

This meeting is being held via telephonic attendance

**AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
April 27, 2020**

Immediately following Public Health & Safety

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

- I. Roll Call**
- II. Approval of Minutes – April 6, 2020**

NEW BUSINESS

- 1. Request approval of an amendment to a license with ATC Indoor DAS LLC for a neutral host cellular antenna system at the Sears Centre Arena.

REPORTS (INFORMATION ONLY)

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

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

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

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

FINANCE COMMITTEE MEETING MINUTES

April 6, 2020

I. Roll call

Members in Attendance:

Trustee Michael Gaeta
Trustee Gary Stanton
Mayor William McLeod

Members in Telephonic Attendance:

Trustee Gary Pilafas, Chairman
Trustee Anna Newell, Vice Chairperson
Trustee Karen Mills
Trustee Karen Arnet

Management Team Members
in Attendance:

James Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Patti Cross, Asst. Corporation Counsel
Monica Saavedra, Director HHS
Joe Nehel, Director of Public Works
Fred Besenhoffer, Director of IS
Patrick Seger, Director HRM
Richard Signorella, CATV Coordinator
Suzanne Ostrovsky, Asst. to the Village Mgr.

The Finance Committee meeting was called to order at 7:11 p.m.

II. Approval of Minutes – February 24, 2020
March 2, 2020 (Special)

Motion by Trustee Gaeta, seconded by Trustee Stanton to approve the Finance Meeting minutes for February 24, 2020. Roll call vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Arnet to approve the Special Finance Meeting minutes for March 2, 2020. Roll call vote taken. All ayes. Motion carried.

NEW BUSINESS

I. Request Board approval of an ordinance reserving the Village's volume cap.

An item summary sheet from Art Janura was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod to approve of an Ordinance reserving the Village's volume cap. Roll call vote taken. All ayes. Motion carried.

- 2. Request approval of a resolution establishing hire back rates for Police Sergeants for the period April 1 through December 31, 2020.**

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

Motion by Trustee Gaeta, seconded by Trustee Stanton to approve of a resolution establishing hire back rates for Police Sergeants for the period April 1 through December 31, 2020. Roll call vote taken. All ayes. Motion carried.

- 3. Request authorization to declare \$4,925,676.10 as the taxing district allocation for tax levy year 2018 within the EDA Special Tax Allocation Fund, and direct the Treasurer to remit said funds to the taxing districts per PA097-0636 and per agreed upon court order.**

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

Motion by Trustee Gaeta, seconded by Mayor McLeod to declare \$4,925,676.10 as the taxing district allocation for tax levy year 2018 within the EDA Special Tax Allocation Fund, and direct the Treasurer to remit said funds to the taxing districts per PA097-0636 and per agreed upon court order. Roll call vote taken. All ayes. Motion carried.

- 4. Request authorization to award contract for purchase of 31 Zebra ZQ 520 series mobile printer including accessories to MSA Systems, Inc. San Jose CA (low bid) in an amount not to exceed \$23,013.47**

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

Motion by Trustee Gaeta, seconded by Trustee Stanton to award contract for purchase of 31 Zebra ZQ 520 series mobile printer including accessories to MSA Systems, Inc. San Jose CA (low bid) in an amount not to exceed \$23,013.47. Roll call vote taken. All ayes. Motion carried.

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:20 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of an amendment to a license with ATC Indoor DAS LLC for a neutral host cellular antenna system at the Sears Centre Arena

MEETING DATE: April 27, 2020

COMMITTEE: Finance Committee

FROM: *M. V.* Mark Koplin

REQUEST: Request approval of an amendment to a license with ATC Indoor DAS LLC for a neutral host cellular antenna system at the Sears Centre Arena (SCA).

BACKGROUND: In 2012, the Committee approved a license agreement with ATC to allow ATC to install neutral host equipment at the SCA with ATC paying a monthly fee (initially \$2,700/month, \$32,400/year). ATC installed the equipment and currently has one cellular carrier (Verizon) on their equipment. ATC has paid the Village throughout the Term and is current with payments.

During installation, ATC built five “ports” into the SCA, essentially conduits to allow a connection between their inside and outside equipment. They do not use all of their ports and it would be advantageous for the Village to be able to use one of these ports in the future. ATC is willing to allow the Village to use one of the ports, so long as we are not in competition with ATC's services.

DISCUSSION: The attached amendment allows the Village to use one of the ports at no cost to the Village in exchange for extending the agreement for an additional five years. As ATC is a revenue source and the monthly payments include an annual 3% escalator, there is no downside to extending their license. We may use the port in the short term to connect Levy’s point of sale equipment at the Village Green, or if that is not necessary, use it in the future for any other use to benefit the Village or SCA.

Assistant Corporation Counsel and Information Systems have reviewed the proposed amended license and made revisions which were incorporated into the amendment (signed by ATC) and attached to this agenda item.

FINANCIAL IMPACT: The Village will continue to receive monthly payments, increasing 3% per year. We received almost \$33,943 in 2019.

RECOMMENDATION: Request approval of amendment to a license with ATC Indoor DAS LLC for a neutral host cellular antenna system at the Sears Centre Arena.

Attachment

cc: Michele Visconti (ATC)
Ben Gibbs (Global Spectrum)

**FIRST AMENDMENT TO IN-BUILDING
NEUTRAL HOST LICENSE AGREEMENT**

THIS FIRST AMENDMENT TO IN-BUILDING NEUTRAL HOST LICENSE AGREEMENT ("*First Amendment*") is entered into effective as of the date of last signature below by and between Village of Hoffman Estates, a municipal corporation located in Cook and Kane Counties, Illinois ("*Licensor*") and ATC Indoor DAS LLC, a Delaware limited liability company ("*Licensee*") (each individually, a "*Party*", and collectively the "*Parties*").

RECITALS

WHEREAS, Licensor and Licensee are parties to that certain In-Building Neutral Host License Agreement dated October 15, 2012 ("*License*"), pursuant to which, among other things, Licensor granted to Licensee the right to install, operate and maintain a multi-carrier in-building system at Sears Centre Arena;

WHEREAS, Licensor desires to utilize certain conduit installed by Licensee pursuant to the License;

WHEREAS, Licensor and Licensee desire further to amend the License to extend the term, set forth the terms and conditions under which Licensor may utilize Licensee's conduit, and otherwise amend the provisions of the License, all on the terms and conditions contained in this First Amendment.

NOW, THEREFORE, in consideration of the promises, the agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

1. The recitals set forth above are hereby incorporated in and made a part of this First Amendment.

2. Section 1(j) is deleted in its entirety and replaced with the following:

(j) Commencement Date: October 15, 2012.

3. Section 1(k) is deleted in its entirety and replaced with the following:

(k) Expiration Date: At 11:59 p.m. on the last day of the calendar month in which the twenty-first (21st) anniversary of the Commencement Date occurs.

4. The following section 7(h) is hereby added to the License:

(h) Notwithstanding anything to contrary contained herein, Licensee grants Licensor a revocable license during the term of this License to use one (1) Licensee-installed conduit running between an existing Licensor fiber line at Beverly Road to the Building ("*Licensor Conduit*") subject to the conditions described below:

(i) Allowed Use. Licensor may use the Licensor Conduit for the sole purpose of operating a proprietary system to be used exclusively by Licensor within the Building and the adjacent property owned by Licensor for internal communications and systems and that does not require the payment of any fee by its users. Any other use of the Licensor Conduit requires the prior written consent of Licensee, which may be withheld in its sole discretion.

First Amendment to In-Building
Neutral Host License Agreement
ATC Site #347198

(ii) **Costs.** Licensor will not have to pay a fee to utilize the Licensor Conduit. Licensee will not be liable for any taxes, utilities or other operating expenses related to Licensor's use of the Licensor Conduit.

(iii) **Installation and Connections.** Licensor will be responsible for all costs and expenses related to installing fiber in and to the Licensor Conduit and connecting the same to its own equipment.

(iv) **Required Approvals and Compliance.** Licensor will obtain all Required Approvals prior to utilizing the Licensor Conduit and will operate the Licensor Conduit in compliance with Applicable Law.

(v) **No Encumbrances.** Licensor may not mortgage, pledge, or otherwise encumber the Licensor Conduit and will promptly discharge any liens, but nothing shall prohibit a mortgage, deed of trust or lien on the Property resulting from any financing or refinancing relating to the Property.

(vi) **No Assignment or Sublicensing.** The license granted to Licensor is personal to Licensor and may not be assigned or sublicensed to any party without the prior written consent of Licensee, which may be withheld in its sole discretion; provided that Licensor may assign this license in connection with the sale, transfer or conveyance of its interest in the Property or a sale of substantially all of the assets of Licensor.

(vii) **MAINTENANCE AND WARRANTIES.** Licensee shall, at no cost or expense to Licensor, maintain and repair or cause to be maintained and repaired, the Licensor Conduit in good operating order and condition (reasonable wear and tear excepted) and in compliance with Applicable Law, but only until such time as Licensor first performs work on the Licensor Conduit. At such time as Licensor first performs work on the Licensor Conduit and connects any equipment to the Licensor Conduit, Licensor will assume all obligations for maintenance and repair of the Licensor Conduit, subject to this Section 7(h). EXCEPT AS OTHERWISE SET FORTH HEREIN, LICENSEE MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, BY LICENSEE AS TO THE CONDITION OR SUITABILITY OF THE SAME FOR ANY PURPOSE, INCLUDING, WITHOUT LIMITATION, AN IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO WORKMANSHIP OR DEFECTS IN MATERIALS.

5. All capitalized terms used herein shall have the meanings ascribed to them in the License unless otherwise expressly provided herein.

6. Each Party hereto represents and warrants to the other that all necessary authorizations required for the execution and performance of this First Amendment have been given and that the undersigned officer of each party is duly authorized to execute this First Amendment and bind the Party for which it signs.

7. Each Party hereto represents and warrants to the other that that, as of the date of its execution of this First Amendment, there are no uncured defaults under the terms of the License and the License is in full force and effect.

First Amendment to In-Building
Neutral Host License Agreement
ATC Site #347198

8. In the event of any conflict between the terms and provisions of this First Amendment and the License, the terms and provisions of this First Amendment shall control. All other terms and provisions of the License are ratified and remain unchanged and in full force and effect.

9. The terms and provisions of this First Amendment are binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns.

10. The Parties agree that (a) a digital or electronic signature on this First Amendment and/or (b) a fully executed scanned or electronically reproduced copy or image of this First Amendment shall be deemed an original and may be introduced or submitted in any action or proceeding as competent evidence of the execution, terms and existence hereof notwithstanding the failure or inability to produce or tender an original, manually executed counterpart of this First Amendment and without the requirement that the unavailability of such original, manually executed counterpart of this First Amendment first be proven.

First Amendment to In-Building
Neutral Host License Agreement
ATC Site #347198

IN WITNESS WHEREOF, the Parties have caused this First Amendment to In-Building Neutral Host License Agreement to be duly executed and effective as of the later of the two signature dates below.

Licensee:
ATC Indoor DAS LLC

By: Janae Walker
Name: Janae Walker
Title: Vice President - Legal
Date: 4-17-20

Licensor:
Village of Hoffman Estates

By: _____
Name: _____
Title: _____
Date: _____

First Amendment to In-Building
Neutral Host License Agreement
ATC Site #347198

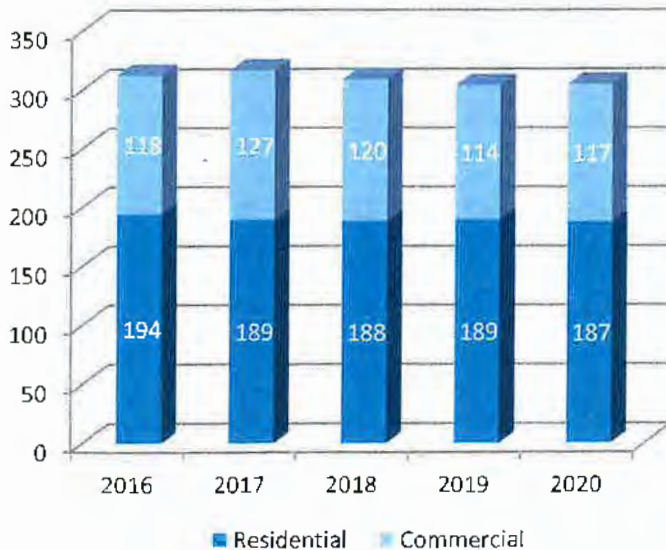


DEPARTMENT OF FINANCE MONTHLY REPORT MARCH 2020

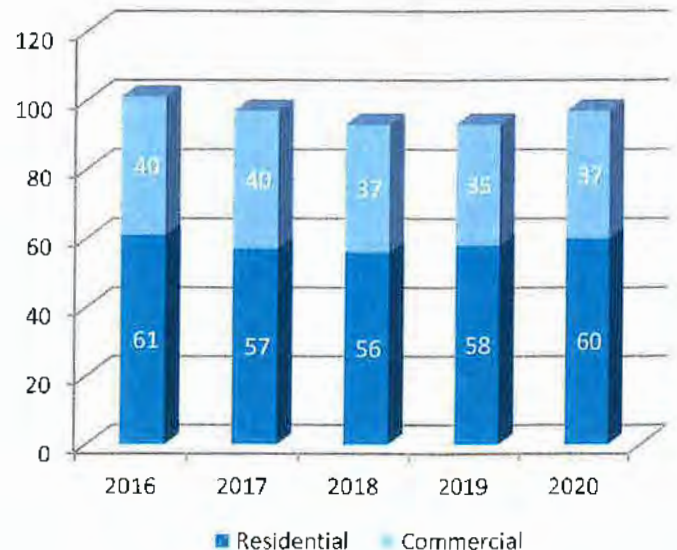
Water Billing

A total of 14,813 residential water bills were mailed on March 1st for January's water consumption. Average consumption was 4,020 gallons, resulting in an average residential water bill of \$56.99. Total consumption for all customers was 97 million gallons, with 60 million gallons attributable to residential consumption. When compared to the March 2019 billing, residential consumption increased by 3.4%.

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

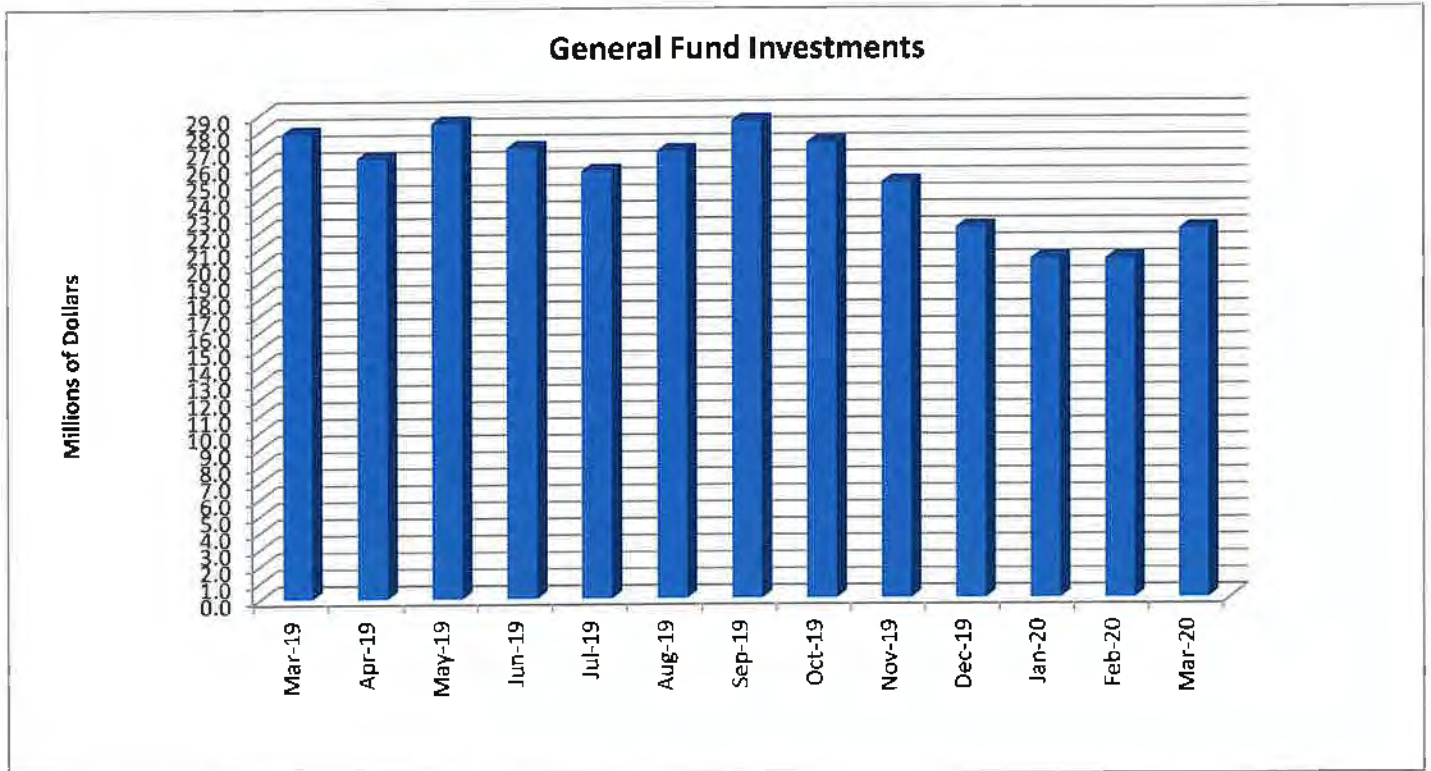
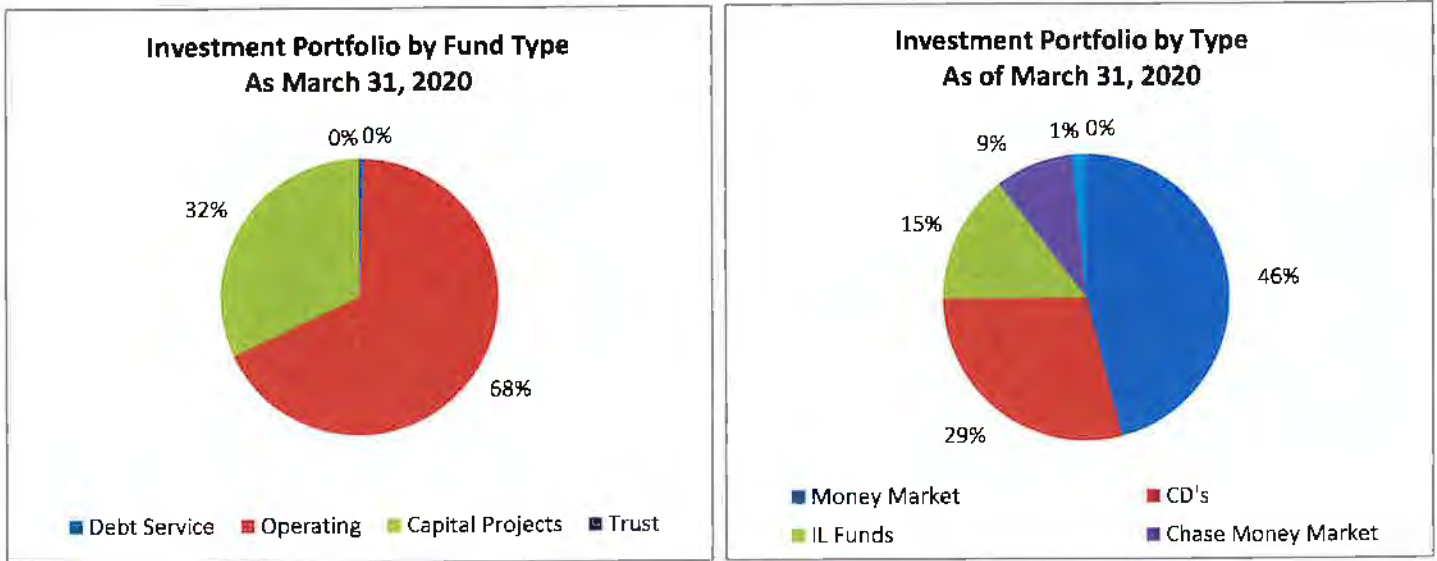


**Total Water Consumption
Month of March**



Village Investments

As of March 31, 2020, the Village's investment portfolio (not including pension trust funds) totaled \$61.5 million. Of this amount, \$41.6 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$19.9 million is related to debt service, capital projects and trust funds.



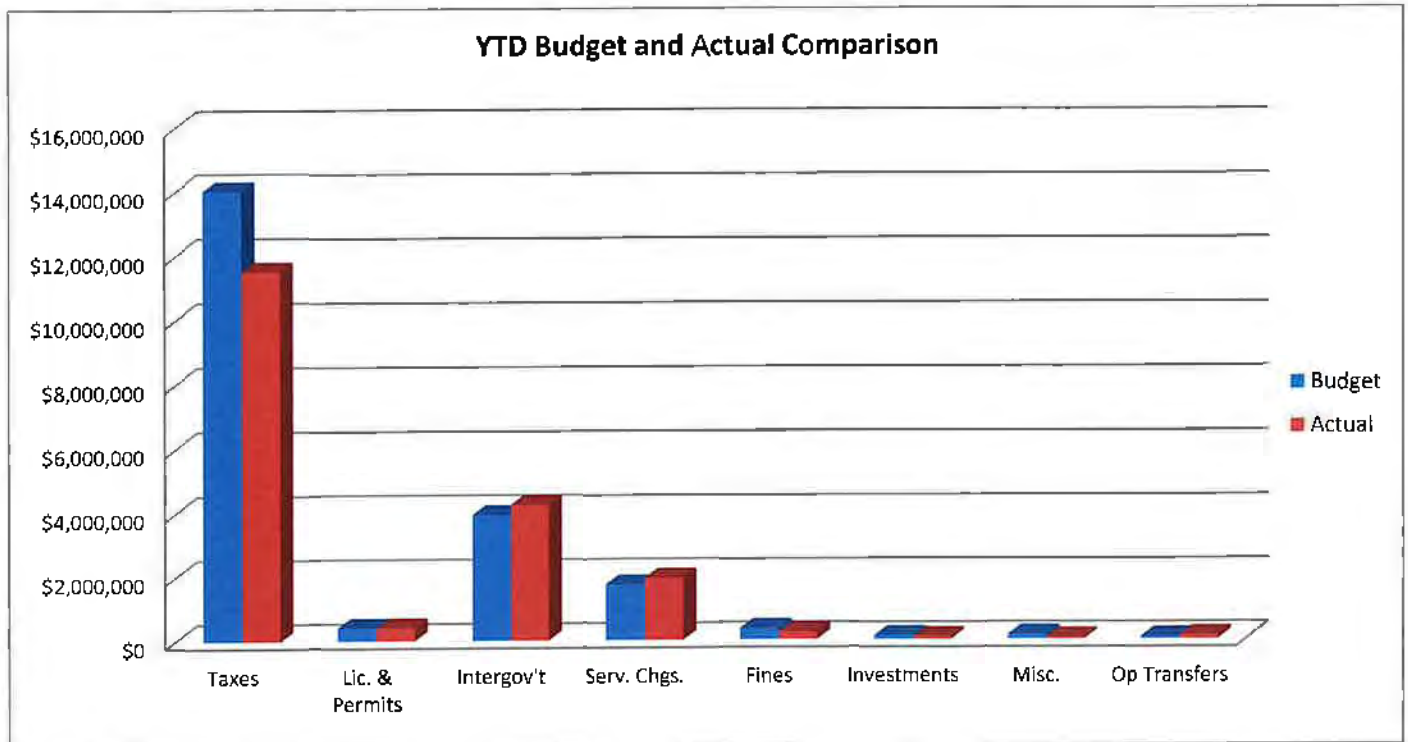
Operating Funds

General Fund

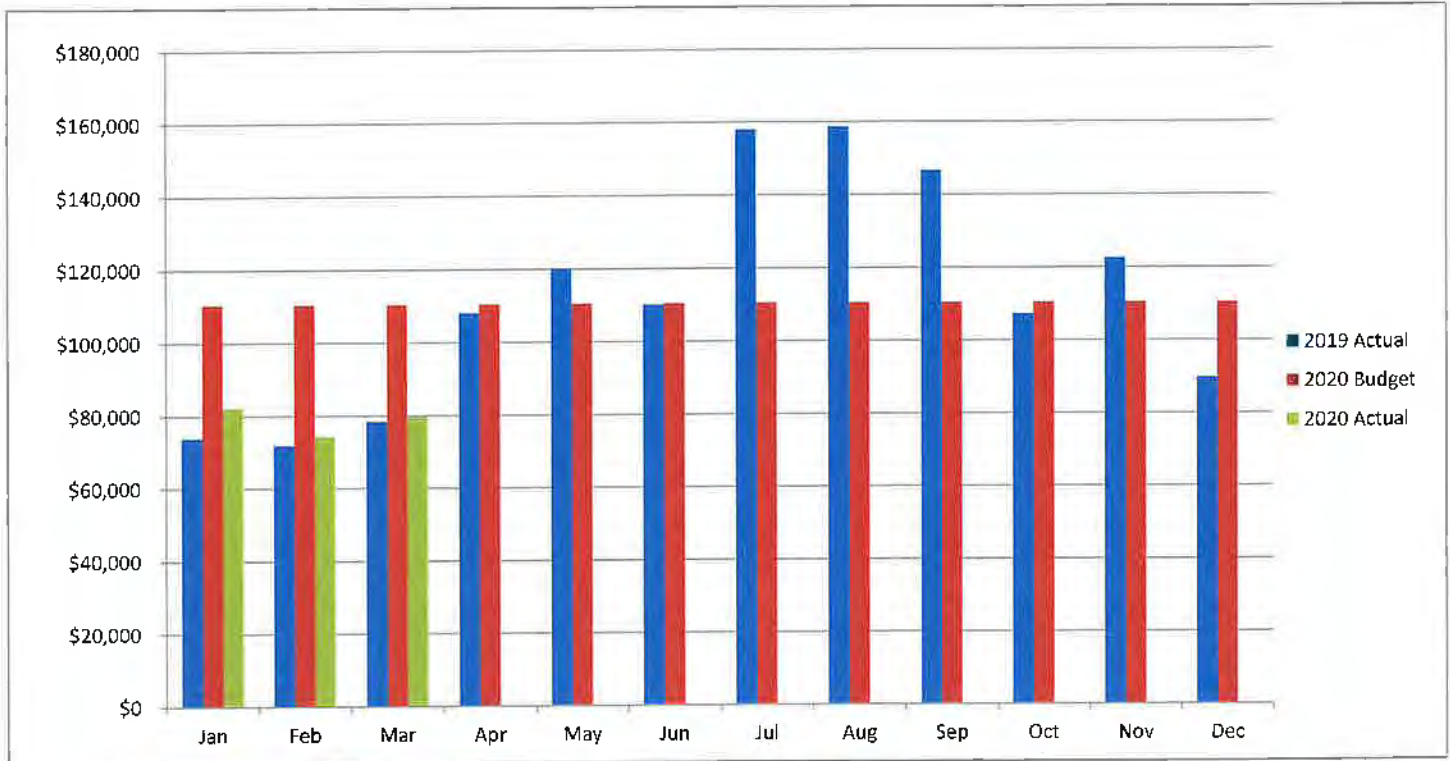
For the month of March, General Fund revenues totaled \$11,003,113 and expenditures totaled \$7,051,177 resulting in a surplus of \$3,951,936.

Revenues: March year-to-date figures are detailed in the table below. Property taxes are due in March and August every year. Charges for services are over budget due to Rental License renewals were received in January. Fines and Forfeits are under budget because we have not received a distribution from the State's Local Debt Recovery Program, due to its 60 day withholding policy. Investment income is under budget due to lower interest rates being realized. Most miscellaneous revenues are not received on a monthly basis.

REVENUES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 14,002,603	\$ 11,510,919	-17.8%
Licenses & Permits	412,625	417,576	1.2%
Intergovernmental	3,921,503	4,235,234	8.0%
Charges for Services	1,744,613	1,941,127	11.3%
Fines & Forfeits	348,050	248,238	-28.7%
Investments	125,000	90,932	-27.3%
Miscellaneous	151,925	65,608	-56.8%
Operating Transfers	75,000	125,449	67.3%
TOTAL	\$ 20,781,318	\$ 18,635,084	-10.3%

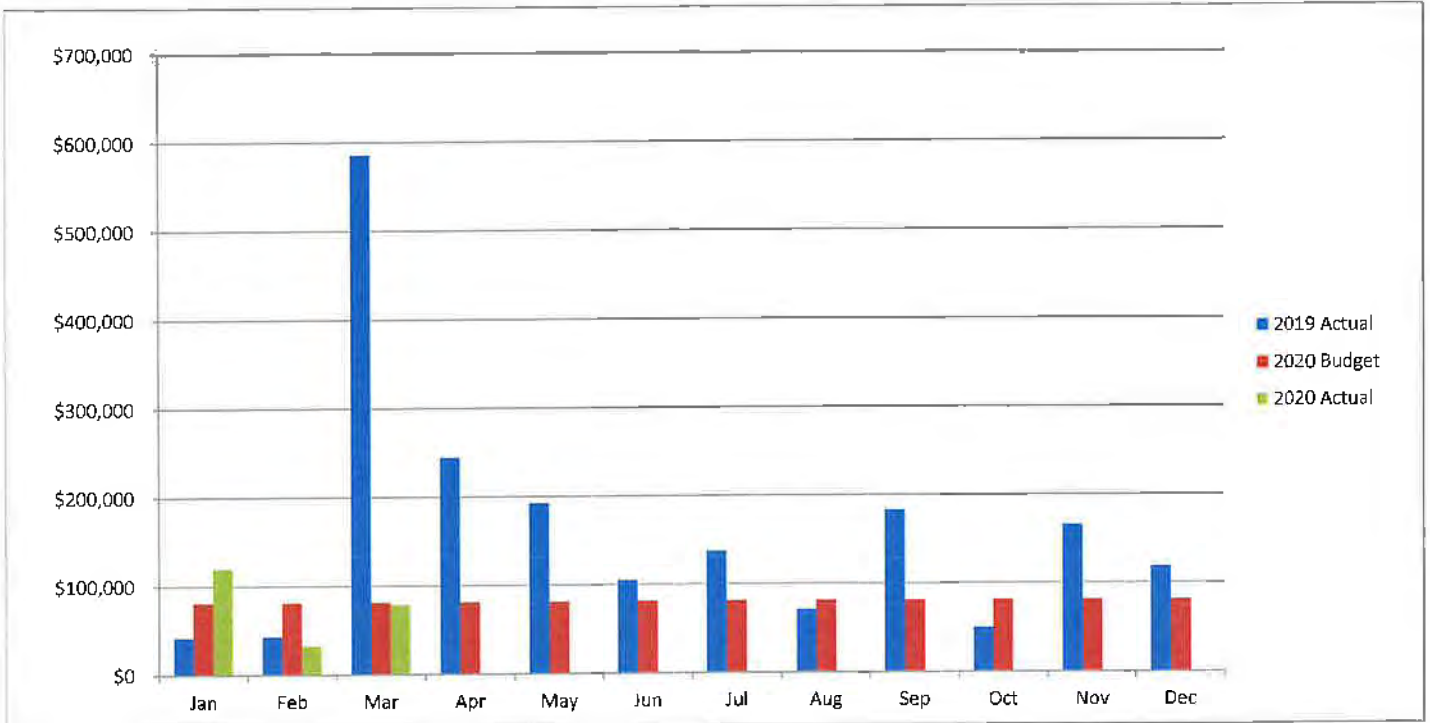


Hotel Tax



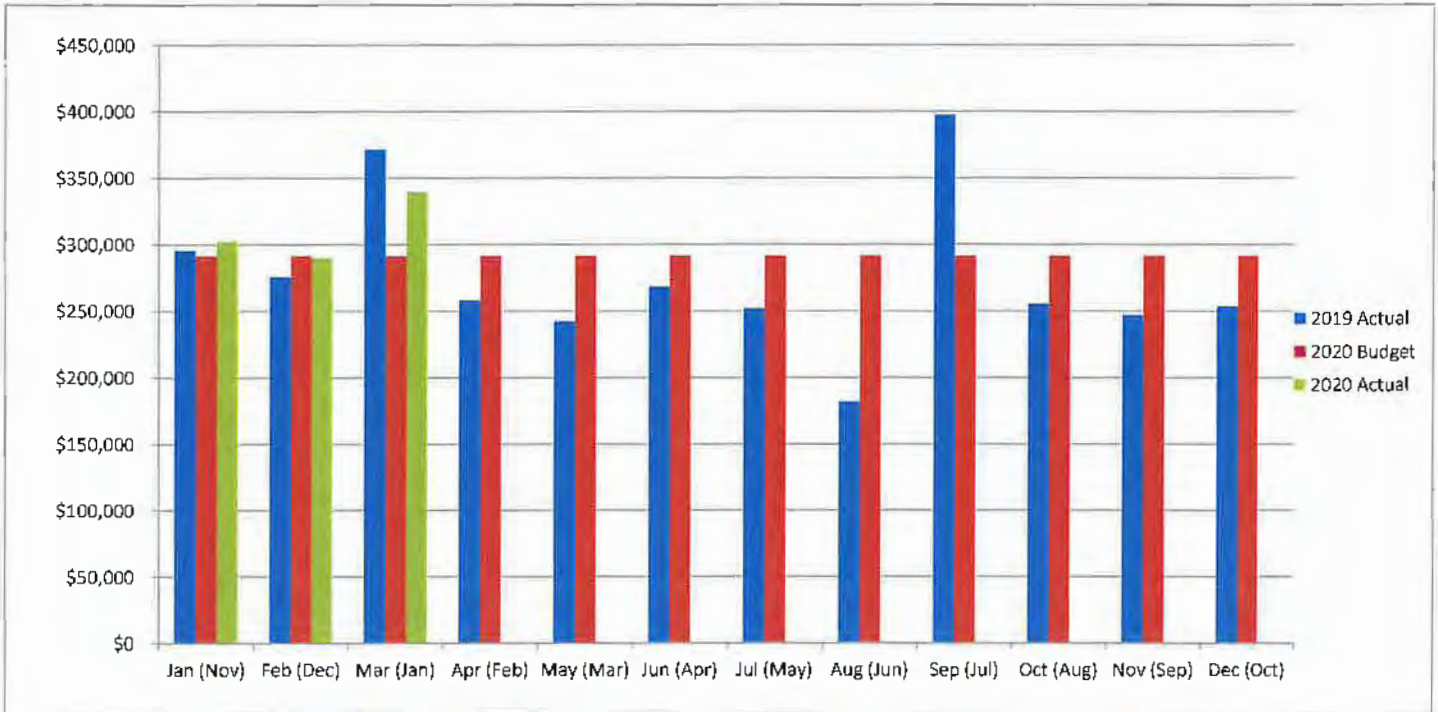
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 73,861	\$ 110,417	\$ 82,223	\$ (28,194)
Feb	71,935	110,417	74,298	(64,312)
Mar	78,416	110,417	79,749	(94,980)
Apr	108,026	110,417		
May	120,207	110,417		
Jun	110,051	110,417		
Jul	157,865	110,417		
Aug	158,661	110,417		
Sep	146,721	110,417		
Oct	107,205	110,417		
Nov	122,463	110,417		
Dec	89,727	110,417		
YTD Totals	<u>\$ 1,345,138</u>	<u>\$ 1,325,000</u>	<u>\$ 236,270</u>	

Real Estate Transfer Tax



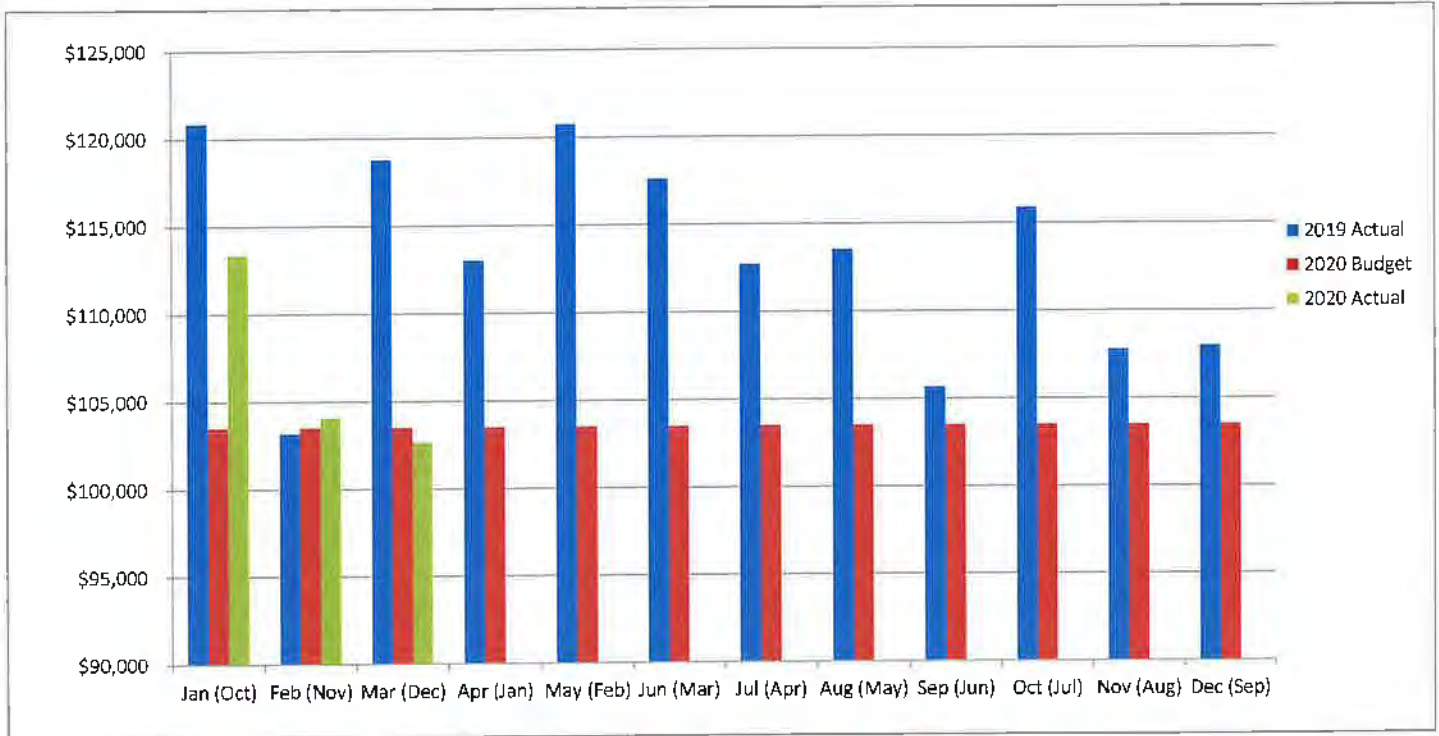
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 42,133	\$ 81,250	\$ 120,255	\$ 39,005
Feb	43,229	81,250	32,846	(9,399)
Mar	585,748	81,250	78,510	(12,139)
Apr	244,290	81,250		
May	192,702	81,250		
Jun	104,977	81,250		
Jul	137,205	81,250		
Aug	70,674	81,250		
Sep	183,226	81,250		
Oct	49,838	81,250		
Nov	165,212	81,250		
Dec	118,029	81,250		
YTD Totals	<u>\$ 1,937,263</u>	<u>\$ 975,000</u>	<u>\$ 231,611</u>	

Home Rule Sales Tax



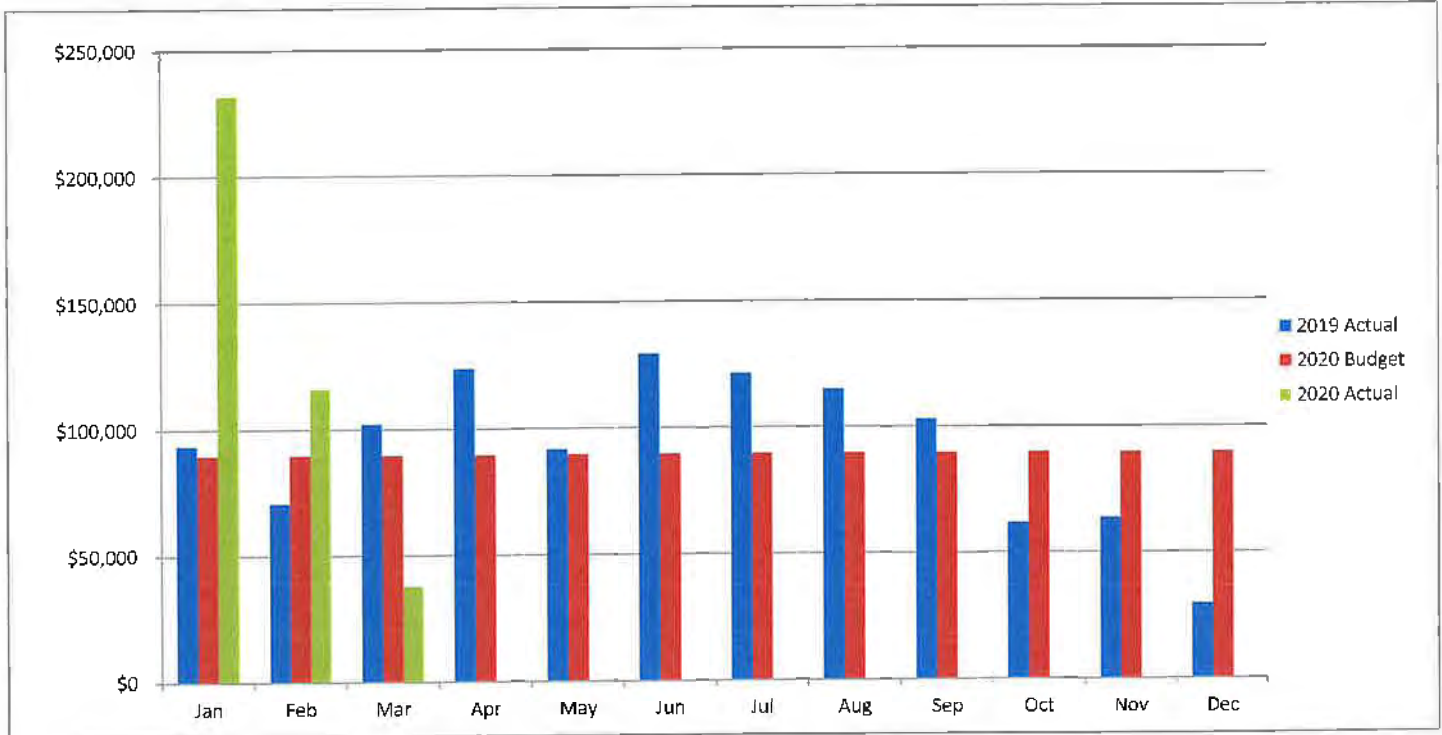
<u>Month Received</u> <u>(Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative</u> <u>Variance</u> <u>2020 Actual</u> <u>vs. Budget</u>
Jan (Nov)	\$ 295,761	\$ 291,667	\$ 302,599	\$ 10,932
Feb (Dec)	275,771	291,667	290,185	9,451
Mar (Jan)	371,809	291,667	339,755	57,539
Apr (Feb)	258,175	291,667		
May (Mar)	242,128	291,667		
Jun (Apr)	268,309	291,667		
Jul (May)	251,842	291,667		
Aug (Jun)	181,980	291,667		
Sep (Jul)	397,447	291,667		
Oct (Aug)	255,542	291,667		
Nov (Sep)	247,095	291,667		
Dec (Oct)	253,550	291,667		
YTD Totals	\$ 3,299,408	\$ 3,500,000	\$ 932,539	

Telecommunications Tax



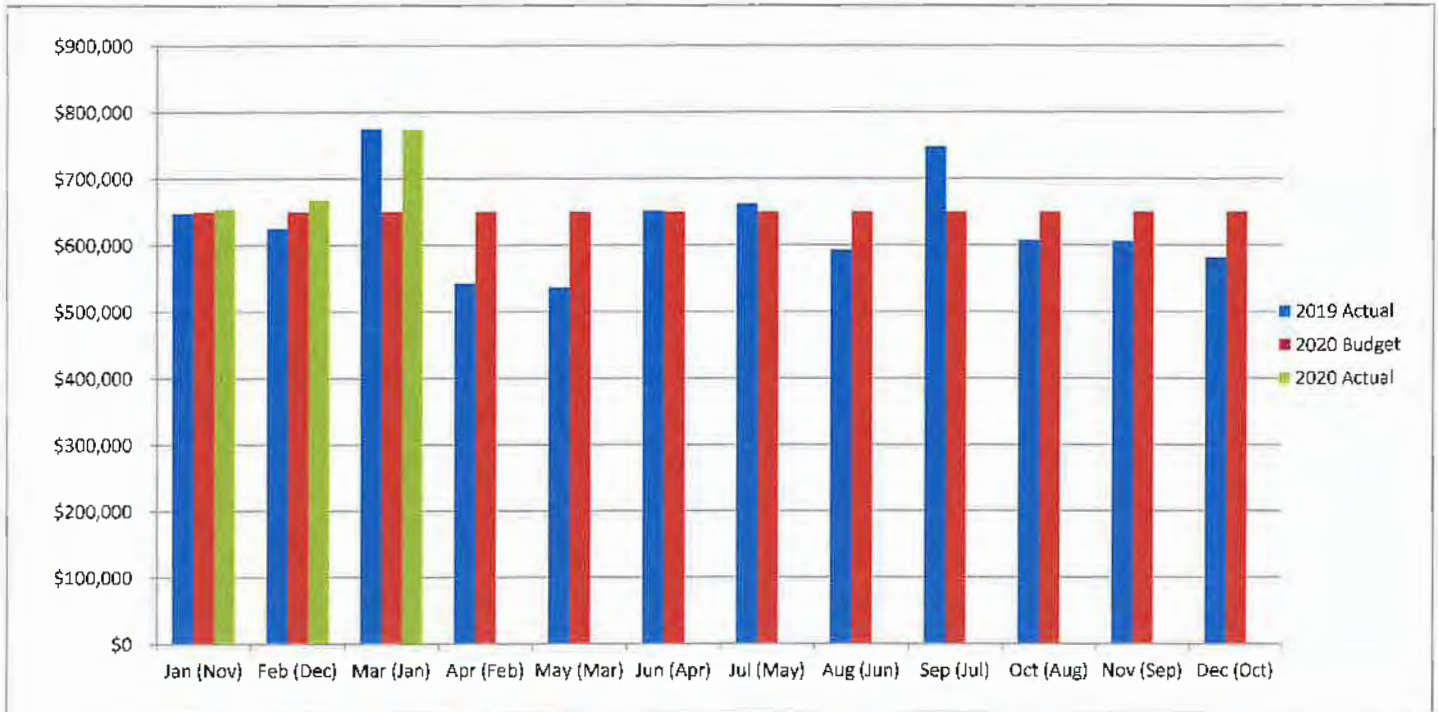
<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan (Oct)	\$ 120,844	\$ 103,500	\$ 113,378	\$ 9,878
Feb (Nov)	103,168	103,500	104,057	10,435
Mar (Dec)	118,778	103,500	102,651	9,586
Apr (Jan)	113,000	103,500		
May (Feb)	120,765	103,500		
Jun (Mar)	117,606	103,500		
Jul (Apr)	112,703	103,500		
Aug (May)	113,530	103,500		
Sep (Jun)	105,673	103,500		
Oct (Jul)	115,884	103,500		
Nov (Aug)	107,793	103,500		
Dec (Sep)	107,979	103,500		
YTD Totals	\$ 1,357,722	\$ 1,242,000	\$ 320,086	

Building Permits



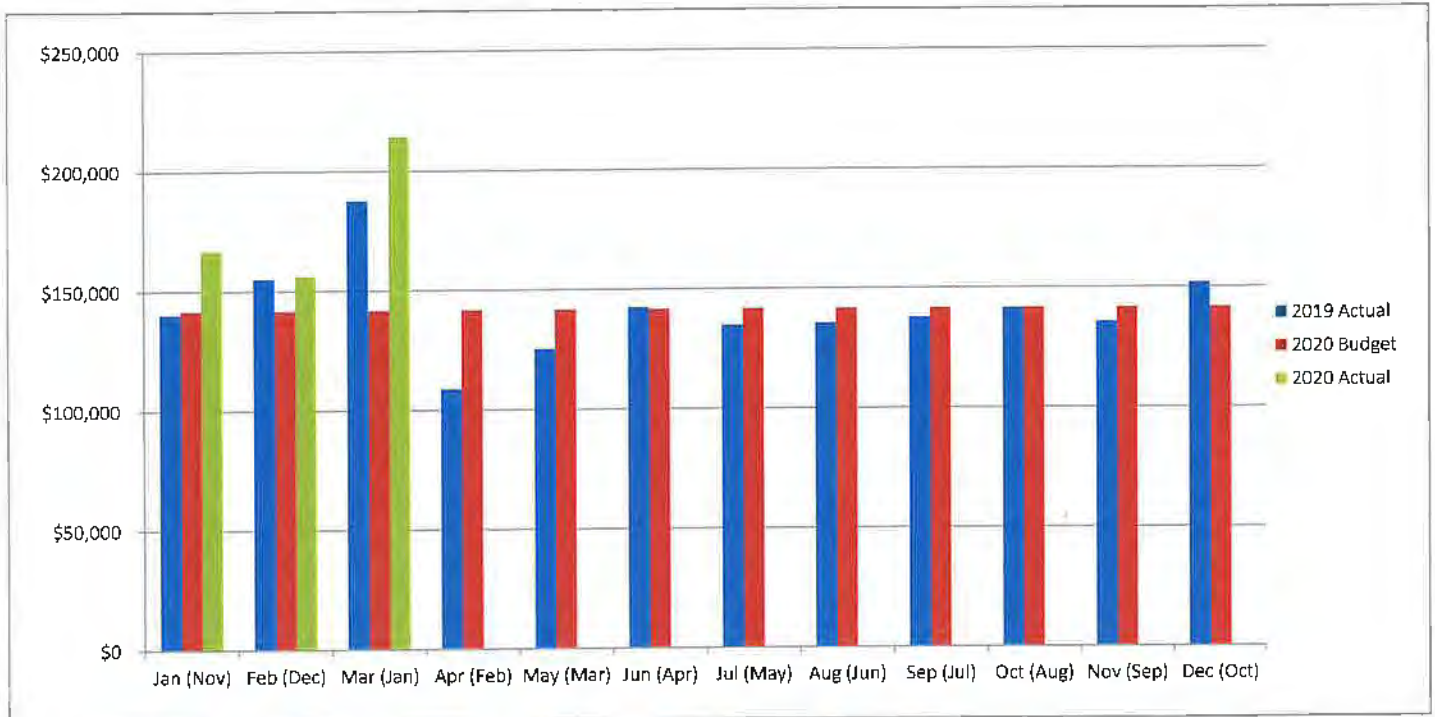
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 93,549	\$ 89,583	\$ 231,652	\$ 142,069
Feb	70,614	89,583	116,033	168,518
Mar	102,100	89,583	37,924	116,859
Apr	123,746	89,583		
May	91,619	89,583		
Jun	128,955	89,583		
Jul	120,998	89,583		
Aug	114,734	89,583		
Sep	102,934	89,583		
Oct	61,625	89,583		
Nov	63,667	89,583		
Dec	29,644	89,583		
YTD Totals	<u>\$ 1,104,186</u>	<u>\$ 1,075,000</u>	<u>\$ 385,609</u>	

State Sales Tax



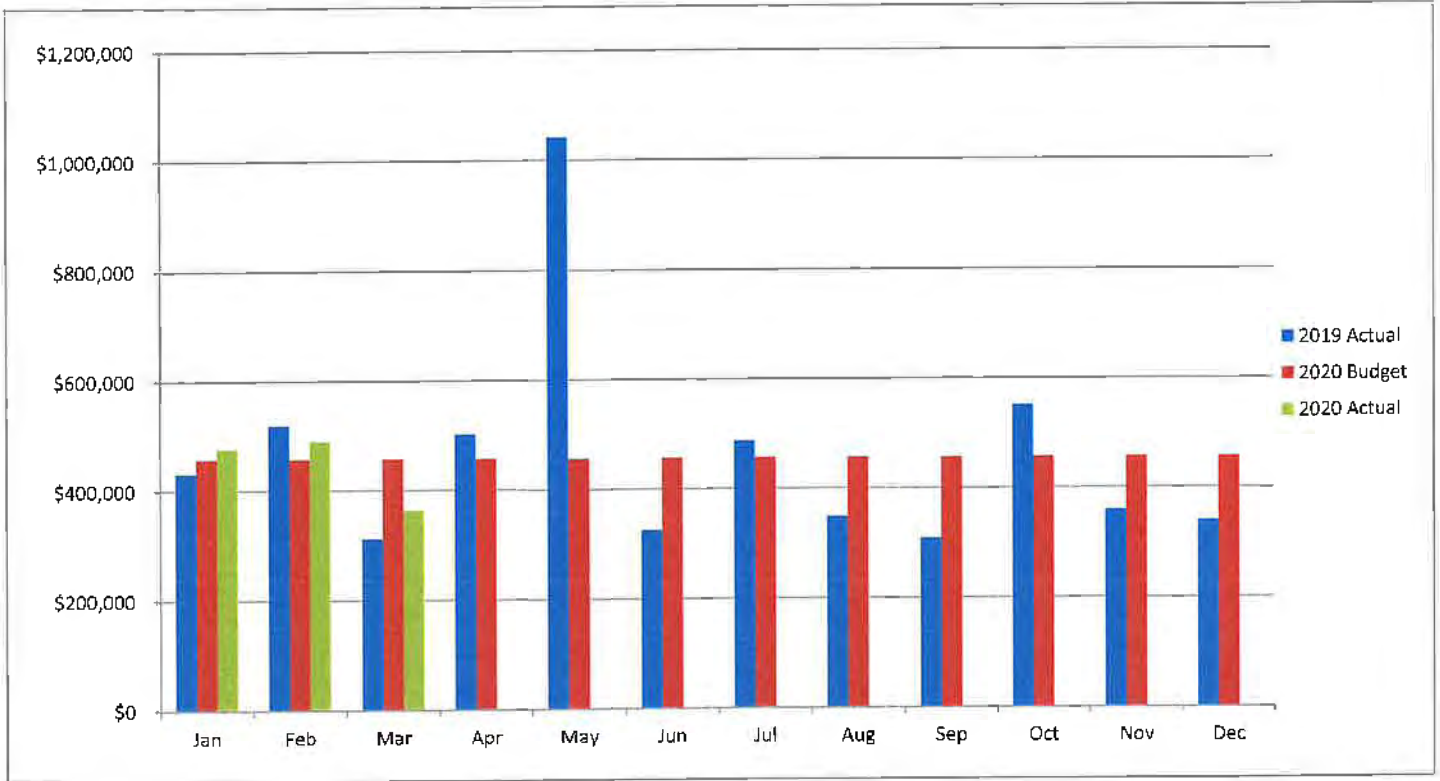
Month Received (Liability Period)	2019 Actual	2020 Budget	2020 Actual	Cumulative Variance 2020 Actual vs. Budget
Jan (Nov)	\$ 647,708	\$ 650,000	\$ 654,701	\$ 4,701
Feb (Dec)	624,801	650,000	668,077	22,778
Mar (Jan)	774,929	650,000	774,498	147,276
Apr (Feb)	542,297	650,000		
May (Mar)	536,850	650,000		
Jun (Apr)	651,634	650,000		
Jul (May)	662,407	650,000		
Aug (Jun)	592,425	650,000		
Sep (Jul)	748,503	650,000		
Oct (Aug)	607,826	650,000		
Nov (Sep)	606,345	650,000		
Dec (Oct)	581,818	650,000		
YTD Totals	\$ 7,577,540	\$ 7,800,000	\$ 2,097,276	

Local Use Tax



<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan (Nov)	\$ 140,169	\$ 141,667	\$ 166,765	\$ 25,098
Feb (Dec)	155,093	141,667	156,234	39,666
Mar (Jan)	187,546	141,667	214,375	112,374
Apr (Feb)	108,793	141,667		
May (Mar)	125,331	141,667		
Jun (Apr)	142,480	141,667		
Jul (May)	134,859	141,667		
Aug (Jun)	135,442	141,667		
Sep (Jul)	137,690	141,667		
Oct (Aug)	141,552	141,667		
Nov (Sep)	135,615	141,667		
Dec (Oct)	151,887	141,667		
YTD Totals	\$ 1,696,454	\$ 1,700,000	\$ 537,374	

Income Tax

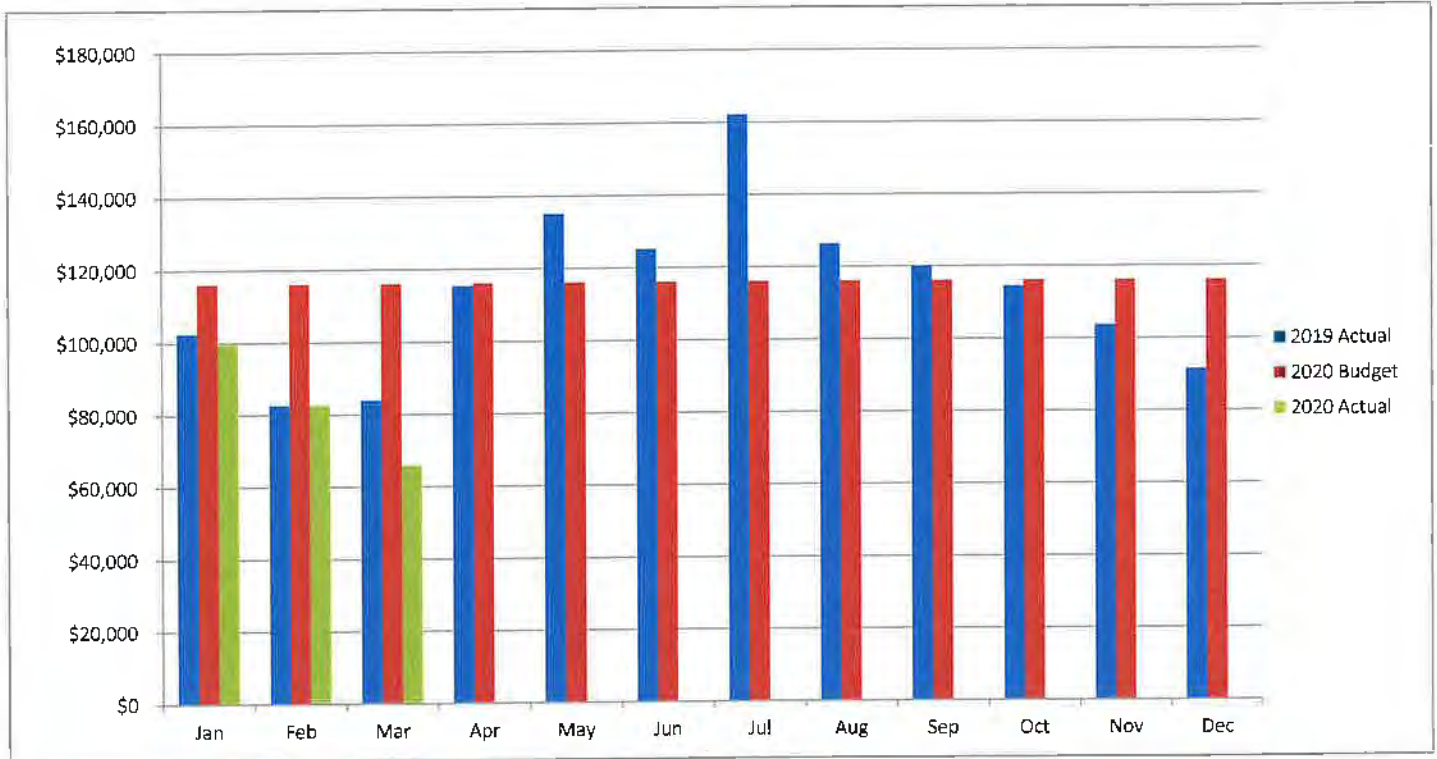


2018-2019		
Month	Liab Pd	2019 Actual
Jan	Dec-18	\$ 430,566
Feb	Jan-19	518,005
Mar	Jan-19	311,906
Apr	Jan-19	500,986
May	Feb-19	1,042,123
Jun	Feb-19	325,451
Jul	Mar-19	486,704
Aug	Mar-19	348,884
Sep	Mar-19	308,780
Oct	Apr-19	550,920
Nov	Apr-19	359,560
Dec	May-19	339,769
YTD Totals		<u>\$ 5,523,654</u>

2019-2020			
Month	2020 Budget	Liab Pd	2020 Actual
Jan	\$ 456,250	Dec-18	\$ 474,910
Feb	456,250	Jan-19	489,288
Mar	456,250	Jan-19	363,834
Apr	456,250	Jan-19	
May	456,250	Feb-19	
Jun	456,250	Feb-19	
Jul	456,250	Mar-19	
Aug	456,250	Mar-19	
Sep	456,250	Mar-19	
Oct	456,250	Apr-19	
Nov	456,250	Apr-19	
Dec	456,250	May-19	
	<u>\$ 5,475,000</u>		<u>\$ 1,328,032</u>

**Cumulative
Variance
2020 Actual
vs. Budget**
\$ 18,660
51,698
(40,718)

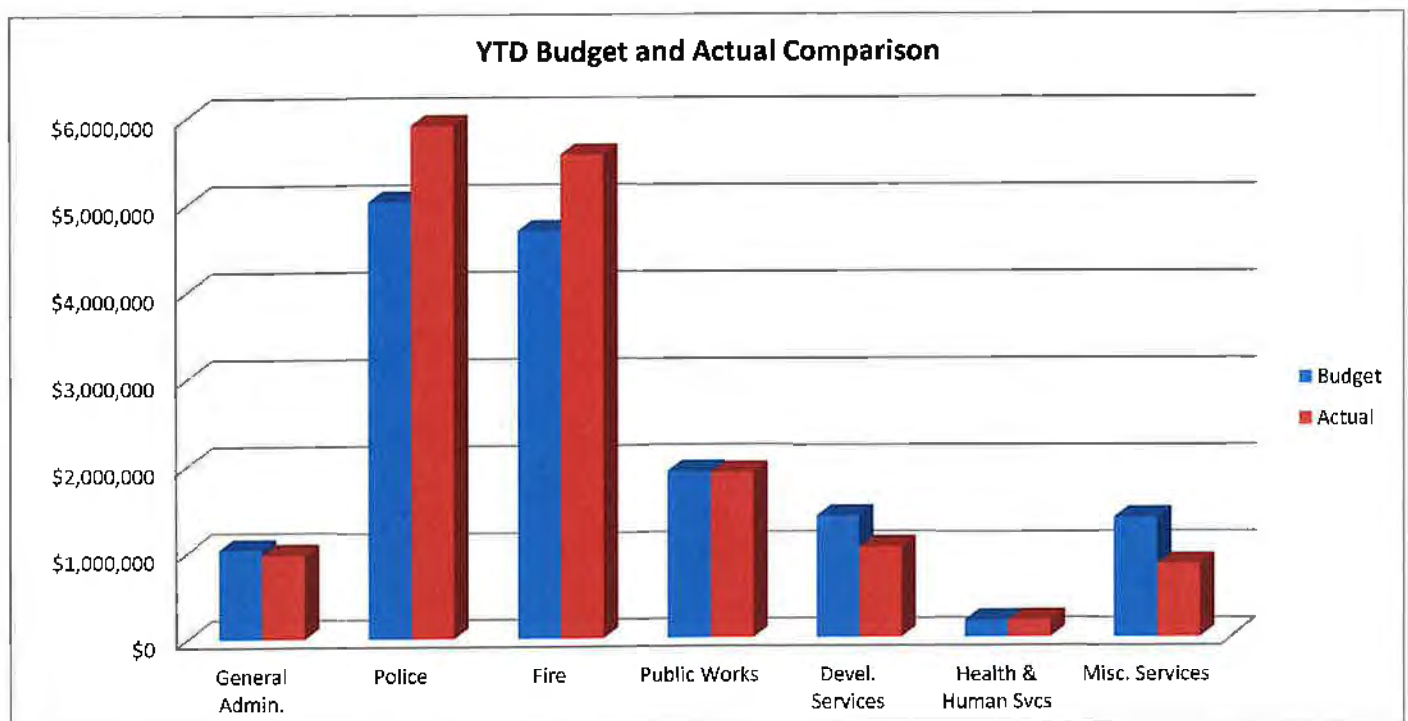
Fines



<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 102,529	\$ 116,017	\$ 99,709	\$ (16,308)
Feb	82,643	116,017	82,607	(49,717)
Mar	84,003	116,017	65,923	(99,811)
Apr	115,421	116,017		
May	135,100	116,017		
Jun	125,188	116,017		
Jul	162,077	116,017		
Aug	126,391	116,017		
Sep	120,110	116,017		
Oct	114,448	116,017		
Nov	103,679	116,017		
Dec	91,469	116,017		
YTD Totals	\$ 1,363,058	\$ 1,392,200	\$ 248,239	

Expenditures: General Fund expenditures in March were \$1,841,144 above the budgeted figure of \$5,210,033. The summary of year-to-date actuals versus budgeted expenditures shown below reflect mostly positive variances for the Village departments for the year. Emergency Operations is over budget due to the annual Joint Emergency Management Membership Assessment payment, which happens at the beginning of every year. Police and Fire are over budget due to their pension contribution expenses, which are directly tied to the Village's receipt of property taxes. When property taxes are received, the pension contribution expense (transfer of property tax revenue to the Pension Funds) occurs.

EXPENDITURES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 96,688	\$ 92,957	3.9%
Administration	171,258	183,840	-7.3%
Legal	138,853	61,315	55.8%
Finance	288,615	306,079	-6.1%
Village Clerk	56,100	55,911	0.3%
HRM	141,720	126,671	10.6%
Communications	64,538	68,397	-6.0%
Cable TV	49,948	40,069	19.8%
Emergency Operations	21,503	35,558	-65.4%
Police	5,023,963	5,901,038	-17.5%
Fire	4,688,098	5,561,893	-18.6%
Public Works	1,917,135	1,906,188	0.6%
Development Services	1,398,233	1,044,347	25.3%
H&HS	192,123	195,954	-2.0%
Miscellaneous	1,380,611	846,319	38.7%
TOTAL	\$ 15,629,381	\$ 16,426,536	-5.1%



Department News

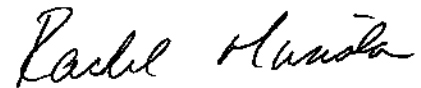
During the month of March, Finance staff attended the following training sessions:

- Attended FEMA ICS-300 level training in regards to emergency preparedness (Finance Director).

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

- Attended multiple webinars relating to COVID-19 and the financial aspect of our emergency response (Finance Director, Assistant Director, and Fiscal Operations Manager).
- Audit fieldwork began and the external auditors have worked on-site and remotely reviewing all of the financial activity for FY2019.

Respectfully Submitted,



Rachel Musiala

MONTHLY REPORT STATISTICS

March-20

	<u>Mar-20</u>	<u>YTD Mar-20</u>	<u>Mar-19</u>	<u>YTD Mar-19</u>	<u>% Inc / Dec</u>	
					<u>Month</u>	<u>Year</u>
Credit Card Transactions						
Finance and Code Front Counter						
Number	275	1,204	461	1,266	-40.3%	-4.9%
Amount	\$ 41,755	160,423	\$ 70,833	174,933	-41.1%	-8.3%
Internet Sales						
Number	2,180	6,856	2,253	6,643	-3.2%	3.2%
Amount	\$ 279,462	843,220	\$ 260,694	737,768	7.2%	14.3%
Total						
Number	2,455	8,060	2,714	7,909	-9.5%	1.9%
Amount	\$ 321,217	1,003,643	\$ 331,528	\$ 912,701	-3.1%	10.0%
Credit Card Company Fees						
General Fund	\$ 763	836	\$ 37	126	1989.4%	562.4%
Water Fund	3,360	10,304	2,518	7,066	33.4%	45.8%
Total Fees	\$ 4,123	\$ 11,140	\$ 2,556	\$ 7,192	61.3%	54.9%
Accounts Receivable						
Invoices Mailed						
Number	55	240	73	175	-24.7%	37.1%
Amount	\$ 107,146	348,208	\$ 135,361	321,967	-20.8%	8.2%
Invoices Paid						
Number	58	254	64	153	-9.4%	66.0%
Amount	\$ 85,346	366,328	\$ 122,413	324,441	-30.3%	12.9%
Reminders Sent						
Number	7	56	2	29	250.0%	93.1%
Amount	\$ 1,221	28,161	\$ 225	14,404	441.7%	95.5%
Accounts Payable						
Checks Issued						
Number	326	1,003	374	1,115	-12.8%	-10.0%
Amount	\$ 2,322,953	5,990,217	\$ 1,640,888	12,996,744	41.6%	-53.9%
Manual Checks Issued						
Number	28	93	20	80	40.0%	16.3%
As % of Total Checks	8.59%	9.27%	5.35%	7.17%	60.6%	29.2%
Amount	\$ 37,879	120,079	\$ 29,358	8,573,742	29.0%	-98.6%
As % of Total Checks	1.63%	2.00%	1.79%	65.97%	-8.9%	-97.0%
Utility Billing						
New Utility Accounts	121	309	126	298	-4.0%	3.7%
Bills Mailed / Active Accounts	15,740	47,214	15,680	47,034	0.4%	0.4%
Final Bills Mailed	121	309	126	298	-4.0%	3.7%
Shut-Off Notices	111	2,790	1,429	4,839	-92.2%	-42.3%
Actual Shut-Offs	-	188	115	372	-100.0%	-49.5%
Total Billings	\$ 1,753,402	5,433,959	\$ 1,655,723	5,260,329	5.9%	3.3%
Direct Debit (ACH) Program						
New Accounts	57	246	32	251	78.1%	-2.0%
Total Accounts	4,450	13,199	3,719	10,826	19.7%	21.9%
As % of Active Accounts	28.27%	27.96%	23.72%	23.02%	4.6%	21.5%
Water Payments Received in Current Month						
Total Bills Mailed	15,740	47,214	15,680	47,034	0.4%	0.4%
ACH Payments	4,450	13,199	3,719	10,826	19.7%	21.9%
ACH Payments-% of Total Bills	28.27%	27.96%	23.72%	23.02%	19.2%	21.5%
On-line Payments (Internet Sales)	1,705	5,397	1,911	5,452	-10.8%	-1.0%
On-line Payments-% of Total Bills	10.83%	11.43%	12.19%	11.59%	-11.1%	-1.4%
Over-the-phone Payments	548	1,577	575	1,863	-4.7%	-15.4%
Over-the-phone Payments-% of Total Bills	3.48%	3.34%	3.67%	3.96%	-5.1%	-15.7%
Mail-in Payments	8,675	26,493	9,427	28,291	-8.0%	-6.4%
Mail-in Payments-% of Total Bills	55.11%	56.11%	60.12%	60.15%	-8.3%	-6.7%

WATER BILLING ANALYSIS
March 31, 2020

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
March	3,914	3,845	3,916
April	4,242	4,206	4,227
May	4,257	4,213	4,051
June	4,595	4,633	4,326
July	5,214	4,505	4,395
August	4,965	5,439	5,438
September	4,951	4,782	4,952
October	5,003	4,379	4,157
November	4,375	4,147	4,087
December	4,198	4,170	4,096
January	4,538	4,403	4,342
February	4,486	4,480	4,234
March	3,845	3,916	4,020
13 Month Average -	4,506	4,394	4,326
% Change -	-0.7%	-2.5%	-1.5%

Total Water Customers

Average Bill

<u>Customer Type</u>	<u>Customer Type</u>			<u>Customer Type</u>	<u>Customer Type</u>		
	<u>Mar-19</u>	<u>Mar-20</u>	<u>% Change</u>		<u>Mar-19</u>	<u>Mar-20</u>	<u>% Change</u>
Residential	14,755	14,813	0.4%	Residential	\$ 54.06	\$ 56.99	5.4%
Commercial	925	927	0.2%				
Total	15,680	15,740	0.4%				

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

	<u>Month-To-Date</u>				<u>Year-To-Date</u>		
	<u>Mar-19</u>	<u>Mar-20</u>	<u>% Change</u>		<u>Mar-19</u>	<u>Mar-20</u>	<u>% Change</u>
Residential	58	60	3.4%	Residential	189	187	-1.1%
Commercial	35	37	5.7%	Commercial	114	117	2.6%
	93	97	4.3%		303	304	0.3%

STATEMENT OF INVESTMENTS-VILLAGE
As of March 31, 2020

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>General Fund</u>						
Illinois Funds - General	09/30/86		5,231,409.47			1.229
Illinois Funds - Veterans Memorial	05/01/92		313.08			1.229
IMET Convenience Fund	10/20/05		2,857.93			0.780
Citibank SDA	11/07/08		4,239,282.10			1.500
Chase Money Market	03/06/18		1,646,263.35			1.490
CD with PMA	08/22/13		10,975,100.00	10,975,100.00	11,165,914.07	0.375
			<u>22,095,225.93</u>			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		409.25			1.229
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,360.43			1.229
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		55,838.60			1.229
<u>Asset Seizure - BATTLE</u>						
Illinois Funds	07/10/08		843.48			1.229
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		7,952.94			1.229
<u>2005A G.O. Debt Serv.</u>						
Illinois Funds	11/30/04		309,092.49			1.229
<u>Central Road Corridor Improv.</u>						
Illinois Funds	12/15/88		9,777.35			1.229
Citibank SDA	11/07/08		3,778.61			1.500
			<u>13,555.96</u>			
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		11,225.18			1.229
Citibank SDA	02/10/11		259,390.47			1.500
			<u>270,615.65</u>			
<u>Western Corridor</u>						
Illinois Funds	06/30/01		38,475.74			1.229
CD with PMA	08/22/13		3,172,700.00	3,172,700.00	3,242,830.20	
Citibank SDA	01/07/09		421,331.78			1.500
			<u>3,632,507.52</u>			

STATEMENT OF INVESTMENTS-VILLAGE
As of March 31, 2020

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Prairie Stone Capital</u>						
Illinois Funds	08/22/91		1,072,130.29			1.229
Citibank SDA	02/10/11		241,486.51			-
			<u>1,313,596.80</u>			
<u>Road Improvement</u>						
Illinois Funds	01/01/15		2,023,398.67			1.500
Citibank SDA			907,291.86			
			<u>2,930,690.53</u>			
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		1,251.62			1.229
Citibank SDA	01/07/09		248,422.07			1.500
			<u>249,673.69</u>			
<u>Capital Vehicle & Equipment</u>						
Illinois Funds	12/31/96		23,396.71			1.229
Citibank SDA	01/07/09		71,242.09			1.500
			<u>94,638.80</u>			
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,306.27			1.229
Citibank SDA	11/07/08		328,372.98			1.500
			<u>331,679.25</u>			
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		10,225.65			1.229
Citibank SDA	11/07/08		245,079.59			1.500
Chase Money Market CD with PMA	03/06/18		3,743,696.71			1.490
			500,000.00	500,000.00	507,941.37	
			<u>4,499,001.95</u>			
<u>Water and Sewer-2017 Bond Projects</u>						
Citibank SDA	09/13/17		1,821,517.73			1.500
CD with PMA	09/13/17		1,890,000.00	1,890,000.00	1,905,046.78	
			<u>3,711,517.73</u>			
<u>Water and Sewer-2019 Bond Projects</u>						
Citibank SDA	09/13/17		5,359,032.98			1.500
<u>Sears Operating</u>						
Illinois Funds			2,562.74			
Citibank SDA			144,305.28	246,600.00	252,045.19	
CD with PMA			246,600.00	-	-	
			<u>393,468.02</u>			

STATEMENT OF INVESTMENTS-VILLAGE

As of March 31, 2020

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Sears Centre</u>						
H.E. Community Bank-MaxSafe			1,019,060.09			
			<u>1,019,060.09</u>			
<u>Insurance</u>						
Illinois Funds	11/10/87		16,403.54			1.229
Citibank SDA	11/07/08		1,163,920.52			1.500
CD with PMA	08/22/13		993,200.00	993,200.00	1,012,031.75	0.375
			<u>2,173,524.06</u>			
<u>Information Systems</u>						
Illinois Funds	02/01/98		80,919.82			1.229
Citibank SDA	11/07/08		610,936.87			
			<u>691,856.69</u>			
<u>EDA Special Tax Alloc.</u>						
Citibank SDA	11/07/08		10,400,426.36			
<u>Roselle Road TIF</u>						
Illinois Funds	09/30/03		7,597.83			1.229
Citibank SDA	11/07/08		114,947.98			1.500
			<u>122,545.81</u>			
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		118,774.37			1.229
<u>2019 Captial Project Fund</u>						
Citibank SDA	09/13/17		1,729,942.78			1.500
Total Investments			<u>\$ 61,529,832.16</u>			
Total Invested Per Institution				Percent Invested		
Illinois Funds			9,029,665.52	14.68		
IMET Convenience Fund			2,857.93	0.00		
Chase Money Market			5,389,960.06	8.76		
CD with PMA			17,777,600.00	28.89		
HE Community Bank-MaxSafe			1,019,060.09	1.66		
Citibank at PMA			28,310,688.56	46.01		
			<u>\$61,529,832.16</u>	100.00		

STATEMENT OF INVESTMENTS-VILLAGE

As of March 31, 2020

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
Total Invested Per Institution Excluding all Trust and EDA Funds						Percent Invested
Illinois Funds			7,957,535.23			15.97
IMET			2,857.93			0.01
HE Community Bank-MaxSafe			1,019,060.09			2.05
Chase Money Market			5,389,960.06			10.82
CD with PMA			17,777,600.00			35.69
Citibank at PMA			17,668,795.69			35.47
			<u>\$49,815,809.00</u>			<u>100.00</u>
Total Invested Per Fund						
Total Investments - Operating Funds					\$41,583,287.98	
Total Investments - Debt Service Funds					\$309,092.49	
Total Investments - Trust Funds					\$0.00	
Total Investments - Capital Projects Funds					\$19,637,451.69	
Total Investments - All Funds					<u>\$61,529,832.16</u>	

PMA CERTIFICATE OF DEPOSITS

March 31, 2020

	Settlement	Maturity	Cost	Interest Rate
GENERAL FUND				
Granite Community Bank/First NB of Cold Spring	06/25/19	06/24/20	244,800.00	2.100%
Financial Federal Bank	06/25/19	06/24/20	244,400.00	2.250%
Bank 7	06/25/19	06/24/20	244,200.00	2.327%
Premier Bank	06/25/19	06/24/20	244,400.00	2.249%
Servisfirst Bank	06/25/19	06/24/20	22,200.00	2.330%
Pacific Western Bank	07/25/19	04/20/20	246,200.00	2.070%
First National Bank/The First, NA	07/25/19	04/20/20	246,400.00	1.960%
East Boston Savings Bank	07/25/19	04/20/20	246,400.00	1.940%
Southside Bank	07/25/19	04/20/20	246,500.00	1.910%
Great Midwest Bank	07/25/19	04/20/20	246,500.00	1.890%
Merrick Bank	07/25/19	04/20/20	246,500.00	1.880%
Crystal Lake B&TC, NA - Wintrust	07/25/19	04/20/20	246,600.00	1.840%
Hinsdale B&TC, NA - Wintrust	07/25/19	04/20/20	246,600.00	1.840%
Village Bank & Trust - Wintrust	07/25/19	04/20/20	246,600.00	1.840%
Wheaton Bank & Trust - Wintrust	07/25/19	04/20/20	246,600.00	1.840%
Wintrust Bank	07/25/19	04/20/20	246,600.00	1.840%
Veritex Community Bank/Green Bank	07/25/19	04/20/20	246,600.00	1.840%
Bank of China, NY	08/01/19	07/30/20	1,767,000.00	2.220%
Bank of China, NY	10/03/19	10/01/20	1,750,000.00	1.860%
Bank of China, NY	12/05/19	12/03/20	3,500,000.00	1.597%
GENERAL FUND TOTALS:			\$ 10,975,100.00	
WESTERN CORRIDOR FUND				
Bank of China	05/21/19	05/21/20	243,400.00	2.638%
Moderrn Bank, National Association	05/21/19	05/21/20	244,100.00	2.370%
Rockford B&TC	05/21/19	05/21/20	244,000.00	2.393%
Texas Capital Bank	05/21/19	05/21/20	243,900.00	2.433%
Servisfirst Bank	06/25/19	06/24/20	222,000.00	2.330%
Allegiance Bank Texas	06/25/19	06/24/20	244,400.00	2.239%
Newbank, NA	06/25/19	06/24/20	244,200.00	2.339%
Sonabank	06/25/19	06/24/20	243,500.00	2.589%
Bank of China, NY	08/01/19	07/30/20	493,200.00	2.220%
Bank of China, NY	10/03/19	10/01/20	250,000.00	1.860%
Bank of China, NY	12/05/19	12/03/20	500,000.00	1.597%
WESTERN CORRIDOR TOTALS:			\$ 3,172,700.00	
WATER & SEWER FUND				
Bank of China, NY	12/05/19	12/03/20	500,000.00	1.597%
WATER & SEWER TOTALS:			\$ 500,000.00	
SEARS CENTRE FUND				
Bank of China, NY	08/01/19	07/30/20	246,600.00	2.220%
SEARS CENTRE TOTALS:			\$ 246,600.00	
INSURANCE FUND				
Bank of China, NY	08/01/19	07/30/20	493,200.00	2.220%
Bank of China, NY	12/05/19	12/03/20	500,000.00	1.597%
INSURANCE TOTALS			\$ 993,200.00	

PMA CERTIFICATE OF DEPOSITS

March 31, 2020

	<u>Settlement</u>	<u>Maturity</u>	<u>Cost</u>	<u>Interest Rate</u>
2017 BOND PROCEEDS FUND				
Bank of China, NY	12/05/19	06/04/20	1,890,000.00	1.601%
2017 BOND PROCEEDS TOTALS:			\$ 1,890,000.00	
		TOTAL: \$	17,777,600.00	

**OPERATING REPORT SUMMARY
REVENUES**

March 31, 2020

	<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	8,914,510	4,960,403	9,964,510	5,853,019	16,314,510	35.9%	
Hotel Tax	110,417	79,749	331,250	236,271	1,325,000	17.8%	
Real Estate Transfer Tax	81,250	78,510	243,750	231,611	975,000	23.8%	
Home Rule Sales Tax	291,667	339,755	875,000	932,538	3,500,000	26.6%	
Telecommunications Tax	103,500	102,651	310,500	320,087	1,242,000	25.8%	
Property Tax - Fire	619,315	1,485,471	928,973	1,753,763	3,715,890	47.2%	
Property Tax - Police	725,650	1,669,167	1,088,475	1,970,973	4,353,900	45.3%	
Other Taxes	86,715	50,846	260,145	212,658	1,040,580	20.4%	
Total Taxes	10,933,023	8,766,552	14,002,603	11,510,919	32,466,880	35.5%	
Business Licenses	80,000	17,815	80,000	25,874	370,000	7.0%	
Liquor Licenses	60,500	5,260	60,500	5,514	283,000	1.9%	
Building Permits	89,583	37,924	268,750	385,610	1,075,000	35.9%	
Other Licenses & Permits	1,125	82	3,375	579	13,500	4.3%	
Total Licenses & Permits	231,208	61,080	412,625	417,576	1,741,500	24.0%	
Sales Tax	650,000	774,498	1,950,000	2,097,276	7,800,000	26.9%	
Local Use Tax	141,667	214,375	425,000	537,373	1,700,000	31.6%	
State Income Tax	456,250	363,834	1,368,750	1,328,032	5,475,000	24.3%	
Replacement Tax	17,825	9,669	53,475	52,383	213,900	24.5%	
Other Intergovernmental	41,426	169,825	124,278	220,170	497,110	44.3%	
Total Intergovernmental	1,307,168	1,532,200	3,921,503	4,235,234	15,686,010	27.0%	
Engineering Fees	25,000	-	75,000	13,613	300,000	4.5%	
Ambulance Fees	141,667	149,137	425,000	455,295	1,700,000	26.8%	
Police Hireback	35,417	45,879	106,250	128,663	425,000	30.3%	
Lease Payments	62,850	60,854	188,550	197,699	754,200	26.2%	
Cable TV Fees	-	-	200,000	188,478	800,000	23.6%	
4th of July Proceeds	2,500	2,500	2,500	2,500	87,750	2.8%	
Employee Payments	108,333	122,537	325,000	388,039	1,300,000	29.8%	
Hireback - Arena	15,479	39,205	46,438	66,822	185,750	36.0%	
Rental Inspection Fees	-	3,544	150,000	252,075	300,000	84.0%	
Other Charges for Services	75,292	78,511	225,875	247,943	903,500	27.4%	
Total Charges for Services	466,538	502,168	1,744,613	1,941,127	6,756,200	28.7%	
Court Fines-County	15,000	4,579	45,000	16,237	180,000	9.0%	
Ticket Fines-Village	31,350	24,709	94,050	106,256	376,200	28.2%	
Overweight Truck Fines	500	340	1,500	870	6,000	14.5%	
Red Light Camera Revenue	56,667	35,322	170,000	116,088	680,000	17.1%	
Local Debt Recovery	12,500	973	37,500	8,787	150,000	5.9%	
Total Fines & Forfeits	116,017	65,923	348,050	248,238	1,392,200	17.8%	
Total Investment Earnings	41,667	25,234	125,000	90,932	500,000	18.2%	
Reimburse/Recoveries	22,500	3,961	67,500	26,492	270,000	9.8%	
S.Barrington Fuel Reimbursement	2,500	2,715	7,500	8,107	30,000	27.0%	
Shaumburg Twn Fuel Reimbursement	2,500	2,946	7,500	9,010	30,000	N/A	
Tollway Payments	833	800	2,500	5,400	10,000	54.0%	
Other Miscellaneous	22,308	632	66,925	16,599	267,700	6.2%	
Total Miscellaneous	50,642	11,054	151,925	65,608	607,700	10.8%	
Total Operating Transfers In	25,000	38,902	75,000	125,449	300,000	41.8%	
Total General Fund	13,171,262	11,003,113	20,781,318	18,635,084	59,450,490	31.3%	25.0%

**OPERATING REPORT SUMMARY
REVENUES**

March 31, 2020

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
Water & Sewer Fund							
Water Sales	1,604,333	1,435,674	4,813,000	4,469,158	19,252,000	23.2%	
Connection Fees	4,167	-	12,500	3,960	50,000	7.9%	
Cross Connection Fees	3,167	3,220	9,500	9,636	38,000	25.4%	
Penalties	8,333	10,544	25,000	32,692	100,000	32.7%	
Investment Earnings	5,000	3,499	15,000	15,115	60,000	25.2%	
Other Revenue Sources	8,833	5,327	26,500	32,381	106,000	30.5%	
Capital Projects	-	5,866	-	33,219	4,138,000	0.8%	
Total Water Fund	1,633,833	1,464,130	4,901,500	4,596,162	23,744,000	19.4%	25.0%
Motor Fuel Tax Fund	185,667	159,805	557,000	549,612	2,228,000	24.7%	
Community Dev. Block Grant Fund	24,792	-	74,375	-	297,500	0.0%	
Asset Seizure Fund	333	47,997	1,000	49,108	4,000	1227.7%	
Municipal Waste System Fund	250,646	295,709	751,938	759,768	3,007,750	25.3%	
Sears Centre Operating Fund	317,798	233,058	953,395	736,268	3,813,580	19.3%	
Sears Centre Activity Fund	925,773	1,031,805	2,777,320	1,321,518	11,109,280	11.9%	
Stormwater Management	90,583	45,276	271,750	135,750	1,087,000	12.5%	
Insurance Fund	135,656	125,229	406,968	379,898	1,627,870	23.3%	
Roselle Road TIF	25,417	101,289	76,250	101,902	305,000	33.4%	
Barrington/Higgins TIF	50,728	42,101	152,185	182,908	608,740	30.0%	
Lakewood Center TIF	22,475	1,020	67,425	2,040	269,700	0.8%	
Higgins/Hassell TIF	25,042	202,894	75,125	202,894	300,500	67.5%	
Information Systems	146,457	144,379	439,370	437,870	1,757,480	24.9%	
Total Spec Rev. & Int. Svc. Fund	2,201,367	2,430,563	6,604,100	4,859,537	26,416,400	18.4%	
TOTAL OPERATING FUNDS	17,006,462	14,897,806	32,286,918	28,090,783	109,610,890	25.6%	25.0%
2015A & C G.O. Debt Service	356	356	1,300	1,300	3,504,740	0.0%	
2015B G.O. Debt Service	-	-	-	-	121,600	0.0%	
2016 G.O. Debt Service	193,274	193,274	228,005	228,005	438,800	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	179,350	0.0%	
2018 G.O. Debt Service	743,479	743,479	901,212	901,212	2,750,200	0.0%	
2019 G.O. Debt Service	-	-	-	-	136,700	0.0%	
TOTAL DEBT SERV. FUNDS	937,109	937,109	1,130,517	1,130,517	7,131,390	15.9%	25.0%
Central Rd. Corridor Fund	50	15	150	74	600	12.4%	
Hoffman Blvd Bridge Maintenance	417	75	1,250	730	5,000	14.6%	
Western Corridor Fund	4,167	6,131	12,500	23,048	50,000	46.1%	
Prairie Stone Capital Fund	833	1,289	2,500	8,037	10,000	80.4%	
Central Area Rd. Impr. Imp. Fee	-	15	-	57	-	0.0%	
Western Area Traffic Impr.	-	3	-	12	-	N/A	
Western Area Traffic Impr. Impact Fee	-	8	-	29	-	0.0%	
Capital Improvements Fund	177,300	234,029	531,900	699,962	2,127,600	32.9%	
Capital Vehicle & Equipment Fund	133,243	129,406	399,728	388,461	1,598,910	24.3%	
Capital Replacement Fund	58,750	58,436	176,250	175,921	705,000	25.0%	
2015 Project Fund	-	802	-	5,035	-	N/A	
Road Improvement Fund	691,759	569,507	2,075,278	1,759,477	8,301,110	21.2%	
TOTAL CAP. PROJECT FUNDS	1,066,518	999,717	3,199,555	3,060,844	12,798,220	23.9%	25.0%
Police Pension Fund	506,025	1,737,437	1,518,075	453,617	6,072,300	7.5%	
Fire Pension Fund	490,649	(2,537,796)	1,471,948	(2,272,453)	5,887,790	-38.6%	
TOTAL TRUST FUNDS	996,674	(800,359)	2,990,023	(1,818,836)	11,960,090	-15.2%	25.0%
TOTAL ALL FUNDS	20,006,763	16,034,273	39,607,012	30,463,308	141,500,590	21.5%	25.0%

OPERATING REPORT SUMMARY
EXPENDITURES
March 31, 2020

	<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	32,229	37,219	96,688	92,957	386,750	24.0%	
Administration	57,086	67,245	171,258	183,840	685,030	26.8%	
Legal	46,284	19,552	138,853	61,315	555,410	11.0%	
Finance	96,205	90,466	288,615	306,079	1,154,460	26.5%	
Village Clerk	18,700	17,456	56,100	55,911	224,400	24.9%	
Human Resource Mgmt.	47,240	40,563	141,720	126,671	566,880	22.3%	
Communications	21,513	16,010	64,538	68,397	258,150	26.5%	
Cable TV	16,649	11,719	49,948	40,069	199,790	20.1%	
Emergency Operations	7,168	5,373	21,503	35,558	86,010	41.3%	
Total General Admin.	343,073	305,603	1,029,220	970,796	4,116,880	23.6%	25.0%
Police Department							
Administration	134,009	184,291	402,028	441,398	1,608,110	27.4%	
Juvenile Investigations	47,516	86,849	142,548	213,439	570,190	37.4%	
Tactical	89,213	165,439	267,638	326,742	1,070,550	30.5%	
Patrol and Response	968,991	1,848,197	2,906,973	3,638,524	11,627,890	31.3%	
Traffic	105,236	116,459	315,708	266,264	1,262,830	21.1%	
Investigations	126,937	217,643	380,810	433,117	1,523,240	28.4%	
Community Relations	1,131	27	3,393	1,220	13,570	9.0%	
Communications	58,678	-	176,035	143,581	704,140	20.4%	
Canine	16,551	30,365	49,653	59,449	198,610	29.9%	
Special Services	16,628	16,988	49,883	48,798	199,530	24.5%	
Records	27,008	23,186	81,023	76,892	324,090	23.7%	
Administrative Services	82,758	77,995	248,275	251,614	993,100	25.3%	
Total Police	1,674,654	2,767,438	5,023,963	5,901,038	20,095,850	29.4%	25.0%
Fire Department							
Administration	92,874	119,462	278,623	295,690	1,114,490	26.5%	
Public Education	6,079	10,885	18,238	19,537	72,950	26.8%	
Suppression	742,311	1,262,039	2,226,933	2,629,323	8,907,730	29.5%	
Emer. Med. Serv.	667,320	1,203,798	2,001,960	2,459,722	8,007,840	30.7%	
Prevention	50,415	25,201	151,245	144,548	604,980	23.9%	
Fire Stations	3,700	1,135	11,100	13,074	44,400	29.4%	
Total Fire	1,562,699	2,622,520	4,688,098	5,561,893	18,752,390	29.7%	25.0%
Public Works Department							
Administration	32,779	30,582	98,338	94,237	393,350	24.0%	
Snow/Ice Control	154,966	320,980	464,898	773,678	1,859,590	41.6%	
Pavement Maintenance	45,396	30,206	136,188	101,615	544,750	18.7%	
Forestry	97,147	55,879	291,440	188,705	1,165,760	16.2%	
Facilities	105,836	73,201	317,508	229,325	1,270,030	18.1%	
Fleet Services	108,274	109,473	324,823	291,047	1,299,290	22.4%	
F.A.S.T.	15,598	10,840	46,793	31,782	187,170	17.0%	
Storm Sewers	12,623	9,517	37,868	28,668	151,470	18.9%	
Traffic Control	66,428	50,965	199,283	167,131	797,130	21.0%	
Total Public Works	639,045	691,643	1,917,135	1,906,188	7,668,540	24.9%	25.0%

OPERATING REPORT SUMMARY
EXPENDITURES
March 31, 2020

	<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	33,518	29,117	100,553	97,832	402,210	24.3%	
Planning	51,599	24,535	154,798	95,505	619,190	15.4%	
Code Enforcement	134,757	124,428	404,270	406,306	1,617,080	25.1%	
Transportation & Engineering	114,843	104,336	344,528	330,110	1,378,110	24.0%	
Economic Development	131,362	37,672	394,085	114,594	1,576,340	7.3%	
Total Development Services	466,078	320,088	1,398,233	1,044,347	5,592,930	18.7%	25.0%
Health & Human Services	64,041	61,142	192,123	195,954	768,490	25.5%	25.0%
Miscellaneous							
4th of July	726	726	1,461	1,461	155,070	0.9%	
Police & Fire Comm.	6,975	1,150	20,925	1,204	83,700	1.4%	
Misc. Boards & Comm.	20,178	10,505	60,533	31,255	242,130	12.9%	
Misc. Public Improvements	432,564	270,362	1,297,693	812,399	5,190,770	15.7%	
Total Miscellaneous	460,443	282,743	1,380,611	846,319	5,671,670	14.9%	25.0%
Total General Fund	5,210,033	7,051,177	15,629,381	16,426,536	62,666,750	26.2%	25.0%
Water & Sewer Fund							
Water Department	1,116,739	968,073	3,350,218	3,097,015	13,400,870	23.1%	
Sewer Department	186,904	155,966	560,713	506,301	2,242,850	22.6%	
Billing Division	72,843	74,236	218,530	212,584	874,120	24.3%	
Capital Projects Division	-	-	-	-	3,908,320	0.0%	
2015 Bond Capital Projects	-	-	3,465	3,465	421,250	0.8%	
2017 Bond Capital Projects	47,279	47,279	70,151	70,151	1,913,120	3.7%	
2018 Bond Capital Projects	-	-	-	-	247,640	0.0%	
2019 Bond Capital Projects	1,262,465	1,262,465	2,416,483	2,416,483	622,530	388.2%	
Total Water & Sewer	2,686,230	2,508,018	6,619,558	6,305,998	23,630,700	26.7%	25.0%
Motor Fuel Tax	227,295	227,295	680,057	680,057	2,710,000	25.1%	
Community Dev. Block Grant Fund	-	-	-	-	297,500	0.0%	
Asset Seizure Fund	26,779	34,758	80,338	113,127	321,350	35.2%	
Municipal Waste System	260,069	256,875	780,208	574,956	3,120,830	18.4%	
Sears Centre Operating Fund	329,174	55,027	987,523	148,394	3,950,090	3.8%	
Sears Centre Activity Fund	925,773	905,328	2,777,320	1,327,931	11,109,280	12.0%	
Stormwater Management	88,679	-	266,038	-	1,064,150	0.0%	
Insurance	148,459	67,677	445,378	738,932	1,781,510	41.5%	
Information Systems	183,957	127,525	551,870	323,314	2,207,480	14.6%	
Roselle Road TIF	76,250	-	228,750	-	915,000	0.0%	
Barrington/Higgins TIF	375	-	1,125	-	4,500	0.0%	
Lakewood Center TIF	22,425	1,020	67,275	2,040	269,100	0.8%	
Higgins/Hassell TIF	404	-	1,213	-	4,850	0.0%	
TOTAL OPERATING FUNDS	10,185,902	11,234,699	29,116,031	26,641,284	114,053,090	23.4%	25.0%
2015A G.O. Debt Service	-	-	-	-	3,504,740	0.0%	
2015 G.O. Debt Service	-	-	-	-	121,600	0.0%	
2016 G.O. Debt Service	-	-	-	-	439,300	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	179,350	0.0%	
2018 G.O. Debt Service	-	-	-	-	2,750,200	0.0%	
2019 G.O. Debt Service	-	-	-	-	136,700	0.0%	
TOTAL DEBT SERV. FUNDS	-	-	-	-	7,131,890	0.0%	25.0%

**OPERATING REPORT SUMMARY
EXPENDITURES
March 31, 2020**

	<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>			
Western Corridor Fund	-	23,333	46,667	69,999	280,000	25.0%	
Hoffman Blvd Bridge Maintenance	4,333	-	13,000	-	52,000	N/A	
Prairie Stone Capital	123,125	4,167	369,375	21,059	1,477,500	1.4%	
Capital Improvements Fund	182,763	120,833	548,288	362,499	2,193,150	16.5%	
Capital Vehicle & Equipment Fund	133,076	257,972	399,228	666,314	1,596,910	41.7%	
Capital Replacement Fund	4,000	15,000	12,000	15,000	48,000	31.3%	
Road Improvement Fund	731,759	-	2,195,278	3,441	8,781,110	0.0%	
TOTAL CAP. PROJECT FUNDS	1,179,056	421,305	3,583,834	1,138,311	14,428,670	7.9%	25.0%
Police Pension Fund	571,451	580,438	1,714,353	1,751,974	6,857,410	25.5%	
Fire Pension Fund	517,438	527,522	1,552,315	1,565,273	6,209,260	25.2%	
TOTAL TRUST FUNDS	1,088,889	1,107,960	3,266,668	3,317,246	13,066,670	25.4%	25.0%
TOTAL ALL FUNDS	12,453,847	12,763,964	35,966,533	31,096,841	148,680,320	20.9%	25.0%



2020 MARCH MONTHLY REPORT

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March Synopsis

- The project to move from CommunityPLUS to Community Development continued this month.
- We began using the customs installed for the Smart Meter project in our production databases this month, after some final testing in the testing environment.
- With the onset of the Covid-19 Pandemic, our focus turned to assisted departments with needed tracking documents and modification to Payroll tables to provide data related the virus.
- The Electronic Leave Request implementation project continued; we will proceed as well as we are able, with the interruptions caused by the Illinois Stay at Home order.

CentralSquare/GovQA Support Cases

- Identified UB account with corrupted meter information and contacted Support to resolve the issue.
- Contacted Support to remove the lock and the table in Cash Receipts that was preventing Finance Department staff from processing the daily Citations Interface.
- Due to the changes in FirstBilling's payment platform environment, reached out to Support to confirm that no changes were needed to ensure the eGov would continue to function.
- Support needed to correct staff member's user account in order to use CentralSquare University site.
- Reached out to Support for guidance on options in Payroll for tracking Covid-19 related absences.
- Created SQL script to update RRL Licenses that had a March and April Deadline date to 6/9/2020 due to COVID-19.
- Created SQL script to update badge number due to a staffing change.
- Created SQL script to update RRL License Deadline date to 6/9/2020.
- Opened and closed case to refresh FinancePLUS training databases.
- Opened case to have reminder email stopped being sent to Finance Approver after the ELR was cancelled. Provided print screens and documents of the steps for CentralSquare to trace the code.
- Update to EAC to all the use of the 2020 W2 form.
- Opened case to have a 2018 ELR request removed as reminder emails are still being sent. CentralSquare removed record from table, however emails are still being sent to the approver.

- Multiple cases related to the Community Development implementation were opened with Support. They were not resolved by month's end.
- Confirmed with Support that access to their platform and applications would not be restricted in any way for those tasked with working from home as a result of the Stay at Home order.
- Obtained a SOC1 report from CentralSquare, as requested by the auditors.

Project Activities

- Worked with CentralSquare to report and resolve remaining issues with the Mass Meter Exchange Utility.
- Several issues were found with the Neptune V4 File Format, including missing data. It was found that the format they installed had some setup related to custom programming for another site, which had to be removed.
- Final Workbook Review was completed with the initial group of workbooks for CSCD implementation.
- Extracted Location and Owner data from CommunityPLUS and obtained GIS Parcel data to begin analyzing anomalies and determine how to resolve them.
- Extensive discussions took place regarding feasibility of continuing the SME training at the end of April in light of all the staff under the Stay at Home order.
- Introduction to several other workbooks was presented. There were issues with the CZP workbook and the CRM workbooks, so we will only be able to work on the User workbook at this point until those issues are resolved.
- The CZP environment is not set up, so we were not able to proceed with this part of the project.
- The CSCD server was set up for a production environment. We will be testing this in the months to come.
- Started writing test cases for the Community Development Project.
- Discussed upgrading Cognos Analytics to version 11.4 in the testing environment that we have been working on. Once it was determine that we would be able to use this version, the upgrade was scheduled for the beginning of April.

Work Orders

- Several discussions took place regarding what we could do to properly track employee data for both work performed related to Covid-19 and absences the result from exposure to or acquiring the virus.
- New insurance rates for Map 97 were entered into Payroll Deduction tables.
- Created SQL script to update RRL License Deadline date.
- Created SQL script to update RRL License Deadline to June 9th 2020 for those that had scheduled inspections in March and April due to COVID-19.

- Create Cognos letter to send to the RRL Licenses owners that had schedule inspections schedule for March and April to inform them that they were being rescheduled for June 9th.
- With all Court hearings in the coming months cancelled, letters were created to notify Violators of the change in dates.
- Created an excel spreadsheet identifying all Restaurant Business Licenses in Hoffman Estates and provided address, phone and email and gave to the Clerk's office.
- Ran BL, HB and Liquor Licenses renewal and update letters.
- Created SQL Script to update 1,017 citations to a different badge number due to a staffing change.
- Add new badge number in the badge table.
- Added several locations for front counter.
- Added location for Development Services.
- Add BUIDEMBUSI permit type to the Cognos Event Studio report to notify Fire Admin when this type is applied for.
- Edited existing Cognos report for Fire Admin to assist with identifying those Annual inspections that need to be scheduled for this year.
- Added new fire and safety inspection type.
- Added new inspector in the inspector table.
- Updated the Form Easy dates for HB and BL Licenses.
- Created and Provided Fire Admin a excel report showing permits that were paid in 2019.
- Created a Cognos report showing what Annual Inspections still needed to be completed for Fire and Safety.
- Provided reports to Finance to show what FinancePLUS access our users had for the Auditors.
- Assisted Finance user with issue related to reminder email being sent to approve a leave request that was cancelled. Confirmed with user that the email stop once CentralSquare updated the tables.
- Created Plan Review letter in Cognos for Fire Admin to provide comments to the Building Director.
- Provided access to PW employee to process requisitions per the Finance Dept.
- Updated the gaming license BLVGO so that fees are generated PER location.
- Extracted data for Legal staff regarding a business that has multiple Code Enforcement Violations.

Administration

- Prepared monthly report.
- Processed Payroll for department employees on 3/9/2020 and 3/23/2020.

Training

- Attended several on-line classes in CentralSquare University covering Community Development modules.
- Reviewed videos posted by CentralSquare on the Family First Coronavirus Response Act.

Meetings

- Attended weekly meetings for the Smart Meter Implementation Project.
- Weekly Project Status meetings for Community Development Implementation.
- Cognos Analytics pre-install meeting.
- Conference call with PMI Data Specialist to finalize weekly file.
- Biweekly meeting with IS Director on 3/2, 3/16 and 3/30.
- Attended Monthly staff meeting.
- Attended meeting related to COVID-19 with staff members.
- Attended Biweekly status meeting for Community Development.
- Attended Land Management workbook review meeting to address some questions from CS Conversion Specialist.
- Sat with Business Systems Analyst to review process for Mass Meter updates and UB Readings.
- Attended Final Workbook review on March 4th with CentralSquare.

Geographic Information System Review

March Synopsis

- On March 2nd, ArcGIS for Desktop was upgraded from version 10.4 to 10.6 on Planning, Engineering and Sean Diatte's PC. This completes all GIS server and desktop upgrades. Darek was notified and will now take the lead to move forward with virtual server info/testing.
- In preparation of Community Development's spatial rules implementation, I've geared all of my time to improving /updating the GIS subdivisions layer. The layer is currently outdated and the boundaries are approximations. I intend to digitize every subdivision boundary based on the respective plat's survey measurements. This will require other layers, most notably our parcels, to be updated in tandem. This work will not be completed by the time that spatial rules are implemented, but work will be ongoing. 5 subdivisions were completed in March. While there are currently 182 subdivisions in our GIS layer, I anticipate there will be more created in this process.
- On March 20th we began preparing to work remotely. After successful testing that afternoon, Sean and I have worked from home for the remainder of March. GIS work has continued uninterrupted.

Work Orders

- Map Request: utilities for HBK Engineering multiple locales (DS-TE)
- Map Request: Invest in Cook updates (DS-P)
- Map Request: fire mapbook updates cont. (FD)
- Data Request: Invest in Cook export & zip (DS-P)
- Data Request: streets table export (IS-Jake)
- Data Request: address and parcel table export (IS-Cathy)
- Data Request: street light mileage (PW)
- Data Request: electrical lines to lift stations and water towers (PW)
- Data Request: digitize Bergman Pointe homes (GIS)

Administration

- Central Square PIN inquiries
- Planning Dept. inquiries regarding surveys and addresses
- Spaceco Inc. Bystronic plans inquiry (CAD received)
- GIS Database mgmt (compress/rebuild)
- GIS Database desktop upgrades
- Land Management Workbook final review & inquiry

Training

- COGO with Lane County Taxation Dept. (Lane County, OR)

Meetings

- IS Staff (3/11, 3/27)
- GIS staff Fire mapbook & remote access w/ F. Besenhoffer (3/6, 3/20)
- Community Development Land Mgmt Workbook (3/27)

Project Activities

Project – Mult-IP

- During the month of March, I.S. staff deployed Mult-IP clients to all Police Department vehicles. The system is now fully functional in all Police Vehicles and it was deployed with minimal disruption to the fleet.

Project – Covid19

- With anticipation of the disruption to the business environment and potential changes to how employees operate. I.S. Staff worked on changes/updates to various systems in order to accommodate remote access and remote communications. The primary focus was on upgrading and adoption of VPN architecture in order to accommodate massive influx of users utilizing remote access. Furthermore, I.S. Staff worked on refreshing old laptop computers in order to bring them up to speed as far as software and security is concerned. This process took majority of staff's time as fresh software and operating systems were installed and configured from the ground up. Additionally, I.S. Staff was able to conduct short and concise training sessions with users who were deemed to be working from home.

Project – GoToMeeting

- With the inevitable need for conducting meetings from outside of the Village premises, I.S. Staff purchased ten licenses of GoToMeeting. This Product enables our users to create, conduct on-line meetings and allows users to join meetings in multitude of ways. This product was distributed throughout the various departments in the Village and in the next weeks I.S. department will continue to assess the situation and will make recommendations as changes or upgrades become necessary.

Project – Phone System Hardware upgrade

- I.S. Staff along with Sentinel technologies conducted two-day Cisco telephone system upgrade. This particular upgrade focused on the Server Hardware replacement. The existing hardware was past its warranty and in order to ensure smooth and reliable operations, I.S. Staff opted to upgrade the backbone of the phone system. This upgrade was conducted in such way that there was no interruption to the service or functionality to the entire system. The upgrade was completed with satisfactory results and it is now fully functional.

Security and Other Updates

- I.S. Staff replaced failing UPS battery located in Fire Station 21.
- I.S Staff prepared two new MDT's destined for Fire Department. Those unit will be installed in BAT6 and Squad22 vehicles.
- I.S. Staff continues monitor and update Windows Servers with patches, updates and other security installations.
- I.S. Staff continues to update and monitor anti-virus system to ensure at most reliability and safety.
- I.S. Staff continues to monitor and adjust if necessary all of our backup jobs.
- I.S. Staff updated and reorganized our network documentation in order to reflect new changes.
- I.S. Staff continues to deploy KnowBe4 email campaign.

Meetings

- I.S. Staff conducted Zebra Printers bid opening meeting.
- I.S. Staff attended Phone System Replacement meeting with Sentinel.
- I.S. Staff meet Panasonic about Arbitrator product.

Technical Support, Hardware & Software Activities

- Applied necessary software updates as needed.
- 186 Help desk requests were opened during the month of March.
- 165 Help desk requests were closed during the month of March.
- Self Service Password Resets or Account Unlocks: 4
- Email passwords reset: 0
- SunGard passwords reset: 0
- Voicemail passwords reset: 2
- User accounts unlocked: 4
- Active Directory Password Resets: 3

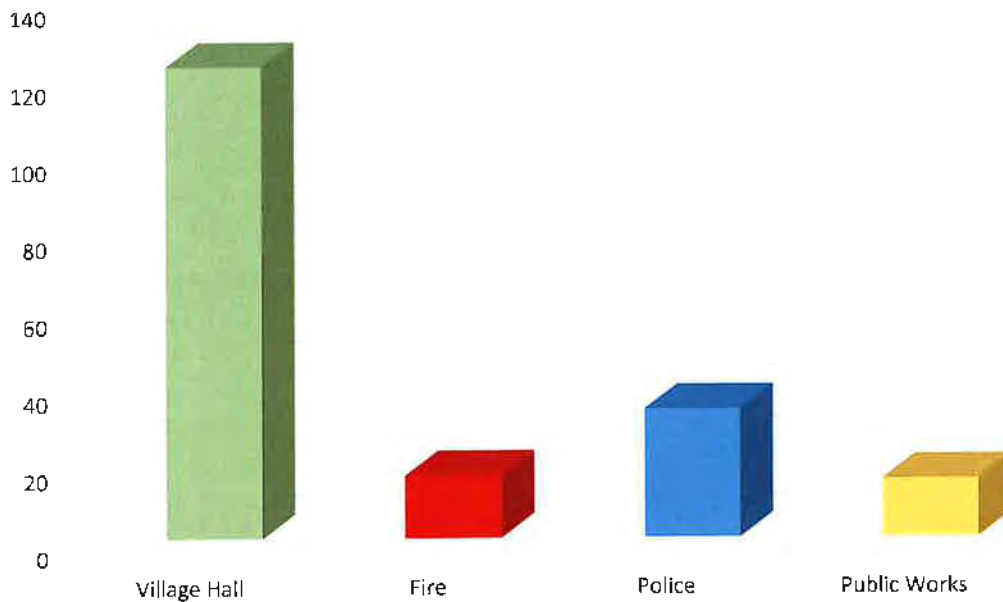
Director Summary

- Daily Covid – 19 conference calls with the EOC team.
- Bid opening, Zebra printers for the DACRA project.
- COOP meeting
- EMCT meeting
- Open permit conversation with the Directors of Development services and Code
- Call with Call One to discuss issues with billing and services
- Phone system upgrade
- Weekly project status meetings with Central Square
- Conducted bi-weekly meetings with the leads of each of the I.S. Departments divisions
 - Project progress
 - Division Goals Review
- Monthly meeting with the Manager's office.
- Bi Weekly Management team and Committee agenda meetings.
- Monthly MS-ISAC/EI-ISAC conference call.

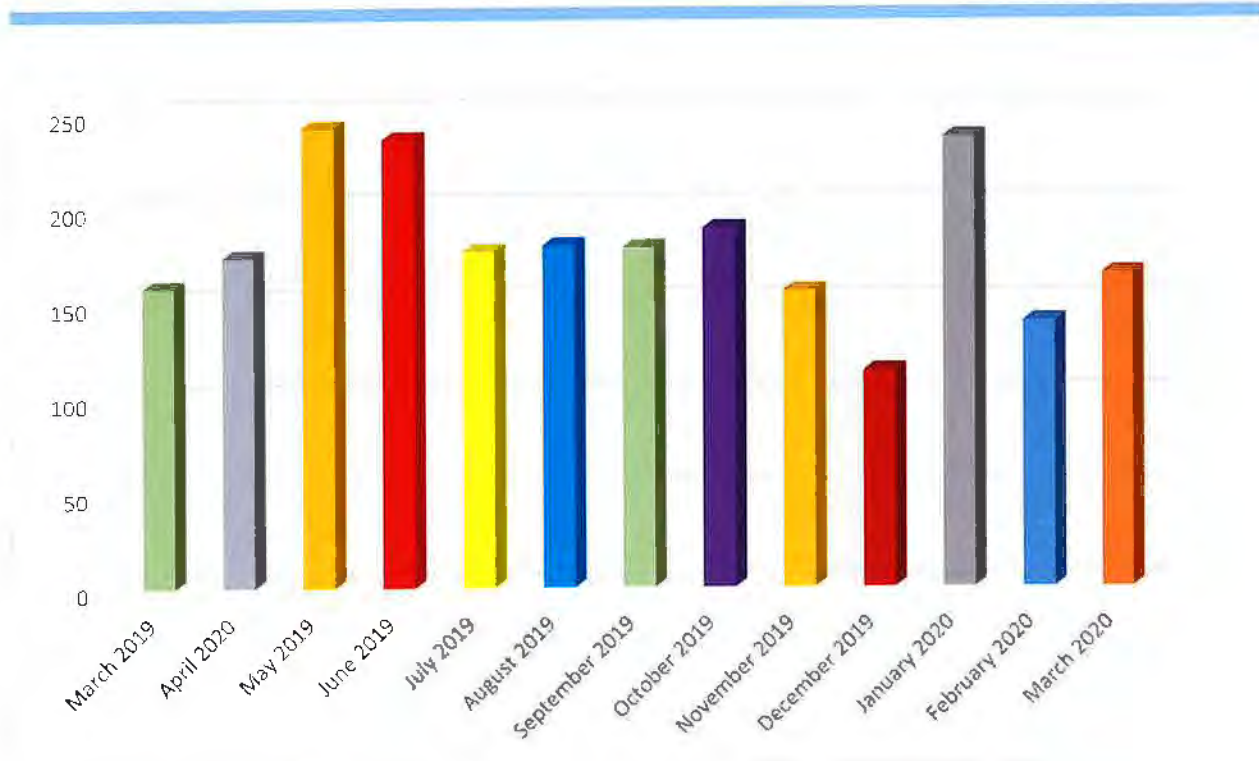
Total Work Orders by Priority by Month

Month	March
1 - Normal	144
2 - High	16
3 - Urgent	5
Project	2
Scheduled Event	14
Vendor intervention required	5
Total for Month	186

Completed Work Orders by Location

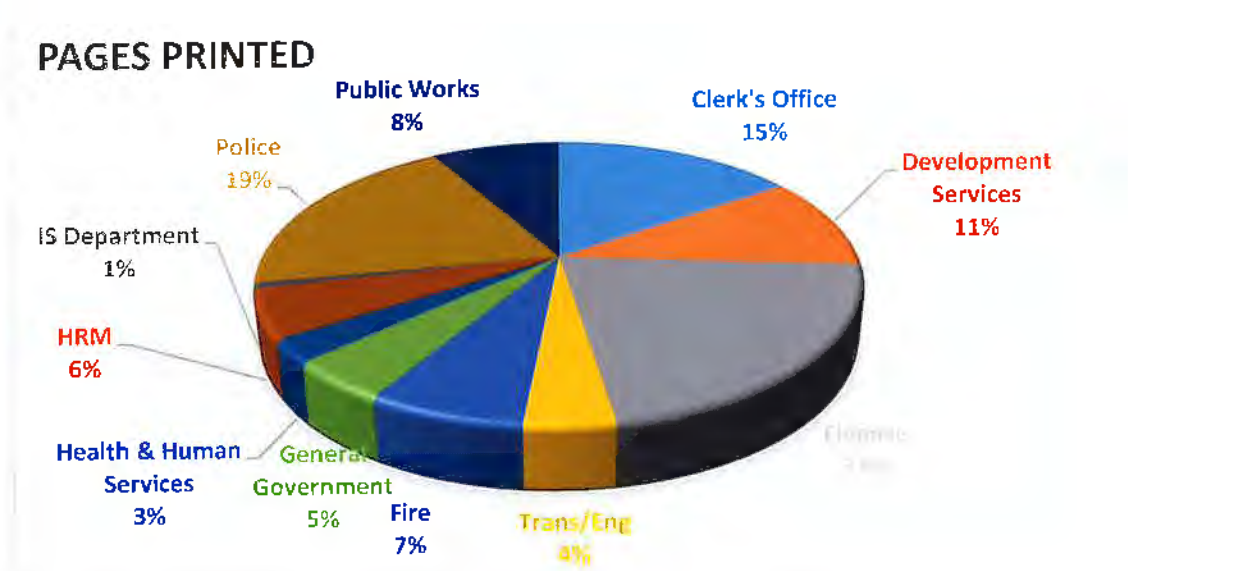


Completed Work Orders by Month



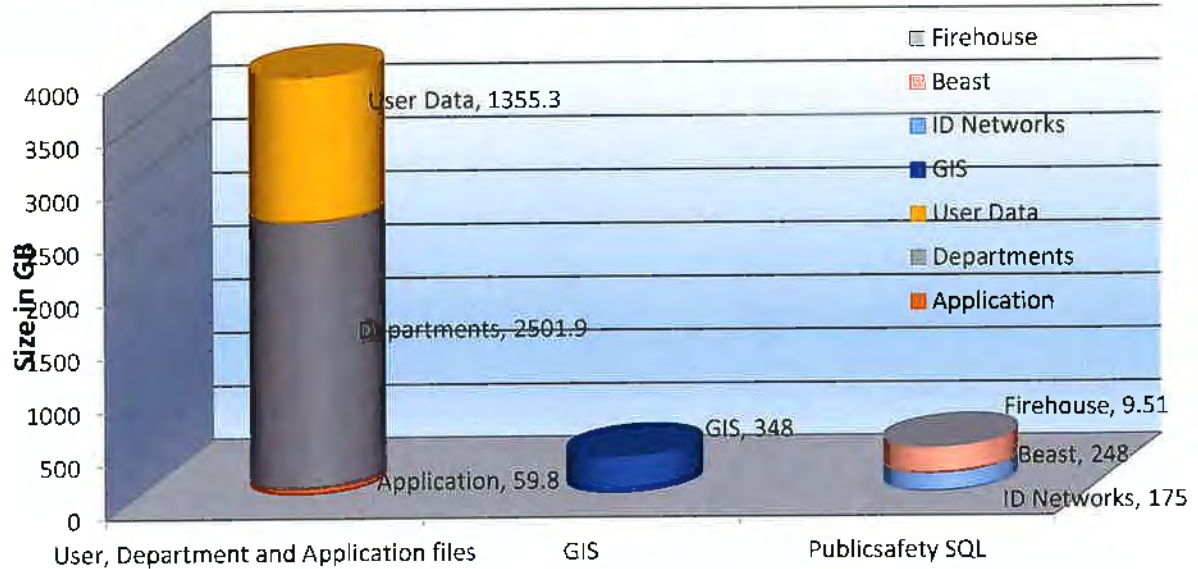
Printer Usage Report

In the month of March there were 42627 pages printed across the village. The following graph breaks down printer usage by department.



System and Data Functions

Disk Usage



Sentinel IPS Attack Report

External parties attacked the Village network 227870 times during the month of March

Attack Volume with 5 Most Active IP Addresses



Phishing Security Test Report

01/27/2020 - 03/05/2020

Campaign: Monthly Test

Identify from category: Banking and Finance, Social Networking II, Government, Online Services, Business, Online Services

Groups: All users

Statistics See report at <https://training.knowbe4.com>

2.6%
Phish-prone Percentage

346 Recipients	346 Deliveries	6 Clicks	1 Attachment Opened	0 Data Entered	2 Other Failures	0 Bounces
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Phish-prone Percentage is calculated from the total number of phishing test failures divided by the number of emails delivered.

Clicks by day

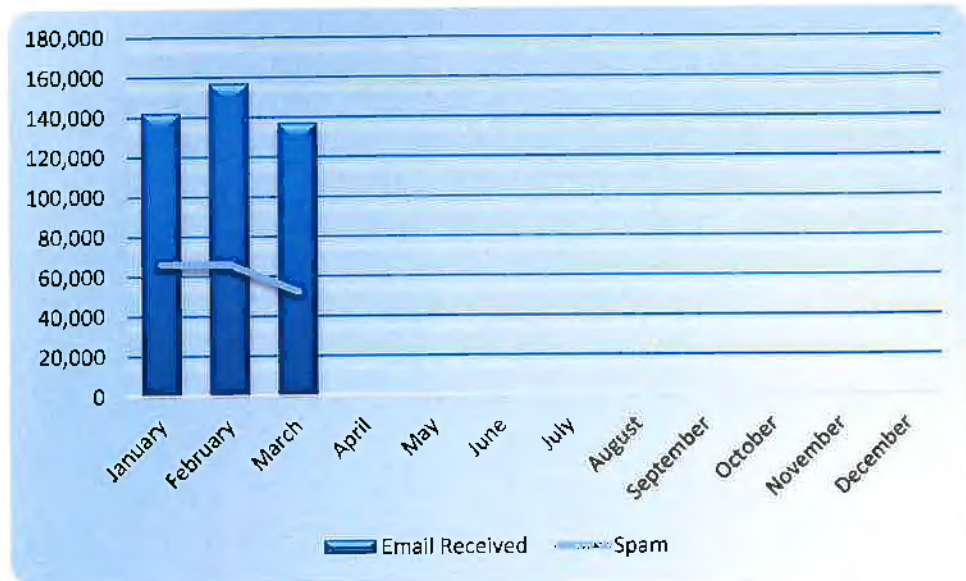


Phishing Email Sent See report at <https://training.knowbe4.com>

Phishing email was sent to **346** recipients. Each recipient received a different email. Go to this [Phishing Security Test's users](#) page to see which user received which email.

Email Spam Report

Month	Email Received	Spam	Percent Spam
January	142,032	66,118	47%
February	156,829	65,958	42%
March	136,810	52,307	38%
April			0%
May			0%
June			0%
July			0%
August			0%
September			0%
October			0%
November			0%
December			0%
Total	435,671	184,383	42%





Fred Besenoffer, Director of Information Systems


VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee
FROM: Mark Koplin, Owner's Representative-Sears Centre Arena
RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT
APRIL 2020**
DATE: April 24, 2020

1. Working with Ben Gibbs on the response plan to the COVID-19, including staffing levels, event postponements and rescheduling, and cash flow.
2. Coordination with the Illinois Recreational Cheer Association on extending their current agreement (expires after the December 2020 event) for an additional three years. Also working with them on featuring hotels in the Village which has not happened the past several years.
3. Coordination with Public Works regarding the new western area storage building to be sited on the SCA property.
4. Working with Assistant Corporation Counsel and SCA staff regarding the applicability of the new State Parking Excise Tax.
5. Working with SCA and Levy staff on changes and startup for the 2020 Beer Garden. The opening of the Beer Garden has been postponed and is dependent on the "shelter in place" orders.
6. Working with Village I.S. Department on upgrading the WIFI at the SCA and to the Village Green.
7. Working with Ben Gibbs, Patricia Cross, and School District U-46 on a revised License Agreement for holding graduations at the SCA.
8. The replacement of the public address system amplifiers is on hold
9. Monitoring the Sears Holdings situation as it relates to the naming rights.
10. Conducted weekly phone calls with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.

11. Coordination with Facilities, Public Works Department, and SCA Building Engineer on ongoing maintenance of building systems.
12. Review of monthly financial reports and staffing/operational costs.



Mark Koplin
Owner's Representative
Sears Centre Arena

Attachment

MAK/kr

cc: J. Norris
Ben Gibbs (Spectra)

Sears Centre Arena
General Manager Update
 April 2020

Event Highlights	Notes
No Events	
Finance Department	
General	Arena finished March financials. Ahead of budget by \$45,599
Monthly Financial Statement	Building Event Revenue YTD: \$496,166
	Building Sponsor/Other Revenue YTD: \$69,142
	Building Expenses YTD: \$770,404
	Building Income YTD: (\$105,096) vs. YTD Budget (\$150,695)
Operations Department	
General	Staff formulating new cleaning protocols, sourcing disinfectant, pricing new electro static cleaning equipment, foggers and misters.
Positions to Fill	N/A
Third Party Providers	N/A
Village Support	New storage facility construction has begun.
Events Department	
General	Staff working with graduations, which are moved back to July. Working with Tony Robbins, which is still scheduled for July.
Positions to Fill	Event Coordinator position will remain open.
Marketing Department	
General	Completing annual report and transitioning customer database from Paciolan to Ticketmaster. Working with some event concepts that can occur while maintaining social distance.
Positions to Fill	N/A
Group Sales Department	
General	Group sales will be handled by a third party company.
Box Office Department	
General	Looking into adding Archtics to Ticketmaster account, which would add further functionality to system. This would benefit tenant team and suiteholders.
Food & Beverage Department	
General	Chef position has been eliminated.
Premium Seating Department	
General	Continue to pursue suite renewals, highway marquee sales and soliciting new clients for concourse displays.
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance and liquor
Monthly Financial Statement	Corporate Sales: \$38,287
	Suites Sales: \$22,991
General	
Capital Improvements/Repairs	HVAC control system is moving forward.