

This meeting is being held via telephonic attendance

**AGENDA
FINANCE COMMITTEE
Village of Hoffman Estates
June 1, 2020**

7:00 p.m. – Board Room

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

- I. Roll Call**
- II. Approval of Minutes – April 27, 2020
May 11, 2020 (Special)**

NEW BUSINESS

- 1. Request approval of an ordinance to amend the FY2019 Budget as a result of the completed financial audit and to close out the fiscal year.

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 27, 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
Joe Nebel, Director of Public Works
Rachel Musiala, Finance Director
Richard Signorella, CATV Coordinator
Bev Romanoff, Village Clerk
Suzanne Ostrovsky, Asst. to the Village Mgr.**

The Finance Committee meeting was called to order at 7:03 p.m.

II. Approval of Minutes – April 6, 2020

Motion by Trustee Gaeta, seconded by Trustee Stanton to approve the Finance Meeting minutes for April 6, 2020. Roll call vote taken. All ayes. Motion carried.

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.**

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

Mr. Norris provided background and comments.

Motion by Trustee Gaeta, seconded by Mayor McLeod to approve an amendment to a license with ATC Indoor DAS LLC for a neutral host cellular antenna system at the Sears Centre Arena. Roll call vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Mills, to adjourn the meeting at 7:09 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

I. Roll call

Members in Attendance:

Gary Pilafas, Chair, via Electronic Attendance
Anna Newell, Vice-Chair, via Electronic Attendance
Michael Gaeta, Trustee
Karen Mills, Trustee, via Electronic Attendance
Gary Stanton, Trustee, via Electronic Attendance
Karen Arnet, Trustee
Mayor William D. McLeod

**Management Team Members
in Attendance:**

James Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Peter Gugliotta, Director of Dev. Services
Rachel Musiala, Director of Finance
Patti Cross, Asst. Corporation Counsel

The Special Finance Committee meeting was called to order at 7:43 p.m.

NEW BUSINESS

- 1. Request approval of FY2020 budget adjustments related to the COVID-19 pandemic and related economic impact per the attachment.**

An item summary sheet from Jim Norris, Dan O'Malley, Suzanne Ostrovsky, Rachel Musiala and Anthony Fashoda was presented to Committee.

Jim Norris addressed the Committee and reported that the General Fund fund balance will be 42.2% of general fund expenses, above the 25% requirement. The revenue shortfall being initially projected totals \$6,488,280. Each Village department was asked to do a thorough review of their budgets and find areas that could be reduced. These reductions, including capital and vacant personnel positions, total \$3,459,545. If approved, the reductions in Village expenditures along with projected reductions in revenue, would impact the Village with a net shortfall of \$6,244,995 which would reduce our fund balance to \$17,928,477, or projected 30.1%.

There was discussion about delaying the front entrance signs at Village Hall and the Committee agreed to delay the project for now.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve FY2020 budget adjustments related to the COVID-19 pandemic and related economic impact. Roll call vote taken. All ayes. Motion carried.

2. Request approval of a Resolution to draw on Letter of Credit No. 726 from Lakeside Bank for Airdrie Estates Subdivision.

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve a Resolution to draw on Letter of Credit No. 726 from Lakeside Bank for Airdrie Estates Subdivision. Roll call vote taken. All ayes. Motion carried.

II. President's Report

III. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:58 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Asst.

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: **Amendment to the 2019 Budget Ordinance**

MEETING DATE: **June 1, 2020**

COMMITTEE: **Finance**

FROM: **Rachel Musiala, Director of Finance**

PURPOSE: Request approval of an ordinance to amend the 2019 Budget as a result of the completed financial audit and to close out the fiscal year.

BACKGROUND: It is probable that certain revenue and expenditure accounts will come in either under or over budget during the course of any fiscal year. What is important, however, is to ensure that expenditures do not exceed the budget at the department/fund level.

Several factors can necessitate a budget adjustment. Certain actions taken by the Village Board to approve contracts or expenditures must be realigned with the budget ordinance that serves as the Village's legal spending authority. Also, new programs and purchases obligating budget resources also require an amendment to the budget ordinance. In addition to the above factors, during the course of the annual audit, it becomes necessary to adjust certain revenue and expenditure accounts for events unforeseen at the time the original budget ordinance was adopted.

A final year-end budget adjustment is necessary to reflect these changes. It should be noted that in all cases where expenditure budgets were increased, adequate revenues or unallocated fund equity were available to absorb the adjustment.

DISCUSSION: Throughout the year, Department Directors and the Finance Department monitored the 2019 operating budget and expenditure status reports. While for the most part, the department budgets are within the budgeted amounts, there are items that need adjustment. The final budget adjustment was held until after the annual audit was completed. All of the budget adjustments needed are detailed on the attached budget adjustment request forms. The ordinance is also attached for review.

RECOMMENDATION: Request approval of an ordinance to amend the 2019 Budget as a result of the completed financial audit and to close out the fiscal year.

ATTACHMENTS

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **General Fund**

FISCAL YEAR: **2019**

DEPARTMENT: **Fire**

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
01303120-4106	Overtime	\$ 170,260	\$ 475,200	\$ 645,460
01303220-4106	Overtime	\$ 90,300	\$ 73,000	\$ 163,300

Decrease in Expenditures/Fund Balance or Increase in Revenues:

01000011-3205	Building Permits	\$ 260,560	\$ 836,000	\$ 1,096,560

Reasons for Adjustment Request:

Increased overtime due to retirements.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Susich

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **General Fund**

FISCAL YEAR: **2019**

DEPARTMENT: **Public Works**

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
01404123-4409	Salt	\$ 280,000	\$ 235,000	\$ 515,000
01404424-4542	Facilities Other Contractual	\$ 225,000	\$ 13,050	\$ 238,050

Decrease in Expenditures/Fund Balance or Increase in Revenues:

01000010-3117	Entertainment Tax	\$ 116,000	\$ 362,350	\$ 478,350
01000010-3104	Real Estate Transfer Tax	\$ 389,000	\$ 850,000	\$ 1,239,000

Reasons for Adjustment Request:

Increased salt purchase to fill dome and take advantage of favorable pricing.

Increased revenue and expenses related to Spring Awakening.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Luvato

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Asset Seizure Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
08200827-4801	Transfer to General	\$ 142,820	\$ 18,900	\$ 161,720

Decrease in Expenditures/Fund Balance or Increase in Revenues:

08000014-3503	Federal Seizure Revenues	\$ 142,820	\$ -	\$ 142,820
01000018-3908	Transfer from Asset Seizure	\$ 142,820	\$ 18,900	\$ 161,720
Fund 01	Increase in Fund Balance	\$ 142,820		

Reasons for Adjustment Request:

We are not allowed to anticipate asset seizure funding, therefore we do not budget for it.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: *Rachael Luvial*

Date: *5/21/20*

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **EDA General Account Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
10000026-4702	Principal Expense	\$ 7,661,980	\$ -	\$ 7,661,980

Decrease in Expenditures/Fund Balance or Increase in Revenues:

10000010-3101	Incremental Prop. Taxes	\$ 7,661,980	\$ -	\$ 7,661,980

Reasons for Adjustment Request:

EDA obligation payment to Sears; offset by incremental property taxes.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Patrick A. ...

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Hoffman Blvd Bridge Maintenance Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
24000024-4542	Other Contractual Services	\$ 33,420	\$ -	\$ 33,420

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 24	Decrease to Fund Reserves	\$ (27,660)		
24000015-3601	Interest Income	\$ 5,760	\$ 2,000	\$ 7,760

Reasons for Adjustment Request:

Unanticipated Hoffman Blvd bridge repair work.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Aversal

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Western Corridor Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
25000025-4836	Transfer to Capital Improve	\$ 5,000	\$ 15,000	\$ 20,000

Decrease in Expenditures/Fund Balance or Increase in Revenues:

25000013-3601	Interest Income	\$ 5,000	\$ 10,000	\$ 15,000
36000018-3925	Transfer from Western Corrido	\$ 5,000	\$ 15,000	\$ 20,000
Fund 36	Increase Fund Reserves	\$ 5,000		

Reasons for Adjustment Request:

Funding for Beverly Road Bike Path and Resurfacing

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Jusola

Date: 5/28/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Western Area Impact Fee Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
35000024-4507	Professional Services	\$ 190	\$ -	\$ 190

Decrease in Expenditures/Fund Balance or Increase in Revenues:

35000013-3433	Road Usage Fees	\$ 190	\$ -	\$ 190

Reasons for Adjustment Request:

Funding for required publication of impact fee financial statements

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Murolo

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Water & Sewer Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
40406724-4577	Depreciation Expense	\$ 1,426,820	\$ -	\$ 1,426,820

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 40	Decrease to Fund Reserves	\$ (1,426,820)		

Reasons for Adjustment Request:

Depreciation expense is not initially budgeted for due to the fact it does not affect cash. This amount offsets Fund Reserves (Invested in Capital Assets, net of Debt).

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Fusco

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Sears Centre Operating Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
41000024-4577	Depreciation Expense	\$ 2,375,000	\$ -	\$ 2,375,000
43000024-4507.48	Operations	\$ 2,713,510	\$ 6,636,810	\$ 9,350,320
43000024-4507.49	Food & Beverage	\$ 150,720	\$ 372,990	\$ 523,710
43000024-4507.50	Overhead	\$ 302,780	\$ 196,150	\$ 498,930

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 41	Decrease to Fund Reserves	\$ (2,375,000)		
43000013-3455	Event Income	\$ 3,167,010	\$ 7,343,240	\$ 10,510,250

Reasons for Adjustment Request:

Depreciation expense is not initially budgeted for due to the fact it does not affect cash. This amount offsets Fund Reserves (Invested in Capital Assets, net of Debt).

Additionally, Net Profit/Loss was budgeted for Arena operations, but had to be adjusted for Gross Revenues and Gross Expenses.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Ainsworth

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Insurance Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
46700024-4552	Liability Insurance Claims	\$ 336,400	\$ 175,000	\$ 511,400
46700024-4554	Workers Compensation Claims	\$ 196,610	\$ 600,000	\$ 796,610

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 46	Decrease to Fund Balance	\$ (533,010)		

Reasons for Adjustment Request:

Funding for liability and workers comp claims.

Approval Requested By: _____	Date: _____
Approved by Department Head: _____	Date: _____
Finance Department Approval: <u>Rachel Aunai</u>	Date: <u>5/29/20</u>

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Police Pension Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
50000021-4207	Retirement Pensions	\$ 383,810	\$ 5,042,080	\$ 5,425,890
50000021-4210	Widows Pensions	\$ 166,970	\$ 430,390	\$ 597,360
50000022-4301	Travel/Training Expenses	\$ 950	\$ 3,000	\$ 3,950
50000024-4507	Professional Services	\$ 2,250	\$ 15,000	\$ 17,250
50000024-4542	Other Contractual Services	\$ 3,480	\$ 23,570	\$ 27,050
50000024-4574	Trustee Fees	\$ 25,420	\$ 75,000	\$ 100,420

Decrease in Expenditures/Fund Balance or Increase in Revenues:

50000015-3601	Interest Income	\$ 582,880	\$ 600,000	\$ 1,182,880

Reasons for Adjustment Request:

Additional pensions and contribution refunds/transfers in 2019 that were not known at the time of the budget.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Robert Sunoh

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Fire Pension Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
51000021-4207	Retirement Pensions	\$ 121,330	\$ 3,957,570	\$ 4,078,900
51000021-4210	Widows Pension	\$ 137,030	\$ 446,410	\$ 583,440

Decrease in Expenditures/Fund Balance or Increase in Revenues:

51000015-3601	Interest Income	\$ 258,360	\$ 850,000	\$ 1,108,360

Reasons for Adjustment Request:

Additional pensions in 2019 that were not known at the time of the budget.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Aund

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Barrington/Higgins TIF Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
63000022-4542	Other Contractual Services	\$ 126,650	\$ -	\$ 126,650

Decrease in Expenditures/Fund Balance or Increase in Revenues:

63000010-3101	Property Tax Revenue	\$ 114,550	\$ 603,740	\$ 718,290
63000010-3601	Interest Income	\$ 4,190	\$ 2,000	\$ 6,190
Fund 63	Decrease in Fund Balance	\$ (7,910)		

Reasons for Adjustment Request:

Funding for Stonegate Pond restoration.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Kuzel

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **2019 Capital Project Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
64000026-4705	Costs of Issuance	\$ 8,120	\$ -	\$ 8,120

Decrease in Expenditures/Fund Balance or Increase in Revenues:

64007715-3601	Interest Income	\$ 8,120	\$ -	\$ 8,120

Reasons for Adjustment Request:

Funding of closing costs for new 2019 bond issuance.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Auvol

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Lakewood TIF Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
67000024-4507	Profesional Services	\$ 2,930	\$ -	\$ 2,930

Decrease in Expenditures/Fund Balance or Increase in Revenues:

Fund 67	Decrease to Fund Balance	\$ (2,930)		

Reasons for Adjustment Request:

Marketing expenses related to new development.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Arnold

Date: 5/21/20

**VILLAGE OF HOFFMAN ESTATES
REQUEST FORM FOR BUDGET ADJUSTMENTS**

FUND: **Higgins/Hassell TIF Fund**

FISCAL YEAR: **2019**

DEPARTMENT:

PROGRAM:

Increase in Expenditures:

<i>Account No.</i>	<i>Account Title</i>	<i>Amount</i>	<i>Current Annual Budget</i>	<i>Annual Budget After Adjustment</i>
72000024-4507	Professional Services	\$ 183,150	\$ 3,780	\$ 186,930
72000026-4702	Principal Expense	\$ 182,100	\$ -	\$ 182,100

Decrease in Expenditures/Fund Balance or Increase in Revenues:

72000010-3101	Property Tax Revenue	\$ 269,800	\$ 99,040	\$ 368,840
Fund 72	Decrease to Fund Balance	\$ (95,450)		

Reasons for Adjustment Request:

Payment of Village and Developer distributions per TIF agreement.

Approval Requested By: _____

Date: _____

Approved by Department Head: _____

Date: _____

Finance Department Approval: Rachel Herzog

Date: 5/21/20

ORDINANCE NO. _____ - 2020

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AUTHORIZING
AMENDMENTS TO THE 2019 BUDGET 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 authority granted by the statutes of the State of Illinois, there is hereby an amendment to the budget ordinance in an amount not in excess of the aggregate of additional revenues or fund reserves available to the Village. The sums of money hereinafter itemized for each of the respective corporate objects specified hereby increase or decrease the amounts included in the original budget ordinance, Ordinance No. 4695 dated December 3, 2018. The appropriate sums shall be received from sources other than the tax levy. The respective sums of money, together with the resulting adjustments and changes in the budget are set out in Section 2 of this Ordinance.

Section 2:

*Village of Hoffman Estates
2019 Budget Amendment*

		<u>Current Budget</u>	<u>Change</u>	<u>Revised Budget</u>
<u>Revenue Budget Revisions</u>				
<i>General Fund</i>				
01000010-3117	Entertainment Tax	362,350	116,000	478,350
01000010-3104	Real Estate Transfer Tax	850,000	389,000	1,239,000
01000011-3205	Building Permits	836,000	260,560	1,096,560
01000018-3908	Transfer from Asset Seizure	18,900	142,820	161,720
Fund 01	Increase in Fund Balance		(142,820)	
<i>Asset Seizure Fund</i>				
08000014-3503	Federal Seizure Revenues	-	142,820	142,820

Sears EDA General Account Fund

10000010-3101	Property Taxes	-	7,661,980	7,661,980
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Hoffman Blvd Bridge Maintenance Fund

24000015-3601	Interest Income	2,000	5,760	7,760
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Fund 24	Decrease to Fund Balance		27,660	
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Western Corridor Fund

25000013-3601	Interest Income	10,000	5,000	15,000
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Western Area Impact Fee Fund

35000013-3433	Road Usage Fees	-	190	190
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Capital Improvements

36000018-3925	Transfer from Western Corridor	15,000	5,000	20,000
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Fund 36	Increase in Fund Balance		(5,000)	
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Water & Sewer Fund

Fund 40	Decrease to Fund Balance		1,426,820	
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Sears Centre Operating Fund

Fund 41	Decrease to Fund Balance		2,375,000	
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43000013-3455	Event Income	7,343,240	3,167,010	10,510,250
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Insurance Fund

Fund 46	Decrease to Fund Balance		533,010	
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Police Pension Fund

50000015-3601	Interest Income	600,000	582,880	1,182,880
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Firefighters' Pension Fund

51000015-3601	Interest Income	850,000	258,360	1,108,360
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Barrington/Higgins TIF Fund

63000010-3101	Property Taxes	603,740	114,550	718,290
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63000010-3601	Interest Income	2,000	4,190	6,190
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Fund 63	Decrease to Fund Balance		7,910	
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2019 Capital Project Fund

64007715-3601	Interest Income	-	8,120	8,120
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Lakewood TIF Fund

Fund 67	Decrease to Fund Balance		2,930	
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Higgins/Hassell TIF Fund

72000010-3101	Property Tax Revenue	99,040	269,800	368,840
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Fund 72	Decrease to Fund Balance		95,450	
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TOTAL REVENUES			17,455,000	
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Expenditure Budget Revisions

		<u>Current Budget</u>	<u>Change</u>	<u>Revised Budget</u>
<i>General Fund</i>				
01303120-4106	Salaries & Wages O/T	475,200	170,260	645,460
01303220-4106	Salaries & Wages O/T	73,000	90,300	163,300
01404123-4409	Salt	235,000	280,000	515,000
01404424-4542	Facilities Other Contractual	13,050	225,000	238,050
<i>Asset Seizure Fund</i>				
08200827-4801	Transfer to General	18,900	142,820	161,720
<i>Sears EDA General Account Fund</i>				
10000026-4702	Principal Expense	-	7,661,980	7,661,980
<i>Hoffman Blvd Bridge Maintenance Fund</i>				
24000024-4542	Other Contractual Services	-	33,420	33,420
<i>Western Corridor Fund</i>				
25000025-4836	Transfer to Capital Improvement	15,000	5,000	20,000
<i>Western Area Impact Fee Fund</i>				
35000024-4507	Professional Services	-	190	190
<i>Water & Sewer Fund</i>				
40406724-4577	Depreciation Expense	-	1,426,820	1,426,820

Sears Centre Operating Fund

41008024-4577	Depreciation Expense	-	2,375,000	2,375,000
43000024-4507.48	Operations	6,636,810	2,713,510	9,350,320
43000024-4507.49	Food & Beverage	372,990	150,720	523,710
43000024-4507.50	Overhead	196,150	302,780	498,930

Insurance Fund

46700024-4552	Liability Ins. Claims	175,000	336,400	511,400
46700024-4554	Workers Comp Claims	600,000	196,610	796,610

Police Pension Fund

50000021-4207	Retirement Pensions	5,042,080	383,810	5,425,890
50000021-4210	Widows Pensions	430,390	166,970	597,360
50000022-4301	Travel/Training Expenses	3,000	950	3,950
50000024-4507	Professional Services	15,000	2,250	17,250
50000024-4542	Other Contractual Services	23,570	3,480	27,050
50000024-4574	Trustee Fees	75,000	25,420	100,420

Firefighters' Pension Fund

51000021-4207	Retirement Pensions	3,957,570	121,330	4,078,900
51000021-4210	Widows Pensions	446,410	137,030	583,440

Barrington/Higgins TIF Fund

63000022-4542	Other Contractual Services	-	126,650	126,650
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2019 Capital Project Fund

64000026-4705	Cost of Issuance	-	8,120	8,120
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Lakewood TIF Fund

67000024-4507	Professional Services	-	2,930	2,930
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Higgins/Hassell TIF Fund

72000024-4507	Professional Services	3,780	183,150	186,930
72000026-4702	Principal Expense	-	182,100	182,100

TOTAL EXPENDITURES			17,455,000	
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Section 3: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 4: That this ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2020

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

APPROVED THIS _____ DAY OF _____, 2020

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2020.



HOFFMAN ESTATES

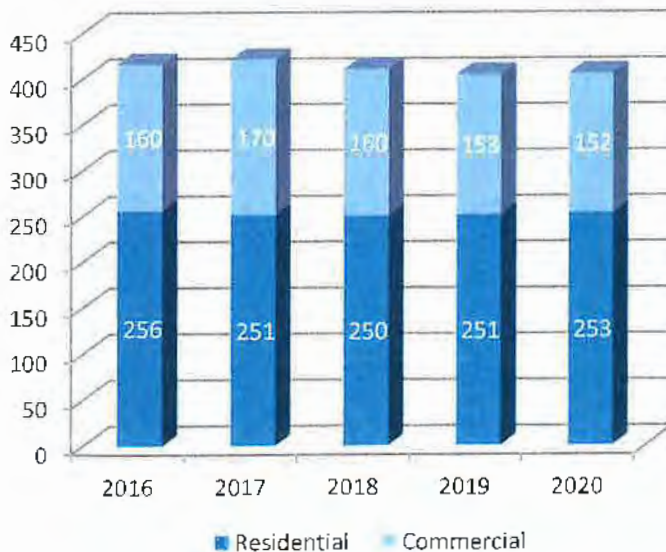
GROWING TO GREATNESS

DEPARTMENT OF FINANCE MONTHLY REPORT APRIL 2020

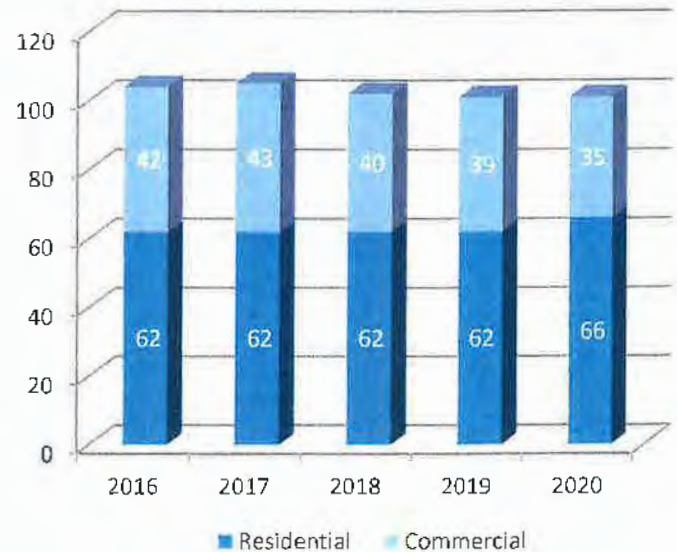
Water Billing

A total of 14,819 residential water bills were mailed on April 1st for February's water consumption. Average consumption was 4,423 gallons, resulting in an average residential water bill of \$62.04. Total consumption for all customers was 101 million gallons, with 66 million gallons attributable to residential consumption. When compared to the April 2019 billing, residential consumption increased by 6.5%.

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

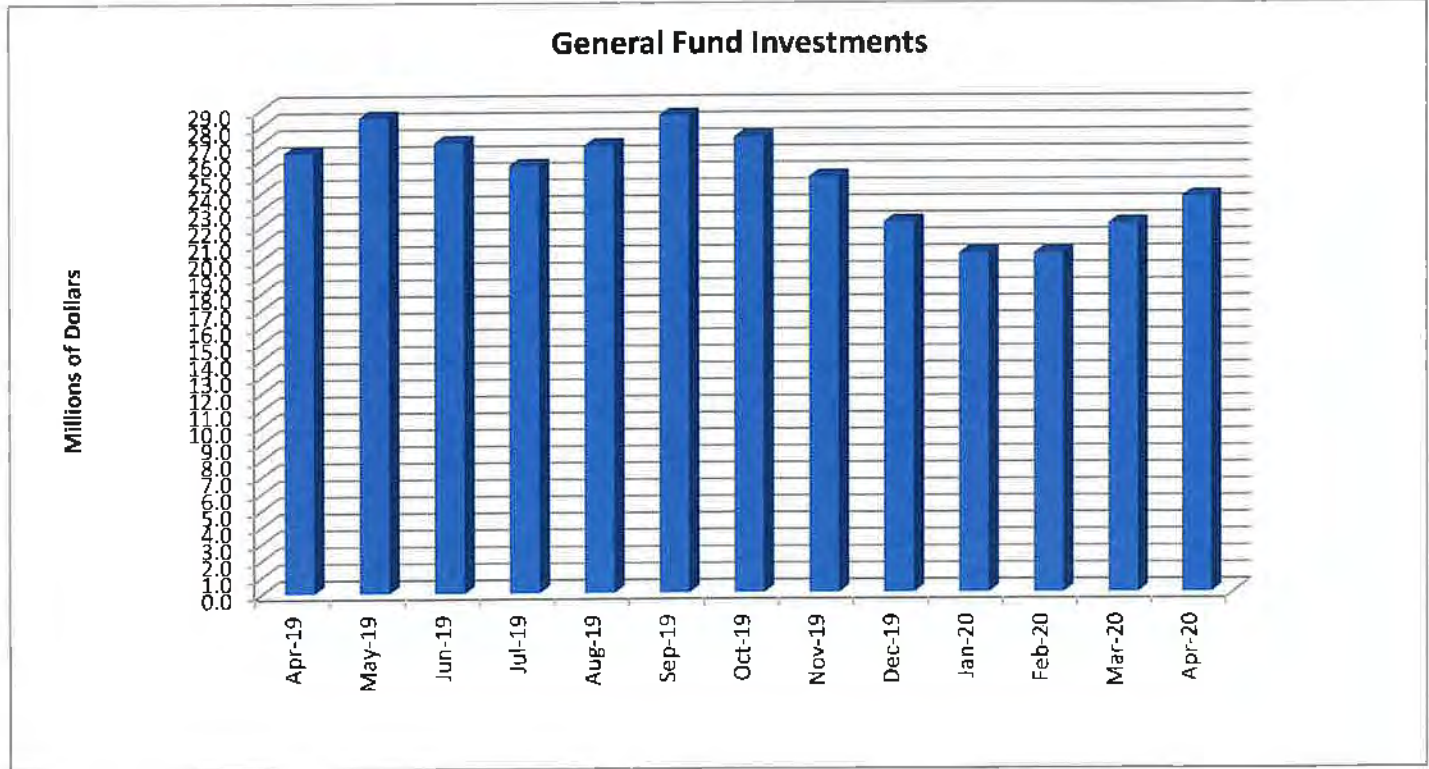
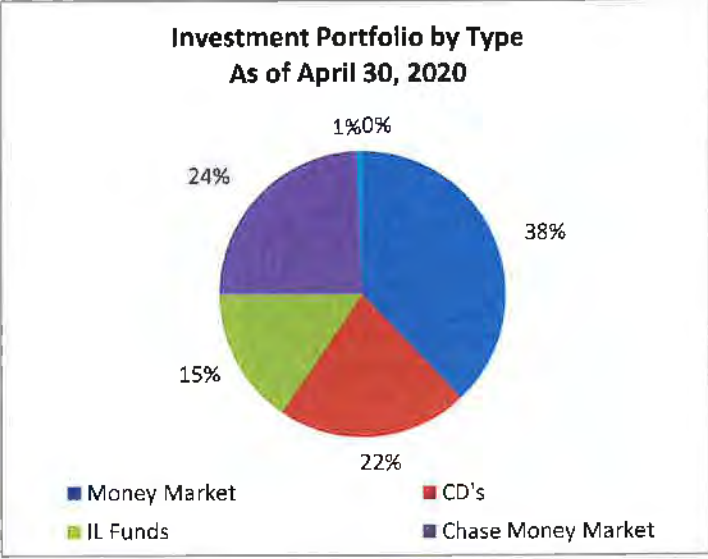
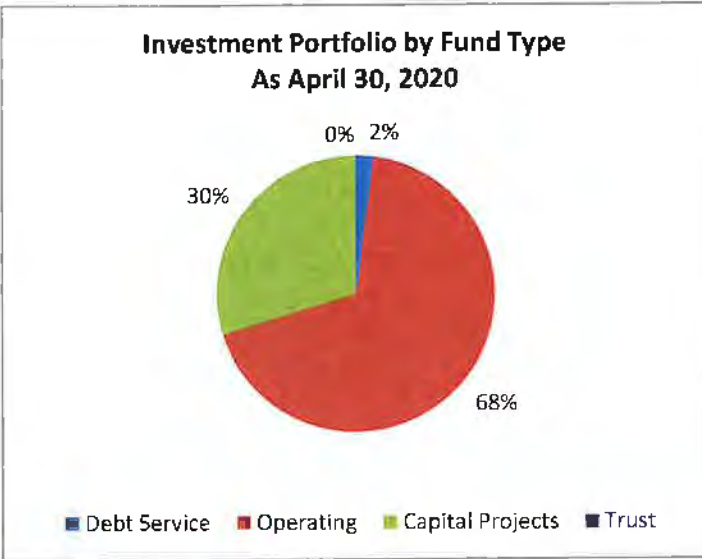


**Total Water Consumption
Month of April**



Village Investments

As of April 30, 2020, the Village's investment portfolio (not including pension trust funds) totaled \$68.6 million. Of this amount, \$46.8 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$21.8 million is related to debt service, capital projects and trust funds.



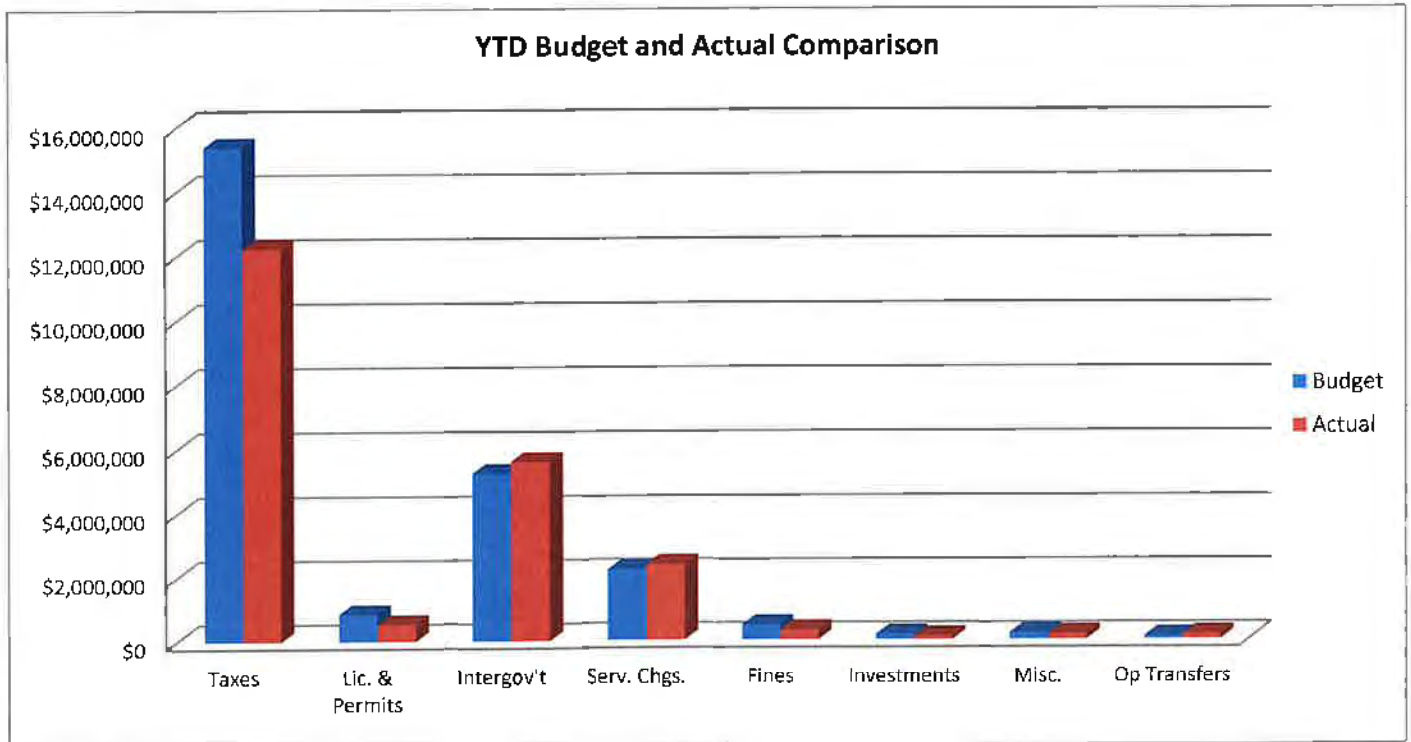
Operating Funds

General Fund

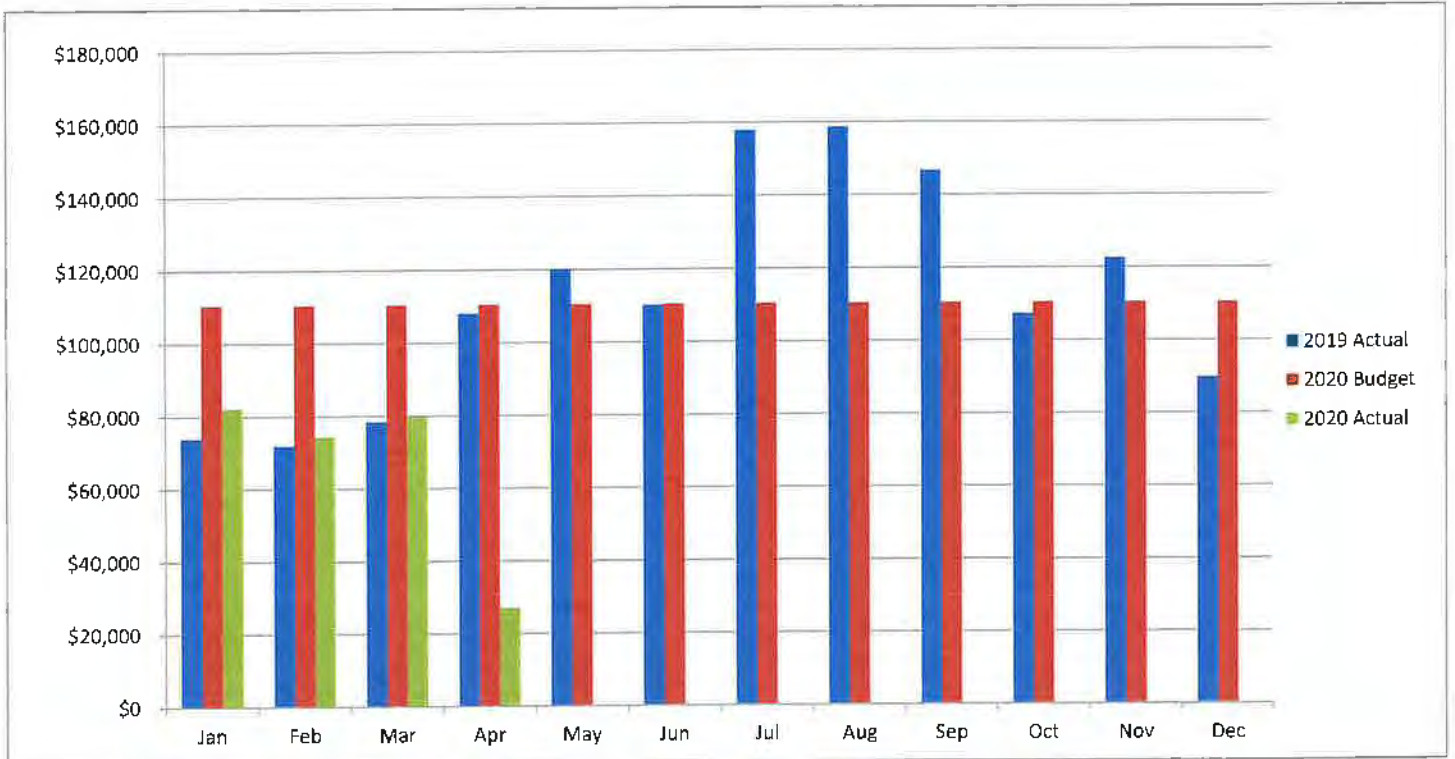
For the month of April, General Fund revenues totaled \$2,868,533 and expenditures totaled \$3,759,052 resulting in a deficit of \$890,519.

Revenues: April year-to-date figures are detailed in the table below. Property taxes are due in March and August every year. Licenses and Permits are under budget due to business licenses renewal due date being extended to May 31st. 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	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 15,398,633	\$ 12,244,079	-20.5%
Licenses & Permits	858,333	538,756	-37.2%
Intergovernmental	5,228,670	5,587,822	6.9%
Charges for Services	2,208,650	2,375,385	7.5%
Fines & Forfeits	464,067	310,767	-33.0%
Investments	166,667	108,505	-34.9%
Miscellaneous	202,567	173,346	-14.4%
Operating Transfers	100,000	164,957	65.0%
TOTAL	\$ 24,627,587	\$ 21,503,617	-12.7%

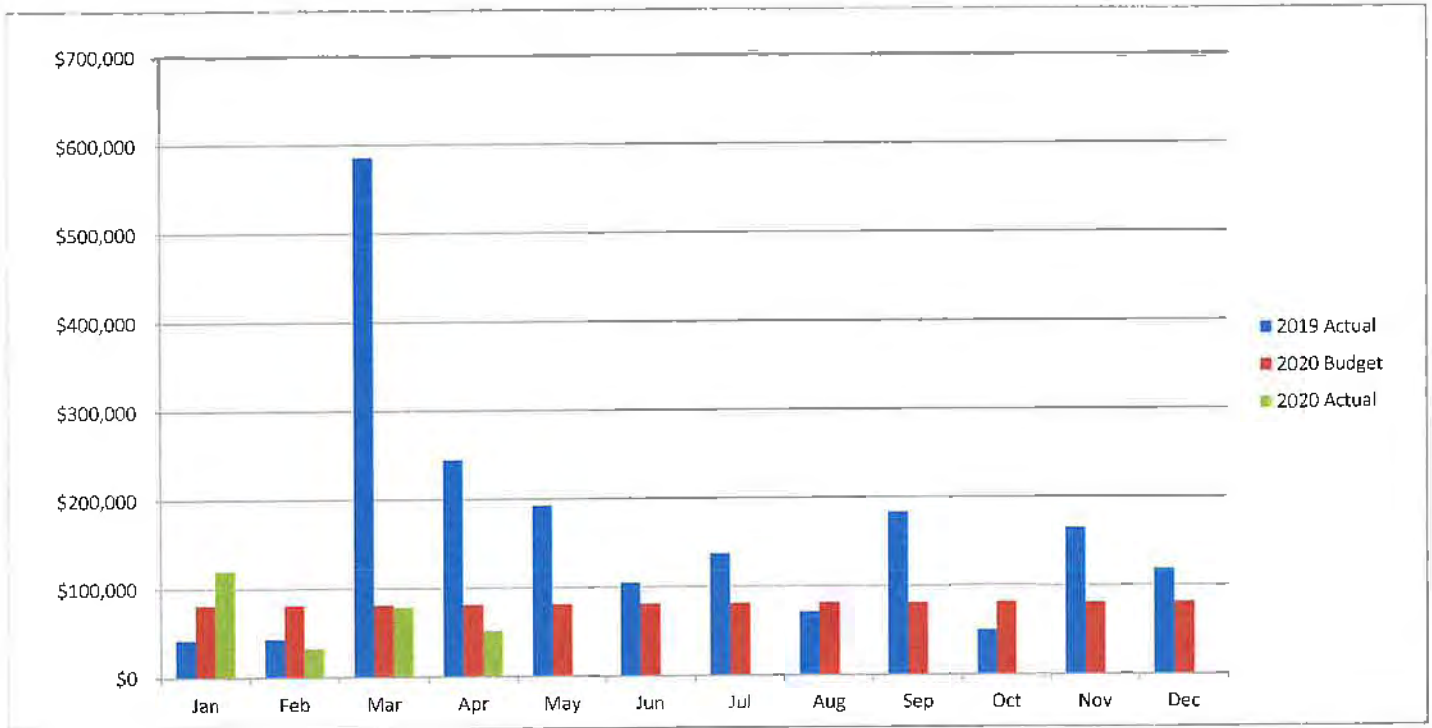


Hotel Tax



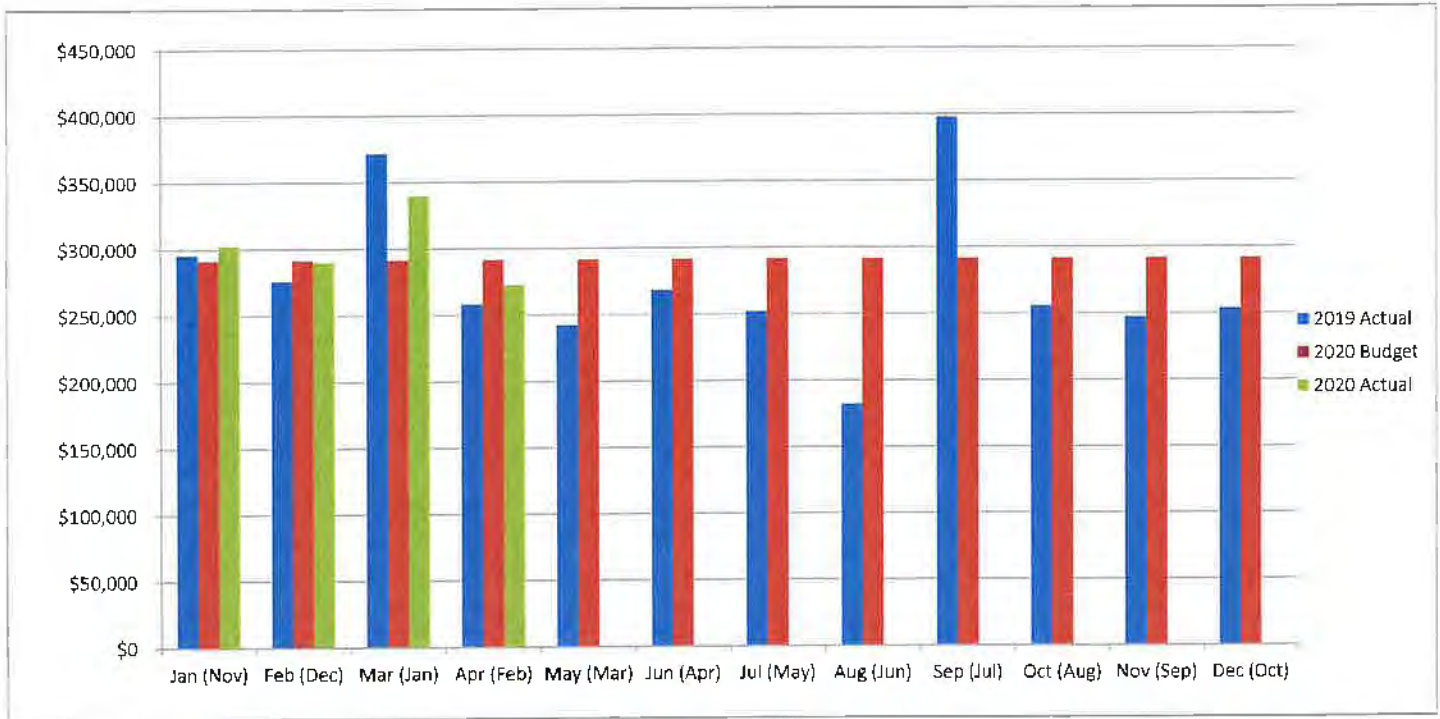
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 73,861	\$ 110,417	\$ 82,223	\$ (28,194)
Feb	71,935	110,417	74,298	(64,312)
Mar	78,416	110,417	79,749	(94,980)
Apr	108,026	110,417	27,149	(178,248)
May	120,207	110,417		
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>\$ 263,419</u>	

Real Estate Transfer Tax



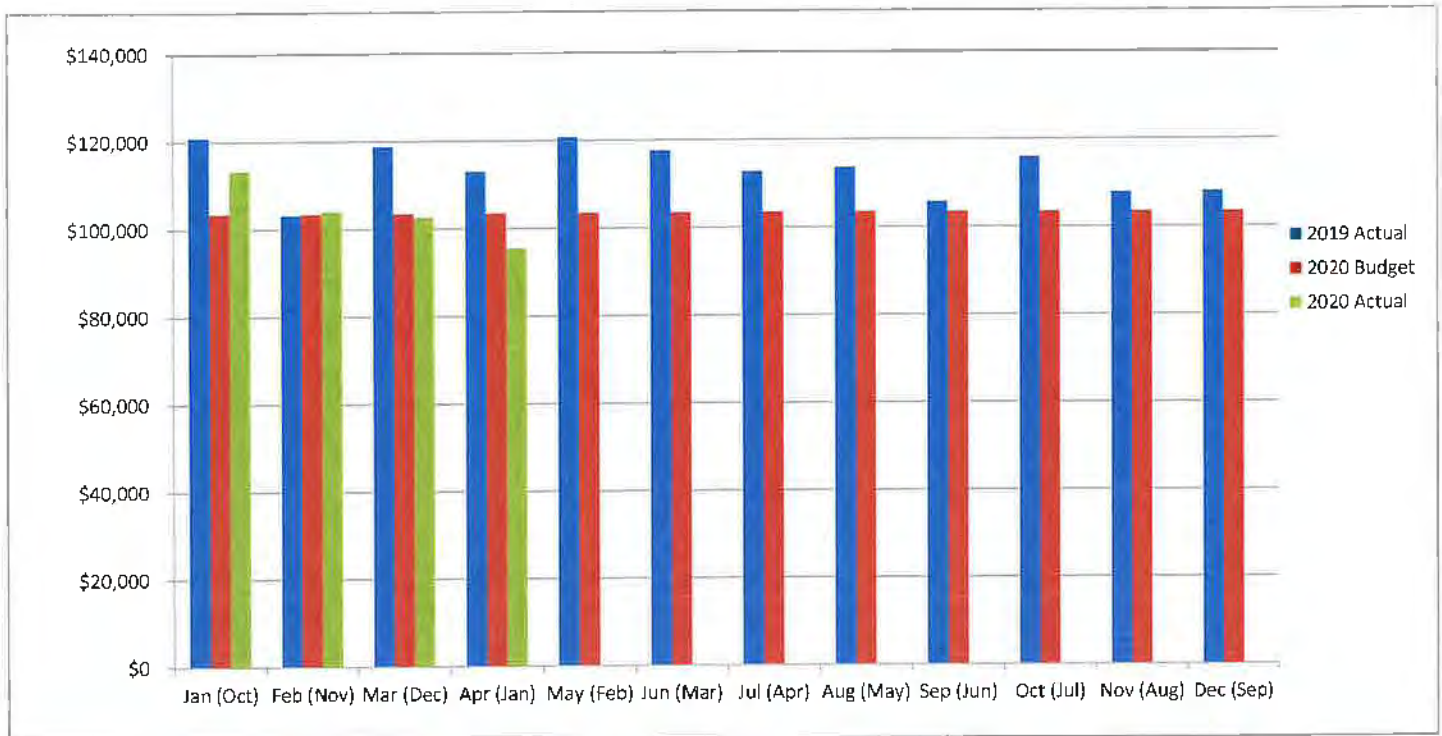
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 42,133	\$ 81,250	\$ 120,255	\$ 39,005
Feb	43,229	81,250	32,846	(9,399)
Mar	585,748	81,250	78,510	(12,139)
Apr	244,290	81,250	51,799	(41,590)
May	192,702	81,250		
Jun	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>\$ 283,410</u>	

Home Rule Sales Tax



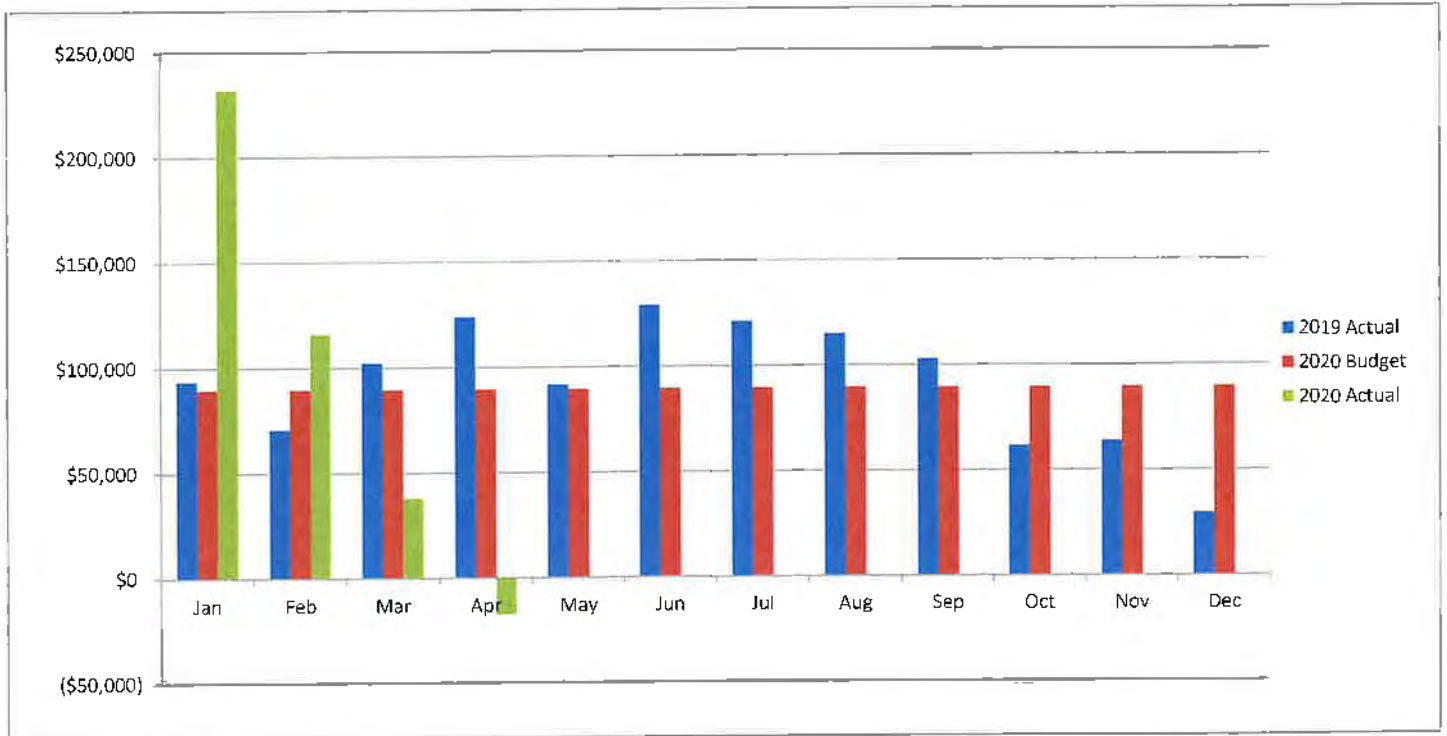
<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	Cumulative Variance 2020 Actual vs. Budget
Jan (Nov)	\$ 295,761	\$ 291,667	\$ 302,599	\$ 10,932
Feb (Dec)	275,771	291,667	290,185	9,451
Mar (Jan)	371,809	291,667	339,755	57,539
Apr (Feb)	258,175	291,667	273,057	38,929
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	\$ 1,205,596	

Telecommunications Tax



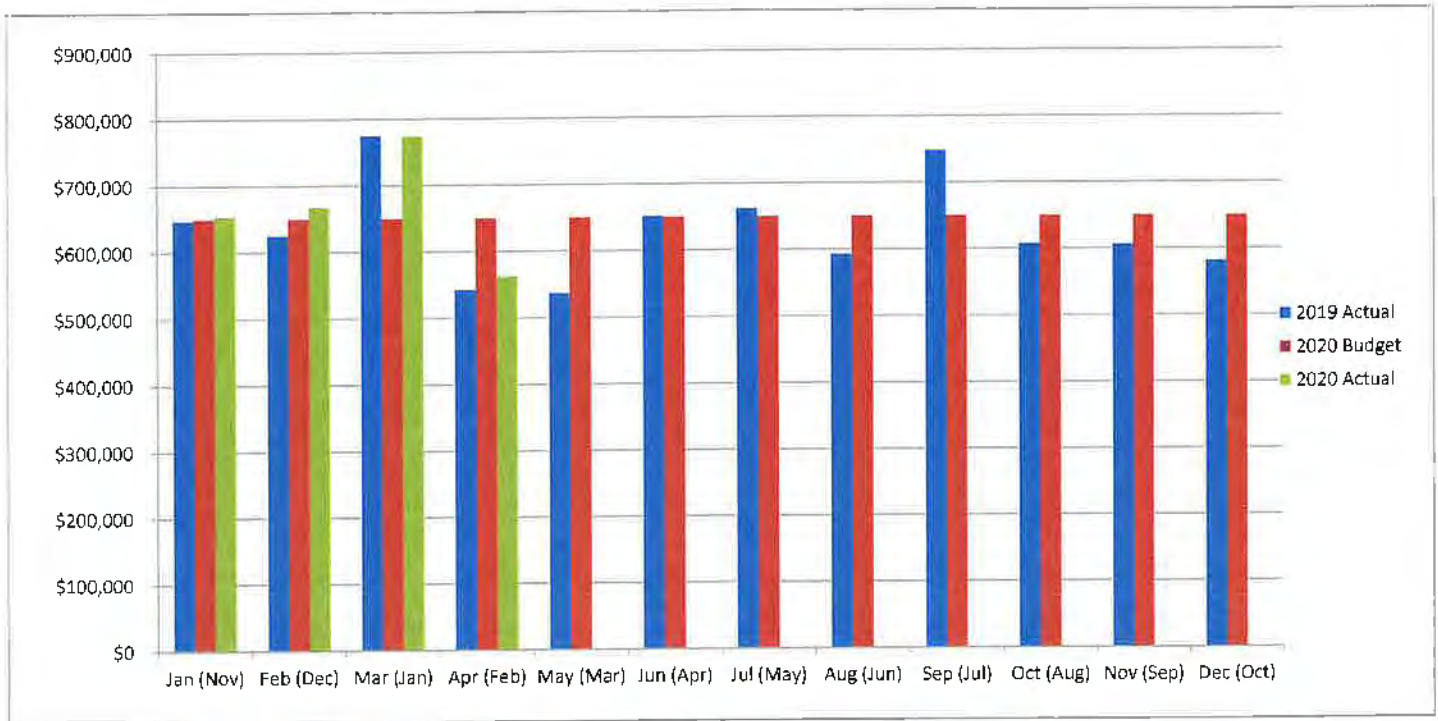
Month Received (Liability Period)	2019 Actual	2020 Budget	2020 Actual	Cumulative Variance 2020 Actual vs. Budget
Jan (Oct)	\$ 120,844	\$ 103,500	\$ 113,378	\$ 9,878
Feb (Nov)	103,168	103,500	104,057	10,435
Mar (Dec)	118,778	103,500	102,651	9,586
Apr (Jan)	113,000	103,500	95,539	1,625
May (Feb)	120,765	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	\$ 415,625	

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	(17,384)	9,892
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>\$ 368,225</u>	

State Sales Tax



**Month Received
(Liability Period)**

Jan (Nov)
Feb (Dec)
Mar (Jan)
Apr (Feb)
May (Mar)
Jun (Apr)
Jul (May)
Aug (Jun)
Sep (Jul)
Oct (Aug)
Nov (Sep)
Dec (Oct)

2019 Actual

\$ 647,708
624,801
774,929
542,297
536,850
651,634
662,407
592,425
748,503
607,826
606,345
581,818

2020 Budget

\$ 650,000
650,000
650,000
650,000
650,000
650,000
650,000
650,000
650,000
650,000
650,000
650,000

2020 Actual

\$ 654,701
668,077
774,498
561,888

\$ 2,659,164

**Cumulative
Variance
2020 Actual
vs. Budget**

\$ 4,701
22,778
147,276
59,164

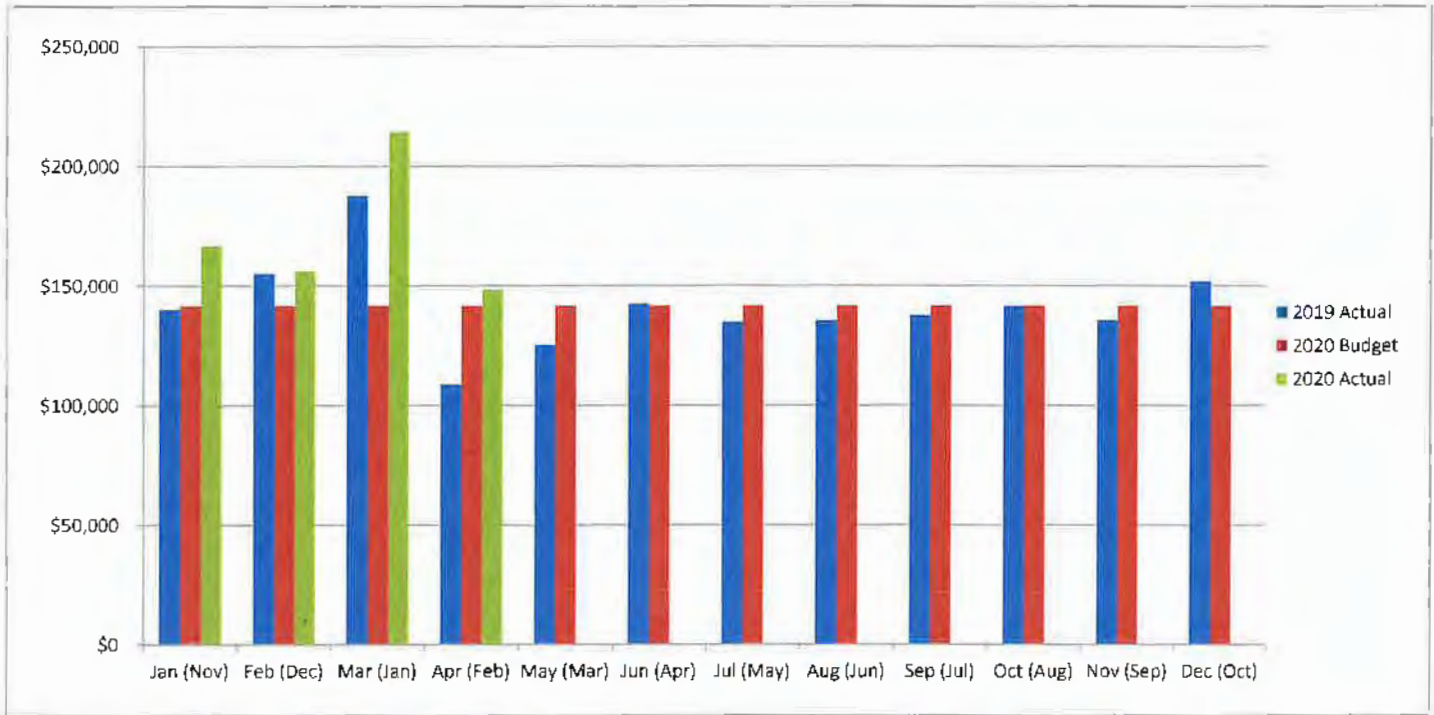
YTD Totals

\$ 7,577,540

\$ 7,800,000

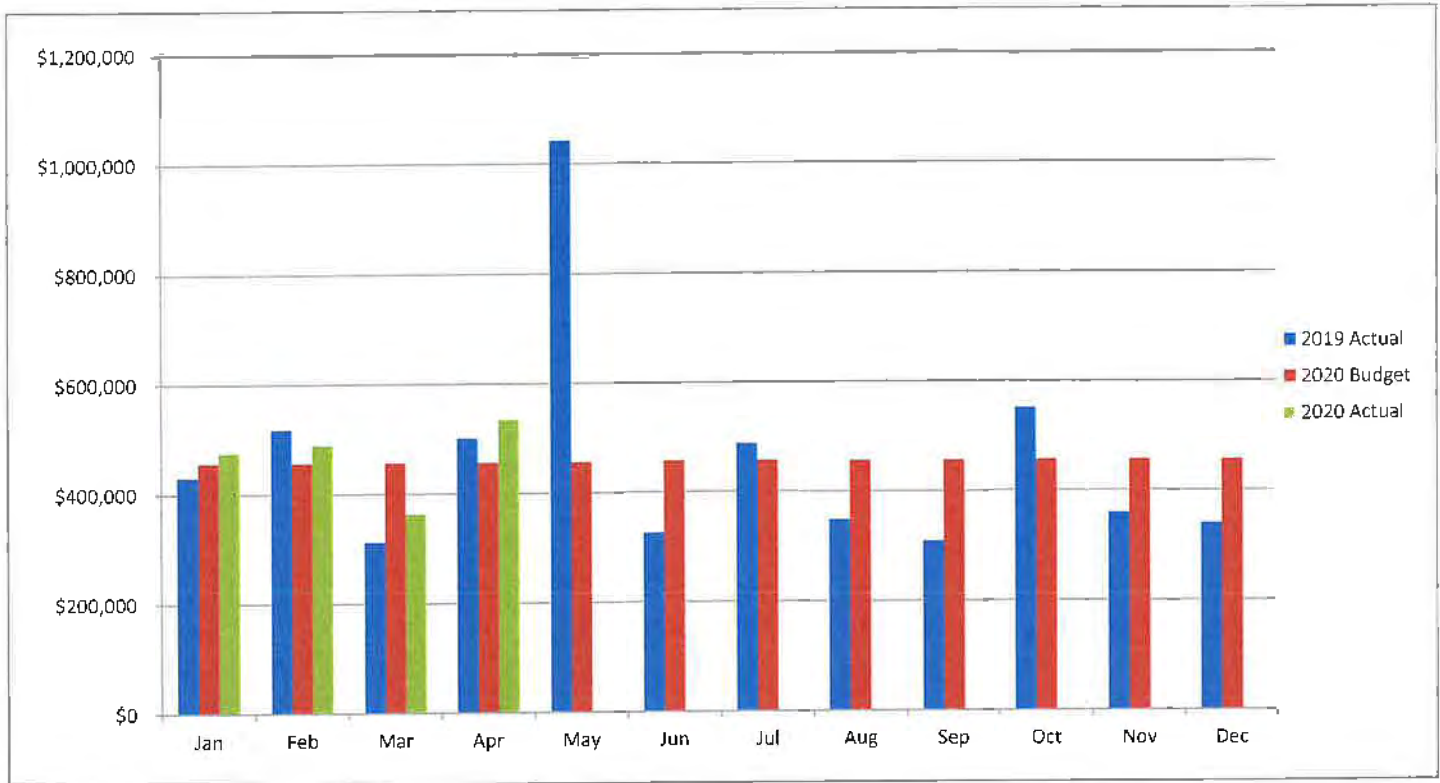
\$ 2,659,164

Local Use Tax



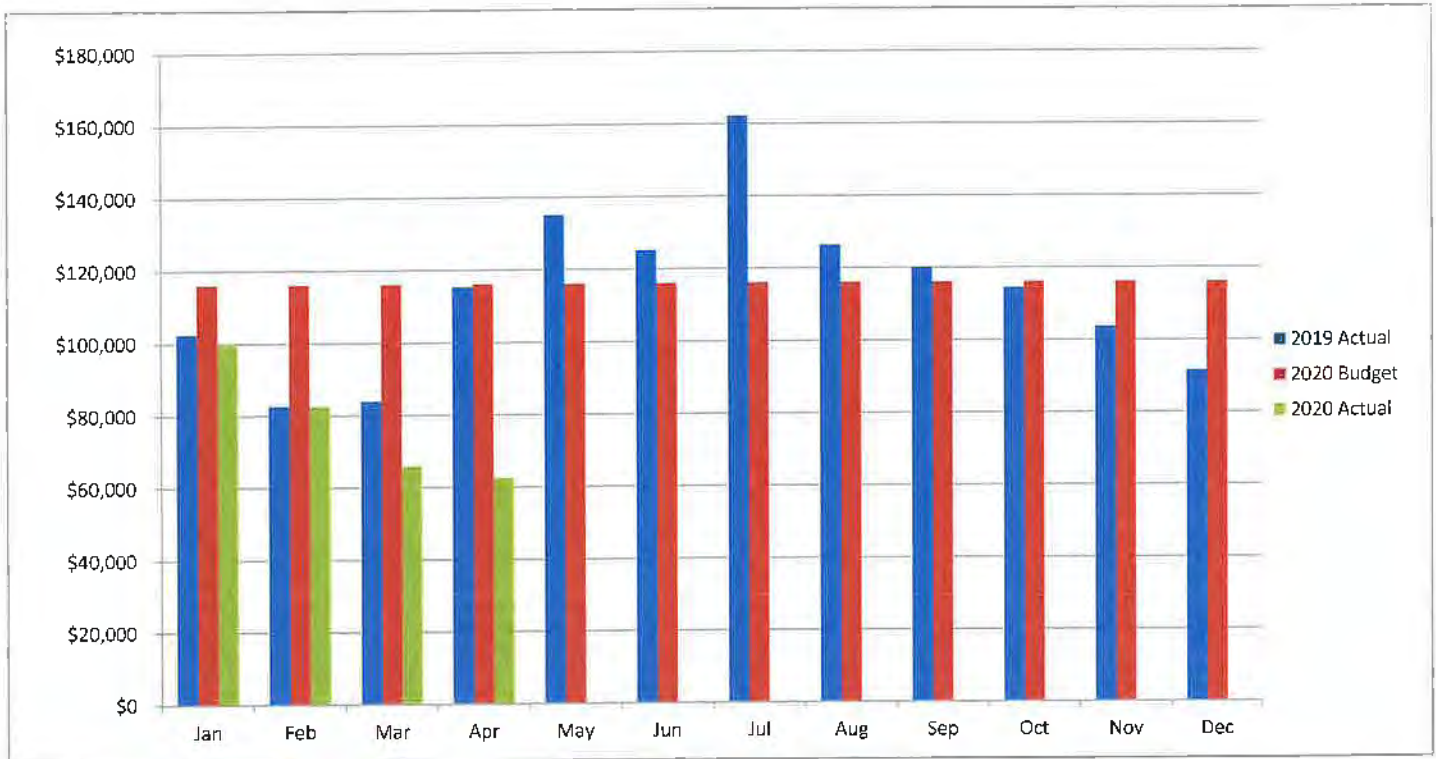
<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan (Nov)	\$ 140,169	\$ 141,667	\$ 166,765	\$ 25,098
Feb (Dec)	155,093	141,667	156,234	39,666
Mar (Jan)	187,546	141,667	214,375	112,374
Apr (Feb)	108,793	141,667	148,444	119,151
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	\$ 685,818	

Income Tax



2018-2019			2019-2020			Cumulative Variance 2020 Actual vs. Budget	
Month Received	Liab Pd	2019 Actual	Month Received	2020 Budget	Liab Pd		2020 Actual
Jan	Dec-18	\$ 430,566	Jan	\$ 456,250	Dec-18	\$ 474,910	\$ 18,660
Feb	Jan-19	518,005	Feb	456,250	Jan-19	489,288	51,698
Mar	Jan-19	311,906	Mar	456,250	Jan-19	363,834	(40,718)
Apr	Jan-19	500,986	Apr	456,250	Jan-19	534,381	37,413
May	Feb-19	1,042,123	May	456,250	Feb-19		
Jun	Feb-19	325,451	Jun	456,250	Feb-19		
Jul	Mar-19	486,704	Jul	456,250	Mar-19		
Aug	Mar-19	348,884	Aug	456,250	Mar-19		
Sep	Mar-19	308,780	Sep	456,250	Mar-19		
Oct	Apr-19	550,920	Oct	456,250	Apr-19		
Nov	Apr-19	359,560	Nov	456,250	Apr-19		
Dec	May-19	339,769	Dec	456,250	May-19		
YTD Totals		<u>\$ 5,523,654</u>		<u>\$ 5,475,000</u>		<u>\$ 1,862,413</u>	

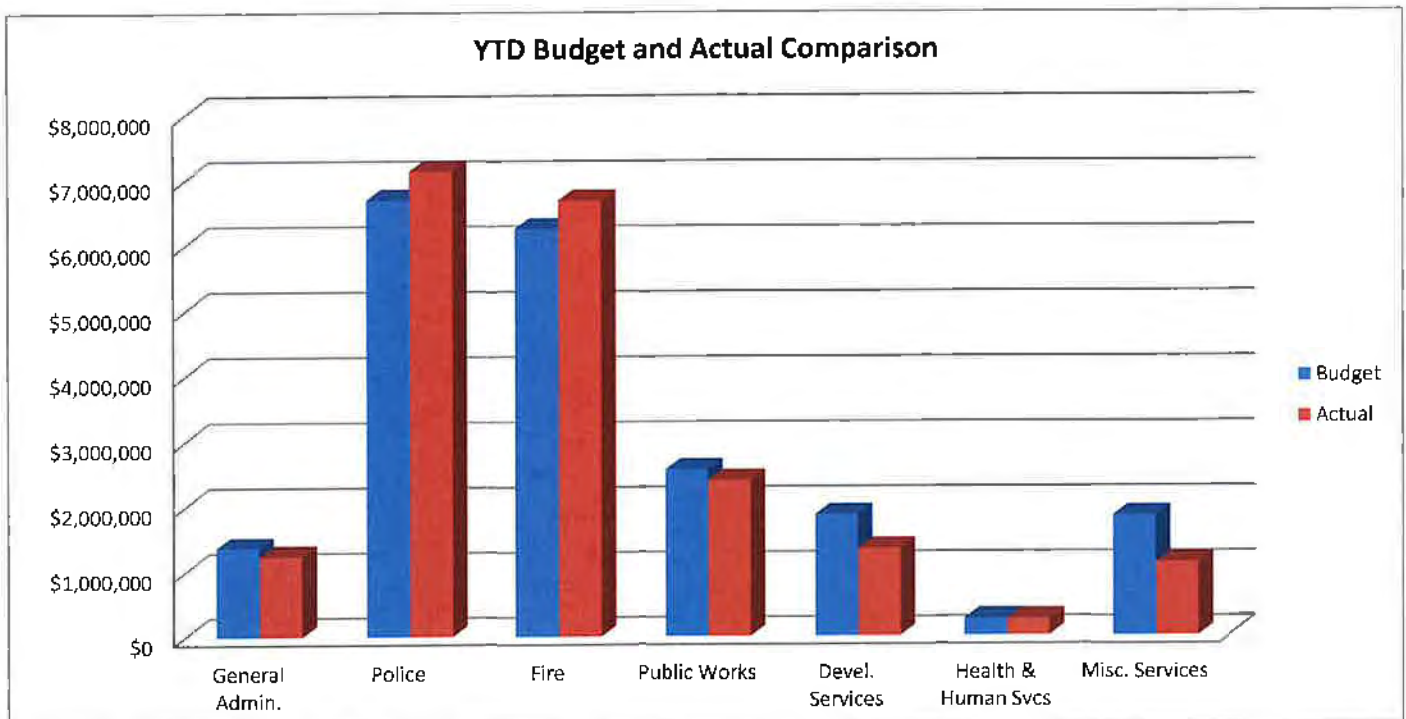
Fines



<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	62,529	(153,299)
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	\$ 310,768	

Expenditures: General Fund expenditures in April were \$1,450,255 below the budgeted figure of \$5,209,307. 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	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 128,917	\$ 116,427	9.7%
Administration	228,343	231,350	-1.3%
Legal	185,137	87,990	52.5%
Finance	384,820	389,063	-1.1%
Village Clerk	74,800	72,879	2.6%
HRM	188,960	175,143	7.3%
Communications	86,050	80,986	5.9%
Cable TV	66,597	51,126	23.2%
Emergency Operations	28,670	41,490	-44.7%
Police	6,698,617	7,139,229	-6.6%
Fire	6,250,797	6,681,575	-6.9%
Public Works	2,556,180	2,394,509	6.3%
Development Services	1,864,310	1,345,239	27.8%
H&HS	256,163	254,256	0.7%
Miscellaneous	1,840,328	1,124,326	38.9%
TOTAL	\$ 20,838,688	\$ 20,185,588	3.1%



Department News

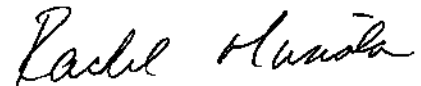
During the month of April, Finance staff attended the following training sessions:

- Attended multiple webinars relating to COVID-19 and the financial aspect of our emergency response (Finance Director, Assistant Director, and Fiscal Operations Manager).

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

- Quarterly Fire Pension Board Meeting (Finance Director, Village Treasurer)
- Quarterly Police Pension Board Meeting (Finance Director, Village Treasurer)
- Various IGFOA Professional Education Committee planning meetings (Finance Director)

Respectfully Submitted,

A handwritten signature in cursive script that reads "Rachel Musiala".

Rachel Musiala

MONTHLY REPORT STATISTICS

April-20

	Apr-20	YTD Apr-20	Apr-19	YTD Apr-19	% Inc / Dec	
					Month	Year
Credit Card Transactions						
Finance and Code Front Counter						
Number	3	1,207	558	1,824	-99.5%	-33.8%
Amount	\$ 123	160,546	\$ 77,905	252,838	-99.8%	-36.5%
Internet Sales						
Number	2,363	9,219	2,110	8,753	12.0%	5.3%
Amount	\$ 323,665	1,166,885	\$ 227,701	965,469	42.1%	20.9%
Total						
Number	2,366	10,426	2,668	10,577	-11.3%	-1.4%
Amount	\$ 323,788	1,327,431	\$ 305,606	\$ 1,218,307	5.9%	9.0%
Credit Card Company Fees						
General Fund	\$ 37	872	\$ 37	163	0.0%	436.2%
Water Fund	2,808	13,111	2,449	9,514	14.7%	37.8%
Total Fees	\$ 2,844	\$ 13,984	\$ 2,485	\$ 9,677	14.4%	44.5%
Accounts Receivable						
Invoices Mailed						
Number	28	268	38	213	-26.3%	25.8%
Amount	\$ 22,493	370,701	\$ 135,342	457,308	-83.4%	-18.9%
Invoices Paid						
Number	41	295	48	201	-14.6%	46.8%
Amount	\$ 55,812	422,139	\$ 113,220	437,662	-50.7%	-3.5%
Reminders Sent						
Number	9	65	7	36	28.6%	80.6%
Amount	\$ 2,381	30,543	\$ 5,002	19,406	-52.4%	57.4%
Accounts Payable						
Checks Issued						
Number	331	1,334	334	1,449	-0.9%	-7.9%
Amount	\$ 3,246,088	9,236,304	\$ 735,671	13,732,415	341.2%	-32.7%
Manual Checks Issued						
Number	22	115	29	109	-24.1%	5.5%
As % of Total Checks	6.65%	8.62%	8.68%	7.52%	-23.5%	14.6%
Amount	\$ 35,951	156,030	\$ 40,872	8,614,613	-12.0%	-98.2%
As % of Total Checks	1.11%	1.69%	5.56%	62.73%	-80.1%	-97.3%
Utility Billing						
New Utility Accounts	129	438	138	436	-6.5%	0.5%
Bills Mailed / Active Accounts	15,746	62,960	15,683	62,717	0.4%	0.4%
Final Bills Mailed	129	438	138	436	-6.5%	0.5%
Shut-Off Notices	-	2,790	1,361	6,200	-100.0%	-55.0%
Actual Shut-Offs	-	188	106	478	-100.0%	-60.7%
Total Billings	\$ 1,797,701	7,231,660	\$ 1,752,866	7,013,194	2.6%	3.1%
Direct Debit (ACH) Program						
New Accounts	63	309	17	268	270.6%	15.3%
Total Accounts	4,498	17,697	3,813	14,639	18.0%	20.9%
As % of Active Accounts	28.57%	28.11%	24.31%	23.34%	4.3%	20.4%
Water Payments Received in Current Month						
Total Bills Mailed	15,746	62,960	15,683	62,717	0.4%	0.4%
ACH Payments	4,498	17,697	3,813	14,639	18.0%	20.9%
ACH Payments-% of Total Bills	28.57%	28.11%	24.31%	23.34%	17.5%	20.4%
On-line Payments (Internet Sales)	1,793	7,190	1,676	7,128	7.0%	0.9%
On-line Payments-% of Total Bills	11.39%	11.42%	10.69%	11.37%	6.6%	0.5%
Over-the-phone Payments	536	2,113	509	2,372	5.3%	-10.9%
Over-the-phone Payments-% of Total Bills	3.40%	3.36%	3.25%	3.78%	4.9%	-11.3%
Mail-in Payments	8,173	34,666	9,341	37,632	-12.5%	-7.9%
Mail-in Payments-% of Total Bills	51.91%	55.06%	59.56%	60.00%	-12.9%	-8.2%

WATER BILLING ANALYSIS
April 30, 2020

Residential Billings
Average Monthly Consumption/Customer

<u>Month Billed</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
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
April	4,206	4,227	4,423
13 Month Average -	4,529	4,423	4,365
% Change -	-0.3%	-2.3%	-1.3%

Total Water Customers

Average Bill

<u>Customer Type</u>				<u>Customer Type</u>			
	<u>Apr-19</u>	<u>Apr-20</u>	<u>% Change</u>		<u>Apr-19</u>	<u>Apr-20</u>	<u>% Change</u>
Residential	14,756	14,819	0.4%	Residential	\$ 57.81	\$ 62.04	7.3%
Commercial	927	927	0.0%				
Total	15,683	15,746	0.4%				

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>			
	<u>Apr-19</u>	<u>Apr-20</u>	<u>% Change</u>	<u>Apr-19</u>	<u>Apr-20</u>	<u>% Change</u>	
Residential	62	66	6.5%	Residential	251	253	0.8%
Commercial	39	35	-10.3%	Commercial	153	152	-0.7%
	101	101	0.0%		404	405	0.2%

STATEMENT OF INVESTMENTS-VILLAGE
As of April 30, 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		6,661,373.56			1.004
Illinois Funds - Veterans Memorial	05/01/92		313.32			1.004
IMET Convenience Fund	10/20/05		2,858.91			0.780
Citibank SDA	11/07/08		7,339,386.27			1.500
Chase Money Market	03/06/18		1,646,442.66			1.490
CD with PMA	08/22/13		8,017,000.00	8,017,000.00	8,166,317.67	0.375
			23,667,374.72			
<u>Motor Fuel Tax</u>						
Illinois Funds	09/30/86		165,824.24			1.004
<u>Asset Seizure - Federal</u>						
Illinois Funds	06/09/99		4,364.01			1.004
<u>Asset Seizure - State</u>						
Illinois Funds	11/30/98		55,884.68			1.004
<u>Asset Seizure - BATTLE</u>						
Illinois Funds	07/10/08		844.13			1.004
<u>Municipal Waste System</u>						
Illinois Funds	08/31/98		7,959.16			1.004
<u>2005A G.O. Debt Serv.</u>						
Illinois Funds	11/30/04		309,347.51			1.004
<u>Central Road Corridor Improv.</u>						
Illinois Funds	12/15/88		9,785.00			1.004
Citibank SDA	11/07/08		3,778.87			1.500
			13,563.87			
<u>Hoffman Blvd Bridge Maintenance</u>						
Illinois Funds	07/01/98		11,233.96			1.004
Citibank SDA	02/10/11		259,408.42			1.500
			270,642.38			
<u>Western Corridor</u>						
Illinois Funds	06/30/01		38,505.84			1.004
CD with PMA	08/22/13		3,172,700.00	3,172,700.00	3,242,830.20	
Citibank SDA	01/07/09		321,354.01			1.500
			3,532,559.85			

STATEMENT OF INVESTMENTS-VILLAGE
As of April 30, 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		1,073,014.92			1.004
Chase Money Market			700,076.24			-
Citibank SDA	02/10/11		241,483.22			-
			<u>2,014,574.38</u>			
<u>Road Improvement</u>						
Illinois Funds	01/01/15		2,024,981.52			1.490
Chase Money Market	03/06/18		500,054.46			1.500
Citibank SDA			907,354.63			
			<u>3,432,390.61</u>			
<u>Capital Improvements</u>						
Illinois Funds	12/31/96		1,252.60			1.004
Citibank SDA	01/07/09		248,438.26			1.500
			<u>249,691.86</u>			
<u>Capital Vehicle & Equipment</u>						
Illinois Funds	12/31/96		23,415.01			1.004
Citibank SDA	01/07/09		71,247.02			1.500
			<u>94,662.03</u>			
<u>Capital Replacement</u>						
Illinois Funds	02/01/98		3,308.86			1.004
Citibank SDA	11/07/08		328,395.70			1.500
			<u>331,704.56</u>			
<u>Water and Sewer</u>						
Illinois Funds	09/30/86		10,233.65			1.004
Citibank SDA	11/07/08		245,096.55			1.500
Chase Money Market	03/06/18		6,244,376.74			1.490
CD with PMA			500,000.00	500,000.00	507,941.37	
			<u>6,999,706.94</u>			
<u>Water and Sewer-2017 Bond Projects</u>						
Citibank SDA	09/13/17		1,821,667.42			1.500
CD with PMA	09/13/17		1,890,000.00	1,890,000.00	1,905,046.78	
			<u>3,711,667.42</u>			
<u>Water and Sewer-2019 Bond Projects</u>						
Citibank SDA	09/13/17		4,973,381.63			1.500
<u>Sears Operating</u>						
Illinois Funds			2,564.85			-
Chase Money Market			1,000,108.92			-
Citibank SDA			144,315.26	246,600.00	252,045.19	
CD with PMA			246,600.00	-	-	
			<u>1,393,589.03</u>			

STATEMENT OF INVESTMENTS-VILLAGE
As of April 30, 2020

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<u>Sears Centre</u>						
H.E. Community Bank-MaxSafe			512,920.79			
			<u>512,920.79</u>			
<u>Insurance</u>						
Illinois Funds	11/10/87		16,416.37			1.004
Citibank SDA	11/07/08		1,164,001.05			1.500
CD with PMA	08/22/13		993,200.00	993,200.00	1,012,031.75	0.375
			<u>2,173,617.42</u>			
<u>Information Systems</u>						
Illinois Funds	02/01/98		80,983.12			1.004
Citibank SDA	11/07/08		610,979.14			
			<u>691,962.26</u>			
<u>EDA Special Tax Alloc.</u>						
Citibank SDA	11/07/08		5,475,281.20			
Chase Money Market	03/14/19		4,000,435.66			
			<u>9,475,716.86</u>			
<u>Roselle Road TIF</u>						
Illinois Funds	09/30/03		7,603.77			1.004
Chase Money Market			1,000,108.92			
Citibank SDA	11/07/08		114,955.93			1.500
			<u>1,122,668.62</u>			
<u>Barr./Higgins TIF</u>						
Illinois Funds	08/26/91		118,867.28			1.004
Chase Money Market			200,021.78			
			<u>318,889.06</u>			
<u>2019 Captial Project Fund</u>						
Citibank SDA	09/13/17		1,730,086.85			1.500
<u>Hig/Hassell TIF</u>						
Chase Money Market			200,021.78			
<u>2016 G.O. Debt Serv.</u>						
Chase Money Market			200,021.78			
<u>2018G.O. Debt Serv.</u>						
Chase Money Market			900,098.02			
Total Investments			<u>\$ 68,555,736.45</u>			

STATEMENT OF INVESTMENTS-VILLAGE
As of April 30, 2020

Fund	Investment Date	Maturity Date	Book Value	Market Value Percent	Maturity Value	Rate of Interest
Illinois Funds			10,628,077.36	15.50		
IMET			0.00	-		
IMET Convenience Fund			2,858.91	0.00		
Chase Money Market			16,591,766.96	24.20		
CD with PMA			14,819,500.00	21.62		
HE Community Bank-MaxSafe			512,920.79	0.75		
Bank of New York Money Market			0.00	-		
Citibank at PMA			26,000,612.43	37.93		
			<u>\$68,555,736.45</u>	<u>100.00</u>		
Total Invested Per Institution Excluding all Trust and EDA Funds				Percent Invested		
Illinois Funds			9,555,062.44	16.74		
IMET			2,858.91	0.01		
HE Community Bank-MaxSafe			512,920.79	0.90		
Chase Money Market			11,891,255.06	20.84		
CD with PMA			14,819,500.00	25.97		
Citibank at PMA			20,283,848.01	35.54		
			<u>\$57,065,445.21</u>	<u>100.00</u>		
Total Invested Per Fund						
Total Investments - Operating Funds					\$46,791,343.70	
Total Investments - Debt Service Funds					\$1,409,467.31	
Total Investments - Trust Funds					\$0.00	
Total Investments - Capital Projects Funds					\$20,354,925.44	
Total Investments - All Funds					<u>\$68,555,736.45</u>	

PMA CERTIFICATE OF DEPOSITS

April 30, 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%
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:			\$ 8,017,000.00	
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	
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: \$ 14,819,500.00	

OPERATING REPORT SUMMARY

REVENUES

April 30, 2020

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
General Fund							
Property Taxes	50,000	146,919	10,014,510	5,999,939	16,314,510	36.8%	
Hotel Tax	110,417	27,149	441,667	263,420	1,325,000	19.9%	
Real Estate Transfer Tax	81,250	51,799	325,000	283,410	975,000	29.1%	
Home Rule Sales Tax	291,667	273,057	1,166,667	1,205,596	3,500,000	34.4%	
Telecommunications Tax	103,500	95,539	414,000	415,625	1,242,000	33.5%	
Property Tax - Fire	309,658	43,995	1,238,630	1,797,757	3,715,890	48.4%	
Property Tax - Police	362,825	49,452	1,451,300	2,020,425	4,353,900	46.4%	
Other Taxes	86,715	45,250	346,860	257,908	1,040,580	24.8%	
Total Taxes	1,396,031	733,161	15,398,633	12,244,079	32,466,880	37.7%	
Business Licenses	150,000	71,194	230,000	97,067	370,000	26.2%	
Liquor Licenses	205,000	67,350	265,500	72,864	283,000	25.7%	
Building Permits	89,583	(17,384)	358,333	368,227	1,075,000	34.3%	
Other Licenses & Permits	1,125	20	4,500	599	13,500	4.4%	
Total Licenses & Permits	445,708	121,180	858,333	538,756	1,741,500	30.9%	
Sales Tax	650,000	561,888	2,600,000	2,659,164	7,800,000	34.1%	
Local Use Tax	141,667	148,444	566,667	685,817	1,700,000	40.3%	
State Income Tax	456,250	534,381	1,825,000	1,862,413	5,475,000	34.0%	
Replacement Tax	17,825	63,918	71,300	116,301	213,900	54.4%	
Other Intergovernmental	41,426	43,956	165,703	264,127	497,110	53.1%	
Total Intergovernmental	1,307,168	1,352,587	5,228,670	5,587,822	15,686,010	35.6%	
Engineering Fees	25,000	-	100,000	13,613	300,000	4.5%	
Ambulance Fees	141,667	137,493	566,667	592,788	1,700,000	34.9%	
Police Hireback	35,417	-	141,667	128,663	425,000	30.3%	
Lease Payments	62,850	59,262	251,400	256,961	754,200	34.1%	
Cable TV Fees	-	40,799	200,000	229,277	800,000	28.7%	
4th of July Proceeds	-	-	2,500	2,500	87,750	2.8%	
Employee Payments	108,333	134,697	433,333	522,736	1,300,000	40.2%	
Hireback - Arena	15,479	-	61,917	66,822	185,750	36.0%	
Rental Inspection Fees	-	1,275	150,000	253,350	300,000	84.5%	
Other Charges for Services	75,292	60,733	301,167	308,676	903,500	34.2%	
Total Charges for Services	464,038	434,259	2,208,650	2,375,385	6,756,200	35.2%	
Court Fines-County	15,000	-	60,000	16,237	180,000	9.0%	
Ticket Fines-Village	31,350	8,453	125,400	114,709	376,200	30.5%	
Overweight Truck Fines	500	310	2,000	1,180	6,000	19.7%	
Red Light Camera Revenue	56,667	38,355	226,667	154,443	680,000	22.7%	
Local Debt Recovery	12,500	15,411	50,000	24,198	150,000	16.1%	
Total Fines & Forfeits	116,017	62,529	464,067	310,767	1,392,200	22.3%	
Total Investment Earnings	41,667	17,572	166,667	108,505	500,000	21.7%	
Reimburse/Recoveries	22,500	23,775	90,000	50,267	270,000	18.6%	
S.Barrington Fuel Reimbursement	2,500	2,215	10,000	10,321	30,000	34.4%	
Shaumburg Twn Fuel Reimbursement	2,500	2,085	10,000	11,095	30,000	N/A	
Tollway Payments	833	-	3,333	5,400	10,000	54.0%	
Other Miscellaneous	22,308	79,663	89,233	96,263	267,700	36.0%	
Total Miscellaneous	50,642	107,738	202,567	173,346	607,700	28.5%	
Total Operating Transfers In	25,000	39,507	100,000	164,957	300,000	55.0%	
Total General Fund	3,846,269	2,868,533	24,627,587	21,503,617	59,450,490	36.2%	33.3%

**OPERATING REPORT SUMMARY
REVENUES**

April 30, 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	1,471,161	6,417,333	5,940,319	19,252,000	30.9%	
Connection Fees	4,167	-	16,667	3,960	50,000	7.9%	
Cross Connection Fees	3,167	3,199	12,667	12,835	38,000	33.8%	
Penalties	8,333	(40)	33,333	32,653	100,000	32.7%	
Investment Earnings	5,000	1,550	20,000	16,665	60,000	27.8%	
Other Revenue Sources	8,833	14,224	35,333	46,606	106,000	44.0%	
Capital Projects	-	3,051	-	36,270	4,138,000	0.9%	
Total Water Fund	1,633,833	1,493,146	6,535,333	6,089,307	23,744,000	25.6%	33.3%
Motor Fuel Tax Fund	185,667	165,415	742,667	715,027	2,228,000	32.1%	
Community Dev Block Grant Fund	24,792	-	99,167	-	297,500	0.0%	
Asset Seizure Fund	333	10,318	1,333	59,426	4,000	1485.7%	
Municipal Waste System Fund	250,646	235,216	1,002,583	994,984	3,007,750	33.1%	
Sears Centre Operating Fund	317,798	174,720	1,271,193	910,988	3,813,580	23.9%	
Sears Centre Activity Fund	925,773	(74,630)	3,703,093	1,246,888	11,109,280	11.2%	
Stormwater Management	90,583	45,297	362,333	181,047	1,087,000	16.7%	
Insurance Fund	135,656	125,122	542,623	505,020	1,627,870	31.0%	
Roselle Road TIF	25,417	143	101,667	102,045	305,000	33.5%	
Barrington/Higgins TIF	50,728	134	202,913	183,042	608,740	30.1%	
Lakewood Center TIF	22,475	510	89,900	2,550	269,700	0.9%	
Higgins/Hassell TIF	25,042	22	100,167	202,916	300,500	67.5%	
Information Systems	146,457	144,388	585,827	582,258	1,757,480	33.1%	
Total Spec Rev. & Int Svc. Fund	2,201,367	826,655	8,805,467	5,686,192	26,416,400	21.5%	
TOTAL OPERATING FUNDS	7,681,469	5,188,334	39,968,387	33,279,117	109,610,890	30.4%	33.3%
2015A & C G.O. Debt Service	307	307	1,607	1,607	3,504,740	0.0%	
2015B G.O. Debt Service	-	-	-	-	121,600	0.0%	
2016 G.O. Debt Service	5,746	5,746	233,751	233,751	438,800	0.0%	
2017A & B G.O. Debt Service	-	-	-	-	179,350	0.0%	
2018 G.O. Debt Service	24,784	24,784	925,996	925,996	2,750,200	0.0%	
2019 G.O. Debt Service	-	-	-	-	136,700	0.0%	
TOTAL DEBT SERV. FUNDS	30,837	30,837	1,161,354	1,161,354	7,131,390	16.3%	33.3%
Central Rd. Corridor Fund	50	15	200	89	600	14.9%	
Hoffman Blvd Bridge Maintenance	417	27	1,667	757	5,000	15.1%	
Western Corridor Fund	4,167	5,865	16,667	28,914	50,000	57.8%	
Prairie Stone Capital Fund	833	1,015	3,333	9,052	10,000	90.5%	
Central Area Rd. Impr. Imp. Fee	-	22	-	79	-	0.0%	
Western Area Traffic Impr.	-	5	-	17	-	N/A	
Western Area Traffic Impr. Impact Fee	-	13	-	42	-	0.0%	
Capital Improvements Fund	177,300	222,090	709,200	922,052	2,127,600	43.3%	
Capital Vehicle & Equipment Fund	133,243	129,393	532,970	517,854	1,598,910	32.4%	
Capital Replacement Fund	58,750	58,397	235,000	234,318	705,000	33.2%	
2015 Project Fund	-	144	-	5,179	-	N/A	
Road Improvement Fund	691,759	546,245	2,767,037	2,305,722	8,301,110	27.8%	
TOTAL CAP PROJECT FUNDS	1,066,518	963,231	4,266,073	4,024,075	12,798,220	31.4%	33.3%
Police Pension Fund	506,025	(18,024,415)	2,024,100	(17,570,799)	6,072,300	-289.4%	
Fire Pension Fund	490,649	(8,035,990)	1,962,597	(10,308,443)	5,887,790	-175.1%	
TOTAL TRUST FUNDS	996,674	(26,060,405)	3,986,697	(27,879,241)	11,960,090	-233.1%	33.3%
TOTAL ALL FUNDS	9,775,498	(19,878,004)	49,382,511	10,585,304	141,500,590	7.5%	33.3%

OPERATING REPORT SUMMARY
EXPENDITURES
April 30, 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	23,470	128,917	116,427	386,750	30.1%	
Administration	57,086	47,511	228,343	231,350	685,030	33.8%	
Legal	46,284	26,675	185,137	87,990	555,410	15.8%	
Finance	96,205	82,984	384,820	389,063	1,154,460	33.7%	
Village Clerk	18,700	16,967	74,800	72,879	224,400	32.5%	
Human Resource Mgmt.	47,240	48,472	188,960	175,143	566,880	30.9%	
Communications	21,513	12,589	86,050	80,986	258,150	31.4%	
Cable TV	16,649	11,057	66,597	51,126	199,790	25.6%	
Emergency Operations	7,168	5,932	28,670	41,490	86,010	48.2%	
Total General Admin.	343,073	275,658	1,372,293	1,246,454	4,116,880	30.3%	33.3%
Police Department							
Administration	134,009	112,776	536,037	554,174	1,608,110	34.5%	
Juvenile Investigations	47,516	28,515	190,063	241,954	570,190	42.4%	
Tactical	89,213	57,927	356,850	384,669	1,070,550	35.9%	
Patrol and Response	968,991	681,612	3,875,963	4,320,136	11,627,890	37.2%	
Traffic	105,236	70,549	420,943	336,812	1,262,830	26.7%	
Investigations	126,937	78,869	507,747	511,985	1,523,240	33.6%	
Community Relations	1,131	635	4,523	1,855	13,570	13.7%	
Communications	58,678	95,720	234,713	239,301	704,140	34.0%	
Canine	16,551	11,079	66,203	70,529	198,610	35.5%	
Special Services	16,628	-	66,510	48,798	199,530	24.5%	
Records	27,008	23,391	108,030	100,284	324,090	30.9%	
Administrative Services	82,758	77,118	331,033	328,732	993,100	33.1%	
Total Police	1,674,654	1,238,191	6,698,617	7,139,229	20,095,850	35.5%	33.3%
Fire Department							
Administration	92,874	85,411	371,497	381,101	1,114,490	34.2%	
Public Education	6,079	3,811	24,317	23,348	72,950	32.0%	
Suppression	742,311	525,400	2,969,243	3,154,723	8,907,730	35.4%	
Emer. Med. Serv.	667,320	475,956	2,669,280	2,935,678	8,007,840	36.7%	
Prevention	50,415	26,481	201,660	171,029	604,980	28.3%	
Fire Stations	3,700	2,623	14,800	15,697	44,400	35.4%	
Total Fire	1,562,699	1,119,682	6,250,797	6,681,575	18,752,390	35.6%	33.3%
Public Works Department							
Administration	32,779	37,475	131,117	131,712	393,350	33.5%	
Snow/Ice Control	154,966	89,027	619,863	862,705	1,859,590	46.4%	
Pavement Maintenance	45,396	32,068	181,583	133,683	544,750	24.5%	
Forestry	97,147	57,153	388,587	245,859	1,165,760	21.1%	
Facilities	105,836	110,256	423,343	339,581	1,270,030	26.7%	
Fleet Services	108,274	87,570	433,097	378,617	1,299,290	29.1%	
F.A.S.T.	15,598	8,450	62,390	40,232	187,170	21.5%	
Storm Sewers	12,623	11,808	50,490	40,476	151,470	26.7%	
Traffic Control	66,428	54,514	265,710	221,645	797,130	27.8%	
Total Public Works	639,045	488,322	2,556,180	2,394,509	7,668,540	31.2%	33.3%

OPERATING REPORT SUMMARY
EXPENDITURES
April 30, 2020

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	%	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
Development Services							
Administration	33,518	29,692	134,070	127,524	402,210	31.7%	
Planning	51,599	29,139	206,397	124,644	619,190	20.1%	
Code Enforcement	134,757	119,208	539,027	525,514	1,617,080	32.5%	
Transportation & Engineering	114,843	101,557	459,370	431,667	1,378,110	31.3%	
Economic Development	131,362	21,296	525,447	135,890	1,576,340	8.6%	
Total Development Services	466,078	300,892	1,864,310	1,345,239	5,592,930	24.1%	33.3%
Health & Human Services	64,041	58,301	256,163	254,256	768,490	33.1%	33.3%
Miscellaneous							
4th of July	-	-	1,461	1,461	155,070	0.9%	
Police & Fire Comm.	6,975	1,000	27,900	2,204	83,700	2.6%	
Misc. Boards & Comm.	20,178	7,126	80,710	38,381	242,130	15.9%	
Misc. Public Improvements	432,564	269,881	1,730,257	1,082,280	5,190,770	20.9%	
Total Miscellaneous	459,717	278,008	1,840,328	1,124,326	5,671,670	19.8%	33.3%
Total General Fund	5,209,307	3,759,052	20,838,688	20,185,588	62,666,750	32.2%	33.3%
Water & Sewer Fund							
Water Department	1,116,739	1,026,931	4,466,957	4,123,946	13,400,870	30.8%	
Sewer Department	186,904	176,288	747,617	682,589	2,242,850	30.4%	
Billing Division	72,843	71,227	291,373	283,811	874,120	32.5%	
Capital Projects Division	6,723	6,723	6,723	6,723	3,908,320	0.2%	
2015 Bond Capital Projects	4,618	4,618	8,083	8,083	421,250	1.9%	
2017 Bond Capital Projects	15,284	15,284	85,434	85,434	1,913,120	4.5%	
2018 Bond Capital Projects	-	-	-	-	247,640	0.0%	
2019 Bond Capital Projects	616,316	616,316	3,032,798	3,032,798	622,530	487.2%	
Total Water & Sewer	2,019,427	1,917,386	8,638,985	8,223,384	23,630,700	34.8%	33.3%
Motor Fuel Tax	217,556	217,556	897,613	897,613	2,710,000	33.1%	
Community Dev. Block Grant Fund	-	-	-	-	297,500	0.0%	
Asset Seizure Fund	26,779	35,377	107,117	148,504	321,350	46.2%	
Municipal Waste System	260,069	258,330	1,040,277	833,286	3,120,830	26.7%	
Sears Centre Operating Fund	329,174	99,016	1,316,697	247,410	3,950,090	6.3%	
Sears Centre Activity Fund	925,773	(50,947)	3,703,093	1,276,984	11,109,280	11.5%	
Stormwater Management	88,679	-	354,717	-	1,064,150	0.0%	
Insurance	148,459	61,740	593,837	800,671	1,781,510	44.9%	
Information Systems	183,957	154,709	735,827	478,023	2,207,480	21.7%	
Roselle Road TIF	76,250	-	305,000	-	915,000	0.0%	
Barrington/Higgins TIF	375	-	1,500	-	4,500	0.0%	
Lakewood Center TIF	22,425	510	89,700	2,550	269,100	0.9%	
Higgins/Hassell TIF	404	-	1,617	-	4,850	0.0%	
TOTAL OPERATING FUNDS	9,508,635	6,452,730	38,624,666	33,094,014	114,053,090	29.0%	33.3%
2015A G.O. Debt Service	-	-	-	-	3,504,740	0.0%	
2015 G.O. Debt Service	-	-	-	-	121,600	0.0%	
2016 G.O. Debt Service	475	475	475	475	439,300	0.1%	
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	475	475	475	475	7,131,890	0.0%	33.3%

OPERATING REPORT SUMMARY
EXPENDITURES
April 30, 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	23,333	70,000	93,332	280,000	33.3%	
Hoffman Blvd Bridge Maintenance	4,333	-	17,333	-	52,000	0.0%	
Prairie Stone Capital	123,125	48,032	492,500	69,091	1,477,500	4.7%	
Capital Improvements Fund	182,763	126,363	731,050	488,862	2,193,150	22.3%	
Capital Vehicle & Equipment Fund	133,076	227,719	532,303	894,033	1,596,910	56.0%	
Capital Replacement Fund	4,000	-	16,000	15,000	48,000	31.3%	
Road Improvement Fund	731,759	26,808	2,927,037	30,248	8,781,110	0.3%	
TOTAL CAP PROJECT FUNDS	1,202,389	452,255	4,786,223	1,590,566	14,428,670	11.0%	33.3%
Police Pension Fund	571,451	595,707	2,285,803	2,347,681	6,857,410	34.2%	
Fire Pension Fund	517,438	512,913	2,069,753	2,078,186	6,209,260	33.5%	
TOTAL TRUST FUNDS	1,088,889	1,108,620	4,355,557	4,425,867	13,066,670	33.9%	33.3%
TOTAL ALL FUNDS	11,800,388	8,014,080	47,766,921	39,110,921	148,680,320	26.3%	33.3%



2020 APRIL MONTHLY REPORT

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CentralSquare Technologies/GovQA Monthly Review

April Synopsis

- Main focus was to provide whatever assistance was needed for staff during the reduced staffing related to the Illinois Stay at Home Order and to work with CentralSquare to resolve issues that arose for our staff.
- The project to implement Community Development was put on hold until full staffing resumes.
- Completed testing of the custom applications needed for the Smart Meter Project. By the end of April, we were awaiting final fix to integrate fully with Utility Billing after negotiating with CentralSquare to waive the \$8,200 cost for that additional programming.
- Continued weekly Project Status Meetings with Siemens, PMI, and Village Staff.
- Project to set up Electronic Leave Requests for Development Services proceeded as much as possible. We will provide training and implementation when full staffing resumes.
- Began preparations for implementing Cognos Analytics 11 now that CentralSquare has installed the latest version.

CentralSquare/GovQA Support Cases

- Analysis of Pay/Leave Codes for use in Payroll/HR tracking of Covid-19 data with input from CST Support.
- Reported issue that majority of meters didn't have the GPS coordinates needed for meter reading. Requested fix from CentralSquare, and they quoted a cost of over \$8,000 to cover the costs of programming. We insisted that we would not pay for this, as it should have been identified and fixed during the two customs we requested of CentralSquare. They agreed after multiple discussions.
- Opened/Closed two cases to remove retired users.
- Closed case related to IS SR. Specialist receiving a reminder email to approve a leave request, this has been fixed.
- Assisted CentralSquare Development to test an open case related to ELR and cancelling a NEEDS CORRECTION type.
- Contacted CentralSquare support to relay that Illinois is requesting a new quarterly Wage Report so that they can develop it for our Payroll application.
- Requested removal of user accounts due to termination.

Project Activities

- Continued to work on instructional documents for UB staff to use when using the Mass Meter Exchange program during Smart Meter replacement.
- Also created two documents to outline steps needed to create Neptune V4 file for reading meters and then to import the readings once completed.
- Several calls with CentralSquare regarding the status of the Community Development project and our go forward path.
- Identified missing fields in UB Meter Swap/Change programs and reported to CentralSquare for resolution. Negotiated with CentralSquare to drop their request for payment of programming costs for additional work needed with the Smart Meter Customs.
- Set up Employee Leave Requests for the Development Services Department both in Training and Live databases.
- Tested Cognos 11.
- Developed nearly 200 Test Cases for the Community Development Project.
- Developed a Community Development Testing Schedule for the end users.
- Watch the following training videos on CentralSquare University regarding the Community Development Project:
 - MOBILE – CODE
 - MOBILE – PERMIT
 - MOBILE – Resulting Inspections
 - Community Development 18.1 – CodeTRAK
 - Community Development 18.1 – Permit TRAK
 - Community Development 18.1 – Project TRAK

Work Orders

- Researched status of various invoices submitted to the Village by CentralSquare.
- Created several new Cognos reports for changes in Adjudication Court Dates due to Stay at Home order.
- Provided new Cognos reports for UB Supervisor for use in analyzing past due accounts, with separate reports for residential and commercial customers.
- Assisted UB staff with using new V4 file process.
- At the request of Finance, changed Business Tax tables to temporarily eliminate the late fee for all Business Tax categories.
- Provided assistance to Accounting Staff with batches created in error.
- Helped Front Counter Staff with General Contractor License Expiration Date modifications.
- Update a user's access due to changes in job responsibilities.
- Remove two retired users from Databases.

- Fixed zip codes in the location's table.
- Ran RRL Penalties.
- Purged old Batches.
- Researched job class code and provided information to Human Resource.
- Update the General Contractor Letters in Cognos for 2020-2021 License Year for Front Counter to print and mail out.
- Updated location Pins per Development Services.
- Added Location per Front Counter.
- Closed ticket related to an 18 month old ELR being sent, CentralSquare removed the old request.
- Assisted Finance Department with Cognos reports not fully exporting into a PDF when using IE, was able to get them to work in Chrome.
- Started working on RRL Letters to inform them of changes to the Rental License Program and upcoming Inspections due to COVID-19.
- At the request of Dacra, created file of range of addresses for all streets in Hoffman Estates.
- Created a Cognos Report to determine if the Roll Meters program had completed, as a result of an inquiry by UB staff as to whether the program had completed for all meters.

Administration

- Prepared monthly report.
- Prepared Weekly Statuses to IS Director.
- Reviewed Mass Meter and Import Reading Process documentation.
- Processed Payroll for department employees on 4/6/2020 and 4/20/2020.

Training

- Attended Cognos 11 Training.
- Attended the following free training on CentralSquare University:
 - MOBILE – CODE
 - MOBILE – PERMIT
 - MOBILE – Resulting Inspections
 - Community Development 18.1 – CodeTRAK
 - Community Development 18.1 – Permit TRAK
 - Community Development 18.1 – Project TRAK

Meetings

- Conference calls with IS Director throughout the month.
- Participated in the first GovQA Virtual User Group.
- Attended a meeting hosted by CentralSquare to discuss future directions on our current products. After being informed that we would be getting a new CSM and a new Account Manager, we decided to postpone the discussion until they are in place. We did provide them with further clarification of where the Village is at with some of the applications that CST doesn't currently have an upgrade path for.
- Participated in a meeting with Human Resources and Payroll Coordinator to discuss how to best utilize the FP Payroll/HR applications and Cognos reporting to track and report on the FFCRA legislation and staff impacted by the virus.
- Continued conversations of the impact of the Stay at Home order with our CST Community Development Project Manager. Ultimately, the project was placed on hold.
- Consulted with CentralSquare staff regarding expectations and requirements to fully implement Cognos Analytics 11 after they successfully installed that latest version.
- Attended PA Professional Suite Webinar hosted by CentralSquare

Geographic Information System Review

April Synopsis

- GIS work continued remotely throughout April. GIS access and capabilities have been seamless thus far. Sean Diatte experienced technical issues, but found that the problem was with his ISP. His ISP issue has since been resolved. Work orders from both PW and the Transportation & Engineering department picked up as spring work commenced. Outside of work orders I've continued to digitize Village plats. 1S subdivisions and 21 right-of-way were digitized this month. This work required the modification of 793 parcels and the digitization of 790 survey lines.

Work Orders

- Webmap Request: setup AGO user account and web map for field access (DS-TE)
- Webmap Request: configure manhole popups (DS-TE)
- Webmap Request: adjust infrastructure default layers (PW)
- Webmap Request: start geometry service (Central Square)
- Map Request: utilities at Algonquin & Ela for CCSI (DS-TE)
- Map Request: utilities at Bode & Barrington for HBK (DS-TE)
- Map Request: utilities at Higgins & Barrington for Haeger (DS-TE)
- Map Request: sanitary sewer at Huntington & Lakewood (DS-TE)
- Map Request: stormwater sewer at Haverford and Canterbury Fields (DS-TE)
- Data Request: street address ranges, *incomplete* (PD)
- Data Request: 2019 sidewalk inspection (PW)
- Data Request: 2020 census table export and map (GG)
- Data Request: sanitary manhole numbers to American Underground (PW)
- Data Request: sanitary & stormwater shp posted to MWRD ftp (GG/MWRD)
- Troubleshoot: AGO print widget (PW)

Administration

- Weekly & Monthly reports
- Village Planning webpage zoning inquiry and map
- Transportation & Engineering AGO user account
- 2020 Census response inquiry
- IS Helpdesk with ftp issue; solved by using VPN instead of remote desktop
IS Helpdesk inquiries regarding Diatte connection issues

Project Activities

With the disruption to the normal business, I.S. Staff continued to support users working remotely. Furthermore, I.S. Staff continues to support infrastructure that is altered to better cater the needs of the remote users.

Project – Village Green Camera Addition

- I.S. Staff along with the PACE systems completed the installation and configuration of the additional camera located at the Village Green location. The additional camera will provide better coverage of the location and will provide coverage of the concession stand.

Project – Sers Centre Wireless RFP

- I.S. Staff started working on the RFP designed to replace all wireless access points at the Sears Centre Arena. The current access points are outdated and past their expected life. I.S. Staff identified, located all 24 access points and documented all configurations.

Project – Security and Other Updates

- 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 attended NWCD CAD IT meeting.

Technical Support, Hardware & Software Activities

- I.S. Staff deployed new spam and phishing campaign to all Village employees. This campaign and training started on.....
- Applied necessary software updates as needed.
- 132 Help desk requests were opened during the month of April.
- 123 Help desk requests were closed during the month of April.
- Self Service Password Resets or Account Unlocks: 2
- Email passwords reset: 0
- Voicemail passwords reset: 3
- User accounts unlocked: 3
- Active Directory Password Resets: 2

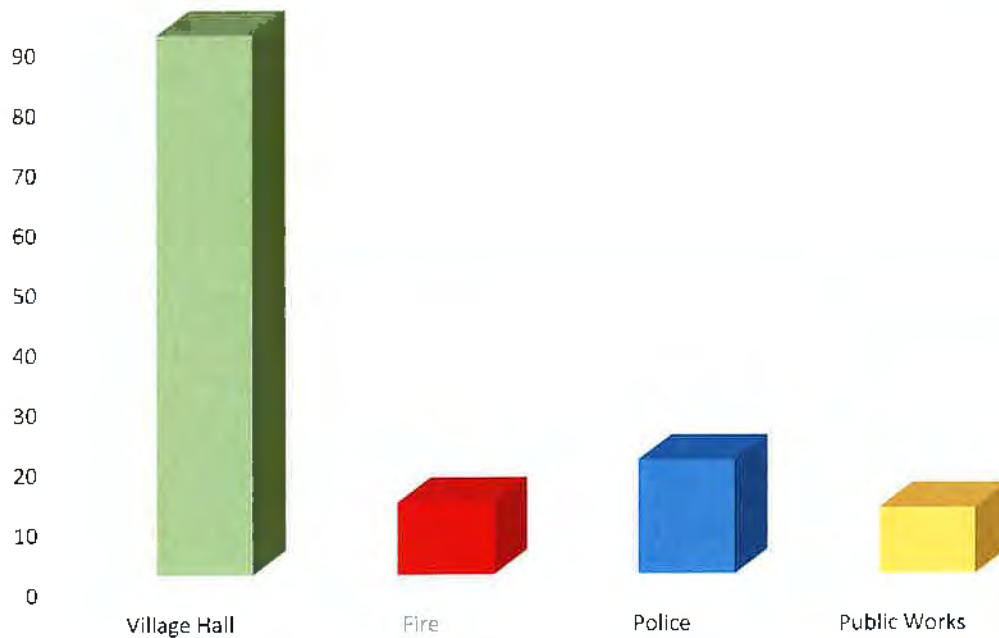
Director Summary

- Covid – 19 conference calls with the EOC team were scaled back to MWF
- Bid award, Zebra printers for the DACRA project.
- Open permit conversation with the Directors of Development services and Code
- Call with Call One to discuss issues with billing and services
- Call with AT&T to discuss services and opportunities.
- Weekly project status meetings with Central Square
- Teleconference meetings were held throughout the month with the leads of each of the I.S. Departments divisions
 - Project progress
 - Division Goals Review
- Monthly MS-ISAC/EI-ISAC conference call.
- RFP completion for the SCA wireless project

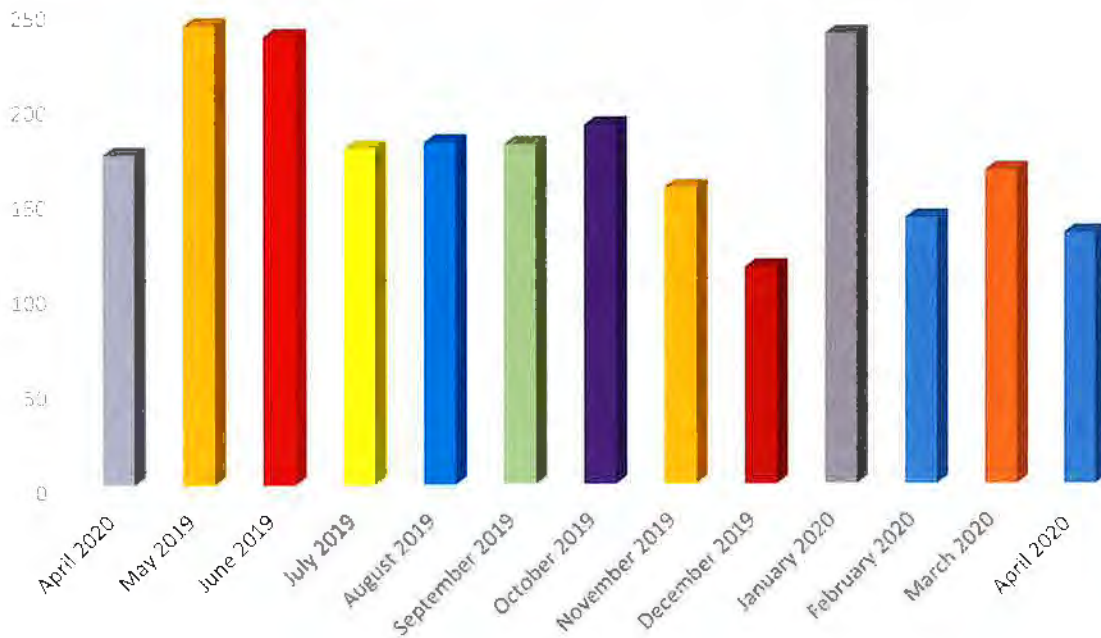
Total Work Orders by Priority by Month

Month	April
1 - Normal	95
2 - High	15
3 - Urgent	3
Project	3
Scheduled Event	12
Vendor intervention required	4
Total for Month	132

Completed Work Orders by Location

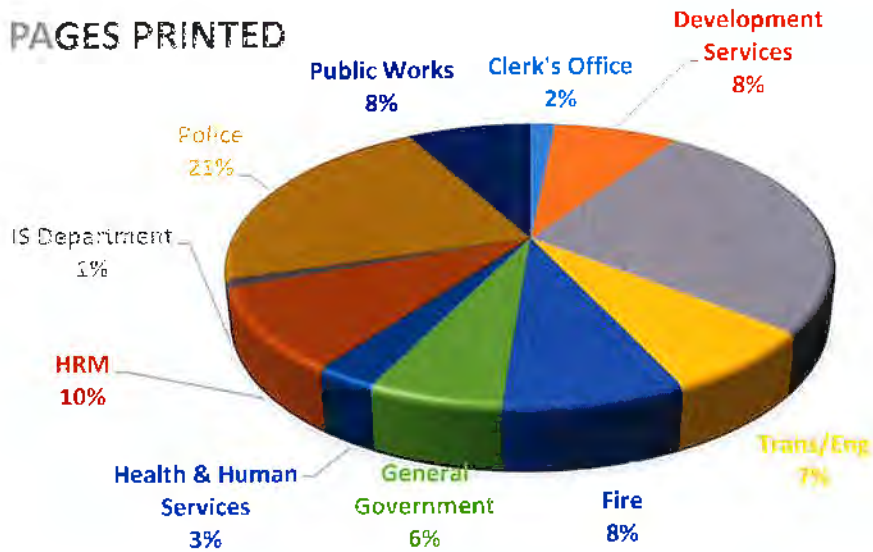


Completed Work Orders by Month



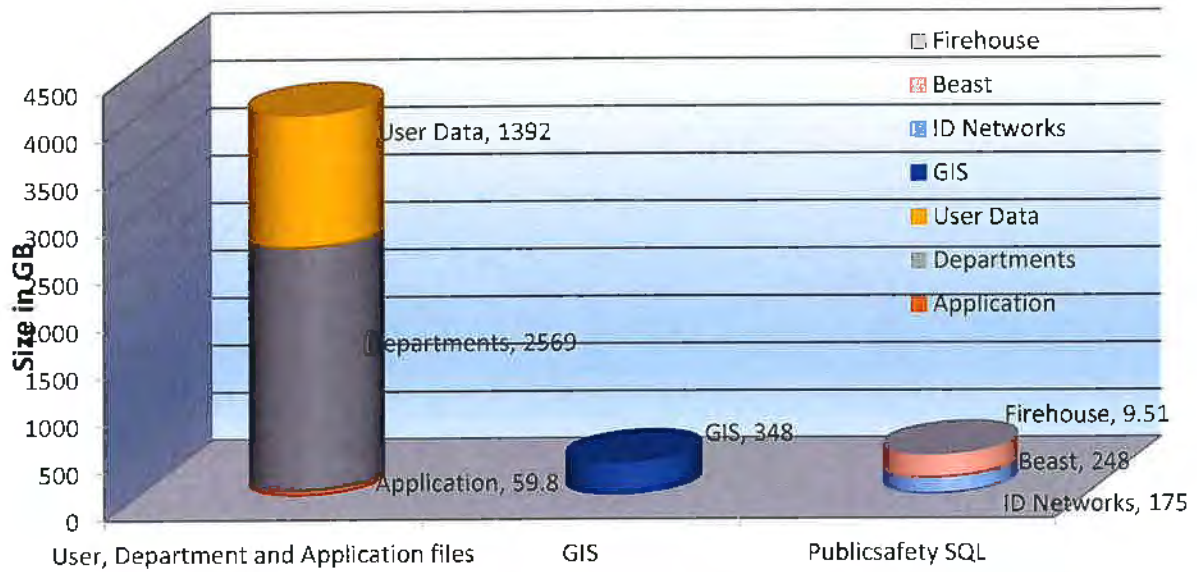
Printer Usage Report

In the month of April there were 35256 pages printed across the village. The following graph breaks down printer usage by department.



System and Data Functions

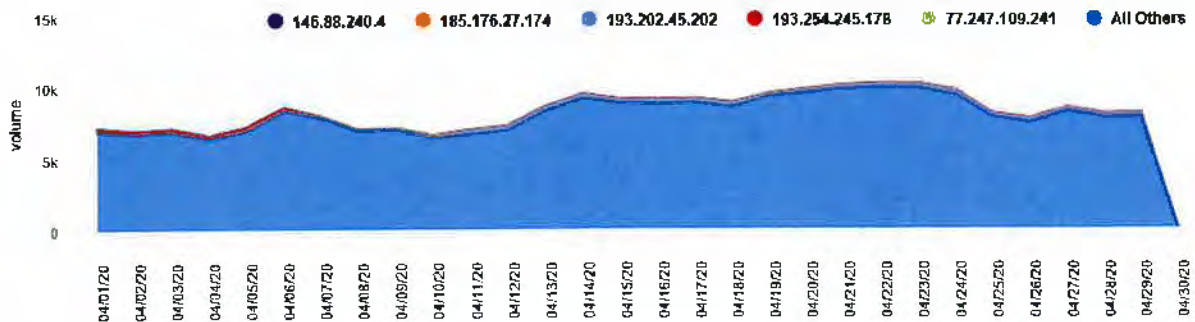
Disk Usage



Sentinel IPS Attack Report

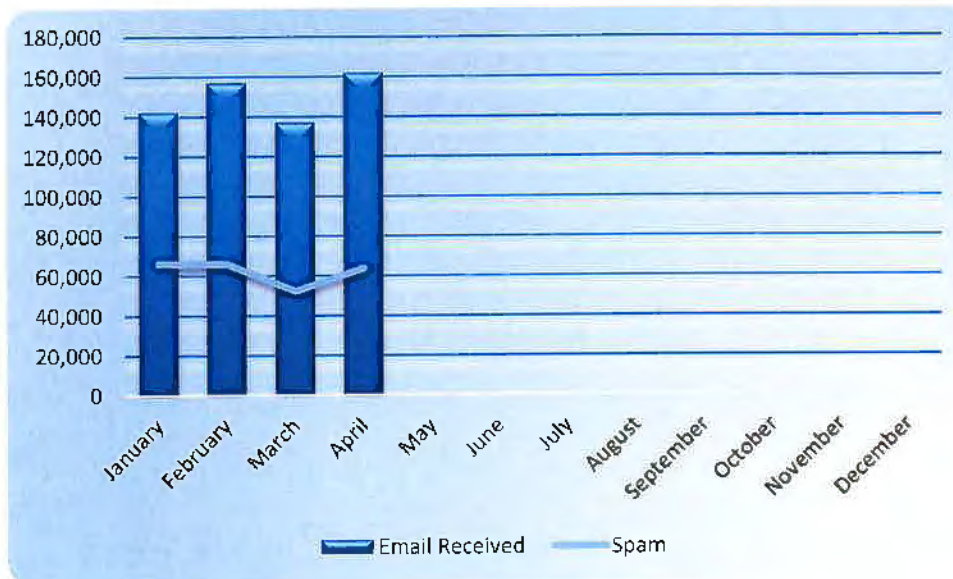
External parties attacked the Village network 240748 times during the month of April

Attack Volume with 5 Most Active IP Addresses



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	161,711	63,774	39%
May			0%
June			0%
July			0%
August			0%
September			0%
October			0%
November			0%
December			0%
Total	597,382	248,157	42%



Phishing Security Test Report

03/25/2020 - 05/02/2020

Campaign: Monthly Test

Monthly Security Awareness Training - Social Engineering - Phishing - Security Awareness Training - Security Awareness Training

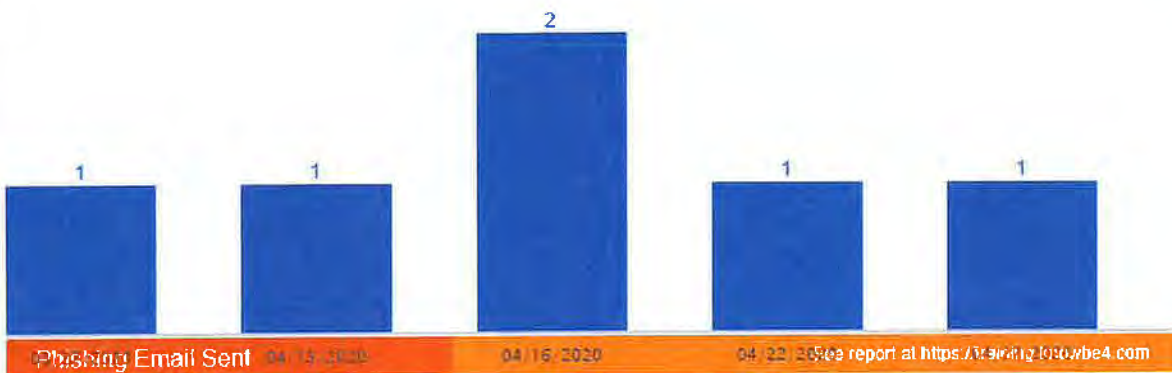
Groups: All users

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

1.7% Phish-prone Percentage	348 Recipients	348 Deliveries	6 Clicks	0 Attachment Opened	0 Data Entered	0 Other Failures	0 Bounces
---------------------------------------	--------------------------	--------------------------	--------------------	-------------------------------	--------------------------	----------------------------	---------------------

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 was sent to **348** recipients. Each recipient received a different email. Go to this Phishing Security Test's [users](#) page to see which user received which email.

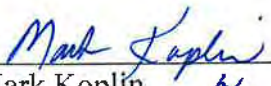
Fred Besenhoffer, Director of Information Systems

VILLAGE OF HOFFMAN ESTATES

Memo

TO: Finance Committee
FROM: Mark Koplin, Owner's Representative-Sears Centre Arena
RE: **OWNER'S REPRESENTATIVE MONTHLY REPORT
MAY 2020**
DATE: May 29, 2020

1. Working with Ben Gibbs on the response plan to the COVID-19, including staffing levels, measures for reopening, event postponements and rescheduling, and cash flow.
2. Coordination with Public Works regarding the new western area storage building to be sited on the SCA property.
3. Working with Assistant Corporation Counsel and SCA staff regarding the applicability of the new State Parking Excise Tax.
4. Working with SCA and Levy staff on changes and startup for the 2020 Beer Garden. With the Governor lifting some of the restrictions, outdoor restaurants may now reopen under certain conditions. Thus, the opening of the Beer Garden is now scheduled for June 5.
5. Working with Ben Gibbs, Patricia Cross, and School District U-46 on a revised License Agreement for holding graduations at the SCA.
6. Due to cash flow, several capital projects are on hold for the foreseeable future, and potentially into 2021.
7. Monitoring the Sears Holdings situation as it relates to the naming rights.
8. Conducted weekly phone calls with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.



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 April financials. Behind budget by \$8,425
Monthly Financial Statement	Building Event Revenue YTD: \$496,166
	Building Sponsor/Other Revenue YTD: \$102,489
	Building Expenses YTD: \$941,804
	Building Income YTD: (\$343,149) vs. YTD Budget (\$334,724)
Operations Department	
General	Staff formulating new cleaning protocols, purchasing disinfectant, purchasing electro static cleaning equipment, foggers and misters.
Positions to Fill	N/A
Third Party Providers	N/A
Village Support	New storage facility is nearing completion.
Events Department	
General	Staff working with graduations, which are moved back to 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: \$52,266
	Suites Sales: \$39,707
General	
Capital Improvements/Repairs	Capital projects on hold.