

*This meeting is being held via telephonic attendance*

**AGENDA  
FINANCE COMMITTEE  
Village of Hoffman Estates  
July 20, 2020**

*Immediately following Public Health & Safety*

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

- I. Roll Call**
- II. Approval of Minutes – June 22, 2020**

**NEW BUSINESS**

1. Discussion regarding an update on the financial impact of the COVID-19 pandemic on the Village of Hoffman Estates.
2. Request approval of a Second Amendment to Lease to the existing Communications Equipment Site Lease Agreement with Comcast of Illinois VI, LLC for cable TV equipment at 95 Aster Lane.
3. Request authorization to enter into an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds between the Village of Hoffman Estates and Cook County, IL.

**REPORTS (INFORMATION ONLY)**

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

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

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

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

**FINANCE COMMITTEE MEETING MINUTES**

June 22, 2020

**I. Roll call**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

**James Norris, Village Manager**  
**Art Janura, Corporation Counsel**  
**Dan O'Malley, Deputy Village Manager**  
**Patti Cross, Asst. Corporation Counsel**  
**Joe Nebel, Director of Public Works**  
**Rachel Musiala, Finance Director**  
**Bev Romanoff, Village Clerk**  
**Ben Gibbs, Sears Centre GM**  
**Suzanne Ostrovsky, Asst. to the Village Mgr.**

The Finance Committee meeting was called to order at 7:21 p.m.

**II. Approval of Minutes – June 1, 2020**

Motion by Trustee Mills, seconded by Trustee Gaeta to approve the Finance Meeting minutes for June 1, 2020. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Presentation of the Comprehensive Annual Financial Report for the year ended December 31, 2019.**

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

Ms. Musiala provided background on the report and indicated a positive experience with the auditors.

- 2. Presentation of Economic Development Area Special Tax Allocation Fund Annual Financial Report for the year ended December 31, 2019.**

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

Ms. Musiala provided background on the report.

- 3. Request approval of an Ordinance and Naming Rights Agreement with NOW Health Group, Inc. renaming the Sears Centre Arena to the NOW Arena, in an amount of \$11.25 million over a fifteen year term.**

An item summary sheet from Jim Norris, Dan O'Malley, Art Janura, Patti Cross, Mark Koplin, Ben Gibbs and Michael Czopek was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills to approve of an Ordinance and Naming Rights Agreement with NOW Health Group, Inc. renaming the Sears Centre Arena to the NOW Arena, in an amount of \$11.25 million over a fifteen year term. Voice vote taken. All ayes. Motion carried.

- 1. Request approval of a Termination Agreement and Mutual Release with Transform SR LLC terminating the existing Naming Rights Agreement.**

An item summary sheet from Jim Norris, Dan O'Malley, Art Janura, Patti Cross, and Mark Koplin was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills to approve of a Termination Agreement and Mutual Release with Transform SR LLC terminating the existing Naming Rights Agreement. Voice vote taken. All ayes. Motion carried.

- 2. Request approval of the Third Amended and Restated Commercial Rights Marketing Agreement with Spectra Partnerships to service the Naming Rights Agreement for NOW Health Group, Inc.**

An item summary sheet from Jim Norris, Dan O'Malley, Art Janura, Patti Cross, Mark Koplin, Ben Gibbs and Michael Czopek was presented to Committee.

Mr. Koplin, Mr. Czopek, and owner of NOW Health Group, Inc., Mr. Dan Richards, provided background and comments.

Motion by Trustee Gaeta, seconded by Trustee Mills to approve of the Third Amended and Restated Commercial Rights Marketing Agreement with Spectra Partnerships to service the Naming Rights Agreement for NOW Health Group, Inc. Voice vote taken. All ayes. Motion carried.

## **REPORTS (INFORMATION ONLY)**

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

The Finance Department Monthly Report was received and filed.

**2. Information System Department Monthly Report**

The Information System Department Monthly Report was received and filed.

**3. Sears Centre Monthly Report**

Mr. Gibbs provided an update of events and building readiness for Phase 4 of COVID-19. Trustee Mills inquired about drive-in movie options at the arena. Mr. Gibbs commented.

The Sears Centre Monthly Report was received and filed.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:45 p.m. Voice 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:** COVID Financial Update

**MEETING DATE:** July 20, 2020

**COMMITTEE:** Finance

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

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**PURPOSE:** Discussion regarding an update on the financial impact of the COVID-19 Pandemic on the Village of Hoffman Estates.

**BACKGROUND:** When the COVID-19 Pandemic caused a state-wide shutdown in March, 2020, the Village of Hoffman Estates immediately took steps to mitigate the financial impact that were being predicted. In mid-March, all non-essential capital spending, travel and training and vacant staff positions were all put on hold. Throughout April, as we watched what was happening locally and nationally with unemployment, business closures, and the complete shut-down of tourism, travel and entertainment, we began to formulate the actual impact this would have on the Village.

In May, the Village Board approved a budget reduction of over \$3.5 million in expenses to help offset the projected revenue shortfall of almost \$6.5 million for the current fiscal year.

**DISCUSSION:** The attached update provides current information on the revenues that staff projected would be impacted by the Pandemic. To date, these revenues, in total, are exceeding projections by \$1.2 million (although still under budget).

Currently, there is no funding mechanism for municipalities from the Federal Government for lost revenues.

**RECOMMENDATION:** For discussion only.

ATTACHMENT



# HOFFMAN ESTATES

## Update on Economic Impact of the COVID Pandemic to the Village of Hoffman Estates

JULY, 2020

When staff originally presented financial projections related to the COVID pandemic, a revenue shortfall of almost \$6.5 million was being projected for FY2020. These revenues fund General Fund operations as well as capital and debt service. A budget reduction plan was implemented at that time reducing expenses by over \$3.5 million.

To date, with revenues being shown on the following pages for the actual period earned (i.e. sales taxes received by the Village in July are really for April purchases, so they were "earned" in April), actual revenues are doing better than projected. Real Estate Transfer Tax and Income Tax are both helping to cover additional shortfalls in other areas. To date, the Village is \$1,246,773 above our projected revenue shortfall. This means the original \$3.0 million budgetary shortfall not covered by the previous expense cuts has been reduced to a \$1.7 million budgetary shortfall for FY2020 based on current revenues, which will result in less being needed from General Fund fund reserves than originally projected.

<b>GENERAL FUND REVENUES</b>	<b>YEAR-TO-DATE BUDGET</b>	<b>YEAR-TO-DATE PROJECTED</b>	<b>YEAR-TO-DATE ACTUAL</b>	<b>VARIANCE BUDGET VS ACTUAL</b>	<b>VARIANCE PROJECTED VS ACTUAL</b>
Hotel Tax	\$ 552,083	\$ 313,340	\$ 238,457	\$ (313,626)	\$ (74,883)
Real Estate Transfer Tax	487,500	292,500	524,734	37,234	232,234
Home Rule Sales Tax	1,166,667	816,680	775,408	(391,259)	(41,272)
IDOR Liability Adjustment	-	123,200	123,328	123,328	128
Building Permits	537,500	463,750	475,387	(62,113)	11,637
Sales Tax	2,600,000	1,820,000	1,959,261	(640,739)	139,261
IDOR Liability Adjustment	-	123,200	123,328	123,328	128
Local Use Tax	708,333	657,350	829,631	121,298	172,281
Income Tax	2,281,250	1,624,250	2,260,129	(21,121)	635,879
Ambulance Fees	850,000	714,020	822,802	(27,198)	108,782
Red Light Cameras	340,000	204,020	237,429	(102,571)	33,409
Entertainment Tax	107,500	53,760	26,567	(80,933)	(27,193)
Interest Income	250,000	150,020	138,150	(111,850)	(11,870)
<b>TOTAL</b>	<b>\$ 9,880,833</b>	<b>\$ 7,356,090</b>	<b>\$ 8,534,611</b>	<b>\$ (1,346,222)</b>	<b>\$ 1,178,521</b>

<b>CAPITAL &amp; DEBT REVENUES</b>	<b>YEAR-TO-DATE BUDGET</b>	<b>YEAR-TO-DATE PROJECTED</b>	<b>YEAR-TO-DATE ACTUAL</b>	<b>VARIANCE BUDGET VS ACTUAL</b>	<b>VARIANCE PROJECTED VS ACTUAL</b>
MFT Revenue	\$ 541,667	\$ 346,650	\$ 445,083	\$ (96,584)	\$ 98,433
Local MFT	177,083	113,350	127,828	(49,255)	14,478
Supplemental MFT	375,000	240,000	317,117	(57,883)	77,117
Electric Utility Tax	750,000	696,000	682,091	(67,909)	(13,909)
Natural Gas Utility Tax	845,000	837,500	756,290	(88,710)	(81,210)
Food & Beverage Tax	996,717	637,882	658,564	(338,153)	20,682
Entertainment Tax - Debt Svc	125,000	75,000	63,656	(61,344)	(11,344)
Video Gaming	140,000	98,000	62,005	(77,995)	(35,995)
<b>TOTAL</b>	<b>\$ 3,950,467</b>	<b>\$ 3,044,382</b>	<b>\$ 3,112,634</b>	<b>\$ (837,833)</b>	<b>\$ 68,252</b>

<b>GRAND TOTAL</b>	<b>\$ 13,831,300</b>	<b>\$ 10,400,472</b>	<b>\$ 11,647,245</b>	<b>\$ (2,184,055)</b>	<b>\$ 1,246,773</b>
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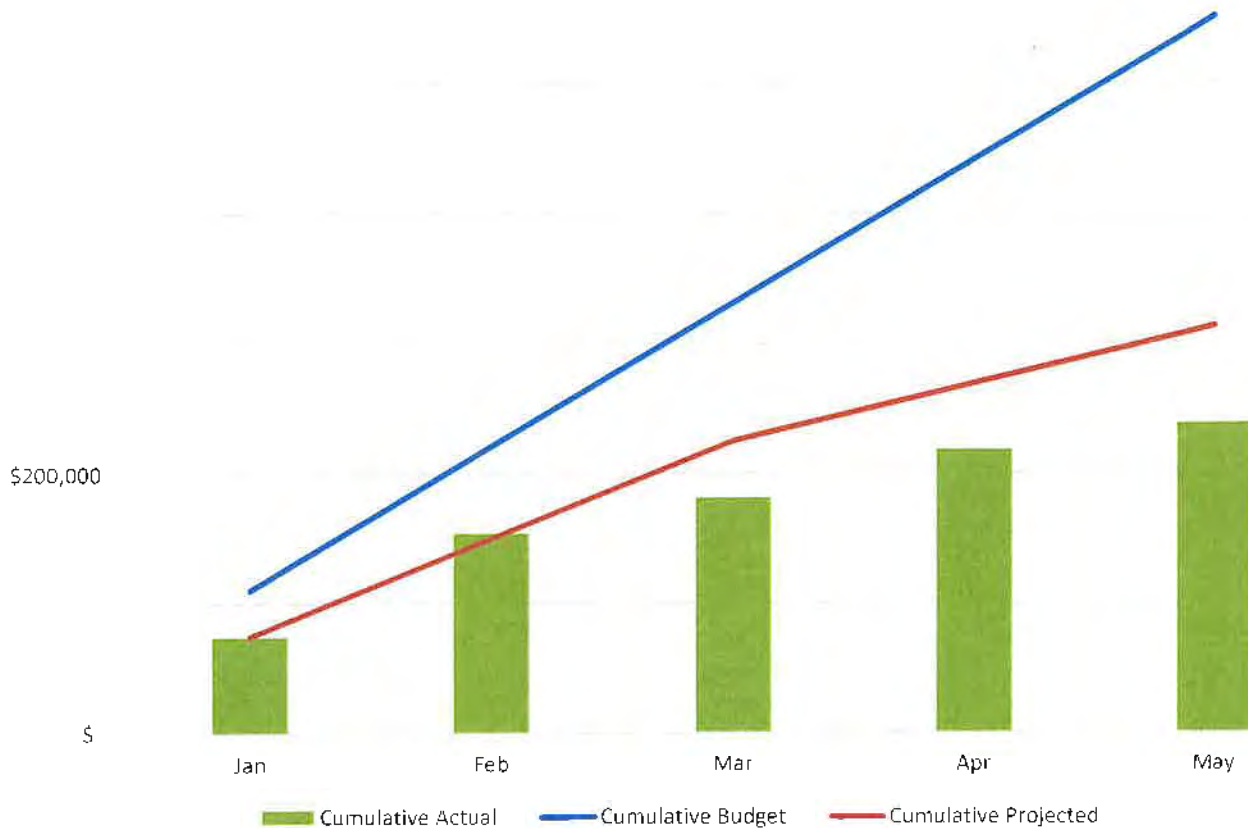
## HOTEL TAX

Original Projected Shortfall:

25%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u> <u>Budget</u>	<u>2020</u> <u>Projected</u>	<u>2020</u> <u>Actual</u>	<u>Cumulative</u> <u>Variance</u> <u>2020 Actual</u> <u>vs. Budget</u>	<u>Cumulative</u> <u>Variance</u> <u>2020 Actual</u> <u>vs. Projected</u>
Jan	Feb	\$ 110,417	\$ 75,000	\$ 74,298	\$ (36,119)	\$ (702)
Feb	Mar	110,417	75,000	79,749	(66,786)	4,047
Mar	Apr	110,417	75,000	27,149	(150,054)	(43,804)
Apr	May	110,417	44,170	37,036	(223,435)	(50,938)
May	Jun	110,417	44,170	20,225	(313,626)	(74,883)
Jun	Jul	110,417	44,170			
Jul	Aug	110,417	60,000			
Aug	Sep	110,417	120,000			
Sep	Oct	110,417	120,000			
Oct	Nov	110,417	110,420			
Nov	Dec	110,417	110,420			
Dec	Jan	110,417	115,400			
YTD Totals		<u>\$ 1,325,000</u>	<u>\$ 993,750</u>	<u>\$ 238,457</u>		

Hotel Tax



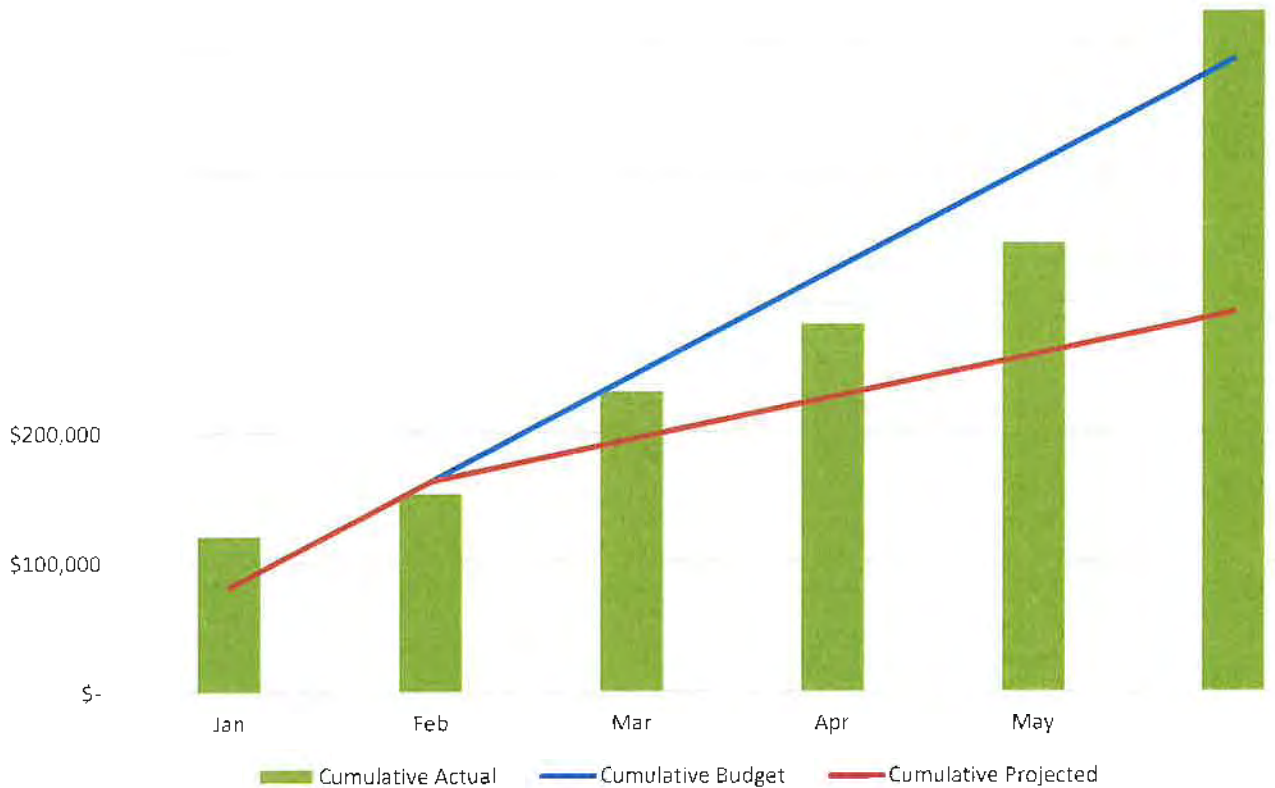
## REAL ESTATE TRANSFER TAX

Original Projected Shortfall:

25%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u> <u>Budget</u>	<u>2020</u> <u>Projected</u>	<u>2020</u> <u>Actual</u>	<u>Cumulative</u> <u>Variance</u> <u>2020 Actual</u> <u>vs. Budget</u>	<u>Cumulative</u> <u>Variance</u> <u>2020 Actual</u> <u>vs. Projected</u>
Jan	Jan	\$ 81,250	\$ 81,250	\$ 120,255	\$ 39,005	\$ 39,005
Feb	Feb	81,250	81,250	32,846	(9,399)	(9,399)
Mar	Mar	81,250	32,500	78,510	(12,139)	36,611
Apr	Apr	81,250	32,500	51,799	(41,590)	55,910
May	May	81,250	32,500	62,570	(60,270)	85,980
Jun	Jun	81,250	32,500	178,754	37,234	232,234
Jul	Jul	81,250	32,500			
Aug	Aug	81,250	81,250			
Sep	Sep	81,250	81,250			
Oct	Oct	81,250	81,250			
Nov	Nov	81,250	81,250			
Dec	Dec	81,250	81,250			
<b>YTD Totals</b>		<u><u>\$ 975,000</u></u>	<u><u>\$ 731,250</u></u>	<u><u>\$ 524,734</u></u>		

Real Estate Transfer Tax





## HOME RULE SALES TAX

Original Projected Shortfall:

25%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u> <u>Budget</u>	<u>2020</u> <u>Projected</u>	<u>2020</u> <u>Actual</u>	<u>Cumulative</u> <u>Variance</u> <u>2020 Actual</u> <u>vs. Budget</u>	<u>Cumulative</u> <u>Variance</u> <u>2020 Actual</u> <u>vs. Projected</u>
Jan	Apr	\$ 291,667	\$ 291,670	\$ 211,394	\$ (80,273)	\$ (80,276)
Feb	May	291,667	291,670	206,677	(165,262)	(165,269)
Mar	Jun	291,667	116,670	233,127	(223,802)	(48,812)
Apr	Jul	291,667	116,670	124,210	(391,259)	(41,272)
May	Aug	291,667	116,670			
Jun	Sep	291,667	116,670			
Jul	Oct	291,667	116,670			
Aug	Nov	291,667	291,670			
Sep	Dec	291,667	291,670			
Oct	Jan	291,667	291,670			
Nov	Feb	291,667	291,670			
Dec	Mar	291,667	291,630			
<b>YTD Totals</b>		<u><u>\$ 3,500,000</u></u>	<u><u>\$ 2,625,000</u></u>	<u><u>\$ 775,408</u></u>		

### Home Rule Sales Tax



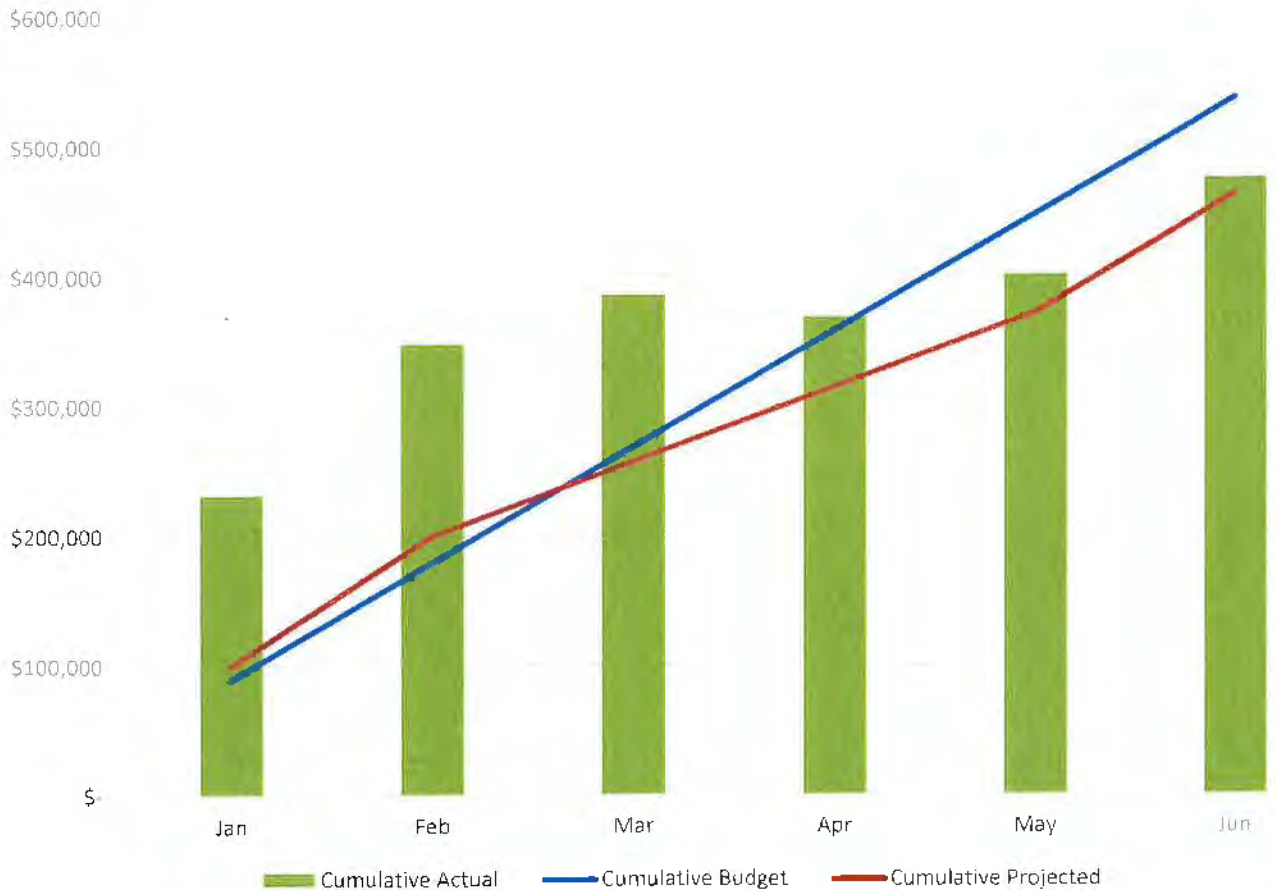
## BUILDING PERMITS

Original Projected Shortfall:

15%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>	<u>Variance</u>
				<u>2020 Actual</u>	<u>2020 Actual</u>	
				<u>vs. Budget</u>	<u>vs. Projected</u>	
Jan	Jan	\$ 89,583	\$ 100,000	\$ 231,652	\$ 142,069	\$ 131,652
Feb	Feb	89,583	100,000	116,033	168,518	147,685
Mar	Mar	89,583	57,330	37,924	116,859	128,279
Apr	Apr	89,583	57,330	(17,384)	9,892	53,565
May	May	89,583	57,330	32,716	(46,976)	28,951
Jun	Jun	89,583	91,760	74,446	(62,113)	11,637
Jul	Jul	89,583	100,000			
Aug	Aug	89,583	100,000			
Sep	Sep	89,583	100,000			
Oct	Oct	89,583	60,000			
Nov	Nov	89,583	60,000			
Dec	Dec	89,583	30,000			
YTD Totals		<u>\$ 1,075,000</u>	<u>\$ 913,750</u>	<u>\$ 475,387</u>		

### Building Permits



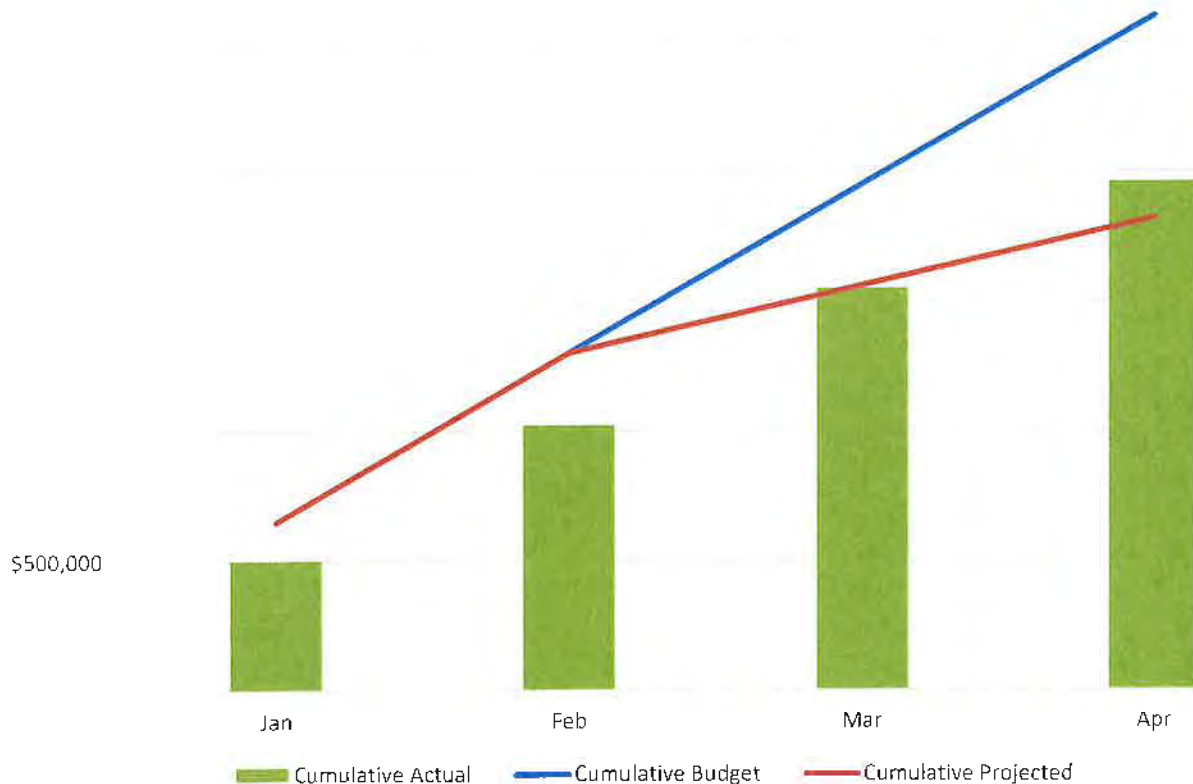
## SALES TAX

Original Projected Shortfall:

25%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020 Budget</u>	<u>2020 Projected</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>	<u>Cumulative Variance 2020 Actual vs. Projected</u>
Jan	Apr	\$ 650,000	\$ 650,000	\$ 500,225	\$ (149,775)	\$ (149,775)
Feb	May	650,000	650,000	521,601	(278,174)	(278,174)
Mar	Jun	650,000	260,000	526,786	(401,388)	(11,388)
Apr	Jul	650,000	260,000	410,649	(640,739)	139,261
May	Aug	650,000	260,000			
Jun	Sep	650,000	260,000			
Jul	Oct	650,000	260,000			
Aug	Nov	650,000	650,000			
Sep	Dec	650,000	650,000			
Oct	Jan	650,000	650,000			
Nov	Feb	650,000	650,000			
Dec	Mar	650,000	650,000			
<b>YTD Totals</b>		<u><u>\$ 7,800,000</u></u>	<u><u>\$ 5,850,000</u></u>	<u><u>\$ 1,959,261</u></u>		

### Sales Tax



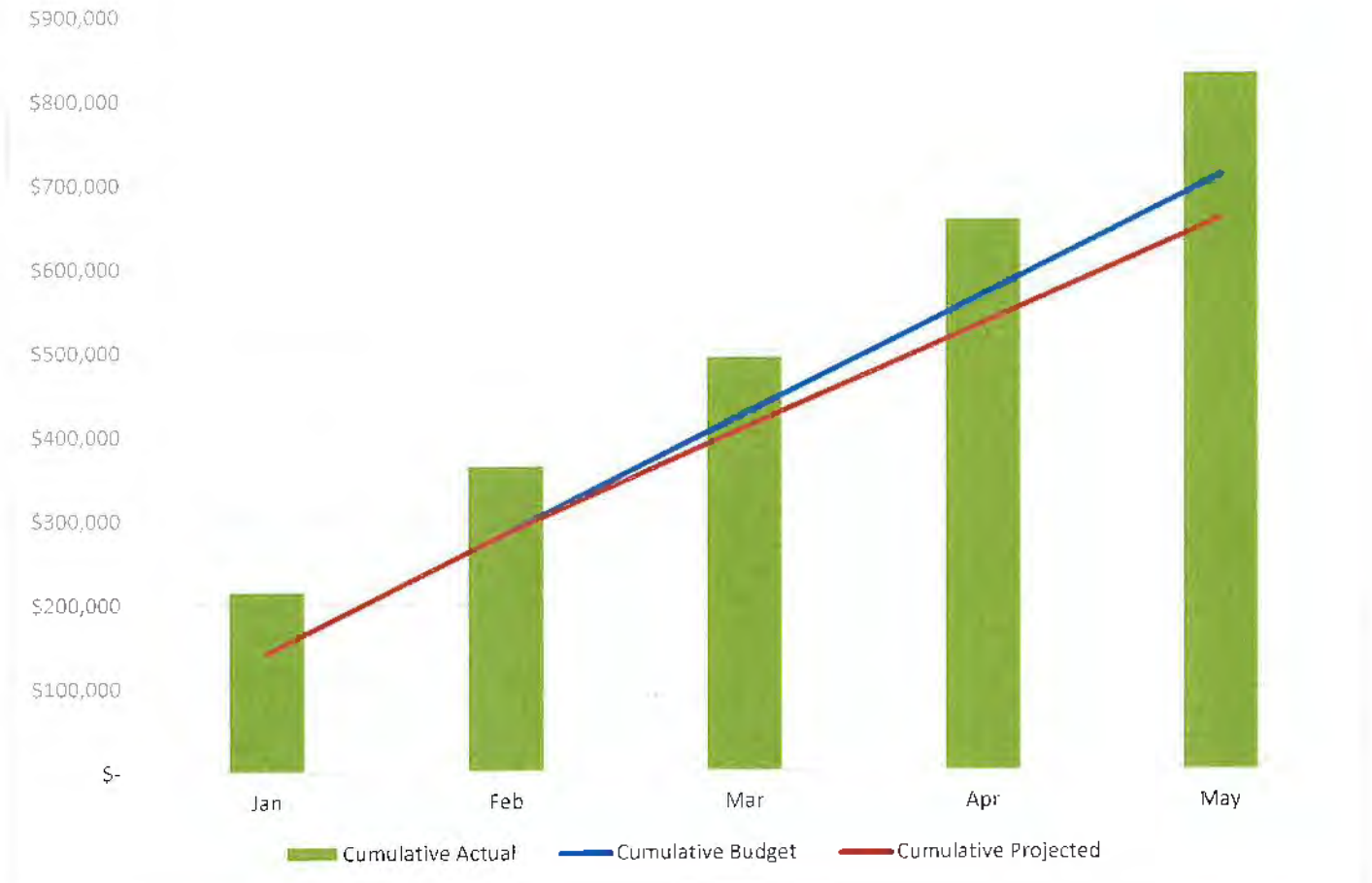
## LOCAL USE TAX

Original Projected Shortfall:

5%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u> <u>Budget</u>	<u>2020</u> <u>Projected</u>	<u>2020</u> <u>Actual</u>	<u>Cumulative</u> <u>Variance</u> <u>2020 Actual</u> <u>vs. Budget</u>	<u>Cumulative</u> <u>Variance</u> <u>2020 Actual</u> <u>vs. Projected</u>
Jan	Mar	\$ 141,667	\$ 141,670	\$ 214,375	\$ 72,708	\$ 72,705
Feb	Apr	141,667	141,670	148,444	79,486	79,479
Mar	May	141,667	124,670	129,000	66,819	83,809
Apr	Jun	141,667	124,670	164,093	89,245	123,232
May	Jul	141,667	124,670	173,719	121,298	172,281
Jun	Aug	141,667	124,670			
Jul	Sep	141,667	124,670			
Aug	Oct	141,667	141,670			
Sep	Nov	141,667	141,670			
Oct	Dec	141,667	141,670			
Nov	Jan	141,667	141,670			
Dec	Feb	141,667	141,630			
<b>YTD Totals</b>		<u><u>\$ 1,700,000</u></u>	<u><u>\$ 1,615,000</u></u>	<u><u>\$ 829,631</u></u>		

Local Use Tax



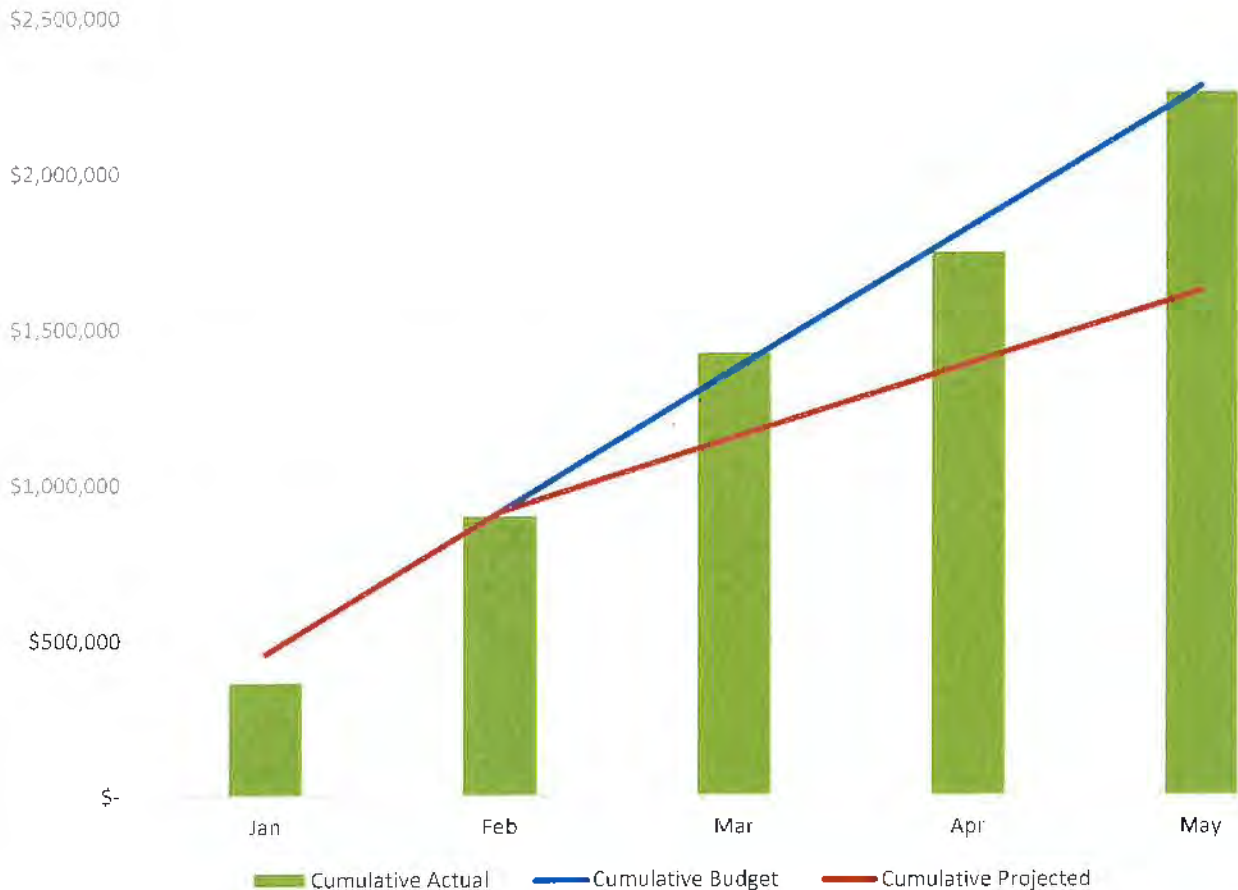
## INCOME TAX

Original Projected Shortfall:

20%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>	<u>Variance</u>
				<u>2020 Actual</u>	<u>2020 Actual</u>	
				<u>vs. Budget</u>	<u>vs. Projected</u>	
Jan	Mar	\$ 456,250	\$ 456,250	\$ 363,834	\$ (92,416)	
Feb	Apr	456,250	456,250	534,381	(14,285)	
Mar	May	456,250	237,250	523,208	52,673	
Apr	Jun	456,250	237,250	324,080	(79,497)	
May	Jul	456,250	237,250	514,626	(21,121)	
Jun	Aug	456,250	237,250			
Jul	Sep	456,250	237,250			
Aug	Oct	456,250	456,250			
Sep	Nov	456,250	456,250			
Oct	Dec	456,250	456,250			
Nov	Jan	456,250	456,250			
Dec	Feb	456,250	456,250			
YTD Totals		<u>\$ 5,475,000</u>	<u>\$ 4,380,000</u>	<u>\$ 2,260,129</u>		

### Income Tax



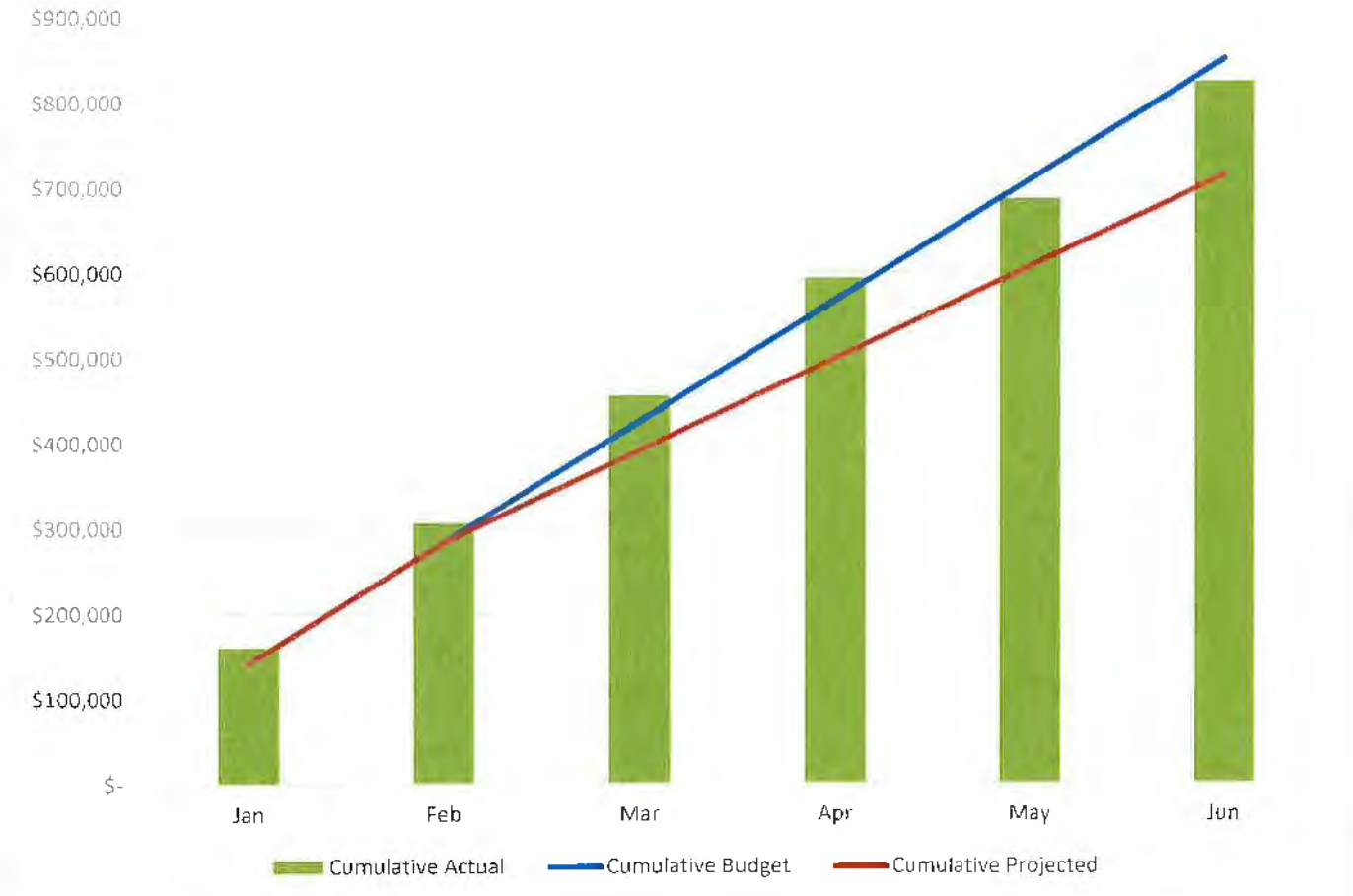
## AMBULANCE FEES

Original Projected Shortfall:

10%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>	<u>Variance</u>
				<u>2020 Actual</u>	<u>2020 Actual</u>	
				<u>vs. Budget</u>	<u>vs. Projected</u>	
Jan	Jan	\$ 141,667	\$ 141,670	\$ 160,617	\$ 18,950	\$ 18,947
Feb	Feb	141,667	141,670	145,541	22,825	22,818
Mar	Mar	141,667	107,670	149,137	30,295	64,285
Apr	Apr	141,667	107,670	137,493	26,121	94,108
May	May	141,667	107,670	92,952	(22,593)	79,390
Jun	Jun	141,667	107,670	137,062	(27,198)	108,782
Jul	Jul	141,667	107,670			
Aug	Aug	141,667	141,670			
Sep	Sep	141,667	141,670			
Oct	Oct	141,667	141,670			
Nov	Nov	141,667	141,670			
Dec	Dec	141,667	141,630			
YTD Totals		<u>\$ 1,700,000</u>	<u>\$ 1,530,000</u>	<u>\$ 822,802</u>		

Ambulance Fees



## RED LIGHT CAMERA CITATIONS

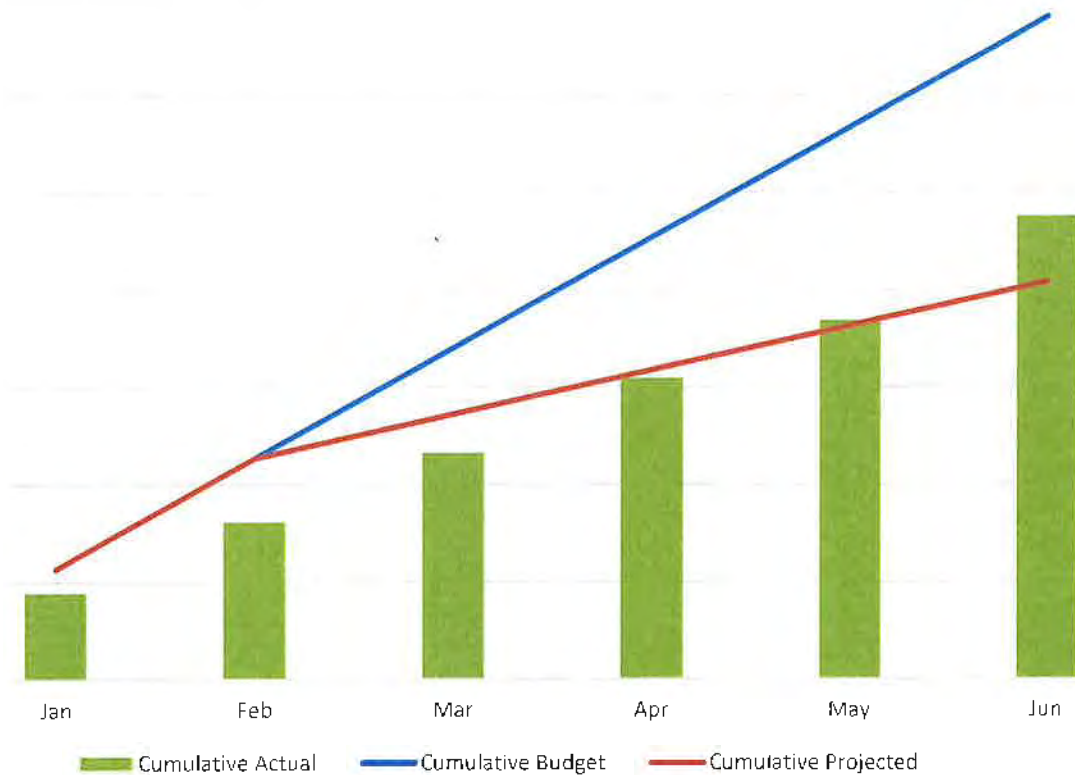
Original Projected Shortfall:

25%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>	<u>Variance</u>
				<u>2020 Actual</u>	<u>2020 Actual</u>	
				<u>vs. Budget</u>	<u>vs. Projected</u>	
Jan	Jan	\$ 56,667	\$ 56,670	\$ 44,568	\$ (12,099)	\$ (12,102)
Feb	Feb	56,667	56,670	36,197	(32,568)	(32,575)
Mar	Mar	56,667	22,670	35,322	(53,913)	(19,923)
Apr	Apr	56,667	22,670	38,355	(72,225)	(4,238)
May	May	56,667	22,670	29,637	(99,254)	2,729
Jun	Jun	56,667	22,670	53,350	(102,571)	33,409
Jul	Jul	56,667	22,670			
Aug	Aug	56,667	56,670			
Sep	Sep	56,667	56,670			
Oct	Oct	56,667	56,670			
Nov	Nov	56,667	56,670			
Dec	Dec	56,667	56,630			
YTD Totals		<u>\$ 680,000</u>	<u>\$ 510,000</u>	<u>\$ 237,429</u>		

### Red Light Cameras

\$300,000



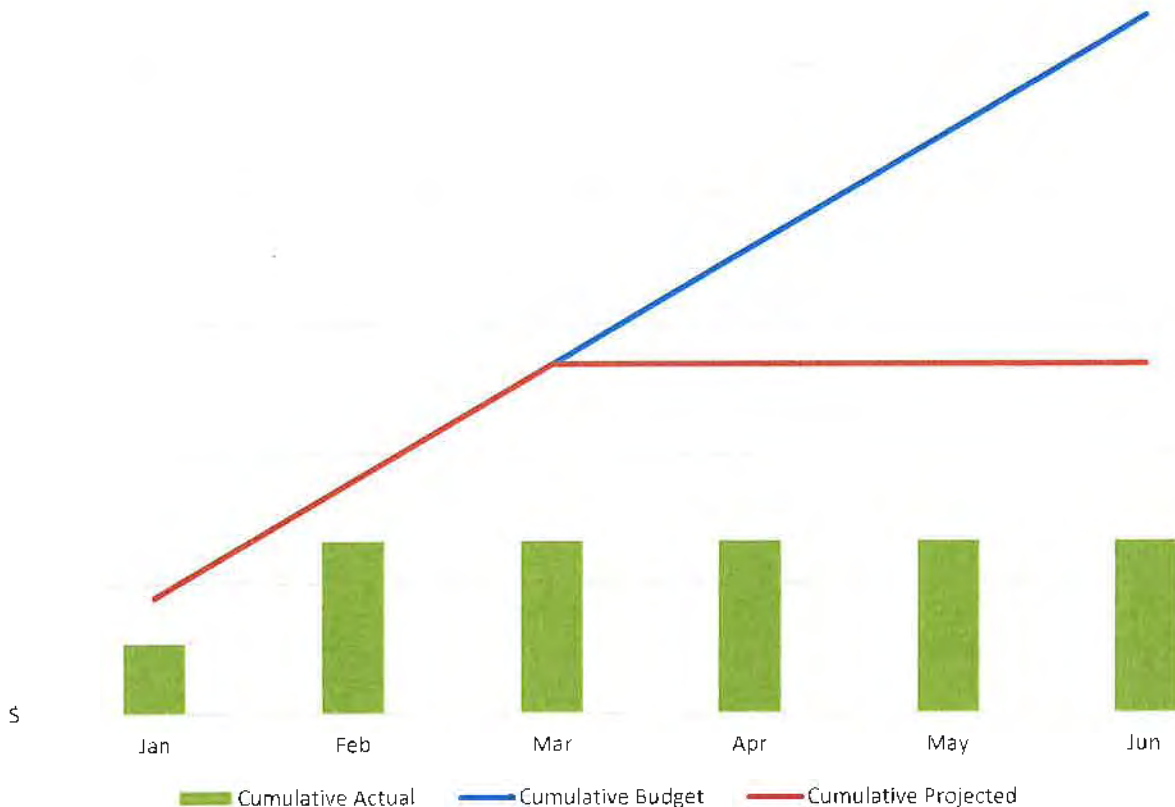
## ENTERTAINMENT TAX - GENERAL FUND

Original Projected Shortfall:

75%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>	<u>Variance</u>
					<u>2020 Actual</u>	<u>2020 Actual</u>
					<u>vs. Budget</u>	<u>vs. Projected</u>
Jan	Feb	\$ 17,917	\$ 17,920	\$ 10,900	\$ (7,017)	\$ (7,020)
Feb	Mar	17,917	17,920	15,667	(9,266)	(9,273)
Mar	Apr	17,917	17,920	-	(27,183)	(27,193)
Apr	May	17,917	-	-	(45,100)	(27,193)
May	Jun	17,917	-	-	(63,016)	(27,193)
Jun	Jul	17,917	-	-	(80,933)	(27,193)
Jul	Aug	17,917	-	-		
Aug	Sep	17,917	-	-		
Sep	Oct	17,917	-	-		
Oct	Nov	17,917	-	-		
Nov	Dec	17,917	-	-		
Dec	Jan	17,917	-	-		
YTD Totals		<u>\$ 215,000</u>	<u>\$ 53,760</u>	<u>\$ 28,567</u>		

### Entertainment Tax





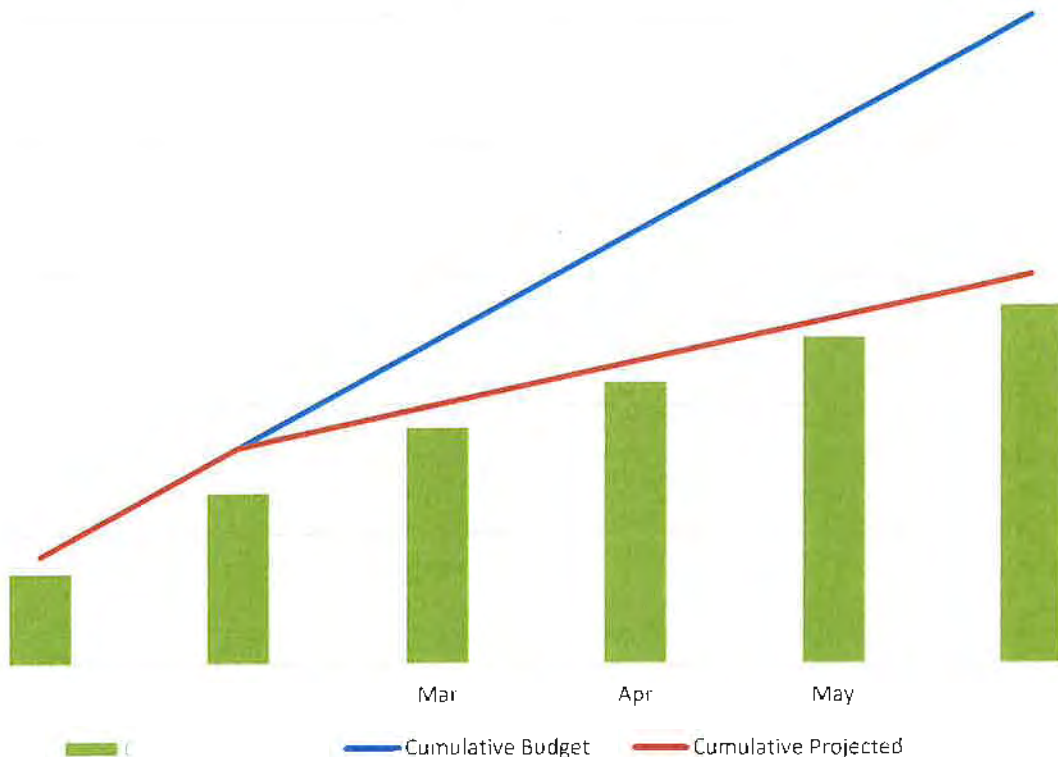
## INTEREST INCOME

Original Projected Shortfall:

25%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>	<u>Variance</u>
					<u>2020 Actual</u>	<u>2020 Actual</u>
					<u>vs. Budget</u>	<u>vs. Projected</u>
Jan	Jan	\$ 41,667	\$ 41,670	\$ 34,929	\$ (6,738)	\$ (6,741)
Feb	Feb	41,667	41,670	30,769	(17,635)	(17,642)
Mar	Mar	41,667	16,670	25,233	(34,069)	(9,079)
Apr	Apr	41,667	16,670	17,572	(58,164)	(8,177)
May	May	41,667	16,670	17,280	(82,550)	(7,567)
Jun	Jun	41,667	16,670	12,367	(111,850)	(11,870)
Jul	Jul	41,667	16,670			
Aug	Aug	41,667	41,670			
Sep	Sep	41,667	41,670			
Oct	Oct	41,667	41,670			
Nov	Nov	41,667	41,670			
Dec	Dec	41,667	41,630			
YTD Totals		<u>\$ 500,000</u>	<u>\$ 375,000</u>	<u>\$ 138,150</u>		

Interest Income



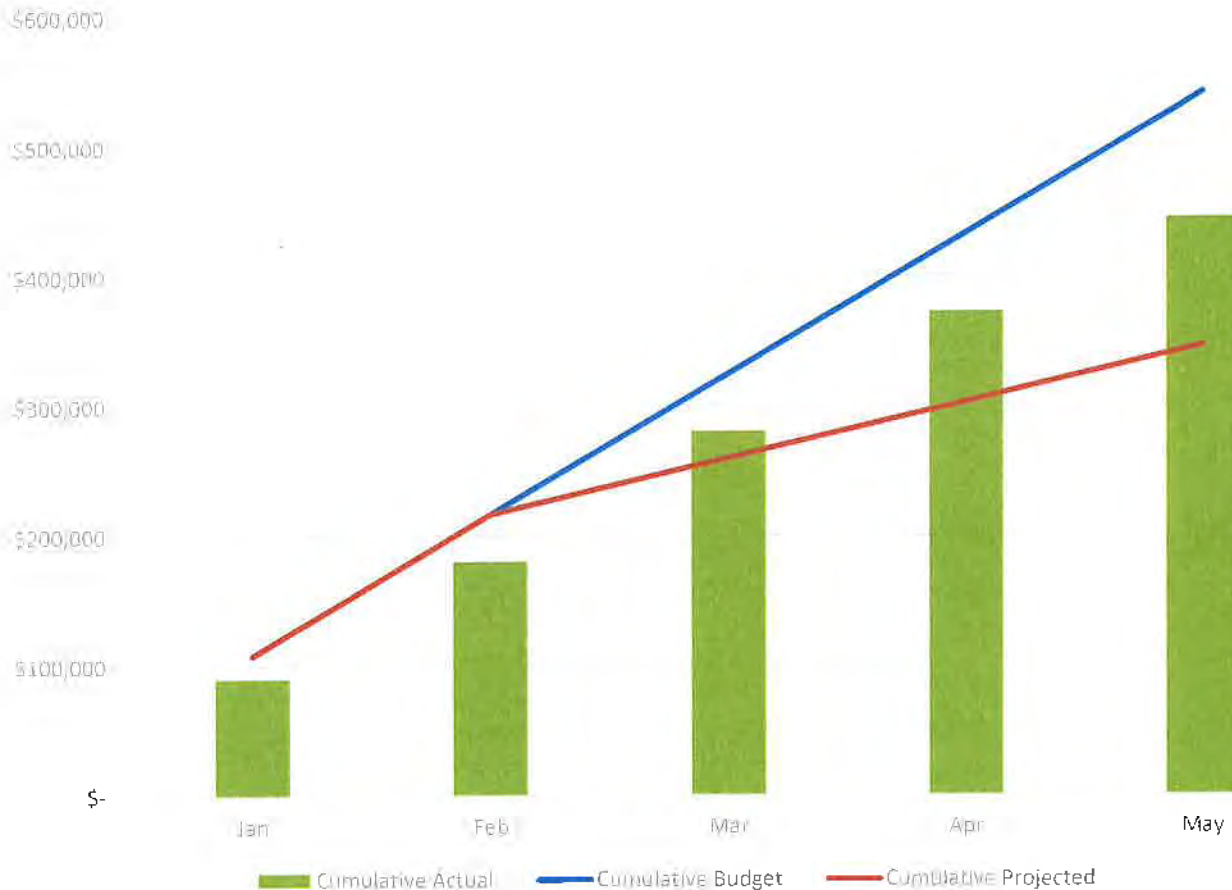
## MOTOR FUEL TAX

Original Projected Shortfall:

25%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>2020 Actual</u>	<u>2020 Actual</u>
					<u>vs. Budget</u>	<u>vs. Projected</u>
Jan	Feb	\$ 108,333	\$ 108,330	\$ 90,416	\$ (17,917)	\$ (17,914)
Feb	Mar	108,333	108,330	90,151	(36,100)	(36,093)
Mar	Apr	108,333	43,330	99,967	(44,466)	20,544
Apr	May	108,333	43,330	92,185	(60,614)	69,399
May	Jun	108,333	43,330	72,364	(96,584)	98,433
Jun	Jul	108,333	43,330			
Jul	Aug	108,333	43,330			
Aug	Sep	108,333	108,330			
Sep	Oct	108,333	108,330			
Oct	Nov	108,333	108,330			
Nov	Dec	108,333	108,330			
Dec	Jan	108,333	108,370			
<b>YTD Totals</b>		<u><u>\$ 1,300,000</u></u>	<u><u>\$ 975,000</u></u>	<u><u>\$ 445,083</u></u>		

Motor Fuel Tax



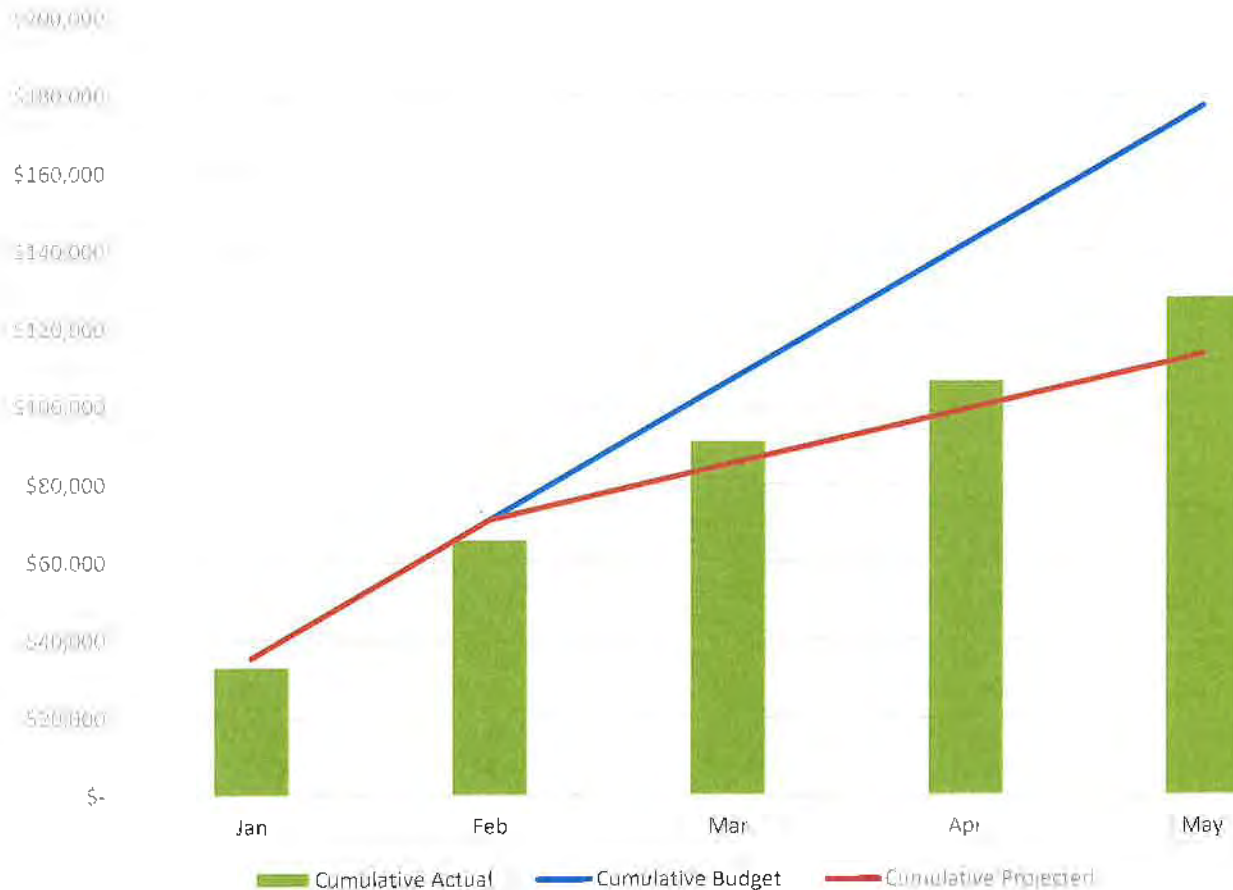
## LOCAL MOTOR FUEL TAX

Original Projected Shortfall

25%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>	<u>Variance</u>
				<u>2020 Actual</u>	<u>2020 Actual</u>	
				<u>vs. Budget</u>	<u>vs. Projected</u>	
Jan	Feb	\$ 35,417	\$ 35,420	\$ 32,984	\$ (2,433)	\$ (2,436)
Feb	Mar	35,417	35,420	32,593	(5,256)	(5,263)
Mar	Apr	35,417	14,170	25,308	(15,365)	5,875
Apr	May	35,417	14,170	15,474	(35,308)	7,179
May	Jun	35,417	14,170	21,469	(49,255)	14,478
Jun	Jul	35,417	14,170			
Jul	Aug	35,417	14,170			
Aug	Sep	35,417	35,420			
Sep	Oct	35,417	35,420			
Oct	Nov	35,417	35,420			
Nov	Dec	35,417	35,420			
Dec	Jan	35,417	35,380			
YTD Totals		<u>\$ 425,000</u>	<u>\$ 318,750</u>	<u>\$ 127,828</u>		

Local Motor Fuel Tax



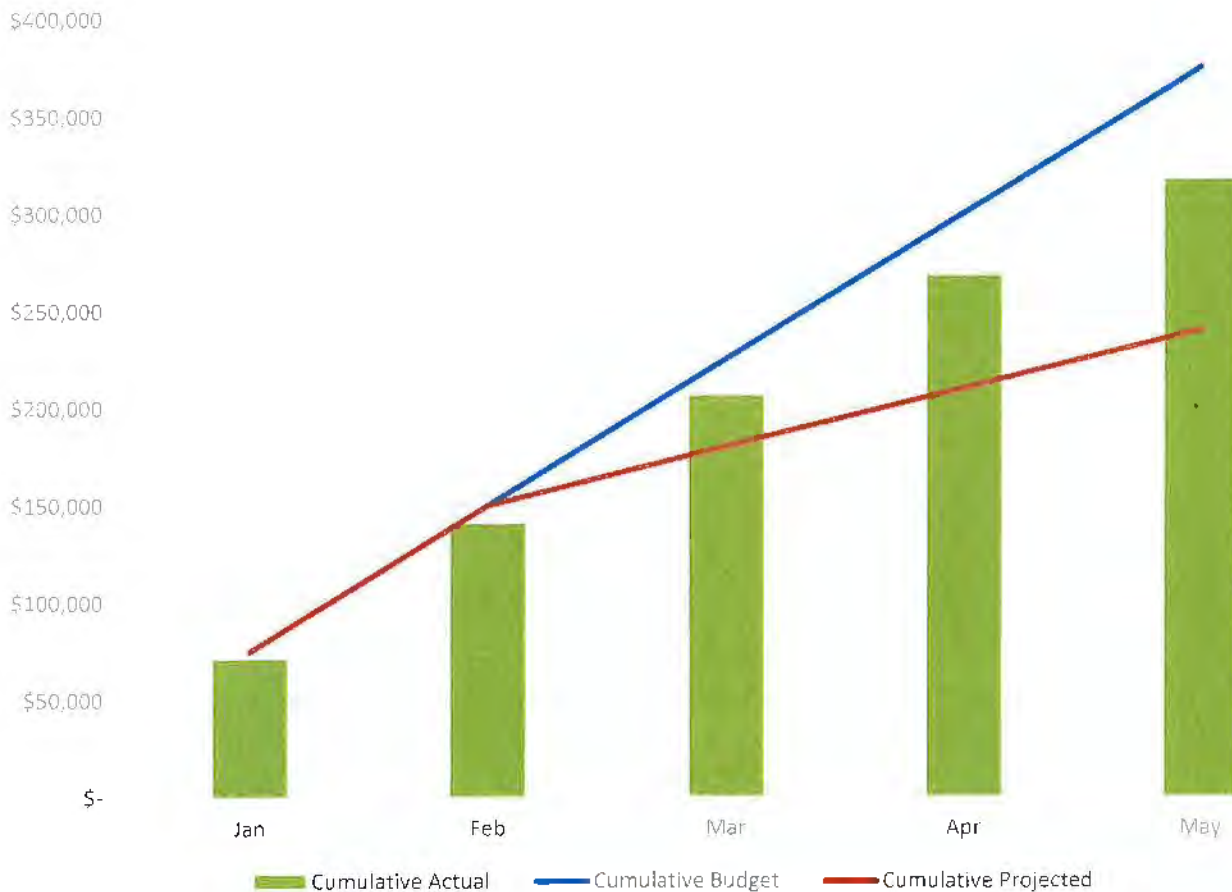
## SUPPLEMENTAL MOTOR FUEL TAX

Original Projected Shortfall:

25%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>	<u>Variance</u>
				<u>2020 Actual</u>	<u>2020 Actual</u>	
				<u>vs. Budget</u>	<u>vs. Projected</u>	
Jan	Feb	\$ 75,000	\$ 75,000	\$ 71,006	\$ (3,994)	\$ (3,994)
Feb	Mar	75,000	75,000	69,536	(9,458)	(9,458)
Mar	Apr	75,000	30,000	65,345	(19,113)	25,887
Apr	May	75,000	30,000	61,728	(32,385)	57,615
May	Jun	75,000	30,000	49,502	(57,883)	77,117
Jun	Jul	75,000	30,000			
Jul	Aug	75,000	30,000			
Aug	Sep	75,000	75,000			
Sep	Oct	75,000	75,000			
Oct	Nov	75,000	75,000			
Nov	Dec	75,000	75,000			
Dec	Jan	75,000	75,000			
<b>YTD Totals</b>		<u><u>\$ 900,000</u></u>	<u><u>\$ 675,000</u></u>	<u><u>\$ 317,117</u></u>		

Supplemental Motor Fuel Tax



## ELECTRIC UTILITY TAX

Original Projected Shortfall:

5%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>	<u>Variance</u>
				<u>2020 Actual</u>	<u>2020 Actual</u>	
				<u>vs. Budget</u>	<u>vs. Projected</u>	
Jan	Feb	\$ 150,000	\$ 150,000	\$ 194,396	\$ 44,396	\$ 44,396
Feb	Mar	150,000	150,000	149,101	43,497	43,497
Mar	Apr	150,000	132,000	122,656	16,153	34,153
Apr	May	150,000	132,000	108,634	(25,213)	10,787
May	Jun	150,000	132,000	107,304	(67,909)	(13,909)
Jun	Jul	150,000	132,000			
Jul	Aug	150,000	132,000			
Aug	Sep	150,000	150,000			
Sep	Oct	150,000	150,000			
Oct	Nov	150,000	150,000			
Nov	Dec	150,000	150,000			
Dec	Jan	150,000	150,000			
YTD Totals		<u>\$ 1,800,000</u>	<u>\$ 1,710,000</u>	<u>\$ 682,091</u>		

Electric Utility Tax



## NATURAL GAS UTILITY TAX

Original Projected Shortfall:

5%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020 Budget</u>	<u>2020 Projected</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>	<u>Cumulative Variance 2020 Actual vs. Projected</u>
Jan	Feb	\$ 175,000	\$ 175,000	\$ 175,689	\$ 689	\$ 689
Feb	Mar	175,000	175,000	200,890	26,579	26,579
Mar	Apr	200,000	200,000	179,057	5,636	5,636
Apr	May	175,000	167,500	114,263	(55,101)	(47,601)
May	Jun	120,000	120,000	86,391	(88,710)	(81,210)
Jun	Jui	100,000	80,000			
Jul	Aug	50,000	40,000			
Aug	Sep	50,000	30,000			
Sep	Oct	50,000	30,000			
Oct	Nov	50,000	30,000			
Nov	Dec	50,000	40,000			
Dec	Jan	55,000	100,000			
<b>YTD Totals</b>		<u><u>\$ 1,250,000</u></u>	<u><u>\$ 1,187,500</u></u>	<u><u>\$ 756,290</u></u>		

Natural Gas Utility Tax



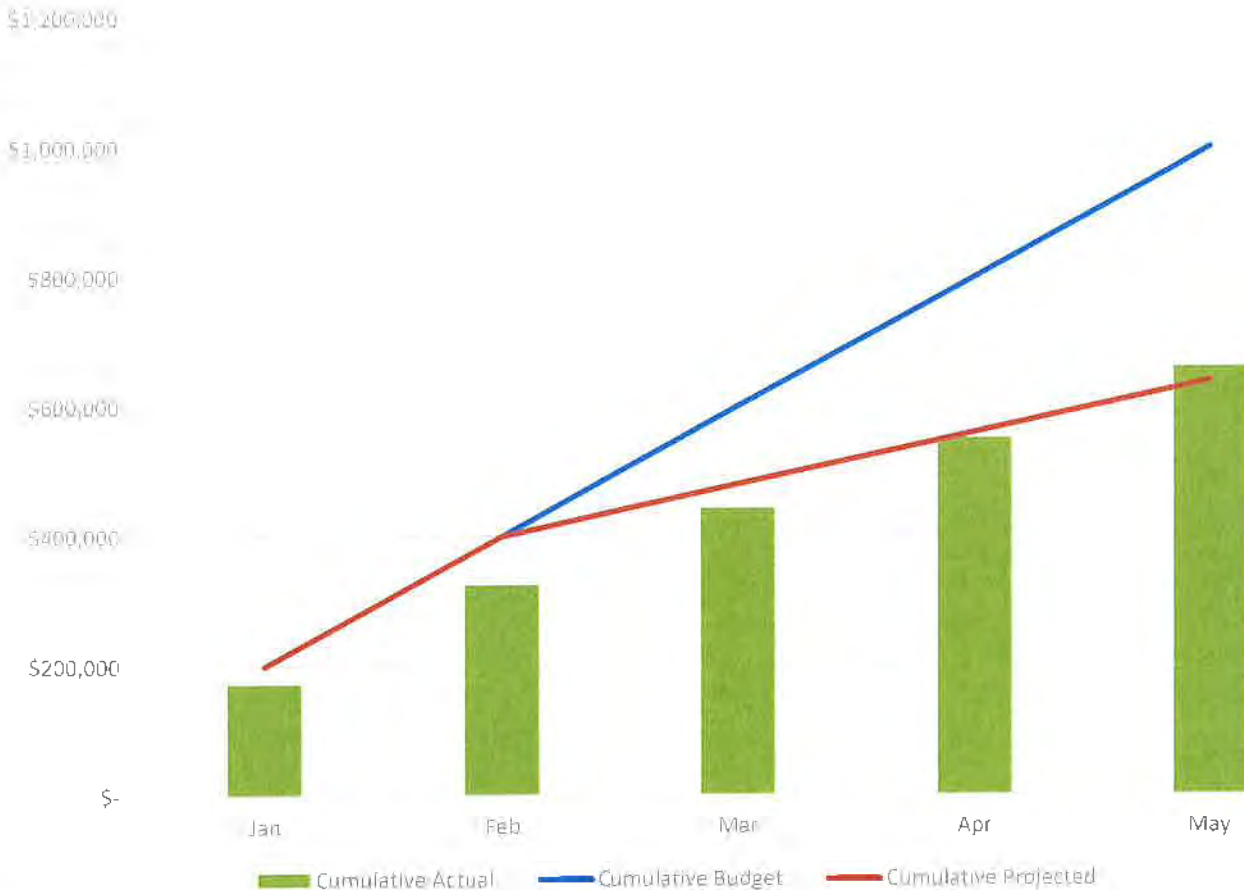
## FOOD & BEVERAGE TAX

Original Projected Shortfall:

25%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>	<u>Variance</u>
				<u>2020 Actual</u>	<u>2020 Actual</u>	
				<u>vs. Budget</u>	<u>vs. Projected</u>	
Jan	Feb	\$ 199,343	\$ 199,340	\$ 172,137	\$ (27,206)	\$ (27,203)
Feb	Mar	199,343	199,340	152,269	(74,281)	(74,274)
Mar	Apr	199,343	79,734	116,825	(156,799)	(37,183)
Apr	May	199,343	79,734	107,732	(248,410)	(9,185)
May	Jun	199,343	79,734	109,601	(338,153)	20,682
Jun	Jul	199,343	79,734			
Jul	Aug	199,343	79,734			
Aug	Sep	199,343	199,340			
Sep	Oct	199,343	199,340			
Oct	Nov	199,343	199,340			
Nov	Dec	199,343	199,340			
Dec	Jan	199,343	199,380			
YTD Totals		<u>\$ 2,392,120</u>	<u>\$ 1,794,090</u>	<u>\$ 658,564</u>		

Food & Beverage Tax



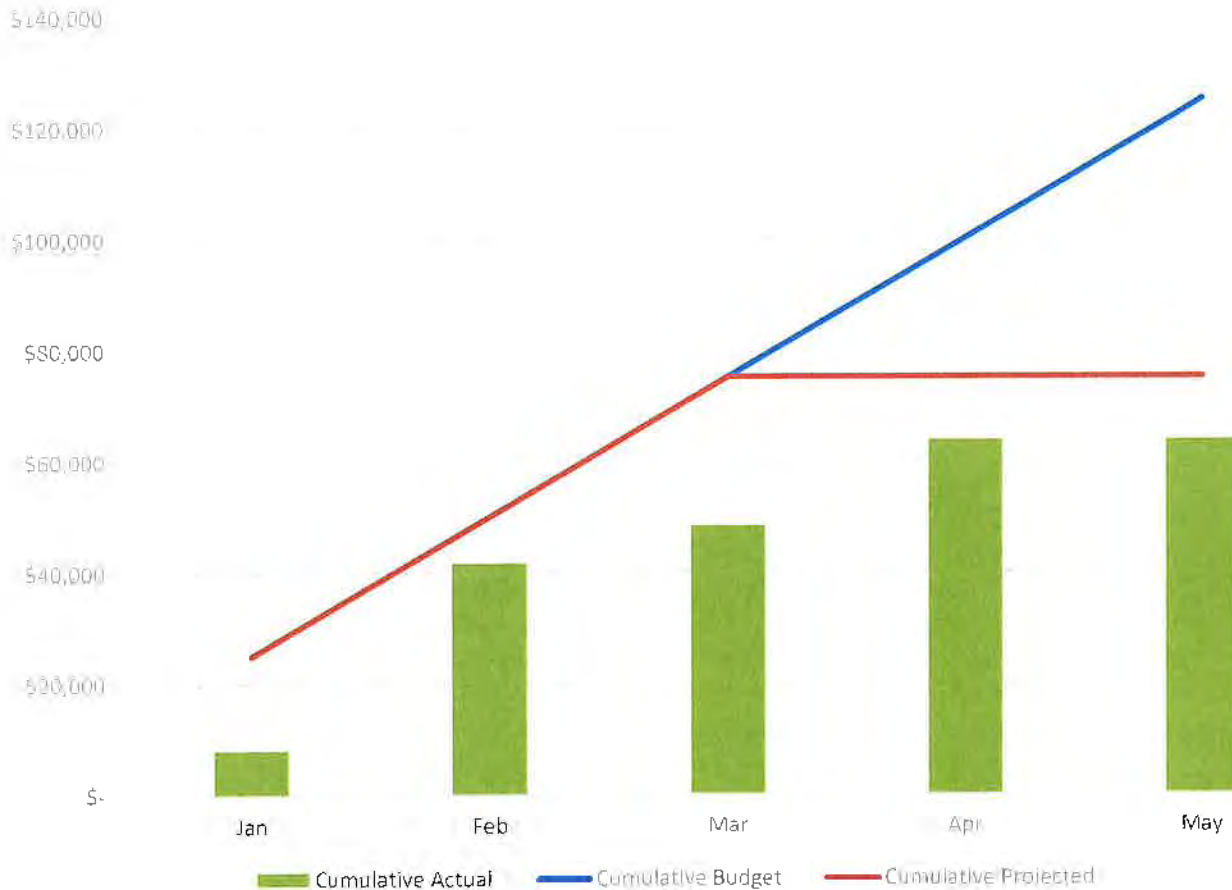
## ENTERTAINMENT TAX - DEBT SERVICE FUND

Original Projected Shortfall:

75%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u>			<u>Cumulative</u>	<u>Cumulative</u>
		<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>	<u>Variance</u>
				<u>2020 Actual</u>	<u>2020 Actual</u>	
				<u>vs. Budget</u>	<u>vs. Projected</u>	
Jan	Feb	\$ 25,000	\$ 25,000	\$ 8,111	\$ (16,889)	
Feb	Mar	25,000	25,000	33,608	(8,281)	
Mar	Apr	25,000	25,000	6,612	(26,669)	
Apr	May	25,000	-	15,325	(36,344)	
May	Jun	25,000	-	-	(61,344)	
Jun	Jul	25,000	-			
Jul	Aug	25,000	-			
Aug	Sep	25,000	-			
Sep	Oct	25,000	-			
Oct	Nov	25,000	-			
Nov	Dec	25,000	-			
Dec	Jan	25,000	-			
<b>YTD Totals</b>		<b>\$ 300,000</b>	<b>\$ 75,000</b>	<b>\$ 63,656</b>		

Entertainment Tax





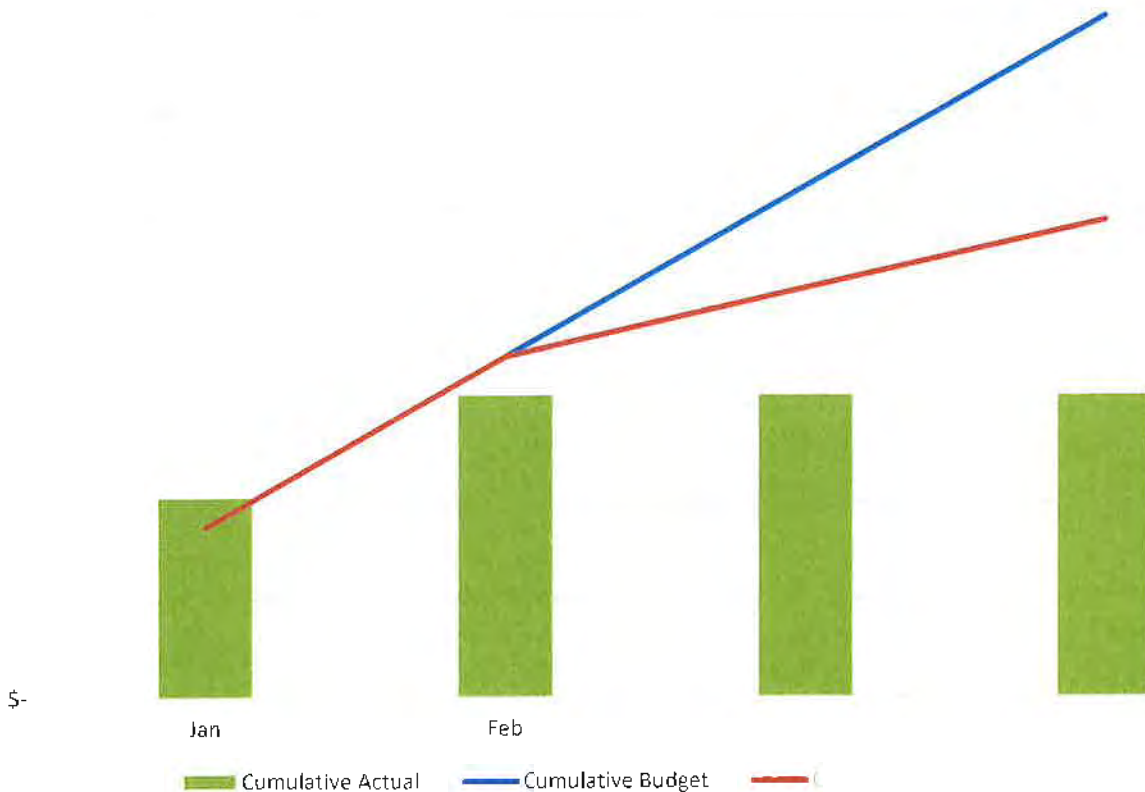
## VIDEO GAMING

Original Projected Shortfall:

25%

<u>Liability Month</u>	<u>Rcvd by VOHE</u>	<u>2020</u> <u>Budget</u>	<u>2020</u> <u>Projected</u>	<u>2020</u> <u>Actual</u>	<u>Cumulative</u> <u>Variance</u> <u>2020 Actual</u> <u>vs. Budget</u>	<u>Cumulative</u> <u>Variance</u> <u>2020 Actual</u> <u>vs. Projected</u>
Jan	Mar	\$ 35,000	\$ 35,000	\$ 41,075	\$ 6,075	\$ 6,075
Feb	Apr	35,000	35,000	20,930	(7,995)	(7,995)
Mar	May	35,000	14,000	-	(42,995)	(21,995)
Apr	Jun	35,000	14,000	-	(77,995)	(35,995)
May	Jul	35,000	14,000			
Jun	Aug	35,000	14,000			
Jul	Sep	35,000	14,000			
Aug	Oct	35,000	35,000			
Sep	Nov	35,000	35,000			
Oct	Dec	35,000	35,000			
Nov	Jan	35,000	35,000			
Dec	Feb	35,000	35,000			
YTD Totals		<u>\$ 420,000</u>	<u>\$ 315,000</u>	<u>\$ 62,005</u>		

Video Gaming



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request by Comcast of Illinois VI, LLC for approval of a Second Amendment to Lease for an existing Communications Equipment Site Lease Agreement for Cable TV equipment at 95 Aster Lane

**MEETING DATE:** July 20, 2020

**COMMITTEE:** Finance Committee

**FROM:** Daniel P. O'Malley, Deputy Village Manager

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**PURPOSE:** Request by Comcast of Illinois VI, LLC for approval of a Second Amendment to Lease for an existing Communications Equipment Site Lease Agreement for Cable TV equipment at 95 Aster Lane.

**BACKGROUND:** In 1982, the Village originally approved a special use permit and site lease to Warner Amex (predecessor to Comcast Cable) to install an antenna on the Aster Lane water tower and to construct an equipment building on that same property. This facility is the head-end or primary hub for cable TV services for Hoffman Estates residents and businesses.

As technology changed, the antenna mounted on the tower became obsolete and was replaced with fiber optic cable. However, the equipment building remains a necessary component for cable services and remains operational.

Over the following 38 years, this site lease has been modified and extended many times. The current site lease agreement was amended in 2017 and expires on July 31, 2020. Comcast is requesting a second amendment to extend this lease for another three (3) year period.

**DISCUSSION:** The proposed Second Amendment to Lease would continue the terms of the existing lease an additional three (3) years through July 31, 2023. The current lease provides for annual rate increases of 4% per year and the proposed amendment contains that same rate structure through the three (3) year term. The only change requested to the existing contract is minor language revisions to Section 12 – Insurance, which is agreeable per Corporation Counsel and reflected on the attached Exhibit A.

**FISCAL IMPACT:** Over the term of the proposed Second Amendment to Lease, the Village would receive \$71,136 in lease revenue.

**RECOMMENDATION:** Staff recommends approval of the Second Amendment to Lease to the existing Communications Equipment Site Lease Agreement with Comcast of Illinois VI, LLC pursuant to the attached documents.

**SECOND AMENDMENT TO LEASE**

THIS SECOND AMENDMENT TO LEASE entered into this 16th day of July, 2020 by and between the Village of Hoffman Estates ("Lessor") and Comcast of Illinois VI, LLC ("Lessee").

WHEREAS, Lessee is current Lessee and Lessor is current Lessor under a certain Communications Equipment Site Lease Agreement dated August 28, 2012 (the "Original Lease"), as amended by the Amendment to Lease dated July 27, 2017 (the "First Amendment;" the Original Lease as amended by the First Amendment, collectively, the "Lease"), respecting certain real property located at 95 Aster Lane , Hoffman Estates, Illinois; and

WHEREAS, the term of the Lease expires on July 31, 2020 and both parties wish to extend the term to July 31, 2023.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee hereby agree as follows:

1. The term of the Lease is hereby extended from August 1, 2020 through and including July 31, 2023 (the "Second Extended Term").
2. The monthly rent throughout the Second Extended Term will be as follows:

August 1, 2020 - July 31, 2021	\$1,899.04
August 1, 2021 - July 31, 2022	\$1,975.00
August 1, 2022 - July 31, 2023	\$2,054.00
3. Exhibit A to the First Amendment is hereby modified as shown on Exhibit A attached hereto and made a part hereof.
4. All other terms and conditions of the Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the Lessor and Lessee have caused this Amendment to Lease to be duly executed as of the date first written above.

Village of Hoffman Estates

By: \_\_\_\_\_  
Name:  
Title:

Comcast of Illinois VI, LLC

By: Margaret Sarason  
Name: Margaret Sarason  
Title: Vice President Finance

EXHIBIT A

commercial general and automobile liability policies

12. **Insurance.** Lessee, at Lessee's sole cost and expense, shall procure and maintain ~~on the Premises and on the Lessee's Facilities~~ commercial general liability, workers compensation and automobile liability insurance as required below. Such insurance shall insure, on an occurrence basis, against liability of Lessee, ~~its employees and agents caused by Lessee's use of the Premises~~ as provided for herein. Lessor shall be named as an additional insured on the Lessee's policy. Each party shall provide a certificate of insurance evidencing the coverage required by this paragraph within thirty (30) days of the Commencement Date.

<u>Type of Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability	\$1,000,000 Per Occurrence
Bodily Injury and Property Damage (incl. Personal Injury, Fire Legal, Contractual & Products/Complete Operations)	\$3,000,000 General Aggregate
Automobile Liability	
Bodily Injury & Personal Damage	\$1,000,000 Per Accident
All Autos-Owned, non-owned and or hired	
Illinois Worker's Compensation	Statutory
Employer's Liability	\$100,000/\$500,000/\$100,000

**VILLAGE OF HOFFMAN ESTATES**  
**COMMUNICATIONS EQUIPMENT SITE LEASE AGREEMENT**

This Communications Equipment Site Lease Agreement ("Agreement") is entered into this 28<sup>th</sup> day of August, 2012, but is effective as of August 1, 2012, between Comcast of Illinois VI, LLC, a Delaware limited liability company ("Lessee"), and the Village of Hoffman Estates, an Illinois municipal corporation ("Lessor").

For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Premises.** Lessor is the owner of a parcel of land (the "Land") located in the Village of Hoffman Estates, County of Cook, State of Illinois, more commonly known as 95 Aster Lane, Hoffman Estates, Illinois 60169 (the Land is also referred to herein the "Property"). The Land is more particularly described in Exhibit A annexed hereto. Lessor hereby leases to Lessee and Lessee leases from Lessor, approximately 300 square feet of the Land (the "Premises") as described in the site plans approved by the Village and attached as Exhibit B.

2. **Use.** Premises may be used by Lessee for constructing, maintaining, and operating a broadband communications signal processing and transmission facility together with uses incidental in connection with its communications business. Lessor at Lessee's expense, hereby authorizes Lessee, its agents, servants and contractors to act on its behalf pertaining to application for and obtaining zoning, building permits and any and all other necessary approvals that may be required for Lessee's intended use of the Premises for and during the term of this Agreement. Lessee must comply with all Village zoning and building codes.

3. **Tests and Construction.** Lessee shall have the right at any time following the full execution of this Agreement to enter upon the Land for the purpose of: making necessary engineering surveys, inspections, soil test borings, other reasonable necessary tests and constructing the Lessee's Facilities (as defined in Paragraph 6(a)); provided, however, such tests and constructing shall be at Lessee's sole cost and expense. Upon Lessee's request, Lessor agrees to make available to Lessee copies of all plans, specifications, surveys and maps for the Land.

Lessee's construction and installation work shall be performed in a good and workmanlike manner. Lessee undertakes full and complete responsibility at all times hereafter for the expenses of, and quality of, construction and compliance with all code requirements and regulations of governmental authorities having jurisdiction over the construction, including but not limited to compliance with acts effecting construction of public buildings and service areas used by public employees, and Lessee agrees to remedy or correct any deficiencies with such compliance. The construction shall be processed pursuant to permit and conducted by authorized and licensed personnel and shall be performed in compliance with local and State requirements for construction activities upon public property. The construction work shall proceed without interference

or disruption, or minimalization of same, to the current operations of the Fire Department and Public Works operations. Lessee shall post applicable performance guarantees as required by Village Code.

4. **Term.** The term of this Agreement shall be for five (5) years commencing as of August 1, 2012 ("Commencement Date").

5. **Rent.** Within thirty (30) business days of the Commencement Date and on the first day of each calendar year thereafter, Lessee shall pay to Lessor annual rent, the amounts shown on Exhibit C attached. Rent for any fractional year at the beginning or at the end of the Term shall be prorated. Rent shall be payable to Lessor at 1900 Hassell Road, Hoffman Estates, Illinois 60169; Attention: Village Finance Director. Lessee may pay rent by ACH electronic direct deposit.

In addition to the rent payment, Lessee shall install a fiber optic line from the 95 Aster Lane location to the Cable TV Office at the Village of Hoffman Estates Village Hall, 1900 Hassell Road. The line shall be connected to the Lessee's equipment at the 95 Aster Lane property, connected to the equipment at the Village Cable TV office and shall be designed to provide service for the Village's HETV cable channel broadcast. All costs for this installation shall be one-hundred (100) percent the responsibility of the Lessee in consideration of the fact that the Village has agreed to a reduced lease rate for the first two years of this lease. Lessee shall complete this installation no later than December 31, 2012.

6. **Facilities; Utilities; Access.**

(a) Lessee, at its sole cost and expense, has the right to the continued use of, the existing communications facilities, including utility lines, transmission lines, and an air conditioned equipment shelter ("Lessee's Facilities"). In connection therewith, Lessee has the right to do all work necessary to prepare, maintain and alter the Premises for Lessee's business operations and to install transmission lines connecting the antennas to the transmitters and receivers. Title to the Lessee's Facilities shall be held by Lessee. Lessee's Facilities shall remain Lessee's personal property and are not fixtures. Lessee shall remove all Lessee's Facilities at its sole expense on or before the expiration or earlier termination of the Agreement. Lessee shall repair any damage to the Premises caused by such removal except for normal wear and tear and loss by casualty or other beyond Lessee's control.

(b) Lessee shall pay for the electricity it consumes in its operations at the rate charged by the servicing utility company. Lessee shall have the right at its sole expense to draw electricity by submeter and other utilities from the existing utilities on the Property or obtain, at its sole cost and expense, separate utility service from any utility company that will provide service to the Property (including a standby power generator for Lessee's exclusive use). Any easement necessary for such power or other utilities will be at a location acceptable to Lessor and servicing utility company.

(c) Lessee, Lessee's employees, agents, and subcontractors shall have access to the premises without notice to Lessor twenty-four (24) hours a day, seven (7) days a week, at no charge. Lessor grants to Lessee and its agents, employees, contractors, guests and invitees a non-exclusive right and easement for pedestrian and vehicular ingress and egress across that portion of the Land described in Exhibit B.

Lessee agrees to protect the integrity and security of the Lessor's property by strictly adhering to all ingress and egress procedures established by the Lessor. The installation of any new equipment by the Lessee shall be subject to all applicable Village building permit and site plan requirements.

#### 7. Interference.

(a) Lessee shall operate the Lessee's Facilities in a manner that will not cause interference to Lessor and other lessees or licensees of the Property, provided that their installations predate the execution of this Agreement. All operations by Lessee shall be in compliance with all applicable Federal Communications Commission ("FCC") requirements.

(b) Subsequent to the installation of the Lessee's Facilities, Lessor shall not amend any existing agreement to permit its lessees or licensees to install new equipment on the Property if such equipment causes interference with Lessee's operations. Lessor shall give notice to Lessee of any proposed new agreements. If Lessee has any objection, it must object in writing prior to the new agreement being approved.

(c) Unless authorization is obtained from the Lessor, Lessee is prohibited from storing materials and/or equipment on the site.

#### 8. Taxes.

(a) Lessee shall be solely responsible for and shall timely pay all personal property taxes levied and assessed against it or its personal property. Lessor shall be solely responsible for and shall timely pay all real estate, special assessments or similar taxes relating to the Property, including any improvements made by Lessee. Lessee shall reimburse Lessor for the amount of any increase in real estate taxes attributable to Lessee's improvements, as determined by the local assessor upon receipt of a copy of the tax bill and request for reimbursement from Lessor. At the request of either party, the other shall provide evidence of payment of taxes.

(b) Lessee shall have the right to contest all taxes, assessments, charges and impositions, and Lessor agrees to join in such contest if required by law and to permit the Lessee to proceed with the contest in Lessor's name, provided the expense of the contest is borne by Lessee. If the Lessor initiates an action to contest taxes or other items, the Lessee may join in such action, provided Lessee pays its own expenses if so participating.

Lessor shall, within fourteen (14) days of receipt of notice of any increase in taxes, assessments or other charges, send a copy of such notice to Lessee.

9. Waiver of Lessor's Lien.

(a) Lessor waives any lien rights it may have concerning the Lessee's Facilities which are deemed Lessee's personal property and not fixtures, and Lessee has the right to remove the same at any time without Lessor's consent.

(b) Lessee may enter into a financing arrangement including promissory notes and financial and security agreements for the financing of the Lessee's Facilities (the "Collateral") with a third party financing entity (and may in the future enter into additional financing arrangements with other financing entities). In connection therewith, Lessor (i) consents to the installation of the Collateral; (ii) disclaims any interest in the Collateral as fixtures or otherwise; and (iii) agrees that the Collateral shall be exempt from execution, foreclosure, sale, levy, attachment or distress for any Rent due or to become due and that Collateral may be removed at any time without recourse to legal proceedings.

10. Termination. This Agreement may be terminated without further liability on thirty (30) days prior written notice as follows: (i) by either party upon a default of any covenant or term hereof by the other party which default is not cured within sixty (60) days of receipt of written notice of default, provided that the grace period for any monetary default is ten (10) days from receipt of notice; or (ii) by Lessee for any reason or for no reason, provided Lessee delivers written notice of early termination to Lessor no later than thirty (30) days prior to the Commencement Date; or (iii) by Lessee if it does not obtain or maintain any license, permit or other approval necessary for the construction and operation of Lessee's Facilities; or (iv) by Lessee if Lessee is unable to occupy and utilize the premises due to an action of the FCC, including without limitation, a take back of channels or change in frequencies; or (v) by Lessee if Lessee determines that the Premises are not appropriate for its operations for economic or technological reason, including, without limitation, signal interference; or (vi) or if Lessee produces any interference to Village or public safety that cannot be resolved within thirty (30) days, the lease may be terminated by Lessor. Lessee is not entitled to proration of prepaid rent if Lessee terminates this Agreement for any reason other than under (i) above.

11. Destruction or Condemnation. If the Premises or Lessee's Facilities are damaged, destroyed, condemned or transferred in lieu of condemnation, Lessee may elect to terminate this Agreement as of the date of the damage, destruction, condemnation or transfer in lieu of condemnation by giving notice to Lessor no more than forty-five (45) days following the date of such damage, destruction, condemnation or transfer in lieu of condemnation. If Lessee chooses not to terminate this Agreement, Rent shall be reduced or abated in proportion to the actual reduction or abatement of use of the Premises.



12. **Insurance.** Lessee, at Lessee's sole cost and expense, shall procure and maintain on the Premises and on the Lessee's Facilities bodily injury and property damage liability insurance with a combined single limit of at least One Million and 00/100 Dollars (\$1,000,000.00) per occurrence. Such insurance shall insure, on an occurrence basis, against liability of Lessee, its employees and agents caused by Lessee's use of the Premises all as provided for herein. Lessor shall be named as an additional insured on the Lessee's policy. Each party shall provide a certificate of insurance evidencing the coverage required by this paragraph within thirty (30) days of the Commencement Date.

13. **Assignment and Subletting.** Lessee may not assign or otherwise transfer all or any part of its interest in this Agreement or in the Premises without the prior written consent of Lessor provided, however, that Lessee may assign, without Lessor's consent, its interest to its parent company, any subsidiary or affiliate or to any successor-in-interest or entity acquiring fifty-one percent (51%) or more of its stock or assets subject to any financing entity's interest, if any, in this Agreement as set forth in Paragraph 9 above. Lessor may assign this Agreement upon written notice to Lessee, subject to the assignee assuming all of Lessor's obligations herein, including, but not limited to, those set forth in Paragraph 9 above, and Lessee may sublet or license all or any portion of the Premises to one or more entities for communications uses only related to or accessory to the principal use permitted by this agreement without Lessor's consent, provided that any physical improvements on the Premises shall be subject to compliance with all applicable code requirements of the Village. Notwithstanding anything to the contrary contained in this Agreement, Lessee may assign, mortgage, pledge, hypothecate or otherwise transfer without consent its interest in this Agreement to any financing entity or agent on behalf of any financing entity to whom Lessee (i) has obligations for borrowed money or in respect of guaranties thereat; (ii) has obligations evidenced by bonds, debentures, notes or similar instruments, or (iii) has obligations under or with respect to letters of credit, bankers acceptances and similar facilities or in respect of guaranties thereof.

14. **Warranty of Title and Quiet Enjoyment.** Lessor warrants that: (i) Lessor owns the Property in fee simple and has rights of access thereto and the Property is free and clear of all liens, encumbrances and restrictions; (ii) Lessor has full right to make and perform this Agreement; and (iii) Lessor covenants and agrees with Lessee that upon Lessee paying the Rent and observing and performing all the terms, covenants and conditions on Lessee's part to be observed and performed, Lessee may peacefully and quietly enjoy the Premises. Lessor agrees to indemnify and hold harmless Lessee from any and all claims as warranted in this paragraph on Lessee's leasehold interest.

15. **Repairs.**

(a) Lessee shall not be required to make any repairs to the Premises or Property unless such repairs shall be necessitated by reason of the default or neglect of Lessee.

Upon expiration or termination hereof, Lessee shall restore the Premises to the condition in which it existed upon execution hereof, reasonable wear and tear and loss by casualty or other causes beyond Lessee's control excepted.

(b) [Intentionally Omitted].

(c) Lessee shall reimburse Lessor for reasonable costs associated with increase in Lessor's site landscaping maintenance services costs resulting from Lessee's use of the Premises.

16. **Hazardous Substances.** Lessee agrees that it will not use, generate, store or dispose of any Hazardous Material on, under, about or within the Land in violation of any law or regulation. Lessor represents, warrants and agrees (i) that neither Lessor nor, to Lessor's knowledge, any third party has used, generated, stored or disposed of, or permitted the use, generation, storage or disposal of any Hazardous Material (defined below) on, under, about or within the Land in violation of any law or regulation, and (ii) that Lessor will not permit any third party to use, generate, store or dispose of any Hazardous Material on, under, about or within the Land in violation of any law or regulation. Lessee agrees to defend, indemnify and hold harmless Lessor against any and all losses, liabilities, claims and/or costs (including reasonable attorneys' fees and costs) arising from any breach of any representation, warranty or agreement contained in this Section. As used in this paragraph "Hazardous Material" shall mean petroleum or any petroleum product, asbestos, any substance known by the state in which the Land is located to cause cancer and/or reproductive toxicity and/or any substance, chemical or waste that is identified as hazardous, toxic or dangerous in any applicable federal, state or local law or regulation.

17. [Intentionally Omitted]

18. **Miscellaneous.**

(a) This Agreement constitutes the entire agreement and understanding between the parties and supersedes all other negotiations and other agreements concerning the subject matter contained herein. Any amendments to this Agreement must be in writing and executed by both parties.

(b) If any provision of this Agreement is invalid or unenforceable with respect to any party, the remainder of this Agreement or the application of such provision to persons other than those as to whom it is held invalid or unenforceable shall not be affected and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

(c) This Agreement shall be binding on and inure to the benefit of the successors and permitted successors and assignees of the respective parties.

(d) Any notice or demand required to be given herein shall be made by certified or registered mail return receipt requested or reliable overnight courier to the address of the respective parties set forth below:

LESSOR:	Village of Hoffman Estates 1900 Hassell Road Hoffman Estates, IL 60169 Attn: Village Manager
With a copy to:	Arthur L. Janura, Jr. Arnstein & Lehr LLP 2800 West Higgins Road., Ste. 425 Hoffman Estates, IL 60169-7246
LESSEE:	Comcast of Illinois VI, LLC  1500 McConnor Parkway Schaumburg, IL. 60173 Attn: Director of Facilities and Real Estate
With a copy to:	Comcast Cable Communications, LLC 1701 John F. Kennedy Boulevard Philadelphia, PA. 19103-2838 Attn: General Counsel

Lessor or Lessee may from time to time designate any other address for this purpose by written notice to the other party. All notices hereunder shall be deemed received upon actual receipt.

(e) This Agreement shall be governed by the laws of the State of Illinois.

(f) In any case where the approval or consent of one party hereto is required, requested or otherwise to be given under this Agreement, such approval or consent shall not be unreasonably, conditioned, or withheld.

(g) All Riders and Exhibits annexed hereto form material parts of this Agreement.

(h) This Agreement may be executed in duplicate counterparts, each of which shall be deemed an original.

(i) The parties represent and warrant that the persons who have executed this are duly authorized to execute this Agreement in their representative capacity as indicated.

19. Acts of God, Vandalism. Lessee shall hold Lessor harmless for any damage to Lessee equipment arising from acts of God or vandalism to Lessee's equipment and/or Lessor's equipment/facilities located on the Premises that are not due to Lessor's gross negligence or intentional acts.

20. [Intentionally Omitted]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

LESSOR:

LESSEE:

VILLAGE OF HOFFMAN ESTATES,  
an Illinois municipal corporation

Comcast of Illinois VI, LLC  
a Delaware limited liability company

By: *William McLeod*  
William McLeod

By: \_\_\_\_\_  
Printed Name: Brian Kenna

Date: 8/28/12

Date: *Brian Kenna* 8/28/12

Title: Village President

Its: Senior Vice President Finance and  
Accounting

Tax ID: 36-2434131

## EXHIBIT A

### DESCRIPTION OF LAND

To the Agreement dated August 28, 2012, by and between Village of Hoffman Estates, as Lessor, and Comcast of Illinois VI, LLC, a Delaware limited liability company as Lessee, the Land is described and/or depicted as follows:

#### LEGAL DESCRIPTION:

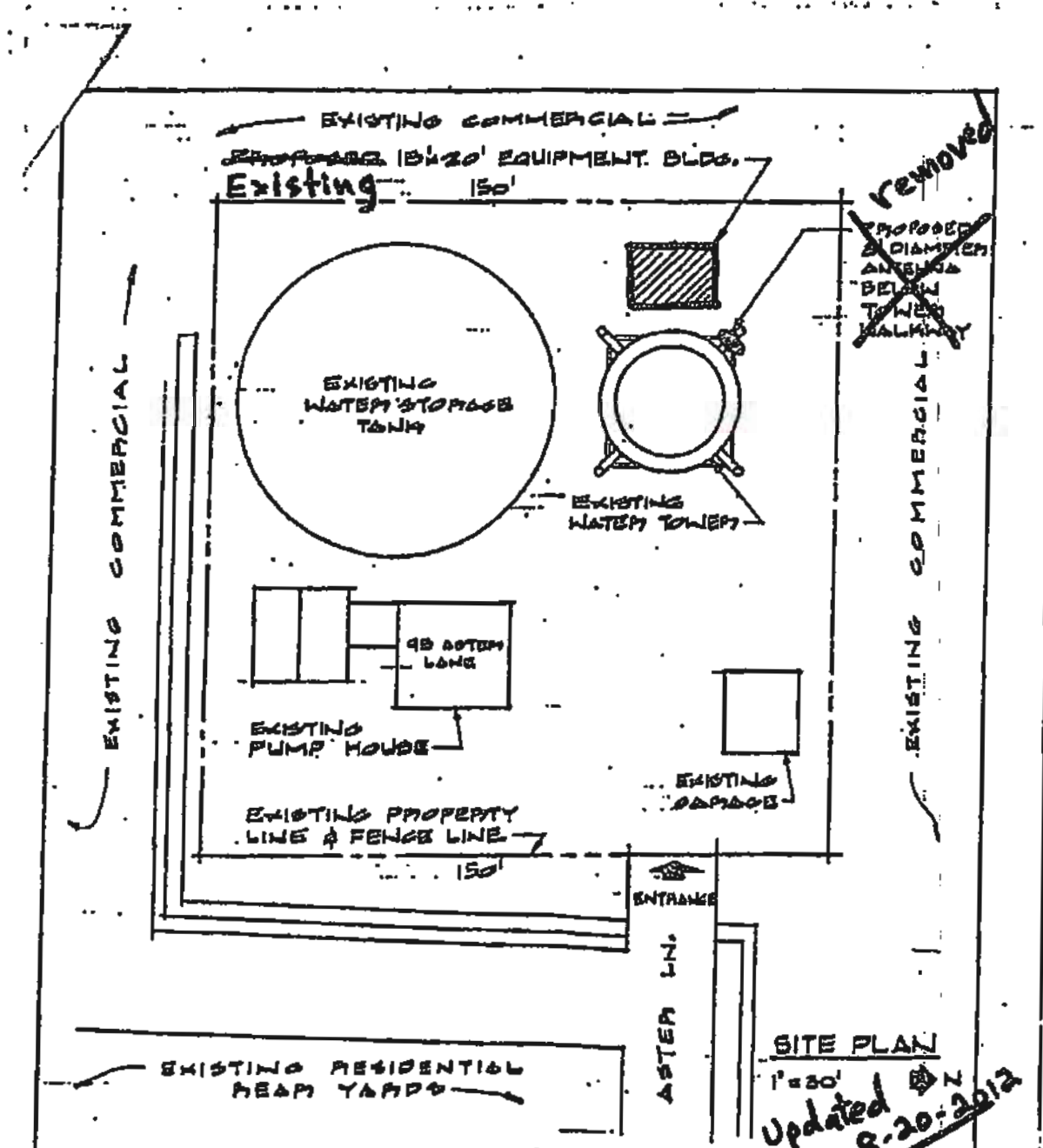
PIN: 07-15-200-026

That part of Lot 14 in Block 1, in Hoffman Estates 1, being a subdivision of that part of the west half of the northwest quarter and that part of the northwest quarter of the southwest quarter of Section 14, Township 41 north, Range 10, east of the Third Principal Meridian, lying north of Higgins Road, together with that part of the northeast quarter of Section 15, Township 41 north, Range 10, east of the Third Principal Meridian, lying north of Higgins Road, according to plat thereof registered in the office of the Registrar of Titles, Cook County, Illinois, on August 5, 1955, as Document 1612242, which said part of lot 14 of aforesaid is described as follows:

Commencing at the northeast corner of said Lot 14, thence south along the east line of said Lot 14 a distance of 200 feet, and thence west along a line perpendicular to said east line of Lot 14 a distance of 223 feet for a place of beginning; thence south from said place of beginning along a line perpendicular to the last described course a distance of 150 feet; thence east along a line perpendicular to the last described course a distance of 156 feet; thence north along a line perpendicular to the last described course a distance of 150 feet; thence west along a line perpendicular to the last described course a distance of 156 feet more or less to the place of beginning

EXHIBIT B

SITE PLAN



Warner Amex Cable Communications  
Company of Northwest Suburbs  
(708) 677-1888  
1500 Rocking Road, Rolling Meadows, IL 60008

Cowcast of Illinois

KOSTAK ASSOCIATES  
ARCHITECTS 312/394-9444  
MT. PROSPECT, IL. 60056

PROPOSED MICRO-WAVE BLDG., HOFFMAN ESTATES 0700-1 2-6-02

EXHIBIT C

TERM	MONTHLY	ANNUALLY
August 1, 2012 – December 31, 2012	\$ 778.59	\$ 3,892.95*
January 1, 2013 – December 31, 2013	\$ 831.95	\$ 9,983.40
January 1, 2014 – July 31, 2014	\$ 887.45	
August 1, 2014 – December 31, 2014	\$ 1,442.95	\$ 13,426.90
January 1, 2015 – December 31, 2015	\$ 1,500.66	\$ 18,007.92
January 1, 2016 – December 31, 2016	\$ 1,560.69	\$ 18,728.28
January 1, 2017 – July 31, 2017	\$ 1,623.12	\$ 11,361.84*
*Proportionate Years		

## JAWA Payment via ACH

Date: 7/20/2020

Description: JAWA Payment

\*\*VERIFY THERE IS ENOUGH \$\$ TO COVER THIS TRANSFER\*\*

Template: JAWA

Amount: \$ 741,272.00

ACH Initiator: law

### INFORMATION TO VERIFY:

From Account: JPM Chase General Account (687095638)

ABA: 021 000 018

CAS# 8900347708

Bank Account: 6087818400

Account Name: NSMJAWA Agency Revenue

Address: Bank of New York

Bene Reference: 608781



**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** CARES Act Intergovernmental Agreement with Cook County

**MEETING DATE:** July 20, 2020

**COMMITTEE:** Finance

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

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**PURPOSE:** Request authorization to enter into an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds between the Village of Hoffman Estates and Cook County, IL.

**BACKGROUND:** The Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) was passed by Congress and signed into law by the President on March 27, 2020. The purpose of the CARES Act is to provide much needed resources to help governments, businesses and individuals respond to the Pandemic. Under the CARES Act, the Coronavirus Relief Fund (the “CRF”) was created to provide financial resources to state and local governments with a population of 500,000 or more residents. Accordingly, Cook County received a portion of the CRF from the United States Department of Treasury. After careful consideration of the needs expressed by municipalities within Cook County, the County developed an initiative to respond to those needs.

On May 14, 2020, Cook County released the COVID-19 Response Plan. As part of this plan, the County has chosen to allocate \$51 million of its CRF to the 134 municipalities located within Cook County. Allocations to each municipality were determined by assessing factors such as immediate needs of the municipality, population, municipal medium income and municipal public health statistics, as well as other factors. After consideration of these factors, the CRF allocation for potential cost reimbursement for the Village of Hoffman Estates totals \$426,795.15.

**DISCUSSION:** Each municipality must apply for this funding allocation for reimbursement of costs incurred related to our response to the COVID-19 Pandemic. Eligible costs may include cleaning supplies, personal protective equipment, labor, workspace redesign costs, and telework capabilities. It appears that the eligibility limitations related to the County CARES funds are less restrictive than the FEMA Public Assistance funds that the Village is also seeking, so staff is optimistic that this funding source should provide much needed relief for the unbudgeted expenses that we have incurred related to our response and recovery efforts related to COVID-19.

As part of the application process, the County is requiring that the Village enter into an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds. The Agreement spells out the Village’s

responsibilities pertaining to this funding, including administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. It should be noted that eligible expenses pertaining to this funding are ones that were not in the Village's FY2020 budget and cannot include lost revenue.

RECOMMENDATION:

Request authorization to enter into an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds between the Village of Hoffman Estates and Cook County, IL.

ATTACHMENT

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT  
FOR  
CORONAVIRUS RELIEF FUNDS**



**Between**

**COUNTY OF COOK, ILLINOIS**

**And**

Hoffman Estates, Village of \_\_\_\_\_

**(Cook County, Illinois Suburban Municipality, Township or Fire Protection District (Subrecipient))**

**Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020**

## SUBAWARD INFORMATION

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

- Subrecipient's name (must match the name associated with its unique entity identifier): Hoffman Estates, Village of
- Subrecipient's unique entity identifier (DUNS): 074439308
- Federal Award Identification Number (FAIN): \_\_\_\_\_
- Federal Award Date: \_\_\_\_\_
- Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
- Total Amount of Federal Funds allocated to the Subrecipient: \$ 426,795.15

- Federal Award Program Description:

Cook County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the spirit of intergovernmental cooperation to suburban municipalities in Cook County. Suburban municipalities which for the purposes of this agreement include municipalities, townships and fire protection districts in suburban Cook County may apply for County awarded Coronavirus Relief Funds pursuant to the following procedures and consistent with eligibility guidance. Requests will be reviewed by the Cook County Bureau of Finance Program Management Office (PMO) of the COVID-19 Financial Response Plan. Available funds will be distributed to suburban municipalities consistent with their respective allocations and based on the type of expenditure, the volume of requests, and the balance of funds available.

- Name of Federal Awarding Agency: Department of Treasury
- Name of pass-through entity: Cook County, IL
- Contact Information for pass-through entity: Ammar M. Rizki, Chief Financial Officer, Cook County Bureau of Finance, 118 N. Clark Street, Suite 1127. Chicago, Illinois 60602. Email Info: [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov)
- Award is for Research & Development (R&D):\_NO

**THIS AGREEMENT** entered this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the County of Cook, Illinois, a body politic and corporate of the State of Illinois, through the Office of the Chief Financial Officer and Bureau of Finance (herein called “Cook County”), and Hoffman Estates, Village of \_\_\_\_\_ (herein called “Subrecipient”). Cook County and Subrecipient shall sometimes be referred to herein individually as the “Party” and collectively as the “Parties.”

**WHEREAS**, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

**WHEREAS**, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”); and

**WHEREAS**, the CARES Act established the Coronavirus Relief Fund (“CRF”), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

**WHEREAS**, Cook County qualified as an eligible local government and received CRF funding from the U.S Department of Treasury; and

**WHEREAS**, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a “necessary expenditure” to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

**WHEREAS**, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

**WHEREAS**, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

**WHEREAS**, Cook County acknowledges that there are local municipalities within Cook County that were not eligible to receive a portion of CRF and Cook County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such local municipalities in addressing the impacts of the COVID-19 Public Health Emergency; and

**WHEREAS**, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

**WHEREAS**, in order to provide funds for Subrecipient to pay necessary expenditures it has or will incur due to the COVID-19 public health emergency, the Parties have agreed that Cook County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

**NOW, THEREFORE**, the Parties mutually agree as follows:

## **I. AGREEMENT TERM**

- A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the “Initial Term”).
- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Cook County, in its sole and absolute discretion, may terminate this Agreement at any time.

## **II. ACTIVITIES & ELIGIBLE EXPENSES**

### **A. Activities**

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

### **B. Eligible Expenses**

Cook County, in its sole and absolute discretion, may reimburse and/or provide funding to Subrecipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

## **III. NOTICES**

Notices to Cook County as required by this Agreement shall be delivered in writing, via email and addressed to Cook County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

Ammar M. Rizki  
Chief Financial Officer  
Cook County Bureau of Finance  
118 N. Clark Street, Suite 1127  
Chicago, IL 60602  
[SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov)

Name of Subrecipient: Hoffman Estates, Village of; attn: William D. McLeod, Village President  
Address: 1900 Hassell Rd, Hoffman Estates, IL 60169  
Email: Bill.McLeod@hoffmanestates.org

#### **IV. TERMS & CONDITIONS**

The following requirements are applicable to all activities undertaken with CRF funds.

##### **A. Compliance with State and Local Requirements**

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

##### **B. Compliance with Federal Requirements**

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by Cook County to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

##### **C. Hold Harmless**

Subrecipient shall hold harmless, release, and defend Cook County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

##### **D. Indemnification**

Subrecipient shall indemnify Cook County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or

damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Cook County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Cook County. Subrecipient shall reimburse Cook County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify, defend and hold harmless Cook County under this Agreement.

#### E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by Cook County to provide the funding under this Agreement.

Subrecipient shall promptly notify Cook County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

#### F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employee involved in the performance of this Agreement.

#### G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

#### H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Cook County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

#### I. Suspension or Termination

Cook County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to Cook County reports that are incorrect or incomplete in any material respect.



**J. Program Fraud & False or Fraudulent Statements or Related Acts**

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any subcontractors pertaining to any matter resulting from a contract.

**K. Debarment / Suspension and Voluntary Exclusion**

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
  2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management ("SAM") Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at [www.sam.gov](http://www.sam.gov).
- L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Cook County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

**V. ADMINISTRATIVE REQUIREMENTS**

**A. Financial Management**

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

**B. Duplication of Benefits; Subrogation**

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by Cook County to Cook County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement ("Duplication of Benefits Certification"), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient's obligation to promptly notify Cook County of any disaster assistance received from any other source.

**C. Documentation & Recordkeeping**

As required by 2 C.F.R. 200.331(a)(5), Cook County, or any duly authorized representative of Cook County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

#### D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of three (3) years from the date of submission of the final expenditure report.

#### E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.

#### F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

#### G. Monitoring & Compliance

Cook County shall evaluate the Subrecipient's risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

Cook County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Cook County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

#### H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to Cook County will not terminate until all close-out requirements are completed. Activities during this close-out period shall

include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

#### I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to Cook County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to Cook County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to Cook County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to Cook County.

#### J. Payment & Reporting Procedures

##### 1. Payment Procedures

Cook County will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with the allocations and disbursement policies established by Cook County. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient.

Subrecipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Subrecipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Cook County.

- a. Requests for reimbursement or funding must be submitted via email to [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov). Incomplete applications may result in a delay in a decision regarding of funding requests.
- b. Upon receipt of the Applications, the County will confirm receipt of application by email.
- c. The received application will be reviewed and Subrecipient will receive a Notification Letter by email indicating denial and/or approval of the funding request within approximately 10 days.
- d. Notification letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Subrecipient Agreement. All CRF funds not expended by

Subrecipient must be returned to Cook County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

2. Reporting Procedures. Subrecipient will be required to periodically report the status of projects approved for advance funding and will be required to tender to the County records addressing how the funding was used for eligible expenses. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc... to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

## **VI. Personnel & Participation Conditions**

### **1. Hatch Act**

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

### **2. Conflict of Interest**

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

## **VII. ATTACHMENTS**

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Eligible Expenses
- Attachment B – Duplication of Benefits Certification

## **VII. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

## **VIII. WAIVER**

Cook County's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Cook County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

## **IX. CERTIFICATION**

The subrecipient hereby certifies that they have the authority and approval from the governing body to execute this Agreement and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. The subrecipient further certifies the funds received for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

## **X. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Cook County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Cook County has no legal requirement to provide funding to any Subrecipient.

## **VI. SIGNATURE AUTHORITY**

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the of Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by Cook County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

Hoffman Estates, Village of  
[INSERT SUBRECIPIENT]

Signed: \_\_\_\_\_

**Its Duly Authorized Agent**

Printed Name: William D. McLeod

Title: Village President

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

**COOK COUNTY, ILLINOIS**

Signed: \_\_\_\_\_

**Its Duly Authorized Agent**

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

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

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

**Approved as to form:**

Signed: \_\_\_\_\_

Office of the Cook County State's Attorney

## **ATTACHMENT A – ELIGIBLE EXPENSES**

Eligible expenses are subject to approval by Cook County and are contingent on allowability under the respective funding sources. Eligible expenses are those incurred for response and recovery activities as a result of a declared emergency. Cook County will review all expenses submitted for reimbursement. Reimbursement shall only be made for eligible expenses that are directly tied to response and recovery activities related to COVID-19. Expenses must be allowable pursuant to the Federal agency award requirements. Expenses listed below is nonexclusive, and additional Federal funding sources may include additional eligible expenses.

### **Eligible Coronavirus Relief Fund (CRF) Expenses**

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—

- Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Eligible expenditures include, but are not limited to, payment for:

- Medical expenses such as:
  - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - Expenses of establishing temporary public medical facilities and other measures to increase.
  - COVID-19 treatment capacity, including related construction costs.
  - Costs of providing COVID-19 testing, including serological testing.
  - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
- Public health expenses such as:
  - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
  - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - Expenses for public safety measures undertaken in response to COVID-19.

- Expenses for quarantining individuals.
- Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
  - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
  - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
- Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
  - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
  - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
  - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
- Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria, excluding costs associated in conducting Coronavirus Relief Fund Single or Program-Specific audits.



**ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION**

In consideration of Subrecipient’s receipt of funds or the commitment of funds by the Cook County, Subrecipient hereby assigns to Cook County all of Subrecipient’s future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Subrecipient under the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds Agreement entered into by and between Cook County, Illinois, and Hoffman Estates, Village of on \_\_\_\_\_, 2020. Any such funds received by the Subrecipient shall be referred to herein as “additional funds.”

Additional funds received by the Subrecipient that that are determined to be a Duplication of Benefits (“DOB”) shall be referred to herein as “DOB Funds.” Subrecipient agrees to immediately notify Cook County of the source and receipt of additional funds related to the COVID-19 pandemic. Cook County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to Cook County. Subrecipient agrees to reimburse Cook County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by Cook County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and Cook County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney’s fees.

Subrecipient: Hoffman Estates, Village of

Signed: \_\_\_\_\_

Its Duly Authorized Agent

Printed Name: William D. McLeod

Title: Village President

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



# HOFFMAN ESTATES

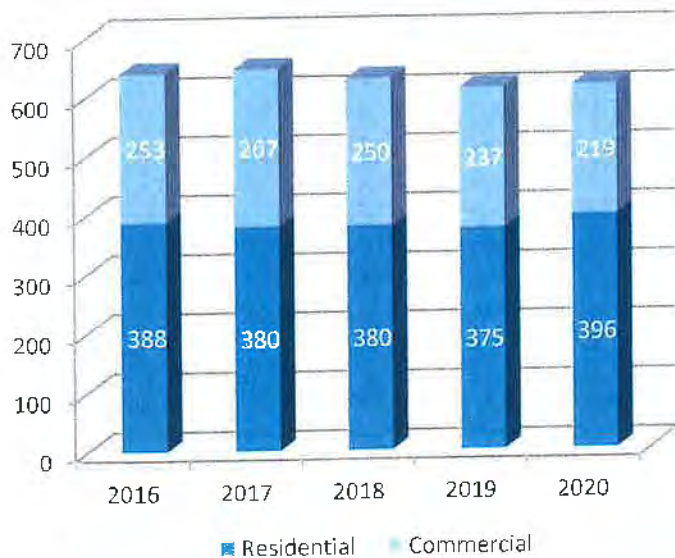
GROWING TO GREATNESS

## DEPARTMENT OF FINANCE MONTHLY REPORT JUNE 2020

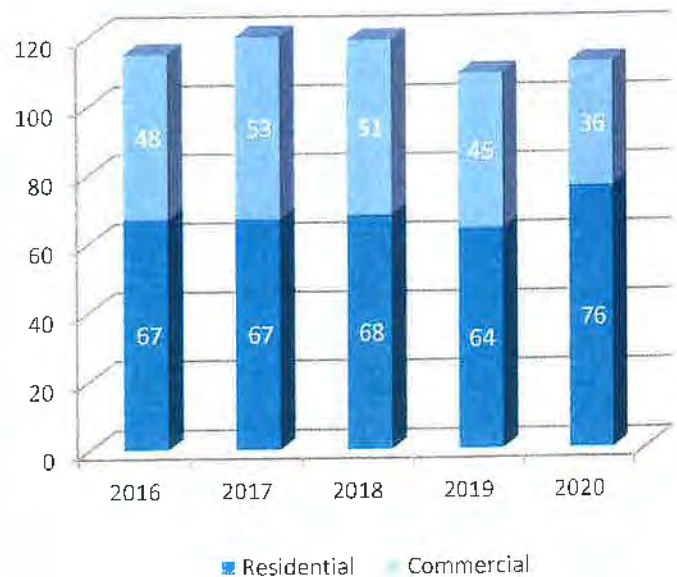
### Water Billing

A total of 14,820 residential water bills were mailed on June 1st for April's water consumption. Average consumption was 5,114 gallons, resulting in an average residential water bill of \$70.68. Total consumption for all customers was 112 million gallons, with 76 million gallons attributable to residential consumption. When compared to the June 2019 billing, residential consumption increased by 18.8%.

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

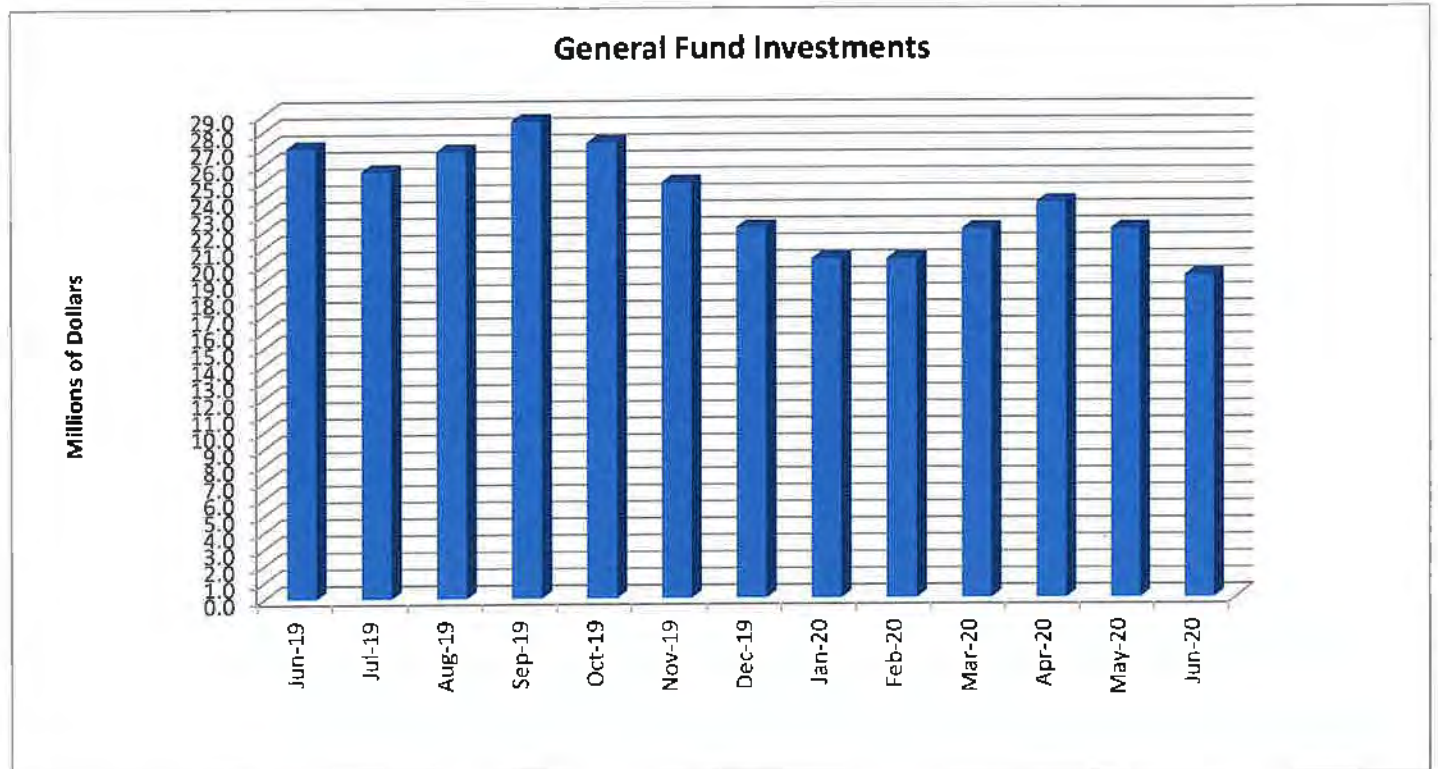
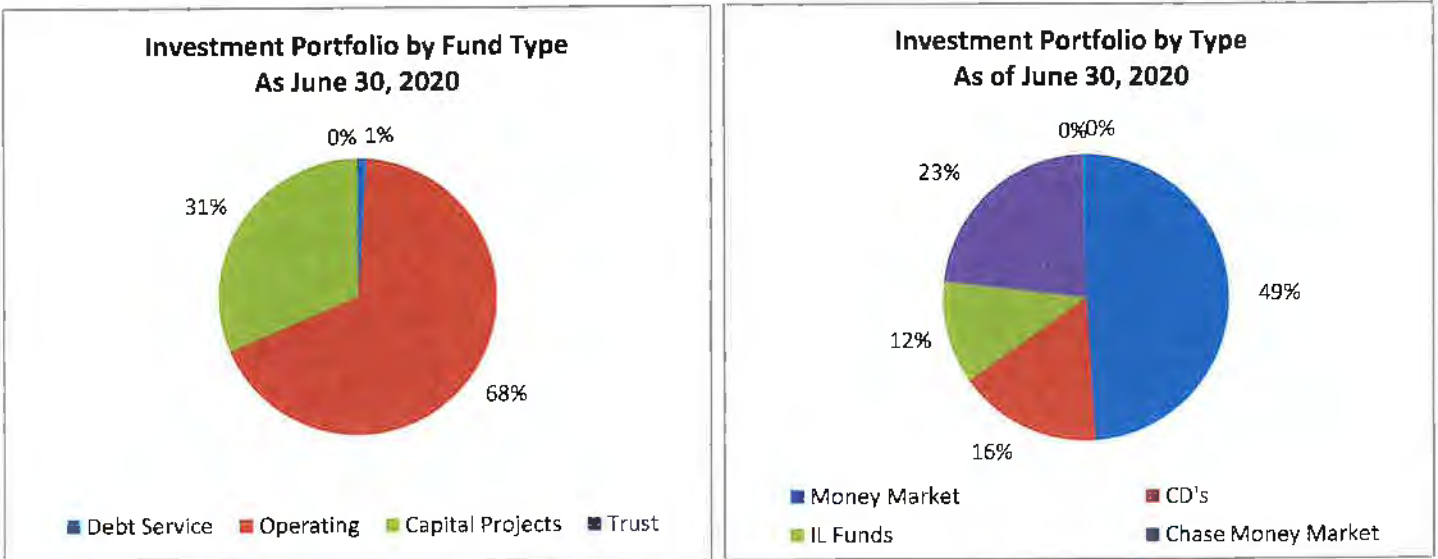


**Total Water Consumption  
Month of June**



## Village Investments

As of June 30, 2020, the Village's investment portfolio (not including pension trust funds) totaled \$61.7 million. Of this amount, \$41.7 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$20 million is related to debt service, capital projects and trust funds.



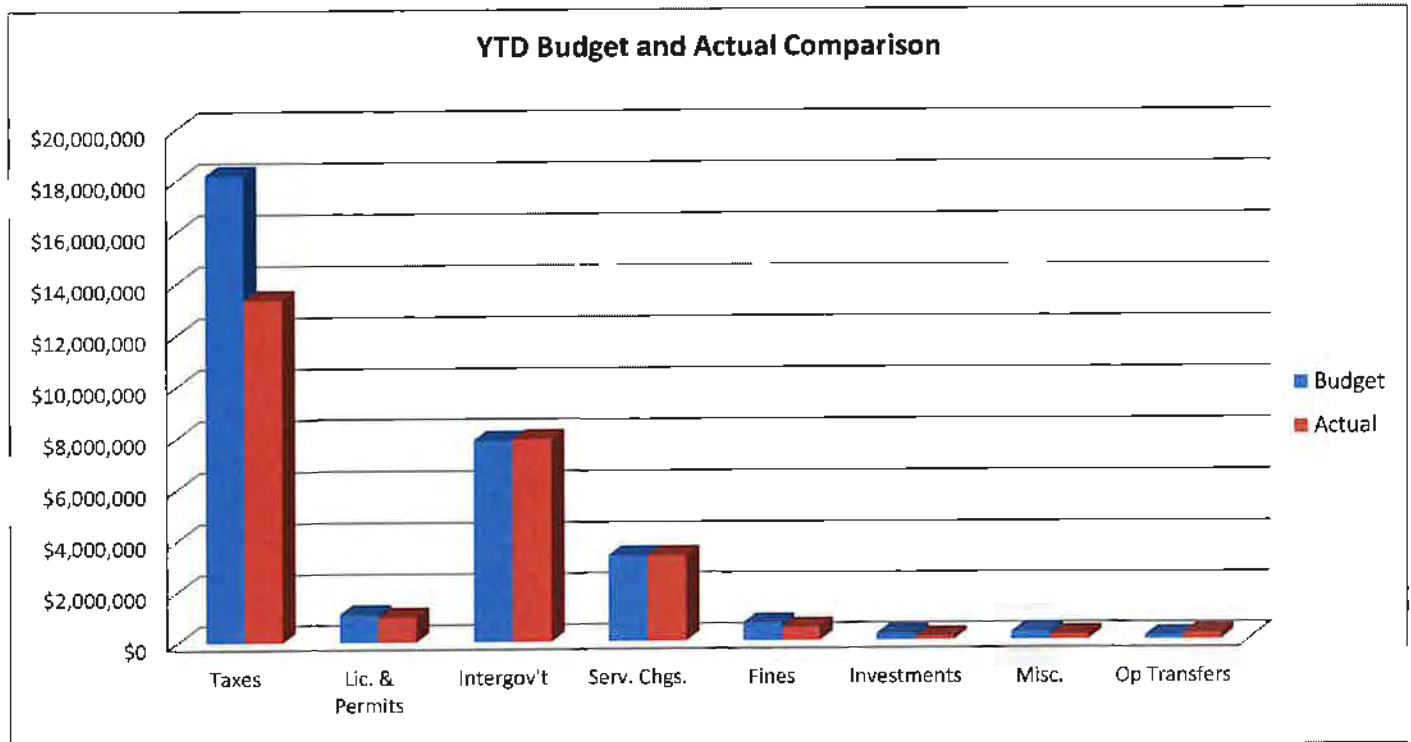
## Operating Funds

### General Fund

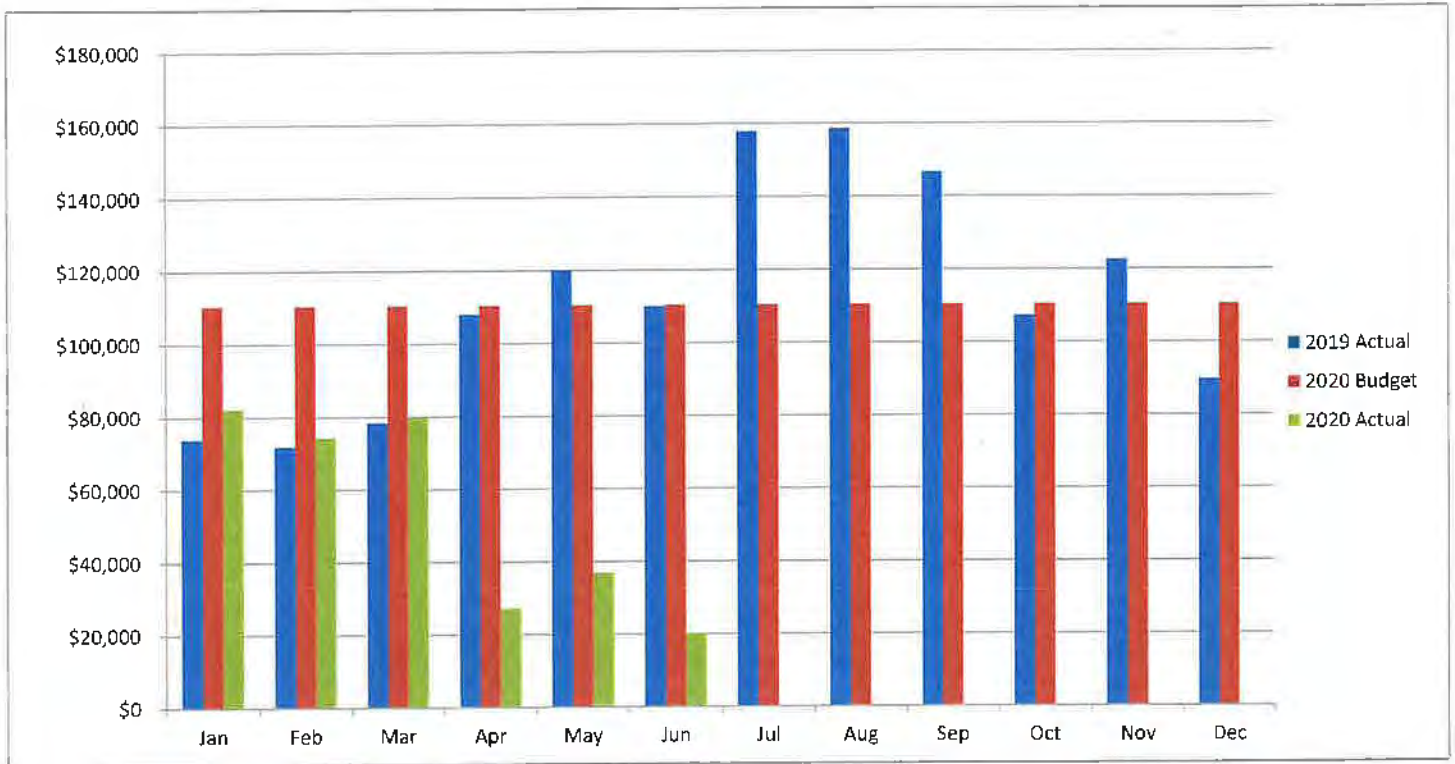
For the month of June, General Fund revenues totaled \$2,423,560 and expenditures totaled \$3,337,726 resulting in a deficit of \$914,166.

**Revenues:** June 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 decreased building permit activity. Fines and Forfeits are under budget because ticket revenue is not performing as expected. 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	\$ 18,190,695	\$ 13,359,324	-26.6%
Licenses & Permits	1,107,250	993,584	-10.3%
Intergovernmental	7,843,005	7,893,604	0.6%
Charges for Services	3,334,225	3,326,349	-0.2%
Fines & Forfeits	696,100	513,525	-26.2%
Investments	250,000	138,152	-44.7%
Miscellaneous	303,850	200,394	-34.0%
Operating Transfers	150,000	242,834	61.9%
<b>TOTAL</b>	<b>\$ 31,875,125</b>	<b>\$ 26,667,767</b>	<b>-16.3%</b>

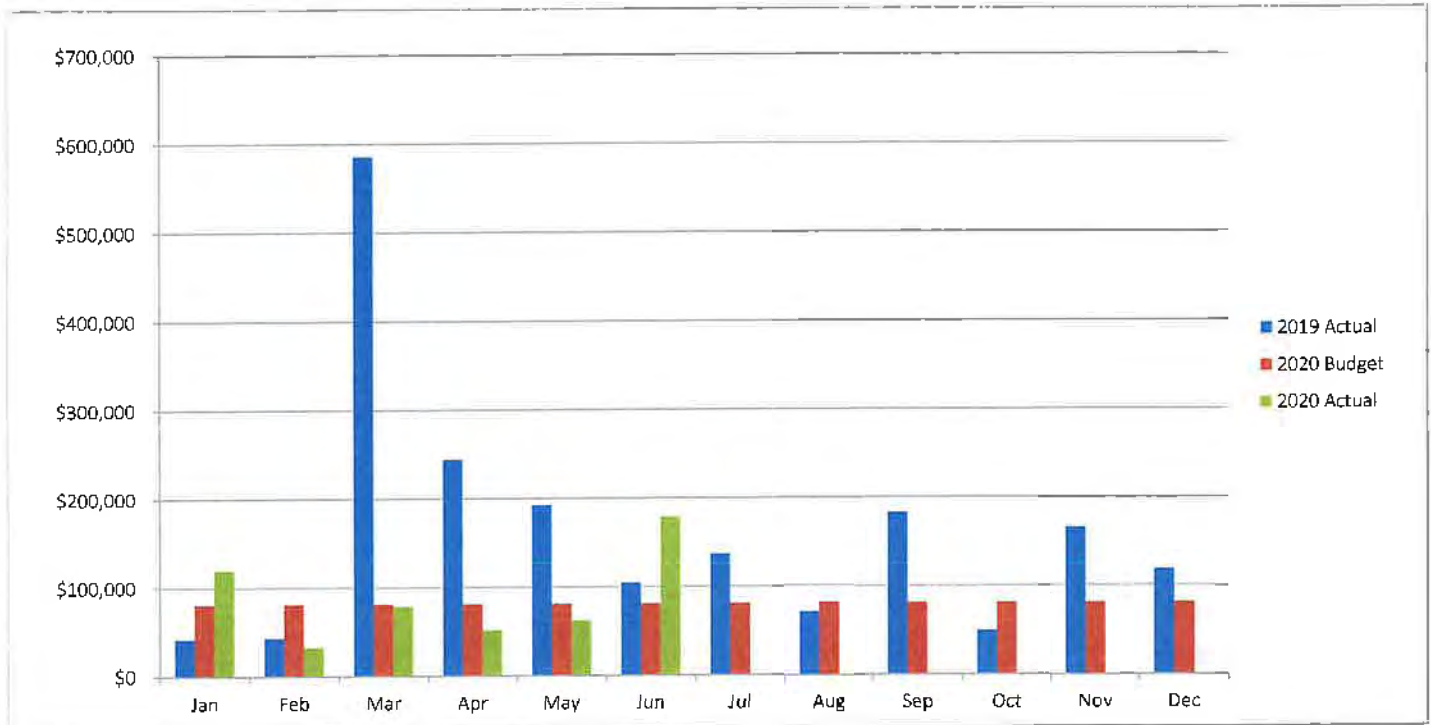


## Hotel Tax



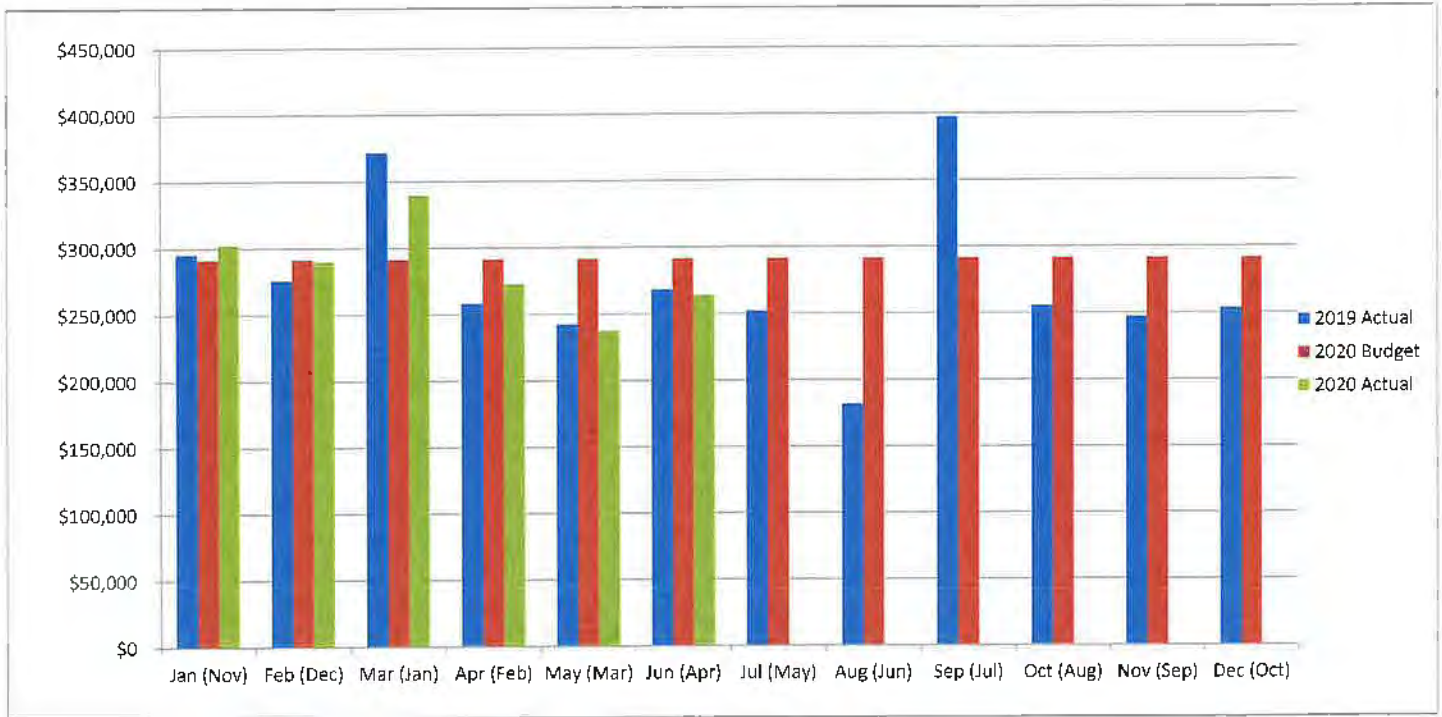
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 73,861	\$ 110,417	\$ 82,223	\$ (28,194)
Feb	71,935	110,417	74,298	(64,312)
Mar	78,416	110,417	79,749	(94,980)
Apr	108,026	110,417	27,149	(178,248)
May	120,207	110,417	37,036	(251,628)
Jun	110,051	110,417	20,225	(341,820)
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		
<b>YTD Totals</b>	<b>\$ 1,345,138</b>	<b>\$ 1,325,000</b>	<b>\$ 320,680</b>	

## Real Estate Transfer Tax



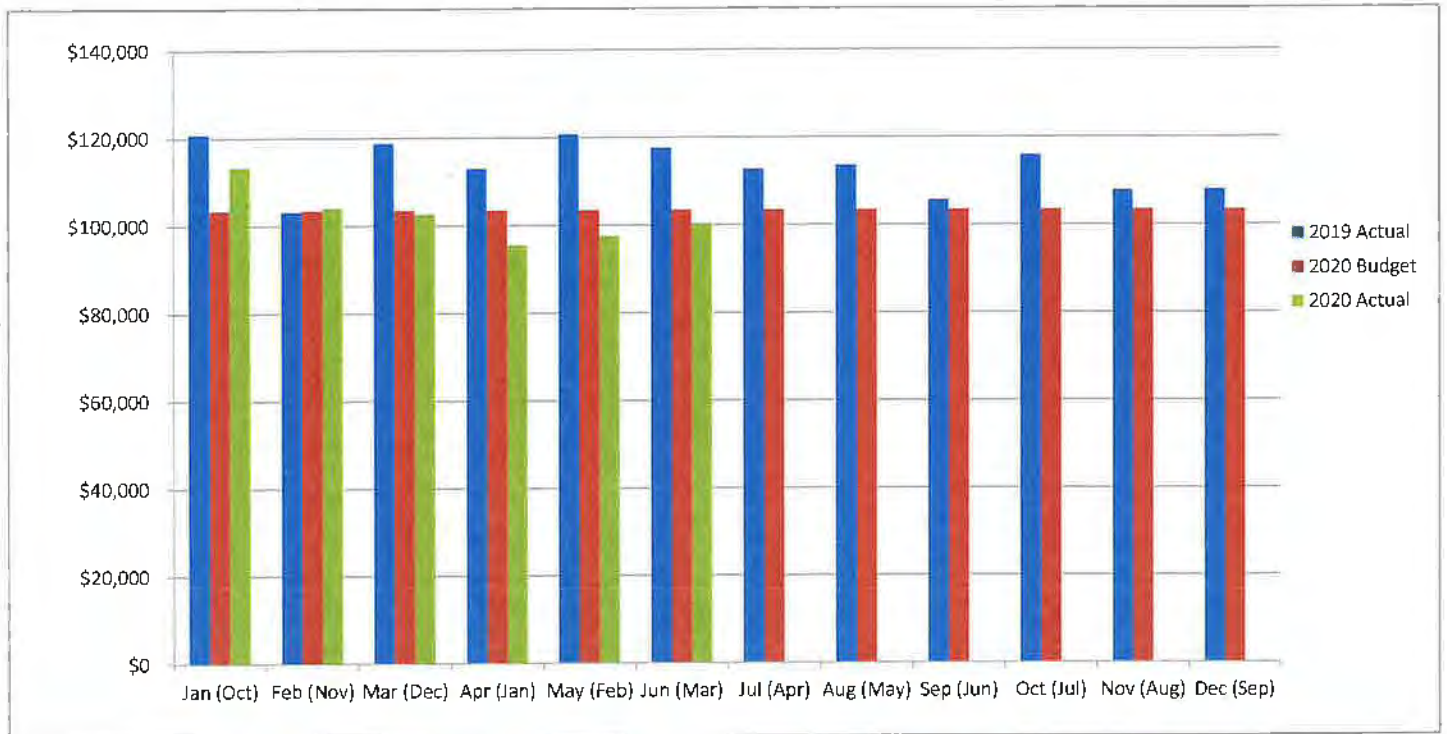
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 42,133	\$ 81,250	\$ 120,255	\$ 39,005
Feb	43,229	81,250	32,846	(9,399)
Mar	585,748	81,250	78,510	(12,139)
Apr	244,290	81,250	51,799	(41,590)
May	192,702	81,250	62,570	(60,270)
Jun	104,977	81,250	178,754	37,234
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		
<b>YTD Totals</b>	<b><u>\$ 1,937,263</u></b>	<b><u>\$ 975,000</u></b>	<b><u>\$ 524,734</u></b>	

## Home Rule Sales 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)	\$ 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	237,508	(15,229)
Jun (Apr)	268,309	291,667	263,959	(42,937)
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		
<b>YTD Totals</b>	<b>\$ 3,299,408</b>	<b>\$ 3,500,000</b>	<b>\$ 1,707,063</b>	

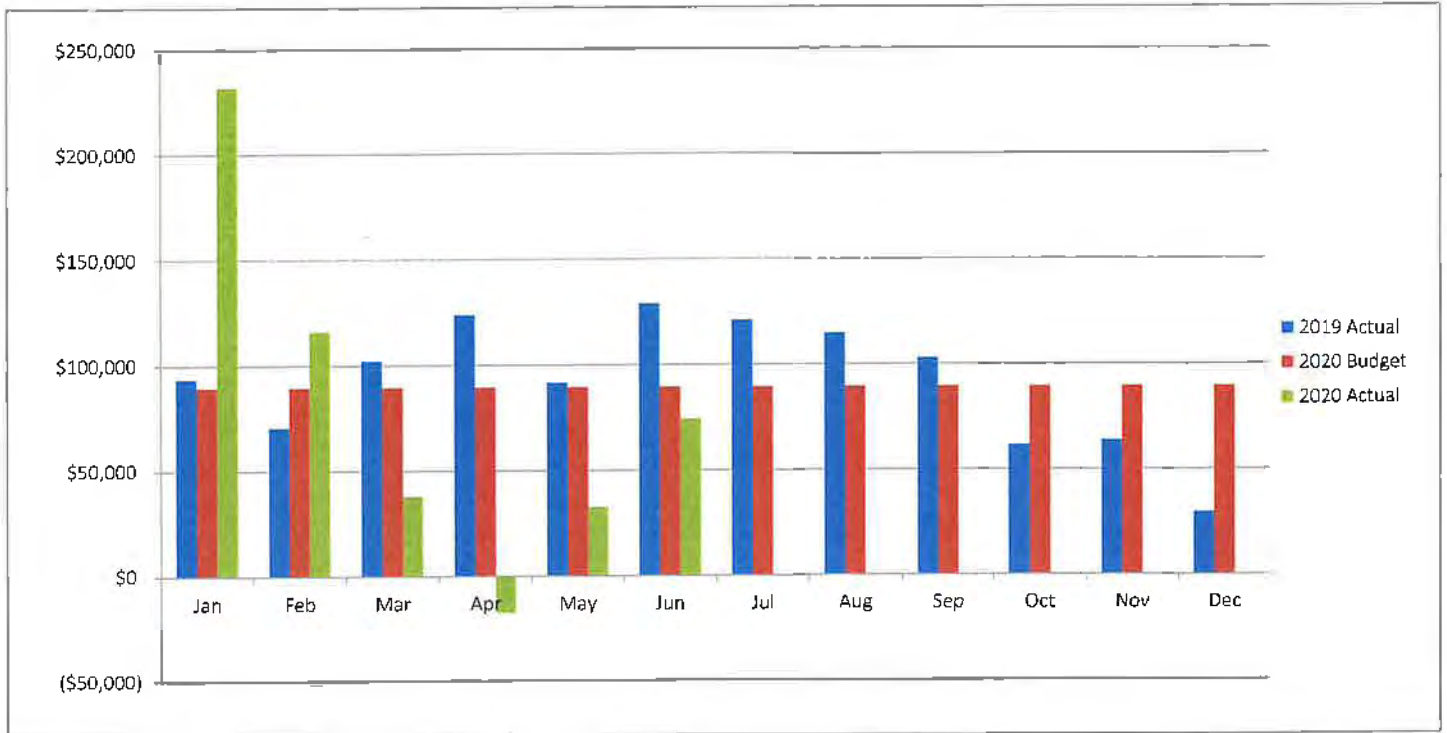
## Telecommunications Tax



<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	95,539	1,625
May (Feb)	120,765	103,500	97,540	(4,335)
Jun (Mar)	117,606	103,500	100,389	(7,446)
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		
<b>YTD Totals</b>	<b>\$ 1,357,722</b>	<b>\$ 1,242,000</b>	<b>\$ 613,554</b>	

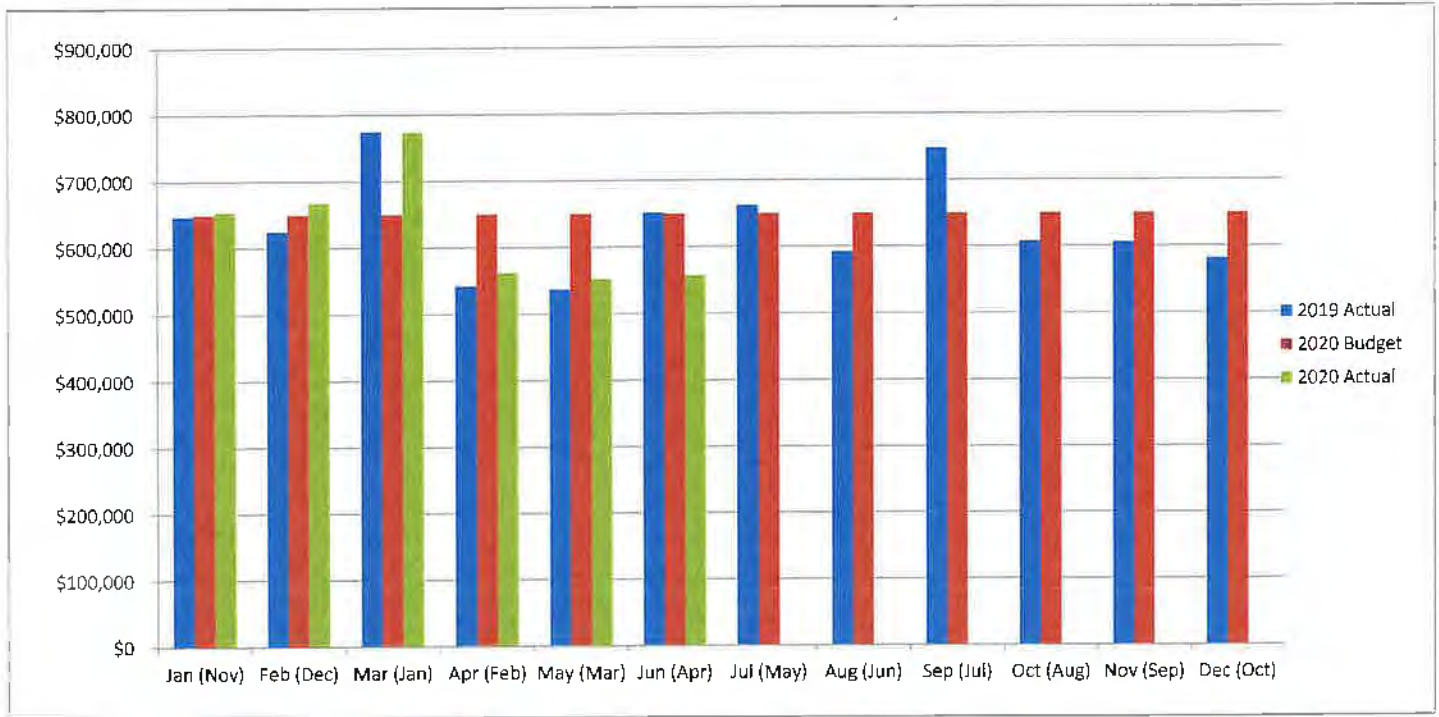


## Building Permits



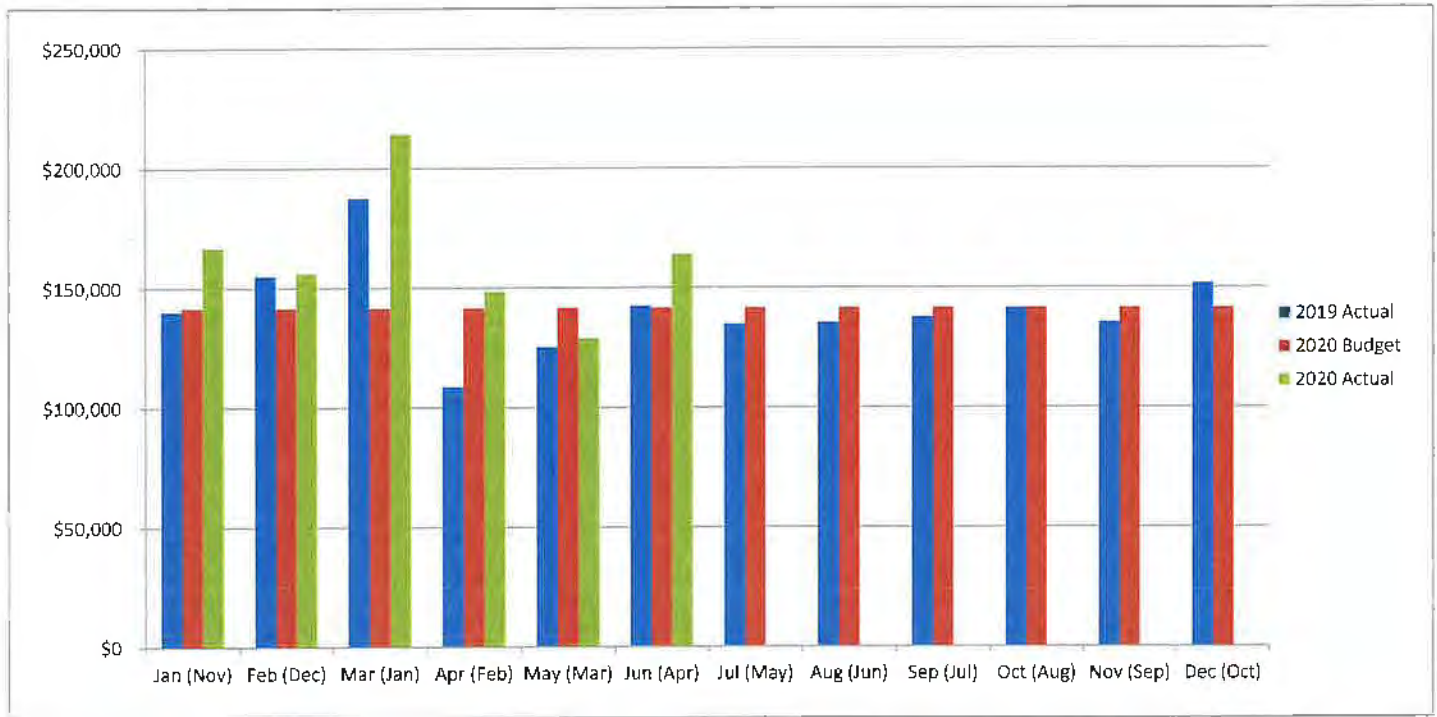
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 93,549	\$ 89,583	\$ 231,652	\$ 142,069
Feb	70,614	89,583	116,033	168,518
Mar	102,100	89,583	37,924	116,859
Apr	123,746	89,583	(17,384)	9,892
May	91,619	89,583	32,716	(46,976)
Jun	128,955	89,583	74,446	(62,113)
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		
<b>YTD Totals</b>	<b>\$ 1,104,186</b>	<b>\$ 1,075,000</b>	<b>\$ 475,387</b>	

## State Sales Tax



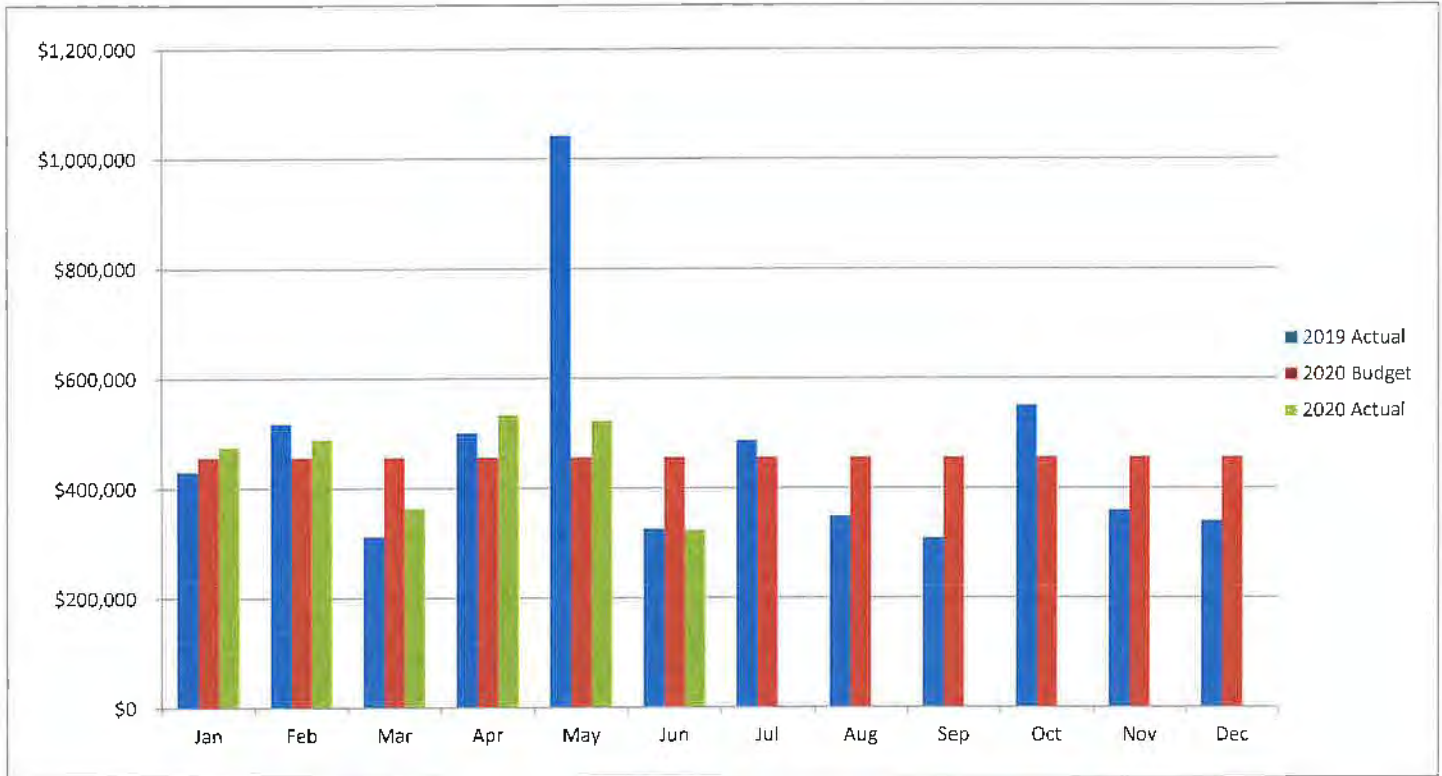
<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan (Nov)	\$ 647,708	\$ 650,000	\$ 654,701	\$ 4,701
Feb (Dec)	624,801	650,000	668,077	22,778
Mar (Jan)	774,929	650,000	774,498	147,276
Apr (Feb)	542,297	650,000	561,888	59,164
May (Mar)	536,850	650,000	552,432	(38,404)
Jun (Apr)	651,634	650,000	557,618	(130,786)
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		
<b>YTD Totals</b>	<b><u>\$ 7,577,540</u></b>	<b><u>\$ 7,800,000</u></b>	<b><u>\$ 3,769,214</u></b>	

## Local Use Tax



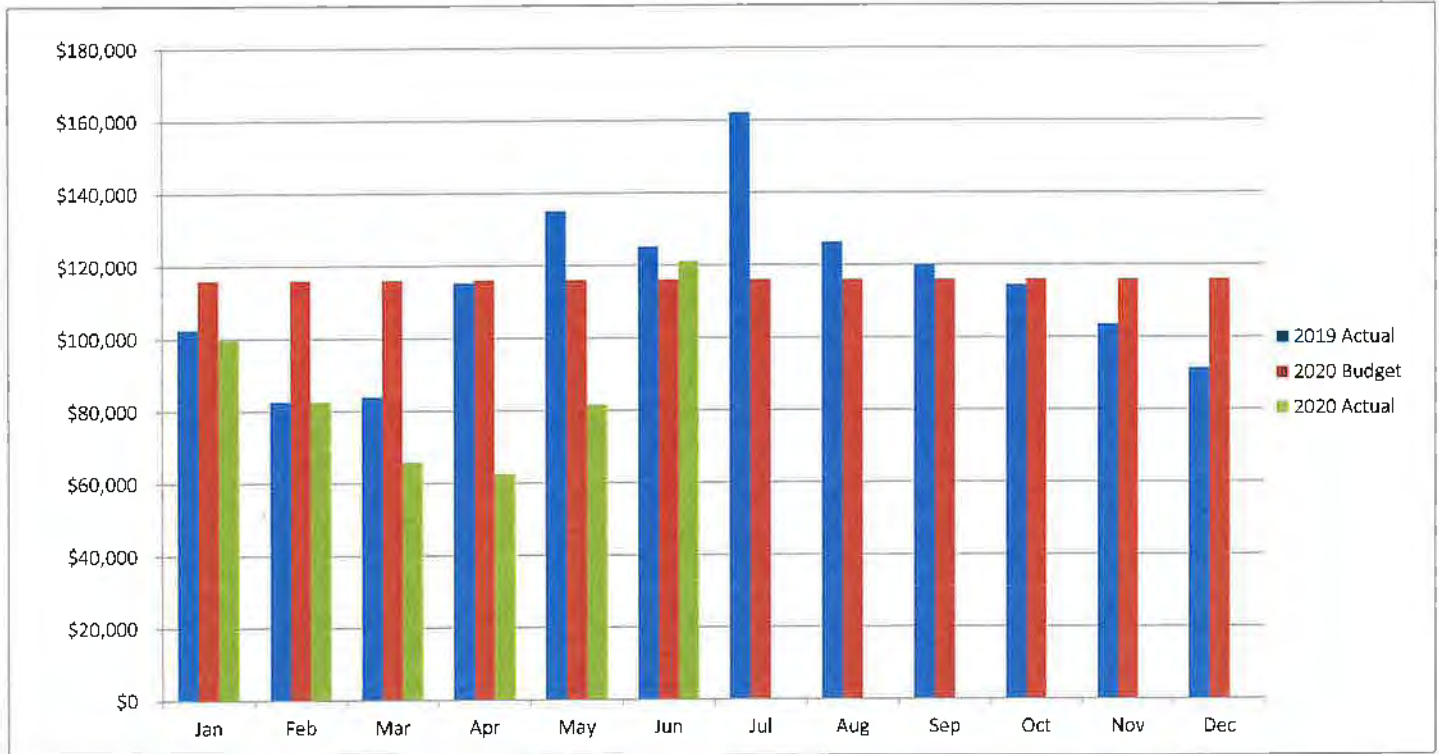
<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan (Nov)	\$ 140,169	\$ 141,667	\$ 166,765	\$ 25,098
Feb (Dec)	155,093	141,667	156,234	39,666
Mar (Jan)	187,546	141,667	214,375	112,374
Apr (Feb)	108,793	141,667	148,444	119,151
May (Mar)	125,331	141,667	129,000	106,485
Jun (Apr)	142,480	141,667	164,096	128,914
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	-	-
<b>YTD Totals</b>	<b>\$ 1,696,454</b>	<b>\$ 1,700,000</b>	<b>\$ 978,914</b>	

## 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	523,208	104,371
Jun	Feb-19	325,451	Jun	456,250	Feb-19	324,080	(27,799)
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		
<b>YTD Totals</b>		<u>\$ 5,523,654</u>		<u>\$ 5,475,000</u>		<u>\$ 2,709,701</u>	

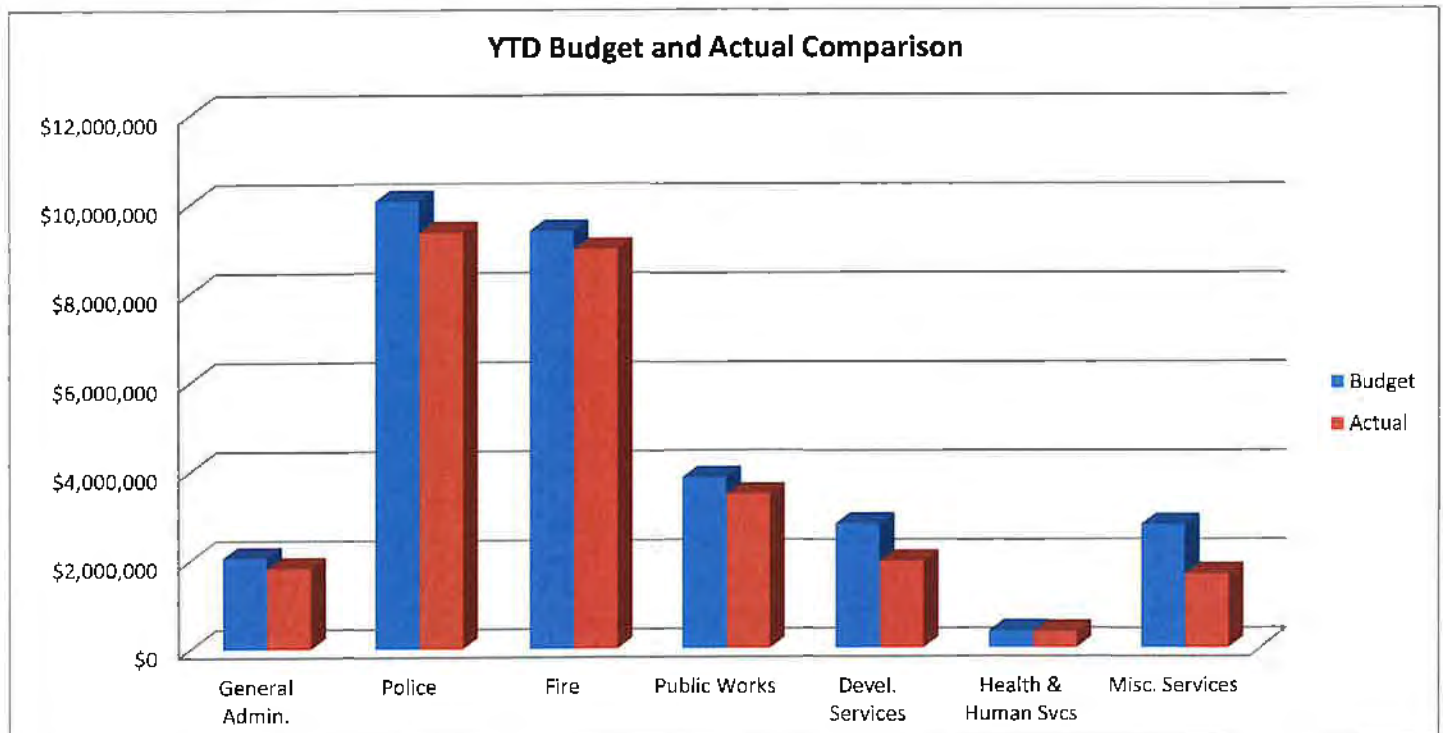
## Fines



<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	81,608	(187,707)
Jun	125,188	116,017	121,149	(182,575)
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		
<b>YTD Totals</b>	<b>\$ 1,363,058</b>	<b>\$ 1,392,200</b>	<b>\$ 513,525</b>	

**Expenditures:** General Fund expenditures in June were \$1,871,581 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.

EXPENDITURES	YEAR-TO-DATE	YEAR-TO-DATE	VARIANCE
	BUDGET	ACTUAL	
Legislative	\$ 193,375	\$ 184,239	4.7%
Administration	342,515	323,950	5.4%
Legal	277,705	144,919	47.8%
Finance	577,230	563,956	2.3%
Village Clerk	112,200	105,854	5.7%
HRM	283,440	252,270	11.0%
Communications	129,075	117,217	9.2%
Cable TV	99,895	73,399	26.5%
Emergency Operations	43,005	57,123	-32.8%
Police	10,047,925	9,349,389	7.0%
Fire	9,376,195	8,974,695	4.3%
Public Works	3,834,270	3,463,858	9.7%
Development Services	2,796,465	1,960,594	29.9%
H&HS	384,245	373,151	2.9%
Miscellaneous	2,767,261	1,666,462	39.8%
<b>TOTAL</b>	<b>\$ 31,264,801</b>	<b>\$ 27,611,076</b>	<b>11.7%</b>



## Department News

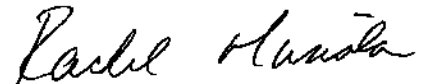
During the month of June, the following training sessions were attended by Finance staff:

- 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:

- The FY2019 Audit process was successfully completed, with full review and all filings accomplished during the month of June.
- The FY2021 Budget process has begun. Initial budget requests were due back from departments during the month.
- Special Fire Pension Board Meeting to approve IDOI audit findings (Finance Director).
- Special Police Pension Board Meeting to approve IDOR audit findings (Finance Director).
- Attended the Illinois Department of Revenue Local Government Workshop (Fiscal Operations Manager).
- Attended several IGFOA Professional Education Committee planning meetings (Finance Director).

Respectfully Submitted,



Rachel Musiala

**MONTHLY REPORT STATISTICS**

**June-20**

	<u>Jun-20</u>	<u>YTD Jun-20</u>	<u>Jun-19</u>	<u>YTD Jun-19</u>	<u>% Inc / Dec</u>	
					<u>Month</u>	<u>Year</u>
<b><u>Credit Card Transactions</u></b>						
Finance and Code Front Counter						
Number	241	1,451	454	2,830	-46.9%	-48.7%
Amount	\$ 35,910	196,625	\$ 61,149	388,714	-41.3%	-49.4%
Internet Sales						
Number	2,175	13,406	2,103	12,983	3.4%	3.3%
Amount	\$ 285,838	1,811,789	\$ 261,021	1,455,973	9.5%	24.4%
Total						
Number	2,416	14,857	2,557	15,813	-5.5%	-6.0%
Amount	\$ 321,748	2,008,414	\$ 322,170	\$ 1,844,687	-0.1%	8.9%
Credit Card Company Fees						
General Fund	\$ 38	946	\$ 37	236	3.4%	301.6%
Water Fund	3,470	19,586	2,571	14,526	35.0%	34.8%
Total Fees	\$ 3,507	\$ 20,532	\$ 2,607	\$ 14,762	34.5%	39.1%
<b><u>Accounts Receivable</u></b>						
Invoices Mailed						
Number	61	354	41	1,108	48.8%	-68.1%
Amount	\$ 82,216	496,263	\$ 125,834	714,622	-34.7%	-30.6%
Invoices Paid						
Number	59	384	43	296	37.2%	29.7%
Amount	\$ 110,803	545,063	\$ 95,402	657,867	16.1%	-17.1%
Reminders Sent						
Number	18	89	7	55	157.1%	61.8%
Amount	\$ 4,867	39,713	\$ 3,685	25,891	32.1%	53.4%
<b><u>Accounts Payable</u></b>						
Checks Issued						
Number	251	1,796	372	2,162	-32.5%	-16.9%
Amount	\$ 1,128,554	11,453,240	\$ 1,601,649	16,233,318	-29.5%	-29.4%
Manual Checks Issued						
Number	8	129	23	167	-65.2%	-22.8%
As % of Total Checks	3.19%	7.18%	6.18%	7.72%	-48.4%	-7.0%
Amount	\$ 23,812	204,141	\$ 44,804	8,702,126	-46.9%	-97.7%
As % of Total Checks	2.11%	1.78%	2.80%	53.61%	-24.6%	-96.7%
<b><u>Utility Billing</u></b>						
New Utility Accounts	119	643	183	778	-35.0%	-17.4%
Bills Mailed / Active Accounts	15,749	94,460	15,688	94,069	0.4%	0.4%
Final Bills Mailed	119	643	183	778	-35.0%	-17.4%
Shut-Off Notices	-	2,790	1,393	8,789	-100.0%	-68.3%
Actual Shut-Offs	-	188	101	668	-100.0%	-71.9%
Total Billings	\$ 1,926,005	10,919,834	\$ 1,862,952	10,614,119	3.4%	2.9%
Direct Debit (ACH) Program						
New Accounts	64	439	26	322	146.2%	36.3%
Total Accounts	4,591	26,836	3,921	22,437	17.1%	19.6%
As % of Active Accounts	29.15%	28.41%	24.99%	23.85%	4.2%	19.1%
Water Payments Received in Current Month						
Total Bills Mailed	15,749	94,460	15,688	94,069	0.4%	0.4%
ACH Payments	4,591	26,836	3,921	22,437	17.1%	19.6%
ACH Payments-% of Total Bills	29.15%	28.41%	24.99%	23.85%	16.6%	19.1%
On-line Payments (Internet Sales)	1,600	10,231	1,796	10,711	-10.9%	-4.5%
On-line Payments-% of Total Bills	10.16%	10.83%	11.45%	11.39%	-11.3%	-4.9%
Over-the-phone Payments	553	3,510	516	3,421	7.2%	2.6%
Over-the-phone Payments-% of Total Bills	3.51%	3.72%	3.29%	3.64%	6.8%	2.2%
Mail-in Payments	8,502	51,537	9,166	56,124	-7.2%	-8.2%
Mail-in Payments-% of Total Bills	53.98%	54.56%	58.43%	59.66%	-7.6%	-8.6%



**WATER BILLING ANALYSIS**  
June 30, 2020

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

<u>Month Billed</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
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
May	4,213	4,051	4,504
June	4,633	4,326	5,114
13 Month Average -	4,556	4,420	4,468
% Change	0.0%	-3.0%	1.1%

**Total Water Customers**

**Average Bill**

<u>Customer Type</u>	<u>Total Water Customers</u>			<u>Customer Type</u>	<u>Average Bill</u>		
	<u>Jun-19</u>	<u>Jun-20</u>	<u>% Change</u>		<u>Jun-19</u>	<u>Jun-20</u>	<u>% Change</u>
Residential	14,760	14,820	0.4%	Residential	\$ 59.01	\$ 70.68	19.8%
Commercial	928	929	0.1%				
<b>Total</b>	<b>15,688</b>	<b>15,749</b>	<b>0.4%</b>				

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>			
	<u>Jun-19</u>	<u>Jun-20</u>	<u>% Change</u>	<u>Jun-19</u>	<u>Jun-20</u>	<u>% Change</u>	
Residential	64	76	18.8%	Residential	375	396	5.6%
Commercial	45	36	-20.0%	Commercial	237	219	-7.6%
<b>Total</b>	<b>109</b>	<b>112</b>	<b>2.8%</b>	<b>Total</b>	<b>612</b>	<b>615</b>	<b>0.5%</b>

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of June 30, 2020

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>General Fund</u></b>						
Illinois Funds - General	09/30/86		3,262,114.24			0.451
Illinois Funds - Veterans Memorial	05/01/92		313.72			0.451
IMET Convenience Fund	10/20/05		2,861.04			-
Citibank SDA	11/07/08		8,362,622.70			1.500
Chase Money Market	03/06/18		646,556.89			1.490
CD with PMA	08/22/13		<u>7,017,000.00</u>	7,017,000.00	7,143,982.29	0.375
			19,291,468.59			
<b><u>Motor Fuel Tax</u></b>						
Illinois Funds	09/30/86		8,427.29			0.451
<b><u>Asset Seizure - Federal</u></b>						
Illinois Funds	06/09/99		4,368.33			0.451
<b><u>Asset Seizure - State</u></b>						
Illinois Funds	11/30/98		55,940.32			0.451
<b><u>Asset Seizure - BATTLE</u></b>						
Illinois Funds	07/10/08		644.98			0.451
<b><u>Municipal Waste System</u></b>						
Illinois Funds	08/31/98		7,969.14			0.451
<b><u>2005A G.O. Debt Serv.</u></b>						
Illinois Funds	11/30/04		309,655.42			0.451
<b><u>Central Road Corridor Improv.</u></b>						
Illinois Funds	12/15/88		9,797.27			0.451
Citibank SDA	11/07/08		<u>3,779.32</u>			1.500
			13,576.59			
<b><u>Hoffman Blvd Bridge Maintenance</u></b>						
Illinois Funds	07/01/98		11,248.05			0.451
Citibank SDA	02/10/11		<u>259,438.93</u>			1.500
			270,686.98			
<b><u>Western Corridor</u></b>						
Illinois Funds	06/30/01		38,554.13			0.451
CD with PMA	08/22/13		1,243,200.00	1,243,200.00	1,266,656.82	
Citibank SDA	01/07/09		<u>2,297,718.79</u>			1.500
			3,579,472.92			

**STATEMENT OF INVESTMENTS-VILLAGE**

As of June 30, 2020

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>Prairie Stone Capital</u></b>						
Illinois Funds	08/22/91		773,921.40			0.451
Chase Money Market			200,123.27			-
Citibank SDA	02/10/11		241,511.62			-
			<u>1,215,556.29</u>			
<b><u>Road Improvement</u></b>						
Illinois Funds	01/01/15		2,461,234.58			1.490
Chase Money Market	03/06/18		500,095.54			1.500
Citibank SDA			907,461.36			
			<u>3,868,791.48</u>			
<b><u>Capital Improvements</u></b>						
Illinois Funds	12/31/86		1,254.17			0.451
Citibank SDA	01/07/09		248,468.49			1.500
			<u>249,722.66</u>			
<b><u>Capital Vehicle &amp; Equipment</u></b>						
Illinois Funds	12/31/96		23,444.37			0.451
Citibank SDA	01/07/09		71,255.40			1.500
			<u>94,699.77</u>			
<b><u>Capital Replacement</u></b>						
Illinois Funds	02/01/98		3,313.01			0.451
Citibank SDA	11/07/08		328,434.33			1.500
			<u>331,747.34</u>			
<b><u>Water and Sewer</u></b>						
Illinois Funds	09/30/86		10,246.48			0.451
Citibank SDA	11/07/08		245,125.38			1.500
Chase Money Market	03/06/18		6,244,889.70			1.490
CD with PMA			500,000.00	500,000.00	507,941.37	
			<u>7,000,261.56</u>			
<b><u>Water and Sewer-2017 Bond Projects</u></b>						
Citibank SDA	09/13/17		3,604,637.27			1.500
CD with PMA	09/13/17		-	1,890,000.00	1,905,046.78	
			<u>3,604,637.27</u>			
<b><u>Water and Sewer-2019 Bond Projects</u></b>						
Citibank SDA	09/13/17		4,491,577.02			1.500
<b><u>Sears Operating</u></b>						
Illinois Funds			2,567.40			-
Chase Money Market			750,170.54			
Citibank SDA			144,332.24	246,600.00	252,045.19	
CD with PMA			246,600.00	-	-	
			<u>1,143,670.18</u>			

**STATEMENT OF INVESTMENTS-VILLAGE**

As of June 30, 2020

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b><u>Sears Centre</u></b>						
H.E. Community Bank-MaxSafe			234,933.14			
			<u>234,933.14</u>			
<b><u>Insurance</u></b>						
Illinois Funds	11/10/87		16,436.96			0.451
Citibank SDA	11/07/08		1,164,137.97			1.500
CD with PMA	08/22/13		993,200.00	993,200.00	1,012,031.75	0.375
			<u>2,173,774.93</u>			
<b><u>Information Systems</u></b>						
Illinois Funds	02/01/98		81,084.69			0.451
Citibank SDA	11/07/08		611,051.01			
			<u>692,135.70</u>			
<b><u>EDA Special Tax Alloc.</u></b>						
Citibank SDA	11/07/08		5,475,971.20			
Chase Money Market	03/14/19		4,000,764.28			
			<u>9,476,735.48</u>			
<b><u>Roselle Road TIF</u></b>						
Illinois Funds	09/30/03		7,613.31			0.451
Chase Money Market			1,000,191.08			
Citibank SDA	11/07/08		114,969.45			1.500
			<u>1,122,773.84</u>			
<b><u>Barr./Higgins TIF</u></b>						
Illinois Funds	08/26/91		119,016.36			0.451
Chase Money Market			200,038.22			
			<u>319,054.58</u>			
<b><u>2019 Capital Project Fund</u></b>						
Citibank SDA	09/13/17		1,644,310.48			1.500
<b><u>Hig/Hassell TIF</u></b>						
Chase Money Market			200,038.22			
<b><u>2016 G.O. Debt Serv.</u></b>						
Chase Money Market			40,025.07			

**STATEMENT OF INVESTMENTS-VILLAGE**

As of June 30, 2020

<b>Fund</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Maturity Value</b>	<b>Rate of Interest</b>
<b>2018G.O. Debt Serv.</b>						
Chase Money Market			275,120.62			
<b>Total Investments</b>			<b>\$ 61,721,976.19</b>			
<b>Total Invested Per Institution</b>				<b>Percent Invested</b>		
Illinois Funds			7,209,365.62	11.68		
IMET			0.00	-		
IMET Convenience Fund			2,861.04	0.00		
Chase Money Market			14,058,013.43	22.78		
CD with PMA			10,000,000.00	16.20		
HE Community Bank-MaxSafe			234,933.14	0.38		
Bank of New York Money Market			0.00	-		
Citibank at PMA			30,216,802.96	48.96		
			<u>\$61,721,976.19</u>	<u>100.00</u>		
<b>Total Invested Per Institution Excluding all Trust and EDA Funds</b>				<b>Percent Invested</b>		
Illinois Funds			6,435,444.22	12.61		
IMET			2,861.04	0.01		
HE Community Bank-MaxSafe			234,933.14	0.46		
Chase Money Market			9,857,125.88	19.32		
CD with PMA			10,000,000.00	19.60		
Citibank at PMA			24,499,320.14	48.01		
			<u>\$51,029,684.42</u>	<u>100.00</u>		
<b>Total Invested Per Fund</b>						
Total Investments - Operating Funds				\$41,732,396.28		
Total Investments - Debt Service Funds				\$624,801.11		
Total Investments - Trust Funds				\$0.00		
Total Investments - Capital Projects Funds				\$19,364,778.80		
Total Investments - All Funds				<u>\$61,721,976.19</u>		

**PMA CERTIFICATE OF DEPOSITS**

**June 30, 2020**

	Settlement	Maturity	Cost	Interest Rate
<b>GENERAL FUND</b>				
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%
<b>GENERAL FUND TOTALS:</b>			<b>\$ 7,017,000.00</b>	
<b>WESTERN CORRIDOR FUND</b>				
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%
<b>WESTERN CORRIDOR TOTALS:</b>			<b>\$ 1,243,200.00</b>	
<b>WATER &amp; SEWER FUND</b>				
Bank of China, NY	12/05/19	12/03/20	500,000.00	1.597%
<b>WATER &amp; SEWER TOTALS:</b>			<b>\$ 500,000.00</b>	
<b>SEARS CENTRE FUND</b>				
Bank of China, NY	08/01/19	07/30/20	246,600.00	2.220%
<b>SEARS CENTRE TOTALS:</b>			<b>\$ 246,600.00</b>	
<b>INSURANCE FUND</b>				
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%
<b>INSURANCE TOTALS</b>			<b>\$ 993,200.00</b>	
			<b>TOTAL: \$ 10,000,000.00</b>	

**OPERATING REPORT SUMMARY**

**REVENUES**

**June 30, 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>			
<b>General Fund</b>							
Property Taxes	50,000	-	10,114,510	6,028,547	16,314,510	37.0%	
Hotel Tax	110,417	20,225	662,500	320,681	1,325,000	24.2%	
Real Estate Transfer Tax	81,250	178,754	487,500	524,733	975,000	53.8%	
Home Rule Sales Tax	291,667	263,959	1,750,000	1,707,063	3,500,000	48.8%	
Telecommunications Tax	103,500	100,389	621,000	613,554	1,242,000	49.4%	
Property Tax - Fire	309,658	-	1,857,945	1,806,377	3,715,890	48.6%	
Property Tax - Police	362,825	-	2,176,950	2,030,153	4,353,900	46.6%	
Other Taxes	86,715	39,394	520,290	328,216	1,040,580	31.5%	
<b>Total Taxes</b>	<b>1,396,031</b>	<b>602,721</b>	<b>18,190,695</b>	<b>13,359,324</b>	<b>32,466,880</b>	<b>41.1%</b>	
Business Licenses	10,000	53,664	280,000	269,922	370,000	73.0%	
Liquor Licenses	-	31,008	283,000	247,452	283,000	87.4%	
Building Permits	89,583	74,446	537,500	475,389	1,075,000	44.2%	
Other Licenses & Permits	1,125	150	6,750	822	13,500	6.1%	
<b>Total Licenses &amp; Permits</b>	<b>100,708</b>	<b>159,267</b>	<b>1,107,250</b>	<b>993,584</b>	<b>1,741,500</b>	<b>57.1%</b>	
Sales Tax	650,000	557,618	3,900,000	3,769,214	7,800,000	48.3%	
Local Use Tax	141,667	164,096	850,000	978,914	1,700,000	57.6%	
State Income Tax	456,250	324,080	2,737,500	2,709,701	5,475,000	49.5%	
Replacement Tax	17,825	1,328	106,950	159,721	213,900	74.7%	
Other Intergovernmental	41,426	(4,604)	248,555	276,053	497,110	55.5%	
<b>Total Intergovernmental</b>	<b>1,307,168</b>	<b>1,042,519</b>	<b>7,843,005</b>	<b>7,893,604</b>	<b>15,686,010</b>	<b>50.3%</b>	
Engineering Fees	25,000	-	150,000	25,885	300,000	8.6%	
Ambulance Fees	141,667	137,062	850,000	822,802	1,700,000	48.4%	
Police Hireback	35,417	-	212,500	128,663	425,000	30.3%	
Lease Payments	62,850	89,700	377,100	407,639	754,200	54.0%	
Cable TV Fees	-	-	400,000	373,475	800,000	46.7%	
4th of July Proceeds	(950)	(950)	-	-	87,750	0.0%	
Employee Payments	108,333	132,596	650,000	786,484	1,300,000	60.5%	
Hireback - Arena	15,479	(388)	92,875	66,433	185,750	35.8%	
Rental Inspection Fees	-	2,619	150,000	258,669	300,000	86.2%	
Other Charges for Services	75,292	69,537	451,750	456,299	903,500	50.5%	
<b>Total Charges for Services</b>	<b>463,088</b>	<b>430,175</b>	<b>3,334,225</b>	<b>3,326,349</b>	<b>6,756,200</b>	<b>49.2%</b>	
Court Fines-County	15,000	-	90,000	37,901	180,000	21.1%	
Ticket Fines-Village	31,350	45,385	188,100	166,302	376,200	44.2%	
Overweight Truck Fines	500	290	3,000	2,120	6,000	35.3%	
Red Light Camera Revenue	56,667	60,276	340,000	244,355	680,000	35.9%	
Local Debt Recovery	12,500	15,198	75,000	62,847	150,000	41.9%	
<b>Total Fines &amp; Forfeits</b>	<b>116,017</b>	<b>121,149</b>	<b>696,100</b>	<b>513,525</b>	<b>1,392,200</b>	<b>36.9%</b>	
Total Investment Earnings	41,667	12,367	250,000	138,152	500,000	27.6%	
Reimburse/Recoveries	22,500	14,356	135,000	68,160	270,000	25.2%	
S.Barrington Fuel Reimbursement	2,500	1,790	15,000	12,825	30,000	42.7%	
Shaumburg Twn Fuel Reimbursement	2,500	1,061	15,000	12,595	30,000	42.0%	
Tollway Payments	833	-	5,000	5,400	10,000	54.0%	
Other Miscellaneous	22,308	463	133,850	101,415	267,700	37.9%	
<b>Total Miscellaneous</b>	<b>50,642</b>	<b>17,669</b>	<b>303,850</b>	<b>200,394</b>	<b>607,700</b>	<b>33.0%</b>	
Total Operating Transfers in	25,000	37,693	150,000	242,834	300,000	80.9%	
<b>Total General Fund</b>	<b>3,500,319</b>	<b>2,423,560</b>	<b>31,875,125</b>	<b>26,667,767</b>	<b>59,450,490</b>	<b>44.9%</b>	<b>50.0%</b>

**OPERATING REPORT SUMMARY  
REVENUES**

**June 30, 2020**

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH- MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
<b>Water &amp; Sewer Fund</b>							
Water Sales	1,604,333	1,605,037	9,626,000	8,977,709	19,252,000	46.6%	
Connection Fees	4,167	-	25,000	10,310	50,000	20.6%	
Cross Connection Fees	3,167	3,227	19,000	19,268	38,000	50.7%	
Penalties	8,333	(293)	50,000	31,732	100,000	31.7%	
Investment Earnings	5,000	801	30,000	18,574	60,000	31.0%	
Other Revenue Sources	8,833	3,268	53,000	53,136	106,000	50.1%	
Capital Projects	-	209	-	39,623	4,138,000	1.0%	
<b>Total Water Fund</b>	<b>1,633,833</b>	<b>1,612,249</b>	<b>9,803,000</b>	<b>9,150,352</b>	<b>23,744,000</b>	<b>38.5%</b>	<b>50.0%</b>
<b>Motor Fuel Tax Fund</b>	185,667	149,742	1,114,000	1,588,811	2,228,000	71.3%	
Community Dev. Block Grant Fund	24,792	9,997	148,750	9,997	297,500	3.4%	
Asset Seizure Fund	333	3,016	2,000	89,193	4,000	2229.8%	
Municipal Waste System Fund	250,646	234,446	1,503,875	1,508,651	3,007,750	50.2%	
Sears Centre Operating Fund	317,798	10,500	1,906,790	1,394,971	3,813,580	36.6%	
Sears Centre Activity Fund	925,773	193,031	5,554,640	1,548,266	11,109,280	13.9%	
Stormwater Management	90,583	45,210	543,500	271,553	1,087,000	25.0%	
Insurance Fund	135,656	125,050	813,935	755,232	1,627,870	46.4%	
Roselle Road TIF	25,417	2,736	152,500	104,858	305,000	34.4%	
Barrington/Higgins TIF	50,728	63	304,370	183,208	608,740	30.1%	
Lakewood Center TIF	22,475	-	134,850	2,550	269,700	0.9%	
Higgins/Hassell TIF	25,042	4	150,250	202,932	300,500	67.5%	
Information Systems	146,457	144,232	878,740	870,805	1,757,480	49.5%	
<b>Total Spec Rev. &amp; Int. Svc. Fund</b>	<b>2,201,367</b>	<b>918,027</b>	<b>13,208,200</b>	<b>8,531,027</b>	<b>26,416,400</b>	<b>32.3%</b>	
<b>TOTAL OPERATING FUNDS</b>	<b>7,335,519</b>	<b>4,953,836</b>	<b>54,886,325</b>	<b>44,349,146</b>	<b>109,610,890</b>	<b>40.5%</b>	<b>50.0%</b>
<b>2015A &amp; C G.O. Debt Service</b>	115	115	796,286	796,286	3,504,740	22.7%	
2015B G.O. Debt Service	-	-	15,550	15,550	121,600	0.0%	
2016 G.O. Debt Service	1	1	246,869	246,869	438,800	0.0%	
2017A & B G.O. Debt Service	-	-	54,175	54,175	179,350	0.0%	
2018 G.O. Debt Service	8,506	8,506	941,751	941,751	2,750,200	0.0%	
2019 G.O. Debt Service	-	-	-	21,259	136,700	15.6%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>8,621</b>	<b>8,621</b>	<b>2,054,631</b>	<b>2,075,889</b>	<b>7,131,390</b>	<b>29.1%</b>	<b>50.0%</b>
Central Rd. Corridor Fund	50	5	300	103	600	17.2%	
Hoffman Blvd Bridge Maintenance	417	15	2,500	802	5,000	16.0%	
Western Corridor Fund	4,167	1,979	25,000	34,603	50,000	69.2%	
Prairie Stone Capital Fund	833	300	5,000	10,039	10,000	100.4%	
Central Area Rd. Impr. Imp. Fee	-	-	-	82	-	0.0%	
Western Area Traffic Impr.	-	-	-	17	-	N/A	
Western Area Traffic Impr. Impact Fee	-	-	-	43	-	0.0%	
Capital Improvements Fund	177,300	88,395	1,063,800	1,152,682	2,127,600	54.2%	
Capital Vehicle & Equipment Fund	133,243	(98,196)	799,455	549,017	1,598,910	34.3%	
Capital Replacement Fund	58,750	58,347	352,500	351,033	705,000	49.8%	
2015 Project Fund	-	69	-	5,394	-	N/A	
Road Improvement Fund	691,759	526,422	4,150,555	3,355,044	8,301,110	40.4%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>1,066,518</b>	<b>557,336</b>	<b>6,399,110</b>	<b>5,458,859</b>	<b>12,798,220</b>	<b>42.7%</b>	<b>50.0%</b>
Police Pension Fund	508,025	2,181,814	3,036,150	(6,016,172)	6,072,300	-99.1%	
Fire Pension Fund	490,649	3,735,397	2,943,895	(78,822)	5,887,790	-1.3%	
<b>TOTAL TRUST FUNDS</b>	<b>996,674</b>	<b>5,917,211</b>	<b>5,980,045</b>	<b>(6,094,994)</b>	<b>11,960,090</b>	<b>-51.0%</b>	<b>50.0%</b>
<b>TOTAL ALL FUNDS</b>	<b>9,407,333</b>	<b>11,437,004</b>	<b>69,320,111</b>	<b>45,788,900</b>	<b>141,500,590</b>	<b>32.4%</b>	<b>50.0%</b>



**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**June 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>			
<b>General Fund</b>							
General Admin.							
Legislative	32,229	26,550	193,375	184,239	386,750	47.6%	
Administration	57,086	46,098	342,515	323,950	685,030	47.3%	
Legal	46,284	22,735	277,705	144,919	555,410	26.1%	
Finance	96,205	90,368	577,230	563,956	1,154,460	48.9%	
Village Clerk	18,700	16,546	112,200	105,854	224,400	47.2%	
Human Resource Mgmt.	47,240	40,497	283,440	252,270	566,880	44.5%	
Communications	21,513	12,447	129,075	117,217	258,150	45.4%	
Cable TV	16,649	11,092	99,895	73,399	199,790	36.7%	
Emergency Operations	7,168	4,919	43,005	57,123	86,010	66.4%	
<b>Total General Admin.</b>	<b>343,073</b>	<b>271,252</b>	<b>2,058,440</b>	<b>1,822,927</b>	<b>4,116,880</b>	<b>44.3%</b>	<b>50.0%</b>
<b>Police Department</b>							
Administration	134,009	110,261	804,055	772,677	1,608,110	48.0%	
Juvenile Investigations	47,516	26,998	285,095	297,460	570,190	52.2%	
Tactical	89,213	52,341	535,275	495,085	1,070,550	46.2%	
Patrol and Response	968,991	645,324	5,813,945	5,619,015	11,627,890	48.3%	
Traffic	105,236	56,836	631,415	425,153	1,262,830	33.7%	
Investigations	126,937	73,552	761,620	663,678	1,523,240	43.6%	
Community Relations	1,131	-	6,785	1,855	13,570	13.7%	
Communications	58,678	23,930	352,070	311,091	704,140	44.2%	
Canine	16,551	10,800	99,305	92,334	198,610	46.5%	
Special Services	16,628	-	99,765	48,798	199,530	24.5%	
Records	27,008	23,404	162,045	147,092	324,090	45.4%	
Administrative Services	82,758	72,697	496,550	475,151	993,100	47.8%	
<b>Total Police</b>	<b>1,674,654</b>	<b>1,096,144</b>	<b>10,047,925</b>	<b>9,349,389</b>	<b>20,095,850</b>	<b>46.5%</b>	<b>50.0%</b>
<b>Fire Department</b>							
Administration	92,874	88,781	557,245	546,543	1,114,490	49.0%	
Public Education	6,079	2,894	36,475	29,042	72,950	39.8%	
Suppression	742,311	549,285	4,453,865	4,231,315	8,907,730	47.5%	
Emer. Med. Serv.	667,320	470,246	4,003,920	3,867,481	8,007,840	48.3%	
Prevention	50,415	84,600	302,490	279,942	604,980	46.3%	
Fire Stations	3,700	4,430	22,200	20,372	44,400	45.9%	
<b>Total Fire</b>	<b>1,562,699</b>	<b>1,200,236</b>	<b>9,376,195</b>	<b>8,974,695</b>	<b>18,752,390</b>	<b>47.9%</b>	<b>50.0%</b>
<b>Public Works Department</b>							
Administration	32,779	40,807	196,675	202,262	393,350	51.4%	
Snow/Ice Control	154,966	117,438	929,795	1,134,588	1,859,590	61.0%	
Pavement Maintenance	45,396	55,888	272,375	223,731	544,750	41.1%	
Forestry	97,147	76,259	582,880	399,242	1,165,760	34.2%	
Facilities	105,836	93,953	635,015	529,531	1,270,030	41.7%	
Fleet Services	108,274	73,948	649,645	514,880	1,299,290	39.6%	
F.A.S.T.	15,598	9,579	93,585	60,238	187,170	32.2%	
Storm Sewers	12,623	10,571	75,735	65,151	151,470	43.0%	
Traffic Control	66,428	48,376	398,565	334,235	797,130	41.9%	
<b>Total Public Works</b>	<b>639,045</b>	<b>526,818</b>	<b>3,834,270</b>	<b>3,463,858</b>	<b>7,668,540</b>	<b>45.2%</b>	<b>50.0%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**June 30, 2020**

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	%	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
Development Services							
Administration	33,518	29,230	201,105	186,625	402,210	46.4%	
Planning	51,599	35,254	309,595	184,756	619,190	29.8%	
Code Enforcement	134,757	122,244	808,540	767,570	1,617,080	47.5%	
Transportation & Engineering	114,843	110,351	689,055	642,602	1,378,110	46.6%	
Economic Development	131,362	19,696	788,170	179,041	1,576,340	11.4%	
<b>Total Development Services</b>	<b>466,078</b>	<b>316,776</b>	<b>2,796,465</b>	<b>1,960,594</b>	<b>5,592,930</b>	<b>35.1%</b>	<b>50.0%</b>
Health & Human Services	64,041	62,475	384,245	373,151	768,490	48.6%	50.0%
Miscellaneous							
4th of July	-	-	8,961	8,961	155,070	5.8%	
Police & Fire Comm.	6,975	5,224	41,850	9,231	83,700	11.0%	
Misc. Boards & Comm	20,178	5,826	121,065	52,187	242,130	21.6%	
Misc. Public Improvements	432,564	(147,025)	2,595,385	1,596,082	5,190,770	30.7%	
<b>Total Miscellaneous</b>	<b>459,717</b>	<b>(135,974)</b>	<b>2,767,261</b>	<b>1,666,462</b>	<b>5,671,670</b>	<b>29.4%</b>	<b>50.0%</b>
<b>Total General Fund</b>	<b>5,209,307</b>	<b>3,337,726</b>	<b>31,264,801</b>	<b>27,611,076</b>	<b>62,666,750</b>	<b>44.1%</b>	<b>50.0%</b>
Water & Sewer Fund							
Water Department	1,116,739	1,036,358	6,700,435	6,170,242	13,400,870	46.0%	
Sewer Department	186,904	177,717	1,121,425	1,023,573	2,242,850	45.6%	
Billing Division	72,843	74,301	437,060	425,484	874,120	48.7%	
Debt Service Division	-	-	-	-	-	#DIV/0!	
Capital Projects Division	40,921	40,921	55,319	55,319	3,908,320	1.4%	
2015 Bond Capital Projects	-	-	73,708	73,708	421,250	17.5%	
2017 Bond Capital Projects	23,014	23,014	273,357	273,357	1,913,120	14.3%	
2018 Bond Capital Projects	-	-	123,819	123,819	247,640	50.0%	
2019 Bond Capital Projects	-	-	3,382,127	3,382,127	622,530	543.3%	
<b>Total Water &amp; Sewer</b>	<b>1,440,422</b>	<b>1,352,311</b>	<b>12,167,250</b>	<b>11,527,629</b>	<b>23,630,700</b>	<b>48.8%</b>	<b>50.0%</b>
Motor Fuel Tax	217,192	217,192	1,351,396	1,351,396	2,710,000	49.9%	
Community Dev. Block Grant Fund	-	-	-	-	297,500	0.0%	
Asset Seizure Fund	26,779	33,526	160,675	218,047	321,350	67.9%	
Municipal Waste System	260,069	267,313	1,560,415	1,358,948	3,120,830	43.5%	
Sears Centre Operating Fund	329,174	163,725	1,975,045	1,293,649	3,950,090	32.7%	
Sears Centre Activity Fund	925,773	174,527	5,554,640	1,622,910	11,109,280	14.6%	
Stormwater Management	88,679	13,063	532,075	20,138	1,064,150	1.9%	
Insurance	148,459	74,224	890,755	962,708	1,781,510	54.0%	
Information Systems	183,957	59,776	1,103,740	864,796	2,207,480	39.2%	
Roselle Road TIF	76,250	2,500	457,500	2,500	915,000	0.3%	
Barrington/Higgins TIF	375	2,621	2,250	2,621	4,500	58.2%	
Lakewood Center TIF	22,425	-	134,550	2,550	269,100	0.9%	
Higgins/Hassell TIF	404	2,621	2,425	2,621	4,850	54.0%	
<b>TOTAL OPERATING FUNDS</b>	<b>8,929,266</b>	<b>5,701,124</b>	<b>57,157,517</b>	<b>46,841,589</b>	<b>114,053,090</b>	<b>41.1%</b>	<b>50.0%</b>
2015A G.O. Debt Service	-	-	794,365	794,365	3,504,740	22.7%	
2015 G.O. Debt Service	-	-	15,550	15,550	121,600	12.8%	
2016 G.O. Debt Service	-	-	167,375	167,375	439,300	38.1%	
2017A & B G.O. Debt Service	-	-	54,175	54,175	179,350	30.2%	
2018 G.O. Debt Service	-	-	654,850	654,850	2,750,200	23.8%	
2019 G.O. Debt Service	-	-	21,259	21,259	136,700	15.6%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>-</b>	<b>-</b>	<b>1,707,574</b>	<b>1,707,574</b>	<b>7,131,890</b>	<b>23.9%</b>	<b>50.0%</b>

**OPERATING REPORT SUMMARY**  
**EXPENDITURES**  
**June 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	116,667	139,998	280,000	50.0%	
Hoffman Blvd Bridge Maintenance	4,333	-	26,000	-	52,000	0.0%	
Prairie Stone Capital Fund	123,125	536,336	738,750	884,728	1,477,500	59.9%	
Capital Improvements Fund	182,763	120,833	1,096,575	730,528	2,193,150	33.3%	
Capital Vehicle & Equipment Fund	133,076	54,205	798,455	951,643	1,596,910	59.6%	
Capital Replacement Fund	4,000	-	24,000	15,000	48,000	31.3%	
2015 Project Fund	-	-	-	85,992	-	N/A	
Road Improvement Fund	731,759	13,137	4,390,555	99,004	8,781,110	1.1%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>1,202,389</b>	<b>747,843</b>	<b>7,191,002</b>	<b>2,906,894</b>	<b>14,428,670</b>	<b>20.1%</b>	<b>50.0%</b>
Police Pension Fund	571,451	597,078	3,428,705	3,538,055	6,857,410	51.6%	
Fire Pension Fund	517,438	523,774	3,104,630	3,167,455	6,209,260	51.0%	
<b>TOTAL TRUST FUNDS</b>	<b>1,088,889</b>	<b>1,120,851</b>	<b>6,533,335</b>	<b>6,705,510</b>	<b>13,066,670</b>	<b>51.3%</b>	<b>50.0%</b>
<b>TOTAL ALL FUNDS</b>	<b>11,220,544</b>	<b>7,569,818</b>	<b>72,589,427</b>	<b>58,161,566</b>	<b>148,680,320</b>	<b>39.1%</b>	<b>50.0%</b>



## Village of Hoffman Estates Information Systems Department

# 2020 JUNE MONTHLY REPORT

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### June Synopsis

- The Smart Meter project installations resumed in June, and we had a number of issues with the upload file for meter changes that needed to be worked out. We also worked on the integration of our data with the Neptune 360 website.
- Resumed Planning for the CST Community Development Implementation project.
- Reviewed options available to track the Vacation Accruals lost during the moratorium on time off during the months of March through May.
- Our payment processor, FirstBilling, implemented a number of changes to their website and payment reporting process to staff that created a lot of balancing issues for Finance Department Staff. Provided assistance to them to determine what actually was paid through eGov so that we could ensure that the payments were credited accurately.
- Began planning for this year's Open Enrollment process.

### CentralSquare/GovQA Support Cases

- Requested changes to the Links to include one to send email to HRM and another to go directly to the HR Employee webpage.
- New CentralSquare Customer Support website made it necessary for us to test and report issues with the website.
- Changes in DNS and IPs on the CST hosted site during June caused bounced back emails during delivery of Scheduled reports.
- Opened and closed case of issue related to aspgov.com being blacklisted.
- Opened and closed two cases for adding new users.
- Informed support that the multiple license payment button is back and it needs to be removed again.
- Opened and closed case to remove retired user.
- Reported to Support that our access to Cognos Framework Manager is no longer available.
- Created SQL script to update RRI License Deadline date.
- Open and closed case to refresh FinancePLUS database.
- Requested change to the Neptune export file to include the Date Installed data, which is not currently being populated, even though the date is entered in the database.

### Project Activities

- Planning resumed for the CST Community Development Implementation, with initial push to finalize planning for the July SME Training.

- Trained and set up both Health and Human Services and Development Services to use the Employee Leave Requests in EAC. Both departments went live on June 29<sup>th</sup>. Held a demonstration of Employee Leave Requests for General Government.
- Verified access into the Community Development training site for the upcoming Subject Matter Expert Training.
- Analyzed options and implemented tracking for Covid-19 excess Vacation accrual in Leave Requests so that it will be available through EAC. Also created Leave Banks for Bereavement and Jury Duty.

## Work Orders

- Extracted multiple family housing unit data for General Government to use to reach out residents regarding completing the Census.
- Resolved issues with duplicate meter IDs.
- Set up access in GovQA for several employees.
- Created SQL script to update RRL License Deadline date.
- Purged Cash Receipt Batches.
- Made changes to the Admin Tow Cognos letters to modify instructions on payment options.
- Assisted Front Counter staff in removing fees and closing duplicate Business License.
- Worked with FirstBilling and Finance staff to create new connections to their FTP site for daily payment files. This was necessitated by a change in FirstBilling's security.
- Worked with UB Supervisor to analyze subtract meter data for Smart Meter project.
- Added General Government Employee to FinancePLUS.
- Added new Public Works Employee to Plus and GovQA.
- Created Cognos Letter for BL, LQ and HB to send notifying they are operating without a license since fees were not paid.
- Add an additional recipient to receive the Fire Permit Applied Event Studio Report.
- Added several locations for Fire Administration.
- Adjusted the Fire and Safety Annual Inspections to Schedule Cognos Report.
- Worked through issues connecting to First Billing through FileZilla.
- Assisted front counter with changing a primary owner.
- Removed retired Development Services user.
- Applied BL, LQ and HB Penalties.
- Tested requesting new Direct Deposit through EAC.
- Applied RRL Penalties.
- Assisted staff having issues with entering payments via eGov.
- Worked through issue of aspgov.com being blacklisted.
- Added Jury Duty and Bereavement Leave Banks to Development Services and General Government Employees.

## Administration

- Met with director to review projects/issues.
- Prepared monthly report.
- Processed Payroll for department employees on 6/1/2020, 6/15/2020, and 6/29/2020.

## Training

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- FP Familiarization training for eight staff members in Development Services.
- Attended training for Neptune 360 import process.

## Meetings

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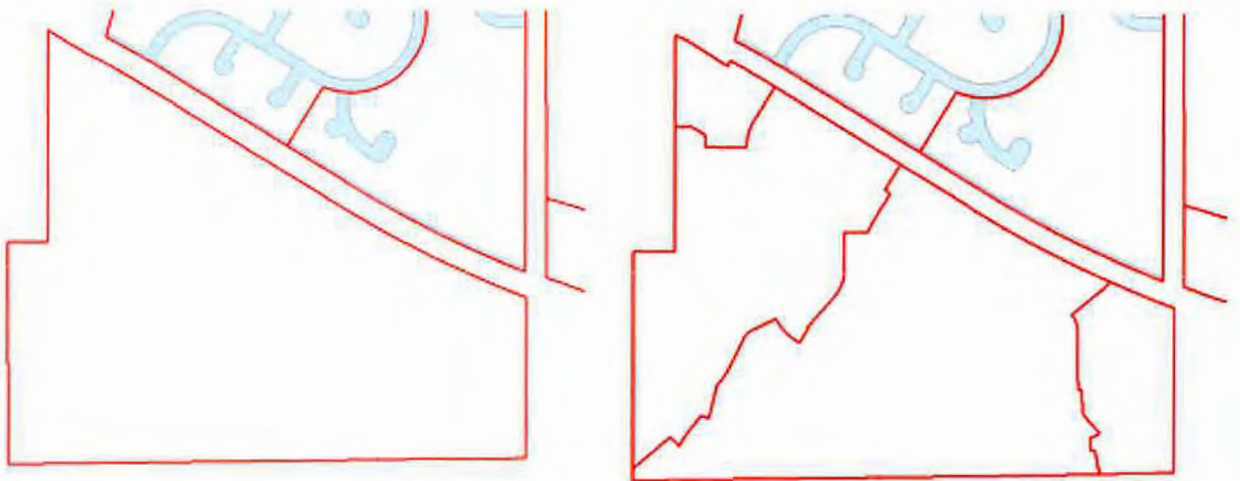
- Met weekly with Smart Meter group for implementation progress and issues.
- Met with Human Resources to discuss upcoming Open Enrollment.
- Conference call with CentralSquare to meet new Customer Support Manager.
- Attended Neptune 360 meeting.
- Discussed COVID 19 PTO, Jury Duty and Bereavement and put process in place for Leave Requests and leave banks on employee records.

## Geographic Information System Review

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### June Synopsis

- *Village Plat Digitization:* 8 subdivisions and 13 right-of-way were digitized this month. This work required the modification of 656 parcels and the digitization of 456 survey lines. Below is an example of the former Poplar Hills subdivision boundary (on the left) and the boundary as it was corrected in June to detail the various subdivision units:



- *Community Plus:* Dan Haynes requested adding layer IDs to each layer in our map service. This order will need to be maintained moving forward. Dan also notified us that the web server certificate error associated with our services would prevent them from properly configuring our data. We'll be addressing the certificate issue with IS and ESRI support.
- *Additional Projects:* --Working with the subdivisions it became apparent that a number of our building footprints were hastily created. Re-digitizing buildings continued using the plat of survey as a source. 277 residential homes were updated in June. --Began upgrading our Road Construction map to a dashboard template, as it's the most viewed of our public maps. The dashboard will convey the same information in a more eye-catching way, while providing additional metrics. The map was created with input from the Transportation staff and will be ready to go live once the web certificate issue is solved. --Reached out to Kevin Kramer to offer assistance with potential GIS projects. Kevin suggested a restaurant map and provided an example via Schaumburg. I will begin drafting a restaurant map for the Village website in July.

### Work Orders



- Webmap Request: construction dashboard (GIS)
- Map Request: utilities at Lakewood & Barrington for Jacob & Hefner (DS-TE)
- Map Request: utilities at Rohrssen/Golf for Mackie (DS-P)
- Map Request: utilities at Higgins/Huntington for WGI (DS-TE)
- Map Request: utilities at Beverly Rd for Kimley-Horn (DS-TE)
- Data Request: add layer IDs to Community Development service (CS)
- Data Request: watermain address selection export (PW)
- Data Request: unit addresses for multi-unit selection (GG)
- Data Request: census tract address selection export (GG)
- Data Request: Gettysburg, Casey Farms, Deer Crossing (GIS)
- Print Request: north section hydrants 24x36 (PW)
- Print Request: Parcel C watermain 24x36 (PW)
- Troubleshoot: table selection export (DS-P)
- Troubleshoot: update filters on construction map (DS-T)

## Administration

- Monthly report
- Residential Plats of Survey inquiry with Engineering
- Zoning, elevation & owner data use case information forwarded to Cook County

## Training

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- Operations Dashboard for ArcGIS: An Intro (ESRI 2018)
- What's New in Operations Dashboard for ArcGIS (ESRI 2019)
- Operations Dashboard for ArcGIS: Tips & Tricks (ESRI 2019)

## Meetings

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- Bi-weekly update w/F. Besenhoffer (6/8, 6/22)

### **Project Activities**

#### **Project – MedixSafe**

- During the month of June, I.S. staff along with technical engineer from ZKTeco were able to modify the functional operating system on the Medixsafe to allow 37bit proximity cards used by the Village Employees. With those changes made, Fire Department was able to proceed with the user enrollment. During the month we were able to reconfigure the remaining eleven safes that will be used in the Fire Department vehicles.

#### **Project – Switch Bid**

- I.S. Staff started working on the RFP designed to replace our switch infrastructure. During the month of June, I.S. Staff conducted a research and discovery of necessary products as we as started working on the document itself.

#### **Project – HVAC Migration**

- I.S. Staff along with Paul Petrenko from Public Works started a network discovery and design geared towards HVAC systems migration onto VOHE infrastructure. The current setup is fractured and management of various devices is impaired. Once migration is completed, functionality, dependability and access will improve.

#### **Project – DACRA Printers**

- During the month of June, I.S. Staff along with staff from our Police Department started installations and configurations of the Zebra printers. Those printers will be used for ticket printing in conjunction with the upcoming Motorola P1 as well as DACRA systems.

#### **Project – Motorola P1 CAD**

- I.S. Staff during the month of June continued installations, configurations and testing of multiple Motorola P1 CAD clients. Most clients were installed and configured in the Police Department front desk and the rest were at the Police vehicles. We are continuing developing configurations and strategy for client deployment.

## **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.
- I.S. Staff replaced Kiosk computer at the Police Department.
- I.S Staff continues communication with Panasonic about on-going audio issues with our Arbitrator System.
- I.S. Staff installed and configured new copier at our Public Works facility.
- I.S. Staff started reconfiguration and clean-up process for returned Covid laptops used by our remote users.

## *Meetings*

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- I.S. Staff meet and discussed options for our switch infrastructure upgrade.

## *Training*

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- I.S. Staff conducted two new user orientation meetings for our new employees.

## **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.
- 157 Help desk requests were opened during the month of June.
- 147 Help desk requests were closed during the month of June.
- Self Service Password Resets or Account Unlocks: 4
- Email passwords reset: 0

- SunGard passwords reset: 1
- Voicemail passwords reset: 2
- User accounts unlocked: 3
- Active Directory Password Resets: 4

## *Director Summary*

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- Covid – 19 conference calls with the EOC team were scaled back to T and F
- SCA Wireless RFP review
- Pre Go Live meeting with DACRA
- Bi Weekly department division meetings
  - Project progress
  - Division Goals Review
- Monthly MS-ISAC/EI-ISAC conference call.

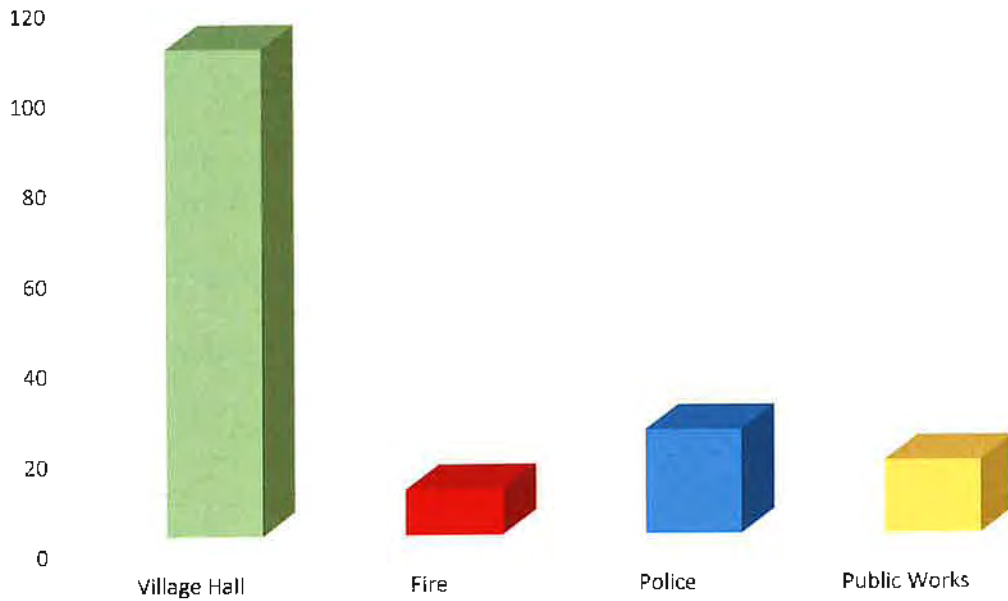
## Total Work Orders by Priority by Month

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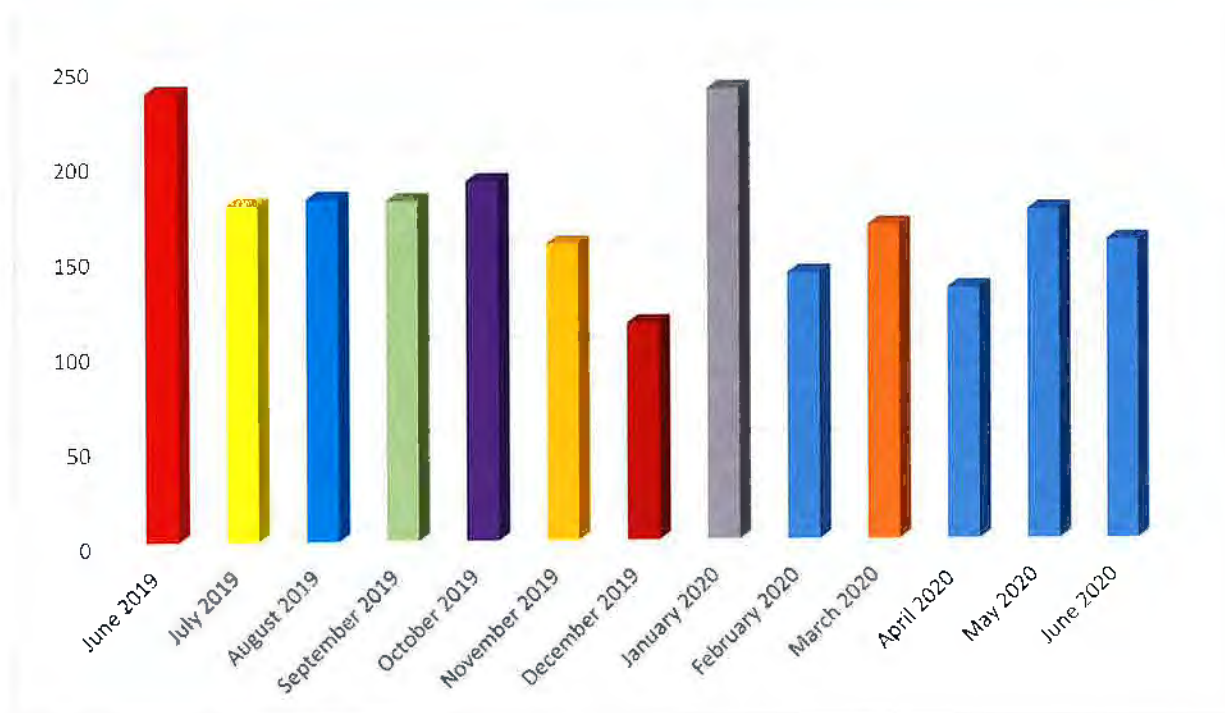
Month	June
1 - Normal	121
2 - High	13
3 - Urgent	4
Project	3
Scheduled Event	16
Vendor intervention required	0
<b>Total for Month</b>	<b>157</b>

## Completed Work Orders by Location

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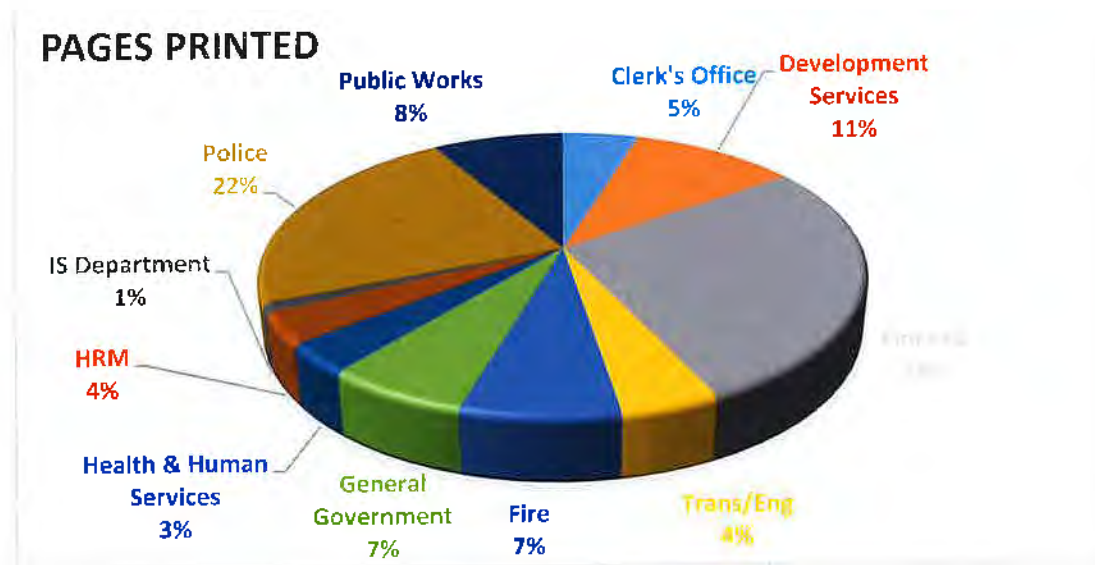


## Completed Work Orders by Month



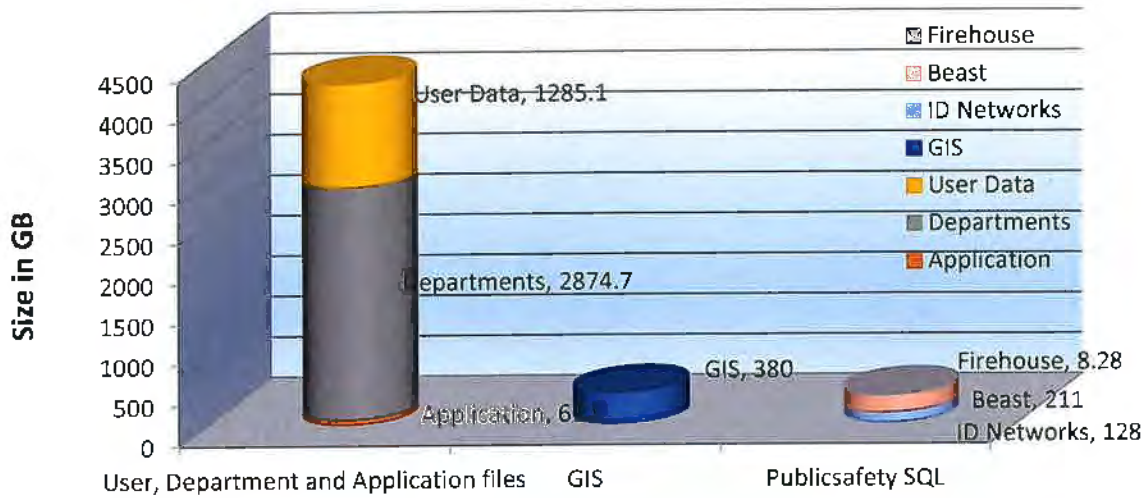
## Printer Usage Report

In the month of June there were 49127 pages printed across the village. The following graph breaks down printer usage by department.



## System and Data Functions

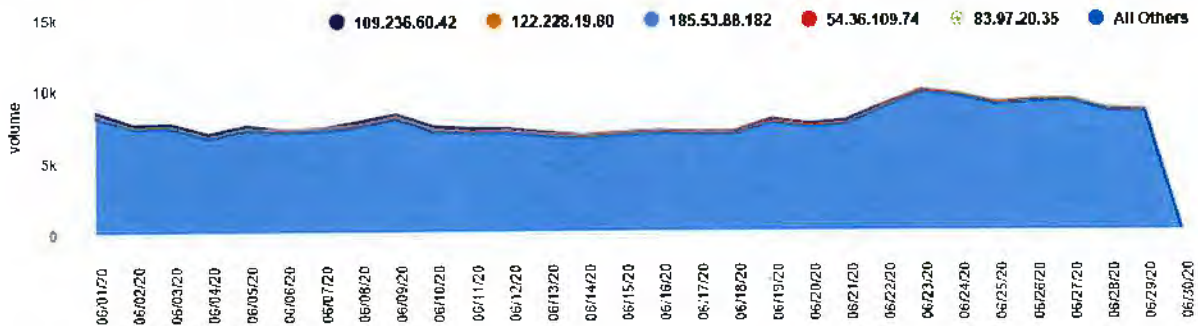
### Disk Usage



## Sentinel IPS Attack Report

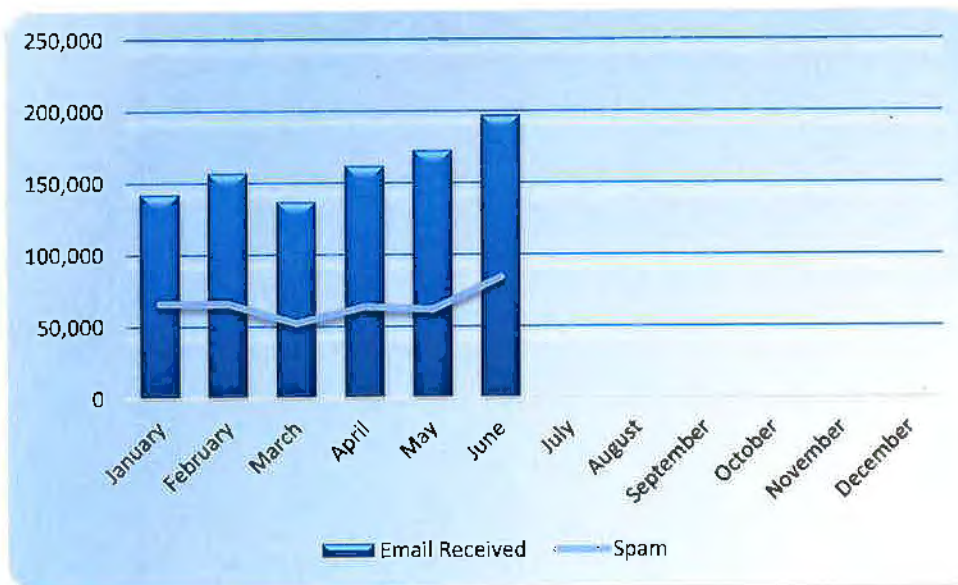
External parties attacked the Village network 225851 times during the month of June

### 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	172,442	61,874	36%
June	196,785	84,216	43%
July			0%
August			0%
September			0%
October			0%
November			0%
December			0%
<b>Total</b>	<b>966,609</b>	<b>394,247</b>	<b>41%</b>





# Phishing Security Test Report

05/25/2020 - 07/02/2020

## Campaign: Monthly Test

Monthly tests category (Deliveries and Bounces) for all users (05/25/2020) of Department of Information Systems - Education  
Email: Phishing

Groups: All users

### Statistics

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

3.5%

Phish-prone Percentage

348

Recipients

341

Deliveries

11

Clicks

1

Attachment Opened

0

Data Entered

0

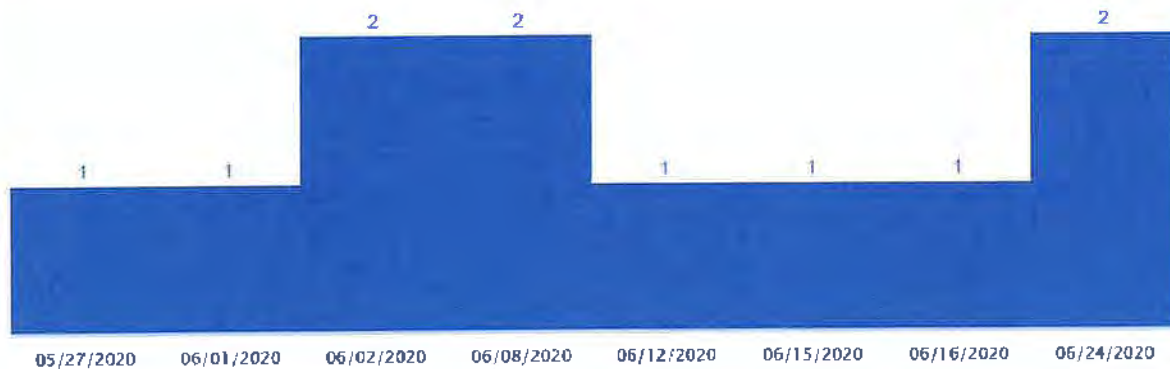
Other Failures

7

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 Sent

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

Fred Besenheffer, Director of Information Systems

# VILLAGE OF HOFFMAN ESTATES

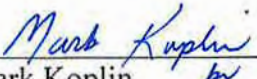
## Memo

**TO:** Finance Committee  
**FROM:** Mark Koplin, Owner's Representative-Sears Centre Arena  
**RE:** **OWNER'S REPRESENTATIVE MONTHLY REPORT  
JULY 2020**  
**DATE:** July 17, 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 sited on the SCA property. The storage building is complete and all SCA items have been moved from old Station 24.
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 the 2020 Beer Garden. The Beer Garden opened on June 5, complying with the CDC recommendations, and has been successful over the past five weekends.
5. Due to cash flow, several capital projects are on hold for the foreseeable future and potentially into 2021.
6. New Naming Rights Agreement with NOW Foods approved on June 22. Working with NOW and Mike Czopek on new signage. An amendment to the SCA Master Sign Plan was presented to Planning & Zoning Commission on July 15.
7. Conducted bi-weekly meetings with Public Works Facilities and SCA staff regarding building items.
8. Submitted Capital Improvement Plan project sheets for consideration in the 2021-28 CIP.
9. Conducted weekly phone calls with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.

10. Reviewed Village Green Master Plan.
11. New Wifi service to the Village Green concession building and containers installed for Levy.

  
\_\_\_\_\_  
Mark Koplin  
Owner's Representative, Sears Centre Arena

Attachment

MAK/kr

cc: J. Norris, Ben Gibbs (Spectra)

**Sears Centre Arena**  
**General Manager Update**  
 July 2020

Event Highlights	Notes
Nightly - Outdoor Movies (West Parking Lot) July 2, 3, 4 - Hideaway Brew Garden July 10, 11, 12 - Hideaway Brew Garden July 17, 18, 19 - Hideaway Brew Garden July 24, 25, 26 - Hideaway Brew Garden July 18 - D301 Graduation (West Parking Lot) July 19 - Rock the Lot w/7th Heaven (West Parking Lot) July 25 - Daily Herald Drive-In Event (East Parking Lot) July 25 - Drive-in Blake Shelton Experience (West Lot) July 31 - Hideaway Brew Garden	
Finance Department	
General	Arena finished May financials.
Monthly Financial Statement	Building Event Revenue YTD: \$488,646
	Building Sponsor/Other Revenue YTD: \$143,040
	Building Expenses YTD: \$1,116,331
	Building Income YTD: (\$475,318) vs. YTD Budget (\$189,693)
Operations Department	
General	Continuing to plan for post-Covid operation including plexi-glass dividers, new cleaning protocols, HVAC upgrades and new security screening operations.
Positions to Fill	N/A
Third Party Providers	Working with Omega Signs on naming rights signage installation
Village Support	New storage facility is complete
Events Department	
General	Staff working on graduation and beer garden events
Positions to Fill	Event Coordinator position will remain open.
Marketing Department	
General	Working on summer events including beer garden, industry marketing campaign for new branding
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	Operating at Hideaway Brew Garden
Premium Seating Department	
General	Working on NR partnership transition items.
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories including insurance and liquor
Monthly Financial Statement	Corporate Sales: \$64,382
	Suites Sales: \$53,966
General	
Capital Improvements/Repairs	Capital projects on hold.