

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

## Village of Hoffman Estates

### Finance Committee Meeting Agenda

August 15, 2022

7:00 p.m. - Board Room

Village Hall, 1900 Hassell Road, Hoffman Estates, IL 60169

- 
- I. Roll Call
  - II. Approval of Minutes - July 18, 2022

#### NEW BUSINESS

1. Request approval of an amended Memorandum of Agreement with Andy Frain Services, Inc. to provide contractual services for events at the NOW Arena.
2. Request approval to enter into an Intergovernmental Agreement with the Board of Trustees of Northern Illinois University, DeKalb, Illinois, on behalf of the Northern Illinois University Division of Information Technology.
3. Request authorization to waive formal bidding (due to utilization of a government master agreement) and authorize the purchase of 50 desktop computers, 50 monitors and 9 laptop computers from Dell EMC, Round Rock, TX, in an amount not to exceed \$67,301.81.

#### REPORTS (INFORMATION ONLY)

1. Finance Department Monthly Report
  2. Information Technology Department Monthly Report
  3. NOW Arena Monthly Report
- III. President's Report
  - IV. Other
  - V. Items in Review
  - VI. Adjournment

**FINANCE COMMITTEE MEETING MINUTES**

**July 18, 2022**

**I. Roll call**

**Members in Attendance:**

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

**Members Via Telephone:**

**Gary Pilafas, Chair**

**Management Team Members  
in Attendance:**

**Eric Palm, Village Manager  
Dan O'Malley, Deputy Village Manager  
Art Janura, Corporation Counsel  
Joe Nebel, Director Public Works  
Monica Saavedra, Director HHS  
Darek Raszka, Interim IT Director  
Kasia Cawley, Police Chief  
Alan Wax, Fire Chief  
Pete Gugliotta, Director Dev. Services  
Rachel Musiala, Director of Finance  
Darek Raszka, Acting Director IT  
Alan Wenderski, Village Engineer  
Patrick Seger, Director of HRM  
Ric Signorella, CATV Coordinator  
Suzanne Ostrovsky, Asst. Village Manager  
Sarah Marccuci, EMA Coordinator  
Bev Romanoff, Village Clerk  
Tricia O'Donnell, Comms Manager**

**Telephonic Attendance:**

**Ben Gibbs, GM NOW Arena**

The Finance Committee meeting was called to order at 8:00 p.m.

**II. Approval of Minutes**

**June 27, 2022**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve the Finance Meeting minutes from June 27, 2022. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request approval of an amendment to the Licensed User Agreement with Ticketmaster, LLC to provide enhanced ticketing services at the NOW Arena.**

An item summary sheet by Ben Gibbs and Dan O’Malley was presented to Committee.

Mr. Gibbs provided background on the request.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve an amendment to the Licensed User Agreement with Ticketmaster, LLC to provide enhanced ticketing services at the NOW Arena. Voice vote taken. All ayes. Motion carried.

**REPORTS ONLY**

- 1. Finance Department Monthly Report.**

The Finance Department Monthly Report was received and filed.

- 2. Information System Department Monthly Report.**

The Information System Department Monthly Report was received and filed.

- 3. NOW Arena Monthly Report.**

The NOW Arena Monthly Report was received and filed.

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

Motion by Trustee Gaeta, seconded by Trustee Mills, to adjourn the meeting at 8:11 p.m. Voice 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 of an amended Memorandum of Agreement with Andy Frain Services, Inc. to provide contractual services for events at the NOW Arena.

**MEETING DATE:** August 15, 2022

**COMMITTEE:** Finance Committee

**FROM:** Daniel P. O'Malley, Deputy Village Manager/Owner's Rep.  
Ben Gibbs, General Manager-NOW Arena



---

**PURPOSE:** Request approval of an amended Memorandum of Agreement with Andy Frain Services, Inc. to provide contractual services for events at the NOW Arena.

**BACKGROUND:** The Village approved the memorandum of agreement with Andy Frain Services, Inc. in January, 2019. This agreement provides contractual services for arena events for guest services, security, outside services and supervision of all these functions. The current agreement runs through August 31, 2023. As the Committee may recall, the State of Illinois recently passed the State of Illinois Parking Excise Tax on parking lots and it was uncertain whether municipal owned lots were subject to this State tax. In June, P.A. 102-0920 was passed which determined that municipal lots are exempt from this tax.

**DISCUSSION:** Based on the clarifying language of P.A. 102-0920 which exempts the Village from the State Parking Excise Tax requirements, staff reviewed the agreement with Andy Frain Services to amend that agreement to comply with the municipal exemption of P.A. 102-0920. Additionally, you will recall that the pay rates within this agreement were temporarily increased through August, 2022 due to the unfavorable workforce issues facing employers in the hospitality and live event industry.

Staff has worked with Andy Frain service on an amendment to the existing agreement to clarify the language of the agreement regarding the Village as owner and operator of the municipal parking lot and formalize the temporarily adjusted pay rates within the agreement.

Attached is the proposed amended Memorandum of Agreement that addresses both issues. The proposed amended agreement reflects the new language that clarifies the Village as owner and operator of the arena lot and formalizes the previous rate increases into Appendix B Rates.

Based on the information above, it is recommended that this amended agreement be approved. Corporation Counsel has reviewed this document and concurs with the approval of this amended agreement.

**FINANCIAL IMPACT:** There is no financial impact of this amendment. It revises the exiting language to comply with the municipal exemption of P.A. 102-0920 and maintains the previously adjusted pay rates through August, 2023.

**RECOMMENDATION:** Approval of an amended Memorandum of Agreement with Andy Frain Services, Inc. to provide contractual services for events at the NOW Arena pursuant to the amended agreement attached.

Attachment



**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
VILLAGE OF HOFFMAN ESTATES  
AND ANDY FRAIN SERVICES, INC.**

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

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

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

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

1. Provision of Services. Contractor shall serve as an independent Contractor to furnish uniformed event security, and traffic control staff for the events held at the Arena "Arena Events". Contractor shall furnish the Village with a sufficient number of Contractor's employees ("Service Personnel") to perform Credential Verification, Access, Traffic Control, Ushering (when required) and Site Security at designated locations providing coverage as required by the Village.
2. Terms of Agreement. This Agreement shall be effective 06/01/2022 and shall remain in force through 08/30/23 ("Term").
3. Payment Terms.
  - A. The Village shall pay Contractor for services at the rates set forth in Appendices B and C. These rates shall remain in effect for the term of the Agreement unless the rates are directly impacted by a change in labor or employment laws, regulations, rulings or other mandate having appropriate jurisdiction which alter or directly impact the hours of service worked by Service Personnel, rates of pay of Personnel, working conditions or other labor related costs associated with Contractor personnel performing the services provided.
  - B. The Village agrees that this Agreement will be subject to renegotiation in the event of such changes referenced in Paragraph 3(A). In the event the parties, after good faith negotiations, are unable to re-negotiate the terms of this Agreement in the event of a change in law referenced in Paragraph 3(A), either party may terminate this Agreement upon sixty (60) days written notice.
  - C. The Contractor will invoice the Village after each Arena Event. Invoices shall be paid thirty-days after the receipt of the invoice. Any objection, dispute or claim regarding the amount of an invoice or the underlying services rendered must be sent in writing by the Village to Contractor with ninety (90) days from the invoice date, setting

forth the nature of the objection, dispute or claim, and including all supporting documentation, or it shall for all purposes be deemed waived by the Village and the work completed deemed accepted by the Village.

D. Invoices should be sent to: NOW Arena, 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192 within four business days of service.

E. Any payment for undisputed invoices after forty-five (45) days of receipt is subject to a one-half percent (.50%) per month late fee.

4. Licenses and Permits. Contractor shall secure and maintain at its expense prior to commencement of the Term, all licenses, permits and approvals under any applicable law that may be required in connection with the provision of Contractor's services at the Arena.
5. Legal Compliance. Contractor shall fully abide by, conform to and comply with, and shall cause every person under its direction or control who is connected with the performance of any aspect of this Agreement to fully abide by, conform to and comply with all applicable laws, rules, regulations and ordinances of the United States of America, the State of Illinois, Cook County, the Village of Hoffman Estates, and their respective agencies, as well as all rules and regulations of the NOW Arena for the use, occupancy and operation of the Arena.
6. Rules. The Village reserves the right, exercisable from time to time as determined by the Village, to promulgate, establish, rescind and modify reasonable rules and regulations concerning the Arena and related services, personnel, equipment, materials and appurtenances and the placing of furniture, fixtures, equipment and other property at the Arena, provided that such rules and regulations shall not be materially inconsistent with the rights granted to Contractor pursuant to this Agreement.
7. Return of Premises. Contractor agrees not to perform any act during the Term of this Agreement which shall mar, deface or injure any part of the Arena. Contractor agrees to pay the cost of repairing or replacing any and all damage to any equipment or other property owned by the Village and to pay the actual cost of repairing or replacing any and all damage to the Arena which results from a wrongful or negligent act or omission of an employee, agent or independent contractor of Contractor.
8. The Village Control. In entering this Agreement with Contractor, it is understood that the Village does not relinquish the right to control the management of the Arena and to enforce all necessary rules and regulations. The decision of the Village's representative as to the number of persons that can safely and freely move about in the Arena and the location and number of security and event staff shall be final.
9. Contract Documents and Modifications.
  - A. This agreement, along with the documents identified below and referenced appendices together constitute the entire Agreement between the parties, and there are no other or further written or oral understandings or agreements with respect thereto.



- i) Contractor's Proposal dated \_\_\_\_\_.
- ii) Appendices A, B, C, D, E and F (Standard Terms and Conditions, Rates, Insurance, Scope of Work).
- iii) In the event of a conflict among the Agreement and the Contractor's Proposal, the terms and conditions of the Agreement shall control.
- iv) No variation or modification of this Agreement and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of Contractor and The Village. This Agreement supersedes all other agreements between the parties.

B. It has been agreed that Contractor will provide one Performance Bond in the amount of \$20,000.00, which will fulfill any requirements by the Village for a Performance Bond under all Agreements with Contractor.

C. It is further agreed that no Patronage Agreement will be required.

- 10. No Third-Party Beneficiaries. Any agreement to pay an amount and any assumption of liability herein contained, expressed or implied, shall be only for the benefit of the undersigned parties and such agreements shall not inure to the benefit of the obligee or any other party whomsoever (except for the Indemnitees), it being the intention of the undersigned that (except with respect to the Indemnitees), no other party shall be or be deemed to be a third party beneficiary of this Agreement.
- 11. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original but together shall constitute one and the same instrument
- 12. Power and Authority. Contractor represents and warrants to the Village that it has the full right, power and authority to enter into and perform this Agreement, and that the person whose signature appears below is duly authorized to execute and deliver this Agreement on behalf of Contractor.
- 13. Village As Owner. Contractor acknowledges that the Village of Hoffman Estates is the owner of the Arena and parking lots.
- 14. The Village Contact Manager and Contractor Account Executive.  
The Village hereby designates Daniel P. O'Malley, or his designee, as Contract Manager to serve as the principal contact and manager of this Agreement and Contractor hereby assigns David Clayton as Account Executive to service the Village's contractual requirements to this Agreement. Mike Daciolas will serve as the manager/contact for operational issues. The Account Executive and/or manager will maintain contact with the Village's Contract Manager or his designee on a mutually agreed basis, to provide customer service and to review service requirements.



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

ANDY FRAIN SERVICES, INC.

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

Date: \_\_\_\_\_

NOW ARENA  
Village of Hoffman Estates, Illinois

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

Date: \_\_\_\_\_

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

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

1. Applicable Law

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

2. Agreement Assignment

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

3. Conflict of Interests

Private and non-profit corporations are bound by state statute regarding conflicts of interest by employees in the conduct of state agreements.

4. Agreement Termination

4.1 Termination by Contractor for Cause

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

4.2 Termination by the Village for any Reason

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

4.3 Payment Upon Termination

In the event that this Agreement is terminated pursuant to either Paragraph 4.1 or 4.2, the Village shall, within thirty (30) days of the termination, pay Contractor for approved and/or undisputed fees and expenses for services rendered through the termination date and shall have no further financial obligation to Contractor.

5. Notices

With the exception of notice of termination, which must be made by certified mail, any written notice called for in this Agreement may be given by personal delivery, first class mail, overnight delivery service or facsimile transmission. Notices given by personal delivery will be effective on

delivery; by overnight service, on the next business day; by first class mail, five business days after mailing; and by facsimile, when an answer back is received. Notices shall be sent to:

<b>The Village:</b>	<b>Contractor:</b>
Daniel P. O'Malley	David Clayton
5333 Prairie Stone Parkway, Hoffman Estates, IL 60192	761 Shoreline Drive Aurora, IL 60504
dan.o'malley@hoffmanestates.org	dclayton@andyfrain.com
Phone: 847-781-2602	Phone: 630-820-3820
Fax: 847-781-2624	Fax: 630-820-3819

6. Non-Discrimination

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

7. Excused Performance

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

8. Independent Contractor Relationship

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

9. Severability

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



10. No Waiver

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

11. Endorsement

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

12. Non-Performance

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

13. Funding

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

14. Force Majeure

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

15. Key Person Clause

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

16. Contractor's Employees

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



**APPENDIX B  
RATES**

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

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

NOW Arena Staffing Rates Hired between 1/1/2022 and 8/31/2022

<b>Position</b>	<b>Pay Rates 1/1/22 – 8/31/22</b>	<b>Bill Rates 2022 1/1/22 – 8/31/22</b>	<b>Bill Rates 2023 9/1/22 - 8/30/23</b>
Event Contract Manager	Salary	\$35.00	Village and Contractor will mutually agree to Bill Rates 2023 no later than thirty (30) days prior to end of Amendment Term.
Event Outside Manager	\$17.00	\$34.00	
Guest Services Supervisor	\$15.00	\$22.05	
Security Supervisors	\$16.00	\$23.52	
Outside Supervisors	\$16.00	\$23.52	
Security Officers	\$15.00	\$22.05	
Guest Services / Event Staff	\$14.00	\$20.58	
Outside Event Control	\$14.50	\$21.32	
Outside Auditors	\$16.00	\$23.52	
Outside Directors	\$14.00	\$20.58	
<b>Basketball Only</b>	<b>Pay Rates 7-1-21</b>	<b>Bill Rates 2022 1-1-22 – 8/30/22</b>	<b>Bill Rates 2023 9/1/22 – 8/30/23</b>
<b>NO CHANGE TO RATES</b>			

**APPENDIX C**  
**SCOPE OF WORK AND ADDITIONAL TERMS AND CONDITIONS PERTAINING TO**  
**SECURITY SERVICES/CROWD CONTROL/RELATED SERVICES**

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

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

a) Contractor shall provide crowd control, guest services, ushers and certain security services at Arena Events held from time to time as requested by the Village. The Contractor's service personnel will be assigned by the Village to specific posts and provided post orders ("Post Orders") as detailed and provided by the Village. The Village specifically reserves the right to reassign as needed any Service Personnel to other functions and posts as the Village in its sole discretion may deem necessary.

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

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

b) Contractor's ushers will help with bowl cleans in-between kid's shows and theater shows on days when there are multiple shows scheduled for one day.

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



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

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

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

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

a) Work space and event security room.

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

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

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

6. Labor.

a) Contractor agrees that its provision of all services under this Agreement shall be and is as an independent contractor and it is expressly agreed that Contractor is not authorized to and shall not act as a representative or agent of the Village.

- b) Contractor is responsible for the hiring and dismissing its Service Personnel. However, authorized representatives of the Village have the right to have any employee, independent contractor, and/or agent of Contractor removed from the Arena, for cause. Contractor will be responsible for preparing all work schedules to assure coverage of all posts for which the Village has requested coverage.
- c) It is Contractor's sole responsibility to require and ensure that all of its employees, independent contractors, and agents follow Village policy to act in accord with all laws in the performance of all services under this Agreement.
- d) Contractor's employees shall be uniformly dressed and clean and neat in appearance. All Contractor's employees must display identification prominently and at all times while on the Arena premises.
- e) All Contractor's Service Personnel involved in providing Security Services and Event Services shall be qualified and properly trained in the theory and practical application of security services and proper crowd management techniques, respectively. All Service Personnel shall be held to the highest standards of customer service in all interactions with patrons, guests, employees or any other person. The Village retains the right to demand placement and deployment of specific positions and quantities of personnel, and Contractor shall not be responsible for any decisions or security assessments made by the Village or anyone else, including pertaining to the sufficiency and placement of staffing.
- f) To the extent allowable under applicable law, Contractor shall conduct a background check and drug screening on all its employees working at the Arena, including supervisors and management personnel.
- g) All security personnel and management providing Services at the Arena will be exposed to the public. Therefore, the Village requires the following qualifications:
- No felony convictions or convictions involving violent crime or theft, or any conviction involving moral turpitude.
  - Must be a regular full or part time employee of the Contractor, unless otherwise agreed in writing upon by Contractor and the Village that a specific Arena Event requires that Contractor hire an independent contractor. In such event, Contractor's independent contractor(s) must otherwise meet the same qualifications identified herein.
  - Must be fully bondable or already a bonded and licensed security guard in the State of Illinois.
  - Must be able to verbally communicate in a clear, distinct and courteous manner.
  - Must be able to write clear and accurate reports and be able to complete any and all types of reports.
  - Must successfully complete the training as prescribed by the Contractor and approved by the Village.
  - Must have experience in guest service relations.



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

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

- a) Procedures in reporting emergency problems or situations
- b) Search and detection of bombs and weapons
- c) Crowd control
- d) Training in Arena's Emergency Response Plan
- e) Conflict management and resolution

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

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

## APPENDIX D SCOPE OF WORK – OUTSIDE SERVICES

This Appendix D is incorporated by reference into the Agreement ("Agreement") entered by and between the Village of Hoffman Estates, ("Village"), with its offices at 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192 and Andy Frain Services, Inc. ("Contractor") with its principal offices at 761 Shoreline Drive, Aurora, Illinois 60504, and this Appendix D identifies the agreed upon Scope of Work for certain outside services contemplated by this Agreement, as follows:

1. *Services.* Pursuant to the Agreement, Contractor shall furnish certain outside services (including, without limitation, providing personnel ("Service Personnel") as requested by the Village to provide traffic control services and access control services at Arena Events by directing vehicle traffic, by managing vehicles during an Arena Event, remit all revenues, as described below. The following Traffic Control Services which have been requested by the Village and which Contractor agrees to furnish pursuant to this Agreement are more fully described, as follows:

a) Contractor shall provide certain outside services at the Arena Events held from time to time as requested by the Village, as more fully described in the following Scope of Work. The number of and types of service personnel positions contemplated by this Agreement are identified in Appendix B to the Agreement. The Contractor's service personnel will be assigned by the Village to specific posts and provided post orders ("Post Orders"), as detailed and provided by the Village to provide the Traffic Control Services. The Village specifically reserves the right to reassign as needed any Service Personnel to other functions and posts as the Village in its sole discretion may deem necessary.

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

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

b) Scope of Work: the outside services shall include the following:

i) Contractor shall furnish Service Personnel (as requested by the Village and set forth in Appendix B to the Agreement) to provide event services with respect to the Event traffic at the Arena during Arena Events. Contractor shall be responsible for directing vehicle traffic at the Arena's facilities during Arena Events. Contractor shall also be responsible for managing vehicles during such Arena Events. Contractor shall be responsible to remit all revenues to the Village.



- ii) Contractor shall have the responsibility to collect fees derived from the use of the facilities at Arena Events.
- iii) Contractor shall employ Service Personnel for the collection of fees for the facilities at Arena Events.
- iv) Maintenance of accounting records of all income and expenses related to the fees collected by Contractor.
- v) Consultation with the Village on all matters involving the operation of the Arena facilities.
- vi) Preparation of an Operating Manual with traffic control policies and procedures for The Village approval. Contractor acknowledges that the aforementioned manuals shall be the property of the Village and that to the extent this Agreement is terminated during its Term, is not renewed, or otherwise expires, all such manuals will be left with the Village. To the extent that such manuals contain general information and procedures developed by Contractor or the confidential or proprietary information of Contractor, the Village agrees that it will not distribute such information beyond necessary Arena personnel. The Village agrees at all times to maintain the confidentiality of Contractor's confidential and proprietary information, processes, plans and manuals.

2. Specific Terms, Conditions and Obligations for Outside Services.

- a) Contractor shall invoice the Village and be promptly reimbursed by the Village for the following expenses which Contractor anticipates incurring in endeavoring to collect fees at Arena Events, salaries and wages of Contractor's Service Personnel, Contractor's use, purchase, lease or construction of directional or informational signs (with prior approval by the Village), receipts and all necessary and reasonable direct costs related to outside services.
- b) The Parties acknowledge the Village shall be solely responsible for performing and monitoring maintenance and repair of the Arena's facilities, such as sweeping, re-stripping, and sealing of parking areas, cleaning and clearing or snow removal from parking areas. Accordingly, Contractor shall have no obligations to inspect or monitor the condition of the pavement of the Arena's facilities, or perform maintenance or janitorial service with respect to the Arena's facilities.
- c) Contractor acknowledges that Contractor shall be solely responsible for all Operating Expenses of Contractor and that such expenses shall not be chargeable to the Village with the exception of those direct costs identified in paragraph 2.a). For illustration purposes, such other Operating Expenses not chargeable to the Village include, but is not limited to:

- i) Administration and related costs and expenses incurred in outside services or the other operations of operator, as they are incurred in the general management of the affairs of Arena facilities or operator's other operations, including the monitoring of the operation and management of Arena facilities.
  - ii) Maintenance of the general books and records of the operator.
  - iii) Office supplies and equipment used by the operator which is not used exclusively for outside services.
  - iv) Postal, telephone, and travel expenses related to the management of the Arena.
  - v) The cost of any managers, supervisors, and couriers who are not employed at the parking facility.
  - vi) Taxes and permits.
  - vii) Insurance.
- d) All revenues, fees and monies collected by Contractor will be deposited with the Arena box office immediately after each event, or as otherwise directed in writing by the Village.

The Village shall be responsible for payment of any applicable Parking Taxes directly to the tax authorities.

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

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

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

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



iii) Radios will be provided by the Village to Contractor's Managers and/or Supervisors.

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

## **APPENDIX E**

### **Insurance and Indemnification**

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

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

Contractor shall obtain and maintain, at its own cost and expense, commercial general liability insurance that insures all operations of Contractor (including, without limitation, the operations of Contractor as contemplated herein) and Contractor's contractual undertaking of liability hereunder. Such insurance shall have a minimum limit of at least \$5,000,000 per occurrence, \$5,000,000 in the aggregate and shall provide coverage for bodily injury (including death), property damage, personal and advertising injury and products and completed operations. Such limits may be reached through a combination of primary and excess/umbrella coverage. Contractor shall also maintain, at its own cost and expense, statutory Workers' Compensation insurance in respect of all of its employees, including any that are borrowed or leased and Employers' Liability insurance at a minimum of \$1,000,000 each, for accident, per employee, and policy limit covering bodily injury by death, disease and accident. Coverage shall be primary and not contribute with any available insurance or self-insurance of the Village. Contractor shall provide a waiver of subrogation in favor of the Village of Hoffman Estates, the owner of the Facility, Global Spectrum, L.P., and NOW Heath Group Inc. and each of their respective affiliated entities, successors and assigns, and all of the officers, directors, partners, officers, agents, representatives and employees. If Contractor is operating vehicles in connection with its performance of the Services, Contractor shall maintain, at its sole cost and expense, commercial automobile liability insurance, including coverage for the operation of owned, leased, hired and non-owned vehicles, in the minimum amount of \$1,000,000 per accident, combined single limit for personal injury and property damage. All policies shall be issued by insurance companies rated no less than A VIII by A.M. Best and the policies shall provide that coverage cannot be canceled or that a major change in coverage cannot be implemented without 30 days prior written notice to the Village of Hoffman Estates, the owner of the Facility, Global Spectrum, L.P., and NOW Heath Group Inc. and each of their respective affiliated entities, successors and assigns, and all of the officers, directors, partners, officers, agents, representatives and employees; 10 days' notice for non-payment of premium. At least 10 days prior to commencement of performance of the Services, Contractor shall provide evidence of the insurance required hereunder. The Village reserves the right to prohibit Contractor from performing the Services until such evidence has been provided.

2. Contractor agrees to name the Village of Hoffman Estates, Global Spectrum, LP, and NOW Health Group, Inc. (and their respective members, managers, officers, officials (elected and appointed), directors, partners, agents, employees, and representatives) as Additional Insureds on a primary to and not contributory basis on Contractor's General Commercial Liability, Auto Liability and Umbrella liability insurance plans. Contractor further agrees to cause all insurance required herein shall include an endorsement providing to the maximum extent permitted by



applicable law a waiver of its and its insurer's rights of subrogation against any indemnified party or additional insured party, and that any insurance coverage or self-insured program of the Village of Hoffman Estates, Global Spectrum, LP., NOW Health Group, Inc., or any of the other additional insureds, shall be excess to any other insurance issued to the Additional Insureds. Insurance effected or procured by Contractor herein will not reduce or limit Contractor's contractual obligation to indemnify and defend the Village of Hoffman Estates, Global Spectrum, LP., and NOW Health Group, Inc. (and their respective members, managers, officers, officials (elected and appointed), directors, partners, agents, employees, and representatives) pursuant to Section 1 hereof.

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

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

5. Contractor shall notify the Village prior to issuance of a cancellation notice and provide evidence of a new source of required insurance prior to cancellation of the previous policy.

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

7. Contractor shall indemnify, defend and hold harmless the Village of Hoffman Estates, the owner of the Facility, Global Spectrum, L.P., and NOW Heath Group Inc. and each of their respective affiliated entities, successors and assigns, and all of the officers, directors, partners, officers, agents, representatives and employees of the foregoing (collectively, the "Indemnitees") from and against any and all losses, claims, liabilities, damages, costs, and expenses (including, without limitation, reasonable attorneys' fees and court costs) arising out of, in connection with or resulting from: (i) the failure to comply with any applicable law or regulation or breach of this Agreement by Contractor or any of its employees, agents or contractors; (ii) negligent performance of the Services by Contractor or any of its employees, agents or contractors; (iii) the acts or omissions, including negligence or willful misconduct, of Contractor or any of its employees, agents or contractors. . It is further the intent of this Agreement that this indemnity provision and this Agreement is deemed a written agreement for indemnity under the Illinois' Workers' Compensation laws. Except with respect to Contractor's obligation to indemnify, defend and hold the Venue harmless pursuant to this Section 7, neither party shall be liable to the other for any indirect, special, consequential or punitive damages, as such damages are defined under applicable laws. This Section 7 shall survive the expiration or earlier termination of this Agreement.

Notwithstanding anything to the contrary in this Agreement, Contractor shall not be liable to the Indemnified Parties for any injury (including death) to any person or property damage arising or alleged to have arisen from any premises defect or other hazardous condition at the Property (a "Hazardous Condition"). It is expressly understood and agreed that Contractor is not liable nor responsible for any Hazardous Conditions pertaining to maintenance or construction services or injuries caused thereby, including but not limited to elevator or escalator maintenance, concrete, sidewalk, walkway, tile, carpeting (or floor/ground/stair covering of any kind), lighting and/or sound equipment and related appurtenances, pavement, asphalt, park stop, curb, roadway, light repair, lock or alarm device repair or maintenance, parking area and building upkeep, snow removal, or garbage, debris, food, water or transient substance removal. It is further understood and agreed that Contractor is not required or requested to report any Hazardous Conditions arising from maintenance needs or failures to Customer, or protect any persons entering onto Customer's property, from conditions of the premises, including but not limited to the foregoing.



**APPENDIX F**  
**Sponsor License Agreement**

This Appendix F is incorporated by reference into the Agreement ("Agreement") entered by and between NOW Arena and the Village of Hoffman Estates, ("Village"), with its offices at 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192 and Andy Frain Services, Inc. ("Contractor") with its principal offices at 761 Shoreline Drive, Aurora, Illinois 60504 (collectively, "Parties"), and this Appendix F identifies the agreed upon Sponsor License obligations of the Parties under the Agreement (see next page).

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

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval to enter into an Intergovernmental Agreement with the Board of Trustees of Northern Illinois University, DeKalb, Illinois (“NIU” or “University”), on behalf of the Northern Illinois University Division of Information Technology (“DoIT”).

**MEETING DATE:** August 15, 2022

**COMMITTEE:** Finance

**FROM:** Darek Raszka, Acting Director of Information Technology

---

**PURPOSE:** To enter into an Intergovernmental Agreement with the Board of Trustees of Northern Illinois University (NIU) for co-location of the NIU fiber previously located at 5555 Trillium Boulevard, Hoffman Estates, to Beverly Water Tower, located at 2550 Beverly Road, Hoffman Estates.

**BACKGROUND:** Since the early 2000s, NIU has provided the Village with a stable and cost effective fiber internet connection. This connection has become the Village’s primary internet link, outperforming the backup connections maintained with Comcast and AT&T. In addition to internet access, NIU’s infrastructure is used for direct fiber connection between Fire Station 24 and the main Village network.

NIU’s fiber backbone infrastructure is located at their former Hoffman Estates campus. This building is being decommissioned, and in anticipation of the building sale, NIU would like to relocate that connection to the Beverly Road Tower (T-6).

**DISCUSSION:** In 2021, IT staff and representatives from NIU visited a number of Village sites to check feasibility for relocation. A number of sites were examined, including Fire Station 24, Beacon Point Water Tower (T7) and Beverly Road Tower (T6); it was jointly determined that the Beverly Water Tower would best fit the requirements for NIU.

The work will comprise of equipment relocation, configuration and fiber splicing, all performed by NIU staff. Village staff will assist in all tasks, configurations and testing.

**FINANCIAL IMPACT:** There is no negative impact on the Village budget. All costs associated with the relocation will be absorbed by NIU. Furthermore, for housing the equipment, NIU will waive the \$7200 annual internet fee the Village currently pays. As stated within the IGA, NIU will reimburse the Village for any staff overtime caused by emergency maintenance of NIU's equipment.

**RECOMMENDATION:** To enter into an Intergovernmental Agreement with the Board of Trustees of Northern Illinois University (NIU) for co-location of the NIU fiber previously located at 5555 Trillium Blvd, Hoffman Estates, IL 60169, to Beverly Water Tower, located at 2550 Beverly Rd, Hoffman Estates, IL 60169.



**INTERGOVERNMENTAL AGREEMENT RELATING  
TO PROFESSIONAL INFORMATION TECHNOLOGY SERVICES**

**THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”)** is entered into by and between the Village of Hoffman Estates, an Illinois municipal corporation with a principal business address of 1900 Hassell Road, Hoffman Estates, IL 60169 (“Customer”) and the Board of Trustees of Northern Illinois University, a body politic and corporate of the State of Illinois located in DeKalb, Illinois 60115 (“NIU” or “University”), on behalf of the Northern Illinois University Division of Information Technology (“DoIT”). Customer and NIU are sometimes referred to herein collectively as the “Parties”.

**RECITALS**

**WHEREAS**, the Parties are municipalities or units of local government, as provided in the 1970 Illinois Constitution (Article VII); and

**WHEREAS**, the 1970 Illinois Constitution (Article VII, Section 10) and the Illinois Compiled Statutes, 2000 (Chapter 5, Section 220/1, et. seq.) provide authority for intergovernmental cooperation; and

**WHEREAS**, the Customer and NIU, in conjunction with their respective governmental and proprietary functions and authority, wish to collaborate as described herein for the benefit of both entities; and

**WHEREAS**, it is in the best interests of both Customer and NIU to enter into this Agreement; and

**WHEREAS**, the Customer recognizes that NIU, through DoIT, has the ability to provide the Customer with services and assistance, and NIU agrees that providing these services to the Customer falls within NIU’s mission of engagement by collaborating with regional entities to advance economic development and assistance to not-for-profit and governmental entities; and

**WHEREAS**, this Agreement provides the framework for the collaboration between the Customer and NIU, including a broad set of objectives with a specific work plan to be jointly developed and approved for each project leading toward the global goals of the Parties; and

**WHEREAS**, this Agreement shall be terminated and cancelled without penalty in the event that funding, upon which either of the Parties is dependent, fails to be appropriated or otherwise made available.

NOW, THEREFORE, in consideration of the mutual agreements and promises contained in this Agreement, Customer and NIU agree as follows:

1. **Incorporation of Recitals.** All of the recitals hereof are incorporated by this reference and are made a part hereof as though set forth at length herein.
2. **Exhibits.** Each project agreed to by the Parties hereunder shall be set forth in an exhibit in the form of the Statement of Work ("**SOW**") attached hereto as Exhibit A and incorporated herein by reference. Each SOW shall describe the specific tasks that will be implemented under the terms and conditions set forth in each exhibit. During the term of this Agreement, the Parties may agree to additional projects pursuant to a fully executed SOW which shall become part of this Agreement and incorporated herein by reference.
3. **Term and Termination.** The term of this Agreement shall commence on [REDACTED], 2022 ("**Effective Date**") and terminate five years from the Effective Date ("**Term**"), unless earlier terminated as provided for herein or extended by mutual written agreement executed by authorized representatives of the Parties. Either party may terminate this Agreement or any SOW upon thirty (30) days prior written notice to the other party. This Agreement shall not be binding until it is signed by authorized representatives of both Parties.
4. **Compensation.**
  - 4.1 In consideration and as compensation for the performance of services hereunder, payment shall be made in accordance with the terms set forth in the applicable SOW.
  - 4.2 With respect to any payment due to University hereunder, NIU will invoice Customer the appropriate amount for the project in accordance with the terms set forth in the applicable SOW and Customer shall make payment to Northern Illinois University in accordance with any instructions set forth on NIU's invoice. Customer shall remit payment to Commercial Accounts Receivable, Bursar Office, Northern Illinois University, 1425 W. Lincoln Hwy., DeKalb, Illinois 60115, within thirty (30) days of Customer's receipt of invoice.
5. **Indemnification.** The Customer shall indemnify, defend and hold harmless NIU, its board members, employees and agents, from and against any and all claims, demands, costs, damages, losses, liabilities, joint and/or several, expenses of any nature (including reasonable attorney's, accountant's and expert's fees and disbursements), and judgments, fines, settlements and other amounts ("**Damages**") arising from any and all civil, criminal, administrative or investigative claims, demands, actions, suits or proceedings ("**Claims**") relating to, or arising out of, any failure of Customer to observe or perform the terms and

NIU IGA Relating to Professional IT Services (Rev 061120)

provisions of this Agreement, or any claim of any third party, except to the extent, if any, that any such Damages or Claims result from the negligent acts, errors or omissions of NIU, its employees or agents.

6. **Insurance.** Each party shall maintain adequate insurance, either as self-insurance or with companies lawfully authorized to do business in the state of Illinois, to cover any liability that may arise out of the activities contemplated by this Agreement and its indemnity obligations as required herein.
7. **Warranties.** NIU makes no representations or warranties, express or implied, regarding its performance under this Agreement, including but not limited to the marketability, use or fitness for any particular purpose of the results developed under this Agreement, or that such results do not infringe upon any third party's property rights.
8. **Independent Contractors.** Each party shall perform the services hereunder as an independent contractor and shall not be considered an employee or agent of the other party for any purpose.
9. **Ownership and Assignment.** Each party will retain exclusive interest in and ownership of its intellectual property developed before this Agreement or outside the scope of this Agreement.
10. **Regulatory Approvals.** University shall not be responsible for obtaining any permits, licenses or other regulatory approvals required in connection with the services and activities to be performed pursuant to this Agreement unless otherwise expressly agreed to by Customer and NIU in Exhibit A.
11. **Notices.** Service of all notices required or permitted under this Agreement shall be sent to Customer at the address set forth on page 1 and to NIU at Northern Illinois University, Division of Information Technology Services, 3100 Sycamore Road, DeKalb, Illinois 60115, Attn: Chief Information Officer, with a copy to any other address which a party specifies by giving notice in accordance with this section. Notices are effective upon receipt and the sender has the burden of proving receipt.
12. **Modification.** No modification of this Agreement is binding unless it is in writing and signed by NIU and Customer.
13. **Publicity.** The Customer shall not issue any press release or other public announcement relating to this Agreement or the activities contemplated by this Agreement or use the

NIU IGA Relating to Professional IT Services (Rev 061120)



University's name, logos, marks or any other trade designations (including, but not limited to, on its website, in printed materials or in any other manner) or any other University intellectual property (collectively, "**University IP**") without the prior written approval of University, which approval may be withheld for any reason. Any approved use of University IP shall be subject to compliance with all University requirements, specifications and brand guidelines pertaining to the use of such University IP. Customer shall comply with all reasonable requests from University in the event any use of University IP does not meet the reasonable expectations of University. Customer shall not acquire or claim any right, title, interest or ownership rights of any nature whatsoever in any University IP of University by virtue of this Agreement and shall cease use of any University IP upon University's request or upon termination of this Agreement. Any use of the University IP in a manner not authorized herein is a violation of this Agreement. Any and all goodwill that may result from use of the University IP shall inure to the benefit of University.

14. **Waiver.** A party does not waive any right under this Agreement by failing to insist on compliance with any of the terms of this Agreement or by failing to exercise any right hereunder. Any waivers granted hereunder are effective only if recorded in a writing signed by the party granting such waiver.
15. **Compliance with Law.** The Parties shall comply with all applicable laws, rules and regulations in performing their respective obligations under this Agreement.
16. **Force Majeure.** No liability hereunder shall result to a party by reason of delay in performance or inability to perform caused by force majeure, that is, circumstances beyond the reasonable control of the party, including, without limitation, acts of God, fire, flood, war, civil unrest, epidemic or shortage of or inability to obtain material as equipment. In the event that unforeseen circumstances or any force majeure event prevents the delivery of the services as specified in this Agreement, the delivery of the services will be terminated and this Agreement may be terminated upon written notice from either party. Notwithstanding the foregoing, under no circumstances will unforeseen circumstances or any force majeure event excuse Customer's payment obligations under this Agreement for services rendered.
17. **Signature.** The Parties agree that a signature transmitted to the other party by electronic transmission shall be effective to bind the party whose signature was transmitted. The Parties further agree that any xerographically or electronically reproduced copy of this fully executed agreement shall have the same legal force and effect as any copy bearing original signatures of the Parties. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

18. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.
19. **Governing Law.** This Agreement shall be interpreted and construed according to the laws of the State of Illinois, without regard to its conflict of laws principles.
20. **Entire Agreement.** This Agreement, together with all attached exhibits and schedules which are incorporated by this reference, constitute the complete and final agreement of the Parties pertaining to the services. To the extent there is a conflict between the terms in this Agreement and any attached exhibits or schedules, the terms in the Agreement shall govern. This Agreement supersedes the Parties' prior agreements, understandings and discussions relating to these services.

**IN WITNESS WHEREOF**, the undersigned entities have caused this Agreement to be duly executed by their authorized representatives on the date set forth below.

**VILLAGE OF HOFFMAN ESTATES**

**NORTHERN ILLINOIS UNIVERSITY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Lisa C. Freeman, D.V.M., Ph.D.

Title: \_\_\_\_\_

Title: President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**  
**STATEMENT OF WORK # 1**

This Statement of Work #1 (“**SOW #1**”) is an exhibit to the Intergovernmental Agreement between Customer and University with an **Effective Date of \_\_\_\_\_, 2022** (the “**Agreement**”), which is hereby incorporated by reference. All capitalized terms which are not defined herein shall have the same meanings set forth in the Agreement.

**1. Project Objective.** The project (referred to herein as the “**Project**”) objective is as follows:

The objective is to move NIUNet network equipment currently held at the Northern Illinois University Hoffman Estates campus building, located at 5555 Trillium Blvd, to a colocation space offered by the Village of Hoffman Estates. This equipment provides services of Internet, data storage, and other related services for Northern Illinois University, the Village of Hoffman Estates, and other municipalities, schools, and other local government entities. The space offered is the **Beverly Road Tower (T-6)** located North of the Illinois 90 expressway off Beverly Road at 1W Beverly Road.

**2. Responsibilities of the Parties.**

A. In connection with the Project, Customer shall be responsible for:

Providing access to the agreed-upon space for 2 full network racks (2 Post), including:

- Electricity – 120 V AC
  - Adequate cooling to keep the environment below 75 degrees Fahrenheit
  - 4 feet of open floor space in front and behind the network racks
  - Access methods 24x7 including 2-hour emergency access if required

The timeline is fluid due to the nature of selling commercial property. NIU will provide as much notice as possible on the start of the project.

Any changes to access equipment setup or access requirements must be made in writing and approved by both parties.

B. In connection with the Project, University shall be responsible for:



NIU will be responsible for:

- Providing notice of the move as soon as possible
- Powering down equipment, detaching, moving, and reinstalling equipment
- Splicing the necessary fiber to remove the NIU Hoffman Estates Campus and redirecting to the new agreed upon location
- Testing to ensure all services are back online

A Method of Procedure document will be provided to the Village of Hoffman Estates for review and approval. This will be a detailed process document describing the shutdown and move procedures.

### **3. Property Rights.**

As a result of this agreement, no new property will be gained for either party. All existing property will be retained by its existing owner.

### **4. Maintenance Expectations.**

- Access to the facility will be made by contacting the Village of Hoffman Estates I.T. Department at 847-882-9100 x2500 (24x7).
- A representative from the I.T. Department will meet NIU personnel on site within 2 hours to allow access to the facility.
- Adequate parking will be provided on site for NIU to park at least 2 vehicles in the event of maintenance at the facility.

### **5. Operational Responsibilities of the Parties.**

Each party will be responsible for the operations of their own employees and materials. This includes, but is not limited to, salary, transportation, healthcare and other employee related benefits.

Each party shall be responsible for technical services or functions as described below:

Customer will be responsible for providing access to the facilities and will assist with the equipment move if possible.

NIU will be responsible for powering off/on, removing and adding, any

troubleshooting/configuration, and fiber cable splicing.

NIU will be responsible for the protection of NIU's equipment located at the site in case of major planned tower maintenance work such as interior painting.

**6. Project Cost Structure.**

This project has the following cost considerations:

- Customer will provide the agreed at no cost to NIU within the term of this agreement.
- NIU will provide continued ISP service (valued at \$7200/year as of "**SOW #1 Effective Date**," as defined in Section 7 below) at no cost to the Customer within the term of this agreement.
- For accounting purposes, the customer and NIU will bill on a quarterly basis showing the cost and the credit for these transactions.
- NIU will bear responsibility for any and all overtime staff costs experienced by Customer due to emergency after-hours maintenance requests.

**7. SOW Term.**

This SOW #1 shall take effect upon notice of completed property sale of NIU Hoffman Estates Campus property ("**SOW #1 Effective Date**") and shall continue in full force and effect until Project is complete ("**SOW #1 Termination Date**").

**8. No Modification.** Any services different from, or in addition to, those services expressly stated herein shall be subject to a separate mutually agreed SOW executed by the Parties.

**9. Not an Offer.** This SOW #1 shall only be binding if it is signed by both University and the Customer.

**10. Special Terms/Assumptions.** NONE

*Signature page follows.*

This Statement of Work #1 is hereby agreed to by the Parties as evidenced by the signatures of its authorized representatives below.

**VILLAGE OF HOFFMAN ESTATES**

**BOARD OF TRUSTEES OF  
NORTHERN ILLINOIS UNIVERSITY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Lisa C. Freeman, D.V.M., Ph.D.

Title: \_\_\_\_\_

Title: President

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization to waive formal bidding (due to utilization of a government master agreement) and authorize the purchase of 50 desktop computers, 50 monitors and 9 laptop computers from Dell EMC, Round Rock, TX, in an amount not to exceed \$67,301.81.

**MEETING DATE:** August 15, 2022

**COMMITTEE:** Finance

**FROM:** Darek Raszka, Acting Director of Information Technology

---

**PURPOSE:** The 2022 budget contains funding to continue the Village’s annual program of computer replacements. These replacements are spread across all of the departments throughout the Village.

**DISCUSSION:** The Information Technology Department maintains an annual replacement program for desktop and laptop computers. For desktop computers, the replacement cycle is four to five years and corresponds to the warranty received on the equipment. Due to budgetary constraints associated with the Village’s COVID-19 measures, the 2020 replacement cycle was delayed, creating a backlog of computers that need to be replaced. The recommended purchase includes the replacement of 50 desktop computers with warranties that expired in 2020 and 2021, as well as 9 laptops expiring in 2022. Monitors and equipment to outfit these new machines are also included.

It is recommended to waive formal bidding due to the specialized nature of the equipment. Direct purchase through a government contract from Dell provides not only cost savings, but greater availability as the supply chain recovers.

**FINANCIAL IMPACT:** In the 2022 budget, a total of \$45,000 has been allocated to continue the desktop replacement program (47008625-4602). The recommended purchase is \$22,301.81 over budget due to delays from 2020 and the increasing cost of computer equipment. The additional funding can be allocated from the same account (47008625-4602) utilizing savings from a SAN storage device purchased earlier in the year that came in \$40,000 under budget.

**RECOMMENDATION:** To waive formal bidding (due to utilization of a government master agreement) and authorize the purchase of 50 desktop computers, 50 monitors and 9 laptop computers from Dell EMC, Round Rock, TX, in an amount not to exceed \$67,301.81.



## A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000126702384.2</b>	Sales Rep	CHELSEA ARENCIBIA
<b>Total</b>	<b>\$13,401.81</b>	Phone	(800) 456-3355, 18009993355
Customer #	101908533	Email	Chelsea_Arencibia@Dell.Com
Quoted On	Jul. 27, 2022	<b>Billing To</b>	DAREK RASZKA
Expires by	Aug. 26, 2022		VILLAGE OF HOFFMAN ESTATES
Contract Name	Dell Midwestern Higher Education Compact (MHEC) Master Agreement		1900 HASSELL RD
Contract Code	C000000979569		HOFFMAN ESTATES, IL 60169-6302
Customer Agreement #	MHEC-04152022		
Deal ID	24312629		

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
CHELSEA ARENCIBIA

### Shipping Group

Shipping To	Shipping Method
DAREK RASZKA VILLAGE OF HOFFMAN ESTATES 1900 HASSELL RD HOFFMAN ESTATES, IL 60169-6302 (847) 882-9100	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Latitude 7420	\$1,127.10	9	\$10,143.90
Dell Multi-Device Wireless Keyboard and Mouse Combo - KM7120W	\$56.99	9	\$512.91
Dell Thunderbolt 4 Dock- WD22TB4	\$305.00	9	\$2,745.00

---

<b>Subtotal:</b>	<b>\$13,401.81</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$13,401.81</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<hr/>	
<b>Total:</b>	<b>\$13,401.81</b>



## Shipping Group Details

### Shipping To

DAREK RASZKA  
 VILLAGE OF HOFFMAN ESTATES  
 1900 HASSELL RD  
 HOFFMAN ESTATES, IL 60169-6302  
 (847) 882-9100

### Shipping Method

Standard Delivery

	Quantity	Subtotal
<b>Dell Latitude 7420</b>	<b>9</b>	<b>\$1,127.10</b>
		<b>\$10,143.90</b>

Estimated delivery if purchased today:  
 Aug. 04, 2022  
 Contract # C000000979569  
 Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 7420 BTX	210-AXZZ	-	9	-
11th Generation Intel Core i5-1145G7 (4 Core, 8M cache, base 2.6GHz, up to 4.4GHz, vPro)	379-BEGT	-	9	-
Windows 10 Pro (Includes Windows 11 Pro License) English, French, Spanish	619-AQMP	-	9	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	9	-
i5-1145G7 vPro, Intel Iris XE Graphics, 16GB Memory, Laptop	338-BYEP	-	9	-
vPro Manageability	631-ACTN	-	9	-
16GB, Non-ECC, Integrated	370-AFMH	-	9	-
Laptop 14.0" FHD(1920x1080) AG, SLP, Non-Touch, ComfortView Plus,WVA,400nits, FHD IR Cam,Mic,WLAN,CF	391-BFRI	-	9	-
Single Point keyboard English US with backlit	583-BHFD	-	9	-
Wireless Intel AX201 WLAN Driver	555-BGHO	-	9	-
Intel Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.2	555-BFVZ	-	9	-
4 Cell 63Whr ExpressCharge™ Capable Battery	451-BCSM	-	9	-
Palmrest, Fingerprint Reader, Carbon Fiber, Thunderbolt 4	346-BGZC	-	9	-
65W Type-C EPEAT Adapter	492-BCXP	-	9	-
Foxit PDF Editor	634-BYVC	-	9	-
E4 Power Cord 1M for US	537-BBBL	-	9	-
Quick Reference Guide for Laptop	340-CUEH	-	9	-
ENERGY STAR Qualified	387-BBLW	-	9	-
Fixed Hardware Configuration	998-FHZK	-	9	-
SupportAssist	525-BBCL	-	9	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	9	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	9	-
Waves Maxx Audio	658-BBRB	-	9	-
Dell Power Manager	658-BDVK	-	9	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	9	-
Dell Optimizer	658-BEQP	-	9	-
Windows PKID Label	658-BFDQ	-	9	-

Min Model Ship, 65W, Laptop	340-CUSG	-	9	-
Intel 11th Gen EVO label, I5vPro	389-DXZH	-	9	-
M.2 512GB PCIe NVMe Class 40 Solid State Drive	400-BNKX	-	9	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	9	-
Dell Limited Hardware Warranty Plus Service	804-2167	-	9	-
ProSupport Plus: Accidental Damage Service, 5 Years	804-2197	-	9	-
ProSupport Plus: Next Business Day Onsite, 5 Years	804-2198	-	9	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	804-2199	-	9	-
ProSupport Plus: 7x24 Technical Support, 5 Years	804-2200	-	9	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	9	-

			<b>Quantity</b>	<b>Subtotal</b>
<b>Dell Multi-Device Wireless Keyboard and Mouse Combo - KM7120W</b>		<b>\$56.99</b>	<b>9</b>	<b>\$512.91</b>

Estimated delivery if purchased today:  
Aug. 03, 2022  
Contract # C000000979569  
Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
Dell Multi-Device Wireless Combo KM7120W	580-AISY	-	9	-

			<b>Quantity</b>	<b>Subtotal</b>
<b>Dell Thunderbolt 4 Dock- WD22TB4</b>		<b>\$305.00</b>	<b>9</b>	<b>\$2,745.00</b>

Estimated delivery if purchased today:  
Sep. 09, 2022  
Contract # C000000979569  
Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
Dell Thunderbolt 4 Dock - WD22TB4	210-BDQH	-	9	-
Advanced Exchange Service, 3 Years	872-8550	-	9	-
Dell Limited Hardware Warranty	872-8557	-	9	-

<b>Subtotal:</b>	<b>\$13,401.81</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

---

**Total: \$13,401.81**

# Important Notes

---

## Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**^Dell Business Credit (DBC):** Offered to business customers by WebBank, Member FDIC, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of the new balance shown on the monthly billing statement. Dell and the Dell logo are trademarks of Dell Inc.





## A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000126589397.3</b>	Sales Rep	CHELSEA ARENCIBIA
<b>Total</b>	<b>\$53,900.00</b>	Phone	(800) 456-3355, 18009993355
Customer #	101908533	Email	Chelsea_Arencibia@Dell.Com
Quoted On	Jul. 27, 2022	<b>Billing To</b>	DAREK RASZKA
Expires by	Aug. 26, 2022		VILLAGE OF HOFFMAN ESTATES
Contract Name	Dell National Cooperative Purchasing Alliance-NCPA Master Agreement		1900 HASSELL RD
Contract Code	C000000005600		HOFFMAN ESTATES, IL 60169-6302
Customer Agreement #	NCPA 01-42		
Deal ID	24312629		

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
CHELSEA ARENCIBIA

### Shipping Group

Shipping To	Shipping Method
DAREK RASZKA VILLAGE OF HOFFMAN ESTATES 1900 HASSELL RD HOFFMAN ESTATES, IL 60169-6302 (847) 882-9100	Standard Delivery

Product	Unit Price	Quantity	Subtotal
OptiPlex 3000 Small Form Factor	\$878.00	50	\$43,900.00
Dell 24 Monitor - P2422H, 60.5cm (23.8")	\$200.00	50	\$10,000.00

---

<b>Subtotal:</b>	<b>\$53,900.00</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$53,900.00</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<hr/>	
<b>Total:</b>	<b>\$53,900.00</b>

## Shipping Group Details

### Shipping To

DAREK RASZKA  
VILLAGE OF HOFFMAN ESTATES  
1900 HASSELL RD  
HOFFMAN ESTATES, IL 60169-6302  
(847) 882-9100

### Shipping Method

Standard Delivery

	Quantity	Subtotal
<b>OptiPlex 3000 Small Form Factor</b>	<b>50</b>	<b>\$43,900.00</b>
		<b>\$878.00</b>

Estimated delivery if purchased today:  
Aug. 19, 2022  
Contract # C000000005600  
Customer Agreement # NCPA 01-42

Description	SKU	Unit Price	Quantity	Subtotal
OptiPlex 3000 Small Form Factor	210-BCSW	-	50	-
12th Generation Intel Core i5-12500 (6 Cores/18MB/12T/3.0GHz to 4.6GHz/65W)	338-CCWC	-	50	-
Windows 11 Pro, English, French, Spanish	619-AQLP	-	50	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	50	-
16GB (2x8GB) DDR4 Non-ECC Memory	370-AGFS	-	50	-
M.2 2230 512GB PCIe NVMe Class 35 Solid State Drive	400-BEUX	-	50	-
M.2 22x30 Thermal Pad	412-AAQT	-	50	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	50	-
No Additional Hard Drive	401-AANH	-	50	-
Intel Integrated Graphics	490-BBFG	-	50	-
180 W internal power supply unit (PSU), 85% Efficient, 80 Plus Bronze DAO	329-BGPO	-	50	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	50	-
DVD+/-RW Bezel	325-BDSG	-	50	-
8x DVD+/-RW 9.5mm Slimline Optical Disk Drive	429-ABFH	-	50	-
CMS Essentials DVD no Media	658-BBTV	-	50	-
No Wireless LAN Card (no WiFi enablement)	555-BBFO	-	50	-
No Wireless Driver (no WiFi enablement)	340-AFMQ	-	50	-
Chassis Intrusion Switch	461-AAIY	-	50	-
No PCIe add-in card	492-BBFF	-	50	-
No Additional Add In Cards	382-BBHX	-	50	-
Optional DisplayPort	382-BBKE	-	50	-
SupportAssist	525-BBCL	-	50	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	50	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	50	-
Waves Maxx Audio	658-BBRB	-	50	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	50	-
Windows PKID Label	658-BFDQ	-	50	-
SW Driver, Intel Rapid Storage Technology, OptiPlex 3000	658-BFLN	-	50	-



ENERGY STAR Qualified	387-BBLW	-	50	-
Dell Watchdog Timer	379-BESJ	-	50	-
Quick Start Guide	340-CYIB	-	50	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	50	-
Shipping Material	340-CQYR	-	50	-
Shipping Label	389-BBUU	-	50	-
Regulatory Label 180W	389-EDWF	-	50	-
No Hard Drive Bracket, Dell OptiPlex	575-BBKX	-	50	-
Intel Core i5 non-vPro Processor Label	340-CUEW	-	50	-
Desktop BTO Standard shipment	800-BBIO	-	50	-
Dell KB216 Wired Keyboard English	580-ADJC	-	50	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	50	-
No Cable Cover	325-BCZQ	-	50	-
No Additional Cable	379-BBCY	-	50	-
Custom Configuration	817-BBBB	-	50	-
Internal Speaker	520-AARD	-	50	-
In-Band Systems Management	631-ADFQ	-	50	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	50	-
Dell Limited Hardware Warranty Plus Service	803-8583	-	50	-
ProSupport: Next Business Day Onsite, 5 Years	803-8649	-	50	-
ProSupport: 7x24 Technical Support, 5 Years	803-8705	-	50	-
Thank you choosing Dell ProSupport. For tech support, visit <a href="https://support.dell.com/ProSupport">//support.dell.com/ProSupport</a>	989-3449	-	50	-

	<b>Quantity</b>	<b>Subtotal</b>
<b>Dell 24 Monitor - P2422H, 60.5cm (23.8")</b>	<b>\$200.00</b>	<b>50</b>
		<b>\$10,000.00</b>

Estimated delivery if purchased today:  
Aug. 04, 2022  
Contract # C000000005600  
Customer Agreement # NCPA 01-42

Description	SKU	Unit Price	Quantity	Subtotal
Dell 24 Monitor - P2422H, 60.5cm (23.8")	210-BBCC	-	50	-
Dell Limited Hardware Warranty	814-5380	-	50	-
Advanced Exchange Service, 3 Years	814-5381	-	50	-

<b>Subtotal:</b>	<b>\$53,900.00</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<hr/>	
<b>Total:</b>	<b>\$53,900.00</b>

# Important Notes

---

## Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**^Dell Business Credit (DBC):** Offered to business customers by WebBank, Member FDIC, who determines qualifications for and terms of credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of the new balance shown on the monthly billing statement. Dell and the Dell logo are trademarks of Dell Inc.



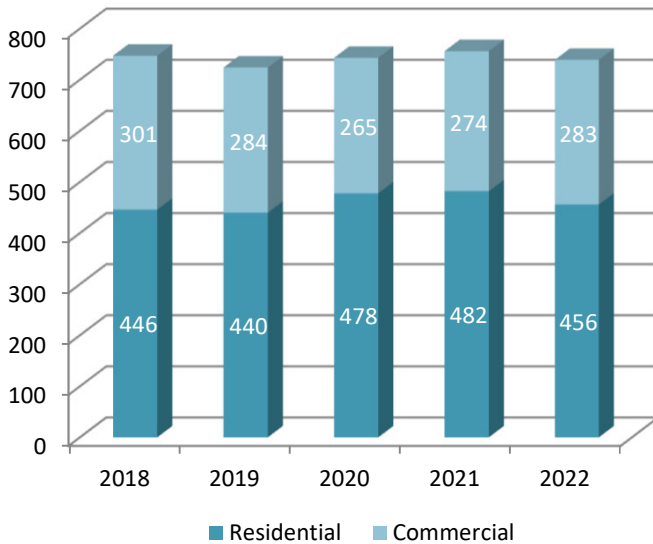
# HOFFMAN ESTATES

## DEPARTMENT OF FINANCE MONTHLY REPORT JULY 2022

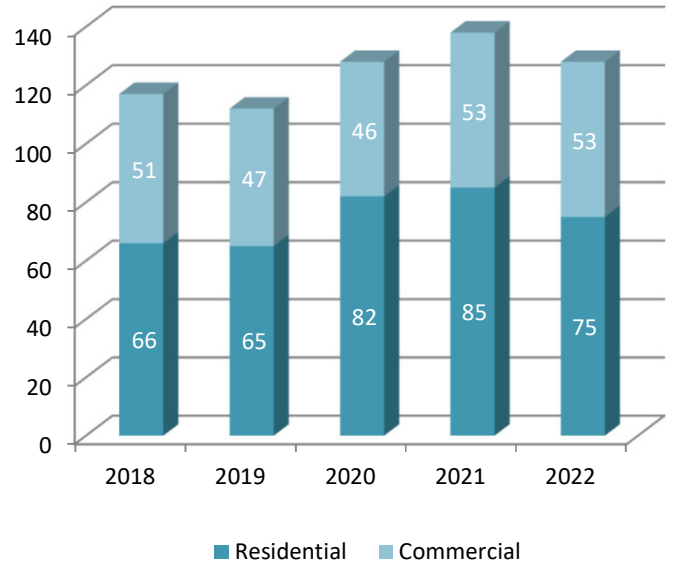
### Water Billing

A total of 14,822 residential water bills were mailed on July 1st for May's water consumption. Average consumption was 5,072 gallons, resulting in an average residential water bill of \$75.02. Total consumption for all customers was 128 million gallons, with 75 million gallons attributable to residential consumption. When compared to the July 2021 billing, residential consumption decreased by 11.8%.

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

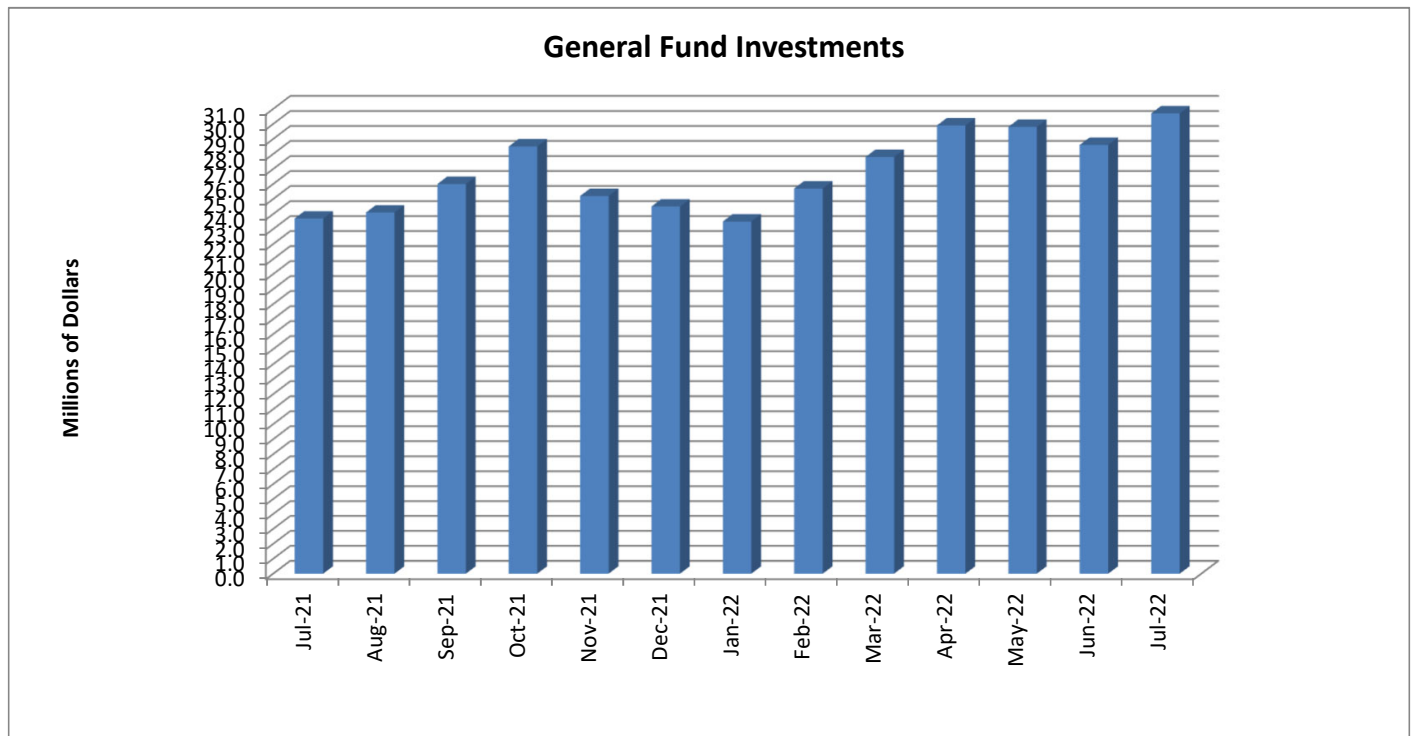
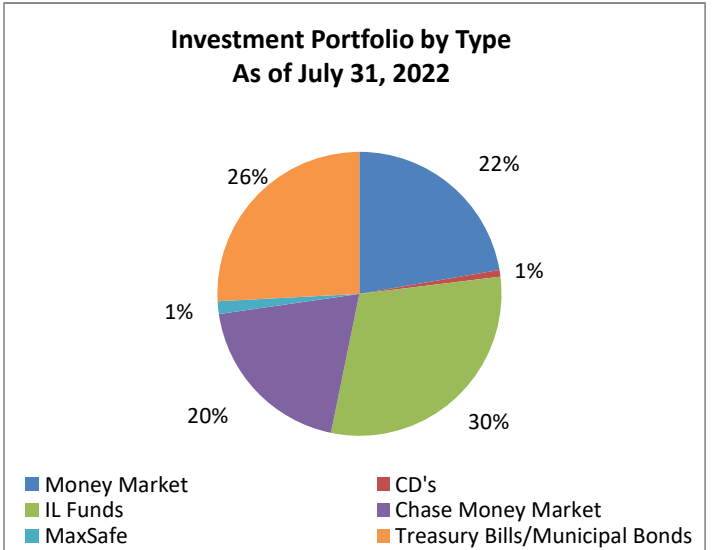
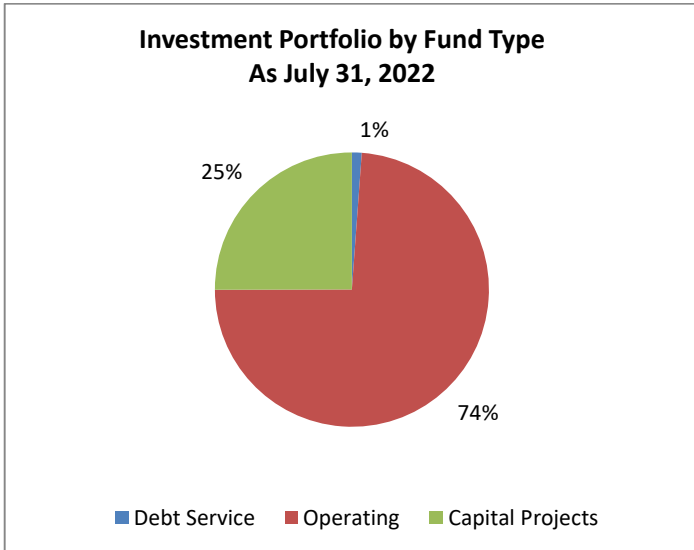


**Total Water Consumption  
Month of July**



## Village Investments

As of July 31, 2022, the Village's investment portfolio (not including pension trust funds) totaled \$67.4 million. Of this amount, \$49.7 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$17.7 million is related to debt service and capital projects funds.





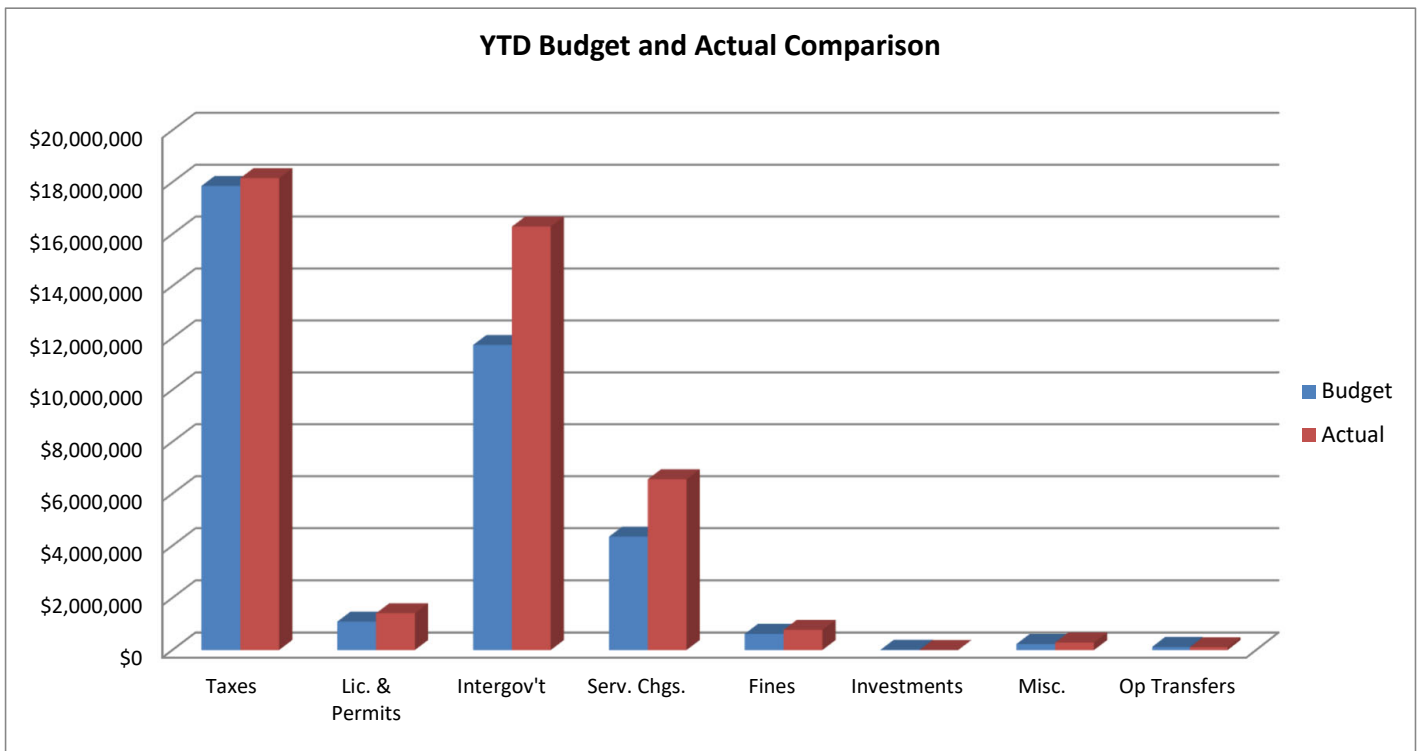
## Operating Funds

### General Fund

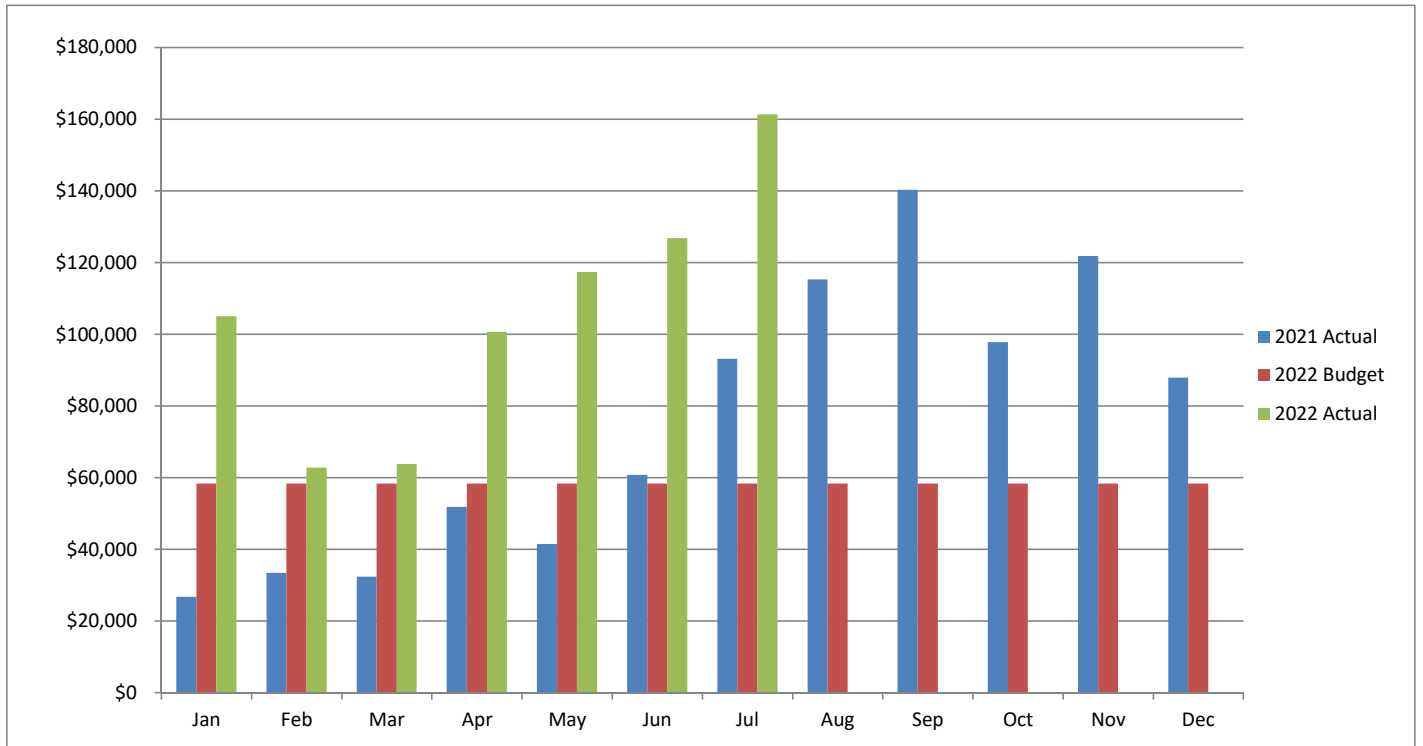
For the month of July, General Fund revenues totaled \$6,923,400 and expenditures totaled \$5,374,500 resulting in a surplus of \$1,548,901.

**Revenues:** July 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 due to large-development building permits being paid. Intergovernmental is over budget due to increased state-shared revenues (sales tax & income tax) and second allotment of ARP money received. Charges for Services are over budget due to supplemental payments received for the Ground Emergency Medical Transport (GEMT) program. Fines and Forfeits are over budget due to receipts from the red light camera revenue. Investment income is under budget due to fair market values on investments being recorded.

REVENUES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 17,857,443	\$ 18,157,249	1.7%
Licenses & Permits	1,090,075	1,411,234	29.5%
Intergovernmental	11,729,369	16,290,467	38.9%
Charges for Services	4,346,015	6,555,715	50.8%
Fines & Forfeits	621,833	773,265	24.4%
Investments	11,667	(237,702)	-2137.4%
Miscellaneous	231,292	289,568	25.2%
Operating Transfers	119,583	105,587	-11.7%
TOTAL	\$ 36,007,277	\$ 43,345,383	20.4%

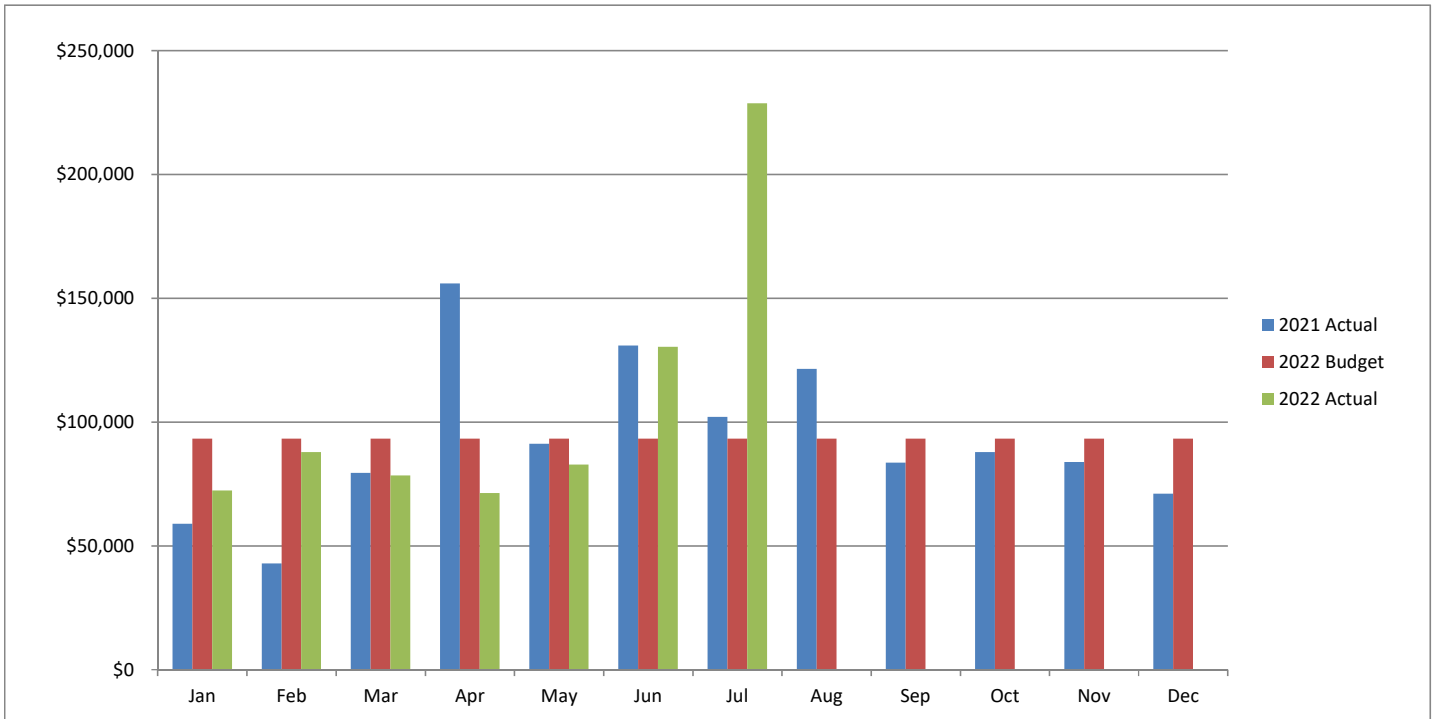


## Hotel Tax



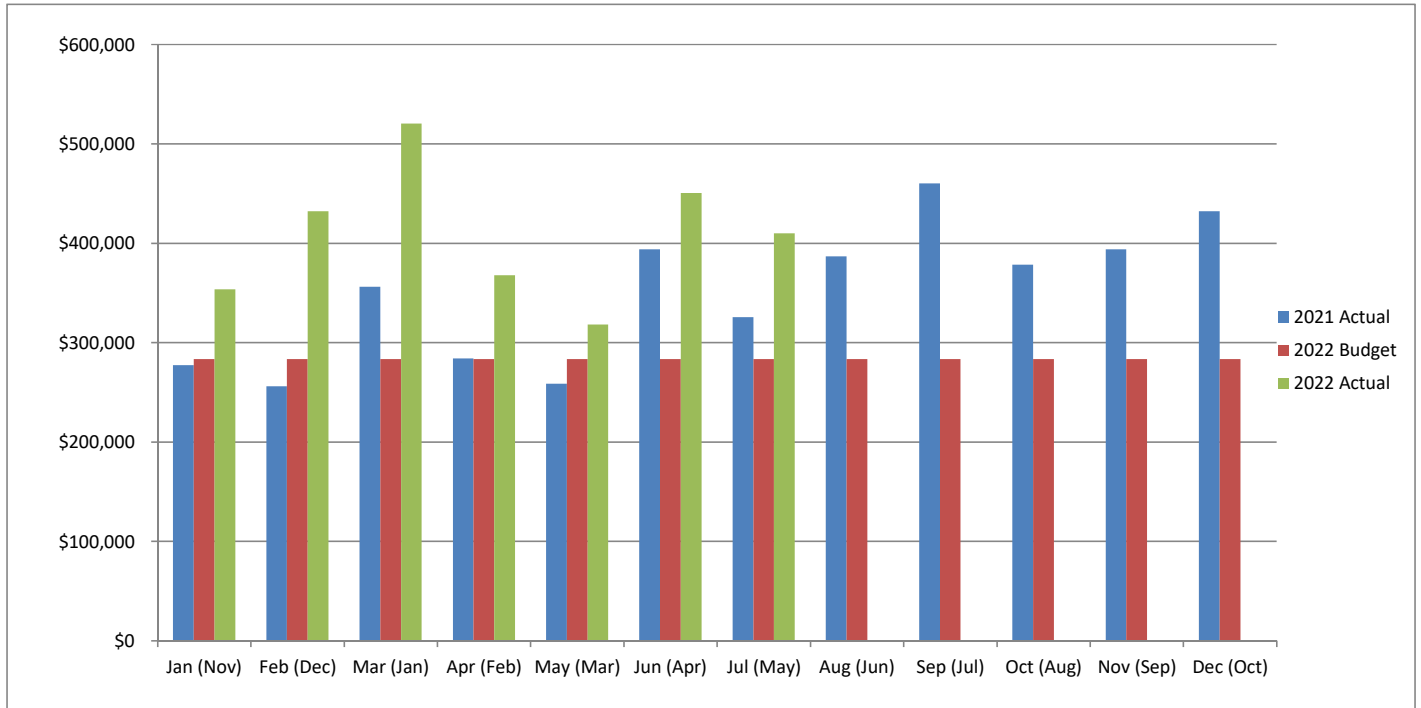
<u>Month Received</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Actual</u>	<u>Cumulative Variance 2022 Actual vs. Budget</u>
Jan	\$ 26,728	\$ 58,333	\$ 104,998	\$ 46,665
Feb	33,429	58,333	62,771	51,102
Mar	32,353	58,333	63,764	56,533
Apr	51,759	58,333	100,597	98,797
May	41,456	58,333	117,281	157,744
Jun	60,723	58,333	126,738	226,149
Jul	93,149	58,333	161,298	329,114
Aug	115,304	58,333		
Sep	140,288	58,333		
Oct	97,794	58,333		
Nov	121,776	58,333		
Dec	87,879	58,333		
<b>YTD Totals</b>	<u>\$ 902,638</u>	<u>\$ 700,000</u>	<u>\$ 737,447</u>	

## Real Estate Transfer Tax



<u>Month Received</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Actual</u>	<u>Cumulative Variance 2022 Actual vs. Budget</u>
Jan	\$ 58,874	\$ 93,333	\$ 72,308	\$ (21,025)
Feb	42,869	93,333	87,858	(26,501)
Mar	79,495	93,333	78,370	(41,464)
Apr	155,943	93,333	71,332	(63,465)
May	91,208	93,333	82,864	(73,935)
Jun	130,918	93,333	130,405	(36,863)
Jul	102,084	93,333	228,727	98,531
Aug	121,433	93,333		
Sep	83,592	93,333		
Oct	87,820	93,333		
Nov	83,818	93,333		
Dec	71,060	93,333		
<b>YTD Totals</b>	<u>\$ 1,109,114</u>	<u>\$ 1,120,000</u>	<u>\$ 751,864</u>	

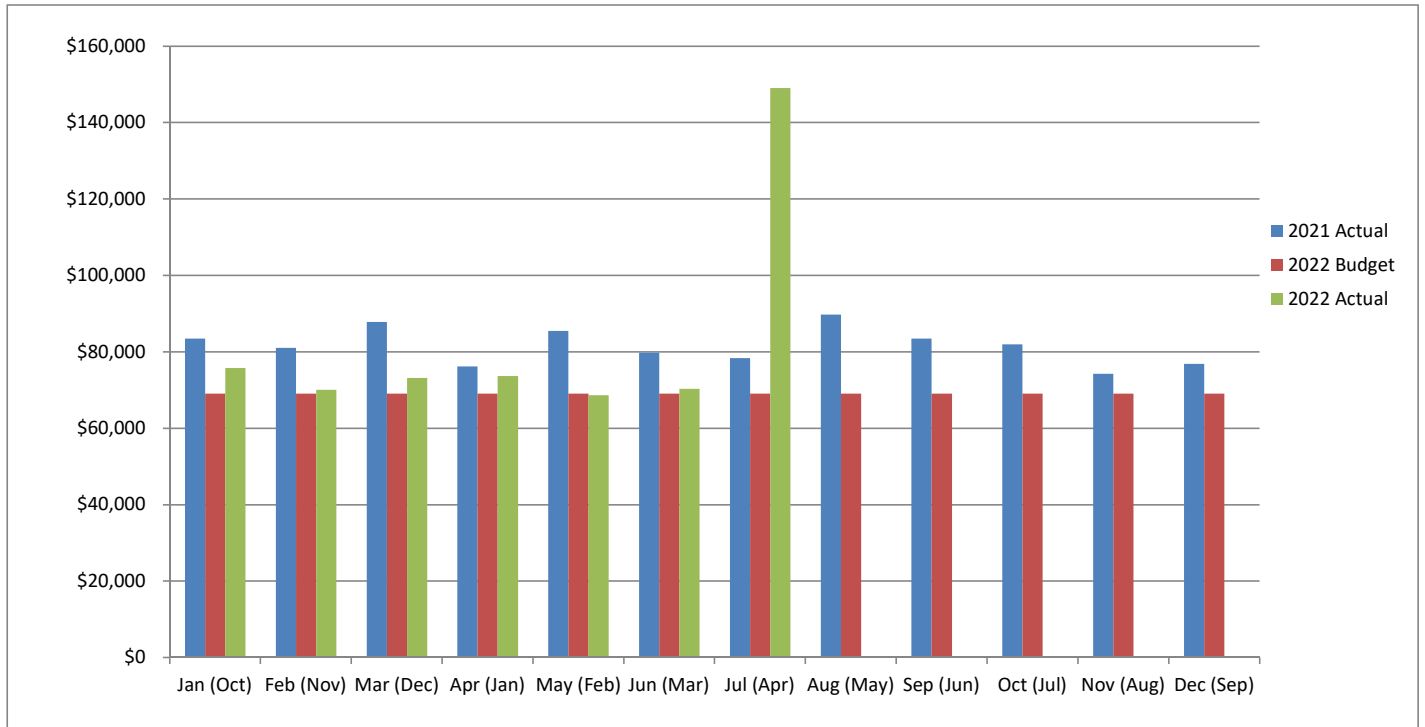
## Home Rule Sales Tax



<b>Month Received (Liability Period)</b>	<b><u>2021 Actual</u></b>	<b><u>2022 Budget</u></b>	<b><u>2022 Actual</u></b>	<b>Cumulative Variance 2022 Actual vs. Budget</b>
Jan (Nov)	\$ 277,151	\$ 283,333	\$ 353,582	\$ 70,249
Feb (Dec)	255,823	283,333	432,182	219,097
Mar (Jan)	356,150	283,333	520,276	456,040
Apr (Feb)	283,885	283,333	367,587	540,294
May (Mar)	258,679	283,333	318,176	575,136
Jun (Apr)	393,672	283,333	450,393	742,196
Jul (May)	325,491	283,333	409,881	868,744
Aug (Jun)	386,591	283,333		
Sep (Jul)	459,956	283,333		
Oct (Aug)	378,438	283,333		
Nov (Sep)	393,756	283,333		
Dec (Oct)	432,164	283,333		
<b>YTD Totals</b>	<b><u>\$ 4,201,755</u></b>	<b><u>\$ 3,400,000</u></b>	<b><u>\$ 2,852,077</u></b>	

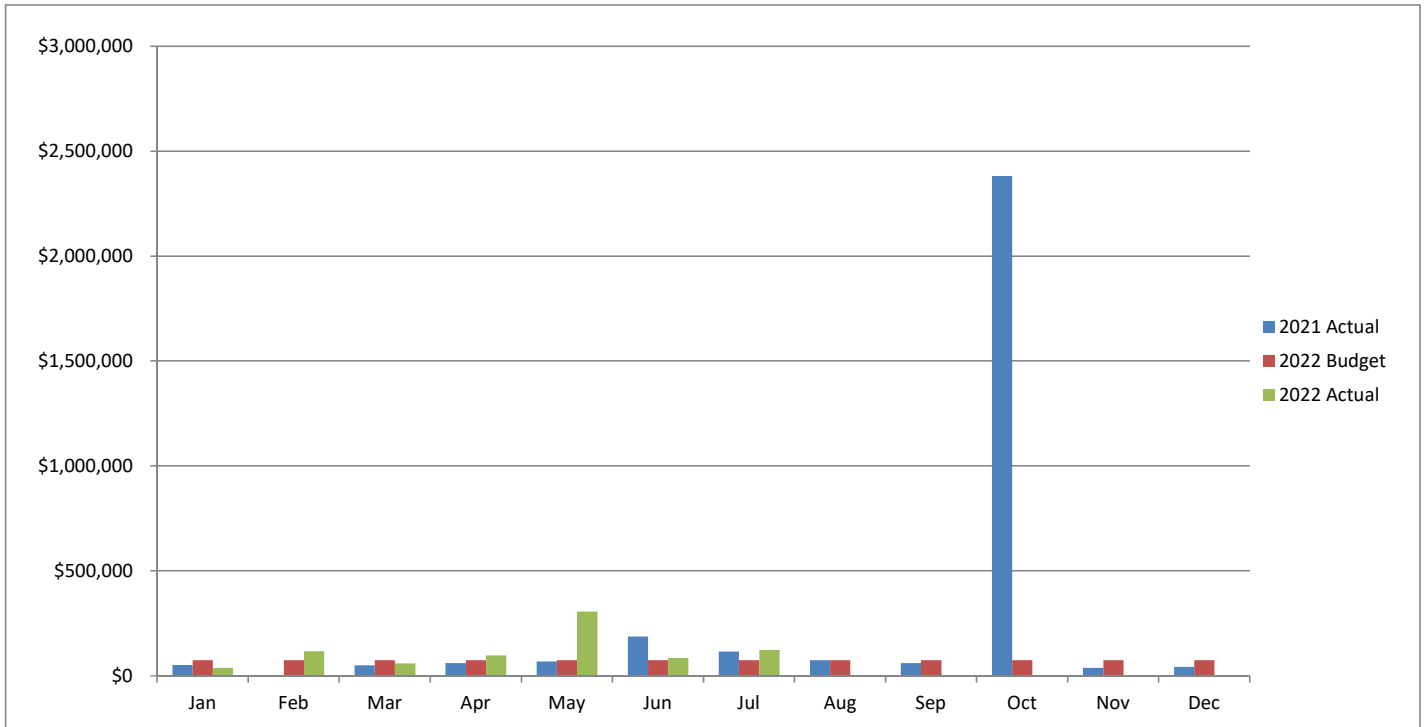


## Telecommunications Tax



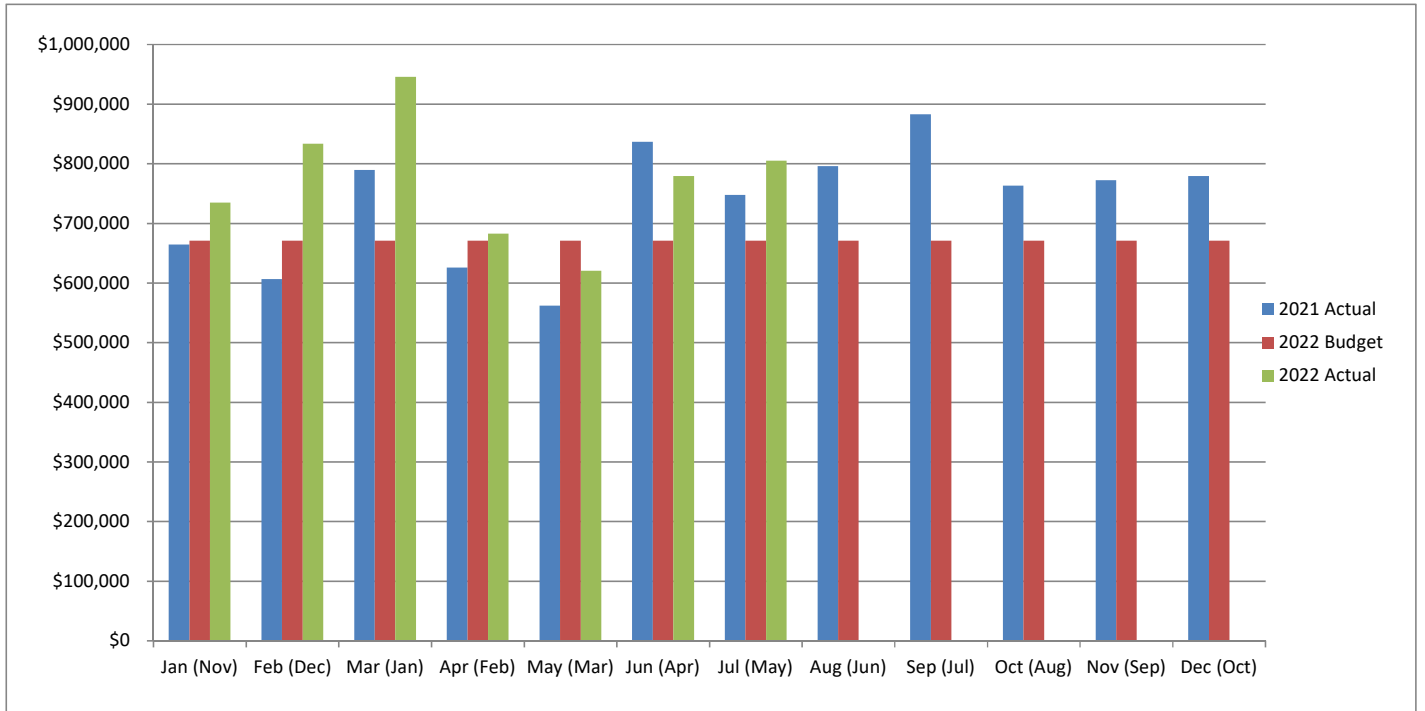
<b>Month Received (Liability Period)</b>	<b><u>2021 Actual</u></b>	<b><u>2022 Budget</u></b>	<b><u>2022 Actual</u></b>	<b>Cumulative Variance 2022 Actual vs. Budget</b>
Jan (Oct)	\$ 83,469	\$ 69,063	\$ 75,843	\$ 6,781
Feb (Nov)	81,074	69,063	70,137	7,855
Mar (Dec)	87,837	69,063	73,177	11,970
Apr (Jan)	76,255	69,063	73,687	16,594
May (Feb)	85,550	69,063	68,684	16,216
Jun (Mar)	79,812	69,063	70,325	17,478
Jul (Apr)	78,425	69,063	149,006	97,422
Aug (May)	89,827	69,063		
Sep (Jun)	83,494	69,063		
Oct (Jul)	81,979	69,063		
Nov (Aug)	74,255	69,063		
Dec (Sep)	76,904	69,063		
<b>YTD Totals</b>	<b><u>\$ 978,880</u></b>	<b><u>\$ 828,750</u></b>	<b><u>\$ 580,859</u></b>	

## Building Permits



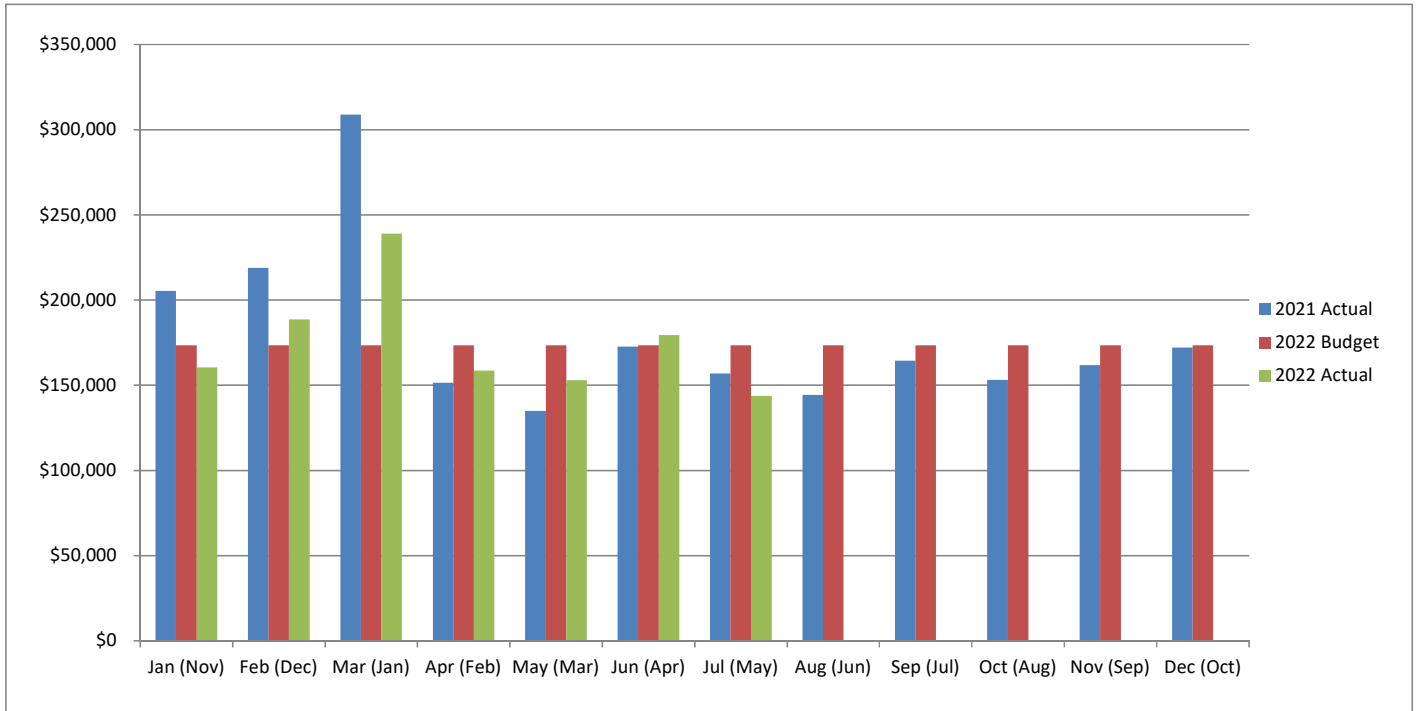
<u>Month Received</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Actual</u>	<u>Cumulative Variance 2022 Actual vs. Budget</u>
Jan	\$ 51,733	\$ 75,000	\$ 39,197	\$ (35,803)
Feb	3,842	75,000	117,640	6,837
Mar	50,114	75,000	60,345	(7,818)
Apr	61,384	75,000	98,154	15,336
May	69,400	75,000	306,816	247,152
Jun	187,474	75,000	85,170	257,322
Jul	116,332	75,000	123,600	305,922
Aug	75,393	75,000		
Sep	61,073	75,000		
Oct	2,381,339	75,000		
Nov	38,116	75,000		
Dec	43,724	75,000		
<b>YTD Totals</b>	<u>\$ 3,139,925</u>	<u>\$ 900,000</u>	<u>\$ 830,922</u>	

## State Sales Tax



<u>Month Received (Liability Period)</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Actual</u>	<u>Cumulative Variance 2022 Actual vs. Budget</u>
Jan (Nov)	\$ 664,123	\$ 670,833	\$ 734,819	\$ 63,986
Feb (Dec)	606,338	670,833	833,416	226,568
Mar (Jan)	789,650	670,833	945,498	501,233
Apr (Feb)	625,960	670,833	682,782	513,182
May (Mar)	561,998	670,833	620,453	462,801
Jun (Apr)	836,399	670,833	779,140	571,108
Jul (May)	747,727	670,833	804,930	705,205
Aug (Jun)	795,690	670,833		
Sep (Jul)	882,995	670,833		
Oct (Aug)	762,898	670,833		
Nov (Sep)	772,275	670,833		
Dec (Oct)	779,126	670,833		
<b>YTD Totals</b>	<u>\$ 8,825,176</u>	<u>\$ 8,050,000</u>	<u>\$ 5,401,038</u>	

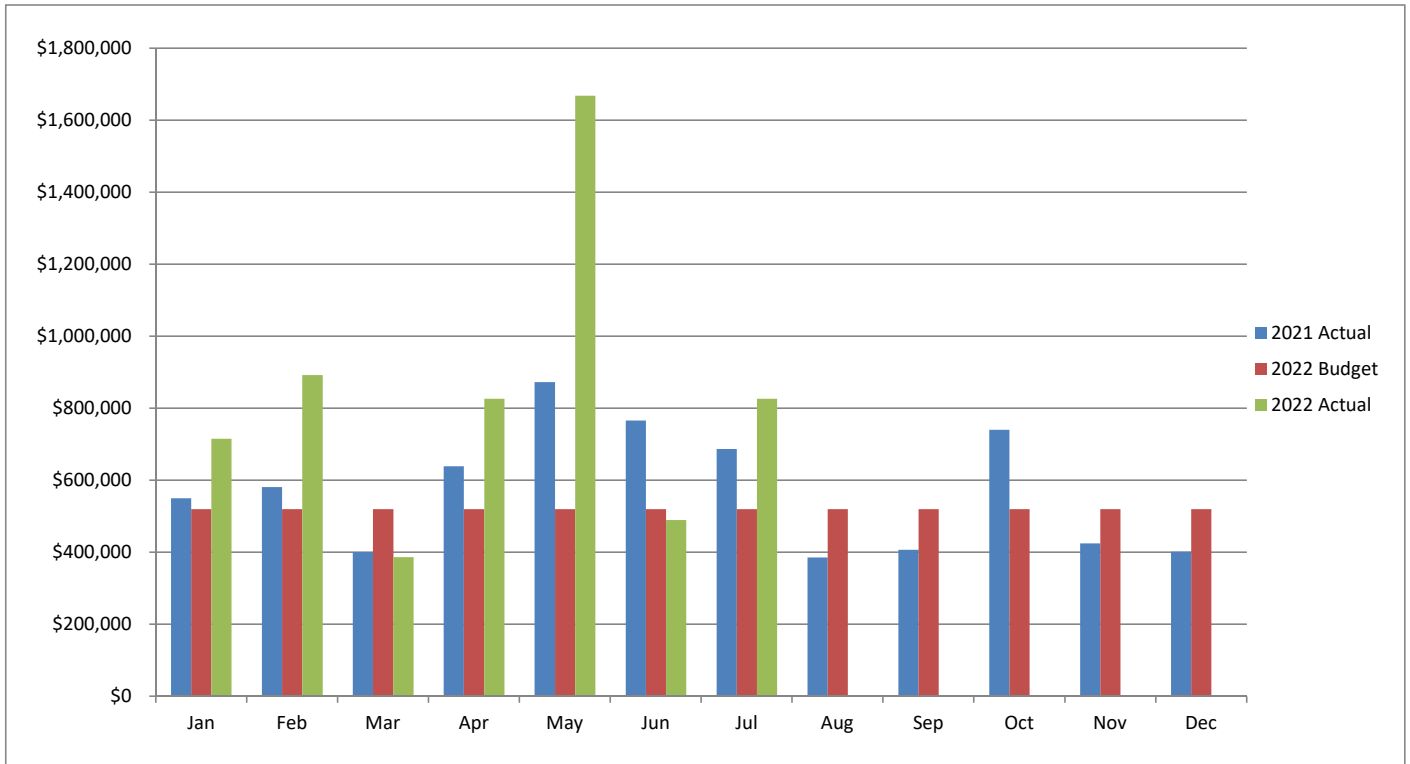
## Local Use Tax



<u>Month Received (Liability Period)</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Actual</u>	<u>Cumulative Variance 2022 Actual vs. Budget</u>
Jan (Nov)	\$ 205,303	\$ 173,333	\$ 160,453	\$ (12,880)
Feb (Dec)	218,776	173,333	188,500	2,286
Mar (Jan)	308,720	173,333	238,933	67,886
Apr (Feb)	151,360	173,333	158,454	53,007
May (Mar)	134,964	173,333	152,980	32,653
Jun (Apr)	172,542	173,333	179,422	38,742
Jul (May)	156,763	173,333	143,689	9,098
Aug (Jun)	144,290	173,333		
Sep (Jul)	164,455	173,333		
Oct (Aug)	153,153	173,333		
Nov (Sep)	161,665	173,333		
Dec (Oct)	172,088	173,333		
<b>YTD Totals</b>	<u>\$ 2,144,076</u>	<u>\$ 2,080,000</u>	<u>\$ 1,222,431</u>	

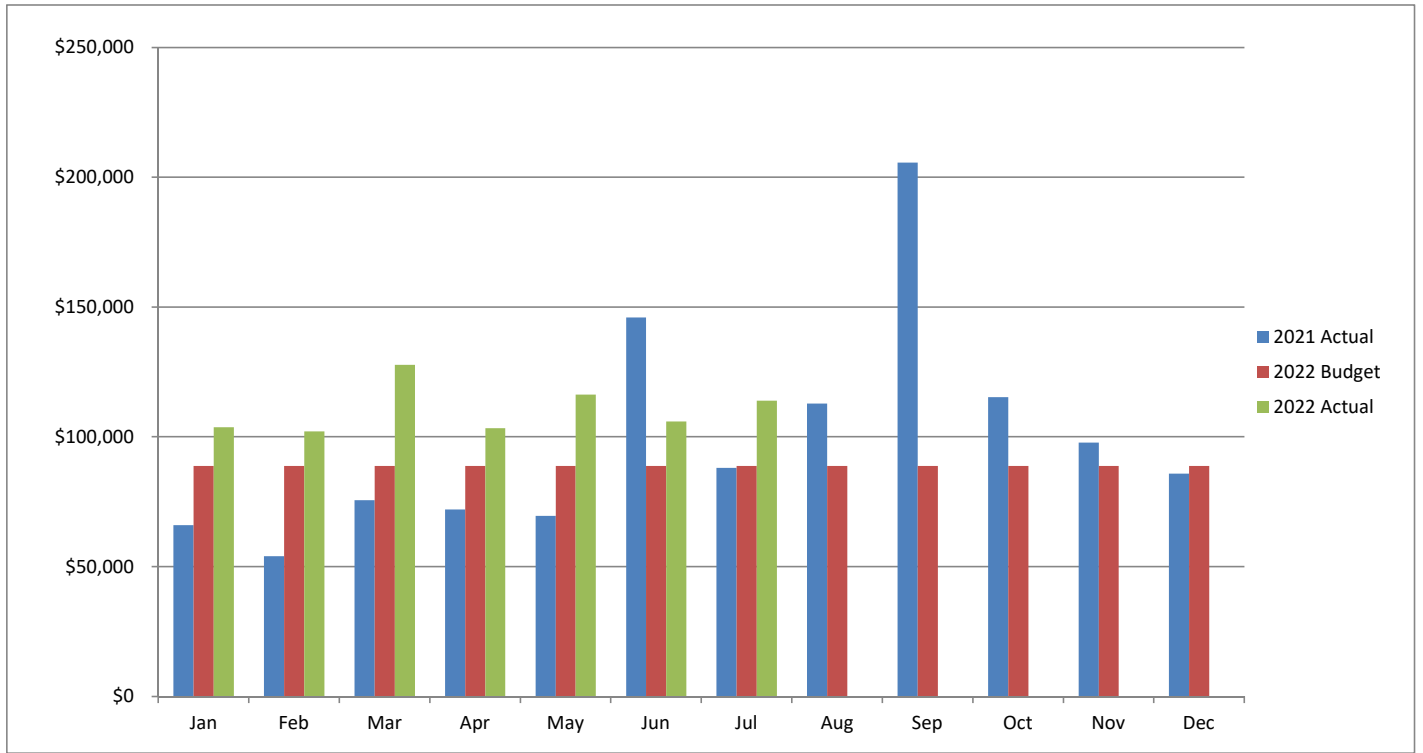


## Income Tax



2020-2021			2021-2022				Cumulative Variance 2022 Actual vs. Budget
Month Received	Liab Pd	2021 Actual	Month Received	2022 Budget	Liab Pd	2022 Actual	
Jan	Dec-20	\$ 550,235	Jan	\$ 520,000	Dec-21	\$ 715,733	\$ 195,733
Feb	Jan-21	581,723	Feb	520,000	Jan-22	892,453	568,186
Mar	Feb-21	400,920	Mar	520,000	Feb-22	386,827	435,013
Apr	Mar-21	639,264	Apr	520,000	Mar-22	826,402	741,415
May	Apr-21	873,242	May	520,000	Apr-22	1,667,417	1,888,832
Jun	May-21	766,180	Jun	520,000	May-22	489,814	1,858,646
Jul	Jun-21	687,333	Jul	520,000	Jun-22	826,889	2,165,535
Aug	Jul-21	385,948	Aug	520,000	Jul-22		
Sep	Aug-21	407,582	Sep	520,000	Aug-22		
Oct	Sep-21	740,673	Oct	520,000	Sep-22		
Nov	Oct-21	424,595	Nov	520,000	Oct-22		
Dec	Nov-21	401,997	Dec	520,000	Nov-22		
YTD Totals		<u>\$ 6,859,692</u>		<u>\$ 6,240,000</u>		<u>\$ 5,805,535</u>	

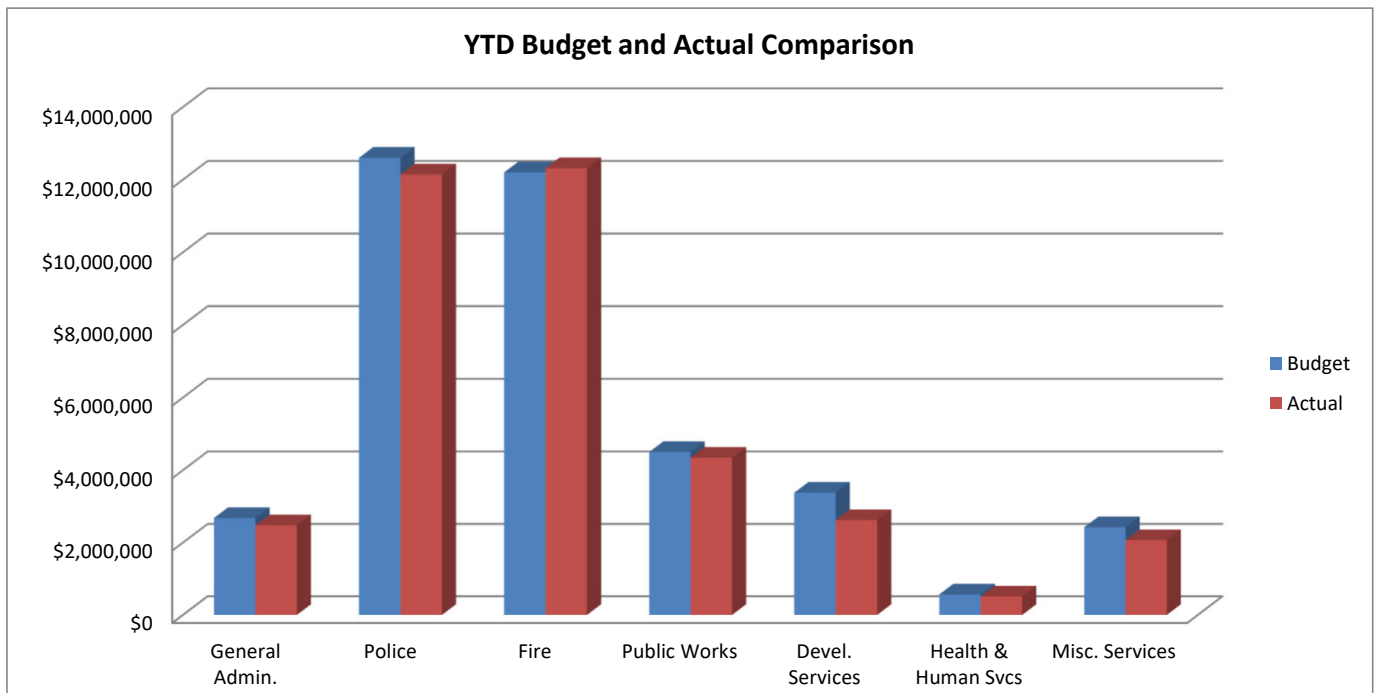
## Fines



<u>Month Received</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2022 Actual</u>	<u>Cumulative Variance 2022 Actual vs. Budget</u>
Jan	\$ 66,011	\$ 88,833	\$ 103,766	\$ 14,933
Feb	54,027	88,833	102,169	28,268
Mar	75,644	88,833	127,761	67,196
Apr	72,130	88,833	103,372	81,735
May	69,575	88,833	116,275	109,176
Jun	146,084	88,833	105,961	126,304
Jul	88,057	88,833	113,960	151,431
Aug	112,832	88,833		
Sep	205,698	88,833		
Oct	115,289	88,833		
Nov	97,807	88,833		
Dec	85,867	88,833		
<b>YTD Totals</b>	<u>\$ 1,189,021</u>	<u>\$ 1,066,000</u>	<u>\$ 773,264</u>	

**Expenditures:** General Fund expenditures in July were \$119,140 below the budgeted figure of \$5,493,640. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year. Communications is over budget due to postage for mailing of the Citizen being fully funded. Emergency Operations is over budget due to the annual Joint Emergency Management Membership Assessment payment. Fire is over budget due to payment of invoice related to GEMT revenues. Per our IGA with State of Illinois, we collect 100% of the revenues but then remit 50% to the State. One invoice has been paid since being in the program and the invoice covers June - December 2021 revenues.

EXPENDITURES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 247,193	\$ 222,410	10.0%
Administration	579,979	494,796	14.7%
Legal	318,319	307,668	3.3%
Finance	744,508	705,527	5.2%
Village Clerk	143,389	131,617	8.2%
HRM	370,119	330,922	10.6%
Communications	228,002	229,461	-0.6%
Emergency Operations	50,289	55,286	-9.9%
Police	12,604,778	12,145,638	3.6%
Fire	12,201,764	12,319,056	-1.0%
Public Works	4,499,816	4,344,082	3.5%
Development Services	3,379,658	2,621,921	22.4%
H&HS	568,027	510,449	10.1%
Miscellaneous	2,428,253	2,065,845	14.9%
<b>TOTAL</b>	<b>\$ 38,364,094</b>	<b>\$ 36,484,678</b>	<b>4.9%</b>



## Department News

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

- Attended IGFOA Virtual Roundtable "Debt Solutions for Cook County's Delayed 2nd Installment" (Assistant Director of Finance).
- Attended virtual Northwest and West Central Municipal Conference Briefing with Cook County Board President (Assistant Director of Finance).
- Attended IGFOA webinar "Demystifying the Property Tax Levy and Extension" (Assistant Director of Finance, Fiscal Operations Manager, and Accountant).

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

- Attended the quarterly Fire Pension Board meeting (Village Treasurer and Finance Director).
- Attended the quarterly Police Pension Board meeting (Village Treasurer and Finance Director).

Respectfully Submitted,



Rachel Musiala



**MONTHLY REPORT STATISTICS**

**July-22**

	<u>Jul-22</u>	<u>YTD Jul-22</u>	<u>Jul-21</u>	<u>YTD Jul-21</u>	<u>% Inc / Dec</u>	
					<u>Month</u>	<u>Year</u>
<b><u>Credit Card Transactions</u></b>						
Finance and Code Front Counter						
Number	302	1,964	347	2,191	-13.0%	-10.4%
Amount	\$ 47,995	275,258	\$ 80,517	425,105	-40.4%	-35.2%
Internet Sales						
Number	2,697	18,498	2,657	17,697	1.5%	4.5%
Amount	\$ 455,368	2,747,083	\$ 369,534	2,266,082	23.2%	21.2%
Total						
Number	2,999	20,462	3,004	19,888	-0.2%	2.9%
Amount	\$ 503,364	3,022,341	\$ 450,050	\$ 2,691,187	11.8%	12.3%
Credit Card Company Fees						
General Fund	\$ 56	730	\$ 37	256	54.7%	185.8%
Water Fund	5,925	37,833	5,212	31,864	13.7%	18.7%
Total Fees	\$ 5,981	\$ 38,564	\$ 5,249	\$ 32,120	14.0%	20.1%
<b><u>Accounts Receivable</u></b>						
Invoices Mailed						
Number	92	384	125	362	-26.4%	6.1%
Amount	\$ 96,190	5,589,224	\$ 880,706	1,475,520	-89.1%	278.8%
Invoices Paid						
Number	70	370	67	361	4.5%	2.5%
Amount	\$ 128,247	5,542,698	\$ 857,791	1,459,811	-85.0%	279.7%
Reminders Sent						
Number	17	87	3	80	466.7%	8.8%
Amount	\$ 72,754	96,607	\$ 600	74,605	12025.7%	29.5%
<b><u>Accounts Payable</u></b>						
Checks Issued						
Number	310	2,090	305	2,138	1.6%	-2.2%
Amount	\$ 1,287,663	10,289,686	\$ 2,310,141	12,148,473	-44.3%	-15.3%
Manual Checks Issued						
Number	22	124	20	126	10.0%	-1.6%
As % of Total Checks	7.10%	5.93%	6.56%	5.89%	8.2%	0.7%
Amount	\$ 30,775	2,074,421	\$ 9,744	431,821	215.8%	380.4%
As % of Total Checks	2.39%	20.16%	0.42%	3.55%	466.6%	467.2%
<b><u>Utility Billing</u></b>						
New Utility Accounts	107	644	124	757	-13.7%	-14.9%
Bills Mailed / Active Accounts	15,718	110,039	15,725	109,994	0.0%	0.0%
Final Bills Mailed	140	832	166	874	-15.7%	-4.8%
Shut-Off Notices	979	5,921	741	6,252	N/A	-5.3%
Actual Shut-Offs	23	136	-	-	N/A	#DIV/0!
Total Billings	\$ 2,287,101	13,787,991	\$ 2,339,048	13,570,090	-2.2%	1.6%
Direct Debit (ACH) Program						
New Accounts	41	359	105	535	-61.0%	-32.9%
Total Accounts	5,584	38,420	5,097	34,881	9.6%	10.1%
As % of Active Accounts	35.53%	34.91%	32.41%	31.71%	3.1%	10.1%
Water Payments Received in Current Month						
Total Bills Mailed	15,718	110,039	15,725	109,994	0.0%	0.0%
ACH Payments	5,584	38,420	5,097	34,881	9.6%	10.1%
ACH Payments-% of Total Bills	35.53%	34.91%	32.41%	31.71%	9.6%	10.1%
On-line Payments (Internet Sales)	2,197	14,232	1,826	13,589	20.3%	4.7%
On-line Payments-% of Total Bills	13.98%	12.93%	11.61%	12.35%	20.4%	4.7%
Over-the-phone Payments	510	3,228	404	3,253	26.2%	-0.8%
Over-the-phone Payments-% of Total Bills	3.24%	2.93%	2.57%	2.96%	26.3%	-0.8%
Mail-in Payments	7,347	52,290	8,164	56,250	-10.0%	-7.0%
Mail-in Payments-% of Total Bills	46.74%	47.52%	51.92%	51.14%	-10.0%	-7.1%

**WATER BILLING ANALYSIS**

July 31, 2022

**Residential Billings  
Average Monthly Consumption/Customer**

<u>Month Billed</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
July	4,395	5,545	5,707
August	5,438	5,718	5,630
September	4,952	6,155	5,055
October	4,157	4,777	4,943
November	4,087	4,298	4,158
December	4,096	4,191	4,173
January	4,342	4,399	4,344
February	4,234	4,540	4,599
March	4,020	4,208	3,945
April	4,423	4,254	4,186
May	4,504	4,317	4,195
June	5,114	5,135	4,430
July	5,545	5,707	5,072
13 Month Average -	4,562	4,865	4,649
% Change -	3.6%	6.6%	-4.4%

**Total Water Customers****Average Bill**

<u>Customer Type</u>	<u>Customer Type</u>			<u>Customer Type</u>	<u>Customer Type</u>		
	<u>Jul-21</u>	<u>Jul-22</u>	<u>% Change</u>		<u>Jul-21</u>	<u>Jul-22</u>	<u>% Change</u>
Residential	14,828	14,822	0.0%	Residential	\$ 80.78	\$ 75.02	-7.1%
Commercial	<u>897</u>	<u>896</u>	<u>-0.1%</u>				
Total	15,725	15,718	0.0%				

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

	<u>Month-To-Date</u>				<u>Year-To-Date</u>		
	<u>Jul-21</u>	<u>Jul-22</u>	<u>% Change</u>		<u>Jul-21</u>	<u>Jul-22</u>	<u>% Change</u>
Residential	85	75	-11.8%	Residential	482	456	-5.4%
Commercial	<u>53</u>	<u>53</u>	<u>0.0%</u>	Commercial	<u>274</u>	<u>283</u>	<u>3.3%</u>
	138	128	-7.2%		756	739	-2.2%

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31, 2022

<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		10,830,887.49			1.593
Illinois Funds - Veterans Memorial	05/01/92		315.34			1.593
Treasury Bills/Municipal Bonds	08/09/21		11,190,568.05	10,634,116.88	10,920,000.00	0.775
PMA iPrime	11/07/08		8,693,103.07			0.775
			30,714,873.95			
<b><u>Motor Fuel Tax</u></b>						
Illinois Funds	09/30/86		538,291.98			1.593
<b><u>Asset Seizure - State</u></b>						
Illinois Funds	11/30/98		56,211.61			1.593
<b><u>Asset Seizure - BATTLE</u></b>						
Illinois Funds	07/10/08		911.47			1.593
<b><u>Municipal Waste System</u></b>						
Illinois Funds	08/31/98		8,010.88			1.593
<b><u>2015A &amp; 2015C G.O.D. S.</u></b>						
PMA iPrime	08/01/21		786,057.39			0.775
<b><u>Central Road Corridor Improv.</u></b>						
Illinois Funds	12/15/88		9,848.58			1.593
PMA iPrime	11/07/08		3,790.29			0.775
			13,638.87			
<b><u>Hoffman Blvd Bridge Maintenance</u></b>						
Illinois Funds	07/01/98		11,306.97			1.593
<b><u>Western Corridor</u></b>						
Illinois Funds	06/30/01		38,756.04			1.593
Treasury Bills	08/09/21		3,140,627.13	3,038,084.23	3,133,400.00	0.775
			3,187,950.67			
<b><u>Prairie Stone Capital</u></b>						
Illinois Funds	08/22/91		627,087.59			1.593
PMA iPrime	02/10/11		91,799.00			0.775
			718,886.59			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31, 2022

<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>Road Improvement</u></b>						
Illinois Funds	01/01/15		2,906,152.28			
Treasury Bills	08/09/21		<u>740,377.17</u>	718,321.51	778,800.00	0.775
			4,791,602.15			
<b><u>Capital Improvements</u></b>						
Illinois Funds	12/31/96		26,367.57			1.593
<b><u>Capital Vehicle &amp; Equipment</u></b>						
Illinois Funds	12/31/96		23,567.14			1.593
PMA iPrime	01/07/09		<u>61,437.58</u>			0.775
			85,004.72			
<b><u>Capital Replacement</u></b>						
Illinois Funds	02/01/98		5,023,933.43			1.593
PMA iPrime	11/07/08		<u>30,227.02</u>	233,887.69	249,000.00	0.775
			5,303,160.45			
<b><u>Water and Sewer</u></b>						
Illinois Funds	09/30/86		10,300.14			1.593
Treasury Bills	08/09/21		740,377.17	718,321.51	778,800.00	0.775
PMA iPrime	11/07/08		12,990.28			0.775
Chase Money Market	03/06/18		<u>9,521,337.12</u>			1.390
			10,285,004.71			
<b><u>Water and Sewer-2017 Bond Projects</u></b>						
PMA iPrime	09/13/17		2,176,304.47			0.775
<b><u>Water and Sewer-2019 Bond Projects</u></b>						
PMA iPrime	09/13/17		539,291.69			0.775
<b><u>Now Arena Operating</u></b>						
Illinois Funds			29.05			
PMA iPrime			<u>2,497,890.13</u>			1.593
			3,751,279.46			0.775
<b><u>Now Arena</u></b>						
H.E. Community Bank-MaxSafe			981,045.19			
<b><u>Insurance</u></b>						
Illinois Funds	11/10/87		16,523.03			1.593
Treasury Bills	08/09/21		<u>1,241,197.38</u>	1,442,734.75	1,466,000.00	0.775
			1,516,967.22			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31, 2022

<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>Information Technology</u></b>						
Illinois Funds	02/01/98		81,509.32			1.593
Municipal Bonds	08/09/21		361,960.20	343,430.25	345,000.00	0.775
			<u>448,214.62</u>			
<b><u>Roselle Road TIF</u></b>						
Illinois Funds	09/30/03		7,653.18			1.593
Chase Money Market			1,003,016.55			1.390
PMA iPrime	11/07/08		115,303.64			0.775
			<u>1,125,973.37</u>			
<b><u>Barr./Higgins TIF</u></b>						
Illinois Funds	08/26/91		119,639.61			1.593
Chase Money Market			200,603.33			1.390
			<u>320,242.94</u>			
<b><u>2019 Captial Project Fund</u></b>						
PMA iPrime	09/13/17		10,623.21			0.775
<b>Total Investments</b>			<u>\$ 67,397,222.15</u>			
<b>Total Invested Per Institution</b>					<b>Percent Invested</b>	
Illinois Funds			20,337,302.70	30.18		
Chase Money Market			13,121,438.29	19.47		
CD with PMA			499,104.26	0.74		
HE Community Bank-MaxSafe			981,045.19	1.46		
Treasury Bills/Municipal Bonds			17,415,107.10	25.84		
ISC at PMA			15,043,224.61	22.32		
			<u>\$67,397,222.15</u>	100.00		
<b>Total Invested Per Fund</b>						
Total Investments - Operating Funds				\$49,747,027.40		
Total Investments - Debt Service Funds				786,057.39		
Total Investments - Capital Projects Funds				\$16,864,137.36		
Total Investments - All Funds				<u>\$67,397,222.15</u>		



**PMA INVESTMENTS**

**July 31, 2022**

	Settlement	Maturity	Cost	Interest Rate
<b>GENERAL FUND</b>				
US Treasury N/B (48768)	08/10/21	08/15/22	1,339,011	1.625%
US Treasury N/B (52639)	05/06/22	02/15/23	996,190	1.375%
US Treasury N/B (48852)	08/24/21	08/31/23	1,886,987	1.375%
Oregon St MUNI Bond	08/11/21	08/01/24	1,747,180	0.638%
US Treasury N/B (48772)	08/10/21	02/15/25	2,229,177	2.000%
US Treasury N/B (48771)	08/10/21	08/15/25	2,229,210	2.000%
US Treasury N/B (50976)	02/24/22	02/28/26	762,813	0.500%
<b>GENERAL FUND TOTALS:</b>			<b>\$11,190,568</b>	
<b>WESTERN CORRIDOR FUND</b>				
US Treasury N/B (48768)	08/10/21	08/15/22	892,674	1.625%
US Treasury N/B (48770)	08/10/21	02/15/24	2,247,953	0.125%
<b>WESTERN CORRIDOR TOTALS:</b>			<b>\$3,140,627</b>	
<b>ROAD IMPROVEMENT FUND</b>				
US Treasury N/B (50976)	02/24/22	02/28/26	740,377	0.500%
<b>ROAD IMPROVEMENT TOTALS:</b>			<b>\$740,377</b>	
<b>CAPTIAL REPLACEMENT FUND</b>				
Hanmi Bank	08/17/21	08/19/24	249,000	0.300%
<b>CAPTIAL REPLACEMENT TOTALS:</b>			<b>\$249,000</b>	
<b>WATER &amp; SEWER FUND</b>				
US Treasury N/B (50976)	02/24/22	02/28/26	740,377	0.500%
<b>WATER &amp; SEWER TOTALS:</b>			<b>\$740,377</b>	
<b>INSURANCE FUND</b>				
US Treasury N/B (48769)	08/10/21	02/15/23	1,241,197	1.375%
BMW Bank North America	08/13/21	08/13/24	250,104	0.600%
<b>INSURANCE TOTALS</b>			<b>\$1,491,302</b>	
<b>INFORMATION SYSTEM FUND</b>				
St Helena USD-A2-TXBL MUNI Bond	08/12/21	08/01/23	361,960	2.744%
<b>INFORMATION SYSTEM TOTALS:</b>			<b>\$361,960</b>	
		<b>TOTAL:</b>	<b>\$17,914,211</b>	

**OPERATING REPORT SUMMARY**

**REVENUES**

**July 31, 2022**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
Property Taxes	-	-	9,000,000	6,752,626	15,154,510	44.6%	
Hotel Tax	58,333	161,298	408,333	737,447	700,000	105.3%	
Real Estate Transfer Tax	93,333	228,727	653,333	751,863	1,120,000	67.1%	
Home Rule Sales Tax	283,333	409,881	1,983,333	2,852,075	3,400,000	83.9%	
Telecommunications Tax	69,063	149,006	483,438	580,869	828,750	70.1%	
Property Tax - Fire	100,000	831	2,000,000	2,613,476	4,459,250	58.6%	
Property Tax - Police	500,000	1,785	2,750,000	3,325,801	5,969,490	55.7%	
Other Taxes	82,715	89,193	579,005	543,091	992,580	54.7%	
Total Taxes	1,186,778	1,040,721	17,857,443	18,157,249	32,624,580	55.7%	
Business Licenses	20,000	20,012	315,000	319,873	380,000	84.2%	
Liquor Licenses	10,000	230	245,000	259,713	275,000	94.4%	
Building Permits	75,000	123,600	525,000	830,922	900,000	92.3%	
Other Licenses & Permits	725	49	5,075	726	8,700	8.3%	
Total Licenses & Permits	105,725	143,890	1,090,075	1,411,234	1,563,700	90.2%	
Sales Tax	670,833	804,930	4,695,833	5,401,038	8,050,000	67.1%	
Local Use Tax	173,333	143,689	1,213,333	1,222,429	2,080,000	58.8%	
State Income Tax	520,000	826,889	3,640,000	5,805,534	6,240,000	93.0%	
Replacement Tax	29,317	154,036	205,217	740,357	351,800	210.4%	
Other Intergovernmental	282,141	2,823,499	1,974,986	3,121,108	3,385,690	92.2%	
Total Intergovernmental	1,675,624	4,753,043	11,729,369	16,290,467	20,107,490	81.0%	
Engineering Fees	25,000	5,000	175,000	170,071	300,000	56.7%	
Ambulance Fees	116,667	108,123	816,667	984,787	1,400,000	70.3%	
GEMT Income	66,667	153,768	466,667	2,304,281	800,000		
Police Hireback	31,250	9,488	218,750	245,482	375,000	65.5%	
Lease Payments	47,808	75,671	334,653	462,881	573,690	80.7%	
Cable TV Fees	30,000	29,158	388,500	379,846	712,000	53.3%	
4th of July Proceeds	79,800	79,800	97,800	97,800	87,750	111.5%	
Employee Payments	141,667	136,809	991,667	962,766	1,700,000	56.6%	
Hireback - Arena	8,813	4,395	61,688	147,348	105,750	139.3%	
Rental Inspection Fees	5,000	1,738	225,000	184,600	275,000	67.1%	
Other Charges for Services	81,375	98,174	569,625	615,855	976,500	63.1%	
Total Charges for Services	634,045	702,125	4,346,015	6,555,715	7,305,690	89.7%	
Court Fines-County	10,000	7,424	70,000	53,325	120,000	44.4%	
Ticket Fines-Village	16,667	21,050	116,667	141,389	200,000	70.7%	
Overweight Truck Fines	500	1,390	3,500	5,230	6,000	87.2%	
Red Light Camera Revenue	55,833	75,904	390,833	546,042	670,000	81.5%	
Local Debt Recovery	5,833	8,192	40,833	27,278	70,000	39.0%	
Total Fines & Forfeits	88,833	113,960	621,833	773,265	1,066,000	72.5%	
Total Investment Earnings	1,667	64,446	11,667	(237,702)	20,000	-1188.5%	
Reimburse/Recoveries	12,500	40,417	87,500	107,145	150,000	71.4%	
S.Barrington Fuel Reimbursement	2,500	4,613	17,500	26,879	30,000	89.6%	
Shaumburg Twn Fuel Reimbursement	2,500	8,500	17,500	34,938	30,000	116.5%	
Tollway Payments	1,500	1,850	10,500	16,000	18,000	N/A	
Other Miscellaneous	14,042	32,559	98,292	104,606	168,500	62.1%	
Total Miscellaneous	33,042	87,939	231,292	289,568	396,500	73.0%	
Total Operating Transfers In	17,083	17,276	119,583	105,587	205,000	51.5%	
<b>Total General Fund</b>	<b>3,742,797</b>	<b>6,923,400</b>	<b>36,007,277</b>	<b>43,345,383</b>	<b>63,288,960</b>	<b>68.5%</b>	<b>58.3%</b>

**OPERATING REPORT SUMMARY**

**REVENUES**

**July 31, 2022**

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
Water & Sewer Fund							
Water Sales	1,737,813	1,943,686	12,164,688	11,441,395	20,853,750	54.9%	
Connection Fees	1,667	-	11,667	17,587	20,000	87.9%	
Cross Connection Fees	3,167	3,217	22,167	22,558	38,000	59.4%	
Penalties	8,333	13,304	58,333	71,676	100,000	71.7%	
Investment Earnings	-	22,447	-	11,934	-	N/A	
Other Revenue Sources	252,708	4,100	1,768,958	4,692,047	3,032,500	154.7%	
Capital Projects	-	-	-	74,748	1,572,940	4.8%	
Total Water Fund	2,003,688	1,986,753	14,025,813	16,331,945	25,617,190	63.8%	58.3%
Motor Fuel Tax Fund	266,667	181,547	1,866,667	1,765,738	3,200,000	55.2%	
Community Dev. Block Grant Fund	53,583	35,601	375,083	131,882	643,000	20.5%	
Asset Seizure Fund	-	2,563	-	257,328	-	N/A	
Municipal Waste System Fund	259,493	249,753	1,816,453	1,770,321	3,113,920	56.9%	
NOW Arena Operating Fund	211,376	291,862	1,479,631	1,848,429	2,536,510	72.9%	
NOW Arena Activity Fund	915,113	117,331	6,405,793	3,629,642	10,981,360	33.1%	
Stormwater Management	79,583	55,253	557,083	381,283	955,000	39.9%	
Insurance Fund	149,431	152,149	1,046,016	1,026,591	1,793,170	57.3%	
Roselle Road TIF	66,667	1,423	466,667	1,356,209	800,000	169.5%	
Barrington/Higgins TIF	70,833	20,256	495,833	277,915	850,000	32.7%	
Lakewood Center TIF	49,167	8	344,167	10,238	590,000	1.7%	
Higgins-Old Sutton TIF	210,682	5	1,474,772	35,830	2,528,180	1.4%	
Higgins/Hassell TIF	37,500	22	262,500	229,510	450,000	51.0%	
Information Technology	173,728	141,587	1,216,098	957,179	2,084,740	45.9%	
Total Spec Rev. & Int. Svc. Fund	2,543,823	1,249,358	17,806,763	13,678,094	30,525,880	44.8%	
<b>TOTAL OPERATING FUNDS</b>	<b>8,290,308</b>	<b>10,159,512</b>	<b>67,839,853</b>	<b>73,355,422</b>	<b>119,432,030</b>	<b>61.4%</b>	<b>58.3%</b>
2015A & C G.O. Debt Service	250,092	250,092	252,037	252,037	1,621,070	15.5%	
2015B G.O. Debt Service	-	-	12,300	12,300	120,100	0.0%	
2016 G.O. Debt Service	-	-	165,547	165,547	330,100	0.0%	
2017A & B G.O. Debt Service	-	-	52,375	52,375	180,750	0.0%	
2018 G.O. Debt Service	11,519	11,519	958,152	958,152	2,861,950	0.0%	
2019 G.O. Debt Service	-	-	-	16,452	136,710	12.0%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>261,612</b>	<b>261,612</b>	<b>1,440,412</b>	<b>1,456,864</b>	<b>5,250,680</b>	<b>27.7%</b>	<b>58.3%</b>
Central Rd. Corridor Fund	-	21	-	52	-	N/A	
Hoffman Blvd Bridge Maintenance	4	29	29	64	50	128.0%	
Western Corridor Fund	2,208	5,132	15,458	(63,607)	26,500	-240.0%	
Traffic Improvement Fund	-	1	-	1	-	0.0%	
Prairie Stone Capital Fund	33	957	233	2,574	400	643.4%	
Central Area Rd. Impr. Imp. Fee	-	20	-	29	-	0.0%	
2008 Capital Project Fund	-	-	-	-	-	0.0%	
Western Area Traffic Impr.	-	1	-	2	-	N/A	
Western Area Traffic Impr. Impact Fee	16	7	111	8	190	0.0%	
Capital Improvements Fund	195,417	132,940	1,367,917	1,660,191	2,345,000	70.8%	
Capital Vehicle & Equipment Fund	112,207	106,347	785,447	1,534,225	1,346,480	113.9%	
Capital Replacement Fund	8	7,882	58	8,934	100	8933.8%	
2015 Project Fund	-	27	-	49	-	N/A	
Road Improvement Fund	531,124	418,406	3,717,869	4,059,032	6,373,490	63.7%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>841,018</b>	<b>671,770</b>	<b>5,887,123</b>	<b>7,201,552</b>	<b>10,092,210</b>	<b>71.4%</b>	<b>58.3%</b>
Police Pension Fund	621,075	(4,572,449)	4,347,525	(8,489,355)	7,452,900	-113.9%	
Fire Pension Fund	531,472	126,585	3,720,302	(8,105,359)	6,377,660	-127.1%	
<b>TOTAL TRUST FUNDS</b>	<b>1,152,547</b>	<b>(4,445,864)</b>	<b>8,067,827</b>	<b>(16,594,714)</b>	<b>13,830,560</b>	<b>-120.0%</b>	<b>58.3%</b>
<b>TOTAL ALL FUNDS</b>	<b>10,545,483</b>	<b>6,647,031</b>	<b>83,235,213</b>	<b>65,419,124</b>	<b>148,605,480</b>	<b>44.0%</b>	<b>58.3%</b>

**OPERATING REPORT SUMMARY**

**EXPENDITURES**

**July 31, 2022**

	<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	35,313	40,835	247,193	222,410	423,760	52.5%	
Administration	82,854	92,646	579,979	494,796	994,250	49.8%	
Legal	45,474	11,071	318,319	307,668	545,690	56.4%	
Finance	106,358	132,399	744,508	705,527	1,276,300	55.3%	
Village Clerk	20,484	25,340	143,389	131,617	245,810	53.5%	
Human Resource Mgmt.	52,874	66,165	370,119	330,922	634,490	52.2%	
Communications	32,572	51,260	228,002	229,461	390,860	58.7%	
Emergency Operations	7,184	4,967	50,289	55,286	86,210	64.1%	
Total General Admin.	383,114	424,683	2,681,799	2,477,688	4,597,370	53.9%	58.3%
Police Department							
Administration	139,953	142,000	979,668	936,165	1,679,430	55.7%	
Juvenile Investigations	55,783	38,775	390,478	358,729	669,390	53.6%	
Tactical	91,949	73,317	643,644	602,010	1,103,390	54.6%	
Patrol and Response	1,098,267	948,013	7,687,867	7,520,921	13,179,200	57.1%	
Traffic	76,943	71,917	538,598	490,421	923,310	53.1%	
Investigations	135,648	102,692	949,533	886,737	1,627,770	54.5%	
Community Relations	846	1,196	5,921	4,009	10,150	39.5%	
Communications	40,986	41,028	286,901	328,225	491,830	66.7%	
Canine	18,754	14,217	131,279	125,249	225,050	55.7%	
Special Services	11,478	11,336	80,343	140,154	137,730	101.8%	
Records	26,527	34,929	185,687	177,687	318,320	55.8%	
Administrative Services	103,552	110,025	724,862	575,331	1,242,620	46.3%	
Total Police	1,800,683	1,589,446	12,604,778	12,145,638	21,608,190	56.2%	58.3%
Fire Department							
Administration	79,905	82,601	559,335	530,591	958,860	55.3%	
Public Education	6,887	7,038	48,207	32,880	82,640	39.8%	
Suppression	840,834	826,529	5,885,839	5,569,942	10,090,010	55.2%	
Emer. Med. Serv.	763,623	689,034	5,345,358	5,931,324	9,163,470	64.7%	
Prevention	48,148	30,326	337,038	237,537	577,780	41.1%	
Fire Stations	3,713	6,396	25,988	16,782	44,550	37.7%	
Total Fire	1,743,109	1,641,925	12,201,764	12,319,056	20,917,310	58.9%	58.3%
Public Works Department							
Administration	29,103	35,084	203,723	197,082	349,240	56.4%	
Snow/Ice Control	153,951	111,792	1,077,656	1,126,830	1,847,410	61.0%	
Traffic Operations	111,940	138,736	783,580	716,088	1,343,280	53.3%	
Forestry	97,823	124,934	684,763	526,370	1,173,880	44.8%	
Facilities	103,659	126,737	725,614	703,424	1,243,910	56.5%	
Fleet Services	115,661	171,855	809,626	845,552	1,387,930	60.9%	
F.A.S.T.	16,427	69,307	114,987	133,224	197,120	67.6%	
Storm Sewers	14,267	19,313	99,867	95,512	171,200	55.8%	
Total Public Works	642,831	797,757	4,499,816	4,344,082	7,713,970	56.3%	58.3%

**OPERATING REPORT SUMMARY**

**EXPENDITURES**

**July 31, 2022**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Development Services							
Administration	39,934	39,074	279,539	223,394	479,210	46.6%	
Planning & Transportation	66,188	76,125	463,318	360,386	794,260	45.4%	
Code Enforcement	146,011	188,655	1,022,076	943,694	1,752,130	53.9%	
Engineering	104,918	140,153	734,423	729,098	1,259,010	57.9%	
Economic Development	125,758	180,589	880,303	365,349	1,509,090	24.2%	
<b>Total Development Services</b>	<b>482,808</b>	<b>624,595</b>	<b>3,379,658</b>	<b>2,621,921</b>	<b>5,793,700</b>	<b>45.3%</b>	<b>58.3%</b>
Health & Human Services	81,147	102,003	568,027	510,449	973,760	52.4%	58.3%
Miscellaneous							
4th of July	32,491	32,491	136,050	136,050	155,070	87.7%	
Police & Fire Comm.	8,503	54	59,523	1,176	102,040	1.2%	
Misc. Boards & Comm.	21,563	20,165	150,938	94,726	258,750	36.6%	
Misc. Public Improvements	297,392	141,381	2,081,742	1,833,893	3,568,700	51.4%	
<b>Total Miscellaneous</b>	<b>359,948</b>	<b>194,091</b>	<b>2,428,253</b>	<b>2,065,845</b>	<b>4,084,560</b>	<b>50.6%</b>	<b>58.3%</b>
<b>Total General Fund</b>	<b>5,493,640</b>	<b>5,374,500</b>	<b>38,364,094</b>	<b>36,484,678</b>	<b>65,688,860</b>	<b>55.5%</b>	<b>58.3%</b>
Water & Sewer Fund							
Water Department	1,158,774	1,257,307	8,111,419	7,529,507	13,905,290	54.1%	
Sewer Department	198,644	229,201	1,390,509	1,360,647	2,383,730	57.1%	
Billing Division	79,983	89,682	559,883	564,206	959,800	58.8%	
Capital Projects Division	61,054	61,054	396,753	396,753	5,436,090	7.3%	
2015 Bond Capital Projects	-	-	55,275	55,275	420,550	13.1%	
2017 Bond Capital Projects	14,230	14,230	145,461	145,461	1,519,910	9.6%	
2018 Bond Capital Projects	-	-	123,819	123,819	247,640	50.0%	
2019 Bond Capital Projects	-	-	75,199	75,199	622,530	12.1%	
<b>Total Water &amp; Sewer</b>	<b>1,512,685</b>	<b>1,651,474</b>	<b>10,858,319</b>	<b>10,250,867</b>	<b>25,495,540</b>	<b>40.2%</b>	<b>58.3%</b>
Motor Fuel Tax	148,438	148,438	2,170,670	2,170,670	3,010,000	72.1%	
Community Dev. Block Grant Fund	36,256	36,256	117,360	117,360	643,000	18.3%	
Asset Seizure Fund	15,707	13,190	109,947	95,291	188,480	50.6%	
Municipal Waste System	255,294	263,253	1,787,059	1,608,913	3,063,530	52.5%	
NOW Arena Operating Fund	346,594	95,849	2,426,159	1,355,029	4,159,130	32.6%	
NOW Arena Activity Fund	915,113	149,371	6,405,793	3,154,392	10,981,360	28.7%	
Stormwater Management	86,421	195,221	604,946	320,723	1,037,050	30.9%	
Insurance	164,354	25,399	1,150,479	1,286,917	1,972,250	65.3%	
Information Technology	198,728	95,915	1,391,098	477,921	2,384,740	20.0%	
Roselle Road TIF	202,348	300	1,416,438	422,992	2,428,180	17.4%	
Barrington/Higgins TIF	122,312	-	856,182	5,595	1,467,740	0.4%	
Lakewood Center TIF	14,932	300	104,522	294,007	179,180	164.1%	
Higgins-Old Sutton TIF	210,682	300	210,682	300	2,528,180	0.0%	
Higgins/Hassell TIF	589	300	4,124	2,873	7,070	40.6%	
<b>TOTAL OPERATING FUNDS</b>	<b>9,724,093</b>	<b>8,050,067</b>	<b>67,977,872</b>	<b>58,048,526</b>	<b>125,234,290</b>	<b>46.4%</b>	<b>58.3%</b>



**OPERATING REPORT SUMMARY**

**EXPENDITURES**

**July 31, 2022**

	<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>			
2015A G.O. Debt Service	-	-	743,496	743,496	3,728,000	19.9%	
2015 G.O. Debt Service	-	-	12,300	12,300	120,100	10.2%	
2016 G.O. Debt Service	-	-	164,800	164,800	330,100	49.9%	
2017A & B G.O. Debt Service	-	-	52,375	52,375	180,750	29.0%	
2018 G.O. Debt Service	-	-	578,225	578,225	2,861,950	20.2%	
2019 G.O. Debt Service	-	-	16,452	16,452	136,710	12.0%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>-</b>	<b>-</b>	<b>1,567,649</b>	<b>1,567,649</b>	<b>7,357,610</b>	<b>21.3%</b>	<b>58.3%</b>
Western Corridor Fund	8,375	8,375	58,625	58,625	100,500	58.3%	
Hoffman Blvd Bridge Maintenance	4,417	-	30,917	-	53,000	0.0%	
Prairie Stone Capital Fund	50,667	2,500	354,667	57,841	608,000	9.5%	
Western Area Rd Improve Imp. Fee		-	63	-	190	0.0%	
Capital Improvements Fund	196,527	162,554	1,375,687	976,198	2,358,320	41.4%	
Capital Vehicle & Equipment Fund	112,207	10,039	785,447	868,107	1,346,480	64.5%	
Capital Replacement Fund	3,348	-	23,433	-	40,170	0.0%	
Road Improvement Fund	597,825	25,418	4,184,775	1,573,925	7,173,900	21.9%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>973,364</b>	<b>208,886</b>	<b>6,813,613</b>	<b>3,534,696</b>	<b>11,680,560</b>	<b>30.3%</b>	<b>58.3%</b>
Police Pension Fund	674,040	724,770	4,718,280	5,029,779	8,088,480	62.2%	
Fire Pension Fund	631,122	622,395	4,417,852	4,372,887	7,573,460	57.7%	
<b>TOTAL TRUST FUNDS</b>	<b>1,305,162</b>	<b>1,347,165</b>	<b>9,136,132</b>	<b>9,402,666</b>	<b>15,661,940</b>	<b>60.0%</b>	<b>58.3%</b>
<b>TOTAL ALL FUNDS</b>	<b>12,002,619</b>	<b>9,606,118</b>	<b>85,495,265</b>	<b>72,553,538</b>	<b>159,934,400</b>	<b>45.4%</b>	<b>58.3%</b>



## 2022 JULY MONTHLY REPORT

### Contents

<i>CentralSquare Technologies/GovQA Monthly Review</i> .....	2
<i>Training</i> .....	3
<i>Meetings</i> .....	4
<i>Technical Support, Hardware &amp; Software Review</i> .....	5
<i>IT Training</i> .....	6
<i>IT Meetings</i> .....	6
<i>Total Work Orders by Priority by Month</i> .....	7
<i>Completed Work Orders by Month</i> .....	8
<i>Printer Usage Report</i> .....	8
<i>System and Data Functions</i> .....	9
<i>Sentinel IPS Attack Report</i> .....	9
<i>Email Spam Report</i> .....	10
<i>File Access and Internet Availability</i> .....	11

### Project Activities

- Created Microsoft Form for New Employee Access Request and an Adobe Form for New Employee access. After testing both forms, we decided the Adobe Form met our needs and provided the fillable version to departments to use for new employees. We received several completed and signed new employee forms via the automated email process and it is working well.
- Reviewed eTRAKIT setup in preparation for Go Live.
- Continued tweaks to Community Development setup to customize the applications for Village needs.

### CentralSquare

#### PLUS Applications

- Created new multi-year General Premise Renewal Letter and Invoice forms in Cognos.
- Processed renewals for General Premise Licenses.
- Modified REQ Approvers for Fire as requested.
- Corrected several Business Licenses with credits that were created due to incorrect adjustment processes.
- Due to Court Date requirements, created specialized Home Business Late Invoices that can be run before the licenses are penalized.
- Provided new signatures to CST Support for use in Cognos. Once installed on their servers, modified the reports that use them.
- Submitted multiple CST Support tickets to have them add new employees to the PLUS environment and to remove access for terminated employees.
- Contacted CST Support to re-enable access for multiple employees who let their passwords expire beyond 30 days. Added back their security access in the PLUS applications once their accounts were enabled.
- Developed SQL script to update RRL License Deadline date.
- Applied Late Fees to all unpaid Pet Licenses.
- Penalized all unpaid Business, Home, and Liquor Licenses.
- Ran Penalty Process for Residential Rental Licenses.
- Created SQL script to update RRL License Deadline date.
- Multiple requests from DS staff regarding addresses required verification in PLUS and Community Development. Worked with GIS Tech to provide verification for entry into Community Development.
- Assisted General Government with Payroll Time Entry and Approval Report creation.

## Community Development Applications

- The Finance Department reported they were having no luck getting erroneous PAYA charges removed for eTRAKiT, which is not yet live. I reached out to my contacts there to get to the correct person, who facilitated the necessary fee removal.
- Added new Code Violation Type.
- Made changes to recipient of Demo Permit auto email.
- Added Violation location details.
- Added Violation Case Types.
- Facilitated the refresh of the Test Database from Production backup.
- Evaluated outstanding issues and prodded Support to move on open cases.
- Participated in the final Mobiles Early Adopter review session.

## GovQA

- Changed FOIA Assignment for Police due to staff changes.
- Removed access for terminated employees.
- Assisted Public Works in identifying point of contact for GovQA to continue the Cartegraph integration.

## Administration

- Reviewed applicants for BSA I position.
- Prepared monthly report.
- Cleaned up Laserfiche Directory at the request of the Village Clerk's Office.
- Updated IT Department Phone List with new staff.
- Ordered office supplies for IT Department.
- Processed Payroll for department employees on July 11 and 25, 2022.

## Training

---

- Provided REQ entry training and created instructional document for staff use.
- Held Electronic Leave Request and Time Entry Training for new employees.
- Learned how to create and process Microsoft Forms
- Self-trained in the use of Adobe Forms to create New Employee Access Form.
- Took the Cyber Risk Training requested by HR and provided feedback as to use by employees.

## Meetings

---

- Participated in Virtual meeting to review Mobiles application in Community Development.
- Met several times during the month with the interim IT Director to review project status and issues of note and to familiarize him with the contracts related to CentralSquare.

### **Project Activities**

#### **Project – Fortinet Wireless Access Point Replacement**

- Our aging Cisco Wi-Fi infrastructure is out of warranty and requires to be replaced with newer technology. IT Department decided to implement solution from Fortinet as it integrates with our existing firewall appliances and is much more cost effective than current solutions from Cisco. The IT Department completed configuring new Outdoor Wireless Access Points and worked with Facilities to mount them at the 4 Fire Stations, Village Hall, Fleet and the Police Station. The Wireless Access Project has now been completed with the Outdoor AP's being the last tasks to complete.

#### **Project – Analog Lines Conversion**

- With the recent direction the phone carriers are taking, we are forced to disconnect or migrate all analog lines. Over the years there has been a steady buildup of analog lines throughout the different departments and buildings. The IT Department was tasked with identifying them and converting to the new system or if not used, disconnecting them. During the month of July, IT Staff has completed the Analog migration.

#### **Project – ServiceDesk Ticketing System**

- IT Department installed and began configuring a new ticketing system that will be used to replace our current Track-It ticketing system. The new system will add additional features such as Asset Tracking, Knowledge Base and also provide better reporting than the current Track-It system.

### **Security and Other Updates**

- The IT Department installed and promoted 2 new servers to Domain controllers and migrated existing roles to the new servers.
- The IT Department setup a temporary network location for Public Works during their Office re-model.
- The IT Department began testing and installing new Microsoft Wireless Display adapter in multiple Conference Rooms. This will allow laptops to project wirelessly to projectors.
- The IT Department began upgrading existing PC's in Development Services with more memory and added dedicated graphics cards. These PC's currently are utilizing large 43" monitors and use certain GIS functions that can overwhelm the standard PC's. The new hardware will help address some of the performance issues.



## *IT Training*

---

- I.T. Staff conducted 6 new user orientation meetings for our new employee.

## *IT Meetings*

---

- The IT Department held multiple meetings with Peerless Networks and Sentinel Technologies to discuss migrating our current PRI phones lines to SIP.
- The IT Department held a meeting with Dell Technologies to discuss migrating our Exchange email system from the Public Sector Cloud to the Government Cloud for CJIS reasons.
- The IT Department help multiple meeting with Dell Technologies to discuss the options for migrating to M365.

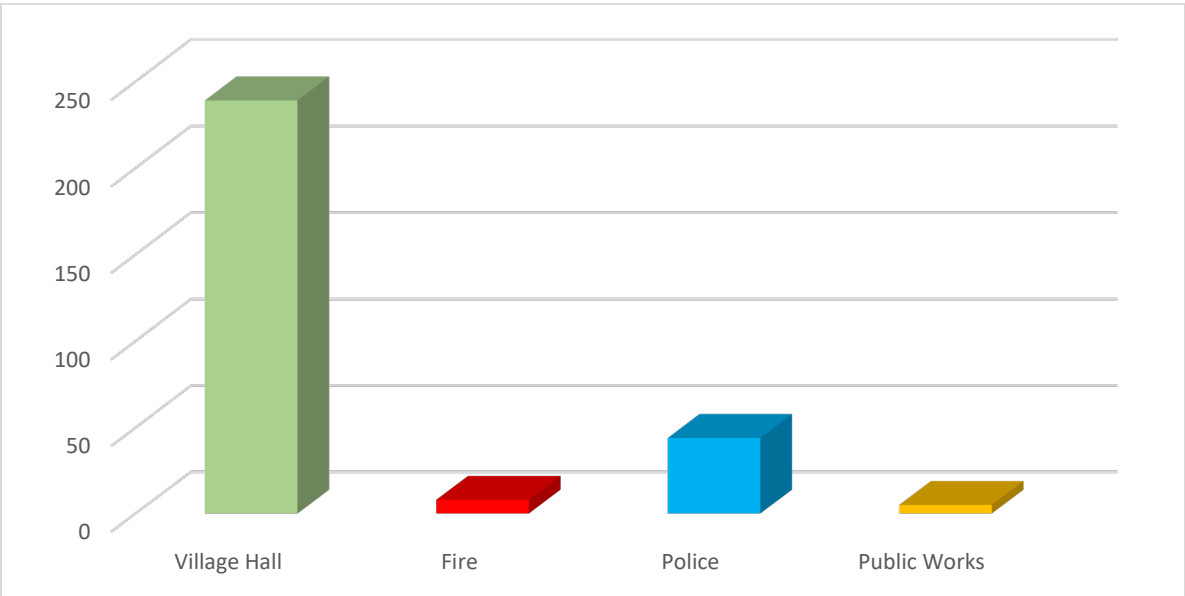
### **Technical Support, Hardware & Software Activities**

- Applied necessary software updates as needed.
- 315 Help desk requests were opened during the month of July.
- 295 Help desk requests were closed during the month of July.
- Self Service Password Resets or Account Unlocks: 4
- Email passwords reset: 0
- SunGard passwords reset: 0
- Voicemail passwords reset: 2
- User accounts unlocked: 5
- Active Directory Password Resets: 2

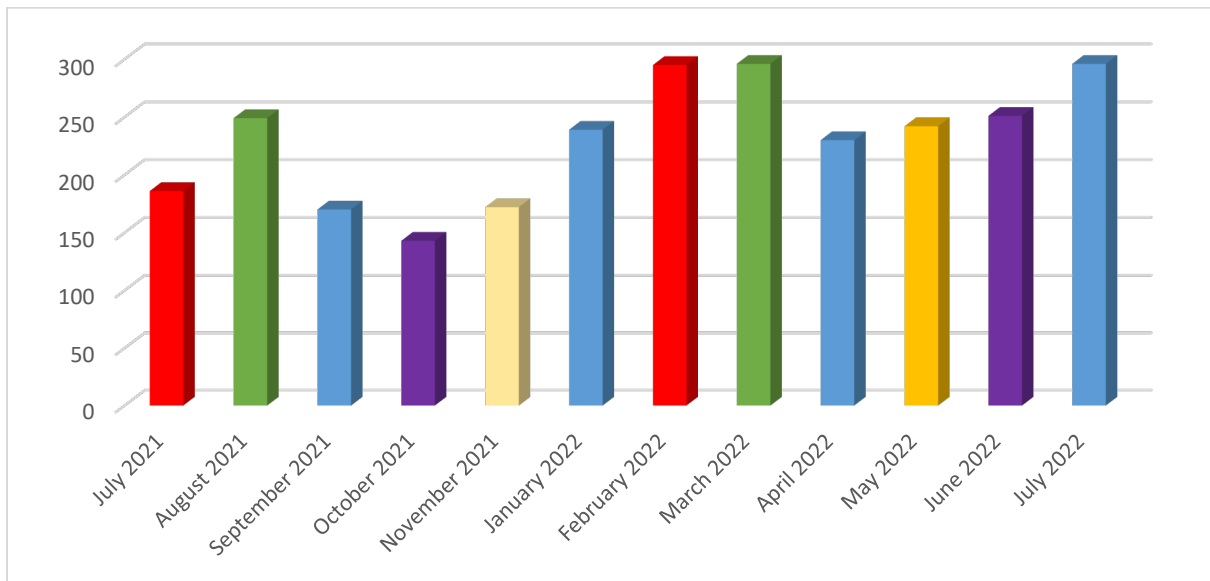
## Total Work Orders by Priority by Month

Month	July
1 - Normal	196
2 - High	7
3 - Urgent	1
Project	3
Scheduled Event	107
Vendor intervention required	1
<b>Total for Month</b>	<b>315</b>

## Completed Work Orders by Location

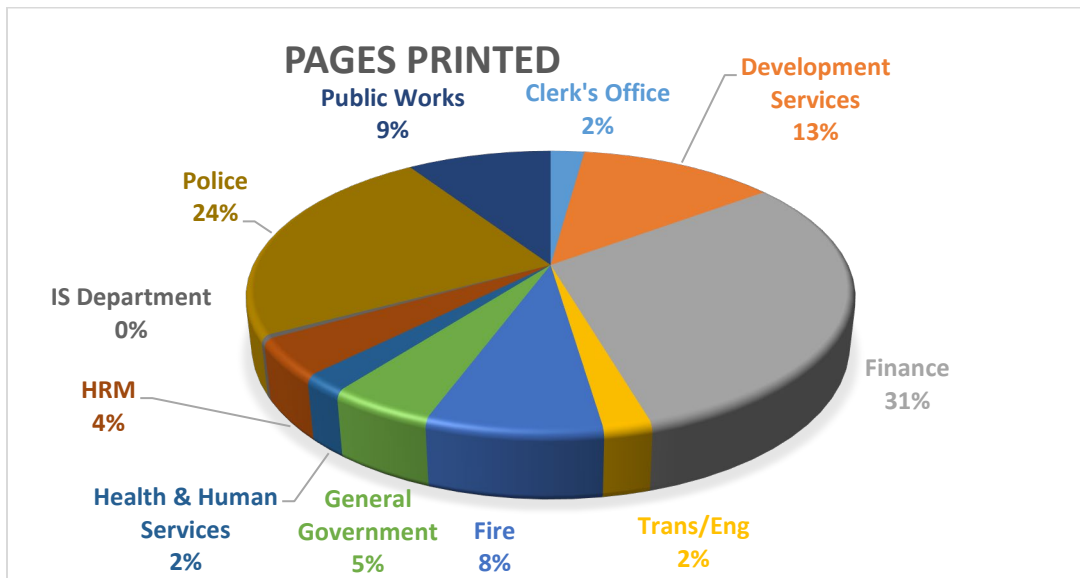


## Completed Work Orders by Month

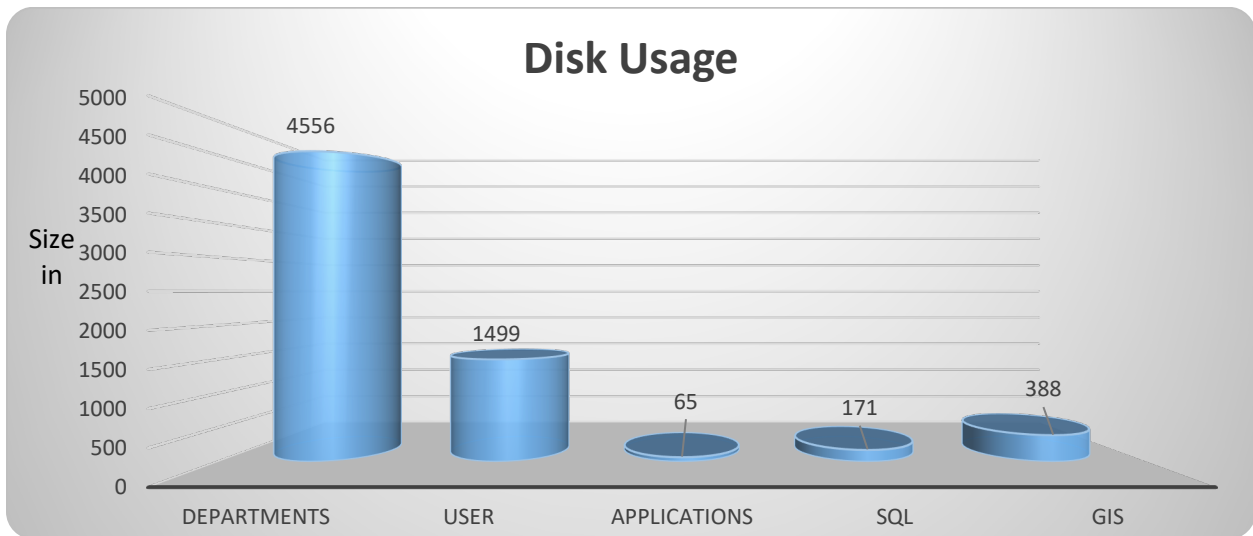


## Printer Usage Report

In the month of July there were 46050 pages printed across the village. The following graph breaks down printer usage by department. **\*Windows Update temporarily disabled the printer data collection tool for 2 weeks. Issue has been resolved, but numbers are incomplete this month.\***

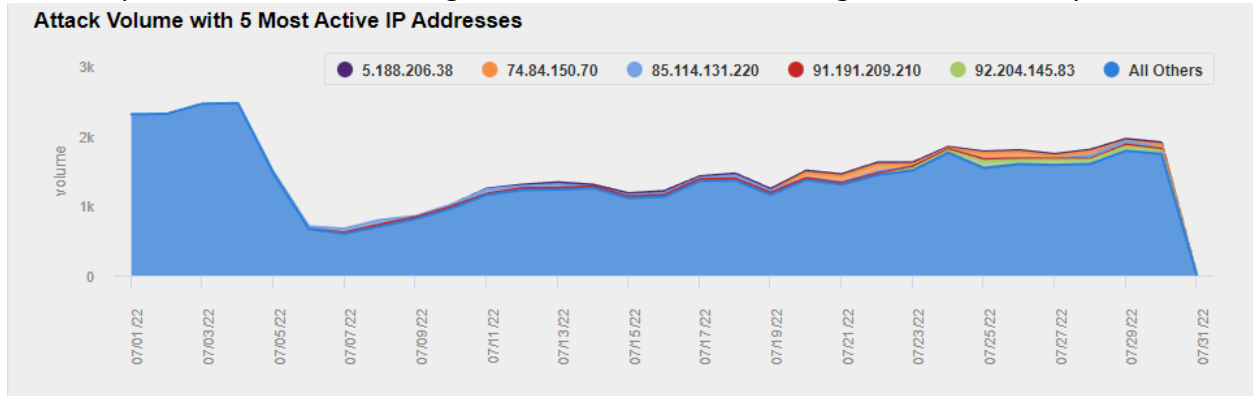


## System and Data Functions



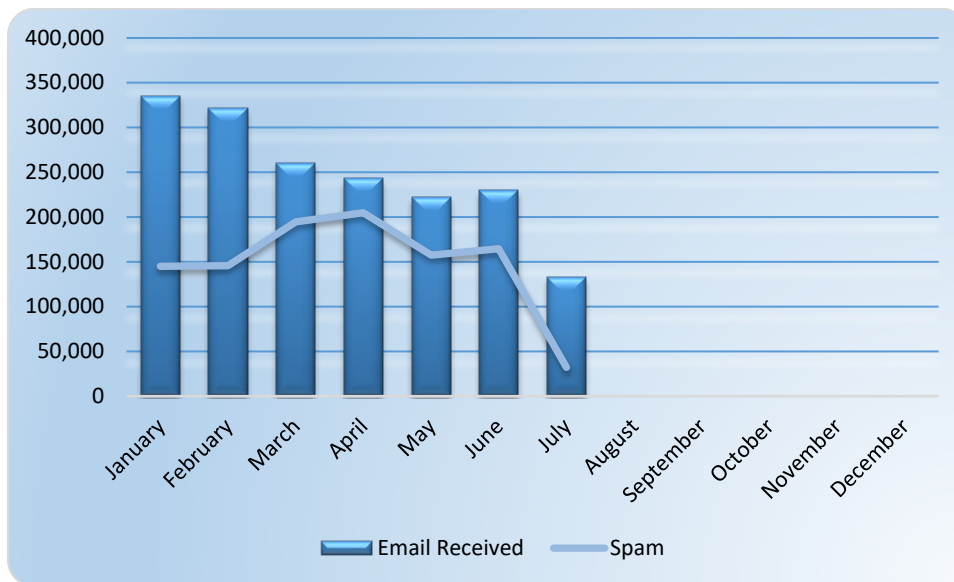
## Sentinel IPS Attack Report

External parties attacked the Village network 45632 times during the month of July



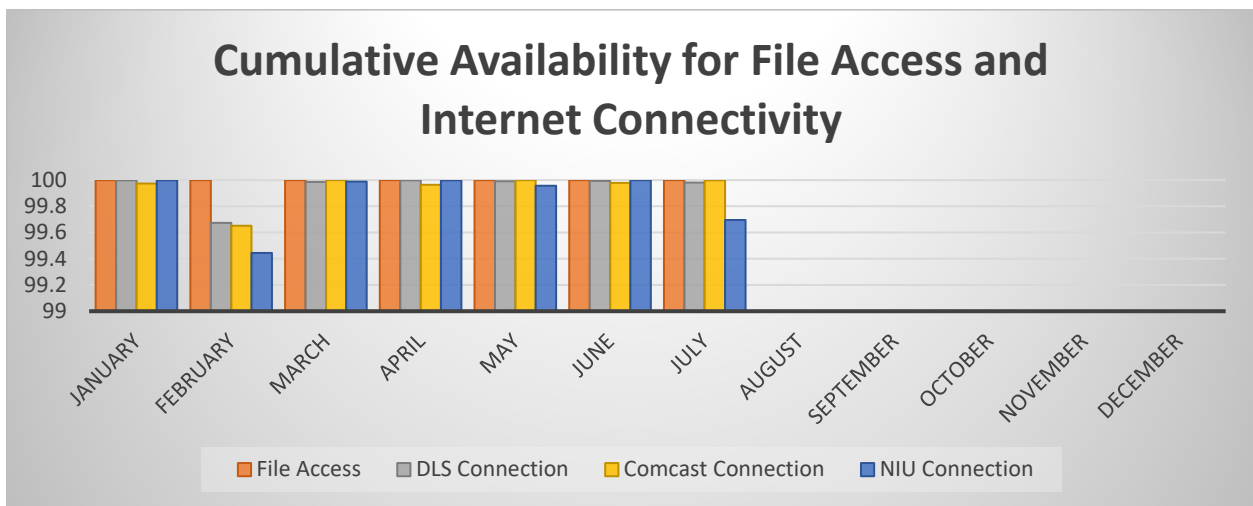
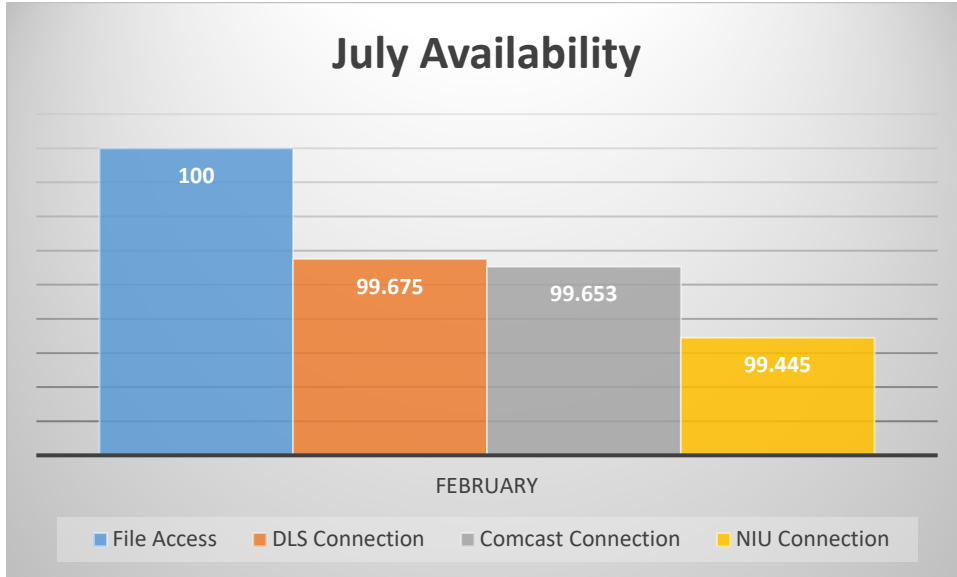
## Email Spam Report

Month	Email Received	Spam	Percent Spam
January	335,178	145,017	43%
February	321,351	145,800	45%
March	260,497	194,577	75%
April	243,026	204,851	84%
May	221,666	157,690	71%
June	229,465	164,744	72%
July	132,433	32,216	24%
August			0%
September			0%
October			0%
November			0%
December			0%
<b>Total</b>	<b>1,743,616</b>	<b>1,044,895</b>	<b>60%</b>



## File Access and Internet Availability

---



Darek Raszka, Acting Director of Information Systems

---



# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** Finance Committee

**FROM:** Daniel P. O'Malley, Deputy Village Manager/Owner's Rep.-NOW Arena

**RE:** **OWNER'S REPRESENTATIVE MONTHLY REPORT  
AUGUST 2022**

**DATE:** August 12, 2022

---

DP

1. COVID-19 metrics are currently at a point where both the State and County are not requiring masks or proof of vaccination for indoor venues at this time.
2. Village and Arena staff continue to work on closing out the Federal Shuttered Venue Operators Grant (SVOG). We have filed our closeout documentation and await the approval of that submittal from the SBA. Staff will follow up on the audit requirements needed for this grant once closeout is approved.
3. The Village Board approved the amendment to the Ticketmaster agreement and Staff has followed up with Ticketmaster to implement the new ticketing software (Archtics) which is currently operational.
4. The proposed amendment to the Andy Frain agreement has been placed on the Finance Committee's August meeting agenda for consideration.
5. The Village Board approved the purchase of the new Point of Sale (POS) system replacement at the June 20, 2022 meeting. The new equipment has been ordered and it is scheduled to be operational for events at the end of October, 2022.
6. The Board approved capital projects continue to proceed. Materials have been ordered for the rooftop units, replacement doors and IT switches. The replacement doors have all been installed. Several of the HVAC rooftop units have been installed, others are in transit and the balance of this project is anticipated to be complete in August. The IT project continues to await materials and will be scheduled for installation once materials arrive.
7. The Governor signed HB 4132 (now P.A. 102-0920) which provides that the State Parking Excise Tax does not apply to parking areas owned and operated by a unit of local government. Based on this, the NOW arena lots are exempt from this state tax. The amendment to the Andy Frain contract will be presented to Committee and Village Board for consideration at the August meetings.
8. Conducted bi-weekly meetings with Public Works Facilities and Arena staff regarding building and maintenance items.
9. Have regular contact with Ben Gibbs, General Manager to discuss operational items and events at the arena. Budget discussions for FY23 have begun.

10. The Hideaway Beer Garden continues operations. Check out the arena website for the full schedule of events this year.

Attachment

cc: Ben Gibbs, General Manager (Spectra)

**Now Arena**  
**General Manager Update**  
 August 2022

<b>Event Highlights</b>	<b>Notes</b>
Aug 7: Car Club Parking Event Aug 13: Car Club Parking Event Aug 8-17: Windy City Bulls Corp/Camp Events Aug 24 - 28: Octagon Corp. Event Aug 29-Sept 4: AEW Dynamite/Rampage/All Out PPV July Fri/Sat/Sun: Hideaway Brew Garden	
<b>Finance Department</b>	
General	Arena Finished June Financials
Monthly Financial Statement	Building Event Revenue YTD: \$1,793,958
	Building Sponsor/Other Revenue YTD: \$72,917
	Building Expenses YTD: \$1,391,624
	Building Income YTD: \$475,251 vs. YTD Budget (\$200,288)
<b>Operations Department</b>	
General	Finishing HVAC replacement project & grease trap replacement
Positions to Fill	N/A
Third Party Providers	N/A
Village Support	Reviewing various vendor bids for Retractable seating replacement
<b>Events Department</b>	
General	Working on Beer Garden Events, Reviewing cleaning RFP, preparing for AEW PPV
Positions to Fill	N/A
<b>Marketing Department</b>	
General	Promoting Hideaway Brew Garden, upcoming events including Circus, Cody Johnson, Koe Wetzels Concert, Platz Concert and September HBG.
Positions to Fill	N/A
<b>Group Sales Department</b>	
General	Group sales will be handled by a third party company.
<b>Box Office Department</b>	
General	Managing on sale for Windy City Bulls
<b>Food &amp; Beverage Department</b>	
General	Continue recruitment of part-time staff and preparing for implementation of new point of sale system
<b>Premium Seating Department</b>	
General	Continue to renew annual suites, marquee sponsors & Platz concert

Positions to Fill	N/A
<b>Sponsorship Department</b>	
General	Concentrating on unsold categories including insurance & liquor
Monthly Financial Statement	Corporate Sales: \$73,910
	Suites Sales: (\$1,200)
<b>General</b>	
Capital Improvements/Repairs	Additional capital projects are being investigated based on possible grant disbursements related to the Shuttered Venue Grant program via the Small Business Administration.