jul	148,104	121,383		
Aug	151,117	121,383		
Sep	94,939	121,383		
Oct	111,532	121,383		
Nov	86,923	121,383		
Dec	72,167	121,383		
<b>YTD Totals</b>	<b>\$ 1,355,439</b>	<b>\$ 1,456,800</b>	<b>\$ 185,172</b>	

**Expenditures:** General Fund expenditures in February were \$437,008 below the budgeted figure of \$4,870,938. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year. Emergency Operations is over budget due to the annual Joint Emergency Management Membership Assessment payment, which happens at the beginning of every year.

EXPENDITURES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 61,493	\$ 46,820	23.9%
Administration	108,073	93,730	13.3%
Legal	87,893	52,875	39.8%
Finance	180,348	149,175	17.3%
Village Clerk	35,945	31,450	12.5%
HRM	90,332	69,470	23.1%
Communications	41,650	46,764	-12.3%
Cable TV	35,253	28,498	19.2%
Emergency Operations	13,163	24,916	-89.3%
Police	3,210,813	2,643,315	17.7%
Fire	3,010,143	2,640,313	12.3%
Public Works	1,241,513	1,163,031	6.3%
Development Services	894,942	603,933	32.5%
H&HS	122,942	103,318	16.0%
Miscellaneous	603,660	257,592	57.3%
<b>TOTAL</b>	<b>\$ 9,738,165</b>	<b>\$ 7,955,199</b>	<b>18.3%</b>



## **Department News**

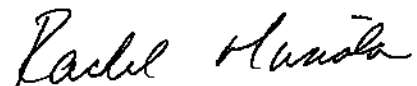
During the month of February, the following training sessions were attended by Finance staff:

- The Finance Director participated in the offering of the IGFOA Basic Governmental Accounting Seminar. The day-long seminar does a terrific job of teaching all about basic governmental accounting for new municipal finance staff. The Finance Director taught three sessions on Basic Accounting, Double-Entry Accounting, and Fund Accounting.
- Attended a seminar put on by the Chicago Metro Chapter of the IGFOA on "Preparing and Responding to an Active Shooter/Violent Incident". This seminar provided insight on what to do in these hectic situations (various Finance staff).

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

- Attended various IGFOA Professional Education Committee meetings to plan for training in the future, including the upcoming state conference (Finance Director).
- Attended quarterly IGFOA Executive Board Meeting (Assistant Finance Director).
- Completed the final FY2019 Operating and Capital Budget document and submitted it to the Government Finance Officers Association for the GFOA Budget Award. Budget document now available on Village website. Many thanks goes out to everyone who was involved with putting together the final budget document.
- Audit fieldwork began and the external auditors have been on-site reviewing all of the financial activity for FY2018.
- Attended the Platzkonzert planning meeting to oversee the financial operations of the annual Platzkonzert Festival (Finance Director).

Respectfully Submitted,



Rachel Musiala



## MONTHLY REPORT STATISTICS

February-19

	Feb-19	YTD Feb-19	Feb-18	YTD Feb-18	% Inc / Dec	
					Month	Year
<b>Credit Card Transactions</b>						
Finance and Code Front Counter						
Number	393	805	395	899	-0.5%	-10.5%
Amount	\$ 52,519	104,099	\$ 57,272	123,461	-8.3%	-15.7%
Internet Sales						
Number	2,043	4,390	2,648	5,326	-22.8%	-17.6%
Amount	\$ 219,049	477,074	\$ 263,628	507,971	-16.9%	-6.1%
Total						
Number	2,436	5,195	3,043	6,225	-19.9%	-16.5%
Amount	\$ 271,568	581,173	\$ 320,900	\$ 631,432	-15.4%	-8.0%
Credit Card Company Fees						
General Fund	\$ 44	90	\$ 1,690	4,207	-97.4%	-97.9%
Municipal Waste Fund	-	-	751	1,409	-100.0%	-100.0%
Water Fund	2,438	4,547	6,756	12,683	-63.9%	-64.1%
Total Fees	\$ 2,482	\$ 4,637	\$ 9,197	\$ 18,299	-73.0%	-74.7%
<b>Accounts Receivable</b>						
Invoices Mailed						
Number	31	102	65	154	-52.3%	-33.8%
Amount	\$ 73,348	186,606	\$ 90,710	167,129	-19.1%	11.7%
Invoices Paid						
Number	53	89	60	130	-11.7%	-31.5%
Amount	\$ 94,975	202,029	\$ 67,822	161,732	40.0%	24.9%
Reminders Sent						
Number	23	27	29	41	-20.7%	-34.1%
Amount	\$ 8,119	14,179	\$ 5,186	14,101	56.6%	0.6%
<b>Accounts Payable</b>						
Checks Issued						
Number	302	741	377	732	-19.9%	1.2%
Amount	\$ 9,051,958	11,355,857	\$ 1,463,874	5,095,926	518.4%	122.8%
Manual Checks Issued						
Number	28	60	25	79	12.0%	-24.1%
As % of Total Checks	9.27%	16.56%	6.63%	10.79%	39.8%	53.4%
Amount	\$ 8,006,850	8,544,384	\$ 18,307	2,309,028	43637.5%	270.0%
As % of Total Checks	88.45%	111.79%	1.25%	45.31%	6973.2%	146.7%
<b>Utility Billing</b>						
New Utility Accounts	78	172	78	185	0.0%	-7.0%
Bills Mailed / Active Accounts	15,674	31,354	15,580	31,158	0.6%	0.6%
Final Bills Mailed	78	172	78	185	0.0%	-7.0%
Shut-Off Notices	1,338	3,410	1,276	2,713	4.9%	25.7%
Actual Shut-Offs	106	257	124	245	-14.5%	4.9%
Total Billings	\$ 1,805,673	3,604,606	\$ 1,754,159	3,533,450	2.9%	2.0%
Direct Debit (ACH) Program						
New Accounts	185	219	27	59	585.2%	271.2%
Total Accounts	3,657	7,107	2,702	5,384	35.3%	32.0%
As % of Active Accounts	23.33%	45.33%	17.34%	17.26%	6.0%	162.4%
Water Payments Received in Current Month						
Total Bills Mailed	15,674	31,354	15,580	31,158	0.6%	0.6%
ACH Payments	3,657	7,107	2,702	5,384	35.3%	32.0%
ACH Payments-% of Total Bills	23.33%	45.33%	17.34%	17.28%	34.5%	162.4%
On-line Payments (Internet Sales)	1,757	3,541	2,261	4,379	-22.3%	-19.1%
On-line Payments-% of Total Bills	11.21%	22.59%	14.51%	14.05%	-22.8%	60.7%
Over-the-phone Payments	628	1,288	1,068	2,075	-41.2%	-37.9%
Over-the-phone Payments-% of Total Bills	4.01%	8.22%	6.85%	6.66%	-41.6%	23.4%
Mail-in Payments	9,217	18,864	9,099	18,547	1.3%	1.7%
Mail-in Payments-% of Total Bills	58.80%	120.33%	58.40%	59.53%	0.7%	102.1%

**WATER BILLING ANALYSIS**  
**February 28, 2019**

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

<u>Month Billed</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
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
August	5,431	4,965	5,439
September	5,068	4,951	4,782
October	4,474	5,003	4,379
November	4,330	4,375	4,147
December	4,214	4,198	4,170
January	4,897	4,538	4,403
February	4,177	4,486	4,480
13 Month Average -	4,558	4,532	4,438
% Change -	0.0%	-0.6%	-2.1%

**Total Water Customers**

**Average Bill**

<u>Customer Type</u>	<u>Customer Type</u>			<u>Customer Type</u>	<u>Customer Type</u>		
	<u>Feb-18</u>	<u>Feb-19</u>	<u>% Change</u>		<u>Feb-18</u>	<u>Feb-19</u>	<u>% Change</u>
Residential	14,667	14,750	0.6%	Residential	\$ 58.43	\$ 60.87	4.2%
Commercial	913	924	1.2%				
<b>Total</b>	<b>15,580</b>	<b>15,674</b>	<b>0.6%</b>				

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>			
	<u>Feb-18</u>	<u>Feb-19</u>	<u>% Change</u>	<u>Feb-18</u>	<u>Feb-19</u>	<u>% Change</u>	
Residential	66	66	0.0%	Residential	132	131	-0.8%
Commercial	41	39	-4.9%	Commercial	83	79	-4.8%
	107	105	-1.9%		215	210	-2.3%

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of February 28, 2019

<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		6,354,119.07			2.438
Illinois Funds - Veterans Memorial	05/01/92		305.43			2.438
IMET Convenience Fund	10/20/05		2,798.93			2.210
Citibank SDA	11/07/08		980,772.23			1.500
Chase Money Market	03/06/18		558,183.16			1.490
CD with PMA	08/22/13		<u>13,268,023.91</u>	13,268,023.91	13,574,742.31	0.375
			21,164,202.73			
<b><u>Motor Fuel Tax</u></b>						
Illinois Funds	09/30/86		4,332.51			2.438
Citibank SDA	11/07/08		12,573.93			1.500
CD with PMA	08/22/13		<u>53,268.80</u>	53,268.80	54,511.84	0.375
			70,175.24			
<b><u>Asset Seizure - Federal</u></b>						
Illinois Funds	06/09/99		4,264.84			2.438
<b><u>Asset Seizure - State</u></b>						
Illinois Funds	11/30/98		54,616.15			2.438
<b><u>Asset Seizure - BATTLE</u></b>						
Illinois Funds	07/10/08		150.04			2.438
<b><u>Municipal Waste System</u></b>						
Illinois Funds	08/31/98		7,758.15			2.438
<b><u>2005A G.O. Debt Serv.</u></b>						
Illinois Funds	11/30/04		302,325.67			2.438
<b><u>Central Road Corridor Improv.</u></b>						
Illinois Funds	12/15/88		9,537.90			2.438
Citibank SDA	11/07/08		<u>19,635.02</u>			1.500
			29,172.92			
<b><u>Hoffman Blvd Bridge Maintenance</u></b>						
Illinois Funds	07/01/98		10,950.28			2.438
CD with PMA	08/22/13		181,436.04	181,436.04	185,670.01	0.375
Citibank SDA	02/10/11		<u>103,107.37</u>			1.500
			295,493.69			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of February 28, 2019

<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		37,533.48			2.438
CD with PMA	08/22/13		3,424,412.15	3,424,412.15	3,493,780.96	
Citibank SDA	01/07/09		82,889.72			1.500
			<u>3,544,835.35</u>			
<b><u>EDA Series 1891 Project</u></b>						
Illinois Funds	08/22/91		1,048,658.24			2.438
Citibank SDA	02/10/11		237,104.48			-
			<u>1,285,762.72</u>			
<b><u>Road Improvement</u></b>						
Illinois Funds	01/01/15		1,127,629.44			
Chase Money Market	03/06/18		509,951.80			1.490
Citibank SDA			888,976.27			2.210
			<u>2,526,557.51</u>			
<b><u>Capital Improvements</u></b>						
Illinois Funds	12/31/96		1,220.96			2.438
Citibank SDA	01/07/09		243,934.41			1.500
			<u>245,155.37</u>			
<b><u>Capital Vehicle &amp; Equipment</u></b>						
Illinois Funds	12/31/96		22,823.74			2.438
Citibank SDA	01/07/09		69,955.12			1.500
			<u>92,778.86</u>			
<b><u>Capital Replacement</u></b>						
Illinois Funds	02/01/98		3,225.29			2.438
CD with PMA	08/22/13		486,014.72	486,014.72	497,474.20	0.375
			<u>489,240.01</u>			
<b><u>Water and Sewer</u></b>						
Illinois Funds	09/30/86		9,975.22			2.438
Citibank SDA	11/07/08		12,938.00			1.500
Chase Money Market	03/06/18		1,172,889.14			1.490
CD with PMA			712,453.73	712,453.73	728,075.82	
			<u>1,908,256.09</u>			
<b><u>Water and Sewer-2015 Bond Projects</u></b>						
Citibank SDA	08/12/15		246,966.88			1.500
<b><u>Water and Sewer-2017 Bond Projects</u></b>						
Citibank SDA	09/13/17		779,010.76			1.500
CD with PMA	09/13/17		4,057,630.00	4,057,630.00	4,152,805.02	
			<u>4,836,640.76</u>			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of February 28, 2019

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<b><u>Sears Operating</u></b>						
Illinois Funds			2,506.62			
Citibank SDA			192,765.56	244,940.69	248,079.64	
			440,212.87			
<b><u>Insurance</u></b>						
Illinois Funds	11/10/87		16,001.63			2.438
Citibank SDA	11/07/08		154,771.54			1.500
CD with PMA	08/22/13		2,119,589.60	2,119,589.80	2,162,071.70	0.375
			2,290,363.17			
<b><u>Information Systems</u></b>						
Illinois Funds	02/01/98		78,938.11			2.438
Citibank SDA	11/07/08		346,204.19			
CD with PMA			244,600.00	244,600.00	249,845.02	
			669,742.30			
<b><u>EDA Special Tax Alloc.</u></b>						
Citibank SDA	11/07/08		9,707,590.88			
<b><u>Roselle Road TIF</u></b>						
Illinois Funds	09/30/03		7,411.76			2.438
CD with PMA	08/22/13		92,655.85	92,655.85	94,818.06	0.375
Citibank SDA	11/07/08		18,053.42			1.500
			118,121.03			
<b><u>Barr./Higgins TIF</u></b>						
Illinois Funds	08/26/91		209,041.00			2.438
<b>Total Investments</b>			\$ 50,539,424.33			
<b>Total Invested Per Institution</b>				<b>Percent Invested</b>		
Illinois Funds			9,313,325.73	18.43		
IMET Convenience Fund			2,798.93	0.01		
Chase Money Market			2,241,024.10	4.43		
CD with PMA			24,885,025.69	49.24		
Citibank at PMA			14,097,249.88	27.89		
			\$50,539,424.33	100.00		
<b>Total Invested Per Institution Excluding all Trust and EDA Funds</b>				<b>Percent Invested</b>		
Illinois Funds			8,264,867.49	20.90		
IMET			2,798.93	0.01		
Chase Money Market			2,241,024.10	5.67		
CD with PMA			24,885,025.69	62.93		
Citibank at PMA			4,152,554.52	10.50		
			\$39,546,070.73	100.00		

<b>STATEMENT OF INVESTMENTS-VILLAGE</b> <b>As of February 28, 2019</b>
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Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<b>Total Invested Per Fund</b>						
Total Investments - Operating Funds				\$26,936,903.61		
Total Investments - Debt Service Funds				\$302,325.67		
Total Investments - Trust Funds				\$9,707,590.88		
Total Investments - Capital Projects Funds				\$13,592,604.17		
Total Investments - All Funds				\$50,539,424.33		

**PMA CERTIFICATE OF DEPOSITS**

**February 28, 2019**

	Settlement	Maturity	Cost	Interest Rate
<b>GENERAL FUND</b>				
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%
Bank of China, NY	09/27/18	09/26/19	1,750,000.00	2.520%
Citibank	11/01/18	10/31/19	3,135,182.65	2.050%
Bank of China, NY	12/27/18	06/27/19	1,530,355.86	2.570%
<b>GENERAL FUND TOTALS:</b>			<b>\$ 13,268,023.91</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>	
<b>WESTERN CORRIDOR FUND</b>				
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%
Bank 7	08/24/18	05/21/19	245,600.00	2.370%
Texas Capital Bank	08/24/18	05/21/19	245,600.00	2.370%
Franklin Synergy Bank	08/24/18	05/21/19	245,700.00	2.350%
Landmark Community Bank	08/24/18	05/21/19	245,700.00	2.340%
Bank of China, NY	09/27/18	09/26/19	250,000.00	2.520%
Bank of China, NY	12/27/18	06/27/19	489,881.38	2.570%
<b>WESTERN CORRIDOR TOTALS:</b>			<b>\$ 3,424,412.15</b>	

**PMA CERTIFICATE OF DEPOSITS**

**February 28, 2019**

	Settlement	Maturity	Cost	Interest Rate
<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>				
Citibank	11/01/18	10/31/19	467,513.04	2.050%
Bank of China, NY	12/27/18	06/27/19	244,940.69	2.570%
<b>WATER &amp; SEWER TOTALS:</b>			\$ <b>712,453.73</b>	
<b>SEARS CENTRE FUND</b>				
Bank of China, NY	12/27/18	06/27/19	244,940.69	2.570%
<b>SEARS CENTRE TOTALS:</b>			\$ <b>244,940.69</b>	
<b>INSURANCE FUND</b>				
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%
Bank of China, NY	12/27/18	06/27/19	489,881.38	2.570%
<b>INSURANCE TOTALS</b>			\$ <b>2,119,589.80</b>	
<b>INFORMATION SYSTEM FUND</b>				
Bank of China	03/12/18	03/14/19	244,600.00	2.133%
<b>INFORMATION SYSTEM TOTALS:</b>			\$ <b>244,600.00</b>	
<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>				
CIBC Bank USA/ Private Bank-MI	09/13/17	12/02/19	240,700.00	1.675%
United Bank	09/13/17	12/02/19	876,930.00	1.362%
United Bank	09/13/17	08/01/19	1,120,000.00	1.339%
United Bank	09/13/17	04/01/19	1,120,000.00	1.336%
Bank OZK	12/04/18	06/30/19	700,000.00	2.400%
<b>2017 BOND PROCEEDS TOTALS:</b>			\$ <b>4,057,630.00</b>	
<b>TOTAL:</b>			\$ <b>24,885,026</b>	



**OPERATING REPORT SUMMARY**

**REVENUES**

**February 28, 2019**

	<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>			
<b>General Fund</b>							
Property Taxes	1,000,000	1,303,998	1,100,000	1,310,412	16,364,510	8.0%	
Hotel Tax	102,917	71,935	205,833	145,796	1,235,000	11.8%	
Real Estate Transfer Tax	70,833	43,229	141,667	85,362	850,000	10.0%	
Home Rule Sales Tax	316,667	275,771	633,333	571,532	3,800,000	15.0%	
Telecommunications Tax	126,500	103,168	253,000	224,012	1,518,000	14.8%	
Property Tax - Fire	283,565	384,841	567,130	387,104	3,402,780	11.4%	
Property Tax - Police	318,173	418,288	636,345	420,703	3,818,070	11.0%	
Other Taxes	86,307	81,672	172,613	155,102	1,035,680	15.0%	
<b>Total Taxes</b>	<b>2,304,961</b>	<b>2,682,900</b>	<b>3,709,922</b>	<b>3,300,023</b>	<b>32,024,040</b>	<b>10.3%</b>	
Business Licenses	-	2,989	-	7,215	340,000	2.1%	
Liquor Licenses	-	1,173	-	4,028	262,500	1.5%	
Building Permits	66,667	70,614	133,333	164,162	800,000	20.5%	
Other Licenses & Permits	1,208	231	2,417	901	14,500	6.2%	
<b>Total Licenses &amp; Permits</b>	<b>67,875</b>	<b>74,987</b>	<b>135,750</b>	<b>176,306</b>	<b>1,417,000</b>	<b>12.4%</b>	
Sales Tax	675,000	624,801	1,350,000	1,272,509	8,100,000	15.7%	
Local Use Tax	127,500	155,093	255,000	295,263	1,530,000	19.3%	
State Income Tax	412,500	518,005	825,000	948,571	4,950,000	19.2%	
Replacement Tax	20,058	525	40,117	32,196	240,700	13.4%	
Other Intergovernmental	38,374	42,373	76,748	42,405	460,490	9.2%	
<b>Total Intergovernmental</b>	<b>1,273,433</b>	<b>1,340,798</b>	<b>2,546,865</b>	<b>2,590,945</b>	<b>15,281,190</b>	<b>17.0%</b>	
Engineering Fees	16,667	5,105	33,333	5,105	200,000	2.6%	
Ambulance Fees	129,167	134,524	258,333	285,989	1,550,000	18.5%	
Police Hireback	35,417	38,962	70,833	84,116	425,000	19.8%	
Lease Payments	63,163	57,079	126,325	95,078	757,950	12.5%	
Cable TV Fees	210,000	156,979	210,000	204,561	840,000	24.4%	
4th of July Proceeds	-	-	-	-	83,900	0.0%	
Employee Payments	100,000	118,357	200,000	226,557	1,200,000	18.9%	
Hireback - Arena	15,875	13,877	31,750	50,818	190,500	26.7%	
Rental Inspection Fees	150,000	15,925	150,000	220,254	300,000	73.4%	
Other Charges for Services	72,458	82,010	144,917	154,741	869,500	17.8%	
<b>Total Charges for Services</b>	<b>792,746</b>	<b>622,819</b>	<b>1,225,492</b>	<b>1,327,218</b>	<b>6,416,850</b>	<b>20.7%</b>	
Court Fines-County	16,667	15,696	33,333	30,107	200,000	15.1%	
Ticket Fines-Village	37,550	30,278	75,100	72,081	450,600	16.0%	
Overweight Truck Fines	500	130	1,000	720	6,000	12.0%	
Red Light Camera Revenue	56,667	33,132	113,333	73,482	680,000	10.8%	
Local Debt Recovery	10,000	3,407	20,000	8,783	120,000	7.3%	
<b>Total Fines &amp; Forfeits</b>	<b>121,383</b>	<b>82,643</b>	<b>242,767</b>	<b>185,172</b>	<b>1,456,600</b>	<b>12.7%</b>	
Total Investment Earnings	20,833	38,107	41,667	78,282	250,000	31.3%	
Reimburse/Recoveries	22,500	11,482	45,000	13,658	270,000	5.1%	
S.Barrington Fuel Reimbursement	2,500	2,668	5,000	5,453	30,000	18.2%	
Shaumburg Twn Fuel Reimbursement	-	2,613	-	4,534	-	N/A	
Tollway Payments	833	950	1,667	1,150	10,000	11.5%	
Other Miscellaneous	20,550	44,600	41,100	62,376	246,600	25.3%	
<b>Total Miscellaneous</b>	<b>46,383</b>	<b>62,313</b>	<b>92,767</b>	<b>87,171</b>	<b>556,600</b>	<b>15.7%</b>	
Total Operating Transfers In	5,742	17,318	11,483	36,317	68,900	52.7%	
<b>Total General Fund</b>	<b>4,833,356</b>	<b>4,921,886</b>	<b>8,006,712</b>	<b>7,781,434</b>	<b>57,471,180</b>	<b>13.5%</b>	<b>16.7%</b>

**OPERATING REPORT SUMMARY  
REVENUES**

**February 28, 2019**

	<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	1,570,942	1,481,867	3,141,883	2,958,880	18,851,300	15.7%	
Connection Fees	4,167	5,280	8,333	17,506	50,000	35.0%	
Cross Connection Fees	3,167	3,210	6,333	6,405	36,000	16.9%	
Penalties	6,667	11,703	13,333	20,516	80,000	25.6%	
Investment Earnings	1,667	5,502	3,333	12,148	20,000	60.7%	
Other Revenue Sources	9,292	11,946	18,583	33,052	111,500	29.6%	
Capital Projects	-	7,621	-	16,234	4,452,500	0.4%	
Total Water Fund	<u>1,595,900</u>	<u>1,527,129</u>	<u>3,191,800</u>	<u>3,064,740</u>	<u>23,603,300</u>	<u>13.0%</u>	<u>16.7%</u>
Motor Fuel Tax Fund	113,208	112,994	226,417	225,997	1,358,500	16.6%	
Community Dev. Block Grant Fund	21,958	-	43,917	-	263,500	0.0%	
Asset Seizure Fund	63	511	125	4,780	750	637.4%	
Municipal Waste System Fund	245,296	228,292	490,592	455,459	2,943,550	15.5%	
Sears Centre Operating Fund	283,468	207,147	566,937	439,424	3,401,620	12.9%	
Sears Centre Activity Fund	706,733	-	1,413,467	-	8,480,800	0.0%	
Stormwater Management	51,333	51,789	102,667	103,495	616,000	16.8%	
Insurance Fund	145,246	114,007	290,492	179,966	1,742,950	10.3%	
Roselle Road TIF	16,750	1,584	33,500	62,796	201,000	31.2%	
Barrington/Higgins TIF	50,478	138,424	100,957	138,912	605,740	22.9%	
Higgins/Hassell TIF	8,253	-	16,507	-	99,040	0.0%	
Information Systems	156,849	160,666	313,698	316,726	1,882,190	16.6%	
Total Spec Rev. & Int. Svc. Fund	<u>1,799,637</u>	<u>1,015,414</u>	<u>3,599,273</u>	<u>1,927,558</u>	<u>21,595,640</u>	<u>8.9%</u>	
<b>TOTAL OPERATING FUNDS</b>	<u><b>8,028,893</b></u>	<u><b>7,464,429</b></u>	<u><b>14,797,785</b></u>	<u><b>12,773,730</b></u>	<u><b>102,670,120</b></u>	<u><b>12.4%</b></u>	<u><b>16.7%</b></u>
2015A & C G.O. Debt Service	765	765	1,509	1,509	3,452,500	0.0%	
2015B G.O. Debt Service	-	-	-	-	124,300	0.0%	
2016 G.O. Debt Service	50,461	50,461	50,710	50,710	435,800	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	180,750	0.0%	
2018 G.O. Debt Service	203,274	203,274	218,281	218,281	2,748,700	0.0%	
<b>TOTAL DEBT SERV. FUNDS</b>	<u><b>254,500</b></u>	<u><b>254,500</b></u>	<u><b>270,500</b></u>	<u><b>270,500</b></u>	<u><b>6,942,050</b></u>	<u><b>3.9%</b></u>	<u><b>16.7%</b></u>
Central Rd. Corridor Fund	6,333	63	12,667	119	76,000	0.2%	
Hoffman Blvd Bridge Maintenance	167	366	333	771	2,000	38.6%	
Western Corridor Fund	833	10,267	1,667	28,102	10,000	281.0%	
Traffic Improvement Fund	33	-	67	-	400	0.0%	
EDA Series 1991 Project	833	5,332	1,667	15,387	10,000	153.9%	
Central Area Rd. Impr. Imp. Fee	-	65	-	105	-	0.0%	
Western Area Traffic Impr.	-	18	-	29	-	N/A	
Western Area Traffic Impr. Impact Fee	-	13	-	36	-	0.0%	
Capital Improvements Fund	168,929	226,518	337,858	446,003	2,027,150	22.0%	
Capital Vehicle & Equipment Fund	129,363	100,963	258,727	201,926	1,552,360	13.0%	
Capital Replacement Fund	667	748	1,333	1,536	8,000	19.2%	
Road Improvement Fund	533,939	606,655	1,067,878	964,375	6,407,270	15.1%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<u><b>841,098</b></u>	<u><b>951,007</b></u>	<u><b>1,682,197</b></u>	<u><b>1,658,389</b></u>	<u><b>10,093,180</b></u>	<u><b>16.4%</b></u>	<u><b>16.7%</b></u>
Police Pension Fund	463,623	481,350	927,245	548,998	5,563,470	9.9%	
Fire Pension Fund	464,432	455,786	928,863	530,605	5,573,180	9.5%	
<b>TOTAL TRUST FUNDS</b>	<u><b>928,054</b></u>	<u><b>937,135</b></u>	<u><b>1,856,108</b></u>	<u><b>1,079,603</b></u>	<u><b>11,136,650</b></u>	<u><b>9.7%</b></u>	<u><b>16.7%</b></u>
<b>TOTAL ALL FUNDS</b>	<u><b>10,052,545</b></u>	<u><b>9,607,071</b></u>	<u><b>18,606,590</b></u>	<u><b>15,782,222</b></u>	<u><b>130,842,000</b></u>	<u><b>12.1%</b></u>	<u><b>16.7%</b></u>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**February 28, 2019**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	30,747	24,105	61,493	46,820	368,960	12.7%	
Administration	54,037	46,679	108,073	93,730	648,440	14.5%	
Legal	43,947	33,806	87,893	52,875	527,360	10.0%	
Finance	90,174	68,840	180,348	149,175	1,082,090	13.8%	
Village Clerk	17,973	16,236	35,945	31,450	215,670	14.6%	
Human Resource Mgmt.	45,166	31,165	90,332	69,470	541,990	12.8%	
Communications	20,825	14,269	41,650	46,764	249,900	18.7%	
Cable TV	17,627	14,301	35,253	28,498	211,520	13.5%	
Emergency Operations	6,582	7,783	13,163	24,916	78,980	31.5%	
Total General Admin.	327,076	257,185	654,152	543,698	3,924,910	13.9%	16.7%
Police Department							
Administration	132,708	139,579	265,417	242,113	1,592,500	15.2%	
Juvenile Investigations	47,303	45,023	94,605	78,287	567,630	13.8%	
Tactical	83,468	76,167	166,935	127,500	1,001,610	12.7%	
Patrol and Response	917,851	877,927	1,835,702	1,448,540	11,014,210	13.2%	
Traffic	105,900	59,667	211,800	105,244	1,270,800	8.3%	
Investigations	118,001	111,312	236,002	233,868	1,416,010	16.5%	
Community Relations	1,131	1,025	2,262	1,775	13,570	13.1%	
Communications	62,676	58,678	125,352	176,035	752,110	23.4%	
Canine	15,771	15,952	31,542	28,128	189,250	14.9%	
Special Services	16,565	21,511	33,130	31,782	198,780	16.0%	
Records	26,442	27,559	52,883	48,965	317,300	15.4%	
Administrative Services	77,593	61,291	155,185	121,077	931,110	13.0%	
Total Police	1,605,407	1,495,692	3,210,813	2,643,315	19,264,880	13.7%	16.7%
Fire Department							
Administration	90,808	88,439	181,617	166,077	1,089,700	15.2%	
Public Education	3,984	2,906	7,968	4,315	47,810	9.0%	
Suppression	711,221	714,881	1,422,442	1,225,737	8,534,650	14.4%	
Emer. Med. Serv.	645,781	671,023	1,291,562	1,132,729	7,749,370	14.6%	
Prevention	49,703	26,083	99,405	104,830	596,430	17.6%	
Fire Stations	3,575	6,620	7,150	6,625	42,900	15.4%	
Total Fire	1,505,072	1,509,952	3,010,143	2,640,313	18,060,860	14.6%	16.7%
Public Works Department							
Administration	29,725	28,940	59,450	53,156	356,700	14.9%	
Snow/Ice Control	153,459	353,232	306,918	574,492	1,841,510	31.2%	
Pavement Maintenance	43,301	25,256	86,602	50,501	519,610	9.7%	
Forestry	95,268	56,570	190,535	115,182	1,143,210	10.1%	
Facilities	96,371	75,553	192,742	131,702	1,156,450	11.4%	
Fleet Services	107,473	91,722	214,945	130,511	1,289,670	10.1%	
F.A.S.T.	16,266	7,561	32,532	15,358	195,190	7.9%	
Storm Sewers	13,466	12,824	26,932	22,016	161,590	13.6%	
Traffic Control	65,429	37,258	130,858	70,114	785,150	8.9%	
Total Public Works	620,757	688,917	1,241,513	1,163,031	7,449,080	15.6%	16.7%

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**February 28, 2019**

	<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	33,697	30,450	67,393	60,856	404,360	15.0%	
Planning	45,850	47,913	91,700	78,278	550,200	14.2%	
Code Enforcement	123,715	104,947	247,430	211,921	1,484,580	14.3%	
Transportation & Engineering	117,665	97,579	235,330	196,487	1,411,980	13.9%	
Economic Development	126,544	18,198	253,088	56,391	1,518,530	3.7%	
<b>Total Development Services</b>	<b>447,471</b>	<b>299,087</b>	<b>894,942</b>	<b>603,933</b>	<b>5,369,650</b>	<b>11.2%</b>	<b>16.7%</b>
Health & Human Services	61,471	52,093	122,942	103,318	737,650	14.0%	16.7%
Miscellaneous							
4th of July	3,710	3,710	3,710	3,710	121,500	3.1%	
Police & Fire Comm.	8,706	-	17,412	-	104,470	0.0%	
Misc. Boards & Comm.	21,558	7,366	43,115	14,101	258,690	5.5%	
Misc. Public Improvements	269,712	119,926	539,423	239,781	3,236,540	7.4%	
<b>Total Miscellaneous</b>	<b>303,685</b>	<b>131,002</b>	<b>603,660</b>	<b>257,592</b>	<b>3,721,200</b>	<b>6.9%</b>	<b>16.7%</b>
<b>Total General Fund</b>	<b>4,870,938</b>	<b>4,433,929</b>	<b>9,738,165</b>	<b>7,955,199</b>	<b>58,528,230</b>	<b>13.6%</b>	<b>16.7%</b>
Water & Sewer Fund							
Water Department	1,103,258	1,033,881	2,206,515	2,059,934	13,239,090	15.6%	
Sewer Department	183,646	151,014	367,292	300,259	2,203,750	13.6%	
Billing Division	70,617	67,423	141,233	116,468	847,400	13.7%	
Capital Projects Division	-	-	-	-	3,035,680	0.0%	
2015 Bond Capital Projects	-	-	-	-	424,800	0.0%	
2017 Bond Capital Projects	-	-	-	-	2,507,120	0.0%	
2018 Bond Capital Projects	-	-	-	-	247,640	0.0%	
<b>Total Water &amp; Sewer</b>	<b>1,357,520</b>	<b>1,252,317</b>	<b>2,715,040</b>	<b>2,476,661</b>	<b>22,505,480</b>	<b>11.0%</b>	<b>16.7%</b>
Motor Fuel Tax	242,191	242,191	242,191	242,191	2,135,000	11.3%	
Community Dev. Block Grant Fund	-	-	-	-	263,500	0.0%	
Asset Seizure Fund	15,252	20,718	30,503	42,843	183,020	23.4%	
Municipal Waste System	256,567	58,763	513,133	311,049	3,078,800	10.1%	
Sears Centre Operating Fund	295,626	-	591,252	-	3,547,510	0.0%	
Sears Centre Activity Fund	706,733	-	1,413,467	-	8,480,800	0.0%	
Stormwater Management	61,254	-	122,508	-	735,050	0.0%	
Insurance	145,748	101,204	291,497	582,276	1,748,980	33.3%	
Information Systems	169,349	109,268	338,698	187,387	2,032,190	9.2%	
Roselle Road TIF	76,273	-	152,545	-	915,270	0.0%	
Barrington/Higgins TIF	50,478	1,250	100,957	1,250	605,740	0.0%	
Higgins/Hassell TIF	432	-	863	-	5,180	0.0%	
<b>TOTAL OPERATING FUNDS</b>	<b>8,248,360</b>	<b>6,219,640</b>	<b>16,250,819</b>	<b>11,798,857</b>	<b>104,764,750</b>	<b>11.3%</b>	<b>16.7%</b>
2015A G.O. Debt Service	-	-	-	-	3,453,520	0.0%	
2015 G.O. Debt Service	-	-	-	-	124,300	0.0%	
2016 G.O. Debt Service	-	-	-	-	436,300	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	180,750	0.0%	
2018 G.O. Debt Service	-	-	-	-	2,748,700	0.0%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,943,570</b>	<b>0.0%</b>	<b>16.7%</b>

**OPERATING REPORT SUMMARY  
EXPENDITURES  
February 28, 2019**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH- MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Central Road Corridor Improvement	6,250	6,250	12,500	12,500	75,000	16.7%	
Western Corridor Fund	-	4,583	-	9,166	55,000	16.7%	
EDA Series 1991 Project	66,875	6,667	133,750	13,334	802,500	1.7%	
Capital Improvements Fund	181,333	115,500	362,667	231,000	2,176,000	10.6%	
Capital Vehicle & Equipment Fund	143,822	19,831	287,643	34,102	1,725,860	2.0%	
Capital Replacement Fund	25,000	25,000	50,000	50,000	300,000	16.7%	
Road Improvement Fund	561,023	4,542	1,122,045	4,542	6,732,270	0.1%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>984,303</b>	<b>182,373</b>	<b>1,968,605</b>	<b>354,644</b>	<b>11,866,630</b>	<b>3.0%</b>	<b>16.7%</b>
Police Pension Fund	521,315	542,618	1,042,630	1,096,762	6,255,780	17.5%	
Fire Pension Fund	475,513	460,797	951,027	921,841	5,706,160	16.2%	
<b>TOTAL TRUST FUNDS</b>	<b>996,828</b>	<b>1,003,415</b>	<b>1,993,657</b>	<b>2,018,602</b>	<b>11,961,940</b>	<b>16.9%</b>	<b>16.7%</b>
<b>TOTAL ALL FUNDS</b>	<b>10,229,491</b>	<b>7,405,428</b>	<b>20,213,081</b>	<b>14,172,104</b>	<b>135,536,890</b>	<b>10.5%</b>	<b>16.7%</b>



# 2019 FEBRUARY MONTHLY REPORT

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### February Synopsis

- We facilitated the CentralSquare led demo of software for Department Directors to illustrate the efficiencies of Electronic Leave Requests and the application they flow into, Employee Timesheets. Electronic Leave Requests provides a method for employees to submit requests for Leave Time electronically, with email notification to the appropriate person in their workgroup for approval. Those approved Leave Requests then appear as leave time in the Employee Timesheets application eliminating manual entry of leave taken during a given pay period and minimizing the potential for entry errors.

Employee Timesheets' main purpose is to provide a way for employees to record and submit their payroll hours and to split the allocation of those hours to multiple accounts if needed.

- Transitioning the Fire Department Inspections to Permitting and Fire & Safety Inspections continued this month. We analyzed the existing permit and inspection types to determine if every type needed was already a part of the tables and if not, how to set up the missing ones in the most efficient way. We also compared the existing Fire Fees in Permitting to the ordinance setting the fees to determine where modifications or additions are needed.

### CentralSquare/GovQA Support Cases

- Submitted the changes needed to the Prevailing Wage Notice on the back of POs to Support for modification in Optio.
- Continued to work with Cloud Support to get our training environment working. All but one issue was resolved by the end of the month.
- Requested a list of our staff who have never set up their questions in Psync. These people have no way to reset their password. Will try to work to resolve this in the coming months by working with them.
- Reported that the Export to Excel function is not working for large reports in FinancePLUS.
- Contacted Support on Presidents' Day Holiday to restore access to their FTP site.
- Assisted several users with password resets.
- Worked with Support to give Angela the access needed to request user password resets.
- Provided CentralSquare with SQL script to update the deadline date to 5/09/2019 for rental inspections in Business Licensing.

- Opened and closed a case regarding an issue with not being able to access any of the training databases.
- Retested cases related to Open Enrollment, closed the old case because we no longer get the error but opened a new case since we cannot add the associated deduction code to the subtype when the option is checked to allow the employee to enter in their percent.
- Opened and closed four new cases to add new users.
- Opened and closed two new cases to have users passwords reset
- Open Case up because violations on the annual inspection disappear when the scheduled reinspection is resulted.
- Called in issue that I did not have the appropriate permissions to request a user's password to be reset

## **Work Orders**

- Assisted staff in analyzing the processing of a FOIA request and the emails sent during processing.
- Corrected errors during the upload of a lockbox in Cash Receipts.
- Modified the charge for Refuse Stickers in Cash Receipts.
- Corrected visibility of POs/REQs for staff members.
- Added Inspector to CommunityPLUS.
- Made changes in Default Assignments in GovQA for maternity leave of staff member.
- Public Works requested changes in Default Assignments for many request types due to staff changes. I provided an analysis of all Public Works request types and the current default assignee for PW to evaluate and indicate the new assignee. Made the changes as requested.
- Added Citation Violation Codes.
- Made modifications to Scheduled Reports for Inspectors.
- Several issues arose in operation of CentralSquare programs by staff with new PCs. Helped them work through the issues.
- Created SQL script to update RRL License Deadline date.
- Ran RRL Penalties
- Added Business Number prompt to Business License Certificate.
- Fixed issue with Licensing Certificates and how the fee shows up on the license.
- Gave two additional PW employee access to Reqs/Pos per Finance
- Added an additional Purchasing Default to a PW employee
- Added Reqs/Pos access to Clerks office and HHS
- Gave an additional DS Employee access to Reqs/Pos per Finance
- Analyze Fees and provided spreadsheet to Fire Admin showing ordinance fees verses what is set up in CentralSquare for Fire permits



- Working on transferring Fire Inspections over to Fire Admin
- Provided additional access to DS employees who needed Req/Pos access
- Added location for Front Counter due to permit being issued
- Tested what causes violations on the annual inspection to disappear when the scheduled reinspection is resulted
- Assisted Fire Inspector with logging in and create security questions
- Assisted two employees with password resets.
- Created new inspection types in the training database for Fire and Safety, waiting for approval
- Provided two reports to Fire Admin showing them open Fire Permits without inspections and Open fire permits with inspections, waiting for approval to close these via a database script
- Developed a user guide for Permitting and Contractor Licensing for the two new customer service reps.
- Updated the Cognos Letters and Invoices for the upcoming renewals on BL/HB/LQ
- Added additional permit types to the Fire Permits Applied Cognos Event Studio Report

## **Administration**

- Prepared monthly report.
- Processed Payroll for department employees on February 11 and 25, 2019.

## *Training*

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- Presented a GovQA Overview to Angela. The goal is to familiarize her with this web-based application and begin to go over how things are set up, and how to make modifications to staff, requests, and workflows.
- Participated in WebEx reviewing the operation of the newly designed Reports module in GovQA.
- Attended a web presentation of the CentralSquare Public Administration Roadmap that discussed the future direction of all the applications related to Public Administration customers.
- Took part in a webinar showing the Spring Release Features of GovQA.
- Provided a review Public Works request types, navigation, and request processing with Public Works staff.
- Familiarized Fire Staff with the interaction of Inspections, Permits, and Fire & Safety to Fire Staff.
- Attended two GovQA Trainings on Reports and new features

## Meetings

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- Met with IS Director on February 18 to review projects and activities.
- Monthly Staff Meeting
- Attended a CentralSquare Public Administration suite Roadmap webinar
- Trained two new customer service reps on Permitting and Contractor Business Licensing
- Met with Fire Admin to discuss the need for additional permit types and what fire inspections should be associated with fire permits
- Attended a demo of ETS with key VOHE stakeholders
- Involved in the Heart Healthy Cook off

## *Geographic Information System Review*

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### **February Synopsis**

- The Fire Dept. requested 2 additional mapbook pages covering the Arboretum of South Barrington and Friendship Village in Schaumburg. These areas sit outside of our current aerial extents, so I will be re-processing the aerial to extend from 750' to 2000' around our municipal boundary. In the meantime, the new pages were completed with an online aerial. The FD still has a number of minor edits that they will be providing to us presumably in March.
- Code wall maps were plotted and delivered to Ray Norton. Provided Plum Grove, Inc. with print specs for Clerk wall maps, which have been delivered to Clerk's office. Public Works conference room wall maps have been printed and will be delivered at our next PW-GIS meeting. We still have to update the wall maps for PD, but that should complete the replacement of Village wall maps.
- The Plat Digitization Project began in February. The goal is to scan all 600+ plats and associated documents for Village employees to access on our network. Sean Diatte has been tasked with the scanning and PDF processing with a quota of 10 plats per day. At this rate, scanning should be completed in May/June. At the end of February, we were at plat #97. Once scanning is completed we can begin digitizing the plat lines to verify our municipal boundary, subdivisions, and parcels. We will also create new data with easement and plat layers. We will add all of this data to our Hoffnet maps for all Village employees to reference. Converting plat linework into GIS data will be a long-term project.

### **Work Orders**

- WebMap Request: Increased display scale range for elevation contours(DS-TE)
- Map Request: Ela Rd Water main (PW)
- Map Request: Clerk wall maps (Clerk)
- Map Request: utilities at Higgins/Sutton for CCSI on behalf of MCI (DS-TE)
- Map Request: utilities at Freeman Rd for WT Eng. on behalf of HE Park Dist (DS-CE)
- Map Request: 2018 MWRD Compliance Report figures (PW)
- Map Request: fire stations (FD)
- Map Request: plat & utilities at 625 Lafayette for Toberman Consulting (DS-P)
- Map Request: additional fire mapbook pages Arboretum & Friendship Village (FD)
- Data Request: aerial clip/export for CAD, Barrington/I90 (DS-TE)
- Data Request: removed empty dataset & features from LGIM (IS)

- Data Request: sanitary export for Siemens (PW)
- Data Request: elevation contours along shoe factory rd (DS-TE)
- Data Inquiry: storm/san/water utility totals for annual report (PW)

## Administration

- Plat scanning & post processing procedures (IS)
- Acquired estimate and made payment for wall maps (Clerk)
- Replace plotter printhead 5 (IS)
- Reinstall ArcGIS for Desktop, install desktop & server patches (IS)
- Varidesk install (IS)
- 2018 ArcGIS Online reporting (IS)
- Created *Make a Project Location Map* tutorial video (IS)

## Training

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- ArcGIS Pro: An Introduction (ESRI, 2/19, 2/22)
- ArcGIS Pro Mapping and Visualization (ESRI, 2/20)

## Meetings

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- PW-GIS Bimonthly (2/5)
- IT-GIS Biweekly (2/18)
- GIS Update w/ S. Diatte (2/28)
- Annual Evaluation (2/20)

### **Project Activities**

#### **Project – Lexis Nexis**

- I.S. Staff along with representatives from Police Department started implementation of Lexis Nexis system. Lexis Nexis is an online reporting solution for automated crash and incident reporting. This system will eliminate manual, time-consuming processes while improving report accuracy with automated incident and crash reporting. Furthermore, Lexis Nexis will integrate with our upcoming Premiere One CAD solution from Motorola.

#### **Project – Computer Replacements**

- I.S. Staff continues to work on old desktop computer replacements. During the month of February, I.S. staff finished replacing computers at the Village Hall thus finishing the project.

#### **Project – EOC**

- I.S. Staff along with representatives from Emergency Management and Emergency Management Central Team participated in a Table Top exercise to test functionality of the current EOC environment. The purpose of this exercise was to prepare for the upcoming joined FEMA and Hoffman Estates event. During the meeting, multiple enhancements were identified and will be implemented per budget.

#### **Project – iPhones for Police Department**

- I.S Staff placed an order for thirteen additional cell phone lines for our Police Department. Twelve lines were designated for the Investigations Division and one line for the Traffic Division. All lines were equipped with iPhone 6 devices which are currently at no cost per our contract agreement with Verizon Wireless. All lines were purchased with standard data and voice plans.

#### **Project – SCA Phone System**

- I.S Staff continues to work towards re SCA Phone system replacement. During the month of February, I.S. Staff continued to collect necessary information for the smooth and speedy phone system transition. The current schedule dictates Comcast data line installation in the first week of April and turn up test on the second week in April.

## **Project – Switch Failure**

- On February 22<sup>nd</sup> a catastrophic failure has occurred on the switching equipment used by our Public Word Department. The affected switch is used on none production network and its primary task is to interconnect HVAC equipment throughout the main Village buildings. I.S. Staff was able to mitigate the problem by replacing the switch using older but still usable retired equipment. The switch was reprogrammed and installed within few hours of the failure. There was no impact on employee productivity or connectivity on production network.

## *Meetings*

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- I.S. Staff and representatives from Fire and Police Departments attended Motorola P1 Demo.

## *Training*

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- I.S. Staff held New User Orientation for our three new employees.
- I.S. Staff conducted ransomware training at the Police Department.

## **Technical Support, Hardware & Software Activities**

- Applied necessary software updates as needed.
- 195 help desk requests were opened during the month of February.
- 173 help desk requests were closed during the month of February.
- Self Service Password Resets or Account Unlocks: 7
- Email passwords reset: 0
- SunGard passwords reset: 1
- Voicemail passwords reset: 2
- User accounts unlocked: 3
- Active Directory Password Resets: 3

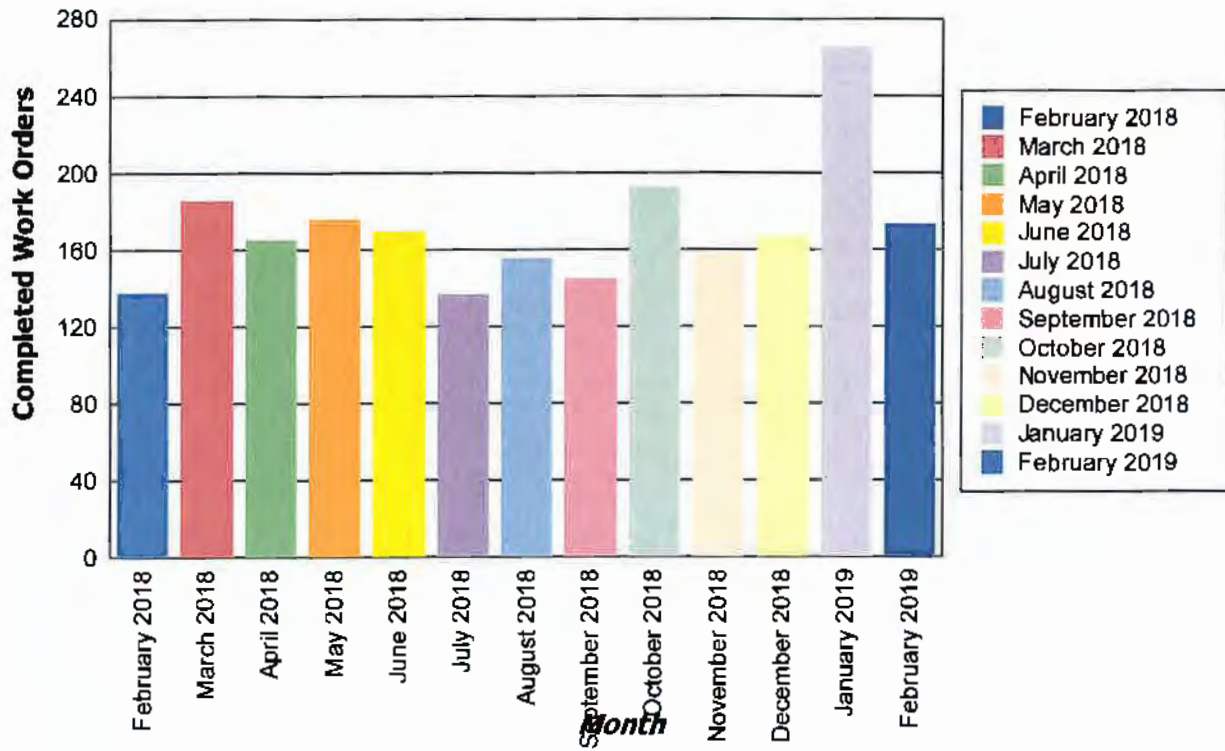
## Director Summary

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- Sat through a demonstration of CentralSquare's Electronic Leave Requests product.
- Conducted four Cyber Awareness sessions to police department personnel. The presentation covered the new Cyber Awareness training program the ISDEPT initiated, the latest public agencies affected by ransom ware and helpful tips to recognize and mediate threats.
- Conference call with Lou Lombardo and George DeKasha from CallOne to review equipment needs as well as other logistical requirements and scheduling needed to complete the replacement project.
  - Comcast scheduling
- Conducted Staff Evaluations
- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions
  - Project progress
  - Division Goals Review
- Monthly meeting with the Manager's office.
- Participated in an EOC tabletop exercise
- Bi Weekly Management team and Committee agenda meetings.
- Attended the Mayor's annual Update Breakfast
- Attended the GMIS Quarterly meeting in Naperville

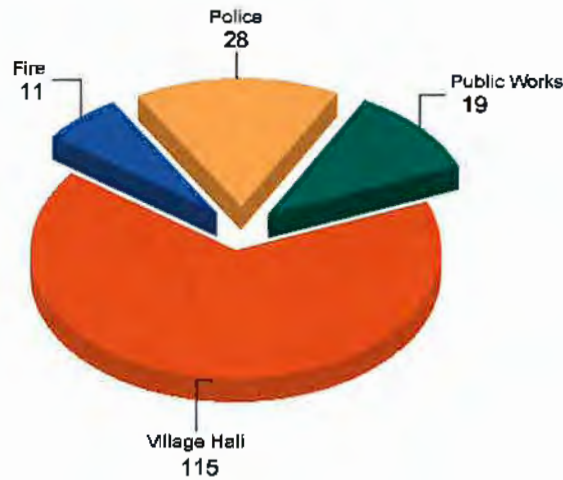
## Total Work Orders by Priority by Month

Month	February
1 - Normal	152
2 - High	2
3 - Urgent	6
Project	15
Scheduled Event	11
Vendor intervention required	9
<b>Total for Month</b>	<b>195</b>

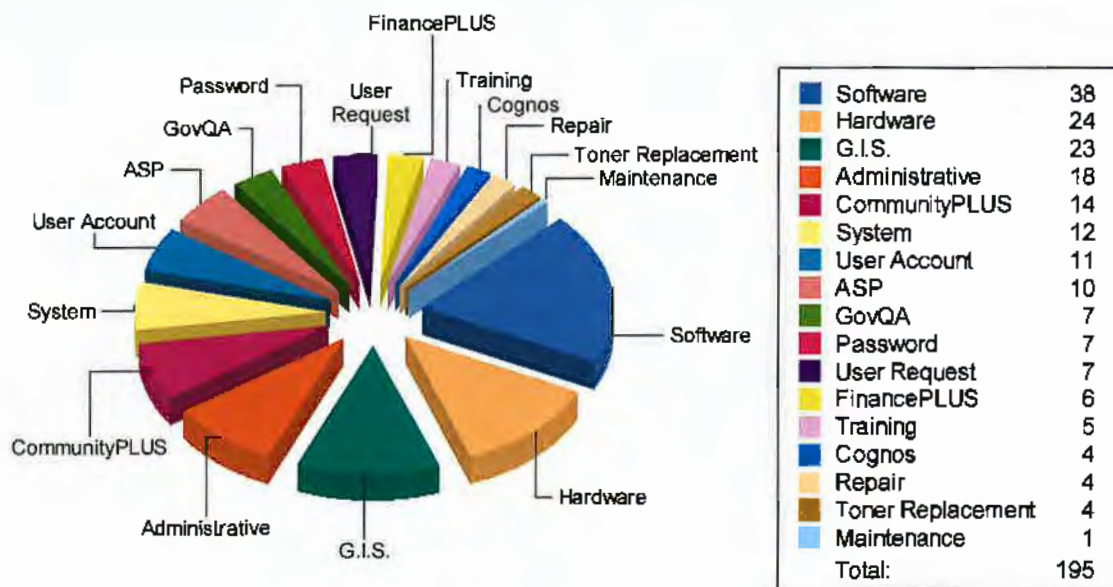




## Completed Work Orders by Location

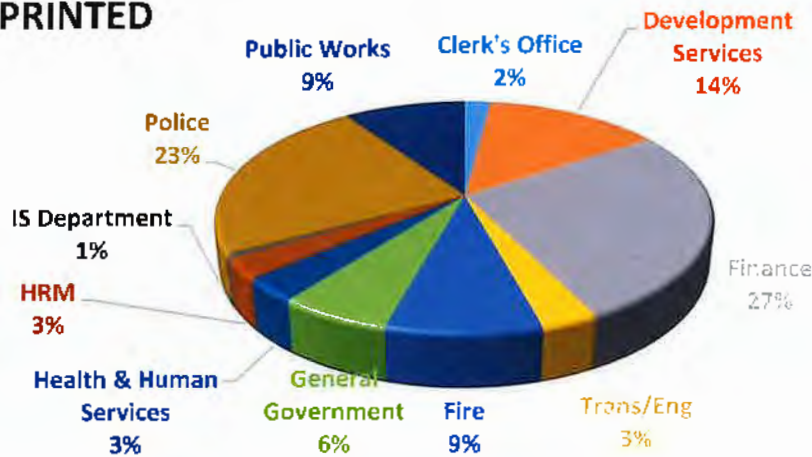


## Work Order Trends by Type



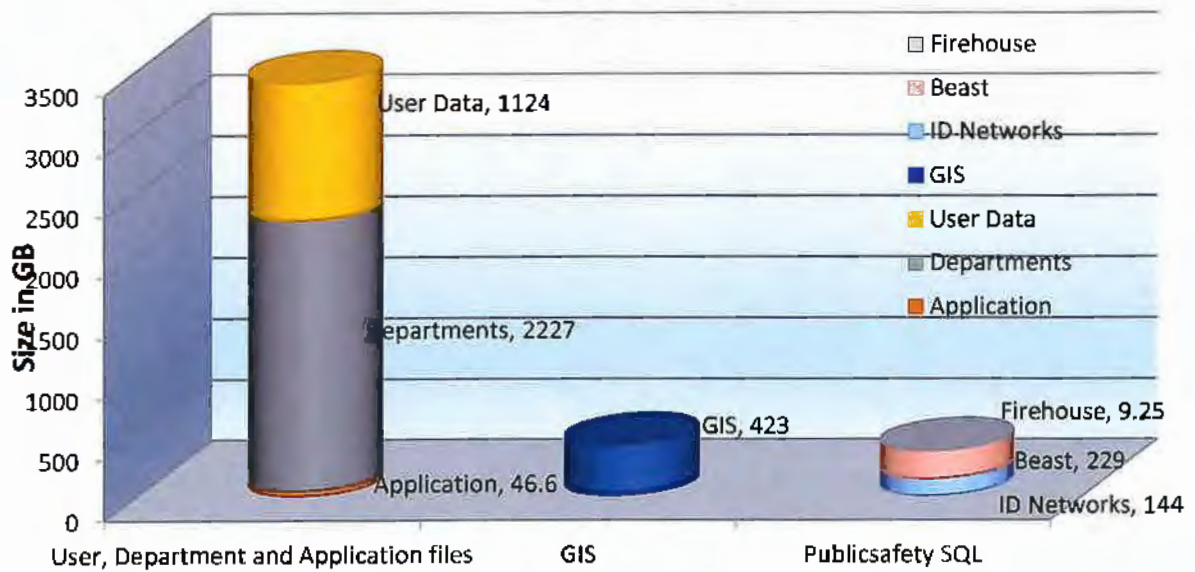
In the month of January there were 47407 pages printed across the village. The following graph breaks down printer usage by department.

### PAGES PRINTED



### System and Data Functions

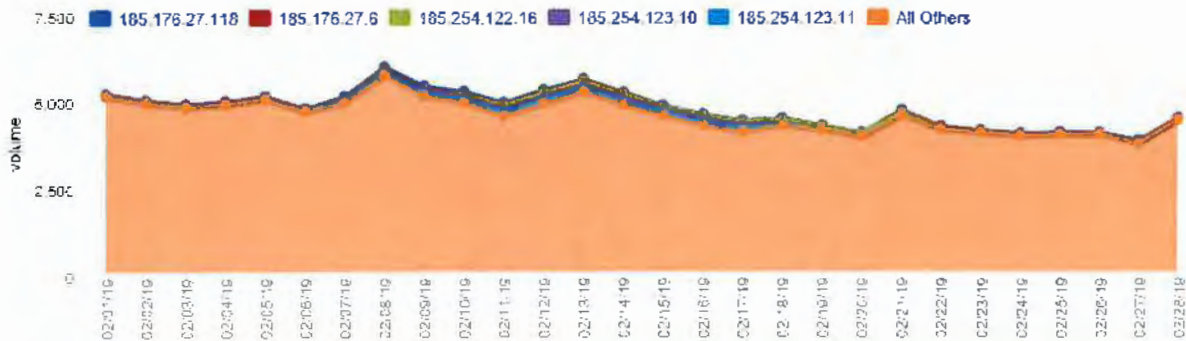
### Disk Usage



## Sentinel IPS Attack Report

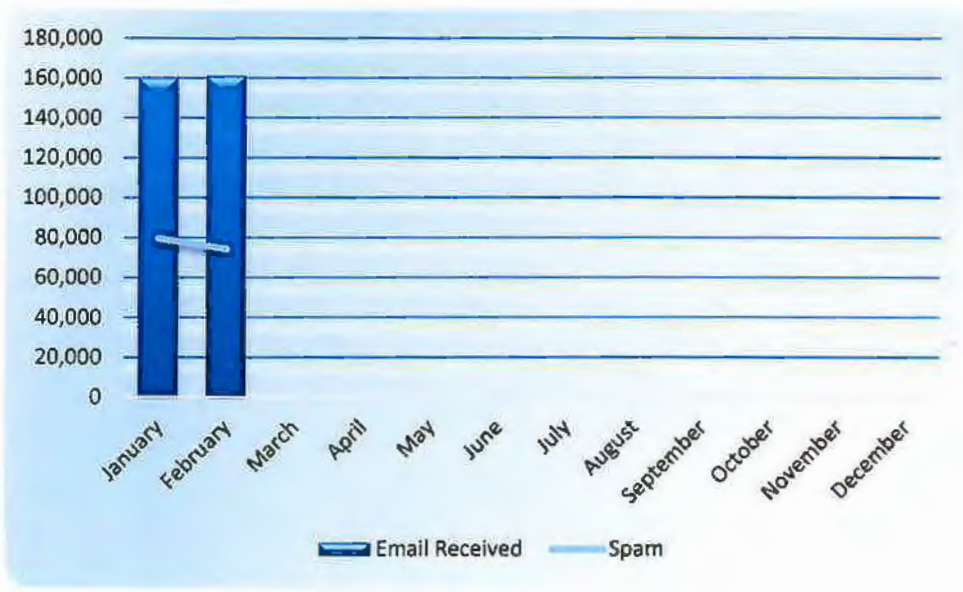
External parties attacked the Village network 132755 times during the month of February

### Attack Volume with 5 Most Active IP Addresses



## Email Spam Report

Month	Email Received	Spam	Percent Spam
January	160,097	79,625	50%
February	160,829	74,276	46%
March			0%
April			0%
May			0%
June			0%
July			0%
August			0%
September			0%
October			0%
November			0%
December			0%
<b>Total</b>	<b>320,926</b>	<b>153,901</b>	<b>48%</b>



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Fred Besenoffer, Director of Information Systems

# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** Finance Committee  
**FROM:** Mark Koplin, Assistant Village Manager-Development Services  
**RE:** **OWNER'S REPRESENTATIVE MONTHLY REPORT - MARCH 2019**  
**DATE:** March 22, 2019

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1. Coordination with Ben Gibbs on the Windy City Bulls marketing and promotion for the 2018/2019 season.
2. Working with IS Department on the RFP for a new telephone system for the SCA.
3. Monitoring the Sears Holdings situation as it relates to the naming rights.
4. Coordination with Ben Gibbs and Spectra corporate to incorporate the Village Green Beer Garden into the SCA Management Agreement.
5. Coordination with Levy and SCA on the startup of the 2019 Beer Garden.
6. Initiated discussions regarding potential shared parking for SCA events.
7. Review of the USA Volleyball event license.
8. Meeting with School District U-46 regarding graduations.
9. Discussions and planning for the Spring Awakening outdoor music festival.
10. Coordination with Facilities, Public Works Department, and SCA Building Engineer on ongoing maintenance of building systems.
11. Review of monthly financial reports and staffing/operational costs.
12. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.



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Mark Koplin  
Assistant Village Manager  
Department of Development Services

Attachments

MAK/kr

cc: J. Norris, Ben Gibbs (Spectra)

**Sears Centre Arena**  
**General Manager Update**  
 March 2019

Event Highlights	Notes
March 1 - WCB March 3 - WCB March 9 - Tobymac March 12 - IHSA Super Sectionals March 13 - WCB March 15 - WCB March 23 - WCB	
Finance Department	
General	Arena finished February financials. Ahead of budget by \$30,713
Monthly Financial Statement	Building Event Revenue YTD: \$326,384
	Building Sponsor/Other Revenue YTD: \$22,751
	Building Expenses YTD: \$439,284
	Building Income YTD: (\$90,149) vs. YTD Budget (\$120,862)
Operations Department	
General	Event Prep for April events including Cheer, Football, Indian Concerts, etc.
Positions to Fill	Ops Coordinator position (will not be filled at this time)
Third Party Providers	N/A
Village Support	concrete floor leveling
Events Department	
General	N/A
Positions to Fill	N/A
Marketing Department	
General	Marketing support for WCB, USA Volleyball, July 4 and Beer Garden
Positions to Fill	N/A
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	Prepping for multiple on sales
Food & Beverage Department	
General	Prepping for April events
Premium Seating Department	
General	N/A
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance, hospitals and liquor
Monthly Financial Statement	Corporate Sales: \$22,390
	Suites Sales: \$2,603
General	
Capital Improvements/Repairs	N/A



Event Announcement

**What:** *IHSA BOYS BASKETBALL SUPER-SECTIONAL*

**When:**

Date	Start	Event Start Time(s)
Tuesday March 12		DOORS: 5:00PM EVENT START: 6:00PM EVENT END: 10:00PM

**Where:** Sears Centre Arena

**Tickets:** Ticketed:  
*All Seating - \$12*

**On Sale:** *Saturday, March 10 @ 12:00pm*

**Marketing:** Website & Marquee

**Parking:** Free

**Levy:** Concessions

**SCA Event Mgr:** Lauren Kincannon

**Event Contact:** Steve Lacni  
Athletic Director  
Division Head PE/Health/Driver Ed  
Hoffman Estates High School  
1100 W. Higgins Rd.  
Hoffman Estates, IL 60169  
Office Phone - 847-755-5770  
slacni@d211.org

**Comps:** No

**Notes:** Tickets primarily sold at participating schools. 3A game at 6:00pm.  
4A game at 8:00pm.

**ACCOUNTING USE ONLY:**  Royalties Calculation  E-time Coding  Event Coding Sheet 9% Tax Rate

# sears' Centre Arena

POWERED BY SHOP YOUR WAY®

## Event Announcement

**What:** *2019 Carden Super Spectacular Circus*

**When:**

EVENT SPACE				
Date	Start (incl. Load In)	End (incl. Load Out)	Event Space Description	Event Start Time(s)
5/02/19 THUR	8:00am	11:59pm	Arena	LOAD IN
5/03/19 FRI	8:00am	11:59pm	Arena	LOAD IN DOORS: 5:30pm EVENT START: 6:30pm EVENT END: 10:00pm
5/04/19 SAT	8:00am	11:59pm	Arena	DOORS: 9:30am, 2:00pm, 6:30pm EVENT START: 10:30am, 3:00pm, 7:30pm EVENT END: 1:30pm, 5:30pm, 10:00pm
5/05/19 SUN	8:00am	3:00AM (3/13/17)	Arena	DOORS: 12:00pm, 4:00pm EVENT START: 1:00pm, 5:00pm EVENT END: 3:30pm, 9:00pm LOAD OUT

**Where:** Sears Centre Arena

**Tickets:** Ticketed:  
PL1 – RINGMASTER SEATS - RESERVED \$45  
PL2 – SPECTACULAR SEATS - RESERVED \$30  
PL3 – GENERAL ADMISSION - GA \$20

**On Sale:** *Public Onsale: Monday, March 11, 2019 @ 12:00pm*

**Marketing:** Website & Marquee

**Parking:** \$10

**Levy:** Concessions

**SCA Event Mgr:** TBD

**Event Contact:** Brett Carden  
Carden International Circus  
417-848-4394 - Cell  
[brett@cardencircus.com](mailto:brett@cardencircus.com)

Brenda Clinton: [circusbfc@yahoo.com](mailto:circusbfc@yahoo.com)

**Notes:** Buy one-get, one free when using the promo code FREEPASS.

**Comps:** Yes

**ACCOUNTING USE ONLY:** \_\_ Royalties Calculation \_\_ E-time Coding \_\_ Event Coding Sheet 7.5% Tax Rate



# sears Centre Arena

POWERED BY SHOP YOUR WAY®

## Event Announcement

**What:** SONU NIGAM & NEHA KAKKAR

**When:**

Date	Start (incl. Load In)	End (incl. Load Out)	Event Start Time(s)
SAT JUN 15	LOAD IN		TBD
SUN JUN 16	8:00am	3:00AM (06/17/19)	LOAD IN: 8:00AM DOORS: 5:30PM EVENT START: 6:30PM EVENT END: 10:30M BUILDING CLEAR: 11:59PM EVENT STAFF OUT: 11:59PM LOAD OUT DONE: 3:00AM (06/17/19)

**Where:** Sears Centre Arena

**Tickets:** Ticketed:  
\$542, \$381, \$273, \$166, \$111, \$89, \$68, \$46

**On Sale:** *On Sale Now*

**Marketing:** Website & Marquee

**Parking:** \$20

**Levy:** Concessions

**SCA Event Mgr:** TBD

**Event Contact:** Bhavesh Patel  
Chief Executive Officer  
**SAHIL**  
Email: [bhavesh@sahil.com](mailto:bhavesh@sahil.com)  
Web: [www.sahil.com](http://www.sahil.com)  
Tel: (773)338-3636  
Direct:(773) 522-2222

**Notes:** Indian concert. Tickets sold heavily through consignments through promoter.

**ACCOUNTING USE ONLY:** \_\_\_ Royalties Calculation \_\_\_ E-time Coding \_\_\_ Event Coding Sheet 7.5% Tax