

AGENDA
SPECIAL FINANCE COMMITTEE
Village of Hoffman Estates
November 24, 2020

6:00 p.m. – Board Room

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

I. Roll Call

II. Approval of Minutes - None

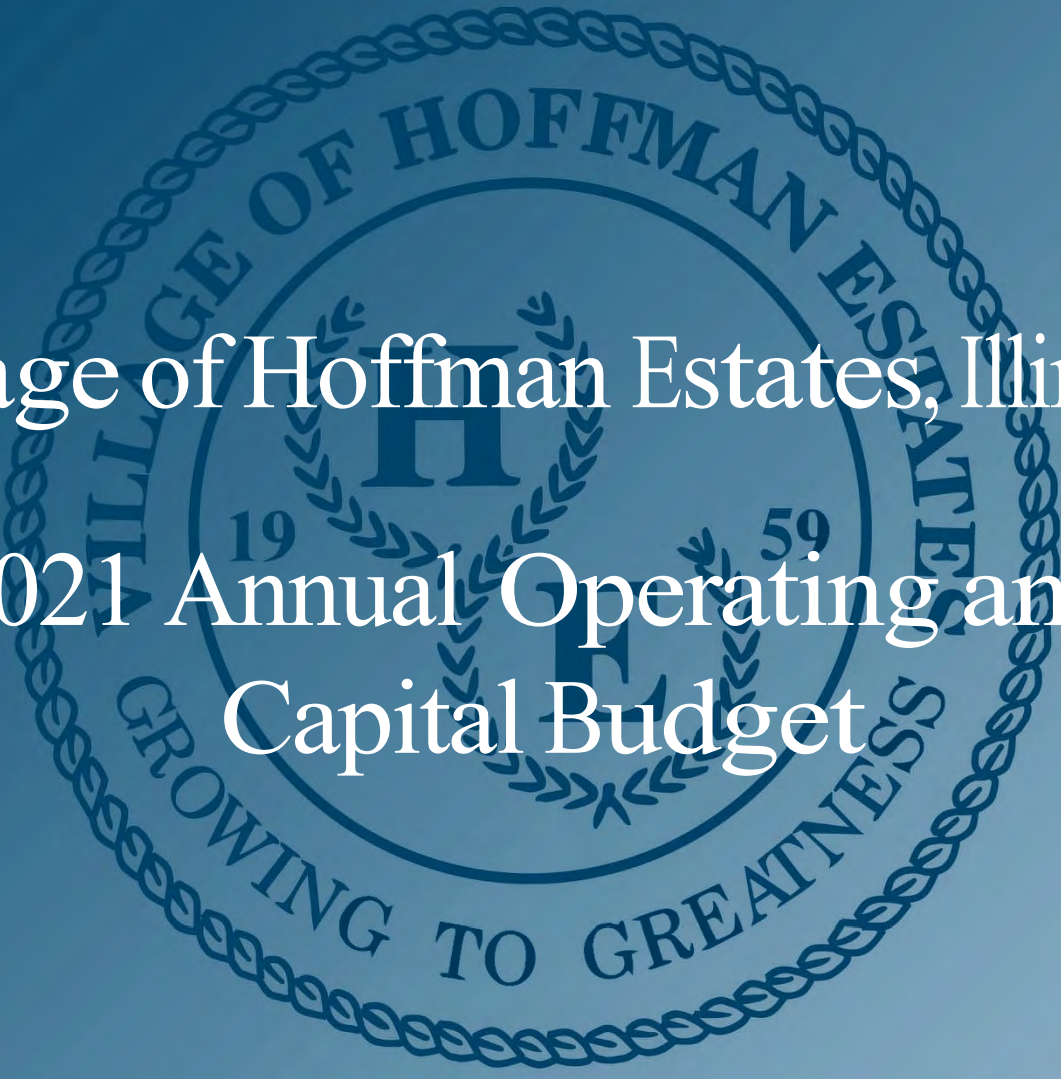
NEW BUSINESS

1. Review and discussion of the Proposed FY2021 Operating & Capital Budget.
2. Request approval of the FY2021-FY2028 Capital Improvements Program.
3. Direct staff to publish the Notice of Availability of Budget and Public Hearing on the FY2021 Proposed Budget. With Committee's concurrence, the Public Hearing will be scheduled for Monday, December 7, 2020 at 6:55 p.m. in the Council Chambers prior to the Village Board Meeting. (Notice of the public hearing will be given at least one week prior to the hearing date.)
4. Direct staff to draft the Tax Levy and Tax Abatement Ordinances, which will appear on the December 7, 2020 Village Board Agenda.

II. Adjournment

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

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

The seal of the Village of Hoffman Estates, Illinois, is a circular emblem. It features a central shield with a large letter 'H' and the year '1959' on either side. The shield is surrounded by a laurel wreath. The outer ring of the seal contains the text 'VILLAGE OF HOFFMAN ESTATES' at the top and 'GROWING TO GREATNESS' at the bottom, separated by a decorative chain-link border.

Village of Hoffman Estates, Illinois
2021 Annual Operating and
Capital Budget



Village of Hoffman Estates

Village Manager's Office

www.hoffmanestates.org

1900 Hassell Road, Hoffman Estates, IL 60169 P: 847.882.9100 F: 847.843.4822

November 6, 2020

PROPOSED 2021 OPERATING AND CAPITAL BUDGET

Village President and Board of Trustees
Village of Hoffman Estates, Illinois

Ladies and Gentlemen:

INTRODUCTION

The Management Team and staff are pleased to present the proposed FY2021 Operating and Capital Budget for your consideration. The FY2021 budget year operates under the Municipal Budget Act as adopted by the Board of Trustees on September 15, 1997. Under the Act, the Village's budget is a comprehensive financial plan that projects both anticipated revenues and adopted expenditures/expenses for the fiscal year. The Village's operating budget serves as an excellent source of communication to Village residents and businesses in terms of Village services, goals, and public infrastructure investment.

This document is an important tool for sound fiscal management. As provided for in the budget adoption ordinance, the legal level of control is by department or division. A budgetary system of monitoring and control has been established to ensure accountability and budgetary compliance.

STATE OF THE ECONOMY

During the first two months of FY2020, the national economy appeared to be on solid footing. The stock market hit 29,551 in mid-February, with a nationwide unemployment rate of just 3.5%. However, in March 2020, the COVID-19 pandemic began to significantly affect the global, national, and local economy. In mid-March, the Dow Jones Industrial Average plummeted to 18,592, nearly a 37% drop in a five-week span. Due to massive nationwide shutdowns, businesses were forced to temporarily close or reduce staffing, which resulted in a 14.7% unemployment rate in April. The economy has rebounded as COVID-19 rates stabilized and states eased restrictions during summer and fall 2020. The stock market again reached over 28,000 and the unemployment rate fell to 7.9% as of September 30. While COVID-19 is still prominent and the national economy remains unpredictable, we are optimistic that our revenues will continue to improve in FY2021 as the pandemic wanes.

REVIEW OF BUDGET YEAR FY2020

Regardless of the state of the economy, the Village's main priority has remained keeping residents and employees safe, while continuing to provide critical Village services. In the originally approved FY2020 budget, the Village projected a 3.4% increase in General Fund revenues and a 7.1% increase in expenditures. However, the negative economic effects of the pandemic have considerably altered this outlook.

The pandemic resulted in a state-wide shutdown that began in March and lasted until the end of May. During this period, non-essential businesses were closed, and residents were ordered to

remain at home. A slow “reopening” of businesses and workplaces followed. With the majority of businesses shut down or operating at a reduced level, staff began to plan for any negative impacts from the virus upon Village revenues, especially General Fund revenues. An average drop of 25% was initially predicted for consumer-based revenues (e.g., state-shared and home rule sales taxes, income tax, building permits, etc.), which totaled an estimated \$4.7 million loss in General Fund revenues.

In order to mitigate the impact of revenue losses, it was also necessary to reduce some planned expenditures. In May, the Finance Committee and Village Board approved a budget reduction plan in the amount of \$3.5 million to address these losses. Expenditure reductions included both operational and capital items. Operational expenditure reductions primarily included freezing vacant positions, eliminating most travel and training, and cancellation of public events. Capital expenditure reductions included vehicles, technology upgrades, and building improvements. As a result of these reductions, FY2020 General Fund expenditures are projected to come in under budget by \$2,241,390.

After a few months of revenue reporting, although there is still a significant decline, the impact is not as catastrophic as initially projected. General Fund revenues are estimated to end the fiscal year approximately \$2.7 million under budget. Home Rule sales tax is projected to finish down 17.1%, state-shared sales tax down 10.3%, and building permits down 14.0%. Other revenues with a projected decline include vehicle wholesale tax, entertainment tax, ambulance fees, and interest income.

General Fund Projected FY2020 Year-end Results		
	Original Budget	Projected
Revenues	59,450,490	56,747,980
Expenditures	(62,666,750)	(60,425,350)
Fund Balance Transfer	3,239,630	1,977,510
Total Revenues over Expenditures	23,370	(1,699,860)

Finally, as shown in the table above, the Village originally planned to use \$3.2 million of General Fund reserves in FY2020 to fund capital projects. However, as a result of the budget reduction plan, this amount has been reduced to \$1.9 million. This action preserved fund balance to help address the deficit as we began the FY2021 budget process.

Specific to the Village’s COVID-19 response, staff has applied for various grant funding opportunities. These grants are awarded on a reimbursement basis. While some grant funding may be received by the end of FY2020, most grant funds will carry over into FY2021, as represented in the FY2021 budget. These grants cover unanticipated increased expenses due to COVID-19 response. It is notable that at this time, no state or federal monies are available to cover “loss of revenue” for municipalities, who have been universally impacted by significant revenue decreases.

As of the date of this letter, the Village has received the following:

- Federal Emergency Management Agency (FEMA) Public Assistance - \$50,187
- Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief Funds Cook County - \$426,795
- CARES Act Provider Relief Fund (for EMS) - \$36,602
- Community Development Block Grant (CDBG-CV) - \$433,440

FY2021 BUDGET HIGHLIGHTS

The uncertainties associated with the COVID-19 pandemic created unique challenges as staff prepared the FY2021 budget. As always, the Village remains focused on maintaining essential services while ensuring the continued health and safety of our residents and employees. As in previous years, departments were initially held to a 0% increase in discretionary line items within their budgets. Departments have learned to be vigilant in their use of limited resources and to be innovative with methods of service delivery. The Village is also facing a growing list of capital needs. In the recent past, fund balances have been utilized to augment current revenues, but those short-term solutions are being exhausted. In response, departments have prioritized their capital needs and spread those requests over future years to smooth expenditures.

Progress on Village Board Goals

The FY2021 budget provides funding to move forward with the current Village Board goals. These goals are listed on pages 13-14. In the narratives, each department outlines programs that achieve the Board's goals.

Personnel

Each year, staffing levels are evaluated to ensure resources are being utilized in the most efficient manner possible. Changes to staffing are considered only after careful analysis of the costs versus the benefits. The chart below reflects these proposed changes for FY2021.

Full-Time Equivalents All Funds				
Major Function	2019 Budgeted	2020 Budgeted	2021 Budgeted	Increase/Decrease '20 to '21
Police	109.40	109.40	105.90	(3.50)
Fire	97.50	98.40	97.40	(1.00)
Public Works	74.34	75.22	74.22	(1.00)
Development Services	34.14	34.66	34.16	(0.50)
Health & Human Svcs	7.48	7.50	7.38	(0.12)
General Government	42.28	42.04	40.19	(1.85)
Total FTE's	365.14	367.22	359.25	(7.97)

The FY2021 budget proposes a 7.97 decrease in full-time equivalent staff which includes:

- Temporary freeze of two (2) vacant police officer positions (Police)
- Temporary freeze of one (1) vacant Administrative Service Officer (Police)
- Reduction of one (1) Management Analyst (Fire)
- Temporary freeze of one (1) vacant Maintenance I (Public Works)
- Temporary freeze of one (1) vacant part-time Customer Service Representative (Finance & Development Services)
- Temporary freeze of one (1) vacant Information Systems Specialist (Information Systems)
- Minor adjustments in hours for several other employees (Health & Human Services and Human Resources)

Capital Improvements Program

Prior to finalizing the annual FY2021 operating budget, the Capital Improvements Board (CIB) will review and recommend the Capital Improvements Program (CIP) budget, which focuses on all vehicles and capital items over \$25,000. Planning decisions are made with regard to existing and new facilities, equipment, and infrastructure. For existing facilities, the planning process addresses appropriate maintenance strategies and repair versus replacement. New service demands are also considered, since they will affect capital facility requirements.

The FY2021 requests in the 2021-2028 CIP total \$17,447,070. Of this total, \$7.1 million represents streets and related infrastructure, including \$5.5 million for Street Revitalization, \$580,000 for STP Resurfacing projects and \$300,000 for Shoe Factory Road improvements. A portion of the Shoe Factory Road and STP resurfacing projects are planned to be funded by Federal and County grants. In FY2021, the Village plans to use \$950,000 of 2017 bond proceeds and \$1.0 million of Illinois Environmental Protection Agency loan proceeds to address Water & Sewer infrastructure.

Capital Improvement Program by Project Type			
	FY2019	FY2020	FY2021
Water & Sanitary Sewer	5,032,500	4,970,000	4,082,000
Street & Related Infrastructure	7,422,270	10,701,110	7,108,920
Public Buildings	340,500	1,123,150	262,700
Misc. Public Improvements	2,510,800	3,731,000	4,131,500
Equipment	1,809,220	1,842,410	1,170,950
Technology	594,900	747,000	691,000
Total	17,710,190	23,114,670	17,447,070

All of the FY2021 CIP items have been incorporated into the proposed FY2021 Operating and Capital Budget.

Capital Improvement Program by Funding Source			
	FY2019	FY2020	FY2021
General Fund	330,650	-	-
General Fund Balance	1,104,220	2,549,620	-
Water & Sewer Fund	535,070	1,158,500	2,365,730
Motor Fuel Tax Fund	2,030,000	2,600,000	1,575,000
Asset Seizure Funds	106,420	-	11,590
Prairie Stone Capital Funds	667,500	1,452,500	680,000
2017 Bond Issue Proceeds	2,037,500	947,000	950,000
State of Illinois Loan	2,395,000	2,639,000	1,000,000
Capital Fund Balances	665,850	1,076,550	400,000
IDOT & Cook County	120,000	450,000	-
Federal & State Grants	512,180	1,620,000	565,000
Capital Replacement Fund	300,000	48,000	-
Roselle Rd TIF Funds	900,000	900,000	2,370,000
Lakewood TIF Funds	-	110,000	113,300
Impact Fees & Improve. Funds	75,000	-	1,081,330
Information Systems User Charges	447,500	769,500	703,000
Stormwater Management Fees	610,000	470,000	165,000
Electric Utility Tax	1,790,000	1,800,000	1,687,020
Municipal Motor Fuel Tax	450,000	425,000	320,000
Municipal Gas Use Tax	1,150,000	1,250,000	115,000
Packaged Liquor Tax	306,000	315,000	90,000
Other	707,300	415,000	2,703,600
Unfunded	470,000	2,119,000	551,500
Total	17,710,190	23,114,670	17,447,070

The impact of the pandemic required a deep analysis of FY2021 capital request. The Village had a growing demand for fleet replacements, with 19 requested vehicles/equipment in FY2021, totaling \$2,642,630. Given the difficult economic conditions, alternative financing options were considered. Due to the availability of historically low interest rates, staff is proposing that the Village finance a number of these vehicles to reduce the immediate financial burden. The CIP calls for the outright purchase of 11 vehicles in FY2021 for \$713,180, while financing the remaining eight vehicles at an annual cost of \$279,770 over the next seven years. This proposal results in the Village deferring \$1,649,680 of cash flow in FY2021. Funding will come from capital revenues and the Water & Sewer fund.

Capital revenues that are specifically dedicated to capital and roads include:

Funding Sources Dedicated to Capital (Amounts shown in thousands)						
Revenue	Allocation	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Estimate	FY2021 Budget
Electric Utility Tax	Road Rehabilitation	1,767	1,851	1,699	1,650	1,800
Municipal Gas Use Tax	Capital Equip. & Expenditures	1,136	1,282	1,285	1,200	1,200
Municipal Motor Fuel Tax	Road Rehabilitation	416	412	420	330	410
Packaged Liquor Tax	Capital Equip. & Expenditures	303	316	329	340	320
Stormwater Utility Fee	Stormwater Management System	536	537	539	535	535
Total Revenues		\$4,158	\$4,398	\$4,272	\$4,055	\$4,265

In FY2020, all of the above capital revenues, along with the Federal Surface Transportation Block Grant Program funding, were committed to street revitalization projects. This enabled the Village to accomplish six (6) reconstructions and 33 resurfacings due FY2020. In FY2021, a majority of the above revenues, in addition to state Motor Fuel Tax revenues and Rebuild Illinois grants, remain committed to roadway improvements. The Village's substantial \$5.5 million FY2021 street program will reconstruct seven (7) and resurface 25 roadways. Due to pandemic-related reductions in consumer-based revenues, the FY2021 budget recommends that approximately \$1.1 million of these capital revenues be directed to other capital needs, including:

- Fleet replacement program proposal (\$694,490)
- Various Village equipment purchases (\$86,140)
- NOW Arena equipment and systems upgrades (\$130,000)
- Various Village building improvements (\$107,200)
- Miscellaneous Village public improvements (\$63,500)

FY2021 PROPOSED BUDGET – ALL FUNDS

The total FY2021 proposed budget for all funds of the Village is included in this document. The total net operating and capital budget is \$139,861,630, which represents a 5.9% decrease from \$148,677,010 in FY2020, primarily from reducing the number of capital projects.

Fiscal Year 2021 Proposed Operating & Capital Budget - All Funds			
	Revenues	Expenditures	Difference
General Fund	59,886,720	(62,142,100)	(2,255,380)
Other Funds	73,630,440	(77,719,530)	(4,089,090)
Total Proposed Budget	133,517,160	(139,861,630)	(6,344,470)

The FY2021 operating and capital budget for all funds, including transfers and capital projects, shows expenditures/expenses exceeding revenues by \$6,344,470. This is primarily due to the use of accumulated fund reserves to help offset the loss of revenues due to the COVID-19 pandemic, in addition to the NOW Arena not being fully operational for the full FY2021.

The chart below summarizes FY2021 proposed budgeted revenues by source for all funds:

Revenue Summary by Source			
All Funds			
	FY2020 Budget	FY2021 Budget	Percent Change
Property Taxes	21,404,880	22,452,460	4.9%
EDA Incremental Taxes	5,000,000	5,000,000	0.0%
Other Taxes	23,377,650	23,878,110	2.1%
Licenses & Permits	1,741,500	1,711,000	-1.8%
Intergovernmental Revenues	19,455,310	19,560,890	0.5%
User Charges	44,981,140	39,306,090	-12.6%
Fines	1,692,200	1,376,000	-18.7%
Investment Earnings	2,256,700	1,969,200	-12.7%
Miscellaneous	3,974,480	2,501,500	-37.1%
Bond/Note Proceeds	4,088,000	1,950,000	-52.3%
Total Operating Revenues	127,971,860	119,705,250	-6.5%
Operating Transfers	13,528,730	13,811,910	2.1%
Total Revenues	141,500,590	133,517,160	-5.6%

The projected operating revenues without operating transfers total \$119,705,250, a 6.5% decrease from FY2020. Decreased revenues are mostly attributable to the COVID-19 pandemic:

- Decrease in business licenses and liquor licenses due to business closures caused by the shutdown during the pandemic (Licenses & Permits)
- Decrease in anticipated revenues at the NOW Arena because of reduced operations caused by restrictions during the pandemic (User Charges)
- Decrease in court and ticket fines due to reduced activity caused by restrictions of the pandemic (Fines)
- Decrease in rate of return on cash and investments (Investment Earnings)
- Revenues received from various sources including federal and state grant funding in FY2020 not budgeted in FY2021 (Miscellaneous)
- Decrease in use of bond proceeds (Bond/Note Proceeds)

The chart below summarizes FY2021 proposed budgeted expenditures by object for all funds:

Expenditure Summary by Object			
All Funds	FY2020 Budget	FY2021 Budget	Percent Change
Salaries & Wages	35,000,310	35,328,750	0.9%
Employee Benefits	31,247,330	34,538,370	10.5%
Misc. Employee Expenses	824,670	669,310	-18.8%
Commodities	1,728,650	1,514,750	-12.4%
Contractual Services	38,150,530	31,099,090	-18.5%
Debt Service	9,074,900	9,222,870	1.6%
Total Operating Expenses	116,026,390	112,373,140	-3.1%
Capital Outlay	19,121,890	13,676,580	-28.5%
Operating Transfers	13,528,730	13,811,910	2.1%
Total Expenditures	148,677,010	139,861,630	-5.9%

The FY2021 operating budget for expenditures, exclusive of interfund transfers and capital projects, totals \$112,373,140, which represents a 3.1% decrease from the FY2020 operating budget. Increased expenditures relate to annual salary and merit increases (Salaries & Wages), increases in Police and Fire pension benefits (Employee Benefits) and debt service requirements (Debt Service). Decreases in expenditures are related to:

- Decrease in travel and training across all departments (Misc. Employee Expenses)
- Decrease in the need to purchase water meters due to the new water meter replacement program in FY2020 (Commodities)
- Decrease in NOW Arena expenses due to reduced operations caused by enforced restrictions from the pandemic (Contractual Services)
- Reduction of capital projects in response to loss of revenues caused by the pandemic (Capital Outlay)

Total personnel expenditures/expenses (salaries & wages and employee benefits) equal \$69,867,150, or 62.2% of the total operating expenses (*excluding* capital outlay and operating transfers) for all funds and 50.0% of total budgeted expenditures among all funds.

FY2021 PROPOSED BUDGET – GENERAL FUND

The FY2021 budget reflects a General Fund surplus of \$44,620, factoring in the recommended use of \$2,300,000 in General Fund reserves.

General Fund FY2021 Budget			
	FY2020 Budget	FY2021 Budget	% Increase
Revenues	59,450,490	59,886,720	0.7%
Expenditures	(62,666,750)	(62,142,100)	-0.8%
Fund Balance Transfer	3,239,630	2,300,000	
Total Revenues over Expenditures	23,370	44,620	

The FY2021 budget projects a year-over-year increase of \$436,230, or 0.7%, in General Fund revenues. Due to the pandemic, most revenues are expected to decrease from the original FY2020 budget. However, a significant increase in the Village's actuarially-determined Police Pension and Fire Pension property tax contribution requirement, which flows through the General Fund, affects these totals.

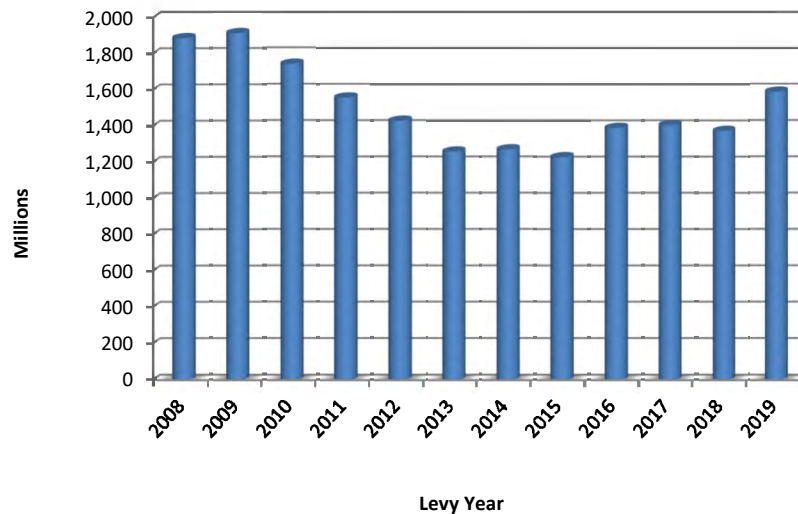
General Fund expenses are projected to decrease by \$524,650, or 0.8%, year-over-year. This is primarily related to decreased operating transfers to various funds for capital projects. The majority of operational expense decreases relate to the department-wide reduction of travel and training. For FY2021, all contractually-agreed to union general wage increases remain intact. For non-union employees, the Village has proposed an increase of 2.5%, down from 5% in FY2020.

As noted above, the FY2021 budget recommendation includes the use of \$2,300,000 of General Fund reserves to help offset the loss of revenues caused by the pandemic.

PROPERTY TAXES

Following a 2.29% decrease in the Equalized Assessed Valuation (EAV) from FY2018 to FY2019, the Village's FY2020 EAV increased 15.67% to 1,585,481,333. The Village levies an exact amount; therefore, fluctuations in EAV do not impact the total amount levied.

EQUALIZED ASSESSED VALUATION

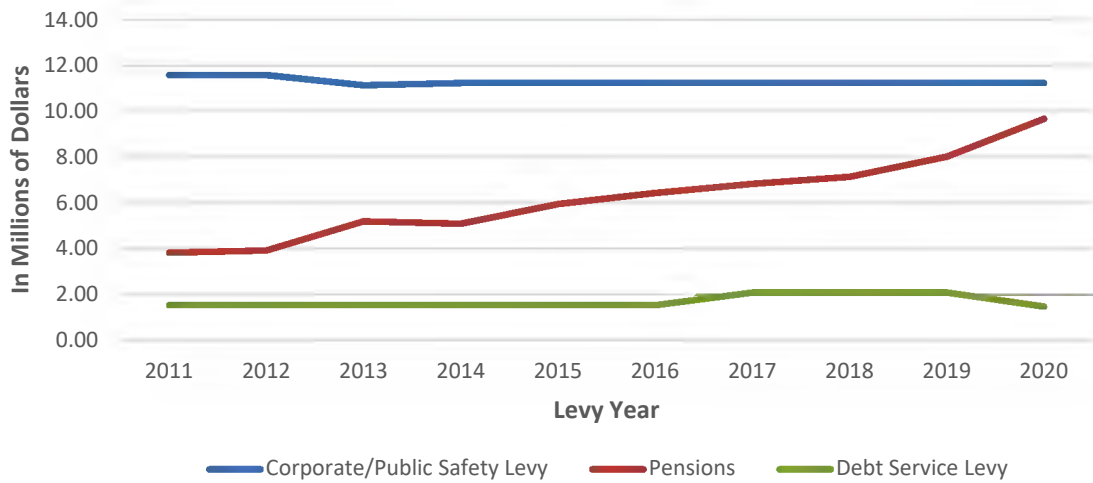


The Village's property tax levy is made up of several components. Each year, the Village hires an independent actuary to calculate the property tax levies required for the Police and Fire pension funds.

The FY2021 budget includes total property tax revenue of \$22,452,460 for levy year 2020. Adding in the 2% loss and cost, the total 2020 property tax extension is \$22,901,511, which represents a 4.9% increase over the 2019 levy.

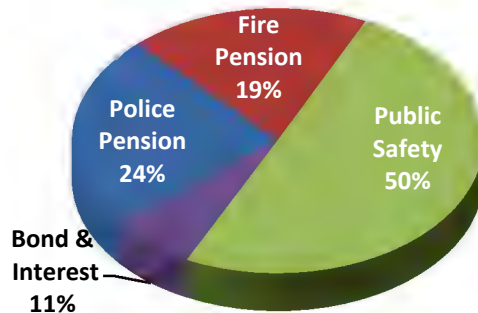
Total Property Tax Levy Levy Year 2020				
Fund	TLY2019 Proposed Levy	TLY2020 Proposed Levy	Increase (Decrease)	Percent Change
Police Pension	4,338,900	5,422,671	1,083,771	25.0%
Fire Pension	3,700,890	4,272,701	571,811	15.5%
Public Safety	11,264,510	11,264,510	-	0.0%
Subtotal	19,304,300	20,959,882	1,655,582	8.6%
Debt Service	8,952,553	9,057,762	105,209	1.2%
Less Abatements	(6,851,973)	(7,565,182)	(713,209)	10.4%
Total	21,404,880	22,452,462	1,047,582	4.9%

Property Taxes Levied



A portion of the property tax levy is used to fund the Village’s outstanding debt. This amount is determined based on the amount of principal and interest to be paid during the budget year. When bonds are issued, other revenue sources are sometimes dedicated to pay off the bonds. For example, bonds issued for the Village’s new police station, constructed beginning in 2008, were funded partly with Asset Seizure funds and towing citation revenues. When there are other revenue sources dedicated to the bond issues, these amounts are abated from the property tax levy and the levy is reduced.

2020 PROPERTY TAX LEVY TO BE COLLECTED IN 2021



AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Hoffman Estates, Illinois for its annual budget for the fiscal year beginning January 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

SUMMARY

FY2020 has been a uniquely challenging year, and these challenges will continue to affect the Village as we move into FY2021. The fiscal uncertainty surrounding the COVID-19 pandemic, as well as the results of the November 2020 election, will play a significant role in FY2021. It is unclear whether the Village will receive further state or federal aid in FY2021, and there is potential for further revenue cuts to state shared revenues, such as the Local Government Distributive Fund (LGDF). While staff is optimistic that consumer-driven revenues will begin to recover in 2021, the FY2021 budget remains conservative in its projections.

The FY2021 budget continues to advance the Village Board's goals for the community. Neighborhood investments include a robust Street Revitalization program, ongoing water and sewer capital improvements, and storm water system improvements. The recommended budget addresses the Village's fiscal challenges, while ensuring that the Village of Hoffman Estates continues to provide high-quality services to its residents, businesses and other stakeholders.

Public Hearing and Notice of Availability of Budget

Copies of the tentative budget will be made available for public inspection at least ten (10) days prior to the passage of the annual budget, and notice of this availability will be published in a newspaper having general circulation within the Village. Not less than one week after publication that the budget is available for public inspection, and prior to final action on the budget, one public hearing will be held on the tentative annual budget by the Board of Trustees. Notice of the public hearing will be given at least one week prior to the time of the public hearing date.

ACKNOWLEDGEMENTS

The Village's budget is the culmination of the time and hard work of many people. I would like to extend my sincere appreciation to all of the department directors and their staff for their continued dedication and assistance during the budget process. Of course, the Village President and Board of Trustees' continued support of staff and the responsible and progressive manner in which they conduct the financial affairs of the Village must be applauded. Critically reviewing, assessing and adjusting policies and practices can be challenging, but if the community is to continue to progress and to remain financially stable, this process is necessary in order to achieve the goals as set forth by the Village Board.

Respectfully submitted,

Rachel Musiala
Acting Village Manager and Director of Finance



Village of Hoffman Estates



Mission Statement

The mission of the Village of Hoffman Estates is to continually improve the quality of life for our residents and business community by providing responsive and efficient municipal services.

Organizational Principles

We believe that the municipal government exists to serve the residents and business community.

We believe that continuous improvement in the quality and methods of services is essential to maintain a standard of excellence in municipal government.

We believe that the Village Board provides the leadership and guidance to meet the needs of our community.

We believe that our employees are a valuable resource to our community and through their personal and professional growth enhance the quality of services.

We believe that encouragement of citizen participation and community involvement is essential for good government.

We believe that the Village should continually evaluate its services in an environment of rapid social, cultural, economic and technological change.

We believe that the Village should continue to be a leader in municipal government.

Our Vision

Excellence – The Village will be a model of *EXCELLENCE* in providing municipal services.

Leadership – The Village will provide *LEADERSHIP* to manage change and encourage creativity, productivity and innovation.

Commitment – The Village is *COMMITTED* to continually improving the quality of services to our residents and our employees.

Communication – The Village will *COMMUNICATE* openly with honesty and integrity.

Environment – The Village will foster good stewardship of our natural *ENVIRONMENT* through protection and conservation of natural resources.

Diversity – The Village will leverage its strength as a uniquely *DIVERSIFIED* community by developing interactive relationships with all residents in order to enhance the quality of life throughout the Village.

Resources – The Village is dedicated to assuring that *RESOURCES* are used efficiently and wisely toward the achievement of our mission.



Village of Hoffman Estates

Board Goals

Ongoing

Sustainability

Explore and implement sustainable programs and practices as outlined in the Sustainability Plan by applying for grant opportunities, and integrate sustainability into Village operations where feasible.

Transportation

Collaborate with local, regional, state, and national agencies to identify and implement initiatives to improve all modes of public transportation, including bicycle and pedestrian travel, throughout the Village.

Infrastructure

Maintain and improve the Village's infrastructure, including designing, funding, and implementing a comprehensive and continuing revitalization program for Village streets, water, sanitary sewer, sidewalks, and storm water management projects.

Public Safety

Ensure the health, welfare, and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police, and emergency management, as well as affordable physical and mental health and wellness services.

Fiscal Responsibility

Provide municipal services in a fiscally sustainable manner given current economic conditions, and continue to be a leader in legislative advocacy to protect local governmental revenue streams and oppose unfunded mandates.

Economic Development

Create a thriving and vital local economy with a strong blend of retail, clean-industrial, commercial, and residential properties.

Technology

Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability, and increase accessibility and convenience to residents and businesses.

Organizational Development

Enhance the Village's operations through employee development and training in core skill sets that will develop our employees and create a cadre of future leaders for the organization.

Village of Hoffman Estates

Board Goals

Short-Term



Sustainability

Continue to provide green programs and an enhanced sustainability/recycling program through an updated Sustainability Plan and by exploring new environmentally-friendly programs and recycling efforts such as LED streetlight conversion, alternative fuels, and textile recycling.

Transportation

Partner with local, regional, and state agencies to improve and promote transportation facilities and opportunities within the Village through initiatives with PACE, including the new Park & Ride/Kiss & Ride and the Bus Rapid Transit plan; with Cook County, regarding expanded/improved bike paths along Central and Beverly Roads; and locally, through the Subsidized Taxi Program.

Infrastructure

Enhance the quality of neighborhoods by continuing the annual Street Revitalization Program and reviewing maintenance of the utility infrastructure through engineering studies, including water/sewer mains; evaluation of public facilities/building; and a storm water utility capital plan.

Public Safety

- ♦ Continue contingency planning for the provision of reliable police, fire, and emergency services in disasters and extreme events. Promote awareness of the Village's Emergency Operations Plan/disaster preparedness by increasing outreach efforts to inform and educate residents and the business community.
- ♦ Maintain high-quality public safety services, including emergency medical services, fire, police, and health services. Collaborate with Northwest Central Dispatch on implementation of new computer-aided dispatch system for emergency 911 operations. Research expanding the Administrative Service Officer program to augment law enforcement efforts. Evaluate opportunities for improving Fire Stations 21 and 22. Explore increased collaboration with neighboring agencies on public safety services. Increase awareness of the affordable health and wellness services available to residents and businesses.

Fiscal Responsibility

Remain fiscally responsible through operational efficiencies and protecting revenue streams. Examine refinancing of existing debt to capture interest savings; explore performance contracting options; evaluate fleet leasing; continue debt collection efforts through the State Comptroller program; promote intergovernmental collaborations such as equipment/personnel sharing to reduce cost of services; and develop a contingency plan to address continued revenue reductions by the State.

Economic Development

Promote the development of available properties to create a thriving local economy; update the Comprehensive Plan; undertake area plans for the Entertainment District and the I-90/Barrington Road Interchange area; support the redevelopment of the AT&T campus into a "Metroburbs". Continue the redevelopment of Hoffman Plaza and encourage continued investment in other shopping centers.

Technology

Investigate and analyze technology options and alternatives to improve operational efficiencies, service delivery, and convenience for residents and businesses. Implement file storage/management systems; integrate tablets into field reporting, locating, and inspections; and automate the employment application process. Pilot an offsite kiosk program to enhance resident payment options. Evaluate a new or improved mobile application. Research and explore the differing components of the Smart City Initiative, including fillable online forms, outward facing GIS, and online document retrieval.

Organizational Development

Continue to advance a progressive work environment through employee training and organizational development programs and initiatives. Prepare for organizational succession by providing a leadership training program and advanced workforce planning. Conduct specific training for Time Management, Crisis Intervention, and Ethics education, and budget for position specific and technology training.



Village of Hoffman Estates 2021 Annual Operating Budget

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Village of Hoffman Estates

2021 Annual Operating Budget

Budget Highlights

	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2020 Estimate</i>	<i>2021 Budget</i>	<i>2020 Budget to 2021 Budget Difference</i>	<i>% Difference</i>
<u>Revenues</u>						
General Fund	58,834,090	59,450,490	56,747,980	59,886,720	436,230	0.7%
Other Funds	109,781,249	82,050,100	80,258,550	73,630,440	(8,419,660)	-10.3%
Total Revenues	168,615,339	141,500,590	137,006,530	133,517,160	(7,983,430)	-5.6%
<u>Expenses</u>						
General Fund	57,899,324	62,666,750	60,425,350	62,142,100	(524,650)	-0.8%
Other Funds	81,378,951	86,010,260	84,620,240	77,719,530	(8,290,730)	-9.6%
Total Expenses	139,278,275	148,677,010	145,045,590	139,861,630	(8,815,380)	-5.9%
Net Revenues Over/(Under) Expenses	29,337,064	(7,176,420)	(8,039,060)	(6,344,470)		

Village of Hoffman Estates

2021 Annual Operating Budget

Revenue Summary by Source All Funds

	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2020 Estimate</i>	<i>2021 Budget</i>	<i>2020 Budget to 2021 Budget Percent Change</i>
Property Taxes	20,333,128	21,404,880	21,404,880	22,452,460	4.9%
EDA Incremental Taxes	12,661,977	5,000,000	5,000,000	5,000,000	0.0%
Other Taxes	23,231,382	23,377,650	20,787,010	23,878,110	2.1%
Licenses, Permits	1,791,813	1,741,500	1,495,800	1,711,000	-1.8%
Intergovernmental	17,621,120	19,455,310	20,125,140	19,560,890	0.5%
Charges for Services	45,268,260	44,981,140	37,302,570	39,306,090	-12.6%
Fines	2,155,173	1,692,200	1,273,870	1,376,000	-18.7%
Investment Earnings	6,492,865	2,256,700	2,533,600	1,969,200	-12.7%
Miscellaneous	26,929,880	3,974,480	2,071,090	2,501,500	-37.1%
Bond/Note Proceeds	1,727,945	4,088,000	11,187,970	1,950,000	-52.3%
Subtotal	158,213,543	127,971,860	123,181,930	119,705,250	-6.5%
Operating Transfers	10,401,795	13,528,730	13,824,600	13,811,910	2.1%
Total Revenues	168,615,339	141,500,590	137,006,530	133,517,160	-5.6%

Village of Hoffman Estates

2021 Annual Operating Budget

Expenditure Summary by Object All Funds

	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	2020 Budget to 2021 Budget Percent Change
Salaries and Wages	33,667,256	35,000,310	34,456,360	35,328,750	0.9%
Employee Benefits	29,130,525	31,247,330	31,612,540	34,538,370	10.5%
Miscellaneous Employee Expenses	591,431	824,670	529,510	669,310	-18.8%
Commodities	1,811,920	1,728,650	4,835,550	1,514,750	-12.4%
Contractual Services	36,672,306	38,150,530	34,498,250	31,099,090	-18.5%
Debt Service	13,729,884	9,074,900	8,952,590	9,222,870	1.6%
Depreciation Expense	3,825,563	-	-	-	N/A
Total Operating Expenditures	119,428,885	116,026,390	114,884,800	112,373,140	-3.1%
Capital Outlay	9,447,594	19,121,890	16,336,190	13,676,580	-28.5%
Operating Transfers	10,401,796	13,528,730	13,824,600	13,811,910	2.1%
Total Expenditures & Transfers	139,278,275	148,677,010	145,045,590	139,861,630	-5.9%
Full Time Equivalents					
Full Time	337.35	342.00	339.70	343.00	0.3%
Part Time	24.20	23.09	23.15	24.22	4.9%
Total FTE's	361.55	365.09	362.85	367.22	0.6%

Village of Hoffman Estates

2021 Annual Operating Budget

General Fund Revenue and Expenditure Summary

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	Percent Change	2022 Budget	2023 Budget
Revenues									
Taxes	30,928,418	31,602,666	31,960,387	32,466,880	30,931,880	33,169,460	2.2%	33,731,830	34,289,060
Licenses and Permits	1,452,603	1,845,134	1,791,813	1,741,500	1,495,800	1,711,000	-1.8%	1,745,220	1,780,120
Intergovernmental	15,085,809	15,237,144	15,191,181	15,686,010	15,811,430	14,883,710	-5.1%	15,147,390	15,449,990
Charges for Services	6,465,358	6,530,132	6,798,765	6,756,200	6,335,570	7,126,450	5.5%	7,216,770	7,404,070
Fines and Forfeits	1,279,213	1,363,279	1,343,810	1,392,200	1,094,000	1,226,000	-11.9%	1,250,520	1,273,490
Investment Earnings	187,889	447,656	697,347	500,000	250,000	275,000	-45.0%	280,500	286,110
Miscellaneous	551,797	677,667	839,067	607,700	529,300	441,100	-27.4%	486,030	491,060
Operating Transfers	205,470	203,081	211,720	300,000	300,000	1,054,000	251.3%	50,000	50,000
Total Revenues	56,156,558	57,906,758	58,834,090	59,450,490	56,747,980	59,886,720	0.7%	59,908,260	61,023,900
Expenditures									
General Administration	3,874,195	3,722,897	3,797,516	4,116,880	3,889,220	4,076,950	-1.0%	4,381,520	4,609,380
Police	18,294,673	18,281,458	18,611,108	20,095,850	19,266,170	20,855,120	3.8%	21,808,230	22,652,430
Fire	17,180,331	17,616,154	18,188,797	18,752,390	18,707,910	19,982,370	6.6%	20,881,640	21,724,530
Public Works	6,434,042	6,874,062	7,581,044	7,668,540	7,146,980	7,359,020	-4.0%	7,786,150	8,137,400
Development Services	4,662,377	4,852,253	4,975,195	5,592,930	5,143,470	5,380,850	-3.8%	5,712,620	5,982,420
Health & Human Services	693,891	700,227	718,066	768,490	763,700	808,850	5.3%	876,910	923,890
Boards & Commissions	372,827	405,646	382,984	480,900	158,620	500,820	4.1%	518,010	535,870
Operating Transfers	5,635,470	2,872,988	3,644,613	5,190,770	5,349,280	3,178,120	-38.8%	4,621,400	4,440,270
Total Expenditures	57,147,806	55,325,686	57,899,324	62,666,750	60,425,350	62,142,100	-0.8%	66,586,480	69,006,190
Excess/(Deficiency) of Revenues over Expenditures before Fund Balance Transfer	(991,248)	2,581,073	934,766	(3,216,260)	(3,677,370)	(2,255,380)		(6,678,220)	(7,982,290)
Fund Reserves Utilized	2,391,430	526,330	1,104,220	3,239,630	1,977,510	2,300,000		-	-
Excess/(Deficiency) of Revenues over Expenditures	1,400,182	3,107,403	2,038,986	23,370	(1,699,860)	44,620		(6,678,220)	(7,982,290)

Village of Hoffman Estates

2021 Annual Operating Budget

General Fund Revenue Detail

<i>Account Name</i>	<i>2017 Actual</i>	<i>2018 Actual</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2020 Estimate</i>	<i>2021 Budget</i>	<i>Percent Change</i>	<i>2022 Budget</i>	<i>2023 Budget</i>
<u>Taxes</u>									
Property Taxes, Current	11,217,939	11,009,382	11,145,461	11,264,510	11,264,510	11,264,510	0.0%	11,489,800	11,719,600
Property Taxes, Prior	60,440	31,894	24,499	50,000	50,000	50,000	0.0%	50,000	50,000
EDA Incremental Property Taxes	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	0.0%	5,000,000	5,000,000
Hotel Tax	1,274,499	1,242,791	1,359,133	1,325,000	600,000	1,000,000	-24.5%	1,020,000	1,040,400
Real Estate Transfer Tax	1,087,913	1,381,303	1,937,262	975,000	1,100,000	1,025,000	5.1%	1,045,500	1,066,410
Home Rule Sales Tax	3,637,260	3,717,518	2,703,178	3,500,000	2,900,000	3,000,000	-14.3%	3,060,000	3,121,200
Telecommunications Tax	1,808,685	1,559,160	1,351,147	1,242,000	1,200,000	1,104,000	-11.1%	1,126,080	1,148,600
Food and Beverage Tax	-	550,580	550,580	550,580	550,580	550,580	0.0%	550,580	550,580
EDA Property Tax Surplus	46,125	-	34,871	-	-	-	N/A	-	-
Property Taxes - Barrington/Higgins	36,602	27,317	-	-	-	-	N/A	-	-
Property Taxes - Fire	3,085,811	3,234,681	3,344,714	3,700,890	3,700,890	4,272,700	15.5%	4,358,150	4,445,310
Property Taxes - Police	3,369,888	3,519,628	3,759,487	4,338,900	4,338,900	5,422,670	25.0%	5,531,120	5,641,740
Prior Year Property Taxes - Fire	14,965	8,843	7,987	15,000	15,000	15,000	0.0%	15,300	15,610
Prior Year Property Taxes - Police	16,760	9,689	8,603	15,000	15,000	15,000	0.0%	15,300	15,610
Vehicle Wholesale Tax	142,366	182,875	213,346	245,000	140,000	210,000	-14.3%	150,000	150,000
Entertainment Tax	129,166	127,006	477,753	215,000	50,000	220,000	2.3%	300,000	304,000
Transportation Tax	-	-	42,366	30,000	7,000	20,000	-33.3%	20,000	20,000
Total Taxes	30,928,418	31,602,666	31,960,387	32,466,880	30,931,880	33,169,460	2.2%	33,731,830	34,289,060
<u>Licenses and Permits</u>									
Business Licenses	359,898	374,388	386,201	370,000	300,000	350,000	-5.4%	357,000	364,140
Liquor Licenses	249,761	281,822	290,913	283,000	260,000	275,000	-2.8%	280,500	286,110
Animal Licenses	10,439	10,746	9,297	10,500	9,300	9,500	-9.5%	9,690	9,880
Building Permits	828,446	1,175,489	1,104,182	1,075,000	925,000	1,075,000	0.0%	1,096,500	1,118,430
Taxi/Livery Licenses	4,060	2,690	1,220	3,000	1,500	1,500	-50.0%	1,530	1,560
Total Licenses and Permits	1,452,603	1,845,134	1,791,813	1,741,500	1,495,800	1,711,000	-1.8%	1,745,220	1,780,120
<u>Intergovernmental</u>									
Sales Tax	8,252,713	7,980,164	7,010,330	7,800,000	7,000,000	7,200,000	-7.7%	7,344,000	7,490,880
Local Use Tax	1,340,692	1,502,961	1,724,193	1,700,000	2,000,000	1,900,000	11.8%	1,938,000	1,976,760
Income Tax	4,714,638	5,005,989	5,567,999	5,475,000	5,475,000	4,975,000	-9.1%	5,074,500	5,175,990
Replacement Tax	258,439	235,456	291,977	213,900	300,000	225,000	5.2%	229,500	234,090
Replacement Tax - Police	14,999	13,665	16,945	13,400	13,400	13,400	0.0%	13,670	13,940
Replacement Tax - Fire	14,999	13,665	16,945	13,400	13,400	13,400	0.0%	13,670	13,940

Account Name	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	Percent Change	2022 Budget	2023 Budget
Grants	20,678	18,421	76,333	20,000	21,300	20,000	0.0%	20,400	20,810
Grants - COVID	-	-	-	-	460,250	-	N/A	-	-
Foreign Fire Ins. Tax	70,771	64,358	65,627	50,000	60,000	60,000	20.0%	61,200	62,420
Fire Protection Dist. Tax	61,505	61,461	64,965	66,000	66,000	66,000	0.0%	67,320	68,670
Property Taxes - Road & Bridge	304,924	305,480	309,531	305,000	305,000	305,000	0.0%	311,100	317,320
Cook County Gas Tax Rebate	9,825	9,277	11,202	10,000	10,000	10,000	0.0%	10,200	10,400
Tobacco Grant Revenue	1,352	1,433	1,542	2,310	2,310	2,310	0.0%	2,360	2,410
Emergency Ops Grant Revenue	20,275	24,814	33,592	17,000	50,000	50,000	194.1%	17,000	17,000
Cannabis Use Tax	-	-	-	-	34,770	43,600	N/A	44,470	45,360
Total Intergovernmental	15,085,809	15,237,144	15,191,181	15,686,010	15,811,430	14,883,710	-5.1%	15,147,390	15,449,990
<u>Charges for Services</u>									
Plan Review Fees	5,760	5,615	6,193	5,000	5,000	5,000	0.0%	5,100	5,200
Hearing Fees	48,675	43,600	27,750	30,000	30,000	30,000	0.0%	30,600	31,210
Engineering Fees	266,584	160,250	94,359	300,000	85,300	300,000	0.0%	306,000	312,120
Ambulance Fees	1,279,363	1,447,864	1,638,301	1,700,000	1,640,000	1,640,000	-3.5%	1,672,800	1,706,260
GEMT Revenue	-	-	-	-	-	550,000	N/A	561,000	572,220
Counseling Fees	34,385	36,090	37,964	35,000	35,000	35,000	0.0%	35,700	36,410
Health Clinic Fees	23,972	25,329	29,318	22,000	22,000	22,000	0.0%	22,440	22,890
Snow Removal Fees	17,954	-	32,506	-	-	-	N/A	-	-
Police Hireback	440,850	420,427	489,269	425,000	225,000	375,000	-11.8%	382,500	390,150
Hireback - Arena	230,837	244,168	278,566	185,750	90,500	145,750	-21.5%	148,670	151,640
Report Fees- Police	7,335	7,160	8,055	7,000	7,000	7,000	0.0%	7,140	7,280
False Alarm Fees	31,200	27,100	18,095	30,000	30,000	30,000	0.0%	30,600	31,210
Counter Sales	36	18	18	-	-	-	N/A	-	-
Smoke Detector/Lock Box	1,835	4,110	1,860	1,500	1,500	1,500	0.0%	1,530	1,560
Lease Payments	792,231	708,123	734,813	754,200	763,270	506,450	-32.8%	516,580	526,910
Lease Payment - Village Green	25,382	32,909	-	-	-	-	N/A	-	-
Cable TV Franchise Fee	585,951	558,062	544,031	560,000	545,000	545,000	-2.7%	555,900	567,020
Cable TV PEG Fee	177,988	40,792	39,613	40,000	40,000	40,000	0.0%	40,800	41,620
AT&T Franchise Fee	40,948	161,822	147,938	160,000	150,000	150,000	-6.3%	153,000	156,060
AT&T PEG Fee	35,598	32,364	29,588	40,000	30,000	30,000	-25.0%	30,600	31,210
Fourth of July Proceeds	130,247	103,297	137,715	87,750	-	87,750	0.0%	89,510	91,300
Recapture Administration	11,789	3,281	2,348	3,000	1,000	1,000	-66.7%	1,000	1,000
Equipment Usage	101,345	119,175	164,765	110,000	140,000	120,000	9.1%	122,400	124,850
Employee Insurance Payments	1,195,752	1,326,208	1,440,459	1,300,000	1,560,000	1,600,000	23.1%	1,632,000	1,664,640
Passport Revenues	17,575	19,735	22,995	20,000	10,000	20,000	0.0%	20,400	20,810
Wireless Alarm Subscribers	607,644	677,774	615,923	640,000	650,000	610,000	-4.7%	570,000	630,000
Backflow Prevention Audits	20,310	-	-	-	-	-	N/A	-	-
Rental Inspection Fees	333,813	324,859	256,323	300,000	275,000	275,000	-8.3%	280,500	280,500
Total Charges for Services	6,465,358	6,530,132	6,798,765	6,756,200	6,335,570	7,126,450	5.5%	7,216,770	7,404,070

Account Name	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	Percent Change	2022 Budget	2023 Budget
<u>Fines and Forfeits</u>									
Court Fines, County	179,493	175,214	106,462	180,000	90,000	120,000	-33.3%	122,400	124,850
Ticket Fines, Village	528,530	497,885	371,327	376,200	300,000	350,000	-7.0%	357,000	364,140
Overweight Truck Permits	7,130	5,180	6,850	6,000	4,000	6,000	0.0%	6,120	6,240
Red Light Camera Revenue	366,014	519,475	676,227	680,000	600,000	650,000	-4.4%	663,000	676,260
Local Debt Recovery	198,045	165,525	182,943	150,000	100,000	100,000	-33.3%	102,000	102,000
Total Fines and Forfeits	1,279,213	1,363,279	1,343,810	1,392,200	1,094,000	1,226,000	-11.9%	1,250,520	1,273,490
<u>Investment Earnings</u>									
Interest Income	189,192	434,248	697,347	500,000	250,000	275,000	-45.0%	280,500	286,110
Unrealized Gain on Investments	(1,303)	13,408	-	-	-	-	N/A	-	-
Total Investment Earnings	187,889	447,656	697,347	500,000	250,000	275,000	-45.0%	280,500	286,110
<u>Miscellaneous</u>									
Reimburse/Recoveries	121,878	121,559	157,533	270,000	310,000	150,000	-44.4%	200,000	200,000
Sale of Equipment/Property	163,410	240,233	63,009	50,000	20,000	25,000	-50.0%	25,500	26,010
Miscellaneous Revenue	26,462	64,875	165,415	105,000	105,000	105,000	0.0%	107,100	109,240
Board & Commissions Contrib.	17,079	25,943	25,895	23,500	2,000	23,500	0.0%	23,970	24,450
Sister Cities Proceeds	14,816	15,239	15,505	14,000	-	14,000	0.0%	14,280	14,570
60th Anniversary Contributions	-	-	5,190	-	-	-	N/A	-	-
HE Park District Contributions	4,500	-	9,000	4,500	-	4,500	0.0%	4,500	4,500
Annexation Fees	71,087	91,962	96,743	30,000	10,000	10,000	-66.7%	-	-
South Barrington Fuel Reimburse.	32,195	39,361	35,198	30,000	30,000	30,000	0.0%	30,600	31,210
Celebrations Commission Contr.	45	-	25	-	-	-	N/A	-	-
Veterans Memorial Contributions	921	1,075	811	700	500	500	-28.6%	510	520
Tollway Fire/Ambulance Payments	36,500	40,950	13,250	10,000	5,400	-	N/A	-	-
Arts Commission	1,050	1,147	300	-	2,800	-	N/A	-	-
Terminal Reserve Revenue	-	-	100,575	-	-	-	N/A	-	-
Benefit Fund Revenue	-	-	-	-	-	-	N/A	-	-
Court Supervision (from Escrow)	-	-	-	-	-	-	N/A	-	-
DUI Reimbursement (from Escrow)	27,408	-	40,000	-	-	-	N/A	-	-
Enernoc Electricity Credit	1,201	5,867	13,737	5,000	13,600	13,600	172.0%	13,870	14,150
Platzkonzert Commission Cont.	33,245	29,457	55,529	35,000	-	35,000	0.0%	35,700	36,410
Schaumburg Twmsp Fuel Reimb.	-	-	41,353	30,000	30,000	30,000	0.0%	30,000	30,000
Total Miscellaneous	551,797	677,667	839,067	607,700	529,300	441,100	-27.4%	486,030	491,060
<u>Operating Transfers</u>									
Transfer from Asset Seizure	155,470	153,081	161,720	250,000	250,000	250,000	N/A	-	-
Transfer from Municipal Waste	50,000	50,000	50,000	50,000	50,000	50,000	0.0%	50,000	50,000
Transfer from Capital Improvements	-	-	-	-	-	54,000	N/A	-	-
Transfer from Capital Replacement	-	-	-	-	-	700,000	N/A	-	-
Total Operating Transfers	205,470	203,081	211,720	300,000	300,000	1,054,000	0.0%	50,000	50,000
Total Revenues	56,156,558	57,906,758	58,834,090	59,450,490	56,747,980	59,886,720	0.7%	59,908,260	61,023,900

Village of Hoffman Estates 2021 Annual Operating Budget

2020 Levy Year Property Tax Levy Analysis

Levy Year	Fiscal Year	(1) Corporate	(2) Police Pension	(3) Fire Pension	Public Safety		(5) Bond & Interest	Less Abate.	Sub-total Levy	Loss & Cost 2%	Total Extension	(6) EAV	Rate	Inc (Dec)	
					Police Services	Fire Services								Over Prior Yr	Inc (Dec) in EAV
2009	2010	10,793,180	2,323,041	1,970,552	-	-	10,396,351	(8,846,051)	16,637,073	332,742	16,969,815	1,912,123,092	0.888	8.3%	1.4%
2010	2011*	11,000,000	2,275,714	1,975,214	-	-	9,517,116	(7,967,116)	16,800,928	336,020	17,136,948	1,739,393,365	0.986	11.0%	-9.0%
2011	2012	11,606,620	2,213,860	1,630,450	-	-	8,267,969	(6,717,969)	17,000,930	340,019	17,340,949	1,553,747,288	1.116	13.2%	-10.7%
2012	2013	11,606,620	2,325,870	1,617,950	-	-	7,941,316	(6,391,316)	17,100,440	342,009	17,442,449	1,425,389,519	1.224	9.7%	-8.3%
2013	2014*	11,164,090	2,697,480	2,516,350	-	-	7,944,411	(6,394,411)	17,927,920	358,558	18,286,478	1,256,082,214	1.456	19.0%	-11.9%
2014	2015	11,264,510	2,595,630	2,517,780	-	-	7,945,707	(6,395,707)	17,927,920	358,558	18,286,478	1,268,032,073	1.442	-1.0%	1.0%
2015	2016	-	3,164,840	2,806,000	5,548,277	5,716,233	8,387,367	(6,837,367)	18,785,350	375,707	19,161,057	1,226,372,669	1.563	8.4%	-3.3%
2016	2017*	-	3,367,390	3,084,350	5,548,277	5,716,233	8,026,379	(6,476,379)	19,266,250	385,325	19,651,575	1,387,343,031	1.417	-9.3%	13.1%
2017	2018	-	3,570,030	3,280,550	5,548,277	5,716,233	8,299,172	(6,198,592)	20,215,670	404,313	20,619,983	1,402,746,870	1.471	3.8%	1.1%
2018	2019	-	3,788,070	3,372,780	5,548,277	5,716,233	8,142,162	(6,041,581)	20,525,940	410,519	20,936,459	1,370,685,728	1.528	3.9%	-2.3%
2019	2020*	-	4,338,900	3,700,890	5,548,277	5,716,233	8,952,553	(6,851,973)	21,404,880	428,098	21,832,978	1,585,481,333	1.377	-9.9%	15.7%
2020	2021	-	5,422,671	4,272,701	5,548,277	5,716,233	9,057,762	(7,565,182)	22,452,462	449,049	22,901,511	1,585,481,333	1.445	4.9%	0.0%
Inc (Dec) over PY		-	1,083,771	571,811	-	-	105,209	(713,209)	1,047,582	20,951	1,068,533	-	0.068		
Percent Inc (Dec)		n/a	25.0%	15.5%	0.0%	0.0%	1.2%	10.4%	4.9%	4.9%	4.9%	0.0%	4.9%		

NOTES:

* Triennial Reassessment Years

(1) Corporate Levy - for the General Fund

(2) Police Pension Actuarially-determined employer contribution:
Entry Age, 22-year, 100% amortization \$ 5,422,671

(3) Firefighters Pension Actuarially-determined employer contribution:
Entry Age, 22-year, 100% amortization \$ 4,272,701

(5) G.O. Bond Issue	Tax		Tax Levy
	Levy	Abatement	
2015A	2,488,830.00	2,488,830.00	-
2015B	589,200.00	589,200.00	-
2015C	1,011,812.50	1,011,812.50	-
2016	436,700.00	-	436,700.00
2017A	503,862.50	503,862.50	-
2017B	158,300.00	158,300.00	-
2018	3,110,337.50	2,054,457.50	1,055,880.00
2019	758,719.16	758,719.16	-
Totals	9,057,761.66	7,565,181.66	1,492,580.00

(6) 2020 EAV Calculation:

Base	1,585,481,333
Projected to hold flat	-
Total	1,585,481,333

Village of Hoffman Estates

2021 Annual Operating Budget

General Fund Expenditure Summary by Department

<i>Program</i>	<i>2017 Actual</i>	<i>2018 Actual</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2020 Estimate</i>	<i>2021 Budget</i>	<i>Percent Change</i>	<i>2022 Budget</i>	<i>2023 Budget</i>
<u>General Administration</u>									
Legislative	356,584	372,039	366,874	386,750	367,210	411,440	6.4%	427,120	443,470
Administration	690,305	597,428	643,260	685,030	699,070	666,880	-2.6%	769,170	820,860
Legal	478,430	504,734	499,857	555,410	418,850	526,550	-5.2%	547,670	569,880
Finance	1,134,661	1,050,269	1,077,165	1,154,460	1,140,250	1,156,620	0.2%	1,244,970	1,316,350
Village Clerk	197,250	205,343	210,477	224,400	225,090	235,280	4.8%	254,320	268,570
Human Resource Management	549,210	561,037	512,578	566,880	559,380	558,770	-1.4%	596,200	626,430
Communications	246,583	195,990	239,383	258,150	246,390	256,150	-0.8%	266,540	277,480
Cable Television	155,268	161,769	181,333	199,790	149,820	179,780	-10.0%	187,670	196,030
Emergency Operations	65,905	74,288	66,588	86,010	83,160	85,480	-0.6%	87,860	90,310
Sub-Total	3,874,195	3,722,897	3,797,516	4,116,880	3,889,220	4,076,950	-1.0%	4,381,520	4,609,380
<u>Police Department</u>									
Administration	1,575,998	1,492,191	1,581,158	1,608,110	1,585,120	1,514,210	-5.8%	1,730,120	1,797,190
Juvenile	527,766	545,280	543,172	570,190	573,310	607,420	6.5%	629,800	653,340
Tactical	888,138	934,436	947,432	1,070,550	1,053,490	1,215,660	13.6%	1,259,860	1,306,460
Patrol and Response	10,727,894	10,750,097	10,509,942	11,627,890	11,637,630	12,518,930	7.7%	12,993,210	13,492,630
Traffic Control	1,092,393	1,148,330	1,174,800	1,262,830	985,160	1,177,630	-6.7%	1,218,900	1,262,030
Investigations	1,285,808	1,307,720	1,395,862	1,523,240	1,394,980	1,577,240	3.5%	1,639,600	1,705,390
Community Relations	10,775	13,870	12,691	13,570	3,220	6,500	-52.1%	6,690	6,890
Communications	760,603	666,027	704,141	704,140	478,610	570,110	-19.0%	587,210	604,830
Canine	171,332	178,055	179,904	198,610	196,620	214,230	7.9%	222,490	231,200
Special Services	245,530	249,523	396,082	199,530	92,100	179,240	-10.2%	183,830	189,340
Records	271,687	255,523	286,166	324,090	305,910	311,120	-4.0%	325,930	341,650
Administrative Services	736,749	740,405	879,759	993,100	960,020	962,830	-3.0%	1,010,590	1,061,480
Sub-Total	18,294,673	18,281,458	18,611,108	20,095,850	19,266,170	20,855,120	3.8%	21,808,230	22,652,430

Program	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	Percent Change	2022 Budget	2023 Budget
<u>Fire Department</u>									
Administration	951,825	925,646	1,126,618	1,114,490	1,086,910	922,300	-17.2%	1,088,350	1,159,820
Public Education	46,189	48,713	57,208	72,950	57,750	75,860	4.0%	78,420	81,070
Suppression	8,231,993	8,486,175	8,592,061	8,907,730	8,996,030	9,824,640	10.3%	10,198,490	10,591,550
Emergency Medical Services	7,422,068	7,593,777	7,770,691	8,007,840	7,934,180	8,509,980	6.3%	8,842,420	9,192,610
Prevention	500,275	524,230	604,560	604,980	594,140	609,190	0.7%	632,340	656,610
Fire Stations	27,982	37,613	37,660	44,400	38,900	40,400	-9.0%	41,620	42,870
Sub-Total	17,180,331	17,616,154	18,188,797	18,752,390	18,707,910	19,982,370	6.6%	20,881,640	21,724,530
<u>Public Works</u>									
Administration	309,919	334,419	319,992	393,350	381,000	383,700	-2.5%	530,100	585,570
Snow and Ice Control	1,387,641	1,597,612	2,062,924	1,859,590	1,743,160	1,840,890	-1.0%	1,912,330	1,987,390
Pavement Maintenance	380,080	492,236	474,922	544,750	558,940	528,210	-3.0%	550,210	573,380
Forestry	1,031,669	1,075,851	1,033,667	1,165,760	1,084,730	1,081,650	-7.2%	1,127,250	1,175,340
Facilities	1,060,690	1,126,384	1,336,576	1,270,030	1,133,430	1,160,780	-8.6%	1,207,550	1,256,750
Fleet Services	1,028,883	1,154,240	1,261,019	1,299,290	1,167,070	1,208,360	-7.0%	1,255,490	1,304,940
F.A.S.T.	315,364	222,761	201,988	187,170	138,870	194,500	3.9%	202,390	210,690
Storm Sewers	154,301	153,231	147,896	151,470	161,560	173,060	14.3%	179,870	187,490
Traffic Control	765,495	717,329	742,061	797,130	778,220	787,870	-1.2%	820,960	855,850
Sub-Total	6,434,042	6,874,062	7,581,044	7,668,540	7,146,980	7,359,020	-4.0%	7,786,150	8,137,400
<u>Development Services</u>									
Administration	397,309	393,667	405,285	402,210	405,430	422,540	5.1%	447,820	473,660
Planning	355,840	352,413	448,976	619,190	465,230	638,790	3.2%	703,670	740,220
Code Enforcement	1,324,695	1,422,685	1,448,562	1,617,080	1,529,640	1,613,920	-0.2%	1,710,610	1,796,040
Transportation & Engineering	1,300,606	1,319,030	1,416,494	1,378,110	1,409,620	1,219,270	-11.5%	1,313,990	1,383,790
Economic Development	1,283,928	1,364,458	1,255,878	1,576,340	1,333,550	1,486,330	-5.7%	1,536,530	1,588,710
Sub-Total	4,662,377	4,852,253	4,975,195	5,592,930	5,143,470	5,380,850	-3.8%	5,712,620	5,982,420
<u>Health & Human Services</u>									
Health & Human Services	693,891	700,227	718,066	768,490	763,700	808,850	5.3%	876,910	923,890
Sub-Total	693,891	700,227	718,066	768,490	763,700	808,850	5.3%	876,910	923,890

Program	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	Percent Change	2022 Budget	2023 Budget
<u>Boards & Commissions</u>									
Fourth of July Commission	155,191	154,083	93,906	155,070	730	155,070	0.0%	159,720	164,500
Fire and Police Commission	35,891	31,821	48,240	83,700	31,410	102,160	22.1%	105,220	108,370
Miscellaneous Boards & Comm.	181,744	219,742	240,839	242,130	126,480	243,590	0.6%	253,070	263,000
Sub-Total	372,827	405,646	382,984	480,900	158,620	500,820	4.1%	518,010	535,870
General Fund Total before Operating Transfers	51,512,336	52,452,697	54,254,711	57,475,980	55,076,070	58,963,980	2.6%	61,965,080	64,565,920
<u>Operating Transfers</u>									
Transfer to Asset Seizure	381,244	-	-	-	-	-	N/A	-	-
Transfer to 2008 G.O. Debt Service	952,683	419,216	-	-	-	-	N/A	-	-
Transfer to 2009 G.O. Debt Service	134,000	99,266	-	-	-	-	N/A	-	-
Transfer to 2015 G.O. Debt Service	122,675	120,975	124,275	121,600	121,600	123,900	1.9%	120,100	121,300
Transfer to 2016 G.O. Debt Service	-	-	-	-	12,000	-	N/A	-	-
Transfer to 2017A & B G.O. Debt Service	-	171,152	180,700	179,350	179,350	177,550	-1.0%	180,750	178,800
Transfer to 2018 G.O. Debt Service	-	109,000	934,959	785,420	987,620	1,156,320	N/A	939,970	939,720
Transfer to 2019 G.O. Debt Service	-	-	-	136,700	136,710	136,700	N/A	136,710	136,710
Transfer to Prairie Stone Capital	-	-	-	-	534,000	-	N/A	-	-
Transfer to Capital Improvement Fund	100,516	23,366	-	112,100	-	-	N/A	158,950	210,210
Transfer to Capital V&E	713,778	484,758	1,348,965	1,596,910	1,143,510	-	-100.0%	2,238,340	2,003,920
Transfer to Road Improvement Fund	1,753,030	-	209,300	456,610	20,000	-	N/A	-	-
Transfer to Capital Replacement Fund	320,700	560,882	-	700,000	700,000	-	N/A	-	-
Transfer to 2017 Capital Projects Fund	-	7,773	-	-	-	-	N/A	-	-
Transfer to NOW Arena Operating	1,084,077	800,000	700,000	1,020,000	1,430,000	1,500,000	47.1%	700,000	700,000
Transfer to Information System Fund	72,768	76,599	66,414	82,080	84,490	83,650	1.9%	86,580	89,610
Transfer to Water & Sewer Fund	-	-	-	-	-	-	N/A	-	-
Transfer to Stormwater Management	-	-	80,000	-	-	-	N/A	60,000	60,000
Sub-Total	5,635,470	2,872,988	3,644,613	5,190,770	5,349,280	3,178,120	-38.8%	4,621,400	4,440,270
TOTAL - ALL PROGRAMS	57,147,806	55,325,686	57,899,324	62,666,750	60,425,350	62,142,100	-0.8%	66,586,480	69,006,190

Village of Hoffman Estates

2021 Annual Operating Budget

General Fund Expenditure Summary by Object

<i>Expenditure Object</i>	<i>2017 Actual</i>	<i>2018 Actual</i>	<i>2019 Actual</i>	<i>2020 Budget</i>	<i>2020 Estimate</i>	<i>2021 Budget</i>	<i>Percent Change</i>	<i>2022 Budget</i>	<i>2023 Budget</i>
<u>Salaries and Wages</u>									
General Administration	2,336,779	2,466,715	2,511,321	2,688,570	2,617,550	2,685,870	-0.1%	2,779,840	2,877,100
Police	10,086,703	10,018,770	10,127,925	10,651,730	10,306,180	10,512,450	-1.3%	10,874,840	11,249,760
Fire	10,353,337	10,342,303	10,733,339	10,824,100	10,967,620	11,407,640	5.4%	11,801,610	12,209,230
Public Works	2,928,648	3,169,505	3,361,247	3,476,540	3,345,080	3,354,800	-3.5%	3,468,570	3,586,340
Development Services	2,337,286	2,453,599	2,539,429	2,692,650	2,615,530	2,647,070	-1.7%	2,725,990	2,821,380
Health & Human Services	432,348	434,396	459,367	482,880	489,600	495,530	2.6%	512,870	530,820
Boards & Commissions	51,227	42,886	49,331	48,730	50,980	61,870	27.0%	63,940	66,080
Sub-Total	28,526,329	28,928,174	29,781,960	30,865,200	30,392,540	31,165,230	1.0%	32,227,660	33,340,710
<u>Employee Benefits</u>									
General Administration	948,411	1,016,320	990,782	1,081,710	1,087,740	1,147,280	6.1%	1,229,110	1,315,860
Police	5,756,681	5,989,245	6,148,881	6,933,340	6,966,640	8,289,320	19.6%	8,659,050	9,057,070
Fire	5,086,538	5,558,857	5,603,355	6,050,180	5,915,490	6,779,820	12.1%	7,111,220	7,455,770
Public Works	1,260,282	1,367,708	1,328,421	1,446,620	1,439,500	1,507,570	4.2%	1,615,050	1,731,790
Development Services	1,039,367	1,050,998	1,072,363	1,159,830	1,173,400	1,249,770	7.8%	1,339,720	1,438,630
Health & Human Services	186,383	194,296	170,138	183,060	185,630	199,100	8.8%	213,450	229,030
Boards & Commissions	29,441	31,539	31,082	33,580	34,890	37,870	12.8%	40,980	44,350
Sub-Total	14,307,103	15,208,964	15,345,022	16,888,320	16,803,290	19,210,730	13.8%	20,208,580	21,272,500
<u>Misc. Employee Benefits</u>									
General Administration	50,477	50,710	59,015	62,560	22,150	40,550	-35.2%	41,690	42,850
Police	148,041	159,908	152,626	236,660	135,430	189,770	-19.8%	195,460	201,300
Fire	234,726	196,888	234,367	285,610	250,890	296,710	3.9%	305,610	314,770
Public Works	40,634	44,432	47,434	53,500	42,540	45,190	-15.5%	46,530	47,920
Development Services	40,920	47,627	42,760	58,850	21,820	34,860	-40.8%	35,920	37,010
Health & Human Services	3,894	3,376	2,330	8,540	6,920	6,170	-27.8%	6,360	6,550
Boards & Commissions	375	375	715	1,580	380	1,580	0.0%	1,630	1,680
Sub-Total	519,067	503,315	539,248	707,300	480,130	614,830	-13.1%	633,200	652,080

Expenditure Object	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	Percent Change	2022 Budget	2023 Budget
<u>Commodities</u>									
General Administration	198,460	147,903	171,065	188,460	162,090	183,420	-2.7%	188,900	194,550
Police	74,950	79,890	51,245	93,240	59,580	81,630	-12.5%	84,070	86,590
Fire	78,743	76,265	82,451	88,720	81,220	85,000	-4.2%	87,550	90,170
Public Works	612,510	710,996	1,079,888	888,740	707,360	878,870	-1.1%	905,240	932,400
Development Services	21,537	21,202	19,262	22,790	19,030	20,240	-11.2%	20,870	21,500
Health & Human Services	22,946	26,924	26,596	35,610	28,740	32,880	-7.7%	33,870	34,890
Boards & Commissions	1,707	1,292	410	1,600	100	1,400	-12.5%	1,430	1,460
Sub-Total	1,010,853	1,064,473	1,430,918	1,319,160	1,058,120	1,283,440	-2.7%	1,321,930	1,361,560
<u>Contractual Services</u>									
General Administration	870,818	776,125	817,243	886,280	784,530	815,160	-8.0%	961,170	1,022,790
Police	2,182,295	2,020,070	2,117,891	2,148,560	1,788,400	1,774,800	-17.4%	1,987,440	2,050,120
Fire	1,314,581	1,323,612	1,416,480	1,380,530	1,374,840	1,294,060	-6.3%	1,453,430	1,529,210
Public Works	2,003,439	1,932,927	2,308,997	2,400,760	2,228,050	1,960,080	-18.4%	2,149,870	2,250,030
Development Services	1,314,426	1,369,944	1,358,940	1,724,830	1,392,050	1,519,530	-11.9%	1,661,320	1,737,240
Health & Human Services	48,320	41,236	59,634	58,400	52,810	75,170	28.7%	110,360	122,600
Boards & Commissions	290,076	329,553	301,446	395,410	72,270	398,100	0.7%	410,030	422,300
Sub-Total	8,023,955	7,793,468	8,380,631	8,994,770	7,692,950	7,836,900	-12.9%	8,733,620	9,134,290
<u>Capital Outlay</u>									
General Administration	960	684	-	16,100	1,100	15,100	-6.2%	15,550	16,010
Police	46,003	13,575	12,541	32,320	9,940	7,150	-77.9%	7,370	7,590
Fire	112,407	118,228	118,805	123,250	117,850	119,140	-3.3%	122,220	125,380
Public Works	105,020	92,013	86,987	101,150	83,450	76,200	-24.7%	78,490	80,840
Development Services	7,911	4,435	12,017	23,950	21,370	20,020	-16.4%	20,620	21,240
Sub-Total	272,300	228,935	230,351	296,770	233,710	237,610	-19.9%	244,250	251,060

<i>Expenditure Object</i>	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	Percent Change	2022 Budget	2023 Budget
<u>Operating Transfers</u>									
Transfer to Asset Seizure	381,244	-	-	-	-	-	N/A	-	-
Transfer to 2008 G.O. Debt Service	952,683	419,216	-	-	-	-	N/A	-	-
Transfer to 2009 G.O. Debt Service	134,000	99,266	-	-	-	-	N/A	-	-
Transfer to 2015 G.O. Debt Service	122,675	120,975	124,275	121,600	121,600	123,900	1.9%	120,100	121,300
Transfer to 2016 G.O. Debt Service	-	-	-	-	12,000	-	#DIV/0!	-	-
Transfer to 2017A G.O. Debt Service	-	171,152	180,700	179,350	179,350	177,550	N/A	180,750	178,800
Transfer to 2018 G.O. Debt Service	-	109,000	934,959	785,420	987,620	1,156,320	N/A	939,970	939,720
Transfer to 2019 G.O. Debt Service	-	-	-	136,700	136,710	136,700	N/A	136,710	136,710
Transfer to Prairie Stone Capital	-	-	-	-	534,000	-	N/A	-	-
Transfer to Capital Improvement Fund	100,516	23,366	-	112,100	-	-	N/A	158,950	210,210
Transfer to Capital V&E	713,778	484,758	1,348,965	1,596,910	1,143,510	-	-100.0%	2,238,340	2,003,920
Transfer to Road Improvement Fund	1,753,030	-	209,300	456,610	20,000	-	N/A	-	-
Transfer to Capital Replacement Fund	320,700	560,882	-	700,000	700,000	-	N/A	-	-
Transfer to 2017 Capital Projects Fund	-	7,773	-	-	-	-	N/A	-	-
Transfer to NOW Arena Operating	1,084,077	800,000	700,000	1,020,000	1,430,000	1,500,000	47.1%	700,000	700,000
Transfer to Information Systems	72,768	76,599	66,414	82,080	84,490	83,650	1.9%	86,580	89,610
Transfer to Water and Sewer Fund	-	-	-	-	-	-	N/A	-	-
Transfer to Stormwater Management	-	-	80,000	-	-	-	N/A	60,000	60,000
Sub-Total	5,635,470	2,872,988	3,644,613	5,190,770	5,349,280	3,178,120	-38.8%	4,621,400	4,440,270
<u>Cost Allocations</u>									
Water Fund Cost Allocation	(1,086,910)	(1,216,400)	(1,421,170)	(1,546,540)	(1,525,670)	(1,315,760)	-14.9%	(1,355,230)	(1,395,880)
CDBG Fund Cost Allocation	(60,361)	(58,232)	(32,248)	(49,000)	(59,000)	(69,000)	40.8%	(48,930)	(50,400)
Sub-Total	(1,147,270)	(1,274,632)	(1,453,418)	(1,595,540)	(1,584,670)	(1,384,760)	-13.2%	(1,404,160)	(1,446,280)
TOTAL - ALL OBJECTS	57,147,806	55,325,686	57,899,324	62,666,750	60,425,350	62,142,100	-0.8%	66,586,480	69,006,190

Village of Hoffman Estates

2021 Annual Operating Budget

Revenues - Other Funds

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	Percent Change
<u>SPECIAL REVENUE FUNDS</u>							
Motor Fuel Tax	1,347,233	1,390,665	1,715,178	2,228,000	3,069,850	2,987,000	34.1%
Asset Seizure	881,211	463,448	671,382	4,000	89,190	1,000	-75.0%
EDA Administration	-	-	-	-	-	-	N/A
EDA General Account	8,944,465	-	7,661,977	-	-	-	N/A
Municipal Waste System	2,961,464	2,984,832	3,018,000	3,007,750	2,971,270	2,937,190	-2.3%
E-911	137	-	-	-	-	-	N/A
Roselle Road TIF	147,368	458,882	366,421	305,000	313,050	302,000	-1.0%
Community Dev. Block Grant	287,649	241,719	213,669	297,500	463,710	640,980	115.5%
Higgins/Hassell TIF	2,799,324	370,321	369,860	300,500	300,150	300,150	-0.1%
Barrington/Higgins TIF	606,556	568,611	724,471	608,740	605,740	605,740	-0.5%
Lakewood Center TIF	-	-	-	269,700	20,730	401,590	N/A
Higgins/Old Sutton TIF	-	-	-	-	15,000	43,040	N/A
<u>DEBT SERVICE FUNDS</u>							
2008 G.O. Debt Service	3,520,752	419,216	-	-	-	-	N/A
2009 G.O. Debt Service	2,248,539	1,921,856	-	-	-	-	N/A
2015B G.O. Debt Service	122,675	120,975	124,275	121,600	121,600	123,900	1.9%
2016 G.O. Debt Service	485,913	429,383	432,807	438,800	452,430	436,700	-0.5%
2017A&B G.O. Debt Service	-	171,152	180,700	179,350	179,350	177,550	-1.0%
2018 G.O. Refunding Debt Service	-	32,523,227	2,754,453	2,750,200	2,750,200	2,863,200	4.1%
2019 G.O. Refunding Debt Service	-	-	-	136,700	136,710	136,700	N/A

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	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	Percent Change
<u>CAPITAL PROJECT FUNDS</u>							
Capital Improvements Fund	1,691,248	1,631,511	1,720,054	2,127,600	1,993,430	1,796,100	-15.6%
Road Improvement Fund	9,128,025	5,687,697	5,671,810	8,301,110	5,774,550	6,588,600	-20.6%
Capital Vehicle & Equipment Fund	1,323,691	761,726	1,936,202	1,598,910	1,335,060	762,920	-52.3%
Capital Replacement Fund	327,854	574,007	8,300	705,000	702,000	2,000	-99.7%
Central Rd Corridor Improve. Fund	1,064	1,451	3,834	600	200	200	-66.7%
Hoffman Blvd Bridge Maintenance	2,419	4,752	7,756	5,000	1,500	1,500	-70.0%
Western Corridor Fund	29,666	52,231	93,355	50,000	54,200	750,000	1400.0%
Traffic Improvement Fund	455	652	2,748	-	-	-	N/A
Prairie Stone Capital Fund	86,019	93,931	987,561	10,000	551,000	10,000	0.0%
Western Area Traffic Improve. Fund	292	69	146	-	30	-	N/A
Central Area Impact Fee Fund	408,116	307	718	-	150	150	N/A
West. Area Rd. Impact Fee Fund	66,653	-	463	-	100	-	N/A
2019 Capital Project Fund	587,005	7,773	1,733,021	-	10,000	-	N/A
Stormwater Management Fund	596,894	539,960	621,936	1,087,000	535,400	835,400	-23.1%
<u>ENTERPRISE FUNDS</u>							
Waterworks and Sewerage	18,813,555	18,836,122	19,467,892	23,744,000	30,757,470	22,252,450	-6.3%
NOW Arena Operating	3,922,441	3,552,078	3,667,517	3,813,580	3,257,040	4,225,820	10.8%
NOW Arena Activity	9,584,200	9,929,321	11,156,948	11,109,280	4,834,080	4,769,310	-57.1%
2015 A & C G.O. Debt Service	3,396,080	3,402,496	3,452,784	3,504,740	3,653,680	3,576,650	2.1%
<u>INTERNAL SERVICE FUND</u>							
Insurance	1,714,601	1,779,292	1,623,876	1,627,870	1,510,700	1,602,980	-1.5%
Information Systems Fund	1,764,562	1,679,733	1,849,694	1,757,480	1,751,890	1,337,450	-23.9%
<u>TRUST FUNDS</u>							
Police Pension	13,572,718	(2,065,515)	16,388,641	6,072,300	6,322,300	7,006,070	15.4%
Firefighters Pension	14,032,910	106,692	21,152,801	5,887,790	5,724,790	6,156,100	4.6%
TOTAL - OTHER FUNDS	105,403,753	88,640,576	109,781,249	82,050,100	80,258,550	73,630,440	-10.3%

Village of Hoffman Estates

2021 Annual Operating Budget

Expenditures - Other Funds

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	Percent Change
<u>SPECIAL REVENUE FUNDS</u>							
Motor Fuel Tax	1,262,986	1,902,479	1,556,342	2,710,000	2,125,250	3,480,000	28.4%
Asset Seizure	712,647	281,654	254,265	321,350	271,880	285,490	-11.2%
EDA Administration	-	-	-	-	-	-	N/A
EDA General Account	8,944,465	-	7,661,977	-	-	-	N/A
Municipal Waste System	2,950,483	3,017,513	3,073,833	3,120,420	3,020,350	2,979,150	-4.5%
E-911	67,115	-	-	-	-	-	N/A
Roselle Road TIF	19,096	11,840	25,978	915,000	3,800	1,668,040	82.3%
Community Dev. Block Grant	269,876	251,050	222,110	297,500	328,650	513,750	72.7%
Higgins/Hassell TIF	2,960,328	368,528	369,394	4,850	4,550	5,040	3.9%
Barrington/Higgins TIF	683,531	592,070	732,373	4,500	6,370	13,040	189.8%
Lakewood Center TIF	-	-	2,924	269,100	17,800	401,590	N/A
Higgins/Old Sutton TIF	-	-	-	-	15,000	43,040	N/A
<u>DEBT SERVICE FUNDS</u>							
2008 G.O. Debt Service	3,567,757	439,438	-	-	-	-	N/A
2009 G.O. Debt Service	2,272,813	1,940,502	-	-	-	-	N/A
2015B G.O. Debt Service	122,675	120,975	124,275	121,600	121,600	123,900	1.9%
2016 G.O. Debt Service	440,275	438,275	436,275	439,300	439,300	437,200	-0.5%
2017A&B G.O. Debt Service	-	171,152	180,700	179,350	179,350	177,550	-1.0%
2018 G.O. Refunding Debt Service	-	32,501,212	2,748,675	2,750,200	2,750,200	2,863,200	4.1%
2019 G.O. Refunding Debt Service	-	-	-	136,700	136,710	136,700	N/A

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	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	Percent Change
<u>CAPITAL PROJECT FUNDS</u>							
Capital Improvements Fund	1,705,742	1,877,415	1,641,216	2,193,150	1,983,000	2,021,330	-7.8%
Road Improvement Fund	8,896,853	4,549,302	6,070,874	8,781,110	5,960,750	6,655,620	-24.2%
Capital Vehicle & Equipment Fund	1,281,606	1,114,753	734,251	1,596,910	2,557,020	761,720	-52.3%
Capital Replacement Fund	72,602	1,173,782	300,000	48,000	48,000	700,000	1358.3%
Central Rd Corridor Improve. Fund	199,364	-	-	-	-	-	N/A
Hoffman Blvd Bridge Maintenance	38,904	2,421	33,412	52,000	2,000	-	N/A
Western Corridor Fund	-	-	60,000	280,000	235,000	400,000	42.9%
Traffic Improvement Fund	264,603	-	-	-	-	-	N/A
Prairie Stone Capital Fund	484,797	286,146	112,430	1,477,500	2,082,500	680,000	-54.0%
Western Area Traffic Improve. Fund	158,840	-	-	-	-	-	N/A
Central Area Impact Fee Fund	408,400	-	-	-	-	-	N/A
West. Area Rd. Impact Fee Fund	232,057	-	182	-	-	-	N/A
2019 Capital Project Fund	34,754	586,310	8,114	-	1,719,840	-	N/A
Stormwater Management Fund	965,541	653,041	657,996	1,064,150	816,150	508,250	-52.2%
<u>ENTERPRISE FUNDS</u>							
Waterworks and Sewerage	19,501,085	18,888,932	19,055,140	23,630,700	30,020,090	22,709,750	-3.9%
NOW Arena Operating	3,728,187	3,725,079	3,729,921	3,947,190	4,438,190	4,293,180	8.8%
NOW Arena Activity	9,931,459	10,378,464	11,552,256	11,109,280	4,834,080	4,769,310	-57.1%
2015 A & C G.O. Debt Service	3,393,816	3,403,262	3,453,461	3,504,740	3,504,740	3,576,650	2.1%
<u>INTERNAL SERVICE FUND</u>							
Insurance	1,434,812	1,576,265	2,238,890	1,781,510	1,662,450	1,773,720	-0.4%
Information Systems Fund	1,816,601	1,874,158	1,594,855	2,207,480	1,845,480	1,747,450	-20.8%
<u>TRUST FUNDS</u>							
Police Pension	5,480,027	6,191,499	6,838,080	6,857,410	7,104,180	7,356,350	7.3%
Firefighters Pension	5,084,949	5,498,004	5,908,751	6,209,260	6,385,960	6,638,510	6.9%
TOTAL - OTHER FUNDS	89,389,045	103,815,523	81,378,951	86,010,260	84,620,240	77,719,530	-9.6%

Village of Hoffman Estates

2021 Annual Operating Budget

Projected Impact of Fiscal Year 2021

	12/31/2019 Fund Balance	2020 Estimated Revenues	2020 Estimated Expenses	Estimated Beginning Fund Balance	Budgeted Revenues	Budgeted Expenditures	Transfers In	Transfers Out	Estimated Ending Fund Balance
General Fund	19,927,920	56,747,980	60,425,350	16,250,550	58,832,720	58,963,980	1,054,000	3,178,120	13,995,170
Municipal Waste System Subaccount	314,821	2,971,270	3,020,350	265,741	2,937,190	2,929,150	-	50,000	223,781
Special Revenue Funds									
EDA General Account	-	-	-	-	-	-	-	-	-
Motor Fuel Tax	373,924	3,069,850	2,125,250	1,318,524	2,987,000	120,000	-	3,360,000	825,524
Community Dev. Block Grant	1	463,710	328,650	135,061	640,980	330,150	-	183,600	262,291
Asset Seizure	1,078,463	89,190	271,880	895,773	1,000	23,900	-	261,590	611,283
Roselle Rd TIF	1,061,133	313,050	3,800	1,370,383	302,000	1,668,040	-	-	4,343
Barrington/Higgins TIF	173,526	605,740	6,370	772,896	605,740	13,040	-	-	1,365,596
Higgins/Hassell TIF	11,927	300,150	4,550	307,527	300,150	5,040	-	-	602,637
Lakewood Center TIF	(2,924)	20,730	17,800	6	401,590	401,590	-	-	6
Higgins/Old Sutton TIF	-	15,000	15,000	-	43,040	43,040	-	-	-
Debt Service Funds									
2015B G.O. Debt Service	-	121,600	121,600	-	-	123,900	123,900	-	-
2016 G.O. Debt Service	(11,759)	452,430	439,300	1,371	436,700	437,200	-	-	871
2017A & B G.O. Debt Service	-	179,350	179,350	-	-	177,550	177,550	-	-
2018 G.O. Debt Service	27,794	2,750,200	2,750,200	27,794	1,206,880	2,863,200	1,656,320	-	27,794
2019 G.O. Debt Service	-	136,710	136,710	-	-	136,700	136,700	-	-
Capital Project Funds									
Capital Improvements Fund	249,352	1,993,430	1,983,000	259,782	1,621,100	472,200	175,000	1,549,130	34,552
Road Improvement Fund	1,104,416	5,774,550	5,960,750	918,216	2,705,000	6,655,620	3,883,600	-	851,196
Capital Vehicle & Equipment Fund	1,287,798	1,335,060	2,557,020	65,838	1,200	761,720	761,720	-	67,038
Capital Replacement Fund	332,510	702,000	48,000	986,510	2,000	-	-	700,000	288,510
Central Rd Corridor Improve. Fund	55,285	200	-	55,485	200	-	-	-	55,685
Hoffman Blvd Bridge Maintenance	273,008	1,500	2,000	272,508	1,500	-	-	-	274,008
Western Corridor Fund	563,854	54,200	235,000	383,054	750,000	-	-	400,000	733,054
Traffic Improvement Fund	18,400	-	-	18,400	-	-	-	-	18,400
Prairie Stone Capital Fund	2,286,842	551,000	2,082,500	755,342	10,000	650,000	-	30,000	85,342
Western Area Traffic Improve. Fund	216	30	-	246	-	-	-	-	246
Central Area Impact Fee Fund	1,025	150	-	1,175	150	-	-	-	1,325
West. Area Rd. Impact Fee Fund	281	100	-	381	-	-	-	-	381
2019 Capital Project Fund	1,724,909	10,000	1,719,840	15,069	-	-	-	-	15,069
Stormwater Management Fund	246,291	535,400	816,150	(34,459)	835,400	508,250	-	-	292,691
Enterprise Funds (unrestricted only)									
Water & Sewer Fund	3,232,972	30,757,470	30,020,090	3,970,352	22,222,450	22,684,750	30,000	25,000	3,513,052
NOW Arena Operating Fund	934,178	3,257,040	4,438,190	(246,972)	2,595,820	218,710	1,630,000	4,074,470	(314,332)
NOW Arena Activity	-	4,834,080	4,834,080	-	3,517,990	4,769,310	1,251,320	-	-
2015A & C G.O. Debt Service	601,056	3,653,680	3,504,740	749,996	753,500	3,576,650	2,823,150	-	749,996
Internal Service Funds (unrestricted only)									
Insurance	1,324,293	1,510,700	1,662,450	1,172,543	1,602,980	1,773,720	-	-	1,001,803
Information Systems	707,024	1,751,890	1,845,480	613,434	1,228,800	1,747,450	108,650	-	203,434
Trust & Agency Funds									
Police Pension	80,645,427	6,322,300	7,104,180	79,863,547	7,006,070	7,356,350	-	-	79,513,267
Firefighters Pension	93,396,628	5,724,790	6,385,960	92,735,458	6,156,100	6,638,510	-	-	92,253,048
Total Revenues & Expenditures		137,006,530	145,045,590		\$119,705,250	\$126,049,720	\$13,811,910	\$13,811,910	

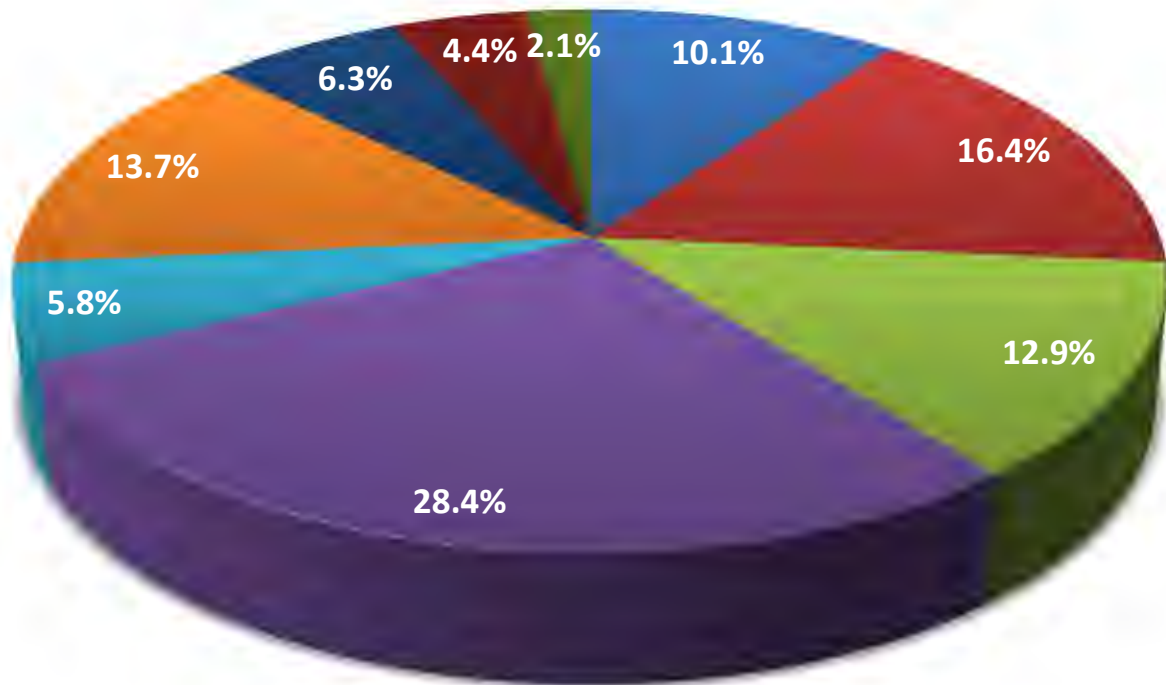
GENERAL GOVERNMENT DEPARTMENT

The General Government Department is comprised of nine divisions: Legislative, General Government Administration, Legal, Finance, Village Clerk, Human Resources Management, Communications and Cable Television.

Total Budget

\$4,076,950

Annual Expenses by Division



Legislative

Administration

Legal

Finance

Village Clerk

Human Resources Mgmt

Communications

Cable Television

Emergency Operations

GENERAL GOVERNMENT DEPARTMENT

Annual Expenses by Division

Division	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Legislative	366,874	386,750	367,210	411,440	6.4%
Administration	643,260	685,030	699,070	666,880	-2.6%
Legal	499,857	555,410	418,850	526,550	-5.2%
Finance	1,077,165	1,154,460	1,140,250	1,156,620	0.2%
Village Clerk	210,477	224,400	225,090	235,280	4.8%
Human Resource Mangement	512,578	566,880	559,380	558,770	-1.4%
Communications	239,383	258,150	246,390	256,150	-0.8%
Cable Television	181,333	199,790	149,820	179,780	-10.0%
Emergency Operations	66,588	86,010	83,160	85,480	-0.6%
Total	3,797,516	4,116,880	3,889,220	4,076,950	-1.0%

Annual Expenses by Class

Division	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	2,511,321	2,688,570	2,617,550	2,685,870	-0.1%
Employee Benefits	990,782	1,081,710	1,087,740	1,147,280	6.1%
Misc. Employee Expenses	59,015	62,560	22,150	40,550	-35.2%
Commodities	171,065	188,460	162,090	183,420	-2.7%
Contractual Services	817,243	886,280	784,530	815,160	-8.0%
Capital Outlay	-	16,100	1,100	15,100	-6.2%
Cost Allocation	(751,910)	(806,800)	(785,940)	(810,430)	0.4%
Total	3,797,516	4,116,880	3,889,220	4,076,950	-1.0%

Description

The legislative and governing body of the Village of Hoffman Estates consists of the Village President, six (6) Trustees who are elected on an at-large basis, and the Director of Operations for the Mayor and Trustees. The Village Board is the Village's policy makers. The Board approves the annual budget and focuses on the Village's goals, major projects and such long-term considerations as Village growth, land use development, capital improvements, strategic planning and finances.

2020 Accomplishments

- Every state, county, town, and neighborhood will receive its fair share of federal funds only if it has an accurate census population count. The 2020 Census was a significant initiative within the Village and a primary concern for the Board. The Village's Complete Count Committee, along with the assistance of community partnerships and direct engagement with liaisons from the US Census Bureau, achieved an 82% self-response rate. This is a 5% increase in self-response over 2010 which landed at 77%. Non-response follow-up completion rates for Cook County reached 99.9%. Illinois stands to receive nearly \$56B in federal funding for Census related issues.
- The Village Ad Hoc committee continued to move forward with realization of the Phase I plans for the Village Green. V3 Construction was named as the construction company to complete the work. This mass grading and utility project reconfigured the landscape to fit more people and accommodate future events. A central sidewalk and central plaza near the concessions will tie everything together. Bollard lights, an irrigation system, and sodding was completed.
- The former AT&T property purchased by Somerset Development for the purpose of creating Bell Works, a \$200 million "metroburb" continues to move forward. This year production companies utilized the space for the filming of two films effectively bringing in additional revenue to Hoffman Estates. Somerset intends to convert the campus to include office space, shops, restaurants, conference space, storage and amenities. Additionally the group will work with another developer for the construction of apartments and townhomes.
- On June 23, 2020, the Village of Hoffman Estates approved an \$11.5 million deal to rename the Sears Centre Arena venue to Now Arena. The new name, which officially took place on September 1, is a result of a 15-year naming rights agreement approved by the Village of Hoffman Estates in June 2020. Now Health Group is a 52-year-old, family-owned company with a portfolio of more than 1,500 health and natural-based products, including supplements, sports nutrition, foods, beauty and essential oils. It has more than 900 full-time employees and owns the 13 Fruitful Yield natural health food stores in the Chicago area.

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	206,048	224,300	222,290	246,340	9.8%
Employee Benefits	51,064	55,850	57,590	62,660	12.2%
Misc. Employee Expenses	16,383	14,450	6,170	15,650	8.3%
Commodities	14,893	15,490	6,190	14,290	-7.7%
Contractual Services	120,796	121,890	119,640	122,560	0.5%
Cost Allocation	(42,310)	(45,230)	(44,670)	(50,060)	10.7%
Total	366,874	386,750	367,210	411,440	6.4%

Budget Highlights

Salaries & Wages

The 9.8% increase is due to budgeted increases for personnel.

Employee Benefits

The 12.2% increase is due to a higher IMRF contribution rate required.

Misc. Employee Expenses

The 8.3% increase is due anticipated price increases for travel and training expenses.

Commodities

The 7.7% decrease is due to a reduction of miscellaneous office supplies.

Contractual Services

The 0.5% increase is due to a slight adjustment in association dues.

Cost Allocation

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

GENERAL GOVERNMENT ADMINISTRATION

Village of Hoffman Estates

Description

The General Government Administration Division houses the Office of the Village Manager and is responsible for administering the day-to-day operations of the Village government. Common responsibilities include monitoring revenues and expenditures, coordinating sustainability efforts, and reviewing resident and business concerns to enhance customer service. The Division consists of the Village Manager, Deputy Village Manager, Assistant to the Village Manager, Executive Assistant, and the Administrative Intern.

The Office of the Village Manager takes direction from the Legislative Division to manage and direct the operating departments within the policies and legislation enacted by the Village President and Board of Trustees.

2020 Accomplishments

- Coordinated the Village's response to the COVID-19 pandemic:
 - Activated the "virtual Emergency Operations Center" in March 2020, which has continued to meet regularly throughout the year. Led and provided support to all operating departments to ensure that the Village continued providing essential services to the public.
 - Collaborated with Human Resources Management to formulate employee policies that were reactive to changing guidance from federal and state agencies.
 - Oversaw the Village's public information campaign, as well as internal employee communication, regarding the latest news on the pandemic.
 - Worked with Finance and coordinated with all operating departments to identify the impacts of the pandemic on Village finances. Prepared a budget reduction plan that was presented to the Village Board to address the budget shortfall.
- Successfully negotiated a five-year extension of the Village's residential and commercial waste hauling and recycling agreements with Groot.
- Continued to assist Somerset Development in the redevelopment of the Lakewood Campus (former AT&T corporate site) into Bell Works, a mixed-use "Metroburb" that will include 1.2 million square feet of office space, 60,000 square feet of conference facilities, storage and amenities, and 60,000 square feet of restaurant and retail space.
- Along with Development Services, negotiated new 15-year naming rights agreement for the NOW Arena (formerly Sears Centre Arena).

GENERAL GOVERNMENT ADMINISTRATION

Village of Hoffman Estates

- Supported development projects within the Village, including the 53-acre data center property on Lakewood Boulevard.
- Furthered the Golf-Higgins-Roselle Road Tax Increment Financing district goals by coordinating with Development Services on a redevelopment agreement for the storm water improvements and continued redevelopment of the Hoffman Plaza and Golf Rose shopping centers.
- Coordinated with Development Services on an incentive agreement for the vacant former Sports Authority site and a potential incentive agreement with a new automobile dealership targeted for the former Land Rover site on Higgins Road (Route 72).
- Continued collaboration with Public Works to execute the performance contract with Siemens for the replacement of all residential and commercial water meters in the Village, as well as the conversion of all Village-owned streetlights to energy-efficient LEDs.
- Participated on the Village Green Ad Hoc Committee to finalize the Phase I construction of the Village Green improvements, which will expand entertainment opportunities at the Village Green.
- Represented the Village's interests through a variety of local and intergovernmental organizations, including the Solid Waste Agency of Northern Cook County (SWANCC), Next Level Northwest (NLNW), the Northwest Suburban Municipal Joint Action Water Agency (NSMJAWA), the Northwest Municipal Conference (NWMC) and the Illinois Municipal League (IML).
- Furthered the Village's sustainability goals, as enumerated in the 2019 Sustainability Plan, through the introduction of a renewable energy aggregation program. The program will generate \$140,000 in civic contributions over the three-year term. The Village Board has targeted these funds for sustainability projects.
- Administered the Village's recycling programs, including special materials and the Simple Recycling curbside textile and small home goods recycling program.
- Initiated negotiations with International Association of Firefighters, Local 2061 on a successor collective bargaining agreement

GENERAL GOVERNMENT ADMINISTRATION

Village of Hoffman Estates

Goals, Objectives and Performance Measures

Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Technology	Respond to at least 90% of resident Coffee with the Board inquiries before next Coffee with the Board	Percent of resolutions to residents inquiries within 48 hours	100%	100%	100%	100%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	497,741	527,330	559,650	513,140	-2.7%
Employee Benefits	139,249	162,580	174,000	170,190	4.7%
Misc. Employee Expenses	18,612	14,240	5,440	7,120	-50.0%
Commodities	3,380	3,380	2,540	3,620	7.1%
Contractual Services	144,367	148,760	132,200	139,530	-6.2%
Cost Allocation	(160,090)	(171,260)	(174,760)	(166,720)	-2.7%
Total	643,260	685,030	699,070	666,880	-2.6%

Budget Highlights

Salaries

The 2.7% decrease is due to budgeted salary savings related to employee turnover and an unfilled vacancy.

Employee Benefits

The 4.7% increase is primarily due to increases in insurance costs and IMRF expenses.

Misc. Employee Expenses

The 50.0% decrease is primarily due to reductions in travel and training for FY2021.

Commodities

The 7.1% increase is due to a price increases for periodicals and publications.

GENERAL GOVERNMENT ADMINISTRATION

Village of Hoffman Estates

Contractual Services

The 6.7% decrease is due to the elimination of an AmeriCorps contract sustainability program, partially offset by an increase in IS user charges. The Finance Committee and Village Board recently approved the Village's interest to continue with this program.

Cost Allocation

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is an increase of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

Description

The Office of the Corporation Counsel is responsible for prosecuting and defending all suits in which the Village is a party; communicating directly with the corporate authorities and advising them on all legal matters; giving advice to the Village Board, the Village Manager and all Department Directors on all legal questions affecting the Village; reviewing all contracts and preparing all ordinances and resolutions; prosecuting ordinance, traffic and housing code violations in the courts and through the Village's adjudication hearing process; and oversight of legal representation provided by private firms. In addition to Corporation Counsel, the Legal Division is comprised of a full-time Assistant Corporation Counsel, a full-time Associate Corporation Counsel (open) and a part-time Village Prosecutor.

2020 Accomplishments

- Providing all manner of guidance in the interpretation and implementation of federal, state and local laws and executive orders relating to the COVID-19 pandemic, and its effect on the Village.
- Together with outside counsel and Arena staff, represented the Village in negotiating and securing for the Arena a new fifteen year naming rights agreement with NOW Health Group, Inc., an Illinois corporation, having an annual naming rights fee of \$750,000 and replacing the prior naming rights agreement with Sears Roebuck & Co.
- Continued representation of the Village in all legal matters involving the bankruptcy filing by Sears Holdings Corporation and Sears, Roebuck & Co., and their related entities, in the federal district court in the Southern District of New York.
- Additional representation of the Village in the related civil action pending in the Circuit Court of Cook County and brought by Community Unit School District 300, a taxing district in the EDA area, challenging the Village's distribution of the statutory property tax increment as mandated in the state's Economic Development Act, 20 ILCS 620/1 *et seq.* and further seeking dissolution of the EDA.
- Continued representation of the Village in all legal matters relating to the site redevelopment of the former AT&T 16-acre campus (now known as the "Bell Works Chicagoland"), and offering office, retail and hotel opportunities in the project area.
- Representing the Village in all matters relating to the annexation of the 145 acre property north of Higgins Road and west of Sutton Road, including defending the Village in litigation associated with that annexation in the Circuit Court of Cook County, IL (dismissed January 2020).
- Represented the Village and completed documentation on the proposed sale of three (3) separate Village-owned properties for the purpose of enhancing local commercial development and redevelopment.
- Oversight of all federal and state court cases in which the Village is represented by an outside counsel, including workers compensation claims and tort litigation, successfully defeating one

party's challenge to the constitutionality of the Village's 1996 statutory commercial building sprinkler retrofit requirement.

- Prosecuting all Village traffic and ordinance violations in the Circuit Court of Cook County.
- Prosecuting claims in the local administrative adjudication hearing process including, among others, citations for damage to Village property, vehicle tows, and residential rental licensing violations to ensure compliance by all, and handling related Circuit Court appeals of the administrative adjudication decisions.
- Providing oversight on all plats and review of supporting documents for those plats involving commercial development and/or redevelopment projects in the Village, including AT&T, Hoffman Plaza, Bystronic and the McShane Development properties.
- Participated on behalf of the Village in hearings before the Cook County Property Tax Appeal Board on requests for reductions in commercial real property tax assessments impacting the Village.
- Oversight of public safety employees' PSEBA and PEDDA claims.
- Oversight of all other federal and state court cases in which the Village is represented by outside counsel, including workers compensation claims, and tort litigation, including the nationwide class action opioid litigation.
- Consulting on the drafting and evaluation of economic incentive agreements for various developments and businesses.
- Drafting various ordinances and resolutions, and related amendments, and attending to changes necessitated to changes necessitated by law (legalization of cannabis in the State of Illinois; hands-free/cellphone change to state statute, among others).
- Drafting and revising various intergovernmental agreements.
- Working with the Village's Finance Department on its implementation of DACRA electronic ticketing in the Village, and to grow the Village's debt recovery on traffic and compliance citations, administrative tow citations and red light camera tickets through collection and the Village's continued participation in the Illinois Comptroller's Debt Recovery Program.
- Working also with the Finance Department on the recovery of monies owed to the Village through the local real estate transfer tax process.
- Working with the Village Clerk's Office and the Finance Department to improve local businesses' timely payment of required license renewal fees, Village water/utility bills, taxes (including amusement and entertainment taxes), revenues, and other fees owed.

- Represented the Village's Fire and Police Commission in connection with testing, hiring and discipline matters.
- Working with all departments and the Village's appointed FOIA Officers on responding to FOIA requests and interfacing with the office of the Illinois Attorney General's Public Access Counselor to meet its interpretations, recommendations and requirements when the Village responds on FOIA and OMA issues.

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	215,228	241,200	161,250	224,450	-6.9%
Employee Benefits	87,976	95,860	84,210	99,880	4.2%
Misc. Employee Expenses	1,107	3,000	600	1,550	-48.3%
Commodities	10,361	8,250	5,880	7,940	-3.8%
Contractual Services	273,635	305,120	240,820	285,650	-6.4%
Cost Allocation	(88,450)	(98,020)	(73,910)	(92,920)	-5.2%
Total	499,857	555,410	418,850	526,550	-5.2%

Budget Highlights

Salaries & Wages

The 6.9% decrease is due to the reduction in hours needed for the Village's prosecutor's services on cases pending in the Circuit Court of Cook County and for local administrative hearings as well, and the reduced hours needed for adjudication hearing officers.

Employee Benefits

The 4.2% increase is due to a higher IMRF contribution rate required.

Miscellaneous Employee Expenses

The 48.3% decrease is due to having only one needed State of Illinois attorney registration and reduced fees resulting from leaving open the associate corporation counsel position for the entire 2019 year.

Commodities

The 3.8% decrease is due to leaving open the associate corporation counsel position for the entire 2019 budget year.

Contractual Services

The 6.4% decrease is due to renegotiated and lower renewal costs of the Westlaw legal research contract and its Continuing Legal Education product, fewer court filing fees and outside legal fees.

Cost Allocation

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a decrease of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

Description

The mission of the Finance Division is to manage, protect and report on the Village of Hoffman Estate's financial resources to enhance the Village's financial condition for residents, businesses and investors. The Finance Division is comprised of 21 budgeted employees who are responsible for: customer service, cash and debt management, monthly water billing for approximately 15,600 accounts, payroll for approximately 400 employees, pension administration, budgeting and purchasing, accounting, auditing, revenue administration, billing and collections, tax administration and office services. Five of the Finance Division employees are either fully or partially allocated to the Water & Sewer and Municipal Waste System Funds. Also, the five Front Counter employees are split between the Finance Division and Code Enforcement Division.

2020 Accomplishments

- Received the Government Finance Officers Association Certificate of Achievement in Financial Reporting for the Comprehensive Annual Financial Report as of December 31, 2019. This is the 37th consecutive year the Village has received this award.
- Received the Government Finance Officers Association Distinguished Budget Presentation Award for the Fiscal Year 2020 Operating & Capital Budget. This is the 12th consecutive year the Village submitted its budget for the award and received it.
- Continued collecting revenue through the Illinois State Comptroller's Local Debt Recovery Program. Approximately 1,300 code and police citations and almost 400 red light camera violations have been submitted into the program in 2020. As of February 2020 the State is no longer accepting red light camera violations for this program. In FY2020, the Village has experienced an average match rate of 48%, collecting a total of \$80,000. Since program inception in late FY2013, the Village has collected over \$1,030,000 of delinquent revenue.
- In accordance with the State of Illinois Open Meetings Act Amendment, Section 7.3, reported total compensation packages for each employee exceeding \$150,000 on the Village website within 6 business days before the 2021 budget was approved and total compensation packages for each employee exceeding \$75,000 on the Village website within 6 business days after the 2021 budget was approved.
- Provided the following documents online to further improve information available on the Finance Department webpage: 2020 Annual Operating Budget, 2020-2027 Capital Improvements Program, and the Comprehensive Annual Financial Report for fiscal year ending December 31, 2019.
- Successfully prepared the 8-year Capital Improvements Program budget. This has been valuable in obtaining a clearer long-range picture of future capital projects and the necessary funding by the Village.

Goals, Objectives and Performance Measures

Provide municipal services in a fiscally sustainable manner given the current economic conditions, and continue to be a leader in legislative advocacy to protect local government revenue streams and oppose unfunded mandates.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Fiscal Responsibility	Ensure management approval of information is entered into the financial software	Percentage of data approved by managers	100%	100%	100%	100%
Enhance the Village's operations through employee development and training in core skills sets that will develop our employees and create a cadre of future leaders for the organization.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Organizational Development	Ensure that a minimum of two employees are cross trained for each position	Percent of Finance staff cross trained	100%	100%	100%	100%
	Promote staff training and continuing education	Percentage of staff members attending training	75%	100%	100%	100%
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Technology	Ensure Village Board approved public financial documents are uploaded to Village website within 15 days	Percentage of financial documents available within 15 days	100%	100%	100%	100%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	864,474	934,540	922,330	936,140	0.2%
Employee Benefits	393,438	428,090	423,010	449,410	5.0%
Misc. Employee Expenses	5,805	5,980	2,980	3,930	-34.3%
Commodities	46,930	51,600	47,620	50,750	-1.6%
Contractual Services	143,528	134,000	141,470	120,530	-10.1%
Cost Allocation	(377,010)	(399,750)	(397,160)	(404,140)	1.1%
Total	1,077,165	1,154,460	1,140,250	1,156,620	0.2%

Budget Highlights

Salaries & Wages

The 0.2% increase is due to budgeted salary increases for personnel.

Employee Benefits

The 5.0% increase is due to a higher IMRF contribution rate required.

Miscellaneous Employee Benefits

The 34.3% decrease is related to a decrease in travel and training expenses due to COVID-19 restrictions.

Commodities

The 1.6% decrease is related to a reduction in photocopy expense.

Contractual Services

The 10.1% decrease is due to a reduction in IS User Charges. The 2020 estimate is higher than the budget figure due to higher credit card acceptance fees related to COVID-19.

Cost Allocation

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is an increase of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

Description

By law, the Clerk's Office is responsible for: maintaining all regular and special Village Board and Executive Session minutes; maintaining all permanent records of the Village including agreements, annexations, contracts, liens, plats and all matters pertaining to bids and Freedom of Information Act (FOIA) requests; administering applications for nearly 2,500 alcoholic beverage, home, retail, general premise and contractors' licenses; acting as Secretary to the Liquor Commission; administering the vehicle decal parking programs that include neighborhoods adjacent to Conant High School, Hoffman Estates High School and Alcoa Lane; maintaining and indexing Letters of Credit.

The Clerk's Office also compiles and mails all welcome packets; publishes and assists with the opening of all bids; publishes all ordinances and maintains official ordinance and resolution books; files the tax extensions with both Cook and Kane Counties; registers voters and conducts early voting when requested. The Village Clerk's Office provides free Notary services on specific documents for all departments and residents.

2020 Accomplishments

- Continued with a user-friendly environment in the Village Clerk's Office including easy access and organization of files and storage areas.
- Continued to locate, contact, and license unlicensed businesses.
- Continued processing all license renewals and new applications in a timely manner.
- Efficiently processed liquor licensing for new establishments including those applying for video gaming.
- Continued to accept license renewal payments on-line.
- Continued accurate booking, publishing and distribution of ordinances and resolutions.
- Maintained 100% accuracy for passport applications.
- Assisted in processing/issuing pet licenses.
- Successfully tracked all FOIA requests for archiving.
- Continued to log all foreclosures and subpoenas that were received in the Clerk's office and inform appropriate department personnel on all foreclosures reported to the office in a timely manner.
- Continued to update a detailed list of all contracts and agreements including their location.
- Facilitated Cook County with their Early Voting.

Goals, Objectives and Performance Measures

Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Technology	Achieve a minimum target of 85% with a goal target of 100% re-licensing of business licenses within 60 days post renewal deadline (April 30)	Percent of licenses renewed within 60 days of expiration	98%	82%	85%	85%
	Achieve a minimum target of 85% with a goal target of 100% re-licensing of General Premise licenses (GP) within 60 days post renewal deadline (August 31)	Percent of licenses renewed within 60 days of expiration	99%	99%	85%	85%
	Continue to increase collection timeliness of contracts and agreements within 90 days of approval	Percent of contracts/agreements collected within 90 days of approval	100%	100%	100%	100%
	Ensure that the Clerk's Office maintains 100% accuracy in passport acceptance and prompt follow-up on tracking	Percent of accuracy in passport acceptance	100%	100%	100%	100%
	Increase awareness of passport services at the Village to help increase the number of passports processed	Number of passports processed	616	639	220	300

VILLAGE CLERK

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	138,826	146,580	147,670	157,830	7.7%
Employee Benefits	71,695	76,770	79,520	83,870	9.2%
Misc. Employee Expenses	2,796	2,610	1,110	1,240	-52.5%
Commodities	5,019	6,210	5,710	6,160	-0.8%
Contractual Services	16,580	18,370	18,360	14,690	-20.0%
Capital Outlay	-	100	100	100	0.0%
Cost Allocation	(24,440)	(26,240)	(27,380)	(28,610)	9.0%
Total	210,477	224,400	225,090	235,280	4.8%

Budget Highlights

Salaries & Wages

The 7.7% increase is due to budgeted annual salary increases.

Employee Benefits

The 9.2% increase is due to a higher IMRF contribution rate required.

Miscellaneous Employee Benefits

The 52.5% decrease is related to a decrease in travel and training expenses due to COVID-19 restrictions.

Contractual Services

The 20% decrease is due to a reduction in IS User Charges.

Cost Allocation

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is an increase of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

HUMAN RESOURCE MANAGEMENT

Village of Hoffman Estates

Description

The Human Resources Management (HRM) Division's mission is to facilitate the various processes involved in building, servicing the needs of, and retaining a stable, career-oriented workforce that includes approximately 350 full-time employees. The main objective is to cultivate a productive and diverse workforce dedicated to the concept of public service. Human Resources Management is also dedicated to protecting the health and safety of its workforce by promoting a safety conscious, drug and harassment free work environment.

The HRM staff, which consists of five budgeted positions, is divided into two main operational functions. The first function is Human Resources, whose mission is to serve its customers (department staff, employees, applicants, candidates for appointment and the general public) in the areas of recruitment and selection, compensation practices, benefit administration, employee relations, contract negotiation and administration, employee development, and policy interpretation and formulization. The second function is Risk Management, whose mission is to protect the safety and health of Village residents, employees and that of the general public; to promote a safety conscious environment; to ensure that insurance coverage is in place to protect the assets of the Village; to ensure continued Village operations and services; and to eliminate or reduce the conditions and practices which cause loss.

2020 Accomplishments

- Created and produced virtual Benefits Open Enrollment communications and videos.
- Conducted Family Medical Leave Act and Worker Compensation training for supervisors.
- Successfully provided Affordable Care Act 1094 and 1095 forms to both employees and IRS.
- Completed the first required dependent audit on the Village's insurance plans as required by the Intergovernmental Personnel benefits Cooperative (IPBC).
- Administered online anti-harassment training program for all employees as required by the state of Illinois.
- Completed the implementation of the Employee Onboarding System through CivicHR.
- Successfully negotiated a contract with the Police Sergeants union MAP 97.
- Coordinated online Open Enrollment for all employees through the Employee Access Center (EAC).
- Achieved a 43% participation rate of insured employees in the Village blood draw/Health Risk Assessment.
- In following state and federal regulations, produced COVID-19 return to work policies and Families First Coronavirus Response Act (FFCRA) policy.

HUMAN RESOURCE MANAGEMENT

Village of Hoffman Estates

- Created, implemented and administered Village COVID-19 Telework Agreement for eligible employees.

Goals, Objectives and Performance Measures

Ensure the health, welfare, and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police, and emergency management, as well as affordable physical and mental health and wellness services.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Continue to increase insured employees awareness of the Village blood draw/Health Risk Assessment to achieve a 50% participation rate	Percent of employee participation in the Health Risk Assessment	27%	43%	45%	50%
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, and foster sustainability and increase accessibility and convenience to residents and businesses.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Technology	Transition to electronic onboarding system for new employees	Percent of transition completed	N/A	N/A	100%	N/A
	Increase employee knowledge of the Work Safety Program to aid in decreasing the number of worker's compensation claims	Number of worker's compensation claims	34	28	24	24
	Transition to online Annual Benefits enrollment Process for all employees	Percent of transition completed	N/A	100%	100%	100%

HUMAN RESOURCE MANAGEMENT

Village of Hoffman Estates

Continue to advance a progressive work environment through employee training and organizational development programs and initiatives. Prepare for organizational succession by providing a leadership training program and advanced workforce planning. Conduct specific training for Time Management, Crisis Intervention, and Ethics education, and budget for position-specific and technology training.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Organizational Development	Provide employee development training to 70% of Village organization	Percent of employee development training provided	43%	50%	25%	70%
	Achieve a 98% level of employee satisfaction of survey respondents with training provided	Percent level of employee satisfaction	100%	100%	100%	100%
	Establish a Career Development and Goal Setting program through the employee performance evaluation process which identifies employee leadership training needs.	Percent completion of Leadership Development Program	N/A	N/A	28%	70%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	330,116	347,740	357,430	354,980	2.1%
Employee Benefits	149,425	162,660	169,430	175,610	8.0%
Misc. Employee Expenses	5,124	5,930	2,440	1,340	-77.4%
Commodities	15,017	20,350	17,210	18,450	-9.3%
Contractual Services	72,506	96,500	80,930	76,370	-20.9%
Cost Allocation	(59,610)	(66,300)	(68,060)	(67,980)	2.5%
Total	512,578	566,880	559,380	558,770	-1.4%

HUMAN RESOURCE MANAGEMENT

Village of Hoffman Estates

Budget Highlights

Salaries & Wages

The 2.1% increase in Salaries & Wages resulted due to annual salary increases.

Employee Benefits

The 8.0% increase in Employee Benefits resulted largely from employee health insurance increases and a higher IMRF contribution rate required.

Misc. Employee Expenses

The 77.4. % decrease is due to a reduction in HRM staff training for FY2021.

Commodities

The 9.3% decrease is due to a decrease in employee anniversaries and photo copy expenses.

Contractual Services

The 20.9% decrease is due to a reduction in employee training.

Cost Allocation

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

Description

The Communications Division of General Government helps accomplish the Village Board's goal of providing clear and consistent communication to Village residents and businesses. The division coordinates all of the Village's marketing and public information functions, including the Village's website, social media, the Citizen newsletter, and press releases. Further, the Communications Division facilitates economic development marketing efforts by working collaboratively with staff, consultants and the Village's Economic Development Commission.

2020 Accomplishments

- Use of the Village's website, which was upgraded to a more user-friendly format in 2018, continues to grow. Traffic to the website, www.hoffmanestates.org, increased 6.1% year-over-year (to 219,079 users for the period of Oct. 1, 2019 to Sept. 30, 2020). High usage days included Oct. 31, 2019 (Halloween) with 2,728 users and June 1, 2020 (the date Village Hall reopened to the public with COVID-19 restrictions) with 1,876 users. Approximately 53% of users accessed the site from a desktop connection, while approximately 47% used a mobile device or tablet.
- In coordination with the Cable TV Division, over 900 videos have been posted to the Village's YouTube channel, featuring everything from grand openings and high school sports, to summer concerts and Commission events. In response to the COVID-19 pandemic, the Village began live streaming Village Board and Standing Committee meetings in 2020 on both YouTube and through the Village website. The channel now has over 2,200 subscribers (an increase of approximately 30.3% from 2019). Notably, this year-over-year change from 2019 to 2020 represents a 116% increase versus the change from 2018 to 2019. The most-watched video on the channel remains the 2013 "Day in the Life" of the Hoffman Estates Police Department, which has been watched over 224,000 times.
- The eNews weekly email sharing Village events, meeting updates, and important community information is a key communication tool. The total number of eNews subscribers has continued to grow, increasing by approximately 7.5% year-over-year (to a total of 1,600 as of Sept. 30, 2020). Each week's eNews includes information briefs that direct users to additional information, with the goal of increasing traffic to the Village's website and social media accounts. Tracked information shows that on average, 35.7% of all eNews messages are opened, which represents a 3.8% increase over the same period in 2018-19. Approximately 39% of users view eNews on a mobile device, a slight decrease year-over-year.

COMMUNICATIONS

Village of Hoffman Estates

- Social media has continued to grow in popularity, with over 4,200 “likes” on the Village’s Facebook profile (up 16.6% from 3,600 “likes” in 2019) and over 3,000 followers on Twitter (a 7.6% increase over 2019). On Facebook, metrics show a year-over-year increase in both post reach and post engagement. Twitter analytics show that the Village’s posts earned over 300,000 impressions in the 12 months ended Sept. 30, 2020. The Facebook presence for the Hoffman Estates Police and Fire Departments also continues to expand, with 3,880 and 2,045 “likes,” respectively. Social media continues to provide the Village with a direct and effective channel of communication with our residents and business community.

Goals, Objectives and Performance Measures

Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Technology	Continue to actively publicize eNews to build and engage audience	Percent of increased subscribers of eNews from previous year	2%	2.5%	7.5%	5.0%
	Maintain open rate of 35% or better for eNews subscribers to drive traffic to Village website	Percent of eNews open rate/engagement	34.0%	35.7%	37.1%	35.0%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	104,312	109,460	108,000	111,620	2.0%
Employee Benefits	44,616	48,070	47,290	52,080	8.3%
Misc. Employee Expenses	3,476	3,460	1,050	330	-90.5%
Commodities	72,238	78,600	74,880	79,130	0.7%
Contractual Services	14,740	18,560	15,170	12,990	-30.0%
Total	239,383	258,150	246,390	256,150	-0.8%

Budget Highlights

Salaries & Wages

The 2.0% increase is due to annual salary increases.

Employee Benefits

The 8.3% increase is due to an increase in health insurance and IMRF costs.

Misc. Employee Expenses

The 90.5% decrease is due to the elimination of most travel and training for FY2021.

Contractual Services

The 30% decrease is primarily due to the suspension of an intergovernmental benchmarking cooperative.

Description

The Cable Television Coordinator oversees the cable television franchise, HETV programming, video production, and most audio/visual functions. The division acts as the liaison with the cable television provider Comcast; and AT&T's U-Verse video service. The division handles residents' complaints regarding cable television in addition to other video and telecommunications services. The division monitors federal and state telecommunications legislation and Federal Communications Commission (FCC) actions that could affect the Village.

2020 Accomplishments

- Televised all Village Board and Committee meetings.
- Became President of IL NATOA (National Association Telecommunications Officers & Advisors)
- Addressed all resident inquiries regarding telecommunications services.
- Designed/Built Virtual set to enhance the video productions HETV Produces for Village departments.
- Innovated Virtual Village Board & Committee Meetings

CABLE TELEVISION

Village of Hoffman Estates

Goals, Objectives and Performance Measures

Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Technology	Continue to work with various Village departments and nonprofit organization (such as schools) to produce television and internet programs accessible to the public	Number of local programs produced	72	75	61	72
	Ensure Village Board and Board Committee meetings are televised and accessible to the public	Percent of public meetings aired	100%	100%	100%	100%
	Act as a liaison between Village residents and Telecommunications providers and ensure inquiries are answered and complaints addressed	Percent of inquiries resolved	100%	100%	100%	100%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	121,869	121,420	98,230	104,600	-13.9%
Employee Benefits	47,819	45,850	44,710	47,260	3.1%
Misc. Employee Expenses	2,893	3,540	1,140	1,440	-59.3%
Commodities	1,067	1,580	1,650	1,580	0.0%
Contractual Services	7,685	11,400	3,090	9,900	-13.2%
Capital Outlay	-	16,000	1,000	15,000	-6.3%
Total	181,333	199,790	149,820	179,780	-10.0%

Budget Highlights

Salaries & Wages

The 13.9% decrease is due to Cable TV Production Assistant hours went down to 20 per week versus 29 per week.

Employee Benefits

The 3.1% increase is due an increase in health insurance expense.

Miscellaneous Employee Benefits

The 59.3% decrease is due to travel and training cut as well as budget cuts pushed to FY21.

Contractual Services

The 13.2% decrease is for new server purchase and no longer require an extended service contract.

Capital Outlay

The 6.3% decrease is to due one-time expenditure expense that occurred in FY2020.

EMERGENCY OPERATIONS Village of Hoffman Estates

Description

The Emergency Operations Division is staffed by a part-time Emergency Management Coordinator and budgets for the needs of the community in terms of disaster preparedness. The division facilitates the coordination of the Village's Emergency Operations Plan (EOP) and Emergency Operations Center (EOC). This function is completed in concert with all Village departments by coordinating emergency and disaster planning in a cohesive effort ensuring public safety, property preservation and full recovery of the Village in the event of disaster. Disaster planning, coordination with external agencies, EOC preparedness and updating the EOP is coordinated by the Emergency Management Coordinator. In addition, the Coordinator acts as a liaison to the County Emergency Management Association and State Emergency Management Association.

2020 Accomplishments

- Continued the outdoor warning siren program to maintain the Village's Warning Systems. All sirens have been upgraded to battery backed-up sirens and I have developed a schedule for future siren upgrades annually to new models once they reach 20 yr of use.
- Coordinated mitigation measures and a new placement of the outdoor warning siren #8 at Huntington that was placed too close to the water tower for maintenance to be completed by both our Public Works dept. and Fulton Sirens. This adjustment mitigated the need to move the siren in the future and allowed better access to receive maintenance during the winter months by Fulton Sirens.
- All Tabletop, Functional and Full Scale exercises have been delayed due to emergency management prioritization towards activities related to COVID-19. Expected return to these exercises will be 2021-2022. Real world experience has been achieved through use of our virtual EOC and COOP/COG workshops in preparation for COVID-19 restrictions.
- Hosted training courses for employees and public safety partners including Shelter Operations, ICS Operations Section Chief and the Science of Disasters.
- Completed the COVID-19 After Action Report/ Improvement Plan, Incident Action Plan and developed daily to weekly Situation Reports related to COVID-19 for Situational Awareness purposes.
- Continued to coordinate the Emergency Management Team of Auxiliary officers and volunteers for training and emergency call out use by the Police Department.
- Completed HSEEP compliant paperwork and submitted to IEMA for Core Capability credit for COVID-19 real-world disaster credit.

EMERGENCY OPERATIONS Village of Hoffman Estates

- Attended regular weekly meetings/ conference calls with IEMA, IDPH, Cook County and other external partners during the COVID-19 pandemic.
- Conducted weekly conference calls within the EOC group and Village of Hoffman Estates Leadership in order to maintain situational awareness.
- Completed the Multi-Year Training & Exercise Plan or the Integrated Planning and Preparedness Workshop (IPPW) in coordination with JEMS for a five-year training plan.
- Maintained Situational awareness on multiple facets of Emergency Management and communicated regularly to the EOC group on COVID-19 Pandemic updates, multiple situations of Civil Unrest and multiple severe weather events throughout 2020.
- Maintained Emergency Management Preparedness Grant through IEMA and submitted all documentation to receive grant money to fund the Hoffman Estates EMA program. Additional revenue was identified through this grant by adding the JEMS expenses into this grant reimbursement process for 2020 and future EMPGs.
- Completed the EOC roster to be used for Mutual Aid purposes among the JEMS communities.
- Coordinated meetings and discussions on multiple issues related to COVID-19 including Alternate Housing, POD Planning and a Walkthrough at the Sears Center with the National Guard, Army Corps of Engineers, JEMS, IEMA, and Cook County Emergency Management & Regional Security.

Goals, Objectives and Performance Measures

Continue contingency planning for the provision of reliable police, fire and emergency services in disasters and extreme events. Promote awareness of the Village's Emergency Operations Plan/disaster preparedness by increasing outreach efforts to inform and educate residents and the business community.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Conduct public outreach at existing Village events and host disaster preparedness classes	Number of events hosted	20	15	6	14

EMERGENCY OPERATIONS Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	32,708	36,000	40,700	36,770	2.1%
Employee Benefits	5,687	6,330	8,300	6,670	5.4%
Misc. Employee Expenses	2,629	9,000	900	7,600	-15.6%
Commodities	2,159	3,000	410	1,500	-50.0%
Contractual Services	23,405	31,680	32,850	32,940	4.0%
Total	66,588	86,010	83,160	85,480	-0.6%

Budget Highlights

Salaries

The 2.1% increase is due to budgeted annual salary increases.

Employee Benefits

The 5.4% increase is due to a higher IMRF contribution rate required.

Misc. Employee Expenses

The 15.6% decrease is due to additional training expenses were reduced due to COVID-19.

Commodities

The 50.0% decrease is due to postponing the detailing the public information trailer.

Contractual Services

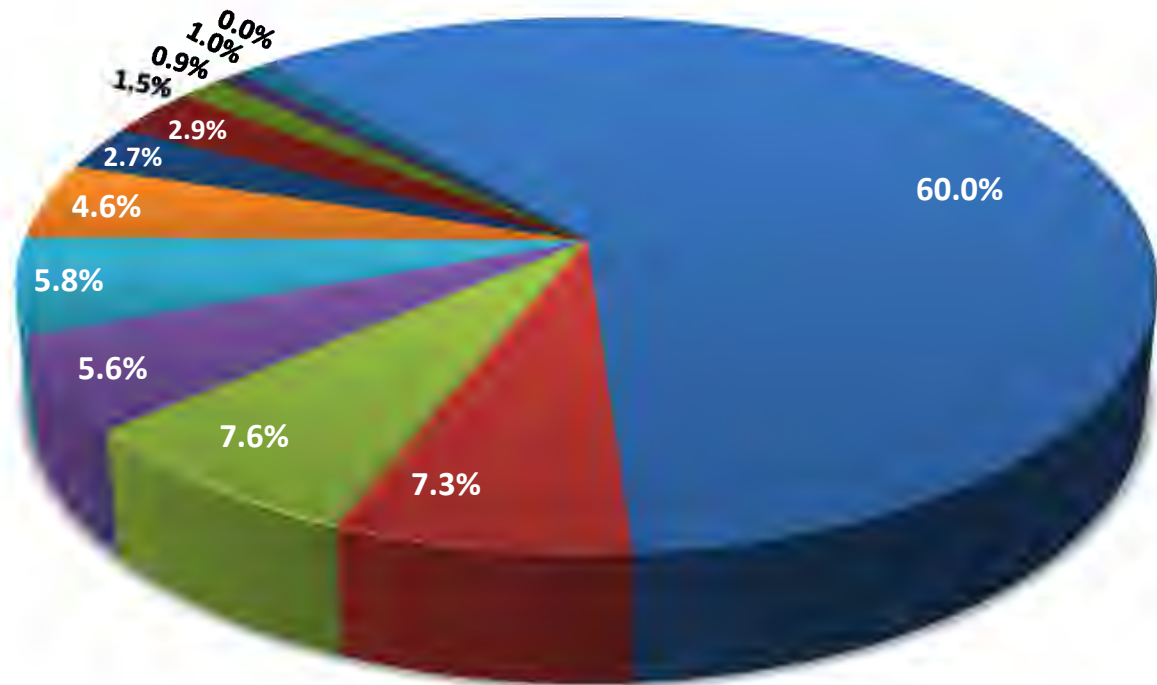
The 4.0% increase is due to an increase in our Joint Emergency Management System annual assessment fee.

POLICE DEPARTMENT

The Police Department is comprised of twelve divisions: Police Administration, Juvenile Investigations, Tactical, Patrol & Response, Traffic, Investigations, Community Relations, Communications, Canine, Special Services, Records and Administrative Services. The mission of the Police Department is to protect and enhance the quality of life for all who live, work and visit our community by delivering the highest quality police services.

Total Budget **\$ 20,855,120**

Annual Expenses by Division



- Patrol & Response
- Traffic
- Communications
- Special Services

- Administration
- Tactical
- Juvenile Investigations
- Canine

- Investigations
- Administrative Services
- Records
- Community Relations

POLICE DEPARTMENT

Annual Expenses by Division

Division	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Administration	1,581,158	1,608,110	1,585,120	1,514,210	-5.8%
Juvenile	543,172	570,190	573,310	607,420	6.5%
Tactical	947,432	1,070,550	1,053,490	1,215,660	13.6%
Patrol & Response	10,509,942	11,627,890	11,637,630	12,518,930	7.7%
Traffic Control	1,174,800	1,262,830	985,160	1,177,630	-6.7%
Investigations	1,395,862	1,523,240	1,394,980	1,577,240	3.5%
Community Relations	12,691	13,570	3,220	6,500	-52.1%
Communications	704,141	704,140	478,610	570,110	-19.0%
Canine	179,904	198,610	196,620	214,230	7.9%
Special Services	396,082	199,530	92,100	179,240	-10.2%
Records	286,166	324,090	305,910	311,120	-4.0%
Administrative Services	879,759	993,100	960,020	962,830	-3.0%
Total	18,611,108	20,095,850	19,266,170	20,855,120	3.8%

Annual Expenses by Class

Division	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	10,127,925	10,651,730	10,306,180	10,512,450	-1.3%
Employee Benefits	6,148,881	6,933,340	6,966,640	8,289,320	19.6%
Misc. Employee Expenses	152,626	236,660	135,430	189,770	-19.8%
Commodities	51,245	93,240	59,580	81,630	-12.5%
Contractual Services	2,117,891	2,148,560	1,788,400	1,774,800	-17.4%
Capital Outlay	12,541	32,320	9,940	7,150	-77.9%
Total	18,611,108	20,095,850	19,266,170	20,855,120	3.8%

POLICE ADMINISTRATION Village of Hoffman Estates

Description

The Police Administration Division is responsible for the development and implementation of Police Department goals and objectives, budget, research and development and various innovative programs. In addition, Police Administration sets Departmental policy, writes, reviews and updates general orders and ensures annual testing on those orders are conducted for all personnel. They are also responsible for ensuring Department personnel are appropriately trained and adequately equipped for their day-to-day operations. Risk management is also considered a priority for the Police Administration Division.

2020 Accomplishments

- State required training mandates were met in 2020 through ILETSB online learning networks. Due to COVID all non-mandated training was either cancelled or postponed to 2021.
- Continued to find ways to make our in-service training program meet the state requirements for training. The entire department is now training in 2 day blocks at our station on topics which the state mandates. During this year officers have received certification in courses taught by our own staff which meet Illinois Law Enforcement Training and Standards Board requirements.
- Analyze department general orders by reviewing and completing updates to comply with law changes or accepted professional practices.
- Completed and dispersed 12 training bulletins to officers.
- Continued to successfully administer the Administrative Adjudication program, allowing the Village to hold hearings for local ordinance violations. Beginning July 2020 all administrative hearings were conducted utilizing the new DACRA system.
- The Administrative Adjudication Tow Fee hearing program was streamlined requiring less handwritten paperwork and revising work flow to make the process more efficient.
- Facilitated the hiring of 5 probationary police officers and promoting 2 Sergeants and 1 Lieutenant to replace retired officers.

POLICE ADMINISTRATION Village of Hoffman Estates

Goals, Objectives and Performance Measures

Enhance the Village's operations through employee development and training in core skill sets that will develop our employees and create a cadre of future leaders for the organization.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Organizational Development	Ensure staff members receive training and are tested in the Red Policy General Orders	Percent of staff members who have completed testing within three months	100%	100%	100%	100%
	Ensure employees receive training through the Illinois State Law Enforcement Training and Standards Board's mobile training unit	Percent of employees receiving 40+ hours of training	100%	100%	100%	100%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	683,326	711,460	720,340	715,620	0.6%
Employee Benefits	332,470	367,530	352,130	417,470	13.6%
Misc. Employee Expenses	2,572	4,760	3,050	3,310	-30.5%
Commodities	16,531	26,200	15,060	24,000	-8.4%
Contractual Services	545,074	496,060	492,440	351,710	-29.1%
Capital Outlay	1,186	2,100	2,100	2,100	0.0%
Total	1,581,158	1,608,110	1,585,120	1,514,210	-5.8%

Budget Highlights

Salaries

The 0.6 % increase is due to budgeted annual salary increases.

Employee Benefits

The 13.6% increase is due to a rise in pension contribution expenses.

Misc. Employee Expenses

The 30.5 % decrease is due to a reduction in travel and training expenses.

POLICE ADMINISTRATION Village of Hoffman Estates

Commodities

The 8.4 % decrease is due to a reduction in administrative tow fees.

Contractual Services

The 29.1 % decrease is due to lower IS User charges.

JUVENILE INVESTIGATIONS Village of Hoffman Estates

Description

The Juvenile Investigations Division investigates all crimes against children, such as physical abuse and sexual abuse. The Division investigates all crimes that involve juvenile offenders and suspects. They render decisions regarding juvenile offenders to include station adjustments, social referral, peer jury or petition to Juvenile Court, and arrange for detention at the Cook County Juvenile Temporary Detention Center. High School Consultants handle the same duties and any incidents occurring on school property. The Division coordinates the Peer Jury Program and the Tobacco Enforcement Program and coordinates with other social service agencies concerning juvenile offenders and juveniles or families in crisis. The Division also coordinates meetings with school district officials concerning all issues of school safety.

2020 Accomplishments

- The Juvenile Division continues to assist our local public and private school districts with content, design and implementation of emergency plans, otherwise known as a Lockdown Plan. This involves meetings with school officials several times throughout the year to discuss, review and make improvements to emergency preparedness. The Division also conducts lockdown drills at every school in Hoffman Estates at least twice a year as mandated by the Illinois School Safety Drill Act.
- Two state mandatory enforcement checks in which plain-clothed officers accompanied underage minors in an attempt to purchase tobacco products were conducted in early spring. Due to COVID-19 restrictions, the Illinois Department of Human Services Tobacco Enforcement Program (TEP) grant was postponed until further notice.
- The Hoffman Estates Peer Jury Program continued successfully in 2020. Peer Jury is a court alternative program that provides consequences and positive outcomes to youthful offenders that would otherwise be screened out of the juvenile court system or have no other consequences. This program continues to evolve as new legislation is enacted.
- Due to COVID-19 restrictions, the annual Champions of Children Conference and Illinois Juvenile Officer's Association Conference were cancelled. Juvenile Investigators supplemented this professional training and networking by attending webinars and intelligence sharing meetings.

JUVENILE INVESTIGATIONS Village of Hoffman Estates

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Promote eligible juveniles away from the criminal court system and into community based rehabilitation programs	Percent of juveniles placed in community programs	77%	83%	97%	85%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	312,241	324,630	332,530	316,360	-2.5%
Employee Benefits	214,161	227,150	222,780	272,340	19.9%
Misc. Employee Expenses	3,070	3,120	3,120	3,100	-0.6%
Commodities	790	400	400	400	0.0%
Contractual Services	12,910	14,890	14,480	15,220	2.2%
Total	543,172	570,190	573,310	607,420	6.5%

Budget Highlights

Salaries & Wages

The 2.5% decrease is due to a reduction in overtime expense for the juvenile officer's court time.

Employee Benefits

The 19.9% increase is due to a rise in cost of police pension contributions.

Miscellaneous Employee Expenses

The 0.6% decrease is due to decreased membership dues.

Contractual Services

The 2.2% increase is due to a rise in cost for liability insurance.

Description

The role of the Tactical Section is to identify and target problem areas within the Village and direct activities to eliminate these problems. The primary focus is "Zero Tolerance" on criminal gang activity and suppression of these activities. The Division also develops and exchanges criminal intelligence with other divisions and external agencies. It supplements other units and divisions within the Police Department with additional labor as needed.

2020 Accomplishments

- The Tactical Section participated in monthly gang intelligence meetings held throughout the area and shared information with other Divisions in our Department. There is a strong focus on not only passing on information but also continued training and education on narcotics and trends.
- The Tactical Section continued community outreach by attending homeowner's association meetings and community functions such as The Citizens Police Academy. The Tactical Section also met with D211 Administration to discuss the changes in drug laws and what they might expect to see with recreational use.
- The Tactical Section continued to prioritize its efforts in the area of gang and narcotics enforcement. To date, the Tactical Section recovered over 90 grams of cocaine, 15lbs of illegal cannabis and THC vape oil cartridges, several grams of heroin, and other illicit drug paraphernalia. The Tactical Section assisted the Illinois State Police FOID card unit, along with our investigators, and were able to recover several illegal weapons. The Tactical Section has seized over \$12,788.00 of drug proceeds and recovered 7 weapons from people that cannot legally possess them.
- In 2020 the Tactical Section made 40 drug arrests, 84 misdemeanor arrests, 61 felony arrests, and 30 warrant arrests. The Tactical Section had 39 gang contacts and issued 75 local ordinance cannabis related citations.
- The Tactical Section conducted 349.5 hours of surveillance which resulted in over 56 criminal investigations.
- The Tactical Section has been working closely with our officer assigned to Homeland Security Investigations (HSI) Chicago on multiple money laundering and drug investigations.

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Continue to educate the community on gang awareness to help identify and reduce gang activity	Number of Anti-Gang classes held	11	11	7	11
	Ensure gang graffiti is identified and removed within 14 days of report	Percent of gang graffiti removed within 14 days	100%	100%	100%	100%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	565,805	612,980	566,090	640,580	4.5%
Employee Benefits	354,665	427,010	457,590	544,590	27.5%
Misc. Employee Expenses	4,500	4,500	4,500	3,750	-16.7%
Commodities	163	100	-	100	0.0%
Contractual Services	22,300	25,960	25,310	26,640	2.6%
Total	947,432	1,070,550	1,053,490	1,215,660	13.6%

Budget Highlights

Salaries & Wages

The 4.5% increase is due to annual contractual salary increases, offset by a reduction in court time expenses.

Employee Benefits

The 27.5% increase is due to a rise in health insurance and police pension contributions.

Misc. Employee Expenses

The 16.7% decrease is due to a position vacancy.

Contractual Services

The 2.6% increase is due to a rise in cost for liability and workers compensation insurance.

Description

The primary objective of the Patrol & Response Division is to respond to calls for service by the public. As first responders, patrol officers have the responsibility to take immediate control of any situation with the goal of preserving life and property. They complete written reports of incidents to which they are assigned and request additional resources as needed. When not assigned to calls for service, patrol officers patrol their beats and conduct traffic law enforcement and crime prevention measures. Increased emphasis has been placed on patrolling our schools, businesses, and residential areas.

At the start of each watch, patrol officers are briefed at roll call on recent incidents that may require additional attention. Specific areas are targeted for extra patrols and officers are encouraged to use their training and experience to resolve problems with community interaction. This type of interaction between the police and community members helps to reduce repeated traffic related problems and criminal activities in various locations while building long-term relationships between members of our Police Department and our residents.

2020 Accomplishments

- During the 2020 calendar year, 7 officers completed the Field Training Program and 6 of the officers are now on solo patrol as probationary officers.
- In response to the Covid-19 pandemic, the Patrol Division shifted resources to provide the greatest presence in the community and support to other village departments.
- In response to the Covid-19 pandemic the Patrol Division modified several practices to continue providing expected services while minimizing face to face exposure.
- Extra patrols in speed zones and troubled areas were conducted regularly. These extra patrols were conducted in response to specific citizen requests and crime trends. Officers spent extra time addressing the concerns of our residents through more visible patrol in these areas.

PATROL & RESPONSE

Village of Hoffman Estates

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Increase presence of focused patrols on school grounds to enhance safety and security	Number of hours patrolled on school grounds	1,916	1,843	1,280	1,900
	Develop and update action plans and lockdown drills to ensure the most effective response	Number of lockdown drills conducted each school year	24	32	30	30
	Increase presence of foot patrols in business areas to enhance safety and security	Number of foot patrols on business properties	168	178	430	250
	Increase presence of extra patrols in business areas to enhance safety and security	Number of targeted extra patrols at local businesses	50	116	85	90
	Increase presence of foot patrols and extra patrols in multifamily residential areas to enhance safety and security	Number of foot patrols and extra patrols in multifamily residential areas	117	101	380	150

PATROL & RESPONSE

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	5,999,168	6,457,670	6,560,570	6,454,390	-0.1%
Employee Benefits	4,056,525	4,598,730	4,593,140	5,503,420	19.7%
Misc. Employee Expenses	115,712	182,590	109,070	160,100	-12.3%
Commodities	21,658	46,070	37,880	46,430	0.8%
Contractual Services	306,967	333,260	330,680	350,040	5.0%
Capital Outlay	9,911	9,570	6,290	4,550	-52.5%
Total	10,509,942	11,627,890	11,637,630	12,518,930	7.7%

Budget Highlights

Salaries & Wages

The 0.1% decrease is, in part, due to open vacancies even with salary increases per the collective bargaining agreement.

Employee Benefits

The 19.7% increase is due to a rise in cost of health care and police pension contributions.

Misc. Employee Expenses

The 12.3% decrease is due to the decrease in training and travel expenses budgeted.

Commodities

The 0.8% increase is due to printing paper and envelopes required for the new electronic ticketing system.

Contractual Services

The 5.0% increase is due to a new software electronic ticketing system.

Capital Outlay

The 52.5% decrease is due to the Taser maintenance agreement being moved to the Capital Improvements Budget.

Description

The Traffic Division coordinates all traffic safety related programs for the Police Department, which includes enforcement, education and the removal of abandoned autos. This Division also coordinates special events including numerous 5K runs. Officers are on call 24 hours a day for serious personal injury and fatality crashes.

Traffic's programs include child passenger safety, impaired driving enforcement, speed related violations, safety belt and child seat use, overweight truck permits and enforcement. Special efforts are coordinated during Child Passenger Safety Week, Buckle Up America Week, Click It or Ticket campaigns, You Drink–You Drive–You Lose, and National Drunk and Drugged Driving Prevention Month.

Another function of this Division is to coordinate the Northwest Fourth Fest activities, including traffic control, carnival grounds patrol, finance security and fireworks traffic direction. The Traffic Division also coordinates the logistics of traffic control during the annual 4th of July parade.

Traffic also coordinates the use of the Police Department's resources regarding traffic related extra patrol requests. Additionally, they work on special traffic projects with the Transportation and Engineering Division and the Public Works Department, which include tracking the worst crash locations and traffic flow concerns. Further, they are responsible for the Village taxi and limousine licensing, chauffer licenses and red light camera reviews. All of the school crossing guards report directly to the Traffic Section Sergeant who is responsible for training, scheduling, payroll, etc.

2020 Accomplishments

- The Traffic Section was able to obtain \$18,679.20 in Sustained Traffic Enforcement Program grant funding for the Police Department from the Illinois Department of Transportation. The funding will be used to fund additional traffic safety enforcement details from October 1st, 2020 through September 30th, 2021. The additional enforcement will focus on DUIs, speeding, and occupant protection violations.
- The Hoffman Estates Police Department continued participation in the MCAT Serious Traffic Accident Reconstruction Team (STAR). Our traffic crash investigator assigned to the STAR team participated in seven call-outs this year providing valuable assistance to this team while gaining additional experience investigating serious crashes.
- Truck safety is a priority within the Traffic Division. Two traffic officers are certified as truck enforcement officers through the Illinois Truck Enforcement Association. Traffic officers work with the Illinois State Police and the Illinois Department of Transportation to conduct overweight truck enforcement. Traffic officers also conduct routine roaming patrols looking for overweight truck violations.

TRAFFIC

Village of Hoffman Estates

- Traffic officers made use of two “Speed Spy” portable radar units to monitor traffic counts and vehicle speed data in numerous areas of the Village. The Traffic Section uses the data from the radar units to more efficiently determine if extra enforcement efforts are necessary and what time of the day those efforts would be the most beneficial. The Traffic Section also shares the data with the Village’s Transportation and Engineering section to determine if other roadway engineering methods may be necessary to address an issue.

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Effectively utilize the Traffic Accident Reduction Goal Enforcement Team (TARGET) in high violation areas to ensure safety within the Village	Number of hours spent on TARGET details within the Village	270	106	100	125
	Continue to utilize the truck safety and overweight program on commercial vehicles in cooperation with the Illinois State Police	Number of truck safety investigations	733	1005	165	500

TRAFFIC

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	498,911	536,070	361,850	480,870	-10.3%
Employee Benefits	255,878	263,930	284,590	347,840	31.8%
Misc. Employee Expenses	3,225	5,480	2,460	2,730	-50.2%
Commodities	858	3,720	2,700	1,220	-67.2%
Contractual Services	414,483	452,080	332,010	344,470	-23.8%
Capital Outlay	1,445	1,550	1,550	500	-67.7%
Total	1,174,800	1,262,830	985,160	1,177,630	-6.7%

Budget Highlights

Salaries & Wages

The 10.3% decrease is due to a position vacancy.

Employee Benefits

The 31.8% increase is due to health insurance increases.

Misc. Employee Benefits

The 50.2% decrease is due to a decrease in training and travel expenses for accident investigation/reconstruction school.

Commodities

The 67.2% decrease is due to a decrease in software requirement updates for traffic equipment.

Contractual Services

The 23.8% decrease is due to lower administration costs associated with the red light cameras.

Capital Outlay

The 67.7% decrease is due to a decrease of miscellaneous equipment.

Description

The Investigations Division thoroughly investigates all assigned cases to ensure the timely arrest of offenders. The Division locates and questions victims, complainants, witnesses and suspects. It keeps complete reports and updated files on each case, maintains sources of information, gathers and processes evidence, serves arrest and search warrants and conducts background investigations. The Division also conducts liquor license inspections, makes presentations to community groups, assists prosecuting attorneys in the preparation of court cases, and enforces all laws and ordinances within the Village.

2020 Accomplishments

- The Investigations Division continued to review all current Hoffman Estates residents who have applied for a Concealed Carry License and filed objections if necessary. The Investigations Division also assists the Illinois State Police Firearm Services Bureau with compliance processes for residents required to surrender their revoked Concealed Carry License and/or revoked Firearm Owners Identification (FOID) cards and further assist with completing paperwork to surrender or transfer firearms and ammunition they are no longer legally permitted to possess. This year a complete audit was done of the status of all residents that possessed a FOID card that was revoked or expired.
- The Investigations Division maintains a list of all registered sex offenders and registered violent offenders residing in Hoffman Estates and ensures compliance with each individual's court ordered registration requirements. This list is available to the public through the police department's webpage.
- The Investigations Division conducts compliance inspections at 88 businesses having liquor licenses and 27 businesses having video gaming licenses.
- Due to COVID-19 restrictions, Illinois Department of Revenue Liquor Control Commission compliance checks for the sale of liquor to minors have been postponed until further notice.
- Due to COVID-19 restrictions, annual conferences sponsored by the Illinois Homicide Investigators Association and Cook County Regional Organized Crime Task Force were cancelled. Investigators supplemented this professional training and networking by attending webinars and intelligence sharing meetings.
- The Investigations Division conducted pre-employment background investigations for numerous police officer applicants, fire applicants, EMA intern applicants and front desk personnel.
- Three patrol officers received cross training opportunities within the Investigations Division.
- The Investigators recovered property relating to assigned cases totaling \$47, 961.

INVESTIGATIONS

Village of Hoffman Estates

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Ensure case clearance of 76% or greater for all cases by utilizing all the Departments' resources to complete investigations	Percentage of cases cleared	84%	82%	73%	80%
	Conduct quarterly sex offender checks by verifying residency and compliance with all State laws	Percentage of offenders in compliance	100%	100%	100%	100%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	860,364	877,170	771,790	845,150	-3.7%
Employee Benefits	478,371	557,540	571,080	674,680	21.0%
Misc. Employee Expenses	15,387	25,050	9,520	12,020	-52.0%
Commodities	590	1,090	550	910	-16.5%
Contractual Services	41,149	43,290	42,040	44,480	2.7%
Capital Outlay	-	19,100	-	-	-100.0%
Total	1,395,862	1,523,240	1,394,980	1,577,240	3.5%

Budget Highlights

Salaries

The 3.7% decrease is due to a reduction of overtime needed, caused by the pandemic.

Employee Benefits

The 21.0% increase is due to rise in costs of health insurance, Medicare, and police pension contributions.

Miscellaneous Employee Expenses

The 52.0% decrease is due to a reduction in travel and training and uniform expenses.

INVESTIGATIONS

Village of Hoffman Estates

Commodities

The 16.5% decrease reflects a reduction of miscellaneous supplies.

Contractual Services

The 2.7% increase is largely due to the annual subscription now required for the TLO Transactional Program.

Capital Outlay

The 100% decrease is due to a one-time expense in FY2020 no longer in budget in FY2021.

COMMUNITY RELATIONS

Village of Hoffman Estates

Description

The officer assigned to the Community Relations Division coordinates and conducts public education programs such as Drug Abuse Resistance Education (D.A.R.E.), Personal Safety, field trips for D.A.R.E. students, and school public safety classes for over 1,600 students. This officer also coordinates and conducts crime prevention programs and security seminars for Village residents and businesses, including events for the elderly at Devonshire and Brookdale Senior Living. This division is instrumental in the coordination and training of the Hoffman Estates Police Explorer Post. Additionally, this officer conducts fingerprinting for employment, background checks, station tours, and they administer public safety programs at Park District Safety Town, Day Care Centers and School Career Days.

Currently, one uniformed officer serves in the Problem-Oriented Policing (POP) Unit of the Special Services Division. The POP Officer continues to concentrate on recurring isolated problems in a proactive manner and devises unique methods to resolve these problems. This officer also manages numerous outreach functions including but not limited to the Neighborhood Watch Program, Citizens Police Academy, and Police Explorers. The POP Officer is instrumental in the planning and coordinating of our annual National Night Out.

2020 Accomplishments

- Instructed the 10-week D.A.R.E. curriculum to fifteen 5th and 6th grade classes at local schools. Almost 300 students had the opportunity to learn about various topics, including new curriculum on: the dangers of drugs and alcohol, communication, peer pressure, bullying and internet safety.
- In 2020 we spoke to Eisenhower Junior High health classes about the dangers of vaping, smoking, and other drugs. Fielded numerous other questions about current trends and drug use amongst teens.
- Before the transitioned to e-learning, we visited numerous schools (elementary through high school) for career day events.
- The child seat safety program was continued this year adding our community service officers as certified car seat technicians who were tasked with managing requests for seat checks and conducted numerous car seat installations. Our technicians installed 26 car seats in 2020. In addition, HEPD hosted a week long car seat installer certification training culminating in car seat check event for the public.
- Provided presentations such as when to call 911, and safety awareness training to preschool through 8th grade students in local schools, park district day camps, boy/girl scout troops, and local day care centers.
- New presentations to our senior community were conducted emphasizing new financial scams targeting that community. Social media platforms were consistently updated with current information on scams targeting the community.

COMMUNITY RELATIONS

Village of Hoffman Estates

- Organized, scheduled, and attended almost 70 birthday and graduation parades during the months of May and June. The combined PD/FD drive byes were extremely popular during the COVID “stay at home” time when families and friends couldn’t gather in groups to celebrate.
- Assisted the weekly District 211 food pantry giveaways at Hoffman Estates High School. Hundreds of families affected by the economic downturn come through each day.
- Assisted with the local ordinance adjudication hearings at the police department which required new guidelines for social distancing changing the way that the hearings were traditionally held.
- Continue to make fostering positive relationships in the community a priority. This year we began our 31st Citizen Police Academy Class with 23 students. Unfortunately due to COVID-19 restrictions we were unable to complete the class. We will hopefully welcome them back in 2021! This program gives citizens the opportunity of open and honest interactions with officers, learning essential police functions on a daily basis.
- Due to the COVID-19 pandemic, the Junior Police Academy and National Night Out were also cancelled and we are hopeful to resume these community programs in 2021.
- Police Explorer Post 806 added several new recruits to the roster. Several current explorers were recognized for their achievements throughout the year. The Hoffman Estates Police Department is proud to sponsor such an amazing group and help foster the future of law enforcement.
- The Special Services Division assisted with all civil protest events throughout the Village. The protests remained peaceful, and no violent incidents occurred. The Special Services Division also coordinated with EMA to acquire an ample supply of COVID-19 masks, rubber gloves, and hand sanitizer. These items were distributed to all divisions.
- Neighborhood Watch groups in area 7 (Hunters Ridge West) and area 2 (Illinois Blvd) are continuing to grow in membership and continue to be the most active. Recruitment continues for the two newest Neighborhood Watch Groups at the Townhomes of Princeton, and Devonshire Woods. Watch groups are continually encouraged to report any strange or suspicious activity to 911.
- The Hoffman Estates Police Department Facebook page was monitored and maintained. The Facebook page grows every week with visitors. This has proven to be an effective way of communication between the residents and the department. Several “Facebook Live” posts were done during major events which helped the community engage with officers at these events.

COMMUNITY RELATIONS Village of Hoffman Estates

Goals, Objectives and Performance Measures

Maintain high-quality public safety services, including emergency medical services, fire, police and health services. Collaborate with Northwest Central Dispatch on implementation of new computer-aided dispatch system for emergency 911 operations. Research expanding the Administrative Service Officer program to augment law enforcement efforts. Evaluate opportunities for improving Fire Stations 21 and 22. Explore increased collaboration with neighboring agencies on public safety services. Increase awareness of the affordable health and wellness service available to residents and businesses.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Conduct 15 sessions of Drug Abuse Resistance Education (DARE) to students throughout the year	Number of DARE sessions taught	16	16	15	16
	Maximize police personnel attendance to neighborhood events in the Village	Number of neighborhood events attended	83	80	80	80

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	-	300	220	100	-66.7%
Misc. Employee Expenses	2,870	2,870	1,760	750	-73.9%
Commodities	9,621	10,200	1,040	5,450	-46.6%
Contractual Services	200	200	200	200	0.0%
Total	12,691	13,570	3,220	6,500	-52.1%

Budget Highlights

Salaries

The 66.7% decrease is due to a reduction of time required, caused by the pandemic.

Misc. Employee Expenses

The 73.9% decrease is due a reduction in budgeted expenses to fund the Annual Explorer Competition.

Commodities

The 46.6% decrease for costs related to miscellaneous community giveaway items.

POLICE COMMUNICATIONS Village of Hoffman Estates

Description

The Communications Division represents the annual assessment from Northwest Central Dispatch Inc. (NWCD) for police and fire dispatch services. NWCD is a private agency contracted by the Village to provide all police and fire emergency and non-emergency dispatching services. This agency, headquartered in Arlington Heights, provides this service for a total of eleven local communities (Hoffman Estates, Arlington Heights, Rolling Meadows, Buffalo Grove, Mount Prospect, Prospect Heights, Schaumburg, Palatine, Elk Grove, Inverness and Streamwood). NWCD processes over a quarter of a million 9-1-1 calls each year. The annual assessment is partially based on calls for service to each community.

2020 Accomplishments

- Continued to enhance our communications system by working with Northwest Central Dispatch and all other communities they service to improve radio communications.
- Participated in the process of implementing a new Computer Aided Dispatch System (CAD) and Records Management System (RMS).
- Provisioning and programming took place during the year (2020) for the new Motorola Premier One CAD system. The Hoffman Estates IS department worked closely with the police department in discussions involving connectivity, virtualization and use of Radio IP.
- Continued to evaluate the level of use by the Police department to ensure that we are efficient in communication services.

Annual Expenses by Class

Class	Actual 2019	Budget 2020	Estimate 2020	Budget 2021	Change %
Contractual Services	704,141	704,140	478,610	570,110	-19.0%
Total	704,141	704,140	478,610	570,110	-19.0%

Budget Highlights

Contractual Services
The 19.0% decrease in this area is due to a decrease in Northwest Central Dispatch (NWCD) annual assessment fee for FY2021.

Description

The Canine Division currently has two canine units consisting of two officers, each with a canine partner. Officer Marak and his canine partner Dozer are assigned duty hours that best suit the department's needs. Officer Marak's flexibility in scheduling has allowed the department to handle a wide range of community events. The second canine unit was trained at Northern Michigan K-9 for narcotics detection and is assigned to Homeland Security Investigations. The canine program has a long time standing of success, noted for our training of not only our canine but the canines of many surrounding communities.

The maintenance training of the canine team is a priority to ensure they are ready for all required tasks. The canine program involves a certified police canine trainer. The canine team provides various services throughout the community and avails itself to surrounding communities when needed. The canine team is a focal point at various community events such as block parties, open houses and D.A.R.E. graduations.

2020 Accomplishments

- K9 Dozer and Officer Marak assisted Patrol with criminal complaint calls for service, such as narcotic sniffs, building searches, crowd control, and area searches.
- K9 Dozer and Officer Marak appeared at 10 public relations events. This included DARE graduations, Citizens Police Academy classes, Police Explorer student classes and other public relations events. Due to COVID-19, many events were canceled in 2020 that K9 Dozer and Officer Marak would have participated in.
- Officer Marak and his K9 Dozer have responded to 59 K9 related deployments. These included Narcotics sniffs, tracking operations, building/area searches, crowd control incidents, and the discovery of various narcotics and the seizure of drug-related currency.
- K9 Dozer and Officer Marak logged over 220 hours of K9 related training in 2020.
- Officer Lapak and K9 Fali have been instrumental to Homeland Security by locating several kilos of cocaine, heroin, and illegal cannabis resulting in multi-jurisdictional seizures of large amounts of United States currency from illegal narcotics sales.

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	106,602	111,380	111,640	111,850	0.4%
Employee Benefits	66,725	74,540	76,500	90,840	21.9%
Misc. Employee Expenses	1,995	3,290	750	3,290	0.0%
Commodities	611	2,500	960	1,250	-50.0%
Contractual Services	3,970	6,900	6,770	7,000	1.4%
Total	179,904	198,610	196,620	214,230	7.9%

Budget Highlights

Salaries

The 0.4% increase is due to annual contractual salary increases.

Employee Benefits

The 21.9% increase is due to employee health insurance costs and police pension contributions.

Commodities

The 50% decrease is due to a reduction of miscellaneous supplies.

Contractual Services

The 1.4% increase is due to rise in cost associated with liability insurance.

SPECIAL SERVICES

Village of Hoffman Estates

Description

The Special Services Division represents the funds utilized for Police Department approved hire back details, which are 100% reimbursable from outside entities. Typically, these hire back funds represent overtime worked by police officers and supervisors at various events within the Village. The majority of the expenses are related to Sears Centre events, but some of the costs relate to traffic direction, 5K races, and other events held by outside organizations.

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	389,172	195,000	90,000	175,000	-10.3%
Employee Benefits	6,910	4,530	2,100	4,240	-6.4%
Total	396,082	199,530	92,100	179,240	-10.2%

Budget Highlights

Salaries

The 10.3% decrease is due to a decrease of hire back needs, caused by the pandemic.

Employee Benefits

The 6.4% decrease is due to a decrease in costs related to hire backs.

Description

The Police Records Division files, maintains and completes data entry for all police records. They prepare court files; process subpoenas; process and maintain the local warrant files; enter all police reports into a central records system (ID Networks); and provides citizens, businesses and insurance companies with copies of reports and information. Additionally, the Division prepares a variety of statistical data in different computer programs. The Division also tracks the Traffic Stop Data Sheets filed by officers on every stop and processes all citations and prepares them for court. Further, it maintains employee data for the Police Department such as payroll processing and officer activities.

2021 Accomplishments

- Disposed of records in compliance with the State Records Disposal Certificate.
- Helped to design Hoffman Estates Specific statistical reporting modules for new Motorola records management system.
- Completed an audit of all transferred data from the current ID Networks records management system to the new Motorola records management system to ensure transfer was compatible and accurate.
- Completed DACRA system training for records personnel
- Started working with the Cook County State’s Attorney Office on the new paperless tendering of court discovery documents and videos through the new linked court computer systems.
- Completed training for all records personnel on the new FBI National Incident Based Reporting System (NIBRS), Uniform Crime Reporting (UCR) standards and submissions in preparation of the January 1st 2021 start date.

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Continue to update business on-call and owner information for a more efficient service	Percent of owner information on file	100%	100%	100%	100%

POLICE RECORDS

Village of Hoffman Estates

Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Technology	Increase the number of employees trained on the Freedom of Information Act (FOIA) requests to ensure deadlines are met	Percent of FOIA fulfilled within legal timeframe	100%	100%	100%	100%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	177,386	211,980	196,460	194,730	-8.1%
Employee Benefits	93,705	96,540	94,880	100,810	4.4%
Commodities	-	900	300	600	-33.3%
Contractual Services	15,075	14,670	14,270	14,980	2.1%
Total	286,166	324,090	305,910	311,120	-4.0%

Budget Highlights

Salaries & Wages

The 8.1% decrease is due to position vacancies.

Employee Benefits

The 4.4% increase is due to a rise in health insurance, Social Security, Medicare and pension contributions expenses.

Commodities

The 33.3% decrease is due to a decrease in materials for court.

Contractual Services

The 2.1% increase is due to a rise in cost for liability insurance.

ADMINISTRATIVE SERVICES Village of Hoffman Estates

Description

The majority of the Administrative Service Officers staff the front desk operation on a 24-hour basis, answering phones, greeting walk-in customers, and conducting computer processing and data entry tasks. The Court Administrative Services Officer (ASO) coordinates the court dates for all police officers. Other tasks include: pulling all of the court files from the Records Division and making them available in court; tracking case statuses; and reporting dispositions. The Property Room ASO ensures that property and evidence is properly packaged, marked and stored; locates owners; assists with the annual auction; coordinates the destruction of unclaimed property; and delivers drugs and evidence for testing at the crime lab. Further, other ASOs coordinate the maintenance of all department equipment and vehicles. New to the police department is the Community Service Officer Program which is responsible for animal related ordinances, local parking ordinances, traffic direction, property damage crashes, and the performance of police related tasks which do not involve criminal investigations. Community Service Officers respond to and interact with residents placing emphasis on customer service and public relations.

2020 Accomplishments

- The Community Service Officer program continues to supplement the sworn officers which continues to improve the quality and methods of service. They have handled over 1000 calls for service along with numerous other tasks. The CSO's consistently helped facilitate the adjudication hearings and provide coverage for the front desk. The use of civilians for public safety service provides a viable alternative for our municipality to improve efficiency and productivity.
- The property and evidence room incinerator was used to dispose of approximately 35 pounds (495 individual property room items) of seized drugs including drug paraphernalia. This program continues to reduce the department costs associated with hiring an outside agency to dispose of the drugs.
- The vehicle maintenance unit continue replacing older Speed Radar units with more modern radar units in the squad cars. The replacement of new light bars was completed along with interior equipment including LED flashlights.
- The bid and process for 8 new squad cars was completed and the process of switching to Hybrid vehicles continue. Most squad replacements in the tactical and investigations unit will continue to be handled with roll down squad cars.
- With the new hybrid vehicles in use we have seen a savings in fuel. On average the non-hybrid vehicles were getting 9 miles per gallon whereas the hybrid vehicles have averaged 17 miles per gallon. This resulted in almost a significant savings in fuel.

ADMINISTRATIVE SERVICES Village of Hoffman Estates

- Ticket printers were installed in all squad cars for the launch of the new DACRA System which allows officers to electronically issue citations and enhances the record keeping system.
- First aid kits and PPE have been replaced in all squad cars.
- The need for additional PPE equipment during COVID-19 was monitored and supplies of additional PPE equipment were obtained and distributed throughout the police department.

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	534,949	613,090	594,690	577,800	-5.8%
Employee Benefits	289,470	315,840	311,850	333,090	5.5%
Misc. Employee Expenses	3,295	5,000	1,200	720	-85.6%
Commodities	424	2,060	690	1,270	-38.3%
Contractual Services	51,621	57,110	51,590	49,950	-12.5%
Total	879,759	993,100	960,020	962,830	-3.0%

Budget Highlights

Salaries & Wages

The 5.8% decrease is due to position vacancies.

Employee Benefits

The 5.5% increase is due to health insurance and IMRF expenses.

Misc. Employee Expenses

The 85.6% decrease is due to a reduction in travel and training and uniform expenses.

Commodities

The 38.3% decrease is due to a reduction of expenses in body bags, drug disposal fees, and software requirements.

Contractual Services

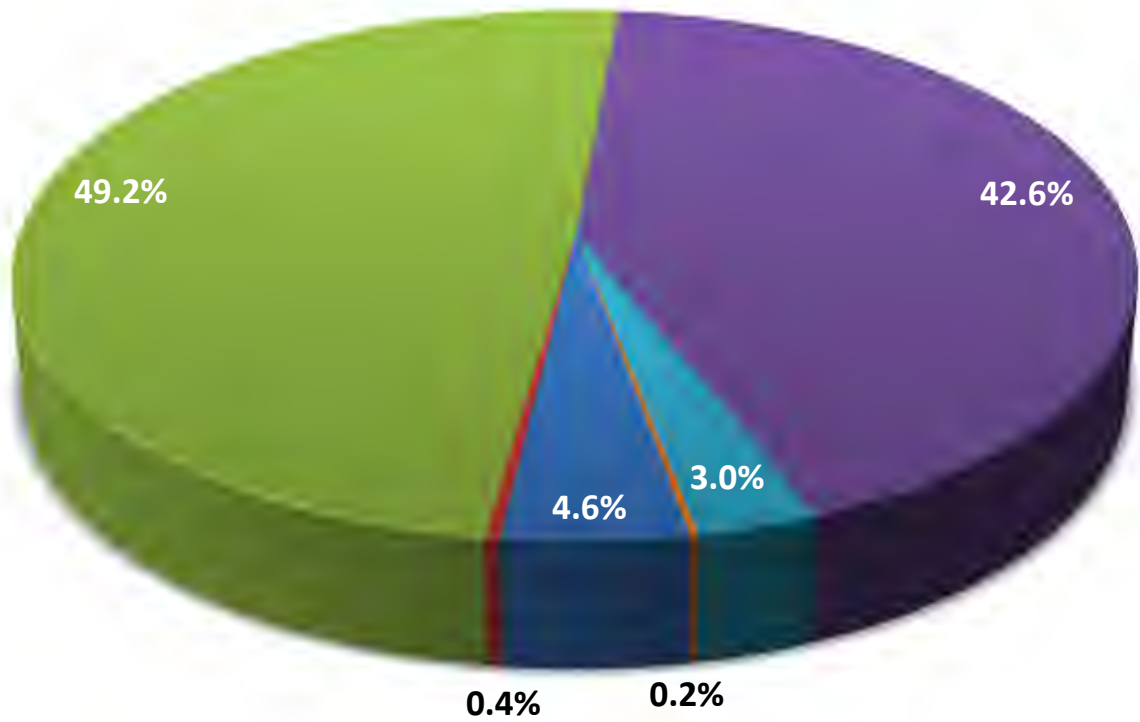
The 12.5% decrease is due to a reduction in the expense for animal impounding.

FIRE DEPARTMENT

The Fire Department is comprised of six divisions: Fire Administration, Public Education, Suppression, Emergency Medical Services, Prevention and Fire Stations. The Fire Department's mission is to limit loss of life, injury and property damage to the citizens of Hoffman Estates by providing high quality fire protection, advanced life support and emergency services in the most cost effective manner.

Total Budget **\$ 19,982,370**

Annual Expenses by Division



Administration

Public Education

Suppression

Emergency Medical Services

Fire Prevention

Fire Stations

FIRE DEPARTMENT

Annual Expenses by Division

Division	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Administration	1,126,618	1,114,490	1,086,910	922,300	-17.2%
Public Education	57,208	72,950	57,750	75,860	4.0%
Suppression	8,592,061	8,907,730	8,996,030	9,824,640	10.3%
Emergency Medical Services	7,770,691	8,007,840	7,934,180	8,509,980	6.3%
Fire Prevention	604,560	604,980	594,140	609,190	0.7%
Fire Stations	37,660	44,400	38,900	40,400	-9.0%
Total	18,188,797	18,752,390	18,707,910	19,982,370	6.6%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	10,733,339	10,824,100	10,967,620	11,407,640	5.4%
Employee Benefits	5,603,355	6,050,180	5,915,490	6,779,820	12.1%
Misc. Employee Expenses	234,367	285,610	250,890	296,710	3.9%
Commodities	82,451	88,720	81,220	85,000	-4.2%
Contractual Services	1,416,480	1,380,530	1,374,840	1,294,060	-6.3%
Capital Outlay	118,805	123,250	117,850	119,140	-3.3%
Total	18,188,797	18,752,390	18,707,910	19,982,370	6.6%

Description

Fire Administration consists of a Fire Chief, Deputy Chief – Operations, Deputy Chief – Administration, Battalion Chief of Training and Safety, a Management Analyst, and an administrative clerical support staff of one. Fire Administration is responsible for the development and implementation of the department goals and objectives, budget and oversight of all Fire Department operations.

The Deputy Chief - Operations oversees the shift personnel, emergency management, emergency response, MABAS, and special team's management.

Deputy Chief – Administration oversees department budget programs, EMS, fire prevention, public education, and apparatus and facilities.

The Battalion Chief of Training and Safety is responsible for all facets of training and safety for Fire Department personnel. There are committees of members from the department that work with the Battalion Chief to coordinate the training plans and review safety issues to keep current with requirements placed on the Fire Department by regulating agencies.

The Fire Department Management Analyst handles many of the Fire Department's administrative duties including overseeing the Fire Department's WEB pages, alarm billing, EMS billing, GEMT administration, document production, actuarial information, and grant writing.

2020 Accomplishments

- Entered into the Ground Emergency Medical Transport (GEMT) Medicaid reimbursement program.
- Established Deputy Chief – Administration position to better oversee budget process and Fire Prevention Bureau.
- Managed the acquisition and distribution of Personal Protective Equipment (PPE) and sanitization supplies for Village Departments during the COVID-19 pandemic.
- Established decontamination response measures for Village buildings and vehicles during the COVID-19 pandemic.

FIRE ADMINISTRATION

Village of Hoffman Estates

Goals, Objectives and Performance Measures

Explore and implement sustainable programs and practices as outlined in the Sustainability Plan by applying for grant opportunities, and integrate sustainability into Village operations where feasible.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Sustainability	Continue to apply for existing grants and research new grant opportunities to maintain or increase service delivery to the Village residents, businesses and visitors.	Number of grants received	3	2	1	2

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	430,632	481,660	472,210	415,130	-13.8%
Employee Benefits	174,645	197,860	165,790	172,440	-12.8%
Misc. Employee Expenses	10,618	17,620	11,530	11,740	-33.4%
Commodities	2,889	4,870	4,190	4,270	-12.3%
Contractual Services	455,954	362,480	383,190	268,720	-25.9%
Capital Outlay	51,881	50,000	50,000	50,000	0.0%
Total	1,126,618	1,114,490	1,086,910	922,300	-17.2%

Budget Highlights

Salaries & Wages

The 13.8% decrease is due to retirements and staff turnover.

Employee Benefits

The 12.8% decrease is related to retirements and staff turnover.

Miscellaneous Employee Expenses

The 33.4% decrease is related to a decrease in travel and training expenses due to COVID-19 restrictions.

Commodities

The 12.3% decrease is due to COVID-19 budget reductions and decreased use of office supplies during the workforce reduction for COVID-19.

Contractual Services

The 25.9% decrease is due to a reduction in IS User Charges and Liability Insurance.

PUBLIC EDUCATION

Village of Hoffman Estates

Description

Public Education is staffed by 20 shift personnel and operates under three areas: Education, Public Relations and CPR. One Lieutenant oversees all activities related to these three areas. The Public Education Division is responsible for all school safety programs from pre-school through grade 12, CPR programs for the public, extinguisher training programs for local businesses and civic groups, Citizen Fire Academy, cable television programming, business evacuation planning, smoke detector program and residential inspections. The Public Education Division also makes special presentations to various community organizations and groups, sponsors Fire Prevention Week activities and participates with other communities in various fire safety expositions and demonstrations.

2020 Accomplishments

- 2020 public Education efforts were severely hampered due to the COVID-19 pandemic. Most activities were canceled, including the Citizens Fire Academy, Fire Prevention Week Open Houses, Burn Camp participation, school programs, and CPR/AED programs.
- Some limited activities included virtual Fire Station Tours and Apparatus demonstrations, online educational programs for schools, and publishing articles for the monthly Citizen newsletter.

Goals, Objectives, and Performance Measures

Maintain high-quality public safety services, including emergency medical services, fire, police and health services. Collaborate with Northwest Central Dispatch on implementation of new computer-aided dispatch system for emergency 911 operations. Research expanding the Administrative Service Officer program to augment law enforcement efforts. Evaluate opportunities for improving Fire Stations 21 and 22. Explore increased collaboration with neighboring agencies on public safety services. Increase awareness of the affordable health and wellness services available to residents and businesses.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Distribute or broadcast a minimum of 365 public safety announcements and/or educational materials via various media outlets	Number of announcements and/or educational materials distributed or broadcasted	196	170	518	400

PUBLIC EDUCATION

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	41,314	48,160	37,600	50,180	4.2%
Employee Benefits	6,496	9,590	11,050	13,140	37.0%
Commodities	8,728	14,200	8,130	11,530	-18.8%
Contractual Services	670	1,000	970	1,010	1.0%
Total	57,208	72,950	57,750	75,860	4.0%

Budget Highlights

Salaries & Wages

The 4.2% increase is due to annual increases in salary.

Employee Benefits

The 37.0% increase is due to an increase in health insurance and pension contributions.

Commodities

The 18.8% decrease is due to the cancelation of in person CPR/AED training and other programs due to COVID-19 restrictions.

Contractual Services

The 1.0% increase is due to liability insurance increase.

FIRE SUPPRESSION

Village of Hoffman Estates

Description

The focus of the Suppression Division is to provide emergency response operations to fires, rescues that include above and below grade, and water and hazardous material incidents. The Division's 90 shift personnel are assigned to one of three shifts and work for a 24-hour period. Each shift is staffed by one Battalion Chief, five Company Officers, and twenty-four Firefighter-Paramedics. Shift personnel are assigned to one of four fire stations.

2020 Accomplishments

- The Fire Department hired five replacement Firefighter/Paramedics due to retirements.
- Promoted two Deputy Chiefs, two Battalion Chiefs, one Captain, and three Lieutenants due to retirements and departmental restructuring.
- Placed new Rescue Squad and Shift Commander vehicles in service.

Goals, Objectives and Performance Measures

Enhance the Village's operations through employee development and training in core skill sets that will develop our employees and create a cadre of future leaders for the organization.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Organizational Development	Enroll at least 15 employees in external advanced level technical training classes	Number of employees that attend training classes	57	48	49	15
	Enroll at least 8 employees in external officer development classes	Number of employees that attend development classes	33	30	12	30
Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Decrease controllable factors to ensure an average response time of 360 seconds for the first arriving apparatus on ALL incidents within the Village	Percent of response time averaging 360 seconds	92%	94.5%	93.9%	92%

FIRE SUPPRESSION

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	5,297,591	5,316,040	5,490,770	5,828,100	9.6%
Employee Benefits	2,692,869	2,904,700	2,860,570	3,291,300	13.3%
Misc. Employee Expenses	207,997	243,190	217,100	259,920	6.9%
Commodities	22,998	24,650	23,950	24,400	-1.0%
Contractual Services	355,527	397,250	386,640	403,130	1.5%
Capital Outlay	15,079	21,900	17,000	17,790	-18.8%
Total	8,592,061	8,907,730	8,996,030	9,824,640	10.3%

Budget Highlights

Salaries & Wages

The 9.6% increase is due to contractual wage increases and an increase in overtime due to minimum manning requirements.

Employee Benefits

The 13.3% increase is due to an increase in health insurance and pension contributions.

Misc. Employee Expenses

The 6.9% increase is due to the increase cost in turnout gear repairs and replacements.

Capital Outlay

The 18.8% decrease is due to a decrease in new equipment needed for special team.

EMERGENCY MEDICAL SERVICES

Village of Hoffman Estates

Description

The purpose of the Emergency Medical Services (EMS) Division is to provide response to medical emergency incidents. EMS emergency response is provided by shift paramedics assigned to three shifts, with each shift working a 24-hour period. The Division is currently staffed with ten front-line advanced life support units, four of which are transport units. Currently, all shift personnel are state-certified paramedics.

2020 Accomplishments

- Participated in the Northwest Community Hospital non-affiliated paramedic field internship program.
- Participated in MABAS EMS standby at Rolling Meadows High School COVID-19 testing site.
- Implemented security systems for apparatus that allow for the safe storage of controlled substances, yet provide quick access by paramedics when needed

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Decrease controllable factors to ensure an average response time of 360 seconds for the first arriving apparatus on ALL incidents within the Village	Percent of response time averaging 360 seconds	92%	90.5%	91.5%	90%

EMERGENCY MEDICAL SERVICES

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	4,774,969	4,778,400	4,774,620	4,914,220	2.8%
Employee Benefits	2,649,341	2,850,910	2,791,210	3,211,880	12.7%
Misc. Employee Expenses	10,297	15,750	15,700	16,000	1.6%
Commodities	21,493	21,050	21,050	21,050	0.0%
Contractual Services	297,817	325,780	315,650	330,880	1.6%
Capital Outlay	16,776	15,950	15,950	15,950	0.0%
Total	7,770,691	8,007,840	7,934,180	8,509,980	6.3%

Budget Highlights

Salaries & Wages

The 2.8% increase is due to due to contractual raises for employees allocated to the division.

Employee Benefits

The 12.7% increase is due to an increase in pension and health insurance contributions.

Misc. Employee Expenses

The 1.6% increase is related to training expense for our new hires.

Contractual Services

The 1.6% increase is due to liability insurance increase.

FIRE PREVENTION

Village of Hoffman Estates

Description

The Fire Prevention Division is responsible for managing the activities of the Fire Prevention Bureau (FPB). The Fire Prevention Bureau is staffed by two full-time inspectors and one part-time inspector and is overseen by the Deputy Chief – Administration. The mission of the FPB is to create a safe environment for the residents and business community through education, prevention, investigations and enforcement of codes and ordinances.

2020 Accomplishments

- Maintained department fire investigator continuing education and met annual re-education requirements.
- Permitting process has been streamlined through the use of new Central Square software program.
- Fire Prevention Bureau is on pace to complete greater than 90% of annual inspections.

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Establish the cause and origin of all structure fires that occur within the Village within 90 days from the occurrence	Percent of investigations closed within 90 days	100%	100%	100%	100%
	Ensure all commercial occupancies comply with the Village Ordinance on the installation of fire suppression sprinkler systems	Number of commercial occupancies not in compliance with the Village Ordinance	24	24	23	20

FIRE PREVENTION

Village of Hoffman Estates

Maintain high-quality public safety services, including emergency medical services, fire, police and health services. Collaborate with Northwest Central Dispatch on implementation of new computer-aided dispatch system for emergency 911 operations. Research expanding the Administrative Service Officer program to augment law enforcement efforts. Evaluate opportunities for improving Fire Stations 21 and 22. Explore increased collaboration with neighboring agencies on public safety services. Increase awareness of the affordable health and wellness services available to residents and businesses

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Promote Fire Safety Prevention by hosting at least 100 programs/demonstrations at various Village locations and events	Number of programs/demonstrations presented to the public	100	158	160	150

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	188,833	199,840	192,420	200,010	0.1%
Employee Benefits	80,005	87,120	86,870	91,060	4.5%
Misc. Employee Expenses	5,456	9,050	6,560	9,050	0.0%
Commodities	9,840	4,950	4,900	4,750	-4.0%
Contractual Services	301,600	285,020	284,390	285,320	0.1%
Capital Outlay	18,826	19,000	19,000	19,000	0.0%
Total	604,560	604,980	594,140	609,190	0.7%

Budget Highlights

Employee Benefits

The 4.5% increase is due to annual increase in benefits.

Commodities

The 4.0% decrease is due to a reduction in equipment usage and spending due to COVID-19.

Description

The Fire Department maintains four fully staffed fire stations within the Village:

Station 21: 225 Flagstaff Lane is staffed with 1 Company Officer and 4 firefighters operating an ALS engine and MICU ambulance. The station also houses 1 reserve ambulance and 1 reserve engine. This building was originally constructed in 1960 and the most recent addition was completed in 1998. Replacement of this building is a high priority and a current CIP item.

Station 22: 1700 Moon Lake Boulevard is staffed with 1 Battalion Chief (Shift Commander), 2 Company Officers and a minimum of 5 firefighters operating 1 command vehicle, 1 ALS engine, 1 ALS tower ladder, 1 ALS Rapid Response Squad, and 1 MICU ambulance. This building was constructed in 1974 and underwent extensive remodeling in 1993 and 1994. Replacement of this building is a high priority and a current CIP item.

Station 23: 1300 Westbury Drive is staffed with 1 Company Officer and 4 firefighters operating an ALS engine and an MICU ambulance. The station also houses 1 reserve engine and 1 reserve command vehicle. This building was constructed in 1975 and underwent an extensive addition and remodel in 2004 and 2005.

Station 24: 5775 Beacon Point Drive, is staffed with 1 Company Officer and 4 firefighters operating an ALS engine and an MICU ambulance. The station also houses 1 reserve truck, 1 MICU reserve ambulance, 1 dive rescue vehicle and boat, 1 hazardous materials vehicle, 1 technical rescue vehicle, and 1 brush truck. This building was constructed in 2008 and 2009 and was designed to meet the LEEDS "Gold" standard. Occupancy and operations began in June of 2009.

2020 Accomplishments

- Each Station had their Vehicle Exhaust Extraction Systems replaced through the FEMA Assistance to Firefighters Grant.
- Fire Station 21 and 23 had all of the living area chairs replaced.
- Hand sanitizing stations were installed at multiple locations at each Station in response to the COVID-19 pandemic.

FIRE STATIONS

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Commodities	16,504	19,000	19,000	19,000	0.0%
Contractual Services	4,913	9,000	4,000	5,000	-44.4%
Capital Outlay	16,243	16,400	15,900	16,400	0.0%
Total	37,660	44,400	38,900	40,400	-9.0%

Budget Highlights

Contractual Services

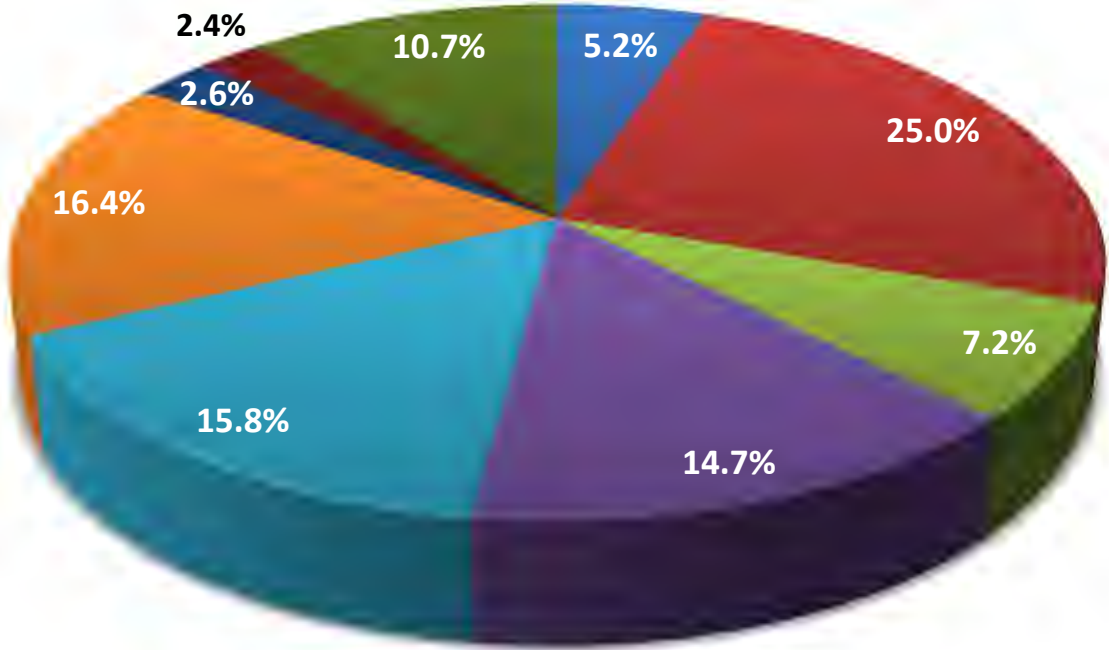
The 44.4% decrease is related to replacement of the vehicle exhaust extraction systems and reduced maintenance costs associated with this equipment which is now covered under warranty.

PUBLIC WORKS DEPARTMENT

The Public Works Department is comprised of nine divisions that are funded by the General Fund: Administration, Customer Service/FAST, Facilities, Fleet Services, Forestry, Pavement Maintenance, Snow and Ice, Storm Sewers, and Traffic Control. The Public Works Department is responsible for the maintenance and repair of Village infrastructure including streets, parkways, water and sewer systems, creeks and drainage swales, municipal grounds, traffic control signs, and roadway lighting, among others.

Total Budget **\$7,359,020**

Annual Expenses by Division



- Administration
- Forestry
- Fast Action Service Team
- Snow & Ice
- Facilities
- Storm Sewers
- Pavement Maintenance
- Fleet Services
- Traffic Control

PUBLIC WORKS DEPARTMENT

Annual Expenses by Division

Division	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Administration	319,992	393,350	381,000	383,700	-2.5%
Snow & Ice	2,062,924	1,859,590	1,743,160	1,840,890	-1.0%
Pavement Maintenance	474,922	544,750	558,940	528,210	-3.0%
Forestry	1,033,667	1,165,760	1,084,730	1,081,650	-7.2%
Facilities	1,336,576	1,270,030	1,133,430	1,160,780	-8.6%
Fleet Services	1,261,019	1,299,290	1,167,070	1,208,360	-7.0%
Fast Action Service Team	201,988	187,170	138,870	194,500	3.9%
Storm Sewers	147,896	151,470	161,560	173,060	14.3%
Traffic Control	742,061	797,130	778,220	787,870	-1.2%
Total	7,581,044	7,668,540	7,146,980	7,359,020	-4.0%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	3,361,247	3,476,540	3,345,080	3,354,800	-3.5%
Employee Benefits	1,328,421	1,446,620	1,439,500	1,507,570	4.2%
Misc. Employee Expenses	47,434	53,500	42,540	45,190	-15.5%
Commodities	1,079,888	888,740	707,360	878,870	-1.1%
Contractual Services	2,308,997	2,400,760	2,228,050	1,960,080	-18.4%
Capital Outlay	86,987	101,150	83,450	76,200	-24.7%
Cost Allocation	(631,930)	(698,770)	(699,000)	(463,690)	-33.6%
Total	7,581,044	7,668,540	7,146,980	7,359,020	-4.0%

PUBLIC WORKS ADMINISTRATION

Village of Hoffman Estates

Description

The Public Works Administration Division provides managerial oversight and support for all programs and activities conducted by the Department's 66 full-time and 4 part-time positions. Administration coordinates responses to customer service requests, prepares budgets and capital improvement plans, conducts recordkeeping and accounting, and provides direct customer service in-person and over the phone. The division consists of an office manager, assistant director, director, and their respective support staff.

2020 Accomplishments

- Oversaw emergency management and recovery efforts in response to the COVID-19 pandemic.
- Prepared the 2021 department budget proposal and capital improvement plan for Village Board consideration.
- Coordinated the replacement of all water meters and Village-owned street lights through a performance contract with Siemens Industry, Inc.
- Recorded and resolved over 2,000 customer service requests through the GovQA system.
- Provided notification to Hoffman Estates property owners to ensure compliance with annual cross-connection control device certification standards.

Annual Expenses by Class

Class	219 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	121,626	138,410	138,700	139,860	1.0%
Employee Benefits	54,997	61,920	64,090	66,670	7.7%
Misc. Employee Expenses	9,255	11,780	7,770	8,490	-27.9%
Commodities	4,743	4,620	3,120	3,970	-14.1%
Contractual Services	393,681	479,340	506,120	257,000	-46.4%
Cost Allocation	(264,310)	(302,720)	(338,800)	(92,290)	-69.5%
Total	319,992	393,350	381,000	383,700	-2.5%

Budget Highlights

Salaries & Wages

The 1.0% increase is due to budgeted increases for personnel.

PUBLIC WORKS ADMINISTRATION

Village of Hoffman Estates

Employee Benefits

The 7.7% increase is due to higher IMRF and employer health insurance contributions.

Miscellaneous Employee Expenses

The 27.9% decrease is due to a reduction in professional development and membership dues.

Commodities

The 14.1% decrease is due to a reduction in office supplies.

Contractual Services

The 46.4% decrease is due to a reduction in IS user charges.

Cost Allocation

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is an increase of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

Description

The Public Works Department’s Snow and Ice Control Division provides snow removal and ice control for 161 center lane miles of roadway, 367 cul-de-sacs, and 11 parking lots, as well as the sidewalks adjacent to all Village buildings. Staffing includes 44 full-time primary assigned drivers, 4 supporting mechanics, 4 individuals responsible for clearing sidewalks at public facilities, 5 clerical staff, and 6 supervisors. Auxiliary drivers are also hired to help support the program, as needed.

2020 Accomplishments

- Responded to 16.5 inches of winter weather precipitation between January and April. The department conducted 16 response operations, requiring 2,400 tons of salt and 4,700 total labor hours.
- The use of liquids to pretreat roadway salt during snow and ice operations helps to reduce salt usage while maintaining the quality of snow removal efforts. Between January and April, 15,100 gallons of chemical pretreatment was used.
- Continued updating and improving the Department’s snow and ice policy and procedure manual and operations forms.
- Attended the annual Public Roads De-Icing workshop webinar hosted by various county Department of Transportation representatives.

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Promote efficiency and environmental stewardship by reducing salt usage.	Tons of road salt used per lane mile per inch of snow	0.60	0.59	0.75	0.7

SNOW & ICE

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	1,052,715	1,089,000	1,016,650	999,730	-8.2%
Employee Benefits	353,619	385,440	375,160	385,980	0.1%
Misc. Employee Expenses	4,374	5,900	710	800	-86.4%
Commodities	567,850	274,200	272,000	398,400	45.3%
Contractual Services	84,365	105,050	78,640	55,980	-46.7%
Total	2,062,924	1,859,590	1,743,160	1,840,890	-1.0%

Budget Highlights

Salaries & Wages

The 8.2% decrease is due to a reduction in funding for overtime.

Employee Benefits

The 0.1% increase is due to higher employer health insurance contributions.

Miscellaneous Employee Expenses

The 86.4% decrease is due to the elimination of winter outerwear replacements for staff.

Commodities

The 45.3% increase is due to a greater volume of salt to be purchased in the current budget.

Contractual Services

The 46.7% decrease is due to the removal of funds for front-end loader rentals.

PAVEMENT MAINTENANCE Village of Hoffman Estates

Description

The Pavement Maintenance Division conducts routine maintenance for 160 center lane miles of Village pavement. This Division is responsible for small scale asphalt repairs, pavement striping, and other work-site preparation and restoration activities in addition to overseeing contractual pavement striping and street sweeping. This division is comprised of 4 full-time maintenance personnel and a shared supervisor.

2020 Accomplishments

- Installed over 220 tons of hot asphalt material and 80 tons of cold patch material to make routine pavement repairs.
- Supervised contractor installation of 226,000 lineal feet of roadway pavement striping and installed over 15,000 lineal feet of striping in-house.
- Completed 220 in-house pavement repairs, including storm sewer sites, water/sewer utility crossings, storm inlet repairs, and edge line patching.
- Completed 3,000 square feet of edge line patching and over 9,000 square feet of asphalt repairs.

Goals, Objectives and Performance Measures

Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, water, sanitary sewer, sidewalks and storm water management projects.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Infrastructure	Promote efficiency in performing asphalt repairs.	Labor hours per ton of hot asphalt installed	4.6	3.3	4.0	4.0
	Promote efficiency in performing asphalt repairs in cold weather conditions.	Labor hours per ton of cold asphalt installed	18.6	17.3	16.0	15.0

PAVEMENT MAINTENANCE Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	250,084	260,400	299,840	265,760	2.1%
Employee Benefits	101,614	108,850	115,790	118,300	8.7%
Misc. Employee Expenses	3,090	3,150	3,400	3,450	9.5%
Commodities	1,741	2,200	1,750	1,750	-20.5%
Contractual Services	115,255	169,050	137,310	138,650	-18.0%
Capital Outlay	3,137	1,100	850	300	-72.7%
Total	474,922	544,750	558,940	528,210	-3.0%

Budget Highlights

Salaries & Wages

The 2.1% increase is due to budgeted increases for personnel.

Employee Benefits

The 8.7% increase is due to higher IMRF and employer health insurance contributions.

Miscellaneous Employee Expenses

The 9.5% increase is due to a required adjustment in employee uniform allowances.

Commodities

The 20.5% decrease is due to a reduction in funding for small tools and minor equipment.

Contractual Services

The 18.1% decrease primarily is due to a reduction in funding for contractual street sweeping.

Capital Outlay

The 72.7% decrease is due a reduction in new requests from the previous budget.

Description

The Forestry and Grounds Division provides maintenance and care for approximately 19,000 Village-owned trees and 150 acres of turf. Presently, all turf acres are maintained through contractual services with staff oversight and coordination. The Division is comprised of 9 full-time maintenance staff, including 4 certified arborists, and the Village Forester.

2020 Accomplishments

- Received the Tree City, USA designation for the 29th consecutive year.
- Oversaw and performed trimming on over 1,600 parkway trees via a combination of in-house and contract trimming services.
- Performed curbside collection of 3,300 piles of branches during the annual fall branch pick-up program.
- Offered an expanded brush drop-off program to meet demand created by the cancellation of the spring brush pick-up program due to the COVID-19 pandemic.
- Planted 310 new or replacement trees for various projects including accident and storm damage replacements and plantings in new subdivisions.
- Responded to over 500 customer service requests.

Goals, Objectives, and Performance Measures

Maintain and improve the Village's infrastructure, including designing, funding and implementing of a comprehensive and continuing revitalization program for Village streets, water, sanitary sewer, sidewalks and storm water management projects.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Infrastructure	Provide exceptional customer service by making first contact with customers in a timely manner.	Percentage of customer service requests with first contact within 72hrs	72%	72%	74%	80%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	498,135	528,320	496,870	472,630	-10.5%
Employee Benefits	219,381	249,310	234,070	240,700	-3.5%
Misc. Employee Expenses	11,887	12,030	10,640	11,540	-4.1%
Commodities	3,691	4,000	3,040	3,600	-10.0%
Contractual Services	255,321	302,850	287,910	291,580	-3.7%
Capital Outlay	45,252	69,250	52,200	61,600	-11.0%
Total	1,033,667	1,165,760	1,084,730	1,081,650	-7.2%

Budget Highlights

Salaries & Wages

The 10.5% decrease is due to employee retirements.

Employee Benefits

The 3.5% decrease is due to employee retirements.

Miscellaneous Employee Expenses

The 4.1% decrease is due to a reduction in professional development and arborist certifications.

Commodities

The 10% decrease is due to a reduction in printing and binding and various other supplies.

Contractual Services

The 3.7% decrease is primarily due to a reduction in funding for contractual assistance with the semi-annual brush/branch pick-up program.

Capital Outlay

The 11.0% decrease is due to the decision to postpone planned landscaping renovations at the Village Hall.

FACILITIES MAINTENANCE Village of Hoffman Estates

Description

The Facilities Maintenance Division provides for custodial and mechanical system maintenance and repairs at the Village's 10 principal buildings, totaling approximately 250,000 square feet. Planning and management functions also provide support for various Village construction and improvement projects to ensure functionality and quality. Technical assistance to NOW Arena operations staff is provided on a regular basis. The Division is comprised of 5 full-time maintenance personnel and the Superintendent of Facilities and Arena Maintenance.

2020 Accomplishments

- Provided increased cleaning and sanitizing and installed hands-free sanitizing stations at all Village facilities throughout the year in response to the COVID-19 pandemic.
- Completed replacement and maintenance of backup Uninterruptable Power Supply (UPS) batteries at Village Hall and the Police Department.
- Coordinated repairs to the in-floor drainage system in the vehicle maintenance garage.
- Conducted repairs for Fire Department facilities including boiler maintenance, installation of a zoning system to improve HVAC functionality, and door replacements, among other improvements.
- Managed the completed construction of a new Village storage building located in the NOW Arena parking lot.

Goals, Objectives and Performance Measures

Explore and implement sustainable programs and practices as outlined in the Sustainability Plan by applying for grant opportunities and integrate sustainability into Village operations where feasible.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Sustainability	Ensure preventative maintenance tasks for Village facilities are efficiently executed	% of productivity level below assigned task time	1.1%	4.9%	3.8%	2.0%

FACILITIES MAINTENANCE

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	443,772	481,440	440,610	452,510	-6.0%
Employee Benefits	196,290	213,080	212,790	224,530	5.4%
Misc. Employee Expenses	4,252	5,080	4,560	4,560	-10.2%
Commodities	21,333	27,650	25,150	26,650	-3.6%
Contractual Services	796,126	689,810	588,220	591,370	-14.3%
Capital Outlay	3,882	1,500	-	2,400	60.0%
Cost Allocation	(129,080)	(148,530)	(137,900)	(141,240)	-4.9%
Total	1,336,576	1,270,030	1,133,430	1,160,780	-8.6%

Budget Highlights

Salaries & Wages

The 6.0% decrease is due to the restructuring of personnel in this division.

Employee Benefits

The 5.4% increase is primarily due to higher employer health insurance contributions.

Miscellaneous Employee Expenses

The 10.2% decrease is due to reductions in funding for professional development and membership dues.

Commodities

The 3.6% decrease is primarily due to a reduction in funding for printing and binding.

Contractual Services

The 14.3% decrease is due to the completion or removal of projects from the previous budget including maintenance projects at Fire Stations and secondary facilities.

Capital Outlay

The 60% increase is due to a new request for equipment used to remove snow and ice from sidewalks at Village facilities.

Cost Allocation

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is a reduction of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

FLEET SERVICES

Village of Hoffman Estates

Description

The Fleet Services Division provides routine and emergency maintenance and repair for over 230 Village vehicles and pieces of equipment. An effective preventative maintenance program helps to reduce downtime, road calls, and non-scheduled repairs. The Division is comprised of 4 full-time mechanics, a part-time staff assistant, and a supervisor.

2020 Accomplishments

- Received the Automotive Service Excellence (ASE) Blue Seal Award for the 21st consecutive year.
- Purchased and prepared for service 2 replacement dump trucks, 3 replacement pickup truck, and 1 mini-tracked excavator.
- Auctioned 6 used Village vehicles that had been replaced or were no longer needed.
- Replaced the vehicle power washer and installed a new undercarriage washer in the wash bay.

Goals, Objectives and Performance Measures

Ensure the health, welfare, and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police, and emergency management, as well as affordable physical and mental health and wellness services.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Perform preventative maintenance on the Village fleet within the manufacturer's mileage recommendation	% of vehicles maintained within the manufacturer's recommendation	72%	63%	73%	80%
	Maintain consistency in scheduling repairs, reducing the need for emergency or unscheduled repairs	% of repairs that are scheduled	93%	90%	92%	93%

FLEET SERVICES

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	486,781	463,870	458,890	476,000	2.6%
Employee Benefits	181,256	193,880	198,370	211,500	9.1%
Misc. Employee Expenses	5,496	5,920	5,920	6,070	2.5%
Commodities	465,682	553,490	387,500	426,150	-23.0%
Contractual Services	342,129	300,350	308,290	308,900	2.8%
Capital Outlay	18,216	29,300	30,400	9,900	-66.2%
Cost Allocation	(238,540)	(247,520)	(222,300)	(230,160)	-7.0%
Total	1,261,019	1,299,290	1,167,070	1,208,360	-7.0%

Budget Highlights

Salaries & Wages

The 2.6% increase is due to budgeted increases for personnel.

Employee Benefits

The 9.1% increase is due to higher IMRF and employer health insurance contributions.

Miscellaneous Employee Expenses

The 2.5% increase is due to an adjustment in uniform service charges.

Commodities

The 23% decrease is due to projected unleaded and diesel fuel pricing and purchase volume.

Contractual Services

The 2.8% increase is due to adjustments in funding for maintenance of various equipment and police vehicles.

Capital Outlay

The 66.2% decrease is due to a reduction in new requests from the previous budget.

Cost Allocation

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is an increase of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

FAST ACTION SERVICE TEAM

Village of Hoffman Estates

Description

The Fast Action Service Team (FAST) is designed to respond quickly to smaller scope activities and projects from residents as well as Village staff. The Division minimizes the need to interrupt work activities of other Public Works crews by providing timely assistance to a variety of service calls. When available, members also augment other internal labor needs by assisting crews in other divisions or departments. This Division is comprised of 3 full-time maintenance personnel and a shared supervisor.

2020 Accomplishments

- Inspected 88 miles of sidewalk for annual sidewalk inspection program.
- Provided locates for a large-scale directional boring project along Algonquin Road (15,000 feet), a large pipeline project at Higgins and Roselle Roads, and a gas main crossing at Higgins and Barrington Roads.
- Supervised contract mud-jacking of 110 sidewalk deviations located throughout the Village.
- Prioritized and supervised contract replacement of 650 sidewalk squares.
- Responded to 675 residential GovQA requests for service.
- Provided over 7,000 JULIE locates Village-wide.
- Completed replacement of the conveyor roller system at the Village salt dome.
- Coordinated the annual recycling extravaganza, serving over 700 customers.

Goals, Objectives and Performance Measures

Maintain and improve the Village's infrastructure, including designing, funding, and implementing a comprehensive and continuing revitalization program for Village streets, water, sanitary sewer, sidewalks, and storm water management projects.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Infrastructure	Provide exceptional customer service by responding to external service requests within 24hrs	% of customer service requests resolved within 24hrs	95%	94%	95%	95%

FAST ACTION SERVICE TEAM

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	127,091	123,180	82,250	127,380	3.4%
Employee Benefits	42,379	43,900	37,380	47,870	9.0%
Misc. Employee Expenses	750	990	930	1,070	8.1%
Commodities	5,306	4,550	4,900	4,550	0.0%
Contractual Services	26,462	14,550	13,410	13,630	-6.3%
Total	201,988	187,170	138,870	194,500	3.9%

Budget Highlights

Salaries & Wages

The 3.4% increase is due to budgeted increases for personnel.

Employee Benefits

The 9.0% increase is due to higher IMRF and employer health insurance contributions.

Miscellaneous Employee Expenses

The 8.1% increase is due to a required adjustment for employee uniform allowances.

Contractual Services

The 6.3% decrease is due to a reduction in tipping fees.

STORM SEWERS

Village of Hoffman Estates

Description

The Storm Sewer Division is responsible for the maintenance and repair of all Village-owned storm sewer infrastructure and storm drainage ways including 224 miles of storm sewer pipe, 60 miles of creek lines, 4,100 catch-basins, 1,100 outlets, and 6,500 street inlets. Monthly inspections are performed on all Village drainage ways and lake/pond outfall pipes to reduce the risk of flooding during heavy rain events. This Division consists of 3 full-time personnel and a shared supervisor.

2020 Accomplishments

- Completed creek line cleaning in the Parcel A, Western Development Area, and Pembroke Avenue flow areas.
- Rebuilt or repaired catch-basins, inlets, and failed storm sewer pipes at 40 sites.
- Installed or repaired drain tile at 10 sites to improve local drainage.
- Flushed/cleaned over 10,000 feet of storm sewer pipe.

Goals, Objectives and Performance Measures

Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, water, sanitary sewer, sidewalks and storm water management projects.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Infrastructure	Promote efficiency by reducing the number of labor hours used per catch basin rebuild.	Labor hours per catch basin rebuild.	5.0	20.0	18.0	15.0

STORM SEWERS

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	71,700	68,210	80,590	86,170	26.3%
Employee Benefits	31,988	33,330	36,980	39,680	19.1%
Misc. Employee Expenses	3,509	3,650	3,730	3,830	4.9%
Commodities	1,792	7,430	1,900	6,400	-13.9%
Contractual Services	38,908	38,850	38,360	36,980	-4.8%
Total	147,896	151,470	161,560	173,060	14.3%

Budget Highlights

Salaries & Wages

The 26.3% increase is due to an adjustment in personnel cost allocations.

Employee Benefits

The 19.1% increase is due to an adjustment in personnel cost allocations.

Miscellaneous Employee Expenses

The 4.9% increase is due to DuPage River – Salt Creek Work Group membership dues.

Commodities

The 13.9% decrease is due to the elimination of new requests from the previous budget.

Contractual Services

The 4.8% decrease is primarily due to the elimination of funding for contract grade-all services.

TRAFFIC CONTROL

Village of Hoffman Estates

Description

The Traffic Control Division provides maintenance on over 9,000 street signs and 2,500 street lights. This team also conducts seasonal banner change-outs Village-wide. This division is comprised of 5 full-time maintenance personnel and a shared supervisor.

2020 Accomplishments

- Repaired or replaced over 250 street lights throughout the Village.
- Fabricated and installed 1,500 traffic and event signs.
- Completed 20 streets under the sign re-posting program.
- Managed and inspected 4 cycles of contractual street sweeping of 297 curb lane miles of roadway.
- Continued incorporating a new sign manufacturing process using a large format latex printer.
- Coordinated and oversaw the contractual replacement of all Village-owned street lights from traditional fixtures to LEDs.

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Promote efficiency by minimizing response time to reported street light outages.	Percentage of repairs completed within four business days	91%	93%	93%	94%

TRAFFIC CONTROL

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	309,344	323,710	330,680	334,760	3.4%
Employee Benefits	146,898	156,910	164,870	172,340	9.8%
Misc. Employee Expenses	4,820	5,000	4,880	5,380	7.6%
Commodities	7,749	10,600	8,000	7,400	-30.2%
Contractual Services	256,749	300,910	269,790	265,990	-11.6%
Capital Outlay	16,500	-	-	2,000	N/A
Total	742,061	797,130	778,220	787,870	-1.2%

Budget Highlights

Salaries & Wages

The 3.4% increase is due to budgeted increases for personnel.

Employee Benefits

The 9.8% increase is due to higher IMRF and employer health insurance contributions.

Miscellaneous Employee Expenses

The 7.6% increase is due to a required adjustment in employee uniform allowances.

Commodities

The 30.2% decrease is due to a reduction in funding requests for small tools and minor equipment.

Contractual Services

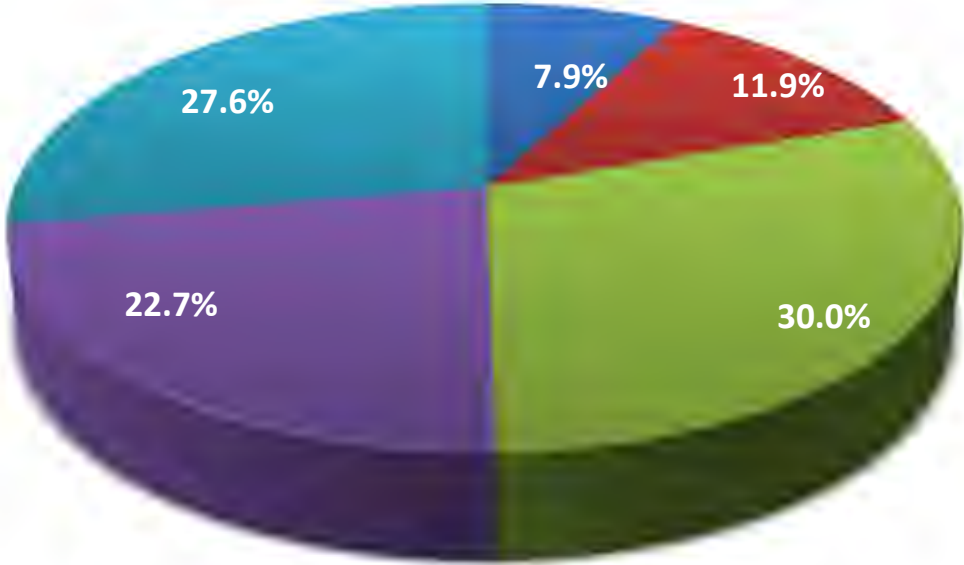
The 11.7% decrease is primarily due to reductions in contract pavement striping.

DEVELOPMENT SERVICES DEPARTMENT

The Development Services Department includes five divisions: Administration, Planning & Transportation, Code Enforcement, Engineering, and Economic Development. The department performs a variety of activities related to all aspects of community development. A key function is working with businesses, land owners and developers to help them navigate the development approval, building permit, construction and occupancy processes to ensure a safety and code compliant environment for the general public. Economic development activities focus on attraction, retention and promotion of all types of businesses in the community. The department also plans and oversees construction of transportation, storm water, sanitary sewer, and water main infrastructure projects. Significant programs include design and construction management of the Annual Street Revitalization Project and various storm water and other infrastructure projects, as well as planning and implementing bicycle, pedestrian, transit, taxi and other transportation programs. Further, with the goal of maintaining property values and neighborhood quality, the department enforces all building related codes, including health and property maintenance, and operates the rental housing registration and inspection program. The department also manages the Village's Community Development Block Grant (CDBG) Program, as well as collaborates and provides support to other Village departments on a variety of projects.

Total Budget **\$5,380,850**

Annual Expenses by Division



- Administration
- Code Enforcement
- Economic Development
- Planning & Transportation
- Engineering

DEVELOPMENT SERVICES DEPARTMENT

Annual Expenses by Division

Division	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Administration	405,285	402,210	405,430	422,540	5.1%
Planning & Transportation	448,976	619,190	465,230	638,790	3.2%
Code Enforcement	1,448,562	1,617,080	1,529,640	1,613,920	-0.2%
Engineering	1,416,494	1,378,110	1,409,620	1,219,270	-11.5%
Economic Development	1,255,878	1,576,340	1,333,550	1,486,330	-5.7%
Total	4,975,195	5,592,930	5,143,470	5,380,850	-3.8%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	2,539,429	2,692,650	2,615,530	2,647,070	-1.7%
Employee Benefits	1,072,363	1,159,830	1,173,400	1,249,770	7.8%
Misc. Employee Expenses	42,760	58,850	21,820	34,860	-40.8%
Commodities	19,262	22,790	19,030	20,240	-11.2%
Contractual Services	1,358,940	1,724,830	1,392,050	1,519,530	-11.9%
Capital Outlay	12,017	23,950	21,370	20,020	-16.4%
Cost Allocation	(69,578)	(89,970)	(99,730)	(110,640)	23.0%
Total	4,975,195	5,592,930	5,143,470	5,380,850	-3.8%

DEVELOPMENT SERVICES

ADMINISTRATION

Village of Hoffman Estates

Description

Development Services Administration provides management and support for the entire department. Heading into 2021, the department will operate under a new organizational structure with Planning and Transportation being combined into a cohesive division, and Engineering becoming a standalone group. The new Development Services Department structure will include: Economic Development, Planning & Transportation, Code Enforcement, and Engineering Divisions. In addition to oversight of these divisions, Administration staff performs various special projects and manages the Community Development Block Grant (CDBG) Program.

For the upcoming year, efforts will continue to focus on important development opportunities throughout the Village, with emphasis on occupancy of the Bell Works campus, implementing the Roselle Road Business District Plan, fostering retail entertainment in the 59-90 Entertainment District, and working on other development projects throughout the Village. The coordination and implementation of the Barrington Road I-90 Planning Study will help steer planning, transportation and economic development efforts in and around the full interchange and Pace Bus station moving forward. Ongoing activities include attention to code enforcement and property maintenance, continued efforts to expand bike, pedestrian, transit and other transportation options within the community, and planning and implementation of critical infrastructure projects. As a result of the COVID-19 Pandemic and other factors, the department will be responsible for securing and managing significant grant funds that will be used for various programs that support the community.

2020 Accomplishments

- Building upon a very strong economy in 2019, the department experienced record-breaking building permit activity in January and February before the COVID-19 Pandemic struck in mid-March and paused construction activity. During the two-month Village Hall closure, new work procedures had to be quickly created to facilitate continued operations with many staff members remote and having limited access to paper and computer files. With the exception of ceasing interior rental inspections for safety reasons, the department was able to continue all operations and respond to all business, resident, contractor, and developer request.
- As COVID-19 restrictions were partially lifted and employees returned to full schedules in the office, it was necessary to establish safety procedures and processes to minimize risk of the virus spreading. The department also shared in the overall Village return to work plan and several staff members participate monitoring visitors to the Village Hall, while others manage PPE supplies and distribution.
- The department has undergone significant staff changes, including several in key leadership positions. In 2020, Mark Koplin (30 years), Tim Meyer (29 years), Mike Hankey (25 years) all retired. In response, there were promotions of a Development Services Department Director (Peter Gugliotta) and Engineering Division Director (Alan Wenderski), and hiring of a new Building and Code Enforcement Division Director (Bryan Ackerlund), Electrical/Mechanical Inspector (John Staschke), Planning & Transportation Division Director (Jennifer Horn), and Transportation Planner (underway). The department is also impacted by the retirement and replacement (underway) of the Village Manager position. Implementing position replacements as well as an improved organizational structure started in 2019 and will continue through 2021.

DEVELOPMENT SERVICES

ADMINISTRATION

Village of Hoffman Estates

- Significant support and guidance was provided by the entire department for the Bell Works Hoffman Estates planning and construction work, including regular status meetings (both at the ownership and in-field construction levels), attendance at promotional events, planning meetings on short and long term improvements, and inclusion of this project in many Village-initiated economic development documents.
- The department invested significant time and effort to help advance significant new business investment and development projects, including the Hoffman Technology Park data center, the Fountain Crossing Lot 7b industrial development, re-occupancy of the former Sports Authority building, working with the Zeigler Auto Group on their purchase and improvement of multiple auto dealerships, development and planning for the Plum Farms project, and discussing redevelopment options in the Roselle Road TIF District area. The department also worked with developers on planning efforts related to re-occupancy of several vacant commercial buildings.
- Coordinated permitting, inspections and occupancy for a number of important new development projects, including Bystronic, BMO Harris redevelopment, 7-11 gas/retail site, Buona Beef, Holiday Inn Express and others.
- Due to COVID-19 State-mandated restrictions placed on restaurants, nursing homes, hotels, salons, day care centers, schools, and other businesses, many department staff resources were shifted to perform many additional inspections, establishment of unique and expedited approval processes, and creation/distribution of promotional and educational information to try and assist businesses not permitted to operate at full capacity. Indications from the State are that these restricted conditions, and therefore additional staff efforts, will continue far into 2021.
- Due to a high volume of work, staff turnover and restructuring, significant time was invested planning and coordinating staff resources to ensure effective management of \$6.2M in streets and storm sewer infrastructure construction projects, as well as Preliminary Engineering and Preliminary Design for several large projects involving the Village, County, State, and other agencies. Additionally, managed grant research, evaluation, and applications for additional utility and transportation related infrastructure projects.
- With the cancellation of events at the Village Green in 2020 due to State-mandated COVID-19 crowd size limitations, staff worked in support of the Village Green Ad Hoc Committee to expedite implementation of the significant Village Green Phase 1 improvement project, which will enhance the viewing experience for the main stage, provide greater visibility into the property, and add more usable multi-purpose open space for future events. Significant time and effort was made to coordinate construction activities with the operations of the Hideaway Beer Garden that continued to operate into the fall.
- After a several month delay early in the year due to COVID-19, the Barrington Road I-90 Planning Area Study resumed (working with consultant Farr Associates), with much work completed in the fall and project completion by the end of the year. The results of this study provide guidance for land use, transportation and economic development efforts in the Barrington Road Interchange area for years to come. The study is ultimately intended to be referenced as an attachment to an eventual update to the Village's Comprehensive Plan.

DEVELOPMENT SERVICES

ADMINISTRATION

Village of Hoffman Estates

- Administrative efforts related to the Community Development Block Grant (CDBG) Program included typical projects related to street and single family housing infrastructure, improvements at the Children’s Advocacy Center building, as well as meeting all required HUD monitoring and reporting requirements, including a partial program audit in September 2020. A significant addition to CDBG work involved the unexpected receipt of funds from the Federal CARES Act, which was in response to COVID-19 (referenced as CDBG-CV1 and CDBG-CV3 funds). Work to plan for and administer the use of these funds introduced significant challenges for staff due to unfamiliar HUD requirements, limitations that fund use must respond to COVID-19 issues, and a lack of existing staff resources to dedicate to this purpose. In addition to the annual grant amount of \$246,577, the Village received \$145,053 in CDBG-CV1 funds, and \$288,382 in CDBG-CV3 funds, for a total of \$680,012.
- Significant staff time was invested with the IS Department and consultants (Central Square) working to provide New Community Development software for permitting, code enforcement and planning projects. Substantial time was spent on customization of the system and preliminary training was done during the year, however, COVID-19 and some technical issues with the software have delayed completion of this project until sometime in 2021.

Goals, Objectives and Performance Measures

Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability, and increase accessibility and convenience to residents and businesses.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Technology	Publish at least 20 articles to promote awareness of development projects, programs, and new businesses through various communication mediums	Number of articles published	14	26	31	20
Enhance the Village’s operations through employee development and training in core skill sets that will develop our employees and create a cadre of future leaders for the organization.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Organizational Development	Continue to encourage staff development and performance through effective evaluation and review by completing 100% of employee evaluations in a timely manner	Percent of employee evaluations completed within 30 days	100%	100%	100%	100%

DEVELOPMENT SERVICES ADMINISTRATION

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	262,572	256,990	261,740	260,160	1.2%
Employee Benefits	102,527	109,180	110,790	116,810	7.0%
Misc. Employee Expenses	5,057	4,340	780	1,520	-65.0%
Commodities	4,911	3,800	3,500	3,750	-1.3%
Contractual Services	30,219	27,900	28,620	40,300	44.4%
Total	405,285	402,210	405,430	422,540	5.1%

Budget Highlights

Salaries & Wages

The 1.2% increase is due to annual salary increases.

Employee Benefits

The 7% increase is due to an increase in Medicare, Social Security, health insurance, and IMRF contribution costs.

Misc. Employee Expenses

The 65% decrease is due to the Village-wide budget cuts in response to COVID-19 related revenue reductions.

Commodities

The 1.3% decrease is due to a reduction in office supplies.

Contractual Services

The 44.4% increase is due to IS User Charges.

PLANNING & TRANSPORTATION

Village of Hoffman Estates

Description

The Planning & Transportation Division (formerly Planning Division) is responsible for guiding quality development in the community that is consistent with the Village's Zoning Code, Subdivision Code, Comprehensive Plan, and various sub-area and multi-modal transportation plans. The Division coordinates the multi-department development review process and assists residents, developers and businesses through the development review and approval process from project concept through Planning and Zoning Commission, Planning, Building, & Zoning Committee, and Village Board consideration. As needed, the Division drafts Zoning, Subdivision and other Municipal Code text amendments. The Division also oversees the Village's transportation planning efforts, including: seeking grant opportunities for transit, bicycle and pedestrian improvements; maintaining regular coordination with Pace Suburban Bus and other regional transportation partners; implementing the Fair Share Road Improvement Impact Fee and Taxi Discount Programs; and serving as liaison to the Village's Road Improvement Impact Fee Advisory Committee, Transit Improvement Task Force, and Bicycle and Pedestrian Advisory Committee.

2020 Accomplishments

- Completed the Barrington Road/I-90 Interchange Sub-Area Plan which included a visioning Charrette process led by Farr Associates to establish a community preferred land use and development framework for the study area. Final plan adoption is anticipated in late FY 2020.
- Developed guidelines and created an expedited *Temporary Outdoor Dining Site Plan Authorization* process to help restaurants re-open operations while still adhering to the state mandated restaurant occupancy limits during the COVID-19 pandemic.
- With the Village Hall shut down for two months due to COVID-19, staff had to adapt to a remote working option and participate in temporary procedures for handling plan reviews, permit reviews, and general planning and zoning requests, as well as being able to continue meeting with developers who were still working on projects they expect to construct after the pandemic is resolved.
- Initiated an update to the Fair Share Road Improvement Fee program with the development of a new five year comprehensive road improvement plan, updated land use assumptions, and a revised fee table for the two established service areas of the community.
- Managed the development review process for Lot 7b of Fountain Crossing, Ziegler (former Land Rover) site renovations, Plum Farms offsite utility work, Quality Inn façade enhancements, Advance Preschool expansion, BP Gas Station redevelopment, Adesa expansion, Banfield Animal Hospital, Walnut Pond Estates, Hoffman Technology Park Data Center, Popeye's, Hindu Wellness Center, Sports Authority redevelopment, Village Public Works storage building, Mariano's Gas Station, 2575 W Higgins Road redevelopment (former Macaroni Grill), and Bell Works residential development. Staff also processed Master Sign Plan amendments, residential variations, and special use permits.
- Continued to work with Somerset Development throughout 2020 as they completed Phase 1 and started the Phase 2 build-out of the Bell Works development. As this project moves forward in

PLANNING & TRANSPORTATION

Village of Hoffman Estates

multiple phases with re-occupancy of the existing buildings and construction of the residential component, a substantial amount of new plan review work will be required.

- Initiated transition to the Central Square Community Development software. The software will improve efficiency with managing and tracking planning projects through the development review and approval process.
- Established parameters for archiving department documents through Laserfiche and began implementation.
- Assisted the GIS Administrator with updating the Village zoning map, improving GIS search functionality within all GIS maps, and initiated the creation of a Village Subdivision Map.
- Drafted and facilitated approval of text of amendments to the Municipal Code to create a new Cannabis Dispensary Overlay District (CDO), permit cannabis dispensaries as a special use in the CDO District, establish specific regulations for the CDO, and limit the number of Cannabis Dispensaries within the CDO District.

Goals, Objectives and Performance Measures

Create a thriving and vital local economy with a strong blend of retail, clean-industrial, commercial and residential properties.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Economic Development	Ensure a minimum of 65% of site plan cases are reviewed through the administrative or staff review process, allowing the Planning and Zoning Commission to focus on more unique projects	Percent of site plan cases reviewed by administrative staff members	83%	33%	36%	65%
	Continue to promote development or redevelopment of underutilized properties in the Village by effectively processing all new development requests within 105 days of receipt	Percent of site plans processed within 105 days of receipt	100%	100%	100%	100%

PLANNING & TRANSPORTATION

Village of Hoffman Estates

Cooperate with local, regional, state and national agencies to identify and implement initiatives to improve all modes of public transportation, including bicycle and pedestrian travel, throughout the Village.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Transportation	Promote awareness and increase participant registrations of the Taxi Coupon Discount Program for individuals that live and work in the Village	Percent of increased registered participants from previous year	12%	9%	3%	5%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	246,122	337,540	257,880	393,950	16.7%
Employee Benefits	117,415	152,120	166,950	203,300	33.6%
Misc. Employee Expenses	2,634	3,600	2,430	3,730	3.6%
Commodities	1,390	2,220	1,370	1,820	-18.0%
Contractual Services	113,662	172,710	95,600	104,990	-39.2%
Cost Allocation	(32,248)	(49,000)	(59,000)	(69,000)	40.8%
Total	448,976	619,190	465,230	638,790	3.2%

Budget Highlights

Salaries & Wages

The 16.7% increase is due to an increase of one full-time employee position as part of the Department restructuring.

Employee Benefits

The 33.6% increase is due to an increase of one full-time employee position as part of the Department restructuring.

Misc. Employee Expenses

The 3.6% increase is due to the increased costs in dues and subscriptions for the addition full-time employee. Overall employee expenses were offset substantially by a decrease in travel and training expenses.

PLANNING & TRANSPORTATION

Village of Hoffman Estates

Commodities

The 18% decrease is due to reductions in printing & binding and photocopy expenses.

Contractual Services

The 39.2% decrease is the result of completion of a planning study.

Cost Allocation

The 40.8% increase is due to the amount of Community Development Block Grant (CDBG) funds allocated to the Village by the Federal Government. For 2020, the Village received supplemental funds to respond to the COVID-19 pandemic. These funds are used for administration of the program.

Description

The Code Enforcement Division is responsible for ensuring compliance with all Village codes relating to building construction, property maintenance, environmental health regulations, and zoning requirements in order to safeguard and protect the health, safety and general welfare of the residents of Hoffman Estates. The Division performs this responsibility by managing the building permit and inspection process, health inspections, the rental housing registration and inspection program, property maintenance inspections, and other activities. Division staff also assist with many of the unusual and varied requests that are presented at the front counter and funds one-half of the Customer Service Representative salaries.

2020 Accomplishments

- In January 2020, the new Director of Building & Code Enforcement was brought on-board to manage the division. This role was critical to balance the division and increase efficiency and oversight.
- The global pandemic created a shift in division function. While Village Hall was closed to the public in the spring, staff developed policies and procedures to effectively and efficiently work remotely. This included introducing digital permitting, which allowed applicants to submit plans online and initiated a jump start into the forthcoming electronic permitting platform. Staff also established policies for safe interactions with the public during inspections.
- Building inspection activity for 2020 has been trending roughly 20% higher compared to prior years while building permit activity remains on par with 2019. This is due to an increased volume of permit submittals during the summer months and the close-out of permits which never had final inspections scheduled by the applicant. Permit revenues for 2020 began with a significant increase from prior years, however, due to the pandemic, revenues dipped from March-May.
- The Building staff worked cohesively to ensure thorough plan reviews and inspections of significant commercial projects including, Bell Works, the reconstruction of Buona Beef, completion of the new Holiday Inn Express, Bystronic, South Ridge Park community playground and splash pad, and Alexian Brother's Behavioral Health Hospital addition.
- Division staff has been integral in the Bell Works redevelopment project through a collaborative understanding of the unique challenges a project of this size encompasses. Bi-weekly meetings with the construction and ownership teams have allowed for a great working relationship and a smooth occupancy process. As future occupancy is pursued and the residential component comes into focus, a significant amount of Building staff time will be devoted to reviewing plans and conducting inspections.
- In July, staff interviewed and hired a new Mechanical/Electrical Inspector to fill a critical vacancy.
- The Rental Housing Registration and Inspection Program continued with the number of registered owners slightly under 2,100. Due to the pandemic, a restructuring of yearly inspections was implemented to provide each property with an inspection while maintaining proper safety precautions for the public and Village employees.

- Code staff transitioned to DACRA, the new digital citation computer system. This program allows for more efficient resource management by eliminating time consuming paper entries and retains all citations in one central location accessed from anywhere.
- During 2020, Code Enforcement addressed and resolved a number of complex property maintenance cases. Staff assisted in the overdue removal of the Stonegate Conference Center tent, continued enforcement of the Steeple Hill Condominiums balcony replacement project, maintenance of Hassell Road offices, as well as numerous residential cases involving drainage and interior and exterior maintenance issues. Most commercial cases involved pavement condition, dumpster enclosures, landscaping, etc.
- Health Inspections were severely impacted from March-May due to the Governor's Stay at Home order. During this time period focus was dramatically shifted to a COVID-19 response. The Village Health Officer took part in daily multi-agency briefings and meetings to monitor the health crisis and provide vital information to the Village EOC. On multiple occasions, the Health Official, with assistance from Code Enforcement Officers, conducted inspections of all Village food establishments to confirm State guidelines were being followed. The Health Officer also followed up on several positive cases in the area, witnessed deep sanitization of facilities, and coordinated a joint effort with the school districts for safe meal pickup for students.
- Division staff began several key projects enabling the Village to keep on pace with innovative technologies – Community Development software conversion, historical permit card entry into Laserfiche, and permit record conversion into Laserfiche. Staff engaged in multiple week-long and individual training seminars to learn the Community Development product and provide input in its functions. Code also participated in numerous interdepartmental meetings to develop the data which will be used to create the system.

CODE ENFORCEMENT

Village of Hoffman Estates

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable health and wellness services.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Conduct 95% of building inspections within 24hrs of notice	Percentage of inspections conducted within 24 hours of notice	97%	96%	98%	95%
	Conduct annual health inspections for 100% of all commercial occupancies	Percent of annual health inspections	97%	90%	100%	100%
	Conduct 95% of property maintenance inspections within 24hrs of notice	Percentage of inspections conducted within 24 hours of notice	97%	96%	98%	95%
	Conduct 100% of inspections for registered residential rental properties	Percentage of residential rental properties inspected	100%	100%	100%	100%
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability, and increase accessibility and convenience to residents and businesses.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Technology	Ensure 95% of building permit applications are processed within 10 days	Percentage of permits processed	97%	97%	97%	95%

CODE ENFORCEMENT

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	955,575	1,036,660	987,340	1,030,150	-0.6%
Employee Benefits	392,630	466,140	441,280	486,120	4.3%
Misc. Employee Expenses	8,115	14,580	8,980	9,480	-35.0%
Commodities	7,843	10,350	9,650	8,700	-15.9%
Contractual Services	84,398	89,350	82,390	79,470	-11.1%
Total	1,448,562	1,617,080	1,529,640	1,613,920	-0.2%

Budget Highlights

Salaries & Wages

The 0.6% decrease is due to the elimination of Saturday hours for building inspectors and customer service representatives.

Employee Benefits

The 4.3% increase is due to an increase in Medicare, Social Security, health insurance, and IMRF contribution costs.

Miscellaneous Employee Expenses

The 35% decrease is related to the Village wide budget cuts in the spring of 2020, reducing the allowance for items such as training and uniforms.

Commodities

The 15.9% decrease is due to one-time purchases made in 2020 and the reduced need for court citations with the implementation of the DACRA digital citation program.

Contractual Services

The 11.1% decrease is due the evaluation of the budgeted amount for contractual services with the Village's elevator vendor as well as a one-time purchase of health inspections software in 2020.

Description

The Engineering Division (formerly Transportation and Engineering) is responsible for the planning, design, construction, and operation of various components of the Village infrastructure system. Responsibilities include: review of commercial and residential site plans, private and public construction inspections, traffic engineering studies and investigations, review of traffic impact analyses prepared for new development, monitor traffic operations and coordination with other agencies for local and regional projects, and seek funding opportunities. The Division also directs project design, inspection services, and all project management for Village projects such as the annual street revitalization project, sidewalk improvements, drainage improvements, crack sealing, and utility projects. The Division consists of eight full time and one part time position. Coordination with other Village Departments such as Public Works, Police, as well as the Planning Division occurs on a regular basis to accomplish the tasks managed by Division staff.

The Division has a number of projects which are managed in house. Examples include the annual street revitalization project, lead agency for the Shoe Factory / Beverly Road project, administration of the Stormwater Utility Fee program, Community Rating System, floodplain management, IEPA General Storm Water Permit, annual pavement ratings, preparation of grant applications for transportation and storm water projects, site development review and construction inspection among many others. Most of these projects require a significant level of coordination with other agencies such as IDOT, Cook County, the Illinois Tollway, Pace Suburban Bus, Regional Transportation Authority, MWRD, IEPA, and others.

2020 Accomplishments

- In cooperation with Public Works staff, prepared a punch list of items needing attention on the Barrington Road full interchange project. The Tollway and its contractor are working on various corrective items.
- Pace completed the Kiss-n-Ride facility and finished work on the lighting on the south side of the Tollway. Some closeout work remains on the Park-n-Ride.
- Regular communication occurs with Pace to review the operations of the express routes on I-90, parking utilization near the station areas, along with performance of the On Demand program. Staff monitors ridership at the Barrington Road station and shares this information with Pace.
- Promotion of the Pace services through mailings, meetings, *Citizen* and website articles continues.
- Design engineering was completed for the resurfacing of Jones Road and Salem Drive. The project was included in the Northwest Council of Mayors approved program for 2021 which qualifies for 75% federal funding for construction and construction engineering. Project will be let through IDOT in April 2021 with construction beginning in June 2021.
- Construction was completed for the Shoe Factory Road bicycle path project between IL-59 and the CN Railroad. Federal funds covered 80% of the total project cost with the local match shared by the Forest Preserves District, Hoffman Estates Park District, and the Village.
- Preliminary engineering for a new bicycle path on Central Road as part of a larger County roadway reconstruction project in this area was completed. The Village partnered with the County to include the design of the path.

- RTA Access to Transit grant– an application to RTA for funding assistance of the Central Rd path construction between the Paul Douglas Forest Preserve and the Pace Park-n-Ride lot was selected. The proposal next goes to CMAP in 2021 for consideration as part of the regional Congestion Mitigation Air Quality program. The Village will select a consultant to perform Phase II engineering in 2021 when the Phase I work is complete.
- An application to Cook County for its Invest in Cook program to help pay for the cost of Phase II engineering of the Beverly Road resurfacing and Tollway bicycle crossing project was approved. Design work will begin in 2021 following completion of Phase I engineering and an agreement with the County.
- Preliminary engineering for a new separated bicycle path on Beverly Road as well as resurfacing from Prairie Stone Parkway to Beacon Pointe Drive was completed. The Village’s consultant work is being funded in large part through an *Invest in Cook* grant as part of the County’s transportation program.
- Completed over 160 residential drainage investigations
- Completed over 170 building permit reviews and more than 325 building permit inspections
- The 2020 Street Revitalization project completed reconstruction of three streets plus resurfacing of another thirty-three street segments.
- Completion of the 2019 preventative maintenance contract which provided crack sealing to an additional three street segments in 2020.
- Final plans for the Shoe Factory / Beverly Road project being done in cooperation with Cook County will be complete in 2021. An amendment to the intergovernmental agreement with the County was approved allowing the design work to advance. Construction will be scheduled once the right of way process being led by Cook County and set to begin in 2021 is completed.
- Plans and construction were completed for Almond/Audubon culverts at IL 72 an Illinois Storm Sewer Replacement projects. Additional drainage improvement locations were completed as part of the Street Revitalization project scope.

Goals, Objectives and Performance Measures

Maintain and improve the Village's infrastructure, including designing, funding and implementing of a comprehensive and continuing revitalization program for Village streets, water, sanitary sewer, sidewalks and stormwater management projects.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Infrastructure	Complete 100% of Annual Street Projects to the surface layer by the end of the year	Percent of annual street projects completed to surface layer	100%	100%	100%	100%
	Respond to 100% of drainage inquiries within 10 working days	Percent of inquiries responded to within 10 working days	100%	100%	100%	100%
Cooperate with local, regional, state and national agencies to identify and implement initiatives to improve all modes of public transportation, including bicycle and pedestrian travel, throughout the Village.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Transportation	Promote awareness and increase participant registrations of the Taxi Coupon Discount Program for individuals that live and work in the Village	Percent of increased registered participants from previous year	12%	9%	3%	Moved to Planning & Transportation
Maintain and improve the Village's infrastructure, including designing, funding and implementation of a comprehensive and continuing revitalization program for Village streets, water, sanitary sewer, sidewalks and stormwater management projects.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Infrastructure	Continue to Improve Village infrastructure including the design and implementation of stormwater management system by completing 11% of the identified stormwater rehabilitations projects per year	Percent of stormwater projects completed per year	12%	12%	12%	12%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	882,734	862,080	903,720	758,830	-12.0%
Employee Benefits	371,534	338,060	355,820	340,460	0.7%
Misc. Employee Expenses	5,630	6,650	2,650	3,050	-54.1%
Commodities	4,407	5,650	4,150	5,150	-8.8%
Contractual Services	140,172	141,720	121,910	91,760	-35.3%
Capital Outlay	12,017	23,950	21,370	20,020	-16.4%
Total	1,416,494	1,378,110	1,409,620	1,219,270	-11.5%

Budget Highlights

Salaries & Wages

The 12% decrease is due to the decrease of one full-time employee position as part of Department succession planning.

Misc. Employee Expenses

The 54.1% decrease is due to the decrease of one full-time employee position as part of Department succession planning.

Commodities

The 8.8% decrease is related to a reduction in photocopy expense.

Contractual Services

The 35.3% decrease is due to moving the Taxi Discount Program to Planning & Transportation.

Capital Outlay

The 16.4% decrease is related to a reduction in department equipment.

ECONOMIC DEVELOPMENT

Village of Hoffman Estates

Description

The Economic Development Division is responsible for improving the wealth of the local economy through business attraction and retention; workforce development; real estate development and marketing. The Division seeks to enhance the community through increased livability and new retailer development. Over the past couple of years, efforts focused on sustainability of the high tech industrial manufacturing sector, which lead to the formation of the Golden Corridor Manufacturing Group and a regional effort to enhance the industrial workforce.

2020 Accomplishments

- Created a business resource page on the Economic Development page of the Village website to inform local businesses of the Federal, State, County and local COVID-19 resources available to them. Also created an open restaurants page on the Economic Development page of the Village website to inform residents of restaurants open and available for pick up, delivery, indoor and outdoor dining, or drive-thru. Updated both pages regularly throughout the year, especially during the first few months of the pandemic.
- Worked with the Department and Legal to facilitate the creation of the Higgins-Old Sutton TIF to bring about development of the property on the north side of Higgins Road and Old Sutton Road. This TIF will assist in bringing the properties west of Rt 59, along Higgins Road, into a normal, developmental state by bringing utilities to the site, solving some regional flooding and environmental issues.
- Continued to promote the Bell Works Metroburb project by speaking on several virtual panels about the project and promoting it on social media.
- Worked with Legal to create and facilitate the Purchase and Sale Agreement with a developer to build and operate a Popeye's Louisiana Kitchen drive-thru restaurant on 75 & 85 Golf Road. Construction is expected to begin in 2021.
- Continued the Business Retention and Expansion program to connect with the major business investors in the community in a limited capacity due to COVID.
- Managed all 5 TIF districts including budgeting and reviewing multiple TIF reimbursement requests by developers.
- Sponsored and participated with the Golden Corridor Advanced Manufacturing Partnership, a non-profit organization, to promote manufacturing workforce development in the local high schools and community colleges.

ECONOMIC DEVELOPMENT

Village of Hoffman Estates

- Sponsored and participated with Next Level Northwest, a regional business accelerator aimed at helping stage two companies grow and expand here. The non-profit organization works to help businesses grow to the next level through thoughtful coaching expertise and long-term company planning. Two Hoffman Estates companies – Apple Villa Famous Pancakes and House Doctors Inc. – applied and graduated through the program.
- Worked with the Tourism Department to create “Hoffman Highlights” videos promoting the retail, service, hospitality and restaurant industries in Hoffman Estates.
- Worked with the Cable Television Division to create short videos promoting development activity in Hoffman Estates on social media.
- Participated with the Department and Farr Associates to draft a new sub-area plan for the Barrington Road & I-90 area of Hoffman Estates that would ensure the viability and sustainability of the Village’s economic outlook for the next several decades.
- Assisted the Village Green Ad Hoc Committee in coordinating with Tria Architects to develop specific schematic plans for the repurposing of the Village Green as a more versatile and diverse asset to the community. Then worked to complete Phase I of the Village Green Improvement plan with Tria and V3 Construction.
- Created and distributed an RFP for a new Economic Development Strategic Plan. Also worked with the new Economic Development Commission Chairman to create a new work plan for the Commission and Division.
- Worked with Legal to complete sales tax rebate sharing agreements to assist Zeigler Auto Group in expanding their Mercedes operations along Higgins Road and assisted Burlington and Dollar Tree to open in the former Sports Authority space at Prairie Stone Crossing Shopping Center.
- Worked with Legal to finalize a redevelopment agreement with an owner/developer in the Roselle Road TIF District to replace and improve the stormwater system along Higgins Road.

ECONOMIC DEVELOPMENT

Village of Hoffman Estates

Goals, Objectives and Performance Measures

Create a thriving and vital local economy with a strong blend of retail, clean-industrial, commercial and residential properties.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Economic Development	Foster a strong ongoing connection with existing businesses by conducting formal visits to at least 15 Village businesses each year	Number of formal visits to Village Businesses	13	4	2	13
	Continue to recruit retail businesses to maintain an occupancy rate of 90% or above throughout the year	Percent of retail occupancy rate within the Village	88%	87.58%	89.5%	92%
	Continue to recruit office/industrial businesses to increase the occupancy rate to 75% by the end of the year	Percent of office/industrial occupancy rate within the Village	72%	70.35%	71%	75%
	Attract at least 1 industrial company by the end of the year to help boost the local economy and create jobs	Number of new industrial companies	1	0	1	2
Promote the development of available properties to create a thriving local economy; update the Comprehensive Plan; undertake area plans for the Entertainment District and the I-90/Barrington Road Interchange area; support the redevelopment of the AT&T campus into a "Metroburb." Continue to redevelop Hoffman Plaza and encourage continued investment in other shopping centers.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Economic Development	Promote development and redevelopment through private and public expenditures within TIF districts and the EDA	Number of public-private partnership projects within the TIF and EDA districts	3	3	2	2

ECONOMIC DEVELOPMENT

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	192,427	199,380	204,850	203,980	2.3%
Employee Benefits	88,257	94,330	98,560	103,080	9.3%
Misc. Employee Expenses	21,325	29,680	6,980	17,080	-42.5%
Commodities	712	770	360	820	6.5%
Contractual Services	990,488	1,293,150	1,063,530	1,203,010	-7.0%
Cost Allocation	(37,330)	(40,970)	(40,730)	(41,640)	1.6%
Total	1,255,878	1,576,340	1,333,550	1,486,330	-5.7%

Budget Highlights

Salaries & Wages

The 2.3% increase is due to budgeted annual salary increases in the Division.

Employee Benefits

The 9.3% increase is due to an increase in Medicare, Social Security, health insurance, and IMRF contribution costs.

Misc. Employee Expenses

The 42.5% decrease is due to reduction of travel and conference costs.

Contractual Services

The 7.0% decrease is due to decreased funding level of Next Level Northwest, lowering advertising allotments as well as lower tax rebates.

Cost Allocation

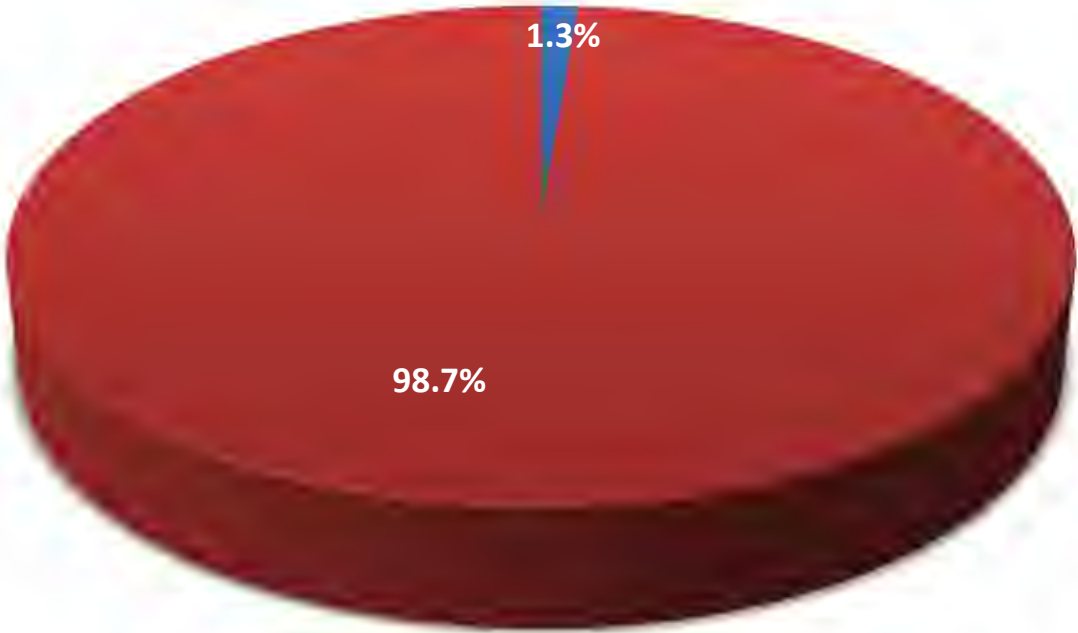
Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as an expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above is an increase of expenses that pertain to the water billing function of the Village. These expenses are then being shown in the Water Billing Division in the Water & Sewer Fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

HEALTH & HUMAN SERVICES DEPARTMENT

The Health and Human Services Department provides the following services: immunizations, health screening, counseling services and community education. The Department’s mission is to serve the community by providing high quality preventative health and mental health services via coordination with Village departments and community partners. There are no divisions within this department.

Total Budget	\$ 808,850
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DEPARTMENT EXPENDITURES
TO GENERAL FUND EXPENDITURES



- Health and Human Services
- General Fund

Description

The Department of Health and Human Services (HHS) provides affordable and accessible healthcare for the residents and employees of Hoffman Estates. The Department's mission is to serve the community by providing high quality preventative health and mental health services via community outreach, collaboration with community partners, and coordination of services with Village Departments. Through these collaborative relationships, which include healthcare providers, schools, and social service agencies, HHS is able to provide needed care to members of the community.

Staff for HHS includes two full-time Clinical Psychologists, two part-time Registered Nurses, two full-time paid doctoral interns, three part-time clinical supervisors, and five part-time unpaid externs. Administrative support is provided by one full-time Administrative Assistant and one part-time Medical Records Clerk. The department's program and services include: infant and child immunizations, adult and senior health clinics and immunizations, individual counseling, family counseling, couples counseling and psychological assessments. Community based services include: prevention and educational programming for youth, as well as community outreach programs. Additional activities include providing supervision and training for graduate level Clinical Psychology students and advance degree nursing students.

2020 Accomplishments

- During the COVID19 pandemic, Health and Human Services transitioned to providing telehealth services for mental health counseling with no disruption to client care. HHS transitioned vaccine clinics for the community to individual appointments with minimal disruption to services.
- Nursing staff administered 1,395 vaccinations for youth and adults, 890 preventive health screens (blood pressure, hemoglobin, glucose, antibody analysis, cholesterol), and 400 preschool vision and hearing screens. Through the child and adult vaccination program, 2,230 antigens were prevented.
- Clinical psychology staff provided 3,018 hours of therapy services. Therapy services include individual therapy for adults and children, couples therapy, family therapy and intake sessions. Clinical psychology staff completed 3 psychological testing batteries.
- HHS Nursing Staff created 3 COVID19 educational videos on proper mask wearing, proper hand washing techniques and glove wearing, and return to work protocols for employees. Videos were distributed to the community and for employees of the Village.
- HHS Staff implemented programming and resources for the community on COVID19. The HHS website was updated with resources for community members who are experiencing food insecurity, financial insecurity, and mental health concerns. Resources entitled, "Community, Equity, Diversity and Inclusion" contain books, articles, resources for parents, health care workers, educators, video resources, and advocacy and social justice resources.

HEALTH & HUMAN SERVICES

Village of Hoffman Estates

- HHS collaborated with community partners and volunteer groups to collect over 300 cloth masks which were distributed to employees, community members, and Clearbrook Center for residents with disabilities. Through partnerships with local churches and businesses, HHS was able to offer large boxed meals to 26 families who were impacted by COVID19 through job loss for the Easter holiday.
- HHS continued several successful programs and partnerships including: School District 54 CAP program to provide counseling services for underserved families, Therapy Dog Thursday events with Therapy Dogs International, and community partnerships at the Higgins Education Center/Hoffman Opportunity Center where staff assisted with providing 10 baskets of household items worth \$400 each for families impacted by COVID19.
- HHS developed several community outreach programs to raise awareness and build support in the community. Programs were adapted to a virtual format in order to be available to community members on the HHS webpage. Programs included: Stalking Awareness workshop and materials distributed at HEC, Adolescent girls body image group, Couples Workshop, Sexual Abuse Awareness Month educational video for parents on how to speak with your children about preventing abuse, Women's Health Month mindfulness and yoga educational video, Therapeutic Recreation Month mindfulness walking scavenger hunt, and Coffee and Conversations COVID19 virtual edition which discussed the various impacts on mental health during the pandemic.
- Health and Human Services continues to develop and implement services for Village Employees. In 2020, HHS implemented a Heart Healthy Cook-off, Employee Fitness Challenge, Employee Flu Shot Clinics, World Kindness Day Door Decorating contest, a new Autumn Walking Challenge, and hosted 3 Employee Blood Drives which included COVID19 antibody testing. HHS staff implemented weekly educational emails on topics related to COVID19 and managing mental and physical health during the pandemic.
- HHS hosted the fourth annual Holiday Giving Tree Program. Families in need are identified and paired with employees and community members who provide gifts for the holidays.
- Health and Human Services psychological staff provided 200 hours of crisis intervention to the community including assisting residents who are facing homelessness with an evening stay at a local hotel and follow up resources as well as assisting families who are facing domestic violence, trauma, grief, financial hardship and physical and mental health issues.
- Assisted 40 residents with financial assistance through the Salvation Army Extension program and assisted 20 individuals with signing up for the Nicor Gas Sharing program
- Assisted residents with 50 pieces of medical equipment through the Lending Closet program.

HEALTH & HUMAN SERVICES

Village of Hoffman Estates

Goals, Objectives and Performance Measures

Ensure the health, welfare and safety of Village residents and businesses through provision of excellent public safety services, including EMS, fire, police and emergency management, as well as affordable physical and mental health and wellness services.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Public Safety	Promote affordable prevention services for adults by providing adult health clinics which offer vaccines and preventative screenings	Number of preventative health screenings and antigens administered for adults	1,998	2,213	1,100	1,700
	Promote child wellness to ensure immunization completion rate	Number of antigens administered to children	2,388	2,567	1,677	2,100
	Promote psychological assessment and treatment to the community	Number of mental health treatment sessions held	3,604	2,895	3,018	2,960

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	459,367	482,880	489,600	495,530	2.6%
Employee Benefits	170,138	183,060	185,630	199,100	8.8%
Misc. Employee Expenses	2,330	8,540	6,920	6,170	-27.8%
Commodities	26,596	35,610	28,740	32,880	-7.7%
Contractual Services	59,634	58,400	52,810	75,170	28.7%
Total	718,066	768,490	763,700	808,850	5.3%

Budget Highlights

Salaries & Wages

The 2.6% increase is due to annual salary increases.

Employee Benefits

The 8.8% increase is due to a higher IMRF contribution rate required.

HEALTH & HUMAN SERVICES

Village of Hoffman Estates

Misc. Employee Expenses

The 27.8% decrease is due to department budget cuts to travel & training and licensure fees not being due until 2022.

Commodities

The 7.7% decrease is due to budget cuts in office supplies, printing & binding, and other supplies.

Contractual Services

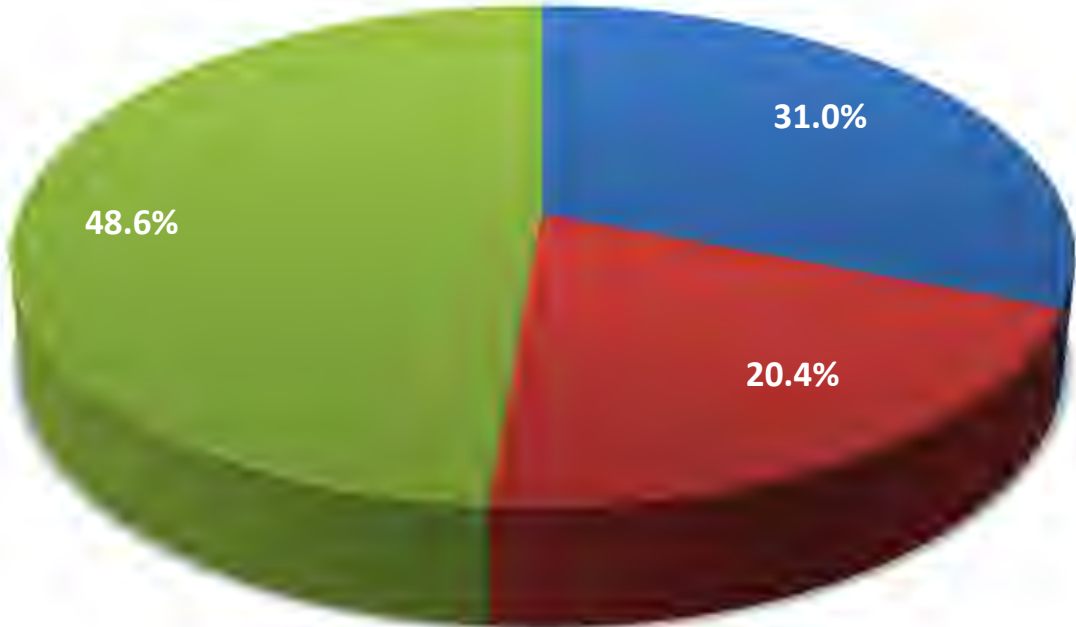
The 28.7% increase is due to implementation of an electronic medical records system for telehealth and mental health records.

BOARDS & COMMISSIONS

Boards & Commissions consists of the Fourth of July Commission, Fire & Police Commission and Miscellaneous Boards & Commissions, which is comprised of sixteen volunteer commissions. Each board and commission represents an opportunity for residents to volunteer their time and play an active role in their community.

Total Budget	\$500,820
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Annual Expenses by Commission



■ Fouth of July Commission ■ Fire & Police Commission ■ Misc. Boards & Commissions

BOARDS & COMMISSIONS

Annual Expenses by Commission

Commission	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Fourth of July Commission	93,906	155,070	730	155,070	0.0%
Fire & Police Commission	48,240	83,700	31,410	102,160	22.1%
Misc. Boards & Commissions	240,839	242,130	125,890	243,590	0.6%
Total	382,984	480,900	158,030	500,820	4.1%

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	49,331	48,730	50,980	61,870	27.0%
Employee Benefits	31,082	33,580	34,300	37,870	12.8%
Misc. Employee Expenses	715	1,580	380	1,580	0.0%
Commodities	410	1,600	100	1,400	-12.5%
Contractual Services	301,446	395,410	72,270	398,100	0.7%
Total	382,984	480,900	158,030	500,820	4.1%

FOURTH OF JULY COMMISSION

Description

This Commission plans and conducts the annual Village celebration for the Fourth of July, the Northwest 4th Fest. The celebration includes entertainment, food, fireworks, a carnival, a parade, and an arts and crafts fair.

Annual Expenses by Class

Class	Actual 2019	Budget 2020	Estimate 2020	Budget 2021	Change %
Contractual Services	93,906	155,070	730	155,070	0.0%
Total	93,906	155,070	730	155,070	0.0%

FIRE & POLICE COMMISSION

Village of Hoffman Estates

Description

The Fire and Police Commission consists of three civilians appointed by the Village Board. This commission is responsible for administering Fire and Police entry-level testing and promotional testing for Police Sergeant, Police Lieutenant, Fire Lieutenant and Fire Captain. In addition, the commission is also responsible for conducting disciplinary hearings.

2020 Accomplishments

- Hired five new probationary police officers in 2020.
- One Police Lieutenant and two Police Sergeants were promoted in 2020.
- The Fire Department conducted a promotional process for Captains to form a new eligibility list that will expire in December 2022.
- The Fire Department hired four probationary firefighter paramedics in 2020.
- The Fire Department promoted 1 Deputy Chief, 1 Battalion Chief, 1 Captains and 3 Lieutenants during 2020.

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	6,026	-	1,070	12,000	N/A
Employee Benefits	84	-	60	910	N/A
Misc. Employee Expenses	715	1,580	380	1,580	0.0%
Commodities	183	550	-	550	0.0%
Contractual Services	41,231	81,570	29,900	87,120	6.8%
Total	48,240	83,700	31,410	102,160	22.1%

Budget Highlights

Contractual Services

The 6.8% increase is due to the Fire and Police Departments having to conduct promotional testing.

MISCELLANEOUS BOARDS & COMMISSIONS

Village of Hoffman Estates

Description

The Miscellaneous Boards and Commissions include all of the commissions, with the exception of the Fourth of July and Fire and Police Commissions. This division accounts for the various commission's costs, as well as the Boards and Commissions Secretary.

Annual Commission Budgets

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Sister Cities	20,403	20,360	2,760	19,360	-4.9%
Commission for Seniors	12,005	20,840	2,270	20,410	-2.1%
Youth	4,319	6,150	1,450	4,750	-22.8%
Emerging Technologies	-	100	-	100	0.0%
Historical Sites	836	1,450	50	1,450	0.0%
Cultural Awareness	5,632	8,000	1,800	8,000	0.0%
Arts	28,364	28,260	5,990	28,260	0.0%
Utilities	90	500	-	500	0.0%
Sustainability	43	140	-	140	0.0%
Local Historian	55	130	-	100	-23.1%
Celebration	5,186	13,850	7,400	13,850	0.0%
Economic Development	840	1,400	170	1,400	0.0%
60th Anniversary	27,015	-	-	-	N/A
Comm. for the Disabled	3,801	4,950	4,450	4,950	0.0%
Celtic Festival	13,738	15,000	15,000	15,000	0.0%
Platzkonzert Commission	43,862	37,520	190	37,520	0.0%
Total	166,189	158,650	41,530	155,790	-1.8%

Annual Expenses by Class

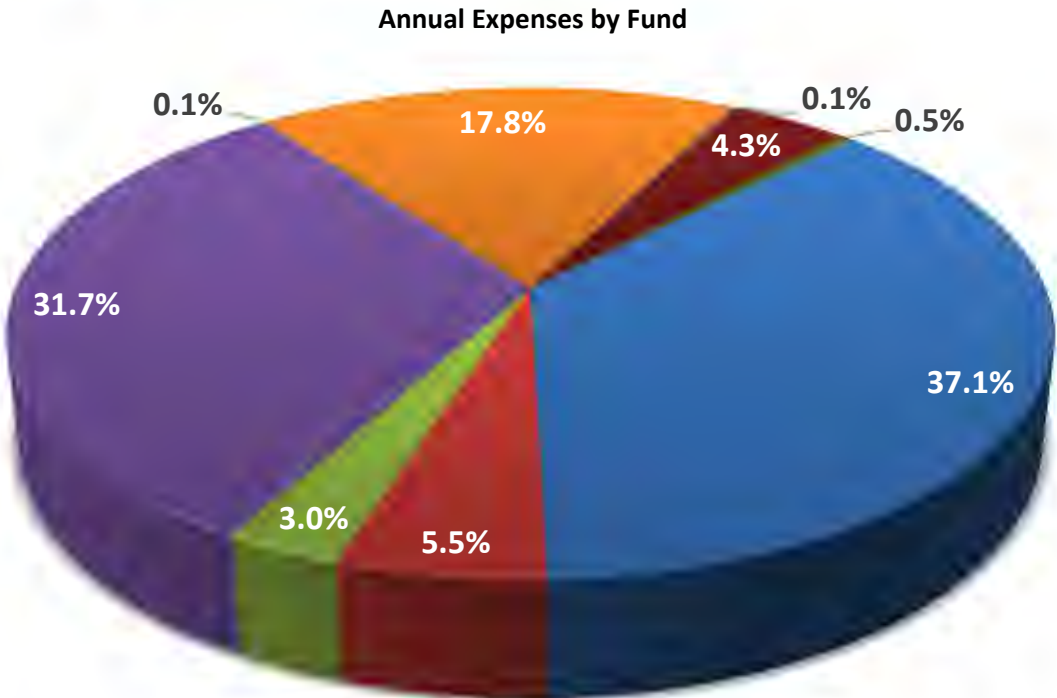
Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	43,305	48,730	49,910	49,870	2.3%
Employee Benefits	30,998	33,580	34,830	36,960	10.1%
Commodities	227	1,050	100	850	-19.0%
Contractual Services	166,309	158,770	41,640	155,910	-1.8%
Total	240,839	242,130	126,480	243,590	0.6%

SPECIAL REVENUE FUNDS

Special Revenue Funds include the following funds: Motor Fuel Tax Fund, Community Development Block Grant Fund, Asset Seizure Fund, Municipal Waste System Fund, Roselle Road TIF Fund, Higgins Hassell TIF Fund, Barrington Higgins TIF Fund, Lakewood Center TIF Fund, and Higgins-Old Sutton TIF. These funds are defined as those used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

The Sears EDA General Account Fund is not included in the chart below because distributions from this fund is based on property tax payments received and are undetermined at this time.

Total Budget **\$9,389,140**



- Motor Fuel Tax Fund
- Asset Seizure Fund
- Higgins/Hassell Roads TIF Fund
- Barrington/Higgins TIF Fund
- Higgins-Old Sutton TIF
- Community Development Block Grant Fund
- Municipal Waste Fund
- Roselle Road TIF Fund
- Lakewood Center TIF

MOTOR FUEL TAX FUND

Village of Hoffman Estates

Description

The Motor Fuel Tax (MFT) Fund accounts for resources received from the MFT allotments the Village receives monthly from the Illinois Department of Transportation. These funds are used for road improvements and street light installations.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
MFT Allotments	1,711,735	2,225,000	1,927,820	1,845,000	-17.1%
Rebuild IL Funds	-	-	1,140,030	1,140,000	N/A
Investment Earnings	3,443	3,000	2,000	2,000	-33.3%
Total Revenues	1,715,178	2,228,000	3,069,850	2,987,000	34.1%
Expenditures					
Contractual Services	106,342	110,000	110,000	120,000	9.1%
Transfers Out	1,450,000	2,600,000	2,015,250	3,360,000	29.2%
Total Expenditures	1,556,342	2,710,000	2,125,250	3,480,000	28.4%
Net Revenues over Expenditures	158,836	(482,000)	944,600	(493,000)	2.3%

Budget Highlights

MFT Allotments

The 17.1% decrease is related to decrease driving demand due from the pandemic.

Rebuild IL Funds

New temporary funding that began in FY2020. The Village will receive a total of six allotments of approximately \$570,000 ending in FY2023.

Transfers Out

The 29.2% increase is due to the Village planning to utilize the new allotments from the Rebuild IL Funds on the street revitalization project.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Village of Hoffman Estates

Description

Community Development Block Grant (CDBG) funding is provided to the Village from the US Department of Housing and Urban Development (HUD). To ensure compliance with the Village's five-year CDBG Consolidated Plan, HUD requires the Village to complete an Annual Action Plan stipulating how funding will be spent. The Village's CDBG program year runs from October 1 through September 30.

A total of \$49,000 is budgeted for administrative costs for the current program year, which equals the maximum amount allowed by HUD (20%). It is expected that most of this cost will reimburse the Village for staff time to manage the program. The remainder will be available for reimbursement of publication, mailing, and other administrative costs.

In certain years, such as 2009 and again in 2020, due to severe national economic downturns, the Federal government provides supplemental funds through the HUD CDBG Program as part of a stimulus bill. For 2020, the Village has been allocated two such supplements stemming from the Federal CARES Act to respond to the COVID-19 Pandemic and its related economic impacts. The first allocation was for \$145,053 (CDBG-CV1), and the second was for \$288,382 (CDBG-CV3), totaling \$433,435.

2020 Accomplishments

- In response to notification from HUD that the Village would be receiving substantial additional funds to address COVID-19 issues, significant research work was done to determine spending eligibility. This included working with various Village departments on possible programs, participating in HUD webinars and reviewing formal guidance that was issued, and participating in regular discussions with other area entitlement communities to learn of different approaches.
- Amended the Village's Citizen Participation Plan in accordance with new temporary guidance allowed by HUD for review of possible COVID-19 related funds. Amended the 2015-2019 Consolidated Plan and the 2019 Annual Action Plan to include Activities for the \$145,053 of CV1 funding.
- In accordance with Village Board direction, worked with three social service agencies to provide CDBG-CV1 funding to support their response to the COVID-19 Pandemic. This involved creating subrecipient agreements and developing new procedures for monitoring use of funds. This is the first time the Village has determined to issue social service funds under the CDBG Program and therefore requires research and education to ensure HUD compliance.
- The 2020-2025 CDBG Consolidated Plan was completed and submitted to HUD in August of 2020. This plan establishes the CDBG program's goals and objectives for next five years.
- Updated and submitted the Village's Annual Action Plan for Program Year 2020, setting the CDBG funding activities of the coming program year. The Annual Action Plan follows the goals and objectives set forth in the 2020-2025 CDBG Consolidated Plan.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Village of Hoffman Estates

- The CDBG project to fund infrastructure improvements at the Children’s Advocacy Center (CAC) facility, commonly referred to as the Joint CAC Project, was brought to a close. The Village mitigated lead paint at the facility’s exterior chimney chase utilizing CDBG funds.
- Nearly \$165,000 of CDBG funds were allocated toward the rehabilitation of Apricot Street, Aster Lane, and Bluebonnet Lane North, as part of the Village’s 2020 street revitalization program.
- Due to the changes in the HUD rules regarding the Affirmatively Furthering Fair Housing (AFFH) requirements and the expiration of the joint cost agreement with Cook County and other area entitlement communities, staff worked to finalize and remove the Village from further involvement in any additional work on the Assessment of Fair Housing (AFH). As a follow up, staff began researching the replacement requirements issued by HUD under their new Preserving Community and Neighborhood Choice rules.
- Continued participation in the Cook County HOME Consortium, granting the Village’s HOME fund allocation to Cook County and potentially making low to moderate income Hoffman Estates residents eligible for County programs. The County uses these funds for home rehabilitation, rental assistance, first time homebuyer, and other housing related programs.

Goals, Objectives and Performance Measures

Explore and implement sustainable programs and practices as outlined in the Sustainability Plan by applying for grant opportunities, and integrate sustainability into Village operations where feasible.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Sustainability	Ensure Community Development Block Grants are properly allocated to maintain a fund balance of 1.5 or less	Grant funding ratio	1.2	1.49	1.44	1.5

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Village of Hoffman Estates

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Grant Revenue	213,669	297,500	453,710	640,980	115.5%
Reimbursements	-	-	10,000	-	N/A
Total Revenues	213,669	297,500	463,710	640,980	115.5%
Expenditures					
Contractual Services	4,948	75,000	76,150	241,150	221.5%
Capital Outlay	3,789	29,000	29,000	20,000	-31.0%
Operating Transfers	179,693	144,500	164,500	183,600	27.1%
Cost Allocation	33,679	49,000	59,000	69,000	40.8%
Total Expenditures	222,110	297,500	328,650	513,750	72.7%
Net Revenues over Expenditures	(8,441)	-	135,060	127,230	0.0%

ASSET SEIZURE FUND

Village of Hoffman Estates

Description

The Asset Seizure Accounts consist of funds awarded to the Police Department by the courts relating to monies seized in conjunction with narcotic arrests and seizures. We have one patrol officer assigned to the Department of Treasury, United States Customs Service. The officer participates in a Narcotics Task Force.

2020 Accomplishments

- Our assigned officer and K9 work in an undercover capacity with the Department of Homeland Security. Fali and her handler have seized over \$2.75 million in drug-related currency in 2020.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Federal Seizures	640,741	-	75,400	-	N/A
State Seizures	6,084	-	4,470	-	N/A
Interest	9,868	4,000	1,820	1,000	-75.0%
Reimbursements	14,689	-	7,500	-	N/A
Total Revenues	671,382	4,000	89,190	1,000	-75.0%
Expenditures					
Misc. Employee Expenses	669	57,100	12,900	12,900	-77.4%
Contractual Services	2,755	10,750	4,480	7,500	-30.2%
Capital Outlay	-	3,500	4,500	3,500	0.0%
Transfers Out	250,840	250,000	250,000	261,590	4.6%
Total Expenditures	254,265	321,350	271,880	285,490	-11.2%
Net Revenues over Expenditures	417,117	(317,350)	(182,690)	(284,490)	-10.4%

For FY2021, the Village is no longer anticipating funds to be received from the Federal or State governments. Any monies received will be recorded as revenue upon receipt. Along with that, the Village has re-allocated the budget for the officer assigned to the Asset Seizure program.

MUNICIPAL WASTE SYSTEM FUND

Village of Hoffman Estates

Description

The Municipal Waste System Fund accounts for the Village's garbage collection program. The primary revenue source for this fund is the garbage fees paid by residents. On January 1, 2004, the Village switched from the former pay-as-you-throw method to a flat fee alternative. The Village has absorbed the annual \$0.25 rate increase since 2005. In 2020 the Village renegotiated a new contract with our garbage hauler that will be effective through 2025. At the same time, a new commercial garbage contract was established.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Charges for Services	2,712,107	2,705,240	2,749,060	2,751,640	1.7%
Investments Earnings	3,925	3,600	1,000	1,000	-72.2%
Miscellaneous	301,968	298,910	221,210	184,550	-38.3%
Total Revenues	3,018,000	3,007,750	2,971,270	2,937,190	-2.3%
Expenditures					
Salaries	36,729	38,270	39,290	39,140	2.3%
Employee Benefits	6,770	7,350	26,630	23,380	218.1%
Contractual Services	2,980,334	3,024,800	2,904,430	2,866,630	-5.2%
Transfers Out	50,000	50,000	50,000	50,000	0.0%
Total Expenditures	3,073,833	3,120,420	3,020,350	2,979,150	-4.5%
Net Revenues over Expenditures	(55,833)	(112,670)	(49,080)	(41,960)	-62.8%

SEARS EDA GENERAL ACCOUNT

Village of Hoffman Estates

Description

The Sears EDA General Account has historically been used to record the EDA note payments based on the availability of incremental property tax revenue. This amount was never definite, so it was never budgeted for in the past, only recorded when actually paid. For FY2021, this fund will be used for the distributions required under the new EDA legislation approved by the State of Illinois in 2012. Since the amounts are based on property tax payments received and are unknown at this time, we do not budget for these distributions.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Incremental Property Taxes	7,661,977	-	-	-	N/A
Total Revenues	7,661,977	-	-	-	N/A
Expenditures					
Bond Payments	7,661,977	-	-	-	N/A
Total Expenditures	7,661,977	-	-	-	N/A
Net Revenues over Expenditures	-	-	-	-	N/A

ROSELLE ROAD TIF FUND

Village of Hoffman Estates

Description

The Roselle Road TIF Fund was created in 2003 to account for the project costs and resources related to the Golf/Higgins/Roselle Roads Tax Increment Financing (TIF) District. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village. The TIF expires in 2026.

2020 Accomplishments

- Progress continues on TIF goals, as Village staff continued to work with the Sterling Organization on redevelopment opportunities in Hoffman Plaza Shopping Center and adjacent properties at the southeast corner of Golf and Roselle Roads.
- The Village worked to draft and approve an RDA with a the property owner of the former Bowling Alley at 80 W Higgins Rd to fund the replacement of the two critical 54" drainage pipes and make other stormwater improvements along Higgins Road to alleviate flooding in the TIF and other areas up and downstream in the Village.
- The Village received an offer from a Popeye's Louisiana Kitchen franchisee to purchase and build a new drive-thru restaurant on 75-85 E. Golf Road. The Village approved a Purchase and Sale Agreement with the developer and plans to close in early 2021. The developer will obtain site plan approval at the end of 2020 or early 2021 before closing and constructing.
- Sterling completed construction of an outlot retail building, ready for tenants.
- Staff engaged in marketing activities designed to draw attention and drive investment to the Roselle Road TIF areas at various virtual events due to the COVID-19 pandemic.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Taxes	349,785	300,000	300,000	300,000	0.0%
Investment Earnings	6,636	5,000	2,000	2,000	-60.0%
Miscellaneous Revenue	10,000	-	11,050	-	N/A
Total Revenues	366,421	305,000	313,050	302,000	-1.0%
Expenditures					
Employee Benefits	-	600	300	540	-10.0%
Professional Services	25,978	914,400	3,500	1,667,500	82.4%
Total Expenditures	25,978	915,000	3,800	1,668,040	82.3%
Net Revenues over Expenditures	340,442	(610,000)	309,250	(1,366,040)	123.9%

BARRINGTON/HIGGINS ROADS TIF FUND

Village of Hoffman Estates

Description

The Barrington/Higgins Roads TIF Fund was created in 1986 to account for the project costs and resources related to the Barrington and Higgins Roads Tax Increment Financing (TIF) District. A 13 year extension to this TIF was approved in 2009. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village. This TIF expires in 2022.

2020 Accomplishments

- Moretti's restaurant continues to do well considering the effects of the COVID-19 pandemic on the restaurant industry.
- The same owner purchased the vacant Macaroni Grill in January and owns the former TGIF restaurant site as well. They are working on plans for the redevelopment of both sites.
- After dredging the pond to improve aesthetics and functionality, one last portion of the project, adding a handrail along the sidewalk protecting pedestrians from the pond, was finished in 2020.
- The Stonegate Banquet and Conference Centre went through foreclosure in 2020. The bank owning the note was awarded the property by the courts and sought for the remaining portion of the year to solicit offers from investors on the Centre and vacant land.
- Staff engaged in marketing activities designed to draw attention and drive investment to the area.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Taxes	718,285	603,740	603,740	603,740	0.0%
Investment Earnings	6,186	5,000	2,000	2,000	-60.0%
Total Revenues	724,471	608,740	605,740	605,740	-0.5%
Expenditures					
Misc. Employee Benefits	-	600	300	540	-10.0%
Professional Services	364,128	3,900	3,500	12,500	220.5%
Contractual Services	368,245	-	2,570	-	N/A
Total Expenditures	732,373	4,500	6,370	13,040	189.8%
Net Revenues over Expenditures	(7,902)	604,240	599,370	592,700	-1.9%

HIGGINS/HASSELL ROADS TIF FUND

Village of Hoffman Estates

Description

The Higgins/Hassell Roads TIF Fund was created in 2012 to account for the project costs and resources related to the Higgins and Hassell Roads Tax Increment Financing (TIF) District that is related to the Barrington Square Town Center. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village. This TIF expires in 2035.

2020 Accomplishments

- Buona Beef finished a rebuild of their restaurant with a new double drive thru and demolished the old restaurant to make way for another potential outlot development.
- The 7-Eleven convenience store and gas station site on the former McDonald's started and finished construction. The site opened in late 2020.
- Staff engaged in marketing activities designed to draw attention and drive investment to the Barrington Square Town Center, including the promotion of the available space and TIF status at various virtual events due to the COVID-19 pandemic.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Taxes	368,800	300,000	300,000	300,000	0.0%
Investment Earnings	1,060	500	150	150	-70.0%
Total Revenues	369,860	300,500	300,150	300,150	-0.1%
Expenditures					
Employee Benefits	-	600	300	540	-10.0%
Contractual Services	187,319	4,250	4,250	4,500	5.9%
Debt Service	182,075	-	-	-	N/A
Total Expenditures	369,394	4,850	4,550	5,040	3.9%
Net Revenues over Expenditures	466	295,650	295,600	295,110	-0.2%

Budget Highlights

After several years of little or no TIF revenue, increment from 2016-2020 allowed payments to the Village for expenses incurred in the initial years, and a note payment to the shopping center owner, in accordance with the redevelopment agreement approved in 2013.

LAKWOOD CENTER TIF FUND

Village of Hoffman Estates

Description

The Lakewood TIF was approved in early 2019 to provide an incentive for redevelopment of the former AT&T complex into a mixed use Metroburb by Somerset Development. The Village and Somerset will split TIF revenues over the years to pay for eligible public and private costs incurred. The TIF expires in 2042.

2020 Accomplishments

- The developer continued remodeling inside the building so as to open the eastern portion of the main building to the public and the first tenants.
- Staff organized several tours with elected officials, hoteliers and other business professionals in the area to promote the development.
- Staff engaged in marketing activities designed to draw attention and drive investment to the Bell Works project, including the promotion of the available space and TIF status at various virtual events and even some in person meetings and conferences.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Miscellaneous Revenue	-	269,700	20,730	401,590	48.9%
Total Revenues	-	269,700	20,730	401,590	48.9%
Expenditures					
Misc. Employee Benefits	-	600	300	540	-10.0%
Contractual Services	2,924	268,500	17,500	401,050	49.4%
Total Expenditures	2,924	269,100	17,800	401,590	49.2%
Net Revenues over Expenditures	(2,924)	600	2,930	-	N/A

HIGGINS-OLD SUTTON TIF FUND

Village of Hoffman Estates

Description

The Higgins-Old Sutton TIF Fund was created in January 2020 to assist in preparing blighted sites for development. Primary issues on the sites include lack of utilities at or near the site, causal flooding on sites downstream and some poor environmental soils on portions of the site. TIF expenditures are funded by incremental property taxes that result from improving this portion of the Village. The TIF expires in 2043.

2020 Accomplishments

- The TIF Fund was created in January 2020.
- Staff worked with the current property owner to market the site.
- Staff worked with the current property owner to review utility plans for bringing water and sanitary main lines to the TIF.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Miscellaneous Revenue	-	-	15,000	43,040	N/A
Total Revenues	-	-	15,000	43,040	N/A
Expenditures					
Misc. Employee Benefits	-	-	-	540	N/A
Contractual Services	-	-	15,000	42,500	N/A
Total Expenditures	-	-	15,000	43,040	N/A
Net Revenues over Expenditures	-	-	-	-	N/A

DEBT SERVICE FUNDS

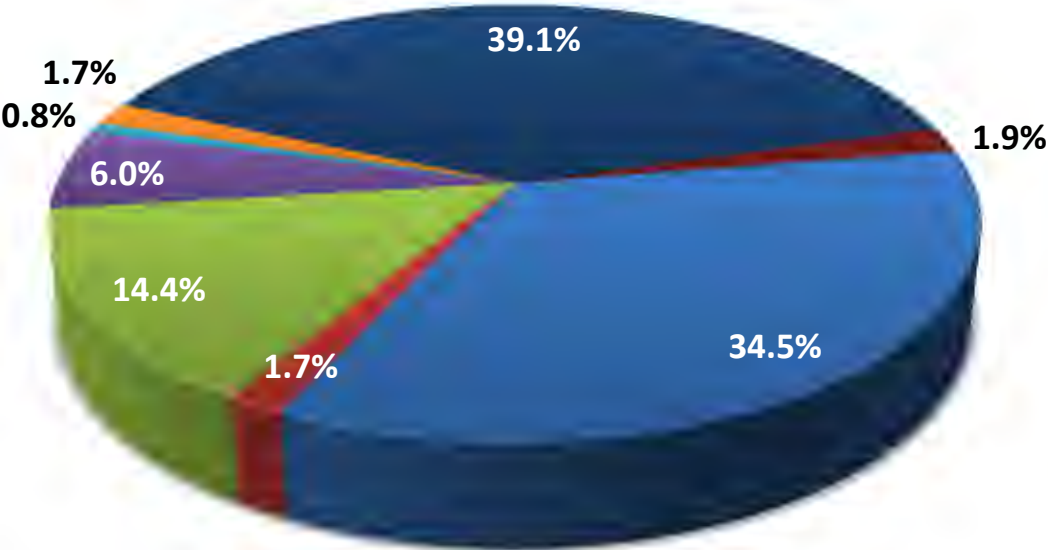
Debt Service Funds are established to account for the accumulation of resources for, and the payment of, long-term principal and interest. These obligations represent the Village’s annual installment payments of principal and interest for previous capital projects or acquisitions funded through debt financing. The Village currently has seven outstanding bond issues:

- 2015A Taxable General Obligation Bonds
- 2015B General Obligation Bonds
- 2015C Taxable General Obligation Bonds
- 2016 General Obligation Bonds
- 2017A General Obligation Bonds
- 2017B General Obligation Bonds
- 2018 General Obligation Bonds
- 2019 General Obligation Bonds

LEGAL DEBT MARGIN: Under the 1970 Illinois Constitution, there is no legal debt limit for home rule municipalities except as set by the General Assembly. To date, the Illinois General Assembly has set no limits for home rule municipalities. The Village is a home rule municipality.

Total Budget **\$7,315,200**

Annual Expenses by Fund



- | | |
|--|---|
| ■ 2015A Taxable General Obligation Bond Fund | ■ 2015B General Obligation Bond Fund |
| ■ 2015C Taxable General Obligation Bond Fund | ■ 2016 Taxable General Obligation Bond Fund |
| ■ 2017A General Obligation Bond Fund | ■ 2017B General Obligation Bond Fund |
| ■ 2018 General Obligation Bond Fund | ■ 2019 General Obligation Bond Fund |

DEBT SERVICE FUNDS

In July 2018, Standard and Poor's affirmed the Village of Hoffman Estates' Bond Rating at AA+



AA+

The Village's AA+ Bond Rating saves Village residents thousands of dollars annually.

Quoted below are excerpts from the Standard and Poor's July 2018 rating:

"Standard and Poor's Ratings Services assigned its 'AA+' long-term rating to Hoffman Estates, Ill.'s series 2018 general obligation (GO) refunding bonds. At the same time, Standard & Poor's affirmed its 'AA+' long-term rating on the village's existing GO Bonds. The outlook is stable."

"The rating reflects the following credit characteristics of the village:

- *Strong economy,*
- *Strong management,*
- *Adequate budgetary performance,*
- *Very strong budgetary flexibility,*
- *Very strong liquidity,*
- *Very weak debt and contingent liability position, and*
- *Strong institutional framework score."*

"Outlook - The stable outlook reflects our expectation that we will not change the rating in the next two years because we expect the village to maintain its very strong budgetary flexibility and strong management financial policies and practices. The village's participation in the broad and diverse economy of the Chicago MSA provides additional support to the ratings."

DEBT SERVICE FUNDS

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Taxes	2,083,808	2,100,580	2,102,060	1,492,580	-28.9%
Tow Fees	164,538	300,000	100,000	150,000	-50.0%
Investment Earnings	12,900	10,000	4,450	4,500	-55.0%
Miscellaneous	600,000	600,000	750,000	750,000	25.0%
Transfers In	4,083,773	4,120,810	4,337,460	4,917,620	19.3%
Total Revenues	6,945,019	7,131,390	7,293,970	7,314,700	2.6%
Expenditures					
Paying Agent Fees	1,425	2,000	2,000	2,000	0.0%
Trustee Fees	1,900	2,000	2,000	2,000	0.0%
Other Contractual Services	-	-	-	75,000	N/A
Principal Expense	3,455,000	3,716,370	3,716,370	3,951,120	6.3%
Interest Expense	3,485,061	3,411,520	3,411,530	3,285,080	-3.7%
Total Expenditures	6,943,386	7,131,890	7,131,900	7,315,200	2.6%
Net Revenue over Expenditures	1,633	(500)	162,070	(500)	0.0%

DEBT SERVICE FUNDS

Village of Hoffman Estates

2015A General Obligation Refunding Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2021	1,955,000	533,830	2,488,830
2022	2,165,000	475,180	2,640,180
2023	2,335,000	404,818	2,739,818
2024	2,425,000	317,255	2,742,255
2025	2,515,000	220,255	2,735,255
2026	2,620,000	114,625	2,734,625
	\$ 14,015,000	\$ 2,065,963	\$ 16,080,963

Purpose of Issue:

Refund part of the 2005A Taxable General
Obligation Bonds

Date of Issue:

December 1, 2015

Financial Classification:

General Obligation Taxable

Funding Sources:

Food and Beverage Tax, Entertainment Tax,
General Fund

Original Principal Amount:

\$23,415,000

Interest Dates:

June and December

Interest Rate:

1.00% - 4.375%

Payoff Date:

December 1, 2026

Paying Agent:

Amalgamated Bank of Chicago

DEBT SERVICE FUNDS

Village of Hoffman Estates

2015B General Obligation Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2021	425,000	164,200	589,200
2022	440,000	147,200	587,200
2023	460,000	129,600	589,600
2024	475,000	115,800	590,800
2025	495,000	96,800	591,800
2026	515,000	77,000	592,000
2027	530,000	56,400	586,400
2028	430,000	35,200	465,200
2029	450,000	18,000	468,000
	\$ 4,220,000	\$ 840,200	\$ 5,060,200

Purpose of Issue:

Finance a new Fire Truck and construction of water, sewer, and stormwater capital projects.

Date of Issue:

August 12, 2015

Financial Classification:

General Obligation

Funding Sources:

General Fund, Stormwater Fund, Water and Sewer Fund

Original Principal Amount:

\$6,125,000

Interest Dates:

June and December

Interest Rate:

2.00% - 4.00%

Payoff Date:

December 1, 2029

Paying Agent:

Amalgamated Bank of Chicago

DEBT SERVICE FUNDS

Village of Hoffman Estates

2015C General Obligation Refunding Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2021	-	1,011,813	1,011,813
2022	-	1,011,813	1,011,813
2023	-	1,011,813	1,011,813
2024	-	1,011,813	1,011,813
2025	-	1,011,813	1,011,813
2026	110,000	1,011,813	1,121,813
2027	2,855,000	1,007,138	3,862,138
2028	2,975,000	885,800	3,860,800
2029	3,105,000	755,644	3,860,644
2030	3,240,000	619,800	3,859,800
2031	3,390,000	474,000	3,864,000
2032	3,555,000	304,500	3,859,500
2033	2,535,000	126,750	2,661,750
	\$ 21,765,000	\$ 10,244,506	\$ 32,009,506

Purpose of Issue:
Refund balance of the 2005A Taxable General
Obligation Bonds

Date of Issue:
December 1, 2015

Financial Classification:
General Obligation Taxable

Funding Sources:
Food and Beverage Tax, Entertainment Tax,
General Fund

Original Principal Amount:
\$21,905,000

Interest Dates:
June and December

Interest Rate:
1.00% - 5.00%

Payoff Date:
December 1, 2033

Paying Agent:
Amalgamated Bank of Chicago

DEBT SERVICE FUNDS

Village of Hoffman Estates

2016 General Obligation Refunding Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2021	105,000	331,700	436,700
2022	-	329,600	329,600
2023	-	329,600	329,600
2024	-	329,600	329,600
2025	1,150,000	329,600	1,479,600
2026	-	283,600	283,600
2027	2,270,000	283,600	2,553,600
2028	2,355,000	192,800	2,547,800
2029	2,465,000	98,600	2,563,600
	\$ 8,345,000	\$ 2,508,700	\$ 10,853,700

Purpose of Issue:
Refund portion of the 2009A Taxable General
Obligation Bonds

Date of Issue:
April 21, 2016

Financial Classification:
General Obligation Refunding

Funding Sources:
Property Tax, Food and Beverage Tax, Towing
Fees, General Fund

Original Principal Amount:
\$8,975,000

Interest Dates:
June and December

Interest Rate:
1.00% - 4.375%

Payoff Date:
December 1, 2029

Paying Agent:
Amalgamated Bank of Chicago

DEBT SERVICE FUNDS

Village of Hoffman Estates

2017A General Obligation Refunding Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2021	325,000	178,863	503,863
2022	340,000	169,113	509,113
2023	345,000	158,913	503,913
2024	355,000	148,563	503,563
2025	375,000	137,913	512,913
2026	380,000	126,663	506,663
2027	390,000	115,263	505,263
2028	410,000	99,663	509,663
2029	425,000	83,263	508,263
2030	200,000	66,263	266,263
2031	210,000	58,263	268,263
2032	215,000	51,963	266,963
2033	225,000	45,513	270,513
2034	230,000	38,763	268,763
2035	235,000	31,575	266,575
2036	245,000	24,231	269,231
2037	250,000	16,575	266,575
2038	260,000	8,450	268,450
	\$ 5,415,000	\$ 1,559,806	\$ 6,974,806

Purpose of Issue:

Finance a new Fire Truck and construction of water and sewer capital projects.

Date of Issue:

September 12, 2017

Financial Classification:

General Obligation

Funding Sources:

General Fund, Water and Sewer Fund

Original Principal Amount:

\$6,080,000

Interest Dates:

June and December

Interest Rate:

2.00% - 3.25%

Payoff Date:

December 1, 2038

Paying Agent:

Amalgamated Bank of Chicago

DEBT SERVICE FUNDS

Village of Hoffman Estates

2017B General Obligation Refunding Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2021	35,000	123,300	158,300
2022	35,000	122,600	157,600
2023	35,000	121,900	156,900
2024	35,000	120,850	155,850
2025	40,000	119,800	159,800
2026	40,000	118,600	158,600
2027	40,000	117,400	157,400
2028	45,000	115,800	160,800
2029	45,000	114,000	159,000
2030	45,000	112,200	157,200
2031	50,000	110,400	160,400
2032	50,000	108,400	158,400
2033	50,000	106,400	156,400
2034	480,000	104,400	584,400
2035	500,000	85,200	585,200
2036	520,000	65,200	585,200
2037	545,000	44,400	589,400
2038	565,000	22,600	587,600
	\$ 3,155,000	\$ 1,833,450	\$ 4,988,450

Purpose of Issue:

Refund portion of the 2008A General
Obligation Bonds

Original Principal Amount:

\$3,225,000

Date of Issue:

September 12, 2017

Interest Dates:

June and December

Financial Classification:

General Obligation Refunding

Interest Rate:

2.00% - 4.00%

Funding Sources:

General Fund

Payoff Date:

December 1, 2038

Paying Agent:

Amalgamated Bank of Chicago

DEBT SERVICE FUNDS

Village of Hoffman Estates

2018 General Obligation Refunding Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2021	1,625,000	1,485,338	3,110,338
2022	1,705,000	1,404,088	3,109,088
2023	1,790,000	1,318,838	3,108,838
2024	1,880,000	1,229,338	3,109,338
2025	925,000	1,135,338	2,060,338
2026	2,105,000	1,089,088	3,194,088
2027	-	983,838	983,838
2028	-	983,838	983,838
2029	-	983,838	983,838
2030	2,250,000	983,838	3,233,838
2031	2,365,000	871,338	3,236,338
2032	2,485,000	753,088	3,238,088
2033	2,605,000	628,838	3,233,838
2034	2,345,000	498,588	2,843,588
2035	2,435,000	404,788	2,839,788
2036	2,520,000	307,388	2,827,388
2037	2,610,000	206,588	2,816,588
2038	2,725,000	102,188	2,827,188
	\$ 32,370,000	\$ 15,370,184	\$ 47,740,184

Purpose of Issue:

Refund of the 2008A and 2009A General
Obligation Bonds

Date of Issue:

September 05, 2018

Financial Classification:

General Obligation Refunding

Funding Sources:

General Fund, Water and Sewer Fund

Original Principal Amount:

\$35,180,000

Interest Dates:

June and December

Interest Rate:

3.75% - 5.00%

Payoff Date:

December 1, 2038

Paying Agent:

Amalgamated Bank of Chicago

DEBT SERVICE FUNDS

Village of Hoffman Estates

2019 General Obligation Debt Service Fund

	PRINCIPAL	INTEREST	TOTAL
2021	563,305	195,414	758,719
2022	575,420	183,303	758,723
2023	587,790	170,932	758,722
2024	600,425	158,294	758,719
2025	613,335	145,385	758,720
2026	626,520	132,198	758,718
2027	639,995	118,728	758,723
2028	653,750	104,968	758,718
2029	667,810	90,913	758,723
2030	682,165	76,555	758,720
2031	696,830	61,888	758,718
2032	711,815	46,906	758,721
2033	727,120	31,602	758,722
2034	742,750	15,969	758,719
	\$ 9,089,030	\$ 1,533,055	\$ 10,622,085

Purpose of Issue:

Finance new Water Meters and Street Lighting

Date of Issue:

November 05, 2019

Financial Classification:

General Obligation

Funding Sources:

General Fund, Water and Sewer Fund

Original Principal Amount:

\$9,625,850

Interest Dates:

June and December

Interest Rate:

2.159%

Payoff Date:

December 1, 2034

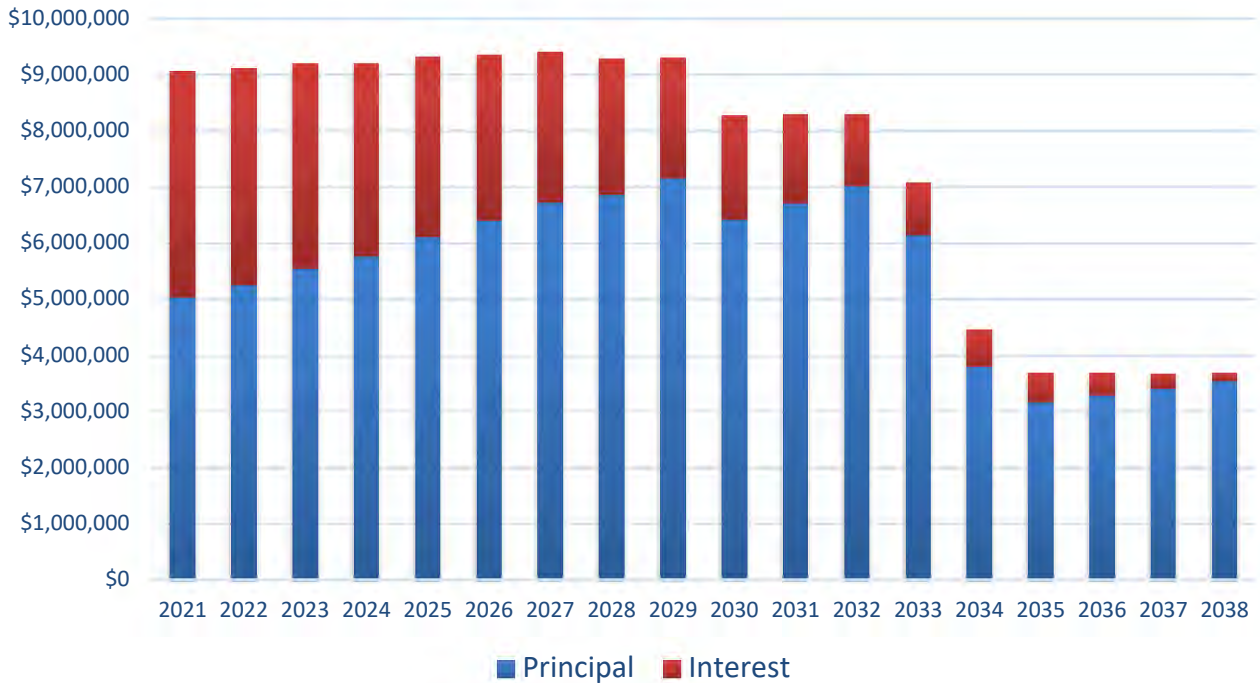
Paying Agent:

JP Morgan Chase Bank

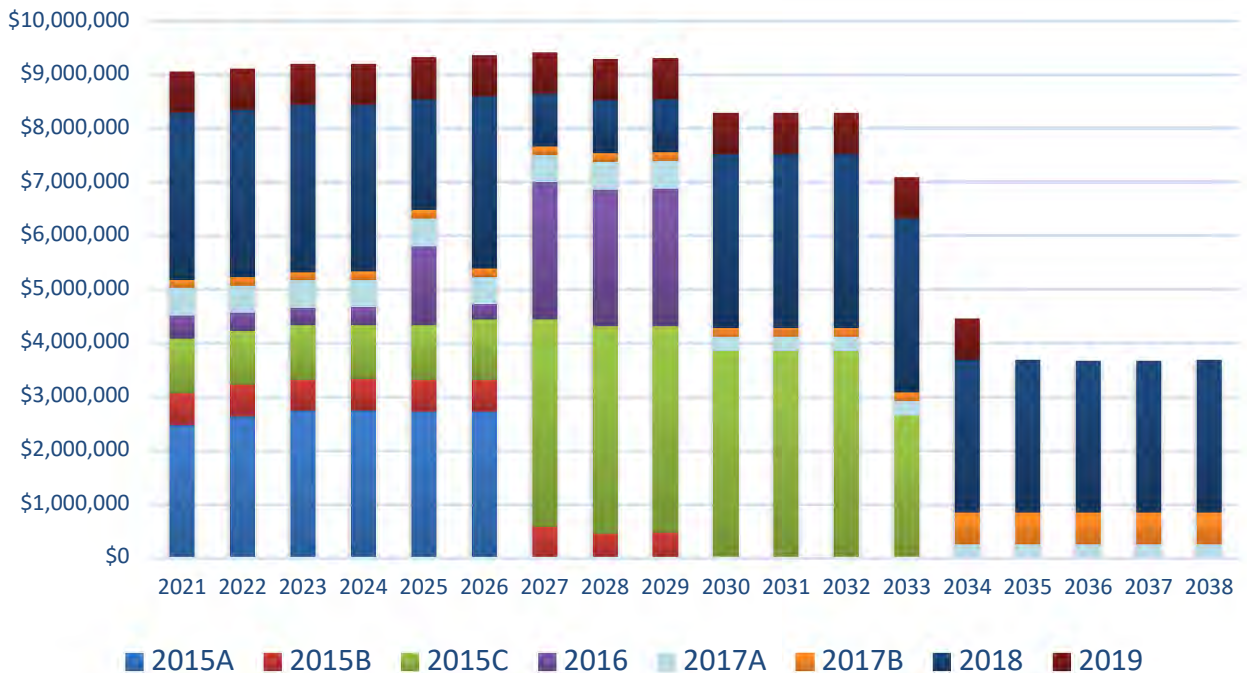
DEBT SERVICE FUNDS

Village of Hoffman Estates

Schedule of Future Principal and Interest Payments



Annual Debt Service, by Fund



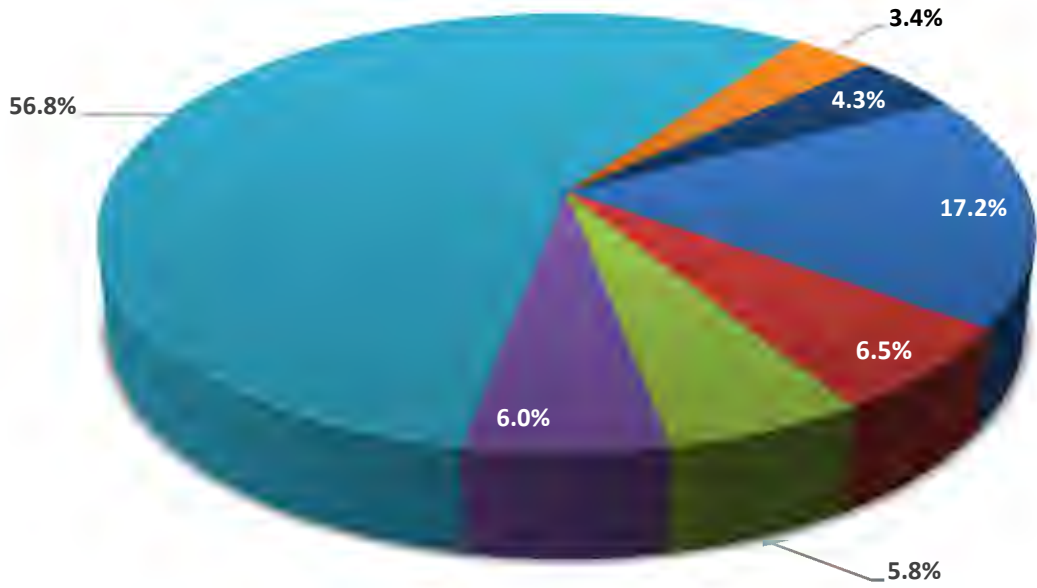
CAPITAL PROJECTS FUNDS

The Capital Projects Funds include the following: Central Road Corridor Improvement Fund, Hoffman Boulevard Bridge Maintenance Fund, Western Corridor Fund, Traffic Improvement Fund, Prairie Stone Capital Fund, Central Area Road Improvement Impact Fee Fund, Western Area Traffic Improvement Fund, Western Area Road Improvement Impact Fee Fund, Capital Improvements Fund, Capital Vehicle and Equipment Fund, Capital Replacement Fund, Road Improvement Fund, Stormwater Management Fund, and 2019 Project Fund. These funds are used to accumulate and expend funds for the purchase of capital improvements and equipment.

The 2019 Project Fund, Central Area Impact Fee Funds, Hoffman Boulevard Bridge Maintenance, Central Area Road Improvement Fund, Traffic Improvement Fund, Western Area Road Impact Fee Fund, and Western Area Traffic Improvement Fund are not included in the chart below because they are not projected to expend funds in 2021.

Total Budget **\$11,726,920**

Annual Expenses by Fund



- Capital Improvements Fund
 Capital Vehicle & Equipment Fund
 Prairie Stone Capital Fund
- Capital Replacement Fund
 Road Improvement Fund
 Western Corridor Fund
- Stormwater Management Fund

CAPITAL IMPROVEMENTS FUND Village of Hoffman Estates

Description

The Capital Improvements Fund accounts for capital projects of a non-vehicle or equipment in nature. Buildings and sidewalk improvements are examples of the types of projects shown in this fund. In 2015, street revitalization projects were moved from the Capital Improvements Fund accounts to the Road Improvements Fund. Revenues include a municipal gas use tax of \$0.05 per therm and a packaged liquor tax of 2%.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Taxes	1,613,560	1,565,000	1,540,000	1,520,000	-2.9%
Grant Revenue	-	320,000	280,000	100,000	-68.8%
Investment Earnings	11,128	4,000	1,100	1,100	0.0%
Reimbursements/Recoveries	46,615	60,000	52,500	-	0.0%
Transfers In	48,750	178,600	119,830	175,000	-2.0%
Total Revenues	1,720,054	2,127,600	1,993,430	1,796,100	-15.6%
Expenditures					
Building Improvements	35,000	86,050	52,000	107,200	24.6%
Other Capital Improvements	-	112,100	-	-	-100.0%
Sidewalk Improvements	220,216	545,000	525,000	365,000	-33.0%
Transfers Out	1,386,000	1,450,000	1,406,000	1,549,130	6.8%
Total Expenditures	1,641,216	2,193,150	1,983,000	2,021,330	-7.8%
Net Revenues over Expenditures	78,838	(65,550)	10,430	(225,230)	243.6%

ROAD IMPROVEMENT FUND Village of Hoffman Estates

Description

The Road Improvement Fund was created in FY2015 to manage funds related to the Village's Street Revitalization Project. The revenue sources include Electric Utility Tax, Municipal Motor Fuel Tax and Grant Revenue, as well as, transfers from the Motor Fuel Tax Fund and Community Development Block Grant Fund. These funds are strictly used to support the costs of street reconstruction and resurfacing throughout the Village. The electric utility tax and Municipal Motor Fuel Tax went into effect in October 2013.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Electric Utility Tax	1,699,350	1,800,000	1,650,000	1,800,000	0.0%
Municipal Motor Fuel Tax	419,975	425,000	330,000	410,000	-3.5%
Grant Revenue	314	405,000	-	465,000	14.8%
Road Usage Fees	2,929	-	8,800	-	N/A
Investment Earnings	73,658	20,000	30,000	30,000	50.0%
Reimbursements	240,591	450,000	-	-	-100.0%
Miscellaneous Income	-	300,000	-	-	-100.0%
Transfers In	3,234,993	4,901,110	3,755,750	3,883,600	-20.8%
Total Revenues	5,671,810	8,301,110	5,774,550	6,588,600	-20.6%
Expenditures					
Road Improvements	5,837,242	7,981,110	5,810,750	6,355,620	-20.4%
Other Capital Improvements	233,631	800,000	150,000	300,000	-62.5%
Total Expenditures	6,070,874	8,781,110	5,960,750	6,655,620	-24.2%
Net Revenues over Expenditures	(399,064)	(480,000)	(186,200)	(67,020)	-86.0%

CAPITAL VEHICLE & EQUIPMENT FUND

Village of Hoffman Estates

Description

The Capital Vehicle & Equipment Fund accounts for the purchase of all vehicles and equipment over \$25,000. Since the Capital Vehicle & Equipment Fund does not have a dedicated revenue source, funding sources must come from other funds, including the General Fund, Capital Replacement Fund and the Federal Asset Seizure Fund in 2021.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Grant Revenue	-	-	190,350	-	N/A
Investment Earnings	4,297	2,000	1,200	1,200	-40.0%
Reimbursements	5,760	-	-	-	N/A
Tranfers In	1,926,145	1,596,910	1,143,510	761,720	-52.3%
Total Revenues	1,936,202	1,598,910	1,335,060	762,920	-52.3%
Expenditures					
Department Equipment	306,298	153,640	264,590	55,640	-63.8%
Motor Vehicles	403,027	871,870	1,151,330	488,580	-44.0%
Fire Apparatus	24,926	571,400	1,141,100	217,500	-61.9%
Total Expenditures	734,251	1,596,910	2,557,020	761,720	-52.3%
Net Revenues over Expenditures	1,201,951	2,000	(1,221,960)	1,200	-40.0%

CAPITAL REPLACEMENT FUND Village of Hoffman Estates

Description

The Capital Replacement Fund was created in 1997 for the purpose of setting aside resources to be used to acquire and replace capital vehicles and equipment in accordance with an approved replacement schedule, subject to the annual budget. When a vehicle or piece of equipment is purchased, the item is added to the replacement schedule. A replacement cost for the item is estimated and this cost is allocated over the useful life. Then every year, the user department transfers the annual portion into the Capital Replacement Fund. When the time of replacement gets close and the item appears in the 8th year of the capital budget, adjustments can be made to the funding if necessary. It is the intent of this fund that, as time goes on and more equipment is added to the replacement schedule, large amounts needed from the General Fund for purchases of replacement equipment would be kept to a minimum.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Investment Earnings	8,300	5,000	2,000	2,000	-60.0%
Transfers In	-	700,000	700,000	-	-100.0%
Total Revenues	8,300	705,000	702,000	2,000	-99.7%
Expenditures					
Motor Vehicles	-	48,000	48,000	-	-100.0%
Transfers Out	300,000	-	-	700,000	N/A
Total Expenditures	300,000	48,000	48,000	700,000	1358.3%
Net Revenues over Expenditures	(291,700)	657,000	654,000	(698,000)	-206.2%

STORMWATER MANAGEMENT FUND

Village of Hoffman Estates

Description

The Stormwater Management Fund was created in 2014 to pay for stormwater improvements of all types, but mostly replacements of older storm sewers in poor condition. The revenue source includes stormwater utility fees, a tier based fee determined by lot size for residential properties and impervious area for commercial properties and included on monthly utility bills. These funds are strictly used to support the costs of improving and maintaining stormwater drainage facilities throughout the Village. The stormwater utility fee generates annual revenue estimated at \$535,000.

2020 Accomplishments

- The replacement of two failed culvert pipes under Almond Lane and Audubon Street at Higgins Road (IL 72) was substantially completed. This project was bid in 2019 with construction not commencing until 2020 while awaiting the issuance of a permit from IDOT.
- As part of the 2020 Street Revitalization Project multiple drainage improvements were completed.
 - Completion of the replacement of an aging corrugated metal pipe (CMP) along Illinois Boulevard between Evanston Street and Roselle Road. The existing CMP was exhibiting deformations that caused flow restrictions and structural failures. A new reinforced concrete pipe (RCP) was installed to replace the existing CMP and allows for improved flow capacity. Work was completed in coordination of the resurfacing of Illinois Boulevard.
 - Multiple locations of roadside swale improvements were completed in Parcel A as part of the resurfacing project scope. Additional drainage improvements were incorporated within the scope of the resurfacings of Forest Glen Drive and Winston Circle.

STORMWATER MANAGEMENT FUND

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Utility Fee	539,944	535,000	535,000	535,000	0.0%
Interest	1,992	2,000	400	400	-80.0%
Miscellaneous Income	-	550,000	-	300,000	-45.5%
Total Revenues	621,936	1,087,000	535,400	835,400	-23.1%
Expenditures					
Capital Outlay	612,946	1,020,000	772,000	465,000	-54.4%
Debt Service	45,050	44,150	44,150	43,250	-2.0%
Total Expenditures	657,996	1,064,150	816,150	508,250	-52.2%
Net Revenues over Expenditure	(36,061)	22,850	(280,750)	327,150	1331.7%

Budget Highlights

Capital Outlay

Pipe replacement project on Hermitage Lane is are to be completed in FY2021 pending the receipt of funds from the 2019 Rebuild Illinois Capital Bill.

Debt Service

This is the principal and interest payment for the stormwater portion of the 2015B bond issue.

CENTRAL AREA ROAD CORRIDOR IMPROVEMENT FUND

Village of Hoffman Estates

Description

The Central Area Road Corridor Improvement Fund is used to account for resources that were paid by developers for the construction of public improvements such as streets, storm sewers and street lighting in the Central Road area. Eligible project types are transportation improvements along the Central Road corridor as well as for those which are related to the corridor.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Investment Earnings	3,834	600	200	200	-66.7%
Total Revenues	3,834	600	200	200	-66.7%
Expenditures					
Transfers Out	-	-	-	-	N/A
Total Expenditures	-	-	-	-	N/A
Net Revenues over Expenditures	3,834	600	200	200	-66.7%

HOFFMAN BOULEVARD BRIDGE

MAINTENANCE FUND

Village of Hoffman Estates

Description

The Hoffman Boulevard Bridge Maintenance Fund is used to account for the maintenance of the Hoffman Boulevard Bridge in accordance with the maintenance agreement (approved in 1998).

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Investment Earnings	7,756	5,000	1,500	1,500	-70.0%
Total Revenues	7,756	5,000	1,500	1,500	-70.0%
Expenditures					
Contractual Services	33,412	52,000	2,000	-	-100.0%
Total Expenditures	33,412	52,000	2,000	-	-100.0%
Net Revenues over Expenditures	(25,656)	(47,000)	(500)	1,500	-103.2%

WESTERN CORRIDOR FUND

Village of Hoffman Estates

Description

The Western Corridor Fund is used to account for financial resources to be used for the reconstruction of the new alignment of Shoe Factory Road and other transportation improvements in the western area. The fund will be used towards the design of roadway resurfacing and bicycle improvements on Beverly Road north of Beacon Pointe Drive as well as the Shoe Factory / Beverly Road project being done in conjunction with Cook County. Other road and traffic improvements along and/or related to Shoe Factory and Beverly Roads would also be eligible for funding.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Road Usage Fees	-	-	4,200	700,000	N/A
Investment Earnings	93,355	50,000	50,000	50,000	0.0%
Total Revenues	93,355	50,000	54,200	750,000	1400.0%
Expenditures					
Transfers	60,000	280,000	235,000	400,000	42.9%
Total Expenditures	60,000	280,000	235,000	400,000	42.9%
Net Revenues over Expenditures	33,355	(230,000)	(180,800)	350,000	-252.2%

TRAFFIC IMPROVEMENT FUND

Village of Hoffman Estates

Description

The Traffic Improvement Fund is used to account for financial resources arising from developer donations that are to be used for various infrastructure improvements. Such donations are to be used for needed infrastructure improvements. Barrington Road and points east are considered eligible locations for roadway and traffic improvement types of projects. The fund was established prior to the Village's Road Improvement Impact Fee program and it serves a similar purpose though generally a broader range of project types can be funded.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Investment Earnings	2,748	-	-	-	N/A
Total Revenues	2,748	-	-	-	N/A
Expenditures					
Professional Services	-	-	-	-	N/A
Total Expenditures	-	-	-	-	N/A
Net Revenues over Expenditures	2,748	-	-	-	N/A

PRAIRIE STONE CAPITAL FUND

Village of Hoffman Estates

Description

The Prairie Stone Capital Fund accounts for funds used to pay qualified project costs related to the Village's Economic Development Area. Projects planned for FY2021 include permanent entertainment district electronic signs, wayfinding signs, and designing/constructing improvements at the Village Green.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Sanitary Sewer Recapture	46,949	-	3,000	-	N/A
Investment Earnings	50,466	10,000	14,000	10,000	0.0%
Sale of Equipment	890,146	-	-	-	N/A
Transfers In	-	-	534,000	-	N/A
Total Revenues	987,561	10,000	551,000	10,000	0.0%
Expenditures					
Professional Services	1,620	-	-	-	N/A
Prairie Stone	90,810	1,427,500	2,065,000	650,000	-54.5%
Transfers Out	20,000	50,000	17,500	30,000	-40.0%
Total Expenditures	112,430	1,477,500	2,082,500	680,000	-54.0%
Net Revenues over Expenditures	875,131	(1,467,500)	(1,531,500)	(670,000)	-54.3%

CENTRAL AREA ROAD IMPROVEMENT IMPACT FEE FUND

Village of Hoffman Estates

Description

The Central Area Road Improvement Impact Fee Fund is used to account for developer impact fees assessed under an impact fee ordinance. Resources accumulated are to be used for specific street improvements required due to development in the Central Area such as along the Barrington Road/Central Road corridors among others. The Village has five years from receipt of funds to use them. If the funds are not used, developers can request a refund of the unused portion. Projects in the Comprehensive Road Improvement Plan for the Central Service Area are eligible for funding assistance.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Investment Earnings	718	-	150	150	N/A
Total Revenues	718	-	150	150	N/A
Expenditures					
Transfers Out	-	-	-	-	N/A
Total Expenditures	-	-	-	-	N/A
Net Revenues over Expenditures	718	-	150	150	N/A

WESTERN AREA TRAFFIC IMPROVEMENT FUND

Village of Hoffman Estates

Description

The Western Area Traffic Improvement Fund is used to account for resources arising from donations by developers building within the Village's western area. Such donations are to be used for needed infrastructure improvements. Barrington Road and points west are considered eligible locations for roadway and traffic improvement types of projects. The fund was established prior to the Village's Road Improvement Impact Fee program and it serves a similar purpose though generally a broader range of project types can be funded.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Investment Earnings	146	-	30	-	N/A
Total Revenues	146	-	30	-	N/A
Expenditures					
Transfer Out	-	-	-	-	N/A
Total Expenditures	-	-	-	-	N/A
Net Revenues over Expenditures	146	-	30	-	N/A

WESTERN AREA ROAD IMPROVEMENT IMPACT FEE FUND

Village of Hoffman Estates

Description

The Western Area Road Improvement Impact Fee Fund is used to account for developer impact fees assessed under an impact fee ordinance. Resources are to be used for specific street improvements within the Village's western area. The Village has five years from receipt of funds to use them. If the funds are not used, developers can request a refund of the unused portion. Projects in the Comprehensive Road Improvement Plan for the Western Service Area are eligible for funding assistance.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Road Usage Fees	182	-	-	-	N/A
Investment Earnings	281	-	100	-	N/A
Total Revenues	463	-	100	-	N/A
Expenditures					
Professional Services	182	-	-	-	N/A
Total Expenditures	182	-	-	-	N/A
Net Revenues over Expenditures	281	-	100	-	N/A

2019 CAPITAL PROJECT FUND

Village of Hoffman Estates

Description

In 2019, the Village issued new bonds in the amount of \$9.6 million. \$1.7 million of those proceeds were placed in this fund for the purchase and installation of street lighting upgrades in FY2020. The remaining proceeds are accounted for in the Water & Sewer Fund.

Annual Revenues and Expenditures by Class

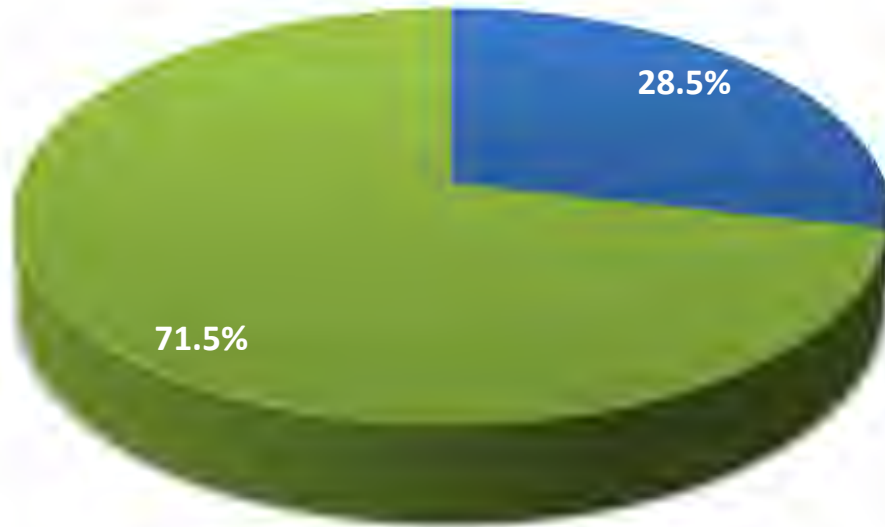
Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Transfer from General	1,733,021	-	10,000	-	N/A
Total Revenues	1,733,021	-	10,000	-	N/A
Expenditures					
Fire Aparatus	-	-	1,719,840	-	N/A
Debt Service	8,114	-	-	-	N/A
Total Expenditures	8,114	-	1,719,840	-	N/A
Net Revenues over Expenditures	1,724,908	-	(1,709,840)	-	N/A

ENTERPRISE FUNDS

The Village's Enterprise Funds include the Water and Sewerage Fund and the NOW Arena Operating Fund. The NOW Arena Operating Fund was added in 2009 with the transfer of ownership of the Arena to the Village. The Water and Sewerage Fund includes the following divisions: Water, Sewer, Water Billing, and Water Capital.

Total Budget	\$31,772,240
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Annual Expenses by Fund



- NOW Arena Operating Fund
- Water & Sewer Fund

WATER AND SEWERAGE FUND

Village of Hoffman Estates

CLASS	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Operating Revenue					
User Charges	19,105,210	19,516,000	19,425,500	20,177,450	3.4%
Total Operating Revenue	19,105,210	19,516,000	19,425,500	20,177,450	3.4%
Operating Expenditures					
Salaries	3,094,217	3,239,640	3,203,470	3,283,440	1.4%
Employee Benefits	1,154,307	1,244,610	1,263,430	1,305,180	4.9%
Misc. Employee Expenses	29,449	34,010	30,490	33,020	-2.9%
Commodities	360,076	351,710	3,760,680	184,010	-47.7%
Contractual Services	9,886,030	10,831,120	14,806,240	10,638,890	-1.8%
Capital Outlay	865,787	4,138,450	3,310,960	3,688,930	-10.9%
Debt Service	37,087	-	-	-	N/A
Cost Allocation	1,564,132	1,871,800	1,846,950	1,607,860	-14.1%
Total Expenditures	16,991,084	21,711,340	28,222,220	20,741,330	-4.5%
Operating Income (Loss)					
Before Depreciation	2,114,125	(2,195,340)	(8,796,720)	(563,880)	-74.3%
Depreciation Expense	(1,426,819)	-	-	-	N/A
Non-Operating Revenue					
Investment Earnings	203,172	110,000	120,000	95,000	-13.6%
Reimbursements/Recoveries	186,668	-	22,000	-	N/A
Miscellaneous	(27,158)	-	2,000	-	N/A
Bond Proceeds	-	1,424,000	9,487,970	950,000	-33.3%
Loan Proceeds	-	2,664,000	1,700,000	1,000,000	-62.5%
Operating Transfers In	-	30,000	-	30,000	0.0%
Total Non-Operating Revenue	362,683	4,228,000	11,331,970	2,075,000	-50.9%
Non-Operating Expenses					
Debt Service	570,427	765,080	765,080	726,100	-5.1%
Principal Expense	-	1,015,460	1,015,460	1,052,190	3.6%
State Loan Expense	-	122,320	-	165,130	35.0%
Operating Transfers Out	66,810	16,500	17,330	25,000	51.5%
Total Non-Operating Expenses	637,237	1,919,360	1,797,870	1,968,420	2.6%
Net Income (Loss)	412,752	113,300	737,380	(457,300)	-503.6%

Description

The Water Division's responsibilities include the supply, distribution, and quality assurance of water within the Village, and complying with all Federal and State of Illinois Environmental Protection Agency standards. Water infrastructure includes 7 elevated towers, 4 reservoirs, 2 high-service pumping stations, 2 booster stations, 7 emergency supply wells, 3,150 fire hydrants, 240 miles of water main, 3,350 valves, and over 16,000 water meters.

2020 Accomplishments

- Replaced or repaired 20 fire hydrants, 15 water main valves, and 35 system leaks on water mains and service lines.
- Continued coordinating with a neighboring community to establish a water distribution system interconnect to ensure uninterrupted service in the case of an emergency.
- Provided oversight and support of the Village-wide water meter replacement program, replacing over 16,000 residential and commercial water meters and installing an automated meter reading system.
- Performed in-house leak detection on various water distribution system components and identified 5 total leaks eliminating an estimated annual loss of over 1.3 million gallons.

Goals, Objectives and Performance Measures

Maintain and improve the Village's infrastructure, including designing, funding and implementing of a comprehensive and continuing revitalization program for Village streets, water, sanitary sewer, sidewalks, and storm water management projects.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Infrastructure	Decrease the number of days a fire hydrant is out of service once identified.	Number of days a fire hydrant is out of service	5.6	8.8	10.0	8.0
	Reduce non-revenue water use to remain in compliance with IDNR's standards	Non-revenue water percentage	13.5%	14.5%	11.5%	10.0%

WATER

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	1,940,661	2,044,900	2,008,160	2,071,440	1.3%
Employee Benefits	704,416	768,260	777,170	802,730	4.5%
Misc. Employee Expenses	29,259	33,760	30,490	32,770	-2.9%
Commodities	28,941	41,180	24,510	38,480	-6.6%
Contractual Services	9,437,196	9,538,240	9,276,820	9,520,250	-0.2%
Capital Outlay	10,199	21,750	21,800	30,500	40.2%
Cost Allocation	702,602	936,280	948,850	709,640	-24.2%
Total	12,853,274	13,384,370	13,087,800	13,205,810	-1.3%

Budget Highlights

Salaries

The 1.3% increase is due to budget increases for personnel.

Employee Benefits

The 4.5% increase is due to higher IMRF and employer health insurance contributions.

Miscellaneous Employee Expenses

The 2.9% decrease is due to a reduction in membership dues.

Commodities

The 6.6% decrease is primarily due to a reduction in funding for small tools and minor equipment.

Capital Outlay

The 40.2% increase is due to new requests for equipment including locators, leak detection loggers, and a new hydraulic chainsaw.

Cost Allocation

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. Shown above are the expenses that pertain to the water billing function of the Village that originate in other divisions. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

Description

The Village's Sanitary Sewer Division's responsibilities include preventative maintenance and repair of over 190 miles of sanitary sewer mains, 5,200 manholes, and 16 sanitary lift stations. Other maintenance activities include routine televising, flushing, root cutting, and the maintenance and repair of pumps, motors, and electrical components.

2020 Accomplishments

- Performed flushing, root cutting, and cleaning on 65,000 feet of sanitary sewer main line and inspected over 110 manholes.
- Assessed 15,000 feet of sanitary sewer via closed circuit television (CCTV) inspection per NASSCO's Pipeline Assessment Certification Program (PACP) standards. The Village achieved its fifth year of compliance under Metropolitan Water Reclamation District of Greater Chicago's (MWRDGC) new rule on infiltration and inflow.
- Continued addressing infrastructure located in designated high-risk areas through various inspection and testing methods per the Metropolitan Water Reclamation District's (MWRD) Infiltration and Inflow Control Program.
- Complete the rehabilitation of Chippendale lift station.

Goals, Objectives and Performance Measures

Maintain and improve the Village's infrastructure, including designing, funding and implementing of a comprehensive and continuing revitalization program for Village streets, water, sidewalks and storm water management projects.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Infrastructure	Flush sanitary sewer mainline at a rate of 1,000 feet per 4.25 labor hours or better	Labor hours per 1,000 feet of sanitary sewer flushed and cleaned	5.1	6.6	7.0	6.0

SEWER

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	992,840	1,027,390	1,023,390	1,040,580	1.3%
Employee Benefits	391,909	413,650	422,260	437,120	5.7%
Commodities	2,353	2,370	2,370	2,370	0.0%
Contractual Services	325,448	340,270	350,310	360,980	6.1%
Capital Outlay	5,427	25,300	29,300	59,300	134.4%
Cost Allocation	404,840	433,870	403,560	407,650	-6.0%
Total	2,122,817	2,242,850	2,231,190	2,308,000	2.9%

Budget Highlights

Salaries & Wages

The 1.3% increase is due to budgeted increases for personnel.

Employee Benefits

The 5.7% increase is due to higher IMRF and employer health insurance contributions.

Contractual Services

The 6.1% increase is due to a funding requested for maintenance of a grinder installed at a lift station.

Capital Outlay

The 134.4% increase is primarily due to a new program intended to remediate hydrogen sulfide gases in a sanitary sewer force main.

Cost Allocation

Cost Allocations are payments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund. These costs are in direct relation to the other divisional costs so they increase and decrease accordingly.

WATER BILLING

Village of Hoffman Estates

Description

The Water Billing Division, which is a subdivision of the Finance Division, includes 1 full-time and 3 part-time budgeted employees that are responsible for the water and refuse billing for the Village. The Water Billing Division maintains approximately 15,600 water accounts and takes care of all the billing and collections on a monthly basis.

A water rate study was presented to the Village Board in 2019. The results of the study included recommended routine rate increases to the Village's water rates to adequately fund operations of the Water & Sewer Fund. A water rate study is planned every five years.

2020 Accomplishments

- Began the Village wide water meter upgrades in 2020. These new meters and system will allow our staff to provide up to the minute reads. In addition, we can troubleshoot issues more efficiently.

Goals, Objectives and Performance Measures

Enhance the Village's operations through employee development and training in core skill sets that will develop our employees and create a cadre of future leaders for the organization.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Infrastructure	Efficiently resolve customer issues within 24 hours of first contact	Percent of customer issues resolved in 24 hours	100%	100%	100%	100%
	Continue providing an excellent level of customer service to all utility customers to help reduce the number of escalated incidences to under 12 per year	Number of calls escalated to management	4	7	7	5
Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Technology	Increase the number of utility bill customers paying their utility bills online, over the phone, and ACH	Percent of utility bill payments made with alternative services excluding mailed in or walked in	79%	49%	75%	75%

WATER BILLING

Village of Hoffman Estates

Annual Expenses by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Salaries	160,715	167,350	171,920	171,420	2.4%
Employee Benefits	57,982	62,700	64,000	65,330	4.2%
Misc. Employee Benefits	190	250	-	250	0.0%
Commodities	69,463	83,160	83,160	83,160	0.0%
Contractual Services	64,699	58,610	74,890	70,660	20.6%
Capital Outlay	400	400	1,700	400	0.0%
Cost Allocation	456,690	501,650	494,540	490,570	-2.2%
Total	810,139	874,120	890,210	881,790	0.9%

Budget Highlights

Salaries & Wages

The 2.4% increase is due to budgeted annual salary increases.

Employee Benefits

The 4.2% increase is due to a higher IMRF contribution rate required.

Contractual Services

The 20.6% increase is due to an increase in credit card processing fees as more customers are signing up for automatic reoccurring payments. As an incentive, the Village pays for credit card fees for customers who sign up for this payment method. The 2020 estimate is higher than the budget figure due to higher credit card acceptance fees related to COVID-19.

Cost Allocation

Cost allocations are repayments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditure in the reimbursing fund and a reduction of expenditures in the reimbursed fund, which is reflected in the Water Billing Division.

WATER AND SEWERAGE CAPITAL

Village of Hoffman Estates

Annual Expenses by Class - Capital Summary

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Commodities	-	175,000	50,000	60,000	-65.7%
Contractual Services	14,709	867,000	891,590	687,000	-20.8%
Capital Outlay	13,015	2,964,000	1,583,460	2,648,730	-10.6%
Total	27,724	4,006,000	2,525,050	3,395,730	-15.2%

Annual Expenses by Class - 2015 Bond Capital Summary

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Contractual Services	(3,468)	-	-	-	N/A
Capital Outlay	78,686	-	-	-	N/A
Total	75,218	-	-	-	N/A

Annual Expenses by Class - 2017 Bond Capital Summary

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Commodities	136,567	50,000	30,010	-	-100.0%
Contractual Services	47,447	27,000	-	-	-100.0%
Capital Outlay	758,060	1,127,000	1,632,820	950,000	-15.7%
Total	942,073	1,204,000	1,662,830	950,000	-21.1%

WATER AND SEWERAGE CAPITAL

Village of Hoffman Estates

Annual Expenses by Class - 2019 Bond Capital Summary

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Commodities	122,753	-	3,570,630	-	N/A
Contractual Services	-	-	4,212,630	-	N/A
Capital Outlay	-	-	41,880	-	N/A
Debt Service	37,087	-	-	-	N/A
Total	159,839	-	7,825,140	-	N/A

NOW ARENA OPERATING FUND

Village of Hoffman Estates

Description

The Arena Operating Fund was established account for all operations at the Arena when the Village assumed ownership of the facility in 2009. Since 2011, the budget from the Arena management company has been included under Arena Operating Expenses, as well as Net Event Income and Premium/Other Income. In 2020, the Arena's naming rights transitioned ownership from Sears Holdings to the NOW Health Group, ending use of the name Sears Centre Arena. The Arena was officially renamed the NOW Arena on September 1, 2020. The Arena remains operated by Spectra, a management company hired by the Village and owned by Comcast.

2020 Accomplishments

- The Covid-19 pandemic forced the closure of the NOW Arena from mid-March through the end of the year, limiting the number of indoor events and the potential of Event Income. In spite of the limited indoors events, there were several highlights during the past year.
- Events hosted between January and mid-March did well, generating \$500,000 in Event income in the first ten weeks of 2020. Prior to shutdown, the event calendar from April to December was trending to be one of the venue's strongest fiscal years. Most notably, an event with Tony Robbin was contracted for July, and was forecasted to be the most profitable event in the Arena's history.
- The primary highlight of 2020 involved a new Arena Naming Rights Agreement. NOW Health Group, a Bloomingdale based purveyor of vitamins and health supplements, entered into a fifteen year agreement to rebrand the Arena as the NOW Arena effective September 1, 2020. NOW began actively engaging in the Arena with new exterior signage and interior displays.
- Along with providing stability for the future, the investment by NOW is \$150,000 more than Sears' annual naming rights agreement. In addition, the naming rights will provide a sizeable investment in creating branded space on the Arena concourse.
- Attendance for the fourth season of the Windy City Bulls, the NBA G-League affiliate of the Chicago Bulls, was on pace for their best season, with the average attendance increasing year over year by 33% with four games remaining in the season prior to COVID-19 shutdown. Without question, the 2019-2020 was the team's best season, and would have achieved record numbers for total sales and attendance.
- The second year of the Arena operating the Hideaway Beer Garden across the street from the Arena was very successful. The Governor permitted outdoor dining in late May, and the Hideaway was able to reach nearly \$500,000 in sales, which was \$80,000 more than 2019, despite a limited capacity and a late opening. Profit margin improved dramatically, allowing for a forecasted Event Income of over \$60,000. The growth of the Hideaway is expected to continue and will likely exceed \$100,000 in profit in summer 2021.

NOW ARENA OPERATING FUND

Village of Hoffman Estates

- Despite restriction on mass gatherings, the Arena developed partnerships with several new promoters to host “drive-in” event nights throughout the summer, including nightly outdoor movies, sold out live comedy shows, an electric dance music (EDM) concert, high school graduations and a live country concert. These events were limited to a 500-car capacity due to available space, and provided modest Event Income.
- In total, the Arena was able to generate over \$100,000 in profit from events following the Governor’s COVID-19 shutdown in March. This is considerable as nearly every other venue in the Chicago region was completely shut down and had yet to host one event since March.
- To save money, several capital projects were deferred.
- Arena staff spent considerable time working with corporate and industry contacts to ensure the building was ready to open, while mitigating the risk of COVID -19 in mass gathering situations. This included upgrading filters on the HVAC system, purchasing electrostatic sprayers, disinfecting foggers and implementing protocols to screen staff prior to entering the property.

Goals, Objectives and Performance Measures

Create a thriving and vital local economy with a strong blend of retail, clean-industrial, commercial and residential properties.						
Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Economic Development	Work with promoters to achieve a net event operating income of \$1.6M or more at or around the NOW Arena annually	Annual net event operating income (in Millions)	\$2.34	\$2.20	\$0.63	\$0.80

NOW ARENA OPERATING FUND

Village of Hoffman Estates

Annual Revenues and Expenditures by Class-Activity Summary

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Operating Revenues					
Net Event Income	10,731,866	10,070,210	3,092,550	3,319,520	-67.0%
Premium/Other Income	425,082	439,850	321,970	198,470	-54.9%
Total Operating Revenues	11,156,948	10,510,060	3,414,520	3,517,990	-66.5%
Operating Expenses					
Arena Operating Expenses	11,552,256	11,109,280	4,834,080	4,769,310	-57.1%
Total Operating Expenses	11,552,256	11,109,280	4,834,080	4,769,310	-57.1%
Operating Income (Loss)	(395,308)	(599,220)	(1,419,560)	(1,251,320)	108.8%
Transfers					
Transfer from NOW Arena Optg	-	599,220	1,419,560	1,251,320	108.8%
Total Transfers	-	599,220	1,419,560	1,251,320	108.8%
Net Income (Loss)	(395,308)	-	-	-	N/A

NOW ARENA OPERATING FUND

Village of Hoffman Estates

Annual Revenues and Expenditures by Class-Operating Summary

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Operating Revenues					
Taxes	2,699,511	2,591,540	1,649,420	2,429,420	-6.3%
Charges for Services	68,079	70,040	70,120	39,000	-44.3%
Grants	-	45,000	-	29,400	-34.7%
Miscellaneous	156,429	75,000	99,500	90,000	20.0%
Total Operating Revenues	2,924,019	2,781,580	1,819,040	2,587,820	-7.0%
Operating Expenses					
Village Operating Expenses	230,710	450,230	118,450	218,710	-51.4%
Total Operating Expenses	230,710	450,230	118,450	218,710	-51.4%
Capital Outlay					
Department Equipment	(4,367)	-	-	-	N/A
Total Capital Outlay	(4,367)	-	-	-	N/A
Operating Income (Loss) Before Depreciation	2,697,675	2,331,350	1,700,590	2,369,110	1.6%
Depreciation Expense					
Depreciation Expense	(2,374,644)	-	-	-	N/A
Operating Income (Loss)	323,031	2,331,350	1,700,590	2,369,110	1.6%
Non-Operating Revenues					
Investment Earnings	15,004	12,000	8,000	8,000	-33%
Contribution of Assets	28,494	-	-	-	N/A
Bond Expense	1,828,232	-	-	-	N/A
Amortization Expense	(113,325)	-	-	-	N/A
Total Non-Operating Revenues	1,758,404	12,000	8,000	8,000	-33.3%
Non-Operating Expenses					
Operating Transfers In	700,000	1,020,000	1,430,000	1,630,000	59.8%
Operating Transfers Out	(2,843,839)	(3,496,960)	(4,319,740)	(4,074,470)	16.5%
Total Non-Operating Expenses	(2,143,839)	(2,476,960)	(2,889,740)	(2,444,470)	-1.3%
Net Income (Loss)	(62,404)	(133,610)	(1,181,150)	(67,360)	-49.6%

Note: Other revenues and ancillary revenues from the NOW Arena over the past eight years more than offsets the loss shown above. Such revenues include Entertainment Taxes, Food and Beverage Taxes, Sales taxes generated by NOW Arena events and other revenues directly resulting from the NOW Arena.

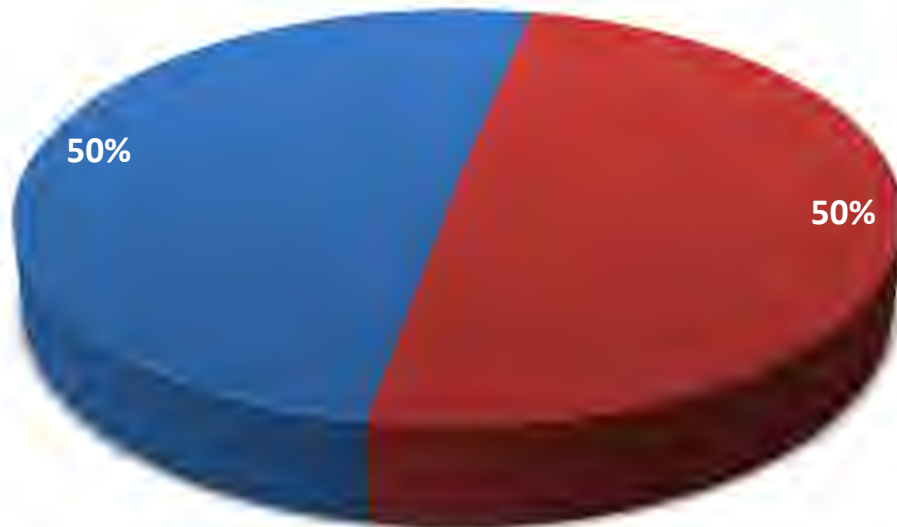
INTERNAL SERVICE FUNDS Village of Hoffman Estates

Internal Service Funds include the Insurance Fund and the Information Systems Fund. These funds are used by state and local governments to account for the financing of goods and services provided by one department to other departments within the organization on a cost-reimbursement basis. The Insurance Fund accounts for the servicing and payment of claims for the Village's self-insurance programs including Workers' Compensation and Liability Insurance. The Information Systems Fund accounts for the operation of the Information Systems Department (technology) of the Village. Financing for both of these funds is provided through billings to various Village Departments.

Total Budget

\$3,521,170

Annual Expenses by Fund



■ Insurance Fund

■ Information Systems Fund

INSURANCE FUND

Village of Hoffman Estates

Description

The Insurance Fund accounts for liability and worker's compensation insurance coverage and associated loss control and loss prevention services for the Village, as well as unemployment benefits and excess liability coverage. It is overseen by the Risk Manager who is part of the Human Resources Management Division.

2020 Accomplishments

- Completed an evaluation for excess workers' compensation and property casualty insurance coverage and recommended an insurance renewal package to the Village Board.
- Unfortunately, the Safety Lunch was cancelled this year due to COVID-19. However, the Village alternatively promoted the Village's commitment to safety by providing each employee a \$5 Starbucks gift card and a safety message distributed via payroll.
- The Risk Manager participated in the Emergency Operations Center operations related to the COVID-19 pandemic and provided recommendations related to safe practices.
- Brought several workers' compensation and liability claims to an amicable conclusion.
- Reduced the projected frequency of workers' compensation claims by 21%.
- Reduced the projected severity of workers' compensation claims by 72%.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Charges for Services	1,318,520	1,481,200	1,362,400	1,493,760	0.8%
Investment Earnings	64,056	40,000	24,500	25,000	-37.5%
Miscellaneous	241,300	106,670	123,800	84,220	-21.0%
Total Revenues	1,623,876	1,627,870	1,510,700	1,602,980	-1.5%
Expenditures					
Salaries	108,954	112,700	97,100	112,520	-60.6%
Employee Benefits	136,739	157,610	172,950	137,440	-12.8%
Contractual Services	1,843,196	1,511,200	1,392,400	1,523,760	0.8%
Operating Transfers	150,000	-	-	-	N/A
Total Expenditures	2,238,890	1,781,510	1,662,450	1,773,720	-0.4%
Net Revenues over Expenditures	(615,013)	(153,640)	(151,750)	(170,740)	11.1%

Description

The Information Systems department is responsible for administration, implementation and maintenance of all Village computer operations, hardware and software. The Information Systems staff comprises the following teams:

- The Network and Technical Support Division provides support and maintenance for over five miles of Village owned Fiber Optic cabling, six licensed band microwave links, over 25 wireless access points, 1,000 individual devices, approximately 380 active directory accounts and 451 Microsoft Exchange email accounts dispersed between nine Village facilities. This team is the central point of contact and escalation for system outages and technical support requests, as well as having responsibilities for operational/technical legacy system support, Village-wide network host communications, security administration and data recovery. Software and technical support is provided to evaluate, procure, develop or modify software programs to the specified needs of various operating units. Hardware and technical support is provided for Village-wide, remote and local area operating platforms. Networked automation support is available to all Village staff including a trouble call hotline. Centralized computer processing services are provided on all major systems, including system backups and data recovery.
- The Business Systems Division is responsible for application support and data integrity for all PLUS series software suites that are comprised of applications for licensing of businesses, pets and vehicles, permits, code enforcement, inspections, utility billing, as well as cash receipts, fund accounting, human resources, benefits and payroll. These responsibilities include: employee training, software customization, report writing and data extraction (business intelligence), Software as a Service (SaaS) implementation, compliance, and acting liaison between users and the software vendor.
- The Geographic Information Systems (GIS) Division is responsible for the hardware, software and data that is used to create and maintain and print maps. Clients for these maps in the Village include every department. The Police Department and Emergency Management Agency use large wall maps that allow ready identification of accident and crime locations, as well as disaster and recovery operations. Each Fire Department vehicle carries a detailed map atlas that helps them to get to a fire quickly, and to identify emergency locations, such as numbered school entrances and available fire hydrants. Development Services uses standard and ad hoc maps for planning and zoning issues, and for attracting new businesses to the Village. Public works uses the maps for identifying utility infrastructure components. A selection of maps with local information for residents are also maintained on the Village website.

2020 Accomplishments

- The Business Systems Division was instrumental in implementing the Smart Meter Program for all Village water meters. Several customs were contracted with CentralSquare for this project, and they spanned eight months of testing to identify modifications needed to be able to Mass Update meter changes into our Utility Billing software, as well as to manually enter changes with the new data fields required for Smart Metering. Another custom was needed to interface to Neptune's

web-based software that uses Collectors placed throughout the Village to obtain readings on a continual basis and is also used for the actual billing process. They developed recurring data exports needed to populate the database utilized by the meter installers when swapping out the meters. They also created detailed instructions for staff to refer to when using the Mass Meter Update Utility and for the reading interface processes to Neptune 360 and the Utility Billing application.

- With the outbreak of the COVID-19 virus and the subsequent work from home order, the Business Systems Division was called upon to create communications to notify of postponed Court Dates for all types of Violations. They also created letters to notify owners of the changes in the Residential Rental License Inspection Program due to the social distancing required by the State.

In order to help the Village track COVID-19 related overtime, quarantine, and illness, new Leave and Pay Codes were developed for our Payroll application. Reports were created to track these activities. They also developed a process of banking excess Vacation Leave time earned and the process to request that excess leave time when days off are requested in the coming year.

- The Business Systems Division customized Employee Access Center to allow all employees to utilize this web-based application to complete Open Enrollment for the 2020 benefit year. We requested multiple customs and fixes of CentralSquare to accommodate the benefits offered during Open Enrollment. This project encompassed several months and dozens of reports used to analyze the setup of the application for accuracy, and later, to review and confirm the choices made by employees before posting the selections to the FinancePLUS Payroll system. The Team has begun setup for 2021 Open Enrollment process and have implemented a link for employees to submit documents required for Open Enrollment directly within the EAC application.
- The Business Systems Division worked with the Fire Department staff to completely revamp tables related to Fire Permits. This project required analyzing existing permits and aligning Permit Types, Permit Fees, Inspections, and Plan Reviews with Permit ordinances. The entry of Fire Permits was transferred from Front Counter Customer Service staff to Fire Administration staff, which required training all the staff in entry and processing. Multiple reports were created to process existing permits and to keep track of permit data as it was entered. They also worked with CentralSquare to close all Fire Permits after identifying each of those eligible for closure. New reports were developed for Fire Administration to use for monthly reporting of their inspections and plan reviews completed.
- The Business Systems Division is spearheading and managing the project to implement the CentralSquare Community Development software, which is the next generation of software to replace CommunityPLUS' applications in this area. This software integrates with our GIS environment to provide a spatial view of the Projects, Permits, Code Enforcement, and other activities related to a particular property. This project began in the last quarter of 2019, and is expected to extend into 2021. They have worked extensively with the Development Services

Director to customize the applications to meet the Village's needs and to train staff involved in this project.

- The Business Systems Division completed the implementation of Electronic Leave Requests to all Village Hall departments, thus eliminating the need for paper Leave Request forms. This project required the development of each department's approval process and training all employees in the use of the software. New Leave Banks were created Jury Duty and Bereavement to allow employees to submit those types of requests using the Electronic Leave Requests application.
- The Business Systems Division redesigned the Cable TV Requests to align them with the expectations of the new Cable TV Coordinator.
- The Business Systems Division worked with CentralSquare on the development of changes in State Reporting for Payroll for both the State of Illinois and IMRF, and the extensive changes required by the revamping of the W4 tables.
- The Business Systems Division worked with CentralSquare to implement their new training platform, CentralSquare University for Village employees to use for Year-End Training in FinancePLUS and for future training opportunities as they are made available.
- The Business Systems Division created scheduled reports for each Village Hall Department Director that provides the year-to-date hours worked and leave time taken for their employees.
- The GIS Division underwent a number of upgrades to both software and hardware. As a new IS server was purchased, GIS staff migrated a test database onto the new server and tested web services and database access with our desktop software. After successfully testing this database, the remaining GIS databases were also migrated. Once complete, ArcGIS Server software, web adaptor and desktop software was upgraded to version 10.6 (from 10.4). The Planning, Engineering and GIS Specialist desktop licenses were also upgraded to 10.6. ArcGIS Pro has been upgraded to version 2.4.
- The GIS Division and Technology Division sought the assistance of ESRI support to address a web server certificate error, which was preventing the full functionality of our web services. Upon updating and configuring the certificate, a number of issues were eliminated. The certificate also allowed GIS staff to reconfigure service connections to use https. This solved errors that CentralSquare was experiencing with our services during Community Development implementation. It also prepared us for future ESRI products, as they will be enforcing the use of HTTPS only for ArcGIS Online in December 2020.
- The GIS Division has collaborated on the CentralSquare Community Development implementation. The majority of the work has been to configure data into consumable services according to CentralSquare specifications. Workbooks are maintained to detail the features and purpose of each service.

- Several GIS layers have been the focus of efforts to improve the accuracy of our data for both reporting and querying purposes. Building footprints have been modified heavily, with 1860 buildings edited since August 2019. A field dedicated to building type was established. The former “commercial” code was broken into several commercial types (industrial, office, retail) for 299 properties. Using archived survey plats, residential footprints for 611 homes were updated. Using the subdivision plats, 40 subdivisions and over 2000 corresponding parcels have been updated.
- The Planning Department was setup with a user account in our ArcGIS Online organization. This account will give planning staff the ability to update zoning information that is stored in our parcel data. To accommodate this, two maps were created. One map allows them to edit the zoning district codes, the other allows them to update the Future Land Use code. Within a few weeks, Planning staff had updated the Future Land Use code for the entire town (14,970 parcels).
- The GIS Division collaborated with Economic Development to create a Restaurant map for the Village website. The map utilizes a filter tool to allow users to select restaurants within any specified distance from any location on the map, using filters to include restaurants with carryout, drive-thru and/or outdoor dining services
- The Road construction map on the Village website was converted into a dashboard. The dashboard will convey the same information in a more eye-catching way, while providing additional metrics such as project totals and a completion gauge. The map was created with input from the Transportation staff.
- An Incident Analysis tool was added to the Infrastructure map, which is the most widely used map amongst Village employees. The tool allows users to draw an area and create an incident buffer, which will provide a list of utilities within the buffer. It’s very simple to use (no GIS background necessary) and can quickly provide a picture of potentially affected infrastructure in an emergency situation
- The GIS Division fulfilled 38 utility map requests from contractors planning and/or preparing to do work in town.
- The Technology Division installed a new inexpensive NAS storage device for use with PipeTech inspections. Due to the nature of the data it was determined that the best solution for such dormant data was an inexpensive NAS solution. The resulting outcome freed up 1 TB of space.
- The Technology Division implementation a new Email Security System. The new system will help our employees better understand where emails are coming from and will help users decide if delivered emails are pose a potential threat and what course of action to take

INFORMATION SYSTEMS

FUND

Village of Hoffman Estates

- The technology Division migrated the Village's HVAC systems onto VOHE network infrastructure. Prior to the migration the system resided in a fractured environment which impaired the management and oversight of the devices attached.
- The technology Division planned and executed the email domain renaming of the Sears Center Arena to the NOW Arena.
- The Technology Division performed a major hardware upgrade and replacement to the Village's telephone system. The existing hardware was past its warranty and in order to ensure smooth and reliable operations, we opted to upgrade the backbone of the phone system. This upgrade was conducted in such way that there was no interruption to the service or functionality to the entire system. The upgrade was completed with satisfactory results and it is now fully functional.
- The Technology Division 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.
- The Technology Division began deploying the 32 Zebra mobile printers purchased for use with the DACRA mobile ticketing system. Initial deployments went to new squads being received by the department with subsequent deployments being completed on an "available" time schedule.
- The Technology Division 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.
- The Technology Division installed and configured additional cameras at the Village Green location. The cameras provide better coverage of the location and coverage of the concession stand.
- The Technology Division continued to configure the Medixsafe cabinets as well as ZKAccess software to manage the fleet. Fire department purchased five Medixsafe units in order to better protect controlled substances. Those safes will be installed in our ambulances and will safeguard narcotics and other controlled substances used by paramedic staff. The MedixSafe has the facility to be opened by either proximity card issued by the Village HR department or a unique code that every paramedic has. This will ensure accountability and protection of the inventory. With the purchase of the Medixsafe units, Fire Department also purchased ZKAccess software that will be responsible for the centralized management of the safes. The ZKAccess client will be installed in every Fire Station as well as Fire Administration Department located at the Village Hall to better serve the needs of our staff. One person from the Fire Department has been selected as the administrator of the system to ensure accountability. The core database has been installed on our SQL server to guarantee availability and reliability of the data.

- The Technology Division installed and configured Multi-IP system. This system already has been in use by our Fire Department and now has been extended to the Police Department. The primary benefit of this system is the ability to leverage multiple networks to establish secure VPN connection with remote site. This connection is strictly used for connection to NWCD site for CAD traffic only. This replaces the Radio-IP system we installed last year.
- The Technology Division configured and deployed new field equipment for our Locator Services giving them a secure and reliable connection back into the Village's network, something they have not had in the past.
- The Technology Division completed a critical security patch for the Sierra GX440 devices which are widely used by our Fire and Police Departments. Two devices failed to update and were sent out for replacement.
- After extensive planning and testing the Technology Division migrated the current print server to a Virtual Environment. The services were migrated without any down time or impact on staff's productivity.
- The Technology Division installed and configured a number of servers which were due for replacement. Two new file servers were installed and configured to work with our file cluster services. A new SQL server was also installed and configured and the multitude of systems and databases migrated from old new.
 - CFA
 - Desktop Central
 - Fuel Master
 - Micromain
 - SSRPM
 - RPS
 - BEAST
 - Arc GIS
 - Track-IT
- Due to budget concerns the Technology Division chose to perform hardware refreshments on the aging EOC laptops. Each system received additional RAM (8GB) as well as a new hard drive (256GB SSD), was wiped and a new operating system installed. The upgrade should improve the device's performance for the near future.
- The Technology Division worked on changes/updates to various systems in order to accommodate remote access and remote communications as a result of the COVID-19 response. The primary focus was on upgrading and adoption of VPN architecture in order to accommodate massive influx of users utilizing remote access. Furthermore, to meet the demand of the workforce being tasked with working from home, we reconstituted surplus equipment computers, bringing them up to the Village's security and software standards.

- The Division initially purchased ten licenses of GoToMeeting which enabled our users to collaborate and conduct on-line meetings including the Village's various Committee and Board meetings.
- The Technology Division continued to work alongside representatives from Motorola and NWCD IT team on the new Mobile CAD system and much progress was made despite the interruption caused by the response to COVID 19
 - A directional Active Directory Trust between Hoffman Estates and NWCD CAD system allowing our users a seamless logon between our domain and Motorola's RMS system I
 - Began installations, configurations and testing of multiple Motorola P1 CAD and RMS clients.
 - Developing configurations and strategy for client deployment.
 - Discovery of alternative configurations of Mobile CAD agent as well as Mobile CAD client installation.
 - Established a preferred method of agent configuration and deployment.
- The Technology Division performed a refresh of the training room computers which included fresh copies of windows, updated to the current patch levels, upgraded RAM and hard drives.
- The Technology Division configured a new password synchronization tool. The product we used up to this point was discontinued and we needed to find a new product. The solution was found in Microsoft's Azure Sync Tool.
- The Technology Division began work on migrating file cluster services from Windows Server 2012 r2 platform to Windows Server 2019 platform.
- The Technology Division completed the annual desktop replacements for 2020 including the workstations in the Engineering department which were not part of the annual cycle. These systems also received upgrades of the CivilCAD software bringing them up to date.
- The Technology Division and NIU successfully completed the final configurations and the storage is now available for use. At the moment the I.S. Staff will be using the NIU storage primarily for offloading backup jobs.
- During the course of the year the Information Systems Department opened a total of 2029 requests for service, closing 1987 resulting in a 98% closure rate.

INFORMATION SYSTEMS FUND

Village of Hoffman Estates

Goals, Objectives and Performance Measures

Evaluate and integrate emerging technology and communication tools where feasible to streamline operations, improve service delivery, foster sustainability and increase accessibility and convenience to residents and businesses.

Board Goal	Department Goals and Objectives	Measure	FY18 Actual	FY19 Actual	FY20 Estimate	FY21 Target
Technology	Provide high overall end-user satisfaction with technical services measured by a quarterly employee survey using a scale of 1 to 5	Overall technical services satisfaction score	4.2	4.2	4.0	4.0
	Ensure functionality and accessibility of the telephone and voicemail systems by testing and monitoring on a regular basis	Percentage of available days of the telephone and voicemail systems	100%	100	98	100

INFORMATION SYSTEMS FUND

Village of Hoffman Estates

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
User Charges	1,747,990	1,653,900	1,653,900	1,214,800	-26.5%
Interest Income	26,145	15,000	7,000	7,000	-53.3%
Misc. Revenue	18,476	6,500	6,500	7,000	7.7%
Transfers In	57,082	82,080	84,490	108,650	32.4%
Total Revenues	1,849,694	1,757,480	1,751,890	1,337,450	-23.9%
Expenditures					
ADMINISTRATION					
Salaries	642,997	705,850	684,030	683,240	-3.2%
Employee Benefits	256,310	278,760	256,520	269,300	-3.4%
Misc. Employee Benefits	15,321	18,360	1,790	360	-98.0%
Commodities	13,583	18,250	10,700	12,750	-30.1%
Contractual Services	71,453	110,630	105,610	46,850	-57.7%
Cost Allocation	(21,043)	-	-	-	N/A
OPERATIONS					
Contractual Services	273,418	363,390	329,860	305,050	-16.1%
Capital Outlay	184,610	216,000	155,750	198,000	-8.3%
Depreciation	24,099	-	-	-	N/A
CAPITAL ASSETS					
Capital Outlay	403,327	821,500	622,500	524,000	-36.2%
Cost Allocation	(269,220)	(325,260)	(321,280)	(292,100)	-10.2%
Total Expenditures	1,594,855	2,207,480	1,845,480	1,747,450	-20.8%
Net Revenues over Expenditures	254,839	(450,000)	(93,590)	(410,000)	-8.9%

INFORMATION SYSTEMS FUND

Village of Hoffman Estates

Budget Highlights

Salaries & Wages

The 3.2% decrease is due to a vacant position in 2020 which will remain vacant through 2021.

Employee Benefits

The 3.4% decrease is due to a vacant position in 2020 which will remain vacant through 2021.

Misc. Employee Expenses

The 98.0% reduction is due to the suspension of all departmental travel and training for FY2021.

Contractual Services-Administration

The 57.7% decrease reflects a decrease in in the number of new equipment requested by other departments.

Contractual Services-Operations

The 16.1% decrease reflects the reduction or elimination of both hardware and software support agreements.

Capital Outlay-Operations

The 8.3% decrease in the Operations Capital Outlay is due the suspension and/or reduction of a number of hardware replacement programs.

Capital Outlay-Capital Assets

The 36.2% decrease in Capital Outlay in the Capital Assets division is due to the successful completion of a number of projects or projects rescheduled to FY2022

Cost Allocation

Cost allocations are repayments by funds responsible for a particular cost to the fund that initially paid the cost. To accommodate for these types of transactions, we must show the amount as expenditures in the reimbursing fund and a reduction of expenditures in the reimbursed fund. For the Information Systems Fund, we are showing a reduction of expenses that pertain to the water and sewer function of the Village. These expenses are then being shown in the Water & Sewer Fund.

PENSION TRUST FUNDS

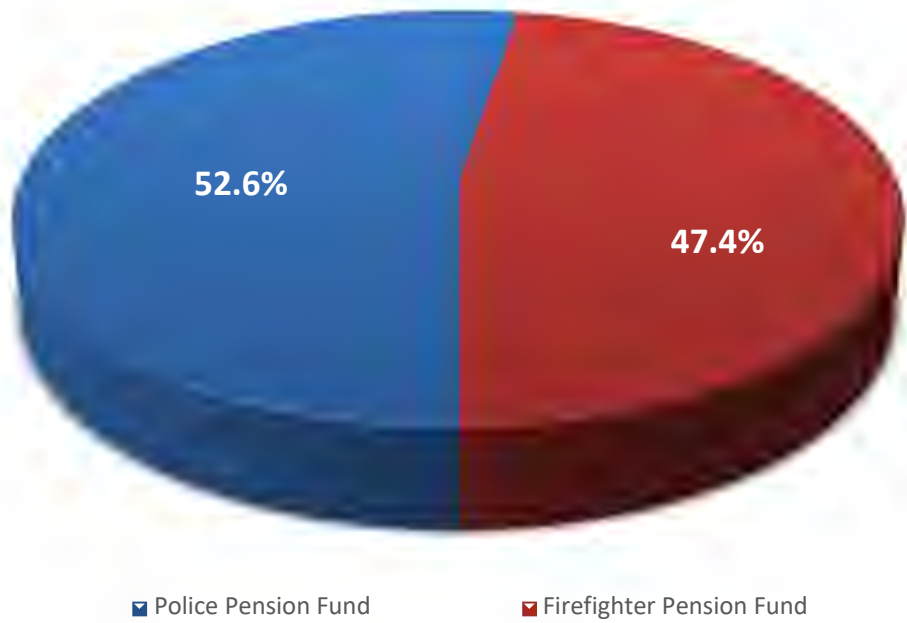
Village of Hoffman Estates

Pension Trust Funds are used to account for assets held by the Village as trustee or agent for individuals, private organizations or other governmental units. The Village's Police and Firefighters Pension Funds provide pension benefits for all retired Police and Fire personnel.

The Village's Police Pension System (PPS) participants and Fire Pension System (FPS) participants are obligated to fund all PPS and FPS costs, respectively, based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. The PPS and FPS are reported as pension trust funds because of the Village's fiduciary responsibility.

Total 2021 Budget	\$13,994,860
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Annual Expenses by Fund



POLICE PENSION

Village of Hoffman Estates

Description

The Village's sworn police employees participate in the Police Pension System (PPS) which is a defined-benefit, single-employer pension plan. The PPS functions are governed by a five-member pension board. Two members are appointed by the Village President, one member is an elected pension beneficiary, and the final two members are elected police officers. There are currently 89 participants in the Fund receiving approximately \$7.2 million in benefit payments annually. Property tax, corporate replacement tax, police officer contributions and investment earnings provide the fund with sufficient revenues to meet state mandated pension benefits. The Village hires an independent actuary to calculate the property tax levy required for the Police pension fund for the upcoming year.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Taxes	3,768,396	4,358,900	4,358,900	5,442,670	24.9%
Replacement Tax	16,945	13,400	13,400	13,400	0.0%
Charges for Services	827,082	850,000	850,000	850,000	0.0%
Investment Earnings	11,775,801	850,000	1,100,000	700,000	-17.6%
Reimbursements	416	-	-	-	N/A
Total Revenues	16,388,641	6,072,300	6,322,300	7,006,070	15.4%
Expenditures					
Salaries	2,400	2,400	2,400	2,400	0.0%
Employee Benefits	6,686,241	6,717,140	6,957,910	7,209,080	7.3%
Misc. Employee Expenses	3	-	-	-	N/A
Contractual Services	18,045	16,300	18,300	18,300	12.3%
Trustees Fees	127,466	118,570	123,570	123,570	4.2%
Total Expenditures	6,838,080	6,857,410	7,104,180	7,356,350	7.3%
Net Revenues over Expenditures	9,550,561	(785,110)	(781,880)	(350,280)	-55.4%

FIRE PENSION

Village of Hoffman Estates

Description

The Village's sworn fire employees participate in the Firefighters Pension System (FPS) which is a defined-benefit, single-employer pension plan. The FPS functions are governed by a five-member board. Two members are appointed by the Village President, one member is an elected pension beneficiary, and the final two members are elected firefighters. There are currently 93 participants in the Fund receiving approximately \$6.4 million in benefit payments annually. Property tax, corporate replacement tax, firefighter contributions and investment earnings provide the fund with sufficient revenues to meet state mandated pension benefits. The Village hires an independent actuary to calculate the property tax levy required for the Fire pension fund for the upcoming year.

Annual Revenues and Expenditures by Class

Class	2019 Actual	2020 Budget	2020 Estimate	2021 Budget	% Change
Revenues					
Taxes	3,352,983	3,720,890	3,720,890	4,292,700	15.4%
Replacement Tax	16,945	13,400	13,400	13,400	0.0%
Charges for Services	943,556	903,500	890,500	900,000	-0.4%
Investment Earnings	16,833,450	1,250,000	1,100,000	950,000	-24.0%
Reimbursements	5,866	-	-	-	N/A
Total Revenues	21,152,801	5,887,790	5,724,790	6,156,100	4.6%
Expenditures					
Employee Benefits	5,691,006	5,950,760	6,128,940	6,379,990	7.2%
Misc. Employee Expenses	3,865	3,530	2,050	3,550	0.6%
Contractual Services	48,922	54,970	54,970	54,970	0.0%
Trustees Fees	164,958	200,000	200,000	200,000	0.0%
Total Expenditures	5,908,751	6,209,260	6,385,960	6,638,510	6.9%
Net Revenues over Expenditures	15,244,049	(321,470)	(661,170)	(482,410)	50.1%