

AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
March 28, 2011

7:30 p.m. – Board Room

Members: Karen Mills, Chairperson
Jacquelyn Green, Vice Chairperson
Anna Newell, Trustee
Ray Kincaid, Trustee
Gary Pilafas, Trustee
Gary Stanton, Trustee
William McLeod, Mayor

I. Roll Call

II. Approval of Minutes – February 28, 2011

NEW BUSINESS

1. Request approval of the addition of the Sears Centre to the scope of the annual financial audit by Crowe, Horwath, LLP, the Village's auditors at an amount not to exceed \$25,000.
2. Request approval of an ordinance reserving the Village's private activity bond (IRB) volume cap.
3. Request authorization to waive all inspection fees and selected license fees for the 2011 Fourth of July Festival.
4. Request authorization to award contract for the 2011 Holiday Tree Lighting Event fireworks display to Melrose Pyrotechnics, Kingsbury, Indiana, in an amount not to exceed \$3,800.
5. Request acceptance of Information Systems Department Monthly Report.
6. Request acceptance of Sears Centre Monthly Report.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

**FINANCE
COMMITTEE MEETING MINUTES**

February 28, 2011

I. Roll Call

Members in Attendance:

**Karen Mills, Chairperson
Jacquelyn Green, Vice Chairperson
Trustee Anna Newell**

**Other Corporate Authorities
in Attendance:**

**Trustee Ray Kincaid
Trustee Gary Pilafas
Trustee Gary Stanton
Village President William McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr., Dev. Services
Gary Salavitch, Director of Engineering
Robert Gorvett, Fire Chief
Mike Hish, Police Chief
Algean Garner, Director of H&HS
Joe Nebel, Acting Director of Public Works
Rachel Musiala, Asst. Finance Director
Bruce Anderson, Cable TV Coordinator
Gordon Eaken, Director of IS
Ben Gibbs, GM - Sears Centre Arena
Dave Christensen, Emergency Mgt. Coord.
Doug Schultz, Community Relations Coord.
Sarah Kuechler, Administrative Intern**

Others in Attendance

Reporter from the *Daily Herald*

The Finance Committee meeting was called to order at 7:59 p.m.

II. Approval of Minutes

Motion by Trustee Stanton, seconded by Trustee Pilafas, to approve the Finance Committee meeting minutes of January 24, 2011. Voice vote taken. Motion carried.

NEW BUSINESS

- 1. Review of quarterly updated for 2010 Capital Improvements Program – 4th quarter.**

An item summary sheet from Michael DuCharme was presented to the Committee.

Information presented to Committee. No discussion or action on this item.

2. Request authorization to waive formal bidding and award contract to SunGard Public Sector, Inc. for an Application Services Provider Agreement.

An item summary sheet from Gordon Eaken and Cathy Errichiello was presented to the Committee.

Gordon Eaken provided an explanation of this request and stated that this agreement will allow the Village to eliminate three servers, along with maintenance, etc.

Motion by Trustee Pilafas, seconded by Trustee Green, to waive formal bidding and award contract to SunGard Public Sector, Inc. for an Application Services Provider Agreement. Voice vote taken. All ayes. Motion carried.

3. Request authorization to waive formal bidding and award contract for an ongoing replacement program for the purchase of 5 ruggedized laptop computers and accessories to CDS Office Technologies, Inc. per Illinois State Contract for use in Police Department vehicles in an amount not to exceed \$20,634.

An item summary sheet from Gordon Eaken was presented to the Committee.

Motion by Trustee Pilafas, seconded by Trustee Newell, to waive formal bidding and award contract for an ongoing replacement program for the purchase of 5 ruggedized laptop computers and accessories to CDS Office Technologies, Inc. per Illinois State Contract for use in Police Department vehicles in an amount not to exceed \$20,634. Voice vote taken. All ayes. Motion carried.

4. Request authorization to award contract for the 2011 Fourth of July Festival fireworks display to Melrose Pyrotechnics, Kingsbury, IN, in an amount not to exceed \$15,000.

An item summary sheet from Dan Callendar was presented to the Committee.

Motion by Trustee Pilafas, seconded by Trustee Newell, to award contract for the 2011 Fourth of July Festival fireworks display to Melrose Pyrotechnics, Kingsbury, IN, in an amount not to exceed \$15,000. Voice vote taken. All ayes. Motion carried.

5. Request acceptance of Finance Department Monthly.

The Finance Department Monthly Report was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Green, to accept the Finance Department Monthly Report. Voice vote taken. All ayes. Motion carried.

6. Request acceptance of Information Systems Department Monthly Report.

The Information Systems Department Monthly Report was presented to Committee.

Motion by Trustee Stanton, seconded by Trustee Pilafas, to accept the Information Systems Department Monthly Report. Voice vote taken. All ayes. Motion carried.

7. Request acceptance of Sears Centre Arena Monthly Report.

The Sears Centre Arena Monthly Report was presented to Committee.

Motion by Trustee Green, seconded by Trustee Stanton, to accept the Sears Centre Arena Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Pilafas, seconded by Trustee Newell, to adjourn the meeting at 8:10 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval of the Sears Centre Arena to the Scope of the Annual Financial Audit

MEETING DATE: March 28, 2011

COMMITTEE: Finance

FROM: Michael DuCharme, Director of Finance

PURPOSE: To include the operations of the Sears Centre Arena into the Village of Hoffman Estates Comprehensive Annual Financial Report and annual audit process.

BACKGROUND: The Village entered into a contract with Crowe and Horwath on November 2, 2009 for the fiscal year 2009 audit with the option of extending for the fiscal years 2010 – 2013. The original contract awarded did not include the audit of the Sears Centre Arena as the scope was unknown at the time.

DISCUSSION: The audit of the Sears Centre Arena will have the same audit procedures performed as the Village including but not limited to, internal control documentation, review and evaluation, asset and liability balance testing, revenue and expense balance testing, as well as analytical procedures and reporting.

RECOMMENDATION: Request Board authorization to add the Sears Centre Arena to the scope of the financial audit by Crowe, Horwath, LLP, the Village's auditors at an amount not to exceed \$25,000.



Crowe Horwath LLP Change Order Form

<u>Client Name:</u> Village of Hoffman Estates (VOHE)	<u>Crowe Representative:</u> John Weber
<u>Client Representative:</u> Michael DuCharme	<u>Crowe Phone Number:</u> 630-706-2099
<u>Eng./Project Name:</u> Fiscal Year 2010 Audit	<u>Date:</u> March 4, 2011
<u>Change Order Number:</u> 2010-01	

Reason For Change:

1. Addition of Sears Centre to the audit scope.

Anticipated Change To Project:

The Village of Hoffman Estates has been operating the Sears Centre during fiscal year 2010. The operations of the Sears Centre are included in the VOHE Comprehensive Annual Financial Report and need to be audited as part of the VOHE audit. The Sears Centre will have the same audit procedures performed as the Village including, but not limited to, internal control documentation, review and evaluation, asset and liability balance testing, revenue and expenses balance testing, analytical procedures and reporting.

Fees: The additional fees resulting from the change in scope is \$25,000.

Acceptance By Client:

Accepted by:
(client)

Acceptance Date:

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Private Activity Bond (IRB)

MEETING DATE: March 28, 2011

COMMITTEE: Finance Committee

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

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

DISCUSSION: The Village is given a private activity bond cap each year by the State. This year's amount is \$4,828,950 which is based on a population of 53,655 times \$90 per capita. Each year, this is granted, reserved or transferred, otherwise it cedes to the State on May 1. At this time, the Village should reserve its right to use the volume cap.

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

VILLAGE OF HOFFMAN ESTATES

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

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

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (the "Code"), provides that the Municipality has volume cap equal to \$90.00 per resident of the Municipality in each calendar year, which volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

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

WHEREAS, it is now deemed necessary and desirable by the Municipality to reserve all of its volume cap allocation for calendar year 2011 to be applied toward the issuance of private activity bonds (the "Bonds"), as provided in this Ordinance, or to be transferred, as permitted by this Ordinance.

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

Section 1: That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2011 is hereby reserved by the Municipality, which shall issue the Bonds using such volume cap, or shall use or transfer such volume cap, without any further action required on the part of the Municipality, and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or such other bonds; provided, that any such transfer shall be evidenced by a written instrument executed by the mayor or any other proper officer or employee of the Municipality.

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

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

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

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

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

PASSED THIS _____ day of _____, 2011

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Raymond M. Kincaid	_____	_____	_____	_____
Trustee Jacquelyn Green	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2011

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2011.

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: 2011 Fourth of July Festival Inspections and License Fees

MEETING DATE: March 28, 2011

COMMITTEE: Finance

FROM: Dan Callender, Chairman, 4th of July Commission

PURPOSE: To discuss the waiver of inspection and license fees associated with the Village's 4th of July festival for 2011.

BACKGROUND: The following costs are outlined in the Village Code:

1)	Inspection Fees (Code/Fire)	\$ 50/hour min.
2)	Concert per performance	\$ 100.00
3)	Parade	\$ 10.00
4)	Local Liquor License Fee	\$ 25.00

DISCUSSION: The Village sponsored events at the 4th of July festival include the parade, entertainment, carnival, activities and beverage tent. Carnival licensing and inspection fees are waived as part of the contract approval. The other fees have historically been waived for past festivals since the Village would be paying itself.

FINANCIAL IMPACT: None. These fees would be the responsibility of the Village to pay.

RECOMMENDATION: The Commission requests the waiving of all inspection fees and the following selected license fees: concert, parade, and local liquor license for the 2011 4th of July festival.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award contract for the 2011 Holiday Tree Lighting Event fireworks display to Melrose Pyrotechnics, Kingsbury, Indiana, in an amount not to exceed \$3,800.

MEETING DATE: March 28, 2011

COMMITTEE: Finance

FROM: Bev Romanoff, Ken Gomoll

PURPOSE: To present the recommendation from the Village's Celebration Commission to award the 2011 fireworks display contract for the Holiday Tree Lighting Event.

BACKGROUND: The Commission has provided a fireworks display during the annual Holiday Tree Lighting Event since 2007. Melrose Pyrotechnics has historically been the awarded vendor. In 2010 the display was provided via an extension of the previous three (3) year contract at \$3,800.

DISCUSSION: Melrose Pyrotechnics has proposed a new three (3) year contract for \$3,800 per year, with a 5% product bonus from each of the first two years added to the third year at no additional cost. This would provide an additional \$380 worth of product in year 2013. There is no obligation to maintain the contract amount and the Village could opt out at any time. All other contract provisions remain the same.

The Celebrations Commission reviewed the proposal during their January 26, 2011, meeting and recommends awarding this contract to Melrose Pyrotechnics for the fireworks display, pursuant to their proposal (attached). In the past years, the Commission has been very satisfied with this firm's service and display. While this service is not required to be bid, the Finance Committee would need to waive the requirement for two (2) additional proposals pursuant to the Boards & Commission Procedures Manual.

FINANCIAL IMPACT:

The Celebrations Commission 2011 budget provides \$3,800 for this service.

RECOMMENDATION:

Request authorization to award contract for the 2011 Holiday Tree Lighting Event fireworks display to Melrose Pyrotechnics, Kingsbury, Indiana, in an amount not to exceed \$3,800.

VILLAGE OF HOFFMAN ESTATES
CELEBRATIONS COMMISSION
WEDNESDAY, JANUARY 26, 2011

Draft

REGAN CONFERENCE ROOM

MEMBERS IN ATTENDANCE

Maria Brandt
Ed Frank
Ron Greenberg
Karen Karaffa
Carrie Hart
Cathy Hehn
Cindy Oskroba
Bev Romanoff

MEMBERS NOT IN ATTENDANCE

Jill Blodgett
Sharon Kimble
Carol Murray
Debbie Ward

STAFF LIAISON IN ATTENDANCE

Ken Gomoll

1) CALL TO ORDER

The meeting was called to order at 5:30 p.m.

2) MINUTES

Motion by Ed, seconded by Karen to approve the minutes from November 17, 2010. Motion passed.

3) STAFF LIAISON REPORT

→ Ken talked about an agreement with Melrose Pyrotechnics, Inc. to provide us with the fireworks display at the tree lighting for the next 3 years. The commission was in agreement to move forward with this agreement.

4) OLD BUSINESS

a) Tree Lighting

We need to make better use of staffing the event. It was suggested to have family members help us next year and have them outfitted/decorated in some fashion so that attendees know that they're working the program.

MELROSE PYROTECHNICS, INC.

KINGSBURY INDUSTRIAL PARK HEINOLD COMPLEX
POST OFFICE BOX 302 KINGSBURY, IN 46345

T 219.393.5522 800.771.7976
F 219.393.5710 800.775.7976

January 13, 2011

Ken Gomoll
Village of Hoffman Estates
2305 Pembroke Dr.
Hoffman Estates IL 60169

Dear Ken,

Enclosed is the three year contract for your tree lighting. I have also included a self addressed stamped envelope for you convenience in returning the signed contract.

Thank you for your continued support of Melrose. I am looking forward to working with you again this year.

If you have any questions or need any further information, please contact me at your convenience.

Sincerely,

Les Mayhew
Les Mayhew
Melrose Pyrotechnics, Inc.

MELROSE PYROTECHNICS, INC.
AGREEMENT

This contract entered into this 13th Day of January AD 2011 by and between MELROSE PYROTECHNICS, INC. of Kingsbury, IN and Village of Hoffman Estates (Customer) of City Hoffman Estates State Illinois.

WITNESSETH: MELROSE PYROTECHNICS, INC. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER (1) one Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer, said display to be given on the evening of November 19, 2011; November 17, 2012; November 23, 2013 Customer Initial _____, weather permitting, it being understood that should inclement weather prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within six (6) months of the original display date. Customer shall remit to the first party an additional 15% of the total contract price for additional expenses in presenting the display on an alternate date. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of MELROSE PYROTECHNICS, INC. In the event the customer does not choose to reschedule another date or cannot agree to a mutually convenient date, MELROSE PYROTECHNICS, INC. shall be entitled to 40% of the contract price for costs, damages and expenses. If the fireworks exhibition is canceled by CUSTOMER prior to the display, CUSTOMER shall be responsible for and shall pay to MELROSE PYROTECHNICS, INC. on demand, all MELROSE PYROTECHNICS, INC.'s out of pocket expenses incurred in preparation for the show including but not limited to, material purchases, preparation and design costs, deposits, licenses and employee charges. **5% PRODUCT BONUS FROM EACH OF THE FIRST TWO YEARS ADDED TO THE THIRD YEAR AT NO ADDITIONAL CHARGE.**

MELROSE PYROTECHNICS, INC. agrees to furnish all necessary fireworks display materials and personnel for a fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. MELROSE PYROTECHNICS, INC. enters this agreement contingent upon its ability to secure delivery of product for the display.

It is further agreed and understood that the CUSTOMER is to pay MELROSE PYROTECHNICS, INC. the sum of \$3,800.00(Three thousand eight hundred and 00/100 dollars) PER DISPLAY DATE. A service fee of 1 1/2 % per month shall be added, if account is not paid within 30 days of the show date.

MELROSE PYROTECHNICS, INC. will obtain Public Liability and Property Damage and Workers Compensation Insurance.

Customer will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of 350 feet at all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be construed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorneys fees and court costs incurred by MELROSE PYROTECHNICS, INC. in the collection or attempted collections of any amount due under this agreement and invoice.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

MELROSE PYROTECHNICS, INC.

By Les Mayhew

Date Signed: January 13, 2011

Les Mayhew, Event Producer
P.O. Box 302
Kingsbury, IN 46345
(800) 771-7976

CUSTOMER

By _____
Its duly authorized agent, who represents he/she has full authority to bind the customer.

Date Signed _____

(PLEASE TYPE OR PRINT)

Name _____

Address _____

Phone _____

Email _____

Village of Hoffman Estates
Information Systems Department

2011 FEBRUARY MONTHLY REPORT

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Geographic Information System Monthly Review

Development Services

Created several maps for meetings with major land owners to explore land use options. One map was for selected areas of Golf Center Shopping Center at the southwest corner of the intersection of Golf and Roselle Roads. The other maps were a set of overview and close-up maps of the Meijer parcel on the east side of the Fountain Crossing Shopping Center on north Barrington Road.

Information Systems

Started a project to create a file of eCommunityPlus locations with geographic coordinates (latitude & longitude) for use with the Neptune software used by the water meter readers. The first step was to create an Address Locator reference which will be used to create reference points on a map for each of the addresses in the list from eCommunityPlus. This process is known as geocoding. The geographic coordinates will ultimately be referenced to water billing accounts.

Planning

Updated the map layout information for the Community Development Block Grant (CDBG) eligible areas within the Village. The 2010 Census information is not yet available for HUD to define newly eligible areas, so the existing areas will be used until the new data is available.

Completed the Zoning Map updates for the year 2011 including the deletion of all individual parcels, streets, address labels, and street name labels within the subdivision known as Autumn Woods. The appropriate page in the Fire Map Book was reprinted and submitted for approval. All location records in eCommunityPlus for the Autumn Woods subdivision were deleted.

eCommunityPlus

Created or updated location records and re-assigned business licenses and permits as requested.

SPS Monthly Review

Final preparation for the SunGard Public Sector ASP proposal was completed in anticipation of presentation at the Finance Committee Meeting and the Village Board meeting in March.

We worked with SunGard to resolve several CommunityPLUS issues related to Business License Owners, the display of Entity Names in the Consolidation application and a problem with the Scheduled Tasks that was causing the date to not be updated in Citations and Cash Receipts. All were resolved by months' end.

In FinancePLUS, there was a problem with the 1099R file sent to the IRS and we worked with Support to resolve this quickly. The file was accepted by the IRS after modifications were made.

Continued work on the Location Latitude/Longitude-UB Custom project this month. We anticipated finishing in March so that the Neptune meter reading laptop will have the light notification system operational during the next reading cycle.

Provided revised specifications to SunGard for the Custom Citations Interface project for upload of the tickets produced by APS In-Squad Ticket Writing application.

The Business License Renewal Process was completed by the end of February for Business Licenses and Home Occupation Licenses.

Pet and Vehicle License Renewals were completed after providing reports to clean up those Pet Licenses that needed to be corrected prior to renewal.

Created and deployed to Front Counter staff a Cognos Mailing Label report for those General Contractors who renewed in the past license year

To facilitate the notification of village businesses for our new Green Business Recognition Program created a Cognos Mailing Label report of all currently licensed Village businesses.

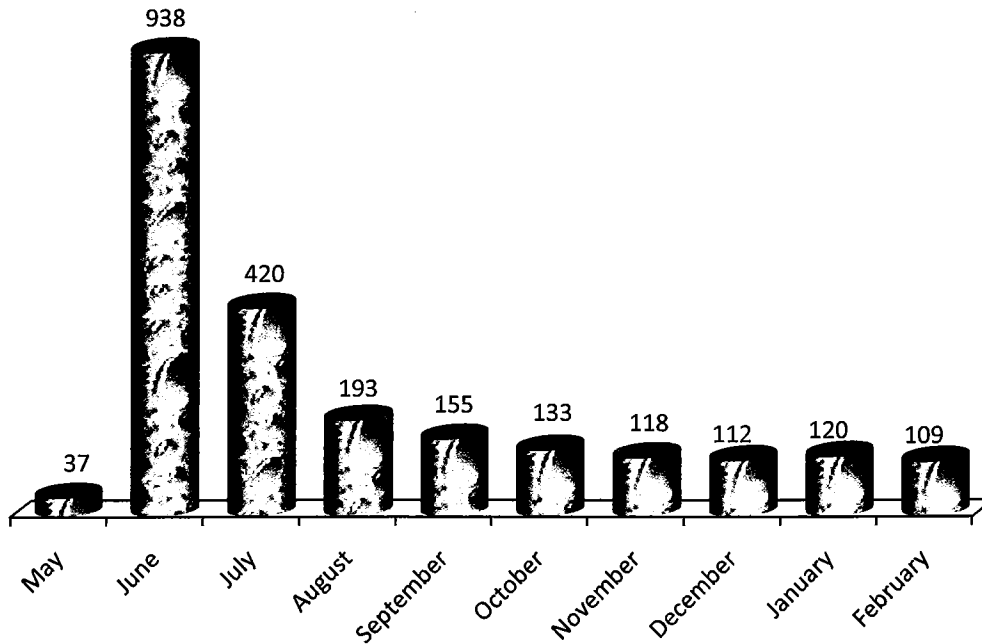
We finalized the Notification Process document to be used by the Front Counter Staff and the Clerk's Office to streamline and categorize the different types of notifications for changes in businesses and locations, and their respective owners.

Provided additional training in Alarm Account entry to staff and provided detailed instruction document on making license adjustments in all the licensing applications.

eGovPLUS

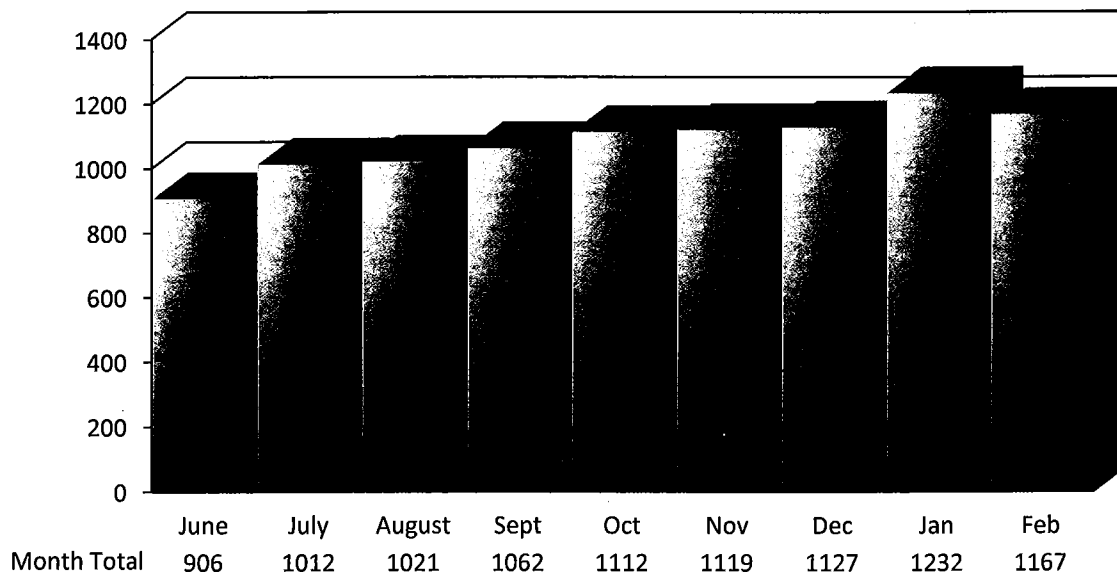
There were 2335 eGov users by the end of February, continuing the current stable rate of addition of new users.

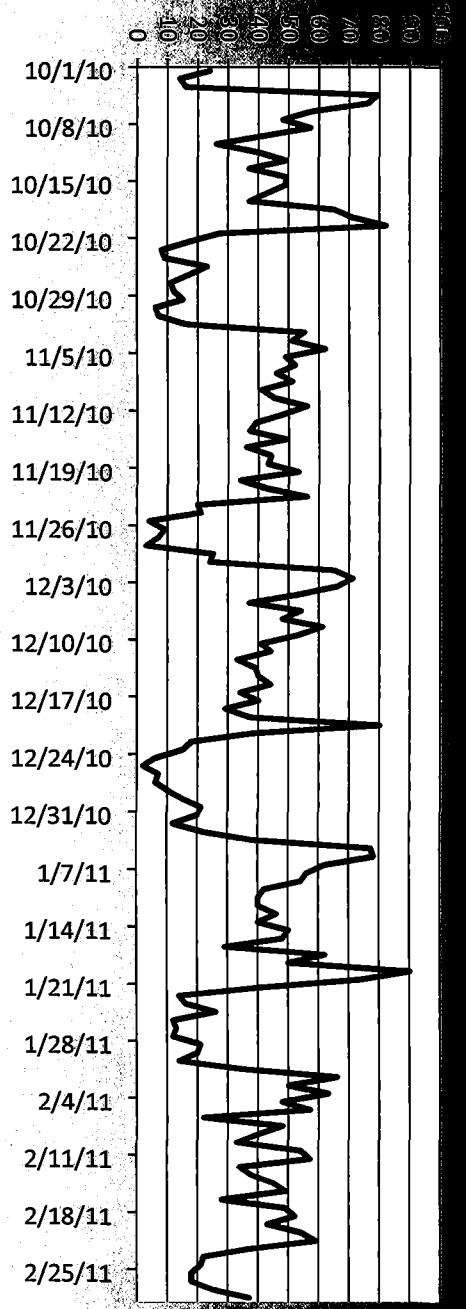
New Users by Month



The following two charts show the number of payments and day-to-day payment trends.

eGov UB Payments by Month





Technical Support Hardware & Software Activities

Project – Server Migration

The ISDEPT upgraded two servers to Server 2008. Windows Server 2008 offers a number of new features designed to improve network and server performance. Native IPv6 and wireless integration, speed and security enhancements, improved image-based installation, deployment and recovery; improved diagnostics, monitoring, event logging and reporting tools, new security features such as BitLocker and an improved Windows Firewall with secure default configuration are all a part of the upgraded package. In addition, processors and memory devices are modeled as Plug and Play devices, to allow hot-plugging of these devices. This allows the system resources to be partitioned dynamically using Dynamic Hardware Partitioning; each partition has its own memory, processor and I/O host bridge devices independent of other partitions. Another feature of the upgrade is that Active Directory roles are expanded with identity, certificate, and rights management services. Identity and certificate services allow administrators to manage user accounts and the digital certificates that allow them to access certain services and systems

Project E911 System Administrative Update

A review of the E911 system showed a number of areas that could be improved on. Prior to the completion of this project the system was broken down into non-descript zones that only provided the basic information required by law (building address, call back number). After meeting with Fire Chief Gorvett it was decided to rezone the system and add as much additional information as possible allowing first responders a better picture of where they needed to go. The system is now broken down by department, floor and compass direction.

User Group Meeting

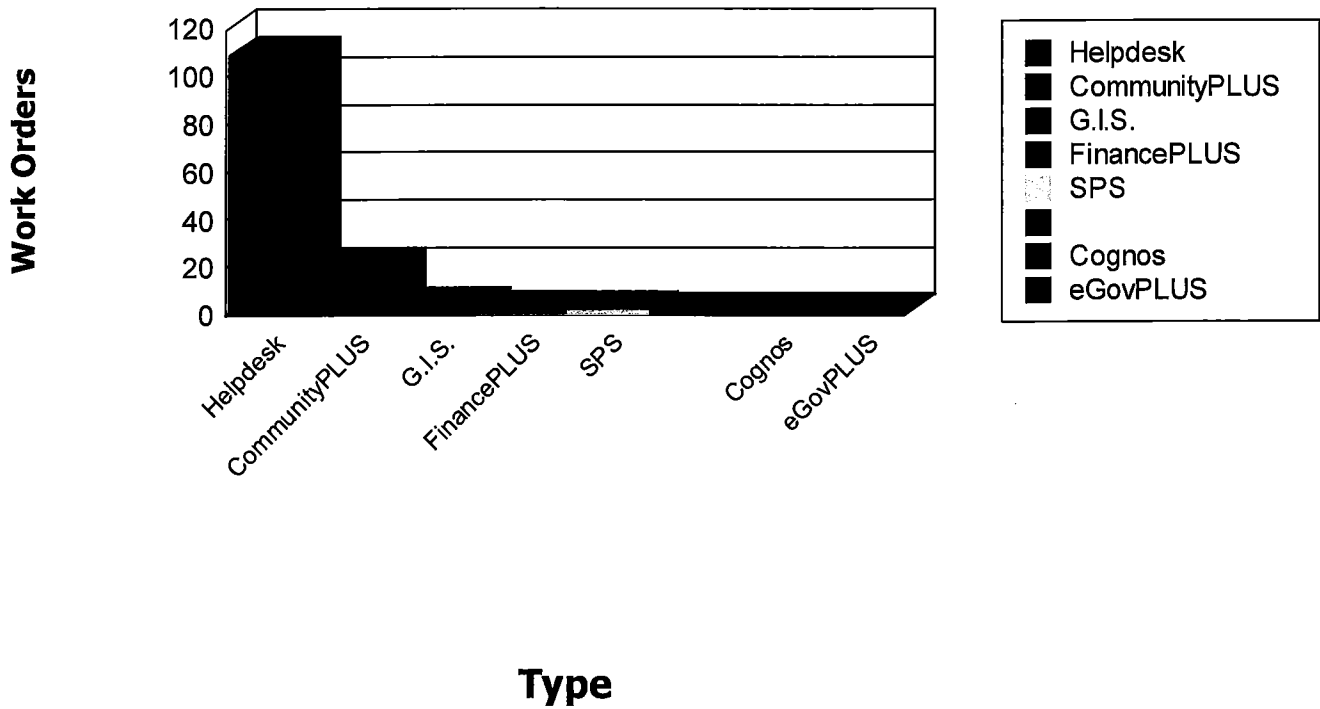
The Information Systems User Group met in February to discuss related technology issues. John Peebles gave a visual as well as oral presentation of the storage system (SAN). John explained the hardware basics of the how the network was configured and how certain equipment interacted with each other. He then explained the interaction of the equipment and a user request (opening or saving a file per se), the flow of the information through the network and the impact these requests (some more than others) have on the network as a whole.

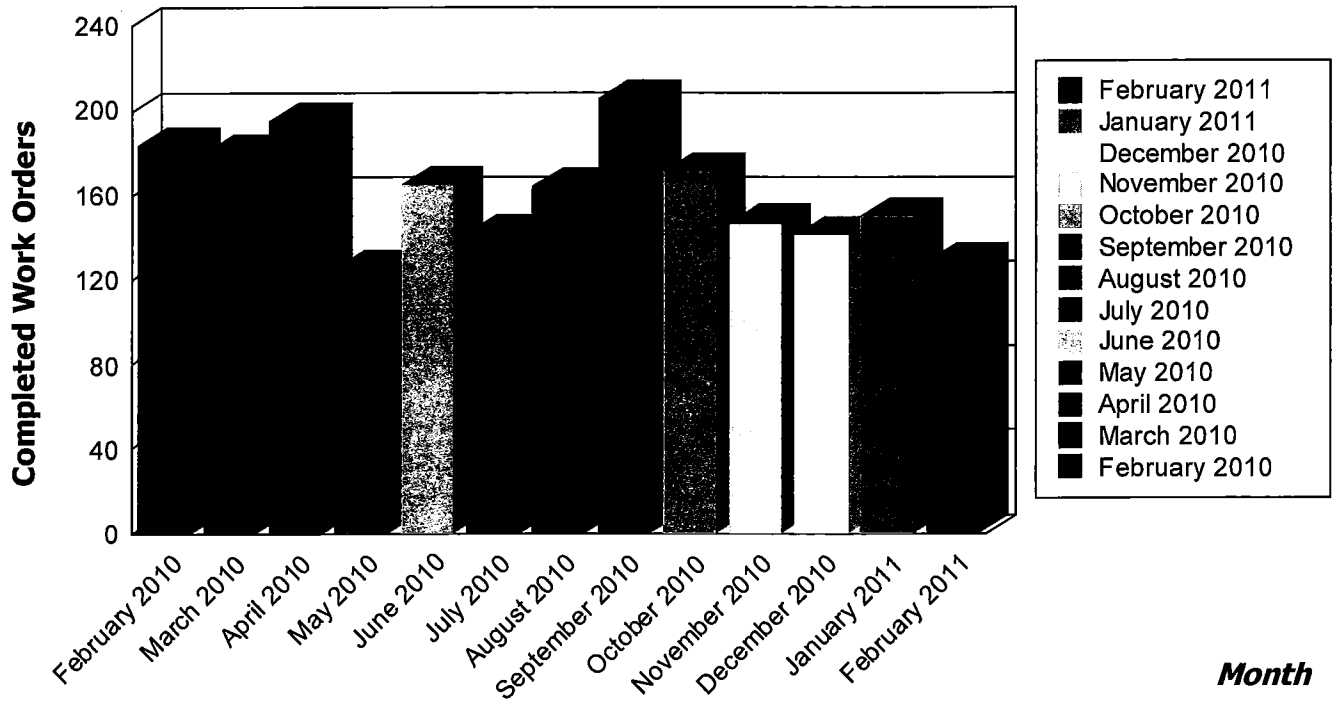
Training - Technical

John Peebles attended the Microsoft's 6416C Updating Active Directory and Network Infrastructure Skills to Windows Server 2008. The five-day instructor-led course provides students with the knowledge and skills to work with Network Infrastructure and Active Directory technologies in Windows Server 2008. This course is intended for individuals who already have experience with Network Infrastructure and Active Directory technologies in Windows Server 2000 or Windows Server 2003 to upgrade their skills to Windows Server 2008.

Total Work Orders by Priority by Month

Month	2/2011	
1 - Urgent		22
2 - High		19
3 - Medium		31
4 - Normal		56
Project		2
Scheduled Event		8
Vendor intervention required		1
Total for Month		139

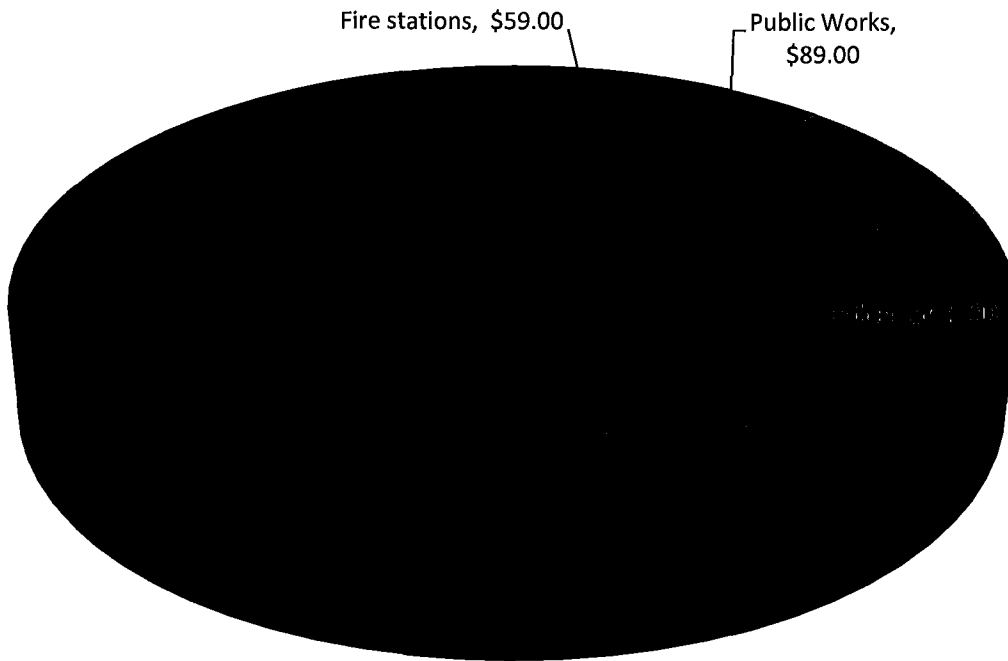




Toner Usage by Department

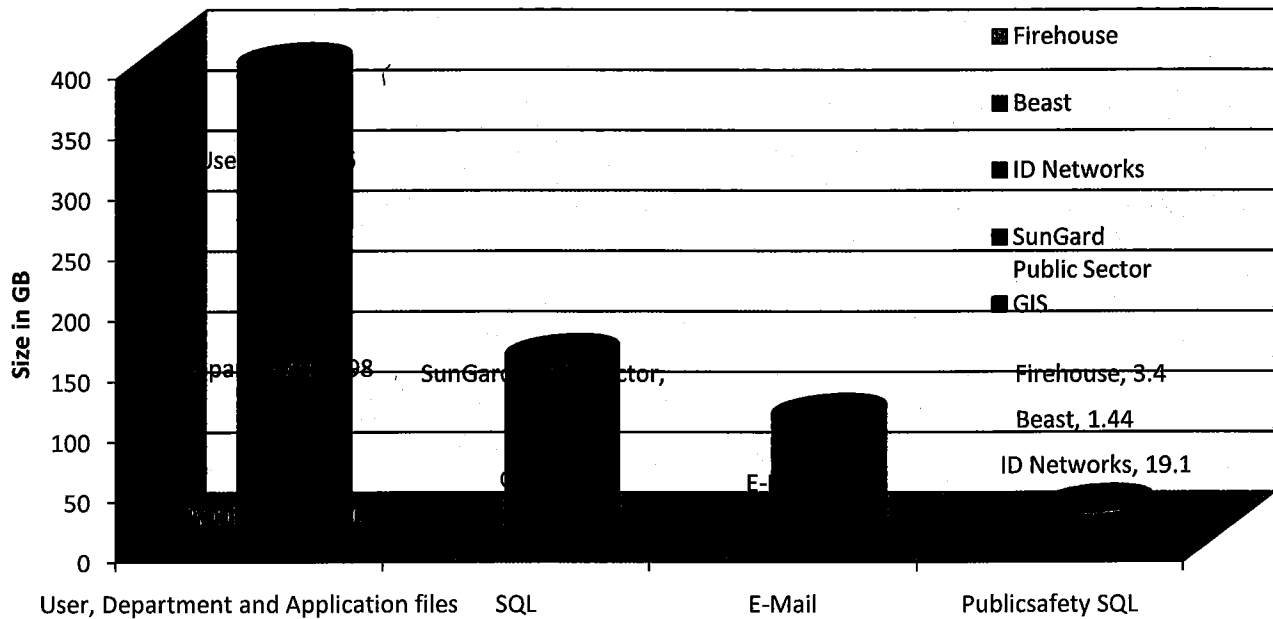
The following chart shows the toner usage for the month of February, 2011. The cost of toner usage totals approximately \$1249 for the period. The cost associated with these replaced toner cartridges is displayed below by geographical location:

Amount spent on toner by location



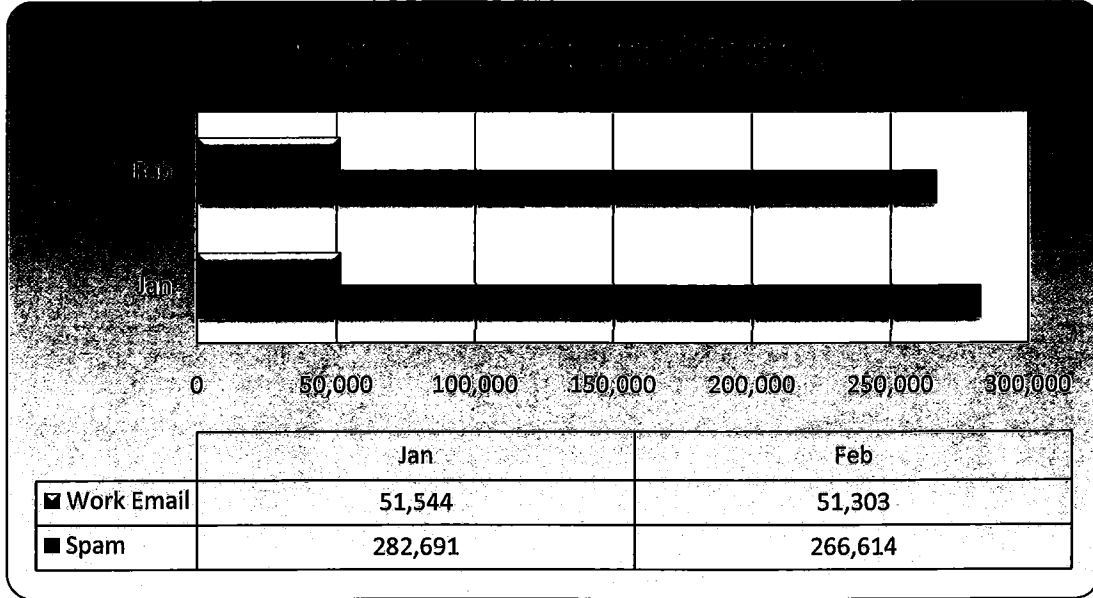
System and Data Functions

Disk Usage

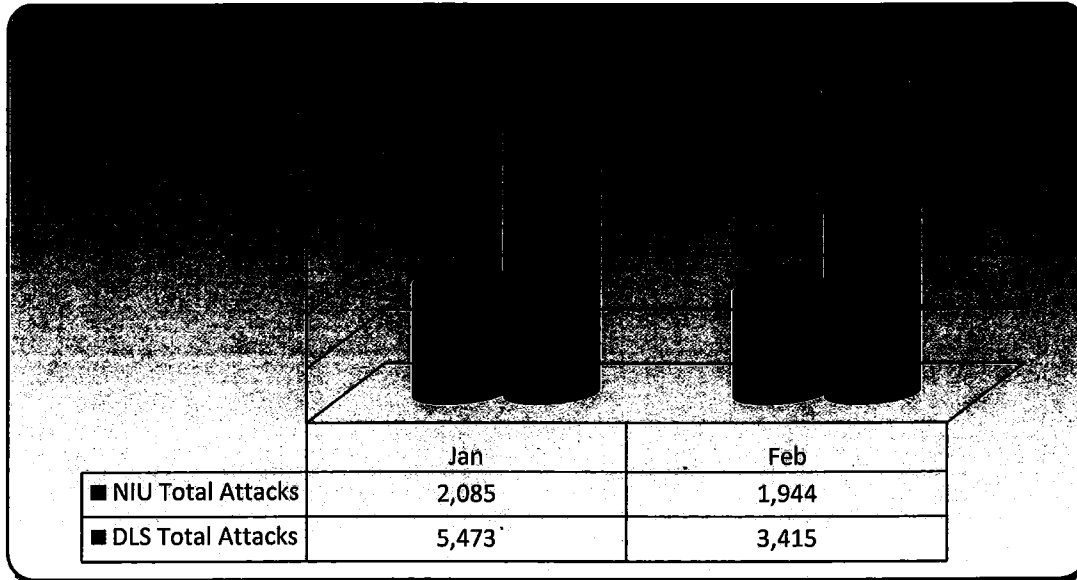


Virus and Spam Report

Email: For the month of February, our barracuda anti spam and virus filter has blocked more than 266,000 of unsolicited emails from entering our email system.



Internet Security: The Village of Hoffman Estates has 2 Sentinel Security devices that monitor all incoming and outgoing internet traffic looking for possible intruders trying to gain access on our computer network. These devices blocked over 5000 attacked for the month.



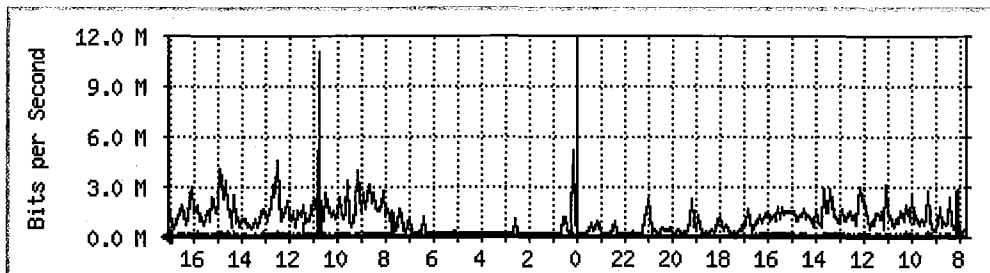
Internet Traffic Analysis for Hoffman Estates

System: Village of Hoffman Estates

Max Speed: 40 Mbits/s

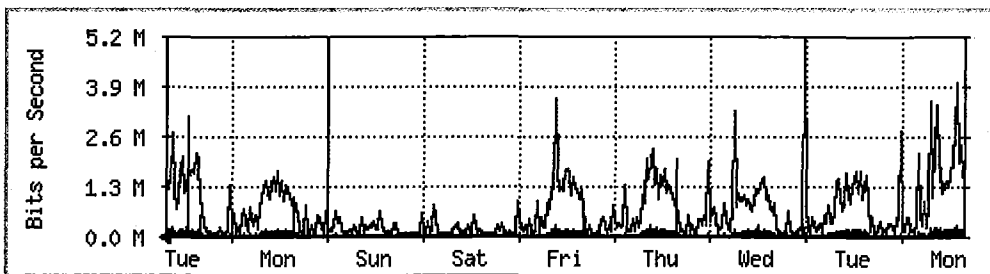
The statistics were last updated Tuesday, 1 March 2011 at 17:00, at which time 'HE00126-C-S.eng.niu.edu' had been up for 161 days, 0:05:57.

^ Daily' Graph (5 Minute Average)



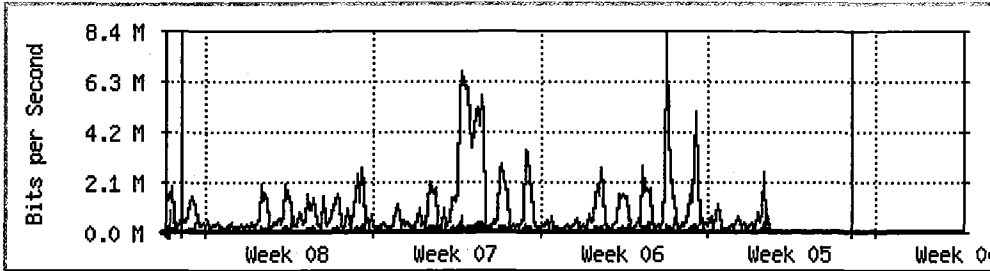
	Max	Average	Current
In	11.0 Mb/s (11.0%)	158.1 kb/s (0.2%)	110.9 kb/s (0.1%)
Out	4964.4 kb/s (5.0%)	844.8 kb/s (0.8%)	1356.2 kb/s (1.4%)

^ Weekly' Graph (30 Minute Average)



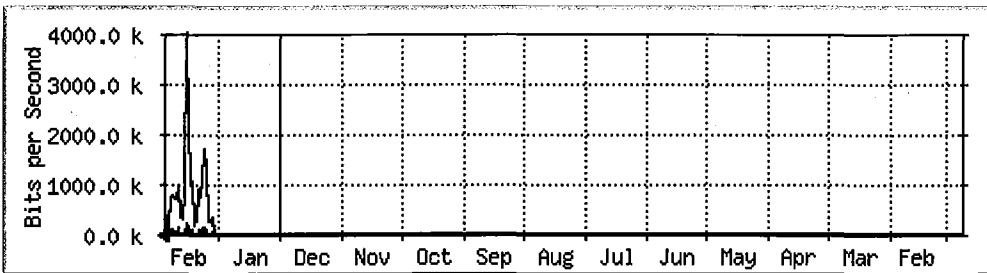
	Max	Average	Current
In	3096.3 kb/s (3.1%)	84.9 kb/s (0.1%)	144.1 kb/s (0.1%)
Out	5080.3 kb/s (5.1%)	613.6 kb/s (0.6%)	1568.5 kb/s (1.6%)

Monthly' Graph (2 Hour Average)



	Max	Average	Current
In	903.2 kb/s (0.9%)	89.9 kb/s (0.1%)	187.6 kb/s (0.2%)
Out	8207.0 kb/s (8.2%)	859.5 kb/s (0.9%)	1600.9 kb/s (1.6%)

Yearly' Graph (1 Day Average)



	Max	Average	Current
In	228.1 kb/s (0.2%)	85.1 kb/s (0.1%)	84.4 kb/s (0.1%)
Out	3969.8 kb/s (4.0%)	841.2 kb/s (0.8%)	578.1 kb/s (0.6%)

GREEN ### Incoming Traffic in Bits per Second

BLUE ### Outgoing Traffic in Bits per Second

MULTI ROUTER TRAFFIC GRAPHER

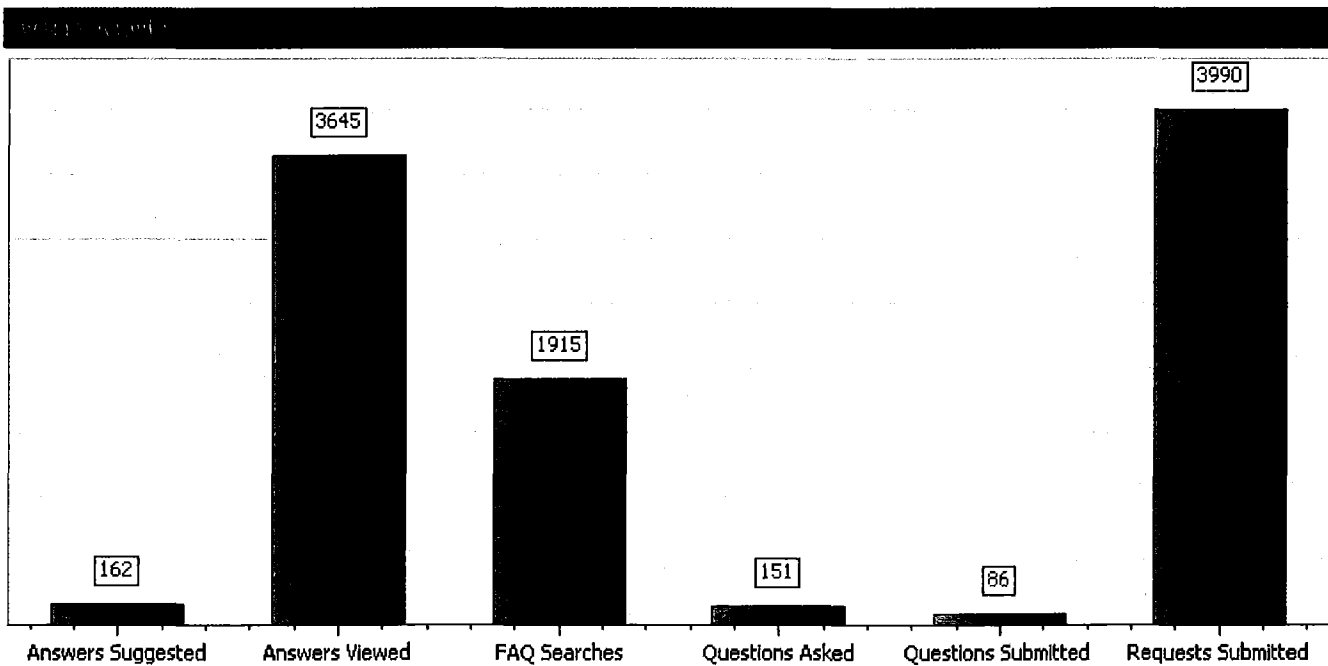
WEBQA Hoffman Estates, IL System 2010 Summary

Between 1/1/2010 and 12/31/2010, 6278 visitors to your WebQA Action Center viewed 38411 pages. They reviewed 3645 answers and submitted 86 questions and 3990 service requests. According to Gartner, email and phone inquiries cost an estimated \$4.50. Each request submitted online only costs \$.50. This results in a savings of \$4.00 for every question and request submitted online. Based on these statistics, your total savings for this period is \$32,706.50.

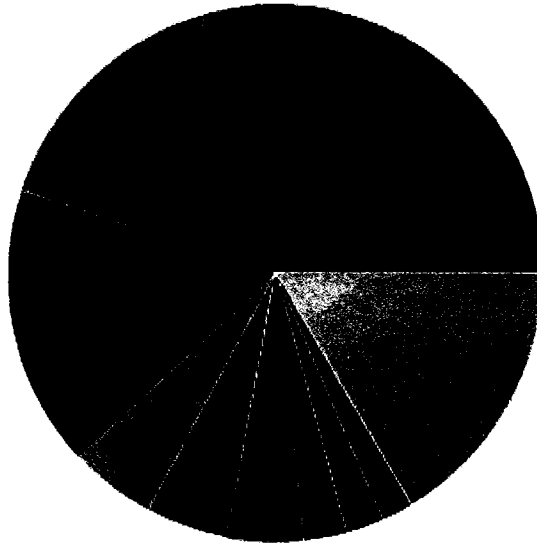
Answers Viewed - No Intervention:	\$16,402.50	Total Answers Viewed X \$4.50
Questions Submitted:	\$344.00	Questions Submitted X \$4.00
Service Requests Submitted:	\$15,960.00	Service Requests Submitted X \$4.00

Savings Summary - 1/1/2010 - 12/31/2010

Total Savings: \$32,706.50



Top Pages



Support Home Page	: 17280
Answer Detail Page	: 3645
Service Request Login Page	: 2854
Service Request Select Type Page	: 2012
FAQ Page - Initial Screen	: 1915
Find Answers Page - Search	: 1751
Create Customer Account Page	: 991
Customer Login Page	: 888
Forgot Password Page	: 720
All other pages	: 6355

Gordon F. Eaken, Director of Information Systems

VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee
FROM: Mark Koplín, Assistant Village Manager-Development Services
RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT FOR MARCH**
DATE: March 22, 2011

1. Follow-up with Levy and Ben Gibbs regarding Innovations Group's concepts and potential changes in food and beverage menus, points of sale, signage, etc. After additional discussion, information will be summarized and proposed to the Village Board at an upcoming Finance Committee meeting.
2. Conducted weekly meetings with Ben Gibbs to discuss bookings, holds, and operational items.
3. Met with George Manias of Front Row Marketing to discuss sales, ads, and premium seating.
4. Follow-up with Ben Gibbs and Global Spectrum regarding contract deliverables.
5. Continued coordination with Public Works and SCA staff to activate additional ADT alarms on perimeter doors. The system hardware and software are in place and will be activated in March and after training of SCA staff, Village staff, and Trustees.
6. The new phone system equipment is now installed and operational.
7. Facilitated discussions regarding connecting the emergency generator to the I.T./computer to allow continuation of critical systems during a power outage.
8. The SCA repackaged the suite contract with Allied Waste.
9. Ongoing tabulation of hours expended monthly by Village staff related to the SCA.
10. AT&T is interested in installing an antenna for internal service at the SCA for their customers, and pay a monthly fee that will generate additional revenue. Staff will schedule a meeting with AT&T's operations group to determine how and where to install the equipment.
11. Coordinated Mike Scanlon's upcoming visit in April.
12. Continued discussion with Ben Gibbs regarding the five year Capital Improvement Program (C.I.P.), discussing project costs, priorities, and timing. C.I.P. to be submitted in April/May.

13. Review of event pro formas submitted by Ben Gibbs for consideration.
14. Continued review of 2010 Transition Costs and backup submitted by Global Spectrum.
15. Scheduled and coordinated meeting with Andy Frain, Transportation Division, and Police Department prior to the Monster Trucks event. Reviewed staffing, the traffic and parking plan, and potential problem areas.
16. Attended Monster Trucks to ensure the transition to Andy Frain for parking and security ran smoothly. No problems were encountered and the event ran very smoothly.
17. Review of 2010 year end financials. Mike DuCharme and I reviewed questions with Ben Gibbs and John Janicki.
18. Drafted updates to the Traffic and Parking Plan for Andy Frain prior to the Yanni concert and third Slaughter home game. These events will have greater attendance and present more of a challenge to Andy Frain.
19. Scheduled and coordinated a meeting with Andy Frain prior to Slaughter and Yanni events to review the updated plan and pre-plan for these events.
20. Working with Ben Gibbs and Mike Carosielli to perform first of annual updates to the Furniture, Fixtures, and Equipment (FF&E) inventory. SCA staff will update with any items purchased to replace damaged FF&E.
21. Reviewed ECHL Chicago Express proposed three year lease for their home games at the SCA.
22. Met with Pat Condon, Global Spectrum Corporate Auditor, in early March when she conducted a surprise visit at the SCA to check all financial systems and processes. Ms. Condon checked the box office to verify petty cash and ticketing, then checked Finance Department records. No problems were identified.
23. With Trustee Kincaid and Ben Gibbs, met with Frank Russo during his visit to Chicago. Discussed nationwide malaise in concert industry, especially for midsized arenas. Also discussed alternative events to fill in dates and generate revenue.
24. Event notices for several newly announced events are attached.



Mark Koplin
Assistant Village Manager
Department of Development Services

Attachments

MAK/kr

cc: J. Norris, M. DuCharme
Ben Gibbs (Global Spectrum)



Event Announcement

What: *Dare 2 Share (Christian Youth Conference)*

When:

EVENT SPACE				
Date	Start (incl. Load In)	End (incl. Load Out)	Event Space Description	Event Start Time(s)
4/1/11	8:00AM	9:00PM	Arena	LOAD-IN: 8:00AM DOORS: 6:00PM EVENT START: 7:00PM
4/2/11	6:30AM	11:59PM	Arena	DOORS: 7:30AM EVENT START: 8:30AM

Where: Sears Centre Arena

Tickets: Non-Ticketed

On Sale: Promoter Registration
<http://www.dare2share.org/>

Marketing: Website & Marquee

Parking: \$10

Levy: Concessions – NO ALCOHOL sales

SCA Event Mgr: Erin Sweeney

Event Contact: Angie Gene
Dare 2 Share
Phone: 303-425-1606 xt236 Fax: 303-425-1633
Email: AngieGene@dare2share.org

Notes: Comp: NA



Event Announcement

What: ***NEXT ALL-AMERICAN CLASSIC
HIGH SCHOOL BASKETBALL
ALL-STAR GAME***

When:

Date	Start (incl. Load In)	End (incl. Load Out)	Event Start Time(s)
Sunday 4/3	7:00am	11:59pm	LOAD IN:7:00AM with basketball court already setup. PLAYERS: Arrive 11:00am DOORS: 12:30PM EVENT START: 2:00PM EVENT END: 4:00PM LOAD OUT: Immediately following

Where: Sears Centre Arena

Tickets: Ticketed:
P1 – FLOOR - \$102
P2 – LOWER LEVEL SIDES - \$22
P2 – LOWER LEVEL END/UPPER LEVEL - \$12

On Sale: ***Public On sale: March 17, 2011***

Marketing: Website & Marquee

Parking: TBD

Levy: Concessions

SCA Event Mgr: Ryan Curtis

Event Contact: Clay Dade
President
Hoops One LLC
cdade@nextallamericanclassic.com
Office: (301)980-5040
<http://nextallamericanclassic.com/>

Notes: Event going on sale immediately, pending promoter approval.
Game will be televised live on CBS College Sports Network.
High School Boys Basketball Game



Event Announcement

What: *PROFESSIONAL CHAMPIONSHIP BULLRIDERS PRESENTS
BATTLE OF THE BULLS
RODEO AMERICANA VS. RODEO MEXICANA*

When:

Date	Start	Event Start Time(s)
SAT APR 16	LOAD IN: TBD LOAD OUT: TBD	DOORS: 6:30PM EVENT START: 7:30PM

Where: Sears Centre Arena

Tickets: Ticketed:
P1 - ADULT - \$32
YOUTH AGE 12 AND UNDER - \$12

On Sale: *Public Onsale:* Thursday, March 24 @ 12:00PM

Marketing: Website & Marquee

Parking: \$10

Levy: Concessions

SCA Event Mgr: TBD

Event Contact: Bob Sauber
RSAUBER01@aol.com
Cell: (630)461-8195

Notes: Special Performance: Dancing Horses of Mario Contreras & Shone Macedo Post Post Event Concert featuring: Banda Potrillos and Banda Agavenia

Comps: TBD



Event Announcement

What: *The X - Factor*

When:

EVENT SPACE				
Date	Start (incl. Load In)	End (incl. Load Out)	Event Space Description	Event Start Time(s)
4/25/11	8:00AM		Arena	LOAD IN
4/26/11			Arena	REGISTRATION DOORS: TBD EVENT START:TBD EVENT END: TBD STAFF OUT: TBD
4/27/11			Arena	OPEN AUDITIONS DOORS: TBD EVENT START:TBD EVENT END: TBD STAFF OUT: TBD
4/28/11		11:59PM	Arena	CULL DOORS: TBD EVENT START:TBD EVENT END: TBD STAFF OUT: TBD

Where: Sears Centre Arena

Tickets: Non-Ticketed

On Sale: Registration: <http://www.fox.com/thexfactor/registration/>

Hopefuls should sign up for Audition Information alerts now and check back regularly for updated information, rules and registration forms.

You can also visit X-Factor on Facebook for news and updates.

Wristbands must be obtained from the venue the day prior to auditions. Additional audition details, including eligibility requirements, will become available soon at www.fox.com/theXfactor.

Marketing: Website & Marquee, TV

Parking: \$15



Levy: Concessions

SCA Event Mgr: Erin Sweeney

Event Contact: TBD

Notes: Comp: NA



Event Announcement

What: XFO 39

When:

Date	Start (incl. Load In)	End (incl. Load Out)	Event Start Time(s)
FRIDAY MAY 13			DOORS: 5:30PM EVENT START: 7:00PM

Where: Sears Centre Arena

Tickets: Ticketed:
P1 – FLOOR TABLES - \$500 (Must buy 10 to a table. \$50 per ticket)
P2 – LOWER LEVEL /UPPER LEVEL - \$25

On Sale: *Public On sale: Wednesday, March 23, 2011 10am*
Presales: March 21-March 22, 2011 10am-10pm

Marketing: Website & Marquee

Parking: \$10

Levy: Concessions

SCA Event Mgr: TBD

Event Contact: Dan Lardy
Owner/Promoter
XFO-Xtreme Fighting Organization
xfofight@yahoo.com
Office: (815)356-0454; Cell: (815)245-2066
www.xfomma.com

Notes: Jeff Curran will highlight main event. A co-main event and feature fight to be announced.



Event Announcement

What: *USA MEN'S VOLLEYBALL
USA VS. POLAND*

When:

Date	Start	Event Start Time(s)
Friday 6/17/11		DOORS: 6:00PM EVENT START: 7:00PM EVENT END: 9:00PM
Saturday 6/18/11		DOORS: 6:00PM EVENT START: 7:00PM EVENT END: 9:00PM

Where: Sears Centre Arena

Tickets:

Ticketed:

P1 - RESERVED - \$25

GROUPS 10+ - \$15

MILITARY/SENIOR/USAV MEMBER - \$20

P2 - GENERAL ADMISSION - \$18

MILITARY/SENIOR/USAV MEMBER - \$20

\$3 ticket increase on all tickets when purchased at the box office on the day of the event.

On Sale:

Group Sales: Monday, March 21 – Friday, April 1

Public Onsale: Saturday, April 2 @ 10:00am

Marketing:

Website & Marquee

Parking:

\$10

Levy:

Concessions

SCA Event Mgr: Erin Sweeney



Event Contact: Melissa Weymouth
Manager, National Team Events and Marketing
USA Volleyball
melissa.weymouth@usav.org
Office: (719) 228-6800; Fax: (719) 228-6899
<http://www.usavolleyball.org/>

Mike Chandler
Managing Director, Events I USA Volleyball
tel: 719.228.6800 I fax: 719.228.6899 I cell: 719.963.6474
www.usavolleyball.org

Notes: Military/Senior/USAV Member discounts only available at box office with ID. Senior age 60+
Comps: TBD

Sears Centre Arena
General Manager Update
3/28/2011

Event Highlights	Notes
Feb 26 - Slaughter Game 1	Total attendance exceeded last year's Game 1. Arena providing substantial marketing support to Slaughter. Tenant very pleased with all the assistance.
March 5 - Slaughter Game 2	Slaughter attendance down compared with year prior, but looking to make up numbers for Game 3
March 6 - Great Lakes Cheerleading	Excellent event, very lucrative for the arena
March 11/12 - Monster Truck	Total ticket sold increase slightly from last year
March 25 - Slaughter Game 3	Pending
March 26 - Yanni	Pending

Currently On Sale	
April 1/2 - Dare 2 Share	
April 3 - High School B-ball Tournament	
April 9 - Slaughter	
April 16 - Latino Bull Riding	
April 22/23 - Thomas and Friends	
April 25-28 - X-Factor	
April 29 - Slaughter	
April 30/May 1 - RCCH	
May 6/8- Piccadilly Circus	
May 13 - MMA Event	
May 14 - Slaughter	
May 21 - D-300 Graduation	
May 28 - U-46 Graduation	
May 29 - D303 Graduation	

Long Term Projects	
ECHL Hockey Support	Chicago Express are selling well in terms of season tickets. Concentrating on sponsorship sales and looking to confirm season schedule
Outdoor Summer Event 2011	Working on an early August event. Details to follow.
Levy Restaurants - Innovation Follow Up	Implemented Poplar Creek Pub concept, working on long term changes to concession stands.

Finance Department	
General	Finance department currently working on February financials. Financials for January are complete and detailed below, finished ahead of budget.
Monthly Financial Statement	Building Event Revenue YTD: \$333,500
	Building Sponsor/Other Revenue YTD: \$11,144
	Building Expenses YTD: \$130,529
2011 Budget Status	Building Income YTD: \$214,115 vs. YTD Budget \$143,330
	2011 Budget is Approved

Operations Department	
General	Operations spearheading maintenance initiatives as well as event related tasks.
Positions to Fill	Ten building engineer candidates selected and interviewing with Director of Operations and Public Works.
Third Party Providers	Andy Frain began their new contract for Monster Truck. No issues in parking or indoor security.
Village Support	Jim Norris and other department heads are currently determining possible savings by allowing existing village staff handle select maintenance projects at the arena.
Events Department	
General	No Updates
Marketing Department	
General	Currently marketing MMA event, Thomas and Friends, USA Volleyball.
Comcast Update	Comcast agreed to support summer event. Details to follow.
Community Events	As mentioned above, working on early August event.
Ongoing Initiatives	New website look has been unveiled, promoting new Poplar Creek Pub concept, meeting with Arlington Park, Shed Aquariam, Field Museum, Legoland, Gameworks and Chicago Speedway for third party partnerships.
Group Sales Department	
General	New hire Brad Cranston is getting acclimated to the market, taking meetings and touching base with old/new customers
Global Spectrum Training	Deb Kime conducting bi-weekly calls with Brad to ensure he's receiving guidance.
Box Office Department	
General	Department is doing well, no issues.
New Era Implementation	No issues
Food & Beverage Department	
General	Succussfully sold dinner packages for Yanni
Premium Seating Department	
General	Pushing hockey and arena premium sales. Finalizing premium brochure. Working on new pizza partner as well as sponsorship for early August event.
Sponsorship Department	
General	FRM is doing well with sponsorship and is trying to offset slow premium seating sales.
New Business	Pushing premium for hockey and arena. Pitching to beer sponsors and looking for an interested bank.
General	
Capital Improvements	Looking to purchase plexi-glass during summer as it will be a cost savings for hockey. Planning concession improvements funded by 2% Levy reseve fund.