

*This meeting is being held via telephonic attendance*

**AGENDA  
FINANCE COMMITTEE  
Village of Hoffman Estates  
August 17, 2020**

**7:00 p.m. – Board Room**

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

- I. Roll Call**
- II. Approval of Minutes – July 20, 2020  
August 3, 2020 (Special)**

**NEW BUSINESS**

- 1. Request approval of a resolution evidencing the authorization of the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds between the County of Cook, IL and the Village of Hoffman Estates.

**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.*

**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**  
**Rachel Musiala, Finance Director**  
**Patrick Fortunato, Fire Chief**  
**Paul Bilodeau, Asst. Fire Chief**  
**Matt Galloway, Fire Dept.**  
**Ryan Johnson, Mgmt. Analyst**  
**Bev Romanoff, Village Clerk**  
**Mark Koplin, Sears Centre Arena**  
**Ted Bos, Police Chief (via electronically)**  
**Kelly Kerr, Public Works (via electronically)**  
**Monica Saavedra (via electronically)**  
**Ric Signorella, CATV Coordinator**  
**Jennifer Horn, Director of Trans. & Eng.**  
**Suzanne Ostrovsky, Asst. to the Village Mgr.**

The Finance Committee meeting was called to order at 7:12 p.m.

**II. Approval of Minutes**

Motion by Trustee Mills, seconded by Trustee Arnet, to approve the Finance Meeting minutes for June 22, 2020. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Discussion regarding an update on the financial impact of the COVID-19 pandemic on the Village of Hoffman Estates.**

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

Ms. Musiala provided an update on revenues that staff projected would be impacted by the pandemic. At this time, revenues exceed projections by \$1.2 million.

- 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.**

An item summary sheet from Dan O'Malley was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve 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. Voice vote taken. All ayes. Motion carried.

- 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.**

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

Motion by Trustee Gaeta, seconded by Trustee Arnet, to enter into an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds between the Village of Hoffman Estates and Cook County, IL. 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**

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 7:23 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

\_\_\_\_\_  
Debbie Schoop, Executive Assistant

\_\_\_\_\_  
Date

SP. FINANCE COMMITTEE MEETING MINUTES

August 3, 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:**

**Art Janura, Corporation Counsel**  
**Dan O'Malley, Deputy Village Manager**  
**Pat Fortunato, Fire Chief**  
**Peter Gugliotta, Dir. Dev Services**  
**Mike Hankey, Dir. Trans and Engineering**  
**Patrick Seger, Dir. HRM**  
**Patti Cross, Asst. Corporation Counsel**  
**Rachel Musiala, Finance Director**  
**Bev Romanoff, Village Clerk**  
**Suzanne Ostrovsky, Asst. to the Village Mgr.**  
**Mark Koplun, Consultant/Arena**  
**Michael Czopek, Dir. of Partnerships/Arena**

The Finance Committee meeting was called to order at 7:16 p.m.

**NEW BUSINESS**

- 1) Request authorization to waive bidding and approve a proposal to:
  - a) furnish 1,900 replacement seat backs with Spec Seats (sole source vendor) of Rancho Dominguez, CA in an amount not to exceed \$44,630;
  - b) furnish and install a new roof sign with Britten Inc. of Traverse City, MI in an amount not to exceed \$87,500;
  - c) change existing signs (internal scoreboard, parking lot, marquee and external wall signs) with Omega Sign & Lighting Inc. of Addison, IL in an amount not to exceed \$156,483;
  - d) add a NOW logo/vitamin bottle to the marquee sign with Omega Sign & Lighting Inc. of Addison, IL in an amount not to exceed \$157,389; and
  - e) provide temporary protection over the gas pipeline along Prairie Stone Parkway in an amount not to exceed \$4,000;for the new naming rights signage at the NOW Arena in a total amount not to exceed \$450,002 to be paid for in full in advance by NOW Health Group, Inc.

An item summary sheet from Mark Koplín, Ben Gibbs and Michael Czopek was presented to Committee.

Mr. Czopek and Mr. Koplín provided a status on the rebranding efforts by NOW Health Group, Inc.

Several Trustees inquired about updates to wayfinding signage, the website, and voiced concerns about the signage off the tollway. Mr. Czopek and Mr. Koplín addressed all comments.

Motion by Trustee Gaeta, seconded by Trustee Mills to a.) furnish 1,900 replacement seat backs with Spec Seats (sole source vendor) of Rancho Dominguez, CA in an amount not to exceed \$44,630; b.) furnish and install a new roof sign with Britten Inc. of Traverse City, MI in an amount not to exceed \$87,500; c.) change existing signs (internal scoreboard, parking lot, marquee and external wall signs) with Omega Sign & Lighting Inc. of Addison, IL in an amount not to exceed \$156,483; d.) add a NOW logo/vitamin bottle to the marquee sign with Omega Sign & Lighting Inc. of Addison, IL in an amount not to exceed \$157,389; and e.) provide temporary protection over the gas pipeline along Prairie Stone Parkway in an amount not to exceed \$4,000; for the new naming rights signage at the NOW Arena in a total amount not to exceed \$450,002 to be paid for in full in advance by NOW Health Group, Inc. Voice vote taken. All ayes. Motion carried.

## **II. President's Report**

## **III. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Arnet, to adjourn the meeting at 7:28 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT: Resolution for the CARES Act Intergovernmental Agreement with Cook County**

**MEETING DATE: August 17, 2020**

**COMMITTEE: Finance**

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

**PURPOSE:** Request approval of a resolution evidencing the authorization of the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds between Cook County, IL and the Village of Hoffman Estates.

**BACKGROUND:** In July, the Village Board approved the attached Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds between Cook County, IL and the Village of Hoffman Estates. This agreement will allow the Village to apply for reimbursement of up to \$426,795.15 of federal CARES Act funds for costs associated with the Village’s response to the COVID-19 Pandemic.

**DISCUSSION:** After approval of the agreement and obtaining Village signatures, staff learned that the Village also needed to have an approved resolution evidencing the authorization of the Intergovernmental Agreement submitted to the County as well as part of our application process. Attached is that required resolution.

**RECOMMENDATION:** Request approval of a resolution evidencing the authorization of the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds between Cook County, IL and the Village of Hoffman Estates.

ATTACHMENT – Resolution and IGA

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION EVIDENCING THE AUTHORIZATION OF THE INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT FOR CORONAVIRUS RELIEF FUNDS BETWEEN THE COOK COUNTY, IL AND THE VILLAGE OF HOFFMAN ESTATES**

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes Illinois municipalities to contract upon matters of mutual interest.

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

Section 1: It is hereby evidenced that the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds between the County of Cook, Illinois and Village of Hoffman Estates for allocation of cost reimbursement related to the Village's response to the COVID-19 pandemic was approved by the President and Board of Trustees of the Village of Hoffman Estates on July 20, 2020, a copy of which is attached hereto as Exhibit "A".

Section 2: This Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020

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

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

**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

## 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@cookcountvil.gov](mailto:SuburbanCovidFundingRequest@cookcountvil.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 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

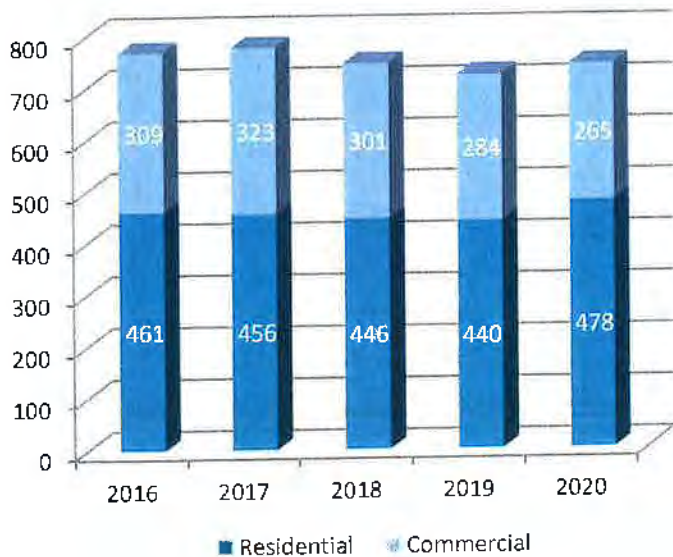
GROWING TO GREATNESS

## DEPARTMENT OF FINANCE MONTHLY REPORT JULY 2020

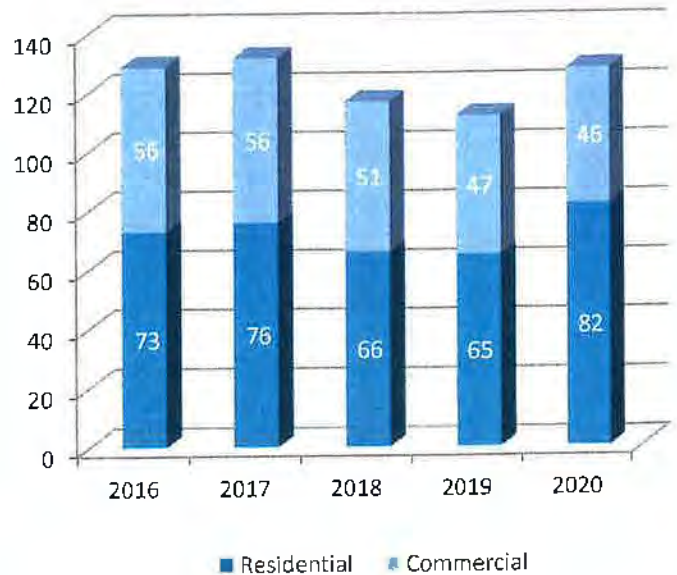
### Water Billing

A total of 14,805 residential water bills were mailed on July 1st for May's water consumption. Average consumption was 5,545 gallons, resulting in an average residential water bill of \$76.07. Total consumption for all customers was 128 million gallons, with 82 million gallons attributable to residential consumption. When compared to the July 2019 billing, residential consumption increased by 26.2%.

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

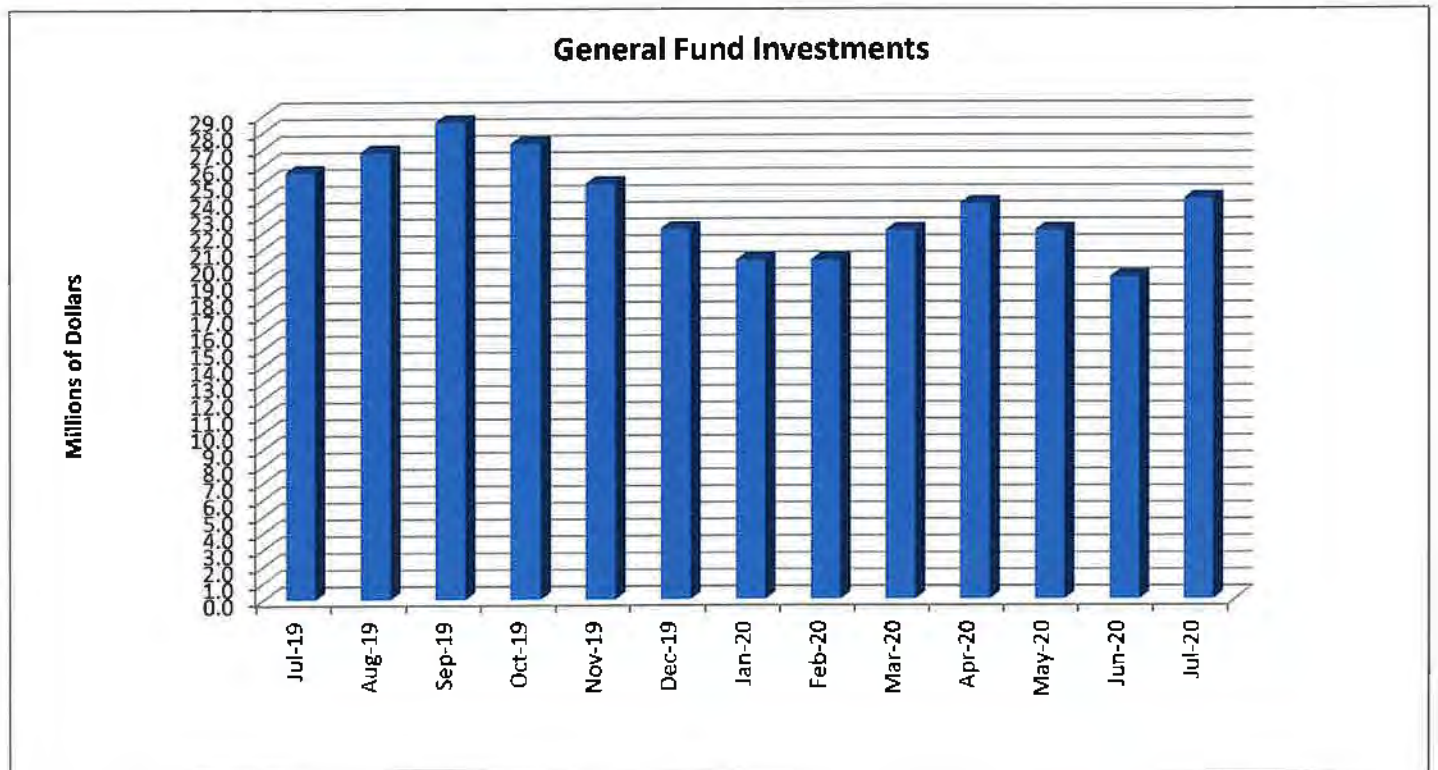
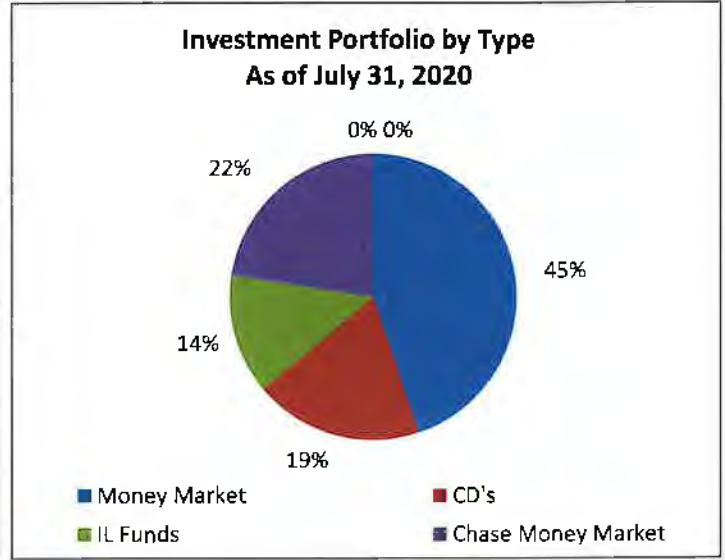
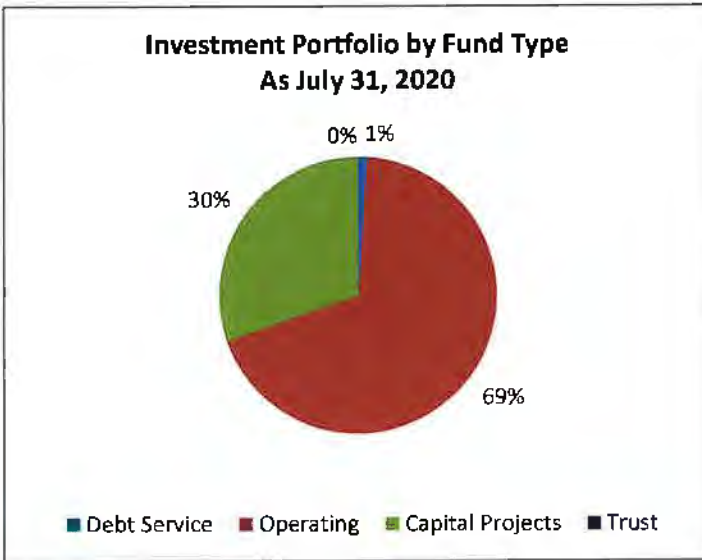


**Total Water Consumption  
Month of July**



## Village Investments

As of July 31, 2020, the Village's investment portfolio (not including pension trust funds) totaled \$62.4 million. Of this amount, \$42.8 million pertained to the various operating funds. As can be seen in the following graphs, the remaining \$19.6 million is related to debt service, capital projects and trust funds.



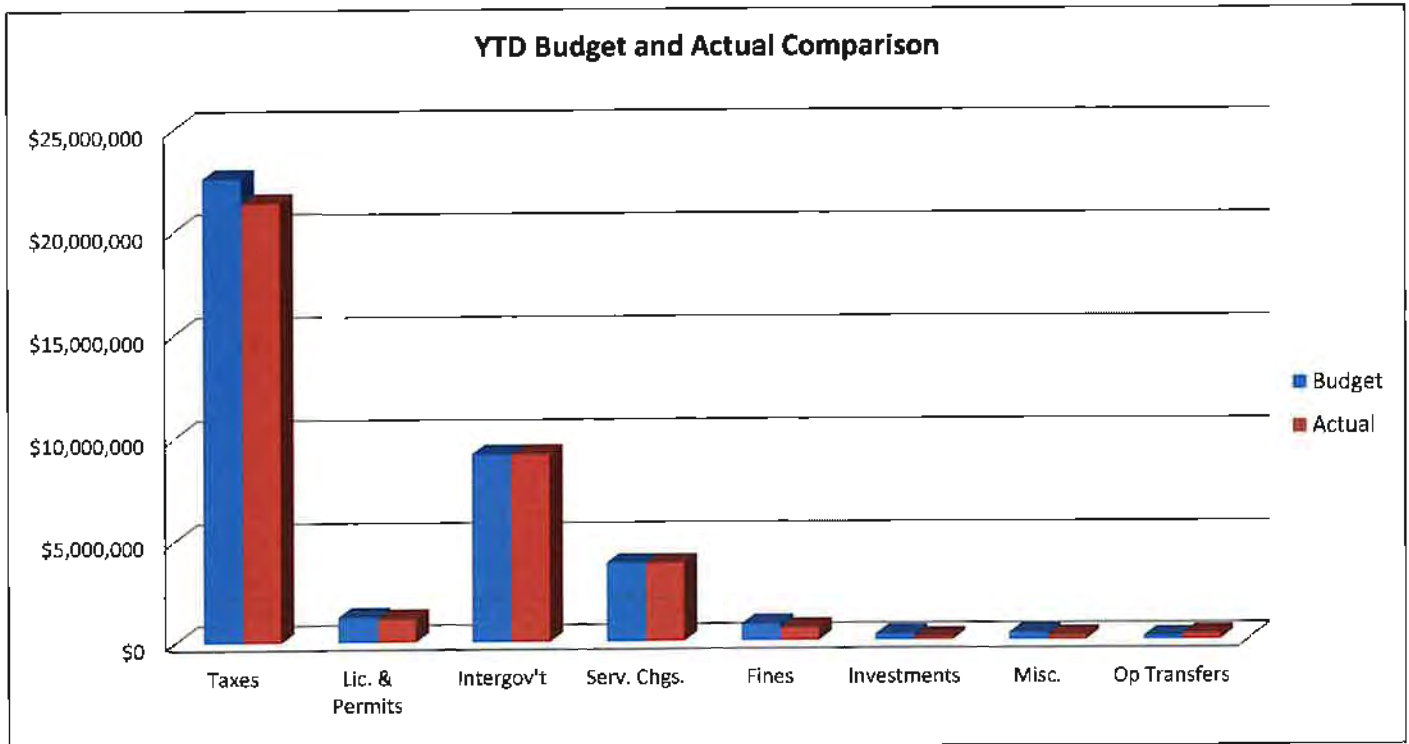
## Operating Funds

### General Fund

For the month of July, General Fund revenues totaled \$10,103,306 and expenditures totaled \$7,059,363 resulting in a surplus of \$3,043,943.

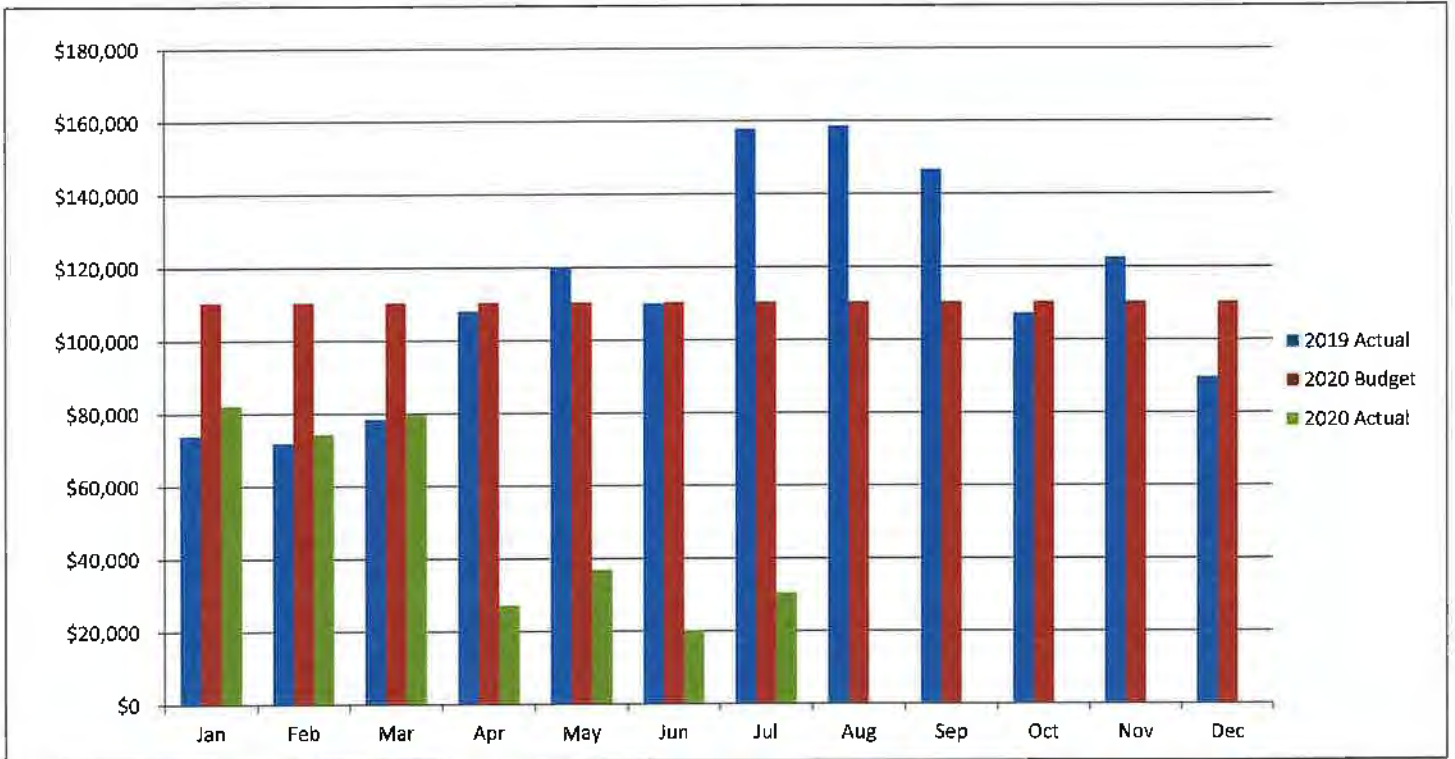
**Revenues:** July year-to-date figures are detailed in the table below. Fines and Forfeits are under budget because ticket revenue is not performing as expected. Investment income is under budget due to lower interest rates being realized. Most miscellaneous revenues are not received on a monthly basis.

REVENUES	YEAR-TO-DATE		VARIANCE
	BUDGET	ACTUAL	
Taxes	\$ 22,536,726	\$ 21,355,122	-5.2%
Licenses & Permits	1,217,958	1,145,604	-5.9%
Intergovernmental	9,150,173	9,146,056	0.0%
Charges for Services	3,848,263	3,833,615	-0.4%
Fines & Forfeits	812,117	627,127	-22.8%
Investments	291,667	150,916	-48.3%
Miscellaneous	354,492	227,930	-35.7%
Operating Transfers	175,000	284,702	62.7%
<b>TOTAL</b>	<b>\$ 38,386,394</b>	<b>\$ 36,771,073</b>	<b>-4.2%</b>



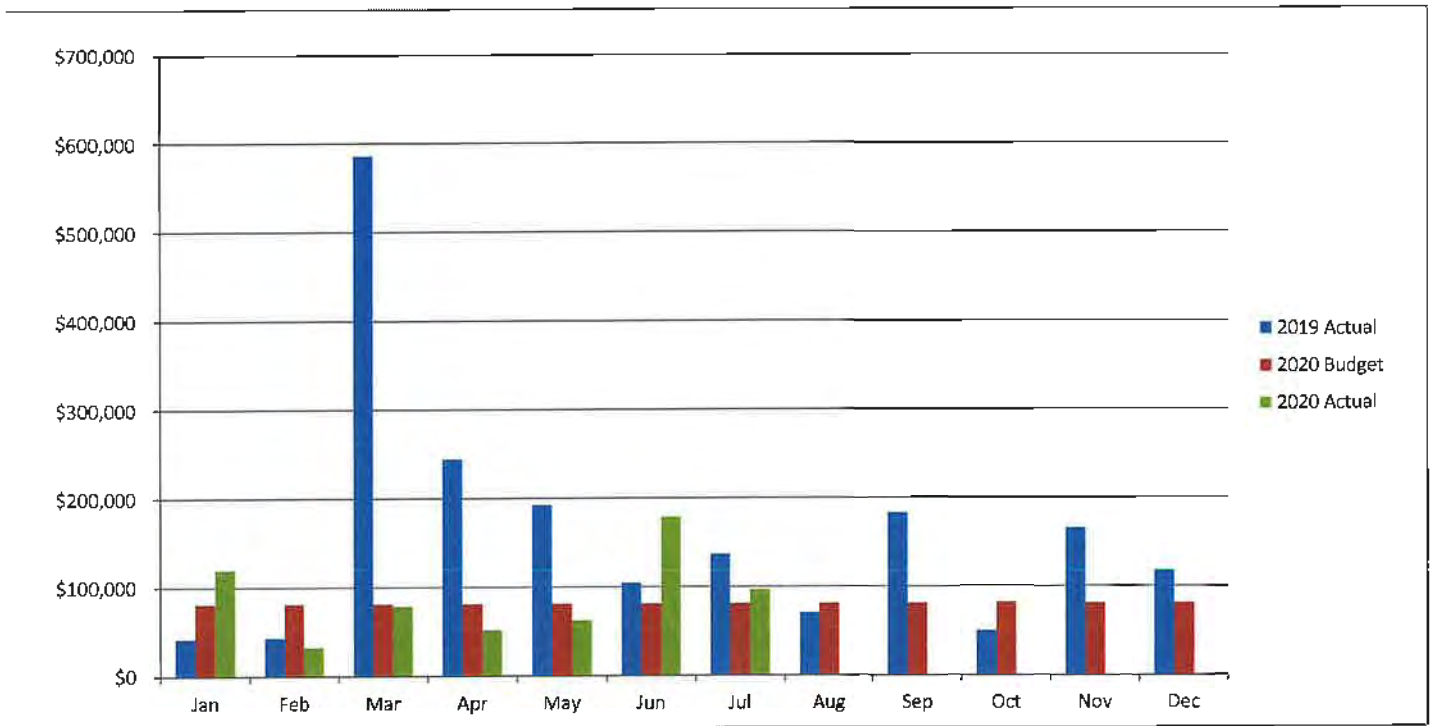


## Hotel Tax



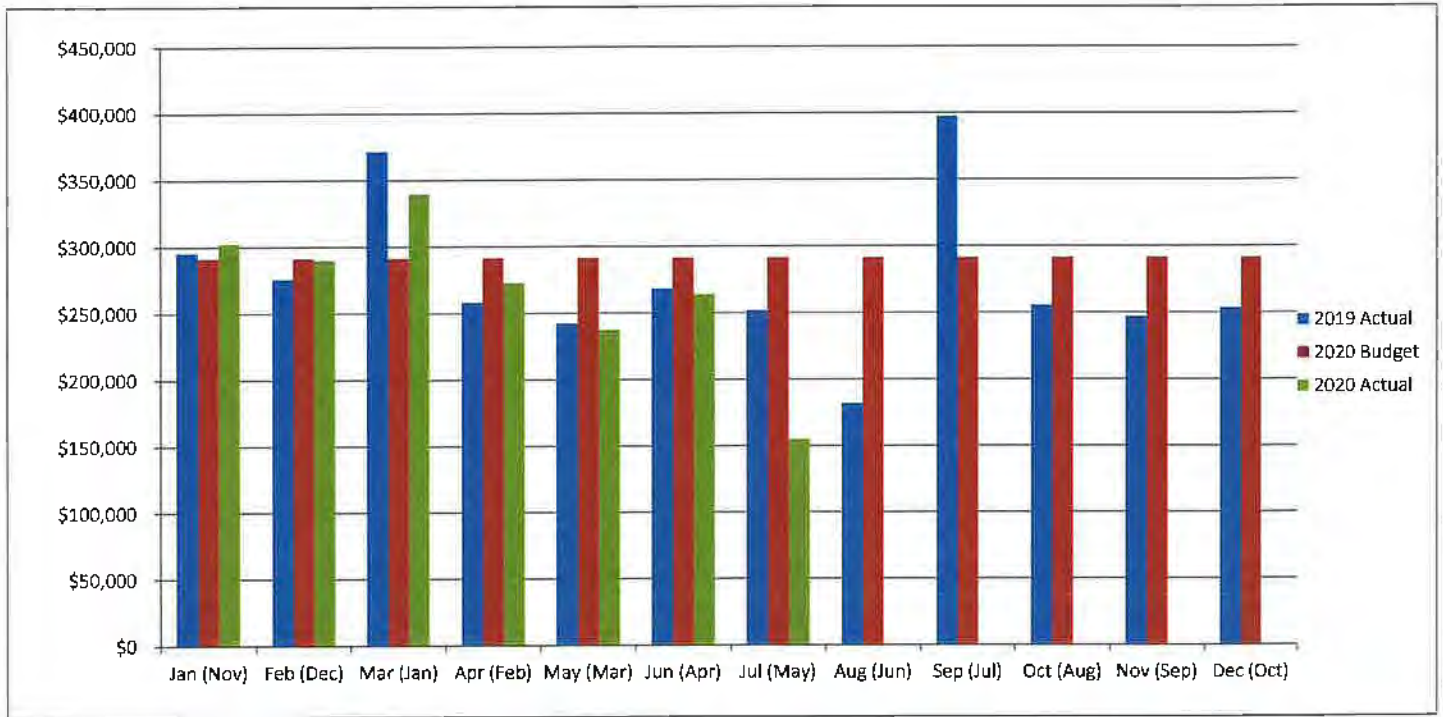
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 73,861	\$ 110,417	\$ 82,223	\$ (28,194)
Feb	71,935	110,417	74,298	(64,312)
Mar	78,416	110,417	79,749	(94,980)
Apr	108,026	110,417	27,149	(178,248)
May	120,207	110,417	37,036	(251,628)
Jun	110,051	110,417	20,225	(341,820)
Jul	157,865	110,417	30,572	(421,665)
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><u>\$ 1,345,138</u></b>	<b><u>\$ 1,325,000</u></b>	<b><u>\$ 351,252</u></b>	

## Real Estate Transfer Tax



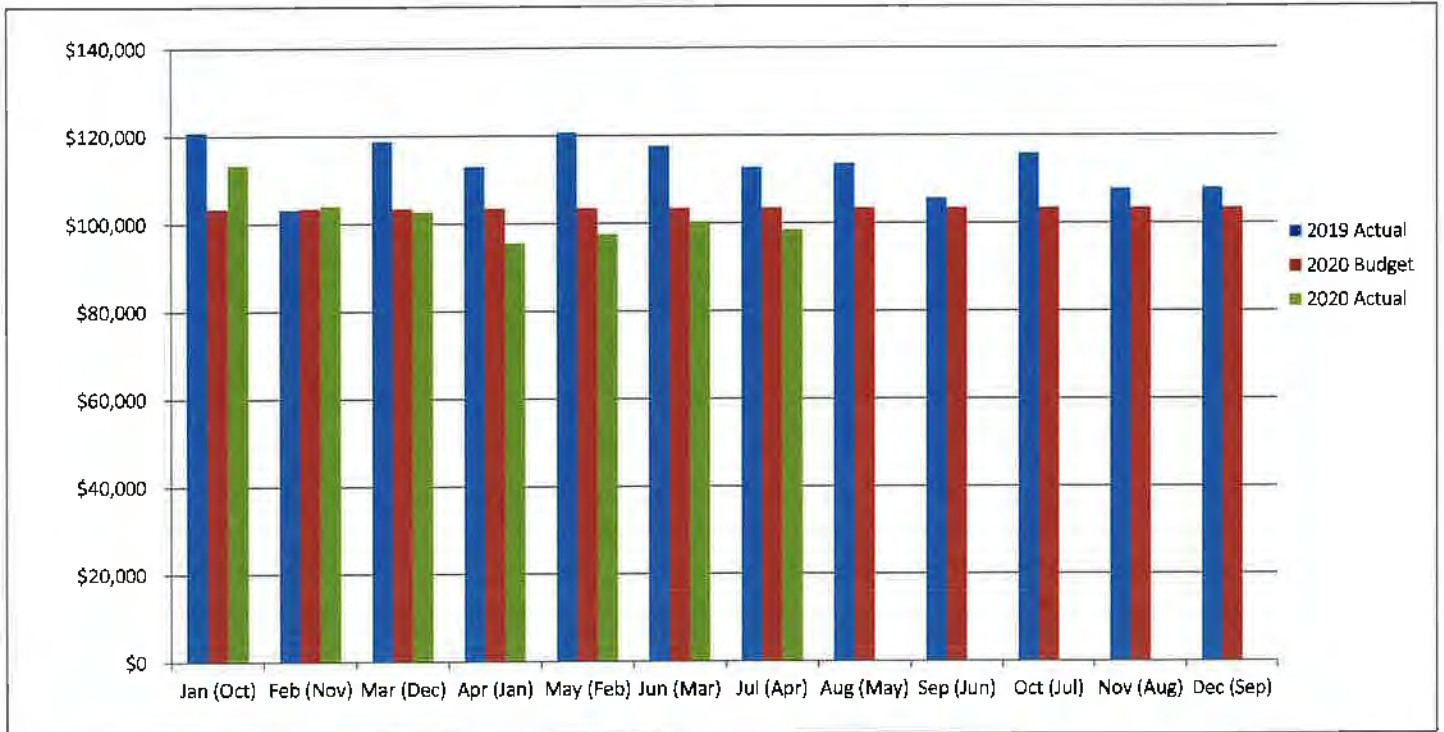
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 42,133	\$ 81,250	\$ 120,255	\$ 39,005
Feb	43,229	81,250	32,846	(9,399)
Mar	585,748	81,250	78,510	(12,139)
Apr	244,290	81,250	51,799	(41,590)
May	192,702	81,250	62,570	(60,270)
Jun	104,977	81,250	178,754	37,234
Jul	137,205	81,250	97,057	53,041
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>\$ 621,791</u></b>	

## Home Rule Sales Tax



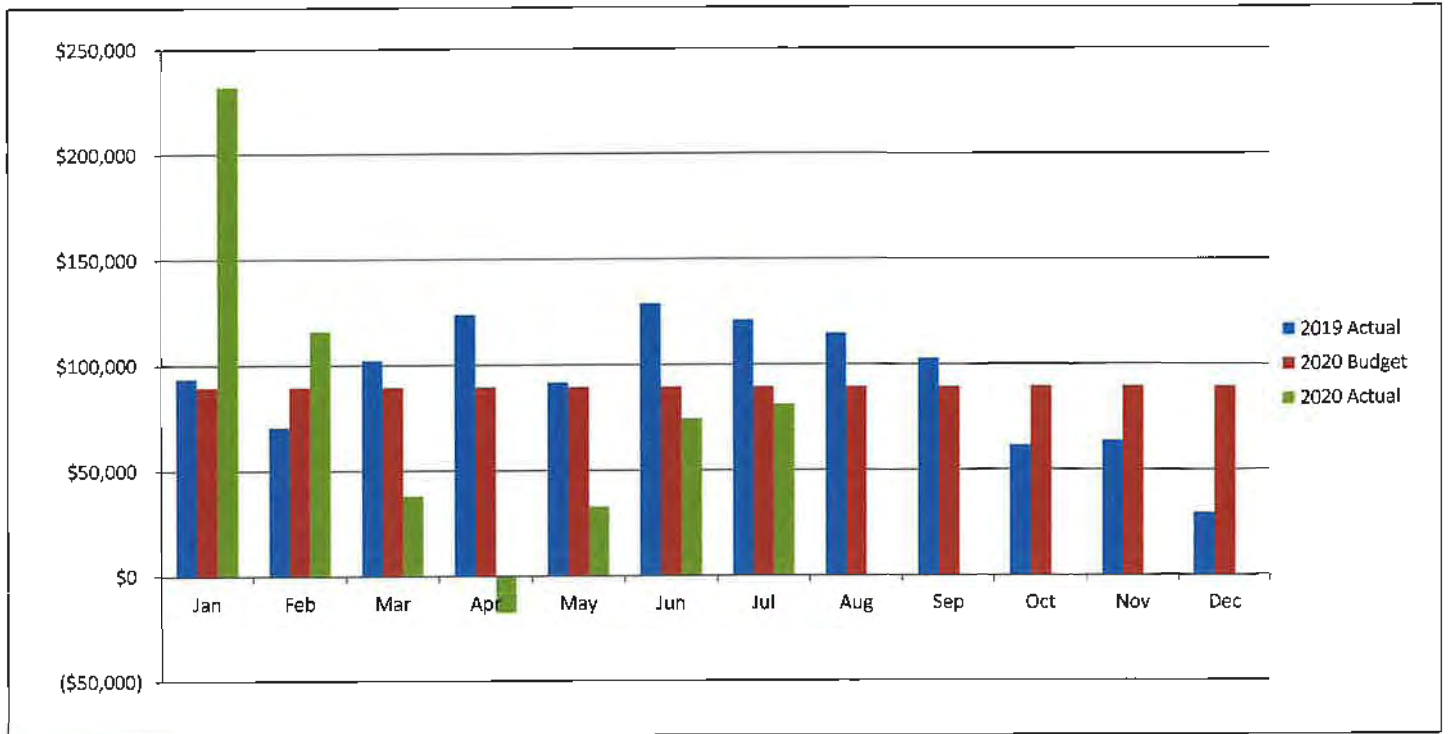
<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan (Nov)	\$ 295,761	\$ 291,667	\$ 302,599	\$ 10,932
Feb (Dec)	275,771	291,667	290,185	9,451
Mar (Jan)	371,809	291,667	339,755	57,539
Apr (Feb)	258,175	291,667	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	155,042	(179,562)
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>\$ 1,862,105</b>	

## Telecommunications Tax



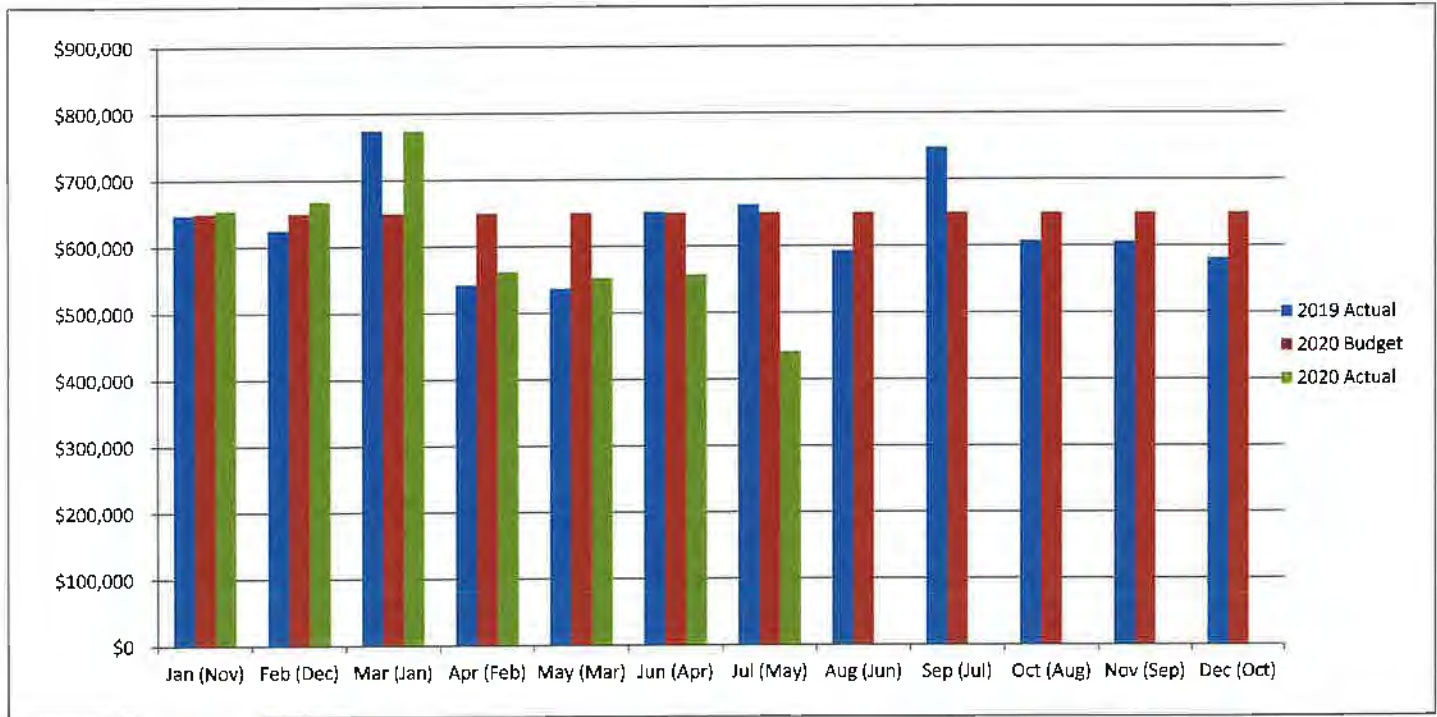
<b>Month Received (Liability Period)</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>Cumulative Variance 2020 Actual vs. Budget</b>
Jan (Oct)	\$ 120,844	\$ 103,500	\$ 113,378	\$ 9,878
Feb (Nov)	103,168	103,500	104,057	10,435
Mar (Dec)	116,778	103,500	102,651	9,588
Apr (Jan)	113,000	103,500	95,539	1,625
May (Feb)	120,765	103,500	97,540	(4,335)
Jun (Mar)	117,606	103,500	100,389	(7,448)
Jul (Apr)	112,703	103,500	98,467	(12,479)
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>\$ 712,021</b>	

## Building Permits



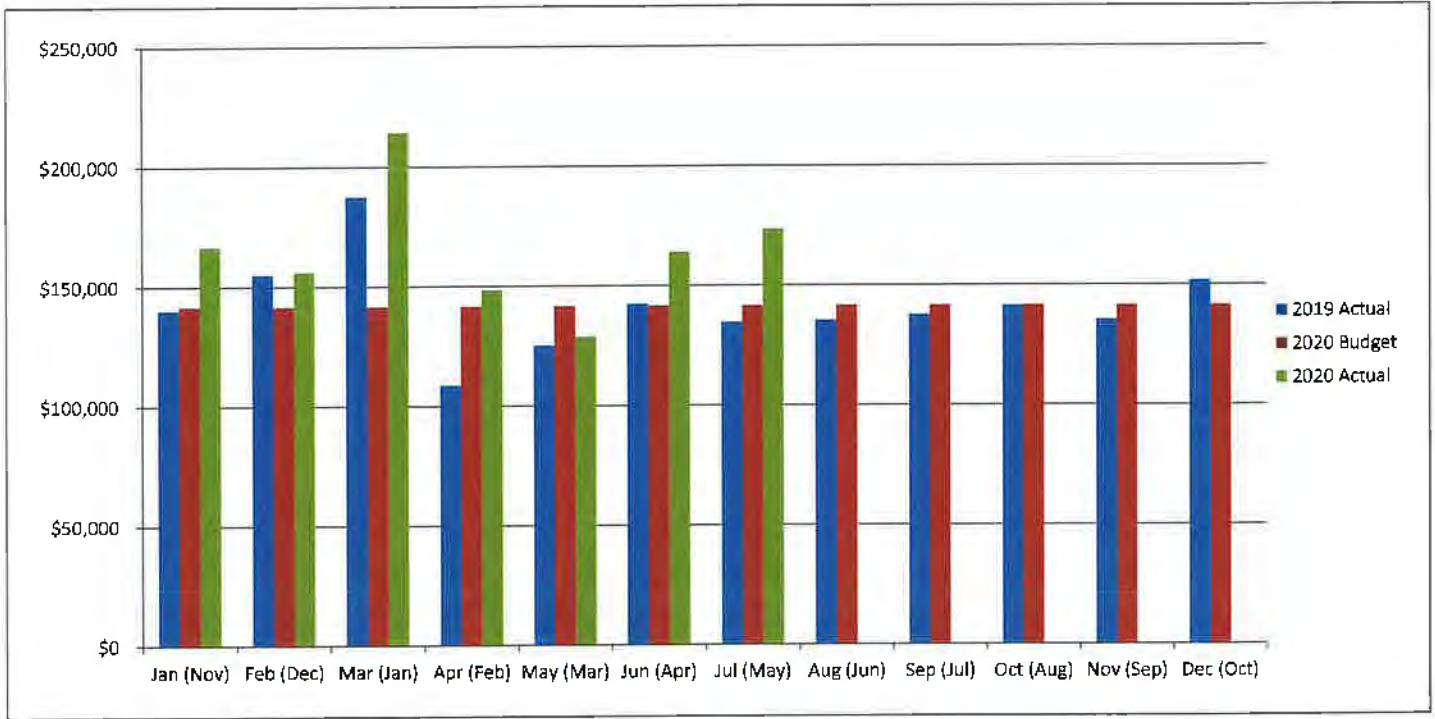
<u>Month Received</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan	\$ 93,549	\$ 89,583	\$ 231,652	\$ 142,069
Feb	70,614	89,583	116,033	168,518
Mar	102,100	89,583	37,924	116,859
Apr	123,746	89,583	(17,384)	9,892
May	91,619	89,583	32,716	(46,976)
Jun	128,955	89,583	74,446	(62,113)
Jul	120,998	89,583	81,259	(70,437)
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>\$ 556,646</b>	

## State Sales Tax



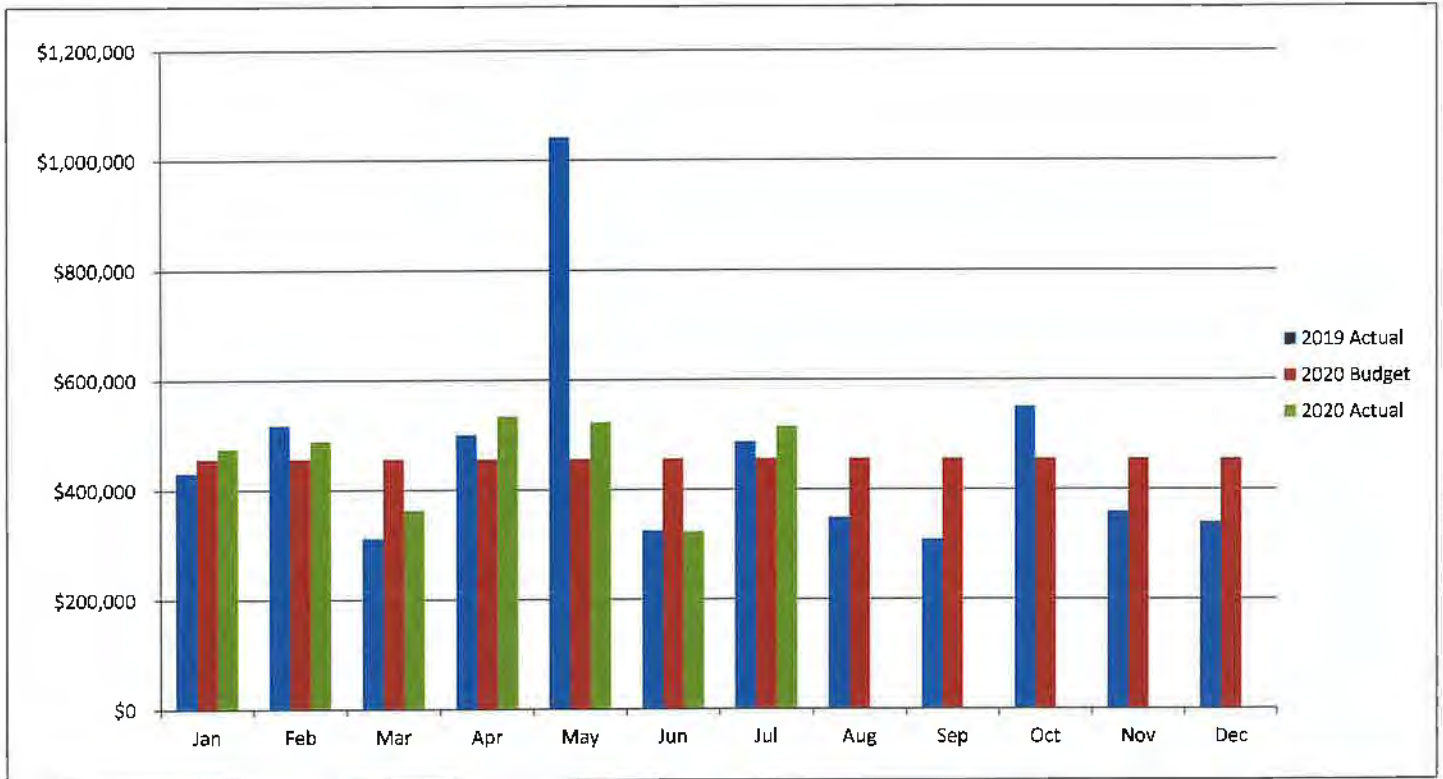
<u>Month Received (Liability Period)</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>Cumulative Variance 2020 Actual vs. Budget</u>
Jan (Nov)	\$ 647,708	\$ 650,000	\$ 654,701	\$ 4,701
Feb (Dec)	624,801	650,000	668,077	22,778
Mar (Jan)	774,929	650,000	774,498	147,276
Apr (Feb)	542,297	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	441,480	(339,306)
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>\$ 7,577,540</b>	<b>\$ 7,800,000</b>	<b>\$ 4,210,694</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	\$ 166,785	\$ 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	173,719	160,966
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>\$ 1,152,633</b>	

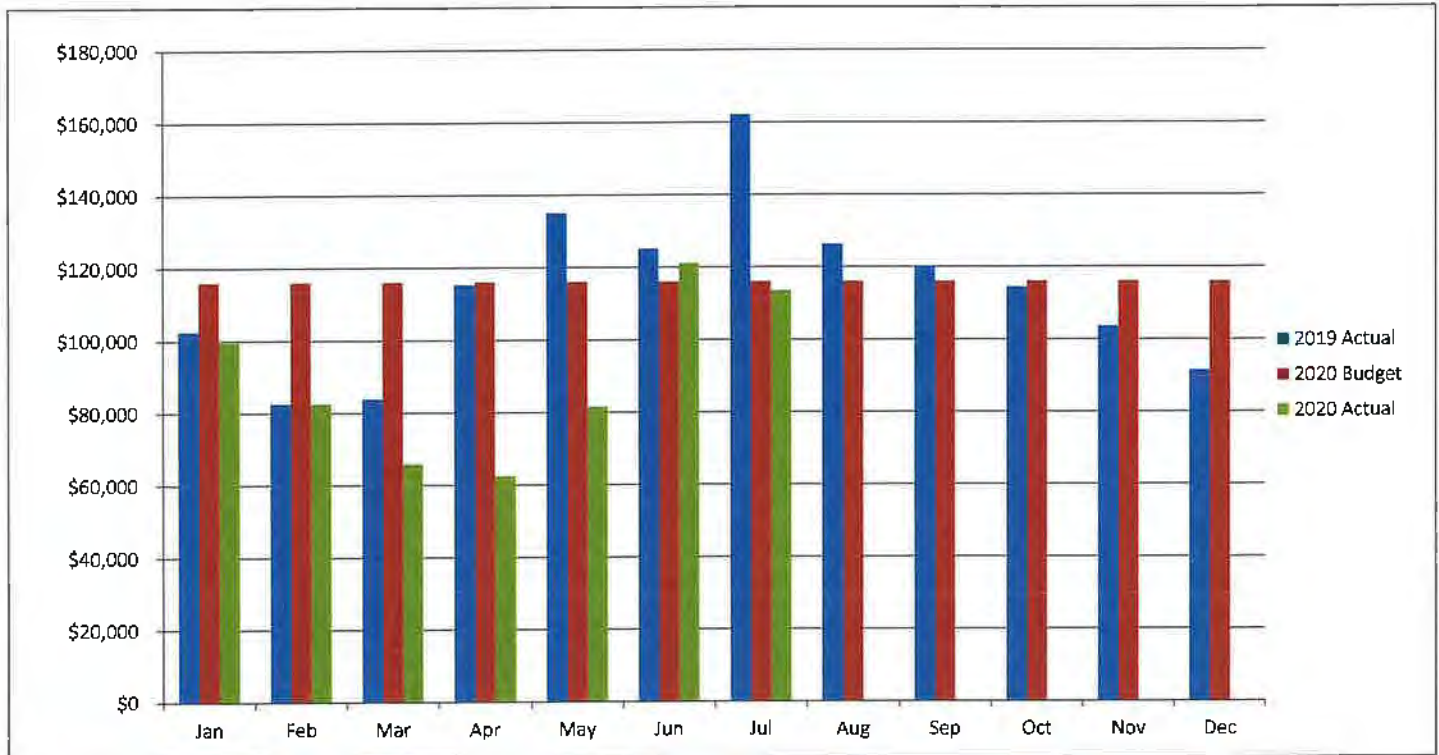
## Income Tax



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	514,626	30,577
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>		<b>\$ 5,523,654</b>		<b>\$ 5,475,000</b>		<b>\$ 3,224,327</b>	



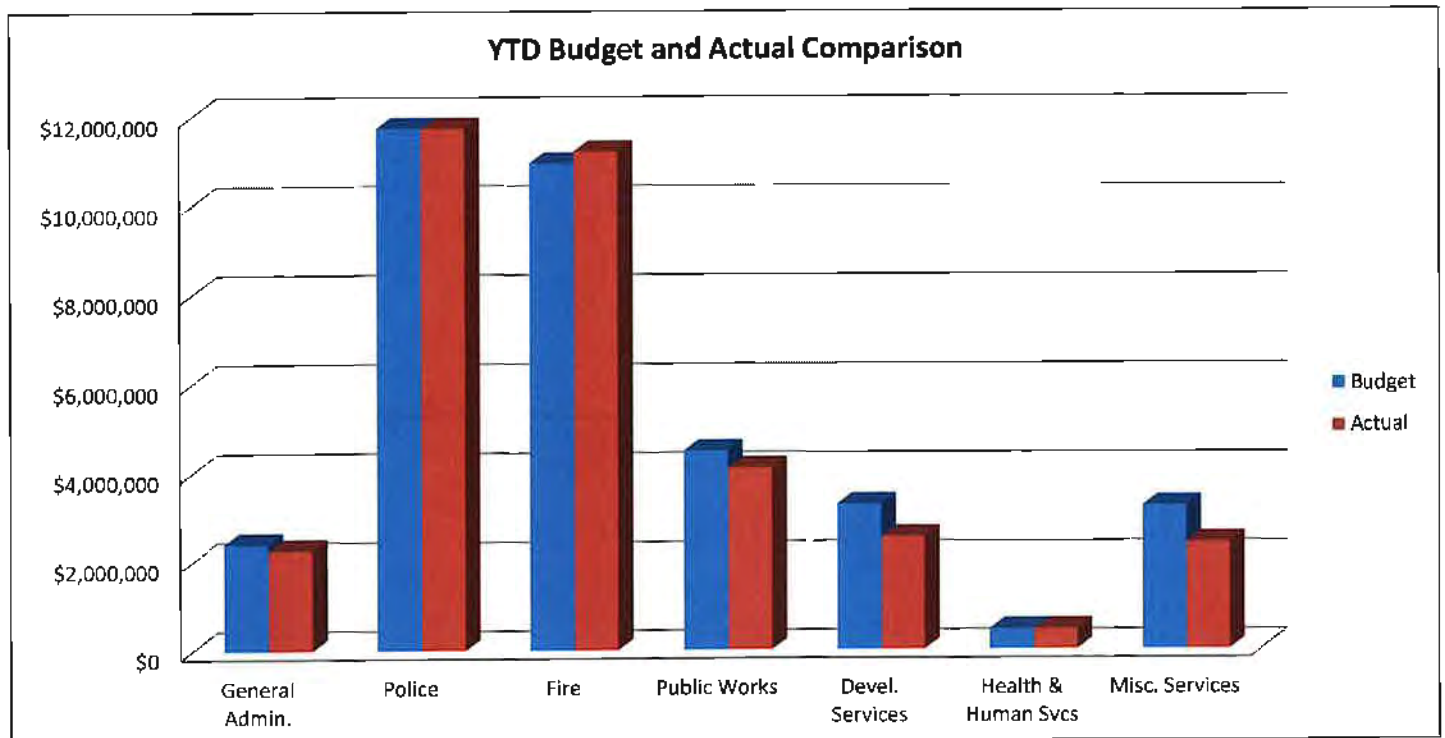
## Fines



<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	113,602	(184,990)
Aug	126,391	116,017		
Sep	120,110	116,017		
Oct	114,448	116,017		
Nov	103,879	116,017		
Dec	91,469	116,017		
<b>YTD Totals</b>	<u>\$ 1,363,058</u>	<u>\$ 1,392,200</u>	<u>\$ 627,127</u>	

**Expenditures:** General Fund expenditures in July were \$1,858,292 above the budgeted figure of \$5,201,072. 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	\$ 225,604	\$ 220,858	2.1%
Administration	399,601	393,192	1.6%
Legal	323,989	197,664	39.0%
Finance	673,435	696,547	-3.4%
Village Clerk	130,900	130,328	0.4%
HRM	330,680	311,124	5.9%
Communications	150,588	158,904	-5.5%
Cable TV	116,544	89,139	23.5%
Emergency Operations	50,173	62,124	-23.8%
Police	11,722,579	11,718,004	0.0%
Fire	10,938,894	11,200,282	-2.4%
Public Works	4,473,315	4,089,982	8.6%
Development Services	3,262,543	2,535,531	22.3%
H&HS	448,286	456,894	-1.9%
Miscellaneous	3,218,743	2,409,865	25.1%
<b>TOTAL</b>	<b>\$ 36,465,873</b>	<b>\$ 34,670,440</b>	<b>4.9%</b>



## Department News

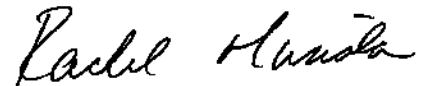
During the month of July, the following training sessions were attended by Finance staff:

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

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

- Attended the quarterly Fire Pension Board meeting (Village Treasurer and Finance Director).
- Attended the quarterly Police Pension Board meeting (Village Treasurer and Finance Director).
- Held the annual Joint Review Board Meetings for the Village TIF Districts and the EDA (Finance Director and Fiscal Operations Manager).
- Attended several IGFOA Professional Education Committee planning meetings (Finance Director).

Respectfully Submitted,



Rachel Musiala

**MONTHLY REPORT STATISTICS**

**July-20**

	Jul-20	YTD Jul-20	Jul-19	YTD Jul-19	% Inc / Dec	
					Month	Year
<b>Credit Card Transactions</b>						
Finance and Code Front Counter						
Number	242	1,693	496	3,326	-51.2%	-49.1%
Amount	\$ 42,266	238,891	\$ 56,136	444,850	-24.7%	-46.3%
Internet Sales						
Number	836	14,242	1,991	14,974	-58.0%	-4.9%
Amount	\$ 102,089	1,913,878	\$ 223,750	1,679,724	-54.4%	13.9%
Total						
Number	1,078	15,935	2,487	18,300	-56.7%	-12.9%
Amount	\$ 144,355	2,152,769	\$ 279,887	\$ 2,124,574	-48.4%	1.3%
Credit Card Company Fees						
General Fund	\$ 35	982	\$ 37	272	-3.4%	260.7%
Water Fund	3,727	23,313	2,772	17,298	34.5%	34.8%
Total Fees	\$ 3,762	\$ 24,294	\$ 2,808	\$ 17,570	34.0%	38.3%
<b>Accounts Receivable</b>						
Invoices Mailed						
Number	108	462	114	1,222	-5.3%	-62.2%
Amount	\$ 75,843	572,106	\$ 917,518	1,632,140	-91.7%	-64.9%
Invoices Paid						
Number	70	454	74	370	-5.4%	22.7%
Amount	\$ 105,095	650,158	\$ 155,085	812,953	-32.2%	-20.0%
Reminders Sent						
Number	17	106	3	58	466.7%	82.8%
Amount	\$ 3,693	43,406	\$ 2,929	28,821	26.1%	50.6%
<b>Accounts Payable</b>						
Checks Issued						
Number	323	2,119	408	2,570	-20.8%	-17.5%
Amount	\$ 2,630,625	14,083,865	\$ 2,144,017	18,377,335	22.7%	-23.4%
Manual Checks Issued						
Number	9	138	59	226	-84.7%	-38.9%
As % of Total Checks	2.79%	6.51%	14.46%	8.79%	-80.7%	-25.9%
Amount	\$ 21,152	225,293	\$ 73,859	8,775,985	-71.4%	-97.4%
As % of Total Checks	0.80%	1.60%	3.44%	47.75%	-76.7%	-96.7%
<b>Utility Billing</b>						
New Utility Accounts	178	821	200	978	-11.0%	-16.1%
Bills Mailed / Active Accounts	15,736	110,196	15,698	109,767	0.2%	0.4%
Final Bills Mailed	178	821	200	978	-11.0%	-16.1%
Shut-Off Notices	-	2,790	1,396	10,185	-100.0%	-72.6%
Actual Shut-Offs	-	188	105	773	-100.0%	-75.7%
Total Billings	\$ 2,157,002	13,076,836	\$ 1,895,428	12,509,546	13.8%	4.5%
Direct Debit (ACH) Program						
New Accounts	54	493	16	338	237.5%	45.9%
Total Accounts	4,621	31,457	3,980	26,417	16.1%	19.1%
As % of Active Accounts	29.37%	28.55%	25.35%	24.07%	4.0%	18.6%
Water Payments Received in Current Month						
Total Bills Mailed	15,736	110,196	15,698	109,767	0.2%	0.4%
ACH Payments	4,621	31,457	3,980	26,417	16.1%	19.1%
ACH Payments-% of Total Bills	29.37%	28.55%	25.35%	24.07%	15.8%	18.6%
On-line Payments (Internet Sales)	1,777	12,008	1,648	12,359	7.8%	-2.8%
On-line Payments-% of Total Bills	11.29%	10.90%	10.50%	11.26%	7.6%	-3.2%
Over-the-phone Payments	413	3,923	501	3,922	-17.6%	0.0%
Over-the-phone Payments-% of Total Bills	2.62%	3.56%	3.19%	3.57%	-17.8%	-0.4%
Mail-in Payments	8,485	60,022	9,189	65,313	-7.7%	-8.1%
Mail-in Payments-% of Total Bills	53.92%	54.47%	58.54%	59.50%	-7.9%	-8.5%

**WATER BILLING ANALYSIS**  
**July 31, 2020**

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

<u>Month Billed</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
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
July	4,505	4,395	5,545
13 Month Average -	4,549	4,402	4,562
% Change -	-1.2%	-3.2%	3.6%

**Total Water Customers**

**Average Bill**

<u>Customer Type</u>				<u>Customer Type</u>			
	<u>Jul-19</u>	<u>Jul-20</u>	<u>% Change</u>		<u>Jul-19</u>	<u>Jul-20</u>	<u>% Change</u>
Residential	14,769	14,805	0.2%	Residential	\$ 59.84	\$ 76.07	27.1%
Commercial	929	931	0.2%				
<b>Total</b>	<b>15,698</b>	<b>15,736</b>	<b>0.2%</b>				

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

	<u>Month-To-Date</u>			<u>Year-To-Date</u>			
	<u>Jul-19</u>	<u>Jul-20</u>	<u>% Change</u>	<u>Jul-19</u>	<u>Jul-20</u>	<u>% Change</u>	
Residential	65	82	26.2%	Residential	440	478	8.6%
Commercial	47	46	-2.1%	Commercial	284	265	-6.7%
	112	128	14.3%		724	743	2.6%

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31, 2020

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<b><u>General Fund</u></b>						
Illinois Funds - General	09/30/86		4,422,850.30			0.248
Illinois Funds - Veterans Memorial	05/01/92		313.78			0.248
IMET Convenience Fund	10/20/05		2,861.94			-
Citibank SDA	11/07/08		5,318,885.28			1.500
Chase Money Market	03/06/18		4,146,601.86			1.490
CD with PMA	08/22/13		10,100,000.00	10,100,000.00	10,200,541.91	0.375
			23,991,513.16			
<b><u>Motor Fuel Tax</u></b>						
Illinois Funds	09/30/86		133,817.16			0.248
<b><u>Asset Seizure - Federal</u></b>						
Illinois Funds	06/09/99		4,369.26			0.248
<b><u>Asset Seizure - State</u></b>						
Illinois Funds	11/30/98		55,952.12			0.248
<b><u>Asset Seizure - BATTLE</u></b>						
Illinois Funds	07/10/08		845.16			0.248
<b><u>Municipal Waste System</u></b>						
Illinois Funds	08/31/98		7,970.72			0.248
<b><u>2005A G.O. Debt Serv.</u></b>						
Illinois Funds	11/30/04		309,720.60			0.248
<b><u>Central Road Corridor Improv.</u></b>						
Illinois Funds	12/15/88		9,799.22			0.248
Citibank SDA	11/07/08		3,779.49			1.500
			13,578.71			
<b><u>Hoffman Blvd Bridge Maintenance</u></b>						
Illinois Funds	07/01/98		11,250.29			0.248
Citibank SDA	02/10/11		259,450.90			1.500
			270,701.19			
<b><u>Western Corridor</u></b>						
Illinois Funds	06/30/01		38,561.79			0.248
CD with PMA	08/22/13		750,000.00	750,000.00	762,566.43	
Citibank SDA	01/07/09		2,801,938.40			1.500
			3,590,500.19			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31, 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		774,084.33			0.248
Chase Money Market			200,125.44			-
Citibank SDA	02/10/11		241,522.76			-
			<u>1,215,732.53</u>			
<b><u>Road Improvement</u></b>						
Illinois Funds	01/01/15		2,461,723.77			
Chase Money Market	03/06/18		500,100.96			1.490
Citibank SDA			907,503.22			1.500
			<u>3,869,327.95</u>			
<b><u>Capital Improvements</u></b>						
Illinois Funds	12/31/96		1,254.42			0.248
Citibank SDA	01/07/09		248,479.95			1.500
			<u>249,734.37</u>			
<b><u>Capital Vehicle &amp; Equipment</u></b>						
Illinois Funds	12/31/96		23,449.03			0.248
Citibank SDA	01/07/09		71,258.69			1.500
			<u>94,707.72</u>			
<b><u>Capital Replacement</u></b>						
Illinois Funds	02/01/98		3,313.67			0.248
Citibank SDA	11/07/08		328,449.48			1.500
			<u>331,763.15</u>			
<b><u>Water and Sewer</u></b>						
Illinois Funds	09/30/86		10,248.52			0.248
Citibank SDA	11/07/08		245,136.69			1.500
Chase Money Market	03/06/18		6,244,957.42			1.490
CD with PMA			500,000.00	500,000.00	507,941.37	
			<u>7,000,342.63</u>			
<b><u>Water and Sewer-2017 Bond Projects</u></b>						
Citibank SDA	09/13/17		3,604,790.40			1.500
<b><u>Water and Sewer-2019 Bond Projects</u></b>						
Citibank SDA	09/13/17		4,129,405.07			1.500
<b><u>Sears Operating</u></b>						
Illinois Funds			2,567.94			
Chase Money Market			750,178.68			-
Citibank SDA			396,395.71	0.00	0.00	
			<u>1,149,142.33</u>			

**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31, 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			5,014.72			
<b><u>Insurance</u></b>						
Illinois Funds	11/10/87		16,440.23			0.248
Citibank SDA	11/07/08		1,668,305.30			1.500
CD with PMA	08/22/13		500,000.00	500,000.00	507,941.37	0.375
			<u>2,184,745.53</u>			
<b><u>Information Systems</u></b>						
Illinois Funds	02/01/98		81,100.81			0.248
Citibank SDA	11/07/08		611,079.19			
			<u>692,180.00</u>			
<b><u>EDA Special Tax Alloc.</u></b>						
Citibank SDA	11/07/08		5,476,203.70			
Chase Money Market	03/14/19		500,769.71			
			<u>5,976,973.41</u>			
<b><u>Roselle Road TIF</u></b>						
Illinois Funds	09/30/03		7,614.82			0.248
Chase Money Market			1,000,201.93			
Citibank SDA	11/07/08		114,974.75			1.500
			<u>1,122,791.50</u>			
<b><u>Barr./Higgins TIF</u></b>						
Illinois Funds	08/26/91		119,040.02			0.248
Chase Money Market			200,040.39			
			<u>319,080.41</u>			
<b><u>2019 Captial Project Fund</u></b>						
Citibank SDA	09/13/17		1,558,388.09			1.500
<b><u>Hig/Hassell TIF</u></b>						
Chase Money Market			200,040.39			
<b><u>2016 G.O. Debt Serv.</u></b>						
Chase Money Market			40,025.50			
<b><u>2018G.O. Debt Serv.</u></b>						
Chase Money Market			275,123.60			
<b>Total Investments</b>			<u>\$ 62,398,277.57</u>			



**STATEMENT OF INVESTMENTS-VILLAGE**  
As of July 31, 2020

Fund	Investment Date	Maturity Date	Book Value	Market Value	Maturity Value	Rate of Interest
<b>Total Invested Per Institution</b>				<b><u>Percent Invested</u></b>		
Illinois Funds			8,496,287.96	13.62		
IMET			0.00	-		
IMET Convenience Fund			2,861.94	0.00		
Chase Money Market			14,058,165.88	22.53		
CD with PMA			11,850,000.00	18.99		
HE Community Bank-MaxSafe			5,014.72	0.01		
Bank of New York Money Market			0.00	-		
Citibank at PMA			27,985,947.07	44.85		
			<u>\$62,398,277.57</u>	100.00		
<b>Total Invested Per Institution Excluding all Trust and EDA Funds</b>				<b><u>Percent Invested</u></b>		
Illinois Funds			7,722,203.63	13.99		
IMET			2,861.94	0.01		
HE Community Bank-MaxSafe			5,014.72	0.01		
Chase Money Market			13,357,270.73	24.20		
CD with PMA			11,850,000.00	21.47		
Citibank at PMA			22,268,220.61	40.34		
			<u>\$55,205,571.63</u>	100.00		
<b>Total Invested Per Fund</b>						
Total Investments - Operating Funds				\$42,844,778.50		
Total Investments - Debt Service Funds				\$624,869.70		
Total Investments - Trust Funds				\$0.00		
Total Investments - Capital Projects Funds				\$18,928,629.37		
Total Investments - All Funds				<u>\$62,398,277.57</u>		

**PMA CERTIFICATE OF DEPOSITS**

**July 31, 2020**

	<u>Settlement</u>	<u>Maturity</u>	<u>Cost</u>	<u>Interest Rate</u>
<b>GENERAL FUND</b>				
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%
	07/23/20	07/22/21	2,350,000.00	0.260%
	07/30/20	07/29/21	2,500,000.00	0.260%
<b>GENERAL FUND TOTALS:</b>			<b>\$ 10,100,000.00</b>	
<b>WESTERN CORRIDOR FUND</b>				
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>\$ 750,000.00</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>				
<b>SEARS CENTRE TOTALS:</b>			<b>\$ -</b>	
<b>INSURANCE FUND</b>				
Bank of China, NY	12/05/19	12/03/20	500,000.00	1.597%
<b>INSURANCE TOTALS</b>			<b>\$ 500,000.00</b>	
			<b>TOTAL: \$ 11,850,000.00</b>	

**OPERATING REPORT SUMMARY**

**REVENUES**

**July 31, 2020**

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	% ACTUAL TO BUDGET	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
<b>General Fund</b>							
Property Taxes	3,000,000	6,120,038	13,114,510	12,148,584	16,314,510	74.5%	
Hotel Tax	110,417	30,572	772,917	351,253	1,325,000	26.5%	
Real Estate Transfer Tax	81,250	97,057	568,750	621,790	975,000	63.8%	
Home Rule Sales Tax	291,667	155,042	2,041,667	1,862,105	3,500,000	53.2%	
Telecommunications Tax	103,500	98,467	724,500	712,022	1,242,000	57.3%	
Property Tax - Fire	309,658	619,316	2,167,603	2,425,694	3,715,890	65.3%	
Property Tax - Police	362,825	814,891	2,539,775	2,845,044	4,353,900	65.3%	
Other Taxes	86,715	60,415	607,005	388,631	1,040,580	37.3%	
<b>Total Taxes</b>	<b>4,346,031</b>	<b>7,995,797</b>	<b>22,536,726</b>	<b>21,355,122</b>	<b>32,466,880</b>	<b>65.8%</b>	
Business Licenses	20,000	54,738	300,000	324,660	370,000	87.7%	
Liquor Licenses	-	15,960	283,000	263,411	283,000	93.1%	
Building Permits	89,583	81,259	627,083	556,647	1,075,000	51.8%	
Other Licenses & Permits	1,125	64	7,875	886	13,500	6.6%	
<b>Total Licenses &amp; Permits</b>	<b>110,708</b>	<b>152,020</b>	<b>1,217,958</b>	<b>1,145,604</b>	<b>1,741,500</b>	<b>65.8%</b>	
Sales Tax	650,000	441,480	4,550,000	4,210,695	7,800,000	54.0%	
Local Use Tax	141,667	173,719	991,667	1,152,633	1,700,000	67.8%	
State Income Tax	456,250	514,626	3,193,750	3,224,327	5,475,000	58.9%	
Replacement Tax	17,825	42,770	124,775	202,492	213,900	94.7%	
Other Intergovernmental	41,426	79,856	289,981	355,910	497,110	71.6%	
<b>Total Intergovernmental</b>	<b>1,307,168</b>	<b>1,252,452</b>	<b>9,150,173</b>	<b>9,146,056</b>	<b>15,686,010</b>	<b>58.3%</b>	
Engineering Fees	25,000	31,987	175,000	57,872	300,000	19.3%	
Ambulance Fees	141,667	117,985	991,667	940,787	1,700,000	55.3%	
Police Hireback	35,417	663	247,917	129,326	425,000	30.4%	
Lease Payments	62,850	61,051	439,950	468,691	754,200	62.1%	
Cable TV Fees	50,000	39,739	450,000	413,214	800,000	51.7%	
4th of July Proceeds	-	-	-	-	87,750	0.0%	
Employee Payments	108,333	148,512	758,333	934,997	1,300,000	71.9%	
Hireback - Arena	15,479	8,753	108,354	75,187	185,750	40.5%	
Rental Inspection Fees	-	1,550	150,000	260,219	300,000	86.7%	
Other Charges for Services	75,292	97,025	527,042	553,324	903,500	61.2%	
<b>Total Charges for Services</b>	<b>514,038</b>	<b>507,266</b>	<b>3,848,263</b>	<b>3,833,615</b>	<b>6,756,200</b>	<b>56.7%</b>	
Court Fines-County	15,000	8,802	105,000	46,703	180,000	25.9%	
Ticket Fines-Village	31,350	17,849	219,450	184,151	376,200	49.0%	
Overweight Truck Fines	500	240	3,500	2,360	6,000	39.3%	
Red Light Camera Revenue	56,667	76,815	396,667	321,171	680,000	47.2%	
Local Debt Recovery	12,500	9,895	87,500	72,742	150,000	48.5%	
<b>Total Fines &amp; Forfeits</b>	<b>116,017</b>	<b>113,602</b>	<b>812,117</b>	<b>627,127</b>	<b>1,392,200</b>	<b>45.0%</b>	
Total Investment Earnings	41,667	12,764	291,667	150,916	500,000	30.2%	
Reimburse/Recoveries	22,500	12,539	157,500	80,699	270,000	29.9%	
S.Barrington Fuel Reimbursement	2,500	1,858	17,500	14,683	30,000	48.9%	
Shauburg Twn Fuel Reimbursement	2,500	1,431	17,500	14,026	30,000	46.8%	
Tollway Payments	833	-	5,833	5,400	10,000	54.0%	
Other Miscellaneous	22,308	11,708	156,158	113,123	267,700	42.3%	
<b>Total Miscellaneous</b>	<b>50,642</b>	<b>27,536</b>	<b>354,492</b>	<b>227,930</b>	<b>607,700</b>	<b>37.5%</b>	
Total Operating Transfers In	25,000	41,868	175,000	284,702	300,000	94.9%	
<b>Total General Fund</b>	<b>6,511,269</b>	<b>10,103,306</b>	<b>38,386,394</b>	<b>36,771,073</b>	<b>59,450,490</b>	<b>61.9%</b>	<b>58.3%</b>

**OPERATING REPORT SUMMARY**

**REVENUES**

**July 31, 2020**

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>% ACTUAL TO BUDGET</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Water & Sewer Fund							
Water Sales	1,604,333	1,823,433	11,230,333	10,801,142	19,252,000	56.1%	
Connection Fees	4,167	2,718	29,167	13,028	50,000	26.1%	
Cross Connection Fees	3,167	3,220	22,167	22,488	38,000	59.2%	
Penalties	8,333	(23)	58,333	31,708	100,000	31.7%	
Investment Earnings	5,000	759	35,000	19,334	60,000	32.2%	
Other Revenue Sources	8,833	(14,800)	61,833	38,336	106,000	36.2%	
Capital Projects	-	337	-	39,960	4,138,000	1.0%	
<b>Total Water Fund</b>	<b>1,633,833</b>	<b>1,815,644</b>	<b>11,436,833</b>	<b>10,965,996</b>	<b>23,744,000</b>	<b>46.2%</b>	<b>58.3%</b>
Motor Fuel Tax Fund	185,667	695,404	1,299,667	2,284,215	2,228,000	102.5%	
Community Dev. Block Grant Fund	24,792	-	173,542	9,997	297,500	3.4%	
Asset Seizure Fund	333	20,645	2,333	109,838	4,000	2746.0%	
Municipal Waste System Fund	250,646	233,324	1,754,521	1,741,975	3,007,750	57.9%	
Sears Centre Operating Fund	317,798	119,794	2,224,588	1,514,765	3,813,580	39.7%	
Sears Centre Activity Fund	925,773	227,310	6,480,413	1,775,576	11,109,280	16.0%	
Stormwater Management	90,583	45,339	634,083	316,892	1,087,000	29.2%	
Insurance Fund	135,656	248,836	949,591	1,004,068	1,627,870	61.7%	
Roselle Road TIF	25,417	79,179	177,917	184,036	305,000	60.3%	
Barrington/Higgins TIF	50,728	133,476	355,098	316,685	608,740	52.0%	
Lakewood Center TIF	22,475	1,300	157,325	3,850	269,700	1.4%	
Higgins-Old Sutfon TIF	-	6,338	-	6,338	-	N/A	
Higgins/Hassell TIF	25,042	97,127	175,292	300,059	300,500	99.9%	
Information Systems	146,457	147,414	1,025,197	1,018,219	1,757,480	57.9%	
<b>Total Spec Rev. &amp; Int. Svc. Fund</b>	<b>2,201,367</b>	<b>2,055,486</b>	<b>15,409,567</b>	<b>10,586,513</b>	<b>26,416,400</b>	<b>40.1%</b>	
<b>TOTAL OPERATING FUNDS</b>	<b>10,346,469</b>	<b>13,974,436</b>	<b>65,232,794</b>	<b>58,323,581</b>	<b>109,610,890</b>	<b>53.2%</b>	<b>58.3%</b>
2015A & C G.O. Debt Service	750,065	750,065	1,546,352	1,546,352	3,504,740	44.1%	
2015B G.O. Debt Service	-	-	15,550	15,550	121,600	0.0%	
2016 G.O. Debt Service	52,461	52,461	299,329	299,329	438,800	0.0%	
2017A & B G.O. Debt Service	-	-	54,175	54,175	179,350	0.0%	
2018 G.O. Debt Service	208,675	208,675	1,150,426	1,150,426	2,750,200	0.0%	
2019 G.O. Debt Service	-	-	-	21,259	136,700	15.6%	
<b>TOTAL DEBT SERV. FUNDS</b>	<b>1,011,201</b>	<b>1,011,201</b>	<b>3,065,831</b>	<b>3,087,090</b>	<b>7,131,390</b>	<b>43.3%</b>	<b>58.3%</b>
Central Rd. Corridor Fund	50	2	350	105	600	17.5%	
Hoffman Blvd Bridge Maintenance	417	14	2,917	816	5,000	16.3%	
Western Corridor Fund	4,167	2,050	29,167	36,653	50,000	73.3%	
Prairie Stone Capital Fund	833	534,176	5,833	544,215	10,000	5442.2%	
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	68,467	1,241,100	1,221,148	2,127,600	57.4%	
Capital Vehicle & Equipment Fund	133,243	90,122	932,698	639,139	1,598,910	40.0%	
Capital Replacement Fund	58,750	58,349	411,250	409,382	705,000	58.1%	
2015 Project Fund	-	69	-	5,464	-	N/A	
Road Improvement Fund	691,759	576,395	4,842,314	3,931,439	8,301,110	47.4%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>1,066,518</b>	<b>1,329,645</b>	<b>7,465,628</b>	<b>6,788,504</b>	<b>12,798,220</b>	<b>53.0%</b>	<b>58.3%</b>
Police Pension Fund	506,025	2,276,704	3,542,175	(3,739,468)	6,072,300	-61.6%	
Fire Pension Fund	490,649	2,335,586	3,434,544	2,256,764	5,887,790	38.3%	
<b>TOTAL TRUST FUNDS</b>	<b>996,674</b>	<b>4,612,289</b>	<b>6,976,719</b>	<b>(1,482,704)</b>	<b>11,960,090</b>	<b>-12.4%</b>	<b>58.3%</b>
<b>TOTAL ALL FUNDS</b>	<b>13,420,862</b>	<b>20,927,570</b>	<b>82,740,973</b>	<b>66,716,471</b>	<b>141,500,590</b>	<b>47.1%</b>	<b>58.3%</b>

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

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
General Fund							
General Admin.							
Legislative	32,229	36,619	225,604	220,858	386,750	57.1%	
Administration	57,086	69,242	399,601	393,192	685,030	57.4%	
Legal	46,284	52,745	323,989	197,664	555,410	35.6%	
Finance	96,205	132,591	673,435	696,547	1,154,460	60.3%	
Village Clerk	18,700	24,474	130,900	130,328	224,400	58.1%	
Human Resource Mgmt.	47,240	58,854	330,680	311,124	566,880	54.9%	
Communications	21,513	41,687	150,588	158,904	258,150	61.6%	
Cable TV	16,649	15,740	116,544	89,139	199,790	44.6%	
Emergency Operations	7,168	5,001	50,173	62,124	86,010	72.2%	
Total General Admin.	343,073	436,953	2,401,513	2,259,881	4,116,880	54.9%	58.3%
Police Department							
Administration	134,009	177,203	938,064	949,880	1,608,110	59.1%	
Juvenile Investigations	47,516	67,600	332,611	365,060	570,190	64.0%	
Tactical	89,213	128,691	624,488	623,776	1,070,550	58.3%	
Patrol and Response	968,991	1,507,653	6,782,936	7,126,668	11,627,890	61.3%	
Traffic	105,236	129,381	736,651	554,533	1,262,830	43.9%	
Investigations	126,937	169,797	888,557	833,475	1,523,240	54.7%	
Community Relations	1,131	-	7,916	1,855	13,570	13.7%	
Communications	58,678	23,930	410,748	335,022	704,140	47.6%	
Canine	16,551	23,857	115,856	116,191	198,610	58.5%	
Special Services	16,628	5,480	116,393	54,279	199,530	27.2%	
Records	27,008	32,614	189,053	179,707	324,090	55.4%	
Administrative Services	82,758	102,408	579,308	577,560	993,100	58.2%	
Total Police	1,674,654	2,368,615	11,722,579	11,718,004	20,095,850	58.3%	58.3%
Fire Department							
Administration	92,874	110,014	650,119	656,557	1,114,490	58.9%	
Public Education	6,079	5,289	42,554	34,331	72,950	47.1%	
Suppression	742,311	1,110,907	5,196,176	5,342,223	8,907,730	60.0%	
Emer. Med. Serv.	667,320	958,820	4,671,240	4,826,301	8,007,840	60.3%	
Prevention	50,415	39,649	352,905	319,591	604,980	52.8%	
Fire Stations	3,700	908	25,900	21,280	44,400	47.9%	
Total Fire	1,562,699	2,225,587	10,938,894	11,200,262	18,752,390	59.7%	58.3%
Public Works Department							
Administration	32,779	43,760	229,454	246,022	393,350	62.5%	
Snow/Ice Control	154,966	108,691	1,084,781	1,243,279	1,859,590	66.9%	
Pavement Maintenance	45,396	50,902	317,771	274,633	544,750	50.4%	
Forestry	97,147	114,152	680,027	513,394	1,165,760	44.0%	
Facilities	105,836	85,234	740,851	614,764	1,270,030	48.4%	
Fleet Services	108,274	119,381	757,919	634,261	1,299,290	48.8%	
F.A.S.T.	15,598	13,464	109,183	73,702	187,170	39.4%	
Storm Sewers	12,623	18,937	88,358	84,088	151,470	55.5%	
Traffic Control	66,428	71,603	464,993	405,838	797,130	50.9%	
Total Public Works	639,045	626,124	4,473,315	4,089,982	7,668,540	53.3%	58.3%

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

	CURRENT MONTH		YEAR-TO-DATE		ANNUAL BUDGET	%	BENCH-MARK
	BUDGET	ACTUAL	BUDGET	ACTUAL			
Development Services							
Administration	33,518	44,228	234,623	230,853	402,210	57.4%	
Planning	51,599	49,082	361,194	233,838	619,190	37.8%	
Code Enforcement	134,757	164,606	943,297	932,176	1,617,080	57.6%	
Transportation & Engineering	114,843	157,547	803,898	800,149	1,378,110	58.1%	
Economic Development	131,362	159,475	919,532	338,516	1,576,340	21.5%	
<b>Total Development Services</b>	<b>466,078</b>	<b>574,937</b>	<b>3,262,543</b>	<b>2,535,531</b>	<b>5,592,930</b>	<b>45.3%</b>	<b>58.3%</b>
Health & Human Services	64,041	83,743	448,286	456,894	768,490	59.5%	58.3%
Miscellaneous							
4th of July	(8,235)	(8,235)	726	726	155,070	0.5%	
Police & Fire Comm.	6,975	1,521	48,825	10,753	83,700	12.8%	
Misc. Boards & Comm.	20,178	8,275	141,243	60,462	242,130	25.0%	
Misc. Public Improvements	432,564	741,843	3,027,949	2,337,924	5,190,770	45.0%	
<b>Total Miscellaneous</b>	<b>451,482</b>	<b>743,404</b>	<b>3,218,743</b>	<b>2,409,865</b>	<b>5,671,670</b>	<b>42.5%</b>	<b>58.3%</b>
<b>Total General Fund</b>	<b>5,201,072</b>	<b>7,059,363</b>	<b>36,465,873</b>	<b>34,670,440</b>	<b>62,666,750</b>	<b>55.3%</b>	<b>58.3%</b>
Water & Sewer Fund							
Water Department	1,116,739	1,207,033	7,817,174	7,377,275	13,400,870	55.1%	
Sewer Department	186,904	221,750	1,308,329	1,245,324	2,242,850	55.5%	
Billing Division	72,843	78,585	509,903	504,069	874,120	57.7%	
Capital Projects Division	53,855	53,855	109,175	109,175	3,908,320	2.8%	
2015 Bond Capital Projects	-	-	73,708	73,708	421,250	17.5%	
2017 Bond Capital Projects	126,056	126,056	399,412	399,412	1,913,120	20.9%	
2018 Bond Capital Projects	-	-	123,819	123,819	247,640	50.0%	
2019 Bond Capital Projects	404,239	404,239	3,786,367	3,786,367	622,530	608.2%	
<b>Total Water &amp; Sewer</b>	<b>1,960,637</b>	<b>2,091,518</b>	<b>14,127,887</b>	<b>13,619,147</b>	<b>23,630,700</b>	<b>57.6%</b>	<b>58.3%</b>
Motor Fuel Tax	220,208	220,208	1,571,604	1,571,604	2,710,000	58.0%	
Community Dev. Block Grant Fund	-	-	-	-	297,500	0.0%	
Asset Seizure Fund	26,779	43,154	187,454	261,201	321,350	81.3%	
Municipal Waste System	260,069	255,214	1,820,484	1,614,162	3,120,830	51.7%	
Sears Centre Operating Fund	329,174	164,499	2,304,219	1,458,148	3,950,090	36.9%	
Sears Centre Activity Fund	925,773	155,202	6,480,413	1,778,112	11,109,280	16.0%	
Stormwater Management	88,679	40,701	620,754	60,839	1,064,150	5.7%	
Insurance	148,459	104,211	1,039,214	1,066,918	1,781,510	59.9%	
Information Systems	183,957	229,973	1,287,697	1,094,769	2,207,480	49.6%	
Roselle Road TIF	76,250	4,882	533,750	7,382	915,000	0.8%	
Barrington/Higgins TIF	375	300	2,625	2,921	4,500	64.9%	
Lakewood Center TIF	22,425	1,300	156,975	3,850	269,100	1.4%	
Higgins-Old Sutton TIF	-	6,338	-	6,338	-	N/A	
Higgins/Hassell TIF	404	300	2,829	2,921	4,850	60.2%	
<b>TOTAL OPERATING FUNDS</b>	<b>9,444,261</b>	<b>10,377,162</b>	<b>66,601,779</b>	<b>57,218,751</b>	<b>114,053,090</b>	<b>50.2%</b>	<b>58.3%</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>58.3%</b>

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

	<u>CURRENT MONTH</u>		<u>YEAR-TO-DATE</u>		<u>ANNUAL BUDGET</u>	<u>%</u>	<u>BENCH-MARK</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>			
Western Corridor Fund	23,333	23,333	140,000	163,331	280,000	58.3%	
Hoffman Blvd Bridge Maintenance	4,333	-	30,333	-	52,000	0.0%	
Prairie Stone Capital Fund	123,125	(5,083)	861,875	879,645	1,477,500	59.5%	
Capital Improvements Fund	182,763	145,497	1,279,338	876,026	2,193,150	39.9%	
Capital Vehicle & Equipment Fund	133,076	57,489	931,531	1,009,132	1,596,910	63.2%	
Capital Replacement Fund	4,000	-	28,000	15,000	48,000	31.3%	
2015 Project Fund	-	85,992	-	171,983	-	N/A	
Road Improvement Fund	731,759	1,190,159	5,122,314	1,289,163	8,781,110	14.7%	
<b>TOTAL CAP. PROJECT FUNDS</b>	<b>1,202,389</b>	<b>1,497,386</b>	<b>8,393,391</b>	<b>4,404,280</b>	<b>14,428,670</b>	<b>30.5%</b>	<b>58.3%</b>
Police Pension Fund	571,451	573,637	4,000,156	4,111,692	6,857,410	60.0%	
Fire Pension Fund	517,438	506,007	3,622,068	3,673,462	6,209,260	59.2%	
<b>TOTAL TRUST FUNDS</b>	<b>1,088,889</b>	<b>1,079,644</b>	<b>7,622,224</b>	<b>7,785,154</b>	<b>13,066,670</b>	<b>59.6%</b>	<b>58.3%</b>
<b>TOTAL ALL FUNDS</b>	<b>11,735,540</b>	<b>12,954,193</b>	<b>84,324,967</b>	<b>71,115,759</b>	<b>148,680,320</b>	<b>47.8%</b>	<b>58.3%</b>



# 2020 JULY MONTHLY REPORT

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### July Synopsis

- The CentralSquare Community Development Implementation project is our primary focus and much of the month was spent on the planning for the training that was provided and in evaluating the software and reporting issues.
- The last of the Smart Meter project, in terms of CentralSquare interfaces of data, was completed in June. The import/export files are complete and functioning properly as is the Mass Meter update utility and the weekly reports of UB accounts to the PMI install team.
- We continued to have issues with FirstBilling's payment processing, this time with eGov Business License payments.

### CentralSquare/GovQA Support Cases

- Worked with CentralSquare Support to finalize the new links in EAC to be used by employees to submit documents for Open Enrollment.
- Encountered a problem with CST FTP changes and worked through those with the assistance of Support.
- Many staff involved in the SME training had issues with the accounts that were set up for them and those issues were reported to the Cloud team for resolution.
- Open case related to requisition approval requests being sent to a few employees from the STAGE environment.
- Open and closed cases to reset Development Services employee's password.
- Created SQL script to update RRL License Deadline date.
- Open and closed case related to not being able to log into FinancePLUS and CommunityPLUS live database.
- Open and closed case to add a new Development Services Employee.
- Neptune Interface file fix was applied; tested it and the file works correctly.
- Provided extensive documentation of FirstBilling Business Licenses payment issue to their support staff for resolution.
- With the change in the Cloud IPs, we needed to test to make sure emails weren't being blocked and found that it resolved the issues.

### Project Activities

- Finalized the schedule for the Subject Matter Expert training.

- Worked with Community Development Support to get all the staff accounts set up for training and resolving issues a number of existing staff were having in order for training to proceed for all.
- Evaluated Completed the Employee Leave Request project after meeting with Directors and General Government. Updated all Cognos reports to reflect each Directors time off within each of the Village's Departments.
- Attended an introduction to Spatial Rules with the Central Square Community Development GIS Consultant. Attended Community Development SME training week of July 13<sup>th</sup> which including the Citizen Engagement Workbook discussion. Started preliminary testing in the environment and wrote up several Fresh Desk tickets.

## Work Orders

- Assisted Payroll Coordinator in retrieving the Payroll Direct Deposit file.
- Helped resolve an issue related to creating the monthly IMRF file as reported for Finance staff. Found that the wrong version of the file was run, resulting in a different format than what was needed to upload.
- Corrected a lockbox file created over two days so that it could be processed in the Cash Receipts Lockbox process.
- Provided details of email account issue in GovQA for Fire Staff to Fire Department to resolve.
- Researched issue with Workflow not sending assignment notifications to staff on a request assigned by Public Works. Found that the request was closed when the assignment was down and since workflows are turned off if a request is closed, that was the reason the staff member wasn't notified. Provided instructions to PW staff regarding what they can do to prevent creating this issue in the future.
- Legal requested information regarding a property and upon researching, we found they were using the wrong address for the PIN they were asking about. Provided links to the CCRD website for that PIN and provided instructions on how to use the website to find the information they were working for.
- Created SQL script to update RRL License Deadline date.
- Assisted Development Services Employee in setting up security questions and logging into CommunityPLUS application.
- Apply RRL Penalties.
- Apply BL, HB, and LQ Penalties.
- Completed the End of Period Process for GP (General Premises) Licenses and updated Cognos Letters.
- Updated dates on GP Licenses in Form Easy.
- Assisted with Development Services not being able to submit Employee Leave Request.
- Added new Development Services employee to CommunityPLUS.
- Added locations per Fire Administration.

- Assisted Clerk's Office with changing address on Business Contract Information screen and how to verify that the information was saved.
- Created Cognos Summary Report of Cash Receipts for Finance User.
- Added additional fields to two Cognos Residential Rental Licensing Reports.
- Identified employees who do not have Hoffman Estates email addresses.
- Assisted Clerk's office with how to upgrade a license.
- Updated all Employee Leave Request reports to show directors requested time off for each of the Departments.
- Assisted HHS employee how to approve an employee leave requests.
- Created and set up schedule for a Biweekly YTD Hours – Leave Request Cognos Report for Development Services and HHS.
- Add new leave banks (Jury Duty and Bereavement) to fire employees.
- Assisted Clerk's office in running large Cognos reports in Chrome vs. IE.

## Administration

- Met with director to review projects/issues.
- Prepared monthly report.
- Processed Payroll for department employees on 7/13/2020 and 7/27/2020.

## Training

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- Provided training to new inspector on how to enter and complete inspections and created training document for future use.
- Participated in Introduction to Spatial Rules Virtual Training led by CentralSquare for the Community Development Implementation.
- CST Community Development Subject Matter Expert Training was held for key staff in IS and Development Services over four days, July 13-16.
- Mobile Inspection and Fee Training and review sessions were attended on July 21<sup>st</sup>.

## Meetings

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- Biweekly meeting with IS Director on .
- Attended Biweekly meeting with CentralSquare Project Manager for Community Development project.

## Geographic Information System Review

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### July Synopsis

- *Village Plat Digitization:* Limited time was spent on this project due to other priorities and projects. Still, 6 subdivisions (Charlemagne units & Huntington Plaza) and 288 survey lines were digitized this month. However, the parcels and right-of-way in these subdivisions will still need to be updated.
- *Community Development:* The SSL certificate was configured and resolved the previous CD service errors. Also in July, we had an introductory meeting on the spatial rules service. Additional meetings will occur in August.
- *Additional Projects:* -- Re-digitizing buildings continued using the plat of survey as a source. 110 residential homes were updated in July at Bradwell Estates and Hunter's Ridge. --Once the SSL certificate was configured, the new Construction Dashboard was posted to the Village website. --Worked with Kevin Kramer to begin drafting a new restaurant map for the Economic Development page. Attributes for carryout, drive-thru, outdoor dining and third party delivery are being created. A draft will likely be completed in August. --Andy LoBosco requested historic aerial imagery for the Hoffnet Infrastructure map. Looked into several sources and was able to obtain aerials for 1938 and 1970. Will continue to look for additional data from the 1950s or early 60s. --Lastly, several meetings occurred between IS staff and ESRI support to configure the SSL Certificate. IS staff documented the process as it will need to be re-visited, potentially on an annual basis. Once ESRI was able to fully explain their requirements (online documentation was not sufficient), IS staff was able to move forward quickly with the configuration. With the certificate in place, we modified our ArcGIS Online & Server Admin settings and haven't had any certificate errors since.

### Work Orders

- Webmap Request: acquired historic imagery (DS-TE)
- Webmap Request: restaurants (D5-ED)
- Webmap Request: updated all webmap services to https (GIS)
- Map Request: utilities/MWRD sanitary routing from 5050 Prairie Stone(DS-TE)
- Data Request: update building footprints Bradwell Estates and Hunter's Ridge (GIS)
- Data Request: historic imagery (DS-TE)
- Data Request: Bystronic storm sewer (PW)
- Data Request: total water valves (PW)
- Data Request: acquired dwg from Manhard, digitized Hoffman Plaza structure (GIS)

## Administration

- Monthly report
- Community Development inquiry with City of Aurora GIS staff
- SSL Certificate configuration & meetings
- Chicago Metropolitan Agency for Planning & National Archives aerial inquiries

## Training

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- Community Development: Intro to Spatial Rules (7/9)
- Community Development SME Training (7/13-14)
- Harassment & Discrimination Training (7/22)

## Meetings

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- Bi-weekly update w/F. Besenhoffer (7/20)
- ESRI Support: SSL Certificate config (7/2)

## *Technical Support, Hardware & Software Review*

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### **Project – WARP Load Balancer**

- During the month of July, I.S. staff along with technical support from FATPipe installed, configured and upgraded our WARP load balancer. The purpose of this device is to leverage our multiple internet connections and provide DNS services. Our existing devices were at the end of their life cycle and needed to be replaced.

### **Project – Switch Bid**

- I.S. Staff worked on the RFP designed to replace our switch infrastructure. During the month of July, I.S. Staff created and published BID specifications. The BID proposals are due on August 3rd.

### **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 July, I.S. Staff along with staff from our Police Department continued 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 – SSL Certificate**

- I.S. Staff purchased, configured and installed SSL certificate on our GIS System. The purpose of this change is to improve connection security between our internal servers as well as cloud services from ESRI. In addition to security improvements, this change will allow for connections from our Financial System to the GIS server.

## 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 continues communication with Panasonic about on-going audio issues with our Arbitrator System.
- I.S. Staff started new laptop deployments for our Directors and key personnel.
- I.S. Staff made requested changes to the Wi-Fi located at the Beer Garden area.
- I.S. Staff upgraded Sign Shop software to the current version.
- I.S. Staff assisted multiple users with running GoToMeeting.
- I.S. Staff moved Laserfiche System to the new server.
- I.S. Staff configured and deployed two new laptops for our Forestry Department.

## Meetings

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- I.S. Staff attended NWCD IT meeting.
- I.S. Staff meet to discuss our switch replacement BID.
- I.S. Staff meet and discussed Phone System RFP.

## Training

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- I.S. Staff conducted two new user orientation meetings for our new employees.
- I.S. Staff conducted VPN training for our Forestry users.

## Technical Support, Hardware & Software Activities

- I.S. Staff deployed new spam and phishing campaign to all Village employees. This campaign and training started on July 1.
- Applied necessary software updates as needed.
- Help desk requests were opened during the month of July.
- Help desk requests were closed during the month of July.
- Self Service Password Resets or Account Unlocks: 4
- Email passwords reset: 0
- SunGard passwords reset: 1
- Voicemail passwords reset: 2
- User accounts unlocked: 3
- Active Directory Password Resets: 2

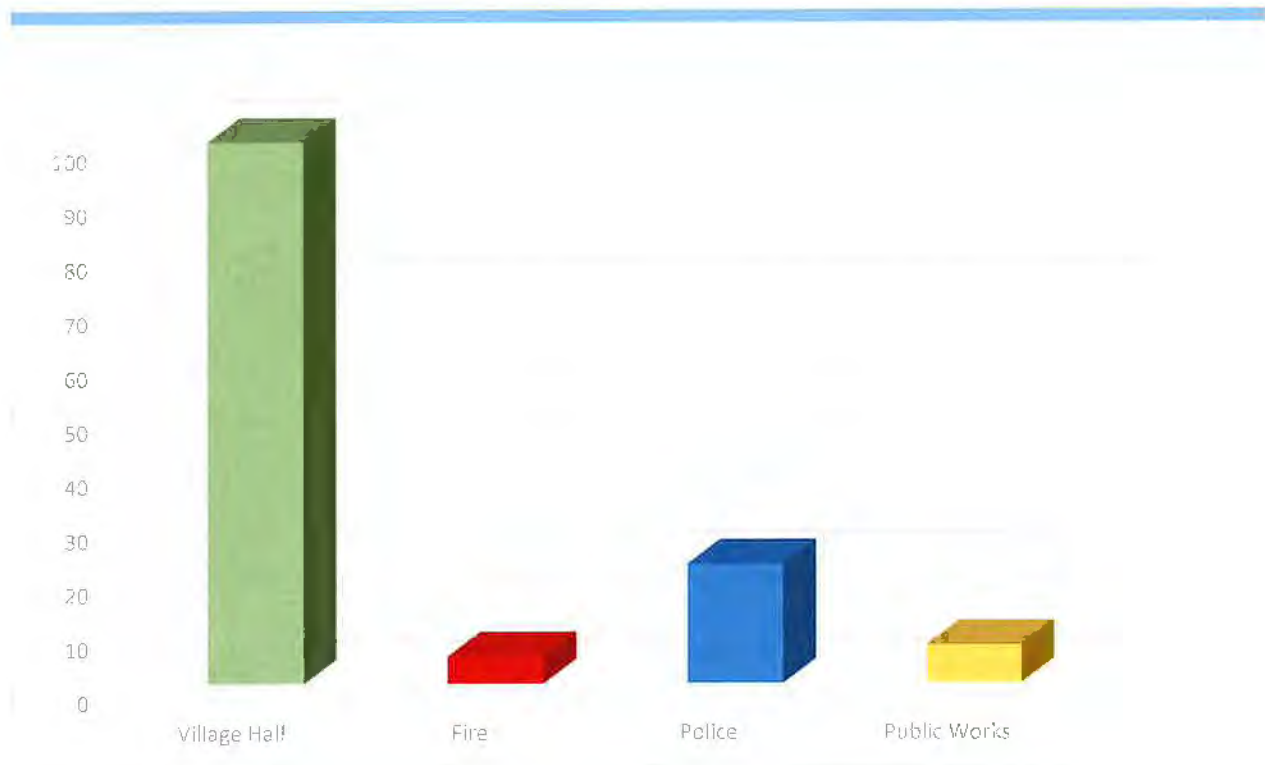
### *Total Work Orders by Priority by Month*

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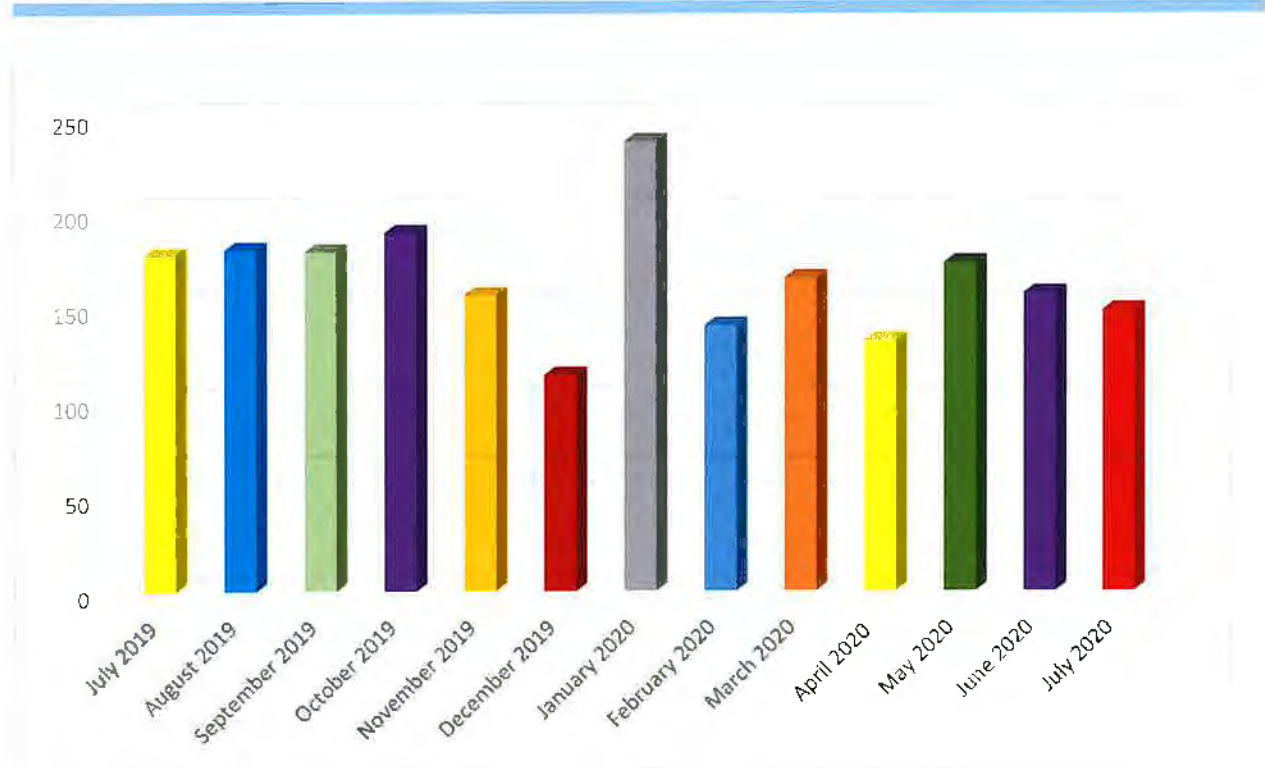
<b>Month</b>	<b>July</b>
1 - Normal	117
2 - High	6
3 - Urgent	5
Project	3
Scheduled Event	13
Vendor intervention required	4
<b>Total for Month</b>	<b>148</b>



## Completed Work Orders by Location



## Completed Work Orders by Month



## Printer Usage Report

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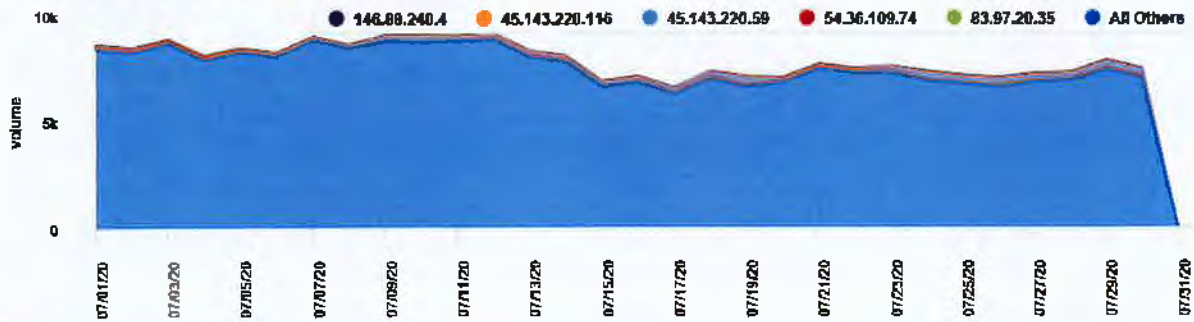
In the month of January there were 72239 pages printed across the village. The following graph breaks down printer usage by department.

## Sentinel IPS Attack Report

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External parties attacked the Village network 235911 times during the month of July

Attack Volume with 5 Most Active IP Addresses



## Email Spam Report

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Fred Besenhoffer, Director of Information Systems

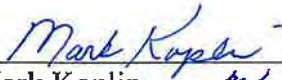
# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** Finance Committee  
**FROM:** Mark Koplin, Owner's Representative-Sears Centre Arena  
**RE:** **OWNER'S REPRESENTATIVE MONTHLY REPORT  
AUGUST 2020**  
**DATE:** August 14, 2020

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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. Working with Assistant Corporation Counsel and SCA staff regarding the applicability of the new State Parking Excise Tax.
3. Working with SCA and Levy staff on the 2020 Beer Garden. The Beer Garden continues to draw well with strong revenue.
4. Due to cash flow, several capital projects are on hold for the foreseeable future and potentially into 2021.
5. New Naming Rights Agreement with NOW Foods approved on June 22. Working with NOW and Mike Czopek on implementing the new signage that was approved by the Village Board on August 3.
6. Submitted Capital Improvement Plan project sheets for consideration in the 2021-28 CIP.
7. Conducted bi-weekly meetings with Public Works Facilities and SCA staff regarding building items.
8. Conducted weekly phone calls with Ben Gibbs to discuss bookings, holds, operational items, and event coordination.
9. Working with Ben Gibbs and a promoter to hold a parking lot virtual concert later in August.

  
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 Mark Koplin  
 Owner's Representative, Sears Centre Arena

Attachment

MAK/kr

cc: J. Norris, Dan O'Malley, Ben Gibbs (Spectra)

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

Event Highlights	Notes
Nightly - Outdoor Movies (West Parking Lot) Aug 1,2 - Hideaway Brew Garden Aug 6, 7, 8, 9 - Hideaway Brew Garden Aug 13, 14, 15 - Hideaway Brew Garden Aug 20, 21, 22, 23 - Hideaway Brew Garden Aug 27, 28, 29, 30 - Hideaway Brew Garden Aug 21, 22 - Drive-in Concerts West Parking Lot	
Finance Department	
General	Arena finished June financials.
Monthly Financial Statement	Building Event Revenue YTD: \$519,063
	Building Sponsor/Other Revenue YTD: \$179,933
	Building Expenses YTD: \$1,271,531
	Building Income YTD: (\$563,206) vs. YTD Budget (\$145,445)
Operations Department	
General	Sears Center to NOW Arena rebranding, including all interior, exterior and highway signage.
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	Working on beer garden events and West Parking Lot 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 Naming Rights partnership transition items.
Positions to Fill	N/A
Sponsorship Department	
General	Concentrating on unsold categories, including insurance and liquor
Monthly Financial Statement	Corporate Sales: \$76,631
	Suites Sales: \$68,349
General	
Capital Improvements/Repairs	Capital projects on hold.